

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

September 20, 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 August 16, 2018 and the minutes from a Special Board Meeting held on September 7, 2018. Both minutes were approved at the Regular Board Meeting held on Thursday, September 20, 2018.

Should you have any questions please contact me at (304) 489-2915

Sincerely,


Linda Watson
Office Manager

enclosure

MINUTES OF A SPECIAL BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD FRIDAY, SEPTEMBER 7, 2018, AT 1:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Roy L. Radabaugh, Chairman, called the meeting to order at 1:00 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 Lise Sibicky, Burgess & Niple; and Fred Rader, MOVRC; Tim Barker and Eric Bennett, PUB.

First on the Agenda was the discussion of the Miscellaneous Water Improvements Project. Mrs. Sibicky discussed the different options and price quotes the Board would have depending on if they upgraded the Parkersburg connection, or upgrade the 10" main river crossing from Claywood. (See attached quotes from B & N).

Ms. Watson also discussed at that time that a new Staff Attorney and a new Staff Engineer had been assigned to our case with Claywood and are asking for a meeting at the PSC. The Board decided to wait to determine which option they would lean towards after the meeting. (See attached e-mail from Todd Swanson, Attorney).

Next on the agenda, Mr. Anderson discussed with the Board that HSC, the company that won the bid to install the District's SCADA system had went out of business. Mr. Anderson discussed with the Board that Patriot Automation had came in and looked at converting their system into HSC's the cost would be \$13,078.00.

Mr. Stewart made a motion to approve Req. 6 in the amount of \$13,078.00 to be withdrawn from the MOVRC loan and made payable to Patriot Automation. Mr. Baldwin seconded the motion. The motion passed unanimously. (See attached)

Mr. Anderson discussed with the Board that he will be meeting John Mottesheard, PSC at Roger Shawver's property on Badgley Fork to determine if we should be the District to serve Custom Applicator's.

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 2:30 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.



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

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, AUGUST 16, 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 Lise Sibicky, Burgess & Niple; and Fred Rader, MOVRC.

Mr. Baldwin made a motion to approve the Minutes of the July 19, 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, the 2" waterline that was damaged and needed repaired during the construction phase has been taken care of. Regarding the concrete pad and dumpster, Mr. Richards discussed that there was not enough funding for those 2 items. He suggested Mr. Anderson get some quotes from local contractors to see if they could do that. There should be 2 pay estimates left from DV Weber.

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. The Board made a decision to have a special meeting with Eric Bennett from PUB to discuss with him the possibility of purchasing 60% if not more from PUB. Mr. Rader was going to see if he could go ahead and process the USDA application without that final decision on upsizing the pump station for our connection or replace the 10" river crossing coming from the Claywood water plant.

The board discussed that with some of the funding from the Misc. Water Improvements project at the Parkersburg connection location we needed the following items: Backup power generator, upgrade the telemetry, an additional pump for the possibility of a long term supply of water to Mineral Wells from Parkersburg.

Next order of business was to discuss the Water/Sewer Extensions for Matheny Campground. No word from Mr. Matheny. The Board decided to wait on Mr. Matheny to be in touch.

The Board approved Requisition 5 in the amount of \$10,943.51 from the MOVRC loan payable to Burgess & Niple. Mr. Stewart made a motion to approve Req. #5. Mr. Baldwin seconded the motion. The motion passed unanimously.

The Board approved the agreement contingent upon adding the correct wording for the USDA application from Steve Hardman, Bowles Rice for local counsel on the Misc. Water System Improvements Project. Mr. Baldwin made a motion to approve the Agreement. Mr. Stewart seconded the motion. The motion passed unanimously.

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

Ms. Watson discussed the following with the Board:

Had a meeting with Jonathan Fowler, PSC on July 25th to discuss the Claywood issue. We discussed our concerns with our violations and what Claywood suggested we do at our mediation.

Suttle & Stalnaker will be here August 17, 2018 to start the 2018 FY Audit.

Ms. Watson had nothing further to discuss.

Mr. Anderson discussed the following with the Board:

Had a meeting with John Mottesheard, PSC regarding Sterling Packaging at Conley Drive. We discussed 5.5 extensions, he instructed us that the District has to do these and give the customer a copy of the quote.

Mr. Anderson discussed the possibility of doing a 5.5 for Roger Shawver, Custom Applicators. Mr. Anderson was going to contact Mr. Mottesheard and have him meet him at the property to show him what we had been asked to do by Mr. Shawver.

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 3:40 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