

MINUTES OF A REGULAR MONTHLY BOARD
MEETING OF THE PUBLIC SERVICE DISTRICT
BOARD OF THE MINERAL WELLS PUBLIC
SERVICE DISTRICT HELD THURSDAY, AUGUST
18, 2005 AT 5:00 P.M. IN THE DISTRICT'S OFFICE
LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:00 p.m. He asked everyone present to sign the attendance roster. Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; Margaret Batten, Office Manager; Linda K. Church, Assistant Office Manager ; Nellie Radcliff, Office Clerk; Cathy Dyer, Office Clerk; William Byers, Operations Technican; R. Shayne Brabham, Claywood Park Assistant General Manager; and Todd Grinestead, Claywood Park General Manager; were present.

The first item of business was the introduction of Cathy Dyer, our new employee, that was hired to help in the office because of Mrs. Batten's retirement at the end of August. Cathy was very warmly welcomed. We are very pleased to have Cathy as an employee. After the introduction, Cathy excused herself from the rest of the meeting.

Mr. Grinestead and Mr. Brabham, were in attendance to address the Board concerning the new Water Purchase Agreement between the District and Claywood Park District. Mr. Radabaugh made a motion authorizing Claywood Park District to contact Dianne Wolfe, executive legal secretary for the District's law firm, to prepare a draft of a new Water Purchase Agreement. This agreement will need to be prepared for the Public Service Commission hearing on September 9, 2005, at 10:00 a.m. A draft for a second agreement is to be prepared for a cost study by Ron Robinson, Public Service Commission, after the Water Purchase Agreement has been in place for one year. This study is a service that the PSC provides at no cost to either of the Districts. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Grinestead and Mr. Brabham excused themselves from the rest of the meeting.

There was no one from the public in attendance for this meeting.

Mr. Lett made a motion to approve the Minutes of the July 21, 2005, Regular Board Meeting 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 July 31, 2005, 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 July 31, 2005, 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 July 31, 2005, for Sewer Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 35206 - 35280 written on the Consolidated - Water and Sewer Revenue Checking Account between July 22 - August 17, 2005 (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - AUGUST 18, 2005
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Mr. Radabaugh made a motion to approve check numbers 35282 - 35285 written August 18, 2005 on the Consolidated - Water and 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 1542 - 1558 written on the Consolidated - Water and Sewer Revenue Checking Account between July 22, 2005 - August 18, 2005 (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to authorize Mr. Stewart to sign Change Order No. 6 to Contract 2A for Stonegate Construction for the District's Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project for a total decrease of \$85,952.78. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Change Order No. 6 to Contract 2A.

Mr. Radabaugh made a motion to authorize Mr. Stewart to sign Requisition No. 17 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project in the amount of \$13,513.12. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Requisition No. 17 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

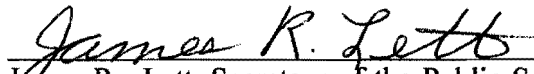
There was no correspondence to be discussed.

Mr. Radabaugh made a motion authorizing Linda Church to receive an increase of \$1.00 per hour to be effective when she takes over as office manager beginning September 1, 2005. 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 6:20 p.m.

CERTIFICATION

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


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

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
JULY 31, 2005**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, JUNE 30, 2005** **\$ 3,576.85**

RECEIPTS:

Water Sales	\$64,412.02
Water Buffalo Sales	585.25
Reconnection Fees	60.00
Tap Fees	600.00
Reimbursement-United Welding	255.39
Sycamore Security Deposits Refund	205.88
Bank Error	.02
Security Deposit Refunds	<u>852.44</u>

TOTAL RECEIPTS: **\$66,971.00**

TOTAL CASH AVAILABLE: **\$70,547.85**

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Municipal Bond Commission	987.59
Rural Economic & Development	13,365.00
USDA-Rural Development	8,152.00
WesBanco Bank-Parkersburg	334.00
WesBanco Bank-Parkersburg	176.00
WesBanco Bank-Parkersburg	1,004.00
WesBanco Bank-Parkersburg	3,549.63
WesBanco Bank-Parkersburg	314.00
Salaries	7,450.34
Commissioner's Salaries	300.00
WV Public Employees Retirement System	1,766.12
WV State Tax Department	639.52
WV Public Employees Insurance Agency	1,411.35
U S Postal Service	281.97
AT&T State Calling Service	6.67
Miss Utility of WV Inc.	24.87
Telepage Communications Systems	8.95
Cintas	87.40
BP Credit Card Company	419.98
Mineral Wells Public Service District	661.16
Mineral Wells PSD-Safe Deposit Box Rental	21.20
Claywood Park Public Service District	15,443.87

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-JULY, 2005
PAGE 2**

Cutlip-Warner Development Company	2,180.00
Conner Cleaning Service	109.00
Verizon	103.49
Dominion Hope	11.03
Hardman Supply Company	38.21
Allegheny Power	176.23
Parkersburg Office Supply	134.81
Westco Internet	11.25
Midwest Pipe & Supply	484.00
C. I. Thornburg Co.	152.00
Hughes Supply, Inc.	150.00
Miller Communications	651.43
United States Treasury	13.05
Water Environmental Testing	162.00
Rena Chaney	50.13
Kevin Biles	12.75
Glen Ash	12.75
Workers Compensation	1,059.87
Heath Kidder	935.97
State Electric Supply	16.30
Kenneth & Denise Carney	645.50
Wesley Hevener	31.74
Joy Rogers	36.24
Errol Flinn	14.42
Pauline Pearson	30.90
Eric Ritchie	19.12
Leslie Duckworth	30.60
Johnny W. Stephens	51.55
James & Marlene Compton	50.15
Kevin & Terri Barker	50.25
Joseph & Nancy White	50.14
Ronald & Bobbie Lemon	50.21
Diana Cheeseman	51.23
Dennis Sandkulla	2.81
Cerrone Associates, Inc.	50.00
Easton Printing Company	18.97
Action Answering Service Plus	37.32
Bowles Rice McDavid Graff & Love	88.18
Cingular	53.65

