

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

December 18, 2015

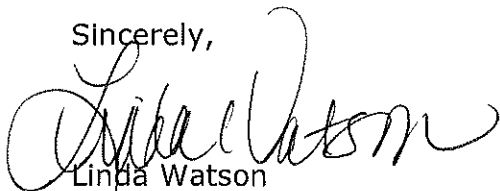
Mr. Marty Seufer  
Wood County Commission  
Wood County Courthouse  
#1 Court Square, Box 2  
Parkersburg, WV 26102-5340

Dear Mr. Seufer:

Please find enclosed, approved copies of the Minutes of the Regular Board meeting held November 19, 2015 as well as Minutes of the Work Session held on December 5, 2015. These minutes were approved at the Regular Board Meeting held on Thursday, December 17, 2015.

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

Sincerely,



Linda Watson  
Office Manager  
Mineral Wells PSD

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD IN THE CONFERENCE ROOM OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT ON NOVEMBER 19, 2015, AT 5:00 P.M. IN THE DISTRICT'S OFFICE LOCATED 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; CAM SIEGRIST, BOWLES RICE,; CRAIG RICHARDS, BURGESS & NIPLE.

THE FIRST ORDER OF BUSINESS WAS MR. SIEGRIST PRESENTED THE RESOLUTION AUTHORIZING EQUIPMENT LEASE/PURCHASE AGREEMENT WITH WESBANCO BANK IN THE AMOUNT OF \$75,000.00 TO FINANCE 2 NEW TRUCKS AND RELATED EQUIPMENT. MR. STEWART MADE A MOTION TO APPROVE THE RESOLUTION EXECUTION FOR THE 2 TRUCKS AND RELATED EQUIPMENT. MR BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

THE NEXT ORDER OF BUSINESS WAS MR. SIEGRIST PRESENTED THE RESOLUTION AUTHORIZING THE ISSIANCE OF THE DISTRICT'S WATER SYSTEM DESIGN AND IMPROVEMENTS NOT, SERIES 2015, IN THE AMOUNT OF \$143,000.00 TO BE PURCHASED BY WESBANCO BANK. MR. BALDWIN MADE A MOTION TO APPROVE THE DISTRICT'S WATER AND IMPROVEMENTS PROJECT COSTSAND DESIGN. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE THE OPENING THE RESOLUTION ACCOUNT AND FOR BURGESS AND NIPLE GET THE FIRST DRAW. MR BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. SIEGREST EXCUSED HIMSELF FROM THE REST OF THE MEETING.

THE NEXT ORDER OF BUSINESS WAS MR. RICHARDS DISCUSSED FEMA AND THE 406 FUNDS AND LITIGATION ISSUES AND THE TURN KEY REPAIRS TO BONNIVALE & LEIGH MASON STATIONS, WITH BURGESS AND NIPLE, MR STEWART MADE A MOTION TO APPROVE THE 406 FUNDS AND LITIGATION ISSUES AND REPAIRS TO BONNIVALE & LEIGH MASON STATIONS. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

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. RICHARDS EXCUSED HIMSELF FROM THE REST OF THE MEETING.

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MR. BALDWIN SIGNED THE MINUTES OF NOVEMBER 19, 2015, REGULAR BOARD MEETING.

MR. STEWART MADE A MOTION TO APPROVE THE SENATE BILL 234 WATER CHECKING ACCOUNT IN THE AMOUNT OF \$46,845.00 WITH THE MONTHLY PAYMENT BEING \$3903.75. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE THE SENATE BILL 234 SEWER CHECKING ACCOUNT IN THE AMOUNT OF \$71,830.00 WITH THE MONTHLY PAYMENT BEING \$5985.83. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE THE FINANCIAL STATEMENTS DATED NOVEMBER 19, 2015 FOR ALL FINANCES, WATER REVENUE CHECKING ACCOUNT, AND SEWER REVENUE CHECKING ACCOUNT AS PRESENTED. MR. BALDWIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE THE CHECKS WRITTEN ON THE CONSOLIDATED WATER AND SEWER REVENUE CHECKING ACCOUNT BETWEEN OCTOBER 15, 2015 AND NOVEMBER 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 OCTOBER 15, 2015 AND NOVEMBER 19, 2015. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MS. WATSON DISCUSSED THE FOLLOWING ITEMS.

