

MINUTES OF A REGULAR MONTHLY MEETING OF THE
PUBLIC SERVICE BOARD OF THE MINERAL WELLS
PUBLIC SERVICE DISTRICT HELD ON THURSDAY,
DECEMBER 16, 1999, IN THE DISTRICT'S OFFICE
LOCATED AT MINERAL WELLS, WEST VIRGINIA

Charles Stewart, Chairman, called the meeting to order at 5:00 p.m. He asked everyone present to sign the attendance roster. Mr. Stewart; Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; Jerald D. Spears, Operations Manager; Margaret Batten, Office Manager; Linda Church, Office Technician; Jim Mayles, P.E., Cerrone & Associates, Inc.; and Dominick Cerrone, Cerrone & Associates, Inc.; were in attendance.

Mr. Lett made a motion that the minutes of the November 18, 1999, regular Board Meeting be approved as written. Mr. Radabaugh seconded the motion. The motion carried.

Mrs. Batten presented Requisition No. 3 in the amount of \$311,321.72 for the Water System Improvement Project to be reviewed and approved for payment. Following a brief discussion, Mr. Radabaugh made a motion that Requisition No. 3 for the Water System Improvement Project be approved for payment as presented. Mr. Lett seconded the motion. The motion carried.

Mrs. Batten presented Requisition No. 3 in the amount of \$175,197.36 for the Rockport Water Line Construction Account to be reviewed and approved for payment. Following a brief discussion, Mr. Radabaugh made a motion that Requisition No. 3 for the Rockport Water Line Construction Project be approved for payment as presented. Mr. Lett seconded the motion. The motion carried.

Mr. Spears told the Board of Commissioners that Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, has completed the title search and prepared the deed and all other necessary documents for the purchase of the property on Route 21 from Cutlip-Warner Partnership for the District's new office building. He said that the closing on the property was scheduled for Friday, December 17, 1999, at 2 p.m. in the offices of Bowles Rice McDavid Graff & Love.

Mrs. Batten said that she and Mr. Spears both spoke by telephone with Gary Wilson, Utility Specialist, Rural Utilities Service, about purchasing the Cutlip-Warner property. She said that he told both of them that the District did not need written approval from Rural Utilities Service to spend the money from the bank account that was set up with the funds received from the State of West Virginia for the sale of the present office location. She said that he told them to proceed with the purchase of the property so the project can move forward and that he would take care of clearing the property purchase with the Rural Utilities Service Office in Morgantown.

Following Mrs. Batten's statement, Mr. Radabaugh made a motion that check no. 101 in the amount of \$75,000.00 payable to Cutlip-Warner Partnership from the Mineral Wells Public Service District's Office Building Prime Rate Account be approved for the purchase of the property on Route 21 for the relocation of the District's Office Facilities. Mr. Lett seconded the motion. The motion carried.

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Mr. Radabaugh made a motion that the following items be approved as presented:

- 1) Financial Statement dated November 30, 1999, for All Finances of the District. (copy attached)
- 2) Financial Statement dated November 30, 1999, for the Water Revenue Fund Checking Account. (copy attached)
- 3) Financial Statement dated November 30, 1999, for the Sewer Revenue Fund Checking Account. (copy attached)
- 4) Financial Statement dated November 30, 1999, for the Water Improvement Construction Account. (copy attached)
- 5) Financial Statement dated November 30, 1999, for the Rockport Water Line Construction Account (copy attached)
- 6) List of checks numbered 24795 through 24832 written on the Water Revenue Fund Checking Account between November 19, 1999, and December 15, 1999. (copy attached)
- 7) List of checks numbered 24833 thru 24848 written on the Water Revenue Fund Checking Account on December 16, 1999. (Copy attached)
- 8) List of checks numbered 26739 through 26778 and a list of payroll checks numbered 348 through 362 written on the Sewer Revenue Fund Checking Account between November 19, 1999, and December 15, 1999 (copy attached).
- 9) List of checks numbered 26779 through 26804 written on the Sewer Revenue Fund Checking Account on November 18, 1999. (Copy attached)

Mr. Lett seconded the motion. The motion carried.

Mrs. Batten reviewed the list of correspondence received and mailed by the District Office between November 19, 1999, and December 16, 1999, with the Board of Commissioners (copy of list attached). Letters numbered 38, 44, 56, and 64 were discussed.

In her Office Manager's Report, Mrs. Batten told the Board of Commissioners that they needed to transfer some money from both the Reserve for Repair/Replacement Fund Savings Account at WesBanco Bank and the Repair and Replacement Fund-Prime Rate Account at WesBanco Bank. She recommended that the Repair/Replacement Fund Savings Account at WesBanco Bank be closed since it only has a balance of \$4,181.99 and that at least \$12,000.00 be transferred from the Repair and Replacement Fund-Prime Rate Account at WesBanco Bank which has a balance of \$17,006.93. She stated that these transfers need to be made before the District's monthly bills for the sewer department can be paid.

Following a brief discussion, Mr. Radabaugh made a motion that the District clear both accounts and transfer the balances to the Sewer Revenue Fund Checking Account at WesBanco. Mr. Lett

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seconded the motion. The motion carried.

Mr. Radabaugh asked Mrs. Batten if the Repair and Replacement Savings Account at WesBanco was a prime-rate account. She told him that it was not, and he asked her to transfer the entire balance of \$94,283.76 to a prime rate account.

