

MINUTES OF A REGULAR MONTHLY MEETING
OF THE PUBLIC SERVICE BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, JANUARY 18, 2001, IN THE
DISTRICT'S OFFICE 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; Jerald D. Spears, Operations Manager; Margaret Batten, Office Manager; Nellie Radcliff, Office Technician; and Darrin Affolter, residents of Buck Run were in attendance.

The first order of business addressed was the reelecting of officers for the up coming year 2001. Mr. Radabaugh made a motion that each of the commissioners hold the same office as in the past year. Mr. Lett, Secretary; Mr. Stewart, Chairman; Mr. Radabaguh, Treasurer. Mr. Lett seconded the motion. The motion carried.

There was no-one present from Cerrone Associates, Inc.

Mrs. Batten presented Requisition No. 16 for the Rockport Waterline Extension Project. Mr. Radabaugh made a motion that Requisition No. 16 for the Rockport Waterline Extension Project be approved as presented in amount of \$12,238.31. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed Requisition No. 16.

Mrs. Batten presented Requisition No. 16 for the Water System Improvement Project. Mr. Radabaugh made a motion that Requisition No. 16 be approved as presented in amount of \$108,438.81. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed Requisition No. 16.

Mrs. Batten presented Change Order No. 8 - Contract No. 1 for an amount of \$389.50. Mr. Radabaugh made a motion that Change Order No. 8 - Contract No. 1 be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed Change Order No. 8 - Contract No. 1.

Mrs. Batten presented Change Order No. 9 - Contract No. 2 for an amount of \$29, 696.67. Mr. Radabaugh made a motion that Change Order No. 9 - Contract No. 2 be approved as presented. Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed Change Order No. 9 - Contract No. 2.

Mrs. Batten presented Change Order No. 8 - Contract No. 4 for an amount of \$4,800.00. Mr. Radabaugh made a motion that Change Order No. 8 - Contract No. 4 be approved as presented.

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Mr. Lett seconded the motion. The motion carried. Mr. Stewart signed Change Order No. 8 - Contract No. 4.

Darrin Affolter, resident of Buck Run, was interested when the Water Line Extension was going to be under construction on Buck Run. The District informed him that construction was to start on the following Monday, January 22, 2001, weather permitting. He was very pleased and excused himself from the rest of the meeting.

Mr. Lett made a motion the Minutes of the December 21, 2000 be approved as presented.. Mr. Radabaugh seconded the motion. The motion carried. Mr. Lett signed the Minutes.

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

1. Financial Statement dated December 31, 2000, for All Finances of the District (copy attached)
2. Financial Statement dated December 31, 2000, for Water Revenue Fund Checking Account (copy attached)
3. Financial Statement dated December 31, 2000, for the Rockport Construction Checking Account (copy attached)
4. Check No. 25563 thru 25606 written on the Water Revenue Fund Checking Account since the December 21, 2000, Board Meeting (copy attached)
5. Check No. 25607 thru 25614 written January 18, 2001, on the Water Revenue Fund Checking Account (copy attached)
6. Check No. 27538 thru 27589 written since the December 21, 2000, Board Meeting on the Sewer Revenue Fund Checking Account (copy attached)
7. Payroll Check No. 559 thru 575 written since the December 21, 2000, Board Meeting on the Sewer Revenue Fund Checking Account (copy attached)
8. Check No. 27590 thru 27598 written January 18, 2001, on the Sewer Revenue Checking Account (copy attached)

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

Mrs. Batten reported that the Central Van and Storage Company were coming Tuesday, January 23, 2001 to move the office and garage contents to the new location. There was a brief discussion about some old outdated computers and old pump station parts that needed to be cleared off the inventory. The Board felt that since we were moving, it would be a good time to discard these items. Mr. Radabaugh made a motion that \$5,500.00 worth of old pump station parts and the outdated computers be removed from the inventory by discarding them. Mr. Lett seconded the motion. The motion carried.

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Mrs. Batten discussed the following letters that had been received in the District's Office since the last Board meeting.

Letter 9 - Copy of letter dated December 15, 2000, to Mr. Edwin Sheppard, President, PMBS FD Fire Department, from the Public Protection Department of the Insurance Service, Office, Inc., stating that the PMBS Volunteer Fire Department has been reclassified from a Class 8/9 to a Class 6/9 effective March, 1, 2001.

Letter 10 - Copy of the Final Order from the Public Service Commission dated December 15, 2000, in Case No. 00-673-PSD-42A stating that the District's sewer rates will increase across the board by 7.7% effective January 4, 2001.

Letter 14 - Letter dated December 21, 2000, to Margaret Batten from Debbie Britt, Office Manager, West Virginia Rural Water Association, enclosing a Renewal Application for Voting Membership. The District's membership expires on February 1, 2001, and the dues for renewal is \$412.25. Mr. Radabaugh made a motion that the District renew its membership. Mr. Lett seconded the motion. The motion carried.

