

MINUTES OF A SPECIAL MEETING OF THE PUBLIC SERVICE
BOARD OF THE MINERAL WELLS PUBLIC SERVICE
DISTRICT HELD ON TUESDAY, APRIL 4, 2000, AT THE
DISTRICTS OFFICE LOCATED AT MINERAL WELLS, WEST
VIRGINIA

The Public Service Board of the Mineral Wells Public Service District met in special session, pursuant to notice duly given, on the 4th day of April, 2000, at the District Office in Mineral Wells, West Virginia, at the hour of 2:00 p.m. Those present were Mr. Charles Stewart, Chairman; Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; Jerald D. Spears, Operations Manager; Margaret Batten, Office Manager; Nellie Radcliff, Office Technician; Dominick P. Cerrone, Cerrone Associates, Inc.; Gary D. Wilson, USDA-RUS; Virginia M. McDonald, USDA-RUS; Chris Jarnell, Specialty Piping, Inc.; Terry Romine, Specialty Piping, Inc.; Bob Stout, Schneider Construction Co.; John E. Springston, United Construction Co. Inc.; Karl Robinson, Pioneer Piping, Inc.; Lou Morgan, Lou Morgan Builders; Denise Wepler, BDL Construction, Inc.; and Jeffrey P. Hildebrand, Murray Sheet Metal Co.

Mr. Stewart called the meeting to order for the purpose of opening sealed bids for the Mineral Wells Public Service Districts new office and maintenance buildings and conducting any other financial property matters. Mr. Stewart opened the sealed bids and Dominic P. Cerrone, Cerrone Associates, Inc. read the bids. They were as follows:

1. Schneider Construction Co., Parkersburg, West Virginia, submitted a bid for the amount of \$749,500.00. Form RD400-6 was completed along with Adden # 1 and the Bid Security Bond was with Ageis Insurance Company for 5% of the bid amount
2. Pioneer Piping, Inc., Marietta, Ohio, submitted a bid for the amount of \$857,400.00. Form RD400-6 was completed along with Adden #1 and the Bid Security Bond was with Ohio Farmers Insurance Company in the amount of \$42,870.00.
3. Specialty Piping Corp., Davisville, West Virginia, submitted a bid for the amount of \$637,692.00. Form RD400-6 was completed along with Adden #1 and the Bid Security Bond was 5% of bid with Fidel Insurance - Maryland
4. United Construction, Inc., Parkersburg, West Virginia, submitted a bid for the amount of \$840,000.00. Form RD400-6 and Adden #1 was completed. The Lincoln General Insurance Company was the bid security company for 5% of the bid amount.
5. BDL Construction, Inc., Marietta, Ohio, submitted a bid for the amount of \$308,240.00. Form RD400-6 and Adden #1 was completed. Century Surety Company was the bid security company for \$16,000.00.

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - APRIL 4, 2000
PAGE 2

6. Murray Sheet Metal Co., Parkersburg, submitted a bid for the amount of \$728,400.00. Form RD400-6 was not completed. There was a "see bid clarification note about 10" split face block" attached with this bid. Adden # 1 was completed. Fidelity and Garranty Insurance Company was the bid security company for 100% of the bid amount.
7. Lou Morgan Builders, Sandyville, West Virginia, submitted a bid for the amount of \$378,700.00. Form RD400-6 and Adden # 1 was completed. National Surety Specialty was the bid security company in the amount of \$19,000.00.

After all bids had been opened and recorded, Mr. Radabaugh made a motion that Cerrone Associates, Inc., review all bids and make recommendation for the final bid awarding at the regular board meeting April 20, 2000. Mr. Lett seconded the motion. The motion carried.

Mr. Radabaugh thanked all of the contractors for their bids and they were dismissed.

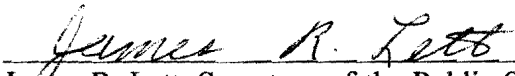
Other business that needed to be discussed was the matter of negotiating a settlement with Earl Roach and Ron Deem, due to the fact that the District laid water line on their property without an easement. Mr. Radabaugh made a motion that the District hire an Appraiser to appraise the damage to both the Roach and Deem property. Mr. Lett seconded the motion. The motion carried.

All business being completed, Mr. Radabaugh, made a motion to dismiss the meeting at 2:55 p.m. Mr. Lett seconded the motion. The motion carried.

CERTIFICATION

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

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


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

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
FEBRUARY 29, 2000**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$ 2,268.91	
Sewer Revenue Fund Checking Account		
WesBanco Bank	560.61	
Rockport Construction Account		
WesBanco Bank	225.77	
Water Improvement Construction Account		
WesBanco Bank	<u>466.38</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 3,521.67

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$ 6,881.89	
Revenue Reserve Account		
WesBanco Bank	27,722.80	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	2,203.12	
Security Deposit Account		
WesBanco Bank	12,389.57	
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	12,758.67	
Rockport/Route 21 Water Extension		
Security Deposits-Traders Bank	<u>6,089.16</u>	
TOTAL IN WATER ACCOUNTS:		\$225,970.82

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$ 97,339.58	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	35,059.18	
Security Deposit Account		
WesBanco Bank	12,094.18	
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>\$144,492.94</u>
TOTAL ALL FINANCES, FEBRUARY 29, 2000		<u>\$373,985.43</u>

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
FEBRUARY 29, 2000**

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

\$ 5,448.75

RECEIPTS:

Water Sales	\$33,019.53
Tap Fees	100.00
Reconnection Fees	30.00
James Colombo (Materials Sold)	30.80
Security Deposit Refunds	<u>611.53</u>

