

MINUTES OF A REGULAR MEETING OF THE
PUBLIC SERVICE BOARD OF THE MINERAL
WELLS PUBLIC SERVICE DISTRICT HELD
THURSDAY, SEPTEMBER 16, 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. He asked everyone present to sign the attendance roster. Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; R. Shayne Brabham, Operations Manager; Margaret Batten, Office Manager; Nellie Radcliff, Office Clerk; William Byers, Service Technician; Larry Mallory, Harman Thompson Mallory & Ice, A.C.; Rebecca L. Dimit, Harman Thompson Mallory & Ice, A.C.; Helen Moore, resident of Slate Camp Run Road; Kathryn Lambert, resident of Wolfe Run Road and James Ruckman, Field Engineer, Cerrone Associates, Inc., were present.

Larry Mallory and Rebecca Dimit, of Harman Thompson Mallory & Ice A.C. Certified Public Accountants were present to present the Annual Audit Report. Ms. Dimit reported that their responsibility, as described by profession standards, is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with accounting principles generally accepted in the United States of America. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. The audit went very smooth and there were no complications. It was a good clean audit. Mr. Radabaugh made a motion to approve the Audit as presented. Mr. Lett seconded the motion. The motion passed unanimously. After the presentation of the audit, Mr. Mallory and Ms. Dimit excused themselves from the rest of the meeting.

Ms. Moore, a Slate Camp Run Road resident, was in attendance to request the District extend their water line four tense of a mile so that she may have water. She said that she had drilled four wells and still had no water. Mr. Radabaugh made a motion strongly recommending the extension of the a water line to Ms. Moore's property. Mr. Lett seconded the motion. The motion passed unanimously. Ms. Moore and Kathryn Lambert excused themselves from the rest of the meeting.

James Ruckman, Cerrone Associates, Inc., was in attendance to present Change Order No. 2 to Contract #1 for 1730' Line Extension on Slate Creek Road. Mr. Radabaugh made a motion to approve the Change Order as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the Change Order.

Mr. Lett made a motion to approve the Minutes of the August 19, 2004, Regular Board Meeting as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - SEPTEMBER 16, 2004
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Mr. Lett made a motion to approve the Minutes of the Special Board Meeting of September 9, 2004, as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

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

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

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

Mr. Radabaugh made a motion to approve check number 28095 thru 28966 written between August 19, 2004 and September 15, 2004 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 28967 thru 28970 written September 16, 2004, 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 30534 thru 30592 written between August 19, 2004 and September 15, 2004, on the Sewer Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 30593 thru 30595 written September 16, 2004, on the Sewer Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve Payroll Check numbers 1287 thru 1301 written on the Sewer Revenue Checking Account between August 19, 2004 and September 16, 2004 (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

The following letters were discussed.

Letter 46 - Letter dated August 30, 2004, to wood County Board & commission Members from the County Commission of wood Count, containing a copy of the "The ETHICS ACT" AND A COPY OF "Open Governmental Proccedings Act" and a copy of "The West Virginia Open Governmental

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - SEPTEMBER 16, 2004
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Proceedings Act". Mr. Steven Hardman, the District's Attorney will be at our regular board meeting in October.

Letter 53 - Letter dated September 1, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., stating that he has reviewed the cost estimate prepared by Gary Scott of the West Virginia Department of Highways for the size upgrade of the District's water line at the Slate Bridge Relocation and does not recommend that the District upsize the line. Mr. Frymier also sent a fax containing this letter and attachments.

Letter 67 - Letter dated September 7, 2004, to the Board of Directors, Mineral Wells Public Service District, from James R. Ice, CPA, Harman, Thompson, Mallory & Ice, A.C., relative to his review of the way Claywood Park Public Service District allocates the Mineral Wells Public Service district's share of operating the water treatment plant located at Davisville, WV.

Letter 89 - Letter received on September 13, 2004, from Claywood Park Public Service District stating that they have filed with the West Virginia Public Service Commission for a water rate increase.

Letter 94 - Fax dated September 15, 2004, to Margaret and Shayne from James F. Accremanne, Public Service Commission of West Virginia from Susan Schneeberger. Ms. Schneeberger lives on Bogal Ridge Road approximately one mile from Route 14 and would like to have water extended to her residence as part of the current water extension project.

Letter 97 - Fax dated September 15, 2004, to the District from Donna, Claywood Park Public Service District, containing the Water Plant Cost Allocation for the Year July 1, 2003, to June 30, 2004, which was prepared by their accounting firm, Bassett & Lowe, C.A. The District owes Claywood Park Public Service District \$12,890.05.

Letter 103 - Fax dated September 15, 2004, to Shayne Brabham from Manning Frymier, P. E., Cerrone Associates, Inc., asking if the District wants to wait before allowing customers to connect to line 1-25 on Wolfe Run Road.

It was brought to the Board's attention that the meeting that should be held on Thursday, November 11, 2004, needs to be moved to Wednesday, November 10, 2004, at 1:30 p.m.

This concluded Mrs. Batten's report.

Mr. Brabham reported that there will be a Water Line Extension progress meeting at 10:00 a.m. in the District's Maintenance Office on Tuesday, September 21, 2004. He, also, reported that he has

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MINUTES - SEPTEMBER 16, 2004
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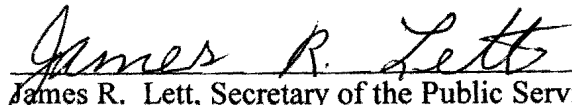
a grinder pump ordered to be installed for 115 Dublin Drive. He hopes to start the annual flushing on October 4, 2004.

This concluded Mr. Brabham's report.

All business having been discussed, Mr. Lett made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart adjourned the meeting at 8:00 p.m.

CERTIFICATION

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



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

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

CHECKING ACCOUNTS

Water Revenue Fund Checking Account WesBanco Bank	\$24,321.35
Sewer Revenue Fund Checking Account WesBanco Bank	50,644.79
Stephens Fork Water Extension Construction Checking WesBanco Bank	1,977.43
Series 2003A Bonds Construction Fund Checking WesBanco Bank	<u>262.13</u>

TOTAL IN CHECKING ACCOUNTS: \$ 77,205.70

WATER ACCOUNTS

Depreciation Reserve Account WesBanco Bank	\$13,293.69
Revenue Reserve Account WesBanco Bank	29,250.29
Revenue Reserve Account-Sams Creek/Chesterville WesBanco Bank	19,542.92
Revenue Reserve Account-Rockport WesBanco Bank	5,879.66
Depreciation Reserve Account-Rockport WesBanco Bank	5,879.86
Revenue Reserve Account-Water Improvement WesBanco Bank	17,672.96
Depreciation Reserve Account-Water Improvement WesBanco	17,675.31
Sycamore Run-Limestone Tap Fees WesBanco Bank	32,026.96
Sycamore Run-Limestone Security Deposits WesBanco Bank	16,352.90
Security Deposit Account WesBanco Bank	<u>22,668.89</u>

