

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT,
HELD THURSDAY, APRIL 18, 2002, 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; R. Shayne Brabham, Operations Manager; Margaret Batten, Office Manager; Nellie Radcliff, Office Clerk; Manning Frymier, P. E., Cerrone Associates, Inc.; Richard Boice and Roy W. Wright were present.

The first order of business was a Public Meeting to discuss the proposed treatment plant dechlorination improvements as outlined in the Preliminary Engineering Report. Mr. Frymier, P. E., Cerrone Associates, Inc., gave a report on the upgrading cost of the District's treatment plant. To de-chlorinate it will be approximately \$260,000.00. The District's Sewer problem at 215 Dover will cost \$99,000.00 to repair. The total cost of both projects will be \$359,000.00. The District will find it necessary to increase the sewer rates.

Mr. Frymier reported that all the necessary permits have been filed for the Sycamore, Stephens Fork, Limestone Ridge Water Extension Project. The District has 81 easements of 106 completed for Contract # 1.

Mr. Richard Boice was present to voice his feelings concerning the option of leasing his property verses buying it. He feels that the District should lease the tank site, instead of purchasing it. There was a discussion concerning this, and Mr. Boice excused himself by asking the District to decide on a fair price the District would be willing to give him for a tank site.

The next order of business was the reading and approving of the Minutes for the Board Meeting of March 21, 2002. Mr. Lett made a motion that the Minutes of March 21, 2002, be approved as presented. Mr. Radabaugh seconded the motion. The motion carried unanimously. Mr. Lett signed the Minutes.

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

1. Financial Statement dated March 31, 2002, for All Finances of the District (copy attached).
2. Financial Statement dated March 31, 2002, for Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated March 31, 2002, for Sewer Revenue Fund Checking Account (copy attached).

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4. Financial Statement dated March 31, 2002, for Rockport Construction Fund Checking Account (copy attached).
5. Financial Statement dated March 31, 2002, for Water Improvement Fund Checking Account (copy attached).
6. Check numbers 26649 thru 26705 written on the Water Revenue Fund Checking Account since March 21, 2002 Board Meeting (copy attached).
7. Check numbers 26706 thru 26714 written April 18, 2002, on the Water Revenue Fund Checking Account (copy attached).
8. Check numbers 28518 thru 28570 written on the Sewer Revenue Fund Checking Account since March 21, 2002, Board Meeting (copy attached).
9. Check numbers 28571 thru 28578 written April 18, 2002, on the Sewer Revenue Fund Checking account (copy attached).
10. Payroll check numbers 00824 thru 00839 written between March 19, and April 18, 2002 (copy attached).

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

Mrs. Batten presented the Water Budget for fiscal year 2003. Mr. Radabaugh made a motion to accept the Budget as presented. Mr. Lett seconded the motion. The motion carried by unanimous vote.

Mrs Batten presented the Sewer Budget for fiscal year 2003. Mr. Radabaugh made a motion to accept the Budget as presented. Mr. Lett seconded the motion. The motion carried by unanimous vote.

Mrs. Batten presented the Board with an invoice from Cerrone Associates, Inc., for engineering fees for I-77 Rest Area Project for \$22,575.00. Mr. Radabaugh made a motion that the invoice be approved as presented and sent to West Virginia Department of Highways for payment.. Mr. Lett seconded the motion. The motion carried by unanimous vote.

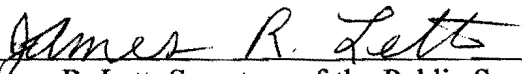
Mr. Brabham gave a brief report on the maintenance operations department. Change Order list is complete except the carport and ice guards need to be installed, both are ordered. Smoke Testing is complete in the Pettyville area. Hydrant extenders will cost approximately \$320.00 each. There are approximately 20 hydrants that need extenders.

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All business having been discussed, Mr. Lett made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion carried unanimously. Mr. Stewart adjourned the meeting at 7:30 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 forgoing 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
MARCH 31, 2002
CHECKING ACCOUNT**

Water Revenue Fund Checking Account		
WesBanco Bank	\$17,568.48	
Sewer Revenue Fund Checking Account		
WesBanco Bank	2,317.86	
Rockport Construction Account		
WesBanco Bank	0.00	
Water Improvement Construction Account		
WesBanco Bank	<u>17.79</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 19,904.13

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$ 9,965.86	
Revenue Reserve Account		
WesBanco Bank	28,879.21	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	10,273.88	
Revenue Reserve Account-Rockport		
WesBanco Bank	1,004.55	
Depreciation Reserve Account-Rockport		
WesBanco Bank	1,004.55	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	3,019.66	
Depreciation Reserve Account-Water Improvement		
WesBanco	3,019.66	
Sycamore Run-Limestone Tap Fees		
WesBanco Bank	31,037.53	
Sycamore Run-Limestone Security Deposits		
WesBanco Bank	15,420.78	
Security Deposit Account		
WesBanco Bank	<u>19,599.29</u>	
TOTAL IN WATER ACCOUNTS:		\$123,224.97

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$ 61,037.68	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	22,668.25	
Security Deposit Account		
WesBanco Bank	<u>15,913.48</u>	
TOTAL IN SEWER ACCOUNTS:		\$ 99,619.41

TOTAL ALL FINANCES, MARCH 31, 2002		\$242,748.51
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**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
MARCH 31, 2002**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, FEBRUARY 28, 2002**

\$ 26,214.13

RECEIPTS:

Water Sales	\$50,900.04
Tap Fees	300.00
Reconnection Fees	40.00
Refund Reagle & Padden, Inc.	226.82
Reimbursement DOH (Cerrone Associates, Invoice	3,198.73
C. I. Thornburg Company Refund	44.15
Water Buffalo Sales	470.00
David Sheppard Prepayment	2,007.24
Void Visa Check No. 26556	252.52
Security Deposit Refunds	<u>811.35</u>

TOTAL RECEIPTS:

\$58,250.85

TOTAL CASH AVAILABLE:

\$ 84,464.98

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	314.00
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	334.00
WesBanco Bank-Parkersburg	1,004.00
WesBanco Bank-Parkersburg	2,659.61
WV Department of Tax & Revenue	483.43
WV Public Employees Retirement System	1,234.29
Salaries	5,528.03
Commissioner's Salaries	300.00
WV Public Employees Insurance Agency	848.38
WV Dept. of Health & Human Service	300.00
AT&T State Calling Service	14.81
AZ Commercial	24.13
Cerrone Associates, Inc.	3,198.73
Miss Utility of WV Inc.	6.25
Miller Communications	15.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-MARCH, 2002
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Ohio Valley Muffler & Brake	203.50
Water Environmental Testing	94.50
W.C. Weil Company	916.02
U S Postal Service	153.21
BP Credit Center	169.37
Conner Cleaning Service	109.00
Information Products, Inc.	201.52
Mullen Motors	193.14
Visa	252.52
Verizon	112.95
Cutlip Warner Development Co.	1,989.00
Parkersburg Sentinel Company	329.86
Atlas Trailer Rentals, Inc.	79.11
Dominion Hope	246.32
Ruth Detamore	51.53
Don and Ava Earle	50.44
Shawn Hoffer	50.45
Arthur and Loretta Joy	51.53
Matheny Motor Truck Company	223.80
Cassie M. Phillips	22.59
Roger Parsons	51.02
Quill	35.00
David Rader	21.79
Earl Ryan	51.53
Everett L. Snyder	51.52
Stacy L. States	50.69
April & Doug Williams	50.62
Hardman Supply Company	5.85
Mullen Motors	120.20
Miller Communications	240.00
rus of Morgantown	97.39
Reagle & Padden, Inc.	2,183.48
Alltel	10.90
Claywood Park Public Service District	10,668.47
Daugherty Supply Company, Inc.	40.14
Parkersburg Office Supply	4,834.59
Poynter's Best Products	27.06
State Electric Supply Company, Inc.	18.29
C. I. Thornburg Company, Inc.	5,680.85
Westco Internet	9.25
Allegheny Power	125.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-MARCH , 2002
PAGE 3**

