

MINUTES OF A REGULAR MONTHLY MEETING OF  
THE PUBLIC SERVICE BOARD OF THE MINERAL  
WELLS PUBLIC SERVICE DISTRICT HELD  
THURSDAY, FEBRUARY 20, 2003, IN THE  
DISTRICT'S OFFICE LOCATED AT MINERAL  
WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:40 p.m. He asked everyone present to sign the attendance roster. Charles Stewart; Roy L. Radabaugh, Treasurer; Margaret Batten, Office Manager; Nellie Radcliff, Office Clerk; R. Shayne Brabham, Operations Manager; James Ice, Harmon Thompson Mallory and Ice AC CPA; Jack Beck, Claywood Public Service District; Donna Ingraham, Claywood Public Service District; Edna Summers, Claywood Public Service District; Mike Miller, Claywood Public Service District; Randy Law, Claywood Public Service District; and John Lightner, Customer on Sugar Camp Run Road were present.

The first order of business conducted was a discussion concerning the new upcoming Agreement for Joint Operation of Water Treatment Plant between Claywood Public Service District and Mineral Wells Public Service District. Both Districts would like the terms in the new agreement to be more specific when outlining such items as "Fixed Cost, Cost of Production, Operation Maintenance and Variable Costs". Claywood Public Service District is to put together a summary of items and have another meeting with Mineral Wells Public Service District. All members of the Claywood Public Service District and Mr. Ice excused themselves from the rest of the meeting.

Mr. John Lightner was in attendance to address the Board concerning the water being off on Sugar Camp Run Road when he returned home in the evening. The District had an emergency break in the distribution line and had water turned off. He felt that the District should have made more of an effort to notify him that his water was off. Mr. Brabham explained that it was an emergency break and that there was no time to call all the customers and notify them. He was informed that anytime he does not have water, he should call the office. He said that from now on he would do that. He excused himself from the rest of the meeting.

Mr. Radabaugh made a motion that the Minutes of January 16, 2003 and the Special Meeting of January 31, 2003, be approved as presented. Mr. Stewart seconded the motion. The motion carried unanimously. Mr. Radabaugh signed the Minutes for January 16, 2003 and the Special Meeting of January 31, 2003.

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

1. Financial Statement dated January 31, 2003, for All Finances of the District (copy attached).
2. Financial Statement dated January 31, 2003, for Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated January 31, 2003, for Sewer Revenue Fund Checking Account (copy attached).
4. Check numbers 27481 thru 27551 written between January 17, 2003 and February 20, 2003 on Water Revenue Fund Checking Account (copy attached).
5. Check numbers 29190 thru 29250 written between January 17, 2003 and February

MINERAL WELLS PUBLIC SERVICE DISTRICT  
MINUTES - FEBRUARY 20, 2003  
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20, 2003 on the Sewer Revenue Fund Checking Account (copy attached).

6. Check numbers 27552 thru 27564 written today February 20, 2003, on the Water Revenue Fund Checking Account (copy attached).
7. Check numbers 29254 thru 29269 written today February 20, 2003, on the Sewer Revenue Fund Checking Account (copy attached).
8. Payroll check numbers 00984 thru 00999 written on the Sewer Revenue Fund Checking Account since January 16, 2003, Board Meeting (copy attached).

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

The following letters were discussed in review of correspondence and Mrs. Batten's Office Manager's report.

Letter 69 - Letter dated February 12, 2003, from Columbia Casualty Company containing an offer of terrorism coverage per the Terrorism Risk Insurance Act of 2002 along with a disclosure of premium of \$77.00. The Board recommended that the Districts insurance company be contacted concerning whether it would be necessary to buy this additional insurance.

Letter 82 - Memorandum dated February 14, 2003. To Fiscal Year 2004 Priority List Consulting Engineers, Regional planning and Development Councils, and Other Interested Parties, from Rosalie Brodersen, Program Manager, West Virginia Department of Environmental Protection, enclosing a fact sheet that must be completed and returned no later than March 31, 2003, if a SRF loan commitment is anticipated for a project.

Letter 84 - Letter dated February 19, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and /or approval four copies of Addendum No. 1 to the Agreement for Engineering Services for the I-77 - S. R. #14 Interchange Water & Sewer Relocation Project. Mr. Radabaugh made a motion authorizing Mr. Stewart to sign Addendum No. 1 to the Agreement for Engineering Services. Mr. Stewart seconded the motion. The motion carried unanimously. Mr. Stewart signed the Addendum.

