

***MINERAL WELLS PUBLIC SERVICE DISTRICT
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December 20, 2018

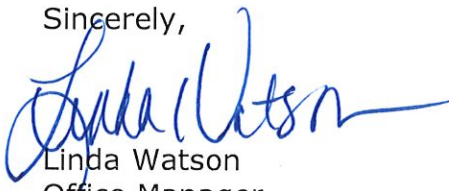
Mr. Marty Seufer
Wood County Commission
Wood County Courthouse
#1 Court Square, Box 2
Parkersburg, WV 26102-5340

Dear Mr. Seufer:

Please find enclosed an approved copy of the Minutes of the Regular Board meeting held November 15, 2018. The minutes were approved at the Regular Board Meeting held on Thursday, December 20, 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, NOVEMBER 15, 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; Linda Watson, Office Manager; William Byers, Chief Operator; Craig Richards, Burgess & Niple; Mike Davis, Burgess & Niple; Meganne Robinson, MOVRC; Beth Bumgarner and Randy Cole, Suttle & Stalnaker.

Mr. Baldwin made a motion to approve the Minutes of the October 18, 2018 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Baldwin signed the Minutes.

Next order of business, Mr. Davis discussed the sewer project, we were instructed by the WV State Tax Department to not release the final payment to D.V. Weber Construction until they gave us clearance to do so. Mr. Anderson gave Mr. Richards a map of the Parkersburg Connection so Mrs. Sibicky could move forward with the Miscellaneous Water System Improvements Project. Once she has completed her work, she will then forward over to MOVRC for the funding application.

Mr. Anderson along with Mr. Davis discussed with the Board the meeting that was had with the PSC and the DEP regarding Jack Godbey's formal complaint of the sewer discharge overflow in his yard. It was stated that both the PSC and the DEP will be attending the December board meeting to discuss. After that discussion, we moved along to the upcoming Sewer Improvements Project, it was discussed that Jackson Run and Rt 21 lift stations need to be greatly upsized, I & I needs to be addressed throughout the District especially in the Pettyville area.

Burgess & Niple had nothing further to discuss.

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

Next, Suttle & Stalnaker presented the FY 2018 audit to the Board.

Mr. Cole and Mrs. Bumgarner had nothing further to discuss and excused themselves from the Board Meeting.

Mr. Baldwin made a motion to approve the Agreement between Mineral Wells PSD and Burgess & Niple for the Study and Report Phase for the Wastewater System Improvements Project. Study & Report cost - \$12,100.00 Funding Application Assistance - \$3,200.00. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed agreement.

Mr. Stewart made a motion to approve the Certificate of Substantial Completion for the Stoops Road Lift Station & WWTP Headworks Contract 16-1. Mr. Baldwin seconded the motion. The motion passed unanimously. Mr. Radabaugh signed.

Mr. Stewart made a motion to approve Req # 8 for the 2.5% threshold amount of \$15,343.05 payable to D.V. Weber Construction for the Stoops Rd Lift Station & WWTP Headworks Contract 16-1. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Req # 9 for final payment in the amount of \$16,455.95 payable to D.V. Weber Construction for the Stoops Rd Lift Station & WWTP Headworks Contract 16-1, contingent upon receiving the release from the WV State Tax Department. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Req # 9 for final payment in the amount of \$51,771.20 payable to Burgess & Niple for engineering costs associated with the Stoops Rd Lift Station & WWTP Headworks Contract 16-1. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Req # 10 in the amount of \$335.80 payable to Mineral Wells PSD to close account the escrow account at United Bank for the Stoops Rd Lift Station & WWTP Headworks Contract 16-1. Mr. Baldwin seconded the motion. The motion passed unanimously.

Mr. Baldwin made a motion to approve a withdraw in the amount of \$14,962.22 from the Sewer Repair & Replacement account for the remaining invoices from Burgess & Niple regarding the 2015 Flood. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Stewart signed withdraw slip.

Mr. Stewart made a motion to approve the Financial Statements, for October 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 October 19, 2018 and November 15, 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 October 19, 2018 and November 15, 2018. Mr. Baldwin seconded the motion. The motion passed unanimously.

Ms. Watson discussed with the Board that she has hired Mermaid Cleaners for the District, they will start the first week of December 2018.

Ms. Watson stated that the office was switched around and Select Office Services had installed new desks in the front office area.

Ms. Watson had nothing further to discuss.

Mr. Anderson discussed that the 2"line for Dr. Squires located on Butcher Bend had been installed, pressurized and tested.

The I-77 Lift Station has to be replaced. The cost will be \$5,000.00.

Mr. Anderson discussed with the board regarding Matt Sampson doing snow removal at the Office. The Board discussed and said that Mr. Anderson or Mr. Byers would let Matt know if his services would be needed in the event of snow. He will be paid overtime and \$25.00 an hour for cost associated for use of his personal tractor/blade.

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 3:45 P.M.