

MINUTES OF A REGULAR MONTHLY MEETING  
OF THE PUBLIC SERVICE BOARD OF THE  
MINERAL WELLS PUBLIC SERVICE DISTRICT  
HELD THURSDAY, NOVEMBER 16, 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; William Byers, Operations Technician; John Bosley, Jr., Bosley Construction; Rick Merritt, Inspector, Cerrone Associates, Inc.; Manning Frymier, P. E., Cerrone Associates, Inc.; James F. Aucremanne, Public Service Commission; Gregory and Linda Carpenter, residents of Gates Ridge were in attendance.

Gregory and Linda Carpenter wanted to address the Board concerning the new project that will enable them to obtain water if the project is approved. The Board told them that if they keep writing and making phone calls to their representatives, this will help get the project approved. The Carpenters excused themselves from the rest of the meeting.

Mr. Bosley was in attendance to address the Board concerning non-payment for Change Order # 4 on Contracts No. 1 and No. 2. Mr. Frymier reported that all paper work had been turned in to RUS, but for one reason or another, payment had not been made. He informed Mr. Bosley that he should give them a call. Other issues that Mr. Bosley had concerns about was the additional compensation for problems with leaks on the 10 inch waterline behind Society Hill and additional payment of \$0.83 per foot for pipe price increases on the 6" pipe installed on Dale Drive. The overrun, including change order work, for Contract No. 1 is 2,423 feet and 2,739 feet for Contract No. 2 only footage overruns are to be considered in the \$.83 increase. Mr. Frymier would like for Mr. Bosley to give him documentation for the items listed above and Mr. Bosley agreed to supply the items needed.

Mr. Frymier went over the Buck Run Change Order with Mr. Bosley. Mr. Bosley said he would extend the waterline 5200 feet with 6" pipe. Cost for this extension is \$55,028.75. This extension is Change Order No. 7 to Contract No. 2.

Mr. Radabaugh made a motion that Change Order No. 7 to Contract No. 2 be approved as presented Mr. Lett seconded the motion. The motion carried. Mr. Stewart, Mr. Bosley and Mr. Frymier signed the Change Order.

Mr. Bosley excused himself from the rest of the meeting.

Mr. Frymier presented Addendum # 6 in the amount of \$10,900.00. Mr. Radabaugh made a motion to approve Addendum # 6 as presented. Mr. Lett second the motion. The motion carried.

Mr. Radabaugh made a motion to approve Requisition No. 14 for Contract 2 - Rockport Waterline

MINERAL WELLS PUBLIC SERVICE DISTRICT  
MINUTES - NOVEMBER 16, 2000  
PAGE 2

Extension Project as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the requisition.

Requisition No. 14 on Contract No. 1 for the Water System Improvements Project was presented. Mr. Radabaugh made a motion Requisition No. 14 be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the requisition.

Mr. Radabaugh made a motion Mr. Stewart be authorized to sign the Request of Release of Final Settlement from the State Tax Department for Mid Atlantic Storage Systems, Inc., for the construction of the Price Road and Rockport Water Storage Tanks. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the document.

Mr. Lett made a motion to approve the Minutes of October 19, 2000, Board Meeting as presented. Mr. Radabaugh seconded the motion. The motion carried. Mr. Lett signed the Minutes.

Mr. Lett made a motion to approve the Minutes of November 6, 2000, Special Board Meeting as presented. Mr. Radabaugh seconded the motion. Mr. Radabaugh signed the Minutes.

Mr. Radabaugh made a motion that the District sign the revised Engineering Agreement for Dechlorination at the Waste Water Treatment Plant. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed the Agreement.

Mr. Radabaugh made a motion to give all employees a one time only pay raise of \$40.00 on the December 15, 2000 payroll. Mr. Lett seconded the motion. The motion carried.

Mrs. Batten presented the quote from Parkersburg Office Equipment as the low bidder for office furniture for the new building. The quote was in the amount of \$14,316.03. Mr. Radabaugh made a motion to accept the bid from Parkersburg Office Equipment. Mr. Lett seconded the motion. The motion carried.

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

1. Financial Statement dated October 31, 2000, for All Finances of the District Fund Checking Account (copy attached).
2. Financial Statement dated October 31, 2000, for Water Revenue Fund Checking Account (copy attached).
3. Financial Statement dated October 31, 2000, for Sewer Revenue Fund Checking Account (copy attached)

MINERAL WELLS PUBLIC SERVICE DISTRICT  
MINUTES - NOVEMBER 16, 2000  
PAGE 3

4. Financial Statement dated October 31, 2000, for the Rockport Construction Checking Account (copy attached).
5. Check No. 25446 thru 25493 written on the Water Revenue Fund Checking Account (copy attached).
6. Check No 25494 thru 25501 written November 16, 2000 on the Water Revenue Fund Checking Account (copy attached).
7. Check No. 27411 thru 27465 written since the October 19, 2000, Board Meeting on the Sewer Revenue Fund Checking Account (copy attached).
8. Payroll Check No. 525 thru 560 written since the October 19, 2000, Board Meeting on the Sewer Revenue Fund Checking Account (copy attached).
9. Checks No. 27467 thru 27483 written November 16, 2000, on the Sewer Revenue Fund Checking Account (copy attached).

Mr. Lett seconded the motion. The motion carried. Mr. Lett signed the Minutes

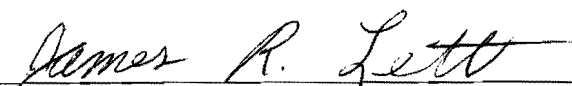
Mr. Frymier discussed correspondence from Matt Warner concerning raising the Catch Basin in front of his new building that is being built at the New Office Building site. Mr. Frymier said that if there is a change, Mr. Warner will have to assume the cost.

All business having been completed, Mr. Radabaugh made a motion to adjourn the meeting. Mr. Lett seconded the motion. The motion carried. Mr. Stewart adjourned the meeting at 7:50 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 21<sup>st</sup> day of December, 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  
OCTOBER 31, 2000**

**CHECKING ACCOUNT**

Water Revenue Fund Checking Account		
WesBanco Bank	\$	53.87
Sewer Revenue Fund Checking Account		
WesBanco Bank		121.57
Rockport Construction Account		
WesBanco Bank		1,234.32
Water Improvement Construction Account		
WesBanco Bank		<u>17,983.65</u>
<b>TOTAL IN CHECKING ACCOUNTS:</b>		<b>\$ 19,393.41</b>

**WATER ACCOUNTS**

Depreciation Reserve Account		
WesBanco Bank		7,869.04
Revenue Reserve Account		
WesBanco Bank		28,139.39
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank		4,757.10
Security Deposit Account		
WesBanco Bank		20,950.93
Sams Creek/Chesterville Water Extension	CLOSED-TRANSFERRED	
Tap Fees-WesBanco Bank	TO CHECKING	
Office Building Account	CLOSED-TRANSFERRED	
WesBanco Bank	TO PROJECT ACCOUNT	
Rockport/Route 21 Water Extension	CLOSED-TRANSFERRED	
Tap Fees-Traders Bank	TO CHECKING	
Rockport/Route 21 Water Extension	CLOSED-TRANSFERRED	
Security Deposits-Traders Bank	<u>TO SECURITY DEPOSITS</u>	
<b>TOTAL IN WATER ACCOUNTS:</b>		<b>\$ 61,716.46</b>

