

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, JUNE 19, 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; Nellie Radcliff, Office Clerk; and R. Shayne Brabham, Operations Manager were present.

Mr. Lett made a motion that the Minutes of May 15, 2003, Board Meeting be approved as presented. Mr. Radabaugh seconded the motion. The motion carried unanimously. Mr. Lett signed the Minutes.

Mr. Lett made a motion that the Minutes of the Special Board Meeting held June 2, 2003, be approved as presented. Mr. Radabaugh seconded the motion. The motion carried unanimously. Mr. Radabaugh signed the Minutes.

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

Mr. Radabaugh made a motion that check numbers 27773 thru 27850 written between May 16, 2003, and June 18, 2003 on the Water Revenue Fund Checking Account (copies attached) be approved. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion that check numbers 27851 thru 27854 written June 19, 2003 on the Water Revenue Fund Checking Account (copies attached) be authorized. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion that check numbers 29475 thru 29550 written between May 16, 2003, and June 18, 2003, on the Sewer Revenue Fund Checking Account (copies attached) needs approved. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion that check numbers 29551 thru 29552 written June 19, 2003, on the Sewer Revenue Fund Checking Account (copies attached) needs authorized. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion that Payroll check numbers 01048 thru 01063 written between May 16, 2003, and June 19, 2003, on the Sewer Revenue Fund Checking Account (copies attached) needs approved. Mr. Lett seconded the motion. The motion carried unanimously.

The following letters were discussed by the Board:

MINERAL WELLS PUBLIC SERVICE DISTRICT
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Letter 8 - Letter dated May 13, 2003, to PSD Management from Philip D. Smith, Compliance Assistance Specialist, West Virginia Department of Agriculture, relative to the 1990 WV Pesticide Control Act and corresponding legislative rules as they apply to public service districts. Mr. Lett made a motion that an employee be sent to school to be Certified for Spraying. Mr. Radabaugh seconded the motion. The motion carried unanimously.

Letter 22 - Copy of certified letter dated May 21, 2003, to Mr. and Mrs. Walter B. Bosley from R. Shayne Brabham stating that an Infiltration Surcharge will be applied to the Bosley's sewer bill if they fail to correct their infiltration problems within thirty days from the date that they received the letter.

Letter 23 - Letter dated May 21, 2003, to the Board of Commissioners from the accounting firm, Harmon Thompson Mallory & Ice, containing a quote of \$7,700.00 to do the District's annual audit and prepare the Public Service Commission Reports for Water and Sewer for fiscal year 2003. Mr. Radabaugh made a motion that the quote be accepted as presented. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart signed the quote accepting the bid.

Letter 39 - Letter dated May 28, 2003, to Charles Stewart from Rosalie Broderson, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, authorizing the District to advertise for bids for the Dechlorination/Dover Drive Sewer Projects.

Letter 55 - Copy of a letter dated June 3, 2003, to James M. Bradley, Jr., Attorney for Richard Boice, from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, confirming the agreements reached at the Special Board Meeting held on June 2, 2003.

Letter 65 - Fax dated June 9, 2003, to Shayne Brabham from Manning Frymier, P. E. Cerrone Associates, Inc., listing tank costs for the Boice Tank site and the alternate tank site.

Letter 66 - Letter to Charles Stewart from Virginia McDonald, Rural Utilities Service, regarding interim financing for the Sycamore Run, Stephens Fork, Limestone Water Project. It was determined that the project may proceed without the interim financing.

Letter 74 - Letter dated June 16, 2003, from C. Michael Ansliner, RPA, Cultural Resource Analysts, Inc., enclosing copies of Phase I survey failed to find evidence for archaeological sites, or settings including bedrock overhangs or hillside benches having high site potential.

Motion was made by Mr. Radabaugh that in lieu of failed successful negotiations to acquire Tank Site A- 1174' elevation, with access road at current gap, the District directs its Attorney Steven R. Hardman with Bowles Rice McDavid Graff & Love, to file eminent domain proceedings against Mr. Boice. Mr. Lett seconded the motion. The motion carried unanimously.

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Mrs. Batten reported that raises for the employees had been figured in the budget for the up-coming year. Mr. Radabaugh made a motion that effective July 1, 2003, each employee receive a thirty-five cent (\$.35) per hour rate increase. Mr. Lett seconded the motion. The motion carried unanimously.

Mrs. Batten had nothing else to report.

A motion was made by Mr. Radabaugh to give each employee who receives a Class 1 or higher - Public Water Supply Operator Certificate or Class 1 or higher - Waste Water Treatment Works Operator Certificate - a fifty cent (\$.50) per hour rate increase, as an incentive to go to school to be certified. The rate increase will be effective upon receipt of the certificate. Mr. Lett seconded the motion. The motion carried unanimously.

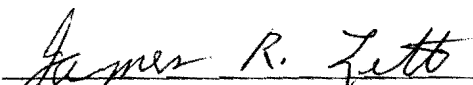
Mr. Brabham reported on the following items.

