

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, NOVEMBER 20, 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 and Nellie Radcliff, Office Clerk, were present.

After reading the Minutes of October 16, 2003 Board Meeting, Mr. Lett made a motion that the Minutes be approved as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Lett read the Minutes of October 27, 2003 Emergency Special Board Meeting and made a motion they be approved as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Lett read the Minutes of October 31, 2003 Special Board Meeting and made a motion they be approved as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

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

Mr. Radabaugh made a motion that the Financial Statement for All Finances of the District dated October 31, 2003 be approved as presented (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 28151 thru 28217 written between October 17, 2003 and November 19, 2003 on the Water Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to authorize check numbers 28218 thru 28230 written November 20, 2003 on the Water Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 29845 thru 29920 written between October 17, 2003 and November 19, 2003 on the Sewer Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to authorize check numbers 29922 thru 29926 written November

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - NOVEMBER 20, 2003
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20, 2003 on the Sewer Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve Payroll check numbers 01128 thru 01143 written between October 17, 2003 and November 20, 2003 on the Sewer Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion authorizing Mrs. Batten to approve Requisition # 5 for the I-77 Rest Area Sewer Project. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion authorizing Mrs. Batten to approve Change Order # 7 for the I-77 Rest Area Sewer Project. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion authorizing a one time only net pay increase of \$75.00 to each employee, to be paid with the December 15, 2003 payroll. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten discussed the following letters:

Letter 7 - Notice to Appear from the Magistrate Court of Wood County dated October 16, 2003, for a representative from the District to appear in court at 3:00 p.m. on November 18, 2003, in Case No. 03C-0001772, Chester and Angela Holbert vs. Mineral Wells Public Service District.

Letter 16 - Letter dated October 20, 2003, to James R. Lett from Barbara K. Oates, Account Monitoring Unit, Internal Auditing Division, West Virginia Department of Tax and Revenue, authoring the release of final payment to R & R Pipeline, Inc. for the I-77 Rest Area Sewer Extension Project.

Letter 71 - Letter dated November 13, 2003, to Margaret Batten from Sara Boardman, Accountant, West Virginia Municipal Bond Commission, listing the list of new accounts that the District must fund beginning December 1, 2004, for the MWPSD 03-A Sewer Revenue Bonds.

Letter 93 - Copy of letter dated November 19, 2003, to Richard Boice from R. Shayne Brabham enclosing a copy of the Option Agreement for a water tank site on Limestone Ridge between the District and Mr. Boice.

Mr. Brabham gave his monthly operations report. He discussed the following items:

1. The Department of Highways will be responsible for all testing required by the Department of Environmental Protection as stated in the District's WV NPDES

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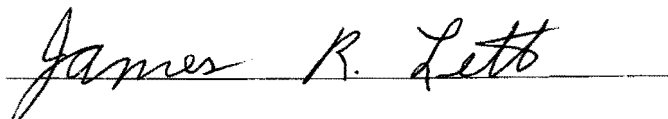
Permit for the newly installed Lift Station at the I-77 Rest Area. The State will have the testing done at its cost and will send the results to the District to be included in its monthly DMR Reports.

2. The Dover Drive Sewer Replacement Project is progressing. Mr. Brabham said that the contractor has sawed the asphalt and that the manhole has been delivered. He also reported that the contractor, Speciality Piping Corporation, will not work during the week of Thanksgiving.
3. The Option Agreement for the water tank site on Limestone Ridge has been signed. Mr. and Mrs. Boice agreed to the terms of the latest option agreement and signed the document. Cerrone Associates will begin surveying the site the last week of November. Virginia McDonald, Rural Utilities Service, said that she can have the grant and loan papers processed through her office within thirty days once she receives the title opinions, bond issues and other necessary documents from the District's attorney.
4. Mr. Brabham stated that he has contacted several vendors about purchasing a pipe line inspection camera. Due to the complexity of the different models offered, he said that it may be necessary for him to take some field trips to look at the various models before deciding which one to purchase.

At the conclusion of Mr. Brabham's report, Mr. Radabaugh made a motion to adjourn the meeting. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart adjourned the meeting at 6:10 p.m.

CERTIFICATION

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



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

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

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

\$17,747.67

RECEIPTS:

Water Sales	\$68,615.70
Water Buffalo Sales	658.75
Tap Fees	1,200.00
Security Deposit Refunds	452.36
Reconnection Fees	80.00
Void Check #25355-Steven Williamson	4.23
Void Check #25718-David Johnson	4.96
Void Check #26869-Robert Bagley	176.58
Sewer Checking	<u>2,137.72</u>

TOTAL RECEIPTS:

\$73,330.30

CASH AVAILABLE:

\$91,077.97

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	2,999.06
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	554.54
WV Public Employees Retirement System	1,635.55
Salaries	6,973.80
Salaries Overpayment to Sewer Checking	2,137.72
Commissioners' Salaries	525.00
WV Public Employees Insurance Agency	1,540.10
Bureau of Child Support	132.30
U. S. Postal Service	222.19
AT&T-State Calling Service	19.45
AZ Commercial	6.97
Action Answering Service Plus	37.33
Big Mac Printing	23.00
Robert Bagley	176.58
Cutlip-Warner Development Co.	4,362.01
Richard Davis	45.00
Easton Printing Co.	49.73

