

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, JULY 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; Nellie Radcliff, Office Technician; Jerald D. Spears, Operations Manager; William Byers, Operations Technician; Rick Merritt, Inspector, Cerrone Associates, Inc., Jim Mayles, Project Engineer, Cerrone Associates, Inc.; Manning Frymier, P. E. Cerrone Associates, Inc.; Ester and Calvin A. Cox, residents of Five-Mile Run were in attendance.

Ester and Calvin Cox were in attendance to address the Board concerning the possibility of getting a waterline to their property on Five-Mile Run. Regrettably the on-going project will not include them. The Board explained to them about the self-help plan of extending water lines and that the District would be glad to work with them so that they could get water to their property. They were very interested in the self-help plan and agreed to get together with Mr. Spears and go over the plan in detail. They excused themselves from the rest of the meeting.

Mr. Mayles gave a progress report on the new office and maintenance building that is under construction. He reported that the contractor is a little behind schedule because of the amount of rain that we have been having. He also asked if the Board was interested in a Change Order to change the roof of the maintenance building from asphalt shingles to steel standing seam or corrugated sheet roofing. The Board was not interested in corrugated sheet roofing.

Mr. Mayles reported that tie-ins and the tank on Price Road had been completed. All Bac-T tests and chlorination had been successful. Contract # 1 is 98% complete.

The Rockport Project is ready for 55 meters and services. There is no water in the tank as of this date. William and Jim agree that the lines and tank be filled from the Wolfe Run side. Lines and Tank need to be filled, flushed and chlorinated.

There was a question concerning the electrical entrance on the new office building. Mr. Frymier said the electric should be installed according to the specs. The Board agreed with Mr. Frymier.

Water Improvement Project is behind with clean-up and restoration.

Mr. Radabaugh reported that the Assistant Fire Chief would like risers put on the fire hydrants that are too low in the ground on the pre-existing line. He is to prepare a list and get it to the engineer for a cost estimate.

Mrs. Batten had a check in the amount of \$1300.00 prepared for the Mr. Ron Deem easement. He

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agreed to let the District enter his property without having to be condemned as stated in the Minutes of the June 15th Board Meeting. Mr. Radabaugh presented pictures that showed the ditch had been dug to the grade of Mr. Deems expectations.

Mr. Mayles presented Requisition No. 10 for the Mineral Wells Public Service District Water System Improvements on Contract #1 in the amount of \$77,803.92. Mr. Radabaugh made a motion that Requisition No. 10 be approved and signed by Mr. Stewart as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the requisition.

Requisition No. 10 for the Mineral Wells Public Service District Rockport Waterline Extension project was presented by Mr. Mayles in the amount of \$86,552.86. Mr. Radabaugh made a motion that Requisition No. 10 be approved and signed by Mr. Stewart as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the requisition.

Mr. Spears and the Board discussed several items that needed to be addressed concerning the Waste Water Treatment Plant. A De-chlorination facility needs to be constructed at the Plant to meet regulations and an engineering firm needs selected for this project. This project will most likely cost less than \$250,000.00, therefore the District may proceed under Section 5-G-1-4, which requires a less stringent procurement method of selecting an engineer. Under these requirements, the District "shall conduct discussions with three or more professional firms solicited on the basis of know or submitted qualifications for the assignment prior to the awarding of any contract." No formal advertisement is required and the discussions may be conducted over the telephone. After these discussions, a firm is selected, based upon its qualifications, and the contract is negotiated.

After this procurement effort, the engineering agreement must still be approved by the Public Service Commission. The District, may, however, request that the Commission waive this prior consent process if they explain their ability to evaluate their own engineering contract.

It was the consensus of the Board that this procedure would best meet their needs.

These engineering firms will be contacted by telephone to discuss the de-chlorination project and their qualifications to accomplish the project will be determined

Mr. Radabaugh made a motion that the minutes of the June 15, 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.

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1. Financial Statement dated June 30, 2000, for All Finances of District (copy attached)
2. Financial Statement dated June 30, 2000 for the Water Revenue Fund Checking Account (copy attached)
3. Financial Statement dated June 30, 2000 for the Sewer Revenue Fund Checking Account (copy attached)
4. Financial Statement dated June 30, 2000 for the Water Improvement Checking Account (copy attached)
5. Financial Statement dated June 30, 2000 for the Rockport Construction Checking Account (copy attached)
6. Checks No. 25182 Thru 25243 written since the June 15, 2000, Board Meeting on the Water Revenue Fund Checking Account (copy attached)
7. Checks No. 27151 Thru 27207 written since the June 15, 2000, Board Meeting on the Sewer Revenue Fund Checking Account (copy attached)
8. Checks No. 27208 Thru 27214 written July 20, 2000, on the Sewer Revenue Checking Account (copy attached)
9. Checks No. 25244 Thru 25249 written July 20, 2000, on the Water Revenue Checking Account (copy attached)
10. Payroll Checks No 459 thru 474 written since the June 15th 2000 Board Meeting (copy attached)

Mr. Lett seconded the motion. The motion carried.

The following letters were reviewed from the list of correspondence.

Letter 11 - Dated June 6, 2000, to Margaret Batten from Robert C. Byrd, U. S. Senator, regarding his interest in the application submitted for a Small Cities Block Grant by the Wirt County Commission for the proposed water project to serve the Stephens Fork, Sycamore Run, and the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.

Letter 38 - Dated June 21, 2000, to Charles Stewart from Sandra Squire, Executive Secretary, Public

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Service Commission of West Virginia, enclosing a copy of the Staff memorandum and report for Case No. 00-0673-PSD-42A, the District's request for a sewer rate increase stating that the Public Service Commission will conduct an audit of the District's books within its own time frame.

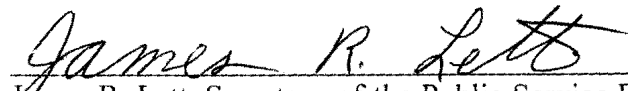
Letter 99 - Dated July 12, 2000, to Margaret Batten from Alan B. Mollohan, United States House of Representatives, enclosing a copy of a letter from Fred Cutlip, Director of the Community Development Division, West Virginia Community Development Office, regarding Representative Mollohan's support for the Wirt County Commission Small Cities Block Grant Application.

All business having been completed, Mr. Lett made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion carried. Mr. Stewart adjourned the meeting at 8:00 p.m.