TOTAL EXPENDITURES

\$65,824.87

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,
WESBANCO BANK, JULY 31, 2005**

\$4,722.98

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEWER REVENUE FUND CHECKING ACCOUNT
JULY 31, 2005**

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, JUNE 30, 2005**

\$33,761.02

RECEIPTS:

Sewer Sales	\$56,120.97
Reconnect Fees	40.00
Tap Fees	300.00
Westfield Insurance	817.90
Water ReimbursementS	203.24
Security Deposit Refund	<u>601.45</u>

TOTAL RECEIPTS:

\$58,083.56

TOTAL CASH AVAILABLE:

\$91,844.58

EXPENDITURES:

Municipal Bond Commission	\$19,351.63
WesBanco Bank-Parkersburg	1,224.34
WesBanco Bank-Parkersburg	2,780.72
Salaries	6,356.11
Commissioners' Salaries	300.00
WV Public Employees Insurance Agency	1,592.39
WV Public Employees Retirement System	1,479.57
WV Dept. of Tax & Revenue	491.48
U. S. Postal Service	187.96
AT&T - State Calling Service	6.68
Action Answering Service Plus	37.33
Miss Utility of WV Inc.	24.88
Telepage Communications System	8.95
Water Environmental Testing	307.00
Conner Cleaning Service	179.00
Cintas	87.40
Verizon	541.21
Allegheny Power	5,346.52
BP Credit Card Center	419.97
Mineral Wells Public Service District	426.94
Parkersburg Office Supply	134.84
Easton Printing Co.	18.98
Dominion Hope	11.03
Dowler's Tractor Sales	3,541.00
Cingular	53.65
Cutlip-Warner Development Co.	675.00
Westco Internet	11.25

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-SEWER-JULY 31, 2005
PAGE 2**

Mid Ohio Valley Medical	114.00
Danny's Lawn Service	300.00
C. I. Thornburg Co., Inc.	150.25
Midwest Pipe & Supply	122.00
Hughes Supply, Inc.	95.61
Bowles Rice McDavid Graff & Love	142.50
Big Tygart UM Church	1,136.52
Rena Chaney	50.13
W. W. Grainger, Inc.	355.65
David Jeffrey	1,136.52
Steers Heating & Cooling	3,688.00
Eric Ritchie	22.51
Pauline Pearson	40.18
Errol Fllinn	12.96
Joy Rogers	37.51
Wesley Heavener	39.54
Sullivan, Inc.	175.02
Parkersburg Utility Board	120.00
WV Workers Compensation Fund	1,022.88
State Electric Supply Co.	16.30
BNR, Inc.	415.06
WesBanco-Safe Deposit Rental	21.20
Hardman Supply Company	<u>282.86</u>

TOTAL EXPENDITURES:

\$55,093.03

**BALANCE IN SEWER FUND CHECKING ACCOUNT
WESBANCO BANK, JULY 31, 2005**

\$36,751.55

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
JULY 31, 2005**

CHECKING ACCOUNTS

Water Revenue Fund Checking Account	
WesBanco Bank	\$ 4,722.98
Sewer Revenue Fund Checking Account	
WesBanco Bank	36,751.55
Stephens Fork Water Extension Construction Checking	
WesBanco Bank	<u>47,685.01</u>

TOTAL IN CHECKING ACCOUNTS: \$ 89,159.54

WATER ACCOUNTS

Depreciation Reserve Account	
WesBanco Bank	\$13,008.61
Revenue Reserve Account	
WesBanco Bank	26,017.59
Revenue Reserve Account-Sams Creek/Chesterville	
WesBanco Bank	23,048.45
Revenue Reserve Account-Rockport	
WesBanco Bank	7,733.01
Depreciation Reserve Account-Rockport	
WesBanco Bank	7,733.20
Revenue Reserve Account-Water Improvement	
WesBanco Bank	23,244.11
Depreciation Reserve Account-Water Improvement	
WesBanco Bank	23,246.46
Revenue Reserve Account-Sycamore 2004A	
WesBanco Bank	811.69
Depreciation Reserve Account-Sycamore 2004A	
WesBanco Bnk	352.00
Sycamore Run-Limestone Tap Fees	
WesBanco Bank	33,208.04
Sycamore Run-Limestone Security Deposits	
WesBanco Bank	15,464.23
Security Deposit Account	
WesBanco Bank	<u>24,347.56</u>

TOTAL IN WATER ACCOUNTS: \$198,214.95

SEWER ACCOUNTS

Repair and Replacement Account	
WesBanco Bank	\$97,061.23
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market-WesBanco Bank	31,278.02
Security Deposit Account	
WesBanco Bank	<u>22,141.52</u>

