

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, AUGUST 15, 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; Russell Hanna, Operations Technician; Todd Anderson, Operations Technician; Charles and Sue Emerick; Dennis E. Deem; Earl and Thelma Daggett; Joyce Daley; Delbert Stephens; Robert L. Miller; Richard S. Morris; David L. Bargeloh; Gib Butcher and Bernard Cothern were present.

Richard Morris and fellow members of the Mineral Wells area were in attendance to protest the rates for water being raised to help the citizens of the new project fund their water lines. Mr. Morris was interested in just how much Mineral Wells Public Service District would be in debt at the completion of the Sycamore, Stephens Fork, Limestone Ridge project. Robert Miller was interested in the number of customers that the District would be serving outside of Wood County. He feels that the District should stay within Wood County. Dave Bargeloh said that 95% of 116 people that he polled are opposed to the new extension. Bernard Cothern feels that for a project of four million dollars to pick up 300 new customers is quite expensive, and with Claywood furnishing the water for Mineral Wells, would they be able to keep up with the demand. Mr. Brabham reported that Claywood is doubling the capacity of their water treatment plant. After the water and sewer rate increases were discussed, all the members of the Mineral Wells area excused themselves from the rest of the meeting.

There was no current engineer's report made at this meeting.

Mr. Lett made a motion that the Minutes from the July 18, 2002, Board Meeting 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 are approved as presented.

1. Financial Statement dated July 31, 2002, for All Finances (copy attached).
2. Financial Statement dated July 31, 2002, for Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated July 31, 2002, for Sewer Revenue Fund Checking Account (copy attached).
4. Check numbers 26943 thru 27016 written on the Water Revenue Fund Check

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - AUGUST 15, 2002
PAGE 2

ing Account (copy attached).

5. Check numbers 28781 thru 28840 written on the Sewer Revenue Fund Checking Account August 15, 2002 (copy attached).
6. Payroll checks 00888 thru 00903 written on the Sewer Revenue Fund Checking Account written since July 18, 2002, Board Meeting (copy attached).

Mr. Lett seconded the motion. The motion passed unanimously.

The following letters were discussed.

Letter 28 - Letter dated July 23, 2002, to Margaret Batten from Steven M. Newton, PE, PLS, relative to the passage of house Bill 4619 dealing with the management of storm water systems and associated storm water management programs with a public service district.

Letter 76- Fax dated August 12, 2002, to Shayne Brabham from Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, containing a draft of a proposed letter to James M. Bradley, Jr., Counsel for Richard Boice outlining the District's position on the aquisition of Mr. Boice's property for the location of the water tank for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.

Letter 81 - Letter dated August 13, 2002, to Shayne Brabham from George E. Blum, Director, Finance & Administration, Cerrone Associates, Inc., containing four copies of the proposed Addendum No. 1 to the Agreement For Engineering Services for the Sycamore Run, Stephens fork, Limestone Ridge Water Project. Needs to be approved and signed by Mr. Stewart. Mr. Radabaugh made a motion that Mr. Stewart be authorized to sign Addendum No. 1. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart signed Addendum No. 1.

Letter 82 - Copy of a letter dated August 13, 2002, to James M. Bradley, Jr., Counsel for Richard Boice, from Steven R. Hardman, Counsel for the District, explaining the District's reasons for choosing the Boice property as the site for the Windy Ridge Water Tank.

Mrs. Batten, Office Manager, had no other business to discuss.

Mr. Brabham, Operations Manager, reported that on Contract No. 1, the District has all the easements signed except 21. There are 88 unsigned easements of Contract No. 2.

Mr. Brabham reported that the water conservation that was in effect was due to a combination of

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - AUGUST 15, 2002
PAGE 3

problems. Claywood Public Service District had a few main line breaks along with a pump problem at a booster station. The District, also, experienced a power problem at the P.R.V. and a few small service line leaks. As of today's date, August 15, 2002, the Price Road Tank is O.K. Bogal Ridge Tank should be O.K. by the weekend. Mineral Wells Hill Tank is still needing to fill to be up to full capacity.

Denise Carney is planning to do a Phase II self-help water project to develop nine (9) lots in the Price Road, Patriot Point, area. This concluded Mr. Brabham's report.

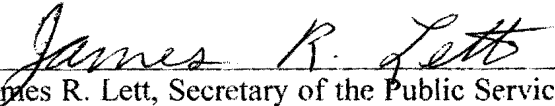
Mr. Radabaugh suggested that the District have Mr. Beck, General Manager of Claywood Public Service District, prepare a brief report on the problem of the water shortage.

The Board asked Mr. Brabham to contact Cerrone Associates, Inc., to have the engineering firm send someone to help obtain the easements that the District has not been able to get signed for the Sycamore Run, Stephens Fork, Limestone Ridge Project.

