

MINUTES OF A REGULAR MEETING OF THE  
PUBLIC SERVICE DISTRICT BOARD OF THE  
MINERAL WELLS PUBLIC SERVICE DISTRICT  
HELD THURSDAY, NOVEMBER 18, 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. He asked everyone present to sign the attendance roster. Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; Margaret Batten, Office Manager; Nellie Radcliff, Office Clerk, and Steven Hardman, Bowles Rice McDavid Graff & Love were present.

Susan Schneberger called just before board meeting and said she would not be attending this meeting as scheduled. She is planning on attending the meeting in December.

Mr. Hardman was in attendance to discuss the importance of the open meeting laws. He presented the Board with a set of rules and regulations. There was a brief discussion concerning the rules and regulations and then Mr. Hardman excused himself from the rest of the meeting.

Mr. Lett made a motion to approve the Minutes of the October 21, 2004, Regular Board Meeting as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Lett made a motion to approve the Minutes of the November 10, 2004, Special Board Meeting as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Brabham presented the Board with a corrected quote from Miller Communications for the Limestone Booster to Windy Tank telemetry link. The corrected quote was \$14,970.93. Mr. Radabaugh made a motion to approve the corrected quote. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the corrected quote.

Mr. Radabaugh made a motion to approve the Financial Statement dated October 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 October 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 October 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 29076 thru 29142 written between October

MINERAL WELLS PUBLIC SERVICE DISTRICT  
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22, 2004 and November 17, 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 number 29143 thru check number 29157 written today, November 18, 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 number 30668 thru check number 30726 and check number 30800 written between October 22, 2004 and November 17, 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 number 30727 thru 30742 written November 18, 2004, on the Sewer Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten discussed the following letters.

Letter 15- Fax dated October 21, 2004, to Mike Miller, Chairman, Claywood Park Public Service District, from Margaret Batten enclosing a copy of a letter that the Mineral Wells Public Service District's Public Service Board received from James Ice, CPA; Harman, Thompson, Mallory & Ice, relative to the cost allocation for the operation of the water treatment plant located at Davisville, WV.

Letter 23 - Letter dated October 25, 2004, to Shayne Brabham from James M. Ruckman, PS., Cerrone Associates, Inc., enclosing a cost estimate and construction drawings for the proposed waterline extension on Conger Ridge Road - Count Route #21/2.

Letter 32 - Letter dated October 28, 2004, to the Board members from Jack C. Beck, General Manager, Claywood Park Public Service District, asking the Board to take action on a new Water Purchase Agreement following the existing agreement, but with the new percentages as outlined by George Blum, Cerrone Associates, Inc. A fax of this letter was received on October 19, 2004, prior to the receipt of the hard copy by U.S. Mail.

Letter 44 - Copy of a letter dated November 2, 2004, to Michael Miller, Chairman, Claywood Park Public Service District Public Service Board, from R. Shayne Brabham responding to Jack Beck's letter dated October 28, 2004, relative to the District taking action on the Water Purchase Agreement between the District and Claywood Park PSD. A fax of this letter was also sent on November 2, 2004.

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Letter 101 - Fax dated November 17, 2004, to Shayne Brabham from Manning Frymier, P. E., Cerrone Associates, Inc., enclosing a corrected quote from Miller Communications for the Limestone Booster to Windy Tank telemetry link.

Mrs. Batten informed the Board that the District has begun making payments to Municipal Bond. The first payment was made on November 15, 2004. This is for the Dechlorination/ Dover Drive project.

This concluded Mrs. Batten's report.

Mr. Radabaugh made a motion that each employee receive a one time pay increase of \$125.00 gross with the December 15<sup>th</sup> payroll. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion that effective January 1, 2005 each employee receive a thirty-five cent (.35) on the hour pay raise. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Brabham reported on the progress of the water extension project.

Contract 1 is near completion. The 2" line is being installed on Dove Creek and Stephens Fork. Once these lines are in place, the I-77 crossing can be made.

Contract 2A has approximately 5000' to be installed. This is do to rock skips and gas line crossings. The footers for the Dent Booster Station were poured on Wednesday, November 17, 2004. The building should be set the following week.

Contract 2B has all the main line installed. A few road bores and service taps remain to be completed.

Contract 3 (Windy Ridge Water Storage Tank) has been completed and waiting on water before disinfection can be done. Once water is available, both contractors plan to test/disinfect through winter.

The District wrote a letter to Katy Mallory, Infrastructure Council, giving her a project update and requesting the use of remaining funds to purchase radio read water meter units and to have our water storage tanks painted.

The District submitted time sheets and invoices to FEMA for reimbursement for the expenses incurred from hurricane Ivan.

Mr. Brabham made a request for a 6 x 12 utility trailer to be purchased for the District to use to haul several items at a time. Mr. Radabaugh made a motion authorizing Mr. Brabham to purchase for


MINERAL WELLS PUBLIC SERVICE DISTRICT  
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the District a 6 x 12 utility trailer 3000 lb axle for approximately \$875.00. The cost may vary somewhat, but it should be less than \$1000.00. Mr. Lett seconded the motion. The motion passed unanimously.

All business having been discussed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart adjourned the meeting at 7:05 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  
OCTOBER 31, 2004**

**CHECKING ACCOUNTS**

Water Revenue Fund Checking Account	
WesBanco Bank	\$ 8,129.07
Sewer Revenue Fund Checking Account	
WesBanco Bank	52,672.04
Stephens Fork Water Extension Construction Checking	
WesBanco Bank	2,476.97
Series 2003A Bonds Construction Fund Checking	
WesBanco Bank	<u>CLOSED</u>

**TOTAL IN CHECKING ACCOUNTS: \$ 63,278.08**

**WATER ACCOUNTS**

Depreciation Reserve Account	
WesBanco Bank	\$13,522.01
Revenue Reserve Account	
WesBanco Bank	29,268.67
Revenue Reserve Account-Sams Creek/Chesterville	
WesBanco Bank	20,183.01
Revenue Reserve Account-Rockport	
WesBanco Bank	6,217.30
Depreciation Reserve Account-Rockport	
WesBanco Bank	6,217.50
Revenue Reserve Account-Water Improvement	
WesBanco Bank	18,687.92
Depreciation Reserve Account-Water Improvement	
WesBanco	18,690.27
Sycamore Run-Limestone Tap Fees	
WesBanco Bank	33,545.55
Sycamore Run-Limestone Security Deposits	
WesBanco Bank	16,361.92
Security Deposit Account	
WesBanco Bank	<u>22,966.61</u>

**TOTAL IN WATER ACCOUNTS: \$185,660.76**

**SEWER ACCOUNTS**

Repair and Replacement Account	
WesBanco Bank	\$84,523.40
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market-WesBanco Bank	31,045.21
Security Deposit Account	
WesBanco Bank	<u>20,682.15</u>

**TOTAL IN SEWER ACCOUNTS: \$136,250.76**

**TOTAL ALL FINANCES, OCTOBER 31, 2004 \$385,189.60**

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

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, SEPTEMBER 30, 2004** **\$13,304.10**

**RECEIPTS:**

Water Sales	\$57,826.03
Water Buffalo Sales	354.75
Reconnection Fees	140.00
Tap Fees	1,800.00
Void Check 27980	34.16
Overpayment Samir & Nikita Jagad	49.11
Security Deposit Refunds	<u>802.60</u>

**TOTAL RECEIPTS:** **\$61,006.65**

**TOTAL CASH AVAILABLE:** **\$74,310.75**

**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	3,006.14
Salaries	7,079.90
Commissioner's Salaries	300.00
WV Public Employees Retirement System	1,643.34
WV State Tax Department	565.03
WV Public Employees Insurance Agency	1,153.18
U S Postal Service	256.97
AT&T State Calling Service	8.56
Action Answering Service Plus	39.12
Miss Utility of WV Inc.	25.75
Telepage Communications Systems	8.95
Water Environmental Testing	121.50
Cintas	113.60
Hughes Supply, Inc.	2,189.04
BP Credit Card Company	452.31
Mineral Wells Public Service District	276.07
Allegheny Power Company	578.91
Claywood Park Public Service District	12,890.06
Cutlip-Warner Development Co.	2,037.00
Conner Cleaning Service	109.00

