

MINUTES OF A REGULAR MEETING OF THE
PUBLIC SERVICE BOARD OF THE MINERAL
WELLS PUBLIC SERVICE DISTRICT HELD
THURSDAY, OCTOBER 16, 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 and Cam Seigrest, Bowles Rice McDavid Graff & Love were present.

The first order of business was the reading and approving of the Minutes of the September 18, 2003, Board Meeting. Mr. Radabaugh made a motion that the Minutes be approved as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Radabaugh made a motion that the Minutes of October 6, 2003, Special Meeting, be approved as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Radabaugh made a motion that the Financial Statements dated September 30, 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 28081 thru 28148 written between September 19, 2003, and October 15, 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 28149 thru 28150 written October 16, 2003, on the Water Revenue Fund Checking Account be authorized (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion that check numbers 29775 thru 29839 written between September 19, 2003, and October 15, 2003, on the 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 29840 thru 29844 written October 16, 2003, on the Sewer Revenue Fund Checking Account (copies attached) be authorized. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion that Payroll Check numbers 01112 thru 01127 written between September 18, 2003 and October 15, 2003, on the Sewer Revenue Fund Checking Account (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

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The Board reviewed Requisition No. 1 in an amount of \$46,696.36 for the Dover Drive / Dechlorination Project. Mr. Radabaugh made a motion that Requisition No. 1 be approved. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Requisition No. 1.

The Board reviewed Requisition No. 4 in an amount of \$121,094.54 for the I-77 Rest Area Sewer Extension Project. Mr. Radabaugh made a motion that Requisition No. 4 for I-77 Rest Area Sewer Project be approved. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Requisition No. 4.

Mrs. Batten reviewed the following letters.

Letter 59 - Fax dated October 2, 2003, to Shayne Brabham from Manning Frymier, P. E., Cerrone Associates, Inc., containing a list of updated insurance values for the District's property.

Letter 66 - Letter dated October 7, 2003, to Charles Stewart from Barbara B. Meadows, CPA, West Virginia Water Development Authority enclosing seven copies of the Clean Water State Revolving Fund Loan Agreement for the Dechlorination/Dover Drive Sewer Line Replacement Project.

Letter 71 - Letter dated October 7, 2003, to Charles Stewart from Rosalie Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, confirming DEP's intention to fund the purchase of a closed-circuit video camera through the State Revolving Fund for the District's Dechlorination/Dover Drive Sewer Project.

Letter 79 - Letter dated October 10, 2003, to Charles Stewart from George E. Blum, Cerrone Associates, Inc., enclosing for signature three copies of the initial payment requisition for the Dover Drive/Dechlorination Project.

To conclude Mrs. Battens report, she discussed with the Board that the new sewer tap fee of \$300.00 could now be charged effective September 17, 2003.

Cam Seigrest, Bowles Rice McDavid Graff & Love, presented the Board with the Loan Agreement from West Virginia Water Development Authority for the Dover Drive/Dechlorination Project. The cost of this project is \$415,000. Mr. Radabaugh made a motion to approve the Bond Resolution for the Dover Drive/Dechlorination Project. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart signed the Bond Resolution.

Mr. Seigrest presented a Supplemental Resolution providing as to principal amount, date, maturity

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date, interest rate, interest and principal payment dates, redemption provisions, sale price and other terms of the Sewerage System Revenue Bonds, Series 2003A (West Virginia SRF Program) of the District authorizing, ratifying and approving a loan agreement relating to such bonds and the sale and delivery of such bonds to the West Virginia Water Development Authority; Designating a Bond Registrar, Depository Bank and paying agent; and making other provisions as to the Bonds.

Mr. Radabaugh made a motion to accept the Supplemental Resolution as presented. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart, Mr. Lett, and Mr. Radabaugh signed the Supplemental Resolution.

Mr. Jay Parsons asked to be put on the Agenda for this meeting, but was unable to attend.

Mr. Brabham reported that Mr. Parsons had touched base with him about the homeowners in Mt. Pleasant Development wanting more fire hydrants. It is the consensus of the Board that the Mt. Pleasant Homeowners Association raise the money for additional fire hydrants.

The District has about 20 fire hydrants that need raised or dirt needs to be removed around them.

The District is to begin flushing beginning October 27 thru November 14, 2003.

Mr. Brabham talked to Mr. Hardman and Diane about the status of the tank site for the Sycamore/Limestone Water Extension Project. Mr. Boice had never received the Option Agreement that had been prepared by the Districts Attorney. The Board instructed Mr. Brabham to contact Mr. Hardman to send a letter to Mr. Boice asking for a reply in 10 days.

Mr. Brabham presented the Board with a quote from Alco AmeriFence Company in the amount of \$4,340.00 to install a chain link fence and gates according to specifications around the Mineral Wells Hill Water Storage Tank. They will begin work next week. Mr. Radabaugh made a motion to accept the proposed quote from Alco AmeriFence Company. Mr. Lett seconded the motion. The motion carried unanimously.

The security guards that Mr. Somerville of Somerville Fabricating had been instructed to make has been made and installed on the two tanks (old Mineral Wells Hill and Bogal Ridge).

