

1

MINUTES OF A REGULAR MEETING OF THE
PUBLIC SERVICE BOARD OF THE MINERAL
WELLS PUBLIC SERVICE DISTRICT HELD
THURSDAY, FEBRUARY 19, 2004 AT 5:00 P.M.
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; R. Shayne Brabham, Operations Manager; Margaret Batten, Office Manager; Nellie Radcliff, Office Clerk; William Byers, Operations Technician; Roy W. Wright, Resident of Stephens Fork and John Stephens, a Pettyville Resident.

The first order of business discussed was Mr. Wright and Mr. Stephens expressing their concern over the amount of time it is taking to get the Sycamore, Stephens Fork, Limestone Water Extension Project out to bid. The District informed Mr. Wright and Mr. Stephens that everything was being done that could be, to get the project underway. The District wants to see the project get started as well as the future customers. Mr. Wright and Mr. Stephens would like for the District to send a newsletter out informing them what is going on and when the project will go to bid. Mr. Wright and Mr. Stephens excused themselves from the rest of the meeting.

Mr. Delbert Stephens did not attend the meeting.

Mr. Radabaugh made a motion that the Minutes of the January 15, 2004, Board Meeting be approved as presented. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Minutes.

Mr. Radabaugh made a motion to approve the Financial Statement dated January 31, 2004 (copy attached) for All Finances. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement dated January 31, 2004 (copy attached) for Water Revenue Fund Checking Account. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement dated January 31, 2004 (copy attached) for Sewer Revenue Fund Checking Account. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 28361 thru 28432 written between January 16, 2004, and February 19, 2004 on the Water Revenue Fund Checking Account (copy attached). Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 28433 thru 28442 written February 19, 2004 on the Water Revenue Fund Checking Account Fund (copy attached). Mr. Stewart seconded

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - FEBRUARY 19, 2004
PAGE 2

the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 30051 thru 30117 written between January 16, 2004 and February 18, 2004 on the Sewer Revenue Fund Checking Account (copy attached). Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 30118 thru 30129 written February 19, 2004, on the Sewer Revenue Fund Checking Account (copy attached). Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve Payroll check numbers 01176 thru 01191 written between January 16, 2004 and February 19, 2004, on the Sewer Revenue Fund Checking Account (copy attached). Mr. Stewart seconded the motion. The motion passed unanimously.

The following letters were discussed.

Letter 54 - Letter dated January 30, 2004, to Shayne Brabham from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, enclosing a copy of a letter from Attorney Joe Brown regarding MWPSD customer, Rob Wilcox relative to the damage done to his property during the installation of the Wilson Water Line Extension Project.

Letter 60 - Letter dated February 3, 2004, to Shayne Brabham from Fred Rader, Community Development, Director, Mid-Ohio Valley Regional Planning and Development Council, stating that any public service district considering requesting Small Cities Block Grants for 2004 must notify their county commissions prior to February 27, 2004, to allow ample time to hold the required public meetings and to conscientiously prepare the grant applications.

Letter 77 - Letter dated February 12, 2004, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for approval and signature three copies of Requisition No. 4 for the Dover Drive/Dechlorination Project to be signed and forwarded to Ms. Carrie Grimm, State Revolving Fund. Mr. Radabaugh made a motion to approve Requisition No. 4. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Stewart signed Requisition No. 4.

Letter 78 - Letter dated February 12, 2004, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval four copies of Requisition No. 6 to the I-77 Rest Area Sewer Extension Project. Mr. Radabaugh made a motion for approval of Requisition No. 6 as presented. Mr. Stewart seconded the motion. Mr. Stewart signed Requisition No. 6.

Mr. Radabaugh made a motion authorizing Mr. Stewart to sign Change Order No. 1 for Specialty Piping Corporation for a 32 day time extension on the contract for Dover Drive when we receive it.

Mr. Stewart seconded the motion. The motion passed unanimously.

Mrs. Batten did not have anything to discuss.

Mr. Brabham reported there is a PSC Board Member Seminar in Parkersburg Holiday Inn on February 26, 27, and 28th if any of the Board Members wants to attend.

Dover Drive / Dechlorination Project is moving right along. The 10" main line has been installed. Two service reconnects are left. Clean up and concrete work will begin next week. Plant work will start February 22, 2004.

When the Wilson/Lemon 2" Water Line was being installed, the contractor cut Mr. Wilcox's service line three different times and his gas service once. The repairs were made and the contractor said that he would warrant the repairs for one year. Joe Brown contacted Mr. Hardman stating that Mr. Wilcox wanted a free tap on the new 2" line so he wouldn't have to worry about the repaired service line. He was told up front that if he wanted to hook to the new line, he would have to pay actual cost of the entire installation of the new service. Mr. Wilson and Mr. Lemon were charged for the fittings required to repair Wilcox's service line during the installation. Mrs. Lemon contacted the PSC.

The Water Buffalo has dispensed 1,062,800 gallons of water as of July 1, 2003.

All business having been completed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Stewart adjourned the meeting at 6:30 p.m.

CERTIFICATION

I, Roy L. Radabaugh, Treasurer 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.



