

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, NOVEMBER 15, 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; Shayne Brabham, Operations Manager; Margaret Batten, Office Manager; Nellie Radcliff, Office Technician and Scott Long, Parkersburg News and Sentinel, were present.

First order of business was the reading and approving the Minutes of the October 18, 2001, Board Meeting. Mr. Lett made a motion that the Minutes be approved as written. 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 follows.

1. Financial Statement dated October 31, 2001, for All Finances of the District (copy attached).
2. Financial Statement dated October 31, 2001, for Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated October 31, 2001, for Sewer Revenue Fund Checking Account (copy attached).
4. Financial Statement dated October 31, 2001, for Rockport Construction Fund Checking Account (copy attached).
5. Financial Statement dated October 31, 2001, for Water Improvement Fund Checking Account (copy attached).
6. Check numbers 26231 thru 26345 written on the Water Revenue Fund Checking Account since October 18, 2001, Board Meeting (copy attached).
7. Check number 26346 written on the Water Revenue Checking Account, today, November 15, 2001 (copy attached).
8. Check numbers 28170 thru 28224 written on the Sewer Revenue Fund Checking Account since October 18, 2001, Board Meeting (copy attached).
9. Check numbers 28225 thru 28226 written on the Sewer Revenue Fund Checking Account, November 15, 2001 (copy attached).

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - NOVEMBER 15, 2001
PAGE 2

10. Payroll checks numbers 00743 thru 00758 written since the October 18, 2001 (copy attached).

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

Mrs. Batten reported that she had nothing of importance to report to the Board.

Mr. Radabaugh made a motion that all employees receive a one time temporary pay raise of \$50.00 on the payroll of December 15, 2001. Mr. Lett seconded the motion. The motion carried by unanimous vote.

Mr. Brabham reported on the following items.

1. Miller Communication gave the District a quote for a Repeater to be placed at the top of Limestone Hill in an amount of \$2,377.00. Virginia McDonald with Rural Development has agreed to pay for the Repeater out of the Rockport Project funds. Mr. Radabaugh made a motion that the District accept the quote for \$2,377.00. Mr. Lett seconded the motion. The motion carried by unanimous vote.
2. The 2" line on Paddle Run that had been in need of repair because of a slip has been repaired.
3. Virginia McDonald, Rural Development, was in the District's office to Certify the User Agreements for the new project.
4. The tank site for the new project has not been selected as of this date.
5. It was brought to the Board's attention that the Maintenance Department would like to purchase a small portable Acetylene tank and supplies to cut the rusty bolts loose on the meter lids. Mr. Radabaugh made a motion that Mr. Brabham be authorized to purchase the tank and supplies that he needs. Mr. Lett seconded the motion. The motion carried by unanimous vote.

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

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - NOVEMBER 15, 2001
PAGE 3

meeting at 6:00 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
OCTOBER 31, 2001
CHECKING ACCOUNT**

Water Revenue Fund Checking Account		
WesBanco Bank	\$30,021.68	
Sewer Revenue Fund Checking Account		
WesBanco Bank	5,434.38	
Rockport Construction Account		
WesBanco Bank	80.61	
Water Improvement Construction Account		
WesBanco Bank	<u>45.96</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 35,582.63

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$ 9,356.62	
Revenue Reserve Account		
WesBanco Bank	28,700.77	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	8,647.74	
Revenue Reserve Account-Rockport		
WesBanco Bank	167.00	
Depreciation Reserve Account-Rockport		
WesBanco Bank	167.00	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	502.00	
Depreciation Reserve Account-Water Improvement		
WesBanco	502.00	
Sycamore Run-Limestone Tap Fees		
WesBanco Bank	30,447.48	
Sycamore Run-Limestone Security Deposits		
WesBanco Bank	15,126.36	
Security Deposit Account		
WesBanco Bank	<u>20,089.16</u>	
TOTAL IN WATER ACCOUNTS:		\$ 113,706.13

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$ 61,320.29	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	22,463.00	
Security Deposit Account		
WesBanco Bank	<u>15,700.82</u>	
TOTAL IN SEWER ACCOUNTS:		\$ 99,484.11

TOTAL ALL FINANCES, OCTOBER 31, 2001 **\$ 248,772.87**

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

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, SEPTEMBER 30, 2001** **\$13,077.04**

RECEIPTS:

Water Sales	\$67,039.04
Tap Fees	1,800.00
Water Buffalo Sales	849.75
Void Check 24502 & 24572	10.52
Deposit Error	.02
Refund AT&T	1.88
Refund Claywood Park PSD	3,047.30
Security Deposit Refunds	<u>3,096.08</u>

