

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, OCTOBER 17, 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; Nellie Radcliff, Office Clerk; R. Shayne Brabham, Operations Manager; W. Byers, Operations Technician; and George Blum, Director of Finance and Administration, Cerrone Associates, Inc., were present.

Mr. Blum was in attendance to address the Board concerning the new water rate not being increased enough to cover the expenses of the debt on the upcoming water project. He presented the Board with a revised Rule 42 Exhibit for Sycamore Run, Stephens Fork and Limestone Ridge Water Project. The water rate will increase from \$6.45 per M gallons to \$6.52 per M gallons. Mr. Radabaugh made a motion to authorize Cerrone Associates, Inc., to file for a new Rule 42 with the Public Service Commission. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Blum excused himself from the rest of the board meeting.

Mr. Lett made a motion that the Minutes of the September 19, 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 be approved as presented.

1. Financial Statement dated September 30, 2002, for All Finances of the District (copy attached).
2. Financial Statement dated September 30, 2002, for Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated September 30, 2002, for Sewer Revenue Fund Checking Account Fund (copy attached).
4. Check numbers 27087 thru 27170 written on the Water Revenue Fund Checking Account since September 19, 2002, Board Meeting (copy attached).
5. Check numbers 27191 thru 272000 written October 17, 2002, on the Water Revenue Fund Checking Account (copy attached). ***Check numbers 27171 through 27190 were voided as sewer checks were mistakenly printed on them.***

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MINUTES - OCTOBER 17, 2002
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6. Check numbers 28910 thru 28979 written on the Sewer Revenue Fund Checking Account since September 19, 2002, Board Meeting (copy attached).
7. Check numbers 28980 thru 28996 written October 17, 2002, on the Sewer Revenue Fund Checking Account (copy attached).
8. Payroll checks 00920 thru 00935 written on the Sewer Revenue Fund Checking Account since September 19, 2002, Board Meeting (copy attached).

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

The following items were discussed from the list of correspondence.

1. Letter from State of West Virginia Consolidated Public Retirement Board increasing the employer contribution rate to 10.5% of gross salary effective July 1, 2003.
2. Fax from Cerrone Associates, Inc., informing the District that easement number 2-06-05 of Contract 2 of the Sycamore, Stephens Fork, Limestone Ridge Water Project has been deleted due to the relocation of Rt. 21 right of way.

Mrs. Batten was absent for this Board Meeting.

Mr. Brabham reported on the following items.

1. Claywood Agreement: Copies of the original agreement for the Board to review. The Claywood meeting will be held on November 5, 2002 at their regular board meeting. Mr. Radabaugh suggested that the District advertise the meeting at Claywood as a special meeting at their office.
2. Lyle Dowler: Mr. Dowler is interested in a water tap being installed on River Road for 10 proposed river lots, no septic is planned. He is to bring in a waiver from the Health Department regarding this.
3. The Administrative Law Judge has been granted an extension to March 25, 2003 to render a decision concerning the boundary expansion into Wirt and Jackson Counties.
4. Flushing water mains will continue thru the end of the month of October.

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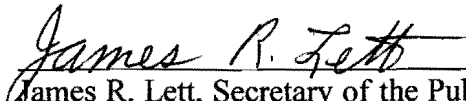
5. The Board was presented with a water rate comparison list (copy attached).
6. The agreement to make the repairs at 215 Dover Drive needs to be signed. Mr. Radabaugh made a motion authorizing Mr. Stewart, to sign the Engineering Agreement. Mr. Lett seconded the motion. The motion carried unanimously.

There was a brief discussion concerning the sewer rates being raised 5% to help cover the cost of the upgrading of the Waste Water Treatment Plant.

All business having been discussed, Mr. Lett made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion carried unanimously. Mr. Stewart adjourned the meeting at 6:05 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

**WOOD COUNTY WATER RATES COMPARISON
OCTOBER 17, 2002**

	<i>Minimum Bill Per Two Months</i>	<i>9000 Gallon Average Per Two Months</i>
CITY OF PARKERSBURG	\$15.00 - 0 Gallons	\$37.96 Minimum Plus \$.01908 Per CF

RATE SCHEDULE: Based on 2 Months Billing
\$15.00 Minimum plus \$.01908 Per Cubic Ft (7.48 Gallons) OR
(\$15.00 Minimum plus \$2.55 Per Thousand Gallons)

	<i>Minimum Bill Per Two Months</i>	<i>9,000 Gallons Average Per Two Months</i>
CLAYWOOD PARK PSD:		
WALKER-KITES RUN	\$30.84 - Up to 6,000 Gals.	\$42.18 Minimum plus \$3.78 Per Thousand Gallons X 3

RATE SCHEDULE: Based on 2 Months Billing
First 6,000 gallons @ \$5.14 per Thousand Gallons
Next 14,000 gallons @ \$3.78 per Thousand Gallons
Next 20,000 gallons @ \$2.96 per Thousand Gallons
Next 60,000 gallons @ \$2.63 per Thousand Gallons
Over 100,000 gallons @ \$2.05 per Thousand Gallons

	<i>Minimum Bill Per Two Months</i>	<i>9,000 Gallons Average Per Two Months</i>
DEERWALK, CAMP BARBE ROUTE 14, MOUNTWOOD PARK	\$43.26 - Up to 6,000 Gals.	\$59.16 Minimum plus \$5.30 Per Thousand Gallons X 3

RATE SCHEDULE: Based on 2 Months Billing
First 6,000 gallons @ \$7.21 per Thousand Gallons
Next 14,000 gallons @ \$5.30 per Thousand Gallons
Next 20,000 gallons @ \$4.15 per Thousand Gallons
Next 60,000 gallons @ \$3.69 per Thousand Gallons
Over 100,000 gallons @ \$2.89 per Thousand Gallons

WOOD COUNTY WATER RATES
OCTOBER 17, 2002
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	<i>Minimum Bill Per Two Months</i>	<i>9,000 Gallons Average Per Two Months</i>
ENTIRE TERRITORY EXCEPT THOSE LISTED ABOVE	\$24.48 - Up to 6,000 Gals.	\$33.48 Minimum plus \$3.00 Per Thousand Gallons X 3

