

MINUTES OF A REGULAR MONTHLY MEETING  
OF THE PUBLIC SERVICE BOARD OF THE  
MINERAL WELLS PUBLIC SERVICE DISTRICT  
HELD THURSDAY, APRIL 17, 2003, IN THE  
DISTRICT'S OFFICE LOCATED AT MINERAL  
WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:00 p.m. He asked everyone present to sign the attendance roster. Charles Stewart; Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; Margaret Batten, Office Manager; Shayne Brabham, Operations Manager; Nellie Radcliff, Office Clerk; William Byers, Operations Technician; Delbert and Sonya McWilliams, Delson, Inc., and Reginald Grimmert, Sky View Acres were present.

Mr. Delbert McWilliams was present to address the Board concerning the District's method of new customers signing up for water and sewer service in his trailer park (Mineral Park Estate). He presented the Board with a letter that he said was mailed to the District in the year of 1999. The District did not have a copy of the letter on file. He requested that the District have each new customer that signs for water in his trailer park show a copy of the signed lease. The District agreed that this would eliminate the problem of people sub-leasing the trailers. Mr. and Mrs. Mc Williams excused themselves from the rest of the meeting.

Mr. Grimmert, developer of Sky View Acres Mobile Home Park, was present to request that the District provide the meters for 24 trailers. He felt that since he had provided all the work and materials to develop the trailer park, the District should provide the meters at no cost to him. The Board informed him that the District could not do this. Following a brief discussion, Mr. Grimmert decided since he installed the taps at no cost to the District or tenant, he would have the tenants pay \$85.00 to him for the meters at the time they sign for water and sewer service. The District will not be responsible for collecting the meter cost from the customer. Mr. Grimmert excused himself from the rest of the meeting.

Mr. Lett made a motion that the Minutes of March 20, 2003, 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 Financial Statements for All Finances, Water Revenue Fund Checking Account, Sewer Revenue Fund Checking Account dated March 31, 2003 (copies attached) be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion check numbers 27626 thru 27688 written between March 21, 2003, and April 17, 2003, on the Water Revenue Fund Checking Account and check numbers 29327 thru 29387 written on the Sewer Revenue Fund Checking Account (copy attached) be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion check numbers 27689 thru 27702 written today, April 17, 2003, on the Water Revenue Fund Checking Account and check numbers 29388 thru 29404 written on the

MINERAL WELLS PUBLIC SERVICE DISTRICT  
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Sewer Revenue Fund Checking Account (copy attached) be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion that Payroll checks 1016 thru 1031 written between March 21, 2003, and April 17, 2003, on the Sewer Revenue Fund Checking Account (copy attached) be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mrs. Batten presented the new budget for the Water Revenue to the Board for fiscal year 2004. Mr. Radabaugh made a motion approving the Water Revenue Budget as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mrs. Batten presented the new budget for the Sewer Revenue to the Board for fiscal year 2004. Mr. Radabaugh made a motion approving the Sewer Revenue Budget as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mrs. Batten discussed the following letters.

Letter 11 - Letter dated March 21, 2003, to Charles Stewart from D. Wayne Trimble, Trimble & Associates, containing the Arbitrage Rebate Calculations for the District's Sewerage System Refunding Revenue Bonds \$1,440,000, Series 1997.

Letter 12 - Letter dated March 21, 2003, to Charles Stewart from D. Wayne Trimble, Trimble & Associates, containing the Arbitrage Rebate Calculations for the District's Sewer Revenue Bonds, Series 1995 and Series 1997.

Letter 20 - Fax dated March 25, 2003, to Shayne Brabham from Attorney Steve Hardman, Bowles Rice McDavid Graff & Love, containing a copy of a letter dated March 24, 2003, to Mr. Hardman from James M. Bradley, Jr., Attorney for Richard Boice, requesting information about the proposed archaeological study of the proposed tank site on Mr. Boice's property by an independent archaeologist and denying any access to the property without a court order until further notice.

Letter 30 - Letter dated April 1, 2003, to Margaret Batten from John Padden, Reagle & Padden, Inc., enclosing the District's Public Officials/Employment Practices Liability Policy renewal.

Letter 54 - Letter dated April 9, 2003, to Charles Stewart from Guy W. Mick, WV Department of Highways, enclosing an original and three copies of the proposed utility agreement dated April 9, 2003, between the District and the Department of Highways for State Project U354-14-9.00 to relocate WV 14-Mineral Wells Interchange, Wood County. Mr. Radabaugh made a motion authorizing Mr. Stewart to sign the proposed utility agreement dated April 9, 2003. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart signed the agreement.

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Letter 69 - Letter dated April 15, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing four copies of Addendum No. 2 to our Agreement for Engineering Services for the I-77 - S.R. #14 Interchange Water & Sewer Relocation Project to be voted on and signed if approved. Mr. Radabaugh made a motion to approve Addendum No.2 as presented. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart signed Addendum No. 2.

Mr. Radabaugh made a motion authorizing Mr. Stewart to sign the Executive Agreement for the Water and Sewer Extension between the District and Reginald Grimmatt. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart signed the agreement.

This concluded Mrs. Batten's report.

Mr. Brabham reported on the status of several projects that he has been working. He had Mr. Hardman, the District's Attorney, send a letter to Mr. Melrose reference to the I-77 Rest Area Sewer Extension regarding the easement that is needed for the project to move ahead. The letter stated that he had until April 28, 2003, to negotiate or we will have to condemn the property. Gary Scott, Department of Highways agreed to pay all costs associated with the condemnation.

Matt Sweeny, permit writer for DEP, said we would have to modify our permit, but we would not have to monitor the RV Dump Station.

There will be a pre- construction conference at the District's Office on May 1, 2003, at 10:30 a.m.

All utilities have been tied in to existing lines on the Rt. 14 Re-location Project.

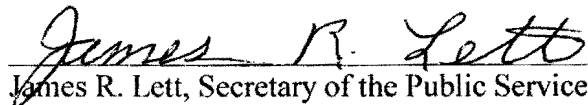
Mr. Boice is still using delay tactics to stop the District from moving ahead with obtaining entry onto his property. He has told Dianne Wolfe, Executive Secretary, for Bowles Rice McDavid Graff & Love, PLLC., that he would not give the District the needed elevation for the tank on either side of the hill. Mr. Bradley, attorney for Mr. Boice, may file an injunction prohibiting the condemnation.

