

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, SEPTEMBER 18, 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; James R. Ice, Beth F. Bumgarner, Rebecca Dimit, Harmon, Thompson, Mallory & Ice, A. C. Certified Public Accountants; Margaret Batten, Office Manager; R. Shayne Brabham, Operations Manager; and Nellie Radcliff, Office Clerk, were present.

Mr. Ice, Beth Bumgarner and Rebecca Dimit presented the Board with the annual Audit and Public Commission Service Report. Ms. Bumgarner informed the Board that the Audit went well and in their opinion the District had a good clean financial report. Mr. Radabaugh made a motion that the Board accept the Audit as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Ice, Ms. Bumgarner and Ms. Dimit excused themselves from the rest of the meeting.

Lionel Knopp had asked to be put on the Agenda. However, Mr. Knopp was not present.

Mr. Lett made a motion to approve the Minutes of the August 21, 2003, Board Meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Lett made a motion to approve the Minutes of the September 3, 2003, Special Board Meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

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

Mr. Radabaugh made a motion that check numbers 28014 thru 28071 written between August 22, 2003 and September 17, 2003 on the Water Revenue Fund Checking Account be approved as presented (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion that check numbers 28072 thru 28080 written September 18, 2003, on the Water Revenue Fund Checking Account be approved as presented(copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion that check numbers 29709 thru 29764 written between August 22, 2003, and September 17, 2003, on the Sewer Revenue Fund Checking Account (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

MINERAL WELL PUBLIC SERVICE DISTRICT
MINUTES - SEPTEMBER 18, 2003
PAGE 2

Mr. Radabaugh made a motion to approve check numbers 29765 thru 29774 written September 18, 2003 on the Sewer Revenue Fund Checking Account (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve Payroll check numbers 01096 thru 01111 written on the Sewer Revenue Fund Checking Account (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten reviewed the following letters.

Letter 21 - Copy of a letter dated August 26, 2003, to R. Witter Hallan, Executive Director, WV Municipal Bond Commission, from Margaret Batten asking how much money the District can withdraw from its water depreciation and water revenue reserve accounts to be used to renovate and repair two of its water storage tanks. The amount of money available is \$18,635.47.

Letter 39 - Letter dated September 5, 2003, to Charles Stewart from Randall M. Cole, containing for review and approval four copies of Requisition No. 3 for the I-77 Rest Area Sewer Extension Project. Mr. Radabaugh made a motion that Requisition No. 3 for the I-77 Rest Area Sewer Extension be approved. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Requisition No. 3.

Letter 42 - Letter dated September 8, 2003, to Charles Stewart from Randall M. Cole, containing for review and approval four copies of Change Order No. 4 to R & R Pipeline, Inc., for the I-77 Rest Area Sewer Extension Project. Mr. Radabaugh made a motion that Change Order No. 4 to R & R Pipeline, Inc., be approved. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Change Order No. 4 to R & R Pipeline, Inc.

Letter 48 - Fax dated September 10, 2003, to Margaret from Donna, Claywood Park PSD, containing a copy of the Water Plant cost Allocation for the year July 1, 2003, to June 30, 2003. The District owes Claywood Park PSD \$18,186.63.

Letter 50 - Letter dated September 10, 2003, to Charles Stewart from Manning Frymier, P. E., Cerrone Associates, Inc., containing a report on the bids received on September 3, 2003, for the District's Dechlorination and Dover Street Sewer Repairs.

Letter 53 - Copy of a letter dated September 10, 2003, to James Bradley, Jr., Attorney, Bradley & Albright, PLLC, enclosing an option agreement between the District and Richard Boice for the District to purchase a tank site to the September 11, 2003 District for the Windy Ridge water tank.

Letter 54 - Letter dated September 10, 2003, to Charles Stewart from George E. Blum, Director,

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - SEPTEMBER 18, 2003
PAGE 3

Finance & Administration, Cerrone Associates, Inc., enclosing for signature three copies of the Application for a Construction Loan from the WV Department of Environmental Protection's State Revolving Fund for the District's Dechlorination/Dover Drive Sewer Project. Mr. Radabaugh made a motion authorizing Mr. Stewart to sign the Application for a Construction Loan from the WV Department of Environmental Protection's State Revolving Fund. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the Application.

Letter 56 - Letter dated September 12, 2003, to the Mineral Wells Public Service District from Nationwide Mutual Fire Insurance Co. relative to a claim for damages in the amount of \$100,000+Reserve in the claim for water damages to the property owned by Donna R. Davis located at #3 Graham Lane.

This concluded Mrs. Batten's report.