All business having been discussed, Mr. Lett, made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion passed unanimously. 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
JULY 31, 2002**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$38,246.40	
Sewer Revenue Fund Checking Account		
WesBanco Bank	<u>8,132.41</u>	
TOTAL IN CHECKING ACCOUNTS:		\$46,378.81

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$10,431.10	
Revenue Reserve Account		
WesBanco Bank	28,951.21	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	11,556.45	
Revenue Reserve Account-Rockport		
WesBanco Bank	1,675.68	
Depreciation Reserve Account-Rockport		
WesBanco Bank	1,675.68	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	5,036.10	
Depreciation Reserve Account-Water Improvement		
WesBanco	5,037.97	
Sycamore Run-Limestone Tap Fees		
WesBanco Bank	31,114.93	
Sycamore Run-Limestone Security Deposits		
WesBanco Bank	15,459.23	
Security Deposit Account		
WesBanco Bank	<u>18,614.71</u>	
TOTAL IN WATER ACCOUNTS:		\$129,553.06

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$65,258.04	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	22,830.07	
Security Deposit Account		
WesBanco Bank	<u>15,484.93</u>	
TOTAL IN SEWER ACCOUNTS:		\$103,573.04

TOTAL ALL FINANCES, JULY 31, 2002 **\$279,504.91**

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

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

\$32,700.30

RECEIPTS:

Water Sales	\$59,938.86
Tap Fees	1,800.00
Reconnection Fees	40.00
Water Buffalo Sales	660.25
Daniel E. Pennock	671.94
Rodney L. Powers	1,159.88
Transfer Tap Fee Sycamore	200.00
Transfer Security Deposit from Sycamore	100.00
Correct Redeposit Error	39.27
Sewer Rent	3,028.61
Security Deposit Refunds	<u>1,062.86</u>

TOTAL RECEIPTS:

\$68,701.67

TOTAL CASH AVAILABLE:

\$101,401.97

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	3,469.06
WV Department of Tax & Revenue	583.74
WV Public Employees Retirement System	1,579.65
Salaries	6,898.92
Commissioner's Salaries	187.50
WV Public Employees Insurance Agency	1,502.21
AT&T State Calling Service	8.15
Bureau of Child Support	110.39
Ben Buskirk	50.52
Norman Bennett	50.58
Claywood Park PSD	11,520.80
AT&T Wireless Services	46.10
Cutlip-Warner Development Co.	6,268.86

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER FINANCIAL STATEMENT-JULY 31, 2002
PAGE 2**

Jo Ann Copen	50.46
Dominion Hope	9.35
Jerrold L. Gard	50.62
Ashok A Gite	50.44
Hardman Supply Company	42.06
Verizon	108.59
Forrrest Ash	150.00
Alltel	10.90
Darin Affolter	50.58
Randy Harris	51.16
Helen Hannah	50.45
James Havens	50.44
Midwest Pipe & Supply	351.60
Poynter's Best Products	34.45
U. S.Postal Service	905.74
Daugherty Supply	15.92
Fasteners & Supply Inc.	14.55
Miller Communications	733.45
WV Water & Waste Supply	478.00
Miss Utility of WV	26.12
Parkersburg Sentinel Company	311.10
Water Environmental Testing	40.50
Wirt County Journal	103.25
Mineral Wells Public Service District	387.05
ADT Security Services	15.49
BP Credit Card Center	239.39
Harold Holbert	150.00
Mount Hope UM Church	40.00
Dorothy Meyer	50.46
Sharon & Michael Morris	50.45
Parkersburg Office Supply	81.03
Pifer's Service Center	4.50
Roger Payne	50.58
Reliance Laboratories Inc.	216.00
rus of Morgantown	120.95
Tesa Company	7.97
C. I. Thornburg	3,533.77
Westco	9.25
Allen Wilson	50.56
Timothy Whitehair	52.18
R. H. Young	50.90

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER FINANCIAL STATEMENT-JULY 31, 2002
PAGE 3**

Paul & Janette Metz	50.43
Safe Deposit Box Rental	42.40
Haul Away Trash, L.L.C.	<u>15.00</u>

TOTAL EXPENDITURES: **\$63,155.57**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,
JULY 31, 2002** **\$38,246.40**

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

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

\$ 764.87

RECEIPTS:

Sewer Sales	\$50,972.41
Reconnection Fees	40.00
Account Receivable Adjustment-Conley	102.18
Melissa Goodrich Overpayment	18.49
Security Deposit Refunds	<u>554.67</u>

TOTAL RECEIPTS:

\$51,687.75

TOTAL CASH AVAILABLE:

