

MINUTES OF A REGULAR MONTHLY MEETING  
OF THE PUBLIC SERVICE BOARD OF THE  
MINERAL WELLS PUBLIC SERVICE DISTRICT  
HELD THURSDAY, SEPTEMBER 19, 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; Nellie Radcliff, Office Clerk; Beth F. Bumgarner, Harmon Thompson Mallory & Ice AC CPA; James Ice, Harmon Thompson Mallory & Ice AC CPA; Rebecca L Dimit, Harmon Thompson Mallory & Ice AC CPA; Manning Frymier, P. E. Cerrone Associates, Inc.; Michael Gilli, Cerrone Associates, Inc. and William Byers, Operations Technician, were present.

The first order of business was the presenting of the Annual Audit by Mr. Ice, Beth Bumgarner and Rebecca Dimit. Mr. Ice reported to the Board that the Audit went well and that all accounting procedures were in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Mr. Radabaugh made a motion to accept the Audit as presented. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Ice, Ms. Bumgarner and Ms. Dimit dismissed themselves from the rest of the meeting.

Mr. Frymier and Mr. Gilli reported on the status of several items. Mr. Porch was able to obtain a total of 31 easements for the District on the Sycamore, Stephens Fork, Limestone, Windy Ridge Project. They have been sent to the County Clerk's office to be recorded. The Sewer De-chlorination project was discussed. Mr. Frymier feels that the attorney needs time to get caught up on getting easements corrected and back in the hands of the District. James Ruckman, Engineer, for Cerrone Associates, Inc., may need to come to the District and spend a day or two contacting the people who seem to have a problem with signing their easements. Mr. Frymier would like the Project go to bid before January, 2003.

Mr. Frymier would like the Department of Highways to obtain the easements for the I-77 Rest Area Project.

Mr. Radabaugh made a motion that the District would like for Cerrone Associates, Inc., to do a feasibility study between the City of Parkersburg, Claywood Public Service District and Mineral Wells Public Service District to connect their water lines so that in case of an emergency there would be a means of obtaining water for all customers. He would like this done by the means of a PSC Waiver. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Frymier and Mr. Gilly excused themselves from the rest of the Board Meeting.

Mr. Lett made a motion that the Minutes of August 15, 2002, Board Meeting be approved as presented. Mr. Radabaugh seconded the motion. The motion carried by unanimous vote. Mr. Lett

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signed the Minutes.

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

1. Financial Statement dated August 31, 2002, for All Finances of the District (copy attached).
2. Financial Statement dated August 31, 2002, for Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated August 31, 2002, for Sewer Revenue Fund Checking Account (copy attached).
4. Check numbers 27018 thru 27086 written on the Water Revenue Fund Checking Account since August 15, 2002, Board Meeting (copy attached).
5. Check numbers 28841 thru 28909 written on the Sewer Revenue Fund Checking Account since August 15, 2002, Board Meeting (copy attached).
6. Payroll checks 00904 thru 00919 written on the Sewer Revenue Fund Checking Account since August 15, 2002, Board Meeting (copy attached).

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

Mrs. Batten presented the Board with an invoice of \$15,440.00 for water purchased from Claywood Public Service District. Mr. Radabaugh made a motion to approve the invoice for payment as presented. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten had nothing else to report.

Mr. Brabham gave his report on the following items.

1. One of the blowers failed and had to be sent to Pennsylvania for repairs which should cost approximately \$5,012.00.
2. Jim Wright will do a system evaluation for DEP on Monday, September 23, 2002.
3. A new customer is needing water service on Egypt Run Road - the District will have to connect a 2" line to a 1" line.

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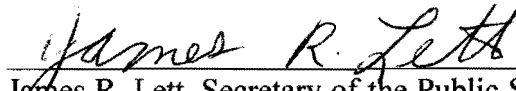
4. Jerry Stewart wants the double-wide trailer that is connected to his grinder pump removed. His house has been flooded several times, while he has been away, because the double-wide is connected to his grinder pump.

Mr. Radabaugh instructed Mr. Brabham to get in touch with the property owner and inform her that she would have to be responsible for installing a service lateral to her existing grinder pump.

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 7:30 p.m.

CERTIFICATION

I, James R. Lett, Secretary, of the Public Service Board of the Mineral Wells, Public Service District, a West Virginia corporation, do hereby certify that the 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**  
**AUGUST 31, 2002**

**CHECKING ACCOUNT**

Water Revenue Fund Checking Account		
WesBanco Bank	\$37,268.83	
Sewer Revenue Fund Checking Account		
WesBanco Bank	<u>4,749.59</u>	
<b>TOTAL IN CHECKING ACCOUNTS:</b>		<b>\$42,018.42</b>

**WATER ACCOUNTS**

Depreciation Reserve Account		
WesBanco Bank	\$10,541.10	
Revenue Reserve Account		
WesBanco Bank	28,951.21	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	11,870.45	
Revenue Reserve Account-Rockport		
WesBanco Bank	1,842.68	
Depreciation Reserve Account-Rockport		
WesBanco Bank	1,842.66	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	5,538.10	
Depreciation Reserve Account-Water Improvement		
WesBanco	5,539.97	
Sycamore Run-Limestone Tap Fees		
WesBanco Bank	31,114.93	
Sycamore Run-Limestone Security Deposits		
WesBanco Bank	15,458.74	
Security Deposit Account		
WesBanco Bank	<u>19,278.70</u>	
<b>TOTAL IN WATER ACCOUNTS:</b>		<b>\$131,978.54</b>