**SEWER ACCOUNTS**

Repair and Replacement Account		
WesBanco Bank		\$102,099.85
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank		22,253.18
Security Deposit Account		
WesBanco Bank		<u>13,711.53</u>
<b>TOTAL IN SEWER ACCOUNTS:</b>		<b><u>\$138,064.56</u></b>
<b>TOTAL ALL FINANCES, OCTOBER 31, 2000</b>		<b>\$219,174.43</b>

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

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, SEPTEMBER 30, 2000**

**\$ 10.03**

**RECEIPTS:**

Water Sales	\$44,539.44
Reconnection Fees	10.00
Tap Fees	600.00
Void Checks	6.00
Security Deposit Refunds	<u>561.31</u>

**TOTAL RECEIPTS:**

**\$45,716.75**

**TOTAL CASH AVAILABLE:**

**\$45,726.78**

**EXPENDITURES:**

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	314.00
WesBanco Bank-Parkersburg	3,818.55
Salaries	7,285.53
WV Public Employees Retirement System	1,602.85
WV State Tax Department	709.19
WV Public Employees Insurance Agency	708.76
AT&T	40.26
Claywood Park Public Service District	10,871.26
AT&T Wireless Service	301.12
Daugherty Supply Company	134.29
Fasteners & Supply	16.05
Taylor's Disposal Inc.	14.00
C. I. Thornburg	653.86
Verizon	98.21
R. D. Wilson Sons & Company	27.63
Water Environmental Testing	67.50
Westco Internet	9.97
Workers' Compensation	762.25
U. S. Postal Service	172.59
WV State Treasury	6.00

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

Allegheny Power Company	\$ 289.07
AT&T - State Calling Service	15.60
Gerald R. Caltrider	4,263.84
Harman Thompson Mallory & Ice	3,200.00
Miss Utility of WV Inc.	11.45
Matheny Motor Truck Company	364.08
Rena's Janitorial Contractors	133.50
Water Environmental Testing	216.00
Poynter's Best Products	361.10
Thomas & Pamela Byrk	50.99
Gary D. Cunningham	51.03
Gregory A. Criniti	50.96
Drs. Patrick & Cindy Dugan	51.00
Brian or Jessica Grogan	51.03
Mineral Wells PSD	183.65
R. Scott Maher	50.98
Marlene Norman	50.99
Ryan Shaver	51.00
Astorg Ford-Lincoln-Mercury	73.14
Dominion Hope	17.96
Hardman's Supply Company	75.85
Kramer's Photo Supply, Inc.	48.47
Miller's Communications	15.00
Ohio Valley Muffler & Brake	350.00
Parkersburg Office Supply	31.13
Westfield Insurance Companies	1,037.25
Westco Internet	<u>9.97</u>

**TOTAL EXPENDITURES:**

**\$45,672.91**

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

**\$ 53.87**

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

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

**\$ 5.59**

**RECEIPTS:**

Sewer Sales	\$45,436.05
Void Checks	18.01
Tap Fees	500.00
Reconnection Fees	40.00
Security Deposit Refunds	<u>771.22</u>

**TOTAL RECEIPTS:**

**\$46,765.28**

**TOTAL CASH AVAILABLE:**

**\$46,770.87**

**EXPENDITURES:**

Municipal Bond Commission	\$ 7,550.22
WesBanco Bank-Parkersburg	978.17
WesBanco Bank-Parkersburg	3,150.21
Salaries	6,122.55
Commissioners' Salaries	375.00
WV Public Employees Retirement System	1,329.03
WV State Tax Department	599.21
WV Public Employees Insurance Agency	492.52
Air Products	547.37
Arrow Concrete	192.00
Allegheny Power	6,549.55
A T & T	20.04
Auto Fleet & Industrial Supply	31.12
A T & T Wireless	301.10
Danny's Lawn Service	675.00
Daugherty's Supply	192.28
Fasteners & Supply Inc.	16.05
Gene's Septic Tank Cleaning	430.00
Hardman's Supply Company	91.24
Ohio Valley Muffler & Brake	248.58
Parkersburg Sentinel Company	132.10
Parkersburg Office Supply	48.02
Pifer's Service Center	394.18

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

Rena's Janitorial Contractors	\$ 790.50
R. L. Roush Excavating	3,746.75
Scots Landscape Nursery	55.00
Sanitary Linen Service	99.02
Taylor's Disposal Inc.	14.00
C. I. Thornburg Company, Inc.	360.00
Thomas Lawnmower Service Inc.	50.95
Verizon	449.36
R. D. Wilson Sons & Co., Clarksburg	27.63
Water Environmental Testing	497.50
WV Water & Waste Supply	493.97
Worker's Compensation Division	655.65
Westco Internet	19.96
U. S. Postal Service	667.59
WV State Treasury	18.01
AT&T - State Calling Service	15.59
Charles Beeson	50.00
Harman Thompson Mallory & Ice	3,200.00
Miss Utility of WV Inc.	11.45
Matheny Motor Truck Co.	364.08
Poynter's Best Products	361.10
Thomas & Pamela Bryk	50.99
Charles B. Conger	50.98
Gregory A. Criniti	50.96
Drs. Patrick & Cindy Dugan	52.39
Richard Flinn	54.36
Brian or Jessica Grogan	51.03
Mary Harrison	15.92
Mineral Wells PSD	480.09
Nina Mihlbach	4.15
R. Scott Maher	50.98
Marlene Norman	50.99
Ryan Shaver	51.00
Suntime Aqua Massage	50.98
Michelle Wilson	22.53
WT Graffics	214.35
Don & Janice Hale	70.00
A T & T	20.22
Astorg Ford Lincoln Mercury	73.14
Dominion Hope	17.96



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

Hardman's Supply Company	\$ 227.57
Kramer's Photo Supply, Inc.	48.48
Miller Communications	15.00
Ohio Valley Muffler & Brake	350.00
Parkersburg Sentinel Company	64.05
Parkersburg Office Supply	31.13
State Electric Supply Company, Inc.	195.26
Tesa Company, Inc.	9.92
Westfield Insurance Companies	<u>1,861.22</u>

**TOTAL EXPENDITURES:**

**\$46,649.30**

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

**\$ 121.57**

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

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION  
ACCOUNT, WESBANCO BANK, SEPTEMBER 30, 2000** **\$17,392.19**

**RECEIPTS:**

Office Building Account Transfer	\$33,747.56
Rural Utilities Service	<u>54,500.00</u>

