

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, NOVEMBER 21, 2002, IN THE
DISTRICT'S OFFICE LOCATED AT MINERAL
WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:30 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; R. Shayne Brabham, Operations Manager; W. Byers, Operations Technician; and Ajay Patel, Owner of Microtel Inn, were present.

The first order of business discussed was late charge on Mr. Patel's water bill for the Microtel Inn. The District received and posted Mr. Patel's payment on October 15, 2002, five days after the penalty date. Mr. Patel did not feel that the District should make him pay a late fee since he had never been late paying his bill. The Board explained that the rules and guidelines for the District is set by the Public Service Commission in Charleston, and that the District has no choice but to charge him a late fee when his bill was in fact late. Mr. Patel asked for the phone number for the Public Service Commission in Charleston and Mrs. Batten, Office Manager gave it to him. He excused himself from the rest of the meeting.

Mr. Lett made a motion to approve the October 17, 2002, Board Minutes as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Lett made a motion that the Minutes of November 5, 2002, Special Board Meeting be approved as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

The Board discussed the revised Sewer Rule 42 for the Waste Water Treatment Plant and Dover Drive Project. Mr. Radabaugh made a motion to accept the revised Rule 42 as presented. Mr. Lett seconded the motion. The motion passed unanimously.

The Board discussed the revised Water Rule 42 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project. Mr. Radabaugh made a motion to accept the revised Rule 42 as presented. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion that Mr. Stewart, Chairman, be authorized to sign the proposed Addendum # 1 to our Agreement for Engineering Services with Cerrone Associates for the I-77 Rest Area Sewer Project upon receipt of the original copy. The Addendum authorizes Cerrone Associates, Inc., to obtain the necessary Right-of-way easements at a rate of \$100.00 each, for an estimated total fee of \$1000.00. The District will bill the Department of Highway for reimbursement of the cost of the easements. Mr. Lett seconded the motion. The motion passed unanimously.

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MINUTES - NOVEMBER 21, 2002
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Mr. Radabaugh made a motion that Mr. Stewart be authorized to sign the License Agreement between Public Land Corporation and the district for the I-77 Rest Area Project. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the agreement.

Mr. Radabaugh made a motion authorizing Mrs. Batten to give each of the employees a one time temporary pay increase of \$50.00 on the December 15, 2002, payroll. He wants the net check to be \$50.00 after deductions. Mr. Lett seconded the motion. The motion passed unanimously.

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

1. Financial Statement dated October 31, 2002, for All Finances of the District (copy attached).
2. Financial Statement dated October 31, 2002, for Water Revenue Fund Checking Account Fund (copy attached).
3. Financial Statement dated October 31, 2002, for Sewer Revenue Fund Checking Account Fund (copy attached).
4. Check numbers 27201 thru 27334 written between October 18, 2002, and November 20, 2002 on the Water Revenue Fund Checking Account (copy attached).
5. Check numbers 27335 thru 27349 written today, November 21, 2002, on the Water Revenue Fund Checking Account (copy attached). ***NOTE: Check numbers 27230 thru 27300 are missing. We did not receive them from the printers when we ordered checks the last time. Apparently the checks were misnumbered by mistake.***
6. Check numbers 28997 thru 29053 written on the Sewer Revenue Fund Checking Account between October 17, 2002 and November 20, 2002 (copy attached).
7. Check numbers 29054 thru 29071 written today, November 21, 2002, on the Sewer Revenue Fund Checking Account (copy attached).
8. Payroll check number 00936 thru 00951 written since the October 17, 2002, Board Meeting on the Sewer Revenue Fund Checking Account (copy attached).

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

The following letters were reviewed for discussion.

Letter 35 - Copy of a letter dated October 30, 2002, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Steven R. Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, containing six copies of the Revised Rule 42 for the District's Case No. 02-1050-PWD-CN.

Letter 36 - A Letter dated October 30, 2002, to Shayne Brabham from Dave Fueg, Cerrone Associates, Inc., enclosing two copies of the License Agreement between the Public Land Corporation and the District for the I-77 Rest Area Sewer Extension Project.

Letter 40 - Letter dated October 31, 2002, to Tier Two Reporting Entities from Stephen S. Kappa, Chairman, WV State Emergency Response Commission, relative to utilizing a program developed by Arizona EMA for Tier Two compliance.

Letter 53 - Letter dated November 11, 2002, to Margaret Batten from Harman, Thompson, Mallory & Ice, Certified Public Accountants, requesting permission to use the District as a reference in answering the Standing Solicitation to be included on the U.S. General Services Administration (GSA) Federal Supply Service Schedule. The Board agreed that it would be O.K. for the District to be used as a reference.

Letter 56 - Fax dated November 13, 2002, to Margaret from Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, containing a copy of the Notice of Hearing to be held on December 3, 2002, in the Council Chambers, Parkersburg Municipal Building, for the Certificate of Convenience and Necessity for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

Letter 77 - Copy of a letter dated November 19, 2002, to James C. Weimer, Engineer I, Public Service Commission of West Virginia, from Dave Fueg, Cerrone Associates, Inc., stating that four fire hydrants found to be unable to support fire flow planned for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project have been eliminated from the drawings.

