

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

March 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 February 16, 2017 and Minutes from the Special Board meeting held March 1, 2017. These minutes were approved at the Regular Board Meeting held on Thursday, March 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, FEBRUARY 16, 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 and Lise Sibicky from Burgess & Niple; Fred Rader and Meganne Robinson from Mid-Ohio Valley Regional Council.

Mr. Richards discussed with the Board that a pre-construction meeting will need to be scheduled in March regarding the WWTP Contract 15-1.

Next order of business, Mr. Richards and Mr. Rader discussed the Misc. Water Improvements Project and different financing options with the Board. Those discussed were USDA and Infrastructure & Job Council Funding. It was discussed that it would be advantageous to separate the project into two separate projects; one for the new meter installation/By-products and reserves, the other for the construction side of the project.

Ms. Watson was asked to contact Zack Dobbins, Bennett & Dobbins to prepare a Draft Rule 42 for the Miscellaneous Water Improvement Project.

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

Mr. Richards, Ms. Sibicky, Mr. Rader and Ms. Robinson excused themselves from the rest of the meeting.

Mr. Baldwin made a motion to approve the Minutes of the January 19, 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 January 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 January 20, 2017 and February 16, 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 January 20, 2017 and February 16, 2017. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson had nothing to discuss with the Board.

Mr. Anderson reported that he had met with Bryan Woodward, Parkersburg Truck Stop, Mr. Anderson was on site when the grease traps were cleaned out, as he thought, they have a concrete cistern with no chambers and flows directly into our sewer system. Mr. Anderson with the Board's permission is going to send Mr. Woodward a letter advising him what changes need to be made to be in compliance with Mineral Wells Public Service District and the Mid Ohio Valley Health Department. The letter will state that he will need to have the proper grease trap up and running by May 1, 2017 and that it will need inspected and approved by Mineral Wells Public Service District.

Mr. Anderson discussed with the Board that Jack Stewart, owner of Scott's Trailer Park had contacted him and would like to do away with the Lagoon at the Park and hook up to public sewer. Mr. Anderson suggests that the maintenance department smoke test the park before we allow that to happen. The Board agreed with Mr. Anderson.

MINUTES OF A SPECIAL BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD WEDNESDAY, MARCH 1, 2017, AT 11:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Roy L. Radabaugh, Chairman, called the meeting to order at 11:00 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; Cam Siegrist, Bowles Rice and Lindsey Anderson, United Bank.

No one from the public was present.

The first order of business was presented by Mr. Siegrist, which was the Bond Resolution authorizing the acquisition, construction and equipping of certain additions, betterments and improvements to the sewerage system of the Mineral Wells Public Service District and the financing of the cost, not otherwise provided, thereof through the issuance by the Mineral Wells Public Service District of Sewerage System Revenue Bonds (Sewerage System Improvement Project), Series 2017, in an aggregate principal amount of not to exceed seven hundred forty eight thousand three hundred forty five dollars (\$748,345.00); defining and prescribing the terms and provisions of the Series 2017 Bonds.

Mr. Stewart made a motion to approve the Bond Resolution, Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Resolution as Chairman, Mr. Stewart signed the Resolution as Treasurer.

Next order of business, Mrs. Anderson presented the board with new checking account signature cards associated with the Bond Series 2017. Mr. Radabaugh, Mr. Stewart, Mr. Baldwin and Ms. Watson all signed the signature card.

Next order of business, Mr. Siegrist presented the Board with Requisition No. 1 in the amount of \$38,000.00 and disbursed as follows: Bowles Rice LLP, Bond Counsel; \$20,000.00; Bowles Rice LLP, Local Counsel and PSC Counsel; \$5,000.00; Bennett & Dobbins PLLC, Accounting Services \$925.00; United Bank, Inc., Registrar; \$500.00. The District further requests that the Bank advance an additional \$11,575.00 into the Series 2017 Bonds Construction Fund resulting in a total amount of \$38,000.00 being advanced so that in excess of 5% of the proceeds of the Bonds will have been advanced as required by U.S. Treasury Regulation. The \$11,575.00 shall remain in the Series 2017 Bond Construction Fund until further requisitions are submitted and approved by the Bank.

Mr. Stewart made a motion to approve Requisition No. 1. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Requisition No. 1.

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 12:15 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.



Mark Stewart, Treasurer of the Public Service Board of the Mineral Wells Public Service District, Mineral Wells, West Virginia