

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, DECEMBER 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; Delbert Stephens, R. Shayne Brabham, Operations Manager; Margaret Batten, Office Manager, and William Byers, Jr., Maintenance Technician, were present.

After reading the Minutes of November 20, 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. Delbert Stephens, a resident of Stephens Fork Road, was in attendance to discuss the status of the Sycamore Run, Stephens Fork, and Limestone Water Project. Mr. Stewart, Chairman, asked Shayne Brabham to give an up-date on the project. Mr. Brabham gave a brief report on the project. Mr. Radabaugh expressed his regret for the delay and stated the District was anxious to begin construction which hopefully would be in early spring.

Mr. Stephens then excused himself from the meeting.

Mr. Radabaugh made a motion that the Financial Statement for All Finances for the District dated November 30, 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 the Water Revenue Fund Checking Account dated November 30, 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 the Sewer Revenue Fund Checking Account dated November 30, 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 28231 thru 28292 written between November 21, 2003 and December 17, 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 28293 thru 28300 written December

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18, 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 29932 thru 29988 written between November 21, 2003 and December 18, 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 29989 thru 29997 written December 18, 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 Number 001144 thru 01159 written between November 21, 2003 and December 18, 2003 on the Sewer Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten presented Requisition No. 2 in the amount of \$22,614.71 for the Dover Drive Dechlorination Project to the Board of Commissioners for approval. After reviewing the document, Mr. Radabaugh made a motion that Requisition No. 2 be approved for payment as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the requisition.

Mrs. Batten presented Requisition No. 5 in the amount of \$26,203.14 for the I-77 Rest Area Sewer Extension Project to the Board of Commissioners for approval. After reviewing the document, Mr. Radabaugh made a motion that Requisition No. 5 be approved as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the requisition.

Mrs. Batten presented the following letters:

Letter 44-Copy of letter dated December 12, 2003 to the Board Members of the Silverton Public Service District from the Jackson County Commission requesting that Silverton PSD contact the Mineral Wells PSD on behalf of the citizens of Cavin Fork and Pond Creek in Northern Jackson County and request that should they ever extend water service into their southern boundaries that they consider these areas of northern Jackson County.

Letter 56-Letter dated December 16, 2003 to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval four (4) copies of Addendum No. 2 to the Engineering Agreement for the I-77 Rest Area Sewer Extension Project. After reviewing the document, Mr. Radabaugh made a motion that Addendum No. 2 be approved as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the Addendum.

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

1. Contact #1-Dover Drive Sewer Replacement Project- The project is progressing rather slowly because of the weather and the condition of the soil. He stated that approximately 12% of the work had been completed and that 60% of the budget had been spent because of unexpected cost. Today, December 18, 2003, was to be the substantial completion date. Specialty Piping Corporation has asked Cerrone Associates, Inc. for a time extension to this Contract.
2. Contract #2-Treatment Plant-Work has not started as of this date.
3. Sycamore Run, Stephens Fork and Limestone Ridge Project-Mr. Brabham stated he had talked with Dianne Wolfe, Bowles Rice McDavid Graff & Love, and left a message but she had not yet returned his call. The Board authorized Mr. Brabham to call and set up a meeting with the Board, Mr. Hardman and Mrs. Wolfe at their office to discuss the remaining documents needed to get the project ready for the bidding process.
4. Sycamore Run, Stephens Fork and Limestone Ridge Project-Cerrone Associates, Inc. did survey work at the tank site last Friday, December 12, 2003.

Mr. Radabaugh made a motion the Board of Commissioners go into an executive session. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart recessed the regular meeting at 5:55 p.m.

At 6:35 p.m. Mr. Stewart reconvened the regular meeting and announced that no action was taken during the executive session.

Mr. Radabaugh announced that it was time for the Board to consider giving its employees a pay raise. A discussion ensued after which Mr. Radabaugh made a motion that each employee be given thirty-five (35) cent per hour increase effective January 1, 2004. Mr. Lett seconded the motion. The motion passed unanimously.

After discussion, Roy Radabaugh made a motion the office be closed at noon on Wednesday, December 24 and Wednesday, December 31, 2003 so that the employees can enjoy the holidays. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh showed the Board an ad that appeared on behalf of the Red Sulphur Public Service District relative to a water extension project they were bidding. The ad was urging their residents who had not signed up and paid a tap fee for their project to do so before the construction started.

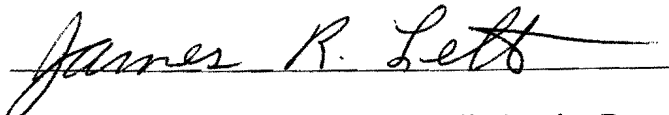
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He suggested that our District should either run an ad or notify the people by letter who have declined water service for the Sycamore Run, Stephens Fork and Limestone Ridge project just before the bidding date.

