

MINUTES OF A REGULAR MONTHLY MEETING  
OF THE PUBLIC SERVICE BOARD OF THE  
MINERAL WELLS PUBLIC SERVICE DISTRICT  
HELD THURSDAY, JULY 18, 2002, IN THE  
DISTRICT'S OFFICE LOCATED AT MINERAL  
WELLS, 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; Jim Bradley, Jr., Albright Bradley & Albright; Margaret Batten, Office Manager; R. Shayne Brabham, Operations Manager and Nellie Radcliff, Office Clerk were present.

Matt Jones was not in attendance.

Mr. Bradley was in attendance to represent Mr. Richard Boice, his client, whom the District is interested in obtaining a tank site for the Sycamore Run, Stephens Fork and Limestone Ridge Water Extension Project. Since the Board was not going to discuss the tank site, Mr. Bradley excused himself from the meeting.

Mr. Lett made a motion that the Minutes of the June 20, 2002, Board Meeting be approved as presented. Mr. Radabaugh seconded the motion. The motion carried by unanimous vote. Mr. Lett signed the Minutes.

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

1. Financial Statement dated June 30, 2002, for All Finances of the District (copy attached).
2. Financial Statement dated June 30, 2002, for Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated June 30, 2002, for Sewer Revenue Fund Checking Account (copy attached).
4. Check numbers 26867 thru 26936 written on the Water Revenue Fund Checking Account (copy attached).
5. Check numbers 26937 thru 26942 written on the Water Revenue Fund Checking Account today, July 18, 2002 (copy attached).
6. Check numbers 28710 thru 28774 written on the Sewer Revenue Fund Checking Account (copy attached).
7. Check numbers 28775 thru 28780 written on the Sewer Revenue Fund

MINERAL WELLS PUBLIC SERVICE DISTRICT  
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Checking Account Checking Account today, July 18, 2002 (copy attached).

8. Payroll checks 00872 thru 00887 written on Sewer Revenue Checking Account since June 20, 2002, Board Meeting (copy attached).

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

The following letters were discussed.

Letter 13 - Letter dated June 21, 2002, to Shayne Brabham from Jimmy Colombo, Mayor, City of Parkersburg, requesting a meeting between officials of the District and the City of Parkersburg to discuss a permanent connection of the water mains of the District and the City of Parkersburg with at two-way meter to be used in case of an water outage in either area.

Letter 23 - Letter dated June 27, 2002, to Shayne Brabham from Vincent J.D. Shaw, Cerrone Associates, Inc., enclosing two copies of the License Agreement between the Public Land Corporation and the District for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project. This license Agreement needs to be approved by the Board and signed by Mr. Stewart. Mr. Radabaugh made a motion to approve the License Agreement as presented and authorized Mr. Stewart authority to sign the agreement. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart signed the License Agreement.

Letter 56 - Copy of letter dated July 16, 2002, from Shayne Brabham relative to the District holding two meetings at the Mt. Hope Church located on Windy Ridge on Monday, July 22 and 23, 2002, from 4:00 p.m. to 7:00 p.m. for land owners in the area to stop in and sign their rights-of-way easements for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Extension Project.

Letter 58 - Letter dated July 16, 2002, to the District from Harold B. Holbert, a resident of Lee Creek, requesting that the District return the one hundred dollar tap fee and the fifty dollar security deposit that he paid on May 1, 2002, for a water tap on the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.

Letter 61- District's WV National Pollutant Discharge Elimination System Discharge Monitoring Report ( WRD 2A-82) and a copy of its WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of June 2002.

Letter 65 - Fax dated July 17, 2002, to Shayne Brabham from Robbie Evans, Evans Construction Co., containing an estimate in the amount of \$2,265.00 to repair the road in Meadowland Estates as requested by Richard Morris, (copy attached). The Board felt that this was too costly.

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Mr. Radabaugh made a motion to authorize Mr. Stewart to sign Form No. 4 - Application for Certificate of Convenience & Necessity for Sycamore Run, Stephens Fork, and Limestone Ridge Water Extension Project. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart signed the Application.

Mrs. Batten presented a list of accounts that the District has been unable to collect. For accounting purposes the accounts need to be charged off for the auditors. Mr. Radabaugh made a motion that the District charge off \$886.27 in water accounts and \$277.33 in sewer accounts. Mr. Lett seconded the motion. The motion carried by unanimous vote. See list attached.

Mr. Brabham reported that he had been in contact with Dianne Wolfe, Executive Secretary, Bowles Rice McDavid Graff & Love, concerning the boundary extension between Wood and Jackson counties. Ms. Wolfe is going to arrange a three-way conference call between Amy Swan, PSC, Frank Murray, Commissioner for Silverton Public Service District and herself. Mr. Radabaugh made a motion that the District is to pay all the advertising expenses concerning the extension of the boundaries for the District into Jackson county. Mr. Lett seconded the motion. The motion carried by unanimous vote.

Mr. Brabham reported that because the District's Handheld will not be able to be repaired after the first of August, he talked with Bob Fetters concerning a new meter reading system. Mr. Fetters informed the District that if we would continue paying the maintenance agreement in an amount of \$2,150.00 per year, for five years, he would let the District have the new system for this cost. Mr. Radabaugh made a motion that the District enter an agreement with Mr. Fetters for the new handheld meter reading system. Mr. Lett seconded the motion. The motion carried by unanimous vote.

