

MINUTES OF REGULAR MONTHLY MEETING  
OF THE PUBLIC SERVICE BOARD OF THE  
MINERAL WELLS PUBLIC SERVICE DISTRICT  
HELD THURSDAY, MAY 15, 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; R. Shayne Brabham, Operations Manager; Nellie Radcliff, Office Clerk and Delbert Stephens, resident of Stephens Fork Road were present.

Mr. Stephens was in attendance to inquire about the progress of the Sycamore Run, Stephens Fork, Windy Ridge Water Line Extension Project. His concern was when the Project would go to bid. The Board explained that the acquisition of a tank site was holding up the project. Mr. Stephens excused himself from the rest of the meeting.

Mr. Lett made a motion that the Minutes of April 17, 2003, Board Meeting and the Minutes of the Special Board Meeting of May 1, 2003, 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 April 30, 2003 (copies attached) be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion check numbers 27693 thru 27769 written between April 18, 2003 and May 14, 2003 on the Water Revenue Fund Checking be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion check numbers 27770 thru 27771 written May 15, 2003 on the Water Revenue Fund Checking Account be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion check numbers 29391 thru 29472 written between April 18, 2003 and May 14, 2003 on the Sewer Revenue Fund Checking Account be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion check numbers 29473 thru 29474 written on May 15, 2003, on the Sewer Revenue Fund Checking Account be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion Payroll check numbers 01024 thru 01039 written between April 17, 2003, and May 15, 2003, on the Sewer Revenue Fund Checking Account Fund be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

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The following letters were reviewed and discussed by the Board.

Letter 20 - Letter dated April 21, 2003, to Shayne Brabham from Manning Frymier, P. E., Cerrone Associates, Inc., containing a formula to compute the surface area to be used to compute the surcharge for the extraneous flow from Oaks Trailer Park into the District's sewer main.

Letter 27 - Letter dated April 22, 2003, to R. Shayne Brabham from Guy W. Mick, Chief, Railroads and Utilities Unit, Engineering Division, WV Department of Transportation, giving authorization for the District to proceed with condemnation to secure the remaining easement for I-77 Rest Area Sewer Extension Project.

Letter 74 - Memorandum dated May 6, 2003, to Payroll Officers from Karen S. Copeland, Membership Manager, West Virginia Consolidated Public retirement Board, stating that effective July 1, 2003, the District's portion of each employee retirement deposit will be 10.5% instead of 9.5%.

Letter 75 - Fax dated May 15, 2003, to Shayne Brabham from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, enclosing a copy of a certified letter to Mr. Hardman from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the Procedural Order issued on May 12, 2003, in Case No. 02-0966-PWD- PC, Jackson County Commission, setting the hearing for decreasing the boundary of the Silverton PSD for June 2, 2003, at 9:30 a.m. in the Ravenswood Council Chambers.

Mrs. Batten was not in attendance for this meeting.

Mr. Brabham reported on the following items.

1. Sycamore Run, Stephens Fork, Limestone Water Expansion Project: - Spoke with Steve Hardman on Monday, May 12, 2003, concerning the Boice tank site. He will give Mr. Boice until the 16<sup>th</sup> to allow us on site for the Phase 1 study or he will proceed with a right-of-way entry through the court. He will also, try for the core drilling and survey work in the same order. Mr. Hardman spoke with Ron Robertson, PSC Attorney, to expedite the boundary hearing. Mr. Robertson feels that if Infrastructure and RUS are Ok with it, it would be Ok to go to bid without the ruling of the boundary expansion/reduction approval.
2. At the Board Meeting in April, it was discussed between the District and Reggie Grimmett, owner of Sky View Mobile Home Park, that he would charge his tenants the actual cost of a meter because he had already installed the necessary taps at his expense. It will be his burden to collect the actual

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cost of the meter and not that of the Districts. Therefore, his tenants will not be charged the usual \$300.00 Water Tap Fee and \$250.00 Sewer Tap Fee. He will have to reimburse the District for the cost of the water meters.

3. The District has been working on a system to purchase the readings from the City of Parkersburg for Pettyville customers at a rate of \$.25 cents per reading. Mr. Radabaugh made a motion that Mr. Shayne Brabham, Operations Manager, negotiate an agreement to purchase readings from the City of Parkersburg at \$.25 cents per reading for the customers in the Pettyville area. Mr. Lett seconded the motion. The motion carried unanimously.
4. Mr. Melrose talked to the District concerning the I-77 Rest Area Sewer Project easements. He agreed to settling the dispute over the right-of-way by having Department of Highways pay Big Tygart United Methodist Church \$3,000.00, Big Tygart Baptist Church, \$1,000.00 and \$1,000.00 to the Cemetery by Big Tygart United Methodist Church. Gary Scott (Department of Highways) approved of this settlement.

