

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

April 17, 2015

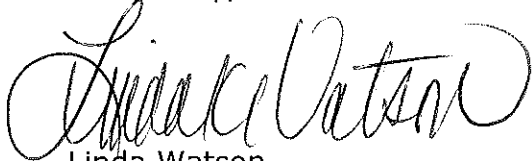
Mr. Marty Seufer  
Wood County Commission  
Wood County Courthouse  
#1 Court Square, Box 2  
Parkersburg, WV 26102-5340

Dear Mr. Seufer:

Please find enclosed approved copies of the Minutes of the Regular Board Meeting held on March 19, 2015 and Minutes from the Special Board Meeting held March 31, 2015; the minutes were approved at the Regular Board Meeting held on Thursday, April 16, 2015.

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

Yours truly,

A handwritten signature in cursive script that reads "Linda Watson".

Linda Watson  
Office Manager  
Mineral Wells PSD

Enclosures: March 19, 2015, minutes  
March 31, 2015, minutes

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD ON THURSDAY MARCH, 19,2015 AT 5:00 P.M. AT THE DISTRICTS OFFICE IN MINERAL WELLS, WEST VIRGINIA

MR. RADABAUGH CALLED THE MEETING TO ORDER AT 5:00 P.M. HE ASKED EVERYONE PRESENT TO SIGN THE ATTENDANCE ROSTER. MR. BALDWIN, SECRETARY; MARK STEWART, TREASURER; TODD ANDERSON, OPERATIONS MANAGER; LINDA WATSON, OFFICE MANAGER; NELLIE RADCLIFF, OFFICE CLERK; NANCY VANMETER, OFFICE CLERK; GREG STANLEY, PAT GANDEE, DALE & DIANE BURTON, RESIDENTS OF THE MINERAL WELLS COMMUNITY; CRAIG RICHARDS AND RODNEY HOLBERT, BURGESS & NIPLE, WERE PRESENT.

THE FIRST ORDER OF BUSINESS WAS THE DISCUSSION BETWEEN THE RESIDENTS OF THE MINERAL WELLS COMMUNITY AND THE BOARD MEMBERS REGARDING THE MISS READINGS OF THE WATER METERS BY THE DISTRICTS METER READER OVER THE COURSE OF SEVERAL MONTHS. THE BOARD INFORMED THE RESIDENTS THAT REGRETFULLY THE WATER DID GO THRU THEIR METERS AT SOME POINT AND THAT THE PUBLIC SERVICE COMMISSION INFORMED THE DISTRICT THE WATER WOULD HAVE TO BE PAID FOR. MRS. GANDEE AND THE BURTONS EXPRESSED THEIR FEELINGS THAT THEY WERE UNHAPPY WITH THIS RULING, BUT BECAUSE THEY HAVE NO OTHER OPTION, THEY WOULD GO AHEAD AND PAY THE HIGH BILLS. THE BURTONS AND MRS. GANDEE EXCUSED THEMSELVES FROM THE REST OF THE MEETING.

MR. STANLEY WAS, ALSO, QUESTIONING HIS HIGH BILL. THE BOARD AGAIN EXPLAINED THAT IT WAS VERY EMBARRASSING TO HAVE TO EXPLAIN AN EMPLOYEE NOT DOING HIS JOB. THE DISTRICT AGREED TO GET ANOTHER READING ON MR. STANLEY'S METER TO SEE IF THERE WAS A PROBLEM WITH THE METER. MR. STANLEY EXCUSED HIMSELF FROM THE REST OF THE MEETING.

MR. BALDWIN MADE A MOTION TO AN EXECUTION SESSION AT 5:30 P.M. MR. STEWART SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY. MR. RADABAUGH RECESSED THE MEETING.

MR. RADABAUGH RECONVENED THE REGULAR MEETING AT 5:45 P.M. MR. STEWART MADE A MOTION TO HIRE MATT ROBINSON AS AN EMPLOYEE OF THE DISTRICT WITH A START DAY MARCH 26, 2015, AT A RATE OF \$12.00 PER HOUR. MR. BALDWIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

MR. BALDWIN MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 19, 2015 AS PRESENTED. MR. STEWART SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY. MR. BALDWIN SIGNED THE MINUTES.

THERE WAS A DISCUSSION ABOUT THE WEST VIRGINIA LABORER'S TRAINING CENTER WANTING TO CONNECT A JUMPER FROM THE ELECTRIC THAT RUNS THE GRINDER PUMPS FOR THEIR FACILITY TO A GENERATOR SO THAT WHEN THEIR ELECTRIC IS OFF THEIR GRINDERS WILL STILL FUNCTION. PRO 1 ELECTRIC IS TO OVER SEE THE CONNECTION, WITH ALL RESPONSIBILITY BEING WV LABORER'S TRAINING

CENTER, THE TRAINING CENTER IS TO PROVIDE A LETTER TO THE DISTRICT STATING THIS. MR. STEWART MADE A MOTION TO APPROVE THIS CONNECTION. MR. BALDWIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE THE SEWER SYSTEM IMPROVEMENT PROJECT PHASE 11 REQUISITION NO. 18 IN THE AMOUNT OF \$8,481.05. MR. BALDWIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY. MR. RADABAUGH SIGNED THE REQUISITION NO. 18.

