

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, SEPTEMBER 20, 2001, IN
THE DISTRICT'S OFFICE LOCATED 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; James Mayles, Assistant Engineer, Cerrone Associates, Inc.; R. Shayne Brabham, Operations Manager; Margaret Batten, Office Manager; Nellie Radcliff, Office Technician; and William Byers, Operations Technician, were present.

Harmon, Thompson, Mallory & Ice AC CPA, the District's Auditors were not present. They will present the audit at a later date.

Mr. Mayles, Cerrone Associates, Inc., informed the Board that the final Warranty Inspection needs to be completed. He, also, stated that a letter needs mailed to Lou Morgan Builders informing him that all unfinished work needs to be taken care of immediately. Mr. Radabaugh made a motion for a letter to be sent to Lou Morgan Builders. Mr. Lett seconded the motion. The motion carried by unanimous vote.

Mr. Mayles discussed the Saulsbury Booster station. He said that the site needs some final work performed on it. He, also, discussed the Bonnevale Lift Station. It has been surveyed, but a description needs written. This concluded Mr. Mayles' report and he excused himself from the rest of the meeting.

Mr. Lett made a motion that the Minutes for August 16, 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 August 31, 2001, for All finances of the District (copy attached).
2. Financial Statement dated August 31, 2001, for Water Revenue Fund Checking Account Fund (copy attached).
3. Financial Statement dated August 31, 2001, for Sewer Reveunue fund Checking Account Fund (copy attached).
4. Financial Statement dated August 31, 2001, for Rockport Construction Fund Checking Account Fund (copy attached).

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5. Financial Statement dated August 31, 2001, for Water Improvement Fund (copy attached).
6. Check numbers 26062 thru 26158 written on the Water Revenue Fund Checking Account since the August 16, 2001, Board Meeting (copy attached).
7. Check number 26159 thru 26175 written today September 20, 2001, on the Water Revenue Fund Checking Account (copy attached).
8. Check numbers 28027 thru 28108 written on the Sewer Revenue Fund Checking Account since August 16, 2001, Board Meeting (copy attached).
9. Payroll Check numbers 00711 thru 00726 written on the Sewer Revenue Fund Checking Account since August 16, 2001, Board Meeting (copy attached). Payroll Check numbers 00703 thru 00710 voided.
10. Check numbers 28109 thru 26118 written today, September 20, 2001, on the Sewer Checking Account (copy attached)

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

The following letters were discussed.

Letter 45 - Copy of an engineering report from Ackenheil Engineers and Geologists dated August 24, 2001, containing conclusion and recommendations based on their geotechnical engineering study of the sewer line problem at 215 Dover Drive.

Letter 66 - Fax dated August 30, 2001, to Craig Lyle, P. E., Ackenheil Engineers and Geologist, from Manning Frymier, P. E., Cerrone Associates, Inc., containing information relative to the sewer line that runs along Dover Drive.

Letter 79 - Copy of a letter dated September 4, 2001, to Manning Frymier, Cerrone Associates, Inc., from Craig A. Lyle, P. E., Ackenheil Engineers Geologist, relative to the sewer line problem at 215 Dover Drive.

Letter 92 - Letter dated September 7, 2001, to Charles Stewart, from Virginia McDonald, Rural Utilities Service, stating that monthly principal and interest payments on the 1999 water loans will begin on October 23, 2001. The payment for Loan 91-06 will be \$10,040.00 per month and the payment for Loan 91-07 will be \$3,325.00 per month.

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Letter 109 - Letter dated September 12, 2001, to Shayne Brabham from Manning Frymier, P. E., Cerrone Associates, Inc., stating that he has reviewed the Ackenheil Report relative to the sewer line problem at 215 Dover Street and recommends that the waterline in that area be pressure tested by an outside party to determine if any leaks exist in the line.

Letter 116 - Letter dated September 17, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities Service, stating that the District's request of September 12, 2001, to purchase and equip a service vehicle from the remaining Rockport water project funds has been approved. Mr. Radabaugh made a motion that the District place an "Advertisement for Bid" for a service truck in the two news papers. It should be for a 2002 Pickup and should cost no more than \$21,280.00. Mr. Lett seconded the motion. The motion carried by unanimous vote.

Letter 119 - Letter dated September 17, 2001, to Charles Stewart from Dominick P. Cerrone, Cerrone Associates, Inc., recommending that the District have the remaining work on the office and maintenance building done and subtract the cost of such from the remaining money owed to Lou Morgan Builders.

Letter 133 - Fax dated September 19, 2001, to Charles Stewart from Steven R. Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, stating that the District is free to pursue having the unfinished items for the office and maintenance buildings done with any funds that are still owed to Lou Morgan Builders since he has refused to complete the work under the June 5, 2001, contract.

Letter 134 - Fax dated September 20, 2001, to Shayne Brabham from Manning Frymier, P. E., Cerrone Associates, Inc., enclosing a copy of a letter dated September 20, 2001, to Mr. Brabham from Mr. Frymier relative to a detention time study at the sewage treatment plant and a copy of a letter dated September 20, 2001, to Mr. Brabham from Mr. Frymier relative to the sewage treatment plant dechlorination, a copy of a fax dated September 18, 2001, from Trojan Technologies, Inc., relative to the effluent analysis of the waste-water treatment plant and a copy of another fax from Trojan Technologies, Inc., about a collimated beam test. Mr. Radabaugh made a motion that Mr. Brabham, Operations Manager, be authorized to request an extension of time for the completion of dechlorination. Mr. Lett seconded the motion. The motion carried by unanimous vote.

Mr. Radabaugh made a motion that all employees receive a pay-raise of \$0.35 per hour, effective September 17, 2001. Mr. Lett seconded the motion. The motion carried by unanimous vote.

Mrs. Batten reported that she had nothing further to discuss.

Mr. Brabham reported that Linda McClung, a customer in the District, has a big oak tree that needs removed by the District. When the contractor for the Water Improvement Project installed the water line across her property, the tree roots became damaged. Mr. Radabaugh made a motion for Mr. Brabham to receive estimates for the removal of the tree and stump. Mr. Lett seconded the motion.

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The motion carried by unanimous vote.

Mr. Brabham discussed the following items with the Board.

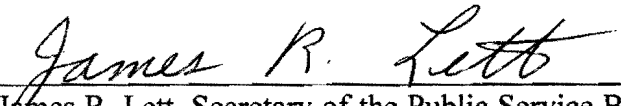
1. The Janis Ryan tap was made. The cost of this tap was \$900.00.
2. Smoke Testing will begin in Pettyville area September 23, 2001.
3. 215 Dover core drilling has been completed, but a pressure test needs to be done before a final decision is made. There is a break that needs repaired before a pressure test can be done in this area.

This concluded Mr. Brabham's report.