**TOTAL RECEIPTS:** **\$ 88,247.56**

**TOTAL CASH AVAILABLE:** **\$105,639.75**

**EXPENDITURES:**

J. C. Bosley Construction Company	\$11,938.55
Lou Morgan Builders	55,670.00
USDA-Rural Development	9,000.00
PSI	102.00
Mid Atlantic Storage Systems, Inc.	793.55
Cerrone Associates, Inc.	<u>10,152.00</u>

**TOTAL EXPENDITURES:** **\$ 87,656.10**

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT  
WESBANCO BANK, OCTOBER 31, 2000** **\$ 17,983.65**

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

**BALANCE IN ROCKPORT CONSTRUCTION  
ACCOUNT, WESBANCO BANK, SEPTEMBER 30, 2000** **\$ 771.18**

**RECEIPTS:**

Rural Utilities Service \$26,000.00

**TOTAL RECEIPTS:** **\$26,000.00**

**TOTAL CASH AVAILABLE:** **\$ 26,771.18**

**EXPENDITURES:**

Cerrone Associates, Inc. \$ 1,329.10

USDA-Rural Development 3,000.00

Mid-Atlantic Storage Systems, Inc. 12,013.20

J. C. Bosley Construction Company 9,194.56

**TOTAL EXPENDITURES:** **\$25,536.86**

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT  
WESBANCO BANK, OCTOBER 31, 2000** **\$ 1,234.32**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING ACCOUNT  
NOVEMBER 16, 2000**

**CHECKS WRITTEN SINCE THE OCTOBER 19, 2000, BOARD MEETING**

<b>CHECK NO.</b> 25446	Poynter's Best Products	\$ 361.10
25447	Thomas & Pamela Bryk	50.99
25448	Gary D. Cunningham	51.03
25449	Gregory A. Criniti	50.96
25450	Drs. Patrick & Cindy Dugan	51.00
25451	Brian or Jessica Grogan	51.03
25452	Mineral Wells PSD	153.33
25453	Mineral Wells PSD	3,391.23
25454	R. Scott Maher	50.98
25455	Marlene Norman	50.99
25456	Rural Development Admn.	2,112.00
25457	Ryan Shaver	51.00
25458	USDA-Rural Development	3,140.00
25459	WesBanco	1,892.19
25460	WV Dept of Tax & Revenue	709.19
25461	WV Public Employees Retirement	1,602.85
25462	WesBanco-Water Res-Sams-CV	314.00
25463	Allegheny Power	81.79
25464	AT&T	20.21
25465	Astorg Ford Lincoln Mercury	73.14
25466	AT&T Wireless Services	112.12
25467	Dominion Hope	17.96
25468	Hardman's Supply Company	75.85
25469	Kramer's Photo Supply, Inc.	48.47
25470	Mineral Wells PSD	30.32
25471	Miller Communications	15.00
25472	Ohio Valley Muffler & Brake	350.00
25473	Parkersburg Office Supply	31.13
25474	Westfield Insurance Companies	1,037.25
25475	Westco Internet	9.97
25476	Daugherty Supply Co Inc	11.95
25477	Engineering Supply Company	31.20
25478	Fasteners & Supply Inc	79.75
25479	Hale Plumbing	65.00
25480	Miller Communications	15.00
25481	Mineral Wells PSD	187.50
25482	Parkersburg Office Supply	4.99
25483	Pifer's Service Center	453.76
25484	R L Roush Excavating	1,825.25

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING ACCOUNT  
PAGE 2**

**CHECKS WRITTEN SINCE THE OCTOBER 19, 2000, BOARD MEETING**

<b>CHECK NO.</b> 25485	Sanitary Linen Service	\$ 129.69
25486	Taylor's Disposal Inc	16.50
25487	C I Thornburg	3,831.49
25488	Verizon	102.17
25489	WV Water & Waste Supply	745.93
25490	Void	
25491	Mineral Wells PSD	3,567.98
25492	WesBanco Bank-Parkersburg	1,888.04
25493	Claywood Park PSD	11,369.78

**CHECKS WRITTEN TODAY THAT NEED AUTHORIZED**

<b>CHECK NO.</b> 25494	Appalachian Software Inc	\$ 1,382.50
25495	AT&T - State Calling Service	17.71
25496	Miss Utility of WV Inc	42.50
25497	Mineral Wells PSD	26.71
25498	Municipal Bond Commission	1,592.00
25499	Water Environmental Testing	135.00
25500	WesBanco Bank Parkersburg	110.00
25501	Westfield Insurance Companies	1,168.95

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
NOVEMBER 16, 2000**

**CHECKS WRITTEN SINCE THE OCTOBER 19, 2000, BOARD MEETING**

<b>CHECK NO.</b> 27411	Poynter's Best Products	\$ 361.10
27412	Allegheny Power	2,563.16
27413	Thomas & Pamela Bryk	50.99
27414	Charles B. Conger	50.98
27415	Gregory A. Criniti	51.96
27416	Danny's Lawn Service	270.00
27417	Drs. Patrick & Cindy Dugan	52.39
27418	Richard Flinn	54.36
27419	Brian or Jessica Grogan	51.03
27420	Void	
27421	Mary Harrison	15.92
27422	James R. Lett	125.00
27423	Mineral Wells PSD	449.78
27424	Municipal Bond Commission	7,550.22
27425	Nina Miihlbach	50.98
27426	R. Scott Maher	50.98
27427	Marlene Norman	50.99
27428	Roy L. Radabaugh	125.00
27429	Charles M. Stewart	125.00
27430	Ryan Shaver	51.00
27431	Suntime Aqua Massage	50.98
27432	Water Environmental Testing	115.00
27433	WesBanco Bank-Parkersburg	1,929.44
27434	WV Dept of Tax & Revenue	599.21
27435	WV Public Employees Retirement	1,329.03
27436	Michelle Wilson	22.53
27437	WT Graffics	214.35
27438	Don & Janice Hale	70.00
27439	AT&T	20.22
27440	Astorg Ford Lincoln Mercury	73.14
27441	AT&T Wireless Services	112.11
27442	Dominion Hope	17.96
27443	Hardman's Supply Company	227.57
27444	Kramer's Photo Supply, Inc.	48.48
27445	Mineral Wells PSD	30.31
27446	Miller Communications	15.00
27447	Ohio Valley Muffler & Brake	350.00
27448	Parkersburg Sentinel Co.	64.05
27449	Parkersburg Office Supply	31.13

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
PAGE 2**

**CHECKS WRITTEN SINCE THE OCTOBER 19, 2000, BOARD MEETING  
(Continued)**

<b>CHECK NO.</b> 27450	State Electric Supply Co., Inc.	\$ 195.26
27451	Tesa Company Inc.	9.92
27452	Westfield Insurance Companies	1,861.22
27453	Westco Internet	9.98
27454	Mullen Motors	21,935.00
27455	Fasteners & Supply Inc.	79.75
27456	Miller Communications	15.00
27457	Municipal Bond Commission	9,302.30
27458	Parkersburg Office Supply	5.00
27459	Pifer's Service Center	453.76
27460	R L Roush Excavating	2,894.10
27461	Sanitary Linen Service	129.70
27462	Taylor's Disposal Inc.	16.50
27463	C I Thornburg	212.00
27464	Verizon	453.32
27465	WV Water & Waste Supply	1,416.19

