

MINUTES OF A REGULAR MONTHLY BOARD
MEETING OF THE MINERAL WELLS PUBLIC
SERVICE DISTRICT HELD THURSDAY, APRIL
19, 2001. IN THE DISTRICT'S OFFICE AT
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. Charles Stewart; Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; Jerald D. Spears, Operations Manager; R. Shayne Brabham, Operations Manager Trainee; Margaret Batten, Office Manager and Nellie Radcliff, Office Technician were present.

The first order of business discussed was the water tap that had been made for Janis Ryan at Wolf Run Road. She has not been able to install water in her home because a neighbor will not let her have an easement. Steve Hardman, the District's lawyer, advised the Board that they should take no action in the matter.

The next order of business was the reading of the March 15, 2001 and March 28, 2001 Minutes. Mr. Lett made a motion that the Minutes of March 15, 2001 Board Meeting and the Special Meeting, March 28, 2001, be approved as written. Mr. Radabaugh seconded the motion. The motion carried. Mr. Lett signed both sets of Minutes.

Mrs. Batten presented the Fiscal Year 2002 Budget for the Water and Sewer Revenue Accounts. After reading and discussing the Budgets with the other Board members, Mr. Radabaugh made a motion to approve the Budgets for Water and Sewer Revenue Accounts. Mr. Lett seconded the motion. The motion carried.

The following items were presented for approval. Mr. Radabaugh made a motion to approve the items listed.

1. Financial Statement dated March 31, 2001, for All Finances of the District (copy attached).
2. Financial Statement dated March 31, 2001, for Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated March 31, 2001, for Sewer Revenue Fund Checking Account (copy attached).
4. Financial Statement dated March 31, 2001, for Rockport Construction Fund Checking Account (copy attached).
5. Financial Statement dated March 31, 2001, for Water Improvement Fund Checking Account (copy attached).
6. Check Numbers 25749 thru 25804 written on Water Revenue Checking

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Mrs. Batten presented an Employee's Hand Book to be approved or amended. Mr. Radabaugh made a motion to approve the Hand Book as presented. Mr. Lett seconded the motion. The motion carried.

Mrs. Batten welcomed Shayne Brabham, Operations Manager Trainee, to the Board Meeting. She also reported that Record Cards need to be filled out and signed by the customers on the Sycamore/Stephens Fork, Limestone Ridge Project.

Mr. Spears reported on the following items:

1. Mr. Stephens was about to finish getting potential customers signed for the Sycamore/Stephens Fork, Tygart Creek portion of the new Project. Mr. Stephens thought he had about 15 to 20 signatures to get before he would be finished.
2. Carl Coffman wants a tap for water service on the new Sycamore/Stephens Fork, Limestone Ridge Project. He will need to get an easement from Mark Smith to do this, because his property is beyond the last water tap to be made.
3. Green Valley Project is on hold because streams cannot be crossed from the period of April 1 to June 30. Material have been ordered
4. Al Hammonds, with DOH, needs to write an agreement for the I-77 Rest Area Sewer Project.
5. Grace Gospel Church needs refunded their sewer tap fee that they paid, because they were able to connect to the sewer that was already in service.
6. The Main line has been installed on the Dennis Affolter self-help project, but at this time there is a leak. Pressure testing has not been done.
7. Bosley Construction Company still needs to do some general clean up work.
8. Grinders need to be removed from the former Hunt and Poling residents that have been purchased by the Department of Highway. The District has an agreement with DOH that says they should pay for the removal of the grinders because they are on the Districts legal right-of-way. DOH is contending that they should not have to pay for the grinder removal.
9. Smoke - Testing has been delayed because of weather, no time and not enough employees to get the job completed.
10. Mr. Ruckman and Mr. Spears looked at a perspective site for a Booster Station for Sycamore/Stephens Fork, Limestone Ridge

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Account (copy attached).

7. Check Numbers 25805 thru 25823 written April 19, 2001 on Water Revenue Fund Checking Account (copy attached).
8. Check Numbers 27722 thru 27768 written on Sewer Revenue Fund Checking Account (copy attached).
9. Payroll Check Numbers 00617 thru 00632 written on Sewer Revenue Fund Checking Account (copy attached).
10. Check Numbers 27769 thru 27784 written April 19, 2001, on Sewer Revenue Fund Checking Account (copy attached).

Mr. Lett seconded the motion. The motion carried.

The next order of business discussed was the advertising for and hiring of a new employee for the Maintenance Department. Mr. Radabaugh made a motion that an advertisement for a maintenance employee be placed in both newspapers and run for a total of three (3) days. Applicants can submit applications and resumes until Friday, May 4, 2001. Mr. Lett seconded the motion. The motion carried.

There was no discussion concerning a new answering service since it had been discussed at an earlier meeting.

The following letters which had been received in the District's Office were presented for discussion.

Letter 3 - Letter dated April 6, 2001, to PSD Board Members from Amy L. Swann, Director, Water and Wastewater Division relative to an Advanced Board Members Seminar to be held on Thursday, May 10, 2001, at the Ramada Inn, Morgantown, WV.

Letter 13 - Letter dated February 28, 2001, to Charles Stewart from Robert C. Byrd, United States Senate, offering his congratulations on the District receiving a loan and a grant for the construction of the water extension to serve residents of Stephens Fork, Sycamore Run, and Limestone Ridge area.

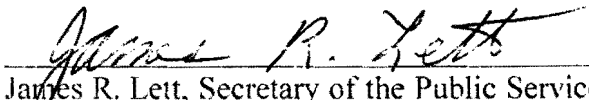
Letter 70 - Letter dated April 2, 2001, to Roy Radabaugh from Robert K. Tebay, Rick Modesitt and K. D. Merritt, Wood County Commissioners, relative to allowing water customers to have a second water meter installed for the purpose of lawn maintenance in order to avoid paying sewer charges on the water used.

Project, but because of high pressure gas lines in the area, no decision was made. Mr. Radabaugh made a motion that Cerrone Associates, Inc., look for a new site outside the 300 ft. gas well head right-of-way. Mr. Lett seconded the motion. The motion carried.

All business having been concluded Mr. Radabaugh made a motion that the meeting be dismissed. Mr. Lett seconded the motion. The motion carried. Mr. Stewart adjourned the meeting at 6:40 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..



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
MARCH 31, 2001**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$ 7,041.96	
Sewer Revenue Fund Checking Account		
WesBanco Bank	156.97	
Rockport Construction Account		
WesBanco Bank	1,050.76	
Water Improvement Construction Account		
WesBanco Bank	<u>8,770.28</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 17,019.97

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$ 8,499.03	
Revenue Reserve Account		
WesBanco Bank	28,418.34	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	6,378.70	
Security Deposit Account		
WesBanco Bank	<u>22,325.84</u>	
TOTAL IN WATER ACCOUNTS:		\$ 65,621.91

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$70,932.27	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	22,058.42	
Security Deposit Account		
WesBanco Bank	<u>14,578.69</u>	
TOTAL IN SEWER ACCOUNTS:		<u>\$107,569.38</u>
TOTAL ALL FINANCES, MARCH 31, 2001		\$190,211.26

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
MARCH 31, 2001**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, FEBRUARY 28, 2001**

\$ 539.75

RECEIPTS:

Water Sales	\$ 53,467.27
Reconnection Fees	60.00
Tap Fees	2,100.00
WV DOH-Society Hill	790.62
WV DOH Moving Expense Reimbursement	5,049.40
Deposit Error	.18
Security Deposit Refunds	<u>920.25</u>

TOTAL RECEIPTS:

\$62,387.72

TOTAL CASH AVAILABLE:

\$62,927.47

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	12,000.00
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	314.00
WesBanco Bank-Parkersburg	3,460.31
Salaries	7,169.32
Commissioner's Salaries	300.00
WV Public Employees Retirement System	1,573.11
WV State Tax Department	683.86
WV Public Employees Insurance Agency	626.95
Allegheny Power Company	554.49
J. C. Bosley Construction, Inc.	1,356.21
Steers Heating & Cooling, Inc.	91.50
C. I. Thornburg	866.67
Westco Internet	9.98
Mineral Wells Public Service District	312.64
AT&T - State Calling Service	2.83
Cerrone Associates, Inc.	790.62
AT&T Wireless Services	67.61
Haul Away Trash	15.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-MARCH, 2001
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Information Products, Inc.	201.35
Miss Utility of West Virginia	4.40
Miller Communications	15.00
Parkersburg Sentinel Company	353.43
Tesa Company	103.16
R. D. Wilson Sons & Co.	26.40
Water Environmental Testing	54.00
Wirt County Journal	50.59
U. S. Postal Service	143.77
Claywood Park Public Service District	10,917.47
Central Van & Storage	2,604.00
R. L. Roush Excavating	3,632.50
Toby Amos	50.96
Inez Buchanan Estate	16.65
Steve E. Combs	52.37
Dirt Track World Champion Inc.	50.85
Ronald Frame, O. D.	51.54
Steven G. & Kathleen M. Kay	50.98
Daniel & Heidi Klug	50.22
John Leach	50.54
Jesse Ludwig Estate	52.35
William C. Meriwether	50.96
Brian & Jessica Metz	50.96
Thomas E. Smith	50.98
Rhonda Taylor	<u>50.98</u>

TOTAL EXPENDITURES:

\$55,885.51

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, MARCH 31, 2001**

\$ 7,041.96

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEWER REVENUE FUND CHECKING ACCOUNT
MARCH 31, 2001**

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, FEBRUARY 28, 2001**

\$ 433.88

RECEIPTS:

Sewer Sales	\$ 45,323.03
Transfer from Prime Rate Savings	1,800.00
Tap Fees	250.00
Gene's Septic Tank Cleaning	770.00
Bosley Construction Reimbursement	118.09
Security Deposit Refunds	<u>558.13</u>

TOTAL RECEIPTS:

\$48,819.25

TOTAL CASH AVAILABLE:

\$49,253.23

EXPENDITURES:

Municipal Bond Commission	\$ 27,447.82
WesBanco Bank-Parkersburg	991.56
WesBanco Bank-Parkersburg	2,779.96
Salaries	5,832.85
Commissioners' Salaries	300.00
WV Public Employees Retirement System	1,272.41
WV State Tax Department	542.35
WV Public Employees Insurance Agency	574.33
U S Postal Service	143.77
Allegheny Power Company	4,729.97
Geneva Groves	21.30
Mineral Wells Public Service District	247.50
Westco Internet	9.97
Air Products and Chemicals, Inc.	18.48
AT&T - State Calling Service	2.83
D. R. Cummings, Inc.	233.95
AT&T Wireless Services	67.60
Haul Away Trash	15.00
Information Products, Inc.	201.36
Miss Utility of WV Inc.	4.40
Miller Communications	15.00
Trimble & Associates	750.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-MARCH, 2001
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Water Environmental Testing	\$ 260.00
R. D. Wilson Sons & Company	26.40
Gene's Septic Tank Cleaning	200.00
Pipe-Eye, LLC	1,200.00
Roto-Rooter Sewer Company	600.00
R. L. Roush Excavating	281.00
Linda Cottrell	20.87
Ronald Frame, O. D.	51.54
Daniel & Heidi Klug	50.22
John Leach	50.54
William C. Meriwether	50.96
Brian & Jessica Metz	50.96
Edith Stone	<u>51.36</u>

TOTAL EXPENDITURES:

\$49,096.26

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, MARCH 31, 2001**

\$ 156.97

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
ROCKPORT CONSTRUCTION ACCOUNT
MARCH 31, 2001**

**BALANCE IN ROCKPORT CONSTRUCTION
ACCOUNT, WESBANCO BANK, FEBRUARY 28, 2001** **\$ 865.46**

RECEIPTS:

Rural Utilities Service \$56,000.00

TOTAL RECEIPTS: **\$ 56,000.00**

TOTAL CASH AVAILABLE: **\$ 56,865.46**

EXPENDITURES:

Cerrone Associates, Inc. \$ 4,260.31

J. C. Bosley Construction Company 51,554.39

TOTAL EXPENDITURES: **\$ 55,814.70**

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK , FEBRUARY 28, 2001** **\$ 1,050.76**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER IMPROVEMENT CONSTRUCTION ACCOUNT
MARCH 31, 2001**

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION
ACCOUNT, WESBANCO BANK, FEBRUARY 28, 2001** **\$ 5,970.28**

RECEIPTS:

WV Department of Highways \$ 2,800.00

TOTAL RECEIPTS: **\$ 2,800.00**

TOTAL CASH AVAILABLE: **\$ 8,770.28**

EXPENDITURES:

None None

TOTAL EXPENDITURES: *None*

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, MARCH 31, 2001** **\$ 8,770.28**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
LIST OF CHECKS
MARCH 16, 2001 - APRIL 19, 2001**

CHECKS WRITTEN BETWEEN MARCH 16, 2001, AND APRIL 18, 2001

CHECK NO. 25749	U. S. Postal Service	\$ 143.77
25750	Void	
25751	Claywood Park P.S.D.	10,917.47
25752	Central Van & Storage	2604.00
25753	Mineral Wells P.S.D.	22.73
25754	Void	
25755	R. L. Roush Excavating	3,632.50
25756	Rural Development Admn.	2,112.00
25757	USDA-Rural Development	3,140.00
25758	WesBanco Bank-Parkersburg	1,819.09
25759	WV Dept. of Tax & Revenue	683.86
25760	WV Public Employees Retirement	1,573.11
25761	WesBanco-Water Res-Sams-CV	314.00
25762	Mineral Wells P.S.D.	4,175.22
25763	Toby Amos	50.96
25764	Inez Buchanan Estate	16.65
25765	Steve E. Combs	52.37
25766	Dirt Track World Champion Inc	50.86
25767	Ronald Frame, O.D.	51.54
25768	Steven G. & Kathleen M. Kay	50.98
25769	Daniel & Heidi Klug	50.22
25770	John Leach	50.54
25771	Jesse Ludwig Estate	52.35
25772	Mineral Wells P.S.D.	289.91
25773	William C. Meriwether	50.96
25774	Brian & Jessica Metz	50.96
25775	Thomas E. Smith	50.98
25776	Rhonda Taylor	50.98
25777	AT&T	7.87
25778	Badger Lumber Co. Inc.	35.50
25779	Benson Truck Bodies, Inc.	10.10
25780	AT&T Wireless Service	62.22
25781	Daugherty Supply Co.	31.71
25782	Dominion Hope	364.13
25783	Fasteners & Supply Inc.	60.25
25784	Hardman's Supply Company	11.78
25785	Ohio Valley Muffler & Brake	9.48
25786	Parkersburg Office Supply	134.87

**MINERAL WELLS PSD
LIST OF WATER CHECKS
APRIL 19, 2001
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**CHECKS WRITTEN BETWEEN MARCH 16, 2001, AND APRIL 18, 2001
(Continued)**

CHECK NO. 25787	Pifer's Service Center	\$ 320.05
25788	Parkersburg Lock Service	4.85
25789	Radioshack	318.00
25790	Reagle & Padden, Inc.	1,451.32
25791	Sanitary Linen Service	107.07
25792	Scantron Service Group	81.34
25793	Tesa Company Inc.	1,029.03
25794	C.I. Thornburg	2,561.39
25795	Verizon	125.56
25796	Water Works Industrial Supply	184.29
25797	Water Environmental Testing	81.00
25798	WV Water & Waste Supply	304.27
25799	Westfield Insurance Companies	32.23
25800	Mineral Wells P.S.D.	3,098.28
25801	U. S. Postal Service	42.20
25802	Workers' Compensation Division	886.81
25803	WesBanco Bank-Parkersburg	1,559.82
25804	Henry Williams	500.00

CHECKS WRITTEN TODAY AND NEED AUTHORIZED

CHECK NO. 25805	AT&T - State Calling Service	\$ 22.96
25806	Bosley Rental & Supply Inc.	32.80
25807	Don's Independent Contractor	63.60
25808	Billy Full	25.95
25809	Haul Away Trash L.L.C.	15.00
25810	Industrial Rubber Products	6.66
25811	Miss Utility of WV Inc.	26.20
25812	Miller Communications	15.00
25813	Municipal Bond Commission	1,592.00
25814	Midwest Pipe & Supply	183.52
25815	Tesa Company Inc.	1558.44
25816	C. I. Thornburg	12,159.91
25817	USDA-Rural Development	3,000.00
25819	USDA-Rural Development	9,000.00
25820	Verizon	130.72
25821	WV Public Employees Ins Agency	660.70