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

CERTIFICATION

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

  
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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**  
**APRIL 30, 2003**

**CHECKING ACCOUNT**

Water Revenue Fund Checking Account		
WesBanco Bank	\$38,871.65	
Sewer Revenue Fund Checking Account		
WesBanco Bank	<u>10,790.52</u>	
<b>TOTAL IN CHECKING ACCOUNTS:</b>		<b>\$ 49,662.17</b>

**WATER ACCOUNTS**

Depreciation Reserve Account		
WesBanco Bank	\$11,487.30	
Revenue Reserve Account		
WesBanco Bank	29,128.36	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	14,457.53	
Revenue Reserve Account-Rockport		
WesBanco Bank	3,191.98	
Depreciation Reserve Account-Rockport		
WesBanco Bank	3,192.10	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	9,593.98	
Depreciation Reserve Account-Water Improvement		
WesBanco	9,595.99	
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>19,341.25</u>	
<b>TOTAL IN WATER ACCOUNTS:</b>		<b>\$147,297.79</b>

**SEWER ACCOUNTS**

Repair and Replacement Account		
WesBanco Bank	\$76,507.32	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	23,118.54	
Security Deposit Account		
WesBanco Bank	<u>16,886.65</u>	
<b>TOTAL IN SEWER ACCOUNTS:</b>		<b><u>\$116,512.51</u></b>
<b>TOTAL ALL FINANCES, APRIL 30, 2003</b>		<b>\$313,472.47</b>

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
WATER REVENUE FUND CHECKING ACCOUNT  
APRIL 30, 2003**

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

**\$44,912.41**

**RECEIPTS:**

Water Sales	\$52,714.77
Water Buffalo Sales	673.00
Security Deposit Refunds	753.12
Reconnection Fees	160.00
Reimbursement-WV DOH	10,026.72
Cutlip-Warner-Perdew Payment	16.64
Cutlip-Warner-Bulick Payment	62.79
Ashley's Fur, Root	28.09
Tap Fees	<u>1,200.00</u>

**TOTAL RECEIPTS:**

**\$65,635.13**

**CASH AVAILABLE:**

**\$110,547.54**

**EXPENDITURES:**

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	2,777.60
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	515.69
WV Public Employees Retirement System	1,373.22
Salaries	6,232.41
Commissioner's Salaries	187.50
WV Public Employees Insurance Agency	1,219.29
Bureau of Child Support	103.84
Miss Utility of WV Inc.	13.25
U S Postal Service	1,011.30
Water Environmental Testing	40.50
AT&T-State Calling Service	9.42
BP Credit Card Center	303.06
Conner Cleaning Service	109.00
Miller Communications	15.00
Verizon	140.49

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT-WATER-APRIL 2003  
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Ohio Valley Muffler & Brake	9.47
Reagle & Padden, Inc.	3,144.75
Cerrone Associates, Inc.	10,026.72
Bosley Rental & Supply, Inc.	119.70
Jackson County Publishing Co.	133.25
Telepage Communications System	69.89
Hughes Supply	1,075.02
Workers' Compensation Division	726.24
Wirt County Journal	174.29
Allegheny Power Co.	634.50
Big Mac Printing Co.	165.00
Cutlip Warner Development Co.	16.64
JABO Supply Corporation	56.28
Chasity Nelson	27.99
State Electric Supply Co. Inc.	8.78
Dennis R. Moore	17.05
AZ Commercial	10.94
Action Answering Service Plus	38.68
Joe Ancrile	50.26
Cutlip-Warner Development	62.79
Dominion Hope	69.98
Jeremy R. Dolly	50.29
Goldstar Products Inc.	226.12
W. W. Grainger, Inc.	13.77
Robert R. Gregg	6.80
Hardman Supply Company	141.12
Midwest Pipe	33.00
Cintas	96.76
Scots Landscape Nursery	6.37
Samuel M. Tucker, Jr.	50.30
Westfield Group	1,776.47
Kevin Mays	50.30
F-L Tanks	190.10
Haul Away Trash	15.00
Information Products Inc.	544.58
Patricia Jordan	43.71
Claywood Park PSD	12,435.64
Cutlip-Warner Development	1,358.80
Fasteners & Supply	179.83
Parkersburg Office Supply	15.91
Sullivan Inc.	3.26

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT-WATER-APRIL 2003  
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C. I. Thornburg	492.08
Unisys Corporation	804.00
Mineral Wells PSD	<u>480.89</u>

**EXPENDITURES:** **\$71,675.89**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,  
APRIL 30, 2003** **\$38,871.65**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
SEWER REVENUE FUND CHECKING ACCOUNT  
APRIL 30, 2003**

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

**\$25,079.88**

**RECEIPTS:**

Sewer Sales	\$37,747.11
Reimbursement-Gene's Septic Tank Cleaning	528.00
Reimbursement-Reginald Grimmatt Extension	1,956.70
James Marion Grinder Pump Repair	100.00
Tap Fees	250.00
Security Deposit Refunds	<u>1,054.17</u>

**TOTAL RECEIPTS:**

**\$41,635.98**

**CASH AVAILABLE:**

**\$66,715.86**

**EXPENDITURES:**

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,156.22
WesBanco Bank-Parkersburg	2,890.72
Salaries	6,355.01
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	1,168.21
WV Public Employees Retirement System	1,406.12
WV Dept. of Tax & Revenue	540.31
Bureau for Child Support	86.86
Reagle & Padden, Inc.	3,144.75
U. S. Postal Service	854.00
AT&T State Calling Service	9.41
Miss Utility of West Virginia	13.25
Miller Communications	15.00
McHenry Electric Company, Inc.	1,701.79
Ohio Valley Muffler & Brake	9.48
State Electric Supply Co., Inc.	8.78
Water Environmental Testing	260.00
Allegheny Power	5,775.80
BP Credit Center	303.05
Gene's Septic Tank Cleaning	759.00
Bosley Rental & Supply Inc.	119.70