TOTAL IN SEWER ACCOUNTS: \$150,480.77

TOTAL ALL FINANCES, JULY 31, 2005 \$437,855.26

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: SELECTED FUNDS **

** BEGINNING DATE: 7/22/05 - ENDING DATE: 8/17/05 **

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

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
3 101 000 00	CONSOLIDATED BANK ACCOUNT					
19,019	JAMES R & RHONDA STRONG	7/22/05	58984	7/21/05	1,089.90	35,204 VOID
2,101	U S POSTAL SERVICE	7/22/05	58979	7/22/05	102.42	35,205
						** ERROR **
19,019	JAMES R & RHONDA STRONG	7/25/05	59130	7/25/05	.00	1
						** ERROR **
467	DOWLER'S TRACTOR SALES & SERV.	7/25/05	59070	7/25/05	3,541.00	35,206
486	WESLEY HEVENER	7/25/05	59071	7/25/05	71.28	35,207
486	JOY ROGERS	7/25/05	59072	7/25/05	73.75	35,208
486	ERROL FLINN	7/25/05	59073	7/25/05	27.38	35,209
486	PAULINE R PEARSON	7/25/05	59074	7/25/05	71.08	35,210
486	ERIC RITCHIE	7/25/05	59075	7/25/05	41.63	35,211
486	LESLIE DUCKWORTH	7/25/05	59076	7/25/05	30.60	35,212
486	JOHNNY W STEPHENS	7/25/05	59077	7/25/05	51.55	35,213
486	JAMES R & MARLENE H COMPTON	7/25/05	59078	7/25/05	50.15	35,214
486	KEVIN E & TERRI BARKER	7/25/05	59079	7/25/05	50.25	35,215
486	JOSEPH & NANCY WHITE	7/25/05	59080	7/25/05	50.14	35,216
486	RONALD & BOBBI LEMON	7/25/05	59081	7/25/05	50.21	35,217
486	DIANA R CHEESEMAN	7/25/05	59082	7/25/05	51.23	35,218
486	DENNIS W SANDKULLA	7/25/05	59083	7/25/05	2.81	35,219
733	W. W. GRAINGER, INC.	7/25/05	59084	7/25/05	309.00	35,220
1,204	JAMES R. LETT	7/25/05	59098	7/25/05	200.00	35,221
1,302	MINERAL WELLS PSD	7/25/05	59099	7/25/05	834.35	35,222
1,307	MUNICIPAL BOND COMMISSION	7/25/05	59111	7/25/05	987.59	35,223
1,805	RURAL DEVELOPMENT ADMN.	7/25/05	59120	7/25/05	2,112.00	35,224
1,806	ROY L RADABAUGH	7/25/05	59121	7/25/05	200.00	35,225
1,912	CHARLES M. STEWART	7/25/05	59125	7/25/05	200.00	35,226
2,103	USDA-RURAL DEVELOPMENT	7/25/05	59127	7/25/05	3,140.00	35,227
2,338	WESBANCO-WATER RES-SAMS-CV	7/25/05	59129	7/25/05	314.00	35,228
106	ALLEGHENY POWER	7/27/05	59273	7/29/05	4,109.60	35,229
402	DANNY'S LAWN SERVICE	7/27/05	59275	7/29/05	300.00	35,230
1,302	MINERAL WELLS PSD	7/27/05	59289	7/29/05	42.40	35,231
1,843	CINTAS	7/27/05	59297	7/29/05	174.80	35,232
1,963	STEERS HEATING & COOLING, INC.	7/27/05	59301	7/29/05	3,688.00	35,233
2,313	WESBANCO BANK-PARKERSBURG	7/27/05	59305	7/29/05	3,177.51	35,234
2,314	WV DEPT OF TAX & REVENUE	7/27/05	59306	7/29/05	1,131.00	35,235
2,315	WV PUBLIC EMPLOYEES RETIREMENT	7/27/05	59307	7/29/05	3,245.69	35,236
300	CERRONE ASSOCIATES INC	7/31/05	59377	7/31/05	50.00	35,237
309	CLAYWOOD PARK PSD	7/31/05	59378	7/31/05	15,443.87	35,238
314	CINGULAR	7/31/05	59379	7/31/05	107.30	35,239
360	CUTLIP-WARNER DEVELOPMENT CO	7/31/05	59381	7/31/05	1,785.00	35,240
438	DOMINION HOPE	7/31/05	59383	7/31/05	22.06	35,241
832	HARDMAN SUPPLY COMPANY	7/31/05	59384	7/31/05	321.07	35,242
1,604	PARKERSBURG OFFICE SUPPLY	7/31/05	59400	7/31/05	269.65	35,243
2,005	C I THORNBURG	7/31/05	59405	7/31/05	302.25	35,244
2,307	HUGHES SUPPLY, INC.	7/31/05	59407	7/31/05	185.61	35,245
2,339	WESTCO INTERNET	7/31/05	59409	7/31/05	22.50	35,246

