

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, APRIL 19, 2007 AT 5:00 P.M. IN THE DISTRICT'S OFFICE LOCATED MINERAL WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:00 p.m. He asked everyone present to sign the attendance roster. Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; Linda Watson, Office Clerk; Nellie Radcliff, Office Clerk; William Byers, Operations Technician; John S. Bailey and Kim Sheppard, Reed Sturm Insurance; Scott Watkins and Larry Gilbert, residents of Morehead Ridge area, were present.

There was no one from the public present.

Scott Watkins and Larry Gilbert were present to inquire of the procedures for five or six families on Morehead Ridge to obtain water service to their homes. The Board instructed them of the procedures and they are to do their paper work and bring it to the office. The Board informed them the District would order the pipe and fittings necessary to do a line extension. They are to bear all the cost of installing pipe and fittings. They excused themselves from the rest of the meeting.

John Bailey and Kim Sheppard presented the Board with a Rural Special Districts Insurance Services packet. After the presentation, the Board informed them they would take the packet under advisement. John and Kim excused themselves from the rest of the meeting.

Mr. Radabaugh made a motion for a five minute recess. Mr. Lett seconded the motion. The motion passed unanimously.

At the end of the five minute recess, Mr. Stewart called the meeting back to order.

Mr. Lett made a motion to approve the Minutes of the March 15, 2007, Regular Board Meeting as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Lett made a motion to approve the Minutes of the March 28, 2007, Special Board Meeting as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Radabaugh made a motion to approve the Financial Statement dated March 31, 2007, for the All Finances Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement dated March 31, 2007, for the Water Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

MINERAL WELLS PUBLIC SERVICE DISTRICT  
MINUTES - APRIL 19, 2007  
PAGE 2

Mr. Radabaugh made a motion to approve the Financial Statement dated March 31, 2007, for the Sewer Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve checks 37290 thru 37378 written on the Consolidated -Water and Sewer Revenue Checking Account (copy attached) between March 15, 2007 thru April 19, 2007. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to hold a Special Meeting on May 2, 2007 at 1:00 p.m. in the District's Office. The purpose of this meeting is to hold a pre-construction conference with Rural Development, Engineers and the Board Members of the District for the Tygart Creek Saulsbury Waterline Replacement Improvement Project. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion that a public information meeting will be included with the Regular Board Meeting held May 17, 2007. Mr. Lett seconded the motion. The motion passed unanimously.

The District has been in contact with Mr. Steve Hardman, Bowles Rice McDavid Graff & Love, LLC, legal council requesting that he represent the District with legal representation on the upcoming Miscellaneous Water Improvement Project. Mr. Hardman agreed that he would be legal council. Mr. Radabaugh made a motion to accept Mr. Hardman as legal council. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion authorizing George Blum, Cerrone Associates, Inc., to help the District apply for the 19A Emergency Rate increase. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Dyer presented the Board with a list of Water bills that are uncollectible. The total for Water Revenue loss is \$3,553.01. Mr. Radabaugh made a motion to accept the water revenue loss as presented. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Dyer presented the Board with a list of Sewer bills that are uncollectible. The total for Sewer Revenue loss is \$3,263.53. Mr. Radabaugh made a motion to accept the sewer revenue loss as presented. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Dyer presented the following letters for discussion.

Letter 3 - Notice from the Mineral Wells VFD asking that the District buy a new 911 address sign from them for a fee of \$8.00. Mrs. Dyer was authorized to purchase the sign.

MINERAL WELLS PUBLIC SERVICE DISTRICT  
MINUTES - APRIL 19, 2007  
PAGE 3

Letter 12 - Letter to Sara Boardman, MBC requesting funds from 1969 Bond, we received a check for \$1,370.35 on March 23, 2007.

Letter 25- Letter from Steven Hardman, Bowles Rice McDavid Graff & Love completed form RD 442-22 Opinion of Counsel Relative to Right-of-Ways for the Tygart Creek Saulsbury Water Line Replacement.

Letter 53 - HD Waterworks trade in for handheld - 5' Proread meters.