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

Roto-Rooter Sewer Co.	1,370.00
Sullivan Inc.	108.00
Verizon	525.22
Hughes Supply, Inc.	1,075.02
Workers' Compensation Division	697.78
Lisa Batten	31.83
Conner Cleaning Service	179.00
Dominion Hope	69.98
JABO Supply Corporation	56.28
Chasity Nelson	32.35
Telepage Communications System	69.89
Eric Tanner	10.31
Robert Criss	272.92
Dennis R. Moore	16.21
Roy & Dreama Schneider	13.20
Jennifer Criss and Robert Matheny	135.56
Bonnie Shaffer	26.85
Auto Fleet & Industrial Supply	482.90
AZ Commercial	10.94
Action Answering Service Plus	38.67
Joe Ancrile	50.26
Danny's Lawn Service	300.00
Jeremy R. Dolly	50.29
Violet Bell Drake	50.30
Goldstar Products, Inc.	226.13
W. W. Grainger, Inc.	66.48
Robert R. Gregg	15.41
Hardman Supply Company	100.43
Midwest Pipe & Supply	33.00
Cintas	96.76
Scots Landscape Nursery	6.38
Samuel M. Tucker Jr.	50.30
Brenda Vincent	50.25
Mineral Wells Public Service District	1,165.92
Tom Sshreckengost	50.51
Haul Away Trash L.L.C.	15.00
Information Products Inc.	544.59
Big Mac Printing	135.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT-SEWER-APRIL, 2003  
PAGE 3**

Cutlip-Warner Development	373.00
Fasteners & Supply, Inc.	179.82
Parkersburg Office Supply	15.93
Sullivan Inc.	3.25
C. I. Thornburg	212.00
Unisys Corporation	804.00
Westfield Group	<u>2,489.94</u>

**TOTAL EXPENDITURES:**

**\$66,715.86**

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT,  
WESBANCO BANK, APRIL 30, 2003**

**\$10,790.52**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING ACCOUNT  
APRIL 18, 2003 — MAY 15, 2003**

**CHECKS WRITTEN BETWEEN APRIL 18, 2003, AND MAY 14, 2003**

<b>CHECK NO.</b> 27693	David Frazier - Void	\$ .00
27703	U S Postal Service	814.00
27704	Mineral Wells PSD	50.00
27705	Mineral Wells PSD	24.48
27706	Allegheny Power	304.57
27707	AZ Commercial	10.94
27708	Action Answering Service Plus	38.68
27709	Joe Ancrile	50.26
27710	Cutlip-Warner Development Co.	62.79
27711	Dominion Hope	69.98
27712	Jeremy R. Dolly	50.29
27713	Goldstar Products Inc.	226.12
27714	W. W. Grainger, Inc.	13.77
27715	Robert R. Gregg	6.80
27716	Hardman Supply Company	141.12
27717	Void	
27718	Mineral Wells PSD	3,309.04
27719	Midwest Pipe & Supply	33.00
27720	Rural Development Admn.	2,112.00
27721	Cintas	96.76
27722	Scots Landscape Nursery	6.37
27723	Samuel M. Tucker, Jr.	50.30
27724	USDA-Rural Development	3,140.00
27725	WesBanco Bank-Parkersburg	1,421.19
27726	WV Dept of Tax & Revenue	515.69
27727	WV Public Employees Retirement	1,373.22
27728	Westfield Group	1,776.47
27729	WesBanco-Water Res-Sams-CV	314.00
27730	Kevin Mays	50.30
27731	F-L Tanks	190.10
27732	Haul Away Trash L.L.C.	15.00
27733	Information Products Inc.	544.58
27734	Patricia Jordan	43.71
27735	Mineral Wells PSD	150.22
27736	Bureau For Child Support	42.97
27737	Claywood Park PSD	12,435.64
27738	Mineral Wells PSD	50.11
27739	Cutlip-Warner Development Co.	1,358.80
27740	Fasteners & Supply Inc.	179.83

**MINERAL WELLS PSD  
LIST OF WATER CHECKS  
MAY 15, 2003  
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**CHECKS WRITTEN BETWEEN APRIL 18, 2003, AND MAY 14, 2003  
(Continued)**

<b>CHECK NO.</b> 27741	Parkersburg Office Supply	\$ 15.91
27742	Sullivan Inc.	3.26
27743	C. I. Thornburg	492.08
27744	Unisys Corporation	804.00
27745	C I Thornburg	3,456.00
27746	AT&T - State Calling Service	10.01
27747	Bureau For Child Support	56.48
27748	AT&T Wireless Services	34.81
27749	Daugherty Supply Co. Inc.	27.71
27750	Miss Utility of WV Inc.	21.75
27751	Miller Communications	340.00
27752	Municipal Bond Commission	1,592.00
27753	Mineral Wells PSD	3,196.65
27754	Ohio Valley Muffler & Brake	10.47
27755	State Electric Supply Co. Inc.	5.81
27756	Tesa Company Inc.	7.97
27757	Telepage Communications System	9.13
27758	USDA-Rural Development	3,325.00
27759	USDA-Rural Development	10,040.00
27760	Water Environmental Testing	54.00
27761	WV Public Employees Ins. Agency	1,195.54
27762	WesBanco Bank-Parkersburg	110.00
27763	WesBanco Bank-Parkersburg	1,444.07
27764	Westco Internet	9.25
27765	WesBanco Bank-Parkersburg	167.00
27766	WesBanco Bank-Parkersburg	167.00
27767	WesBanco Bank-Parkersburg	502.00
27768	WesBanco Bank-Parkersburg	502.00
27769	Cerrone Associates Inc.	6,800.00

