

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

May 19, 2013

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 April 18, 2013; the minutes were approved at the Regular Board meeting held on Thursday, May 16, 2013.

Also, enclosed are copies of the approved minutes of Special Board Meetings held on May 1, 2013 and May 3, 2013; the minutes were approved at the Regular Board Meeting Thursday, May 16, 2013.

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

Yours truly,

Mineral Wells PSD


Cathy Dyer
Office Manager

Enclosures: April 18, 2013, minutes
May 1, 2013, minutes
May 3, 2013, minutes

"This institution is an equal opportunity provider, and employer."

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, APRIL 18, 2013, 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 PM. He asked everyone present to sign the attendance roster. Mark D. Stewart, Treasurer; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; James R. Lett, Secretary, absent.

No one from the public was present.

Mr. Stewart made a motion to approve the Minutes of the March 21, 2013, Regular Board Meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Mr. Stewart made a motion to approve Requisition No. 12, \$13,800.00 for the Sewer System Improvement Project. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the requisition.

Mr. Stewart made a motion to approve the 2014 Annual Budget for Water. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the 2014 Annual Budget for Sewer. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the Financial Statements, (copies attached) for March 31, 2013, for All Finances, Water Revenue Fund Checking account, and Sewer Revenue Fund Checking Account as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve checks #43737 thru #43803 written on the Consolidated Water and Sewer Revenue Checking Account between March 21, 2013 and April 18, 2013, (copies attached) Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks #4017 thru #4048 written on the Consolidated Payroll Account between March 21, 2013 and April 18, 2013, (copies attached). Mr. Radabaugh seconded the motion. The motion passed unanimously.

The following correspondence was discussed.

Item #41 - Approved and stamped Sewer and Water tariffs from the Public Service Commission of WV

Item #49 - Letter dated March 26, 2013, from USDA RD attaching approved Requisition #11 in the amount of \$80,006.46. Removed invoice from Bowles Rice for \$4,000.00, to be resubmitted when project is complete.

Item #60 - Workers' Compensation audit for 2/1/12 thru 1/31/13.

Mr. Dyer had the following to discuss.

Bid opening for the Sewer System Improvement Project Phase II has been rescheduled to Wednesday, May 1, 2013, conflict with USDA RD schedule.

Bill Bailey Insurance renewal has been completed adding additional cost for the Sewer System Improvement Project updates.

Mr. Anderson had the following to discuss.

The blower motors are to be installed within the next two weeks.

UV problem of freezing has not been resolved, District needs in writing of warranty.

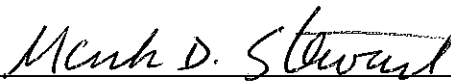
The soil samples at the Labor Training Camp are complete.

Work at Jackson Run Lift Station is completed, an impeller has been order.

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 5:30 P.M.

CERTIFICATION

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