

MINUTES OF A REGULAR MONTHLY MEETING OF THE
PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC
SERVICE DISTRICT HELD ON THURSDAY FEBRUARY 17,
2000, 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 roster. Mr. Stewart; Roy L. Radabaugh, Treasurer; Margaret Batten, Office Manager; Nellie Radcliff, Office Technician; Jerald D. Spears, Operations Manager; William Byers, Operations Technician; Manning Frymier, Cerrone Associates, Inc.; and Terry Bartley were in attendance.

First order of business was a discussion between Terry Bartley, Board of Commissioners and Manning Frymier. Mr. Bartley's concern was getting water to serve his property on Butcher Bend Road. Mr. Radabaugh made a motion to pursue up-grading a 2" line at the beginning of Dale Drive (off Rt. #14) to a 6" line for a distance of approximately 1200 feet to the Butcher Bend Extension subject to Gary Wilson's approval. This up grade will be handled through a Change of Work Order. This phase is to be considered #1 and should be implemented immediately. Phase #2 (Tying in with Mr. Bartley's lines) is to be implemented at the time of the completion of the project using Contingency Money providing there is any. This phase is to be approached cautiously. Mr. Stewart seconded the motion. The motion carried

Mr. Manning Frymier, P. E. Cerrone Associates, Inc., discussed the Change Order #2 on the Water Enhancement Project Contract # 1. Mr. Radabaugh made a motion that the Change Order # 2 be approved as presented (copy attached). Mr. Stewart seconded the motion. The motion carried.

Mr. Frymier discussed Change Order # 2 on the Rockport Waterline Extension Project Contract # 2. Mr. Radabaugh made a motion to approve Change Order # 2 as presented (copy attached). Mr. Stewart seconded the motion. The motion carried.

Mr. Frymier gave a report on the new Office Building access road. He recommended that the District initiate a written contract between the Mineral Wells Public Service District and Matt Warner concerning the construction and future up keep on the shared roadway. Mr. Warner will be sharing the access road 50/50 to the project that he is proposing to build on the remainder of the property that joins with the PSD's. He suggested that the work be completed on the road by the Mineral Wells Public Service District, and that, Mr. Warner reimburse the District half of the expense of the road construction.

Mr. Radabaugh made a motion that a 6" Bore under Route 21 be made to serve the new Office Building and the bore be paid for from Project Funds via Change Order. Mr. Stewart seconded the motion. The motion carried.

The next order of business was the approval of Requisition No. 5 for the Rockport Waterline Extension. Mr. Radabaugh made a motion that Requisition No. 5 be approved as presented in the

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amount of \$57,610.29 (copy attached). Mr. Stewart seconded the motion. The motion carried.

Mr. Radabaugh made a motion that Requisition No. 5 for the Water System Improvements project be approved as presented in the amount of \$201,757.71 (copy attached). Mr. Stewart seconded the motion. The motion carried.

Mr. Radabaugh made a motion that the Minutes of the January 20, 2000, Board meeting be approved as presented. Mr. Stewart seconded the motion. The motion carried.

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

1. Financial Statement dated January 31, 2000 for All Finances of the District (copy attached).
2. Financial Statement dated January 31, 2000 for the Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated January 31, 2000 for the Sewer Revenue Fund Checking Account (copy attached).
4. Financial Statement dated January 31, 2000 for the Rockport Construction Checking Account (copy attached).
5. Financial Statement dated January 31, 2000 for the Water Improvement Construction Account (copy attached).
6. Check No. 24917 thru 24962 written since the January 20, 2000, Board Meeting on the Water Revenue Fund Checking Account (copy attached).
7. Check No. 24963 thru 24972 written February 17, 2000, on the Water Revenue Fund Checking Account (copy attached).
8. Check No. 26888 thru 26926 written since the January 20, 2000, Board Meeting on the Sewer Revenue Fund Checking Account (copy attached).
9. Check No. 26927 thru 26936 written February 17, 2000, on the Sewer Revenue Fund Checking Account (copy attached).

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10. Payroll Checks No. 379 thru 394 written since the January 20, 2000, Board Meeting on the Sewer Revenue Fund Checking Account (copy attached).

Mr. Stewart seconded the motion. The motion carried.

Several letters identified following were reviewed from the list of correspondence that had been received since the last Board Meeting, January 20, 2000.

Letter 13 - USDA-FmHA Inspection Report dated January 12, 2000, completed by Russell L. Henderson, Contract Specialist, Rural Utilities Service, for the District's Water System Improvements Project and the Rockport Waterline Extension Project.

Letter 17 - Letter dated January 20, 2000, to Margaret Batten from United States Senator Robert C. Byrd relative to his support of the District's efforts to obtain a Small Cities Block Grant for the construction of a waterline to serve approximately 350 residents in the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.

Letter 84 - Inspection Report - Form FmHA 1924-12 dated February 9, 2000, signed by Russell L. Henderson, Contract Specialist, Rural Utilities Service, for the District's Water System Improvement Project and the Rockport Waterline Extension Project.

Letter 86 - Letter dated February 10, 2000, to the Mineral Wells Public Service District, Attention Jerry Spears, from Jesse E. Sheppard, District Three Utilities Supervisor, West Virginia Department of Transportation, deleting a road bore and replacing it with an open cut on Plan Sheet 12 Road Bore 1.12.01 to 1.12.02 on Contract 1 - Water System Improvements Project.

Letter 90 - Letter dated February 10, 2000, to Charles M. Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing a request for review and approval (four copies each) of Requisition No. 5 for the Water System Improvements Project and Requisition No. 5 for the Rockport Waterline Extension Project.

Letter 99 - Letter dated February 11, 2000, to Margaret Batten from Dianne Wolfe, Bowles Rice McDavid Graff & Love, enclosing duplicate copies of an easement agreement with Columbia Gas Transmission for the District's Rockport Water Extension Project. Mr. Stewart reviewed and signed the easement agreement as presented.

Letter 104 - Letter dated February 14, 2000, to Jerry Spears from Manning Frymier, P. E., Cerrone Associates, Inc., enclosing a catalog cut showing the PVC Van Stone Flange that he recommends that the District install to facilitate installation and removal of the water meter at the rest area.

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Letter 106 - Letter dated February 14, 2000, to the Mineral Wells PSD from Manning Frymier, P. E., Cerrone Associates, Inc., containing the minutes of the Job Progress Meeting Held in the District's Office on February 9, 2000, for the District's Water System Improvement Project and the Rockport Waterline Extension Project.

Letter 109 - Letter dated February 16, 2000, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing three copies of the State Revolving Loan Fund Project Priority List Fact Sheet for the District's proposed sewer project on Butcher Bend Road to serve the 4-H Campgrounds and WV Interstate Fairgrounds. These documents need to be signed and returned to the Construction Assistance Office of the West Virginia Division of Environmental Protection. Mr. Radabaugh made a motion that reports be approved and signed as presented and returned to Randall M. Cole before March 13, 2000. Mr. Stewart seconded the motion which carried. Mr. Stewart signed the documents.

