

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, JULY 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; James R. Lett, Secretary; Manning Frymier, P. E., Cerrone Associates, Inc.; R. Shayne Brabham, Operations Manager; Margaret Batten, Office Manager; and Nellie Radcliff, Office Clerk, were present.

The first order of business conducted was Mr. Frymier discussing several items about the up-coming projects. He presented the Board with the Treatment Plant Dechlorination and Dover Drive Sewer Repair Project outlining the schedule for the bid process for the project. The process was as follows: July 19, 2003, send out pre-advertisement MBE/WBE solicitations - August 03, 2003, legal advertisement must appear in the newspaper by this date - August 19, 2003, mandatory Prebid meeting - September 02, 2003, bid opening. Mr. Lett made a motion that the terms and conditions were acceptable as presented. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion that the Minutes of the June 19, 2003, Board Meeting be approved as presented. Mr. Stewart seconded the motion. Mr. Lett signed the Minutes.

Mr. Stewart made a motion that the Financial Statements for June 30, 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. Stewart made a motion that check numbers 27855 thru 27930 written between June 20, 2003 and July 16, 2003, on the Water Revenue Fund Checking Account (copies attached) be approved. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Stewart made a motion that check numbers 27931 thru 27935 (copies attached) written today July 17, 2003 on the Water Revenue Fund Checking Account be authorized. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Stewart made a motion that check numbers 29553 thru 29620 written between June 20, 2003 and July 16, 2003 on the Sewer Revenue Fund Checking Account (copies attached) needs approved. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Stewart made a motion that check numbers 29621 thru 29626 written today, July 17, 2003, on the Sewer Revenue Fund Checking Account (copies attached) needs authorized. Mr. Lett seconded the motion. The motion carried unanimously.

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Mr. Stewart made a motion that Payroll check numbers 1064 thru 1079 written between June 19, 2003 and July 17, 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.

Letter 51 - Letter dated July 3, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing four copies of Requisition No. 1 for the I-77 Rest Area Sewer Extension Project to be reviewed and approved. Mr. Lett made a motion that Requisition No. 1 in the amount of \$18,645.40 be approved as presented. Mr. Stewart seconded the motion. The motion carried unanimously. Mr. Stewart signed Requisition No. 1.

Letter 66 - Fax dated July 17, 2003, to Shayne Brabham from Manning Frymier, P. E., Cerrone Associates, Inc., enclosing five copies each of Form M, the application for a modification of the District's NPDES Water Pollution Control Permit to reflect the addition of dechlorination to the treatment plant to be signed and returned with a fifty dollar check made payable to WV DEP. Mr. Stewart made a motion that the application be signed and returned with a fifty dollar check. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart signed the permit.

Mrs. Batten reported that the District had a list of customer accounts that needed to be charged off as of June 30, 2003. The Water customer charge off total as of June 30, 2003 is \$201.14 (see list attached). The Sewer customer charge off total as of June 30, 2003 is \$275.83 (see list attached). Mr. Lett made a motion that the list be approved as presented. Mr. Stewart seconded the motion. The motion carried unanimously. This concluded Mrs. Batten's report.

Mr. Brabham reported on the following items:

1. Steve Cockerham, 115 Dublin Drive, is getting sewer back-up in his basement during hard rains. He already has a flapper valve in his lateral. Mr. Frymier is to have Jim Ruckman shoot the elevation at this site.
2. The new Jetting Machine was delivered to the District. It will be very helpful to have one when the District needs it.
3. Contacted Dianne Wolfe about the Sycamore, Stephens Fork, Limestone Ridge Project. We are still in need of the easements, title opinions, asking price from Mr. Boice and bond documents. Mr. Hardman has contacted Mr. Bradley, but there has been no response. He said he would send another letter to Mr. Bradley.

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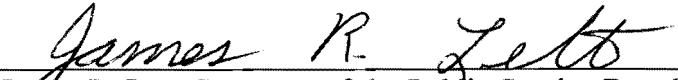
4. Pre-Bid meeting for Treatment Plant Dechlorination and Dover Drive Sewer Project is scheduled for August 19, 2003 at 10:00 a.m. at the Districts Office.
5. The inter-connection between the City of Parkersburg and the District is still in the planning stage. All the facts and figures have not been compiled as of this date. It will be of benefit to both the City of Parkersburg and the District for this connection to be made.

This concluded Mr. Brabham's report to the Board.