Mr. Spears reported that the District's Water System Improvement Project and the Rockport Water Line Extension Project are both behind schedule and are only five percent and eleven percent complete respectively with nearly fifty percent of the time elapsed. He said that J. C. Bosley Construction Inc.'s crews have been working on Wolfe Run Road and Price Road with neither area being completed. He said that they are moving very slowly.

Mr. Spears also stated that Mid-Atlantic Storage Systems, Inc. are over fifty percent complete on both the Price Road and Wolfe Run Road tanks and completion is anticipated in a timely manner.

He also reported that there is a problem with the sanitary sewer lines at the Patriot Center Shopping Plaza. He said that the West Virginia Department of Highways lowered the elevation of the roadway after the sewer mains were installed which resulted in the contractor having to lower the elevation of the entranceway into the shopping plaza. After the elevation of the entranceway was lowered, the sewer main was left with approximately twelve inches of cover which is not adequate to prevent breakage from the constant flow of traffic over it or to prevent freezing in extremely cold weather. He said that the Department of Highways has refused to pay for correcting this problem since it is not on their right-of-way and that the contractor has to dated refused to pay for it. He said that he told them that the District did not cause the problem and will not pay to fix the problem nor will the District accept the sewer mains or permit sewer service to begin until the problem is corrected.

A discussion followed Mr. Spears' report after which the Board of Commissioners stated that they were in complete agreement with his assessment of the problem and agreed that sewer service will not be provided until the problem is corrected by either the contractor or the State of West Virginia.

Mr. Mayles said that he was in attendance to address the Board of Commissioners about the Water System Improvement Project, the Rockport Water Line Extension Project, and the WalMart sanitary sewer mains. He said that he agreed with Mr. Spears' progress report on the Water System Improvement Project and the Rockport Water Line Extension Project. He also stated that Mr. Bosley is already asking for a time extension based on the fact that it took several weeks to obtain the pipe for the projects. Following a brief discussion it was the consensus of the Board of Commissioners that Mr. Mayles call Mr. Bosley to discuss the necessity of finishing this project in a timely fashion.

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Mr. Mayles also discussed the sewer problems at the WalMart Plaza in Pettyville and gave the Board of Commissioners a letter dated December 16, 1999, from Manning Frymier, President, Cerrone & Associates, Inc., outlining the problems. (copy attached) He said that he is also in agreement with Mr. Spears assessment of the problems. Some possible solutions were discussed and Mr. Spears agreed to talk with the contractor on the project and Jim Cochrane, RCDI, the developer of the complex, to tell them their options.

Mr. Radabaugh told Mr. Mayles that Denese Carney, co-owner of a development on Price Road, has requested that a fire hydrant be installed near the property. Mr. Mayles suggested that the flush hydrant scheduled to be installed at the junction of the new line and the existing line on Price Road be changed to a fire hydrant and that another fire hydrant be installed on the Carney property at the end of the project if money is available. Following a rather lengthy discussion, the Board of Commissioners agreed with Mr. Mayles suggestion.

Mr. Radabaugh also stated that Jay Parson, Assistant Fire Chief, PMBS Volunteer Fire Department, has requested that the fire hydrant located at the intersection of Route 21 and Sugar Camp Run Road be moved across the road from its present location to make it easier for the pumper trucks to fill their tanks at this hydrant. Mr. Radabaugh said that he has also asked that additional fire hydrants be installed on Sugar Camp Run Road. Mr. Mayles agreed to move the fire hydrant as requested but said that the hydraulics will not allow the installation of additional hydrants.

Mr. Radabaugh said that Mr. Parsons would like to have the water line that is planned to be installed in front of his property on the WV Department of Highways' right-of-way moved back behind the rail fence into his yard so his fence does not have to be disturbed. He said that Mr. Parsons has agreed to give the District a right-of way easement for this line. Mr. Mayles agreed that the line can be moved and stated that he would inform the contractor of the change.

Following Mr. Mayles' report, Mr. Radabaugh made a motion that each employee receive an hourly pay increase of forty cents (\$.40) effective January 1, 2000. Mr. Lett seconded the motion. The motion carried.

Mr. Cerrone submitted his plans for the District's new office building and maintenance building. He explained the size and features of each room in both buildings and asked several questions about furnishings for the office building and storage cabinets/racks for the maintenance building. The plans were discussed at length after which Mr. Cerrone stated that he would like to have the District's approval of the plans before the Christmas Holiday so he could proceed with submitting them to the Rural Utilities Service for approval.

Mr. Radabaugh said that he would like some additional time for the Commissioners and employees to study the plans before the Board gives its final approval. Mr. Stewart and Mr. Lett were in agreement with him. Therefore, he made a motion that the plans be reviewed by the District's Board

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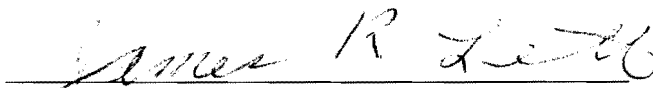
and Staff and be submitted to the District's Architect, Mr. Cerrone, by December 30, 1999. Mr. Lett seconded the motion. The motion carried.

All business having been completed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Lett seconded the motion. The motion carried after which Mr. Stewart adjourned the meeting at 6:40 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.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of the District on this 20th day of January, 2000.

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

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



C E R R O N E

Associates • Consulting Engineers

December 16, 1999

Mr. Charles Stewart, Chairman
Mineral Wells Public Service District
P.O. Box 266
Mineral Wells, WV 26150

RE: Pettyville WalMart Development

Dear Mr. Stewart:

We have been asked to investigate the sewer problems at the WalMart Plaza in Pettyville and offer our recommended solutions.