Mrs. Batten gave a general Office Manager's report. She stated that the Sewer Revenue Fund was in serious trouble of becoming broke. It was recommended that she use the Repairs and Maintenance Revenue Account to pay any bills that would be a major repair.

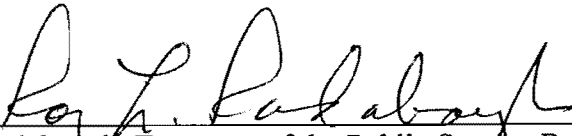
Mr. Spears reported that he had nothing new to add.

All business having been completed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Stewart seconded the motion. The motion carried. Mr. Stewart adjourned the meeting at 7:00 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 16th day of March, 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
ROCKPORT WATERLINE EXTENSION

Requisition No. 5

February 10, 2000

J. C. Bosley Construction, Inc.
P.O. Box 67
Mineral Wells, WV 26150

\$ 50,818.33

Contractor's Estimate #4
Contract #2

Cerrone Associates, Inc.
401 Main Street
Wheeling, WV 26003

6,791.96

Construction Administration
Resident Inspection

Total

\$ 57,610.29

MINERAL WELLS P.S.D.

By: Charles M. Brown

Date: 2-17-00

CERRONE ASSOCIATES, INC.

By: Merrill J. Cerrone

Date: 2/10/2000

USDA - RURAL DEVELOPMENT

By: _____

Date: _____

CONTRACT CHANGE ORDER

DATE February 17, 2000

Contract #1

STATE WV

TRACT FOR Water System Improvements

COUNTY Wood

ER Mineral Wells Public Service District

J.C. Bosley Construction, Inc.

(Contractor)

are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Extend line 18 350 L.F.	\$ -0-	\$ 2,765.00
Add four (4) fire hydrants	-0-	7,980.00
Replace scheduled 6" flushout with a fire hydrant assembly (line 15).	950.00	1,995.00
Additional length added to the interstate crossing (item 57).	-0-	7,980.00
Remove an installed fire hydrant from line 13 and reinstall it on line 16.	-0-	900.00
Delete 1 Remove existing fire hydrant (item 19)	500.00	-0-
TOTALS	\$ 1,450.00	21,620.00
NET CHANGE IN CONTRACT PRICE	\$	20,170.00

IFICATION:

- This line was extended to keep two (2) existing customers on a high pressure line.
- & 3. The fire hydrants were added at the request of the Owner.
- The length of the interstate crossing was increased because the road was widened.
- A fire hydrant was removed from one property at the request of the landowner and reset in a new location.
- This existing hydrant will be kept in service.

Amount of the Contract will be (~~Decreased~~) (Increased) By The Sum Of: Twenty Thousand
One Hundred Seventy and no/100 ----- Dollars (\$ 20,170.00).

Contract Total Including this and previous Change Orders Will Be: Eight Hundred Ninety Seven
Thousand Three Hundred Fifty Two and 15/100 ----- Dollars (\$ 870,352.15).

Contract Period Provided for Completion Will Be (~~Increased~~) (~~Decreased~~) (Unchanged): _____ Days.
Revised Completion Date: May 3, 2000

This document will become a supplement to the contract and all provisions will apply hereto.

Requested by Charles M. Berra (Owner)
 Recommended by Manning Ferguson (Owner's Architect/Engineer)
 Accepted by _____ (Contractor)
 Approved By FmHA _____ (Name and Title)

2-17-00 (Date)
2/17/2000 (Date)
 _____ (Date)
 _____ (Date)

Information will be used as record of any the original construction contract. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing law and regulations (7 C.F.R. Part 1924).

RAL WELLS PUBLIC SERVICE DISTRICT
 ER SYSTEM IMPROVEMENTS AND EXTENSIONS
 NTRACT NO. 1 - Change Oder No. 2

1. Add 350 LF to Line #18

Description	Estimated Quantity	Unit Price	Total Bid
6" PVC CI 200 (SDR21/PVCO)	350 LF	7.9	<u>2,765.00</u>
TOTAL			\$2,765.00

2. Add four (4) fire hydrant assemblies

Fire Hydrant Assembly	4 EA	1995	7,980.00
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3. Replace flushout assembly with fire hydrant assembly

Flushout Assembly	-1 LF	950	(950.00)
Fire Hydrant Assembly	1 LF	1995	<u>1,995.00</u>
Net Increase			1,045.00

4. Additional length of Interstate Crossin

	1 LS	7980	7,980.00
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5. Remove and reinstall fire hydrant

	1 EA	900	900.00
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6. Delete:

19 Remove Existing Fire Hydrant	1 EA	500	500.00
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CONTRACT CHANGE ORDER

Contract #2

DATE February 17, 2000
STATE WV
COUNTY Wood

CONTRACT FOR Rockport Water Extension

OWNER Mineral Wells Public Service District

To J.C. Bosley Construction, Inc.

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
1. Add line 35 to add additional customer (see attached)	\$ -0-	\$ 9,507.05
2. Increase size of line 47 from 2" to 6" (see attached)	7,728.00	9,522.00
3. Replace scheduled flushout assembly with fire hydrant (line 18A)	720.00	1,900.00
4. Add fire hydrant assembly on line 18 31	-0-	1,900.00
TOTALS	\$ 8,448.00	22,829.05
NET CHANGE IN CONTRACT PRICE	\$	14,381.05

JUSTIFICATION:- 1. This line is added to extend water service to Bill Friese
2. This line was increased in size to accommodate a booster station to supply an upcoming waterline extension.
3&4. These fire hydrants were added at the request of the Owner.

The amount of the Contract will be (Decreased) (Increased) By The Sum Of: Fourteen Thousand
Three Hundred Eighty One and 05/100 ----- Dollars (\$ 14,381.05).

The Contract Total Including this and previous Change Orders Will Be: Seven Hundred One Thousand
Seven Hundred Twelve and 57/100 ----- Dollars (\$ 701,712.57).

The Contract Period Provided for Completion Will Be (Increased) (Decreased) (Unchanged): _____ Days.
Revised Completion Date: May 3, 2000
This document will become a supplement to the contract and all provisions will apply hereto.