**SEWER ACCOUNTS**

Repair and Replacement Account		
WesBanco Bank	\$66,677.01	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	22,871.45	
Security Deposit Account		
WesBanco Bank	<u>15,946.01</u>	
<b>TOTAL IN SEWER ACCOUNTS:</b>		<b>\$105,494.47</b>

**TOTAL ALL FINANCES, AUGUST 31, 2002** **\$279,491.43**

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

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

**\$38,246.40**

**RECEIPTS:**

Water Sales	\$58,816.75
Tap Fees	900.00
Reconnection Fees	40.00
Water Buffalo Sales	811.00
Erie Insurance-Fence Repair	660.00
Motorola Rebate	100.00
Bank Error	.92
Security Deposit Refunds	<u>302.77</u>

**TOTAL RECEIPTS:**

**\$61,631.44**

**TOTAL CASH AVAILABLE:**

**\$99,877.84**

**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	3,054.35
WV Department of Tax & Revenue	559.01
WV Public Employees Retirement System	1,493.70
Salaries	6,696.79
Commissioner's Salaries	187.50
WV Public Employees Insurance Agency	1,063.57
Bureau of Child Support	129.21
Wirt County Clerk	294.00
Bosley Rental & Supply	14.98
Big Mac Printing	157.40
The Fence Company	685.00
Miller Communications	30.00
Ohio Valley Muffler & Brake	18.94
Poynter's Best Products	6.45

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT-WATER-AUGUST 31, 2002  
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U. S. Postal Service	253.18
Water Environmental Testing	40.50
Westfield Insurance Companies	1,774.47
Conner Cleaning Service	109.00
Allegheny Power	659.72
AT&T State Calling Service	11.75
ADT Security Services	15.50
BP Credit Card Center	265.18
Business Systems & Services, Inc.	29.50
Miss Utility of WV, Inc.	24.87
Verizon	106.11
Cutlip-Warner Development Co.	3,499.28
Bennie Moss	50.49
Richard Casey	50.41
Dominion Hope	10.46
Christopher Dellinger	50.45
Hardman Supply Company	127.18
Jackson County Publishing Co.	139.59
OEM Truck Parts	50.41
Parkersburg Sentinel Company	448.42
Cintas	99.14
Scantron Service Group	66.91
Cardholder Services	59.55
Wirt County Journal	106.57
Glenn A. & Debra N. Martin	50.56
John & Melissa Milton	50.45
Alltel	10.90
Claywood Park PSD	13,174.47
AT&T Wireless Services	42.15
Daugherty Supply Co., Inc.	21.95
Fasteners & Supply Inc.	73.50
Haul Away Trash L. L. C.	15.00
Midwest Pipe & Supply	1,648.83
Parkersburg Office Supply	53.74
Westco	9.25
C. I. Thornburg	<u>3,047.67</u>

**TOTAL EXPENDITURES:**

**\$62,609.01**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,  
 AUGUST 31, 2002**

**\$37,268.83**

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

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

**\$ 8,132.41**

**RECEIPTS:**

Sewer Sales	\$40,091.86
Reconnection Fees	40.00
Tap Fees	500.00
Security Deposit Refunds	302.33
Cutlip-Warner Development	18.56
Bennett's Plumbing	<u>930.00</u>

**TOTAL RECEIPTS:**

**\$41,882.75**

**TOTAL CASH AVAILABLE:**

**\$50,015.16**

**EXPENDITURES:**

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,274.31
WesBanco Bank-Parkersburg	2,504.13
Salaries	5,645.72
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	1,299.91
WV Public Employees Retirement System	1,232.38
WV Dept. of Tax & Revenue	475.69
Auto Fleet & Industrial Supply	168.74
Bureau for Child Support	61.49
AZ Commercial	47.71
Bosley Rental & Supply Inc.	14.97
Miller Communications	30.00
Ohio Valley Muffler & Brake	18.96
Poynter's Best Products	6.45
Roto-Rooter Sewer Company	350.00
Trombold Equipment Co., Inc.	83.14
C. I. Thornburg	216.00
U. S. Postal Service	271.31
Water Environmental Testing	235.00
Westfield Insurance Companies	2,487.94
Conner Cleaning Service	179.00
Allegheny Power Company	3,993.03
AT&T - State Calling Service	11.75

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT-SEWER-AUGUST 31, 2002  
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ADT Security Services	15.49
BP Credit Card Center	265.18
Business Systems & Service, Inc.	29.50
Miss Utility of WV Inc.	24.88
Verizon	489.38
Mineral Wells PSD	50.22
Cutlip-Warner Development Company	3,755.63
Richard Casey	50.41
Dominion Hope	10.46
Gene's Septic Tank Cleaning	980.00
Hardman's Supply Company	388.81
Connie Harlow	50.42
Mineral Wells Public Service District	636.59
OEM Truck Parts	50.41
Parkersburg AC Motor Sales	129.38
Cintas	99.13
Sullivan, Inc.	66.00
Scantron Service Group	66.91
Cardholder Services	59.55
John & Melissa Milton	50.45
Shoe Show Inc.	50.42
Alltel	10.90
AT&T Wireless Services	42.15
Danny's Lawn Service	150.00
Daugherty's Supply Company, Inc.	3.25
Haul Away Trash, L. L. C.	15.00
Parkersburg Office Supply	53.78
Westco Internet	9.25
Bank Charges-Deposit Tickets	<u>14.37</u>

