

MINUTES OF A REGULAR MONTHLY MEETING  
OF THE PUBLIC SERVICE BOARD OF THE  
MINERAL WELLS PUBLIC SERVICE DISTRICT  
HELD THURSDAY, JANUARY 17, 2002, IN THE  
DISTRICT'S OFFICE LOCATED AT MINERAL  
WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:10 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; Todd Anderson, Operations Technician; William Byers, Operations Technician; Steve Gainer, Butch Whited, Randy Rapp, Russell Husk, Ted Witkosky, Bill Witkosky, Matt Warner, Ron Merrill, Mike Balzano, Gary Parsons, Jim A. Newell, Rick Toncray, Chuck Gainer, Lionel Boyce, and Ken Merrill were present

The first order of business was the election of officers. Mr. Radabaugh made a motion that each of the commissioners keep their positions as previously held, Mr. Stewart, Chairman, Mr. Radabaugh, Treasurer, Mr. Lett, Secretary. Mr. Lett seconded the motion. The motion carried by unanimous vote.

The next order of business was the public auction of the two trucks that the District needed to sell. Butch Whited, Veto Motors, had the highest bid for both trucks, \$1700.00 for the 1988 Ford and \$1050.00 for the 1990 Chevrolet. Mr. Radabaugh made a motion that the District accept these bids and Mr. Lett seconded the motion. The motion carried by unanimous vote.

Mr. Lett made a motion that the Minutes of the December 20, 2001, Board Meeting be accepted 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 December 31, 2001, for All Finances of the District (copy attached).
2. Financial Statement dated December 31, 2001, for Water Revenue Fund Checking Account Fund (copy attached).
3. Financial Statement dated December 31, 2001, for Sewer Revenue Fund Checking Account Fund (copy attached).
4. Financial Statement dated December 31, 2001, for Rockport Construction Fund Checking Account (copy attached).
5. Financial Statement dated December 31, 2001, for the Water Improvement

MINERAL WELLS PUBLIC SERVICE DISTRICT  
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Fund Checking Account Fund (copy attached).

6. Check numbers 26433 thru 26491 written on the Water Revenue Fund Checking Account since the December 20, 2001, Board Meeting (copy attached)
7. Check numbers 26492 thru 26502 written today, January 17, 2002, on the Water Revenue Fund Checking Account ( copy attached).
8. Check number 28304 thru 28363 written on the Sewer Revenue Fund Checking Account since the December 20, 2001, Board Meeting (copy attached).
9. Payroll check numbers 00775 thru 00790 written since the December 20, 2001, Board Meeting (copy attached).
10. Check numbers 28364 thru 28374 written on the Sewer Revenue Fund Checking Account today, January 17, 2002 (copy attached).

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

Mrs. Batten discussed the following letters.

Letter 26 - Letter dated January 9, 2002, to Charles Stewart from Russell L. Issacs, West Virginia Infrastructure & Jobs Development Council, offering the District a binding commitment for an Infrastructure Fund Loan of \$3,750,000 (0%, 40 yrs.) and an Infrastructure Fund Grant of \$250,000 to finance the \$5,560,000 project to extend water service to Sycamore Run, Stephens Fork, and Limestone Ridge areas of Wood, Jackson, and Wirt Counties.

Letter 31 - Business Memo dated January 9, 2002, to Margaret Batten from John Padden, Reagle and Padden, Inc., enclosing a renewal application for the District's Public Official Liability Policy to be completed and returned. Mr. Radabaugh made a motion that Chairman, Mr. Stewart, be authorized to sign the application. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart signed the application.

Letter 50 - Letter dated January 15, 2002, to Virginia McDonald, Rural Utilities Service, from R. Shayne Brabham requesting that the District be authorized to purchase a list of nine items (change order items) from the remaining grant funds for Contract No. 4, Office and Maintenance Buildings.

Letter 51 - Letter dated January 15, 2002, to Virginia McDonald, Rural Utilities Service, from R.

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Shayne Brabham requesting that the District be reimbursed for a list of five items that were purchased for the 2002 GMC Truck that was paid for from funds from Contract No. 2, Rockport Water Extension Project.

Letter 52 - Letter dated January 15, 2002, to Virginia McDonald, Rural Utilities Service, from R. Shayne Brabham requesting that the District be reimbursed for a list of three items that were purchased to complete the final punch list for Contract 4, Office and Maintenance Buildings.

Letter 54 - Fax dated January 16, 2002, to Shayne Brabham from Craig Lyle, P. E., Ackenheil Engineers Geologists, containing a proposal in the amount of \$1,500.00 to perform additional services to determine the cause of the subsidence problem at 215 Dover drive. Hard copy of letter was received by U. S. Mail on January 17, 2002.