RATE SCHEDULE: Based on 2 Months Usage
 First 6,000 gallons @ \$4.08 per Thousand Gallons
 Next 14,000 gallons @ \$3.00 per Thousand Gallons
 Next 20,000 gallons @ \$2.32 per Thousand Gallons
 Next 60,000 gallons @ \$2.04 per Thousand Gallons
 Over 100,000 gallons @ \$1.64 per Thousand Gallons

	<i>Minimum Bill Per Two Months</i>	<i>9,000 Gallons Average Per Two Months</i>
CENTRAL BOAZ PSD	\$16.56 - 0 Gallons	\$30.09 \$3.50 per Thousand Gals. X 6 plus \$3.04 per Thousand Gals. X 3

RATE SCHEDULE: Based on 2 Month Billing
 First 6,000 Gallons @ \$3.50 per Thousand Gallons
 Next 6,000 Gallons @ \$3.03 per Thousand Gallons
 Next 8,000 Gallons @ \$2.72 per Thousand Gallons
 Next 20,000 Gallons @ \$2.33 per Thousand Gallons
 All over 40,000 Gallons @ \$1.59 per Thousand Gallons

	<i>Minimum Bill Per Two Months</i>	<i>9,000 Gallons Average Per Two Months</i>
LUBECK PSD		
ENTIRE TERRITORY EXCEPT HOPEWELL, HOPE HILL & MISSOURI RUN CUSTOMERS	\$27.00 - Up to 6,000 Gals.	\$40.50 Minimum plus \$3.36 Per Thousand Gallons X 3

RATE SCHEDULE: Based on 2 Month Billing
 First 10,000 Gallons @ \$4.50 per Thousand Gallons
 Next 190,000 Gallons @ \$3.36 per Thousand Gallons
 All Over 200,000 Gallons @ \$1.44 per Thousand Gallons
 Minimum - 5/8" Meter (6,000 Gallons) \$27.00

**WOOD COUNTY WATER RATES
COMPARISON
OCTOBER 17, 2002
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	<i>Minimum Per Two Months</i>	<i>9,000 Gallons Average Per Two Months</i>
HOPEWELL, HOPE	\$27.00 - Plus \$1.00	\$49.50
HILL, MISSOURI RUN	Per Thousand Gallons Up to 6,000 Gallons	\$5.50 per Thousand Gals. X 9

RATE SCHEDULE: Based on 2 Months Billing
 First 10,000 Gallons @ \$5.50 per Thousand Gallons
 Next 190,000 Gallons @ \$4.36 per Thousand Gallons
 All Over 200,000 Gallons @ \$2.44 per Thousand Gallons

	<i>Minimum Per Two Months</i>	<i>9,000 Gallons Average Per Two Months</i>
UNION WILLIAMS PSD	\$17.44 - Up to 4,000 Gallons	\$36.21 \$4.36 per Thousand Gallons X 9 plus \$3.35 per Thousand Gallons X 3

RATE SCHEDULE: Based on 2 Months Billing
 First 6,000 Gallons @ \$4.36 per Thousand Gallons
 Next 14,000 Gallons @ \$3.35 per Thousand Gallons
 Next 180,000 Gallons @ \$2.97 per Thousand Gallons
 All over 200,000 Gallons @ \$1.47 per Thousand Gallons

	<i>Minimum Per Two Months</i>	<i>9,000 Gallons Average Per Two Months</i>
MINERAL WELLS PSD		
CURRENT RATES	\$35.70 - Up to 6000 Gals.	\$51.90 Minimum plus \$5.40 Per Thousand Gallons X 3

RATE SCHEDULE: Based on 2 Months Billing
 First 6,000 Gallons @ \$5.95 per Thousand Gallons
 Next 14,000 Gallons @ \$5.40 per Thousand Gallons
 Next 20,000 Gallons @ \$3.85 per Thousand Gallons
 All over 40,000 Gallons @ \$2.55 per Thousand Gallons

**WOOD COUNTY WATER RATES
COMPARISON
OCTOBER 17, 2002
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RATES PER USER AGREEMENT	\$38.70 - Up to 6,000 Gals.	\$56.25 Minimum Plus \$5.85 Per Thousand Gallons X 3
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RATE SCHEDULE: Based on 2 Months Billing
 First 6,000 Gallons @ \$6.45 per Thousand Gallons
 Next 14,000 Gallons @ \$5.85 per Thousand Gallons
 Next 20,000 Gallons @ \$4.17 per Thousand Gallons
 Over 40,000 Gallons @ \$2.76 per Thousand Gallons

PROPOSED RATES (Per 10/12/02 CERRONE LETTER-GEORGE BLUM)	\$39.12 - Up to 6000 Gals.	\$56.85 Minimum plus \$5.91 Per Thousand Gallons (3)
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RATE SCHEDULE: Based on 2 Months Billing
 First 6,000 Gallons @ \$6.52 per Thousand Gallons
 Next 14,000 Gallons @ \$5.91 per Thousand Gallons
 Next 20,000 Gallons @ \$4.22 per Thousand Gallons
 Over 40,000 Gallons @ \$2.79 per Thousand Gallons

<i>Minimum Per Two Months</i>	<i>9,000 Gallon Average Per Two Months</i>
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CITY OF VIENNA	\$9.18 - 0 Gallons	\$26.52 Minimum plus \$2.04 Per Thousand Gallons X 6 Plus \$1.70 Per Thousand Gallons X 3
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RATE SCHEDULE: Based on 2 Months Billing
 User Charge - 0 Gallons \$9.18 Plus
 First 6,000 Gallons @ \$2.04 per Thousand Gallons
 Next 34,000 Gallons @ \$1.70 per Thousand Gallons
 Over 40,000 Gallons @ \$1.38 per Thousand Gallons

**WOOD COUNTY WATER RATES
COMPARISON
OCTOBER 17, 2002
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	<i>Minimum Per Two Months</i>	<i>9,000 Gallons Average Per Two Months</i>
CITY OF WILLIAMSTOWN	\$19.60	\$29.41
	\$13.06 Minimum Plus	\$13.06 Minimum Plus
	\$3.27 per Thousand X 2	\$3.27 per Thousand X 5

RATE SCHEDULE: Based on 2 Months Billing
 First 4,000 Gallons @ minimum of \$13.06
 Next 6,000 Gallons @ \$3.27 Per Thousand Gallons
 Next 190,000 Gallons @ \$2.15 Per Thousand Gallons
 All Over 200,000 Gallons @ \$1.22 Per Thousand Gallons

