

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

June 16, 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 May 16, 2017. These minutes were approved at the Regular Board Meeting held on Thursday, June 15, 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, MAY 18, 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 2:00 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. Richards discussed with the Board that D.V. Weber will begin June 5, 2017 at Stoops Road Lift Station.

Mr. Richards discussed that the Preliminary Application has been submitted on the Water System Improvement Project to the WV Infrastructure.

Mr. Richards also presented the Preliminary Engineering Report and the Summary of Project Costs for Phase I and Phase II for the Water System Improvements Project. He also stated that Burgess & Niple will carry the costs of Engineering fees until completion of the project.

Mr. Richards had nothing further to discuss.

Mr. Baldwin made a motion to approve the Minutes of the April 20, 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 April 30, 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 April 21, 2017 and May 18, 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 April 27, 2017 and May 18, 2017. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed with the Board the following:

The customer at Skyview Acres that had been discussed at April's Board Meeting has left the area.

Rural Development will be coming to the office on May 22, 2017 for a review.

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

Mr. Anderson discussed the following with the board:

Flushing has been started and is on schedule within the District.

Bureau for Health will be meeting at the office on May 19, 2017 for the Sanitary Survey.

The sewer tap for Dominion Freight Truck Terminal behind Walmart has been completed.

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Oaks Trailer Parks sewer main is scheduled to be cut and capped on June 15, 2017, all customers are to be gone by June 1, 2017 and each customer sewer line is to be capped by that date.

Imperial Pointe has begun to sell lots, Mr. Anderson wanted to refresh with the Board the sewer line issues because of the property laying flat.

Parkersburg Truck Stop has begun installing the grease tank, Carr Concrete is to be doing the work.

Water dispenser at the District office has been out of service for a month, parts are obsolete, trying to locate new parts.

Mr. Anderson discussed with the Board the safety boot allowance for the maintenance department. In the past, boots are going over the \$150.00 allowance.

Mr. Stewart made a motion to increase the Safety Boot allowance to \$200.00. Mr. Baldwin seconded the motion. The motion passed unanimously.

If the maintenance department buys boots on an individual basis, they are to present receipt to office stating safety boot was purchased before being re-imbursed. This starts, July 1, 2017.

Mr. Anderson had nothing further to discuss.

Mr. Baldwin moved that the Board go into Executive Session at 3:00 pm. Mr. Stewart seconded the motion. The motion passed unanimously.

No motions were made in executive session. Regular Board meeting reconvened at 3:15.

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 3:20 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