

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, JULY 15, 2021 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; Mike Davis, Burgess & Niple; Camden Seigrist, Bowles Rice; Larry Bargeloh, Wood County 4-H Camp; John Isner and Fred Rader, Mid Ohio Valley Regional Council; Harry Silvis, WesBanco.

Public Comments, Mr. Bargeloh discussed with the Board the possibility of installing a 6" line back to the 4-H side on Butcher Bend Rd as well as installing a fire hydrant that would also be on that side further back by the barn areas. The 4-H received funding from the Commission office and have decided to start a 4-H Animal Showcase as well as other activities throughout the year. Water line would be installed behind the boys' dorm and furnish to all the barns.

Mr. Cothorn made a motion to approve a 6" waterline extension for the Wood County 4-H Camp, the District will purchase pipe and other necessities at their cost for the water line extension paid for by the camp and the District will purchase the fire hydrant at no expense to the camp. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Bargeloh excused himself from the meeting.

Mr. Stewart made a motion to approve the Minutes of the June 17, 2021 Regular Board Meeting. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Mr. Siegrist discussed with the Board the consideration and final action to amend the Notes Resolution to upgrade the Rt 21 Lift Station and increase the note to \$3,650,000 and extend the maturity date to June 19, 2022.

Mr. Siegrist and Mr. Silvas excused themselves from the rest of the meeting.

Ms. Watson discussed the letter received from the Wood County Commission regarding a meeting with the commissioners, WV PSC and all other District's with the possibility of combining/merging all water/sewer locations in Wood County. Mr. Anderson and Ms. Watson will be attending along with Mr. Radabaugh and Mr. Cothorn. The meeting will be July 19, 2021 at 10:00.

Mr. Davis discussed with the Board that plans had been submitted for the Wastewater Project but hadn't heard any news back.

Also discussed was the upcoming pre-construction meeting for the Rt 21 Lift Station on July 26, 2021 at 10:00. Pumps had been ordered and on way.

Ms. Watson discussed that the water project is moving along, the most current conference call was held on June 13th to go over the to do list with everyone on the call.

Mr. Davis stated TC Energy's re-location of the water line had been completed and the BAC T test passed. All paperwork had been processed as well.

Ms. Watson discussed the engagement letter from Bennett & Dobbins to provide their services in the amount of \$3,600.00 for the upcoming Audit FY 2021.

Mr. Stewart approved the engagement letter. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the engagement letter.

Ms. Watson discussed draw #12 to be payable to Burgess & Niple for the Wastewater Improvements Project in the amount of \$16,167.74.

Mr. Stewart approved draw #12. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the draw.

Mr. Davis, Mr. Isner and Mr. Rader excused themselves from the rest of the meeting.

Ms. Watson discussed the upcoming FY audit with the Board stating the appointment of the audit procurement committee needed to be done.

Mr. Stewart made a motion that Roy Radabaugh, Mark Stewart, Bernard Cothorn, Linda Watson and Todd Anderson would make up the committee. Mr. Cothorn seconded the motion. The motion passed unanimously.

Ms. Watson went over all bids from the four (4) firms that was received for the FY 2021, FY 2022 and FY 2023 audit of Mineral Wells PSD. Each member of the committee had to evaluate and score each CPA firm. After all was tallied by Ms. Watson. Tetrick and Associates won the proposal with a bid amount of \$35,000 total for the next three (3) years audits. Ms. Watson will handle the paperwork to be sent to the Chief Inspector Division.

Mr. Stewart made a motion to approve the Financial Statements, for June 30, 2021 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 June 30, 2021. Mr. Cothorn seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks written on the Consolidated Payroll Account from June 18, 2021 thru July 15, 2021. Mr. Cothorn seconded the motion. The motion passed unanimously.


Ms. Watson had nothing to discuss.

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 3:35 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.

A handwritten signature in cursive script, reading "Bernard Cothorn", written over a horizontal line.

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