Letter 56 - Letter dated January 16, 2002, to Shayne Brabham from George Blum, Finance director, Cerrone Associates, Inc., enclosing for the Board's acceptance and signature six copies of the Preliminary Application to the West Virginia Infrastructure and Jobs Development Council for the Wastewater Dechlorination Project. Mr. Radabaugh made a motion that the Chairman, Mr. Stewart, be authorized to sign the Preliminary Application to the West Virginia Infrastructure and Jobs Development Council for the Wastewater Dechlorination Project. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart signed the application.

Mr. Brabham gave a report on the following items.

1. Mr. Frymier, P. E., Cerrone Associates, Inc., recommends that the District go ahead with the relocation of the District's lines at 215 Dover. There is no need to spend more money for core studies to be done.
2. There will be a meeting at the District's Office on January 29, 2002, at 9:30 a.m. with Katie Mallory, West Virginia Infrastructure & Jobs Development Council, to go over the Project schedule for the Sycamore, Limestone, Windy Ridge project.
3. There is still no tank site. Mr. Boice is reluctant to let the District acquire a site from him. Mr. Thompson's site is heavily wooded and would be quite expensive to make ready for a site feasible for a tank.

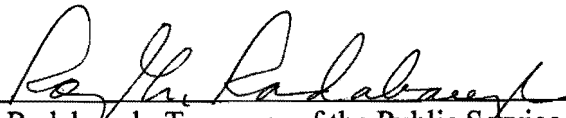
This concluded Mr. Brabhams report.

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 6:15 p.m.

CERTIFICATION

I, Roy L. Radabaugh, Treasurer, 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.



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Roy L. Radabaugh, Treasurer of the Public Service Board of  
the Mineral Wells Public Service District, Mineral Wells,  
West Virginia

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
DECEMBER 31, 2001  
CHECKING ACCOUNT**

Water Revenue Fund Checking Account		
WesBanco Bank	\$11,365.29	
Sewer Revenue Fund Checking Account		
WesBanco Bank	2,728.02	
Rockport Construction Account		
WesBanco Bank	292.61	
Water Improvement Construction Account		
WesBanco Bank	<u>45.96</u>	
<b>TOTAL IN CHECKING ACCOUNTS:</b>		<b>\$ 14,431.88</b>

**WATER ACCOUNTS**

Depreciation Reserve Account		
WesBanco Bank	\$ 9,612.04	
Revenue Reserve Account		
WesBanco Bank	28,808.96	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	9,308.34	
Revenue Reserve Account-Rockport		
WesBanco Bank	501.73	
Depreciation Reserve Account-Rockport		
WesBanco Bank	501.73	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	1,508.19	
Depreciation Reserve Account-Water Improvement		
WesBanco	1,508.19	
Sycamore Run-Limestone Tap Fees		
WesBanco Bank	30,562.22	
Sycamore Run-Limestone Security Deposits		
WesBanco Bank	15,183.36	
Security Deposit Account		
WesBanco Bank	<u>19,792.13</u>	
<b>TOTAL IN WATER ACCOUNTS:</b>		<b>\$117,286.89</b>

**SEWER ACCOUNTS**

Repair and Replacement Account		
WesBanco Bank	\$ 64,237.39	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	22,549.61	
Security Deposit Account		
WesBanco Bank	<u>15,346.11</u>	
<b>TOTAL IN SEWER ACCOUNTS:</b>		<b>\$102,133.11</b>

<b>TOTAL ALL FINANCES, DECEMBER 31, 2001</b>		<b>\$233,851.88</b>
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**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
WATER REVENUE FUND CHECKING ACCOUNT  
DECEMBER 31, 2001**

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

**\$ 5,455.69**

**RECEIPTS:**

Water Sales	\$58,064.49
Tap Fees	1,500.00
Water Buffalo Sales	638.25
Reconnection Fees	40.00
C. I. Thornburg Company Credit	847.54
Security Deposit Refunds	<u>820.73</u>

**TOTAL RECEIPTS:**

**\$61,911.01**

**TOTAL CASH AVAILABLE:**

**\$67,366.70**

**EXPENDITURES:**

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	2,871.25
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	334.00
WesBanco Bank-Parkersburg	1,004.00
WesBanco Bank-Parkersburg	314.00
WV Department of Tax & Revenue	504.21
WV Public Employees Retirement System	1,332.84
Salaries	6,074.94
Commissioner's Salaries	187.50
WV Public Employees Insurance Agency	933.22
Linda Church	53.70
Jason Alan Knopp	50.22
United States Postal Service	165.14
Mineral Wells Public Service District	1,230.14
AT&T State Calling Service	5.94
Bowles Rice McDavid Graff & Love	1,208.62
Chemtek Corporation	41.73
Conner Cleaning Service	109.00
Miss Utility of WV	7.25

