

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

July 18, 2014

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 on June 19, 2014; the minutes were approved at the Regular Board meeting held on Thursday, July 17, 2014.

Also, enclosed is an approved copy of the Minutes of the Special Board Meeting held on July 14, 2014; the minutes were approved at the Regular Board meeting hold on Thursday, July 17, 2014.

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

Yours truly,

Mineral Wells PSD

  
Cathy Dyer  
Office Manager

Enclosures: June 19, 2014, minutes  
July 14, 2014, minutes

MINUTES OF A SPECIAL BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD MONDAY, JULY 14, 2014, AT 10:05 A.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; Howard Baldwin, Secretary; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; Darrell Hill, Tri-State Pipeline; Kyle Kelley, Tri-State Pipeline; Virginia McDonald, USDA RD; Alan Harris, USDA RD; Jim Mayles, Cerrone Associates Inc.; Chad Miller, Cerrone Associates Inc.; Dominick Cerrone, Cerrone Associates, Inc.

No one from the public was present.

Ms. McDonald stated the reason for the meeting was concerns on closing out the projects, turning the meeting over to Chad Miller, Cerrone Associates, Inc.

Mr. Miller proceeded with the meeting following the progress meeting agenda, (see attached).

Mr. Stewart made a motion to approve Substantial Completion for the SCADA Updated Project. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Substantial Completion.

Mr. Stewart made a motion to move the \$1,000.00 money line for special services to the contingency line, to purchase new meters for Limestone, Slate and Saulsbury Booster Stations. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Baldwin made a motion to have Cerrone Associates, Inc. be the inspector in the meter installation at the booster stations. Mr. Stewart seconded the motion. The motion passed unanimously.

Ms. McDonald, Mr. Harris, Mr. Hill, Mr. Kelley, Mr. Mayes, Mr. Miller and Mr. Cerrone excused themselves from the rest of the meeting.

Mr. Anderson had the following to discuss.

The water lines at Rt. 21 and Rockport are to be replaced with ductile iron.

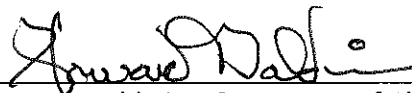
The fire hydrant that was leaking on Windsor Dr was replaced.

With the Sewer System Improvement Phase II Project the Stoops, Jackson, Bonnivale, Route 21 lift stations now require maintenance of the electronic probe to be cleaned twice a week, adding an additional sixteen hours per week to maintenance.

All business having been discussed, Mr. Stewart made a motion to adjourn. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 11:45 A.M.

CERTIFICATION

I, Howard Baldwin, Secretary 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.



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Howard Baldwin, Secretary of the Public Service Board  
of the Mineral Wells Public Service District, Mineral  
Wells, West Virginia

MINERAL WELLS PUBLIC SERVICE DISTRICT  
Sewer System Improvements - MI10-28S  
Progress Meeting - July 14, 2014

Contract #2 - 10:00 a.m.

1. Contractor's Progress To Date

- All work is installed and awaiting power hook up at Stoops and Jackson Run (Jackson service inspection completed on June 25, 2014)
- Power was scheduled with contractor for last Monday (July 7, 2014) and was delayed through Wednesday when latest round of storms knocked out power in the area.

2. Contractor's Future Plans

- Remove existing drop poles, disconnect by pass pumps, fix streams at Stoops and Jackson Run, clean up yards where pumps have been sitting.
- Additional power outages as of Sunday (July 13, 2014) - power has been tentatively scheduled for Wednesday, July 16, 2014.
- Contractor to continue working on punch list items - grinder pump settlement, paint touchup, fencing, old power poles, access to Stoops Lift Station.
- Contractor needs to resolve issue at Route 21 Lift Station - currently operating on one pump.
- Continue to work on remaining on anything that is not power related.
- Contractor feels that if the power is installed by this week, they could be complete by the end of July - depending on scheduling startup.