**TOTAL EXPENDITURES:**

**\$ 45,265.57**

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

**\$ 4,749.59**



**MINERAL WELLS PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING  
SEPTEMBER 19, 2002**

**CHECKS WRITTEN BETWEEN AUGUST 16, 2002, AND SEPTEMBER 18, 2002**

<b>CHECK NO.</b>	27018 U. S. Postal Service	\$ 154.19
	27019 Allegheny Power	659.72
	27020 AT& T - State Calling Service	11.75
	27021 ADT Security Services	15.50
	27022 BP Credit Card Center	265.18
	27023 Business Systems & Service, Inc.	29.50
	27024 Miss Utility of WV Inc.	24.87
	27025 Verizon	106.11
	27026 Cutlip-Warner Development Co.	2,695.88
	27027 U. S. Postal Service	38.49
	27028 Bennie Moss	50.49
	27029 Bureau For Child Support	76.70
	27030 Richard Casey	50.41
	27031 Dominion Hope	10.46
	27032 Christopher Dellinger	50.45
	27033 Hardman Supply Company	127.18
	27034 Jackson County Publishing Co.	139.59
	27035 Mineral Wells PSD	3,477.84
	27036 Ohio Valley Muffler & Brake	9.47
	27037 OEM Truck Parts	50.41
	27038 Parkersburg Sentinel Co.	448.42
	27039 Cintas	99.14
	27040 Scantron Service Group	66.91
	27041 USDA-Rural Development	3,140.00
	27042 Cardholder Services	59.55
	27043 WesBanco Bank-Parkersburg	1,491.11
	27044 WV Dept. of Tax & Revenue	559.01
	27045 WV Public Employees Retirement	1,493.70
	27046 WesBanco-Water Res-Sams-CV	314.00
	27047 Wirt County Journal	106.57
	27048 Glenn A. & Debra N. Martin	50.56
	27049 John & Melissa Milton	50.45
	27050 Bureau For Child Support	52.51
	27051 Alltel	10.90
	27052 Claywood Park PSD	13,174.47
	27053 AT&T Wireless Services	42.15
	27054 Cutlip-Warner Development Co.	803.40
	27055 Daugherty Supply Co. Inc.	21.95
	27056 Fasteners & Supply Inc.	73.50

**MINERAL WELLS PSD  
LIST OF WATER CHECKS  
SEPTEMBER 19, 2002  
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**CHECKS WRITTEN BETWEEN AUGUST 16, 2002 AND SEPTEMBER 18, 2002  
(Continued)**

<b>CHECK NO.</b> 27057	Haul Away Trash L.L.C.	\$ 15.00
27058	Miller Communications	15.00
27059	Midwest Pipe & Supply	1,648.83
27060	Parkersburg Office Supply	53.74
27061	Postmaster - Mineral Wells	12.00
27062	Rural Development Admn.	2,112.00
27063	C. I. Thornburg	3,047.67
27064	Westco Internet	9.25
27065	Mineral Wells PSD	18.00
27066	Bosley Rental & Supply Inc.	41.25
27067	Bureau For Child Support	57.91
27068	Claywood Park PSD	15,440.09
27069	Grainger	139.00
27070	Municipal Bond Commission	1,592.00
27071	Mineral Wells PSD	2,970.54
27072	Ohio Valley Muffler & Brake	15.47
27073	Sullivan, Inc.	5.50
27074	USDA-Rural Development	3,325.00
27075	USDA-Rural Development	10,040.00
27076	Water Environmental Testing	40.50
27077	WesBanco Bank-Parkersburg	110.00
27078	WesBanco Bank-Parkersburg	1,303.00
27079	WesBanco Bank-Parkersburg	167.00
27080	WesBanco Bank-Parkersburg	167.00
27081	WesBanco Bank-Parkersburg	502.00
27082	WesBanco Bank-Parkersburg	502.00
27083	Void	
27084	WV Public Employees Ins Agency	1,299.91
27085	U S Postal Service	129.88
27086	Wirt County Clerk	120.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
SEPTEMBER 19, 2002**

**CHECKS WRITTEN BETWEEN AUGUST 16, 2002, AND SEPTEMBER 18, 2002**

<b>CHECK NO.</b> 28841	U. S. Postal Service	\$ 154.15
28842	WesBanco Bank-Parkersburg	1,274.31
28843	Allegheny Power	1,358.57
28844	AT&T - State Calling Service	11.75
28845	ADT Security Services	15.49
28846	BP Credit Card Center	265.18
28847	Business Systems & Service, Inc.	29.50
28848	Miss Utility of WV Inc.	24.88
28849	Verizon	489.38
28850	Mineral Wells PSD	50.22
28851	Cutlip-Warner Development Co.	3,216.03
28852	Void	
28853	U. S. Postal Service	42.84
28854	Allegheny Power	2,634.46
28855	Auto Fleet & Industrial Supply	155.76
28856	Bureau For Child Support	18.65
28857	Richard Casey	50.41
28858	Dominion Hope	10.46
28859	Gene's Septic Tank Cleaning	910.00
28860	Hardman Supply Company	384.69
28861	Connie Harlow	50.42
28862	James R. Lett	125.00
28863	Mineral Wells PSD	636.59
28864	Ohio Valley Muffler & Brake	9.48
28865	OEM Truck Parts	50.41
28866	Parkersburg AC Motor Sales	129.38
28867	Roy L. Radabaugh	125.00
28868	Cintas	99.13
28869	Sullivan, Inc.	66.00
28870	Charles M. Stewart	125.00
28871	Scantron Service Group	66.91
28872	Cardholder Services	59.55
28873	WesBanco Bank-Parkersburg	1,233.44
28874	WV Dept of Tax & Revenue	475.69
28875	WV Public Employees Retirement	1,232.38
28876	John & Melissa Milton	50.45
28877	Shoe Show Inc.	50.42
28878	Bureau For Child Support	42.84
28879	Alltel	10.90

