

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, SEPTEMBER 21, 2000, IN
THE DISTRICT'S OFFICE LOCATED AT
MINERAL WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:00 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; Mr. James Ice, Harman, Thompson, Mallory & Ice, A.C.; Mr. Bart Scott, Harman, Thompson, Mallory & Ice, A.C.; and Manning Frymier, P.E., Cerrone Associates, Inc. were in attendance.

Mr. James Ice presented the Public Service Commission Annual Reports and Annual Audit Report for June 30, 2000, to the Board. He gave a detailed report covering several different items. He gave the District a clean report, but he did say that the Sewer Revenue fund is in trouble if the rate increase is not implemented soon. He said that the Water Revenue fund is holding its own for the time being. This concluded the audit reports and Mr. Ice and Mr. Scott excused themselves from the rest of the meeting. Mr. Radabaugh made a motion that the reports be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the Public Service Commission Annual Report.

Mr. Frymier, P. E., Cerrone Associates, Inc, presented the Board with several Change Orders. He presented Change Order # 4 and Change Order # 5 on Contract # 4. Mr. Radabaugh made a motion that Change Order # 4 and Change Order # 5 be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the Change Orders.

Change Orders # 5 and # 6 was presented on Contract # 1. Mr. Radabaugh made a motion that Change Order # 5 and # 6 be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the Change Orders.

Mr. Frymier presented Change Order # 5 on Contract # 2. Mr. Radabaugh made a motion that Change Order # 5 be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the Change Order.

Requisition No. 12 for Rockport Waterline Extension project was presented for approval. Mr. Radabaugh made a motion Requisition No. 12 be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the requisition.

Requisition No. 12 for Water System Improvements project was presented for approval. Mr. Radabaugh made a motion Requisition No. 12 be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the requisition.

Mr. Frymier presented the Budgets for the Rockport Waterline Extension and Water System

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Improvements project. He is to start work on the figures concerning the extension to the residents at the upper end of Buck Run Road. He explained that there was Contingency money left for Mr. Spears to buy two (2) trucks for the Maintenance Department. Mr. Spears said he would like to buy a Leak Detector for the District.

Mr. Frymier presented Addendum # 5 on Contract # 4. Mr. Radabaugh made a motion to approve Addendum # 5 as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the Addendum. This concluded Mr. Frymier's report and he asked to be excused from the remainder of the meeting.

Mrs. Batten presented the Minutes of the August 17, 2000, Board Meeting. Mr. Lett made a motion that the Minutes be approved as presented. Mr. Radabaugh seconded the motion. The motion carried. Mr. Lett signed the Minutes.

Mrs. Batten presented the Minutes of an Emergency Board Meeting held September 6, 2000. Mr. Lett made a motion that the Minutes be approved as presented. Mr. Radabaugh seconded the motion. The motion carried. Mr. Lett signed the Minutes.

Mr. Radabaugh made a motion that the following items be approved as presented.

1. Financial Statement dated August 31, 2000 for All Finances of the District (copy attached).
2. Financial Statement dated August 31, 2000 for the Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated August 31, 2000 for the Sewer Revenue Checking Account (copy attached).
4. Financial Statement dated August 31, 2000 for the Rockport Construction Checking Account (copy attached).
5. Financial Statement dated August 31, 2000 for the Water Improvement Construction Checking Account (copy attached).
6. Check No. 25313 thru 25378 written on the Water Revenue Fund Checking Account (copy attached)
7. Check No. 27274 thru 27333 written on the Sewer Revenue Fund Checking Account (copy attached).

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8. Payroll Checks No. 491 thru 507 written on the Sewer Revenue Fund Checking Account (copy attached)

Mr. Lett seconded the motion. The motion carried.

Mrs. Batten presented letter 54 from Barbara Cozad, a customer of the District, who was interested in someday getting a sewer line installed to their area of Scarce Fat. The Commissioners made note of this and there was no further discussion on the matter.

Mrs. Batten presented letter 119, from Cerrone Associates, Inc., informing the Commissioners that to install a clock on the front of the new office building the cost would be \$1,900.00. The Commissioners held a brief discussion and decided that it was not feasible.

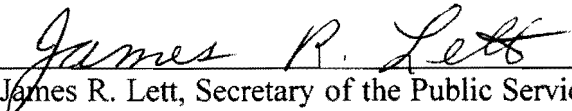
Mr. Spears informed the Board of Commissioners that effective May 31, 2001, he would be retiring. There was no discussion.

All business having been completed, Mr. Radabaugh made a motion the meeting be adjourned. Mr. Lett seconded the motion. The motion carried. Mr. Stewart adjourned the meeting at 7:35 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 hereunto set my hand and seal of the District on the 19th day of October, 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
AUGUST 31, 2000**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$	350.71
Sewer Revenue Fund Checking Account		
WesBanco Bank		416.97
Rockport Construction Account		
WesBanco Bank		792.92
Water Improvement Construction Account		
WesBanco Bank		<u>552.29</u>
TOTAL IN CHECKING ACCOUNTS:		\$ 2,112.89

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$	7,611.41
Revenue Reserve Account		
WesBanco Bank		27,999.33
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank		4,110.30
Security Deposit Account		
WesBanco Bank		14,497.03
Sams Creek/Chesterville Water Extension	CLOSED-TRANSFERRED	
Tap Fees-WesBanco Bank	TO CHECKING	
Office Building Account		
WesBanco Bank		77,264.37
Rockport/Route 21 Water Extension		
Tap Fees-Traders Bank		13,836.54
Rockport/Route 21 Water Extension		
Security Deposits-Traders Bank		<u>6,303.91</u>
TOTAL IN WATER ACCOUNTS:		\$151,622.89

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$	99,626.61
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank		24,484.64
Security Deposit Account		
WesBanco Bank		<u>13,894.59</u>
TOTAL IN SEWER ACCOUNTS:		\$138,005.84

TOTAL ALL FINANCES, AUGUST 31, 2000		\$291,741.62
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**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
AUGUST 31, 2000**

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

\$ 61.52

RECEIPTS:

Water Sales	\$39,917.09
Reconnection Fees	20.00
Tap Fees	1,200.00
Rockport/Route 21 Tap Fees	200.00
Transfer from Sams Creek/Chesterville Tap Fees	4,915.07
Reimbursement from Rockport Water Ext. Project	1,300.00
Matt Warner (Materials)	262.19
Deposit Error	.01
Security Deposit Refunds	<u>1,077.10</u>

TOTAL RECEIPTS:

\$48,891.46

TOTAL CASH AVAILABLE:

\$48,952.98

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	7,364.00
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	314.00
Appalachian Software, Inc.	132.85
WesBanco Bank-Parkersburg	4,026.64
Salaries	7,498.14
Commissioners' Salaries	187.50
WV Public Employees Retirement System	1,704.88
WV State Tax Department	734.67
WV Public Employees Insurance Agency	710.67
AT&T	40.80
AT&T Wireless	389.92
Bell Atlantic-WV	97.90
Daugherty Supply Co., Inc.	74.71
Fasteners and Supply, Inc.	32.25
Hope Gas Inc.	14.25
Allegheny Power Company	276.41