TOTAL IN WATER ACCOUNTS: \$180,243.44

SEWER ACCOUNTS

Repair and Replacement Account WesBanco Bank	\$81,657.47
Reserve for Grinder Pump Maintenance Prime Rate Money Market-WesBanco Bank	30,993.53
Security Deposit Account WesBanco Bank	<u>20,229.46</u>

TOTAL IN SEWER ACCOUNTS: \$132,880.46

TOTAL ALL FINANCES, AUGUST 31, 2004 \$390,329.60

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

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, JULY 31, 2004**

\$ 27,987.20

RECEIPTS:

Water Sales	\$ 61,260.47
Water Buffalo Sales	908.00
Reconnection Fees	80.00
Tap Fees	900.00
Sycamore Run Tap Fee Refund	100.00
Security Deposit Refunds	<u>1,058.59</u>

TOTAL RECEIPTS:

\$64,307.06

TOTAL CASH AVAILABLE:

\$92,294.26

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	13,365.00
USDA-Rural Development	5,252.00
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	334.00
WesBanco Bank-Parkersburg	1,004.00
WesBanco Bank-Parkersburg	314.00
WesBanco Bank-Parkersburg	3,007.82
Salaries	6,463.90
Commissioner's Salaries	300.00
WV Public Employees Retirement System	1,537.47
WV State Tax Department	550.63
WV Public Employees Insurance Agency	1,507.74
Allegheny Power Company	611.69
U S Postal Service	231.96
AT&T State Calling Service	6.96
Action Answering Service Plus	37.78
Miss Utility of WV Inc.	34.25
Telepage Communications System	8.95
Water Environmental Testing	67.50
Cintas	189.03
WesBanco Bank-Parkersburg	500.00
Hughes Supply, Inc.	84.00
Miller Communications	15.00
BP Credit Card Company	284.90
Mineral Wells Public Service District	600.72

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

Claywood Park Public Service District	14,148.26
Cutlip-Warner Development Co.	3,107.00
Dominion Hope	10.77
Haul Away Trash	32.50
Conner Cleaning Service	109.00
Verizon	105.76
Terry Bartley	1,214.40
Hardman Supply Company	49.44
Parkersburg Office Supply	68.35
David Jeffrey	2,304.30
Westfield Group	2,438.04
Kenneth & Denise Carney	4,857.60
Parkersburg Sentinel	110.70
Fasteners & Supply	6.50
Cardholder Services	5.00
Jackson County Publishing	5.44
Raymond & Nancy Williams	151.44
ADT Security Services	48.42
AT&T Wireless	51.37
C. I. Thornburg	693.89
Westco Internet	11.25
Gary D. Rhodes	50.51
Emily Tippens	15.41
Kenneth Kuhl	50.53
Melissa & William Napalo, Jr.	13.16
Roger O. Riggleman	32.36
Maggie Lee	33.01
Charles J. & Elizabeth Park	41.32
Aaron E. Richards	32.17
Ryan K. Lewis	20.92
Thomas D. Knox III	41.17
William H. Fletcher	50.18
Charles S. Beeson	<u>51.44</u>

TOTAL EXPENDITURES:

\$67,972.91

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, AUGUST 31, 2004**

\$ 24,321.35

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

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, JULY 31, 2004**

\$51,409.66

RECEIPTS:

Sewer Sales	\$54,195.38
Security Deposit Refund	1,112.87
Reimbursement-Gene's Septic Tank	211.20
Deposit Error	.46
Tap Fee	<u>300.00</u>

TOTAL RECEIPTS:

\$55,819.91

TOTAL CASH AVAILABLE:

\$107,229.57

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,517.62
WesBanco Bank-Parkersburg	2,814.97
Salaries	6,231.36
Commissioners' Salaries	300.00
WV Public Employees Insurance Agency	1,365.58
WV Public Employees Retirement System	1,460.67
WV Dept. of Tax & Revenue	532.37
U. S. Postal Service	231.97
AT&T - State Calling Service	6.96
AT&T Wireless Service	51.38
Action Answering Service Plus	37.77
Miss Utility of WV Inc.	34.25
Cutlip-Warner Development Co.	2,885.90
Telepage Communications System	8.95
Water Environmental Testing	427.00
Johnstone Supply	136.81
Haul Away Trash	32.50
Danny's Lawn Service	300.00
Conner Cleaning Service	179.00
Cintas	189.03
Verizon	542.92
Allegheny Power	5,395.98
Miller Communications	15.00
David Jeffrey	1,389.00
Parkersburg Sentinel Co.	110.70
Steers Heating & Cooling, Inc.	175.79

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FINANCIAL STATEMENT-SEWER-AUGUST, 2004
PAGE 2**

Hardman's Supply Company	\$ 106.80
Trombold Equipment Co.	1,326.83
Dominion Hope	10.76
Mineral Wells Public Service District	1,413.56
Parkersburg Office Supply	68.37
Mid Ohio Valley Medical Group	65.00
Westo Internet	11.25
Westfield Group	3,266.83
Fasteners & Supply, Inc.	554.50
Cardholders Services	5.00
Jackson County Publishing Co.	5.45
ADT Security Services	48.42
Pioneer Products, Inc.	20.25
Gary D. Rhodes	50.51
Emily Tippens	11.27
Kenneth Kuhl	50.53
Robert L. Hopkins	8.25
Jamie Holbert	39.85
Melissa & William Napalo, Jr.	16.55
Rodney O. Riggelman	30.41
Paula Parker	17.64
Maggie Lee	35.38
Charles J. & Elizabeth Park	39.96
Allison Raper	22.63
Aaron Richards	39.39
James G. Wilhelm	50.18
William Fletcher	50.18
Dell Marketing	4,004.49
WWT Electric	98.44
Hank's Sales & Service, Inc.	1,840.00
W. W. Grainger, Inc.	<u>50.10</u>

TOTAL EXPENDITURES:

\$56,584.78

**BALANCE IN SEWER FUND CHECKING ACCOUNT
WESBANCO BANK, AUGUST 31, 2004**

\$50,644.79

WATER REVENUE FUND CHECKING ACCOUNT

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Mineral Wells PSD

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VENDOR CHECKS REPORT

** BANK: 1 131 200 00, FUND: WATER FUND **

** BEGINNING DATE: 8/20/04 - ENDING DATE: 9/16/04 **

** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **

CHK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
131 200 00	CHECKING ACCOUNT WESBANCO BANK					
639	STEVE FADLEVICH	9/16/04	45414	7/31/01	17.55	26,007 VOID ** ERROR **
843	DEBORAH L HARLESS	9/16/04	45412	8/31/01	2.50	26,125 VOID ** ERROR **
1,832	ROCKPORT CHURCH OF CHRIST	9/16/04	45411	1/28/02	51.45	26,519 VOID ** ERROR **
2,101	U S POSTAL SERVICE	8/23/04	44292	8/23/04	48.76	28,905
1,302	MINERAL WELLS PSD	8/27/04	44390	8/27/04	25.75	28,906
145	ADT SECURITY SERVICES	8/30/04	44539	8/31/04	48.42	28,907
360	CUTLIP-WARNER DEVELOPMENT CO	8/30/04	44541	8/31/04	938.00	28,908
438	DOMINION HOPE	8/30/04	44543	8/31/04	10.77	28,909
832	HARDMAN SUPPLY COMPANY	8/30/04	44544	8/31/04	49.44	28,910
1,309	MINERAL WELLS PSD	8/30/04	44557	8/31/04	3,882.00	28,911
1,805	RURAL DEVELOPMENT ADMN.	8/30/04	44565	8/31/04	2,112.00	28,912
2,103	USDA-RURAL DEVELOPMENT	8/30/04	44592	8/31/04	3,140.00	28,913
2,307	HUGHES SUPPLY, INC.	8/30/04	44593	8/31/04	84.00	28,914
2,313	WESBANCO BANK-PARKERSBURG	8/30/04	44595	8/31/04	1,685.83	28,915
2,314	WV DEPT OF TAX & REVENUE	8/30/04	44596	8/31/04	550.63	28,916
2,315	WV PUBLIC EMPLOYEES RETIREMENT	8/30/04	44597	8/31/04	1,537.47	28,917
2,338	WESBANCO-WATER RES-SAMS-CV	8/30/04	44598	8/31/04	314.00	28,918
106	ALLEGHENY POWER	8/31/04	44730	8/31/04	8.00	28,919
486	GARY D RHODES	8/31/04	44731	8/31/04	50.51	28,920
486	EMILY TIPPENS	8/31/04	44732	8/31/04	15.41	28,921
486	KENNETH KUHLL	8/31/04	44733	8/31/04	50.53	28,922
486	MELISSA & WILLIAM NAPALO, JR	8/31/04	44736	8/31/04	13.16	28,923
486	RODNEY O. RIGGLEMAN	8/31/04	44737	8/31/04	32.36	28,924
486	MAGGIE LEE	8/31/04	44739	8/31/04	33.01	28,925
486	CHARLES J & ELIZABETH PARK	8/31/04	44740	8/31/04	41.32	28,926
486	AARON E RICHARDS	8/31/04	44742	8/31/04	32.17	28,927
486	RYAN K LEWIS	8/31/04	44743	8/31/04	20.92	28,928
486	THOMAS D KNOX III	8/31/04	44744	8/31/04	41.17	28,929
486	WILLIAM N FLETCHER	8/31/04	44746	8/31/04	50.18	28,930
1,302	MINERAL WELLS PSD	8/31/04	44748	8/31/04	574.97	28,931
1,604	PARKERSBURG OFFICE SUPPLY	8/31/04	44770	8/31/04	68.35	28,932
1,843	CINTAS	8/31/04	44775	8/31/04	189.03	28,933
2,005	C I THORNBURG	8/31/04	44786	8/31/04	693.89	28,934
486	CHARLES S BEESON	8/31/04	44873	8/31/04	51.44	28,935
309	CLAYWOOD PARK PSD	8/31/04	44941	8/31/04	14,148.26	28,936
314	AT&T WIRELESS SERVICES	8/31/04	44942	8/31/04	51.37	28,937
840	HAUL AWAY TRASH L.L.C.	8/31/04	44943	8/31/04	16.25	28,938
2,339	WESTCO INTERNET	8/31/04	44962	8/31/04	11.25	28,939
124	AT&T - STATE CALLING SERVICE	9/14/04	45271	9/15/04	11.85	28,940
133	AZ COMMERCIAL	9/14/04	45272	9/15/04	4.97	28,941
153	ACTION ANSWERING SERVICE PLUS	9/14/04	45273	9/15/04	42.95	28,942
275	BP CREDIT CARD CENTER	9/14/04	45275	9/15/04	370.09	28,943
486	D. MARK FETTY	9/14/04	45276	9/15/04	51.24	28,944

VENDOR CHECKS REPORT

** BANK: 1 131 200 00, FUND: WATER FUND **

** BEGINNING DATE: 8/20/04 - ENDING DATE: 9/16/04 **

** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **

K ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
131 200 00	CHECKING ACCOUNT WESBANCO BANK					
636	FORE TIMBER CO INC	9/14/04	45277	9/15/04	13.70	28,945
733	W. W. GRAINGER, INC.	9/14/04	45278	9/15/04	3.98	28,946
802	HARMAN THOMPSON MALLORY & ICE	9/14/04	45279	9/15/04	1,500.00	28,947
1,301	MISS UTILITY OF WV INC	9/14/04	45280	9/15/04	29.12	28,948
1,302	MINERAL WELLS PSD	9/14/04	45281	9/15/04	50.64	28,949
1,304	MILLER COMMUNICATIONS	9/14/04	45282	9/15/04	15.00	28,950
1,307	MUNICIPAL BOND COMMISSION	9/14/04	45287	9/15/04	1,592.00	28,951
1,309	MINERAL WELLS PSD	9/14/04	45288	9/15/04	3,311.27	28,952
1,608	POSTMASTER-MINERAL WELLS	9/14/04	45289	9/15/04	12.00	28,953
2,039	TELEPAGE COMMUNICATIONS SYSTEM	9/14/04	45307	9/15/04	8.95	28,954
2,106	USDA-RURAL DEVELOPMENT	9/14/04	45308	9/15/04	3,325.00	28,955
2,107	USDA-RURAL DEVELOPMENT	9/14/04	45309	9/15/04	10,040.00	28,956
2,200	CARDHOLDER SERVICES	9/14/04	45310	9/15/04	35.66	28,957
2,306	WATER ENVIRONMENTAL TESTING	9/14/04	45312	9/15/04	81.00	28,958
2,307	HUGHES SUPPLY, INC.	9/14/04	45314	9/15/04	307.20	28,959
2,308	WV PUBLIC EMPLOYEES INS AGENCY	9/14/04	45316	9/15/04	1,350.96	28,960
2,311	WESBANCO BANK-PARKERSBURG	9/14/04	45317	9/15/04	110.00	28,961
2,313	WESBANCO BANK-PARKERSBURG	9/14/04	45320	9/15/04	1,501.38	28,962
2,373	WESBANCO BANK-PARKERSBURG	9/14/04	45321	9/15/04	167.00	28,963
2,374	WESBANCO BANK-PARKERSBURG	9/14/04	45322	9/15/04	167.00	28,964
2,375	WESBANCO BANK-PARKERSBURG	9/14/04	45323	9/15/04	502.00	28,965
2,376	WESBANCO BANK-PARKERSBURG	9/14/04	45324	9/15/04	502.00	28,966
733	W. W. GRAINGER, INC.	9/16/04	45445	9/16/04	7.95	28,967
1,302	MINERAL WELLS PSD	9/16/04	45447	9/16/04	15.05	28,968
1,832	ROCKPORT CHURCH OF CHRIST	9/16/04	45449	9/16/04	51.45	28,969
2,101	U S POSTAL SERVICE	9/16/04	45468	9/16/04	153.20	28,970
	CHECKING ACCOUNT WESBANCO BANK				55,883.73	63 *