Letter 58 - Letter from Ramona Dickson, WV DEP our FY 2006 annual audit report meet federal regulations.

Letter 60 - Letter to Virginia McDonald, Rural Development requesting to use reserve funds to make loan payments.

Letter 61 - Letter from Virginia McDonald, Rural Development granting permission to use funds from Series 1979 \$2112.00, Series 1997 A \$3140.00, and Series 1999 \$10,040.00 a total of \$15,292.00.

Letter 65 - Letter from Virginia McDonald, Rural Development items needed for the application for assistance from Rural Development.

Letter 66 - Letter from Virginia McDonald, Rural Development informing the District that it needs to select a date for Public Information meeting for the Miscellaneous Water Improvements Project.

Letter 67 - Letter from Bobby Lewis, Director Community Development Division of West Virginia Development Office they have received the request for funding of \$660,000.00 for the Miscellaneous Water Improvement Project.

Letter 99 - Letter from Gary Scott, Acting Chief Railroads and Utilities Unit Engineering Division of WV Dept of Highways on April 24, 2007, at 9:30 a.m. requesting that the District meet them at the Park and Ride in Mineral Wells for a preliminary field review for the inter-change on Rt. 14.

Letter 112 - Letter from Verizon on a phone-line that was cut by the District's contractor while replacing the water hydrant on Tygart Creek Road. The line was marked incorrectly and was cut.

Letter 114 - Fax to Steve Hardman legal services agreement for the Miscellaneous Water Improvement Project.

Letter 130 - Right of Entry from Division of Natural Resources permit to rip rap the creek bank

MINERAL WELLS PUBLIC SERVICE DISTRICT  
MINUTES - APRIL 19, 2007  
PAGE 4

where the Districts waterline is exposed behind Chesterville Church.

Letter 131 - Letter from Virginia McDonald setting a conference time of May 2, 2007 at 1:00 p.m.

Letter 132 - Letter from Virginia McDonald Bond Series 1969 paid in full \$322,000.00

Letter 137 - Insert from Allegheny Power adding a surcharge Environmental Control Charge to install scrubbers at Fort Martin Power Station near Madsville, WV. It will cost the District a total of \$12.31 for the 16 bills that is paid by the District.

Mrs. Dyer brought it to the Boards attention that members at the Anderson subdivision has been in contact with the office in regard to collecting fees for the lagoon problem that the Subdivision has been having.

This concluded Mrs. Dyers report.

Mr. Anderson reported on the following items.

The Oil Separator is in the process of being installed at Wal-Mart and the Permit is ok.

The Access Road at the Victory Assembly of God has been completed.

The District traded out the out-dated handheld for Radio Read Meters.

The rip-rap job on Chesterville has been completed.

The new grinder for Somerville Fabricators has been installed and almost completed.

Leigh Mason Trailer Park is doing another extension for water and sewer, he is paying for and installing the pipe himself.

At this time the District is still waiting on the DOH permit to start the tie-in at the Tygart Creek up grade.

Bryan Hyson has complained to the District about high pressure at his new house on Emma Lane. The Board thinks that when the new tank on Bogal Ridge is redone the pressure will be less.

Niles Ashley talked to the District in reference to buying the old Eddie Layton property, but he was advised that several people have looked at this property, but because of a sewer/surface run off problem there is no good solution to install/and or/ get sewer to the property. No action was taken

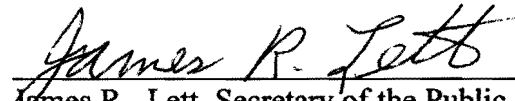
on this matter.

Since there were no further comments from anyone, Mr. Lett made a motion to adjourn the meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart adjourned the meeting at 8:05 p.m.

CERTIFICATION

I, James R. 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 on this the 17<sup>th</sup> day of May, 2007.