MR. BALDWIN MADE A MOTION TO APPROVE REQUISITION NO. 11 IN THE AMOUNT OF \$15,838.31 FOR THE SCADA SYSTEM IMPROVEMENT PROJECT. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MR. RADABAUGH SIGNED THE REQUISITION NO. 11.

MR. STEWART MADE A MOTION TO APPROVE REQUISITION NO. 25 IN THE AMOUNT OF \$14,974.50 ON THE SEWER SYTEM IMPROVEMENT PHASE 1. MR. BALDWIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY. MR. RADABAUGH SIGNED REQUISITION NO, 25.

MR. BALDWIN MADE A MOTION TO APPROVE THE CERTIFICATE OF SUBSTANTIAL COMPLETION ON CONTRACT 1 OF THE SEWER SYSTEM PHASE 1 PROJECT. MR. STEWART SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY. MR. RADABAUGH SIGNED THE CERTIFICATE OF SUBSTANTIAL COMPLETION.

MR. STEWART MADE A MOTION TO APPROVE THE FINANCIAL STATEMENT, WATER REVENUE CHECKING ACCOUNT, AND THE SEWER REVENUE CHECKING ACCOUNT FOR FEBRUARY 28, 2015. MR. BALDWIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE CHECKS WRITTEN ON THE CONSOLIDATE WATER AND SEWER REVENUE CHECKING ACCOUNT BETWEEN FEBRUARY 19, 2015 THRU MARCH 19, 2015. MR. BALDWIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE PAYROLL ON THE CONSOLIDATED PAYROLL ACCOUNT BETWEEN FEBRUARY19, 2015 THRU MARCH 19, 2015. MR. BALDWIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

MS. WATSON PRESENTED THE BOARD WITH THE LETTER OF REAPPOINTMENT OF MR. STEWART. MR. BYERS HAD COMPLETED THE LIST OF BUSINESSES THAT HAD FIRE SPRINKLERS SYSTEMS.

MR. RADABAUGH AND THE OTHER BOARD MEMBERS EXPRESSED THEIR GRATITUDE TO THE EMPLOYEES OF THE DISTRICT FOR THEIR PART OF DIPLOMATICALLY HANDLING UPSET CUSTOMERS OVER THE ISSUE OF THE METER READER.

BURGESS & NIPLE DISCUSSED A LIST OF THINGS THAT WOULD BE HELPFUL IN HELPING THE DISTRICT WITH ITEMS CONCERNING PROJECT WORK. THE SIZE OF GREASE TRAP THAT IS RECOMMENDED IS 1,000 GALLONS FOR THE GO-MART. MR REESE'S PROJECT IS STILL ON HOLD BECAUSE OF THE WV-14 PROJECT.

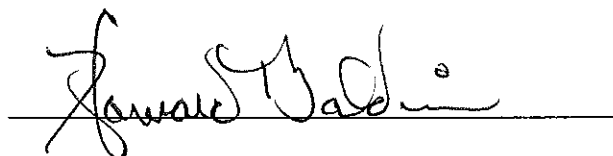
MR. ANDERSON REPORTED THAT ADAM COOPER PURCHASED PROPERTY FROM THE BARTON FAMILY AND WOULD LIKE FOR THE DISTRICT TO RE-INSTALL A WATERLINE THAT A SLIP TOOK OUT. A MOTION WAS MADE BY MR. STEWART THAT THE DISTRICT SET A 2<sup>ND</sup> METER AT THE DISTRICTS EXPENSE AT THE END OF THE DISTRICTS LINE AND MR. COOPER WOULD BE RESPONSIBLE FOR HIS CONNECTION. MR. BALDWIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMANOUSLY.

THIS CONCLUDED MR. ANDERSON'S REPORT.

ALL BUSINESS HAVING BEEN DISCUSSED, MR. STEWART MADE A MOTION THE MEETING BE ADJOURNED. MR. BALDWIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY. MR. RADABAUGH ADJOURNED THE MEETING AT 7:00P.M.

CERTIFICATION

I, HOWARD BALDWIN, SECRETARY 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.

A handwritten signature in cursive script, appearing to read "Howard Baldwin", is written over a horizontal line.

HOWARD BALDWIN, SECRETARY OF THE PUBLIC  
SERVICE BOARD OF THE MINERAL WELLS PUBLIC  
SERVICE DISTRICT, MINERAL WELLS, WEST VIRGINIA