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

Miller Communications	715.88
Network Associates	114.93
Parkersburg Lock Service	491.00
Water Environmental Testing	20.00
Allegheny Power	531.77
BP Credit Card Center	145.03
Daugherty Supply Company, Inc.	57.93
Verizon	108.77
Lloyd V. Boston	52.79
Dominion Hope	37.19
Brent M. Gandee	50.95
Peter D. Gayer	52.24
Hardman Supply Company	69.90
Pam & Neil Morehead	50.93
Joseph Miller	46.60
Ohio Valley Muffler & Brakes	9.48
Prima Marketing LLC #5455	50.92
Cecil Bernard Radcliff	54.86
SA-SO Company	91.41
Kenneth Sims	52.23
Vicki Williamson	50.97
Bosley Rental & Supply, Inc.	116.95
Fore Timber Company, Inc.	114.83
Poynter's Best Products	10.09
R. D. Wilson Sons & Company	14.25
Claywood Park PSD	10,828.61
Cutlip-Warner Development Company	2,507.50
Haul Away Trash L.L.C.	15.00
Signs & More in 24	49.00
Westco Internet	9.98
AT&T Wireless Service	27.07
Parkersburg Office Supply	142.94
rus of Morgantown	96.76
C. I. Thornburg	2,030.85
R. D. Wilson Sons & Company	14.25
WV Water & Waste Supply	<u>420.85</u>

**TOTAL EXPENDITURES:**

**\$56,001.41**

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

**\$11,365.29**

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

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

**\$ 224.33**

**RECEIPTS:**

Sewer Sales	\$46,323.69
C. I. Thornburg Company	847.54
Judy Hartshorn Grinder Pump	175.55
Deidra Stone Grinder Pump	48.66
Tap Fees	500.00
Bank Deposit Error	13.62
Reconnection Fees	20.00
Security Deposit Refunds	<u>612.80</u>

**TOTAL RECEIPTS:**

**\$48,541.86**

**TOTAL CASH AVAILABLE:**

**\$48,766.19**

**EXPENDITURES:**

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,050.37
WesBanco Bank-Parkersburg	2,585.36
Salaries	5,564.79
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	763.54
WV Public Employees Retirement System	1,213.63
WV Dept. of Tax & Revenue	465.68
Allegheny Power Company	7,653.28
Linda K. Church	53.70
U. S. Postal Service	165.13
Mineral Wells Public Service District	554.26
AT&T State Calling Service	5.93
AZ Commercial	129.12
Bowles Rice McDavid Graff & Love	480.37
BP Credit Card Center	284.02
Chemtek Corporation	41.73
Conner Cleaning Service	179.00
Enviro Labs, Incorporated	40.00
Gene's Septic Tank Cleaning	210.00



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

Miss Utility of WV Inc.	7.25
Miller Communications	125.87
Network Associates, Inc.	114.92
Verizon	490.91
Water Environmental Testing	195.00
Discount Industrial Supply	44.13
Somerville Fabricators, Inc.	625.00
Jeremy Erdman	32.98
Daugherty Company Inc.	10.38
Dominion Hope	37.19
Peter Gayer	52.24
Hardman Supply Company	56.46
Hajoca Corporation	28.05
Pam & Neil Morehead	50.93
Ohio Valley Muffler & Brake	9.47
Poynter's Best Products	10.09
Prima Marketing LLC #5455	50.92
Sa-So Company	47.25
John Suck	50.95
Kenneth Sims	52.23
Tim Tyrrell	8.73
Lew Thompson	51.13
Vicki Williamson	50.97
R. D. Wilson Sons & Company	28.52
Fore Timber Company	114.82
Tesa Company	32.62
Cutlip Warner Development Company	648.75
Haul Away Trash, L.L.C.	15.00
State Electric Supply Company, Inc.	17.12
Westco Internet	9.97
AT&T Wireless Services	27.07
Mineral Wells PSD	4,000.00
Mineral Wells PSD Water Revenue	13.62
Parkersburg Office Supply	142.94
rus of Morgantown	96.76
C. I. Thornburg	<u>208.00</u>