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 FINANCIAL STATEMENT-WATER-OCTOBER, 2003
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Shelene Fitchett	45.00
Christopher & Jamie Friese	66.58
Harman Thompson Mallory & Ice	1,100.00
Haul Away Trash L.L.C.	30.00
Miss Utility of WV	24.12
Miller Communications	15.00
Ohio Valley Muffler & Brake	93.97
Reagle & Padden, Inc.	38.85
TESA Company	7.17
C. I. Thornburg	763.27
Telepage Communications System	8.95
R. D. Wilson Sons & Co.	41.92
Water Environmental Testing	121.50
Workers' Compensation Division	1,071.79
WV State Treasury	9.19
Verizon	120.24
Allegheny Power	579.08
BP Credit Card Center	283.36
Conner Cleaning Service	109.00
Matheny Motor Truck Co.	284.14
ABB Automation, Inc.	357.50
Claywood Park PSD	18,186.63
Claywood Park PSD	13,778.55
AT&T Wireless Services	48.49
Daugherty Supply Co.	7.18
Dominion Hope	55.56
Kathryn D. Richards	50.25
Kimberly R. Duckworth	50.31
W. Wayne Stuck	30.77
Randy D. Hall	3.77
June A. Williams	50.79
Fasteners & Supply Inc.	20.75
Parkersburg Office Supply	44.05
Cintas	119.18
Somerville Fabricators Inc.	700.00
TESA Company Inc.	8.98
C. I. Thornburg	332.06
Westfield Group	3,052.81
Mineral Wells Public Service District	285.61
Westco Internet	<u>9.25</u>

TOTAL EXPENDITURES

\$85,416.95

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

\$ 5,661.02

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

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

\$ 13,261.07

RECEIPTS:

Sewer Sales	\$50,324.22
Tap Fees	550.00
Reconnection Fees	20.00
Reimbursement-Dechlorination Project	9,996.00
Robert Mullen	2,070.81
Water Revenue Checking	2,137.72
Void Check #27695-David Johnson	5.14
Void Check #29808-State Electric Supply	135.35
Security Deposit Refunds	<u>703.95</u>

TOTAL RECEIPTS:

\$65,943.19

CASH AVAILABLE:

\$ 79,204.26

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,333.59
WesBanco Bank-Parkersburg	2,877.27
Salaries	6,495.10
Commissioners' Salaries	525.00
WV Public Employees Insurance Agency	1,126.34
WV Public Employees Retirement System	1,524.86
WV Dept. of Tax & Revenue	551.46
Bureau for Child Support	58.40
U. S. Postal Service	222.19
BP Credit Card Center	283.35
Ohio Valley Muffler & Brake	93.98
Miss Utility of West Virginia	24.13
AT&T-State Calling Service	19.45
AZ Commercial	6.96
Action Answering Service Plus	37.32
Big Mac Printing	23.00
Cutlip-Warner Development	645.00
William L. Watson	5.05

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FINANCIAL STATEMENT-SEWER-OCTOBER, 2003
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William F. Davis	30.47
Easton Printing Co.	49.72
Harman Thompson Mallory and Ice	1,100.00
Haul Away Trash L.L.C.	30.00
Miller Communications	15.00
Reagle & Padden, Inc.	38.85
State Electric Supply Co. Inc.	108.75
Trombold Equipment Co. Inc.	695.69
Telepage Communications System	8.95
R. D. Wilson Sons & Co. Inc	41.93
Water Environmental Testing	280.00
Workers' Compensation Division	971.65
WV State Treasury	5.14
Ohio Valley Electrical Inspectors	65.00
Pioneer Products, Inc.	3.60
Verizon	540.05
WWT Electric	1,252.51
Allegheny Power	4,773.23
Conner Cleaning Service	179.00
Douglas E. Tingler	25.82
Hach Company	253.95
Matheny Motor Truck Company	284.14
Parkersburg AC Motor Sales	62.74
Wesbanco Bank - Series 2003A Bonds Fund	300.00
ABB Automation, Inc.	357.50
D. R. Cummings, Inc.	489.88
AT&T Wireless Service	48.49
Danny's Lawn Service	150.00
Dominion Hope	55.56
Kathryn D. Richards	50.25
W. Wayne Stuck	30.56
Jerry H. Godbey	101.28
ADA Realty LLC	50.81
Collen M. Sheppard	37.23
Fasteners & Supply Inc.	20.75
Gene's Septic Tank Cleaning	70.00
W. W. Granger, Inc.	52.70
Hardman Supply	33.41
Parkersburg Office Supply	44.07
Cintas	119.15
Sullivan Inc.	93.50
Trombold Equipment Co.	1,156.30

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FINANCIAL STATEMENT-SEWER-OCTOBER, 2003
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C. I. Thornburg Co., Inc.	500.00
Westfield Group	3,321.14
Westco Internet	9.25
Mineral Wells Public Service District	<u>2,803.58</u>