**MINERAL WELLS PSD
LIST OF WATER CHECKS
APRIL 19, 2001
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**CHECKS WRITTEN TODAY AND NEED AUTHORIZED
(Continued)**

CHECK NO. 25822	WesBanco Bank-Parkersburg	\$ 110.00
25823	Westco Internet	9.98

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
LIST OF CHECKS
MARCH 16, 2001 - APRIL 19, 2001**

CHECKS WRITTEN BETWEEN MARCH 16, 2001, AND APRIL 18, 2001

CHECK NO. 27722	U. S. Postal Service	\$ 143.77
27723	Gene's Septic Tank Cleaning	200.00
27724	James R. Lett	200.00
27725	Mineral Wells PSD	37.12
27726	Municipal Bond Commission	9,302.30
27727	Pipe-Eye, LLC	1,200.00
27728	Roto-Rooter Sewer Co.	600.00
27729	R. L. Roush Excavating	281.00
27730	Roy L. Radabaugh	200.00
27731	Charles M. Stewart	200.00
27732	WesBanco Bank-Parkersburg	1,492.48
27733	WV Dept. of Tax & Revenue	542.35
27734	Void	
27735	Linda Cottrell	20.87
27736	Ronald Frame, O.D.	51.54
27737	Daniel & Heidi Klug	50.22
27738	John Leach	50.54
27739	Mineral Wells PSD	181.28
27740	William C. Meriwether	50.96
27741	Brian & Jessica Metz	50.96
27742	Edith Stone	51.36
27743	WV Public Employees Retirement	1,272.41
27744	Allegheny Power	1,920.78
27745	Allegheny Power	2,687.53
27746	Air Products and Chemicals Inc.	358.23
27747	AT&T	7.87
27748	Benson Truck Bodies, Inc.	10.10
27749	Cerrone Associates Inc.	1,250.00
27750	AT&T Wireless Services	62.22
27751	Dominion Hope	364.13
27752	Fasteners & Supply Inc.	5.00
27753	Hardman's Supply Company	39.86
27754	Ohio Valley Muffler & Brake	9.47
27755	Parkersburg Office Supply	134.87
27756	Pifer's Service Center	320.06
27757	Parkersburg Lock Service	51.00
27758	Reagle & Padden Inc.	1,451.32
27759	Sanitary Linen Service	107.06

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
APRIL 19, 2001
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**CHECKS WRITTEN BETWEEN MARCH 16, 2001 AND APRIL 18, 2001
(Continued)**

CHECK NO. 27760	Scantron Service Group	\$ 81.33
27761	Verizon	437.81
27762	WWT Electric	130.00
27763	Water Environmental Testing	650.00
27764	WV Water & Waste Supply	139.50
27765	Westfield Insurance Companies	32.22
27766	U. S. Postal Service	42.20
27767	Workers' Compensation Division	593.10
27768	WesBanco Bank-Parkersburg	1,191.31

PAYROLL CHECKS WRITTEN SINCE MARCH 15, 2001, BOARD MEETING

CHECK NO. 00617	Margaret J. Batten	\$ 880.56
00618	Richard Shayne Brabham	779.74
00619	William H. Byers, Jr.	774.41
00620	Linda K. Church	774.84
00621	Russell P. Hanna	715.06
00622	Mark K. Murphy	739.40
00623	Nellie B. Radcliff	705.98
00624	Jerald D. Spears	910.81
00625	Margaret Batten	757.65
00626	Richard Shayne Brabham	675.63
00627	William H. Byers, Jr.	813.95
00628	Linda K. Church	679.07
00629	Russell P. Hanna	615.84
00630	Mark K. Murphy	650.30
00631	Nellie B. Radcliff	596.67
00632	Jerald D. Spears	750.02

CHECKS WRITTEN TODAY AND NEED AUTHORIZED

CHECK NO. 27769	Air Products and Chemicals Inc.	\$ 20.46
27770	AT&T - State Calling Service	22.96
27771	Bosley Rental & Supply Inc.	10.00
27772	Cerrone Associates Inc.	274.59
27773	Haul Away Trash L.L.C.	15.00
27774	Miss Utility of WV Inc.	26.20

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
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CHECKS WRITTEN TODAY AND NEED AUTHORIZED

CHECK NO. 27775	Miller Communications	\$ 15.00
27776	Roto-Rooter Sewer Co.	89.00
27777	State Electric Supply Co. Inc.	139.01
27778	U. S. Postal Service	66.27
27779	Verizon	442.96
27780	WWT Electric	1,600.00
27781	Water Environmental Testing	230.00
27782	WV Public Employees Ins. Agency	540.58
27783	WesBanco Bank-Parkersburg	1,133.08
27784	Westco Internet	9.97

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE RECEIVED OR MAILED SINCE
MARCH 15, 2001, BOARD MEETING
APRIL 19, 2001**

1. Letter dated January 30, 2001, from Claywood Park Public Service District enclosing a copy of its 2000 Drinking Water Quality Report.
2. Letter to the District from Terry Thomas, Chief, PMBS Volunteer Fire Department, listing the number of gallons of water used in March for training purposes and the number of gallons of water used for fire fighting.
- 3.* Letter dated April 6, 2001, to PSD Board Members from Amy L. Swann, Director, Water and Wastewater Division relative to an Advanced Board Members Seminar to be held on Thursday, May 10, 2001, at the Ramada Inn, Morgantown, WV.
4. ***West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER*** dated April 5, 2001, Vol. 5, Issue 4.
5. Training Announcement from the West Virginia Rural Water Association enclosing a registration form for a training session entitled "Jar Testing" to be held on April 10, 2001, at South Putnam Public Service District, Scott Depot, WV.
6. ***WV Rural Water Association LEGISLATIVE UPDATE***, 2001 Legislative Session, dated March 20, 2001.
7. Announcement dated March 12, 2001, to Public Service Districts, Municipalities and Associations, from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission of West Virginia, relative to a special seminar on Bookkeeping and Annual Reports to be held on April 19 and 20, 2001, at The Holiday Inn, Fairmont, WV.
8. ***WV Rural Water Association LEGISLATIVE UPDATE***, 2001 Legislative Session, dated March 28, 2001.
9. ***WV Rural Water Association LEGISLATIVE UPDATE***, 2001 Legislative Session, dated April 11, 2001.
10. Training Announcement from the WV Environmental Training Center enclosing registration forms for classes entitled "Activated Sludge Process Control Part I" to be held from May 30 to June 1, 2001, at the Environmental Training Center and "Aerobic and Anaerobic Digestion" to be held on May 8 and 9, 2001, at the Environmental Training Center.
11. Training Announcement from the West Virginia Rural Water Association enclosing registration form for classes entitled "Jar Testing" to be held on May 16, in Franklin, WV, May 23, in Beckley WV, May 30, Flatwoods, WV, June 13, in Clarksburg, WV, June 15, in

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - APRIL 19, 2001
PAGE 2**

Keyser, WV, and June 19, in Scott Depot and "Safe Drinking Water Act Regulations" to be held on May 23, in Beckley, WV, May 30, Flatwoods, WV, June 13, in Clarksburg, WV, June 15, in Keyser, WV, and June 22, in Martinsburg, WV.