Letter 95 - Letter dated January 16, 2001, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for signature copies of the Status Inquires for Contracts 1 and 2 received from Bosley Construction's bonding company. Mr. Radabaugh made a motion that the documents be signed. Mr. Lett seconded the motion. Mr. Stewart signed the documents.

Mrs. Batten presented the Public Official Liability Insurance Policy to the Board for approval. Mr. Radabaugh made a motion that the policy be accepted as presented. Mr. Lett seconded the motion. Mr. Stewart signed the policy.

Mrs. Batten discussed the Series 1985 Sewer Revenue Bonds. Mr. Radabaugh made a motion to authorize WesBanco Bank to cut a check from the Cost of Issuance Account payable to Bowles Rice McDavid Graff and Love in the amount of \$1,607.69 for expenses incurred in connection with the Refunding of the Series 1985 Sewer Revenue Bonds and cut a check payable to Municipal Bond Commission for the balance of the monies remaining in the account. Mr. Lett seconded the motion. The motion carried.

Mrs. Batten reported that a check had been issued to R. G. and Kathleen Matheny as per a Modification Agreement of their Right-of-Way easement.

There was a brief discussion concerning a new table for the conference room. It was decided that a table 48 X 120 would be appropriate. The board members tabled the final decision until a later ate

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date.

Mrs. Batten reported that Gary Wilson, RUS, stated that it should be a legal matter as to how the old pump station property should be disposed of.

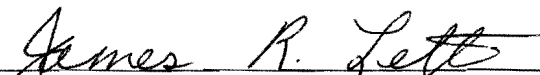
Mr. Spears reported that he had worked the Deem easements on the extension of Buck Run. He informed the Board that there was a berry patch that was not to be disturbed and that the District should condemn and move ahead with the extension.

All business having been discussed, Mr. Lett made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion carried. Mr. Stewart adjourned the meeting at 6:25 p.m.

CERTIFICATION

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

IN WITNESS WHEREOF, I have hereto set my hand and seal of the District on this the 15th day of February, 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
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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 IN 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

**MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT-SEWER-DECEMBER, 2000
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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
LIST OF CHECKS
WATER REVENUE FUND CHECKING ACCOUNT
JANUARY 18, 2001**

CHECKS WRITTEN SINCE THE DECEMBER 21, 2000, BOARD MEETING

CHECK NO. 25563	Allegheny Power	\$ 375.58
25564	David P. Dinnin	50.98
25565	Mary E. Daggett Estate	52.17
25566	Hach Company	120.40
25567	Wes Johnson	13.06
25568	Mineral Wells PSD	127.46
25569	Mineral Wells PSD	2,948.64
25570	Jim & Sylvia Mounts	51.02
25571	John Marshall	50.96
25572	Ohio Valley Muffler & Brake	10.00
25573	Rural Development Admn.	2,112.00
25574	Tesa Company, Inc.	21.51
25575	USDA-Rural Development	3,140.00
25576	WV Water & Waste Supply	409.57
25577	WesBanco Bank-Parkersburg	1,382.65
25578	WV Dept. of Tax & Revenue	650.10
25579	WV Public Employees Retirement	1,326.60
25580	WesBanco-Water Res-Sams-CV	314.00
25581	WV Truck and Trailer	51.04
25582	Mick Winters	11.55
25583	Bowles Rice McDavid Graff & Love	591.23
25584	Benson Truck Bodies, Inc.	3.50
25585	Void	
25586	Dominion Hope	96.70
25587	Fasteners & Supply Inc.	26.15
25588	Hardman's Supply Company	14.97
25589	Taylor's Disposal Inc.	14.00
25590	Westco Internet	10.23
25591	Mineral Wells PSD	25.36
25592	Cerrone Associates, Inc.	1,757.38
25593	Claywood Park PSD	11,081.45
25594	Everett L. Harper & Son Inc.	19,110.25
25595	Allegheny Power	81.80
25596	AT&T Wireless Services	186.80
25597	Parkersburg Office Supply	18.58
25598	Pifer's Service Center	410.48
25599	R L Roush Excavating	411.25
25600	Sanitary Linen Service	104.94

**MINERAL WELLS PSD
LIST OF WATER CHECKS
JANUARY 18, 2001
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CHECKS WRITTEN SINCE THE DECEMBER 21, 2000, BOARD MEETING (continued)

CHECK NO. 25601	Verizon	\$ 96.04
25602	Municipal Bond Commission	1,592.00
25603	WV Public Employees Ins Agency	612.65
25604	WesBanco Bank-Parkersburg	110.00
25605	Mineral Wells PSD	3,100.13
25606	WesBanco Bank-Parkersburg	1,576.59