**TOTAL EXPENDITURES:**

**\$46,038.17**

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

**\$ 2,728.02**

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

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

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

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

**RECEIPTS:**

Rural Utilities Service \$17,000.00

**TOTAL RECEIPTS:** \$17,000.00

**TOTAL CASH AVAILABLE:** \$17,080.61

**EXPENDITURES:**

Matheny Motor Truck Company \$16,788.00

**TOTAL EXPENDITURES:** \$16,788.00

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT  
WESBANCO BANK, DECEMBER 31, 2001** \$ 292.61

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING ACCOUNT  
LIST OF CHECKS  
JANUARY 16, 2002**

**CHECKS WRITTEN BETWEEN DECEMBER 21, 2001 AND JANUARY 15, 2002**

<b>CHECK NO.</b>	26433	Lloyd V. Boston	\$	52.79
	26434	Daugherty Supply Co. Inc.		13.88
	26435	Dominion Hope		37.19
	26436	Brent M. Gandee & M. A. Farnsworth		50.95
	26437	Peter D. Gayer		52.24
	26438	Hardman Supply Company		69.90
	26439	Pam & Neil Morehead		50.93
	26440	Joseph Miller		46.60
	26441	Ohio Valley Muffler & Brake		9.48
	26442	Prima Marketing LLC #5455		50.92
	26443	Rural Development Admn.		2,112.00
	26444	Cecil Bernard Radcliff		54.86
	26445	Sa-So Company		91.41
	26446	Kenneth Sims		52.23
	26447	USDA-Rural Development		3,140.00
	26448	WesBanco-Water Res-Sams-CV		314.00
	26449	Vicki Williamson		50.97
	26450	Mineral Wells PSD		206.38
	26451	Poynter's Best Products		10.09
	26452	R D Wilson Sons & Co Clkg		14.25
	26453	Bosley Rental & Supply Inc.		116.95
	26454	Fore Timber Co. Inc.		114.83
	26455	Mineral Wells PSD		3,376.28
	26456	WesBanco Bank-Parkersburg		1,530.18
	26457	WV Dept of Tax & Revenue		504.21
	26458	WV Public Employees Retirement		1,332.84
	26459	Claywood Park PSD		10,828.61
	26460	Void		
	26461	Haul Away Trash L.L.C.		15.00
	26462	Miller Communications		590.00
	26463	Signs & More In 24		49.00
	26464	Westco Internet		9.98
	26465	AT&T Wireless Services		27.07
	26466	Cutlip-Warner Development Co.		2,507.50
	26467	Mineral Wells PSD		24.36
	26468	Parkersburg Office Supply		142.94
	26469	rus Of Morgantown		96.76
	26470	C I Thornburg		2,030.85

**MINERAL WELLS PSD  
LIST OF WATER CHECKS  
JANUARY 16, 2002**

**CHECKS WRITTEN BETWEEN DECEMBER 20, 2001 & JANUARY 15, 2002  
(Continued)**

<b>CHECK NO.</b> 26471	R D Wilson Sons & Co Clkb	\$ 14.25
26472	WV Water & Waste Supply	420.85
26473	AT&T - State Calling Service	7.87
26474	Alltel	10.90
26475	Customs Trucks Plus	423.90
26476	Fasteners & Supply Inc.	20.98
26477	Miss Utility of WV Inc.	15.00
26478	Municipal Bond Commission	1,592.00
26479	Mineral Wells PSD	2,968.28
26480	Ohio Valley Muffler & Brake	3.50
26481	USDA - Rural Development	3,325.00
26482	USDA - Rural Development	10,040.00
26483	Water Environmental Testing	40.50
26484	Workers' Compensation Division	753.13
26485	WesBanco Bank-Parkersburg	110.00
26486	WesBanco Bank-Parkersburg	1,418.41
26487	WV Rural Water Association	312.23
26488	WesBanco Bank-Parkersburg	167.00
26489	WesBanco Bank-Parkersburg	167.00
26490	WesBanco Bank-Parkersburg	502.00
26491	WesBanco Bank-Parkersburg	502.00

**CHECKS WRITTEN JANUARY 17, 2002 AND NEED APPROVAL**

<b>CHECK NO.</b> 26492	BP Credit Card Center	189.96
26493	Chris Ballard	51.08
26494	Conner Cleaning Service	109.00
26495	Community Bank	27.60
26496	Mineral Wells PSD	27.91
26497	Ohio Valley Muffler & Brake	18.95
26498	Signs & More in 24	24.50
26499	U S Postal Service	152.91
26500	Visa	7.95
26501	Verizon	111.46
26502	WV Public Employees Ins. Agency	882.32

