

MINUTES OF A REGULAR MONTHLY MEETING OF THE
PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC
SERVICE DISTRICT HELD ON THURSDAY JANUARY 20, 2000,
IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS,
WEST VIRGINIA

Charles Stewart, Chairman, called the meeting to order at 5:05 p.m. He asked everyone present to sign the attendance roster. Mr. Stewart; Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; Margaret Batten, Office Manager; Nellie Radcliff, Office Technician; Jerald D. Spears, Operations Manager; William Byers, Operations Technician; and Terry Bartley were in attendance.

First order of business was the election of officers. Mr. Radabaugh made a motion that each of the Commissioners hold the same position as the previous year. Mr. Charles Stewart, Chairman; Mr. James R. Lett, Secretary; and Mr. Roy L. Radabaugh, Treasurer. Mr. Lett seconded the motion. The motion carried.

Terry Bartley was in attendance to address the Board of Commissioners concerning a water line extension of 500 feet to serve his property. He is very concerned about the water pressure when the Water Enhancement Project is completed. At the present time the water pressure is 100 lbs. The pressure will drop approximately 34 pounds when the Enhancement Project is completed, because the water will be coming from the tank on Price Road instead of the Bogal Ridge tank. Mr. Bartley would like for the District to help pay the cost of extending the line. Mr. Bartley is to gather some more information concerning the options of getting water to serve the homes that will be built in the future. The District is willing to work with Mr. Bartley if there is a feasible way that they can be of help. Mr. Bartley is to report back at the February Board Meeting. The Board will talk to Cerrone Associates, Inc. about the hydraulics in that area.

John Quick called Mr. Lett and reported that he would not be at the meeting.

After reviewing the Financial Statements as presented, Mr. Radabaugh made a motion that the following items be approved.

1. Financial Statement dated December 31, 1999, for all Finances of the District (copy attached).
2. Financial Statement dated December 31, 1999, for the Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated December 31, 1999, for the Sewer Revenue Fund Checking Account (copy attached).
4. Financial Statement dated December 31, 1999, for the Rockport Construction Checking Account (copy attached)

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - JANUARY 20, 2000
PAGE 2

5. Financial Statement dated December 31, 1999, for the Water Improvement Construction Account (copy attached).
6. Check No. 24849 thru 24904 written since the December 16, 1999, Board Meeting on Water Revenue Fund Checking Account (copy attached).
7. Check No. 24905 thru 24916 written today, January 20, 2000, on the Water Revenue Fund Checking Account (copy attached).
8. Check No. 26805 thru 26871 written since the December 16, 1999, Board Meeting on Sewer Revenue Fund Checking Account (copy attached).
9. Payroll Checks written since the December 16, 1999, Board Meeting Check No. 363 thru 378 on the Sewer Revenue Fund Checking Account (copy attached).
10. Check No. 26872 thru 26887 written today January 20, 2000, on the Sewer Revenue Fund Checking Account (copy attached).

Mr. Lett seconded the motion. The motion carried.

Mrs. Batten presented Requisition No. 4 in the amount of \$186,860.36 for the Water System Improvements Project for approval. Mr. Radabaugh made a motion that the Requisition be accepted as presented. Mr. Lett seconded the motion. The motion carried.

Mrs. Batten presented Requisition No. 4 in the amount of \$67,273.06 for the Rockport Waterline Extension Project for approval. Mr. Radabaugh made a motion the Requisition be accepted as presented. Mr. Lett seconded the motion. The motion carried.

Mrs. Batten reviewed the list of correspondence received or mailed since the December 16, 1999, Board Meeting. Several letters were discussed.

Letter 20 - Memo dated October 12, 1999, to the Mineral Wells Public Service District from Gene Wharton, President. Charton Management, Inc., stating that his corporation will be responsible for demolition and reconstruction charges that may be incurred if repairs are required to a sewer line located beneath its' storage building and dumpster enclosure at 2902 Pike Street, (Burger King), Parkersburg, WV.

Letter 28 - Dated December 21, 1999, to Margaret Batten from Randall Lewis, Executive Director, West Virginia Rural Water Association, stating that the District's Voting Membership dues need to

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - JANUARY 20, 2000
PAGE 3

be renewed on February 1, 2000. A motion was made by Mr. Radabaugh that the fees of \$397.35 be paid as presented. Mr. Lett seconded the motion. The motion carried.

Letter 33 - Dated December 27, 1999, to Jerry Spears from James M. Ruckman, Cerrone Associates, Inc., enclosing "Field Investigation Report Forms" for the Wal-Mart and Patriot Plaza Sewers along with recommendations for proper corrections of noted deficiencies.

Letter 49 - Dated January 5, 2000, to Charles M. Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing five copies each of Change Order No. 1 to Contract No. 1 and Contract No. 2 to extend the completion date by forty days to May 3, 2000. Mr. Radabaugh made a motion that the Change Order be accepted as presented. Mr. Lett seconded the motion. The motion carried.

Letter 51 - Dated January 5, 2000, to Jerald Spears from James D. Williams, West Virginia Infrastructure & Jobs Development Council, stating that the Water Technical Review Committee of the West Virginia Infrastructure and Jobs Development Council has determined that the proposed water project to serve the Limestone-Windy Ridge areas of Wood, Wirt and Jackson Counties is technically feasible within the guidelines of the Infrastructure and Jobs Development Act.

Letter 81 - Dated January 14, 2000, to Honorable Cecil H. Underwood, Governor of the State of West Virginia, from Charles M. Stewart, Roy L. Radabaugh, and James R. Lett requesting help in obtaining a Small Cities Block Grant in the amount of \$1,500,000 for the proposed water extension project to Limestone - Windy Ridge areas of Wirt, Wood and Jackson Counties.

Letter 106 - Dated January 19, 2000, to Charles M. Stewart from Randall Cole, Cerrone & Associates, Inc., enclosing a resume of Qualifications and Responsibilities for Mrs. Deborah Day to be approved as a resident inspector for the District's Water System Improvements and Waterline Extension to Rockport. Mr. Radabaugh made a motion that Mrs. Day be approved as inspector. Mr. Lett seconded the motion. The motion carried.

Mrs. Batten gave her report on the financial status of the sewer fund. She reported that due to the extra expenses that have been incurred throughout the year, that the sewer is essentially broke. Mr. Radabaugh suggested that perhaps some of the items that had been paid out of the general sewer fund could be paid out of the Repair and Replacement Account. Mr. Radabaugh made a motion that George Blum, Cerrone Associates, Inc., prepare for a Rule 42 rate case for sewer. Mr. Lett seconded the motion. The motion carried.