TOTAL RECEIPTS: **\$75,844.59**

TOTAL CASH AVAILABLE: **\$88,921.63**

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	314.00
WesBanco Bank-Parkersburg	3,333.01
WesBanco Bank-Parkersburg	334.00
WesBanco Bank-Parkersburg	1,004.00
WV Department of Tax & Revenue	567.82
WV Public Employees Retirement System	1,531.46
Salaries	6,951.24
Commissioner's Salaries	187.50
WV Public Employees Insurance Agency	865.35
Alltell	10.90
Daugherty Supply Company, Inc.	39.69
Haul Away Trash, L.L.C.	15.00
Larry's Trenching Service	900.00
Worker's Compensation Division	692.94
AT&T State Calling Service	3.76
Discount Industrial Supply Corporation	32.55

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

Miss Utility of WV, Inc.	\$ 20.75
Miller Communications	15.00
U S Postal Service	184.50
Poynter's Best Products	290.89
Quality Tree Service	600.00
Jamie Six	6.00
Pifer's Service Center	562.54
Chuck Anderson	50.98
Kenneth & Ruth Asbury	52.89
Roger B. Amos	52.90
Armstrong Telephone Company	52.83
Junior E. Archer, Jr.	52.90
Ellsworth Archer	52.90
Jurgen & Patsy Bluegel	50.98
Mrs. Carl Buchannan	51.12
James & Shirley Boone	52.90
Jerry Lee Balderson	52.83
Glenn O Brown	52.83
Thomas & Kimberly Bonnett	51.26
Carroll Bonnett	51.06
John & Donna Cantrell	52.90
Tim F. & Susan E. Curry	52.90
Columbia Gas Transmission	52.83
William L Dickel	50.95
Delbert Daggett	52.88
Earl L. Daggett	52.83
Larry E. Deem	52.83
Robert Dent Jr.	52.90
Gladys P. Dent	52.90
Frall Developers, Inc.	52.89
Dave Fought	52.90
John W. Hedegus	52.50
Eva R. Houck	52.88
Wayne E. Houck	52.88
Carl Isaacs	52.82
Cynda S. Kirk	53.98
Brian Johnson	50.92
Lewis F. Johnson	52.83
Donald R. Johnson	52.83
Wilma E. Johnson	52.90

MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-OCTOBER, 2001
PAGE 3

Amber R. Kerr	\$ 52.43
Russell Lockhart	52.88
Cecile G. Morgan Estate	52.83
Robert Middleton	52.90
Mrs. Hans Morgan	52.89
W. D. Morrison	52.90
Donald Matheny	52.90
Silas G. Rader	52.90
Rockport Community Association	52.90
Erin E. Smith	14.82
James G. & Judith A. Summers	51.28
Robert Wayne Skinner	52.83
Betty M. Stewart	52.50
Sammy & Pamela Snyder	52.90
Joe Sims	52.90
Emmett E. Starcher	52.90
James P. & Vickie M. Sheppard	52.83
Everett L. Snyder	105.76
Craig A. Tanner	52.83
Georgie V. Thompson	52.88
WV State Treasury	10.52
Shelley Phillips Whitlatch	50.96
Mr & Mrs. Burl West	52.88
Anthony West	52.90
WV American Water Works Association	45.00
Allegheny Power	546.81
Cutlip-Warner Development Company	5,418.59
Conner Cleaning Service	109.00
Dominion Hope	61.90
Harman Thompson Mallory & Ice	3,300.00
Hardman Supply Company	10.93
Industrial Rubber Products	5.68
Ohio Valley Muffler & Brake	59.09
Mineral Wells Public Service District	173.06
Secretary State of West Virginia	104.00
Tesa Company	34.60
USA Blue Book	5,553.04
Verizon	97.56
Water Environmental Testing	40.50
Westfield Insurance Companies	1,503.42

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-OCTOBER, 2001
PAGE 4**

Workingman Store

\$ 85.02

TOTAL EXPENDITURES:

\$58,899.95

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

\$30,021.68

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

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

\$ 393.95

RECEIPTS:

Sewer Sales	\$50,150.40
Deidra Stone	100.00
Judy Hartshorn Prepayment	4,705.83
Security Deposit Refunds	358.27
Gene's Septic Tank Cleaning	633.60
AT&T Check Refund	1.87
Void Checks 25532 & 26498	6.71
Tap Fees	<u>750.00</u>

TOTAL RECEIPTS:

\$56,706.68

TOTAL CASH AVAILABLE:

\$57,100.63

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,053.07
WesBanco Bank-Parkersburg	2,581.86
Salaries	5,557.39
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	831.41
WV Public Employees Retirement System	1,202.46
WV Dept. of Tax & Revenue	456.04
Allegheny Power Company	7,597.40
Alltel	10.90
Daugherty Supply Company, Inc.	64.22
Haul Away Trash L.L.C.	15.00
Parkersburg Sentinel Company	179.93
C. I. Thornburg	1,043.61
Water Environmental Testing	195.00
Workers' Compensation Division	586.63
AT&T-State Calling Service	3.75
Discount Industrial Supply	65.09
Miss Utility of WV Inc.	20.75
Miller Communications	15.00
U. S. Postal Service	184.49