12. Letter dated April 9, 2001, to Public Water System Manager from Michael W. McNulty, Executive Director, West Virginia Rural Water Association, announcing the start of a brand new training program to assist water treatment plant operators in acquiring continuing education hours for re-certification.
- 13.* Letter dated February 28, 2001, to Charles Stewart from Robert C. Byrd, United States Senate, offering his congratulations on the District receiving a loan and a grant for the construction of the water extension to serve residents of Stephens Fork, Sycamore Run, and Limestone Ridge area.
14. Letter dated March 3, 2001, to Charles Stewart from Jim Mayles, P.E., Cerrone Associates, Inc., enclosing one copy each of half size and full size record miscellaneous drawings for the District's Water Improvements and Rockport Water Extension Projects.
15. Letter dated March 13, 2001, to Mineral Wells Public Service Payroll Clerk from Judy King, West Virginia Consolidated Public Retirement Board, relative to the retirement of Jerald D. Spears scheduled for May 31, 2001.
16. Letter dated March 15, 2001, to Charles Stewart from Randall Cole, Cerrone Associates, Inc., enclosing for review and approval six copies of Change Order No. 9 to Lou Morgan Builders for the District's office building.
17. Memorandum dated March 15, 2001, to All FY2001 Priority List Applicants from Mike Johnson, P.E., Assistant Chief Construction Assistance, West Virginia Division of Environmental Protection, listing nine applicants that the State is proposing to add to the FY2001 Priority List for the State Revolving Fund.
18. Form dated March 15, 2001, to the District from Nancy M. Tolley, Public Service Commission of West Virginia, asking for the District's 2000 Gross Instate Revenue for Water.
19. Form dated March 15, 2001, to the District from Nancy M. Tolley, Public Service Commission of West Virginia, asking the District's 2000 Gross Instate Revenue for Sewer.
20. Copy of a letter dated March 16, 2001, to Jesse Sheppard, West Virginia Department of Transportation, enclosing an estimate from R. L. Roush Excavating for removal of two

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - APRIL 19, 2001
PAGE 3**

grinder pumps and three water services from the residences of Gerald W. Poling, Ural Hunt, and Richard Poling.

21. Copy of a letter dated March 16, 2001, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing for review and approval four copies of Requisition No. 17 for the Rockport Water Extension Project.
22. Copy of a letter dated March 16, 2001, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing District check number 25742 in the amount of \$3,000.00 for the March 23, 2001, interest payment on the District's loan number 91-07 and District check number 25743 in the amount of \$9,000.00 for the March 23, 2001, interest payment on the District's loan number 91-06.
23. Copy of a letter dated March 19, 2001, to the WV Municipal Bond Commission from Margaret Batten enclosing check number 27716 in the amount of \$7,550.22 for the following bond payments: Account # MIW-S-1-95-X-w0-06, #MIW-S-2-95-X-W0-07, and #MIW-S-1-85-B-W0-06 and check number 25739 in the amount of \$1,592.00 for bond payment to the account of MIW-W-1-69-X-W0-06 69 Water Revenue.
24. Copy of a letter dated March 19, 2001, to Mary Rader from Margaret Batten enclosing a copy of the Minutes of the Regular Board Meeting held on Thursday, February 15, 2001,
25. Facsimile Transmittal Sheet dated March 19, 2001, to Margaret from Cathy Kingston, WesBanco Bank-Parkersburg, enclosing a copy of the electronic transfer confirmation for a deposit to the Rockport Water Extension Construction Account in the amount of \$56,000.00.
26. Fax dated March 19, 2001, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing copy of Evidence of Deposit from WesBanco for the \$56,000.00 deposit to the Rockport Water Extension Construction Account.
27. Copy of a letter dated March 19, 2001, to William Byers, Jr. from Margaret Batten enclosing a copy of the notice for employment given to each employee for the Operations Manager's position.
28. Letter dated March 19, 2001, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, approving payments totally \$55,814.70 to J. C. Bosley Construction, Inc., and Cerrone Associates, Inc. from the Rockport Water Extension Construction Account.
29. Copy of a letter dated March 20, 2001, to John C. Bosley, J. C. Bosley Construction, Inc., from Margaret Batten enclosing District check no. 1049 in the amount of \$51,554.39 in

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - APRIL 19, 2001
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payment of Contractor's Estimate #17, Contract #2, as shown on Requisition No. 18 for the Rockport Waterline Extension Project.

30. Copy of a letter dated March 20, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District check no. 1050 in the amount of \$4,260.31 in payment for Construction Administration and Resident Inspection as shown on Requisition No. 18 for the Rockport Water Extension Project.
31. Copy of letter dated March 20, 2001, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing for review and approval six copies of Change Order No. 9 to Contract No. 4 for the Water System Improvements Project.
32. Copy of a letter dated March 20, 2001, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter dated March 20, 2001, to Gary Wilson, Rural Utilities Service, enclosing six copies of Change Order No. 9 to Contract No. 4 for the Water Systems Improvement Project for his review and approval.
33. Letter dated March 20, 2001, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for signatures three copies of the State Revolving Loan Fund Project Priority List Facts Sheet for the District's proposed sewer project for the Fairgrounds and 4-H Camp.
34. Copy of a letter dated March 21, 2001, to Robert Ayers, West Virginia Public Employees Insurance Agency, from Margaret Batten enclosing a completed and signed copy of PEIA Form 0025, Basic and/or Optional Life Insurance Change of Beneficiary for Mark K. Murphy.
35. Copy of a letter dated March 21, 2001, to Ms. Judy King, West Virginia Consolidated Public Retirement Board from Margaret Batten enclosing the following documents required for further processing of Jerald D. Spears' May 31, 2001, retirement: direct deposit authorization, voided check for his checking account, and a copy of "Unused Leave Option Form".
36. Letter dated March 19, 2001, to the Mineral Wells Public Service District from Ruth I. Martin, Executrix of the Estate of Inez M. Buchanan, requesting that the water service to Mrs. Buchanan's home on Wolfe Run Road be discontinued and the bi-monthly payments be waived until such time as the house is occupied again.
37. Copy of a letter dated March 21, 2001, to Nancy Tolley, Public Service Commission of West Virginia, from Margaret Batten enclosing completed forms for the District's 2000 Water Gross Intrastate Revenue and 2000 Sewer Gross Intrastate Revenue.

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38. Fax dated March 22, 2001, to Occupational Health and Safety from Jerald D. Spears enclosing a subscription order form to **Occupational Health & Safety**.
39. Completed Monitor Rebate Form Cash Back \$100 from Compaq for the District's new monitor which was purchased on March 23, 2001, from Radioshack.
40. Correspondence Instructions dated March 23, 2001, to Wood County Clerk from Margaret Batten enclosing a right-of-way easement signed by Dennis C. and Linda J. Affolter to be recorded.
41. Notice dated March 15, 2001, posted on District property by motion of the Board of Commissioners giving its employees an opportunity to apply for the position of Operations Manager.
42. Copy of a letter dated March 22, 2001, to Dennis C. Affolter from Jerald D. Spears enclosing all the necessary documents for the self-help water line extension on Buck Run Road.
43. Fax dated March 26, 2001, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper about a special Board meeting to be held on March 28, 2001, at 9 a.m. in the District Office.
44. Fax dated March 26, 2001, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper about a special Board meeting to be held on March 28, 2001, at 9 a.m. in the District Office.
45. Copy of a letter dated March 26, 2001, to Municipal Branch, Office of Water Resources (DNR), enclosing a copy of the lab results taken at Wal-Mart #2823, Car Care Center on March 2, 2001.
46. Copy of a letter dated March 26, 2001, to Wal-Mart Stores, Bentonville, Arkansas, from Jerald D. Spears enclosing a copy of the lab results taken at Wal-Mart #2823, Car Care Center on March 2, 2001.
47. Copy of a letter dated March 26, 2001, to Ms. Sheila Snyder, Wal-Mart Store #2823, from Jerald D. Spears enclosing a copy of the District's letter with enclosures dated March 26, 2001, to Wal-Mart Stores, Bentonville, Arkansas, from Jerald D. Spears.
48. Copy of a letter dated March 26, 2001, to Ms. C. J. Musser, West Virginia Division of Environmental Protection, from Margaret Batten enclosing a copy of the letter dated March 26, 2001, to Wal-Mart Stores, Bentonville, Arkansas, from Jerald D. Spears, a copy of a letter dated March 26, 2001, to the Office of Water Resources (DNR) from Jerald D. Spears,

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - APRIL 19, 2001
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and a copy of the March 2001 lab results for Wal-Mart Store #2823 Car Care Center.