Requested Charles M. Starn (Owner) 2-17-00 (Date)

Recommended Manning G. J. Miller (Owner's Architect/Engineer) 2/17/2000 (Date)

Accepted _____ (Contractor) _____ (Date)

Approved By FmHA _____ (Name and Title) _____ (Date)

Information will be used as record of any copies to the original construction contract.	No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing law and regulations (7 C.F.R. Part 1924).
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GENERAL WELLS PUBLIC SERVICE DISTRICT
 WATER SYSTEM IMPROVEMENTS AND EXTENSIONS
 CONTRACT NO. 2 - Change Oder No. 2

1. Add Line 35

Item No.	Description	Estimated Quantity	Unit	Price	Total Bid
7	2" PVC CL200 (SDR21/PVCO)	1220	LF	5.6	6,832.00
12	2" Gate Valve & Box	1	EA	295	295.00
17	Flushout Assembly	1	EA	720	720.00
37	Aggregate Replacement	24	LF	2.75	66.00
38	Berm Replacement	135	LF	0.93	125.55
40	Rip Rap Restoration	10	TN	28	280.00
42	Seeding	1061	LF	0.5	530.50
43	Water Main Testing & Disinfection	1220	LF	0.15	183.00
45	3/4" Service Tap & Corp. Stop	1	EA	115	115.00
49	3/4" PE Service Pipe (Trench)	15	LF	6	90.00
50	Outside Meter Setting (Single)	1	EA	220	220.00
52	Water Meter	1	EA	50	50.00
TOTAL					\$9,507.05

2. Increase size of line 47 from 2" to 6"

Delete:					
7	2" PVC CI 200 (SDR21/PVCO)	-1380	LF	5.6	(7,728.00)
Add:					
4	6" PVC CI 200 (SDR21/PVCO)	1380	LF	6.9	9,522.00
Net Increase					1,794.00

3. Replace flushout assembly with fire hydrant assembly

Delete:					
17	Flushout Assembly	-1	LF	720	(720.00)
Add:					
15	Fire Hydrant Assembly	1	LF	1900	1,900.00
Net Increase					1,180.00

4. Add fire hydrant assembly on line 3031

15	Fire Hydrant Assembly	1	LF	1900	1,900.00
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MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER SYSTEM IMPROVEMENTS

equisition No. 5

February 10, 2000

C. Bosley Construction, Inc.
P.O. Box 67
Mineral Wells, WV 26150

\$ 188,113.01

Contractor's Estimate #4
Contract #1

Cerrone Associates, Inc.
401 Main Street
Wheeling, WV 26003

13,644.70

Construction Administration
& Resident Inspection

\$ 201,757.71

MINERAL WELLS P.S.D.

CERRONE ASSOCIATES, INC

By: *Charles W. Stearns*

By: *Manning J. Jyniec*

Date: 2-17-00

Date: 2/10/2000

USDA - RURAL DEVELOPMENT

By: _____

Date: _____

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
JANUARY 31, 2000**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$ 5,448.75	
Sewer Revenue Fund Checking Account		
WesBanco Bank	295.44	
Rockport Construction Account		
WesBanco Bank	836.06	
Water Improvement Construction Account		
WesBanco Bank	<u>224.09</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 6,804.34

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$ 6,771.89	
Revenue Reserve Account		
WesBanco Bank	27,722.80	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	1,889.12	
Security Deposit Account		
WesBanco Bank	12,581.07	
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	12,367.66	
Rockport/Route 21 Water Extension		
Security Deposits-Traders Bank	<u>6,039.16</u>	
TOTAL IN WATER ACCOUNTS:		\$225,297.31

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$ 96,014.36	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	34,918.90	
Security Deposit Account		
WesBanco Bank	12,336.04	
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>\$143,269.30</u>
TOTAL ALL FINANCES, JANUARY 31, 2000		<u>\$375,370.95</u>

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
JANUARY 31, 2000**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, DECEMBER 31, 1999** **\$ 4,921.18**

RECEIPTS:

Water Sales	\$33,696.75
Tap Fees	400.00
Reconnection Fees	30.00
GSJ Construction	124.85
Ashley Recycling	197.60
Reagle & Padden, Inc.	374.50
Security Deposit Refunds	<u>668.77</u>

TOTAL RECEIPTS: **\$35,492.47**

TOTAL CASH AVAILABLE: **\$40,413.65**

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	402.18
Sanitary Linen Service	120.88
WesBanco Bank-Parkersburg	3,310.98
Salaries	6,286.28
Commissioners' Salaries	187.50
WV Public Employees Retirement System	1,431.83
WV State Tax Department	666.85
New Parkersburg Truck Stop	229.02
United States Postal Service	128.58
WV Public Employees Insurance Agency	612.48
Miss Utility of West Virginia	15.15
Claywood Park Public Service District	10,547.63
WV Workers Compensation Division	756.59
Appalachian Software	53.20
Daugherty Supply Company, Inc.	34.37
R. L. Roush Excavating	570.00
Hardman's Supply	36.49
Bosley Rental & Supply, Inc.	20.85

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FINANCIAL STATEMENT-JANUARY, 2000
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Mineral Wells Public Service District	\$ 306.74
Parkersburg Office Supply	55.16
AT&T	11.63
Miller Communications	15.00
Ohio Valley Muffler & Brake	9.48
Westco Internet	9.97
Taylor's Disposal Inc.	14.50
Hope Gas Company, Inc.	85.78
TESA Company	14.12
Workingman Store	196.12
Rena's Janitorial Contractors	62.50
Fasteners & Supply, Inc.	11.25
Sonja Ritter	51.27
Shawna Burns	51.07
Gregory Crites	51.05
Jerome Stephen Eaton	51.46
Phil Hays	52.81
Karen Lightner	51.05
State Electric Supply Company	54.50
Andrew & Keli Norman	53.96
Westfield Insurance Companies	1,022.61
Harvey or Helen Travis	<u>54.01</u>

TOTAL EXPENDITURES:

\$34,964.90

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, JANUARY 31, 2000**

\$ 5,448.75

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEWER REVENUE FUND CHECKING ACCOUNT
JANUARY 31, 2000**

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

\$ 3,192.48

RECEIPTS:

Sewer Sales	\$37,532.65
Security Deposit Refunds	256.93
Tap Fees	500.00
Transfer from Savings	1,094.59
WV DOH-Drain Road Reimbursement	105.00
Reagle & Padden Insurance Refund	374.50
Victory Assembly Church of God Reimbursement	118.01
GSJ Construction Reimbursement	<u>2.83</u>

TOTAL RECEIPTS:

\$39,984.51

TOTAL CASH AVAILABLE:

\$43,176.99

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	984.46
Allegheny Power Company	4,379.77
Sanitary Linen Service	120.87
WesBanco Bank-Parkersburg	2,650.55
Salaries	5,340.58
Commissioners' Salaries	187.50
WV Public Employees Retirement System	1,184.88
WV State Tax Department	521.67
New Parkersburg Truck Stop	289.03
United States Postal Service	128.57
WV Public Employees Insurance Agency	612.48
Miss Utility of West Virginia	15.15
Air Products & Chemical Co.	752.38
Water Environment Testing	195.00
AT&T	11.62
Daugherty Supply Company, Inc.	29.22
Tesa Company, Inc.	14.11
Fasteners & Supply, Inc.	11.25