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

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
April 30, 2007**

**Checking Accounts**

Water Revenue Fund Checking Account	
WesBanco Bank - 1131.2	\$ 7,846.94
Sewer Revenue Fund Checking Account	
WesBanco Bank - 2120.2	48,243.63
Stephens Fork Water Extension Construction Checking	
WesBanco Bank - 1131.8	<u>\$ 16.33</u>
<b>Total in Checking Accounts:</b>	<b>\$ 56,106.90</b>

**Water Accounts**

Depreciation Reserve Account	
WesBanco Bank - 1125.31	\$ 13,065.66
Revenue Reserve Account	
WesBanco Bank - 1125.21	24,236.67
Revenue Reserve Account - Sams Creek/Chesterville	
WesBanco Bank - 1125.22	26,615.93
Revenue Reserve Account - Rockport	
WesBanco Bank - 1125.32	11,281.09
Depreciation Reserve Account - Rockport	
WesBanco Bank - 1125.23	11,280.85
Revenue Reserve Account - Water Improvement	
WesBanco Bank - 1125.24	23,868.94
Depreciation Reserve Account - Water Improvement	
WesBanco Bank - 1125.33	33,911.17
Depreciation Reserve Account - Sycamore 2004A	
WesBanco Bank - 1125.27	4,056.97
Sycamore Run-Limestone Tap Fees	
WesBanco Bank - 1131.7	-
Security Deposit Account	
WesBanco Bank - 1134.0	33,222.06
Sycamore Renewal/Replacement	
WesBanco - Bank 1125.34	<u>34,882.74</u>
<b>Total in Water Accounts:</b>	<b>\$ 216,422.08</b>

**Sewer Accounts**

Repair and Replacement Account	
WesBanco Bank - 2123.4	\$ 113,068.13
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market - WesBanco Bank - 2121.5	33,858.42
Security Deposit Account	
WesBanco Bank - 2121.3	<u>25,514.83</u>
<b>Total in Sewer Accounts:</b>	<b>\$ 172,441.38</b>

**Total All Finances - April 30, 2007** **\$ 444,970.36**

MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT  
 WATER REVENUE FUND CHECKING ACCOUNT  
 April 30, 2007

BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT  
 WESBANCO BANK, MARCH 31, 2007 \$12,968.80

RECEIPTS:

Water Sales	\$63,959.45
Water Buffalo Sales	530.50
Reconnection Fees	280.00
Tap fees	5,400.00
Security Deposit Refunds	1,429.60
Fire Hydrant repair transfer	518.40
Chesterville slip transfer	1,173.44
Transfer of Reserve funds	15,292.00
Wd Cty Magistrate Court (void)	45.00
Hardman's	50.00

Total Receipts: \$88,678.39

Total Cash Available: \$101,647.19

Expenditures:

Action Answering Service	51.03
Advanced Alarm Technologies	54.00
Allegheny Power	834.22
Aflac	23.64
At & T	6.80
Auto Zone	91.77
BP Credit Card Company	645.43
Bowles Rice McDavid Graff & Love	25.20
Cardholder Services	322.79
Cingular Wireless	129.62
Cintas	207.51
Claywood Park PSD	18,352.29
Commissioner's Salaries	225.00
Conner Cleaning	130.80
Cutlip-Warner Development Co	2,793.44
Ferguson Waterworks	115.20
W. W. Grainger Inc.	4.91
Hank's Sales & Service Inc.	150.00
Hardman Supply Company	221.29
HD Supply Waterworks, Ltd	1,460.42
Lowe's	58.17
Mineral Wells VFD	4.80
Miss Utility of WV Inc.	35.85
Municipal Bond Commission	9,104.47
Parkersburg Office Supply	102.84
Parkersburg Sentinel Co.	191.70
Rural Development Admin 91-02	4,224.00
Rural Development - USDA 91-03	6,280.00
Rural Development - USDA 91-06	20,080.00
Rural Development - USDA 91-09	3,518.00
Rural Development - USDA 91-07	3,325.00