The District would like to purchase a Jetter Sewer Cleaning Machine, because of the cost of having Roto Rooter make service calls. Mr. Radabaugh made a motion that Mr. Brabham collect some quotes on Jetters. He is not to exceed \$20,000.00. 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 the meeting at 7:00 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  
MARCH 31, 2003**

**CHECKING ACCOUNT**

|                                     |                  |                     |
|-------------------------------------|------------------|---------------------|
| Water Revenue Fund Checking Account |                  |                     |
| WesBanco Bank                       | \$44,912.41      |                     |
| Sewer Revenue Fund Checking Account |                  |                     |
| WesBanco Bank                       | <u>25,079.88</u> |                     |
| <b>TOTAL IN CHECKING ACCOUNTS:</b>  |                  | <b>\$ 69,992.29</b> |

**WATER ACCOUNTS**

|   |                  |                     |
|---|------------------|---------------------|
| Depreciation Reserve Account                    |                  |                     |
| WesBanco Bank                                   | \$11,377.30      |                     |
| Revenue Reserve Account                         |                  |                     |
| WesBanco Bank                                   | 29,128.36        |                     |
| Revenue Reserve Account-Sams Creek/Chesterville |                  |                     |
| WesBanco Bank                                   | 14,143.53        |                     |
| Revenue Reserve Account-Rockport                |                  |                     |
| WesBanco Bank                                   | 3,024.98         |                     |
| Depreciation Reserve Account-Rockport           |                  |                     |
| WesBanco Bank                                   | 3,025.10         |                     |
| Revenue Reserve Account-Water Improvement       |                  |                     |
| WesBanco Bank                                   | 9,091.98         |                     |
| Depreciation Reserve Account-Water Improvement  |                  |                     |
| WesBanco  | 9,093.99         |                     |
| Sycamore Run-Limestone Tap Fees                 |                  |                     |
| WesBanco Bank                                   | 31,605.70        |                     |
| Sycamore Run-Limestone Security Deposits        |                  |                     |
| WesBanco Bank                                   | 15,703.60        |                     |
| Security Deposit Account                        |                  |                     |
| WesBanco Bank                                   | <u>18,984.58</u> |                     |
| <b>TOTAL IN WATER ACCOUNTS:</b>                 |                  | <b>\$145,179.12</b> |

**SEWER ACCOUNTS**

|                                       |                  |                            |
|---------------------------------------|------------------|----------------------------|
| Repair and Replacement Account        |                  |                            |
| WesBanco Bank                         | \$75,228.94      |                            |
| Reserve for Grinder Pump Maintenance  |                  |                            |
| Prime Rate Money Market-WesBanco Bank | 23,089.32        |                            |
| Security Deposit Account              |                  |                            |
| WesBanco Bank                         | <u>16,668.17</u> |                            |
| <b>TOTAL IN SEWER ACCOUNTS:</b>       |                  | <b><u>\$114,986.43</u></b> |

**TOTAL ALL FINANCES, MARCH 31, 2003** **\$330,157.84**

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

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, FEBRUARY 28, 2003** **\$42,641.61**

**RECEIPTS:**

|                          |               |
|--------------------------|---------------|
| Water Sales              | \$54,372.44   |
| Water Buffalo Sales      | 645.50        |
| Security Deposit Refunds | 855.55        |
| Reconnection Fees        | 60.00         |
| Tap Fees                 | <u>900.00</u> |

**TOTAL RECEIPTS:** **\$56,833.49**

**CASH AVAILABLE:** **\$99,475.10**

**EXPENDITURES:**

|                                       |             |
|---------------------------------------|-------------|
| Municipal Bond Commission             | \$ 1,592.00 |
| Rural Economic & Development          | 5,252.00    |
| USDA-Rural Development                | 13,365.00   |
| WesBanco Bank-Parkersburg             | 2,535.90    |
| 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        | 490.00      |
| WV Public Employees Retirement System | 1,266.30    |
| Salaries                              | 5,736.64    |
| Commissioner's Salaries               | 187.50      |
| WV Public Employees Insurance Agency  | 1,276.31    |
| Bureau of Child Support               | 69.82       |
| Miss Utility of WV Inc.               | 7.87        |
| U S Postal Service                    | 169.39      |
| Water Environmental Testing           | 67.50       |
| AT&T-State Calling Service            | 11.13       |
| BP Credit Card Center                 | 251.92      |
| Conner Cleaning Service               | 83.85       |
| Miller Communications                 | 15.00       |
| Cardholder Services                   | 309.60      |
| Verizon                               | 142.51      |
| Harman Thompson Mallory & Ice         | 562.50      |

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT-WATER-MARCH, 2003  
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|                                       |              |
|---------------------------------------|--------------|
| Ohio Valley Muffler & Brake           | 24.94        |
| Parkersburg Office Supply             | 22.62        |
| Stepp & Sons Garage Doors             | 128.50       |
| USA Blue Book                         | 625.32       |
| Mineral Wells Public Service District | 461.41       |
| Dominion Hope                         | 177.93       |
| Rick Goff                             | 50.53        |
| Michael R. Gribble                    | 23.77        |
| Hardman Supply Company                | 39.87        |
| John M. Pugh                          | 40.80        |
| Cintas                                | 122.20       |
| Scott & Debbie Randolph               | 50.25        |
| Charlotte A. Valentine                | 50.90        |
| William C. Weyer                      | 50.27        |
| Joan Carroll                          | 50.27        |
| Larry & Ellen Stewart                 | 50.83        |
| Earl Sheppard                         | 50.58        |
| Action Answering Service Plus         | 37.33        |
| Cutlip-Warner Development Co.         | 549.00       |
| Poynter's Best Products               | 182.85       |
| R D Wilson Sons & Co. Clarksburg      | 54.84        |
| Alltel                                | 10.90        |
| Claywood Park Public Service District | 12,028.37    |
| AT&T Wireless Services                | 38.72        |
| Haul Away Trash L. L. C.              | 15.00        |
| C. I. Thornburg                       | 4,429.58     |
| Westco Internet                       | 9.25         |
| WesBanco Bank Error                   | .50          |
| Daugherty Supply Co.                  | <u>30.62</u> |

**EXPENDITURES:**

**\$54,562.69**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,  
MARCH 31, 2003**

**\$44,912.41**

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

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, FEBRUARY 28, 2003** **\$20,619.20**

**RECEIPTS:**

|   |               |
|---|---------------|
| Sewer Sales                               | \$48,303.55   |
| Reimbursement-Gene's Septic Tank Cleaning | 64.00         |
| Reimbursement-Robert Criss Extension      | 2,480.30      |
| James Marion Grinder Pump Repair          | 100.00        |
| Security Deposit Refunds                  | <u>552.33</u> |

