

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, SEPTEMBER 16, 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; Linda Watson, Office Manager; Todd Anderson, Operations Manager; Craig Richards and Mike Davis, Burgess & Niple; John Isner, Mid Ohio Valley Regional Council.

Mr. Stewart made a motion to approve the Minutes of the August 19, 2021 Regular Board Meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Mr. Stewart made a motion to approve the Minutes of the September 2, 2021 Special Board Meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Mr. Davis discussed the wastewater project with the Board, stating an archeological study had to be involved with this project and the company had been notified to submit a proposal. Easements for soil borings had been prepared as well.

Mr. Davis discussed the Rt. 21 Liftstation project, they had surveyed the site for the new liftstation located on Southern Highway. DV Weber was hoping to move in some equipment within the next week. However, they were still waiting on materials.

Mr. Richards discussed the water project. Ms. Watson had stated she was still receiving user agreements from the customers in Mineral Acres and Lincolnshire Addition. Mr. Richards requested a list of those customers. Mr. Richards stated that Mr. Hardman had spoke with Mr. Anderson regarding the District hiring a landman to obtain the remaining easements and right of ways for the project.

Mr. Richards discussed the 10" Emergency Water Main Transmission Line Project. The District was awarded a grant in the amount of \$436,000 from the Wood County Commission on September 13, 2021. The District was in the process now of finding out if since this was deemed an Emergency how will the guidelines of bidding the project out need to go. Burgess and Niple will be gathering information needed to move forward quickly with this project. Mr. Anderson is to make phone calls regarding pipe, the Board wants to use ductile iron. Also, the Board wants an inspector on site when the work is being done by the contractor.

Mr. Richards presented the Board with the Engineering Agreement from Burgess & Niple regarding the Emergency Replacement of the 10" Water Transmission Main Project.

Mr. Stewart approved the Engineering Agreement. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the agreement.

Ms. Watson discussed a draw in the amount of \$22,421.23 for the Wastewater Improvement Project. Distributed as such, Mineral Wells PSD-interest re-imbursement \$12,799.47; Burgess & Niple-\$9,621.76.

Mr. Stewart approved the draw in the amount of \$22,421.23. Mr. Radabaugh seconded the motion. The motion pass unanimously. Mr. Radabaugh signed the draw request.

Mr. Stewart made a motion to approve the Financial Statements, for August 31, 2021 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 for August 31, 2021. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks written on the Consolidated Payroll Account from August 20, 2021 thru September 16, 2021. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Ms. Watson discussed deficiency payments to the Municipal Bond Commission. On September 16, 2021 she made a payment in the amount of \$2,076.50 to the 97-A Water Reserve and a \$10,000.00 payment to the 99-B Water Reserve. On September 17, 2021 she will be making a payment in the amount of \$14,162.00 to the 13-A Sewer Reserve. Deficiency balances in the amount of \$48,391.36 remain on the 99-B Water Reserve and in the amount of \$38,687.00 remain on the 12-A Sewer Reserve.

Ms. Watson had nothing further to discuss.

Mr. Anderson discussed with the Board the agreement Mr. Hardman had drawn up for the landman to be used with the upcoming projects for right of ways and easements. Brown Resources Group came highly recommended by Mr. Hardman. Payment of \$40.00 an hour is the cost. Total could come out of contingency money from the project.

Mr. Stewart made a motion to approve the agreement between Brown Resources Group and Mineral Wells PSD. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the agreement.

Mr. Anderson discussed he had received a proposal from DV Weber for the removal and replacement of the Sanitary Sewer on Maple Drive next to 7-11 and the Chinese restaurant in the amount of \$24,185.00 He asked if it could be added to the Wastewater Project with funds from the contingency money.

Mr. Stewart made a motion to approve the proposal from DV Weber and use contingency funds from the Sewer Project to remove and replace the Sanitary Sewer at this location. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Anderson had nothing further to discuss.

The Board moved to executive session at 2:45.

Executive session ended at 3:20

No motions were made during executive session.

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 3:25 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 Stewart*

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