

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, JUNE 20, 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; Margaret Batten, Office Manager; R. Shayne Brabham, Operations Manager; Nellie Radcliff, Office Clerk; Vincent J. D. Shaw and Dave Fueg, Cerrone Associates, Inc., were present.

Mr. Shaw presented the progress report of the I-77 Rest Area Project. Cerrone Associates, Inc. will be sending the necessary permits to the various agencies. Cerrone Associates, Inc. will contact the Department of Highways to see if they will get the easements that are needed for this project. The DOH has decommissioned the lift station and layed a new line to the existing package system. This concluded their report and they excused themselves from the rest of the meeting.

Mr. Lett made a motion to approve the Minutes of the May 16, 2002, Board Meeting 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 May 31, 2002, for All Finances of the District (copy attached).
2. Financial Statement dated May 31, 2002, for Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated May 31, 2002, for Sewer Revenue Fund Checking Account (copy attached).
4. Check numbers 26787 thru 28665-A written on the Water Revenue Fund Checking Account since May 16, 2002, Board Meeting (copy attached).
5. Check numbers 28636 thru 28709 written on the Sewer Revenue Fund Checking Account since May 16, 2002, Board Meeting (copy attached).
6. Payroll checks 00856 thru 00871 written since May 16, 2002, Board Meeting (copy attached).

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

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - JUNE 20, 2002
PAGE 2

The following letter were discussed.

Letter 9 - Final Order for Case No. 02-0283-PSD-T dated May 30, 2002, from the Public Service Commission of West Virginia granting the District permission to add a surcharge to its existing sewer tariff for customers who have illegal drains connected to the District's sanitary sewer system.

Letter 22- Memorandum dated May 24, 2002, to Margaret Batten from Dianne P. Wolfe, Bowles Rice McDavid Graff & Love, enclosing an original fully executed copy of the agreement between Mineral Wells PSD and Silverton PSD.

Letter 27 - Letter dated June 3, 2002, to Margaret Batten from Debbie Britt, Office Manager, West Virginia Rural Water Association, enclosing forms from the 17th Annual Technical Conference planned for September 8-11, 2002, at Canaan Valley State Park. Mr. Radabaugh made a motion authorizing Shayne Brabham, Operations Manager, to vote on behalf of the District. Mr. Lett seconded the motion. The motion carried by unanimous vote.

Letter 39 - Fax dated June 6, 2002, to Shayne Brabham from Manning Frymier, P. E., Cerrone Associates, Inc., enclosing a revised schedule for the Treatment Plant Dechlorination and the Dover Drive Sewer Repair Project.

Letter 41 - Fax dated June 7, 2002, to Shayne Brabham from Manning Frymier, P. E., Cerrone Associates, Inc., stating that the WVDOH recently abandoned the holding tanks for their RV dumping stations and installed a new sewer line connecting the dumping station directly with the influent sanitary sewer to the packaged treatment plant. By intercepting this sewer line and connecting it to the proposed MWPSD lift station, the dumping station waste will be conveyed to the District's system.

Letter 47 - Copy of a letter dated June 7, 2002, to Dave Bodner, WV Department of Highways, from James M. Ruckman, P. S., Cerrone Associates, Inc., relative to relocating the grinder pump for the VIP Club located on Rout 14. The grinder needs to be relocated out of a slip area in front of the club to a more stable location.

Letter 55 - Letter dated June 11, 2002, from the Pipeline Group inviting the District's Board and employees to a complimentary dinner and safety program on damage prevention relative to excavation activities. Dinner and meeting to be held July 18, 2002, at 6:30 p.m. at the Holiday Inn, Parkersburg, WV.

Letter 61 - Letter dated June 13, 2002, to Shayne Brabham from Manning Frymier, P. E., Cerrone Associates, Inc., enclosing an updated SHPO clearance for the Sycamore Run, Stephens Fork and Limestone Ridge Water Extension Project.

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - JUNE 20, 2002
PAGE 3

Letter 63 - Copy of a letter dated June 14, 2002, to Katy Mallory, Executive Secretary, West Virginia Infrastructure & Job Development Council, from R. Shayne Brabham relative to the District's inability to meet a few of the schedule deadlines for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Extension Project (Water Project 99 W-506).

Letter 68 - Copies of 83 letters dated June 17, 2002, to property owners in Wirt County area from whom the District needs to acquire right-of-way easement for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project. This letter is relative to the signing of easements at the Morristown Community Building on June 24th and June 25th.

Mrs. Batten had nothing further to discuss.

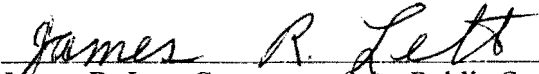
Mr. Brabham reported that the work on 215 Dover could start in the fall of this year. However, Mrs. Peterson has been unhappy about the length of time that has gone by with nothing being done about their yard and driveway. Following a brief discussion, the District feels that in the fall would not be a good time to start this type of work due to the fact that the street will have to dug up. The District feels that Spring will be a better time for this work to be done.

Mr. Brabham brought it to the Board's attention that the District's 2-way radios need to be replaced. The cost per radio will be \$410.00, with a \$25.00 trade-in. Mr. Radabaugh made a motion for the District to purchase 4 radios. Mr. Lett seconded the motion. The motion carried by unanimous vote.