ASKED ABOUT THE ONE TIME PAY INCREASE THIS YEAR. THE BOARD APPROVED A \$400.00 ONE TIME PAY INCREASE AND IT WILL BE PAID ON THE NOV, 26 2015 PAYCHECK.

WHAT TIME TO CLOSE ON DAY BEFORE THANKSGIVING, CHRISTMAS, AND NEW YEARS. THE BOARD APPROVED THAT WE COULD CLOSE AT 12:00PM.

THE WATER RATE CASE WE ARE WAITING ON WVPSC FINAL ORDER TO INCREASE THE WATER, AND THE NEW SEWER RATE OF \$19.93 AND \$7.72 PER 1000 GALLONS OVER.

LETTERS WERE PREPARED SENT OUT BY SW RESOURCES INFORMING OF WALK UP WINDOW CLOSURE AND ACH SIGN UP ON 11/2/2015.

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SIGNED UP NEW GAS USEAGE CARDS FOR SPEEDWAY. WE CHANGED FROM PIFER'S BP BECAUSE OF NEW MANAGEMENT AND TROUBLE USING CURRENT CARDS AND FOR BETTER GAS PRICES.

BURGESS & NIPLE INVOICES FOR FLOODING TOTAL \$33,423.76, FEMA INFORMED US THAT THEY WILL ONLY PAY A PERCENTAGE OF THEM.

THIS CONCLUDED MS. WATSONS REPORT.

MR. ANDERSON REPORTED ON THE FOLLOWING ITEMS.

THE 2 NEW GMC 2500 TRUCKS (COST \$70, 283.) ARE DONE AND WILL BE PICKED UP ON 11/30/2015. THE LIGHTS AND DECALS WILL BE COMPLETED BY 12/3/15.

ALCO WILL START INSTALLING THE NEW ELECTRONIC GATE FOR GARAGE AREA ON 11/28/2015 TOTAL COST OF \$12,835.00 (\$11,535.00 ALCO - \$1,300.00 ELECTRIC).

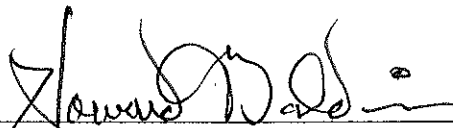
THE WINDOWS HAVE BEEN MIRROR TINTED BY CUTTING EDGE TINTING IN ALL OF THE OFFICE WINDOWS AND THE SHOP FOR COST OF \$900.00.

THIS CONCLUDED MR. ANDERSONS REPORT.

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

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.



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

MINUTES OF THE WORK SESSION CONDUCTED BY THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD FRIDAY, DECEMBER 5, 2015 AT 1:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT 53 FOX RUN DRIVE, MINERAL WELLS, WEST VIRGINIA

Mr. Roy L. Radabaugh, Chairman, called the Work Session to order at 1:00 PM. He asked everyone present to sign the attendance roster. Howard Baldwin, Secretary, Todd Anderson, Operations Manager; Linda Watson, Office Manager; Craig Richards, Burgess & Niple; Fred Rader, Mid Ohio Valley Regional Council; David Starcher, FEMA; Ray Stout, FEMA; Robert Wilkinson, FEMA.

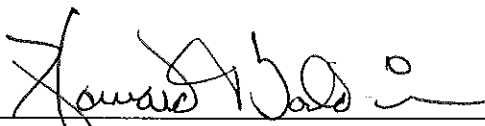
The only item on the agenda was discussion with the FEMA representatives regarding the District's July 12-13 Flooding.

The Executive Session adjourned at 3:05 PM.

All business having been discussed, Mr. Radabaugh made a motion to adjourn. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the Work Session at 3:05 p.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