

MINUTES OF A REGULAR MONTHLY MEETING OF
THE PUBLIC SERVICE BOARD OF THE MINERAL
WELLS PUBLIC SERVICE DISTRICT HELD
THURSDAY, JANUARY 16, 2003, IN THE DISTRICT'S
OFFICE LOCATED AT MINERAL WELLS, WEST
VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:10 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, and R. Shayne Brabham, Operations Manager was present.

The first order of business conducted was the reelecting of Board officers. Mr. Radabaugh made a motion that each Board member retains their current position for the calendar year 2003. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Lett made a motion that the Minutes of the December 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 are approved as presented.

1. Financial Statement dated December 31, 2002, for All Finances of the District (copy attached).
2. Financial Statement dated December 31, 2002, for Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated December 31, 2002, for Sewer Revenue Fund Checking Account (copy attached).
4. Check numbers 27423 thru 27475 written between December 20, 2002 and January 16, 2003 on the Water Revenue Fund Checking Account (copy attached).
5. Check numbers 27476 thru 27480 written today, January 16, 2003, on the Water Revenue Fund Checking Account (copy attached).
6. Check numbers 29134 thru 29186 written on the Sewer Revenue Fund Checking Account between December 19, 2002, and January 16, 2003 (copy attached).
7. Check numbers 29187 thru 29189 written today, January 16, 2003, on the Sewer Revenue Fund Checking Account (copy attached).
8. Payroll check numbers 00968 thru 00983 written since December 19, 2002, Board Meeting (copy attached).

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

Mr. Radabaugh made a motion that each employee receive thirty-five cents per hour pay raise beginning

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January 16, 2003. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion that the Board Members, Margaret Batten and Shayne Brabham form a committee to review pay scales for the Operations Department. It was suggested that the committee check with surrounding Public Service Districts to compare pay scales. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion that the Board of Commissioners submit a Letter of Recommendation to the Wood County Commission, recommending Mr. Charles Stewart be re-appointed to the Board. Mr. Lett seconded the motion. The motion carried unanimously.

The following letters were reviewed for discussion.

Letter 26 - Copy of letter dated December 23, 2002, to Michael Miller, President, Claywood Park Public Service District, from James R. Ice, CPA, Harman, Thompson Mallory & Ice, requesting a meeting with the individual who prepares the cost allocation worksheets to review the costs associated with the water treatment plant to determine if both District's fair share of the yearly costs.

Letter 31 - Fax dated December 30, 2002, to Sherry, Parkersburg News/Sentinel, enclosing a copy of the legal ad requesting bids for the I-77 rest Area Sewer Project to be published in the newspapers on January 6th and January 13th.

Letter 55 - Letter dated January 13, 2003, to Charles M. Stewart from Sandra Squire, Executive Secretary of the Public Service Commission of West Virginia, containing a copy of the Staff's Final and Joint Staff Memorandum for Case No. 00-1294-PSD-PW, addition of the cost of the O & M Manual to the Engineering Agreement for the Dechlorination and Dover Drive Sewer Project.

Letter 56 - Letter dated January 13, 2003, to the District from Jesse E. Sheppard, District Three Utilities Supervisor, West Virginia Division of Highways, stating that the District's permit application (B-125) and the plans for the Sycamore Run, Stephens Fork and Limestone Ridge Water Extension Project will be processed upon receipt of the District's \$50,000.00 bond.

Letter 65 - Fax dated January 16, 2003, from the Public Service Commission of West Virginia, containing a Procedural Order from the Public Service Commission of West Virginia stating that PSC Case No 02-0966-PWD-PC will be dismissed without prejudice on January 21, 2003, if the Jackson County Commission does not file an order with the commission reducing the boundaries of the Silverton Public Service Commission.

Mrs. Batten reported that the District has the Jackson County easements that need to be signed.

Mr. Brabham reported on the following items.

1. There will be a bid opening on January 31, 2003, for the I-77 Rest Area Project held in the District's Conference Room. There have been 13 contractors ask for Bid Packets.

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2. Route 14 line relocation is going slow. All lines have been laid, but not tied in. Will do tie-in on Monday, January 20, 2003.
3. Received fax from the Public Service Commission of West Virginia, containing a Procedural Order (already discussed letter 65).
4. Easements for Jackson County have been received.
5. The Wal-Mart compliance problem has been addressed by the home office. The grease pit has been cleaned out and a crack has been patched. There has been a change in management. Management has been made aware that if the problem is not taken care of, the District can shut the garage down. Mr. Lett feels that a letter should be sent to them just for the purpose of having something in writing for future reference. The certified letter that was to be written in December 19, 2002, Minutes was not written.