\$52,452.62

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,079.28
WesBanco Bank-Parkersburg	2,744.54
Salaries	5,635.32
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	1,172.55
WV Public Employees Retirement System	1,265.81
WV Dept. of Tax & Revenue	483.71
AT&T State Calling Service	8.16
Bureau for Child Support	80.31
Cutlip-Warner Development Company	4,228.92
Miss Utility of West Virginia	26.13
Miller's Communications	15.00
Trombold Equipment Company, Inc.	909.78
Water Environmental Testing	455.00
Melissa Goodrich	18.49
ADT Security Services	15.50
BP Credit Card Center	239.39
Tesa Company	8.09
U. S. Postal Service	202.73
Verizon	490.87
Allegheny Power Company	3,993.73
Norman Bennett	50.58
Chemtek Corportion	543.08
Danny's Lawn Service	300.00

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

Dominion Hope	9.35
Ashok A. Gite	50.44
Helen Hannah	50.45
James Havens	50.44
Dorothy J. Meyer	50.46
Sharon and Michael Morris	50.45
Pifer's Service Center	4.50
WWT Eelectric	1,010.00
R. H. Young	50.90
Jo Beth Showalter	15.60
Hardman Supply Company	23.24
WV DEP	700.00
WV Health and Human Resources	300.00
Alltel	10.90
AT&T Wireless Services	46.11
Midwest Pipe & Supply	132.70
Parkersburg Office Supply	81.05
rus of Morgantown	120.95
C. I. Thornburg	162.00
Westco Internet	9.25
Haul Away Trash L. L. C.	15.00
Poynter's Best Products	34.45
Daugherty Supply Company, Inc.	70.75
Mineral Wells PSD	260.28
Fasteners & Supply Inc.	<u>3.95</u>

TOTAL EXPENDITURES:

\$44,320.21

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

\$ 8,132.41

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
AUGUST 15, 2002**

CHECKS WRITTEN BETWEEN JULY 19, 2002, AND AUGUST 15, 2002

CHECK NO. 26943	Forrest Ash	\$ 150.00
26944	Mineral Wells PSD	64.28
26945	Alltel	10.90
26946	Darin Affolter	50.58
26947	Bureau For Child Support	70.09
26948	Ben Buskirk	50.52
26949	Norman Bennett	50.58
26950	Claywood Park PSD	11,520.80
26951	AT&T Wireless Services	46.10
26952	Cutlip-Warner Development Co	5,813.36
26953	Jo Ann Copen	50.46
26954	Dominion Hope	9.35
26955	Jerrod L Gard	50.62
26956	Ashok A Gite	50.44
26957	Hardman Supply Company	42.09
26958	Randy Harris	51.16
26959	Helen Hannah	50.45
26960	James Havens	50.44
26961	Mineral Wells PSD	252.05
26962	Mineral Wells PSD	3,810.17
26963	Midwest Pipe & Supply	168.60
26964	Mount Hope U.M. Church	40.00
26965	Dorothy J Meyer	50.46
26966	Sharon and Michael Morris	50.45
26967	Parkersburg Office Supply	81.03
26968	Pifer's Service Center	4.50
26969	Roger Payne	50.58
26970	Rural Development Admn.	2,112.00
26971	Reliance Laboratories, Inc.	216.00
26972	rus Of Morgantown	120.95
26973	Tesa Company Inc.	7.97
26974	C I Thornburg	3,533.77
26975	USDA-Rural Development	3,140.00
26976	WesBanco Bank-Parkersburg	1,927.48
26977	WV Dept of Tax & Revenue	583.74
26978	WV Public Employees Retirement	1,579.65
26979	WesBanco-Water Res-Sams-CV	314.00
26980	Westco Internet	9.25

**MINERAL WELLS PSD
LIST OF WATER CHECKS
AUGUST 15, 2002
PAGE2**

**CHECKS WRITTEN BETWEEN JULY 19, 2002, AND AUGUST 15, 2002
(Continued)**

CHECK NO. 26981	Allen Wilson	\$ 50.56
26982	Timothy Whitehair	52.18
26983	R. H. Young	50.90
26984	Paul & Janette Metz	50.43
26985	Haul Away Trash L.L.C.	15.00
26986	Midwest Pipe & Supply	183.00
26987	Poynter's Best Products	34.45
26988	U S Postal Service	703.00
26989	Daugherty Supply	15.92
26990	Fasteners & Supply Inc	14.55
26991	Mineral Wells PSD	39.27
26992	Miller Communications	264.95
26993	WV Water & Waste Supply	478.00
26994	Mineral Wells PSD	187.50
26995	WV Public Employees Ins Agency	1,063.57
26996	Wirt County Clerk	294.00
26997	Bosley Rental & Supply Inc.	14.98
26998	Big Mac Printing	157.40
26999	The Fence Co.	685.00
27000	Miller Communications	15.00
27001	Municipal Bond Commission	1,592.00
27002	Mineral Wells PSD	3,406.45
27003	Ohio Valley Muffler & Brake	9.47
27004	Poynter's Best Products	6.45
27005	U S Postal Service	48.53
27006	USDA-Rural Development	3,325.00
27007	USDA-Rural Development	10,040.00
27008	Water Environmental Testing	40.50
27009	WesBanco Bank-Parkersburg	110.00
27010	WesBanco Bank-Parkersburg	1,563.24
27011	Westfield Insurance Companies	1,774.47
27012	WesBanco Bank-Parkersburg	167.00
27013	WesBanco Bank-Parkersburg	167.00
27014	WesBanco Bank-Parkersburg	502.00
27015	WesBanco Bank-Parkersburg	502.00
27016	Conner Cleaning	109.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
AUGUST 15, 2002**