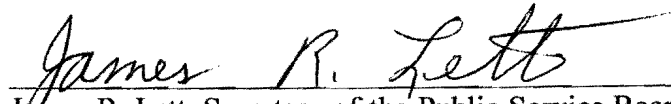
The District needs to purchase a portable gas monitor for checking the air condition down in man-holes, a digital camera and some disposable cameras. Mr. Radabaugh made a motion authorizing Mr. Brabham to order a portable gas monitor for approximately \$800.00, a digital camera for approximately \$300.00 and some disposable cameras to be kept in the Maintenance trucks. Mr. Lett seconded the motion. The motion carried unanimously.

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All business having been completed, Mr. Lett made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion carried unanimously. Mr. Stewart adjourned the meeting at 7:12 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
SEPTEMBER 30, 2003**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$17,747.67	
Sewer Revenue Fund Checking Account		
WesBanco Bank	<u>13,261.07</u>	
TOTAL IN CHECKING ACCOUNTS:		\$31,008.74

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$12,060.16	
Revenue Reserve Account		
WesBanco Bank	29,195.56	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	16,056.50	
Revenue Reserve Account-Rockport		
WesBanco Bank	4,033.70	
Depreciation Reserve Account-Rockport		
WesBanco Bank	4,033.90	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	12,124.13	
Depreciation Reserve Account-Water Improvement		
WesBanco	12,126.21	
Sycamore Run-Limestone Tap Fees		
WesBanco Bank	31,867.89	
Sycamore Run-Limestone Security Deposits		
WesBanco Bank	15,834.50	
Security Deposit Account		
WesBanco Bank	<u>20,133.69</u>	
TOTAL IN WATER ACCOUNTS:		157,466.24

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$67,137.14	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	23,240.27	
Security Deposit Account		
WesBanco Bank	<u>18,218.29</u>	
TOTAL IN SEWER ACCOUNTS:		<u>\$108,595.70</u>

TOTAL ALL FINANCES, SEPTEMBER 30, 2003 **\$297,070.68**

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

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

\$12,532.30

RECEIPTS:

Water Sales	\$58,570.90
Water Buffalo Sales	459.75
Tap Fees	3,000.00
Reimbursement-WV DOH - I-77 Interchange	4,680.00
Security Deposit Refunds	755.09
Reconnection Fees	80.00
Skyview Acres - Meters	340.00
Magistrate Court Refund	<u>90.00</u>

TOTAL RECEIPTS:

\$67,975.74

CASH AVAILABLE:

\$80,508.04

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	2,972.57
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	334.00
WesBanco Bank-Parkersburg	314.00
WesBanco Bank-Parkersburg	1,004.00
WV Department of Tax & Revenue	555.08
WV Public Employees Retirement System	1,615.99
Salaries	6,829.36
Commissioner's Salaries	300.00
WV Public Employees Insurance Agency	1,401.29
Bureau of Child Support	124.84
U. S. Postal Service	256.55
B P Credit Card Center	391.41
Ohio Valley Muffler & Brake	10.47
Miss Utility of West Virginia	15.12
Miller Communications	15.57
Harman Thompson Mallory & Ice	2,750.00
Water Environmental Testing	67.50
Conner Cleaning Service	109.00
Cutlip-Warner Development Co.	1,826.00

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FINANCIAL STATEMENT-WATER-SEPTEMBER, 2003
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Action Answering Service Plus	43.18
Verizon	129.89
Bowles Rice McDavid Graff & Love	92.50
Telepage Communications System	90.65
Adrian Wells	14.50
Nicole S. Haverty	14.94
Michael S. Hapchuck, Jr.	30.73
Mineral Wells PSD	406.00
Dominion Hope	10.83
Steven D. Johnson	50.81
Larry G. Arnold	51.24
Ronnie Cronin	50.27
Melissa Manchester	50.26
Noel Kem Wines	50.26
Andrea L. & Ronald J. Martin	50.25
Hardman Supply Company	47.42
Hughes Supply, Inc.	166.05
Claywood Park Public Service District	14,066.58
AT&T Wireless Services	58.12
Daugherty Supply Co., Inc.	8.39
Parkersburg Office Supply	56.24
Cintas	125.30
C. I. Thornburg	5,874.96
Westco Internet	<u>9.25</u>

TOTAL EXPENDITURES

\$62,760.37

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

\$17,747.67

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

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

\$ 1,118.13

RECEIPTS:

Sewer Sales	\$53,343.50
Tap Fees	250.00
Reimbursement-WV DOH-Rest Area	64,188.29
Reimbursement-WV DOH-I-77 Interchange	380.00
Reimbursement-Walmart	260.00
Reimbursement-Gene's Septic Tank Cleaning	960.00
Security Deposit Refunds	<u>603.61</u>

TOTAL RECEIPTS:

\$119,985.40

CASH AVAILABLE:

\$121,103.53

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,062.33
WesBanco Bank-Parkersburg	2,783.62
Salaries	6,412.79
Commissioners' Salaries	300.00
WV Public Employees Insurance Agency	1,265.15
WV Public Employees Retirement System	1,492.54
WV Dept. of Tax & Revenue	535.92
Bureau for Child Support	65.86
U. S. Postal Service	274.82
BP Credit Card Center	391.42
Gene's Septic Tank Cleaning	360.00
Ohio Valley Muffler & Brake	10.48
Miss Utility of West Virginia	15.13
Miller Communications	15.56
Mineral Wells Public Service District	394.90
Water Environmental Testing	65.00
Auto Fleet & Industrial Supply	79.04
Action Answering Service Plus	43.17
Bowles Rice McDavid Graff & Love	92.50
State Electric Supply Co., Inc.	242.84

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 FINANCIAL STATEMENT-SEWER-AUGUST, 2003
 PAGE 2**

Trombold Equipment Co., Inc.	321.48
Telepage Communications System	16.19
The Universal Supply Co.	73.59
WWT Electric	1,061.24
Allegheny Power	4,864.08
Conner Cleaning Service	179.00
Nicole S. Haverty	14.59
Michael S. Hapchuck, Jr.	37.27
Harman Thompson Mallory & Ice	2,750.00
Verizon	653.89
WWT Electric	247.81
Cerrone Associates, Inc.	7,896.00
R & R Pipeline, Inc.	55,484.56
D. R. Cummings, Inc.	462.46
Dominion Hope	10.82
Larry G. Arnold	51.24
Ronnie Cronin	50.27
Melissa Manchester	50.26
Andrea & Ronald J. Martin	50.25
Hardman Supply Company	43.01
State Electric Supply Co., Inc.	27.00
Telepage Communications System	74.45
Bosley Rental & Supply Inc.	3.48
AT&T Wireless Services	58.13
Danny's Lawn Service	300.00
Daugherty Supply Co. Inc.	3.00
Parkersburg Office Supply	56.25
Cintas	125.30
C I Thornburg Co., Inc.	112.00
Westco Internet	<u>9.25</u>

TOTAL EXPENDITURES:

\$107,842.46

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

\$ 13,261.07

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
OCTOBER 16, 2003**

**CHECKS WRITTEN BETWEEN
SEPTEMBER 19, 2003, AND OCTOBER 15, 2003**

CHECK NO 28081	BP Credit Card Center	391.41
28082	U S Postal Service	12.65
28083	Verizon	129.89
28084	U S Postal Service	74.00
28085	Bureau For Child Support	65.77
28086	Dominion Hope	10.83
28087	Steven D. Johnson	50.81
28088	Larry G Arnold	51.24
28089	Ronnie Cronin	\$ 50.27
28090	Melissa Manchester	50.26
28091	Noel Kem Wines	50.26
28092	Andrea L & Ronald J Martin	50.25
28093	Hardman Supply Company	47.42
28094	Mineral Wells PSD	61.01
28095	Mineral Wells PSD	3,889.74
28096	Ohio Valley Muffler & Brake	10.47
28097	Rural Development Admn.	2,112.00
28098	Telepage Communications System	74.46
28099	USDA-Rural Development	3,140.00
28100	Hughes Supply, Inc.	166.05
28101	WesBanco Bank-Parkersburg	1,542.69
28102	WV Dept of Tax & Revenue	555.08
28103	WV Public Employees Retirement	1,615.99
28104	WesBanco-Water Res-Sams-CV	314.00
28105	Claywood Park PSD	14,066.58
28106	AT&T Wireless Services	58.12
28107	Daugherty Supply Co Inc.	8.39
28108	Parkersburg Office Supply	56.24
28109	Cintas	125.30
28110	C I Thornburg	5,874.96
28111	Westco Internet	9.25
28112	U S Postal Service	49.68
28113	AT&T - State Calling Service	19.45
28114	AZ Commercial	6.97
28115	Action Answering Service Plus	37.33
28116	Big Mac Printing	23.00
28117	Robert Bagley	176.58

**MINERAL WELLS PSD
LIST OF WATER CHECKS
OCTOBER 16, 2003
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**CHECKS WRITTEN BETWEEN
SEPTEMBER 19, 2003 AND OCTOBER 15, 2003**

CHECK NO 28118	Bureau For Child Support	61.25
28119	Cutlip-Warner Development Co	3,944.01
28120	Richard L Davis	45.00
28121	Easton Printing Co	49.73
28122	Shelene Fitchett	45.00
28123	Christopher & Jamie Friese	66.58
28124	Harman Thompson Mallory & Ice	1,100.00
28125	Haul Away Trash L.L.C.	15.00
28126	Miss Utility of WV Inc	24.12
28127	Mineral Wells PSD	19.14
28128	Miller Communications	15.00
28129	Municipal Bond Commission	1,592.00
28130	Mineral Wells PSD	3,102.62
28131	Ohio Valley Muffler & Brake	83.50
28132	Reagle & Padden, Inc	38.85
28133	Tesa Company Inc	7.17
28134	C I Thornburg	763.27
28135	Telepage Communications System	8.95
28136	USDA-Rural Development	3,325.00
28137	USDA-Rural Development	10,040.00
28138	R D Wilson Sons & Co Clkg	41.92
28139	Water Environmental Testing	121.50
28140	WV Public Employees Ins Agency	1,540.10
28141	Workers' Compensation Division	1,071.79
28142	WesBanco Bank-Parkersburg	110.00
28143	WesBanco Bank-Parkersburg	1,338.51
28144	WV State Treasury	9.19
28145	WesBanco Bank-Parkersburg	167.00
28146	WesBanco Bank-Parkersburg	167.00
28147	WesBanco Bank-Parkersburg	502.00
28148	WesBanco Bank-Parkersburg	502.00

