

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, NOVEMBER 18, 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; Craig Richards, Derrick Fairbanks and Lise Sibicky, Burgess & Niple; Tim Meeks, Mid Ohio Valley Regional Council; Dale Clark, Doug Hill, and Brenda Evans, The Town of Elizabeth.

Mr. Cothorn made a motion to approve the Minutes of the October 21, 2021 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Cothorn signed the Minutes.

The Town of Elizabeth presented a draft of a Water Service Agreement for Emergency Connection. Steve Hardman has reviewed the agreement. Town of Elizabeth has secured a grant for 50% of the cost of the extension. They have submitted an application to WV Infrastructure and Jobs Development Council to possibly secure the remaining cost of the extension.

Burgess & Niple discussed updates for the open projects. It was suggested that a team conference call needed to be scheduled for the Wastewater Project. It was stated that construction for the Rt. 21 Lift Station Project was scheduled to start November 29, 2021.

Mrs. Sibicky stated the bid openings for the 10" Emergency Main Transmission Line Project were scheduled for November 23, 2021 at 11:00 am. The five plan holders for bids included: Stonegate Construction, Dunlap Contracting LLC, CJ Hughes Construction Inc., Mountain Haus Properties, and Hull's Contracting. For the Emergency Project, it was decided that the two remaining easements that were needed, could be paid up to a max of \$5/ft. Mrs. Sibicky state that for the Miscellaneous Water Project, there is still an issue with the proposed license agreement for crossing the North Bend Rail with the DNR.

Mr. Stewart made a motion to approve a draw in the amount of \$35,259.65; \$23,800.65 payable to DV Weber and \$11,459.00 payable to Burgess & Niple. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the checks.

Mr. Stewart made a motion to approve the WesBanco Checking Signature Card for the MWPSD Emergency Line Repair Funds with a deposit of \$436,000.00. Mr. Cothorn seconded the motion. The motion passed unanimously.

Mr. Cothorn made a motion to approve the COVID-19 Employee Policy. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the Financial Statements, for October 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 October 1, 2021 through October 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 October 22, 2021 through November 18, 2021. Mr. Cothorn seconded the motion. The motion passed unanimously.

Ms. Watson had nothing to discuss.

Mr. Anderson presented preliminary site plans for the Mineral Wells Truck Stop. He suggested to eliminate the single residential grinder stations and replace them with gravity

sewer and one duplex lift station. Mr. Anderson discussed that the 6" main line would need to be extended with a hydrant at the end. He also stated that each business would be required to have their own separate water meter. Burgess & Niple will provide an assistance with the main line extension agreement. Mr. Anderson is to contact Steve Hardman to draft an agreement for an alternate main line extension.

Mr. Cothorn made a motion to allow Brent Parsons to set a water tap without a sewer tap for his barn/farm animals. Mr. Stewart seconded the motion. The motion passed unanimously.

The Board moved to executive session at 3:05.

As a result of the executive session, there was a termination of Employee A.

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 4:20 PM.

CERTIFICATION

I, Bernard Cothorn 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

MINUTES OF A SPECIAL BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD MONDAY, NOVEMBER 29, 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 2:08 PM. He asked everyone present to sign the attendance roster. Mark Stewart, Treasurer; Bernard Cothorn, Secretary; Jaclyn Varner, Office Clerk; Todd Anderson, Operations Manager; Craig Richards, Lise Sibicky, and Derrick Fairbanks, Burgess & Niple; Bernie Dunlap, Dunlap Contracting, LLC.

Mrs. Sibicky provided bid correspondence for Transmission Main Replacement, Contract No. 21-1 from bid opening on November 23, 2021. Dunlap Contracting, LLC had the lowest bid in the amount of \$207,576.00. Mrs. Sibicky provided additional research information regarding Bernie Dunlap and his prior background with Stonegate Construction, along with his new business of Dunlap Contracting. Mr. Dunlap stated he had hoped Ferguson would have the pipe available by end of January. He would have a better idea of an official construction start date, once he had confirmation on the pipe.

Mr. Stewart made a motion to accept and award the bid of \$207,576.00 from Dunlap Contracting, LLC for Transmission Main Replacement, Contract No. 21-1. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Dunlap excused himself at 2:26 from the meeting.

Mr. Stewart made a motion to move into Executive Session at 2:30. Mr. Cothorn seconded the motion. The motion passed unanimously.


During executive session, Jaclyn Varner was offered and accepted the position of Office Manager.

Mr. Stewart made a motion to approve a one-time payment for all employees of \$500.00, to be paid December 2, 2021. Mr. Cothorn seconded the motion. The motion passed unanimously.

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 3:30 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