

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, OCTOBER 18, 2001, IN THE
DISTRICT'S OFFICE LOCATED AT MINERAL
WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:00 PM. 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; Chris Brown, Matheny Motor Truck Company; James Ice, CPA, Harman, Thompson, Mallory & Ice, were present.

First order of business was the opening of sealed bids for a new service truck. Two bids were received. One from Mullen Motor Company for \$24,770.00, the other from Matheny Motor Truck Company for \$16,788.00, presented by Mr. Brown. Mr. Radabaugh made a motion that the bids are referred to Mr. Brabham to go over and compare bids to his satisfaction, then award the bid to the lowest bidder. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Brown excused himself from the rest of the meeting.

Mr. James Ice, CPA, with Harman, Thompson, Mallory and Ice AC presented the Annual Audit Report. It was the opinion of the Auditors that the financial statements were free of material misstatement. All records were in good bookkeeping form. Mr. Ice excused himself from the rest of the meeting. Mr. Radabaugh made a motion that the audit report be accepted as presented. Mr. Lett seconded the motion. The motion carried by unanimous vote.

There was no one present from Cerrone, Inc.

Matt Jones had requested that he be put on the agenda for this meeting, but he did not attend.

Mr. Lett made a motion that the Minutes of the September 20, 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 are approved as presented.

1. Financial Statement dated September 30, 2001, for All Finances (copy attached)
2. Financial Statement dated September 30, 2001, for Water Revenue Fund Checking Account (copy attached)
3. Financial Statement dated September 30, 2001, for Sewer Revenue Fund Checking Account (copy attached)

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - OCTOBER 18, 2001
PAGE 2

4. Financial Statement dated September 30, 2001, for Rockport Construction Fund Checking Account (copy attached)
5. Financial Statement dated September 30, 2001, for Water Improvement Fund Checking Account (copy attached)
6. Check numbers 26176 thru 26227 written on the Water Revenue Fund Checking Account since the September 20, 2001, Board Meeting (copy attached)
7. Check numbers 26228 thru 26230 written October 18, 2001, on the Water Revenue Fund Checking Account (copy attached)
8. Check numbers 28119 thru 28167 written on the Sewer Revenue Fund Checking Account since the September 20, 2001, Board Meeting (copy attached)
9. Payroll Check numbers 00727 thru 00744 written on the Sewer Revenue Fund Checking Account since the September 20, 2001, Board Meeting (copy attached)
10. Check numbers 28168 thru 28169 written October 18, 2001, on the Sewer Revenue Fund Checking Account (copy attached)

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

The following letters were discussed.

Letter 47- Letter dated October 5, 2001, to Robert Tebay, Rick Modesitt, and K. D. Merritt, Wood County Commission from Charles Stewart and James Lett requesting that Roy L. Radabaugh be reappointed to the District's Public Service Board to serve another six-year term.

Letter 50 - Letter dated October 8, 2001, to Steven Hardman, Bowles Rice McDavid Graff & Love, from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing a list of items and resulting costs which the District will need to withhold from Lou Morgan's contract.

Letter 71 - Fax dated October 16, 2001, from Mike Gilli, Cerrone Associates, Inc., attaching information on Weather Stripping.

Mrs. Batten reported that the Public Service Commission hearing for the customers who want a

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - OCTOBER 18, 2001
PAGE 3

second water meter will be held, November 7, 2001, at 10:00 a.m., in the Municipal Building, Parkersburg, West Virginia.

Mrs. Batten had received in the District's office a service maintenance contract for the copier. Mr. Radabaugh made a motion that the contract be renewed. Mr. Lett seconded the motion. The motion carried by unanimous vote.

Mr. Brabham discussed the following items with the Commissioners.

1. The District has been smoke-testing in the Pettyville area. There have been no major problems found. Maintenance Dept. will continue smoke-testing next week. Manholes need to be raised because the streets have been paved.
2. Pressure testing was completed on 215 Dover Drive. No problem was found. The engineering firm is still trying to determine where the water is coming from that is causing the ground to give away.
3. The District received three bids for the removal of a tree that the contractors for the District caused to die when the water line was installed through Linda McClung's property. Black's Tree Service presented a bid for \$840.00, Quality Tree Service, \$600.00, and Kidder's Tree Service \$885.00. Mr. Radabaugh made a motion that the bid be awarded to Quality Tree Service for the amount of \$600.00. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Brabham was instructed to contact Quality Tree Service and have them remove the tree.
4. Mr. Brabham reported the new Leak Detector and Line Locator had been received.
5. Flushing of the District's hydrants and water lines was started October 15, 2001, and will continue thru November 2, 2001.
6. Met with Department of Highways concerning a slip on Paddle Run that has our water line exposed to the elements. We are waiting for the core drilling results to know how deep to punch new line. Will do a directional bore, approximately 250' at \$8.00 per foot.
7. Submitted a cost estimate to Dominick Cerrone, Cerrone Associates, Inc., of uncompleted items on punch list. Will have to submit change orders

separately to RUS directly.

