

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, DECEMBER 19, 2002, IN THE
DISTRICT'S OFFICE LOCATED AT MINERAL
WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:18 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; Shayne Brabham, Operations Manager; William Byers, Operations Technician, and Manning Frymier, P. E. Cerrone Associates, Inc. were present.

Mr. Frymier, Cerrone Associates, Inc., opened the meeting by discussing the status of the various projects that are ongoing.

Sycamore Run, Stephens Fork, and Limestone Ridge

The PSC Hearing went as well as could have been expected. Nothing was presented by Staff or the opponents which would significantly sway the ALJ's decision the Sycamore Run, Stephens Fork, Limestone Water Project. It is most important to move this project to the bid advertisement stage as soon as possible. He believes that all the necessary permits have either been applied for or obtained. The most important item remains, in our opinion, would be the rights of way and site acquisition status. After the holidays a concerted effort needs to be made to obtain the remaining easements necessary to allow the District's attorney to issue his positive opinion relative to the site and rights of way. Rural Utilities Systems approved the project plans and specification and with the opinion relative to the site and rights of way in hand we recommend requesting approval to advertise for construction bids from RUS and Infrastructure Job Development Council.. Cerrone Associates, Inc., would expect this request to be made on or about mid-January and approval to advertise received by February 1, 2003. Remaining schedule issues would include opening bids by March 1, 2003, and assuming receipt of acceptable bids, contract signing and start of construction on or about May 15, 2003.

West Virginia Department of Highway Mineral Wells Hill Relocation

This project is currently in the construction phase with J. C. Bosley Construction Company relocating water and sewer lines. Resident inspection services are being provided in accordance with our agreement. This work is proceeding on schedule and no major problems are anticipated.

I-77 Rest Area Sewer

All permits have been obtained and the project is now ready to proceed to the bidding phase. We have provided easement acquisition services with our right of way agent, and to date we understand that 80% of the rights of way have been obtained. All to date have been obtained of one dollar.

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Based upon the project status, Cerrone Associates, Inc., recommend advertising this project for construction bids. Remaining schedule issues would include opening bids by January 31, 2003, and assuming receipt of acceptable bids, contract signing and start of construction on or about March 15, 2003. This project has a 4 month completion schedule which targets completion on or about July 15, 2003. Mr. Radabaugh made a motion that Cerrone Associates, Inc. be authorized to proceed to advertise for bids for I-77 Rest Area Project. Mr. Lett seconded the motion. The motion carried unanimously.

Dechlorination and Dover Drive Project

The plans and specifications have been approved by the WVDEP. The project has been pre-filed with the PSC and the Rule 42 has been completed and submitted to the PSC. Cerrone Associates, Inc., recommend preparing this project for construction bids as soon as a scheduling order is issued by the ALJ. This should occur sometime in February. Mr. Radabaugh made a motion authorizing Mr. Stewart to sign Addendum # 1 and for the Engineering firm to submit Addendum #2 to the PSC. Mr. Lett seconded the motion. The motion carried unanimously. This concluded Mr. Frymier's report and he excused himself from the rest of the meeting

Mr. Lett made a motion that the Minutes of November 21, 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 November 30, 2002, for All Finances (copy attached).
2. Financial Statement dated November 30, 2002, for Water Revenue Fund Checking (copy attached).
3. Check numbers 27351 thru 27408 written between November 22, 2002, and December 18, 2002, on the Water Revenue Fund Checking Account (copy attached).
4. Check numbers 27409 thru 27422 written December 19, 2002, on the Water Revenue Fund Checking Account (copy attached).
5. Check numbers 29072 thru 29119 written on the Sewer Revenue Fund Checking Account between November 22, 2002, and December 18, 2002, (copy attached).

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6. Check numbers 29120 thru 29133 written December 19, 2002, on the Sewer Revenue Fund Checking Account (copy attached).
7. Payroll check number 00952 thru 00967 written since November 21, 2002, Board Meeting (copy attached).

