

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

November 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 October 20, 2016. These minutes were approved at the Regular Board Meeting held on Thursday, November 17, 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, OCTOBER 20, 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: First, potential sanitary sewer extension located behind WalMart; Dominion Freight purchased the property from Bosley to put in a 17 bay trucking facility. Todd Anderson will meet with Mark Husk, Bosley Enterprises at Burgess & Niple's office next week to discuss sewer possibilities. Next, Mr. Richards discussed the smoke testing and illicit storm water connections at Oaks Trailer Park, the Board agreed to sign and send a certified letter to Mrs. Alice Bosley, Owner, discussing the binder of findings, the Board also agreed giving her 30 days before commencing charges of storm water entering in the District's sanitary system, which is on the District's sewer tariff.

Mr. Richards had nothing further to discuss with the Board.

Mr. Stewart made a motion to Approve Application for Payment No. 2 to D.V. Weber Construction, Inc., in the amount of \$37,284.95 for the Flood Mitigation Improvement Contract 15-2. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Application for Payment No. 2.

Mr. Baldwin made a motion to Approve Change Order No. 2 in the amount of \$587.00 for the Flood Mitigation Improvements Contract 15-2. Mr. Stewart seconded the motion. The motion Passed unanimously. Mr. Radabaugh signed Change Order No. 2.

Mr. Baldwin made a motion to Approve Certificate of Substantial Completion for the Flood Mitigation Improvements Project Contract 15-2. Mr. Stewart seconded the motion. The motion Passed unanimously. Mr. Radabaugh signed the Certificate of Substantial Completion.

Mr. Baldwin made a motion to approve the Minutes of the September 15, 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 September 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 September 16, 2016 and November 17, 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 September 22, 2016 and October 20, 2016. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed with the Board the following:

Spoke with Suttle & Stalnaker regarding FY 2016 Audit, still waiting on GASB 68 Reports.

Ms. Watson discussed with the Board the outstanding invoices from Burgess & Niple, they were totaled up to \$130,000.00, I chose to pay \$60,633.94 of those open invoices. The District still has an outstanding balance of \$69,200.00, all of these invoices are from the flood.

Ms. Watson had nothing further to discuss.

Mr. Anderson discussed the following with the Board:

Mr. Anderson stated the Aeration at the WWTP, with the three (3) diffusers on the aerators have been completed.

Mr. Anderson met with United Laboratories regarding a product for sludge build-up, the startup cost will be \$2400.00 with an annual charge of \$5100.00.

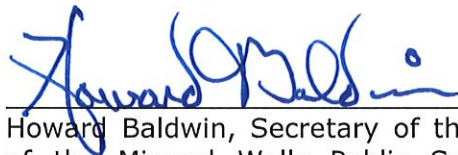
Mr. Anderson purchased the signs for the fence area at the aerial sewer location at Woodridge.

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 6:30 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