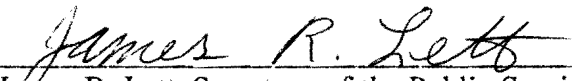
8. Virginia McDonald , Rural Utilities, will be in the District's Office to certify users on the new project. We have 306 signed users and 98 declinations.

This concluded Mr. Brabham's report.

All business having been discussed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Lett 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
SEPTEMBER 30, 2001**

CHECKING ACCOUNT

Water Revenue Fund Checking Account	
WesBanco Bank	\$ 13,077.04
Sewer Revenue Fund Checking Account	
WesBanco Bank	393.95
Rockport Construction Account	
WesBanco Bank	80.61
Water Improvement Construction Account	
WesBanco Bank	<u>45.96</u>

TOTAL IN CHECKING ACCOUNTS: \$ 13,597.56

WATER ACCOUNTS

Depreciation Reserve Account	
WesBanco Bank	\$ 9,246.62
Revenue Reserve Account	
WesBanco Bank	28,700.77
Revenue Reserve Account-Sams Creek/Chesterville	
WesBanco Bank	8,333.74
Sycamore Run-Limestone Tap Fees	
WesBanco Bank	30,247.48
Sycamore Run-Limestone Security Deposits	
WesBanco Bank	15,026.36
Security Deposit Account	
WesBanco Bank	<u>22,256.50</u>

TOTAL IN WATER ACCOUNTS: \$113,811.47

SEWER ACCOUNTS

Repair and Replacement Account	
WesBanco Bank	\$ 60,107.15
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market-WesBanco Bank	22,415.52
Security Deposit Account	
WesBanco Bank	<u>15,239.17</u>

TOTAL IN SEWER ACCOUNTS: \$ 97,761.84

TOTAL ALL FINANCES, SEPTEMBER 30, 2001 \$225,170.87

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
SEPTEMBER 30, 2001**

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

\$ 21,364.62

RECEIPTS:

Water Sales	\$47,880.05
Reconnection Fees	20.00
Tap Fees	900.00
Water Buffalo Sales	634.00
Bank Error	.01
Void AT&T Check	5.96
David Jeffrey Water Line Extension Prepayment	2,644.12
Ashley Recycling	18.00
Security Deposit Refunds	<u>818.11</u>

TOTAL RECEIPTS:

\$52,920.25

TOTAL CASH AVAILABLE:

\$ 74,284.87

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	2,706.16
WV Department of Tax & Revenue	483.21
WV Public Employees Retirement System	1,253.33
Salaries	5,687.81
Commissioner's Salaries	187.50
WV Public Employees Insurance Agency	967.15
Water Environmental Testing	40.50
United States Postal Service	162.92
AT&T State Calling Service	9.36
Robert Bagley	176.58
Terry Bartley	1,089.90
Gerald Caltrider	3,269.70
Cutlip-Warner Development Co.	5,459.25

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

Conner Cleaning Service	109.00
Shawna Cline	3.62
Miss Utility of WV Inc.	8.75
Poynter's Best Products	37.50
Rajesh Patel	2,941.55
SA-SO Company	130.62
Verizon	105.64
Bowles Rice McDavid Graff & Love	341.15
John Barnitz	50.99
Katherine Barker	50.96
Valerie Curtis	29.01
Connie Dellinger	50.91
Gina Daley	50.96
Charles L. Davis	50.95
Richard Ferrell	53.67
Hardman's Supply Company	109.95
Hajoca Corporation	19.20
Jabo Supply Corporation	116.87
Scott A. Life	50.96
Mineral Wells PSD	335.66
Sanitary Linen Service	80.26
Ruth Self	22.80
David Snodgrass	50.94
C. I. Thornburg	3,867.14
Ronald D. Thompson	50.95
Claywood Public Service District	11,518.16
AT&T Wireless Service	40.40
Danny's Lawn Service	80.00
Parkersburg Sentinel Company	28.60
Parkersburg Office Supply	27.36
rus of Morgantown	21.95
Westco Internet	<u>9.98</u>

