

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, AUGUST 16, 2001, IN THE
DISTRICT'S OFFICE LOCATED AT MINERAL
WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:00p.m. He asked everyone present to sign the attendance roster. Charles Stewart; Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; R. Shayne Brabham, Operations Manager; William Byers, Operations Technician; Margaret Batten, Office Manager; Nellie Radcliff, Office Technician; Manning Frymier, P. E., Cerrone Associates, Inc.; Delbert Stephens, Resident of Stephens Fork Road; and Jerald D. Spears, visitor, were in attendance.

Mr. Frymier presented to the Board, the final Requisition 19 - for the Rockport Water Extension Project for J. C. Bosley, Contractor. Mr. Radabaugh made a motion that Requisition 19 be accepted as presented. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart signed Requisition 19.

Final Requisition 20 - Water System Improvements Project for J. C. Bosley, Contractor, was presented to the Board for approval. Mr. Radabaugh made a motion that Requisition 20 be approved as presented. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart signed Requisition 20.

Mr. Frymier discussed the following items with the Board:

1. There are three (3) dates that can be chosen from to visit a Dechlorination Facility. He recommends Ultraviolet Sampling.
2. Ackenheil Engineers Geologist completed the core drilling at 215 Dover Drive. The firm core drilled four (4) holes. All holes revealed sand and water. The firm is going to do further testing before the final decision is rendered.
3. Field Crew has completed their work on the Sycamore, Stephens Fork, Limestone Ridge project. User Agreements have been filled out and the Security Deposits and Tap fees have been collected. As of this date the only hold-up is the definite location for the tank and booster station.
4. The vent on the Bonnivale Lift Station needs to be moved per Jesse Shepherd, DOH.
5. Mr. Frymier informed Mr. Byers and Mr. Brabham that part of the Telemetry problems could be eliminated by changing the steel pipe that is being used

MINERAL WELLS PUBLIC SERVICE DISTRICT
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and installing a transducer. Werner Knight, with Miller Communications, has the solution to correct the problem.

This concluded Mr. Frymier's report and he excused himself from the rest of the meeting.

Mr. Lett made a motion that the Minutes for the July 19, 2001, Board Meeting be approved as presented. Mr. Radabaugh seconded the motion. The motion carried by unanimous vote. Mr. Lett signed the Minutes.

Mr. Radabaugh made a motion that the following items be approved as presented.

1. Financial Statement dated July 31, 2001, for All Finances of the District (copy attached).
2. Financial Statement dated July 31, 2001, for Water Revenue Fund Checking Account Fund (copy attached).
3. Financial Statement dated July 31, 2001, for Sewer Revenue Fund Checking Account (copy attached).
4. Financial Statement dated July 31, 2001, for Rockport Construction Fund Checking Account (copy attached).
5. Financial Statement dated July 31, 2001, for Water Improvement Fund Checking Account (copy attached).
6. Check numbers 26007 thru 26044 written on the Water Revenue Fund Checking Account since the July 19, 2001, Board Meeting (copy attached).
7. Check numbers 26045 thru 26062 written August 16, 2001, on the Water Revenue Fund Checking Account (copy attached).
8. Check numbers 27973 thru 28013 written on the Sewer Revenue Fund Checking Account since the July 19, 2001, Board Meeting (copy attached).
9. Payroll Check numbers 686 thru 702, written on the Sewer Revenue Fund Checking Account since the July 19, 2001, Board Meeting (copy attached).
10. Check number 28014 thru 28033 written August 16, 2001, on the Sewer Revenue Fund Checking Account (copy attached).

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Mr. Lett seconded the motion. The motion carried by unanimous vote

The following letters were discussed.

Letter 1 - An announcement from the Public Service Commission of West Virginia of A Board Meeting Seminar to be held September 21-22, 2001 at Snowski Resort.

Letter 46 - Letter dated August 1, 2001, from John Padden, Reagle & Padden, Inc., enclosing policy package and Umbrella "Rejection of Uninsured Motorist and Underinsured Motorists Election Form. Mr. Radabaugh made a motion authorizing Mr. Stewart to sign the Rejection form from the insurance company. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart signed the form.

Letter 52- Letter dated August 1, 2001, from Russell L. Isaacs, WV Infrastructure and Jobs Development Council, relative to Engineering Design Funding.

Letter 63 - Fax Message dated August 6, 2001, from Steve Hardman, Bowles Rice McDavid Graff & Love, attaching copy of Procedural Order from WV Public Service Commission scheduling a hearing for October 23, 2001, at 10:00 a.m. at the Municipal Court Room, Parkersburg Municipal Building, Parkersburg, WV.

Letter 71 - Certified Letter from R. L. Roush, Roush Excavating, informing the District that he will no longer be able to take care of the District's taps and other work. He is selling equipment and will no longer be in business.

