

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, MARCH 20, 2025 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 Shingleton, Treasure; Todd Anderson, General Manager; Kyle McCauley, Assistant Manager; Megan Seagraves, Office Staff; Jessica Baker; Office Staff; Timm Utt, Burgess & Niple; Mike Davis, Burgess & Niple; Steve Hardman, Bowles Rice; and Zack Dobbins, JD Utilities.

Mr. Cothorn made a motion to approve the Minutes of the January 16, 2025 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Cothorn signed the Minutes.

Steve Hardman with Bowles Rice attended the meeting to swear in Todd Shingleton as the new Board Treasurer.

Timm Utt with Burgess & Niple discussed Contract 17-2 Change order No. 3, deduct of \$7,891.89. This deduct will change due to "restock" cost for 4" meters being estimated. Contract 17-3 the contractor is working on completing Auto Flush Hydrants, Pettyville Emergency Booster Vault and added hydrants. They are still waiting on MonPower to install poles for Windy Tank. The Contractor has completed about 21,289 LF of water main on the Pond Creek Water Main Extension Project. The contractor has added a 2nd crew that has increased pipe installation. They are upgrading Limestone Hill Road existing PRV Vault and will schedule an environmental review in the coming weeks. The Sewer Projects work includes working on flow meter installation at Waste Water Treatment Plant. There is a meeting scheduled with Bear Contracting this week to discuss outstanding grinder issues/problems.

Mr. Dobbins discussed Draw #11 for the Water Project in the amount of \$263,165.89.

Mr. Cothorn made a motion to approve Draw #11. Mr. Shingleton seconded the motion and it passed unanimously.

Mr. Dobbins also discussed Draw #12 for the Sewer Project in the amount of \$582,776.18.

Mr. Cothorn made a motion to approve Draw #12. Mr. Shingleton seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #2 for the Pond Creek Project (WDA/EEG) in the amount of \$202,329.15.

Mr. Cothorn made a motion to approve Draw #2. Mr. Shingleton seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #10 for the Pond Creek Project in the amount of \$390.00.

Mr. Cothorn made a motion to approve Draw #10 for the Pond Creek Project. Mr. Shingleton seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #2 for the Pond Creek Project (Army Corp) in the amount of \$873,665.11.

Mr. Cothorn made a motion to approve Draw #2 for the Pond Creek Project (Army Corp). Mr. Shingleton seconded the motion and it passed unanimously.

Mr. Stewart made a motion to approve items 7, 8, & 9. Mr. Shingleton seconded the motion and it passed unanimously.

Mr. Stewart made a motion to approve Todd Shingleton as Treasurer. Mr. Shingleton seconded the motion and it passed unanimously.


Mr. Anderson discussed needing to auction off the old trucks. We will need to advertise them in the paper as a Class 2 and hire an auctioneer.

Mr. Stewart made a motion to move to Executive Session at 2:45pm. Mr. Cothorn seconded the motion and it passed unanimously.

Mr. Stewart called adjournment at 3:05pm.

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