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FINANCIAL STATEMENT-OCTOBER, 2004  
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Verizon	112.63
Hardman Supply Company	114.31
Harman Thompson Mallory & Ice	4,830.00
AT&T Wireless Services	51.37
Parkersburg Office Supply	26.19
Mark K. Murphy	86.37
Ohio Valley Muffler & Brake	23.44
Workingman Store	71.98
Samir & Nikita Jagad	49.11
R & R Pipeline	1,628.11
WV State Treasury	20.05
Brenda J. Wade	50.30
Eric L. Kent	24.38
Premiere Realtors	17.91
Harold & Kate Barton	50.27
Jennifer Bruce	44.81
Darleen Snyder	18.32
Sandy K. Rowan	36.32
Adam S. Townsend	37.76
Lloyd V. Boston	42.10
Joseph & Melody Houdyshell	50.16
Philip, Iris & Greg McDaniel	50.15
Tracie & Greg Lancaster	50.15
Greg Holland	50.16
AZ Commercial	59.92
Dominion Hope	42.47
Midwest Pipe	24.08
C. I. Thornburg Co.	546.63
USA Blue Book	104.28
R D Wilson Sons & Co.	56.18
Brian Mathess	125.00
James D. Wells	3.74
Glotfelty Enterprises, Inc.	62.95
Westco Internet	11.25
Sandra Hammer	34.16
Returned Check Deposit Error	.20
WW Grainger	309.00
Westfield Group	<u>2,440.04</u>

**TOTAL EXPENDITURES:**

**\$66,181.68**

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

**\$ 8,129.07**

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

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, SEPTEMBER 30, 2004** **\$ 58,014.06**

**RECEIPTS:**

Sewer Sales	\$41,335.24
Security Deposit Refund	652.07
Tap Fees	600.00
Close 2003 A Bonds Const. Trust Fund	262.13
Void Check #30603	36.71
Overpayment Samir & Nikita Jagad	<u>34.28</u>

**TOTAL RECEIPTS:** **\$42,920.43**

**TOTAL CASH AVAILABLE:** **\$100,934.49**

**EXPENDITURES:**

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,247.73
WesBanco Bank-Parkersburg	2,435.75
Salaries	5,604.52
Commissioners' Salaries	300.00
WV Public Employees Insurance Agency	1,383.74
WV Public Employees Retirement System	1,313.39
WV Dept. of Tax & Revenue	478.97
U. S. Postal Service	252.55
AT&T - State Calling Service	8.57
AT&T Wireless Service	51.38
Action Answering Service Plus	39.13
Miss Utility of WV Inc.	25.75
Cutlip-Warner Development Co.	718.00
Telepage Communications System	8.95
Water Environmental Testing	327.00
Danny's Lawn Service	450.00
Conner Cleaning Service	179.00
Cintas	113.60
Verizon	551.65
Allegheny Power	5,848.63
BP Credit Card Center	461.30
Mineral Wells Public Service District	1,092.87
Dominion Hope	42.46
Hardman Supply Company	159.40



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 FINANCIAL STATEMENT-SEWER-OCTOBER, 2004  
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Parkersburg Office Supply	26.19
Westco Internet	11.25
Harman Thompson Mallory & Ice	2,625.00
Mark K. Murphy	72.77
Ohio Valley Muffler & Brake	23.46
Workingman Store	71.98
Samir & Nikita Jagad	34.28
Westfield Group	4,159.23
WV DEP	200.00
WV State Treasury	20.52
Barbara Wade	50.30
Eric L. Kent	34.36
Harold D. & Kate Barton	50.27
Jennifer L. Bruce	46.83
Sandy L. Rowan	42.44
Adam S. Townsend	35.71
Philip, Iris & Greg McDaniel	50.15
Tracie & Greg Lancaster	50.15
Greg Holland	50.16
WWT Electric	70.00
AZ Commercial	59.92
USA Blue Book	69.60
R. D. Wilson Sons & Co.	56.18
Brian Mathess	125.00
James D. Wells	17.73
Sandra Hammer	36.71
Glotfelty Enterprises, Inc.	62.95
Midwest Pipe	31.76
C. I. Thornburg	<u>130.69</u>

**TOTAL EXPENDITURES:**

**\$48,262.45**

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

**\$ 52,672.04**

WATER REVENUE FUND CHECKING ACCOUNT

11/18/04

Mineral Wells PSD

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VENDOR CHECKS REPORT

\*\* BANK: 1 131 200 00, FUND: WATER FUND \*\*  
 \*\* BEGINNING DATE: 10/22/04 - ENDING DATE: 11/17/04 \*\*  
 \*\* VENDOR RANGE: ALL VENDORS \*\* \*\* CHECK RANGE: ALL CHECKS \*\*

BANK ACCOUNT

1 131 200 00 CHECKING ACCOUNT WESBANCO BANK

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
486	SANDRA HAMMER	10/29/04	48331	9/23/04	34.16	28,980 VOID
2,344	WORKINGMAN STORE	11/09/04	48586	10/12/04	71.98	29,057 VOID *
2,316	WESTFIELD GROUP	10/29/04	48326	10/21/04	2,440.04	29,073 VOID
2,101	U S POSTAL SERVICE	10/22/04	47628	10/22/04	46.23	29,075
486	SANDRA HAMMER	10/29/04	48399	10/29/04	.00	1
1,304	MILLER COMMUNICATIONS	10/29/04	48412	10/29/04	.00	1
486	BRENDA J WADE	10/28/04	47850	10/29/04	50.30	29,076
486	ERIC L. KENT	10/28/04	47851	10/29/04	24.38	29,077
486	PREMIERE REALTORS	10/28/04	47852	10/29/04	17.91	29,078
486	HAROLD D & KATE BARTON	10/28/04	47853	10/29/04	50.27	29,079
486	JENNIFER L BRUCE	10/28/04	47854	10/29/04	44.81	29,080
486	DARLEEN SNYDER	10/28/04	47855	10/29/04	18.32	29,081
486	SANDY K ROWAN	10/28/04	47856	10/29/04	36.32	29,082
486	ADAM S TOWNSEND	10/28/04	47857	10/29/04	37.76	29,083
486	LLOYD V BOSTON	10/28/04	47858	10/29/04	42.10	29,084
486	JOSEPH & MELODY HOUDYSHELL	10/28/04	47859	10/29/04	50.16	29,085
486	PHILIP, IRIS, & GREG MC DANIEL	10/28/04	47860	10/29/04	50.15	29,086
486	TRACIE & GREY LANCASTER	10/28/04	47861	10/29/04	50.15	29,087
486	GREG HOLLAND	10/28/04	47862	10/29/04	50.16	29,088
1,302	MINERAL WELLS PSD	10/28/04	47880	10/29/04	190.03	29,089
1,302	MINERAL WELLS PSD	10/28/04	47885	10/29/04	39.74	29,090
1,805	RURAL DEVELOPMENT ADMN.	10/28/04	47897	10/29/04	2,112.00	29,091
2,103	USDA-RURAL DEVELOPMENT	10/28/04	47930	10/29/04	3,140.00	29,092
2,313	WESBANCO BANK-PARKERSBURG	10/28/04	47938	10/29/04	1,383.46	29,093
2,338	WESBANCO-WATER RES-SAMS-CV	10/28/04	47941	10/29/04	314.00	29,094
133	AZ COMMERCIAL	10/28/04	48036	10/29/04	59.92	29,095
438	DOMINION HOPE	10/28/04	48041	10/29/04	42.47	29,096
733	W. W. GRAINGER, INC.	10/28/04	48042	10/29/04	309.00	29,097
832	HARDMAN SUPPLY COMPANY	10/28/04	48043	10/29/04	114.31	29,098
1,304	MILLER COMMUNICATIONS	10/28/04	48057	10/29/04	570.00	29,099
1,304	MILLER COMMUNICATIONS	10/29/04	48323	10/29/04	570.00	29,099 VOID
1,309	MINERAL WELLS PSD	10/28/04	48058	10/29/04	3,160.52	29,100
1,311	MIDWEST PIPE & SUPPLY	10/28/04	48059	10/29/04	24.08	29,101
1,500	OHIO VALLEY MUFFLER & BRAKE	10/28/04	48060	10/29/04	10.47	29,102
1,604	PARKERSBURG OFFICE SUPPLY	10/28/04	48061	10/29/04	26.19	29,103
1,843	CINTAS	10/28/04	48063	10/29/04	113.60	29,104
2,005	C I THORNBURG	10/28/04	48072	10/29/04	546.63	29,105
2,109	USA BLUE BOOK	10/28/04	48091	10/29/04	104.28	29,106
2,303	R D WILSON SONS & CO CLKG	10/28/04	48092	10/29/04	56.18	29,107
2,307	HUGHES SUPPLY, INC.	10/28/04	48093	10/29/04	2,189.04	29,108