All business having been discussed, Mr. Stewart made a motion that the meeting be adjourned. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart adjourned the meeting at 6:10 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
LIST OF PROPOSED ACCOUNTS
TO BE CHARGED OFF AS OF JUNE 30, 2003**

<i>NAME</i>	<i>ACCOUNT NO.</i>	<i>WATER</i>	<i>SEWER</i>	<i>TOTAL</i>
Corey Ashbrook (Lien on Property)	3-02775-01	\$103.33	\$ 87.06	\$ 190.39
Fredrick A. Griffith (Property Repossessed) Whereabouts Unknown	3-04520-02	\$ 43.74		\$ 43.74
Floyd T. Barker (House Burned) Whereabouts Unknown)	4-11655-00	\$ 54.07		\$ 54.07
Brenda Huffman (Divorce - Moved to Texas)	6-00852-01		\$ 97.46	\$ 97.46
Kathy McHale (Deceased)	6-02698-00		\$ 91.31	\$ 91.31
Totals:		\$ 201.14	\$ 275.83	\$ 476.97

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
JUNE 30, 2003**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$18,326.98	
Sewer Revenue Fund Checking Account		
WesBanco Bank	<u>37.30</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 18,364.28

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$11,722.67	
Revenue Reserve Account		
WesBanco Bank	29,167.18	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	15,104.78	
Revenue Reserve Account-Rockport		
WesBanco Bank	3,530.32	
Depreciation Reserve Account-Rockport		
WesBanco Bank	3,530.52	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	10,617.97	
Depreciation Reserve Account-Water Improvement		
WesBanco	10,613.05	
Sycamore Run-Limestone Tap Fees		
WesBanco Bank	31,747.87	
Sycamore Run-Limestone Security Deposits		
WesBanco Bank	15,774.55	
Security Deposit Account		
WesBanco Bank	<u>19,444.03</u>	
TOTAL IN WATER ACCOUNTS:		\$151,252.94

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$63,623.99	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	23,176.14	
Security Deposit Account		
WesBanco Bank	<u>17,171.62</u>	
TOTAL IN SEWER ACCOUNTS:		<u>\$103,971.75</u>
TOTAL ALL FINANCES, JUNE 30, 2003		\$273,588.97

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

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, MAY 31, 2003** **\$29,850.99**

RECEIPTS:

Water Sales	\$56,987.10
Water Buffalo Sales	673.25
Security Deposit Refunds	857.22
Reconnection Fees	120.00
Magistrate Fee Reimbursement	135.00
Skyview Acres	425.00
Void Check #37816-Fore Timber	<u>9.98</u>

TOTAL RECEIPTS: **\$59,207.55**

CASH AVAILABLE: **\$89,058.54**

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	2,610.54
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	501.71
WV Public Employees Retirement System	1,321.77
Salaries	5,593.03
Commissioner's Salaries	262.50
WV Public Employees Insurance Agency	1,181.11
Bureau of Child Support	118.06
Miss Utility of WV Inc.	13.50
U S Postal Service	166.37
Water Environmental Testing	40.50
AT&T-State Calling Service	9.84
BP Credit Card Center	223.50
Conner Cleaning Service	109.00
Miller Communications	15.00
Verizon	116.69
Telepage Communications System	8.95

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-JUNE, 2003
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R. D. Wilson Sons & Co.	13.83
C. I. Thornburg	6,491.29
AT&T Wireless Services	44.41
Tesa Company	4.48
Westco Internet	9.25
Wood County Magistrate Court	220.00
Public Service Commission-WV	2,592.44
Cultural Resource Analysts Inc.	994.00
Jennifer L. Hunter	14.46
Deena McIntosh	14.30
AZ Commercial	44.62
Advanced Alarm Technologies	22.50
Cutlip-Warner Development Co.	1,462.39
Haul Away Trash, L.L.C.	30.00
Jackson County Publishing Co.	30.66
Mullen Motors	2.67
Allegheny Power Co.	513.26
Action Answering Service Plus	44.98
Robert Bagley	88.29
Gerald Caltrider	755.54
Ted Casto, Sr.	1,089.90
Dominion Hope	10.09
Veldra W. Parsons	50.27
Diana Longwell	50.27
Don & Carol Beckelheimer	50.26
Douglas E. Ludwig	50.26
Adam R. Macklin	50.26
Little Kanawha District Parsonage	50.26
Dianne J. Adams	50.38
Drema K. Lowther	52.80
John M. Eaton	28.57
Fore Timber Co. Inc.	2.05
Robert Ferrell	1,089.90
Hardman Supply Company	21.95
Kenneth & Denise Carney	1,089.90
Claywood Park Public Service District	12,580.98
Cutlip-Warner Development Co.	2,075.26
Reginald Grimmett	88.20
Midwest Pipe & Supply	125.20
Parkersburg Office Supply	21.25
Cintas	121.45
R & R Pipeline, Inc.	3,057.00
Scots Landscape Nursery	3.58

