

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, AUGUST 19, 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; John Isner and Fred Rader, Mid Ohio Valley Regional Council.

Mr. Cothorn made a motion to approve the Minutes of the July 15, 2021 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Cothorn signed the Minutes.

Ms. Watson discussed a Lien that had been put on a customer's account in the amount of \$453.60 in the name of Larry Fouse. Customer paid amount owed to District. Need approval for lien to be released.

Mr. Stewart made a motion to release the lien in the amount of \$453.60. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the release.

Mr. Davis discussed the wastewater project with the Board, stating the DEP had approved all documents. A list of easements needed would be sent to Steve Hardman, Bowles Rice for the Wastewater Improvements Project.

Mr. Davis discussed the Rt. 21 Liftstation project, all submittals had been approved from DV Weber. More than likely, they will not be onsite until December 2021, having issues with getting materials ordered.

Ms. Sibicky discussed that due to the 10" main leak in 2020, Jared Marlow, customer from Claywood District had requested a culvert be put in to route the water to go thru a culvert and not his garage. Things that would need done, are to verify the depth of the line, additional easements if any, DOH encroachment permit if needed and once culvert is completed, who would take over maintenance of culvert.

Mr. Cothorn made a motion to approve the culvert to be added to the upcoming water project. Mr. Stewart seconded the motion. The motion passed unanimously.

Ms. Watson discussed a draw in the amount of \$33,801.60 for the Wastewater Improvement Project. Distributed as such, DV Weber-\$17,418.60; WesBanco-\$2,500.00; Burgess & Niple-\$3,883.00; Bowles Rice-\$10,000.00.

Mr. Stewart approved the draw in the amount of \$33,801.60. Mr. Cothorn seconded the motion. The motion pass unanimously. Mr. Radabaugh signed the draw request.

Mr. Stewart made a motion to approve the Financial Statements, for July 31, 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 July 31, 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 July 16, 2021 thru August 19, 2021. Mr. Cothorn seconded the motion. The motion passed unanimously.

Ms. Watson discussed the State Auditors office accepted the bid for Tetrick & Bartlett.

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Bennett & Dobbins plans to be at the District on September 7, 2021 to start the audit process.

Around 200 letters were sent out to business customers today regarding the Cross Connection & Backflow prevention program the District started due to violations from the WV Health Department.

Ms. Watson had nothing further to discuss.

Mr. Anderson stated the District had two breaks in (2) main lines this past week. One was our 10" main line coming from the Claywood Plant, the other was a 6" main at Dover Drive.

Mr. Anderson discussed a meeting he had with CINTAS, they were offering First Aid Wall Kits that were OSHA approved. Also, an extra monthly cost of a heart unit. The wall units totaled \$1,365.65.

Mr. Cothorn made a motion to approve the First Aid Wall Kits. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Anderson had nothing further to discuss.

The Board moved to executive session at 2:25.

Executive session ended at 3:30.

No motions were made during executive session.

All business having been discussed, Mr. Stewart made a motion to adjourn. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 3:35 P.M.

CERTIFICATION

I, Mark Stewart 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 D. Stewart

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

MINUTES OF A SPECIAL BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, SEPTEMBER 2, 2021 AT 11:00 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 Lise Sibicky, Burgess & Niple; John Isner and Fred Rader, Mid Ohio Valley Regional Council; Steve Hardman and Camden Siegrist, Bowles Rice via telephone.

Mr. Cothorn made a motion to approve the Minutes of the July 15, 2021 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Cothorn signed the Minutes.

Ms. Watson discussed the Emergency Response Plan for Mineral Wells Public Service District with the Board. The plan is reviewed every 5 years unless changes are made, then it is to reviewed and certified again.

Mr. Stewart made a motion to approve the Emergency Response Plan. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Radabaugh, Mr. Stewart, Mr. Cothorn and Ms. Watson signed the plan.

Mr. Rader discussed the options the District may have regarding the Emergency replacement of the 10" Water Transmission Main on the Claywood side of the District. The line consists of 3000' of 10" pipe, line will be re-located from valve at Claywood plant to where it crosses river. Burgess and Niple have estimated the cost to be \$500,000.

Discussions amongst everyone present regarding: Depending on funding will the District need to advertise for bids, especially if funding comes from ARPA funding; will the District be able to do a Class II Legal ad; what type of pipe, PVC or ductile iron; Rights of Ways and Exhibits still needed.

Mrs. Sibicky stated three (3) of the five (5) Rights of Way exhibits were still needed, one of which she is working on with Rails for Trails.

Mr. Richards will check on the rules for funding and the legalities as such.

Mr. Anderson will check with companies for the costs of pipe.

Mr. Rader first indicated that he will speak with Commissioner Couch on the afternoon of September 2nd to see if funding from the American Rescue Plan can be used since this is an Emergency Situation.

Mr. Rader's second choice would be to address WV IJDC to use funding from Critical Needs. He will speak to them about a grant, but fears the Mineral Wells area has too high of median household incomes for grant money. If funding comes from WV IJDC, the District will need to file by September 10, 2021. Mr. Rader suggests the District move forward with filing and then if funding comes from ARPA funds we can withdraw application from WV IJDC.

Mr. Stewart made a motion for the District to move forward filing an application with WV IJDC for Emergency funding of the replacement of the 10" Water Main Transmission line. Mr. Cothorn seconded the motion. The motion passed unanimously.

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Mr. Seigrist's suggests the possibility of a BAN for the District as well.

Mr. Rader suggests that the District plan on meeting at the Wood County Commission meeting on Thursday, September 9, 2021 to address the commissioners the urgency of funding needed, the District just finished been on a six (6) day Boil Water Advisory due to multiple breaks in the 10" main.

Mr. Anderson suggests if possible to include the money needed to add a culvert to avoid future claims on insurance by Jarred Marlow, a customer in Davisville. In September of 2020 the 10" main broke causing Mr. Marlow's garage to flood. Ms. Sibicky estimates the cost of the culvert to be around \$50,000.

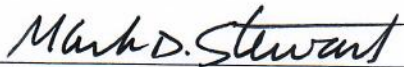
Mr. Rader agrees, if added, the District will be done with the Davisville side and be able to remove that expense from the larger project being funded by Rural Development.

The board had no objection of adding culvert expense to the emergency funding.

All business having been discussed, Mr. Stewart made a motion to adjourn. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 12:15 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