All business having been completed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Lett seconded the motion. The motion carried unanimously. Mr. Stewart adjourned the meeting at 6:45 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.

A handwritten signature in cursive script that reads "James R. Lett". The signature is written in black ink and is positioned above a horizontal line.

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
NOVEMBER 30, 2003**

CHECKING ACCOUNT

| | | |
|---|---------------|---------------------|
| Water Revenue Fund Checking Account | | |
| WesBanco Bank | \$ 5,114.44 | |
| Sewer Revenue Fund Checking Account | | |
| WesBanco Bank | 28,287.65 | |
| Series 2003A Bonds Construction Fund Checking | | |
| WesBanco Bank | <u>262.72</u> | |
| TOTAL IN CHECKING ACCOUNTS: | | \$ 33,664.81 |

WATER ACCOUNTS

| | | |
|---|------------------|---------------------|
| Depreciation Reserve Account | | |
| WesBanco Bank | \$12,280.16 | |
| Revenue Reserve Account | | |
| WesBanco Bank | 29,195.56 | |
| Revenue Reserve Account-Sams Creek/Chesterville | | |
| WesBanco Bank | 16,684.50 | |
| Revenue Reserve Account-Rockport | | |
| WesBanco Bank | 4,367.70 | |
| Depreciation Reserve Account-Rockport | | |
| WesBanco Bank | 4,367.90 | |
| Revenue Reserve Account-Water Improvement | | |
| WesBanco Bank | 13,128.13 | |
| Depreciation Reserve Account-Water Improvement | | |
| WesBanco | 13,130.21 | |
| 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>21,025.70</u> | |
| TOTAL IN WATER ACCOUNTS: | | \$161,882.25 |

SEWER ACCOUNTS

| | | |
|---------------------------------------|------------------|---------------------|
| Repair and Replacement Account | | |
| WesBanco Bank | \$69,865.12 | |
| Reserve for Grinder Pump Maintenance | | |
| Prime Rate Money Market-WesBanco Bank | 23,271.35 | |
| Security Deposit Account | | |
| WesBanco Bank | <u>18,967.85</u> | |
| TOTAL IN SEWER ACCOUNTS: | | \$112,104.32 |

| | | |
|--|--|---------------------|
| TOTAL ALL FINANCES, NOVEMBER 30, 2003 | | \$307,651.38 |
|--|--|---------------------|

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

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

\$ 5,661.02

RECEIPTS:

| | |
|--------------------------|--------------|
| Water Sales | \$42,887.66 |
| Water Buffalo Sales | 475.00 |
| Tap Fees | 600.00 |
| Security Deposit Refunds | 1,214.54 |
| Reconnection Fees | 60.00 |
| Reggie Grimmett | 255.00 |
| Joseph Vincent-NSF Check | 50.75 |
| Cutlip Warner-Material | <u>43.37</u> |

TOTAL RECEIPTS:

\$45,586.32

CASH AVAILABLE:

\$51,247.34

EXPENDITURES:

| | |
|---------------------------------------|-------------|
| Municipal Bond Commission | \$ 1,592.00 |
| Rural Economic & Development | 5,252.00 |
| USDA-Rural Development | 13,365.00 |
| WesBanco Bank-Parkersburg | 2,555.57 |
| 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 | 499.96 |
| WV Public Employees Retirement System | 1,421.31 |
| Salaries | 6,014.84 |
| Commissioners' Salaries | 187.50 |
| WV Public Employees Insurance Agency | 1,442.11 |
| Bureau of Child Support | 139.75 |
| U. S. Postal Service | 195.40 |
| AT&T-State Calling Service | 9.72 |
| Action Answering Service Plus | 37.32 |
| Alco Amerifence | 4,340.00 |
| Discount Industrial Supply | 17.82 |
| Miss Utility of WV Inc. | 28.87 |
| Miller Communications | 15.00 |
| Telepage Communications System | 8.95 |
| Water Environmental Testing | 67.50 |
| Steers Heating & Cooling, Inc. | 175.75 |
| Verizon | 113.46 |

