

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

April 22, 2019

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 March 21, 2018. The minutes were approved at the Regular Board Meeting held on Thursday, April 18, 2019.

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, MARCH 21, 2019, 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; Linda Watson, Office Manager; Todd Anderson, Operations Manager; Craig Richards, Burgess & Niple; Fred Rader, MOVRC; Jay Parson, resident.

Mr. Stewart made a motion to approve the Minutes of the February 21, 2019 Regular Board Meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Jay Parsons, a resident on Sugar Camp discussed with the Board his grinder pump and the problem with it overflowing monthly. Mr. Parsons presented the Board with pictures and aerial pictures showing where the overflow happens. The Board discussed with Mr. Parsons that he had a duplex grinder and that his brother, Brent shouldn't have been allowed to put a line to that grinder from his residence, instead should've been made to purchase his own grinder for his residence. Mr. Anderson will discuss with Matt Newlon with Burgess & Niple to discuss a possible temporary fix.

Mr. Anderson discussed the survey on the District property with the Board and presented a quote from Steve Balderson to concrete an entrance for Mineral Wells PSD as well as the side of the building to gain access to the back parking lot facing Fox Run Drive. The quote came in at \$28,800. Mr. Radabaugh stated we needed to get in touch with Steve Hardman, Bowles Rice regarding the terminology "Adverse Possession" for the Right of Way to have continued access to the two side entrances of our buildings. Ms. Watson said she would discuss with Mr. Hardman.

Mr. Stewart made a motion to approve the letter of recommendation for Bernard Cothorn to join the Mineral Wells PSD Board. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh and Mr. Stewart signed the letter.

Mr. Richards discussed the Wastewater Project with the Board stating two of B & N's employees have been walking around the District checking manholes and have found that quite a few manholes have rusted out and need replaced. A sewer section located in Mineral Acres will need to be put on the project for replacement. Also discussed for the upcoming sewer project would be to put another lift station off the main line by the Post Office in doing so, that would take some of the stress of Rt. 21 Lift Station. A generator at Bonnivale Lift Station also needs to be installed.

Mr. Richards next discussed the installation of the temporary Sanitary Sewer Overflow on Sharon Street for Jack Godbey. Mr. Richards had spoken to Matt Sweeney regarding the consent order as well as John Morgan regarding the DEP permit for this temporary overflow. The DEP stated it could be another 30 days to receive the permit. The PSC order stated the job had to be completed with 45 days of the order. Mr. Anderson had ordered and received all materials needed for this job and lined up the District's contractor to start on job on March 27, 2019.

Mr. Stewart made a motion to approve the District maintenance department to go ahead and install the temporary Sanitary Sewer Overflow on the property for the health and safety of the customer. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Rader stated the water project is moving along, they had requested O & M from Burgess and Niple. Ms. Watson was working with Zack Dobbins, Bennett & Dobbins to draft a Rule 42.

Mineral Wells PSD  
Minutes  
March 21, 2019

Mr. Stewart made a motion to approve the Engagement Letter from Suttle & Stalnaker for the preparation of FY 2019 Audit (\$16,500) and Annual Reports (\$6200). Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the Financial Statements, for February 28, 2019, for All Finances, Water Revenue Fund Checking account, and Sewer Revenue Fund Checking Account as presented. Mr. Radabaugh 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 February 22, 2019 and March 21, 2019. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks written on the Consolidated Payroll Account between February 21, 2019 and March 21, 2019. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Ms. Watson discussed with the Board that Lois Mohr a customer of the District had called and stated her husband served on the Board and had a shovel from where we broke ground in 1968. She wondered if the District would be interested in the shovel. Ms. Watson said yes that we would display it in the conference room.

Ms. Watson had nothing further to discuss.

Mr. Anderson informed the Board that the Pettyville Road Re-location job by the DOH had started and they had been in touch with him regarding the District's sewer lines thru the new road area.

Mr. Anderson had nothing further to discuss.

All business having been discussed, Mr. Stewart made a motion to adjourn. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 3:45 P.M.

#### **CERTIFICATION**

I, Mark Stewart, Treasurer 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.



Mark Stewart, Treasurer of the Public Service Board of  
the Mineral Wells Public Service District, Mineral Wells,  
West Virginia