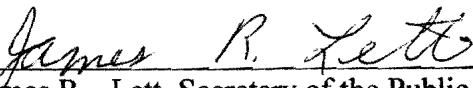
Mr. Brabham reported that the I-77 Rest Area Sewer Project went on line on September 17, 2003.

This concluded Mr. Brabham's report.

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

CERTIFICATION

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



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
AUGUST 31, 2003**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$12,532.30	
Sewer Revenue Fund Checking Account		
WesBanco Bank	<u>1,118.13</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 13,650.43

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$11,942.67	
Revenue Reserve Account		
WesBanco Bank	29,177.18	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	15,732.78	
Revenue Reserve Account-Rockport		
WesBanco Bank	3,862.32	
Depreciation Reserve Account-Rockport		
WesBanco Bank	3,864.52	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	11,614.97	
Depreciation Reserve Account-Water Improvement		
WesBanco	11,617.05	
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>19,843.64</u>	
TOTAL IN WATER ACCOUNTS:		\$155,177.55

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$66,007.43	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	23,224.49	
Security Deposit Account		
WesBanco Bank	<u>17,918.15</u>	
TOTAL IN SEWER ACCOUNTS:		\$107,150.07

TOTAL ALL FINANCES, AUGUST 31, 2003 **\$275,978.05** *OK*

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

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

\$32,593.22

RECEIPTS:

Water Sales	\$55,007.98
Water Buffalo Sales	704.25
Security Deposit Refunds	756.66
Reconnection Fees	20.00
Tap Fees	900.00
Christopher Friese-Reimbursement for Materials	808.98
Christopher Friese-Water Main Extension	1,015.79
Sewer Checking-Deposit Error	<u>3,524.27</u>

TOTAL RECEIPTS:

\$62,737.93

CASH AVAILABLE:

\$95,331.15

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	2,765.81
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	523.50
WV Public Employees Retirement System	1,513.67
Salaries	6,413.14
Commissioner's Salaries	300.00
WV Public Employees Insurance Agency	1,470.77
Bureau of Child Support	136.56
AT&T Wireless Services	72.52
Miss Utility of WV Inc.	30.87
CM & I, L.L.C.	6.88
U S Postal Service	240.45
Haul Away Trash L.L.C.	30.00
Parkersburg Office Supply	140.54
Business Systems & Service, Inc.	1,686.67
AT&T-State Calling Service	9.69
BP Credit Card Center	297.80
Mineral Wells PSD	367.98

FINANCIAL STATEMENT-AUGUST, 2003 WATER
PAGE 2

Cintas	98.76
Water Environmental Testing	40.50
Westco Internet	9.25
Cutlip-Warner Development Co.	4,045.00
Miller Communications	52.50
Mineral Wells Sewer Revenue	3,524.27
Ohio Valley Muffler & Brake	21.94
Telepage Communications System	8.95
Westfield Group	1,918.00
Allegheny Power	604.32
Action Answering Service Plus	44.75
Conner Cleaning Service	109.00
Verizon	119.30
Bonnie Shaffer	13.79
Christina Robinson	15.77
Rodney and Jennifer Brantmeier	19.26
ADT Security Services	46.49
Bosley Rental & Supply Inc.	36.25
Claywood Park Public Service District	13,165.39
Dominion Hope	10.09
Chad & Chasity Kenney	50.48
Beverly Harper	51.09
Michael Giffen	50.55
Peter M. Hoce	50.26
George & Terrie Kiley	50.26
Cheryl D. Adams	50.26
Charlotte M. Fought	50.25
Hardman Supply Company	11.39
Jabo Supply Corporation	97.86
Appalachian Software Inc.	354.38
Auto Fleet & Industrial Supply	1.00
Daugherty Supply Co. Inc.	10.57
Fasteners & Supply Inc.	49.75
Larry-s Trenching Service	700.00
Midwest Pipe & Supply	2,000.14
C. I. Thornburg	12,997.67
Cardholder Services	32.26
Westco Internet	9.25
Cerrone Associates, Inc.	<u>4,300.00</u>

TOTAL EXPENDITURES

\$82,798.85

BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,
AUGUST 31, 2003

\$12,532.30

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

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

\$ 13,248.37

RECEIPTS:

Sewer Sales	\$42,492.90
WV DOH Reimbursement-Rest Area	97,657.02
Reconnection Fees	40.00
Estes Express Lines-Damage Claim-Jetter	223.55
Security Deposit Refunds	<u>809.66</u>

TOTAL RECEIPTS:

\$141,223.13

CASH AVAILABLE:

