

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

February 17, 2017

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 January 19, 2017. These minutes were approved at the Regular Board Meeting held on Thursday, February 16, 2017.

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, JANUARY 19, 2017, 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.

Mr. Anderson reported that he had spoken with Bryan Woodward, Parkersburg Truck Stop, he is willing to work with us in regards to the grease traps and holding tanks at the truck stop.

Mr. Anderson also stated that Bosley's had made one repair to Oaks Trailer Park.

Mr. Anderson excused himself from the rest of the meeting.

Mr. Richards discussed with the Board that he and Mike Davis had looked over the four (4) bids received at bid opening for the Stoops Road Lift Station & WWTP Headworks Improvements Contract 16-1, and suggests that the Board award the Bid to D.V. Weber Construction, Inc. in the amount of \$513,960.00.

Mr. Stewart made a motion to award Contract 16-1 to D.V. Weber Construction, Inc., Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Richards discussed with the Board since the bid came in lower than the approved bank loan, he feels the Board should authorize to add the grit chamber back to the contract.

Mr. Baldwin made a motion to approve Burgess & Niple to finalize drawings for a change order to add a grit chamber to Contract 16-1 and request pricing from D.V. Weber Construction, Inc. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Richards also discussed with the Board they would get a permit for the landfill, install a dumpster with a pad and curbs that will drain back into pond #1 as well as add more stone to the access road.

All the above is contingent upon closing the loan at United Bank.

Mr. Richards had nothing else to review with the Board.

Mr. Baldwin made a motion to approve the Minutes of the December 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 December 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 December 16, 2016 and January 19, 2017. 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 December 15, 2016 and January 19, 2017. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed with the Board the following:

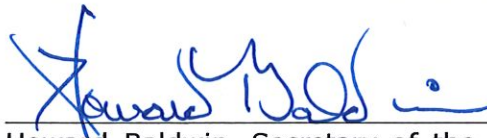
Virginia McDonald, Rural Development called to discuss late payments and suggested we take funds from the reserve accounts to make 2 months worth of payments.

Ms. Watson had nothing further to discuss.

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 5:30 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.



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