

**MINERAL WELLS PUBLIC SERVICE DISTRICT
POST OFFICE BOX 266
MINERAL WELLS, WV 26150
TELEPHONE: (304) 489-2915 FAX: (304) 489-2971**

August 17, 2012

Mr. Marty Seufer
Wood County Commission
Wood County Courthouse
#1 Court Square, Box 2
Parkersburg, WV 26102-5340

Dear Mr. Seufer:

Please find enclosed an approved copy of the Minutes of the Regular Board Meeting held July 19, 2012; the minutes were approved at the Regular Board meeting held on Thursday, August 16, 2012.

Should you have any questions please contact us @ (304) 489-2915.

Yours truly,

Mineral Wells PSD


Cathy Dyer
Office Manager

Enclosures: July 19, 2012, minutes

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, JULY 19, 2012, AT 5:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Radabaugh, Chairman, called the meeting to order at 5:00 p.m. He asked everyone present to sign the attendance roster. James R. Lett, Secretary; Mark D. Stewart, Treasurer; Dominick Cerrone and Jim Mayles, Cerrone, Inc., Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; William Byers, Technician; Nellie Radcliff and Linda Watson, Office Clerk, were present.

No one from the public was present.

Mr. Stewart made a motion to approve the Minutes of the June 21, 2012, Regular Board Meeting as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes of the June 21, 2012 Board Meeting.

Mr. Cerrone was present to discuss the UV System for the Sewer System Improvement Project. He would like for the District to keep the Chlorine Tank for a period of time after the up-grades have been completed at the Wastewater Treatment Plant. There is a high effluent that has to be monitored daily. This would help the District double check the readings. Mr. Anderson does not want this tank to stay in place once the project is complete. He is afraid that if it is not removed once the project is complete, it will be a liability for the District to remove at a later date. Mr. Lett made a motion that the chlorine tank be removed at the completion of the Sewer System Improvement Project. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Cerrone and Mr. Mayles excused themselves from the rest of the meeting.

Mrs. Dyer discussed the finances of the 6/29/12 power outage. She presented the Board with a list of expenses totaling \$69,000.00. This figure is not the final cost of the power outage. The District hopes to be reimbursed through Fema.

Mrs. Dyer presented the Board with Requisition No. 4 in the amount of \$300,472.48 for the Sewer System Improvement Project to be approved. Mr. Lett made a motion to approve Requisition No. 4 as presented. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Requisition No. 4.

Mr. Anderson discussed with the Board the replacement of the generator at the Rt. 21 Lift Station. It is broke and can't be repaired. There are no parts available to make the repairs. A new generator will cost in the neighborhood of \$65,000.00 - \$70,000.00. The Board wants the District to check with its insurance company to see if there is a replacement cost for this generator.

Mr. Stewart made a motion to approve the Financial Statements dated June 30, 2012, for All Finances, Water Revenue Checking Account and Sewer Revenue Checking Accounts (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES – JULY 19, 2012
PAGE 2

Mrs. Dyer presented checks #42992 thru #43064 (copies attached) written on the Consolidated Water and Sewer Revenue Checking Account between June 21, 2012 and July 19, 2012. Mr. Stewart made a motion to approve checks listed. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Dyer presented Payroll Checks #3698 thru # 3729 (copies attached) written on the Consolidated Payroll Account between June 21, 2012 thru July 19, 2012. Mr. Stewart made a motion to approve the Payroll Checks as presented. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Dyer discussed the following correspondence.

Letter #28 – Letter dated June 25, 2012, from Virginia McDonald, Rural Development approving Requisition No. 3 for the Sewer System Improvement Project in the amount of \$443,968.87.

Letter # 41 – Letter dated June 27, 2012, to Dianne Wolfe, Bowles Rice from George Blum, Cerrone Associates, Inc., attaching the Rule 42 for the Sewer Systems Improvement Project Phase II, giving the District a 10.3% rate increase.

Letter #51 – Letter dated July 6, 2012, to the Public Service Commission of WV Certification of Customers as of June 30, 2012. The District serves 1,176 Water only – 457 Sewer only – 1268 Water and Sewer = 2,901.

Mrs. Dyer reported the new water rates went in effect on the current water bill. The minimum bill is now \$27.30 for 3,000 gallon of water.

Mrs. Dyer had attended a meeting presented by Rural Waters and there is grant money available to the District, if it is applied for.

Mrs. Dyer had nothing else to report .

Mr. Anderson reported the Sewer Project is moving along.

The roof is on the building, building and UV – Blower has been built. UV- Blowers are due anyday .

Cerrone estimates that Lagoon #2 has 2' of water/sludge and the contractors will start land applying the week of July 30, 2012.

Contract #3 is 45% done with Pro Contractors being warned of the overage cost for the inspector. They need to get back on schedule.

Due to the power outage the employees in the maintenance dept. were very overworked. Working more than 16 hours per day is not safe. The District needs another person to help in times of such emergency that occurred on June 29, 2012. Since the District has went to monthly meter reading,

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES – JULY 19, 2012
PAGE 3

adding 54 miles of waterline, he is not able to get flushing and other maintenance work done because of a shortage of manpower.

Mr. Anderson would like to see an emergency response team put together to help in case there is another situation like the power outage.

Mr. Anderson would like to do "thank" all the employees for a great job during the powerage. He was on vacation, but was in contact with the men.

Mr. Anderson asked at this time for an executive session. Mr. Radabaugh recessed the meeting at 7:15 p. m.

Mr. Radabaugh reconvened the meeting and made an announcement that no motions were made during the executive session.

All business having been discussed, Mr. Lett made a motion the meeting be adjourned. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 7:40 p.m.

CERTIFICATION

I, Mark D. 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.



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