

**MINERAL WELLS PUBLIC SERVICE DISTRICT
POST OFFICE BOX 266
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November 20, 2015

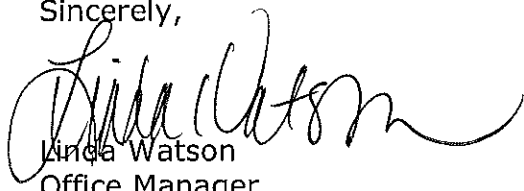
Mr. Marty Seufer
Wood County Commission
Wood County Courthouse
#1 Court Square, Box 2
Parkersburg, WV 26102-5340

Dear Mr. Seufer:

Please find enclosed approved copies of the Minutes of the Special Board Meeting held on October 14, 2015, Minutes of the Regular Board meeting held October 15, 2015, Minutes of the Special Board Meeting held November 3, 2015, and Minutes from a Work Session held on November 5, 2015, the minutes were approved at the Regular Board Meeting held on Thursday, November 19, 2015.

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

Sincerely,



Linda Watson
Office Manager
Mineral Wells PSD

MINUTES OF A SPECIAL BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD WEDNESDAY, OCTOBER 14, 2015 AT 10:00 A.M. IN THE DISTRICT'S OFFICE LOCATED AT 53 FOX RUN DRIVE, MINERAL WELLS, WEST VIRGINIA

Mr. Roy L. Radabaugh, Chairman, called the meeting to order at 10:00 AM. He asked everyone present to sign the attendance roster. Mark Stewart, Treasurer, Howard Baldwin, Secretary; Todd Anderson, Operations Manager; Linda Watson, Office Manager; Mike Davis; Burgess & Niple, Jonathan Wiseman, Precision Pump; Brett Kemerer, Precision Pump.

No one from the public was present.

First order of business was Mike Davis, Burgess & Niple opened up one bid that was received for the Woodridge, Bonnivale and Leigh Mason Lift Station Equipment Contract. The bid was from Precision Pump in the amount of \$127,000.00 (error in addition noted). Mr. Davis went through the package, and advised the Board that everything seemed to be in order.

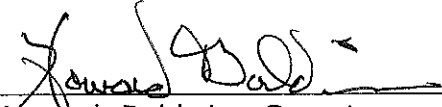
Mr. Stewart made a motion to accept the bid and have Burgess & Niple review the bid package from Precision Pump. Mr. Baldwin seconded the motion. The motion passed unanimously.

Next order of business was the discussion regarding the lots at Woodridge Plantation for the small lift station to be designed due to the flooding in July 2015. Mr. Davis presented to the Board a map showing the two (2) lots being discussed.

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 meeting at 11:00 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.


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

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 OCTOBER 15, 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; CRAIG RICHARDS, BURGESS & NIPLE; BETH BUMGARNER, SUTTLE & STALNAKER, PLLC; RANDY COLE, SUTTLE & STALNAKER, PLLC; BILL WIGAL, TAMMY HAGY, LOIS ROBINSON, ROBERT WALTER, DEBRA WALTER, AND KEITH WALTER RESIDENTS FROM SOMERVILLE FORK, PALESTINE, WV.

THERE WERE 6 PEOPLE OF SOMERVILLE FORK, PALESTINE, WV FROM THE PUBLIC PRESENT HAD A SIGNED PETITION FROM 12 RESIDENTS, FOR A WATER LINE PROJECT.

THE FIRST ORDER OF BUSINESS WAS MRS. BUMGARNER AND MR. COLE, SUTTLE & STALNAKER, PLLC, PRESENTING THE 2015 ANNUAL FINANCIAL STATEMENTS. MR. STEWART MADE A MOTION TO APPROVE THE 2015 ANNUAL FINANCIAL STATEMENTS PRESENTED BY SUTTLE & STALNAKER, PLLC. MR BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

THE NEXT ORDER OF BUSINESS WAS MRS. BUMGARNER AND MR. COLE, SUTTLE & STALNAKER, PLLC. PRESENTING THE 2015 WATER AND SEWER PSC ANNUAL REPORTS. MR. BALDWIN MADE A MOTION TO APPROVE THE 2015 WATER AND SEWER PSC ANNUAL REPORTS. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MRS. BUMGARNER AND MR. COLE EXCUSED THEMSELVES FROM THE REST OF THE MEETING.