**CHECKS WRITTEN TODAY, MAY 15, 2003, AND NEED AUTHORIZATION**

<b>CHECK NO.</b> 27770	BP Credit Card Center	\$ 301.93
27771	Mineral Wells PSD	27.95
27772	WV DEP - Office of Water Resources	1,550.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
APRIL 18, 2003 — MAY 15, 2003**

**CHECKS WRITTEN BETWEEN APRIL 18, 2003, AND MAY 14, 2003**

<b>CHECK NO.</b> 29391	David Frazier - Void	\$ .00
29405	U S Postal Service	666.00
29406	Mineral Wells PSD	47.66
29407	Bonnie Shaffer	26.85
29408	Allegheny Power	4,355.67
29409	Auto Fleet & Industrial Supply	482.90
29410	AZ Commercial	10.94
29411	Action Answering Service Plus	38.67
29412	Joe Ancrile	50.26
29413	Danny's Lawn Service	300.00
29414	Dominion Hope	69.98
29415	Jeremy R. Dolly	50.29
29416	Violet Bell Drake	50.30
29417	Goldstar Products Inc.	226.13
29418	Gene's Septic Tank Cleaning	689.00
29419	W. W. Grainger, Inc.	66.48
29420	Robert R. Gregg	15.41
29421	Hardman Supply Company	100.43
29422	James R. Lett	125.00
29423	Mineral Wells PSD	34.70
29424	Midwest Pipe & Supply	33.00
29425	Roto-Rooter Sewer Co.	420.00
29426	Roy L. Radabaugh	125.00
29427	Cintas	96.76
29428	Scots Landscape Nursery	6.38
29429	Charles M. Stewart	125.00
29430	Samuel M. Tucker Jr.	50.30
29431	Brenda Vincent	50.25
29432	WesBanco Bank-Parkersburg	1,532.97
29433	WV Dept of Tax & Revenue	540.31
29434	WV Public Employees Retirement	1,406.12
29435	Westfield Group	1,489.94
29436	Tom Schreckengost	50.51
29437	Mineral Wells PSD	50.01
29438	Haul Away Trash L.L.C.	15.00
29439	Information Products Inc.	544.59
29440	Bureau For Child Support	52.38
29441	Mineral Wells PSD	50.11
29442	Big Mac Printing	135.00

**MINERAL WELLS PSD  
LIST OF SEWER CHECKS  
MAY 15, 2003  
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**CHECKS WRITTEN BETWEEN APRIL 18, 2003, AND MAY 14, 2003  
(Continued)**

<b>CHECK NO.</b> 29443	Cutlip-Warner Development Co.	\$ 373.00
29444	Fasteners & Supply Inc.	179.82
29445	Parkersburg Office Supply	15.93
29446	Sullivan Inc.	3.25
29447	C I Thornburg	212.00
29448	Unisys Corporation	804.00
29449	Mineral Wells PSD	50.00
29450	WV DEP	200.00
29451	Bill Bailey Insurance Agency	250.00
29452	AT&T - State Calling Service	10.01
29453	Bureau For Child Support	38.87
29454	Carr Concrete Corporation	40.00
29455	AT&T Wireless Services	34.82
29456	Daugherty Supply Co. Inc.	27.70
29457	Fasteners & Supply Inc.	528.00
29458	Miss Utility of WV Inc.	21.75
29459	Miller Communications	15.00
29460	Municipal Bond Commission	16,852.52
29461	Midwest Pipe & Supply	841.01
29462	Ohio Valley Muffler & Brake	10.48
29463	Tesa Company Inc.	16.32
29464	Trombold Equipment Co. Inc.	666.72
29465	C. I. Thornburg	112.00
29466	Telepage Communications System	9.13
29467	WWT Electric	583.42
29468	Water Environmental Testing	195.00
29469	WV Public Employees Ins Agency	1,191.96
29470	WesBanco Bank-Parkersburg	995.04
29471	WesBanco Bank-Parkersburg	1,538.33
29472	Westco Internet	9.25

**CHECKS WRITTEN ON MAY 15, 2003, AND NEED AUTHORIZATION**

<b>CHECK NO.</b> 29473	BP Credit Card Center	\$ 301.92
29474	Mineral Wells PSD	27.94

**MINERAL WELLS PSD  
LIST OF SEWER CHECKS  
MAY 15, 2003  
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**PAYROLL CHECKS WRITTEN BETWEEN APRIL 17, 2003, AND MAY 15, 2003**