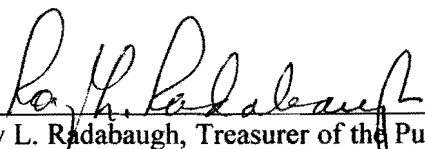
This concluded the items that Mr. Brabham had for discussion.

Mr. Radabaugh made a motion that Cerrone Associates, Inc., be authorized to advertise for bids for Contract # 1 and Contract # 2 - Sycamore, Stephens Fork and Limestone Project. Mr. Lett seconded the motion. The motion carried unanimously.

All business having been discussed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart adjourned meeting at 6:20 p.m.

CERTIFICATION

I, Roy L. Radabaugh, Treasurer, 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.



Roy L. Radabaugh, Treasurer of the Public Service Board of the
Mineral Wells Public Service District, Mineral Wells, West
Virginia

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
JANUARY 31, 2003**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$40,432.13	
Sewer Revenue Fund Checking Account		
WesBanco Bank	<u>13,482.15</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 53,914.28

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$11,139.32	
Revenue Reserve Account		
WesBanco Bank	29,081.75	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	13,493.96	
Revenue Reserve Account-Rockport		
WesBanco Bank	2,686.55	
Depreciation Reserve Account-Rockport		
WesBanco Bank	2,686.53	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	8,074.79	
Depreciation Reserve Account-Water Improvement		
WesBanco	8,076.66	
Sycamore Run-Limestone Tap Fees		
WesBanco Bank	31,455.31	
Sycamore Run-Limestone Security Deposits		
WesBanco Bank	15,628.55	
Security Deposit Account		
WesBanco Bank	<u>19,174.76</u>	
TOTAL IN WATER ACCOUNTS:		\$141,498.18

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$73,009.03	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	23,033.81	
Security Deposit Account		
WesBanco Bank	<u>16,608.24</u>	
TOTAL IN SEWER ACCOUNTS:		<u>\$112,651.08</u>

TOTAL ALL FINANCES, JANUARY 31, 2003 **\$308,063.54**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
JANUARY 31, 2003**

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

\$35,010.12

RECEIPTS:

Water Sales	\$60,105.11
Water Buffalo Sales	638.00
Security Deposit Refunds	967.08
Reconnection Fees	40.00
WV DOH Reimbursement	3,551.51
Lee Ann Deem Redeposit Check	<u>302.00</u>

TOTAL RECEIPTS:

\$65,603.70

CASH AVAILABLE:

\$100,613.82

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	3,181.43
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	566.10
WV Public Employees Retirement System	1,532.50
Salaries	6,893.67
Commissioner's Salaries	262.50
WV Public Employees Insurance Agency	1,323.77
Bureau of Child Support	96.22
AT&T-State Calling Service	9.70
Action Answering Service Plus	37.33
Bowles Rice McDavid Graff & Love	92.50
W. W. Grainger Inc.	69.38
Harman Thompson Mallory & Ice	175.00
Miss Utility of West Virginia	8.50
Miller Communications	15.00
Ohio Valley Muffler & Brake	15.47
Tesa Company	11.70

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FINANCIAL STATEMENT-WATER-JANUARY, 2003
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R. D. Wilson Sons and Company	28.09
Water Environmental Testing	94.50
BP Credit Card Company	226.46
Verizon	117.87
Workers' Compensation Division	748.84
U S Postal Service	169.51
Conner Cleaning Service	109.00
Kathy D. Canepari	39.09
Howard Renforth	41.74
ADT Security Service	15.50
K. G. Anderson	51.89
Conner Cleaning Service	15.97
Dominion Hope	234.13
Hardman Supply Company	23.03
David Halfhill	51.15
Kevin & Jessica Jackson	50.42
Kim Lively	50.80
New Image Medical Weight Loss	51.33
Ohio Valley Muffler & Brake	208.00
Crystal Dawn Post	50.57
Cintias	96.76
TESA Company	41.71
Westfield Insurance Companies	1,776.47
Dale Wilcox	50.54
Christopher Casto	16.68
City Beer Distributing	51.89
Tim & Patsy Martin	50.44
S.K.P.R., LLC - W-4	52.33
Cutlip-Warner Development Company	756.54
Parkersburg Office Supply	103.19
Action Answering Service Plus	51.05
Cerrone Associates, Inc.	3,551.51
Alltel	10.90
Claywood Park Public Service District	12,452.29
AT&T Wireless Services	28.61
Daugherty Supply Co., Inc.	4.64
Fasteners & Supply Inc.	61.85
Haul Away Trash L.L.C.	15.00
C. I. Thornburg	907.17
Hughes Supply, Inc.	1,075.00

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Westco Internet	9.25
Mineral Wells Public Service District	<u>378.21</u>

EXPENDITURES: **\$60,181.69**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,
JANUARY 31, 2002** **\$40,432.13**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEWER REVENUE FUND CHECKING ACCOUNT
JANUARY 31, 2003**