Based upon a filed investigation by Jim Ruckman, P.S., of our staff, three (3) problems exist:

1. Less than 1 foot of cover on the 8 inch sanitary sewer line as it crosses the main entrance
2. Burger King has erected a permanent building over the sanitary sewer line
3. The sanitary sewer crosses above a City of Parkersburg water line. This is a direct conflict of WV Bureau of Public health regulations.

We have developed a plan to correct the above deficiencies. A copy of a map illustrating the necessary corrective actions is enclosed. Also enclosed is our cost estimate for this work. We would recommend that the developer be advised to make these corrections before the system is turned over to the District for operation.

This information has been submitted to Jesse Sheppard of DOH; however, he indicated that the DOH will not be able to provide funding for the corrective work.

Please call this office if you have questions.

Respectfully,

CERRONE ASSOCIATES, INC.

Manning H. Frymter
Manning H. Frymter, P.E.
Director of Engineer

MHF/mt

encl.

Mineral Wells PSD
WalMart Sewer Fix

Construction Estimate

<u>Quantity</u>	<u>Item</u>	<u>Unit Price</u>	<u>Total Value</u>
226 LF	8" Gravity Sewer - 0 - 6' Deep	\$20.00	\$4,520.00
307 LF	8" Gravity Sewer - 6 - 8' Deep	25.00	7,675.00
3 EA	Man Hole Base, Cone & Top Section	1,800.00	5,400.00
3 VF	48" Man Hole Riser	100.00	300.00
315 LF	Asphalt Pavement Replacement	25.00	7,875.00
533 LF	Testing	0.50	266.50
	Miscellaneous		2,500.00
			<u>\$28,536.50</u>
		say	30,000.00
	Engineering, Inspection, Etc.		<u>5,000.00</u>
			<u>\$35,000.00</u>

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
NOVEMBER 30, 1999**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$16,802.01	
Sewer Revenue Fund Checking Account		
WesBanco Bank	311.51	
Rockport Construction Account		
WesBanco Bank	77.65	
Water Improvement Construction Account		
WesBanco Bank	<u>635.00</u>	
TOTAL IN CHECKING ACCOUNTS:		\$17,826.17

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$ 6,519.57	
Revenue Reserve Account		
WesBanco Bank	27,584.44	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	1,256.50	
Security Deposit Account		
WesBanco Bank	12,682.39	
Sams Creek/Chesterville Water Extension		
Tap Fees-WesBanco Bank	12,974.69	
Rockport/Route 21 Water Extension		
Tap Fees-Traders Bank	12,227.07	
Rockport/Route 21 Water Extension		
Security Deposits-Traders Bank	<u>5,952.21</u>	
TOTAL IN WATER ACCOUNTS:		\$ 79,196.87

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$94,283.76	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	32,157.81	
Security Deposit Account		
WesBanco Bank	12,083.35	
Reserve for Repair/Replacement Fund		
WesBanco Bank	4,181.99	
Repair and Replacement Fund-Prime Rate		
WesBanco Bank	<u>17,006.93</u>	
TOTAL IN SEWER ACCOUNTS:		\$159,713.84

TOTAL ALL FINANCES, NOVEMBER 30, 1999		\$256,736.88
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**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 30, 1999**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, OCTOBER 31, 1999**

\$15,057.11

RECEIPTS:

Water Sales	\$35,074.01
Tap Fees	2,400.00
Cutlip-Warner Development	333.05
MWPSD Sewer Fund	3,028.61
J. C. Bosley Construction	1,000.00
PMBS Volunteer Fire Department	33.84
System Enhancement Project Reimbursement	781.00
Redeposit-Edwin Wherry	50.49
Security Deposit Refunds	<u>721.97</u>

TOTAL RECEIPTS:

\$43,422.97

TOTAL CASH AVAILABLE:

\$58,480.08

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	314.00
Allegheny Power Company	394.92
Sanitary Linen Service	106.45
WesBanco Bank-Parkersburg	2,793.49
Salaries	5,234.21
Commissioners' Salaries	187.50
WV Public Employees Retirement System	1,200.03
WV State Tax Department	562.45
New Parkersburg Truck Stop	185.85
United States Postal Service	62.67
WV Public Employees Insurance Agency	501.48
Miss Utility of West Virginia	12.10
Claywood Park Public Service District	10,890.68
Bell Atlantic-WV	97.06
Bowles Rice McDavid Graff & Love	92.50
Appalachian Software	1,365.77

**MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT-NOVEMBER, 1999-WATER
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Fanelli Boys, Inc.	\$ 30.00
R. L. Roush Excavating	3,784.81
Hardman's Supply	114.94
C. I. Thornburg Company, Inc.	2,194.70
Mineral Wells Public Service District	511.87
Parkersburg Office Supply	46.22
AT&T	13.47
Miller Communications	15.00
Ohio Valley Muffler & Brake	7.50
Westco Internet	9.97
Tesa Company	13.16
Taylor's Disposal Inc.	10.00
Harman Thompson Mallory & Ice	3,080.00
Parkersburg Sentinel Company	74.44
Phillip Druid	3.78
Personnel Concepts Limited	58.95
Sharon L. Winters	25.23
Frank K. & Melissa G. Burton	51.19
Cathleen Beckner	51.16
Steven L. Brown	51.22
Rodney E. & Jill C. Lewis	51.16
Joe Medaglio	51.19
Thomas & Margaret Newberry	51.16
William L. Province	51.19
Cecil M. or Reta S. Pursley	51.20
Reagle and Padden, Inc.	266.00
Linda Schamp	53.39
Deposit Error	<u>.01</u>