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
AUGUST 31, 2001**

CHECKING ACCOUNT

Water Revenue Fund Checking Account	
WesBanco Bank	\$ 21,364.62
Sewer Revenue Fund Checking Account	
WesBanco Bank	6,751.63
Rockport Construction Account	
WesBanco Bank	80.61
Water Improvement Construction Account	
WesBanco Bank	<u>2,845.96</u>

TOTAL IN CHECKING ACCOUNTS: \$ 31,042.82

WATER ACCOUNTS

Depreciation Reserve Account	
WesBanco Bank	\$ 9,091.73
Revenue Reserve Account	
WesBanco Bank	28,558.63
Revenue Reserve Account-Sams Creek/Chesterville	
WesBanco Bank	7,981.70
Sycamore Run-Limestone Tap Fees	
WesBanco Bank	29,920.98
Sycamore Run-Limestone Security Deposits	
WesBanco Bank	14,863.53
Security Deposit Account	
WesBanco Bank	<u>22,186.55</u>

TOTAL IN WATER ACCOUNTS: \$112,603.12

SEWER ACCOUNTS

Repair and Replacement Account	
WesBanco Bank	\$ 62,184.05
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market-WesBanco Bank	22,360.00
Security Deposit Account	
WesBanco Bank	<u>15,127.31</u>

TOTAL IN SEWER ACCOUNTS: \$ 99,671.36

TOTAL ALL FINANCES, AUGUST 31, 2001 \$243,317.30

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

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

\$ 15,494.79

RECEIPTS:

Water Sales	\$61,758.54
Reconnection Fees	20.00
Tap Fees	900.00
Water Buffalo Sales	652.25
Bank Error	.04
Radio Shack Rebate	100.00
Kidder Water Line Extension Prepayment	1,970.28
Security Deposit Refunds	<u>2,852.44</u>

TOTAL RECEIPTS:

\$68,2532.55

TOTAL CASH AVAILABLE:

\$ 83,748.34

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	3,596.05
WV Department of Tax & Revenue	595.49
WV Public Employees Retirement System	1,638.39
Salaries	7,440.58
Commissioner's Salaries	187.50
WV Public Employees Insurance Agency	906.07
Fasteners & Supply	43.50
U. S. Postal Service	150.34
Larry Deem	52.68
Mineral Wells PSD-Security Deposits	704.86
Kate Redmond	50.99
Eric Schaeffer	27.28
David Ward	52.77
Bill and Jane Wanstreet	50.94

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Harold Burdette	8.21
Howard Breigner II	16.23
John G. Wilson	71.89
AT&T	5.96
AT&T State Calling Service	10.02
Autozone	15.00
Alltel	63.21
Bowles Rice McDavid Graff & Love	42.50
Daugherty Supply	3.04
Miss Utility of West Virginia	16.00
Miller Communications	1,117.00
Water Environmental Testing	40.50
Westfield Insurance Companies	1,501.43
Matheny Motor Truck Company	483.30
Ohio Valley Muffler & Brake	202.00
Appalachian Software Inc.	3,085.57
Allegheny Power Company	581.72
Conner Cleaning Service	109.00
Danny's Lawn Service	80.00
Dominion Hope	23.77
Easton Printing Company	15.47
Engineering Supply Company	12.50
Hardman Supply Company	123.04
Pifer's Service Center	413.83
State Electric Supply Company	7.22
Verizon	18.08
R. D. Wilson Sons & Company	38.96
Bosley Block, Inc.	7.40
Claywood Public Service District	11,576.39
AT&T Wireless Service	34.83
Daugherty Supply	74.64
Haul Away Trash, L.L.C.	15.00
Jabo Supply Corporation	77.91
McHenry Electric Company, Inc.	380.00
Parkersburg Office Supply	35.10
R. L. Roush Excavating	2,326.50
Sanitary Linen Service	137.18
State Electric Supply Company, Inc.	15.96
S.L.C. Meter Service, Inc.	433.72
C. I. Thornburg	2,116.99

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-AUGUST, 2001
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Westco Internet	9.97
WV Water & Waste Supply	414.00
Deborah T. Bowen	51.18
Thomas E. & Sharon Sue Brown	52.72
Charles Conrad	28.45
Shawna Cline	2.80
Pam Conner	50.98
Don Conner	50.98
Ronald Clark	50.96
Garold E. or Linda F. Church	51.52
Gale & Treva Daggett	52.73
Olin E. Daugherty	52.68
Kenneth J. Gulick	50.97
Susan Goodnow	50.95
Dallas Giles	50.93
Deborah L. Harless	2.50
Paul D. Hays, Jr.	40.77
Robert Holland	52.72
Ralph L. Holbert	52.72
Hank and Agnes Jones	13.61
Jeremy L. Jones	51.79
James Loubiere	50.96
John Lightner	52.68
William & Deborah Melrose	17.77
Roger Miller	50.98
Madona McPeck	40.59
Verl & Shirley Morehouse	52.68
William & Mildred Oldaker	52.72
James L. Perrine	52.63
Terry Ramsey	50.56
Larry Rogers	50.51
Robert K. Richards	51.47
Charles & Virginia Reesman	52.62
Diane Summers	52.72
Robert W. Smith	52.68
Robert Summerfield	52.68
Steven Travis	50.99
Terri-Lee Taylor	50.94
Bernard E. Tuell	52.72
James Udell	50.98

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-AUGUST, 2001
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Charles R. White	52.72
John W. White	<u>52.68</u>

TOTAL EXPENDITURES: **\$62,383.72**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,
WESBANCO BANK, AUGUST 31, 2001** **\$21,364.62**

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

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

RECEIPTS:

Sewer Sales	\$48,867.35
Reconnection Fees	20.00
Security Deposit Refunds	1,486.68
Tap Fees	<u>500.00</u>

TOTAL RECEIPTS: **\$50,874.03**

TOTAL CASH AVAILABLE: **\$52,638.03**

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,225.50
WesBanco Bank-Parkersburg	2,771.56
Salaries	5,675.83
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	790.69
WV Public Employees Retirement System	1,246.82
WV Dept. of Tax & Revenue	482.46
Allegheny Power Company	4,705.06
U. S. Postal Service	150.35
Air Products & Chemicals, Inc.	598.44
AT&T State Calling Service	10.01
AT&T Wireless Service	34.83
Miss Utility of WV Inc.	16.00
Water Environmental Testing	195.00
AT&T	5.96
Conner Cleaning Service	179.00
Danny's Lawn Service	470.00
Ohio Valley Muffler & Brake	202.00
Pifer's Service Center	488.84
Tesa Company, Inc.	16.50
Verizon	459.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-SEWER-AUGUST, 2001
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R. L. Roush Excavating	172.25
Hardman's Supply Company	29.32
Haul Away Trash L.L.C.	15.00
Parkersburg Office Supply	35.10
Sanitary Linen Service	137.19
Westco Internet	9.98
Ace Homes, Inc.	22.26
Cutlip-Warner Development Co.	685.00
William G. Evans	50.93
Fasteners & Supply, Inc.	43.50
Resa V	10.00
Kate Redmond	50.99
Eric Schaffer	26.14
John G. Wilson	110.26
Bill and Jane Wanstreet	50.94
Autozone	70.38
Alltel	63.22
Bowles Rice McDavid Graff & Love	42.50
Daugherty Supply Company, Inc.	87.03
Gene's Septic Tank Cleaning	770.00
Miller Communications	105.00
Westfield Insurance Companies	2,080.34
Matheny Motor Truck Company	483.30
State Electric Supply Co., Inc.	36.77
Harold Burdette	8.15
Howard Breighner II	19.84
William H. Byers, Jr.	40.24
Dominion Hope	23.78
Easton Printing Company	15.48
Engineering Supply Company	12.49
R. D. Wilson Sons & Company	38.95
Appalachian Software Inc.	311.57
Bosley Block, Inc.	7.40
Jabo Supply Corporation	77.91
McHenry Electric Company, Inc.	1,375.00
C. I. Thornburg Company	462.00
WV Water & Waste Supply	46.00
Mineral Wells PSD-Security Deposits	755.38
Deborah T. Bowen	51.18
Barbara A. Burke	50.98
Michelle Coulter	51.84