**TOTAL RECEIPTS:** **\$51,500.18**

**CASH AVAILABLE:** **\$72,119.38**

**EXPENDITURES:**

|                                       |             |
|---------------------------------------|-------------|
| Municipal Bond Commission             | \$16,852.52 |
| WesBanco Bank-Parkersburg             | 1,059.42    |
| WesBanco Bank-Parkersburg             | 2,600.88    |
| Salaries                              | 5,951.12    |
| Commissioners' Salaries               | 187.50      |
| WV Public Employees Insurance Agency  | 1,111.19    |
| WV Public Employees Retirement System | 1,310.92    |
| WV Dept. of Tax & Revenue             | 508.00      |
| Bureau for Child Support              | 120.88      |
| AT&T State Calling Service            | 11.13       |
| Miss Utility of West Virginia         | 7.88        |
| Miller Communications                 | 15.00       |
| Midwest Pipe & Supply                 | 984.62      |
| Ohio Valley Muffler & Brake           | 24.96       |
| State Electric Supply Co., Inc.       | 459.46      |
| Water Environmental Testing           | 240.00      |
| Allegheny Power                       | 3,983.55    |
| BP Credit Center                      | 251.92      |
| Gene's Septic Tank Cleaning           | 230.00      |
| Parkersburg Sentinel Co.              | 341.81      |



**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT-SEWER-MARCH 31, 2003  
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|                                       |             |
|---------------------------------------|-------------|
| U. S. Postal Service                  | 169.38      |
| USA Blue Book                         | 56.24       |
| Cardholder Services                   | 74.16       |
| Verizon                               | 525.93      |
| Conner Cleaning Service               | 137.69      |
| David A. Branham                      | 50.26       |
| Dominion Hope                         | 177.93      |
| Hardman Supply Company                | 107.16      |
| Edward D. Jones & Co.                 | 50.25       |
| Midwest Pipe & Supply                 | 1,016.41    |
| Cintas                                | 122.20      |
| Scott & Debbie Randolph               | 50.25       |
| Tombold Equipment Co. Inc.            | 440.03      |
| William C. Weyer                      | 50.27       |
| Joan Carroll                          | 50.27       |
| Samantha M. Stuckwise                 | 50.26       |
| Auto Fleet & Industrial Supply        | 482.90      |
| Action Answering Service Plus         | 37.32       |
| Cutlip-Warner Development Co.         | 5,372.68    |
| Parkersburg Office Supply             | 22.63       |
| Poynter's Best Products               | 182.85      |
| Roto-Rooter Sewer Co.                 | 350.00      |
| Tesa Company Inc.                     | 14.07       |
| Trimble & Associates                  | 750.00      |
| R. D. Wilson Sons & Co.               | 54.85       |
| Alltel                                | 10.90       |
| AT&T Wireless Services                | 38.73       |
| Haul Away Trash L. L. C.              | 15.00       |
| Mineral Wells Public Service District | 280.92      |
| Daugherty Supply Company              | 9.29        |
| C. I. Thornburg                       | 26.66       |
| Westco Internet                       | <u>9.25</u> |

**TOTAL EXPENDITURES:**

**\$47,039.50**

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

**\$25,079.88**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING ACCOUNT  
APRIL 17, 2003**

**CHECKS WRITTEN BETWEEN MARCH 21, 2003, AND APRIL 16, 2003**

|                        |                                |           |
|------------------------|--------------------------------|-----------|
| <b>CHECK NO.</b> 27626 | Bureau For Child Support       | \$ 50.71  |
| 27627                  | Dominion Hope                  | 177.93    |
| 27628                  | Rick Goff                      | 50.53     |
| 27629                  | Michael R. Gribble             | 23.77     |
| 27630                  | Hardman Supply Company         | 39.87     |
| 27631                  | Mineral Wells PSD              | 286.93    |
| 27632                  | Mineral Wells PSD              | 3297.83   |
| 27633                  | John M. Pugh                   | 40.80     |
| 27634                  | Rural Development Admn.        | 2112.00   |
| 27635                  | Cintas                         | 98.01     |
| 27636                  | Scott & Debbie Randolph        | 50.25     |
| 27637                  | USDA-Rural Development         | 3,140.00  |
| 27638                  | Charlotte A. Valentine         | 50.90     |
| 27639                  | WesBanco Bank-Parkersburg      | 1,381.20  |
| 27640                  | WV Dept. of Tax & Revenue      | 490.00    |
| 27641                  | WV Public Employees Retirement | 1,266.30  |
| 27642                  | WesBanco-Water Res-Sams-CV     | 314.00    |
| 27643                  | William C. Weyer               | 50.27     |
| 27644                  | John Carroll                   | 50.27     |
| 27645                  | Larry & Ellen Stewart          | 50.83     |
| 27646                  | Earl Sheppard                  | 50.58     |
| 27647                  | Action Answering Service Plus  | 37.33     |
| 27648                  | Cutlip-Warner Development Co.  | 549.00    |
| 27649                  | Ohio Valley Muffler & Brake    | 15.47     |
| 27650                  | Parkersburg Office Supply      | 13.62     |
| 27651                  | Poynter's Best Products        | 182.85    |
| 27652                  | Cintas                         | 24.19     |
| 27653                  | R. D. Wilson Sons & Co Clkg    | 54.84     |
| 27654                  | Alltel                         | 10.90     |
| 27655                  | Claywood Park PSD              | 12,028.37 |
| 27656                  | AT&T Wireless Services         | 38.72     |
| 27657                  | Haul Away Trash L.L.C.         | 15.00     |
| 27658                  | C I Thornburg                  | 4,414.07  |
| 27659                  | Westco Internet                | 9.25      |
| 27660                  | Daugherty Supply Co Inc        | 30.62     |
| 27661                  | C I Thornburg                  | 15.51     |
| 27662                  | Reagle & Padden, Inc           | 3,144.75  |
| 27663                  | Cerrone Associates, Inc.       | 10,026.72 |
| 27664                  | U S Postal Service             | 67.22     |