CHECKS WRITTEN TODAY, JANUARY 18, 2001, AND NEED AUTHORIZATION

CHECK NO. 25607	U. S. Postal Service	\$142.80
25608	AT&T - State Calling Service	12.14
25609	Miss Utility of WV Inc.	27.40
25610	Miller Communications	15.00
25611	Rena's Janitorial Contractors	50.00
25612	USDA-Rural Development	3,000.00
25613	USDA-Rural Development	9,000.00
25614	Workers' Compensation Division	742.39

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CHECK
SEWER REVENUE FUND CHECKING ACCOUNT
JANUARY 18, 2001**

CHECKS WRITTEN SINCE THE DECEMBER 21, 2000, BOARD MEETING

CHECK NO. 27538	WV State Emergency Response	\$ 75.00
27539	Allegheny Power	1,556.84
27540	Allegheny Power	150.00
27541	Nancy Allen	51.03
27542	Cool Customer Trucks	658.00
27543	David P. Dinnin	50.98
27544	Wes Johnson	14.27
27545	James R. Lett	200.00
27546	Mineral Wells PSD	171.05
27547	Miller Communications	515.00
27548	John Marshall	50.96
27549	Ohio Valley Muffler & Brake	327.16
27550	Roy L. Radabaugh	200.00
27551	Charles M. Stewart	200.00
27552	Trombold Equipment Co Inc	3,382.16
27553	WWT Electric	2,300.92
27554	WesBanco Bank-Parkersburg	989.10
27555	WesBanco Bank-Parkersburg	1,328.90
27556	WV Dept of Tax & Revenue	541.80
27557	WV Public Employees Retirement	1,261.70
27558	WV Truck and Trailer	51.04
27559	Wal-Mart Store Inc	102.06
27560	Mick Winters	18.34
27561	ABB Automation, Inc	664.00
27562	Air Products and Chemicals Inc	358.23
27563	ADA, L.L.P.	315.62
27564	Bowles Rice McDavid Graff & Love	753.56
27565	Benson Truck Bodies, Inc	3.49
27566	Cerrone Associates, Inc	626.79
27567	Chemtek Corporation	262.81
27568	Dominion Hope	96.70
27569	Fasteners & Supply Inc.	26.15
27570	Hardman's Supply Company	43.35
27571	Midwest Pipe & Supply	352.84
27572	Roto-Rooter	250.00
27573	Taylor's Disposal Inc	14.00
27574	Westco Internet	10.22
27575	Mineral Wells PSD	19.37

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
JANUARY 18, 2001
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CHECKS WRITTEN SINCE THE DECEMBER 21, 2001, BOARD MEETING (continued)

CHECK NO. 27576	Air Products and Chemicals Inc	\$ 378.03
27577	AT&T Wireless Services	186.79
27578	Mineral Wells PSD	285.60
27579	Municipal Bond Commission	16,852.52
27580	Parkersburg Office Supply	120.02
27581	Pioneer Products, Inc.	2,291.25
27582	Pifer's Service Center	498.52
27583	R L Roush Excavating	698.00
27584	Sanitary Linen Service	104.94
27585	Somerville Fabricators Inc	500.59
27586	Verizon	447.20
27587	Allegheny Power	2,802.71
27588	WV Public Employees Ins Agency	588.63
27589	WesBanco Bank-Parkersburg	1,496.15

CHECKS WRITTEN TODAY, JANUARY 18, 2001, AND NEED AUTHORIZATION

CHECK NO. 27590	U. S. Postal Service	\$ 142.80
27591	AT&T - State Calling Service	12.12
27592	Miss Utility of WV Inc.	27.40
27593	Miller Communications	15.00
27594	Roto-Rooter Sewer Co	325.00
27595	Rena's Janitorial Contractors	155.00
27596	Water Environmental Testing	230.00
27597	WesBanco Bank-Parkersburg	1,012.02
27598	Workers' Compensation Division	831.28

PAYROLL CHECKS WRITTEN SINCE THE DECEMBER 21, 2000, BOARD MEETING

CHECK NO. 00559	Margaret J Batten	755.67
00560	Richard Shayne Brabham	655.62
00561	William H. Byers, Jr	\$ 804.56
00562	Linda K Church	661.33
00563	Russell P Hanna	625.41
00564	Mark K Murphy	634.50
00565	Nellie B Radcliff	587.05
00566	Jerald D. Spears	703.61
00567	Ronald E Amos	143.96

**MINERAL WELLS PSD
LIST OF SEWER CHECKS
JANUARY 18, 2001
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**PAYROLL CHECKS WRITTEN SINCE THE DECEMBER 21, 2000, BOARD MEETING
(CONTINUED)**

