

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

September 16, 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 August 18, 2016. These minutes were approved at the Regular Board Meeting held on Thursday, September 15, 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, AUGUST 18, 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 that Smoke Testing will begin within two weeks at Oaks Trailer Park. John Moore will be conducting the smoke testing and the District will need to put a notice on each door within the park. Mr. Richards then discussed with the Board the Flood Mitigation Project, Woodridge site is completed, the contractor is working on the Pump Stations presently. Mr. Richards also discussed with the Board that they have been asked to evaluate the capacity of the Rt. 21, Jackson Run and Stoops Rd Lift Stations. That cost would be in the range of \$18,000 to \$20,000. Mr. Anderson mentioned he'd been approached by Mark Husk, Bosley Construction regarding the sale of property behind Walmart. Lastly, Mr. Richards discussed the Miscellaneous Water System Improvements Project. Mid Atlantic sent reports to B & N regarding future costs for Repair & Replacements. Mr. Richards had nothing further to discuss.

Mr. Baldwin made a motion to approve the Minutes of the July 22, 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 July 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 July 21, 2016 and August 18, 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 July 21, 2016 and August 18, 2016. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed the following with the Board:

Auditors came out picked up a box of information and scanned all accounts.

Internet & Telephone Payments are working great. Customers are using both options.

Read the Retirement Letter from Nellie Radcliff. She will be retiring effective August 31, 2016.

Ms. Watson had nothing else to discuss.

Mr. Anderson discussed the following with the Board:

Mr. Anderson stated the maintenance department had a 10" water main break at the Claywood crossing on Tuesday, August 16, 2016. Everything was repaired.

Mr. Anderson had 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