TOTAL EXPENDITURES: \$53,416.57

**BALANCE IN SEWER CHECKING ACCOUNT,
WESBANCO BANK, SEPTEMBER 30, 2003 \$25,787.69**

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

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$ 5,661.02	
Sewer Revenue Fund Checking Account		
WesBanco Bank	<u>25,787.69</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 31,448.71

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$12,170.16	
Revenue Reserve Account		
WesBanco Bank	29,195.56	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	16,370.50	
Revenue Reserve Account-Rockport		
WesBanco Bank	4,200.70	
Depreciation Reserve Account-Rockport		
WesBanco Bank	4,200.90	
Revenue Reserve Account-Water Improvement		
WesBanco Bank	12,626.13	
Depreciation Reserve Account-Water Improvement		
WesBanco	12,628.21	
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>21,235.78</u>	
TOTAL IN WATER ACCOUNTS:		\$160,330.33

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$68,536.95	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	23,255.55	
Security Deposit Account		
WesBanco Bank	<u>18,768.34</u>	
TOTAL IN SEWER ACCOUNTS:		\$110,560.84

TOTAL ALL FINANCES, OCTOBER 31, 2003 **\$302,339.88**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 20, 2003**

CHECKS WRITTEN BETWEEN OCTOBER 16, 2003, AND NOVEMBER 6, 2003

CHECK NO. 28151	Allegheny Power	\$ 579.08
28152	BP Credit Card Center	283.36
28153	Conner Cleaning Service	109.00
28154	Mineral Wells PSD	100.14
28155	Matheny Motor Truck Co. DBA	284.14
28156	Ohio Valley Muffler & Brake	10.47
28157	U S Postal Service	92.74
28158	Bureau For Child Support	71.05
28159	Rural Development Admn.	2,112.00
28160	USDA-Rural Development	3,140.00
28161	WesBanco Bank-Parkersburg	1,660.55
28162	WV Dept of Tax & Revenue	554.54
28163	WV Public Employees Retirement	1,635.55
28164	WesBanco-Water Res-Sams-CV	314.00
28165	Mineral Wells PSD	6,533.90
28166	ABB Automation, Inc.	357.50
28167	Claywood Park PSD	18,186.63
28168	Claywood Park PSD	13,778.55
28169	AT&T Wireless Services	48.49
28170	Cutlip-Warner Development Co	418.00
28171	Daugherty Supply Co Inc	7.18
28172	Dominion Hope	55.56
28173	Kathryn D Richards	50.25
28174	Kimberly R Duckworth	50.31
28175	W Wayne Stuck	30.77
28176	Randy D. Hall	3.77
28177	June A Williams	50.79
28178	Fasteners & Supply Inc	20.75
28179	Haul Away Trash L.L.C.	15.00
28180	Mineral Wells PSD	166.33
28181	Parkersburg Office Supply	44.05
28182	Cintas	119.18
28183	Somerville Fabricators Inc.	700.00
28184	Tesa Company Inc	8.98
28185	C I Thornburg	332.06
28186	Westfield Group	1,133.81
28187	Westco Internet	9.25
28188	Westfield Group	1,919.00
28189	Municipal Bond Commission	1,592.00

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WATER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 20, 2003
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**CHECKS WRITTEN BETWEEN OCTOBER 17, 2003, AND NOVEMBER 19, 2003
(Continued)**

CHECK NO. 28190	USDA-Rural Development	\$ 3,325.00
28191	USDA-Rural Development	10,040.00
28192	WesBanco Bank-Parkersburg	110.00
28193	Wood County Magistrate Court	45.00
28194	WesBanco Bank-Parkersburg	167.00
28195	WesBanco Bank-Parkersburg	167.00
28196	WesBanco Bank-Parkersburg	502.00
28197	WesBanco Bank-Parkersburg	502.00
28198	Appalachian Software Inc	1,382.50
28199	AT&T - State Calling Service	9.72
28200	Action Answering Service Plus	37.32
28201	Alco Amerifence	4,340.00
28202	Bureau for Child Support	89.45
28203	Discount Industrial Supply Corp	17.82
28204	Miss Utility of WV Inc	28.87
28205	Mineral Wells PSD	50.75
28206	Miller Communications	15.00
28207	Mineral Wells PSD	3,098.96
28208	Void	
28209	Telepage Communications System	8.95
28210	Water Environmental Testing	67.50
28211	WV Public Employees Ins Agency	1,442.11
28212	WesBanco Bank-Parkersburg	1,297.48
28213	Steers Heating & Cooling Inc	175.75
28214	U S Postal Service	81.84
28215	Verizon	113.46
28216	Midwest Pipe & Supply	89.00
28217	Richard & Nina Boice	100.00

CHECKS WRITTEN TODAY AND NEED AUTHORIZED

CHECK NO. 28218	BP Credit Card Center	\$ 316.27
28219	Lura Naylor	16.17
28220	Michael Blankenship	51.30
28221	Michael Blankenship	51.30
28222	Sharon Franklin	16.83
28223	Mineral Wells PSD	212.37

**MINERAL WELLS PSD
WATER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 20, 2003
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**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION
(Continued)**

CHECK NO. 28224	Gloria Wiley	\$ 35.40
28225	Travis S Lucas	22.74
28226	Ashley Knox	38.18
28227	Chasity Beth Smarr	31.78
28228	Mineral Wells PSD	224.89
28229	U S Postal Service	113.56
28230	Westfield Group	600.45

