

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, JUNE 21, 2012, AT 5:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Roy L. Radabaugh, Chairman, called the meeting to order at 5:00 p.m. He asked everyone present to sign the attendance roster. Mark Stewart, Treasurer; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; Linda Watson and Nellie Radcliff, Office Clerks, were present.

There was no one present from the public.

Mr. Stewart made a motion to approve the Minutes of the May 17, 2012, Regular Board meeting as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart signed the May 17, 2012 Board Meeting Minutes.

Mrs. Dyer presented the Board with an employee pay raise of \$.25 cents on the hour. Mr. Radabaugh made a motion to accept 25 cents pay increase per hour per employee effective July 2, 2012. Mr. Stewart seconded the motion. The motion passed unanimously.

Mrs. Dyer presented the Board with Requisition No. 3 in the amount of \$443,968.87 for the Sewer System Improvement Project. Mr. Radabaugh made a motion to approve this requisition no 3. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Requisition No. 3.

Mrs. Dyer presented the Board with Change Order No. 4, Contract # 1 on the Sewer System Improvement Project for extra air work on Lagoon #3 and the air release pits Mr. Stewart made a motion to approve Change Order #4 Contract #1 Sewer System Improvement Project. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Change Order No. 4 Contract #1.

Mr. Stewart made a motion to approve Change Order No. 5 on the Sewer System Improvement Project to eliminate hauling of dewatered sludge and additional land application of liquid sludge. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Change Order No. 5

Mr. Stewart made a motion that no changes to the UV System on the Sewer System Improvement Project should not be made without Mr. Anderson's approval. Mr. Radabaugh seconded the motion. The motion passed unanimously.

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Ms. Watson presented the Board with "Letter of Conditions" on the SCADA System Updates Project. Mr. Stewart made a motion to accept the "Letter of Conditions" as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the "Letter of Conditions".

Mrs. Dyer presented the Board with "Letter of Conditions" for the Sewer System Improvements Project – Phase 2. Mr. Stewart made a motion to accept the "Letter of Conditions" as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the "Letter of Conditions".

Mr. Stewart made a motion to approve the "1996 Uniform System of Accounts" for the fiscal year 2012. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve HD Waterworks Maintenance Support Meter Reading System Hardware and Software invoice in the amount of \$3,434.50. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Contract and agreed that funds for this should come out of the Repair and Replacement account.

Mr. Stewart made a motion to approve the Financial Statements (copy attached) dated May 31, 2012, for All Finances, Water Revenue Checking Account, Sewer Revenue Checking Account. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve checks # 42913 thru #42990 written on the Consolidated Water and Sewer Revenue Checking Account (copy attached) from May 17, 2012 thru June 21, 2012. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks #3658 thru #3697 (copy attached) written on the Consolidated Payroll Account between May 17, 2012 and June 21, 2012. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mrs. Dyer discussed the following items.

Item # 32 - Notice from the Public Service Commission of WV "Utility Scam".

Item # 66 - Notice from the public Service Commission of WV "Water Thefts"

Item # 74 - Letter dated June 5, 2012, from Virginia McDonald, Rural Development approving Addendum No. to Engineering Agreement for the Sewer System Improvement Project.

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Item #78 - Letter dated June 12, 2012, to Sandra Squires, PSC from Steve Hardman on the behalf of the District "Notice of Intent to File for a Certificate of Convenience and Necessity" for the Sewer System Improvement Project – Phase II .

Item # 108 – Letter dated June 19, 2012, to Sandra Squires, PSC from Steve Hardman on the behalf of the District, Notice of Intent to File for a Certification of Convenience and Necessity" for the SCADA Updates Project.

Mrs. Dyer reported that the Auditors will be here for the beginning of the audit on July 18, 2012 at 1:00 p.m. The audit will begin on August 6, 2012.

Mr. Stewart recalled the motion for the tariff that was to go into effect on the June billing period. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Anderson reported on the following items.

Price Road tank culvert was replaced. The Board approved using funds from the Repair and Replacement 2001-2002 Improvement Project.

Orders Construction Company is ahead of schedule and is 90% complete.

Pro-Contractors is behind schedule.

Windsor Drive sewer manhole repair is ahead of schedule . The Homeowners will do their paving work.

The District is still waiting for the DEP Permit for the 30 day ad to be placed for the land application of the sludge that is to be removed from the ponds.

The GPS field work is complete. Mr. Rader with Mid Ohio Valley Regional Council would like for the District to buy the equipment that goes along with the work of the GPS.

Mr. Stewart made a motion to give Josh Springston \$150.00 for all of his hard work.

Mr. Stewart made a motion to make a change in the Employees Handbook for the requirement of safety –toed shoe/boot as part of the District's uniform requirement. The District will pay up to \$150.00 per year per employee. Mr. Radabaugh seconded the motion. The motion passed unanimously.

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Mr. Stewart made a motion to close the Office for the July 4<sup>th</sup> Holiday at 2:30 P. m. on July 3, 2012. Mr. Radabaugh seconded the motion. The motion passed unanimously.

All business having been discussed, Mr. Stewart made a motion to adjourn. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 6:00 p.m.

CERTIFICATION

I, Mark Stewart, Treasurer, of the Public Service Board of the Mineral Wells Public Service District, a West Virginia corporation, do hereby certify that the foregoing and hereto annexed Minutes are a true and accurate record of the meeting held at the time and place aforesaid.

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Mark Stewart, Treasurer of the Public Service  
Board of the Mineral Wells Public Service District,  
Mineral Wells, West Virginia