

MINUTES OF A REGULAR MEETING OF THE
PUBLIC SERVICE BOARD OF THE MINERAL
WELLS PUBLIC SERVICE DISTRICT HELD
THURSDAY, APRIL 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. 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 William Byers, Operations Technician were present.

The first order of business was the reading and approving the Minutes of the Special Meeting. Mr. Lett made a motion that the Minutes of the Special Meeting held April 13, 2004 be approved as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Lett made a motion that the Minutes of the Regular Board Meeting held March 18, 2004 be approved as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

The Board opened bids from C. I. Thornburg, Hughes Supply, Electric Eel and Discount & Industrial Supply for Supplying Pipe Inspection Equipment for Sewer Mains. C. I. Thornburg's bid was \$9,500.00, Hughes Supply - \$9,100.00, Electric Eel - \$7,793.00 - Discount & Industrial Supply - \$8,235.00. Mr. Radabaugh made a motion that the Operations Manager review the bids and then forward to Cerrone Associates, Inc., for the final decision. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten presented Requisition No. 7 for the Dover Drive/ Dechlorination Project in an amount of \$94,201.95. Mr. Radabaugh made a motion that Requisition No. 7 be approved as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Requisition No. 7.

The Board discussed a system called WARN to notify customers of planned water shut-off, delinquencies, flushing, etc. Mr. Radabaugh made a motion to take part in WARN contingent upon the other local Districts participating in the system. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion the District establish a Water Repair and Replacement Account when there is money available. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion that the Financial Statement dated March 31, 2004, for All Finances (copy attached) be approved as presented. Mr. Lett seconded the motion. The motion passed unanimously.

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Mr. Radabaugh made a motion that the Financial Statement dated March 31, 2004, for Water Revenue Fund Checking Account Fund (copy attached) be approved as presented. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion that the Financial Statement dated March 31, 2004, for Sewer Revenue Fund Checking Account Fund (copy attached) be approved as presented. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 28520 thru 28588 written on the Water Revenue Fund Checking Account between March 19, 2004 and April 15, 2004, (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 30242 thru 30265 written on the Sewer Revenue Fund Checking Account between March 19, 2004 and April 15, 2004, (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 01208 thru 01223 written on the Sewer Revenue Fund Checking Account between March 19, 2004 and April 15, 2004, (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten discussed the following letters with the Board.

Letter 39 - Letter dated March 24, 2004, to Shayne Brabham from Tim C. Call, General Adjuster-Property, Westfield Insurance Group, stating that the Insurance Company has denied liability of all claims made by Mr. George Hillyer, Ms. Teresa Bunn, and Donna Davis, related to the Davis property located at Graham Lane, Mineral Wells, WV. Mr. Call also stated that the parties involved have indicated that they will file a lawsuit in this matter.

Letter 40 - Fax dated March 25, 2004, to Margaret Batten from Manning Frymier, P. E., Cerrone Associates, Inc., containing a tentative project schedule for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

Letter 96 - Letter dated April 1, 2004, to Mineral Wells PSD from Paul S. Hundley, P. E., District Manager, PSI Engineering, Consulting, Testing, containing a proposal for performance of a subsurface exploration at the site of the proposed Windy Ridge Water Storage Tank.

Letter 107 - Fax dated April 6, 2004, to Shayne Brabham from Steve Simonette, PSI Engineering, Consulting and Testing, containing a proposal for the performance of subsurface exploration at the proposed site for the Windy Ridge Water Storage Tank Site.

Letter 117 - Copy of a certified letter dated April 7, 2004, to Randall E. and Brenda L. Epling from

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Margaret Batten relative to signing up for water at #49 Mt. Pleasant Estates in the name of Tammy Epling to avoid paying an old bill for sewer charges at their previous residence on Rt. 14 at Bonnivale.

Letter 118 - Copy of a letter dated April 7, 2004, to Stephen M. Simonette, E.I., Branch Manager, Professional Service Industries, Inc., from R. Shayne Brabham enclosing a signed proposal authorizing the firm of Professional Service Industries, Inc. to proceed with core drillings at the proposed Windy Ridge Water Storage Tank Site.

Letter 122 - Copy of letter dated April 8, 2004, to the following customers giving them ten days to contact the District and make arrangements to pay their delinquent accounts for water and /or sewer service within ten days to avoid having their accounts turned over to Magistrate Court:

1. Addison James Early
2. Tammy Williams
3. Sharon Griffin Taylor
4. Creed M. McCauley, Jr.
5. Liza Lamb
6. Danny and Sharon Roton
7. Heather Tanner Etsel
8. Patrick E. Duckworth (certified mail)
9. Tammy Harris

Letter 124 - Letter dated April 8, 2004, to Shayne Brabham from O. Robert Coontz, Engineering Section Manager, West Virginia Department of Environmental Protection, enclosing under separate cover two copies of the state approved Operation and Maintenance Manual for the Dechlorination Sewer Project.