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

The following letters were reviewed for discussion.

Letter 44 - Copy of a letter dated December 9, 2002, to Mr. Harry E. Taylor, P. E., USDA Rural Development, from Manning H. Frymier, P. E. Cerrone Associates, Inc., containing a list of revisions for the District's Limestone Ridge Water Project based upon Mr. Taylor's comments following his review of the proposed project plans and specifications.

Letter 56 - Letter dated December 18, 2002, to Shayne Brabham from George E. Blum, Cerrone Associates, Inc., enclosing, for the Board's consideration, four copies each of Addendum No. 1 and Addendum No. 2 to the Agreement for Engineering Services for the District's Dechlorination/Dover Drive Sewer Project.

Mrs. Batten presented an invoice for approval from Cerrone Associates, Inc., for engineering services rendered for the relocation of the District's water and sewer lines as part of the Department of Highways Mineral Wells Hill Project. Mr. Radabaugh made a motion that the invoice be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mrs. Batten presented for approval a Public Official Liability Application from Reagle & Padden, Inc. Mr. Radabaugh made a motion authorizing Mr. Stewart to sign the Public Official Liability Application for insurance due March 10, 2003. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart signed the Public Official Liability Application.

Mrs. Batten excused herself from the rest of the meeting at 6:10.

Mr. Brabham discussed the following items with the Board.

1. He would like to buy sewer equipment if there is any money left from the Dechlorination and Dover Drive Project. The Board suggested that he get his list ready for approval.
2. There has been no current report on the Rate Case.

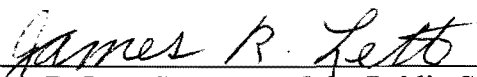
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3. Wal-Mart is not in compliance with the dumping of their oil and grease into our sewer system. They have been contacted several times and our employees have instructed them several times as to how they could improve the problem, but they seem to get lax with their daily cleaning. Mr. Radabaugh made a motion for Mr. Brabham to write a Certified Letter to Wal-Mart concerning their compliance. Mr. Lett seconded the motion. The motion carried unanimously.
4. John Stevens would like water and sewer service at his Pettyville property. Mr. Brabham told him the District will look at the maps to see if this is feasible.

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 7:30 p.m.

CERTIFICATION

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



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

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
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
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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
DECEMBER 19, 2002**

CHECKS WRITTEN BETWEEN NOVEMBER 22, 2002, AND DECEMBER 18, 2002

CHECK NO. 27351	Appalachian Software, Inc.	\$ 1,382.50
27352	Tim Ayers	50.51
27353	Ted Breiding	51.77
27354	Charles & Tina Bibbee	52.75
27355	Dominion Hope	72.57
27356	Lynda J. Duncan	50.44
27357	Jason & Leann Dent	50.53
27358	Hardman Supply Company	23.27
27359	Gary & Sharon Lockney	50.44
27360	Mineral Wells PSD	54.93
27361	Mineral Wells PSD	3,117.48
27362	Jason C. & Dea Osborne	51.23
27363	Parkersburg Office Supply	35.70
27364	Rural Development Admn.	2,112.00
27365	Cintas	96.76
27366	Scantron Service Group	79.59
27367	USDA-Rural Development	3,140.00
27368	WesBanco Bank-Parkersburg	1,228.11
27369	WV Dept of Tax & Revenue	502.30
27370	WV Public Employees Retirement	1,327.61
27371	WesBanco-Water Res-Sams-CV	314.00
27372	Gary Snyder	50.77
27373	Timothy M. Stricker	50.84
27374	ABB Automation, Inc.	265.08
27375	Alltel	10.90
27376	Business Software, Inc.	450.00
27377	Claywood Park PSD	12,475.00
27378	Haul Away Trash L.L.C.	15.00
27379	Void	
27380	Miller Communications	165.00
27381	Parkersburg Office Supply	13.96
27382	C.I. Thornburg	5,289.32
27383	Westco Internet	9.25
27384	Bureau For Child Support	56.68
27385	Hach Company	117.00
27386	Mineral Wells PSD	3,310.50
27387	U S Postal Service	123.22
27388	WesBanco Bank-Parkersburg	1,498.03
27389	AT&T - State Calling Service	7.10