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING ACCOUNT  
APRIL 17, 2003  
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**CHECKS WRITTEN BETWEEN MARCH 21, 2003, AND APRIL 16, 2003  
(Continued)**

|                        |                                |           |
|------------------------|--------------------------------|-----------|
| <b>CHECK NO.</b> 27665 | U S Postal Service             | 49.68     |
| 27666                  | AT&T - State Calling Service   | 9.42      |
| 27667                  | Bosley Rental & Supply Inc.    | 119.70    |
| 27668                  | BP Credit Card Center          | 303.06    |
| 27669                  | Bureau For Child Support       | 60.87     |
| 27670                  | Jackson County Publishing Co.  | 133.25    |
| 27671                  | Miss Utility of WV Inc.        | 13.25     |
| 27672                  | Miller Communications          | 15.00     |
| 27673                  | Municipal Bond Commission      | 1,592.00  |
| 27674                  | Mineral Wells PSD              | 3,110.87  |
| 27675                  | Telepage Communications System | 44.99     |
| 27676                  | USDA-Rural Development         | 3,325.00  |
| 27677                  | USDA-Rural Development         | 10,040.00 |
| 27678                  | Verizon                        | 140.49    |
| 27679                  | Water Environmental Testing    | 40.50     |
| 27680                  | Hughes Supply, Inc.            | 1,075.02  |
| 27681                  | Workers' Compensation Division | 726.24    |
| 27682                  | WesBanco Bank-Parkersburg      | 110.00    |
| 27683                  | WesBanco Bank-Parkersburg      | 1,356.41  |
| 27684                  | Wirt County Journal            | 174.29    |
| 27685                  | WesBanco Bank-Parkersburg      | 167.00    |
| 27686                  | WesBanco Bank-Parkersburg      | 167.00    |
| 27687                  | WesBanco Bank-Parkersburg      | 502.00    |
| 27688                  | WesBanco Bank-Parkersburg      | 502.00    |

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION**

|                        |                               |           |
|------------------------|-------------------------------|-----------|
| <b>CHECK NO.</b> 27689 | Allegheny Power               | \$ 329.93 |
| 27690                  | Big Mac Printing              | 165.00    |
| 27691                  | Cutlip-Warner Development Co. | 16.64     |
| 27692                  | Conner Cleaning Service       | 109.00    |
| 27693                  | David Frazier                 | 50.01     |
| 27694                  | Jabo Supply Corporation       | 56.28     |
| 27695                  | Mineral Wells PSD             | 206.08    |
| 27696                  | Chasity Nelson                | 27.99     |
| 27697                  | Ohio Valley Muffler & Brake   | 9.47      |

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING ACCOUNT  
APRIL 17, 2003  
PAGE 3**

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION**

*(Continued)*

|                        |                                |          |
|------------------------|--------------------------------|----------|
| <b>CHECK NO.</b> 27698 | State Electric Supply Co Inc   | 8.78     |
| 27699                  | Telepage Communications System | 24.90    |
| 27700                  | U S Postal Service             | 80.40    |
| 27701                  | WV Public Employees Ins Agency | 1,219.29 |
| 27702                  | Dennis R. Moore                | 17.05    |

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
APRIL 17, 2003**

**CHECKS WRITTEN BETWEEN MARCH 21, 2003, AND APRIL 16, 2003**

|                        |                                |             |
|------------------------|--------------------------------|-------------|
| <b>CHECK NO.</b> 29327 | Allegheny Power                | \$ 1,631.65 |
| 29328                  | Bureau For Child Support       | 44.64       |
| 29329                  | David A Branham                | 50.26       |
| 29330                  | Dominion Hope                  | 177.93      |
| 29331                  | Hardman Supply Company         | 107.16      |
| 29332                  | Edward D. Jones & Co. #13576   | 50.25       |
| 29333                  | James R. Lett                  | 125.00      |
| 29334                  | Mineral Wells PSD              | 150.45      |
| 29335                  | Midwest Pipe & Supply          | 1,016.41    |
| 29336                  | Roy L Radabaugh                | 125.00      |
| 29337                  | Cintas                         | 98.01       |
| 29338                  | Scott & Debbie Randolph        | 50.25       |
| 29339                  | Charles M. Stewart             | 125.00      |
| 29340                  | Trombold Equipment Co Inc      | 440.03      |
| 29341                  | WesBanco Bank-Parkersburg      | 1,349.05    |
| 29342                  | WV Dept of Tax & Revenue       | 508.00      |
| 29343                  | WV Public Employees Retirement | 1,310.92    |
| 29344                  | William C. Weyer               | 50.27       |
| 29345                  | Joan Carroll                   | 50.27       |
| 29346                  | Samantha M. Stuckwish          | 50.26       |
| 29347                  | Allegheny Power                | 2,303.36    |
| 29348                  | Auto Fleet & Industrial Supply | 482.90      |
| 29349                  | Action Answering Service Plus  | 37.32       |
| 29350                  | Cutlip-Warner Development Co   | 5,372.68    |
| 29351                  | Ohio Valley Muffler & Brake    | 15.48       |
| 29352                  | Parkersburg Office Supply      | 22.63       |
| 29353                  | Poynter's Best Products        | 182.85      |
| 29354                  | Roto-Rooter Sewer Co           | 350.00      |
| 29355                  | Cintas                         | 24.19       |
| 29356                  | State Electric Supply Co Inc   | 19.84       |
| 29357                  | Tesa Company Inc               | 14.07       |
| 29358                  | Trimble & Associates           | 750.00      |
| 29359                  | R D Wilson Sons & Co Clkg      | 54.85       |
| 29360                  | Alltel                         | 10.90       |
| 29361                  | AT&T Wireless Services         | 38.73       |
| 29362                  | Haul Away Trash L.L.C.         | 15.00       |
| 29363                  | C I Thornburg                  | 26.66       |
| 29364                  | Westco Internet                | 9.25        |
| 29365                  | Void                           |             |

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
APRIL 17, 2003  
PAGE 2**

**CHECKS WRITTEN BETWEEN MARCH 21, 2003, AND APRIL 16, 2003  
(Continued)**

|                        |                                |           |
|------------------------|--------------------------------|-----------|
| <b>CHECK NO.</b> 29366 | Daugherty Supply Co Inc        | \$ 9.29   |
| 29367                  | Reagle & Padden, Inc.          | 3,144.75  |
| 29368                  | U S Postal Service             | 57.92     |
| 29369                  | U S Postal Service             | 49.68     |
| 29370                  | AT&T - State Calling Service   | 9.41      |
| 29371                  | Bosley Rental & Supply Inc.    | 119.70    |
| 29372                  | BP Credit Card Center          | 303.05    |
| 29373                  | Bureau For Child Support       | 34.48     |
| 29374                  | Gene's Septic Tank Cleaning    | 70.00     |
| 29375                  | Miss Utility of WV             | 13.25     |
| 29376                  | Miller Communications          | 15.00     |
| 29377                  | McHenry Electric Co Inc        | 1,701.79  |
| 29378                  | Municipal Bond Commission      | 16,852.52 |
| 29379                  | Roto-Rooter Sewer Co.          | 950.00    |
| 29380                  | Sullivan, Inc.                 | 108.00    |
| 29381                  | Telepage Communications System | 44.99     |
| 29382                  | Verizon                        | 525.22    |
| 29383                  | Water Environmental Testing    | 260.00    |
| 29384                  | Hughes Supply, Inc.            | 1,075.02  |
| 29385                  | Workers' Compensation Division | 697.78    |
| 29386                  | WesBanco Bank-Parkersburg      | 1,156.22  |
| 29387                  | WesBanco Bank-Parkersburg      | 1,357.75  |