CERTIFICATION

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

IN WITNESS WHEREOF, I have hereto set my hand and seal of the District on the 17th day of August, 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
JUNE 30, 2000**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$	221.98
Sewer Revenue Fund Checking Account		
WesBanco Bank		3,956.18
Rockport Construction Account		
WesBanco Bank		687.98
Water Improvement Construction Account		
WesBanco Bank		<u>2,012.82</u>
TOTAL IN CHECKING ACCOUNTS:		\$ 6,878.96

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$	7,391.41
Revenue Reserve Account		
WesBanco Bank		27,999.33
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank		3,482.30
Security Deposit Account		
WesBanco Bank		14,039.36
Sams Creek/Chesterville Water Extension		
Tap Fees-WesBanco Bank		4,902.54
Office Building Account		
WesBanco Bank		148,477.75
Rockport/Route 21 Water Extension		
Tap Fees-Traders Bank		13,342.12
Rockport/Route 21 Water Extension		
Security Deposits-Traders Bank		<u>6,315.50</u>
TOTAL IN WATER ACCOUNTS:		\$225,950.33

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$	96,817.93
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank		30,683.63
Security Deposit Account		
WesBanco Bank		<u>13,332.35</u>
TOTAL IN SEWER ACCOUNTS:		<u>\$140,833.91</u>
TOTAL ALL FINANCES, JUNE 30, 2000		\$373,663.20

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
JUNE 30, 2000**

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

\$ 4,295.66

RECEIPTS:

Water Sales	\$38,164.80
Rent-Sewer Department	3,028.61
Reconnection Fees	40.00
Curtis Richards' Old Bill	101.40
Tap Fees	1,400.00
Void Check #24066	228.50
Void Check #25214	16.52
Deposit Error	224.76
Security Deposit Refunds	<u>867.95</u>

TOTAL RECEIPTS:

\$44,072.54

TOTAL CASH AVAILABLE:

\$48,368.20

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	312.42
WesBanco Bank-Parkersburg	4,151.46
Salaries	7,674.35
Commissioners' Salaries	412.50
WV Public Employees Retirement System	1,757.35
WV State Tax Department	778.59
United States Postal Service	172.37
WV Public Employees Insurance Agency	744.47
Miss Utility of West Virginia	16.85
WV Health & Human Services	30.00
Bell Atlantic-WV	94.30
Daugherty Supply	29.36
Parkersburg Office Supply	75.79
Hope Gas Inc.	15.60

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FINANCIAL STATEMENT-WATER-JUNE 2000
PAGE 2**

Everett L. Harper & Son, Inc.	\$ 436.50
Hardman Supply Company	8.44
Fasteners & Supply, Inc.	21.35
Bowles Rice McDavid Graff & Love	228.50
Mineral Wells Public Service District	543.20
AT&T	44.15
Miller Communications	15.00
Rena's Janitorial Contractors	253.00
Scranton Service Group	81.03
R. D. Wilson Sons & Company	27.63
C. I. Thornburg Company	3,631.73
Sanitary Linen Service	101.25
Tesa Company	23.03
Taylor's Trash Service	28.00
Westco Internet	19.94
Claywood Park Public Service District	10,925.63
Bosley Rental	8.98
Terry Bartley	1,479.72
Jackson Star News	70.00
Parkersburg Sentinel Company	315.00
Poynter's Best Products	75.21
Public Service Commission-WV	1,485.00
Pifer's Service Center	420.66
Wirt County Journal	43.40
R. L. Roush Excavating	1,324.25
WV Water & Waste Supply Company	821.58
Ohio Valley Muffler & Brake	34.42
Circuit Clerk of Wood County	1,185.00
Secretary of State	30.00
Carrie Day	8.04
Keith Gosnell	18.38
Betty . Hanshew	3.20
Sarah A. Knapp	16.45
Last Chance Carryout & Salon	31.85
Lester Marks	51.40
MOA Hospitality Inc.	51.27
Chuck Metallides	50.99
David Mendenhall	50.99
Kimberly & Jason Poling	50.98
Charles S. Shedd	51.02

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FINANCIAL STATEMENT-WATER-JUNE, 2000
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Ron Sampson	\$	50.99
Emily J. Tippens		53.92
Kristi Cottrell Windland		51.16
Woodcraft Supply		31.67
Sharyn Spellman		33.62
AT & T Wireless Service		<u>325.28</u>

TOTAL EXPENDITURES: **\$48,146.22**

BALANCE I N WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, JUNE 30, 2000 **\$ 221.98**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEWER REVENUE FUND CHECKING ACCOUNT
JUNE 30, 2000**

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

\$3,335.02

RECEIPTS:

Sewer Sales	\$43,639.02
Tap Fees	500.00
Reconnection Fees	20.00
Curtis Richards' Old Bill	119.85
WV Laborer's Training Center	4,560.00
Transfer from Repair/Replacement Savings	1,411.10
Security Deposit Refunds	<u>819.76</u>

TOTAL RECEIPTS:

\$51,069.73

TOTAL CASH AVAILABLE:

\$54,404.75

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,073.85
Allegheny Power Company	4,102.44
WesBanco Bank-Parkersburg	2,482.74
Salaries	4,925.82
Commissioners' Salaries	412.50
WV Public Employees Retirement System	1,094.59
WV State Tax Department	494.93
United States Postal Service	172.36
WV Public Employees Insurance Agency	456.29
Miss Utility of West Virginia	16.85
Water Environment Testing	195.00
AT&T	27.62
Air Products & Chemicals, Inc.	548.25
Bell Atlantic - WV	441.35
Claremont Chemicals	61.75
Gene's Septic Tank Cleaning Service	140.00
Danny's Lawn Service	270.00
Daugherty Supply	33.89
Bosley Rental & Supply	8.97
Chemtek Corporation	262.36
Mineral Wells Public Service District	3,028.61
Mineral Wells Public Service District	379.69
Parkersburg Office Supply	75.80