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE CHECKING ACCOUNT
NOVEMBER 20, 2003**

CHECKS WRITTEN BETWEEN OCTOBER 17, 2003, AND NOVEMBER 19, 2003

CHECK NO. 29845	Allegheny Power	\$ 1,501.55
29846	BP Credit Card Center	283.35
29847	Conner Cleaning Service	179.00
29848	Douglas E Tingler	25.82
29849	Hach Company	253.95
29850	Mineral Wells PSD	359.92
29851	Matheny Motor Truck Co. DBA	284.14
29852	Ohio Valley Muffler & Brake	10.48
29853	Parkersburg AC Motor Sales	62.74
29854	U S Postal Service	92.75
29855	Bureau for Child Support	24.30
29856	James R Lett	350.00
29857	Roy L Radabaugh	350.00
29858	Charles M Stewart	350.00
29859	WesBanco Bank-Parkersburg	1,517.55
29860	WV Dept of Tax & Revenue	551.46
29861	WV Public Employees Retirement	1,524.86
29862	WesBanco Bank-Parkersburg	300.00
29863	ABB Automation, Inc	357.50
29864	Allegheny Power	3,271.68
29865	D R Cummings, Inc	489.88
29866	AT&T Wireless Services	48.49
29867	Cutlip-Warner Development Co	300.00
29868	Danny's Lawn Service	150.00
29869	Dominion Hope	55.56
29870	Kathryn D Richards	50.25
29871	W Wayne Stuck	30.56
29872	Jerry H Godbey	101.28
29873	ADA Realty LLC	50.81
29874	Collen M Sheppard	37.23
29875	Fasteners & Supply Inc	20.75
29876	Gene's Septic Tank Cleaning	70.00
29877	W W Grainger Inc	52.70
29878	Hardman Supply Company	33.41
29879	Haul Away Trash LLC	15.00
29880	Mineral Wells PSD	182.99
29881	Parkersburg Office Supply	44.07
29882	Cintas	119.15
29883	Sullivan Inc	93.50

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SEWER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 20, 2003
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**CHECKS WRITTEN BETWEEN OCTOBER 17, 2003, AND NOVEMBER 19, 2003
(Continued)**

CHECK NO. 29884	Trombold Equipment Co Inc	\$ 1,156.30
29885	C I Thornburg	500.00
29886	Westfield Group	543.80
29887	Westco Internet	9.25
29888	Westfield Group	2,777.34
29889	Mineral Wells PSD	2,137.72
29890	R & R Pipeline Inc	108,634.54
29891	Bowles Rice McDavid Graff & Love	656.56
29892	Cerrone Associates Inc	12,460.00
29893	Void	
29894	Municipal Bond Commission	16,852.52
29895	Parkersburg Utility Board	120.00
29896	WesBanco Bank-Parkersburg	1,258.11
29897	Appalachian Software Inc	1,382.50
29898	AT&T - State Calling Service	9.72
29899	Action Answering Service Plus	37.33
29900	Bureau For Child Support	5.90
29901	Big Tygart UM Church	503.01
29902	Discount Industrial Supply Corp	42.67
29903	Jabo Supply Corporation	24.16
29904	Miss Utility of WV Inc	28.88
29905	Mineral Wells PSD	51.25
29906	Miller Communications	15.00
29907	Trombold Equipment Co Inc	3,138.78
29908	Telepage Communications System	8.95
29909	Water Environmental Testing	280.00
29910	WV Public Employees Ins Agency	1,232.21
29911	WesBanco Bank-Parkersburg	1,265.17
29912	Allegheny Power	40.51
29913	WesBanco Bank-Parkersburg	500.00
29914	Big Tygart UM Church	428.26
29915	Mineral Wells PSD	250.00
29916	Allegheny Power	691.71
29917	Midwest Pipe & Supply	224.20
29918	Parkersburg Sentinel Co	139.44
29919	U S Postal Service	81.85
29920	Verizon	463.46

**MINERAL WELLS PSD
SEWER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 20, 2003
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CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 29922	Atlas Towing Co	\$ 36.51
29923	Airgas Mid America	880.00
29924	Bosley Rental & Supply Inc	6.95
29925	BP Credit Card Center	316.28
29926	Mineral Wells PSD	94.46
29927	Gloria Wiley	39.38
29928	Travis S Lucas	22.26
29929	Mineral Wells PSD	140.65
29930	U S Postal Service	113.56

**PAYROLL CHECKS WRITTEN BETWEEN
OCTOBER 17, 2003, AND NOVEMBER 20, 2003**

CHECK NO. 01128	Todd R Anderson	\$ 741.23
01129	Margaret J Batten	1,042.99
01130	Richard Shayne Brabham	1,004.35
01131	William H Byers Jr	886.43
01132	Linda K Church	915.36
01133	Russell P Hanna	965.27
01134	Mark K Murphy	724.42
01135	Nellie B Radcliff	900.05
01136	Todd R Anderson	570.56
01137	Margaret J Batten	849.10
01138	Richard Shayne Brabham	840.00
01139	William H Byers Jr	790.75
01140	Linda K Church	765.42
01141	Russell P Hanna	821.55
01142	Mark K Murphy	621.46
01143	Nellie B Radcliff	727.52

