

LUBECK PUBLIC SERVICE DISTRICT

OCTOBER 24, 2002

James E. Smith, Chairman
 David Steele, Secretary
 Lee Johnson, Treasurer

ATTENDING: James Smith, David Steele, James Cox

| NO. OF CUSTOMERS: | Section | | Sewer | Water |
|-------------------|---------|----------------------------|-------|-------|
| | 1 | Lake Washington Road | 316 | 485 |
| | 2 | Lubeck | 329 | 411 |
| | 3 | Riverhill - Blenn. Heights | 277 | 386 |
| | 4 | DuPont Road | 233 | 300 |
| | 5 | Larkmead Road | 109 | 332 |
| | 6 | LMH - Homewood Road | 0 | 270 |
| | 7 | Washington Bottom | 295 | 364 |
| | 8 | New England Ridge | 177 | 317 |
| | 9 | Lubeck South | 205 | 323 |
| | 10 | Larkmead Area - Marrtown | 33 | 301 |
| | 11 | Route 68 South - Hopewell | 0 | 193 |
| | 12 | Mitchell's | 51 | 75 |
| | | Total Customers | 2025 | 3,757 |

TREASURER'S REPORT:

| | |
|---|--------------|
| Revenue Fund - United National Bank | (\$7,722.34) |
| Operations & Maintenance Fund - Wesbanco | \$9,307.38 |
| Prudential Securities Sewer Fund | \$0.00 |
| Prudential Securities Water Fund | \$0.00 |
| Series 1999 Sewerage Bonds Account | \$31,364.83 |
| WesBanco Trust Fund | \$400,548.52 |
| Transfer From Revenue to Operation & Maintenance Checking Account | \$54,500.00 |
| Transfer From Water Revenue to WesBanco Investment Account | \$5,997.83 |
| Transfer From Revenue to Prudential Securities - Water Tap Account | \$0.00 |
| Transfer From Revenue to Sewer Reserve Account | \$0.00 |
| Transfer From Revenue to Vehicle Account | \$0.00 |
| Transfer From Water Revenue to Sewer Projection Construction | \$0.00 |
| Transfer From Investment Account to Operation & Maintenance Account | \$0.00 |

The following transfers were made to cover payroll since the last Board meeting:

| | |
|---|-------------|
| Transfer From Revenue to Operation & Maintenance Checking | \$13,000.00 |
| Transfer From Revenue to WesBanco Tax Account | \$4,885.17 |
| Transfer From Revenue to Operation & Maintenance Checking | \$0.00 |

BUSINESS: Prayer by Jim Smith.

- A) Moved by Dave Steele, seconded by Jim Smith that the minutes of the Board meeting of October 10, 2002 be approved. Passed unanimously.

EXISTING PACKAGE PLANT DEMOLITION & LINE REHABILITATION:

- A) Charlie and Mark continues to work on operation and maintenance of the Hyview Terrace Plant.
- B) The men have put in a water tap at the Pahlhurst Pond so we can begin working on removing the solids from the pond.

DISCUSSION OF DISTRICT HAPPENINGS:

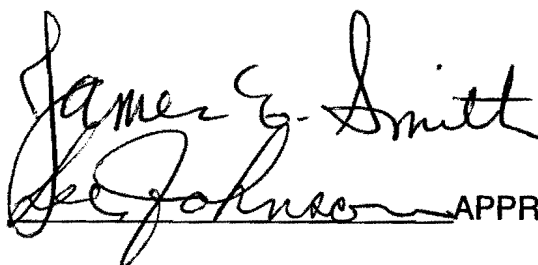
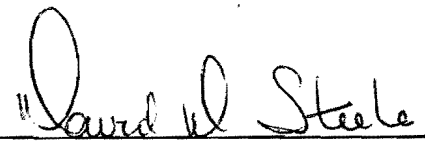
It was reported what has been going on in the District:

- A) Installed 5 water tap since the last Board meeting. There are 2 water taps to be installed. This gives us 69 water taps for 2002. The District has installed 1 sewer taps since the last Board meeting. There are 0 sewer taps to be installed. This gives us 14 sewer taps for 2002.
- B) Worked on cleaning up tap and repair locations.
- C) Jim sent Rocky to school this week to learn the most recent CAD materials.
- D) Completed work orders, spotted lines, set meters.