TOTAL RECEIPTS:

\$33,791.86

TOTAL CASH AVAILABLE:

\$39,240.61

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	317.88
WesBanco Bank-Parkersburg	3,416.28
Salaries	6,572.63
Commissioners' Salaries	125.00
WV Public Employees Retirement System	1,486.05
WV State Tax Department	678.14
New Parkersburg Truck Stop	253.28
United States Postal Service	172.04
WV Public Employees Insurance Agency	654.48
Miss Utility of West Virginia	8.25
Claywood Park Public Service District	10,526.92
R. L. Roush Excavating	1,037.50
Bell-Atlantic-WV	187.38
C. I. Thornburg Company	2,372.35
WV Water & Waste Supply Company	119.50
Atlas Towing Company	258.50
Big Mac Printing	17.20
Glenn Rhodes Trucking	55.00
ABB Automation, Inc.	141.13

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-FEBRUARY, 2000
PAGE 2**

Mineral Wells Public Service District	\$ 196.73
AT&T	15.60
Miller Communications	15.00
Ohio Valley Muffler & Brake	74.98
Taylor's Disposal Inc.	10.00
Hope Gas Company, Inc.	78.02
Hach Company	52.75
Workingman Store	6.74
Rena's Janitorial Contractors	50.00
WV Rural Water Association	198.68
Rhonda Brookover	28.03
Shauna Creasy	50.99
Josh & Amanda Caplinger	7.58
William L. Ferguson	11.53
Carl Flinn II	33.89
Nicola & Ricky Gandee	18.65
Charles E. Hall	50.95
Tony E. Kelbaugh	51.03
Glen & Eunice Janey	50.89
Debi Morgan	50.98
Sandra Reed	50.97
Robert & Kathy Richards	47.47
A T & T Wireless Service	52.73
Mineral Wells PSD-Rockport Tap Fee Savings	<u>100.00</u>

TOTAL EXPENDITURES:

\$36,971.70

**BALANCE I N WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, FEBRUARY 29, 2000**

\$ 2,268.91

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEWER REVENUE FUND CHECKING ACCOUNT
FEBRUARY 29, 2000**

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

\$ 295.44

RECEIPTS:

Sewer Sales	\$37,531.54
Security Deposit Refunds	<u>611.48</u>

TOTAL RECEIPTS:

\$38,143.02

TOTAL CASH AVAILABLE:

\$38,438.46 ^{DF}

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	938.32
Allegheny Power Company	1,689.52
WesBanco Bank-Parkersburg	2,590.37
Salaries	5,054.50
Commissioners' Salaries	125.00
WV Public Employees Retirement System	1,136.13
WV State Tax Department	515.19
New Parkersburg Truck Stop	253.27
United States Postal Service	172.03
WV Public Employees Insurance Agency	535.48
Miss Utility of West Virginia	8.25
Air Products & Chemical Co.	40.92
Water Environment Testing	220.00
AT&T	15.60
Bell Atlantic-WV	881.46
WV Water & Waste Supply, Inc.	389.50
WV Rural Water Association	198.67
Big Mac Printing	17.20
Gene's Septic Tank Cleaning	70.00
Roush Excavating	1,720.86
Sterling Ball	936.90
WV Department of Environmental Protection	525.00
C. I. Thornburg Co.	470.00
Cerrone Associates, Inc.	1,142.35

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-FEBRUARY, 2000
PAGE 2**

Workingman Store	\$ 6.74
ABB Automation, Inc.	141.12
Rhonda Brookover	17.93
Delma Bowersock	50.96
Shauna Creasy	50.99
Hach Company	52.75
Mineral Wells Public Service District	452.28
Miller Communications	15.00
Ohio Valley Muffler & Brakes	74.97
AT&T Wireless	52.73
Hope Gas Inc.	78.01
Rena's Janitorial Contractors	120.00
Taylor's Disposal, Inc.	10.00
Lanette Hecker	51.46
Troy E. Kelbaugh	51.03
Glen & Eunice Janey	50.89
Debi Morgan	50.98
Sandra Reed	<u>50.97</u>

TOTAL EXPENDITURES:

\$37,877.85 ✕

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, FEBRUARY 29, 2000**

\$ 560.61

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER IMPROVEMENT CONSTRUCTION ACCOUNT
FEBRUARY 29, 2000**

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION
ACCOUNT, WESBANCO BANK, JANUARY 31, 2000** \$ 224.09

RECEIPTS:

Rural Utilities Service \$202,000.00

TOTAL RECEIPTS: \$202,000.00

TOTAL CASH AVAILABLE: \$202,224.09

EXPENDITURES:

J. C. Bosley Construction Company \$188,113.01
Cerrone Associates, Inc. 13,644.70

TOTAL EXPENDITURES: \$201,757.71

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, FEBRUARY 29, 2000** \$ 466.38

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
ROCKPORT CONSTRUCTION ACCOUNT
FEBRUARY 29, 2000**

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

RECEIPTS:

Rural Utilities Service \$ 57,000.00

TOTAL RECEIPTS: \$57,000.00

TOTAL CASH AVAILABLE: \$57,836.06

EXPENDITURES:

Cerrone Associates, Inc. \$ 6,791.96

J. C. Bosley Construction Company 50,818.33

TOTAL EXPENDITURES: \$ 57,610.29

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK, FEBRUARY 29, 2000** \$ 225.77