**MINERAL WELLS PSD  
LIST OF SEWER CHECKS  
SEPTEMBER 19, 2002  
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**CHECKS WRITTEN BETWEEN AUGUST 16, 2002, AND SEPTEMBER 18, 2002  
(Continued)**

<b>CHECK NO.</b> 28880	Void	
28881	Void	
28882	AT&T Wireless Services	\$ 42.15
28883	Cutlip-Warner Development Co.	539.60
28884	Danny's Lawn Service	150.00
28885	Daugherty Supply Co., Inc.	3.25
28886	Gene's Septic Tank Cleaning	70.00
28887	Hardman Supply Company	4.42
28888	Haul Away Trash L.L.C.	15.00
28889	Miller Communications	15.00
28890	Parkersburg Office Supply	53.78
28891	Postmaster-Mineral Wells	12.00
28892	C. I. Thornburg	108.00
28893	Westco Internet	9.25
28894	Mineral Wells PSD	45.14
28895	Nancy Waggoner	50.65
28896	Auto Fleet & Industrial Supply	159.75
28897	Bosley Rental & Supply Inc.	41.24
28898	Bureau For Child Support	37.44
28899	Municipal Bond Commission	16,852.52
28900	Ohio Valley Muffler & Brake	15.48
28901	Sullivan, Inc.	5.50
28902	State Electric Supply Co. Inc.	4.38
28903	Trombold Equipment Co. Inc.	642.52
28904	Water Environmental Testing	65.00
28905	WesBanco Bank-Parkersburg	1,002.27
28906	WesBanco Bank-Parkersburg	1,116.09
28907	Parkersburg Utility Board	100.00
28908	WV Public Employees Ins Agency	1,063.57
28909	U S Postal Service	129.88

**PAYROLL CHECKS WRITTEN SINCE THE AUGUST 15, 2002, BOARD MEETING**

<b>CHECK NO.</b> 00904	Todd R. Anderson	\$ 601.07
00905	Margaret J. Batten	882.46
00906	Richard Shayne Brabham	935.71

**MINERAL WELLS PSD  
LIST OF SEWER CHECKS  
PAGE 3  
SEPTEMBER 19, 2002**

**PAYROLL CHECKS WRITTEN SINCE THE AUGUST 15, 2002, BOARD MEETING  
(Continued)**

<b>CHECK NO.</b>	00907 William H. Byers, Jr.	815.51
	00908 Linda K. Church	800.79
	00909 Russell P. Hanna	718.49
	00910 Mark K. Murphy	576.93
	00911 Nellie B. Radcliff	748.34
	00912 Todd R. Anderson	518.50
	00913 Margaret J. Batten	779.25
	00914 Richard Shayne Brabham	827.72
	00915 William H. Byers, Jr.	764.74
	00916 Linda K. Church	719.54
	00917 Russell P. Hanna	731.25
	00918 Mark K. Murphy	516.99
	00919 Nellie B. Radcliff	663.86

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE  
RECEIVED OR MAILED  
BETWEEN AUGUST 16, 2002, AND SEPTEMBER 19, 2002**

1. Form letter dated September 9, 2002, to the District from Terry W. Thomas, Chief, Mineral Wells Volunteer Fire Department, listing the number of gallons of water used for fire fighting and the number of gallons of water used for training purposes.
2. **West Virginia Rural Water Association INFRASTRUCTURE COUNCIL REPORT NEWSLETTER**, a publication of the West Virginia Rural Water Association dated September 6, 2002, Vol. 6, Issue 9.
3. Letter from Miss Utility of West Virginia stating that the 2002 3<sup>rd</sup> Quarterly Board of Directors Meeting will be held on Thursday, October 17, 2002, in Pittsburgh, Pennsylvania at the Holiday Inn located at 4859 McKnight Road.
4. Post card from the State of West Virginia, Office of the Treasurer, Unclaimed Property Division, stating that the District will receive its **Uniform Unclaimed Property Reporting Forms** booklet within two weeks and that the forms must be completed and returned by November 1, 2002.
5. Flyer from the West Virginia Public Service Commission containing a registration form for a PSD Board Member Mandatory Training Seminar that will be held on September 19 - 21, 2002, at the Blennerhassett Hotel in Parkersburg, West Virginia.
6. A publication from the West Virginia Rural Water Association listing and enclosing registration forms for the 4<sup>th</sup> Quarter 2002 Training Classes.
7. Notice to Prime Rate Money Market Account Customers from Kristine N. Molnar, President and CEO, WesBanco Bank, Inc. listing the new interest rate tiers.
8. Copy of a letter dated August 13, 2002, to Steven R. Hardman, Esquire, Bowles Rice McDavid Graff & Love, PLLC, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of Staff's Memorandum in Case No. 02-0965-PWD-PC, Wood County Commission.
9. Copy of a letter dated August 13, 2002, to Steven R. Hardman, Esquire, Bowles Rice McDavid Graff & Love, PLLC, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of Staff's Memorandum in Case No. 02-0966-PWD-PC, Jackson County Commission.
10. Letter dated August 14, 2002, to the Mineral Wells PSD from Deborah Gault, Section 8 Coordinator, Parkersburg Housing Authority, requesting the 2001 average history for water usage by Darlene Breiding at Route 3, Box 45, Mineral Wells, WV.