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 FINANCIAL STATEMENT-SEWER, JUNE, 2000
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Pifer's Service Center	\$ 420.65
City of Parkersburg	20.00
Sanitary Linen Service	101.29
Taylor's Disposal Inc.	28.00
Westco Internet	19.96
McHenry Electric	313.15
WV Water and Waste Supply	407.60
Poynter's Best Products	75.20
Arrow Concrete	423.50
Public Service Commission-WV	1,685.39
Roto Rooter Sewer Company	500.00
Ohio Valley Muffler and Brakes	34.41
Miller Communications	15.00
Radio Shack	103.45
AT&T Wireless	325.28
Rena's Janitorial Contractors	792.00
R. L. Roush Excavating	6,833.60
Scantron Service Group	81.02
R. D. Wilson Sons & Company	27.63
Fasteners & Supply, Inc.	21.35
Hope Gas Inc.	15.60
Hardman's Supply Company	5.07
Sarah A. Knapp	1.28
Lester Marks	51.40
MOA Hospitality	51.27
Chuck Metallides	50.88
David L. Mendenhall	50.99
Kimberly and Jason Poling	50.98
Heather Randolph	51.04
Sharyn Spellman	33.28
Charles S. Shedd	51.02
Ron Sampson	50.99
Emily J. Tippens	53.92
Betty Taylor	51.03
Kristie Cottrell Windland	53.20
Woodcraft Supply	<u>39.96</u>

TOTAL EXPENDITURES:

\$50,448.57

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, JUNE 30, 2000**

\$ 3,956.18

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
ROCKPORT CONSTRUCTION ACCOUNT
JUNE 30, 2000**

**BALANCE IN ROCKPORT CONSTRUCTION
ACCOUNT, WESBANCO BANK, MAY 31, 2000** **\$ 577.77**

RECEIPTS:

Rural Utilities Service	\$120,000.00
Rural Utilities Service	<u>31,000.00</u>

TOTAL RECEIPTS: **\$151,000.00**

TOTAL CASH AVAILABLE: **\$151,577.77**

EXPENDITURES:

Cerrone Associates, Inc.	\$ 9,889.81
J. C. Bosley Construction Company	<u>140,999.98</u>

TOTAL EXPENDITURES: **\$150,889.79**

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK, JUNE 30, 2000** **\$ 687.98**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER IMPROVEMENT CONSTRUCTION ACCOUNT
JUNE 30, 2000**

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION
ACCOUNT, WESBANCO BANK, MAY 31, 2000** **\$ 13,067.40**

RECEIPTS:

Rural Utilities Service \$40,000.00

TOTAL RECEIPTS: **\$40,000.00**

TOTAL CASH AVAILABLE: **\$ 53,067.40**

EXPENDITURES:

J. C. Bosley Construction Company \$40,305.54
Cerrone Associates, Inc. 10,749.04

TOTAL EXPENDITURES: **\$51,054.58**

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, JUNE 30, 2000** **\$ 2,012.82**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
JULY 20, 2000**

CHECKS WRITTEN SINCE THE JUNE 15, 2000, BOARD MEETING

CHECK NO. 25182	Postmaster - Mineral Wells	\$ 129.97
25183	Circuit Clerk of Wood County	1000.00
25184	Secretary of State of West Virginia	30.00
25185	Void	
25186	Circuit Clerk of Wood County	185.00
25187	Mineral Wells PSD	224.76
25188	Mineral Wells PSD	4,454.74
25189	Rural Development Admn.	2,112.00
25190	USDA-Rural Development	3,140.00
25191	WesBanco Bank-Parkersburg	2,174.12
25192	WV Dept. of Tax & Revenue	778.59
25193	WV Public Employees Retirement	1,757.35
25194	WesBanco-Water Res-Sams-CV	314.00
25195	Carrie Day	8.04
25196	Keith P. Gosnell	18.38
25197	Betty A. Hanshew	3.20
25198	Sarah A. Knapp	16.45
25199	Last Chance Carryout & Saloon	31.85
25200	Mineral Wells PSD	262.02
25201	Lester Marks	51.40
25202	MOA Hospitality Inc.	51.27
25203	Chuck Metallides	50.99
25204	David L. Mendenhall	50.99
25205	Kimberly & Jason Poling	50.98
25206	R L Roush Excavating	1,324.25
25207	Charles S. Shedd	51.02
25208	Ron Sampson	50.99
25209	Emily J. Tippens	53.92
25210	Kristie Cottrell Windland	51.16
25211	Woodcraft Supply	31.67
25212	Sharyn Spellman	33.62
25213	Allegheny Power	312.42
25214	Void	
25215	Bosley Rental & Supply Inc.	8.98
25216	Bell Atlantic - WV	94.30
25217	Terry Bartley	1,479.72
25218	AT&T Wireless Services	170.34
25219	Fasteners & Supply Inc.	21.35
25220	Everett L. Harper & Son Inc.	436.50

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF WATER CHECKS - JULY 20, 2000
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CHECK NO. 25221	Hope Gas Inc	\$ 15.60
25222	Hardman's Supply Company	8.44
25223	Ohio Valley Muffler & Brake	34.42
25224	Parkersburg Office Supply	49.13
25225	Pifer's Service Center	420.66
25226	Rena's Janitorial Contractors	126.50
25227	Sanitary Linen	101.25
25228	Scantron Service Group	81.03
25229	C. I. Thornburg	3,631.73
25230	R D Wilson Sons & Co Clkg	27.63
25231	WV Water & Waste Supply	821.58
25232	WV Dept of Health & Human Services	30.00
25233	Mineral Wells PSD	18.01
25234	Taylor's Disposal	14.00
25235	Westco Internet	9.97
25236	AT&T	8.98
25237	AT&T - State Calling Service	18.65
25238	Claywood Park PSD	11,040.84
25239	Mineral Wells PSD	3,234.28
25240	WV Public Employees Ins Agency	942.94
25241	Workers' Compensation Division	1,260.14
25242	WesBanco Bank - Parkersburg	1,754.40
25243	U S Postal Service	128.49

CHECKS WRITTEN TODAY AND NEED AUTHORIZED

CHECK NO. 25244	Ronald M. & Betty L. Deem	\$ 1,300.00
25245	Miller Communications	15.00
25246	Municipal Bond Commission	1,592.00
25247	WVDHHR - Office of Lab Services	30.00
25248	Water Environmental Testing	165.00
25249	WesBanco Bank - Parkersburg	110.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
JULY 20, 2000**