The District had received a quote from Pavement Maintenance & Excavating in an amount of \$1,775.50 to repair a street in Meadowland Estates as requested by Mr. Morris (copy attached). The Board feels that this estimate is not feasible. They would like another estimate.

This concluded Mr. Brabham's report.

Mr. Radabaugh made a motion that all employees receive a \$.35 per hour raise, beginning July 16, 2002. Mr. Lett seconded the motion. The motion carried by unanimous vote.

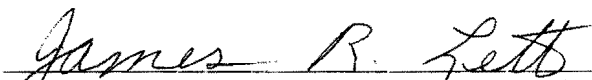
All business having been discussed, Mr. Radabaugh made a motion to adjourn the meeting. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart adjourned the meeting at 6:10 p.m.

CERTIFICATION

I, James R. Lett, Secretary, of the Public Service Board of the Mineral Wells, Public Service

MINERAL WELLS PUBLIC SERVICE DISTRICT  
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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  
JUNE 30, 2002**

**CHECKING ACCOUNT**

Water Revenue Fund Checking Account		
WesBanco Bank	\$32,700.30	
Sewer Revenue Fund Checking Account		
WesBanco Bank	<u>764.87</u>	
<b>TOTAL IN CHECKING ACCOUNTS:</b>		<b>\$ 33,465.17</b>

**WATER ACCOUNTS**

Depreciation Reserve Account		
WesBanco Bank	\$10,321.10	
Revenue Reserve Account		
WesBanco Bank	28,951.21	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	11,242.45	
Revenue Reserve Account-Rockport		
WesBanco Bank	1,508.68	
Depreciation Reserve Account-Rockport		
WesBanco Bank	1,508.66	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	4,535.10	
Depreciation Reserve Account-Water Improvement		
WesBanco	4,535.97	
Sycamore Run-Limestone Tap Fees		
WesBanco Bank	31,214.93	
Sycamore Run-Limestone Security Deposits		
WesBanco Bank	15,509.23	
Security Deposit Account		
WesBanco Bank	<u>18,761.21</u>	
<b>TOTAL IN WATER ACCOUNTS:</b>		<b>\$128,088.54</b>

**SEWER ACCOUNTS**

Repair and Replacement Account		
WesBanco Bank	\$64,041.15	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	22,790.17	
Security Deposit Account		
WesBanco Bank	<u>15,526.18</u>	
<b>TOTAL IN SEWER ACCOUNTS:</b>		<b>\$102,357.50</b>
<b>TOTAL ALL FINANCES, JUNE 30, 2002</b>		<b>\$263,911.21</b>

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
WATER REVENUE FUND CHECKING ACCOUNT  
JUNE 30, 2002**

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

**\$36,133.47**

**RECEIPTS:**

Water Sales	\$56,338.72
Tap Fees	600.00
Reconnection Fees	60.00
Water Buffalo Sales	631.25
Charles Morrison - Meter	1,097.73
Security Deposit Refunds	<u>1,014.08</u>

**TOTAL RECEIPTS:**

**\$59,741.78**

**TOTAL CASH AVAILABLE:**

**\$95,875.25**

**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	2,819.47
WV Department of Tax & Revenue	506.38
WV Public Employees Retirement System	1,356.39
Salaries	6,073.28
Commissioner's Salaries	187.50
WV Public Employees Insurance Agency	1,013.36
AT&T State Calling Service	5.05
AZ Commercial	4.48
Advanced Alarm Technologies	22.50
Miller Communications	2,782.50
Water Environmental Testing	40.50
BP Credit Card Center	273.77
Business Systems & Service, Inc.	29.50
Miss Utility of West Virginia	19.50
Public Service Commission of WV	2,478.36
AT&T Wireless Services	33.82
Westco Internet	9.25
Daugherty Supply Co., Inc.	16.75

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

U. S. Postal Service	117.48
Cutlip-Warner Development Co.	1,605.50
Allegheny Power Company	541.01
ADT Security Services	15.49
Robert Bagley	176.58
Janice M. Britton	50.45
Robin Davis Balderson	50.44
Gerald R. Caltrider	2,179.80
Conner Cleaning Service	109.00
Ted Casto, Sr.	4,070.73
Chris Cox	50.44
Eric & Trudy Chichester	50.46
Dominion Hope	22.29
Gale Daggett	50.45
William David Dellinger	52.11
Diana Davis	50.45
Hardman Supply Company	53.44
Tammy L. Hughes	10.58
Steven R. Hupp	50.15
Todd & Debbie Harber	50.45
Charles M. Linder	50.45
Mineral Wells PSD	354.74
Ohio Valley Muffler	18.95
Jeffrey L. Propps	51.36
rus of Morgantown	96.76
Edward F. Smarr	52.29
Cecil Smith	38.54
Visa	207.40
Verizon	104.68
R. D. Wilson Sons & Company	67.62
William B. Sims	50.46
Claywood Park PSD	11,424.19
Haul Away Trash	15.00
Parkersburg Office Supply	69.67
C. I. Thornburg	770.41
Alltel	10.90
Workers' Compensation Division	<u>790.87</u>

**TOTAL EXPENDITURES:**

**\$63,174.95**

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

**\$32,700.30**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
SEWER REVENUE FUND CHECKING ACCOUNT  
JUNE 30, 2002**