49. Copy of a letter dated March 26, 2001, to the West Virginia Water Development Authority from Margaret Batten stating that the following deposits were made on January 11, 2001, to the West Virginia Municipal Bond Commission on behalf of the Mineral Wells Public Service District: \$5,688.40 to Revenue Fund and \$568.82 to Reserve Fund for the Sewage System Revenue Bonds, Series 1995.
50. Copy of a letter dated March 26, 2001, to the West Virginia Water Development Authority from Margaret Batten stating that the following deposits were made on March 2, 2001, to the West Virginia Municipal Bond Commission on behalf of the Mineral Wells Public Service District: \$5,688.40 to Revenue Fund and \$568.82 to Reserve Fund for the Sewage System Revenue Bonds, Series 1995.
51. Copy of a letter dated March 26, 2001, to the West Virginia Water Development Authority from Margaret Batten stating that the following deposits were made on March 19, 2001, to the West Virginia Municipal Bond Commission on behalf of the Mineral Wells Public Service District: \$5,688.40 to Revenue Fund and \$568.82 to Reserve Fund for the Sewage System Revenue Bonds, Series 1995.
52. Letter dated March 26, 2001, to Charles Stewart from Carrie L. Grimm, ERSII, West Virginia Division of Environmental Protection, stating that the District should be in the process of adopting a budget for FY2002.
53. Copy of a letter dated March 27, 2001, to West Virginia Division of Environmental Protection, from Margaret Batten enclosing a signed copy of the State Revolving Loan Project Priority List Fact Sheet for the District's proposed sewer project for the Fairgrounds and 4-H Camp.
54. Letter dated March 27, 2001, from Walter Frazier, Appalachian Software, Inc., stating that the 2001 User s Conference will be held at Canaan Valley Lodge on Saturday, May 12, 2001.
55. Copy of a letter dated March 27, 2001, to Randall M. Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a signed copy of the State Revolving Fund Project Priority List Fact Sheet for the District's proposed sewer project.
56. Copy of a letter dated March 27, 2001, to Gary Scott, WV Division of Highways, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing two sets of waterline relation plans for I-77-Rt. 14 North Interchange Project for review and approval.
57. Letter dated March 27, 2001, to Jerald D. Spears from Manning Frymier, P.E., Cerrone

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - APRIL 19, 2001
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Associates, Inc., relative to District personnel performing some tests at the District's wastewater treatment plant in order to complete the de-chlorination engineering report.

58. Letter dated March 27, 2001, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for signature three copies of the State Revolving Loan Fund Project Priority List Fact Sheet for the District's Wastewater Treatment Plant De-chlorination Project.
59. Copy of a letter dated March 28, 2001, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a signed copy of the State Revolving Fund Project Priority List Fact Sheet for the District's proposed revision of the disinfection system at the District's sewer treatment plant.
60. Copy of a letter dated March 28, 2001, to Mike Johnson, WV Division of Environmental Protection, from Margaret Batten enclosing the West Virginia Division of Environmental Protection State Revolving Loan Fund Project Priority List Fact Sheet for the proposed revision of the disinfection system at the District's sewage treatment plant.
61. Copy of a letter dated March 28, 2001, to Dennis C. Affolter from Margaret Batten enclosing a copy of the recorded right-of-way easement for a water line to be installed on his property.
62. Fax dated March 29, 2001, to Bill Byers from Bill Fugate, Cerrone Associates, Inc., stating that the data loggers for Jackson Run Lift Station and Stoops Road Lift Station are being returned by UPS to be installed in their respective lift stations.
63. Notice of Chapter 13 Bankruptcy Case from the United States Bankruptcy Court, Eastern District of Virginia, dated March 29, 2001, for John Clair Sheppard and Amanda Dawn Sheppard aka Amanda Dawn Hall.
64. Letter dated March 29, 2001, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a preliminary plat of the Thomas Webster property located in Oakbrook Subdivision and an existing sewer system map of the same area.
65. Fax dated March 30, 2001, to Mary Rader, Wood County Commission, from Margaret Batten enclosing three invoices from C. I. Thornburg Co. totaling \$5,139.46 for the Dennis Affolter Buck Run Water Extension.
66. Copy of a letter dated March 30, 2001, to James F. Aucremanne, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of the District's letter dated November 17, 2000, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing an original and twelve copies of the amended Agreement for Engineering Services with Cerrone Associates, Inc., relating to the District's wastewater

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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treatment plant.

67. Letter dated March 30, 2001, to the District from Troy Green, a water customer located on Butcher Bend Road, relative to his breaking the lock on his meter which had been locked for nonpayment of his water bill.
68. Letter dated March 30, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., congratulating him on being named the new Operations Manager of the District.
69. Fax dated April 1, 2001, to the District from Ragan Sossaman, Manager, Customer Service, American Freightways, containing a change of address for their water and sewer account for Store #544.
- 70.* Letter dated April 2, 2001, to Roy Radabaugh from Robert, K. Tebay, Rick Modesitt, and K. D. Merritt, Wood County Commissioners, relative to allowing water customers to have a second water meter installed for the purpose of lawn maintenance in order to avoid paying sewer charges on the water used.
71. Copy of a letter dated April 3, 2001, to Ted E. Casto, Sr. from Jerald D. Spears enclosing all the necessary documents for the self-help water extension planned for Green Valley Run Road.
72. Letter dated April 3, 2001, to the Board of Commissioners from Peggy Hayes stating that she does not wish to purchase a water tap on the proposed Green Valley Run Road water line extension at this time.
73. Letter dated April 4, 2001, to the Mineral Wells PSD from WesBanco Bank, Inc., enclosing a change of address for the billing of water and sewer service for their Mineral Wells Branch.
74. Fax dated April 4, 2001, to Margaret from Mary Rader, Wood County Commission, relative to training sessions scheduled for April 10 and April 11 for public service district employees.
75. Letter dated April 4, 2001, to Jerald Spears from Manning Frymier, P.E., Cerrone Associates, Inc., regarding a conversation about sanitary sewer lines that have been exposed in creek bottoms in or near Windsor Estates.
76. Fax dated April 4, 2001, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of the above letter regarding sanitary sewer lines that have been exposed in creek bottoms in or near Windsor Estates.

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77. Copy of a letter dated April 4, 2001, to Jesse Sheppard, WV Division of Highways from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing one set of waterline relocation plans for the I-77-Rt 14 North Interchange Project.
78. Copy of a letter dated April 5, 2001, to Tim Utt from Linda Church enclosing a copy of the as-built drawings for the District's sewer system showing the property on Society Hill Road known as Route 1, Box 112C.
79. Copy of a letter dated April 5, 2001, to Wilma Hodge, West Virginia Bureau of Public Health from Margaret Batten enclosing the Monthly Operation Report for the Mineral Wells Public service District and a copy of the Daily Water Purchase Tally for the month of March, 2001.
80. Copy of a letter dated April 5, 2001, to the WV Municipal Bond Commission from Margaret Batten enclosing Check No. 27726 in the amount of \$9,302.30 for a bond payment to Account #MIW-S-1-97-R-W0-06.
81. Copy of a letter dated April 5, 2001, to Lou Morgan from the District containing an invoice in the amount of \$930.76 for services provided to the District Office prior to the signing of the Certificate of Substantial Completion.
82. Copy of a letter dated April 6, 2001, to Mr. Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, from Jerald D. Spears enclosing a copy of the letter dated April 2, 2001, to Mr. Roy Radabaugh from the Wood County Commission relative to the installation of a convenience water meter for lawn care to be review for a legal opinion.
83. Copy of a letter dated April 6, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of March 2001, for the District's wastewater treatment plant.
84. Copy of a letter dated April 6, 2001, to Cindy Musser, WV Department of Natural Resources, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of March 2001, for the District's wastewater treatment plant.
85. Copy of a letter dated April 6, 2001, to the West Virginia Bureau for Public Health, Office of Environmental Health Services/EED, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A-

