

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, AUGUST 21, 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; Margaret Batten, Office Manager; Nellie Radcliff, Office Clerk; Dave Fueg and Jim Mayles, Cerrone Associates, Inc., were present.

Mark Belmonte, a customer of the District, had asked to be put on the Agenda for the August 21, 2003, meeting but he was not present.

Dave Fueg gave a report on the status of the I-77 Rest Area Project. He presented the Board with Change Order # 2 and # 3 on the I-77 Rest Area Project for R & R Pipeline Construction Co. Mr. Radabaugh made a motion that Change Order # 2 and #3 be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart signed Change Order # 2 and # 3.

Jim Mayles reported on the study of the City of Parkersburg inter-connection project. Cerrone Associates, Inc. recommends that the District go ahead and make the connection with the City of Parkersburg waterline. This will be beneficial to both the City of Parkersburg and the District in case of an emergency. The cost is to be shared equally by the City and the District. Mr. Radabaugh made a motion that Cerrone Associates, Inc., go ahead with the inter-connection project. Mr. Lett seconded the motion. The motion carried unanimously.

Jim Mayles and Dave Fueg excused themselves from the rest of the meeting.

Mr. Lett made a motion to approve the Minutes of the Pre-Bid meeting of August 19, 2003. Mr. Radabaugh seconded the motion. The motion carried unanimously. Mr. Lett signed the Minutes.

Mr. Lett made a motion to approve the Minutes of the July 17, 2003, Board Meeting. Mr. Radabaugh seconded the motion. The motion carried unanimously. Mr. Lett signed the Minutes.

Mr. Radabaugh made a motion that the Financial Statements dated July 31, 2003, for All Finances, Water Revenue Fund Checking Account and Sewer Revenue Fund Checking Account Fund be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion that check numbers 27936 thru 28012 written between July 18, 2003 and August 20, 2003 on the Water Revenue Fund Checking Account be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously.

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MINUTES - AUGUST 21, 2003
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Mr. Radabaugh made a motion that check number 28013 written on August 21, 2003, on the Water Revenue Fund Checking Account be approved. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion that check numbers 29625 thru 29706 written between July 18, 2003 and August 20, 2003, on the Sewer Revenue Fund Checking Account be approved. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion that check numbers 29707 thru 29708 written August 21, 2003, on the Sewer Revenue Fund Checking Account be approved. Mr. Lett seconded the motion. The motion carried unanimously.

Mr. Radabaugh made a motion that Payroll Check numbers 01080 thru 01095 written between July 18, 2003, and August 21, 2003, on the Sewer Revenue Fund Checking Account be approved. Mr. Lett seconded the motion. The motion carried unanimously.

The following letters were discussed.

Letter 40 - Letter dated July 19, 2003, to Margaret Batten from John Padden III containing from several insurance companies for the renewal of the District's Property and Casualty Package Policy.

Letter 50 - Letter dated July 19, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing four copies of Requisition No. 2 for the I-77 Rest Area Sewer Project for review and approval. Mr. Radabaugh made a motion that Requisition No. 2 be approved as presented. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart signed Requisition No. 2.

Letter 58 - Fax dated August 6, 2003, to Margaret Batten from Margene Templin, Cerrone Associates, Inc., containing a copy of the legal advertisement for bids for the District's Dechlorination Facilities and Dover Drive Sewer Main Replacement Project. Bids will be opened at 11a.m. on September 03, 2003, at the District's Office.

Letter 68 - Letter dated August 14, 2003, to Shayne Brabham from Steve Hardman, Attorney, Bowles Rice McDavid Graff & Love, enclosing copies of the Final Joint Staff Memorandum and the Commission's Procedural Order in District's WWTP Dechlorination Project and the Dover Drive Sewer Main Repair Project. Public hearing scheduled for August 26, 2003, at 1:30 p.m. in the Parkersburg Municipal Building.

Letter 80 - Letter dated August 18, 2003, to Charles Stewart from Robert A. Smith, P. E., District Engineer, Environmental Engineering Division, WV Department of Health and Human Resources listing the results of the July 15, 2003, sanitary survey of the District's water system.

MINERAL WELLS PUBLIC SERVICE DISTRICT
AUGUST 21, 2003
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Letter 90 - Letter dated August 20, 2003, to Charles M. Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and signature four copies each of Change Order Nos. 2 and 3 to R & R Pipeline, Inc. for I-77 Rest Area Sewer Extension Project.

Mrs. Batten didn't have anything further to discuss.

Mr. Brabham discussed several items with the Board.

He brought it to the Board's attention that the Mineral Wells Hill and Bogal Ridge Tanks are in need of a new coat of paint. Tanks need access ladders secured properly and a hatch built and installed so as to make it difficult for just anyone to get access to the tanks. The trees need trimmed at the Price Road Tank Site, Bogal Ridge and Slate Booster Station. The Board instructed him to get some quotes on the cost of tree trimming. Mrs. Batten is to check with the reserves in Charleston to see if there is enough money to paint the tanks.

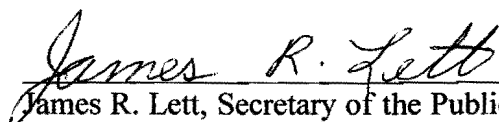
Due to the increase in population in the District, it will need to pull five(5) water samples now instead of the three (3) that they had been pulling.

The District had to repair a 8" sewer force main on Nicholette Road due to a slip. There is about 250' of line that will have to be repaired if the slip moves enough to tear the line apart. Mr. Radabaugh made a motion authorizing the Operations Manager to contact Manning Frymier, P.E. Cerrone Associates, Inc., about the repair of the 8" sewer main on Nicholette Road. Mr. Lett seconded the motion. The motion carried unanimously.

All business having been discussed, Mr. Lett made a motion to adjourn the meeting. Mr. Radabaugh seconded the motion. The motion carried unanimously. Mr. Stewart adjourned the meeting at 7:00 p.m.