Letter 86 - Letter dated August 14, 2001, from Christophher D. Mays, Geologist, Ackeneil Engineers Geologist, for work at 215 Dover Drive.

Letter 88 - Fax Message dated August 16, 2001, from Randall M. Cole, Cerrone Associates, Inc., attaching Request for Release from the State Tax Department for Lou Morgan Builders. Mr. Radabaugh made a motion that Mr. Stewart be authorized to sign the Tax Release form for the State Tax Department. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart signed the Tax Release form.

Letter 90- Letter dated August 15, 2001, from Manning Frymier, P. E. Cerrone Associates, Inc., advising the District that Bosley Construction has completed Contract 2 of the Water Extension Project.

Letter 91 - Letter dated August 15, 2001, from Manning Frymier, P. E. Cerrone Associates, Inc., advising the District that Bosley Construction has completed Contract No. 1 of the Water System

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Improvement Project.

Letter 92 - Letter dated August 15, 2001, from Randall M. Cole, Cerrone Associates, Inc., enclosing Requisition No. 20 of the District's Water System Improvement Project and Requisition No. 19 of the Rockport Extension Project.

Mrs. Batten reported that Linda Church would return to work on September 6, 2001. We will be glad to have her back. She has been ill since July 10, 2001.

Mrs. Batten asked the Board if it would be O.K. to increase Todd Anderson's wage to \$9.00 per hour at the beginning of the pay period, August 16, 2001, instead of waiting until August 22, 2001. Mr. Radabaugh made a motion that Mr. Anderson receive his one dollar raise effective August 16, 2001. Mr. Lett seconded the motion. The motion carried by unanimous vote.

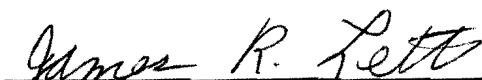
Mrs. Batten concluded her report by informing the Board that Claywood Park Public Service District owes Mineral Wells Public Service District for the Allocation this year.

Mr. Brabham gave a brief report. All the topics for which he had questions had already been discussed. He presented the Board with a quote, from Miller Communications for the installation of an 8 alarm Input Autodialer with 10 seconds of voice announcement, in an amount of \$1,670.00. Paging and additional voice announcement time can be added for an additional charge. Mr. Radabaugh made a motion that the Autodialer be purchased and installed. Mr. Lett seconded the motion. The motion carried by unanimous vote.

All business having been discussed, Mr. Lett made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion carried by unanimous vote. Mr. Stewart adjourned the meeting at 6:30 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
JULY 31, 2001**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$ 15,494.79	
Sewer Revenue Fund Checking Account		
WesBanco Bank	1,764.00	
Rockport Construction Account		
WesBanco Bank	1,050.76	
Water Improvement Construction Account		
WesBanco Bank	<u>128.96</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 18,438.51

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$ 8,981.73	
Revenue Reserve Account		
WesBanco Bank	28,558.63	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	7,667.70	
Sycamore Run-Limestone Tap Fees		
WesBanco Bank	26,520.98	
Sycamore Run-Limestone Security Deposits		
WesBanco Bank	13,163.53	
Security Deposit Account		
WesBanco Bank	<u>24,148.25</u>	
TOTAL IN WATER ACCOUNTS:		\$109,040.82

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$ 60,767.41	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	22,302.61	
Security Deposit Account		
WesBanco Bank	<u>15,937.30</u>	
TOTAL IN SEWER ACCOUNTS:		\$ 99,007.32

TOTAL ALL FINANCES, JULY 31, 2001 **\$226,486.65**

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

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, JUNE 30, 2001**

\$ 2,408.55

RECEIPTS:

Water Sales	\$62,494.59
Reconnection Fees	60.00
Tap Fees	1,800.00
Water Buffalo Sales	504.75
Lou Morgan Builders	<u>975.76</u>

TOTAL RECEIPTS:

\$65,835.10

TOTAL CASH AVAILABLE:

\$68,243.65

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	3,197.58
WV Department of Tax & Revenue	543.35
WV Public Employees Retirement System	1,461.28
Salaries	6,639.06
Commissioner's Salaries	187.50
WV Public Employees Insurance Agency	1,144.12
WV Workers Compensation Division	821.46
U. S. Postal Service	151.43
AT&T State Calling Service	6.19
AT&T Wireless Services	98.70
Miss Utility of West Virginia, Inc.	18.50
Tesa Company	161.84
Water Environmental Testing	67.50
Steve Fadlevich	17.55
R. L. Roush Excavating	4,193.75
AT&T	5.96
Big Mac Printing	17.20

