

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, FEBRUARY 17, 2022 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; Jaclyn Varner, Office Manager; Todd Anderson, Operations Manager; Craig Richards and Lise Sibicky, Burgess & Niple; Fred Rader, Mid-Ohio Valley Regional Council.

There was no one present from the public.

Mr. Cothorn made a motion to approve the Minutes of the January 20, 2022 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Cothorn signed the Minutes.

Burgess & Niple discussed updates for the open projects:

Mr. Richards stated there is a delay in getting the electrical equipment for the Rt. 21 Lift Station. He stated that work would be delayed until April. Mr. Anderson stated that once the work was completed at the Lift Station, he would like to see the generator moved to the Stoops Lift Station. For the main Sewer Project, Mr. Rader stated that the archaeological survey work would start February 18, 2022. Luke from MOVRC was going to check with Steve Hardman regarding the remaining easement that are needed for the project. Mr. Richards said they would be updating the project cost due to supply chain issues for the main Sewer Project. Mr. Richards also mentioned that at this time there had been no update from the DEP for the permit modification needed for the Pettyville area. Mike Davis would be reaching out to the DEP.

Mr. Richards stated that the hydrant flow test at the Truck Stop would be taking place next week. Derrick Fairbanks from B&N would be the one overseeing the test. Mr. Richards mentioned that during the study at the Wastewater Treatment Plant, Mike Davis was surprised at the amount of sludge in the ponds. Mike and Todd are concerned as to when there will become a problem with the DEP permit due to the amount of sludge. The Wastewater Treatment Plant Study has been started, but is not completed yet. Mr. Richards said that they will have the information put together by the end of the month for the Pond Creek Project.

Mrs. Sibicky stated that they were in the process of updating project costs for the Water Project. The costs would need to be updated for the meters, electrical, and pipe. Mrs. Sibicky mentioned that for the Emergency Water Project that 1,000 ft of 10" pipe has been laid and the connection to Claywood had also been completed.

Mr. Stewart made a motion to approve Draw 2 in the amount of \$116,533.12 payable to Dunlap Contracting, Burgess & Niple, and Bowles Rice for services provided for the Emergency Water Main Replacement Project by ARPA monies. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Resolution.

Mr. Cothorn made a motion to approve Draw 18 in the amount of \$244,788.10 payable to Burgess & Niple, DV Weber, MOVRC, and Mineral Wells PSD for services provided for the Sewer Project. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Resolution.

Mr. Cothorn made a motion to approve Change Order #1 for the installation of a flush hydrant assembly for the Emergency Water Main Project. Mr. Cothorn seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the Financial Statements, for January 31, 2022 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 January 1, 2022 through January 31, 2022. Mr. Cothern seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks written on the Consolidated Payroll Account from January 26, 2022 through February 16, 2022. Mr. Cothern seconded the motion. The motion passed unanimously.

Mrs. Varner told the Board that she had been contacted by Rural Development about getting the final two payments put onto PAD, their automatic payment setup. She told the Board that with the PSD's financial situation with Sewer, she would feel comfortable putting the payment for \$7,344.00 on PAD. However, she recommended holding off on the other larger payment until the Sewer revenue was able to be built back up.

Mr. Anderson did not have any additional information to add to his prior reporting during B&N's presentations.

Mr. Stewart made a motion to move to Executive Session at 3:12. Mr. Cothern seconded the motion. The motion passed unanimously. No motions were made during the Executive Session.

All business having been discussed; Mr. Stewart made a motion to adjourn. Mr. Cothern seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 4:14 PM.

CERTIFICATION

I, Bernard Cothern 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 Cothern, 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 TUESDAY, FEBRUARY 22, 2022 AT 9:30 A.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Roy Radabaugh, Chairman called the meeting to order at 9:30 PAM. He asked everyone present to sign the attendance roster. Mark Stewart, Treasurer; Bernard Cothorn, Secretary; Jaclyn Varner, Office Manager; Todd Anderson, Operations Manager.

No one from the public was present.


Mr. Stewart made a motion to go into Executive Session at 9:45. Mr. Cothorn seconded the motion. The motion passed unanimously.

During Executive Session, Mr. Stewart made a motion for Todd Anderson to become the General Manager effective immediately. Mr. Cothorn seconded the motion. The motion was 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 11:10 A.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