Letter 79 - Facsimile dated November 19, 2002, to Shayne Brabham from George E. Blum, Cerrone Associates, Inc., containing a copy of Mr. Blum's letter dated November 19, 2002, and a copy of proposed Addendum # 1 to the Agreement for Engineering Services for the I-77 Rest Area Sewer Project.

Following the discussion of the above letters, Mrs. Batten informed the Board that Mr. James

MINERAL WELLS PUBLIC SERVICE DISTRICT
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Ice, Harmon Thompson Mallory & Ice, AC CPA would like a meeting with the Board members to discuss the Water Purchasing Agreement between the District and Claywood Public Service District. Mrs. Batten is to set up a meeting.

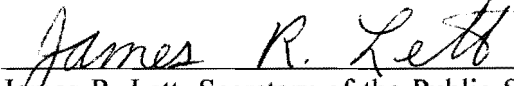
Mr. Brabham reported on the following items.

1. On the Sycamore, Stephens Fork, Limestone Ridge Water Project, Dave Fueg, Cerrone Associates, Inc., informed Mr. Brabham that the fire hydrants had been eliminated, due to low pressure. The District has 80% of the easements signed on the project, but still waiting for the Jackson County easements.
2. Bosley Construction Company received the bid for relocation the utilities along State Route 14. The construction is getting close the Mineral Wells Hill Water Storage Tanks and Mr. Brabham thinks the District should put a fence around it. Mr. Radabaugh made a motion that Mr. Brabham receive bids for installing a fence around the site. Mr. Lett seconded the motion. The motion passed unanimously.
3. The Vulnerability Study that Mr. James Wright conducted went quite well. There were a few items that he suggested that the District might want to install to help deter vandalism. One suggestion was that it would be a good idea to install solar motion lights at the tank sites, and to remove the bottoms of the ladders that extend down the side of the tanks. Another suggestion was that the District should develop a disaster plan.

All business having been discussed, Mr. Lett made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart adjourned the meeting at 6:30 p.m.

CERTIFICATION

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



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

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

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$24,623.07	
Sewer Revenue Fund Checking Account		
WesBanco Bank	<u>1,487.10</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 26,110.17

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$10,897.53	
Revenue Reserve Account		
WesBanco Bank	29,024.18	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	12,841.54	
Revenue Reserve Account-Rockport		
WesBanco Bank	2,348.11	
Depreciation Reserve Account-Rockport		
WesBanco Bank	2,348.09	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	7,057.43	
Depreciation Reserve Account-Water Improvement		
WesBanco	7,059.30	
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>19,432.56</u>	
TOTAL IN WATER ACCOUNTS:		\$137,849.87

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$70,559.42	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	22,976.56	
Security Deposit Account		
WesBanco Bank	<u>16,505.76</u>	
TOTAL IN SEWER ACCOUNTS:		\$110,041.74
TOTAL ALL FINANCES, NOVEMBER 30, 2002		\$270,001.78

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

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

\$31,728.47

RECEIPTS:

Water Sales	\$47,498.95
Tap Fees	2,700.00
Water Buffalo Sales	449.25
Security Deposit Refunds	968.02
Reconnection Fees	80.00
Cutlip-Warner (Materials Purchased	18.56
Lee Ann Deem Payment on Check	<u>200.00</u>

TOTAL RECEIPTS:

\$51,914.78

CASH AVAILABLE:

\$83,643.25

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	2,663.73
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	334.00
WesBanco Bank-Parkersburg	1,004.00
WesBanco Bank-Parkersburg	314.00
WV Department of Tax & Revenue	502.30
WV Public Employees Retirement System	1,327.61
Salaries	5,992.35
Commissioner's Salaries	300.00
WV Public Employees Insurance Agency	1,229.01
Bureau of Child Support	113.68
AZ Commercial	5.97
Cutlip-Warner Development Co.	2,522.28
Miss Utility of West Virginia	22.12
Water Environmental Testing	54.00
Wirt County Clerk	54.00
U. S. Postal Service	132.46
Michael A. Miller	50.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT-WATER-NOVEMBER 30, 2002
 PAGE 2**

AT&T-State Calling Service	21.52
ADT Security Services	15.49
Bosley Rental & Supply Inc.	14.97
BP Credit Card Center	301.97
Conner Cleaning Service	109.00
W. W. Grainger, Inc.	29.16
Interstate Home Sales, Inc.	20.45
Ohio Valley Muffler & Brake	9.47
Torchie Payne	2.12
State Electric Supply Co., Inc.	30.56
Cardholder Services	17.85
Verizon	111.00
Appalachian Software, Inc.	1,382.50
Tim Ayers	50.51
Ted Breiding	51.77
Charles & Tina Bibbee	52.75
Dominion Hope	72.57
Lynda J. Duncan	50.44
Jason & Leann Dent	50.53
Hardman Supply Company	23.27
Gary & Sharon Lockney	50.44
Jason C. & Dea Osborne	51.23
Parkersburg Office Supply	49.66
Cintas	96.76
Scanton Service Group	79.59
Gary Snyder	50.77
Timothy M. Stricker	50.84
ABB Automation, Inc.	265.08
Alltel	10.90
Business Software, Inc.	450.00
Claywood Park PSD	12,475.00
Haul Away Trash, L. L. C.	15.00
Miller Communications	165.00
C. I. Thornburg	5,289.32
Westco Internet	9.25
Mineral Wells PSD	435.93
Hach Company	<u>117.00</u>