Mrs. Batten presented the Board with a fax that had been received on January 20, 2000 from Cerrone Associates, Inc., concerning the Office Building plans. The fax stated, "In light of the rush to take this project to bid, would the Board please approve a motion to take the project drawings and specifications to bid pending approval from RUS". Mr. Radabaugh made a motion authorizing the

drawings and specifications to be forwarded to RUS only after prior approval by the Board and Staff. Mr. Lett seconded the motion. The motion carried.

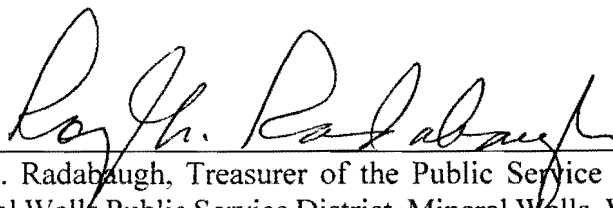
Mr. Spears gave his operations report. Several topics were discussed. He reported that the water loss for the past month was 9.7%.

All business having been completed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Lett seconded the motion. The motion carried. Mr. Stewart adjourned the meeting at 7:05 p.m.

CERTIFICATION

I, Roy L. Radabaugh, Treasurer of the Public Service Board of the Mineral Wells Public Service District, a West Virginia corporation, do hereby certify that the foregoing and hereto annexed Minutes are a true and accurate record of the Meeting held at the time and place aforesaid.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of the District on the 17th day of February, 2000.



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

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
DECEMBER 31, 1999**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$	4,921.18
Sewer Revenue Fund Checking Account		
WesBanco Bank		3,192.48
Rockport Construction Account		
WesBanco Bank		1,109.12
Water Improvement Construction Account		
WesBanco Bank		<u>84.45</u>
TOTAL IN CHECKING ACCOUNTS:		\$ 9,307.23

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$	6,661.89
Revenue Reserve Account		
WesBanco Bank		27,722.80
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank		1,575.12
Security Deposit Account		
WesBanco Bank		12,478.28
Sams Creek/Chesterville Water Extension		
Tap Fees-WesBanco Bank		13,039.77
Office Building Account		
WesBanco Bank		144,885.84
Rockport/Route 21 Water Extension		
Tap Fees-Traders Bank		12,267.66
Rockport/Route 21 Water Extension		
Security Deposits-Traders Bank		<u>5,989.16</u>
TOTAL IN WATER ACCOUNTS:		\$224,620.52

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$	95,764.63
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank		34,781.51
Security Deposit Account		
WesBanco Bank		11,972.27
Reserve for Repair/Replacement Fund		
WesBanco Bank		Transferred to Checking
Repair and Replacement Fund-Prime Rate		
WesBanco Bank		<u>Transferred to Checking</u>
TOTAL IN SEWER ACCOUNTS:		<u>\$142,518.41</u>
TOTAL ALL FINANCES, DECEMBER 31, 1999		<u>\$376,446.16</u>

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
DECEMBER 31, 1999**

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

\$ 16,802.01

RECEIPTS:

Water Sales	\$36,363.59
Reconnection Fees	20.00
Security Deposit Refunds	<u>675.93</u>

TOTAL RECEIPTS:

\$37,059.52

TOTAL CASH AVAILABLE:

\$53,861.53

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	275.07
Sanitary Linen Service	96.11
WesBanco Bank-Parkersburg	3,049.98
Salaries	5,908.71
Commissioners' Salaries	187.50
WV Public Employees Retirement System	1,331.15
WV State Tax Department	603.33
New Parkersburg Truck Stop	367.39
United States Postal Service	171.99
WV Public Employees Insurance Agency	585.44
Miss Utility of West Virginia	9.90
Claywood Park Public Service District	10,431.12
Bell Atlantic-WV	89.92
ABB Automation, Inc.	339.50
Bosley Block, Inc.	44.88
Daugherty Supply Company, Inc.	44.77
R. L. Roush Excavating	1,405.00
Hardman's Supply	182.94
C. I. Thornburg Company, Inc.	963.12
Mineral Wells Public Service District	139.97
Parkersburg Office Supply	48.57
AT&T	9.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT-DECEMBER, 1999
 PAGE 2**

Miller Communications	\$ 8,358.23
Ohio Valley Muffler & Brake	134.49
Westco Internet	9.97
Taylor's Disposal Inc.	12.50
WV Water & Waste Supply Company	2,264.23
Business Software	425.00
AT&T Wireless Services	122.14
Hope Gas Company, Inc.	41.66
Information Products, Inc.	183.01
Innovation Business Products	117.63
Newberry Hardware	74.41
Rena's Janitorial Contractors	57.00
Scanton Service Group	76.75
Workingman Store	175.45
Poynter's Best Products, Inc.	313.50
Crescent & Sprague-Parkersburg	9.73
Evans Construction Company	600.00
Fuller Wholesale Electronics	54.63
Everett L. Harper & Son Inc.	584.40
Industrial Rubber Products	27.55
State Electric Supply Company	142.06
Reagle and Padden, Inc.	493.00
R. D. Wilson Sons & Company	18.91
Westfield Insurance Companies	529.24
Douglas Ray Barker	51.08
Larry G. Brothers	51.13
Karen L. Combs	51.90
William G. Dent	18.95
Thomas & Sherri Graham	51.10
Cindy Martinsen	51.82
Randy McCune	27.24
James W. Mitchell	51.14
Gale Wheeler	51.49
William A. Williams, III	51.13
D. Shane and Jodie R. Weekley	51.41
John & Lisa McCarthy	53.05
Deposit Error	<u>.06</u>

TOTAL EXPENDITURES:

\$48,940.35

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

\$ 4,921.18

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEWER REVENUE FUND CHECKING ACCOUNT
DECEMBER 31, 1999**

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

\$ 311.54

RECEIPTS:

Sewer Sales	\$39,378.44
Security Deposit Refunds	932.36
Reconnection Fees	20.00
Transfer from Savings	17,072.35
Transfer from Savings	<u>4,199.32</u>

TOTAL RECEIPTS:

\$61,602.47

TOTAL CASH AVAILABLE:

\$61,913.98

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,073.87
Allegheny Power Company	3,678.03
Sanitary Linen Service	96.08
WesBanco Bank-Parkersburg	2,975.18
Salaries	5,914.55
Commissioners' Salaries	187.50
WV Public Employees Retirement System	1,319.47
WV State Tax Department	575.00
New Parkersburg Truck Stop	585.40
United States Postal Service	171.99
WV Public Employees Insurance Agency	585.44
Miss Utility of West Virginia	9.90
Air Products & Chemical Co.	382.13
Bell Atlantic-WV	442.96
Water Environment Testing	260.00
AT&T	8.99
Business Software, Inc.	425.00
Daugherty Supply Company, Inc.	199.17
AAB Automation, Inc.	339.50
WV Water & Waste Supply	1,004.82
Wesbanco Bank-Parkersburg	2,500.00
Eastern State's Pump/Equipment	800.00

MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-SEWER-DECEMBER, 1999
PAGE 2

R. D. Wilson Sons & Company	\$ 18.90
State Electric Supply Company, Inc.	446.04
Parkersburg Office Supply	48.55
Mineral Wells Public Service District	341.95
Miller Communications	31.72
R. L. Roush Excavating	2,242.70
Reagle & Padden, Inc.	493.00
Ohio Valley Muffler & Brakes	134.49
Gene's Septic Tank Cleaning	490.00
Westfield Insurance Company	529.24
AT&T Wireless Service	122.14
Discount Industrial Supply	103.99
Enviro-Zyme International Supply	657.39
Hope Gas Inc.	41.65
Fasteners & Supply, Inc.	23.60
Chemtek Corporation	797.41
Fuller Wholesale Electronics	75.62
Information Products, Inc.	183.01
Innovative Business Products	125.16
Bosley Rental & Supply, Inc.	161.95
Trombold Equipment Company, Inc.	5,968.00
Newberry Hardware, Inc.	83.39
Packaged Systems, Inc.	90.00
Parkersburg Utility Board	80.00
Rena's Janitorial Contractors	183.00
Scanton Service Group	76.75
Crescent & Sprague-Parkersburg	271.49
Industrial Rubber Products	27.55
Workingman Store	175.45
Poynter's Best Products	313.50
Badger Lumber Company	29.95
WV State Emergency Response	75.00
Benson Truck Bodies	348.50
Chad Harrison	151.71
Charles Beeson	50.00
Larry G. Brothers	51.13
Douglas Ray Barker	51.08
Karen L. Combs	52.95
Donna S. Freeland	51.18
David & Eleanor Farrar	51.32
William G. Dent	6.26

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-SEWER-DECEMBER, 1999
PAGE 3**

Janie S. Duckworth	\$ 34.95
Pioneer Products	2,290.00
Taylor's Disposal	12.50
Westco Internet	9.98
Thomas & Sheri Graham	51.10
John & Lisa McCarthy	53.05
Cindy Martinsen	51.82
Randy McCune	32.97
Peter & Lisa Radcliff	51.19
Tabitha Schofield	51.10
Joey Uhl	51.20
Gale Wheeler	51.49
D. Shane & Jodie R. Weekley	51.41
William A. Williams III	51.13
Hardman's Supply	<u>233.39</u>

TOTAL EXPENDITURES:

\$58,721.50

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

\$ 3,192.48

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
ROCKPORT CONSTRUCTION ACCOUNT
DECEMBER 31, 1999**

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

RECEIPTS:

Water Improvement Construction Acct	\$ 77,000.00
Rural Utilities Service	<u>99,228.83</u>

TOTAL RECEIPTS: **\$176,228.83**

TOTAL CASH AVAILABLE: **\$176,306.48**

EXPENDITURES:

Mid Atlantic Storage Systems, Inc.	\$ 49,289.84
Cerrone and Associates, Inc.	11,688.88
J. C. Bosley Construction Company	<u>114,218.64</u>

TOTAL EXPENDITURES: **\$175,197.36**

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK, DECEMBER 31, 1999** **\$ 1,109.12**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER IMPROVEMENT CONSTRUCTION ACCOUNT
DECEMBER 31, 1999**

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

RECEIPTS:

Rural Utilities Service \$410,000.00

TOTAL RECEIPTS: **\$410,000.00**

TOTAL CASH AVAILABLE: **\$410,635.00**

EXPENDITURES:

Rockport Construction Account \$ 99,228.83

J. C. Bosley Construction Company 118,687.07

Mid Atlantic Storage Systems, Inc. 185,371.76

Cerrone & Associates, Inc. 7,262.89

TOTAL EXPENDITURES: **\$410,550.55**

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, DECEMBER 31, 1999** **\$ 84.45**

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

CHECKS WRITTEN SINCE THE DECEMBER 16, 1999, BOARD MEETING

CHECK NO. 24849	Miller Communications	\$ 15.00
24850	Allegheny Power	275.07
24851	AT&T	9.00
24852	Bell Atlantic-WV	89.92
24853	Bosley Block, Inc.	44.88
24854	Larry G. Brothers	51.13
24855	Douglas Ray Barker	51.08
24856	Karen L. Combs	51.90
24857	Crescent & Sprague-Parkersburg	9.73
24858	Daugherty Supply Co. Inc.	29.67
24859	William G. Dent	18.95
24860	Evans Const. Co.	600.00
24861	Fuller Wholesale Electronics	54.63
24862	Thomas & Sheri Graham	51.10
24863	Everett L. Harper & Son, Inc.	584.40
24864	Hope Gas Inc.	24.71
24865	Hardman's Supply Company	134.75
24866	Industrial Rubber Products	27.55
24867	Miss Utility of WV Inc.	9.90
24868	Mineral Wells PSD	114.49
24869	Mineral Wells PSD	6,096.21
24870	John & Lisa McCarthy	53.05
24871	Cindy Martinsen	51.82
24872	Randy McCune	27.24
24873	James W. Mitchell	51.14
24874	New Parkersburg Truck Stop	367.69
24875	Ohio Valley Muffler & Brake	9.48
24876	R L Roush Excavating	1,405.00
24877	Rural Development Admn.	2,112.00
24878	Reagle & Padden, Inc.	493.00
24879	Sanitary Linen Service	75.75
24880	State Electric Supply Co. Inc.	152.06
24881	USDA-Rural Development	3,140.00
24882	Gale Wheeler	51.49
24883	R D Wilson Sons & Co Clkg	18.91
24884	WesBanco Bank-Parkersburg	1,656.12
24885	WV Dept. of Tax & Revenue	603.33
24886	WV Public Employees Retirement	1,331.15
24887	Westfield Insurance Companies	529.24
24888	WesBanco-Water Res-Sams-CV	314.00

LIST OF WATER CHECKS
JANUARY 2000
PAGE 2

CHECKS WRITTEN SINCE THE DECEMBER 16, 1999, BOARD MEETING (continued)

CHECK NO. 24889	D. Shane & Jodie R. Weekley	\$ 51.41
24890	William A. Williams III	51.13
24891	Void	
24892	Hardman's Supply Company	48.19
24893	Ohio Valley Muffler & Brake	125.01
24894	Sanitary Linen Service	20.36
24895	Claywood Park PSD	10,431.12
24896	AT&T Wireless Services	45.96
24897	Taylor's Disposal Inc.	12.50
24898	C I Thornburg	963.12
24899	WV Water & Waste Supply	107.50
24900	Westco Internet	9.97
24901	Miller Communications	8,326.50
24902	Parkersburg Office Supply	48.57
24903	WesBanco Bank-Parkersburg	1,703.79
24904	Postmaster-Mineral Wells	128.58