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
**SEPTEMBER 19, 2002**  
**PAGE 2**

11. Note from Bob Fetters, Hughes Supply, Inc., enclosing a NepTune-It Customer Profile to be completed and returned for a new hand held meter reading system.
12. Fax dated August 15, 2002, to Robert Fetters, Hughes Supply, Inc., from Margaret Batten enclosing the completed NepTune-It Customer Profile Form for the District's new hand held meter reading system.
13. Copy of a letter dated August 16, 2002, to Sandra M. Ray from Margaret Batten enclosing a right-of-way easement to be signed and returned along with a copy of the map showing the proposed water line that will be installed on her property.
14. Copy of a letter dated August 16, 2002, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 28830 in the amount of \$16,852.52 as payment to Sewer Bond #MIW-S-1-97-R-WO-06 (\$9,302.30), Sewer Bond #MIW-S-1-85-B-WO-06 (\$1,293.00), Sewer Bond #MIW-S-1-95-X-WO-06 (\$5,688.40), and Sewer Bond #MIW-S-2-95-X-WO-06 (\$568.82) and District Check No. 27001 in the amount of \$1,592.00 as payment to Water Bond #MIW-W-1-69-X-WO-06-69.
15. Copy of a letter dated August 16, 2002, to the West Virginia Water Development Authority from Margaret Batten stating that a deposit in the amount of \$5,688.40 was made to the Revenue Fund and a deposit in the amount of \$568.82 was made to the Reserve Fund for District's Sewage System Revenue Bonds, 1995.
16. Copy of a letter dated August 16, 2002, to Virginia McDonald, Rural Utilities Service, from Margaret Batten containing three copies of Addendum No. 1 to the Engineering Agreement for the Sycamore Run, Stephens Fork, Limestone Water Project for approval.
17. Copy of a letter dated August 16, 2002, to George E. Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter dated August 16, 2002, to Virginia McDonald, Rural Utilities Service, containing a copy of Addendum No. 1 to the engineering agreement for the Sycamore Run, Stephens Fork, Limestone Water Project for her approval.
18. Fax dated August 16, 2002, to Shayne Brabham from Virginia McDonald, Rural Utilities Service, containing a list of items needed by RUS prior to authorizing advertisement of bids for the Sycamore Run, Stephens Fork, Limestone Water Project.
19. Copy of a letter dated August 19, 2002, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the July 18, 2002, Regular Board Meeting.

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
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20. Memorandum dated August 19, 2002, to Benefit Coordinators from Joe Estep, Premiums Accounts Supervisor, West Virginia Public Employees Insurance Agency, stating that premium updates made to employee premiums for Employees Optional Life Insurance Coverage will be made on January 1, 2003, instead of September 1, 2002.
21. Copy of a letter dated August 19, 2002, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing the following Management Reports for the District's water loans: original and one copy of Form RD 442-2 "Statement of Budget, Income and Equity", copy of current rate schedules, copy of current list of officials and user verification, copy of current Workers Compensation Certificate, and verification of Bond Reserve Balances.
22. Copy of a letter dated August 20, 2002, to Deborah Gault, Section 8 Coordinator, Parkersburg Housing Authority, from Margaret Batten containing a copy of the 2001 water usage history of the Ted and Darlene Breiding Family.
23. Fax dated August 21, 2002, to the Parkersburg Housing Authority, Attention: Amanda, from Linda Church enclosing a rate schedule for water and/or sewer service as requested by telephone.
24. Copy of a letter dated August 21, 2002, to Virginia McDonald, Rural Utilities Service, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing one set each of Easement Drawings and Schedules for Contract Nos. 1 and 2 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
25. Copy of a letter dated August 21, 2002, to Virginia McDonald, Rural Utilities Service, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing the following documents for the Sycamore Run, Stephens Fork and Limestone Ridge Water Project: DOH Permit Application, Public Land Executed License Agreement, WV Health Department Permit, DEP Permit Approval, and Set of Contract Documents, Plans and Specifications.
26. Memorandum dated August 22, 2002, to Margaret Batten from Dianne P. Wolfe, Bowles Rice McDavid Graff & Love, containing a copy of Ms. Wolfe's letter to the Public Service Commission forwarding affidavits of publication of the Commission's Order in the District's certificate case for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project. Also enclosed are invoices from the various newspapers for the publications.
27. Copy of a letter dated August 22, 2002, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Steven R. Hardman, Esquire, Bowles Rice McDavid Graff & Love, enclosing seven copies of affidavits of publication of the Commission Order entered July 22, 2002, for Mineral Wells Public Service District, Case



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No. 02-1050-PWD-CN.

28. Letter dated August 23, 2002, to Margaret Batten from Fred D. Stottlemyer, President, West Virginia Rural Water Association, stating that the WVRWA 2003 Annual Conference will be held at Snowshoe Resort located in Pocahontas County.
29. Memorandum dated August 23, 2002, to Margaret Batten from Dianne P. Wolfe, Bowles Rice McDavid Graff & Love, containing copies of the petitions received to dated by the PSC in the District's certificate case for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
30. Memorandum dated August 23, 2002, to Margaret Batten from Dianne P. Wolfe, Bowles Rice McDavid Graff & Love, enclosing for the District's files copies of the PSC Orders in the Jackson and Wood County boundary expansion proceedings.
31. Fax dated August 23, 2002, to Jim Ruckman, Cerrone Associates, Inc., from Margaret Batten enclosing the Easement Schedule for Wirt County for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project per his telephone request.
32. Copy of a letter dated August 25, 2002, to Steve Hardman, Esquire, Bowles Rice McDavid Graff & Love, from Roy L. Radabaugh, Treasurer, MWPSD Public Service Board, asking that all information listed in the letter be furnished to the District's auditors, Harman, Thompson, Mallory & Ice, A.C., to enable them to complete the annual audit of the District's records for FY2002.
33. Copy of a letter dated August 26, 2002, to Harry J. and Susanne M. Gorby from Margaret Batten containing a copy of the map showing where the water line will be constructed through the Gorby Property located in Tucker District in Wirt County and a right of way easement for the line to be signed and returned to the District.
34. Fax dated August 26, 2002, to Margaret from Crystal, Accordia of WV-Parkersburg enclosing a copy of the Certificate of Liability Insurance for Conner Cleaning Service.
35. Correspondence Instructions to the Wood County Clerk dated August 26, 2002, from Margaret Batten enclosing right of way easements to be recorded.
36. Fax dated August 26, 2002, to Public Service Districts and Municipalities from Gary D. Wilson, USDA Rural Development, stating that the various items of office furniture that were available to qualified recipients has been transferred.