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-SEWER-OCTOBER, 2001**

Hach Company	158.70
Poynter's Best Products	290.88
Somerville Fabricators, Inc.	138.00
Pifer's Service Center	562.53
Mineral Wells Public Service District	554.99
Jurgen and Patsy Blugel	50.98
Erin E. Smith	22.93
James & Judith Summers	51.28
WV State Treasury	6.71
Cerrone Associates, Inc.	4,000.00
Cutlip-Warner Development Company	548.50
Conner Cleaning Service	179.00
Dominion Hope	61.90
Harman Thompson Mallory & Ice	3,300.00
Hardman Supply Company	50.49
Industrial Rubber Products	5.68
Ohio Valley Muffler & Brake	59.08
Tesa Company, Inc.	10.52
Verizon	442.70
WWT Electric	300.00
Westfield Insurance Companies	2,082.32
Workingman Store	85.02
Deposit Error	<u>.02</u>

TOTAL EXPENDITURES:

\$51,666.25

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

\$ 5,434.38

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

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

RECEIPTS:

None

TOTAL RECEIPTS: \$ 0,000.00

TOTAL CASH AVAILABLE: \$ 80.61

EXPENDITURES:

None

TOTAL EXPENDITURES: \$ 0,000.00

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

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

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION
ACCOUNT, WESBANCO BANK, SEPTEMBER 30, 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, OCTOBER 31, 2001** **\$ 45.96**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 15, 2001**

CHECKS WRITTEN BETWEEN OCTOBER 19, 2001, AND NOVEMBER 14, 2001

CHECK NO. 26231	Poynter's Best Business Products	\$ 290.89
26232	Quality Tree Service	600.00
26233	Jamie Six	6.00
26234	Mineral Wells PSD	36.31
26235	Pifer's Service Center	334.43
26236	Chuck Anderson	50.98
26237	Kenneth & Ruth Asbury	52.89
26238	Roger B. Amos	52.90
26239	Armstrong Telephone Co-N.D.	52.83
26240	Junior E. Archer, Jr.	52.90
26241	Ellsworth R. Archer	52.90
26242	Jurgen and Patsy Blugel	50.98
26243	Mrs. Carl Buchanan	51.12
26244	James & Shirley Boone	52.90
26245	Jerry Lee Balderson	52.83
26246	Glenn O. Brown	52.83
26247	Thomas & Kimberly Bonnett	51.26
26248	Carroll Bonnett	51.06
26249	John & Donna Cantrell	52.90
26250	Tim F. & Susan E. Curry	52.90
26251	Columbia Gas Transmission	52.83
26252	William L. Dickel	50.95
26253	Delbert Daggett	52.88
26254	Earl L. Daggett	52.83
26255	Larry E. Deem	52.83
26256	Robert Dent Jr.	52.90
26257	Gladys P. Dent	52.90
26258	Frall Developers, Inc.	52.89
26259	Dave Fought	52.90
26260	John W. Hedegus	52.50
26261	Eva R. Houck	52.88
26262	Wayne E. Houck	52.88
26263	Carl Isaacs	52.82
26264	Cynda S. Kirk	53.98
26265	Brian Johnson	50.92
26266	Lewis F. Johnson	52.83
26267	Donald E. Johnson	52.83
26268	Wilma E. Johnson	52.90
26269	Amber B. Kerr	52.43

**MINERAL WELLS PSD
LIST OF WATER CHECKS
NOVEMBER 15, 2001
PAGE 2**

**CHECKS WRITTEN BETWEEN OCTOBER 19, 2001, AND NOVEMBER 14, 2001
(continued)**

CHECK NO. 26269	Amber R. Kerr	\$ 52.43
26270	Russell Lockhart	52.88
26271	Mineral Wells PSD	136.75
26272	Cecile G. Morgan Estate	52.83
26273	Robert Middleton	52.90
26274	Mrs. Hans Morgan	52.89
26275	W. D. Morrison	52.90
26276	Donald Matheny	52.90
26277	Silas G. Rader	52.90
26278	Rockport Community Association	52.90
26279	Erin E. Smith	14.82
26280	James G. & Judith A. Summers	51.28
26281	Robert Wayne Skinner	52.83
26282	Betty M. Stewart	52.50
26283	Sammy& Pamela Snyder	52.90
26284	Joe Sims	52.90
26285	Emmett E. Starcher	52.90
26286	James P. & Vickie M. Sheppard	52.83
26287	Everett L. Snyder	105.76
26288	Craig A. Tanner	52.83
26289	Georgie V. Thompson	52.88
26290	WV State Treasury	10.52
26291	Shelley Phillips Whitlatch	50.96
26292	Mr. & Mrs. Burl West	52.88
26293	Anthony West	52.90
26294	WV American Water Works Assoc.	45.00
26295	Allegheny Power	546.81
26296	Cutlip-Warner Development Co.	5,418.59
26297	Conner Cleaning Service	109.00
26298	Dominion Hope	61.90
26299	Harman Thompson Mallory & Ice	3,300.00
26300	Hardman Supply Company	10.93
26301	Industrial Rubber Products	5.68
26302	Mineral Wells PSD	4,173.11
26303	Ohio Valley Muffler & Brake	59.09
26304	Pifer's Service Center	228.11
26305	Rural Development Admn.	2,112.00

