

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD WEDNESDAY, JULY 23, 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; and Zack Dobbins, JD Utilities.

Mr. Stewart made a motion to approve the Minutes of the June 26, 2025 Regular Board Meeting. Mr. Shingleton seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Mr. Shaffer said that they will start on up Pettyville on next Monday. The fencing for Bonnivale and Maple Shades will be installed next week.

Mr. Davis discussed the updates on our projects. Contract 17-2 is complete. Change Order No. 2 for Contract 17-3 on the water project is awaiting clearance from the State Tax Department. He will need a final balancing change order and completed Notice of Acceptability. Contract 19-2A- Met at Maple Shades with Contractor, Change Order No. 1, Pay Application No. 9. Contract 19-2B is Complete. Contract 19-2C-Bear will remobilize in September 2025. Change Order No. 3 and Pay Estimate No. 10. Pond Creek Contract 23-1- Closeout documents and Change Order No. 1. Upcoming Projects include Pond Creek Water Main Extension, Phase 2 and WWTP Improvements.

Mr. Dobbins discussed Change Order #2 on the Water Project-17-3 for an increase of \$40,643.00.

Mr. Shingleton made a motion to approve Change Order #2. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #6 for the Pond Creek Project in the amount of \$187,410.88.

Mr. Shingleton made a motion to approve Draw #6 for the Pond Creek Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed a Budget Revision for legal fees on the Water Project in the amount of \$1,856.00.

Mr. Shingleton made a motion to approve the Budget Revision on the Water Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #17 on the Water Project (USDA) in the amount of \$2,316.00.

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

Mr. Dobbins discussed an Authorizing Resolution on the Sewer Project to allow Todd Shingleton, Mark Stewart and Kyle McCauley to sign necessary paperwork.

Mr. Shingleton made a motion to approve the Authorizing Resolution for the Sewer Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Amendment #6 to the Engineer Agreement on the Sewer Project for Burgess & Niple in the amount of \$13,900.

Mr. Shingleton made a motion to approve Amendment #6 on the Sewer Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Change Order #3 on the Sewer Project for an increase of \$173,244.00.

Mr. Shingleton made a motion to approve Change Order #3. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Change Order #1 on the Sewer Project for an increase of \$110,044.00 for OH/WV Excavating.

Mr. Shingleton made a motion to approve Change Order #1. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Drawdown #16 on the Sewer Project in the amount of \$205,383.92.

Mr. Shingleton made a motion to approve Drawdown #16 on the Sewer Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Pond Creek Change Order #1 for Phase 1 in the amount of \$140,128.00 for Dunlap Contracting.

Mr. Shingleton made a motion to approve Change Order #1 for Pond Creek. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed the Affidavit of Payment & Certification of Substantial Completion for water metering improvements on the Water Project 17-3.

Mr. Shingleton made a motion to approve the Affidavit of Payment & Certification of Substantial Completion on the Water Project 17-3. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Draw #15 for Pond Creek (ARPA) in the amount of \$1,220.00.

Mr. Shingleton made a motion to approve Draw #15 for the Pond Creek Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed Substantial Completion of Contract 23-1 on the Pond Creek Project.

Mr. Shingleton made a motion to approve the Substantial Completion of Contract 23-1 on the Pond Creek Project. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Dobbins discussed a request for reimbursement #6 on the Pond Creek Project (Army Corp) in the amount of \$187,410.88.

Mr. Shingleton made a motion to approve the request for reimbursement #6 on the Pond Creek Project (Army Corp). 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.

Kyle McCauley discussed the DOH asking if we could move a 6 inch water line. Todd Shingleton and Mark Stewart agreed that at this time we would not move the 6 inch water line.

Mr. Shingleton made a motion to move to Executive Session at 5:37pm. Mr. Stewart seconded the motion and it passed unanimously.

Mr. Stewart called adjournment at 6:00pm.

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.

Mark D. Stewart

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