

MINUTES OF A REGULAR MEETING OF THE  
PUBLIC SERVICE BOARD OF THE MINERAL  
WELLS PUBLIC SERVICE DISTRICT HELD  
THURSDAY, MARCH 18, 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 R. Lett, Secretary; R. Shayne Brabham, Operations Manager; Margaret Batten, Office Manager; Nellie Radcliff, Office Clerk; and Manning Frymier, P. E. Cerrone Associates, Inc., were present.

Mr. Roy Wright of Stephens Fork had asked to be put on the Agenda but he did not stay for the meeting. He discussed the progress of the Sycamore, Stephens Fork, Limestone Water Extension Project with Mr. Frymier and left before the meeting was called to order.

Mr. Frymier was in attendance to discuss the status of the Sycamore, Stephens Fork, Limestone Water Extension Project and the progress of Dover Drive/ Dechlorination Sewer Project. He informed the Board that the Sycamore, Stephens Fork, Limestone Water Extension Project was starting to move. The Project should be advertised for bid on March 25, 2004 with bid opening day Tuesday, April 27, 2004 at 11:00 a.m. in the District's Office. Cerrone Associates, Inc. recommending that Contract #2 be divided into a 3 contract, making Contract # 1 and Contract # 2 and Contract # 3. The Dover Drive/Dechlorination Sewer Project is also progressing. Dover Drive is completed except for some clean-up work. The asphalt companies will not open until the first of April. Work has started on the Dechlorination Plant.

The Board authorized Mr. Stewart to sign Change Order No. 1 for Specialty Piping Corporation for a 32 day time extension for Dover Drive Sewer Project at the Board Meeting of February 19, 2004, but the Change Order was never received in the District's office. There was a brief discussed concerning this item, then Mr. Frymier excused himself from the rest of the meeting.

Mr. Lett made a motion to approve the Minutes of the February 19, 2004, Board Meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Minutes.

Mr. Radabaugh made a motion to approve the Annual Water Budget for July 1, 2004 thru June 30, 2005. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Annual Sewer Budget for July 1, 2004 thru June 30, 2005. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement dated February 29, 2004 for All Finances (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

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Mr. Radabaugh made a motion to approve the Financial Statement dated February 29, 2004, for Water Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement dated February 29, 2004, for the Sewer Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 28443 thru 28510 written on the Water Revenue Fund Checking Account between February 20<sup>th</sup> and March 17<sup>th</sup> (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to authorize check numbers 28511 thru 28518 written March 18, 2004, on the Water Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 30130 thru 30190 written between February 20<sup>th</sup> and March 17<sup>th</sup> on the Sewer Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to authorize check numbers 30191 thru 30202 written March 18, 2004 on the Sewer Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve Payroll check numbers 01192 thru 01207 written between February 20<sup>th</sup> and March 18<sup>th</sup> on the Sewer Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

The following letters were reviewed and discussed.

Letter 19 - Letter dated March 1, 2004, to the District from Rick Modesitt, President fo Wood County Commission, and Ginny Conley, Wood County Prosecuting Attorney, stating that the Wood County Commission and the Wood County Prosecuting Attorney's Office will be conducting a seminar on Ethics Issues and Open Meeting Law Issues at Parkersburg City Hall, Council Chambers, 2<sup>nd</sup> floor on Monday, March 22, 2004, at 7:00 p.m.

Letter 37 - Fax dated March 8, 2004, to Margaret Batten from D. Wayne Trimble, Trimble & Associates, containing one copy each of the arbitrage rebate calculation for the Series 1995 Sewerage System Refunding Revenue Bond and the Series 1997 Sewerage System Refunding Revenue Bonds along with an invoice in the amount of \$750.00 for the preparation of these calculations.

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Letter 40 - Letter dated March 9, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, enclosing for approval and signature three copies for Requisition No. 5 for the Dover Drive/Dechlorination Project. Mr. Radabaugh made a motion authorizing Mr. Stewart to sign Requisition No. 5 for the Dover Drive/Dechlorination Project. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Requisition No. 5.

Letter 57 - Letter dated March 16, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature five copies of the Certificate of Substantial Completion for Contract 1 of the Dover Drive/Dechlorination Project. Mr. Radabaugh made a motion authorizing Mr. Stewart to sign the Certificate of Substantial Completion for Contract 1 of the Dover Drive/Dechlorination Project. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the Certificate of Substantial Completion.

Letter 59 - Letter dated March 16, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature three copies of the State Revolving Loan Fund Priority List Fact Sheet for the District's proposed Sewage Gravity Collection System for the Fairgrounds and 4-H Campgrounds. Mr. Radabaugh made a motion authorizing Mr. Stewart to sign the State Revolving Loan Fund Priority List Fact Sheet. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the document.

Letter 69 - Letter dated March 18, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature five copies of the revised Certificate of Substantial Completion for Contract 1 of the Dover Drive/Dechlorination Project. Mr. Radabaugh made a motion authorizing Mr. Stewart to sign the Certificate of Substantial Completion for Contract 1. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the Certificate of Substantial Completion for Contract No. 1.

Letter 70 - Letter dated March 18, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature two copies of the completed Request for Release of Final Settlement from the State Tax Department for both Specialty Piping's Contracts. Mr. Radabaugh made a motion authorizing Mr. Stewart to sign the completed Request for Release of Final Settlement from the State Tax Department. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the completed Request for Release of Final Settlement for the State Tax Department.

Mrs. Batten presented two (2) original copies of Contract of Engagement for Bowles Rice McDavid Graff & Love to serve as bond counsel for the District's proposed issuance of Water Revenue Bonds, Series 2004A from the WV Water Development Authority. Mr. Radabaugh made a motion authorizing Mr. Stewart sign the Contract of Engagement. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the Contract of Engagement.