Mineral Wells Public Service District 438.84

TOTAL EXPENDITURES: **\$ 66,896.50**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,
WESBANCO, MARCH 31, 2002** **\$17,568.48**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEWER REVENUE FUND CHECKING ACCOUNT
MARCH 31, 2002**

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, FEBRUARY 28, 2002**

\$ 1,505.96

RECEIPTS:

Sewer Sales	\$45,891.31
Refund Reagle & Padden Inc.	226.83
Transfer from Savings	2,700.00
Cutlip Warner (Manhole Hook)	18.00
Void Check Number 9185 (Super 8 Motel)	165.16
State Electric Refund	30.22
Security Deposit Refunds	<u>504.44</u>

TOTAL RECEIPTS:

\$ 49,535.96

TOTAL CASH AVAILABLE:

\$ 51,041.92

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	956.75
WesBanco Bank-Parkersburg	2,610.42
Salaries	5,748.45
Commissioners' Salaries	300.00
WV Public Employees Insurance Agency	848.38
WV Public Employees Retirement System	1,249.97
WV Dept. of Tax & Revenue	477.18
Russell P. Hanna	68.69
AT&T State Calling Service	14.81
AZ Commercial	34.02
Carr Concrete Corporation	257.20
Industrial Rubber Products	30.84
Miss Utility of WV Inc.	6.25
Miller Communications	15.00
Ohio Valley Muffler & Brake	203.50
Parkersburg Utility Board	60.00
WWT Electric	964.55
Water Environmental Testing	195.00
U S Postal Service	153.20
Allegheny Power	3,272.52

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL REPORT-SEWER
MARCH, 2002**

BP Credit Card Center	169.38
Crescent & Sprague-Parkersburg	21.02
Conner Cleaning Service	179.00
Envirolabs, Inc.	15.00
Hach Company	22.70
Information Products, Inc.	201.52
Mullen Motors	193.13
Visa	165.16
Verizon	495.09
Cutlip-Warner Development Company	2,700.00
Atlas Trailer Rentals, Inc.	89.34
Dominion Hope	246.33
Don and Ava Earle	50.44
Shawn Hoffer	50.45
Joann & Todd Logue	43.74
Matheny Motor Truck Company	223.80
Quill	34.99
Celesta J. Wilson	18.10
Rodney Coe	50.28
Hardman Supply Company	46.96
Mullen Motors	120.21
rus of Morgantown	97.38
Wesco	222.61
Reagle & Padden, Inc.	2,183.47
Alltel	10.90
Crescent & Sprague-Parkersburg	63.05
Claude Cayton	250.00
Fore Timber Company, Inc.	169.95
Parkersburg Office Supply	27.10
Poynter's Business Products	27.05
Rajesh Patel	5,500.73
WV Water & Waste Supply	346.18
Westco Internet	9.25
Transfer to Security Deposits	50.00
Mineral Wells Public Service District	<u>310.50</u>

TOTAL EXPENDITURES:

\$48,724.06

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT,
WESBANCO BANK, MARCH 31, 2002**

\$ 2,317.86

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER IMPROVEMENT CONSTRUCTION ACCOUNT
MARCH 31, 2002**

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION
ACCOUNT, WESBANCO BANK, FEBRUARY 28, 2002** \$ 17.79

RECEIPTS:

None

TOTAL RECEIPTS: \$ 0.00

TOTAL CASH AVAILABLE: \$ 0.00

EXPENDITURE:

None

TOTAL EXPENDITURES: \$ 0.00

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, MARCH 31, 2002** \$ 17.79

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
ROCKPORT CONSTRUCTION ACCOUNT
MARCH 31, 2002**

**BALANCE IN ROCKPORT CONSTRUCTION
ACCOUNT, WESBANCO BANK, FEBRUARY 28, 2002** **\$ 59.76**

RECEIPTS:

Rural Utilities Service \$ 4,642.18

TOTAL RECEIPTS: **\$ 4,642.18**

TOTAL CASH AVAILABLE: **\$ 4,701.91**

EXPENDITURES:

Mineral Wells PSD (C. I. Thornburg) \$ 3,603.94
Mineral Wells PSD (C. I. Thornburg) 187.00
Mineral Wells PSD (W.C. Weil) 911.00

TOTAL EXPENDITURES: **\$ 4,701.91**

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK, MARCH 31, 2002** **\$ 0.00**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
LIST OF CHECKS
APRIL 18, 2002**

CHECKS WRITTEN BETWEEN MARCH 22, 2002, AND APRIL 17, 2002

CHECK NO. 26649	Atlas Trailer Rentals, Inc.	\$ 79.11
26650	Dominion Hope	246.32
26651	Ruth Detamore	51.53
26652	Don & Ava Earle	50.44
26653	Shawn Hoffer	50.45
26654	Arthur & Loretta Joy	51.53
26655	Mineral Wells PSD	178.30
26656	Matheny Motor Truck Co. DBA	223.80
26657	Cassie M. Phillips	22.59
26658	Roger Parsons	51.02
26659	Quill	35.00
26660	Rural Development Admn.	2,112.00
26661	David Rader	21.79
26662	Earl Ryan	51.53
26663	Everett L. Snyder	51.52
26664	Stacy L. States	50.69
26665	USDA-Rural Development	3,140.00
26666	Wesbanco-Water Res-Sams-CV	314.00
26667	Mineral Wells PSD	22.43
26668	April & Doug Williams	50.62
26669	Hardman Supply Company	5.85
26670	Mullen Motors	120.20
26671	Miller Communications	240.00
26672	Mineral Wells PSD	3,020.78
26673	rus Of Morgantown	97.39
26674	Wesbanco Bank-Parkersburg	1,313.64
26675	WV Dept of Tax & Revenue	483.43
26676	WV Public Employees Retirement	1,234.29
26677	Reagle & Padden, Inc.	2,183.48
26678	Alltel	10.90
26679	Claywood Park PSD	10,668.47
26680	Cutlip-Warner Development Co.	1,086.00
26681	Daugherty Supply Co. Inc.	40.14
26682	Mineral Wells PSD	30.22
26683	Parkersburg Office Supply	4,834.59
26684	Poynter's Best Products	27.06
26685	State Electric Supply Co. Inc.	18.29
26686	C I Thornburg	4,717.91

**MINERAL WELLS PSD
LIST OF WATER CHECKS
APRIL 18, 2002
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**CHECKS WRITTEN BETWEEN MARCH 22, 2002, AND APRIL 17, 2002
(Continued)**

CHECK NO. 26687	Westco Internet	\$ 9.25
26688	Allegheny Power	125.00
26689	C I Thornburg	962.94
26690	AT&T Wireless Services	31.37
26691	Miller Communications	15.00
26692	Water Environmental Testing	40.50
26693	Workers' Compensation Division	587.57
26694	ADT Security Services	15.49
26695	U S Postal Service	44.21
26696	AT&T - State Calling Service	12.63
26697	Haul Away Trash L.L.C.	15.00
26698	Miss Utility of WV Inc.	6.88
26699	Municipal Bond Commission	1,592.00
26700	Mineral Wells PSD	2,784.67
26701	RD Wilson Sons & Co Clkg	12.35
26702	WesBanco Bank-Parkersburg	1,320.12
26703	WesBanco Bank-Parkersburg	167.00
26704	WesBanco Bank-Parkersburg	502.00
26705	WV Public Employees Ins Agency	974.38

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 26706	BP Credit Card Center	232.61
26707	Cutlip-Warner Development Co	632.00
26708	Conner Cleaning Service	109.00
26709	Dowler's Tractor Sales & Service	4.16
26710	Tesa Company Inc.	252.24
26711	U S Postal Service	117.72
26712	Visa	42.74
26713	Verizon	118.29
26714	Wirt County Journal	59.63

