

MINUTES OF A REGULAR MEETING OF THE  
PUBLIC SERVICE BOARD OF THE MINERAL  
WELLS PUBLIC SERVICE DISTRICT HELD  
THURSDAY, JANUARY 15, 2004 AT 5:00 P.M. IN  
THE DISTRICT'S OFFICE LOCATED AT  
MINERAL WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:00 p.m. He asked everyone present to sign the attendance roster. Charles Stewart; Roy L. Radabaugh, Treasurer; James P. Lett, Secretary; R. Shayne Brabham, Operations Manager; Margaret Batten, Office Manager; Nellie Radcliff, Office Clerk; William Byers, Operations Technician and Steven Hardman, Bowles Rice McDavid Graff and Love, PLLC, were present.

The first order of business was the re-election of officers of the Board of Commissioners. Mr. Radabaugh made a motion that the Commissioners hold the same office in 2004 as was held in 2003. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Hardman was present to address the Board concerning the status of the Sycamore, Limestone, Stephens Fork Water Extension Project. He feels the District should have the approval of the Bond Resolution from Rural Utilities Services by the end of January 2004. The project should go to bid by the 1<sup>st</sup> of March 2004 and the closing by the end of March, construction should begin around April 1<sup>st</sup>, 2004. Mr. Hardman is to check with Mr. Frymier, Cerrone Associates, Inc., about the number of easements that need to be signed, he is to contact Shayne on January 16, 2004, concerning this matter. This concluded Mr. Hardman's report and he excused himself from the rest of the meeting.

Mr. Lett made a motion that the Minutes of December 18, 2003 be approved as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement dated December 31, 2003, for All Finances, as presented (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement dated December 31, 2003, for Water Revenue Fund Checking Account as presented (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement dated December 31, 2003, for the Sewer Revenue Fund Checking Account as presented (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 28301 thru 28339 written between December 18, 2003 and January 15, 2003 on the Water Revenue Fund Checking Account (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

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Mr. Radabaugh made a motion to approve check numbers 29998 thru 30050 written on the Sewer Revenue Fund Checking Account (copies attached) between December 19, 2003 and January 14, 2004. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 28340 thru 28360 written between December 19, 2003 and January 14, 2004 on the Water Revenue Fund Checking Account (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 30037 thru 30050 written between December 19, 2003, and January 14, 2004, on the Sewer Revenue Fund Checking Account (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve Payroll check numbers 01160 thru 01175 written between December 19, 2003 and January 15, 2004 on the Sewer Revenue Fund Checking Account (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve Requisition No. 3 for the Dover Drive/Dechlorination Project in the amount of \$82,238.80. Mr. Lett seconded the motion. The motion passed unanimously.

After Change Order No. 8 for the I-77 Rest Area Project was reviewed, Mr. Radabaugh made a motion to approve it as presented. Mr. Lett seconded the motion. The motion passed unanimously.

The following letters were reviewed for discussion.

Letter 6 - Letter dated December 16, 2003, to Charles M. Stewart from Aliyn G. Turner, Director, West Virginia Department of Environmental Protection, Division of Water and Waste Management, containing the District's National Pollutant Discharge Elimination System Water Pollution Control Permit effective January 15, 2004.

Letter 7 - Letter dated December 18, 2003, to Margaret Batten from Michael W. McNulty, Executive Director, West Virginia Rural Water Association, stating that the District's voting membership dues are payable by February 1, 2004. Mr. Radabaugh made a motion to pay \$580.46 membership dues. Mr. Lett seconded the motion. The motion passed unanimously.

Letter 41 - Letter dated January 9, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing three copies of Requisition No. 3 for the Dover Drive Sewer Replacement/WWTP Dechlorination Project to be signed by Mr. Stewart and forwarded on to Carrie Grimm, WV Revolving Loan Fund, for further processing. Mr. Radabaugh made a motion authorizing Mr. Stewart to sign Requisition No. 3 for the Dover Drive Sewer

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Replacement/WWTP Dechlorination Project. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Requisition No. 3.