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION**

|                        |                                |             |
|------------------------|--------------------------------|-------------|
| <b>CHECK NO.</b> 29388 | Allegheny Power                | \$ 1,420.13 |
| 29389                  | Lisa Batten                    | 31.83       |
| 29390                  | Conner Cleaning Service        | 179.00      |
| 29391                  | David Frazier                  | 50.01       |
| 29392                  | Jabo Supply Corporation        | 56.28       |
| 29393                  | Mineral Wells PSD              | 933.44      |
| 29394                  | Chasity Nelson                 | 32.35       |
| 29395                  | Ohio Valley Muffler & Brake    | 9.48        |
| 29396                  | State Electric Supply Co. Inc. | 8.78        |
| 29397                  | Telepage Communications System | 24.90       |
| 29398                  | Eric Tanner                    | 10.31       |

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
APRIL 17, 2003  
PAGE 3**

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

|                        |                                 |          |
|------------------------|---------------------------------|----------|
| <b>CHECK NO.</b> 29399 | U S Postal Service              | \$ 80.40 |
| 29400                  | WV Public Employees Ins Agency  | 1,168.21 |
| 29401                  | Robert Criss                    | 272.92   |
| 29402                  | Dennis Moore                    | 16.21    |
| 29403                  | Roy & Dreama Schneider          | 13.20    |
| 29404                  | Jennifer Criss & Robert Matheny | 135.56   |

**PAYROLL CHECKS WRITTEN BETWEEN MARCH 21, 2003, AND APRIL 17, 2003**

|                       |                        |           |
|-----------------------|------------------------|-----------|
| <b>CHECK NO.</b> 1016 | Todd R. Anderson       | \$ 678.89 |
| 1017                  | Margaret J. Batten     | 885.38    |
| 1018                  | Richard Shayne Brabham | 885.22    |
| 1019                  | William H. Byers, Jr.  | 775.05    |
| 1020                  | Linda K. Church        | 817.00    |
| 1021                  | Russell P. Hanna       | 734.57    |
| 1022                  | Mark K. Murphy         | 632.14    |
| 1023                  | Nellie B. Radcliff     | 755.56    |
| 1024                  | Todd R. Anderson       | 624.54    |
| 1025                  | Margaret J. Batten     | 857.39    |
| 1026                  | Richard Shayne Brabham | 864.84    |
| 1027                  | William H. Byers, Jr.  | 843.14    |
| 1028                  | Linda K. Church        | 817.01    |
| 1029                  | Russell P. Hanna       | 734.56    |
| 1030                  | Mark K. Murphy         | 632.15    |
| 1031                  | Nellie B. Radcliff     | 738.28    |

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**MARCH 21, 2003 - APRIL 17, 2003**

1. Form letter from Jay Parsons, Chief, Mineral Wells Volunteer Fire Department, listing the number of gallons of water used by the Fire Department during the month of March for fire fighting and for training purposes.
2. **WV RURAL WATER ASSOCIATION LEGISLATIVE UPDATE**, a publication of the West Virginia Rural Water Association, dated March 20, 2003.
3. **WV RURAL WATER ASSOCIATION INFRASTRUCTURE COUNCIL REPORT NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated April 9, 2003, Vol. 7, Issue 4.
4. Flyer from the West Virginia Environmental Training Center containing a registration form for a comprehensive lagoon workshop entitled Wastewater Lagoon Optimization, Troubleshooting and Process Control to be held on June 30 to July 2, 2003. Also enclosed was a notice about a training session entitled Activated Sludge Process Control scheduled for June 16 - June 19, 2003, at the Coolfront Resort, Berkeley Springs, WV.
5. Letter dated March 5, 2003, to the Mineral Wells Public Service District from Charles H. Robinette, P.E., Manager, Regulatory Development and Compliance Unit, WV Department of Health and Human Resources, Office of Environmental Health Services, relative to compliance to the Safe Drinking Water Act Public Notice Rule (40 CFR 141.202 which became effective May 4, 2002.
6. Fax dated March 20, 2003, to Charles Stewart from Manning Frymier, P.E., Cerrone Associates, Inc., containing the Award Letter and attachments for the I-77 Rest Area Sewer Extension Project.
7. Copy of a letter dated March 21, 2003, to Mary Rader, Wood County Commission, from Margaret Batten containing a copy of the approved Minutes of the February 20, 2003, Board Meeting.
8. Copy of a letter dated March 21, 2003, to the WV Division of Environmental Protection, Revolving Fund, Attention: Rosalee Brodersen, from Margaret Batten enclosing the West Virginia Division of Environmental Protection State Revolving Loan Fund Project Priority List Fact Sheet for the District's proposed sewer project to serve residential customers, Fairgrounds, and 4-H Camp.
9. Copy of a letter dated March 21, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of her letter dated March 21, 2003, to the West Virginia Division of Environmental Protection, State Revolving Loan Fund, containing the completed Project Priority List Fact Sheet for the District's proposed sewer project to serve



**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**APRIL 17, 2003**  
**PAGE 2**

residential customers, Fairgrounds and 4-H Camp.

