

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

Mr. Charles Stewart, Chairman, called the meeting to order at 5:06 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; John C. Bosley, Jr., J. C. Bosley Construction, Inc., and James Mayles, Cerrone Associates, Inc., were in attendance.

Mrs. Batten presented the Board with Requisition No. 15 for the Rockport Waterline Extension Project for \$23,005.13. Mr. Radabaugh made a motion that Requisition No. 15 for the Rockport Waterline Extension be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed Requisition No. 15.

Mrs. Batten presented the Board with Requisition No. 15 for the Water System Improvements Project for \$117,133.05. Mr. Radabaugh made a motion that Requisition No. 15 for the Water System Improvements Project be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed Requisition No. 15.

Mrs. Batten presented the Board with Change Order No. 7 on Contract # 1 for \$1,164.29. Mr. Radabaugh made a motion that Change Order No. 7 be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed Change Order No. 7 on Contract #1.

Mrs. Batten presented the Board with Change Order No. 8 on Contract # 2 for \$1,195.18. Mr. Radabaugh made a motion that Change Order No. 8 on Contract # 2 be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed Change Order No. 8 on Contract # 2.

Mrs. Batten presented the Board with Change Order No. 7 on Contract # 4 for \$8,798.00. Mr. Radabaugh made a motion that Change Order No. 7 be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed Change Order No. 7 on Contract # 4.

Mr. Mayles briefed the Board on the Budget and other items concerning the District. He reported that to the best of his knowledge Water Systems Improvements has approximately \$ 35,000.00 in Contingency money. Rockport Waterline Extension Project has approximately \$2,900.00 in Contingency money.

There was a brief discussion about the Buck Run Extension project. Mr. Mayles reported that J. C. Bosley Construction Co. could get started on the project.

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Mr. Spears reported that there is one acre of ground in the Deem Heir property that cannot be entered because of where it is located. The property owners do not want it disturbed. Wanda L. Melrose will sign the easements for the Deem Heir Property if it is legal for her to do so. Dianne Wolfe, with the District's Law firm, is checking to see if Ms. Melrose can sign legal papers, since she was executrixes for the estate. If Ms. Melrose cannot sign, it is the consensus of the Board, to condemn the property and go on with the project.

There was a brief discussion about checking with the Fire Department to see if they were interested in the pump station that is going to be decommissioned. The pump station property joins their property and they may be interested in purchasing it.

There will be a final walk-thru inspection of the new office building for substantial completion at 10:00 a.m. on January 4, 2001. The Board will, also, do a telephone interview of engineers for the Rest Area Sewer Project.

Mr. Spears and Mrs. Batten would like to be able to move to the new office building on January 22, 2001. This will be the best time for customers and billing purposes.

Mrs. Batten is to get an estimate from Mr. Walter Frazier for the cost of moving the computer equipment to the new office building.

She reported that the Water Revenue Fund is showing an increase in funds since the new rate has been in effect. Sewer Revenue Fund Account is still in trouble. The five per cent rate increase has not generated enough revenue to really be of benefit to the fund. The Board instructed Mrs. Batten that she may use the Repair and Replacement Account to pay some invoices for WWT Electric and Trombold Equipment.

Mr. Lett made a motion that the Minutes for the Emergency Meeting of the Mineral Wells Public Service Board, December 11, 2000, be read and approved as presented. Mr. Radabaugh seconded the motion. The motion carried. Mr. Lett signed the Minutes.

Mr. Lett made a motion the Minutes for the Regular Board Meeting, November, 16,2000, be read and approved as presented. Mr. Radabaugh seconded the motion. The motion carried. Mr. Lett signed the Minutes.

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

1. Financial Statement dated November 30, 2000 for All Finances of the District (copy attached).
2. Financial Statement dated November 30, 2000 for Water Revenue Fund

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Checking Account (copy attached).

3. Financial Statement dated November 30, 2000 for the Rockport Construction Checking Account (copy attached).
4. Check No. 25502 thru 25552 written on the Water Revenue Fund Checking Account (copy attached).
5. Check No. 25553 thru 25562 written December 21st on the Water Revenue Checking Account (copy attached).
6. Check No. 27484 thru 27527 written December 21st on the Sewer Revenue Fund Checking Account (copy attached).
7. Payroll Checks No. 00542 thru 00558 written since the November 19, 2000, Board Meeting on the Sewer Revenue Fund Checking Account (copy attached).
8. Check No. 27528 thru 27537 written December 21, 2000, on the Sewer Revenue Fund Checking Account (copy attached).

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

Mrs. Batten reviewed the following letters that the District had received.

Letter 87 - USDA-FmHA Form FmHA 1924-12, Inspection Report dated December 11, 2000, and signed by Russell L. Henderson, Contact Specialist, for the Water System Improvements Project and Rockport Water Line Extension Project.

Letter 93 - Copy of Letter dated December 11, 2000, to Ms. Katy Mallory, WV Infrastructure & Jobs Development Council, from Charles Stewart enclosing four signed copies of Infrastructure and Jobs Development Council Preliminary Application for the Mineral Wells Public Service to Sycamore Run, Stephens Fork, and Limestone Ridge areas of Wood, Jackson and Wirt Counties.

Letter 119 - Fax dated December 15, 2000, to Margaret Batten from Dominick P. Cerrone, Cerrone Associate, Inc., enclosing a sample of fonts for the signage on the front of the District's new office building. It was the consensus of the Board that the type of letter called "Helvetica Light" was the type of letter they would like on the building. The letters are to be all caps.

Letter 120 - Fax dated December 15, 2000, to Charles Stewart from Dominick P. Cerrone, Cerrone Associates, Incl., stating that Lou Morgan Builders has submitted a request for additional payment

for site work revisions as well as a time extension from the November 24 substantial completion date for the work on the District's new office and maintenance buildings.

Letter 121- Certified letter dated December 15, 2000, to Charles M. Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the recommended order in Case No. 00-0673-PSD-42A - approving the District's request for a sewer rate increase. The rate increase was to be effective January 4, 2001.

Letter 129 - Letter dated December 20, 2000, to Charles Stewart from Randall Cole, Cerrone Associates, Inc., enclosing for review and approval four copies each of Requisition No. 15 for the Water System Improvements Project and the Rockport Water Extension Project.

Letter 130 - Letter dated December 20, 2000, to Charles Stewart from Randall Cole, Cerrone Associates, Incl, enclosing for review and approval six copies each of Change Order No. 7 to Contract No. 1 and Change Order No. 8 to Contract No. 2.

Letter 131 - Letter dated December 20, 2000, to Charles Stewart from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing six copies of Change Order No. 7 to Contract No. 4.

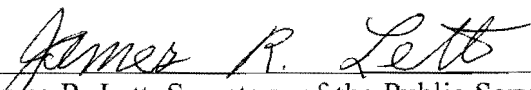
Mr. Spears had no further business to discuss.