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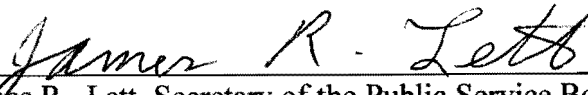
Mr. Brabham reported that the District is going to have to repair the waterline on Paddle Run again. A slip that was suppose to be contained has broken loose again and taken the line out. He has an estimate from R & R Pipeline for a directional bore for \$1,500.00. Mr. Radabaugh made a motion to approve the estimate. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Brabham reported that the men in the Maintenance Department would like more compensation for carrying the pager. The Board said they would take this under consideration.

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 7:15 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.

  
\_\_\_\_\_  
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  
FEBRUARY 29, 2004**

**CHECKING ACCOUNT**

|   |               |
|---|---------------|
| Water Revenue Fund Checking Account           |               |
| WesBanco Bank                                 | \$ 576.93     |
| Sewer Revenue Fund Checking Account           |               |
| WesBanco Bank                                 | 28,911.04     |
| Series 2003A Bonds Construction Fund Checking |               |
| WesBanco Bank                                 | <u>263.28</u> |

**TOTAL IN CHECKING ACCOUNTS: \$ 29,751.25**

**WATER ACCOUNTS**

|   |                  |
|---|------------------|
| Depreciation Reserve Account                    |                  |
| WesBanco Bank                                   | \$12,617.95      |
| Revenue Reserve Account                         |                  |
| WesBanco Bank                                   | 29,214.16        |
| Revenue Reserve Account-Sams Creek/Chesterville |                  |
| WesBanco Bank                                   | 17,636.91        |
| Revenue Reserve Account-Rockport                |                  |
| WesBanco Bank                                   | 4,871.43         |
| Depreciation Reserve Account-Rockport           |                  |
| WesBanco Bank                                   | 4,871.63         |
| Revenue Reserve Account-Water Improvement       |                  |
| WesBanco Bank                                   | 14,642.21        |
| Depreciation Reserve Account-Water Improvement  |                  |
| WesBanco  | 14,644.56        |
| Sycamore Run-Limestone Tap Fees                 |                  |
| WesBanco Bank                                   | 32,288.19        |
| Sycamore Run-Limestone Security Deposits        |                  |
| WesBanco Bank                                   | 16,044.59        |
| Security Deposit Account                        |                  |
| WesBanco Bank                                   | <u>20,936.93</u> |

**TOTAL IN WATER ACCOUNTS: \$167,768.56**

**SEWER ACCOUNTS**

|                                       |                  |
|---------------------------------------|------------------|
| Repair and Replacement Account        |                  |
| WesBanco Bank                         | \$73,754.14      |
| Reserve for Grinder Pump Maintenance  |                  |
| Prime Rate Money Market-WesBanco Bank | 30,839.85        |
| Security Deposit Account              |                  |
| WesBanco Bank                         | <u>18,840.71</u> |

**TOTAL IN SEWER ACCOUNTS: \$123,434.70**

**TOTAL ALL FINANCES, FEBRUARY 29, 2004 \$320,954.51**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
WATER REVENUE FUND CHECKING ACCOUNT  
FEBRUARY 29, 2004**

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

**\$ 664.00**

**RECEIPTS:**

|   |                 |
|---|-----------------|
| Water Sales                                 | \$52,421.75     |
| Water Buffalo Sales                         | 562.75          |
| Reconnection Fees                           | 100.00          |
| Reimbursement-Meters-Reggie Grimmatt        | 170.00          |
| Reimbursement-William Wilson Line Extension | 88.76           |
| Tap Fees                                    | 300.00          |
| Security Deposit Refunds                    | <u>1,183.38</u> |

**TOTAL RECEIPTS:**

**\$54,826.64**

**TOTAL CASH AVAILABLE:**

**\$55,490.64**

**EXPENDITURES:**

|                                       |             |
|---------------------------------------|-------------|
| Municipal Bond Commission             | \$ 1,592.00 |
| Rural Economic & Development          | 5,252.00    |
| USDA-Rural Development                | 13,365.00   |
| WesBanco Bank-Parkersburg             | 110.00      |
| WesBanco Bank-Parkersburg             | 314.00      |
| WesBanco Bank-Parkersburg             | 334.00      |
| WesBanco Bank-Parkersburg             | 1,004.00    |
| WesBanco Bank-Parkersburg             | 2,455.06    |
| Salaries                              | 5,815.84    |
| Commissioner's Salaries               | 125.00      |
| WV Public Employees Retirement System | 1,365.94    |
| WV State Tax Department               | 479.34      |
| WV Public Employees Insurance Agency  | 1,463.65    |
| Bureau of Child Support               | 95.12       |
| U S Postal Service                    | 234.13      |
| AT&T State Calling Service            | 9.56        |
| Action Answering Service Plus         | 42.05       |
| ADT Security Services                 | 48.42       |
| Miss Utility of WV Inc.               | 19.00       |
| Miller Communications                 | 15.00       |
| Telepage Communications System        | 8.95        |

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT-WATER-FEBRUARY, 2004  
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|                                       |                 |
|---------------------------------------|-----------------|
| Water Environmental Testing           | \$ 81.00        |
| Allegheny Power                       | 721.44          |
| AT&T Wireless Services                | 51.25           |
| BP Credit Card Company                | 372.90          |
| Mineral Wells Public Service District | 507.55          |
| Cutlip-Warner Development Co.         | 1,124.88        |
| Dominion Hope                         | 308.22          |
| Ohio Valley Muffler & Brake           | 63.91           |
| Fasteners and Supply                  | 34.77           |
| Claywood Park PSD                     | 13,759.92       |
| AZ Commercial                         | 2.98            |
| Conner Cleaning Service               | 109.00          |
| Verizon                               | 126.03          |
| Haul Away Trash                       | 30.00           |
| Carol Byrd                            | 50.29           |
| Michael N. Oliver                     | 58.98           |
| Eric L.Kent                           | 50.48           |
| Dave and Carol Foulkes                | 6.18            |
| Francis Null                          | 46.15           |
| Ronald H. Frame                       | 51.38           |
| Jean M. Deem                          | 44.92           |
| Clinton D. Doll                       | 42.70           |
| Nathan Hexom                          | 2.47            |
| Stephen W. Burnside                   | 13.32           |
| Jessica L. Mace                       | 20.43           |
| Shari Smith                           | 11.53           |
| Tonda Evans                           | 50.24           |
| Stephanie Slone                       | 50.24           |
| Curtis and Judy Brown                 | 50.24           |
| Daniel M. Bills                       | 50.24           |
| Bryan King                            | 50.24           |
| Hardman Supply Company                | 55.07           |
| Christopher Rairden                   | 25.80           |
| Parkersburg Office Supply             | 29.65           |
| Cintas                                | 104.70          |
| Information Products                  | 201.38          |
| C. I. Thonrburg                       | <u>2,405.17</u> |