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

CHECK NO. 24973	Mineral Wells PSD	\$ 3,248.68
24974	WesBanco Bank-Parkersburg	1,591.16
24975	ABB Automation, Inc.	141.13
24976	Allegheny Power	317.88
24977	AT&T	15.60
24978	Bell Atlantic-WV	94.84
24979	Rhonda Brookover	28.03
24980	Shauna Creasey	50.99
24981	Josh and Amanda Caplinger	7.58
24982	William L. Ferguson	11.53
24983	Carl Flinn II	33.89
24984	Nicola & Ricky Gandee	18.65
24985	Hach Company	52.75
24986	Hope Gas Inc.	78.02
24987	Charles E. Hall	50.95
24988	Tony E. Kelbaugh	51.03
24989	Glen and Eunice Janey	50.89
24990	Miss Utility of WV Inc.	8.25
24991	Mineral Wells PSD	158.57
24992	Debi Morgan	50.98
24993	New Parkersburg Truck Stop	253.28
24994	Ohio Valley Muffler & Brake	74.98
24995	Rural Development Admn.	2,112.00
24996	Sandra Reed	50.97
24997	Robert & Kathy Richards	47.47
24998	Taylor's Disposal Inc.	10.00
24999	USDA-Rural Development	3,140.00
25000	WV Dept of Tax & Revenue	678.14
25001	WV Public Employees Retirement	1,486.05
25002	WesBanco-Water Res-Sams-CV	314.00
25003	R. L. Roush Excavating	1,037.50
25004	Claywood Park PSD	10,526.92
25005	Mineral Wells PSD	100.00
25006	Daugherty Supply Co. Inc.	43.40
25007	Hardman's Supply Company	134.38
25008	Parkersburg Office Supply	45.82
25009	Rena's Janitorial Contractors	50.00
25010	Sanitary Linen Service	96.72
25011	C. I. Thornburg	689.40
25012	WV Water & Waste Supply	793.29
25013	Westco Internet	9.98
25014	John Morris	165.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF WATER CHECKS - MARCH 2000
PAGE 2**

CHECK NO. 25015	WV Water & Waste Supply	\$ 68.84
26016	Mineral Wells PSD	3,493.26
25017	WV Public Employees Ins Agency	684.43
25018	WesBanco Bank-Parkersburg	1,892.31

CHECKS WRITTEN ON MARCH 16, 2000, AND NEED AUTHORIZATION

CHECK NO. 25019	AT&T	\$ 2.86
25020	Miss Utility of WV Inc.	9.35
25021	Miller Communications	15.00
25022	Municipal Bond Commission	1,592.00
25023	WesBanco Bank-Parkersburg	110.00
25024	AT&T Wireless Service	57.81
25025	U. S. Postal Service	50.00

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

CHECK NO. 26937	Municipal Bond Commission	\$10,955.30
26938	WesBanco Bank-Parkersburg	938.32
26939	WesBanco Bank-Parkersburg	1,256.21
26940	ABB Automation, Inc.	141.12
26941	Allegheny Power	1,689.52
26942	Air Products and Chemicals, Inc.	40.92
26943	AT&T	15.60
26944	Bell Atlantic - WV	441.88
26945	Rhonda Brookover	17.93
26946	Delma Bowersock	50.96
26947	Shauna Creasey	50.99
26948	Hach Company	52.75
26949	Hope Gas Inc.	78.01
26950	Lanette Hecker	51.46
26951	Tony E. Kelbaugh	51.03
26952	Glen and Eunice Janey	50.89
26953	Miss Utility of WV Inc.	8.25
26954	Mineral Wells PSD	423.02
26955	Debi Morgan	50.98
26956	New Parkersburg Truck Stop	253.27
26957	Ohio Valley Muffler & Brake	74.97
26958	Roy L. Radabaugh	125.00
26959	Sandra Reed	50.97
26960	Charles M. Stewart	125.00
26961	Taylor's Disposal Inc.	10.00
26962	WV Dept of Tax & Revenue	515.19
26963	WV Public Employees Retirement	1,136.13
26964	R. L. Roush Excavating	1,720.86
26965	Allegheny Power	1,565.87
26966	Air Products and Chemicals, Inc.	19.14
26967	Hardman's Supply Company	180.19
26968	Parkersburg Office Supply	45.81
26969	Rena's Janitorial Contractors	120.00
26970	Sanitary Linen Service	96.68
26971	WV Water & Waste Supply	21.46
26972	Westco Internet	9.97
26973	WV Public Employees Ins Agency	516.33
26974	WesBanco Bank-Parkersburg	1,151.83

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF SEWER CHECKS - MARCH 2000
PAGE 2**

CHECKS WRITTEN ON MARCH 16, 2000, AND NEED AUTHORIZATION

CHECK NO. 26975	Allegheny Power	\$ 26.81
26976	AT&T	2.86
26977	Miss Utility of WV Inc.	9.35
26978	Miller Communications	15.00
26979	Municipal Bond Commission	16,852.52
26980	WesBanco Bank-Parkersburg	938.29
26981	Allegheny Power	14.46
26982	Air Products and Chemicals Inc.	192.99
26983	AT&T Wireless Services	57.82
26984	Gene's Septic Tank Cleaning	70.00
26985	U. S. Postal Service	50.00
26986	Water Environmental Testing	195.00

PAYROLL CHECKS WRITTEN SINCE THE FEBRUARY 17, 2000, BOARD MEETING

CHECK NO. 395	Margaret Batten	\$ 748.44
396	Richard Shayne Brabham	673.49
397	William H. Byers, Jr.	1,038.62
398	Linda K. Church	664.66
399	Russell P. Hanna	545.65
400	Mark K. Murphy	565.70
401	Nellie B. Radcliff	596.80
402	Jerald D. Spears	729.08
403	Margaret Batten	773.45
404	Richard Shayne Brabham	707.55
405	William H. Byers, Jr.	1,073.10
406	Linda K. Church	733.85
407	Russell P. Hanna	613.25
408	Mark K. Murphy	627.94
409	Nellie B. Radcliff	623.86
410	Jerald D. Spears	774.13