Mr. Brabham reported on the following items.

1. Reggie Grimmett a customer of the District ordered a dual grinder for a 24 unit trailer park at the top of Mineral Wells Hill. The district would like for him to install a master meter, but he called the PSC because he wants individual meters. The Board instructed Mr. Brabham to contact Mary Rader at the Wood County Planning Commission to see if Mr. Grimmett had contacted their office about a plan for a trailer park.
2. The New Water Expansion Project status to date is that we received the recommended decision from the PSC approving the Certificate case. Mr. Frymier has updated our check list with the lending agencies. Dianne Wolfe, as of Wed-

nesday, February 19, 2003, still have not prepared the easements for Jackson County. The District has not received a narrative opinion from Steve Hardman, our attorney. The Boundary expansion for Jackson County hearing is set for March 6, 2003, no time has been set at this time. Dianne Wolfe will be sending some correspondence concerning this. She would like to set up a meeting with the Silverton Board prior to the hearing. The District has already contacted Frank Murray of the Silverton Public Service District.

3. Shayne contact Dianne Wolfe, concerning the agreement for users that will be transferring to Silverton Public Service District once that district have taken over the lines that was installed by Mineral Wells Public Service District to serve the customers of the Jackson County area.

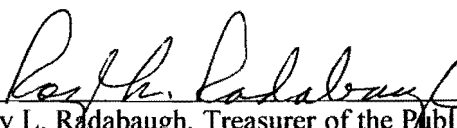
This concluded Mr. Brabham's report.

There was a brief discussion about the renewal of West Virginia Rural Water Association dues. Mr. Radabaugh made a motion authorizing the District to renew its membership with the Association. Mr. Stewart seconded the motion. The motion carried unanimously.

All business having been discussed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Stewart seconded the motion. The motion carried unanimously. Mr. Stewart adjourned the meeting at 8:10 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.

  
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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>	
<b>TOTAL IN CHECKING ACCOUNTS:</b>		<b>\$ 53,914.28</b>

**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>	
<b>TOTAL IN WATER ACCOUNTS:</b>		<b>\$141,498.18</b>

**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>	
<b>TOTAL IN SEWER ACCOUNTS:</b>		<b><u>\$112,651.08</u></b>
<b>TOTAL ALL FINANCES, JANUARY 31, 2003</b>		<b>\$308,063.54</b>

**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

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT-WATER-JANUARY, 2003  
PAGE 2**

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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FINANCIAL STATEMENT-WATER-JANUARY, 2003  
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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, 2003**

**\$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



**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**FINANCIAL STATEMENT-SEWER-JANUARY 31, 2003**  
**PAGE 2**

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

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
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  
CHECKS WRITTEN BETWEEN JANUARY 17, 2003, AND FEBRUARY 20, 2003**

**CHECKS WRITTEN BETWEEN JANUARY 17, 2003, AND FEBRUARY 19, 2003**

<b>CHECK NO.</b> 27481	U. S. Postal Service	\$ 169.51
27482	Conner Cleaning Service	109.00
27483	WV Public Employees Ins Agency	1,323.77
27484	Kathy D. Canepari	39.09
27485	Mineral Wells PSD	221.84
27486	Howard Renforth	41.74
27487	Mineral Wells PSD	50.28
27488	ADT Security Services	15.50
27489	K G Anderson	51.89
27490	Conner Cleaning Service	15.97
27491	Dominion Hope	234.13
27492	Hardman Supply Company	23.03
27493	David W Halfhill	51.15
27494	Kevin & Jessica Jackson	50.42
27495	Kim Lively	50.80
27496	Mineral Wells PSD	86.09
27497	New Image Medical Weight Loss	51.33
27498	Ohio Valley Muffler & Brake	208.00
27499	Crystal Dawn Post	50.57
27500	Rural Development Admn.	2,112.00
27501	Cintas	96.76
27502	Tesa Company	41.71
27503	USDA-Rural Development	3,140.00
27504	Westfield Insurance Companies	1,776.47
27505	WesBanco-Water Res-Sams-CV	314.00
27506	Dale Wilcox	50.54
27507	Christopher Casto	16.68
27508	City Beer Distributing	51.89
27509	Tim & Patsy Martin	50.44
27510	S.K.P.R., LLC - W-4	52.33
27511	Cutlip-Warner Development Co	756.54
27512	Mineral Wells PSD	3,886.15
27513	Parkersburg Office Supply	92.57
27514	WesBanco Bank-Parkersburg	1,829.00
27515	WV Dept of Tax & Revenue	566.10
27516	WV Public Employees Retirement	1,532.50
27517	Mineral Wells PSD	262.50
27518	Action Answering Service	51.05