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
JANUARY 16, 2002**

**CHECKS WRITTEN BETWEEN DECEMBER 21, 2001 & JANUARY 15, 2002**

<b>CHECK NO.</b> 28304	Daugherty Supply Co.	\$ 10.38
28305	Dominion Gas	37.19
28306	Peter D. Gayer	52.24
28307	Hardman Supply Company	56.46
28308	Hajoca Corporation	28.05
28309	James R. Lett	125.00
28310	Mineral Wells PSD	143.11
28311	Pam & Neil Morehead	50.93
28312	Ohio Valley Muffler & Brake	9.47
28313	Poynter's Best Products	10.09
28314	Prima Marketing LLC #5455	50.92
28315	Roy L. Radabaugh	125.00
28316	Sa-So Company	47.25
28317	Charles M. Stewart	125.00
28318	John Suck	50.95
28319	Kenneth Sims	52.23
28320	Tim Tyrrell	8.73
28321	Lew Thompson	51.13
28322	Vicki Williamson	50.97
28323	R D Wilson Sons & Co Clkg	14.26
28324	Allegheny Power	3,064.08
28325	Fore Timber Co.	114.82
28326	Mineral Wells PSD	285.60
28327	Tesa Company Inc.	32.62
28328	WesBanco Bank-Parkersburg	1,351.26
28329	WV Dept of Tax & Revenue	465.68
28330	WV Public Employees Retirement	1,213.63
28331	Cutlip-Warner	648.75
28332	Haul-Away Trash L.L.C.	15.00
28333	State Electric Supply Co. Inc.	17.12
28334	Westco Internet	9.97
28335	AT&T Wireless	27.07
28336	Mineral Wells PSD	4,037.58
28337	Parkersburg Office Supply	142.94
28338	rus Of Morgantown	96.76
28339	C I Thornburg	208.00
28340	R D Wilson Sons & Co Clkg	14.26
28349	AT&T - State Calling Service	7.87

**MINERAL WELLS PSD  
LIST OF SEWER CHECKS  
JANUARY 17, 2002  
PAGE 2**

**CHECKS WRITTEN BETWEEN DECEMBER 21, 2001, AND JANUARY 16, 2002  
(Continued)**

<b>CHECK NO.</b> 28350	Alltel	\$ 10.90
28351	Fasteners & Supply Inc.	31.77
28352	Miss Utility of WV Inc.	15.00
28353	Municipal Bond Commission	16,852.52
28354	Ohio Valley Muffler & Brake	3.50
28355	Parkersburg Sentinel Co.	122.36
28356	State Electric Supply Co. Inc.	707.91
28357	WWT Electric	2,868.59
28358	Water Environmental Testing	230.00
28359	Workers' Compensation Division	614.74
28360	WesBanco Bank-Parkersburg	1,158.09
28361	WesBanco Bank-Parkersburg	1,373.95
28362	WV DEP	525.00
28363	WV Rural Water Association	242.68

**PAYROLL CHECKS WRITTEN SINCE THE DECEMBER 20, 2001, BOARD MEETING**

<b>CHECK NO.</b> 00775	Todd R. Anderson	\$ 534.54
00776	Margaret J. Batten	846.49
00777	Richard Shayne Brabham	1,042.22
00778	William H. Byers, Jr.	838.74
00779	Linda K. Church	765.54
00780	Russell P. Hanna	671.64
00781	Mark K. Murphy	670.62
00782	Nellie B. Radcliff	693.68
00783	Todd R. Anderson	558.98
00784	Margaret J. Batten	823.13
00785	Richard Shayne Brabham	887.87
00786	William H. Byers, Jr.	848.47
00787	Linda K. Church	768.65
00788	Russell P. Hanna	713.47
00789	Mark K. Murphy	691.52
00790	Nellie B. Radcliff	672.77

**MINERAL WELLS PSD  
LIST OF SEWER CHECKS  
JANUARY 17, 2002  
PAGE 3**

**CHECKS WRITTEN TODAY AND NEED AUTHORIZED**

<b>CHECK NO.</b> 28364	BP Credit Card Center	\$ 194.96
28365	Chris Ballard	51.08
28366	Conner Cleaning Service	179.00
28367	Mineral Wells PSD	39.00
28368	Ohio Valley Muffler & Brake	18.95
28369	Signs & More in 24	24.50
28370	State Electric Supply Co. Inc.	50.61
28371	U S Postal Service	152.90
28372	Visa	7.95
28373	Verizon	493.60
28374	WV Public Employees Ins. Agency	814.44



**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE RECEIVED OR MAILED  
SINCE THE DECEMBER 20, 2001 BOARD MEETING  
JANUARY 17, 2002**