**TOTAL EXPENDITURES:**

**\$54,913.71**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, FEBRUARY 29, 2004**

**\$ 576.93**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
SEWER REVENUE FUND CHECKING ACCOUNT  
FEBRUARY 29, 2004**

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, JANUARY 31, 2003** **\$36,225.15**

**RECEIPTS:**

|                             |               |
|-----------------------------|---------------|
| Sewer Sales                 | \$39,935.94   |
| Gene's Septic Tank Cleaning | 70.40         |
| James Duckworth             | 9.34          |
| Tap Fees                    | 300.00        |
| Reconnection Fee            | 20.00         |
| Void Payment-WWTP           | 285.60        |
| Security Deposit Refunds    | <u>975.39</u> |

**TOTAL RECEIPTS:** **\$41,596.67**

**CASH AVAILABLE:** **\$77,821.82**

**EXPENDITURES:**

|                                       |             |
|---------------------------------------|-------------|
| Municipal Bond Commission             | \$19,555.21 |
| WesBanco Bank-Parkersburg             | 1,420.76    |
| WesBanco Bank-Parkersburg             | 2,571.59    |
| Salaries                              | 6,318.58    |
| Commissioners' Salaries               | 125.00      |
| WV Public Employees Insurance Agency  | 1,210.67    |
| WV Public Employees Retirement System | 1,487.42    |
| WV Dept. of Tax & Revenue             | 541.66      |
| Bureau for Child Support              | 95.58       |
| U. S. Postal Service                  | 234.13      |
| AT&T - State Calling Service          | 9.55        |
| Action Answering Service Plus         | 42.05       |
| Miss Utility of WV Inc.               | 19.00       |
| BP Credit Card Center                 | 372.89      |
| Cutlip-Warner Development Co.         | 5,173.50    |
| Miller Communications                 | 15.00       |
| Ohio Valley Muffler & Brake           | 63.94       |
| Telepage Communications System        | 8.95        |
| Water Environmental Testing           | 195.00      |
| AT&T Wireless                         | 51.26       |
| Haul-Away Trash, L.L.C.               | 30.00       |
| ADT Security Services                 | 48.42       |
| Information Products                  | 201.38      |



**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT-SEWER-FEBRUARY, 2004  
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|                                       |              |
|---------------------------------------|--------------|
| AZ Commercial                         | 2.97         |
| Conner Cleaning Service               | 179.00       |
| Gene's Septic Tank Cleaning           | 70.00        |
| Cintas                                | 104.70       |
| Trombold Equipment Co. Inc.           | 974.18       |
| Cardholder Services                   | 46.83        |
| Verizon                               | 545.40       |
| Allegheny Power                       | 4,882.62     |
| Hardman Supply Company                | 83.18        |
| Mineral Wells Public Service District | 867.78       |
| Dominion Hope                         | 308.21       |
| Parkersburg Office Supply             | 29.66        |
| Carr Concrete                         | 95.00        |
| Fasteners & Supply Inc.               | 34.77        |
| USA Blue Book                         | 216.13       |
| Carol L. Byrd                         | 50.29        |
| Michael N. Oliver                     | 58.98        |
| Eric L. Kent                          | 50.48        |
| Belinda Buckley                       | 50.33        |
| Bryan & Barbara Ream                  | 52.07        |
| Melissa & William Napalo              | 35.47        |
| Heather L. Thorn                      | 35.15        |
| Jean M. Deem                          | 46.56        |
| Clinton D. Doll                       | 44.89        |
| Nathan Hexom                          | 17.88        |
| Tonda Evans                           | 50.08        |
| Stephanie Slone                       | 50.24        |
| Curtis & Judy Brown                   | 50.24        |
| Daniel M. Bills                       | 50.24        |
| Christopher Rairden                   | <u>35.91</u> |