1. I-77 Rest Area Project - R & R Pipeline has begun construction. DEP will require monitoring of the RV dump station. Department of Highways will pay all sampling fees.
2. Tank Site - Phase 1 study has been completed. Mr. Bradley has convinced Richard Boice that a lease is not possible. Awaiting an asking price from Mr. Boice to purchase the site with a reversionary clause.
3. West Virginia Rural Water Association backed the bill of property owners no longer being responsible for unpaid water and sewer bills. The Board feels that it will no longer support or renew its membership in the Association

All business having been discussed, Mr. Lett made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion carried unanimously. Mr. Stewart adjourned the meeting at 7:30 p.m.

CERTIFICATION

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


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

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

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$29,850.99	
Sewer Revenue Fund Checking Account		
WesBanco Bank	<u>5,109.53</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 34,960.52

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$11,597.30	
Revenue Reserve Account		
WesBanco Bank	29,128.36	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	14,771.53	
Revenue Reserve Account-Rockport		
WesBanco Bank	3,358.98	
Depreciation Reserve Account-Rockport		
WesBanco Bank	3,359.10	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	10,095.98	
Depreciation Reserve Account-Water Improvement		
WesBanco	10,097.99	
Sycamore Run-Limestone Tap Fees		
WesBanco Bank	31,705.70	
Sycamore Run-Limestone Security Deposits		
WesBanco Bank	15,753.60	
Security Deposit Account		
WesBanco Bank	<u>19,543.09</u>	
TOTAL IN WATER ACCOUNTS:		\$149,411.63

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$66,227.47	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	23,146.85	
Security Deposit Account		
WesBanco Bank	<u>17,121.38</u>	
TOTAL IN SEWER ACCOUNTS:		\$106,495.70

TOTAL ALL FINANCES, MAY 31, 2003 **\$290,867.85**

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

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

\$38,871.65

RECEIPTS:

Water Sales	\$54,294.28
Water Buffalo Sales	575.25
Security Deposit Refunds	906.54
Reimbursement-WV DOH	6,800.00
Reconnection Fees	160.00
Rebate-Motorola -Telepage Communications	25.00
Tap Fees	<u>600.00</u>

TOTAL RECEIPTS:

\$63,361.07

CASH AVAILABLE:

\$102,232.72

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	2,780.88
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	515.37
WV Public Employees Retirement System	1,374.07
Salaries	6,228.91
Commissioner's Salaries	300.00
WV Public Employees Insurance Agency	1,195.54
Bureau of Child Support	116.38
Miss Utility of WV Inc.	21.75
U S Postal Service	183.87
Water Environmental Testing	54.00
AT&T-State Calling Service	10.01
BP Credit Card Center	301.93
Conner Cleaning Service	109.00
Miller Communications	340.00
Verizon	122.90
Ohio Valley Muffler & Brake	10.47
Telepage Communications System	18.08

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

C. I. Thornburg	12,440.48
AT&T Wireless Services	34.81
Daugherty Supply	27.71
State Electric Supply Co. Inc.	5.81
Tesa Company	7.97
Westco Internet	9.25
Cerrone Associates, Inc.	6,800.00
Mineral Wells PSD	416.70
WV DEP	1,550.00
Belinda J. James	15.71
Alan Carmichael	28.54
Buddy Maag	14.46
Caroline Siders	5.21
AZ Commercial	17.91
ADT Security Services	46.49
Action Answering Service Plus	37.33
Bill Bailey Insurance	25.00
Cutlip Warner Development	1,518.00
Dominion Hope	18.22
Fore Timber Co. Inc.	19.96
W. W. Grainer, Inc.	10.11
Hardman Supply Company	142.45
Eric E. Johnson	50.25
Alvin Kyer	50.52
Blaine Lemon	50.55
Scott Layfield	50.36
Matheny Motor Truck Co.	259.96
Ohio Valley Muffler & Brake	7.50
Parkersburg Office Supply	58.36
Cintas	96.76
Donald J. Taylor Sr.	51.17
Stacia J. Westbrook	50.25
Aaron Crites	50.26
Brasky & Barbara Casto	50.25
Claywood Park PSD	12,388.71
AT&T Wireless Services	35.95
Miller Communications	225.00
Schwaab Inc.	<u>59.60</u>

TOTAL EXPENDITURES:

\$72,381.73

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

\$29,850.99

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

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

\$10,790.52

RECEIPTS:

Sewer Sales	\$47,441.50
Rebate-Motorola Telepage Communications	25.00
James Marion Grinder Pump Repair	100.00
Tap Fees	250.00
Transfer from Repair/Replacement Savings	11,395.00
Security Deposit Refunds	<u>402.54</u>

TOTAL RECEIPTS:

\$59,614.04

CASH AVAILABLE:

\$70,404.56

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	995.04
WesBanco Bank-Parkersburg	2,938.26
Salaries	6,466.16
Commissioners' Salaries	300.00
WV Public Employees Insurance Agency	1,191.96
WV Public Employees Retirement System	1,427.60
WV Dept. of Tax & Revenue	546.63
Bureau for Child Support	74.32
U. S. Postal Service	106.17
AT&T State Calling Service	10.01
Miss Utility of West Virginia	21.75
Miller Communications	15.00
Ohio Valley Muffler & Brake	17.98
Water Environmental Testing	195.00
BP Credit Center	301.92
Conner Cleaning Service	179.00
Dominion Hope	18.22
Telepage Communications System	18.08
Danny's Lawn Service	300.00
Mineral Wells Public Service District	277.47
Bill Bailey Insurance Agency	275.00
Carr Concrete	40.00
AT&T Wireless Services	70.77
Daugherty Supply Co., Inc.	27.70