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
APRIL 18, 2002**

CHECKS WRITTEN BETWEEN MARCH 22, 2002, AND APRIL 17, 2002

CHECK NO. 28518	Atlas Trailer Rentals, Inc.	\$ 89.34
28519	Rodney Coe	29.28
28520	Dominion Hope	246.33
28521	Don & Ava Earle	50.44
28522	Shawn Hoffer	50.45
28523	James R. Lett	200.00
28524	Joann & Todd Logue	43.74
28525	Void	
28526	Matheny Motor Truck Co. DBA	223.80
28527	Quill	34.99
28528	Roy L. Radabaugh	200.00
28529	Charles M. Stewart	200.00
28530	Celesta J. Wilson	18.10
28531	Mineral Wells PSD	25.16
28532	Rodney Coe	50.28
28533	Mineral Wells PSD	100.54
28534	Allegheny Power	1,508.77
28535	Hardman Supply Company	46.96
28536	Mullen Motors	120.21
28537	rus Of Morgantown	97.38
28538	Wesbanco Bank-Parkersburg	1,228.41
28539	WV Dept of Tax & Revenue	477.18
28540	WV Public Employees Retirement	1,249.97
28541	Wesco	222.61
28542	Reagle & Padden, Inc.	2,183.47
28543	Alltel	10.90
28544	Crescent & Sprague-Parkersburg	63.05
28545	Claude Cayton	250.00
28546	Fore Timber Co. Inc.	169.95
28547	Mineral Wells PSD	44.15
28548	Parkersburg Office Supply	27.10
28549	Poynter's Best Products	27.05
28550	Rajesh Patel	5,500.73
28551	WV Water & Waste Supply	346.18
28552	Westco Internet	9.25
28553	Allegheny Power	125.00
28554	AT&T Wireless Services	31.36
28555	Gene's Septic Tank Cleaning	190.00
28556	Miller Communications	15.00

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
APRIL 18, 2002
PAGE 2**

**CHECKS WRITTEN BETWEEN MARCH 22, 2002, AND APRIL 17, 2002
(Continued)**

CHECK NO. 28557	Water Environmental Testing	195.00
28558	Workers' Compensation Division	671.08
28559	ADT Security Services	15.50
28560	U S Postal Service	44.20
28561	AT&T - State Calling Service	12.62
28562	Haul Away Trash L.L.C.	15.00
28563	Miss Utility of WV Inc.	6.87
28564	Municipal Bond Commission	16,852.52
28565	Parkersburg Sentinel Co.	64.05
28566	Scots Landscape Nursery	12.99
28567	State Electric Supply Co. Inc.	28.94
28568	R D Wilson Sons & Co CLKG	12.35
28569	Wesbanco Bank-Parkersburg	1,393.09
28570	WV Public Employees Ins Agency	974.38

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 28571	BP Credit Card Center	\$ 293.51
28572	Cutlip-Warner Development Co.	937.20
28573	Conner Cleaning Service	179.00
28574	Dowler's Tractor Sales & Service	4.15
28575	Scots Landscape Nursery	12.99
28576	U S Postal Service	117.73
28577	Visa	42.74
28578	Verizon	500.59

PAYROLL CHECKS WRITTEN SINCE THE MARCH 18, 2002, BOARD MEETING

CHECK NO. 00824	Todd R. Anderson	\$ 501.92
00825	Margaret J. Batten	795.34
00826	Richard Shayne Brabham	860.05
00827	William H. Byers, Jr.	700.34
00828	Linda K. Church	724.88
00829	Russell P. Hanna	614.51
00830	Mark K. Murphy	517.88

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
APRIL 18, 2002
PAGE 3**

**PAYROLL CHECKS WRITTEN BETWEEN MARCH 19, 2002, AND APRIL 18, 2002
(Continued)**

CHECK NO. 00831	Nellie B. Radcliff	697.28
00832	Todd R. Anderson	561.09
00833	Margaret J. Batten	796.44
00834	Richard Shayne Brabham	914.87
00835	William H. Byers, Jr.	754.23
00836	Linda K. Church	765.55
00837	Russell P. Hanna	693.87
00838	Mark K. Murphy	636.84
00839	Nellie B. Radcliff	665.73

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
RECEIVED OR MAILED SINCE THE MARCH 21, 2002, BOARD MEETING**

APRIL 18, 2002

1. 2001 Drinking Water Quality Report from Claywood Park Public Service District dated March 1, 2002.
2. Notice from the Public Service Commission of West Virginia containing a registration form The Bookkeeping-Annual Reports Seminar scheduled for May 16-17, 2002, at the Days Inn in Flatwoods, WV.
3. Form letter from Terry Thomas, Chief, PMBS Volunteer Fire Department, listing the number of gallons of water used by the Department for fire fighting and the number of gallons of water used for training purposes for the month of March.
4. **OSHA Compliance ADVISOR**, a publication of Business & Legal Reports, Inc., dated Issue No. 440, April 5, 2002.
5. **WV Ethics Review**, Quarterly Review of Advisory Opinions issued by the Ethics Commission, dated 2002-1 Jan., Feb., Mar.
6. Publication from the West Virginia Environmental Training Center entitled *etc Special Spring Courses* enclosing a registration form for a class named "Activated Sludge-Think Microbiologically" scheduled for April 8-11, 2002, and for a class named "First Aid & CPR For Operators" scheduled for April 23-24, 2002.
7. Form letter (no date) from Sandy Edge, Tax Deputy, Office of Sheriff and Treasurer of Wood County, asking if the District has released its lien for delinquent sewer service charges against property formerly owned by Randall E. and Brenda Epling.
8. Form letter (no dated) from Sandy Edge, Tax Deputy, Office of Sheriff and Treasurer of Wood County, asking if the District has released its lien for delinquent sewer service charges against property owned by Shirley Townsend Fought.
9. Letter dated March 21, 2002, to Margaret Batten from George E. Blum, Cerrone Associates, Inc., stating that Meyishi Blair, Staff Attorney for the Public Service Commission, suggests that the District submit a letter to the Public Service Commission setting for the circumstances and requesting approval to go forward with the additional engineering services under the previously approved waiver for the wastewater treatment plant dechlorination project.
10. Letter dated March 21, 2002, to Bill Byers from Mary E. Hutson, Training Specialist, West Virginia Rural Water Association, verifying his registration for the training class, "Replacing

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
APRIL 18, 2002
PAGE 2

and Maintaining Distribution Systems” to be held at the Ravenswood Water Plant on March 26th and 27th.

11. Copy of a letter dated March 22, 2002, to Ms. Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Charles M. Stewart requesting that the District be allowed to procure engineering services for the sewer main break on Dover Street under the same waiver that was issued for the procurement of engineering services for the District’s dechlorination project.
12. Fax dated March 22, 2002, to Pauline Lowers, Union Williams Public Service District, from Margaret Batten enclosing a copy of the District’s rates for water and sewer.
13. Copy of a letter dated March 22, 2002, to Attorney Steven Hardman, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the District’s letter to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, relative to a waiver for the approval of the engineering agreement for the District’s dechlorination project and the repair of 215 Dover Drive sewer main.
14. Copy of a letter dated March 22, 2002, to George E. Blum, Director, Finance & Administration, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District’s letter to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, relative to a waiver for the approval of the engineering agreement for the District’s dechlorination project and the repair of 215 Dover Drive sewer main.
15. Copy of a certified letter dated March 22, 2002, to Nancy Carpenter from Margaret Batten stating that the District will be forced to turn her delinquent account for water service over to the Wood County Magistrate Court for collection if payment is not received within fifteen days of the date of the letter.
16. Copy of a certified letter dated March 22, 2002, to David Arnold from Margaret Batten stating that the District will be forced to turn his delinquent account for sewer service over to the Wood County Magistrate Court for collection if payment is not received within fifteen days of the date of the letter.
17. Copy of a letter dated March 22, 2002, to Mary Rader, Wood County Commission, from Margaret Batten enclosing an approved copy of the minutes of the February 21, 2002, regular Board meeting and an approved copy of the minutes of the March 11, 2002, special Board meeting.
18. Letter dated March 22, 2002, to Charles Stewart from Virginia M. McDonald, Rural Utilities

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
APRIL 18, 2002
PAGE 3

Service, approving payments totaling \$4,701.94 from the Rockport Water Extension Project Account.