Roy L. Radabaugh, Treasurer of the Public Service Board of
the Mineral Wells Public Service District, Mineral Wells,
West Virginia

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
JANUARY 31, 2004**

CHECKING ACCOUNT

Water Revenue Fund Checking Account	
WesBanco Bank	\$ 664.00
Sewer Revenue Fund Checking Account	
WesBanco Bank	36,225.15
Series 2003A Bonds Construction Fund Checking	
WesBanco Bank	<u>263.28</u>

TOTAL IN CHECKING ACCOUNTS: **\$ 37,152.43**

WATER ACCOUNTS

Depreciation Reserve Account	
WesBanco Bank	\$12,507.95
Revenue Reserve Account	
WesBanco Bank	29,214.16
Revenue Reserve Account-Sams Creek/Chesterville	
WesBanco Bank	17,322.91
Revenue Reserve Account-Rockport	
WesBanco Bank	4,704.43
Depreciation Reserve Account-Rockport	
WesBanco Bank	4,704.63
Revenue Reserve Account-Water Improvement	
WesBanco Bank	14,140.21
Depreciation Reserve Account-Water Improvement	
WesBanco	14,142.56
Sycamore Run-Limestone Tap Fees	
WesBanco Bank	32,088.19
Sycamore Run-Limestone Security Deposits	
WesBanco Bank	15,944.59
Security Deposit Account	
WesBanco Bank	<u>21,266.04</u>

TOTAL IN WATER ACCOUNTS: **\$166,035.67**

SEWER ACCOUNTS

Repair and Replacement Account	
WesBanco Bank	\$72,417.97
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market-WesBanco Bank	30,813.75
Security Deposit Account	
WesBanco Bank	<u>18,962.27</u>

TOTAL IN SEWER ACCOUNTS: **\$122,193.99**

TOTAL ALL FINANCES, JANUARY 31, 2004 **\$325,382.09**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
JANUARY 31, 2004**

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

\$ 7,949.55

RECEIPTS:

Water Sales	\$57,438.37
Water Buffalo Sales	572.75
Tap Fees	300.00
Reggie Grimmett-Reimbursement-Meters	170.00
AT&T Wireless Rebate	25.00
WV DEP Posting Error	800.00
Melissa Hoover NSF Check Re-deposit	100.00
William Lowther Line Extension	1,037.21
Gene' Septic Tank-Pit Risers	28.47
Security Deposit Refunds	813.68
Reconnection Fees	<u>80.00</u>

TOTAL RECEIPTS:

\$61,365.48

CASH AVAILABLE:

\$69,315.03

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	3,025.95
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	556.41
WV Public Employees Retirement System	1,624.29
Salaries	6,871.98
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	1,402.50
Bureau of Child Support	119.02
U. S. Postal Service	197.33
AT&T-State Calling Service	5.09
Action Answering Service Plus	42.50
Midwest Pipe & Supply	945.49
Miss Utility of WV Inc.	6.87
Miller Communications	15.00
Telepage Communications System	8.95
Water Environmental Testing	81.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT-WATER-JANUARY, 2004
 PAGE 2**

BP Credit Card Center	299.98
Mineral Wells Public Service District	1,250.09
Cutlip-Warner Development Co.	7,362.23
Dominion Hope	291.21
Hardman Supply Company	39.79
Ohio Valley Muffler & Brake	115.47
Parkersburg Office Supply	57.75
Cintas	125.33
C. I. Thornburg	1,784.93
Claywood Park PSD	13,751.32
Cardholder Service	54.28
AZ Commercial	1.99
Bosley Rental & Supply Inc.	37.25
Conner Cleaning Service	109.00
Ralph Holbert	48.00
Ashley Tallman	37.75
Richard Jones	34.40
Carrie E. Keefer	41.84
Hughes Supply, Inc.	2,370.00
Chad Ludwig	50.27
Devin Mc Creery	22.73
Robert J. Tatanish	50.28
Robert E. Dowler	54.19
Fasteners & Supply, Inc.	26.75
Kenneth & Connie Casto	9.67
Premier Realtors	33.67
Rex Boise	50.34
WV Rural Water Association	325.38
WV Workers Compensation	886.82
Raymond Fordyce	50.45
Irene West	51.49
Verizon	114.17
Westfield Group	2,042.08
Westco Internet	<u>9.25</u>

TOTAL EXPENDITURES:

\$68,651.03

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,
 JANUARY 31, 2004**

\$ 664.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEWER REVENUE FUND CHECKING ACCOUNT
JANUARY 31, 2004**

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

\$30,806.13

RECEIPTS:

Sewer Sales	\$50,524.86
AT&T Wireless Rebate	25.00
Farm Family Insurance-GMC Truck Accident Refund	424.64
WV DEP Reimbursement-Dover Project	800.00
WV DOH Reimbursement-Rest Area Requisition	26,283.14
WV DOH Reimbursement-Rest Area Requisition	80.00
Security Deposit Refunds	<u>704.80</u>

TOTAL RECEIPTS:

\$78,842.44

CASH AVAILABLE:

\$109,648.62

EXPENDITURES:

Municipal Bond Commission	\$ 16,852.52
WesBanco Bank-Parkersburg	1,408.61
WesBanco Bank-Parkersburg	2,888.72
Salaries	6,544.39
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	1,271.82
WV Public Employees Retirement System	1,534.08
WV Dept. of Tax & Revenue	549.59
Bureau for Child Support	71.68
U. S. Postal Service	197.32
AT&T - State Calling Service	5.08
Action Answering Service Plus	42.50
Miss Utility of WV Inc.	6.88
BP Credit Card Center	299.97
Cutlip-Warner Development Co.	25.00
Miller Communications	15.00
Ohio Valley Muffler & Brake	115.48
Telepage Communications System	8.95
Water Environmental Testing	260.00
WV Workers' Compensation	814.83
WV DEP	525.00
Cerrone Associates, Inc.	1,118.00
R & R Pipeline, Inc.	25,085.14
State Electric Supply Co., Inc.	33.17
Wilbert Mullen	17.29

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-SEWER-JANUARY, 2004
PAGE 2**

