

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, MAY 15, 2025 AT 5:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Mark Stewart, Chairman called the meeting to order at 2:15 PM. He asked everyone present to sign the attendance roster. Mark Stewart, Chairman; Todd Shingleton, Treasurer; Todd Anderson, General Manager; Kyle McCauley, Assistant Manager; Megan Seagraves, Office Staff; Jessica Baker; Office Staff; Timm Utt, Burgess & Niple; Jordon Shaffer, Burgess & Niple and Zack Dobbins, JD Utilities.

Mr. Stewart made a motion to approve the Minutes of the March 20, 2025 Regular Board Meeting. Mr. Shingleton seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Mr. Dobbins discussed Draw #13 for the Water Project (USDA/Rural Development Loan) in the amount of \$41,000.00.

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

Mr. Dobbins discussed Draw #12 for the Pond Creek Project (Wood County ARPA) in the amount of \$1,900.00.

Mr. Shingleton made a motion to approve Draw #12 for the Pond Creek Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #14 for the Water Project (USDA) in the amount of \$197,898.06.

Mr. Shingleton made a motion to approve Draw #14 for the Water Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #4 for the Pond Creek Water Project (EEG) in the amount of \$286,966.45.

Mr. Shingleton made a motion to approve Draw #4 for the Water Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed the Fiscal Year 2026 Water and Sewer Budget.

Mr. Shingleton made a motion to approve the Fiscal Year 2026 Water and Sewer Budget. Mr. Stewart seconded the motion and it passed unanimously.

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-Contractor working on generators for PSD Office and Slate Booster Station. The Contractor is working on service installation for the Pond Creek Project. They will also be working on PRV Vault installation this week. USACE has added a \$3,000.00 fee for their evaluation and approval of the 4" extension on Jerry's Run Road. OH-WV is back on site at Maple Shades for clean up on the sewer project. We are waiting on Bear Contracting to provide pricing of additional grinder work (Waypoint, Jeff Bosley and Evans.) John Bosley, met with property owner on easement. OH-WV has submitted a request to install 307' of new 2" force main, tracer wire, marking tape, new 2" tap on existing 8" force main and tie into new lift station. Total for 370' of new force main-\$18,204.00.

Mr. Shingleton made a motion to approve the change request from OH-WV in the amount of \$18,204.00. Mr. Stewart seconded the motion and it passed unanimously.

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

Mr. Anderson discussed renewing Steve's Plumbing contract.

Mr. Stewart called adjournment at 3:10pm.

#### **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