**MINERAL WELLS PSD
LIST OF WATER CHECKS
NOVEMBER 15, 2001
PAGE 3**

**CHECKS WRITTEN BETWEEN OCTOBER 18, 2001, AND NOVEMBER 14, 2001
(Continued)**

CHECK NO. 26306	Secretary of State of WV	\$ 104.00
26307	Tesa Company	34.60
26308	USDA-Rural Development	3,140.00
26309	USA Blue Book	5,553.04
26310	Verizon	97.56
26311	Water Environmental Testing	40.50
26312	WesBanco Bank-Parkersburg	1,917.66
26313	WV Dept of Tax & Revenue	567.82
26314	WV Public Employees Retirement	1,531.46
26315	Westfield Insurance Companies	1,503.42
26316	WesBanco-Water Res-Sams-CV	314.00
26317	Workingman Store	85.02
26318	Alltel	10.90
26319	Claywood Park PSD	11,413.60
26320	AT&T Wireless Services	45.63
26321	Void	
26322	Void	
26323	Fasteners & Supply Inc.	26.09
26324	Haul Away Trash L.L.C.	15.00
26325	Parkersburg Office Supply	59.56
26326	rus Of Morgantown	130.31
26327	Tesa Company Inc.	27.89
26328	C. I. Thornburg	2,017.28
26329	WV Water & Waste Supply	455.08
26330	Westco Internet	9.98
26331	Cerrone Associates, Inc.	22,481.27
26332	Void	
26333	Appalachian Software Inc.	1,382.50
26334	AT&T - State Calling Service	15.74
26335	Miss Utility of WV Inc.	20.13
26336	Miller Communications	15.00
26337	Municipal Bond Commission	1,592.00
26338	USDA - Rural Development	3,325.00
26339	USDA - Rural Development	10,040.00
26340	Water Environmental Testing	54.00
26341	WesBanco Bank-Parkersburg	110.00
26342	Westfield Insurance Companies	1,272.70

**MINERAL WELLS PSD
LIST OF WATER CHECKS
NOVEMBER 15, 2001
PAGE 4**

CHECK NO. 26343 Mineral Wells PSD	3,387.37
26344 WV Public Employees Ins. Agency	950.19
26345 WesBanco Bank-Parkersburg	1,547.61

CHECKS WRITTEN TODAY, NOVEMBER 15, 2001, AND NEED APPROVAL

CHECK NO. 26346 Cyrus L. Bowen Construction Co.	\$ 4,180.00
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**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 15, 2001**

CHECKS WRITTEN BETWEEN OCTOBER 19, 2001, AND NOVEMBER 14, 2001

CHECK NO. 28170	Hach Company	\$ 158.70
28171	Poynter's Best Products	290.88
28172	Somerville Fabricators Inc.	138.00
28173	Mineral Wells PSD	36.31
28174	Pifer's Service Center	334.43
28175	Jurgen and Patsy Blugel	50.98
28176	Mineral Wells PSD	233.08
28177	Erin E. Smith	22.93
28178	James G. & Judith A. Summers	51.28
28179	WV State Treasury	6.71
28180	Allegheny Power	4,466.74
28181	Cerrone Associates Inc.	4,000.00
28182	Cutlip-Warner Development Inc.	548.50
28183	Conner Cleaning Service	179.00
28184	Dominion Hope	61.90
28185	Harman Thompson Mallory & Ice	3,300.00
28186	Hardman Supply Company	50.49
28187	Industrial Rubber Products	5.68
28188	James R. Lett	125.00
28189	Mineral Wells PSD	285.60
28190	Ohio Valley Muffler & Brake	59.08
28191	Pifer's Service Center	228.10
28192	Roy L. Radabaugh	125.00
28193	Charles M. Stewart	125.00
28194	Tesa Company Inc.	10.52
28195	Verizon	442.70
28196	WWT Electric	300.00
28197	WesBanco Bank-Parkersburg	1,183.86
28198	WV Dept. of Tax & Revenue	456.04
28199	WV Public Employees Retirement	1,202.46
28200	Westfield Insurance Companies	2,082.32
28201	Workingman Store	85.02
28202	Alltel	10.90
28203	AT&T Wireless Services	45.63
28204	Fasteners & Supply Inc.	98.10
28205	Haul Away Trash L.L.C.	15.00
28206	Parkersburg Office Supply	59.53
28207	rus of Morgantown	130.31
28208	Trombold Equipment Co. Inc.	4,448.54