TOTAL EXPENDITURES:

\$61,207.83

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

\$ 13,077.04

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEWER REVENUE FUND CHECKING ACCOUNT
SEPTEMBER 30, 2001**

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

\$ 6,751.63

RECEIPTS:

Sewer Sales	\$42,122.88
Deidra Stone	38.17
Transfer from Repair/Replacement Savings	3,487.61
Security Deposit Refunds	513.81
Void AT&T Check	5.96
Tap Fees	<u>750.00</u>

TOTAL RECEIPTS:

\$46,918.43

TOTAL CASH AVAILABLE:

\$ 53,670.06

EXPENDITURES:

Municipal Bond Commission	\$27,447.82
WesBanco Bank-Parkersburg	1,221.68
WesBanco Bank-Parkersburg	2,585.03
Salaries	5,612.36
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	729.61
WV Public Employees Retirement System	1,221.80
WV Dept. of Tax & Revenue	466.04
Allegheny Power Company	1,230.20
U. S. Postal Service	162.92
Discount Industrial Supply Corporation	159.19
Water Environmental Testing	230.00
Bowles Rice McDavid Graff & Love	860.85
Cutlip-Warner Development Co.	1,220.25
Air Products & Chemicals, Inc.	27.28
AT&T State Calling Service	9.36
AT&T Wireless Service	40.40
Miss Utility of WV Inc.	8.75
Conner Cleaning Service	179.00
Envirolabs, Incorporated	55.00
Poynter's Best Products	37.50
SA-SO Company	65.31

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

Verizon	450.81
Ackenheil Engineers Geologists	3,487.61
John Barnitz	50.99
Katherine Barker	50.96
Valerie Curtis	36.32
Gina Daley	50.96
First Federal Savings & Loan	50.99
Hardman Supply Company	106.96
Jabo Supply Corporation	38.95
Mineral Wells PSD	202.35
David R. Snodgrass	50.94
C. I. Thornburg	35.46
Ronald D. Thompson	50.95
WWT Electric	640.00
Sanitary Linen Service	80.25
Trombold Equipment Company, Inc.	2,504.43
WV Water & Waste Supply	866.46
Danny's Lawn Service	605.00
Gene's Septic Tank Cleaning Service	70.00
Parkersburg Sentinel Company	28.59
Parkersburg Office Supply	27.36
rus of Morgantown	21.95
Westco Internet	<u>9.97</u>

TOTAL EXPENDITURES:

\$53,276.11

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

\$ 393.95

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER IMPROVEMENT CONSTRUCTION ACCOUNT
SEPTEMBER 30, 2001**

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

RECEIPTS:

None

TOTAL RECEIPTS: \$ 0.000.00

TOTAL CASH AVAILABLE: \$ 45.96

EXPENDITURE:

None

TOTAL EXPENDITURES: \$ 0.000.00

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, SEPTEMBER 30, 2001** \$ 45.96

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
ROCKPORT CONSTRUCTION ACCOUNT
SEPTEMBER 30, 2001**

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

RECEIPTS:

Rural Utilities Service \$ 2,000.00

TOTAL RECEIPTS: \$ 2,000.00

TOTAL CASH AVAILABLE: \$ 2,080.61

EXPENDITURES:

Bowles Rice McDavid Graff & Love \$ 2,000.00

TOTAL EXPENDITURES: \$ 2,000.00

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK, SEPTEMBER 30, 2001** \$ 80.61

