

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

January 22, 2016

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 December 17, 2015. These minutes were approved at the Regular Board Meeting held on Thursday, January 22, 2016.

Should you have any questions please contact me at (304) 489-2915.

Sincerely,

Linda Watson
Office Manager

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

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLICSERVICE DISTRICT HELD IN THE CONFERENCE ROOM OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT ON DECEMBER 17, 2015, AT 5:00 P.M. AT MINERAL WELLS, WEST VIRGINIA

MR. ROY RADABAUGH, CHAIRMAN, CALLED THE MEETING TO ORDER AT 5:00 P. M. HE ASKED EVERYONE PRESENT TO SIGN THE ATTENDANCE ROSTER. MARK STEWART, TREASURER; HOWARD BALDWIN, SECRETARY; TODD ANDERSON, OPERATIONS MANAGER; LINDA WATSON, OFFICE MANAGER; NANCY VANMETER, OFFICE CLERK; AND CRAIG RICHARDS AND RODNEY HOLBERT, BURGESS & NIPLE, WERE PRESENT.

NO ONE FROM THE PUBLIC WAS PRESENT.

THE FIRST ORDER OF BUSINESS WAS A DISCUSSION IN REGARDS TO THE AUCTION OF THE 2 OLD TRUCKS THAT THE DISTRICT REPLACED WITH 2 NEW ONES. MR. STEWART MADE A MOTION TO AUCTION OFF THE TRUCKS AT THE JANUARY BOARD MEETING. MR BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

THE DISTRICT ORDERED A NEW GRINDER TO BE INSTALLED AT BRENT AND JAY PARSONS RESIDENCE ON SUGAR CAMP RD. THE COST OF THE GRINDER IS ESTIMATED TO BE ABOUT \$2,000.00.

MR. ANDERSON PRESENTED THE BOARD WITH A QUOTE FOR A METAL SHED IN THE AMOUNT OF \$5,145.00. THE QUOTE WAS FROM HARDMAN'S HARDWARE AND INCLUDED INSTALLATION. THE SHED WILL BE USED TO STORE EQUIPMENT AT THE WASTE WATER TREATMENT PLANT. MR. STEWART MADE A MOTION TO APPROVE THE PURCHASE OF THE METAL SHED. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

THIS CONCLUDED MR. ANDERSON'S REPORT AND HE EXCUSED HIMSELF FROM THE REST OF THE MEETING.

MR. RICHARDS AND MR. HOLBERT WERE PRESENT TO DISCUSS SEVERAL ITEMS RELATED TO THE DISTRICT. MR. RICHARDS PRESENTED THE BOARD WITH A PACKAGE (SEE ATTACHMENT) OF ENGINEERING INVOICE SUMMARIES FOR FEMA FLOOD MITIGATION COST ESTMATE 2015-12-17 PROPOSAL-LEIGH MASON AND BONNIVALE SITE 20-15-12-04; BOSLEY PROPOSAL-WOODRIDGE SITE-2015-12-04; ENGINEERING COST AND REIMBURSEMENT ESTIMATES.

THE PLANS FOR THE LINCOLNSHIRE-WOODRIDGE DR CREEK CROSSING WERE AMONG THE ITEMS DISCUSSED. ALL THE EASEMENTS AND RIGHT-OF-WAYS ARE BEING GATHERED. THE DISTRICT WILL NEED TO WORK WITH ALL HOMEOWNERS IN THE SURROUNDING AREA.

IT WAS RECOMMENDED THAT THE DISTRICT CANCEL THE CONTRACT WITH PRECISION PUMP AND VALVE. MR. STEWART MADE A MOTION FOR THE DISTRICT TO CANCEL THE CONTRACT WITH PRECISION PUMP AND VALVE. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

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MR. RICHARDS HAS BEEN WORKING CLOSELY WITH THE DISTRICT AND THE FEMA EMERGENCY FUNDING INVOLVING NRCS. MR. RICHARDS EXCUSED HIMSELF FROM THE REST OF THE MEETING.

MR. HOLBERT REPORTED THAT THE RT. 14/PETTYVILLE ROAD PROJECT IS AT A STANDSTILL.

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

MR. BALDWIN MADE A MOTION TO APPROVE THE 2015 WATER SYSTEM DESIGN AND IMPROVEMENT NOTE CHECKING ACCOUNT. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. SIGNATURE CARDS WERE SIGNED BY MS. WATSON, MR. BALDWIN, MR. STEWART AND MR. RADABAUGH.