CERTIFICATION

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


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

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

CHECKING ACCOUNT

| | | |
|-------------------------------------|------------------|--------------------|
| Water Revenue Fund Checking Account | | |
| WesBanco Bank | \$32,593.22 | |
| Sewer Revenue Fund Checking Account | | |
| WesBanco Bank | <u>13,248.37</u> | |
| TOTAL IN CHECKING ACCOUNTS: | | \$45,841.59 |

WATER ACCOUNTS

| | | |
|---|------------------|---------------------|
| Depreciation Reserve Account | | |
| WesBanco Bank | \$11,832.67 | |
| Revenue Reserve Account | | |
| WesBanco Bank | 29,177.18 | |
| Revenue Reserve Account-Sams Creek/Chesterville | | |
| WesBanco Bank | 15,418.78 | |
| Revenue Reserve Account-Rockport | | |
| WesBanco Bank | 3,697.32 | |
| Depreciation Reserve Account-Rockport | | |
| WesBanco Bank | 3,697.52 | |
| Revenue Reserve Account-Water Improvement | | |
| WesBanco Bank | 11,112.97 | |
| Depreciation Reserve Account-Water Improvement | | |
| WesBanco | 11,115.05 | |
| 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>19,943.05</u> | |
| TOTAL IN WATER ACCOUNTS: | | \$153,516.97 |

SEWER ACCOUNTS

| | | |
|--|------------------|----------------------------|
| Repair and Replacement Account | | |
| WesBanco Bank | \$64,797.16 | |
| Reserve for Grinder Pump Maintenance | | |
| Prime Rate Money Market-WesBanco Bank | 23,203.52 | |
| Security Deposit Account | | |
| WesBanco Bank | <u>18,073.96</u> | |
| TOTAL IN SEWER ACCOUNTS: | | <u>\$106,074.64</u> |
| TOTAL ALL FINANCES, JULY 31, 2003 | | \$305,433.20 |

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

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, JUNE 30, 2003** **\$18,326.98**

RECEIPTS:

| | |
|---|------------------|
| Water Sales | \$57,102.95 |
| Water Buffalo Sales | 731.25 |
| Security Deposit Refunds | 805.33 |
| Reconnection Fees | 120.00 |
| Tap Fees | 600.00 |
| Magistrate Fee Reimbursement | 90.00 |
| Skyview Acres | 85.00 |
| Reimbursement-Sewer Rent | 5,000.00 |
| Sewer Refund Susan Clegg Returned Check | 36.60 |
| Reimbursement-WV Dept. of Highways | <u>12,234.80</u> |

TOTAL RECEIPTS: **\$76,805.93**

CASH AVAILABLE: **\$95,132.91**

EXPENDITURES:

| | |
|---------------------------------------|-------------|
| Municipal Bond Commission | \$ 1,592.00 |
| Rural Economic & Development | 5,252.00 |
| USDA-Rural Development | 13,365.00 |
| WesBanco Bank-Parkersburg | 3,087.10 |
| 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 | 567.71 |
| WV Public Employees Retirement System | 1,661.09 |
| Salaries | 7,056.24 |
| Commissioner's Salaries | 125.00 |
| WV Public Employees Insurance Agency | 1,564.58 |
| Bureau of Child Support | 113.42 |
| Miss Utility of WV Inc. | 25.25 |
| U S Postal Service | 171.40 |
| AT&T-State Calling Service | 7.71 |
| BP Credit Card Center | 265.99 |
| Conner Cleaning Service | 109.00 |

**MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT-WATER- JULY, 2003
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| | |
|--|---------------|
| Miller Communications | 15.00 |
| Verizon | 112.07 |
| Telepage Communications System | 8.95 |
| Action Answering Service Plus | 39.60 |
| Dominion Hope | 14.16 |
| Hardman Supply Company | 63.64 |
| Cerrone Associates, Inc. | 10,595.00 |
| Claywood Park Public Service District | 12,886.81 |
| Cintas | 99.39 |
| W. W. Grainger | 47.33 |
| Scanton Service Group | 67.25 |
| Workers' Compensation Division | 707.96 |
| Bosley Block, Inc. | 9.98 |
| Ohio Valley Muffler & Brake | 113.43 |
| Kelly R. Evans | 37.98 |
| WesBanco Bank-Revenue Reserves Savings Acct. | 10.00 |
| Harold E. Smith | 50.76 |
| James Griffith | 50.73 |
| Glen Addis | 50.40 |
| Michael N. Deem | 24.58 |
| Rodney & Elizabeth Powers | 50.26 |
| Dan Pennock | 50.26 |
| Jonathan R. Forshey | 50.26 |
| Chico Armstrong | 50.26 |
| Eden Semones | 50.26 |
| Terry B. Smith | 50.26 |
| Patrick Michael Ellison | 50.25 |
| Edward J. Meyer, Jr. | 50.25 |
| Business Systems & Service Inc. | 101.75 |
| Discount Industrial Supply Co. | 15.95 |
| R. D. Wilson Sons & Co. Clkg. | 42.34 |
| Jason Schwendeman | 50.26 |
| WesBanco-Safe Deposit Box Rental | 42.40 |
| Mineral Wells Public Service District | <u>154.42</u> |

TOTAL EXPENDITURES

\$62,539.69

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

\$32,593.22

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

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, JUNE 30, 2003** **\$ 37.30**

RECEIPTS:

| | |
|----------------------------------|---------------|
| Sewer Sales | \$45,256.49 |
| Reimbursement-Rest Area | 24,806.53 |
| Reggie Grimmatt Prepayment | 1.81 |
| WV Department of Highways | 1,712.28 |
| Big Tygart UM Church Prepayment | 5,608.57 |
| James Marion Grinder Pump Repair | 226.89 |
| Security Deposit Refunds | <u>251.50</u> |

TOTAL RECEIPTS: **\$77,864.07**

CASH AVAILABLE: **\$77,901.37**

EXPENDITURES:

| | |
|---------------------------------------|-------------|
| Municipal Bond Commission | \$16,852.52 |
| WesBanco Bank-Parkersburg | 1,075.95 |
| WesBanco Bank-Parkersburg | 2,997.63 |
| Salaries | 6,748.49 |
| Commissioners' Salaries | 125.00 |
| WV Public Employees Insurance Agency | 1,495.50 |
| WV Public Employees Retirement System | 1,581.22 |
| WV Dept. of Tax & Revenue | 564.29 |
| Bureau for Child Support | 77.28 |
| U. S. Postal Service | 171.40 |
| AT&T State Calling Service | 7.71 |
| BP Credit Card Center | 265.99 |
| Conner Cleaning Service | 179.00 |
| McHenry Electric Co. Inc. | 875.00 |
| Miss Utility of West Virginia | 25.25 |
| Miller Communications | 15.00 |
| Mineral Wells Public Service District | 5,142.18 |
| W. W. Grainger, Inc. | 73.12 |
| Sullivan Inc. | 91.00 |