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

Hardman's Supply Company	\$ 56.84
Miss Utility of WV Inc.	41.10
Miller Communications	94.00
Ohio Valley Muffler & Brake	13.50
Parkersburg Office Supply	93.52
Rena's Janitorial Contractors	114.00
R. L. Roush Excavating	3,429.75
Sanitary Linen Service	123.77
State Electric Supply Co., Inc.	22.01
Taylor's Disposal Inc.	14.00
C. I. Thornburg	2,374.41
Westfield Insurance Companies	1,037.26
Westco Internet	9.97
Mineral Wells Public Service District	252.40
United States Postal Service	172.24
Business Software, Inc.	375.02
Robert Bagley	353.24
Claywood Public Service District	11,219.48
Camp 77 Water Extension	710.64
Ohio Valley Muffler & Brake	318.49
WVDHHR-Office of Lab Services	30.00
Tesa Company	67.01
Verizon	105.38
Rockport/Route 21 Tap Fee Savings	200.00
Bosley Rental & Supply Inc.	34.93
Bill Brisidine	51.02
Randall S. Chestnut	51.06
Nancy L. Carr	51.00
Joyce C. Cunningham	25.99
Dye Trucking	150.79
Susie Donahue	51.47
Fasteners & Supply Inc.	4.98
Ellen M. Griggs	51.00
Hope Gas Inc.	14.93
Hardman's Supply Company	141.75
Conna Harris	51.00
David Hall	50.18
Information Products, Inc.	338.18
Stephanie & Alan Kent	51.00
Brian & Stephanie Newbanks	12.06

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER FINANCIAL STATEMENT-AUGUST, 2000
PAGE 3**

James A. Owens	\$ 51.00
Parkersburg Office Supply	75.74
Pifer's Service Center	276.80
Teresa M. Payne	51.04
Sanitary Linen Service	99.02
Violet Smith & H. Ray Dawkins	32.73
Matt & Lisa Tullius	29.58
Visa	19.50
WV Water & Waste Supply	164.18
Westco Internet	9.97
Steven Williamson	4.23
David/Cheryl Whitman	42.46
Bradley A. & Michele M.Crow	51.06
Miller Communications	15.00
Taylor's Disposal Inc.	<u>19.00</u>

TOTAL EXPENDITURES:

\$48,602.27

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

\$ 350.71

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

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

\$ 2,108.46

RECEIPTS:

Sewer Sales	\$42,166.70
Tap Fees	750.00
Betty Massey	54.34
Almeda Enterprises	8,234.12
David Jeffrey	14,204.80
Transfer from Grinder Pump Reserve Savings	6,459.65
Security Deposit Refunds	<u>670.39</u>

TOTAL RECEIPTS:

\$72,540.00

TOTAL CASH AVAILABLE:

\$74,648.46

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	989.54
WesBanco Bank-Parkersburg	3,209.78
Salaries	6,198.78
Commissioners' Salaries	187.50
WV Public Employees Retirement System	1,384.61
WV State Tax Department	610.89
WV Public Employees Insurance Agency	493.85
Appalachian Software	132.85
AT&T	40.79
AT&T Wireless Services	389.94
Bell-Atlantic - WV	449.06
Chemtek Corporation	228.80
Daugherty Supply Company, Inc.	148.81
Eastern State's Pump/Equipment	6,459.65
Fasteners & Supply Inc.	32.25
Hope Gas Inc.	14.25
Hardman's Supply Company	51.59
Miss Utility of WV Inc.	41.10
Miller Communications	94.00
Ohio Valley Muffler & Brake	331.99

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

Sanitary Linen Service	\$ 123.78
Parkersburg Office Supply	93.55
Rena's Janitorial Contractors	296.00
R. L. Roush Excavating	2,085.50
Taylor's Disposal Inc.	14.00
C. I. Thornburg Company	700.14
Westfield Insurance Company	1,861.23
Westco Internet	9.98
United States Postal Service	172.23
Air Products and Chemicals, Inc.	215.95
Benson Truck Bodies, Inc.	169.60
Business Software, Inc.	375.03
Gene's Septic Tank Cleaning	70.00
Trombold Equipment Company, Inc.	14,997.00
Water Environmental Testing	135.00
Mineral Wells Public Service District	37.94
Allegheny Power Company	4,190.63
Pioneer Products, Inc.	4,582.15
Verizon	456.52
WWT Electric	2,112.07
Bill G. Brisendine	51.02
Randall S. Chesnut	51.06
Nancy L. Carr	51.00
Danny's Lawn Service	270.00
Fasteners & Supply, Inc.	4.97
Suzanne Grant	51.05
Hope Gas Inc.	14.92
Hardman's Supply Company	480.47
Conna Harris	51.00
Information Products	338.17
Sherri Jean Jett	51.05
Stephanie & Alan Kent	51.00
Mineral Wells Public Service District	329.97
Miller Communications	15.00
James A. Owens	51.00
Parkersburg Office Supply	75.76
Pifer's Service Center	276.80
Teresa M. Payne	51.04
Sanitary Linen Service	99.02
State Electric Supply Co., Inc.	138.57
Taylor's Disposal Inc.	19.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-SEWER-AUGUST, 2000
PAGE 3**

Water Environmental Testing	\$ 517.00
Matt & Lisa Tullius	31.15
Visa	19.50
Westco Internet	9.98
David/Cheryl Whitman	40.08
Bradley & Michele M. Crow	<u>51.06</u>

TOTAL EXPENDITURES:

\$74,231.49

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

\$ 416.97

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

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION
ACCOUNT, WESBANCO BANK, JULY 31, 2000** **\$ 508.90**

RECEIPTS:

Office Building Account Transfer	\$42,050.50
Rural Utilities Service	<u>17,500.00</u>

TOTAL RECEIPTS: **\$59,550.50**

TOTAL CASH AVAILABLE: **\$60,059.40**

EXPENDITURES:

J. C. Bosley Construction Company	\$ 8,434.24
Lou Morgan Builders	40,375.00
PSI Environmental	1,339.50
Goyle Engineering, Inc.	336.00
Cerrone Associates, Inc.	<u>9,022.37</u>

TOTAL EXPENDITURES: **\$59,507.11**

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, AUGUST 31, 2000** **\$ 552.29**

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

**BALANCE IN ROCKPORT CONSTRUCTION
ACCOUNT, WESBANCO BANK, JULY 31, 2000** **\$ 1,135.43**

RECEIPTS:

Rural Utilities Service \$85,000.00

TOTAL RECEIPTS: **\$85,000.00**

TOTAL CASH AVAILABLE: **\$ 86,135.43**

EXPENDITURES:

Cerrone Associates, Inc. \$ 7,882.08

Mineral Wells PSD 1,300.00

J. C. Bosley Construction Company 76,160.43

TOTAL EXPENDITURES: **\$85,342.51**

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK , AUGUST 31, 2000** **\$ 792.92**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
SEPTEMBER 21, 2000**