\$154,471.50

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,130.70
WesBanco Bank-Parkersburg	2,902.50
Salaries	6,584.87
Commissioners' Salaries	300.00
WV Public Employees Insurance Agency	1,189.31
WV Public Employees Retirement System	1,543.50
WV Dept. of Tax & Revenue	556.50
Bureau for Child Support	54.14
U. S. Postal Service	240.45
AT&T State Calling Service	9.68
AT&T Wireless	62.52
BP Credit Card Center	297.80
Gene's Septic Tank Cleaning	400.00
The Hitchman, Inc.	102.50
Midwest Pipe	527.31
Haul Away Trash	30.00
Ohio Valley Muffler & Brake	21.96
Miss Utility of West Virginia	30.88
Miller Communications	52.50
Mineral Wells Public Service District	835.94
Parkersburg Office Supply	140.55
Parkersburg AC Motor Sales	212.26
Water Environmental Testing	445.00
Westco Internet	18.50
Cutlip Warner Development Co.	3,586.38
Parkersburg Sentinel Company	951.25

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

Trombold Equipment Co., Inc.	4,329.87
Telepage Communications Systems	8.95
Westfield Group	2,747.36
WV DEP	1,180.00
Lowell T. Hunt	22.44
Ben and Melissa White	12.89
Christina Robinson	14.04
Rodney and Jennifer Brantmeier	21.19
Allegheny Power	4,427.81
Action Answering Service Plus	44.75
Cerrone Associates, Inc.	12,110.00
Conner Cleaning Service	179.00
Midwest Pipe & Supply	1,198.51
R & R Pipeline, Inc.	85,039.29
Verizon	504.26
Wesco	547.84
ADT Security	46.48
Bosley Rental & Supply Inc.	139.25
Dominion Hope	10.09
Chad and Chasity Keeney	50.48
Beverly Harper	51.09
Michael Giffen	50.54
Ann E. James Wigal	15.09
Cheryl Adams	50.26
Charlotte M. Fought	50.25
Hardman Supply Company	90.96
Cintas	98.76
Appalachian Software Inc.	354.38
Auto Fleet & Industrial Supply	60.27
Danny's Lawn Service	450.00
Fasteners & Supply Inc.	49.75
C I Thornburg	124.00
Cardholder Services	<u>194.00</u>

TOTAL EXPENDITURES:

\$153,353.37

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

\$ 1,118.13

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
SEPTEMBER 18, 2003**

CHECKS WRITTEN BETWEEN AUGUST 22, 2003, AND SEPTEMBER 17, 2003

CHECK NO. 28014	ADT Security Services	\$ 46.49
28015	Bosley Rental & Supply Inc.	36.25
28016	Bureau For Child Support	76.97
28017	Claywood Park PSD	13,165.39
28018	Dominion Hope	10.09
28019	Chad and Chasity Keeney	50.48
28020	Beverly Harper	51.09
28021	Michael Giffen	50.55
28022	Peter M. Hoce	50.26
28023	George & Terrie Kiley	50.26
28024	Cheryl D. Adams	50.26
28025	Charlotte M. Fought	50.25
28026	Hardman Supply Company	11.39
28027	Jabo Supply Corporation	97.86
28028	Miller Communications	37.50
28029	Mineral Wells PSD	3,434.79
28030	Parkersburg Office Supply	51.38
28031	Rural Development Admn.	2,112.00
28032	Cintas	98.76
28033	USDA-Rural Development	3,140.00
28034	WesBanco Bank-Parkersburg	1,295.26
28035	WV Dept of Tax & Revenue	523.50
28036	WV Public Employees Retirement	1,513.67
28037	WesBanco-Water Res-Sams-CV	314.00
28038	Void	
28039	Appalachian Software Inc	354.38
28040	Auto Fleet & Industrial Supply	1.00
28041	AT&T Wirless Service	36.26
28042	Cutlip-Warner Development Co.	2,609.00
28043	Daugherty Supply Co. Inc.	10.57
28044	Fasteners & Supply Inc.	49.75
28045	Haul Away Trash L.L.C.	15.00
28046	Larry's Trenching Service	700.00
28047	Mineral Wells PSD	13.29
28048	Midwest Pipe & Supply	2,000.14
28049	C I Thornburg	7,378.69
28050	U S Postal Service	12.00
28051	Cardholder Services	32.26
28052	Westco Internet	9.25