CHECK NO. 27151	Postmaster - Mineral Wells	\$ 129.96
27152	Municipal Bond Commission	16,852.52
27153	James R. Lett	275.00
27154	Roy L. Radabaugh	275.00
27155	Charles M. Stewart	275.00
27156	WesBanco Bank - Parkersburg	1,209.11
27157	WV Dept of Tax & Revenue	494.93
27158	WV Public Employees Retirement	1,094.59
27159	Allegheny Power	4,102.44
27160	Gene's Septic Tank Cleaning	140.00
27161	Sarah A Knapp	1.28
27162	Mineral Wells PSD	365.27
27163	Lester Marks	51.40
27164	MOA Hospitality Inc	51.27
27165	Chuck Metallides	50.88
27166	David L. Mendenhall	50.99
27167	Kimberly & Jason Poling	50.98
27168	Heather Randolph	51.04
27169	Sharyn Spellman	33.28
27170	Charles S Shedd	51.02
27171	Ron Sampson	50.99
27172	Emily J Tippens	53.92
27173	Betty Taylor	51.03
27174	Kristie Cottrell Windland	53.20
27175	Woodcraft Supply	39.96
27176	Air Products and Chemicals Inc	548.25
27177	Void	
27178	Bosley Rental & Supply Inc	8.97
27179	Bell Atlantic - WV	441.35
27180	Chemtek Corporation	262.36
27181	AT&T Wireless Services	170.34
27182	Danny's Lawn Service	270.00
27183	Fasteners & Supply Inc	21.35
27184	Hope Gas Inc	15.60
27185	Hardman's Supply Company	5.07
27186	Mineral Wells PSD	3,035.05
27187	McHenry Electric Co Inc	313.15
27188	Ohio Valley Muffler & Brake	34.41
27189	Parkersburg Office Supply	49.12
27190	City of Parkersburg	20.00
27191	Pifer's Service Center	420.65

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF SEWER CHECKS - JULY 20, 2000
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CHECK NO. 27192 Radioshack	\$ 103.45
27193 Rena's Janitorial Contractors	308.50
27194 R L Roush Excavating	2,055.10
27195 Sanitary Linen Service	101.29
27196 Scantron Service Group	81.02
27197 R D Wilson Sons & Co Clkg	27.63
27198 WV Water & Waste Supply	384.60
27199 Taylor's Disposal Inc	14.00
27200 WV Water & Waste Supply	23.00
27201 Westco Internet	9.98
27202 AT&T	8.98
27203 AT&T - State Calling Service	18.64
27204 WV Public Employees Ins Agency	581.58
27205 Workers Compensation Division	655.36
27206 WesBanco Bank - Parkersburg	1,455.98
27207 U S Postal Service	128.49

PAYROLL CHECKS WRITTEN SINCE THE JUNE 15, 2000, BOARD MEETING

CHECK NO. 00459 Margaret J Batten	\$ 908.81
00460 Richard Shayne Brabham	659.32
00461 William H. Byers, Jr	1,399.55
00462 Linda K Church	747.33
00463 Russell P Hanna	613.50
00464 Mark K Murphy	618.00
00465 Nellie B Radcliff	708.09
00466 Jerald D Spears	738.78
00467 Margaret Batten	839.00
00468 Richard Shayne Brabham	627.83
00469 William H Byers, Jr	1,455.38
00470 Linda K Church	721.46
00471 Russell P Hanna	563.53
00472 Mark K Murphy	595.05
00473 Nellie B Radcliff	623.71
00474 Jerald D Spears	649.69

CHECK WRITTEN TODAY AND NEED AUTHORIZED

CHECK NO. 27208 Cerrone Associates, Inc.	\$ 3,382.75
27209 Miller Communications	15.00
27210 Municipal Bond Commission	16,852.52

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF SEWER CHECKS - JULY 20, 2000
PAGE 3**

CHECK NO. 27211	Roto-Rooter Sewer Co.	\$ 250.00
27212	Thomas Lawnmower Services Inc.	35.17
27213	Water Environmental Testing	195.00
27214	WesBanco Bank - Parkersburg	967.84

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
RECEIVED OR MAILED SINCE THE JUNE 15, 2000, BOARD MEETING

1. **Money Matters**, a quarterly publication of Construction Assistance, a program within the Division of Environmental Protection's Office of Water Resources, dated Spring 2000, Volume 5, Issue 2.
2. A Safety Alert from Air Products (Immediate Action Required) regarding potential hazard associated with two specific lots of compressed gas cylinder valves and providing recommendations for addressing cylinders which utilize these valves.
3. A training announcement from the West Virginia Rural Water Association containing an application for a seminar entitled Part II Confined Space to be held on August 29, 2000, in Vienna, West Virginia.
4. **The PIPELINE, News & Views From the Water & Wastewater Division**, a publication of the Water and Wastewater Division of the Public Service Commission of West Virginia dated June 2000.
5. **DROPLETS from NEWSLEAK**, a publication from the Department of Health and Human Resources, WV Bureau of Public Health, Environmental Engineering Division, for all Water/Waste Water Operators dated 1st Quarter - 2000, Information Bulletin 2.
6. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated July 7, 2000, Vol. 4, Issue 7.
7. **West Virginia Workers Compensation INSIDE LOOK**, a publication of the Workers Compensation Division of the West Virginia Bureau of Employment Programs, dated June 2000.
8. A training announcement from the Environmental Training Institute for Small Communities containing information about a training session to be held from July 31, 2000, to August 5, 2000, at West Virginia University.
9. **News Tap**, a publication of the West Virginia Rural Water Association, dated June 20, 2000, Volume II, Issue 3.
10. Letter from Terry Thomas, Chief, PMBS Volunteer Fire Department listing the number of gallons of water used in June for fire fighting and for training purposes.
11. * Letter dated June 6, 2000, to Margaret Batten from Robert C. Byrd, U.S. Senator, regarding his interest in the application submitted for a Small Cities Block Grant by the Wirt County Commission for the proposed water project to serve the Stephens Fork, Sycamore Run, and

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JULY 2000
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the Limestone/Windy Ridge areas of Wood, Wirt, and Jackson Counties.