Letter 42 - Letter dated January 9, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing two copies of the completed West Virginia State Revolving Fund DBE Quarterly Reporting Form for the Federal Quarter that ended December 31, 2003, for the Dover Drive Sewer Replacement/Dechlorination Project.

Letter 43 - Letter dated January 12, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing four copies of Change Order No. 8 to R & R Pipeline, Inc. for the I-77 Rest Area Sewer Extension Project for review and signature. Mr. Radabaugh made a motion to accept Change Order No. 8 to R & R Pipeline, Inc. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Change Order No. 8.

Mrs. Batten had nothing else to discuss.

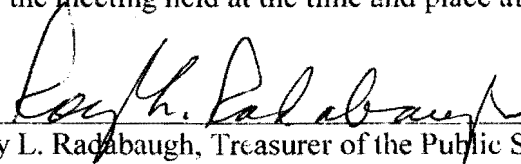
Mr. Brabham reported on several items that the District is working on. He had been informed that the core drilling would take place on the Boice Tank Site before the Project goes to bid. Specialty Piping is making progress on the 215 Dover Sewer repair. They hope to be finished in approximately two weeks. Specialty Piping has gone over budget and will be needing more money. Department of Environmental Protection said they will review the budget before authorizing additional money for the by-pass road that Specialty Piping built for the residents on Dover Drive. Cerrone Associates, Inc., did not approve a by-pass road to be constructed.

Mr. Bosley - owner of Oakes Trailer Park - has been working on the corrections that needed to be made for the run-off going into the District's sewer system.

All business having been completed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart adjourned the meeting at 6:30 p.m.

CERTIFICATION

I, Roy L. Radabaugh, Treasurer 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.



Roy L. Radabaugh, Treasurer of the Public Service Board of  
the Mineral Wells Public Service District, Mineral Wells,  
West Virginia

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
JANUARY 31, 2004**

**CHECKING ACCOUNT**

Water Revenue Fund Checking Account	
WesBanco Bank	\$ 664.00
Sewer Revenue Fund Checking Account	
WesBanco Bank	36,225.15
Series 2003A Bonds Construction Fund Checking	
WesBanco Bank	<u>263.28</u>

**TOTAL IN CHECKING ACCOUNTS:** **\$ 37,152.43**

**WATER ACCOUNTS**

Depreciation Reserve Account	
WesBanco Bank	\$12,507.95
Revenue Reserve Account	
WesBanco Bank	29,214.16
Revenue Reserve Account-Sams Creek/Chesterville	
WesBanco Bank	17,322.91
Revenue Reserve Account-Rockport	
WesBanco Bank	4,704.43
Depreciation Reserve Account-Rockport	
WesBanco Bank	4,704.63
Revenue Reserve Account-Water Improvement	
WesBanco Bank	14,140.21
Depreciation Reserve Account-Water Improvement	
WesBanco	14,142.56
Sycamore Run-Limestone Tap Fees	
WesBanco Bank	32,088.19
Sycamore Run-Limestone Security Deposits	
WesBanco Bank	15,944.59
Security Deposit Account	
WesBanco Bank	<u>21,266.04</u>

**TOTAL IN WATER ACCOUNTS:** **\$166,035.67**

**SEWER ACCOUNTS**

Repair and Replacement Account	
WesBanco Bank	\$72,417.97
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market-WesBanco Bank	30,813.75
Security Deposit Account	
WesBanco Bank	<u>18,962.27</u>

**TOTAL IN SEWER ACCOUNTS:** **\$122,193.99**

**TOTAL ALL FINANCES, JANUARY 31, 2004** **\$325,382.09**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
WATER REVENUE FUND CHECKING ACCOUNT  
JANUARY 31, 2004**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, DECEMBER 31, 2003**