CHECKS WRITTEN TODAY FOR AUTHORIZATION

CHECK NO 28149	U S Postal Service	\$ 79.77
28150	Verizon	120.24

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
OCTOBER 16, 2003**

**CHECKS WRITTEN BETWEEN
SEPTEMBER 19, 2003, AND OCTOBER 15, 2003**

CHECK NO 29775	U S Postal Service	\$ 30.93
29776	Allegheny Power	149.04
29777	BP Credit Card Center	391.42
29778	Verizon	514.86
29779	Void	
29780	Cerrone Associates, Inc.	7,896.00
29781	R & R Pipeline, Inc.	55,484.56
29782	U S Postal Service	74.00
29783	Allegheny Power	3,386.57
29784	Bureau For Child Support	29.58
29785	D R Cummings, Inc.	462.46
29786	Dominion Hope	10.82
29787	Larry G Arnold	51.24
29788	Ronnie Cronin	50.27
29789	Melissa Manchester	50.26
29790	Andrea L & Ronald J Martin	50.25
29791	Hardman Supply Company	43.01
29792	James R Lett	200.00
29793	Mineral Wells PSD	61.00
29794	Ohio Valley Muffler & Brake	10.48
29795	Roy L Radabaugh	200.00
29796	State Electric Supply Co Inc	27.00
29797	Charles M Stewart	200.00
29798	Telepage Communications System	74.45
29799	WesBanco Bank-Parkersburg	1,364.66
29800	WV Dept of Tax & Revenue	535.92
29801	WV Public Employees Retirement	1,492.54
29802	Bosley Rental & Supply Inc.	3.48
29803	AT&T Wireless Services	58.13
29804	Danny's Lawn Service	300.00
29805	Daugherty Supply Co Inc.	3.00
29806	Parkersburg Office Supply	56.25
29807	Cintas	125.30
29808	Void	
29809	C I Thornburg	112.00
29810	Westco Internet	9.25

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
OCTOBER 16, 2003
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**CHECKS WRITTEN BETWEEN
SEPTEMBER 19, 2003 AND OCTOBER 15, 2003
(Continued)**

CHECK NO 29811	U S Postal Service	\$ 49.68
29812	AT&T - State Calling Service	19.45
29813	AZ Commercial	6.96
29814	Action Answering Service Plus	37.32
29815	Big Mac Printing	23.00
29816	Bureau for Child Support	34.10
29817	Cutlip-Warner Development Co	345.00
29818	William L Watson	5.05
29819	William F Davis	30.47
29820	Easton Printing Co	49.72
29821	Harman Thompson Mallory & Ice	1,100.00
29822	Haul Away Trash L.L.C.	15.00
29823	Miss Utility of WV Inc	24.13
29824	Mineral Wells PSD	115.17
29825	Mineral Wells PSD	7.78
29826	Miller Communications	15.00
29827	Municipal Bond Commission	16,852.52
29828	Ohio Valley Muffler & Brake	83.50
29829	Reagle & Padden, Inc	38.85
29830	State Electric Supply Co Inc	108.75
29831	Trombold Equipment Co Inc	695.69
29832	Telepage Communications System	8.95
29833	R D Wilson Sons & Co Clkg	41.93
29834	Water Environmental Testing	280.00
29835	WV Public Employees Ins Agency	1,126.34
29836	Workers' Compensation Division	971.65
29837	WesBanco Bank-Parkersburg	1,333.59
29838	WesBanco Bank-Parkersburg	1,359.72
29839	WV State Treasury	5.14

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
OCTOBER 16, 2003
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CHECKS WRITTEN TODAY TO BE AUTHORIZED

CHECK NO 29840	Ohio Valley Electrical Inspection	\$ 65.00
29841	Pioneer Products, Inc.	3.60
29842	U S Postal Service	79.76
29843	Verizon	540.05
29844	WWT Electric	1,252.51

**PAYROLL CHECKS WRITTEN
BETWEEN SEPTEMBER 18, 2003, AND OCTOBER 15, 2003**

CHECK NO 01112	Todd R Anderson	\$ 742.19
01113	Margaret J Batten	936.15
01114	Richard Shayne Brabham	972.09
01115	William H Byers, Jr	874.59
01116	Linda K Church	841.28
01117	Russell P Hanna	858.30
01118	Mark K Murphy	631.93
01119	Nellie B Radcliff	807.57
01120	Todd R Anderson	641.21
01121	Margaret J Batten	913.52
01122	Richard Shayne Brabham	845.05
01123	William H Byers, Jr	781.47
01124	Linda K Church	841.30
01125	Russell P Hanna	845.61
01126	Mark K Murphy	625.65
01127	Nellie B Radcliff	794.99

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
SEPTEMBER 19, 2003 - OCTOBER 16, 2003

