

MINUTES OF A SPECIAL MONTHLY MEETING OF THE
PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC
SERVICE DISTRICT HELD JOINTLY WITH THE CLAYWOOD
PARK PUBLIC SERVICE DISTRICT BOARD ON TUESDAY,
NOVEMBER 5, 2002, IN THE CLAYWOOD PARK'S DISTRICT
OFFICE LOCATED ON ROUTE 47, PARKERSBURG, WV

Mr. Michael Miller, Chairman, Claywood Park Public Service District, called the meeting to order at 6:00 P. M. He asked everyone present to sign the attendance roster. Michael Miller, Edna Summers, Randy Law, Board Members for Claywood Park; Jack Beck, Donna Ingraham, Todd Grinsted, employees of Claywood Park; Neil Bee, former employee of Claywood Park; Rod Lowe, Bassett & Lowe, accountant for Claywood Park; Charles Stewart, Roy Radabaugh, Jim Lett, Board Members for Mineral Wells; Shayne Brabham, Margaret Batten, Employees of Mineral Wells; and Manning Frymier, Cerrone Associates, Inc.

Mr. Miller stated if there were no objections, the District would dispense with the reading of the Minutes from the previous meeting. There were no objections. Mr. Miller turned the meeting over to Jack Beck, manager of Claywood Park.

Mr. Manning Frymier, Cerrone Associates, Inc., was in attendance to address both Boards about the proposed water plant upgrade. Mr. Frymier presented to each one in attendance plans of the upgrade. Following Mr. Frymier's presentation, discussion was held.

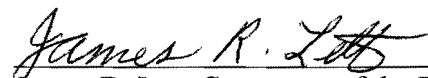
The second item that Mr. Frymier presented was a copy of the Water Purchase Agreement signed by both Boards on January 7, 1980. Mr. Frymier stated that the agreement had worked well in the past and suggested the Districts have their attorney draft a new agreement using the guidelines of the old agreement. He asked that both Boards review the copy and then make their decision.

All discussion relative to the plant upgrade having been completed, the Mineral Wells Board Members asked to be excused from the rest of the meeting. The Board Members were excused at 7:00 P.M. (A copy of the Minutes of Claywood Park Public Service District is attached.)

CERTIFICATION

I, James Lett, Secretary of the Public Service Board of the Mineral Wells 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.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of the District on this the 21st day of November, 2002.



James R. Lett, Secretary, of the Public Service Board of the Mineral
Wells Public Service District, Mineral Wells, West Virginia.

CLAYWOOD PARK PUBLIC SERVICE DISTRICT
P.O. BOX 127
PARKERSBURG, WV 26102

DATE: NOVEMBER 5, 2002

TIME: 6:00 P.M.

PLACE: CLAYWOOD PARK OFFICE

ATTENDING: Jack Beck, Donna Ingraham, Michael Miller, Edna Summers, Randy Law, Todd Grinstead, Manning Frymier of Cerrone Associates, Rod Lowe of Bassett & Lowe, and Neil Bee.

Those from the Mineral Wells Public Service District were; James Lett, Roy Radabagh, Charles Stewart, Margaret Batten, and Shayne Brabham.

Michael Miller, Chairman called the meeting to order and said if there were no objections, the District would dispense with the reading of the minutes from the previous meeting. There were no objections. Mike then turned the meeting over to Jack Beck, Manager of the District.

Disbursements- The October disbursements were approved and initialed by the Commissioners.

Questions or Comments from the Public - There were none.

Water Plant Upgrade-Manning Frymier with Cerrone Associates presented to the Claywood Park and Mineral Wells Board his presentation of the new Water Treatment Plant Upgrades. He also went over the agreement between the two districts and said that it has worked well in the past and we should have our lawyers draft up a new agreement and have it follow the present one.

Kanawha Sewer- We have money left in the contingent fund that we would like to use in purchasing a vacuum/pressure washing trailer. A motion was made by Randy and seconded by Mike to seek approval from the DEP to advertise for bids. Motion carried. This would help with the clean out of sewer pits and mains.

Red Hill Sewer Project- A motion by Edna to approve requisition #7 for \$7,800 to Cerrone was made. Seconded by Randy. Motion carried. Engineering is 60% complete.

Miscellaneous Improvement Project - Mr. Beck said that we will open bids on November 8, 2002 at 11:00 A.M. There were seventeen contractors that picked up bid packages for the contract one. which is installing lines and booster stations.

Miscellaneous Improvement Project #2- Mr. Beck said that he has nothing new to report.

Elizabeth Booster Station- Mr. Beck said that he needed a motion to approve requisition #2 for \$6,694.89 to reimburse Claywood Park for bills paid on this project. A motion by Edna and seconded by Randy to approve Requisition #2. This will be sent to the Town of Elizabeth for approval and signatures and then forwarded to RUS. Motion carried.

Miscellaneous Items- Mr. Beck reported that we had three new water taps installed in October. Two service line leaks were repaired in water. Two new sewer taps and a leak repair was done for sewer.

Mr. Beck asked the board for a resolution for Jack and Joan to be signers on the two new Reserve Bond Accounts that were set up from matured C.D's. A motion was made by Edna and seconded by Mike. Motion carried

Rod Lowe, our auditor gave his report on our year end audit report. He reported that the water is having cash flow problems and we should begin looking into a rate increase. We will contact George Blum to file a Rule 42. We may want to have a 2 Tiered Rate increase proposed. as the rates will increase again after the water plant upgrade.

The Board has requested copies of charge offs, liens filed and total of delinquency on a monthly report.

Next Board Meeting- The next regular board meeting will be December 3, 2002
The time will be at 6:00 P.M.

Mike said if there were no further business, the meeting would be adjourned.
Adjourned at 8:05 P.M. Motion by Randy and seconded by Edna to adjourn.

Donna Ingraham, Bookkeeper

Michael Miller

Edna Summers

C. Randall Law