All business having been discussed, Mr. Radabaugh made a motion to adjourn the meeting. Mr. Lett seconded the motion. The motion carried. Mr. Stewart adjourned the meeting at 7:00 p.m.

CERTIFICATION

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

IN WITNESS WHEREOF, I have hereunto set my hand and seal of the District on the 18th day of January, 2001.



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
DECEMBER 31, 2000**

CHECKING ACCOUNT

Water Revenue Fund Checking Account	
WesBanco Bank	\$ 9,183.55
Sewer Revenue Fund Checking Account	
WesBanco Bank	62.19
Rockport Construction Account	
WesBanco Bank	439.55
Water Improvement Construction Account	
WesBanco Bank	<u>6,006.17</u>

TOTAL IN CHECKING ACCOUNTS: \$ 15,691.46

WATER ACCOUNTS

Depreciation Reserve Account	
WesBanco Bank	\$ 8,128.99
Revenue Reserve Account	
WesBanco Bank	28,281.69
Revenue Reserve Account-Sams Creek/Chesterville	
WesBanco Bank	5,409.10
Security Deposit Account	
WesBanco Bank	<u>21,479.64</u>

TOTAL IN WATER ACCOUNTS: \$ 63,299.42

SEWER ACCOUNTS

Repair and Replacement Account	
WesBanco Bank	\$76,452.88
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market-WesBanco Bank	21,796.20
Security Deposit Account	
WesBanco Bank	<u>13,786.94</u>

TOTAL IN SEWER ACCOUNTS: \$112,036.02

TOTAL ALL FINANCES, DECEMBER 31, 2000 \$191,026.90

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

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, NOVEMBER 30, 2000** **\$ 4,281.48**

RECEIPTS:

Water Sales	\$48,583.25
Reconnection Fees	20.00
Reimbursement-Water System Project	2,100.00
Reimbursement-West Ripley Homes	45.00
Security Deposit Refunds	<u>408.24</u>

TOTAL RECEIPTS: **\$51,156.49**

TOTAL CASH AVAILABLE: **\$55,437.97**

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	3,147.35
Salaries	6,055.63
Commissioner's Salaries	262.50
WV Public Employees Retirement System	1,326.60
WV State Tax Department	650.10
WV Public Employees Insurance Agency	648.69
Allegheny Power	375.58
Claywood Park Public Service District	20,402.17
Wood County Magistrate Court	45.00
Fasteners & Supply	90.73
Taylor's Disposal Inc.	32.00
C. I. Thornburg	73.19
Verizon	99.04
Water Environmental Testing	54.00
AT&T Wireless	87.26
U. S. Postal Service	107.06
Rena's Janitorial Service	151.50
Business Software	425.00
AT&T - State Calling Service	10.19
Parkersburg Office Supply	72.86

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

Pifer's Service Center	\$ 384.95
Miss Utility of WV Inc.	12.90
R. D. Wilson Sons, Inc.	41.44
Sanitary Linen Service	109.62
WV Water and Waste Supply, Inc.	489.57
Mineral Wells PSD	152.82
Dominion Hope	96.70
Hardman's Supply Company	28.13
Miller's Communications	15.00
Westfield Insurance Companies	108.18
Scanton Service Group	75.85
Ohio Valley Muffler & Brake	327.16
R. G. & Kathleen Matheny	2,000.00
Tesa Company, Inc.	21.51
David P. Dinnin	50.98
Mary E. Daggett Estate	52.17
Hach Company	120.40
Wes Johnson	13.06
WV Truck and Trailer	51.04
Nick Winters	11.55
Jim & Sylvia Mounts	51.02
John Marshall	50.96
Bowles Rice McDavid Graff & love	591.23
Benson Truck Bodies	3.50
Westco Internet	<u>10.23</u>

TOTAL EXPENDITURES:

\$46,254.42

**BALANCE I N WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, DECEMBER 31, 2000**

\$ 9,183.55

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

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, NOVEMBER 30, 2000** **\$ 35.30**

RECEIPTS:

Sewer Sales	\$36,449.84
Transfer from Repair & Replacement Savings	7,036.07
Security Deposit Refunds	<u>559.89</u>

TOTAL RECEIPTS: **\$44,045.80**

TOTAL CASH AVAILABLE: **\$44,081.10**

EXPENDITURES:

Municipal Bond Commission	\$10,595.30
WesBanco Bank-Parkersburg	989.10
WesBanco Bank-Parkersburg	2,850.35
Salaries	5,984.61
Commissioners' Salaries	337.50
WV Public Employees Retirement System	1,261.70
WV State Tax Department	541.80
WV Public Employees Insurance Agency	552.59
Air Products	358.23
Scantron Service Group	75.84
Allegheny Power	5,707.18
Fasteners & Supply Inc.	90.72
Hardman's Supply Company	43.35
Chemtek Corporation	262.81
Daugherty Supply Company, Inc.	45.90
Parkersburg Office Supply	72.88
Pifer's Service Center	384.94
Rena's Janitorial Contractors	403.50
Sanitary Linen Service	109.61
Taylor's Disposal Inc.	32.00
Bowles Rice McDavid Graff & Love	753.56
Benson TruckBodies, Inc.	3.49
Cerrone Associates, Inc.	626.79
Midwest Pipe & Supply	352.84
Roto Rooter Sewer Company	250.00

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FINANCIAL STATEMENT-SEWER-DECEMBER, 2000
PAGE 2**

Verizon	\$ 450.18
Water Environmental Testing	195.00
Business Software Inc.	425.00
AT&T Wireless	87.25
U. S. Postal Service	107.07
Gene's Septic Tank Cleaning	700.00
AT&T - State Calling Service	10.20
Parkersburg Sentinel Company	116.09
R. D. Wilson Sons & Company	41.45
Miss Utility of WV Inc.	12.90
ABB Automation, Inc.	664.00
Mineral Wells PSD	204.11
Westco Internet	10.22
Trombold Equipment Company	3,382.16
WWT Electric Company	2,300.92
VISA	139.95
WV Truck & Trailer	51.04
WV State Emergency Response	75.00
Cool Custom Trucks	658.00
Ohio Valley Muffler & Brakes	327.16
Wal-Mart Store	102.06
Mick Winters	18.34
Amy Allman	36.47
Nancy Allen	51.03
David P. Dinnin	50.98
Wes Johnson	14.27
John Marshall	50.96
ADA, L.L.P.	315.62
Dominion Hope	96.70
Miller Communications	530.00
Westfield Insurance Companies	<u>108.19</u>

TOTAL EXPENDITURES:

\$44,018.91

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

\$ 62.19

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

**BALANCE IN ROCKPORT CONSTRUCTION
ACCOUNT, WESBANCO BANK, NOVEMBER 30, 2000** **\$ 444.68**

RECEIPTS:

Rural Utilities Service \$ 26,000.00

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

TOTAL CASH AVAILABLE: **\$ 26,444.68**

EXPENDITURES:

Mineral Wells Public Service District \$ 100.00
USDA-Rural Development 3,000.00
Mid-Atlantic Storage Systems, Inc. 8,984.17
Cerrone Associates, Inc. 11,469.96
J. C. Bosley Construction Company 2,451.00