**\$ 7,949.55**

**RECEIPTS:**

Water Sales	\$57,438.37
Water Buffalo Sales	572.75
Tap Fees	300.00
Reggie Grimmitt-Reimbursement-Meters	170.00
AT&T Wireless Rebate	25.00
WV DEP Posting Error	800.00
Melissa Hoover NSF Check Re-deposit	100.00
William Lowther Line Extension	1,037.21
Gene' Septic Tank-Pit Risers	28.47
Security Deposit Refunds	813.68
Reconnection Fees	<u>80.00</u>

**TOTAL RECEIPTS:**

**\$61,365.48**

**CASH AVAILABLE:**

**\$69,315.03**

**EXPENDITURES:**

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	3,025.95
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	334.00
WesBanco Bank-Parkersburg	314.00
WesBanco Bank-Parkersburg	1,004.00
WV Department of Tax & Revenue	556.41
WV Public Employees Retirement System	1,624.29
Salaries	6,871.98
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	1,402.50
Bureau of Child Support	119.02
U. S. Postal Service	197.33
AT&T-State Calling Service	5.09
Action Answering Service Plus	42.50
Midwest Pipe & Supply	945.49
Miss Utility of WV Inc.	6.87
Miller Communications	15.00
Telepage Communications System	8.95
Water Environmental Testing	81.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT-WATER-JANUARY, 2004  
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BP Credit Card Center	299.98
Mineral Wells Public Service District	1,250.09
Cutlip-Warner Development Co.	7,362.23
Dominion Hope	291.21
Hardman Supply Company	39.79
Ohio Valley Muffler & Brake	115.47
Parkersburg Office Supply	57.75
Cintas	125.33
C. I. Thornburg	1,784.93
Claywood Park PSD	13,751.32
Cardholder Service	54.28
AZ Commercial	1.99
Bosley Rental & Supply Inc.	37.25
Conner Cleaning Service	109.00
Ralph Holbert	48.00
Ashley Tallman	37.75
Richard Jones	34.40
Carrie E. Keefer	41.84
Hughes Supply, Inc.	2,370.00
Chad Ludwig	50.27
Devin Mc Creery	22.73
Robert J. Tatanish	50.28
Robert E. Dowler	54.19
Fasteners & Supply, Inc.	26.75
Kenneth & Connie Casto	9.67
Premier Realtors	33.67
Rex Boise	50.34
WV Rural Water Association	325.38
WV Workers Compensation	886.82
Raymond Fordyce	50.45
Irene West	51.49
Verizon	114.17
Westfield Group	2,042.08
Westco Internet	<u>9.25</u>

**TOTAL EXPENDITURES:**

**\$68,651.03**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,  
 JANUARY 31, 2004**

**\$ 664.00**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
SEWER REVENUE FUND CHECKING ACCOUNT  
JANUARY 31, 2004**

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, DECEMBER 31, 2003**

**\$30,806.18**

**RECEIPTS:**

Sewer Sales	\$50,524.86
AT&T Wireless Rebate	25.00
Farm Family Insurance-GMC Truck Accident Refund	424.64
WV DEP Reimbursement-Dover Project	800.00
WV DOH Reimbursement-Rest Area Requisition	26,283.14
WV DOH Reimbursement-Rest Area Requisition	80.00
Security Deposit Refunds	<u>704.80</u>

**TOTAL RECEIPTS:**

**\$78,842.44**

**CASH AVAILABLE:**

**\$109,648.62**

**EXPENDITURES:**

Municipal Bond Commission	\$ 16,852.52
WesBanco Bank-Parkersburg	1,408.61
WesBanco Bank-Parkersburg	2,888.72
Salaries	6,544.39
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	1,271.82
WV Public Employees Retirement System	1,534.08
WV Dept. of Tax & Revenue	549.59
Bureau for Child Support	71.68
U. S. Postal Service	197.32
AT&T - State Calling Service	5.08
Action Answering Service Plus	42.50
Miss Utility of WV Inc.	6.88
BP Credit Card Center	299.97
Cutlip-Warner Development Co.	25.00
Miller Communications	15.00
Ohio Valley Muffler & Brake	115.48
Telepage Communications System	8.95
Water Environmental Testing	260.00
WV Workers' Compensation	814.83
WV DEP	525.00
Cerrone Associates, Inc.	1,118.00
R & R Pipeline, Inc.	25,085.14
State Electric Supply Co., Inc.	33.17
Wilbert Mullen	17.29