WV Rural Water Association	255.08
WV State Emergency Response	75.00
AZ Commercial	1.98
Bosley Rental & Supply, Inc.	37.25
Conner Cleaning Service	179.00
Meleah Howell	59.32
Richard Collins	5.70
Ashley Tallman	42.19
Richard Jones	37.02
Tracy L. Crites	13.53
Carrie E. Keefer	45.56
Mary Horton	4.03
Robert J. Tatanish	50.28
Chad Ludwig	50.27
Hubert D. Dye	50.26
Devin Mc Creery	31.53
Gene's Septic Tank Cleaning	70.00
Deborah Kent	1,056.51
Cintas	125.32
Sullivan Inc.	97.27
Trombold Equipment Co. Inc.	1,001.31
Cardholder Services	54.29
Verizon	534.21
Westfield Group	2,954.48
Allegheny Power	4,832.27
Hardman Supply Company	88.26
Mineral Wells Public Service District	428.15
Dominion Hope	291.22
Parkersburg Office Supply	57.78
Johnstone Supply	67.77
Fasteners & Supply Inc.	26.75
USA Blue Book	539.49
C. I. Thornburg	12.00
WWT Electric	345.60
Wesbanco Bank-Deposit Ticket Charge	15.02
Westco Internet	<u>9.25</u>

TOTAL EXPENDITURES:

\$73,423.47

**BALANCE IN SEWER CHECKING ACCOUNT,
WESBANCO BANK, JANUARY 31, 2004**

\$36,225.15

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
FEBRUARY 19, 2004**

**CHECKS WRITTEN BETWEEN JANUARY 16, 2004, AND FEBRUARY 18, 2004, TO BE
APPROVED**

CHECK NO. 28361	U S Postal Service	\$ 155.93
28362	WV Rural Water Association	325.38
28363	Water Environmental Testing	81.00
28364	Postmaster-Mineral Wells	41.40
28365	AZ Commercial	1.99
28366	Bosley Rental & Supply Inc	37.25
28367	Cutlip-Warner Development Co	750.00
28368	Conner Cleaning Service	109.00
28369	Ashley Tallman	37.75
28370	Richard J Jones	34.40
28371	Carrie E Keefer	41.84
28372	Robert E Dowler	54.19
28373	Kenneth E & Connie M Casto	9.67
28374	Premier Realtors	33.67
28375	Rex Boise	50.34
28376	Raymond D Fordyce	50.45
28377	Irene West	51.49
28378	Robert J Tatanish	50.28
28379	Chad Ludwig	50.27
28380	Devin McCreery	22.73
28381	Ralph L Holbert	48.00
28382	Mineral Wells PSD	326.60
28383	Mineral Wells PSD	800.00
28384	Midwest Pipe & Supply	945.49
28385	Rural Development Admn	2,112.00
28386	Cintas	125.33
28387	C I Thornburg	951.86
28388	USDA-Rural Development	3,140.00
28389	Cardholder Services	54.28
28390	Verizon	114.17
28391	Westfield Group	2,042.08
28392	WesBanco-Water Res-Sams-CV	314.00
28393	Hardman Supply Company	39.79
28394	C I Thornburg	654.35
28395	Dominion Hope	291.21
28396	Mineral Wells PSD	3,758.27
28397	Parkersburg Office Supply	57.75

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
FEBRUARY 19, 2004
PAGE 2**

**CHECKS WRITTEN BETWEEN JANUARY 16, 2004, AND FEBRUARY 18, 2004 TO BE
APPROVED**

CHECK NO. 28398	WesBanco Bank-Parkersburg	\$ 1,584.15
28399	WV Dept of Tax & Revenue	556.41
28400	WV Public Employees Retirement	1,624.29
28401	Mineral Wells PSD	23.49
28402	Bureau For Child Support	60.49
28403	Cutlip-Warner Development Co	3,800.00
28404	C I Thornburg	178.72
28405	Action Answering Service Plus	42.50
28406	Claywood Park PSD	13,751.32
28407	Cutlip-Warner Development Co	2,812.23
28408	Fasteners & Supply Inc	26.75
28409	Westco Internet	9.25
28410	Mineral Wells PSD	100.00
28411	AT&T - State Calling Service	9.56
28412	AT&T Wireless Services	51.25
28413	Cutlip-Warner Development Co.	856.88
28414	Haul Away Trash L.L.C.	15.00
28415	Information Products Inc.	201.38
28416	Municipal Bond Commission	1,592.00
28417	Ohio Valley Muffler & Brake	35.44
28418	Telepage Communications System	8.95
28419	Water Environmental Testing	81.00
28420	WV Public Employees Ins Agency	1,463.65
28421	WesBanco Bank-Parkersburg	110.00
28422	WesBanco Bank-Parkersburg	167.00
28423	WesBanco Bank-Parkersburg	167.00
28424	WesBanco Bank-Parkersburg	502.00
28425	WesBanco Bank-Parkersburg	502.00
28426	Bureau For Child Support	32.66
28427	Miss Utility of WV Inc.	19.00
28428	Mineral Wells PSD	2,751.16
28429	U S Postal Service	37.26
28430	USDA-Rural Development	3,325.00
28431	USDA-Rural Development	10,040.00
28432	WesBanco Bank-Parkersburg	1,181.72

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
FEBRUARY 19, 2004
PAGE 3**

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 28433	U S Postal Service	\$ 151.10
28434	Allegheny Power	705.44
28435	AZ Commercial	2.98
28436	BP Credit Card Center	372.90
38437	Cutlip-Warner Development Co.	75.00
28438	Conner Cleaning Service	109.00
28439	Mineral Wells PSD	50.05
28440	Miller Communications	15.00
28441	Ohio Valley Muffler & Brake	16.47
28442	Verizon	126.03