WATER REVENUE FUND CHECKING ACCOUNT

11/18/04

Mineral Wells PSD

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VENDOR CHECKS REPORT

\*\* BANK: 1 131 200 00, FUND: WATER FUND \*\*  
 \*\* BEGINNING DATE: 10/22/04 - ENDING DATE: 11/17/04 \*\*  
 \*\* VENDOR RANGE: ALL VENDORS \*\* \*\* CHECK RANGE: ALL CHECKS \*\*

BANK ACCOUNT

1 131 200 00 CHECKING ACCOUNT WESBANCO BANK

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
2,314	WV DEPT OF TAX & REVENUE	10/28/04	48096	10/29/04	565.03	29,109
2,315	WV PUBLIC EMPLOYEES RETIREMENT	10/28/04	48097	10/29/04	1,643.34	29,110
13,015	BRIAN MATHES	10/28/04	48098	10/29/04	125.00	29,111
153	ACTION ANSWERING SERVICE PLUS	10/29/04	48236	10/29/04	39.12	29,112
314	AT&T WIRELESS SERVICES	10/29/04	48238	10/29/04	51.37	29,113
360	CUTLIP-WARNER DEVELOPMENT CO	10/29/04	48239	10/29/04	2,037.00	29,114
486	JAMES D WELLS	10/29/04	48242	10/29/04	3.74	29,115
742	GLOTFELTY ENTERPRISES, INC.	10/29/04	48243	10/29/04	62.95	29,116
1,302	MINERAL WELLS PSD	10/29/04	48244	10/29/04	46.30	29,117
1,309	MINERAL WELLS PSD	10/29/04	48245	10/29/04	355.78	29,118
2,339	WESTCO INTERNET	10/29/04	48261	10/29/04	11.25	29,119
486	SANDRA HAMMER	10/29/04	48274	10/29/04	34.16	29,120
2,316	WESTFIELD GROUP	10/29/04	48362	10/29/04	4,880.08	29,121
2,316	WESTFIELD GROUP	10/29/04	48366	10/29/04	4,880.08	29,121 VOID
2,316	WESTFIELD GROUP	10/29/04	48379	10/29/04	2,440.04	29,122
124	AT&T - STATE CALLING SERVICE	11/12/04	48693	11/15/04	9.30	29,123
153	ACTION ANSWERING SERVICE PLUS	11/12/04	48694	11/15/04	39.12	29,124
309	CLAYWOOD PARK PSD	11/12/04	48696	11/15/04	14,977.42	29,125
1,301	MISS UTILITY OF WV INC	11/12/04	48704	11/15/04	26.75	29,126
1,302	MINERAL WELLS PSD	11/12/04	48705	11/15/04	17.16	29,127
1,304	MILLER COMMUNICATIONS	11/12/04	48707	11/15/04	15.00	29,128
1,307	MUNICIPAL BOND COMMISSION	11/12/04	48712	11/15/04	1,592.00	29,129
1,309	MINERAL WELLS PSD	11/12/04	48715	11/15/04	3,358.18	29,130
2,039	TELEPAGE COMMUNICATIONS SYSTEM	11/12/04	48720	11/15/04	8.95	29,131
2,106	USDA-RURAL DEVELOPMENT	11/12/04	48721	11/15/04	3,325.00	29,132
2,107	USDA-RURAL DEVELOPMENT	11/12/04	48722	11/15/04	10,040.00	29,133
2,306	WATER ENVIRONMENTAL TESTING	11/12/04	48725	11/15/04	94.50	29,134
2,308	WV PUBLIC EMPLOYEES INS AGENCY	11/12/04	48729	11/15/04	1,611.57	29,135
2,311	WESBANCO BANK-PARKERSBURG	11/12/04	48730	11/15/04	110.00	29,136
2,313	WESBANCO BANK-PARKERSBURG	11/12/04	48733	11/15/04	1,511.89	29,137
2,344	WORKINGMAN STORE	11/12/04	48734	11/15/04	71.98	29,138
2,373	WESBANCO BANK-PARKERSBURG	11/12/04	48735	11/15/04	167.00	29,139
2,374	WESBANCO BANK-PARKERSBURG	11/12/04	48736	11/15/04	167.00	29,140
2,375	WESBANCO BANK-PARKERSBURG	11/12/04	48737	11/15/04	502.00	29,141
2,376	WESBANCO BANK-PARKERSBURG	11/12/04	48738	11/15/04	502.00	29,142
CHECKING ACCOUNT WESBANCO BANK					57,520.66	65 *

WATER REVENUE FUND CHECKING ACCOUNT

11/18/04

Mineral Wells PSD

11/18/04 01:34:08PM

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VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 11/18/04 - ENDING DATE: 11/18/04 \*\*

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

CHECKING ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
131 200 00	CHECKING ACCOUNT WESBANCO BANK					
102	ABB AUTOMATION, INC	11/18/04	48920	11/18/04	521.40	29,143
275	BP CREDIT CARD CENTER	11/18/04	48923	11/18/04	394.51	29,144
360	CUTLIP-WARNER DEVELOPMENT CO	11/18/04	48925	11/18/04	1,142.00	29,145
369	CONNER CLEANING SERVICE	11/18/04	48926	11/18/04	109.00	29,146
486	BRIAN R MC CAULEY	11/18/04	48928	11/18/04	38.01	29,147
486	CHARLES A RICKS	11/18/04	48930	11/18/04	38.15	29,148
486	PHILLIP B JONES	11/18/04	48932	11/18/04	20.88	29,149
600	FASTENERS & SUPPLY INC	11/18/04	48933	11/18/04	8.45	29,150
1,302	MINERAL WELLS PSD	11/18/04	48938	11/18/04	505.28	29,151
1,302	MINERAL WELLS PSD	11/18/04	48934	11/18/04	2.85	29,152
1,302	MINERAL WELLS PSD	11/18/04	48935	11/18/04	7.50	29,153
2,101	U S POSTAL SERVICE	11/18/04	48956	11/18/04	153.54	29,154
2,205	VERIZON	11/18/04	48957	11/18/04	112.53	29,155
2,305	WATER WORKS INDUSTRIAL SUPPLY	11/18/04	48958	11/18/04	249.24	29,156
2,307	HUGHES SUPPLY, INC.	11/18/04	48959	11/18/04	570.00	29,157
	CHECKING ACCOUNT WESBANCO BANK				3,873.34	15 *

## SEWER REVENUE FUND CHECKING ACCOUNT

/18/04

Mineral Wells PSD

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## VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 10/22/04 - ENDING DATE: 11/17/04 \*\*