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FINANCIAL STATEMENT-WATER-JUNE, 2003
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Cardholder Services	20.27
Hughes Supply, Inc.	101.28
Fasteners & Supply Inc.	65.32
Water Works & Industrial Supply	223.16
Westco Internet	9.25
Mineral Wells Public Service District	369.43
Water Environmental Testing	40.50
Susan Clegg Returned Check	<u>75.87</u>

TOTAL EXPENDITURES

\$70,731.56

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,
JUNE 30, 2003**

\$18,326.98

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

CHECKS WRITTEN BETWEEN JUNE 20, 2003, AND JULY 16, 2003

CHECK NO. 27855	Jennifer L. Hunter	\$ 14.46
27856	Mineral Wells PSD	121.69
27857	Deena McIntosh	14.30
27858	Allegheny Power	513.26
27859	AZ Commercial	34.83
27860	Action Answering Service Plus	44.98
27861	Robert Bagley	88.29
27862	Bureau For Child Support	60.70
27863	Gerald R. Caltrider	755.54
27864	Conner Cleaning Service	109.00
27865	Ted Casto, Sr.	1,089.90
27866	Dominion Hope	10.09
27867	Veldra W. Parsons	50.27
27868	Diana Longwell	50.27
27869	Don & Carol Beckelheimer	50.26
27870	Douglas E. Ludwig	50.26
27871	Adam R. Macklin	50.26
27872	Little Kanawha Dist. Parsonage	50.26
27873	Dianne J. Adams	50.38
27874	Dreama K. Lowther	52.80
27875	John M. Eaton	28.57
27876	Fore Timber Co. Inc.	2.05
27877	Robert Ferrell	1,089.90
27878	Hardman Supply Company	21.95
27879	Mineral Wells PSD	223.20
27880	Mineral Wells PSD	3,482.22
27881	Rural Development Admn.	2,112.00
27882	USDA-Rural Development	3,140.00
27883	Verizon	116.69
27884	WesBanco Bank-Parkersburg	1,433.49
27885	WV Dept. of Tax & Revenue	501.71
27886	WV Public Employees Retirement	1,321.77
27887	WesBanco-Water Res-Sams-CV	314.00
27888	Wood County Magistrate Court	90.00
27889	Kenneth& Denise Carney	1,089.90
27890	Wood County Magistrate Court	65.00
27891	Claywood Park PSD	12,580.98
27892	Cutlip-Warner Development	2,075.26
27893	Reginald Grimmatt	50.24

**MINERAL WELLS PSD
WATER REVENUE CHECKING ACCOUNT
JULY 17, 2003
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CHECKS WRITTEN BETWEEN JUNE 20, 2003, AND JULY 16, 2003

CHECK NO. 27894	Reginald Grimmatt	\$ 37.96
27895	Haul Away Trash L.L.C.	15.00
27896	Midwest Pipe & Supply	125.20
27897	Parkersburg Office Supply	21.25
27898	Cintas	121.45
27899	R & R Pipeline, Inc.	3,057.00
27900	Scots Landscape Nursery	3.58
27901	C I Thornburg	6,491.29
27902	Cardholder Services	20.27
27903	Hughes Supply, Inc.	101.28
27904	Fasteners & Supply Inc.	65.32
27905	Mineral Wells PSD	2.70
27906	Water Works Industrial Supply	223.16
27907	Westco Internet	9.25
27908	AT&T Wireless Services	44.41
27909	Water Environmental Testing	40.50
27910	AT&T - State Calling Service	7.71
27911	Bureau For Child Support	56.94
27912	Cerrone Associates Inc.	10,595.00
27913	Conner Cleaning Service	109.00
27914	W. W. Grainger, Inc.	26.35
27915	Miss Utility of WV Inc.	25.25
27916	Miller Communications	15.00
27917	Municipal Bond Commission	1,592.00
27918	Mineral Wells PSD	3,419.79
27919	Scantron Service Group	67.25
27920	Telepage Communications System	8.95
27921	USDA-Rural Development	3,325.00
27922	USDA-Rural Development	10,040.00
27923	WV Public Employees Ins Agency	1,564.58
27924	Workers' Compensation Division	707.96
27925	WesBanco Bank-Parkersburg	110.00
27926	WesBanco Bank-Parkersburg	1,510.08
27927	WesBanco Bank-Parkersburg	167.00
27928	WesBanco Bank-Parkersburg	167.00
27929	WesBanco Bank-Parkersburg	502.00
27930	WesBanco Bank-Parkersburg	502.00

**MINERAL WELLS PSD
WATER REVENUE FUND CHECKING ACCOUNT
JULY 17, 2003
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CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 27931	Bosley Block, Inc.	\$ 9.98
27932	BP Credit Card Center	265.99
27933	Ohio Valley Muffler & Brake	10.47
27934	Verizon	112.07
27935	U S Postal Service	171.40

