

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

Mr. Charles Stewart, Chairman, called the meeting to order at 5:05 p.m. He asked everyone present to sign the attendance roster. Charles Stewart; Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; Margaret Batten, Office Manager; Jerald D. Spears, Operations Manager; Nellie Radcliff, Office Technician; William Byers, Operations Technician; Roger Payne, Darin and Dennis Affolter, Residents of Buck Run; John Quick and Rick Williams, Residents of Windy Ridge; Rick Merritt, Inspector, Cerrone Associates, Inc.; James Mayles, Project Engineer, Cerrone Associates, Inc.; and Earl Roach, Resident of Society Hill; were in attendance.

Mr. John Quick and Mr. Rick Williams were in attendance to address the Board concerning the extension of the water line 1.4 mile on Windy Ridge that had been overlooked by Silverton Public Service District and Mineral Wells Public Service District. The Board reported that the Application for Water Line Extension Project had been prepared and filed by the Mid-Ohio Valley Regional Council. There was no further discussion and Mr. Quick and Mr. Williams excused themselves from the rest of the Board meeting.

Mr. Earl Roach was in attendance to address the Board concerning the encroachment on his property without an easement. He was upset that the District had damaged his culvert and driveway. He said that there was an oak tree that may die as a result of the digging for the line. If the tree dies this year, the district is to pay for the removal of it. If the tree dies in future years, it will be Mr. Roach's responsibility. He stated that Mr. Bosley had replaced two sections of culvert and that the culvert was not an issue. He wants the banks restored and the water line marked exactly where it will be installed. He had submitted a letter earlier asking that his entire driveway be replaced with textured concrete and other work which would have cost more than \$7,000.00. The Board felt that this was too excessive and hired an appraiser to perform a site appraisal of the damages to the area that the District caused. After some discussion, Mr. Roach, agreed that for a sum of \$2,500.00 (two thousand five hundred dollars) he would sign the easement for the District. Mr. Roach excused himself from the rest of the meeting.

Mr. Mayles and Mr. Merritt were in attendance to address the Board. They were present to discuss the Roach encroachment and to present Requisition No. 7 for the Rockport Waterline Extension and the Water System Improvements project. Mr. Mayles presented Requisition No. 7 for the Rockport Waterline Extension. Mr. Radabaugh made a motion that Requisition No. 7 be approved and signed as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the Requisition No. 7. Mr. Mayles presented Requisition No. 7 for the Water System Improvements project. Mr. Radabaugh made a motion that Requisition No. 7 be approved and signed as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed Requisition No. 7.

The Board of Commissioners had received a letter from Dominick Cerrone, recommending that the

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bid be awarded to BDL Construction Company for the new office and maintenance building. Mr. Radabaugh made a motion that the bid in the amount of \$308,240.00 be awarded to BDL Construction Company. Mr. Lett seconded the motion. The motion carried.

A motion was made by Mr. Radabaugh that Mr. Stewart be authorized to sign the Notice of Award once the final approval from Gary Wilson, Rural Utilities Service, is issued. Mr. Lett seconded the motion. The motion carried.

Mr. Radabaugh made a motion that the minutes of the March 16, 2000, Board Meeting, be approved as written. Mr. Lett 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 March 31, 2000 for All Finances of the District (Copy Attached)
2. Financial Statement dated March 31, 2000 for the Water Revenue Fund Checking Account (Copy Attached)
3. Financial Statement dated March 31, 2000 for the Sewer Revenue Fund Checking Account (Copy Attached)
4. Financial Statement dated March 31, 2000 for the Rockport Construction Checking Account (Copy Attached)
5. Financial Statement dated March 31, 2000 for the Water Improvement Construction Account (Copy Attached)
6. Check No. 25026 thru 25068 written since the March 16, 2000 Board Meeting on the Water Revenue Fund Checking Account (Copy Attached)
7. Check No. 25069 thru 25078 written today, April 20, 2000, on the Water Revenue Fund Checking Account (Copy Attached)
8. Check No. 26987 thru 27030 written since the March 16, 2000, Board Meeting on the Sewer Revenue Fund Checking Account (Copy Attached)
9. Check No. 27031 thru 27041 written today, April 20, 2000, on the Sewer

Revenue Fund Checking Account (Copy Attached)

10. Payroll Checks No. 411 thru 426 written since the March 16, 2000, Board Meeting on the Sewer Revenue Fund Checking Account (Copy Attached)

Several letters identified as follows were reviewed from the list of correspondence that had been received since the last Board Meeting, March 16, 2000.

Letter 53 - Letter dated March 22, 2000, to Charles Stewart from Manning Frymier, P. E., Cerrone Associates, Inc., relative to including the Somerville Ridge area at the end of Windy Ridge in the proposed water extension project to serve the residents of Stephens Fork, Sycamore Run, Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.

Letter 57 - Letter dated March 22, 2000, to Charles Stewart from Fred Cutlip, Director, Community Development Division, West Virginia Development Office, stating that the WV Clearinghouse has reviewed the District's application to the USDA-Rural Development for a loan in the amount of \$1,000,000.00 to be used for water system extension in the Sycamore Run, Stephens Fork, and Limestone Ridge areas and has found that it meets all the requirements of the State's Intergovernmental Review Process.

Letter 125 - Letter dated April 11, 2000, to Charles Stewart from Dominick Cerrone, assistant Engineer, Cerrone Associates, Inc., recommending that the contract for the District's new office building be awarded to BDL Construction of Marietta, Ohio.

Letter 147 - Letter dated April 18, 2000, to Charles Stewart from D. Wayne Trimble, CKC Consulting, LLC, stating that no arbitrage rebate is due from the District on its Series 1995 Sewer Bonds. The letter also contains an invoice in the amount of \$375.00 for the arbitrage calculations.

Letter 148 - Fax dated April 18, 2000, to Margaret Batten from George Blum, Cerrone Associates, Inc., containing a letter dated April 18, 2000, to Charles Stewart from George Blum enclosing three copies of the proposed "Application To Change Rates" for the District's sewer system for the Board of Commissioners' consideration. Also, attached is a copy of the "Public Notice of Change In Rules" which must be published as a Class II Advertisement in the local newspaper.

Letter 149 - Letter dated April 18, 2000, to Margaret Batten from George Blum, Cerrone Associates, Inc., containing three copies of the proposed "Application To Change Rates" for the District's sewer system to be signed and notarized if found acceptable along with a "Public Notice of Change in Rates" to be published as a Class II Advertisement in the local newspaper. Hard copy of fax above.

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Mr. Radabaugh made a motion that Rule 42 for a 12.3% rate increase as prepared and recommended by George Blum be approved. Mr. Lett seconded the motion. The motion carried.

Mr. Lett excused himself from the remaining portion of the Board Meeting at 6:55 p.m.

Letter 150 - Letter dated April 18, 2000, to Charles M. Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval, four copies each of Requisition No. 7 for the District's Water System Improvement and the Rockport Water Extension Projects. This letter was discussed earlier and the Requisition No. 7 for both projects were approved and signed.

There was a brief discussion between the Board and Jim Mayles concerning the trees to beautify the storage tank on the Starcher property at Rockport. They had asked that some pine trees be planted around the tank so that it would not be such an eyesore. Mr. Mayles said he would check with his office to see what can be arranged. He also, reported that the tank on this site had not been cleaned and sanitized as of this date, April 20, 2000.