CHECKS WRITTEN BETWEEN AUGUST 18, 2000, AND SEPTEMBER 20, 2000

CHECK NO. 25313	Mineral Wells PSD	\$ 33.97
25314	Mineral Wells PSD	3,645.03
25315	Rural Development Admn.	2,112.00
25316	USDA-Rural Development	3,140.00
25317	WesBanco Bank-Parkersburg	1,859.43
25318	WV Dept of Tax & Revenue	734.67
25319	WV Public Employees Retirement	1,704.88
25320	WesBanco-Water Res-Sams-CV	314.00
25321	Allegheny Power	276.41
25322	Tesa Company, Inc.	67.01
25323	Verizon	105.38
25324	Mineral Wells PSD	200.00
25325	AT&T	10.20
25326	Bosley Rental & Supply Inc.	34.93
25327	Bill G. Brisendine	51.02
25328	AT&T Wireless Services	193.59
25329	Randall S. Chesnut	51.06
25330	Nancy L. Carr	51.00
25331	Voided	
25332	Daugherty Supply Co., Inc.	69.03
25333	Dye Trucking	150.79
25334	Susie Donahue	51.47
25335	Fasteners & Supply Inc.	4.98
25336	Ellen M. Griggs	51.00
25337	Hope Gas Inc.	14.93
25338	Hardman's Supply Company	141.75
25339	Conna Harris	51.00
25340	David Hall	50.18
25341	Voided	
25342	Stephanie & Alan Kent	51.00
25343	Mineral Wells PSD	210.22
25344	Brian and Stephanie Newbanks	12.06
25345	James A. Owens	51.00
25346	Parkersburg Office Supply	75.74
25347	Pifer's Service Center	276.80
25348	Teresa M. Payne	51.04
25349	Sanitary Linen Service	99.02
25350	Violet Smith & H. Ray Dawkins	32.73
25351	Matt & Lisa Tullius	29.58

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF WATER CHECKS - SEPTEMBER 21, 2000
PAGE 2**

CHECKS WRITTEN BETWEEN AUGUST 18, 2000, AND SEPTEMBER 20, 2000 (cont.)

CHECK NO. 25352	Visa	\$ 19.50
25353	WV Water & Waste Supply	164.18
25354	Westco Internet	9.97
25355	Steven Williamson	4.23
25356	David/Cheryl Whitman	42.46
25357	Bradley A. & Michele M. Crow	51.06
25358	Voided	
25359	Miller Communications	15.00
25360	Taylor's Disposal, Inc.	19.00
25361	Information Products Inc.	338.18
25362	Joyce C. Cunningham	25.99
25363	Mineral Wells PSD	8.21
25364	Bowles Rice McDavid Graff & Love	92.50
25365	Voided	
25366	Miss Utility of WV Inc.	14.75
25367	Miller Communications	2,258.00
25368	Pifer's Service Center	448.13
25369	R L Roush Excavating	3,813.50
25370	Tesa Company, Inc.	17.93
25371	C. I. Thornburg	1,361.28
25372	WV Water & Waste Supply	637.46
25373	WV Public Employees Ins Agency	660.70
25374	Mineral Wells PSD	33.01
25375	Mineral Wells PSD	3,747.49
25376	WesBanco Bank-Parkersburg	1,966.33
25377	Claywood Park PSD	10,921.74
25378	U S Postal Service	64.81

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
SEPTEMBER 21, 2000**

CHECKS WRITTEN BETWEEN AUGUST 18, 2000, AND SEPTEMBER 20, 2000

CHECK NO. 27274 Mineral Wells PSD	\$ 37.94
27275 Allegheny Power	4,190.63
27276 James R. Lett	125.00
27277 Pioneer Products, Inc.	4,582.15
27278 Roy L. Radabaugh	125.00
27279 Charles M. Stewart	125.00
27280 Verizon	456.52
27281 WWT Electric	2,112.07
27282 WesBanco Bank-Parkersburg	1,849.24
27283 WV Dept. of Tax & Revenue	610.89
27284 WV Public Employees Retirement	1,384.61
27285 AT&T	10.21
27286 Bill G. Brisendine	51.02
27287 AT&T Wireless	193.60
27288 Randall S. Chesnut	51.06
27289 Nancy L. Carr	51.00
27290 Danny's Lawn Service	270.00
27291 Fasteners & Supply	4.97
27292 Suzanne Grant	51.05
27293 Hope Gas Inc.	14.92
27294 Hardman's Supply Company	480.47
27295 Conna Harris	51.00
27296 Voided	
27297 Sherri Jean Jett	51.00
27298 Stephanie & Alan Kent	51.00
27299 Mineral Wells PSD	329.97
27300 Miller Communications	15.00
27301 James A. Owens	51.00
27302 Parkersburg Office Supply	75.76
27303 Pifer's Service Center	276.80
27304 Teresa M. Payne	51.04
27305 Sanitary Linen Service	99.02
27306 State Electric Supply Co., Inc.	138.57
27307 Taylor's Disposal Inc.	19.00
27308 Trombold Equipment Co., Inc.	12,070.00
27309 Matt & Lisa Tullius	31.15
27310 Visa	19.50
27311 Water Environmental Testing	517.00
27312 Westco Internet	9.98

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF SEWER CHECKS - SEPTEMBER 21, 2000
PAGE 2**

CHECKS WRITTEN BETWEEN AUGUST 18, 2000, AND SEPTEMBER 20, 2000 (cont.)

CHECK NO. 27313	David/Cheryl Whitman	\$	40.08
27314	Bradley A. & Michele M. Crow		51.06
27315	Information Products, Inc.		338.17
27316	Air Products and Chemicals Inc.		743.74
27317	Bowles Rice McDavid Graff & Love		92.50
27318	Benson Truck Bodies, Inc.		169.60
27319	Chemtek Corporation		725.17
27320	Discount Industrial Supply Corp		77.26
27321	Engineering Supply Company		182.25
27322	Voided		
27323	Miss Utility of WV Inc.		14.75
27324	Pifer's Service Center		448.12
27325	Roto-Rooter Sewer Co.		450.00
27326	R. L. Roush Excavating		5,208.00
27327	Tesa Company Inc.		6.00
27328	Water Environmental Testing		147.50
27329	WV Water & Waste Supply		1,967.94
27330	WV Public Employees Ins Agency		540.58
27331	Mineral Wells PSD		32.99
27332	WesBanco Bank-Parkersburg		1,451.47
27333	U S Postal Service		64.80

PAYROLL CHECKS WRITTEN SINCE THE AUGUST 18, 2000, BOARD MEETING

CHECK NO. 00491	Margaret J. Batten	\$	1,032.90
00492	Richard Shayne Brabham		755.56
00493	William H. Byers, Jr.		1,212.17
00494	Linda K. Church		835.97
00495	Russell P. Hanna		738.01
00496	Mark K. Murphy		722.23
00497	Nellie B. Radcliff		746.07
00498	Jerald D. Spears		958.37
00499	Margaret J. Batten		864.50
00500	Richard Shayne Brabham		652.60
00501	William H. Byers, Jr.	\$	1,217.43
00502	Linda K. Church		771.03
00503	Russell P. Hanna		645.88
00504	Mark K. Murphy		637.78
00505	Nellie B. Radcliff		668.96

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF SEWER CHECKS - SEPTEMBER 21, 2000
PAGE 3**

PAYROLL CHECKS WRITTEN SINCE AUGUST 18, 2000 BOARD MEETING (cont.)