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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- 82) and a copy of the WV Summary of Waste Water Treatment Plant Operators(ES59) for the month of March 2001 for the District's wastewater treatment plant.
86. Copy of a letter dated April 6, 2001, to the Municipal Branch, Office of Water Resources (DNR) from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of March 2001 for the District's wastewater treatment plant.
87. Letter dated April 6, 2001, to Margaret Batten from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing three sets of half-size prints for the Sycamore Run and Stephen's Fork areas to be used in identifying customer names and conducting the user sign-up.
88. Letter dated April 9, 2001, to Jerald D. Spears, Operation Manager, from Jeffrey Bennett, Utility Inspector, Engineering Division, Public Service Commission of WV, enclosing a Certificate of Approval No. PSC-W.Va. No.57-A for the District's meter test bench which was inspected March 22, 2001, and Water Metermen Cards for Russell Hanna and Mark K. Murphy.
89. Letter dated April 9, 2001, to the District from Diversified Enterprises, Inc. stating that their company is available to do utility construction, equipment rental, clearing work, and much more.
90. Letter dated April 10, 2001, to Gerald Spears from Mary R. Rader, Administrator, Wood County Commission, enclosing Wood County's check in the amount of \$8,950.00 which presents the purchase of materials in the amount of \$3,950.00 for the Buck Run Road project and \$5,000.00 for the Green Valley Road project.
91. Copy of a letter dated April 11, 2001, to Gary D. Wilson, Rural Utilities Service, from Margaret Batten enclosing a copy of the deposit ticket in the amount of \$6,957.50 for the Water System Improvements Project.
92. Copy of a letter dated April 11, 2001, to Thomas N. Webster from Jerald D. Spears relative to water and sewer service for his property located at the back of Oakbrook Subdivision.
93. Fax dated April 12, 2001, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing an updated budget for the Water System Improvements Project and the Rockport Waterline Project.
94. Letter dated April 12, 2001, to Jerry Spears from Randall M. Cole, Cerrone Associates, Inc., enclosing copies of the Water Meter Setting Records for the Rockport Water Improvements

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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Project.

95. Letter dated April 12, 2001, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, requesting the following annual management reports in accordance with the District's loan agreement: two copies of the Projected Budget for Fiscal Year beginning July 1, 2001, two copies of the Actual Financial Figures for the prior year ending June 30, 2001, one copy of the most recent tariff, one copy of the current List of Officials & the User Verification, one copy of the current Workers Compensation Certificate, and verification of Bond Reserve Balances.
96. Notice of Chapter 13 Plan and Related Motions in Chapter 13 Bankruptcy Case No. 01-50854 for John Clair Sheppard and Amanda Dawn Sheppard aka Amanda Dawn Hall dated April 12, 2001.
97. Letter dated April 13, 2001, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., is a fully approved copy of Change Order No. 9 to Lou Morgan Builders for his contract to the office building.
98. Fax dated April 13, 2001, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice to be published in the April 16, 2001, issue of the newspaper regarding the regular monthly Board meeting to be held on April 19, 2001.
99. Fax dated April 13, 2001, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice to be published in the April 16, 2001, issue of the newspaper regarding the regular monthly Board meeting to be held on April 19, 2001.
100. Letter dated April 12, 2001, to Margaret Batten from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing fifty additional copies of the water users agreement for the Sycamore Run, Limestone Ridge Water Project.
101. Copy of a letter dated April 17, 2001, to Amy O'Donnell, One Call Systems, Inc., from William H. Byers, Jr. enclosing updated information on the One Call Maps.
102. Letter dated April 17, 2001, to the District from Debbie Joseph regarding her delinquent water and sewer bill for her home in Mt. Pleasant Estates.
103. Letter to all MUWV Members from Miss Utility of West Virginia Board of Directors relative to conducting the Annual Database review for its membership.
104. Copy of a letter dated April 18, 2001, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of the District's Invoice No. 1

***MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - APRIL 19, 2001
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covering the cost of engineering services relating to the relocation of water and sewer lines along State Route 14 at the north Mineral Wells Interchange of I-77.

Mineral Wells PSD
BUDGET PREPARATION
WATER INCOME STATEMENT

		NEXT YEAR'S BUDGET	CURRENT YEAR'S BUDGET	ACTUAL	PRIOR YEAR'S BUDGET	ACTUAL
METERING REVENUE ACCOUNTS						
METERED SALES						
METERED SALES-RESIDENTIAL	1 461 100 00	530,900.00-	528,000.00-	378,246.62-	350,950.00-	340,328.38-
METERED SALES-COMMERCIAL	1 461 200 00	113,400.00-	116,950.00-	83,902.18-	88,600.00-	76,232.51-
METERED SALES-INDUSTRIAL	1 461 300 00	.00	.00	.00	.00	.00
METERED SALES-PUBLIC AUTHORITY	1 461 400 00	.00	.00	.00	.00	.00
TOTAL METERED SALES		644,300.00-	644,950.00-	462,148.80-	439,550.00-	416,620.89-
OTHER REVENUES						
FORFEITED DISCOUNTS	1 470 000 00	13,900.00-	12,950.00-	9,470.12-	8,150.00-	8,247.64-
SCHEMATIC SERVICE REVENUE	1 471 000 00	480.00-	500.00-	3,068.34-	500.00-	5,902.60-
INTERDEPARTMENT RENTS	1 473 000 00	3,028.61-	3,028.61-	.00	3,028.61-	3,028.61-
OTHER WATER REVENUES	1 474 000 00	4,570.00-	.00	182.25-	.00	.00
TOTAL OTHER REVENUES		21,978.61-	16,478.61-	12,721.31-	11,678.61-	17,178.85-
TOTAL REVENUES		666,278.61-	661,428.61-	474,870.11-	451,228.61-	433,799.74-

Mineral Wells PSD
BUDGET PREPARATION
WATER INCOME STATEMENT

		NEXT YEAR'S BUDGET	CURRENT YEAR'S BUDGET	ACTUAL	PRIOR YEAR'S BUDGET	ACTUAL
PRODUCTION/MAINTENANCE EXPENSE						
OF SUPPLY						
BASED WATER	1 602 000 00	138,750.00	141,600.00	100,214.49	138,000.00	128,474.70
		<u>138,750.00</u>	<u>141,600.00</u>	<u>100,214.49</u>	<u>138,000.00</u>	<u>128,474.70</u>
TOTAL SOURCE OF SUPPLY		138,750.00	141,600.00	100,214.49	138,000.00	128,474.70
OPERATION						
OPERATION SUPERVISION PUMPING	1 620 000 00	180.00	100.00	103.90	.00	74.60
PURCHASED PUMPING	1 623 000 00	4,350.00	10,200.00	2,407.14	4,100.00	3,408.18
LABOR	1 624 000 00	5,220.00	7,000.00	3,621.09	5,200.00	6,026.68
EXPENSES	1 624 001 00	300.00	1,200.00	22.01	.00	675.84
CELLANEOUS EXPENSE	1 626 000 00	150.00	200.00	70.00	150.00	156.00
		<u>10,200.00</u>	<u>18,700.00</u>	<u>6,224.14</u>	<u>9,450.00</u>	<u>10,341.30</u>
MAINTENANCE						
OPERATION SUPERVISION TRANS & DIST	1 630 000 00	120.00	100.00	84.90	.00	27.00
STRUCTURES & IMPROVEMENT	1 631 000 00	420.00	575.00	32.90	575.00	256.33
PUMPING-EQUIPMENT	1 633 000 00	1,200.00	2,500.00	544.94	650.00	2,339.36
		<u>1,740.00</u>	<u>3,175.00</u>	<u>662.74</u>	<u>1,225.00</u>	<u>2,622.69</u>
TOTAL PUMPING		11,940.00	21,875.00	6,886.88	10,675.00	12,963.99
MISSION & DISTRIBUTION						
OPERATION						
OPERATION SUPERVISION & ENGINEERING	1 650 000 00	240.00	200.00	98.55	50.00	108.00
TRANS & DIST LINE EXPENSE	1 662 000 00	27,000.00	18,000.00	18,257.16	16,900.00	15,804.06
OPER EXPENSE	1 663 000 00	5,000.00	7,400.00	3,657.00	7,400.00	6,081.34
CELLANEOUS EXPENSES	1 665 000 00	.00	.00	.00	.00	.00
		<u>32,240.00</u>	<u>25,600.00</u>	<u>22,012.71</u>	<u>24,350.00</u>	<u>21,993.40</u>
MAINTENANCE						
OPERATION SUPERVISION & ENGINEER	1 670 000 00	240.00	100.00	112.70	25.00	47.45
STRUCTURES & IMPROVEMENT	1 671 000 00	300.00	500.00	144.10	425.00	345.04
DISTRIBUTION RESERVOIRS	1 672 000 00	.00	.00	2,258.00	.00	.00
MAINTENANCE OF MAINS T & D	1 673 000 00	14,000.00	24,000.00	9,630.69	32,550.00	16,008.21
MAINTENANCE OF SERVICES T & D	1 675 000 00	16,000.00	15,000.00	11,931.53	28,150.00	13,051.09
MAINTENANCE OF METERS T & D	1 676 000 00	1,800.00	2,000.00	1,184.87	800.00	1,772.57
MAINTENANCE OF HYDRANT T & D	1 677 000 00	2,400.00	2,500.00	2,062.09	1,100.00	1,849.31
		<u>34,740.00</u>	<u>44,100.00</u>	<u>27,383.98</u>	<u>63,050.00</u>	<u>33,073.67</u>
TOTAL TRANS. & DISTRIBUTION		66,980.00	69,700.00	49,396.69	87,400.00	55,067.07