GENERAL BUSINESS:

- A) Moved by Dave Steele, seconded by Jim Smith that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. Passed unanimously.
- B) Insurance quote is up 26.5% for the medical portion. All other insurance remained the same except for Short Term Disability which went up \$0.05 per person. We are going to price out the medical insurance with a start date of January 1, 2003 to other companies to see what type of rate we might get.
- C) Moved by Dave Steele, seconded by Jim Smith that the Parkersburg Utility Board retain the sanitary sewer right-of-way between lots 12 and 13 in Wildwood Section "A" for use in an emergency. This would save an overflow to the creek. Passed unanimously.
- D) Discussion was held concerning the Whited tap. The Parkersburg Utility Board has gotten a ruling from the Commissioners of the Public Service Commission stating that they as the Utility Board would replace a long service line that runs along a road right-of-way. This case would play right into this very situation and Jim feels the District could be required to make a main line extension at no cost to the customer at a later date. Therefore, he feels that we should continue to contest this situation. The Board agreed.

- E) Jim today wrote a letter to the Department of Environmental Protection stating that there were some things in our permit that the Municipal Wastewater Quality Association attorney, Paul Calamita, stated that we did not want to accept. Jim then faxed it to them. Later in the day the permit came in the mail. We may have to appeal the permit. Moved by Dave Steele, seconded by Jim Smith that Jim Cox has authorization to have Mr. Calamita represent the District in those proceedings if needed. Passed unanimously.
- F) Jim talked to Fred Rader of the Regional Council yesterday at the Wood County PSD meeting. Fred suggested that anyone who knows Keith Burdette call him in reference to the Small Cities Block Grant for Wadesville. The Block Grant people have come to realize that a surcharge is not against regulation.
- G) The District has a customer who sent a payment in the mail but we did not receive it. On shut off day we went out to turn her off and she gave the men another check and called the office and told us to not put the check from the mail through. She was told that we would try to catch it but there was no guarantee that it would be caught. It went through without us catching it and it caused her checking account to be overdrawn. She wants the District to pay her costs. The Board stated that we are very sorry but she should have stopped payment on the check and not relied on the District's ability to catch the check out of all the mail we receive. Also, we will from this point forward tell the customer that they are to stop payment on the check because, if it does come in, it will be credited to the account.
- I) Review of letters received in reference to the C-8 case.
- J) Meeting adjourned.