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
RECEIVED OR MAILED BETWEEN
OCTOBER 17, 2003 AND NOVEMBER 20, 2003**

1. **etc NEWSLINE**, a publication of the West Virginia Environmental Training Center, containing information about a training session scheduled for November 10 - 14, 2003, for Class II Wastewater Certification, and a training session scheduled for December 8 - 12, 2003, for Wastewater Lab Procedures.
2. **The PIPELINE**, a bi-monthly publication of the Public Service Commission, dated September-October 2003, Issue 5, Volume 1.
3. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association dated November 12, 2003, Vol. 7, Issue 11.
4. Copy of a letter dated October 8, 2003, to Wilbert Mullen from R. Shayne Brabham approving the installation of a one hundred twenty foot six inch sewer main along Route 14 and containing all the necessary documents needed for the extension.
5. Letter dated October 13, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing for review and signature four copies of Change Order No. 6 to R & R Pipeline, Inc., for the I-77 Rest Area Sewer Project.
6. Letter dated October 15, 2003, to Charles Stewart from Bill Bailey, Bill Bailey Insurance Agency, Inc., containing a brochure that outlines coverage available thru this agency for rural water districts.
7. ******Notice to Appear** from the Magistrate Court of Wood County dated October 16, 2003, for a representative from the District to appear in court at 3 p.m. on November 18, 2003, in Case No. 03C-0001772, Chester and Angela Holbert vs. Mineral Wells Public Service District.
8. Copy of correspondence instructions dated October 16, 2003, to Kayla Carpenter from Nellie Radcliff enclosing a check that the District was holding for her.
9. Letter dated October 16, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing for review and

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
NOVEMBER 20, 2003
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approval four copies of Requisition No. 4 to the I-77 Rest Area Sewer Extension Project. Fax of same content received on October 16, 2003.

10. Letter dated October 16, 2003, to R. Shayne Brabham from Jesse E. Sheppard, District Three Utilities Supervisor, West Virginia Division of Highways, stating that Project No. U354-77-165.90-Mineral Wells Rest Area Sewer Line Extension, has been completed and has been recommended to be satisfactory by DOH Utilities Inspector, Charles Ott.
11. Letter dated October 17, 2003, to Shayne Brabham from Walter LaRue, Affiliated Construction Trades Foundation Representative, requesting a list of bids received with bid amounts on Contract 1 - Dover Drive Sewer Replacement and Contract 2 - Wastewater Plant Dechlorination.
12. Copy of a letter dated October 17, 2003, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the September 18, 2003, Regular Board Meeting Minutes and a copy of the October 6, 2003, Special Board Meeting Minutes.
13. Copy of a letter dated October 17, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of the District's Invoice Partial Bill No. 11 for services provided through October 16, 2003, by Cerrone Associates, Inc., R & R Pipeline, Inc., Bowles Rice McDavid Graff & Love, Verizon, and the Mineral Wells Public Service District for the Mineral Wells Rest Area Sewer Extension Project.
14. Fax dated October 20, 2003, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper containing a schedule for the District's flushing program to begin on October 27th and end on November 14th.
15. Fax dated October 20, 2003, to Shane Freshour from Nellie Radcliff containing an account card to be filled out and returned to the District Office along with a \$100.00 check for his security deposit for service at 102 Mt. Pleasant Estates.
16. ****Letter dated October 20, 2003, to James R Lett from Barbara K. Oates, Account Monitoring Unit, Internal Auditing Division, West Virginia

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Department of Tax and Revenue, authorizing the release of final payment to R & R Pipeline, Inc. for the I-77 Rest Area Sewer Extension Project.

17. Letter dated October 20, 2003, to Charles Stewart from Rosalie Brodersen, Program Manager, State Revolving Fund Program, approving the first loan reimbursement request in the amount of \$46,696.00 for SRF Project No. C-544373, MWPSD Wastewater Dechlorination and Dover Drive Sewer Project.
18. Memorandum dated October 21, 2003, to All Benefit Coordinators from Jan Long, HMO and Communications Manager, West Virginia Public Employees Insurance Agency, enclosing two copies of the Summary Plan Descriptions for 2004.
19. Copy of a letter dated October 21, 2003, to Walter LaRue, Affiliated Construction Trades Foundation, from George E. Blum, Director, Finance and Administration, Cerrone Associates, Inc., containing a copy of the bid tabulations for Contracts 1 and 2 on the District's Dover Drive/Dechlorination Project.
20. Copy of a letter dated October 21, 2003, to Richard Boice from Linda Church enclosing a copy of a letter dated September 10, 2003, to Attorney James M. Bradley, Jr., from Attorney Steven Hardman along with a copy of an option agreement for a water tank site near Limestone Ridge.
21. Fax dated October 21, 2003, to Randy Cole, Cerrone Associates, Inc., from Linda Church containing a copy of the October 20, 2003, Release of Final Payment for R & R Pipeline, Inc. from West Virginia State Tax Department.
22. Letter dated October 21, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., confirming that the preconstruction conference for the Dover Drive/Dechlorination Project is scheduled for 10 a.m. on October 31, 2003, in the District's Conference Room.
23. Fax dated October 22, 2003, to Jim, Todd, and Shayne from Jerry Dotson containing a copy of a proposal from Walter Frazier, Appalachian

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Software, to replace the District's computer system and software.