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

Fasteners & Supply Inc.	528.00
Midwest Pipe & Supply	841.01
Tesa Company	16.32
Trombold Equipment	666.72
C. I. Thornburg	459.81
WWT Electric	583.42
Westco Internet	9.25
Fore Timber Co., Inc.	19.94
W. W. Grainger, Inc.	10.11
Hardman Supply Company	113.90
Matheny Motor Truck Company	259.96
State Electric Supply Co.	162.69
Verizon	507.63
WV Dep	200.00
Jay Holman Jr.	8.13
Belinda J. James	17.92
Parkersburg Sentinel Co.	411.64
Buddy Maag	26.46
Allegheny Power Company	4,832.76
Auto Fleet & Industrial Supply	355.68
AZ Commercial	17.91
Parkersburg Office Supply	58.36
Cintas	96.76
Daugherty's Supply	14.18
McHenry Electric	149.38
WWT Electric	640.56
CAM Spray	11,395.00
ADT Security Services	46.48
Action Answering Service Plus	37.32
Bowle Rice McDavid Graff & Love LLC	5,000.00
Stacia J. Westbrook	50.25
Brasky & Barbara Casto	50.25
Cerrone Associates, Inc.	4,173.64
Schwaab, Inc.	59.60
Bank Error	.06
Deposit Ticket Charge	14.37
Cutlip-Warner Development Co.	<u>793.00</u>

TOTAL EXPENDITURES:

\$65,295.03

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

\$ 5,109.53

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
MAY 16,2003 - JUNE 19, 2003**

CHECKS WRITTEN BETWEEN MAY 16, 2003, AND JUNE 18, 2003:

CHECK NO. 27773	Telepage Communications Systems	\$ 8.95
27774	U S Postal Service	94.20
27775	Conner Cleaning Service	109.00
27776	Belinda J. James	15.71
27777	Mineral Wells PSD	388.75
27778	Alan Carmichael	28.54
27779	Buddy Maag	14.46
27780	Caroline Siders	5.21
27781	U S Postal Service	39.41
27782	AZ Commercial	17.91
27783	ADT Security Services	46.49
27784	Action Answering Service Plus	37.33
27785	Bill Bailey Insurance Agency	25.00
27786	Bureau For Child Support	59.90
27787	Cutlip-Warner Development Co.	1,518.00
27788	Dominion Hope	18.22
27789	Fore Timber Co.	9.98
27790	W. W. Grainger, Inc.	10.11
27791	Hardman Supply Company	142.45
27792	Eric E. Johnson	50.25
27793	Alvin Kyer	50.52
27794	Blaine Lemon	50.55
27795	Scott Layfield	50.36
27796	Mineral Wells PSD	3,332.26
27797	Matheny Motor Truck Co. DBA	259.96
27798	Ohio Valley Muffler & Brake	7.50
27799	Parkersburg Office Supply	58.36
27800	Rural Development Admn.	2,112.00
27801	Cintas	96.76
27802	C I Thornburg	5,174.56
27803	Donald J. Taylor, Sr.	51.17
27804	USDA-Rural Development	3,140.00
27805	U S Postmaster	50.26
27806	Verizon	122.90
27807	WesBanco Bank-Parkersburg	1,336.81
27808	WV Dept. of Tax & Revenue	515.37
27809	WV Public Employees Retirement	1,374.07
27810	WesBanco-Water Res-Sams-CV	314.00
27811	Stacia J. Westbrook	50.25

**MINERAL WELLS PSD
WATER REVENUE FUND CHECKING ACCOUNT
JUNE 19, 2003
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**CHECKS WRITTEN BETWEEN MAY 16, 2003, AND JUNE 18, 2003
(Continued)**

CHECK NO. 27812	Aaron Crites	\$ 50.26
27813	Brasky & Barbara Casto	50.25
27814	Claywood Park PSD	12,388.71
27815	AT&T Wireless Services	35.95
27816	Fore Timber Co. Inc.	9.98
27817	Miller Communications	225.00
27818	C I Thornburg	3,809.92
27819	Schwaab, Inc.	59.60
27820	AT&T -State Calling Service	9.84
27821	AZ Commercial	9.79
27822	Advanced Alarm Technologies	22.50
27823	Bureau For Child Support	57.36
27824	Cutlip-Warner Development Co.	1,462.39
27825	Haul Away Trash L.L.C.	15.00
27826	Jackson County Publishing Co.	30.66
27827	Mullen Motors	2.67
27828	Miss Utility of WV Inc.	13.50
27829	Miller Communications	15.00
27830	Municipal Bond Commission	1,592.00
27831	Mineral Wells PSD	2,733.31
27832	Tesa Company Inc.	4.48
27833	Telepage Communications System	8.95
27834	USDA-Rural Development	3,325.00
27835	USDA-Rural Development	10,040.00
27836	R D Wilson Sons & Co Clkg	13.83
27837	Water Environmental Testing	40.50
27838	WesBanco Bank-Parkersburg	110.00
27839	WesBanco Bank-Parkersburg	1,177.05
27840	Westco Internet	9.25
27841	Wood County Magistrate Court	45.00
27842	WesBanco Bank-Parkersburg	167.00
27843	WesBanco Bank-Parkersburg	167.00
27844	WesBanco Bank-Parkersburg	502.00
27845	WesBanco Bank-Parkersburg	502.00
27846	Mineral Wells PSD	21.84
27847	U S Postal Service	49.22
27848	Void	