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

CHECKS WRITTEN BETWEEN JUNE 20, 2003, AND JULY 16, 2003

CHECK NO. 29553	Jennifer L. Hunter	\$ 31.80
29554	Mineral Wells PSD	157.13
29555	Deena McIntosh	11.84
29556	Allegheny Power	1,676.07
29557	Auto Fleet & Industrial Supply	355.68
29558	AZ Commercial	34.82
29559	Action Answering Service Plus	44.97
29560	Bureau For Child Support	34.65
29561	Conner Cleaning Service	179.00
29562	Danny's Lawn Service	300.00
29563	Dominion Hope	10.09
29564	Veldra W. Parsons	50.27
29565	Diana Longwell	50.27
29566	Don & Carol Beckelheimer	50.26
29567	Douglas E. Ludwig	50.26
29568	Adam R. Macklin	50.26
29569	Little Kanawha Dist Parsonage	50.26
29570	Dianne J. Adams	50.38
29571	James Vance II	50.66
29572	Fore Timber Co. Inc.	2.05
29573	Hardman Supply Company	70.40
29574	Hajoca Corporation	8.13
29575	James R. Lett	125.00
29576	Mineral Wells PSD	1,147.22
29577	Roy L. Radabaugh	200.00
29578	State Electric Supply Co. Inc.	43.53
29579	Charles M. Stewart	200.00
29580	Steers Heating & Cooling, Inc.	342.00
29581	Verizon	501.41
29582	WWT Electric	1,033.65
29583	WesBanco Bank-Parkersburg	1,556.32
29584	WV Dept of Tax & Revenue	551.29
29585	WV Public Employees Retirement	1,430.11
29586	Allegheny Power	3,761.47
29587	Cutlip-Warner Development Co.	1,138.00
29588	Reginald Grimmett	50.24
29589	Reginald Grimmett	16.75
29590	Haul Away Trash L.L.C.	15.00
29591	David Jeffrey	1,056.51

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SEWER REVENUE FUND CHECKING ACCOUNT
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**CHECKS WRITTEN BETWEEN JUNE 20, 2003, AND JULY 16, 2003
(continued)**

CHECK NO. 29592	Lakeside Equipment Corporation	\$ 2,058.00
29593	Midwest Pipe & Supply	236.28
29594	Parkersburg Office Supply	21.25
29595	Cintas	121.45
29596	C I Thornburg	324.00
29597	Cardholder Services	20.28
29598	Hughes Supply, Inc.	283.00
29599	Fasteners & Supply Inc.	65.33
29600	Mineral Wells PSD	12.84
29601	Westco Internet	9.25
29602	AT&T Wireless Services	44.42
29603	Daugherty Supply Co. Inc.	8.86
29604	Water Environmental Testing	195.00
29605	Mineral Wells PSD	36.60
29606	AT&T - State Calling Service	7.71
29607	Bureau For Child Support	38.41
29608	Conner Cleaning Service	179.00
29609	W. W. Grainger, Inc.	26.35
29610	Miss Utility of WV Inc.	25.25
29611	Miller Communications	15.00
29612	McHenry Electric Co. Inc.	875.00
29613	Municipal Bond Commission	16,852.52
29614	Sullivan Inc.	91.00
29615	Scantron Service Group	67.25
29616	Telepage Communications System	8.95
29617	WV Public Employees Ins Agency	1,495.50
29618	Workers' Compensation Division	833.54
29619	WesBanco Bank-Parkersburg	1,075.95
29620	WesBanco Bank-Parkersburg	1,433.16

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 29621	Bosley Block, Inc.	\$ 9.97
29622	BP Credit Card Center	265.99
29623	Ohio Valley Muffler & Brake	10.48
29624	Verizon	497.03

**MINERAL WELLS PSD
SEWER REVENUE FUND CHECKING ACCOUNT
JULY 17, 2003
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**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION
(Continued)**

CHECK NO. 29625	U S Postal Service	\$ 171.40
29626	WV DEP	50.00

PAYROLL CHECKS WRITTEN BETWEEN JUNE 19, 2003, AND JULY 17, 2003

CHECK NO. 1064	Todd R. Anderson	\$ 623.38
1065	Margaret J. Batten	942.18
1066	R. Shayne Brabham	991.80
1067	William H. Byers, Jr.	1,078.05
1068	Linda K. Church	830.44
1069	Russell P. Hanna	795.36
1070	Mark K. Murphy	656.77
1071	Nellie B. Radcliff	801.97
1072	Todd R. Anderson	758.99
1073	Margaret J. Batten	991.38
1074	Richard Shayne Brabham	936.31
1075	William H. Byers, Jr.	853.78
1076	Linda K. Church	869.93
1077	Russell P. Hanna	881.90
1078	Mark K. Murphy	620.66
1079	Nellie B. Radcliff	858.58