24. Copy of a letter dated October 22, 2003, to Randall M. Cole, Cerrone Associates, Inc., from Linda K. Church enclosing four signed copies of Change Order No. 6 to R & R Pipeline, Inc. for I-77 Rest Area Sewer Extension Project. A signed copy of Requisition No. 4 for the same project was also enclosed.
25. Copy of a letter dated October 22, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing two copies of Requisition No. 4 for the I-77 Rest Area Sewer Extension Project for review and approval.
26. Copy of correspondence instructions dated October 23, 2003, to Allison Raper from the District enclosing her "NSF" Check in the amount of seventy-five dollars.
27. Fax dated October 23, 2003, to the District from Cam Siegrist, Bowles Rice McDavid Graff & Love, containing a list of documents needed for the loan closing for the Dover Drive/Dechlorination Sewer Project.
28. Copy of a letter dated October 23, 2003, to Terry Bartley from R. Shayne Brabham stating that the District's Board of Commissioners have agreed to approve his requested four-inch water line extension in the Butcher Bend Road Area.
29. Fax dated October 23, 2003, to Diane Wolfe, Bowles Rice McDavid Graff & Love, from Linda Church containing a copy of the minutes of the January 16, 2003, Regular Board Meeting.
30. Fax dated October 24, 2003, to Jeff Emery, R & R Pipeline, Inc., and Shayne Brabham, MWPSD, from Dave Fueg, Cerrone Associates, Inc., containing a list of items to be done before the I-77 Rest Area Sewer Extension Project is completed.
31. Fax dated October 24, 2003, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the October 31, 2003, special Board Meeting to be published in the first available issue of the newspaper.

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32. Fax dated October 24, 2003, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the October 31, 2003, special Board Meeting to be published in the first available issue of the newspaper.
33. Fax dated October 27, 2003, to Dave Fueg, Cerrone Associates, Inc., from Margaret Batten containing a copy of Modification No. 3 to the District's WV/NPDES Permit No. WV 0081141 from the West Virginia Department of Environmental Protection.
34. Letter dated October 27, 2003, to the District from Dan Casto, Belleville, WV, requesting specific information about the District under the Freedom of Information Act.
35. Fax dated October 27, 2003, to Margaret Batten from Camden Siegrist, Bowles Rice McDavid Graff & Love, enclosing a copy of the Rules of Procedure for the Mineral Wells Public Service District.
36. Copy of a correspondence instructions dated October 27, 2003, to Katherine Barker enclosing her check no. 1182 which was marked "NSF".
37. Fax dated October 28, 2003, to Kim McClead, WesBanco Bank Inc., from Margaret Batten containing information necessary to open a checking account entitled Mineral Wells Public Service District Series 2003A Bonds Construction Trust Fund.
38. Note to Galen and Monica Glotfeltey enclosing an account card for water service at Route 1, Box 233K, Mineral Wells, WV, to be completed and returned to the District with a fifty dollar security deposit.
39. Memorandum dated October 28, 2003, to Payroll Clerk, MWPSD, from Margo Cosby-Perkins, West Virginia Public Employees Insurance Agency, stating that Gerald Church has been approved for dependent life insurance in the amount of \$20,000.00.
40. Memorandum dated October 28, 2003, to Payroll Clerk, MWPSD, from Margo Cosby-Perkins, West Virginia Public Employees Insurance Agency, stating that Tommy Batten has been approved for dependent life insurance in the amount of \$20,000.00.

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41. Fax dated October 29, 2003, to Attorney Cam Siegrist, Bowles Rice McDavid Graff & Love, from Margaret Batten containing a copy of a deposit ticket for the Series 2003 A Bonds Trust Construction Trust Fund Checking Account.
42. Letter dated October 30, 2003, to the District from Joyce Murphy, Office Manager, R & R Pipeline, Inc., containing compliance reports for the first, second, and third quarters of 2003.
43. Letter dated October 30, 2003, to Charles Stewart from David Stewart, Environmental Resource Specialist, West Virginia Department of Health and Human Resources, Bureau For Public Health, Office of Environmental Health Services, stating that the District failed to submit its certification stating how its Consumer Confidence Report was distributed to its customers.
44. Letter dated October 30, 2003, to Margaret Batten from Camden P. Siegrist, Bowles Rice McDavid Graff & Love, containing a deposit slip reflecting a deposit of \$46,696 in the District's Series 2003A Sewer Bonds Construction Trust Fund at WesBanco, copies of the Bond Closing Attendance List and pertinent documents that were delivered during the closing.
45. Letter dated October 31, 2003, to Charles M. Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing a copy of the Change Order No. 6 for the I-77 Rest Area Sewer Extension.
46. Business Memo dated October 31, 2003, to Margaret Batten from John Padden, Reagle & Padden, Inc., stating that Westfield Insurance had endorsed the District's current insurance policy to pick up the increased payrolls as reflected in the 2002 audit which generates an additional annual premium of \$2,066. Westfield also endorsed the revised blanket property limit to be in line with the new statement of values that results in a return premium of \$865.00.
47. Fax dated October 31, 2003, to Margaret Batten from the Wood County Courthouse containing a copy of the minutes of the March 6, 2003, meeting of the Wood County Commission reflecting that Charles Stewart was sworn in as a Commissioner for the District for another six years.

