

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

August 16, 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 July 19, 2018. The minutes were approved at the Regular Board Meeting held on Thursday, August 16, 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, JULY 19, 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, Burgess & Niple; Fred Rader, MOVRC and Meganne Robinson, MOVRC.

Mr. Baldwin made a motion to approve the Minutes of the June 21, 2018 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Baldwin signed the Minutes.

Next order of business, Mr. Richards discussed open projects beginning with the WWTP, concrete had been poured and the divider in the bar screen was back in. Mr. Anderson voiced his concern regarding the 2" waterline that was damaged and needed repaired during the construction phase, as well as the concrete pad and dumpster. Mr. Richards was to get with Mike Davis to discuss. Next, the preliminary report on the Water Project, Mr. Rader and Mr. Richards discussed that with the ongoing situation with Claywood, the Board needed to decide what the final scope of the project would be regarding the river crossing or upsizing the Parkersburg Connection.

Next order of business was to discuss the Water/Sewer Extensions for Matheny Campground. The extensions were prepared and approved by Todd Swanson, Attorney for the District and Burgess & Niple. Mr. Matheny had been hand delivered a copy of both extension agreements prior to the meeting. Nothing had been received from Mr. Matheny as of the date of the Board Meeting. The Board decided to wait on Mr. Matheny to be in touch.

Next order of business, there was a complaint filed with the PSC regarding Sterling Packaging, a new business located on Conley Drive. It was decided that the area can gravity feed its wastewater. Burgess & Niple had compiled a cost estimate in the amount of \$66,000 to provide sewer to the building. Mr. Rader was going to the Water Development meeting to see if there was funding to help with costs. Ms. Watson is to send the projected cost estimate to the PSC.

The Board approved Requisition 7 in the amount of \$50,751.40 payable to DV Weber for the Lift Station & WWTP Headworks Project. Mr. Stewart made a motion to approve Req. #7. Mr. Baldwin seconded the motion. The motion passed unanimously. Once disbursed, the check will be mailed contingent upon a construction meeting with B & N, DV Weber and MWPSD.

Mr. Hardman was unable to attend meeting to discuss his agreement to be local counsel for the District regarding the Water Project.

Mr. Stewart made a motion to approve the Financial Statements, for June 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 June 22, 2018 and July 19, 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 June 22, 2018 and July 19, 2018. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed the following with the Board:

Jonathan Fowler, PSC had contacted her regarding a meeting to discuss the Claywood issue. Meeting is scheduled for July 25, 2018 at 10:00.

Ms. Watson had nothing further to discuss.

Mr. Anderson discussed the following with the Board:

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 first approved a 6" line and Mr. Squires wanted a 2" line. The Board stated if he can get an easement from the WV Interstate Fair & Expo Board to do the 2" instead of 6" they would decide then. Mr. Anderson stated to Mr. Squires he could come out of Anderson Subdivision, but would also need an easement from them as well.

Roger Shawver, Custom Applicators, had contacted Mr. Anderson regarding upsizing to a 6" line, Mr. Anderson was going to talk with Eric Bennett or PUB because it would be closer for Mr. Shawver coming from PUB.

Mr. Anderson had nothing further to discuss.

Mr. Richards and Mr. Rader and Ms. Robinson excused themselves from the rest of the meeting.

Meeting went into Executive Session at 3:15.

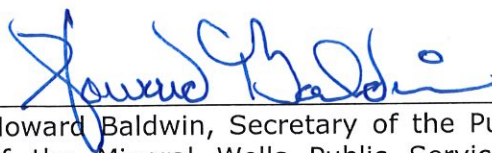
Regular meeting reconvened at 3:30.

Mr. Baldwin made a motion to hire Matthew Sampson, as the district's second meter reader, he will start at \$13.00/hour with a \$1.00 raise after completion of his 90 probation period. 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