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-JULY, 2001
PAGE 2**

Conner Cleaning Service	109.00
Danny's Lawn Service	80.00
Ohio Valley Muffler & Brake	9.47
Pifer's Service Center	280.30
Scots Landscape Nursery	11.00
Verizon	109.49
Claywood Park Public Service District	11,919.12
Cutlip Warner Development Co.	31.80
Hardman's Supply Company	96.36
Haul Away Trash L.L.C.	15.00
Parkersburg Office Supply	78.00
Sanitary Linen Service	111.02
C. I. Thornburg Co.	1,844.95
Safe Deposit Box Rental	42.40
Westco Internet	<u>9.98</u>

TOTAL EXPENDITURES:

\$52,748.86

**BALANCE IN WATER REVENUE CHECKING ACCOUNT,
JULY 31, 2001**

\$15,494.79

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

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, JUNE 30, 2001**

\$ 600.17

RECEIPTS:

Sewer Sales	\$ 49,020.31
Deidra Stone Grinder Pump	4,189.52
Tap Fees	<u>500.00</u>

TOTAL RECEIPTS:

\$53,709.83

TOTAL CASH AVAILABLE:

\$54,310.00

EXPENDITURES:

Municipal Bond Commission	\$23,109.74
WesBanco Bank-Parkersburg	1,448.80
WesBanco Bank-Parkersburg	2,778.98
Salaries	5,782.08
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	872.64
WV Public Employees Retirement System	1,270.33
WV Dept. of Tax & Revenue	489.00
WV Workers Compensation Division	868.37
Allegheny Power Company	8,123.49
U. S. Postal Service	151.43
Air Products & Chemicals, Inc.	418.53
AT&T State Calling Service	6.19
AT&T Wireless Service	98.70
Envirolabs, Incorporated	55.00
Miss Utility of WV Inc.	18.50
Trombold Equipment Company, Inc.	2,927.00
Water Environmental Testing	210.00
Air Products and Chemicals, Inc.	571.14
AT&T	5.96
Big Mac Printing	17.20
Conner Cleaning Service	179.00
Danny's Lawn Service	530.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER FINANCIAL STATEMENT-JULY 2001
PAGE 2**

Ohio Valley Muffler & Brake	9.48
Pifer's Service Center	280.30
Tesa Company, Inc.	249.09
Verizon	460.02
R. L. Roush Excavating	453.50
Visa	37.66
Cutlip-Warner Development Co.	647.80
Hardman's Supply Company	74.58
Haul Away Trash L.L.C.	15.00
Parkersburg Office Supply	78.00
Sanitary Linen Service	111.02
Westco Internet	<u>9.97</u>

TOTAL EXPENDITURES: **\$52,546.00**

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT,
WESBANCO BANK, JULY 31, 2001** **\$ 1,764.00**

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

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION
ACCOUNT, WESBANCO BANK, JUNE 30, 2001** **\$ 3,023.48**

RECEIPTS:

Rural Utilities Service \$36,000.00

TOTAL RECEIPTS: \$36,000.00

TOTAL CASH AVAILABLE: **\$39,023.48**

EXPENDITURE:

Lou Morgan Builders \$32,945.34

Cerrone Associates, Inc. 183.68

Professional Service Industries, Inc. 92.00

Bowles Rice McDavid Graff & Love 5,673.50

TOTAL EXPENDITURES: \$38,894.52

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, JULY 31, 2001** **\$ 128.96**

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

**BALANCE IN ROCKPORT CONSTRUCTION
ACCOUNT, WESBANCO BANK, JUNE 30, 2001** **\$ 1,050.76**

RECEIPTS:

Bank Debit \$5.00

TOTAL RECEIPTS: **\$ 5.00**

TOTAL CASH AVAILABLE: **\$ 1,055.76**

EXPENDITURES:

Bank Charge \$5.00

TOTAL EXPENDITURES: **\$ 5.00**

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK, JULY 31, 2001** **\$ 1,050.76**

MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND ACCOUNT
CHECKS WRITTEN SINCE THE JULY 19, 2001, BOARD MEETING
AUGUST 16, 2001