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

\$12,207.77

RECEIPTS:

Sewer Sales	\$47,250.49
Security Deposit Refunds	<u>508.22</u>

TOTAL RECEIPTS:

\$47,758.71

CASH AVAILABLE:

\$59,966.48

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,226.39
WesBanco Bank-Parkersburg	2,790.76
Salaries	6,178.19
Commissioners' Salaries	262.50
WV Public Employees Insurance Agency	1,063.73
WV Public Employees Retirement System	1,359.59
WV Dept. of Tax & Revenue	515.90
Bureau for Child Support	94.48
Auto Fleet & Industrial Supply	3.48
AT&T State Calling Service	9.69
Action Answering Service Plus	37.32
Bowles Rice McDavid Graff & Love	92.50
W. W. Grainger, Inc.	391.65
Miss Utility of WV Inc.	8.50
Miller Communications	15.00
Ohio Valley Muffler & Brake	15.48
Parkersburg Utility Board	80.00
Parkersburg AC Motor Sales	47.22
Tesa Company, Inc.	10.96

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FINANCIAL STATEMENT-SEWER-JANUARY 31, 2003
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WWT Electric	70.00
R.D. Wilson Sons & Co.	28.09
Water Environmental Testing	225.00
WV Dep	525.00
BP Credit Card Center	226.47
Verizon	501.28
Workers' Compensation Division	731.24
U S Postal Service	169.51
Conner Cleaning Service	179.00
Mineral Wells Public Service District	250.92
Howard Renforth	62.24
Allegheny Power	3,421.00
ADT Security Services	15.49
Badger Lumber Co., Inc.	49.85
D. R. Cummings, Inc.	328.51
Conner Cleaning Service	15.98
Dominion Hope	234.12
Fastenal Company	92.45
Hardman Supply Company	13.88
H & R Block	50.45
Kevin & Jessica Jackson	50.42
Midwest Pipe & Supply	377.54
New Image Medical Weight Loss	51.33
Ohio Valley Muffler & Brake	208.00
Parkersburg Sentinel Company	420.95
Cintas	96.76
State Electric Supply Co., Inc.	108.46
Trombold Equipment Co.	1,331.06
Westfield Insurance Companies	2,489.94
Christopher Casto	25.85
S.K.P.R., LLC - W-4	52.33
Cutlip-Warner Development Co.	243.00
W. W. Grainger	1,190.18
Parkersburg Office Supply	103.22
Action Answering Service Plus	51.05

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FINANCIAL STATEMENT-SEWER-JANUARY, 2003
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Alltel	10.90
AT&T Wireless Services	28.62
Daugherty Supply Co., Inc.	9.58
Fasteners & Supply Inc.	17.35
Gene's Septic Tank Cleaning	160.00
Haul Away Trash L. L. C.	15.00
Midwest Pipe & Supply	4.20
C. I. Thornburg Co., Inc.	108.00
Hughes Supply, Inc.	1,075.00
Westco Internet	<u>9.25</u>

TOTAL EXPENDITURES:

\$46,484.33

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT,
WESBANCO BANK, JANUARY 31, 2003**

\$13,482.15

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
DECEMBER 20, 2002 - JANUARY 16, 2003**

CHECKS WRITTEN BETWEEN DECEMBER 20, 2002 AND JANUARY 15, 2003

CHECK NO. 27423	ATCO International	\$ 71.52
27424	Bureau For Child Support	61.60
27425	Fred Bonnett	50.44
27426	Daugherty Supply Co., Inc.	30.72
27427	Dominion Hope	225.63
27428	Fasteners & Supply Inc.	353.75
27429	Darl W. Gobel III	18.27
27430	Hardman Supply Company	13.35
27431	Haul Away Trash L.L.C.	15.00
27432	Industrial Rubber Products	48.96
27433	Mineral Wells PSD	182.85
27434	Mineral Wells PSD	3,646.17
27435	Parkersburg Office Supply	28.31
27436	Rural Development Admn.	2,112.00
27437	Resa V	25.00
27438	Cintas	96.76
27439	April Burchard Reed	50.50
27440	C I Thornburg	1,079.44
27441	USDA-Rural Development	3,140.00
27442	Cardholder Services	26.49
27443	WesBanco Bank-Parkersburg	1,575.47
27444	WV Dept of Tax & Revenue	552.49
27445	WV Public Employees Retirement	1,501.64
27446	WesBanco-Water Res-Sams-CV	314.00
27447	Alltel	10.90
27448	Claywood Park PSD	12,275.16
27449	AT&T Wireless Services	28.61
27450	Cintas	24.19
27451	Westfield Insurance Companies	173.00
27452	Westco Internet	9.25
27453	Cutlip-Warner Development Co.	1,663.97
27454	AT&T State Calling Service	9.70
27455	Action Answering Service Plus	37.33
27456	Bowles Rice McDavid Graff & Love	92.50
27457	Bureau For Child Support	30.36
27458	W. W. Grainger, Inc.	69.38
27459	Harman Thompson Mallory & Ice	87.50
27460	Miss Utility of WV Inc.	8.50
27461	Miller Communications	15.00