TOTAL EXPENDITURES: \$41,678.07

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, NOVEMBER 30, 1999 \$16,802.01**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEWER REVENUE FUND CHECKING ACCOUNT
NOVEMBER 30, 1999**

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, OCTOBER 31, 1999**

\$ 706.61

RECEIPTS:

Sewer Sales	\$42,954.78
Tap Fees	750.00
Assembly of God Church	6,463.01
Security Deposit Refunds	520.63
Transfer to Water Revenue	259.11
Gene's Septic Tank Cleaning	<u>504.00</u>

TOTAL RECEIPTS:

\$51,451.53

TOTAL CASH AVAILABLE:

\$52,158.14

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	932.93
Allegheny Power Company	3,924.80
Sanitary Linen Service	106.45
WesBanco Bank-Parkersburg	2,713.95
Salaries	5,178.44
Commissioners' Salaries	187.50
WV Public Employees Retirement System	1,177.72
WV State Tax Department	548.34
New Parkersburg Truck Stop	185.85
United States Postal Service	62.67
WV Public Employees Insurance Agency	669.40
Miss Utility of West Virginia	12.10
Air Products & Chemical Co.	1,094.47
Bell Atlantic-WV	424.40
Water Environment Testing	195.00
AT&T	13.47
Appalachian Software	1,365.78
Cathleen Beckner	51.16
Steven L. Brown	51.27
Rodney E. & Jill C. Lewis	51.16

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-SEWER-NOVEMBER, 1999
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Bowles Rice McDavid Graff & Love	\$ 92.50
Taylor's Disposal, Inc.	10.00
State Electric Supply Company, Inc.	86.09
Parkersburg Office Supply	46.22
Mineral Wells Public Service District	3,517.20
Miller Communications	15.00
R. L. Roush Excavating	685.68
Reagle & Padden, Inc.	266.00
Ohio Valley Muffler & Brakes	7.50
Gene's Septic Tank Cleaning	670.00
Discount Industrial Supply, Inc.	40.05
Fanelli Boys, Inc.	30.00
Harman Thompson Mallory & Ice	3,080.00
Jabo Supply Corporation	16.05
Parkersburg Sentinel Company	74.43
Fasteners & Supply, Inc.	15.01
Chemtek Corporation	291.17
J. C. Bosley Construction	360.00
C. I. Thornburg Company, Inc.	11.20
Pioneer Products, Inc.	1,801.47
Westco Internet	9.98
Personnel Concepts Limited	58.95
Bosley Rental & Supply, Inc.	37.05
Trombold Equipment Company, Inc.	4,157.99
Robert Given	54.00
D. R. Cummings Inc.	349.67
Sharon L. Winters	2.33
Joe Medaglio	51.19
Thomas & Margaret Newberry	51.16
William L. Province	51.19
Hardman's Supply	<u>108.17</u>

TOTAL EXPENDITURES:

\$51,846.63

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, NOVEMBER 30, 1999**

\$ 311.51

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER IMPROVEMENT CONSTRUCTION ACCOUNT
NOVEMBER 30, 1999**

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION
ACCOUNT, WESBANCO BANK, OCTOBER 31, 1999** **\$ 3,451.06**

RECEIPTS:

Rural Utilities Service \$37,000.00

TOTAL RECEIPTS: **\$37,000.00**

TOTAL CASH AVAILABLE: **\$40,451.06**

EXPENDITURES:

Mineral Wells Public Service District \$ 781.00
J. C. Bosley Construction Company 39,035.06

TOTAL EXPENDITURES: **\$39,816.00**

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, NOVEMBER 30, 1999** **\$ 635.00**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
ROCKPORT CONSTRUCTION ACCOUNT
NOVEMBER 30, 1999**

**BALANCE IN ROCKPORT CONSTRUCTION
ACCOUNT, WESBANCO BANK, NOVEMBER 30, 1999** \$ 3,341.54

RECEIPTS:

Rural Utilities Service \$135,000.00

TOTAL RECEIPTS: \$135,000.00

TOTAL CASH AVAILABLE: \$138,341.54

EXPENDITURES:

J. C. Bosley Construction Company \$138,263.89

TOTAL EXPENDITURES: \$138,263.89

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK, NOVEMBER 30, 1999** \$ 77.65

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT**

CHECKS WRITTEN SINCE THE NOVEMBER 18, 1999, BOARD MEETING

CHECK NO. 24795	Mineral Wells PSD	\$ 250.49
24796	Allegheny Power	263.69
24797	AT&T	13.47
24798	Bell Atlantic-WV	97.06
24799	Frank K. & Melissa G. Burton	51.19
24800	Cathleen Beckner	51.16
24801	Steven L. Brown	51.22
24802	Hardman's Supply Company	54.20
24803	Rodney E. & Jill C. Lewis	51.16
24804	Mineral Wells PSD	5,421.71
24805	Joe Medaglio	51.19
24806	New Parkersburg Truck Stop	185.85
24807	Thomas & Margaret Newberry	51.16
24808	Ohio Valley Muffler & Brake	7.50
24809	Parkersburg Office Supply	45.10
24810	William L. Province	51.19
24811	Cecil M. or Reta S. Pursley	51.20
24812	R. L. Roush Excavating	3,784.81
24813	Rural Development Administration	2,112.00
24814	Reagle & Padden, Inc.	266.00
24815	Sanitary Linen Service	106.45
24816	Linda Schamp	53.39
24817	USDA-Rural Development	3,140.00
24818	WesBanco Bank Parkersburg	1,394.67
24819	WV Dept. of Tax & Revenue	562.45
24820	WesBanco-Water Res-Sams-CV	314.00
24821	Void	
24822	Claywood Park PSD	10,890.68
24823	Taylor's Disposal, Inc.	10.00
24824	C. I. Thornburg	2,194.70
24825	WV Public Employees Retirement	1,200.03
24826	Westco Internet	9.97
24827	Void	
24828	Daugherty Supply Co., Inc.	15.10
24829	WV Water & Waste Supply	2,156.73
24830	WV Public Employees Ins. Agency	585.44
24831	U S Postal Service	42.40
24832	WesBanco Bank-Parkersburg	1,393.86