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

| | |
|----------------------------------|--------------|
| Scanton Service Group | 67.25 |
| Ohio Valley Muffler & Brake | 113.45 |
| Verizon | 497.03 |
| Telepage Communications Systems | 8.95 |
| Workers Compensation Division | 833.54 |
| Bosley Block, Inc. | 9.97 |
| WV DEP | 50.00 |
| Danny's Lawn Service | 300.00 |
| Kelly R. Evans | 37.91 |
| Terry B. Smith | 50.26 |
| Cerrone Associates, Inc. | 2,324.00 |
| R & R Pipeline, Inc. | 16,321.40 |
| Allegheny Power | 4,047.08 |
| Auto Fleet & Industrial Supply | 368.78 |
| AZ Commercial | 3.98 |
| Action Answering Service Plus | 39.60 |
| Bosley Rental & Supply Inc. | 39.80 |
| Business Systems & Service Inc. | 101.75 |
| Discount Industrial Supply Corp. | 63.80 |
| Dominion Hope | 14.15 |
| Hardman Supply Company | 93.47 |
| The Hitchman, Inc. | 173.80 |
| Cintas | 99.38 |
| William Ruble | 28.67 |
| State Electric Supply Co., Inc. | 27.00 |
| Somerville Fabricators, Inc. | 97.50 |
| USA Blue Book | 60.86 |
| Cardholder Services | 273.48 |
| R. D. Wilson Sons & Co., Clkg. | 42.35 |
| Wood County Magistrate | 50.00 |
| Jason Schwendeman | <u>50.26</u> |

EXPENDITURES:

\$64,653.00

**BALANCE IN SEWER CHECKING ACCOUNT,
WESBANCO BANK, JULY 31, 2003**

\$13,248.37

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
JULY 18, 2003 - AUGUST 21, 2003**

CHECKS WRITTEN BETWEEN JULY 18, 2003, AND AUGUST 20, 2003

| | | |
|------------------------|----------------------------------|-----------|
| CHECK NO. 27936 | Kelly R. Evans | \$ 37.98 |
| 27937 | Mineral Wells PSD | 112.81 |
| 27938 | WesBanco Bank-Parkersburg | 10.00 |
| 27939 | Void | |
| 27940 | Harold E. Smith | 50.76 |
| 27941 | James Griffith | 50.73 |
| 27942 | Glen Addis | 50.40 |
| 27943 | Michael N. Deem | 24.58 |
| 27944 | Rodney & Elizabeth Powers | 50.26 |
| 27945 | Dan Pennock | 50.26 |
| 27946 | Jonathan R. Forshey | 50.26 |
| 27947 | Chico Armstrong | 50.26 |
| 27948 | Eden Semones | 50.26 |
| 27949 | Terry B. Smith | 50.26 |
| 27950 | Patrick Michael Ellison | 50.25 |
| 27951 | Edward J. Meyer, Jr. | 50.25 |
| 27952 | Void | |
| 27953 | Action Answering Service Plus | 39.60 |
| 27954 | Business Systems & Service, Inc. | 101.75 |
| 27955 | Bureau for Child Support | 56.48 |
| 27956 | Discount Industrial Supply Corp. | 15.95 |
| 27957 | Dominion Hope | 14.16 |
| 27958 | W. W. Grainger, Inc. | 20.98 |
| 27959 | Hardman Supply Company | 63.64 |
| 27960 | Mineral Wells PSD | 15.86 |
| 27961 | Mineral Wells PSD | 3,761.45 |
| 27962 | Ohio Valley Muffler & Brake | 102.96 |
| 27963 | Rural Development Admn. | 2,112.00 |
| 27964 | Cintas | 99.39 |
| 27965 | USDA-Rural Development | 3,140.00 |
| 27966 | R D Wilson Sons & Co. Clkg | 42.34 |
| 27967 | WesBanco Bank-Parkersburg | 1,577.02 |
| 27968 | WV Dept of Tax & Revenue | 567.71 |
| 27969 | WV Public Employees Retirement | 1,661.09 |
| 27970 | WesBanco-Water Res-Sams-CV | 314.00 |
| 27971 | Jason Schwendeman | 50.26 |
| 27972 | Mineral Wells PSD | 25.75 |
| 27973 | Claywood Park PSD | 12,886.81 |
| 27974 | Business Systems & Service, Inc. | 1,686.67 |

**MINERAL WELLS PSD
WATER REVENUE FUND CHECKING ACCOUNT
AUGUST 21, 2003
PAGE 2**

**CHECKS WRITTEN BETWEEN JULY 18, 2003, AND AUGUST 20, 2003
(Continued)**

| | | |
|------------------------|-----------------------------------|-----------|
| CHECK NO. 27975 | AT&T Wireless Services | \$ 36.26 |
| 27976 | CM & I, L.L.C. | 6.88 |
| 27977 | Haul Away Trash L.L.C. | 15.00 |
| 27978 | Parkersburg Office Supply | 89.16 |
| 27979 | C I Thornburg | 5,618.98 |
| 27980 | Water Environmental Testing | 40.50 |
| 27981 | Westco Internet | 9.25 |
| 27982 | Cutlip-Warner Development Co. | 1,436.00 |
| 27983 | AT&T - State Calling Service | 9.69 |
| 27984 | BP Credit Card Center | 297.80 |
| 27985 | Bureau For Child Support | 59.59 |
| 27986 | Miss Utility of WV Inc. | 30.87 |
| 27987 | Mineral Wells PSD | 3,524.27 |
| 27988 | Miller Communications | 15.00 |
| 27989 | Municipal Bond Commission | 1,592.00 |
| 27990 | Mineral Wells PSD | 3,278.35 |
| 27991 | Ohio Valley Muffler & Brake | 21.94 |
| 27992 | Telepage Communications System | 8.95 |
| 27993 | U S Postal Service | 49.68 |
| 27994 | USDA-Rural Development | 3,325.00 |
| 27995 | USDA-Rural Development | 10,040.00 |
| 27996 | WV Public Employees Ins. Agency | 1,470.77 |
| 27997 | WesBanco Bank-Parkersburg | 110.00 |
| 27998 | WesBanco Bank-Parkersburg | 1,470.55 |
| 27999 | Westfield Group | 1,918.00 |
| 28000 | WesBanco Bank-Parkersburg | 167.00 |
| 28001 | WesBanco Bank-Parkersburg | 167.00 |
| 28002 | WesBanco Bank-Parkersburg | 502.00 |
| 28003 | WesBanco Bank-Parkersburg | 502.00 |
| 28004 | Allegheny Power | 588.32 |
| 28005 | Action Answering Service Plus | 44.75 |
| 28006 | Conner Cleaning Service | 109.00 |
| 28007 | U S Postal Service | 178.77 |
| 28008 | Verizon | 119.30 |
| 28009 | Bonnie Shaffer | 13.79 |
| 28010 | Christina Robinson/Dundee Houston | 15.77 |
| 28011 | Rodney and Jennifer Brantmeier | 19.26 |