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
OCTOBER 18, 2001**

CHECKS WRITTEN SINCE THE SEPTEMBER 20, 2001, BOARD MEETING

CHECK NO. 26176	John Barnitz	\$ 50.99
26177	Katherine Barker	50.96
26178	Valerie Curtis	29.01
26179	Connie S. Dellinger	50.91
26180	Gina Dailey	50.96
26181	Charles L. Davis	50.95
26182	Richard Ferrell	53.67
26183	Hardman Supply Company	109.95
26184	Hajoca Corporation	19.20
26185	Jabo Supply	116.87
26186	Scott A. Life	50.96
26187	Mineral Wells PSD	335.66
26188	Mineral Wells PSD	2,877.60
26189	Rajesh Patel	2,941.55
26190	Rural Development Admn.	2,112.00
26191	Sanitary Linen Service	80.26
26192	Ruth Self	22.80
26193	David R Snodgrass	50.94
26194	C I Thornburg	3,867.14
26195	Ronald D Thompson	50.95
26196	USDA-Rural Development	3,140.00
26197	WesBanco Bank-Parkersburg	1,308.68
26198	WV Dept. of Tax & Revenue	483.21
26199	WV Public Employees Retirement	1,253.33
26200	WesBanco-Water-Res-Sams-CV	314.00
26201	Claywood Park PSD	11,518.16
26202	AT&T Wireless Services	40.40
26203	Danny's Lawn Service	80.00
26204	Parkersburg Sentinel Co.	28.60
26205	Parkersburg Office Supply	27.36
26206	rus of Morgantown	21.95
26207	Westco Internet	9.98
26208	Alltel	10.90
26209	Daugherty Supply Co Inc	39.69
26210	Haul Away Trash L.L.C.	15.00
26211	Larry's Trenching Service	900.00
26212	Municipal Bond Commission	1,592.00
26213	USDA-Rural Development	3,325.00

**MINERAL WELLS PSD
LIST OF WATER CHECKS
OCTOBER 18, 2001
PAGE 2**

**CHECKS WRITTEN SINCE THE SEPTEMBER 20, 2001, BOARD MEETING
(Continued)**

CHECK NO. 26214	USDA-Rural Development	\$ 10,040.00
26215	Workers' Compensation Division	692.94
26216	WesBanco Bank-Parkersburg	110.00
26217	AT&T - State Calling Service	3.76
26218	Discount Industrial Supply Corporation	32.55
26219	Miss Utility of WV Inc.	20.75
26220	Miller Communications	15.00
26221	Mineral Wells PSD	2,965.63
26222	U S Postal Service	112.00
26223	WesBanco Bank-Parkersburg	1,415.35
26224	WesBanco Bank-Parkersburg	167.00
26225	WesBanco Bank-Parkersburg	167.00
26226	WesBanco Bank-Parkersburg	502.00
26227	WesBanco Bank-Parkersburg	502.00

CHECKS WRITTEN TODAY (OCTOBER 18, 2001) THAT NEED AUTHORIZED

CHECK NO. 26228	Mineral Wells Sewer Fund Transfer	4,705.83
26229	U. S. Postal Service	72.50
26230	WV Public Employees Insurance Agency	865.35

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
OCTOBER 18, 2001**

CHECKS WRITTEN SINCE THE SEPTEMBER 20, 2001, BOARD MEETING

CHECK NO. 28119	Allegheny Power	\$ 1,230.20
28120	Ackenheil Engineers Geologists	3,487.61
28121	John Barnitz	50.99
28122	Katherine Barker	50.96
28123	Valerie Curtis	36.32
28124	Discount Industrial Supply Corp	53.69
28125	Gina Daley	50.96
28126	First Federal Savings & Loan	50.99
28127	Hardman Supply Company	106.96
28128	Jabo Supply Corporation	38.95
28129	James R. Lett	125.00
28130	Mineral Wells PSD	202.35
28131	Roy L. Radabaugh	125.00
28132	Charles M. Stewart	125.00
28133	David R. Snodgrass	50.94
28134	C I Thornburg	35.46
28135	Ronald D. Thompson	50.95
28136	WWT Electric	640.00
28137	WesBanco Bank-Parkersburg	1,286.15
28138	WV Dept of Tax & Revenue	466.04
28139	WV Public Employees Retirement	1,221.80
28140	Sanitary Linen Service	80.25
28141	Trombold Equipment Co. Inc.	2,504.43
28142	WV Water & Waste Supply	768.86
28143	AT&T Wireless Services	40.40
28144	Danny's Lawn Service	605.00
28145	Gene's Septic Tank Cleaning	70.00
28146	Parkersburg Sentinel Co.	28.59
28147	Parkersburg Office Supply	27.36
28148	rus of Morgantown	21.95
28149	WV Water & Waste Supply	97.60
28150	Westco Internet	9.97
28151	Allegheny Power	2,905.66
28152	Allegheny Power	225.00
28153	Alltel	10.90
28154	Daugherty Supply	64.32
28155	Haul Away Trash L.L.C.	15.00
28156	Municipal Bond Commission	16,852.52

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
OCTOBER 18, 2001
PAGE 2**

**CHECKS WRITTEN SINCE THE SEPTEMBER 18, 2001, BOARD MEETING
(Continued)**

CHECK NO. 28157	Parkersburg Sentinel Co.	\$ 179.93
28158	C I Thornburg	1,043.61
28159	Water Environmental Testing	195.00
28160	Workers' Compensation Division	586.63
28161	AT&T - State Calling Service	3.75
28162	Discount Industrial Supply Corporation	65.09
28163	Miss Utility of WV Inc.	20.75
28164	Miller Communications	15.00
28165	U S Postal Service	111.99
28166	WesBanco Bank-Parkersburg	1,053.07
28167	WesBanco Bank-Parkersburg	1,398.00