CHECKS WRITTEN BETWEEN NOVEMBER 22, 2002, AND DECEMBER 18, 2002
(Continued)

CHECK NO. 27390	Action Answering Service Plus	\$ 44.30
27391	AT&T Wireless Services	28.61
27392	Cutlip-Warner Development Co.	2,090.14
27393	Christine & Robert Dent	50.50
27394	Lightner's Frame & Alignment Service	149.47
27395	Miss Utility of WV Inc.	12.62
27396	Mineral Wells PSD	51.60
27397	Municipal Bond Commission	1,592.00
27398	Ohio Valley Muffler & Brake	185.47
27399	USDA-Rural Development	3,325.00
27400	USDA-Rural Development	10,040.00
27401	Water Environmental Testing	54.00
27402	WV Public Employees Ins Agency	1,228.07
27403	WesBanco Bank-Parkersburg	110.00
27404	WesBanco Bank-Parkersburg	167.00
27405	WesBanco Bank-Parkersburg	167.00
27406	WesBanco Bank-Parkersburg	502.00
27407	WesBanco Bank-Parkersburg	502.00
27408	Mineral Wells PSD	50.38

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 27409	U S Postal Service	\$ 79.66
27410	Allegheny Power	647.66
27411	ADT Security Services	15.50
27412	BP Credit Card Center	194.39
27413	Bureau For Child Support	54.96
27414	Cutlip-Warner Development Co.	1,013.00
27415	Conner Cleaning Service	109.00
27416	Mineral Wells PSD	225.01
27417	Miller Communications	15.00
27418	Elizabeth Owens	50.44
27419	Gary & Cindy Ray	15.48
27420	Amy Tower	25.28
27421	Cardholder Services	5.00
27422	Verizon	132.14

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

CHECKS WRITTEN BETWEEN NOVEMBER 22, 2002, AND DECEMBER 18, 2002

CHECK NO. 29072	Appalachian Software Inc.	\$ 1,382.50
29073	Allegheny Power	2,442.12
29074	Tim Ayers	50.51
29075	Dominion Hope	72.56
29076	Lynda J. Duncan	50.44
29077	Hardman Supply Company	85.41
29078	James R. Lett	200.00
29079	Gary & Sharon Lockney	50.44
29080	Mineral Wells PSD	54.93
29081	Jason C & Dea Osborne	51.23
29082	Parkersburg Office Supply	35.70
29083	Roy L. Radabaugh	200.00
29084	Cintas	96.76
29085	Charles M. Stewart	200.00
29086	Scantron Service Group	79.58
29087	Trombold Equipment Co. Inc.	488.84
29088	WesBanco Bank-Parkersburg	1,180.69
29089	WV Dept. of Tax & Revenue	479.70
29090	WV Public Employees Retirement	1,227.68
29091	Gary Snyder	50.77
29092	Timothy M. Stricker	50.84
29093	ABB Automation, Inc.	550.07
29094	Alltel	10.90
29095	Business Software, Inc.	450.00
29096	Fasteners & Supply, Inc.	26.00
29097	Void	
29098	Haul Away Trash L.L.C.	15.00
29099	Parkersburg Office Supply	13.96
29100	C.I. Thornburg	520.36
29101	Westco Internet	9.25
29102	Bureau For Child Support	38.67
29103	Hach Company	226.94
29104	U S Postal Service	123.22
29105	WesBanco Bank-Parkersburg	1,209.25
29104	AT&T - State Calling Service	7.09
29105	Action Answering Service	44.30
29106	AT&T Wireless Services	28.62
29107	Cutlip-Warner Development Co.	96.00
29108	Christine & Robert Dent	50.50