**PAYROLL CHECKS WRITTEN SINCE THE OCTOBER 19, 2000, BOARD MEETING**

<b>CHECK NO.</b> 00525	Margaret Batten	\$ 993.90
00526	Richard Shayne Brabham	777.43
00527	William H. Byers, Jr.	1,361.96
00528	Linda K. Church	827.38
00529	Russell P. Hanna	725.33
00530	Mark K. Murphy	781.11
00531	Nellie B. Radcliff	753.31
00532	Jerald D. Spears	925.81
00533	Ronald Eugene Amos	460.50
00534	Margaret Batten	838.01
00554	Richard Shayne Brabham	725.82
00555	William H. Byers, Jr.	1,280.23
00556	Linda K. Church	753.54
00557	Russell P. Hanna	712.22
00558	Mark K. Murphy	701.68
00559	Nellie B. Radcliff	644.40
00560	Jerald D. Spears	804.42

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
PAGE 3**

**CHECKS WRITTEN TODAY THAT NEED AUTHORIZATION**

<b>CHECK NO.</b> 27467	Appalachian Software Inc	\$ 1,382.50
27468	Air Products and Chemicals Inc	378.69
27469	Allegheny Power	225.00
27470	AT&T - State Calling Service	17.70
27471	Audio Crafters	139.99
27472	Chemtek Corporation	228.80
27473	Discount Industrial Supply Corp	271.59
27474	Eastern State's Pump/Equipment	750.00
27475	Miss Utility of WV Inc.	42.50
27476	Mineral Wells PSD	30.35
27477	Mc Henry Electric Co Inc	776.91
27478	Parkersburg Sentinel Co	384.16
27479	Signs & More in 24	40.00
27480	Water Environmental Testing	220.00
27481	WesBanco Bank-Parkersburg	1,135.91
27482	Westfield Insurance Companies	346.05
27483	WV Laborers Training Center	265.03



**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE RECEIVED OR MAILED SINCE  
THE OCTOBER 19, 2000, BOARD MEETING  
NOVEMBER 16, 2000**

1. Letter to District from Terry Thomas, Chief, PMBS Volunteer Fire Department, listing the number of gallons of water used for training purposes and the number of gallons of water used for fire fighting.
2. **THE PIPELINE**, a publication of the National Association of Pipe Fabricators, Inc., dated Fall 2000, Volume 23, Issue 4.
3. Training announcement from the West Virginia Rural Water Association about a seminar entitled "Drinking Water Lab Procedures" to be held on December 4 - 8, 2000, at the Environmental Training Center at Cedar Lakes, WV.
4. Training announcement from the West Virginia Rural Water Association about a seminar entitled "Plant Operation and Process Control" to be held on December 6, 2000, at the Water Treatment Plant in Ripley, West Virginia.
5. Training announcement from the West Virginia Rural Water Association enclosing a Registration Form for the Capacity Development Expo to be held at the Charleston House Holiday Inn, Charleston, West Virginia, on January 8 - 9, 2000.
6. **WVRWA News Tap**, a bi-monthly publication of the West Virginia Rural Water Association, dated Volume II, Issue 5, October 27, 2000.
7. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated November 3, 2000, Vol. 4 Issue 11.
8. **The PIPELINE, News & Views From The Water & Wastewater Division**, a publication of the Water & Wastewater Division of the Public Service Commission of West Virginia, dated September 2000.
9. Invitation from the West Virginia Rural Water Association, 168 Midland Trail Suite #2, Hurricane, WV 25526, to attend the Open House Celebration of the WVRWA's New Office Building scheduled for December 12, 2000, between the hours of 1 p.m. to 4 p.m.
10. USDA-FmHA Form 1924-12 Inspection Report dated October 16, 2000, signed by Russell L. Henderson, Contract Specialist, Rural Utilities Service, for the Water System Improvements Project and the Rockport Water Extension Project.
11. Invoice dated October 16, 2000, to the District from Cerrone Associates, Inc., in the amount of \$790.62 for the final bill on the As-Built Drawings on the relocation of water and sewer

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE - NOVEMBER 16, 2000**  
**PAGE 2**

lines at the Society Hill Road Intersection.

12. Invoice dated October 16, 2000, to the District from Cerrone Associates, Inc., in the amount of \$1,587.50 for design services for the relocation of the District's water line in the area of the relocation of the DOH Slate Creek Bridge Project.
13. Copy of a letter dated October 17, 2000, to the District from Janice Robinson, Accounts Receivable, Precision Pump & Valve Service, Inc., requesting an updated West Virginia State Tax Exemption Certificate.
14. Memorandum dated October 18, 2000, to All FY2001 Priority List Applicants from Mike Johnson, Construction Assistance, West Virginia Division of Environmental Protection, stating that the City of St. Marys has been added to the FY2001 Priority List for the State Revolving Fund.
15. Copy of a letter dated October 18, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Guy W. Mick, Chief, Railroad and Utilities Unit, Engineering Division, West Virginia Department of Highways, containing comments on the District's relocation plans for its utility lines in the area of the Slate Bridge, DOH Project # S354-14.0.64,00.
16. Letter dated October 18, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, stating that funds in the amount of \$23,000.00 will be deposited into the Rockport Construction Account on October 20, 2000.
17. Letter dated October 18, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, stating that funds in the amount of \$24,000.00 will be deposited into the Water Improvement Construction Account on October 20, 2000.
18. Cancellation Notice dated October 19, 2000, from Erie Insurance Group stating that Lou Morgan Builders' Fivestar Contractors Policy will be canceled as of the November 20, 2000, at 12:01 a.m.
19. Copy of a letter dated October 19, 2000, to Manning Frymier, Cerrone Associates, Inc., from Gary D. Wilson, Rural Utilities Service, stating that items no. 1 and no. 2 are unacceptable to RUS and will not be approved for payment.
20. Letter dated October 19, 2000, to Mr. Seese from Janice Hale, a resident of Lost Pavement Road, requesting reimbursement in the amount of \$65 to \$70 to reseal her driveway after it was damaged by the District during the installation of the grinder pump extension for Almeda Enterprises.

