

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

October 19, 2017

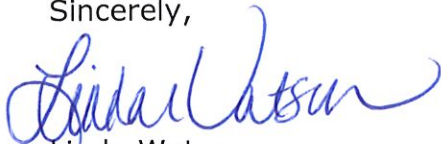
Mr. Marty Seufer  
Wood County Commission  
Wood County Courthouse  
#1 Court Square, Box 2  
Parkersburg, WV 26102-5340

Dear Mr. Seufer:

Please find enclosed, an approved copy of the Minutes of the Regular Board meeting held September 21, 2017. The minutes were approved at the Regular Board Meeting held on Thursday, October 19, 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, SEPTEMBER 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; Todd Anderson, Operations Manager; Linda Watson, Office Manager; Craig Richards, Burgess & Niple; Randy McGrew and Michael Allen; Premier Bank.

Mr. Stewart made a motion that the Board move into Executive Session, Mr. Baldwin seconded the motion. The motion passed unanimously. The Board moved into executive session at 2:05.

The meeting reconvened at 2:20, no motions were made during the session.

Mr. Allen and Mr. McGrew excused themselves from the meeting.

Mr. Richards discussed the following with the Board: the Stoops Road Liftstation construction part is complete, waiting on electric. Mr. Richards discussed with the Board Change Order No. 1 in the amount of \$15,293.00. The change order addresses the need to protect the bank of the adjacent stream from erosion and a request from the district to install a catch basin and storm pipe to remove the channel upstream of the new stream crossing.

Mr. Baldwin made a motion to approve Requisition No. 3 in the amount of \$79,157.50 payable to D.V. Weber Construction regarding the Stoops Rd. Lift Station & WWTP Headworks Improvements Project. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Requisition No. 3.

Mr. Stewart made a motion to approve Change Order No. 1 in the amount of \$15,293.00. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Change Order No. 1.

Mr. Richards discussed the District's request for a new grit chamber at the WWTP since a contractor is working at the site.

The Board agreed for Burgess & Niple to continue with drawings to submit at a later date.

Mr. Baldwin made a motion to approve the Minutes of the August 17, 2017, Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Baldwin signed the Minutes.

Mr. Baldwin made a motion to approve the Minutes of the September 14, 2017, Special Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Baldwin signed the Minutes.

Ms. Watson discussed the scores of the Engineering Interviews with the Board from the Special meeting held on September 14, 2017.

Mr. Stewart made a motion to select Burgess & Niple as the District's Engineering Firm for the Misc. Water System Improvements Project. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Baldwin made a motion to approve the Engineering Agreement from Burgess & Niple for the Misc. Water System Improvements Project. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Engineering Agreement.

Mr. Stewart made a motion to approve the Financial Statements, for August 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 August 18, 2017 and September 21, 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 August 22, 2017 and September 21, 2017. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed the following:

Ms. Watson discussed with the Board that the Rule 42R has been filed, and will be in the Newspaper on September 21, 2017 and September 28, 2017. Also, stickers regarding the rate increase were placed on the bills this month.

Ms. Watson had nothing further to discuss.

Mr. Anderson discussed the following with the Board:

Our meter supplier, HD Supply has changed to Core & Main, Mr. Anderson, Lisa Sibicky; Burgess & Niple, Matt Robinson and Kyle McCauley, meter readers are going to visit Vienna Water Dept. We have been having some issues with some of the Neptune meters, so Mr. Anderson thought a trip to Vienna to see if they have had any issues with theirs would be a good idea.

Mr. Anderson received a call from Roger Shawver whom is the last water customer on Badgely Fork. He's interested in extending the water line to Custom Applicators as well as seven other homes on Badgely Fork. The Board suggested Burgess & Niple to look into the matter to see if it's feasible.

Mr. Anderson discussed a 2" Air Release valve was changed on Drain Road.

Lastly, Mr. Anderson discussed that the Fajita Truck agreed and has installed a 1000 gallon grease trap at their location.

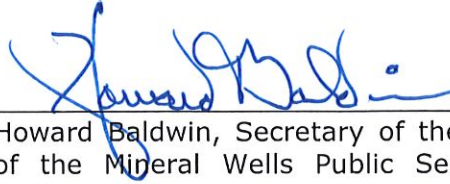
Mr. Anderson had nothing further to discuss.

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 3:30 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.



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Howard Baldwin, Secretary of the Public Service Board  
of the Mineral Wells Public Service District, Mineral  
Wells, West Virginia