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
NOVEMBER 15, 2001
PAGE 2**

**CHECKS WRITTEN BETWEEN OCTOBER 19, 2001, AND NOVEMBER 14, 2001
(Continued)**

CHECK NO.	28209	C I Thornburg	\$	121.99
	28210	WWT Electric		413.00
	28211	WV Water & Waste Supply		59.53
	28212	Westco Internet		9.97
	28213	Appalachian Software Inc.		1,382.50
	28214	AT&T - State Calling Service		15.73
	28215	AZ Commercial		16.14
	28216	Miss Utility of WV		20.12
	28217	Miller Communications		15.00
	28218	Municipal Bond Commission		16,852.52
	28219	Water Environmental Testing		195.00
	28220	WesBanco Bank-Parkersburg		1,574.43
	28221	Westfield Insurance Companies		485.71
	28222	Harold & Opal Hoffman		500.00
	28223	WV Public Employees Ins. Agency		746.57
	28224	WesBanco Bank-Parkersburg		1,149.38

CHECKS WRITTEN TODAY, NOVEMBER 15, 2001, AND NEED APPROVAL

CHECK NO.	28225	David Jeffrey	\$	3,169.53
	28226	Mineral Wells PSD		1,000.00

PAYROLL CHECKS WRITTEN SINCE THE OCTOBER 18, 2001, BOARD MEETING

CHECK NO.	00743	Todd R. Anderson	\$	620.88
	00744	Margaret J. Batten		967.70
	00745	Richard Shayne Brabham		916.69
	00746	William H. Byers, Jr.		901.53
	00747	Linda K. Church		835.20
	00748	Russell P. Hanna		716.95
	00749	Mark K. Murphy		794.34
	00750	Nellie B. Radcliff		741.60
	00751	Todd R. Anderson		549.21
	00752	Margaret J. Batten		796.43

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
NOVEMBER 15, 2001
PAGE 3**

PAYROLL CHECKS WRITTEN SINCE THE OCTOBER 18, 2001, BOARD MEETING

00753	Richard Shayne Brabham	869.36
00754	William H. Byers, Jr.	760.75
00755	Linda K. Church	765.54
00756	Russell P. Hanna	718.72
00757	Mark K. Murphy	722.90
00758	Nellie B. Radcliff	649.24

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
OCTOBER 19, 2001, - NOVEMBER 15, 2001

1. ***The PIPELINE, News & Views From The WV Division of Environmental Protection, Dept. of Health and Human Resources and WV Public Service Commission***, a publication dated September-October 2001.
2. ***Safe & Sound***, a publication of Workers' Compensation Division, Office of Safety and Loss Control, dated September/October 2001.
3. Advisory to Public Water Systems dealing with tampering and terrorism from the Office of Environmental Health Services Environmental Engineering Division - - received October 29, 2001.
4. ***WV Ethics Review***, a publication of the WV Ethics Commission, dated July, August, September 2001.
5. Letter from the West Virginia Labor Law Poster Service containing an order form for up-to-date OSHA posters.
6. ***West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER***, a publication of the West Virginia Rural Water Association, dated October 20, 2001, Vol. 5, Issue 10.
7. 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.
8. Letter dated August 22, 2001, to Harman Thompson Mallory & Ice relative to the District's annual audit for fiscal year 2001. The letter was signed at the October 18, 2001, board meeting by Charles Stewart, Roy Radabaugh, James Lett and Margaret Batten.
9. Letter dated October 19, 2001, to Shayne Brabham and Margaret Batten from Dominick P. Cerrone, P.E., Cerrone Associates Inc., enclosing two full size sets of Record Drawings for the District's Office and Maintenance Buildings.
10. Fax dated October 19, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a project schedule for the Stephens Fork, Limestone Hill Water Project.
11. Copy of a letter dated October 19, 2001, to Russ Henderson, USDA Rural Utilities Service, from Dominick P. Cerrone, P.E., Cerrone Associates, Inc., enclosing a copy of Change Order No. 4 and a copy of a fax dated October 19, 2001, to the District relative to eliminating pines

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
NOVEMBER 15, 2001
PAGE 2

from the side of the new office building and adding more boxwoods.