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FINANCIAL STATEMENT-JANUARY, 2000
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Workers Compensation Division	\$ 861.57
Appalachian Software	53.20
WWT Electric	1,094.59
Victory Assembly of God Church	475.00
State Electric Supply Company, Inc.	54.50
Parkersburg Office Supply	55.14
Mineral Wells Public Service District	238.07
Miller Communications	15.00
Ohio Valley Muffler & Brakes	9.47
Westfield Insurance Company	1,846.83
Hope Gas Inc.	85.77
Sonja Ritter	51.27
Bosley Rental & Supply, Inc.	20.85
Trombold Equipment Company, Inc.	1,013.68
Rena's Janitorial Contractors	132.50
Workingman Store	196.12
Pioneer Products	2,290.05
Taylor's Disposal, Inc.	14.50
Westco Internet	9.98
Hardman's Supply	<u>81.85</u>

TOTAL EXPENDITURES:

\$42,881.55

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, JANUARY 31, 2000**

\$ 295.44

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER IMPROVEMENT CONSTRUCTION ACCOUNT
JANUARY 31, 2000**

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

RECEIPTS:

Rural Utilities Service \$187,000.00

TOTAL RECEIPTS: \$187,000.00

TOTAL CASH AVAILABLE: \$187,084.45

EXPENDITURES:

J. C. Bosley Construction Company \$ 82,430.28
Mid Atlantic Storage Systems, Inc. 92,167.94
Cerrone & Associates, Inc. 12,262.14

TOTAL EXPENDITURES: \$186,860.36

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, JANUARY 31, 20000** \$ 224.09

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
ROCKPORT CONSTRUCTION ACCOUNT
JANUARY 31, 2000**

**BALANCE IN ROCKPORT CONSTRUCTION
ACCOUNT, WESBANCO BANK, DECEMBER 31, 2000** **\$ 1,109.12**

RECEIPTS:

Rural Utilities Service \$ 67,000.00

TOTAL RECEIPTS: **\$67,000.00**

TOTAL CASH AVAILABLE: **\$68,109.12**

EXPENDITURES:

Mid Atlantic Storage Systems, Inc. \$ 55,374.46
Cerrone and Associates, Inc. 2,892.94
J. C. Bosley Construction Company 9,005.66

TOTAL EXPENDITURES: **\$ 67,273.06**

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK, JANUARY 31, 2000** **\$ 836.06**

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

CHECKS WRITTEN SINCE THE JANUARY 20, 2000, BOARD MEETING

CHECK NO. 24917	Mineral Wells PSD	\$ 6,286.28
24918	Appalachian Software Inc.	53.20
24919	Allegheny Power	283.53
24920	AT&T	11.63
24921	Bosley Rental & Supply Inc.	20.85
24922	Shawna Burns	51.07
24923	Gregory Crites	51.05
24924	Jerome Stephen Eaton	51.46
24925	Hope Gas Inc.	85.78
24926	Hardman's Supply Company	36.49
24927	Phil Hays	52.81
24928	Karen Lightner	51.05
24929	Mineral Wells PSD	260.12
24930	Mineral Wells PSD	187.50
24931	Andrew & Kelli Norman	53.96
24932	Ohio Valley Muffler & Brake	9.48
24933	R. L. Roush Excavating	570.00
24934	Rural Development Admn.	2,112.00
24935	Sonja Ritter	43.24
24936	Sanitary Linen Service	120.88
24937	Taylor's Disposal Inc.	14.50
24938	Harvey or Helen Travis	54.01
24939	USDA-Rural Development	3,140.00
24940	Wesbanco Bank-Parkersburg	1,607.19
24941	WV Dept of Tax & Revenue	666.85
24942	WV Public Employees Retirement	1,431.83
24943	Westfield Insurance Companies	1,022.61
24944	Wesbanco-Water Res-Sams-CV	314.00
24945	Void	
24946	Claywood Park PSD	10,547.63
24947	New Parkersburg Truck Stop	229.02
24948	Daugherty Supply Co. Inc.	34.37
24949	Fasteners & Supply Inc.	11.25
24950	Parkersburg Office Supply	55.16
24951	Sonja Ritter	8.03
24952	Westco Internet	9.97
24953	Workingman Store	52.62
24954	Bell Atlantic - WV	92.54
24955	AT&T Wireless	52.73
24956	C I Thornburg	2,372.35

LIST OF WATER CHECKS
FEBRUARY 2000
PAGE 2

CHECK NO. 24957	WV Water & Waste Supply	\$ 119.50
24958	WV Public Employees Ins. Agency	654.48
24959	WV Rural Water Association	198.68
24960	U S Postal Service	42.70
24961	Wesbanco Bank-Parkersburg	1,825.12
24962	Mineral Wells PSD	3,448.95

CHECKS WRITTEN ON FEBRUARY 17, 2000, THAT NEED AUTHORIZATION

CHECK NO. 24963	Atlas Towing Co.	258.50
24964	Big Mac Printing	17.20
24965	Mineral Wells PSD	38.16
24966	Miller Communications	15.00
24967	Municipal Bond Commission	1,592.00
24968	Rena's Janitorial Contractors	50.00
24969	Glenn Rhodes Trucking	55.00
24970	U S Postal Service	129.34
24971	WesBanco Bank-Parkersburg	110.00
24972	Workingman Store	6.74

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

CHECKS WRITTEN SINCE THE JANUARY 20, 2000, BOARD MEETING

CHECK NO. 26888	Appalachian Software Inc	\$ 53.20
26889	Allegheny Power	2,365.94
26890	AT&T	11.62
26891	Bosley Rental & Supply Inc.	20.85
26892	Hope Gas Inc.	85.77
26893	Hardman's Supply Company	81.85
26894	James R. Lett	125.00
26895	Mineral Wells PSD	211.56
26896	New Parkersburg Truck Stop	289.03
26897	Ohio Valley Muffler & Brake	9.47
26898	Pioneer Products, Inc.	2,290.05
26899	Roy L. Radabaugh	125.00
26900	Sonja Ritter	45.37
26901	Sanitary Linen Service	120.87
26902	Charles M. Stewart	125.00
26903	Taylor's Disposal Inc.	14.50
26904	WWT Electric	1,094.59
26905	WesBanco Bank-Parkersburg	1,359.76
26906	WV Dept of Tax & Revenue	521.67
26907	WV Public Employees Retirement	1,184.88
26908	Westfield Insurance Companies	1,846.83
26909	Trombold Equipment Co. Inc.	1,013.68
26910	Daugherty Supply Co. Inc.	29.22
26911	Fasteners & Supply Inc.	11.25
26912	Parkersburg Office Supply	55.14
26913	Sonja Ritter	5.90
26914	Westco Internet	9.98
26915	Workingman Store	52.62
26916	Victory Assembly of God	475.00
26917	Bell Atlantic-WV	439.58
26918	Sterling Ball	936.90
26919	Cerrone Associates Inc.	1,142.35
26920	AT&T Wireless	52.73
26921	C I Thornburg	470.00
26922	WV Water & Waste Supply	389.50
26923	WV Public Employees Ins Agency	535.48
26924	WV Rural Water Association	198.67
26925	U S Postal Service	42.70
26926	Wesbanco Bank-Parkersburg	1,334.16