CHECK NO. 00568	Margaret J Batten	\$ 825.37
00569	Richard Shayne Brabham	791.99
00570	William H Byers Jr	844.47
00571	Linda K Church	767.75
00572	Russell P Hanna	692.57
00573	Mark K Murphy	691.85
00574	Nellie B Radcliff	691.07
00575	Jerald D. Spears	787.32

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE RECEIVED OR MAILED
SINCE THE DECEMBER 21, 2000, BOARD MEETING
JANUARY 18, 2001**

1. Letter from Terry W. Thomas, Chief, PMBS Volunteer Fire Department, stating the number of gallons of water used for fire fighting and the number of gallons of water used for training purposes during the month of December.
2. ***West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER***, a publication of the West Virginia Rural Water Association dated January 5, 2001, Vol. 5, Issue 1.
3. A Troubleshooting Guide from the United States Environmental Protection Agency relative to the preparation of the Consumer Confidence Report.
4. ***The PIPELINE, NEWS & VIEWS FROM THE WATER AND WASTEWATER DIVISION***, a publication from the Water & Wastewater Division of the Public Service Commission of West Virginia, listing the seminars for 2001.
5. Training announcement from the West Virginia Rural Water Association about a 24-hour comprehensive training class entitled ***Drinking Water Lab Procedures*** to be held at the West Virginia Environmental Training Center, Cedar Lakes, Ripley, WV, on February 19 - February 23, 2001.
6. ***WVRWA NEWS TAP***, a bi-monthly publication of the West Virginia Rural Water Association for water systems training and technical assistance, dated December 22, 2000, Volume II, Issue 6.
7. Memorandum dated December 11, 2000, to Tier Two Reporting Entities from John W. Pack, Jr., Chairman, West Virginia State Emergency Response Commission, stating that the District's annual Tier Two Report and filing fee is due between January 1, and March 1, 2001.
8. Letter Dated December 14, 2000, to the Mineral Wells Public Service District from W. Rollins, Parkersburg Housing Authority, requesting a copy of the District's most recent rate schedules for the cost of water and sewer.
- 9.* Copy of a letter dated December 15, 2000, to Mr. Edwin Sheppard, President, PMBS FD Fire Department, from the Public Protection Department of the Insurance Services, Office, Inc., stating that the PMBS Volunteer Fire Department has been reclassified from a Class 8/9 to a Class 6/9 effective March 1, 2001.
- 10.* Copy of the Final Order from the Public Service Commission dated December 15, 2000, in Case No. 00-0673-PSD-42A stating that the District's sewer rates will increase across the

MINERAL WELLS PSD
LIST OF CORRESPONDENCE
JANUARY 18, 2001
PAGE 2

board by 7.7% effective January 4, 20001.

11. Letter dated December 18, 2000, to the Mineral Wells Public Service District from Gregory L. Herrick, P.E., and Rodney D. Holbert, P.E., Burgess & Niple, stating that their firm does not wish to respond to the District's request for engineering proposals for a sewer extension to the I-77 Rest Area in Wood County.
12. Letter dated December 21, 2000, to Charles Stewart from Randall M. Cole, Project Administrator, enclosing approved copies of Change Order Nos. 6 & 7 to Contract 2 of the Water System Improvements and the Rockport Water Extensions Project.
13. Fax dated December 21, 2000, to Jim Mayles, Cerrone Associates, Inc., from Jim Ruckman, Cerrone Associates, Inc., enclosing a copy of the updated budgets for the Water System Improvements Project and the Rockport Waterline Extension Project.
- 14.* Letter dated December 21, 2000, to Margaret Batten from Debbie Britt, Office Manager, West Virginia Rural Water Association, enclosing a Renewal Application for Voting Membership. The District's membership expires on February 1, 2001, and the dues for renewal for \$412.25.
15. Letter dated December 21, 2000, to Charles Stewart from Gary Wilson, Rural Utilities Service, stating that funds in the amount of \$21,000.00 will be electronically deposited into the Rockport Water Extension Project Checking Account of December 26, 2000.
16. Letter dated December 21, 2000, to Charles Stewart from Gary Wilson, Rural Utilities Service, stating that funds in the amount of \$115,000.00 will be electronically deposited into the Water Improvements Construction Checking Account on December 26, 2000.
17. Fax dated December 21, 2000, to Margaret from Randall M. Cole, Cerrone Associates, Inc., enclosing a copy of corrected Change Order No. 7 to Contract 1 for Bosley Construction.
18. Letter dated December 21, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, stating that a payment in the amount of \$9,000.00 to the United States Government has been approved for payment from the District's Water Improvement Construction Account.
19. Letter dated December 21, 2000, to Charles Stewart from Gary D. Wilson, Rural Utilities Service, stating that a payment in the amount of \$3,000.00 to the United States Government has been approved for payment from the District's Rockport Waterline Construction Account.