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
DECEMBER 19, 2002
PAGE 2**

**CHECKS WRITTEN BETWEEN NOVEMBER 22, 2002, AND DECEMBER 18, 2002
(Continued)**

CHECK NO. 29109	Gene's Septic Tank Cleaning	\$270.00
29110	Lightner's Frame & Alignment Service	149.48
29111	Miss Utility of WV Inc.	12.63
29112	Void	
29113	Municipal Bond Commission	16,852.52
29114	Ohio Valley Muffler & Brake	185.48
29115	Sullivan Inc.	99.00
29116	Water Environmental Testing	240.00
29117	WV Public Employees Ins Agency	1,135.41
29118	WesBanco Bank-Parkersburg	995.90
29119	Mineral Wells PSD	51.60

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 29120	U S Postal Service	\$79.66
29121	Allegheny Power	1,697.13
29122	ADT Security Services	15.49
29123	BP Credit Card Center	194.38
29124	Bureau For Child Support	40.39
29125	Conner Cleaning Service	179.00
29126	Mineral Wells PSD	723.15
29127	Miller Communications	15.00
29128	Elizabeth Owens	50.44
29129	Roto-Rooter Sewer Co.	350.00
29130	Gary & Cindy Ray	17.62
29131	Amy Towner	28.62
29132	Cardholder Services	5.00
29133	Verizon	515.53

PAYROLL CHECKS WRITTEN SINCE NOVEMBER 21, 2002, BOARD MEETING

CHECK NO. 00952	Todd R. Anderson	\$ 518.50
00953	Margaret J. Batten	789.26
00954	Richard Shayne Brabham	820.76
00955	William H. Byers, Jr.	734.58

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

**PAYROLL CHECKS WRITTEN SINCE THE NOVEMBER 21, 2002, BOARD MEETING
(Continued)**

CHECK NO. 00956	Linda K. Church	719.52
00957	Russell P. Hanna	658.55
00958	Mark K. Murphy	589.70
00959	Nellie B. Radcliff	683.49
00960	Todd R. Anderson	569.02
00961	Margaret J. Batten	872.37
00962	Richard Shayne Brabham	935.56
00963	William H. Byers, Jr.	816.81
00964	Linda K. Church	822.24
00965	Russell P. Hanna	708.59
00966	Mark K. Murphy	567.03
00967	Nellie B. Radcliff	733.53

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE**

RECEIVED OR MAILED BETWEEN NOVEMBER 22, 2002, AND DECEMBER 19, 2002

1. Form letter dated December 1, 2002, from Terry W. Thomas, Chief, Mineral Wells Volunteer Fire Department, listing the number of gallons of water used during the month of November for fire fighting and the number of gallons of water used for training.
2. ***WVRWA Training Schedule & Directions***, a publication of the West Virginia Rural Water Association containing a list of classes offered during the first quarter of 2003 and enclosing registration forms for the same.
3. ***West Virginia etc Special Winter Courses***, a publication from the West Virginia Environmental Training Center, listing all the courses offered by the Training Center during the months of January and February, 2003.
4. ***West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER***, a publication of the West Virginia Rural Water Association dated December 13, 2002, Vol. 8, Issue 12.
5. ***PIPELINE, News & Views From the WV Department of Environmental Protection***, a publication of the WV Department of Health and Human Resources and the WV Public Service Commission dated November-December 2002.
6. Minutes of Miss Utility of West Virginia Meeting held on October 17, 2002, in Pittsburgh, PA were received by the District on December 18, 2002.
7. Copy of a letter to Manning Frymier, P.E., Cerrone Associates, Inc., from Jenny N. Phelps, State Director, USDA, Rural Development, containing comments on the plans and specifications for the Limestone Ridge Water Extension Project.
8. Letter dated November 19, 2002, to Shayne Brabham from George E. Blum, Cerrone Associates, Inc., enclosing for the Board's consideration four copies of a proposed addendum to the agreement for engineering services for the I-77 Rest Area Sewer Project.
9. Copy of a letter dated November 21, 2002, to Ms. Carrie Grimm, ERSII, WV Department of Environmental Protection, from George E. Blum, Cerrone Associates, Inc., enclosing for review one copy of amended Addendum #1 to the Agreement for Engineering Services for the District's Dechlorination Facilities and Dover Drive Sewer Repairs Project.
10. Fax dated November 22, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing an estimate of the cost to upgrade approximately 6,500 LF of proposed water on Tygart Creek from 6 inch to 8 inch.