LIST OF SEWER CHECKS
FEBRUARY 17, 2000
PAGE 2

CHECKS WRITTEN ON FEBRUARY 17, 2000, THAT NEED AUTHORIZATION

CHECK NO. 26927	Big Mac Printing	\$ 17.20
26928	Gene's Septic Tank Cleaning	70.00
26929	Mineral Wells PSD	29.26
26930	Miller Communications	15.00
26931	Municipal Bond Commission	6,257.22
26932	Rena's Janitorial Contractors	120.00
26933	U S Postal Service	129.33
26934	Water Environmental Testing	220.00
26935	WV DEP	525.00
26936	Workingman Store	6.74

PAYROLL CHECKS WRITTEN SINCE THE JANUARY 20, 2000, BOARD MEETING

CHECK NO. 379	Margaret J. Batten	\$ 815.14
380	Richard Shayne Brabham	701.54
381	William H. Byers Jr.	957.50
382	Linda K. Church	743.56
383	Russell P. Hanna	596.32
384	Mark K. Murphy	647.59
385	Nellie B. Radcliff	645.95
386	Jerald D. Spears	730.09
387	Margaret J. Batten	815.14
388	Richard Shayne Brabham	695.51
389	William H. Byers Jr.	1,199.31
390	Linda K. Church	747.46
391	Russell P. Hanna	544.21
392	Mark K. Murphy	647.60
393	Nellie B. Radcliff	629.57
394	Jerald D. Spears	785.89

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
RECEIVED OR MAILED SINCE THE JANUARY 20, 2000, BOARD MEETING

1. Letter from Terry Thomas, Chief, PMBS Volunteer Fire Department, listing the number of gallons of water used for fire fighting and the number of gallons of water used for training purposes for the month of January.
2. Statement of Account from the West Virginia Municipal Bond Commission for the District's water and sewer revenue bonds for the period of time from October 1, 1999, to December 31, 1999.
3. ***The PIPELINE, News & Views From The Water & Wastewater Division***, a publication of the Public Service Commission of West Virginia, dated January 2000.
4. ***in DEPTH***, a publication from the West Virginia Division of Environmental Protection dated January 2000, Volume 7, Number 1.
5. ***WV Rural Water Association LEGISLATIVE UPDATE***, a publication of the West Virginia Rural Water Association, dated January 20, 2000.
6. ***WV Rural Water Association LEGISLATIVE UPDATE***, a publication of the West Virginia Rural Water Association, dated January 27, 2000.
7. ***etc Newline***, a publication of the West Virginia Environmental Training Center, Cedar Lakes, Ripley, West Virginia, dated January 2000 enclosing a copy of the West Virginia Environmental Training Center 2000 Schedule.
8. ***WV Rural Water Association LEGISLATIVE UPDATE***, a publication of the West Virginia Rural Water Association, dated February 3, 2000.
9. ***WV Rural Water Association Infrastructure Council Report NEWSLETTER***, a publication of the West Virginia Rural Water Association, dated February 4, 2000.
10. Training Announcement from the West Virginia Rural Water Association listing the following training sessions: 1) "Confined Space Gas Monitoring" and "Clean Water Act Litigation" on March 2, 2000, in Philippi, West Virginia 2) "Excavation, Trenching & Shoring and Alternatives to Excavation" on March 16, 2000, in Berkeley Springs, West Virginia 3) "Confined Space Expo 2000" on March 23, 2000, in Charleston, West Virginia 4) "Confined Space Part III" on March 29, 2000, in Salem, West Virginia 5) "Wastewater Sampling Wastewater Preventive Maintenance" on March 30, 2000, in Moundsville, West Virginia.

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

11. **WV Rural Water Association LEGISLATIVE UPDATE**, a publication of the West Virginia Rural Water Association, dated February 10, 2000.
12. Letter dated December 27, 1999, to AT&T Wireless Services, Inc., customers from Lockton Companies, Inc., Wireless Insurance Service Center, stating that AT&T Wireless Services, Inc. insurance carrier will change to Kemper Insurance through its agent, Lockton Companies effective February 24, 2000.
- 13.* USDA-FmHA Inspection Report dated January 12, 2000, completed by Russell L. Henderson, Contract Specialist, Rural Utilities Service, for the District's Water System Improvements Project and its Rockport Waterline Extension Project.
14. Copy of a letter dated January 18, 2000, to Charles M. Stewart, Chairman, from Paul M. Bumgarner, President, Wirt County Commission, stating that the Wirt County Commission remains in support of the District's efforts to extend service into the northwestern area of Wirt County and has scheduled a public meeting to be held on February 15, 2000, at 11 a.m. at the regular Commission meeting.
15. Letter dated January 20, 2000, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the order issued on January 20, 2000, in the following cases: General Order No. 183.6, General Order No. 166.12, General Order No. 186.12. and General Order No. 188.17.
16. Letter dated January 20, 2000, to Charles M. Stewart from William D. Brannon, Acting Chief, Office of Water Resources, West Virginia Division of Environmental Protection, extending the expiration date of the District's current WV/NPDES Water Pollution Control Permit No. WV0081141 until June 30, 2000.
- 17.* Letter dated January 20, 2000, to Margaret Batten from United States Senator Robert C. Byrd relative to his support of the District's efforts to obtain a Small Cities Block Grant for the construction of a waterline to serve approximately 350 residents in the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.
18. Letter dated January 20, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Development Specialist, Rural Utilities Service, stating that project funds in the amount of \$187,000 were ordered on January 20, 2000, and will be deposited in the checking account for the Water Improvement Construction Account on January 24, 2000.
19. Letter dated January 20, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Development Specialist, Rural Utilities Service, stating that project funds in the amount of \$67,000.00 were ordered on January 20, 2000, and will be deposited in the checking account

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

for the Rockport Water Line Construction Account on January 24, 2000.