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
FEBRUARY 19, 2004**

**CHECKS WRITTEN BETWEEN JANUARY 16, 2004, AND FEBRUARY 18, 2004, TO BE
APPROVED**

CHECK NO. 30051	U S Postal Service	\$ 155.92
30052	WV Rural Water Association	255.08
30053	Postmaster-Mineral Wells	41.40
30054	WV State Emergency Response	75.00
30055	Allegheny Power	1,918.09
30056	AZ Commercial	1.98
30057	Bosley Rental & Supply Inc	37.25
30058	Conner Cleaning Service	179.00
30059	Meleah Howell	8.80
30060	Richard Collins	5.70
30061	Ashley Tallman	42.19
30062	Richard J Jones	37.02
30063	Tracy L Crites	13.53
30064	Carrie E Keefer	45.56
30065	Mary Horton	4.03
30066	Meleah Howell	50.52
30067	Robert J Tatanish	50.28
30068	Chad Ludwig	50.27
30069	Hubert D Dye	50.26
30070	Devin McCreery	31.53
30071	Gene's Septic Tank Cleaning	70.00
30072	Deborah Kent	1,056.51
30073	James R Lett	125.00
30074	Mineral Wells PSD	323.91
30075	Roy L Radabaugh	125.00
30076	Cintas	125.32
30077	Sullivan Inc	97.27
30078	Charles M Stewart	125.00
30079	Trombold Equipment Co Inc	1,001.31
30080	C I Thornburg	12.00
30081	Cardholder Services	54.29
30082	Verizon	534.21
30083	WesBanco Bank-Parkersburg	1,408.61
30084	Westfield Group	2,954.48
30085	Allegheny Power	2,914.18
30086	Hardman Supply Company	88.26
30087	Dominion Hope	291.22
30088	Parkersburg Office Supply	57.78

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
FEBRUARY 19, 2004
PAGE 2**

**CHECKS WRITTEN BETWEEN JANUARY 16, 2004, AND FEBRUARY 18, 2004, TO BE
APPROVED (continued)**

CHECK NO. 30089	WesBanco Bank-Parkersburg	\$ 1,446.50
30090	WV Dept of Tax & Revenue	549.59
30091	WV Public Employees Retirement	1,534.08
30092	Mineral Wells PSD	24.24
30093	Bureau For Child Support	34.86
30094	Johnstone Supply	67.77
30095	Action Answering Service Plus	42.50
30096	Cutlip-Warner Development Co	25.00
30097	Fasteners & Supply Inc	26.75
30098	USA Blue Book	539.49
30099	WWT Electric	345.60
30100	Westco Internet	9.25
30101	AT&T - State Calling Service	9.55
30102	AT&T Wireless Service	51.26
30103	Cutlip-Warner Development Co	300.00
30104	Haul Away Trash L.L.C.	15.00
30105	Information Products Inc	201.38
30106	Municipal Bond Commission	16,852.52
30107	Ohio Valley Muffler & Brake	35.46
30108	Telepage Communications System	8.95
30109	USA Blue Book	216.13
30110	Water Environmental Testing	195.00
30111	WV Public Employees Ins Agency	1,210.67
30112	WesBanco Bank-Parkersburg	1,263.13
30113	Bureau for Child Support	62.69
30114	Miss Utility of WV Inc	19.00
30115	Municipal Bond Commission	2,702.69
30116	U S Postal Service	37.26
30117	WesBanco Bank-Parkersburg	1,420.76

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 30118	U S Postal Service	\$ 151.10
30119	Allegheny Power	2,085.60
30120	AZ Commercial	2.97
30121	BP Credit Card Center	372.89

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
FEBRUARY 19, 2004
PAGE 3**

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION
(continued)**

CHECK NO. 30122	Cutlip-Warner Development Co	\$ 4,573.50
30123	Conner Cleaning Service	179.00
30124	Mineral Wells PSD	51.90
30125	Miller Communications	15.00
30126	Ohio Valley Muffler & Brake	16.48
30127	Void	
30128	Trombold Equipment Co Inc	653.57
30129	Verizon	545.40

**PAYROLL CHECKS WRITTEN BETWEEN
JANUARY 16, 2004, AND FEBRUARY 19, 2004**

CHECK NO. 01176	Todd R Anderson	\$ 640.07
01177	Margaret J Batten	947.18
01178	Richard Shayne Brabham	1,100.02
01179	William H Byers Jr	891.53
01180	Linda K Church	859.98
01181	Russell P Hanna	853.59
01182	Mark K Murphy	721.44
01183	Nellie B Radcliff	827.24
01184	Todd R Anderson	573.55
01185	Margaret J Batten	821.84
01186	Richard Shayne Brabham	815.59
01187	William H Byers, Jr	882.35
01188	Linda K Church	776.49
01189	Russell P Hanna	809.76
01190	Mark K Murphy	656.33
01191	Nellie B Radcliff	722.68

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
RECEIVED OR MAILED BETWEEN
JANUARY 16, 2004, AND FEBRUARY 19, 2004**

1. Flyer from the West Virginia Environmental Training Center, Cedar Lakes, Ripley, WV, containing a registration form and information regarding a seminar entitled Confined Space Academy scheduled for February 25-26, 2004, at the Ramada Inn, South Charleston, WV. Also enclosed was card containing information about a Seminar entitled Certified Back Flow Prevention Device Tester Training scheduled for February 23-27, 2004.
2. Letter from Robert N. Hart, P.E., District Office Coordination Manager, Environmental Engineering Division, WV Department of Health and Human Resources, Bureau For Public Health, containing information regarding five Water System Security Training Workshops to be presented by the West Virginia Rural Water Association and the WV Environmental Training Center throughout the state beginning January 13th and ending March 30th.
3. Flyer from the West Virginia Public Service Commission containing a registration form and all pertinent information about PSD Board Members Mandatory Training Seminar scheduled for February 26 -28, 2004, at the Holiday Inn in Parkersburg, WV.
4. **PIPELINE**, News & Views From the WV Division of Environmental Protection, Dept. of Health and Human Resources and WV Public Service Commission, dated January-February 2004, Issue 1, Volume 1.
5. **The West Virginia Water Hammer**, a publication of the West Virginia Rural Water Association, dated January 29, 2004, Volume 12, No. 1, calling for action against House Bill #4060 which threatens water and wastewater projects.
6. **The West Virginia Water Hammer**, a publication of the West Virginia Rural Water Association, dated February 9, 2004, Volume 12, No. 2, containing information about House Bill #4267 which means mandatory membership in One Call System (currently Miss Utility).
7. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated January 21, 2004, Vol. 8, Issue 1.