CHECK NO. 26007	Steve Fadlevich	\$ 17.55
26008	R. L. Roush Excavating	4,193.75
26009	AT&T	5.96
26010	Big Mac Printing	17.20
26011	Conner Cleaning Service	109.00
26012	Danny's Lawn Service	80.00
26013	Mineral Wells PSD	4,029.85
26014	Ohio Valley Muffler & Brake	9.47
26015	Pifer's Service Center	280.30
26016	Rural Development Admn.	2,112.00
26017	Scots Landscape Nursery	11.00
26018	Tesa Company, Inc.	152.25
26019	USDA-Rural Development	3,140.00
26020	Verizon	109.49
26021	Wesbanco Bank-Parkersburg	1,889.58
26022	WV Dept of Tax & Revenue	543.35
26023	WV Public Employees Retirement	1,461.28
26024	Wesbanco Water Res-Sams CV	314.00
26025	Claywood Park PSD	11,919.12
26026	AT&T Wireless Services	32.86
26027	Cutlip-Warner Development Co.	31.80
26028	Hardman's Supply Company	96.36
26029	Haul Away Trash L.L.C.	15.00
26030	Parkersburg Office Supply	78.00
26031	Sanitary Linen Service	111.02
26032	C. I. Thornburg	1,844.95
26033	Westco Internet	9.98
26034	Larry Deem	52.68
26035	Fasteners & Supply Inc.	43.50
26036	Mineral Wells PSD	86.30
26037	Kate Redmond	50.99
26038	Eric Shaeffer	27.28
26039	David M. Ward	52.77
26040	John G. Wilson	138.61
26041	Bill and Jane Wanstreet	50.94
26042	Mineral Wells PSD	3,356.14
26043	U. S. Postal Service	43.47
26044	Wesbanco Bank-Parkersburg	1,630.65

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CHECKS-WATER
AUGUST 16, 2001**

CHECKS WRITTEN TODAY (AUGUST 16, 2001) THAT NEED AUTHORIZATION

CHECK NO. 26045	AT&T State Calling Service	\$ 10.02
26046	Autozone	15.00
26047	Alltel	52.31
26048	Bowles Rice McDavid Graff & Love	42.50
26049	Daugherty Supply Co., Inc.	3.04
26050	Miss Utility of WV	16.00
26051	Miller Communications	15.00
26052	Municipal Bond Commission	1,592.00
26053	Pifer's Service Center	67.73
26054	USDA-Rural Development	3,000.00
26055	USDA-Rural Development	9,000.00
26056	Water Environmental Testing	40.50
26057	Wesbanco Bank-Parkersburg	110.00
26058	Westfield Insurance Companies	1,501.43
26059	Miller Communications	883.00
26060	Matheny Motor Truck Company	146.39
26061	Ohio Valley Muffler & Brake	195.00
26062	U S Post Office	

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND ACCOUNT
CHECKS WRITTEN SINCE THE JULY 19, 2001, BOARD MEETING
AUGUST 16, 2001**

CHECK NO. 27973	Air Products	\$ 571.14
27974	AT&T	5.96
27975	Big Mac Printing	17.20
27976	Conner Cleaning Service	179.00
27977	Danny's Lawn Service	530.00
27978	James R. Lett	125.00
27979	VOID	
27980	Ohio Valley Muffler & Brake	9.48
27981	Pifer's Service Center	280.30
27982	Roy L. Radabaugh	125.00
27983	Charles M. Stewart	125.00
27984	Tesa Company	249.00
27985	Verizon	460.02
27986	Wesbanco Bank-Parkersburg	1,562.38
27987	WV Dept. of Tax & Revenue	489.00
27988	WV Public Employees Retirement	1,270.33
27989	Allegheny Power	51.48
27990	R. L. Roush Excavating	453.50
27991	Visa	37.66
27992	Allegheny Power	4,363.99
27993	AT&T Wireless Service	32.87
27994	Cutlip-Warner Development Company	647.80
27995	Hardman's Supply Company	74.58
27996	Haul Away Trash L.L.C.	15.00
27997	Municipal Bond Commission	6,257.22
27998	Parkersburg Office Supply	78.00
27999	Sanitary Linen Service	111.02
28000	Westco Internet	9.97
28001	Ace Homes, Inc.	22.26
28002	Cutlip-Warner Development Company	125.00
28003	William G. Evans	50.93
28004	Fasteners & Supply Inc.	43.50
28005	Mineral Wells PSD	59.21
28006	Municipal Bond Commission	10,595.30
28007	RESA V	10.00
28008	Kate Redmond	50.99
28009	Eric Shaeffer	26.14
28010	John G. Wilson	144.58
28011	Bill and Janet Wanstreet	50.94
28012	U. S. Postal Service	43.47

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF SEWER CHECKS-AUGUST 16, 2001
PAGE 3**

28013 Wesbanco Bank-Parkersburg

1,455371

PAYROLL CHECKS

CHECK NO.	686 Void	
	687 Todd Anderson	535.29
	688 Margaret Batten	1,237.23
	689 Richard Shayne Brabham	968.64
	690 William H. Byers, Jr.	1,010.95
	691 Linda K. Church	812.69
	692 Russell P. Hanna	733.55
	693 Mark K. Murphy	808.32
	694 Nellie B. Radcliff	905.32
	695 Todd Anderson	489.36
	696 Margaret J. Batten	1,147.12
	697 Richard Shayne Brabham	873.22
	698 William H. Byers, Jr.	958.39
	699 Linda K. Church	745.93
	700 Russell P. Hanna	694.86
	701 Mark K. Murphy	668.79
	702 Nellie B. Radcliff	799.29

