

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

July 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 June 16, 2016. These minutes were approved at the Regular Board Meeting held on Thursday, July 21, 2016.

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

Sincerely,



Linda Watson
Office Manager

enclosures

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, JUNE 16, 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; Rodney Holbert, Burgess & Niple.

No one from the public was present.

Mr. Holbert discussed with the Board that Lisa Sibicky is scheduling with Mid Atlantic to start inspections of all the tanks in the District. D.V. Weber will be moving equipment into Woodridge on June 17, 2016. George Shinsky, retired from the DOT will be the inspector on the Flood Mitigation Project. Doug Reeder, Electrical Engineer will be looking at the Stoops Road and Jackson Run Lift Stations. Mike Davis has been getting information regarding the Bar Screen at the Plant.

Mr. Baldwin made a motion to approve the Minutes of the May 19, 2016, Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Baldwin signed the Minutes.

Mr. Stewart made a motion to approve the Financial Statements, for May 31, 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 May 20, 2016 and June 16, 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 May 20, 2016 and June 16, 2016. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed the following with the Board:

The Annual Water Quality Report is finished and will not be mailed, it will be published in the Parkersburg Sentinel and the Wirt County Journal. It will also be put on the District's website.

A/R box is working great. Website payments and telephone payments will go LIVE at the end of June. We will be putting stickers on the bills in July to make customers aware that we are offering new services.

Jim Kelsh, Bowles Rice, e-mailed Ms. Watson a Sewer Ordinance and feels the District should adopt such ordinance for future needs.

Ms. Watson had nothing else to discuss.

Mr. Anderson discussed the following with the Board:

An 8" sewer line collapsed in Oakbrook Drive, causing sewer to back up in customers basement. Bill Bailey Insurance has been contacted and will be handling the matter.

One more week of flushing before entire District will be flushed.

Mr. Anderson and Mr. Holbert discussed with the Board that material only for the Bar Screen at the WWTP would be \$105,000.00.

Mr. Anderson has nothing further to discuss with the Board.

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 5:45 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