All business having been discussed, Mr. Radabaugh made a motion to adjourn the meeting. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart adjourned the meeting at 6:30 p.m.

CERTIFICATION

I, James R. Lett, Secretary, of the Public Service Board of the Mineral Wells, Public Service District, a West Virginia corporation, do hereby certify that the foregoing and hereto annexed Minutes are a true and accurate record of the meeting held at the time and place aforesaid.


James R. Lett, Secretary of the Public Service Board of the
Mineral Wells Public Service District, Mineral Wells, West
Virginia

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
MAY 31, 2002
CHECKING ACCOUNT**

Water Revenue Fund Checking Account		
WesBanco Bank	\$36,133.47	
Sewer Revenue Fund Checking Account		
WesBanco Bank	4,004.01	
Rockport Construction Account		
WesBanco Bank	CLOSED	
Water Improvement Construction Account		
WesBanco Bank	<u>CLOSED</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 40,137.48

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$10,185.86	
Revenue Reserve Account		
WesBanco Bank	28,879.21	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	10,901.88	
Revenue Reserve Account-Rockport		
WesBanco Bank	1,338.55	
Depreciation Reserve Account-Rockport		
WesBanco Bank	1,338.55	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	4,023.66	
Depreciation Reserve Account-Water Improvement		
WesBanco	4,023.66	
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>18,909.39</u>	
TOTAL IN WATER ACCOUNTS:		\$126,059.07

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$62,782.90	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	22,749.02	
Security Deposit Account		
WesBanco Bank	<u>15,826.15</u>	
TOTAL IN SEWER ACCOUNTS:		\$101,358.07

TOTAL ALL FINANCES, MAY 31, 2002 **\$267,554.62**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
MAY 31, 2002**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, APRIL 30, 2002**

\$ 32,390.90

RECEIPTS:

Water Sales	\$54,036.28
Tap Fees	1,200.00
Reconnection Fees	160.00
Water Buffalo Sales	409.50
Swift Transportation (Damages)	1,926.25
David Sheppard Water Extension	.50
Security Deposit Refunds	<u>1,264.99</u>

TOTAL RECEIPTS:

\$58,997.52

TOTAL CASH AVAILABLE:

\$91,388.42

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	3,046.59
WV Department of Tax & Revenue	525.14
WV Public Employees Retirement System	1,422.41
Salaries	6,452.93
Commissioner's Salaries	187.50
WV Public Employees Insurance Agency	993.87
Alltel	21.80
Big Mac Printing	150.00
Cutlip-Warner Development Company	4,248.71
Miller Communications	15.00
Stepp & Sons Garage Doors	88.50
Unisys Corporation	738.00
Water Environmental Testing	54.00
C. I. Thornburg	323.29

MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-MAY, 2002
PAGE 2

AT&T-State Calling Service	8.04
Jackson County Publishing Company	97.38
BP Credit Center	220.20
Conner Cleaning Service	109.00
Thomas Lawnmower Service, Inc.	11.75
Bill Bailey Insurance Agency	25.00
U. S. Postal Service	214.06
ADT Security Services	15.50
Larry Adams, Jr.	50.44
Keith Alesius	12.42
Ronald L. Buck	101.30
Melissa Brogle	50.50
W. C. Crites	50.65
Lora R. Clark	51.51
Michael Dittman	50.45
Michael J. D'Avella	29.15
Deanna Eaton	50.65
Fore Timber Company	65.82
Brenda Fry	9.99
Deborah Haverty	50.50
Herman Halfhill	12.99
Jerry L. Jett	50.46
Lewis F. Johnson	50.65
David A. Johnson	50.65
David Jeffrey	70.99
Thomas J. Lambiotte	50.46
Mineral Wells PSD	289.26
Thomas E. Napier	50.88
Ohio Valley Muffler & Brake	9.47
Patrick and Shelley Rawlings	50.43
Joy Spychalski	50.45
Jay Turk	50.44
Kimberly A. Tribble	50.76
Verizon	114.27
Bowles Rice McDavid Graff & Love	107.81
Dominion Hope	40.03
Hardman Supply Company	340.22
Miss Utility of WV Inc.	18.50
National Carports, Inc.	875.00
rus of Morgantown	96.76
Parkersburg Office Supply	32.99

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

Claywood Park PSD	11,016.55
AT&T Wireless Service	28.61
Daugherty Supply Co., Inc.	13.84
Fasteners & Supply, Inc.	8.75
Russell P. Hanna	58.40
Haul Away Trash L.L.C.	30.00
Somerville Fabricators, Inc.	113.00
Westco Internet	9.25
Bank Error	<u>.03</u>

TOTAL EXPENDITURES:

\$55,254.95

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,
WESBANCO, MAY 31, 2002**

\$36,133.47

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

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, APRIL 30, 2002**

\$ 519.97

RECEIPTS:

Sewer Sales	\$44,756.80
Tap Fees	250.00
Reimbursement-WV DOH Rest Area	27,075.00
Debbie Kent Sewer Extension Prepayment	4,159.41
Security Deposit Refunds	<u>807.32</u>

TOTAL RECEIPTS:

\$77,048.53

TOTAL CASH AVAILABLE:

\$77,568.50

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,011.13
WesBanco Bank-Parkersburg	2,814.53
Salaries	5,833.26
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	954.89
WV Public Employees Retirement System	1,288.17
WV Dept. of Tax & Revenue	502.16
Alltel	21.80
Cutlip-Warner Development Company	4,007.01
Gene's Septic Tank Cleaning	515.00
Miller Communications	15.00
Unisys Corporation	738.00
AT&T-State Calling Service	8.03
Cerrone Associates Inc	27,075.00
BP Credit Card Center	220.19
Conner Cleaning Service	179.00
Thomas Lawnmower Service, Inc.	11.75
Bill Bailey Insurance Agency	25.00
U S Postal Service	214.05
Allegheny Power	3,830.95
ADT Security Services	15.49
Larry Adams, Jr.	50.44

**MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT-SEWER-MAY, 2002
 PAGE 2**

Amy Byers	50.45
Discount Industrial Supply Corporation	104.94
Michael Dittman	50.45
Michael J. D'Avella	27.40
James E. Deem III	27.33
Deanna Eaton	50.65
Fore Timber Company, Inc.	65.83
Tammy L. Hughes	33.87
Thomas J. Lambiottte	50.46
Mineral Wells PSD	314.95
Michael Kerns	979.03
Ohio Valley Muffler & Brake	9.48
Parkersburg AC Motor Sales	104.68
Patrick and Shelley Rawlings	50.43
State Electric Supply Company, Inc.	158.84
Joy Spychalski	50.45
Verizon	496.57
Carr Concrete Corporation	402.00
Danny's Lawn Service	300.00
Dominion Hope	40.04
Hardman Supply Company	95.51
Miss Utility of West Virginia, Inc.	18.50
Midwest Pipe & Supply	710.55
rus of Morgantown	96.76
Jay Turk	50.44
WWT Electric	267.50
Parkersburg Office Supply	33.00
Tesa Company, Inc.	11.95
C. I. Thornburg	1,647.88
WV Water & Waste Supply	641.97
AT&T Wireless Services	28.62
Daugherty Supply Company	21.49
Fasteners & Supply Inc.	67.35
Haul Away Trash L.L.C.	30.00
Roto-Rooter Sewer Company	95.00
Westco Internet	<u>9.25</u>

TOTAL EXPENDITURES:

\$ 73,564.49

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

\$ 4,004.01

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
JUNE 20, 2002**

**CHECKS WRITTEN BETWEEN MAY 16, 2002, AND JUNE 29, 2002
FOR APPROVAL**

CHECK NO. 26787	Bill Bailey Insurance Agency	\$ 25.00
26788	U S Postal Service	151.56
26789	Cutlip-Warner Development Co	582.20
26790	ADT Security Services	15.50
26791	Larry Adams Jr.	50.44
26792	Keith Alesius	12.42
26793	Ronald L. Buck	101.30
26794	Melissa Brogle	50.50
26795	W C Crites	50.65
26796	Lora R. Clark	51.51
26797	Michael Dittman	50.45
26798	Michael J. D'Avella	29.15
26799	Deanna Eaton	50.65
26800	Fore Timber Co. Inc.	65.82
26801	Brenda Fry	9.99
26802	Deborah Haverty	50.50
26803	Herman Halfhill	12.99
26804	Jerry L. Jett	50.46
26805	Lewis F. Johnson	50.65
26806	David A. Johnson	50.65
26807	David Jeffrey	70.99
26808	Thomas J. Lambiotte	50.46
26809	Mineral Wells PSD	289.26
26810	Thomas E. Napier	50.88
26811	Ohio Valley Muffler & Brake	9.47
26812	Rural Development Admn.	2,112.00
26813	Patrick and Shelley Rawlings	50.43
26814	Joy Spychalski	50.45
26815	Jay Turk	50.44
26816	Kimberly A. Tribble	50.76
26817	U. S. Postal Service	62.50
26818	USDA-Rural Development	3,140.00
26819	Verizon	114.27
26820	WesBanco-Water Res-Sams-CV	314.00
26821	Bowles Rice McDavid Graff & Love	107.81
26822	Cutlip-Warner Development Co.	2,423.25
26823	Dominion	40.03

**MINERAL WELLS PSD
LIST OF WATER CHECKS
JUNE 20, 2002
PAGE 2**

**CHECKS WRITTEN BETWEEN MAY 17 2002, AND JUNE 19, 2002,
FOR APPROVAL**

26824	Hardman Supply Company	\$ 340.22
26825	Miss Utility of WV Inc.	18.50
26826	National Carports Inc.	875.00
26827	rus Of Morgantown	96.76
26828	Void	
26829	Mineral Wells PSD	3,675.99
26830	Parkersburg Office Supply	32.99
26831	WesBanco Bank-Parkersburg	1,666.61
26832	WV Dept of Tax & Revenue	525.14
26833	WV Public Employees Retirement	1,422.41
26834	Claywood Park PSD	11,016.55
26835	AT&T Wireless Services	28.61
26836	Daugherty Supply Co. Inc.	13.84
26837	Fasteners & Supply Inc.	8.75
26838	Russell P. Hanna	58.40
26839	Haul Away Trash L.L.C.	30.00
26840	Somerville Fabricators Inc.	113.00
26841	Westco Internet	9.25
26842	AT&T - State Calling Service	5.05
26843	AZ Commercial	4.48
26844	Advanced Alarm Technologies	22.50
26845	Miller Communications	15.00
26846	Municipal Bond Commission	1,592.00
26847	Mineral Wells PSD	2,748.08
26848	USDA - Rural Development	3,325.00
26849	USDA - Rural Development	10,040.00
26850	Water Environmental Testing	40.50
26851	WesBanco Bank-Parkersburg	110.00
26852	WesBanco Bank-Parkersburg	1,284.04
26853	WesBanco Bank-Parkersburg	167.00
26854	WesBanco Bank-Parkersburg	167.00
26855	WesBanco Bank-Parkersburg	502.00
26856	WesBanco Bank-Parkersburg	502.00
28657	BP Credit Card Center	273.77
28658	Business Systems & Service, Inc.	29.50
28659	Miss Utility of WV Inc.	19.50
28660	Mineral Wells PSD	26.38