CHECKS WRITTEN TODAY (AUGUST 16, 2001) THAT NEED AUTHORIZATION

CHECK NO.	28014 Air Products & Chemicals, Inc.	571.16
	28015 AT&T-State Calling Service	10.01
	28016 Autozone	14.99
	28017 Alltel	52.32
	28018 Bowles Rice McDavid Graff & Love	42.50
	28019 Daugherty Supply Co., Inc.	12.40
	28020 Gene's Septic Tank Cleaning	770.00
	28021 Miss Utility of WV Inc.	16.00
	28022 Miller Communications	15.00
	28023 Pifer's Service Center	67.73
	28024 Tesa Company	16.50
	28025 Wesbanco Bank-Parkersburg	1,225.50
	28026 Westfield Insurance Companies	2,080.34
	28027 U. S. Post Office	

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CHECKS-SEWER
PAGE 3**

CHECKS WRITTEN TODAY (AUGUST 16, 2001) THAT NEED AUTHORIZATION

CHECK NO. 28028	Air Products & Chemicals, Inc.	27.28
28029	Cutlip-Warner Development Company	560.00
28030	Matheny Motor Truck Company	146.39
28031	Ohio Valley Muffler & Brake	195.00
28032	State Electric Supply Company, Inc.	13.59
28033	Water Environmental Testing	195.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
SINCE THE JULY 19, 2001, BOARD MEETING
AUGUST 16, 2001**

- 1.* Announcement from Public Service Commission of West Virginia of Board Meeting Seminar to be held September 21-22, 2001 at Snowski Resort.
2. *WV Ethics Review Newsletter*, a quarterly review published by the Ethics Commission for the months of April, May, and June, 2001.
3. **WEST VIRGINIA RURAL WATER ASSOCIATION INFRASTRUCTURE COUNCIL REPORT NEWSLETTER**, a publication of the West Virginia Rural Water Association dated August 8, 2001.
4. Announcement from Public Service Commission of West Virginia of Main Extension Seminar and Termination to be held August 30 and 31, 2001, at Beckley, West Virginia.
5. *Etc Newslite*, a publication of the West Virginia Environmental Training Center for the month of July, 2001.
6. Announcement from West Virginia Environmental Training Center of Special Seminars to be held on ORP-Field Applications, Flow Measurement & Clarifier Performance Evaluation September 6, 2001 and September 20-21, 2001.
7. Letter to District from Terry Thomas, Chief, PMBS Volunteer Fire Department, listing the number of gallons of water used for fire fighting and number of gallons of water used for training purposes.
8. Memorandum dated July 16, 2001, from R. Witter Hallan, West Virginia Municipal Bond Commission enclosing Annual Statements and Quarterly Statements for our accounts with them.
9. Inspection Report dated July 18, 2001, from Russell L. Henderson, Rural Utilities Services, for the Buck Run Extension and Office and Maintenance Buildings.
10. Copy of Initial Joint Staff Memorandum dated July 19, 2001, from Ronald E. Robertson, Staff Attorney, Public Service Commission, relative to installation of second meter for water used outside house.
11. Letter dated July 19, 2001, from Manning H. Frymier, Cerrone Associates, Inc., relative to the problem at 215 Dover Streets as it relates to the sewage collection system.
12. Letter dated July 19, 2001, from Virginia McDonald, Rural Utilities Services, relative to \$36,000.00 deposit into the Water Improvement Construction Account.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE-AUGUST 16, 2001
PAGE 2**

13. Letter of Transmittal dated July 19, 2001, from Manning Frymier, Cerrone Associates, Inc. enclosing customer reference drawings for Grassy Run Road.
14. Copy of letter dated July 20, 2001, from the District to Virginia McDonald, Rural Utilities Services, enclosing checks for loan payment for accounts 91-07 and 91-06.
15. Copy of letter dated July 20, 2001, from the District to Virginia McDonald, Rural Utilities Services, enclosing four copies of Requisition No. 19 for the District's Water System Improvement Project requesting approval.
16. Copy of letter dated July 20, 2001, from the District to Marie Williamson, Reagle & Padden, Inc., enclosing signed statement of values.
17. Copy of Fax Message dated July 20, 2001, from the District to Marie Williamson, Reagle & Padden, Inc., attaching list of the District's drivers.
18. Copy of letter dated July 20, 2001, from the District to WV Municipal Bond Commission enclosing check for the bond payment to Water Revenue account.
19. Copy of letter dated July 20, 2001, from the District to Jack Hoffman relative to meter at the Windsor Pool.
20. Copy of letter dated July 23, 2001, from Sandra Squire, WV Public Service Commission, enclosing order issued relative to the complaint filed by Jerry L. Villers, et al for a second water meter.
21. Copy of letter dated July 23, 2001, from Joe Estep, WV Public Employees Insurance Agency, enclosing corrected statement for the period of July 1, 2001 through July 30, 2001.
22. Copy of Fax Message dated July 23, 2001, from the District to Kim, Division of Natural Resources, attaching copy of the Minutes of the July 19, 2001, Board Meeting, authorizing Mr. Stewart to sign the Public Land Corporation Pipeline Agreement Permit for the Green Valley Extension.
23. Copy of letter dated July 23, 2001, from the District to Public Land Corporation enclosing signed copy of License Agreement by and between the Public Land Corporation and the District to install water tap for Craig Marshall residence.
24. Copy of letter dated July 23, 2001, from the District to Michael S. Kerns, Mid Valley Construction enclosing actual invoice for the Norman Bennett sewer main extension.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE-AUGUST 16, 2001
PAGE 3**