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

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
2 120 200 00	CHECKING ACCT-WESBANCO BANK					
486	SANDRA HAMMER	10/29/04	48332	9/23/04	36.71	30,603 VOID
1,863	R & R PIPELINE, INC.	10/28/04	48143	10/12/04	3,855.60	30,649 VOID
2,344	WORKINGMAN STORE	11/09/04	48587	10/12/04	71.98	30,655 VOID
2,316	WESTFIELD GROUP	10/29/04	48324	10/21/04	4,159.23	30,665 VOID
2,101	U S POSTAL SERVICE	10/22/04	47647	10/22/04	46.23	30,800
486	SANDRA HAMMER	10/29/04	48405	10/29/04	.00	1
106	ALLEGHENY POWER	10/28/04	47945	10/29/04	4,168.69	30,668
486	BRENDA J WADE	10/28/04	47953	10/29/04	50.30	30,669
486	ERIC L. KENT	10/28/04	47954	10/29/04	34.36	30,670
486	HAROLD D & KATE BARTON	10/28/04	47955	10/29/04	50.27	30,671
486	JENNIFER L BRUCE	10/28/04	47956	10/29/04	46.83	30,672
486	SANDY K ROWAN	10/28/04	47957	10/29/04	42.44	30,673
486	ADAM S TOWNSEND	10/28/04	47958	10/29/04	35.71	30,674
486	PHILIP, IRIS, & GREG MC DANIEL	10/28/04	47959	10/29/04	50.15	30,675
486	TRACIE & GREY LANCASTER	10/28/04	47960	10/29/04	50.15	30,676
486	GREG HOLLAND	10/28/04	47961	10/29/04	50.16	30,677
1,204	JAMES R. LETT	10/28/04	47977	10/29/04	200.00	30,678
1,302	MINERAL WELLS PSD	10/28/04	47979	10/29/04	191.66	30,679
1,806	ROY L RADABAUGH	10/28/04	47992	10/29/04	200.00	30,680
1,912	CHARLES M. STEWART	10/28/04	47999	10/29/04	200.00	30,681
2,300	WWT ELECTRIC	10/28/04	48025	10/29/04	70.00	30,682
2,313	WESBANCO BANK-PARKERSBURG	10/28/04	48030	10/29/04	1,199.67	30,683
133	AZ COMMERCIAL	10/28/04	48101	10/29/04	59.92	30,684
438	DOMINION HOPE	10/28/04	48106	10/29/04	42.46	30,685
832	HARDMAN SUPPLY COMPANY	10/28/04	48107	10/29/04	159.40	30,686
1,500	OHIO VALLEY MUFFLER & BRAKE	10/28/04	48117	10/29/04	10.48	30,687
1,604	PARKERSBURG OFFICE SUPPLY	10/28/04	48118	10/29/04	26.19	30,688
1,843	CINTAS	10/28/04	48120	10/29/04	113.60	30,689
2,109	USA BLUE BOOK	10/28/04	48136	10/29/04	69.60	30,690
2,303	R D WILSON SONS & CO CLKG	10/28/04	48137	10/29/04	56.18	30,691
2,314	WV DEPT OF TAX & REVENUE	10/28/04	48138	10/29/04	478.97	30,692
2,315	WV PUBLIC EMPLOYEES RETIREMENT	10/28/04	48139	10/29/04	1,313.39	30,693
13,015	BRIAN MATHES	10/28/04	48140	10/29/04	125.00	30,694
2,316	WESTFIELD GROUP	10/29/04	48343	10/29/04	3,159.23	30,706
2,316	WESTFIELD GROUP	10/29/04	48352	10/29/04	1,000.00	30,707
153	ACTION ANSWERING SERVICE PLUS	10/29/04	48295	10/31/04	39.13	30,695
314	AT&T WIRELESS SERVICES	10/29/04	48297	10/31/04	51.38	30,696
360	CUTLIP-WARNER DEVELOPMENT CO	10/29/04	48298	10/31/04	718.00	30,697

## SEWER REVENUE FUND CHECKING ACCOUNT

11/18/04

Mineral Wells PSD

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## VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 10/22/04 - ENDING DATE: 11/17/04 \*\*

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

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
2 120 200 00 CHECKING ACCT-WESBANCO BANK						
402	DANNY'S LAWN SERVICE	10/29/04	48300	10/31/04	450.00	30,698
486	JAMES D WELLS	10/29/04	48301	10/31/04	17.73	30,699
486	SANDRA HAMMER	10/29/04	48302	10/31/04	36.71	30,700
742	GLOTFELTY ENTERPRISES, INC.	10/29/04	48303	10/31/04	62.95	30,701
1,302	MINERAL WELLS PSD	10/29/04	48304	10/31/04	32.31	30,702
1,311	MIDWEST PIPE & SUPPLY	10/29/04	48305	10/31/04	31.76	30,703
2,005	C I THORNBURG	10/29/04	48308	10/31/04	130.69	30,704
2,339	WESTCO INTERNET	10/29/04	48320	10/31/04	11.25	30,705
114	AUTO FLEET & INDUSTRIAL SUPPLY	11/12/04	48744	11/15/04	208.09	30,708
124	AT&T - STATE CALLING SERVICE	11/12/04	48745	11/15/04	9.31	30,709
153	ACTION ANSWERING SERVICE PLUS	11/12/04	48746	11/15/04	39.13	30,710
657	BBJ'S FINISH LINE	11/12/04	48749	11/15/04	159.93	30,711
702	GENE'S SEPTIC TANK CLEANING	11/12/04	48752	11/15/04	225.00	30,712
842	HAJOCA CORPORATION	11/12/04	48753	11/15/04	15.64	30,713
1,008	JABO SUPPLY CORPORATION	11/12/04	48754	11/15/04	20.85	30,714
1,301	MISS UTILITY OF WV INC	11/12/04	48755	11/15/04	26.75	30,715
1,302	MINERAL WELLS PSD	11/12/04	48756	11/15/04	17.66	30,716
1,302	MINERAL WELLS PSD	11/12/04	48757	11/15/04	50.09	30,717
1,304	MILLER COMMUNICATIONS	11/12/04	48758	11/15/04	15.00	30,718
1,307	MUNICIPAL BOND COMMISSION	11/12/04	48759	11/15/04	19,351.63	30,719
2,039	TELEPAGE COMMUNICATIONS SYSTEM	11/12/04	48769	11/15/04	8.95	30,720
2,306	WATER ENVIRONMENTAL TESTING	11/12/04	48771	11/15/04	242.00	30,721
2,308	WV PUBLIC EMPLOYEES INS AGENCY	11/12/04	48774	11/15/04	1,269.41	30,722
2,312	WESBANCO BANK-PARKERSBURG	11/12/04	48775	11/15/04	1,033.38	30,723
2,313	WESBANCO BANK-PARKERSBURG	11/12/04	48776	11/15/04	1,366.18	30,724
2,344	WORKINGMAN STORE	11/12/04	48777	11/15/04	71.98	30,725
130,016	MID-OHIO VALLEY MEDICAL GROUP	11/12/04	48778	11/15/04	83.00	30,726
CHECKING ACCT-WESBANCO BANK					30,973.41	57 *

SEWER REVENUE FUND CHECKING ACCOUNT

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VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 11/18/04 - ENDING DATE: 11/18/04 \*\*