**MINERAL WELLS PSD
WATER REVENUE FUND CHECKING ACCOUNT
SEPTEMBER 18, 2003
PAGE 2**

CHECK NO. 28053	Cerrone Associates, Inc.	\$ 4,300.00
28054	Action Answering Service Plus	43.18
28055	Bowles Rice McDavid Graff & Love	92.50
28056	Bureau For Child Support	59.07
28057	Miss Utility of WV Inc.	15.12
28058	Miller Communications	15.57
28059	Municipal Bond Commission	1,592.00
28060	Mineral Wells PSD	3,239.62
28061	Telepage Communications System	16.19
28062	USDA-Rural Development	3,325.00
28063	USDA-Rural Development	10,040.00
28064	Water Environmental Testing	67.50
28065	WV Public Employees Ins. Agency	1,401.29
28066	WesBanco Bank-Parkersburg	110.00
28067	WesBanco Bank-Parkersburg	1,429.88
28068	WesBanco Bank-Parkersburg	167.00
28069	WesBanco Bank-Parkersburg	167.00
28070	WesBanco Bank-Parkersburg	502.00
28071	WesBanco Bank-Parkersburg	502.00

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 28072	Cutlip-Warner Development Co.	1,826.00
28073	Conner Cleaning Service	109.00
28074	Adrian Wells	14.50
28075	Nicole S. Haverty	14.94
28076	Michael S. Hapchuck, Jr.	30.73
28077	Harman Thompson Mallory & Ice	2,750.00
28078	Mineral Wells PSD	341.75
28079	Mineral Wells PSD	3.24
28080	U S Postal Service	169.90

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
SEPTEMBER 18, 2003**

CHECKS WRITTEN BETWEEN AUGUST 22, 2003, AND SEPTEMBER 17, 2003

CHECK NO. 29709	Allegheny Power	\$ 2,845.56
29710	ADT Security Services	46.48
29711	Bosley Rental & Supply Inc.	36.25
29712	Bureau for Child Support	18.38
29713	Dominion Hope	10.09
29714	Chad and Chasity Keeney	50.48
29715	Beverly Harper	51.09
29716	Michael Giffen	50.54
29717	Ann E. James Wigal	15.09
29718	Cheryl D. Adams	50.26
29719	Charlotte M. Fought	50.25
29720	Hardman Supply Company	90.96
29721	James R. Lett	200.00
29722	Void	
29723	Mineral Wells PSD	87.10
29724	Parkersburg Office Supply	51.39
29725	Roy L. Radabaugh	200.00
29726	Cintas	98.76
29727	Charles M. Stewart	200.00
29728	Trombold Equipment Co. Inc.	3,406.00
29729	WesBanco Bank-Parkersburg	1,241.82
29730	WV Dept of Tax & Revenue	556.50
29731	WV Public Employees Retirement	1,543.50
29732	Appalachian Software Inc.	354.38
29733	Auto Fleet & Industrial Supply	60.27
29734	Bosley Rental & Supply Inc.	103.00
29735	AT&T Wireless Services	36.26
29736	Cutlip-Warner Development Co.	2,220.38
29737	Danny's Lawn Service	450.00
29738	Fasteners & Supply, Inc.	49.75
29739	Haul Away Trash L.L.C.	15.00
29740	Mineral Wells PSD	13.30
29741	Midwest Pipe & Supply	611.01
29742	C I Thornburg	124.00
29743	U S Postal Service	12.00
29744	Cardholder Services	194.00
29745	Water Environmental Testing	240.00
29746	Westco Internet	9.25
29747	Allegheny Power	225.00

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
SEPTEMBER 18, 2003
PAGE 2**

**CHECKS WRITTEN BETWEEN AUGUST 22, 2003, AND SEPTEMBER 17, 2003
(Continued)**

CHECK NO. 29748	Auto Fleet & Industrial Supply	\$ 79.04
29749	Action Answering Service Plus	43.17
29750	Bowles Rice McDavid Graff & Love	92.50
29751	Bureau For Child Support	36.28
29752	Gene's Septic Tank Cleaning	360.00
29753	Miss Utility of WV Inc.	15.13
29754	Miller Communications	15.56
29755	Municipal Bond Commission	16,852.52
29756	State Electric Supply Co. Inc.	107.49
29757	Trombold Equipment Co. Inc.	321.48
29758	Telepage Communications System	16.19
29759	The Universal Supply Co.	73.59
29760	WWT Electric	1,061.24
29761	Water Environmental Testing	65.00
29762	WV Public Employees Ins Agency	1,265.15
29763	WesBanco Bank-Parkersburg	1,062.33
29764	WesBanco Bank-Parkersburg	1,418.96

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 29765	Allegheny Power	1,103.47
29766	Conner Cleaning Service	179.00
29767	Nicole S. Haverty	14.59
29768	Michael S. Hapchuck, Jr.	37.27
29769	Harman Thompson Mallory & Ice	2,750.00
29770	Mineral Wells PSD	299.65
29771	Mineral Wells PSD	34.25
29772	U S Postal Service	169.89
29773	Verizon	139.03
29774	WWT Electric	247.81

