

**MINERAL WELLS PUBLIC SERVICE DISTRICT
POST OFFICE BOX 266
MINERAL WELLS, WV 26150
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April 20, 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 March 16, 2017. These minutes were approved at the Regular Board Meeting held on Thursday, April 20, 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, MARCH 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; Todd Anderson, Operations Manager; Matt Robinson, Maintenance Technician; Jaclyn Peters, Office Clerk; Craig Richards and Mike Davis from Burgess & Niple; Eric Fleming, Liberty Truck Stop; and Terry Thomas, Mineral Wells VFD.

First during Public Comments, Mr. Fleming spoke to the Board about the recent request to replace the current cistern holding tank at Liberty Truck Stop. Mr. Fleming stated that they are unable to meet this request, because of the estimated cost of \$25,570.00 to replace the tank per MWPSD's standards. Mr. Fleming requested that the Board consider his solution to the replacement. This solution consisted of putting in two grease interceptors inline, one in line with the dishwasher and one downstairs. Mr. Fleming said these interceptors would be emptied daily into larger drums and the drums be cleaned out monthly. Mr. Fleming also stated he had spoken with the employees; and found out they had been pouring grease into the mop bucket sink and the cooks had been draining grease into the sinks as well. Mr. Fleming mentioned if the Board did not consider his solution, his only other option was to close the restaurant. Mr. Anderson stated the Mid-Ohio Valley Health Department does not want the grease traps to be inline. Mr. Anderson and Mr. Robinson agreed that the interceptors will not solve the issue. Mr. Anderson stated that Mr. Fleming's solution did not meet the District's requirements, which the District has made all other businesses follow in similar cases. It was concluded between the Board and Mr. Anderson that the original request for a 1,000 gallon, 3-stage holding tank outside of the building still needed to be met. Mr. Radabaugh suggested an extension of July 1, 2017 for the installation and inspection to be completed. Mr. Stewart made a motion to approve the July 1, 2017 extension. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Continuing with Public Comments, Mr. Thomas spoke about the Fire Department wanting to have input in where new hydrants are to be placed. Also, Mr. Thomas mentioned to Mr. Anderson he would appreciate being able to get any drawings and hydrant numbers the District may have that would be beneficial to the Fire Department. Mr. Anderson stated the District would be adding seven hydrants in Mt. Pleasant, and three hydrants in Windsor Estates from Graham Lane to Turkey Foot Road. Both Mr. Anderson and Mr. Thomas agreed that it would be in the best interest for the District and the Fire Department to work together, especially with hydrant matters.

Next order of business, Mr. Richards brought Owner #1 and #2 copies of the Advertisement, Bid, Contract, and Specifications for the Mineral Wells Public Service District Stoops Road Lift Station & WWTP Headworks Improvements Contract 16-1. Mr. Richards stated DV Weber Construction was waiting on equipment in order to start the sewer project. Mr. Anderson spoke to Mr. Richards and Mr. Davis about his meeting earlier in the day at Burgess & Niple with Lise Sibicky and John Neale. Mr. Anderson stated that the District would be keeping the old handhelds as a backup, but would be purchasing laptop units for the two meter trucks through the project. Also, Mr. Anderson said approximately 590 meters would be taken off of the project, due to them being less than five years old and still working properly.

Mr. Richards and Mr. Davis excused themselves from the rest of the meeting.

Mr. Stewart made a motion to approve the Regular Board Meeting time be moved from 5:00 PM to 2:00 PM. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the Minutes of the February 16, 2017, Regular Board Meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Mr. Stewart made a motion to approve the Minutes of the March 1, 2017, Special Board Meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Mr. Stewart made a motion to approve the Engagement Letter from Suttle & Stalnaker, for FY 2017 Audit, not to exceed \$14,600.00. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Engagement Letter.

Mr. Stewart made a motion to approve the Engagement Letter for Suttle & Stalnaker, for FY 2017 Water/Sewer Annual Report, not to exceed \$5,950.00. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Engagement Letter.

Mr. Stewart made a motion to approve the Financial Statements, for February 28, 2017, for All Finances, Water Revenue Fund Checking account, and Sewer Revenue Fund Checking Account as presented. Mr. Radabaugh 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 February 17, 2017 and March 16, 2017. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks written on the Consolidated Payroll Account between February 16, 2017 and March 16, 2017. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Ms. Peters had nothing to report for Linda Watson for the Office Manager's report.

Mr. Anderson reported the Neal Property hearing had been cancelled, and Steve Hardman was to get the hearing postponed to June.

Mr. Anderson had nothing further to discuss.

All business having been discussed, Mr. Stewart made a motion to adjourn. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 6:22 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