WATER SYSTEMS' RATES FROM MOST EXPENSIVE TO LEASE EXPENSIVE

	<i>MINIMUM*</i>	<i>AVERAGE**</i>
1. Claywood Park PSD-Deerwalk, Camp Barbe, Route 14, Mountwood Park	\$43.26	\$59.16
2. Mineral Wells PSD-Proposed Rates 10/12/02	\$39.12	\$56.85
3. Mineral Wells PSD-User Agreement Rates	\$38.70	\$56.25
4. Mineral Wells PSD-Current Rates	\$35.70	\$51.90
5. Lubeck PSD-Hopewell, Hope Hill, Missouri Run	\$33.00	\$49.50
6. Claywood Park PSD-Walker, Kites Run	\$30.84	\$42.18
7. City of Parkersburg	\$30.30	\$37.95
8. Lubeck PSD-Entire Territory except Hope Hill, Etc	\$27.00	\$40.50
9. Union Williams PSD	\$26.16	\$36.21
10. Claywood Park PSD-Entire Territory Except Those List Above	\$24.48	\$33.48
11. City of Vienna	\$21.42	\$26.52
12. Central Boaz PSD	\$21.00	\$30.12
13. City of Williamstown	\$19.60	\$29.41

* **MINIMUM BASED ON 6,000 GALLONS IN TWO MONTH PERIOD**

** **AVERAGE BASED ON 9,000 GALLONS IN TWO MONTH PERIOD**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEPTEMBER 30, 2002**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$23,287.40	
Sewer Revenue Fund Checking Account		
WesBanco Bank	<u>19,483.49</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 42,770.89

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$10,677.53	
Revenue Reserve Account		
WesBanco Bank	29,024.18	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	12,313.54	
Revenue Reserve Account-Rockport		
WesBanco Bank	2,014.11	
Depreciation Reserve Account-Rockport		
WesBanco Bank	2,014.09	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	6,053.43	
Depreciation Reserve Account-Water Improvement		
WesBanco	6,055.30	
Sycamore Run-Limestone Tap Fees		
WesBanco Bank	31,193.40	
Sycamore Run-Limestone Security Deposits		
WesBanco Bank	15,497.73	
Security Deposit Account		
WesBanco Bank	<u>19,430.24</u>	
TOTAL IN WATER ACCOUNTS:		\$134,273.55

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$67,827.21	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	22,913.02	
Security Deposit Account		
WesBanco Bank	<u>16,202.82</u>	
TOTAL IN SEWER ACCOUNTS:		\$106,943.05
 TOTAL ALL FINANCES, SEPTEMBER 30, 2002		 \$283,987.49

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

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

\$ 37,268.83

RECEIPTS:

Water Sales	\$58,565.88
Tap Fees	1,500.00
Reconnection Fees	40.00
Water Buffalo Sales	1,502.50
Security Deposit Refunds	1,014.73
Void Check No. 24982 (Ferguson)	11.53
Void Check No. 25199 (Last Chance Carryout)	31.85
Rent-Sewer	1,971.39
Kenneth & Denese Carney	<u>6,900.00</u>

TOTAL RECEIPTS:

\$71,537.88

CASH AVAILABLE:

\$108,806.71

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	2,787.87
WV Department of Tax & Revenue	521.69
WV Public Employees Retirement System	1,405.56
Salaries	6,361.25
Commissioner's Salaries	187.50
WV Public Employees Insurance Agency	1,299.91
Bureau of Child Support	121.30
Mineral Wells PSD	368.06
Bosley Rental & Supply Inc.	41.25
Claywood Park Public Service District	28,310.25
Grainger	139.00
Ohio Valley Muffler & Brake	15.47
Sullivan Inc.	5.50

MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-SEPTEMBER 30, 2002
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Water Environmental Testing	40.50
U. S. Postal Service	129.88
Wirt County Clerk	120.00
AT&T-State Calling Service	11.40
BP Credit Card Center	270.91
Cutlip-Warner Development Co.	1,982.42
Miss Utility of WV Inc.	22.37
ADT Security Services	15.49
Dennis Affolter	50.65
Ragnar Benson Inc.	29.94
Hoyt & Dianna Brand	14.85
Randy & Patricia Barker	50.61
Conner Cleaning Service	109.00
Ted E. & Pamela S. Casto	50.61
Jeffrey C. Conley	50.45
Dominion Hope	10.83
Micah Duckworth	27.59
Michael & Marcia Dye	51.74
Easton Printing Co.	266.72
William Gehringer	7.67
Harman Thompson Mallory & Ice	2,500.00
Douglas Jay Holbert	50.61
Paula & Jason Hagerty	50.45
Gary M. Lloyd	50.87
Midwest Pipe & Supply	6,823.89
Ohio Valley Muffler & Brake	13.47
Cintas	96.76
Kristy Ramos	2.04
Robert & Janis Ryan	51.74
Cardholder Services	55.49
Verizon	118.33
R D Wilson Sons & Co. Clkg	41.66
WV State Treasury	43.38
Jason Warner & C Umensetter	38.33
Stephen Moeck	50.93
Barbara DeBerry South	51.13
Innovative Business Products	114.05
Poynter's Best Products	7.35
Hardman's Supply Company	476.82
Alltel	19.21
Fasteners & Supply, Inc.	18.08

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-SEPTEMBER, 2002
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Jennifer R. Nelson	15.62
Parkersburg Office Supply	63.33
C. I. Thornburg	6,808.63
WV Water & Waste Supply	225.00
Westfield Insurance Company	873.65
Westco Internet	<u>9.25</u>

TOTAL EXPENDITURES: **\$85,519.31**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,
SEPTEMBER 30, 2002** **\$ 23,287.40**

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

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

\$ 4,749.59

RECEIPTS:

Sewer Sales	\$53,259.34
Reconnection Fees	20.00
Tap Fees	500.00
Security Deposit Refunds	556.56
VIP Grinder Relocation	2,415.17
Nancy Waggoner Overpayment	<u>50.65</u>

TOTAL RECEIPTS:

\$56,801.72

CASH AVAILABLE:

\$61,551.31

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,002.27
WesBanco Bank-Parkersburg	2,339.18
Salaries	5,233.52
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	1,063.57
WV Public Employees Retirement System	1,153.18
WV Dept. of Tax & Revenue	459.31
Nancy Waggoner	50.65
Auto Fleet & Industrial Supply	333.47
Bosley Rental & Supply, Inc.	41.24
Bureau for Child Support	69.40
Ohio Valley Muffler & Brake	15.48
Sullivan Inc.	5.50
State Electric Supply Co. Inc.	4.38
Trombold Equipment Co. Inc.	642.52
Water Environmental Testing	65.00
Parkersburg Utility Board	100.00
U. S. Postal Service	129.88
AT&T-State Calling Service	11.41
BP Credit Card Center	270.92
Miss Utility of WV	22.38

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

Mineral Wells PSD	\$2,309.09
Allegheny Power	3,812.66
Auto Fleet & Industrial Supply	146.21
ADT Security Services	15.50
Ragnar Benson Inc.	37.64
Hoyt & Dianna Brand	24.38
Conner Cleaning Service	179.00
Jeffrey C. Conley	50.45
Dominion Hope	10.82
Gene's Septic Tank Cleaning	70.00
William Gehringer	21.17
Harman Thompson Mallory & Ice	2,500.00
Paula & Jason Hagerty	50.45
Jabo Supply Corporation	26.15
Gary M. Lloyd	50.87
Ohio Valley Muffler & Brake	13.48
Pifer's Service Center	5.57
Cintas	96.76
Kristy Ramos	5.34
C. I. Thornburg	262.00
Cardholder Services	55.49
Verizon	501.60
R. D. Wilson Sons & Co., Inc.	41.66
Jason Warner & C Umensetter	44.34
Innovative Business Products	114.04
JABO Supply Corporation	64.50
Poynter's Best Products	7.35
Hardman Supply Company	119.51
Alltel	10.90
Cutlip-Warner Development	355.00
Danny's Lawn Service	300.00
Fasteners & Supply Inc.	18.07
Parkersburg Office Supply	63.36
WV Water and Waste Supply	225.00
Westfield Insurance Companies	396.93
Westco Internet	<u>9.25</u>

TOTAL EXPENDITURES:

\$ 42,067.82

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

\$19,483.49

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
OCTOBER 17, 2002**

CHECKS WRITTEN BETWEEN SEPTEMBER 20, 2002 AND OCTOBER 17, 2002

CHECK NO. 27087	AT& T - State Calling Service	\$ 11.40
27088	BP Credit Card Center	270.91
27089	Cutlip-Warner Development Co.	1,027.66
27090	Miss Utility of WV Inc.	22.37
27091	Mineral Wells PSD	31.16
27092	ADT Security Services	15.49
27093	Dennis Affolter	50.65
27094	Ragnar Benson, Inc.	29.94
27095	Hoyt & Dianna Brand	14.85
27096	Randy & Patricia Barker	50.61
27097	Conner Cleaning Service	109.00
27098	Ted E. & Pamela S. Casto	50.61
27099	Jeffrey C. Conley	50.45
27100	Dominion Hope	10.83
27101	Micah Duckworth	27.59
27102	Michael & Marcia Dye	51.74
27103	Easton Printing Co.	266.72
27104	William Gehringer	7.67
27105	Harman Thompson Mallory & Ice	2,500.00
27106	Douglas Jay Holbert	50.61
27107	Paula & Jason Hagerty	50.45
27108	Gary M. Lloyd	50.87
27109	Mineral Wells PSD	284.37
27110	Midwest Pipe & Supply	6,823.89
27111	Void	
27112	Ohio Valley Muffler & Brake	13.47
27113	Rural Development Admn.	2,112.00
27114	Cintas	96.76
27115	Kristy Ramos	2.04
27116	Robert & Janis Ryan	51.74
27117	USDA-Rural Development	3,140.00
27118	Cardholder Services	55.49
27119	Verizon	118.33
27120	R D Wilson Sons & Co. Clkg.	41.66
27121	WesBanco-Water Res-Sams-CV	314.00
27122	WV State Treasury	43.38
27123	Jason Warner & C. Umensetter	38.33
27124	Stephen Moeck	50.93
27125	Barbara DeBerry South	51.13

**MINERAL WELLS PSD
WATER REVENUE FUND
OCTOBER 17, 2002
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**CHECKS WRITTEN BETWEEN SEPTEMBER 20, 2002, AND OCTOBER 17, 2002
(Continued)**

CHECK NO. 27126	Innovative Business Products	\$ 114.05
27127	Poynter's Best Products	7.35
27128	Bureau For Child Support	63.39
27129	Hardman Supply Company	476.82
27130	Mineral Wells PSD	3,578.21
27131	WesBancoBank-Parkersburg	1,484.87
27132	WV Dept of Tax & Revenue	521.69
27133	WV Public Employees Retirement	1,405.56
27135	Alltel	10.90
27136	Claywood Park PSD	12,870.16
27137	Cutlip-Warner Development Co.	954.76
27138	Fasteners & Supply Inc.	18.08
27139	Hardman Supply Company	8.31
27140	Mineral Wells PSD	34.53
27141	Jennifer R. Nelson	15.62
27142	Parkersburg Office Supply	63.33
27143	C I Thornburg	6,808.63
27144	WV Water & Waste Supply	225.00
27145	Westfield Insurance Companies	873.65
27146	Westco Internet	9.25
27147	AT&T Wireless Services	36.32
27148	Daugherty Supply Co. Inc.	44.90
27149	Haul Away Trash L.L.C.	15.00
27150	Midwest Pipe & Supply	33.00
27151	Resa V	5.00
27152	Workers' Compensation Division	871.98
27153	Bureau For Child Support	37.50
27154	Easton Printing Co.	49.88
27155	Harman Thompson Mallory & Ice	1,100.00
27156	Miss Utility of WV Inc.	21.50
27157	Municipal Bond Commission	1,592.00
27158	Mineral Wells PSD	2,745.88
27159	Matheny Motor Truck Co. DBA	26.40
27160	U S Postal Service	122.76
27161	USDA-Rural Development	3,325.00
27162	USDA-Rural Development	10,040.00
27163	Water Environmental Testing	67.50