25. Copy of letter dated July 23, 2001, from the District to Mr. & Mrs. Norman Bennett enclosing copy of agreement for sewer main extension, letter of acknowledgment and actual invoice.
26. Certified Letter dated July 24, 2001, from Larry I. Walker, West Virginia Division of Labor, relative to certified payrolls from Lou Morgan Builders.
27. Fax Message dated July 24, 2001, from Cathy Kingston, Wesbanco Bank, attaching copy of wire transfer for the \$36,000.00 to be deposited in the Water System Improvement Account.
28. Copy of Fax Message dated July 25, 2001, from the District to Steve Hardman, Bowles Rice McDavid Graff and Love, attaching copy of letter from WV Division of Labor.
29. Copy of Fax Message dated July 25, 2001, from the District to Manning Frymier, Cerrone Associates, Inc. attaching copy of letter from WV Division of Labor.
30. Fax Message dated July 25, 2001, from the West Virginia Division of Highways relative to removal of water meters in the Pettyville area.
31. Copy of letter dated July 25, 2001, from Randall M. Cole, Cerrone Associates, Inc., to Lou Morgan requesting copy of Certified Payrolls be mailed to the District.
32. Letter dated July 25, 2001, from State of West Virginia Department of Administration requesting Districts' taxpayer identification number.
33. Copy of Fax Message dated July 26, 2001, from the District to Sharon Gartner, Bowles Rice McDavid Graff & Love, attaching copy of letter from the District requesting information be mailed to Harman, Thompson, Mallory and Ice for the District's audit.
34. Fax Message dated July 26, 2001, from Jim Mayles, Cerrone Associates, Inc. relative to warranty inspection on Contract 1, 2 and 3.
35. Letter dated July 27, 2001, from Virginia McDonald, Rural Utilities Services, enclosing approved Requisition 19-Revised for the District's Water Improvement project.
36. Fax Message dated July 27, 2001, from Randall M. Cole, Cerrone Associates, Inc., attaching letter to be mailed to WV Division of Labor.
37. Copy of letter dated July 27, 2001, from Randall Cole, Cerrone Associates, Inc., to Lou Morgan Builders reminding them of the District's need for Certified Payrolls.