CHECKS WRITTEN BETWEEN JULY 19, 2002, AND AUGUST 15, 2002

CHECK NO. 28781	Mineral Wells PSD	\$ 48.77
28782	Allegheny Power	3,993.73
28783	Norman Bennett	50.58
28784	Chemtek Corporation	543.08
28785	Danny's Lawn Service	300.00
28786	Dominion Hope	9.35
28787	Ashok A Gite	50.44
28788	Helen Hannah	50.45
28789	James Havens	50.44
28790	James R. Lett	125.00
28791	Mineral Wells PSD	185.35
28792	Dorothy J Meyer	50.46
28793	Sharon and Michael Morris	50.45
28794	Pifer's Service Center	4.50
28795	Roy L. Radabaugh	125.00
28796	Charles M. Stewart	125.00
28797	WWT Electric	1,010.00
28798	R.H. Young	50.90
28799	Jo Beth Showalter	15.60
28800	Hardman Supply Company	23.24
28801	WV DEP	700.00
28802	WV Dept of Health and Human Services	300.00
28803	Bureau For Child Support	25.26
28804	Cutlip-Warner Development Co.	1,391.32
28805	WesBanco Bank-Parkersburg	1,397.14
28806	WV Dept of Tax & Revenue	483.71
28807	WV Public Employees Retirement	1,265.81
28808	Void	
28809	Void	
28810	Void	
28811	Void	
28812	Alltel	10.90
28813	AT&T Wireless Services	46.11
28814	Midwest Pipe & Supply	132.70
28815	Parkersburg Office Supply	81.05
28816	rus Of Morgantown	120.95
28817	C I Thornburg	162.00
28818	Westco Internet	9.25
28819	Haul Away Trash L.L.C.	15.00

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
AUGUST 15, 2002
PAGE 2**

CHECK NO. 28820	Poynter's Best Products	\$ 34.45
28821	Void	
28822	Daugherty Supply Co. Inc.	70.75
28823	Fasteners & Supply Inc.	3.95
28824	Water Environmental Testing	195.00
28825	WV Public Employees Ins. Agency	1,299.91
28826	Auto Fleet & Industrial Supply	12.98
28827	AZ Commercial	47.71
28828	Bosley Rental & Supply Inc.	14.97
28829	Miller Communications	15.00
28830	Municipal Bond Commission	16,852.52
28831	Ohio Valley Muffler & Brake	9.48
28832	Poynter's Best Products	6.45
28833	Roto-Rooter Sewer Co.	350.00
28834	Trombold Equipment Co. Inc.	83.14
28835	C I Thornburg	108.00.
28836	U S Postal Service	48.53
28837	Water Environmental Testing	235.00
28838	WesBanco Bank-Parkersburg	1,270.69
28839	Westfield Insurance-Companies	2,487.94
28840	Conner Cleaning Service	179.00

PAYROLL CHECKS WRITTEN BETWEEN JULY 19, 2002 AND AUGUST 15, 2002

CHECK NO. 00888	Todd R. Anderson	\$ 632.74
00889	Margaret J. Batten	1,003.03
00890	Richard Shayne Brabham	1,051.70
00891	William H. Byers, Jr.	872.63
00892	Linda K. Church	851.50
00893	Russell P. Hanna	798.09
00894	Mark K. Murphy	644.74
00895	Nellie B. Radcliff	794.37
00896	Todd R. Anderson	606.05
00897	Margaret J. Batten	909.65
00898	Richard Shayne Brabham	909.80
00899	William H. Byers, Jr.	913.75
00900	Linda K. Church	803.18
00901	Russell P. Hanna	718.24
00902	Mark K. Murphy	643.03
00903	Nellie B. Radcliff	759.51

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JULY 19, 2002 - AUGUST 15, 2002