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE - NOVEMBER 16, 2000**  
**PAGE 3**

21. Letter dated October 19, 2000, to Purchasing, Mineral Wells, from GE Industrial Solutions, extending an invitation for the District's representatives to attend a seminar entitled "Energy Strategies for the 21<sup>st</sup> Century" on November 9, 2000, in Parkersburg, West Virginia.
22. Letter dated October 19, 2000, to Charles Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the Staff's memorandum and Staff Report dated October 18, 2000, prepared by Sean P. Ireland and Joseph Marakovits, in Case No. 00-0673-PSD-42A.
23. Fax dated October 19, 2000, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice to be published in the newspaper relative to flow testing of fire hydrants to be conducted by the District in conjunction with the PMBS Volunteer Fire Department on October 24 and 25.
24. Fax dated October 19, 2000, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice to be published in the newspaper relative to flow testing of fire hydrants to be conducted by the District in conjunction with the PMBS Volunteer Fire Department on October 24 and 25.
25. Fax dated October 19, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing a copy of the Electric Funds Transfer Confirmation for the Rockport and Water System Improvement Projects.
26. Letter dated October 20, 2000, to the District from Daniel A. Parker, Environmental Engineering Division, Department of Health and Human Resources, relative to the submission of the District's third annual Consumer Confidence Report (CCR).
27. Copy of a letter dated October 20, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing the following documents for review and approval: Requisition No. 13 for the Rockport Waterline Extension Project, Requisition No. 13 for the Water Systems Improvements Project, Change Order No. 2 to Contract No. 3 of the Water Systems Improvement Project, Change Order No. 6 to Contract #4 of the Office and Maintenance Building Project.
28. Copy of a letter dated October 20, 2000, to PMBS Volunteer Fire Department from Jerald D. Spears stating that the District will begin smoke testing its sanitary sewer system on October 23, 2000.
29. Copy of a letter dated October 20, 2000, to the Wood County Sheriff Department from Jerald D. Spears stating that the District will begin smoke testing its sanitary sewer system on October 23, 2000.

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE - NOVEMBER 16, 2000**  
**PAGE 4**

30. Copy of a letter dated October 20, 2000, to the Fire Chief, Parkersburg Fire Department, from Jerald D. Spears stating that the District will begin smoke testing its sanitary sewer system on October 23, 2000.
31. Copy of a letter dated October 20 2000, to the Parkersburg City Police from Jerald D. Spears stating that the District will begin smoke testing its sanitary sewer system on October 23, 2000.
32. Copy of a letter dated October 20, 2000, to the West Virginia State Police from Jerald D. Spears stating that the District will begin smoke testing its sanitary sewer system on October 23, 2000.
33. Copy of a letter dated October 20, 2000, to the 911 Emergency Services from Jerald D. Spears stating that the District will begin smoke testing its sanitary sewer system on October 23, 2000.
34. Copy of a letter dated October 20, 2000, to Cindy Musser, West Virginia Department of Natural Resources, from Jerald D. Spears stating that the District will begin smoke testing its sanitary sewer system on October 23, 2000.
35. Copy of a letter dated October 20, 2000, to John Padden, III, Reagle & Padden Insurance Agency, from Jerald D. Spears stating that the District will begin smoke testing its sanitary sewer system on October 23, 2000.
36. Copy of a letter dated October 20, 2000, to the West Virginia Municipal Bond Commission from Margaret Batten enclosing check number 25439 in the amount of \$1,592.00 for bond payment to account no. MIW-W-1-69-X-WO-06-69 Water Revenue.
37. Copy of a letter dated October 20, 2000, to Gary D. Wilson, Rural Utilities Service, from Margaret Batten enclosing check number 1032 in the amount of \$3,000.00 for the October 23, 2000, interest payment on the District's loan number 91-07 and check number 1043 in the amount of \$9,000.00 for the October 23, 2000, interest payment on the District's loan number 91-06.
38. Copy of a letter dated October 20, 2000, to Randall M. Cole, Cerrone Associates, Inc., from Margaret Batten enclosing four copies of the Certificate of Substantial Completion to Mid-Atlantic Storage Systems, Inc., for the Price Road Water Tank and four copies of the Certificate of Substantial Completion for the Mid-Atlantic Storage Systems, Inc. for the Rockport Water Tank.
39. Correspondence Instructions dated October 20, 2000, to Manning Frymier, Cerrone

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE - NOVEMBER 16, 2000  
PAGE 5**

Associates, Inc., from Margaret Batten enclosing a copy of a map showing the water line location along Route 21 from the I-77 Rest Area.

40. Copy of a letter dated October 20, 2000, to Mary Rader, Wood County Commission, from Margaret Batten enclosing an approved copy of the Minutes of the District's September 21, 2000, Regular Board Meeting.
41. Copy of a letter dated October 20, 2000, to Linda Riggs, Executive Secretary, Frall Developers, Inc., (owners of the Rockport Post Office Building) from Margaret Batten enclosing a copy of the Memo mailed to all the District's customers along the Rockport Water Line Extension relative to the availability of water service.
42. Copy of a letter dated October 20, 2000, to Pravin G. Sangani, P.E., WV Division of Environmental Protection, from Margaret Batten stating that the District will commence to smoke test its sanitary sewer system on October 23, 2000.
43. Copy of a letter dated October 20, 2000, to Manning Frymier, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Minutes of the District's September 21, 2000, Board Meeting.
44. Copy of a fax dated October 23, 2000, to Gary Scott, West Virginia Department of Highways, from Manning H. Frymier, P.E., Cerrone Associates, Inc., requesting a copy of the year 2000 version of "Standard Specifications for Roads and Bridges".
45. Letter dated October 23, 2000, to Charles Stewart from Randall M. Cole, Cerrone & Associates, Inc., enclosing approved copies of the following change orders: Contract 1 - Change Order No. 5, Contract 2 - Change Order No. 5, Contract 4 - Change Order No. 4, and Contract 4 - Change Order No. 5.
46. Letter postmarked October 23, 2000, to Margaret Batten from Barbara Cozad requesting that the Board of Commissioners consider extending the sanitary sewer system to residents of Scarce-of-Fat Road.
47. Fax dated October 23, 2000, to Linda from Cathleen, WesBanco Bank, Inc., enclosing a copy of the Electric Funds Transfer Confirmation for the Rockport Waterline Construction Checking Account and the Water System Improvements Construction Checking Account.
48. Fax dated October 23, 2000, to Missy Brabham from Linda Church enclosing a copy of Shayne Brabham's payroll history for the September 30, 2000, and the October 15, 2000.
49. Letter dated October 23, 2000, to the District from Erie Insurance Group rescinding the

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE - NOVEMBER 16, 2000**  
**PAGE 6**

cancellation notice effective November 20, 2000, for Lou Morgan Builders.