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37. Copy of a certified letter dated August 26, 2002, to Larry Matheny from Charles M. Stewart relative to the delinquent water and sewer bill for his tenant, Richard L. Davis.
38. Copy of a certified letter dated August 26, 2002, to Harold Jackson from Charles M. Stewart relative to the delinquent water and sewer bill for his tenants, William and Deborah Melrose.
39. Copy of a certified letter dated August 26, 2002, to John Bosley Jr. from Charles M. Stewart relative to the delinquent water and sewer bill for his tenant, Bennie Ball, Jr.
40. Copy of a certified letter dated August 26, 2002, to Larry Gandee from Charles M. Stewart relative to the delinquent water and sewer bill for his tenant, Heather Handley.
41. Copy of a certified letter dated August 26, 2002, to DELSON, Inc. from Charles M. Stewart relative to the delinquent water and sewer bill for their tenant, Chris Wigal.
42. Copy of a certified letter dated August 26, 2002, to Dottie Whited from Charles M. Stewart relative to the delinquent sewer bill of her tenant, Tracie G. Fury.
43. Copy of a certified letter dated August 26, 2002, to Dr. Michael Johnson from Charles M. Stewart relative to the delinquent water and sewer bill of his tenant, Tonny E. Kelbaugh.
44. Copy of a certified letter dated August 26, 2002, to Mr. and Mrs. Sherman Dowler from Charles M. Stewart relative to the delinquent water bill of their tenant, Nancy Carpenter.
45. Copy of a certified letter dated August 26, 2002, to Mr. Jessie Canterbury from Charles M. Stewart relative to the delinquent sewer bill of his tenant, Steve Bishop.
46. Copy of a certified letter dated August 26, 2002, to Mr. and Mrs. William Ruble from Charles Stewart relative to the delinquent sewer bill of their tenant, David Arnold.
47. Copy of a certified letter dated August 26, 2002, to Mr. Michael G. Goosman from Charles Stewart relative to his delinquent water and sewer bill for service at #18 Maple Drive, Mineral Wells, West Virginia.
48. Copy of a certified letter dated August 26, 2002, to Ms. Lee Ann Deem from Charles Stewart relative to her delinquent water and sewer bill for service at Route 1, Box 193L, Mineral Wells, West Virginia.
49. Copy of a certified letter dated August 26, 2002, to Mr. Dale Davis from Charles Stewart relative to his delinquent water and sewer bill for service at #92 Maple Drive, Mineral Wells,

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West Virginia.

50. Copy of a certified letter dated August 26, 2002, to Ellis Corra from Charles Stewart relative to his delinquent water and sewer bill for service at #88 Lincolnshire Drive, Mineral Wells, West Virginia.
51. Copy of a certified letter dated August 26, 2002, to Bernie Ball, Jr. from Charles Stewart relative to his delinquent water and sewer bill for service at Route 4, Box 11-B, Mineral Wells, West Virginia.
52. Copy of a certified letter dated August 26, 2002, to Steve Bishop from Charles Stewart relative to his delinquent sewer bill for service at 2945 Pike Street, Parkersburg, West Virginia.
53. Copy of a certified letter dated August 26, 2002, to Chris Wigal from Charles Stewart relative to his delinquent water and sewer bill for service at #176 Mineral Park Estates.
54. Copy of a certified letter dated August 26, 2002, to Tonny Kelbaugh from Charles Stewart relative to his delinquent water and sewer bill for service at #21 Maple Shade Estates.
55. Copy of a certified letter dated August 26, 2002, to William and Deborah Melrose from Charles Stewart relative to his delinquent water and sewer bill for service on Nicholette Road.
56. Copy of a certified letter dated August 26, 2002, to Tracie G. Fury from Charles Stewart relative to her delinquent sewer bill for service at Route 5, Box 444-A1, Parkersburg, West Virginia.
57. Copy of a certified letter dated August 26, 2002, to John Morris from Charles Stewart relative to her delinquent water and sewer bill for service at Route 1, Box 5, Mineral Wells, West Virginia.
58. Copy of a letter dated August 26, 2002, to Jamie Six, Clerk of Wood County, from Linda Church enclosing six liens for delinquent and water and/or sewer service to be recorded.
59. Letter dated August 26, 2002, to R. Shayne Brabham from Allyn G. Turner, Director, West Virginia Department of Environmental Protection authorizing the District to operate under WV/NPDES Permit No. WV0115100, Registration No. WVG072625 for the installation of the I-77 Rest Area Sewer Extension Project.