1. Form letter from Mineral Wells VFD dated August 5, 2002, from Terry W. Thomas, Chief, 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 July 2002.
2. ***Safe & Sound***, a publication dated July/August 2002 from the Office of Safety & Loss Control, Workers' Compensation Division.
3. ***WV Ethics Review***, a publication dated April, May, June 2002 from the WV Ethics Commission containing a quarterly review of advisory opinions issued by the Ethics Commission.
4. ***West Virginia Rural Water Association, Infrastructure Council Report NEWSLETTER***, a publication of the West Virginia Rural Water Association dated July 19, 2002, Volume 6, Issue 7.
5. Flyer from the West Virginia Public Employees Insurance Agency announcing that a Quarterly Benefit Coordinator Workshop will be held on September 24, 2002, from 10 a.m. to 4 p.m. at the Days Inn in Flatwoods, WV.
6. ***etc***, a publication of the West Virginia Environmental Training Center, stating that a training class entitled "A Vulnerability Assessment Workshop" will be held on August 9 in Parkersburg, on August 15 in Ripley and on September 20 in Clarksburg.
7. ***West Virginia Rural Water Association, Infrastructure Council Report NEWSLETTER***, a publication of West Virginia Rural Water Association, dated August 9, 2002, Volume 6, Issue 8.
8. ***The PIPELINE, News & Views From The WV Division of Environmental Protection, Dept. of Health and Human Resources and WV Public Service Commission***, dated July/August 2002.
9. Memorandum dated July 16, 2002, to Depositors with the Municipal Bond Commission from R. Witter Hallan, containing the annual and fourth quarter statements for the District's accounts.
10. Copy of a letter dated July 18, 2002, to Harold B. Holbert from Margaret Batten containing District Check No. 26939 in the amount of \$150.00 as a refund of his tap fee and security deposit for water service on the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
11. Copy of a letter dated July 19, 2002, to Sandra Squire, Executive Secretary, Public Service

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
AUGUST 15, 2002
PAGE 2

Commission of West Virginia, from Attorney Steven R. Hardman, Bowles Rice McDavid Graff & Love, making application for a Certificate of Convenience and Necessity for the Sycamore Run, Stephens Fork and Limestone Ridge Water Project and enclosing an original and twelve copies of the District's Form No. 4 and Form No. 14.

12. Copy of a letter dated July 19, 2002, to the Wood County Clerk from Margaret Batten enclosing rights-of-way easements to be recorded.
13. Copy of a letter dated July 22, 2002, to Mrs. Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the approved Minutes of the District's regular Board meeting held on June 20, 2002.
14. Copy of a certified letter dated July 22, 2002, to Brenda Nassabeh from R. Shayne Brabham issuing the final thirty day notice to repair the smoke testing violation at her home at #85 Mt. Pleasant Estates.
15. Copy of a certified letter dated July 22, 2002, to Robert Wilcox from R. Shayne Brabham issuing the final thirty day notice to repair the smoke testing violation at his home on Blair Avenue.
16. Copy of a certified letter dated July 22, 2002, to Ms. Betty Crites from R. Shayne Brabham issuing the final thirty day notice to repair the smoke testing violation at her home on Stoops Road.
17. Copy of a certified letter dated July 22, 2002, to Mrs. Heather Holbert from R. Shayne Brabham issuing the final thirty day notice to repair the smoke testing violation at her home on Route 14.
18. Copy of a certified letter dated July 22, 2002, to Mr. Charles Carothers from R. Shayne Brabham issuing the final thirty day notice to repair the smoke testing violation at his rental house on Joy Street.
19. Copy of a certified letter dated July 22, 2002, to Mrs. Eldora Bailey from R. Shayne Brabham issuing the final thirty day notice to repair the smoke testing violation at her home on Route 14.
20. Copy of a certified letter dated July 22, 2002, to Mr. David Post from R. Shayne Brabham issuing the final thirty day notice to repair the smoke testing violation at his home on Blair Avenue.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
AUGUST 15, 2002
PAGE 3

21. Copy of a letter dated July 22, 2002, to the West Virginia Water Development Authority from Margaret Batten stating that deposits were made to the Sinking Fund Revenue Fund in the amount of \$5,699.40 and to the Sinking Fund Reserve Fund in the amount of \$568.82.
22. Fax dated July 22, 2002, to the Wood County PSD's from Union Williams PSD containing the agenda for the July 23rd meeting of the Wood County PSD Association to be held at the office of Union Williams Public Service District.
23. Copy of a letter dated July 22, 2002, to Vincent J. D. Shaw, from Margaret Batten enclosing two executed copies of the Public Land Permit for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project, and a copy of the Minutes of the July 18, 2002, Board Meeting containing a motion authorizing Charles Stewart to sign the License Agreement between the Public Land Corporation and the District.
24. Letter dated July 22, 2002, to Shayne Brabham from David P. Fueg, Assistant Engineer, Cerrone Associates, Inc., containing five copies of the Wastewater Collection Application Forms ES-69 and EG-4, six copies of the Division of Highways Permit Forms MM-109 and BF-125, two copies of the Public Land Corporation Stream Activity Application, and five copies of the Construction Storm Water WV/NPDES General Permit Application for the I-77 Rest Area Sewer Extension.
25. Copy of a letter dated July 22, 2002, to Steven Hardman, Esquire, Bowles Rice McDavid Graff & Love from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, thanking him for the District's application for a Certificate of Convenience and Necessity for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project and assigning it Case Number 02-1050-PWD-CN.
26. Fax dated July 23, 2002, to Margaret from Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, containing a copy of the letter dated July 22, 2002, to Steven Hardman, Esquire, from Sandra Squire, Executive Secretary of the Public Service Commission of West Virginia, enclosing the Notice of Filing for Case No. 02-1050-PWD-CN from the Public Service Commission of West Virginia.
27. Copy of a letter dated July 23, 2002, to Mr. Harry Ruble from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission of West Virginia, returning his utility payment in the amount of \$35.70 for Account No. 3-06285-00.
28. ***Letter dated July 23, 2002, to Margaret Batten from Steven M. Newton, PE, PLS, relative to the passage of House Bill 4619 dealing with the management of storm water systems and associated storm water management programs with a public service district.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
AUGUST 15, 2002
PAGE 4