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

**\$ 4,004.01**

**RECEIPTS:**

Sewer Sales	\$43,120.28
Tap Fees	750.00
Reconnection Fees	40.00
Debbie Kent Sewer Extension Payment	.43
Security Deposit Refunds	<u>1,013.31</u>

**TOTAL RECEIPTS:**

**\$44,924.02**

**TOTAL CASH AVAILABLE:**

**\$48,928.03**

**EXPENDITURES:**

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,118.92
WesBanco Bank-Parkersburg	2,188.85
Salaries	4,549.12
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	935.40
WV Public Employees Retirement System	1,021.37
WV Dept. of Tax & Revenue	422.93
Rajesh Patel	4,278.01
AT&T State Calling Service	5.04
AZ Commercial	57.86
Advanced Alarm Technologies	22.50
Gene's Septic Tank Cleaning	70.00
Miller's Communications	67.50
Parkersburg Sentinel Company	54.90
Water Environmental Testing	235.00
BP Credit Card Center	273.76
Business Systems & Service, Inc.	29.50
Miss Utility of WV Inc.	19.50
Public Service Commission	1,958.12
Tesa Company	9.34
U. S. Postal Service	117.47
Allegheny Power Company	4,295.13
ADT Security Services	15.50
Janice M. Britton	50.45



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

Robin Davis Balderson	50.45
Conner Cleaning Service	179.00
Chris Cox	50.44
Danny's Lawn Service	300.00
Dominion Hope	22.29
Gale Daggett	50.45
Diana Davis	50.45
Melissa Goodrich	31.94
Hardman Supply Company	46.83
Tammy L. Hughes	13.33
Steven R.Hupp	50.15
Todd and Debbie Harber	50.45
Kathy Howell	50.44
Ohio Valley Muffler & Brake	18.95
Jeffrey L. Propps	51.36
Steers Heating & Cooling, Inc.	118.98
Edward F. Smarr	52.29
Visa	50.54
R. D. Wilson Sons & Company, Inc.	67.61
Craig Wilson	50.57
William B. Sims	50.46
Mineral Wells PSD	4,010.35
rus of Morgantown	96.76
Verizon	486.97
Haul Away Trash L.L.C.	15.00
David Jeffrey	1,056.51
Midwest Pipe & Supply	256.71
Parkersburg Office Supply	69.68
C. I. Thornburg	108.00
E. S. Hurst	50.33
Alltel	10.90
Workers Compensation Division	628.01
Westco Internet	9.25
Cutlip-Warner Development Co.	1,036.60
Rebecca Conley	51.09
AT & T Wireless Service	<u>33.83</u>

**TOTAL EXPENDITURES:**

**\$48,163.16**

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

**\$ 764.87**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING ACCOUNT  
JULY 18, 2002**

**CHECKS WRITTEN BETWEEN JUNE 21, 2002, AND JULY 17, 2002**

<b>CHECK NO.</b> 26867	Allegheny Power	\$ 541.01
26868	ADT Security Services	15.49
26869	Robert Bagley	176.58
26870	Janice M. Britton	50.45
26871	Robin Davis Balderson	50.44
26872	Gerald R. Caltrider	2,179.00
26873	Conner Cleaning Service	109.00
26874	Ted Casto, Sr.	4,070.00
26875	Chris Cox	50.44
26876	Eric & Trudy Chichester	50.46
26877	Dominion Hope	22.29
26878	Gale Daggett	50.45
26879	William David Dellinger	52.11
26880	Diana Davis	50.45
26881	Hardman Supply Company	53.44
26882	Tammy L. Hughes	10.58
26883	Steven R. Hupp	50.15
26884	Todd & Debbie Harber	50.45
26885	Charles M. Linder	50.45
26886	Mineral Wells PSD	278.25
26887	Miller Communications	2,715.00
26888	Mineral Wells PSD	3,512.70
26889	Ohio Valley Muffler & Brake	18.95
26890	Jeffrey L. Propps	51.36
26891	Rural Development Admn.	2,112.00
26892	rus OF MORGANTOWN	96.76
26893	Edward F. Smarr	52.29
26894	Cecil Smith	38.54
26895	USDA-Rural Development	3,140.00
26896	Visa	207.40
26897	Verizon	104.68
26898	Void	
26899	Void	
26900	Void	
26901	R D Wilson Sons & Co Clkg	67.62
26902	WesBanco Bank-Parkersburg	1,535.43
26903	WV Dept of Tax & Revenue	506.38
26904	WV Public Employees Retirement	1,356.39
26905	William B Sims	50.46

**MINERAL WELLS PSD  
LIST OF WATER CHECKS  
JULY 18, 2002  
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**CHECKS WRITTEN SINCE THE JUNE 21, 2002, AND JULY 17, 2002  
(Continued)**

