

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

April 19, 2018

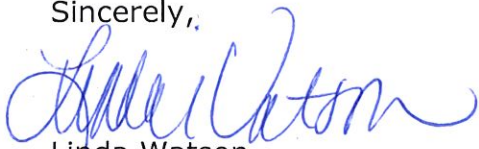
Mr. Marty Seufer
Wood County Commission
Wood County Courthouse
#1 Court Square, Box 2
Parkersburg, WV 26102-5340

Dear Mr. Seufer:

Please find enclosed an approved copy of the Minutes of the Regular Board meeting held March 15, 2018. The minutes were approved at the Regular Board Meeting held on Thursday, April 19, 2018.

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, MARCH 15, 2018, 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; Lisa Sibicky, Burgess & Niple; Fred Rader, MOVRC.

Mr. Baldwin made a motion to approve the Minutes of the February 15, 2018 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Baldwin signed the Minutes.

Next order of business was to discuss all open projects, Mrs. Sibicky discussed the Water Improvements Project, verifying with the Board what they wanted to do about the river crossing. The Board decided that we would wait to see what the outcome of the Claywood situation would be before we made the final decision on that or upgrading the pump station with Parkersburg. Mrs. Sibicky had nothing further to discuss.

Mr. Baldwin made a motion to approve the termination of the Engineering Agreement from Burgess & Niple for the Misc. Water project, this will terminate once USDA approves the new engineering agreement from Burgess & Niple. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the amended Agreement from Burgess & Niple for the Water Improvements Project. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Anderson discussed with the Board regarding Tim Matheny's campground off of Nicolette Rd. Mr. Baldwin made a motion to authorize Burgess & Niple to prepare specs and a cost estimate that would meet the requirements on providing a septic system that would be sufficient in supplying water and sewer for up to 150 RV's located on the site. Site will be master metered and have an inspector from Burgess & Niple on site. Mr. Stewart seconded the motion. The motion passed unanimously.

The Board went into executive session at 2:20.

The Board reconvened into regular session at 2:45. Not motions were made.

Mr. Baldwin made a motion to approve the Multiple Professional Services Agreement for, Engineering, Project Coordinator and Bennett & Dobbins for the Misc. Water System Improvements Project. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed each agreement.

Mr. Stewart made a motion to approve the Engagement Letter from Suttle & Stalnaker for the FY 2018 Water/Wastewater Annual Reports, not to exceed \$6,000.00. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Engagement letter.

Mr. Stewart made a motion to approve the Engagement Letter from Suttle & Stalnaker for the FY 2018 Audit, not to exceed \$15,500.00. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Engagement letter.

Mr. Stewart made a motion to approve the Financial Statements, for February 28, 2018, 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 February 22, 2018 and March 15, 2018. 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 February 22, 2018 and March 15, 2018. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson had nothing to discuss.

Mr. Anderson discussed with the Board that someone had damaged the fire hydrant across from Dollar General. Fire hydrant was replaced and Ms. Watson had sent information to the customer's insurance agent.

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 3:20 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