

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

April 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 March 17, 2016, Minutes of the Special Board Meeting held March 29, 2016 and Minutes of the Special Board Meeting held April 4, 2016. These minutes were approved at the Regular Board Meeting held on Thursday, April 21, 2016.

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

Sincerely,



Linda Watson
Office Manager

enclosures

MINUTES OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT BOARD MEETING HELD ON THURSDAY, MARCH 17, 2016 AT 5:00 P.M. AT THE DISTRICTS OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

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

THERE WAS NO ONE PRESENT FROM THE PUBLIC.

A RECESS FOR AN EXECUTIVE SESSION WAS MADE AT THIS TIME. THE MEETING WAS RECONVENED AT 5:30. THERE WERE NO MOTIONS MADE DURING THE EXECUTIVE SESSION. THERE WAS AN INTERVIEW OF JACLYN PETERS FOR THE POSITION OF OFFICE CLERK. A MOTION WAS MADE BY MR. BALDWIN TO HIRE JACLYN PETERS AS OFFICE CLERK AT A STARTING WAGE OF \$15.74 PER HR. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MS. PETERS IS TO BEGIN EMPLOYMENT ON APRIL 4, 2016.

MR. RICHARDS WAS PRESENT TO DISCUSS OPEN PROJECTS. THERE IS TO BE A BID OPENING ON MARCH 29, 2016 AT 12:00 HERE AT THE DISTRICTS OFFICE.

MR. RICHARDS PRESENTED AMENDMENT NO. 1 TO AGREEMENT BETWEEN MINERAL WELLS PUBLIC SERVICE DISTRICT AND BURGESS & NIPLE, INC., ENGINEERS AND ARCHITECTS FOR ENGINEERING SERVICES. MR. BALDWIN MADE A MOTION TO ACCEPT THE AMENDMENT AS PRESENTED. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MR. RADABAUGH SIGNED THE AMENDMENT (COPY ATTACHED).

MR. BALDWIN MADE A MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 18, 2016 BOARD MEETING AS PRESENTED. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MR. BALDWIN SIGNED THE MINUTES.

MS. WATSON PRESENTED AN ENGAGEMENT LETTER FROM SUTTLE & STALNAKER, FOR FY 2016 AUDIT, NOT TO EXCEED \$13,500.00. MR. STEWART MADE A MOTION TO APPROVE THE ENGAGEMENT LETTER AS PRESENTED. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MR. RADABAUGH SIGNED THE ENGAGEMENT LETTER.

MS. WATSON PRESENTED THE BOARD WITH AN ENGAGEMENT LETTER FROM SUTTLE & STALNAKER, FOR FY 2016 WATER/SEWER ANNUAL REPORT NOT TO EXCEED \$5,500.00. MR. STEWART MADE A MOTION TO APPROVE THE ENGAGEMENT LETTER. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE THE FINANCIAL STATEMENT DATED FEBRUARY 29, 2016 FOR ALL FINANCES, WATER REVENUE CHECKING ACCOUNT, SEWER REVENUE CHECKIN ACCOUNT AND CHECKS WRITTEN ON THE CONSOLIDATED WATER AND SEWER REVENUE CHECKING ACCOUNT

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FROM FEBRUARY 19, 2016 THRU MARCH 17, 2016. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MR. STEWART MADE A MOTION TO APPROVE PAYROLL WRITTEN ON THE CONSOLIDATED PAYROLL ACCOUNT BETWEEN FEBRUARY 19, 2016 AND MARCH 17, 2016. MR BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

MS. WATSON REPORTED ON SEVERAL ITEMS. SHE MADE SEVERAL PHONE CALLS TRYING TO LOCATE WHERE THE FEMA MONEY MIGHT BE. THE PLACES THAT WAS CONTACTED WERE THE FOLLOWING; HOMELAND SECURITY, STATE AUDITOR, STATE TREASURY AND THE ACCOUNTING OFFICE AT THE STATE TREASURY.

THERE HAS BEEN NO WORD FROM THE PSC REGARDING RULE 42R FOR SEWER.

THE DISTRICTS NEW RATES RELATING TO THE RULE 30B WILL BE ON THE BILLS OF MAY 22, 2016.

THE WOOD COUNTY COMMISSION PUT CLAYWOODS RATE INTO EFFECT 3/13/16 WHICH MEANS THE RATE WILL BE ON OUR MAY 22, 2016 BILL WHICH WILL BE FOR SERVICE FROM APRIL 1 TO MAY 1. OUR RATE WILL INCREASE \$.55. THE COST PER 1,000 GALLON WILL INCREASE 15.1%, OR INCREASE FROM \$2.97 TO \$3.42.

MS. WATSON DISCUSSED WITH THE BOARD HER PLANS OF HAVING ASI STARTING THE PROCESS OF INTERNET PAYMENTS ON THE DISTRICTS WEBSITE. WE HAVE AN AR-BOX THAT PEOPLE THAT USE BILL PAY.

THIS CONCLUDED MS. WATSON'S REPORT.

MR. ANDERSON REPORTED ON THE FOLLOWING.

RESIDENTS OF SOMERVILLE FORK IS STILL INTERESTED IN A STUDY FOR THEM TO HAVE PUBLIC WATER ON THE NEXT WATER PROJECT THE DISTRICT INSTALLS.

THE SHED AT THE WWTP HAS BEEN INSTALLED.

THE BOARD ASKED MR. ANDERSON TO CHECK INTO A SMALL BOAT TO BE USED AT THE WWTP FOR SAMPLING.

THE CASE ON THE TRUCK WRECK IS NOW CLOSED.

BILL'S DRUG TEST WAS GOOD.

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A MOTION WAS MADE BY MR. BALDWIN TO INCREASE KYLE MC CAULEY A \$1.00 PER HOUR AT THE END OF HIS 90 DAY PROBATION. MR. STEWART SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

THE TOTAL DAMAGE TO THE MAINTENANCE BUILDING WAS \$6,396.18.

THIS CONCLUDED MR. ANDERSON'S REPORT.

ALL BUSINESS HAVING BEEN DISCUSSED, MR. STEWART MADE A MOTION THE MEETING BE ADJOURNED. MR. BALDWIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. MR. RADABAUGH ADJOURNED THE MEETING AT 6:40 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.



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