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SEWER REVENUE FUND CHECKING ACCOUNT
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PAYROLL CHECKS WRITTEN BETWEEN JUNE 19, 2003, AND JULY 17, 2003

CHECK NO.	1064	Todd R. Anderson	\$ 623.38
	1065	Margaret J. Batten	942.18
	1066	R. Shayne Brabham	991.80
	1067	William H. Byers, Jr.	1,078.05
	1068	Linda K. Church	830.44
	1069	Russell P. Hanna	795.36
	1070	Mark K. Murphy	656.77
	1071	Nellie B. Radcliff	801.97
	1072	Todd R. Anderson	758.99
	1073	Margaret J. Batten	991.38
	1074	Richard Shayne Brabham	936.31
	1075	William H. Byers, Jr.	853.78
	1076	Linda K. Church	869.93
	1077	Russell P. Hanna	881.90
	1078	Mark K. Murphy	620.66
	1079	Nellie B. Radcliff	858.58

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JUNE 20, 2003 - JULY 17, 2003

1. Form Letter to District from Jay Parsons, Chief, PMBS Volunteer Fire Department, listing the number of gallons of water used for fire fighting and the number of gallons of water used for training purposes during the month of June 2003.
2. Flyer from the Public Service Commission of West Virginia containing a registration form for a Main Extension Seminar scheduled for August 14, 2003, at the Days Inn in Flatwoods, West Virginia.
3. Flyer from the Public Service Commission of West Virginia containing a registration form for a Termination Seminar scheduled for August 15, 2003, at the Days Inn in Flatwoods, West Virginia.
4. Postcard from the West Virginia Environmental Training Center containing a registration form for either of two seminars entitled "A Vulnerability Assessment Workshop", drinking water security for small communities. The workshops are scheduled for July 16th in Welch, West Virginia and for July 17th in Beckley, West Virginia.
5. Minutes of Miss Utility of West Virginia Meeting held on April 17, 2003, in Hurricane, West Virginia.
6. Letter dated June 11, 2003, from MeadWestvaco stating that Mead Corporation and Westvaco Corporation merged into a new company now known as MeadWestvaco Corporation and requesting that the District complete and return a Government W-9 form.
7. Letter dated June 13, 2003, to the Bill Byers from David Holzwarth, Lakeside Equipment Corporation, confirming his verbal order for one G.E. Fanuc 90-20 PLC with 33-065-000 EEPROM and Program at an exchange price of \$2,058.00.
8. Letter dated June 18, 2003, to Shayne Brabham from Allyn G. Turner, Director, West Virginia Department of Environmental Protection, serving as Modification No. 2 of the District's WV/NPDES Permit No. WV0081141 dated May 18, 2000, to accept 10,000 gallons/day of domestic wastewater and 1,000 gallons/day of non-domestic wastewater from the WV DOH Rest Area on I-77 near Mineral Wells.
9. Copy of the West Virginia Public Service Commission's Recommended Decision in Case No. 02-0901-PWD-PC, Case No. 02-0965-PWD-PC, and Case No. 02-0966-PWD-PC enlarging the boundaries of the Mineral Wells Public Service District to contain areas previously held by Silverton PSD located in Jackson County.
10. Letter dated June 18, 2003, to Shayne Brabham from James M. Ruckman, P.S., Director of Field Activities, enclosing one full size and one half size set of Record Drawings for the I-77

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
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S.R. #14 Interchange Water and Sewer Relocation Project and a photo album of the construction project.