**MINERAL WELLS PSD
WATER REVENUE FUND CHECKING ACCOUNT
AUGUST 21, 2003
PAGE 3**

**CHECKS WRITTEN BETWEEN JULY 18, 2003, AND AUGUST 20, 2003
(Continued)**

CHECK NO. 28012 Mineral Wells PSD \$ 354.69

CHECK WRITTEN TODAY AND NEEDS AUTHORIZED

CHECK NO. 28013 Allegheny Power \$ 16.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
AUGUST 21, 2003**

CHECKS WRITTEN BETWEEN JULY 18, 2003, AND AUGUST 20, 2003

| | | |
|------------------------|----------------------------------|-----------|
| CHECK NO. 29625 | U. S. Postal Service | \$ 171.40 |
| 29626 | WV DEP | 50.00 |
| 29627 | Danny's Lawn Service | 300.00 |
| 29628 | Kelly R. Evans | 37.91 |
| 29629 | Mineral Wells PSD | 5,113.07 |
| 29630 | Void | |
| 29631 | Terry B. Smith | 50.26 |
| 29632 | Void | |
| 29633 | Cerrone Associates, Inc. | 2,324.00 |
| 29634 | R & R Pipeline, Inc. | 16,321.40 |
| 29635 | Allegheny Power | 4,047.08 |
| 29636 | Auto Fleet & Industrial Supply | 368.78 |
| 29637 | AZ Commercial | 3.98 |
| 29638 | Action Answering Service Plus | 39.60 |
| 29639 | Bosley Rental & Supply Inc. | 39.80 |
| 29640 | Business Systems & Service, Inc. | 101.75 |
| 29641 | Bureau For Child Support | 38.87 |
| 29642 | Discount Industrial Supply Corp. | 63.80 |
| 29643 | Dominion Hope | 14.15 |
| 29644 | W. W. Grainger, Inc. | 46.77 |
| 29645 | Hardman Supply Company | 93.47 |
| 29646 | The Hitchman, Inc. | 173.80 |
| 29647 | James R. Lett | 125.00 |
| 29648 | Mineral Wells PSD | 29.11 |
| 29649 | Ohio Valley Muffler & Brake | 102.97 |
| 29650 | Cintas | 99.38 |
| 29651 | William Ruble | 28.67 |
| 29652 | State Electric Supply Co. Inc. | 27.00 |
| 29653 | Charles M. Stewart | 125.00 |
| 29654 | Somerville Fabricators Inc. | 97.50 |
| 29655 | USA Blue Book | 60.86 |
| 29656 | Cardholder Services | 273.48 |
| 29657 | R. D. Wilsons Sons & Co. Clkg | 42.35 |
| 29658 | WesBanco Bank-Parkersburg | 1,564.47 |
| 29659 | WV Dept of Tax & Revenue | 564.29 |
| 29660 | WV Public Employees Retirement | 1,581.22 |
| 29661 | Wood County Magistrate Court | 50.00 |
| 29662 | Jason Schwendeman | 50.26 |
| 29663 | AT&T Wireless Services | 36.26 |

**MINERAL WELLS PSD
SEWER REVENUE FUND CHECKING ACCOUNT
AUGUST 21, 2003
PAGE 2**

**CHECKS WRITTEN BETWEEN JULY 18, 2003, AND AUGUST 20, 2003
(Continued)**

| | | |
|------------------------|--------------------------------|-----------|
| CHECK NO. 29664 | Haul Away Trash L.L.C. | \$ 15.00 |
| 29665 | Miller Communications | 37.50 |
| 29666 | Parkersburg Office Supply | 89.16 |
| 29667 | Parkersburg AC Motor Sales | 95.16 |
| 29668 | Water Environmental Testing | 195.00 |
| 29669 | Westco Internet | 9.25 |
| 29670 | Cutlip-Warner Development Co. | 1,366.00 |
| 29671 | AT&T - State Calling Service | 9.68 |
| 29672 | BP Credit Card Center | 297.80 |
| 29673 | Bureau For Child Support | 35.76 |
| 29674 | Gene's Septic Tank Cleaning | 400.00 |
| 29675 | The Hitchman, Inc. | 102.50 |
| 29676 | Miss Utility of WV Inc. | 30.88 |
| 29677 | Miller Communications | 15.00 |
| 29678 | Municipal Bond Commission | 16,852.52 |
| 29679 | Midwest Pipe & Supply | 527.31 |
| 29680 | Ohio Valley Muffler & Brake | 21.96 |
| 29681 | Parkersburg Sentinel Co. | 951.25 |
| 29682 | Parkersburg AC Motor Sales | 117.10 |
| 29683 | Trombold Equipment Co. Inc. | 923.87 |
| 29684 | Telepage Communications System | 8.95 |
| 29685 | U S Postal Service | 49.68 |
| 29686 | WV Public Employees Ins Agency | 1,189.31 |
| 29687 | WesBanco Bank-Parkersburg | 1,130.70 |
| 29688 | WesBanco Bank-Parkersburg | 1,660.68 |
| 29689 | Westfield Group | 2,747.36 |
| 29690 | WV DEP | 850.00 |
| 29691 | WV DEP | 300.00 |
| 29692 | Allegheny Power | 1,486.33 |
| 29693 | Action Answering Service Plus | 44.75 |
| 29694 | Cerrone Associates, Inc. | 12,110.00 |
| 29695 | Conner Cleaning Service | 179.00 |
| 29696 | Midwest Pipe & Supply | 587.50 |
| 29697 | R & R Pipeline, Inc. | 85,039.29 |
| 29698 | U S Postal Service | 178.77 |
| 29699 | Verizon | 504.26 |
| 29700 | Wesco | 547.84 |