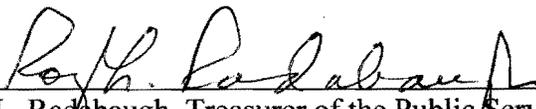
Mrs. Batten and Mr. Spears reported they did not have any new business to discuss.

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 7:06 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 18th day of May, 2000.



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

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

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$ 1,263.17	
Sewer Revenue Fund Checking Account		
WesBanco Bank	536.40	
Rockport Construction Account		
WesBanco Bank	447.58	
Water Improvement Construction Account		
WesBanco Bank	<u>1,146.16</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 3,393.31 OK

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$ 7,025.57	
Revenue Reserve Account		
WesBanco Bank	27,859.97	
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank	2,526.33	
Security Deposit Account		
WesBanco Bank	12,906.17	
Sams Creek/Chesterville Water Extension		
Tap Fees-WesBanco Bank	13,104.29	
Office Building Account		
WesBanco Bank	146,604.19	
Rockport/Route 21 Water Extension		
Tap Fees-Traders Bank	12,902.80	
Rockport/Route 21 Water Extension		
Security Deposits-Traders Bank	<u>6,176.95</u>	
TOTAL IN WATER ACCOUNTS:		\$229,106.27 OK

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$ 98,647.63	
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank	33,209.38	
Security Deposit Account		
WesBanco Bank	<u>12,510.44</u>	
TOTAL IN SEWER ACCOUNTS:		\$144,367.45 OK
TOTAL ALL FINANCES, MARCH 31, 2000		\$376,867.03 OK

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

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

\$ 2,268.91

RECEIPTS:

Water Sales	\$35,735.64
Tap Fees	600.00
Reconnection Fees	60.00
Reimbursement-System Improvement Project	165.00
Terry Bartley Extension	8,500.00
Security Deposit Refunds	<u>256.17</u>

TOTAL RECEIPTS:

\$45,316.81 ^{OK}

TOTAL CASH AVAILABLE:

\$47,585.72 ^{OK}

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	399.47
WesBanco Bank-Parkersburg	3,643.67
Salaries	6,741.18
Commissioners' Salaries	187.50
WV Public Employees Retirement System	1,549.92
WV State Tax Department	725.42
United States Postal Service	342.23
WV Public Employees Insurance Agency	684.43
Miss Utility of West Virginia	9.35
Claywood Park Public Service District	10,284.85
R. L. Roush Excavating	650.00
Bell-Atlantic-WV	95.77
C. I. Thornburg Company	9,456.87
WV Water & Waste Supply Company	1,255.03
Nellie Radcliff	56.40
Daugherty Supply Inc.	103.12
Fine Lines	90.24
Hardman Supply	220.01

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-MARCH, 2000
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Mineral Wells Public Service District	\$ 99.76
AT&T	14.59
Miller Communications	15.00
Ohio Valley Muffler & Brake	32.45
Taylor's Disposal Inc.	10.00
Hope Gas Company, Inc.	30.45
Parkersburg Office Supply	71.02
Rena's Janitorial Contractors	50.00
Sanitary Linen Supply	196.66
Verner & Cheryl Metz	51.20
Westco Internet	19.96
John Morris	165.00
Tim Francis	50.97
One Valley Bank	54.72
Parkersburg Sentinel Company	360.28
Reagle & Padden, Inc.	1,260.50
Andrew Woods	2.97
Fasteners & Supply, Inc.	15.75
AT&T Wireless Service	<u>57.81</u>

TOTAL EXPENDITURES:

\$46,322.55 ^{OK}

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

\$ 1,263.17 ^{OK}

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

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

\$ 560.61

RECEIPTS:

Sewer Sales	\$41,012.92
Tap Fees	500.00
Transfer from Repair/Maintenance Savings	1,983.42
Security Deposit Refunds	<u>464.41</u>

TOTAL RECEIPTS:

\$43,752.21

TOTAL CASH AVAILABLE:

\$44,312.82

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	938.29
Allegheny Power Company	5,014.02
WesBanco Bank-Parkersburg	2,694.25
Salaries	5,557.04
Commissioners' Salaries	187.50
WV Public Employees Retirement System	1,218.17
WV State Tax Department	510.00
Fasteners & Supply, Inc.	15.75
United States Postal Service	111.23
WV Public Employees Insurance Agency	516.33
Miss Utility of West Virginia	9.35
Air Products & Chemical Co.	405.12
Water Environment Testing	195.00
AT&T	14.58
Bell Atlantic-WV	442.82
WV Water & Waste Supply, Inc.	493.46
Sanitary Linen Supply, Inc.	196.62
Chemtek Corporation	272.16
Gene's Septic Tank Cleaning	220.00
Roush Excavating	437.63
Hardman's Supply Company	229.96
Parkersburg Office Supply	106.84

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

C. I. Thornburg Co., Inc.	\$ 504.12
Faith Plumbing & Drain Cleaning	65.00
Westco Internet	19.94
Eastern State's Pump Equipment	1,983.42
Fine Lines	90.24
Tim Francis	50.97
Mineral Wells Public Service District	95.98
Miller Communications	15.00
Ohio Valley Muffler & Brakes	32.45
AT&T Wireless	57.82
Hope Gas Inc.	30.44
Rena's Janitorial Contractors	120.00
Taylor's Disposal, Inc.	10.00
Pioneer Products, Inc.	2,290.08
Reagle & Padden, Inc.	1,260.50
Donald G. Sovel	50.97
Andrew Woods	6.75
Daugherty Supply Company, Inc.	21.34
Verner & Cheryl Metz	51.20
Cummins Cumberland, Inc.	<u>381.56</u>

TOTAL EXPENDITURES:

\$43,776.42

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

\$ 536.40

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

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

RECEIPTS:

Rural Utilities Service \$130,000.00

TOTAL RECEIPTS: \$130,000.00

TOTAL CASH AVAILABLE: \$130,466.38

EXPENDITURES:

J. C. Bosley Construction Company \$116,752.66
Mineral Wells Public Service District 165.00
Cerrone Associates, Inc. 12,402.56

TOTAL EXPENDITURES: \$129,320.22

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, MARCH 31, 2000** \$ 1,146.16

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

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

RECEIPTS:

Rural Utilities Service \$ 26,500.00

TOTAL RECEIPTS: **\$ 26,500.00**

TOTAL CASH AVAILABLE: **\$ 26,725.77**

EXPENDITURES:

Cerrone Associates, Inc. \$ 5,916.70
J. C. Bosley Construction Company 20,361.49

TOTAL EXPENDITURES: **\$ 26,278.19**

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK, MARCH 31, 2000** **\$ 447.58**

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

CHECKS WRITTEN SINCE THE MARCH 16, 2000, BOARD MEETING

CHECK NO. 25026	U. S. Postal Service	\$ 61.23
25027	U. S. Postal Service	231.00
25028	WesBanco Bank-Parkersburg	1,751.36
25029	WV Dept. of Tax & Revenue	725.42
25030	WV Public Employees Retirement	1,549.92
25031	Mineral Wells PSD	3,435.42
25032	Nellie Radcliff	56.40
25033	Allegheny Power	399.47
25034	Fine Lines	90.24
25035	Tim Francis	50.97
25036	Hardman's Supply Company	45.89
25037	Mineral Wells PSD	99.76
25038	Ohio Valley Muffler & Brake	32.45
25039	One Valley Bank	54.72
25040	Parkersburg Sentinel Co.	360.28
25041	Parkersburg Office Supply	35.84
25042	R. L. Roush Excavating	650.00
25043	Rural Development Admn.	2,112.00
25044	Reagle & Padden, Inc.	1,260.50
25045	Sanitary Linen Service	49.22
25046	Taylor's Disposal Inc.	10.00
25047	C. I. Thornburg	8,767.47
25048	USDA-Rural Development	3,140.00
25049	WesBanco-Water Res-Sams-CV	314.00
25050	Andrew Woods	2.97
25051	Claywood Park PSD	10,284.85
25052	Daugherty Supply Co. Inc.	59.72
25053	Westco Internet	9.98
25054	Verner & Cheryl Metz	51.20
25055	Fasteners & Supply Inc.	15.75
25056	AT&T	11.73
25057	Bell Atlantic-WV	95.77
25058	Hope Gas Inc.	30.45
25059	Hardman's Supply Co.	3.90
25060	Parkersburg Office Supply	25.20
25061	Sanitary Linen	50.72
25062	C. I. Thornburg	392.90
25063	Mineral Wells PSD	3,436.02
25064	U S Postal Service	63.36