3. Shop Drawing Status

- Nothing at this time.

4. **Change Order Status**

- Provide cost breakdown/savings on actual work done on Route 21 additional fencing.
- District interested in doing Bosley Trailer Park flow monitoring - engineer to provide information again to contractor to verify cost.
- Piping at the Cracker Barrel Lift Station needs completed.

5. **Pending Issues**

- Contractor needs to resolve issue at Route 21 Lift Station - currently operating on one pump. Supplier claiming an issue with wiring/ground - electrician showing that the issue is within pump logic - pump operates when second pump is turned off.
- Electrical service drops have the project in a holding pattern at this time.
- Patriot Automation to have SCADA ready once power is installed and startup complete.
- Dusk to Dawn lighting operation to be verified.

6. **Contractor's Comments**

- Nothing additional at this time.

7. **WVDEP Comments**

- No one in attendance.

8. **RD Comments**

- Copy of the running punch list to be forwarded to USDA by engineer.
- Substantial completion needs to be reached as soon as possible.
- First year interest payment has been sent in.

- August begins monthly interest payment for the second year. Owner needs to use line item until Substantially complete and new rates are implemented.
- The next two months interest payments will be added on the current pay requisition.
- USDA inquired if there are any outstanding complaints - nothing at this time.
- Closeout documents should be in the process - No DOH release required, Substantial Completion Certificate, Tax Release, Engineer's Exhibit, Owner's Letter of Acceptance, Consent of Surety from the Contractor.

**9. OWNER Comments/Questions**

- Proper training needed on the stations when the next round of startups - maintenance on stations, VFD's, etc.
- Route 21 only operating on one pump.
- Construction of roof structures (currently on punch list) needs addressed.
- Backer boards at control panels need support where lumber is bowed.
- Still paying on phone services - these can be disconnected.

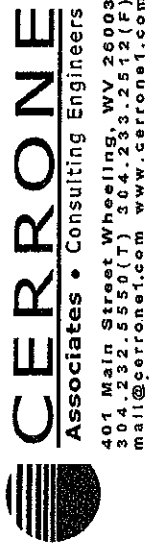
**10. Engineer's Comments**

- Operation and Maintenance manuals to be reviewed by engineer - not directly delivered to owner.
- Contractor to notify supplier to be prepared to do training on Lift Stations during next startup.
- Bosley Trailer Park information to be sent to contractor to verify pricing.
- Route 21 needs resolved by contractor regardless of whether it is an electrical issue or pump logic issue - not acceptable to have the main lift station operating on one pump.

- Project needs wrapped up ASAP - two week extension on additional fencing at Route 21 Lift Station has Sub/Final Dates of May 25, 2014 and June 25, 2014.

11. Adjournment

Next Meeting: Conference call to provide update to all parties on status of power and project.



MINERAL WELLS PUBLIC SERVICE DISTRICT  
 SEWER SYSTEM IMPROVEMENTS  
 CONTRACT #2

PROGRESS MEETING  
 SIGN IN SHEET

Date: July 14, 2014

Time: 10:00 a.m.

COMPANY	SIGNATURE	PHONE #	FAX #	Company E-mail Address
Cerrone Associates, Inc	Charles Miller	304-232-5550	304-233-2512	cmiller@cerrone1.com
MWPSD	Todd Anderson	304-4884168	304-489-2971	todd_mwpsd@frontier.com
USDA-RD	Alan Harris	304-372-6231x4	304-372-6856	alan.harris@nwv.usda.gov
TRI-STATE PIPELINE	W. Kelly	304-783-6801	304-783-6803	WYLE.KELLEY@TRI-STATEPIPELINE.COM
MWPSD	Donna Stewart			
MWPSD	Carly Dyer			
MWPSD	Donna Stewart			
MWPSD	Thomas Stewart			
USDA-RD	Jacqueline Madala	304-372-16731	304-372-16856	virginia.madala@nwv.usda.gov