**LIST OF WATER CHECKS
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CHECKS WRITTEN TODAY, DECEMBER 16, 1999, THAT NEED AUTHORIZATION

CHECK NO. 24833	Postmaster-Mineral Wells	\$ 129.59
24834	ABB Automation, Inc.	339.50
24835	Business Software, Inc.	425.00
24836	AT&T Wireless Services	76.18
24837	Hope Gas Inc.	16.95
24838	Information Products Inc.	183.01
24839	Innovative Business Products	117.63
24840	Miller Communications	16.73
24841	Municipal Bond Commission	1,592.00
24842	Newberry Hardware, Inc.	74.41
24843	Rena's Janitorial Contractors	57.00
24844	Scantron Service Group	76.75
24845	WesBanco Bank-Parkersburg	110.00
24846	Workingman Store	175.45
24847	Mineral Wells PSD	25.48
24848	Poynter's Best Products	313.50

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT**

CHECKS WRITTEN SINCE THE NOVEMBER 18, 1999, BOARD MEETING

CHECK NO. 26739	Allegheny Power	\$ 2,487.74
26740	Air Products and Chemicals Inc.	711.46
26741	AT&T	13.47
26742	Bosley Rental & Supply Inc.	37.05
26743	Bell Atlantic - WV	424.40
26744	Cathleen Beckner	51.16
26745	Steven L. Brown	51.27
26746	D. R. Cummings, Inc.	349.67
26747	Fasteners & Supply Inc.	15.01
26748	Gene's Septic Tank Cleaning	600.00
26749	Hardman's Supply Company	108.17
26750	James R. Lett	125.00
26751	Rodney E. & Jill C. Lewis	51.16
26752	Mineral Wells PSD	110.99
26753	Joe Medaglio	51.19
26754	New Parkersburg Truck Stop	185.85
26755	Thomas & Margaret Newberry	51.16
26756	Ohio Valley Muffler & Brake	7.50
26757	Parkersburg Office Supply	45.10
26758	William L. Province	51.19
26759	R. L. Roush	685.68
26760	Roy L. Radabaugh	125.00
26761	Reagle & Padden Inc.	266.00
26762	Sanitary Linen Service	106.45
26763	Charles M. Stewart	125.00
26764	WesBanco Bank-Parkersburg	1,420.05
26765	WV Dept. Of Tax & Revenue	548.34
26766	Taylor's Disposal Inc.	10.00
26767	C. I. Thornburg	11.20
26768	WV Public Employees Retirement	1,177.72
26769	Westco Internet	9.98
26770	Robert Given	54.00
26771	Mineral Wells PSD	259.11
26772	Daugherty Supply Co. Inc.	161.74
26773	Trombold Equipment Co., Inc.	5,968.00
26774	WV Water & Waste Supply	1,004.82
26775	WV Public Employees Ins Agency	585.44
26776	U S Postal Service	42.40
26777	WesBanco Bank-Parkersburg	1,458.81
26778	Postmaster-Mineral Wells	129.59

**LIST OF SEWER CHECKS
DECEMBER 1999
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PAYROLL CHECKS WRITTEN SINCE THE NOVEMBER 18, 1999, BOARD MEETING

CHECK NO. 00348	Margaret J. Batten	\$ 769.60
00349	Richard Shayne Brabham	709.25
00350	William H. Byers, Jr.	1,079.52
00351	Linda K. Church	735.48
00352	Mark K. Murphy	593.56
00353	Nellie B. Radcliff	625.47
00354	Jerald D. Spears	788.99
00355	Margaret J. Batten	807.34
00356	Richard Shayne Brabham	620.16
00357	William H. Byers, Jr.	903.91
00358	Linda K. Church	732.51
00359	Russell P. Hanna	562.03
00360	Mark K. Murphy	659.75
00361	Nellie B. Radcliff	639.23
00362	Jerald D. Spears	743.09

CHECKS WRITTEN TODAY, DECEMBER 16, 1999, THAT NEED AUTHORIZATION

CHECK NO. 26779	ABB Automation, Inc.	\$ 339.50
26780	Air Products and Chemicals Inc.	382.13
26781	Bosley Rental & Supply Inc.	134.95
26782	Business Software, Inc.	425.00
26783	AT&T Wireless	76.19
26784	Discount Industrial Supply Corporation	103.99
26785	Enviro-Zyme International Inc.	657.39
26786	Gene's Septic Tank Cleaning	170.00
26787	Hope Gas Inc.	16.95
26788	Chad W. Harrison	151.71
26789	Information Products Inc.	183.01
26790	Innovative Business Products	125.16
26791	Mineral Wells PSD	18.17
26792	Miller Communications	16.72
26793	Municipal Bond Commission	16,852.52
26794	Newberry Hardware Inc.	83.39
26795	Packaged Systems Inc.	90.00
26796	Parkersburg Utility Board	80.00
26797	Rena's Janitorial Contractors	183.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CHECKS - DECEMBER 1999
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26798	State Electric Supply Co., Inc.	202.04
26799	Scantron Service Group	76.75
26800	Water Environmental Testing	260.00
26801	WesBanco Bank-Parkersburg	2,500.00
26802	WesBanco Bank-Parkersburg	1,073.87
26803	Workingman Store	175.45
26804	Poynter's Best Products	313.50