TOTAL EXPENDITURES: **\$ 26,005.13**

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT
WESBANCO BANK, DECEMBER 31, 2000** **\$ 439.55**

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

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION
ACCOUNT, WESBANCO BANK, NOVEMBER 30, 2000** **\$ 8,139.22**

RECEIPTS:

Rural Utilities Service \$124,000.00

TOTAL RECEIPTS: **\$124,000.00**

TOTAL CASH AVAILABLE: **\$132,139.22**

EXPENDITURES:

J. C. Bosley Construction Company \$12,927.86

Lou Morgan Builders 61,405.15

USDA-Rural Development 9,000.00

Mineral Wells Public Service District 2,000.00

Cerrone Associates, Inc. 19,508.74

Mid Atlantic Storage Systems, Inc. 21,291.30

TOTAL EXPENDITURES: **\$126,133.05**

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT
WESBANCO BANK, DECEMBER 31, 2000** **\$ 6,006.17**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
LIST OF WATER CHECKS
DECEMBER 21, 2000**

CHECKS WRITTEN SINCE THE NOVEMBER 19, 2000, BOARD MEETING

CHECK NO. 25502	U. S. Postal Service	\$ 140.28
25503	WV Public Employees Ins Agency	660.70
25504	Allegheny Power	196.43
25505	Denzil & Carolyn Barton	51.04
25506	Paul D. Bee	23.76
25507	Tim and Julie Couch	51.02
25508	Robert K. Dickel	51.00
25509	Kevin Hutson	51.02
25510	Deborah Kent	52.14
25511	Mineral Wells PSD	249.74
25512	Mineral Wells PSD	3,364.38
25513	Barry & Beverly Moss	51.00
25514	Shawn M. or Agnes Pickens	29.56
25515	Rural Development Admn.	2,112.00
25516	Void	
25517	Void	
25518	USDA-Rural Development	3,140.00
25519	WesBanco Bank-Parkersburg	1,622.66
25520	WV Dept. of Tax & Revenue	673.57
25521	WV Public Employees Retirement	1,462.01
25522	WesBanco-Water Res-Sams-CV	314.00
25523	Mineral Wells PSD	20.69
25524	Chad and Leslie Raines	38.13
25525	Betty Sayre	42.50
25526	Bill Bailey Insurance Agency	100.00
25527	Dominion Hope	31.12
25528	Hardman's Supply Company	57.04
25529	R. L. Roush Excavating	3,348.33
25530	Westco Internet	9.98
25531	Claywood Park PSD	15,902.17
25532	C. I. Thornburg	73.19
25533	Water Environmental Testing	54.00
25534	WV Public Employees Ins Agency	648.69
25535	Wood County Magistrate Court	45.00
25536	U S Postal Service	42.10
25537	Mineral Wells PSD	3,369.49
25538	AT&T - State Calling Service	10.19
25539	AT&T Wireless Services	87.26

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF WATER CHECKS - DECEMBER 21, 2000
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CHECKS WRITTEN SINCE THE NOVEMBER 21, 2000, BOARD MEETING (continued)

CHECK NO. 25540	Fasteners & Supply Inc	\$ 64.58
25541	Hardman's Supply Company	13.16
25542	Miller Communications	15.00
25543	Parkersburg Office Supply	72.86
25544	Pifer's Service Center	384.95
25545	Rena's Janitorial Contractors	89.00
25546	Sanitary Linen Service	109.62
25547	Scantron Service Group	75.85
25548	Taylor's Disposal Inc.	18.00
25549	U S Postal Service	64.96
25550	Verizon	99.04
25551	R D Wilson Sons & Co Clkg	41.44
25552	WesBanco Bank-Parkersburg	1,764.70

CHECKS WRITTEN TODAY AND NEED AUTHORIZED

CHECK NO. 25553	Business Software	\$ 425.00
25554	Claywood Park PSD	4,500.00
25555	Miss Utility of WV Inc.	12.90
25556	Municipal Bond Commission	1,592.00
25557	Ohio Valley Muffler & Brake	317.16
25558	Rena's Janitorial Contractors	62.50
25559	WV Water & Waste Supply	80.00
25560	WesBanco Bank-Parkersburg	110.00
25561	Westfield Insurance Companies	108.18
25562	R. G. and Kathleen Matheny	2,000.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
LIST OF CHECKS
DECEMBER 21, 2000**

CHECK NO. 27484	U. S. Postal Service	\$ 140.28
27485	WV Public Employees Ins Agency	540.58
27486	Allegheny Power	705.25
27487	Denzil & Carolyn Barton	51.04
27488	Tim & Julie Couch	51.02
27489	Void	
27490	Mineral Wells PSD	161.54
27491	Barry & Beverly Moss	51.00
27492	Shawn M. Or Agnes Pickens	40.80
27493	Roy L. Radabaugh	200.00
27494	Void	
27495	Charles M. Stewart	200.00
27496	Void	
27497	WesBanco Bank-Parkersburg	1,502.71
27498	WV Dept. of Tax & Revenue	598.32
27499	WV Public Employees Retirement	1,356.43
27500	James R. Lett	125.00
27501	Mineral Wells PSD	16.46
27502	Chad and Leslie Raines	38.96
27503	Betty Sayre	45.90
27504	Dominion Hope	31.12
27505	Hardman's Supply Company	50.33
27506	Municipal Bond Commission	6,257.22
27507	R. L. Roush Excavating	654.75
27508	Westco Internet	9.97
27509	Allegheny Power	4,000.34
27510	Municipal Bond Commission	10,595.30
27511	WV Public Employees Ins. Agency	552.59
27512	U. S. Postal Service	42.10
27513	AT&T - State Calling Service	10.20
27514	AT&T Wireless Services	87.25
27515	Daugherty Supply Co Inc	45.90
27516	Fasteners & Supply Inc	64.57
27517	Miller Communications	15.00
27518	Parkersburg Office Supply	72.88
27519	Pifer's Service Center	384.94
27520	Rena's Janitorial Service	271.00
27521	Sanitary Linen Service	109.61
27522	Scantron Service Group	75.84
27523	Taylor's Disposal Inc	18.00

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

CHECK NO. 27524	U. S. Postal Service	\$ 64.97
27525	Verizon	450.18
27526	R D Wilson Sons & Co Clkg	41.45
27527	WesBanco Bank-Parkersburg	1,521.45

PAYROLL CHECKS WRITTEN SINCE THE NOVEMBER 19, 2000, BOARD MEETING

CHECK NO. 00542	Margaret J. Batten	\$884.91
00543	Richard Shayne Brabham	677.74
00544	William H. Byers, Jr.	1,115.76
00545	Linda K. Church	747.69
00546	Russell P. Hanna	597.55
00547	Mark K. Murphy	626.31
00548	Nellie B. Radcliff	688.60
00549	Jerald D. Spears	710.46
00550	Ronald E. Amos	475.72
00551	Margaret J. Batten	863.66
00552	Richard Shayne Brabham	747.31
00553	William H. Byers, Jr.	928.49
00554	Linda K. Church	764.40
00555	Russell P. Hanna	686.07
00556	Mark K. Murphy	703.35
00557	Nellie B. Radcliff	687.00
00558	Jerald D. Spears	756.49