**MINERAL WELLS PSD
LIST OF WATER CHECKS
JUNE 20, 2002
PAGE 3**

**CHECKS WRITTEN BETWEEN MAY 17, 2002, AND JUNE 19, 2002
FOR APPROVAL**

CHECK NO. 28661	Miller Communications	\$ 54.25
28662	Public Service Commission -WV	2,478.36
28663	U S Postal Service	44.63
28664	WV Public Employees Ins Agency	1,013.36
28665	WesBanco-Water Res-Sams-CV	314.00
28665A	Postmaster-Mineral Wells	72.85

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
JUNE 20, 2002**

**CHECKS WRITTEN BETWEEN MAY 17, 2002, AND JUNE 19, 2002
FOR APPROVAL**

CHECK NO. 28636	Bill Bailey Insurance Agency	\$ 25.00
28637	U. S. Postal Service	151.55
28638	Allegheny Power	1,305.09
28639	ADT Security Services	15.49
28640	Larry Adams Jr.	50.44
28641	Amy Byers	50.45
28642	Discount Industrial Supply Corp	104.94
28643	Michael Dittman	50.45
28644	Michael J. D'Avella	27.40
28645	James E. Deem III	27.33
28646	Deanna Eaton	50.65
28647	Fore Timber Co Inc	65.83
28648	Tammy L. Hughes	33.87
28649	James R. Lett	125.00
28650	Thomas J. Lambiotte	50.46
28651	Mineral Wells PSD	314.95
28652	Michael Kerns	979.03
28653	Ohio Valley Muffler & Brake	9.48
28654	Parkersburg AC Motor Sales	104.68
28655	Roy L. Radabaugh	125.00
28656	Patrick and Shelley Rawlings	50.43
28657	State Electric Supply Co Inc	158.84
28658	Charles M. Stewart	125.00
28659	Joy Spychalski	50.45
28660	U S Postal Service	62.50
28661	Verizon	496.57
28662	Allegheny Power	2,525.86
28663	Carr Concrete Corporation	402.00
28664	Cutlip-Warner Development Co.	2,898.81
28665	Danny's Lawn Service	300.00
28666	Dominion Hope	40.04
28667	Hardman Supply Company	95.51
28668	Miss Utility of WV Inc.	18.50
28669	Midwest Pipe & Supply	710.55
28670	rus Of Morgantown	96.76
28671	Jay Turk	50.44
28672	WWT Electric	267.50
28673	Parkersburg Office Supply	33.00

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
JUNE 20, 2002
PAGE 2**

**CHECKS WRITTEN BETWEEN MAY 17, 2002, AND JUNE 19, 2002
FOR APPROVAL**

CHECK NO. 28674	Tesa Company Inc	\$ 11.95
28675	C I Thornburg	1,647.88
28676	WV Water & Waste Supply	565.67
28677	WesBanco Bank-Parkersburg	1,429.40
28678	WV Dept of Tax & Revenue	502.16
28679	WV Public Employees Retirement	1,288.17
28680	Alltel	10.90
28681	AT&T Wireless	28.62
28682	Daugherty Supply Co. Inc.	21.49
28683	Fasteners & Supply Inc.	67.35
28684	Haul Away Trash L.L.C.	30.00
28685	Roto-Rooter Sewer Co.	95.00
28686	WV Water & Waste Supply	76.30
28687	Westco Internet	9.25
28688	Rajesh Patel	4,278.01
28689	AT&T - State Calling Service	5.04
28690	AZ Commercial	27.87
28691	Advanced Alarm Technologies	22.50
28692	Gene's Septic Tank Cleaning	70.00
28693	Miller Communications	15.00
28694	Municipal Bond Commission	7,550.22
28695	Parkersburg Sentinel Co.	54.90
28696	Water Environmental Testing	235.00
28697	WesBanco Bank-Parkersburg	1,118.92
28698	WesBanco Bank-Parkersburg	1,150.60
28699	AZ Commercial	29.99
28700	BP Credit Card	273.76
28701	Business Systems & Service, Inc.	29.50
28702	Miss Utility of WV Inc.	19.50
28703	Mineral Wells PSD	34.86
28704	Miller Communications	54.25
28705	Public Service Commission-WV	1,958.12
28706	Tesa Company Inc	9.34
28707	U. S. Postal Service	44.62
28708	WV Public Employees Ins Agency	935.40
28709	Postmaster-Mineral Wells	72.85