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 2**

8. **WV Rural Water Association LEGISLATIVE UPDATE**, a publication of the West Virginia Rural Water Association, dated January 26, 2004.
9. **West Virginia Rural Water Association INFRASTRUCTURE COUNCIL REPORT NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated February 10, 2004, Vol. 8, Issue 2.
10. **WV Rural Water Association LEGISLATIVE UPDATE**, dated February 10, 2004,
11. **THE PIPELINE**, a publication of the National Association of Pipe Fabricators, Inc., Volume 26, Issue 4.
12. Letter dated January 15, 2004, to the District from Richard D. Genthner, P.E., Director, Materials Control, Soils and Testing Division, WV Department of Transportation, containing a discharge monitoring report for the period October through December, 2003, for the Mineral Wells I-77 Rest Area.
13. Flyer from the West Virginia Environmental Training Center containing information regarding a seminar entitled Water System Security Workshop scheduled for March 30th at the City Building in Wierton, West Virginia.
14. Copy of a letter dated January 16, 2004, to Carrie Grimm, WV Department of Environmental Protection, Division of Water and Waste Management, State Revolving Loan Fund Program, from Margaret Batten enclosing three signed copies of Requisition No. 3 to the Dover Drive/Dechlorination Project for the District's Dover Drive/Dechlorination Project.
15. Copy of a letter dated January 16, 2004, to Carrie Grimm, WV Department of Environmental Protection, Division of Water and Waste Management, State Revolving Loan Fund Program, from Margaret Batten enclosing a completed West Virginia Revolving Fund DBE Quarterly Reporting Form for the Dover Drive/Dechlorination Project.
16. Copy of a letter dated January 16, 2004, to Specialty Piping Corporation from Margaret Batten enclosing Check No. 1001 in the amount of

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 3**

\$15,976.51 and Check No. 1002 in the amount of \$4,354.20 for Payment Request No. 1 for the Dover Drive/Dechlorination Project.

17. Letter dated January 15, 2004, to Shayne Brabham from Joe Bowen, Organizer, WV Laborers Dist. Council, Laborers' International Union of North America, requesting copies of all certified payrolls for R & R Pipeline for the I-77 Rest Area Sewer Extension Project.
18. Copy of a letter dated January 16, 2004, to Randall M. Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing four signed copies of Contract Change Order No. 8 to R & R Pipeline for the I-77 Rest Area Sewer Extension Project.
19. Copy of a letter dated January 16, 2004, to Mrs. Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the December 16, 2003, Regular Board Meeting.
20. Copy of a letter dated January 16, 2004, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 30036 in the amount of \$16,852.52 as payment to the following accounts: #MIW-S-1-97-R-W0-06, \$9,302.30; #MIW-S-1-85-B-W0-06, \$1,293.00; #MIN-S-1-95-X-W0-06, \$5,688.40; and #MIW-S-2-95-X-W0-06. Check No. 28344 in the amount \$1,592.00 was also included as payment to account #MIW-W-69-X-W0-06-69.
21. Copy of a letter dated January 16, 2004, to the West Virginia Water Development Authority from Margaret Batten stating that deposits were made on January 16th to the Municipal Bond Commission for the Revenue Fund (\$5,688.40) and to the Reserve Fund (\$568.82) for the Mineral Wells Public Service District Sewage System Revenue Bonds, Series 1995.
22. Copy of a letter dated January 16, 2004, to Michael McNulty, Executive Director, WV Rural Water Association, from Margaret Batten enclosing the District's membership renewal application and two District checks totaling \$580.46 as payment of the District's 2004 membership dues.
23. Copy of a letter dated January 26, 2004, to Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 1004 in the amount of

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 4**

\$1,484.00 for the payment request as shown on Requisition No. 2 for the Dover Drive/Dechlorination Project.

24. Memorandum dated January 16, 2004, to All Benefit Coordinators from Barbara Beane, Membership Supervisor, West Virginia Public Employees Insurance Agency, enclosing a year's supply of Life Insurance Benefits Booklets.
25. Copy of a letter dated January 19, 2004, to Mr. Randy Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing a list of invoices to be included on Requisition No. 4 for the Dover Drive/Dechlorination Project.
26. Fax dated January 19, 2004, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of a letter dated January 15th that the District received from Joe Bowen, WV Laborers International Union of North America requesting copies of all certified payrolls for R & R Pipeline for the I-77 Rest Area Sewer Extension Project.
27. Copy of correspondence instructions dated January 19, 2004, to the Wood County Clerk's Office from Margaret Batten enclosing a Notice of Statutory Lien For Water Service for Floyd T. Barker to be recorded.
28. Letter dated January 19, 2004, to Charles M. Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing a signed copy of Change Order No. 8 for the I-77 Rest Area Sewer Extension.
29. The District's Employer Loss Activity Statement from the Workers' Compensation Commission for the period of July 1, 2003, to December 31, 2003.
30. Copy of an order from the Public Service Commission of West Virginia dated January 20, 2004, issued in the above referenced proceedings: General Order No. 184.19 (electric utilities), General Order No. 185.23 (gas utilities), General Order No. 186.17 (sewer utilities), General Order No. 187.27 (telephone utilities), and General Order No. 188.22 (water utilities) relative to the rate of interest paid by the utilities on security deposit refunds. Received two copies—one for sewer and one for water.

