

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

March 15, 2018

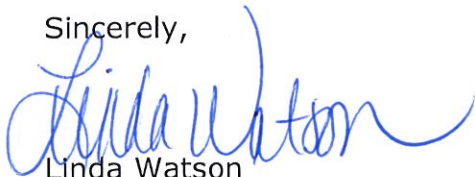
Mr. Marty Seufer  
Wood County Commission  
Wood County Courthouse  
#1 Court Square, Box 2  
Parkersburg, WV 26102-5340

Dear Mr. Seufer:

Please find enclosed an approved copy of the Minutes of the Regular Board meeting held February 15, 2018. The minutes were approved at the Regular Board Meeting held on Thursday, March 15, 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, FEBRUARY 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; Craig Richards, Burgess & Niple; Fred Rader, MOVRC; Bobbi Moore, Elizabeth Town Council; Brian Arthur, Elizabeth Water Plant Manager; Tom Thrasher, Thrasher Engineering; Meganne Robinson, MOVRC.

First order of business was to discuss all open projects, Mr. Richards discussed with the Board that we were still waiting on the NPDES permit to modify the District's permit at the WWTP. Mrs. Sibicky discussed the Misc. Water Improvements Project, stated all meters in Lincolnshire and Mineral Acres had been accounted for. Burgess & Niple will continue to work on the Misc. Water Improvements Project.

Mr. Richards and Mrs. Sibicky had nothing further to discuss.

Mr. Baldwin made a motion to approve the Minutes of the January 18, 2018 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Baldwin signed the Minutes.

Fred Rader discussed that Ms. Robinson had worked that afternoon with Mr. Radabaugh and Ms. Watson on the USDA Rural Development application.

Mr. Rader and Ms. Robinson had nothing further to discuss.

The Board of Commissioners went into executive session at 2:15 pm.

The regular board meeting reconvened at 2:45 pm. No motions or decisions were made during executive session.

Mr. Thrasher, Ms. Moore and Mr. Arthur dismissed themselves from the rest of the meeting.

Next on the Agenda was item #5, Approve/Disapprove draw in the amount of \$61,880.00 payable to Burgess & Niple for services related to the Misc. Water System Improvements Project. Mr. Stewart made a motion to approve the draw in the amount of \$61,880.00. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Richards, Mrs. Sibicky, Ms. Robinson and Mr. Rader dismissed themselves from the rest of the meeting.

Up next, Approve/Disapprove Neptune Hardware and Software Maintenance Quote, Mr. Baldwin made a motion to approve maintenance quote. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the Financial Statements, for January 31, 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 January 18, 2018 and February 21, 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 January 18, 2018 and February 21, 2018. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed with the Board that Claywood Park filed a complaint with the PSC regarding the letter we sent to them. She had spoken to Mr. Swanson, the District's lawyer and we will be answering that letter.

Ms. Watson discussed with the Board that she had a conference call to discuss the Rule 42R, staff did not approve the rate increase we asked for, wants us to give a refund. Staff will go back to drawing board and look at the recommendations from Nathan, the auditor from the PSC.

Ms. Watson discussed with the Board regarding a discussion she had with the PSC, after we receive the letter from the Bureau for Public Health giving us the okay to turn on our Parkersburg connection, the Board needed to decide if it wanted to do that. Mr. Baldwin made a motion to turn on Parkersburg connection. Mr. Stewart seconded the motion. The motion passed unanimously.

Ms. Watson had nothing further to discuss.

Mr. Anderson had a meeting scheduled with HSC and Patriot Automation to see if we can determine the problem with the 7' difference in Pryce Road tank. No outcome was found, Claywood doesn't think it's their problem.

Mr. Anderson received a quote from HSC for telemetry to be programmed with our SCADA and come on and off automatically. Quote was \$13,875.00

Mr. Anderson discussed that Tim Ashley, owner of MOV Water located on Butcher Bend Road had tore up his meter from his water trucks driving over the meter. The Board was in agreement that Mr. Ashley has to pay all expenses for meter to be moved, as well as all parts.

Mr. Anderson discussed that Michael Squires, resident of Butcher Bend road wanting water service, his quote came in at \$11,897.64, he has to purchase from our supplier. Material would be purchased at the Districts cost, customer pays no taxes.

Mr. Anderson discussed with the Board a situation regarding Guy Shingleton, customer on Elizabeth Pike. He owns the building where a local Pawn Shop is. He is selling the building to Galen Glotfelty. The building has no city water or city sewer service, Mr. Shingleton had teed off of his residence water line and put a holding tank for sewer. Mr. Shingleton is now wanting city services, board agreed that Mr. Shingleton will pay the \$350 tap fees for each service.

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