1. Form letter dated September 2, 2003, to the District from Jay Parson, Chief, Mineral Wells Volunteer Fire Department, listing the number of gallons of water used during the month of August 2003 for training purposes and for fire fighting.
2. Form letter dated October 3, 2003, to the District from Jay Parsons, Chief, Mineral Wells Volunteer Fire Department, listing the number of gallons of water used during the month of September 2003 for training purposes and for fire fighting.
3. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association dated October 8, 2003, Vol. 7, Issue 10.
4. Flyer from Canaan Valley Institute, West Virginia Division of Environmental Protection, West Virginia Department of Health and Human Resources, and the West Virginia Public Service Commission containing registration information for a Sewage Summit to be held at the Ramada Inn, Morgantown, WV, on October 29 and 30, 2003.
5. Copy of the minutes of the Progress Meeting for the I-77 Rest Area Sewer Extension Project held on September 8, 2003, in the District's garage.
6. Notice from the West Virginia Department of Health and Human Resources containing a copy of the newly implemented Fees for Environmental Chemistry Laboratory Service and Fees for Environmental Microbiology Laboratory Service.
7. Copy of a form letter dated September 15, 2003, to all customers of the District who live in rental property relative to monthly billing of their water and/or sewer service.
8. Memo dated September 16, 2003, to All Miss Utility of West Virginia, Inc. Members from Jim Kovach stating that the Third Quarter Meeting will be held on October 16, 2003, beginning at 9:30 a.m. at Tamarack, Beckley, West Virginia.
9. Letter dated September 17, 2003, to Charles Stewart from Senator John D. Rockefeller IV, containing information on the West Virginia Summit on

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
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Homeland Security scheduled for November 9th and 10th at the U.S. Fish and Wildlife Service National Conservation Training Center, Shepherdstown, West Virginia.

10. Copy of a letter dated September 19, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a signed copy of Requisition No. 3 for the I-77 Rest Area Sewer Extension Project.
11. Copy of a letter dated September 19, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing four signed copies of Change Order No. 4 to R & R Pipeline, Inc., for the I-77 Rest Area Sewer Extension Project and two copies of Requisition No. 3 for the same project.
12. Copy of a letter dated September 19, 2003, to Carrie Grimm, Financial Management Specialist, WV Department of Environmental Protection, from Margaret Batten enclosing two copies of the Application for a construction loan from the WV Department of Environmental Protection's State Revolving Loan Fund for the District's Dechlorination/Dover Drive Sewer Project.
13. Letter dated September 19, 2003, to Charles Stewart from Robert A Smith, P.E., Environmental Engineering Division, WV Department of Health and Human Resources, stating that the District must respond by October 6th with a written plan for correcting the deficiencies cited in the sanitary inspection report for the District's water system.
14. Copy of a letter dated September 22, 2003, to Moody's NRMSIR Public Finance Information Center from Margaret Batten enclosing a copy of the District's annual audit report for June 30, 2003.
15. Copy of a letter dated September 22, 2003, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the August 21, 2003, Regular Board Meeting, a copy of the Minutes of the September 3, 2003, Special Board Meeting, and a copy of the District's Annual Audit for fiscal year 2003.
16. Copy of a letter dated September 22, 2003, to The Bond Buyer from Margaret Batten enclosing a copy of the District's Annual Audit for fiscal

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
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year 2003.

17. Copy of a certified letter dated September 22, 2003, to the Public Service Commission of West Virginia from Margaret Batten enclosing a copy of the District's Annual Audit for Fiscal Year 2003 along with a the completed Public Service Commission's Annual Reports for fiscal year 2003 for water and sewer.
18. Copy of a certified letter dated September 22, 2003, to Daniel Yonkosky, Director, State of West Virginia, Water Development Authority, from Margaret Batten enclosing a copy of the District's Annual Audit Report for Fiscal Year 2003.
19. Copy of a certified letter dated September 22, 2003, to the West Virginia State Tax Department from Margaret Batten enclosing two copies of the District's Annual Audit Report for Fiscal Year 2003.
20. Copy of a certified letter dated September 22, 2003, to Carrie Grimm, ERSII, State Revolving Fund Program, WV Division of Environmental Protection, from Margaret Batten enclosing a copy of the District's Annual Audit Report for Fiscal Year 2003.
21. Copy of a letter dated September 22, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's Annual Audit Report for Fiscal Year 2003.
22. Copy of a letter dated September 22, 2003, to Disclosure, Inc., from Margaret Batten enclosing a copy of the District's Annual Audit Report for Fiscal Year 2003.
23. Copy of a letter dated September 22, 2003, to Bloomberg Municipal Repository from Margaret Batten enclosing a copy of the District's Annual Audit Report for Fiscal Year 2003.
24. Copy of a letter dated September 22, 2003, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the District's Annual Audit Report for Fiscal Year 2003.
25. Copy of a letter dated September 22, 2003, to Kenny Information

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Systems, Inc. from Margaret Batten enclosing a copy of the District's Annual Audit Report for Fiscal Year 2003.