CHECKS WRITTEN TODAY, JANUARY 20, 2000, THAT NEED AUTHORIZATION

CHECK NO. 24905	Allegheny Power	118.65
24906	Miss Utility of WV Inc.	15.15
24907	Mineral Wells PSD	54.65
24908	Miller Communications	15.00
24909	Municipal Bond Commission	1,592.00
24910	Rena's Janitorial Contractors	62.50
24911	State Electric Supply Co. Inc.	54.50
24912	Tesa Company Inc.	14.12
24913	WV Public Employees Ins Agency	612.48
24914	Workers' Compensation Division	756.59
24915	WesBanco Bank-Parkersburg	110.00
24916	Workingman Store	143.50

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

CHECKS WRITTEN SINCE THE DECEMBER 16, 1999, BOARD MEETING

CHECK NO. 26805	Miller Communications	\$ 15.00
26806	Charles S. Beeson	50.00
26807	Allegheny Power	3,678.03
26808	AT&T	8.99
26809	Bosley Rental & Supply Inc.	27.00
26810	Badger Lumber Co. Inc.	29.95
26811	Void	
26812	Void	
26813	Void	
26814	Bell Atlantic- WV	442.96
26815	Larry G. Brothers	51.13
26816	Douglas Ray Barker	51.08
26817	Chemtek Corporation	797.41
26818	Karen L. Combs	52.95
26819	Crescent & Sprague-Parkersburg	271.49
26820	Daugherty Supply Co., Inc.	37.43
26821	William G. Dent	6.26
26822	Janie S. Duckworth	34.95
26823	Eastern State's Pump/Equipment	800.00
26824	Fastener's & Supply Inc.	23.60
26825	Fuller Wholesale Electronics	75.62
26826	Donna S. Freeland	51.18
26827	David & Eleanor Farrar	51.32
26828	Gene's Septic Tank Cleaning	320.00
26829	Thomas & Sheri Graham	51.10
26830	Hope Gas Inc.	24.70
26831	Hardman's Supply Company	162.56
26832	Industrial Rubber Products	27.55
26833	James R. Lett	125.00
26834	Miss Utility of WV Inc.	9.90
26835	Mineral Wells PSD	323.78
26836	John & Lisa McCarthy	53.05
26837	Cindy Martinsen	51.82
26838	Randy McCune	32.97
26839	New Parkersburg Truck Stop	585.40
26840	Ohio Valley Muffler & Brake	9.47
26841	R. L. Roush Excavating	2,242.70
26842	Roy L. Radabaugh	125.00
26843	Reagle & Padden, Inc.	493.00
26844	Peter & Lisa Radcliff	51.19

LIST OF SEWER CHECKS
JANUARY 2000
PAGE 2

CHECK NO. 26845	Sanitary Linen Service	\$ 75.73
26846	State Electric Supply	202.38
26847	Charles M. Stewart	125.00
26848	Tabitha Schofield	51.10
26849	Joey Uhl	51.20
26850	Gale Wheeler	51.49
26851	R D Wilson Sons & Co. Clkg	18.90
26852	WesBanco Bank-Parkersburg	1,516.37
26853	WV Dept of Tax & Revenue	575.00
26854	WV Public Employees Retirement	1,319.47
26855	Westfield Insurance Companies	529.24
26856	D. Shane & Jodie R. Weekley	51.41
26857	William A. Williams III	51.13
26858	Hardman's Supply Company	70.83
26859	Ohio Valley Muffler & Brake	125.02
26860	Parkersburg Office Supply	39.58
26861	Sanitary Linen Service	20.35
26862	AT&T Wireless Services	45.95
26863	Pioneer Products, Inc.	2,290.00
26864	State Electric Supply Co. Inc.	41.62
26865	Taylor's Disposal Inc.	12.50
26866	Westco Internet	9.98
26867	Parkersburg Office Supply	8.97
26868	WV State Emergency Response	75.00
26869	Benson Truck Bodies, Inc.	348.50
26870	WesBanco Bank-Parkersburg	1,290.79
26871	Postmaster-Mineral Wells	128.57

PAYROLL CHECKS WRITTEN SINCE THE DECEMBER 16, 1999, BOARD MEETING

CHECK NO. 363	Margaret Batten	846.67
364	Richard Shayne Brabham	695.69
365	William H. Byers, Jr.	1,056.85
366	Linda K. Church	790.20
367	Russell P. Hanna	618.51
368	Mark K. Murphy	676.70
369	Nellie B. Radcliff	638.04
370	Jerald D. Spears	835.58
371	Margaret J. Batten	764.07
372	Richard Shayne Brabham	697.52
373	William H. Byers, Jr.	953.44

LIST OF SEWER CHECKS
JANUARY 2000
PAGE 3

CHECK NO.	374 Linda K. Church	682.44
	375 Russell P. Hanna	540.71
	376 Mark K. Murphy	605.01
	377 Nellie B. Radcliff	596.81
	378 Jerald D. Spears	949.17

CHECKS WRITTEN TODAY, JANUARY 20, 2000, THAT NEED AUTHORIZATION

CHECK NO.	26872 Allegheny Power	1,788.83
	26873 Air Products and Chemicals Inc.	752.38
	26874 Allegheny Power	225.00
	26875 Miss Utility of WV Inc.	15.15
	26876 Mineral Wells PSD	32.41
	26877 Miller Communications	15.00
	26878 Municipal Bond Commission	16,852.52
	26879 Rena's Janitorial Contractors	132.50
	26880 R L Roush	700.00
	26881 State Electric Supply Co. Inc.	54.50
	26882 Tesa Company Inc.	14.11
	26883 Water Environmental Testing	195.00
	26884 WV Public Employees Ins Agency	612.48
	26885 Workers' Compensation Division	861.57
	26886 WesBanco Bank-Parkersburg	984.46
	26887 Workingman Store	143.50