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LIST OF WATER CHECKS-APRIL 20, 2000
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CHECK NO. 25065	WV Public Employees Insurance Agency	660.42
25066	WesBanco Bank-Parkersburg	1,883.02
25067	Mineral Wells Public Service District	52.53
25068	U S Postal Service	63.36

CHECKS WRITTEN TODAY, APRIL 20, 2000, THAT NEED AUTHORIZED

CHECK NO. 25069	AT&T	15.66
25070	AT&T Wireless	36.48
25071	Miss Utility of West Virginia	20.15
25072	Miller Communications	15.00
25073	WDHHR-Office of Lab Services	250.00
25074	Rena's Janitorial Contractors	62.50
25075	R. D. Wilson Sons & Co., Clarksburg	26.00
25076	Workers' Compensation Division	1,168.87
25077	WesBanco Bank-Parkersburg	110.00
25078	New Parkersburg Truck Stop	284.30

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

CHECKS WRITTEN SINCE THE MARCH 16, 2000, BOARD MEETING

CHECK NO. 26987	U. S. Postal Service	\$ 61.23
26988	WesBanco Bank-Parkersburg	1,542.42
26989	WV Dept of Tax & Revenue	510.00
26990	WV Public Employees Retirement	1,218.17
26991	Allegheny Power	3,406.88
26992	Air Products and Chemicals Inc.	192.99
26993	Chemtek Corporation	272.16
26994	Eastern State's Pump/Equipment	1,983.42
26995	Fine Lines	90.24
26996	Tim Francis	50.97
26997	Hardman's Supply Company	45.89
26998	James R. Lett	125.00
26999	Mineral Wells PSD	95.98
27000	Ohio Valley Muffler & Brake	32.45
27001	Parkersburg Office Supply	35.82
27002	Pioneer Products, Inc.	2,290.08
27003	R. L. Roush Excavating	437.63
27004	Roy L. Radabaugh	125.00
27005	Reagle & Padden, Inc.	1,260.50
27006	Sanitary Linen Service	49.22
27007	Charles M. Stewart	125.00
27008	Donald G. Sovel	50.97
27009	Taylor's Disposal Inc.	10.00
27100	WV Water & Waste Supply	472.00
27011	Andrew Woods	6.75
27012	Daugherty Supply Co., Inc.	21.34
27013	Verner & Cheryl Metz	51.20
27014	Westco Internet	9.97
27015	Cummins Cumberland Inc.	381.56
27016	Fasteners & Supply Inc.	15.75
27017	AT&T	11.72
27018	Bell Atlantic - WV	442.82
27019	Gene's Septic Tank Cleaning	150.00
27020	Hope Gas Inc.	30.44
27021	Hardman's Supply Company	3.88
27022	Parkersburg Office Supply	25.21
27023	Sanitary Linen Service	50.72
27024	C. I. Thornburg	504.12
27025	Faith Plumbing & Drain Cleaning	65.00
27026	U. S. Postal Service	42.50

LIST OF SEWER CHECKS

APRIL 20, 2000

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CHECK NO. 27027	WV Public Employees Ins. Agency	\$ 540.34
27028	WesBanco Bank Parkersburg	1,219.97
27029	Mineral Wells PSD	32.73
27030	U S Postal Service	63.36

CHECKS WRITTEN TODAY, APRIL 20, 2000, AND NEED AUTHORIZED

CHECK NO. 27031	AT&T	15.66
27032	AT&T Wireless Services	36.49
27033	Gene's Septic Tank Cleaning Service	140.00
27034	Miss Utility of WV Inc.	20.15
27035	Miller Communications	15.00
27036	Rena's Janitorial Contractors	132.50
27037	R. D. Wilson Sons & Co., Clarksburg	26.00
27038	Water Environmental Testing	195.00
27039	Workers' Compensation Division	741.28
27040	WesBanco Bank-Parkersburg	1,026.33
27041	New Parkersburg Truck Stop	284.30

PAYROLL CHECKS WRITTEN SINCE THE MARCH 16, 2000, BOARD MEETING

CHECK NO. 411	Margaret Batten	\$ 903.73
412	Richard Shayne Brabham	801.80
413	William H. Byers, Jr.	943.29
414	Linda K. Church	791.20
415	Russell P. Hanna	695.13
416	Mark K. Murphy	677.90
417	Nellie B. Radcliff	706.57
418	Jerald D. Spears	851.47
419	Margaret Batten	782.84
420	Richard Shayne Brabham	624.93
421	William H. Byers, Jr.	1258.12
422	Linda K. Church	693.12
423	Russell P. Hanna	620.27
424	Mark K. Murphy	605.01
425	Nellie B. Radcliff	594.35
426	Jerald D. Spears	764.34

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
RECEIVED OR MAILED SINCE THE MARCH 16, 2000 BOARD MEETING

1. Letter to the Mineral Wells Public Service District from Terry Thomas, Chief, PMBS Volunteer Fire Department, listing the number of gallons of water used for training purposes and the number of gallons of water used for fire fighting during the month of March.
2. Copy of a drawing showing a new fabricating shop to be built by Almeda Enterprises adjacent to the old Pettyville Community Building on Lost Pavement Road. A sewer main extension will be required.
3. **On Tap**, Drinking Water News For America's Small Communities, a publication of the National Drinking Water Clearinghouse sponsored by the Rural Utilities Service dated Spring 2000, Volume 9, Issue 1.
4. **West Virginia Workers Compensation Inside Look**, April 2000, a publication of the West Virginia Workers Compensation Division.
5. **The PIPELINE**, News & Views From the Water & Wastewater Division, a publication of the Water & Wastewater Division, Public Service Commission of West Virginia, dated March 2000.
6. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association dated April 7, 2000.
7. A training announcement from the West Virginia Rural Water Association relative to free walk-in workshops on the Consumer Confidence Report to be held once a week beginning on April 20, 2000, and ending on June 1, 2000.
8. Flyer announcing Open Enrollment for health insurance from April 3 through May 5, 2000, for health benefits effective July 1, 2000, through June 30, 2001. A copy of the **Health Care Plan Shopper's Guide** was also enclosed.
9. Letter dated April 14, 2000, to Public Service Districts, Municipalities, and Homeowner's Associations from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission, announcing a Termination Seminar to be held on April 14, 2000, in Flatwoods, West Virginia.
10. **WVRWA News Tap**, a bi-monthly publication of the West Virginia Rural Water Association dated April 14, 2000, Volume II, Issue 2.
11. Training Announcement from the West Virginia Rural Water Association announcing the following sessions: 1) "Activated Sludge Troubleshooting and Process Control", April 13, 2000, Lewisburg, West Virginia 2) "Algae and Duckweed Control in Ponds and

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - APRIL 2000
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Lagoons", April 27, 2000, Environmental Training Center, Ripley, West Virginia.