 APPROVED  ATTESTED

DATE: 10/24/02
 TIME: 10:23 AM

LUBECK PUBLIC SRVC DSTR
 Accounts Payable
 Check Register

CASH ACCOUNT: 1 113150

| CHECK NUMBER | | VENDOR | | INVOICE NUMBER | INVOICE DATE | AMOUNT | DISCOUNT AMOUNT | AMOUNT PAID |
|--------------|----------|--------------|----------------------------|--------------------------------------|----------------------|---------------------|-----------------|--------------------|
| 05740 | 10/24/02 | AMERIC | AMERICAN MEDICAL SECURITY | 4700-003434 | 10/10/02 | 528.69 | 0.00 | 528.69 |
| 05741 | 10/24/02 | AVAYA | AVAYA, INC. | 2714691611 | 10/06/02 | 55.63 | 0.00 | 55.63 |
| 05742 | 10/24/02 | BABU | VISALAKSHI BABU | SD REF ACCT.7-6460-04 | 10/24/02 | 37.97 | 0.00 | 37.97 |
| 05743 | 10/24/02 | BLACKR TRIAD | BLACK ROCK TEST LAB | 624 | 10/15/02 | 120.00 | 0.00 | 120.00 |
| 05744 | 10/24/02 | C&P | VERIZON | 000042342669 16Y | 10/17/02 | 401.95 | 0.00 | 401.95 |
| 05745 | 10/24/02 | CH&I | CH & I PRODUCTS, INC. | 120046 | 10/17/02 | 18.70 | 0.19 | 18.51 |
| 05746 | 10/24/02 | CUTNRN | CUT N RUN | 522 | 10/23/02 | 625.00 | 0.00 | 625.00 |
| 05747 | 10/24/02 | DAILEY | MELISSA DAILEY | SD REF ACCT.9-0002-03 | 10/24/02 | 28.06 | 0.00 | 28.06 |
| 05748 | 10/24/02 | ENOCHD | DAVID A. ENOCH | OVERPAYMENT OF ACCT. | 10/21/02 | 50.00 | 0.00 | 50.00 |
| 05749 | 10/24/02 | GE SUP | G E. SUPPLY | 253-131967 | 10/15/02 | 828.10 | 0.00 | 828.10 |
| 05750 | 10/24/02 | JABO | JABO SUPPLY CORPORATION | 10766 | 10/15/02 | 28.71 | 0.29 | 28.42 |
| 05751 | 10/24/02 | L. TIR | LUBECK TIRE SERVICE | 4396 4398 | 10/15/02 10/21/02 | 12.00 12.00 | 0.00 0.00 | 12.00 12.00 |
| | | | | | | Total Check Amount: | | 24.00 |
| 5752 | 10/24/02 | LIGHTN | LIGHTNER'S FRAME & ALIGN. | 24515 | 10/14/02 | 44.95 | 0.00 | 44.95 |
| 5753 | 10/24/02 | LUBECK | LUBECK PSD | WATER BILLS WATER TREATMENT PLANT | 10/22/02 10/22/02 | 269.28 1,368.13 | 0.00 0.00 | 269.28 1,368.13 |
| | | | | | | Total Check Amount: | | 1,637.41 |
| 5754 | 10/24/02 | LUBSD | LUBECK PSD | SD DEP ON ACCTS. | 10/24/02 | 712.47 | 0.00 | 712.47 |
| 5755 | 10/24/02 | MEDIC | MEDICAL BENEFITS CO. | 49 10075 | 10/21/02 | 5,757.58 | 0.00 | 5,757.58 |
| 5756 | 10/24/02 | METLIF | METLIFE | 7502878 | 10/24/02 | 59.58 | 0.00 | 59.58 |
| 5757 | 10/24/02 | MONONG | ALLEGHENY POWER | 3 60 09 888 00025 1 | 10/15/02 | 8,818.13 | 0.00 | 8,818.13 |
| 5758 | 10/24/02 | NEWARK | NEWARK ELECTRONICS | 6722185 | 10/10/02 | 356.05 | 0.00 | 356.05 |
| 5759 | 10/24/02 | NORTHW | NORTHWESTERN LANDFILL, INC | 623699 | 10/22/02 | 383.41 | 0.00 | 383.41 |
| 760 | 10/24/02 | OFFICE | OFFICE DEPOT CREDIT PLAN | 0611564203427108 | 10/04/02 | 223.05 | 0.00 | 223.05 |