**MINERAL WELLS PSD
SEWER REVENUE FUND CHECKING ACCOUNT
AUGUST 21, 2003
PAGE 3**

**CHECKS WRITTEN BETWEEN JULY 18, 2003, AND AUGUST 20, 2003
(Continued)**

| | | |
|------------------------|-----------------------------------|----------|
| CHECK NO. 29701 | Lowell T. Hunt/Cortney Talor | \$ 22.44 |
| 29702 | Ben and Melissa White | 12.89 |
| 29703 | Christina Robinson/Dundee Houston | 14.04 |
| 29704 | Rodney and Jennifer Brantmeier | 21.19 |
| 29705 | Mineral Wells PSD | 384.29 |
| 29706 | Mineral Wells PSD | 351.25 |

CHECKS WRITTEN TODAY AND NEED AUTHORIZED

| | | |
|------------------------|-----------------|----------|
| CHECK NO. 29707 | Allegheny Power | \$ 95.92 |
| 29708 | Westfield Group | 30.00 |

PAYROLL CHECKS WRITTEN BETWEEN JULY 18, 2003, AND AUGUST 21, 2003

| | | |
|------------------------|------------------------|-----------|
| CHECK NO. 01080 | Todd R. Anderson | \$ 692.91 |
| 01081 | Margaret J. Batten | 1,014.37 |
| 01082 | Richard Shayne Brabham | 1,081.48 |
| 01083 | William H. Byers, Jr. | 877.16 |
| 01084 | Linda K. Church | 922.75 |
| 01085 | Russell P. Hanna | 867.60 |
| 01086 | Mark K. Murphy | 742.59 |
| 01087 | Nellie B. Radcliff | 864.34 |
| 01088 | Todd R. Anderson | 754.05 |
| 01089 | Margaret J. Batten | 983.49 |
| 01090 | Richard Shayne Brabham | 1,111.22 |
| 01091 | William H. Byers, Jr. | 972.85 |
| 01092 | Linda K. Church | 868.91 |
| 01093 | Russell P. Hanna | 912.71 |
| 01094 | Mark K. Murphy | 614.37 |
| 01095 | Nellie B. Radcliff | 807.57 |

**MINERAL WELLS PUBLIC SERVICE DISTRICT
CORRESPONDENCE RECEIVED OR MAILED BETWEEN
JULY 18, 2003, AND AUGUST 21, 2003**

1. Form letter dated August 2, 2003, from Jay Parsons, Chief, Mineral Wells 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 July.
2. *etc NEWSLINE*, a publication dated July 2003, from the West Virginia Environmental Training Center, listing the following schedule of classes: Class III Wastewater Certification, August 18 - 22, 2003; I-S Wastewater Certification, August 26 - 29, 2003; and Class I Wastewater Certification, September 15 - 19, 2003.
3. Card from The Environmental Training Center containing a registration form for a Water System Security Workshop sponsored by the WV-DHHR, Bureau for Public Health, scheduled for September 25, 2003, in Parkersburg, WV, and for October 21, 2003, at Cedar Lakes.
4. *THE PIPELINE*, a publication of the West Virginia Public Service Commission, dated July-August 2003, Issue 4, Volume 1.
5. Flyer from the Public Service Commission of West Virginia, containing a registration form for a PSD Board Members Mandatory Training Seminar scheduled for September 18 - 20, 2003, at the Days Inn in Flatwoods, WV.
6. *West Virginia Rural Water Association INFRASTRUCTURE COUNCIL REPORT NEWSLETTER*, a publication of the West Virginia Rural Water Association dated July 18, 2003, Vol. 7, Issue 7.
7. *West Virginia Rural Water Association INFRASTRUCTURE COUNCIL REPORT NEWSLETTER*, a publication of the West Virginia Rural Water Association dated July 18, 2003, Vol. 7, Issue 8.
8. *WV Ethics Review*, a publication reviewing advisory opinions issued by the Ethics Commission, dated October 2002 - June 2003.
9. Fax dated July 9, 2003, to Shayne Brabham from Stephanie, Estes Express Lines, containing a Waiver of Inspection Form for damages to the Sewer Jetter during shipment.
10. Notice of Receipt of Claim from Estes Express Lines dated July 9, 2003, acknowledging receipt of the District's claim for damages during shipment of its sewer jetter.
11. Letter dated July 14, 2003, to Arrow Concrete Customers from Douglas D. Hershman, Credit Manager, Arrow Concrete Company, concerning changes in their credit policy and in their accounting software program effective July 28, 2003.

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12. Letter of transmittal dated July 16, 2003, to R & R Pipeline from Dave Fueg, Cerrone Associates, Inc., containing approved HDPE specs for the I-77 Rest Area Sewer Extension Project.
13. Letter dated July 16, 2003, to Steven R. Hardman, Esq., Bowles, Rice McDavid Graff & Love, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Final Joint Staff Memorandum dated July 15, 2003, for Case No. 03-0546-PSD-CN--Wastewater Treatment Plant Dechlorination Project and Dover Drive Sewer Repair Project.
14. Letter dated July 16, 2003, from the West Virginia Bureau of Employment Programs enclosing the District's Quarterly Employer Loss Activity Statement for the period July 1, 1999, through June 30, 2003.
15. Letter dated July 17, 2003, to Shayne Brabham from Dave Fueg, Cerrone Associates, Inc., containing five copies each of Form M, the application for a modification of District's NPDES Water Pollution Control Permit required by the upcoming Wastewater Treatment Plant Dechlorination Project.
16. Fax dated July 17, 2003, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of the above letter containing five copies each of Form M, the application for a modification of the District's NPDES Water Pollution Control Permit required by the upcoming Wastewater Treatment Plant Dechlorination Project.
17. Memorandum dated July 18, 2003, to Benefit Coordinators of Non-State Agencies from Joe Estep, Premium Accounts Supervisor, relative to a correction to Option Code (page 8) of the rates table.
18. Copy of a letter dated July 18, 2003, to the following list of contractors, from George E. Blum, Cerrone Associates, Inc., advising that the District will soon be advertising for construction bids for its Wastewater Treatment Plant Dechlorination Project:
 - a. Artis T. Ore, Inc.
 - b. AWK Consulting Engineers, Inc.
 - c. Bering Straits Development Company
 - d. Braxton Enterprises, Inc.
 - e. Cad's Inc.
 - f. Charles E. Bolyard & Son, Inc.
 - g. F & P Construction
 - h. Glover's Construction Company, Inc.