20. Copy of a letter dated January 20, 2000, to Gary D. Wilson, Rural Development Specialist, Rural Utilities Service, from Charles M. Stewart stating that Deborah Day was approved to serve as an inspector on the District's Water System Improvement Project and the Rockport Water Line Extension Project by the District's Board of Commissioners at their regular monthly meeting held on January 20, 2000.
21. Copy of a letter dated January 20, 2000, to Mr. Randall Cole, Cerrone & Associates, Inc., from Margaret Batten enclosing a copy of a letter (#20) dated January 20, 2000, to Gary D. Wilson, Rural Utilities Service, from Charles Stewart approving Deborah Day to serve as an inspector on the District's Water System Improvement Project and the Rockport Water Line Extension Project.
22. Fax dated January 20, 2000, to Jerry Spears from Dominick P. Cerrone, Cerrone Associates, Inc., requesting that the Board of Commissioners make a motion at the January 20, 2000, regular Board meeting to take the office building project drawings and specifications to bid pending approval from RUS prior to receiving the completed project drawings and specifications for review.
23. Letter dated January 21, 2000, to Charles M. Stewart from Governor Cecil H. Underwood thanking him for his letter concerning the Small Cities Block Grant application for the proposed waterline extension project to serve 350 residents in the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.
24. Copy of a letter dated January 21, 2000, to Gary Wilson, Rural Development Specialist, Rural Utilities Service, from Margaret Batten enclosing four copies of Requisition No. 4 for the District's Rockport Waterline Extension Project for review and approval.
25. Copy of a letter dated January 21, 2000, to Gary Wilson, Rural Development Specialist, Rural Utilities Service, from Margaret Batten enclosing four copies of Requisition No. 4 for the District's Water System Improvements Project for review and approval.
26. Copy of a letter dated January 21, 2000, to Mrs. Mary Rader, Wood County Commission, from Margaret Batten enclosing an approved copy of the minutes of the December 16, 1999, Board meeting.
27. Copy of a letter dated January 21, 2000, to Gary Wilson, Rural Development Specialist, Rural Utilities Service, from Margaret Batten enclosing for review and approval five copies each of Change No. 1 to Contract 1 and Contract 2 for the District's Water System Improvements Project and the Rockport Water Line Extension Project.

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

28. Copy of a letter dated January 21, 2000, to WV Municipal Bond Commission from Margaret Batten enclosing Sewer Revenue Check No. 26878 in the amount of \$16,852.52 for the February payments on the District's sewer bonds and Water Revenue Check No. 24909 in the amount of \$1,592.00 for the February payment on the District's water revenue bond.
29. Correspondence Instructions dated January 21, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc. from Margaret Batten enclosing a copy of the approved January 20, 2000, Board Meeting Minutes.
30. Fax dated January 21, 2000, to Dominick Cerrone, Cerrone Associates, Inc., from Margaret Batten stating that the Board of Commissioners want to see the office building drawings before they are forwarded to Gary Wilson, Rural Utilities Service, for his approval.
31. Copy of a letter dated January 21, 2000, to the West Virginia Water Development Authority from Margaret Batten certifying that a deposit in the amount of \$5,688.40 was made to the Revenue Fund and a deposit in the amount of \$568.82 was made to the Reserve Fund for the District's Sewage System Revenue Bonds, Series 1995.
32. Copy of a letter dated January 21, 2000, to Mr. Arnold Green, Wood County Local Emergency Planning Committee, from Margaret Batten enclosing a copy of the District's annual Tier Two Report.
33. Copy of a letter dated January 21, 2000, to Terry Thomas, Chief, PMBS Volunteer Fire Department, from Margaret Batten enclosing a copy of the District's annual Tier Two Report.
34. Copy of a letter dated January 22, 2000, to Governor Cecil H. Underwood from the Jackson County Commission endorsing the District's effort to obtain a Small Cities Block Grant in the amount of \$1,500,000.00 for the construction of a waterline to serve approximately 350 residents of Wood, Wirt, and Jackson Counties living in the Limestone/Windy Ridges area of those counties.
35. Letter dated January 24, 2000, to all Regulated Utilities in the State of West Virginia from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of an order issued on January 24, 2000, in the proceeding titled General Order No. 182.4.
36. Copy of a letter dated January 24, 2000, to Roy Radabaugh from Dominick Cerrone, Cerrone Associates, Inc. enclosing one set of revised plans for the District's new office building and one vellum print each of the full size and half size cover sheet.

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

37. Letter dated January 25, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Development Specialist, Rural Utilities Service, approving invoices from J. C. Bosley Construction, Inc. in the amount of \$9,005.66, Mid Atlantic Storage Systems, Inc. in the amount of \$55,374.46, and Cerrone Associates, Inc. in the amount of \$2,892.94 for the Rockport Water Extension Project.
38. Letter dated January 25, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Development Specialist, Rural Utilities Service, approving invoices from J. C. Bosley Construction, Inc. in the amount of \$82,430.28, Mid Atlantic Storage Systems, Inc. in the amount of \$92,167.94, and Cerrone Associates, Inc. in the amount of \$12,262.14 for the District's Water System Improvements Project.
39. Copy of a letter dated January 25, 2000, to the Public Service Commission of West Virginia from Margaret Batten enclosing the completed Water Utility Report for calendar year 1999.
40. Letter dated January 25, 2000, to the District from Daniel A. Parker, Environmental Resources Specialist, Environmental Engineering Division, West Virginia Department of Health and Human Services, enclosing a copy of a Memorandum dated January 7, 2000, to All Community Water Systems relative to deficiencies in their 1998 Consumer Confidence Reports.
41. Memorandum dated January 25, 2000, to Payroll Clerks from Karen Smith, Outreach Officer, WV Consolidated Public Retirement Board, requesting an updated on the District's current fax number and e-mail address.
42. Letter dated January 26, 2000, to Charles M. Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing six copies of the pages from the USDA-Rural Development Preapplication for funding for the Sycamore Run, Stephens Fork & Limestone Ridge waterline extensions project to be signed and returned.
43. Fax dated January 26, 2000, to Margaret Batten from Dominick Cerrone, Cerrone Associates, Inc., enclosing a copy of drawing C3 and the office furniture layout drawing for the District's new office building.
44. Copy of correspondence instructions dated January 26, 2000, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Linda Church enclosing a copy of the District's deed for the property for its new office building.
45. Copy of a letter dated January 26, 2000, to John C. Bosley, J. C. Bosley Construction, Inc., from Margaret Batten enclosing check no. 1012 in the amount of \$82,430.28 in payment of Contractor's Estimate #3, Contract #1, as shown on Requisition No. 4 for the Water System

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

Improvements Project.

46. Correspondence instructions dated January 26, 2000, to the Wood County Clerk from Margaret Batten enclosing easements from Jay Darrin Parsons and Hazel Starcher to be recorded.
47. Fax dated January 26, 2000, to Gary Wilson, Rural Utilities Specialist, Rural Utilities Service, from Margaret Batten enclosing the Electric Funds Transfer confirmation and documents from WesBanco Bank for the District's Water System Improvement Project Checking Account and the District's Rockport Water Line Extension Project Checking Account.
48. Memo dated January 27, 2000, to Cerrone Inspectors/Bosley Construction from Margaret Batten stating that they must contact Robert Smith on Sugar Camp Run Road prior to the placement of the water pit on his property due to a slip in front of his house.
49. Copy of a completed form dated January 2000, to the West Virginia Municipal Bond Commission listing the names of the District's contact person and alternate contact person for the District's bond accounts.
50. Fax dated January 27, 2000, to Karen Smith, Outreach Officer, WV Public Retirement Board, from Margaret Batten listing the District's fax number and e-mail address.
51. Copy of a letter dated January 27, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing check no. 1014 in the amount of \$12,262.14 in payment for construction administration and resident inspection as shown on Requisition No 4 for the Water System Improvements Project, check no. 1013 in the amount of \$2,892.94 in payment for construction administration and resident inspection as shown on Requisition No. 4 for the Rockport Water Extension Project and one copy each of both Requisitions.
52. Copy of a letter January 27, 2000, to John C. Bosley, J. C. Bosley Construction Inc., from Margaret Batten enclosing check no. 1011 in the amount of \$9,005.66 in payment of Contractor's Estimate No. 3, Contract No. 2 as shown on Requisition No. 4 for the Rockport Waterline Extension Project.
53. Copy of a letter dated January 27, 2000, to Mid Atlantic Storage Systems Inc. from Margaret Batten enclosing check no. 1012 in the amount of \$55,374.46 in payment of Contractor's Estimate No. 2B. Contract 3 as shown on Requisition No. 4 for the Rockport Waterline Extension Project.