CHECKS WRITTEN TODAY, DECEMBER 21, 2000, AND NEED AUTHORIZED

CHECK NO. 27528	Business Software, Inc	\$ 425.00
27529	Gene's Septic Tank Cleaning	700.00
27530	Miss Utility of WV Inc	12.90
27531	Parkersburg Sentinel Co.	116.09
27532	Rena's Janitorial Contractors	132.50
27533	Visa	139.95
27534	Water Environmental Testing	195.00
27535	Westfield Insurance Companies	108.19
27536	Amy Allman	36.47
27537	Mineral Wells PSD	13.69

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE RECEIVED OR MAILED
SINCE THE NOVEMBER 16, 2000, BOARD MEETING
DECEMBER 21, 2000**

1. Letter from Terry W. Thomas, Chief, PMBS Volunteer Fire Department, listing the number of gallons of water used for fighting and the number of gallons of water used for training purposes during the month of November.
2. ***West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER***, a publication of the West Virginia Rural Water Association, dated December 7, 2000, Vol. 4, Issue 12.
3. Publication from the West Virginia Rural Water Association listing the Training Class Descriptions offered by their organization during the months of January, February, and March, 2001.
4. ***The PIPELINE NEWS & VIEWS FROM THE WATER & WASTEWATER DIVISION***, a publication of the Public Service Commission of West Virginia, dated November 2000.
5. ***Miss Utility of West Virginia, Inc.***, a publication of Miss Utility of West Virginia, Inc., dated November, 2000, listing the organizations' officers and the dates of the quarterly scheduled board meetings.
6. Fax dated November 14, 2000, to Margaret Batten from Randall M. Cole, Cerrone Associates, Inc., containing an invoice in the amount of \$1,587.50 for engineering services through August 12, 2000, relating to the relocation of the water line along State Route 14 at Mineral Wells, West Virginia, in conjunction with WV Department of Transportation's Slate Run Bridge Project.
7. Letter dated November 15, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, stating that project funds in the amount of \$136,000.00 will be electronically deposited in the Water Improvement Construction Account at WesBanco on November 17, 2000.
8. Letter dated November 7, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, stating that project funds in the amount of \$7,500.00 will be electronically deposited in the Rockport Construction Account at WesBanco on November 21, 2000.
9. Copy of a letter dated November 17, 2000, to the West Virginia Tax Department, Accounting Division, from Margaret Batten enclosing a Request for Release of Final Settlement for Mid Atlantic Storage Systems for the construction of the Price Road and Rockport Water Storage Tanks.

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

10. Copy of a letter dated November 17, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing five copies of Change Order No. 7 to Contract 2 for the Rockport Water Extension Project and seven copies of Addendum No. 6 to the Agreement for Engineering to cover the additional engineering costs for the waterline extension along Buck Run Road for review and approval.
11. Copy of a letter dated November 17, 2000, to Sandra Squire, Executive Secretary, West Virginia Public Service Commission, from Margaret Batten enclosing an original and twelve copies of an amended Agreement for Engineering Services with Cerrone Associates, Inc., relating to the project to construct facilities to remove chlorine from the effluent at the District's wastewater treatment plant.
12. Copy of a letter dated November 17, 2000, to Gary D. Wilson, Rural Utilities Service, from Margaret Batten enclosing District Check No. 1036 in the amount of \$3,000.00 for the November 23, 2000, interest payment on District Loan Number 91-07 and District Check No. 1051 in the amount of \$9,000.00 for the November 23, 2000, interest payment of the District Loan No. 91-06.
13. Fax dated November 17, 2000, to Margaret from Cathy Kingston, WesBanco Bank, Inc., enclosing copies of two ACH deposits for the District's Water System Improvements Checking Account and the Rockport Water Extension Checking Account.
14. Fax dated November 17, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing one copy of each of the Electric Funds Transfer Confirmation for the Rockport Water Extension Checking Account and the Water System Improvements Checking Account.
15. Copy of a letter dated November 17, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing the following documents for review and approval: four copies of Requisition No 14 for the Rockport Waterline Extension Project, four copies of Requisition No 14 for the Water System Improvements Project, five copies of Change Order No. 6 to Contract 1 for the Water Systems Improvement Project, and five copies of Change Order No. 6 to Contract No. 2 for the Rockport Water Extension Project.
16. Fax dated November 17, 2000, to RCDI, Attention: Greg, from Linda Church enclosing a copy of Tabitha Schofield's final sewer bill for Pettyville Gardens Apartment No. 14.
17. Copy of a letter dated November 17, 2000, to Mary Rader, Wood County Commission, from Margaret Batten enclosing an approved copy of the Minutes of the District's Regular Board Meeting held on October 19, 2000, and a copy of the Minutes of the District's Special Board Meeting held on November 6, 2000.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE - DECEMBER 21, 2000
PAGE 3**

18. Letter of Transmittal dated November 20, 2000, to Lou Morgan Builders from Cerrone Associates, Inc., containing three copies of shop drawings for a Section 15151 Turbine Meter.
19. Copy of a letter dated November 20, 2000, to Linda Carpenter from Amy L Swann, Director, Public Service Commission of West Virginia, relative to her letter to Governor Underwood's mobile office about a water extension to serve the residents of Gates Ridge in Wood County.
20. A copy of the Final Order dated November 20, 2000, from the Public Service Commission of West Virginia in Case No. 00-1294-PSD-PW—Petition for waiver of the Commission's Rules and Regulations for the selection by a District of an Engineer for a certificate project.
21. Letter dated November 20, 2000, to Margaret Batten from Manning Frymier, Cerrone Associates, Inc., enclosing a copy of the Notice of Request for Engineering Services for the WV DOT Upgrade I-77 Rest Area, Wood County, to be published in the local newspapers once a week for two weeks.
22. Copy of a letter dated November 20, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing two signed copies of the Agreement for Engineering relating to the project to construction facilities to remove chlorine from the effluent at the District's wastewater treatment plant.
23. Copy of a letter dated November 20, 2000, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing six signed copies of the Certificate of Substantial Completion for J. C. Bosley Construction, Inc., for the Rockport Water Extension Project (Contract 2).
24. Copy of a letter dated November 20, 2000, to Randall M. Cole, Cerrone Associates, Inc., from Margaret Batten enclosing copies of the following letters: November 17, 2000, letter to Gary Wilson enclosing Requisition No. 14 for District's water projects, Change Order No. 6 to Contract 1 and Change Order 6 for Contract 2; November 17, 2000, letter to Gary Wilson enclosing Change Order No. 7 to Contract 2 and Addendum No. 6 to Agreement for Engineering Services; and November 17, 2000, letter to the West Virginia Tax Department for Release of Final Settlement for Mid-Atlantic Storage Systems.
25. Fax dated November 20, 2000, to Margaret from Cathy Kingston, WesBanco Bank, Inc., enclosing a copy of 2 ACH Deposits for the District's Water System Improvements Checking Account and the District's Rockport Water Extension Project Checking Account.
26. Fax dated November 20, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing one copy each of the Electric Funds Transfer Confirmations and one copy each of the ACH bank deposit confirmations for the Water System Improvements Checking Account

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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and the Rockport Water Extension Checking Account at WesBanco Bank Inc.