**TOTAL EXPENDITURES:**

**48,910.78**

**BALANCE IN SEWER CHECKING ACCOUNT,  
WESBANCO BANK, FEBRUARY 29, 2004**

**\$28,911.04**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING ACCOUNT  
FEBRUARY 20, 2004 - MARCH 17, 2004**

**CHECKS WRITTEN BETWEEN FEBRUARY 20<sup>TH</sup> AND MARCH  
17<sup>TH</sup> FOR APPROVAL**

|                        |                                |    |           |
|------------------------|--------------------------------|----|-----------|
| <b>CHECK NO.</b> 28443 | U. S. Postal Service           | \$ | 45.77     |
| 28444                  | Allegheny Power                |    | 16.00     |
| 28445                  | Carol L. Byrd                  |    | 50.29     |
| 28446                  | Michael N. Oliver              |    | 58.98     |
| 28447                  | Eric L. Kent                   |    | 50.48     |
| 28448                  | Dave Arthur & Carol Foulkes    |    | 6.18      |
| 28449                  | Frances Null                   |    | 46.15     |
| 28450                  | Ronald H. Frame                |    | 51.38     |
| 28451                  | Jean M. Deem                   |    | 44.92     |
| 28452                  | Clinton D. Doll                |    | 42.70     |
| 28453                  | Nathan Hexom                   |    | 2.47      |
| 28454                  | Stephen W. Burnside            |    | 13.32     |
| 28455                  | Jessica L. Mace                |    | 20.43     |
| 28456                  | Shari Smith                    |    | 11.53     |
| 28457                  | Tonda Evans                    |    | 50.24     |
| 28458                  | Stephanie Slone                |    | 50.24     |
| 28459                  | Curtis & Judy Brown            |    | 50.24     |
| 28460                  | Daniel M. Bills                |    | 50.24     |
| 28461                  | Bryan King                     |    | 50.24     |
| 28462                  | Hardman Supply Company         |    | 30.87     |
| 28463                  | Mineral Wells PSD              |    | 407.44    |
| 28464                  | Mineral Wells PSD              |    | 50.06     |
| 28465                  | Christopher Rairden            |    | 25.80     |
| 28466                  | Ohio Valley Muffler & Brake    |    | 6.00      |
| 28467                  | Parkersburg Office Supply      |    | 19.03     |
| 28468                  | Rural Development Admn.        |    | 2,112.00  |
| 28469                  | Cintas                         |    | 104.70    |
| 28470                  | C I Thornburg                  |    | 1,925.17  |
| 28471                  | USDA-Rural Development         |    | 3,140.00  |
| 28472                  | WesBanco-Water Res-Sams-CV     |    | 314.00    |
| 28473                  | Bureau For Child Support       |    | 62.46     |
| 28474                  | Mineral Wells PSD              |    | 3,189.68  |
| 28475                  | WesBanco Bank-Parkersburg      |    | 1,273.34  |
| 28476                  | WV Dept of Tax & Revenue       |    | 479.34    |
| 28477                  | WV Public Employees Retirement |    | 1,365.94  |
| 28478                  | ADT Security Services          |    | 48.42     |
| 28479                  | Claywood Park PSD              |    | 13,759.92 |
| 28480                  | Dominion Hope                  |    | 308.22    |

**MINERAL WELLS PSD  
WATER REVENUE FUND CHECKING ACCOUNT  
MARCH 18, 2004  
PAGE 2**

**CHECKS WRITTEN BETWEEN FEBRUARY 20<sup>TH</sup> AND MARCH 17<sup>TH</sup>  
FOR APPROVAL**

|                        |                                   |    |           |
|------------------------|-----------------------------------|----|-----------|
| <b>CHECK NO.</b> 28481 | Fasteners & Supply Inc            | \$ | 34.77     |
| 28482                  | Void                              |    |           |
| 28483                  | Hardman Supply Company            |    | 24.20     |
| 28484                  | Ohio Valley Muffler & Brake       |    | 6.00      |
| 28485                  | Action Answering Service          |    | 42.05     |
| 28486                  | Cutlip-Warner Development Co      |    | 193.00    |
| 28487                  | Haul Away Trash L.L.C.            |    | 15.00     |
| 28488                  | Parkersburg Office Supply         |    | 10.62     |
| 28489                  | C I Thornburg                     |    | 480.00    |
| 28490                  | AT&T - State Calling Service      |    | 6.85      |
| 28491                  | Business Systems & Services, Inc. |    | 28.07     |
| 28492                  | Bureau For Child Support          |    | 46.59     |
| 28493                  | AT&T Wireless Services            |    | 51.25     |
| 28494                  | William Kent Lowther              |    | 7.24      |
| 28495                  | Miss Utility of WV Inc.           |    | 16.75     |
| 28496                  | Miller Communications             |    | 15.00     |
| 28497                  | Municipal Bond Commission         |    | 1,592.00  |
| 28498                  | Mineral Wells PSD                 |    | 3,270.82  |
| 28499                  | Telepage Communications System    |    | 8.95      |
| 28500                  | USDA-Rural Development            |    | 3,325.00  |
| 28501                  | USDA-Rural Development            |    | 10,040.00 |
| 28502                  | Water Environmental Testing       |    | 67.50     |
| 28503                  | WesBanco Bank-Parkersburg         |    | 110.00    |
| 28504                  | WesBanco Bank-Parkersburg         |    | 1,436.49  |
| 28505                  | Westco Internet                   |    | 9.25      |
| 28506                  | WesBanco Bank-Parkersburg         |    | 167.00    |
| 28507                  | WesBanco Bank-Parkersburg         |    | 167.00    |
| 28508                  | WesBanco Bank-Parkersburg         |    | 502.00    |
| 28509                  | WesBanco Bank-Parkersburg         |    | 502.00    |
| 28510                  | Cutlip-Warner Development Co      |    | 1,414.00  |

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION**

|                        |                               |    |        |
|------------------------|-------------------------------|----|--------|
| <b>CHECK NO.</b> 28511 | Conner Cleaning Service       | \$ | 109.00 |
| 28512                  | Cecilia K Cole                |    | 50.01  |
| 28513                  | Lesa K Stoetzner              |    | 50.03  |
| 28514                  | Mineral Wells PSD             |    | 50.64  |
| 28515                  | Mineral Wells PSD             |    | 26.50  |
| 28516                  | Ronald L or Carolyn L. Nutter |    | 151.18 |

**MINERAL WELLS PSD  
WATER REVENUE FUND CHECKING ACCOUNT  
MARCH 18, 2004  
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|                        |                                |          |
|------------------------|--------------------------------|----------|
| <b>CHECK NO.</b> 28517 | Cintas                         | \$ 26.17 |
| 28518                  | WV Public Employees Ins Agency | 1,345.34 |