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-SEWER-AUGUST, 2001
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Kenneth J. Gulick	50.97
Susan Goodnow	50.95
Deborah L. Harless	11.79
Paul D. Hays, Jr.	40.55
James Loubiere	50.96
William & Deborah Melrose	15.98
Ralph Matheny	50.92
Madonna McPeck	44.29
Terry Ramsey	50.56
Larry Rogers	50.51
Michael L. Smith	51.03
Terri-Lee Taylor	50.94
James Udell	50.98
Bank Charge	<u>16.51</u>

TOTAL EXPENDITURES:

\$45, 886.40

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

\$ 6,751.63

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

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

RECEIPTS:

Rural Utilities Service \$5,000.00

TOTAL RECEIPTS: \$ 5,000.00

TOTAL CASH AVAILABLE: **\$ 5,128.96**

EXPENDITURE:

Bosley Construction Company \$2,000.00

Professional Service Industries Inc. 83.00

Cerrone Associates, Inc. 3,000.00

TOTAL EXPENDITURES: \$ 5,083.00

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, AUGUST 31, 2001** **\$ 45.96**

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

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

RECEIPTS:

Rural Utilities Service \$ 9,400.00

TOTAL RECEIPTS: **\$ 9,400.00**

TOTAL CASH AVAILABLE: **\$ 10,450.76**

EXPENDITURES:

Bosley Construction Co. \$ 6,916.10
Cerrone Associates, Inc. 3,454.05

TOTAL EXPENDITURES: **\$10,370.15**

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK, AUGUST 31, 2001** **\$ 80.61**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
SEPTEMBER 20, 2001**

CHECKS WRITTEN BETWEEN AUGUST 17, 2001 AND SEPTEMBER 19, 2001

CHECK NO. 26062	U S Postal Service	\$ 106.87
26063	Mineral Wells PSD	143.50
26064	WV Public Employees Ins Agency	906.07
26065	Harold Burdette	8.21
26066	Howard Breighner II	16.23
26067	John G. Wilson	33.88
26068	John G. Wilson	38.01
26069	Appalachian Software Inc.	2,774.00
26070	Allegheny Power	581.72
26071	Conner Cleaning Service	109.00
26072	Danny's Lawn Service	80.00
26073	Dominion Hope	23.77
26074	Easton Printing Co.	15.47
26075	Engineering Supply Company	12.50
26076	Hardman Supply Company	123.04
26077	Miller Communications	204.00
26078	Ohio Valley Muffler & Brake	3.50
26079	Pifer's Service Center	346.10
26080	Rural Development Admn.	2,112.00
26081	State Electric Supply Co Inc	7.22
26082	USDA-Rural Development	3,140.00
26083	Verizon	18.08
26084	R D Wilson Sons & Co Clkg	38.96
26085	WesBanco-Water Res-Sams-CV	314.00
26086	Mineral Wells PSD	40.65
26087	Mineral Wells PSD	4,271.94
26088	WesBanco Bank-Parkersburg	1,965.40
26089	WV Dept. of Tax & Revenue	595.49
26090	WV Public Employees Retirement	1,638.39
26091	Appalachian Software Inc.	311.57
26092	Void	
26093	Alltel	10.90
26094	Bosley Block, Inc.	7.40
26095	Claywood Park PSD	11,576.39
26096	AT&T Wireless Services	34.83
26097	Daugherty Supply Co Inc	74.64
26098	Haul Away Trash L.L.C.	15.00
26099	Jabo Supply Corporation	77.91
26100	Miller Communications	15.00

**MINERAL WELLS PSD
LIST OF WATER CHECKS
SEPTEMBER 20, 2001
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**CHECKS WRITTEN BETWEEN AUGUST 17, 2001, AND SEPTEMBER 19, 2001
(CONTINUED)**

CHECK NO. 26101	McHenry Electric Co Inc	\$ 380.00
26102	Matheny Motor Truck Co. DBA	336.91
26103	Ohio Valley Muffler & Brake	3.50
26104	Parkersburg Office Supply	35.10
26105	R L Roush Excavating	2,326.50
26106	Sanitary Linen Service	137.18
26107	State Electric Supply Co Inc	15.96
26108	S.L.C. Meter Service Inc	433.72
26109	C I Thornburg	2,116.99
26110	WV Water & Waste Supply	414.00
26111	Westco Internet	9.97
26112	Deborah T. Bowen	51.18
26113	Thomas E & Sharon Sue Brown	52.72
26114	Charles Conrad	28.45
26115	Shawna Cline	2.80
26116	Pam Conner	50.98
26117	Don Conner	50.98
26118	Ronald Clark	50.96
26119	Garold E & Linda F Church	51.52
26120	Gale & Treva Daggett	52.73
26121	Olin E Daugherty	52.68
26122	Kenneth J Gulick	50.97
26123	Susan Goodnow	50.95
26124	Dallas Giles	50.93
26125	Deborah L Harless	2.50
26126	Paul D Hays Jr.	40.77
26127	Robert Holland	52.72
26128	Ralph L. Holbert	52.72
26129	Hank & Agnes Jones	13.61
26130	Jeremy L. Jones	51.79
26131	James Loubiere	50.96
26132	John Lightner	52.68
26133	Mineral Wells PSD	434.41
26134	William & Deborah Melrose	17.77
26135	Roger Miller	50.98
26136	Madonna McPeck	40.59
26137	Verl & Shirley Morehouse	52.68

**MINERAL WELLS PSD
LIST OF WATER CHECKS
SEPTEMBER 20, 2001
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**CHECKS WRITTEN BETWEEN AUGUST 17, 2001, AND SEPTEMBER 19, 2001
(CONTINUED)**

CHECK NO. 26138	William & Mildred Oldaker	\$ 52.72
26139	James L Perine	52.63
26140	Terry Ramsey	50.56
26141	Larry Rogers	50.51
25142	Robert K. Richards	51.47
26143	Charles A & Virginia Reesman	52.62
26144	Diane Summers	52.72
26145	Robert W. Smith	52.68
26146	Robert Summerfield	52.68
26147	Steven Travis	50.99
26148	Terri-Lee Taylor	50.94
26149	Bernard E Tuell	52.72
26150	James Udell	50.98
26151	Charles R White	52.72
26152	John W. White	52.68
26153	Mineral Wells PSD	2,997.71
26154	Postmaster-Mineral Wells	10.00
26155	Water Environmental Testing	40.50
26156	WesBanco Bank-Parkersburg	1,397.48
26157	U S Postal Service	152.92
26158	WV Public Employees Ins Agency	967.15

CHECKS WRITTEN TODAY AND NEED AUTHORIZED

CHECK NO. 26159	AT&T - State Calling Service	\$ 9.36
26160	Robert Bagley	176.58
26161	Terry Bartley	1,089.90
26162	Gerald R Caltrider	3,269.70
26163	Cutlip-Warner Development Co	5,459.25
26164	Conner Cleaning Service	109.00
26165	Shawna Cline	3.62
26166	Miss Utility of WV Inc	8.75
26167	Municipal Bond Commission	1,592.00
26168	Poynter's Best Products	37.50
26169	Rajesh Patel	2,393.23
26170	Sa-So Company	130.62
26171	USDA-Rural Development	3,000.00