PAYROLL CHECKS WRITTEN SINCE THE SEPTEMBER 20, 2001, BOARD MEETING

CHECK NO. 00727	Todd R. Anderson	\$ 511.73
00728	Margaret J. Batten	785.33
00729	Richard Shayne Brabham	797.34
00730	William H. Byers, Jr.	824.64
00731	Linda K. Church	721.15
00734	Russell P. Hanna	704.77
00735	Mark K. Murphy	620.07
00736	Nellie B. Radcliff	645.76
00737	Todd R. Anderson	544.32
00738	Margaret J. Batten	849.82
00739	Richard Shayne Brabham	857.01
00740	William H. Byers, Jr.	815.98
00741	Linda K. Church	806.09
00742	Russell P. Hanna	708.24
00743	Mark K. Murphy	722.91
00744	Nellie B. Radcliff	709.37

CHECKS WRITTEN TODAY (OCTOBER 18, 2001) THAT NEED AUTHORIZATION

CHECK NO. 28168	U S Postal Service	72.50
28169	WV Public Employees Insurance Agency	831.41

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
RECEIVED OR MAILED SINCE THE SEPTEMBER 20, 2001 BOARD MEETING
OCTOBER 18, 2001

1. **MOUNTAIN STATE WATER LINE**, a publication of the West Virginia Rural Water Association, dated Fall 2000.
2. Form letter from Terry W. Thomas, Chief, PMBS Volunteer Fire Department, listing the number of gallons of water used for fire fighting and the number of gallons of water used for training purposes.
3. Letter dated September 17, 2001, to the District, Attention: Margaret Batten from David Evans, Telephone Auditor, ServCom Associates, stating that he would be telephoning on September 24th to do a telephone audit on behalf of Westfield Companies.
4. Letter dated September 19, 2001, to Charles Stewart from Carrie L. Grimm, Management Branch, Construction Assistance, West Virginia Department of Environmental Protection, stating that the District should be in the process of procuring an independent certified public accountant to perform an audit of the District's records for FY01.
5. Letter dated September 19, 2001, to Jerry Villers, Gary R. Hinkle, Matt Jones, Melinda Ferguson, F. L. Morehead, and Steven R. Hardman, Esquire, Bowles Rice McDavid Graff & Love, enclosing a copy of a Commission Order dated September 19, 2001, stating that the Administrative Law Judge's decision is extended from January 8, 2002, to March 12, 2002, in Case No. 01-0795-PWD-C.
6. Letter dated September 20, 2001, to Charles Stewart from Shelly Wybensinger, Norweco Equipment Company, relative to Norweco's Bio-Dynamic tablet feeders that provide efficient dechlorination for wastewater systems with treatment capacities ranging from 200 through 200,000 gallons per day.
7. Letter dated September 20, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., relative to performing a detention time study at the District's sewage treatment plant using fluoride in the form of Hydrofluosilicic Acid.
8. Letter dated September 20, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing the results of the UV transmissibility test conducted by Trojan as part of the sewage treatment plant dechlorination project.
9. A letter dated September 21, 2001, to All Regulated Utilities in the State of West Virginia from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of General Order 182.5 changing the number of copies required from an original and 12 copies to an original and 6 copies to be filed with the Commission under the Rules of Practice and Procedure, 150 C.S.R. Series 1.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - OCTOBER 18, 2001
PAGE 2**