26. Copy of a letter dated September 22, 2003, to Virginia McDonald, Rural Development Service, from Margaret Batten enclosing a copy of the District's Annual Audit Report for Fiscal Year 2003 and a copy of Form SF-SAC (Data Collection Form for Reporting on Audits of States, Local Government, and Non-Profit Organization) for Fiscal Year 2003.
27. Copy of a letter dated September 23, 2003, to Jeff Emery, R & R Pipeline, Inc., from R. Shayne Brabham thanking him and his company for the excellent job that was done on the I-77 Rest Area Sewer Extension Project.
28. Fax dated September 23, 2003, to the District from the Wood County PSD Association relative to their regular monthly meeting scheduled for September 25, 2003, at 12 p.m. at the Mineral Wells Public Service District.
29. Letter dated September 23, 2003, to Charles Stewart from Carrie L. Grimm, ERSII, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that the District is required to submit an audit report for FY03 prior to March 31, 2004.
30. Copy of a letter dated September 23, 2003, to Jerry Paulick, Rudick Forensic Engineering, from R. Shayne Brabham, enclosing requested information for the #3 Graham Lane Moisture Survey.
31. Letter dated September 23, 2003, to Steven R. Hardman, Esquire, Bowles Rice McDavid Graff & Love, from Marcia B. Hill, Utilities Division, Public Service Commission of West Virginia, enclosing four copies of tariff P.S.C. W. Va. No. 8, reflecting sewage rates and charges approved by the Commission that became a Final Order on September 17, 2003.
32. Letter dated September 23, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing two copies of the completed Release of Final Settlement from the State Tax Department for R & R Pipeline, Inc.

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33. Copy of a letter dated September 23, 2003, to Steven Hardman, Esquire, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of a "Resolution Regulating the Use of Sanitary Sewers".
34. Copy of an estimate from Family Carpet One for the repair and replacement of the kitchen floor in a home owned by Angela Holbert that she claims was damaged by the District turning the water meter on when it should have been locked.
35. Copy of a letter dated September 25, 2003, to R & R Pipeline from Margaret Batten enclosing District Check No. 029781 in the amount of \$55,484.56 for Contractor's Estimate No. 3 for the I-77 Rest Area Project.
36. Copy of a letter dated September 25, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 029780 in the amount of \$7,896.00 as payment of Requisition No. 3 to the I-77 Rest Area Sewer Extension Project.
37. Copy of a letter dated September 25, 2003, to the West Virginia Tax Department from Margaret Batten enclosing a Request for Release of Final Settlement for R & R Pipeline, Inc., for the construction of WV DOH I-77 Rest Area Sewer Extension.
38. Copy of a letter dated September 25, 2003, to Randall M. Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter dated September 25, 2003, containing a Request for Release of Final Settlement for R & R Pipeline, Inc., for the construction of WV DOH I-77 Rest Area Sewer Extension.
39. Copy of a Civil Summons from the Wood County Magistrate Court in Case No. 03-C-1772 (Purkey), Chester & Angela Holbert versus Mineral Wells PSD—water damage to kitchen floor.
40. Copy of a Civil Complaint from the Wood County Magistrate Court in Case No. 03-C-1772 (Purkey), Chester and Angela Holbert versus Mineral Wells PSD – water damage to kitchen floor.
41. Copy of a form letter dated September 25, 2003, to All Payroll Locations

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from Karens S. Copeland, Membership Management, West Virginia Consolidated Public Retirement Board enclosing a copy of the 2003 Supplement to the West Virginia Consolidated Public Retirement Board Laws and Rules.

42. Letter dated September 25, 2003, to Charles Stewart from Manning Frymier, P.E., Cerrone Associates, Inc., relative to the replacement of the sewer line along Dover Drive and any future subsidence problems with it.
43. Copy of a letter dated September 26, 2003, to Robert A. Smith, P.E., Environmental Engineering Division, Office of Environmental Health Services, from R. Shayne Brabham listing the District's plans for correcting the deficiencies cited in the July 15, 2003, Sanitary Survey of the District's Water System.
44. Copy of a letter dated September 25, 2003, to Mr. Howard Baldwin, R & R Pipeline, from Margaret Batten enclosing a copy of the District's letter dated September 23, 2003, to Mr. Jeff Emery thanking R & R Pipeline for an excellent job on the I-77 Rest Area Project.
45. Fax dated September 26, 2003, to Kerry, Dollar General Store, from Margaret Batten enclosing an account card to be completed and returned to the District with a security deposit of one hundred dollars.
46. Copy of a letter dated September 26, 2003, to Steven Hardman, Esquire, Bowles Rice McDavid Graff & Love, from R. Shayne Brabham enclosing a copy of Manning Frymier's letter dated September 25, 2003, relative to the subsidence problem with the replacement of the sewer main on Dover Drive.
47. Fax dated September 26, 2003, to John Padden, Reagle & Padden, Inc., from Margaret Batten enclosing all documents relative to the Civil Complaint No. 03-C-1772 (Purkey): Chester and Angela Holbert versus the Mineral Wells PSD.
48. Fax dated September 26, 2003, to Margaret, Mineral Wells PSD, from Kerri Collins, Dollar General Store #9312, enclosing the completed water application for the new Mineral Wells store.