1. Form letter from Terry W. Thomas, Chief, PMBS Volunteer Fire Department, listing the number of gallons of water used for training purposes and the number of water used for fire fighting during the month of December.
2. Memorandum for State, Local Governments, and Non-Profit Organization (Non-Federal Entities) Expending Federal Awards from the United States Department of Commerce, Economics and Statistics Administration, U.S. Census Bureau, relative to the uniform audit requirements for non-Federal entities administering Federal Awards.
3. **Safe & Sound**, a publication of the Office of Safety & Loss Control Workers' Compensation Division, dated November/December 2001.
4. Enrollment Form and Agenda for Public Service District Board Member's Mandatory Training Seminar to be held on February 14 - 16, 2002, in Flatwoods, West Virginia, by the Public Service Commission of West Virginia.
5. Memorandum dated December 10, 2001, to Tier Two Reporting Entities from the West Virginia State Emergency Response Commission stating that the District's Annual Tier Two Report and Filing Fee is due between January 1 and March 1, 2002.
6. Letter dated December 15, 2001, to the Mineral Wells PSD from AGA Gas, Inc. enclosing Material Safety Data Sheets for hazardous chemicals that the District purchases from them.
7. Inspection Report (USDA-FmHA Form 1924-12) dated December 18, 2001, for Contract No. 4 (District's Office and Maintenance Building) 11 Month Warranty Inspection signed by Russell L. Henderson, Contract Specialist, Rural Utilities Service.
8. Letter dated December 19, 2001, to Margaret Batten from Tom Susman, Director, West Virginia Public Employees Insurance Agency, thanking her for her help with administering PEIA's benefit plan.
9. Letter dated December 20, 2001, to the Mineral Wells Public Service, Attention; Linda Church, from Valerie Hallisey, Administrative Assistant, enclosing forms to enroll the District's computer equipment under the Unisys Maintenance Services.
10. Letter dated December 21, 2001, to the District from the West Virginia Department of Health and Human Resources, enclosing a revised form EW-210, Monthly Operational Report for Purchasers, to be used beginning January 1, 2002.
11. Copy of a letter dated December 21, 2001, to the WV Municipal Bond Commission from

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Margaret Batten enclosing Check No. 28295 in the amount of \$16,852.52 for payments to the District's sewer bond accounts and Check No. 26416 in the amount of \$1,592.00 for a bond payment to the water bond account.

12. Copy of a letter dated December 21, 2001, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the minutes of the November 15, 2001, regular Board meeting.
13. Copy of a letter dated December 21, 2001, to Mr. Guy Mick, Chief, Railroad and Utilities Unit, Engineering Division, West Virginia Division of Highways, from Margaret Batten enclosing the original and three copies of the proposed utility agreement dated December 13, 2001, between the District and the WV Department of Highways relative to the I-77 Rest Area Sewer Extension.
14. Fax dated December 21, 2001, to Bill Byers from Tonya Phillips, West Virginia Department of Environmental Protection, containing a letter stating that the District's DMR's should be received no later than 20 days following the end of the reporting period.
15. Notice of Dismissal of Case for Chapter 13, Case No. 01-50854-SCS, United States Bankruptcy Court dated December 23, 2001.
16. Letter dated December 27, 2001, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing for review and comment the preliminary drawings for the Limestone Booster Station.
17. Fax dated December 28, 2001, to Sherry Dotson, Legal Department, *Parkersburg News And Sentinel*, enclosing a legal notice about the sale of two District service trucks to be published in both newspapers on January 2, 9, and 16, 2002.
18. Memo dated January 2, 2002, to Member, PEIA Board, Interested Parties, All Payroll/Benefit Coordinators from Tom Susman, Director, West Virginia Public Employees Insurance Agency, relative to implementation of requiring a working spouse currently covered under a family policy with PEIA to obtain health insurance from their employer if it is offered under similar conditions as PEIA effective July 1, 2002.
19. Fax dated January 2, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten, per Roy Radabaugh's request, enclosing a copy of an article on Revised Procedural Rules Impact Certificate Applications.
20. Letter dated January 2, 2002, to Charles Stewart from Lori Derrick, Permit Support Team,

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West Virginia Department of Environmental Protection, relative to the completion of the District's WV/NPDES Permit Modification No. WV0081141.