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
JUNE 20, 2002
PAGE 3**

PAYROLL CHECKS WRITTEN SINCE THE MAY 16, 2002, BOARD MEETING

CHECK NO. 00856	Todd R. Anderson	\$ 620.23
00857	Margaret J. Batten	894.30
00858	Richard Shayne Brabham	944.39
00859	William H. Byers, Jr.	943.79
00860	Linda K. Church	838.33
00861	Russell P. Hanna	751.58
00862	Mark K. Murphy	683.71
00863	Nellie B. Radcliff	750.49
00864	Todd R. Anderson	480.12
00865	Margaret J. Batten	745.29
00866	Richard Shayne Brabham	740.50
00867	William H. Byers, Jr.	713.10
00868	Linda K. Church	687.50
00869	Russell P. Hanna	625.33
00870	Mark K. Murphy	591.69
00871	Nellie B. Radcliff	618.81

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
MAY 17, 2002 - JUNE 20, 2002

1. Form letter dated June 3, 2002, to the Mineral Wells Public Service District from Terry Thomas, Chief, PMBS Volunteer Fire Department, stating the number of gallons of water used for fire fighting and the number of gallons of water used for training purposes during the month of May.
2. **INNOVATIVE INSIGHTS**, a publication of Innovative Business Products, Inc., dated May 2002.
3. **etc Newsline**, a publication of the West Virginia Environmental Training Center, dated June 2002.
4. Letter to All Members of Miss Utility of West Virginia, Inc. from Jim Kovach and Norm Launi, Miss Utility of West Virginia, Inc., enclosing registration forms for the 2002, Annual and 2nd Quarterly Meeting to be held on June 25, 2002, at Canaan Valley (received June 10, 2002).
5. Publication from the West Virginia Rural Water Association entitled **3rd Quarter 2002 Training Classes**.
6. A copy of the Petition and a copy of the order that the Mineral Wells Public Service District filed with the County Commission of Wirt County to enlarge its boundaries to include a portion of Wirt County.
7. A copy of the Petition and a copy of the Order that the Mineral Wells Public Service District filed with the County Commission of Wood County to enlarge its boundaries to include additional portions of Tygart, Steele and Slate Districts in Wood County, areas of Tucker and Reedy Districts in Wirt County and areas in Grant District in Jackson County, West Virginia.
8. A copy of the Petition and a copy of the Order that the Mineral Wells Public Service District filed with the County Commission of Jackson County to enlarge its boundaries to include areas of Grant County.
9. ** Final Order for Case No. 02-0283-PSD-T dated May 30, 2002, from the Public Service Commission of West Virginia granting the District permission to add a surcharge to its existing sewer tariff for customers who have illegal drains connected to the District's sanitary sewer system.
10. Fax dated May 17, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., relative to upgrading a one inch PE service line to a two inch CL 200 PVC line due to the long private service line required for customer 2202-2 of the Stephens Fork, Sycamore Run, Limestone Hill Water Project.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
JUNE 20, 2002
PAGE 2

11. Fax dated May 17, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a calculation sheet for the service line to customer 2202-2 of the Stephens Fork, Sycamore Run, Limestone Hill Water Project.
12. Copy of a letter dated May 17, 2002, to Lee Ann Deem from Margaret Batten enclosing a water and sewer bill for the period of July 6, 2001, through February 2002 for service at Route 1, Box 193L, Mineral Wells, WV.
13. Copy of a letter dated May 17, 2002, to Mr. James Ice, Harman Thompson Mallory & Ice, from Margaret Batten enclosing the signed proposal for them to perform the District's audit for fiscal year ending June 30, 2002.
14. Copy of a letter dated May 17, 2002, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a signed copy of the Minutes of the District's Regular Board Meeting held on Thursday, April 18, 2002.
15. Copy of a letter dated May 17, 2002, to Frank Murrey, Chairman, Silvertown Public Service District, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing one copy of the Boundary Expansion Map for the Mineral Wells Public Service District's Stephens Fork, Sycamore Run, and Limestone Hill Water Extension Project.
16. Fax dated May 20, 2002, to Cathy Kingston, WesBanco Bank, from Margaret Batten requesting that the District's Water Improvement Construction Checking Account be closed.
17. Fax dated May 21, 2002, to members of the Wood County PSD Association containing an agenda for the May 22, 2002, meeting.
18. Memorandum dated May 21, 2002, to All Payroll Officers from J. Michael Adkins and Terasa Robertson, Acting Co- Executive Directors, State of West Virginia Consolidated Public Retirement Board, relative to "Less Than Honorable Service" notification.
19. Copy of a letter dated May 22, 2002, to Mr. Nelson Douglas, Waterman and Douglas Associates, from R. Shayne Brabham stating that the District has an eight inch water main in the area of the Carney Development and Price Road Area of Mineral Wells and that the area will support fire flow with properly sized water mains running through the Carney Development.
20. Fax dated May 23, 2002, to Margaret Batten from Jean Bean, Information Systems Manager, WV Consolidated Public Retirement Board, containing a copy of ***Pension Press for Payroll Clerks***.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
JUNE 20, 2002
PAGE 3