SEWER REVENUE FUND CHECKING ACCOUNT

6/04

Mineral Wells PSD

9/16/04 01:59:06PM

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VENDOR CHECKS REPORT

** BANK: 2 120 200 00, FUND: SEWER FUND **

** BEGINNING DATE: 8/20/04 - ENDING DATE: 9/16/04 **

** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **

K ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
120 200 00	CHECKING ACCT-WESBANCO BANK					
843	DEBORAH L HARLESS	9/16/04	45413	8/31/01	11.79	28,088 VOID
						** ERROR **
2,033	TIM TYRRELL	9/16/04	45415	12/27/01	8.73	28,320 VOID
						** ERROR **
2,101	U S POSTAL SERVICE	8/23/04	44309	8/23/04	48.76	30,534
1,302	MINERAL WELLS PSD	8/27/04	44407	8/27/04	22.02	30,535
106	ALLEGHENY POWER	8/30/04	44606	8/31/04	4,034.50	30,536
145	ADT SECURITY SERVICES	8/30/04	44607	8/31/04	48.42	30,537
360	CUTLIP-WARNER DEVELOPMENT CO	8/30/04	44608	8/31/04	1,477.00	30,538
402	DANNY'S LAWN SERVICE	8/30/04	44609	8/31/04	300.00	30,539
438	DOMINION HOPE	8/30/04	44610	8/31/04	10.76	30,540
832	HARDMAN SUPPLY COMPANY	8/30/04	44611	8/31/04	106.80	30,541
1,204	JAMES R. LETT	8/30/04	44621	8/31/04	200.00	30,542
1,302	MINERAL WELLS PSD	8/30/04	44622	8/31/04	741.40	30,543
1,620	PIONEER PRODUCTS, INC.	8/30/04	44628	8/31/04	20.25	30,544
1,806	ROY L RADABAUGH	8/30/04	44630	8/31/04	200.00	30,545
1,912	CHARLES M. STEWART	8/30/04	44636	8/31/04	200.00	30,546
2,313	WESBANCO BANK-PARKERSBURG	8/30/04	44656	8/31/04	1,551.77	30,547
2,314	WV DEPT OF TAX & REVENUE	8/30/04	44657	8/31/04	532.37	30,548
2,315	WV PUBLIC EMPLOYEES RETIREMENT	8/30/04	44658	8/31/04	1,460.67	30,549
486	GARY D RHODES	8/31/04	44804	8/31/04	50.51	30,550
486	EMILY TIPPENS	8/31/04	44805	8/31/04	11.27	30,551
486	KENNETH KUHL	8/31/04	44806	8/31/04	50.53	30,552
486	ROBERT L HOPKINS	8/31/04	44807	8/31/04	8.25	30,553
486	JAMIE HOLBERT	8/31/04	44808	8/31/04	39.85	30,554
486	MELISSA & WILLIAM NAPALO, JR	8/31/04	44809	8/31/04	16.55	30,555
486	RODNEY O. RIGGLEMAN	8/31/04	44810	8/31/04	30.41	30,556
486	PAULA PARKER	8/31/04	44811	8/31/04	17.64	30,557
486	MAGGIE LEE	8/31/04	44812	8/31/04	35.38	30,558
486	CHARLES J & ELIZABETH PARK	8/31/04	44813	8/31/04	39.96	30,559
486	ALLISON RAPER	8/31/04	44814	8/31/04	22.63	30,560
486	AARON E RICHARDS	8/31/04	44815	8/31/04	39.39	30,561
486	JAMES G WILHELM	8/31/04	44816	8/31/04	50.18	30,562
486	WILLIAM N FLETCHER	8/31/04	44817	8/31/04	50.18	30,563
733	W. W. GRAINGER, INC.	8/31/04	44818	8/31/04	50.10	30,564
1,302	MINERAL WELLS PSD	8/31/04	44819	8/31/04	649.74	30,565
1,604	PARKERSBURG OFFICE SUPPLY	8/31/04	44837	8/31/04	68.37	30,566
1,843	CINTAS	8/31/04	44842	8/31/04	189.03	30,567
2,300	WWT ELECTRIC	8/31/04	44864	8/31/04	98.44	30,568
1,302	MINERAL WELLS PSD	8/31/04	44912	8/31/04	.40	30,569
314	AT&T WIRELESS SERVICES	8/31/04	44965	8/31/04	51.38	30,570
840	HAUL AWAY TRASH L.L.C.	8/31/04	44966	8/31/04	16.25	30,571
2,339	WESTCO INTERNET	8/31/04	44985	8/31/04	11.25	30,572
877	HANK'S SALES & SERVICE INC.	8/31/04	44990	8/31/04	1,840.00	30,573
124	AT&T - STATE CALLING SERVICE	9/14/04	45327	9/15/04	11.86	30,574
133	AZ COMMERCIAL	9/14/04	45328	9/15/04	4.97	30,575

VENDOR CHECKS REPORT

** BANK: 2 120 200 00, FUND: SEWER FUND **

** BEGINNING DATE: 8/20/04 - ENDING DATE: 9/16/04 **

** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **

K ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
120 200 00	CHECKING ACCT-WESBANCO BANK					
153	ACTION ANSWERING SERVICE PLUS	9/14/04	45329	9/15/04	42.95	30,576
200	BOSLEY RENTAL & SUPPLY INC	9/14/04	45330	9/15/04	63.32	30,577
275	BP CREDIT CARD CENTER	9/14/04	45331	9/15/04	370.09	30,578
636	FORE TIMBER CO INC	9/14/04	45332	9/15/04	13.70	30,579
733	W. W. GRAINGER, INC.	9/14/04	45333	9/15/04	3.97	30,580
802	HARMAN THOMPSON MALLORY & ICE	9/14/04	45334	9/15/04	1,500.00	30,581
1,301	MISS UTILITY OF WV INC	9/14/04	45335	9/15/04	29.13	30,582
1,302	MINERAL WELLS PSD	9/14/04	45336	9/15/04	50.64	30,583
1,304	MILLER COMMUNICATIONS	9/14/04	45337	9/15/04	15.00	30,584
1,307	MUNICIPAL BOND COMMISSION	9/14/04	45338	9/15/04	16,852.52	30,585
1,608	POSTMASTER-MINERAL WELLS	9/14/04	45342	9/15/04	12.00	30,586
2,039	TELEPAGE COMMUNICATIONS SYSTEM	9/14/04	45360	9/15/04	8.95	30,587
2,200	CARDHOLDER SERVICES	9/14/04	45361	9/15/04	35.65	30,588
2,306	WATER ENVIRONMENTAL TESTING	9/14/04	45362	9/15/04	307.00	30,589
2,308	WV PUBLIC EMPLOYEES INS AGENCY	9/14/04	45363	9/15/04	1,138.10	30,590
2,312	WESBANCO BANK-PARKERSBURG	9/14/04	45364	9/15/04	1,453.24	30,591
2,313	WESBANCO BANK-PARKERSBURG	9/14/04	45365	9/15/04	1,771.69	30,592
733	W. W. GRAINGER, INC.	9/16/04	45473	9/16/04	7.95	30,593
1,302	MINERAL WELLS PSD	9/16/04	45475	9/16/04	18.29	30,594
2,101	U S POSTAL SERVICE	9/16/04	45495	9/16/04	153.20	30,595
	CHECKING ACCT-WESBANCO BANK				38,236.11	60 *

