

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

June 17, 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 May 19, 2016. These minutes were approved at the Regular Board Meeting held on Thursday, June 16, 2016.

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

Sincerely,


Linda Watson
Office Manager

enclosures

"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 THURSDAY, MAY 19, 2016, AT 5:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Roy L. Radabaugh, Chairman, called the meeting to order at 5:00 PM. He asked everyone present to sign the attendance roster. Mark D. Stewart, Treasurer; Howard Baldwin, Secretary; Todd Anderson, Operations Manager; Linda Watson, Office Manager; Craig Richards, Burgess & Niple.

No one from the public was present.

Mr. Richards discussed with the Board regarding the Water Violation from the Department of Health and Human Resources on the HAA5 sampling. Mr. Richards suggested moving the sampling point to a different location, do dummy sampling first, then draft a letter to send to the Department of Health and Human Resources regarding the Safe Drinking Water Act.

Mr. Richards also discussed with the Board that B & N is continuing the design of Jackson Run Lift Station.

Mr. Richards went over FEMA document, Flood Mitigation Improvement Contract 15-2, Agreement & Fiscal Officer Form. Roy Radabaugh and Linda Watson signed contract.

Mr. Stewart made a motion to approve the Minutes of the April 21, 2016, Regular Board Meeting. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Ms. Watson presented the FY 2016 Water Charge-offs in the amount of \$2,799.90 Mr. Stewart made a motion to approve the FY 2016 Water Charge-offs. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson presented the FY 2016 Sewer Charge-offs in the amount of \$3,750.80 Mr. Stewart made a motion to approve the FY 2016 Sewer Charge-offs. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the Financial Statements, for April 30, 2016, for All Finances, Water Revenue Fund Checking account, and Sewer Revenue Fund Checking Account as presented. 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 April 22, 2016 and May 19, 2016. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks written on the Consolidated Payroll Account between April 22, 2016 and May 19, 2016. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed the following with the Board:

Starting the month of June 2016, Matt Robinson and Kyle McCauley will be reading all District meters at the same time. It will take 2 months to get it evened out. The purpose of this is to make more time for training and miscellaneous things to be done through out the District.

Hail Damage to four of the District trucks, insurance check was in the amount of \$1,380.10. The Board suggested that Mr. Anderson get estimates on the cost of just repairing the two newest trucks.

PSC Staff filed an answer to the Sewer Rule 42 on May 16, 2016, Mr. Kelsh informed me there were no changes in Staff's response. He expects the PSC to rule on our exception in the next two months. He also stated, there is no statutory deadline to the particular case.

May 31, 2016, we go live with the A/R Box for Online Bill Payments.

We are still looking into online payments through our website.

Lastly, Ms. Watson discussed that effective July 1, 2016, PEIA will increase rates by 4%.

Mr. Anderson discussed the following with the Board:

Regarding the Miscellaneous Water Improvement Project, Burgess & Niple is starting the process of inspecting all Water Tanks.

Spoke to John Neele, HD Supply regarding the Misc. Water Improvement Project, he suggest the Board look at separate projects for meters only. He believes there will be different funding opportunities if we put the purchase of all meters on one project.

Mr. Baldwin made a motion to separate the meters into a project. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Radabaugh asked that the 4" vault be looked at next to the interstate and be taken care of as soon as possible.

All business having been discussed, Mr. Stewart made a motion to adjourn. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 6:15 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.



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