12. Copy of letter dated October 19, 2001, to Grace Gospel Church from Amy L. Swann, Director, Public Service Commission of West Virginia, returning the Church's sewer bills and checks.
13. Copy of letter dated October 19, 2001, to the West Virginia Water Development Authority from Margaret Batten stating that deposits in the amount of \$5,688.40 and \$568.82 were made to the West Virginia Municipal Bond Commission for the Sewage System Revenue Bonds, 1995, Revenue and Reserve Accounts respectively.
14. Fax dated October 19, 2001, to Shayne Brabham and Margaret Batten from Manning Frymier, P. E., Cerrone Associates, Inc., containing the project schedule for the I-77 Rest Area Sewer Project and asking about the Utility Agreement between the DOH and the District.
15. Copy of a letter dated October 22, 2001, to Bloomberg Municipal Repository from Margaret Batten enclosing a copy of the District's annual audit report for fiscal year 2001.
16. Copy of a letter dated October 22, 2001, to Kenny Information Systems, Inc., from Margaret Batten enclosing a copy of the District's annual audit report for fiscal year 2001.
17. Copy of a letter dated October 22, 2001, to Moody's NRMSIR Public Finance Information Center from Margaret Batten enclosing a copy of the District's annual audit report for fiscal year 2001.
18. Copy of a letter dated October 22, 2001, to Diane Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the District's annual audit report for fiscal year 2001.
19. Copy of a letter dated October 22, 2001, to R. R. Donnelley Financial Municipal Securities Disclosure Archive from Margaret Batten enclosing a copy of the District's annual audit report for fiscal year 2001.
20. Copy of a letter dated October 22, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of the District's annual audit report for fiscal year 2001.
21. Copy of a certified letter dated October 22, 2001, to the West Virginia State Tax Department from Margaret Batten enclosing a copy of the District's annual audit report for fiscal year 2001.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
NOVEMBER 15, 2001
PAGE 3

22. Letter dated October 22, 2001, to the Board of Commissioners, Mineral Wells Public Service District from the accounting firm of Harman, Thompson, Mallory & Ice, stating that they have examined the District's Water and Sewer Chart of Accounts has been properly established and is operational in accordance with the requirements of the Public Service Commission of West Virginia and the Bond Resolution for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
23. Letter dated October 22, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., stating that Section 02649 (water service setting) for the Sycamore Run, Stephens Fork, Limestone Water Extension Project has been changed as recommended by C. I. Thornburg.
24. Copy of letter dated October 22, 2001, to Lou Morgan Builders from Steven R. Hardman, Bowles Rice McDavid Graff & Love, telling Lou Morgan that the District will be withholding enough money from his contract to complete the unfinished items on its office and maintenance buildings.
25. Copy of a fax dated October 22, 2001, to Ron Hopkins from Linda Church relative to re-reading the water meter at Lincolnshire Apartments.
26. Copy of a certified letter dated October 23, 2001, to Daniel Yonkosky, Director, West Virginia Water Development Authority, from Margaret Batten enclosing a copy of the District's annual audit report for fiscal year 2001.
27. Copy of a certified letter dated October 23, 2001, to the Public Service Commission of West Virginia from Margaret Batten enclosing a copy of the District's annual audit report for fiscal year 2001.
28. Copy of a letter dated October 23, 2001, to the Single Audit Clearinghouse from Margaret Batten enclosing a copy of the District's annual audit report for fiscal year 2001.
29. Copy of a letter dated October 23, 2001, to Virginia McDonald, Rural Development Service from Margaret Batten enclosing a copy of the District's annual audit report and a copy of Form SF-SAC for fiscal year 2001.
30. Copy of a letter dated October 23, 2001, to Luke Peters, Mid-Ohio Valley Regional Planning and Development Council, enclosing a copy of the annual audit report for fiscal year 2001.
31. Copy of a letter dated October 23, 2001, to Mary Rader, Wood County Commission, from Margaret Batten enclosing the minutes of the September 20, 2001, regular Board Meeting

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
NOVEMBER 15, 2001
PAGE 4**

and a copy of the District's annual audit for fiscal year 2001.

32. Copy of a letter dated October 23, 2001, to Disclosure, Inc. from Margaret Batten enclosing a copy of the District's annual audit for fiscal year 2001.
33. Copy of a letter dated October 23, 2001, to The Bond Buyer from Margaret Batten enclosing a copy of the District's annual audit for fiscal year 2001.
34. Copy of a certified letter dated October 23, 2001, to Carrie L. Grimm, WV Division of Environmental Protection, Office of Water Resources, enclosing a copy of the District's annual audit report for fiscal year 2001.
35. Fax dated October 23, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing one copy each of a letter and a bid from Mullen Motors and Matheny Motors for a new service truck.
36. Copy of a letter dated October 23, 2001, to Virginia McDonald, Rural Development Service, from Margaret Batten enclosing a copy of the cancellation notice which the District received from Erie Insurance for Lou Morgan Builders.
37. Copy of a letter dated October 23, 2001, Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the cancellation notice that the District received from Erie Insurance for Lou Morgan Builders.
38. Copy of a letter dated October 23, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing a copy of a letter to the District from Harman, Thompson, Mallory & Ice, A.C. relative to the District's chart of accounts for the Sycamore Run, Stephen Fork, Limestone Water Extension Project.
39. Copy of a letter dated October 23, 2001, to Wanda Melrose from Margaret Batten enclosing an affidavit relative to the estate of James M. and Nellie Deem to be signed, notarized and returned.
40. Copy of correspondence instructions dated October 23, 2001, to the Wood County Clerk's Office from Margaret Batten enclosing a right-of-way from David and Mary Jeffrey to be recorded and returned.
41. Letter dated October 23, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities Service, requesting one copy of the Annual PSC Report for Fiscal Year ending June 30, 2001, and two copies of Form RD 442-3, "Balance Sheet".