29. Copy of a letter dated July 23, 2002, to Ms. Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from George Blum, Director Finance & Administration, Cerrone Associates, Inc., enclosing six copies of the Final Engineering Report, six copies of the Rule 42 Exhibit, one set of Plans and Specifications, six copies of the Permit from the WV Office of Environmental Health Services, and one copy of the Preliminary Engineering Report for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project, Case No. 02-1050-PWD-CN.
30. Copy of a letter dated July 24, 2002, to the Wirt County Clerk from Margaret Batten enclosing 49 rights-of-way easements to be recorded.
31. Letter to the Directors of the Mineral Wells Water Board from Forrest Ash, resident of Dove Creek, requesting a refund of the security deposit and tap fee that he paid for water service on the proposed Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
32. Copy of a letter dated July 24, 2002, to Mr. Forrest Ash from Margaret Batten enclosing District Check No. 26943 in the amount of \$150.00 as a refund of the security deposit and tap fee that he paid for water service on the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
33. Copy of a letter to James M. Bradley, Jr., Bradley & Albright, PLLC, from Steven R. Hardman, Bowles Rice McDavid Graff & Love, relative to the proposed tank site on the Richard Boise Property in Wirt County for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
34. Copy of a certified letter dated July 22, 2002, to Ms. Wanda Seese from R. Shayne Brabham issuing the final thirty day notice for the repair of the smoke testing violation at her rental property on Route 14 which houses Aunt Sissy's Day Care.
35. Memo dated July 26, 2002, to All Participating Agency Heads from J. A. Haught, CFO, West Virginia Public Employees Insurance Agency, stating that the State employer premiums for health insurance will increase \$ 6.10 per policy holder per month effective August 1, 2002.
36. Invoice dated July 26, 2002, from Reliance Laboratories, Inc., in the amount of \$216.00 for testing the District's lead and copper samples.
37. Copy of a letter dated July 26, 2002, to Marie Williamson, Reagle & Padden, Inc., from Margaret Batten enclosing a Statement of Values for the District's insurance policy.
38. Memorandum dated July 29, 2002, to Insurance Coordinators, Local Government Agencies

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
AUGUST 15, 2002
PAGE 5

- from Tom Susman, Director, West Virginia Public Employees Insurance Agency, enclosing new premium rate tables for 2003 Basic Life Insurance for State Employees.
39. Memorandum dated July 29, 2002, to All Benefit Coordinators from Jan Long, HMO and Communications Manager, West Virginia Public Employees Insurance Agency, enclosing a year's supply of Shopper's Guides and Summary Plan Descriptions (SPD).
 40. Copy of a letter dated July 30, 2002, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of the District's Invoice covering cost of engineering services for Partial Bill No. 4 for Wastewater Collection Application Fees and Construction Water WV/NPDES General Permit Application Fees relating to the sewer extension to serve the I-77 Rest Area.
 41. Copy of a letter dated July 30, 2002, to Mr. Jamie Six, Wood County Clerk, from Linda K. Church, enclosing seven Releases of Liens for Water and/or Sewer Service to be recorded.
 42. Copy of a invoice dated July 30, 2002, to Tony Wazelle, for the relocation of the grinder pump at the VIP Club.
 43. Copy of a letter dated July 30, 2002, to David P. Fueg, Assistant Engineer, Cerrone Associates, Inc., from Margaret Batten enclosing four signed copies of the Wastewater Collection Application Forms ES 69 and EG4, District Check No. 28802 in the amount of \$300.00, five signed copies of the Division of Highways Permit Forms MM-109 and BF-125, one signed copy of the Public Land Corporation Stream Activity Application, four signed copies of the Construction Storm Water WV/NPDES General Permit Application, and District Check No. 28801 in the amount of \$700.00 for the I-77 Rest Area Sewer Extension Project.
 44. Fax dated July 30, 2002, to James F. Aucremanne, Utility Analyst I, Public Service Commission of West Virginia, from R. Shayne Brabham containing a letter explaining the Janet Riedel complaint about her leaking water service line.
 45. Copy of a letter dated July 30, 2002, to Michael Koch, Bureau of Public Health Service, Office of Environmental Health Services, from R. Shayne Brabham stating that the District has completed all of its required lead and copper samples under its current reduced monitoring period and enclosing all related documents for the testing.
 46. Proposal dated July 30, 2002, from The FENCE Co. for repairing/replacing the District's chain link fence that was damaged by a run-a-way truck from Cutlip-Warner Development Co.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
AUGUST 15, 2002
PAGE 6