**MINERAL WELLS PSD  
WATER REVENUE FUND CHECKING ACCOUNT  
FEBRUARY 20, 2003  
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**CHECKS WRITTEN BETWEEN JANUARY 17, 2003, AND FEBRUARY 19, 2003  
(Continued)**

<b>CHECK NO.</b> 27519	Cerrone Associates, Inc.	\$ 3,551.51
27520	Alltel	10.90
27521	Claywood Park PSD	12,452.29
27522	AT&T Wireless Services	28.61
27523	Daugherty Supply Co. Inc.	4.64
27524	Fasteners & Supply Inc.	61.85
27525	Haul Away Trash LLC	15.00
27526	Parkersburg Office Supply	10.62
27527	C I Thornburg	907.17
27528	Hughes Supply, Inc.	1,075.00
27529	Westco Internet	9.25
27530	Bureau For Child Support	65.86
27531	Cerrone Associates, Inc.	5,126.77
27532	Wood County Magistrate Court	45.00
27533	Bureau For Child Support	38.31
27534	Miss Utility of WV Inc.	10.12
27535	Mineral Wells PSD	32.78
27536	Municipal Bond Commission	1,592.00
27537	Mineral Wells PSD	3,081.48
27538	Secretary of State of WV	52.00
27539	U S Postal Service	50.26
27540	USDA-Rural Development	3,325.00
27541	USDA-Rural Development	10,040.00
27542	Water Environmental Testing	40.50
27543	WesBanco Bank-Parkersburg	110.00
27544	WesBanco Bank-Parkersburg	1,350.71
27545	WesBanco Bank-Parkersburg	167.00
27546	WesBanco Bank-Parkersburg	167.00
27547	WesBanco Bank-Parkersburg	502.00
27548	WesBanco Bank-Parkersburg	502.00
27549	Wirt County Clerk	18.00
27550	Russell P. Hanna	77.55
27551	U S Postal Service	116.56

**MINERAL WELLS PSD  
WATER REVENUE FUND CHECKING ACCOUNT  
FEBRUARY 20, 2003  
PAGE 3**

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION**

<b>CHECK NO.</b> 27552	Allegheny Power	\$ 582.92
27553	AT&T - State Calling Service	8.29
27554	ADT Security Services	46.49
27555	ATCO International	47.50
27556	BP Credit Card Center	323.04
27557	Cutlip-Warner Development Co.	183.00
27558	Conner Cleaning Service	109.00
27559	Mineral Wells PSD	100.51
27560	Miller Communications	15.00
27561	Cardholder Services	6.75
27562	Verizon	138.40
27563	WV Public Employees Insurance Agency	1,416.85
27564	WV Rural Water Association	319.77