**PAYROLL CHECKS WRITTEN BETWEEN
AUGUST 18, 2003, AND SEPTEMBER 18, 2003**

CHECK NO. 01096	Todd R. Anderson	\$ 697.16
01097	Margaret J. Batten	856.02

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
SEPTEMBER 18, 2003
PAGE 3**

**PAYROLL CHECKS WRITTEN BETWEEN
AUGUST 21, 2003, AND SEPTEMBER 18, 2003
(Continued)**

CHECK NO. 01098	Richard Shayne Brabham	859.28
01099	William H. Byers, Jr.	706.21
01100	Linda K. Church	755.94
01101	Russell P. Hanna	766.41
01102	Mark K. Murphy	572.59
01103	Nellie B. Radcliff	758.23
01104	Todd R. Anderson	670.77
01105	Margaret J. Batten	890.86
01106	Richard Shayne Brabham	888.79
01107	William H. Byers, Jr.	878.44
01108	Linda K. Church	841.29
01109	Russell P. Hanna	831.95
01110	Mark K. Murphy	786.38
01111	Nellie B. Radcliff	786.57

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

1. Form letter dated July 7, 2003, from Andy Rawson, Chief, Pond Creek 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. **The Zande Letter**, a publication of R. D. Zande & Associates, dated August 2003, Volume 6, Number 5, containing articles about hazard mitigation, electrofishing nets information on the health of Ohio waters, and oil spill prevention plans required by EPA .
3. **Safe & Sound**, a publication of the Office of Safety & Loss Control Workers' Compensation Division, dated July/August 2003.
4. West Virginia Rural Water Association **Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated September 3, 2003, Vol. 7, Issue 9.
5. Copy of the State of West Virginia Division of Environmental Protection, Environmental Enforcement, Facility Inspection Report dated August 18, 2003, for the District's wastewater treatment plant. Original mailed to Charles Stewart.
6. Copy of a letter dated August 18, 2003, to Shayne Brabham from Allyn G. Turner, Director, West Virginia Department of Environmental Protection, approving Modification No. 3 of the District's WV/NPDES Permit No. WV0081141 dated August 18, 2003.
7. Fax dated August 20, 2003, to Bill Byers from Bob Vrabel, Mann Engineering Co., containing a copy of a Service Memo from Gardner Denver to All Distributers and Personnel relative to oil level inspection for Gardner Denver PD Blowers (new blowers for wastewater treatment plant).
8. Memorandum dated August 20, 2003, to Benefit Coordinators from Joe Estep, Premium Accounts, West Virginia Public Employees Insurance Agency, enclosing a list of policyholders whose Optional Life Insurance premium will change due to age on September 1, 2003.

Mineral Wells PSD
List of Correspondence
September 18, 2003
Page 2

9. Letter dated August 21, 2003, to Charles Stewart from Jim Mayles, PE, Project Engineer, Cerrone Associates, Inc., enclosing four copies of the Preliminary Engineering Report investigating an emergency water connection with the City of Parkersburg.
10. Fax dated August 21, 2003, to Margaret Batten from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of the I-77 Rest Area Sewer Extension Project Budget after bids.
11. Fax dated August 22, 2003, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of the preliminary site map of Boice Tank Site to be used with the site option.
12. Memorandum dated August 22, 2003, to Voting Member System from Michael McNulty, West Virginia Rural Water Association, containing an official notice of the upcoming West Virginia Rural Water Association Annual Business Meeting scheduled for September 8, 2003, at Snowshoe Mountain.
13. Copy of a letter dated August 22, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten containing a signed copy of Requisition No. 2 for the I-77 Rest Area Sewer Extension Project.
14. Copy of a letter dated August 22, 2003, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a signed copy of the Minutes of the Regular Board Meeting held on Thursday, July 17, 2003, and signed copy of the Minutes of the Special Board Meeting held on August 19, 2003.
15. Fax dated August 22, 2003, to Becca Demitt, Accountant, Harman Thompson Mallory & Ice, from Margaret Batten containing a list of accounts to be charged off as of June 30, 2003.
16. Fax dated August 22, 2003, to Shayne Brabham from Dave Fueg, Cerrone Associates, Inc., containing the links necessary to connect to the Wood County Airport Weather Station and the links necessary to connect to the Parkersburg Weather Station by Internet.