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

11. Copy of a letter dated November 22, 2002, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Charles Stewart notifying the Commission that the District intends to file an application for a Certificate of Convenience and Necessity for the construction, operation and maintenance of repairs and improvements to its existing wastewater collection and treatment system.
12. Copy of a letter dated November 22, 2002, to Attorney Steven Hardman, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the Mr. Stewart's letter dated November 22, 2002, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, stating that the District intends to file an application for a Certificate of Convenience and Necessity for the construction, operation and maintenance of repairs and improvements to its existing wastewater collection and treatment system.
13. Copy of a letter dated November 22, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of Mr. Stewart's letter dated November 22, 2002, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, stating that the District intends to file an application for a Certificate of Convenience and Necessity for the construction, operation and maintenance of repairs and improvements to its existing wastewater collection and treatment system.
14. Copy of a letter dated November 24, 2002, to Carrie L. Grimm, WV Division of Environmental Protection, from Margaret Batten enclosing various documents for the District's Wastewater Treatment Plant Dechlorination Facilities and Dover Drive Sewer Repair Project as requested in her letter dated November 14, 2002.
15. Copy of a letter dated November 24, 2002, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of her letter dated November 24, 2002, to Carrie L. Grimm, WV Division of Environmental Protection, enclosing various documents for the District's Wastewater Treatment Plant Dechlorination Facilities and Dover Drive Sewer Repair Project as requested in a letter dated November 14, 2002.
16. Fax dated November 25, 2002, to Margaret from Michelle Sandy, Action Answering Service Plus, containing a tax exemption form to be completed and returned.
17. Copy of a letter dated November 25, 2002, to Carrie Grimm, WV Department of Environmental Protection, from George E. Blum, Cerrone Associates, Inc., containing copies of Cost/Price Summaries for the Engineering Services authorized under Addendum No. 1 to the Agreement for Engineering Services for the District's Dechlorination/Dover Drive Sewer Project.

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18. Copy of a letter dated November 25, 2002, to David P. Fuego, Cerrone Associates, Inc., from Margaret Batten containing two executed copies of the Public Land Permit for the I-77 Rest Area Sewer Extension Project and a copy of the Minutes of the November 21, 2002, Board Meeting authorizing Mr. Stewart to sign the permit.
19. Letter dated November 25, 2002, to Charles M. Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, acknowledging receipt of the Notice of Intent for the District's Dechlorination and Dover Drive Sewer Repair Project.
20. Letter dated November 25, 2002, to Charles Stewart from Allyn G. Turner, Director, West Virginia Department of Environmental Protection, stating that the District's WV/NPDES General Permit No. WV0115100 for the Sycamore Run, Stephens Fork Water Extensions, Jackson County was re-issued on November 5, 2002, and will become effective on December 5, 2002.
21. Letter dated November 25, 2002, to R. Shayne Brabham from Allyn G. Turner, Director, West Virginia Department of Environmental Protection, stating that the District's WV/NPDES General Permit No. WV0115100 for the Sycamore Run, Stephens Fork Water Extensions, Jackson County was re-issued on November 5, 2002, and will become effective on December 5, 2002.
22. Fax dated November 26, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten containing one copy each of the November 25, 2002, letters to Charles Stewart and R. Shayne Brabham from Allyn G. Turner, West Virginia Department of Environmental Protection, stating that the District's WV/NPDES General Permit No. WV0115100 for the Sycamore Run, Stephens Fork Water Extensions, Jackson County was re-issued on November 5, 2002, and will become effective on December 5, 2002.
23. Fax dated November 26, 2002, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten containing a copy of the November 25, 2002, letter from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, acknowledging receipt of the District's Intent to File for a certificate of convenience and necessity for the District's Dechlorination and Dover Drive Sewer Repair Project.
24. Fax dated November 26, 2002, to Michelle Sandy, Action Answering Service Plus, from Margaret Batten containing a completed Tax Exemption Certificate for the District.
25. Copy of a letter dated November 26, 2002, to the Wirt County Clerk from Margaret Batten enclosing water check no. 27349 in the amount of \$9.00 for the balance due on recording fees for nine easements that the District mailed in to be recorded on November 12, 2002.