12. *etc Newsline*, a publication of the West Virginia Environmental Training Center, Cedar Lakes, Ripley, West Virginia, containing a registration form for the following training sessions: 1) "Chlorine Cylinder Safety & Repair", April 11, 2000; 2) "Wastewater Microbiology", May 1-4, 2000; and 3) "Class II Wastewater Certification", May 8-12, 2000.
13. **WV Rural Water Association LEGISLATIVE UPDATE**, a publication of the West Virginia Rural Water Association, containing an article entitled "2000 Legislative Summary".
14. A letter from the West Virginia Rural Water Association containing a quarterly training calender listing all the courses being offered by them during April, May, and June 2000. The letter states that the quarterly training calender will replace the monthly training session announcements to allow utilities to better plan for their training needs.
15. MEMO dated March 8, 2000, to All Miss Utility of West Virginia Members, Inc., Members from Jim Kovach announcing that the First Quarter Meeting for all members will be held on April 13, 2000, beginning at 9:30 a.m. at Tamarack, Beckley, West Virginia.
16. Letter dated March 12, 2000, to Water and/or Wastewater Manager from David Claypole, Graduate Student, West Virginia University, relative to a research project for his research statistics class in conjunction with The National Environmental Training Center for Small Communities. Letter contained a survey form which was completed by Margaret Batten and mailed on March 30, 2000.
17. Letter dated March 15, 2000, (received March 22, 2000) to Charles M. Stewart from H. T. White, P.E., Director of Engineering, HNTB Architects Engineers Planners, enclosing a set of preliminary full-size plans half-size cross sections to be used in preparation of the utility relocations for DOH Project No. U354-14-9.00 00 (Relocating WV 14 through North Mineral Wells).
18. Letter dated March 16, 2000, to Charles Stewart from Gary D. Wilson, Rural Development Specialist, Rural Utilities Service, stating that funds in the amount of \$26,500 should be electronically deposited in the Rockport Construction Account at WesBanco on March 20, 2000.
19. Letter dated March 16, 2000, to Charles Stewart from Gary D. Wilson, Rural Development Specialist, Rural Utilities Service, stating that funds in the amount of \$130,000 should be electronically deposited in the Water Improvement Construction Account at WesBanco on March 20, 2000.

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20. Letter dated March 16, 2000, to Charles Stewart from Jim Mayles, P.E., Cerrone Associates, Inc., containing a report on the construction progress of the District's two water projects.
21. Letter dated March 16, 2000, to Charles Stewart from George Blum, Director, Cerrone Associates, Inc., enclosing four copies of the proposed Agreement for Engineering Services for the Sycamore Run/Stephens Fork Water Extension.
22. Memorandum dated March 17, 2000, to Public Water System Owners/Managers/Operators from the Wheeling District Office, Environmental Engineering Division, West Virginia Department of Health and Human Resources, relative to a Class 1D Water Operator Certification Course.
23. Copy of a letter dated March 17, 2000, to the WV Municipal Bond Commission from Margaret Batten, enclosing check number 26979 in the amount of \$16,852.52 for sewer bond payments and check number 25022 in the amount of \$1,592.00 for the District's water bond payment.
- . Copy of a letter dated March 17, 2000, to Charles Carothers from Linda Church enclosing a copy of Section 16-13A-9 of the West Virginia State Code.
25. Copy of a letter dated March 17, 2000, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the February 16, 2000, Regular Board Meeting.
26. Copy of a letter dated March 17, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing the following signed documents: Form FmHA 1910-11- "Applicant Certification, Federal Collection Policies"; Form RD 400-1, "Equal Opportunity Agreement"; Form RD 400-4, "Assurance Agreement"; Form AD 1047, "Certification Regarding Debarment"; Exhibit A-1, "Certification for Contracts, Grants and Loans"; and RUS Bulletin 1780-22, "Water and Waste Eligibility and Certifications".
27. Copy of a letter dated March 17, 2000, to James Mayles, P.E., Cerrone Associates, Inc., from Linda K. Church enclosing a copy of Map No. 2-30 of Contract No. 2-Rockport Water Extension Project highlighting a new tap for Martin Starcher.
28. Copy of a letter dated March 17, 2000, to Gary D. Wilson, Rural Utilities Service, from Margaret Batten enclosing three copies of the Agreement for Engineering Services for the proposed water extension project to serve the residents of Stephens Fork, Sycamore Run, Limestone/Windy Ridge Areas of Wood, Wirt and Jackson Counties.
29. Copy of a letter dated March 17, 2000, to George Blum, Cerrone Associates, Inc., from

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - APRIL 2000
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Margaret Batten enclosing a copy of the District's letter dated March 17, 2000, to Gary Wilson, Rural Utilities Service, enclosing three copies of the Engineering Agreement for the proposed water project for Stephens Fork, Sycamore Run, Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties.

30. Copy of a letter dated March 17, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing four copies of Requisition No. 6 for the District's Water Improvements Project to be reviewed and approved.
31. Copy of a letter dated March 17, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing four copies of Requisition No. 6 for the District's Rockport Waterline Extension Project to be reviewed and approved.
32. Copy of a letter dated March 20, 2000, to Dominick P. Cerrone, Cerrone Associates, Inc., from Margaret Batten enclosing two signed copies of a Sediment Control Plan for the Office Building and Maintenance Garage Project.
33. Copy of a letter dated March 17, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing three copies of the Agreement for Engineering Services by and between the District and Cerrone Associates, Inc. for the proposed Stephens Fork, Sycamore Run, Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties Water Project.
34. Copy of a letter dated March 20, 2000, to West Virginia Water Development Authority from Margaret Batten stating 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 Sewage System Revenue Bonds, Series 1995.
35. Fax dated March 20, 2000, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Jerald D. Spears enclosing a copy of a letter from Earl Roach listing his demands for an easement through his property on Society Hill Road where the District's contractor install a water line through his yard without an easement and a copy of a letter from the District's engineer, Manning Frymier, Cerrone Associates, Inc. with his comments on the cost of the request for review and comment by attorney, Steve Hardman.
36. Fax dated March 20, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., containing an Agreement for Engineering Services for the Route 14 Slate Creek Bridge WVDOH Waterline Relocation Project.
37. Fax dated March 20, 2000, to Gary W. Scott, West Virginia Department of Highways, from Manning Frymier, P.E., Cerrone Associates, Inc., containing a 8.01 Form and attachments for the Route 14 Slate Creek Bridge WVDOH Waterline Relocation Project.