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

54. Letter dated January 28, 2000, to Public Service Districts and PSD Board Members and Other Interested Parties from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission of West Virginia, containing the registration form and the agenda for the March 17 and 18, 2000, Mandatory Board Members' Seminar.
55. Memorandum dated January 28, 2000, to All FY2000 Priority List Applicants from Mike Johnson, P.E., Assistant Chief, Construction Assistance, West Virginia Division of Environmental Protection, listing four new applicants to the FY2000 Priority List for the State Revolving Fund.
56. Copy of a letter dated January 28, 2000, to Randall M. Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing six signed copies of pages from the USDA-Rural Development Preapplication for funding for the Sycamore Run, Stephens Fork & Limestone Ridge waterline extensions project.
57. Copy of a certified letter dated January 28, 2000, to Rose Poole from Charles Stewart relative to the delinquent sewage bill of her tenant, Kevin Hildebrand.
58. Copy of a certified letter dated January 28, 2000, to John C. Bosley, Jr. from Charles Stewart relative to the delinquent water and sewage bill of his tenant, Tabitha Cornell.
59. Copy of a certified letter dated January 28, 2000, to Delson, Inc. from Charles Stewart relative to the delinquent water and sewage bill of its tenant, Richard Farley.
60. Copy of a certified letter dated January 28, 2000, to Delson, Inc. from Charles Stewart relative to the delinquent water and sewage bill of its tenant, Christina Broadwater.
61. Copy of a certified letter dated January 28, 2000, to Lucille Sandy from Charles Stewart relative to the delinquent water and sewage bill of its tenant, Victoria Hughes.
62. Copy of a certified letter dated January 28, 2000, to Mr. and Mrs. Kenneth Carney from Charles Stewart relative to the delinquent water and sewage bill of their tenant, Robin Vaughan Carpenter.
63. Copy of a certified letter dated January 28, 2000, to P M Company from Charles Stewart relative to the delinquent water bill of its tenant, Dirt Track World Champion, Inc.
64. Letter dated January 30, 2000, from Claywood Park Public Service District containing its 1999 Drinking Water Quality Report.
65. Letter dated January 31, 2000, to the Mineral Wells Public Service District from Bobby 66.

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

Lewis, State Director, Rural Utilities Service, approving Deborah Day as a project inspector on the District's Water Systems Improvement Project and its Rockport Waterline Extension Project.

66. Copy of a letter dated January 31, 2000, to Jamie Six, Clerk of Wood County, from Linda Church enclosing seven liens for delinquent water and/or sewage bills to be recorded.
67. Fax dated January 31, 2000, to Margo Perkins, West Virginia Employees Insurance Agency, from Linda Church enclosing a copy of Russell P. Hanna's Optional Life Insurance Enrollment Form for \$200,000.00 that was filed on December 6, 1999.
68. Copy of a letter dated January 31, 2000, to Robert Holland from Margaret Batten enclosing a User's Agreement and a contract card for water service for his property on Sugar Camp Run Road.
69. Fax dated January 31, 2000, to Big Mac Printing from Margaret Batten requesting 1000 copies of the enclosed customer card.
70. Business Memo dated January 31, 2000, to Margaret Batten from John Padden III enclosing a renewal application for the District's \$1,000,000 Public Official Liability Policy and requesting a copy of the District's 1999 audit be included with the completed application.
71. Fax dated February 1, 2000, to Dominick Cerrone, Cerrone Associates, Inc., from Margaret Batten enclosing a list of concerns and issues that Roy Radabaugh has with the new maintenance building and office drawings.
72. Copy of a letter dated February 1, 2000, to Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the Monthly Operation Report for the Mineral Wells Public Service District for the month of January 2000, along a copy of the Daily Water Purchase Tally for the month of January 2000.
73. Fax dated February 2, 2000, to P M Company, Inc. from Linda Church enclosing a copy of the account history for Dirt Track World Champion, Inc. along with a copy of their delinquent water bill.
74. Copy of a letter dated February 3, 2000, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing one copy each of the signed and recorded right-of-ways easements from Jay Darrin Parsons and Hazel Starcher.
75. Fax dated February 7, 2000, to Mineral Wells PSD from Jim Mayles, P.E. Cerrone Associates Inc., containing information about controlled density fill for concrete per John 76.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - FEBRUARY 2000
PAGE 8**

Bosley's request.

76. Memorandum from Mike Johnson, P.E., Assistance Chief, West Virginia Division of Environmental Protection enclosing a State Revolving Loan Fund Project Priority List Fact Sheet to be completed and returned no later than March 3, 2000, if the District wishes to be included on the FY01 Priority List for the State Revolving Fund.
77. Copy of a letter dated February 8, 2000, to Mr. Earl Lucas, Mid-Ohio Valley Regional Planning & Development Council from Margaret Batten enclosing one copy each of fifty-nine letters from residents of the Limestone/Windy Ridge/Gates Ridge & Tuckers Creek area of Wood and Wirt Counties requesting a water line extension.
78. Copy of a letter dated February 8, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of the February 8, 2000, letter to Earl Lucas, Mid-Ohio Valley Regional Planning & Development Council, along with copies of all the letters of enclosure.
79. Fax dated February 8, 2000, to Manning Frymier, P.E., Cerrone Associates Inc., from Jerald D. Spears, enclosing documentation relative to the Sycamore, Stephens Fork, Limestone, etc. Project.
80. Copy of a letter dated February 9, 2000, to Victory Assembly of God from Margaret Batten enclosing a sewer check no. 26916 in the amount of four hundred seventy-five dollars (\$475) to close out their grinder pump installation account.
81. Copy of a letter dated February 9, 2000, to John Padden III, Reagle & Padden Inc., from Margaret Batten enclosing the completed renewal application for the District's \$1,000,000 Public Official Liability Policy along with a copy of the District's FY99 audit.
82. Copy of a letter dated February 9, 2000, to Dominick Cerrone, Cerrone Associates Inc., from Margaret Batten enclosing 5 pages from the plans for the office and maintenance building plans with areas highlighted that need some changes.
83. Letter dated February 9, 2000, to Charles M. Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for the District's files one copy each of Change Order No. 1 to Contract 1 and Change Order No. 1 to Contract 2.
- 84.* Inspection Report - Form FmHA 1924-12 dated February 9, 2000, signed by Russell L. Henderson, Contract Specialist, Rural Utilities Service, for the District's Water System Improvement Project and the Rockport Waterline Extension Project.
85. Letter dated February 9, 2000, to Linda Church from Glenda White, Office Manager, 86.