00506	Jerald D. Spears	792.70
00507	Ronald E. Amos	434.82

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

1. Letter to District from Terry W. 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 purposes for the month of August.
2. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association dated September 7, 2000, Volume 4, Issue 9.
3. **WVRWA NEWS TAP**, a bi-monthly publication of the West Virginia Rural Water Association, dated August 25, 2000.
4. A notice from the West Virginia Rural Water Association listing the October, November, and December Training Class Descriptions as follows:

WASTEWATER TRAINING AND TECHNICAL ASSISTANCE PROGRAM:

- A. What Does Your NPDES Permit Say?, October 5, 2000, Harpers Ferry, WV
- B. Clean Water Act Litigation, October 5, 2000, October 5, 2000, Harpers Ferry, WV
- C. Manhole Rehabilitation, October 19, 2000, Alderson, WV
- D. Wastewater Rules and Regulations, November 2, 2000, Vienna, WV
- E. Odor Control For Wastewater Systems, December 14, 2000, Philippi, WV
- F. Wastewater System finance and Budgeting, December 14, 2000, Philippi, WV

EPA TRAINING AND TECHNICAL ASSISTANCE PROGRAM:

- A. Electrical and Telemetry Troubleshooting, October 18, 2000, Kearneysville, WV
- B. Leak Detection and Leak Survey, October 25, 2000, Fayetteville, WV
- C. Water Storage Tank Coatings, November 8, 2000, Clarksburg, WV
- D. Operation & Maintenance of Valves and Hydrants, November 15, 2000, Buckhannon, WV
- E. Plant Operations and Process Control, December 6, 2000, Ripley, WV

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - SEPTEMBER 21, 2000
PAGE 2

SDWA PROGRESSIVE WATER SYSTEMS TRAINING AND
TECHNICAL ASSISTANCE PROGRAM

- A. Building a Better Board Member Team, October 17, 2000, Flatwoods, WV
 - B. Customers Relations, October 19, 2000, Ripley, WV
 - C. Water Chemistry 101, October 24-25, 2000, Martinsburg, WV
 - D. Water Chemistry 101, November 7-8, 2000, Vienna, WV
 - E. 4.5 Days Drinking Water Lab Procedures, December 4, 5, 6, 7, 8, Cedar Lakes, WV.
 - F. Water Chemistry 101, December 12-13, 2000. Chapmanville, West Virginia
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- 5. ***The PIPELINE, NEWS & VIEWS FROM THE WATER & WASTEWATER DIVISION***, a publication of the Water & Wastewater Division, Public Service Commission of West Virginia, dated August 2000.
 - 6. Official Notice from the West Virginia Rural Water Association announcing the Annual Business Meeting to be held on Monday, September 11, 2000, at Canaan Valley Resort and Conference Center.
 - 7. ***On Tap, Drinking Water News For America's Small Communities***, a publication on the National Drinking Water Clearinghouse, sponsored by the Rural Utilities Service, dated Fall 2000, Volume 9, Issue 3.
 - 8. Report of Concrete Compression Test dated August 3, 2000, from PSI, Engineering Consulting Testing, for the District's new maintenance building performed on July 27, 2000.
 - 9. Memorandum from the West Virginia Public Employees Insurance Agency, dated August 9, 2000, enclosing the new rates for optional life for the District's employees.
 - 10. Copy of a letter dated August 10, 2000, to Mr. Steve Hardman, Bowles Rice McDavid Graff & Love, Attorneys at Law, from Roy L. Radabaugh asking that Mr. Hardman provide the District's accounting firm, Harmon, Thompson, Mallory & Ice, with any information that they request regarding the Districts annual audit.
 - 11. Copy of a letter dated August 14, 2000, to Charles Stewart from Randall M. Cole, enclosing for review and approval six copies of Change Orders No. 2 and 3 to Lou Morgan Builders for the District's new office and maintenance buildings.

MINERAL WELLS PUBLIC SERVICE DISTRICT
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12. Fax dated August 15, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears, enclosing a copy of the Schedule of Compliance from the District's order from the West Virginia Department of Environmental Protection to bring the wastewater treatment plant into compliance with its NPDES Permit.
13. Letter dated August 15, 2000, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval four copies each of Requisition No. 11 for the District's Water System Improvements and Rockport Water Extensions Projects.
14. Letter dated August 16, 2000, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature six copies of the Certificate of Substantial Completion for J. C. Bosley Construction For Contract 1 of the Water System Improvements Project.
15. Letter dated August 16, 2000, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for the Board's consideration four copies of Addendum No. 1 to the Agreement for Engineering and Design Services relating to the Slate Run Bridge Waterline Relocation Project.
16. Letter dated August 16, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, advising that funds in the amount of \$17,500.00 should be electronically deposited in the Water Improvements Construction Account at WesBanco on August 18, 2000.
17. Fax dated August 16, 2000, to Margaret Batten from Randall M. Cole, Cerrone Associates, Inc., enclosing a copy of the invoice for services through August 12, 2000, and a copy of Addendum No. 1 to Engineering Agreement for the Slate Creek Bridge Waterline Relocation Project.
18. Copy of a letter dated August 17, 2000, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of Invoice No. 1 covering the cost of engineering services for relocation of water and sewer lines at the intersection of Route 14 and Society Hill Road.
19. Copy of a letter dated August 17, 2000, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of Invoice No. 2 covering the cost of engineering services and construction of relocation of water and sewer lines at the intersection of Route 14 and Society Hill Road.
20. Copy of a fax dated August 17, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., stating that the duplex grinder pump is sized to serve ten lots in Sanctuary Heights Subdivision.

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21. Letter dated August 17, 2000, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval are six copies of Change Order No. 1 to Contract 3, Mid Atlantic Storage Systems, Inc., for the gate and fence at the entrance of access road for the Rockport water tank.
22. Letter dated August 17, 2000, to Charles M. Stewart from Sandra Squires, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Staff's memorandum in Case No. 00-0673-PSD-42A.
23. Draft copy of Change Order No. 4 for the Rockport Water Extension Project. This copy was brought to the office by Jim Mayles, P.E., Cerrone Associates, Inc.
24. Fax dated August 18, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Staff Memorandum from the West Virginia Public Service Commission in Case No. 00-00673-PSD-42A.
25. Copy of a letter dated August 18, 2000, to Gary Wilson, Rural Utilities Services, from Margaret Batten enclosing for review and approval four copies of Requisition No. 11 for the District's Rockport Waterline Extension Project which were approved at the District's August 17, 2000, Board Meeting.
26. Copy of a letter dated August 18, 2000, to Gary Wilson, Rural Utilities Services, from Margaret Batten enclosing for review and approval four copies of Requisition No. 11 for the District's Water System Improvements Project which were approved at the District's August 17, 2000, Board Meeting.
27. Copy of a letter dated August 18, 2000, to Guy Mick, WV Division of Highways, from Margaret Batten enclosing four executed copies of Addendum No. 1 to the Agreement for Engineering Services and Design Services relating to the Slate Creek Bridge Waterline Relocation Project dated March 15, 2000.
28. Copy of a letter dated August 18, 2000, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing a copy of the above letter to Mr. Guy Mick, WV Department of Transportation, dated August 18, 2000, enclosing an Addendum to the Engineering Agreement relating to the Slate Creek Bridge Waterline Relocation Project.
29. Copy of a letter dated August 18, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the above letter dated August 18, 2000, to Mr. Guy Mick, WV Department of Transportation, enclosing an Addendum to the Engineering Agreement relating to the Slate Creek Waterline Relocation Project.