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: SELECTED FUNDS **
 ** BEGINNING DATE: 7/22/05 - ENDING DATE: 8/17/05 **
 ** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
3 101 000 00	CONSOLIDATED BANK ACCOUNT					
20,005	BNR, INC.	7/31/05	59410	7/31/05	415.06	35,247
124	AT&T - STATE CALLING SERVICE	8/12/05	59671	8/15/05	5.63	35,248
153	ACTION ANSWERING SERVICE PLUS	8/12/05	59672	8/15/05	74.65	35,249
360	CUTLIP-WARNER DEVELOPMENT CO	8/12/05	59674	8/15/05	2,935.00	35,250
600	FASTENERS & SUPPLY INC	8/12/05	59676	8/15/05	1,371.58	35,251
702	GENE'S SEPTIC TANK CLEANING	8/12/05	59677	8/15/05	200.00	35,252
840	HAUL AWAY TRASH L.L.C.	8/12/05	59682	8/15/05	32.50	35,253
1,301	MISS UTILITY OF WV INC	8/12/05	59686	8/15/05	30.75	35,254
1,302	MINERAL WELLS PSD	8/12/05	59687	8/15/05	49.20	35,255
1,304	MILLER COMMUNICATIONS	8/12/05	59688	8/15/05	30.00	35,256
1,307	MUNICIPAL BOND COMMISSION	8/12/05	59689	8/15/05	21,931.22	35,257
1,510	ONE CALL SYSTEMS, INC.	8/12/05	59698	8/15/05	51.00	35,258
1,821	RELIANCE LABORATORIES, INC.	8/12/05	59703	8/15/05	180.00	35,259
1,963	STEERS HEATING & COOLING, INC.	8/12/05	59706	8/15/05	142.75	35,260
2,039	TELEPAGE COMMUNICATIONS SYSTEM	8/12/05	59707	8/15/05	17.90	35,261
2,101	U S POSTAL SERVICE	8/12/05	59708	8/15/05	222.29	35,262
2,106	USDA-RURAL DEVELOPMENT	8/12/05	59709	8/15/05	3,325.00	35,263
2,107	USDA-RURAL DEVELOPMENT	8/12/05	59710	8/15/05	12,940.00	35,264
2,107	USDA-RURAL DEVELOPMENT	8/17/05	59802	8/15/05	12,940.00	35,264 VOID
2,306	WATER ENVIRONMENTAL TESTING	8/12/05	59712	8/15/05	329.50	35,265
2,312	WESBANCO BANK-PARKERSBURG	8/12/05	59714	8/15/05	1,403.02	35,266
2,313	WESBANCO BANK-PARKERSBURG	8/12/05	59715	8/15/05	3,400.99	35,267
2,316	WESTFIELD GROUP	8/12/05	59716	8/15/05	6,490.78	35,268
2,373	WESBANCO BANK-PARKERSBURG	8/12/05	59717	8/15/05	167.00	35,269
2,374	WESBANCO BANK-PARKERSBURG	8/12/05	59718	8/15/05	343.00	35,270
2,375	WESBANCO BANK-PARKERSBURG	8/12/05	59720	8/15/05	502.00	35,271
2,376	WESBANCO BANK-PARKERSBURG	8/12/05	59721	8/15/05	2,112.30	35,272
2,376	WESBANCO BANK-PARKERSBURG	8/17/05	59804	8/15/05	2,112.30	35,272 VOID
130,016	MID-OHIO VALLEY MEDICAL GROUP	8/12/05	59723	8/15/05	65.00	35,273
2,107	USDA-RURAL DEVELOPMENT	8/17/05	59839	8/17/05	10,040.00	35,274
2,113	USDA-RURAL UTILITIES SERVICE	8/17/05	59842	8/17/05	2,900.00	35,275
2,205	VERIZON	8/17/05	59843	8/17/05	611.71	35,276
2,205	VERIZON	8/17/05	59844	8/17/05	35.04	35,277
2,308	WV PUBLIC EMPLOYEES INS AGENCY	8/17/05	59845	8/17/05	2,601.76	35,278
2,376	WESBANCO BANK-PARKERSBURG	8/17/05	59846	8/17/05	502.00	35,279
23,005	WESBANCO BANK, INC.	8/17/05	59849	8/17/05	1,610.30	35,280
	CONSOLIDATED BANK ACCOUNT				107,867.46	74 *

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: SELECTED FUNDS **

** BEGINNING DATE: 8/18/05 - ENDING DATE: 8/18/05 **

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

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
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3 101 000 00 CONSOLIDATED BANK ACCOUNT

106	ALLEGHENY POWER	8/18/05	59885	8/18/05	2,039.28	35,282
305	CARR CONCRETE CORPORATION	8/18/05	59887	8/18/05	882.00	35,283
1,302	MINERAL WELLS PSD	8/18/05	59896	8/18/05	765.43	35,284
2,101	U S POSTAL SERVICE	8/18/05	59903	8/18/05	143.47	35,285

CONSOLIDATED BANK ACCOUNT					3,830.18	4 *
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**MINERAL WELLS PUBLIC SERVICE DISTRICT
PAYROLL CHECKS
CONSOLIDATED REVENUE FUND CHECKING ACCOUNT
JULY 22, 2005 -AUGUST 18, 2005**

CHECK NO.