**MINERAL WELLS PSD
LIST OF WATER CHECKS
JANUARY 16, 2003
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**CHECKS WRITTEN BETWEEN DECEMBER 20, 2002 AND JANUARY 15, 2003
(Continued)**

CHECK NO. 27462	Municipal Bond Commission	\$ 1,592.00
27463	Mineral Wells PSD	3,007.52
27464	Ohio Valley Muffler & Brake	15.47
27465	Tesa Company, Inc.	11.70
27466	USDA-Rural Development	3,325.00
27467	USDA-Rural Development	10,040.00
27468	R D Wilson Sons & Co Clkg	28.09
27469	Water Environmental Testing	94.50
27470	WesBanco Bank-Parkersburg	110.00
27471	WesBanco Bank-Parkersburg	1,352.43
27472	WesBanco Bank-Parkersburg	167.00
27473	WesBanco Bank-Parkersburg	167.00
27474	WesBanco Bank-Parkersburg	502.00
27475	WesBanco Bank-Parkersburg	502.00

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 27476	BP Credit Card Center	\$ 226.46
27477	Verizon	117.87
27478	Workers' Compensation Division	748.84
27479	Harman Thompson Mallory & Ice	87.50
27480	Mineral Wells PSD	20.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
CHECKS WRITTEN BETWEEN DECEMBER 20, 2002 AND JANUARY 16, 2003**

CHECKS WRITTEN BETWEEN DECEMBER 20, 2002 AND JANUARY 15, 2003

CHECK NO. 29134	Allegheny Power	\$ 2,259.00
29135	ATCO International	71.52
29136	Bureau For Child Support	33.75
29137	Fred Bonnett	50.44
29138	Kandae L. Collins	35.99
29139	Daugherty Supply Co., Inc.	14.12
29140	Dominion Hope	225.62
29141	Fasteners & Supply Inc.	3.75
29142	Darl W. Gobel III	20.05
29143	Hardman Supply Company	13.34
29144	Haul Away Trash L. L. C.	15.00
29145	James R. Lett	125.00
29146	Void	
29147	Parkersburg Office Supply	28.32
29148	Radioshack	50.52
29149	Roy L. Radabaugh	125.00
29150	Cintas	96.76
29151	Charles M. Stewart	125.00
29152	Cardholder Services	26.48
29153	WesBanco Bank-Parkersburg	1,444.03
29154	WV Dept of Tax & Revenue	497.51
29155	WV Public Employees Retirement	1,286.70
29156	Anita G. Mulinex	6.22
29157	Auto Fleet & Industrial Supply	311.52
29158	Alltel	10.90
29159	AT&T Wireless Services	28.62
29160	Mineral Wells PSD	201.68
29161	Cintas	24.19
29162	Westfield Insurance Companies	173.00
29163	Westco Internet	9.25
29164	Anita G. Mulinex	38.00
29165	Cutlip-Warner Development Co.	852.00
29166	WV State Emergency Response	75.00
29167	Auto Fleet & Industrial Supply	3.48
29168	AT&T - State Calling Service	9.69
29169	Action Answering Service Plus	37.32
29170	Bowles Rice McDavid Graff & Love	92.50
29171	Bureau For Child Support	64.99
29172	W. W. Grainger, Inc.	391.65

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
JANUARY 16, 2003
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**CHECKS WRITTEN BETWEEN DECEMBER 20, 2002, AND JANUARY 15, 2003
(Continued)**

CHECK NO. 29173	Void	
29174	Miss Utility of WV Inc.	\$ 8.50
29175	Miller Communications	15.00
29176	Municipal Bond Commission	16,852.52
29177	Ohio Valley Muffler & Brake	15.48
29178	Parkersburg Utility Board	80.00
29179	Parkersburg AC Motor Sales	47.22
29180	Tesa Company Inc.	10.96
29181	WWT Electric	70.00
29182	R D Wilson Sons & Co. Clkg	28.09
29183	Water Environmental Testing	225.00
29184	WesBanco Bank-Parkersburg	1,226.39
29185	WesBanco Bank-Parkersburg	1,378.03
29186	WV DEP	525.00

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 29187	BP Credit Card Center	\$ 226.47
29188	Verizon	501.28
29189	Workers' Compensation Division	731.24