**MINERAL WELLS PSD
WATER REVENUE FUND CHECKING ACCOUNT
OCTOBER 17, 2002
PAGE 3**

**CHECKS WRITTEN BETWEEN SEPTEMBER 20, 2002 AND OCTOBER 16, 2002
(Continued)**

CHECK NO. 27164	WV Public Employees Ins. Agency	\$ 1,299.91
27165	WesBanco Bank-Parkersburg	110.00
27166	WesBanco Bank-Parkersburg	1,238.02
27167	WesBanco Bank-Parkersburg	167.00
27168	WesBanco Bank-Parkersburg	167.00
27169	WesBanco Bank-Parkersburg	502.00
27170	WesBanco Bank-Parkersburg	502.00

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 27191	AT&T	\$ 10.26
27192	ADT Security Services	15.50
27193	BP Credit Card Center	256.88
27194	Business Systems & Service, Inc.	120.75
27195	Conner Cleaning Service	109.00
27196	Miller Communications	15.00
27197	Ohio Valley Muffler & Brake	9.47
27198	TESA Company Inc.	3.30
27199	U S Postal Service	80.00
27200	Verizon	120.82

NOTE: Check Nos. 27171 through 27191 were voided as sewer checks were mistakenly printed on them.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
OCTOBER 17, 2002**

CHECKS WRITTEN BETWEEN SEPTEMBER 20, 2002, AND OCTOBER 17, 2002

CHECK NO. 28910	AT&T - State Calling Service	\$ 11.41
28911	BP Credit Card Center	270.92
28912	Miss Utility of WV Inc.	22.38
28913	Mineral Wells PSD	20.64
28914	Void	
28915	Allegheny Power	3,812.66
28916	Auto Fleet & Industrial Supply	146.21
28917	ADT Security Services	15.50
28918	Ragnar Benson	37.64
28919	Hoyt & Dianna Brand	24.38
28920	Conner Cleaning Service	179.00
28921	Jeffrey C. Conley	50.45
28922	Dominion Hope	10.82
28923	Gene's Septic Tank Cleaning	70.00
28924	William Gehringer	21.17
28925	Harman Thompson Mallory & Ice	2,500.00
28926	Paula & Jason Hagerty	50.45
28927	Jabo Supply Corporation	26.15
28928	James R. Lett	125.00
28929	Gary M. Lloyd	50.87
28930	Mineral Wells PSD	2,243.31
28931	Ohio Valley Muffler & Brake	13.48
28932	Pifer's Service Center	5.57
28933	Roy L. Radabaugh	125.00
28934	Cintas	96.76
28935	Kristy Ramos	56.34
28936	Charles M. Stewart	125.00
28937	C I Thornburg	262.00
28938	Cardholder Services	55.49
28939	Verizon	501.60
28940	R D Wilson Sons & Co. Clkg.	41.66
28941	Jason Warner & C. Umensetter	44.34
28942	Innovative Business Products	114.04
28943	Jabo Supply Corporation	64.50
28944	Poynter's Best Products	7.35
28945	Bureau For Child Support	31.96
28946	Hardman Supply Company	119.51
28947	WesBanco Bank-Parkersburg	1,223.09
28948	WV Dept. of Tax & Revenue	459.31

MINERAL WELLS PSD
SEWER REVENUE FUND CHECKING ACCOUNT
OCTOBER 17, 2002
PAGE 2

CHECK NO. 28949	WV Public Employees Retirement	\$ 1,153.18
28950	Auto Fleet & Industrial Supply	173.72
28951	Alltel	10.90
28952	Cutlip-Warner Development Co.	355.00
28953	Danny's Lawn Service	300.00
28954	Fasteners & Supply Inc.	18.07
28955	Parkersburg Office Supply	63.36
28956	WV Water & Waste Supply	225.00
28957	Westfield Insurance Companies	396.93
28958	Westco Internet	9.25
28959	AT&T Wireless Services	36.32
28960	Daugherty Supply Co. Inc.	106.24
28961	Haul Away Trash L.L.C.	15.00
28962	Midwest Pipe & Supply	70.93
28963	Workers' Compensation Division	666.87
28964	Bureau For Child Support	57.85
28965	CM&I Products	116.22
28966	W. W. Grainger, Inc.	15.76
28967	Harman Thompson Mallory & Ice	1,100.00
28968	Miss Utility of WV Inc.	21.50
28969	Municipal Bond Commission	16,852.52
28970	Matheny Motor Truck Co., DBA	26.40
28971	Packaged Systems Inc.	3,202.50
28972	Roto-Rooter Sewer Co.	350.00
28973	U S Postal Service	122.76
28974	Cardholder Services	357.70
28975	Water Environmental Testing	195.00
28976	WV Public Employees Ins Agency	1,063.57
28977	WesBanco Bank-Parkersburg	1,331.48
28978	WesBanco Bank-Parkersburg	1,495.84
28979	Mann Engineering Company	5,199.12

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 28980	AT&T	\$ 10.27
28981	AZ Commercial	13.92
28982	ADT Security Services	15.49
28983	Bosley Rental & Supply Inc.	13.11
28984	Badger Lumber Co. Inc.	195.63
28985	BP Credit Card Center	262.45

**MINERAL WELLS PSD
SEWER REVENUE FUND CHECKING ACCOUNT
OCTOBER 17, 2002
PAGE 3**

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION
(Continued)**

CHECK NO. 28986	Business Systems & Service, Inc.	\$ 120.75
28987	Conner Cleaning Service	179.00
28988	Mineral Wells PSD	50.44
28989	Miller Communications	15.00
28990	Ohio Valley Muffler & Brake	9.48
28991	Packaged Systems Inc.	506.00
28992	Tesa Company Inc.	3.30
28993	U S Postal Service	80.00
28994	Cardholder Services	157.39
28995	Verizon	504.11
28996	WWT Electric	1,908.08

PAYROLL CHECKS WRITTEN BETWEEN SEPTEMBER 20, 2002, & OCTOBER 17, 2002

CHECK NO. 00920	Todd R. Anderson	\$ 612.87
00921	Margaret J. Batten	888.79
00922	Richard Shayne Brabham	889.99
00923	William H. Byers, Jr.	805.80
00924	Linda K. Church	803.21
00925	Russell P. Hanna	730.30
00926	Mark K. Murphy	587.72
00927	Nellie B. Radcliff	754.24
00928	Todd R. Anderson	584.26
00929	Margaret J. Batten	858.80
00930	Richard Shayne Brabham	877.07
00931	William H. Byers, Jr.	898.83
00932	Linda K. Church	800.77
00933	Russell P. Hanna	757.79
00934	Mark K. Murphy	581.83
00935	Nellie B. Radcliff	737.54