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE RECEIVED OR MAILED
SINCE THE DECEMBER 16, 1999, BOARD MEETING**

1. Letter to the Mineral Wells Public Service District from Terry Thomas, Chief, PMBS Volunteer Fire Department, stating the number of gallons of water used by the Fire Department for fire fighting and for training purposes during the month of December.
2. *West Virginia Workers Compensation Inside Look*, a publication of the West Virginia Bureau of Employment Programs, Workers Compensation Division, dated December '99.
3. *West Virginia Rural Water Association INFRASTRUCTURE COUNCIL NEWSLETTER*, a publication of the West Virginia Rural Water Association, dated January 7, 2000, Volume 4, Issue 1.
4. Training Announcement from the West Virginia Rural Water Association about the following training sessions: 1. "Budget Preparation and Leak Detection" to be held on February 9, 2000, in Clarksburg, WV; 2. "PVC Pipe, Leak Detection & Plant Tour" to be held on February 15, 2000, in Buckhannon, WV; 3. "Meters, Leak Detection & Brass Fittings" to be on February 16, 2000, in Vienna, WV.
5. Training Announcement from the West Virginia Rural Water Association about the following training sessions: 1. "Water Well Construction, Inspection and Rehabilitation" to be held on February 2, 2000, in Fayetteville, WV; 2. "Plant and Distribution Valves" to be held on February 23, 2000, in Mt. Hope, WV.
6. Training Announcement from the West Virginia Rural Water Association about a "Budget Preparation Workshop" to be held on January 15, 2000, in Lewisburg, WV, on January 18, 2000, in Oceana, WV, and on January 25, 2000, in Vienna, WV.
7. Training Announcement from the West Virginia Rural Water Association about the following training sessions: 1. "Water Works Math" to be held on January 11, 2000, in Elkins, WV; 2. "Customer Relations" to be held on January 19, 2000, in Berkeley Springs, WV; 3. "Distribution Valves and Fire Hydrants" to be held on January 27, 2000, in Welch, WV.
8. Training Announcement from the West Virginia Rural Water Association about the following training sessions entitled "Water Chemistry 101" to be held in the following locations: 1. Williamson, West Virginia, on February 1-2, 2000; 2. Keyser, West Virginia, on February 8-9, 2000; 3. New Martinsville, West Virginia, on February 15-16, 2000; 4. Elkins, West Virginia, on February 29-March 1, 2000.
9. Training Announcement from the West Virginia Rural Water Association about the following training sessions: 1. "Confined Space: Part II, Permit or Not to Permit and Proper Traffic Control" to be held on February 2, 2000, in Salem, West Virginia; 2. "N.P.D.E.S.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JANUARY 2000
PAGE 2

- Forms and Land Application Update” to be held on February 20, 2000, in Welch, West Virginia; 3. “Understanding Wastewater Plant Blueprints” to be held on February 24, 2000, in Follansbee, West Virginia; 4. “Clean Water Act Litigation” to be held on February 24, 2000, in Follansbee, West Virginia.
10. Training Announcement from the West Virginia Rural Water Association about a Progressive Water Systems Training Session entitled “Distribution Valves and Fire Hydrants” to be held on February 10, 2000, in Charles Town, West Virginia.
 11. *in DEPTH*, a publication of the Division of Environmental Protection, dated December 1999, Volume 6, Number 12.
 12. MEMO to All Miss Utility of West Virginia, Inc. Members from Jim Kovach, stating that the Fourth Quarter Meeting will be held on Thursday, January 13, 2000, in Fairmont, West Virginia.
 12. Letter dated December 1, 1999, to Tier Two Reporting Entities from John W. Pack, Jr., Chairman, West Virginia Office of Emergency Services, enclosing the necessary forms for Tier Two Reporting which is due between January 1 and March 1, 2000.
 13. Letter dated December 16, 1999, to Charles M. Stewart from Gary D. Wilson, Rural Development Specialist, Rural Utilities Service, stating that funds in the amount of \$410,000 would be electronically deposited in the Water Improvement Construction Account at WesBanco Bank in Mineral Wells, WV, on December 20, 1999.
 14. Copy of a letter dated December 17, 1999, to Gary Wilson, Rural Development Specialist, Rural Utilities Service from Margaret Batten enclosing four copies of Requisition No.3 for the District’s Rockport Waterline Extension.
 15. Copy of a letter dated December 17, 1999, to Gary Wilson, Rural Development Specialist, Rural Utilities Service from Margaret Batten enclosing four copies of Requisition No. 3 for the District’s Water System Improvement Project.
 16. Copy of a letter dated December 17, 1999, to Kristine Horton from Margaret Batten enclosing Ms. Horton’ check no. 1026 in the amount of \$30.91 due to a correction of her bill.
 17. Copy of a letter dated December 17, 1999, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the November 18, 1999, Regular Board Meeting.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JANUARY 2000
PAGE 3**

18. Copy of a letter dated December 17, 1999, to the Parkersburg Utility Board from Linda Church enclosing the District's check no. 26796 in the amount of \$80.00 which is the total amount for the reconnection fees for Dottie Whited, Dana Tebay, Donald L. Cooper, Jr., and Ann James.
- 20.* Memo dated October 12, 1999, to the Mineral Wells Public Service District from Gene Wharton, President, Charton Management, Inc., stating that his corporation will be responsible for demolition and reconstruction charges that may be incurred if repairs are required to a sewer line located beneath its' storage building and dumpster enclosure at 2902 Pike Street, (Burger King), Parkersburg, WV.
21. Letter dated December 17, 1999, to the Mineral Wells Public Service District from Schlumberger RMS relative to the District's End User ID.
22. Business Memo to Margaret Batten from Kathy McVey, Reagle & Padden, Inc., enclosing the release that the Commissioners need to sign to cancel the District's existing Public Employee Dishonesty Bond.
23. Copy of a letter dated December 20, 1999, to the West Virginia Water Development Authority from Margaret Batten stating that a deposit of \$5,688.40 was made to the Revenue Fund and a deposit of \$568.82 was made to the Reserve Fund for the District's Sewage System Revenue Bonds, Series 1995 (check no. 26793).
24. Copy of a letter dated December 20, 1999, to the WV Municipal Bond Commission from Margaret Batten enclosing check no. 26727 in the amount of \$16,852.52 for the District's sewerage bond payments and check no. 24841 in the amount of \$1,592.00 for the District's water bond payment.
25. Letter dated December 20, 1999, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, stating that funds in the amount of \$77,000.00 would be electronically deposited in the Rockport Waterline Construction Account at WesBanco Bank, Mineral Wells, on December 22, 1999.
26. Letter dated December 20, 1999, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, approving payments from the District's Water Improvement Construction Account as follows: 1. J. C. Bosley Construction, Inc., \$118,687.07 2. Mid-Atlantic Storage Systems, Inc. \$185,371.76 3. Cerrone & Associates, Inc. \$7,262.89.
27. Letter dated December 20, 1999, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service approving payments from the District's Rockport Construction Account as follows: 1. J. C. Bosley Construction, Inc. \$114,218.64 2. Mid-Atlantic Storage Systems, Inc.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JANUARY 2000
PAGE 4