Salaries	7,029.65
State Electric Supply Co Inc	12.99
Telepage Communications Systems	10.74
C. I. Thornburg	1,081.83
US Postal Service	152.02
USA Blue Book	114.96
Verizon	142.98
Water Environmental Testing	121.50
WesBanco Bank-Parkersburg - Rockport	334.00
WesBanco Bank-Parkersburg - Water Imprv	1,004.00
WesBanco Bank-Parkersburg - Stephens Fk	176.00
WesBanco Bank-Parkersburg - Wtr Res Sams	314.00
WesBanco Bank-Parkersburg - 79 Res	217.00
WesBanco Bank-Parkersburg- Payroll taxes	2,753.09
WesBanco Bank-Parkersburg-Sycamore R/R	1,016.28
Westco Internet Service	13.50
Westfield Insurance	1,939.56
WV Public Employees Insurance Agency	1,830.51
WV Public Employees Retirement System	1,646.18
WV State Tax Department	454.02
David Mack	50.13
B & E Vending	55.77
Greg Whited	50.16
Ralph L. Holbert	50.18
Paul & Ruth Lemon	50.18
Lynden D. Lynch	51.80
Edward W. Greathouse Jr.	50.17
Tami & James D. Collins Jr.	50.20
Christopher L. Thompson	51.61
Jerry R. Eaton	51.61
Vicki Nestor	50.16
Dorvin B. White Sr.	51.67
Melvin or Forrest Brown	51.61

Total Expenditures: \$93,800.25

Balance in Water Revenue Fund Checking Account,  
WesBanco Bank, April 30, 2007

\$7,846.94



MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT  
 SEWER REVENUE FUND CHECKING ACCOUNT  
 April 30, 2007

BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT  
 WESBANCO BANK, MARCH 31, 2007 \$53,446.81

RECEIPTS:

Sewer Sales	\$38,833.31
Security Deposit Refunds	859.70
Tap fees	1,200.00
Pepsi - Water Environmental Testing	65.00
Wood County Magistrate Court - Void	30.00

Total Receipts: \$40,988.01

Total Cash Available: \$94,434.82

Expenditures:

Action Answering Service	34.02
Advanced Alarm Technologies	36.00
Aflac	15.76
Allegheny Power	4,994.51
At & T	4.54
Auto Zone	116.17
BP Credit Card Company	430.28
Bowles Rice McDavid Graff & Love	16.80
C. I. Thornburg	416.50
Cardholder Services	215.19
Cingular Wireless	86.41
Cintas	138.34
Commissioner's Salaries	150.00
Conner Cleaning	157.20
Danny's Lawn Service	150.00
Fasterners & Supply Inc.	288.00
Ferguson Waterworks	76.80
Gene's Septic Tank Cleaning	100.00
Hank's Sales & Service Inc.	100.00
Hardman Supply Company	277.42
Lowe's	68.09
Mineral Wells VFD	3.20
Miss Utility of WV Inc.	23.90
Municipal Bond Commission	18,310.28
Parkersburg Office Supply	68.55
Parkersburg Sentinel Co.	127.80
Salaries	5,885.26
State Electric Supply Co Inc	87.17
Telepage Communications Systems	7.16
Trombold Equipment Co. Inc.	971.27
US Postal Service	180.55
USA Blue Book	160.44
Verizon	618.53
Water Environmental Testing	370.00
WesBanco Bank-Parkersburg-Sewer R/R	1,350.66
WesBanco Bank-Parkersburg-Payroll Taxes	2,327.17

Westco Internet Service	9.00
Westfield Insurance	2,909.33
WW Grainger, Inc.	250.18
WV Public Employees Insurance Agency	1,961.53
WV Public Employees Retirement System	1,387.10
WV State Tax Department	372.98
WWT Electric	272.50
Thomas or Rachel Sharp	15.85
Raquel D. Harsh	75.36
Jennifer Nicholson	78.06
Betty Scott	11.26
Mary D & George Cheng	79.04
Rachel A Aaron	10.13
Shawn A Dearnell	57.60
Troy Thiel	69.23
Curtis Blair	2.49
Rachel Elizabeth Wagner	51.15
Greg Whited	50.16
Edward W. Greathouse Jr.	50.17
Mineral Wells Vet Clinic	114.10

Total Expenditures: \$46,191.19

Balance in Sewer Revenue Fund Checking Account,  
WesBanco Bank, April 30, 2007 \$48,243.63