EXPENDITURES:

\$59,020.18

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,
 NOVEMBER 30, 2002**

\$24,623.07

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

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

\$11,493.09

RECEIPTS:

Sewer Sales	\$ 39,835.87
Security Deposit Refunds	<u>712.45</u>

TOTAL RECEIPTS:

\$40,548.32

CASH AVAILABLE:

\$52,041.41

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,157.12
WesBanco Bank-Parkersburg	2,458.69
Salaries	5,580.56
Commissioners' Salaries	300.00
WV Public Employees Insurance Agency	1,134.47
WV Public Employees Retirement System	1,227.68
WV Dept. of Tax & Revenue	479.70
Bureau for Child Support	77.02
AZ Commercial	5.97
D. R. Cummings, Inc.	197.76
Cutlip-Warner Development Co.	193.48
Discount Industrial Supply Corporation	219.27
Gene's Septic Tanking Cleaning	480.00
Miss Utility of WV Inc.	22.13
Tesa Company, Inc.	16.73
WWT Electric	2,238.26
Water Environmental Testing	195.00
U. S. Postal Service	132.46
Michael A. Miller	50.00
Allegheny Power	1,163.33
AT&T - State Calling Service	21.51
ADT Security Services	15.50
Bosley Rental & Supply, Inc.	14.98
BP Credit Card Center	301.96
Conner Cleaning Service	179.00

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

Judy S. Hartshorn	\$ 2,113.02
W. W. Grainger, Inc.	29.16
Interstate Home Sales, Inc.	33.88
Ohio Valley Muffler & Brake	9.48
Torchie Payne	9.98
State Electric Supply Company, Inc.	30.56
Tombold Equipment Co., Inc.	6,485.53
Cardholder Services	17.86
Verizon	494.28
Appalachian Software, Inc.	1,382.50
Allegheny Power Company	2,422.12
Tim Ayers	50.51
Dominion Hope	72.56
Lynda J. Duncan	50.44
Hardman Supply Company	85.41
Gary & Sharon Lockney	50.44
Jason & Dea Osborne	51.23
Parkersburg Office Supply	49.66
Cintas	96.76
Scantron Service Group	79.58
Gary Snyder	50.77
Timothy M. Stricker	50.84
ABB Automation, Inc.	550.07
Alltel	10.90
Business Software, Inc.	450.00
Fasteners & Supply Inc.	26.00
Haul Away Trash, L. L. C.	15.00
C. I. Thornburg	520.36
Westco Internet	9.25
Mineral Wells PSD	314.12
Hach Company	<u>226.94</u>

TOTAL EXPENDITURES:

\$50,554.31

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

\$ 1,487.10

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 21, 2002**

CHECKS WRITTEN BETWEEN OCTOBER 18, 2002, AND NOVEMBER 20, 2002

CHECK NO. 27201	Cutlip-Warner Development Co.	\$ 4,695.91
27202	Mineral Wells PSD	50.68
27203	Allegheny Power	541.07
27204	Dominion Hope	37.07
27205	Lyle Dowler	50.53
27206	W. W. Grainger, Inc.	3.80
27207	Jerome Goetsch	51.65
27208	Hardman Supply Company	153.08
27209	Haul Away Trash L.L.C.	100.90
27210	Judy S. Hartshorn	100.90
27211	Kenneth & Natalie Hunt	20.88
27212	Mineral Wells PSD	127.39
27213	Mineral Wells PSD	4,169.66
27214	Parkersburg Office Supply	66.23
27215	Heath Kidder	1,089.90
27216	Rural Development Admn.	2,112.00
27217	Cintas	143.45
27218	Sheryl Robinson	14.76
27219	Tesa Company Inc.	12.36
27220	USDA-Rural Development	3,140.00
27221	Mike Umensetter	50.45
27222	WV Water & Waste Supply	103.20
27223	WesBanco Bank-Parkersburg	1,814.02
27224	WV Dept. of Tax & Revenue	549.15
27225	WV Public Employees Retirement	1,488.75
27226	Westfield Insurance Companies	1,774.47
27227	WesBanco-Water Res-Sams-CV	314.00
27228	Ryan & Jennifer Ward	50.78
27229	Void	
27301	Sissler-Phelps Building Supply	50.44
27302	Heather White	50.91
27303	Alltel	10.90
27304	Claywood Park PSD	12,580.98
27305	Fasteners & Supply Inc.	40.25
27306	State Electric Supply Co. Inc.	40.64
27307	Westfield Insurance Companies	2.00
27308	Westco Internet	9.25
27309	Bureau For Child Support	93.30