Mineral Wells PSD
List of Correspondence
September 18, 2003
Page 3

17. Copy of a letter dated August 25, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing four signed copies of Change Order Nos. 2 and 3 to R & R Pipeline, Inc., for the I-77 Rest Area Sewer Extension Project for review and approval and two copies of Requisition No. 2 for the same project for review and payment.
18. Letter dated August 25, 2003, to Shayne Brabham from Michelle Brenner, Permit Support Team, West Virginia Department of Environmental Protection, stating that the District's Permit Application for WV/NPDES Permit Application No. WV0081141 has been determined to be administratively complete.
19. Letter dated August 25, 2003, to a list of West Virginia water and/or sewer companies from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the Commission Order for General Order No. 188.17 (In the matter of rulemaking to amend the Commission's Rules and Regulations for the Government of Water Utilities) and for General Order No. 186.12 (In the matter of a rulemaking to amend the Commission's Rules and Regulations for the Government of Sewer Utilities).
20. Copy of a letter dated August 26, 2003, to Virginia McDonald, Rural Development Specialist, USDA-Rural Development, from Margaret Batten containing the following requested information:
 - A. Original and one copy of Form RD 442-2 "Statement of Budget, Income and Equity"
 - B. Copy of current rate schedule
 - C. One copy of current list of officials and user verification
 - D. One copy of current Workers Compensation Certificate
 - E. Verification of Bond Reserve Balances
21. Copy of a letter dated August 26, 2003, to R. Witter Hallan, Executive Director, WV Municipal Bond Commission, from Margaret Batten asking how much money the District can withdraw from its water depreciation and water revenue reserve accounts to be used to renovate and repair two of its water storage tanks.

**Mineral Wells PSD
List of Correspondence
September 18, 2003
Page 4**

22. Copy of a letter dated August 26, 2003, to All Bidders from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of Addendum #1 to the District's Dover Drive Sewer Replacement and Wastewater Plant Dechlorination Project, a copy of the minutes of the August 19, 2003, prebid meeting, a copy of the prebid meeting agenda, and a copy of the prebid meeting attendance list.
23. Copy of letter dated August 26, 2003, to Attorney Steven Hardman, Bowles Rice McDavid Graff & Love, from George E. Blum, Finance & Administration, Cerrone Associates, Inc., asking that the Board take issue with some of the PSC's staff's recommendations in the District's Dechlorination/Dover Drive Sewer Project.
24. Fax dated August 28, 2003, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper about a special Board meeting to be held at 11 a.m. on September 3, 2003, at the District's Office.
25. Fax dated August 28, 2003, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper about a special Board meeting to be held at 11 a.m. on September 3, 2003, at the District's Office.
26. Letter dated August 28, 2003, to the Mineral Wells Public Service District from Magistrate Assistant, Jane Grimm, stating that Case No. 03C634, Mineral Wells PSD versus Floyd T. Barker was dismissed without prejudice on August 28, 2003.
27. Copy of a certified letter dated August 28, 2003, to Steven R. Hardman, Esquire, Bowles Rice McDavid Graff & Love, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Recommended Order in Case No. 03-0546-PSD-CN, application for a certificate of convenience and necessity to construct, operate and maintain repairs and improvements to District's existing wastewater collection and treatment system.
28. Copy of a letter dated August 29, 2003, to Mr. Markley from Nellie B. Radcliff stating that the District received his check dated July 2003 on August 28, 2003.

Mineral Wells PSD
List of Correspondence
September 18, 2003
Page 5

29. Letter dated August 29, 2003, to R. Shayne Brabham from O. Robert Coontz, P.E., Engineering Section Manager, West Virginia Department of Environmental Protection, enclosing two approved copies of Addendum No. 1 to SRF No. C-544373, Dover Drive Sewer Replacement and Wastewater Plant Dechlorination Project.
30. Copy of a letter dated September 2, 2003, to MWPSD Customers from R. Shayne Brabham stating that the District will begin repairing a water main leak at 9 a.m. on September 3, 2003, and will continue the remainder of the day.
31. Copy of a letter dated September 2, 2003, to Wilma Hodge, West Virginia Bureau of Public Health, Environmental Engineering Division, from Margaret Batten enclosing the District's Monthly Operational Report and a copy of the its Daily Water Purchase Tally for the month of August.
32. Fax dated September 3, 2003, to Marjean, Cerrone Associates, Inc., from Nellie Radcliff, containing a copy of the bid tabulations for Contracts 1 and 2 for the Dover Drive Sewer Repair and Wastewater Plant Dechlorination Sewer Project.
33. Copy of correspondence instructions dated September 3, 2003, to Gary Wigal from Nellie Radcliff returning his personal check for his final bill as the bill was deducted from his security deposit.
34. Copy of a letter dated September 3, 2003, to Steven Cooper, Environmental Enforcement Inspector, Department of Environmental Protection from R. Shayne Brabham addressing the manner in which the District plans to correct the deficiencies listed in the August 18, 2003, Facility Inspection Report for the District's wastewater treatment plant.
35. Copy of a letter dated September 4, 2003, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Affidavit of Publication for the "Advertisement for Bids-Dover Drive Sewer Replacement and Wastewater Plant Dechlorination Project".
36. Fax dated September 4, 2003, to Shayne Brabham, Charles Stewart, Roy Radabaugh, James Lett, Jesse Sheppard, Jeff Emery, Howard Baldwin, and Rick Merritt from Jim Ruckman, Cerrone Associates, Inc., stating that

**Mineral Wells PSD
List of Correspondence
September 18, 2003
Page 6**

a project progress meeting will be held for the MWPSD - I-77 Rest Area Sewer Project at 3 p.m on September 8, 2003, in the District's garage.