<b>CHECK NO.</b> 01024	Todd R. Anderson	\$ 673.17
01025	Margaret J. Batten	917.11
01026	Richard Shayne Brabham	964.69
01027	William H. Byers, Jr.	979.32
01028	Linda K. Church	824.04
01029	Russell P. Hanna	734.57
01030	Mark K. Murphy	609.77
01031	Nellie B. Radcliff	772.84
01032	Todd R. Anderson	624.54
01033	Margaret J. Batten	913.35
01034	Richard Shayne Brabham	1,017.64
01035	William H. Byers, Jr.	948.41
01036	Linda K. Church	824.04
01037	Russell P. Hanna	827.06
01038	Mark K. Murphy	627.05
01039	Nellie B. Radcliff	746.41

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**RECEIVED OR MAILED BETWEEN APRIL 18, 2003, AND MAY 15, 2003**

1. Flyer from the Public Service Commission of West Virginia containing a registration form for a seminar entitled Bookkeeping/Annual Reports Seminar scheduled for May 15<sup>th</sup> and 16<sup>th</sup> at Canaan Valley Resort, Davis, West Virginia.
2. *The PIPELINE*, a bi-monthly publication of the Public Service Commission dated March-April 2003, Issue 2, Volume 1.
3. *The West Virginia Trustee*, a financial planning newsletter, published by WesBanco Bank dated May 2003.
4. Postcard from the Internal Revenue Service offering government employers an improved, user friendly, way to file Form 940/941, in a variety of paperless options.
5. Flyer from Lorman Education Services containing a registration form for a one-day seminar for Workers' Compensation in West Virginia to be held in Charleston, West Virginia, on July 29, 2003.
6. Form letter dated May 3, 2003, from Jay Parsons, Chief, Mineral Wells Volunteer Fire Department, listing the number of gallons of water used during the month of April for fire fighting purposes and for training purposes.
7. Letter dated April 16, 2003, to Charles Stewart from Rosalie Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, confirming WV DEP intention of providing the District with approximately \$415,000.00 for its Dechlorination Project No. SRF No. C-544373 at an annual interest rate of 2% and an annual administration fee of 1% for a period of 20 years.
8. Memorandum dated April 16, 2003, to Benefit Coordinators from Jan Long, HMO and Communications Manager, West Virginia Public Employees Insurance Agency, enclosing a Shopper's Guide for Benefit Plan year spanning July 1, 2003 through June 30, 2004. (received April 21, 2003)
9. Letter dated April 16, 2003, to the District from AT&T Wireless relative to the District's AT&T Shared Advantage Plan Account.
10. Letter dated April 17, 2003, to Steven R. Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, from Jeff Melrose requesting that the District realign its proposed sewer lines going to the I-77 Rest Area so that they will not be installed through the Melrose property along Tygart Road. Letter was copied to Shayne Brabham and Frank Melrose.
11. Copy of a letter mailed to the following recipients from Randall M. Cole, Project



**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
**MAY 15, 2003**  
**PAGE 2**

Administrator, Cerrone Associates, Inc., stating that the District has scheduled the preconstruction conference for I-77 Rest Area Sewer Extension Project for May 1, 2003, at 10:30 a.m. at the District Office:

Verizon, Inc.  
Dominion Hope Gas  
Jesse Sheppard, WV Division of Highways  
Jessica Nichols, Soil Conservation Office  
Monongahela Power Company  
Thomas Rabel, Western Soil Conservation District  
Bell Atlantic - West Virginia, Inc.

12. Copy of a letter dated April 18, 2003, to Mr. Steven Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, from Manning Frymier, P.E., Cerrone Associates, Inc., giving the reasons why the District cannot accommodate Richard Boice's request that the proposed tank for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project be moved to the back of his hill.
13. Fax dated April 21, 2003, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter of intent to loan dated April 16, 2003, to Charles Stewart from Rosalie Brodersen Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, for the District's Dechlorination Project, SRF No. C-544373.
14. Copy of a letter dated April 21, 2003, to Guy W. Mick, West Virginia Department of Transportation, from Margaret Batten enclosing the original and three copies of the proposed revised Agreement dated April 9, 2003, between the WV Department of Transportation and the District for the I-77-S. R. #14 Interchange Water and Sewer Relocation Project (S354-14-9.00 00).
15. Copy of a letter dated April 21, 2003, to Mary Rader, Wood County Commission, from Margaret Batten enclosing an approved copy of the Minutes of the Regular Board Meeting held on March 20, 2003.
16. Copy of a certified letter dated April 21, 2003, to Daniel B. Yonkosky, Water Development Authority, from Margaret Batten enclosing a copy of the District's annual operation budget for the operation of its sewage facilities for fiscal year 2004.
17. Copy of a certified letter dated April 21, 2003, to Carrie L. Grimm, ERSII, WV Division of Environmental Protection, Division of Water Resources, from Margaret Batten enclosing a