10. Copy of a letter dated March 21, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter dated March 21, 2003, to the WV Division of Environmental Protection, State Revolving Fund, Attention: Rosalie Brodersen, containing the District's completed WV DEP State Revolving Loan Fund Project Priority List Fact Sheet for the District's proposed sewer project to eliminate chlorine residual discharged from the District's wastewater plant.
11. \*\*\*Letter dated March 21, 2003, to Charles Stewart from D. Wayne Trimble, Trimble & Associates, containing the Arbitrage Rebate Calculations for the District's Sewerage System Refunding Revenue Bonds \$1,440,000, Series 1997.
12. \*\*\*Letter dated March 21, 2003, to Charles Stewart from D. Wayne Trimble, Trimble & Associates, containing the Arbitrage Rebate Calculations for the District's Sewer Revenue Bonds, Series 1995 and Series 1997.
13. Fax dated March 24, 2003, to C. Mike Anslinger, Cultural Resource Analysts, Inc., from Manning H. Frymier, P.E., Cerrone Associates, Inc., confirming their conversation authorizing Mr. Anslinger to perform the phase I survey for the Sycamore Run/Stephens Fork/Limestone Water Extension per his March 20, 2003, proposal.
14. Copy of a letter dated March 24, 2003, to Mr. Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of Invoice No.6 covering the cost of engineering services relating to the relocation of water and sewer lines along State Route 14 at the North I-77 Mineral Wells Interchange.
15. Copy of a letter dated March 24, 2003, to Mr. Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of Invoice No. 7 covering the cost of engineering services relating to the relocation of water and sewer lines along State Route 14 at the North I-77 Mineral Wells Interchange.
16. Fax dated March 24, 2003, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a letter to Mr. Brabham dated February 22, 2003, enclosing the cost evaluations for the various tank sites for the Sycamore Run, Stephens Run, Limestone Water Extension Project as requested by Richard Boice.
17. Fax dated March 24, 2003, to Attorney Steve Hardman, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing information on the archaeological survey for the Richard Boice property.

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**APRIL 17, 2003**  
**PAGE 3**

18. Letter dated March 24, 2003, to Russell Hanna from Jeffrey E. Smith, R.S., HHR Program Manager I, Certification & Training Unit, WV Office of Environmental Health Services, enclosing a certificate stating that Mr. Hanna has been certified as a Waste Water Treatment Works Operator-In-Training Certificate #1075, Expiration Date: March 31, 2004.
19. Memorandum dated March 25, 2003, to Benefits Coordinator from Jan Long, HMO and Communications Manager, West Virginia Public Employees Insurance Agency, enclosing Benefit Fair posters to be placed in areas where PEIA-insured employees will see them.
20. \*\*\*Fax dated March 25, 2003, to Shayne Brabham from Attorney Steve Hardman, Bowles Rice McDavid Graff & Love, containing a copy of a letter dated March 24, 2003, to Mr. Hardman from James M. Bradley, Jr., Attorney for Richard Boice, requesting information about the proposed archaeological study of the proposed tank site on Mr. Boice's property by an independent archaeologist and denying any access to the property without a court order until further notice.
21. Fax dated March 25, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of Attorney James M. Bradley, Jr.'s letter to Attorney Steve Hardman relative to the archaeological survey of the Richard Boice tank site.
22. Fax dated March 25, 2003, to Jeff Smith, RS, West Virginia Bureau of Public Health, from Margaret Batten enclosing a copy of a letter dated January 30, 2003, to Mr. Smith from Margaret Batten containing an Application for Certification In Wastewater Operations for Russell Hanna for a Class I Operator-In-Training.
23. Copy of a letter dated March 25, 2003, to Richard Boice from C. Michael Anslinger, Registered Professional Archaeologist, Cultural Resource Analysts, Inc., outlining the scope of the archaeological survey of the proposed tank site located on the Boice property, the processes to be used in the study and Mr. Anslinger's qualifications to perform the survey.
24. Copy of a certified letter dated March 26, 2003, to Jeffrey Melrose, Frank Melrose, and Helen Melrose from Attorney Steven R. Hardman, Bowles Rice McDavid Graff & Love, enclosing right-of-way easements to be signed for the I-77 Rest Area Sewer Project and the Sycamore Run, Stephens Fork and Limestone Ridge Water Project.
25. Letter dated March 31, 2003, to Charles Stewart from Carrie L. Grimm, ERSII, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that the District needs to submit its Fiscal Year 2004 Sewer Budget prior to July 1, 2003.
26. Letter dated March 31, 2003, to Valued Customer from A. Ann Somerville, Somerville

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**APRIL 17, 2003**  
**PAGE 4**

Fabricators Inc., requesting a current Tax Exemption Certificate or Direct Pay Permit for her files.

27. Memorandum dated April 1, 2003, to Insurance Coordinators, Non-State Agencies-County Commissions, Towns and Cities, Other Political Subdivisions from Tom Susman, Director, WV Public Employees Insurance Agency, containing new WVPEIA premium rate tables that will become effective on July 1, 2003.
28. Copy of a letter dated April 1, 2003, to Gary W. Scott, WV Department of Transportation, from Margaret Batten enclosing a revised RW 8.01 "Estimate of Utility Costs" for the I-77-S. R. #14 Interchange Water and Sewer Relocation Project (S354-14.9.00 00).
29. Copy of a letter dated April 1, 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 March 2003.
30. \*\*\*Letter dated April 1, 2003, to Margaret Batten from John Padden, Reagle & Padden, Inc., enclosing the District's Public Officials/Employment Practices Liability policy renewal.
31. Copy of a letter dated April 1, 2003, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Attorney Steven R. Hardman, Bowles Rice McDavid Graff & Love, containing seven copies of the Order issued by the Jackson County Commission on March 27, 2003, reducing the boundaries of the Silverton Public Service District.
32. Copy of a letter dated April 2, 2003, to Attorney James Bradley, Bradley and Albright, PLLC, from C. Michael Anslinger, Registered Professional Archaeologist, Cultural Resource Analysts, Inc., enclosing background information and a Statement of Qualifications for the company's West Virginia office in connection with the proposed Phase I archaeological survey of the proposed tank site located on the Richard Boice property.
33. Letter to Shayne Brabham from Todd Grinstead, Assistant Manager, Claywood Park Public Service District, enclosing a copy of the Analyzed Results of Claywood Park PSD Drinking Water for the year 2002 and a copy of the 2002 "Annual Drinking Water Quality Report".
34. Copy of a letter dated April 3, 2003, to Margaret Batten from Dianne P. Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, containing an invoice and affidavit of Publication from the Jackson Herald of the Notice of Public Hearing in the Jackson County Commission on Silverton's boundary reduction.