<b>CHECK NO.</b> 26906	Claywood Park PSD	\$ 11424.19
26907	Haul Away Trash L.L.C.	15.00
26908	Mineral Wells PSD	50.11
26909	Miller Communications	52.50
26910	Parkersburg Office Supply	69.67
26911	C I Thornburg	770.41
26912	Alltel	10.90
26913	Workers' Compensation Division	790.87
26914	Westco Internet	9.25
26915	Cutlip-Warner Development Co	832.30
26916	AT&T Wireless Services	33.82
26917	Daugherty Supply Co Inc	16.75
26918	AT&T - State Calling Service	8.15
26919	Bureau For Child Support	40.30
26920	Cutlip-Warner Development Co	455.50
26921	Miss Utility of WV Inc	26.12
26922	Miller Communications	468.50
26923	Municipal Bond Commission	1,592.00
26924	Mineral Wells PSD	3,088.75
26925	Parkersburg Sentinel Co.	311.10
26926	USDA-Rural Development	3,325.00
26927	USDA-Rural Development	10,040.00
26928	Water Environmental Testing	40.50
26929	WesBanco Bank-Parkersburg	110.00
26930	WesBanco Bank-Parkersburg	1,541.58
26931	Wirt County Journal	103.25
26932	WesBanco Bank-Parkersburg	167.00
26933	WesBanco Bank-Parkersburg	167.00
26934	WesBanco Bank-Parkersburg	502.00
26935	WesBanco Bank-Parkersburg	502.00
26936	Mineral Wells PSD	31.45

**CHECKS WRITTEN TODAY AND NEED AUTHORIZED**

<b>CHECK NO.</b> 26937	ADT Security Services	\$ 15.49
26938	BP Credit Card Center	239.39
26939	Harold B Holbert	150.00

**MINERAL WELLS PSD  
LIST OF WATER CHECKS  
JULY 18, 2002  
PAGE 3**

<b>CHECK NO.</b> 26940 U S Postal Service	\$ 202.74
26941 Verizon	108.59
26942 WV Public Employees Insurance Agency	1,502.21

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

**CHECKS WRITTEN BETWEEN JUNE 21, 2002, AND JULY 17, 2002**

<b>CHECK NO.</b> 28710	Allegheny Power	\$ 1,745.15
28711	ADT Security Services	15.50
28712	Janice M Britton	50.45
28713	Robin Davis Balderson	50.45
28714	Conner Cleaning Service	179.00
28715	Chris Cox	50.44
28716	Danny's Lawn Service	300.00
28717	Dominion Hope	22.29
28718	Gale Daggett	50.45
28719	Diana Davis	50.45
28720	Melissa Goodrich	31.94
28721	Hardman Supply Company	46.83
28722	Tammy L. Hughes	13.33
28723	Steven R Hupp	50.15
28724	Todd & Debbie Harber	50.45
28725	Kathy Howell	50.44
28726	James R. Lett	125.00
28727	Void	
28728	Municipal Bond Commission	9,302.30
28729	Ohio Valley Muffler & Brake	18.95
28730	Jeffrey L Propps	51.36
28731	Roy L Radabaugh	125.00
28732	Charles M. Stewart	125.00
28733	Steers Heating & Cooling, Inc.	118.98
28734	Edward F Smarr	52.29
28735	Visa	50.54
28736	R D Wilson Sons & Co Clkg	67.61
28737	WesBanco Bank-Parkersburg	1,038.25
28738	WV Dept of Tax & Revenue	422.93
28739	WV Public Employees Retirement	1,021.37
28740	Void	
28741	William B Sims	50.46
28742	Mineral Wells PSD	616.96
28743	rus OF MORGANTOWN	96.76
28744	Verizon	486.97
28745	Allegheny Power	2549.98
28746	Haul Away Trash L.L.C.	15.00
28747	David Jeffrey	1,056.51
28448	Mineral Wells PSD	329.92

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

**CHECKS WRITTEN BETWEEN JUNE 21, 2002, AND JULY 17, 2002  
(continued)**

<b>CHECK NO.</b> 28749	Midwest Pipe & Supply	\$ 256.71
28750	Parkersburg Office Supply	69.68
28751	Miller Communications	52.50
28752	C I Thornburg	108.00
28753	E S Hurst	50.33
28754	Alltel	10.90
28755	Workers' Compensation Division	628.01
28756	Westco Internet	9.25
28757	Void	
28758	Cutlip-Warner Development Co.	1,036.60
28759	Rebecca Conley	51.09
28760	Mineral Wells PSD	3,028.61
28761	Craig Wilson	50.57
28762	AT&T Wireless Services	33.83
28763	AT&T State Calling Service	8.16
28764	Bureau For Child Support	55.05
28765	Cutlip-Warner Development Co	2,837.60
28766	Miss Utility of WV Inc	26.13
28767	Miller Communications	15.00
28768	Municipal Bond Commission	16,852.52
28769	Trombold Equipment Co Inc	909.78
28770	Water Environmental Testing	260.00
28771	WesBanco Bank-Parkersburg	1,079.28
28772	WesBanco Bank-Parkersburg	1,347.40
28773	Melissa Goodrich	18.49
28774	Mineral Wells PSD	26.16

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION**

<b>CHECK NO.</b> 28775	ADT Security Services	\$ 15.50
28776	BP Credit Card Center	239.39
28777	Tesa Company Inc	8.09
28778	U S Postal Service	202.73
28779	Verizon	490.87
28780	WV Public Employees Insurance Agency	1,172.55