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26. Copy of a letter dated November 27, 2002, to Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Final Joint Staff Memorandum dated November 27, 2002, for Case No. 02-1050-PWD-CN (Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project) stating that the project should be approved for construction.
27. Copy of a letter dated November 27, 2002, to Jamie Six, Wood County Clerk, from Linda K. Church enclosing a Release of Lien for Delinquent Water/Sewer Charges on property owned by John Bosley, Jr. and Judith M. Bosley.
28. Form WEO-EMPL-LETT1 from the Department of Health and Human Resources listing Mark Murphy's child support payment for the period of time from November 16 to November 30, 2002.
29. Copy of a letter dated December 2, 2002, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing two signed copies of Addendum #1 to the I-77 Rest Area Engineering Agreement dated February 28, 2001.
30. Copy of a letter dated December 3, 2002, to 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 November, 2002.
31. Facsimile dated December 3, 2002, to Ms. Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Vincent J.D. Shaw, Cerrone Associates, Inc., enclosing a revised easement schedule for the I-77 Rest Area Sewer Project. The schedule was revised with the addition of an easement needed from Marie Graham on Tygart Road.
32. Copy of correspondence instructions dated December 4, 2002, to the Wood County Clerk from Margaret Batten enclosing eight right-of-way easements to be recorded and returned.
33. Copy of a letter dated December 5, 2002, to 84 Lumber-Building #1 from Margaret Batten stating that the District is unable to honor the request that they be allowed to be pay their water/sewer bill electronically.
34. Copy of a letter dated December 5, 2002, to Judy Hartshorn from Margaret Batten enclosing District sewer check no. 29062 in the amount of \$2,113.02 as reimbursement for the two mobile homes that were connected to the grinder pump that she paid to have installed in October 2001.

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35. Fax cover sheet dated December 5, 2002, to Jim Ruckman, Cerrone Associates, Inc., from R. Shayne Brabham containing information about a possible tank site for the Limestone Ridge Water Project located on property owned by Loretta DeVaughn.
36. Copy of a letter dated December 5, 2002, to Jamie Six, Wood County Clerk, from Linda Church enclosing a Release for a Lien for Delinquent Water and/or Sewer Charges against property owned by John Bosley, Jr. and Judith M. Bosley.
37. Copy of a letter dated December 6, 2002, to D. Weekley, Department of Natural Resources, 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 November 2002 for the District's WWTP.
38. Copy of a letter dated December 6, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda K. 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 list of data collected at the District's WWTP for the month of November 2002.
39. Copy of a letter dated December 6, 2002, to the Municipal Branch, Office of Water Resources (DNR), 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 November 2002 for the District's WWTP.
40. Copy of a letter dated December 6, 2002, to the West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, Regulatory Development and Compliance Unit, 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 November 2002 for the District's WWTP.
41. Copy of a letter dated December 6, 2002, to Jeffrey Melrose from Margaret Batten enclosing a right of way easement for the I-77 Rest Area Sewer Project, a right-of-way easement for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project and a self-addressed stamped envelope to return the signed easements to the District.
42. Copy of a letter dated December 6, 2002, to Mr. & Mrs. Frank Melrose from Margaret Batten enclosing a right of way easement for the I-77 Rest Area Sewer Project, a right-of-way

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easement for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project and a self-addressed stamped envelope to return the signed easements to the District Office.