27. Copy of a letter dated November 20, 2000, to Carl Reynolds, West Virginia Laborers Training Fund from Margaret Batten enclosing an actual cost invoice for the installation of a grinder pump along with a check in the amount of \$265.03 as a refund of their overpayment for this installation.
28. Copy of a letter dated November 20, 2000, to Jesse Sheppard, WV Department of Transportation from Margaret Batten enclosing an original and four copies of the District's Invoice No. 1 in the amount of \$6,457.50 covering the cost of engineering service through August 12, 2000, relating to the relocation of the water line along State Route 14 at Mineral Wells for the Slate Bridge Project.
29. Copy of a letter dated November 20, 2000, to Jesse Sheppard, WV Department of Transportation from Margaret Batten enclosing an original and four copies of Invoice No. 2 in the amount of \$1,587.50 covering the cost of engineering services through October 16, 2000, relating to the relocation of the water line along State Route 14 at Mineral Wells for the Slate Bridge Project.
30. Copy of a letter dated November 20, 2000, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 25498 in the amount of \$1,592.00 for bond payment to the account of MIW-W-1-69-X-WO-06 69 Water Revenue.
31. Copy of a letter dated November 20, 2000, to the WV Division of Environmental Protection, Office of Water Resources, from Margaret Batten requesting that the WV/NPDES and Groundwater Permit Registration No. WVG071676 be canceled for the Water System Improvements Project and the Rockport Water Extension Project.
32. Copy of a letter dated November 21, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the above listed letter to the WV Division of Environmental Protection, Office of Water Resources, from Margaret Batten requesting that the WV/NPDES and Groundwater Permit Registration No. WVG071676 be canceled for the Water System Improvements Project and the Rockport Water Extension Project.
33. Letter dated November 22, 2000, to Charles Stewart from Randall M. Cole, Cerrone Associations, Inc., enclosing a fully executed copy of the Certificate of Substantial Completion for Contract 2 to J. C. Bosley Construction Co., Inc., for the Rockport water extension.
34. Fax dated November 22, 2000, to Margaret from Cathleen, WesBanco Bank Inc. enclosing a copy of the ACH Transfer Confirmation in the amount of \$75,000.00 for the Rockport

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Water Extension Checking Account.

35. Fax dated November 22, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing a copy of the ACH Transfer Confirmation from WesBanco Bank Inc. in the amount of \$75,000.00 and a completed copy of the Electric Funds Transfer Confirmation for the same amount for the Rockport Water Extension Checking Account.
36. Letter dated November 22, 2000, to Charles Stewart from Gary Wilson, Rural Utilities Service, approving payments in the amount of \$145,844.43 from the District's Water System Improvements Checking Account at WesBanco Bank Inc.
37. Copy of a letter dated November 22, 2000, to George Blum, Cerrone Associates, Inc. from Margaret Batten enclosing the Final Order dated November 20, 2000, for PSC Case No. 00-1294-PSD-PW - selection of an engineer for the wastewater treatment plant dechlorination project.
38. Letter dated November 22, 2000, to Charles Stewart from Gary Wilson, Rural Utilities Service, approving payments in the amount of \$17,289.64 from the District's Rockport Water Extension Construction Account at WesBanco Bank Inc.
39. Letter dated November 27, 2000, to Jerry Spears from the West Virginia Rural Water Association containing an questionnaire about the October 4, 2000, visit of their Circuit Rider, David Holt.
40. Copy of a letter dated November 27, 2000, to Lou Morgan, Lou Morgan Builders, Inc., from Margaret Batten enclosing check no. 1054 in the amount of \$89,870.00 as payment for services billed on Requisition No. 14 for the Water System Improvements Project.
41. Copy of a letter dated November 27, 2000, to Mid-Atlantic Storage Systems, Inc. from Margaret Batten enclosing check no. 1053 in the amount of \$27,072.00 in payment for services billed on Requisition No. 14 for the Water System Improvements Project and check no. 1041 in the amount of \$1,827.90 for services billed on Requisition No. 14 for the Rockport Water Extension Project.
42. Copy of a letter dated November 27, 2000, to Miller Communications, Inc. from Margaret Batten enclosing check no. 1042 in the amount of \$7,494.50 in payment for the telemetry at the Wolfe Run Tank and the Saulsbury Booster Station as shown on Requisition No. 14 for the Rockport Water Extension Project and check no. 1056 in payment for the telemetry at the Price Road Tank and the Slate Booster Station as shown on Requisition No. 14 for the Water System Improvements Project.

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43. Copy of a letter dated November 27, 2000, to Mr. John C. Bosley, J. C. Bosley Construction, Inc., from Margaret Batten enclosing check no. 1040 in the amount of \$7,967.24 in payment for services billed on Requisition No. 14 for the Rockport Waterline Extension Project and a check no. 1052 in the amount of \$21,406.92 in payment of services bill on Requisition No. 14 for the Water System Improvements Project.
44. Questionnaire dated November 27, 2000, from the West Virginia Rural Water Association relative to its Circuit Rider, David Holt, visiting the District's Office on October 4, 2000.
45. Fax dated November 27, 2000, to Greg, RCDI, Inc., from Nellie Radcliff enclosing one copy each of the sewer bills for Sandra K. Kaufman, Apartment 15, Pettyville Gardens, and Loni Coats, Apartment 16, Pettyville Gardens.
46. Copy of a letter dated November 27, 2000, to Manning Frymier, Cerrone Associates, Inc., from Margaret Batten enclosing one executed copy each of Requisition No. 14 for the Water Systems Improvement Project and the Rockport Water Line Extension Project.
47. Letter dated November 27, 2000, to the District from J. F. Crutchfield, Business Software, Inc., enclosing an invoice in the amount of \$850.00 for the District's annual support fee for the year 2001.
48. Copy of a letter dated November 27, 2000, from Jim Spanner, Advertising Director, **THE PARKERSBURG NEWS, THE PARKERSBURG SENTINEL, AND THE MARIETTA A.M.**, relative to the 2001 rate increase for advertising.
49. Copy of Correspondence Instructions dated November 28, 2000, to Allen Bradley from Nellie Radcliff stating that the water reconnection charge has been increased to twenty dollars.
50. Fax dated November 28, 2000, to Stacy, Legal Clerk, **PARKERSBURG NEWS**, enclosing a Notice of Request for Engineering Services to be published in the **PARKERSBURG NEWS** and the **PARKERSBURG SENTINEL** on Friday, December 1 and December 8, 2000.
51. Letter dated November 29, 2000, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing an approved copy of Change Order No. 6 to Lou Morgan Builders to install the computer wiring at the new office building.
52. Letter dated November 30, 2000, to Jerry Spears from Jim Mayles, P.E., Cerrone Associates, Inc., stating that a final inspection for the Water System Improvements Project and the Rockport Water Extension Project will be held on Monday, December 11, 2000.

