

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

October 18, 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 September 20, 2018. The minutes were approved at the Regular Board Meeting held on Thursday, October 18, 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, SEPTEMBER 20, 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; Lise Sibicky, Burgess & Niple; and Fred Rader, MOVRC.

Mr. Baldwin made a motion to approve the Minutes of the August 16, 2018 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Baldwin signed the Minutes.

Mr. Baldwin made a motion to approve the Minutes of the September 7, 2018 Special Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Baldwin signed the Minutes.

Next order of business, Ms. Sibicky discussed open projects beginning with the WWTP, the final walk thru is scheduled for September 21, 2018.

Ms. Sibicky asked about the situation regarding Claywood. It was discussed that we had a meeting scheduled at the Public Service Commission with Claywood and our attorneys on September 24, 2018.

Ms. Sibicky had nothing further to discuss.

The Board approved Requisition 7 in the amount of \$3,180.38 from the MOVRC loan payable to Burgess & Niple. Mr. Stewart made a motion to approve Req. #7. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the Financial Statements, for August 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 August 16, 2018 and September 20, 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 August 16, 2018 and September 20, 2018. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson had nothing to discuss with the Board.

Mr. Anderson discussed the following with the Board:

Maintenance Department had repaired a main line leak at the entrance of Wolf Run Rd. Had to do a boil water advisory. Mr. Anderson stated he was very satisfied with the three young guys he had.

Mr. Anderson had nothing further to discuss.

Mr. Stewart approved Howard Baldwin's resignation from the secretary position of the Board of Commissioners of Mineral Wells Public Service District effective January 1, 2019. Mr. Radabaugh seconded the motion. The motion passed unanimously.

At 2:25 the Board moved into Executive Session.

No motions were made during executive session. The regular Board meeting resumed at 2:45.

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 2:45 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