

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

February 19, 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 January 22, 2016. These minutes were approved at the Regular Board Meeting held on Thursday, February 18, 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 PUBLIC SERVICE DISTRICT HELD IN THE CONFERENCE ROOM OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT ON JANUARY 21, 2016, 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; NELLIE RADCLIFF, OFFICE CLERK; BILL BYERS, DENNY BROWN, MATT ROBINSON, MAINTENANCE TECHS; CRAIG RICHARDS, BURGESS AND NIPLE; NANCY VANMETER; EMMETT BROWN; JEFF JOHNSON; AUSTIN DAVIS; TIM DAVIS; JON SIMS; MIKE EATON; AND JOSH BEALL, WERE PRESENT.

THE FIRST ORDER OF BUSINESS WAS THE ELECTION OF OFFICERS. MR. STEWART MADE A MOTION THAT ALL OFFICERS KEEP THE SAME POSITION AS LAST YEAR. MR. RADABAUGH, CHAIRMAN; MR. STEWART, TREASURER; AND MR. BALDWIN, SECRETARY. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

THE NEXT ITEM OF BUSINESS WAS THE AUCTIONING OF TWO USED SERVICE TRUCKS AND A BUILDING. THE FIRST TRUCK WAS A DODGE 4 X 4 THAT EMMETT BROWN PURCHASED FOR \$2,350.00, THE SECOND TRUCK WAS A GMC 4X4 THAT BROUGHT \$4,000.00. EMMETT BROWN ,ALSO, PURCHASED IT. MIKE EATON PURCHASED THE BUILDING FOR \$75.00. THE BIDDERS EXCUSED THEMSELVES FROM THE REST OF THE MEETING.

MR. RADABAUGH RECESSED THE MEETING FOR AN EXECUTIVE SESSION AT 5:08. THE REGULAR MEETING WAS RECONVENED AT 5:45. NO MOTIONS WERE MADE WHILE IN EXECUTIVE SESSION.

THE BOARD INTERVIEWED KYLE MC CAULEY FOR A NEW HIRE TO BEGIN WORK ON FEBRUARY 1, 2016 AT \$12.00 PER HOUR. MR. STEWART MADE A MOTION TO HIRE MR. MC CAULEY. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. RICHARDS DISCUSSED WITH THE BOARD ABOUT THE FEMA COSTS. MS. WATSON SIGNED OFF ON THE FEMA REPORTS AS OF 12/31/15. THE TOTAL COST OF REIMBURSEMENT FROM FEMA WILL BE \$398,494.85. FEMA ALLOWED \$35,572.50 MITIGATION IN THEIR COMPUTATION.

MR. STEWART MADE A MOTION FOR THE DISTRICT TO CONTINUE WITHOUT NRCS. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. BALDWIN MADE A MOTION TO APPROVE THE MINUTES OF THE DECEMBER 17, 2015, REGULAR BOARD MEETING AS PRESENTED. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MR. BALDWIN SIGNED THE MINUTES OF THE DECEMBER 17, 2015, REGULAR BOARD MEETING.

MR. STEWART MADE A MOTION TO APPROVE THE FINANCIAL STATEMENT DATED DECEMBER 31, 2015 FOR ALL FINANCES. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE THE WATER REVENUE CHECKING ACCOUNT FINANCIAL STATEMENT DATED DECEMBER 31, 2015. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE THE SEWER REVENUE CHECKING ACCOUNT FINANCIAL STATE DATED DECEMBER 31, 2015. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE CHECKS WRITTEN ON THE CONSOLIDATED WATER AND SEWER REVENUE CHECKING ACCOUNT BETWEEN DECEMBER 18, 2015 AND JANUARY 21, 2016. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MS. WATSON REPORTED THE DISTRICT HAS COMBINED CYCLE 1 AND CYCLE 3 BILLS INTO ONE MAILING.

THE INSURANCE COMPANY WAS CONTACTED AND THE BY-PASS PUMP HAS BEEN ADDED TO THE INSURANCE POLICY. THIS CONCLUDED MS. WATSONS REPORT.

MR. ANDERSON REPORTED THAT HE WAS WORKING ON GETTING AN ANSWER BACK STAGE 2 SAMPLING IN 30 DAYS. NEW SAMPLING SITES ARE BEING SET UP THROUGHOUT THE DISTRICT. THE NEW SHED HAS BEEN ORDERED. A 4" WATER METER HAS BEEN ORDERED TO BE INSTALLED AT COMFORT SUIT HOTEL. THE HOTEL ASKED FOR A LETTER GIVING THEM TWO MONTHS TO GET THE WORK DONE.

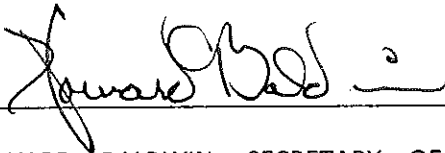
JOHN NEEL IS WORKING WITH THE DISTRICT ALONG WITH BURGESS & NIPLE TO GET A WATER METER PROJECT TOGETHER FOR THE REPLACEMENT OF ALL METERS WITH RADIO READ METERS.

AFTER SOME DISCUSSION THE BOARD AGREED THAT A DRIVE-THRU WAS NOT NECESSARY FOR THE DISTRICT.

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 7:20 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 HEREO 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