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48. Fax dated October 31, 2003, to Attorney Cam Siegrist from Margaret Batten enclosing a copy of Charles Stewart's March 6, 2003, Oath of Office as Commissioner for the District.
49. Copy of a letter dated October 31, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 101 in the amount of \$21,700.00 in payment of Requisition No.1 to the Dechlorination/Dover Drive Sewer Project. Also enclosed was a copy of the letter dated October 20, 2003, from Rosalie Brodersen, West Virginia Department of Environmental Protection, approving the payment.
50. Facsimile Transmittal Sheet to Margaret Batten from Dan Parker, West Virginia Department of Health and Human Resources, containing a copy of the CCR Certification - Format for Systems with Mailing Waivers.
51. Copy of a letter dated November 3, 2003, to Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the Monthly Operational Report and a copy of the Daily Water Purchase Tally for the District for the month of October 2003.
52. Copy of a letter dated November 3, 2003, to Dan Casto from R. Shayne Brabham responding to Mr. Casto's letter dated October 28, 2003, requesting information about the District's operation under the Freedom of Information Act.
53. Copy of a letter dated November 3, 2003, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of Charles Stewart's March 6, 2003, Oath of Office as a District Commissioner.
54. Copy of a letter dated November 4, 2003, to the Magistrate Court of Wood County from Linda Church containing a signed Release of Judgment for Case No. 03-C-633 - Tracie G. Fury.
55. Fax dated November 4, 2003, to Rita Gresham from Linda Church containing an application for service to be completed and returned with a fifty dollar security deposit.
56. Letter dated November 4, 2003, to James M. Bradley, Jr., Attorney, Bradley & Albright, PLLC, from Steven R. Hardman, Attorney, Bowles Rice

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McDavid Graff & Love, containing a proposed option agreement between the District and Richard Boice for a water tank site on Limestone Ridge.

57. Copy of a letter dated November 4, 2003, to Richard Boice from R. Shayne Brabham enclosing a copy of the November 4, 2003, letter to James M. Bradley, Jr., Attorney, Bradley & Albright, PLLC, from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, containing a proposed option agreement between the District and Richard Boice for a water tank site on Limestone Ridge.
58. Copy of a letter dated November 5, 2003, to Mineral Wells PSD from R. Witter Hallan, Executive Director, West Virginia Municipal Bond Commission, stating that the District must deposit a minimum of \$2,688.60 before the December 1, 2003, payment on the Mineral Wells PSD 95 Sewer Revenue Bonds can be paid.
59. Fax dated November 6, 2003, to the District from the Wood County PSD Association containing the agenda for the monthly meeting scheduled for November 12, 2003, at 12 noon at Claywood Park PSD.
60. Release of Judgment dated November 6, 2003, from the Magistrate Court of Wood County for Case No. 03-C-633 – Mineral Wells PSD versus Tracie G. Fury.
61. Letter dated November 6, 2003, to Shayne Brabham from Michelle Brenner, NPDES Team, West Virginia Department of Environmental Protection, containing a one copy each of the District's draft permit, any required fact sheet and the public notice.
62. Copy of a letter dated November 7, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten stating that, to the best of her knowledge, all invoices submitted to Mr. Sheppard's office on Project S354-14-0.64-Slate Creek Bridge and Project U354-14-5.16 - Society Hill Road have been paid.
63. Copy of a letter dated November 7, 2003, to James Duckworth from R. Shayne Brabham approving a sewer line extension with a grinder pump to be installed on Society Hill Road along with all the necessary documents needed for the extension.

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64. Memorandum dated November 7, 2003, to Shayne Brabham from Carrie L. Grimm, ERSII, West Virginia Department of Environmental Protection, relative to Minority/Women-Owned Business Enterprises that provide sewer line video taping equipment.
65. Copy of a letter dated November 7, 2003, to the Parkersburg Utility Board from Linda Church enclosing District Check No. 29895 in the amount of \$120.00 to pay reconnection fees for Melony Pierce (2), Josephine McEndree, Jerry Godbey, Sandy Fought, and Joyce Pursley Kassinger.
66. Copy of a letter dated November 7, 2003, to the Magistrate Court of Wood County (Marshall) from Linda Church enclosing a completed Motion requesting that Case No. 03-C-853 be dismissed against Chris Wigal along with District Check No. 28193 in the amount of \$45.00 to cover the court fees.
67. Business Memo dated November 11, 2003, to Linda Church from Marie Williamson, Reagle and Padden, Inc., stating that the District's checks were posted to our insurance account on that date.
68. Letter of Transmittal dated November 11, 2003, to Terry Romine, Speciality Piping Corporation, and Mineral Wells Public Service District from Cerrone Associates, Inc. containing shop drawings for manholes and cleanouts for the Dover Drive sewer project.
69. Fax dated November 11, 2003, to the Mineral Wells PSD from Ingrid Harris, A/P Supervisor, Dollar Tree Stores, Inc., containing an address change for Dollar Tree Stores, Inc., Store #02512.
70. Letter dated November 11, 2003, to the Mineral Wells PSD from Michelle Ahart, Deputy Clerk, Magistrate Court of West Virginia, relative to filing a Release of Judgement for Case No. 03-C-853 (Chris Wigal).
71. ****Letter dated November 13, 2003, to Margaret Batten from Sara Boardman, Accountant, West Virginia Municipal Bond Commission, listing the list of new accounts that the District must fund beginning December 1, 2004, for the MWPSD 03-A Sewer Revenue Bonds.

