

**MINERAL WELLS PUBLIC SERVICE DISTRICT
POST OFFICE BOX 266
MINERAL WELLS, WV 26150
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March 18, 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 February 18, 2016. These minutes were approved at the Regular Board Meeting held on Thursday, March 17, 2016.

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

Sincerely,



Linda Watson
Office Manager

enclosure

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 THURSDAY, FEBRUARY 18, 2016, AT 5:00 P.M.

MR. ROY RADABAUGH, CHAIRMAN, WAS NOT PRESENT DUE TO THE DEATH OF HIS BROTHER. MR. MARK STEWART, TREASURER, SAT AS ACTING CHAIRMAN. MR. STEWART ASKED EVERYONE PRESENT TO SIGN THE ATTENDANCE ROSTER. MR. BALDWIN, SECRETARY; LINDA WATSON, OFFICE MANAGER; NELLIE RADCLIFF, OFFICE CLERK; JIM KELSH, BOWLES RICE AND CRAIG RICHARDS, BURGESS & NIPLE, WERE PRESENT.

THERE WAS NO ONE PRESENT FROM THE PUBLIC.

THE FIRST ORDER OF BUSINESS WAS MR. RICHARDS DISCUSSION OF AN AMENDMENT TO THE AGREEMENT FOR FEMA RELATED SERVICES. MR. BALDWIN MADE A MOTION TO ACCEPT THE CHANGES MADE. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. KELSH DISCUSSED AND PRESENTED THE RULE 30B APPLICATION TO INCREASE WATER RATES AND CHARGES DUE TO THE CLAYWOOD PARK RATE INCREASE. (COPY ATTACHED). MR. BALDWIN MADE A MOTION TO ACCEPT THE APPLICATION AS PRESENTED. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MR. STEWART SIGNED THE APPLICATION.

MOTION WAS MADE BY MR. BALDWIN TO APPROVE RULE 30B APPLICATION TO INCREASE WATER RATES AND CHARGES. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. BALDWIN MADE A MOTION TO APPROVE THE LEGAL SERVICE AGREEMENT FOR THE SEWER RATE CASE. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MR. STEWART SIGNED THE AGREEMENT.

MR. BALDWIN MADE A MOTION TO APPROVE THE LEGAL SERVICE AMENDMENT AGREEMENT FOR THE WATER RATE CASE. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MR. STEWART SIGNED THE AGREEMENT.

MR. KELSH DISCUSSED THE PENDING SEWER RATE CASE. MR. BALDWIN MADE A MOTION GIVING MR. RADABAUGH THE AUTHORITY TO MAKE ANY DECISION NECESSARY AT THE HEARING OF THE RATE CASE. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. BALDWIN MADE A MOTION TO APPROVE THE MINUTES OF THE JANUARY 21, 2016, REGULAR BOARD MEETING AS PRESENTED. MR. STEWART SECONDED THE MOTION. MR. BALDWIN SIGNED THE MINUTES.

MR. BALDWIN MADE A MOTION TO APPROVE THE HD SUPPLY NEPTUNE HARDWARE AND SOFTWARE MAINTENANCE QUOTE. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MR. STEWART SIGNED THE AGREEMENT IN THE AMOUNT OF \$4,185.00.

MR. BALDWIN MADE A MOTION TO APPROVE THE FINANCIAL STATEMENT DATED JANUARY 31, 2016 FOR ALL FINANCES, WATER REVENUE CHECKING ACCOUNT, SEWER REVENUE CHECKING ACCOUNT, CHECKS WRITTEN ON THE CONSOLIDATED WATER AND SEWER REVENUE CHECKING ACCOUNT BETWEEN JANUARY 22, 2016 AND FEBRUARY 18, 2016. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. BALDWIN MADE A MOTION TO APPROVE PAYROLL CHECKS WRITTEN ON THE CONSOLIDATED PAYROLL ACCOUNT BETWEEN JANUARY 22, 2016 AND FEBRUARY 18, 2016. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MS. WATSON DISCUSSED THE COST OF UPDATING THE EMPLOYEE HANDBOOK. THE QUOTE SHE RECEIVED WAS NOT TO EXCEED \$4,000.00. AFTER A BRIEF DISCUSSION THE BOARD DECIDED THAT \$4,000.00 FOR AN EMPLOYEE HANDBOOK WAS TOO COSTLY.

MS. WATSON INFORMED THE BOARD THAT SHE HAD SPOKE TO GREG MYERS REGARDING FEMA CHECKS. THEY WENT TO ADMINISTRATION ON FEB. 8, 2016, GOVERNOR HAS TO RELEASE THE FUNDS AND IT COULD BE 6 TO 8 WEEKS BEFORE WE GET CHECKS.

MR. ANDERSON REPORTED ON THE FOLLOWING ITEMS.

THE DISTRICT NOTIFIED CUSTOMERS THAT WERE AFFECTED BY THE VIOLATION FROM THE BUREAU OF PUBLIC HEALTH. THE BOARD RECOMMENDED THAT SERIOUS FLUSHING BE DONE IN THE AREA AFFECTED.

COMFORT SUITS ARE IN THE PROCESS OF REPAIRS TO ACCOMMODATE THE NEW METER THAT HAS TO BE INSTALLED AT THEIR HOTEL.

BRANDON FEICK HAD AN ACCIDENT WITH THE MAINTENANCE BLDG. HIS TRUCK RAN INTO THE SIDE OF BUILDING.

UNDER THE NEW DRUG TESTING POLICY, BILL BYERS WAS SELECTED TO BE THE FIRST FOR TESTING.

MS. WATSON ASKED FOR THE MEETING TO RECESS FOR AN EXECUTIVE SESSION. MR. STEWART RECESSED THE MEETING AT 6:00 P.M. MR. KELSH AND MR. RICHARDS EXCUSED THEMSELVES FROM THE MEETING.

MR. STEWART RECONVENED THE MEETING AT 6:20. THERE WERE NO MOTIONS MADE DURING THE EXECUTIVE SESSION.

ALL BUSINESS HAVING BEEN DISCUSSED, MR. BALDWIN MADE A MOTION TO ADJOURN THE MEETING. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MR. STEWART ADJOURNED THE MEETING AT 6:20 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 HEALD 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