43. Copy of a letter dated December 6, 2002, to the Mineral Wells Public Service District from Tina Davis, AVP - Manager of Checking Department, WesBanco Bank, relative to the inactivity of District Checking Account No. 0410001118.
44. ****Copy of a letter dated December 9, 2002, to Mr. Harry E. Taylor, P.E., USDA Rural Development, from Manning H. Frymier, P.E., Cerrone Associates, Inc., containing a list of revisions for the District's Limestone Ridge Water Project based upon Mr. Taylor's comments following his review of the proposed project plans and specifications.
45. Copy of a letter dated December 10, 2002, Mr. & Mrs. John Martin, Ormand Beach, Florida, from Margaret Batten enclosing a right-of-way easement for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project and a self-addressed stamped envelope to returned the signed easement to the District Office.
46. Fax dated December 10, 2002, to the District from Lisa Tanner, WV Department of Health and Human Resources, Wood County Office, Region I, containing an Authorization of Payment stating that the Department of Health and Human Resources will pay \$73.45 on the water and sewer bill of Shannon Jolly to avoid termination of service at #87 Maple Drive.
47. Copy of a letter dated December 12, 2002, to Mrs. Katy Mallory, Secretary, West Virginia Infrastructure & Job Development Council, from R. Shayne Brabham containing several updates on the progress of the District's Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
48. Copy of a letter dated December 12, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten containing a copy of the above letter dated December 12, 2002, to Mrs. Katy Mallory from R. Shayne Brabham containing several updates on the progress of the District's Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
49. Copy of a letter dated December 12, 2002, to Mr. James Marion from Margaret Batten containing an invoice dated December 12, 2002, for the cost of replacing the top section of Mr. Marion's grinder pump which was damaged by a vehicle.
50. Copy of a letter dated December 16, 2002, to the WV Municipal Bond Commission from Margaret Batten containing District sewer check no. 29113 in the amount of \$16,852.52 for payment of the District's sewer bond payments and District water check no. 27397 in the amount of \$1,592.00 as bond payment to water account MIW-W-1-69-X-W0-06-69.

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51. Letter dated December 13, 2002, to Charles Stewart from Rosalie Broderson, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, relative to the District's Dechlorination SRF No. C-544373 Engineering Agreement and containing an approved list of lump sum services listed in the Agreement.
52. Letter dated December 16, 2002, to Shayne Brabham from Dave P. Fuego, Cerrone Associates, Inc., containing a fully executed license agreement between the Public Land Corporation and the Mineral Wells Public Service District for the I-77 Rest Area Sewer Extension.
53. Letter dated December 16, 2002, to the District from Kristin Coffman, United Bank, containing a check in the amount of \$3.57 as final payment on account no. 3-05605-00.
54. Copy of a letter dated December 17, 2002, to Mr. Lee Summerfield from Margaret Batten containing a right-of-way easement for the I-77 Rest Area Sewer Project and a right-of-way easement for the Sycamore-Stephens Fork-Limestone Ridge Water Project to be signed and returned.
55. Copy of letter dated December 18, 2002, to Ms. Kristin Coffman, United Bank, from Linda Church containing a receipt in the amount of \$3.57 as final payment on account no. 3-05605-00 for the Cecile G. Morgan Estate.
56. ****Letter dated December 18, 2002, to Shayne Brabham from George E. Blum, Cerrone Associates, Inc., enclosing, for the Board's consideration, four copies each of Addendum No. 1 and Addendum No. 2 to the Agreement for Engineering Services for the District's Dechlorination/Dover Drive Sewer Project .