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20. Copy of a letter dated December 22, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, approving the following invoices for payment from the Water System Improvements Construction Account: J.C. Bosley Construction, Inc. - \$12,927.86; Mid Atlantic Storage Systems, Inc. - \$21,291.30; Lou Morgan Builders, Inc. - \$61,405.15; Mineral Wells Public Service District - \$2,000.00; and Cerrone Associates, Inc. - \$19,508.74.
21. Copy of a letter dated December 22, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, approving the following invoices for payment from the Rockport Water Extension Construction Account: J. C. Bosley Construction, Inc., - \$2,451.00; Mid Atlantic Storage Systems, Inc., - \$8,984.17; Mineral Wells PSD - \$100.00; Cerrone Associates, Inc. - \$11,469.96; and Miller Communications, Inc. - \$7,494.50.
22. Copy of a letter dated December 22, 2000, to Gary D. Wilson, Rural Utilities Service, from Margaret Batten enclosing check no. 1037 in the amount of \$3,000.00 for the December 23, 2000, interest payment on Loan No. 91-07 and check no. 1057 in the amount of \$9,000.00 for the December 23, 2000, interest payment on Loan No. 91-06.
23. Letter dated December 22, 2000, to Charles Stewart from Jim Mayles, Cerrone Associates, Inc., enclosing one full size and two half size sets of record drawings for the Water System Improvement Project and the Rockport Water Extension Project.
24. Copy of a letter dated December 22, 2000, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing for review and approval four copies of Requisition No. 15 for the Rockport Waterline Extension Project, four copies of Requisition No.15 for the Water System Improvements Project, six copies of Change Order No. 7 to Contract #4 of the Office and Maintenance Buildings, and six copies of the Change Order No. 8 to Contract #2 of the Rockport Water Line Extension Project.
25. Copy of a letter dated December 26, 2000, to W. Rollins, Parkersburg Housing Authority, from Linda K. Church enclosing a completed copy of the Housing Authority's questionnaire relative to the average water and sewer usage for a family of three to five and a copy of the District's most current rate schedules for water and sewer.
26. Copy of a letter dated December 26, 2000, to Alice Schofield from Linda Church enclosing one dollar as payment for a right-of-way easement for water line to be constructed through the Lemon property on Buck Run Road.
27. Fax dated December 26, 2000, Dominick P. Cerrone, Cerrone Associates, Inc., from Roy L. Radabaugh, enclosing a copy of the signage for the District's new office building.

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28. Copy of a letter dated December 26, 2000, to the West Virginia Municipal Bond Commission from Margaret Batten enclosing check number 25556 in the amount of \$1,592.00 for the bond payment to account, MIW-W_1-69-X-WO-06 69 Water Revenue.
29. Fax dated December 27, 2000, to Margaret from Cathy Kingston, WesBanco Bank, enclosing copy of the two ACH Deposits for Rockport Water Extension Construction Account and the Water System Improvements Construction Account dated December 26, 2000.
30. Fax dated December 27, 2000, to Gary Wilson, Rural Utilities Services, from Margaret Batten enclosing a copy of the Electric Funds Transfer Confirmation for the Rockport and Water System Improvement Projects.
31. Copy of a letter dated December 27, 2000, to John C. Bosley, John C. Bosley Construction, Inc., from Margaret Batten enclosing check no. 1038 in the amount of \$2,451.00 in payment of Contractor's Estimate #14, Contract 2, for the Rockport Waterline Extension Project and check no. 1058 in the amount of \$12,927.86 in payment of Contractor's Estimate #14, Contract #1 for the Water System Improvements Project.
32. Copy of a letter dated December 27, 2000, to Lou Morgan, Lou Morgan Builders, Inc., from Margaret Batten enclosing check no. 1060 in the amount of \$61,405.15 as payment for Contractor's Estimate #5, Contract #4 for the Water System Improvements Project.
33. Copy of a letter dated December 27, 2000, to Mid Atlantic Storage Systems, Inc. from Margaret Batten enclosing check no. 1059 in the amount of \$21,291.30 as payment for Contractor's Estimate #5 for the Water System Improvements Project and check no. 1039 in the amount of \$8,984.17 as payment for Contractor's Estimate #5, Contract #3 for the Rockport Waterline Extension Project.
34. Letter dated December 27, 2000, to Charles M. Stewart from Gary D. Wilson, Rural Utilities Service, stating that funds in the amount of \$2,000.00 will be electronically deposited into the Rockport Construction Account at WesBanco Bank on December 29, 2000.
35. Fax dated December 27, 2000, to Margaret from Cathy Kingston, WesBanco Bank, enclosing a copy of the ACH deposit confirmation in the amount of \$2,000.00 the Rockport Waterline Construction Account.
36. Fax dated December 29, 2000, to Jerry Spears from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing information regarding the District's force main system.
37. Certified letter dated December 29, 2000, to the Office of Water Resources, Attention:

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Pravin Sangani, from Jerald D. Spears containing the District's response to the Compliance Inspection held at the District's wastewater treatment plant on October 31 and November 1, 2000.