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 5**

31. Letter dated January 20, 2004, to Margaret Batten from Michael W. McNulty, Executive Director, West Virginia Rural Water Association, thanking the District for renewing its membership in the Association for 2004.
32. Copy of the minutes of the Progress Meeting held on January 14, 2004, at 10 a.m. for the Dover Drive Repair and Wastewater Treatment Plant Dechlorination Project. This document was received on January 21, 2004.
33. Letter dated January 21, 2004, to Charles Stewart from Rosalie Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that her office has approved the third loan reimbursement request in the amount of \$12,928 for the District's Dover Drive/Dechlorination Sewer Project.
34. Copy of an Order from the Public Service Commission of West Virginia dated January 21, 2004, issued in the proceeding, General Order No. 182.07 amending the Commission's Rules of Practice and Procedure relating to engineering agreements and pre-filing notice requirements for public service districts. Received two copies — one for water and one for sewer.
35. Copy of a letter dated January 21, 2004, to Mr. James Aucremanne, Utility Analyst I, Public Service Commission of West Virginia, from Margaret Batten containing information pertinent to the Boundary Adjustments for the Sycamore Run, Stephens Fork and Limestone Ridge Water Extension Project.
36. Letter dated January 22, 2004, to the Mineral Wells Public Service District from Global Network Services, Unisys Corporation, relative to renewal to the District's service contract on its computer system.
37. Copy of a Letter of Transmittal dated January 22, 2004, to Specialty Piping Corporation containing shop drawings for Tyler Non-locking Valve Box for Inspection Holes and Electrical Items for the Dover Drive/Dechlorination Project.
38. Fax dated January 23, 2004, to Attorney Steve Hardman, Bowles Rice

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 6**

McDavid Graff & Love, from Margaret Batten enclosing a copy of the District's letter dated January 15, 2004, from the Laborer's International Union of North America requesting copies of all certified payrolls for R & R Pipeline for work performed on the I-77 Rest Area Sewer Extension.

39. Copy of a letter dated January 23, 2004, to Wilbert Mullen from Margaret Batten enclosing a copy of the final cost invoice for the installation of the sewer extension to serve his property on Route 14 along with District Check No. 30050 in the amount of \$17.59 as a refund for the overpayment of his construction extension deposit.
40. Copy of a letter dated January 23, 2004, to Stephen S. Kappa, Chairman, West Virginia State Emergency Response Commission, from Margaret Batten enclosing the District's completed Annual Tier Two Filing Fee Worksheet, Tier Two Emergency and Hazardous Chemical Inventory Sheet, map showing the location of the District's Wastewater Treatment Plant, a detailed map of the Wastewater Treatment Plant and District Check No. 30054 in the amount of \$75.00 for the required filing fee.
41. Copy of a letter dated January 23, 2004, to Mr. Doug Hess, Wood County Local Emergency Planning Commission, and Mr. Jay Parsons, Chief, Mineral Wells Volunteer Fire Department containing a copy of the District's letter dated January 23, 2004 with copies of all enclosures, to Stephen S. Kappa, Chairman, West Virginia State Emergency Response Commission, relative to the District's Annual Tier Two Filing. Individual copies of the letter/enclosures were mailed to Mr. Hess and Mr. Parsons.
42. Letter dated January 24, 2004, to the District from Debra Vincent, former resident of 132 Mineral Park Estates, asking that her name be removed from the delinquent account since she has been living in Colorado for the past two years and that the last person living at that address was her ex-husband, Carl Vincent.
43. Copy of a letter dated January 26, 2004, to Mr. Brian Lawrence, PS, Point Surveying and Mapping, from James M. Ruckman, PS, Director of Field Activities, Cerrone Associates, Inc., enclosing a copy of a map showing the proposed Boice tank site boundary locations, the permanent access and utility right-of-way, and the temporary construction access and utility

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 7**

right of way limits.

44. Fax dated January 26, 2004, to Bill Payne - 9379, Wal-Mart Stores, Bentonville, Arkansas, from Margaret Batten containing copies of pertinent information regarding an unpaid invoice in the amount of \$65.00 for the required WV DEP testing of oil and grease for the Patriot Center Car Care Center.
45. Letter dated January 26, 2004, to R. Shayne Brabham from O. Robert Coontz, P.E., Engineering Section Manager, West Virginia Department of Environmental Protection, enclosing a copy of the West Virginia Department of Environmental Protection Construction Inspection Report completed by Elbert Morton, P.E. on January 14, 2004, for the Dover Drive/Dechlorination Sewer Project.
46. Letter dated January 26, 2004, to Margaret Batten from Sean Carlin, Tnemec Technical Sales Representative, asking to perform an evaluation of the District's water tanks to determine the best method of refinishing them.
47. Fax dated January 27, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten containing a list of outstanding easements needed for the Sycamore, Stephens Fork, Limestone Ridge Water Extension Project.
48. Copy of a letter dated January 27, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from R. Shayne Brabham containing a list of specifications for pipe inspection equipment that the District wants to purchase through funds for the Dover Drive/Dechlorination Project financed by the State Revolving Fund.
49. Copy of a letter dated January 28, 2004, to Mr. James Kinnett, Wood County Development Authority, from R. Shayne Brabham enclosing a drawing of the District's sanitary sewer serving Oakdale Avenue.
50. Copy of correspondence instructions dated January 28, 2004, to the Wood County Clerk from Margaret Batten enclosing a right-of-way easement signed by William Kent and Lisa Dawn Lowther to be recorded and returned.