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
SEPTEMBER 20, 2002 - OCTOBER 17, 2002

1. Form letter from Terry Thomas, Chief, PMBS Volunteer Fire Department, stating the number of gallons of water used in September for fire fighting and for training purposes.
2. Copy of the *Public Water Systems Regulations, Effective July 1, 2002*, published by the West Virginia Department of Health and Human Resources, Bureau For Public Health, Office of Environmental Health Services, Charleston, West Virginia.
3. *West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER*, a publication of the West Virginia Rural Water Association, dated October 2002, Volume 6, Issue 10.
4. Notice from the WV Environmental Training Center in cooperation with the WV Bureau for Public Health and OTCO containing registration forms for training classes entitled "Drinking Water Security for Small Communities" and "Certified Backflow Prevention Device Tester Training".
5. *THE PIPELINE*, a publication of the National Association of Pipe Fabricators, Inc. dated Summer 2002, Volume 25, Issue 2.
6. The *Zande* Letter, a publication of R. D. Zande Associates, an engineering firm, dated October 2002.
7. Letter received on September 26, 2002, from the West Virginia Department of Health and Human Resources, Bureau for Public Health, Office of Environmental Health Services, Environmental Engineering Division, relative to the process Class ID operators must follow to transition to Class IPWS operators per PWS operator regulations that became effective on July 1, 2002.
8. Letter dated September 19, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., relative to the status of easements for contract 2 of the Stephens Fork, Sycamore Run, Limestone Ridge Water Project.
9. Copy of a letter dated September 19, 2002, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Greg Zuk, Director of Operations, Cerrone Associates, Inc., containing seven copies of the following documents for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project: Public Lands Streams Access Permit, WV Division of Culture & History Clearance, Approved Sedimentation Control Plane (NPDES Permit), WV DOH Highway Access Permit (unexecuted) Forms MM109 & BF125, and Bid Tabs showing recent bid prices of similar waterline items.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
OCTOBER 17, 2002
PAGE 2

10. Letter dated September 20, 2002, to Charles M. Stewart from Virginia McDonald, Rural Development Specialist, Rural Utilities Service, approving a payment in the amount of \$21,450.86 to the U. S. Department of Agriculture from the District's Water Improvement Construction Account.
11. Fax dated September 23, 2002, from Wood County PSD's stating that the regular monthly meeting of the association will be held on September 25, 2002, at 12 noon at Claywood Park PSD Office.
12. Copy of a letter dated September 23, 2002, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing District Check No. 1093 in the amount of \$21,520.86 from the Water Improvement Construction Account as approved by letter dated September 20, 2002.
13. Copy of a letter dated September 23, 2002, to Moody's NRMSIR Public Finance Information Center from Margaret Batten enclosing a copy of the District's annual audit report for FY2002.
14. Copy of a letter dated September 23, 2002, to The Bond Buyer from Margaret Batten enclosing a copy of the District's annual audit report for FY2002.
15. Copy of a letter dated September 23, 2002, to Disclosure, Inc. from Margaret Batten enclosing a copy of the District's annual audit report for FY2002.
16. Copy of a letter dated September 23, 2002, to Kenny Information Systems, Inc. from Margaret Batten enclosing a copy of the District's annual audit report for FY 2002.
17. Copy of a letter dated September 23, 2002, to Bloomberg Municipal Repository from Margaret Batten enclosing a copy of the District's annual audit report for FY2002.
18. Copy of a letter dated September 23, 2002, to Virginia McDonald, Rural Utilities Services, from Margaret Batten enclosing a copy of the District's annual audit report for FY 2002 and a copy of the Data Collection Form for Reporting Audits of States, Local Governments, and Non-Profit Organizations.
19. Copy of a letter dated September 23, 2002, to Diane Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the District's annual audit report for FY 2002.
20. Copy of a letter dated September 23, 2002, to Mary Rader, Wood County Commission, from

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
OCTOBER 17, 2002
PAGE 3

Margaret Batten enclosing a copy of the Minutes of the Regular Board Meeting held on August 15, 2002, and a copy of the District's annual audit report for FY 2002.

21. Copy of a certified letter dated September 23, 2002, to Carrie L. Grimm, State Revolving Fund Program, WV Division of Environmental Protection, from Margaret Batten enclosing a copy of the District's annual audit report for FY 2002.
22. Copy of a certified letter dated September 23, 2002, to Daniel Yonkosky, Director, State of West Virginia Water Development Authority, from Margaret Batten enclosing a copy of the District's annual audit report for FY 2002.
23. Copy of a certified letter dated September 23, 2002, to David Jarrett, Utilities Division, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of the District's annual audit report for FY 2002 and the District's annual Public Service Commission Reports for water and sewer for FY 2002.
24. Copy of a certified letter dated September 23, 2002, to the West Virginia State Tax Department from Margaret Batten enclosing a copy of the District's annual audit report for FY 2002.
25. A memorandum dated September 24, 2002, to Payroll Clerks from Kim Long, WV Consolidated Public Retirement Board, enclosing the latest version of the CPRB Laws and Rules.
26. Letter dated September 24, 2002, to Shayne Brabham from Dave Fueg, Assistant Engineer, Cerrone Associates, Inc., enclosing two color copies of a graph for Bosley Trailer Court sewage flow data versus the rainfall data from the Wood County Airport.
27. Copy of a letter dated September 25, 2002, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, enclosing copies of the recorded right-of-way easements that the District has obtained for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
28. Correspondence Instructions dated September 25, 2002, to the Wood County Clerk from Margaret Batten enclosing a right-of-way easement signed by Beaura R. Pahl and June Pahl to be recorded.
29. Fax dated September 26, 2002, to Delane, Package Systems, from Shayne Brabham containing information necessary for calibrating the instrumentation in the Cracker Barrel and Comfort Suites Lift Stations.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
OCTOBER 17, 2002
PAGE 4