38. Copy of a letter dated December 29, 2000, to Charles Moses, Environmental Enforcement, from Jerald D. Spears enclosing a copy of the District's response to the Compliance Inspection on October 31 and November 1, 2000, at the District's wastewater treatment plant.
39. Copy of a letter dated December 29, 2000, to Wal-Mart Stores, Bentonville, Arkansas, from Jerald D. Spears stating that Wal-Mart Store #2823, Car Care Center, has made the necessary modifications to its oil/grease interceptor and is now in compliance with WV/NPDES Permit No. 0081141.
40. Copy of a letter dated January 2, 2001, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the Regular Board Meeting held Thursday, November 16, 2000.
41. Copy of a letter dated January 2, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing check no. 1062 in the amount of \$19,508.74 in payment for Construction Administration and Resident Inspection as shown on Requisition No. 15 for the System Improvement Project and check no. 1044 in the amount of \$11,469.96 in payment for Resident Inspection as shown on Requisition No. 15 for the Rockport Water Extension Project.
42. Copy of a letter dated January 2, 2001, to John W. Pack, Jr. West Virginia State Emergency Response Commission, from Margaret Batten enclosing the annual Tier Two Filing Fee Worksheet, Tier Two Emergency and Hazardous Chemical Inventory Sheet, map showing the location of the wastewater treatment plant, a detailed map of the treatment plant, and District Check no. 27538 in the amount of \$75.00.
43. Copy of a letter dated January 2, 2001, to Arnold Green, Wood County Local Emergency Planning Committee, from Margaret Batten enclosing a copy of the District's Tier Two documents that were mailed to John W. Pack, Jr., West Virginia State Emergency Response Commission.
44. Copy of a letter dated January 2, 2001, to Terry Thomas, Chief, PMBS Volunteer Fire Department, from Margaret Batten enclosing a copy of the District's Tier Two Documents that were mailed to John W. Pack, Jr., West Virginia State Emergency Response Commission.

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45. Copy of a letter dated January 3, 2001, to Paula S. Ingraham from Nellie Radcliff requesting that she issue a check in the amount of \$32.32 to replace her check of \$133.48 to pay her final bill.
46. Fax dated January 3, 2001, to Randy Cole, Cerrone Associates, Inc., from Margaret Batten enclosing an invoice from the Office of Water Resources in the amount of \$231.00 for the Groundwater Protection Fee and the WVNPDES Annual Permit Fee for the District's Water System Improvement Project and asking if it can be included in the next project requisition.
47. Fax dated January 3, 2001, to Gary Wilson, Rural Utilities Service, from Margaret Batten enclosing a completed Electric Funds Transfer Confirmation and a copy of the ACH deposit confirmation from WesBanco Bank for \$2,000.00 that was deposited into the Rockport Waterline Construction Account.
48. Copy of a fax dated January 3, 2001, to Bill Byers from Jim Mayles, P.E., Cerrone Associates, Inc., listing the amount of contingency remaining in Contract 1, Contract 2, and Contract 4.
49. Inspection Report, USDA-FmHA Form 1924-12, dated January 4, 2001, signed by Russell L. Henderson, Contract Specialist and containing a Punch List of items for the District's new office and maintenance buildings.
50. Letter dated January 3, 2001, to Jerald D. Spears from Guy W. Mick, Chief, Railroads and Utilities Unit, Engineering Division, West Virginia Department of Transportation, enclosing one set of final office review plans for the Slate Bridge State Project S354-14-0.64.
51. Letter dated January 3, 2001, to Jerald D. Spears from James D. Williams, West Virginia Infrastructure & Jobs Development Council, relative to the District's Preliminary Application 99W-506 for funding for the proposed water project to serve 303 new customers in the Sycamore Run, Stephens Fork, and Limestone Ridge areas of Wood, Wirt, and Jackson Counties.
52. Copy of a letter dated January 4, 2001, to Wilma Hodge, West Virginia Bureau of Public Health, from Margaret Batten enclosing the Monthly Operation Report and a copy of the Daily Water Purchase Tally for the month of December 2000.
53. Fax dated January 5, 2001, to George Summers, Assistant Superintendent of Wood County Schools, from Margaret Batten enclosing a copy of the Statement of Just Compensation and Summary from the WV Department of Transportation for the District's property located on State Route 14.