**MINERAL WELLS PSD
WATER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 21, 2002
PAGE 2**

**CHECKS WRITTEN BETWEEN OCTOBER 18, 2002, AND NOVEMBER 20, 2002
(Continued)**

CHECK NO. 27310	AT&T Wireless	\$ 30.07
27311	Daugherty Supply Co. Inc.	36.61
27312	Mineral Wells PSD	50.24
27313	Miller Communications	15.00
27314	C. I. Thornburg	1,603.17
27315	AZ Commercial	5.97
27316	Bureau For Child Support	57.00
27317	Cutlip-Warner Development Co.	2,522.28
27318	Miss Utility of WV Inc.	22.12
27319	Municipal Bond Commission	1,592.00
27320	Mineral Wells PSD	3,174.87
27321	USDA-Rural Development	3,325.00
27322	USDA-Rural Development	10,040.00
27323	Water Environmental Testing	54.00
27324	WV Public Employees Ins Agency	1,229.01
27325	WesBanco Bank Parkersburg	110.00
27326	WesBanco Bank Parkersburg	1,435.62
27327	WesBanco Bank Parkersburg	167.00
27328	WesBanco Bank Parkersburg	167.00
27329	WesBanco Bank Parkersburg	502.00
27330	WesBanco Bank Parkersburg	502.00
27331	Wirt County Clerk	45.00
27332	Void	
27333	U S Postal Service	132.46
27334	Void	

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 27335	Michael A. Miller	\$ 50.00
27336	AT&T - State Calling Service	21.52
27337	ADT Security Services	15.49
27338	Bosley Rental & Supply Inc.	14.97
27339	BP Credit Card Center	301.97
27340	Conner Cleaning Service	109.00
27341	W. W. Grainger, Inc.	29.16
27342	Interstate Home Sales, Inc.	20.45

**MINERAL WELLS PSD
WATER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 21, 2002
PAGE 3**

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

CHECK NO. 27343 Mineral Wells PSD	\$ 381.00
27344 Ohio Valley Muffler & Brake	9.47
27345 Torchie Payne	2.12
27346 State Electric Supply Co., Inc.	30.56
27347 Cardholder Services	17.85
27348 Verizon	111.00
27349 Wirt County Clerk	9.00

****NOTE:** Check Nos. 27230 through 27300 are missing. We did not receive them from the printers when we ordered checks the last time. Apparently the checks were misnumbered by mistake.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 21, 2002**

CHECKS WRITTEN BETWEEN OCTOBER 18, 2002, AND NOVEMBER 21, 2002

CHECK NO. 28997	Cutlip-Warner Development Co.	\$ 1,715.00
28998	Mineral Wells PSD	393.00
28999	Allegheny Power	3,837.60
29000	Auto Fleet & Industrial Supply	311.52
29001	Cerrone Associates Inc.	6,200.00
29002	Danny's Lawn Service	300.00
29003	Dominion Hope	37.08
29004	W. W. Grainger, Inc.	3.80
29005	Jerome Goetsch	51.65
29006	Hardman Supply Company	41.52
29007	Haul Away Trash L.L.C.	15.00
29008	Judy S. Hartshorn	100.90
29009	Kenneth & Natalie Hunt	18.13
29010	James R. Lett	125.00
29011	Mineral Wells PSD	156.48
29012	Parkersburg Office Supply	66.25
29013	Roy L. Radabaugh	125.00
29014	Cintas	143.45
29015	Sheryl Robinson	17.54
29016	Charles M. Stewart	125.00
29017	Tesa Company Inc.	12.36
29018	Trombold Equipment Co. Inc.	508.57
29019	Mike Umensetter	50.45
29020	WesBanco Bank-Parkersburg	1,308.40
29021	WV Dept. of Tax & Revenue	517.85
29022	WV Public Employees Retirement	1,360.47
29023	Westfield Insurance Companies	2,487.94
29024	Ryan & Jennifer Ward	50.78
29025	Heather White	50.91
29026	Sissler-Phelps Building Supply	50.44
29027	Patricia Smith	50.55
29028	Alltel	10.90
29029	Fasteners & Supply Inc.	40.25
29030	State Electric Supply Co. Inc.	40.64
29031	Westfield Insurance Companies	2.00
29032	Westco Internet	9.25
29033	Bureau For Child Support	2.05
29034	AT&T Wireless Services	30.08
29035	Daugherty Supply Co. Inc.	11.25

**MINERAL WELLS PSD
SEWER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 21, 2002
PAGE 2**

**CHECKS WRITTEN BETWEEN OCTOBER 17, 2002, AND NOVEMBER 20, 2002
(Continued)**

CHECK NO. 29036	Mineral Wells PSD	\$ 50.24
29037	Miller Communications	15.00
29038	C I Thornburg	296.00
29039	AZ Commercial	5.97
29040	Bureau For Child Support	38.35
29041	D. R. Cummings, Inc.	197.76
29042	Cutlip-Warner Development Co.	193.48
29043	Discount Industrial Supply	219.27
29044	Gene's Septic Tank Cleaning	480.00
29045	Miss Utility of WV Inc.	22.13
29046	Municipal Bond Commission	16,852.52
29047	Tesa Company Inc.	16.73
29048	WWT Electric	986.42
29049	Water Environmental Testing	195.00
29050	WV Public Employees Ins Agency	1,134.47
29051	WesBanco Bank-Parkersburg	1,152.12
29052	WesBanco Bank-Parkersburg	1,278.00
29053	U. S. Postal Service	132.46