10. Letter dated September 21, 2001, to Margaret Batten from George E. Blum, Cerrone Associates, Inc., stating the District may execute the Engineering Agreement for the I-77 Rest Area Sewer Extension as the 15 day appeal period required by the Public Service Commission's Recommended Decision to approve the Agreement has expired.
11. Letter dated September 21, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing two copies of the Owner's Preference Checklist for the Water Extensions Project.
12. Copy of a letter dated September 21, 2001, to John C. Bosley, J.C. Bosley Construction, Inc., from Jim Mayles, Project Engineer, Cerrone Associates, Inc., listing two items that need to be corrected at the Saulsbury Booster Station per the September 20, 2001, warranty inspection.
13. Memorandum dated September 21, 2001, to Voting Member System from Debbie Britt, West Virginia Rural Water Association, containing an Official Notice for the Association's annual business meeting to be held on October 8, 2001, at Canaan Valley.
14. Copy of a letter dated September 24, 2001, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from James M. Ruckman, PS, Cerrone Associates, Inc., containing the legal description and plat with the surveyor's original stamp and seal for the proposed new access road to the existing Bonnivale Lift Station required for the preparation of a deed to acquire the permanent access right-of-way from Mr. Harold Hoffman.
15. Copy of a letter dated September 24, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing check no. 26171 in the amount of \$3,000.00 for the September 23, 2001, interest payment on District Loan No. 91-07 and check no. 26172 in the amount of \$9,000.00 for the September 23, 2001, interest payment on District Loan No. 91-06.
16. Copy of a letter dated September 24, 2001, to WV Municipal Bond Commission from Margaret Batten enclosing check no. 28115 in the amount of \$16,852.52 for sewer bond payments on Account No. MIW-S-1-97-R-WO-0, Account No. MIW-S-1-95-X-W0-06, Account No. MIW-S-2-95-X-W0-06 and Account No. MIW-S-1-85-B-W0-06. Check No. 26167 in the amount of \$1,592.00 for water bond payment to MIW-1-69-X-W0-06.
17. Copy of a letter dated September 24, 2001, to Robert Bagley from Margaret Batten containing check no. 26160 in the amount of \$176.58 as reimbursement for water services installed at Lot 13 and Lot 14 in Dogwood Estates.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - OCTOBER 18, 2001
PAGE 3

18. Facsimile dated September 24, 2001, to Shayne Brabham from Dominick P. Cerrone, P.E., Cerrone Associates, Inc., enclosing an image of appropriate pull handles for the front doors of the District's office building.
19. Fax dated September 25, 2001, to BP Commercial Card Processing, Attention: Christine, from Margaret Batten enclosing an application to be processed for the District to purchase tax free gasoline.
20. Copy of a letter dated September 25, 2001, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the minutes of the regular Board meeting held on Thursday, August 16, 2001.
21. Copy of a Final Order for Case No. 01-0568-PSD-PC from the Public Service Commission dated September 25, 2001 (approval of engineering agreement for I-77 Rest Area Sewer Project).
22. Fax dated September 25, 2001, to Sherry, Legal Department, **PARKERSBURG NEWS & SENTINEL**, from Margaret Batten enclosing a legal notice to be published in both newspapers on September 28, 2001, advertising for bids for a new service truck.
23. Fax dated September 26, 2001, to David Jarrett, Utilities Division, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of the District's Public Service Commission's Annual Report for fiscal year ending June 30, 2001.
24. Copy of a letter dated September 26, 2001, to James Ice, Harman Thompson Mallory & Ice, from Margaret Batten enclosing two signed copies of Audit of States, Local Governments, and Non-Profit Organizations for fiscal year ending June 30, 2001.
25. Copy of a letter dated September 26, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing an Owner's Preference Checklist for the Sycamore Run, Stephen's Fork, Limestone Water Project.
26. Copy of the Facility Inspection Report dated September 27, 2001, from the District's wastewater treatment plant signed by inspector, D. Weekley.
27. Fax dated September 27, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., relative to the loss of signal problem on the Rockport water system.
28. Copy of a letter dated September 27, 2001, to Gerald Caltrider from Margaret Batten enclosing District Check No. 26162 in the amount of \$3,269.70 as reimbursement for three customers connecting to the water line extension that he installed on Butcher Bend Road and

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - OCTOBER 18, 2001
PAGE 4

Price Road by agreement dated May 25, 2000.

