

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

November 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, an approved copy of the Minutes of the Regular Board meeting held October 19, 2017. The minutes were approved at the Regular Board Meeting held on Thursday, November 16, 2017.

Should you have any questions please contact me at (304) 489-2915.

Sincerely,

Linda Watson  
Office Manager

enclosure

*"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, OCTOBER 19, 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 and Lisa Sibicky, Burgess & Niple; Fred Rader, MOVRC.

Mr. Richards discussed the following with the Board: the Stoops Road Liftstation construction part is complete, waiting on electric. WWTP barscreen is finished and working.

Mrs. Sibicky discussed with the Board the Miscellaneous Water Improvement Project with the Board, she also discussed meetings we've had with the Bureau for Public Health regarding violations and sampling. The District will do six (6) samples, two (2) each week. Also, the engineer from the BPH requested we pull water from the Parkersburg Utility Board and push to the Limestone Tank and then do our sampling hoping to avoid violations. Mrs. Sibicky and Mr. Anderson will meet with Eric Bennett, PUB to discuss a rate, currently, if the District would pull from the PUB the rate is \$5.98 per 1,000 gallons.

Mr. Baldwin made a motion to move forward with purchasing water from the Parkersburg Utility Board. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Baldwin made a motion to approve the Minutes of the September 21, 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 Requisition No. 4 in the amount of \$43,806.85 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. 4.

Mr. Stewart made a motion to approve the Cross Connection & Backflow Prevention Program Policy. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the policy.

Mr. Stewart made a motion to approve the Hydrant Maintenance and Line Flushing Program Policy. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the policy.

Mr. Stewart made a motion to approve the Valve Exercise Program Policy. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the policy.

Mr. Stewart made a motion to approve the Water Meter Replacement Plan Policy. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the policy.

Mr. Stewart made a motion to approve the Financial Statements, for September 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 September 22, 2017 and October 19, 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 September 22, 2017 and October 19, 2017. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed the following:

Ms. Watson discussed with the Board that the new rate will be on November's bill for the Rule 42R.

Suttle & Stalnaker is finishing up the FY 2017 Audit, and we are starting to work on the Water and Sewer Annual Reports.

Ms. Watson had nothing further to discuss.

Mr. Anderson discussed the following with the Board:

DEP made a stop at the WWTP, she said the plant looked very good. They however are going to make us do a sludge test in the pond that is not covered.

The Parkersburg Truck Stop has a new radio read meter.

The Public Service Commission had a formal complaint filed by Jeffrey Husk, Davisville, regarding his property not being put back the way it was prior to us having being there for leaks at our 10" main. We answered the complaint as well as enclosed pictures at site. Mr. Anderson met with a representative from the PSC on October 19, 2017 and he saw nothing wrong with the property or yard where we dug and put seed and straw back.

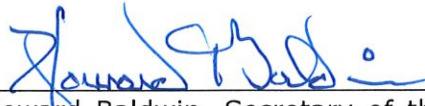
Alan Williams, a customer that lives on Drain Road also called the PSC regarding a sewer odor. Mr. Anderson explained to Mr. Williams and a representative from the PSC that the repair that was made is an air release valve and it can't be capped off because of sewer gas build-up. Mr. Anderson is waiting on a call back from the PSC for their decision.

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 3:15 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.

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