**MINERAL WELLS PSD
WATER REVENUE FUND CHECKING ACCOUNT
JUNE 19, 2003
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**CHECKS WRITTEN BETWEEN MAY 16, 2003, AND JUNE 18, 2003
(Continued)**

27849 BP Credit Card Center	223.50
27850 WV Public Employees Ins Agency	1,181.11

CHECKS WRITTEN TODAY - JUNE 19, 2003, AND NEED APPROVAL

CHECK NO. 27851 Postmaster-Mineral Wells	117.15
26752 Public Service Commission of WV	2,592.44
26753 Wood County Magistrate Court	20.00
27854 Cultural Resource Analysts Inc.	994.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
JUNE 19, 2003**

CHECKS WRITTEN BETWEEN MAY 16, 2003, AND JUNE 18, 2003

CHECK NO. 29475	Telepage Communications System	\$ 8.95
29476	U S Postal Service	94.20
29477	Conner Cleaning Service	179.00
29478	Jay Holman Jr.	8.13
29479	Belinda J. James	17.92
29480	Mineral Wells PSD	249.53
29481	Parkersburg Sentinel Co.	411.64
29482	Buddy Maag	26.46
29483	U S Postal Service	11.97
29484	Allegheny Power	3,869.30
29485	Auto Fleet & Industrial Supply	355.68
29486	AZ Commercial	17.91
29487	ADT Security Services	46.48
29488	Action Answering Service Plus	37.32
29489	Bill Bailey Insurance Agency	25.00
29490	Bowles Rice McDavid Graff & Love	5,000.00
29491	Cerrone Associates, Inc.	4,173.64
29492	Cutlip-Warner Development Co.	793.00
29493	Danny's Lawn Service	300.00
29494	Dominion Hope	18.22
29495	Fore Timber Co. Inc.	9.97
29496	W. W. Grainger, Inc.	10.11
29497	Hardman Supply Company	113.90
29498	James R. Lett	200.00
29499	Matheny Motor Truck Co. DBA	259.96
29500	Ohio Valley Muffler & Brake	7.50
29501	Roy L. Radabaugh	200.00
29502	State Electric Supply Co. Inc.	6.87
29503	Charles M. Stewart	200.00
29504	Verizon	507.63
29505	WV DEP	200.00
29506	Stacia Westbrook	50.25
29507	Brasky & Barbara Casto	50.25
29508	Bureau For Child Support	35.45
29509	Parkersburg Office Supply	58.36
29510	Cintas	96.76
29511	State Electric Supply Co Inc	83.30
29512	C I Thornburg	347.81
29513	WWT Electric	640.56

MINERAL WELLS PSD
SEWER REVENUE FUND CHECKING ACCOUNT
JUNE 19, 2003
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CHECKS WRITTEN BETWEEN MAY 16, 2003, AND JUNE 18, 2003
(Continued)

CHECK NO. 29514	WesBanco Bank-Parkersburg	\$ 1,399.93
29515	WV Dept of Tax & Revenue	546.63
29516	WV Public Employees Retirement	1,427.60
29517	Cam Spray	11,395.00
29518	Allegheny Power	963.46
29519	AT&T Wireless Services	32.95
29520	Daugherty Supply Co Inc	14.18
29521	Fore Timber Co Inc	9.97
29522	McHenry Electric Co Inc	149.38
29523	Schwaab, Inc.	59.60
29524	State Electric Supply Co Inc	72.52
29525	AT&T - Wireless Service	9.83
29526	AZ Commercial	9.79
29527	Advanced Alarm Technologies	22.50
29528	Bureau For Child Support	37.99
29529	Void	
29530	Haul Away Trash L.L.C.	15.00
29531	Miss Utility of WV Inc.	13.50
29532	Miller Communications	15.00
29533	Municipal Bond Commission	16,852.52
29534	Jay Parsons	1,056.51
29535	Trombold Equipment Co Inc	3,801.60
29536	C I Thornburg	106.19
29537	Telepage Communications System	8.95
29538	R D Wilson Sons & Co Clkg	13.84
29539	Water Environmental Testing	305.00
29540	WesBanco Bank-Parkersburg	1,186.04
29541	WesBanco Bank-Parkersburg	1,300.92
29542	Westco Internet	9.25
29543	Mineral Wells PSD	21.83
29544	U S Postal Service	49.22
29545	BP Credit Card Center	223.51
29546	Gene's Septic Tank Cleaning & Maintenance Service	695.00
29547	Mineral Wells PSD	101.78
29548	State Electric Supply Co. Inc.	10.07
29549	WV Public Employees Ins. Agency	1,206.39
29550	Gene's Septic Tank Cleaning	50.00

MINERAL WELLS PSD
SEWER REVENUE FUND CHECKING ACCOUNT
JUNE 19, 2003
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CHECKS WRITTEN TODAY THAT NEED APPROVAL

CHECK NO. 29551	Postmaster-Mineral Wells	117.14
29552	Public Service Commission-WV	2,034.02