- \$49,289.84 3. Cerrone & Associates, Inc. \$11,688.88.
- 28.* Letter dated December 21, 1999, to Margaret Batten from Randall Lewis, Executive Director, West Virginia Rural Water Association, stating that the District's Voting Membership dues need to be renewed on February 1, 2000.
29. Copy of a fax dated December 23, 1999, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing the Electric Funds Transfer Confirmations for the Rockport Water Extension and the Water Improvement Construction Accounts.
30. Copy of a letter dated December 23, 1999, to Mid-Atlantic Storage Systems, Inc. from Margaret Batten enclosing check no. 1010 in the amount of \$185,371.76 as payment for Contractor's Estimate #1A for the Water System Improvement Project and check no. 1009 in the amount of \$49,289.84 as payment for Contractor's Estimate #1B for the Rockport Water Extension Project.
31. Copy of a letter dated December 23, 1999, to Manning Frymier from Margaret Batten enclosing check no. 1011 in the amount of \$7,262.89 in payment for Construction Administration and Resident Inspection as shown on Requisition No. 3 for the Water System Improvement Project and check number 1010 in the amount of \$11,688.88 in payment for Construction Administration and Resident Inspection as shown on Requisition No. 3 for the Rockport Water Extension Project.
32. Copy of a letter dated December 23, 1999, to John C. Bosley, J. C. Bosley Construction, Inc., from Margaret Batten enclosing check number 1009 in the amount of \$118,687.07 in payment of Contractor's Estimate #2, Contract #1, Water System Improvements Project and check number 1008 in the amount of \$114,218.64 in payment of Contractor's Estimate #2, Contract #2, Rockport Waterline Extension Project.
- 33.* Letter dated December 27, 1999, to Jerry Spears from James M. Ruckman, Cerrone Associates, Inc., enclosing "Field Investigation Report Forms" for the Wal-Mart and Patriot Plaza Sewers along with recommendations for proper corrections of noted deficiencies.
34. Copy a letter dated December 28, 1999, to Ms. Shirley Fought from Linda Church relative to Ms. Fought's delinquent sewage bill in the amount of \$97.90.
35. Copy of a letter dated December 28, 1999, to Mr. Allen Estep from Linda Church relative to Mr. Estep's delinquent sewage bill in the amount of \$3,541.11.
36. Fax dated December 28, 1999, to Jerry Spears from James M. Ruckman, Cerrone Associates, Inc. enclosing a copy of letter no. 31 of this list along with enclosures.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JANUARY 2000
PAGE 5**

37. Copy of a letter dated December 29, 1999, to Gary N. Wilson, Rural Utilities Service, from Margaret Batten enclosing a copy of the Memo dated December 27, 1999, from Kathy McVey, Reagle & Padden, Inc., relative to cancellation of the District's existing Public Employee Dishonesty Bond along with a release for Bond No. 501 056 to be signed by Mr. Wilson.
38. Copy of a letter dated December 30, 1999, to the West Virginia Public Employees Insurance Agency, Eligibility Department, from Linda Church enclosing a completed Evidence of Insurability Application For Coverage for Russell P. Hanna.
39. Fax dated December 30, 1999, to Cerrone Associates, Inc. from Jerald D. Spears enclosing a list of contractors and their addresses who may be interested in bidding on the District's new office building.
40. Copy of a letter dated January 3, 2000, to Schlumberger from Linda Church enclosing (Loaner) Advance Rack Serial No. NS 0049 to the company.
41. Letter received January 3, 2000, from Garold E. Church requesting that a water tap be made for his residence on Sugar Camp Run Road along with a check in the amount of \$150 to pay the tap fee and security deposit.
42. Copy of a letter dated January 3, 2000, to Garold E. and Linda F. Church enclosing a receipt for a water tap fee and a security deposit for their residence located on Sugar Camp Run Road along with a Users Agreement to be signed and returned to the District's Office.
43. Copy of a letter dated January 3, 2000, to James Mayles, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of map 1-4 of the map book entitled "Mineral Wells Public Service District Water System Improvements and Extension to Rockport" with User No. 14-06, Garold E. and Linda F. Church, highlighted. The letter also stated that Mr. & Mrs. Church have requested that two large walnut trees not be destroyed when the water line is installed.
44. Copy of a letter dated January 3, 2000, to Mrs. Wilma Hodge, West Virginia Bureau of Public Health, Environmental Engineering Division, from Margaret Batten enclosing the Monthly Operation Report and a copy of the Daily Water Purchase Tally for the month of December for the District.
45. Letter dated January 3, 2000, to Charles M. Stewart from Guy W. Mick, Chief, Railroads and Utilities Unit, Engineering Division, West Virginia Division of Highways, relative to Project S354-14-0.64, BR-0014(054)E, Slate Bridge, Wood County.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JANUARY 2000
PAGE 6**

46. Copy of a letter dated January 4, 2000, to Jesse E. Sheppard, Utilities Supervisor, West Virginia Department of Transportation, Division of Highways, from Jerald D. Spears relative to the Resurfacing, Widening and Relocation State Project No. S354-14-8.66 02, Federal Project No. CM-0014 (084) E.
47. Copy of a letter dated January 4, 2000, to Gary D. Wilson, Rural Utilities Service, from Jerald D. Spears stating that the money received from the sale of Pump Station No. 1 (\$5,550.00) was applied to the bill from Miller's Communication in the amount of \$8,326.50 for the new telemetry system for the Bogal Ridge Water Storage Tank.
48. Letter dated January 5, 2000, to Public Service Districts, Municipalities and Associations from Amy L. Swann, Water and Wastewater Division, Public Service Commission of West Virginia, announcing a seminar on main extensions to be held on February 24, 2000, in Flatwoods, West Virginia.
- 49.* Letter dated January 5, 2000, to Charles M. Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing five copies each of Change Order No. 1 to Contract No.1 and Contract No. 2 to extend the completion date by forty days to May 3, 2000.
50. Memo dated January 5, 2000, to County Commissions, Municipalities, Public Service Districts, from Fred Rader, Community Development Director, Mid-Ohio Valley Regional Planning and Development Council, relative to the FY 2000 Small Cities Block Grant Program.
- 51.* Letter dated January 5, 2000, to Jerald Spears from James D. Williams, West Virginia Infrastructure & Jobs Development Council, stating that the Water Technical Review Committee of the West Virginia Infrastructure and Jobs Development Council has determined that the proposed water project to serve the Limestone-Windy Ridge areas of Wood, Wirt and Jackson Counties has determined that the Project is technically feasible within the guidelines of the Infrastructure and Jobs Development Act.
52. Copy of a letter dated January 6, 2000, to Terence Moran, P.E., Potesta & Associates, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., stating that Cerrone Associates, Inc., cannot possibly meet the deadline of January 7, 2000, for the completion of the preliminary study of the sewer system to the I-77 Rest Area.
53. Copy of letter dated January 6, 2000, to James Cochrane, RCDI, from Jerald D. Spears stating that all discrepancies noted by Cerrone & Associates, Inc., during the inspection of the sewer system in the Patriot Center Shopping Plaza must be corrected before the District will assume ownership of the system.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JANUARY 2000
PAGE 7**