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30. Fax dated August 18, 2000, to Jerry Spears and Margaret Batten from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of the I & I Study Plan (Smoke Testing).
31. Fax dated August 18, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing a copy of a deposit ticket in the amount of \$42,050.50 for the Water Improvement Construction Account from the Office Building Checking Account.
32. Fax dated August 18, 2000, to Jerry Spears and Margaret Batten from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a draft letter and attachments for the District to reply to DEP regarding its plans to bring its wastewater treatment plant into compliance with its NPDES Permit.
33. Copy of a letter dated August 18, 2000, to Randall M. Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing six (6) signed copies of the Certificate of Substantial Completion for Contract 1 of the Water Systems Improvement Project and six signed copies each of Change Order No. 1 to Contract 3, Mid-Atlantic Storage Systems, Inc., and Change Orders No. 2 and 3 to Contract 4, Lou Morgan Builders.
34. Copy of a letter dated August 18, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Minutes of the regular board meeting held on July 20, 2000.
35. Copy of a letter dated August 18, 2000, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the regular board meeting held on Thursday, July 20, 2000.
36. Copy of a letter dated August 18, 2000, to the WV Municipal Bond Commission from Margaret Batten enclosing Check No. 27268 in the amount of \$16,852.52 for bond payments to the District's Sewer Revenue Bonds and check no. 25308 in the amount of \$1,592.00 for the bond payment to the District's 69 Water Revenue Bonds.
37. Copy of a letter dated August 18, 2000, to the West Virginia Water Development Authority from Margaret Batten stating that a deposit of \$5,688.40 was made to the District's Sewage System Revenue Fund, Series 1995 Bonds, and a deposit of \$568.82 was made to the District's Sewer Reserve Fund, Series 1995 Bonds, through the West Virginia Municipal Bond Commission.
38. Copy of a letter dated August 18, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears enclosing a petition for the continuance of District water lines on Lee Creek and Central Ridge.

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39. Fax dated August 18, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter from the Public Service Commission of West Virginia dated August 17, 2000, relative to its sewer rate increase request.
40. Copy of a certified letter dated August 18, 2000, to Mr. Pravin G. Sangani, P.E., WV Division of Environmental Protection, from Jerald D. Spears for Charles M. Stewart outlining the District's plan for bringing its wastewater treatment plant into compliance with its NPDES Permit.
41. Fax dated August 19, 2000, to Marcia B. Hill, Utilities Division, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of tariff P.S.C. W.Va. No. 6 reflecting water rates as approved by Commission Orders dated July 15 and September 17, 1999 in Case No. 99-0199-PWD-CN and a copy of the Certificate of Substantial Completion for Contract No. 1 - Water System Improvement Project and requesting that the District be given permission to implement the new rates as shown in the attachments effective September 20, 2000.
42. Fax dated August 19, 2000, to Marcia B. Hill, Utilities Division, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of the Certificate of Substantial Completion for Contract No. 1, Water System Improvement Project. This was mistakenly left out of the above letter.
43. Copy of a letter dated August 19, 2000, to Marcia B. Hill, Utilities Division, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of tariff P.S.C. W.Va. No. 6 reflecting water rates as approved by Commission Orders dated July 15 and September 17, 1999, in Case No. 99-01999-PWD-CN and a copy of the Certificate of Substantial Completion for Contract No. 1 - Water System Improvement Project and requesting that the District be given permission to implement the new rates as shown in the attachments effective September 20, 2000.
44. Copy of a letter dated August 21, 2000, to Mr. Robert L. Bagley, Sr. from Margaret Batten enclosing a check in the amount of \$353.24 as reimbursement for materials used in water taps for Lot #3, Lot #7, Lot #9, and Lot #12 in Dogwood Estates.
45. Copy of a letter dated August 21, 2000, to Mr. Chester Holbert, Camp 77 Water Line Extension, from Margaret Batten enclosing the District's check in the amount of \$710.64 as reimbursement for the water tap for the Robert and Lynette Pahl residence.
46. Copy of a letter dated August 21, 2000, to Jim Mayles, P. E., Cerrone Associates, Inc., from Margaret Batten stating that the District has collected two additional tap fees for customers, Ronald Clark and Sheila Starcher, on the Rockport Waterline Extension Project and one

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additional tap fee from Kevin Starcher on the System Enhancement Project.

47. Letter dated August 21, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, approving the invoices listed on Requisition No. 11 for the Rockport Water Extension Project for payment.
48. Letter dated August 21, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, approving the invoices listed on Requisition No. 11 for the Water System Improvement Project for payment.
49. Copy of a letter dated August 21, 2000, to Randy Wilson, Thrasher Engineering, from Jerald D. Spears stating that Thrasher Engineering was not chosen during the selection process to choose an engineering firm to accomplish the de-chlorination project at the District's wastewater treatment plant.
50. Copy of a letter dated August 21, 2000, to William Cunningham, Ghosh Engineers, Inc, from Jerald D. Spears stating that Ghosh Engineers, Inc., was not chosen during the selection process to choose an engineering firm to accomplish the de-chlorination project at the District's wastewater treatment plant.
51. Copy of a letter dated August 21, 2000, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Jerald D. Spears stating that the District followed the provisions of Section 5-G-1-4 of the West Virginia Code to select an engineering firm to construct the de-chlorination facilities at the District's wastewater treatment plant and asking that the Commission waive its requirement concerning prior consent and approval of an engineering agreement for this project.
52. Copy of a letter dated August 21, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears stating that Cerrone Associates, Inc. has been chosen by the Board of Commissioners as the firm to provide the engineering for the de-chlorination project at the District's wastewater treatment plant.
53. Fax dated August 21, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing a copy of the Electric Funds Transfer Confirmation from WesBanco Bank Parkersburg for the Rockport Construction Account and the Water System Improvements Account.
54. Letter dated August 21, 2000, to Margaret Batten from Barbara Cozad, a resident of Scarce-of-Fat Road stating that she and several of her neighbors would like to have the sanitary sewer system extended to serve their road.

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55. Fax dated August 21, 2000, to Margaret from Cathy at WesBanco Bank Parkersburg enclosing the Electric Funs Transfer Confirmation from WesBanco Bank Parkersburg for the Rockport Construction Account and the Water System Improvements Account.
56. Copy of a letter dated August 22, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears enclosing a petition for the continuance of District water lines on Lee Creek and Central Ridge as part of the next water project.
57. Concrete Test Report dated August 22, 2000, from Goyle Engineering, Inc., for tests performed on July 25, 2000, on the District's new office building floor.
58. Copy of a letter dated August 22, 2000, to Earl Lucas, Mid-Ohio Valley Regional Planning and Development Council, from Margaret Batten enclosing a copy of the above letter to Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of a petition for the continuance of District water lines on Lee Creek and Central Ridge as part of the next water project.
59. Correspondence Instructions dated August 22, 2000, to the Wood County Clerk from Margaret Batten enclosing an easement for a water line from David A. and Michelle Lea Fought to be recorded and returned.
60. Fax dated August 22, 2000, to the District from Union Williams PSD containing the agenda for the August 23, 2000, meeting of the Wood County PSD Association to be held at Claywood Park PSD at twelve noon.
61. Copy of a letter dated August 22, 2000, to Robert Coen, First Federal Savings & Loan, from Margaret Batten enclosing an account card to be completed, signed, and returned along with a bill for sewer service beginning on February 4, 2000, and a bill for a sewer tap fee in the amount of \$250.00 and a security deposit in the amount of \$50.00.
62. Copy of a letter with attachments dated August 22, 2000, to Diane Wolfe, Bowles Rice McDavid Graff & Love, relative to releasing a portion of the District's easements on the property of Ashok M. Sanghavi, owner of Hampton Inn in Mineral Wells, WV.
63. Copy of a Letter of Transmittal dated August 22, 2000, to Lou Morgan Builders, from Cerrone Associates, Inc., enclosing three copies of Spec No. 08520 Windows.
64. Copy of a letter dated August 23, 2000, to John C. Bosley, J.C. Bosley Construction, Inc., from Margaret Batten enclosing District Check No. 1026 in the amount of \$76,160.43 in payment of charges bill on Requisition No. 11 for the Rockport Waterline Extension Project and District Check No. 1033 in the amount of \$8,434.24 in payment of the charges billed on

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Requisition No. 11 for the Water System Improvement Project.

