

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, DECEMBER 19, 2024 AT 2:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Mark Stewart, Chairman called the meeting to order at 2:00 PM. He asked everyone present to sign the attendance roster. Mark Stewart, Chairman; Bernard Cothorn, Secretary; Todd Anderson, General Manager; Kyle McCauley, Field Assistant Manager; Megan Seagraves, Office Staff; Jessica Baker; Office Staff; Timm Utt, Burgess & Niple; Zack Dobbins, JD Utilities; Steve White, Steve's Plumbing; Roger Rawson and Randy and Bonnie Phillips; Public.

Mr. Cothorn made a motion to approve the Minutes of the November 21, 2024 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Cothorn signed the Minutes.

Mr. Dobbins discussed Draw #9 for the Sewer Project in the amount of \$885,512.53.

Mr. Cothorn made a motion to approve Draw #9. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins also discussed Draw #8 for the Water Project in the amount of \$43,980.46.

Mr. Cothorn made a motion to approve Draw #8. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins asked that the EEG award letter be signed. The award was in the amount of \$1.6 million.

Mr. Cothorn made a motion to approve the award letter from EEG. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Stewart made a motion to approve items 6,7 & 8. Cothorn seconded the motion and it passed unanimously.

Mr. McCauley discussed the Back Flow Prevention Policy. Kyle and Steve White, with Steve's Plumbing, have been going to local businesses in the District to explain the Back Flow Prevention Policy. Steve White is certified in Back Flow Prevention and will be assisting the PSD.

Mr. Cothorn made a motion to approve the Back Flow Prevention Policy. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Anderson asked how we would raise the cost that the customer for tap fees. We are currently charging each customer \$350.00 per tap. Zack Dobbins said we would need to file a Tariff 2 with the PSC. We would also need to do a cost estimate on a normal tap and one that is punched under the road.

Mr. Anderson asked for a motion to approve Kyle McCauley as the Field Assistant Manager.

Mr. Cothorn made a motion to approve Kyle McCauley as the Field Assistant Manager. Mr. Stewart approved the motion and it passed unanimously.

Mr. Cothorn made a motion to approve moving to Executive Session at 2:15pm. The Board Meeting was reconvened at 2:24pm.

Mr. Stewart made a motion to approve Early Holiday Hours; we will be closing at 12pm on 11/27/24 and 12/23/24. Mr. Cothorn seconded the motion and it passed unanimously.

Randy Phillips talked about his property on Pond Creek Rd. Timm Utt was explaining why they are placing the meter where they are. Mr. Phillips does not want the meter placed in the hay field and he will not be responsible for any repairs if damaged by farming equipment. He only wants the meter placed where he told it would be. Todd recommended we reach out to the PSC and let them decide where the best place would be to place the meter.

Timm Utt said they would be adding a PRV Vault on the Pond Creek Project. They had an issue with a leak and a rock was sucked into the valve causing pressure issues for nearby customers. He said they would look at possibly upgrading the vaults on Phase 2 of Pond Creek. The contractors will begin moving outside in Mineral Acres and Lincolnshire Dr. on 12/2/24 weather permitting. There may be a Special Meeting held the week of 12/9/24. The closing for the Pond Creek Project will be on 12/5/24. Dunlap is planning to start laying pipe ASAP once it is delivered. They will start at the Pond Creek Fire Department and move towards the interstate.

Mr. Utt also discussed Change Order #1 for the water project in the amount of \$14,400.

Mr. Anderson discussed wanting to leave the bypass pump at Bonnivale running through the Holidays to avoid any issues. He said that we were able to keep 20 grinders for back stock and if there is any money left in the Project he will use it to refurbish 7 grinders. The DEP wants notified when the 12 inch line goes into service for the Sewer Project.

Mr. Cothorn made a motion to approve amendment on the Water Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Cothorn made a motion to approve the amendment on the Sewer Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Stewart said that Jack Stewart paid him a visit. He wants to delay his requests during October's meeting until the Spring.

Mr. Stewart called adjournment at 3:30pm.

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