1542 Todd R. Anderson	\$ 655.48
1543 Margaret J. Batten	971.98
1544 Dennis R. Brown	523.42
1545 William H. Byers, Jr.	1,267.70
1546 Linda K. Church	886.55
1547 Russell P. Hanna	1,122.60
1548 Brian Wayne Metz	614.93
1549 Nellie B. Radcliff	797.90
1550 Todd R. Anderson	868.96
1551 Margaret J. Batten	1,028.37
1552 Dennis R. Brown	598.21
1553 William H. Byers, Jr.	1085.16
1554 Linda K. Church	925.30
1555 Russell P. Hanna	1,253.33
1556 Brian Wayne Metz	651.40
1557 Cathy J Dyer	462.79
1558 Nellie B. Radcliff	646.79

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JULY 22, 2005 - AUGUST 18, 2005

1. **Public Service District Mandatory Board Members Training Seminar**, a seminar to be held on September 8, 2005, registration form enclosed.
2. Flyer from **PROCESS CONTROL INSTRUMENTATION** - the WVETC in cooperation with HACH Company offering two, one day workshops on HACH's new wastewater instrumentation trailer to be held on August 30th and August 31th 2005.
3. Newsletter from the **WEST VIRGINIA RURAL WATER ASSOCIATION**, dated August 10, 2005
4. **PIPELINE**, News & Views From WV Bureau for Public Health, WV Department of Environmental Protection, & Public Service Commission of WV dated July-August 2005.
5. Flyer from the **West Virginia Environmental Training Center** summer school classes:
 - Class III Math Prep - August 9-10, 2005
 - Activated Sludge Process Control I - August 16-18, 2005
 - Class III Wastewater Certification - August 22-26, 2005
 - Class I Math Prep - August 31-September 1, 2005
 - Clarifier Performance & Flow Measurement - September 22-23, 2005
6. Copy of a letter dated July 22, 2005, to Karen Hiehle, Stonegate Construction, Inc. from Margaret Batten enclosing District Check No. 1072 in the amount of \$71,933.12 for Contract No. 1 and District Check No. 1073 in the amount of \$91,337.92 for Contract No. 2A as payment for the amount shown on Requisition No.16 of the Sycamore Run, Stephens Fork Waterline Extension project.
7. Copy of letter dated July 22, 2005, to Panhandle Pipe/Hughes Supply from Margaret Batten enclosing District Check No. 1074 in the amount of \$2,090.00 and Check No. 1075 in the amount of \$2,030.00 for Contract 4, as shown on Requisition No. 16 of the Sycamore Run, Stephens Fork Waterline Extension project.

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8. Copy of letter dated July 22, 2005, to Larry Edens, President, Packaged System, Inc. from Margaret Batten enclosing check number 1076 in the amount \$11,400.00 for upgrades at the Saulsbury Booster Pump Station.
9. Copy of letter dated July 22, 2005, to Manning H. Frymier, P.E. Director of Engineering Cerrone Associates, Inc., from Margaret Batten enclosing check No. 1077 in the amount of \$13,186.58 for Requisition No 16 of the Sycamore Run, Stephens Fork Water Extension Project.
10. Fax dated July 22, 2005 to Virginia McDonald, Rural Utilities Services, from Margaret Batten attaching copy of deposit ticket for \$66,236.00 deposit of West Virginia Infrastructure and Job Development Council for requisition No. 16, for the Stephens Fork Water Extensions Construction Account.
11. Copy of letter dated July 22, 2005 to Theresa Virginia Raines, from Linda Church on the job opening being filled.
12. Copy of letter dated July 22, 2005 to Sherri Dellinger from Linda Church on the job opening being filled.
13. Copy of letter dated July 22, 2005 to Melissa Burton from Linda Church on the job opening being filled.
14. Letter dated July 5, 2005, to Russ Hanna from Manning H. Frymier, Director of Engineering, Cerrone Associates, Inc., enclosing fire flow results from the Fairgrounds.
15. Correspondence from Margaret Batten to Wood County Clerk's Office dated July 22, 2005 asking for recording of right-of-way-easement of property owned by Elen M. Payne to Mineral Wells Public Service District.
16. Copy of letter dated July 21, 2005, to David Jeffrey, David Development, Inc. from Margaret Batten enclosed Check No. 035192 in the amount of \$1,136.52 for one customer added to #1 Sanctuary Heights.
17. Copy of letter dated July 21, 2005, to Big Tygart United Methodist Church from Margaret Batten enclosed Check No. 35185 in the amount of \$1,136.52 for one customer added to the grinder pump.

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18. Copy of letter dated July 22, 2005, to Kenneth & Denise Carney from Margaret Batten enclosed Check No. 35201 in the amount of \$645.50 for two customers being added.
16. Copy of letter dated July 22, 2005, to Heath Kidder from Margaret Batten enclosed Check No. 35197 in the amount of \$935.50 for one customer being added.
17. Letter dated July 22, 2005, to Charles Stewart from Virginia McDonald, Rural Development Specialist, stating that funds in the amount of \$400.00 for the Stephens Fork Water Extensions Project will be deposited electronically in the Construction Account at WesBanco Bank, in Mineral Wells on July 26, 2005.
19. Letter dated June 30, 2005, from The County Commission of Wood County, of upcoming annual audit of all units funded by the County Commission.
20. Letter dated July 21, 2005, to Charles Stewart, from Randall M Cole, Project Administrator Cerrone Associates, enclosing for the District's file a signed copy of the Certificate of Substantial Completion for Change Order No. 4 of Contract 2A of the Mineral Wells Sycamore Run Limestone Ridge Water Project.
21. Copy of letter dated July 25, 2005, to President of the County Commission of Wood County from Margaret Batten enclosing completed form relative to financial audit information and copy of June 30, 2005, Audit and copy of letter dated September 30, 2004, enclosing a copy of this audit.
22. Copy of letter dated July 25, 2005, to the WV Rural Water Association from Margaret Batten enclosing the Voting Credential Form authorizing Russell Hanna to be the Voting Delegate at the Twentieth Annual Meeting of the West Virginia Rural Water Association on September 12, 2005.
23. Copy of correspondence to Phil C. Sheppard showing a \$10.00 credit to his account.