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

Business Software, Inc., requesting a copy of the District's West Virginia Tax Exempt Certificate.

- 86.* Letter dated February 10, 2000, to the Mineral Wells Public Service District, Attention Jerry Spears, from Jesse E. Sheppard, District Three Utilities Supervisor, West Virginia Department of Transportation, deleting a road bore and replacing it with an open cut on Plan Sheet 12 Road Bore 1.12.01 to 1.12.02 on Contract 1—Water System Improvements Project.
87. Copy of a letter dated February 10, 2000, to Jim Mayles, P.E., Cerrone Associates Inc., from Margaret Batten enclosing a copy of map 1-11 of the Water System Enhancement Project with the home of Beaura Pahl highlighted in yellow. Mr. Pahl paid for a water tap on the new water main.
88. Fax dated February 10, 2000, to Jerald D. Spears from Jim Kinnett, The Area Roundtable, enclosing copies of water and sewer utility bills issued by the City of Los Angeles, California, and requesting that the District recalculate the bills using our rates.
89. Copy of a letter dated February 10, 2000, to Mr. Walter Frazier, Appalachian Software, Inc., from Margaret Batten enclosing a copy of the District's Water Balance Sheet and Income Sheet.
- 90.* Letter dated February 10, 2000, to Charles M. Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval four copies each of Requisition No. 5 for the Water System Improvements Project and Requisition No. 5 for the Rockport Waterline Extension Project.
91. Copy of a letter dated February 11, 2000, to the West Virginia Public Employees Insurance Agency from Margaret Batten enclosing a completed Public Employees Insurance Agency Proof of Death Claim for Stella Grace Spears along with required attachments.
92. Copy of a letter dated February 11, 2000, to Cindy Musser, Department of Natural Resources, from Linda Church enclosing one copy each of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of January 2000 for the District's wastewater treatment plant.
93. Copy of a letter dated February 11, 2000, to Manning Frymier, P. E., Cerrone Associates Inc. from Linda Church enclosing one copy each of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and the WV Summary of the Waste Water Treatment Plant Operators (ES59) for the month of January 2000 for the District's wastewater treatment plant.

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

94. Copy of a letter dated February 11, 2000, to West Virginia Bureau For Public Health, Office of Environmental Health Service/EED, from Linda Church enclosing one copy each of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and the WV Summary of the Waste Water Treatment Plant Operators (ES59) for the month of January 2000 for the District's wastewater treatment plant.
95. Copy of a letter dated February 11, 2000, to Municipal Branch, Office of Water Resources (DNR), from Linda Church enclosing one copy each of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and the WV Summary of the Waste Water Treatment Plant Operators (ES59) for the month of January 2000 for the District's wastewater treatment plant.
96. MEMO dated February 11, 2000, to Rick Merritt, Cerrone Associates Inc., from Roy Radabaugh relative to a fire hydrant installation on the property of User 16-05, Thomas Brown, on Sugar Camp Run Road.
97. Fax dated February 11, 2000, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper advertising the February 17, 2000, Board meeting.
98. Fax dated February 11, 2000, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper advertising the February 17, 2000, Board meeting.
- 99* Letter dated February 11, 2000, to Margaret Batten from Dianne Wolfe, Bowles Rice McDavid Graff & Love, enclosing duplicate copies of an easement agreement with Columbia Gas Transmission for the District's Rockport Water Extension Project. This needs signed by Charles Stewart.
100. Letter dated February 11, 2000, to Charles Stewart from Gary D. Wilson, Rural Development Specialist, Rural Utilities Service, stating that funds in the amount of \$202,000 will be electronically deposited in the District's Water Improvement Construction Account on February 15, 2000.
101. Letter dated February 11, 2000, to Charles Stewart from Gary D. Wilson, Rural Development Specialist, Rural Utilities Service, stating that funds in the amount of \$57,000 will be electronically deposited in the District's Rockport Construction Account on February 15, 2000.
102. Letter dated February 13, 2000, to the Mineral Wells Public Service District, Attention: Margaret Batten, from Robert and Brenda Bagley, requesting reimbursement for water taps

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

for three lots in Dogwood Estates and one adjacent lot owned by George and Dottie Rogers.

103. Fax dated February 14, 2000, to Glenda White, Office Manager, Business Software, Inc. from Linda Church enclosing a completed West Virginia Tax Exemption Certificate.
- 104.* Letter dated February 14, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates Inc.. enclosing a catalog cut showing the PVC Van Stone Flange that he recommends that the District install to facilitate installation and removal of the water meter at the rest area.
105. Copy of a letter dated February 14, 2000, to John C. Bosley, Jr. from Margaret Batten containing information about the delinquent water and sewer bill for his former tenant, Tabitha Cornell.
106. Letter dated February 14, 2000, to the Mineral Wells PSD from Manning Frymier, P.E., Cerrone Associates Inc., containing the minutes of the Job Progress Meeting held in the District's Office on February 9, 2000, for the District's Water System Improvement Project and the Rockport Waterline Extension Project.
107. Fax dated February 15, 2000, to Jim Kinnett, The Area Roundtable, from Jerald D. Spears enclosing a water and sewer bill issued by the City of Los Angeles, California, recalculated with the District's rates.
108. Fax dated February 16, 2000, to Dominick Cerrone, Cerrone Associates, Inc., from William Byers containing a copy of the map of the sewer force main at the Route 21 location of the District's new office building.
- 109.* Letter dated February 16, 2000, to Charles Stewart from Randall M. Cole, Cerrone Associates Inc.. enclosing three copies of the State Revolving Loan Fund Project Priority List Fact Sheet for District's proposed sewer project on Butcher Bend Road to serve the 4-H Campgrounds and WV Interstate Fairgrounds. These documents need to be signed and returned to the Construction Assistance Office of the West Virginia Division of Environmental Protection.
110. Fax dated February 17, 2000, to Mineral Wells PSD from Wood County PSD's containing an agenda for its meeting on February 23, 2000, at Union Williams PSD Office.
111. Letter dated February 17, 2000, to James Mayles, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of map 2-36 of the Water Systems Improvement and Rockport Waterline Extension Maps highlighting User No 36-05, Norita Hilton. Mrs. Hiltong paid a \$100 tap fee for a water tap.