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
CHECKS WRITTEN BETWEEN JANUARY 17, 2003, AND FEBRUARY 20, 2003**

**CHECKS WRITTEN BETWEEN JANUARY 17, 2003, AND FEBRUARY 19, 2003**

<b>CHECK NO.</b> 29190	U S Postal Service	\$ 169.51
29191	Conner Cleaning Service	179.00
29192	WV Public Employees Ins Agency	1,063.73
29193	Mineral Wells PSD	138.79
29194	Howard Renforth	62.24
29195	Mineral Wells PSD	50.28
29196	Allegheny Power	3,421.00
29197	ADT Security Services	15.49
29198	Badger Lumber Co Inc	49.85
29199	D. R. Cummings, Inc.	328.51
29200	Conner Cleaning Service	15.98
29201	Dominion Hope	234.12
29202	Fastenal Company	92.45
29203	Hardman Supply Company	13.88
29204	H & R Block	50.45
29205	Kevin & Jessica Jackson	50.42
29206	James R. Lett	125.00
29207	Mineral Wells PSD	26.53
29208	Midwest Pipe & Supply	377.54
29209	New Image Medical Weight Loss	51.33
29210	Ohio Valley Muffler & Brake	208.00
29211	Parkersburg Sentinel Co.	420.95
29212	Roy L Radabaugh	200.00
29213	Cintas	96.76
29214	State Electric Supply Co. Inc.	58.21
29215	Charles M. Stewart	200.00
29216	Trombold Equipment Co Inc	1,331.06
29217	Westfield Insurance Companies	2,489.94
29218	Christopher Casto	25.85
29219	S.K.P.R., LLC - W-4	52.33
29220	Cutlip-Warner Development Co.	243.00
29221	W. W. Grainger, Inc.	1,190.18
29222	Parkersburg Office Supply	92.59
29223	State Electric Supply Co. Inc.	50.25
29224	WesBanco Bank-Parkersburg	1,412.73
29225	WV Dept of Tax & Revenue	515.90
29226	WV Public Employees Retirement	1,359.59
29227	Action Answering Service Plus	51.05
29228	Alltel	10.90

**MINERAL WELLS PSD  
SEWER REVENUE FUND CHECKING ACCOUNT  
FEBRUARY 20, 2003  
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**CHECKS WRITTEN BETWEEN JANUARY 17, 2003, AND FEBRUARY 19, 2003  
(Continued)**

<b>CHECK NO.</b> 29229	AT&T Wireless Services	\$ 28.62
29230	Daugherty Supply Co Inc	9.58
29231	Fasteners & Supply Inc	17.35
29232	Gene's Septic Tank Cleaning	160.00
29233	Haul Away Trash L.L.C.	15.00
29234	Midwest Pipe & Supply	4.20
29235	Parkersburg Office Supply	10.63
29236	C I Thornburg	108.00
29237	Hughes Supply, Inc.	1,075.00
29238	Westco Internet	9.25
29239	Mineral Wells PSD	35.32
29240	Bureau For Child Support	29.49
29241	Bureau For Child Support	57.04
29242	Discount Industrial Supply Corp	66.90
29243	Miss Utility of WV Inc	10.13
29244	Mineral Wells PSD	32.78
29245	Municipal Bond Commission	16,852.52
29246	U S Postal Service	50.25
29247	Water Environmental Testing	195.00
29248	WesBanco Bank-Parkersburg	933.49
29249	WesBanco Bank-Parkersburg	1,141.36
29250	U S Postal Service	116.56

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION**

<b>CHECK NO.</b> 29254	Allegheny Power	\$ 1,810.90
29255	AT&T - State Calling Service	8.29
29256	ADT Security Services	46.48
29257	ATCO International	47.50
29258	Rebecca Anderson	9.11
29259	BP Credit Card Center	323.03
29260	Conner Cleaning Service	179.00
29261	Mineral Wells PSD	91.40
29262	Miller Communications	15.00
29263	Roto-Rooter	350.00
29264	Cardholder Services	6.74
29265	Verizon	522.00

**MINERAL WELLS PSD  
SEWER REVENUE FUND CHECKING ACCOUNT  
FEBRUARY 20, 2003  
PAGE 3**

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

<b>CHECK NO.</b> 29266	WV Public Employees Ins Agency	\$ 970.65
29267	WV Rural Water Association	250.03
29268	Trombold Equipment Co Inc	15,580.00

**PAYROLL CHECKS WRITTEN SINCE THE JANUARY 16, 2003, BOARD MEETING**

<b>CHECK NO.</b> 00984	Todd R. Anderson	\$ 659.94
00985	Margaret J. Batten	970.48
00986	Richard Shayne Brabham	1,162.30
00987	William H. Byers, Jr.	887.33
00988	Linda K. Church	884.63
00989	Russell P. Hanna	874.07
00990	Mark K. Murphy	704.19
00991	Nellie B. Radcliff	824.34
00992	Todd R. Anderson	551.59
00993	Margaret J. Batten	803.94
00994	Richard Shayne Brabham	792.86
00995	William H. Byers, Jr.	865.51
00996	Linda K. Church	734.97
00997	Russell P. Hanna	677.58
00998	Mark K. Murphy	536.59
00999	Nellie B. Radcliff	687.45



**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE RECEIVED OR MAILED  
BETWEEN JANUARY 17, 2003, AND FEBRUARY 20, 2003**