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53. Copy of a letter dated November 30, 2000, to Harry E. Taylor, P.E., USDA Rural Development, from Manning Frymier, P.E., Cerrone Associates, Inc., containing documentation for a time extension on Contract 2-Rockport Water Extension Project as requested by John Bosley.
54. Fax dated November 30, 2000, to Diane Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a list of easements needed for the Buck Run Water Line Extension.
55. Copy of the Minutes of the Miss Utility of West Virginia Meeting, Huntington, West Virginia, October 12, 2000 (postmarked November 30, 2000).
56. Letter of Transmittal dated December 4, 2000, to Lou Morgan Builders from Cerrone Associates, Inc., enclosing shop drawings for a Section HVAC.
57. Copy of a letter dated December 4, 2000, to Mr. John Bosley, Jr., from Jim Mayles, P.E., Cerrone Associates, Inc., enclosing a revised drawing of the PRV being installed near the Saulsbury Booster Station.
58. Fax dated December 4, 2000, to Bill Byers from Jim Mayles, Cerrone Associates, Inc., enclosing a revised drawing of the PRV Vault showing the flushout that needs to be installed.
59. Copy of a letter dated December 4, 2000, to the WV Municipal Bond Commission from Margaret Batten enclosing check no. \$6,257.22 for bond payments to Account # MIW-S-1-95-X-WO-06 Sewer 95 Revenue and Account # MIW-S-2-95-X-WO-06 Sewer 95 Reserve.
60. Fax dated December 4, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing pages 2 and 4 of the Public Service Commission Order for PSC Case No. 00-1294-PW.
61. Fax dated December 4, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the legal notice "Request for Engineering Services" which was published on December 1 and December 8.
62. Copy of a certified letter dated December 4, 2000, to Alkesh and Kathryn Shah, New York City, from Margaret Batten relative to an unpaid water bill for a house they own located in Rockport, West Virginia.
63. Copy of a letter dated December 4, 2000, to Mr. and Mrs. Howard Haverty from Margaret Batten relative to unclaimed property advertised in the November 2000 **MOUNTAINEER GOLD RUSH, UNCLAIMED PROPERTY REPORT** (copy enclosed). A letter dated

MINERAL WELLS PUBLIC SERVICE DISTRICT
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December 4, 2000, to the Office of State Treasurer from Margaret Batten containing a copy of the Order of Dismissal for Case No. 86-C-570, Mineral Wells PSD vs. Howard Russell Haverty and Nancy Lee Haverty, condemning land for public use, was also enclosed with Mr. and Mrs. Haverty's letter.

64. Copy of a letter dated December 4, 2000, to Mrs. Roscoe Haverty from Margaret Batten relative to unclaimed property advertised in the November 2000 **MOUNTAINEER GOLD RUSH, UNCLAIMED PROPERTY REPORT** (copy enclosed). A letter dated December 4, 2000, to the Office of State Treasurer from Margaret Batten containing a copy of the Order of Dismissal for Case No. 86-C-570, Mineral Wells PSD vs. Roscoe Haverty and Lena Mae Haverty, condemning land for public use, was also enclosed with Mrs. Haverty letter.
65. Fax dated December 4, 2000, to Margaret from Randall Cole, Cerrone Associates, Inc., containing a completed Request for Release of Final Settlement from the State Tax Department for Bosley Construction Company, Contract No. 1.
66. Memorandum dated December 5, 2000, to All FY2001 Priority List Applicants from Mike Johnson, Assistant Chief, West Virginia Division of Environmental Protection, stating that the City of Belmont, Berkeley County PSSD, and the City of Fairmont may be added to the FY2001 Priority List for the State Revolving Fund.
67. Letter dated December 5, 2000, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing an approved copy of Change Order No. 2 to Mid Atlantic Storage Systems, Inc., for Contract 3, for the Water System Improvements and Rockport Water Extension Projects.
68. Fax dated December 5, 2000, to Rick Merritt, Cerrone Associates, Inc., from Mike Gilli, Cerrone Associates, Inc., containing Demolition Drawings for pump station no. 2.
69. Notice to Customers of the Mineral Wells Public Service District stating that the water in areas affected by the Saulsbury Booster Station will be off beginning at 8 a.m. through 5 p.m. on December 5, 2000, to allow work to be completed in that area of the project. Mailed on December 1, 2000.
70. Letter dated December 6, 2000, to Charles M. Sturm from Barbara K. Oates, Tax Unit Supervisor, State Tax Department of West Virginia, containing a Certificate of Release of Final Payment for Mid Atlantic Storage Systems, Inc..
71. Copy of a letter dated December 6, 2000, to Harry E. Taylor, P.E., USDA Rural Development, from Manning Frymier, P.E., Cerrone Associates, Inc., containing documentation for time extension requested in Change Order 4 for Contract 1-Water System

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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Improvements Project.

72. Letter dated December 6, 2000, to Richard S. Brabham, Mineral Wells PSD, from Esther Taylor, OA, Wheeling District Office, West Virginia Department of Health and Human Services, requesting a flow chart for the District's water system.
73. Fax dated December 6, 2000, to Peggy Musilli, West Virginia State Tax Department, Accounting Division, from Margaret Batten enclosing a copy of the Release of Final Settlement for J. C. Bosley Construction, Inc., and requesting a release from the Tax Department so the District can make payment to J. C. Bosley Construction, Inc.
74. Fax dated December 6, 2000, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the fax and enclosures to Peggy Musilli, West Virginia State Tax Department, Accounting Division, requesting a release for J. C. Bosley Construction, Inc.
75. Fax dated December 6, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., stating that the District may be able to obtain a zero percent forty year loan through the West Virginia Infrastructure for the Stephen's Fork, Limestone Hill Water Project.
76. Copy of a letter dated December 6, 2000, to Jesse E. Sheppard, WV Department of Highways, from Jerald D. Spears stating the State's plans for Project S354-21/25-0.62 have been reviewed for accuracy for the location of the District's utility lines and have found to be accurate.
77. Fax dated December 6, 2000, to Mike Gilli, Cerrone Associates, Inc., from Rick Merritt, Cerrone Associates, Inc., enclosing a copy of the Demolition Drawings for pump station no. 2 with revised measurements marked in with pencil.
78. Copy of a letter dated December 6, 2000, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of Corrected 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.
79. Fax dated December 7, 2000, to Bill Byers from Jim Mayles, Cerrone Associates, Inc., stating that the O & M Manual from Cla-Val and the valve handles as requested will be mailed on December 8, 2000.
80. Fax dated December 8, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Preliminary Application - WV Infrastructure and Jobs Development Council as prepared by the Mid-Ohio Valley Regional Council.