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38. Copy of Fax Message dated July 28, 2001, from the District to Virginia McDonald, Rural Utilities Services, attaching copy of Electric Fund Transfer Confirmation for the deposit of \$36,000.00 into the Water Improvement Project account.
39. Copy of letter dated July 30, 2001, from the District to Randall M. Cole, Cerrone Associates, Inc. enclosing four signed copies of Certificate of Substantial Completion for J. C. Bosley Construction for Contract 2-Buck Run Waterline Extension.
40. Fax Message dated July 30, 2001, from Lyn Westbrook, WV Division of Highways, relative to electric meter to be removed from the Brooks Espy residence at Pettyville.
41. Fax Message dated July 30, 2001, from Lyn Westbrook, WV Division of Highways, relative to demolition of the Brooks Espy property.
42. Copy of letter dated July 30, 2001, from Steven R. Hardman, Bowles Rice McDavid Graff & Love, to Harman, Thompson, Mallory and Ice relative to the District status of pending or threatened litigation and other claims.
43. Copy of letter dated July 31, 2001, from the District to Lou Morgan Builders enclosing check in the amount of \$32,945.34 as shown on Requisition 19-Revised for the office and maintenance building project.
44. Copy of Certified Letter dated July 31, 2001, from the District to West Virginia Division of Labor relative to the certified payroll for Lou Morgan Builders.
45. Fax Message dated July 31, 2001, from R. Witter Hallan, WV Municipal Bond Commission, relative to debt service obligation due September 1, 2001, for the 95 Sewer Revenue account.
- 46.* Letter dated August 1, 2001, from John Padden, Reagle & Padden, Inc., enclosing policy package and Umbrella "Rejection of Uninsured Motorists and Underinsured Motorists Election Form. **THIS NEEDS SIGNED BY CHARLES STEWART.**
47. Copy of letter dated August 1, 2001, from the District to Randall Cole, Cerrone Associates, Inc., enclosing copy of our letter to WV Division of Labor.
48. Copy of letter dated August 1, 2001, from the District to Manning Frymier, Cerrone Associates, Inc., enclosing check for \$183.68 in payment of Requisition No. 19-Revised. Also enclosed with this letter was a copy of Requisition No. 19-Revised.
49. Copy of letter dated August 1, 2001, from the District to PSI Environmental enclosing check in the amount of \$92.00 for payment of invoice shown on Requisition No. 19-Revised.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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50. Copy of Fax Message dated August 1, 2001, from the District to Dominick Cerrone, Cerrone Associates, Inc., attaching memo from Rick Merritt relative to warranty work for Lou Morgan Builders.
51. Fax Message dated August 1, 2001, from Marie, Reagle & Padden, Inc., enclosing list of District's vehicles for verification.
- 52*. Letter dated August 1, 2001, from Russell L. Isaacs, WV Infrastructure and Jobs Development Council, relative to Engineering Design Funding.
53. Inspection Report dated August 1, 2001, from Russell Henderson, Rural Utilities Services, for Final Inspection on Contract 3.
54. Inspection Report dated August 1, 2001, from Russell Henderson, Rural Utilities Services, for Final Inspection of Contract 2-Buck Run Extension and Contract 4-Office and Maintenance Buildings.
55. Copy of letter dated August 3, 2001, from the District to Steve Fadlevich enclosing check for overpayment of water/sewer bills.
56. Copy of letter dated August 3, 2001, from the District to Wilma Hodge, West Virginia Bureau of Public Health, enclosing monthly operation report and daily water purchase tally for the month of July, 2001.
57. Copy of fax Message dated August 3, 2001, from the District to Manning Frymier, Cerrone Associates, Inc. attaching copy of Inspection Report for Contract 4 and 2.
58. Copy of Fax Message dated August 3, 2001, from Dominick Cerrone, Cerrone Associates, Inc., to Shayne Brabham, et al relative to final punch list for Contract 4-Lou Morgan Builders.
59. Letter dated August 3, 2001, from Manning Frymier, Cerrone Associates, Inc., enclosing information in their files pertaining to WV Motor Speedway.
60. Letter dated August 3, 2001, from Allyn G. Turner, WV Department of Environmental Protection relative to WV/NPDES Permit WV0081141-Letter of Correction. ***Shayne Brabham called DEP and was told this letter was mailed in error and they would send corrected letter.***
61. Letter dated August 3, 2001, from Rosalie M. Brodersen, Branch Leader, WV Department of Environmental Protection relative to financial statements for year ended June 30, 2001 for

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the District's Sewer 95 Bond.

62. Copy of letter dated August 6, 2001, from the District to Mr. David Jeffrey enclosing information for water line extension on Cross Creek Lane.
- 63.* Fax Message dated August 6, 2001, from Steve Hardman, Bowles Rice McDavid Graff & Love, attaching copy of Procedural Order from WV Public Service Commission scheduling a hearing for October 23, 2001, at 10:00 a.m. at the Municipal Court Room, Parkersburg Municipal Building.
64. Copy of letter dated August 6, 2001, from the District to Randy Barker, Ronald Frame, and Douglas Holbert enclosing copy of actual invoice for installation of four inch waterline extension on Green Valley Road.
65. Copy of letter dated August 6, 2001, from the District to Mr. & Mrs. Ted Casto enclosing copy of letter to Randy Barker, et al enclosing actual invoice for the Green Valley Road waterline extension.
66. Copy of letter dated August 8, 2001, from the District to WV Municipal Bond Commission enclosing checks for Bond Payments.
67. Copy of letter dated August 8, 2001, from the District to WV Water Development Authority relative to payment made to the WV Municipal Bond Commission for 95 Sewage Bond.
68. Copy of letter dated August 8, 2001, from Manning Frymier, Cerrone Associates, Inc., to Craig A. Lyle, P. E., Ackenheil Engineers and Geologists, Inc., relative to sewer problem at 215 Dover.
69. Letter dated August 9, 2001, from Wendy Hess, Laboratory Manager, Envirolabs, attaching copy of WV Department of Health Office of Laboratory Services certifying Envirolabs to perform certain environmental parameters for drinking water testing.
70. Memorandum dated August 10, 2001, from J. Michael Adkins, Deputy Director, WV Consolidated Public Retirement Board relative to annual/sick leave conversion at Retirement.
- 71.* Certified Letter from R. L.Roush, Roush Excavating, informing District that he will no longer to able to take care of the District's taps and other work. He is selling equipment and will no longer be in business.
72. Copy of Fax Message dated August 11, 2001, from the District to Editor, **PARKERSBURG**