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- i. Gobel Construction, Inc.
 - j. Hawken Associates, Inc.
 - k. High Tech Painting & Construction Co., Inc.
 - l. Hilltop Construction Company
 - m. Innovative Technologies Group
 - n. MEC Construction Company, Inc.
 - o. Mon Valley Construction Company, Inc.
 - p. Panhandle Pipe & Supply Co., Inc.
 - q. Solo Enterprises, Inc.
 - r. South Eastern Roofing Co. of Pineville, Inc.
 - s. Tina-Five Corporation
 - t. Underwater Services, LTD
 - u. Waste Tron, Inc.
 - v. AA Mechanical & General Construction Co., Inc.
 - w. AAMC, Inc.
 - x. AG Cullen Construction, Inc.
 - y. Alvarez Contractors, Inc. (Joseph Alvarez, President)
 - z. Alvarez Contractors, Inc. (Alberto A. Bustamant, President)
 - aa. Anvi & Associates, Inc.
 - bb. Atwood Company
19. Copy of a letter dated July 18, 2003, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a signed copy of the Minutes of the June 19, 2003, Regular Board Meeting.
20. Letter dated July 18, 2003, to Charles M. Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing, for review and approval, four copies of Change Order No. 1 to R & R Pipeline, Inc., for the I-77 Rest Area Sewer Extension Project.
21. Fax dated July 18, 2003, to Margaret Batten from Manning Frymier, P.E., Cerrone Associates, Inc., containing a draft copy of the bid advertisement for the Treatment Plant Dechlorination and Dover Drive Sewer Repair Project.
22. Fax dated July 18, 2003, to Margaret Batten from Manning Frymier, P.E., Cerrone Associates, Inc., containing a schedule for the bid process for the Treatment Plant Dechlorination and Dover Drive Sewer Repair Project.
23. Letter dated July 22, 2003, to Charles Stewart from Virginia McDonald, Rural Utilities Service, relative to the District providing handicap accessible parking spaces designated as

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reserved for the disabled by a sign showing the international symbol of accessibility.

24. Letter dated July 22, 2003, to Depositors with the Municipal Bond Commission from R. Witter Hallan containing the District's Annual Statements (July 1, 2002 - June 30, 2003) and Quarterly Statements (April 1, 2003 - June 30, 2003) for its water and sewer bonds.
25. Fax dated July 23, 2003, to Midwest Pipe from Shayne Brabham containing an order for materials to be shipped.
26. Letter dated July 23, 2003, to Margaret Batten from Paul J. Spigarelli, Snodgrass Certified Public Accountants and Consultants, requesting the opportunity to do the District's annual audit.
27. Letter dated July 23, 2003, to Charles Stewart from Julie A. Cavender, General Permits and Technical Support Team, West Virginia Department of Environmental Protection, containing the necessary documents for the renewal application for the District's WV/NPDES Water Pollution Control Permit.
28. Copy of a letter dated July 24, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing, for review and approval, four signed copies of Change Order No. 1 to R & R Pipeline, Inc. and two copies of Requisition No. 1 for the I-77 Rest Area Sewer Extension Project.
29. Fax dated July 24, 2003, to the District from Jim Wright, Water Environmental Testing, containing a copy of his certification and a copy of REIC's certification from the West Virginia Department of Environmental Protection.
30. Copy of a letter dated July 24, 2003, to Bill Payne, WalMart Stores, Bentonville, Arkansas, from Margaret Batten enclosing requested information regarding the testing for oil and grease at the Patriot Center WalMart Car Care Center located in Pettyville, WV.
31. Copy of letter dated July 25, 2003, to Randall M. Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing a signed copy of Requisition No. 1 to the I-77 Rest Area Sewer Extension Project.
32. Fax dated July 25, 2003, to Sherry, Legal Advertising, *Parkersburg News & Sentinel*, containing an advertisement for bids for Wastewater Plant Dechlorination Project and the Dover Drive Sewer Main Repair Project to be published as a legal notice in both newspapers on July 29 and August 5,

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33. Copy of a letter dated July 25, 2003, to the Magistrate Court of Wood County from Margaret Batten enclosing a completed Civil Complaint against Toney Smith for the collection of his delinquent water bill.
34. Copy of a certified letter dated July 25, 2003, to John Jewell from Margaret Batten giving him ten days to pay his delinquent water bill before the District files a complaint with the Wood County Magistrate Court.
35. Copy of a certified letter dated July 25, 2003, to David Haddox from Margaret Batten giving him ten days to pay his delinquent water and sewer bill before the District files a complaint with the Wood County Magistrate Court.
36. Copy of a certified letter dated July 25, 2003, to Harold Griffy from Charles M. Stewart/Linda Church giving him ten days to collect the delinquent water bill from his tenant, Pat Ryan or pay the bill himself before the District files a complaint against him with the Wood County Magistrate Court.
37. Letter dated July 29, 2003, to Margaret Batten from Vincent J D Shaw, Project Representative, Cerrone Associates, Inc., enclosing a copy of revised Drawing No. 1-01 and a revised Easement Schedule for the I-77 Rest Area Sewer Extension Project.
38. Copy of a letter dated July 29, 2003, to the Big Tygart United Methodist Church, c/o Eugene Cumpston, from R. Shayne Brabham, enclosing all the necessary documents for the installation of a grinder pump to serve the Church, parsonage, and fellowship building.
39. Letter dated July 29, 2003, to Shayne Brabham from Michelle Brenner, NPDES Permit Support Team, West Virginia Department of Environmental Protection, stating that the District's forms for a Modification of its WV/NPDES Permit No. WV0081141-C have been received and appear to be administratively complete.
40. ****Letter dated July 29, 2003, to Margaret Batten from John Padden III containing from several insurance companies for the renewal of the District's Property and Casualty Package Policy.
41. Letter dated July 30, 2003, to the District from Joyce Murphy, R & R Pipeline, Inc., enclosing a copy of the National Compliance Management Service, Inc. (NCMS) reports for the first and second quarters of 2003.
42. Fax dated July 30, 2003, to Claims Department Terminal #023, Estes Express Lines, from R. Shayne Brabham, containing all the necessary documents for the District's claim for

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damages to its sewer jetter that occurred during shipment.