21. Letter dated May 23, 2002, to the Mineral Wells Public Service District from The County Commission of Wood County stating that Carl "Chuck" Kinder, Jr., Director of the West Virginia State Auditor's Office, will be conducting training sessions entitled "Making the Most of Your Time" and "Staying Calm During Constant Change" in the City of Parkersburg Council Chambers on June 5 and June 6, 2002.
22. ** Memorandum dated May 24, 2002, to Margaret Batten from Dianne P. Wolfe, Bowles Rice McDavid Graff & Love, enclosing an original fully executed copy of the agreement between Mineral Wells PSD and Silverton PSD.
23. Copy of a letter dated May 28, 2002, to Valued Customer/Vendor from Barry Kemerer, President, Precision Pump & Valve Service, Inc., asking for help in locating four Flygt pumps that were stolen from his Cross Lanes, WV facility.
24. Copy of a letter dated May 29, 2002, to David Jeffrey, David Development, Inc., from Linda Church enclosing the Actual Cost Statement for the four inch water line extension that was installed in the Cross Creek Development and District Check No. 26807 in the amount of \$70.99 for the refund of the remainder of his original deposit.
25. Certified letter dated May 30, 2002, to Charles Stewart from Allyn G. Turner, Director, West Virginia Department of Environmental Protection, containing the District's completed registration form for its WV/NPDES Permit No. WV0115100 to operate the wastewater treatment plant.
26. Letter dated May 31, 2002, to R. Shayne Brabham from Marcia B. Hill, Utilities Division, Public Service Commission of West Virginia, enclosing four copies of tariff P.S.C. W. Va. No. 7 reflecting rates and charges which became final by Order of the Commission on May 30, 2002. The four documents need to be signed by Charles Stewart and returned to the Public Service Commission.
27. ** Letter dated June 3, 2002, to Margaret Batten from Debbie Britt, Office Manager, West Virginia Rural Water Association, enclosing forms for the 17th Annual Technical Conference planned for September 8 - 11, 2002, at Canaan Valley State Park.
28. Fax dated June 3, 2002, to Scott, Agson Corp., from Margaret Batten enclosing a copy of print test page from the District's Okidata 395 Printer for diagnosis of the printing problem.
29. Fax dated June 3, 2002, to Sherry, **PARKERSBURG NEWS/SENTINEL**, from Margaret Batten containing a legal ad to be published in both newspapers on Thursday, June 6, 2002.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
JUNE 20, 2002
PAGE 4

30. Copy of a letter dated June 3, 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 May 2002.
31. Copy of a letter dated June 4, 2002, to WV Department of Natural Resources, Wildlife/Heritage Data Base, from George E. Blum, Cerrone Associates, Inc., requesting information regarding potential rare, threatened or endangered wildlife and wetlands that may be located in the area of the Dover Street Sewer Repair Project for the engineering report required by the West Virginia Infrastructure and Jobs Development Council
32. Copy of a letter dated June 4, 2002, to Natural Resources Conservation Service from George E. Blum, Cerrone Associates, Inc., requesting information regarding the potential impact that the Dover Street Sewer Repair Project will have on the prime farmland in the area as required for the engineering report for the West Virginia Infrastructure and Jobs Development Council.
33. Copy of a letter dated June 4, 2002, to the WV Division of Culture & History, The Cultural Center, from George E. Blum, Cerrone Associates, Inc., requesting information regarding the existence of any significant archaeological or historical sites within the area of the Dover Street Sewer Repairs as required by the West Virginia Infrastructure and Jobs Development Council for the engineering report.
34. Copy of a letter dated June 4, 2002, to William A. Tolin, Endangered Species Specialist, U.S. Fish & Wildlife Service from George Blum, Cerrone Associates, Inc., requesting information regarding the existence of any rare, threatened or endangered wildlife or wetlands within the project area of 215 Dover Drive Sewer Repairs as required by the West Virginia Infrastructure and Jobs Development Council for the engineering report.
35. Memorandum dated June 4, 2002, to Margaret Batten from Dianne P. Wolfe, Bowles Rice McDavid Graff & Love, enclosing copies of the following documents:
 - a. Correspondence to the PSC forwards copies of petitions, orders, notices, etc.
 - b. Copies to each of the county clerks forwarding documents
 - c. Certified copies of the County Commission orders (without attachments)
 - d. Copies of correspondence to the newspapers forwarding notices for publication.
36. Copy of a letter dated June 5, 2002, to Michael Kerns from Margaret Batten enclosing a check from District in the amount of \$979.03 as a refund for the sewer extension that he installed for Norman Bennett on Hickory Heights Road in May 2001.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
JUNE 20, 2002
PAGE 5

37. Copy of a letter dated June 5, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the completed registration form from the West Virginia Department of Environmental Protection for the Sycamore Run, Stephens Fork Water Extension.
38. Letter dated June 5, 2002, to Elbert Morton, P.E., WV Division of Environmental Protection, from George E. Blum, Cerrone Associates, Inc., containing , as part of the facilities plan for the Dechlorination and Dover Street Sewer Repairs Project, a copy of the completed SRF Financial Information Worksheets.
39. ** Fax dated June 6, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a revised schedule for the Treatment Plant Dechlorination and the Dover Drive Sewer Repair Project.
40. Copy of a letter dated June 6, 2002, to Mr. Elbert Morton, P.E., WV Division of Environmental Protection, from George E. Blum, Cerrone Associates, Inc., enclosing a copy of the minutes of the regular monthly board meeting of the Mineral Wells Public Service District Board, at which time a public meeting was held to present information concerning the proposed sewer system improvement. Also enclosed was a copy of the affidavit of publication for the legal ad announcing the public meeting.
41. ** Fax dated June 7, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., stating that the WVDOH recently abandoned the holding tanks for their RV dumping stations and installed a new sewer line connecting the dumping station directly with the influent sanitary sewer to the packaged treatment plant. By intercepting this sewer line and connecting it to the proposed MWPSD lift station, the dumping station waste will be conveyed to the District's system.
42. Copy of a letter dated June 7, 2002, to the West Virginia Bureau For Public Health from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the Summary of Waste Water Treatment Plant Operators (ES59) for the month of May 2002 for the District's wastewater treatment plant.
43. Copy of a letter dated June 7, 2002, to the Office of Water Resources (DNR), Attention: Municipal Branch, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the Summary of Waste Water Treatment Plant Operators (ES59) for the month of May 2002 for the District's wastewater treatment plant.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
JUNE 20, 2002
PAGE 6