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

**PAYROLL CHECKS WRITTEN SINCE THE JUNE 20, 2002, BOARD MEETING**

<b>CHECK NO.</b> 00872	Todd R Anderson	\$ 500.40
00873	Margaret J Batten	791.99
00874	Richard Shayne Brabham	864.72
00875	William H Byers Jr	709.85
00876	Linda K. Church	687.52
00877	Russell P Hanna	636.14
00878	Mark K Murphy	567.31
00879	Nellie B Radcliff	662.13
00880	Todd R Anderson	534.21
00881	Margaret J Batten	856.51
00882	Richard Shayne Brabham	941.66
00883	William H Byers Jr	827.92
00884	Linda K Church	765.54
00885	Russell P Hanna	683.04
00886	Mark K Murphy	583.78
00887	Nellie B Radcliff	692.78

**MINERAL WELLS PUBLIC SERVICE DISTRICT**

**ACCOUNTS TO BE CHARGED**

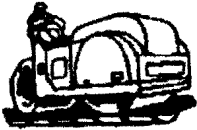
*June 30, 2002*

	<i>WATER</i>	<i>SEWER</i>	<i>TOTAL</i>
01-00600-01 Michelle Hayes 30 Mt. Pleasant Estates Mineral Wells, WV 26150 (House Sold)	\$107.83	\$ 92.45	\$ 200.28
01-01875-00 Cathy Gandee 16 Maple Drive Mineral Wells, WV 26150 (Have Lien on Property)	\$ 31.22	\$ 41.95	\$ 73.17
01-1875-01 Lisa Hupp-Renter 16 Maple Drive Mineral Wells, WV 26150 (Have Lien on Property)	\$ 21.83	\$ 18.68	\$ 40.51
2-04370-00 Robert W. Barker RR 5, Box 353 Parkersburg, WV 26101-9596 (Have Lien on Property)	\$ 67.90		\$ 67.90
3-02770-04 Dedra Irene Parsons Route 2, Box 197 Mineral Wells, WV 26150 (Lien on Property)	\$ 36.43	\$ 33.45	\$ 69.88
4-00900-01 Jack L. McKinney, Jr. Broad Street Parkersburg, WV 26101	\$ 7.83	\$ 2.53	\$ 10.36



**ACCOUNT TO BE CHARGED OFF**  
**FISCAL YEAR 2002**  
**PAGE 2**

	<b>WATER</b>	<b>SEWER</b>	<b>TOTAL</b>
4-02400-00 Tina M. Crain Route 1, Box 196C Mineral Wells, WV 26150 (Lien on Property)	\$ 95.12		\$ 95.12
4-10960-00 Wanda Toney Route 2, Box 129 Mineral Wells, WV 26150 (Lien on Property)	\$447.48		\$ 447.48
5-00370-00 Phillip Druid Route 2, Box 58-A Mineral Wells, WV 26150 (Moved Left No Address)	\$ 70.63		\$ 70.63
6-01052-01 Thomas McCain 102 Bosley Avenue Mineral Wells, WV 26150 (House Repossessed)		\$ 16.13	\$ 16.13
6-01112-01 Raymond Snyder, Jr. 178 Oakdale Avenue Mineral Wells, WV 26150 (Moved Left No address)		\$ 72.14	\$ 72.14
<b>TOTALS:</b>	<b>\$886.27</b>	<b>\$277.33</b>	<b>\$1,163.60</b>



# Proposal

## EVANS CONSTRUCTION CO.

Route 1, P.O. Box 15  
Mineral Wells, WV 26150  
**(304) 489-2882**  
WV Contractor #WV030910

PROPOSAL SUBMITTED TO <b>Mineral Wells PSD</b>		PHONE <b>489-2915</b>	DATE <b>07/17/02</b>
STREET <b>P.O. Box 266</b>		JOB NAME	
CITY, STATE AND ZIP CODE <b>Mineral Wells, WV 26150</b>		JOB LOCATION	
ARCHITECT <b>Shayne Brabham</b>	DATE OF PLANS	Fax # <b>304-489-2971</b>	JOB PHONE

Cut out and place 4" of asphalt on areas 29'x 5' and 86'x 4'.

We propose hereby to furnish equipment and labor - complete in accordance with Owners specifications, for the sum of:

Two Thousand Two Hundred Sixty Five & 00/00-----dollars (\$ 2,265.00 )

Payment to be made as follows:

**In full upon completion of job.**

All work to be completed in a workmanlike manner and to the Owners Specifications. We are fully insured and all our employees are covered by Workmans Compensation Insurance.

Authorized  
Signature

*Robert D. Evans*

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

"QUOTE"

Pavement Maintenance & Excavating

P.O. Box 4610  
Parkersburg, WV 26104

*Richard Morris*

DATE	INVOICE #
6/17/2002	492

<b>BILL TO</b>
MINERAL WELLS P.S.D. PO BOX 266 MINERAL WELLS WV 26150

<b>SHIP TO</b>
MINERAL WELLS P.S.D. PO BOX 266 MINERAL WELLS WV 26150

P.O. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
	Net 15		6/17/2002			

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
	ITEM	MEADOWLAND EST. REPAIR ASPHALT ROADWAY -APPROX 14 SQ YDS -SAWCUT -REMOVE - PLACE AND COMPACT PLANT BATCH ASPHALT 4IN	1,775.50	1,775.50
			<b>Total</b>	<b>\$1,775.50</b>