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
RECEIVED OR MAILED SINCE THE FEBRUARY 17, 2000, BOARD MEETING**

1. Letter from Terry Thomas, Chief, PMBS Fire Department, listing the number of gallons of water used for fire fighting and the number of gallons used for training purposes for the month of February.
2. Training Announcement from the West Virginia Rural Water Association listing the following training sessions: 1) "Waterworks Math", March 14, 2000, in Follansbee, WV; 2) "Waterworks Math", March 28, 2000, in Philippi, WV; 3) "Distribution Valves and Fire Hydrants", March 15, 2000, in Clarksburg, WV; 4) "Open Meetings Governmental Proceedings Act", EXPO 2000, March 22, 2000, in Civic Center, Charleston, WV, 5) "Taste and Odor Control", March 30, 2000, Chapmanville, WV.
3. Training Announcement from the West Virginia Rural Water Association listing the following training sessions: 1) "Plant and Distribution Valves", March 1, 2000, in Ripley, WV; 2) "Water Well Construction and Inspection", March 8, 2000, in Martinsburg, WV; and 3) "Leak Detection, Cross Connection and Backflow Prevention", March 15, 2000, in Sophia, WV.
4. Training Announcement from the West Virginia Rural Water Association listing the following training sessions: 1) "Plant Preventive Maintenance Program", March 23, 2000, Charleston, WV; and 2) "Budget Preparation and Leak Detection", March 29, 2000, in Follansbee, WV.
5. Training Announcement from the West Virginia Rural Water Association announcing a 3.5 day training session on "Drinking Water Lab Procedures" to be held at the WV Environmental Training Center in Ripley, West Virginia, from April 3 -6, 2000.
6. Training Announcement from the West Virginia Rural Water Association listing two training sessions on "Rate-Setting and Financial Planning for Water & Wastewater Utilities": 1) Lewisburg, West Virginia, at the School of Osteopathic Medicine on April 11, 2000, 2) Keyser, West Virginia, at Keyser City Hall on April 13, 2000.
7. Training Announcement from the West Virginia Rural Water Association listing the following training sessions: 1) "Leak Detection", April 5, 2000, City Hall, Ronceverte, West Virginia, 2) "Leak Detection", April 12, 2000, City Hall, Parsons, West Virginia. 3) "Plant and Distribution Valves", April 19, 2000, District Health Department Building, Kearneysville, WV.
8. ***Money Matters, An Investment in Clean Water for the Future of the Mountain State***, a publication of the West Virginia State Revolving Fund dated Winter 2000.

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

9. *in DEPTH*, a publication of the West Virginia Division of Environmental Protection, dated February 2000, Volume 7, Number 2.
10. *The PIPELINE, News & Views From the Water & Wastewater Division*, a publication of the Public Service Commission of West Virginia, dated February 2000.
11. *WVRWA NEWS TAPS*, The Information Source for Water Treatment Professionals, a bi-monthly publication of the West Virginia Rural Water Association, dated February 16, 2000.
12. *WV RURAL WATER ASSOCIATION LEGISLATIVE UPDATE*, a publication covering the actions of the 74th WV Legislature as of 3 p.m., February 16, 2000.
13. *WV RURAL WATER ASSOCIATION LEGISLATIVE UPDATE*, a publication covering the actions of the 74th WV Legislature as of 3 p.m., February 23, 2000.
14. *WV RURAL WATER ASSOCIATION LEGISLATIVE UPDATE*, a publication covering the actions of the 74th WV Legislature as of 3 p.m., March 1, 2000.
15. *WV RURAL WATER ASSOCIATION LEGISLATIVE UPDATE*, a publication covering the actions of the 74th WV Legislature as of 3 p.m., March 4, 2000.
16. *West Virginia Rural Water Association, Infrastructure Council Report NEWSLETTER*, a publication of the West Virginia Rural Water Association, dated March 3, 2000, Volume 4, Issue 3.
17. Letter dated February 11, 2000, to Margaret Batten from Judy A Reimer, Director of Marketing, GeoOne Mapping Services, explaining the mapping services offered by her company.
18. Copy of a letter dated February 14, 2000, to Gary Wilson, Rural Utilities Service, from Randall Cole, Cerrone Associates, Inc., enclosing three (3) copies of the Pre Application for USDA Rural Development funding for the proposed water project for Stephens Fork, Sycamore Run, and the Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties.
19. Letter dated February 14, 2000, to Charles Stewart from Fred Cutlip, Director, Community Development Division, West Virginia Development Office, thanking him for writing to Governor Underwood requesting Small Cities Block Grant Funds for the proposed water project to serve Stephens Fork, Sycamore Run, and Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties.