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
MARCH 18, 2004**

**CHECKS WRITTEN BETWEEN FEBRUARY 20<sup>TH</sup> AND MARCH  
17<sup>TH</sup> FOR APPROVAL**

|                        |                                |          |
|------------------------|--------------------------------|----------|
| <b>CHECK NO.</b> 30130 | U S Postal Service             | \$ 45.77 |
| 30131                  | Allegheny Power                | 163.41   |
| 30132                  | Carr Concrete Corporation      | 95.00    |
| 30133                  | Carol L. Byrd                  | 50.29    |
| 30134                  | Michael N. Oliver              | 58.98    |
| 30135                  | Eric L. Kent                   | 50.48    |
| 30136                  | Belinda Buckley                | 50.33    |
| 30137                  | Bryan & Barbara Ream           | 52.07    |
| 30138                  | Melissa & William Napalo       | 35.47    |
| 30139                  | Heather L. Thorn               | 35.15    |
| 30140                  | Jean M. Deem                   | 46.56    |
| 30141                  | Clinton D. Doll                | 44.89    |
| 30142                  | Nathan Hexom                   | 17.88    |
| 30143                  | Tonda Evans                    | 50.08    |
| 30144                  | Stephanie Slone                | 50.24    |
| 30145                  | Curtis & Judy Brown            | 50.24    |
| 30146                  | Daniel M. Bills                | 50.24    |
| 30147                  | Void                           |          |
| 30148                  | Hardman Supply Company         | 76.64    |
| 30149                  | Mineral Wells PSD              | 530.28   |
| 30150                  | Christopher Rairden            | 35.91    |
| 30151                  | Ohio Valley Muffler & Brake    | 6.00     |
| 30152                  | Parkersburg Office Supply      | 19.03    |
| 30153                  | Roy L. Radabaugh               | 125.00   |
| 30154                  | Cintas                         | 104.70   |
| 30155                  | Charles M. Stewart             | 125.00   |
| 30156                  | Trombold Equipment Co Inc      | 338.61   |
| 30157                  | Cardholder Services            | 46.83    |
| 30158                  | Allegheny Power                | 2,633.61 |
| 30159                  | Bureau For Child Support       | 32.89    |
| 30160                  | Gene's Septic Tank Cleaning    | 70.00    |
| 30161                  | WesBanco Bank-Parkersburg      | 1,308.46 |
| 30162                  | WV Dept of Tax & Revenue       | 541.66   |
| 30163                  | WV Public Employees Retirement | 1,487.42 |
| 30164                  | ADT Security Services          | 48.42    |
| 30165                  | Dominion Hope                  | 308.21   |
| 30166                  | Fasteners & Supply Inc         | 34.77    |
| 30167                  | Hardman Supply Company         | 6.54     |

**MINERAL WELLS PSD  
SEWER REVENUE FUND CHECKING ACCOUNT  
MARCH 18, 2004  
PAGE 2**

**CHECKS WRITTEN BETWEEN FEBRUARY 20<sup>TH</sup> AND MARCH 17<sup>TH</sup>  
FOR APPROVAL**

|                        |                                  |           |
|------------------------|----------------------------------|-----------|
| <b>CHECK NO.</b> 30168 | Ohio Valley Muffler & Brake      | \$ 6.00   |
| 30169                  | Action Answering Service         | 42.05     |
| 30170                  | Cutlip-Warner Development Co.    | 300.00    |
| 30171                  | Haul Away Trash L.L.C.           | 15.00     |
| 30172                  | Parkersburg Office Supply        | 10.63     |
| 30173                  | Mineral Wells PSD                | 285.60    |
| 30174                  | AT&T - State Calling Service     | 6.84      |
| 30175                  | Business Systems & Service, Inc. | 28.07     |
| 30176                  | Bureau For Child Support         | 48.76     |
| 30177                  | AT&T Wireless                    | 51.26     |
| 30178                  | Fore Timber Co. Inc.             | 29.90     |
| 30179                  | Gene's Septic Tank Cleaning      | 70.00     |
| 30180                  | Miss Utility of WV Inc.          | 16.75     |
| 30181                  | Mineral Wells PSD                | 50.22     |
| 30182                  | Miller Communications            | 15.00     |
| 30183                  | Municipal Bond Commission        | 16,852.52 |
| 30184                  | Trimble & Associates             | 750.00    |
| 30185                  | Telepage Communications System   | 8.95      |
| 30186                  | Water Environmental Testing      | 310.00    |
| 30187                  | WesBanco Bank-Parkersburg        | 998.40    |
| 30188                  | WesBanco Bank-Parkersburg        | 1,497.06  |
| 30189                  | Westco Internet                  | 9.25      |
| 30190                  | Cutlip-Warner Development        | 568.00    |

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION**

|                        |                                |           |
|------------------------|--------------------------------|-----------|
| <b>CHECK NO.</b> 30191 | Conner Cleaning Service        | \$ 179.00 |
| 30192                  | Lesa K. Stoetzner              | 50.03     |
| 30193                  | Mineral Wells PSD              | 50.64     |
| 30194                  | Mineral Wells PSD              | 22.25     |
| 30195                  | Cintas                         | 26.18     |
| 30196                  | State Electric Supply Co Inc   | 4.50      |
| 30197                  | Trombold Equipment Co Inc      | 491.60    |
| 30198                  | WV Public Employees Ins Agency | 1,328.98  |
| 30199                  | Robert Criss                   | 1,056.51  |
| 30200                  | Cerrone Associates Inc         | 1,050.00  |
| 30201                  | R & R Pipeline, Inc            | 10,161.22 |
| 30202                  | U S Postal Service             | 152.61    |

**MINERAL WELLS PSD  
SEWER REVENUE FUND CHECKING ACCOUNT  
MARCH 18, 2004  
PAGE 3**

**PAYROLL CHECKS WRITTEN BETWEEN FEBRUARY 20<sup>TH</sup> AND MARCH 18<sup>TH</sup>  
FOR APPROVAL**

|                 |                        |           |
|-----------------|------------------------|-----------|
| CHECK NO. 01192 | Todd R. Anderson       | \$ 642.25 |
| 01193           | Margaret J. Batten     | 848.06    |
| 01194           | Richard Shayne Brabham | 844.47    |
| 01195           | William H. Byers, Jr.  | 742.84    |
| 01196           | Linda K. Church        | 776.49    |
| 01197           | Russell P. Hanna       | 782.60    |
| 01198           | Mark K. Murphy         | 686.72    |
| 01199           | Nellie B. Radcliff     | 752.40    |
| 01200           | Todd R. Anderson       | 744.41    |
| 01201           | Margaret J. Batten     | 894.77    |
| 01202           | Richard Shayne Brabham | 1,000.86  |
| 01203           | William H. Byers, Jr.  | 887.60    |
| 01204           | Linda K. Church        | 859.99    |
| 01205           | Russell P. Hanna       | 906.84    |
| 01206           | Mark K. Murphy         | 635.71    |
| 01207           | Nellie B. Radcliff     | 790.36    |