1. *Etc Newslite*, a publication of the West Virginia Environmental Training Center, Cedar Lakes, Ripley, West Virginia, dated January 2003.
2. *WV Rural Water Association LEGISLATIVE UPDATE*, a publication of the West Virginia Rural Water Association, dated January 24, 2003, 2003 Legislative Session.
3. *West Virginia Rural Water Association INFRASTRUCTURE COUNCIL REPORT NEWSLETTER*, a publication of the West Virginia Rural Water Association, dated February 5, 2003, Vol. 7, Issue 2.
4. *WV Rural Water Association LEGISLATIVE UPDATE*, a publication of the West Virginia Rural Water Association, dated February 6, 2003, 2003 Legislative Session.
5. A letter dated January 13, 2003, to the Mineral Wells PSD from Gregory A. Burton, Cabinet Secretary, Department of Administration, State of West Virginia, relative to the Governor's authority to suspend laws, rules and/or regulations regarding the acquisition of commodities and services by public organizations in the event the governor declares an emergency.
6. Copy of a letter dated January 16, 2003, to Rick Modesitt, Robert Tebay, and K. D. Merritt, Wood County Commission, from James R. Lett and Roy L. Radabaugh requesting that Charles Stewart be reappointed to serve as a Commissioner on the District's Public Service Board.
7. Copy of a letter dated January 16, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of Invoice No. 4 covering cost of engineering services relating to the relocation of water and sewer lines along State Route 14 at the Mineral Wells I-77 Interchange.
8. Letter dated January 17, 2003, to the District from Shannon Trimboli, Grassy Roads Publications, relative to preparing the District's Consumer Confidence Report.
9. Memorandum dated December 17, 2002, and received January 17, 2003, to Insurance Coordinators: State Agencies, County Boards of Education, Colleges and Universities, and Non-State Agencies, from Tom Susman, Director, West Virginia Public Employees Insurance Agency, enclosing new Optional Life and Dependent Life rate tables for active and retired employees effective January 1, 2003.
10. Letter dated January 17, 2003, to the West Virginia Bureau of Employment Programs containing a copy of the District's Quarterly Employer Loss Activity Statement for the Period July 1, 1999, through December 31, 2002.

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11. Copy of a letter dated January 17, 2003, to the Customers of the Mineral Wells Public Service District from R. Shayne Brabham, Operations Manager, relative to an interruption in water service on January 20, 2003, while the District moves its water lines for the relocation of the State Route 14.
12. Copy of a letter dated January 17, 2003, to Mary Rader, Wood County Commission, from Margaret Batten containing a copy of the Minutes of the District's Regular Board Meeting held on Thursday, December 19, 2002.
13. Copy of a letter dated January 17, 2003, to Attorney Steven Hardman, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of Mr. Lett's and Mr. Radabaugh's letter dated January 16, 2003, to the Wood County Commission requesting that Mr. Stewart be reappointed to another six year term on the District's Public Service Board.
14. Copy of a letter dated January 17, 2003, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing copies of the rights-of-way easements for the Wirt County area of Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
15. Copy of a letter dated January 17, 2003, to Attorney Steven Hardman from Manning Frymier, P.E., Cerrone Associates, Inc., summarizing the status of the various permits and approvals required for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
16. Copy of Addendum #1 prepared by Cerrone Associates Inc. dated January 20, 2003, for the WV DOH I-77 Rest Area Sewer Extension.
17. Fax dated January 21, 2003, from the Wood County PSD Association containing the agenda for its January meeting.
18. Letter dated January 21, 2003, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, enclosing an original and six copies of the Motion for Extension of Time for Filing Order Reducing the Boundaries of Silverton Public Service District.
19. Fax dated January 22, 2003, to Kristen Coffman, United National Bank, from Nellie Radcliff containing a Billing Reprint for the Estate of Cecile G. Morgan.
20. Copy of a letter dated January 22, 2003, to Jackson County Clerk from Margaret Batten enclosing ten rights-of-way easements to be recorded for the Jackson County portion of the Sycamore Run, Stephens Fork, and Limestone Ridge Water Extension Project.