PAYROLL CHECKS WRITTEN SINCE DECEMBER 19, 2002

CHECK NO. 00968	Todd R. Anderson	\$ 637.03
00969	Margaret J. Batten	930.99
00970	Richard Shayne Brabham	1,023.81
00971	William H. Byers, Jr.	879.59
00972	Linda K. Church	869.02
00973	Russell P. Hanna	822.65
00974	Mark K. Murphy	625.06
00975	Nellie B. Radcliff	805.35
00976	Todd R. Anderson	601.28
00977	Margaret J. Batten	833.71
00978	Richard Shayne Brabham	886.28
00979	William H. Byers, Jr.	940.97
00980	Linda K. Church	812.33
00981	Russell P. Hanna	718.50

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LIST OF SEWER CHECKS
JANUARY 16, 2003
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**PAYROLL CHECKS WRITTEN SINCE DECEMBER 19, 2002
(Continued)**

CHECK NO. 00982	Mark K. Murphy	571.03
00983	Nellie B. Radcliff	740.48

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
RECEIVED OR MAILED SINCE DECEMBER 19, 2002
JANUARY 16, 2003

1. Form letter dated January 3, 2003, from Terry W. Thomas, Chief, Mineral Wells Volunteer Fire Department, listing the number of gallons of water used during December 2002 for fire fighting services and the number of gallons of water used for training purposes.
2. Post Card from *West Virginia etc* listing special winter courses that will be offered at the training center during January and February 2003.
3. *Safe & Sound*, a publication of the Office of Safety & Loss Control, Workers' Compensation Division, dated November December 2002.
4. *West Virginia Rural Water Association INFRASTRUCTURE COUNCIL REPORT NEWSLETTER*, a publication of the West Virginia Rural Water Association dated January 13, 2003, Vol. 7, Issue 1.
5. Flyer from the Public Service Commission of West Virginia containing a registration form and an agenda for a Mandatory Public Service District Board Members Training Seminar scheduled for February 27th thru March 1st at the Ramada Inn in Morgantown, West Virginia.
6. Memorandum dated December 17, 2002, to Insurance Coordinators from Tom Susman, Director, West Virginia Public Employees Insurance Agency, containing new optional life rate tables for active and retired policyholders.
7. Letter dated December 18, 2002, to All Regulated Utilities and Motor Carriers in the State of West Virginia from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the book, ***RULES FOR THE CONSTRUCTION AND FILING OF TARIFFS***. The District received two copies of this letter and book since we provided two utility services.
8. Letter dated December 19, 2002, to Margaret Batten from Michael W. McNulty, Executive Director, West Virginia Rural Water Association, relative to the yearly dues for renewal of the District's voting membership in the Association being due on February 1, 2003.
9. Letter dated December 19, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., attaching two copies of the Final Engineering Report and one copy of the Preliminary Engineering Report for the WWTP Dechlorination and Dover Street Repair Project.
10. Memo Letter dated December 19, 2002, to Margaret Batten from Jim Ice, Harman Thompson Mallory & Ice, enclosing a draft letter for the Board's review and/or approval relative to cost allocation of the expenses at the Claywood Park Public Service District's water treatment

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
JANUARY 16, 2003
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plant.

11. Copy of the Sewer Project Checklist dated December 18, 2002, prepared by the Public Service Commission of West Virginia for the WWTP Dechlorination and the Dover Drive Sewer Main Repair Project. This list was discussed at a December 18, 2002, meeting of the Board of Commissioners and three representatives of the Public Service Commission.
12. Copy of a letter dated December 19, 2002, to Ms. Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing one copy of the Final Engineering Report and one copy of the Plans and Specifications for the District's WWTP Dechlorination and the Dover Drive Sewer Main Repair Project as requested by Mr. Jim Weimer, of the Engineering Staff.
13. Form WEP-EMPL-LETT1 of the Department of Health and Human Resources, Bureau For Child Support Enforcement for Mark Murphy's December 13, 2002, payroll deduction.
14. Letter dated December 19, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a report on the status of the Sycamore Run, Stephens Fork, Limestone Water Project, WV DOH Mineral Wells Hill Relocation, I-77 Rest Area Sewer Project, and Dechlorination and Dover Drive Sewer Project.
15. Letter dated December 19, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a report on the evaluation of the alternate water tank site for the Sycamore Run, Stephens Fork, Limestone Water Project located near Mt. Hope Church owned by Loretta DeVaughn.
16. Facsimile dated December 20, 2002, to Margaret Batten from George E. Blum, Cerrone Associates, Inc., containing a sample letter requesting PSC approval to add the O & M Manual services to the engineering services agreement for the WWTP Dechlorination Project.
17. Fax dated December 20, 2002, to Marie Graham from Margaret Batten containing a copy of signed Right-of-Way Easement No. 1-08-01 for the I-77 Rest Area Sewer Project.
18. Copy of Correspondence Instructions dated December 20, 2002, to the Wood County Clerk from Margaret Batten enclosing five rights-of-way easements to be recorded and returned.
19. Copy of a letter dated December 20, 2002, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a signed copy of the Minutes of the Regular Board Meeting held on November 21, 2002.