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE  
RECEIVED OR MAILED BETWEEN  
FEBRUARY 20, 2004, AND MARCH 18, 2004**

1. **etc**, a publication from the West Virginia Environmental Training Center, listing its spring courses: April 5 - 8, 2004, Activated Sludge Think Microbiologically; March 15 - 19, 2004, Wastewater Collection System Certification; and April 26 - 30, 2004, Class II Wastewater Certification
2. Letter pertaining to a free seminar titled "Providing Architectural and Engineering Services in West Virginia" scheduled for March 25, 2004, at the Charleston Civic Center from 1 p.m. to 3 p.m. by the WV Board of Architects & WV Board of Registration for Professional Engineers.
3. **WV Rural Water Association LEGISLATIVE UPDATE**, a publication of the WV Rural Water Association, dated February 23, 2004.
4. **WV Rural Water Association LEGISLATIVE UPDATE**, a publication of the WV Rural Water Association, dated March 3, 2004.
5. **WV Rural Water Association LEGISLATIVE UPDATE**, a publication of the WV Rural Water Association, dated March 8, 2004.
6. Flyer from the Public Service Commission of West Virginia containing a registration and information about a "Main Extension Seminar" scheduled for April 29, 2004, at The Pipestem Resort, Pipestem, West Virginia.
7. Flyer from the Public Service Commission of West Virginia containing a registration form and information about "The Termination Seminar" scheduled for April 30, 2004, at The Pipestem Resort, Pipestem, West Virginia.
8. Letter (no date) to Water System Administrator/Operator from Robert N. Hart, P.E., District Office Coordination Manager, Environmental Engineering Division, WV Department of Health and Human Resources, relative to all community water systems serving populations greater than 3,300 being required to conduct a vulnerability self-assessment and to develop and submit an Emergency Response Plan (ERP) as a follow-up to the vulnerability assessment findings.
9. Copy of the minutes of the February 17, 2004, Progress Meeting for the Dover Drive Sewer Repair and Wastewater Treatment Plant Dechlori-



**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
MARCH 18, 2004  
PAGE 2**

nation Project

10. Letter of Transmittal dated February 18, 2004, to Terry Romine, Speciality Piping, and Mineral Wells PSD from Cerrone Associates, Inc. submitting four shop drawings for the Dover Drive/Dechlorination Sewer Project.
11. Copy of a letter dated February 20, 2004, to Randall M. Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a signed copy of Requisition No. 6 for the I-77 Rest Area Sewer Project.
12. Copy of a letter dated February 20, 2004, to the West Virginia Water Development Authority from Margaret Batten stating that deposits in the amount of \$5,688.40 and \$568.82 were made to the MWPSD Sewage System Revenue Bonds, Series 1995, Revenue Fund and Reserve Fund respectively.
13. Fax dated February 20, 2004, to the Parkersburg Livestock Market dba Liberty Truck Stop, Attention: Kathy Shriver, from Linda Church containing a reprint of the current water and sewer bill for the establishment.
14. Letter dated February 23, 2004, to Margaret Batten from Daniel B. Yonkosky, West Virginia Water Development Authority, listing a number of items that the District is required to provide the Authority and DEP for the District's Sewerage System Revenue Bonds, Series 2003.
15. Letter dated February 23, 2004, to Shayne Brabham from O. Robert Coontz, P.E., Engineering Section Manager, West Virginia Department of Environmental Protection, containing a copy of the report of the February 17, 2004, inspection of the Dechlorination/Dover Drive Sewer Project.
16. Copy of a letter dated February 24, 2004, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten containing an original and four copies of the District's Partial Bill No. 13 for engineering services provided by Cerrone Associates, Inc., Contractor's Estimate No.6 for R & R Pipeline, Inc., invoice from Gene's Septic Tank Cleaning, and an invoice for services provided by the District for the I-77 Rest Area Sewer Extension Project totaling \$12,069.67.

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
MARCH 18, 2004  
PAGE 3**

17. Letter dated February 24, 2004, to Community Water Systems from Michael McNulty, Executive Director, West Virginia Rural Water Association, announcing seven free CCR Preparation Workshops to be held during Spring 2004.
18. Letter dated February 25, 2004, to Charles Stewart from Rosalie Brodersen stating that the fourth loan reimbursement request in the amount of \$22,865.00 for the District's Dechlorination SRF No. C-544373 Project has been approved.
19. Letter dated March 1, 2004, to the District from Rick Modesitt, President of Wood County Commission, and Ginny Conley, Wood County Prosecuting Attorney, stating that the Wood County Commission and the Wood County Prosecuting Attorney's Office will be conducting a seminar on Ethics Issues and Open Meeting Law Issues at Parkersburg City Hall, Council Chambers, 2<sup>nd</sup> floor on Monday, March 22, 2004, at 7 p.m.
20. Fax dated March 1, 2004, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the minutes of the January 15, 2004, Regular Board Meeting.
21. Fax dated March 1, 2004, to Beth Schulz, Mineral Wells Bureau of Public Debt, from Margaret Batten containing an account card for sewer service to be completed and returned to the District's Office along with a fifty dollar check for the required security deposit.
22. Fax dated March 1, 2004, to Margaret from Beth Schulz, Mineral Wells Bureau of Public Debt, containing a completed and signed account card for sewer service to the new Public Debt Building located on Lost Pavement Road.
23. Fax dated March 1, 2004, to Jake Gross, Fiesta Hair Salons, from Linda Church containing an account card for sewer service to the new Fiesta Hair Salon located at 2838 Pike Street to be completed and returned along with a fifty dollar check for the required security deposit.
24. Fax dated March 1, 2004, to Christy Pitsenbarger, West Virginia Bureau of Public Health, from Margaret Batten containing a copy of the District's Monthly Operational Report for the month of February 2004.