65. Copy of a letter dated August 23, 2000, to Goyle Engineering, Inc., from Margaret Batten enclosing District Check No. 1035 in the amount of \$336.00 as payment for charges billed on Requisition No. 11 for the Water System Improvements Project.
66. Copy of a letter dated August 23, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 1037 in the amount of \$9,022.37 in payment for services billed on Requisition No. 11 for the Water System Improvements Project and District Check No. 1028 in the amount of \$7,882.08 as payment for services billed on Requisition No. 11 for the Rockport Water Extension Project.
67. Copy of a letter dated August 23, 2000, to PSI Environmental from Margaret Batten enclosing District Check No. 1036 in the amount of \$1,339.50 as payment for services billed on Requisition No. 11 for the Water System Improvement Project.
68. Copy of a letter dated August 23, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing one copy each of approved Requisition No. 11 for the Water System Improvements Project and approved Requisition No. 11 for the Rockport Waterline Extension Project.
69. Fax dated August 23, 2000, to Jerry Spears, c/o Claywood Park PSD, from Margaret Batten listing the hourly wages of the Operations Manager and the Maintenance Technicians.
70. Copy of a letter dated August 23, 2000, to David Jeffrey from Jerald D. Spears giving permission for Mr. Jeffrey to install a large grinder pump to serve ten lots in Sanctuary Heights and enclosing all the necessary documents required for the project to commence.
71. Copy of a letter dated August 23, 2000, to Gary Wilson, Rural Utilities Service, from Dominick P. Cerrone, Cerrone Associates, Inc., containing the Engineer's Report on the Mineral Wells Public Service District Office & Maintenance Buildings Project to date.
72. Fax dated August 23, 2000, to Jerry Spears from Bob Starkey, Trombold Equipment, relative to the inlets for the Sanctuary Heights Grinder Pump Unit.
73. Copy of correspondence instructions dated August 23, 2000, to the Wood County Clerk from Margaret Batten enclosing a sewer main easement from David W. and Mary I. Jeffrey to be recorded and returned.
74. Letter dropped off at office on August 23, 2000, to Jerry Spears from Howard C. Taylor, Assistant Vice-President, WesBanco Bank Parkersburg, stating that the bank will finance a

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2000 Dodge Truck from Mullen Motors for a period of 60 months at a monthly payment of \$451.63 at an interest rate of 7.125%.

75. Memorandum from John Estep, Supervisor, Premium Accounts, West Virginia Public Employees Insurance Agency, to All Insurance Coordinators enclosing a list of all District policyholders whose Optional Life/Dependent Life premium will change on September 1, 2000.
76. Fax dated August 24, 2000, to Dave Kyle, David Development, Inc., from William Byers stating that the electric drop for the grinder pump for Sanctuary Heights will be underground.
77. Fax dated August 24, 2000, to Sean Ireland, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of the letter from Howard Black of WesBanco Bank Parkersburg stating that the District can obtain financing for a new Dodge Service Truck at an interest rate of 7.125% and a monthly payment of \$451.63 for a period of 60 months.
78. Fax dated August 24, 2000, to Dave Kyle, David Development, from Jerald Spears enclosing documentation from Trombold Equipment for the one-inlet grinder pump that was ordered for Sanctuary Heights Subdivision.
79. Letter postmarked August 25, 2000, from the West Virginia Municipal Bond Commission stating that they have moved to the Terminal Building on Capitol Street at Kanawha Blvd (Suite 500, 8 Capitol St., Charleston, WV 25301).
80. Letter dated August 25, 2000, to Jerald D. Spears from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, stating that the District's request for a waiver of Commission's Rules and Regulations for the selection of an engineering firm to provided the necessary services to construct the required de-chlorination system at the District's wastewater treatment plant has been assigned a Case No. of 00-1294-PSD-PW.
81. Copy of a letter dated August 25, 2000, to Gary D. Wilson, Rural Utilities Service, from Margaret Batten enclosing the Management Reports on the District's water loans as requested in his letter of April 14, 2000.
82. Letter dated August 25, 2000, to Charles M. Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing four copies each of Change Order No. 4 to Contract 1 and Contract 2 for the Water System Improvements and Rockport Water Extension Projects.
83. Letter dated August 25, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, stating the proposed waterline extensions to Sycamore run, Stephens Fork, and Limestone Ridge has been found eligible for funding and will be in competition with others

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project with similar applications.

84. Copy of a letter dated August 28, 2000, to David Jeffrey from Margaret Batten enclosing a copy of the Agreement for a Sewer Extension for Sanctuary Heights Subdivision by means of a grinder pump.
85. Fax dated August 28, 2000, to Gary Scott, WV Department of Highways, from Manning Frymier, P.E., Cerrone Associates, Inc., explaining the reason for Addendum No. 1 to the Engineering Agreement with the Mineral Wells Public Service District for the Route 14 Slate Creek Bridge WVDOH Waterline Relocation.
86. Copy of a letter dated August 28, 2000, to Bart Scott, Harman, Thompson, Mallory & Ice, A.C., from Margaret Batten enclosing two copies of Balance Sheet (Form RD 442-3) that Rural Utilities Service has requested to be completed along with the annual audit for the fiscal year ending June 30, 2000.
87. Copy of a letter dated August 29, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing for review and approval five copies each of Change Order No. 4 to the District's Water System Improvements Project and the Rockport Water Extension Project.
88. Letter dated August 28, 2000, to Charles Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Commission's Order extending the ALJ's decision due date until February 27, 2001, and Staff's report due date until October 20, 2000, in Case No. 00-0673-PSD-42A (Sewer Rate Increase).
89. Letter dated August 28, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing two copies of the record drawing prints for the WV DOT-Society Hill Road Intersection - Route 14, Wood County - State Project #U-318-14.5.16.
90. Copy of a memo dated August 29, 2000, to Jeff Bennett/PSC from Jerald D. Spears listing items to be completed on Contract 1- Water System Improvements Project.
91. Copy of correspondence instructions dated August 29, 2000, to the Wood County Clerk from Margaret Batten enclosing a water right-of-way easement signed by David Allen and Michelle Lea Fought and a water right-of-way easement signed by Robert E. Dent and Leah R. Dent to be recorded and returned.
92. Fax dated August 29, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia containing the Commission's Order extending the ALJ's

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decision due date until February 27, 2001, and Staff's report due date until October 20, 2000, in Case No. 00-0673-PSD-42A (Sewer Rate Increase).