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54. Fax dated January 5, 2001, to Jerry Spears from Mike Martin, Central Van & Storage Co., Inc. enclosing an estimate to move the contents of the District's office and garage to the new location on Route 21.
55. Letter dated January 8, 2001, to Charles Stewart from Marcia B. Hill, Utilities Division, Public Service Commission of West Virginia, enclosing three copies of tariff P.S.C. W. Va. No. 6 reflecting rates approved by Recommended Decision of December 15, 2000, to become final on January 4, 2001.
56. Fax dated January 8, 2001, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Final Order from the Public Service Commission dated January 4, 2001, for the increase in sewer rates and charges.
57. Fax dated January 8, 2001, to Margaret Batten from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing information regarding the current status of Contract 4 contingency money and preliminary costs for additional items.
58. Copy of a letter dated January 9, 2001, to Cindy Musser, West Virginia Department of Natural Resources, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of December 2000 for the District's wastewater treatment plant.
59. Copy of a letter dated January 9, 2001, 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 December 2000 for the District's wastewater treatment plant.
60. Copy of a letter dated January 9, 2001, 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 December 2000 for the District's wastewater treatment plant.
61. Copy of a letter dated January 9, 2001, 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 December 2000 for the District's wastewater treatment plant.

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62. Fax dated January 9, 2001, to Bill Fugate, Cerrone Associates, Inc., from William Byers enclosing requested information on the pumps at the Slate Booster Station.
63. Fax dated January 9, 2001, to Margaret from Randall M. Cole, Cerrone Associates, Inc., enclosing a completed Request For Release of Final Settlement, from the State Tax Department for Bosley Construction's Contract No. 2.
64. Fax dated January 9, 2001, to Peggy Musilli, WV State Tax Department, from Margaret Batten enclosing a copy of the Release of Final Settlement for J. C. Bosley Construction, Inc..
65. Fax dated January 9, 2001, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's fax to the West Virginia State Tax Department requesting Release for Final Settlement--J C Bosley Construction, Inc., for Contract No. 2.
66. Copy of a fax dated January 10, 2001, to Mineral Wells PSD; Russ Henderson, RUS; Lou Morgan Builders; and J.C. Bosley Construction from Dominick P. Cerrone enclosing a copy of the punch list for the Office and Maintenance Buildings.
67. Letter dated January 10, 2001, to Bill Byers from Dominick P. Cerrone, Cerrone Associates, Inc., enclosing the original system maps and stating larger copies of the system map will be forthcoming.
68. Letter dated January 10, 2001, to Public Service Districts and PSD Board Members and Other Interested Parties from Amy L. Swann, Director, Water and Wastewater Division, Public Service Commission of West Virginia, stating that a Mandatory Board Members Seminar will be held on February 16 and 17, 2001, at the Blennerhassett Hotel in Parkersburg, West Virginia.
69. Copy of a letter dated January 11, 2001, to Marcia B. Hill, Utilities Division, Public Service Commission of West Virginia, from Margaret Batten enclosing three signed copies of tariff P.S.C. W.Va. No. 6 reflecting rates approved by Recommended Decision of December 15, 2000, which became a final order on January 4, 2001.
70. Copy of a letter dated January 11, 2001, to the WV Municipal Bond Commission from Margaret Batten enclosing check no. 27579 in the amount of \$16,852.52 for bond payments to the following accounts: MIW-S-1-97-R-WO-06 Sewer 97 Revenue, MIW-S-1-95-X-WO-06 Sewer 95 Revenue, MIW-S-2-95-X-WO-06 Sewer 95 Reserve, and MIW-S-1-85-B-WO-06 Sewer 85-B Revenue. Check no. 25602 in the amount of \$1,592.00 was also enclosed as a bond payment to account MIW-W-1-69-X-WO-06 Water Revenue.

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71. Copy of correspondence instructions dated January 11, 2001, to Paula Ingraham from Nellie Radcliff returning Ms. Ingraham' uncashed check in the amount of \$133.48.
72. Letter dated January 11, 2001, to the Mineral Wells Public Service District 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., for Contract #2.
73. Fax dated January 12, 2001, from Union Williams PSD containing the agenda for the January 24, 2001, meeting of the Wood County PSD Association.
74. Copy of a letter dated January 12, 2001, to Sandra Squire, Executive Secretary, Public Service Commission, from Jerald D. Spears expressing the District's appreciation to Joe Marakovits and Sean Ireland for their excellent work in helping the District obtain a sewer rate increase.
75. Copy of a letter dated January 12, 2001, to Sean P. Ireland, Utility Analyst I, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of the letter dated January 12, 2001, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Jerry Spears expressing appreciation for the work of Mr. Ireland and Mr. Marakovits.
76. Copy of a letter dated January 12, 2001, to Joe Marakovits, Technical Analyst III, Public Service Commission of West Virginia, from Margaret Batten enclosing a copy of the letter dated January 12, 2001, to Sandra Squire, Executive Secretary, Public Service Commission of West Virginia, from Jerry Spears expressing appreciation for the work of Mr. Ireland and Mr. Marakovits.
77. Fax dated January 12, 2001, to the **PARKERSBURG NEWS** from Margaret Batten enclosing a notice to be published in the newspaper on or before January 15, 2001, relative to the District's regular monthly board meeting to be held on January 18, 2001.
78. Fax dated January 12, 2001, to the **PARKERSBURG SENTINEL** from Margaret Batten enclosing a notice to be published in the newspaper on or before January 15, 2001, relative to the District's regular monthly board meeting to be held on January 18, 2001.
79. Letter dated January 12, 2001, to the Mineral Wells PSD from Ralph W. Bassett, Jr., Certified Public Accountant, requesting the opportunity to provide accounting services to the District.
80. Letter dated January 12, 2001, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for the District's files approved copies of Change Order No. 7 to Contract 1 and Change Order No. 8 to Contract 2.