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FINANCIAL STATEMENT-WATER-OCTOBER, 2003
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| | |
|---------------------------------------|-------------|
| Midwest Pipe & Supply | 89.00 |
| Richard & Nina Boice | 100.00 |
| BP Credit Card Center | 316.27 |
| Lura Naylor | 16.17 |
| Michael Blankenship | 102.60 |
| Sharon Franklin | 16.83 |
| Gloria Wiley | 35.40 |
| Travis S. Lucas | 22.74 |
| Ashley Knox | 38.18 |
| Chasity Beth Smarr | 31.78 |
| Steven Traux | 8.42 |
| Westfield Group | 600.45 |
| Appalachian Software | 1,382.50 |
| Wood County Magistrate | 45.00 |
| Mineral Wells Public Service District | 598.54 |
| ADT Security Services | 48.42 |
| Cutlip-Warner Development Co. | 1,425.00 |
| Dominion Hope | 52.61 |
| Aakash Hospitality, Inc. | 50.52 |
| Joshua Daggett Mitchell | 51.17 |
| Rick Bowry | 50.31 |
| Joe Anderson | 50.30 |
| Matthew A. Chambers | 50.30 |
| Jeffrey D. Mulinex | 50.38 |
| Joseph Lee Carmichael | 50.53 |
| Cathy L. Smith | 50.28 |
| Hardman Supply Company | 88.97 |
| Ohio Valley Muffler & Brake | 230.47 |
| Parkersburg Office Supply | 65.46 |
| Cintas | 204.68 |
| C. I. Thornburg | 958.54 |
| Westco Internet | <u>9.25</u> |

TOTAL EXPENDITURES:

\$46,132.90

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

\$ 5,114.44

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

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

\$25,787.69

RECEIPTS:

| | |
|-----------------------------|---------------|
| Sewer Sales | \$40,121.77 |
| Tap Fees | 550.00 |
| WV DOH-Rest Area Project | 122,602.65 |
| James Duckworth Extension | 4,637.25 |
| Gene's Septic Tank Cleaning | 384.00 |
| Void Check No. 29841 | 3.60 |
| Joseph Vincent | 51.25 |
| Security Deposit Refunds | <u>454.41</u> |

TOTAL RECEIPTS:

\$168,804.93

CASH AVAILABLE:

194,592.62

EXPENDITURES:

| | |
|---------------------------------------|-------------|
| Municipal Bond Commission | \$16,852.52 |
| WesBanco Bank-Parkersburg | 1,258.11 |
| WesBanco Bank-Parkersburg | 2,541.48 |
| Salaries | 5,889.05 |
| Commissioners' Salaries | 187.50 |
| WV Public Employees Insurance Agency | 1,232.21 |
| WV Public Employees Retirement System | 1,384.40 |
| WV Dept. of Tax & Revenue | 510.04 |
| Bureau for Child Support | 50.95 |
| U. S. Postal Service | 195.41 |
| R&R Pipeline, Inc. | 108,634.54 |
| Bowles Rice Mc David Graff & Love | 656.56 |
| Cerrone Associates, Inc. | 12,460.00 |
| Parkersburg Utility Board | 120.00 |
| Appalachian Software Inc. | 1,382.50 |
| AT&T - State Calling Service | 9.72 |
| Action Answering Service Plus | 37.33 |
| Big Tygart United Methodist Church | 428.26 |
| Discount Industrial Supply | 42.67 |

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

| | |
|--------------------------------|-------------|
| Jabo Supply Corporation | 24.16 |
| Miss Utility of WV Inc. | 28.88 |
| Miller Communications | 15.00 |
| Trombold Equipment Co., Inc. | 3,138.78 |
| Telepage Communications System | 8.95 |
| Water Environmental Testing | 280.00 |
| Allegheny Power | 3,554.53 |
| WesBanco Bank-Parkersburg | 500.00 |
| Mineral Wells PSD | 550.34 |
| Midwest Pipe & Supply | 224.20 |
| Parkersburg Sentinel Co. | 139.44 |
| Verizon | 534.68 |
| Atlas Towing Company | 36.51 |
| Airgas Mid America | 880.00 |
| Bosley Rental & Supply Inc. | 6.95 |
| BP Credit Card Center | 316.28 |
| Gloria Wiley | 39.38 |
| Travis S. Lucas | 22.26 |
| ADT Security Services | 48.42 |
| Badger Lumber Co., Inc. | 8.44 |
| Cutlip-Warner Development Co. | 838.00 |
| Dominion Hope | 52.60 |
| Steven Traux | 6.56 |
| Aakash Hospitality, Inc. | 50.52 |
| Cathy L. Smith | 50.28 |
| Joe Anderson | 50.30 |
| Gene's Septic Tank Cleaning | 170.00 |
| Hardman Supply Company | 198.12 |
| Midwest Pipe & Supply | 52.28 |
| Ohio Valley Muffler & Brake | 230.48 |
| Parkersburg Office Supply | 65.46 |
| Roto-Rooter Sewer Co. | 95.00 |
| Cintas | 204.67 |
| Westco Internet | <u>9.25</u> |

TOTAL EXPENDITURES:

\$166,304.97

**BALANCE IN SEWER CHECKING ACCOUNT,
 WESBANCO BANK, NOVEMBER 30, 2003**

\$ 28,287.65

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

CHECKS WRITTEN BETWEEN NOVEMBER 21, 2003, AND DECEMBER 17, 2003

| | | |
|------------------------|--------------------------------|-----------|
| CHECK NO. 28231 | Bureau For Child Support | \$ 50.30 |
| 28232 | Mineral Wells PSD | 2,915.88 |
| 28233 | WesBanco Bank-Parkersburg | 1,258.09 |
| 28234 | WV Dept of Tax & Revenue | 499.96 |
| 28235 | WV Public Employees Retirement | 1,421.31 |
| 28236 | Mineral Wells PSD | 9.16 |
| 28237 | Mineral Wells PSD | 187.50 |
| 28238 | Steven Truax | 8.42 |
| 28239 | Mineral Wells PSD | 51.30 |
| 28240 | ADT Security Services | 48.42 |
| 28241 | Cutlip-Warner Development Co | 1,425.00 |
| 28242 | Dominion Hope | 52.61 |
| 28243 | Aakash Hospitality, Inc. | 50.52 |
| 28244 | Joshua Daggett Mitchell | 51.17 |
| 28245 | Rick Bowry | 50.31 |
| 28246 | Joe Anderson | 50.30 |
| 28247 | Matthew A. Chambers | 50.30 |
| 28248 | Jeffrey D Mulinex | 50.38 |
| 28249 | Joseph Lee Carmichael | 50.53 |
| 28250 | Cathy L Smith | 50.28 |
| 28251 | Hardman Supply Company | 88.97 |
| 28252 | Mineral Wells PSD | 50.07 |
| 28253 | Ohio Valley Muffler & Brake | 230.47 |
| 28254 | Parkersburg Office Supply | 65.46 |
| 28255 | Rural Development Admn | 2,112.00 |
| 28256 | Cintas | 204.68 |
| 28257 | C I Thornburg | 958.54 |
| 28258 | USDA-Rural Development | 3,140.00 |
| 28259 | WesBanco-Water Res-Sams-CV | 314.00 |
| 28260 | Westco Internet | 9.25 |
| 28261 | U S Postal Service | 38.87 |
| 28262 | AT&T - State Calling Service | 4.82 |
| 28263 | Action Answering Service Plus | 39.58 |
| 28264 | Business Software, Inc. | 450.00 |
| 28265 | BP Credit Card Center | 246.41 |
| 28266 | Bureau For Child Support | 43.02 |
| 28267 | Claywood Park PSD | 13,990.63 |
| 28268 | AT&T Wireless Services | 51.31 |
| 28269 | Cutlip-Warner Development Co. | 1,071.00 |

**MINERAL WELLS PSD
LIST OF WATER CHECKS
DECEMBER 18, 2003
PAGE 2**

**CHECKS WRITTEN BETWEEN NOVEMBER 21, 2003, AND DECEMBER 17, 2003
(Continued)**

| | | |
|------------------------|--------------------------------|-----------|
| CHECK NO. 28270 | Haul Away Trash L.L.C. | \$ 15.00 |
| 28271 | Miss Utility of WV Inc | 17.37 |
| 28272 | Miller Communications | 15.00 |
| 28273 | Municipal Bond Commission | 1,592.00 |
| 28274 | Mineral Wells PSD | 3,457.25 |
| 28275 | Ohio Valley Muffler & Brake | 174.00 |
| 28276 | Telepage Communications System | 8.95 |
| 28277 | USDA-Rural Development | 3,325.00 |
| 28278 | USDA-Rural Development | 10,040.00 |
| 28279 | Water Environmental Testing | 108.00 |
| 28280 | WV Public Employees Ins Agency | 1,384.69 |
| 28281 | WesBanco Bank-Parkersburg | 110.00 |
| 28282 | WesBanco Bank-Parkersburg | 1,606.67 |
| 28283 | WesBanco Bank-Parkersburg | 167.00 |
| 28284 | WesBanco Bank-Parkersburg | 167.00 |
| 28285 | WesBanco Bank-Parkersburg | 502.00 |
| 28286 | WesBanco Bank-Parkersburg | 502.00 |
| 28287 | Void | |
| 28288 | Mineral Wells PSD | 19.39 |
| 28289 | AZ Commercial | 3.98 |
| 28290 | Bosley Rental & Supply Inc | 18.67 |
| 28291 | Conner Cleaning Service | 109.00 |
| 28292 | W. W. Grainger, Inc. | 12.60 |