19. 2002 Census of Governments Survey of Government Employment received from the U.S. Department of Commerce, U. S. Census Bureau on March 25, 2002.
20. Fax dated March 25, 2002, to Robert Brownfield from Nellie Fordyce containing a copy of a right of way easement and a copy of the record drawing of the easement for his property on Lee Creek Road for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
21. Copy of a letter dated March 25, 2002, 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 an original and six copies of ***“Staff’s Reply to Exceptions to Recommended Decision of February 28, 2002”*** Case No. 01-0795-PWD-C, Jerry L. Villers, Matt Jones, F. L. Morehead, Gary R. Hinkle, Melinda Ferguson versus Mineral Wells PSD.
22. Letter dated March 25, 2002, to Margaret Batten from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, acknowledging receipt of the affidavit of publication of Form 13 for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Extension Project.
23. Fax dated March 26, 2002, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Linda Church enclosing a list of easements for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project for property owners living out of state that need the notary section of the documents corrected to reflect the proper state.
24. Fax dated March 26, 2002, to Cris January, January Environmental Services, from Shayne Brabham containing a copy of the WalMart Modification No. 1 for the District’s WV NPDES Permit.
25. Letter dated March 26, 2002, to All WVRWA Member Systems from Michael W. McNulty, Executive Director, West Virginia Rural Water Association, relative to the implementation of Statement 34 of the Governmental Accounting Standards Board (GASB) on or before June 15, 2003.
26. Letter dated March 26, 2002, to Charles Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, stating that the District’s letter of March 22, 2002, is being processed as a petition to reopen pending Case No. 00-1294-PSD-PW.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
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27. Memorandum dated March 26, 2002 to Linda Church from Dianne Wolfe, Bowles Rice McDavid Graff & Love, enclosing revised easements for out-of-state property owners for the Sycamore Run, Stephens Fork and Limestone Ridge Water Extension Project.
28. Copy of a letter dated March 27, 2002, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, relative to reopening pending Case No. 00-1294-PSD-PW.
29. Copy of a letter dated March 27, 2002, to Attorney Steven Hardman, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the District's letter from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, relative to reopening Case No. 00-1294-PSD-PW.
30. Letter dated March 27, 2002, to Bill Byers from Vincent J. D. Shaw, Project Representative, Cerrone Associates, Inc., containing a list of customer elevations and pressure for Contract #2 of the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
31. Fax dated March 28, 2002, to Virginia McDonald, Rural Utilities Service, from Margaret Batten containing a copy of the Electric Fund Transfer Confirmation from WesBanco Bank for the Rockport Construction Account.
32. Fax dated March 28, 2002, to Margaret from Cathy Kingston, WesBanco Bank, enclosing a copy of the Electric Fund Transfer Confirmation from Rural Utilities Service for the Rockport Construction Account.
33. Fax dated March 28, 2002, to Tracy, Legal Advertising, **JACKSON HERALD**, from Margaret Batten enclosing a legal notice to be published in the newspaper on Wednesday, April 3rd and April 10th.
34. Copy of a letter dated March 28, 2002, to Miss Utility of West Virginia from Margaret Batten enclosing updated Miss Utility of West Virginia Information Sheets for the Mineral Wells Public Service District.
35. Fax dated March 28, 2002, to Sherry Burnett, Legal Advertising, **PARKERSBURG NEWS & SENTINEL**, containing a legal notice to be published in both newspapers on Tuesday, April 2nd and April 9th.
36. Fax dated March 28, 2002, to Shayne Brabham from Attorney Steve Hardman, Bowles Rice McDavid Graff & Love, containing a copy of a letter to Samme L. Gee, Esq., Jackson &

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
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Kelly PLLC, from Mr. Hardman relative to Richard Boyce's request that the District lease a tank site from him instead of purchasing it.

37. Letter dated March 28, 2002, to Shayne Brabham from Vincent J. D. Shaw, Cerrone Associates, Inc., enclosing Drawing Nos. 2-15, 2-16 and an Easement Schedule for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
38. Copy of a letter dated April 1, 2002, to Wilma Hodge, West Virginia Bureau of Public Health, Environmental Engineering Division, from Margaret Batten enclosing the Monthly Operational Report and a copy of the Daily Water Purchase Tally for the month of March 2002.
39. Copy of a letter dated April 1, 2002, to Frank E. and Helen Melrose, San Jose, California, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and self-addressed stamped envelope for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
40. Copy of a letter dated April 1, 2002, to Jeffrey Joseph Melrose, San Jose, California, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and self-addressed stamped envelope for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
41. Copy of a letter dated April 1, 2002, to Donna S. Middleton, Crystal River, Florida, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self-addressed stamped envelope for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
42. Copy of a letter dated April 1, 2002, to Daniel Brown, Woodbury, New Jersey, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self-addressed stamped envelope for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
43. Copy of a letter dated April 1, 2002, to Beverly A. Puente, Potomac, Maryland, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self-addressed stamped envelope for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
44. Copy of a letter dated April 1, 2002, to Linda K. McPeck, LaCenter, Washington, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self-addressed stamped envelope for the Sycamore Run,

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
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Stephens Fork, and Limestone Ridge Water Project.

45. Copy of a letter dated April 1, 2002, to William L. Province, Frankfort, Ohio, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self addressed stamped envelope for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
46. Copy of a letter dated April 1, 2002, to Alvin West, Proctorville, Ohio, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self addressed stamped envelope for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
47. Copy of a letter dated April 1, 2002, to Betty Lou West Stasel, Newark, Ohio, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self-addressed stamped envelope for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
48. Copy of a letter dated April 1, 2002, to Estel E. & Nellie L. Thompson, Vincent, Ohio, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self-addressed stamped envelope for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
49. Copy of a letter dated April 1, 2002, to Billy W. West, Reedsville, Ohio, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self-addressed stamped envelope for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
50. Copy of a letter dated April 1, 2002, to Bernard J. & Cynthia Rogers, Mt. Home, Arkansas, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self-addressed stamped envelope for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
51. Copy of a letter dated April 2, 2002, to Anthony West from Amy L. Swann, Public Service Commission of West Virginia, enclosing his utility payment in the amount of \$82.14 to the Mineral Wells Public Service District with instructions to mail it to the District Office as the Public Service Commission does not accept utility payments.
52. Memorandum dated April 2, 2002, to Payroll Clerks from Sharon Pruet, West Virginia Consolidated Public Retirement Board, enclosing annual retirement statements for year ending December 31, 2001, for all District employees.

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53. Fax dated April 2, 2002, from Chemtek, Consolidated containing technical fact sheets and information about various chemicals that the company markets.
54. Copy of a letter dated April 3, 2002, to Claude D. Cayton from Linda Church enclosing District Check No. 28545 in the amount of \$250 as a refund of a sewer tap fee that he paid in 1988 and later decided not to have the tap made.
55. Copy of the Minutes of Miss Utility of West Virginia Meeting, Clarksburg, WV, January 17, 2002. This document was received on April 3, 2002.
56. Packet received on April 3, 2002, from the West Virginia Office of Environmental Health Services containing a permit and drawings for the relocation of water and sewer mains to allow for the Route 14 location of the highway in the area of Mineral Wells Hill.
57. Copy of the Initial and Final Joint Staff Memorandum dated April 3, 2002, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Cecelia Gail Jarrell, State Attorney - Legal Division, Public Service Commission of West Virginia, for Commission Case No. 00-1294-PSD-PW (Reopened) Mineral Wells Public Service District.
58. Letter dated April 4, 2002, to Charles Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of Staff Memorandum in Case No. 00-1294-PSD-PW relative to acquiring engineering services for the sewer repair at 215 Dover Drive.
59. Fax dated April 4, 2002, to Shayne Brabham from Dianne Wolfe, Bowles Rice McDavid Graff & Love, containing the first draft of an agreement with Silverton PSD relative to the District's boundary extension to provide water service to residents of Jackson County.
60. Copy of a letter dated April 4, 2002, to Mrs. Ireta Sayre, Sandyville, WV, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self-addressed stamped envelope for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Extension Project.
61. Fax dated April 4, 2002, to Mrs. Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Shayne Brabham enclosing a copy of the cost estimate for Lockhart Fork area to be served by Silverton PSD.
62. Copy of a letter dated April 4, 2002, to Daniel E. & Gail E. Tyson, Glenville, WV, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self-addressed stamped envelope for Sycamore Run, Stephens Fork,

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
APRIL 18, 2002
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and Limestone Ridge Water Extension Project.