**MINERAL WELLS PUBLIC SERVICE DISTRICT**

**LIST OF CORRESPONDENCE**

**APRIL 17, 2003**

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35. Memorandum dated April 3, 2003, to Benefit Coordinators from Janice E. Long, HMO and Communications Manager, WV Public Employees Insurance Agency, enclosing a supply of updated Optional Life Insurance Forms.
36. Fax dated April 4, 2003, to Joe Russell (Almeda Maintenance Building) from Shayne Brabham enclosing an estimate for the installation of a grinder pump.
37. Copy of a letter dated April 4, 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) for March 2003, a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for March 2003, and a copy of a list of data pertaining to the operation of the District's waste water treatment plant during the month of March 2003.
38. Copy of a letter dated April 4, 2003, 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 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 March 2003.
39. Copy of a letter dated April 4, 2003, to Steve Cooper, 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 WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of March 2003.
40. Copy of a letter dated April 4, 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 March 2003.
41. Letter dated April 4, 2003, to the District from Charles H. Robinette, P.E., Manager, WV Department of Health and Human Resources, Bureau For Public Health, Office of Environmental Health Services, relative to the Stage 1 Disinfection By Products Rule for Wood County.
42. Letter dated April 7, 2003, to Margaret Batten from Dianne P. Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, enclosing three invoices from the Wirt County Journal relative to the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
43. Fax dated April 8, 2003, from the Wood County PSD's Association stating that a meeting

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**APRIL 17, 2003**  
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with a buffet lunch will be held on April 30, 2003, at the Mineral Wells PSD Office at 12 p.m.

44. Copy of a letter dated April 9, 2003, to Jamie Six, Clerk of Wood County, from Linda K. Church enclosing one release and eight liens for delinquent water and/or sewer bills to be recorded and returned. Liens were placed on property owned by the following customers:
1. Clifford Monroe
  2. Allen Estep
  3. Lindsay Eddy (2)
  4. Michael Wayne Blankenship
  5. Delbert & Sonya McWilliams
  6. Larry Matheny
  7. Paul D. & Dottie E. Whited

The release removed a lien on the property of Lura Naylor.

45. A group of certified letters dated April 8, 2003, to the following list of customers owing delinquent water and/or sewer bills from Margaret Batten stating that their delinquent bills must be paid within ten days of the date of the letter or charges will be filed with the Magistrate Court System to collect the bill:
1. Richard L. Davis                      Account No. 3-02775-02
  2. Judd Fulks                              Account No. 1-00875-01
  3. David Sprouse                         Account No. 4-00950-00
  4. Robyn A. Doak                         Account No. 3-02450-01
  5. David Worst                            Account No. 6-02220-00
  6. Ms. Sarah Backus                     Account No. 6-01097-02
  7. Shelene Fitchett                      Account No. 4-06540-02
  8. Mary Pickens Thomas                 Account No. 3-06510-03
  9. Anna Perdew                            Account No. 1-01109-04
  10. Christopher Bulick                    Account No. 1-01108-02
  11. Wendy Nelson                         Account No. 4-00880-01
  12. Angela Blair                         Account No. 1-01040-02
  13. Damon Miller                         Account No. 6-01260-01

46. A group of certified letters dated April 8, 2003, to a group of landlords from Charles Stewart informing them of delinquent bills owed by their tenants and giving them thirty days to contact their tenants about paying the delinquent bills. Should the tenants not pay the bills within thirty days another certified letter will be mailed to the landlords stating that if the bills are not paid within another ten days, liens will be placed on the properties. Certified letters were mailed to the following:

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE  
APRIL 17, 2003  
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- |     |                               |                        |
|-----|-------------------------------|------------------------|
| 1.  | DELSON, Inc.                  | Account No. 3-02450-01 |
|     | Delbert & Sonya Mc Williams   | Account No. 3-02255-00 |
|     |                               | Account No. 3-02375-00 |
|     |                               | Account No. 3-02450-01 |
|     |                               | Account No. 3-02495-02 |
|     |                               | Account No. 3-02255-00 |
|     |                               | Account No. 3-02190-02 |
| 2.  | RCDI                          | Account No. 6-00268-04 |
|     | Attention: Gregg              | Account No. 6-00282-03 |
| 3.  | David Evans                   | Account No. 4-00880-01 |
| 4.  | Alvin Kyer                    | Account No. 4-09260-04 |
| 5.  | Charles Reynolds              | Account No. 1-01040-02 |
| 6.  | Jack Parsons                  | Account No. 2-02880-01 |
| 7.  | Kim Properties                | Account No. 5-02450-08 |
| 8.  | Jessie Canterbury             | Account No. 6-00505-02 |
| 9.  | Jack Stewart                  | Account No. 3-06210-01 |
| 10. | Lloyd Boston                  | Account No. 4-06540-02 |
| 11. | William Dickel                | Account No. 5-03100-06 |
| 12. | Cutlip Warner Development Co. | Account No. 1-01108-02 |
|     |                               | Account No. 1-01109-04 |
| 13. | William Ruble                 | Account No. 6-01097-02 |
47. Certified letter dated April 8, 2003, to Kevin Holbert from Charles Stewart giving him ten days to collect the delinquent water bill owed by his former tenant, Mary Pickens Thomas, before a lien is placed on his property (second notice).
48. Letter dated April 8, 2003, to Margaret Batten from Janet L. Shelburner, CCTS, Trust Officer, WesBanco Bank requesting the District's most recent financial statements required annually for bond issues 76-0136-00 and 76-0137-00. This letter was sent in error.
49. Letter dated April 8, 2003, to ASI Customer from Walter Frazier, Appalachian Software, Inc., announcing that its 2003 Users Conference will be held at Snowshoe on Saturday, September 6, 2003.
50. Copy of a letter dated April 9, 2003, to the Magistrate Court of Wood County from Margaret Batten containing completed Forms for Civil Complaints to be filed in the Court to collect delinquent bills from the following people:
- |    |                           |                        |
|----|---------------------------|------------------------|
| 1. | Tracie G. Fury            | Account No. 6-02480-01 |
| 2. | Dale L. Davis             | Account No. 1-02250-02 |
| 3. | William & Deborah Melrose | Account No. 3-00530-02 |

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**APRIL 17, 2003**  
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4. Floyd T. Barker Account No. 4-11655-00