**MINERAL WELLS PSD
LIST OF WATER CHECKS
SEPTEMBER 20, 2001
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**CHECKS WRITTEN TODAY AND NEED AUTHORIZED
(CONTINUED)**

CHECK NO. 26172	USDA-Rural Development	\$ 9,000.00
26173	Verizon	105.64
26174	WesBanco Bank-Parkersburg	110.00
26175	Bowles Rice McDavid Graff & Love	341.15

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
SEPTEMBER 20, 2001**

CHECKS WRITTEN BETWEEN AUGUST 17, 2001, AND SEPTEMBER 19, 2001

CHECK NO. 28027	U S Postal Service	\$ 106.88
28034	WV Public Employees Ins Agency	790.69
28035	Mineral Wells PSD	107.55
28036	Harold Burdette	8.15
28037	Howard Breighner II	19.84
28038	John G Wilson	66.28
28039	John G Wilson	43.98
28040	Allegheny Power	4,705.06
28041	William H. Byers, Jr.	40.24
28042	Conner Cleaning Service	179.00
28043	Danny's Lawn Service	470.00
28044	Dominion Hope	23.78
28045	Easton Printing Co.	15.48
28046	Engineering Supply Company	12.49
28047	Hardman Supply Company	29.32
28048	James R. Lett	125.00
28049	Mineral Wells PSD	304.07
28050	Miller Communications	75.00
28051	Municipal Bond Commission	6,257.22
28052	Ohio Valley Muffler & Brake	3.50
28053	Pifer's Service Center	421.11
28054	Roy L Radabaugh	125.00
28055	State Electric Supply Co Inc	7.22
28056	Charles M Stewart	125.00
28057	Verizon	459.00
28058	R D Wilson Sons & Co Clkg	38.95
28059	Mineral Wells PSD	28.57
28060	WesBanco Bank-Parkersburg	1,315.85
28061	WV Dept. of Tax & Revenue	482.46
28062	WV Public Employees Retirement	1,246.82
28063	Appalachian Software Inc.	311.57
28064	Void	
28065	Autozone	55.39
28066	Alltel	10.90
28067	Bosley Block, Inc	7.40
28068	AT&T Wireless Services	34.83
28069	Daugherty Supply Co Inc	74.63
28070	Haul Away Trash L.L.C.	15.00
28071	Jabo Supply Corporation	77.91

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
SEPTEMBER 20, 2001
PAGE 2**

**CHECKS WRITTEN BETWEEN AUGUST 17, 2001, AND SEPTEMBER 19, 2002
(CONTINUED)**

CHECK NO. 28072	Miller Communications	\$ 15.00
28073	McHenry Electric Co Inc	1,375.00
28074	Matheny Motor Truck Co DBA	336.91
28075	Ohio Valley Muffler & Brake	3.50
28076	Parkersburg Office Supply	35.10
28077	R L Roush Excavating	172.25
28078	Sanitary Linen Service	137.19
28079	State Electric Supply Co. Inc	15.96
28080	C I Thornburg	462.00
28081	WV Water & Waste Supply	46.00
28082	Westco Internet	9.98
28083	Deborah T Bowen	51.18
28084	Barbara Burke	50.98
28085	Michelle Coulter	51.84
28086	Kenneth J Gulick	50.97
28087	Susan Goodnow	50.95
28088	Deborah L Harless	11.79
28089	Paul D Hays Jr	40.55
28090	James Loubiere	50.96
28091	Mineral Wells PSD	255.98
28092	William & Deborah Melrose	15.98
28093	Ralph Matheny	50.92
28094	Madonna McPeck	44.29
28095	Terry Ramsey	50.56
28096	Larry Rogers	50.51
28097	Michael L Smith	51.03
28098	Terri-Lee Taylor	50.94
28099	James Udell	50.98
28100	Discount Industrial Supply Cor	105.50
28101	Municipal Bond Commission	10,595.30
28102	Postmaster-Mineral Wells	10.00
28103	Water Environmental Testing	230.00
28104	WesBanco Bank-Parkersburg	1,221.68
28105	WesBanco Bank-Parkersburg	1,298.88

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
SEPTEMBER 20, 2001
PAGE 3**

CHECKS WRITTEN TODAY AND NEED AUTHORIZED

CHECK NO. 28108	Air Products and Chemical Inc	\$ 27.28
28109	AT&T - State Calling Service	9.36
28110	Bowles Rice McDavid Graff & Love	860.85
28111	Cutlip-Warner Development Co	1,220.25
28112	Conner Cleaning Service	179.00
28113	Envirolabs, Incorporated	55.00
28114	Miss Utility of WV Inc	8.75
28115	Municipal Bond Commission	16,852.52
28116	Poynter's Best Products	37.50
28117	Sa-So Company	65.31
28118	Verizon	450.81

PAYROLL CHECKS WRITTEN SINCE THE AUGUST 16, 2001, BOARD MEETING

CHECK NO. 00711	Todd R. Anderson	\$ 582.07
00712	Margaret J. Batten	1,173.63
00713	Richard Shayne Brabham	1,009.73
00714	William H. Byers, Jr.	880.09
00715	Linda K. Church	812.67
00716	Russell P. Hanna	718.41
00717	Mark K. Murphy	725.14
00718	Nellie B. Radcliff	837.71
00719	Todd R. Anderson	486.40
00720	Margaret J. Batten	865.59
00721	Richard Shayne Brabham	905.34
00722	William H. Byers, Jr.	874.81
00723	Linda K. Church	671.77
00724	Russell P. Hanna	673.84
00725	Mark K. Murphy	589.74
00726	Nellie B. Radcliff	621.89

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
RECEIVED OR MAILED SINCE THE AUGUST 16, 2001 BOARD MEETING
SEPTEMBER 20, 2001**

1. A publication from the West Virginia Rural Water Association entitled the **OCTOBER, NOVEMBER, & DECEMBER 2001 TRAINING CLASS DESCRIPTIONS**.
2. **West Virginia Rural Water Association Infrastructure Council NEWSLETTER**, a publication from the West Virginia Rural Water Association dated September 14, 2001, Volume 5, Issue 9.
3. Form from the Pond Creek Volunteer Fire Department, Inc. listing the number of gallons of water used for firefighting and for training purposes during the months of July and August, 2001.
4. Form from the PMBS Volunteer Fire Department signed by Terry W. Thomas, Chief, listing the number of gallons of water used for firefighting and for training purposes during the month of August 2001.
5. An invitation from Mid-Atlantic Storage Systems, Inc. to attend an open house on September 13, 2001, from 11 a.m. to 2 p.m. at the Gilmer County PSD to tour a new 780,000 gallon water storage tank built to supply water to the new Federal Correctional Facility near Glenville, WV.
6. **The PIPELINE**, News & Views From the WV Division of Environmental Protection, Dept. of Health and Human Resources and WV Public Service Commission, dated July-August 2001.
7. An invitation and registration form dated August 14, 2001, to the Commissioners and the District's equipment operators from The Pipeline Group, Noblesville, Indiana, for a complimentary dinner and safety program on damage prevention related to excavation activities to be held on September 10, 2001, at the Parkersburg Holiday Inn.
8. Memorandum dated August 16, 2001, to All Benefits Coordinators from Janice E. Long, HMO and Communications Manager, West Virginia Public Employees Insurance Agency, enclosing a Summary Plan Description for Plan Year 2002 and listing important changes for the benefit coordinator.
9. Fax dated August 16, 2001, to Margaret Batten from Randall Cole, Cerrone Associates, Inc., enclosing a completed West Virginia Tax Department Accounting Division Request For Release of Final Settlement to be filed by the District for Lou Morgan Builders.
10. Letter dated August 16, 2001, to the Mineral Wells PSD Wastewater Treatment/Pumping Operations from Deni Nicholas, Smith & Loveless, Inc., requesting information for the

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - SEPTEMBER 20, 2001
PAGE 2**

purpose of providing pertinent product updates to the District for its Smith & Loveless pumping, water or wastewater treatment equipment.