93. Fax dated August 30, 2000, to Jack Beck, Claywood Park PSD, from Jerry Spears enclosing a copy of the wage rate and benefits for all MWPSD employees.
94. Note to Beth Pifer from Linda Church concerning some gasoline charges by District employees that were not billed on the monthly statement.
95. Fax dated August 30, 2000, to Margaret Batten from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing a rough sketch of proposed windows and two interior perspectives of space for the District's new office building.
96. Fax dated August 30, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a "Rough Budget" for the District's proposed DeChlorination Wastewater Treatment Project.
97. Copy of a letter dated August 31, 2000, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Jerald D. Spears for Charles M. Stewart requesting an interim sewer rate increase until such time that the District's sewer rate case is completed in February 2001.
98. Fax containing a letter dated August 31, 2000, to Sean Ireland, Utility Analyst I, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of the District's letter to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, requesting an interim sewer rate increase until such time that the District's sewer rate case is completed in February 2001.
99. Copy of a letter dated August 31, 2000, to Sean Ireland, Utility Analyst I, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of the District's letter to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, requesting an interim sewer rate increase until such time that the District's sewer rate case is completed in February 2001.
100. Fax containing a letter dated August 31, 2000, to Joe Marakovits, Technical Analyst III, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of the District's letter to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, requesting an interim sewer rate increase until such time that the District's sewer rate case is completed in February 2001.
101. Letter dated August 31, 2000, to Joe Marakovits, Technical Analyst III, Public Service

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Commission of West Virginia, from Margaret Batten enclosing a copy of the District's letter to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, requesting an interim sewer rate increase until such time that the District's sewer rate case is completed in February 2001.

102. Fax dated September 1, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, requesting an interim sewer rate increase until such time that the District's sewer rate case is completed in February 2001.
103. Fax dated August 31, 2000, to Dominick P. Cerrone, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of a drawing showing two windows and the District's name on front of the new office building.
104. USDA-Rural Development Reference Slip dated September 1, 2000, to Margaret Batten from Virginia McDonald enclosing a copy of Mineral Wells PSD General Ledger USDA - FmHA 442-2 Report Water Fund to be signed and dated by Margaret Batten and James Lett.
105. Fax dated September 1, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a sample smoke testing notice and a copy of the manhole inspection form.
106. Fax dated September 1, 2000, to Bart Scott, Harman Thompson Mallory & Ice, A.C., from Margaret Batten enclosing one copy each of the Activity Trial Balance for the Water Revenue Fund Checking Account and the Sewer Revenue Fund Checking Account for the month of July 2000.
107. Fax dated September 5, 2000, to Margaret Batten from Donna, Claywood Park PSD, enclosing a copy of the water plant allocation for fiscal year 2000. The MWPSD owes Claywood Park PSD \$9,095.25.
108. Letter dated September 5, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, stating that an interest payment of \$27,000.00 has been approved for the Department of Agriculture from the Rockport Construction Account.
109. Letter dated September 5, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, stating than in interest payment of \$60,000.00 has been approved for the Department of Agriculture from the Water System Improvement Account.
110. Letter dated September 5, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, stating project funds in the amount of \$27,000.00 will be electronically deposited

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in the Rockport Construction Checking Account on September 7, 2000.

111. Letter dated September 5, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, stating that project funds in the amount of \$60,000.00 will be electronically deposited in the Water Improvement Construction Checking Account.
112. Fax dated September 5, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc. enclosing a quote from Miller Communications for additional work on Contract No. 1 System Improvements, Contract No. 2 Rockport Extensions, and Contract No. 4 Lou Morgan Builders Maintenance Center.
113. Fax dated September 5, 2000, to Charles Stewart from Dominick Cerrone, Cerrone Associates, Inc., enclosing a change order request and price quote for removing block and installing windows in the front office of the District's new office building and adding additionally signage.
114. A copy of Correspondence Instructions dated September 5, 2000, to the Wood County Clerk from Margaret Batten enclosing a water right-of-way easement signed by Anthony M. and Cheryl Lynn West to be recorded and returned.
115. Letter dated September 6, 2000, to Jerald Spears from Guy W. Mick, Engineering Division, West Virginia Department of Transportation, enclosing one copy of a fully executed agreement dated August 1, 2000, between the District and the West Virginia Department of Transportation, Division of Highways for Project U-354-14.9.00.
116. Fax dated September 6, 2000, to Bart Scott, Harmon, Thompson, Mallory & Ice, A.C., from Margaret Batten enclosing a copy of the water plant allocations from Claywood Park PSD for fiscal year 2000.
117. Letter from Schlumberger dated September 7, 2000, relative to repairing the District's handheld meter reading device.
118. Letter dated September 7, 2000, to Charles Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Staff's memorandum in Case No. 00-0673-PSD-42A (5% interim sewer rate increase).
119. Fax dated September 7, 1000, to Margaret Batten from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing information on an exterior clock for the front of the District's new office building along with a quote from Lou Morgan Builders to provide and install the clock.

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120. Letter dated September 8, 2000, to the Mineral Wells Public Service District from John C. Bosley, Jr., Vice-President, J.C. Bosley Construction, Inc., requesting to be added to the District's list of contractors to be notified for bidding on new construction projects
121. Fax dated September 8, 2000, to Bart Scott, Harmon, Thompson, Mallory & Ice, A.C., from Margaret enclosing a copy of the June 18, 2000, bank statement for MWPSD Grinder Pump Reserve Account.
122. Fax dated September 8, 2000, to Bart Scott, Harman, Thompson, Mallory & Ice, A.C., from Margaret Batten enclosing a copy of the June 30, 2000, Sewer Revenue Fund Checking Account Statement and Reconciliation.
123. Fax dated September 8, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter dated September 7, 2000, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, containing a copy of the Staff's memorandum in Case No. 00-0673-PSD-42A (5% Interim Sewer Rate Increase).
124. Fax dated September 11, 2000, to John Shuman, Harmon, Thompson, Mallory & Ice, A.C., from Linda Church enclosing one copy each of the front page of cash receipts journals for July 5, 7, and 19, 2000.
125. Letter dated September 11, 2000, to the District from the Department of Treasury, Internal Revenue Service, relative to a problem with the District's August 15, 2000, federal tax deposit.
126. Certified letter dated September 12, 2000, to Charles M. Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the interim recommended order in Case No. 00-0673-PSD-42A (5% interim sewer rate increase).
127. Copy of a letter dated September 12, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter dated August 18, 2000, to Mr. Pravin G. Sangani, P.E., West Virginia Division of Environmental Protection, relative to the District's plan for compliance to its NPDES Permit No. WV0081141.
128. Copy of a letter dated September 12, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter to Mr. Guy Mick, West Virginia Department of Transportation containing a fully executed agreement for Project #U354-14-9.00, Wood County, Relocation WV 14 Mineral Wells I/C.
129. Copy of a letter dated September 12, 2000, to Mrs. Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the District's Monthly Operation Report and

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a copy of the Daily Water Purchase Tally for the month of August 2000.