30. Copy of a letter dated September 26, 2002, to Raymond Fordyce from Margaret Batten enclosing a copy of the recorded right-of-way easement between him and Lucille Lockhart for his water service line.
31. Fax from Miss Utility of West Virginia dated September 27, 2002, containing a new fax form to be used for all future location requests.
32. Memorandum dated September 27, 2002, from Mike McNulty, Executive Director, West Virginia Rural Water Association, to Voting Members enclosing the results of the recent salary survey of its membership.
33. Copy of a letter dated September 30, 2002, to John D. Perdue, Office of State Treasurer, Unclaimed Property Division, from Margaret Batten enclosing the District's "Unclaimed Property Report Form UP-8-7" and "UP-8-8" for FY 2002 and District check no. 27122 in the amount of \$43.38--the grand total of unclaimed property for the time period.
34. Letter dated September 30, 2002, to Charles M. Stewart from Virginia McDonald, Rural Utilities Service, stating that Addendum Number 1 to the Agreement for Engineering Services dated March 16, 2000, for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project is acceptable to Rural Utilities Service.
35. Copy of a letter dated September 30, 2002, to Michael Johnson from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission of West Virginia, enclosing his water utility payment and check in the amount of \$105.99 with instructions to mail it to the Mineral Wells Public Service District.
36. Completed Form WEO-EMPL-LETT1 from the Bureau For Child Support Enforcement enclosing District checks in the amounts of \$63.39 and \$31.96 for the children of Mark Murphy for the period of time from September 16, 2002, to September 30, 2002.
37. Copy of a letter dated September 30, 2002, to Leonard Broadwater, Parkersburg Realty Company, from R. Shayne Brabham stating that the District currently provides sanitary sewer to the Oakdale Stables, Lucky Matheny Property at 108 Oakdale Avenue.
38. Fax dated October 1, 2002, to Leonard Broadwater, Parkersburg Realty Co., from R. Shayne Brabham, containing a copy of Mr. Brabham's letter dated September 30, 2002, relative to the District providing sanitary sewer service to the Oakdale Stables, Lucky Matheny Property at 108 Oakdale Avenue.
39. Fax dated October 1, 2002, to Bill Byers, Wastewater Plant Operator, from Manning E.

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
OCTOBER 17, 2002
PAGE 5**

Frymier, P.E., Cerrone Associates, Inc., containing information about K&N Filter Dimension Search in Inches for the waste water plant dechlorination.

40. Copy of a letter dated October 3, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from R. Shayne Brabham enclosing a list of easements still needed for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project along with the problem preventing the procurement of each one.
41. Fax dated October 3, 2002, to Greg, RCDI, from Margaret enclosing a printout of Carmitta Chandler's sewer bill for her former residence at Pettyville Garden Apartments.
42. Fax dated October 3, 2002, to Shayne Brabham from Dominick P. Cerrone, P.E., Cerrone Associates, Inc., enclosing an easement schedule for the I-77 Rest Area Sewer Extension Project.
43. Copy of a letter dated October 3, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Agreement by and between the Mineral Wells Public Service District and the Claywood Public Service District.
44. Copy of a letter dated October 3, 2002, to Mrs. Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, enclosing a copy of the Agreement by and between the Mineral Wells Public Service District and the Claywood Public Service District.
45. Copy of a letter dated October 3, 2002, to Pat Minnite, Minnite Developers, L.L.C., from Margaret Batten enclosing a right-of-way easement for the relocation of the District's waterlines.
46. Copy of a letter dated October 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 September.
47. Memorandum dated October 3, 2002, to Participating PERS Agencies from J. Michael Adkins and Terasa Robertson, Acting Co-Executive Directors, stating that effective July 3, 2002, that the employers share of the retirement will increase from 9.5% to 10.5 %.
48. Fax dated October 4, 2002, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the water income statement for the first quarter of fiscal year 2003.
49. Fax dated October 4, 2002, to Shayne Brabham from Manning Frymier, Cerrone Associates,

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
OCTOBER 17, 2002
PAGE 6

Inc., containing copies of two letters from Joanna Wilson, Senior Archeologist, West Virginia Division of Culture and History; one address to Mr. James M. Bradley, Jr., Bradley & Albright, PLLC, and the other addressed to Mr. Manning Frymier, P.E., Cerrone Associates, Inc., relative to historical significance of the proposed tank site for the Windy Ridge Water Tank.

50. Copy of a letter dated October 4, 2002, to Mrs. Lucille Lockhart from Margaret Batten enclosing a copy of the right-of-way easement between her and Raymond Fordyce for his water service line.
51. Copy of correspondence instructions dated October 7, 2002, to the Wood County Clerk's Office from Margaret Batten enclosing two right-of-way easements signed by David and Sharon Chambers to be recorded and returned.
52. Fax dated October 7, 2002, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a schedule for flushing the District's water system beginning on Monday, October 14, 2002, to be published in the first available issue of the newspaper.
53. Fax dated October 7, 2002, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a schedule for flushing the District's water system beginning on Monday, October 14, 2002, to be published in the first available issue of the newspaper.
54. Copy of a letter dated October 8, 2002, to Elbert Morton, P.E., WV Division of Environmental Protection, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of the plans, specifications, and final engineering report for the STP Dechlorination and Dover Drive Sewer Repair Project.
55. Fax dated October 9, 2002, to Michelle, Action Answering Service, from Shayne Brabham enclosing a completed Customer Fact Sheet.
56. Copy of correspondence instructions dated October 9, 2002, to the Wood County Clerk from Margaret Batten enclosing a right-of-way easement signed by Pat Minnite, Minnite Developers, L.L.C., to be recorded and returned.
57. Copy of a letter dated October 9, 2002, to Ms. Teresa Shaffer, Office of State Treasurer, Unclaimed Property Division, enclosing a corrected "Unclaimed Property Report Form UP-8-7" and "UP-8-8".
58. Copy of a letter dated October 10, 2002, to the West Virginia Bureau for Public Health, Office of Environmental Health Services/EED, Regulatory Development and Compliance

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
OCTOBER 17, 2002
PAGE 7

Unit, from Linda K. Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of September for the District's wastewater treatment plant.