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
MARCH 18, 2004  
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25. Letter dated March 1, 2004, to West Virginia Employer from Gregory A. Burton, Executive Director, Workers' Compensation Commission, stating that the District must submit a Workers' Compensation Commission Primary Contractor Liability Notification Request for any subcontractors who are employed by the District for a period of thirty consecutive days or more. This form must also be completed for any subcontractor that is deleted from the District's employment.
26. Copy of a hand-delivered letter dated March 2, 2004, to Virginia McDonald, Rural Development Specialist, USDA-Rural Development, from Steven R. Hardman, Attorney; Bowles Rice McDavid Graff & Love, containing the following documents for the District's Sycamore Run, Stephens Fork, Limestone Ridge Water Extension: 1) Contract of Engagement for Bond Counsel, 2) Preliminary Closing Transcript, 3) Narrative Opinion: a) Title Opinion for all District water and properties, b) Preliminary Opinion of Counsel Relative to Rights-of-Ways.
27. Notice of Dismissal In the Magistrate Court of Wood County, West Virginia for Case No. 03-C-1367 (Mineral Wells PSD, Plaintiff, vs. Toney Smith, Defendant).
28. Copy of a letter dated March 2, 2004, to Erin Arthur from Linda Church returning Ms. Arthur's check no. 1628 which she had sent to pay her final water bill. The check was returned because her final bill was deducted from her security deposit.
29. Fax dated March 3, 2004, to the District from Sherry Murray, Mid-Ohio Valley Regional Council, requesting information to update her mailing lists.
30. Fax dated March 4, 2004, to Sherry Murray, Mid-Ohio Valley Regional Council, from Margaret Batten enclosing requested information for her mailing lists.
31. Fax dated March 4, 2004, to Certification & Training Section, Attention: Jeff Smith, WVBPH - EED, from William Byers enclosing an completed application and other documents necessary for the renewal of Mr. Byer's Class I Water Operators.

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
MARCH 18, 2004  
PAGE 5**

32. Fax dated March 4, 2004, to James Aucremanne, Utility Analyst I, Water and Wastewater Division, Public Service Commission of West Virginia, from Margaret Batten containing a copy of a letter from Attorney Steven Hardman relative to the Water User Agreement for proposed water extension projects.
33. Fax dated March 4, 2004, to James Aucremanne, Utility Analyst I, Water and Wastewater, Public Service Commission of West Virginia, from Margaret Batten containing a copy of a letter from Meyishi Blair, West Virginia Public Service Commission, responding to Attorney Steven Hardman's letter relative to the Water User Agreement for proposed water extension projects.
34. Copy of a letter dated March 5, 2004, to William Dickel from Margaret Batten stating that the District has placed a statutory lien in the amount of \$53.86 against his rental property located near Slate for the unpaid water bill of his former tenant, Toney Smith.
35. Copy of a letter dated March 5, 2004, to Myrtle E. Kessell from Margaret Batten enclosing a right-of-way easement and a user agreement for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project. Ms. Kessell was instructed to complete and sign the documents and return them to the District's Office.
36. Copy of a letter dated March 5, 2004, to Madelyn B. White from Margaret Batten enclosing a right-of-way easement for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project to be signed, notarized and returned to the District Office.
37. \*\*\*\*Fax dated March 8, 2004, to Margaret Batten from D. Wayne Trimble, Trimble & Associates, containing one copy each of the arbitrage rebate calculation for the Series 1995 Sewerage System Refunding Revenue Bond and the Series 1997 Sewerage System Refunding Revenue Bonds along with an invoice in the amount of \$750.00 for the preparation of these calculations.
38. Copy of instructions dated March 8, 2004, to the Wood County Clerk from Margaret Batten enclosing five rights-of-way easements to be recorded.

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LIST OF CORRESPONDENCE  
MARCH 18, 2004  
PAGE 6**

39. Letter dated March 9, 2004, to Charles Stewart from Carrie L. Grimm, ERSII, State Revolving Fund Program, West Virginia Department of Environmental Protection, containing a WVDEP M/WBE Quarterly Reporting form for SRF Project No. C-544373 to be completed for each federal fiscal quarter.
40. \*\*\*\*Letter dated March 9, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, enclosing for approval and signature three copies of Requisition No. 5 for the Dover Drive/Dechlorination Project.
41. Copy of a letter dated March 10, 2004, to Daniel Yonkosky, Director, West Virginia Water Development Authority, from Margaret Batten enclosing the Monthly Financial Report for February 2004 for the District's Dover Drive/Wastewater Treatment Plant Dechlorination Construction Project.
42. Fax dated March 10, 2004, to Howard Baldwin from Shayne Brabham enclosing a list of the voting members of the West Virginia Rural Water Association.
43. Fax dated March 10, 2004, to the Mineral Wells Public Service District from Rebecca Stemple, Allegheny Power, stating that electric service to Route 4 Box 10AB, Mineral Wells, West Virginia, has been removed.
44. Copy of a letter dated March 11, 2004, to Specialty Piping Corporation from Margaret Batten enclosing Check No. 1007 in the amount of \$20,121.08 for payment of amount shown on Requisition No. 4 for the Dover Drive/Dechlorination Project.
45. Copy of a letter dated March 11, 2004, to Mr. & Mrs. Robert Brownfield from Margaret Batten enclosing Right-of-Way Easement No. 1-21-01 for a water line on his property on Lee Creek.
46. Copy of a letter dated March 11, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 1009 in the amount of \$2,262.00 in payment of Requisition No. 4 for the Dechlorination/Dover Drive Sewer Project.
47. Copy of correspondence instructions dated March 11, 2004, to the Wood

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
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County Clerk from Margaret Batten enclosing two Notices of Statutory Liens to be recorded and returned.