130. Copy of a letter dated September 12, 2000, to Ms. Shirley Fought from Nellie Radcliff relative to a delinquent sewer bill.
131. Fax dated September 13, 2000, to Stacy, **PARKERSBURG NEWS & SENTINEL**, enclosing a legal notice to be published in both newspapers on Saturday, September 16th and Saturday, September 23rd.
132. Copy of Correspondence Instructions dated September 13, 2000, to Virginia McDonald from Margaret Batten enclosing a signed copy of the Mineral Wells PSD General Ledger USDA - FmHA 442-2 Report Water Fund for fiscal year 2000.
133. Fax dated September 13, 2000, to John Shuman, Harmon, Thompson, Mallory & Ice, A.C., from Linda Church enclosing a copy of the front page of the cash receipts journal for July 6, 2000.
134. Facsimile dated September 13, 2000, to Margaret Batten from George Blum, Cerrone Associates, Inc. enclosing a copy of the PSC Order approving the interim sewer rate increase and noting that the "Notice of Application to Change Rates" must be published as a Class II ad once a week for two weeks.
135. Fax dated September 13, 2000, to Walter Frazier, Appalachian Software, from Margaret Batten enclosing copies of documents necessary to correct a budgetary problem with the District's software.
136. Letter dated September 13, 2000, to Perry P. Pietranton, Mineral Wells PSD, from John M. Boyle, PhD, Senior Partner and Managing Director, Schulman, Ronca, & Bucuvalas, Inc., relative to USDA Forest Service Drinking Water Supplier Quality Improvement Survey.
137. Fax dated September 13, 2000, to Bill Byers from Jim Mayles, P.E., Cerrone Associates, Inc., enclosing price quotes from Miller Communications for telemetry systems for the District's new water tanks and pumping stations.
138. Fax dated September 13, 2000, to Mineral Wells PSD, Russ Henderson, RUS, Lou Morgan Builders, and Jim Bane, Cerrone Associates, Inc., from Dominick P. Cerrone, Cerrone Associates, Inc., stating that the progress meeting for Contract No. 4, District's new office and maintenance buildings project, will be held on September 18, 2000, at 10 a.m. at the project site.
139. Fax dated September 13, 2000, to Walter Frazier, Appalachian Software, Inc., from Margaret

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Batten enclosing copies of additional documents necessary to repair the problem with budgetary problem with the District's software.

140. Letter dated September 13, 2000, to Jerald D. Spears from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a staff memorandum relative to the Initial Joint Staff Memorandum in Case No. 00-1294-PSD-PW—the District's request to waive the Commission's rules and regulations for selecting an engineering firm.
141. Fax dated September 14, 2000, to Manning H. Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the above letter from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a staff memorandum relative to the Initial Joint Staff Memorandum in Case No. 00-1294-PSD-PW.
142. Letter of Transmittal dated September 14, 2000, to Lou Morgan Builders from Cerrone Associates, Inc., enclosing three copies of shop drawings for Section 16511 Kichler Lighting and Section 16511 Roberts S. Kimball Associates, Inc.
143. Fax dated September 14, 2000, to Margaret Batten from Cathy, WesBanco Bank Parkersburg, enclosing copies of Electric Funds Transfer Confirmation and documents for the District's project checking accounts.
144. Fax dated September 14, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing Electric Funds Transfer Confirmation and documents from WesBanco Bank.
145. Copy of a letter dated September 15, 2000, to Dale Meadows, Permit Supervisor, WV Department of Highways, from Charles Stewart requesting that the District's Permit Bond of \$100,000.00 for the Rockport Water Extension Project and the Water System Improvement Project be reduced to \$10,000.00.
146. Fax dated September 15, 2000, to Dale Meadows, Permits Supervisor, WV Department of Highways, from Margaret Batten enclosing a copy of the above letter to Dale Meadows requesting that the District's Permit Bond for the ongoing water projects be reduced from \$100,000.00 to \$10,000.00.
147. Copy of a letter dated September 15, 2000, to Gary D. Wilson, Rural Utilities Service, from Margaret Batten enclosing District check no. 1029 in the amount of \$27,000.00 for the first year's interest on the District's loan number 91-07 and District check no. 1038 in the amount of \$60,000.00 for the first year's interest on the District's loan number 91-06.
148. Fax dated September 15, 2000, to the Editor, **PARKERSBURG NEWS**, from Margaret

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- Batten enclosing a notice about the District's September 21st Board Meeting to be published in the September 18th issue of the newspaper.
149. Fax dated September 15, 2000, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the District's September 21st Board Meeting to be published in the September 18th issue of the newspaper.
 150. Copy of a letter dated September 15, 2000, to Office of Water Resources (DNR), Attention: Municipal Branch, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of August 2000.
 151. Copy of a letter dated September 15, 2000, to Cindy Musser, Department of Natural Resources, from Jerald D. Spears 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 August 2000.
 152. Copy of a letter dated September 15, 2000, to the West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, Regulatory Development And Compliance Unit, from Jerald D. Spears 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 August 2000.
 153. Copy of a letter dated September 15, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears 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 August 2000.
 154. Letter dated September 15, 2000, to Public Service District and PSD Board Members and Other Interested Parties from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission of West Virginia, stating that the Commission will conduct a Mandatory Board Members Seminar on October 20 and 21, 2000, at Canaan Valley Resort, Davis, WV.
 155. Letter dated September 15, 2000, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval four copies each of Requisition No. 12 for the District's Water System Improvements Project and the Rockport Water Extension Project.
 156. Copy of a letter dated September 15, 2000, to Ronald L. Clark from Margaret Batten

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- enclosing the recorded easements from David Allen and Michelle Lea Fought, Robert E. and Leah Dent, and Anthony and Cheryl West for his water service line.
157. Fax dated September 18, 2000, to Bart Scott, Harman, Thompson, Mallory & Ice, A.C., enclosing copies of the checks outstanding for the water and sewer checking accounts on June 30, 2000.
 158. Fax dated September 18, 2000, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the PSI invoice dated August 31, 2000, as requested.
 159. Fax dated September 18, 2000, to Patsy Barker, Parkersburg Office Supply, from Margaret Batten enclosing a copy of a letter and the spec section for the work stations which the engineering firm requested that I forward onto you.
 160. Fax dated September 18, 2000, to Margaret Batten from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing Section 12302 - Work Stations from the specifications for the District's new office building.
 161. Notice dated September 19, 2000, to the all water customers along Sugar Camp Run Road beginning with Kevin Brown and ending with Robert Summerfield stating that water will be turned off beginning at 8 a.m. on September 20, 2000, for a period of six to eight hours.
 162. Fax dated September 19, 2000, to Jerry Spears from John C. Bosley, Jr., J. C. Bosley Construction, Inc., relative to who will be responsible for the telemetry work on the District's current water projects.
 163. Fax dated September 19, 2000, to Margaret Batten from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing a diagram of the water fountain area which is being considered for a closet from the manager's office with a recommendation that the space stay clear to allow enough space for ingress and egress for the rest rooms.
 164. Fax dated September 19, 2000, to Jerry Spears from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing a drawing of the work bench for the maintenance building which was discussed at the September 18, 2000, progress meeting.
 165. Fax dated September 19, 2000, to the Mineral Wells PSD from Jim Mayles, P.E., Cerrone Associates, Inc., enclosing two drawings for the PRV Vault at the Saulsbury booster site.
 166. Registration Form from the WV Conference on the Environment for the Conference on the Environment 2000 to be held at the University of Charleston on October 12, 2000.