11. Certified letter dated August 17, 2001, to Margaret Batten from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of a Procedural Order issued in Case No. 01-0568-PSD-PC (engineering agreement between the District and Cerrone Associates, Inc. for the extension of sewer service to the I-77 Rest Area).
12. Copy of a letter dated August 17, 2001, to the WV Municipal Bond Commission from Margaret Batten enclosing Check No. 26052 in the amount of \$1,592 for bond payment to account #MIW-W-1-69-X-W0-06 69 Water Revenue.
13. Fax dated August 17, 2001, to Allegheny Power (attention: Kim) from Margaret Batten enclosing copies of power bills that had late charges added to them in error.
14. Copy of a letter dated August 17, 2001, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the Regular Board Meeting held on July 19, 2001.
15. Copy of a letter dated August 17, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing check number 26054 in the amount of \$3,000.00 for the August 23, 2001, interest payment on the District's loan number 91-07 and check number 26055 in the amount of \$9,000.00 for the August 23, 2001, interest payment on the District's loan number 91-06.
16. Copy of a letter dated August 17, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing for review and approval four copies of Requisition No. 19-Final for the Rockport Waterline Extension Project.
17. Copy of a letter dated August 17, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing for review and approval four copies of Requisition No. 20 for the Water System Improvement Project.
18. Copy of a letter dated August 17, 2001, to the West Virginia Tax Department, Accounting Division, from Margaret Batten enclosing a Request for Release of Final Settlement for Lou Morgan Builders for the construction of the Office and Maintenance Buildings.
19. Letter dated August 20, 2001, to Charles Stewart from Rosalie Brodersen, Branch Leader, Management Branch, Construction Assistance, West Virginia Department of Environmental Protection stating that the District's annual audit for fiscal year 2000 has been reviewed and has met all federal compliance requirements.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - SEPTEMBER 20, 2001
PAGE 3

20. Letter dated August 20, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities Service, stating that funds in the amount of \$9,400.00 will be electronically deposited in the Rockport Construction Checking Account on August 22, 2001.
21. Letter dated August 20, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities Service, stating that funds in the amount of \$4,800.00 will be electronically deposited in the Water Improvement Construction Checking Account.
22. Letter dated August 20, 2001, to Shayne Brabham from Robert K. Tebay, Rick Modesitt, and K. D. Merritt, Wood County Commissioners, relative to the installation of six inch water lines with fire hydrants in rural Wood County.
23. Copy of a certified letter to Eric Hilling, General Manager, Sanitary Linen Service, from Shayne Brabham listing problems with the company's performance in providing uniforms for the District's employees.
24. Payment Authorization Form from the West Virginia Department of Health and Human Resources, Office of Family Support, in the amount of \$116.10 for Sheila Umensetter, 65 Locust Drive.
25. Copy of a letter dated August 21, 2001, to J. Michael Adkins, Deputy Director, WV Consolidated Public Retirement Board, from Margaret Batten enclosing a completed survey for the District.
26. Memorandum dated August 21, 2001, from the State of West Virginia Consolidated Public Retirement Board to Payroll Clerks relative to the passage of Senate Bill 559 dealing with the naming of a beneficiary other than your spouse.
27. Fax dated August 21, 2001, to Chris Mays, Ackenheil Engineers & Geologists, Inc., from Shayne Brabham enclosing a letter containing a summary of repairs made at 215 Dover Drive.
28. Fax dated August 22, 2001, to Margaret Batten from Randall Cole, Cerrone Associates, Inc., containing a completed Bond Status Inquiry from the bonding company of Lou Morgan Builders to be signed by Charles Stewart and mailed to the bonding company.
29. Letter dated August 22, 2001, to the Mineral Wells PSD from Richard A. Colebank, PE, PS, Alpha Associates, Incorporated, inviting District personnel to visit their booth at the West Virginia Rural Water Association Training and Technical Conference at Canaan Valley Resort on October 8 and 9.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - SEPTEMBER 20, 2001
PAGE 4

30. Fax dated August 22, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the PSC Procedural Order for Consent and Approval of Engineering Agreement between the District and his office for the Rest Area Sewer Project.
31. Fax dated August 22, 2001, to Shayne From Barry, Jabo Supply Corporation, enclosing a credit application to be completed and returned.
32. Fax dated August 22, 2001, to Jabo Supply Corporation from Margaret Batten enclosing a completed Customer Credit Information Form.
33. Letter dated August 22, 2001, to Charles M. Stewart from Virginia M. McDonald, Rural Utilities Service, requesting a Release Letter from the WV State Tax Department and a Release from the WV Department of Highways for all work along their right-of-ways before the final payment on Contract #2 (Requisition No.19) can be approved.
34. Letter dated August 22, 2001, to Charles M. Stewart from Virginia M. McDonald, Rural Utilities Service, requesting a Certificate of Substantial Completion and a Release from the WV Department of Highways for all work along their rights-of-way before the final payment on Contract #1 (Requisition 20) can be approved.
35. Fax dated August 23, 2001, to Mineral Wells Public Service District from Cathy Kingston, WesBanco Bank, Mineral Wells, enclosing a copy of the wire transfer for the \$9,400.00 deposited into the Rockport Waterline Construction Account by Rural Utilities Service.
36. Fax dated August 23, 2001, to Mineral Wells Public Service District from Cathy Kingston, WesBanco Bank, Mineral Wells, enclosing a copy of the wire transfer for the \$4,800.00 deposited into the Water System Improvements Checking Account by Rural Utilities Service.
37. Fax dated August 23, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing one copy each of the Electric Fund Transfer Confirmation from WesBanco Bank for the Rockport and Water System Improvement Accounts.
38. Copy of letter dated August 23, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing the following documents: 1. Certificate of Release of Final Payment from the WV Tax Department for J.C. Bosley Construction for Contract #2. 2. Copy of release letter dated November 2, 2000, from the WV Division of Highways for Contract #2. 3. Copy of Certificate of Substantial Completion for J. C. Bosley Construction for Contract #2. 4. Copy of release letter dated October 10, 2000, from the WV Division of Highways for Contract #1.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - SEPTEMBER 20, 2001
PAGE 5**