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

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
2 120 200 00	CHECKING ACCT-WESBANCO BANK					
102	ABB AUTOMATION, INC	11/18/04	48965	11/18/04	521.40	30,727
106	ALLEGHENY POWER	11/18/04	48966	11/18/04	1,554.76	30,728
275	BP CREDIT CARD CENTER	11/18/04	48968	11/18/04	394.50	30,729
299	BIG TYGART UM CHURCH	11/18/04	48969	11/18/04	1,389.00	30,730
360	CUTLIP-WARNER DEVELOPMENT CO	11/18/04	48970	11/18/04	50.00	30,731
369	CONNOR CLEANING SERVICE	11/18/04	48971	11/18/04	179.00	30,732
486	WARREN SIMMS	11/18/04	48972	11/18/04	4.98	30,733
486	JEROMIE L. POWELL	11/18/04	48973	11/18/04	7.73	30,734
486	CHARLES A RICKS	11/18/04	48974	11/18/04	40.41	30,735
486	JESSICA PATTERSON	11/18/04	48975	11/18/04	8.73	30,736
600	FASTENERS & SUPPLY INC	11/18/04	48976	11/18/04	8.45	30,737
1,302	MINERAL WELLS PSD	11/18/04	48979	11/18/04	390.59	30,738
1,302	MINERAL WELLS PSD	11/18/04	48977	11/18/04	2.85	30,739
1,302	MINERAL WELLS PSD	11/18/04	48978	11/18/04	7.50	30,740
1,302	MINERAL WELLS PSD	11/18/04	48981	11/18/04	50.00	30,741
2,004	TROMBOLD EQUIPMENT CO INC	11/18/04	48993	11/18/04	4,456.00	30,742
2,101	U S POSTAL SERVICE	11/18/04	48994	11/18/04	153.54	30,743
2,205	VERIZON	11/18/04	48995	11/18/04	551.56	30,744
2,307	HUGHES SUPPLY, INC.	11/18/04	48996	11/18/04	766.89	30,745
130,014	WILBERT MULLEN	11/18/04	48999	11/18/04	1,389.00	30,746
	CHECKING ACCT-WESBANCO BANK				11,926.89	20 *

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**NOVEMBER 18, 2004**

1. Letter to Water Professional from Tom Curtis, AWA Deputy Executive Director for Government Affairs, American Water Works Association, relative to making a case for a rate increase.
2. **The Zande Letter**, a publication by R. D. Zande & Associates dated September/October 2004, Number 5.
2. **THE PIPELINE**, a publication of the National Association of Pipe Fabricators, Inc., numbered Volume 27, Issue 3.
3. **PIPELINE**, a bi-monthly publication of the Public Service Commission dated September-October 2004, Issue 1, Volume 4.
4. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated November 15, 2004, Vol. 9, Issue 11.
5. Notice of Filing of Modified Plan of Reorganization and Adjourned Confirmation Hearing for Chapter 11 Bankruptcy for Case No. 04-13856 (RDD) for Cornerstone Propane, L.P., et al.
6. Copy of a letter dated October 15, 2004, to Steven R. Hardman, Esquire, Bowles Rice McDavid Graff & Love, from Marcia B. Hill, Utilities Division, Public Service Commission of West Virginia, enclosing four corrected copies of tariff P.S.C. W. Va. No. 7, reflecting the addition of new operating area approved by Recommended Decision of February 18, 2003, for Case No. 02-1050-PWD-CN.
7. Copy of a letter dated October 18, 2004, to the Honorable Allan B. Mollohan, United States Congress, from Amy L. Swann, Water and Wastewater Division, Public Service Commission of West Virginia, responding to his inquiry about Todd Van Meter's statement that he had been denied water service by the District. He is a resident of Lee Creek at Rockport, West Virginia.
8. Inspection Report USDA - FmHA Form 1924-12 dated October 19, 2004, completed by Russ Henderson, Contract Specialist, Rural Utilities Service for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.



**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE  
NOVEMBER 18, 2004  
PAGE 2**

9. Copy of a letter dated October 19, 2004, to Susan Schneeberger, a resident of Bogal Ridge off Route 14, from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission of West Virginia, relative to her request for water service at her residence which is located outside the District's hydraulic limits.
10. Two copies of the minutes of the progress meeting held on October 19, 2004, at 11 a.m. in the District's maintenance building for Contracts #1 and #2A (Stonegate Construction, Inc.) of the Sycamore Run, Stephens Fork Water Extension Project.
11. Copy of the minutes of the progress meeting held on October 19, 2004, at 10 a.m. in the District's maintenance building for Contract #2B (United Welding, Inc.) of the Sycamore Run, Stephens Fork Water Extension Project.
12. Two copies of the minutes of the progress meeting schedule for October 19, 2004, in the District's maintenance building containing a copy of a fax to Larry Morris, Mid Atlantic Storage Systems, Inc., from Jim Ruckman, PS, Cerrone Associates, Inc. containing a "Punch List" for the water tank site for the Sycamore Run, Stephens Fork Water Extension Project. The contractor was not present for the meeting.
13. Letter dated October 21, 2004, to Mr. Shayne Brabham from John D. Butler, ES Pipeline Services Engineer, Columbia Gas Transmission, pertaining to the District installing a culvert and access road across property owned by Columbia Gas Transmission for the purpose of accessing the water pump station on the Dent Property located on Limestone Hill at Rockport, WV.
14. Copy of a letter dated October 21, 2004, to Randy Kinsolving, Miller Communications, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., containing a request for a price quote to furnish and install a radio telemetering link at the District's Office.
15. \*\*\*\*Fax dated October 21, 2004, to Mike Miller, Chairman, Claywood Park Public Service District, from Margaret Batten enclosing a copy of a letter that the Mineral Wells Public Service District's Public Service Board received from James Ice, CPA; Harman, Thompson, Mallory & Ice,

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE  
NOVEMBER 18, 2004  
PAGE 3**

relative to the cost allocation for the operation of the water treatment plant located at Davisville, WV.

16. Copy of a letter dated October 22, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing invoices in the amount of \$21,189.04 for expenses relating to the Sycamore Run, Stephens Fork Water Extension Project to be included in the next requisition for the project.
17. Copy of a letter dated October 22, 2004, to Mrs. Karen Riffle from Margaret Batten stating that Mrs. Riffle will have ten days to make arrangements to pay her delinquent bill in the amount of \$191.00 or the District will turn the account over to Magistrate Court for collection.
18. Copy of a letter dated October 22, 2004, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the Regular Board Meeting held on September 16, 2004, and a copy of the Minutes of the Special Board Meeting held on October 14, 2004.
19. Copy of a letter dated October 22, 2004, to Department of Environmental Protection, Division of Water and Waste Management, Permitting and Engineering Branch, from Margaret Batten enclosing an application for WV/NPDES Water Pollution Control Permit Modification to the District's Permit No. WV0081141, Statement of Billing, and District check in the amount of \$200.00 to cover the cost of the application.
20. Copy of a letter dated October 22, 2004, to Office of Treasurer, Unclaimed Property Division, from Margaret Batten enclosing the "Unclaimed Property Report Form UP-8-7" and "UP-8-8" for the District for the period of July 1, 2003, through June 30, 2004, along with District water check no. 29074 in the amount of \$20.05 and District sewer check no. 30667 in the amount of \$20.52.
21. Fax dated October 24, 2004, to Shayne or Margaret from James F. Aucremanne, Public Service Commission of West Virginia, containing a copy of a letter to the Honorable Senator Jay Rockefeller from Joseph S. DeBerry, William H. Bonnell, Gary L. Casto, Robert W. Casto, and Kathy VanMeter, requesting that the District extend its current water project on Lee Creek an additional one-half mile to provide service to them.

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE  
NOVEMBER 18, 2004  
PAGE 4**

22. Fax dated October 25, 2004, to Cerrone Associates, Inc. from Tim Kelley containing his time sheet for week ending October 23, 2004.
23. \*\*\*Letter dated October 25, 2004, to Shayne Brabham from James M. Ruckman, P.S., Cerrone Associates, Inc., enclosing a cost estimate and construction drawings for the proposed waterline extension on Conger Ridge Road - County Route #21/2.
24. Letter of transmittal dated October 25, 2004, to United Welding, Inc. from James Ruckman, P.S., Cerrone Associates, Inc. containing a shop drawing for Precast Concrete PRV Vaults.
25. Letter dated October 25, 2004, to Charles M. Stewart from Virginia M. McDonald, Rural Development Specialist, United States Department of Agriculture, Rural Development, stating that invoices totaling \$800,940.98 as shown on Requisition No. 5 have been approved for payment.
26. E-mail dated October 27, 2004, to Margaret Batten from Marie Williamson, Reagle & Padden, Inc., stating that Westfield Insurance Co. is planning to charge an additional premium in the amount of \$1,652.36 as a result of their current audit of the District's records. Ms. Williamson advised the District not to pay the additional premium until they have check with her as John Padden is questioning the company about it.
27. Copy of a letter dated October 27, 2004, to James F. Aucremanne, Utility Analyst, Public Service Commission of West Virginia, from R. Shayne Brabham responding to Mr. Aucremanne's fax dated October 24, 2004, relative to Joseph DeBerry's request for water service on Lee Creek Road.
28. Copy of a letter dated October 27, 2004, to Greg, Pettyville Garden Apartments, from Linda Church, containing the average sewage usage for six apartments as requested by telephone on October 26, 2004.
29. Copy of a letter dated October 27, 2004, to Margo, WV Public Employees Insurance Agency, from Linda Church enclosing a completed State of West Virginia Public Employees Insurance Agency Change-In-Status Form for Dennis R. Brown requesting that his wife, Kelley D. Brown, be included in his policy for health insurance.

