

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

December 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 November 17, 2016 and a Special Board Meeting held December 6, 2016. These minutes were approved at the Regular Board Meeting held on Thursday, December 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, NOVEMBER 17, 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; Alice Bosley, Diane Bosley, Norm Sartoreius; Cam Siegrist, Bowles Rice.

Mrs. Bosley discussed with the Board the results from the smoke testing that was performed by Burgess & Niple. Mr. Richards and Mr. Anderson discussed the results with her, especially the amount of storm water that is entering our sewer system within areas of the park. Mrs. Bosley indicated to the Board that all tenants of Oaks Trailer Park will be receiving a letter by November 30, 2016 stating that Oaks Trailer Park will be closing and all tenants had to be gone by June 1, 2017.

Mr. Baldwin made a motion that by January 15, 2017 that Mrs. Bosley, Owner of Oaks Trailer Park had to separate the storm drains from the sanitary sewer system in the most critical areas of the smoke testing results, those being the two (2) main street drains. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Baldwin made a motion that Oaks Trailer Park will be responsible for cutting and capping each service line as a mobile home moves out. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Baldwin made a motion that by June, 15, 2017, Mr. Todd Anderson, Operations Manager will cut and cap the sewer main as well as seal off man holes that provide sewer service to the trailer park. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Anderson got the approval of Mrs. Bosley to work with Johnny Bosley as well as Jeff Bosley, to make sure the repairs requested are done according to the District's motions.

Mrs. Bosley, Ms. Bosley and Mr. Saroreius excused themselves from the meeting.

Next order of business was to discuss the sewer for Old Dominion Freight's new location behind Walmart. Mr. Anderson and Mr. Richards met with Mark Husk, Bosley Construction, to discuss the new sewer service, Bosley Construction will do a direct tap into the 6" sewer manhole.

Mr. Baldwin made a motion in lieu of charging the \$350.00 tap fee, the customer, Bosley Construction will provide all equipment and labor to do the direct tap into the 6" sewer manhole. Mr. Stewart seconded the motion. The motion passed unanimously.

Next item discussed by the Board was the Public Service Commission Sewer Rule 42 decision. Ms. Watson discussed with the Board that several conference calls had been made with Bowles Rice and Burgess & Niple, to discuss the next steps. The District will not have to do direct refunds to customer rather show where any excess funds from the rate increase went.

Mr. Siegrist presented to the Board the Re-Imbursement resolution prepared by Bowles Rice for the pending sewer bond issue. Mr. Stewart made a motion to approve the resolution. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Re-Imbursement Resolution.

Mr. Siegrist discussed with the Board his next step would be to get Authorization for Parity Consent from Rural Development.

Mr. Stewart made a motion to authorize Mr. Radabaugh to handle all necessary actions to move forward with any financing with the preliminary account. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Siegrist excused himself from the meeting.

Next order of business, Mr. Richards discussed with the Board the upgrades still needed at the Jackson Run lift station and force main upgrades. The Board tabled these upgrades until further action.

Next order of business, the board will meet in Special Session on December 6, 2016 at 9:00 a.m. Suttle & Stalnaker will present the FY 2016 Audit, Burgess & Niple will present the Draft of the Preliminary Engineering Report for the Water System Improvements Project and to conclude we will travel to Claywood Park PSD for a visit at the Water Plant.

Discussion of the one time pay increase in the amount of \$500.00.

Mr. Baldwin made a motion to approve a one time pay increase in the amount of \$500.00. Mr. Stewart seconded the motion. Motion passed unanimously.

Mr. Baldwin made a motion to approve the Minutes of the October 20, 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 October 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 October 21, 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 October 21, 2016 and November 17, 2016. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed with the Board the following:

Closing times for Holidays will be as follows: November 23, 2016, December 22, 2016 and January 30, 2016 will be 12:00.

Ms. Watson had nothing further to discuss.

Mr. Anderson discussed the following with the Board:

Radios have been placed back in all maintenance trucks by Miller Communications.

Cutlip Warner will be our digging contractor again, there were some issues with Roush Contractors.

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

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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 7:30 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

MINUTES OF A SPECIAL BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD TUESDAY, DECEMBER 6, 2016, AT 9:00 A.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA.

Mr. Roy L. Radabaugh, Chairman, called the meeting to order at 9:00 AM. 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; Lise Sibicky, Burgess & Niple, Fred Rader, MOVRC and Beth Bumgarner, Suttle & Stalnaker.

First order of business, Beth Bumgarner, Suttle & Stalnaker presented the FY 2016 Audit. She discussed the Report to the Commissioners and Financial Statements of the Mineral Wells PSD. She was happy to report a good audit and no findings were found.

Mr. Stewart made a motion to approve the FY 2016 Audit. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mrs. Bumgarner excused herself from the rest of the meeting.

Ms. Watson discussed the next item which was for the Board to approve/disapprove Requisition No. 3 in the amount of \$24,748.55 to D.V. Weber Construction. That amount is final payment to contractor. Mr. Stewart made a motion to approve Requisition No. 3. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Richards discussed with the Board that Burgess & Niple would compose a letter to the Department of Highways stating Mineral Wells PSD is acceptable to all plans for the Rt. 14/Pettyville Exchange to relocate water/sewer lines.


Lise Sibicky of Burgess & Niple discussed the Miscellaneous Water System Improvements Project. (See Attached Summary of Construction Costs Only)

The meeting concluded at Claywood Park PSD where we had a tour of the Water Treatment Facility.

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 1:45 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