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
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20. Copy of a letter dated December 20, 2002, to John Padden III, Reagle & Padden, Inc., from Margaret Batten containing a completed Application for Public Official Liability Renewal.
21. Fax dated December 20, 2002, to Margaret Batten from John Padden III, Reagle & Padden, Inc., containing a copy of a letter dated December 20, 2002, to John Padden from Kimberly F. Mayes, CIC, Underwriting Manager, Fidelity/Financial Institution Bonds, relative to the renewal of the District's Public Official Liability Insurance Policy No. CBP 5257 905.
22. Letter dated December 20, 2002, to the Mineral Wells Public Service District from Patricia L. Abbott, Executive Secretary, Water and Wastewater Division, Public Service Commission of West Virginia, enclosing a sewer bill for Tracie Fury which was returned to them by the Post Office marked "moved left no address".
23. Copy of a letter dated December 20, 2002, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Charles M. Stewart, Chairman, MWPSD, requesting a waiver from regulations requiring the Commission's review and approval of an engineering agreement for services relating to planned improvements to the District's wastewater treatment plant—Case No. 00-1294-PSD-PW.
24. Copy of a letter dated December 23, 2002, to Attorney Steven Hardman, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the District's letter dated December 20, 2002, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, requesting a waiver from regulations requiring the Commission's review and approval of an engineering agreement for services relating to planned improvements to the District's wastewater treatment plant — Case No. 00-1294-PSD-PW.
25. Copy of a letter dated December 23, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter dated December 20, 2002, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, requesting a waiver from regulations requiring the Commission's review and approval of an engineering agreement for services relating to planned improvements to the District's wastewater treatment plant – Case No. 00-1294-PSD-PW.
26. Copy of a letter dated December 23, 2002, to Michael Miller, President, Claywood Park Public Service District, from James R. Ice, CPA, Harman Thompson Mallory & Ice, requesting a meeting with the individual who prepares the cost allocation worksheets to review the costs associated with the water treatment plant to determine if both District's fair share of the yearly costs.
27. Letter dated December 24, 2002, to Margaret Batten from George E. Blum, Cerrone

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- Associates, Inc., relative to the requested emergency connection to the City of Parkersburg's water system.
28. Copy of a letter dated December 30, 2002, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten containing copies of one copy each of four recorded rights-of-way easements for the Sycamore Run, Stephens Fork, Limestone Ridge Water Line Extension Project.
 29. Fax dated December 30, 2002, to Margaret Batten from Manning Frymier, P.E., Cerrone Associates, Inc., containing an Advertisement for Bids for the I-77 Rest Area Sewer Project with instructions to place the ad in the legal notices section of the Parkersburg newspapers as a legal ad at least twice one week apart.
 30. Copy of a fax dated December 30, 2002, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten stating that the advertisement for bids for the I-77 Rest Area Sewer Project will be published in the *Parkersburg News* and *Parkersburg Sentinel* on January 6-13, 2003.
 31. Fax dated December 30, 2002, to Sherry, *Parkersburg News/Sentinel*, enclosing a copy of the legal ad requesting bids for the I-77 Rest Area Sewer Project to be published in the newspapers on January 6th and January 13th.
 32. Copy of a letter dated December 30, 2002, to Harman Thompson Mallory & Ice, A.C., from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, concerning the status of any pending or threatened litigation and other claims that the law firm handles for the District.
 33. Fax dated December 30, 2002, to Margaret Batten from Margene Templin, Cerrone Associates, Inc., containing a revised advertisement for bids for the I-77 Rest Area Sewer Project to be published in the *Parkersburg News* and *Parkersburg Sentinel* on January 6th and 13th.
 34. Fax dated December 31, 2002, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of a letter dated December 26, 2002, to Cerrone Associates, Inc. from Jenny N. Phillips, State Director, United States Department of Agriculture, Rural Utilities Service, stating that her office reviewed the plans and specifications on the Limestone Ridge Water Extension Project and that all their comments have been satisfactorily addressed.
 35. Memorandum dated January 2, 2003, to All Community Water System Owners/Operators,

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WV Department of Health and Human Resources, Bureau For Public Health, Office of Environmental Health Services, from Victor R. Wilford, P.E., Director, Environmental Engineering Division, containing information about the required changes in the 2002 Consumer Confidence Report.