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

20. Copy of a letter dated February 14, 2000, to Donald G. Stephens, President, Jackson County Commission, from Fred Cutlip, Director, Community Development Division, West Virginia Development Office, thanking him for writing Governor Underwood requesting Small Cities Block Grant Funds for the proposed water project to serve Stephens Fork, Sycamore Run, and Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties.
21. Copy of a letter dated February 16, 2000, to All electric, gas, sewer, telephone and water utilities, including public service districts, operating in West Virginia, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of an order issued on February 16, 2000, regarding the rate of interest paid on security deposits by the above listed utilities.
22. Letter dated February 18, 2000, to Margaret Batten from John D. Rockefeller, IV, United States Senator, thanking her for the letter requesting support for the Small Cities Block Grant application for the Mineral Wells Public Service District.
23. Copy of a letter dated February 18, 2000, to John Bosley, J. C. Bosley Construction, Inc., from Jim Mayles, P.E., Cerrone Associates, Inc., enclosing a drawing showing some changes that have recently been made to the Rockport Water Extension.
24. Copy of a letter dated February 18, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing for approval four copies of Requisition No. 5 for the District's Water System Improvements Project.
25. Copy of a letter dated February 18, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing for approval four copies of Requisition No. 5 for the District's Rockport Waterline Extension Project.
26. Fax dated February 18, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates Inc., containing a cost estimate for the shared access road for the new office building.
27. Copy of a letter dated February 18, 2000, to the West Virginia Water Development Authority from Margaret Batten stating that a deposit of \$5,688.40 for 1995 Sewage System Revenue Bonds and a deposit of \$568.82 for the 1995 Sewage System Reserves were made to the West Virginia Municipal Bond Commission.
28. Copy of a letter dated February 18, 2000, to the WV Municipal Bond Commission from Margaret Batten enclosing sewer check no. 26931 in the amount of \$6,257.22 as the revenue and reserve payments for March for the 1995 Sewage Revenue Bonds and water check no. 24967 in the amount of \$1,592.00 for the March bond payment to the 69 Water Revenue

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

Account.

29. Copy of a letter dated February 18, 2000, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing signed and notarized copies of the easement agreement with Columbia Gas Transmission for the District's waterline extension to Rockport.
30. Copy of a letter dated February 18, 2000, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a signed copy of the State Revolving Fund Project Priority List Fact Sheet for the District's sewer project.
31. Copy of a letter dated February 18, 2000, to the WV Division of Environmental Protection, Attention: Mike Johnson, from Margaret Batten enclosing a signed copy of the State Revolving Fund Project Priority List Fact Sheet for the District's proposed sewer project.
32. Copy of a letter dated February 18, 2000, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the January 20, 2000, Board Meeting.
33. Memo dated February 22, 2000, to Holmes Shaver, President, Wood County Commission from Jerald D. Spears regarding the meeting between the Mineral Wells Public Service District, the Mid-Ohio Valley Regional Planning and Development Council, and the Wirt County Commission regarding the proposed water project to serve the Limestone/Windy Ridges areas of Wood, Wirt, and Jackson Counties.
34. Copy of a letter dated February 23, 2000, to Gary D. Wilson, Rural Utilities Service, from Margaret Batten enclosing the Electric Funds Transfer Confirmation for Rockport Construction Checking Account and the Water System Improvement Checking Account.
35. Copy of a letter dated February 23, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing for review and approval five copies of Change Order No. 2 to Contract No. 1 and Contract No. 2 for the District's Water Improvement Project and Water Extension to Rockport Project.
36. Copy of a letter dated February 23, 2000, to James Mayles, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of Map 1-37 with the location of a new water tap for Heather Tanner on Buck Run Road highlighted in yellow.
37. Copy of letter dated February 24, 2000, to Honorable Governor Cecil H. Underwood from Holmes R. Shaver, Robert K. Tebay, and David A Couch, Commissioners of the Wood County Commission requesting that the Governor lend his support to the Mineral Wells

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

Public Service District's request for Small Cities Block Grants to help finance the proposed water project to serve the residents of Stephens Fork, Sycamore Run, and Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.

38. Letter dated February 24, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, approving a payment of \$188,113.01 to J. C. Bosley Construction and a payment of \$13,644.70 to Cerrone Associates, Inc. for the Water System Improvements Project.
39. Letter dated February 24, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, approving a payment of \$50,818.33 to J. C. Bosley Construction and a payment of \$6,791.96 to Cerrone Associates, Inc. for the Rockport Water Extension Project.
- 40.* Letter dated February 25, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a cost estimate to extend the waterline approximately 1.6 mile further up Buck Run Road.
41. A letter to Public Service Districts, Municipalities and Associations from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission of West Virginia, announcing a seminar to be held on March 29 and 30 in Flatwoods, WV, dealing with Bookkeeping--Annual Reports.
42. Copy of a letter dated February 29, 2000, to John Bosley, J. C. Bosley Construction, Inc., from Jim Mayles, P.E., Cerrone Associates Inc., enclosing Drawings 27, 37, 36, 38, and 39 showing added fire hydrants and a waterline location on Drawing 36 that was approved by Jesse Sheppard, WV DOH.
43. Copy of a letter dated February 24, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing check no. 1016 in the amount of \$13,644.70 as shown on Requisition No. 5 for the System Improvement Project and check no. 1015 in the amount of \$6,791.96 as shown on Requisition No. 5 for the Rockport Water Extension Project.
44. Copy of a letter dated February 24, 2000, to John C. Bosley, J. C. Bosley Construction, Inc., from Margaret Batten enclosing check no. 1014 in the amount of \$50,81.33 as shown on Requisition No. 5 for the Rockport Waterline Extension Project and check no. 1015 in the amount of \$188,113.01 as shown on Requisition No. 5 for the Water System Improvement Project.
45. Fax dated February 24, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing information needed to apply for a possible sewer rate increase with the Public Service Commission of West Virginia.