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38. Letter dated March 20, 2000, to Charles Stewart from Gary Wilson, Rural Utilities Specialist, Rural Utilities Service, approving payments listed on Requisition No. 6 for the District's Water System Improvement Project.
39. Letter dated March 20, 2000, to Charles Stewart from Gary Wilson, Rural Utilities Specialist, approving payments listed on Requisition No. 6 for the District's Rockport Water Extension Project.
40. Copy of a letter dated March 20, 2000, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Margaret Batten enclosing two copies of the proposed Engineering Agreement for the Stephen's Fork, Sycamore Run Road, and Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties Water System Extension Project, a copy of the Publisher's Affidavit of the Notice of Request for Engineering Services", a copy of the Minutes of the December 9, 1998, Board Meeting in which the Board held telephone interviews with engineering firms submitting proposals, and a copy of the December 17, 1998, Board Meeting during which the firm was selected.
41. Copy of letter dated March 20, 2000, to Mr. Dennis Affalter from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission, relative to the Mineral Wells Public Service District including a water main extension to serve the right and left forks of Buck Run Road in the current Rockport Waterline Extension Project.
42. Copy of a letter dated March 20, 2000, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the recorded right-of-way easement for Clayton D. Young for the placement of a fire hydrant on Sugar Camp Run Road.
43. Fax dated March 20, 2000, to Gary Scott, West Virginia Department of Highways, from Manning Frymier, P.E., Cerrone Associates, Inc., containing a proposed engineering agreement with Mineral Wells Public Service District for the I-77 Rest Area Sewage Connection to Mineral Wells Public Service District.
44. Copy of a letter dated March 21, 2000, to John C. Bosley, J. C. Bosley Construction, Inc., from Margaret Batten enclosing check number 1016 in the amount of \$20,361.49 as payment of Contractor's Estimate #5 for the Rockport Waterline Extension Project and check no. \$116,752.66 as payment of Contractor's Estimate No. 5 for the Water System Improvement Project.
45. Copy of a fax dated March 21, 2000, from Cerrone Associates, Inc. containing a Plan Holders List for the District's Office and Maintenance Buildings.
46. Copy of a letter dated March 21, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc.,

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from Margaret Batten enclosing check number 1018 in the amount of \$12,402.56 as payment for Construction Administration and Resident Inspection as shown on Requisition No. 6 for the System Improvement Project and check number 1017 in the amount of \$5,916.70 as payment for Construction Administration and Resident Inspection as shown on Requisition No. 5 for the Rockport Water Extension Project.

47. Fax dated March 21, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten containing a copy of the Electric Funds Transfer confirmation and documents from WesBanco Bank for the Water System Improvements Checking Account and the Rockport Waterline Extension Checking Account.
48. Copy of a letter dated March 21, 2000, to Sandra Squire, Executive Secretary, from Margaret Batten enclosing eleven copies each of the documents listed in the letter dated March 20, 2000, to Sandra Squire relative to the approval of the proposed engineering agreement for the proposed waterline extension to serve residents of Stephens Fork, Sycamore Run, Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties.
49. Fax dated March 21, 2000, to Jerry Spears from Jim Ruckman, Cerrone Associates, Inc., containing a letter received from Doug Pauley, Harbinger Developments, listing conditions that must be met before the corporation will grant an easement for a storm sewer for Matt Warner's property.
50. Copy of a letter dated March 21, 2000, to The Honorable John D. Rockefeller IV, United States Senate, from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission of West Virginia, relative to the Dennis Affalter's request that the District include a water extension in the current Rockport Water Extension Project to the serve the residents of the left and right forks of Buck Run Road.
51. Letter dated March 21, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., containing an original and two copies of the Agreement for Engineering Services for the WV DOT Upgrade I-77 Rest Area, Wood County, State Project #S354-77-165.90.
52. Letter dated March 21, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., containing an original and two copies of the Agreement for Engineering Services for the WV DOT - Slate Bridge, Wood County, State Project #S354-14-0.64.
53. Letter dated March 22, 2000, to Charles Stewart from Manning Frymier, P.E., Cerrone Associates, Inc., relative to including the Somerville Ridge area at the end of Windy Ridge in the proposed water extension project to the serve the residents of Stephens Fork, Sycamore Run, Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.

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54. Copy of correspondence instructions dated March 22, 2000, to Gary Wilson, Rural Utilities Services, from Margaret Batten enclosing an executed copy of the Agreement for Engineering Services for the proposed water project to serve Stephens Fork, Sycamore Run Road, and the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.
55. Copy of correspondence instructions dated March 22, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the approved February 17, 2000, Board Meeting Minutes.
56. Copy of a letter dated March 22, 2000, to all Creditors of Delores Diane Smith from Teresa M. Callahan, Deputy Clerk, U.S. Bankruptcy Court, relative to Chapter 7 Liquidation Bankruptcy.
57. Letter dated March 22, 2000, to Charles Stewart from Fred Cutlip, Director, Community Development Division, West Virginia Development Office, stating that the WV Clearinghouse has reviewed the District's application to the USDA-Rural Development for a loan in the amount of \$1,000,000.00 to be used for water system extension in the Sycamore Run, Stephens Fork, and Limestone Ridge areas and has found that it meets all the requirements of the State's Intergovernmental Review Process.
58. Copy of a letter dated March 22, 2000, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter dated March 20, 2000, to the Public Service Commission of West Virginia requesting approval of the Engineering Agreement for the proposed waterline extension to Stephens Fork, Sycamore Run Road, and the Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties.
59. Copy of correspondence instructions dated March 22, 2000, to the Wood County Clerk from Margaret Batten enclosing an easement from Cutlip-Warner Partnership to be recorded.
60. Letter from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of General Order No. 188.17 and General Order No. 186.12.
61. Fax dated March 22, 2000, to Eastern States Pump & Equipment from Margaret Batten containing a copy of the District's Tax Exempt Certificate.
62. Copy of a letter dated March 22, 2000, to Gary Scott, West Virginia Department of Transportation, from Jerald D. Spears stating that Cerrone Associates, Inc. will be the District's engineering firm for Project U354-14-9.00, STP-0014(069)E, N. Mineral Wells I/C, Co. 14/22-S. Ramp I-77 I/C, Wood County.
63. Copy of a letter dated March 22, 2000, to Gary W. Scott, West Virginia Department of 64.

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LIST OF CORRESPONDENCE - APRIL 2000
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Transportation, from Jerald D. Spears enclosing an original and one copy of the agreement for Engineering Services between the District and Cerrone Associates, Inc., for WV DOT-Upgrade I-77 Rest Area, Wood County, State Project #S354-77-165.90.

64. Copy of a letter dated March 22, 2000, to Gary W. Scott, West Virginia Department of Transportation, from Jerald D. Spears enclosing an original and one copy of the agreement for Engineering Services between the District and Cerrone Associates, Inc. for WV DOT-Slate Bridge, Wood County, State Project #S354-14-0.64, Federal Project #BR-0014(055)E.
65. Letter dated March 22, 2000, to Margaret Batten from Sandra Squire, Executive Secretary, stating the District's request for approval of the agreement for engineering services between the District and Cerrone Associates, Inc. for proposed Stephens Fork, Sycamore Run Road, and Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties had been received and assigned Case No. 00-0431-PWD-PC MINERAL WELLS PUBLIC SERVICE DISTRICT.
66. Copy of a letter dated March 23, 2000, to Jesse Sheppard, West Virginia Department of Transportation, from Margaret Batten enclosing one copy each of three letters dated March 22, 2000, to Gary Scott, WV DOT, from Jerald D. Spears relative to State Projects in the Mineral Wells Public Service District.
67. Copy of a letter dated March 23, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing one copy each of three letters dated March 22, 2000, to Gary Scott, WV DOT, from Jerald D. Spears relative to State Projects in the Mineral Wells Public Service District.
68. Copy of a letter dated March 23, 2000, to Guy Mick, West Virginia Department of Transportation, from Margaret Batten enclosing one copy each of three letters dated March 22, 2000, to Gary Scott, WV DOT, from Jerald D. Spears relative to State Projects in the Mineral Wells Public Service District.
69. Copy of a letter dated March 23, 2000, to Mr. H. T. White, Director of Engineering, HNTB Architects Engineers Planners, from Margaret Batten enclosing a copy of a letter dated March 22, 2000, to Gary Scott, West Virginia Department of Transportation, stating that the cost of relocating the water and sewer lines should be borne by the Division of Highways for Project U354-14-9.00, STP-0014(069)E, N Mineral Wells I/C, Co. 14/22-S. Ramp I-77 I/C, Wood County.
70. Copy of a letter dated March 23, 2000, to Jesse Sheppard, West Virginia Department of Transportation, from Margaret Batten enclosing one copy each of three letters dated March 22, 2000, to Gary Scott, West Virginia Department of Transportation, from Jerald D. Spears

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relative to West Virginia Department of Transportation Projects located within the Mineral Wells Public Service District.