36. Copy of a letter dated January 2, 2003, to WV Bureau of Child Support from Margaret Batten enclosing District Check No. 29136 in the amount of \$33.75 and District Check No. 27424 in the amount of \$61.60 as payment of child support for Mark Murphy for payroll period ending December 31, 2002.
37. Letter dated January 2, 2002, to Charles M. Stewart, Chairman, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, stating that the District's petition to reopen for Commission approval an Addendum to the District's existing Operation and Maintenance Manual to provide information for operating the proposed wastewater treatment plant dechlorination equipment has be assigned Case No. 00-1294-PSD-PW.
38. Fax dated January 3, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter dated January 2, 2003, to Charles Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, relative to the District's petition to reopen the wastewater dechlorination plant case for approval of an Addendum to the District's existing Operation and Maintenance Manual.
39. Copy of a fax dated January 6, 2003, to Cathy, WesBanco Bank, from Margaret Batten enclosing a copy of page 13 of the Bank Statement for Account No. 310551849 with the deposit in question circled.
40. Copy of a letter dated January 6, 2002, to Wilma Hodge, West Virginia Bureau of Public Health, Environmental Engineering Division, from Margaret Batten enclosing the District's Monthly Operational Report and a copy of the Daily Water Purchase Tally for the month of December2002.
41. Copy of Correspondence Instructions dated January 7, 2002, to the Wood County Clerk's Office from Margaret Batten enclosing a signed rights-of-way easement signed by Harold L. Jackson and Sherry L. Jackson to be recorded and returned.
42. Letter dated January 2, 2003, to Charles Stewart from Rosalie Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, relative to review and approval of Amendment No.1 and Amendment No. 2 to the Agreement for Engineering Services between Cerrone Associates, Inc. and the District for

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the Dechlorination and Dover Drive Sewer Project – Case No. SRF No. C-544373.

43. Copy of a letter dated January 6, 2003, to Gary Scott, WV Division of Highways, from Manning Frymier, P.E., Cerrone Associates, Inc., containing all pertinent information regarding the advertisement for constructions bids for the I-77 Sewer Extension Project.
44. Fax dated January 7, 2003, to Cathy, WesBanco Bank, from Margaret containing a copy of the calculator tape list of checks for the District's December 7, 2002, checking account deposit.
45. Copy of a letter dated January 7, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten containing an original and four copies of District Invoice No. 3 for the cost of engineering services relative to the relocation of water and sewer lines along State Route 14 at the north Mineral Wells I-77 Interchange.
46. Letter dated January 7, 2003, to the District from Margaret Doan, Controller, Crescent & Sprague, requesting that the District complete a new blanket exemption certificate for the State of West Virginia and return it to their office.
47. Copy of a letter dated January 7, 2003, to Crescent & Sprague Supply Co., from Linda Church enclosing a completed blanket tax exemption certificate for West Virginia state tax.
48. Copy of a fax dated January 9, 2003, to the Editor, *Parkersburg News*, from Margaret Batten enclosing the agenda and a notice for the January 16, 2003, Board Meeting to be published in the first available issue of the newspaper.
49. Copy of a fax dated January 9, 2003, to the Editor, *Parkersburg Sentinel*, from Margaret Batten enclosing the agenda and a notice for the January 16, 2003, Board Meeting to be published in the first available issue of the newspaper.
50. Copy of a letter dated January 10, 2003, to the West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, Regulatory Development and Compliance Unit, from Linda K. Church containing 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 December 2002 for the District's wastewater treatment plant.
51. Copy of a letter dated January 10, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda K. Church containing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82), a copy of the WV

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Summary of Waste Water Treatment Plant Operators(ES59) for the month of December 2002 for the District's wastewater treatment plant and a list of treatment plant data for the month of December compiled by Bill Byers.

52. Copy of a letter dated January 10, 2003, to the Municipal Branch, Office of Water 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 December 2002 for the District's wastewater treatment plant.
53. Copy of a letter dated January 10, 2003, 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 December 2002 for the District's wastewater treatment plant.
54. Copy of a letter dated January 13, 2002, to Dave Smith, Project Engineer, West Virginia Department of Highways, from R. Shayne Brabham requesting the use of composite fiber marking posts at each water and sewer valve location located in the State Highway Project U354-14-9.00.
55. ***Letter dated January 13, 2002, to Charles M. Stewart from Sandra Squire, Executive Secretary of the Public Service Commission of West Virginia, containing a copy of the Staff's Final and Joint Staff Memorandum for Case No. 00-1294-PSD-PW, addition of the cost of the O & M Manual to the Engineering Agreement for the Dechlorination and Dover Drive Sewer Project.
56. Letter dated January 13, 2002, to the District from Jesse E. Sheppard, District Three Utilities Supervisor, West Virginia Division of Highways, stating that the District's permit application (B-125) and the plans for the Sycamore Run, Stephens Fork and Limestone Ridge Water Extension Project will be processed upon receipt of the District's \$50,000.00 bond.
57. Copy of a letter dated January 14, 2003, to Jesse Sheppard, Utilities Supervisor, WV Division of Highways District 3, from James M. Reichmann, Cerrone Associates, Inc., containing a revised plan sheet drawing Nos. 1-29 and 1-30 located on Grassy Run Road for contract no. 1 of the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
58. Copy of a letter dated January 14, 2003, to Dianne Wolfe, Legal Assistant, Bowles Rice McDonald Graff & Love, from James J. Reichmann, Cerrone Associates, Inc., enclosing a revised Easement Schedule for Contract #1 for the Sycamore Run, Stephens Fork, and 59.