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60. Fax dated August 27, 2002, to Margaret from Donna, Claywood Park PSD enclosing the Water Plant Allocation Costs for FY2002 and giving the reasons for the increased costs that occurred throughout the year.
61. Fax dated August 27, 2002, to Shayne Brabham from Dianne Wolfe, Bowles Rice McDavid Graff and Love, enclosing a copy of a letter to Steven Hardman, Esquire, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the Initial Joint Staff Memorandum for Case No. 01-1050-PWD-CN (certificate of necessity and convenience for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project).
62. Copy of a letter dated August 28, 2002, to Vida Phillips, Limestone United Methodist Church, from Margaret Batten enclosing a notice and a right-of-way easement through Church property for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
63. Fax dated August 28, 2002, to Sherry, Westfield Companies, from Margaret Batten containing information relative to the District's insurance audit.
64. Letter dated August 28, 2002, to Linda Church from R. Bruce White, Attorney At Law, enclosing a check in the amount of \$95.12 to obtain a release of the lien for delinquent water service on property owned by Tina Crain.
65. Fax dated August 29, 2002, to Rich Haight from Linda Church enclosing a copy of Map 2-16 showing the intersection of Pond Creek Road and Little Pond Creek Road for the Sycamore Run, Stephens Forks, and Limestone Ridge Water Extension Project.
66. Letter dated August 28, 2002, to Shayne Brabham from Guy W. Mick, Chief, Railroads and Utilities Unit, Engineering Division, West Virginia Division of Highways, advising that the District's plans for the I-77 Rest Area Sewer Extension have been approved and authorizing the District to proceed with all work necessary to complete the project.
67. Letter dated August 30, 2002, to Linda Church from Jesse E. Sheppard, District Three Utilities Supervisor, West Virginia Division of Highways, enclosing two sets of plans on which the District's utility lines have been located and asking that the District verify the correctness of the line locations.
68. Fax dated August 30, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten containing a copy of the letter dated August 26, 2002, to Shayne Brabham from Allyn G. Turner, Director, West Virginia Department of Environmental Protection, enclosing a copy of the completed registration form for the District's activity with

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WV/NPDES Permit No. WV0115100, General Permit Registration No. WVG072625, I-77 Rest Area Sewer Extension, Wood County.

69. Fax dated August 30, 2002, to Margaret Batten from Randall M. Cole, Cerrone Associates, Inc., containing the latest budget updates for the Water System Improvements Project and the Rockport Water Extension Project.
70. Fax dated August 30, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten containing a copy of the letter dated August 28, 2002, to Shayne Brabham from Guy W. Mick, Chief, Railroads and Utilities Unit, Engineering Unit, West Virginia Division of Highways, advising the District to proceed with the I-77 Rest Area Sewer Project.
71. Copy of a letter dated September 3, 2002, to Jamie Six, Clerk of Wood County, from Linda Church enclosing a release for the Lien for Delinquent Water Charges against property formerly owned by Tina Crain.
72. Copy of a letter dated September 3, 2002, To Whom It May Concern from Margaret Batten stating that Mr. & Mrs. Peter Sampe's home at 111 Windsor Drive is on a public water and sewer system as a customer of the District.
73. Copy of a letter dated September 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 District for the month of August 2002.
74. Letter dated September 3, 2002, to Charles Stewart from Carrie L. Grimm, State Revolving Loan Fund Program, West Virginia Department of Environmental Protection, stating that the District should be in the process of obtaining an independent certified public accountant to perform the District annual audit for FY2002.
75. Fax dated September 4, 2002, to Jennifer Criss from the District enclosing a service application for water and sewer service.
76. Copy of a letter dated September 3, 2002, to Jesse Sheppard, WV Division of Highways, from David P. Fueg, Assistant Engineer, Cerrone Associates, Inc., enclosing five sets of modified sheets 1-08, 1-11, and 1-12 for the I-77 Rest Area Sewer Project.
77. Letter dated September 5, 2002, to Shayne Brabham from James M. Ruckman, P.S., Cerrone Associates, Inc., enclosing half - size copies of Plan Sheet Nos. 2 - 15 and 2-16 for the

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Sycamore Run, Stephens Fork, Limestone Ridge Water Project. All enclosed was a copy of Sheet No. 3 of the Easement Schedule which includes Easement No. 2-16-05 which was added to the list on March 28, 2002.

78. Copy of a letter dated September 5, 2002, to Jesse Sheppard, District Three Utilities Supervisor, WV Division of Highways, from R. Shayne Brabham stating that the District has no utilities line that will conflict with the replacement of an existing concrete culvert under County Route 21 near the Intersection of the South Bound Exit of I-77 at Rockport and County Route 21.
79. Copy of a letter dated September 5, 2002, to William Thompson from R. Shayne Brabham stating that the water line on Drawing No. 2-39 will be installed as planned and that no deviations to the drawings that run along/adjacent to the above mentioned area and that no additional water lines outside the proposed right-of-way will be installed without obtaining an additional signed easement.
80. Copy of a letter dated September 5, 2002, to Steven Hardman, Esquire, Bowles Rice McDavid Graff & Love, from James M. Ruckman, Cerrone Associates, Inc., enclosing an easement schedule and a set of plans for the District's I-77 Rest Area Sewer Project.
81. Copy of a letter dated September 6, 2002, to Ms. Katy Mallory, P.E., Executive Secretary, WV Infrastructure & Jobs Development Council, from George E. Blum, Cerrone Associates, Inc., enclosing a copy of the Rule 42 Exhibit for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
82. Memorandum dated September 6, 2002, to Benefit Coordinators from Tom Susman, Director, West Virginia Public Employees Insurance Agency, stating the importance of using the appropriate WVPEIA forms for any changes or payments relative to all employees' health and life insurance.
83. Letter dated September 9, 2002, to Charles B. Cooper from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission of West Virginia, returning his utility bill payment to the District in the amount of \$69.97 for Account No. 6-02210-00.
84. Memo dated September 9, 2002, to All Benefit Coordinators from Tom Susman, West Virginia Public Employees Insurance Agency, enclosing a poster encouraging insurees to purchase generic prescription drugs.
85. Copy of a letter dated September 10, 2002, to Mrs. Denise Carney from R. Shayne Brabham enclosing the necessary documents for a 1,540 ft. water line extension with payback for

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Patriot Point Subdivision located on Price Road.