71. Copy of a letter dated March 23, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing one copy each of three letters dated March 22, 2000, to Gary Scott, West Virginia Department of Transportation, from Jerald D. Spears relative to West Virginia Department of Transportation Projects located within the Mineral Wells Public Service District.
72. Copy of a letter dated March 23, 2000, to Guy Mick, Railroad & Utilities Section, Engineering Division, West Virginia Department of Transportation, from Margaret Batten enclosing one copy each of three letters dated March 22, 2000, to Gary Scott, West Virginia Department of Transportation, from Jerald D. Spears relative to West Virginia Department of Transportation Projects located within the Mineral Wells Public Service District.
73. Copy of a letter dated March 23, 2000, to H. T. White, P.E., HNTB Architects/Engineers and Gary Scott, West Virginia Department of Transportation from Jerald D. Spears stating that Manning Frymier, P.E., Cerrone Associates, Inc., will be working with HNTB and the Department of Highways on water and sewer line relocations and/or other engineering problems affecting the Mineral Wells PSD for State Project U354-14-9.00 00, Relocation of WV 14 Through North Mineral Wells.
74. Copy of a letter dated March 23, 2000, to Jesse Sheppard, West Virginia Department of Transportation, from Margaret Batten enclosing a copy of the letter dated March 23, 2000, to H. W. White, P.E., HNTB Architects/Engineers and Gary Scott, West Virginia Department of Transportation, from Jerald D. Spears relative to State Project U354-14-9.00 00.
75. Copy of a letter dated March 23, 2000, to Guy W. Mick, Railroad and Utilities, Engineering Division, West Virginia Department of Transportation, from Margaret Batten enclosing a copy of the letter dated March 23, 2000, to H. T. White, P.E., HNTB Architects/Engineers and Gary Scott, West Virginia Department of Transportation, from Jerald D. Spears relative to State Project U354-14-9.00 00.
76. Copy of a letter dated March 23, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter dated March 23, 2000, to H. W. White, P.E., HNTB Architects/Engineers and Gary Scott, West Virginia Department of Transportation, from Jerald D. Spears relative to State Project U354-14-9.00 00.
77. Fax dated March 23, 2000, to Shayne Brabham from Tom Fellure, Eastern State's Pump & Equipment, Inc., containing a quote for replacement of the Cracker Barrel Lift Station pumps.

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78. Fax dated March 23, 2000, to Jerry Spears from Earl Lucas, Mid-Ohio Valley Regional Planning & Development Council, listing the areas of the proposed water extension project for Stephens Fork, Sycamore Run Road, and Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties that qualify for Small Cities Funding.
79. Fax dated March 23, 2000, to J. C. Bosley Construction, Inc., Jerry Spears, Mineral Wells PSD, Russ Henderson, Rural Utilities Service, and Rick Merritt, Cerrone Associates, Inc., from Jim Mayles, P.E., Cerrone Associates, Inc., stating that a project meeting for the Mineral Wells PSD and Rockport Water Projects will be held on March 29, 2000, at 9 a.m. at the District's office.
80. Copy of a letter dated March 27, 2000, to All Bidders on the Mineral Wells Public Service District Office and Maintenance Buildings from Manning Frymier, P.E., Cerrone & Associates, Inc., containing Addendum No. 1 to the Contract Drawings and Specifications.
81. Fax dated March 27, 2000, to Mineral Wells PSD from Jim Mayles, P.E., Cerrone Associates, Inc., containing a drawing off the Interstate 77 right-of-way plans relative to the District's System Improvements Project.
82. Copy of a letter dated March 27, 2000, to George Blum, Cerrone Associates, Inc., from Linda Church enclosing a billing analysis of the District's sewer customers from July 1, 1998, through June 30, 1999.
83. Fax dated March 28, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten containing a copy of the District's current sewer tariff and a copy of the front sheet of the tariff for water extension to Rockport and the Water System Improvement Projects.
84. Copy of a letter dated March 28, 2000, to Editor, *Parkersburg Sentinel*, from Margaret Batten containing a notice about a special Board meeting scheduled for April 4, 2000, at 2 p.m. in the District's office to be published in the first available issue of the newspaper.
85. Copy of a letter dated March 28, 2000, to Editor, *Parkersburg News*, from Margaret Batten containing a notice about a special Board meeting scheduled for April 4, 2000, at 2 p.m. in the District's office to be published in the first available issue of the newspaper.
86. Fax dated March 28, 2000, from Union Williams PSD containing the agenda for the March 29, 2000, meeting of the Wood County PSD Association to be held at the Lubeck Public Service District.
87. Copy of a letter dated March 28, 2000, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten containing a copy of the signed easement by and between the

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District and the Cutlip-Warner Partnership.

88. Fax dated March 28, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears containing a copy of the fax dated March 23, 2000, from Earl Lucas, Mid-Ohio Valley Regional & Planning Council, relative to funding for the proposed water extension project to serve Stephens Fork, Sycamore Run Road, and the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.
89. Copy of a letter dated March 29, 2000, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Margaret Batten enclosing an original and twelve copies of the letter from Cerrone Associates, Inc. relative to the payment of engineering fees for the proposed water extension project to Stephen's Fork, Sycamore Run Road, and Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties.
90. Fax dated March 29, 2000, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten containing a list of areas that will be without water service at sometime during April 3, 2000, through April 11, 2000, while the District's contractor ties in the new water mains for the System Enhancement Project.
91. Fax dated March 29, 2000, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten containing a list of areas that will be without water service at sometime during April 3, 2000, through April 11, 2000, while the District's contractor ties in the new water mains for the System Enhancement Project.
92. Fax dated March 29, 2000, to Margaret Batten from George E. Blum, Cerrone Associates, Inc., containing a copy of the letter dated March 29, 2000, wherein George Blum states that Cerrone Associates, Inc. will defer payments under the proposed Engineering Agreement for the Stephens Fork, Sycamore Run Road, Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties until such time as the grant or loan funds become available.
93. Copy of a letter dated March 29, 2000, to David Holley, Public Service Commission of West Virginia, from George Blum, Cerrone Associates, Inc., containing one copy of the Preliminary Engineering Report for the proposed extension to the Stephens Fork, Sycamore Run Road, and Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties, and one copy of the letter from George Blum stating that Cerrone Associates, Inc. will defer payment under the proposed Engineering Agreement for this project until such time that grant or loan funds become available.
94. Letter dated March 29, 2000, to Charles Stewart from George E. Blum, Cerrone Associates, Inc., stating that Cerrone Associates, Inc. agree to defer payments under the Proposed Agreement For Engineering Services for the Sycamore Run/Stephens Fork Water Extension.

