

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

July 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 June 21, 2018. The minutes were approved at the Regular Board Meeting held on Thursday, July 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, JUNE 21, 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; Mike Davis, Burgess & Niple; Fred Rader, MOVRC; Dave Pahl, resident; Roger Shawver, Custom Applicators.

Mr. Pahl spoke to the Board regarding the possibility of putting a campground at his residence until a price quote was prepared for him; he stated that he was told that we were discouraging customers to not put them in and giving high price quotes. He stated that we did discourage him and he no longer will be pursuing the campground.

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

Mr. Shawver spoke to the Board regarding the possibility of city water at his business; Custom Applicators located on the branch out of Pettyville Rd and Badgely Fork. Fontane, a business that builds trailers for HINO will be renting the building. The Board discussed his options with him, and they decided at Mr. Shawver's expense, the District will set a 2" meter at his residence located at 1511 Badgley Fork Rd, at that time, Mr. Shawver will run his own water service line to the building he wants water at. The District will need to get a disclaimer from Lubeck PSD and Parkersburg Utility Board because both lines are close to the building Mineral Wells PSD will now have service at. Mr. Shawver agreed to the Board's decision.

Mr. Stewart made a motion that at Mr. Shawver's expense, the District will set a 2" meter at his residence and Mr. Shawver will be responsible for his water service line to the Buildings located on his property on Badgley Fork Rd. Mr. Baldwin seconded the motion. The motion passed unanimously.

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

Mr. Rader stated that the MOVRC could be able to assist Mr. Shawver with some funding depending on if the building would be hiring employees. Mr. Rader said he would follow-up with Mr. Shawver to get more detailed information about Fontane.

Mr. Baldwin made a motion to approve the Minutes of the May 17, 2018 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Baldwin signed the Minutes.

Next order of business, Mr. Davis stated D.V. Weber Construction is doing the concrete walls on the grit chambers at the WWTP.

Mr. Davis presented the Board with drawings of the new Matheny Campground, the District's responsibility will be everything in the fenced area at the new lift station site, (warranty will be 1 year and 1 day), sewer force main to road, the water meter back to the main and the water hydrant. Matheny will be responsible for everything else.

Mr. Davis went over the Water/Sewer Line Extension Agreements with the Board, the Board made a few changes. B & N will forward the agreements to Ms. Watson and she will then forward them to Mr. Swanson, Steptoe and Johnson for a final approval. Once that is done Ms. Watson will forward them to Tim Matheny for his approval and signature.

Mr. Stewart made a motion to approve Req. #6 in the amount of \$45,534.60 payable to D.V. Weber Construction, Inc. for the Stoops Rd. Lift Station WWTP Headworks Improvement Project. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Req. #6.

Mr. Baldwin made a motion to approve draw #4 from the MOVRC loan in the amount of \$3,640.00 payable to Burgess & Niple for Preliminary and Final Design of the Water System Improvements Project. Mr. Stewart seconded the motion. The motion passed unanimously.

No agreement was received from Mr. Hardman, Bowles Rice, to be local counsel for the District on the Misc. Water System Improvement Project. The Board tabled that item on the Agenda.

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

Mr. Anderson read the resignation letter from Matthew Robinson effective June 8, 2018. Mr. Stewart made a motion to approve Mr. Robinson's resignation letter. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed the following with the Board:

No mediation meeting regarding our claim against Claywood had been scheduled yet.

End of our FY will end on June 30, 2018, auditors will be here in August.

Ms. Watson had nothing further to discuss.

Mr. Anderson discussed the following with the Board:

New hire, Tyler McCauley had started on June 1, 2018; working out very well. He was brought in and introduced to all the Board members during meeting.

Another campground had been approved by the Wirt County Health Dept. will contain 6 campsites and located at Honaker Campground.

Dr. Squires had contacted Mr. Anderson regarding his new tap and service line located on the back side of Butcher Bend near the fairgrounds. The Board approved a 6" line and Mr. Squires is now wanting a 2" line. Since Mr. Squires will need an easement from the WV Interstate Fair Board, the Board stated get his easement first then they will decide.

Kelly Paving and the WV DOH has been working on the streets on Mt. Pleasant Estates. There is an 8" culvert at the entrance they will be installing a bigger culvert which means they would need to re-locate the water lines at that location. WVDOH will pay for all expenses to re-locate. Mr. Stewart made a motion authorizing Mr. Anderson to sign the paperwork from the DOH. Mr. Baldwin seconded the motion. The motion passed unanimously.

David Scott, of Mt. Zion Church had contacted Mr. Anderson regarding the parking lot located at the church. The church is stating that when the sewer project went through in the late 1980's that the contractor damaged the culvert causing the parking lot to sink. Mr. Anderson stated he had checked the sewer manhole located next to the culvert and it was not leaking. The Board stated the Statue of Limitations had expired, too much time has gone by. District would not accept responsibility.

Mr. Anderson had nothing further to discuss.

Mr. Davis and Mr. Rader excused themselves from the rest of the meeting.

Meeting went into Executive Session at 3:15.

Regular meeting reconvened at 4:05.

Mr. Stewart made a motion to give a \$1.00 raise to all employees, effective first payroll in July. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Baldwin made a motion that when a new hire started that they would start at \$13.00 and after a 90 day probation period the employee would receive a \$1.00 raise. Mr. Stewart seconded the motion. The motion passed unanimously.

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 4:15 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.



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