12. Copy of a letter dated June 13, 2000, to Mr. Douglas E. Pauley, Harbinger Developments, Post Mill Apartments, from Steven R. Hardman, enclosing a proposed storm sewer easement agreement between Cutlip-Warner Partnership and Post Mill Limited Partnership.
13. Letter dated June 14, 2000, to Jerald D. Spears from Guy W. Mick, Railroads and Utilities Unit, Engineering Division, West Virginia Department of Transportation, enclosing an original and four copies of the proposed utility agreement dated June 13, 2000, for Project U354-14-5.16, Route 14, Society Hill-Wood County.
14. A letter postmarked June 16, 2000, from Miss Utility of West Virginia enclosing a form containing membership information to be completed and returned.
15. Copy of a Letter of Transmittal dated June 16, 2000, to Lou Morgan Builders from Dominick P. Cerrone, Cerrone Associates, Inc., stating that the concrete needs to be 4000 psi with 3 inch maximum slump.
16. Copy of a letter dated June 16, 2000, to Gary Wilson, Rural Utilities Specialist, Rural Utilities Service from Margaret Batten enclosing for review and approval four copies of Requisition No. 9 for the District's Water System Improvements Project.
17. Copy of a letter dated June 16, 2000, to Diane Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing the District's check no. 25162 as a replacement for the check issued to Bowles Rice McDavid Graff & Love on December 14, 1998.
18. Copy of a letter dated June 16, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing for review and approval four copies of Requisition No. 9 for the District's Rockport Waterline Extension Project.
19. Copy of a letter dated June 16, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing five copies of Change Order No. 3 to Contract 1 to the District's Water System Improvement Project and Change Order No. 3 to the Rockport Water Extension Project.
20. Copy of a letter dated June 16, 2000, to Mary Rader, Wood County Commission, from Margaret Batten enclosing one copy each of the Minutes of the May 18, 2000, Regular Board Meeting, the June 5, 2000 Special Board Meeting, and the June 6, 2000, Special Board Meeting.

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LIST OF CORRESPONDENCE - JULY 2000
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21. Copy of a letter dated June 16, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing a copy of the Minutes of the Public Meeting held on June 6, 2000, for the Stephens Fork, Sycamore Run, Limestone/Windy Ridge Areas of Wood, Wirt and Jackson Counties Water Extension Project.
22. Copy of a letter dated June 16, 2000, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the above letter to Gary Wilson containing a copy of the June 6, 2000, Minutes of the Public Meeting for the proposed water project to serve Stephens Fork, Sycamore Run, and the Limestone/Windy Ridge Areas of Wood, Wirt and Jackson Counties.
23. Copy of a letter dated June 16, 2000, to Manning Frymier, P.E., Cerrone Associates, from Margaret Batten enclosing one copy each of the Minutes of the May 18, 2000, Regular Board Meeting, the June 5, 2000, Special Board Meeting, and June 6, 2000, Special Board Meeting.
24. Fax dated June 16, 2000, to Margaret Batten from Dominick P. Cerrone, Cerrone Associates, containing a proposal for time and material costs from Gayle Engineering, Inc., concrete testers, for the District's new office and maintenance buildings.
25. Copy of a letter dated June 16, 2000, to the WV Municipal Bond Commission enclosing Check No. 25169 in the amount of \$1,592.00 for a water bond payment to the account of MIW-W-1-69-X-W0-06-69.
26. Letter dated June 19, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, approving invoices from J. C. Bosley Construction, Inc. in the amount of \$140,999.98 and Cerrone Associates, Inc. in the amount of \$9,889.81 for payment from funds for the District's Rockport Water Extension Project.
27. Letter dated June 19, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, approving invoices from J. C. Bosley Construction, Inc. in the amount of \$40,305.54 and Cerrone Associates, Inc. in the amount of \$10,749.04 for payment from funds for the District's Water System Improvement Project.
28. Memorandum dated June 19, 2000, to Payroll Clerks from Teresa Robertson, Contribution Manager, Public Employees Retirement System, enclosing an annual retirement statement for each employee for year ending December 31, 1999.
29. Letter dated June 19, 2000, to Charles M. Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of an order issued in Case No. 00-0673-PSD-42A, the District's request for a sewer rate increase.

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30. Fax dated June 19, 2000, to Jim Ruckman and Bill Fuget, Cerrone Associates, Inc., from Margaret Batten for Rick Merritt enclosing a copy of a map.
31. Copy of a letter dated June 19, 2000, to Wendell L. Wilson from Margaret Batten stating that the District must receive a one hundred dollar security deposit and a ten dollar reconnection fee prior to commencing his water service since it was discontinued for non-payment.
32. Fax dated June 20, 2000, to Margaret Batten from Cathy, WesBanco Bank Parkersburg, enclosing copies of the documents for the electronic transfers to the District's Water System Improvements Checking Account and the District's Rockport Water Extension Project Checking Account.
33. Fax dated June 20, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing the Electric Funds Transfer Confirmation and other documents from WesBanco Bank for the MWPSD Water System Improvement Project Checking Account and the MWPSD Rockport Water Extension Project.
34. Fax dated June 20, 2000, to Jim Ruckman, Cerrone Associates, Inc., from Jerry Spears enclosing a copy of the Don Connor easement as requested.
35. Letter dated June 20, 2000, to the District from Dominick P. Cerrone, Assistant Engineer, Cerrone Associates, Inc., enclosing one copy of a proposal from PSI to provide concrete testing services for the District's new office and maintenance buildings.
36. Letter dated June 20, 2000, to Jerry Spears from Jim Mayles, P.E., Cerrone Associates, Inc., enclosing a copy of the minutes of the progress meeting held on June 15, 2000, for the Rockport Water Extension Project .
37. Letter dated June 20, 2000, to All WVRWA Voting Member Systems from Rick Roberts, President, West Virginia Rural Water Association, announcing the creation of the WVRWA Scholarship Program which will help provide higher education opportunities for the children and stepchildren of full-time employees of WVRWA voting member systems.
- 38.* Letter dated June 21, 2000, to Charles Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Staff memorandum and report for Case No. 00-0673-PSD-42A, the District's request for a sewer rate increase. stating that the Public Service Commission will conduct an audit of the District's books within its own time frame.
39. Copy of a letter dated June 21, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing check no. 1027 in the amount of \$10,749.04 as payment for

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JULY 2000
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services billed on Requisition No. 9 for the Water System Improvement Project and check no. 1023 in the amount of \$9,889.91 as payment for services bill on Requisition No. 9 for the Rockport Water Extension Project.