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

46. Fax dated February 24, 2000, to James Mayles, P.E., Cerrone Associates, Inc., from Roy Radabaugh enclosing a copy of Drawing 2-38 showing the addition of another fire hydrant.
47. Copy of a letter dated February 25, 2000, to the WV Municipal Bond Commission from Margaret Batten enclosing Check No. 26937 in the amount of \$10,595.30 for the sewer bond payments on Account No. MIW-S-1-97-R-W0-06 and Account No. MIW-S-1-85-B-W0-06.
48. Fax dated February 25, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., relative to getting the proposed water project to serve the residents of Stephens Fork, Sycamore Run, and Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties prepared to go by the time the Small Cities Block Grants are given out for the year.
49. Copy of a letter dated February 25, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing an approved copy of Requisition No. 5 for the System Improvements Project and an approved copy of Requisition No. 5 for the Rockport Waterline Extension Project.
50. Letter dated February 28, 2000, to Charles M. Stewart from Guy W. Mick, Railroads and Utilities Section, Engineering Division, West Virginia Division of Highways, relative to Project U354-14-9.00, STP-0014(069(E), Co. 14/22 - S. Ramp I-77 I/C, Wood County.
51. Fax dated February 29, 2000, to Margaret Batten from Randall M. Cole, Cerrone Associates, Inc., enclosing a copy of the Advertisement for Bids for the Office Building/Maintenance Building to be published in the legal ad section of the local newspapers.
52. Letter dated February 29, 2000, to Cerrone Associates, Inc., from Bobby Lewis, State Director, Rural Utilities Service, approving the final plans and specifications for the District's Office Building subject to four items.
53. Copy of a letter dated February 29, 2000, to Ms. Angela Negley, Community Development Specialist, West Virginia Development Office, from Dannie Raines, Manager, Southern Jackson County Public Service District, certifying that the 214 customers in the population Block Groups 1, 2 and 5 are representative of the population of the three Blocks and can be qualified for a Small Cities Block Grant for the proposed water project to serve customers in the Limestone/Windy Ridge area of Jackson County.
54. Letter dated February 29, 2000, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from E. Dandridge McDonald, Attorney At Law, enclosing a copy of the Joint Motion for Bifurcation and Clarification filed on behalf of several gas companies relative to General Order Nos. 166.12 and 183.6.

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

55. Fax dated March 1, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of the items that the District is to do and copy of the items that Matt Warner is to do relative to the property on which the District's new office building will be constructed.
56. Reference Slip dated March 1, 2000, to Margaret Batten from Virginia McDonald, Rural Utilities Service, enclosing two copies of the last page of the application for funding for the Stephens Fork, Sycamore Run, etc. proposed water project.
57. Fax dated March 1, 2000, to Jerry Spears from Jim Ruckman, Cerrone Associates, Inc., enclosing a copy of a map showing the waterline route across Bob's Matheny's property as understood by Mr. Ruckman.
58. Fax dated March 1, 2000, to Stacy, **PARKERSBURG NEWS & SENTINEL**, from Margaret Batten enclosing a legal notice advertising for bids for the construction of a new office building to be published in both newspapers on March 3, 10, and 17.
59. Fax dated March 1, 2000, to Jim Ruckman, Cerrone Associates, Inc., from Margaret Batten enclosing copies of the District's easements from Robert Matheny and John Morris and a map of the same.
- 60.* Letter dated March 1, 2000, to Charles M. Stewart, Chairman, from Gary D. Wilson, Rural Utilities Service, listing the items needed to complete the application from Rural Utilities Service for the proposed water extension Stephens Fork, Sycamore Run, and the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.
61. Form B9A (Chapter 7 Individual or Joint Debtor No Asset Case) Notice of Chapter 7 Bankruptcy Case, Meeting of Creditors, & Deadlines dated March 1, 2000, for Delores Diane Smith, P. O. Box 1034, Parkersburg, West Virginia 26101.
62. Copy of a letter dated March 1, 2000, to Mrs. Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the Monthly Operation Report for the month of February 2000 and a copy of the Daily Water Purchase Tally for the same time period.
63. Copy of a letter dated March 2, 2000, to John R. Padden, III, Reagle & Padden, Inc. from Margaret Batten enclosing a copy of the District's Employee Benefit Policy and a copy of the Federal and West Virginia State Government Employment Posters.
64. A fax dated March 2, 2000, to John, Phoenix Associates, Inc., from Margaret Batten enclosing a copy of the Advertisement for Bids for Office and Maintenance Buildings.

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

65. Copy of a letter dated March 2, 2000, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Linda K. Church relative to the preparation of a legal services agreement for the proposed water extension project to serve the areas of Stephens Fork, Sycamore Run, and the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.
66. Fax dated March 2, 2000, to Dominick Cerrone, Cerrone Associates, Inc., from Margaret Batten enclosing a letter listing the names of office furniture companies to solicit bids from to furnish the District's new office.
67. Copy of a letter dated March 2, 2000, to Dominick Cerrone, Cerrone Associates, Inc., from Margaret Batten listing the names of office furniture companies to solicit bids from to supply furniture for the new office building.
68. Memorandum dated March 2, 2000, to Insurance Coordinator from Margo Cosby-Perkins, West Virginia Public Employees Insurance Agency, stating that effective March 1, 2000, Russell Hanna will be covered by \$200,000.00 life insurance coverage.
69. Copy of a letter dated March 3, 2000, to Randall Cole, Cerrone Associates, Inc., from Linda Church enclosing two copies of a billing analysis for the District's water customers for the period of time from March 1, 1999, to February 29, 2000.
70. Fax dated March 3, 2000, to Joe Campbell, WesBanco Bank Parkersburg, from Linda Church enclosing a copy of a letter from David Righter, Senior Vice-President, Commercial Banking & Trust Company, stating that the bank could not provide permanent financing for the Rockport Water Extension Project.
71. Copy of a letter dated March 3, 1999, to Virginia McDonald, Rural Utilities Service, from Linda Church enclosing two signed copies of Standard Form 424D to complete the application for funding for the water project to serve the residents of Stephens Fork, Sycamore Run, and the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.
72. Letter dated March 3, 2000, to Margaret Batten from David Jarrett, Utilities Division, Public Service Commission of West Virginia, requesting a correction be made in Account 422 on Page 303 of the District's P.S.C. 1999 Annual Report.
73. Letter dated March 3, 2000, to Charles Stewart from Joe D. Campbell, Vice-President, WesBanco Bank Parkersburg, stating that WesBanco Bank cannot provide the permanent financing for the proposed water extension to the residents of Stephens Fork, Sycamore Run Road, and the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.
74. Fax dated March 6, 2000, to Esther Morr, Accountant, Harman, Thompson, Mallory & Ice,