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21. Copy of correspondence instructions dated January 23, 2003, to the Wood County Clerk from Margaret Batten enclosing three rights-of-way easements to be recorded for the Wood County portion of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
22. Letter dated January 23, 2003, to Charles M. Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Commission Order in Case No. 00-1294-PSD-PW (petition to reopen pending).
23. Fax dated January 24, 2003, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice to be published in the newspaper regarding a Special Board Meeting scheduled for January 31, 2003, at 11 a.m. in the District Office.
24. Fax dated January 24, 2003, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice to be published in the newspaper regarding a Special Board Meeting scheduled for January 31, 2003, at 11 a.m. in the District Office.
25. Copy of Addendum #2, dated January 24, 2004, for the WV DOH I-77 Rest Area Sewer Project addressed to All Bidders.
26. Copy of an Order from the Public Service Commission of West Virginia dated January 27, 2003, for General Order No. 184.18, General Order No. 185.21, General Order No. 186.16, General Order No. 187.24, and General Order No. 188.20. Each of these orders deals with the amount of interest the various utilities must pay on security deposits.
27. Copy of a letter dated January 27, 2003, to the Magistrate Office of Wood County from Margaret Batten containing a Civil Complaint against Lee Ann Deem for an unpaid water and sewer bill.
28. Copy of correspondence instructions dated January 30, 2003, to the Wood County Clerk from Margaret Batten enclosing a right-of-way easement for the I-77 Rest Area Sewer Extension to be recorded.
29. Letter dated January 2003 from the West Virginia Municipal Bond Commission requesting updated information for the District's bond accounts and containing a fourth quarter statement for the same accounts.
30. Letter dated January 30, 2003, to Public Service Districts from Daniel B. Yonkosky, Director, West Virginia Water Development Authority containing an application for any projects requiring funding within the next twelve months.

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31. Certified letter dated January 30, 2003, to Charles M. Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the recommended order In Case No. 1-1294-PSD-PW (WWTP Dechlorination and the Dover Drive Sewer Main Repair Project ).
32. Copy of a letter dated January 30, 2003, to the WV Municipal Bond Commission from Margaret Batten enclosing the completed form containing updated information for the District's Bond Accounts.
33. Copy of a letter dated January 30, 2003, to Jeff Smith, RS, WVBPH/OEHS/EED, from Margaret Batten containing an Application for Certification In Wastewater Operations for Russell Hanna.
34. Copy of a letter dated January 30, 2003, to OEHS-Env Eng Division from Margaret Batten containing an Application for Public Water System Operator Certification for R. Shayne Brabham.
35. Certified letter dated January 30, 2003, to Charles Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the Recommended Order in Case No. 00-1294-PSD-PW(Selection of Engineer for Dechlorination/Dover Drive Sewer Project).
36. Copy of a letter dated January 30, 2003, Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from James M. Ruckman, Cerrone Associates, Inc., containing revised Easement Schedules for Contracts No. 1 and 2 of the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
37. Letter dated January 30, 2003, to the District from Gary Hollier, Unisys Corporation, enclosing a list of the annualized current and new rates for service and support charges that are changing.
38. Letter received on January 30, 2003, to the District from Doris Hendrickson, CWS-Copier Word Processing Supply, Inc., requesting a new tax exemption certificate for the District prior to February 10, 2003.
39. Fax dated January 31, 2003, to Don Harper, Everett L. Harper & Sons, from Margaret Batten enclosing a copy of the unofficial Bid Tab for the I-77 Rest Area Sewer Project.
40. Copy of a letter dated January 31, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 07519 in the amount of \$3,551.51 as

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payment for the Cerrone Invoice dated December 19, 2002, for North Mineral Wells Interchange State Project #354-14.9.00.00.