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT-SEWER-JANUARY, 2004  
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WV Rural Water Association	255.08
WV State Emergency Response	75.00
AZ Commercial	1.98
Bosley Rental & Supply, Inc.	37.25
Conner Cleaning Service	179.00
Meleah Howell	59.32
Richard Collins	5.70
Ashley Tallman	42.19
Richard Jones	37.02
Tracy L. Crites	13.53
Carrie E. Keefer	45.56
Mary Horton	4.03
Robert J. Tatanish	50.28
Chad Ludwig	50.27
Hubert D. Dye	50.26
Devin Mc Creery	31.53
Gene's Septic Tank Cleaning	70.00
Deborah Kent	1,056.51
Cintas	125.32
Sullivan Inc.	97.27
Trombold Equipment Co. Inc.	1,001.31
Cardholder Services	54.29
Verizon	534.21
Westfield Group	2,954.48
Allegheny Power	4,832.27
Hardman Supply Company	88.26
Mineral Wells Public Service District	428.15
Dominion Hope	291.22
Parkersburg Office Supply	57.78
Johnstone Supply	67.77
Fasteners & Supply Inc.	26.75
USA Blue Book	539.49
C. I. Thornburg	12.00
WWT Electric	345.60
Wesbanco Bank-Deposit Ticket Charge	15.02
Westco Internet	<u>9.25</u>

**TOTAL EXPENDITURES:**

**\$73,423.47**

**BALANCE IN SEWER CHECKING ACCOUNT,  
 WESBANCO BANK, JANUARY 31, 2004**

**\$36,225.15**



**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
JANUARY 15, 2004**

**CHECKS WRITTEN BETWEEN DECEMBER 19, 2003, AND JANUARY 14, 2004**

<b>CHECK NO.</b> 29998	U S Postal Service	\$ 77.60
29999	Mineral Wells PSD	579.38
30000	Allegheny Power	2,871.29
30001	Auto Fleet & Industrial Supply	105.95
30002	Bureau for Child Support	52.33
30003	Daugherty Supply	2.54
30004	Dominion Hope	193.09
30005	Steve & Roxane Cockerham	50.30
30006	Crystal L Schultz	50.35
30007	Toby Daggett	50.67
30008	Philip E McDaniel	44.48
30009	Conrad Johnson	50.28
30010	Lesa Layner	50.28
30011	Gene's Septic Tank Cleaning	625.00
30012	Hardman Supply Company	199.98
30013	James R Lett	125.00
30014	Mullen Motors	159.64
30015	Ohio Valley Muffler & Brake	10.48
30016	Parkersburg Office Supply	57.80
30017	Roy L Radabaugh	125.00
30018	Cintas	130.87
30019	Charles M Stewart	125.00
30020	C I Thornburg	112.00
30021	WesBanco Bank-Parkersburg	1,517.93
30022	WV Dept of Tax & Revenue	556.87
30023	WV Public Employees Retirement	1,566.55
30024	Fasteners & Supply Inc	62.94
30025	Haul Away Trash L.L.C.	15.00
30026	Ohio Valley Muffler & Brake	6.00
30027	C I Thornburg	6.49
30028	Westco Internet	9.25
30029	Action Answering Service Plus	37.32
30030	AT&T Wireless Services	51.31
30031	Innovative Business Products	114.14
30032	R D Wilson Sons & Co Clkg	28.09
30033	AT&T - State Calling Service	5.08
30034	Miss Utility of WV Inc	6.88
30035	Miller Communications	15.00
30036	Municipal Bond Commission	16,852.52

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
JANUARY 15, 2004  
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**CHECKS WRITTEN BETWEEN DECEMBER 19, 2003, AND JANUARY 14, 2004  
(Continued)**