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81. Fax dated January 15, 2001, to Bill Byers from Manning Frymier, P.E., Cerrone Associates, Inc., relative to sewer taps on the District's Force Mains,
82. Business Memo dated January 15, 2001, to Margaret Batten from John Padden, III, Reagle & Padden, Inc., enclosing an application to be completed for renewal of the District's Public Official Liability Policy.
83. Copy of a letter dated January 15, 2001, to Mr. John Nehr, Keddal Aerial Mapping, from Dave Fueg, Assistant Engineer, Cerrone Associates, Inc., giving authorization to perform aerial photography for the proposed Stephens Fork, Limestone Ridge Water Extension Project.
84. Fax dated January 16, 2001, to the **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper regarding a special board meeting to be held on January 19, 2001, at 1 p.m.
85. Fax dated January 16, 2001, to the **PARKERSBURG SENTINEL** from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper regarding a special board meeting to be held on January 19, 2001, at 1 p.m.
86. Fax dated January 16, 2001, to Dominick Cerrone, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the proposal from Miller Communications for the new phone system versus moving the old phone system.
87. Fax dated January 16, 2001, to Randy Cole, Cerrone Associates, Inc., from Margaret Batten enclosing an invoice from Miller Communications to be included in the next requisition for the Water System Improvements Project.
88. Fax dated January 16, 2001, to Margaret Batten from Peggy Musilli, WV State Tax Department, enclosing a Certificate of Release of Final Payment for J. C. Bosley Construction, Inc., Contract #2.
89. Fax dated January 16, 2001, to Randy Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Certification of Release of Final Payment for J. C. Bosley Construction, Inc., for Contract #2 from the West Virginia State Tax Department.
90. Fax dated January 16, 2001, to Bill Byers from Jim Ruckman, Cerrone Associates, Inc., enclosing a list of internal pipeline TV inspection and cleaning contractors.
91. Fax dated January 16, 2001, to Diane Wolfe, Bowles Rice McDavid Graff & Love, from

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Margaret Batten enclosing a copy of Modification of Agreement for R. G. Matheny and Kathleen H. Matheny easement.

92. Fax dated January 16, 2001, to the Mineral Wells PSD from Alan L. Shreve, P.E., Rover Construction, Inc., quoting prices to clean and video existing sewer lines.
93. Fax dated January 16, 2001, to Russ Henderson, Rural Utilities Service, Mineral Wells PSD, J. C. Bosley Construction, and Lou Morgan Builders from Dominick P. Cerrone, Cerrone Associates, Inc., stating that the final walk through for Contract 4, Contract 1, and Contract 2 will be held on January 19, 2001, beginning at 10 a.m.
94. Fax dated January 16, 2001, to Bill Byers from Bill Jarvis, IVS Environmental Services, Inc., quoting prices to video existing sewer lines.
95. Letter dated January 16, 2001, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for signature copies of the Status Inquires for Contracts 1 and 2 received from Bosley Construction's bonding company.
96. Letter dated January 16, 2001, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., for review and approval five copies each of Change Order No. 8 - Contract No. 1, Change Order No. 9 - Contract No. 2, and Change Order No. 8 - Contract No. 4.
97. Letter dated January 17, 2001, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and approval four copies each of Requisition No. 16 for the District's Water System Improvements Project and the Rockport Water Extension Project.
98. Fax dated January 17, 2001, to Jason Balis, West Virginia Department of Highways, from Margaret Batten enclosing a copy of a letter dated January 17, 2001, from Steven Wallis, Merchants 5 Star Inc. quoting a price for moving the office portion of the District's facility.
99. Fax dated January 18, 2001, to Becky, Advertising, **PARKERSBURG NEWS & SENTINEL**, from Linda Church enclosing a copy of 2 column by 3 inch display ad stating that the District is moving its facilities to its new location.
100. Fax dated January 18, 2001, to Anna, Easton Printing, from Margaret Batten enclosing a copy of one of the District's business envelopes to be used as a pattern for printing an order off 2500 envelopes.