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**NOVEMBER 18, 2004**  
**PAGE 5**

30. Letter dated October 27, 2004, to R. Shayne Brabham from Michelle Brenner, NPDES Team, West Virginia Department of Environmental Protection, stating that the District's forms for Permit Modification were received and have been determined to be administratively complete.
31. Fax dated October 28, 2004, to Randy Kinsolving, Miller Communications, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., containing a drawing of a Model K1 Pressure Transducer/Transmitter and stating that the pressure transducer at the Windy Water Tank should be the 0 - 60 psi pressure range.
32. \*\*\*\*Letter dated October 28, 2004, to the Board Members from Jack C. Beck, General Manager, Claywood Park Public Service District, asking the Board to take action on a new Water Purchase Agreement following the existing agreement, but with the new percentages as outlined by George Blum, Cerrone Associates, Inc. A fax of this letter was received on October 19, 2004, prior to the receipt of the hard copy by U.S. Mail.
33. Copy of a letter dated October 28, 2004, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from James M. Ruckman, P.S., Cerrone Associates, Inc., requesting that she prepare the additional easements for the Slate Camp Run Water Extension.
34. Fax dated October 29, 2004, to Mr. James Ice, CPA; Harmon, Thompson, Mallory & Ice, A.C., from Shayne Brabham containing a copy of Jack C. Beck's letter dated October 28, 2004, to the Board Members relative to the new Water Purchase Agreement.
35. Memorandum dated October 29, 2004, to Barbara Meadows from Katy Mallory, P.E., Executive Secretary, West Virginia Infrastructure and Jobs Development Council, stating that a resolution dated October 14, 2004, and supporting invoices have been reviewed and approved for the Sycamore Run, Stephens Fork Water Extension Project and requesting that a transfer of funds in the amount of \$800,401.00 be initiated in accordance with enclosed instructions.
36. Letter dated October 30, 2004, to the District from Dominion Hope stating that it has filed a tariff with the Public Service Commission to impose a surcharge on all customers who were commercial or industrial

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE  
NOVEMBER 18, 2004  
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customers during any period after January 1, 2004.

37. Letter of transmittal dated November 1, 2004, to Karen Hiehle, Stonegate Construction, Inc, from James Ruckman, P.S., Cerrone Associates, Inc., enclosing approved shop drawings.
38. Fax dated November 1, 2004, to Christy Pitsenbarger, West Virginia Bureau of Public Health, from Margaret Batten containing the Monthly Operational Report for the District for the month of October 2004.
39. Fax dated November 1, 2004, to Randall M. Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a letter and invoice in the amount of \$570.00 from Miller Communications for a radio, speaker and antenna with instructions to include the invoice on the next requisition for the Sycamore Run, Stephens Fork Water Extension Project.
40. Copy of a letter dated November 1, 2004, to Randall Cole, Cerrone, Inc., from Margaret Batten enclosing an invoice in the amount of \$570.00 from Miller Communications for a radio, speaker, and antenna with instructions to include it on the next requisition for the Sycamore Run, Stephens Fork Water Extension Project.
41. Letter dated November 1, 2004, to Our Valued Customers and Friends from Vernon Criss and Chris Criss, Atlas Towing Company, stating that effective December 1, 2004, all Aggregate Products will be subject to a fuel escalation charge of \$.25 per ton.
42. Letter dated November 1, 2004, to Non-State Payroll Officer from Monta Boggs, Public Information Office, West Virginia Consolidated Public Retirement Board, stating that beginning July 1, 2005, all employers will be required to use either ACH Debit or Lockbox for remitting contribution payments to the Retirement Board.
43. Copy of a letter dated November 2, 2004, to Karen Hiehle, Stonegate Construction, Inc., from James M. Ruckman, Director of Field Activities, Cerrone Associates, Inc., enclosing a copy of the gate detail from WVDOT website for a chain link fence gate and requesting a price for installing a similar gate on the existing Controlled Access right-of-way fence on the Frank Melrose property.

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE  
NOVEMBER 18, 2004  
PAGE 7**

44. \*\*\*\*Copy of a letter dated November 2, 2004, to Michael Miller, Chairman, Claywood Park Public Service District Public Service Board, from R. Shayne Brabham responding to Jack Beck's letter dated October 28, 2004, relative to the District taking action on the Water Purchase Agreement between the District and Claywood Park PSD. A fax of this letter was also sent on November 2, 2004.
45. Fax dated November 2, 2004, to James Ice, CPA; Harman, Thompson, Mallory, & Ice, A.C., from R. Shayne Brabham containing a copy of the District's letter dated November 2, 2004, to Michael Miller, Chairman, Claywood Park Public Service District's Public Service Board, from R. Shayne Brabham responding to Mr. Beck's letter dated October 28, 2004, relative to acting on a new Water Purchase Agreement.
46. Copy of a letter dated November 2, 2004, to Marcia B. Hill, Utilities Division, Public Service Commission of West Virginia, from Margaret Batten enclosing four signed copies of tariff P.S.C. W. Va. No. 7 reflecting the rates approved February 18, 2003, and which became a Final Order on March 10, 2003, in Case No. 02-1050-PWD-DN.
47. Folder from B. Armstrong Electrical Services containing approved shop drawings of a direct drive breezeway ("P" Series) Propeller Fan for the Sycamore Run, Stephens Fork Water Extension Project.
48. Fax dated November 3, 2004, to Editor, **PARKERSBURG NEWS**, from Margaret Batten containing a notice about a special board meeting scheduled for November 10, 2004, at 1:30 p.m. to be published in the first available issue of the newspaper.
49. Fax dated November 3, 2004, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten containing a notice about a special board meeting scheduled for November 10, 2004, at 1:30 p.m. to be published in the first available issue of the newspaper.
50. Fax dated November 3, 2004, to **JACKSON HERALD NEWSPAPERS**, from Margaret Batten containing a notice about a special board meeting scheduled for November 10, 2004, at 1:30 p.m. to be published in the November 8, 2004, issue of the newspaper.