63. Copy of a letter dated April 4, 2002, to Mr. & Mrs. Bernard Dowler, Ripley, WV, from Shayne Brabham enclosing a right-of-way easement to be signed along with a record drawing of the easement and a self-addressed stamped envelope for Sycamore Run, Stephens Fork, and Limestone Ridge Water Extension Project.
64. Copy of a letter dated April 5, 2002, to Mr. Robert Frazier from Linda Church enclosing a final cost statement for the installation of the dual grinder unit to serve the 60's Café and the existing brick home on the property located on Service Road.
65. Copy of a letter dated April 5, 2002, to Mr. David Sheppard from Linda Church enclosing a final cost statement for the installation of the two inch water line extension on Stemphard Road to serve the new home of his daughter, Christi Sheppard.
66. Copy of a letter dated April 5, 2002, to Mr. Robert Frazier from Linda Church enclosing a final cost statement for the installation of a dual grinder pump unit to serve the 60's Café and an existing brick home on Service Road.
67. Fax dated April 5, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Shayne Brabham enclosing a copy of the letter dated April 4, 2002, to Charles Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the Initial and Final Joint Staff Memorandum for Case No. 00-1294-PSD-PW.
68. Fax dated April 5, 2002, to Shayne Brabham from Manning Frymier, P. E., Cerrone Associates, Inc., containing an explanation of the engineering fees for the WWTP Dechlorination Project.
69. Copy of a letter dated April 5, 2002, to Rajesh Patel, President, New Era Hospitality LLC, from Margaret Batten, enclosing District Sewer Check No. 28550 in the amount of \$5,500.73 as reimbursement for fiscal year 2000 for the New Era Hospitality LLC Sewer Extension.
70. Memorandum dated April 5, 2002, to Margaret Batten from Dianne Wolfe, Bowles Rice McDavid, Graff & Love, enclosing easements for each of the four heirs to the Edna McCrady Estate.
71. Copy of a letter to Gary Wilson, Rural Utilities Service, from Jenny N. Phillips, State Director, United States Department of Agriculture, Rural Development, stating that RUS Grant Funds in the amount of \$8,657.82 for Grant No. 08 have been canceled due to the

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
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completion of the Rockport Water Project.

72. Memorandum dated April 8, 2002, to WVRWA Voting Members, from Mike McNulty, Executive Director, West Virginia Rural Water Association, relative to conducting a survey of salaries and benefits of West Virginia Rural Water Association Members.
73. Fax dated April 8, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from William Byers containing a copy of Map No. 1-1 for the Water System Improvement Project with a request for the depth of the ten inch water main on the southern side of the fence as shown on the map.
74. Copy of a letter dated April 8, 2002, to D. Weekley, Department of Natural Resources, from Linda K. 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 March for the District's Wastewater Treatment Plant.
75. Copy of a letter dated April 8, 2002, to Office of Water Resources (DNR), Attention: Municipal Branch, from Linda K. 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 March for the District's Wastewater Treatment Plant.
76. Copy of a letter dated April 8, 2002, to the West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, from Linda K. 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 March for the District's Wastewater Treatment Plant.
77. Copy of a letter dated April 8, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda K. Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A-82), a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59), and a list of data collected at the District's wastewater treatment plant during the month of March.
78. Letter dated April 9, 2002, to R. Shayne Brabham from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Staff's Memorandum for Case No. 02-0283-PSD-T, approving a surcharge on the District's sewer tariff to cover storm water entering its sewer system.

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79. Copy of a letter dated April 9, 2002, to Lorton Data from Linda K. Church enclosing a diskette containing the names and addresses of all the District's customers to be updated with zip plus four Cass Certification.
80. Letter dated April 9, 2002, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing three copies of the State Revolving Loan Fund Project Priority List Fact Sheet for the District's Wastewater Treatment Plant Dechlorination Project to be signed and returned no later than April 22, 2002.
81. Letter dated April 9, 2002, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing three copies of the State Revolving Loan Fund Project List Fact Sheet for the District's proposed Fairgrounds and 4-H Camp Gravity Collection System Sewer Project to be signed and returned no later than April 22, 2002.
82. Copy of a letter dated April 10, 2002, to Mr. Ottie Charles McCrady from R. Shayne Brabham relative to coming to the District Office to sign a right-of-way easement for the proposed Stephens Fork, Sycamore Run, and Limestone Ridge Water Extension Project.
83. Copy of a letter dated April 10, 2002, to Karen Vincent Cummons from R. Shayne Brabham relative to coming to the District Office to sign a right-of-way easement for the proposed Stephens Fork, Sycamore Run, and Limestone Ridge Water Extension Project.
84. Copy of a letter dated April 10, 2002, to Naomi R. Vincent from R. Shayne Brabham relative to coming to the District Office to sign a right-of-way easement for the proposed Stephens Fork, Sycamore Run, and Limestone Ridge Water Extension Project.
85. Certified letter dated April 10, 2002, to Michael Patton, #25 Oakbrook Drive, Mineral Wells, WV, from R. Shayne Brabham containing a thirty day warning to repair the driveway drain that is flowing into the District's sanitary sewer system or face a surcharge on every sewer bill until such correction is made.
86. Fax dated April 11, 2002, to the District from Dianne Wolfe, Bowles Rice McDavid Graff & Love containing a copy of a letter dated April 10, 2002, to Steven Hardman, Bowles Rice McDavid Graff & Love, from Samme L. Gee, Jackson & Kelly PLLC, stating that a project financed by in part with Bonds issued to the West Virginia Water Development Authority on behalf of the West Virginia Infrastructure and Jobs Development Council cannot be constructed on leased property.
87. Fax dated April 11, 2002, to the District from McHenry Electric Company, Inc. enclosing a cost estimate for installing photocells on two light fixtures on the rear of the office

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
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building.

88. Fax dated April 11, 2002, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing an invoice dated April 11, 2002, to Virginia McDonald listing the invoices needed to purchase items from the remaining monies in Contract No. 4.
89. Fax dated April 12, 2002, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice and an agenda for the April 18, 2002, regular Board meeting to be published in the first available issue of the newspaper.
90. Fax dated April 12, 2002, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice and an agenda for the April 18, 2002, Board meeting to be published in the first available issue of the newspaper.
91. Fax dated April 12, 2002, to Marie, Reagle & Padden, Inc., from Margaret Batten enclosing a copy of the invoice from Mountain State Security, Inc. for the installation of a security system for the District.
92. Letter dated April 12, 2002, to Charles Stewart from Carrie L. Grimm, ERSII, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that the District should be in the process of adopting a budget for FY03 as outlined in its State Revolving Fund Loan Agreement.
93. Fax dated April 12, 2002, to Cathy Kingston, WesBanco Bank, Inc., from Margaret Batten requesting that Account No. 324035411, Rockport Construction Checking Account, be closed.
94. Fax dated April 12, 2002, to Vince Shaw, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of a project schedule prepared by Katy Mallory for the Stephens Fork, Sycamore Run, and Limestone Ridge Water Project.
95. Copy of fax dated April 12, 2002, to Marie, Reagle and Padden, Inc., from Margaret Batten with a reply from Marie typed on the bottom of the page stating that John Padden confirmed what she told Margaret by phone that the security system would not help lower the District's insurance rate.
96. Copy of a letter dated April 12, 2002, to WV Division of Environmental Protection, Construction Assistance Programs, from Margaret Batten enclosing the completed West Virginia Division of Environmental Protection State Revolving Project Priority List Fact Sheet for the District's proposed sewer project to serve residential customers and the

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
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Fairgrounds and 4-H Camp.