<b>CHECK NO.</b> 30037	Ohio Valley Muffler & Brake	\$ 115.48
30038	Telepage Communications System	8.95
30039	Water Environmental Testing	260.00
30040	WV Public Employees Ins Agency	1,271.82
30041	WV Workers Compensation	814.83
30042	WV DEP	525.00
30043	BP Credit Card Center	299.97
30044	Bureau for Child Support	36.82
30045	Cerrone Associates Inc	1,118.00
30046	Mineral Wells PSD	80.00
30047	R & R Pipeline, Inc	25,085.14
30048	State Electric Supply Co Inc	33.17
30049	WesBanco Bank-Parkersburg	1,442.22
30050	Wilbert Mullen	17.29

**PAYROLL CHECKS WRITTEN BETWEEN  
DECEMBER 19, 2003, AND JANUARY 15, 2004**

<b>CHECK NO.</b> 01160	Todd R Anderson	\$ 758.00
01161	Margaret J Batten	1,013.39
01162	Richard Shayne Brabham	1,060.80
01163	William H Byers, Jr	987.24
01164	Linda K Church	921.77
01165	Russell P Hanna	977.94
01166	Mark K Murphy	593.99
01167	Nellie B Radcliff	831.76
01168	Todd R Anderson	640.08
01169	Margaret J Batten	932.06
01170	Richard Shayne Brabham	920.89
01171	William H Byers, Jr	942.62
01172	Linda K Church	859.99
01173	Russell P Hanna	853.61
01174	Mark K Murphy	635.72
01175	Nellie B Radcliff	790.35

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING ACCOUNT  
JANUARY 15, 2004**

**CHECKS WRITTEN BETWEEN DECEMBER 19, 2003, AND JANUARY 14, 2004**

<b>CHECK NO.</b> 28301	James Riggs - Ray Riggs	\$ 1,089.90
28302	U S Postal Service	77.59
28303	Mineral Wells PSD	242.02
28304	Allegheny Power	16.00
28305	Bureau For Child Support	43.02
28306	Cutlip-Warner Development Co	1,117.00
28307	Daugherty Supply Co Inc	2.54
28308	Dominion Hope	193.09
28309	Steve& Roxane Cockerham	50.30
28310	Crystal L Schultz	50.35
28311	Toby Daggett	50.67
28312	Philip E McDaniel	44.86
28313	Joseph A Sindledecker	15.61
28314	Conrad Johnson	50.28
28315	Hardman Supply Company	45.24
28316	Mullen Motors	159.64
28317	Mineral Wells PSD	3,932.41
28318	Midwest Pipe & Supply	1,880.24
28319	Ohio Valley Muffler & Brake	10.47
28320	Parkersburg Office Supply	57.78
28321	Rural Development Admn.	2,112.00
28322	Cintas	130.88
28323	C I Thornburg	268.72
28324	USDA-Rural Development	3,140.00
28325	Hughes Supply, Inc.	24.50
28326	WesBanco Bank-Parkersburg	1,619.46
28327	WV Dept of Tax & Revenue	583.13
28328	WV Public Employees Retirement	1,696.99
28329	WesBanco-Water Res-Sams-CV	314.00
28330	Claywood Park PSD	13,639.55
28331	Cutlip-Warner Development Co	225.00
28332	Fasteners & Supply Inc	62.95
28333	Haul Away Trash L.L.C.	15.00
28334	Ohio Valley Muffler & Brake	6.00
28335	C I Thornburg	885.00
28336	Westco Internet	9.25
28337	Action Answering Service Plus	37.33
28338	AT&T Wireless Services	51.31
28339	Innovative Business Products	114.14