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
SEPTEMBER 16, 2004**

**PAYROLL CHECKS WRITTEN BETWEEN
AUGUST 20, 2004, AND SEPTEMBER 16, 2004**

CHECK NO.	1287	Todd R. Anderson	\$ 744.20
	1288	Margaret J. Batten	1,108.68
	1289	Richard Shayne Brabham	1,131.24
	1290	William H. Byers, Jr.	1,056.24
	1294	Linda K. Church	980.46
	1295	Russell P. Hanna	972.94
	1296	Nellie B. Radcliff	935.24
	1294	Todd R. Anderson	664.23
	1295	Margaret J. Batten	927.92
	1296	Richard Shayne Brabham	1,169.35
	1297	Dennis R. Brown	555.05
	1298	William H. Byers, Jr.	1,257.22
	1299	Linda K. Church	885.44
	1300	Russell P. Hanna	934.00
	1301	Nellie B. Radcliff	824.36

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
AUGUST 20, 2004 - SEPTEMBER 16, 2004**

1. **West Virginia Rural Water Association Infrastructure Council NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated September 7, 2004, Vol. 8, Issue 9.
2. Flyer from the WV Environmental Training Center, Cedar Lakes Conference Center, Ripley, WV, containing information and a registration form for a "Water System Security Workshop" scheduled for October 14, 2004, in the RESA V Building, 2507 9th Avenue, Parkersburg, WV.
3. Flyer from the Public Service Commission of West Virginia containing information and a registration form for the "Mandatory Board Members Training Seminar" scheduled for October 14 - 16, 2004, at Canaan Valley Resort.
4. Flyer from the Public Service Commission of West Virginia containing information and a registration form for the "PSC Safety Seminar" scheduled for October 7 - 8, 2004, at the Radisson Hotel, Morgantown, WV.
5. Flyer from the WV Environmental Training Center, Cedar Lakes Conference Center, Ripley, WV, containing information and a registration form for an "Optimizing Clarifier Performance and Flow Measurement Workshop" scheduled for October 26, 2004, at the Fairmont, WV, WWTP.
6. **MISS UTILITY HITS & MISSES**, a publication of the Miss Utility of West Virginia, dated July 2004.
7. **THE PIPELINE**, a bi-monthly publication of the Public Service Commission of West Virginia, dated July-August 2004, Issue 1, Volume 4.
8. Flyer from the Public Service Commission of West Virginia containing information and a registration form for the "Bookkeeping/Annual Reports Seminar" scheduled for September 23-24, 2004, at the Country Inn & Suites Hotel, Beckley, WV.
9. Letter dated August 18, 2004, to Charles M. Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and approval six copies each of Change Order No. 1 and the Certificate of Substantial Completion for Contract 4 (Panhandle Pipe/Hughes Supply) for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
10. Copy of a letter of Transmittal dated August 18, 2004, to Larry Moore, Mid Atlantic Storage Systems, Inc., containing copies of approved shop drawings for fencing for the Windy Ridge Water Tank Site.
11. Letter dated August 20, 2004, to the District from Scott Haas, Overland Solutions, Inc., stating that Westfield Insurance Company has requested that he perform a required audit of the District's financial records tentatively scheduled for August 31, 2004.
12. Copy of a Order (I) Approving the Disclosure Statement; (II) Establishing Procedures

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
SEPTEMBER 16, 2004
PAGE 2

For Solicitation and Tabulation of Votes to Accept or Reject Proposed Joint Plan of Reorganization; (III) Approving Related Notice Procedures (IV) Approving Solicitation Packages, and (V) Scheduling a Hearing On Confirmation of the Joint Plan of Reorganization from the United States Bankruptcy Court, Southern District of New York for Cornerstone Propane, L.P., et al. Received August 20, 2004.

13. Fax dated August 20, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a cost estimate for the 2 inch line extension for customer 2202-2 on Gates Ridge.
14. Copy of a letter dated August 20, 2004, to Mr. & Mrs. Raymond Williams from Margaret Batten enclosing District Check No. 28904 in the amount of \$151.44 as refund of their tap fee and security deposit for a water tap on Sycamore Run Road—part of the Sycamore Run, Stephens Fork Water Project.
15. Copy of correspondence instructions dated August 20, 2004, to the Wood County Clerk from Margaret Batten enclosing a Release of Lien for delinquent water and sewer charges against property formerly owned by Delbert and Sonya McWilliams.
16. Copy of a letter dated August 20, 2004, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the July 15, 2004, Regular Board Meeting and a copy of the Minutes of the August 12, 2004, Special Board Meeting.
17. Copy of a letter dated August 23, 2004, to Karen Hiehle, Stonegate Construction, Inc., from Margaret Batten enclosing District Check No. 1010 in the amount of \$180,145.72 for Contract No. 1 and District Check No. 1011 in the amount of \$155,302.24 for Contract No. 2 as requested on Requisition No. 3 of the Sycamore Run, Stephens Fork Water Line Extension Project.
18. Fax dated August 23, 2004, to Karen Hiehle, President, Stonegate Construction, from Manning Frymier, P.E., Cerrone Associates, Inc., stating that the District has decided to proceed with the line on Tygart Creek as a 6 inch line instead of the proposed 8 inch upgrade.
19. Copy of a letter dated August 23, 2004, to United Welding, Inc., from Margaret Batten enclosing District Check No. 1012 in the amount of \$424,668.34 for Contract No. 3 as requested on Requisition No. 3 of the Sycamore Run, Stephens Fork Water Extension Project.
20. Copy of a letter dated August 23, 2004, to Panhandle Pipe/Hughes Supply from Margaret Batten enclosing District Check No. 1013 for Contract No. 4 in the amount of \$25,515.50 as requested on Requisition No. 3 of the Sycamore Run, Stephens Fork Water Extension Project.
21. Copy of a letter dated August 23, 2004, to Randall M. Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten containing six signed copies of Change Order No. 1 to Contract No. 4 for the Sycamore Run, Stephens Fork Water Extension

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
SEPTEMBER 16, 2004
PAGE 3**

Project.