PAYROLL CHECKS WRITTEN BETWEEN MAY 16, 2003, AND JUNE 19, 2003

CHECK NO. 01048	Todd R. Anderson	\$ 630.28
01049	Margaret J. Batten	849.89
01050	Richard Shayne Brabham	885.21
01051	William H. Byers, Jr.	825.87
01052	Linda K. Church	820.53
01053	Russell P. Hanna	754.92
01054	Mark K. Murphy	644.32
01055	Nellie B. Radcliff	755.55
01056	Todd R. Anderson	572.44
01057	Margaret J. Batten	748.49
01058	Richard Shayne Brabham	770.48
01059	William H. Byers, Jr.	881.87
01060	Linda K. Church	738.29
01061	Russell P. Hanna	780.11
01062	Mark K. Murphy	544.96
01063	Nellie B. Radcliff	687.30

**MINERAL WELLS PUBLIC SERVICE DISTRICT
CORRESPONDENCE LIST
MAY 16, 2003 - JUNE 19, 2003**

1. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated May 15, 2003, Vol. 7, Issue 5.
2. **West Virginia Rural Water Association Infrastructure Council NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated June 5, 2003, Vol. 7, Issue 6.
3. Post card from WV Bureau of Public Health list upcoming courses for July and August.
4. Letter to All Members from Miss Utility of West Virginia (no date) containing pertinent information and registration forms for its annual and quarterly meeting to be held on July 16th and 17th at Snowshoe Mountain Resort.
5. Memorandum dated May 6, 2003, to Payroll Clerks from Sharon Pruett, West Virginia Public Employees Retirement System, containing updates to the System by the 2003 Legislative Session. Employers contribution will increase to 10.5 % from 9.5% effective July 1,2003.
6. 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 the modification of the District's NPDES Water Pollution Control Permit and the Pretreatment Industrial User Survey Form for the I-77 Rest Area Sewer Extension Project.
7. Certified letter dated May 12, 2003, to Steven R. Hardman, Esq., Bowles Rice McDavid Graff & Love, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing PSC Procedural Order in the Boundary Hearing for Jackson County on June 2, 2003 in the Ravenswood Council Chambers.
8. ****Letter dated May 13, 2003, to PSD Management from Philip D. Smith, Compliance Assistance Specialist, West Virginia Department of Agriculture, relative to the 1990 WV Pesticide Control Act and corresponding legislative rules as they apply to public service districts.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE-JUNE 19, 2003
PAGE 2

9. Letter dated May 14, 2003, to Margaret Batten from Dianne P. Wolfe, Bowles Rice McDavid Graff & Love, containing an invoice and affidavit of publication from the **Parkersburg News** and **Parkersburg Sentinel** of the District's Notice of Filing of its Sewer Plant Dechlorination/Dover Project.
10. Copy of a letter dated May 14, 2003, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, containing seven copies of the affidavit of publication of the Notice of Filing for Case No. 03-0546-PSD-CN "Application for a Certificate of Convenience and Necessity Sewer Project".
11. Copy of a facsimile dated May 15, 2003, to Jackson Herald from Dianne P. Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, containing a Notice of Hearing from the Public Service Commission of West Virginia to be published in the May 21st issue of the newspaper. This Notice of Hearing dealt with extending the District's boundaries into Jackson County for the Sycamore, Stephens Fork and Limestone Ridge Water Project.
12. Copy of a letter dated May 16, 2003, to Mary Rader, Wood County Commission, from Margaret Batten containing an approved copy of the Minutes of the April 17, 2003, Regular Board Meeting and an approved copy of the Minutes of the May 1, 2003, Special Board Meeting.
13. Copy of a letter dated May 16, 2003, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 29460 in the amount of \$16,852.52 for sewer bond payments and District Check No. 27752 in the amount of \$1,592.00 as payment for water bond MIW-W-1-69-X-W0-06-69.
14. Copy of a letter dated May 16, 2003, to the West Virginia Water Development Authority from Margaret Batten stating that deposits in the amount of \$5,688.40 - Revenue Fund and \$568.82 - Reserve Fund were made to the West Virginia Municipal Bond Commission for the District's Sewage System Revenue Bonds, Series 1995.
15. Copy of a letter dated May 19, 2003, to the Magistrate Court of Wood County from Margaret Batten enclosing two completed SCA-M429-1/10-

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Affidavit: Default Judgement to be filed with the Court to secure judgement against William and Deborah Melrose and Tracie G. Fury for delinquent water and/or sewer bills.