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
CORRESPONDENCE RECEIVED AND MAILED  
BETWEEN JUNE 21, 2002, AND JULY 18, 2002  
JULY 18, 2002**

1. Form letter to the District from Terry W. Thomas, Chief, Mineral Wells Volunteer Fire Department, stating that 500 gallons of water were used for fire fighting and that 1,000 gallons of water were used for training purposes during the month of June, 2002.
2. Poster from the West Virginia Bureau of Employment Programs listing the qualifications to receive unemployment benefits, a list of Claims Offices, and a chart of benefits based upon wages earned during the base period.
3. **MISS UTILITY OF WEST VIRGINIA, INC., NEWSLETTER**, a publication of the Miss Utility of West Virginia, Inc., dated June 2002.
4. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated June 14, 2002, Vol. 6, Issue 6.
5. Publication from the Public Service Commission of West Virginia containing registration forms and schedules for a Main Extension Seminar to be held on August 22, 2002, and a Termination Seminar to be held on August 23, 2002, in Flatwoods, West Virginia.
6. **The PIPELINE**, News & Views From the WV Division of Environmental Protection, Dept. of Health and Human Resources and WV Public Service Commission, dated May/June 2002.
7. Publication from the Public Service Commission of West Virginia containing a registration form and schedule for an Advanced Board Members Seminar to be held August 6, 2002, in Flatwoods, West Virginia.
8. Copy of the Affidavit and other legal documents filed with the County Commission of Wood County, West Virginia, for the District's Boundary Enlargement Hearing held on June 24, 2002, at the Wood County Courthouse.
9. Copy of the Affidavit and other legal documents filed with the County Commission of Jackson County, West Virginia, for the Districts Boundary Enlargement Hearing held on June 27, 2002, at the Jackson County Courthouse.
10. Form letter to Clients Submitting Water Bacteriological Samples from the Environmental Microbiology (Water Lab), West Virginia Department of Health and Human Resources, stating that the Lab will not longer automatically ship water bottles and mailers to its clients and that each client will have to request the bottles and mailers for each testing period.

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**JULY 18, 2002**  
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11. "Notice of Intent to Enroll Your Child(ren) in Your Group Health Insurance Plan" received from the Bureau For Child Support Enforcement for the children of Mark K. Murphy.
12. Letter dated June 16, 2002, to Benefit Coordinator from Tom Susman, Director, WV Public Employees Insurance Agency, containing materials to promote the West Virginia Tobacco Quit Line.
13. \*\*\*Letter dated June 21, 2002, to Shane Brabham from Jimmy Colombo, Mayor, City of Parkersburg, requesting a meeting between officials of the District and the City of Parkersburg to discuss a permanent connection of the water mains of the District and the City of Parkersburg with a two-way meter to be used in case of an water outage in either area.
14. Fax dated June 24, 2002, to Greg, RCDI, from Linda Church enclosing a copy of the history of Carrie Duncan's account for sewer service at Pettyville Garden Apartments.
15. Copy of a letter dated June 24, 2002, to Elbert Morton, P.E., WV Division of Environmental Protection, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a project location map for the District's Dechlorination and Dover Street Sewer Repairs.
16. Copy of a letter dated June 25, 2002, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of the District's Invoice covering the cost of engineering services for Partial Bill No. 3 for professional engineering services relating to the sewer extension to serve the I-77 Rest Area.
17. Copy of a letter dated June 25, 2002, to Mrs. Joanne Liggett from Margaret Batten enclosing a copy of Rule 5.6 "Service Connections" taken from the Public Service Commission's **RULES AND REGULATIONS FOR THE GOVERNMENT OF WATER UTILITIES** relative to her having two customers connected to her water meter.
18. Copy of a letter dated June 25, 2002, to Ms. Margo Perkins Cosby, West Virginia Public Employees Insurance Agency, from Linda Church enclosing a document entitled National Medical Support Notice - Part B - Medical Support Notice to Plan Administrator from the Bureau of Child Support Enforcement for Mark Murphy's children to be completed and returned to the Bureau of Child Support Enforcement.
19. Copy of a letter dated June 25, 2002, to Anita Barnhart, Bureau for Child Support Enforcement, from Linda Church enclosing a completed National Medical Support Notice - Part A for the children of Mark Murphy.
20. Copy of a letter dated June 25, 2002, to Steven Hardman, Attorney-at-Law, Bowles Rice

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McDavid Graff & Love, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing an original and one copy of the legal description and boundary map for the proposed boundary revision to Silverton Public Service District.