43. Copy of a letter dated July 30, 2003, to R & R Pipeline, Inc. from Margaret Batten enclosing District Check No. 29634 in the amount of \$16,321.40 for Contractor's Estimate No. 1 for the I-77 Rest Area Sewer Project.
44. Copy of a letter dated July 30, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 29633 in the amount of \$2,324.00 as payment of Requisition No. 1 to the I-77 Rest Area Sewer Project.
45. Copy of a letter dated July 30, 2003, to Mr. & Mrs. Christopher Friese from R. Shayne Brabham enclosing all the necessary documents for a water line extension on County Road 21/27 (Five Mile Road) to serve their new home.
46. Letter dated July 30, 2003, to Potential 5G Conference Participants from Dave Tincher, CPPO, Director, Purchasing Division, WV Department of Administration, Purchasing Division, relative to the 2003 Architectural and Engineering 5G Conference scheduled for September 30 through October 1 at Oglebay Park in Wheeling, West Virginia.
47. Letter dated July 30, 2003, to the District from West Virginia New Hire Reporting Center stating that effective October 1, 1998, state and federal law requires all employers to report each new and re-hired employee to the State Directory of New Hires.
48. Copy of a letter dated July 31, 2003, to Mr. & Mrs. William Ruble from Linda Church enclosing District Check No. 29651 in the amount of 28.67 as a refund of a sewer bill that they paid for their tenant, Sarah Backus.
49. Copy of a letter dated July 31, 2003, to the Magistrate Court of Wood County, Attention: Emily Bradley, from Linda Church enclosing a completed Motion asking that the case against Sarah Backus be dismissed.
50. ****Letter dated July 31, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing four copies of Requisition No. 2 for the I-77 Rest Area Sewer Project for review and approval.
51. Fax dated July 31, 2003, from the Wood County PSD Association stating that the next meeting of the organization will be held at 12 noon on August 20, 2003, at the Union Williams PSD Office.
52. Copy of the Advertisement For Bids for the District's Wastewater Treatment Plant

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Dechlorination Project and the Dover Drive Sewer Main Replacement Project received from Cerrone Associates, Inc. on August 4, 2003.

53. Letter of Transmittal dated August 1, 2003, to Jeff Emery, R & R Pipeline, Inc., from Cerrone Associates, Inc. containing three copies each of approved specifications for Economy Tank FRP Enclosure, LMI Metering Pump, and Intermatic 7-Day Time Switch.
54. Copy of a letter dated August 4, 2003, to Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the District's Monthly Operational Report and a copy of the Daily Water Purchase Tally for the month of July 2003.
55. Fax dated August 5, 2003, to Shayne Brabham, Charles Stewart, Roy Radabaugh, James Lett, Jesse Sheppard, Jeff Emery, Howard Baldwin, Rick Merritt from Jim Ruckman, Director of Field Activities, Cerrone Associates, Inc., stating that a project progress meeting for the I-77 Rest Area Sewer Project will be held on August 11, 2003, at 3 p.m. in the District's garage.
56. Copy of a letter dated August 6, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing four copies of the District's Invoice for Partial Bill No. 9 for engineering services provided by Cerrone Associates, Inc., R & R Contractors Estimate No. 2 and District inspection and accounting services for the I-77 Rest Area Sewer Project.
57. Fax dated August 6, 2003, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing quotes for soil samples from Triad, Ackenheil, and PSI for the Sycamore Run, Stephens Fork, Limestone Hill Water Extension Project.
58. ****Fax dated August 6, 2003, to Margaret Batten from Margene Templin, Cerrone Associates, Inc., containing a copy of the legal advertisement for bids for the District's Dechlorination Facilities and Dover Drive Sewer Main Replacement Project. Bids will be opened at 11 a.m. on September 11, 2003, at the District's Office. Also enclosed were copies of letters dated August 5, 2003, to the following contractors from George E. Blum, Cerrone Associates, Inc., containing a copy of the bid advertisement and encouraging them to consider bidding on the project:
 - a. AA Mechanical & General Construction Co., Inc.
 - b. AAMC, Inc.
 - c. AG Cullen Construction, Inc.
 - d. Alvarez Contractors, Inc. (Joseph Alvarez, President)
 - e. Alvarez Contractors, Inc. (Alberto A Bustamant, President)
 - f. Anvi & Associates, Inc.
 - g. Artis T. Ore, Inc.

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- h. Atwood Company
 - i. AWK Consulting Engineers, Inc.
 - j. Bering Straits Development Company
 - k. Braxton Enterprises, Inc.
 - l. Cad's, Inc. a.k.a. Cady K and Company
 - m. Charles E. Bolyard & Son, Inc.
 - n. F & P Construction
 - o. Glover's Construction Company, Inc.
 - p. Gobel Construction, Inc.
 - q. Hawken Associates, Inc.
 - r. High Tech Painting & Construction Co., Inc.
 - s. Hilltop Construction Company
 - t. Innovative Technologies Group
 - u. MEC Construction Company, Inc.
 - v. Mon Valley Construction Company, Inc.
 - w. Panhandle Pipe & Supply Co., Inc.
 - x. Solo Enterprises, Inc.
 - y. South Eastern Roofing Co. of Pineville, Inc.
 - z. Tina-Five Corporation
 - aa. Underwater Services, LTD
 - bb. Waste Tron, Inc.
59. Fax dated August 6, 2003, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten containing a list of the names of the Trustees of the Big Tygart United Methodist Church.
60. Letter dated August 6, 2003, to Harman Thompson Mallory & Ice, Certified Public Accountants, from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, concerning the status of pending or threatened litigation and other claims against the District.
61. Memorandum dated August 6, 2003, to All Benefit Coordinators from Janice E. Long, HMO and Communications Manager, enclosing a PEIA Coordinator Reference Manual.
62. Copy of a letter dated August 7, 2003, to Mr. Elbert Morton, P.E., WV Division of Environmental Protection, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing one copy of the bid documents (plans and specifications) for the District's WWTP Dechlorination Project and the Dover Drive Sewer Main Repair Project.
63. Fax dated August 7, 2003, to Steve Hardman, Attorney, Bowles Rice McDavid Graff & Love, from Manning Frymier, P.E., Cerrone Associates, Inc., containing a list of items