CHECKS WRITTEN TODAY AND NEED AUTHORIZED

| | | |
|------------------------|---------------------|-----------|
| CHECK NO. 28293 | Allegheny Power | \$ 619.30 |
| 28294 | AZ Commercial | 6.11 |
| 28295 | Patricia D Pack | 14.68 |
| 28296 | Toby Knight | 15.17 |
| 28297 | Mineral Wells PSD | 121.17 |
| 28298 | Verizon | 118.75 |
| 28299 | Hughes Supply, Inc. | 206.00 |
| 28300 | U S Postal Service | 72.71 |

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

CHECKS WRITTEN BETWEEN NOVEMBER 21, 2003, AND DECEMBER 17, 2003

| | | |
|------------------------|--------------------------------|----------|
| CHECK NO. 29932 | Bureau For Child Support | \$ 45.05 |
| 29933 | WesBanco Bank-Parkersburg | 1,277.31 |
| 29934 | WV Dept of Tax & Revenue | 510.04 |
| 29935 | WV Public Employees Retirement | 1,384.40 |
| 29936 | Mineral Wells PSD | 13.98 |
| 29937 | James R Lett | 125.00 |
| 29938 | Roy L Radabaugh | 125.00 |
| 29939 | Charles M Stewart | 125.00 |
| 29940 | Allegheny Power | 2,822.31 |
| 29941 | ADT Security Services | 48.42 |
| 29942 | Badger Lumber Co Inc | 8.44 |
| 29943 | Cutlip-Warner Development Co | 838.00 |
| 29944 | Dominion Hope | 52.60 |
| 29945 | Steven Truax | 6.56 |
| 29946 | Aakash Hospitality, Inc | 50.52 |
| 29947 | Cathy L Smith | 50.28 |
| 29948 | Joe Anderson | 50.30 |
| 29949 | Gene's Septic Tank Cleaning | 170.00 |
| 29950 | Hardman Supply Company | 198.12 |
| 29951 | Midwest Pipe & Supply | 52.28 |
| 29952 | Ohio Valley Muffler & Brake | 230.48 |
| 29953 | Parkersburg Office Supply | 65.46 |
| 29954 | Roto-Rooter Sewer Co | 95.00 |
| 29955 | Cintas | 204.67 |
| 29956 | Westco Internet | 9.25 |
| 29957 | U S Postal Service | 38.87 |
| 29958 | AT&T - State Calling Service | 4.82 |
| 29959 | Action Answering Service Plus | 39.57 |
| 29960 | Business Software, Inc. | 450.00 |
| 29961 | BP Credit Card Center | 246.41 |
| 29962 | Bureau for Child Support | 52.33 |
| 29963 | AT&T Wireless Services | 51.31 |
| 29964 | Void | |
| 29965 | Linda Daugherty | 53.00 |
| 29966 | Harman Thompson Mallory & Ice | 325.00 |
| 29967 | Haul Away Trash, L.L.C. | 15.00 |
| 29968 | Miss Utility of WV Inc | 17.38 |
| 29969 | Mineral Wells PSD | 7,500.00 |
| 29970 | Miller Communications | 15.00 |

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

**CHECKS WRITTEN BETWEEN NOVEMBER 21, 2003, AND DECEMBER 17, 2003
(Continued)**

| | | |
|------------------------|--------------------------------|-----------|
| CHECK NO. 29971 | McHenry Electric Co Inc | \$ 58.62 |
| 29972 | Municipal Bond Commission | 16,852.52 |
| 29973 | Midwest Pipe & Supply | 58.62 |
| 29974 | Ohio Valley Muffler & Brake | 174.00 |
| 29975 | Telepage Communications System | 8.95 |
| 29976 | Cardholder Services | 350.85 |
| 29977 | WWT Electric | 290.46 |
| 29978 | Water Environmental Testing | 240.00 |
| 29979 | WV Public Employees Ins Agency | 1,289.63 |
| 29980 | WesBanco Bank-Parkersburg | 1,003.05 |
| 29981 | WesBanco Bank-Parkersburg | 1,463.49 |
| 29982 | Mineral Wells PSD | 19.38 |
| 29983 | AZ Commercial | 3.98 |
| 29984 | Bosley Rental & Supply Inc | 18.68 |
| 29985 | Cutlip-Warner Development Co | 3,510.00 |
| 29986 | Conner Cleaning Service | 179.00 |
| 29987 | W. W. Grainger, Inc. | 79.26 |
| 29988 | State Electric Supply Co Inc | 66.37 |

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

| | | |
|------------------------|---------------------------|-------------|
| CHECK NO. 29989 | Allegheny Power | \$ 2,033.18 |
| 29990 | AZ Commercial | 6.11 |
| 29991 | Patricia D Pack | 19.56 |
| 29992 | Mineral Wells PSD | 81.18 |
| 29993 | Trombold Equipment Co Inc | 2,219.34 |
| 29994 | Verizon | 538.15 |
| 29995 | Hughes Supply, Inc. | 142.70 |
| 29996 | Batteries Direct | 22.00 |
| 29997 | U S Postal Service | 72.70 |