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
NOVEMBER 15, 2001
PAGE 5

42. Letter dated October 23, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing design drawings for a residential water service booster station.
43. Fax dated October 23, 2001 from Union Williams Public Service District containing the agenda for the Wood County PSD's meeting scheduled for October 24, 2001, at Lubeck PSD.
44. Fax dated October 25, 2001, to MOA Hospitality, Inc. from Nellie Radcliff containing an account card to be completed and returned with a \$100.00 security deposit.
45. Fax dated October 25, 2001, to Margaret Batten from Marie Williamson, Reagle and Padden, Inc., enclosing a copy of the District's audit for insurance dated August 1, 2000, to August 1, 2001, to be reviewed for accuracy.
46. Letter dated October 25, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing information and revised Specifications Sections relating to touch read water meters for the Sycamore Run, Stephens Fork, Limestone Water Extension Project.
47. Fax dated October 26, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from Bill Byers containing a chart of fluoride readings for the District's wastewater treatment plant needed to determine dosage rates for detention time and hydraulics.
48. Letter dated October 26, 2001, to Margaret Batten from George Blum, Cerrone Associates, Inc., enclosing revised Invoice No. M110-17S-01 for design services relating to the extension of sewer services to the I-77 Rest Area.
49. Fax dated October 29, 2001, to Bill Byers from Manning Frymier, P.E., Cerrone Associates, Inc., requesting that another week of fluoride readings be taken at the wastewater treatment plant.
50. Copy of a letter dated October 29, 2001, to Deidra A. Stone from Margaret Batten enclosing a corrected invoice in the amount of \$48.66 for the installation of a grinder pump to serve her property on Delaware Street.
51. Form letter received on October 29, 2001, addressed to Concerned Citizens from Sanjay Saxena, Program Director, National Drinking Water Clearinghouse, relative to information about protecting small water systems from potential threats.
52. Copy of a letter dated October 30, 2001, to John D. Perdue, Office of State Treasurer, Unclaimed Property Division, from Margaret Batten enclosing checks which totaled \$17.23

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
NOVEMBER 15, 2001
PAGE 6

for unclaimed moneys held by the District for the period of time from July 1, 2000, to June 30, 2001.

53. Copy of correspondence instructions dated October 30, 2001, to the Wood County Clerk's Office from Margaret Batten enclosing an easement signed by Judy S. Hartshorn to be recorded and returned.
54. Copy of Motion and Notice to Allow Claims Chapter 13 from the United States Bankruptcy Court For the Eastern District of Virginia for the creditors of John Clair and Amanda Dawn Sheppard.
55. Fax dated October 31, 2001, to Donna Wright, United States Department of Agriculture, from Linda Church enclosing a copy of the history of the account of Post Mill Apartments.
56. Copy of a letter dated October 31, 2001, to Valerie Curtis from Linda Church returning check No. 1245 in the amount of \$39.59 that she mailed as payment for her final water and sewer bill. The final bill was taken from her security deposit earlier in the month.
57. Letter received October 31, 2001, to Government Notary Applicants from Joe Manchin, III, Secretary of State, relative to applying to become a government notary public.
58. Fax dated November 1, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from William Byers enclosing a quote from Miller's Communications for fixing the telemetry problem at Wolfe Run Water Storage Tank.
59. Fax dated November 1, 2001, to Marie Williamson, Reagle & Padden, Inc., from Margaret Batten enclosing a copy of the information sent to ServCom.
60. Letter dated November 1, 2001, to Margaret Batten from Guy W. Mick, Railroads and Utilities Unit, Engineering Division, West Virginia Department of Highways, enclosing one copy of the approved engineering agreement dated February 28, 2001, with Cerrone Associates, Inc. for the Mineral Wells Rest Area Sewer Extension Project.
61. Copy of a letter dated November 5, 2001, to Wilma Hodge, West Virginia Bureau of Public Health, Environmental Engineering Division, from Margaret Batten enclosing the Monthly Operation Report and a copy of the Daily Water Purchase Tally for the month of October, 2001.
62. Copy of the Final Joint Staff Memorandum for Case No.01-00795-PWD-C dated November 6, 2001, to Sandra Squire, Executive Secretary, Public Service Commission of West