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 29054	Michael A. Miller	\$ 50.00
29055	Allegheny Power	1,163.33
29056	AT&T - State Calling Service	21.51
29057	ADT Security Services	15.50
29058	Bosley Rental & Supply Inc.	14.98
29059	BP Credit Card Center	301.96
29060	Conner Cleaning Service	179.00
29061	W. W. Grainger, Inc.	29.16
29062	Judy S. Hartshorn	2,113.02
29063	Interstate Home Sales, Inc.	33.88
29064	Mineral Wells PSD	259.19
29065	Ohio Valley Muffler & Brake	9.48
29066	Touchie Payne	9.98

**MINERAL WELLS PSD
SEWER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 21, 2002
PAGE 3**

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

CHECK NO. 29067	State Electric Supply Co., Inc.	\$ 30.56
29068	Trombold Equipment Co., Inc.	5,996.69
29069	Cardholder Services	17.86
29070	Verizon	494.28
29071	WWT Electric	1,251.84

PAYROLL CHECKS WRITTEN SINCE THE OCTOBER 17, 2002, BOARD MEETING

CHECK NO. 00936	Todd R. Anderson	\$ 673.84
00937	Margaret J. Batten	911.00
00938	Richard Shayne Brabham	1,036.75
00939	William H. Byers, Jr.	906.17
00940	Linda K. Church	869.03
00941	Russell P. Hanna	845.23
00942	Mark K. Murphy	781.27
00943	Nellie B. Radcliff	799.42
00944	Todd R. Anderson	578.47
00945	Margaret J. Batten	878.79
00946	Richard Shayne Brabham	928.74
00947	William H. Byers, Jr.	808.38
00948	Linda K. Church	800.78
00949	Russell P. Hanna	718.48
00950	Mark K. Murphy	632.92
00951	Nellie B. Radcliff	711.99

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE RECEIVED OR MAILED
OCTOBER 18, 2002, AND NOVEMBER 21, 2002**

1. Form letter from Terry 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.
2. ***West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER***, a publication of the West Virginia Rural Water Association, dated Nov. 6, 2002, Vol. 6, Issue 11.
3. ***WV Ethics Review Newsletter***, a publication containing a quarterly review of Advisory Opinions issued by the WV Ethics Commission.
4. ***etc Newslines***, a publication of the West Virginia Environmental Training Center, Cedar Lakes, Ripley, West Virginia, dated October 2002.
5. ***The PIPELINE, NEWS & VIEWS FROM THE WV Division of Environmental Protection, Dept. of Health and Human Resources and WV Public Service Commission***, dated September/October 2002.
6. Letter dated October 17, 2002, to Bill Byers from Dave Fueg, Cerrone Associates, Inc., requesting data about the District's existing water system so they can more accurately put together a hydraulic model of the system.
7. Letter dated October 18, 2002, from the West Virginia Bureau of Employment Programs containing the District's Loss Activity Statement (ELAS) for the Period July 1, 1999, through September 30, 2002.
8. Copy of a letter dated October 18, 2002, to Carrie Grimm, WV Department of Environmental Protection, from George Blum, Cerrone Associates, Inc., enclosing the following documents for the District's Dechlorination/Dover Drive Sewer Project: 1) Agreement for Engineering Services, 2) Cost/Price Summaries, 3) PSC Order approving waiver for Agreement.
9. Copy of a letter dated October 18, 2002, to Steven Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, from George Blum, Cerrone Associates, Inc., enclosing seven copies of the revised Rule 42 Exhibit for the District's Stephens Fork/Sycamore Run Water Project.
10. Copy of a letter dated October 18, 2002, to Mary Rader, Wood County Commission, from Margaret Batten enclosing one copy of the Minutes of the Regular Board Meeting held on Thursday, September 19, 2002.
11. Fax dated October 18, 2002, to Bill Byers from Dave Fueg, Cerrone Associates, Inc.,

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containing a copy of the water system demands currently in WaterCAD to be updated.

12. Memorandum dated October 18, 2002, to All FY2003 Priority List Applicants from Rosalie Brodersen, State Revolving Fund Program, stating that the City of Huntington (Hal Greer Blvd. Interceptor) has been added to the list.
13. Letter dated October 21, 2002, to Shayne Brabham from Jim Wright, Water Environmental Testing, enclosing a security vulnerability assessment report.
14. Copy of a letter dated October 21, 2002, to Rhonda Strong from R. Shayne Brabham stating that the District can supply water service to two proposed lots with a two inch water main that currently runs along her driveway.
15. Fax dated October 22, 2002, from the Wood County PSD's containing the agenda for the October 23, 2002, meeting to be held at Mineral Wells Public Service District's office.
16. Fax dated October 22, 2002, to George Blum, Cerrone Associates, Inc., from Margaret Batten stating that the total sewer dollars billed in FY 2002 was \$521,793.57.
17. Copy of a letter dated October 23, 2002, to Sandra M. Ray from Margaret Batten enclosing a right-of-way easement located on property in Tucker District, Wirt County, to be signed for the Sycamore Run/Stephens Fork/Limestone Ridge Water Project.
18. Copy of a letter dated October 23, 2002, to Katherine M. Wilson from Margaret Batten stating that she must stop by the office and pick up her NSF Check in the amount of \$73.94 for cash prior to 3 p.m. on October 29, 2002, in order to avoid an interruption in water service.
19. Fax dated October 23, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of Shayne Brabham's letter dated October 23, 2002, to Allyn Turner, Office of Water Resources, requesting a modification to the District's existing Schedule of Compliance Under Section B for its WV/NPDES Permit No. WV0081141.
20. Fax dated October 23, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of Shayne Brabham's letter dated October 23, 2002, to Allyn Turner, Office of Water Resources, requesting a modification to the District's existing Schedule of Compliance Under Section B for its WV/NPDES Permit No. WV0081141 with corrections in the text marked for change.
21. Letter dated October 23, 2002, to Allyn Turner, Office of Water Resources, from R. Shayne

