

MINERAL WELLS PUBLIC SERVICE DISTRICT
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September 21, 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 August 17, 2017. Also, please find enclosed an approved copy of the Minutes of the Special Board Meeting held September 14, 2017 both minutes were approved at the Regular Board Meeting held on Thursday, September 21, 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, AUGUST 17, 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; Nelson Douglass, Waterman Douglass; Steven Hardman, Bowels Rice; Mike Zoller, Mineral Wells residence.

Mr. Hardman and Mr. Douglass discussed findings of the survey and legal documents regarding the new construction on Elizabeth Pike Bypass. Mr. Hardman said he will do further investigation of legal documents and report back to the Board.

Mr. Hardman and Mr. Douglass had nothing further to discuss.

Mr. Hardman and Mr. Douglas excused themselves from the meeting.

Next, Mr. Zoller a residence of Mineral Wells (2782 Butcher Bend Road), was inquiring of new water service, which would serve approximately 7-10 potential customers. The Board discussed with Mr. Zoller the importance of the potential customers willingness for public water, each would need to sign a Petition for Water Service and eventually a Water Agreement. Mr. Radabaugh spoke of contingency money from the upcoming Miscellaneous Water Improvement Project. It was further discussed that Mr. Zoller collect signatures of the potential customers making sure they understand a three (3) year user agreement. He will be in contact with Ms. Watson.

Mr. Zoller had nothing further to discuss and excused himself from the meeting.

Mr. Richards discussed with the Board that D.V. Weber was continuing to work on Stoops Rd Liftstation, waiting to hear back from the electric company. They would be moving on to work at the WWTP the week of August 21, 2017.

Mr. Richards had nothing further to discuss and excused himself from the meeting.

Mr. Baldwin made a motion to approve the Minutes of the July 21, 2017, Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Baldwin signed the Minutes.

Ms. Watson discussed the Re-Imbursement Resolution for the upcoming Miscellaneous Water Improvements Project. Mr. Stewart made a motion to approve the resolution. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the resolution.

Ms. Watson discussed Requisition No. 2 in the amount of \$25,379.50 payable to D.V. Weber Construction, Inc., for the Stoops Rd. Lift Station & WWTP Headworks Improvements Project. Mr. Stewart made a motion to approve Requisition No. 2. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Requisition No. 2.

Mr. Stewart made a motion to approve the Financial Statements, for July 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 July 21, 2017 and August 17, 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 July 21, 2017 and August 21, 2017. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed the following:

Virginia McDonald, Rural Development scheduled a meeting on August 10, 2017 to go over all debt services and give a total amount needed by the end of August and September 2017. Ms. Watson will continue to keep Mrs. McDonald informed.

Ms. Watson also discussed that on Friday, August 18, 2017 she will be having a conference call with James Kelsh, Bowels Rice and Zach Dobbins, Bennett & Dobbins regarding an emergency rate increase in water to meet debt services.

Ms. Watson had nothing further to discuss.

Mr. Anderson discussed the following with the Board:

The water and sewer taps have been set for Matt Jones' new construction located on Elizabeth Pike Bypass.

Generator hookups are being installed by Matt Robinson, maintenance department at several grinder pump poles.

A customer on Stempherd Lane wants to extend the water line for a mobile home. Mr. Anderson discussed with the customer that it would be considered a self help project and that he would pay for all expenses. The 2" water line would be approximately 650' long with 2 meters with flush outs.

Mr. Stewart approved the self help project on Stempherd Lane with the customer paying all expenses. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Anderson had nothing further to discuss.

The Board moved into executive session at 3:30.

The meeting reconvened at 3:45. No motions were made during executive session.

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 3:50 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