54. Fax dated January 6, 2000, to the Mineral Wells Public Service District from Dominick Cerrone, Cerrone Associates, Inc. attaching information on work station furniture for the office building clerical office. (Hard copy received by U.S. Mail on 1/10/2000)
55. Copy of a letter dated January 7, 2000, to John W. Pack, Jr., Chairman, West Virginia State Emergency Response Commission, from Margaret Batten enclosed the completed annual Tier Two Filing Fee Worksheet, Tier Two Emergency and Hazardous Chemical Inventory Sheet, a map showing the location of the District's wastewater treatment plant, a detailed map of the treatment plant and the District's check for \$75.00.
56. Fax dated January 7, 2000, to Dominick Cerrone, Cerrone Associates, Inc., from Margaret Batten stating that work station furniture for the office building clerical office should be bid separately and should include installation and that the clerical staff would prefer layout no. 2 as shown in letter no. 51 of this list.
57. Fax dated January 7, 2000, to Mineral Wells Public Service District from Earl R. Lucas, Mid-Ohio Valley Regional Council, enclosing a draft letter to Michael Bumgarner, President, Wirt County Commission, from Charles Stewart requesting that the Wirt County Commission apply for a Small Cities Block Grant for the Limestone-Windy Ridge areas of Wood, Wirt, and Jackson County to be typed on District letterhead.
58. Copy of a letter dated January 10, 2000, to Garold E. and Linda F. Church enclosing a receipts for their tap fee and security deposit for the water tap that they requested for their residence on Sugar Camp Run Road along with a users agreement for them to sign and return to the District's office. (Letter mailed on January 3, 2000, to wrong address in Florida)
59. Copy of a letter dated January 10, 2000, to the 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 and a copy of the WV Summary of Waste Water Treatment Plants Operators (ES59) for the month of December 1999 for the District's wastewater treatment plant.
60. Copy of a letter dated January 10, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda K. Church, Office Technician, enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of December 1999, for the District's wastewater treatment plant.
61. Copy of a letter dated January 10, 2000, to Cindy Musser, West Virginia Department of 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

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JANUARY 2000
PAGE 9**

69. Correspondence Instructions dated January 10, 2000, to Jeremy C. Detamore from the Mineral Wells Public Service District enclosing his check and envelope that were postmarked in December and received on January 10, 2000.
70. Fax dated January 10, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerry Spears enclosing a copy of a letter dated December 10, 1999, to the District from Jesse E. Sheppard, District Three Utilities Supervisor, West Virginia Department of Highways relative to the widening of Route 14 from Gihon Road in Parkersburg to Drain Road in Mineral Wells and a copy of a letter of response dated January 4, 2000, to the West Virginia Department of Highways from Jerald D. Spears relative to the widening of Route 14.
71. Copy of a letter dated January 10, 2000, to Michael Bumgarner, President, Wirt County Commission, from Charles M. Stewart, requesting that the Wirt County Commission submit an application for a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Line Extension.
72. Copy of a letter dated January 10, 2000, to the President, Wood County Commission, from Margaret Batten, enclosing a copy of letter no. 70 to Michael Bumgarner, President, Wirt County Commission, relative to applying for a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Line Extension.
73. Copy of a letter dated January 10, 2000, to the President, Jackson County Commission, from Margaret Batten, enclosing a copy of letter no. 70 to Michael Bumgarner, President, Wirt County Commission, relative to applying for a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Line Extension.
74. Copy of a letter dated January 10, 2000, to Earl Lucas, Mid-Ohio Valley Regional Planning/Development Council, enclosing a copy of letter no. 70 to Michael Bumgarner, President, Wirt County Commission, relative to applying for a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Line Extension.
75. Fax dated January 10, 2000, to Manning Frymier, P.E., Cerrone & Associates, Inc., from Jerald D. Spears enclosing a copy of a letter dated January 3, 2000, from Guy W. Mick, Chief, Railroads and Utilities Unit, Engineering Division, West Virginia Department of Transportation, relative to the Slate Bridge Project and a copy of a letter dated January 10, 2000, from the residents on the upper end of Buck Run Road requesting a water line extension.
76. Fax dated January 11, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of a Fax Transmission dated January 11, 2000, to Manning Frymier from Katy Mallory, P.E., Executive Secretary, West Virginia Infrastructure and Jobs

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JANUARY 2000
PAGE 10**

Development Council containing a copy of the Funding Committee Report - Preliminary Application Review West Virginia Infrastructure and Jobs Development Council for the proposed Limestone-Windy Ridge water project.

77. Fax dated January 12, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., requesting a set of final construction plans for the Department of Highways Society Hill Road Project.
78. Memorandum dated January 12, 2000, to All Payroll/Benefit Coordinators from Kim Covert, CFO, West Virginia Public Employees Insurance Agency, relative to the Statement Page of the monthly invoice for January 2000 not containing the payments made during December 1999.
79. Letter dated January 13, 2000, to the Mineral Wells Public Service District, Board of Commissioners, from Ralph W. Bassett, Jr., Bassett & Associates, Certified Public Accountant, expressing an interest in doing the District's June 30, 2000, audit.
80. Fax dated January 14, 2000, to Jerry Spears, MWPSD; J. C. Bosley Construction, Inc.; Russ Henderson, RUS; and Rick Merritt, Cerrone Associates, Inc. relative to a project meeting for the Rockport Project to be held on January 20, 2000, at 2 p.m. at the Mineral Wells PSD Office.
- 81.* Copy of a letter dated January 14, 2000, to Honorable Cecil H. Underwood, Governor of the State of West Virginia, from Charles M. Stewart, Roy L. Radabaugh, and James R. Lett requesting help in obtaining a Small Cities Block Grant in the amount of \$1,500,000 for the proposed water extension project to Limestone-Windy Ridge areas of Wirt, Wood, and Jackson Counties.
82. Copy of the letter dated January 10, 2000, from the residents on the upper end of Buck Run Road requesting water service and a copy of a letter dated January 5, 2000, from the West Virginia Infrastructure & Jobs Development Council stating the Limestone-Windy Ridge area project is technically feasible within the guideline of the Infrastructure and Jobs Development Act.
83. Copy of a letter dated January 14, 2000, to Senator Robert C. Byrd from Margaret Batten enclosing a copy of the letter and enclosures dated January 14, 2000, to Governor Cecil H. Underwood relative to obtaining a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Project.
84. Copy of a letter dated January 14, 2000, to Senator John D. Rockefeller, IV, from Margaret Batten enclosing a copy of the letter and enclosures dated January 14, 2000, to Governor

