

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, JANUARY 20, 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 and Luke Peters, Mid-Ohio Valley Regional Council.

Mr. Stewart made a motion to keep the Officer positions the same for 2022 for the PSD Board of Commissioners. Mr. Cothorn seconded the motion. The motion passed unanimously.

There was no one present from the public.

Mr. Cothorn made a motion to approve the Minutes of the December 16, 2021 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Cothorn signed the Minutes.

Mr. Stewart made a motion to approve of the 2022 Holiday Schedule. Mr. Cothorn seconded the motion. The motion passed unanimously.

Burgess & Niple discussed updates for the open projects:

Mrs. Sibicky spoke about getting plans to USDA and the Health Department for the Water Project by the end of the month. Mrs. Sibicky also noted that a large amount of the materials for the 10" Emergency Main Project have been delivered. She mentioned that it was possible if the needed right-of-ways were not received in time, the contractor could possibly start on the opposite end of the project. Mr. Anderson asked Mrs. Sibicky if they were able to look at any other options in case the District could not obtain the last two right-of-ways.

Mr. Richards discussed the need for a study to be done at the Wastewater Treatment Plant due to leftover sludge from the last time. Mr. Anderson mentioned that it would only be a matter of time before the numbers were out at the Plant due to the sludge built up. Mr. Stewart made a motion to approve Burgess & Niple to conduct the Wastewater Treatment Plant Study. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Richards also discussed an agreement to be made between Burgess & Niple and the District for Engineering Services to be provided for the Par Mar – Truck Stop Development. Mr. Cothorn made a motion to approve of the Engineering Services Agreement. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Draw 1 in the amount of \$31,097.00 payable to Burgess & Niple 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. Stewart made a motion to approve Draw 17 in the amount of \$10,551.75 payable to Burgess & Niple and \$184,640.40 payable to DV Weber for services provided for the Sewer Project. Mr. Cothorn seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Resolution.

Mr. Stewart made a motion to approve the Financial Statements, for December 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 December 1, 2021 through December 31, 2021. 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 December 22, 2021 through January 19, 2022. Mr. Cothern seconded the motion. The motion passed unanimously.

There was discussion regarding the upcoming meeting with Wood County Commission regarding a proposed Pond Creek Water Line Extension. Mr. Anderson stated that the proposed extension would all be within the boundaries of Mineral Wells PSD, rather than Lubeck PSD. Mr. Anderson discussed that he had spent a lot of "windshield time" on this particular project in 2010, and that the District had already spent quite a bit of money with Cerrone Associates on project plans originally. Mr. Anderson stated that the initial project had a total cost of over \$2 million, but with time and material costs factored in it would possibly be double that now.

Mrs. Varner let the Board know that Mr. Stewart had been reappointed to the Board by the Wood County Commission on December 16, 2021.

Mr. Anderson mentioned that himself and Mike Davis would need to meet with the DEP soon, due to new business prospects in the Pettyville area. Mr. Anderson also let the Board know of a situation on Elizabeth Pike, where the District has received multiple complaints of a water leak. However, the District as well as Parkersburg Utility Board has had samples tested, and nothing has come back indicating a water leak. Mr. Anderson wanted to make the Board aware of the situation in case of any issues in the future.

Mr. Stewart made a motion to move to Executive Session at 3:30. 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 4:11 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