16. Copy of a letter dated May 19, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten containing District Check No. 27772 in the amount of \$6,800.00 for payment of Invoice No. MI10-17S-04 for the I-77 Rest Area Sewer Project.
17. Copy of a letter dated May 20, 2003, to Jeff Emery, Vice-President, R & R Pipeline, Inc., from James M. Ruckman, Cerrone Associates, Inc., requesting that the Construction Progress Chart for the I-77 Rest Area Sewer Project be updated to reflect a completion date of September 2, 2003.
18. Fax dated May 21, 2003, to Shayne Brabham from Dianne Wolfe, Bowles Rice McDavid Graff & Love, containing a copy of a letter dated May 20, 2003, to Attorney Steven Hardman from Attorney James M. Bradley, Jr., Counsel for Richard Boice, relative to the dispute between Mr. Boice and the District over the proposed water tank site on Mr. Boice's property.
19. Fax dated May 21, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Shayne Brabham enclosing a copy of the May 20, 2003, letter to Attorney Steven Hardman from Attorney James M. Bradley, Jr., Counsel for Richard Boice, relative to the dispute between Mr. Boice and the District over the proposed water tank site on Mr. Boice's property.
20. Fax dated May 21, 2003, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten containing a copy of the original deed, etc. for the wastewater treatment plant site.
21. Copy of a letter dated May 21, 2003, to Mr. James Aucremanne, Utility Analyst I, Public Service Commission of WV, from Margaret Batten stating that the Certificate of Convenience and Necessity for the Sycamore Run, Stephens Fork and Limestone Ridge Water Extension Project is contingent upon Commission approval of the boundary adjustment issue of Wirt and Jackson Counties.
22. ****Copy of certified letter dated May 21, 2003, to Mr. and Mrs. Walter B. Bosley from R. Shayne Brabham stating that an Infiltration Surcharge

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will be applied to the Bosley's sewer bill if they fail to correct their infiltration problems within thirty days from the date that they received the letter.

23. ****Letter dated May 21, 2003, to the Board of Commissioners from the accounting firm, Harman Thompson Mallory & Ice, containing a quote of \$7,700.00 to do the District's annual audit and prepare the Public Service Commission Reports for Water and Sewer for fiscal year 2003.
24. A letter dated May 21, 2003, to Charles Stewart from Guy W. Mick, Chief, Railroad and Utilities Unit, Engineering Division, WV Department of Highways, enclosing a copy of a fully executed agreement dated April 9, 2003, between the District and the WV Department of Highways for the N. Mineral Wells Interchange - WV 14 Project.
25. A copy of a letter dated May 22, 2003, to the WV Public Employees Insurance Agency from Margaret Batten enclosing completed Optional Life Insurance and Dependent Life Insurance Enrollment Form and Provident Evidence of Insurability Application For Coverage Forms for Margaret J. Batten, Linda K. Church, and Nellie B. Radcliff.
26. Form letter (no date) from Jodi Scott, Magistrate Assistant, Wood County Magistrate Court, enclosing a Default Judgement Form for William and Deborah Melrose. Ms. Scott stated that the form could not be processed until page two of the form is completed and returned to the Court.
27. Copy of Correspondence Instructions dated May 23, 2003, to the Wood County Clerk from Margaret Batten enclosing two releases for liens against property owned by Michael Blankenship for delinquent water bills.
28. Letter dated May 21, 2003, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing two full size sets of Record Drawings for the Route 14 Interchange.
29. Copies of certified letters (first notice) dated May 23, 2003, to the following list of Landlords from Charles Stewart giving notification that liens will be placed on their properties if payment for delinquent water and/or sewer bills are not received within thirty days of the date of the letters:

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- | | | |
|----|---------------------------|---------------------------|
| a. | Tammy Goff | Debby Kastigar - tenant |
| b. | Harold Griffy | Pat Ryan - tenant |
| c. | Ernie Lockhart | John Jewell - tenant |
| d. | Cutlip-Warner Development | Marsha L. Fields - tenant |
| | | James S. Mooney - tenant |
| e. | Robert Gilbert | Ada Givens - tenant |

30. Copies of certified letters (final notice) dated May 22, 2003, to the following list of landlords from Charles Stewart giving notification that liens will be placed against their properties if payment for delinquent water and/or sewer bills are not received within ten days of the date of the letters:

- | | | |
|----|--------------------------|--------------------------------|
| a. | Lloyd Boston | Shelene Fitchett - tenant |
| b. | DELSON, Inc. | David Haddox - tenant |
| | | Michael Kerns - tenant |
| | | Robyn A. Doak - tenant |
| | | Debra & Carl Vincent - tenant |
| | | Deloris Quick - tenant |
| | | Charles Brown - tenant |
| | | Michael Wilburn - tenant |
| c. | William Dickel | Toney Smith- tenant |
| d. | Mr. & Mrs. William Ruble | Sarah Backus - tenant |
| e. | RCDI | Angela Farson - tenant |
| | | Amanda Mitchell Knopp - tenant |

31. Copies of certified letters to following District customers who have moved and left delinquent water and/or sewer bills giving them ten days from the date of the letter to make payment or face court action through the Wood County Magistrate Court:

1. Angela Farson
2. Toney Smith
3. Amanda Mitchell Knopp
4. Fredrick A. Griffith

32. Letter dated May 23, 2003, to Shayne Brabham from Dave Fueg, Cerrone Associates, Inc., enclosing a Statement for Billing to allow publication for

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the Form M Application for the I-77 Rest Area Sewer Extension Project. Mr. Fueg also requested that the District void Check No. 29450 in the amount of \$200 and reissue another check in the same amount to WV DEP as DEP cannot locate Check No. 29450.