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JANUARY 2000
PAGE 11**

- Cecil H. Underwood relative to obtaining a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Project.
85. Copy of a letter dated January 14, 2000, to Representative Alan Mollohan from Margaret Batten enclosing a copy of the letter and enclosures dated January 14, 2000, to Governor Cecil H. Underwood relative to obtaining a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Project.
86. Copy of a letter dated January 14, 2000, to Delegate J. D. Beane from Margaret Batten enclosing a copy of the letter and enclosures dated January 14, 2000, to Governor Cecil H. Underwood relative to obtaining a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Project.
87. Copy of a letter dated January 14, 2000, to Delegate Larry Border from Margaret Batten enclosing a copy of the letter and enclosures dated January 14, 2000, to Governor Cecil H. Underwood relative to obtaining a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Project.
88. Copy of a letter dated January 14, 2000, to Gary Wilson, Rural Utilities Service from Margaret Batten enclosing a copy of the letter and enclosures dated January 14, 2000, to Governor Cecil H. Underwood relative to obtaining a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Project.
89. Copy of a letter dated January 14, 2000, to the Jackson County Commission from Margaret Batten enclosing a copy of the letter and enclosures dated January 14, 2000, to Governor Cecil H. Underwood relative to obtaining a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Project.
90. Copy of a letter dated January 14, 2000, to the Wood County Commission from Margaret Batten enclosing a copy of the letter and enclosures dated January 14, 2000, to Governor Cecil H. Underwood relative to obtaining a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Project.
91. Copy of a letter dated January 14, 2000, to the Wirt County Commission from Margaret Batten enclosing a copy of the letter and enclosures dated January 14, 2000, to Governor Cecil H. Underwood relative to obtaining a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Project.
92. Copy of a letter dated January 14, 2000, to Earl Lucas, Mid-Ohio Valley Regional Planning/Development Council, from Margaret Batten enclosing a copy of the letter and enclosures dated January 14, 2000, to Governor Cecil H. Underwood relative to obtaining

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JANUARY 2000
PAGE 12**

a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Project.

93. Copy of a letter dated January 14, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter and enclosures dated January 14, 2000, to Governor Cecil H. Underwood relative to obtaining a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Project.
94. Copy of a letter dated January 14, 2000, to Howard Deem from Jerald D. Spears enclosing a copy of the letter and enclosures dated January 14, 2000, to Governor Cecil H. Underwood relative to obtaining a Small Cities Block Grant for the proposed Limestone-Windy Ridge Area Water Project.
95. Fax dated January 14, 2000, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the January 20, 2000, regular Board Meeting to be published in the first available issue of the newspaper.
96. Fax dated January 14, 2000, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the January 20, 2000, regular Board Meeting to be published in the first available issue of the newspaper.
97. Copy of a letter dated January 17, 2000, to Senator Frank Deem, West Virginia State Senate, from Charles M. Stewart, Roy L. Radabaugh, and James R. Lett relative to obtaining funding for the proposed Limestone-Windy Ridge Area Water Project.
98. Copy of a letter dated January 17, 2000, to Senator Donna Boley, West Virginia State Senate, from Charles M. Stewart, Roy L. Radabaugh, and James R. Lett relative to obtaining funding for the proposed Limestone-Windy Ridge Area Water Project.
99. Letter dated January 14, 2000, to Jerry Spears from Srinivasa Battula, Project Engineer, Buchart-Horn, Inc., enclosing one set of preliminary engineering drawings for the Slate Creek Bridge Project, State Project S354-14-0.64, Federal Project Br-0014(o55)E.
100. Letter dated January 14, 2000, to WVRWA Member Systems, from Randall Lewis, Executive Director, West Virginia Rural Water Association, relative to room reservations at Canaan Valley for the WVRWA Annual Training and Technical Conference scheduled from September 10 to September 12, 2000.
101. Copy of a letter dated January 18, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears enclosing a set of the preliminary engineering drawings for the Slate Creek Bridge, State Project S354-14-0.64, Federal Project BR-0014(055)E and requesting that he contact Guy Mick, West Virginia Department of Highways, about the drawings

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JANUARY 2000
PAGE 13

102. Fax dated January 18, 2000, to Wood County PSD's from Union Williams PSD about monthly meeting of the Wood County PSD Association to be held on January 19, 2000, at 12 p.m. at Claywood Park PSD.
103. Fax dated January 19, 2000, to Don Harper, Everett L. Harper & Son Inc., from Jerald D. Spears enclosing a copy of the Field Investigation Physical Survey for the Patriot Center Shopping Plaza and requesting that deficiencies be corrected prior to the January 26, 2000 opening of the new Wal-Mart Super Center.
104. Copy of a letter dated January 19, 2000, to Frank Murray, Chairman, Silverton Public Service District, from Jerald D. Spears enclosing a copy of the letter dated January 14, 2000, to Governor Cecil H. Underwood with enclosures requesting help in securing a Small Cities Block Grant for the proposed water extension project to serve the Limestone-Windy Ridge areas of Wood, Wirt, and Jackson County.
105. Fax dated January 19, 2000, to Jerry Spears from Janelle Dotson, Mid-Ohio Valley Regional Council, stating the Wirt County Commission has agreed to consider the Limestone-Windy Ridge area water project for a Small Cities Block Grant.
- 106.* Letter dated January 19, 2000, to Charles M. Stewart from Randall Cole, Cerrone & Associates, Inc., enclosing a resume of Qualifications and Responsibilities for Mrs. Deborah Day to be approved as a resident inspector for the District's water system improvements and waterline extension to Rockport.
107. Letter dated January 20, 2000, to Gary D. Wilson, Rural Utilities Service, from Charles M. Stewart stating that the Board of Commissioners have reviewed the resume of Mrs. Deborah Day, Cerrone Associates, Inc., and have approved her to be a resident inspector on the District's Water System Improvements Project and the Water Line Extension Project to Rockport.
108. Letter dated January 20, 2000, to Victory Assembly of God from Margaret Batten requesting payment in the amount of two hundred twenty-five dollars for the invoice from Allegheny Power (copy enclosed) for providing UG service to the Church's grinder pump.
109. Copy of a letter dated January 20, 2000, to Randall Cole, Cerrone & Associates, Inc., from Margaret Batten enclosing a copy of letter dated January 20, 2000, to Gary Wilson, Rural Utilities Service, from Charles Stewart relative to employment of Deborah Day as a resident inspector on the District's Water System Improvements Project and the Water Line Extension Project to Rockport.

***MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JANUARY 2000
PAGE 14***

110. Fax dated January 20, 2000, to Margaret Batten from Randall M. Cole, Cerrone Associates, Inc., enclosing a copy of Requisition No. 4 for the District's Water System Improvements Project and a copy of Requisition No. 4 for the District's Rockport Water Extension Project to be approved at the Board meeting to be held at 5 p.m. on January 20, 2000.