50. Letter of Transmittal dated October 23, 2000, to Lou Morgan Builders from Dominick Cerrone enclosing shop drawings for Section 16000 Light Fixtures.
51. Fax dated October 23, 2000, to Fruth Pharmacy #17, Attention Lori, from Linda Church enclosing a reprint of the water and sewer bill for Account No. 2-00570-00.
52. Letter dated October 23, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, approving invoices totaling \$78,656.10 for payment from the Water System Improvements Construction Checking Account.
53. Letter dated October 23, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, stating that funds in the amount of \$21,500.00 will be electronically deposited in the Water System Construction Checking Account on October 25, 2000.
54. Letter dated October 23, 2000, to Charles Stewart from Gary Wilson, Rural Utilities Service, approving invoices totaling \$22,536.86 for payment from the Rockport Water Extension Construction Checking Account.
55. Letter dated October 23, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, approving a payment to WesBanco Bank Inc., in the amount of \$21,415.37 from the District's Water System Improvements Construction Checking Account.
56. Fax dated October 23, 2000, to Gary D. Wilson, Rural Utilities Service, from Linda Church enclosing a copy of the Electric Funds Transfer Confirmation for the Rockport and Water System Improvements Construction Checking Accounts.
57. Letter dated October 24, 2000, to the District from Mrs. Glen L. Freshour requesting that she be notified at least two weeks prior to the District doing in smoke testing in her area due to health problems.
58. Correspondence Instructions dated October 24, 2000, to Orliss Tanner from Linda Church enclosing a Sewage Bill Adjustment Affidavit for his signature.
59. Copy of a letter dated October 24, 2000, to Gerald R. Caltrider from Margaret Batten enclosing check no. 25436 in the amount of \$4,263.84 as payback for six customers who were connected to the Caltrider Water Extension during fiscal year 2000.
60. Copy of a letter dated October 24, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing check no. 1048 in the amount of \$793.55 and check no.

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE - NOVEMBER 16, 2000**  
**PAGE 7**

1035 in the amount of \$1,329.10 as payment for services billed on Requisitions No. 13 for the Water System Improvement Project and the Rockport Water Extension Project.

61. Copy of a letter dated October 24, 2000, to John C. Bosley, J.C. Bosley Construction, Inc., from Margaret Batten enclosing check no. 1033 in the amount of \$9,194.56 and check no. 1044 in the amount of \$11,938.55 as payment for contractor's services billed on Requisitions No. 13 for the Water System Improvement Project and the Rockport Water Extension Project.
62. Copy of a letter dated October 24, 2000, to Mid-Atlantic Storage Systems, Inc., from Margaret Batten enclosing check no. 1045 in the amount of \$10,152.00 and check no. 1034 in the amount of \$12,013.20 as payment for contractor's services billed on Requisitions No. 13 for the Water System Improvement Project and the Rockport Water Extension Project.
63. Copy of a letter dated October 24, 2000, to Goyle Engineering, Inc. from Margaret Batten enclosing check no. 1047 in the amount of \$102.00 as payment for concrete compression testing on the District's new office and maintenance building project.
64. Copy of a letter dated October 24, 2000, to Mr. Lou Morgan from Margaret Batten enclosing check no. 1046 in the amount of \$55,670.00 as billed on Requisition No. 13 for the Water System Improvements Project.
65. Letter dated October 25, 2000, to Charles M. Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the procedural order issued in Case No. 00-0673-PSD-42A.
66. Letter of Transmittal dated October 25, 2000, to Lou Morgan Builders from Dominick Cerrone enclosing shop drawings for Div 7 - Vent Flashing.
67. Letter dated October 25, 2000, to the District from Charles H. Robinette, P.E., Manager of Regulatory Compliance and Development, West Virginia Department of Health and Human Services, stating that his office will be reviewing the analysis of the District's coliform sampling to ensure that chlorine residual is included with the result.
68. Copy of a letter dated October 25, 2000, to Mr. Todd DeFore from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission of West Virginia, enclosing Mr. DeFore's check for \$4.63 payable to the Public Service Commission of WV for utility payment on account no. 4-06560-01.
69. Letter dated October 25, 2000, to Linda Church from Tina McKeever, NCOA Manager, **Lorton**data, relative to updating the addresses of the District's customers for postal bar

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE - NOVEMBER 16, 2000  
PAGE 8**

coding.

70. Fax dated October 25, 2000, to Jerry from Steve Tygrett, Tygrett Insurance Services, enclosing a copy of the Certificate of Insurance for Lou Morgan Builders issued on October 23, 2000, for Contractor's Insurance effective September 29, 2000, to September 29, 2001.
71. Copy of a letter dated October 25, 2000, to Janice Robinson, Accounts Receivable Dept., Precision Pump and Valve Services, Inc., from Linda K. Church enclosing a West Virginia State Tax Exemption Certificate.
72. Fax dated October 25, 2000, to Stacie, Legal Department, **PARKERSBURG NEW / PARKERSBURG SENTINEL**, from Linda Church enclosing a legal ad advertising for bids for new service truck to be published in both newspapers on October 28, 2000.
73. Fax dated October 26, 2000, to Linda from Cathleen, WesBanco Bank Inc., containing an Electric Funds Transfer Confirmation for the Water System Improvements Construction Checking Account.
74. Fax dated October 26, 2000, to Stacie, Legal Ad Department, **PARKERSBURG NEWS/PARKERSBURG SENTINEL**, enclosing a legal ad relative to a sewer rate increase to be published in both newspapers once a week for two successive weeks beginning October 31, 2000.
75. Fax dated October 26, 2000, to Elizabeth Robinson, Maintenance Department, Schlumberger-RMS from Linda Church enclosing page one of Quote 577 for the District's maintenance agreement for its Advance Handheld Meter Reading Unit, signed by Roy L. Radabaugh.
76. Fax dated October 26, 2000, to Gary D. Wilson, Rural Utilities Service, from Linda Church enclosing a copy of the Electric Funds Transfer Confirmation for the Water System Improvements Project Checking Account in the amount of \$21,500.00.
77. Letter dated October 26, 2000, to Margaret Batten from R. Witter Hallan, Executive Director, Municipal Bond Commission, stating that the District must deposit an additional \$3,391.22 before the Commission can meet the District's debt service obligation on December 1, 2000.
78. Letter dated October 26, 2000, to the District from Allegheny Power welcoming the District as a new customer on Turkey Foot Road effective October 23, 2000.
79. Fax dated October 26, 2000, to George Blum, Cerrone Associates, from Linda Church enclosing a copy of the letter dated October 25, 2000, from the Public Service Commission



**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE - NOVEMBER 16, 2000**  
**PAGE 9**

containing a procedural order for Case No. 00-0673-PSD-42A.