33. Letter dated May 23, 2003, to Shayne Brabham from Patrick Burch, West Virginia Department of Environmental Protection, stating that the District's application for a Permit Modification under WV/NPDES Permit No. WV0081141-B is not administratively complete because it is lacking a \$200 application fee.
34. Copy of a certified letter dated May 27, 2003, to Ms. Wanda Seese from R. Shayne Brabham stating that an Infiltration Surcharge will be added to the sewer bill for her building which houses Aunt Sissy's Day Care if the infiltration problems on her property are not repaired within thirty days of receipt of this letter.
35. Copy of letter dated May 27, 2003, to Rosalie Broderson, Project Manager, State Revolving Fund, WV Department of Environmental Protection, from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, providing a preliminary title opinion on behalf of the District to satisfy the requirements of the State of West Virginia's Clean Water State Revolving fund with regard to the Fund financing the Dechlorination/Dover Drive Sewer Project.
36. Letter dated May 27, 2003, to Charles Stewart from Rosalie Broderson, Program Manager, State Revolving Fund Program, stating that the District's annual audit report for FY 2002 appears to be in compliance with OMB Circular A-133 and the Single Audit Act.
37. Letter dated May 28, 2003, to the Mineral Wells Public Service District from Gregory A. Burton, Acting Commissioner, West Virginia Bureau Of Employment Programs stating that the District's rate for FY 2004 will be \$2.82 per \$100.
38. Copy of a letter dated May 28, 2003, to Mr. Patrick Burch, Office of Water Resources, from Margaret Batten enclosing a Statement of Billing to allow publication for the Form M Application to the District's NPDES Water Pollution Control Permit and Check No. 29505 in the amount of \$200 for the modification application fee.

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39. ****Letter dated May 28, 2003, to Charles Stewart from Rosalie Broderson, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, authorizing the District to advertise for bids for the Dechlorination/Dover Drive Sewer Project.
40. Fax dated May 28, 2003, from the Wood County PSD's stating that the monthly meeting will be held on same date from 12 noon to 2 p.m. at the Union Williams PSD Office to discuss Interrelations among PSDs.
41. Copy of a letter dated May 29, 2003, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing District Check No. 29490 in the amount of \$5,000.00 for the Jeff and Frank Melrose right-of-way easements for the I-77 Rest Area Sewer Project.
42. Fax dated May 29, 2003, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper that a Special Board Meeting will be held on June 2, 2003, at 11 a.m.
43. Fax dated May 29, 2003, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper that a Special Board Meeting will be held on June 2, 2003, at 11 a.m.
44. Fax dated May 29, 2003, to Shayne Brabham from Dianne Wolfe, Bowles Rice McDavid Graff & Love, containing a copy of a letter dated May 29, 2003, to James M. Bradley, Attorney, Counsel for Richard Boice, from Steven R Hardman, Attorney, Bowles Rice McDavid Graff & Love, extending an invitation to Mr. Bradley and Mr. Boice to attend the June 2, 2003, Special Board Meeting, to discuss the acquisition of property for the Limestone Ridge Water Tank Site.
45. Fax dated May 29, 2003, to Shayne Brabham from Dianne Wolfe, Bowles Rice McDavid Graff & Love, containing a copy of a letter dated May 14, 2003, to Steven R. Hardman, Attorney, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Initial Joint Staff Memorandum dated May 12, 2003, and a copy of the Initial Internal Memorandum dated May 9, 2003, for the District's Dechlorination/Dover Drive Sewer Project. Ms. Wolfe also enclosed a

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copy of the fax dated May 29, 2003, to George Blum, Cerrone Associates, Inc., containing copies of the same documents.

46. Copy of a letter dated May 30, 2003, to Jeff Emery, Vice-President, R & R Pipeline, from James M. Ruckman, Cerrone Associates, Inc., containing an approved copy of the Construction Project Chart for the I-77 Rest Area Sewer Extension Project.
47. Copy of a certified letter dated May 30, 2003, to Frank Melrose from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, enclosing three checks representing the disbursement of funds received for the granting sewer easements to the District for the I-77 Rest Area Sewer Project.
48. Fax dated June 2, 2003, to Manning Frymier, Cerrone Associates, Inc., from Greg Zuk, Cerrone Associates, Inc., containing a tank site cost comparison for the proposed Limestone Ridge water tank.
49. Letter dated June 2, 2003, to the District from Michael W. McNulty, Executive Director, West Virginia Rural Water Association, containing information regarding the WVRWA 18th Annual Technical Conference scheduled for September 7th through September 10th at the Snowshoe Mountain Resort.
50. Copy of a letter dated June 2, 2003, to Steven R. Hardman, Esq., Bowles Rice McDavid Graff & Love, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the Commission Referral Order for Case No. 03-0546-PSD-CN, Application for a Certificate of Convenience and Necessity for the Dechlorination/Dover Drive Sewer Project.
51. Copy of a letter dated June 2, 2003, to Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the District's Monthly Operational Report and a copy of its Daily Water Purchase Tally for the month of May 2003,
52. Copy of a letter dated June 3, 2003, to Jeff Emery, R & R Pipeline, Inc., from James Ruckman, Cerrone Associates, Inc., containing a copy of the cut sheet for gravity line "A" at the Lift Station for the I-77 Rest Area.