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- NEWS* enclosing notice and agenda of the August 16, 2001, Board Meeting to be published.
73. Copy of Fax Message dated August 11, 2001, from the District to Editor, **PARKERSBURG SENTINEL**, enclosing notice and agenda of the August 16, 2001, Board Meeting to be published.
 74. Copy of Fax Message dated August 13, 2001, from the District to Gary Gibbsby, SLC Meter Services, Inc., submitting requested information relative to tax exemption, federal ID number, etc.
 75. Copy of letter dated August 13, 2001, from the District to Office of Water Resources enclosing copy of WV National Pollutant Discharge Elimination System Discharge Monitoring Report and copy of WV Summary of Waste Water Treatment Plant Operators for the month of July, 2001.
 76. Copy of letter dated August 13, 2001, from the District to West Virginia Bureau of Public Health, Office of Environmental Health Services, enclosing copy of WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of WV Summary of Waste Water Treatment Plant Operators for the month of July, 2001.
 77. Copy of letter dated August 13, 2001, from the District to Department of Natural Resources enclosing copy of WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of WV Summary of Waste Water Treatment Plant Operators for the month of July, 2001.
 78. Copy of letter dated August 13, 2001, from the District to Manning Frymier, Cerrone Associates, Inc., enclosing copy of WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of the WV Summary of Waste Water Treatment Plant Operators for the month of July, 2001.
 79. Copy of Correspondence Instructions dated August 13, 2001, from the District to Paul and Leesa Dill enclosing copy of Water User Agreement to be signed for the Sycamore Run, Stephens Fork, Limestone Ridge, et al water extension project.
 80. Copy of letter dated August 13, 2001, from the District to Mr. Jason Taylor, Shoe Show, Inc., enclosing customer card for sewer services at the Shoe Department Store in Patriot Plaza to be signed and returned to the District with their check for \$250.00 tap fee and \$50.00 security deposit.
 81. Copy of Right of Way Agreement by and between the Monongahela Power and Earl Ryan and Liddie Ryan for power lines on their property, Clifford Earl Ryan deed and C. Earl Ryan

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and Liddie B. Ryan to Tim F. Curry and Susan E. Curry. These were mailed to the District on August 14, 2001 from Jim Auccerman, WV Public Service Commission.

82. Copy of Fax Message dated August 15, 2001, from the District to Steve Hardman, Bowles Rice, McDavid Graff and Love, attaching page 11 of the ***Rules and Regulations for the Government of Water Utilities*** for his interpretation of Section 4.1.7 Paragraph C.
83. Copy of Fax Message dated August 14, 2001, from the District to Randy Cole, Cerrone Associates, Inc., enclosing invoice from PSI to be included on next requisition.
84. Fax Message dated August 14, 2001, from Randall M. Cole, Cerrone Associates, Inc., attaching Status Inquiry from Bosley's Bonding Company for Contract 2 to be signed by the District and faxed to Bosley Construction Company.
85. Copy of Fax Message dated August 14, 2001, from the District to Miki, Bosley Construction Company, attaching signed Status Inquiry for Contract 2.
- 86.* Letter dated August 14, 2001, from Christopher D. Mays, Geologist, Ackenheil Engineers Geologists, for work at 215 Dover Drive.
87. Copy of Fax Message dated August 15, 2001, from the District to Randy Cole, Cerrone Associates, Inc., attaching WV Division of Highways releases for Contract #2 and Contract #2 for the Rockport and System Improvement Projects.
- 88.* Fax Message dated August 16, 2001, from Randall M. Cole, Cerrone Associates, Inc., attaching Request for Release from the State Tax Department for Lou Morgan Builders. ***This needs signed by Charles Stewart.***
89. Copy of completed inquiry dated August 15, 2001, from the District to WV Department of Environmental Protection relative to 95 Sewer Bond.
- 90.* Letter dated August 15, 2001, from Manning Frymier P. E., Cerrone Associates, Inc., advising the District that Bosley Construction has completed Contract 2 of the Water Extension Project.
- 91.* Letter dated August 15, 2001, from Manning Frymier, P. E., Cerrone Associates, Inc., advising the District that Bosley Construction has completed Contract No. 1 of the Water System Improvement Project.
- 92.* Letter dated August 15, 2001, from Randall M. Cole, Cerrone Associates, Inc., enclosing Requisition No. 20 of the District's Water System Improvement Project and Requisition No.

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of the Rockport Extension Project.

93. Copy of letter dated August 16, 2001, from the District to Heath Kidder relative to two (2) inch water line extension.
94. Fax Message dated August 16, 2001, from Steve Hardman, Bowles Rice McDavid Graff & Love, relative to PSC Rule Section 4.1.7 (c) interpretation.