**MINERAL WELL PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING ACCOUNT  
JANUARY 15, 2004  
PAGE 2**

**CHECKS WRITTEN BETWEEN DECEMBER 19, 2003, AND JANUARY 14, 2004  
(Continued)**

<b>CHECK NO.</b> 28340	R D Wilson Sons & Co Clkg	\$ 28.09
28341	AT&T - State Calling Service	5.09
28342	Miss Utility of WV Inc	6.87
28343	Miller Communications	15.00
28344	Municipal Bond Commission	1,592.00
28345	Ohio Valley Muffler & Brake	115.47
28346	Telepage Communications System	8.95
28347	USDA-Rural Development	3,325.00
28348	USDA-Rural Development	10,040.00
28349	Hughes Supply, Inc	2,370.00
28350	WV Public Employees Ins Agency	1,402.50
28351	WV Workers Compensation	886.82
28352	WesBanco Bank-Parkersburg	110.00
28353	WesBanco Bank-Parkersburg	167.00
28354	WesBanco Bank-Parkersburg	167.00
28355	WesBanco Bank-Parkersburg	502.00
28356	WesBanco Bank-Parkersburg	502.00
28357	BP Credit Card Center	299.98
28358	Bureau For Child Support	58.53
28359	Mineral Wells PSD	3,301.21
28360	WesBanco Bank-Parkersburg	1,441.80

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**DECEMBER 19, 2003 - JANUARY 15, 2004**

1. **THE PIPELINE**, a bi-monthly publication of the Public Service Commission of West Virginia dated November-December, 2003, Issue 6, Volume 1.
2. **Safe & Sound**, a publication of the West Virginia Workers' Compensation Commission dated Fourth Quarter, 2003.
3. **etc NEWSLINE**, a publication of the West Virginia Environmental Training Center dated January 2004 containing the 2004 schedule of training classes.
4. **etc**, a publication of the West Virginia Environmental Training Center, containing information and registration form for Water System Security Workshop scheduled for January 22, 2004, in Fairmont, WV, and February 3, 2004, in New Martinsville, WV.
5. Memorandum dated December 15, 2003, to Tier Two Reporting Entities from Stephen S. Kappa, Chairman WV SERC, 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, 2004.
6. \*\*\*\*Letter dated December 16, 2004, to Charles M. Stewart from Allyn G. Turner, Director, West Virginia Department of Environmental Protection, Division of Water and Waste Management, containing the District's National Pollutant Discharge Elimination System Water Pollution Control Permit effective January 15, 2004.
7. \*\*\*\*Letter dated December 18, 2003, to Margaret Batten from Michael W. McNulty, Executive Director, West Virginia Rural Water Association, stating that the District's voting membership dues are payable by February 1, 2004.
8. Copy of a letter dated December 19, 2003, to Carrie Grimm, ERSII, WV Department of Environmental Protection, Division of Water and Waste Management, from Margaret Batten containing three signed copies of Requisition No. 2 to the Dover Drive/Dechlorination Project.
9. Copy of a letter dated December 22, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten containing two copies of Addendum No. 2 to the Engineering Agreement with Cerrone Associates, Inc. for the I-77 Rest Area Sewer Extension for his review and approval.
10. Copy of a letter dated December 22, 2003, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing a signed copy of Addendum No. 2 to I-77 Rest Area Sewer Extension Project and a copy of the District's letter to Jesse Sheppard, WV DOH, enclosing two copies of Addendum No. 2 for his approval.

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
**JANUARY 15, 2004**  
**PAGE 2**