47. Copy of a fax dated August 1, 2002, to Erie Insurance from Shayne Brabham enclosing a copy of the proposal from The FENCE Co. for repairing the District's damaged chain link fence.
48. Letter dated August 1, 2002, to Shayne Brabham from Vincent J. D. Shaw, Cerrone Associates, Inc., enclosing the District's fully executed license agreement between the Public Land Corporation and the District for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
49. Copy of a letter dated August 1, 2002, to Wilma Hodge, West Virginia Bureau of Public Health, Environmental Engineering Division, from Linda Church enclosing the District's Monthly Operation Report and a copy of its Daily Water Purchase Tally for the month of July 2002.
50. Copy of a letter dated August 2, 2002, to Jamie Six, Wood County Clerk, from Linda Church enclosing a right-of-way easement signed by Janet K. Riedel to be recorded.
51. Copy of a letter dated August 2, 2002, to Bureau For Child Support Enforcement from Linda Church enclosing District Check No. 28803 in the amount of \$25.26 and District Check No. 26947 in the amount of \$70.09 for Mark Murphy's semi-monthly child support payment.
52. Fax dated August 2, 2002, to the Mineral Wells Public Service District from Miss Utility of West Virginia enclosing a new fax form to be used beginning August 2, 2002, for any future utility location requests.
53. Fax dated August 7, 2002, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice asking that customers of the District conserve water until adequate rainfall is received to eliminate the current shortage.
54. Fax dated August 7, 2002, to Bruce, WTAP News, from Shayne Brabham requesting that it be announced on the 6 o'clock and 11 o'clock news broadcasts that the District is experiencing a water shortage and is requesting that its customers conserve water until adequate rainfall is received.
55. Fax dated August 7, 2002, to FROGGY 99 from Margaret Batten requesting that the attached notice requesting District customers to conserve water be read on the radio as much as possible for a few days.
56. Fax dated August 7, 2002, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice requesting that customers of the District conserve water until adequate

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
AUGUST 15, 2002
PAGE 7

rainfall is received to eliminate the current shortage.

57. Copy of a letter dated August 7, 2002, to the Mount Hope United Methodist Church from Margaret Batten enclosing District Check No. 26964 in the amount of \$40.00 as a token of appreciation for allowing the District to use the Church for easement signing on July 22nd and 23rd.
58. Memorandum dated August 7, 2002, to All FY2002 Priority List Applicants from Rose Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that New Creek PSD and Ridgeley, Town of have been added to the List for possible funding.
59. Memorandum dated August 7, 2002, to All Payroll Locations from the State of West Virginia Consolidated Public Retirement Board stating that a PERS Non-State Payroll Coordinator Workshop will be held on September 16, 2002, at the Days Inn in Flatwoods, West Virginia.
60. Letter postmarked August 7, 2002, to the District from Sandra M. Ray, a property owner in the Windy Ridge area of the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project, relative to being unable to sign a right-of-way easement since she lives out of town.
61. Letter dated August 8, 2002, to Shayne Brabham from O. Robert Coontz, P.E., Engineering Section Leader, West Virginia Department of Environmental Protection, enclosing two copies of the approved Facilities Plan for the District's Dechlorination/Dover Street Sewer Project.
62. Fax dated August 8, 2002, to Shayne from Mark Husk, J. C. Bosley Construction, Inc., enclosing a copy of the proposed grease trap for Ryan's Restaurant across from Patriot Center WalMart.
63. Fax dated August 9, 2002, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice and agenda for the August 15, 2002, regular Board meeting to be published in the first available issue of the newspaper.
64. Fax dated August 9, 2002, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice and an agenda for the August 15, 2002, regular Board meeting to be published in the first available issue of the newspaper.
65. Copy of a letter dated August 9, 2002, to Wirt County Clerk from Margaret Batten enclosing District Check No. 26996 in the amount of \$294.00 as payment for recording 49 rights-of-

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
AUGUST 15, 2002
PAGE 8**

way easements.