21. Copy of a letter dated June 27, 2002, to Richard Caplinger from R. Shayne Brabham requesting that Mr. Caplinger sign a right-of-way easement for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
22. Copy of a letter dated June 27, 2002, to Mr. and Mrs. John Sines from R. Shayne Brabham requesting that they sign a right-of-way easement for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
23. \*\*\*Letter dated June 27, 2002, to Shayne Brabham from Vincent J.D. Shaw, Cerrone Associates, Inc., enclosing two copies of the License Agreement between the Public Land Corporation and the District for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project. This License Agreement needs to be approved by the Board and signed by Mr. Stewart.
24. Letter dated June 30, 2002, to the District from David Jarrett, Utilities Division, Public Service Commission of West Virginia, enclosing two copies of the Commission's Annual Report Form for the twelve months that ended June 30, 2002, to be completed and returned to the Commission by September 30, 2002, along with a copy of the District's annual audit for the same time period.
25. Copy of a letter dated July 1, 2002, to Gary Scott, WV Division of Highways, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of the completed construction plans and specifications for the I-77 Sewer Extension to serve the Rest Area.
26. Letter dated July 2, 2002, to Charles M. Stewart from Virginia McDonald, Rural Development Specialist, Rural Utilities Service, enclosing a copy of the District's loan status information needed for completing year end reports.
27. Copy of a letter dated July 2, 2002, to Ted Casto, Sr. from Margaret Batten enclosing District Check No. 26874 in the amount of \$4,070.73 as reimbursement for five customers that were hooked to the Green Valley Road water main extension during fiscal year 2002.
28. Copy of a letter dated July 2, 2002, to Gerald R. Caltrider from Margaret Batten enclosing District Check No. 26872 in the amount of \$2,179.80 as reimbursement for connecting Burt Reed and Matthew Price to the water line extension that he installed on Butcher Bend Road and Price Road.

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29. Copy of a letter dated July 3, 2002, to Robert L. Bagley, Sr. from Margaret Batten enclosing District Check No. 26869 in the amount of \$176.58 as reimbursement for materials used to provide water service to Lots No. 4 and 8 in Dogwood Estates.
30. Copy of a letter dated July 3, 2002, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 28728 in the amount of \$9,302.30 as bond payment to Account #MIW-S-1-97-R-WO-06.
31. Copy of a letter dated July 3, 2002, to West Virginia Water Development Authority from Margaret Batten stating that a revenue deposit in the amount of \$5,688.40 and a reserve deposit in the amount of \$568.82 were made to the Sewage System Revenue Bonds, Series 1995.
32. Letter dated July 3, 2002, to Charles M. Stewart from O. Robert Coontz, P.E., Engineering Section Leader, West Virginia Department of Environmental Protection, enclosing two copies of the Finding of No Significant Impact for the Dechlorination and Dover Street Sewer Project.
33. Copy of a letter dated July 3, 2002, to David Jeffrey from Margaret Batten enclosing District Check No. 28747 in the amount of \$1,056.51 as reimbursement for #4 Sanctuary Heights that was connected to the grinder pump that you paid to have installed for the Sanctuary Heights Subdivision.
34. Copy of a letter dated July 3, 2002, to Mrs. Wilma Hodge, WV Bureau of Public Health, from Margaret Batten enclosing the Monthly Operational Report and a copy of the Daily Water Purchase Tally for the District for the month of June 2002.
35. Copy of a letter dated July 3, 2002, to Gary Scott, WV Division of Highways, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a full size copy of the completed construction plans for I-77 Rest Area Sewer Project.
36. Memorandum dated July 8, 2002, to All Benefit Coordinators from Jan Long HMO and Communications Manager, West Virginia Public Employees Insurance Agency, enclosing a copy of the Summary Plan Description Book for Plan Year 2003.
37. Fax dated July 9, 2002, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the District's latest water tariff.
38. Fax dated July 9, 2002, to James Ice, CPA, Harman Thompson Mallory & Ice, from Margaret Batten enclosing a list of the District savings and checking accounts for audit purposes.

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39. Fax dated July 9, 2002, to George Blum, Cerrone Associates, Inc., from Steven R. Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, enclosing a copy of the District's application for a Certificate of Convenience and Necessity for the Sycamore Run, Stephens Fork and Limestone Ridge Areas of Wood, Wirt, and Jackson County.
40. Copy of a letter dated July 10, 2002, to Melissa Goodrich from Linda Church enclosing her CVS Money Order in the amount of \$18.49 along with her bill for sewer at Pettyville Garden Apartments as her final bill was paid with her security deposit.
41. Fax dated July 10, 2002, to Bill Fugatt, Cerrone Associates, Inc., from Shayne Brabham enclosing requested information regarding the District's telemetry and all the repairs made to it.
42. Fax dated July 10, 2002, to Shane from Environmental Health, Mid-Ohio Valley Health Department, containing a copy of a letter dated July 8, 2002, to Tim Life stating that the property on Sugar Camp Run road owned by Dr. Rodney Powers and Daniel Pennock will support septic tank installations.
43. Copy of a letter dated July 11, 2002, to Diana Cheeseman from Margaret Batten enclosing a right-of-way easement and a copy of the map showing where the proposed water line will be installed for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
44. Letter dated July 11, 2002, to Margaret Batten from Dianne P. Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love enclosing copies of the following documents required for the District's boundary expansion: (1) certified copies of Wood, Wirt, and Jackson County Commission Orders expanding the District boundaries; (2) Copies of her correspondence forwarding these Orders to the Public Service Commission; (3) Copies of correspondence from the PSC acknowledging receipts and assigning numbers to each of these cases; (4) copies of her correspondence to County Clerks forwarding the PSC documents.
45. Letter dated July 11, 2002, to Margaret Batten from Dianne P. Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, enclosing copies of the invoices from the newspapers for publication of the District's proposed boundary expansion.
46. Letter dated July 12, 2002, to Jerald Spears from Mary Alice Dunn, Institute Program Manager, West Virginia University National Environmental Training Center for Small Communities, extending an invitation for him to attend the Third Annual Environmental Training Institute scheduled for August 5 - 9, 2002, in Morgantown, West Virginia.