THE NEXT ORDER OF BUSINESS WAS PRESENTED BY MR. WALTERS, SPOKESMAN FOR THE SOMERVILLE FORK RESIDENTS; HE HAD A SIGNED PETITION FOR POSSIBLE WATER LINE SERVICE FOR 12 RESIDENTS. MR ANDERSON AND MR RICHARDS ARE GOING TO SEE IF PROJECT WILL BE POSSIBLE. (SEE ATTACHED).

THE NEXT ORDER OF BUSINESS WAS PRESENTED BY MR. RICHARDS FROM BURGESS & NIPLE, ONLY ONE BID WAS SUBMITTED BY PRECISION PUMP, CROSSLANES, WV, FOR THE MINERAL WELLS LIFT STATION EQUIPMENT PURCHASE CONTRACT 2015-01. THE BID SUBMITTED WAS IN THE AMOUNT OF \$127,000.00. BURGESS & NIPLE FEELS THE CONTRACTOR APPEARS TO BE

ADEQUATE, EXPERIENCED AND CAPABLE. HE SUGGESTS THE BOARD APPROVE THE BID.

MR. BALDWIN MADE A MOTION TO APPROVE THE BID, MR STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. RICHARDS EXCUSED HIMSELF FROM THE REST OF THE MEETING

MR. STEWART MADE A MOTION TO APPROVE THE PROPOSED SETTLEMENT AGREEMENT WITH PSC STAFF REGARDING THE RULE 42-R WATER RATE CASE. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE ROY RADABAUGH TO DELEGATE AUTHORITY ON BEHALF OF THE BOARD TO APPROVE ANY CHANGES TO THE SETTLEMENT AGREEMENT THAT WOULD ARISE WITH THE PSC STAFF. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. BALDWIN MADE A MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 30, 2015, REGULAR BOARD MEETING AS PRESENTED. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. BALDWIN SIGNED THE MINUTES OF SEPTEMBER 17, 2015, REGULAR BOARD MEETING.

MR. STEWART MADE A MOTION TO APPROVE THE FINANCIAL STATEMENTS DATED SEPTEMBER 30, 2015 FOR ALL FINANCES, WATER REVENUE CHECKING ACCOUNT, AND SEWER REVENUE CHECKING ACCOUNT AS PRESENTED. MR BALDWIN SECONDED THE MOTION. THE MOTION CARRIED UANAIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE THE CHECKS WRITTEN ON THE CONSOLIDATED WATER AND SEWER REVENUE CHECKING ACCOUNT BETWEEN SEPTEMBER 30, 2015 AND OCTOBER 15, 2015. MR BALDWIN SECONDED THE MOTION. THE MOTION CARRIED UANAIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE PAYROLL ON THE CONSOLIDATED PAYROLL ACCOUNT BETWEEN OCTOBER 16, 2015 AND NOVEMBER 18, 2015. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MS. WATSON DISCUSSED THE FOLLOWING ITEMS.

IF IT IS OK TO RELEASE CHECK TO ORDERS FOR PLACEMENT OF COVERS, TALKED TO CERRONE, THEY HAVE NO ISSUE WITH RELEASING IT.

ED HUPP, WOOD COUNTY EMERGENCY SERVICES, DISCUSSED ABOUT THE FLOOD ZONE IN LEIGH MASON, BONNIVALE AND JACKSON RUN, MS. WATSON SPOKE WITH BILL BAILEY INSURANCE ABOUT GETTING A QUOTE TOGETHER FOR FLOOD INSURANCE AT THESE LOCATIONS.

FEMA IS PROGRESSING VERY WELL. WE A HAD MEETING WITH MANNY FROM FEMA TODAY, OCTOBER 15, 2015.

THIS CONCLUDED MS. WATSONS REPORT.