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needed by Katy Mallory at Infrastructure before she can authorize bidding the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

64. Fax dated August 12, 2003, to Margaret from Marie, Reagle & Padden, Inc., requesting a list of the District's drivers for insurance purposes.
65. Fax dated August 12, 2003, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of the WV Public Service Commission's Procedural Order for the District's WWTP Dechlorination Project and the Dover Drive Sewer Main Repair Project.
66. Fax dated August 13, 2003, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the District's regular board meeting scheduled for August 21, 2003, at 5 p.m. to be published in the first available issue of the newspaper.
67. Fax dated August 13, 2003, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the District's regular board meeting scheduled for August 21, 2003, at 5 p.m. to be published in the first available issue of the newspaper.
68. ****Letter dated August 14, 2003, to Shayne Brabham from Steve Hardman, Attorney, Bowles Rice McDavid Graff & Love, enclosing copies of the Final Joint Staff Memorandum and the Commission's Procedural Order in District's WWTP Dechlorination Project and the Dover Drive Sewer Main Repair Project. Public hearing scheduled for August 26, 2003, at 1:30 p.m. in the Parkersburg Municipal Building.
69. Copy of a letter dated August 14, 2003, to the West Virginia Bureau for Public Health, Office of Environmental Health Services/EED, from Linda Church enclosing 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 July for the District's wastewater treatment plant.
70. Copy of a letter dated August 14, 2003, to the Office of Water Resources (DNR), Attention: Municipal Branch, from Linda Church enclosing 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 July for the District's wastewater treatment plant.
71. Copy of a letter dated August 14, 2003, to Steve Cooper, Department of Natural Resources, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of

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Waste Water Treatment Plant Operators (ES59) for the month of July for the District's wastewater treatment plant.

72. Copy of a letter dated August 14, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) for the month of July, a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of July, and a list of data collected at the wastewater treatment plant during the month of July by William Byers.
73. Fax dated August 14, 2003, to Midwest Pipe from Shayne Brabham enclosing a list of materials to be shipped.
74. Letter dated August 14, 2003, to Margaret Batten from Fred D. Stottlemeyer, President, West Virginia Rural Water Association, relative to the WVRWA 18th Annual Training Technical Conference to be held in September at Snowshoe Mountain Resort in Pocahontas County.
75. Letter of Transmittal dated August 15, 2003, to Jeff Emery, R & R Pipeline, Inc., from Cerrone Associates, Inc. containing three copies each of approved specifications for TNS Geotextile Fabric and Eagle Signal HQ4 Percentage Timer.
76. Fax dated August 18, 2003, to Beth Bumgarner, CPA, Harman Thompson Mallory & Ice, from Margaret Batten enclosing a copy of adjusting entries made when the District installs a water or sewer extension.
77. Copy of a certified letter to Julia A. Cavender, General Permits and Technical Support Team, Division of Water Resources, DEP, from Margaret Batten enclosing an original and four copies of the District's Application for a NPDES Water Pollution Control Permit with attachments to renew the District's current NPDES Permit along with District Check No. 29690 in the amount of \$850.00 for the renewal fee.
78. Copy of a letter dated August 18, 2003, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 29678 in the amount of \$16,852.52 as the monthly payments to sewer bond accounts: MIW-S-1-97-R-W0-06, MIW-S-1-85-B-W0-06, MIW-S-1-95-X-W0-06, and MIW-S-2-95-X-W0-06. Water Check No. 27989 in the amount of \$1,592.00 was enclosed as the monthly payment to Water Bond Account No. MIW-W-1-69-X-WO-06-69.
79. Copy of a letter dated August 18, 2003, to Jeffrey E. Smith, R.S., HHR Program Manager I, Bureau for Public Health Services, from William H. Byers, Jr. stating that Russell P.

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Hanna has accumulated 2000 hours of work experience required for his Class I Waste Water Treatment Works Operator License.

80. ****Letter dated August 18, 2003, to Charles Stewart from Robert A. Smith, P.E., District Engineer, Environmental Engineering Division, WV Department of Health and Human Resources listing the results of the July 15, 2003, sanitary survey of the District's water system.
81. Copy of a letter dated August 19, 2003, to Kerry D. Conger from Amy L Swann, Water and Wastewater Division, Public Service Commission of West Virginia, returning Ms. Conger's utility payment of \$43.08 for account no. 6-01625-01.
82. Copy of a letter dated August 19, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 29694 in the amount of \$12,110.00 as payment of Requisition No. 2 for the I-77 Rest Area Sewer Extension Project.
83. Copy of a letter dated August 19, 2003, to R & R Pipeline, Inc. from Margaret Batten enclosing District Check No. 29697 in the amount of \$85,039.29 as payment for Contractor's Estimate No. 2 for the I-77 Rest Area Sewer Extension Project.
84. Copy of correspondence instructions dated August 19, 2003, to Penny Kirk from Nellie Radcliff enclosing Ms. Kirk's check no. 2612 which was marked "NSF".
85. Copy of correspondence instructions dated August 19, 2003, to the Wood County Clerk from Margaret Batten enclosing three rights-of-way easements (Big Tygart UM Church, Christopher Friese, and William Friese) to be recorded and returned.
86. Copy of a letter dated August 19, 2003, to the Magistrate Court of Wood County, Attention: Michelle Roberts, from Linda Church enclosing two completed Affidavits for Suggestee Execution to garnish the wages of Richard L. Davis and Shelene Fitchett to collect their delinquent water bills.
87. Copy of a letter dated August 20, 2003, to the West Virginia New Hire Reporting Center from Margaret Batten enclosing a completed West Virginia New Hire Reporting Form for each of the District's employees.
88. Fax dated August 20, 2003, to Margaret Batten from Randall M. Cole, Cerrone Associates, Inc., containing one copy each of Change Order Nos. 2 and 3 for R & R Pipeline, Inc. for the I-77 Rest Area Sewer Extension Project to be reviewed and approved at the August 21, 2003, Board Meeting.

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89. Copy of a letter dated August 20, 2003, to Cheryl Miller from Nellie Radcliff enclosing a revised sewer bill for Account No. 6-00398-02.

90. ****Letter dated August 20, 2003, to Charles M. Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and signature four copies each of Change Order Nos. 2 and 3 to R & R Pipeline, Inc. for the I-77 Rest Area Sewer Extension Project.