21. Copy of a letter dated January 2, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Richard Watts, P.E., and Craig A. Lyle, P.E., Ackenheil Engineers & Geologists, Inc., containing recommendations for further testing of 215 Dover Drive.
22. Fax dated January 3, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing pertinent information regarding the January 9, 2002, meeting of the West Virginia Infrastructure Council at the Erickson Alumni Center at WV State College.
23. Memorandum dated January 3, 2002, to Payroll/Benefit Coordinators from Joe Estep, Premium Accounts Supervisor, Barbara Bean, Eligibility Supervisor, and Jason Haught, CPA, Financial Officer, relative to the reconciliation of account balances for employers who have employees insured through PEIA.
24. Fax dated January 4, 2002, to Shayne Brabham from Jim Ruckman, Cerrone Associates, Inc., relative to a request from Joseph Duckworth, a resident of Scarce of Fat Road, for sewer service to his home.
25. Copy of a letter dated January 8, 2002, to Wilma Hodge, West Virginia Bureau of Public Health, Engineering Division, from Margaret Batten enclosing the December Monthly Operation Report and a copy of the December Daily Water Purchase Tally.
26. \*\*\*Letter dated January 9, 2002, to Charles Stewart from Russell L. Issacs, West Virginia Infrastructure & Jobs Development Council, offering the District a binding commitment for an Infrastructure Fund Loan of \$3,750,000 (0%, 40 yrs.) and an Infrastructure Fund Grant of \$250,000 to finance the \$5,560,000 project to extend water service to Sycamore Run, Stephens Fork, and Limestone Ridge areas of Wood, Jackson, and Wirt Counties.
27. Copy of a letter dated January 9, 2002, to the West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, Regulatory Development and Compliance Unit, 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 December 2001 for the District's wastewater treatment plant.
28. Copy of a letter dated January 9, 2002, 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

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Waste Water Treatment Plant Operators (ES59) for the month of December 2001 for the District's wastewater treatment plant.

29. Copy of a letter dated January 9, 2002, to D. Weekley, WV Department of Natural Resources, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of December 2001 for the District's wastewater treatment plant.
30. Copy of a letter dated January 9, 2002, to the Municipal Branch, Office of Water Resources (DNR) from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of December 2001 for the District's wastewater treatment plant.
31. \*\*\*Business Memo dated January 9, 2002, to Margaret Batten from John Padden, Reagle and Padden, Inc., enclosing a renewal application for the District's Public Official Liability Policy to be completed and returned.
32. Memorandum dated January 10, 2002, to Benefit Coordinators from Barbara Beane, Eligibility Supervisor, and Joe Estep, Premium Accounts Supervisor, containing a list of dates for retroactive termination and change-in-status for PEIA Insurees.
33. Fax dated January 10, 2002, to Patsy Barker, Parkersburg Office Supply from Margaret Batten enclosing a signed authorization to order conference furniture for the District per her quote.
34. Fax dated January 10, 2002, to Joseph Duckworth from Shayne Brabham containing a letter stating that the District currently has no plans to extend sewer service to the Scarce-of-Fat Road and Forshey Road area of the District.
35. Copy of a letter dated January 10, 2002, to Robert Frazier from Shayne Brabham enclosing all the necessary documents to install a sewer line extension and grinder pump to serve the 60's Café being constructed on Service Road.
36. Copy of a letter dated January 10, 2002, Mrs. Judy Hartshorn from Margaret Batten enclosing a copy of her signed agreement with the District for the installation of a type B grinder pump, a copy of the Right-of-Way Easement and a copy of her Letter of Acknowledgment.

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37. Copy of a letter dated January 10, 2002, to Director, Division of Water Resources, DEP, from Margaret Batten enclosing a copy of the certificate of publication of the Public Notice relative to the WV NPDES Water Pollution Control Permit for the District's wastewater plant.
38. Fax dated January 11, 2002, to Shayne Brabham and Margaret Batten from Manning Frymier, P.E., Cerrone Associates, Inc., listing dates that he would be available for a meeting in the District's Office with Katy Mallory, West Virginia Infrastructure Council, relative to the Sycamore Run, Stephens Fork, and Limestone Ridge areas of Wood, Wirt, and Jackson Counties.
39. Fax dated January 11, 2002, to PCI Industries, Attention: Scott Jarvis, from Shayne Brabham enclosing a letter authoring PCI Industries to discharge BV Solvent Degreaser/Cleaner used to wash aluminum louvers into the District's sanitary sewer system.
40. Copy of correspondence instructions dated January 11, 2002, to Leesa Dill from Margaret Batten enclosing a Water Users Agreement to be signed and returned for a water tap on the proposed water extension to serve Sycamore Run Road.
41. Fax dated January 11, 2002, to Editor, *Parkersburg News*, from Margaret Batten enclosing a notice and an agenda for the January 17, 2002, Board Meeting to be published in the first available issue of the newspaper.
42. Fax dated January 11, 2002, to Editor, *Parkersburg Sentinel*, from Margaret Batten enclosing a notice and an agenda for the January 17, 2002, Board Meeting to be published in the first available issue of the newspaper.
43. Fax dated January 14, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten for Roy Radabaugh enclosing copies of the cover pages for Contract No.1 and Contract No.2 of the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project marked with corrections to be made.
44. Copy of a letter dated January 14, 2002, and signed by Margaret Batten, enclosing a copy of a letter dated January 9, 2002, that the District received from Russell L. Isaacs, West Virginia Infrastructure & Jobs Development Council, offering the District a binding commitment for funds to help finance the Sycamore Run, Stephens Fork, and Limestone Ridge Water Extension Project. This letter was mailed to the following people:
  - a. Steven R. Hardman, Bowles Rice McDavid Graff & Love - faxed
  - b. Robert K. Tebay, President, Wood County Commission - mailed