39. Fax dated August 23, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing the documents requested by Rural Utilities Service so the final payments for Contract #1–Water System Improvements Project and Contract #2–Rockport Waterline Extension Project can be approved.
40. Letter dated August 23, 2001, to All Regulated Utilities in the State of West Virginia, enclosing a copy of Rules of Practice and Procedure in the matter of a proposed rulemaking to amend the Rules of Practice and Procedure.
41. Copy of a letter dated August 23, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten stating that the Board of Commissioners have voted upon the recommendation of Manning Frymier, P.E., to approve the final payment to J. C. Bosley Construction, Inc. for Contract No. 1 and Contract No. 2.
42. Fax dated August 23, 2001, to Ed Hill, Allegheny Power Co., from William Byers relative to power problems at the Slate Booster Station on Butcher Bend Road.
43. Fax dated August 23, 2001, to Randy Kensolving and Warner Knight, Miller Communications, from William Byers enclosing some charts for Bogal Ridge and Wolfe Run Water Storage Tanks.
44. Correspondence Instructions dated August 23, 2001, to Diana from Nellie Radcliff enclosing a copy of a user agreement for the Limestone Ridge Water Project to be completed and returned with a \$100 tap fee and a \$50 security deposit.
45. *** Copy of an engineering report from Ackenheil Engineers and Geologists dated August 24, 2001, containing conclusions and recommendations based on their geotechnical engineering study of the sewer line problem at 215 Dover Drive.
46. Fax dated August 24, 2001, to Christina, American Freightway, from Nellie Radcliff enclosing a reprint of their water and sewer bill for the period of May 5, 200, to July 2, 2001.
47. Copy of a certified letter dated August 27, 2001, to Ronald E. Ghee from R. Shayne Brabham stating that the District will be forced to levy fines against him if he does not correct the infiltration problems that he was advised of by certified letter on April 27, 2001, within thirty days.
48. Copy of a certified letter dated August 27, 2001, to Larry Donahue from R. Shayne Brabham stating that the District will be forced to levy fines against him if he does not correct the infiltration problems that he was advised of by certified letter on April 27, 2001, within thirty days.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - SEPTEMBER 20, 2001
PAGE 6

49. Copy of a certified letter dated August 27, 2001, to Michael Patton from R. Shayne Brabham stating that the District will be forced to levy fines against him if he does not correct the infiltration problems that he was advised of by certified letter on April 27, 2001, within thirty days.
50. Copy of a certified letter dated August 27, 2001, to Bernice Corbitt from R. Shayne Brabham stating that the District will be forced to levy fines against her if she does not correct the infiltration problems that she was advised of by certified letter on April 27, 2001, within thirty days.
51. Letter dated August 27, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities Service, approving payments in the amount of \$6,916.10 to J. C. Bosley Construction, Inc. and \$3,454.05 to Cerrone Associates, Inc. for the Rockport Waterline Extension Project.
52. Letter dated August 27, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities Service, approving payments in the amount of \$3,000.00 to Cerrone Associates, Inc., \$83.00 to Professional Service Industries, Inc., and \$2,000.00 to J. C. Bosley Construction, Inc. for the Water System Improvements Project.
53. Fax dated August 27, 2001, to Deni Nicholas, Smith and Loveless, Inc., from Margaret Batten containing information about the District's Smith and Loveless, Inc. equipment.
54. Copy of a letter dated August 28, 2001, to John C. Bosley, J. C. Bosley Construction Inc., from Margaret Batten enclosing check no. 1051 in the amount of \$6,916.10 as final payment on the Rockport Waterline Extension Project and check no. 1079 in the amount of \$2,000.00 as final payment for the Water System Improvements Project.
55. Copy of a letter dated August 28, 2001, to PSI Environmental from Margaret Batten enclosing check no 1080 in the amount of \$83.00 as payment for concrete compression testing for the new office and maintenance building project.
56. Letter dated August 28, 2001, to Shayne Brabham from Steven R. Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, relative to acquiring a right-of-way easement for the Ryan water line.
57. Letter dated August 28, 2001, to Margaret Batten from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Staff Memorandum in Case No. 01-0568-PSD-PC (engineering agreement for sewer extension to serve the I-77 rest area).
58. Letter dated August 28, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - SEPTEMBER 20, 2001
PAGE 7

Service, stating that funds in the amount of \$200.00 will be electronically deposited in the Water System Improvements Checking Account on August 30, 2001.

59. Fax dated August 28, 2001, to Insurance Company of the State of Pennsylvania, Attention: Nancy Smith, from Margaret Batten enclosing a signed copy of the Bond Status Inquiry for Lou Morgan Builders.
60. Fax dated August 28, 2001, to the Wood County PSD's enclosing a copy of the agenda for the August 29, 2001, meeting of the Wood County PSD Association.
61. Letter dated August 28, 2001, to the Mineral Wells Public Service District from David Countryman, Telephone Auditor, ServCom Associates, relative to a telephone audit to be conducted on September 13, 2001, between the hours of 11 a.m. and 12 p.m. for the District's insurance policy with Westfield Insurance Company.
62. Fax dated August 29, 2001, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the fax and attachments to the Insurance Company of Pennsylvania relative to the Bond Status Inquiry for Lou Morgan Builders.
63. Letter dated August 29, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing half-size Customer Reference Drawings for Contract 2-Limestone Area.
64. Letter dated August 29, 2001, to the Mineral Wells Public Service District from Daniel B. Yonkosky, Director, West Virginia Water Development Authority, stating that the District has not submitted its audit for fiscal year 2000.
65. Fax dated August 29, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc. from Margaret Batten enclosing a copy of the PSC Final Joint Staff Memorandum relative to the Rest Area Engineering Agreement.
66. *** Fax dated August 30, 2001, to Craig Lyle, P.E., Ackenheil Engineers and Geologists, from Manning Frymier, P.E., Cerrone Associates, Inc., containing information relative to the sewer line that runs along Dover Drive.
67. Copy of Correspondence Instructions dated August 30, 2001, to the Wood County Clerk from Margaret Batten enclosing a right-of-way easement for a waterline signed by Tim F. and Susan E. Curry to be recorded.
68. Fax dated August 31, 2001, to Virginia McDonald, Rural Utilities Service, from Manning Frymier, P.E., Cerrone Associates, Inc., stating that the District would like to purchase a new

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - SEPTEMBER 20, 2001
PAGE 8

pickup truck, a line locator and extend a water service line to the John Ryan residence from the funds remaining for the Rockport Waterline Extension Project.