MR. STEWART MADE A MOTION TO APPROVE THE TRIMBLE & ASSOCIATES, 2015 ARBTRAGE CALCULATIONS OF THE SEWER REVENUE BONDS IN THE AMOUNT OF \$1,125.00. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE THE FINANCIAL STATEMENTS DATED NOVEMBER 30, 2015, FOR ALL FINANCES, WATER REVENUE CHECKING ACCOUNT, SEWER REVENUE CHECKING ACCOUNT AS PRESENTED. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE THE CHECKS WRITTEN ON THE CONSOLIDATED WATER AND SEWER REVENUE CHECKING ACCOUNT BETWEEN NOVEMBER 19, 2015 AND DECEMBER 17, 2015. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE THE PAYROLL CHECKS WRITTEN ON THE CONSOLIDATED PAYROLL ACCOUNT BETWEEN NOVEMBER 19, 2015 AND DECEMBER 17, 2015. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MS. WATSON DISCUSSED WITH THE BOARD ABOUT THE NECESSITY OF COMBINING CYCLE 1 AND CYCLE 3 BILLS. THE U S POST OFFICE WILL NOT LET THE PERMIT BE USED FOR ANY MAILINGS LESS THAN 500. CYCLE 3 HAS LESS THAN 500 CUSTOMERS, THEREFORE STAMPS HAVE TO BE MANUALLY PLACED ON THE BILLS AND TERMINATION NOTICES. CYCLE 1 TERMINATION NOTICES TOTAL LESS THAN 500. IF THE CYCLES ARE COMBINED, THE POSTAL PERMIT CAN BE USED FOR POSTAGE.

MR. KELSH AND JESSIE RECKHART PER THE REQUEST OF THE BOARD IS PREPARING A QUOTE FOR UPDATING THE EMPLOYEE HANDBOOK.

MS. WATSON DISCUSSED THE PURCHASING OF SOFTWARE FROM ASI TO ALLOW THE DISTRICTS TO ACCEPT ON-LINE PAYMENTS. THE BREAK DOWN IS AS FOLLOWS:

ASI WEBSITE ONLINE PAYMENT INTERFACE INITIAL LICENSE UP TO 5,000 CUSTOMERS—
2,950.00.

INSTALLATION AND TRAINING OF ASI SOFTWARE IS CONDUCTED AT THE CUTOMER'S SITE AND IS BILLED AT THE DAILY RATE OF \$1,040.00 PLUS EXPENSES.

ASI SOFTWARE APPLICATIONS ARE WARRANTED FOR 90 DAYS FROM THE DATE OF DELIVERY. TELEPHONE AND SOFTWARE FOR WUPPORT ARE INCLUDED IN THE WARRANTY. AFTER THE WARRANTY PERIOD, THE ANNUAL LICENSE FEE WILL BE PRORATED UNTIL DECEMBER 31ST OF THE CURRENT YEAR AND BILLED TO THE CUSTOMER. THEN AFTER, THE ANNUAL LICENSE FEE WILL BE BILLED AT THE END OF EACH YEAR FOR THE FOLLOWING YEAR. THE ANNUAL LICNSE FEE IS AS FOLLOWS:

ASI WEBSITE ONLINE PAYMENT INTERFACE \$550.00.

AFTER A LENGHTY DISCUSSION, THE BOARD FELT THIS MATTER SHOULD BE TABLED UNTIL A LATER DATE. THEY FELT THE AMOUNT WAS JUST TOO MUCH FOR THE DISTRICT AT THIS TIME.

THE BOARD REVIEWED THE ANNUAL WATER AND SEWER REPORT AND HAD NO COMMENTS TO MAKE.

THE DISTRICT COLLECTED A LARGE PAST DUE BILL OF \$2,343.29 FROM TIM AND DEBRA ARTHUR AND THE LEIN THAT WAS PLACED ON THEIR PROPERTY WAS RELEASED.

THIS CONCLUDED MS. WATSONS REPORT.

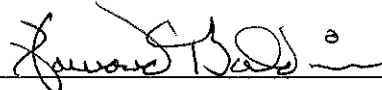
AT THIS TIME 6:00, A RECESS WAS CALLED FOR BY MR. RADABAUGH, FOR AN EXECUTIVE SESSION. MR. HOLBERT AND MS. VANMETER EXCUSED THEMSELVES.

MR. RADABAUGH RECONVENED THE MEETING AT 6:15. THERE WERE NO MOTIONS MADE WHILE IN THE EXECUTIVE SESSION.

ALL BUSINESS HAVING BEEN DISCUSSED, MR. BALDWIN MADE A MOTION FOR THE MEETING TO BE ADJOURNED. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MR. RADABAUGH ADJOURNED THE MEETING AT 6:20 P.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 black ink, appearing to read "Howard Baldwin", is written over a horizontal line.

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