44. Copy of a letter dated June 7, 2002, to the Department of Natural Resources, Attention: David Weekley, 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 Summary of Waste Water Treatment Plant Operators (ES59) for the month of May 2002 for the District's wastewater treatment plant.
45. Copy of a letter dated June 7, 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 Summary of Waste Water Treatment Plant Operators (ES59) for the month of May 2002 for the District's wastewater treatment plant.
46. Copy of a letter dated June 7, 2002, to Scott, AGSON, Inc., from Margaret Batten stating that she is returning the printhead for the District's Okidata 395 Printer which was purchased by the District earlier in the week.
47. ** Copy of a letter dated June 7, 2002, to Dave Bodner, WV Department of Highways, from James M. Ruckman, P.S., Cerrone Associates, Inc., relative to relocating the grinder pump for the VIP Club located on Route 14. The grinder needs to be relocated out of a slip area in front of the club to a more stable location.
48. Copy of a letter dated June 10, 2002, to Rajesh Patel, President, New Era Hospitality, L.L.C., from Margaret Batten enclosing District Check Number 28388 in the amount of \$4,278.01 paying in full the reimbursement portion of installing the sewer mains that serve the Hampton Inn Motel and Wendy's Restaurant.
49. Copy of a letter dated June 10, 2002, to Marcia Hill, Utilities Division, Public Service Commission of West Virginia, from Margaret Batten enclosing four signed copies of P.S.C. W. Va. No. 7, reflecting rates and charges approved by Recommended Decision of May 10, 2002, which became a Final Order of the PSC on May 30, 2002.
50. Fax dated June 10, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a list of questions about the sewer problem at 215 Dover Drive.
51. Fax dated June 10, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from R. Shayne Brabham containing answers to the questions that Mr. Frymier asked about the sewer problem at 215 Dover Drive in his earlier fax dated June 10, 2002.
52. Letter dated June 10, 2002, to District from Rosalie Brodersen, WV Department of Environmental Protection, relative to review of the annual audit report for the FY 2001. She

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
JUNE 20, 2002
PAGE 7

stated the report had met the federal regulations.

53. Copy of a letter dated June 11, 2002, to Deborah L. Kent from Margaret Batten enclosing the Final Cost Statement and a copy of the Agreement with the District for the installation of a sewer main extension on Hickory Heights Road.
54. Memo dated June 11, 2002, from Sandra Squire, Executive Secretary, Public Service Commission, requesting information form to be completed by District.
55. ** Letter dated June 11, 2002, from The Pipeline Group inviting District Board and employees to a complimentary dinner and safety program on damage prevention relative to excavation activities. Dinner and meeting to be held July 18, 2002, at 6:30 p.m. at Holiday Inn, Parkersburg, WV.
56. Letter dated June 12, 2002, to the District from Nancy Tolley, Public Service Commission, invoicing the District for the water assessment fees for the fiscal year 2002-2003. This fee is based on the water intrastate gross revenue for the 2001 calendar year.
57. Letter dated June 12, 2002, to the District from Nancy Tolley, Public Service Commission, invoicing the District for the sewer assessment fee for the fiscal year 2002-2003. This fee is based on the sewer intrastate gross revenue for the 2001 calendar year.
58. Copy of a letter dated June 12, 2002, to Ms. Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Margaret Batten enclosing an original and six copies of the Affidavit of Publication for Case No. 02-0283-PSD-T, "Notice of Surface Water Surcharge".
59. Copy of a letter dated June 12, 2002, to David Jeffrey from Margaret Batten enclosing a copy of the his water main extension agreement with the District for the extension of a main along Cross Creek Lane, a copy of the Letter of Acknowledgment, and a copy of the right-of-way easement.
60. Fax dated June 13, 2002, to Shayne Brabham from Dave Fueg, Cerrone Associates, Inc., quoting approximate prices for sewage flowmeter equipment.
61. ** Letter dated June 13, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing an updated SHPO clearance for the Sycamore Run, Stephens Fork and Limestone Ridge Water Extension Project.
62. Letter dated June 13, 2002, from David L. Acord, Water Wastewater Division, Public

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JUNE 20, 2002
PAGE 8

Service Commission, enclosing form to be completed and returned certifying number of water and sewer customers as of July 1, 2002.