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81. Fax dated December 8, 2000, to Mike Gilli, Cerrone Associates, Inc., from Rick Merritt enclosing a copy of the map of the Slate Booster Station Site with measurements written in by pencil.
82. Copy of a letter dated December 8, 2000, to Ms. Esther Taylor, OA, Bureau of Public Health, Office of Environmental Health Services, from Jerald D. Spears enclosing a copy of the District's water system flow chart as requested.
83. Copy of a letter dated December 8, 2000, to Cindy Musser, WV Department of Natural Resources, from Linda K. 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 November 2000.
84. Copy of a letter dated December 8, 2000, to the Office of Water Resources (DNR), Attention: Municipal Branch, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination Discharge Monitoring Report (WRD 2S-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of November 2000.
85. Copy of a letter dated December 8, 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 Discharge Monitoring Report (WRD-2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of November 2000.
86. Copy of a letter dated December 8, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination Monitoring Report (WRD-2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of November 2000.
- 87.* USDA-FmHA Form FmHA 1924-12, Inspection Report dated December 11, 2000, and signed by Russell L. Henderson, Contact Specialist, for the Water System Improvements Project and Rockport Water Line Extension Project.
88. Memo dated December 11, 2000, to All Miss Utility of West Virginia, Inc., Members from Jim Kovach stating that the Fourth Quarter Meeting will be held on Thursday, January 18, 2001, at Muriale's Restaurant, Fairmont, West Virginia.
89. Certified letter dated December 11, 2000, to Jerry Spears from Charles A. Moses, Environmental Inspector Supervisor, West Virginia Division of Environmental Protection,

MINERAL WELLS PUBLIC SERVICE DISTRICT
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enclosing a report of compliance inspection conducted at the Mineral Wells PSD on October 31 and November 1, 2000.

90. Facsimile dated December 11, 2000, to Margaret Batten from George E. Blum, Cerrone Associates, Inc., containing a proposed copy of the District's Infrastructure and Jobs Development Council Preliminary Application for funding for the proposed water extension to serve residents of Sycamore Run, Stephens Fork, and the Limestone Ridge areas of Wood, Wirt, and Jackson Counties.
91. Copy of a letter dated December 11, 2000, to Kayla Carpenter from Linda Church enclosing Ms. Carpenter's posted dated check in exchange for the \$200.00 cash left in the drop box that morning.
92. Fax dated December 11, 2000, to Katy Mallory, WV Infrastructure & Jobs Development Council, from Margaret Batten enclosing one signed copy of the Infrastructure and Development Council Preliminary Application for the extension of water service to the Sycamore Run, Stephens Fork, and Limestone Ridge areas of Wood, Wirt, and Jackson Counties.
- 93.* Copy of a letter dated December 11, 2000, to Ms. Katy Mallory, WV Infrastructure & Jobs Development Council, from Charles Stewart enclosing four signed copies of Infrastructure and Jobs Development Council Preliminary Application for the Mineral Wells Public Service District for an extension of water service to Sycamore Run, Stephens Fork, and Limestone Ridge areas of Wood, Jackson and Wirt Counties.
94. Copy of a letter dated December 11, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's fax, letter and preliminary application to Katy Mallory, WV Infrastructure & Job Development Council, for the extension of water service to Sycamore Run, Stephens Fork, and Limestone Ridge areas of Wood, Wirt, and Jackson Counties.
95. Copy of a letter dated December 11, 2000, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the December 6, 2000, letter from Barbara K. Oates, West Virginia State Tax Department certifying release of final payment to Mid-Atlantic Storage Systems, Inc. for Contract 3.
96. Invoice dated December 11, 2000, to J. C. Bosley Construction, Inc., from the District in the amount of \$2,266.64 for 2,266,642 gallons of water used to flush and fill waterlines during the construction of the Rockport Water Extension Project and the Water System Improvements Project.

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97. Copy of a letter dated December 12, 2000, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten requesting the following invoices be included on Requisition No. 15: an invoice from the District in the amount of one hundred dollars to reimburse the District's local funds for Policy #5697524, Bill Bailey Insurance Agency, Inc., and an invoice for \$2,000, payable to Robert Matheny for right-of-way easement 1.01.01.
98. Copy of a letter dated December 12, 2000, to Mrs. Wilma Hodge, West Virginia Bureau of Public Health, enclosing the Monthly Operation Report for the District for the month of November 2000 and a copy of the Daily Water Purchase Tally for the month of November 2000.
99. Copy of a letter dated December 12, 2000, to Mr. and Mrs. Paul Johnson from Margaret Batten requesting that they sign the enclosed a right-of-way easement for a water line through their property on Buck Run Road.
100. Copy of letter to William Dickel from Margaret Batten enclosing a list of names and telephones numbers to be used whenever a water or sewer emergency arises.
101. Copy of a letter dated December 13, 2000, to the WV Municipal Bond Commission from Margaret Batten enclosing check no. 27510 in the amount of \$10,595.30 for bond payments to Account #MIW-S-1-97-R-WO-06 Sewer 95 Revenue and Account #MIW-S-2-85-X-WO-06 Sewer 95B Revenue.
102. Copy of a letter dated December 13, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing a copy of the Certificate of Release of Final Payment from the West Virginia State Tax Department for Mid Atlantic Storage Systems Inc.
103. Note received December 13, 2000, from Anna Branham, former resident of Rockport, WV, stating that she sold her house in Rockport to Jeremy Fullerton and that all further bills should be sent to him.
104. Fax dated December 13, 2000, to Marie, Reagle & Padden, Inc., from Margaret Batten enclosing a description of new property as a result of the Water System Improvements Project and the Rockport Water Extension Project to be added to the District's current insurance policy.
105. Fax dated December 14, 2000, to Lou Morgan Builders from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing a list of items that need must be done in order for substantial completion of the new office and maintenance buildings to occur.
106. Letter dated December 14, 2000, to Charles Stewart from Randall M. Cole, Cerrone

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Associates, Inc., enclosing a copy of approved Change Order No. 4 to Contract for the Rockport Water Extension Project.