48. Copy of a fax dated March 11, 2004, to Terry Romine, Specialty Piping, from Dave Fueg, Cerrone Associates, Inc., containing drawings showing the correct layout of power conduit and control conduit in the neighborhood of the contact tank at the wastewater treatment plant.
49. Copy of a fax dated March 11, 2004, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the District's regular Board meeting scheduled for March 18, 2004, to be published in the first available issue of the newspaper.
50. Copy of a fax dated March 11, 2004, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the District's regular Board meeting scheduled for March 18, 2004, to be published in the first available issue of the newspaper.
51. Memo dated March 12, 2004, to All Miss Utility of West Virginia, Inc. Members from Jim Kovach stating that the MUWV first quarter meeting will be held at Oglebay Resort in Wheeling, West Virginia, on April 15, 2004, beginning at 9 a.m.
52. Copy of a letter dated March 15, 2004, to the WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 30183 in the amount of \$16,852.52 as payment for the following accounts: 1) \$9,302.30 for Account No. MIW-S-1-97-R-W0-06 Sewer 97 Revenue, 2) \$5,688.40 for Account No. MIW-S-1-95-X-W0-06 Sewer 95 Revenue, 3) \$568.82 for Account No. MIW-S-2-95-X-W0-06 Sewer 95 Reserve, and 4) \$1,293.00 for Account No. MIW-S-1-85-B-W0-06 Sewer 85-B Revenue. District Check No. 28497 in the amount of \$1,592.00 was also enclosed for payment to Account No. MIW-W-1-69-X-W0-06 69 Water Revenue.
53. Copy of a letter dated March 15, 2004, to the West Virginia Water Development Authority from Margaret Batten stating that deposits were made to the West Virginia Municipal Bond Commission on behalf of the District for payment to Sewage System Revenue Bonds, Series 1995 — Revenue Fund - \$5,688.40 and Reserve Fund - \$568.82.

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
**MARCH 18, 2004**  
**PAGE 8**

54. Copy of a letter dated March 15, 2004, to Mr. & Mrs. William K. Lowther enclosing an actual cost invoice for materials used to install their two inch water line extension, a copy of the agreement between them and the District, and a refund check in the amount of \$7.24.
55. Letter dated March 15, 2004, to the District from Carolyn L. Nutter, Windy Ridge, requesting refund of the water tap fee and security deposit paid by her and her husband, Ronald L. Nutter for a water tap on the Sycamore Run, Stephens Fork, Limestone Stone Ridge Water Project.
56. Copy of a letter dated March 16, 2004, to Bill Payne, WalMart Stores, Inc., Bentonville, Arkansas, from Margaret Batten enclosing an invoice in the amount of \$70.00 for oil and grease testing at the Car Care Center at the Patriot Plaza WalMart. Also enclosed was a past due invoice in the amount of \$65.00 for oil and grease testing that was billed on January 8, 2004. This letter and information was also faxed to Mr. Payne.
57. Letter dated March 16, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature five copies of the Certificate of Substantial Completion for Contract 1 of the Dover Drive/Dechlorination Project.
58. Copy of a letter received on March 16, 2004, to Sir/Madame from the Southeastern Ohio/WV Job Fair containing a registration form to complete and return should the District want to participate in the Job Fair.
59. \*\*\*\*Letter dated March 16, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature three copies of the State Revolving Loan Fund Priority List Fact Sheet for the District's proposed Sewage Gravity Collection System for the Fairgrounds and 4-H Campgrounds.
60. Fax dated March 17, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of "Specifications For Supplying Pipe Inspection Equipment", a copy of "Information For Bidders", and a "Bid Form - Supplying Pipe Inspection Equipment".
61. Copy of a letter dated March 17, 2004, to Wheeler, Jackson & Ferrell from R. Shayne Brabham enclosing a copy of the as-built drawing no. 2-24 of

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
MARCH 18, 2004  
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the District's existing water line located on DOH Highways.

62. Copy of a letter dated March 17, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the District's February WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A-82), a copy of the District's February WV Summary of Waste Water Treatment Plant Operators (ES59), a copy of the WalMart oil and grease sampling results taken on February 12, 2004, and a copy of some additional data collected by Bill Byers at the District's waste water treatment plant.
63. Copy of a letter dated March 17, 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), a copy of the District's February WV Summary of Waste Water Treatment Plant Operators (ES59) and a copy of WalMart's oil and grease sampling results taken from their Car Care Center on February 12<sup>th</sup>.
64. Copy of a letter dated March 17, 2004, to Municipal Branch, Office of Water Resources (DNR) from Linda Church enclosing a copy of the District's WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD-2A-82), a copy of the District's February WV Summary of Waste Water Treatment Plant Operators (ES59), and a copy of WalMart's oil and grease sampling results collected from their Car Care Center on February 12<sup>th</sup>.
65. Copy of a letter dated March 17, 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 (WRD-2A-82), a copy of the District's February WV Summary of Waste Water Treatment Plant Operators (ES59), and a copy of WalMart's oil and grease sampling results collected from their Car Care Center on February 12<sup>th</sup>.
66. Fax dated March 17, 2004, to Katy Mallory, Executive Secretary, WV Infrastructure & Job Development Council, from Margaret Batten containing a copy of the final order of the Public Service Commission approving the certificate in the Stephens Fork, Sycamore Run, Limestone



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LIST OF CORRESPONDENCE  
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Water Project.

67. Copy of a fax dated March 17, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten containing a copy of the District's fax enclosing a copy of the final order of the Public Service Commission approving the certificate in the Stephens Fork, Sycamore Run, Limestone Water Project.
68. Copy of a letter dated March 17, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a response to the Order issued by the WV DEP pursuant to the new wastewater treatment plant NPDES Permit. The District also received a fax of this letter.
69. \*\*\*\*Letter dated March 18, 2004, to Charles Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for signature five copies of the revised Certificate of Substantial Completion for Contract 1 of the Dover Drive/Dechlorination project.
70. \*\*\*\*Letter dated March 18, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature two copies of the completed Request for Release of Final Settlement from the State Tax Department for both Specialty Piping's Contracts.