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49. Facsimile dated September 29, 2003, to Shayne Brabham from Tim C. Call, General Adjuster-Property, Westfield Group, listing a number of documents needed for the investigation of the claim of water damages to #3 Graham Lane by Donna Davis, owner, and Mr. and Mrs. George Hillyer, tenants. (Hard copy sent by U. S. Mail)
50. Copy of a letter dated September 29, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter dated September 26, 2003, to Steven Hardman, Esquire, Bowles Rice McDavid Graff & Love, containing a copy of Manning Frymier's letter dated September 25, 2003, relative to the subsidence problem with the replacement of the Dover Drive Sewer Main.
51. Letter dated September 29, 2003, to Jerald Spears from Brett Hanes, Severn Trent Pipeline Services, Hydra Stop Products, stating that his sales representative, Al Maddix, will stop by the office on the week of October 5th.
52. Copy of a letter dated September 30, 2003, to Magistrate Court of Wood County from Linda Church enclosing two signed Releases of Judgment for Case No.03-C-885 (Shelene Fitchett) and Case No. 03-C-844 (Richard L. Davis).
53. Fax dated September 30, 2003, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the October 6th special Board meeting to be published in the first available issue of the newspaper.
54. Fax dated September 30, 2003, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the October 6th special Board meeting to be published in the first available issue of the newspaper.
55. Fax dated September 30, 2003, to Steven R. Hardman, Esquire, Bowles Rice McDavid Graff & Love, from Shayne Brabham containing copies of all pertinent documents for Magistrate Court Case No. 03-C-1772 (Chester and Angela Holbert vs. Mineral Wells PSD).
56. Fax dated October 1, 2003, to Shayne Brabham from Steven R.

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Hardman, Esquire, Bowles Rice McDavid Graff & Love, containing legal advice in the matter of the Chester and Angela Holbert vs. Mineral Wells PSD – Magistrate Court Case 03-C-1772 (Purkey).

57. Copy of a letter dated October 2, 2003, to Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the District's Monthly Operational Report and a copy of its Daily Water Purchase Tally for the month of September 2003.
58. Letter dated October 2, 2003, to Charles Stewart from Rosalie Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, containing a copy of the West Virginia State Revolving Fund DBE Quarterly Reporting Form and a copy of the State Revolving Fund Subcontracting Tracking Form to be used for the District's Dechlorination/Dover Drive Sewer Project.
59. ****Fax dated October 2, 2003, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a list of updated insurance values for the District's property.
60. Business Memo dated October 2, 2003, to Margaret Batten from John Padden containing an invoice in the amount of \$77.70 for the terrorism premium on the District's public officials liability insurance.
61. Correspondence instructions dated October 3, 2003, to Cortney Taylor from Nellie Radcliff enclosing Ms. Taylor's check for her final bill as the bill was deducted from her security deposit.
62. Letter dated October 3, 2003, to Mineral Wells PSD from AT&T Wireless relative to the mLife Shared Plan for the District's cell phones.
63. Copy of a letter dated October 6, 2003, to Marcia B. Hill, Utilities Division, Public Service Commission of West Virginia, from Margaret Batten enclosing four signed copies of tariff P.S.C. W. Va. No. 8, for the District's Sewerage and Sewage Disposal Service.
64. Copy of a letter dated October 6, 2003, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing five signed copies of Contract Change Order No. 5 for the I-77 Rest Area Sewer Extension

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Project, five signed copies of Certificate of Substantial Completion for the R & R Pipeline, Inc., for the I-77 Rest Area Sewer Extension Project, and four signed copies of Certificate and Release to the District from R & R Pipeline, Inc.

65. Copy of a letter dated October 6, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing five signed copies of the "Notice of Award" to Specialty Piping Corporation for the Dover Drive Sewer Replacement Project and five signed copies of the "Notice of Award" to Specialty Piping Corporation for the Wastewater Plant Dechlorination Project.
66. ****Letter dated October 7, 2003, to Charles Stewart from Barbara B. Meadows, CPA, West Virginia Water Development Authority enclosing seven copies of the Clean Water State Revolving Fund Loan Agreement for the Dechlorination/Dover Drive Sewer Line Replacement Project.
67. Copy of a fax dated October 7, 2003, to George Blum, Cerrone Associates, Inc., from Margaret Batten containing a letter with a list of invoices to be included on Requisition No. 1 for the Dover Drive/Dechlorination Project.
68. Copy of a letter dated October 7, 2003, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a list of invoices and copies of same to be included on Requisition No. 1 for the Dover Drive/Dechlorination Project.
69. Copy of a letter dated October 7, 2003, to Disclosure, Inc., from Margaret Batten enclosing a copy of the District's annual audit for fiscal year 2003.
70. Copy of correspondence instructions dated October 7, 2003, to Mrs. Kevin Barker from Margaret Batten enclosing an account card to be completed and returned with a fifty dollar security deposit.
71. Letter dated October 7, 2003, to Charles Stewart from Rosalie Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, confirming DEP's intention to fund the purchase of a closed-circuit video camera through the State Revolving Fund for the District's Dechlorination/Dover Drive Sewer

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Project.