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

enclosing a copy of the letter dated March 3, 2000, from the Public Service Commission of West Virginia requesting that a correction be made to Account No. 422 on Page 303.

75. Copy of a letter dated March 6, 2000, to Gary D. Wilson, Rural Utilities Service, from Linda Church enclosing a copy of the letter from Joe Campbell, Vice-President, WesBanco Bank Parkersburg, stating that WesBanco Bank Parkersburg cannot provide the permanent financing for the proposed water extension to Stephens Fork, Sycamore Run, and the Limestone/Windy Ridge areas of Wood, Wirt and Jackson Counties and a copy of the Engineering Agreement for the same project.
76. Copy of a letter dated March 6, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the above letter dated March 6, 2000, to Gary Wilson from Linda Church enclosing the letter from WesBanco Bank Parkersburg and the Engineering Agreement relative to the proposed water extension to Stephens Fork, Sycamore Run, and the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.
77. Letter dated March 6, 2000, to Jerry Spears from Guy W. Mick, Jr., West Virginia Department of Transportation, enclosing one set of plans for the Slate Creek Bridge Project.
78. Fax dated March 7, 2000, to Mineral Wells Public Service District from Earl Lucas, Mid-Ohio Valley Regional Planning & Development Council enclosing a copy of a letter signed by Fred Rader, Community Development Director, MOVRC, stating that the regional clearinghouse has reviewed the Grant Application for the Stephens Fork, Sycamore Creek, Limestone/Windy Ridge Area Water Project and has found the project to be consistent with local and regional objectives.
79. Copy of a letter dated March 7, 2000, to Gary D. Wilson, Rural Utilities Service, from Linda Church enclosing a copy of the above letter from Fred Rader relative to the review of the Stephens Fork, Sycamore Run, Limestone/Windy Ridges Area proposed water project meeting all local and regional objectives.
80. Correspondence Instructions dated March 7, 2000, to the Clerk of Wood County from Linda Church enclosing an easement signed by Mark H. and Lee Ann Williams to be recorded and returned.
81. Copy of a letter dated March 7, 2000, to John Morris from Linda Church enclosing check no. 25014 in the amount of \$165.00 as payment for a 165 ft. extension to easement no. 1.01.04.
82. Letter dated March 7, 2000, to Doug Pauley, Post Mill Limited Partnership, from James M. Ruckman, Cerrone Associates, Inc., on behalf of Matt Warner, enclosing a map with a proposed storm sewer easement highlighted in yellow.

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

83. Copy of a letter dated March 7, 2000, to Randall M. Cole, Cerrone Associates, Inc., from Fred L. Rader, Community Development Director, Mid-Ohio Valley Regional Planning and Development Council, stating that the proposed water project for Stephens Fork, Sycamore Run, Limestone/Windy Ridge areas of Wood, Wirt, and Jackson County will be reviewed on March 15, 2000, at A-95 Comment and Review Committee meeting of the Mid-Ohio Valley Regional Planning and Development Council.
84. Fax dated March 8, 2000, to Randy Cole, Cerrone Associates, Inc., from Linda Church enclosing a copy of the District's current water rates and a copy of the new water rates scheduled to go into effect on May 3, 2000.
85. Fax dated March 8, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears enclosing a copy of a letter dated February 28, 2000, to Charles Stewart from Guy W. Mick, Engineering Division, West Virginia Division of Highways, relative to the N. Mineral Wells I/C Co. 14/22 - S. Ramp I-77 I/C, Wood County Project.
86. Fax dated March 8, 2000, to Randy Cole, Cerrone Associates, Inc., from Linda Church enclosing a copy of the District's current water tariff.
87. Copy of a letter dated March 8, 2000, to Randall Cole, Cerrone Associates, Inc., from Linda Church enclosing a copy of the District's current water tariff.
88. Fax dated March 9, 2000, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a copy of a notice about the March 16, 2000, Board meeting to be published in the first available issue of the newspaper.
89. Fax dated March 9, 2000, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a copy of a notice about the March 16, 2000, Board meeting to be published in the first available issue of the newspaper.
90. Copy of a letter dated March 9, 2000, to Office of Water Resources (DNR), Attention: Municipal Branch, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of the WV Summary of Waste Water Treatment Plant Operators for the month of February 2000.
91. Copy of a letter dated March 9, 2000, to Cindy Musser, Department of Natural Resources, 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 Plant Operators for the month of February 2000.
92. Copy of a letter dated March 9, 2000, to Manning Frymier, P. E., Cerrone Associates, Inc.,

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

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 Plant Operators for the month of February 2000.