29. Copy of a letter dated September 28, 2001, to Deidra A. Stone from Margaret Batten enclosing a copy of an invoice in the amount of \$225.00 from Allegheny Power for underground wiring service to the grinder pump on Delaware Street.
30. Copy of a letter dated September 28, 2001, to Ms. Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Ronald E. Robertson, Jr., Staff Attorney, Public Service Commission of West Virginia, enclosing for filing the original and six copies of Staff's "First Request for Information".
31. Copy of a letter dated September 28, 2001, to George E. Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a signed copy of the Agreement For Engineering Services by and between the District and Cerrone Associates, Inc. for the WV DOT Upgrade I-77 Rest Area.
32. Copy of a letter dated September 28, 2001, to Guy Mick, Engineering Division, West Virginia Division of Highways, from Margaret Batten enclosing a completed copy of DOH Form 8.01 and Certification of Consultant for the WV Department of Highways Upgrade to the I-77 Rest Area.
33. Copy of a letter dated September 28, 2001, to Jesse E. Sheppard, District Three Supervisor, WV Division of Highways, from Margaret Batten enclosing a copy of the September 28th letter to Guy Mick, WV DOH, a copy of DOH Form 8.01 and Certification of Consultant for the Upgrade to the I-77 Rest Area at Mineral Wells, and a copy of the signed Agreement by and between the District and Cerrone Associates, Inc.
34. Copy of a letter dated September 28, 2001, to George E. Blum, Cerrone Associates, Inc. from George E. Blum, Cerrone Associates, Inc., enclosing a copy of the September 28th letter to Guy Mick, West Virginia Division of Highways, containing a copy of the Agreement for Engineering Services by and between the District and Cerrone Associates, Inc. for the WV Dot Upgrade I-77 Rest Area and a copy of DOH Form 8.01 with Certification of Consultant
35. Fax dated October 1, 2001, to Shayne Brabham from Allen Selders, rus of Morgantown, enclosing a copy of the rus service agreement with the District to provide uniforms for the District's operations employees.
36. Copy of a letter dated October 2, 2001, to Judy Hartshorn from R. Shayne Brabham enclosing all the necessary documents for a sewer main extension by grinder pump.
37. Fax dated October 3, 2001, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - OCTOBER 18, 2001
PAGE 5**

enclosing a notice about flushing water mains to be published in both newspapers.

38. Fax dated October 3, 2001, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about flushing water mains to be published in both newspapers.
39. Fax dated October 4, 2001, to David Evans, ServCom Associates, from Margaret Batten containing information requested for an audit required by our insurance carrier, Westfield Co.
40. Copy of a letter dated October 5, 2001, to Mrs. Wilma Hodge, West Virginia Bureau of Public Health, Environmental Engineering Division, from Margaret Batten enclosing a copy of the Monthly Operation Report for the District and a copy of the Daily Water Purchase Tally for the month of September, 2001.
41. Copy of a letter dated October 5, 2001, to Rajesh Patel, New Era Hospitality, from Margaret Batten enclosing District check no. 26189 in the amount of \$2,941.55 as final payment on the three and one-half year reimbursement contract for the water main extension that was installed to serve Hampton Inn and Wendy's Inc.
42. Fax dated October 5, 2001, to Dominic P. Cerrone, Cerrone Associates, Inc., from Shayne Brabham enclosing a copy of the final punch list for the District's office and maintenance building.
43. Copy of a letter dated October 5, 2001, to Municipal Branch, Office of Water Resources (DNR) from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of September 2001 for the District's wastewater treatment plant.
44. Copy of a letter dated October 5, 2001, to West Virginia Bureau For Public Health from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of September 2001 for the District's wastewater treatment plant.
45. Copy of a letter dated October 5, 2001, to Cindy Musser, West Virginia Department Of Natural Resources, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of September 2001 for the District's wastewater treatment plant.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - OCTOBER 18, 2001
PAGE 6

46. Copy of a letter dated October 5, 2001, to Manning Frymier, Cerrone Associates, Inc., from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of September 2001 for the District's wastewater treatment plant.
47. *Copy of a letter dated October 5, 2001, to Robert Tebay, Rick Modesitt, and K. D. Merritt, Wood County Commission from Charles Stewart and James Lett requesting that Roy L. Radabaugh be reappointed to the District's Public Service Board to serve another six year term.
48. Fax dated October 5, 2001, to Steven Hardman, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the letter dated October 5th to Robert Tebay, Rick Modesitt, and K. D. Merritt, Wood County Commission from Charles Stewart and James Lett requesting that Roy L. Radabaugh be reappointed to the District's Public Service Board to serve another six year term.
49. Fax dated October 8, 2001, to Shayne Brabham to Dominick P. Cerrone, Cerrone Associates, Inc., containing instructions on how to have the items listed on the final punch list for the District's office and maintenance buildings completed and paid for by RUS.
50. *Letter dated October 8, 2001, to Steven Hardman, Bowles Rice McDavid Graff & Love, from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing a list of items and resulting costs which the District will need to withhold from Lou Morgan's contract.
51. Fax dated October 9, 2001, to Bill Byers from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing pictures of the construction of the Water System Improvements Altitude Valve Vault Construction.
52. Letter of Transmittal dated October 9, 2001, to the Mineral Wells PSD from Cerrone Associates, Inc., containing a copy of Customer Reference Drawing 2-14 and a copy of Customer Reference Drawing 2-65 as requested by Bill Byers.
53. Letter dated October 9, 2001, from Allyn G. Turner relative to an incorrect letter dated August 3, 2001 mailed to the office relative to maximum daily pretreatment limitations for Wal Mart Super Center.
54. Letter dated October 1, 2001, (received October 10, 2001) from Terasa Robertson, West Virginia Public Retirement Board enclosing the 2001 Supplement to the Consolidated Public Retirement Board Laws and Rules.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE-OCTOBER 18, 2001
PAGE 7