37. Copy of a letter dated September 4, 2003, to K B & Associates, Inc. dba Mattress Warehouse from Nellie Radcliff explaining that errors were made in the billing of their sewer service in June and August and returning their check dated August 8, 2003, since the account has a credit balance of \$210.40.
38. Fax dated September 5, 2003, to Shayne Brabham from Jim Katter, RS Technical Services Inc., containing a proposal for the purchase of a color mini cam system with color camera, mini controller, push cable and reel, and training.
39. ****Letter dated September 5, 2003, to Charles Stewart from Randall M. Cole, containing for review and approval four copies of Requisition No. 3 for the I-77 Rest Area Sewer Extension Project.
40. Letter dated September 5, 2003, to Mike McNulty, Executive Director, West Virginia Rural Water Association, from Margaret Batten relative to e-mail and Legislative Updates.
41. Letter dated September 5, 2003, to the District from Shari Gore, Auditor, Westfield Companies (Insurance) relative to a General Audit of the District for the period of time from August 6, 2002, to August 6, 2003.
42. ****Letter dated September 8, 2003, to Charles Stewart from Randall M. Cole, containing for review and approval four copies of Change Order No. 4 to R & R Pipeline, Inc., for the I-77 Rest Area Sewer Extension Project.
43. Copy of a letter dated September 9, 2003, to Bill Payne, Wal-Mart Stores, Inc., Bentonville, Arkansas, from Margaret Batten enclosing an invoice in the amount of \$260.00 for oil and grease testing at the Car Care Center of WalMart Store No. 2823.
44. Copy of a letter dated September 9, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 28053 in the amount of \$4,300.00 for payment of invoices MWDOH6-

**Mineral Wells PSD
List of Correspondence
September 18, 2003
Page 7**

- 08 and MWDOH5-09 - Final for the North Mineral Wells Interchange Project.
45. Copy of a letter dated September 9, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of District Invoice Partial Bill No. 10 for engineering services provided by Cerrone Associates, Inc., Contractor's Estimate No.3 for R & R Pipeline, Inc., and Inspection and Accounting Service provided by the District for the sewer extension to serve the I-77 Rest Area.
 46. Copy of a letter dated September 9, 2003, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten requesting that she file an amended tariff with the Public Service Commission of West Virginia in Case No. 02-1050-PWD-CN dated March 10, 2003, asking that the amended tariff change the "Returned Check Charge" from \$15.00 to \$25.00.
 47. Fax dated September 9, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from R. Shayne Brabham enclosing requested information about a sewer camera.
 48. ****Fax dated September 10, 2003, to Margaret from Donna, Claywood Park PSD, containing a copy of the Water Plant Cost Allocation For the Year July 1, 2003, to June 30, 2003. District owes Claywood \$18,186.63.
 49. Copy of a letter dated September 10, 2003, to Cindy L. Carpenter from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission of West Virginia, enclosing her utility bill payment for account no. 6-00265-04 with instructions to mail it to the Mineral Wells PSD.
 50. ****Letter dated September 10, 2003, to Charles Stewart from Manning Frymier, P.E., Cerrone Associates, Inc., containing a report on the bids received on September 3, 2003, for the District's Dechlorination and Dover Street Sewer Repairs.
 51. Fax dated September 11, 2003, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten containing a notice about the District's regular Board meeting scheduled for September 18, 2003.