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- copy of letter no. 11 to Daniel B. Yonkosky, Water Development Authority, from Margaret Batten containing a copy of the District's annual sewer operation budget for fiscal year 2004.
18. Copy of a letter dated April 21, 2003, to Rosalie Brodersen, Program Manager, WV Division of Environmental Protection, Division of Water Resources, from Margaret Batten enclosing a copy of letter no. 11 to Daniel B. Yonkosky, Water Development Authority, a copy of letter no. 12 to Carrie Grimm, WV Division of Environmental Protection, Division of Water Resources, and a copy of the District's annual sewer operation budget for fiscal year 2004.
  19. Copy of a letter dated April 21, 2003, to Gary W. Scott, West Virginia Department of Transportation, from Margaret Batten enclosing four signed copies of Addendum No. 2 to the Agreement for Engineering Services between the District and Cerrone Associates, Inc., for the I-77-S. R. #14 Interchange Water and Sewer Relocation Project to amend the not to exceed limits.
  20. \*\*\*\*Letter dated April 21, 2003, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a formula to compute the surface area to be used to compute the surcharge for the extraneous flow from Oaks Trailer Park into the District's sewer main.
  21. Fax dated April 22, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten containing a copy of the letter dated April 17, 2003, from Jeff Melrose relative to a right-of-way easement for the I-77 Rest Area Sewer Project.
  22. Fax dated April 22, 2003, to Guy Mick and Gary Scott, WV Department of Transportation, from Margaret Batten containing a cover letter dated April 22, 2003, from Margaret Batten and a copy of a letter dated April 17, 2003, from Jeff Melrose relative to a right-of-way easement for the I-77 Rest Area Sewer Project.
  23. Copy of a letter dated April 22, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten containing an original and four copies of Invoice No. 8 covering cost of engineering services relating to the relocation of water and sewer lines for the North Mineral Wells Interchange.
  24. Copy of a letter dated April 22, 2003, to Randall M. Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of a letter dated April 22, 2003, to Gary W. Scott, WV Department of Transportation, containing a copy of Addendum No. 2 to the Agreement for Engineering Services for the relocation was water and sewer lines for the North Mineral Wells Interchange Project.
  25. Copy of a letter dated April 22, 2003, to Jennifer Criss and Robert Matheny from Margaret

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Batten enclosing a copy of the actual invoice for the installation of a two inch force main on their property along with a check in the amount of \$135.56 as a refund of the overpayment for this project.

26. Copy of a letter dated April 22, 2003, to Robert Criss from Margaret Batten enclosing a copy of the actual cost invoice for the installation of a grinder pump to serve the Criss property along with a District check in the amount of \$272.92 as a refund of the overpayment for this installation.
27. \*\*\*\*Letter dated April 22, 2003, to R. Shayne Brabham from Guy W. Mick, Chief, Railroads and Utilities Unit, Engineering Division, WV Department of Transportation, giving authorization for the District to proceed with condemnation to secure the remaining easement for I-77 Rest Area Sewer Extension Project.
28. Fax dated April 22, 2003, to Steven Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, from Jim Ruckman, Cerrone Associates, Inc., containing comments and suggestions pertaining to the April 17, 2003, letter to the District from Jeff Melrose stating his objections and reasons for not permitting the installation of a sewer main through his property for I-77 Rest Area Sewer Extension Project.
29. Memorandum dated April 22, 2003, to WV Rural Water Members, from Greg Belcher, P.E., Chapman Technical Group, extending an invitation to tour the new 10 MGD City of Fairmont Water Treatment Plant on Tuesday, May 20, 2003, as a part of the 56<sup>th</sup> Annual WV Section of American Water Works Association and the WV Water Environment Association Joint Conference scheduled for May 18 - 21, 2003.
30. Memorandum dated April 23, 2003, to All Participating Agency Benefits Coordinators from Jason Haught, CFO, West Virginia Public Employees Insurance Agency, stating that the annual PEIA Administrative Fee will increase from \$40.00 to \$50.00 per employee effective July 1, 2003.
31. Copy of a letter dated April 23, 2003, to David H. Frazier from Margaret Batten enclosing his check that was returned to our office marked "Not Sufficient Funds".
32. Copy of a letter dated April 23, 2003, to Reggie Grimmett from Margaret Batten enclosing copies of documents relating to the water and sewer extensions on his property at Route 1, Box 19, Mineral Wells, WV.
33. Copy of a letter dated April 23, 2003, to Jeff Melrose from Steven Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, confirming that Mr. Melrose's letter of April 17,

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2003, has been forwarded to the District's engineering firm.

34. Copy of a letter dated April 25, 2003, to Jeff Melrose from Steven R. Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, enclosing a copy of Jim Ruckman's April 22, 2003, letter to Mr. Hardman with comments and suggestions about Mr. Melrose's complaints and recommendations for the location of the proposed sewer main easement for the I-77 Rest Area Sewer Extension Project.
35. Letter dated April 25, 2003, to Shayne Brabham from Randall M. Cole, Cerrone Associates, Inc., containing a copy of the Contract Documents Book for the I-77 Rest Area Sewer Project to be reviewed by the District's attorney and five copies of the Certificate of Owner's Attorney to be signed.
36. Copy of a letter dated April 25, 2003, to the *Parkersburg News* and the *Parkersburg Sentinel* from Dianne P. Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, containing a Notice of Filing for the District's WWTP Dechlorination and Dover Drive Repair Sewer Project to be published in both newspapers on May 2, 2003.
37. Copy of a letter dated April 28, 2003, to Scott Murphy from R. Shayne Brabham stating that on April 25, 2003, the six inch water main, valves, and other appurtenances Sky View Mobile Home Park passed the District's standard leakage test and that all pipe was tested by hydrostatic pressure to 190 psi.
38. Fax dated April 28, 2003, to the Editor, *Parkersburg News*, from Margaret Batten enclosing a notice about a special board meeting scheduled for May 1, 2003, at 10:30 a.m. at the District Office to be published in the first available issue of the newspaper.
39. Fax dated April 28, 2003, to the Editor, *Parkersburg Sentinel*, from Margaret Batten enclosing a notice about a special board meeting scheduled for May 1, 2003, at 10:30 a.m. at the District Office to be published in the first available issue of the newspaper.
40. Copy of a letter dated April 28, 2003, to the West Virginia Public Employees Insurance Agency from Margaret Batten enclosing signed copies of tobacco-free affidavits for Todd Anderson, Margaret Batten, Linda Church, Russell Hanna, and Nellie Radcliff.
41. Letter dated April 29, 2003, to the District from Jesse E. Sheppard, District Three Utilities Supervisor, West Virginia Department of Transportation, stating that a performance bond is necessary for the WV DOH I-77 Rest Area Sewer Extension Project.
42. Fax dated April 30, 2003, to Margaret Batten from Bill Bailey Insurance Agency containing

