

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, SEPTEMBER 18TH, 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 5:00 PM. He asked everyone present to sign the attendance roster. Mark Stewart, Chairman; Todd Shingleton, Treasurer; Kyle McCauley, Assistant Manager; Megan Seagraves, Office Staff; Jessica Baker, Office Staff; Jordan Shaffer, Burgess & Niple; Mike Davis, Burgess & Niple; Zack Dobbins, J. D. Utilities and Roger Rawson, Public.

Mr. Stewart made a motion to approve the Minutes of the August 21, 2025 Regular Board Meeting. Mr. Shingleton seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Jordan Shaffer with Burgess & Niple discussed adding 2 additional taps on a property located at 728 Wine Rd. Pressure shouldn't be an issue for the customer.

Mr. McCauley asked about a customer getting city sewer on their property located on Southern Hwy. The cost for the customer would be about \$21,000.00. Mr. Dobbins said to come up with the cost the district would pay you would take the cost of a 4,500 gallon bill and multiply that by 60. He said Bowles Rice would have the form. Mr. Shaffer said a customer on Sam's Creek Rd is wanting city sewer and we would come up with the cost the same way. Mr. McCauley discussed another customer on Little Kanawha River Rd wanting city water. The cost would be around \$65,000.00 according to Mr. Shaffer.

Mr. McCauley said there is an issue with a hydrant at the Waste Water Treatment Plant and it is off for now. We are back & forth with our lawyer about Kevin Smith at Maple Shades. Mr. Smith wants the district to pave the road on his property that leads to the new Lift Station we installed. The Board agreed that the District paving the road is out of the question. Todd Anderson suggested to Kyle McCauley that if Kevin Smith won't agree then we need to turn it over to our lawyer and start the condemnation process. Kyle said there is no funding left to pay for Bill Marshall's grinder installation. Kyle would like Bosley to do the work but we may need to get a few more quotes. Mr. Dobbins said there is about \$50,000.00 left in contingency but Mr. Shaffer and Mr. Davis aren't sure there is enough money. They want to wait until Bear is finished in October and see what is left over.

Mr. McCauley discussed the 811 Pond Creek updates that need to be completed so the District can receive Miss Utility tickets from 811. The mapping also needs to be looked at as well.

Mr. Dobbins discussed Amendment #7 to the Engineer Agreement on the Sewer Project for a decrease for Burgess & Niple in the amount of \$34,200.00.

Mr. Shingleton made a motion to approve Amendment #7 on the Sewer Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #18 on the Water Project for a reimbursement to the District for a Mountain State Land Clearing invoice we had paid in the amount of \$2,550.00.

Mr. Shingleton made a motion to approve Draw #18. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #16 for Pond Creek (ARPA) in the amount of \$1,106.25.

Mr. Shingleton made a motion to approve Draw #16. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #7 on the Pond Creek Project (Army Corp) in the amount of \$3,294.00.

Mr. Shingleton made a motion to approve Draw #7 on the Pond Creek Project (Army Corp). Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Change Order #4 on the Sewer Project for a reimbursement to MWPSD for permit costs in the amount of \$925.00.

Mr. Shingleton made a motion to approve Change Order #4 on the Sewer Project in the amount of \$925.00. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #17 on the Sewer Project in the amount of \$12,260.00.

Mr. Shingleton made a motion to approve Draw #17 on the Sewer Project. Mr. Stewart seconded the motion and it passed unanimously.

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

Mr. McCauley discussed overtime pay after using sick or vacation time. Mr. Stewart said they would discuss this further.

Roger Rawson asked where we were at on Phase 2 of the Pond Creek Project.

Mr. Shaffer with Burgess & Niple said nothing has been started on Phase 2 yet.

Mr. Stewart adjourned the Board Meeting at 5:19pm to move on to the Truck Auction being held at the District office.

The bids on the trucks were handled by Mark Stewart. Once all bids were finalized the trucks were sold to the following individuals as is with no express or implied warranty.

The 2010 GMC truck with 160,477 miles was sold to Douglas Moore for \$400.00. Mr. Moore paid \$400.00 cash to the District.

The 2008 GMC Sierra Box Truck with 162,782 miles was sold to Wesley Kerns for \$500.00. Mr. Kerns paid \$500.00 cash to the District.

The 2012 Ram Diesel with 122,000 miles was sold to Kenneth Downie for \$14,500.00. Mr. Downie paid the District with a Cashier's Check in the amount of \$15,000.00. Mr. Downie was given a reimbursement check from the District in the amount of \$500.00 for the overpayment on the Cashier's Check.

Meeting was called back into regular session at 5:54pm.

Mr. Stewart called adjournment at 6:00pm.

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