BUDGET PREPARATION
WATER INCOME STATEMENT

		NEXT YEAR'S BUDGET	CURRENT YEAR'S BUDGET	ACTUAL	PRIOR YEAR'S BUDGET	ACTUAL
SERVICE EXPENSES						
RATION						
READING EXPENSES	1 902 000 00	6,600.00	7,500.00	4,332.33	6,100.00	5,348.36
READING & COLLECTING - LABOR	1 903 100 00	25,000.00	22,000.00	17,733.47	20,800.00	18,557.57
READING & COLLECTING - EXPENSE	1 903 200 00	3,000.00	5,000.00	2,347.94	5,000.00	2,242.59
LECTIBLE ACCOUNTS	1 904 000 00	.00	.00	.00	.00	101.40
		<u>34,600.00</u>	<u>34,500.00</u>	<u>24,413.74</u>	<u>31,900.00</u>	<u>26,047.12</u>
ADMINISTRATIVE & GENERAL EXPENSES						
RATION						
ADMINISTRATIVE & GENERAL EXPENSES	1 920 000 00	28,100.00	28,500.00	21,109.32	25,100.00	27,981.31
EXPENSES GENERAL EMPLOYEES	1 920 200 00	600.00	500.00	206.13	.00	217.72
OFFICE SUPPLIES & EXPENSE	1 921 000 00	12,000.00	11,000.00	9,180.73	11,000.00	8,555.86
OFFICE SERVICES EMPLOYED	1 923 000 00	.00	.00	.00	.00	.00
PHONE	1 923 001 00	1,200.00	500.00	683.73	1,320.00	92.50
POSTAGE	1 923 002 00	3,400.00	3,300.00	3,200.00	3,080.00	3,080.00
MEETING CONSULTANTS	1 923 004 00	3,600.00	3,500.00	.00	3,500.00	.00
PROPERTY INSURANCE	1 924 000 00	5,925.00	5,800.00	3,619.54	5,300.00	5,219.03
REPAIRS & DAMAGES	1 925 000 00	.00	.00	.00	.00	.00
EMPLOYEE WELFARE EXPENSE	1 925 100 00	1,600.00	1,400.00	1,451.32	1,400.00	1,260.50
EMPLOYEE PENSIONS/BENEFITS	1 925 200 00	30,000.00	24,500.00	21,281.10	22,000.00	24,837.03
EMPLOYEE VACATION PAY	1 925 300 00	3,800.00	4,800.00	3,852.80	4,300.00	4,093.44
EMPLOYEE HOLIDAY PAY	1 925 400 00	4,625.00	4,700.00	4,144.60	4,300.00	4,491.80
EMPLOYEE SICK PAY	1 925 500 00	3,600.00	2,700.00	2,702.82	2,400.00	2,718.81
LEGISLATIVE COMMISSION EXPENSE	1 928 000 00	2,000.00	2,000.00	.00	2,000.00	1,485.00
CELLANEOUS GENERAL EXPENSE	1 930 200 00	3,000.00	6,500.00	7,514.30	6,100.00	2,184.07
		<u>103,451.00</u>	<u>99,700.00</u>	<u>78,946.39</u>	<u>91,800.00</u>	<u>86,217.07</u>
OPERATION & MAINTENANCE						
MAINTENANCE OF GENERAL PLANT	1 932 000 00	530.00	700.00	200.00	700.00	307.50
TRANSPORTATION EXPENSES	1 933 000 00	8,000.00	4,400.00	6,202.55	4,400.00	5,622.09
		<u>8,530.00</u>	<u>5,100.00</u>	<u>6,402.55</u>	<u>5,100.00</u>	<u>5,929.59</u>
ADMINISTRATIVE & GENERAL EXPENSES						
		<u>364,251.00</u>	<u>372,475.00</u>	<u>266,260.74</u>	<u>364,875.00</u>	<u>314,693.54</u>

Mineral Wells PSD
B U D G E T P R E P A R A T I O N
W A T E R I N C O M E S T A T E M E N T

		NEXT YEAR'S BUDGET	CURRENT YEAR'S BUDGET	CURRENT YEAR'S ACTUAL	PRETOR YEAR'S BUDGET	PRETOR YEAR'S ACTUAL
DEVIATION EXPENSE	1 403 000 00	78,324.00	78,324.00	58,743.00	51,612.00	78,324.00
SECURITY EXPENSE	1 408 201 00	.00	.00	.00	.00	.00
INSURANCE EXPENSE	1 408 202 00	.00	.00	.00	.00	.00
TOTAL OPERATING EXPENSES		442,575.00	450,799.00	325,003.74	416,487.00	393,023.54
INCOME & DEDUCTIONS						
EST & DIVIDEND INCOME	1 419 000 00	1,200.00-	2,000.00-	2,737.52-	2,080.00-	6,259.80-
EST ON LONGTERM DEBT	1 427 000 00	199,440.00	55,440.00	21,960.00	62,520.00	29,280.00
INTEREST EXPENSE	1 431 000 00	210.00	210.00	148.52	200.00-	193.63
TOTAL OTHER INCOME & DEDUCTION		198,450.00	53,650.00	19,371.00	60,240.00	23,203.83
TOTAL INCOME		25,253.61-	155,979.61-	130,495.37-	25,498.39	17,572.37-