**PAYROLL CHECKS WRITTEN BETWEEN
NOVEMBER 21, 2003, AND DECEMBER 18, 2004**

| | | |
|------------------------|------------------------|-----------|
| CHECK NO. 01144 | Todd R. Anderson | \$ 565.24 |
| 01145 | Margaret J Batten | 857.01 |
| 01146 | Richard Shayne Brabham | 896.49 |

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

**PAYROLL CHECKS WRITTEN BETWEEN
NOVEMBER 21, 2003, AND DECEMBER 18, 2003
(Continued)**

| | | |
|------------------------|------------------------|-----------|
| CHECK NO. 01147 | William H Byers Jr | \$ 732.03 |
| 01148 | Linda K Church | 756.90 |
| 01149 | Russell K Hanna | 763.01 |
| 01150 | Mark K Murphy | 603.59 |
| 01151 | Nellie B Radcliff | 743.26 |
| 01152 | Todd R. Anderson | 692.65 |
| 01153 | Margaret J Batten | 981.25 |
| 01154 | Richard Shayne Brabham | 1,095.87 |
| 01155 | William H Byers Jr | 921.40 |
| 01156 | Linda K Church | 916.11 |
| 01157 | Russell P Hanna | 971.73 |
| 01158 | Mark K Murphy | 220.19 |
| 01159 | Nellie B Radcliff | 868.74 |

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
NOVEMBER 20, 2003, TO DECEMBER 18, 2003

1. ***West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER***, a publication of the West Virginia Rural Water Association dated December 15, 2003, Vol. 7, Issue 12.
2. Copy of a letter dated November 19, 2003, to Richard Boice from R. Shayne Brabham enclosing a copy of the Option Agreement by and between the District and Mr. Boice for a water tank site for Limestone Area of the Sycamore, Stephens Fork, and Limestone Water Extension Project.
3. Copy of a letter dated November 21, 2003, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the October 16, 2003, Regular Board Meeting, a copy of the October 27, 2003, Special Board Meeting, and a copy of the October 31, 2003, Special Board Meeting.
4. Copy of a letter dated November 21, 2003, to Richard Boice from R. Shayne Brabham enclosing a copy of the signed Option Agreement by and between the District and Mr. Boice for the Limestone Ridge Water Tank Site for the Sycamore, Stephens Fork, and Limestone Ridge Water Extension Project.
5. Copy of a letter dated November 21, 2003, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the signed Option Agreement by and between the District and Mr. Boice for the Limestone Ridge Water Tank Site.
6. Copy of a certified letter dated November 21, 2003, to the District from Tim C. Call, General Adjuster, The Westfield Group, from Richard A Hayhurst, Attorney-At-Law, representing Teresa Bunn and George S. Hillyer, former tenants of Donna Davis, #3 Graham Lane, Mineral Wells, WV, relative to alleged mold damage to the clothing, furniture, and personal property of Ms. Bunn and Mr. Hillyer.
7. Fax dated November 24, 2003, to Shayne Brabham from Dave Fueg, Cerrone Associates, Inc., containing information about a flush-mix valve made by Flygt for the I-77 Rest Area Lift Station.
8. Fax dated November 26, 2003, to the District from Stephanie from the Law Firm of Palmer & Titus, relative to liens for delinquent water charges that the District has against property owned by Clifford Monroe (old Rockport School).
9. Fax dated November 26, 2003, to Stephanie from the Law Firm of Palmer & Titus, from Margaret Batten containing the requested information about liens for delinquent water

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charges against property owned by Clifford Monroe (old Rockport School).