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24. Copy of letter dated July 29, 2005, to Virginia McDonald, Rural Development Specialist, USDA-Rural Development from Margaret Batten requesting the following information for the District's annual audit, the firm of Harman Thompson, AC has been contacted to perform the audit for the District for the fiscal year ended June 30, 2005.
 - a. Original & (1) copy of Form RD 442-2 "Statement of Budget, Income and Equity".
 - b. Copy of current rate schedules.
 - c. One copy of current list of officials and user verification.
 - d. One copy of current Workers Compensation Certificate.
 - e. Verification of Bond Reserve Balances
25. Copy of Fax to Virginia McDonald, Rural Utilities Services, of wire transfer advise for the Stephens Fork Water Extensions Construction Account from Wesbanco Bank in the amount of \$400.00 deposited July 26, 2005.
26. Fax from WesBanco Bank - Missy to Margaret Batten copy of electronic wire transfer of \$400.00 to the District.
27. Letter dated June 30, 2005, from the WV Worker's Compensation Commission enclosing quarterly employer loss activity statement for period July 1, 2001 to June 30, 2005.
28. Copy of letter dated July 15, 2005, to the West Virginia Water Development Authority from Margaret Batten referencing letter dated July 29, 2005, to the West Virginia Municipal Bond Commission deposits to the sinking fund:

Reserve Fund-04-A	\$811.69
Reserve Fund-04-B	\$175.90
29. Copy of letter dated July 29, 2005 to Katy Mallory, WV Infrastructure & Jobs Development Council, referencing Sycamore/Stephens Fork Water Extension Project, letter to Daniel B. Yonkosky, Water Development Authority of payment to WV Municipal Bond Commission Sinking Fund.
30. Copy of Fax to Russ Hanna from Manning Frymier Cerrone Associates, miscellaneous W/L Ext. Project service line loss chart.

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31. Letter dated August 1, 2005, from Charles Brown to Russell Hanna, thanking him for prompt attention to water meter set on property of Bill Jones on Limestone Hill.
32. Letter dated August 1, 2005 from Sandy Butcher, Customer Service Representative, Bill Bailey Insurance Agency, attaching brochure on their services.
33. Copy of Fax to Christy Pitsenbarger, WV Bureau of Public Health from Margaret Batten attaching the Monthly Operational Report for July 2005.
34. Copy of letter dated July 29, 2005, to Russ Hanna, from Portia E. Stewart, Public Protection Department Insurance Services Office, Inc., to Chief Jay Parsons, Mineral Wells Fire Department, containing results of the Public Protection Classification Survey.
35. Notice of Chapter 7 Bankruptcy Court District of Southern District of West Virginia, dated 7/28/05 - debtor Brandy Jo Moore.
36. Copy of letter dated August 1, 2005, to Russ Hanna, from Portia E. Stewart, Public Protection Department Insurance Services Office, Inc. to Chief Jay Parsons, Mineral Wells Fire Department containing results of the Public Protection Classification Survey.
37. Copy of fax dated August 3, 2005, from Linda Church to Action Answering Service listing of customers having their water service terminated for non-payment.
38. Copy of letter dated August 4, 2005, to Regina Williams, State of West Virginia Consolidated Public Retirement Board, Retirement Application and related forms for Margaret Batten - last day to work August 31, 2005.
39. Copy of letter dated August 4, 2005, to Daniel Yonkosky, Director, State of West Virginia Water Development Authority from Margaret Batten referencing the Mineral Wells Public Service District Water Revenue Bonds, Series 2004A, and containing the Monthly Financial Report for the month of July 2005, for the Mineral Wells Public Service Districts, Stephens Fork Water Construction Project.

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40. Copy of letter dated August 4, 2005, to Daniel Yonkosky, Director State of West Virginia Water Development Authority, from Margaret Batten referencing the Minerals Wells Public Service District Sewerage System Revenue Bond Series 2003A and containing the Monthly Financial Report for the month of July 2005, for the Mineral Wells Public Service Districts Dover Drive/Wastewater Plant Dechlorination Construction Project.
41. Copy of letter dated August 4, 2005, to Katy Mallory, Executive Secretary, West Virginia Infrastructure & Jobs, from Margaret Batten containing the Monthly Financial Report for July 2005 for the Mineral Wells Public Service Districts's Stephens Fork Water Construction Project, Water Revenue Bonds, Series 2004A.
42. Copy of letter dated August 4, 2005, to Carrie L. Grimm, ERSII, WV Department of Environmental Protection Division of Water and Waste Management, from Margaret Batten containing the Monthly Financial Report for July 2005 the Dover Drive/ Dechlorination Project.
43. Fax sent to Jerry Chapman from Linda Church containing estimated cost for the installation of a sewer main extension on his property located along Chesterville Road.
44. Fax sent to Denise R. Watson, WV State Tax Department Internal Auditing Division from Margaret Batten requesting Final Settlement for Stonegate Construction, Inc. - Contract 2A.
45. Copy of letter sent to Denise R. Watson, WV State Tax Department Internal Auditing Division, from Margaret Batten requesting final Settlement for Stonegate Construction, Inc. Contract 2A.
46. Letter sent from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., to Charles Stewart requesting signature for the Release of Final Settlement from the State Tax Department for Stonegate Construction.
47. Letter dated August 2, 2005, to Steve Hardman , Bowles Rice McDavid Graff & Love PLLC from Roy Radabaugh requesting information of legal matters involving the MWPSD for the annual audit.