107. Letter dated December 14, 2000, to the Mineral Wells PSD from Barbara K. Oates, Tax Unit Supervisor, West Virginia State Tax Department containing a Certificate of Release of Final Payment to J. C. Bosley Construction, Inc.
108. Copy of a letter dated December 14, 2000, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter dated December 14, 2000, from Barbara K. Oates, West Virginia State Tax Department, containing a Certificate of Release of Final payment to J. C. Bosley Construction, Inc.
109. Fax dated December 14, 2000, to the Mineral Wells Public Service District from Peggy, West Virginia State Tax Department, enclosing a copy of the letter dated December 14, 2000, to the Mineral Wells PSD from Barbara K. Oates, Tax Unit Supervisor, West Virginia State Tax Department, containing a Certificate of Release of Final Payment to J. C. Bosley Construction, Inc.
110. Fax dated December 14, 2000, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter dated December 14, 2000, from Barbara K. Oates, West Virginia State Tax Department, containing a Certificate of Release of Final Payment to J. C. Bosley Construction, Inc.
111. Copy of a letter dated December 14, 2000, to Mr. Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing a copy of the letter dated December 14, 2000, from Barbara K. Oates, West Virginia State Tax Department containing a Certificate of Release of Final Payment to J. C. Bosley Construction, Inc.
112. Fax dated December 14, 2000, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the December 21, 2000, Board Meeting to be published in the December 18, 2000, issue of the newspaper.
113. Fax dated December 14, 2000, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the December 21, 2000, Board Meeting to be published in the December 18, 2000, issue of the newspaper.
114. Copy of a letter dated December 14, 2000, to Gary Wilson, Rural Utilities Service, from Charles Stewart offering documentation for approval of the change order to lower the six inch water main on the Lyndall Jones' property located on Sugar Camp Run Road.
115. Fax dated December 14, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten

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enclosing a copy of the letter dated December 14, 2000, to Gary Wilson, Rural Utilities Service, from Charles Stewart offering documentation for approval of the change order to lower the six inch water main on the Lyndall Jones's property located on Sugar Camp Run Road.

116. Copy of a letter dated December 14, 2000, to Mrs. Alice Schofield from Roy L. Radabaugh enclosing an easement for a water line to be laid on property on Buck Run Road in which you have an ownership interest.
117. Letter dated December 15, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, stating that Addendum Number 6 to the Engineering Agreement dated November 13, 1996, between the District and Cerrone Associates, Inc., is acceptable to the Rural Utilities Service.
118. Fax dated December 15, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc., from Jerald D. Spears enclosing a copy of Mr. Stewart's letter dated December 14, 2000, to Gary D. Wilson, Rural Utilities Service, containing documentation for the approval of the change order dealing with lowering the six inch water main on Lyndall Jones' property located on Sugar Camp Run Road.
- 119.* Fax dated December 15, 2000, to Margaret Batten from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing a sample of fonts for the signage on the front of the District's new office building.
- 120.* Fax dated December 15, 2000, to Charles Stewart from Dominick P. Cerrone, Cerrone Associates, Inc., stating that Lou Morgan Builders has submitted a request for additional payment for site work revisions as well as a time extension from the November 24 substantial completion date for the work on the District's new office and maintenance buildings.
- 121.* Certified letter dated December 15, 2000, to Charles M. Stewart from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the recommended order in Case No. 00-0673-PSD-42A - approving the District's request for a sewer rate increase.
122. Copy of a letter dated December 18, 2000, to Mr. Jeremy Fullerton from Margaret Batten stating that he will be receiving a minimum water bill for the next three years since he recently purchased a house in Rockport, WV, previously owned by Anna Branham who signed a user agreement for the house on September 3, 1998.
123. Fax dated December 18, 2000, to David Stowell from Nellie Radcliff enclosing an account

MINERAL WELLS PUBLIC SERVICE DISTRICT
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service card to be filled out, signed and faxed back to our office .

124. Letter dated December 18, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, stating that funds in the amount of \$9,000.00 will electronically deposited into the Water Improvement Construction Account on December 20, 2000.
125. Letter dated December 18, 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 December 20, 2000.
126. Copy of a letter dated December 18, 2000, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the letter dated December 15, 2000, from Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, enclosing a copy of the recommended final order in PSC Case No. 00-1294-PSD-PW.
127. Fax dated December 19, 2000, to Rick Merritt, Cerrone Associates, Inc., from Jim Mayles, P.E., Cerrone Associates, Inc., relative to the Rockport Final Inspection.
128. Letter dated December 19, 2000, to Mineral Wells PSD from Mary Bonham, PERS Contribution Specialist, West Virginia Consolidated Public Retirement Board, stating that the District's retirement deductions for the month of November 2000 have not been paid.
- 129.* Letter dated December 20, 2000, to Charles Stewart from Randall Cole, Cerrone Associates, Inc., enclosing for review and approval four copies each of Requisition No. 15 for the Water System Improvements Project and the Rockport Water Extension Project.
- 130.* Letter dated December 20, 2000, to Charles Stewart from Randall Cole, Cerrone Associates, Inc., enclosing for review and approval six copies each of Change Order No. 7 to Contract No. 1 and Change Order No. 8 to Contract No. 2.
- 131.* Letter dated December 20, 2000, to Charles Stewart from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing six copies of Change Order No. 7 to Contract No. 4.
132. Copy of a letter dated December 20, 2000, to Cindy Musser, WV Department of Natural Resources, from Jerald D. Spears enclosing a copy of the tests results for the WV/NPDES Permit No. WV0081141 relative to WalMart Car Care Center at Pettyville.
133. Copy of a letter dated December 20, 2000, to Manning Frymier, P.E., Cerrone Associates, Inc. from Jerald D. Spears enclosing a copy of the test results for the WV/NPDES Permit No. WV0081141 relative to WalMart Car Care Center at Pettyville.

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134. Copy of a letter dated December 20, 2000, to the Office of Environmental Health Services/EED, West Virginia Bureau for Public Health, from Jerald D. Spears enclosing a copy of the test results for the WV/NPDES Permit No. WV 081141 relative to WalMart Car Care Center at Pettyville.
135. Copy of a letter dated December 20, 2000, to the Municipal Branch, Office of Water Resources, (DNR), from Jerald D. Spears enclosing a copy of the test results for the WV/NPDES Permit No. WV0081141 relative to WalMart Car Care Center at Pettyville.
136. Letter dated December 20, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, advising that Addendum No. 5 to the Engineering Agreement dated November 13, 1996, between the District and Cerrone Associates, Inc., is acceptable to the Rural Utilities Service.
137. Letter dated December 20, 2000, to Charles Stewart from Randall Cole, Cerrone Associates, Inc., enclosing an approved copy of Change Order No 4 to Contract 1 for The Water System Improvements and Rockport Extension Projects.
138. Letter dated December 21, 2000, to Margaret Batten from Debbie Britt, Office Manager, West Virginia Rural Water Association, enclosing an invoice for the District's Voting Membership which are due on February 1, 2001.
139. Fax dated December 21, 2000, to WesBanco Bank Inc. from Cathy Kingston enclosing two ACH Deposits confirmations from Rural Utilities Service for the District's Water System Improvements Checking Account.
140. Fax dated December 21, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing a copy of the Electric Funds Transfer Confirmation from WesBanco Bank Inc. for the Rockport and Water System Improvements Checking Account.
141. Fax dated December 21, 2000, to Lou Morgan Builders, Rus Henderson, RUS, Mineral Wells PSD, and Rick Merritt, Cerrone Associates, Inc., from Dominick P. Cerrone, Cerrone Associates, Inc., stating that a substantial completion site review will be held on January 4, 2001, at 10 a.m.