69. Fax dated August 31, 2001, to Margaret Batten from Cathy Kingston, WesBanco Bank, Mineral Wells, containing a copy of the Electric Fund Transfer for \$200.00 that was deposited into the Water System Improvements Checking Account by the Rural Utilities Service on August 30, 2001.
70. Fax dated August 31, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing a copy of the Electric Funds Transfer Confirmation for the deposit of \$200.00 into the Water System Improvements Project Checking Account on August 30, 2001.
71. Copy of a letter dated August 31, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 1052 in the amount of \$3,454.05 as final payment for the Rockport Waterline Extension Project and District Check No. 1081 in the amount of \$3,000.00 as payment for services billed on Requisition No. 20 for the Water System Improvements Project.
72. Letter dated August 31, 2001, to Charles Stewart from Jack W. Hoffbuhr, P.E., Executive Director, American Water Works Association, requesting that the District become a member of the American Water Works Association.
73. Fax dated September 4, 2001, to Dale Meadows, WV Department of Transportation, Division of Highway, from Margaret Batten enclosing her letter requesting that Permit Bond No. 03-99-0428 for the Rockport Water Main Extension and Water System Improvement Projects be canceled.
74. Copy of a letter dated September 4, 2001, to Dale Meadows, WV Department of Transportation, from Margaret Batten requesting that Permit Bond No. 03-99-0428 for the Rockport Water Main Extension and Water System Improvement Projects be canceled.
75. Fax dated September 4, 2001, to David Countryman, ServCom Associates, Inc., from Margaret Batten enclosing the requested telephone audit for the District's insurance policy from Westfield Insurance Company.
76. Fax dated September 4, 2001, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the PSC Final Joint Staff Memorandum relative to the Rest Area Engineering Agreement.
77. Copy of a letter dated September 4, 2001, to the WV Municipal Bond Commission from

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - SEPTEMBER 20, 2001
PAGE 9

Margaret Batten enclosing District check no. 28051 in the amount of \$6,257.22 for bond payments to Account #MIN-S-1-95-X-W0-06 Sewer 95 Revenue and Account #MIW-S-2-95-X-W0-06 Sewer 95 Reserve.

78. Copy of a letter dated September 4, 2001, to the West Virginia Water Development Authority from Margaret Batten verifying that a payment in the amount of \$5,688.40 for the Revenue Fund Account and a payment in the amount of \$568.82 for the Reserve Fund Account for the District's Sewage System Revenue Bonds, Series 1995 were made on September 4, 2001.
79. *** Copy of a letter dated September 4, 2001, to Manning Frymier, Cerrone Associates, Inc., from Craig A. Lyle, P.E., Ackenheil Engineers Geologists, relative to the sewer line problem at 215 Dover Drive.
80. Letter dated September 4, 2001, to the Mineral Wells PSD from Edward R. Krivus, Regional Inspector General, United States Department of Agriculture, requesting that the District verify that the balance of its Loan No. 570540550518709 agrees with the Rural Utilities Service balance of \$1,877,816.73.
81. Copy of a letter dated September 4, 2001, to Ms. Diana Geary, Sr. Database Administrator, Miss Utility of WV, Inc., from William Byers, Jr. enclosing updated copies of grid maps for the District.
82. Letter dated September 5, 2001, to Margaret Batten from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the recommended order in Case No. 01-0568-PSD-PC (approval of engineering agreement with Cerrone Associates, Inc. for the sewer line extension to the I-77 Rest Area).
83. Copy of a letter dated September 5, 2001, to Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the Monthly Operation Report for the District and a copy of the Daily Water Purchase Tally for the month of August 2001.
84. Facsimile dated September 5, 2001, to Lou Morgan from Dominick P. Cerrone, Cerrone Associates, relative to unfinished items on the punch list and change order requests that have not been completed on the contract for the District's office building and maintenance building.
85. Fax dated September 6, 2001, to Doris, Encore Management Company, from Margaret Batten enclosing a copy of the delinquent water and sewer bill for Post Mill Apartments.
86. Fax dated September 6, 2001, to David H. Corcoran, Sr., Publisher/Editor, **GLENVILLE**

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - SEPTEMBER 20, 2001
PAGE 10

- DEMOCRAT**, enclosing a copy of the invitation from Mid-Atlantic Storage Systems, Inc. to attend the open house at the Gilmer County PSD on September 13, 2001, to tour the new water storage tank built to serve the new Federal Correctional Facility near Glenville, WV.
87. Fax dated September 6, 2001, to John Lang, AT&T State Calling, from Margaret Batten requesting that District account no. 8014-016-2134 be canceled and the credit transferred to District account no. 8014-016-2142.
 88. Fax dated September 7, 2001, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the PSC Recommended Decision relative to the Rest Area Engineering Agreement.
 89. Fax dated September 7, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the PSC Recommended Decision relative to the Rest Area Engineering Agreement.
 90. Copy of a letter dated September 7, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing copies of the following documents per Gary Wilson's requested dated April 12, 2001: 1. Original and one copy of Form RD 442-2 "Statement of Budget, Income and Equity", 2. Copy of current rate schedules, 3. One copy of current list of officials and user verification, 4. One copy of current Workers Compensation Certificate, 5. Verification of Bond Reserve Balances.
 91. Copy of certified letter dated September 7, 2001, to Eric Hilling, General Manager, Sanitary Linen Service, from R. Shayne Brabham stating that the District will no longer be needing the services of Sanitary Linen.
 92. *** Letter dated September 7, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities Service, stating that monthly principal and interest payments on the 1999 water loans will begin on October 23, 2001. The payment for Loan 91-06 will be \$10,040.00 per month and the payment for Loan 91-07 will be \$3,325.00 per month.
 93. Copy of a letter dated September 7, 2001, to James Aucremanne, Utility Analyst I, Public Service Commission of WV, from Margaret Batten enclosing a copy of the easement from Tim and Susan Curry to install the water line to serve the Robert and Janice Ryan residence.
 94. Fax dated September 7, 2001, to Allen Selders, rus of Morgantown, from R. Shayne Brabham enclosing a completed credit application and a copy of the District's blanket tax exempt certificate.
 95. Copy of a letter dated September 10, 2001, to Charles A Moses, Environmental Enforcement,

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - SEPTEMBER 20, 2001
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from R. Shayne Brabham enclosing a copy of the District's latest updated response to the Compliance Inspection performed at the District's wastewater treatment.

96. Copy of a letter dated September 10, 2001, to Mr. Pravin G. Sangani, P.E., Branch Leader, Permits, WV Division of Environmental Protection, from R. Shayne Brabham enclosing a copy of the District's updated progress report as required of the compliance inspection conducted at the District's wastewater treatment plant.
97. Copy of a letter dated September 10, 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-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of August 2001 for the District's wastewater treatment plant. Also enclosed was a copy of a letter to Pravin G. Sangani, P. E., Branch Leader, Permits, WV Division of Environmental Protection, containing the latest updated progress report of the compliance inspection conducted at the District's wastewater treatment plant.
98. Copy of a letter dated September 10, 2001, to the 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 August 2001 for the District's wastewater treatment plant. Also enclosed was a copy of the letter to Pravin G. Sangani, P. E., Branch Leader, Permits, WV Division of Environmental Protection, containing the latest updated progress report of the compliance inspection conducted at the District's wastewater treatment plant.
99. Copy of a letter dated September 10, 2001, to Cindy Musser, 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 August 2001 for the District's wastewater treatment plant. Also enclosed was a copy of the letter to Pravin G. Sangani, P.E., Branch Leader, Permits, WV Division of Environmental Protection, containing the latest updated progress report of the compliance inspection conducted at the District's wastewater treatment plant.
100. Copy of a letter dated September 10, 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 August 2001 for the District's wastewater treatment plant. Also enclosed was a copy of the letter to Pravin G. Sangani, P.E., Branch Leader, Permits, WV Division of Environmental Protection,

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - SEPTEMBER 20, 2001
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containing a updated progress report of the compliance inspection conducted at the District's wastewater treatment plant.