51. Copy of a letter dated April 9, 2003, to Guy W. Mick, WV Department of Highways, from R. Shayne Brabham requesting authorization of payment from the Department of Highways for right-of-way acquisition for the Mineral Wells I-77 Rest Area Sewer Extension Project.
52. Fax dated April 9, 2003, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten containing a copy of the District's current tariff for sewer service.
53. Copy of a letter dated April 9, 2003, to Wal-Mart Stores, Bentonville, Arkansas, from Margaret Batten stating that the District will be billing WalMart Corporation for the WV DNR required lab testing of their non-domestic waste from the Car Care Center at Patriot Center Wal-Mart beginning with the January 6, 2003, bill from Water Environmental Testing.
54. \*\*\*Letter dated April 9, 2003, to Charles Stewart from Guy W. Mick, WV Department of Highways, enclosing an original and three copies of the proposed utility agreement dated April 9, 2003, between the District and the Department of Highways for State Project U354-14-9.00 to relocate WV 14-Mineral Wells Interchange, Wood County.
55. Letter dated April 10, 2003, to Margaret Batten from Janet L. Shelburne, CCTS, Trust Officer, WesBanco Bank, requesting proof of insurance for District property under Bond Issue 76-0136-00. Ms. Shelburne called later and said that she didn't need the information.
56. Copy of a letter dated April 10, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing five signed copies of "Notice of Award" for R & R Pipeline, Inc., for the WV DOH I-77 Rest Area Sewer Extension.
57. Facsimile dated April 10, 2003, to Shayne Brabham from George E. Blum, Cerrone Associates, Inc., enclosing a sample letter to Sandra Squire, Executive Secretary, Public Service Commission of WV, stating that all the permits for the District's Dechlorination/Dover Drive Sewer Project have been applied for and providing an estimated date for bid opening. This letter was retyped on District letterhead and signed by Mr. Brabham.
58. Copy of a letter dated April 10, 2003, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from R. Shayne Brabham stating the District has applied for all necessary permits for its Dechlorination/Dover Drive Sewer Project and is anticipating that the project will be let to bid in July 2003.

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**APRIL 17, 2003**  
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59. Copy of a letter dated April 10, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District check no. 27663 in the amount of \$10,026.72 for payment of Invoice No. MWDOH5-05 for Project No. #354-14-9.00.00 - North Mineral Wells Interchange.
60. Letter dated April 10, 2003, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Attorney Steven R. Hardman, Bowles Rice McDavid Graff & Love, stating that the District is filing for a certificate of convenience and necessity to construct, operate, maintain repairs and improvements to its existing wastewater collection and treatment system (dechlorination/Dover Drive repairs).
61. Memo to Benefit/Worksite Wellness Coordinator from Nidia Henderson, Wellness Program Manager, WV Public Employees Insurance Agency, enclosing posters that address the importance of colon cancer screening for persons aged 50 or over.
62. Certified letter dated April 10, 2003, to Frank and Helen Melrose from Attorney Steven R. Hardman Bowles Rice McDavid Graff & Love, stating that condemnation proceedings will be started if the District is not able to obtain an easement through the Melrose property by April 28, 2003.
63. Certified letter dated April 10, 2003, to Jeffrey Melrose from Attorney Steven R. Hardman, Bowles Rice McDavid Graff & Love, stating that condemnation proceedings will be started if the District is not able to obtain an easement through the Melrose property by April 28, 2003.
64. Copy of a letter dated April 11, 2003, to Attorney Steven R. Hardman, Bowles Rice McDavid Graff & Love, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the Commission Order-Notice of Filing for a Certificate of Convenience and Necessity to construct, operate, maintain repairs and improvements to the District's existing wastewater collection and treatment system.
65. Fax dated April 11, 2003, to Editor, PARKERSBURG NEWS, from Margaret Batten containing a notice about the District's regular Board Meeting to be held at 5 p.m. on April 17<sup>th</sup> to be published in the first available issue of the newspaper.
66. Fax dated April 11, 2003, to Editor, *PARKERSBURG SENTINEL*, from Margaret Batten containing a notice about the District's regular Board Meeting to be held at 5 p.m. on April 17<sup>th</sup> to be published in the first available issue of the newspaper.
67. Copy of a letter dated April 14, 2003, to Reggie Grimmett from R. Shayne Brabham



**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**APRIL 17, 2003**  
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enclosing all the necessary documents for a sewer main extension with a grinder pump to serve Mr. Grimmett's proposed mobile home park on the top of Mineral Wells Hill.

68. Letter dated April 15, 2003, to Charles M. Stewart from Virginia McDonald, Rural Development Specialist, Rural Utilities Service requesting annual management reports which are required in accordance with the District's Loan Agreements for its water system.
69. \*\*\*Letter dated April 15, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing four copies of Addendum No. 2 to our Agreement for Engineering Services for the I-77 - S.R. #14 Interchange Water & Sewer Relocation Project to be voted on and signed if approved.
70. Copy of a letter dated April 15, 2003, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from George E. Blum, Cerrone Associates, Inc., enclosing as part of the application for a Certificate of Convenience and Necessity for the Mineral Wells Public Service District a CD containing project plans in the .PDF format for the District's dechlorination/Dover Drive sewer improvements project.
71. Fax dated April 16, 2003, to Carrie Grimm, Financial Management Specialist, WV Department of Environmental Protection, Division of Water Resources, from Margaret Batten containing a copy of the District's letter dated March 13, 2003, relative to the funding for the Mineral Wells Public Service District's Dechlorination/Dover Drive Project.
72. Letter dated April 18, 2003, from the West Virginia Bureau of Employment Programs containing the District's Quarterly Employer Loss Activity Statement for the Period July 1, 1999, through March 31, 2003.
73. Copy of a letter dated April 16, 2003, to Gary W. Scott, WV Department of Transportation, from Margaret Batten enclosing a Revised Estimate of Utility Costs (Form 8.01) for the I-77 Rest Area Sewer Project Extension for the Mineral Wells Rest Area Sewer Line Extension Project.
74. Copy of a letter dated April 16, 2003, to Guy Mick, Railroads and Utilities Unit, Engineering Division, WV Department of Transportation, from Margaret Batten containing a copy of the Revised Estimate of Utility Costs for I-77 Rest Area Sewer Project and a copy of the District's letter dated April 16, 2003, to Gary Scott, WV Department of Transportation.
75. Copy of a letter dated April 16, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing a copy of the Revised Estimate of Utility Costs for I-77 Rest Area Sewer Project and a copy of the District's letter dated April 16, 2003, to Gary Scott,

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**APRIL 17, 2003**  
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WV Department of Transportation.

76. Copy of a letter dated April 16, 2003, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 29378 in the amount of \$16,852.52 as the monthly payment for the District's sewage bonds and District Check No. 27673 in the amount of \$1,592.00 as monthly payment for water bond # MIW-W-1-69-X-W0-06-69.
77. Copy of a letter dated April 16, 2003, to the West Virginia Water Development Authority from Margaret Batten stating that deposits were made to the West Virginia Municipal Bond Commission on April 16, 2003, to the District's Sewage System Revenue Bonds, Series 1995 Revenue Fund in the amount of \$5,688.40 and to the Reserve Fund in the amount of \$568.82.
78. Copy of correspondence instructions dated April 16, 2003, to the Wood County Clerk from Margaret Batten enclosing two rights-of-way easements from Reggie Grimmett for a water line and sewer line to serve his proposed mobile home park.