10. Fax dated December 1, 2003, to Terry Romine, Specialty Piping Corporation, from Jim Ruckman, PS, Cerrone Associates, Inc., stating that the date of substantial completion for Contract #1 of the District's Dechlorination/Dover Drive Sewer Project is scheduled for December 14, 2003, and expressing concern that the project will not be completed by that date.
11. Memorandum dated December 1, 2003, to Benefit Coordinators from Barbara Beane, Eligibility Supervisor, West Virginia Public Employees Insurance Agency, stating that a tobacco status indicator flag has been added at the policyholder level on the District's monthly billing invoice.
12. Form letter dated December 2, 2003, from the Office of the Clerk of Wood County to the District returning a Right-of-Way Easement to the District for a Grinder Pump Sewer Extension Installation from Connie Sue Duckworth and James G. Duckworth and stating that the document cannot be recorded without a legal description or a map of the right-of-way.
13. Copy of a letter dated December 3, 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 Daily Water Purchase Tally for the month of November 2003.
14. Letter dated December 4, 2003, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and signature four copies of Change Order No. 7 to R & R Pipeline, Inc. for the I-77 Rest Area Sewer Extension Project.
15. Order Dissolving Corporation, Discharging Chapter 7 Trustee and Closing Case for Cardinal Homes, Inc. dated December 4, 2003, from Ronald G. Pearson, Judge, United States Bankruptcy Court For The Southern District of West Virginia.
16. Copy of a letter dated December 5, 2003, to Mr. & Mrs. William D. Wilson from R. Shayne Brabham containing all the necessary documents for a 1,740 ft. water line extension on Wilson Avenue at Slate.
17. Letter to the District from Kathy Hayes, Senior Vice-President, Finance, Franklin Bank, SSB, enclosing a tax form W-9 and a self-addressed envelope with a request that the W-9 be completed and returned in the enclosed envelope prior to December 31, 2003.
18. Copy of a letter dated December 8, 2003, to Randall M. Cole, Project Administrator,

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Cerrone Associates, Inc., from Margaret Batten enclosing four signed copies of Contract Change Order No. 7 to R & R Pipeline for the I-77 Rest Area Sewer Extension Project.

19. Copy of a letter dated December 9, 2003, to Dean, Service Department, Cam Spray, containing an invoice for replacing solenoid and sped controls on dispenser hose reel for the Jetter that the District recently purchased from Cam Spray.
20. Copy of a letter dated December 9, 2003, to Municipal Branch, Office of Water Resources, from Linda Church enclosing a copy of the District's 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 November, 2003.
21. Copy of a letter dated December 9, 2003, to the West Virginia Bureau For Public Health, Office of Environmental Health Service/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 November 2003.
22. Copy of a letter dated December 9, 2003, to Steve Cooper, Department of Natural Resources, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of November 2003.
23. Copy of a letter dated December 9, 2003, to Manning Frymier, P.D., Cerrone Associates, Inc., enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82), a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59), and a copy of additional data pertinent to the daily operation of the District's wastewater treatment plant.
24. Fax dated December 9, 2003, to Randy Lengyel, Public Service Commission, from Shayne Brabham enclosing a copy of the District's Water Users Agreement for the Sycamore Run - Limestone Ridge Water Project.
25. Fax dated December 9, 2003, to Cheryl Merrill from Nellie Radcliff containing a Water Bill Adjustment Affidavit to be completed and returned.
26. Fax dated December 9, 2003, to Mid-West Pipe from Shayne Brabham containing a list of materials for the William D. Wilson water line extension project scheduled to be shipped on

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December 11, 2003.

27. Letter of transmittal dated December 9, 2003, to R & R Pipeline, Inc. from Jeff Emery, Cerrone Associates, Inc., containing shop drawings for the WV DOH I-77 Rest Area Sewer Extension.
28. Letter dated December 9, 2003, to the District from Jack W. Hoffbuhr, P.E., DEE, Executive Director, American Water Works Association, relative to the work of the AWWA and requesting that the District consider membership in the organization.
29. Copy of a letter dated December 10, 2003, to William K. & Lisa D. Lowther from R. Shayne Brabham enclosing all the necessary documents for a water line extension on Tracewell Road.
30. Copy of a letter dated December 10, 2003, to Stephanie, Law Firm of Palmer & Titus, from Margaret Batten enclosing three original releases from the District for liens for delinquent charges against the property of Clifford Monroe.
31. Copy of correspondence instructions dated December 10, 2003, to Ron and Bobbi Lemon from Linda Church containing a receipt for water line materials, water tap fee and security deposit for the William D. Wilson water line extension on Wilson Avenue in Slate.
32. Copy of correspondence instructions dated December 10, 2003, to William and Julie Wilson from Linda Church containing a receipt for water line materials for the William D. Wilson water line extension on Wilson Avenue in Slate.
33. Letter of Transmittal dated December 11, 2003, to Terry Romine, Speciality Piping Corporation from Cerrone Associates, Inc. enclosing shop drawings for the Dover Drive Sewer Replacement Project.
34. Fax dated December 11, 2003, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten containing a notice about the District's regular Board Meeting scheduled for December 18, 2003, to be published in the first available issue of the newspaper.
35. Fax dated December 11, 2003, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten containing a notice about the District's regular Board Meeting scheduled for December 18, 2003, to be published in the first available issue of the newspaper.
36. Copy of a certified letter dated December 12, 2003, to Dennis & Betty Hostottle from Margaret Batten stating that the District will file with Magistrate Court to collect their

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delinquent water and sewer bill if payment is not received by December 23, 2003.