66. Copy of a letter dated August 9, 2002, to the U.S. Army Corps of Engineers from Dave Fueg, Assistant Engineer, Cerrone Associates, Inc., applying for a Nationwide Permit for the I-77 Rest Area Sewer Extension.
67. Copy of a letter dated August 9, 2002, to the Public Land Corporation from David P. Fueg, Assistant Engineer, Cerrone Associates, Inc., enclosing a copy of the Public Land Corporation Stream Activity Permit Application for the I-77 Rest Area Sewer Extension.
68. Copy of a letter dated August 9, 2002, to Mr. William Herold, PE, West Virginia Bureau of Public Health, Environmental Engineering Division, from David P. Fueg, Assistant Engineer, Cerrone Associates, Inc., enclosing four copies of the Public Water System Forms EW100 and EG5, four copies of the project plans and specifications, two copies of the engineering report and a check in the amount of \$300.00 for the I-77 Rest Area Sewer Extension.
69. Copy of a letter dated August 9, 2002, to Mr. Jesse Sheppard, WV Division of Highways, from David Fueg, Assistant Engineer, Cerrone Associates, Inc., enclosing five executed copies of Form MM-10 and Form BF-125 and five sets of construction drawings with the DOH occupation highlighted for the I-77 Rest Area Sewer Extension.
70. Copy of a letter dated August 12, 2002, to Office of Water Resources, Engineering Branch, from David P. Fueg, Assistant Engineer, Cerrone Associates, Inc., enclosing one copy each of the General WV/NPDES Permit Application, construction drawings showing highlighted areas where flow diversion or silt fence is required, seeding specifications, spill prevention notes, groundwater protection plan, and soil survey maps along with a District check in the amount of \$700.00 for the application fee for the I-77 Rest Area Sewer Extension.
71. Copy of a letter dated August 12, 2002, to Little Kanawha Soil Conservation District from David P. Fueg, Assistant Engineer, Cerrone Associates, Inc., enclosing for review one copy each of the General WV/NPDES Permit Application, construction drawings showing highlighted areas where flow diversion or silt fence is required, seeding specifications, spill prevention notes, groundwater protection plan and soil survey maps for the I-77 Rest Area Sewer Extension.
72. Copy of a letter dated August 12, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the District's wastewater treatment plant for the month of July 2002.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
AUGUST 15, 2002
PAGE 9

73. Copy of a letter dated August 12, 2002, to 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 WV Summary of Waste Water Treatment Plant Operators (ES59) for the District's wastewater treatment plant for the month of July 2002.
74. Copy of a letter dated August 12, 2002, to the West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators for the District's wastewater treatment plant for the month of July 2002.
75. Copy of a letter dated August 12, 2002, to David Weekley, Department of Natural Resources, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators for the District's wastewater treatment plant for the month of July 2002.
76. ***Fax dated August 12, 2002, to Shayne Brabham from Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, containing a copy of a letter dated August 8, 2002, to Steven R. Hardman, Counsel for the District, from James M. Bradley, Jr., Counsel for Richard Boise requesting that the District address the question of why it is not pursuing the "Kenny Thompson" site for the location of the water tank for the Sycamore Run, Stephens Fork and Limestone Ridge Water Project.
77. Fax dated August 13, 2002, to Shayne Brabham from Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, containing a draft of a proposed letter to James M. Bradley, Jr., Counsel for Richard Boise outlining the District's position on the acquisition of Mr. Boise's property for the location of the water tank for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
78. Fax dated August 13, 2002, to Manning Frymier, P. E., Cerrone Associates, Inc., from Margaret Batten a copy of the proposed draft letter dated August 13, 2002, to James M. Albright, Jr., Counsel for Richard Boise, from Steven Hardman, Counsel for the District, outlining the District's position on the acquisition of the Boise property for the location of the water tank for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
79. Fax dated August 13, 2002, to Shayne Brabham from George E. Blum, Cerrone Associates, Inc., enclosing a proposed Addendum No. 1 to the Agreement for Engineering Services, covering right - of - way acquisition services for the Sycamore Run, Stephens Fork, and

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
AUGUST 15, 2002
PAGE 10

Limestone Ridge Water Project.

80. Fax dated August 13, 2002, to Gregg, RCDI Corporation, from Nellie Radcliff enclosing a copy of Jill Allman's sewer bill for #4 Pettyville Garden Apartments.
81. ***Letter dated August 13, 2002, to Shayne Brabham from George E. Blum, Director, Finance & Administration, Cerrone Associates, Inc., containing four copies of the proposed Addendum No. 1 to the Agreement For Engineering Services for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project. Needs to be approved and signed by Mr. Stewart.
82. ***Copy of a letter dated August 13, 2002, to James M. Bradley, Jr., Counsel for Richard Boise, from Steven R. Hardman, Counsel for the District, explaining the District's reasons for choosing the Boise property as the site for the Windy Ridge Water Tank.
83. Letter to R. Shayne Brabham from Arnold R. Keaton, P.E., Environmental Engineering Division, stating that the District's application for the I-77 Rest Area Sewer Extension has been received and the plans have been put on-line for an engineering review.
84. Fax dated August 14, 2002, to PSD's/Municipalities from Gary D. Wilson, USDA Rural Development, containing a list of office furniture that is available free of charge to federal agencies, state and local public bodies and certain non-profit organizations.