40. Fax dated June 21, 2000, to Steve Simmonette, PSI, from Margaret Batten containing a signed copy of the proposal to provide concrete testing service for the District's office and maintenance buildings.
41. Copy of a letter dated June 21, 2000, to Carl Reynolds, West Virginia Laborers Training Fund, from Jerald Spears enclosing an estimate for #210-93 Grinder Pump and other necessary equipment for the installation of an additional grinder pump at their training site on Tracewell Road.
42. Copy of a letter dated June 21, 2000, to John C. Bosley, J. C. Bosley Construction, Inc., from Margaret Batten enclosing check no. 1022 in the amount of \$140,999.98 for services billed on Requisition No. 9 for the Rockport Waterline Extension Project and check no. 1026 in the amount of \$40,305.54 for services billed on Requisition No. 9 for the Water System Improvement Project.
43. Copy of a letter dated June 21, 2000, to Dominick P. Cerrone, Cerrone Associates, Inc., from Margaret Batten enclosing a signed copy of the fax proposal from PSI to provide concrete testing services for the District's new office and maintenance buildings.
44. Letter dated June 21, 2000, to Charles Stewart from Guy W. Mick, West Virginia Department of Transportation, enclosing one copy of the approved engineering agreement dated March 15, 2000, with Cerrone Associates, Inc. for State Project U354-14-5.16, Society Hill Road - Wood County.
45. Letter dated June 22, 2000, to the Board of Directors from Geert F. Bakker, Utilities Analyst Supervisor, Public Service Commission of West Virginia, enclosing a form for the District to certify its number of customers as of June 30, 2000.
46. Notice dated June 22, 2000, to Customers of the Mineral Wells Public Service District living in the area of Butcher Bend Road and Price Road from Jerald D. Spears stating the District's contractor will have the water off on June 26, 2000, from 8 a.m. to 12:00 noon.
47. Fax dated June 22, 2000, to Jack Beck, Claywood Park Public Service District, from Margaret Batten enclosing a copy of the minutes of the Emergency Meeting of the Public Service Board held on Monday, May 8, 2000.
48. Fax dated June 22, 2000, to the Mineral Wells Public Service District; Russ Henderson, 49.

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49. RUS; and Lou Morgan Builders from Dominick P. Cerrone, Cerrone Associates, Inc., stating that the progress meeting for the District's new office building will be held on July 17, 2000, at 10 a.m. at Lou Morgan Builders' field office.
50. Correspondence Instructions dated June 23, 2000, to the Wood County Clerk from Margaret Batten enclosing a Release of a Lien for Delinquent Sewer Service in the name of Sandra Dunbar to be recorded.
51. Notice of Public Hearing from the West Virginia Division of Environmental Protection, Office of Water Resources, Construction Assistance Programs relative to the Public Hearing scheduled on July 20, 2000, at 1:30 p.m. in the Conference Room at the Water Development Authority to hear comments on the "draft" Intended Use Plan for FY2001 for the State Revolving Fund.
52. Copy of a letter dated June 23, 2000, to Ms. Diana Geary, One Call Systems, Inc., from Margaret Batten enclosing membership information for the District as requested by letter.
53. Copy of a Letter of Transmittal dated June 26, 2000, to Lou Morgan Builder from Dominick Cerrone, Cerrone Associates, Inc., containing submittals for block from Pioneer Supply of Parkersburg, West Virginia.
54. Fax dated June 26, 2000, to Manning Frymier, P. E., Cerrone Associates, Inc., from Margaret Batten enclosing a sheet from the District's Public Lands Permit showing the stream crossing at Saulsbury.
55. Copy of a letter dated June 27, 2000, to Jim Mayles, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of Map No. 1-34 of the User Maps for the Rockport Water Extension Project with User No. 34-05, Steve & Creela Johnson, highlighted in yellow and stating that the Johnsons have paid a water tap fee for their home on Lee Creek Road.
56. Copy of a letter dated June 27, 2000, to Mr. Steven Hardman, Attorney-at-Law, from Margaret Batten containing instructions to add some specific language to the agreement between the District and Mr. and Mrs. Ronald Deem for the right to install a water main through their property on Route 21.
57. Fax dated June 27, 2000, to Mr. Steven Hardman, Attorney-at-Law, from Margaret Batten containing a copy of the above letter regarding the addition of language to the agreement between the District and Mr. and Mrs. Ronald Deem.
58. Copy of correspondence instructions dated June 27, 2000, to Sandra Adams from Margaret Batten enclosing a check that had been returned for "insufficient funds" along with the letter

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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that Mrs. Adams left in the drop box with the necessary cash to redeem the check.

59. Copy of a letter dated June 27, 2000, to Guy Mick, West Virginia Department of Transportation, from Margaret Batten enclosing an original and four copies of the proposed utility agreement by and between the District and the Department of Transportation for Project S354-14-5.16, Route 14 and Society Hill Intersection Project.
60. Fax dated June 28, 2000, to the District for Debbie Day from Jim Mayles, P.E., Cerrone Associates, Inc., stating that there are no pay items for the Society Hill job.
61. Copy of a letter dated June 29, 2000, to the WV Municipal Bond Commission from Margaret Batten enclosing check number 27152 in the amount of \$16,852.52 for sewer bond payments.
62. Copy of a letter dated June 29, 2000, to the West Virginia Water Development Authority from Margaret Batten certifying that a deposit in the amount of \$5,688.40 was made to the Series 1995 Sewage System Bonds Revenue Fund and that a deposit in the amount of \$568.82 was made to the Reserve Account for the same bond series on June 29, 2000.
63. Letter dated June 29, 2000, to the Public Works Mineral Wells from Ronald G. Pearson, United States Bankruptcy Judge releasing all debts of Delores Diane Smith under Title 11, Chapter 7 Bankruptcy Laws.
64. Letter dated June 30, 2000, to the Mineral Wells Public Service District from David Jarrett, Utilities Division, Public Service Commission of West Virginia enclosing two copies of the Commission's Annual Report Form for Water for the twelve months ending June 30, 2000.
65. Letter dated June 30, 2000, to the Mineral Wells Public Service District from David Jarrett, Utilities Division, Public Service Commission of West Virginia, enclosing two copies of the commission's Annual Report Form for Sewer for the twelve months ending June 30, 2000.
66. Letter of Transmittal dated June 30, 2000, to Lou Morgan Builders from Cerrone Associates, Inc., containing specifications for mortar and masonry grovt., toilet partitions and accessories, flag pole and flags, and lockers for the District's new office and maintenance buildings.
67. Fax dated June 30, 2000, to Randy Cole, Cerrone Associates Inc., from Margaret Batten enclosing a copy of the invoice from the Office of Water Resources for the District's Groundwater Protection Fee and the WVNPDES Annual Permit Fee.
68. Letter dated July 3, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing an original and two copies of the Agreement for Engineering Services for the

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JULY 2000
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I-77 and Route 14 North Interchange Project - Water and Sewer Relocation - DOH U354-14-9.00 00.