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE RECEIVED OR MAILED
SINCE THE NOVEMBER 18, 1999, BOARD MEETING**

1. Letter from Terry W. Thomas, Chief, PMBS Volunteer Fire Department, to the District stating the amount of water used for fire fighting and the amount of water used for training purposes.
2. ***The PIPELINE, News & Views From The Water & Wastewater Division***, a publication from the Public Service Commission of West Virginia, dated November 1999.
3. Flyer to the District from Taylor Services located in Princeton, West Virginia, offering sales and installation of bolted steel storage tanks, flexible membrane liners, and sandblasting and painting on job site or in-house.
4. ***in DEPTH***, a news publication from the Division of Environmental Protection dated November 1999, Volume 6, Number 11.
5. ***West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER***, a publication of the West Virginia Rural Water Association, dated December 3, 1999, Volume 3, Issue 12.
6. Training Announcement from the West Virginia Rural Water Association, about a training session entitled "Utility Rate Design Workshop" to be held in South Charleston, West Virginia on November 30, 1999 in Morgantown, West Virginia, on December 2, 1999, and in Wheeling, West Virginia, on December 3, 1999.
7. Training Announcement from the West Virginia Rural Water Association about their Wastewater Training and Technical Assistance Program which will be holding the following training sessions: 1) "Clean Water Act Litigation, Wastewater Plant Preventive Maintenance" to be held on January 13, 2000, in Chapmanville, WV; 2) "Introduction to Confined Spaces" to be held on January 20, 2000, at Salem College, Salem, WV; 3) "Sequencing Batch Reactors" to be held on January 26, 2000, in Parkersburg, WV.
8. Training Announcement from the West Virginia Rural Water Association listing the following training sessions: 1) "Water Leak Detection, Algae, and Taste and Odor Control" to be held on January 5, 2000, in Follansbee, WV; 2) "Leak Detection" to be held on January 12, 2000, in Oceana, WV; 3) "Cross Connection & Backflow Prevention" to be held on January 19, 2000, in Martinsburg, WV; 4) "Cross Connection & Backflow Prevention" to be held on January 26, 2000, in Clarksburg, WV.
9. ***WVRWA News Tap, The Information Source for Water Treatment Professionals***, a bi-monthly publication of the West Virginia Rural Water Association dated December 15, 1999, Volume 1, Issue 6.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - DECEMBER 1999
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10. USDA-FmHA Form FmHA 1924-12 - Inspection Form Report No. 1 dated October 14, 1999, from Russell Henderson, Contract Specialist, Rural Development Utilities, for the Rockport Improvements Project.
11. Letter dated November 9, 1999, to the Office Manager, Mineral Wells Public Service District, from the Federal Audit Clearinghouse relative to some missing components in the District's Office of Management and Budget (OMB) Circular A-133 submission for fiscal year ending June 30, 1999. (Letter received November 22, 1999)
12. Memorandum dated November 16, 1999, to All FY2000 Priority List Applicants from Mike Johnson, P.E., Assistant Chief, Construction Assistance, WV Division of Environmental Protection.
13. Letter dated November 17, 1999, to Linda K. Church from Allan Bradley requesting that his meter in Ferrell Valley be turned off for the winter.
14. Fax dated November 18, 1999, to Jerry Spears from Jim Ruckman enclosing a copy of the legal description for the District's new office building site.
15. Copy of a letter dated November 19, 1999, to Gary Wilson from Margaret Batten enclosing four copies of Requisition No. 2 for the District's Water System Improvements Project for review and approval.
16. Copy of a letter dated November 19, 1999, to Gary Wilson from Margaret Batten enclosing four copies of Requisition No. 2 for the Rockport Waterline Project for review and approval.
17. Copy of a letter dated November 19, 1999, to WV Municipal Bond Commission from Margaret Batten enclosing sewer check no. 26727 in the amount of \$16,852.52 for the District's monthly sewer bond payments and water check no. 24783 in the amount off \$1,592.00 for the District's monthly water bond payments
18. Copy of a letter dated November 19, 1999. to Mrs. Mary Rader from Margaret Batten enclosing a copy of the Minutes of the Regular Board Meeting held on Thursday, October 21, 1999.
19. Letter dated November 19, 1999, to Mineral Wells Public Service District from William D. Burbank, District Right of Way Agent, West Virginia Department of Transportation, enclosing State Warrant No. 4-3737544 in the amount of \$219,100.00 as payment for the District's office property.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - DECEMBER 1999
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20. Copy of a letter dated November 19, 1999, to Pastor Ron Blevins, Victory Assembly of God, from Linda Church enclosing a fully executed copy of the Sewer Main Extension Agreement for the new church being built at the corner of Turkey Foot Road and Scarce of Fat Road.
21. Letter of Transmittal dated November 22, 1999, to John Bosley, Jr., J. C. Bosley Construction Company, from Cerrone & Associates, Inc. containing submittal sheets for Cline Aluminum Doors for Booster Stations.
22. Letter dated November 22, 1999, to Borrower from the United States Department of Agriculture, Rural Development, relative to possible Y2K problems and development of a Y2K contingency plan.
23. Letter dated November 22, 1999, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, stating that funds in the amount of \$37,000.00 will be electronically deposited in the District's Water Improvement Construction Account on November 24, 1999.
24. Letter dated November 22, 1999, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, stating that funds in the amount of \$135,000.00 will be electronically deposited in the District's Rockport Construction Account on November 24, 1999.
25. Fax dated November 22, 1999, to Mr. James Ice, CPA, Harman, Thompson, Mallory & Ice, from Margaret Batten enclosing a letter from the Federal Audit Clearinghouse dated November 9, 1999, along with an amended form to be completed and returned.
26. Letter dated November 23, 1999, to Charles M. Stewart from Gary D. Wilson, Rural Development Specialist, stating that the invoice of \$138,263.89 from J.C. Bosley Construction, Inc. has been approved for payment on the Rockport Water Extension Project. Copy of letter also received by Fax.
27. Letter dated November 23, 1999, to Charles M. Stewart from Gary D. Wilson, Rural Development Specialist, stating that the invoice of \$39,035.06 from J.C. Bosley Construction, Inc., and the invoice of \$781.00 from the Mineral Wells Public Service District have been approved for payment. Copy of letter also received by Fax.
28. Copy of letter dated November 23, 1999, faxed to Nancy Haverty, Financial Services Representative, WesBanco Bank Mineral Wells, from Gary D. Wilson, Rural Development Specialist, Rural Utilities Service, stating that a payment of \$138,263.89 has been approved for J. C. Bosley Construction, Inc. from the Rockport Construction Account.
29. Copy of a letter dated November 23, 1999, faxed to Nancy Haverty, Financial Services Representative, WesBanco Bank Mineral Wells, from Gary D. Wilson, Rural Development