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- c. Lention Offutt, President, Wirt County Commission - mailed
  - d. Jerald D. Spears - mailed
  - e. Delegate Mitch Carmichael - mailed
  - f. Senator Karen Facemyer - mailed
  - g. Virginia Starcher, President, Jackson County Commission - mailed
  - h. Delegate Larry Border - mailed
  - i. Senator J. Frank Deem - mailed
  - j. Frank A. Murrey, Chairman, Silvertown Public Service District - mailed
  - k. Senator Donna Boley - mailed
45. Copy of a letter dated January 15, 2002, to Michael W. McNulty, WV Rural Water Association, from Margaret Batten enclosing the District's application for renewal along with water check no. 26487 in the amount of \$312.23 and sewer check no. 28363 in the amount of \$242.68 for membership dues.
46. Copy of a letter dated January 15, 2002, to the WV Municipal Bond Commission from Margaret Batten enclosing sewer check no. 28353 in the amount of \$16,852.52 for the January payments for the District's sewer bonds and water check no. 26478 in the amount of \$1,592.00 for the January payment for the District's water bonds.
47. Fax dated January 15, 2002, to Linda Church from Carla, West Virginia Public Employees Insurance Agency, enclosing a copy of the form for a change of beneficiary for basic and/or optional life insurance.
48. Copy of a letter dated January 15, 2002, to Ms. Sheila Snyder, WalMart Super Center, enclosing a copy of an invoice from Envirolabs for oil and grease testing at WalMart Tire and Lube Express with instructions to make the check payable to the Mineral Wells Public Service District.
49. Flyer postmarked January 15, 2001, from Hannah & Associates, Inc., Elkins, West Virginia, offering Contract Administration Services for both West Virginia and Federally Funded Projects.
50. \*\*\*Copy of a letter dated January 15, 2002, to Virginia McDonald, Rural Utilities Service, from R. Shayne Brabham requesting that the District be authorized to purchase a list of nine items (change order items) from the remaining grant funds for Contract No. 4, Office and Maintenance Buildings.
51. \*\*\*Copy of a letter dated January 15, 2002, to Virginia McDonald, Rural Utilities Service, from R. Shayne Brabham requesting that the District be reimbursed for a list of five items

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were purchased for the 2002 GMC Truck that was paid for from funds from Contract No. 2, Rockport Water Extension Project.

52. \*\*\*Copy of a letter dated January 15, 2002, to Virginia McDonald, Rural Utilities Service, from R. Shayne Brabham requesting that the District be reimbursed for a list of three items that were purchased to complete the final punch list for Contract 4, Office and Maintenance Buildings.
53. Fax dated January 16, 2002, to Patsy Barker, Parkersburg Office Supply, from Margaret Batten enclosing a signed approval for conference room furniture with the addition of one chair.
54. \*\*\*Fax dated January 16, 2002, to Shayne Brabham from Craig Lyle, P.E., Ackenheil Engineers Geologists, containing a proposal in the amount of \$1,500.00 to perform additional services to determine the cause of the subsidence problem at 215 Dover Drive. Hard copy of letter was received by U.S. Mail on January 17, 2002.
55. Copy of a letter dated January 17, 2002, to Robert Ayers, Public Employees Insurance Agency, from Margaret Batten requesting that Mark Murphy's beneficiary for his basic and optional life insurance be changed from his wife, Teresa J. Murphy, to his children, Typhanie J. Murphy and Joshua K. Murphy.
56. \*\*\*Letter dated January 16, 2002, to Shayne Brabham from George Blum, Finance Director, Cerrone Associates, Inc., enclosing for the Board's acceptance and signature six copies of the Preliminary Application to the West Virginia Infrastructure and Jobs Development Council for the Wastewater Dechlorination Project.