41. Fax dated January 31, 2003, to Marjean, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Bid Tab for the I-77 Rest Area Sewer Project.
42. Fax dated January 31, 2003, to Construction Data from Nellie Radcliff enclosing a copy of the unofficial Bid Tab for the I-77 Rest Area Sewer Project.
43. Letter dated February 1, 2003, to the District from Michael W. McNulty, Executive Director, West Virginia Rural Water Association, enclosing an application for the WVRWA Scholarship Program.
44. Copy of a letter dated February 3, 2003, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Attorney Steven R. Hardman, Bowles Rice McDavid Graff & Love, containing an original and six copies of the Motion to Extend Time for Administrative Law Judge Decision Due Date for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
45. Copy of a letter dated February 5, 2003, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing thirteen recorded rights-of-way easements for the Sycamore Run, Stephens Fork and Limestone Ridge Water Extension Project.
46. Copy of a letter dated February 5, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter dated February 3, 2003, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, relative to the time extension for the boundaries for the District's Sycamore Run, Stephen's Fork and Limestone Ridge Water Extension Project.
47. Fax dated February 4, 2003, to Angie, Wal-Mart Stores, Inc., Bentonville, Arkansas, from Margaret Batten enclosing a billing reprint for the Pettyville WalMart Store.
48. Letter dated February 4, 2003, to Shayne Brabham from James M. Ruckman, Director of Field Activities, Cerrone Associates, Inc. containing two copies each of Plan Sheets #1-2, Plan Sheet #1-5, Detail Sheet #3 and Profile Sheet #6 for the I-77 -S.R. #14 Interchange Water & Sewer Relocation Project. These sheets are relative to providing sewer service to the Robert Criss residence via a grinder pump.

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49. Copy of a letter dated February 5, 2003, to Virginia McDonald, USDA Rural Development, from Manning Frymier, P.E., Cerrone Associates, Inc., relative to moving the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project to the bidding process.
50. Letter dated February 5, 2003, to the District from Dollie Pauley, Claims Representative 2, Workers' Compensation Division, stating that Claim No. 2003022543 for Russell Hanna has been closed.
51. Copy of a letter dated February 5, 2003, 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 January 2003.
52. Copy of a letter dated February 5, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 27531 in the amount \$5,126.77 as payment for Cerrone Invoice dated January 14, 2003, for the North Mineral Wells Interchange State Project #354-14-9.00.00.
53. Facsimile dated February 6, 2003, to the District from Charlotte Miles, Wal-Mart Stores, Inc., Bentonville, Arkansas, relative to their payment for the Pettyville Wal-Mart Store being sent by first class mail instead of overnight mail.
54. Fax dated February 6, 2003, to Doris Hendrickson, CWS-Copier Word Processing Supply, Inc., from Margaret Batten enclosing a completed West Virginia Sales and Service Tax Exemption Certificate for the District.
55. Fax dated February 6, 2003, to Char-Miles, Wal-Mart Stores, Bentonville, Arkansas, from Margaret Batten stating that the payment for the Wal-Mart Pettyville Store did not arrive as promised.
56. Copy of a letter dated February 6, 2003, to Gary Scott, WV Department of Transportation, Division of Highways, from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of the certified bid tabulation for the WV DOH I-77 Rest Area Sewer Extension.
57. Copy of a letter dated February 6, 2003, to James R. Ice, CPA, Harman Thompson Mallory & Ice, from Jack C. Beck, General Manager, Claywood Park PSD, relative to Claywood Park PSD Public Service Board meeting with Mr. Ice and the Mineral Wells PSD Public Service Board on February 20<sup>th</sup> to discuss the water plant allocations.
58. Copy of a letter dated February 6, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc.,

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from Virginia McDonald, Rural Development Specialist, Rural Utilities Service, containing a list nine items that need to be completed prior to RUS authorizing advertisement for bids for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

59. Copy of fax dated February 7, 2003, to Katy Mallory, Infrastructure and Jobs Development Council, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of the District's letter dated February 6, 2003, from Virginia McDonald, Rural Utilities Service, containing a list of nine items that must be completed before RUS can authorization advertising for bids for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
60. Fax dated February 7, 2003, to Greg, RCDI, from Nellie Radcliff enclosing billing reprints for his former tenants, Kandae L. Collins and Amanda Mitchell Knopp.
61. Fax dated February 7, 2003, to Jill, Fasteners & Supply, from Margaret Batten enclosing a completed WV Tax Exemption Certificate for the District.
62. Memorandum dated February 10, 2003, to Insurance Coordinators; State Agencies, County Boards of Education, Colleges and Universities, Non-State Agencies, from Joe Estep and Barbara Beane, Supervisors, PEIA, regarding a retro-active invoice for February optional and dependent life coverage.
63. Copy of a letter dated February 10, 2003, to Wood County Magistrate Office from Margaret Batten enclosing District check no. 27532 in the amount of \$45.00 for the filing fee in the Civil Complaint against Lee Ann Deem and requesting that the case be dismissed.
64. Copy of a letter dated February 10, 2003, to Katy Mallory, Executive Secretary, WV Infrastructure and Jobs Development Council, from Manning Frymier, P.E., Cerrone Associates, Inc., responding to the prebid requirement checklist for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
65. Fax dated February 11, 2003, to George Blum, Cerrone Associates, Inc., from Margaret Batten containing a copy of the Sewer Project Checklist for the Dechlorination/Dover Drive Sewer Project that was discussed on December 18, 2002, during a meeting with the Public Service Commission held in the District Office.
66. Copy of a letter dated February 11, 2003, to Jack C. Beck, General Manager, Claywood Park Public Service District, from Margaret Batten stating that Mineral Wells Public Service District's Board of Commissioners and the District's Auditor, Mr. Ice, will meet with the Board of Commissioners of Claywood Park Public Service District at 6 p.m. on February 20<sup>th</sup>

