

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

June 22, 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 May 17, 2018. The minutes were approved at the Regular Board Meeting held on Thursday, June 21, 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, MAY 17, 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; Craig Richards and Mike Davis, Burgess & Niple; Fred Rader, MOVRC.

Mr. Baldwin made a motion to approve the Minutes of the April 19, 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, Mr. Richards discussed the work at the Wastewater Treatment Plant, stating D.V. Weber is waiting on the steel delivery, then will be starting up again. Next, he discussed Pickering Associates is surveying 40 lots for the Matheny Campground, Matheny's will purchase the hydrant, however the District will maintain the hydrant and the lift station. Finally, Mr. Richards and Mr. Rader discussed the Water Project, stating everything is proceeding, we are waiting on an agreement from Steve Hardman, Bowles Rice will be the Local Legal Counsel.

Mr. Stewart made a motion to approve draw #3 from the MOVRC loan in the amount of \$10,920.00 payable to Burgess & Niple for Preliminary and Final Design of the Water System Improvements Project. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Baldwin made a motion to approve Water Tariff #22 prepared by Todd Swanson, Steptoe and Johnson. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Tariff #22.

Mr. Stewart made a motion to approve the Financial Statements, for April 30, 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 April 20, 2018 and May 17, 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 April 20, 2018 and May 17, 2018. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson read the resignation letter from Darin Crites effective May 10, 2018. Mr. Stewart made a motion to approve Mr. Crites resignation letter. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed the following with the Board:

The Water Quality Report has been completed and was approved the Dept of Health and Human Resources. We will also be putting a sticker on the bill instead of publishing in the local newspapers.

Todd Swanson and the PSC are trying to get a meeting date scheduled for all parties involved in the Claywood/Mineral Wells complaint due to violations.

Ms. Watson had spoken with representatives from FEMA, they said all open invoices had to be paid before they could move forward with a final inspection.

Ms. Watson discussed pay increases for the employees. The Board asked Ms. Watson to prepare some numbers of what the District would pay out for certain dollar amounts.

Ms. Watson had nothing further to discuss.

Mr. Anderson discussed the following with the Board:

A new 2" meter has been installed and the customers' service line had to be moved due to high traffic volume from his business. (Tim Ashley, MOVWR). Customer paid all expenses.

One blower at the WWTP is back and installed, the second blower is still being fixed. UV has been cleaned for the summer.

Conley Fabricating has sold out to someone over in Pettyville that is going to add three (3) additional buildings. Mr. Rader said that MOVRC had been contacted to help with funding of getting utilities to these buildings.

Mr. Anderson had nothing further to discuss.

Meeting went into Executive Session at 3:00.

Regular meeting reconvened at 3:30.

Mr. Stewart made a motion to hire Tyler McCauley. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. McCauley's starting rate will be \$12.00 an hour. After a 90 day probation period, Mr. McCauley will receive a \$1.00 raise.

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