101. Memo dated September 10, 2001, to All Miss Utility of West Virginia, Inc., Members from Jim Kovach stating that the Third Quarter meeting will be held on Thursday, October 18, 2001, 9:30 a.m at Humphries Restaurant, Charleston, West Virginia.
102. Fax dated September 11, 2001, to Bart Scott, Harmon Thompson Mallory & Ice, from Linda Church enclosing copies of requested invoices and a breakdown of the District's water meters by size.
103. Fax dated September 12, 2001, to Grace Feng, AT&T State Calling from Margaret Batten requesting that account #8014-016-2134 be closed and that numbers 489-1420, 489-1819, 489-2263, 489-2267, 489-2292, 489-2916, and 489-2197 be transferred to account #8014-016-2142.
104. Copy of a letter dated September 12, 2001, to Virginia McDonald, Rural Utilities Service, from R. Shayne Brabham requesting that the District be authorized to purchase a 2002 4 x 4 Compact, Extended Cab Truck and necessary equipment for same from the remaining funds for the Rockport Water Extension Project.
105. Copy of a letter dated September 12, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten listing outstanding invoices for legal fees for the Rockport Water Line extension project.
106. Correspondence instructions dated September 12, 2001, to the Wood County Clerk from Margaret Batten enclosing a right-of-way easement signed by Lucille Sears to be recorded.
107. Fax dated September 12, 2001, to Linda Church, Mineral Wells Public Service District, from the West Virginia Department of Transportation requesting that the utility services be removed for two parcels of property located in the Pettyville area that are scheduled for demolition.
108. Letter dated June 29, 2001, postmarked September 12, 2001, to Margaret Batten from James H. Jones, Chief, Real Estate Management Section, requesting a copy of the District's meeting minutes authorizing the execution Pipeline Agreement P-01-V1/54-1111 between the District and the Public Land Corporation.
109. *** Letter dated September 12, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., stating that he has reviewed the Ackenheil Report relative to the

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sewer line problem at 215 Dover Street and recommends that the waterline in that area be pressure tested by an outside party to determine if any leaks exist in the line.

110. Fax dated September 13, 2001, to Bart Scott, Harmon Thompson Mallory & Ice, from Margaret Batten enclosing completed pages 522, 523, 524, and 525 of the PSC Report.
111. Fax dated September 13, 2001, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice and an agenda of the September 20, 2001, board meeting to be published in the first available issue of the newspaper.
112. Fax dated September 13, 2001, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice and an agenda of the September 20, 2001, board meeting to be published in the first available issue of the newspaper.
113. Letter dated September 13, 2001, to the Mineral Wells Public Service District from Barbara K. Oates, Tax Unit Supervisor, West Virginia State Tax Department, containing a Certificate of Release for Lou Morgan Builders.
114. Copy of a letter to Deidra Stone from Margaret Batten enclosing the actual invoice and related documents for the installation of a grinder pump to serve her property on Delaware Street.
115. Fax dated September 14, 2001, to Randall M. Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Certificate of Release from the West Virginia State Tax Department for Lou Morgan Builders.
116. *** Letter dated September 17, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities Service, stating that the District's request of September 12, 2001, to purchase and equip a service vehicle from the remaining Rockport water project funds has been approved.
117. Letter dated September 17, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities Service, stating that funds in the amount of \$2,000.00 will be electronically deposited into the Rockport Construction Checking Account on September 18, 2001.
118. Letter dated September 17, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities Service, stating that the invoice for \$2,000.00 from Bowles Rice McDavid Graff & Love has been approved for payment.
119. *** Letter dated September 17, 2001, to Charles Stewart from Dominick P. Cerrone, Cerrone Associates, Inc., recommending that the District have the remaining work on the office and maintenance building done and subtract the cost of such from the remaining

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money owed to Lou Morgan Builders.

120. Copy of a letter dated September 17, 2001, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Ronald E. Robertson, State Attorney, Public Service Commission of West Virginia, enclosing a copy of a "Motion For The Commission To Extend The Administrative Law Judge's Decision Due Date" on behalf of Commission Staff in Case No. 01-0795-PWD-C (second meter for water yards, etc.).
121. Letter dated September 17, 2001, to Roy Radabaugh, Mineral Wells PSD, from BP Commercial Credit Department, stating that based upon information of the District, that BP is unable to extend credit to the District in the form of a commercial credit card at this time.
122. Letter dated September 18, 2001, to Margaret Batten from Kimberly K. Rowley, Real Estate Management Section, Division of Natural Resources, enclosing a fully executed license agreement by and between the Public Land Corporation and the Mineral Wells PSD for Pipeline Agreement P-01-V1/54-0552 (Green Valley water line).
123. Letter dated September 18, 2001, to Margaret Batten from Kimberly K. Rowley, Real Estate Management Section, enclosing a fully executed license agreement by and between the Public Land Corporation and the Mineral Wells PSD for Pipeline Agreement P-01-V1/54-1111 (Craig Marshall water line-Chesterville).
124. Copy of a letter dated September 18, 2001, to the residents of Dover Drive from Shayne Brabham stating that the District will be conducting a pressure test of its water main on Dover Drive starting at 11 a.m. on September 20, 2001.
125. Fax dated September 18, 2001, from the Wood County PSD's containing an agenda for the September 26, 2001, meeting of the Wood County PSD Association.
126. Fax dated September 19, 2001, to Becky, **PARKERSBURG NEWS & SENTINEL**, from Margaret Batten enclosing a one by ten column ad to be published in both newspapers on Friday, September 21, 2001, stating that District personnel will begin smoke testing its sanitary sewer lines on September 24, 2001.
127. Fax dated September 19, 2001, to Vince, Cerrone Associates, Inc., from Margaret Batten enclosing copies of Pages 19 thru 30 of the Sycamore Run-Limestone Ridge Project Drawings.
128. Fax dated September 19, 2001, to the Editor, **PARKERSBURG NEWS** from Margaret Batten enclosing an article to be published in the newspaper stating that District personnel will begin smoke testing the sanitary sewer lines on September 24, 2001.

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129. Fax dated September 19, 2001, to the Editor, **PARKERSBURG SENTINEL** from Margaret Batten enclosing an article to be published in the newspaper stating that District personnel will begin smoke testing the sanitary sewer lines on September 24, 2001.
130. Fax dated September 19, 2001, to Jack Beck, Claywood Park PSD from Margaret Batten enclosing information about the size and cost of the District's office and maintenance buildings as requested by Mike Miller.
131. Fax dated September 19, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing a copy of the Electric Funds Transfer Confirmation for the Deposit of \$2000.00 into Account #324035411 and verification from WesBanco Bank.
132. Fax dated September 19, 2001, to Margaret from Cathy Kingston, WesBanco Bank, Mineral Wells enclosing a copy of the Electric Funds Transfer Confirmation for the Deposit of \$2,000.00 into Account #324035411.
133. *** Fax dated September 19, 2001, to Charles Stewart from Steven R. Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, stating that the District is free to pursue having the unfinished items for the office and maintenance buildings done with any funds that are still owed to Lou Morgan Builders since he has refused to complete the work under the June 5, 2000, contract.
134. *** Fax dated September 20, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of a letter dated September 20, 2001, to Mr. Brabham from Mr. Frymier relative to a detention time study at the sewage treatment plant and a copy of a letter dated September 20, 2001, to Mr. Brabham from Mr. Frymier relative to the sewage treatment plant dechlorination, a copy of a fax dated September 18, 2001, from Trojan Technologies Inc. relative to the effluent analysis of the wastewater treatment plant and a copy of another fax from Trojan Technologies Inc. about a collimated beam test.