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72. Fax dated November 13, 2003, to Editor, **PARKERSBURG NEWS**, from Margaret Batten containing a notice about the regularly scheduled Board Meeting scheduled for November 20th to be published in the first available issue of the newspaper.
73. Fax dated November 13, 2003, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten containing a notice about the regularly scheduled Board Meeting scheduled for November 20th to be published in the first available issue of the newspaper.
74. Copy of a letter dated November 12, 2003, to Chris Wigal from Linda Church enclosing a copy of the District's Motion to dismiss Magistrate Case No. 03-C-853 — MWPSD versus Chris Wigal.
75. Copy of a letter dated November 12, 2003, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 29892 in the amount of \$12,460.00 in payment of Requisition No. 4 to the I-77 Rest Area Sewer Project.
76. Copy of a letter dated November 12, 2003, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 29894 in the amount of \$16,852.52 for bond payment to accounts no. MIW-S-1-97-R-WO-06, MIW-S-1-85-B-WO-06, MIW-S-1-95-X-WO-06, and MIW-S-2-95-X-WO-06 and District Check No. 28189 in the amount of \$1,592.00 in the amount of \$1,592.00 for bond payment to account of MIW-W-1-69-X-WO-06-69.
77. Copy of a letter dated November 12, 2003, to the West Virginia Water Development Authority from Margaret Batten stating payments in the amount of \$5,688.40 and \$568.82 to the Sewage System Revenue Bonds, Series 1995, Revenue Fund and Reserve Fund respectively.
78. Fax dated November 12, 2003, to R. Witter Hallan, Executive Director, WV Municipal Bond Commission, from Margaret Batten enclosing a letter dated November 12, 2003, to R. Witter Hallan stating that the District mailed its monthly check to the Municipal Bond Commission in the amount of \$5,688.40 for account no. MIW-S-1-95-X-WO-06.
79. Copy of a letter dated November 13, 2003, to FACILITY IQ from Margaret

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Batten returning the company's check no. 5266597 in the amount of fifty dollars that was sent to pay the security deposit for The Dollar Tree. This was a duplicate payment.

80. Copy of a letter dated November 13, 2003, to Director, Division of Water & Waste Management, from Margaret Batten containing a copy of the Certificate of Publication for the public notice of the District's application for a West Virginia National Pollutant Discharge Eliminations System Water Pollution Control Permit.
81. Copy of a letter dated November 13, 2003, to Jack Godbey from Margaret Batten enclosing a letter and a check for two security deposit refunds to Jerry Godbey (brother) to be forwarded to him.
82. Copy of a letter dated November 14, 2003, to Randall Law from Margaret Batten enclosing District Check No. 29913 in the amount of \$500.00 as payment of the fee for being the Bond Registrar for Dechlorination/Dover Drive Sewer Project.
83. Copy of a letter dated November 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 October 2003 for the District's Wastewater Treatment Plant.
84. Copy of a letter dated November 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 October 2003 for the District's Wastewater Treatment Plant.
85. Copy of a letter dated November 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 October 2003 for the District's Wastewater Treatment

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Plant.

86. Copy of a letter dated November 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) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of October 2003 for the District's Wastewater Treatment Plant.
87. Copy of a letter dated November 14, 2003, to Magistrate Court of Wood County from Linda Church enclosing a signed Release of Judgment for Case No. 03-C-853 (Chris Wigal).
88. Copy of correspondence instructions dated November 17, 2003, to Debbie Vincent from Margaret Batten enclosing his check no. 1235 which was marked "NSF".
89. Copy of a letter dated November 17, 2003, to the Big Tygart United Methodist Church from R. Shayne Brabham containing District Check No. 29914 in the amount of \$428.26 as a refund of the overpayment for the sewer main extension with a grinder pump to serve the new fellowship hall and parsonage.
90. Copy of a letter dated November 17, 2003, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing two invoices to be included on Requisition No. 2 for the Dover Drive/Dechlorination Sewer Project.
91. Fax dated November 18, 2003, to Shayne Brabham from John E. Neel, Panhandle Pipe/Hughes, containing a proposal for ProRead Meters w/R900 MIU.
92. Copy of a letter dated November 19, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing Invoice No. 1 and No. 2 (Final) for State Project U354-77-170.03, Federal Project IMO-773308.
93. Copy of letter dated November 19, 2003, to Richard Boice from R. Shayne Brabham enclosing a copy of the Option Agreement for a water tank site

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on Limestone Ridge between the District and Mr. Boice.