55. Copy of a letter dated October 10, 2001, to Steven Hardman, Esquire, Bowles, Rice McDavid Graff & Love, from R. Shayne Brabham enclosing a copy of the District's response to the Public Service Commission Staff's "First Request for Information" in Case No. 01-0795-PWD-C (convenience meters).
56. Fax dated October 10, 2001, to Steven Hardman, Esquire, Bowles, Rice McDavid Graff & Love, from Shayne Brabham enclosing a copy of his letter dated October 10, 2001, to Mr. Hardman enclosing a copy of the District's response to the Public Service Commission Staff's "First Request for Information" in Case No. 01-0795-PWD-C (convenience meters.)
57. Fax dated October 10, 2001, to Steven Hardman, Esquire, Bowles, Rice McDavid Graff & Love, from Shayne Brabham enclosing a copy of the history of the complainants' water and sewer bills in Case No. 01-0795-PWD-C.
58. Fax dated October 10, 2001, to the District from Miss Utility of West Virginia containing a new form to be used when faxing in locate requests.
59. Fax dated October 10, 2001, to Shayne Brabham from Anne Calderon, USA BlueBook, containing information about Mr. Brabham's fax order of the same date.
60. Fax dated October 11, 2001, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice and an agenda for the October 18, 2001, Board Meeting to be published in the newspaper.
61. Fax dated October 11, 2001, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice and an agenda for the October 18, 2001, Board Meeting to be published in the newspaper.
62. Fax dated October 11, 2001, to Manning Frymier, P. E., Cerrone Associates, Inc., from Shayne Brabham enclosing a letter dated October 11, 2001, relative to the completion of the pressure water test conducted on Dover Drive in an attempt to find the reason for the settling problems at 215 Dover Drive.
63. Fax dated October 11, 2001, to Craig Lyle, P.E., Ackenheil Engineers and Geologists, from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of the letter dated October 11, 2001, to Mr. Frymier from Shayne Brabham relative to the completion of the pressure water test conducted on Dover Drive in an attempt to find the reason for the settling problem at 215 Dover Drive.
64. Fax dated October 12, 2001, to James Aucremanne, Utility Analyst I, Water and Wastewater Division, Public Service Commission of West Virginia, from Margaret Batten containing

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE-OCTOBER 18, 2001
PAGE 8**

cost figures for extending the water line to the Robert and Janice Ryan home on Wolfe Run Road.

65. Fax dated October 12, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., asking if the District tested the customer's service line when they did the water pressure test on the District's water main on 215 Dover Drive.
66. Letter dated October 12, 2001, from S. F. Greiner, Sheriff, Wood County, relative to lien the District has on the Danny Harman property. (This lien was received January 2, 1998.)
67. Copy of letter dated October 12, 2001, from Steven R. Hardman, Bowles Rice McDavid Graff & Love to Attorney Ronald E. Robertson, Jr., Public Service Commission of West Virginia enclosing the requested Responses from the District for Case No. 01-0795-PWD-C (Convenience Meters).
68. Minutes of Miss Utility Meeting held July 19, 2001, at Canaan Valley received October 15, 2001.
69. Copy of letter dated October 12, 2001, from the District to Ms. Allyn Turner Director, Office of Water Resources requesting a time extension to submit and install necessary equipment to meet permit limitations for total residual chlorine for Permit WV 0081141.
70. Letter received October 15, 2001, from Sandy Edge, Sheriff and Treasurer of Wood County attaching statement to bill completed showing date the lien was released for Danny Hamon.
71. *Fax dated October 16, 2001, from Mike Gilli, Cerrone Associates, Inc., attaching information on Weather stripping.
72. Copy of letter dated October 18, 2001, from the District to WV Municipal Bond Commission enclosing checks for Bond Payments.
73. Copy of letter dated October 18, 2001, from the District to West Virginia Water Development Authority enclosing copy of check for the 1995 Series Bond.