69. Copy of letter of transmittal dated July 5, 2000, to Lou Morgan Builders from Cerrone Associates, Inc., containing one copy of the Door, Frame & Hardware Schedule for the District's new office and maintenance buildings.
70. Fax dated July 5, 2000, to Steven Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of a release that needs to be prepared and faxed to Ron Deem at 606-874-9098 along with a copy of a letter that contains some language that needs to be added to the release.
71. Fax dated July 5, 2000, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing a copy of a fax from Ron Deem and a copy of the District's above fax to Steven Hardman.
72. Copy of a letter of transmittal dated July 6, 2000, to Lou Morgan Builders from Cerrone Associates, Inc., containing submittals for plumbing fixtures, etc. for the District's new office and maintenance buildings.
73. Letter dated July 6, 2000, to RUS Borrower from the Rural Utilities Service enclosing account information to be provided to the District's accountants to be used in completing year end reports.
74. Fax dated July 6, 2000, to Brian, Lubeck Public Service District, from Margaret Batten enclosing per his request copies of the District's water and sewer rates.
75. Fax dated July 6, 2000, to Margaret Batten from Steve Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, enclosing a copy of the proposed Ron Deem Agreement.
76. Copy of a Commission Order in General Order No. 188.17 and General Order No. 186.12 in the rulemaking to amend the Commission's ***Rules and Regulations for the Government of Water Utilities*** and ***Rules and Regulations for the Government of Sewer Utilities***.
77. Copy of a fax dated July 6, 2000, to Accounts Payable from Sharron Owens, C. I. Thornburg Co., Inc., enclosing a copy of the District's statement for the month of June 2000.
78. Copy of a final invoice dated July 7, 2000, to Terry Bartley from the District for the complete cost of his water line extension to serve the upper end of Butcher Bend Road along with the District's check no. 27177 in the amount of \$1,479.72 as a refund of the overpayment of his extension deposit.

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79. Fax dated July 7, 2000, to James Ruckman, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of Page 2-18 of the Rockport Water Extension Maps showing line 31 on the Ronald Deem property.
80. Copy of a letter dated July 7, 2000, to Mrs. Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the Monthly Operation Report for the District along with a copy of the Daily Water Purchase Tally for the month of June 2000.
81. Copy of a letter dated July 10, 2000, to the Parkersburg Utility Board from Linda Church enclosing the District's check no. 27190 in the amount of \$20.00 as payment for a reconnection fee for Carrie Monk, #10 Deerfield Mobile Home Park.
82. Copy of a letter dated July 10, 2000, to Mr. Jimmie M. Eaton from Jerald D. Spears containing information necessary for a Rule 5.5 Water Line Extension Project on Mill Seat Run Road.
83. Copy of a letter dated July 10, 2000, to Gary Scott, West Virginia Department of Transportation from Jerald D. Spears enclosing an original and two copies of the Agreement for Engineering Service by and between Cerrone Associates, Inc. for the I-77 Route 14 North Interchange Project, DOH #U354-14-9.00 00.
84. Copy of a letter dated July 10, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the above letter to Gary Scott, DOH, and a copy of the Agreement for Engineering Service by and between the District and Cerrone Associates, Inc. for the I-77 and Route 14 North Interchange Project-Water and Sewer Relocation.
85. Letter dated July 10, 2000, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for the District's files an approved copy of Change Order No. 3 to both Contract 1 and Contract 2 for the Water System Improvements Project and the Rockport Water Extension Project.
86. Letter dated July 10, 2000, to Jerald D. Spears from Guy W. Mick, West Virginia Department of Transportation, enclosing an original and three copies of the proposed utility agreement dated June 30, 2000, between the District and the West Virginia Department of Transportation for the Slate Bridge Project #S354-14-0.64 and BR-0014(054)E.
87. Copy of a letter dated July 10, 2000, to Jesse Sheppard, West Virginia Department of Transportation, from Margaret Batten enclosing for his files a copy of the Agreement for Engineering Service and a copy of the above letter (#83) to Gary Scott, West Virginia Department of Transportation, for the I-77 and Route 14 North Interchange Project-Water

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JULY 2000
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and Sewer Relocation, State Project #U354-14-9.00 00.

88. Copy of a letter dated July 10, 2000, to Mr. Jamie Six, Clerk of Wood County, from Linda K. Church enclosing a right-of-way easement signed by Jimmie M. Eaton to be recorded.
89. Fax dated July 10, 2000, to the Mineral Wells PSD from Joe Russell, Almeda Enterprises, Inc., including a plat of the parcel of land on Lost Pavement Road on which a new fabricating plant will be built.
90. Copy of a letter dated July 10, 2000, to Mr. Russ Henderson, USDA-Rural Utilities Service, from Dominick P. Cerrone, Cerrone Associates, Inc., containing an engineering report to date for the District's Office & Maintenance Building Project.
91. Fax dated July 11, 2000, to Jim Ruckman, Cerrone Associates, Inc., from Margaret Batten enclosing a drawing prepared by Tom Porch for the Ronald Deem property on Route 21.
92. Letter dated July 12, 2000, to the District from Randall Lewis, West Virginia Rural Water Association, announcing the start of its new Board Development and Technical Assistance Program under the direction of Management Support Technician, Calvin Hatfield.
93. Fax dated July 12, 2000, to Gary Scott, West Virginia Department of Transportation, from Manning Frymier, P.E., Cerrone Associates, Inc., asking how to complete the 8.01 Form for the I-77 and Route 14 North Interchange Water and Sewer Relocation Project.
94. Fax dated July 12, 2000, to the District from Jim Mayles, P.E., Cerrone Associates, Inc., enclosing a copy of a revised drawing of the Ron Deem property for Rick Merritt.
95. Fax dated July 12, 2000, to Jim Ruckman, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the map of the Ron Deem property showing dimensions drawn in by Rick Merritt.
96. Copy of a letter dated July 12, 2000, to the Municipal Branch, Office of Water Resources (DNR), from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of June, 2000, for the District's wastewater treatment plant.
97. Copy of a letter dated July 12, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ED59) for the month of June, 2000, for the

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JULY 2000
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District's wastewater treatment plant.