97. Copy of a letter dated April 12, 2002, to WV Division of Environmental Protection, Construction Assistance Programs, from Margaret Batten enclosing the completed West Virginia Division of Environmental Protection State Revolving Project Priority List Fact Sheet for the District's proposed Dechlorination Project at its wastewater treatment plant.
98. Copy of a letter dated April 12, 2002, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a one signed copy each of the State Revolving Fund Project Priority List Fact Sheet for the District's proposed Dechlorination Project at its wastewater treatment plant and the proposed sewer extension to serve customers and the Fairgrounds and the 4-H Camp on Butcher Bend Road.
99. Letter dated April 12, 2002, to Charles M. Stewart from Virginia McDonald, Rural Utilities Service, containing a list of invoices approved for payment from grant money remaining in Water System Enhancement Project.
100. Letter dated April 12, 2002, to Charles M. Stewart from Virginia McDonald, Rural Utilities Service, stating that funds in the amount of \$26,679.14 will be deposited in the Mineral Wells Public Service District Water Improvement Construction Checking Account on April 16, 2002.
101. Copy of a letter dated April 15, 2002, to Mike McNulty, Executive Director, West Virginia Rural Utilities Service, from Margaret Batten enclosing a completed copy of the WVRWA's Salary & Benefit Survey as requested in the April 8, 2002, Memorandum.
102. Copy of a letter dated April 15, 2002, to Virginia McDonald, Rural Utilities Service, from R. Shayne Brabham stating that the District does not plan to utilize any additional funds from Water System Enhancement Project.
103. Letter dated April 15, 2002, to the Mineral Wells Public Service District from Jenny N. Phillips, State Director, United States Department of Agriculture, Rural Development, stating that #57 Maple Drive will be sold to the highest bidder on the 15th day of May, 2002, in front of the Wood County Courthouse. A note attached to the letter states that USDA will pay the lien that the District holds against the property for delinquent water and sewer service.
104. Letter dated April 17, 2002, to R. Shayne Brabham, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of a Commission Order issued for Case No. 02-0283-PSD-T, the District's request to add a storm water surcharge to its sewer tariff.

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105. Fax dated April 18, 2002, to Margaret from Cathy Kingston, WesBanco Bank, containing a copy of the Electronic Wire Transfer Record for the \$26,679.14 that was deposited by Rural Utilities Service into the District's Water System Improvement Checking Account.
106. Fax dated April 18, 2002, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing a copy of the Electric Fund Transfer Confirmation from WesBanco for the Water System Improvement Construction Account.
107. Copy of a letter dated April 18, 2002, to the WV Municipal Bond Commission from Margaret Batten enclosing check no. 28564 in the amount of \$16,852.52 for the April sewer bond payments and check no. 26699 in the amount of \$1,592.00 for the April payment to water bond account of MIW-W-1-69-X-W0-06-69.

Mineral Wells PSD
 B U D G E T P R E P A R A T I O N
 W A T E R I N C O M E S T A T E M E N T

		NEXT YEAR'S	CURRENT YEAR'S		PRIOR YEAR'S	
		BUDGET	BUDGET	ACTUAL	BUDGET	ACTUAL
G REVENUE ACCOUNTS						
SALES						
D SALES-RESIDENTIAL	1 461 100 00	543,300.00-	530,900.00-	450,072.99-	528,000.00-	472,672.40-
D SALES-COMMERCIAL	1 461 200 00	118,800.00-	113,400.00-	94,569.83-	116,950.00-	101,862.89-
D SALES-INDUSTRIAL	1 461 300 00	.00	.00	.00	.00	.00
D SALES-PUBLIC AUTHORITY	1 461 400 00	.00	.00	.00	.00	.00
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
L METERED SALES		662,100.00-	644,300.00-	544,642.82-	644,950.00-	574,535.29-
REVENUES						
ED DISCOUNTS	1 470 000 00	14,000.00-	13,900.00-	11,304.05-	12,950.00-	11,792.50-
LANEOUS SERVICE REVENUE	1 471 000 00	720.00-	480.00-	633.16-	500.00-	1,131.49-
EPARTMENT RENTS	1 473 000 00	3,028.60-	3,028.61-	.00	3,028.61-	.00
WATER REVENUES	1 474 000 00	8,200.00-	4,570.00-	6,247.25-	.00	26,997.05-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
L OTHER REVENUES		25,948.60-	21,978.61-	18,184.46-	16,478.61-	39,921.04-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
L REVENUES		688,048.60-	666,278.61-	562,827.28-	661,428.61-	614,456.33-

Mineral Wells PSD
 BUDGET PREPARATION
 WATER INCOME STATEMENT

		NEXT YEAR'S BUDGET	CURRENT YEAR'S BUDGET	ACTUAL	PRIOR YEAR'S BUDGET	ACTUAL
CONSTRUCTION/MAINTENANCE EXPENSE						
WATER SUPPLY						
RAW WATER	1 602 000 00	138,900.00	138,750.00	101,098.42	141,600.00	131,768.47
		<u>138,900.00</u>	<u>138,750.00</u>	<u>101,098.42</u>	<u>141,600.00</u>	<u>131,768.47</u>
TREATMENT						
RAW WATER SUPERVISION PUMPING	1 620 000 00	120.00	180.00	92.20	100.00	245.40
PURCHASED PUMPING	1 623 000 00	2,700.00	4,350.00	1,552.54	10,200.00	2,768.71
OPERATING LABOR	1 624 000 00	7,525.00	5,220.00	5,789.48	7,000.00	4,937.70
OPERATING EXPENSES	1 624 001 00	120.00	300.00	.00	1,200.00	22.01
INCIDENTAL EXPENSE	1 626 000 00	180.00	150.00	140.00	200.00	130.00
		<u>10,645.00</u>	<u>10,200.00</u>	<u>7,574.22</u>	<u>18,700.00</u>	<u>8,103.82</u>
MAINTENANCE						
RAW WATER SUPERVISION TRANS & DIST	1 630 000 00	.00	120.00	18.70	100.00	198.10
STRUCTURES & IMPROVEMENT	1 631 000 00	240.00	420.00	184.55	575.00	132.40
PUMPING EQUIPMENT	1 633 000 00	1,980.00	1,200.00	1,124.68	2,500.00	1,100.98
		<u>2,220.00</u>	<u>1,740.00</u>	<u>1,327.93</u>	<u>3,175.00</u>	<u>1,431.48</u>
PLANT PUMPING		<u>12,865.00</u>	<u>11,940.00</u>	<u>8,902.15</u>	<u>21,875.00</u>	<u>9,535.30</u>
TRANSMISSION & DISTRIBUTION						
RAW WATER SUPERVISION & ENGINEERING	1 660 000 00	.00	240.00	.00	200.00	211.75
STRUCTURES & IMPROVEMENT	1 662 000 00	22,000.00	27,000.00	15,678.06	18,000.00	22,726.04
OPERATING EXPENSE	1 663 000 00	20,000.00	5,000.00	4,117.18	7,400.00	4,900.21
INCIDENTAL EXPENSES	1 665 000 00	.00	.00	.00	.00	.00
		<u>42,000.00</u>	<u>32,240.00</u>	<u>19,795.24</u>	<u>25,600.00</u>	<u>27,838.00</u>
MAINTENANCE						
RAW WATER SUPERVISION & ENGINEER	1 670 000 00	.00	240.00	.00	100.00	197.60
STRUCTURES & IMPROVEMENT	1 671 000 00	300.00	300.00	208.33	500.00	333.04
DISTRIBUTION RESERVOIRS	1 672 000 00	.00	.00	.00	.00	2,258.00
REPAIRS OF MAINS T & D	1 673 000 00	24,000.00	14,000.00	18,415.99	24,000.00	16,199.02
REPAIRS OF SERVICES T & D	1 675 000 00	24,000.00	16,000.00	21,131.61	15,000.00	19,004.44
REPAIRS OF METERS T & D	1 676 000 00	1,800.00	1,800.00	601.77	2,000.00	1,623.22
REPAIRS OF HYDRANT T & D	1 677 000 00	10,000.00	2,400.00	590.04	2,500.00	2,110.44
		<u>60,100.00</u>	<u>34,740.00</u>	<u>40,947.74</u>	<u>44,100.00</u>	<u>41,725.76</u>
TRANSM. & DISTRIBUTION		<u>102,100.00</u>	<u>66,980.00</u>	<u>60,742.98</u>	<u>69,700.00</u>	<u>69,563.76</u>