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95. USDA-FmHA Inspection Report (Form FmHA 1924-12) dated March 29, 2000, and signed by Russell L. Henderson, Contract Specialist, Rural Utilities Service for Contracts #1, #2, and #3 for the District's Water System Improvement Project and the Rockport Water Extension Project.
96. Fax dated March 29, 2000, to the Editor, **PARKERSBURG NEWS**, containing a notice to be published in the first available issue regarding the special Board meeting scheduled for 2 p.m. on Tuesday, April 4, 2000, in the District's office.
97. Fax dated March 29, 2000, to the Editor, **PARKERSBURG SENTINEL**, containing a notice to be published in the first available issue regarding the special Board meeting scheduled for Tuesday, April 4, 2000, in the District's office.
98. Memorandum dated March 29, 2000, to Payroll Clerks from Sharon Pruett, PERS Contribution Section, Consolidated Public Retirement Board, enclosing Revised PERS Beneficiary Forms to be completed by all employees and returned to the Public Employees Retirement System.
99. Letter dated March 30, 2000, to Charles M. Stewart from Belinda Beller, Permit Support Team, Office of Water Resources, West Virginia Division of Environmental Protection, stating that the District forms for Permit Application No. WV0081141 for a WV/NPDES Water Pollution Control Permit were found to be complete and that the public notice period begins on April 3, 2000.
100. Copy of a letter dated March 30, 2000, to a list of water utility companies throughout the State of West Virginia from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the Commission's General Order No. 188.17.
101. Notice of Chapter 7 Bankruptcy Case, Meeting of Creditors & Deadlines, United States Bankruptcy Court, dated March 31, 2000, relative to the bankruptcy filing of Sharon Renee Spellman, 156 Mineral Park Estates.
102. Letter dated March 31, 2000, to Jerald D. Spears from George A. Shinsky, Acting Construction Engineer, West Virginia Department of Transportation, Division of Highways, stating that the pre-construction conference for Project No. BRER-0698(036)E, E354-21-102.06, Rockcamp Run Bridge, Wood County, has been scheduled for April 14, 2000, at 10 a.m. in the WV DOH Conference Room on Depot Street.
103. Fax dated April 3, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears containing one copy each of a petition from six residents in Wirt County and a petition from seven residents in Jackson requesting that water service to their areas be 104.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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included in the proposed water extension project for Stephens Fork, Sycamore Run Road, and Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties.

104. Fax dated April 3, 2000, to Jim Ruckman, Cerrone Associates, Inc., from Jerald D. Spears relative to the easement across the Post Mill Apartments property for a storm sewer and the acquisition of some property from Mr. Eddy in Rockport for a new water booster station.
 105. Fax dated April 3, 2000, to Manning Frymier, Cerrone Associates, Inc. from Jerald D. Spears stating that Gary Scott, West Virginia Department of Transportation, wants all DOH documents signed in blue ink.
 106. Fax dated April 4, 2000, to Marjean, Cerrone Associates, Inc., from Margaret Batten containing a copy of the bid tab for the office and maintenance buildings for the District.
 107. Copy of a letter dated April 4, 2000, to Earnie Dotson, Miller Communications, Inc., from William M. Fugate, P.E., Electrical Engineer, Cerrone Associates, Inc., requesting proposals for three telemetry systems for the Water System Improvements Project and the Rockport Water Extension Project.
 108. Memorandum dated April 5, 2000, to All Water Purchasers from Daniel A. Parker, West Virginia Department of Health and Human Resources, stating that the District should receive a copy of water test results for the year 1999 from the water seller by April 1, 2000.
 109. Letter dated April 6, 2000, to Charles Stewart from Rosalie Brodersen, Branch Leader, Management Branch, Construction Assistance, West Virginia Division of Environmental Protection, stating that the District's annual audit report for FY99 have been reviewed for compliance with OMB Circular A-133 and the Single Audit Act and have meet federal regulations.
 110. Letter dated April 6, 2000, to Jerald D. Spears from Jesse E. Sheppard, District Three Utilities Supervisor, West Virginia Department of Transportation, Division of Highways, authorizing the District to proceed with all work necessary to eliminate any conflicts with the Society Hill Intersection Improvement Project.
- Letter dated April 6, 2000, to the Mineral Wells Public Service District, Attention: Jerald D. Spears, from Jesse E. Sheppard, District Three Utilities Supervisor, West Virginia Department of Transportation, Division of Highways, stating that a set of full size plans with cross-sections has been sent to Cerrone Associates, Inc., for their use in designing the relocation of the District's water and sewer lines for the Society Hill Intersection Improvement Project.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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112. Letter dated April 7, 2000, to Margaret Batten from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Final Internal Memorandum for Case No. 00-0431-PWD-PC—Petition for consent and approval for the District to enter into an engineering agreement with Cerrone Associates, Inc. for the proposed Stephens Fork, Sycamore Run Road, and Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties Water Extension Project.
113. Copy of a letter dated April 7, 2000, to Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the Monthly Operation Report for the District for the month of March, 2000, and a copy of the Daily Water Purchase Tally for the same period of time.

Copy of a letter dated April 7, 2000, to Terry Bartley from Jerald D. Spears containing all the necessary documents for a water line extension from the end of Dale Drive to Butcher Bend Road.
115. Fax dated April 10, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter dated April 7, 2000, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia containing a copy of the Staff's Final Internal Memorandum listing the requirements for final approval of the Engineering Agreement by and between the District for the proposed Stephens Fork, Sycamore Run Road, and Limestone/Windy Ridge Areas of Wood, Wirt, and Jackson Counties Water Extension Project.
116. Letter dated April 10, 2000, to Jerald D. Spears from Guy W. Mick, Chief, Railroads and Utilities Unit, Engineering Division, West Virginia Department of Transportation, enclosing the original and four copies of the proposed utility agreement dated April 10, 2000, for the Mineral Wells Rest Areas, Wood County, Project S354-77-165.90 to be executed and returned to the WV DOT.
117. Letter dated April 10, 2000, to Jerald C. Spears from Guy W. Mick, Chief, Railroads and Utilities Unit, Engineering Division, West Virginia Department of Transportation, enclosing an original and four copies of the proposed utility agreement dated April 10, 2000, for the Slate Bridge, Wood County, Project S354-14-0.64 and BR-0014(054)E to be executed and returned to the WV DOT.
118. Fax dated April 11, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears stating that all thirteen income surveys from the residents on Somerville Ridge were returned and that ten or eleven of them qualify under Small Cities Block Grants.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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119. Copy of a letter dated April 11, 2000, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from George E. Blum, Cerrone Associates, Inc., containing copies of page 4 of the proposed Agreement for Engineering Services which was amended to contain language concerning the forgiveness of fees should the project not receive funding.
120. Fax dated April 11, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears containing a copy of the Staff memorandum and report in Case No. 00-0431-PWD-PC with errors highlighted in yellow.
121. Fax dated April 11, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears containing a copy of the letter dated April 6, 2000, from Jesse Sheppard, District Three Utilities Supervisor, West Virginia Department of Transportation, which contained a set of full size plans for Project U318-14-5.66, Society Hill Intersection Improvement and a copy of the letter dated April 6, 2000, from Jesse E. Sheppard, giving the District authorization to proceed with all work necessary to eliminate any conflicts with the Society Hill Intersection Project.
122. Fax dated April 11, 2000, to Margaret Batten from Dominick P. Cerrone, Cerrone Associates, Inc., listing two examples of structures built by BDL Corporation in the Parkersburg area.
123. Fax dated April 11, 2000, to Jim Ruckman, Cerrone Associates, Inc., from Rick Merritt, Cerrone Associates, Inc., containing maps showing the Earl Roach property and the Ronald Deem Property.
124. Fax dated April 11, 2000, to Wayne Trimble, CKC Consulting, from Margaret Batten enclosing copies of the Municipal Bond Statements for the Sewer Reserve Fund as of September 30, 1999, and December 31, 1999.
- 125.* Letter dated April 11, 2000, to Charles Stewart from Dominick Cerrone, Assistant Engineer, Cerrone Associates, Inc., recommending that the contract for the District's new office building be awarded to BDL Construction of Marietta, Ohio.
126. Fax dated April 12, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten attaching a copy of two proposed agreements with the West Virginia Department of Highways (Mineral Wells Rest Area and Slate Bridge Project).
127. Copy of a letter dated April 13, 2000, to Ms. Sharon Pruett, Public Employees Retirement System Contribution Section, WV Consolidated Public Retirement Board, from Margaret Batten enclosing eight revised Public Employees Retirement System beneficiary forms for the District's employees.