11. Copy of a letter dated June 20, 2003, to the WV Municipal Bond Commission from Margaret Batten enclosing Sewer Check No. 29533 in the amount of \$16,852.52 as bond payments to Accounts MIW-S-1-97-R-W0-06, MIW-S-1-85-B-W0-06, MIW-S-1-95-X-W0-06, and MIS-S-2-95-X-W0-06 and Water Check No. 27830 in the amount of \$1,592.00 as bond payment for account MIW-W-1-69-X-W0-06-69.
12. Copy of a letter dated June 20, 2003, to Magistrate Emily Bradley from Margaret Batten enclosing water check no. 27853 in the amount of \$20.00 to pay the additional court costs for Case No. 03-C-838 against Judd and Lisa Fulks.
13. Copy of a letter dated June 20, 2003, to the West Virginia Water Development Authority from Margaret Batten stating that deposits in the amounts of \$5,688.40 to the Revenue Fund and \$568.82 to the Reserve Account for the District's Series 1995 Sewage Bonds.
14. Fax Memorandum dated June 20, 2003, to Bill Byers from David Holzwarth, Lakeside Equipment Corporation, containing a quote for 31FS0.25 Fine Screen Replacement Parts for the wastewater treatment plant in the amount of \$2,393.00.
15. Fax dated June 20, 2003, to Attorney Steve Hardman, Bowles Rice McDavid Graff & Love, from Margaret Batten containing a copy of Report for Phase 1 archaeological survey for the proposed Windy Water Storage Tank Site as prepared by Aaron O. Smith, MS, Cultural Resource Analysts, Inc.
16. Copy of a letter dated June 20, 2003, to Mary Rader, Wood County Commission, from Margaret Batten containing a copy of the Minutes of the May 15, 2003, Regular Board Meeting and a copy of the Minutes of the June 2, 2003, Special Board Meeting.
17. Copy of a letter dated June 20, 2003, to Howard Baldwin, R & R Pipeline, from Margaret Batten containing a copy of the Districts's letter to him and invoice in the amount of \$250.00 dated May 15, 2003, for the \$25,000.00 performance bond for the I-77 Rest Area Sewer Extension Project.
18. Copy of a letter dated June 23, 2003, to Magistrate Emily Bradley from Margaret Batten containing a completed SCA-M429-1/10-96 Form - - Affidavit: Default Judgement - - for the District's suit against Sarah Backus for the collection of her delinquent sewer bill.
19. Copy of a letter dated June 3, 2003, to Magistrate Joyce Purkey from Margaret Batten

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enclosing two completed SCA-M429-1/10-96 Forms - - Affidavit: Default Judgement - - for the District's suits against Robyn A. Doak and Richard L. Davis for the collection of their delinquent water and sewer bills.

20. Copy of a letter dated June 23, 2003, to Magistrate Marshall from Margaret Batten enclosing a completed SCA-M429-1/10-96 Form - - Affidavit: Default Judgement - - for the District's suit against Chris Wigal for the collection of his delinquent water and sewer bill.
21. Fax dated June 25, 2003, to the District from Rich Weigand, West Virginia Environmental Training Center containing a registration form for a Wastewater Lagoon Optimization, Troubleshooting and Process Control Seminar scheduled for June 30 through July 2, 2003, at Cedar Lakes.
22. Fax dated June 26, 2003, to Charles Stewart from Jesse Sheppard, WV Division of Highways, stating that Cerrone Associates, Inc., will hold a construction progress meeting at the District's Office on July 7th at 3 p.m. concerning the I-77 Rest Area Project.
23. Copy of a reprint of Mike Kerns' water and sewer bill at 117 Mineral Park Estates containing a note from Linda Church stating that if payment is not received within ten days of the date of the letter suit will be filed in Magistrate Court.
24. Copy of a letter dated June 26, 2003, to Mr. Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of District Invoice No. 10 (Final) covering the cost of engineering service and District accounting relating to the relocation of water and sewer lines in the area of the North Mineral Wells I-77 Interchange.
25. Letter dated June 26, 2003, from Amanda Sampson, Parkersburg Housing Authority, requesting a copy of the District's rate schedule for water and sewer service.
26. Form letter dated June 27, 2003, from WesBanco Bank Parkersburg explaining the new percentage of prime interest rate factors for its Prime Money Market Account Customers.
27. Copy of a letter dated June 27, 2003, to David Sprouse from Margaret Batten enclosing a copy of the District's motion to dismiss Magistrate Court Case No. 03-C-886 for the collection of his delinquent water and sewer bill.
28. Copy of a letter dated June 27, 2003, to Robyn A. Doak from Margaret Batten enclosing a copy of the District's motion to dismiss Magistrate Court Case No. 03-C-872 for the collection of her delinquent water and sewer bill.