93. Copy of a letter dated March 9, 2000, to the West Virginia Bureau For Public Health, Office of Environmental Health Services, 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 Plant Operators for the month of February 2000.
94. Correspondence Instructions dated March 9, 2000, to the Clerk of Wood County from Linda Church enclosing a copy of an easement signed by Steven C. and Kristi J. Holbert to be recorded and returned.
95. Copy of correspondence instructions dated March 9, 2000, to Caritas House, Inc. from Nellie Radcliff enclosing a check that was received after the shut off date.
96. Letter dated March 9, 2000, to Charles M. Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing an approved copy of Change Order No. 2 to Contract No. 1 and an approved copy of Change Order No. 2 to Contract No. 2.
97. Fax dated March 10, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears enclosing a copy of the fax received on March 7, 2000, from Earl Lucas, Mid-Ohio Valley Regional Planning and Development Council, containing a letter from the clearing house stating that the proposed water project for Stephens Fork, Sycamore Run, and Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties meets all local and regional objectives.
98. Copy of a letter dated March 10, 2000, to Matt Warner from Jerald D. Spears stating that the District will permit him to connect to the Sanitary Sewer and Storm Drainage System at the property line of the Mineral Wells Public Service District's property located on Route 21.
99. Letter dated March 10, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, enclosing an informational survey relative to training meetings for all water and sewer borrowers completing their annual report and audit requirements.
100. Copy of a letter dated March 13, 2000, to Jamie Six, Wood County Clerk, from Linda Church enclosing a copy of a right-of-way easement signed by Clayton D. Young to be recorded and returned to our office.
101. Copy of a Memo dated March 13, 2000, to Tom or Rick, Cerrone Associates, Inc., from Roy Radabaugh stating that the fire hydrant on a 4" line be replaced with a new hydrant on a 10"

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

line on Drawing 1-2 and that additional stone be placed on the driveway of the Mount Pleasant Cemetery.

102. Fax dated March 13, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the above Memo to Tom or Rick, Cerrone Associates, Inc., from Roy Radabaugh.
- 103.* Letter dated March 13, 2000, to Jerry Spears from Dominick P. Cerrone, Assistant Engineer, Cerrone Associates, Inc., enclosing three copies of a Sediment Control Plan for the Office Building and Maintenance Garage Project to be signed and returned.
- 104.* Letter to the Mineral Wells Public Service District from Earl Roach listing his conditions for granting the District an easement for the water line that was installed through his front yard without his permission.
105. Fax dated March 13, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears enclosing a copy of the above letter from Earl Roach requesting improvements to his property in exchange for an easement through his front yard.
106. Fax dated March 13, 2000, to Byron, AT&T Wireless, from Linda Church enclosing one copy each of a sewer check in the amount of \$52.73 and a water check in the amount of \$52.73 to show that payment in full had been made.
107. Copy of a letter dated March 14, 2000, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of an easement for Clayton D. Young for the installation of a fire hydrant on his property.
108. Fax dated March 14, 2000, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a letter dated March 14, 2000, relative to invoice for money paid to John Morris for a 165 ft. easement to listed on Requisition No. 6 for Contract No. 1.
- 109.* Fax dated March 14, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., stating that the cost of the driveway and culvert requested by Earl Roach will be upwards to \$7,000.00.
110. Correspondence Instructions dated March 14, 2000, to the Wood County Clerk from Margaret Batten enclosing an easement signed by Terry and Jill Bartley to be recorded.
111. Copy of a letter dated March 14, 2000, to Gary D. Wilson, Rural Utilities Service, from Charles M. Stewart certifying that the District is unable to obtain private financing for the proposed water extension project to serve the residents of Stephens Fork, Sycamore Run, and

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

Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.

112. Copy of a letter dated March 14, 2000, to Gary Wilson, Rural Utilities Service, from Linda Church enclosing a copy of the above letter from Charles Stewart certifying that the District is unable to obtain private financing for the water project to serve residents of Stephens Fork, Sycamore Run, and Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.
113. Copy of a letter dated March 14, 2000, to Randall Cole, Cerrone Associates, Inc., from Linda Church enclosing a copy of the above letter and attachments to Gary Wilson, Rural Utilities Service, relative to the financing of the Stephens Fork, Sycamore Run, and Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.
114. Letter dated March 14, 2000, to Margaret Batten from Esther Morr, Harman, Thompson, Mallory & Ice, A.C., enclosing a corrected Schedule of Gain or Loss on Disposition off Property and a corrected income statement for the 1999 Annual PSC Water Report.
115. Memo dated March 14, 2000, to All ASI Customers from Walter Frazier, Appalachian Software, Inc., advising that the District should purchase and install an anti-virus program on its computers.
116. Letter dated March 14, 2000, to Roy Radabaugh from Dominick Cerrone, Cerrone Associates, Inc., enclosing on set of half-size prints for the District's new Office & Maintenance Buildings.
117. Letter dated March 15, 2000, to David Jarrett, Public Service Commission of West Virginia, from Margaret Batten enclosing the corrected Schedule of Gain or Loss on Disposition of Property and a corrected income statement for the 1999 Annual PSC Water Report as requested in Mr. Jarrett's letter of March 3, 2000.
- 118.* Letter dated March 15, 2000, to Charles M. Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval four copies each of Requisition No. 6 for the District's Water System Improvement Project and Requisition No. 6 for the Rockport Water Extension Project.
119. *Notice of Dismissal* dated March 15, 2000, to the Mineral Wells Public Service District in their case (no. 99-C-1259) against Vincent Bell for a delinquent sewer bill due to the fact that the court was unable to serve the summons and complaint upon the defendant.