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - DECEMBER 1999
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Specialist, Rural Utilities Service, stating that a payment of \$39,035.06 for J. C. Bosley Construction, Inc. and a payment of \$781.00 to the Mineral Wells Public Service District have been approved from the Water Improvement Construction Account.

30. Certified letter dated November 24, 1999, to Charles M. Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the recommended order in Case No. 99-1514-PSD-PC, Alternate Sewer Main Line Extension Agreement between the District and RCDI.
31. Fax dated November 24, 1999, to Buster, Parkersburg Utility Board, from Linda Church enclosing a copy of the District's Rules and Regulations for Water Line Service Line Construction.
32. Copy of a letter dated November 24, 1999, to Schlumberger from Linda Church relative to returning the District's defective card drive unit, model #TMD-650, Serial No. 906383 and the loaner card drive unit, Model #TMD-650, Serial No.7066823.
33. Copy of a letter dated November 24, 1999, to John C. Bosley from Margaret Batten enclosing check no. 1006 in the amount of \$39,035.06 as payment of Contractor's Estimate #1 for Contract #2 as listed on Requisition No. 2 and check no. 107 in the amount of \$138,263.89 as payment of Contractor's Estimate #8 for Contract 1 as listed on Requisition No. 2.
34. "Official Notification" letter dated November 29, 1999, to Wastewater Operators/Managers from West Virginia Bureau of Public Health, Department of Health and Human Resources, containing the address of Jeff Smith, RS, who assumed the duties of the John Brown who retired in March of 1999.
35. Letter dated November 30, 1999, to Valued BSI Customer from J. F. Crutchfield, President of Business Software, Inc., relative to the renewal of the District's annual support agreement for the year 2000.
36. USDA-FmHA Form FmHA 1924-12 - Inspection Report No 2. dated November 30, 1999, from Russell L. Henderson, Contract Specialist, Rural Utilities Service, for the Rockport Improvements Project.
37. Fax dated November 30, 1999, to Gary Wilson, Rural Development Specialist, Rural Utilities Service, from Margaret Batten enclosing the Electric Funds Transfer Confirmation and documents from WesBanco Bank.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - DECEMBER 1999
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- 38* Letter dated December 1, 1999, to Jerry Spears from Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, enclosing a copy of the final order of the PSC dismissing the complaint filed by Larry Morehead against the District.
39. Correspondence instructions dated December 1, 1999, to the Wood County Clerk from Margaret Batten enclosing a right-of-way easement from Edward J. Layton to the Mineral Wells Public Service District to be recorded.
40. Copy of a letter dated December 1, 1999, to Allan Bradley from Nellie Radcliff about plans for locking his water meter in Ferrell Valley for the winter and unlocking it in the spring.
41. Copy of a letter dated December 1, 1999, to Mrs. Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the Monthly Operation Report for the District for the month of November 1999 and a copy of the Daily Water Purchase Tally for the same period of time.
42. Copy of a letter dated December 2, 1999, to the Parkersburg Utility Board from Linda K. Church enclosing Robin Allen's check no. 1142 in the amount of twenty-one dollars and five cents (\$21.05). Mark Murphy found this check in Ms. Allen's meter pit when he was reading meters on December 1, 1999.
43. Fax dated December 2, 1999, to Jerry Spears from Jim Ruckman, Cerrone & Associates, Inc. enclosing a revised legal description of the Cutlip-Warner property, the proposed site for the District's new office building.
- 44.* Copy of letter dated December 3, 1999, to Manning Frymier, P.E., Cerrone & Associates, Inc. from John C. Bosley, Jr., J. S. Bosley Construction, Inc., requesting a change order in the amount of \$9,500.00 for an additional a 40 linear feet of casing and carrier pipe for the Interstate 77 road bore for the Water System Improvements Project.
45. Copy of a letter dated December 3, 1999, to WV Public Employees Retirement System from Margaret Batten enclosing membership enrollment forms for the District's new employee, Russell P. Hanna.
46. Letter dated December 3, 1999, to Margaret Batten from James R. Ice, CPA, Harman, Thompson, Mallory & Ice, A.C., relative to the corrections requested by the Single Audit Clearing House.
47. Copy of a letter dated December 3, 1999, to the Federal Audit Clearing House from Margaret Batten enclosing the requested revised Data Collection Form for the Mineral Wells Public Service District.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - DECEMBER 1999
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48. Copy of a letter dated December 3, 1999, to Robert L. Ayers, Executive Director , WV Public Employees Insurance Agency, enclosing enrollment forms for the District's new employee, Russell P. Hanna,.
49. A letter dated December 6, 1999, to the Mineral Wells Public Service District, Attention: Gerald Spears, Manager, from Jesse E. Sheppard, District Three Utilities Supervisor, West Virginia Department of Highways, relative to Project E354-21-102.06 Er-0698(036)E, Rockcamp Run Bridge, Wood County.
50. Authorization of Payment (sewer bill) to the Mineral Wells Public Service District for Deloris J. Metz from the West Virginia Department of Health and Human Resources, Office of Family Support, dated December 6, 1999.
51. Fax dated December 8, 1999, to Dream S. Witt, WV Public Service Commission, from Margaret Batten enclosing a form containing information as requested about the District's e-mail address.
52. Fax dated December 8, 1999, to Debbie, Wood County Development Council, from Margaret Batten enclosing a copy of our present rate schedule and a copy of the District's new water rates that go into effect after the Water Improvement/Rockport Extension Projects are completed.
53. Fax dated December 9, 1999, to Jerry Spears from Jim Ruckman, Cerrone & Associates, Inc., containing a copy of the legal description for the District's new office building site.
54. Copy of letter dated December 7, 1999, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from James M Ruckman, P.S., Cerrone & Associates, Inc., enclosing two copies each of the legal description and plat with an original stamp and signature for the new PSD office building site located on the Cutlip-Warner Partnership property.
55. Copy of a letter dated December 7, 1999, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from James M. Ruckman, P.S., Cerrone & Associates, Inc., enclosing two copies each of the plat with an original stamp and signature for the Saulsbury Booster Station site located on the Alexander property.
- 56.* Business Memo to Margaret Batten from John Padden III, Reagle & Padden, Inc., enclosing a bond application to be completed, signed, and returned for a dishonesty bond in the amount of \$300,000.00 to cover all employees and the three commissioners.
57. Fax dated December 9, 1999, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice to be published in the newspaper on Monday, December 13, 1999, relative