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to discuss the allocation calculations for the water treatment plant.

67. Copy of a letter dated February 12, 2003, to Robert Criss from Shayne Brabham enclosing all the documents necessary for a sewer extension with a grinder pump to serve the Criss residence located on top of Mineral Wells Hill.
68. Copy of a letter dated February 12, 2003, to the Mineral Wells Public Service District from the West Virginia Bureau of Employment Programs, containing a Policyholder Disclosure Notice of Terrorism Insurance Coverage.
69. \*\*\* Letter dated February 12, 2003, from Columbia Casualty Company containing an offer of terrorism coverage per the Terrorism Risk Insurance Act of 2002 along with a disclosure of premium of \$77.00.
70. Copy of a letter dated February 12, 2003, to the Wirt County Clerk from Margaret Batten enclosing three rights-of-way easements to be recorded for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
71. Fax dated February 13, 2003, to the District from John G. Sims, Attorney, requesting a copy of Robert Evans' last water bill.
72. Fax dated February 13, 2003, to John Sims, Attorney, from Nellie Radcliff, enclosing a copy of Robert Evans' last water bill.
73. Copy of a letter dated February 14, 2003, to David Weekley, Department of Natural Resources, from Linda Church enclosing a copy of the District's WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the summary of Waste Water Treatment Plant Operators (ES59) for the month of January 2003.
74. Copy of a letter dated February 14, 2003, to Municipal Branch, Office of Water Resources (DNR) from Linda Church enclosing a copy of the District's 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 January 2003 .
75. Copy of a letter dated February 14, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the District's 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 data for the



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wastewater treatment plant for the month of January 2003.

76. Copy of a letter dated February 14, 2003, to the West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, from Linda Church enclosing a copy of the District's 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 January 2003.
77. Fax dated February 14, 2003, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the District's regular monthly Board Meeting scheduled for Thursday, February 20, 2003, to be published in the first available issue of the newspaper.
78. Fax dated February 14, 2003, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the District's regular monthly Board Meeting scheduled for Thursday, February 20, 2003, to be published in the first available issue of the newspaper.
79. Copy of a letter dated February 14, 2003, to the West Virginia Water Development Authority from Margaret Batten stating that deposits in the amounts of \$5,688.40 (Revenue Fund) and \$568.82 (Reserve Fund) for MWPSD Sewage System Revenue Bonds, Series 1995, were made to the West Virginia Municipal Bond Commission on behalf of the District.
80. Copy of correspondence instructions dated February 18, 2003, to Edwin Wherry from Margaret Batten enclosing his NSF check no. 437 in the amount of one hundred five dollars and twenty cents which he covered with cash.
81. Copy of a certified letter dated February 18, 2003, to James Marion from Margaret Batten enclosing an invoice for repair of the top section of the grinder pump located in his yard which was damaged by a vehicle.
82. \*\*\*Memorandum dated February 14, 2003, to Fiscal Year 2004 Priority List Consulting Engineers, Regional Planning and Development Councils, and Other Interested Parties, from Rosalie Brodersen, Program Manager, West Virginia Department of Environmental Protection, enclosing a fact sheet that must be completed and returned no later than March 31, 2003, if a SRF loan commitment is anticipated for a project.
83. Fax dated February 19, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the memorandum dated February 14, 2004, from the West Virginia Department of Environmental Protection containing an Application for the State Revolving Fund for FY 2204.

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84. \*\*\*Letter dated February 19, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and/or approval four copies of Addendum No. 1 to the Agreement for Engineering Services for the I-77 - S.R. #14 Interchange Water & Sewer Relocation Project.