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|---------------------|----------|--------|---------------------------|---|--|---|--|---|
| 5761 | 10/24/02 | PETTY | LUBECK PUBLIC SERVICE DIS | INV.#11 THRU INV.#17 | 10/21/02 | 38.21 | 0.00 | 38.21 |
| 5762 | 10/24/02 | PIONEE | PIONEER SUPPLY, INC. | 79363 | 10/15/02 | 7.90 | 0.00 | 7.90 |
| 5763 | 10/24/02 | PKOFFI | PARKERSBURG OFFICE SUPPLY | 449823-0 | 10/15/02 | 39.40 | 0.00 | 39.40 |
| 5764 | 10/24/02 | PKSEVR | PARKERSBURG SANITARY BD | PKSBG. SEPT. SEWER BILL | 09/26/02 | 12,644.48 | 0.00 | 12,644.48 |
| 5765 | 10/24/02 | PO | WASHINGTON POSTMASTER | POSTAGE | 10/24/02 | 100.00 | 0.00 | 100.00 |
| 5766 | 10/24/02 | POLASK | RENEE POLASKO | SD REF ACCT.2-0515-03 | 10/24/02 | 21.50 | 0.00 | 21.50 |
| 5767 | 10/24/02 | R&RPIP | R&R PIPELINE, INC. | 1008020 101502 | 09/30/02 10/09/02 | 374.00 1,188.00 | 0.00 0.00 | 374.00 1,188.00 |
| Total Check Amount: | | | | | | | | 1,562.00 |
| 5768 | 10/24/02 | REYNOL | REYNOLDS, INC. | F60224 | 10/02/02 | 11,449.80 | 0.00 | 11,449.80 |
| 5769 | 10/24/02 | RUS | CINTAS | 531121711 531123919 | 10/15/02 10/22/02 | 89.20 89.20 | 0.00 0.00 | 89.20 89.20 |
| Total Check Amount: | | | | | | | | 178.40 |
| 5770 | 10/24/02 | SAM'S | SAM'S CLUB | 49 0939 108861 4 | 10/08/02 | 188.76 | 0.00 | 188.76 |
| 5771 | 10/24/02 | USABLU | USA BLUEBOOK | 597516 | 10/10/02 | 274.89 | 0.00 | 274.89 |
| 5772 | 10/24/02 | VISA | CARDHOLDERS SERVICES | 4442 7903 0003 9660 | 10/15/02 | 114.22 | 0.00 | 114.22 |
| 5773 | 10/24/02 | WALCUT | TERESA WALCUTT | REFUND ACCT.5-1310-04 | 10/21/02 | 382.96 | 0.00 | 382.96 |
| 5774 | 10/24/02 | WARDFA | WARD FARM SUPPLY, INC. | 20184 | 10/22/02 | 35.00 | 0.00 | 35.00 |
| 5775 | 10/24/02 | WCWEIL | W. C. WEIL COMPANY | 23965 | 10/14/02 | 536.65 | 0.00 | 536.65 |
| 5776 | 10/24/02 | WTRENV | JAMES C. WRIGHT | 3370 | 10/03/02 | 741.00 | 0.00 | 741.00 |
| 5777 | 10/24/02 | WVWAT | WV WATER & WASTE SUPPLY | 37616712-02 37733954-02 37741043-01 37764905-01 37786710-01 37789715-01 37793993-01 37796871-01 37808217-01 | 10/10/02 10/10/02 10/10/02 10/14/02 10/16/02 10/07/02 10/11/02 10/07/02 10/10/02 | 87.00 975.00 58.00 114.00 78.00 85.00 190.00 1,377.00 55.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 87.00 975.00 58.00 114.00 78.00 85.00 190.00 1,377.00 55.00 |

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| ---CHECK--- | | | ---VENDOR--- | | INVOICE | DISCOUNT | | | |
|-------------|----------|----|-----------------------|---------------------------|----------|---------------------|-----------|-------------|-----------|
| NUMBER | DATE | ID | NAME | INVOICE NUMBER | DATE | AMOUNT | AMOUNT | AMOUNT PAID | |
| | | | | 37812698-01 | 10/10/02 | 94.00 | 0.00 | 94.00 | |
| | | | | 37819103-01 | 10/10/12 | 4.50- | 0.00 | 4.50- | |
| | | | | 37842979-01 | 10/16/02 | 100.00 | 0.00 | 100.00 | |
| | | | | 37846766-01 | 10/16/02 | 411.00 | 0.00 | 411.00 | |
| | | | | 37847459-01 | 10/16/02 | 100.00 | 0.00 | 100.00 | |
| | | | | 37867533-01 | 10/22/02 | 100.00- | 0.00 | 100.00- | |
| | | | | | | | | ----- | |
| | | | | | | Total Check Amount: | | 3,699.50 | |
| 05778 | 10/24/02 | | ZIELIN MARK ZIELINSKI | 1749 | 10/10/02 | 1,412.50 | 0.00 | 1,412.50 | |
| | | | | INTERNET SERVICES | 10/14/02 | 65.00 | 0.00 | 65.00 | |
| | | | | | | | | ----- | |
| | | | | | | Total Check Amount: | | 1,477.50 | |
| | | | | | | ===== | | | |
| | | | | Number Of Checks Written: | 39 | Totals: | 54,231.61 | 0.48 | 54,231.13 |

End of Check Register ***