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48. Letter dated August 4, 2005 from Nicole Hiehle Patel, Stonegate Construction, Inc. to the Mineral Wells Public Service containing copies of certified payrolls meet for work performed for the Mineral Wells Public Service.
49. Letter dated August 8, 2005, sent o ASI Customers on a Users Conference to be held on September 10th to discuss and demonstrate the computer software "Wide-Area-Notification System to be held at Canaan Valley Resort.
50. Cost of letter dated August 8, 2005, to Robert Evans, from Russell Hanna granting approval from the Board of Commissioners, Mineral Wells Public Service District to install a sewer main line extension with a type B grinder pump at Society Hill Road, Mineral Wells, WV.
51. Inspection report dated August 8, 2005, signed by Russell Hanna, stating that the Mineral Wells Public Service has decided not to complete the Conger Ridge portion of Change Order No. 4 due to not being able to secure all the right of ways.
52. Letter dated August 8, 2005, to Russ Hanna from James M Ruckman, PS Cerrone Associates, containing sets of drawings for Contracts, #1,#2A, #2B, and #3 for Sycamore Run, Stephens Fork Limestone Ridge Water Extensions.
53. Letter dated August 8, 2005, from Alicia Legg, Consolidated Public Retirement Board, attaching form for verification of member's accrued leave for retiring Margaret Batten.
54. Copy of letter dated August 8, 2005, to Margo, WV Public Employees Insurance Agency from Margaret Batten attaching form for basic and optional life insurance for Cathy Dyer.
55. Copy of letter dated August 9, 2005, to State of WV Consolidated Public Retirement Board from Margaret Batten attaching membership enrollment form for Cathy Dyer.
56. Copy of letter dated August 9, 2005, to the West Virginia New Hire Reporting Center from Margaret Batten for Cathy Dyer.

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57. Fax dated August 9, 2005, to Steve Cooper, WV Department of Environmental Protection, from Margaret Batten attaching petition from property owners in the Anderson Sub-Division.
58. Copy of letter dated August 9, 2005, to Mr. & Mrs. Dana Bee from Margaret Batten enclosing copies the agreement of the water line extension and sewer line extension to serve the Leigh Mason Park.
59. Fax to Margaret Batten from Kathy, Reagle & Padden, Inc. containing the Claim Management Report from 8/6/99 to present.
60. Letter dated August 9, 2005, from Denise Watson. Tax Unit Supervisor Internal Auditing Division of the West Virginia State Tax Department from Margaret Batten containing certificate of release of final payment to the Stonegate Construction, Inc. - Contract 2A.
61. Letter dated August 9, 2005, from Denise Watson, Tax Unit Supervisor State Tax Department, containing certificate of release of final payment Stonegate Construction Inc.
62. Copy of letter dated August 10, 2005, to Glen Patterson, Jr. from Russell Hanna granting approval to install a two inch water line extension.
63. Fax dated August 11, 2005, to Randall M. Cole Cerrone Associates, Inc. from Margaret Batten containing the authorization from the WV Tax Department to release final payment to Stonegate Construction, Inc. for Contract 2A.
64. Correspondence to the Wood County Clerk from Margaret Batten requesting the recording of Right-of-Way easement of property owned by Robert D. Evans.
65. Fax sent August 11, 2005, to "Wirt County Journal" from Margaret Batten for notice to be run in their newspaper of the board meeting being held on August 18, 2005, @ 5:00 pm.
66. Fax sent August 11, 2005, to "Jackson Herald" from Margaret Batten for notice to be run in their newspaper of the board meeting being held on August 18, 2005, @ 5:00 pm.

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67. Fax sent August 11, 2005, to "Parkersburg New" from Margaret Batten for notice to be run in their newspaper for the board meeting being held on August 18, 2005, @ 5:00 pm.
68. Fax sent August 11, 2005, to "Parkersburg Sentinel" from Margaret Batten for notice to be run in their newspaper for the board meeting being held on August 18, 2005, @ 5:00 pm.
69. Copy of letter dated August 11, 2005, to Margo, WV Public Employees Insurance Agency, from Linda Church for change of status for health insurance for Nellie Radcliff.
70. **** Letter dated August 11, 2005, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, requesting review and approval of Requisition No. 17 Sycamore Run, Stephens Fork Water Extensions.
71. ****Letter dated August 11, 2005, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, requesting signature to Change Order No. 6 to Contract 2A for the Stonegate Construction, Inc. Sycamore Run, Stephens Fork Water Extensions.
72. Letter dated August 11, 2005, from Reliance Laboratories, Inc. containing lead and copper test results
73. Copy of letter dated August 12, 2005, to Office of Environmental Health Services, Regulatory Development and Compliance Unit, Jeff Smith from Cathy Dyer enclosing the National Discharge Elimination System Discharge Monitoring Report for the month of July 2005,.
74. Copy of letter dated August 12, 2005, to WV Department of Environmental Protection and Natural Resource, Steve Cooper from Cathy Dyer enclosing the National Discharge Elimination System Discharge Monitoring Report for the month of July 2005,.
75. Copy of letter dated August 12, 2005, to Manning Frymier, PE, Cerrone Associates, Inc. from Cathy Dyer enclosing the National Discharge Elimination System Discharge Monitoring Report for the month of July 2005,.