22. Copy of a letter dated August 23, 2004, to Randall M. Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing five signed copies of Certificate of Substantial Completion for Contract No. 4 (Panhandle Pipe/Hughes Supply) for the Sycamore Run, Stephens Fork Water Extension Project.
23. Fax dated August 23, 2004, from the Wood County PSD's stating that the monthly meeting will be held at Claywood Park PSD from 12 p.m to 2 p.m. on Wednesday, August 25, 2004.
24. Copy of a letter dated August 23, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 1014 in the amount of \$33,250.98 as requested on Requisition No. 3 of the Sycamore Run, Stephens Fork Water Line Extension Project.
25. Fax dated August 24, 2004, to Becca Dimmitt, Harman, Thompson, Mallory & Ice, from Margaret Batten containing a breakdown of invoices charged to account no. 1143.2 as part of the Sycamore Run, Stephens Fork Water Line Extension Project.
26. Fax dated August 24, 2004, to Becca Dimmitt, Harman, Thompson, Mallory & Ice, from Margaret Batten containing a copy of the first page of Requisition No. 1 for the Sycamore Run, Stephens Fork Water Line Extension Project.
27. Fax dated August 24, 2004, to Virginia McDonald, Rural Utilities Service, from Margaret Batten containing a copy of the WV IJDC in the amount of \$818,189.00 and a copy of the receipt for a \$2,000.00 deposit made to the Sycamore Run, Stephens Fork Construction Account for a fire hydrant paid for by David Stone.
28. Notice of Trustee's Sale of Valuable Real Estate located at 87 Mineral Acres owned by Troy D. and Shannon M. Jolly from Richard A. Pill, Substitute Trustee. This Notice was received on August 25, 2004.
29. Letter dated August 25, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing one copy each of Change Order No. 1 to Contract No. 1 and Change Order No. 1 to Contract 2A for the Sycamore Run, Stephens Fork Water Line Extension Project.
30. Letter dated August 25, 2004, to Charles Stewart from Rosalie Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that the 9th and final loan reimbursement request in the amount of \$3,576.00 has been approved for the District's Dover Drive/Dechlorination Sewer Project.
31. Fax dated August 25, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., relative to Gary Scott's calculation to upgrade the District's water main that must be moved for the construction of a new bridge on Route 14 at Slate.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
SEPTEMBER 16, 2004
PAGE 4**

32. Fax dated August 25, 2004, to Becca Dimmitt, Harman, Thompson, Mallory & Ice, from Margaret Batten enclosing one copy each of Requisition No. 9 and Requisition No. 10 for the Dover Drive/Dechlorination Sewer Project.
33. Copy of the USDA-FmHA Form 1924-12 Inspection Report completed by Russell Henderson, Contract Specialist, Rural Utilities Service, for the Sycamore Run, Stephens Fork Water Line Extension Project. This inspection was completed on August 17, 2004, and the report was received on August 25, 2004.
34. Letter of Transmittal dated August 25, 2004, to the District from Jeanette Morris, Mid Atlantic Storage Systems, Inc., containing one copy each of Certified Payrolls 1 thru 3 for Contract No. 3 of the Sycamore Run, Stephens Fork Water Line Extension Project.
35. Fax dated August 26, 2004, to Randall M. Cole, Cerrone Associates, Inc., from Margaret Batten enclosing one copy each of invoices from the District, Hughes Supply, and Bowles Rice McDavid Graff & Love to be included on the next requisition for the Sycamore Run, Stephens Fork Water Line Extension Project.
36. Letter dated August 26, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing one copy each of invoices from the District, Hughes Supply, and Bowles Rice McDavid Graff & Love to be included on the next Requisition for the Sycamore Run, Stephens Fork Water Line Extension Project.
37. Copy of a receipt signed by Todd R. Anderson stating that the District received forty-one pressure regulating valves from United Welding on August 26, 2004, as part of the Sycamore Run, Stephens Fork Water Line Extension Project.
38. Copy of a letter dated August 26, 2004, to Gary Scott, WV Division of Highways, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a CD containing the construction plans for the District's water main that is scheduled to be relocated to allow for the construction of a new bridge on Route 14 at Slate.
39. Copy of correspondence instructions dated August 26, 2004, to Stephen Vicars from Nellie Radcliff, enclosing a Water Bill Adjustment Affidavit and a Sewer Bill Adjustment Affidavit to be completed and returned.
40. Copy of correspondence instructions dated August 26, 2004, to Mr. And Mrs. J. Duckworth from Nellie Radcliff enclosing two checks from the Metavante Corporation; one in the amount of \$35.70 for account 2-02180-00 and one in the amount of \$55.99 for account 2-01740-00 per their telephone conversation on that date.
41. Letter of Transmittal dated August 26, 2004, to Larry Morris, Mid Atlantic Storage Systems, Inc., from J. M. Ruckman, Cerrone Associates, Inc., containing a copy of the approved progress schedule for the week of August 23, 2004, for Contract No. 3 of the Sycamore Run, Stephens Fork Water Line Extension Project.
42. Copy of a letter dated August 26, 2004, to Jesse Sheppard, Utilities Supervisor, WV Division of Highways (District 3), from Manning Frymier, P.E., Cerrone Associates, Inc.,

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
SEPTEMBER 16, 2004
PAGE 5**

enclosing five copies each of revised construction drawings 1-05,1-15, and 1-15A for the Sycamore Run, Stephens Fork Water Line Extension Project.

43. Memorandum dated August 27, 2004, to West Virginia Rural Water Voting Member System from Doug Skeen, Interim Executive Director, West Virginia Rural Water Association stating the Annual Meeting will be held on September 13, 2004, at Canaan Valley.
44. Copy of a letter dated August 27, 2004, to Mineral Wells Public Service District Water Customers from R. Shayne Brabham stating that water in their area will be shut down on Monday, August 30, 2004, from 9 a.m. to 5 p.m. to allow the connection of a new six inch water main to the District's existing water main.
45. Copy of a letter dated August 30, 2004, to Wayne Johnson from R. Shayne Brabham containing all the necessary documents for a water main line extension to serve his new dwelling located on Route 14 in the Bonnievale area.
46. Letter dated August 30, 2004, to Wood County Board & Commission Members from the County Commission of Wood County, containing a copy of the "The ETHICS ACT" and a copy of "Open Governmental Proceedings Act" and a copy of "The West Virginia Open Governmental Proceedings Act".
47. Letter dated August 31, 2004, to the District from State Electric Supply Co. stating that their new remittance address will be P. O. Box 60400, Charlotte, NC 28260-0400 effective September 1, 2004.
48. Letter dated August 31, 2004, to Shayne Brabham from James M Ruckman, PS, Cerrone Associates, Inc., containing two copies of half-sized revised construction drawing #2-04 and two copies of revised legal size easement drawing #2-04.
49. Fax dated September 1, 2004, to **Jackson Herald Newspapers** from Margaret Batten enclosing a notice about the District's special Board Meeting scheduled for September 9, 2004, at 1:30 p.m. in the District's Office to be published in the September 7, 2004, issue of the newspaper.
50. Fax dated September 1, 2004, to the **PARKERSBURG NEWS** from Margaret Batten enclosing a notice about the District's special Board Meeting scheduled for September 9, 2004, at 1:30 p.m. in the District's Office to be published in the first available issue of the newspaper.
51. Fax dated September 1, 2004, to the **PARKERSBURG SENTINEL** from Margaret Batten enclosing a notice about the District's special Board Meeting scheduled for September 9, 2004, at 1:30 p.m. in the District's Office to be published in the first available issue of the newspaper.
52. Fax dated September 1, 2004, to the **WIRT COUNTY JOURNAL** from Margaret Batten enclosing a notice about the District's special Board Meeting scheduled for September 9, 2004, at 1:30 p.m. in the District's Office to be published in the September 7, 2004,

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
SEPTEMBER 16, 2004
PAGE 6**

issue of the newspaper.