37. Copy of a certified letter dated December 12, 2003, to Joseph Miller from Margaret Batten stating that the District will file with Magistrate Court to collect his delinquent water and sewer bill if payment is not received by December 23, 2003.
38. Copy of a certified letter dated December 12, 2003, to Stacy Hemmelgarn from Margaret Batten stating that the District will file with Magistrate Court to collect her delinquent water and sewer bill if payment is not received by December 23, 2003.
39. Copy of a certified letter dated December 12, 2003, to Jeff Wilhelm from Margaret Batten stating that the District will file with Magistrate Court to collect his delinquent water and sewer bill if payment if not received by December 23, 2003.
40. Copy of a certified letter dated December 12, 2003, to Michael Starcher and Salina Cole from Margaret Batten stating that the District will file with Magistrate Court to collect their delinquent water bill if payment is not received by December 23, 2003.
41. Copy of a certified letter dated December 12, 2003, to Crystal Dawn Post from Margaret Batten stating that the District will file with Magistrate Court to collect her delinquent water bill if payment is not received by December 23, 2003.
42. Copy of a certified letter dated December 12, 2003, to Patricia Bowers from Margaret Batten stating that the District will file with Magistrate Court to collect her delinquent water bill if payment is not received by December 23, 2003.
43. Copy of a certified letter dated December 12, 2003, to Tammie Hearn from Margaret Batten stating that the District will file with Magistrate Court to collect her delinquent sewer bill if payment is not received by December 23, 2003.
44. ****Copy of a letter dated December 12, 2003, to the Board Members of the Silverton Public Service District from the Jackson County Commission requesting that Silverton PSD contact the Mineral Wells PSD on behalf of citizens of Cavin Fork and Pond Creek in Northern Jackson County and request that should they ever extend water service into their southern boundaries that they consider these areas of northern Jackson County.
45. Copy of a letter dated December 12, 2003, to Jamie Six, Clerk of Wood County, from Linda Church enclosing eleven Releases of Liens for Delinquent Water and/or Sewer Bills and ten Statutory Liens for Delinquent Water and/or Sewer Service to be recorded and returned to the District Office.

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46. Letter dated December 15, 2003, to the District from Lowell Jackson requesting that his water service at #19 Society Hill Acres be shut off for the winter on December 18, 2003, and stating that all water will shut off inside the house during the time that he is gone.
47. Copy of a letter dated December 15, 2003, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 29972 in the amount of \$16,852.52 for payment to accounts 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. Also enclosed was District Check No. 28273 in the amount of \$1,592.00 as payment to account MIW-W-1-69-WO-06-69.
48. Copy of a letter dated December 15, 2003, to the West Virginia Water Development Authority from Margaret Batten stating that deposits were made with the Municipal Bond Commission in the amounts of \$5,688.40 (Revenue Fund) and \$568.82 (Reserve Fund) for MWPSD Sewage System Revenue Bonds, Series 1995.
49. Memorandum dated December 15, 2003, to All FY2004 List Applicants from Rosalie Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, containing additions to the FY2004 Priority List for the State Revolving Fund.
50. Letter dated December 15, 2003, to Agency Purchasing Coordinator/Contractor Administrator from Frank L. Gaddy, P.E., Board President, West Virginia State Board of Registration for Professional Engineers, relative to the procurement of Engineering Services.
51. Letter of Transmittal dated December 15, 2003, to Jeff Emery, R & R Pipeline, Inc., from Cerrone Associates, Inc., containing shop drawings for the WV DOH I-77 Rest Area Sewer Extension.
52. Copy of correspondence instructions dated December 16, 2003, to the Wood County Clerk's Office from Margaret Batten enclosing Right-of-Way Easements for a water extension on Wilson Avenue at Slate from Robert D. Wilcox, Gary D. and Ondra H. Wilson, Ronald E. and Bobbi D. Lemon, and William D. and Julie A. Wilson to be recorded.
53. ****Letter dated December 15, 2003, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for approval and signature three copies of Requisition No. 2 for the Dover Drive/Dechlorination Sewer Project.
54. Letter dated December 15, 2003, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc. enclosing a signed copy of Change Order No. 7 for the I-77 Rest Area Sewer Project.

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55. ****Letter dated December 16, 2003, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval four copies of Requisition No. 5 for the I-77 Rest Area Sewer Extension.
56. ****Letter dated December 16, 2003, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval four copies of Addendum No. 2 to the Engineering Agreement for the I-77 Rest Area Sewer Extension Project.
57. Memo dated December 16, 2003, to All Miss Utility of West Virginia, Inc., Members from Jim Kovach stating that the 2003 Fourth Quarter Meeting of the corporation will be held on January 15, 2004, at 9:30 a.m. at Humphries Restaurant, Charleston, West Virginia.