86. Fax dated September 10, 2002, to Becca, Harman, Thompson, Mallory & Ice, from Margaret Batten enclosing one copy each of the Workers Compensation Tax Report for September 30, 2001, December 31, 2001, and March 30, 2002.
87. Fax dated September 10, 2002, to Willy, Grainger, Division of W. W. Grainger, Inc., from Margaret Batten enclosing a tax exempt certificate for the District.
88. Copy of a letter dated September 11, 2002, to R. Bruce White, Attorney-At-Law, from Linda Church enclosing a copy of the recorded Release of Lien for Delinquent Water Charges against property formerly owned by Tina Crain.
89. Copy of Billing Reprint for Steve Bishop's delinquent sewer bill at 2945 Pike Street mailed to Jessie Canterbury at his request as owner of the property.
90. Fax dated September 11, 2002, to Roger Adams from Margaret Batten enclosing a letter dated September 11, 2002, to Mr. Steven Reed, First Federal Savings Bank, from Margaret Batten stating that the District is working on a project to extend water to the Windy Ridge area of Wirt County.
91. Copy of a letter to Nancy Waggoner from Linda Church enclosing District Check No. 28895 in the amount of \$50.65 as a refund of the overpayment of her sewer bill due to an incorrect meter reading.
92. Fax dated September 11, 2002, to Shayne Brabham from Jim Ruckman, Cerrone Associates, Inc., enclosing a chart showing approximate friction loss for copper tube size water service pipe.
93. Fax dated September 11, 2002, to Shayne Brabham from Jim Ruckman, Cerrone Associates, Inc., enclosing water tap records for Andy Norman and Kim Hunley.
94. Copy of a letter dated September 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 month of August 2002 for the District's wastewater treatment plant.
95. Copy of a letter dated September 12, 2002, to the Office of Water Resources (DNR), Municipal Branch, from Linda Church enclosing a copy of the WV National Pollutant

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Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of August 2002 for the District's wastewater treatment plant.

96. Copy of a letter dated September 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 (ES59) for the month of August 2002 for the District's wastewater treatment plant.
97. Copy of a letter dated September 12, 2002, to D. 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 (ES59) for the month of August 2002 for the District's wastewater treatment plant.
98. Fax dated September 12, 2002, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing an agenda and a notice about the September 19, 2002, regular Board Meeting to be published in the first available issue of the newspaper.
99. Fax dated September 12, 2002, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing an agenda and a notice about the September 19, 2002, regular Board Meeting to be published in the first available issue of the newspaper.
100. Copy of a letter dated September 12, 2002, to the West Virginia Water Development Authority from Margaret Batten stating that a payment in the amount of \$5,688.40 to the Revenue Fund and a payment of \$568.82 to the Reserve Fund was mailed to the West Virginia Municipal Bond Commission for the District's Sewage System Revenue Bonds, Series 1995.
101. Copy of a letter dated September 13, 2002, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing one copy each of the recorded right-of-way easements for the Sycamore run, Stephens Fork, Limestone Ridge Water Line Extension Project.
102. Department of Health and Human Resources, Bureau For Child Support Enforcement, Wage Assignment Transmittal Form dated September 13, 2002, for Mark K. Murphy.
103. Copy of a letter dated September 13, 2002, to Parkersburg Utility Board from Linda Church enclosing District Sewer Check No. 28907 in the amount of one hundred dollars to pay for



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reconnection fees for Carrie Duncan, Diane McCrady, Esta Cottrell, Kristi Johnson, and Misty Markham.

104. Copy of letter dated August 9, 2002, (received September 13, 2002) to Margaret Batten from Customer Support, Neptune, enclosing an implementation guide for the District's new Neptune Meter Reading system.
105. Copy of letter dated September 13, 2002, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 28899 in the amount of \$16,852.52 for payments to the District's sewage bonds and District Check No. 27070 in the amount of \$1,592.00 as bond payment to the District's water bond account, MIW-W-1-69-X-W0-06-69.
106. Copy of letter dated September 13, 2002, to Mr. Clair Morehead from Margaret Batten enclosing right-of-way easement to be signed and copy of map for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
107. Copy of letter dated September 13, 2002, to Ms. Jean Kilburn from Margaret Batten enclosing right-of-way easement to be signed and copy of map for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
108. Copy of letter dated September 13, 2002, to Mr. Clyde Morehead from Margaret Batten enclosing right-of-way easement to be signed and copy of map for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
109. Memorandum dated September 16, 2002, from Janice E. Long, West Virginia Public Employees Insurance Agency, relative to open enrollment for optional and dependent life insurance for active and retired employees.
110. Fax Message dated September 16, 2002, to Sherry/Tony, CM&I Products, from Margaret Batten attaching credit application and tax exempt certificate for the District.
111. Copy of correspondence instructions dated September 18, 2002, to Lucille Lockhart from Margaret Batten enclosing \$1.00 for right-of-way easement signed for Raymond Fordyce water line.
112. Copy of correspondence instructions dated September 18, 2002, to Clerk of Wood County from Margaret Batten enclosing 18 right-of-way easements to be recorded.
113. Fax Message dated September 18, 2002, to Dianne Wolfe, Bowles Rice, McDavid Graff & Love, from Margaret Batten listing names of trustees of the Morristown Community Church.