53. ****Letter dated September 1, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc. stating that he has reviewed the cost estimate prepared by Gary Scott of the West Virginia Department of Highways for the size upgrade of the District's water line at the Slate Bridge Relocation and does not recommend that the District upsize the line. Mr. Frymier also sent a fax containing this letter and attachments.
54. Fax dated September 1, 2004, to Shayne from Camille Dell'Olio, Superior Signal Company, Inc., containing the Superior Model 20-S/L & 10-S/L Gasoline Powered Blower Parts List.
55. Letter of transmittal dated September 1, 2004, to Karen Hiehle, Stonegate Construction, Inc., from James Ruckman, Cerrone Associates, Inc., enclosing copies of three shop drawings for Contract No. 2-A for the Sycamore Run, Stephens Fork Water Line Extension Project.
56. Copy of a letter dated September 2, 2004, to the State of West Virginia Consolidated Public Retirement Board from Margaret Batten enclosing a completed Public Employees Retirement System Employer Verification Form and a completed WV Employees Retirement System (PERS) Application for Refund of Accumulated Contributions for the District's former employee, Mark K. Murphy.
57. Copy of a letter dated September 2, 2004, to Robert L. Hopkins from Linda Church enclosing his personal check no. 1099 in the amount of \$26.13, his personal check no. 1107 in the amount of \$17.00 and District Check No. 30553 in the amount of \$8.25. His personal checks were returned because his final bill was deducted from his security deposit and the District's check is the remainder of his security deposit.
58. Copy of a letter dated September 2, 2004, to Charles & Elizabeth Parks from Linda Church enclosing their personal check no. 3636 in the amount of \$21.14, District Check No. 28926 in the amount of \$41.32 and District Check No. 30559 in the amount of \$39.96. Their personal check was returned because their final bill was deducted from their security deposits and the District's checks were the remainder of their security deposits.
59. Letter dated September 3, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and approval five copies of Requisition No. 4 for Sycamore Run, Stephens Fork Water Line Extension Project.
60. Fax dated September 3, 2004, to Christy Pitsenbarger, West Virginia Bureau of Public Health, from Margaret Batten attaching a copy of the District's Monthly Operational Report for August.
61. Copy of correspondence instructions dated September 3, 2004, to the Wood County Clerk from Margaret Batten enclosing three rights-of-way easements to be recorded and returned to the District.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
SEPTEMBER 16, 2004
PAGE 7

62. Copy of the State of Ohio Bureau of Workers' Compensation Certificate of Premium Payment for R & R Pipeline, Inc., Newark, Ohio 43055-8814.
63. Fax dated September 4, 2004, to the District from Mike Hicks, Manager, Hardman's Hardware, requesting a copy of the District's requirements for installing home owners' water service lines.
64. Fax dated September 7, 2004, to Mike, Hardman Hardware, from Linda Church enclosing a copy of the District's Rules and Regulations for the Installation of Water Service Lines and Sewer Laterals.
65. Letter dated September 7, 2004, to Charles Stewart from Virginia McDonald, Rural Development Specialist, Rural Utilities Service, stating that funds in the amount of \$5,000.00 will be electronically deposited in the Stephens Fork Water Extensions Construction Account at WesBanco, Mineral Wells, WV, on September 9, 2004.
66. Letter dated September 7, 2004, To All Regulated Water and Sewer Utilities from Sandra Squire, Executive Secretary, West Virginia Public Service Commission, containing a copy of General Order No. 182.07 - In the matter of proposed rules to amend the Commission's **Rules of Practice and Procedure** relating to engineering agreements and pre-filing notice requirements for public service districts. Received two copies of this letter and document—one for water and one for sewer.
67. ****Letter dated September 7, 2004, to the Board of Directors, Mineral Wells Public Service District, from James R. Ice, CPA, Harman, Thompson, Mallory & Ice, A.C., relative to his review of the way Claywood Park Public Service District allocates the Mineral Wells Public Service District's share of operating the water treatment plant located at Davisville, WV.
68. Fax dated September 8, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Shayne Brabham attaching a copy of the Bacteriological Examination of Water From Public Water Distribution System for the new section of water line that recently installed along Wolfe Run Road.
69. Fax dated September 9, 2004, to Christy Pitsenbarger, West Virginia Bureau of Public Health, from Margaret Batten enclosing a corrected Monthly Operational Report for the District for the month of August 2004.
70. Copy of a letter dated September 9, 2004, to the State of West Virginia Consolidated Public Retirement Board from Linda Church enclosing a Membership Enrollment Form Public Employees System and a Beneficiary Designation For Active Member Public Employees Retirement System for the District's new employee, Dennis R. Brown.
71. Copy of a letter dated September 9, 2004, to Carrie L. Grimm, ERSII, WV Department of Environmental Protection, from Margaret Batten enclosing the Monthly Financial Report for August 2004 for the District's Dover Drive/Wastewater Plant Dechlorination Construction Project.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
SEPTEMBER 16, 2004
PAGE 8**

