

***MINERAL WELLS PUBLIC SERVICE DISTRICT
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MINERAL WELLS, WV 26150
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July 18, 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 June 20, 2019. The minutes were approved at the Regular Board Meeting held on Thursday, July 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, JUNE 20, 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; Bernard Cothorn, Secretary; Linda Watson, Office Manager; Todd Anderson, Operations Manager; Craig Richards, Mike Davis Burgess & Niple; Fred Rader, MOVRC.

First order of business, Mr. Stewart made a motion to appoint Bernard Cothorn as Secretary of the Mineral Wells Board of Commissioners, Mr. Radabaugh seconded the motion. The motion passed unanimously.

Jack Godbey discussed with the Board that he wasn't happy how his yard was put back together. Mr. Anderson presented pictures to the Board of all construction and clean up. Mr. Anderson also stated that he had Mr. John Mottesheard from the PSC visit the property and he stated the property was in great shape and that no other work needed to be done.

Mr. Godbey excused himself from the meeting.

Mr. Stewart made a motion to approve the Minutes of the May 16, 2019 Regular Board Meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Mr. Richards discussed with the Board that the Preliminary Engineering Report that was presented at the last Board Meeting, the application will be submitted on July 10, 2019. Tuesday, August 27, 2019 the funding committee will meet at 10:00.

Mr. Stewart made a motion to approve the State Historic Preservation Office requesting study for a Phase I archeological study regarding the Water System Improvement Project. Mr. Cothorn seconded the motion. The motion passed unanimously.

Mr. Rader will contact consultants for the study.

Mr. Anderson stated that he and Lise Sibicky attended the Town of Elizabeth's monthly meeting to discuss the emergency connection. The town asked what kind of cost Mineral Wells would want to charge for purchase of meter in the case of an emergency. Mr. Richards said he would discuss with Mrs. Sibicky and she could get in touch with Eric Bennett from the PUB.

Mr. Stewart approved for a lien to be placed on Joseph & Debra Vincent's property located at 307 Lincoln Dr. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the lien to be recorded.

Mr. Stewart made a motion to approve the Financial Statements, for May 31, 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 May 17, 2019 and June 20, 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 May 17, 2019 and June 20, 2019. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Ms. Watson discussed the following:

FEMA had contacted Ms. Watson again regarding final inspection of the large project, which consisted of the lift stations and Woodridge/Lincolnshire. She filled out additional paperwork and forwarded back to them.

Ms. Watson stated that the Water and Sewer 19 A's were approved by the PSC, we are awaiting them to get in touch to audit the books.

We are prepping for our FY 2019 audit.

Ms. Watson discussed with the Board regarding the approval of West Virginia Day being added to the District's list of Holidays.

Mr. Stewart made a motion to approve West Virginia day as being an observed holiday. Mr. Cothorn seconded the motion. The motion was passed unanimously. Will start in 2020.

Ms. Watson had nothing further to discuss.

Mr. Anderson had been contacted by Nick Squires, a customer that lives in Windsor Estates but is not part of the HOA. He is having a pool and pool house installed on his property. The District would have to pay a good deal of money to supply him with water. Mr. Anderson had John Mottesheard visit this location as well. He stated that since it is seasonal revenue that the customer would need to tie into his own water line. However the District could do a sewer tap for him. Mr. Anderson contacted Mr. Squires, he was not happy and requested his money back that he had paid for his water and sewer taps.

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 3:10 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