

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, JULY 16, 2020 AT 2:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Roy Radabaugh, Chairman called the meeting to order at 2:00 PM. He asked everyone present to sign the attendance roster. Mark Stewart, Treasurer; Bernard Cothorn, Secretary; Linda Watson, Office Manager; Todd Anderson, Operations Manager; Craig Richards and Mike Davis; Burgess & Niple; John Isner, MOVRC.

Public Comments-None

Mr. Cothorn made a motion to approve the Minutes of the February 20, 2020, March 19, 2020, April 16, 2020 and May 21, 2020 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Cothorn signed the Minutes.

Mr. Stewart made a motion to approve the Letter of Engagement from Suttle & Stalnaker to perform the 2020 FY Audit and Annual Reports (\$23,850). Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Radabaugh signed engagement letter.

Mr. Stewart made a motion to approve the FY 2021 Budget for water and sewer. Mr. Cothorn seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Pay Estimate #1 in the amount of \$61,588.18 payable to D.V. Weber Construction, Inc. for the Jackson Run Lift Station Project. Mr. Cothorn seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Pay Estimate #2 in the amount of \$371,545.42 payable to D.V. Weber Construction, Inc. for the Jackson Run Lift Station Project. Mr. Cothorn seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve change order #1 in the amount of \$32,931.31 for the Jackson Run Lift Station. Mr. Cothorn seconded the motion. The motion passed unanimously.

Mr. Davis discussed open projects, Jackson Run Lift Station project is progressing, waiting on First Energy for electric installation. Mr. Davis also discussed the extension of the force main at Jackson Run Lift Station to Stoops Rd with the contractor D.V. Weber. The cost would be approximately \$8,000 to do the extension. The Board discussed and decided to see if additional money could be requested from WesBanco. Ms. Watson would call Cam Seigrist, Bowles Rice to discuss options.

Mr. Richards discussed that the Water Project was still on hold per the Board.

Mr. Davis and Mr. Richards had nothing further to discuss.

Mr. Stewart made a motion to approve the Financial Statements, for February, March, April, May and June 2020, for All Finances, Water Revenue Fund Checking account, and Sewer Revenue Fund Checking Account as presented. Mr. Cothorn 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 for February, March, April, May and June 2020. Mr. Cothorn seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks written on the Consolidated Payroll Account between January 18, 2020 and July 16, 2020. Mr. Cothorn seconded the motion. The motion passed unanimously.

Mineral Wells PSD
Minutes of Meeting
July 16, 2020

Ms. Watson discussed the following:

Suttle & Stalnaker would start the FY 2020 Audit on August 4, 2020.

Jaclyn Varner came back on July 13, 2020 from maternity leave.

Terminations were cancelled due to the COVID 19 but have now resumed on July 1, 2020. The District suffered a few losses from residents that moved during the virus and left outstanding bills.

Ms. Watson received a letter from the Wood County Commission requesting position held and salaries for each employee.

Ms. Watson had nothing further to discuss.

Mr. Anderson discussed with the Board that the maintenance department had several leaks the past few months, the latest was a 10" main close to the Mineral Wells VFD, it had been fixed and a boil water advisory had been placed for some residents.

The new one lane bridge at Woodridge/Lincolnshire has been finished and is accessible.

Mr. Anderson discussed the PSC had visited Adam & Jennifer Coopers property. They are to dig a ditch area with casing for a new water line, we also will supply the 2" line for his new home location per minutes from another Board meeting. It has been discussed with Mr. Cooper that he should install a holding tank and in line pump for his pressure issues to his new home. The District will also repair the water valves that are close the Mr. Cooper's home.

Mr. Anderson had nothing to discuss.

The regular board meeting moved to Executive Session at 2:24 pm.

During the executive session the Board discussed a pay increase as well as a pay increase in January and July for upcoming years in the amount of .35 cents for a cost of living increase.

Mr. Stewart made a motion to give an across the board raise in the amount of \$1.75 retro active to July 1, 2020. Mr. Cothorn seconded the motion. The motion passed unanimously.

Mr. Radabaugh discussed with the other Board members that since a meeting wasn't held for six months and the commissioners didn't draw their salaries for those months, he felt it should be distributed between the six (6) employees that worked during the COVID 19 virus. The total amount was \$1,800.00 meaning those employees would receive \$300.00 each. Mr. Stewart made a motion to approve the one time pay increase due to COVID 19. Mr. Cothorn seconded the motion. The motion passed unanimously.

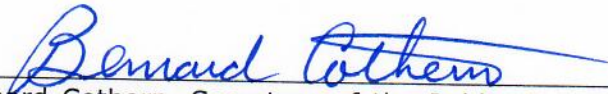
The regular board meeting reconvened at 2:45 pm.

Mineral Wells PSD
Minutes of Meeting
July 16, 2020

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 2:50 P.M.

CERTIFICATION

I, Bernard Cothorn, 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.



Bernard Cothorn, Secretary of the Public Service Board
of the Mineral Wells Public Service District, Mineral
Wells, West Virginia