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
NOVEMBER 15, 2001
PAGE 7

- Virginia, from Ronald E. Robertson, Jr., Staff Attorney.
63. Letter dated November 6, 2001, to Margaret Batten from Julian W. Ware, Director, Maintenance Division, West Virginia Division of Highways, stating that the Ohio Farmers Insurance Company Bond No. 5697524 in the amount of \$100,000.00 can be released since all work covered under it has been satisfactorily completed.
 64. Fax dated November 7, 2001, to Helen Staats, BB&T Bank, from Margaret Batten enclosing a copy of Shayne Brabham for the year 2000.
 65. Copy of a letter dated November 7, 2001, to Notary Clerk, Secretary of State, from Margaret Batten enclosing two applications (Shayne Brabham and Nellie Radcliff) for the appointment of Notary Publics for the District.
 66. Fax Form from Miller Communications giving the District the choice of having their invoices mailed or faxed.
 67. Fax dated November 7, 2001, to Shayne from Miller Communications containing an estimate for the telemetry for the Saulsbury Pump Station.
 68. Fax dated November 7, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from William Byers enclosing a copy of the estimate from Miller Communications for a telemetry system for the Saulsbury Pump Station.
 69. Fax dated November 7, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a memo summarizing the November 6, 2001, meeting with Tom Delozier, Miller Communications, relative to telemetry problems at Saulsbury Pump Station.
 70. Letter dated November 7, 2001, to the District from James D. Williamson, Chairman, Public Service Commission of West Virginia, relative to the providing security for the District's water supply.
 71. Letter dated November 8, 2001, to WVRWA Voting Member System from Michael W. McNulty, Executive Director, West Virginia Rural Water Association, extending an invitation to every member of the District's staff to attend the WVRWA 2nd Annual Capacity Development Expo that will take place on January 24-25, 2002, at the Charleston House Holiday Inn.
 72. Copy of a letter dated November 9, 2001, to Lisa Bunner, Bill Bailey Insurance Agency,

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
NOVEMBER 15, 2001
PAGE 8

from Margaret Batten enclosing a copy of the letter dated November 6, 2001, from Julian Ware, Director, Maintenance Division, West Virginia Division of Highways, relative to Permit Bond #5697524 being released by the West Virginia Department of Transportation.

73. Copy of a letter dated November 9, 2001, to Heath Kidder from Margaret Batten enclosing a final invoice of \$55.59 for a two inch water line installed on Paddle Run Road.
74. Copy of a letter dated November 9, 2001, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of the District's invoice covering cost of engineering services for Partial Bill No. 1 for professional engineering services related to the sewer extension to serve the I-77 Rest Area.
75. Copy of a letter dated November 9, 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 Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of October 2001 for the District's wastewater treatment plant.
76. Copy of a letter dated November 9, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plants Operators (ES59) for the month of October 2001 for the District's Wastewater Treatment Plant.
77. Copy of a letter dated November 9, 2001, to D. Weekley, Department of Natural Resources, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operator (ES59) for the month of October 2001 for the District's Wastewater Treatment Plant.
78. Copy of a letter dated November 9, 2001, to the Office of Water Resources (DNR), Municipal Branch, 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 October 2001 for the District's wastewater treatment plant.
79. Copy of a letter dated November 9, 2001, to Diane Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing the executed Affidavit dealing with the Grace G. Deem Estate.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
NOVEMBER 15, 2001
PAGE 9

80. Fax dated November 9, 2001, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice and an agenda for the November 15, 2001, regular Board Meeting to be published in the first available issue of the newspaper.
81. Fax dated November 9, 2001, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice and an agenda for the November 15, 2001, regular Board Meeting to be published in the first available issue of the newspaper.
82. Letter dated October 23, 2001, to Payroll Clerks from Chris Bush, PERS Membership Section, West Virginia Consolidated Public Retirement Board, enclosing a booklet from the West Virginia Public Employees Retirement System dated July 1, 2001, entitled "Answers to Frequently Asked Questions About The Public Employees Retirement System" and updated "Change of Address" forms.
83. Fax from the Wood County PSD's dated November 13, 2001, containing the agenda for the November 14, 2001, meeting of the Association to be held on November 14, 2001, at 12 noon at Claywood Park PSD.
84. Copy of a letter dated November 15, 2001, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 28218 in the amount of \$16,852.52 for the November payments to the District's sewer bonds and District Check No. 26337 in the amount of \$1,592.00 as bond payment to the water bond account no. MIW-W-1-69-X-W0-06.
85. Copy of a letter dated November 15, 2001, to the West Virginia Water Development Authority from Margaret Batten stating that deposits in the amount of \$5,688.40 (Revenue Fund) and \$568.82 (Reserve Fund) were made to the West Virginia Municipal Bond Commission on behalf of the District for the Mineral Wells Public Service District Sewage System Revenue Bonds, Series 1995.