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Limestone Ridge Water Project.

59. Copy of a certified letter dated January 14, 2003, to Lee Ann Deem from Charles M. Stewart stating that her delinquent account for water and sewer service at her former residence located at Route 1, Box 193L, Mineral Wells, WV, will be turned into Magistrate Court on January 24, 2003, for collection.
60. Copy of a letter dated January 15, 2003, to the Parkersburg Utility Board from Linda K. Church enclosing District Check No. 29178 in the amount of \$80.00 as payment for reconnecting fees for Richard Lew Thompson, Buddy R. Rhodes, Carrie Duncan, and Deloris J. Metz.
61. Form WEO-EMPL-LETT1, Department of Health and Human Resources, Bureau For Child Support, enclosing District Check No. 27457 in the amount of \$30.36 and District Check No. 29171 in the amount of \$64.99 as payment of Mark Murphy's child support for pay period ending January 15, 2003.
62. Copy of letter dated January 15, 2003, to the West Virginia Water Development Authority from Margaret Batten stating that a deposit in the amount of \$5,688.40 was made to the Revenue Fund and a deposit in the amount of \$568.82 was made to the Reserve Fund in December 2002 for the District's Sewage System Revenue Bonds, Series 1995.
63. Copy of a letter dated January 15, 2003, to the WV Municipal Bond Commission from Margaret Batten enclosing District Sewer Check No. 29176 in the amount of \$16,852.52 as payment for the District's sewage bonds and District Water Check No. 27462 in the amount of \$1,592.00 as payment to water bond MIW-W-1-69-X-W0-06-69.
64. Copy of a letter dated January 15, 2003, to the West Virginia Water Development Authority from Margaret Batten stating that a deposit in the amount of \$5,688.40 was made to the Revenue Fund and a deposit in the amount of \$568.82 was made to the Reserve Fund in January 2003 for the District's Sewage System Revenue Bonds, Series 1995.
65. ****Fax dated January 16, 2003, from the Public Service Commission of West Virginia, containing a Procedural Order from the Public Service Commission of West Virginia stating that PSC Case No 02-0966-PWD-PC will be dismissed without prejudice on January 21, 2003, if the Jackson County Commission does not file an order with the Commission reducing the boundaries of the Silvertown Public Service Commission.
66. Fax dated January 16, 2003, to Manning Frymier, P. E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Procedural Order from the Public Service

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Commission of West Virginia relative to the dismissal of Case No. 02-0966-PWD-PC—reducing the boundaries of the Silverton Public Service District.

67. Copy of a letter dated January 16, 2003, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Margaret Batten requesting that the Commission change their files to show that the current Operations Manager of the District is R. Shayne Brabham not Jerald D. Spears.
68. Copy of a letter dated January 16, 2003, to Stephen S. Kappa, Chairman, West Virginia State Emergency Response Commission, from Margaret Batten enclosing the completed annual Tier Two Filing Worksheet, Tier Two Emergency and Hazardous Chemical Inventory Sheet, a map showing the location of the District's Wastewater Treatment Plant, a detailed map of the Wastewater Treatment Plant and District Check No. 29166 in the amount of \$75.00 for the required filing fee.
69. Copy of a letter dated January 16, 2003, to Doug Hess, Wood County Local Emergency Planning Committees, from Margaret Batten enclosing a copy of the District's annual Tier Two Report with all related documents.
70. Copy of a letter dated January 16, 2003, to Jay Parsons, Chief, PMBS Volunteer Fire Department, from Margaret Batten enclosing a copy of the District's annual Tier Two Report with all related documents.
71. Copy of a letter dated January 16, 2003, to Jim Ruckman, Cerrone Associates, Inc., from R. Shayne Brabham enclosing a copy of the updated easement schedules for Contract 1 and Contract 2 areas of the Sycamore Run, Stephen's Fork and Limestone Ridge Water Project.
72. Copy of a letter dated January 16, 2003, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter dated January 13, 2003, to the District from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the PSC Staff's Memorandum in PSC Case No. 00-1294-PSD-PW, MWPSD Dechlorination/Dover Drive Sewer Project.
73. Fax dated January 16, 2003, to Fastenal Company from Margaret Batten enclosing a tax exemption certificate and two credit references as required to open a charge account for the District.