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**NOVEMBER 18, 2004**  
**PAGE 8**

51. Copy of a letter dated November 3, 2004, to Daniel Yonkosky, Director, State of West Virginia Water Development Authority, from Margaret Batten enclosing the Monthly Financial Report for October 2004 for the District's Dover Drive/Wastewater Treatment Plant Dechlorination Construction Project.
52. Copy of a letter dated November 3, 2004, to Carrie L. Grimm, ERSII, WV Department of Environmental Protection, Division of Water and Waste Management, from Margaret Batten enclosing a copy of the Monthly Financial Report for the month of October 2004 for the Dover Drive/Dechlorination Project.
53. Letter of transmittal dated November 3, 2004, to Karen Hiehle, Stonegate Construction, Inc., from James M. Ruckman, Cerrone Associates, Inc., containing approved shop drawings for CP Chem Performance Pipe.
54. Fax dated November 4, 2004, to **WIRT COUNTY JOURNAL**, from Margaret Batten containing a notice about a special board meeting scheduled for November 10, 2004, at 1:30 p.m. to be published in the November 8, 2004, issue of the newspaper.
55. Copy of a letter dated November 4, 2004, to Rodney Watson from Margaret Batten enclosing a copy of his water leak adjustment for the period of July 13, 2004, through September 21, 2004.
56. Copy of a letter dated November 4, 2004, to Karen Hiehle, Stonegate Construction, Inc., from Margaret Batten enclosing District Check No. 1022 in the amount of \$135,999.70 for Contract No. 1 and District Check No. 1023 in the amount of \$149,373.00 for Contract No. 2 as payment for the amounts billed on Requisition No. 5 for the Sycamore Run, Stephens Fork Water Extension Project.
57. Copy of a letter dated November 4, 2004, to United Welding, Inc., from Margaret Batten enclosing District Check No. 1024 in the amount of \$311,984.58 as payment for Contract 2-B as shown on Requisition No. 5 of the Sycamore Run, Stephens Fork Water Extension Project.
58. Copy of a letter dated November 4, 2004, to Mid Atlantic Storage Systems, Inc. from Margaret Batten enclosing District Check No. 1025 in

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the amount of \$136,442.67 as payment for Contract 3 as shown on Requisition No. 5 of the Sycamore Run, Stephens Fork Water Extension Project.

59. Copy of a letter dated November 4, 2004, to James Ice, CPA; Harman, Thompson, Mallory & Ice, from Margaret Batten enclosing District Check No. 1026 in the amount of \$540.00 for payment of accounting work for the Sycamore Run, Stephens Fork Water Extension Project as shown on Requisition No. 5.
60. Copy of a letter dated November 4, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 1027 in the amount of \$66,600.95 for engineering and inspection services as shown on Requisition No. 5 for the Sycamore Run, Stephens Fork Water Extensions.
61. Fax dated November 4, 2004, to Virginia McDonald, Rural Utilities Service, from Margaret Batten containing a copy of the Wire Transfer Advice in the amount \$800,401.00 for Sycamore Run, Stephens Fork Water Extensions Construction Account.
62. Fax dated November 5, 2004, to Margaret Batten from Dee Webb, West Virginia State Tax Department, containing a Certificate of Release of Final Payment for Panhandle Pipe/Hughes Supply for contract no. 4 of the Sycamore Run, Stephens Fork Water Extension Project.
63. Letter dated November 5, 2004, to Charles M. Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and approval five copies of Requisition No. 6 for the Sycamore Run, Stephens Fork Water Extension Project.
64. Fax dated November 5, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a price quote in the amount of \$29,037.80 from Miller Communications for furnishing and installing radio telemetering equipment for the Limestone Ridge Water Storage Tank.
65. Copy of a letter dated November 5, 2004, to Eddie Horton from Amy L. Swann, Water and Wastewater Division, Public Service Commission of West Virginia, stating that his utility payment for water and sewer is



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being mailed to the District's Office.

66. Letter dated November 5, 2004, to the District from Linda G. Morris, Assistant Director, Accounts Monitoring Unit, Internal Auditing Division, State of West Virginia State Tax Department, containing a "Certificate of Release of Final Payment" for Panhandle Supply/Hughes Supply for contract no. 4 for the Sycamore Run, Stephens Fork Water Extension Project.
67. Letter dated November 5, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature for six copies of Change Order No. 3 to Contract 1 of the Sycamore Run, Stephens Fork Water Extension Project.
68. Letter dated November 5, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing a copy of the Engineer's Notice of Acceptability of Work for Contract No. 4 for Panhandle Pipe/Hughes Supply for the Sycamore Run, Stephens Fork Water Extension Project.
69. Fax dated November 6, 2004, to Randall M. Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Certificate of Release of Final Payment to Panhandle Pipe/Hughes Supply from Dee Webb, West Virginia State Tax Department.
70. Copy of a letter dated November 6, 2004, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of a letter dated November 5, 2004, from Dee Webb, West Virginia State Tax Department, and a copy of the Certificate of Release of Final Payment to Panhandle Pipe/Hughes Supply for Contract No. 4 of the Sycamore Run, Stephens Fork Water Extension Project.
71. Letter received on November 7, 2004, (dated September 30, 2004) to the District from Nicole Sudduth, Wal-Mart Stores, Inc., asking for information to complete a review of the Company's Suppliers' accounts.
72. Letter dated November 8, 2004, to Charles M. Stewart from Virginia M. McDonald, Rural Development Specialist, United States Department of Agriculture, Rural Development, stating that project funds in the amount

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of \$78,500.00 were ordered on November 8, 2004, and that the funds will be deposited in the Stephens Fork Water Extension Water Extensions Construction Account on November 10, 2004.

73. Fax dated November 8, 2004, to Shayne Brabham from Jack Beck, General Manager, Claywood Park Public Service District, containing a copy of the Meter Test Record for Mineral Wells Public Service District's master meter located at the water plant located in Davisville, WV.
74. Letter dated November 8, 2004, to Shayne Brabham from Manning Frymier, P.E., Director of Engineering, Cerrone Associates, Inc., stating that Lee Creek (Rockcamp Run), Wolf Run/Slate Creek, and Grassy Run areas of Contract No. 1 of the Sycamore Run, Stephens Fork Water Extension Project.
75. Copy of a letter dated November 8, 2004, to Bernie Dunlap, Superintendent, Stonegate Construction, Inc., from James M. Ruckman, Director of Field Activities, Cerrone Associates, Inc., enclosing a revised "Punch List" for the Lee Creek, Grassy Run, and Wolf Run portions of Contract No. 1 for the Sycamore Run, Stephens Fork Water Extension Project.
76. Copy of a USDA-FmHA Form 1924-12 Inspection Report dated November 8, 2004, and completed by Russell Henderson, Contract Specialist, Rural Utilities Service, for the Sycamore Run, Stephens Fork Water Extension Project.
77. Memo dated November 9, 2004, to New Water Customers from Shayne Brabham stating that customers located in the Lee Creek, Grassy Run, and Wolf Run/Slate Creek areas of the Sycamore Fork, Stephens Fork Water Extension Project may connect to the water main within the next thirty days and that billing will begin on the date of connection or thirty days from the date of the letter.
78. Fax dated November 9, 2004, to Shayne Brabham from Brian Arthur, Gene's Septic Tank Service, containing a quote of \$5,800.00 for the installation of a 4" inch water line.
79. The completed West Virginia Public Employees Insurance Agency Change-

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In-Status Form for Dennis R. Brown was returned by the Insurance Agency to be resigned, dated and returned so his health insurance can be amended to add his wife, Kelley, to his policy.

80. Copy of a letter dated November 9, 2004, to Margo, WV Public Employees Insurance Agency, from Linda Church enclosing a completed West Virginia Public Employees Insurance Agency Change-in-Status Form for Dennis R. Brown that had been re-signed and dated as requested by WV PEIA.
81. Two copies each of the certified payrolls from Stonegate Construction, Inc. for the weeks beginning October 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> for Contract Nos. 1 and 2-B of the Sycamore Run, Stephens Fork Water Extension Project.
82. Letter dated November 9, 2004, to Charles Stewart from Manning Frymier, P.E., Cerrone Associates, Inc., containing a construction progress report for the Sycamore Run, Stephens Fork Water Extension Project.
83. Letter of Transmittal dated November 10, 2004, to Mineral Wells Public Service District from Jim Ruckman, P.S., Cerrone Associates, Inc., enclosing completed complaint records for Joseph Deem for Doris Williams and Terry Smith (2).
84. Fax dated November 10, 2004, to Katy Mallory, Executive Secretary, WV Infrastructure & Jobs Development Council, from Margaret Batten enclosing a copy of the District's letter dated November 10, 2004, to Katy Mallory and the cover sheet of Requisition No. 6 for the Sycamore Run, Stephens Fork Water Extension Project.
85. Copy of a letter dated November 10, 2004, to Katy Mallory, Executive Secretary, WV Infrastructure & Jobs Development Council, from Margaret Batten enclosing a signed copy of Requisition No. 6 for the Sycamore Run, Stephens Fork Water Extension Project.
86. Copy of a letter dated November 10, 2004, to Virginia McDonald, Rural Development Specialist, Rural Utilities Service, from Margaret Batten enclosing four signed copies of Requisition No. 6 for the Sycamore Run, Stephens Fork Water Extension Project.