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76. Copy of letter dated August 12, 2005, to WV Department of Environmental Protection, Division of Water and Waste Management, Permitting and Engineering Branch, from Cathy Dyer enclosing the National Discharge Elimination System Discharge Monitoring Report for the month of July 2005,.
77. Copy of letter dated August 16, 2005, to Robert Starkey, Trombold Equipment, Inc. from Margaret Batten enclosing copy of Tepco Data Sheet for the Bob Bagley and Dana Bee Trailer Park to be constructed in the District.
78. Copy of letter dated August 16, 2005, to James Ruckman, Cerrone Associates, Inc. from Bill Byers enclosing info on Limestone Booster Station provided from Stonegate Construction per their telephone request.
79. Correspondence to Wood County Clerk's Office from Margaret Batten requesting recording of easement of Dana and Tanya Bee property to Mineral Wells Public Service District.
80. Letter dated August 15, 2005, to Charles Stewart from Virginia McDonald, Rural Development Specialist advising that funds in the amount of \$131,000 ordered on August 15, 2005, to be electronically deposited in construction account on August 17, 2005,.
81. Letter dated August 15, 2005, to the Commissioners from Dorothy Jeffers, Bookkeeper, Page-Kincaid Public Service District enclosing check for \$50.00 for the Okidata printer, thanking the MWPS for helping them out.
82. Copy of letter dated August 16, 2005, to the West Virginia Municipal Bond Commission from Margaret Batten District Check no. 035063 in the amount of \$21,931.22 for the following bond payments:
 - a. Acct MIW-S-1-97-R-W0-06 Sewer 97 Revenue - \$9,302.30
 - b. Acct MIW-S-1-95-X-W0-06 Sewer 85 Revenue - \$5,588.40
 - a. Acct MIW-S-2-95-X-W0-06 Sewer 95 Reserve - \$568.82
 - b. Acct MIW-S-1-85-B-W0-06 Sewer 85-B-Revenue - \$1,293.00
 - c. Acct MIW-S-1-03-A-W0-06 Sewer 03-A Revenue - \$2,288.88
 - f. Acct MIW-S-2-03-A-W0-06 Sewer 03-A Reserve - \$210.23
 - g. Acct MIW-W-1-69-X-W0-06 69 Water Revenue - \$1,592.00

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- h. Acct MIW-W-2-04-B-W0-06 Water 04-B Reserves - \$175.90
- i. Acct MIW-W-2-04-A-W0-06 Water 04-A Reserve - \$811.69

81. Copy of letter dated August 16, 2005, to West Virginia Water Development Authority from Margaret Batten referencing Mineral Wells Public Service District Sewage System Revenue Bonds, Series 1995 Sinking Fund:

Revenue Fund \$5,688.04
Reserve Fund \$568.82

82. Copy of letter dated August 16, 2005, to West Virginia Water Development Authority from Margaret Batten referencing Mineral Wells Public Service District Sewage System Revenue Bonds, Series 2003 Sinking Fund:

Revenue Fund \$2,288.88
Reserve Fund \$210.23

83. Copy of letter dated August 16, 2005, to Daniel B. Yonkosky, Director West Virginia Water Development Authority from Margaret Batten referencing Mineral Wells Public Service District Water System Revenue Bonds, Series 2004 Sinking Fund:

Reserve Fund 04-A \$811.69
Reserve Fund 04-B \$175.90

84. Copy of letter dated August 16, 2005, to Katy Mallory, P.E. Infrastructure Council from Margaret Batten referencing Mineral Wells Public Service District Water System Revenue Bonds, Series 2004 Sinking Fund:

Reserve Fund 04-A \$811.69
Reserve Fund 04-B \$175.90

85. Fax dated August 18, 2005, sent to Eva Conley, Cottageville PSD containing job description for the Operations/Maintenance Technicians.

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86. Fax dated August 18, 2005, sent to Virginia McDonald Rural Utilities Services from Margaret Batten enclosing a copy of Certificate of Release of Final Payment for Stonegate Construction for Contract 2A from the West Virginia State Tax Department.
87. Copy of letter dated August 18, 2005, to Virginia McDonald, Rural Utilities Services from Margaret Batten enclosing a copy of Certificate of Release of Final Payment for the Stonegate Construction for Contract 2A from the West Virginia State Tax Department.
88. Copy of letter dated August 18, 2005, to Glen Patterson, Jr. from Margaret Batten enclosing a copy of delivery slip from C. I. Thornburg Co., for the pipe he had ordered.
89. Fax dated August 17, 2005, to Southern Jackson PSD from Margaret Batten a copy of job description of Operations/Maintenance Technicians per request of Jim Aucremanne.
90. Fax dated August 18, 2005, sent to Kim McClead, Wesbanco Bank from Margaret Batten requesting the opening of new checking account for the Sycamore-2004A Renewal & Replacement Fund. Also, requesting to have Margaret's name removed from the following accounts and adding Linda Church.

#0233886140 Water and Sewer Revenue Account
#0310551849 Water Revenue Account
#0310790145 Sewer Revenue Account
91. Fax dated August 18, 2005, to Margaret Batten from Kim McClead, Wesbanco Bank, containing a Wire Transfer Advise for a deposit in the amount of \$131,000.00 to the Stephens Fork Water Extensions Construction checking account.
92. Fax dated August 18, 2005, to Virginia McDonald, Rural Utilities Services from Margaret Batten attaching copy of Wire Transfer Advise in the amount of \$131,000.00 for the Stephens Fork Water Extensions Construction account from Wesbanco Bank.