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47. Letter dated July 12, 2002, to the Mineral Wells Public Service District from Ellee Tomer, Loan Operations Clerk, WesBanco Bank, enclosing the paid documents for Business Loan No. 316615743.
48. Copy of a letter dated July 15, 2002, to Customer, Mineral Wells Public Service District, from R. Shayne Brabham containing instructions and the appropriate forms for lead and copper samples. This letter was hand delivered to eleven customers of the District.
49. Fax dated July 15, 2002, to Shayne Brabham from Vincent JD Shaw, Cerrone Associates, Inc., stating that easement 2-61-03 has been amended to reflect parcel #21 of map 12 in Tucker District instead of parcel #12.
50. Fax dated July 15, 2002, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice and a copy of the agenda for the July 18, 2002, Board meeting to be published in the first available issue of the newspaper.
51. Fax dated July 15, 2002, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice and a copy of the agenda for the July 18, 2002, Board meeting to be published in the first available issue of the newspaper.
52. Fax dated July 15, 2002, to Patricia Abbott, Executive Secretary, Water and Wastewater Division, Public Service Commission of West Virginia, from Margaret Batten enclosing a letter and a completed Certification of Customers Form for the District.
53. Letter dated July 15, 2002, to Patricia Abbott, Executive Secretary, Water and Wastewater Division, Public Service Commission of West Virginia, from Margaret Batten enclosing a completed Certification of Customers Form for the District.
54. Copy of a letter dated July 15, 2002, to Customer, Mineral Wells Public Service District, from Shayne Brabham stating that water is scheduled to be shut off in Windsor Estates from 9 a.m. to 2 p.m. on July 17, 2002.
55. Copy of letter dated July 16, 2002, to the following list of people from R. Shayne Brabham relative to the District holding two meetings at the Mt. Hope Church located on Windy Ridge on Monday, July 22 and 23, 2002, from 4 p.m. to 7 p.m. for land owners in the area to stop in and sign their rights-of-way easements for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project:

Dale C. Archer  
Mr. & Mrs. Robert Wigal

Mr. & Mrs. Richard Boice  
Janet F. Burton

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LIST OF CORRESPONDENCE  
JULY 18, 2002  
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Mr. & Mrs. Rodney Burton  
Perry Daugherty  
Mr. & Mrs. Carl DeVaughn  
Mrs. Betty Garvin  
Neale Garvin  
Roger Hardbarger  
Gladys Hays  
Patricia W. Lott  
Mildred P. Murray  
Cynthia J. Musser  
Mr. & Mrs. Daniel Rolston  
Mr. & Mrs. Mark Shea  
Mr. & Mrs. Hubert Somerville  
Lawrence L. Thompson, Jr.  
Carl Eugene Wigal  
Roger Hardbarger  
Harlan L. Lott

Mr. & Mrs. Michael Cooper  
Mr. & Mrs. Kevin Dawson  
Donald M. Fetty  
Mr. & Mrs. Gregory Garvin  
Mr. & Mrs. Harry J. Gorby  
Timothy Hardbarger  
Harold Honaker  
Mr. & Mrs. Robert Moore  
Theodore Murray  
Sandra M. Ray  
Mr. & Mrs. Zachary Shanks  
Mr. & Mrs. George Somerville  
Mr. & Mrs. Hubert Somerville, Jr.  
Mr. & Mrs. William Thompson  
Timothy E. Hardbarger  
Carl Eugene Wigal

56. Copy of a letter dated July 16, 2002, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 28768 in the amount of \$16,852.52 for payments to the following sewer bonds: Account No. MIW-S-1-97-R-WO-07, Account No. MIW-S-1-85-B-WO-06, Account No. MIW-S-1-95-X-WO-06, and Account No. MIW-S-2-95-X-WO-06. District Check No. 26923 in the amount of \$1,592.00 was enclosed as payment on Water Bond Account No. MIW-W-1-69-X-WO-06-69.
57. Letter dated July 16, 2002, to the District from Harold B. Holbert, a resident of Lee Creek, requesting that the District return the one hundred dollar tap fee and the fifty dollar security deposit that he paid on May 1, 2002, for a water tap on the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
58. Copy of a letter dated July 16, 2002, to the Office of Water Resources (DNR), Attention: Municipal Branch, from Linda Church enclosing a copy of the District's WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of its WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of June 2002.
59. Copy of a letter dated July 16, 2002, to the West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, from Linda Church enclosing a copy of the

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60. District's WV National Pollutant Discharge Elimination System Discharge Monitoring Report(WRD 2A-82) and a copy of its WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of June 2002.
61. Copy of a letter dated July 16, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the District's WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of its WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of June 2002.
62. Copy of a letter dated July 16, 2002, to David Weekley, Department of Natural Resources, from Linda Church enclosing a copy of the District's WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of its WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of June 2002.
63. Copy of a letter dated July 17, 2002, to the Bureau For Child Support Enforcement from Linda Church enclosing District Check No. 28764 in the amount of \$55.05 and District Check No. 26919 in the amount of \$40.30 for the children of Mark Murphy.
64. Fax dated July 17, 2002, to Shayne Brabham from Robbie Evans, Evans Construction Co., containing an estimate in the amount of \$2,265.00 to repair the road in Meadowland Estates as requested by Richard Morris.