Mineral Wells PSD
BUDGET PREPARATION
WATER INCOME STATEMENT

		NEXT YEAR'S BUDGET	CURRENT YEAR'S BUDGET	ACTUAL	PRIOR YEAR'S BUDGET	ACTUAL
SERVICE EXPENSES						
OPERATION						
READING EXPENSES	1 902 000 00	4,800.00	6,600.00	4,286.02	7,500.00	5,193.38
READING & COLLECTING - LABOR	1 903 100 00	23,000.00	25,000.00	17,480.90	22,000.00	22,574.77
READING & COLLECTING - EXPENSE	1 903 200 00	2,500.00	3,000.00	1,751.55	5,000.00	2,689.74
RECEIVABLE ACCOUNTS	1 904 000 00	.00	.00	.00	.00	.00
		<u>30,300.00</u>	<u>34,600.00</u>	<u>23,518.47</u>	<u>34,500.00</u>	<u>30,457.89</u>
ADMINISTRATIVE & GENERAL						
OPERATION						
ADMINISTRATIVE & GENERAL SALARIES	1 920 000 00	26,000.00	28,100.00	22,438.33	28,500.00	26,856.00
ADMINISTRATIVE GENERAL EMPLOYEES	1 920 200 00	800.00	600.00	357.23	500.00	206.13
ADMINISTRATIVE SUPPLIES & EXPENSE	1 921 000 00	11,000.00	12,000.00	8,904.02	11,000.00	10,728.56
ADMINISTRATIVE SERVICES EMPLOYED	1 923 000 00	.00	.00	42.50	.00	.00
ADMINISTRATIVE FEE	1 923 001 00	1,200.00	1,200.00	1,547.89	500.00	683.73
ADMINISTRATIVE FEE	1 923 002 00	4,000.00	3,400.00	3,300.00	3,300.00	3,200.00
ADMINISTRATIVE FEE CONSULTANTS	1 923 004 00	.00	3,600.00	.00	3,500.00	.00
ADMINISTRATIVE LIABILITY INSURANCE	1 924 000 00	8,050.00	5,925.00	5,774.93	5,800.00	4,952.72
ADMINISTRATIVE REPAIRS & DAMAGES	1 925 000 00	.00	.00	.00	.00	.00
ADMINISTRATIVE EMPLOYEES WELFARE EXPENSE	1 926 100 00	2,500.00	1,600.00	2,226.22	1,400.00	1,451.32
ADMINISTRATIVE EMPLOYEES PENSIONS/BENEFITS	1 926 200 00	26,000.00	30,000.00	20,938.53	24,500.00	31,858.17
ADMINISTRATIVE EMPLOYEES VACATION PAY	1 926 300 00	6,000.00	3,800.00	3,614.88	4,800.00	5,670.00
ADMINISTRATIVE EMPLOYEES HOLIDAY PAY	1 926 400 00	4,812.00	4,626.00	4,250.20	4,700.00	4,575.60
ADMINISTRATIVE EMPLOYEES SICK PAY	1 926 500 00	3,600.00	3,600.00	3,889.75	2,700.00	4,081.05
ADMINISTRATIVE FACTORY COMMISSION EXPENSE	1 928 000 00	1,700.00	2,000.00	.00	2,000.00	1,523.28
ADMINISTRATIVE VARIOUS GENERAL EXPENSE	1 930 200 00	6,000.00	3,000.00	4,249.46	6,500.00	8,171.27
		<u>101,662.00</u>	<u>103,451.00</u>	<u>81,533.94</u>	<u>99,700.00</u>	<u>103,957.83</u>
MAINTENANCE						
EXPENSE OF GENERAL PLANT	1 932 000 00	360.00	530.00	320.25	700.00	200.00
OPERATION EXPENSES	1 933 000 00	6,500.00	8,000.00	5,021.66	4,400.00	8,084.06
		<u>6,860.00</u>	<u>8,530.00</u>	<u>5,341.91</u>	<u>5,100.00</u>	<u>8,284.06</u>
ADMINISTRATIVE & GENERAL						
		<u>392,687.00</u>	<u>364,251.00</u>	<u>281,137.87</u>	<u>372,475.00</u>	<u>353,567.31</u>
OPERATION & MAINTENANCE						

Mineral Wells PSD
BUDGET PREPARATION
WATER INCOME STATEMENT

		NEXT YEAR'S BUDGET	CURRENT YEAR'S BUDGET	ACTUAL	PRIOR YEAR'S BUDGET	ACTUAL
OPERATION EXPENSE	1 403 000 00	78,324.00	78,324.00	58,743.00	78,324.00	105,853.97
SECURITY EXPENSE	1 408 201 00	.00	.00	.00	.00	.00
RE EXPENSE	1 408 202 00	.00	.00	.00	.00	.00
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
OPERATING EXPENSES		471,011.00	442,575.00	339,880.87	450,799.00	459,421.28
INCOME & DEDUCTIONS						
ST & DIVIDEND INCOME	1 419 000 00	1,320.00-	1,200.00-	1,260.31-	2,000.00-	7,070.89-
ST ON LONGTERM DEBT	1 427 000 00	169,812.00	199,440.00	21,960.00	55,440.00	169,811.85
INTEREST EXPENSE	1 431 000 00	400.00	210.00	351.17	210.00	194.62
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
OTHER INCOME & DEDUCTION		168,892.00	198,450.00	21,050.86	53,650.00	162,935.58
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
INCOME		48,145.60-	25,253.61-	201,895.55-	156,979.61-	7,900.53

Mineral Wells PSD
 BUDGET PREPARATION
 SEWER INCOME STATEMENT

		NEXT YEAR'S	CURRENT YEAR'S		PRIOR YEAR'S	
		BUDGET	BUDGET	ACTUAL	BUDGET	ACTUAL
SEWER REVENUE ACCOUNTS						
SEWER SERVICE-RESIDENTIAL	2 601 000 00	410,000.00-	401,770.00-	332,127.40-	404,000.00-	379,263.63-
SEWER SERVICE-COMMERCIAL	2 602 000 00	127,300.00-	126,970.00-	100,163.10-	121,000.00-	114,929.81-
SEWER SERVICE-PUBLIC AUTHOR	2 603 000 00	.00	.00	.00	.00	.00
SEWER SALES-INDUSTRIAL	2 604 000 00	.00	.00	.00	.00	.00
TOTAL SALES OF SEWER SERVICE		537,300.00-	528,740.00-	432,290.50-	525,000.00-	494,193.44-
SEWER REVENUES						
SEWER DISCOUNTS & PENALTY	2 612 000 00	12,500.00-	12,125.00-	9,633.03-	11,700.00-	10,929.26-
SEWER EMERGENCY REVENUES	2 615 000 00	1,500.00-	2,400.00-	1,218.67-	1,000.00-	8,090.29-
TOTAL OTHER SEWER REVENUES		14,000.00-	14,525.00-	10,851.70-	12,700.00-	19,019.55-
TOTAL SEWER REVENUES		551,300.00-	543,265.00-	443,142.20-	537,700.00-	513,212.99-
SEWER COLLECTION/MAINTENANCE EXPENSES						
SEWER COLLECTION EXPENSES						
SEWER COLLECTION LABOR GENERAL SEWER	2 700 000 00	.00	.00	.00	.00	.00
SEWER COLLECTION SUPERVISION/ENGINEERING	2 701 000 00	.00	120.00	14.48	75.00	90.75
SEWER COLLECTION LABOR-COLLECTING	2 702 000 00	900.00	120.00	627.71	75.00	78.84
SEWER COLLECTION SUPPLIES AND EXPENSES	2 703 000 00	.00	.00	.00	.00	.00
SEWER COLLECTION SUPERVISION/ENGINEERING	2 704 000 00	.00	150.00	.00	150.00	155.65
SEWER COLLECTION SERVICE CONN & TRAP	2 705 100 00	9,000.00	6,500.00	4,159.72	2,325.00	7,128.06
SEWER COLLECTION COLLECT & TRANS MAINS	2 705 200 00	21,000.00	27,800.00	8,981.63	10,100.00	23,362.76
TOTAL SEWER COLLECTION EXPENSES		30,900.00	34,690.00	13,783.54	12,725.00	30,816.06
SEWER PUMPING EXPENSES						
SEWER PUMPING SUPERVISION & ENGINEERING	2 721 000 00	.00	375.00	.00	375.00	230.55
SEWER PUMPING COLLECTION LABOR-PUMPING	2 722 000 00	9,000.00	12,000.00	4,597.91	12,000.00	9,118.11
SEWER PUMPING LIFT STATIONS	2 723 100 00	14,150.00	14,150.00	8,478.53	13,000.00	13,209.05
SEWER PUMPING GRINDER PUMPS	2 723 200 00	6,000.00	5,500.00	3,867.18	5,500.00	5,224.57
SEWER PUMPING S-EXP LIFT STA GRINDERS	2 724 000 00	30,000.00	32,000.00	16,845.67	35,000.00	39,835.88
SEWER PUMPING SUPERVISION & ENGIN	2 725 000 00	.00	300.00	.00	300.00	265.60
SEWER PUMPING STRUCTURES & IMPROV	2 726 000 00	3,600.00	1,800.00	4,866.17	1,100.00	1,557.38
SEWER PUMPING PUMPING-LIFT STATIONS	2 727 100 00	7,500.00	7,500.00	4,445.02	9,700.00	5,806.99
SEWER PUMPING OTHER PUMPING EQUIPMENT	2 727 200 00	12,000.00	18,000.00	6,830.52	18,200.00	15,771.89
TOTAL SEWER PUMPING EXPENSES		82,250.00	91,625.00	49,931.00	95,175.00	91,028.02