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29. Copy of a letter dated June 27, 2003, to Magistrate Joyce Purkey from Margaret Batten enclosing a completed Motion asking that Case No. 03-872 against Robyn A. Doak be dismissed since payment in full was received from Ms. Doak.
30. Copy of a letter dated June 27, 2003, to Magistrate Marshall from Margaret Batten enclosing a completed Affidavit: Default Judgement Form to secure judgement against Shelene Fitchett for her delinquent water bill.
31. Copy of a letter dated July 27, 2003, to Magistrate Emily Bradley from Margaret Batten enclosing a completed Motion asking that Case No. 03-886 against David Sprouse be dismissed since payment in full was received from Mr. Sprouse.
32. Copy of a letter dated June 30, 2003, to William and Deborah Melrose from Margaret Batten enclosing a copy of the District's motion asking that Magistrate Case No. 03-C-636 be dismissed.
33. Copy of a letter dated June 30, 2003, to Magistrate Joyce Purkey from Margaret Batten enclosing a completed Motion that Case No. 03-636 against William and Deborah Melrose be dismissed since payment in full was received from the Melroses.
34. Two letters dated June 30, 2003, to the District from the Public Service Commission of West Virginia enclosing two copies each of the Commission's Annual Report forms for water and sewer for the twelve months ending June 30, 2003, to be completed and returned to the Commission by September 30, 2003.
35. Copy of correspondence instructions dated June 30, 2003, to Steers Heating and Cooling from Linda Church enclosing a blanket WV Sales Tax Exemption Certificate for all services provided to the District.
36. Copy of a letter dated June 30, 2003, to Robert Bagley, Sr. from Margaret Batten enclosing Water Check No. 27861 in the amount of \$88.29 as reimbursement for materials supplied for the water tap for Lot #6 Dogwood Estates.
37. Copy of a letter dated July 1, 2003, to Ted Casto, Sr. from Margaret Batten enclosing Water Check No. 27865 in the amount of \$1,089.90 as reimbursement for the water tap made on the Green Valley Water Extension during fiscal year 2003 for Ronald Frame (Gary Lockhart).
38. Copy of a letter dated July 1, 2003, to Kenneth and Denise Carney enclosing Water Check No. 27889 in the amount of \$1,089.90 as reimbursement for the water tap made for Carlen

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Collins on the water main installed under an agreement dated October 14, 2002.

39. Copy of a letter dated July 1, 2003, to Gerald Caltrider from Margaret Batten enclosing Water Check No. 27863 in the amount of \$755.54 as final reimbursement for water taps made during fiscal year 2003 on the main extension installed under an agreement dated October 14, 1997.
40. Fax dated July 1, 2003, to Dave, Midwest Pipe, from Shayne Brabham containing a list of items for a price quote.
41. Letter of Transmittal dated July 1, 2003, to R & R Pipeline from Cerrone Associates, Inc. enclosing a copy of a fax dated July 1, 2003, to David Fueg, Cerrone Associates, Inc., from Howard Baldwin, R & R Pipeline, containing specs for the HD pipe to be installed on I-77 Rest Area Sewer Project.
42. Copy of a letter dated July 1, 2003, to Attorney Steven Hardman, Bowles Rice McDavid Graff & Love, PLLC, from Roy L. Radabaugh requesting that information about any pending or threatened litigation involving the District be disclosed to the accounting firm of Harman Thompson Mallory & Ice.
43. Copy of a letter dated July 2, 2003, to Wilma Hodge, West Virginia Bureau of Public Health, Environmental Division, from Margaret Batten enclosing the District's Monthly Operational Report and a copy of its Daily Water Purchase Tally for the month of June 2003.
44. Copy of a letter dated July 2, 2003, to Robert Ferrell from Margaret Batten enclosing Water Check No. 27877 in the amount of \$1,089.90 as reimbursement for the water tap made for Roger Casto on the water main installed along Radcliff Run under an agreement dated October 22, 1993.
45. Copy of a letter dated July 2, 2003, to Amanda Sampson, Parkersburg Housing Authority, from Margaret Batten enclosing a completed copy of the Housing Authority's questionnaire regarding the average water and sewer usage for a family of three to five.
46. Letter dated July 2, 2003, to Charles Stewart from Guy W. Mick, Railroad Utilities Unit, WV Department of Transportation, Division of Highways, enclosing one copy of the approved Addendum No. 2 dated April 21, 2003, to the Engineering Agreement for the Relocation of Water and Sewer Lines for the Mineral Wells I-77 Interchange dated July 3, 2000.
47. Copy of a letter dated July 2, 2003, to Jamie Six, Clerk of Wood County, from Linda Church enclosing two Releases of Liens for Delinquent Water and Sewer Charges against property

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owned by Cathy Gandee.