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53. Letter dated June 3, 2003, to Shayne Brabham from Julie Cavender, General Permit and Technical Support Team, West Virginia Department of Environmental Protection, stating that the District's forms for WV/NPDES 0081141-A Permit Modification have been determined to be administratively complete.
54. Letter dated June 3, 2003, to Margaret Batten from Dianne Wolfe, Bowles Rice McDavid Graff & Love, enclosing an invoice from the **Jackson Herald** for the publication of the notice of the PSC hearing on Silverton. A copy of the Affidavit of Publication dated May 21, 2003, was also enclosed.
55. ****Copy of a letter dated June 3, 2003, to James M. Bradley, Jr., Attorney for Richard Boice, from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, confirming the agreements reached at the Special Board Meeting held on June 2, 2003.
56. Fax dated June 4, 2003, to Mary, Schwaab from Margaret Batten containing prints of our address stamp requesting advice as to how to correct the problem with the over inking.
57. Copy of a letter dated June 4, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of District Invoice No. 9 covering the cost of salary and wages of the District employees for inspection services relating to the relocation of water and sewer lines along State Roue 14 at North Mineral Wells Interchange.
58. Copy of a letter dated June 4, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten containing an original and four copies of District Invoice No. 7 for securement of right-of-way from Frank, Helen, and Jeff Melrose for the sewer extension to serve the I-77 Rest Area.
59. Memorandum dated June 5, 2003, to Benefit Coordinators from West Virginia Public Employees Insurance Agency containing an Early Warning Report for the Insurance Rate Change effective July 1, 2003.
60. Copy of Fax dated June 6, 2003, from Virginia McDonald, Rural Utilities Services to Manning Frymier, Cerrone Associates, Inc., attaching current

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list of items needed for the Sycamore Run, Stephens Fork, Limestone Water Project.

61. Letter dated June 6, 2003, to Shayne Brabham from Jim Mayles, Cerrone Associates, Inc., relative to HydroFlo Inc., which has developed equipment that can reduce or eliminate odor caused by hydrogen sulfide.
62. Copy of letter dated June 9, 2003, from Manning Frymier, Cerrone Associates, Inc., to Virginia McDonald, Rural Utilities Service, enclosing copy of the PSC order approving the Certificate of Convenience and Necessity for the Sycamore Run, Stephens Fork, et al water project.
63. Fax dated June 9, 2003, to Lubeck PSD from Margaret Batten containing a copy of the District's Employee Handbook dealing with sexual harassment.
64. Copy of a letter dated June 9, 2003, to Service Manager, WalMart Stores, Parkersburg, West Virginia, relative to payment of invoices for oil/grease sampling collected from the Car Care Center at the Patriot Center WalMart and tested by Water Environmental Testing. This testing is required by the District's WV/NPDES Permit.
65. ****Fax dated June 9, 2003, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., listing tank costs for the Boice Tank site and the alternate tank site.
66. ****Letter to Charles Stewart from Virginia McDonald, Rural Utilities Service regarding interim financing for the Sycamore Run, Stephens Fork, Limestone Water Project. It was determined that the project may proceed with the interim financing.
67. Letter dated June 11, 2003, from Margaret Batten to Terry Dunn relative to his request for an adjustment in his water bills for a leak which occurred during the December, 2001 and February, 2002, water bill periods.
68. Fax dated June 12, 2003 from Margaret Batten to the **PARKERSBURG SENTINEL** attaching regular meeting notice to be published.
69. Fax dated June 12, 2003, from Margaret Batten to the **PARKERSBURG**

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NEWS attaching regular meeting notice to be published.

70. Letter dated June 13, 2003, from David L. Accord, Public Service Commission of West Virginia, enclosing a Certification of Customers Form for year 2003, to be completed and returned.
71. Copy of letter dated June 13, 2003, from Margaret Batten to Magistrate Court of Wood County enclosing a Motion that case of Judd and Lisa Fulks be dismissed.
72. Copy of letter dated June 13, 2003, from Margaret Batten to Judd Fulks enclosing a copy of the District's motion to dismiss his case since payment was received on June 10, 2003.
73. Copy of letters 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 May for the District's wastewater treatment plant:

Office of Water Resources (DNR) - Municipal Branch
Steve Cooper - Department of Natural Resources-Parkersburg
WV Bureau for Public Health - Office of Environmental Health
Manning Frymier, P. E., Cerrone Associates, Inc.
74. ****Letter dated June 16, 2003, from C. Michael Ansliner, RPA, Cultural Resource Analysts, Inc., enclosing copies of Phase I report for the Richard Boice property. The phase I survey failed to find evidence for archaeological sites, or settings including bedrock overhangs or hillside benches having high site potential.
75. Letter dated June 16, 2003, from Nancy M. Tolley, West Virginia Public Service Commission, stating that sewer owed \$2,043.02 assessment fee for the Fiscal Year 2003-2004.
76. Letter dated June 16, 2003, from Nancy M. Tolley, West Virginia Public Service Commission, stating that water owed \$\$2,592.44 assessment fees for the Fiscal Year 2003-2004.
77. Fax dated June 18, 2003, to John Bosley, Jr., Bosley Construction, listing

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items that need replaced by him to the District.

78. Copy of a letter dated June 18, 2003, from Margaret Batten to Jesse Sheppard, WV Department of Transportation, enclosing an original and four copies of Invoice No. 10 covering cost of engineering services relating to the I-77 North Interchange.
79. Draft Copy of the Intended Use Plan of WV Division of Water and Waste Management State Revolving Fund Program Fiscal Year 2004 received June 18, 2003.
80. **PIPELINE** a bi-monthly publication of the Public Service Commission of West Virginia for the months of May-June, 2003 received June 19, 2003.