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 8**

51. Copy of a letter dated January 30, 2004, to Ms. Deborah Kent from Margaret Batten enclosing a District check in the amount of \$1,056.51 as reimbursement for one customer (Eric Kent) who was connected to her sewer extension on Hickory Heights Road during the period of July 9, 2003, and November 7, 2003.
52. Copy of a letter dated January 30, 2004, to Specialty Piping Corporation from Margaret Batten enclosing District Check No. 1005 in the amount of \$11,621.73 as payment of the amount shown on Requisition No. 3 for Dover Drive/Dechlorination Sewer Project.
53. Copy of a letter dated January 30, 2004, to Cerrone Associates, Inc. from Margaret Batten enclosing District Check No. 1006 in the amount of \$1,306.00 as payment of the amount shown on Requisition No. 3 for Dover Drive/Dechlorination Sewer Project.
54. ****Letter dated January 30, 2004, to Shayne Brabham from Steven R. Hardman, Attorney, Bowles Rice McDavid Graff & Love, enclosing a copy of a letter from Attorney Joe Brown regarding MWPSD customer, Rob Wilcox relative to the damage done to his property during the installation of the Wilson Water Line Extension Project.
55. Copy of a letter dated January 30, 2004, to Attorney Steve Hardman, Bowles Rice McDavid Graff & Love, from James M. Ruckman, P.S., Cerrone Associates, Inc., enclosing two copies of the plat with the surveyor's original stamp and signature and two copies of the legal description for the proposed Windy water storage tank located on the Boice property. These documents were provided so that the necessary legal documents can be prepared to allow the District to acquire this property.
56. Letter dated January 30, 2004, to the Mineral Wells Public Service District from Joyce Murphy, Office Manager, R & R Pipeline, Inc., enclosing a compliance report for R & R Pipeline, Inc., for the entire year of 2003.
57. Letter dated February 1, 2004, to the District from Michael W. McNulty, Executive Director, West Virginia Rural Water Association, announcing that the WVRWA Scholarship Program will be providing higher education opportunities for the children and step-children of full-time employees of

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 9**

WVRWA voting member systems. The application deadline is May 1, 2004.

58. Memorandum dated February 2, 2004, to Benefit Coordinators from Jan Long, Communications Manager, West Virginia Public Employees Insurance Agency, enclosing Antibiotic Copay Waiver Flyers and registration information for Benefit Coordinator Open Enrollment Training.
59. Copy of a letter dated February 2, 2004, to Mrs. Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the District's Monthly Operational Report and a copy of the Daily Water Purchase Tally for the month of January 2004.
60. ****Letter dated February 3, 2004, to Shayne Brabham from Fred Rader, Community Development, Director, Mid-Ohio Valley Regional Planning and Development Council, stating that any public service district considering requesting Small Cities Block Grants for 2004 must notify their county commissions prior to February 27, 2004, to allow ample time to hold the required public meetings and to conscientiously prepare the grant applications.
61. Copy of a letter dated February 4, 2004, to Joe Bowen, Laborers' International Union of North America, from Shayne Brabham stating that the District cannot honor his request for copies of certified payrolls for R & R Pipeline, Inc. for the I-77 Rest Area Sewer Extension Project because the District was not required to collect them.
62. Copy of correspondence instructions dated February 5, 2004, to the Wood County Clerk from Margaret Batten enclosing a right-of-way easement signed by Ira and Pearl Ferrell to be recorded and returned.
63. Copy of a letter dated February 5, 2004, to Mr. & Mrs. William D. Wilson from Margaret Batten enclosing an actual cost invoice for materials and labor to install a two inch water main extension at Slate along with a District check in the amount of \$88.77 as a refund of overpayment of their advance construction deposit.
64. Fax dated February 5, 2004, to Mr. & Mrs. Frank Miller from Margaret Batten enclosing a letter stating that they have always paid their water

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 10**

65. and/or sewer bills on time since they became customers of the District on April 25, 2003.
66. Fax dated February 5, 2004, to Terry Romine, Specialty Piping; Elbert Morton, P.E., WV Department of Environmental Protection; Carrie Grimm, ERSII, WV Department of Environmental Protection; Manning Frymier, P.E., Cerrone Associates, Inc.; Rick Merritt, Cerrone Associates, Inc.; and Dave Fueg, Cerrone Associates, Inc.; from Jim Ruckman, P.S., Cerrone Associates, Inc.; stating that a progress meeting for the Dover Drive Sewer Replacement Project will be held on February 17, 2004, at 2 p.m. in the District's maintenance building.
67. Letter dated February 5, 2004, to the District from William (Rusty) Harbert, Sales Engineer, Godwin Pumps, announcing his appointment as Godwin Pumps' Sales Engineer for the Eastern Ohio and Northwestern West Virginia Area.
68. Letter dated February 6, 2004, to Margaret Batten from Sara Boardman, Accountant, West Virginia Municipal Bond Commission, stating that the District must remit \$2,702.69 to the Municipal Bond Commission by February 15, 2004, to be able to meet the District's payment to Account No. MIW-S-1-95-X-WO-06—Mineral Wells PSD 95 Sewer Revenue.
69. Letter dated February 6, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing some literature on bioaugmentation equipment which they had discussed some days earlier in Mr. Brabham's office.
70. Copy of a letter dated February 6, 2004, to Building Blocks Academy from Linda Church enclosing Building Blocks Academy Check No. 1638 since the bill was paid in person before the check arrived to prevent discontinuance of service for nonpayment.
71. Copy of a letter dated February 6, 2004, to Mr. Bill Niglio, Ralph L. Stemler, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., requesting a proposal for using unfilled Euromatic "Bird-Balls" to cover cell #6 on the District's wastewater lagoon and a proposal using water filled Euromatic "Bird-Balls" to cover the same cell.