11. Fax dated December 19, 2003, to Nancy Stump from Nellie Radcliff containing an account card to be completed and returned along with a one hundred dollar security deposit.
12. Copy of a letter dated December 22, 2003, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten containing an original and four copies of the District's Invoice Partial Bill No.12 in the amount of \$26,283.14 for the I-77 Rest Area Sewer Extension Project.
13. Notice of Cancellation or Nonrenewal of the District's Public Officials Liability Insurance Policy dated December 22, 2003, from JWF Specialty Company issued through Columbia Casualty Company. John Padden said that this policy will be replaced with one from another company.
14. Form letter dated December 23, 2003, to the District from the Office of the Wood County Clerk enclosing a copy of the right-of-way easement from William D. and Julie A. Wilson stating that a copy cannot be recorded.
15. Copy of a letter dated December 24, 2003, to James Riggs, Ray Riggs, and David Chambers from Margaret Batten enclosing District Check No. 28301 in the amount of \$1,089.90 as reimbursement for connecting Matthew Chambers to the Riggs' water line extension that was installed in 1995.
16. Letter dated December 24, 2003, to Charles Stewart from Carrie L. Grimm, ERSII, State Revolving Fund Program, West Virginia Department of Environmental Protection, enclosing a WVDEP M/WBE Quarterly Reporting Form with instructions that a completed form must be done and submitted within twenty days after the end of each Federal fiscal quarter for SRF Project No. C-544373.
17. Fax dated December 29, 2003, to Ann Knight, Cam Spray Inc., from Linda Church enclosing copies of necessary documents pertinent to the return of materials shipped to the District by Cam Spray but not ordered by the District.
18. Copy of a letter dated December 29, 2003, to Terry Romine, Project Manager, Specialty Piping Corporation, from Manning Frymier, P.E., Cerrone Associates, Inc., relative to time extension request for the Dover Drive Sewer Replacement Project.
19. Copy of a letter dated December 29, 2003, to Terry Romine, Project Manager, Specialty Piping Corporation, from Manning Frymier, P.E., Cerrone Associates, Inc. rejecting Mr. Romine's request for an additional \$70,000.00 to complete the Dover Drive Sewer Replacement Project. A copy of Mr. Romine's letter of request was also enclosed.

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
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20. Copy of a letter dated December 29, 2003, to Mrs. Rebecca Koreski from Amy L. Swann, Director, Water and Wastewater Division, enclosing Mrs. Koreski's check in the amount of \$124.46 payable to the Mineral Wells Public Service District for Account No. 1-01655-00 with instructions to send all future checks to the District's Office.
21. Letter dated December 30, 2003, to Charles Stewart from Rosalie Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that the second loan reimbursement request in the amount of \$22,615.00 has been approved and that payment will be made by the Treasurer's Office in the near future.
22. Letter dated December 30, 2003, to the District from Dana M. Warren, Inside Claim Representative, Farm Family Insurance Co., requesting that the District contact their office at the earliest convenience regarding the District's claim for damage to its truck by a vehicle owned by F. J. Marion.
23. Fax Memorandum dated December 31, 2003, to Various Loan Recipients from Carrie L. Grimm, ERSII, State Revolving Fund Program, West Virginia Department of Environmental Protection, containing a copy of the West Virginia State Revolving Fund DBE Quarterly Reporting Form.
24. Copy of a letter dated January 2, 2004, to James Duckworth from Margaret Batten enclosing copies of the documents processed for his sewer main extension on Society Hill Road along with an invoice for \$8.49.
25. Copy of a letter dated January 5, 2004, to Wilma Hodge, West Virginia Bureau of Public Health, Environmental Engineering Division, from Margaret Batten enclosing the District's Monthly Operational Report and a copy of its Daily Water Purchase Tally for the month of December 2003.
26. Copy of a letter dated January 5, 2004, to Clarence Cox, Manager, Parkersburg Utility Board, from R. Shayne Brabham containing a copy of the preliminary report on the Parkersburg/Mineral Wells Emergency Interconnection.
27. Fax dated January 6, 2004, to Shayne Brabham from Jim Ruckman, P.S., Cerrone Associates, Inc., containing a copy of a letter dated January 5, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Terry Romine, Project Manager, Specialty Piping, Corporation, responding to Manning Frymier's letter of December 29, 2003, regarding the Dover Drive Sewer Replacement Project and Specialty Piping's request for a time extension and an extra \$70,000.00 to complete the project.