72. Fax dated October 8, 2003, to John Padden, Reagle & Padden, Inc., from Margaret Batten containing a Statement of Values of the District's property as changed by Shayne Brabham.
73. Copy of Answer as prepared by the Mineral Wells Public Service District for Magistrate Case No. 03-C-1772 (Purkey): Chester and Angela Holbert versus Mineral Wells Public Service District.
74. Copy of a certified letter dated October 9, 2003, to Chester and Angela Holbert from Linda Church enclosing a copy of the District's Answer for Magistrate Court Case 03-C-1772 (Purkey) along with copies of all documentation.
75. Business Memo dated October 9, 2003, to Margaret Batten from John Padden, III, Reagle & Padden, Inc., containing an audit for the past insurance policy term.
76. Business Memo dated October 9, 2003, to Margaret Batten from John Padden, III, Reagle and Padden, Inc., enclosing a revised statement of values for the District's property. The document must be signed by Shayne Brabham and returned to Mr. Padden.
77. Fax dated October 10, 2003, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the October 16th regular Board meeting to be published in the first available issue of the newspaper.
78. Fax dated October 10, 2003, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the October 16th regular Board meeting to be published in the first available issue of the newspaper.
79. ****Letter dated October 10, 2003, to Charles Stewart from George E. Blum, Cerrone Associates, Inc., enclosing for signature three copies of the initial payment requisition for the Dover Drive/Dechlorination Project.
80. Letter dated October 10, 2003, To All Regulated Utilities, Landfills, Cable Television Companies, Gas Pipelines, Inc., Etc. from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia,

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enclosing a copy of General Order No. 182.6—Rescinding General Order No. 182.5, Upon Commission's Own Motion, Regarding the Number of Copies To Be Filed Under The Rules of Practice and Procedure.

81. Fax dated October 10, 2003, to Jeff Emery, R & R Pipeline, Inc. and Shayne Brabham containing a quote from Larry Edens for all the items necessary to allow monitoring of the I-77 Rest Area Lift Station using a new computer to be located in the District's Office.
82. Copy of a letter dated October 14, 2003, to Steve Cooper, WV 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 Waste Water Treatment Plant Operators (ES59) for the month of September 2003 for the District's wastewater treatment plant.
83. Copy of a letter dated October 14, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of September 2003 for the District's wastewater treatment plant.
84. Copy of a letter dated October 14, 2003, to Municipal Branch, Office of Water Resources (DNR), 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 September 2003 for the District's wastewater treatment plant.
85. Copy of a letter dated October 14, 2003, to the West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, Regulatory Development and Compliance Unit 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 September 2003 for the District's wastewater treatment plant.
86. Copy of a letter dated October 14, 2003, to Robert L. Bagley, Sr. from

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Margaret Batten enclosing District Check No. 28117 to replace District Check No. 27861 which was mailed to him on June 30, 2002.

87. Fax dated October 15, 2003, to Shayne Brabham from David Watkins, Alco AmeriFence containing a proposal for the installation of fencing around the Mineral Wells Hill Water Tanks.
88. Copy of a letter dated October 15, 2003, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 29827 in the amount of \$16,852.52 as payment for the following sewer bonds:
 - a. Account # MIW-S-1-97-R-WO-06
 - b. Account # MIW-S-1-85-B-WO-06
 - c. Account # MIW-S-1-95-X-WO-06
 - d. Account # MIW-S-2-95-X-WO-06

District Check No. 28129 in the amount of \$1,592.00 was also enclosed as payment to water bond, MIW-W-1-69-X-WO-06-69.

89. Copy of a letter dated October 15, 2003, to the West Virginia Water Development Authority from Margaret Batten enclosing a copy of District Check No. 02987 to show that payments were made in the amount of \$5,688.40 (Revenue Fund) and \$568.82 (Reserve Fund) for the Mineral Wells Public Service District Sewage System Revenue Bonds, Series 1995.
90. Copy of a letter dated October 15, 2003, to John Padden, III, Reagle and Padden, Inc., from Margaret Batten enclosing a Statement of Values for the District which was signed by Shayne Brabham on October 14, 2003.
91. Copy of a letter dated October 15, 2003, to the Office of State Treasurer, Unclaimed Property Division, from Margaret Batten enclosing "Unclaimed Property Report Form UP-8-7" and "UP-8-8" for the District for the period of July 1, 2002, thru June 30, 2003. District Check No. 28844 in the amount of \$9.19 and District Check No. 29839 in the amount of \$5.14 were also enclosed.
92. Copy of a letter dated October 16, 2003, to Christopher and Jamie Friese from Margaret Batten enclosing a copy of the actual cost invoice for their

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water line extension on Five Mile Road and District Check No. 28123 in the amount of \$66.58 as a refund of the money remaining in their original deposit.

93. Copy of a letter dated October 16, 2003, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's August 25, 2003, letter to Jesse Sheppard, WV Department of Highways containing Change Order No. 2 and 3 to R & R Pipeline and Requisition No.2 to the I-77 Rest Area Sewer Extension Project.
94. Copy of a letter dated October 16, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing a copy of a letter to him dated August 25, 2003, enclosing Change Order No. 2 and 3 to R & R Pipeline and Requisition No. 2 to the I-77 Rest Area Sewer Extension Project.