48. Copy of a letter dated July 2, 2003, to David Jeffrey, David Development, Inc., from Margaret Batten enclosing Sewer Check No. 29591 in the amount of \$1,056.51 as reimbursement for the sewer tap installed for #7 Sanctuary Heights during fiscal year 2003, on the sewer main extension installed under an agreement dated August 24, 2000.
49. Letter dated July 2, 2003, to Charles M. Stewart from Virginia M. McDonald, Rural Development Specialist, Rural Utilities Service, containing loan account status information needed to complete the District's year end reports and annual audit.
50. Letter dated July 2, 2003, to Charles Stewart from Clement L. Sees, Jr., P.E., District Engineer, Environmental Engineering Division, West Virginia Department of Health and Human Resources, containing a Community Water Supply Evaluation Report form to be completed prior to the July 15, 2003, Sanitary Survey of the District's water system.
51. **** Letter dated July 3, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing four copies of Requisition No. 1 for the I-77 Rest Area Sewer Extension Project to be reviewed and approved.
52. Fax dated July 3, 2003, to Margaret Batten from Peggy Adkins, Outreach Officer, WV Consolidated Public Retirement Board, containing a registration form and information regarding a TRS/TDC Payroll Coordinator Seminar scheduled for July 30, 2003, at the Capitol Complex in Charleston, West Virginia.
53. Fax dated July 3, 2003, to Margaret Batten from Peggy Adkins, Outreach Officer, WV Consolidated Public Retirement Board, stating that the TRS/TDC Payroll Coordinator Seminar scheduled for July 30, 2003, in Charleston, West Virginia, is for County Boards of Education employees only.
54. Copy of the minutes of the July 7, 2003, Progress Meeting between all parties involved in the I-77 Rest Area Sewer Extension Project.
55. Copy of correspondence instructions dated July 7, 2003, to Janice Roberts from Margaret Batten enclosing a copy of the history Ms. Robert's account for water and sewer.
56. Copy of a completed Request for Taxpayer Identification & Certification dated July 8, 2003, signed by Margaret Batten and mailed to Estes Express Lines relative to damage to the District's new sewer jetter.

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57. Copy of a letter dated June 8, 2003, to Reggie Grimmett, from Margaret Batten enclosing a copy of the actual invoice for the grinder pump installation for Skyview Trailer Park.
58. Fax dated July 9, 2003, to Editor, *Parkersburg News*, from Margaret Batten containing a notice about the July 17, 2003, Board meeting to be published in the first available issue of the newspaper.
59. Fax dated July 9, 2003, to Editor, *Parkersburg Sentinel*, from Margaret Batten containing a notice about the July 17, 2003, Board meeting to be published in the first available issue of the newspaper.
60. Fax dated July 9, 2003, to Shayne Brabham from Stephanie, Estes Express Lines, containing a Waiver of Inspection Form and a Presentation of Loss and Damage Form to be completed and sent to the Richmond Office.
61. Copy of a letter dated July 11, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of the District's Invoice Partial Bill No. 8 for engineering services provided by Cerrone Associates, Inc., Contractor's Estimate No. 1 for R & R Pipeline, Inc., and Inspection and Accounting Services provided by the District for the I-77 Rest Area Sewer Extension Project.
62. Copies of letters dated July 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 June 2003, for the District's wastewater treatment plant.
 - a. West Virginia Bureau For Public Health
Office of Environmental Health Services/EED
Regulatory Development and Compliance Unit
 - b. Office of Water Resources (DNR)
Municipal Branch
 - c. Manning Frymier, P.E.
Cerrone Associates, Inc.
 - d. Steve Cooper
Department of Natural Resources
62. Copy of a letter dated July 15, 2003, to Drema Witt, Water and Wastewater Division, Public Service Commission of West Virginia, from Margaret Batten enclosing the completed Certification of Customers for the Mineral Wells Public Service District.

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63. Copy of a letter dated July 15, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 27912 in the amount of \$10,595.00 as payment of Invoice MWDOH5-07 and Invoice MWDOH5-06 for the North I-77 Mineral Wells Exchange Water and Sewer Line Relocation Project.
64. Copy of a letter dated July 15, 2003, to the WV Municipal Bond Commission from Margaret Batten enclosing District Sewer Check No. 29613 in the amount of \$16,852.52 as payment to the District's sewage bonds (Account Nos. MIW-S-1-97-R-W0-06, MIW-S-85-B-W0-06, MIW-S-1-95-X-W0-06, and MIW-S-2-95-X-W0-06). District Water Check No. 27917 in the amount of \$1,592.00 was also enclosed as payment for Water Bond No. MIW-W-1-69-X-W0-06-69.
65. Copy of a letter dated July 15, 2003, to the West Virginia Water Development Authority from Margaret Batten stating that payments in the amounts of \$5,688.40 (Revenue Fund) and \$568.82 (Reserve Fund) were made to the 1995 Sewage System Revenue Bonds.
66. Fax dated July 17, 2003, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing five copies each of Form M, the application for a modification of the District's NPDES Water Pollution Control Permit to reflect the addition of dechlorination to the treatment plant to be signed and returned with a fifty dollar check made payable to WV DEP.
67. Fax dated July 17, 2003, to Char Miles, WalMart Stores, from Margaret Batten enclosing copies of correspondence relative to WalMart's unpaid bills for testing of oil and grease samples collected in the Car Care Center as required by the WV DEP.