72. Copy of a letter dated September 9, 2004, to Daniel Yonkosky, Director, State of West Virginia Water Development Authority, from Margaret Batten enclosing a copy of the Monthly Financial Report for August 2004 for the District's Dover Drive/Wastewater Plant Dechlorination Construction Project.
73. Copy of a letter dated September 9, 2004, to Katy Mallory, Executive Secretary, WV Infrastructure & Jobs Development Council, from Margaret Batten enclosing a signed copy of Requisition No. 4 for the District's Sycamore Run, Stephens Fork Water Line Extension Project.
74. Copy of a letter dated September 9, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's September 9, 2004, letter to Katy Mallory, Executive Secretary, WV Infrastructure & Jobs Development Council, containing a signed copy of Requisition No. 4 for the Sycamore Run, Stephens Fork Water Line Extension Project.
75. Copy of a letter dated September 9, 2004, to the State of West Virginia Consolidated Public Retirement Board from Linda Church enclosing a completed Membership For Public Employees System and A Beneficiary Designation For Active Member Public Employees Retirement System for the District's new employee, Dennis R. Brown.
76. Copy of a letter dated September 9, 2004, to Virginia McDonald, Rural Development Specialist, Rural Utilities Service, from Margaret Batten enclosing four signed copies of Requisition No. 4 for the Sycamore Run, Stephens Fork Water Line Extension Project.
77. Letter dated September 9, 2004, to the District from Scott Haas, Overland Solutions, Inc., stating that Westfield Insurance Company has requested that he perform an audit on the District's financial records for insurance purposes. He stated that he will visit the District's Office on September 21, 2004.
78. Copy of a letter dated September 9, 2004, to Harman, Thompson, Mallory & Ice, A.C., from Steven R. Hardman, Law Partner; Bowles Rice McDavid Graff & Love, relative to the status of any pending or threatened litigation or claims against the District.
79. Copy of a letter dated September 10, 2004, to the West Virginia New Hire Reporting Center from Margaret Batten enclosing a West Virginia New Hire Reporting Form for the District's new employee, Dennis R. Brown.
80. Fax dated September 10, 2004, to the **WIRT COUNTY JOURNAL** from Margaret Batten containing a notice about the District's regular monthly Board Meeting scheduled for Thursday, September 16, 2004, at 5 p.m. to be published in the September 14, 2004, issue of the newspaper.
81. Fax dated September 10, 2004, to **JACKSON HERALD NEWSPAPERS** from Margaret Batten enclosing a notice about the District's regular monthly Board Meeting scheduled for Thursday, September 16, 2004, at 5 p.m. to be published in the September 14, 2004, issue of the newspaper.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
SEPTEMBER 16, 2004
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82. Fax dated September 10, 2004, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the District's regular monthly Board Meeting scheduled for Thursday, September 16, 2004, at 5 p.m. to be published in the first available issue of the newspaper.
83. Fax dated September 10, 2004, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the District's regular monthly Board Meeting scheduled for Thursday, September 16, 2004, at 5 p.m. to be published in the first available issue of the newspaper.
84. Fax dated September 10, 2004, to Sarah, New Way Carpet Cleaning, from Margaret Batten attaching a copy of their estimate for cleaning the carpet in the District's office building.
85. Copy of a letter dated September 10, 2004, to The Honorable Robert A. Waters, Judge of the Circuit Court, Wood County Judicial Building, from Attorney Steven R. Hardman, Bowles Rice McDavid Graff & Love, enclosing a proposed Order which dismisses Civil Action No. 04-C-24, Mineral Wells PSD vs. Harlan Leroy Lott.
86. Copy of a letter dated September 13, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the recorded right-of-way easement for Willis G. and Cheryl L. Conaway for the Sycamore Run, Stephens Fork Water Line Extension Project.
87. Fax dated September 13, 2004, to Virginia McDonald, Rural Utilities Specialist, Rural Utilities Service, from Margaret Batten enclosing a copy of the Electric Funds Transfer Confirmation for a deposit made on September 9, 2004, to the Stephens Fork Water Construction Checking Account in the amount of \$500.00.
88. Fax dated September 13, 2004, to Margaret from Kimberly McClead, WesBanco Bank, Mineral Wells, containing a copy of the wire transfer record for the \$500.00 deposit made to the Stephens Fork Water Construction Account by Rural Utilities Service on September 9, 2004.
89. ****Letter received on September 13, 2004, from Claywood Park Public Service District stating that they have filed with the West Virginia Public Service Commission for a water rate increase.
90. Fax dated September 14, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing an invoice in the amount of \$540.00 from Harman, Thompson, Mallory & Ice, A.C., for providing the accountant's certification on bond coverage for the Sycamore Run, Stephens Fork Water Line Extension Project. This invoice is to be included on the next requisition for the water project.
91. Fax dated September 14, 2004, to Trish, Action Answering Service, from Linda Church enclosing a new tax exemption certificate for the Mineral Wells Public Service District.

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92. Fax dated September 14, 2004, to Becca Dimmitt; Harman, Thompson, Mallory & Ice, A.C., from Linda Church enclosing a complete breakdown of the District's salaries for FY 2004 between water and sewer.
93. Copy of a letter dated September 15, 2004, to the WV Public Employees Insurance Agency from Margaret Batten enclosing a completed Public Employees Insurance Agency Health Benefits Insurance Enrollment Form, a completed Optional Life Insurance and Dependent Life Insurance Enrollment Form, and a completed Basic Life Insurance Enrollment Form for the District's new employee, Dennis R. Brown.
94. ****Fax dated September 15, 2004, to Margaret and Shayne from James F. Aucremanne, Public Service Commission of West Virginia, containing a copy of a letter dated September 8, 2004, from Alan B. Mollohan, United States House of Representatives, stating that Todd VanMeter, Route 1, Box 120, Rockport, WV, 26169, claims that he has been unsuccessful in trying to talk with a representative of the District about extending a water main to serve his home along Lee Creek Road.
95. ****Fax dated September 15, 2004, to Margaret and Shayne from James F. Aucremanne, Public Service Commission of West Virginia, containing a copy of a letter dated August 18, 2004, to the Public Service Commission of West Virginia from Susan Schneeberger. Ms. Schneeberger lives on Bogal Ridge Road approximately one mile from Route 14 and would like to have water extended to her residence as part of the current water extension project.
96. Copy of a letter dated September 15, 2004, to the West Virginia Municipal Bond Commission from Margaret Batten enclosing District Check No. 30585 in the amount of \$16,752.52 as payment to the following sewer bond accounts:
- \$9,302.30 for Account No. MIW-S-1-97-R-W0-06 Sewer 97 Revenue
 - \$5,688.40 for Account No. MIW-S-1-95-X-W0-06 Sewer 85 Revenue
 - \$ 568.82 for Account No. MIW-S-2-X-W0-06 Sewer 95 Reserve
 - \$1,293.00 for Account No. MIW-S-1-85-W0-06 Sewer 85-B Revenue
- District Check No. 28951 in the amount of \$1,592.00 was also enclosed as payment to Account No. MIW-W-1-69-X-W0-06 Water Revenue.
97. ****Fax dated September 15, 2004, to the District from Donna, Claywood Park Public Service District, containing the Water Plant Cost Allocation for the Year July 1, 2003, to June 30, 2004, which was prepared by their accounting firm, Bassett & Lowe, C.A. The District owes Claywood Park Public Service District \$12,890.05.
98. Copy of a letter dated September 15, 2004, to the Municipal Branch, Office of Water Resources (DNR), from Linda Church containing 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 August 2004 for the District's wastewater treatment plant.
99. Copy of a letter dated September 15, 2004, to Steve Cooper, West Virginia Department

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100. of Environmental Protection and Natural Resources, Parkersburg Office, 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 August 2004 for the District's wastewater treatment plant.
101. Copy of a letter dated September 15, 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 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 August 2004 for the District's wastewater treatment plant.
102. Copy of a letter dated September 15, 2004, 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 August 2004 for the District's wastewater treatment plant.
103. ****Fax dated September 15, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., asking if the District wants to wait before allowing customers to connect to Line 1-25 on Wolfe Run Road.
104. Fax dated September 16, 2004, to Becca Dimmitt, Harman, Thompson, Mallory, & Ice, A.C., from Margaret Batten enclosing a copy of the fax from Donna at Claywood Park PSD containing a copy of the Water Plant Cost Allocation For the Year July 1, 2003, to June 30, 2004.
105. Fax dated September 16, 2004, to John Fox, Mid-Atlantic Storage; Karen Hiehle, Stonegate Construction; Allen Ferrell, Sr., United Welding; Shayne Brabham, Mineral Wells PSD; Virginia McDonald, RUS; Russ Henderson, RUS; Jesse Sheppard, WV DOH; and Manning Frymier, P.E., Cerrone Associates, Inc., from Jim Ruckman, PS, Cerrone Associates, Inc., stating that progress meetings for the Sycamore Run, Stephens Fork Water Line Extension Project will be held at the Maintenance Garage behind the Mineral Wells PSD office building on September 21, 2004, beginning at 10 a.m.
106. Copy of correspondence instructions dated September 16, 2004, to the Wood County Clerk from Margaret Batten enclosing a right-of-way easement signed by Willa L. Biles to be recorded and returned to the District's Office.