63. ** Copy of a letter dated June 14, 2002, to Katy Mallory, Executive Secretary, West Virginia Infrastructure & Job Development Council, from R. Shayne Brabham relative to the District's inability to meet a few of the schedule deadlines for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Extension Project (Water Project 99 W-506).
64. Copy of a letter dated June 14, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of Mr. Brabham's letter dated June 14, 2002, to Katy Mallory, Executive Secretary, West Virginia Infrastructure & Job Development Council.
65. Fax dated June 14, 2002, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice and the agenda for the June 20, 2002, regular monthly Board meeting to be published in the first available issue of the newspaper.
66. Fax dated June 14, 2002, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice and the agenda for the June 20, 2002, regular monthly Board meeting to be published in the first available issue of the newspaper.
67. Copy of a letter dated June 14, 2002, to the WV Municipal Bond Commission from Margaret Batten enclosing District Sewer Check No. 28694 in the amount of \$7,550.22 for sewer bond payments and District Water Check No. 26846 in the amount of \$1,592.00 for a payment to water bond account MIW-W-1-69-X-WO-06-69.
68. ** Copies of 83 letters dated June 17, 2002, to property owners in Wirt County area from whom the District needs to acquire right-of-way easement for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project. This letter is relative to the signing of easements at the Morristown Community Building on June 24th and June 25th. The letters were mailed to the following:

Mr. & Mrs. Danny Adams
Dale C. Archer
Darrell R. Boice
Mr. & Mrs. Lawrence Boyce
Mrs. Janet F. Burton
Richard Caplinger
Mr. & Mrs. Michael Cooper
Perry Daugherty
Mr. & Mrs. Carl D. DeVaughn

Mr. & Mrs. Howard Anderson
Mr. & Mrs. Niles Ashley
Mr. & Mrs. Richard Boice
Mr. & Mrs. James Burton
Mr. & Mrs. Rodney Burton
Mrs. Diana Cheeseman
Mr. & Mrs. Marvin Daugherty
Mr. & Mrs. Kevin Dawson
Mr. & Mrs. Jerry Eaton

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
JUNE 20, 2002
PAGE 9

Mr. & Mrs. Brian L. Enoch	Donald M. Fetty
Mr. & Mrs. Hubert Flinn	Mrs. Betty Garvin
Mr. & Mrs. Gregory Garvin	Neale Garvin
Mr. & Mrs. James H. Gates	Mr. & Mrs. Larry Gilbert
Mr. & Mrs. Harry J. Gorby	Earl T. Hardbarger
Mr. & Mrs. Eskey Hardbarger	Roger Hardbarger
Mr. & Mrs. Ronald Hardbarger	Timothy Hardbarger
Mrs. Gladys Barton Hays	Mr. & Mrs. Stanley Hickman
Mr. & Mrs. Gerald P. Hill	Mr. Harold H. Honaker
Mr. & Mrs. Scott D. Jones	Mr. & Mrs. William Lessener
Mrs. Dorotha A. Lockhart	Harley Leroy Lott
Mrs. Patricia W. Lott	Mr. & Mrs. James E. McPeek, Jr.
Mrs. Wanda McVay	Mr. & Mrs. Dean Moore
Mr. & Mrs. Robert Moore	Mr. & Mrs. Charles R. Murray
Mr. & Mrs. Donald Murray	James K. Murray
Mr. & Mrs. Larry A. Murray	Mrs. Mildred P. Murray
Theodore L. Murray	Mrs. Cynthia J. Musser
Mr. & Mrs. Gary Myers	Mr. & Mrs. Clay Patrick, Jr.
Clair E. Powell	Mr. & Mrs. Charles Quick
Mr. & Mrs. Rexel Quick	Mrs. Sandra M. Ray
Mr. & Mrs. John Richards	Mr. & Mrs. Daniel Rolston
Mr. & Mrs. Zachary D. Shanks	Mr. & Mrs. Thomas R. Sharp
Mark Shea	Mrs. Yvonne Shears
Mr. & Mrs. John H. Sines	Mr. & Mrs. George R. Somerville
Mr. & Mrs. Hubert R. Somerville	Mr. & Mrs. Hubert Somerville
Christopher L. Thompson	Gregory G. Thompson
Mr. & Mrs. Kenneth Thompson	Lawrence L. Thompson, Jr.
Mr. & Mrs. Lawrence L. Thompson	Mr. & Mrs. William Thompson
Mr. & Mrs. George R. Watkins	Mr. & Mrs. Dorvin B. White, Jr.
Mrs. Candy L. Wigal	Carl E. Wigal
James V. Wigal	Mrs. Mary Wigal
Mr. & Mrs. Robert Wigal	Mr. & Mrs. Richard Wine
Mr. & Mrs. Richard Wright	

69. Notice of Public Hearing scheduled by The West Virginia Department of Environmental Protection on the "draft" Intended Use Plan for FY2003 for the State Revolving Fund. This Meeting is to be held July 23, 2002, at 1:00 p.m. in the Conference Room at the Water Development Authority, 180 Association Drive, Charleston, WV. This was received June 18, 2002.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JUNE 20, 2002
PAGE 10

70. Correspondence mailed to the Public Service Commission by Dianne Wolfe. This was given to Shayne Brabham at the Wirt County Commission Hearing on Wednesday, June 18, 2002.
71. Memorandum dated June 19, 2002, from Amy L. Swann, Director Water and Wastewater Division of Public Service Commission, enclosing form for updating the PSC records.
72. Copy of letter dated June 19, 2002, from Margaret Batten to Data Processing Section, Public Service Commission, enclosing completed information requested.
73. Copy of letter dated June 19, 2002, from Margaret Batten to Drema S. Witt, Public Service Commission of WV, enclosing completed information relative to the terms of the current Board Members.