

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, JANUARY 21, 2021 AT 2:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

DUE TO COVID 19, THIS MEETING WAS HELD VIA TELEPHONE CONFERENCE CALL.

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

Public Comments-None

Mr. Cothorn made a motion to approve the Minutes of the November 19 and December 17, 2020 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Cothorn signed the Minutes.

First on the Agenda was the Election of Officers, Mr. Stewart made a motion to keep all officers at the same position, Mr. Cothorn seconded the motion. The motion passed unanimously.

Ms. Watson discussed with the Board that a conference call had determined that Bennett & Dobbins needed to do an updated Rule 42 since the scope of the Sewer Improvements Project had changed as well as the dollar amount. Ms. Watson presented the Engagement letter from Zack Dobbins of Bennett & Dobbins. Mr. Stewart approved the Engagement letter, Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Stewart signed the engagement letter.

Mr. Stewart made a motion to approve a Budget Revision to add an old invoice from Patriot Automation in the amount of \$1,240.00 regarding the Jackson Run Lift Station Improvements Project. Mr. Cothorn seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Req #7 in the amount of \$28,190.54 disbursed as follows: Patriot Automation \$1,240.00, MOVRC \$4,708.91, Burgess & Niple \$17,241.63, Bowles Rice, \$5,000.00 all payments for the Jackson Run Lift Station Improvements Project. Mr. Radabaugh signed Req. 7.

Mr. Stewart made a motion to approve the Letter of Conditions and associated forms from Rural Development for the Water system Improvements Project. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Certification Approval. Mr. Radabaugh and Mr. Cothorn signed the Loan Resolution. Mr. Radabaugh signed the Letter of Intent to Meet Conditions. Mr. Radabaugh signed the Compliance Form. All forms were crimped with the District's seal.

Mr. Stewart made a motion to approve the Financial Statements, for November 30, 2020 and December 31, 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 November 30 and December 31, 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 November 2020, December 2020. Mr. Cothorn seconded the motion. The motion passed unanimously.

Ms. Watson discussed the following:

Mr. Dobbins and Mr. Swanson were working together to get step 2 rates on the New Tariff taken off and the current rate to stay.

Ms. Watson had nothing further to discuss.

Mr. Anderson and Mr. Davis discussed the situation with Par Mar and the 80 acres behind Walmart on southside. Mr. Anderson wants to make sure lift station's are designed big enough for future growth at both locations.

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 2:35 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