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - DECEMBER 1999
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to the December 16, 1999, regular board meeting.

58. Fax dated December 9, 1999, to the Editor, *PARKERSBURG SENTINEL*, from Margaret Batten enclosing a notice to be published in the newspaper on Monday, December 13, 1999, relative to the December 16, 1999, regular board meeting.
59. Copy of letter dated December 10, 1999, to Schlumberger, Water Division, from Linda Church enclosing an Equipment Return Summary along with the District's meter reading cradle for repair.
60. Fax dated December 10, 1999, to Jim Ruckman, Cerrone & Associates, Inc., from Margaret Batten enclosing one copy each of the two easements signed by Paul Mohr for the Water Improvement Project.
61. Copy of a letter dated December 10, 1999, to John Padden, Reagle & Padden, Inc., enclosing a completed Application-Questionnaire for Fidelity/Forgery Coverage for Government Entities with Ohio Farmers Insurance Company.
- 62.* Letter dated December 13, 1999, to Charles M. Stewart from Randall M. Cole, Cerrone & Associates, Inc., enclosing for review and approval four copies each of Requisition No. 3 for the District's Water System Improvement Project and the Rockport Water Extension Project.
63. Copy of a letter dated December 14, 1999, to Mrs. Lori A. Jeffrey Hega, from Margaret Batten relative to a check in the amount of \$43.67 returned by the bank marked "Insufficient Funds".
- 64.* Letter dated December 14, 1999, to Charles Stewart from Manning Frymier, Cerrone & Associates, Inc., containing a progress report for the Water System Improvements Project and the Rockport Water Extension Project.
65. Copy of the Final Order dated December 14, 1999, from the Public Service Commission of West Virginia Case No. 99-1514-PSD-PC, approval the alternate sewer main extension agreement between the District and RCDI.
66. Copy of a letter dated December 16, 1999, to Office of Environmental Health Services, Attention: Jeff Smith, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of November 1999.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - DECEMBER 1999
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67. Copy of a letter dated December 16, 1999, to Office of Water Resources (DNR), Attention: 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 November 1999.
68. Copy of a letter dated December 16, 1999, to Manning Frymier, 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 November 1999.
69. Copy of a letter dated December 16, 1999, to Department of Natural Resources, Attention: Cindy Musser, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of November 1999.
70. Copy of a letter dated December 16, 1999, to Mr. Francis J. Diamond from Margaret Batten enclosing a copy of a receipt in the amount of \$50.00 for a delinquent water bill.
71. Letter dated December 16, 1999, from Manning Frymier, Cerrone & Associates, Inc., to Charles Stewart outlining the problems with the sanitary sewer lines at the Patriot Center Shopping Plaza.