

***MINERAL WELLS PUBLIC SERVICE DISTRICT
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December 21, 2017

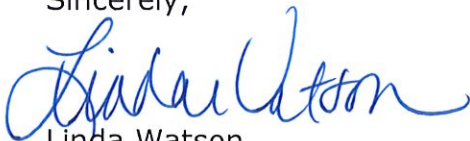
Mr. Marty Seufer
Wood County Commission
Wood County Courthouse
#1 Court Square, Box 2
Parkersburg, WV 26102-5340

Dear Mr. Seufer:

Please find enclosed, an approved copy of the Minutes of the Regular Board meeting held November 16, 2017. The minutes were approved at the Regular Board Meeting held on Thursday, December 21, 2017.

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

Sincerely,



Linda Watson
Office Manager

enclosure

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, NOVEMBER 16, 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; Beth Bumgarner, Suttle & Stalnaker; Randy Cole, Suttle & Stalnaker; Alan Williams, resident.

Mr. Williams a resident on Drain Road filed a complaint with the Public Service Commission regarding a sewer odor surrounding on property. The District had discovered that an air release valve had been covered up by dirt and debris in an area of the customers back yard but not located on his property. The maintenance department replaced the valve and have plans in the future to change the one located in the road of this customers property as well. Mr. Williams stated he will not accept the sewer odor, and had did an internet search for options on how to fix the problem. One solution he found was biofilters purchased from RJM Equipment in Vancouver, WA. The other solution was an item from a company called Sweet Air, which is a discharge that goes on the vent.

Mr. Stewart made a motion for Burgess & Niple to pursue options on the best solution for the sewer odor. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Williams excused himself from the rest of the meeting.

Next order of business, Mrs. Bumgarner and Mr. Cole from Suttle & Stalnaker, Accounting firm, presented the FY 2017 audit and the FY 2017 Annual Reports for Water and Wastewater to the Board. No findings were found. Presented as a good, clean audit.

Mr. Stewart made a motion to approve the FY 2017 Audit. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Baldwin made a motion to approve the FY 2017 Water Annual Report. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Annual Report.

Mr. Baldwin made a motion to approve the FY 2017 Wastewater Annual Report. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Annual Report.

Mrs. Bumgarner and Mr. Cole excused themselves from the rest of the meeting.

The Board moved into executive session at 3:15 pm.

The Board reconvened at 3:45 pm, no motions were made during the executive session.

Mr. Richards discussed the following with the Board: the Stoops Road Liftstation construction part is complete, electric has been finished, waiting on fence company to install fence. WWTP barscreen is finished and working. Grit chamber has been included on a change order.

Mrs. Sibicky discussed the Misc Water Improvements Project. The Board wants to discuss other finance options. Ms. Watson is going to get in touch with Virginia McDonald, Rural Development and set up a meeting with her to discuss finance options.

Mr. Baldwin made a motion to approve the Minutes of the October 19, 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 change order for the Stoops Rd. Lift Station & WWTP Headworks Improvements Project. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the Financial Statements, for October 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 October 20, 2017 and November 16, 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 October 20, 2017 and November 16, 2017. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve a one time bonus in the amount of \$500.00 for each employee. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Holiday hours for Thanksgiving, Christmas and New Years Eve. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson had nothing to discuss.

Mr. Anderson had nothing 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 4:40 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