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128. Copy of a letter dated April 13, 2000, to Mr. Ronald Deem, Sr. from Charles Stewart relative to obtaining an easement for a water line that was recently installed inadvertently through the Deem property for a short distance near the wing walls of a bridge on Route 21.
129. Fax dated April 13, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten containing an invoice from the Office of Water Resources for Permit/ID Number WVG071676 in the amount of \$1,050.00 for an Annual Permit Free and Groundwater Fee for the System Enhancement and Rockport Water Extension Projects.
130. Copy of a letter dated April 13, 2000, to the Department of Natural Resources from Linda Church enclosing a copy of the District's WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Wastewater Treatment Plant Operators (ES59) for the month of March.
131. Copy of a letter dated April 13, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the District's WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Wastewater Treatment Plant Operators (ES59) for the month of March.
132. Copy of a letter dated April 13, 2000, to the Office of Environmental Health Services/EED, West Virginia Bureau of Health, from Linda Church enclosing a copy of the District's WV National Pollutant Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Wastewater Treatment Plant Operators (ES59) for the month of March.
133. Copy of a letter dated April 13, 2000, to the Office of Water Resources (DNR), Attention: Municipal Branch, from Linda Church enclosing a copy of the District's WV National Pollutant Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Wastewater Treatment Plant Operators (ES59) for the month of March.
134. Copy of a letter dated April 13, 2000, to Guy Mick, Chief, Railroad and Utilities Unit, Engineering Division, West Virginia Division of Highways, from Margaret Batten enclosing the original and four copies of the proposed utility agreement dated April 10, 2000, and signed by Charles M. Stewart, Chairman, for the Slate Creek Bridge Project.
135. Copy of a letter dated April 13, 2000, to Guy Mick, Chief, Railroad and Utilities Unit, Engineering Division, West Virginia Division of Highways, from Margaret Batten enclosing the original and four copies of the proposed utility agreement dated April 10, 2000 and signed by Charles M. Stewart, Chairman, for the Mineral Wells Rest Area Project.
136. Fax dated April 13, 2000, to Margaret Batten from Manning Frymier, P.E., Cerrone Associates, Inc., stating that the NPDES permit fee should be added to the next construction

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requisition for the System Enhancement and Rockport Water Extension Projects.

137. Letter dated April 14, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, listing the annual management reports which are required no later than June 1, 2000, and September 1, 2000, in accordance with the District's loan agreements for the water system.
- . Fax dated April 14, 2000, to Editor, *Parkersburg News*, from Margaret Batten containing a notice about the District's monthly Board meeting to be held on April 20, 2000, to be published in the first available issue of the newspaper.
139. Fax dated April 14, 2000, to Editor, *Parkersburg Sentinel*, from Margaret Batten containing a notice about the District's monthly Board meeting to be held on April 20, 2000, to be published in the first available issue of the newspaper.
140. Letter dated April 14, 2000, to Sandra Squire, Executive Secretary, Public Commission of West Virginia, from Margaret Batten noting some discrepancies in the Staff memorandum and report in PSC Case No. 00-0431-PWD-PC, the proposed water project to serve Stephens Fork, Sycamore Run, and Limestone/Windy Ridge Areas of Wood, Wirt and Jackson Counties.
141. Letter dated April 14, 2000, to Ronald B. Sizemore, Chairman, Mineral Wells PSD, from Rosalie Brodersen, Branch Leader, Management Branch, Construction Assistance, West Virginia Division of Environmental Protection, stating that the District's annual audit report for FY98 and FY99 have been reviewed for compliance and have met federal regulations with the exception that District has insufficient debt service coverage. This letter was sent to the Mineral Wells PSD and will be corrected by Ms. Brodersen.
142. Letter dated April 17, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, relative to training sessions to be held in May for all water and wastewater borrowers on the topic of RUS annual reporting and audit requirements.
143. Copy of a letter dated April 17, 2000, to James Mylott, Mid-Ohio Valley Regional Planning and Development Council, from Charles Stewart requesting that the Council move forward quickly to complete all aspects of the Small Cities Block Grant Application for the proposed water project to serve Stephens Fork, Sycamore Run, and the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties prior to May 5, 2000.
144. Copy of a letter dated April 18, 2000, to Tina Crane, New Parkersburg Truck Stop, from Jerald D. Spears stating the District will discontinue all gasoline and diesel purchases immediately and asking that the District's account be closed immediately.

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145. Fax dated April 18, 2000, to Carol, Easton Printing Co., from Margaret Batten containing a copy of the District's #10 envelope per their telephone conversation that day.
146. Fax dated April 18, 2000, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten containing a letter of the same date enclosing a copy of Invoice No. 1 for Requisition No. 7 for the Water System Enhancement Project.
- 147.* Letter dated April 18, 2000, to Charles Stewart from D. Wayne Trimble, CKC Consulting, LLC, stating that no arbitrage rebate is due from the District on its Series 1995 Sewer Bonds. The letter also contains an invoice in the amount of \$375.00 for the arbitrage calculations.
- 148.* Fax dated April 18, 2000, to Margaret Batten from George Blum, Cerrone Associates, Inc., containing a letter dated April 18, 2000, to Charles Stewart from George Blum enclosing three copies of the proposed "Application To Change Rates" for the District's sewer system for the Board of Commissioners' consideration. Also attached is a copy of the "Public Notice of Change In Rates" which must be published as a Class II Advertisement in the local newspaper.
- 149.* Letter dated April 18, 2000, to Margaret Batten from George Blum, Cerrone Associates, Inc., containing three copies of the proposed "Application To Change Rates" for the District's sewer system to signed and notarized if found acceptable along with a "Public Notice of Change in Rates" to be published as a Class II Advertisement in the local newspaper. Hard copy of fax above.
- 150.* Letter dated April 18, 2000, to Charles M. Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval four copies each of Requisition No. 7 for the District's Water System Improvement and the Rockport Water Extension Projects.
151. Letter dated April 18, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, enclosing a copy of the bond transcript for the District's Water Revenue Bonds, Series 1999 A & B for the District's records.
152. Fax dated April 19, 2000, to CKC Consulting, Inc. from Margaret Batten containing a copy of pages 33, 34, and 35 of the Refunding Bond Transcript as suggested by Randall Law at WesBanco Bank Parkersburg.
153. Copy of a letter dated April 20, 2000, to Belinda Beller, Permit Support Team, West Virginia Division of Environmental Protection, from Margaret Batten enclosing a copy of the affidavit of publication of the public notice for "Application for A West Virginia Pollution Control Permit" for Permit Application No. WV0081141.