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87. Copy of a letter dated November 10, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing one copy each of Mrs. Batten's letters dated November 10<sup>th</sup> to Virginia McDonald, Rural Utilities Service, dated November 9<sup>th</sup> to Virginia McDonald, Rural Utilities Service, and dated November 10<sup>th</sup> to Katy Mallory, WV Infrastructure & Jobs Development Council.
88. Fax dated November 11, 2004, to Karen Hiehle, Stonegate Construction, Inc.; Allen Ferrell, Sr., United Welding, Inc.; Shayne Brabham, Mineral Wells PSD; Virginia McDonald, Rural Utilities Service; Russ Henderson, Rural Utilities Service; Jesse Sheppard, WV Division of Highways; and Manning Frymier, P.E., Cerrone Associates, Inc.; from Jim Ruckman, P.S., Cerrone Associates, Inc.; stating that the progress meetings for the Sycamore Run, Stephens Fork Water Extension Project will be held in the District's Maintenance Garage beginning at 10 a.m. on November 16<sup>th</sup>.
89. Copy of a letter dated November 12, 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 October 2004 for the District's Wastewater Treatment Plant.
90. Copy of a letter dated November 12, 2004, to Jeff Smith, West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2S-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of October 2004 for the District's Wastewater Treatment Plant.
91. Copy of a letter dated November 12, 2004, to Steve Cooper, West Virginia Department of Environmental Protection and Natural Resources, from Linda Church enclosing a copy of the WV National Pollutant discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of October 2004 for the District's Wastewater Treatment Plant.

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92. Copy of a letter dated November 12, 2004, to the WV Department of Environmental Protection, Division of Water and Waste Management, Permitting and Engineering Branch (Municipal Branch) from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of October 2004 for the District's wastewater treatment plant.
93. Copy of correspondence instructions dated November 15, 2004, to the Wood County Clerk from Margaret Batten enclosing a Notice of Statutory Lien for Sewer Service against property owned by Macelyn Hope St. Clair to be recorded.
94. Fax dated November 15, 2004, to the **Wirt County Journal** from Margaret Batten containing a notice about the District's regular board meeting scheduled for 5 p.m. on Thursday, November 18, 2004, to be published in the November 16<sup>th</sup> issue of the newspaper.
95. Fax dated November 15, 2004, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten containing a notice about the District's November 18<sup>th</sup> regular board meeting to be published in the first available issue of the newspaper.
96. Fax dated November 15, 2004, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten containing a notice about the District's November 18<sup>th</sup> regular board meeting to be published in the first available issue of the newspaper.
97. Fax dated November 15, 2004, to the **Jackson Herald Newspapers** from Margaret Batten containing a notice about the District's November 18<sup>th</sup> regular board meeting to be published in the first available issue of the newspaper.
98. Fax dated November 15, 2004, to Virginia McDonald, Rural Utilities Services, from Margaret Batten containing a copy of the Wire Transfer Advice for the Stephens Fork Water Extensions Construction Account and a copy of the verification from WesBanco.
99. Copy of a letter dated November 16, 2004, to the Jackson County Clerk

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from Margaret Batten enclosing a right-of-way easement to the District signed by Janet L. Archer to be recorded.

100. Copy of a letter dated November 16, 2004, to Dianne Wolfe, Legal Assistant; Bowles Rice McDavid Graff & Love; enclosing a copy of the recorded right-of-way easement signed by Harley D. Lott for the Sycamore Run, Stephens Fork Water Extension Project.
101. \*\*\*\*Fax dated November 17, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone & Associates, Inc., enclosing a corrected quote from Miller Communications for the Limestone Booster to Windy Tank telemetry link.
102. Copy of a letter dated November 17, 2004, to the West Virginia Municipal Bond Commission from Margaret Batten enclosing District Sewer Check No. 30719 in the amount of \$19,351.63 for bond payments to the following accounts:
  - a. \$9,302.30 - MIW-S-1-97-R-WO-06 Sewer 97 Revenue
  - b. \$5,688.40 - MIW-S-95-X-WO-06 Sewer 85 Revenue
  - c. \$ 568.82 - MIW-S-2-X-WO-06 Sewer 95 Reserve
  - d. \$1,293.00 - MIW-S-1-85-WO-06 Sewer 85-B Reserve
  - e. \$2,288.88 - MIW-S-1-03-A-WO-06 Sewer 03-A Revenue
  - f. \$ 210.23 - MIW-S-2-03-A-WO-06 Sewer 03-A Reserve

District Water Check No. 29129 in the amount of \$1,592.00 for bond payment to account MIW-W-1-69-X-WO-06 69 Water Revenue was also enclosed.

103. Copy of a letter dated November 17, 2004, to the West Virginia Water Development Authority from Margaret Batten stating that deposits in the amounts of \$5,688.40 and \$568.82 were made to the West Virginia Municipal Bond Commission for payment to Mineral Wells Public Service District Sewage System Revenue Bonds, Series 1995 Revenue Fund and Reserve Fund respectively.
104. Copy of a letter dated November 17, 2004, to the West Virginia Water Development Authority from Margaret Batten stating that deposits in the amounts of \$2,288.88 and \$210.23 were made to the West Virginia

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Municipal Bond Commission for payment to Mineral Wells Public Service District Sewage System Revenue Bond, Series 2003 Revenue Fund and Reserve Fund respectively.

105. Fax dated November 17, 2004, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing a copy of the Certificate of Release of Final Payment for Panhandle Pipe/Hughes Supply for Contract No. 4 for the Sycamore Run, Stephens Fork Water Extension Project.
106. Copy of a letter dated November 17, 2004, to Katy Mallory, Executive Secretary, WV Infrastructure & Jobs Development Council, from Margaret Batten requesting permission to use some remaining funds for the Sycamore Run, Stephens Fork Water Extension Project to purchase 320 radio read water meters and to have two of the District's pre-existing water tanks cleaned and painted.
107. Copy of a certified letter dated November 17, 2004, to the Division of Water and Waste Management from R. Shayne Brabham listing the District's plan of action to correct the deficiencies listed in the Compliance Inspection Report generated from the June 15, 2004, inspection of the District's wastewater treatment facilities.
108. Fax dated November 18, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten attaching a copy of the Mr. Brabham's letter dated November 17, 2004, to Katy Mallory, Executive Secretary, WV Infrastructure & Jobs Development Council, relative to the progress of the Sycamore Run, Stephens Fork Water Extension Project.
109. Copy of a letter dated November 18, 2004, to Charles Moses, Environmental Enforcement, from Margaret Batten enclosing a copy of Mr. Brabham's letter dated November 17, 2004, to Mr. Cliff Whyte, Division of Water and Waste Management, relative to the District's plan of action to address the potential non compliance issues listed in the inspection report of the District's wastewater treatment plant on June 15-16, 2004.
110. Fax dated November 18, 2004, to Dana Moses, Federal Emergency Management Agency, from R. Shayne Brabham enclosing a copy of an invoice from R & R Pipeline, Inc. to repair a water line that was damaged

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during the heavy rains caused by Hurricane Ivan along with a completed Force Account Labor Summary Record for overtime worked by District Employees as a result of the heavy rainfall and flooding.

111. Fax dated November 18, 2004, to Bernie Dunlap, Superintendent, Stonegate Construction, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., containing drawings detailing a pressure reducing valve pit to be installed at the Southbound Rest Area.
112. Fax dated November 18, 2004, to Chrissy, Information Products, inc., from Margaret Batten attaching a utility bill that needs to be reprinted with some minor changes.