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 11**

72. Fax dated February 9, 2004, to James Aucremanne, Utility Analyst I, Water & Wastewater Division, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of the District's letter dated September 26, 2003, to Attorney Steven Hardman containing a copy of a letter dated September 25, 2003, from the District's Engineer, Manning Frymier, Cerrone Associates, Inc., relative to surety issues with the Dover Drive/Dechlorination Sewer Project.
73. Letter dated February 9, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a sketch of a lagoon sludge core taker and pages from the McMaster-Carr Supply Company Catalog 108.
74. Letter dated February 11, 2004, to the Mineral Wells Public Service District from Lesly H. Messina, Research Director, Affiliated Construction Trades Foundation, requesting copies of a month's worth of the most recent certified payrolls for R & R Pipeline, Inc. for work done on the I-77 Rest Area Sewer Project.
75. Fax dated February 11, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter dated January 15, 2004, to Randall Cole enclosing one invoice from Gene's Septic Tank Cleaning in the amount of \$625.00 for hauling five loads of sewage from the I-77 Northbound Rest Area to be included on the next requisition for I-77 Rest Area Project.
76. Letter dated February 11, 2004, to Margaret Batten from Randall M. Cole, Cerrone Associates, Inc., enclosing two copies of the Final Engineering Report for the WWTP Dechlorination/Dover Drive Sewer Project.
77. ****Letter dated February 12, 2004, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for approval and signature three copies of Requisition No. 4 for the Dover Drive/Dechlorination Project to be signed and forwarded to Ms. Carrie Grimm, State Revolving Fund.
78. ****Letter dated February 12, 2004, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval four copies of Requisition No. 6 to the I-77 Rest Area Sewer Extension Project.

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 12**

79. Copy of a letter dated February 12, 2004, to Sara Broadman, Accountant, West Virginia Municipal Bond Commission, from Margaret Batten enclosing District Check No. 30115 in the amount of \$2,702.69 needed to meet the District's debt service on March 1, 2004, for account no. MIW-S-1-95-X-WO-06.
80. Copy of a letter dated February 12, 2004, to Municipal Branch, Office of Water Resources (DNR), from Linda Church enclosing a copy of the January 2004 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 District's wastewater treatment plant.
81. Copy of a letter dated February 12, 2004, 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 January 2004 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 District's wastewater treatment plant.
82. Copy of a letter dated February 12, 2004, to Steve Cooper, West Virginia Department of Environmental Protection, Parkersburg, West Virginia, from Linda Church enclosing a copy of the January 2004 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 District's wastewater treatment plant.
83. Copy of a letter dated February 12, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the January 2004 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 District's wastewater treatment plant.
84. Copy of a letter dated February 13, 2004, to Lesly H. Messina, Research Director, Affiliated Construction Trades Foundation, from Margaret Batten stating that the District cannot honor his request for a month's worth of the most recent certified payrolls for R & R Pipeline, Inc. for work done

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 13**

on the I-77 Rest Area Sewer Extension because the District was not required to collect them.

85. Copy of a letter dated February 13, 2004, to Jim Aucremanne, Utility Analyst I, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of the Final Engineering Report for the Wastewater Plant Dechlorination and Dover Drive Sewer Replacement Project.
86. Copy of a letter dated February 14, 2004, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 30106 in the amount of \$16,852.52 for payments to the following bonds: #MIW-S-1-97-R-WO-06, \$9,302.30; #MIW-S-1-85-B-WO-06, \$1,293.00; #MIN-S-1-95-X-WO-06, \$5,688.40; and #MIW-S-2-95-X-WO-06, \$568.82. Also enclosed was District Check No. 28416 in the amount of \$1,592.00 for bond payment to account #MIW-W-1-69-X-WO-06-69.
87. Notice of Commencement of Chapter 11 Cases and First Day Motions and Hearing for One Price Clothing Stores, Inc., et al from Morgan, Lewis & Bockius LLP was received on February 17, 2004.
88. Fax dated February 17, 2004, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the February 19, 2004, Board Meeting to be published in the first available issue of the newspaper.
89. Fax dated February 17, 2004, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the February 19, 2004, Board Meeting to be published in the first available issue of the newspaper.
90. Letter received on February 17, 2004, from the West Virginia Department of Environmental Protection enclosing a State Revolving Loan Fund Project Priority List Project Cost Update Fact Sheet to be completed and returned for any projects that the District has submitted for financing that are more than two years.
91. Copy of a letter dated February 18, 2004, to Steve Cooper, West Virginia Department of Environmental Protection, from Linda Church enclosing a

**MINERAL WELLS PSD
LIST OF CORRESPONDENCE
FEBRUARY 19, 2004
PAGE 14**

copy of the West Virginia National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) for the District's Outlet IU01 for the period of time from October through December 2003.

92. Copy of a letter dated February 18, 2004, to Jeff Smith, 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 West Virginia National Pollutant Discharge Elimination System Discharge Monitoring Report for the District's Outlet IU01 for the period of time from October through December 2003.
93. Copy of a letter dated February 18, 2004, to Municipal Branch, Office of Water Resources (DNR) from Linda Church enclosing a copy of the West Virginia National Pollutant Discharge Elimination System Discharge Monitoring Report for the District's Outlet IU01 for the period of time from October through December 2003.
94. Copy of a letter dated February 18, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the West Virginia National Pollutant Discharge Elimination System Discharge Monitoring Report for the District's Outlet IU01 for the period of time from October through December 2003.
95. Letter received February 19, 2004, (dated January 27, 2004) to Rick Modesitt, Wood County Commission, from Lewis D. Brewer, Legal Counsel, West Virginia Ethics Commission, containing a copy of the Ethics Commission's Legislative Rule on Voting by members of boards and commissions.