80. Letter dated October 27, 2000, to the District from Jesse E. Sheppard, District Three Utilities Supervisor, West Virginia Department of Highways, enclosing two sets of plans on which the District facilities have been marked for Project S354-21/25-0.62.
81. Copy of a letter dated October 30, 2000, to Lisa Bunner, Bill Bailey Insurance Agency, from Margaret Batten enclosing Permit Bond #5697524 signed by the West Virginia Department of Transportation authorizing bond #5697524 to be reduced to \$10,000.00.
82. Letter dated October 30, 2000, to the District from Samuel L. Kay, Clerk of the Bankruptcy Court, stating that there will be a meeting of the creditors of Cardinal Homes on December 4, 2000, in Room 4014, Bankruptcy Court, Parkersburg, West Virginia.
83. Letter dated October 31, 2000, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval five copies each of Change Order No. 6 to Contract No. 1 and Contract No. 2.
84. Letter dated October 31, 2000, to Jerald D. Spears from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the recommended order in Case No. 00-1294-PSD-PW.
85. Fax dated October 31, 2000, to Betty Davis, State Farm Insurance Company, from the Mineral Wells Public Service District enclosing a copy of the Memo to the new water customers on the Rockport Water Line Extension dated October 2, 2000.
86. Copy of a letter dated October 31, 2000, to WV Municipal Bond Commission from Margaret Batten enclosing check no. 27349 in the amount of \$7,550.22 for bond payments to Account #MIW-S-1-95-X-WO-06, Account #MIW-S-2-95-X-WO-06, and Account #MIW-S-1-85-B-WO-06.
87. Letter dated November 1, 2000, to Charles Stewart from Randall Cole, Cerrone Associates, Inc., enclosing for signature six copies of the Certificate of Substantial Completion for J. C. Bosley Construction for Contract 2 for the Rockport Water Extension Project.
88. Letter of Transmittal dated November 1, 2000, to Lou Morgan Builders from Dominick Cerrone, Cerrone Associates, Inc., enclosing shop drawings for Section 13852 Fire Alarm System and Section 08360 Garage Door.
89. Copy of a letter dated November 1, 2000, to West Virginia Water Development Authority from Margaret Batten stating that a deposit in the amount of \$5,688.40 was made to the

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE - NOVEMBER 16, 2000**  
**PAGE 10**

Sewage System Revenue Bonds, Series 1995 Revenue Fund and a deposit in the amount of \$568.82 was made to the Sewage System Revenue Bonds, Series 1995 Reserve Fund.

90. Copy of a letter dated November 1, 2000, to Jesse Sheppard, West Virginia Department of Highways, from Jerald D. Spears relative to the approval of changes to the WalMart Sewer Project #S353-14-8.66 02.
91. Letter dated November 2, 2000, to Jerald D. Spears from Jesse E. Sheppard, West Virginia Division of Highways, stating that Contract #2 for Water System Improvements Project and the Rockport Water Extension Project has been completed and is satisfactory concerning the Department of Highways encroachment.
92. Fax dated November 3, 2000, to the **PARKERSBURG NEWS** from Margaret Batten enclosing a notice to be published in the newspaper regarding a special board meeting to be held on November 6, 2000.
93. Fax dated November 3, 2000, to the **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice to be published in the newspaper regarding a special board meeting to be held on November 6, 2000.
94. Letter dated November 3, 2000, to Bill Byers from Jim Mayles, P.E., Cerrone Associates, Inc., enclosing two sets of drawings for the Radcliff Run Road PRV.
95. Letter dated November 6, 2000, to Charles Stewart from Randall Cole, Cerrone Associates, Inc., enclosing for review and approval five copies of Change Order No. 6 to Contract 1 for the Water System Improvements Project.
96. Letter dated November 6, 2000, to Jerry Spears from Daniel O. Martin, Executive Vice-President, Mullen Motors, thanking him for purchasing the District's new service truck from Mullen Motors.
97. Fax dated November 6, 2000, to Randy Cole, Cerrone Associates, Inc., from Margaret Batten requesting that item number 1 be deleted from Change Order No. 6 for Contract No. 1.
98. Fax dated November 6, 2000, to Jim Mayles, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the map for the Buck Run Extension.
99. Fax dated November 6, 2000, to Dominick Cerrone, Cerrone Associates, Inc., from Margaret Batten enclosing two bids received for office furniture and requesting that he make a recommendation.

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE - NOVEMBER 16, 2000**  
**PAGE 11**

100. Letter dated November 6, 2000, to Charles Stewart from Chris Smith, Sales Representative, Mullen Motors, enclosing a bid in the amount of \$21,935.00 for a 2000 3/4 ton four-wheel drive regular dab truck.
101. Fax dated November 6, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of a letter from the Public Service Commission of West Virginia dated October 31, 2000, relative to the Waiver of the Engineering Process in Case No. 00-1294-PSD-PW.
102. Copy of a letter dated November 7, 2000, to PSI Environmental from Margaret Batten enclosing check no. 1050 in the amount of \$102.00 as payment for concrete compression testing for the new office and maintenance building project as billed on Requisition No. 13.
103. Copy of a letter dated November 7, 2000, to Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the District's Monthly Operation Report and a copy of the its Daily Water Purchase Tally for the month of October 2000.
104. Copy of a letter dated November 7, 2000, 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 October, 2000.
105. Copy of a letter dated November 7, 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 October, 2000.
106. Copy of a letter dated November 7, 2000, to the West Virginia Bureau For Public Health, Office of Environmental Health Services /EED, 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 October, 2000.
107. Copy of a letter dated November 7, 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 (ES59) for the month of October.
- 108.\* Fax dated November 7, 2000, to Margaret Batten from Dominick P. Cerrone, Cerrone

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE - NOVEMBER 16, 2000**  
**PAGE 12**

Associates, Inc., recommending that the District accept the bid of \$14,316.03 from Parkersburg Office Supply for office furniture for the new office building. Needs Board action.

- 109.\* Letter dated November 7, 2000, to Charles Stewart from George E. Blum, Cerrone Associates, Inc., enclosing four copies of the revised Agreement for Engineering Services for the Wastewater Dechlorination Project per Public Service Commission recommendations.
110. Fax dated November 8, 2000, to Jim Ruckman, Cerrone Associate, Inc., from Rick Merritt, Cerrone Associates, Inc., enclosing a copy of the deed for the old school located on left fork of Buck Run Road.
111. USDA - FmHA Form 1924-12 Inspection Report dated November 9, 2000, signed by Russell L. Henderson, Contract Specialist, Rural Utilities Service, for the Water System Improvement Project and the Rockport Water Extension Project.
112. Fax dated November 9, 2000, to Jim Ruckman, Cerrone Associates, Inc., from Rick Merritt, enclosing a copy of a map of the District's new maintenance building.
113. Fax dated November 9, 2000, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice to be published in the newspaper regarding the District's regular monthly board meeting to be held on November 16, 2000.
114. Fax dated November 9, 2000, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice to be published in the newspaper regarding the District's regular monthly board meeting to be held on November 16, 2000.
115. Copy of a letter dated November 9, 2000, to the WV Municipal Bond Commission from Margaret Batten enclosing check no. 27457 in the amount of \$9,302.30 for payment to Account #MIW-S-1-97-R-WO-06 Sewer 97 Revenue Bonds.
116. Certified letter dated November 9, 2000, to Tabitha Schofield from Linda Church relative to turning a delinquent sewer bill into Magistrate Court for collection.
117. Certified letter dated November 9, 2000, to Bridgette L. Davenport from Linda Church relative to turning a delinquent water and sewer bill into Magistrate Court for collection.
118. Certified letter dated November 9, 2000, to Maurice and Cheryl Massey from Linda Church relative to turning a delinquent water and sewer bill into Magistrate Court for collection.
119. Certified letter dated November 9, 2000, to Lisa Biles from Linda Church relative to turning