MR. ANDERSON REPORTED ON THE FOLLOWING ITEMS.

HEALTH DEPT. AND LEIGH MASON WERE SURVEYED AND THE CONTROL PANEL AND PART OF THE FENCING AT LIFT STATION IN LEIGH MASON IS SITTING OUTSIDE OF OUR BOUNDERIES. CONTROL PANEL NEEDS MOVED.

MR. STEWART MADE A MOTION TO PURCHASE BY-PASS PUMP FOR BAKER CORP. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO PUT HOLIDAY INN ON SAME SCADA AS OTHERS ARE. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

PSC HAS ORDERED US TO PURCHASE 2 NEW TRUCKS (COST \$70, 283.), MR. STEWART MADE A MOTION TO GO AHEAD AND EXECUTE A PURCHASE ORDER FOR 2 NEW TRUCKS WITHIN 60 DAYS AND SEND TO THE PSC. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

PSC HAS ORDERED US TO HIRE 1 NEW EMPLOYEE FOR OPERATIONS. MR. STEWART MADE A MOTION TO HIRE 1 NEW EMPLOYEE FOR OPERATIONS. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

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 7:30 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.



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

MINUTES OF A SPECIAL BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD TUESDAY, NOVEMBER 3, 2015 AT 8:30 A.M. IN THE DISTRICT'S OFFICE LOCATED AT 53 FOX RUN DRIVE, MINERAL WELLS, WEST VIRGINIA

Mr. Roy L. Radabaugh, Chairman, called the meeting to order at 8:30 AM. He asked everyone present to sign the attendance roster. Mark Stewart, Treasurer, Howard Baldwin, Secretary; Todd Anderson, Operations Manager; Linda Watson, Office Manager; Craig Richards, Burgess & Niple; David Starcher, FEMA Group Supervisor; Bo Wilkinson, FEMA Project Specialist; Steve Craig, FEMA Mitigation; Teresa Rios, FEMA PAC Lead; Ed Hupp, Director Wood County Office of Emergency Management.

No one from the public was present.

First order of business was an open discussion regarding the July 2015 flooding. Ms. Watson discussed with the Board new information that was received from FEMA regarding the District had been misinformed from the previous FEMA coordinator. Mr. Richards then discussed information from Burgess & Niple and the information they had been gathering for upgrading of the lift stations and the Woodridge/Lincolnshire area had come to a complete stop due to the new information from FEMA.

Next order of business, Mr. Starcher discussed with the Board what FEMA was willing to do regarding all the damages that were incurred during the July 2015 flood. First, the District has to generate a cost estimate to FEMA of the cost that would put the District's damages back to the way it was before the flooding. Then generate a cost estimate of what the District would like to do to upgrade the lift stations and the Woodridge/Lincolnshire area in the case that this would happen again. At that time FEMA would send all papers to region and then possibly to mitigation.

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 meeting at 11:30 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.



Howard Baldwin, Secretary of the Public Service Board of the 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 THURSDAY, NOVEMBER 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. Mark Stewart, Treasurer, Todd Anderson, Operations Manager; Linda Watson, Office Manager; Jim Kelsh, Bowles & Rice; Zack Dobbins, Bennett & Dobbins; Todd Grinstead, Claywood Park PSD; Mike Miller, Claywood Park PSD; Randy Law, Claywood Park PSD; Edna Summers, Claywood Park PSD.

Mr. Stewart made a motion to go into Executive Session. Mr. Radabaugh seconded the motion. The motion passed unanimously.

The Work Session went into Executive Session at 1:10 PM.


The only item on the agenda was discussion with Claywood Park PSD personnel regarding its Miscellaneous Water System Improvement Project and related rate change.

The Executive Session adjourned at 2:05 PM.

All business having been discussed, Mr. Radabaugh made a motion to adjourn. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the Work Session at 2:30 p.m.

CERTIFICATION

I, Mark Stewart, 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 Stewart, Treasurer of the Public Service Board of the Mineral Wells Public Service District, Mineral Wells, West Virginia