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a list of items needed for review before a performance bond can be issued for the I-77 Rest Area Sewer Project.

43. Fax dated May 1, 2003, to Jacqueline from Nellie Radcliff enclosing an application for service and a rate card for account no. 2-01635-01.
44. Letter dated May 1, 2003, to the District from Gregory A. Burton, Acting Commissioner, Workers Compensation Division, Office of Benefit Services, stating that the Division has adopted Guidelines for Disability Period based on the optimum days according to The Medical Disability Advisor (Presley Reed, MD, editor; 4<sup>th</sup> edition) as the official guidelines for temporary total disability benefits.
45. Copy of a letter dated May 2, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of an invoice covering the cost of engineering services for Partial Bill No. 5 for engineering services related to the sewer extension to serve the I-77 Rest Area.
46. Letter dated May 5, 2003, to All Rural Utilities Service Water and Environmental Programs' Borrowers from Hilda Gay Legg, Administrator, Rural Utilities Service, dealing with the security of water and wastewater infrastructures.
47. Copies of letters dated May 5, 2003, to the following District Customers from R. Shayne Brabham requesting that they call the office and schedule an appointment to have their inside water meters changed to touch read meters:

Terry Morehead	Tim Evans	Marie Lightner
Barbara Easton	Denzil Barton	Christine Duncan
Deborah Buck	J. Steven Nutter	G. A. Lipsmeyer
Peter Wigal	Christine Jones	Theresa Hayner
Glenn Miller	Delbert Hagley	Gwen Justice
48. Letter dated May 6, 2003, to Shayne Brabham from Dave Fueg, Cerrone Associates, Inc., enclosing two copies each of Form M, the application for a modification of the District's NPDES Water Pollution Control Permit, and the Pretreatment Industrial User Survey Form to reflect the addition of the line extension to the I-77 Rest Area.
49. Copy of a letter dated May 7, 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 April.

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50. Copy of a letter dated May 7, 2003, to Wal-Mart Stores, Bentonville, Arkansas, from Margaret Batten enclosing an invoice in the amount of \$130.00 for oil and grease sampling performed at WalMart #2823 as required by the District's WV/NPDES Permit.
51. Copy of a letter dated May 7, 2003, to Dave Fueg, Cerrone Associates, Inc., from Margaret Batten enclosing two signed copies of Form M, the application for a modification of the District's NPDES Water Pollution Control Permit, and the Pretreatment Industrial User Survey Form for the Sycamore Run, Stephen's Fork and Limestone Area Water Extension Project.
52. Copy of a letter dated May 7, 2003, to Dave Fueg, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of an invoice in the amount of \$1,550.00 from the West Virginia Department of Environmental Protection for the WV/NPDES Annual Permit Fee for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project and asking if the District needs to pay this fee.
53. Copy of a letter dated May 7, 2003, to Mr. Dennis Weekley, Environmental Coordinator, WV Department of Highways, from Shayne Brabham containing the results of the I-77 Rest Area Smoke Test conducted on May 6<sup>th</sup> and listing some corrective measures that must be taken before the District begins to accept sewage flow from the Rest Area.
54. Copy of a letter dated May 7, 2003, to Jim Ruckman, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of Mr. Brabham's May 7<sup>th</sup> letter to Dennis Weekley, Environmental Coordinator, WV Department of Highways, relative to the Smoke Testing of the sewer lines at the I-77 Rest Area.
55. Copy of a letter dated May 7, 2003, to David Stewart, West Virginia Department of Health and Human Services, Bureau of Public Health, from Margaret Batten containing a Certification stating that the District mailed its required Consumer Confidence Report for 2002 on May 1, 2003, the Public Notice Certification, Tier 2 & 3 - Community and Non-Community Water Systems, and a copy of the District's 2002 Consumer Confidence Report.
56. Copy of a letter dated May 8, 2003, to Lisa, Bill Bailey Insurance Agency, from Margaret Batten enclosing required documents needed to secure a \$25,000.00 performance bond for the WV DOH I-77 Rest Area Sewer Extension Project.
57. Copy of a letter dated May 8, 2003, to Virginia McDonald, Rural Development Authority, from Margaret Batten enclosing two copies of Form RD 442-2 Statement of Budget, Income and Equity for fiscal year 2004.