BUDGET PREPARATION
SEWER INCOME STATEMENT

		NEXT YEAR'S BUDGET	CURRENT YEAR'S BUDGET	ACTUAL	PRIOR YEAR'S BUDGET	ACTUAL
REVENUE ACCOUNTS						
TIC SERVICE-RESIDENTIAL	2 601 000 00	401,770.00-	404,000.00-	310,014.54-	376,545.00-	361,461.27-
TIC SERVICE-COMMERCIAL	2 602 000 00	126,970.00-	121,000.00-	94,785.16-	116,856.00-	107,727.80-
TIC SERVICE-PUBLIC AUTHOR	2 603 000 00	.00	.00	.00	.00	.00
TIC SALES-INDUSTRIAL	2 604 000 00	.00	.00	.00	.00	.00
TOTAL SALES OF SEWER SERVICE		<u>528,740.00-</u>	<u>525,000.00-</u>	<u>404,799.70-</u>	<u>493,401.00-</u>	<u>469,189.07-</u>
SEWER REVENUES						
DEFERRED DISCOUNTS & PENALTY	2 612 000 00	12,125.00-	11,700.00-	9,063.85-	10,025.00-	9,865.57-
SEWERAGE REVENUES	2 615 000 00	2,400.00-	1,000.00-	6,083.83-	800.00	1,310.36-
TOTAL OTHER SEWER REVENUES		<u>14,525.00-</u>	<u>12,700.00-</u>	<u>15,147.68-</u>	<u>9,225.00-</u>	<u>11,176.43-</u>
TOTAL REVENUES		<u><u>543,265.00-</u></u>	<u><u>537,700.00-</u></u>	<u><u>419,947.38-</u></u>	<u><u>502,626.00-</u></u>	<u><u>480,365.50-</u></u>
OPERATION/MAINTENANCE EXPENSE						
COLLECTING EXPENSES						
OPERATION LABOR GENERAL SEWER	2 700 000 00	.00	.00	.00	.00	.00
SUPERVISION/ENGINEERING	2 701 000 00	120.00	75.00	20.00	75.00	47.00
OPERATION LABOR-COLLECTING	2 702 000 00	120.00	75.00	50.54	75.00	.00
UTILITIES AND EXPENSES	2 703 000 00	.00	.00	.00	.00	.00
SUPERVISION/ENGINEERING	2 704 000 00	150.00	150.00	42.45	125.00	82.20
OPERATION SERVICE CONN & TRAP	2 705 100 00	6,500.00	2,325.00	4,782.82	2,325.00	1,975.23
OPERATION COLLECT & TRANS MAINS	2 705 200 00	27,800.00	10,100.00	19,533.06	10,100.00	14,007.38
TOTAL COLLECTING EXPENSES		<u>34,690.00</u>	<u>12,725.00</u>	<u>24,428.87</u>	<u>12,700.00</u>	<u>16,111.81</u>
PUMPING EXPENSES						
SUPERVISION & ENGINEERING	2 721 000 00	375.00	375.00	153.65	375.00	329.50
OPERATION LABOR-PUMPING	2 722 000 00	12,000.00	12,000.00	7,618.15	11,000.00	11,663.95
OPERATION LIFT STATIONS	2 723 100 00	14,150.00	13,000.00	10,821.21	12,500.00	11,187.94
OPERATION GRINDER PUMPS	2 723 200 00	5,500.00	5,500.00	4,396.64	5,100.00	5,375.23
UTILITIES-EXP LIFT STA GRINDERS	2 724 000 00	32,000.00	35,000.00	23,359.05	7,500.00	25,738.93
SUPERVISION & ENGIN	2 725 000 00	300.00	300.00	209.00	125.00	310.10
OPERATION STRUCTURES & IMPROV	2 726 000 00	1,800.00	1,100.00	1,278.68	1,000.00	1,179.74
OPERATION PUMPING-LIFT STATIONS	2 727 100 00	7,500.00	9,700.00	4,185.10	9,050.00	8,135.11
OPERATION OTHER PUMPING EQUIPMENT	2 727 200 00	18,000.00	18,200.00	14,627.57	15,300.00	15,974.26
TOTAL PUMPING EXPENSES		<u>91,625.00</u>	<u>95,175.00</u>	<u>66,649.05</u>	<u>61,950.00</u>	<u>72,899.76</u>

Mineral Wells PSD
BUDGET PREPARATION
SEWER INCOME STATEMENT

		NEXT YEAR'S		CURRENT YEAR'S		PRIOR YEAR'S	
		BUDGET	BUDGET	BUDGET	ACTUAL	BUDGET	ACTUAL
OPERATION & DISPOSAL EXPENSES							
SUPERVISION & ENGINEERING	2 741 000 00	300.00	300.00	223.78		200.00	215.75
LABOR-TREATMENT	2 742 000 00	9,600.00	9,700.00	6,843.32		9,700.00	8,027.05
EXPENSES-PLANT	2 743 100 00	13,500.00	16,000.00	9,878.15		10,500.00	13,411.04
LABOR-TREATMENT EXP-PLANT	2 743 200 00	5,000.00	6,500.00	3,438.13		2,700.00	5,791.65
EXPENSE-PLANT	2 743 300 00	35,000.00	27,000.00	24,863.63		26,000.00	24,343.45
SUPERVISION & ENG	2 744 000 00	120.00	75.00	69.75		75.00	52.15
REPAIR OF STRUCTURE & IMPROVEMENT	2 745 000 00	2,000.00	3,100.00	1,326.35		2,800.00	3,012.89
REPAIR OF T & D SYS EQUIPMENT	2 746 000 00	1,500.00	2,500.00	985.18		3,300.00	1,755.15
		<u>67,020.00</u>	<u>65,175.00</u>	<u>47,628.29</u>		<u>55,275.00</u>	<u>56,609.13</u>
MAINTENANCE & COLLECTING EXPENSES							
READING LABOR	2 782 000 00	5,200.00	5,800.00	3,796.56		6,250.00	5,191.51
READING & COLLECTING LABOR	2 783 100 00	22,500.00	20,800.00	17,311.46		20,800.00	18,169.64
READING & COLLECTING EXPENSE	2 783 200 00	3,000.00	4,000.00	2,347.91		5,000.00	2,251.51
		<u>30,700.00</u>	<u>30,600.00</u>	<u>23,455.93</u>		<u>32,050.00</u>	<u>25,612.66</u>
ADMINISTRATIVE/GENERAL EXPENSE							
GENERAL SALARIES	2 790 000 00	31,500.00	28,400.00	22,365.39		25,100.00	27,398.53
GENERAL SALARIES-OPERATIONS	2 790 100 00	.00	.00	.00		.00	.00
GENERAL OFFICERS	2 792 100 00	.00	.00	.00		.00	.00
GENERAL EMPLOYEES	2 792 200 00	500.00	450.00	206.12		450.00	210.01
OFFICE SUPPLIES & EXPENSES	2 793 000 00	13,000.00	13,000.00	9,170.15		11,000.00	8,533.33
LEGAL SERVICES	2 795 000 00	6,000.00	4,400.00	5,322.50		4,400.00	7,317.35
LEGAL SERVICES	2 796 000 00	600.00	500.00	723.56		500.00	92.50
LABORATORY COMMISSION	2 797 000 00	2,000.00	1,600.00	.00		1,500.00	1,685.39
RENTANCE	2 798 000 00	8,300.00	9,600.00	5,673.03		9,100.00	8,545.20
REPAIRS/DAMAGES	2 799 000 00	.00	.00	.00		.00	.00
EMPLOYEE WELFARE EXPENSES	2 800 100 00	1,600.00	.00	1,451.32		.00	1,260.50
EMPLOYEE PENSION & BENEFITS	2 800 200 00	24,000.00	24,500.00	17,729.42		22,000.00	20,964.52
EMPLOYEE VACATION PAY	2 800 300 00	3,800.00	4,800.00	3,851.42		4,300.00	4,150.41
EMPLOYEE HOLIDAY PAY	2 800 400 00	4,626.00	4,700.00	4,144.60		4,300.00	4,484.40
EMPLOYEE SICK PAY	2 800 500 00	3,600.00	2,700.00	2,729.10		2,400.00	2,680.62
VARIOUS GENERAL EXPENSE	2 801 000 00	3,600.00	3,400.00	2,613.12		6,100.00	2,301.15
GENERAL PROPERTY	2 802 000 00	625.00	500.00	200.00		725.00	297.50
	2 803 000 00	3,028.61	3,500.00	.00		3,100.00	3,028.61
TRANSPORTATION EXPENSE	2 903 000 00	8,000.00	4,400.00	6,382.49		4,400.00	5,625.80
UNRECONCILED ACCOUNTS	2 904 100 00	.00	.00	.00		.00	119.85-
		<u>114,779.61</u>	<u>106,450.00</u>	<u>82,562.22</u>		<u>99,375.00</u>	<u>98,455.97</u>

Mineral Wells PSD
BUDGET PREPARATION
SEWER INCOME STATEMENT

		NEXT YEAR'S BUDGET	CURRENT YEAR'S BUDGET	ACTUAL	PRIOR YEAR'S BUDGET	ACTUAL
OPERATING EXPENSES		338,814.61	310,125.00	244,724.36	261,350.00	276,689.33
OPERATION	2 503 000 00	296,304.00	297,012.97	223,002.00	296,304.00	297,326.00
ST/DIVIDEND EARNED	2 524 000 00	4,200.00-	5,156.28-	4,548.00-	4,560.00-	5,449.52-
ST ON LONG TERM DEBT	2 530 000 00	113,544.00	113,544.00	85,158.00	113,544.00	113,544.00
OF DEBT DISC & EXP	2 531 000 00	2,558.49	2,558.49	.00	.00	.00
INTEREST EXPENSE	2 535 000 00	180.00	191.15	115.31	213.00	177.39
EXPENSES & OTHER INCOME		<u>203,936.10</u>	<u>160,575.33</u>	<u>128,504.29</u>	<u>164,225.00</u>	<u>201,931.70</u>
INCOME		<u>514.29-</u>	<u>46,999.67-</u>	<u>46,718.73-</u>	<u>77,051.00-</u>	<u>1,744.47-</u>