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28. Copy of a hand delivered letter dated January 7, 2004, to Mr. Joseph Miller from Margaret Batten stating that payment of his delinquent water and sewer account must be paid within ten days of the date of the letter to avoid action through the Wood County Magistrate Court.
29. Fax dated January 7, 2004, to Action Answering Service from Nellie Radcliff containing a list of customers whose services were turned off for nonpayment.
30. Copy of a letter dated January 7, 2004, to Terry Romine, Specialty Piping Corporation, from Manning Frymier, P.E., Cerrone Associates, Inc., regarding the lack of progress on the Dover Drive Sewer Replacement Project.
31. Fax dated January 8, 2004, to Randy Cole, Cerrone Associates, Inc., from Margaret Batten enclosing the memo from Carrie Grimm, ERSII, State Revolving Loan Fund, enclosing the WV DEP M/WBE Quarterly Reporting Form.
32. Copy of a letter dated January 8, 2004, to Bill Payne-9379, Wal-Mart Stores, Inc., Bentonville, Arkansas, from Margaret Batten enclosing an invoice in the amount of \$65.00 due to the District for oil and grease testing at the Car Care Center of WalMart Store #2823, Parkersburg, West Virginia.
33. Copy of a letter dated January 9, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the District's 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 2003.
34. Copy of a letter dated January 9, 2004, to the West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, from Linda Church enclosing a copy of the District's WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of December 2003.
35. Copy of a letter dated January 9, 2004, to Steve Cooper, West Virginia Department of Environmental Protection, from Linda Church enclosing a copy of the District's 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 2003.
36. Copy of a letter dated January 9, 2004, to the Office of Water Resources (DNR), Municipal Branch, from Linda Church enclosing a copy of the WV National Pollutant Discharge



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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 2003.

37. Fax dated January 9, 2004, to Terry Romine, Specialty Piping Corporation, from Jim Ruckman, P.S., Cerrone Associates, Inc., stating that a progress meeting for the Dover Drive Sewer Replacement Project will be held on Wednesday, January 14, 2004, at 10 a.m. in the District's Maintenance Garage.
38. Fax dated January 9, 2004, to Ronald Lamp from Nellie Radcliff enclosing a copy of the 2003 history for his rental property on Sharon Street.
39. Fax dated January 9, 2004, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten containing a notice about the January 15, 2004, regular Board meeting to be published in the first available issue of the newspaper.
40. Fax dated January 9, 2004, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten containing a notice about the January 15, 2004, regular Board meeting to be published in the first available issue of the newspaper.
41. \*\*\*\*Letter dated January 9, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing three copies of Requisition No. 3 for the Dover Drive Sewer Replacement/WWTP Dechlorination Project to be signed by Mr. Stewart and forwarded on to Carrie Grimm, WV Revolving Loan Fund, for further processing.
42. \*\*\*\*Letter dated January 9, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing two copies of the completed West Virginia State Revolving Fund DBE Quarterly Reporting Form for the Federal Quarter that ended December 31, 2004, for the Dover Drive Sewer Replacement/Dechlorination Project.
43. \*\*\*\*Letter dated January 12, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing four copies of Change Order No. 8 to R & R Pipeline, Inc. for the I-77 Rest Area Sewer Extension Project for review and signature.
44. Fax dated January 12, 2004, to Larry Edens, Packaged Systems, Inc., from Dave Fueg, Cerrone Associates, Inc., explaining how the alarm system should be installed at the I-77 Lift Station to enable District personnel to remotely determine alarm status.
45. Copy of a letter dated January 13, 2004, to Jeff Wilhelm from Margaret Batten enclosing a deferred payment plan for his delinquent bill for water and sewer service at 120 Mineral Park

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Estates.

46. Copy of a letter dated January 14, 2004, to Lortondata from Linda Church enclosing a disk and an order form for the District's account receivable customer addresses to be updated with Zip + 4.
47. Fax dated January 14, 2004, to Carrie Grimm, ERSII, WV Department of Environmental Protection, from Margaret Batten enclosing copies of the Class I Waste Water Treatment Work Certificates for R. Shayne Brabham, William Byers, and Russell Hanna.
48. Copy of a letter dated January 15, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing one invoice from Gene's Septic Tank Cleaning in the amount of \$625.00 for hauling five loads of sewage from the I-77 Northbound Rest Area to be included in the next requisition for the I-77 Rest Area Project.
49. Copy of a letter dated January 15, 2004, to Manning Frymier, Director of Engineering, Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 30045 in the amount of \$1,118.00 in payment of Requisition No. 5 for the I-77 Rest Area Sewer Extension Project.