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Brabham requesting a modification to the District's existing Schedule of Compliance Under Section B for its WV/NPDES Permit No. WV0081141.

22. Copy of a letter dated October 24, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter dated October 23, 2002, to Allyn Turner, Office of Water Resources, from R. Shayne Brabham requesting a modification to the District's existing Schedule of Compliance Under Section B for its WV/NPDES Permit No. WV0081141.
23. Copy of a letter dated October 24, 2002, to Peerless Block and Brick Company from Margaret Batten enclosing a completed credit application for the District.
24. Copy of a letter dated October 24, 2002, to Carrie Grimm, WV Department of Environmental Protection, Division of Water Resources, from George E. Blum, Cerrone Associates, Inc., containing a "Pre-Bid Administrative Checklist" for the District's Dechlorination/Dover Drive DEP No. C544373 Project.
25. Letter dated October 24, 2002, to Shayne Brabham from George E. Blum, Cerrone Associates, Inc., containing a draft copy of the Rule 42 Exhibit for the District's Dechlorination/Dover Drive Sewer Project.
26. Copy of a letter dated October 24, 2002, to Mrs. Dianne Wolfe, Bowles Rice McDavid Graff & Love, to George Blum, Cerrone Associates, Inc., containing a draft Form No. 13-NOTICE OF PRE-FILING and two copies of the Preliminary Engineering Report for the Dechlorination/Dover Drive Improvement Projects.
27. Copy of a letter dated October 24, 2002, to Steven Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, from Manning Frymier, P.E., Cerrone Associates, Inc., requesting that a Title of Opinion be done for the District's Dechlorination/Dover Drive Sewer Project and mailed to Carrie Grimm, WV Department of Environmental Protection.
28. Copy of a letter dated October 25, 2002, to Elbert Morton, P.E., WV Division of Environmental Protection, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing three copies of the plans, specifications, and final engineering report for the STP Dechlorination and Dover Drive Improvement Projects for approval.
29. Copy of a letter dated October 28, 2002, to Duane Ashcraft from Margaret Batten enclosing a copy of the Rules and Regulations for the Installation of Water Service Lines.
30. Copy of correspondence instructions dated October 29, 2002, to the Wood County Clerk

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from Margaret Batten enclosing a right-of-way easement signed by Fred and Barbara Jones to be recorded.

31. Letter dated October 29, 2002, to Charles Stewart from Allyn G. Turner, Director, stating that the plans and specifications for the WWTP Dechlorination Project and the Dover Drive Improvement Project have been approved.
32. Facsimile dated October 30, 2002, to Margaret Batten from George E. Blum, Cerrone Associates, Inc., containing copies of the important pages from the Rule 42 Exhibit which have been changed to reflect the wage and benefit increases and a 7½% rate increase for the Dechlorination/Dover Drive Sewer Project.
33. Fax dated October 30, 2002, to John Bosley, Jr. from Shayne Brabham containing a letter relative to the I-77/Route 14 Interchange Relocation Project.
34. Letter dated October 30, 2002, to Margaret from Kathy Wilson enclosing a check in the amount of \$73.94 to replace NSF Check No. 2588.
35. *** Copy of a letter dated October 30, 2002, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Steven R. Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, containing six copies of the Revised Rule 42 for District Case No. 02-1050-PWD-CN.
36. *** A letter dated October 30, 2002, to Shayne Brabham from Dave Fueg, Cerrone Associates, Inc., enclosing two copies of the License Agreement between the Public Land Corporation and the District for the I-77 Rest Area Sewer Extension Project.
37. Copy of a letter dated October 31, 2002, to the Workers' Compensation Division from Margaret Batten enclosing a corrected copy of the Report of Occupational Injury for Russell B. Hanna.
38. Fax dated October 31, 2002, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice and a copy of the agenda for the joint meeting of Public Service Boards of Claywood Park Public Service District and the Mineral Wells Public Service District to discuss the revision of the water purchase agreement.
39. Fax dated October 31, 2002, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice and a copy of the agenda for the joint meeting of the Public Service Board of Claywood Park Public Service District and the Mineral Wells Public Service District to discuss the revision of the water purchase agreement.