59. Copy of a letter dated October 10, 2002, to David Weekley, Department of Natural Resources, Parkersburg, West Virginia, from Linda Church enclosing a copy of the WV National Pollutant 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 September for the District's wastewater treatment plant.
60. Copy of a letter dated October 10, 2002, to Municipal Branch, Office of Water Resources (DNR) from Linda Church enclosing a copy of the WV National Pollutant 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 September for the District's wastewater treatment plant.
61. Copy of a letter dated October 10, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the WV National Pollutant Elimination System Discharge Monitoring Report (WRD 2A-82), a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59), and a copy of wastewater treatment plant data prepared by William Byers for the month of September.
62. Fax dated October 10, 2002, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice and an agenda for the October 17, 2002, Board Meeting to be published in the next available issue of the newspaper.
63. Fax dated October 10, 2002, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice and an agenda for the October 17, 2002, Board Meeting to be published in the next available issue of the newspaper.
64. Fax dated October 10, 2002, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing copies of recorded rights-of-way easements that have been collected to date for the Sycamore Run, Stephens Fork and Limestone Ridge Water Extension Project.
65. Copy of a certified letter dated October 10, 2002, to Kevin Holbert from Charles Stewart relative to the delinquent water bill for his tenant, Mary Pickens Thomas. (first notice)

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
OCTOBER 17, 2002
PAGE 8

66. Copy of a certified letter dated October 10, 2002, to DELSON, INC. from Charles Stewart containing a final notice for the delinquent water and sewer bill for their tenant, Chris Wigal.
67. Copy of a certified letter dated October 10, 2002, to Jessie Canterbury from Charles Stewart containing a final notice for the delinquent sewer bill for his tenant, Steve Bishop.
68. Fax dated October 10, 2002, to Shayne Brabham from Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, containing a right-of-way easement for a sewer line through property owned by Fred E. Jones and Barbara Y Jones.
69. Copy of a letter dated October 11, 2002, to Mr. & Mrs. David Chambers from Margaret Batten enclosing a copies of the two rights-of-way easements for a water line for their son, Matthew Chambers.
70. Copy of a letter dated October 11, 2002, to Matthew Chambers from Margaret Batten enclosing copies of the two rights-of-way easements signed by his parents, David and Sharon Chambers, for a water line to serve his new home.
71. Letter dated October 11, 2002, to Charles Stewart from George E. Blum, Director of Finance & Administration, Cerrone Associates, Inc. relative to the necessity of raising the proposed rates for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project from 8.5% to 9.6%.
72. Memo dated October 11, 2002, to Bill Byers from Herb Vaughn, C. I. Thornburg Co., Inc., enclosing a calibration sticker for the effluent flowmeter at the District's wastewater treatment plant dated October 8, 2002.
73. Facsimile dated October 14, 2002, to Shayne Brabham from Vincent J.D. Shaw, Cerrone Associates, Inc., enclosing an updated easement schedule for Contract 1 of the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
74. Department of Health and Human Resources, Bureau For Child Support Enforcement, dated October 15, 2002, for the children of Mark K. Murphy for pay period October 1 - October 15, 2002.
75. Facsimile dated October 15, 2002, to Shayne Brabham from Vincent J. D. Shaw, Cerrone Associates, Inc., containing an updated easement schedule for Contract 1 of the Sycamore Run, Stephens Fork, Limestone Ridge Water Project showing changes in easement nos. 1-04-01 and 1-04-02.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
OCTOBER 17, 2002
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76. Letter dated October 15, 2002, to Shayne Brabham from Vincent J. D. Shaw, Cerrone Associates, Inc., enclosing copy of Drawings 1-02 thru 1-05, 1-15, and 1-15A for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project showing the I-77 right-of-way highlighted.
77. Copy of a letter dated October 15, 2002, to the WV Municipal Bond Commission enclosing District sewer check no. 28969 in the amount of \$16,852.82 as payment for sewer bond accounts and District water check no. 27157 in the amount of \$1,592.00 for a District's water bond payment.
78. Copy of a letter dated October 15, 2002, to Mrs. Denise Carney from Linda K. Church enclosing one copy each of all executed documents for the Patriot Pointe Subdivision, Phase II, water extension project.
79. Fax dated October 15, 2002, to Shayne Brabham from Vincent J. D. Shaw, Cerrone Associates, Inc., stating that Easement No. 2-06-05 has been deleted from Contract 2 of the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
80. Copy of a letter dated October 16, 2002, to Mr. Jamie Six, Clerk of Wood County, from Linda Church enclosing a right-of-way easement signed by Kenneth and Denise Carney to be recorded and returned.
81. Copy of a letter dated October 16, 2002, to the West Virginia Water Development Authority from Linda Church for Margaret Batten stating that deposits in the amounts of \$5,688.40—Revenue Fund and \$568.82—Reserve Fund were made to the West Virginia Municipal Bond Commission on October 15, 2002, for MWPSD Sewage System Revenue Bonds, Series 1995.
82. Fax dated October 16, 2002, to Jack Stewart from Nellie Radcliff enclosing a copy of Rule 16-13A-9 of the Public Service Commission of West Virginia relative to landlords being responsible for the unpaid water and sewer bills of their tenants.
83. Fax dated October 16, 2002, to Shayne from Julia, Lubeck Public Service District, enclosing a copy of Lubeck Public Service District's Schedule of Water Rates.
84. Fax dated October 16, 2002, from Central Boaz Public Service District containing a copy of its Schedule of Water Rates.
85. Fax dated October 16, 2002, to Shayne from Margie McCollum, Claywood Park PSD, enclosing one copy each of her District's three Water Rate Schedules.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
OCTOBER 17, 2002
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86. Fax dated October 16, 2002, to Shayne from Pauline, Union Williams Public Service District, enclosing a copy of her District's Schedule of Water Rates.
87. Fax dated October 17, 2002, from the City of Williamstown containing a copy of the City's Schedule of Water Rates.
88. Fax dated October 17, 2002, from Business Systems & Services, Inc., containing a copy of an invoice dated August 14, 2002, for the repair of the District's Okidata 395 Printer.
89. Copy of the Minutes of Miss Utility of West Virginia Annual Meeting, Canaan Valley, WV, July 26, 2002, and a copy of the Minutes of Miss Utility of West Virginia Quarterly Meeting, Canaan Valley, WV, July 26, 2002. Received October 17, 2002.
90. Fax dated October 17, 2002, to Shayne Brabham from Carrie Grimm, State Revolving Loan Fund, West Virginia Department of Environmental Protection, containing an Administrative Pre-Bid Checklist for the wastewater treatment plant dechlorination project and the sewer main replacement at 215 Dover Drive.
91. Fax received on October 17, 2002, dated October 14, 2002, from Bob Love, Trombold Equipment Co., containing a New Environmental One Parts List Effective October 1, 2002.