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58. Fax dated May 8, 2003, to the Editor, *Parkersburg News*, from Margaret Batten containing a notice about the May 15<sup>th</sup> Regular Board Meeting to be published in the first available issue of the newspaper.
59. Fax dated May 8, 2003, to the Editor, *Parkersburg Sentinel*, from Margaret Batten containing a notice about the May 15<sup>th</sup> Regular Board Meeting to be published in the first available issue of the newspaper.
60. Copy of a letter dated May 8, 2003, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Margaret Batten certifying that the District notified each of its sewer customers of the Notice of Filing Order for the Dechlorination/Dover Drive Sewer Project by mailing a separate notice to each customer by First Class United States Mail on May 7, 2003.
61. Copy of a letter dated May 8, 2003, to James M. Bradley, Jr., Attorney, Bradley & Albright, PLLC, from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, listing the problems with Mr. Boice's alternate site on the back side of his hill and with Kenny Thompson's site for the Limestone Ridge water storage tank.
62. Copy of a letter dated May 8, 2003, to Mr. & Mrs. Frank Melrose from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, containing a form to be completed and signed by Frank, Helen, and Jeffrey Melrose listing the amount of money that is to be dispersed to local entities in exchange for a sewer easement for the I-77 Rest Area Sewer Project.
63. Copy of a letter dated May 9, 2003, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of Mrs. Batten's May 8<sup>th</sup> letter to the Public Service Commission of West Virginia relative to the mailing of the Notice of Filing Order for the sewer plant dechlorination project.
64. Fax dated May 9, 2003, to B. Kelly, Ramco, from Bill Byers containing information about the District's wastewater treatment plant lab results.
65. Copy of a letter dated May 11, 2003, to the following entities from Linda Church containing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of April for the District's wastewater treatment plant:

Office of Water Resources (DNR) - Municipal Branch  
Steve Cooper - Department of Natural Resources - Parkersburg

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West Virginia Bureau For Public Health - Office of Environmental Health  
Manning Frymier, P.E., Cerrone Associates, Inc.

66. Copy of a certified letter dated May 12, 2003, Daniel A. Stewart, Environmental Resource Specialist, Regulatory Development & Compliance Unit, from R. Shayne Brabham resubmitting the District's public notice certification, and enclosing one copy each of the cover letter dated May 7, 2003, that accompanied the certification, certification that all of our customers received a copy of the annual Drinking Water Quality Report, and a copy of the 2002 Drinking Water Quality Report.
67. Fax dated May 12, 2003, to Shayne Brabham from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, containing a copy of a letter dated May 7, 2003, he received from James J. Bradley, Jr., Attorney for Richard Boice, requesting additional information about the Kenny Thompson proposed tank site on Limestone Ridge before allowing the archaeological team on the property to conduct their evaluation.
68. Certificate of Coverage dated May 9, 2003, from the West Virginia Bureau of Employment Programs, Workers' Compensation Division, effective from April 1, 2003, to August 31, 2003.
69. Fax dated May 13, 2003, to Melinda, PM Company, from Linda Church enclosing a service application card to be completed and faxed back to our office to have the water turned on at the office building located next to the Ameri-Host.
70. Fax dated May 13, 2003, to Linda from Melinda, PM Company, enclosing the completed application for service for account No. 3-00456-02.
71. Fax dated May 14, 2003, to Shayne Brabham from Dave Fueg, Cerrone Associates, Inc., containing cutsheets from the Neenah catalog showing cast iron manhole adjusting rings which would be a good choice to use for raising the below grade lids on the existing manholes at the I-77 Rest Area.
72. Fax dated May 14, 2003, to Shayne Brabham from Shawn Burns, BlueLine Imaging, containing information about the company's new ownership and new services.
73. Fax dated May 14, 2003, to Randy, #17 Fox Run Drive, from Nellie Radcliff enclosing an application card for water and sewer service.
74. \*\*\*\*Memorandum dated May 6, 2003, to Payroll Officers from Karen S. Copeland, Membership Manager, West Virginia Consolidated Public Retirement Board, stating that



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effective July 1, 2003, the District's portion of each employees retirement deposit will be 10.5% instead of 9.5%.

75. \*\*\*\*Fax dated May 15, 2003, to Shayne Brabham from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, enclosing a copy of a certified letter to Mr. Hardman from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the Procedural Order issued on May 12, 2003, in Case No. 02-0966-PWD-PC, Jackson County Commission, setting the hearing for decreasing the boundary of the Silverton PSD for June 2, 2003, at 9:30 a.m. in the Ravenswood Council Chambers.
76. Fax dated May 15, 2003, to Kathy, WesBanco Bank, Mineral Wells Branch, from Linda Church enclosing copies of bank statements showing service charges for the month of April for the Water Revenue Fund Checking Account and the Sewer Revenue Fund Checking Account.
77. Copy of a letter dated May 15, 2003, to Jesse Sheppard, WV Department of Transportation, from Linda Church enclosing the original copy of the \$25,000.00 Performance Bond purchased through Bill Bailey Insurance Agency for the I-77 Rest Area Sewer Project.
78. Copy of a letter dated May 15, 2003, to Howard Baldwin, R & R Pipeline, from Linda Church enclosing an invoice in the amount of \$250.00 to reimburse the District for the purchase of the \$25,000.00 performance bond for I-77 Rest Area Sewer Extension Project.