

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

August 18, 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 August 18, 2017. These minutes were approved at the Regular Board Meeting held on Thursday, July 21, 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, JULY 21, 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; Linda Watson, Office Manager; Matt Robinson, Employee; Craig Richards, Burgess & Niple; Fred Rader, Mid Ohio Valley Regional Council; Matt Jones, business owner; James Stout, Bridgeport, LLC.

First order of business, James Stout, All Seasons Motorsports, brought to the Board's attention that he was visited by Todd Anderson on his opening day of Indian Motorcycles. Mr. Anderson stated that Mr. Stout should've installed a second meter to the new construction. The Board discussed the Rules and Regulations of the Public Service Commission. Mr. Baldwin made a motion for All Season Motorsports to pay two (2) user fees at the present time, if customer chooses to expand and put a larger meter in, at that time customer will pay for a tap fee again but the two (2) user fees will be eliminated from his account. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Stout excused himself from the meeting.

Next order of business, Matt Jones, presented to the Board his drawings on the new construction on Route 14. He proposed that he will pay all expenses to move our existing access road to our lift station beside his new construction, at which time the two (2) manholes will be raised and a sewer tap for the new construction will be tied into the existing manhole. A cost estimate will be wrote up of all expenses involved in the relocation of the access road and given to Mr. Jones. Mr. Jones will have the property surveyed as well as all legal work. He will be responsible for all costs.

Mr. Jones excused himself from the meeting.

Mr. Rader discussed with the Board the loan that was approved for \$150,000 from Mid Ohio Valley Regional Council with a rate of 4%. The loan will be paid off with funds from the Miscellaneous Water System Improvements Project. He presented to the Board the loan application.

Contingent upon information from Camden Siegrist, Bowles Rice, Mr. Baldwin made a motion to approve the loan application. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Richards and Mr. Rader discussed with the Board the approval of the \$3,311,000.00 loan from WV Infrastructure. Also discussed were the Asset Management Plan programs, SEMS and Maintenance Edge.

Mr. Rader advised the Board that when Burgess & Niple were chosen for Engineers for the Miscellaneous Water Improvement Project that the District did not send out information to WV DBE (West Virginia Disadvantage Business Enterprise). Mr. Rader was going to speak to Bob DeCree of WV Bureau for Public Health to see if the District would need to do a procurement for Engineering firms and run as a Class II Legal Ad. Mr. Rader will advise Ms. Watson what he finds out.

Ms. Watson discussed Requisition No. 1 in the amount of \$284,350.50 for D.V. Weber Construction for the Stoops Road Lift Station & WWTP Headworks Improvements Project.

Mr. Baldwin made a motion to approve Requisition No. 1 in the amount of \$284,350.50 payable to D.V. Weber Construction. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Requisition No. 1.

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

Mr. Baldwin made a motion to approve the Minutes of the June 15, 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 June 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 June 16, 2017 and July 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 June 16, 2017 and July 20, 2017. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed the following:

Fuel Express cards have been ordered, maintenance department can get fuel at any location.

Ms. Watson discussed with the Board concern from Dennis Brown regarding internet service from Community Antenna Services at the WWTP location. She is waiting on a quote from the Engineer at CAS.

Ms. Watson discussed with the Board that a contractor putting in a new home on Woodridge Drive installed the customers sewer tap. The contractor will be instructed he needs to dig up and put a clean out in.

Ms. Watson discussed with the Board that the Fuel Express Center also has a GPS unit. Ms. Watson discussed charges with the Board.

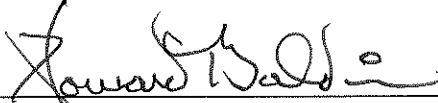
Mr. Stewart made a motion to install GPS units in all District trucks and an acknowledgement be wrote up for the driver to sign, Mr. Baldwin seconded the motion. The motion passed unanimously.

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 4:20 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