BUDGET PREPARATION
SEWER INCOME STATEMENT

		NEXT YEAR'S BUDGET	CURRENT YEAR'S BUDGET	ACTUAL	PRIOR YEAR'S BUDGET	ACTUAL
T & DISPOSAL EXPENSES						
SUPERVISION & ENGINEERING	2 741 000 00	.00	300.00	.00	300.00	266.23
LABOR-TREATMENT	2 742 000 00	12,000.00	9,600.00	8,022.82	9,700.00	9,608.28
REPAIRS AND EXPENSES-PLANT	2 743 100 00	15,000.00	13,500.00	9,872.82	16,000.00	13,576.06
LABORAL TREATMENT EXP-PLANT	2 743 200 00	6,000.00	5,000.00	2,617.39	6,500.00	5,019.62
REPAIRS EXPENSE-PLANT	2 743 300 00	36,000.00	35,000.00	24,320.12	27,000.00	33,940.42
SUPERVISION & ENG	2 744 000 00	.00	120.00	.00	75.00	112.20
REPAIRS OF STRUCTURE & IMPROVEMT	2 745 000 00	1,800.00	2,000.00	1,275.17	3,100.00	2,150.50
REPAIRS OF T & D SYS EQUIPMENT	2 746 000 00	2,200.00	1,500.00	1,556.92	2,500.00	1,451.15
		<u>73,000.00</u>	<u>67,020.00</u>	<u>47,665.24</u>	<u>65,175.00</u>	<u>66,124.46</u>
OPERATING & COLLECTING EXPENSES						
READING LABOR	2 782 000 00	4,800.00	5,200.00	4,111.24	5,800.00	4,628.66
REPAIRS & COLLECTING LABOR	2 783 100 00	22,800.00	22,500.00	17,507.33	20,800.00	22,149.60
REPAIRS & COLLECTING EXPENSE	2 783 200 00	3,000.00	3,000.00	1,751.51	4,000.00	2,689.70
		<u>30,600.00</u>	<u>30,700.00</u>	<u>23,370.08</u>	<u>30,600.00</u>	<u>29,467.96</u>
ADMINISTRATIVE/GENERAL EXPENSE						
ADMINISTRATIVE & GENERAL SALARIES	2 790 000 00	26,000.00	31,500.00	19,685.24	28,400.00	28,067.44
ADMINISTRATIVE SALARIES-OPERATIONS	2 790 100 00	.00	.00	.00	.00	.00
ADMINISTRATIVE SALARIES-GENERAL OFFICERS	2 792 100 00	.00	.00	.00	.00	.00
ADMINISTRATIVE SALARIES-GENERAL EMPLOYEES	2 792 200 00	800.00	500.00	242.68	450.00	239.12
ADMINISTRATIVE SUPPLIES & EXPENSES	2 793 000 00	11,000.00	13,000.00	8,657.07	13,000.00	11,575.05
ADMINISTRATIVE SERVICES	2 795 000 00	4,000.00	6,000.00	11,537.61	4,400.00	5,322.50
ADMINISTRATIVE LEGAL SERVICES	2 796 000 00	1,200.00	600.00	1,381.85	500.00	723.56
ADMINISTRATIVE DRY COMMISSION	2 797 000 00	2,000.00	2,000.00	.00	1,600.00	1,619.61
ADMINISTRATIVE RENT	2 798 000 00	9,800.00	8,300.00	6,674.65	9,600.00	7,830.43
ADMINISTRATIVE INSURANCE/DAMAGES	2 799 000 00	.00	.00	.00	.00	.00
ADMINISTRATIVE RETIREMENT WELFARE EXPENSES	2 800 100 00	2,500.00	1,600.00	2,495.06	.00	1,451.32
ADMINISTRATIVE RETIREMENT PENSION & BENEFITS	2 800 200 00	26,000.00	24,000.00	18,925.44	24,500.00	26,322.09
ADMINISTRATIVE RETIREMENT VACATION PAY	2 800 300 00	6,000.00	3,800.00	3,541.09	4,800.00	5,668.62
ADMINISTRATIVE RETIREMENT HOLIDAY PAY	2 800 400 00	4,812.00	4,626.00	4,290.20	4,700.00	4,575.60
ADMINISTRATIVE RETIREMENT SICK PAY	2 800 500 00	3,600.00	3,600.00	3,945.10	2,700.00	3,209.84
ADMINISTRATIVE UNEMPLOYMENT COMPENSATION GENERAL EXPENSE	2 801 000 00	6,000.00	3,600.00	3,302.58	3,400.00	4,227.65
ADMINISTRATIVE GENERAL PROPERTY	2 802 000 00	.00	625.00	252.25	500.00	200.00
ADMINISTRATIVE DEPRECIATION	2 803 000 00	3,028.61	3,028.61	.00	3,500.00	.00
ADMINISTRATIVE DEPRECIATION EXPENSE	2 903 000 00	6,500.00	8,000.00	5,004.18	4,400.00	8,263.94
ADMINISTRATIVE DEBT SERVICEABLE ACCOUNTS	2 904 100 00	.00	.00	.00	.00	.00
		<u>113,240.61</u>	<u>114,779.61</u>	<u>89,935.00</u>	<u>106,450.00</u>	<u>109,296.77</u>

Mineral Wells PSD
BUDGET PREPARATION
SEWER INCOME STATEMENT

		NEXT YEAR'S BUDGET	CURRENT YEAR'S BUDGET	ACTUAL	PRIOR YEAR'S BUDGET	ACTUAL
OPERATING EXPENSES		329,990.61	338,814.61	224,684.86	310,125.00	326,733.27
DEPRECIATION	2 503 000 00	297,336.00	296,304.00	223,002.00	297,012.97	297,662.08
INVEST/DIVIDEND EARNED	2 524 000 00	3,000.00-	4,200.00-	2,021.54-	5,156.28-	103,873.05-
INVEST ON LONG TERM DEBT	2 530 000 00	113,544.00	113,544.00	85,158.00	113,544.00	216,538.29
INVEST DEBT DISC & EXP	2 531 000 00	2,558.49	2,558.49	.00	2,558.49	2,558.54
INTEREST EXPENSE	2 535 000 00	150.00	180.00	124.22	191.15	158.59
		=====	=====	=====	=====	=====
EXPENSES & OTHER INCOME		189,279.10	203,936.10	87,805.34	180,575.33	226,564.73
		=====	=====	=====	=====	=====
INCOME		-32,030.29	- 514.29	-130,652.00	-46,999.67	40,085.01