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE - NOVEMBER 26, 2000**  
**PAGE 13**

- a delinquent water and sewer bill into Magistrate Court for collection.
120. Certified letter dated November 9, 2000, to Gregory Crites from Linda Church relative to turning a delinquent water bill into Magistrate Court for collection.
  121. Certified letter dated November 9, 2000, to Kimberly Stevens from Linda Church relative to turning a delinquent water and sewer bill into Magistrate Court for collection.
  122. Certified letter dated November 9, 2000, to Donna S. Freeland from Linda Church relative to turning a delinquent sewer bill into Magistrate Court for collection.
  123. Letter dated November 9, 2000, to Jerry Spears from George E. Blum, Cerrone Associates, Inc., enclosing four copies of the proposed Agreement for Engineering Services which have been revised to correct typographical errors.
  124. Letter dated November 10, 2000, to Jerry Spears from Jim Mayles, P.E., Cerrone Associates, Inc., enclosing three copies each of the drawings for the Buck Run Road Extension, Change Order #7, and the easement schedule.
  125. Copy of a letter dated November 10, 2000, to Gary Scott, West Virginia Department of Highways, from Manning Frymier, P.E., Cerrone Associates, Inc. enclosing one full size mylar reproducible and four sets of half-sized prints of waterline relocation plans for final approval.
  - 126.\* Letter dated November 13, 2000, to Charles Stewart from Randall Cole, Cerrone Associates, Inc. enclosing for review and approval four copies each of Requisition No. 14 for the District's Water System Improvements Project and the Rockport Water Extension Project.
  - 127.\* Letter dated November 13, 2000, to Charles Stewart from Randall Cole, Cerrone Associates, Inc., enclosing for signature two copies of the completed Request of Final Settlement from the State Tax Department for Mid-Atlantic Storage Systems, Inc.
  128. Copy of a letter dated November 13, 2000, to Bob Fetters, WV Water & Waste Supply (Hughes Supply) from Linda Church enclosing a copy of an invoice in the amount of \$430.00 for repair of the District's handheld meter reading device.
  129. Copy of a certified letter dated November 13, 2000, to Jack Stewart from Charles Stewart relative to a delinquent bill of his tenant, Cardinal Homes.
  130. Copy of a certified letter dated November 13, 2000, to Michael Johnson from Charles Stewart relative to a delinquent bill of his tenant, Bridgette Davenport.

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE - NOVEMBER 16, 2000  
PAGE 14**

131. Copy of a certified letter dated November 13, 2000, to Delbert Matheny from Charles Stewart relative to a delinquent bill of his tenant, Kimberly A. Stevens.
132. Copy of a certified letter dated November 13, 2000, to Bernard Mulinex from Charles Stewart relative to a delinquent bill of his tenant, Gregory Crites.
133. Copy of a certified letter dated November 13, 2000, to RCDI from Charles Stewart relative to a delinquent bill of their tenant, Donna S. Freeland.
134. Copy of a certified letter dated November 13, 2000, to RCDI from Charles Stewart relative to a delinquent bill of their tenant, Tabitha Schofield.
135. Copy of a certified letter dated November 13, 2000, to RCDI from Charles Stewart relative to a delinquent bill of their tenant, Kristine Horton.
136. Copy of a certified letter dated November 13, 2000, to RCDI from Charles Stewart relative to a delinquent bill of their tenant, Eddie J. Perine.
137. Copy of a certified letter dated November 13, 2000, to DELSON, Inc. from Charles Stewart relative to a delinquent bill of their tenant, Delbert Ledsome.
138. Copy of a certified letter dated November 13, 2000, to DELSON, Inc. from Charles Stewart relative to a delinquent bill of their tenants, Maurice and Cheryl Massey.
139. Copy of a certified letter dated November 13, 2000, to Kay Abshire from Charles Stewart relative to a delinquent bill of her tenant, Lesa Biles.
140. Letter dated November 14, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, stating that funds in the amount of \$9,000.00 will be electronically deposited into the Water Improvements Construction Account on November 16, 2000.
141. Letter dated November 14, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, stating that funds in the amount of \$3,000.00 will be electronically deposited into the Rockport Water Extension Construction Account on November 16, 2000.
142. Certified letter dated November 14, 2000, to Rick Moellendick from Linda Church relative to turning his delinquent water bill into Magistrate Court for collection.
143. Copy of a letter dated November 14, 2000, to Margie Dye from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, thanking her for her letter of protests regarding the proposed sewer rate increase.

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE - NOVEMBER 16, 2000**  
**PAGE 15**

144. Copy of a letter dated November 14, 2000, to Jesse Sheppard, West Virginia Department of Transportation, from Margaret Batten enclosing an original and four copies of Invoice No. 3 covering the cost of engineering services and construction or relocation was water and sewer lines at the intersection of Route 14 and Society Hill Road.
145. Copy of a letter dated November 14, 2000, to Jesse Sheppard, West Virginia Department of Transportation, from Margaret Batten enclosing an original and four copies of Invoice No. 4 covering the cost of accounting services at the intersection of Route 14 and Society Hill Road.
146. Letter dated June 19, 2000, to the District from Shaun M. Pickens stating that the District may return his security deposit to his mother, Agnes Pickens. Letter was delivered to the District Office by Mrs. Agnes Pickens as her son is currently in the United States Army.
147. Invoice dated November 14, 2000, to the District from Cerrone Associates, Inc., in the amount of \$626.79 for assisting the District with smoke testing from October 16 through November 4.
148. Copy of a letter dated November 15, 2000, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Margaret Batten enclosing an order issued October 25, 2000, and thirteen copies of the affidavit of publication for the Notice of Application to Change Rates for sewer rates and charges.
149. Copy of a letter dated November 15, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the above letter dated November 15, 2000, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing thirteen copies of the affidavit of publication for the Notice of Application to Change Rates for sewer rates and charges.
150. Letter dated November 15, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, approving a payment of \$3,000.00 to the United States Department of Agriculture from the Rockport Water Extension Construction Checking Account.
151. Letter dated November 15, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, approving a payment of \$9,000.00 to the United States Department of Agriculture from the Water System Improvements Construction Checking Account.
152. Letter dated November 15, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service stating that funds in the amount of \$136,000.00 will be deposited electronically into the Water System Improvements Construction Checking Account on November 17, 2000.

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE - NOVEMBER 16, 2000**  
**PAGE 16**

153. Letter dated November 15, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, stating that funds in the amount of \$9,000.00 will be deposited electronically into the Rockport Water Extension Construction Account on November 17, 2000.
  
- 154.\* Letter dated November 15, 2000, to Charles Stewart from Dominick P. Cerrone, Cerrone Associates, Inc., updating the contractor's progress on the District's new office and maintenance buildings.