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40. *** Letter dated October 31, 2002, to Tier Two Reporting Entities from Stephen S. Kappa, Chairman WV State Emergency Response Commission, relative to utilizing a program developed by Arizona EMA for Tier Two compliance.
41. Copy of a letter dated November 4, 2002, to Mrs. Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the District's Monthly Operational Report and a copy of its Daily Water Purchase Tally for the month of October 2002.
42. Copy of a letter dated November 4, 2002, to Mr. and Mrs. Kenneth Carney from Margaret Batten enclosing the actual invoice for the six inch water main extension on Price Road – Patriot Pointe-Phase II.
43. Copy of a letter dated November 5, 2002, to Heath Kidder from Margaret Batten enclosing District Check No. 27215 as reimbursement for his water tap which was installed on his water line extension on Paddle Run Road under an Agreement signed on August 21, 2001.
44. Letter dated November 5, 2002, to the District from Dollie Pauley, Claims Representative 2, Workers' Compensation Division, relative to the injury report for Russell Hanna whose injury occurred on October 28, 2002.
45. Copy of a letter dated November 6, 2002, to James Ice, CPA, Harman Thompson Mallory & Ice, from Margaret Batten enclosing a copy of Claywood Park PSD's Public Service Commission Report for the year ending June 30, 2002.
46. Fax dated November 6, 2002, to Margaret from Donna, Claywood Park Public Service District, containing a copy of the minutes of the November 5, 2002, joint meeting of the Public Service Boards of Mineral Wells Public Service District and Claywood Park Public Service District held on November 5, 2002.
47. Fax dated November 7, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., stating that Elbert Morton, WV Division of Environmental Protection, confirmed that the plans and specifications have been approved for the WWTP Dechlorination and Dover Drive Sewer Repair Project and that the SRF loan money would be available when needed since they have an obligation to fund the project.
48. Fax dated November 7, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., relative to accelerating the construction of the Dover Drive Sewer Improvement Project.
49. Fax dated November 7, 2002, to Elbert Morton, P.E., WV Division of Environmental

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Protection, from Manning Frymier, P.E., Cerrone Associates, Inc., inquiring about the status update on the plan and specification approval for the WWTP Dechlorination and Dover Drive Sewer Repair Project and asking if the project has any money committed from the State Revolving Fund.

50. Letter dated November 7, 2002, to the District from the West Virginia Bureau of Employment Programs relative to Russell Hanna's claim with Workers' Compensation for his October 28, 2002, injury to his head and neck.
51. Copy of a letter dated November 7, 2002, to Mrs. Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from George E. Blum, Cerrone Associates, Inc., enclosing revised information concerning the District's proposed wastewater system improvements project for use in pre-filing with the Public Service Commission of West Virginia.
52. Copy of a letter dated November 8, 2002, to Ms. Carrie Grimm, WV Department of Environmental Protection, from George Blum, Cerrone Associates, Inc., enclosing a copy of the revised Rules 42 Exhibit for the District's Dechlorination/Dover Drive Sewer Project.
53. *** Letter dated November 11, 2002, to Margaret Batten from Harman, Thompson, Mallory & Ice, Certified Public Accountants, requesting permission to use the District as a reference in answering the Standing Solicitation to be included on the U. S. General Services Administration (GSA) Federal Supply Service Schedule.
54. Copy of a letter dated November 12, 2002, to the Wirt County Clerk enclosing District Check No. 27331 in the amount of \$45.00 and nine right-of-way easements to be recorded.
55. Copy of a letter dated November 12, 2002, to Mrs. Carl DeVaughn from Margaret Batten enclosing a right-of-way easement for a water line planned to be installed through his property in Tucker County with a request that the document be signed and returned.
56. *** Fax dated November 13, 2002, to Margaret from Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, containing a copy of the Notice of Hearing to be held on December 3, 2002, in the Council Chambers, Parkersburg Municipal Building, for the Certificate of Convenience and Necessity for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
57. Fax dated November 14, 2002, to Shayne Brabham from Dave Fueg, Cerrone Associates, Inc., enclosing a topo map relative to a high elevation service area near Chesterville Road.
58. Copy of a letter dated November 14, 2002, to Ms. Carrie Grimm, WV Department of

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Environmental Protection, from George E. Blum, Cerrone Associates, Inc., enclosing for review a copy of Addendum No. 1 to the Agreement for Engineering Services for the District's proposed WWTP Dechlorination/Dover Drive Sewer Project.

59. Facsimile dated November 14, 2002, to Shayne Brabham from George Blum, Cerrone Associates, Inc., containing a copy of Mr. Blum's letter dated November 14, 2002, to Ms. Grimm, WV Department of Environmental Protection, enclosing a copy of the proposed Addendum No. 1 for Engineering Services for the District's WWTP Dechlorination/Dover Drive Sewer Project.
60. Memo dated November 14, 2002, to All Benefit Coordinators from Tom Susman, Public Employees Insurance Agency enclosing posters for PEIA Pathways To Wellness, a new wellness campaign that addresses the hazardous practice of "super sizing" food portions.
61. Copy of a letter dated November 15, 2002, to D. Weekley, WV 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 October 2002 for the District's Wastewater Treatment Plant.
62. Copy of a letter dated November 15, 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 October 2002 for the District's Wastewater Treatment Plant.
63. Copy of a letter dated November 15, 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), a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59), and a copy of WWTP Data compiled by Bill Byers for the month of October 2002 for the District's Wastewater Treatment Plant.
64. Copy of a letter dated November 15, 2002, to Municipal Branch, Office of Water 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 October 2002 for the District's Wastewater Treatment Plant.
65. Form WEO-EMPL-LETT1 from the Department of Health and Human Resources, Bureau

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For Child Support Enforcement, for pay period November 1, 2002, to November 15, 2002, for Mark Murphy enclosing District Check No. 29040 in the amount of \$38.35 and District Check No. 27316 in the amount of \$57.00.