98. Copy of a letter dated July 12, 2000, to Cindy Musser, West Virginia Department of Natural Resources, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of June, 2000, for the District's wastewater treatment plant.
99. Copy of a letter dated July 12, 2000, to the West Virginia Bureau For Public Health, Office of Environmental Health Service/EED, Regulatory Development and Compliance Unit, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of June, 2000, for the District's wastewater treatment plant.
- 99.* Letter dated July 12, 2000, to Margaret Batten from Alan B. Mollohan, United States House of Representatives, enclosing a copy of a letter from Fred Cutlip, Director of the Community Development Division, West Virginia Community Development Office, regarding Representative Mollohan's support for the Wirt County Commission Small Cities Block Grant Application.
100. Letter dated July 12, 2000, to Charles Stewart from Randall Cole, Cerrone Associates, Inc., enclosing for the District's file a copy of Change Order No. 1 to Lou Morgan Builders for the relocation of the maintenance building and sanitary sewer crossing.
101. Letter dated July 13, 2000, to the District from Daniel A. Parker, Environmental Resource Specialist, Environmental Engineering Division, West Virginia Department of Health and Human Resources stating that District failed to produce a 1999 Consumer Confidence Report and thus has resulted in a violation.
102. Copy of a letter dated July 13, 2000, to Dianne Wolfe, Legal Assistance, Bowles Rice McDavid Graff & Love, enclosing three copies of the drawing showing the location of the water line on the Ron Deem property (Easement 1.18.02).
103. Correspondence Instructions dated July 13, 2000, to Paula, Nu-Tech Housing, from Nellie Radcliff enclosing their check in the amount of \$242.55 and thanking her for the replacement check in the correct amount.
104. Copy of a letter dated July 13, 2000, to Mr. Gary Scott, West Virginia Department of Transportation, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing four original copies of the 8.01 Form for the I-77 - Route 14 Interchange Water & Sewer

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Relocation, WVDOH Project #U354-14-9.00 00.

105. Fax dated July 13, 2000, to Jim Ice, CPA; Harmon, Thompson, Mallory & Ice, from Margaret Batten enclosing copies of the District's sixteen bank accounts.
106. Fax dated July 13, 2000, to Gary Scott, West Virginia Department of Highways, from Manning Frymier, P.E., Cerrone & Associates, Inc., relative to some private rights-of-ways that will be needed for the I-77-Route 14 North Interchange Water and Sewer Relocation Project #U354-14-9.00 00.
107. Fax dated July 14, 2000, to Jerry Spears from Clarence Cox, Parkersburg Utility Board, enclosing an agenda for the Water Quality Association Meeting to be held on Friday, July 21, 2000 and extending an invitation to attend the meeting to learn more about the organization and its goals.
108. Letter dated July 14, 2000, to the District from PSI Engineering regarding the Compaction of Granular Bottom Ash Materials for the New Operations and Maintenance Building Project.
109. Fax dated July 14, 2000, to Gary Scott, West Virginia Department of Transportation, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a revised 8.01 Form which includes the right-of-way acquisition costs for the I-77 - Route 14 North Interchange Water and Sewer Relocation WVDOH Project #U354-14-9.00 00.
110. Copy of a letter dated July 14, 2000, to Mr. William Amick, Postmaster, Mineral Wells, West Virginia, from Linda Church enclosing ten sample bills to obtain certification for the District's mailing permit.
111. Copy of a letter dated July 14, 2000, to Lorton Data from Linda Church enclosing a diskette and a layout form for the District's CASS Certification for its mailing permit.
112. Copy of a letter dated July 14, 2000, to James Mayles, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of Map 1-37 of the map book entitled *Mineral Wells Public Service District Water System Improvements and Extension to Rockport* with User No. 37-02, Harold E. Smith highlighted in yellow. Mr. Smith paid a tap fee and requested that a water tap be installed for his son's house on Buck Run Road.
113. Fax dated July 14, 2000, to the Editor, **PARKERSBURG NEWS**, enclosing a notice to be published in the newspaper on Monday, July 17, 2000, about the District's Regular Board Meeting to be held on Thursday, July 20, 2000, at 5 p.m.

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114. Fax dated July 14, 2000, to the Editor, **PARKERSBURG SENTINEL**, enclosing a notice to be published in the newspaper on Monday, July 17, 2000, about the District's Regular Board Meeting to be held on Thursday, July 20, 2000, at 5 p.m.
115. Copy of a letter dated July 17, 2000, to Mr. Guy Mick, West Virginia Division of Highways, from Margaret Batten enclosing an original and three copies of the proposed utility agreement dated June 30, 2000, by and between the District and the West Virginia Department of Transportation.
116. Letter dated July 17, 2000, to Charles Stewart from Randall Cole, Project Administrator, Cerrone Associates, enclosing for review and approval four copies each of Requisition No. 10 for the District's Water System Improvements and Rockport Water Extension Projects.
117. Letter dated July 18, 2000, to Charles Stewart from Gary Wilson, Rural Utilities Service, advising that project funds in the amount of \$87,000.00 were ordered on July 18th and should be electronically deposited into the Rockport Construction Account at WesBanco Bank in Mineral Wells on July 20, 2000.
118. Letter dated July 18, 2000, to Charles Stewart from Gary Wilson, Rural Utilities Service, advising that project funds in the amount of \$46,000.00 were ordered on July 18th and should be electronically deposited into the Water Improvement Construction Account on July 20, 2000.
119. Fax dated July 18, 2000, to Jerry Spears from Daniel Parker, Environmental Engineering, West Virginia Department of Health and Human Resources, enclosing a copy of the CCR Customer Distribution Requirements and a copy of the CCR Certification-Format For Systems With Mailing Waivers.
120. Fax dated July 18, 2000, to Daniel A. Parker, Environmental Resource Specialist, West Virginia Department of Health and Human Resources, enclosing a copy of the District's 1999 Consumer Confidence Report, a copy of a letter dated July 18, 2000, stating that the CCR was mailed to all District customers on April 10, 2000, and a written certification of preparation and distribution of same.
121. Copy of a letter dated July 18, 2000, to Daniel A. Parker, Environmental Resource Specialist, West Virginia Department of Health and Human Resources from Jerald Spears relative to the distribution and certification of the District's 1999 Consumer Confidence Report. Hard copy of above fax (#120).
122. Fax dated July 18, 2000, from Perry Johnson, Inc., listing a seminar schedule for ISO 9000 Lead Auditor Training with QS-9000 Overview.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - JULY 2000
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123. Copy of correspondence instructions dated July 18, 2000, to the Wood County Clerk enclosing a right-of-way easement and other required documents signed by the Trustees of the Grace Gospel Church to be recorded and returned.
124. Fax dated July 19, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Public Service Commission letter dated June 21, 2000, relative to the District's request for a sewer rate increase.
125. Copy of letter dated July 19, 2000, to Geert F. Bakker, Utilities Analyst Supervisor, Water and Wastewater Division, Public Service Commission of West Virginia, from Margaret Batten enclosing the completed Certification of Customers Form for the District as of June 30, 2000.