

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, APRIL 24, 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 and Zack Dobbins, JD Utilities.

Mr. Cothorn made a motion to approve the Minutes of the March 3, 2025 Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Cothorn signed the Minutes.

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. The Contractor is working on completing Bogal Ridge and Windy Tank Access Road improvements for Contract 17-3. Contract 17-3 has future added work for Five Mile Road and 10"/12" at MWVFD. The Contractor has completed about 35,111 LF of water main on Pond Creek and is working on completing water main near Pennike Road within WVDOT R/W. The Contractor plans to work filing installed main, disinfection and test to get ready for service connection on Pond Creek hopefully no later than April 2025. This is subject to change. An upgrade of Limestone Hill Road existing PRV Vault and 4" water main add on Jerry's Run Road to serve two customers and we will need to confirm funding source of remaining construction dollars. OH-WV working on flow meter installation at WWTP for the Sewer Project. We are waiting on Bear Contracting to provide pricing of additional work.

Mr. Dobbins discussed Draw #12 for the Water Project (USDA Loan) in the amount of \$157,110.74.

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

Mr. Dobbins also discussed Draw #13 for the Sewer Project (CWSRF Loan) in the amount of \$69,769.20.

Mr. Cothorn made a motion to approve Draw #13. Mr. Shingleton seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #3 for the Pond Creek Project (WDA/EEG) in the amount of \$274,440.12.

Mr. Shingleton made a motion to approve Draw #3. Mr. Cothorn seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #11 for the Pond Creek Project (Wood County ARPA) in the amount of \$316.25.

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

Mr. Dobbins discussed Draw #3 for the Pond Creek Project (Army Corp) in the amount of \$36,064.30.

Mr. Shingleton made a motion to approve Draw #3 for the Pond Creek Project (Army Corp). Mr. Cothorn seconded the motion and it passed unanimously.

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

Mr. Shingleton made a motion to move to Executive Session at 2:30pm. Mr. Cothorn seconded the motion and it passed unanimously.

Mr. Stewart called adjournment at 2:40pm.

#### **CERTIFICATION**

I, Mark Stewart 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.



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Mark Stewart, Chairman of the Public Service Board of  
the Mineral Wells Public Service District, Mineral Wells,  
West Virginia