66. Fax dated November 15, 2002, to George Blum, Cerrone Associates, Inc., from Carrie Grimm, WV Department of Environmental Protection, stating that the Operation and Maintenance Manual addendum be added to the dechlorination portion of the WWTP Dechlorination/Dover Drive Sewer Project.
67. Letter from the United States Department of Commerce, Economics and Statistics Administration, U. S. Census Bureau, containing a 2002 Census of Governments, Survey of Local Government Finances, Form. This form was completed and returned on November 15, 2002.
68. Fax dated November 15, 2002, to Editor, **PARKERSBURG NEWS**, from Margaret Batten including a meeting and agenda notice for the November 21, 2002, Board Meeting to be published in the first available issue of the newspaper.
69. Fax dated November 15, 2002, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a meeting and agenda notice for the November 21, 2002, Board Meeting to be published in the first available issue of the newspaper.
70. Copy of a letter dated November 15, 2002, to Kimberly J. Cline to Margaret Batten relative to Ms. Cline's "NSF" check in the amount of \$74.91.
71. Copy of a letter dated November 15, 2002, to the WV Municipal Bond Commission from Margaret Batten enclosing check no. 29046 in the amount of \$16,852.52 for payments to the District's sewer bonds and check no. 27319 in the amount of \$1,592.00 for payment to the District's water bond # MIW-W-1-69-X-W0-06-69.
72. Copy of a letter dated November 15, 2002, to the West Virginia Water Development Authority from Margaret Batten stating that a payment in the amount of \$5,688.40 was made to the Revenue Fund and a payment in the amount of \$568.82 was made to the Reserve Fund for the District's Sewage System Revenue Bonds, Series 1995.
73. Fax dated November 19, 2002, from the Wood County PSD's stating that the November meeting of the Association will be held at 12 noon on November 20, 2002, at Union Williams Public Service District Office.
74. Fax dated November 19, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from

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Shayne Brabham containing a topo map of the Chesterville area marked with requested meter and house locations.

75. Fax dated November 19, 2002, to Stephen S. Kappa, WV State Emergency Response Commission, from Shayne Brabham enclosing Mr. Kappa's Memorandum dated October 31, 2002, relative to Tier Two Reporting marked YES for using the internet to comply with SARA Title III.
76. Fax dated November 19, 2002, to the District from Robert F. Knapp, Mid-Ohio Valley Health Department, Environmental Health Department, containing a copy of the Sewage Disposal System Permit for Ronald and Linda Collins.
77. *** Copy of a letter dated November 19, 2002, to James C. Weimer, Engineer I, Public Service Commission of West Virginia, from Dave Fueg, Cerrone Associates, Inc., stating that four fire hydrants found to be unable to support fire flow planned for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project have been eliminated from the drawings.
78. Fax copy of a letter dated November 19, 2002, to James C. Weimer, Engineer I, Public Service Commission of West Virginia, from Dave Fueg, Cerrone Associates, Inc., stating that four fire hydrants found to be unable to support fire flow planned for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project have been eliminated from the drawings.
79. *** Facsimile dated November 19, 2002, to Shayne Brabham from George E. Blum, Cerrone Associates, Inc., containing a copy of Mr. Blum's letter dated November 19, 2002, and a copy of proposed Addendum #1 to the Agreement for Engineering Services for the I-77 Rest Area Sewer Project.
80. Fax dated November 20, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of a letter dated December 15, 2000, from Insurance Services Offices, Inc. and a copy of a letter dated May 31, 2002, from the Mid-Ohio Valley Health Department.
81. Fax dated November 20, 2002, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Linda Church containing a copy of the District's current water and sewer rates.
82. Fax dated November 20, 2002, to Manning Frymier, P. E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of an article relative to the Mineral Wells Volunteer Fire Department and fire ratings and protection class changes.
83. Fax dated November 21, 2002, to Shayne Brabham from George E. Blum, Cerrone

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84. Associates, Inc., containing a letter dated November 21, 2002, to Carrie Grimm, WV Environmental Protection, from Mr. Blum enclosing for review an amended Addendum #1 to the Agreement for Engineering Services for the District's Dechlorination Facilities and Dover Drive Sewer Repairs Project per Ms. Grimm's fax dated November 18, 2002.

85. Fax dated November 21, 2002, to Margaret Batten from Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, containing a draft letter dated November 21, 2002, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Charles Stewart stating that the District intends to file an application for a Certificate of Convenience and Necessity for its Sewer Plant Dechlorination Project.