Mineral Wells PSD
List of Correspondence
September 18, 2003
Page 8

52. Fax dated September 11, 2003, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten containing a notice about the District's regular Board meeting scheduled for September 18, 2003.
53. Copy of a letter dated September 10, 2003, to James Bradley, Jr., Attorney, Bradley & Albright, PLLC, enclosing an option agreement between the District and Richard Boice for the District to purchase a tank site to the September 11, 2003 District for the Windy Ridge water tank.
54. ****Letter dated September 10, 2003, to Charles Stewart from George E. Blum, Director, Finance & Administration, Cerrone Associates, Inc., enclosing for signature three copies of the Application for a Construction Loan from the WV Department of Environmental Protection's State Revolving Fund for the District's Dechlorination/Dover Drive Sewer Project.
55. **** Certified letter dated September 12, 2003, to R. Shayne Brabham from George S. Hillyer, 3 Graham Lane, Mineral Wells, WV 26150, stating that he is seeking legal representation to take action against the District to seek legal remedy for losses allegedly caused by a water leak near his residence.
56. ****Letter dated September 12, 2003, to the Mineral Wells Public Service District from Nationwide Mutual Fire Insurance Co. relative to a claim for damages in the amount of \$100,000+ Reserve in the claim for water damages to the property owned by Donna R. Davis located at #3 Graham Lane.
57. Copy of the Corrective Order for General Order No. 188.17 and General Order No. 186.12 from the Public Service Commission of West Virginia dated September 12, 2003.
58. Memorandum dated September 12, 2003, to All Agencies Funded by the Wood County Commission from Rick Modesitt, K. D. Merritt, and Robert Tebay enclosing a form to be completed and returned pertaining to Financial Audit Information for the District.
59. Copy of a letter dated September 15, 2003, to West Virginia Water Development Authority from Margaret Batten stating that deposits were

Mineral Wells PSD
List of Correspondence
September 18, 2003
Page 9

made for the 1995 Sewage System Revenue Bond, Series 1995 to the Revenue Fund Account in the amount of \$5,688.40 and to the Reserve Fund in the amount of \$568.82

60. Copy of a letter dated September 15, 2003, to the WV Municipal Bond Commission from Margaret Batten enclosing Sewer Check No. 29755 in the amount of \$16,852.52 as payment to the following accounts:

Account # MIW-S-1-97-R-WO-06 Sewer 97 Revenue - \$9,302.30
Account # MIW-S-1-85-B-WO-06 Sewer 85-B Revenue - \$1,293.00
Account # MIW-S-1-95-X-WO-06 Sewer 95 Revenue - \$5,688.40
Account # MIW-S-2-95-X-WO-06 Sewer 95 Reserve - \$568.82

Also enclosed was Water Check No. 28059 in the amount of \$1,592.00 for bond payment to Account # MIW-W-1-69-X-WO-06-69.

61. Fax dated September 15, 2003, to Steve Hardman, Esquire, Bowles Rice McDavid Graff & Love, from Shayne Brabham enclosing copies of letters dated September 12, 2003, relative to the \$100,000.00+ Reserve claim for water damages to #3 Graham Lane.
62. Certified letter dated September 15, 2003, to Shayne Brabham from Pravin G. Sangani, P.E., Manager, Permitting Section, West Virginia Department of Environmental Protection, containing an Industrial User Survey Form for each industrial user connected to the District's sewage collection system. The form(s) is to be completed and returned within two weeks of the date of the letter.
63. Copy of a letter dated September 16, 2003, to the following individuals/entities from Linda Church enclosing one copy each of the District's WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of its WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of August 2003:
- A. Manning Frymier, P.E., Cerrone Associates, Inc.
 - B. Municipal Branch, Office of Water Resources (DNR)
 - C. Steve Cooper, Department of Natural Resources
 - D. West Virginia Bureau For Public Health, Office of Environmental Health Services/EED

Mineral Wells PSD
List of Correspondence
September 18, 2003
Page 10

64. Copy of a letter dated September 17, 2003, to Mr. G. S. Hillyer, #3 Graham Lane, Mineral Wells, WV, from R. Shayne Brabham acknowledging receipt of his letter for water/mold damage and medical bills allegedly related to a water leak that the District had in its ten inch main two lots down from his house.
65. Copy of a letter dated September 17, 2003, to Steven R. Hardman, Esq., Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of Mr. Brabham's September 17, 2003, letter to Mr. G. S. Hillyer.
66. Copy of a letter dated September 17, 2003, to Mr. John Padden, Reagle and Padden Insurance, from Margaret Batten enclosing a copy of Mr. Brabham's September 17, 2003, letter to Mr. G. S. Hillyer.
67. Copy of a letter dated September 17, 2003, to Mary Rader, Wood County Commission from Margaret Batten enclosing a copy of the District's audit for fiscal year 2002.
68. Copy of a check dated September 17, 2003, to Deborah L. Joseph from Margaret Batten enclosing Ms. Joseph's check no. 1074 in the amount of \$125.21 which she paid for with cash left in the drop box.
69. Copy of a certified letter dated September 17, 2003, to Pravin G. Sangani, P.E., Manager, Permitting Section, West Virginia Department of Environmental Protection, from R. Shayne Brabham enclosing a completed Industrial User Survey Forms for Patriot Plaza WalMart Car Care Center and the WV DOH Rest Area On I-77 as requested for the District's WV/NPDES Permit WV0081141.