

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

May 19, 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 April 20, 2017. These minutes were approved at the Regular Board Meeting held on Thursday, May 18, 2017.

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

Sincerely,



Linda Watson  
Office Manager

enclosures

*"This institution is an equal opportunity provider, and employer."*

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, APRIL 20, 2017, AT 2:00 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; Bill Byers, Chief Operator.

Ms. Watson discussed the Engagement letter from Bennett & Dobbins for the Water System Improvements Project Phase I in the amount of \$25,000.00. Mr. Stewart approved the motion. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Engagement letter.

Ms. Watson discussed the Engagement letter from Bennett & Dobbins for the Water System Improvements Project Phase II in the amount of \$25,000.00. Mr. Stewart approved the motion. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Engagement letter.

Ms. Watson discussed the FY 2018 Water Budget. Mr. Stewart approved the water budget. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed the FY 2018 Sewer Budget. Mr. Stewart approved the sewer budget. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Baldwin made a motion to approve the Minutes of the March 16, 2017, 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 March 31, 2017, 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 March 17, 2017 and April 20, 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 March 17, 2017 and April 20, 2017. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed with the Board the following:

We had a customer from Skyview Acres for a past due bill in the amount of \$247.06, locked meter out, customer cut lock off meter and turned water back on. We found water turned back on locked out again and contacted customer. Customer became very irate with verbal threats, Ms. Watson contacted police department and filed a report. The board decided to not press charges against customer.

Ms. Watson reviewed new sewer rates with the Board.

Ms. Watson had nothing further to discuss with the Board.


Mineral Wells PSD  
April 20, 2017  
Page 2

Mr. Anderson had nothing 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 2:30 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