Letter 128 - Letter dated April 8, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for approval and signature three copies of Requisition No. 7 for the Dover Drive/Dechlorination Project.

Letter 131 - Letter dated April 12, 2004, to Shayne Brabham from Stephen M. Simonette, E. I., Branch Manager, PSI Engineering - Consulting - Testing, containing a report about the preliminary subsurface exploration of the Windy Ridge Water Storage Tank Site on property currently owned by Richard Boice.

This concluded Mrs. Batten's report.

Mr. Brabham reported on the following projects that the District is involved in completing:


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1. Dover Drive - The old abandoned lines were grouted as of April 15, 2004. Work will begin on 215 Dover Driveway on April 16, 2004, and Carl Kelly Paving will begin paving the first of next week.
2. Dechlorination Project - All controls are up and running. We will soon be meeting permit. There is a small punch list to be completed.
3. Paddle Run Slip Area - Directional bore has been completed, tie-ins, all wet, unsuitable material was hauled away, with 70 ton of heavy stone being used to replace the road.

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, 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
MARCH 31, 2004**

CHECKING ACCOUNT

Water Revenue Fund Checking Account		
WesBanco Bank	\$	1,659.44
Sewer Revenue Fund Checking Account		
WesBanco Bank		37,611.23
Series 2003A Bonds Construction Fund Checking		
WesBanco Bank		<u>263.11</u>
TOTAL IN CHECKING ACCOUNTS:		\$ 39,533.70

WATER ACCOUNTS

Depreciation Reserve Account		
WesBanco Bank	\$	12,727.95
Revenue Reserve Account		
WesBanco Bank		29,214.16
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank		17,950.91
Revenue Reserve Account-Rockport		
WesBanco Bank		5,038.43
Depreciation Reserve Account-Rockport		
WesBanco Bank		5,038.63
Revenue Reserve Account-Water Improvement		
WesBanco Bank		15,144.21
Depreciation Reserve Account-Water Improvement		
WesBanco		15,146.56
Sycamore Run-Limestone Tap Fees		
WesBanco Bank		32,088.19
Sycamore Run-Limestone Security Deposits		
WesBanco Bank		15,942.23
Security Deposit Account		
WesBanco Bank		<u>21,230.28</u>
TOTAL IN WATER ACCOUNTS:		\$169,521.50

SEWER ACCOUNTS

Repair and Replacement Account		
WesBanco Bank	\$	74,822.77
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank		30,864.29
Security Deposit Account		
WesBanco Bank		<u>19,088.89</u>
TOTAL IN SEWER ACCOUNTS:		\$124,775.90
TOTAL ALL FINANCES, MARCH 31, 2004		\$333,831.10

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

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, FEBRUARY 29, 2004** **\$ 576.93**

RECEIPTS:

Water Sales	\$57,436.23
Water Buffalo Sales	645.50
Reconnection Fees	160.00
Reimbursement-Meters-Reggie Grimmett	85.00
Deposit Error-Sewer Fund	482.28
Tap Fees	300.00
Sycamore, Stephens Fork Tap Fee/ Deposit Refund	302.36
Security Deposit Refunds	<u>511.17</u>

TOTAL RECEIPTS: **\$59,922.54**

TOTAL CASH AVAILABLE: **\$60,499.47**

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	3,225.82
Salaries	7,175.69
Commissioner's Salaries	187.50
WV Public Employees Retirement System	1,697.34
WV State Tax Department	583.69
WV Public Employees Insurance Agency	1,345.34
Bureau of Child Support	107.73
U S Postal Service	345.80
AT&T State Calling Service	6.85
Action Answering Service Plus	38.00
Miss Utility of WV Inc.	16.75
Miller Communications	15.00
Telepage Communications System	8.95
Water Environmental Testing	67.50
Cintas	131.50
Big Mac Printing	29.00

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FINANCIAL STATEMENT-WATER-MARCH, 2004
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Business Systems & Service, Inc.	\$ 28.07
AT&T Wireless Services	51.25
BP Credit Card Company	315.01
Mineral Wells Public Service District	140.25
Mineral Wells PSD Sewer Revenue	482.28
Cutlip-Warner Development Co.	1,414.00
Dominion Hope	184.31
Ohio Valley Muffler & Brake	10.47
Claywood Park PSD	13,420.30
Westco Internet	18.50
Conner Cleaning Service	109.00
Verizon	118.62
Fastners & Supply Inc.	26.40
Haul Away Trash	15.00
Hardman Supply Company	73.12
William Kent Lowther	7.24
Cecilia K. Cole	50.01
Lesa K. Stoetzner	50.03
Ronald Nutter	151.18
Reagle & Padden, Inc.	1,616.05
Auto Fleet & Industrial Supply	2.77
Robert L. Hopkins	51.45
Donald A. & Terry A. Lemon	54.12
Robert Bean	20.76
Paul Montgomery	50.29
Scott Linger	50.26
Randy Bergheim	32.36
Margaret Casto	38.14
R. D. Wilson Sons & Company	56.18
Poynter's Best Products	182.85
Midwest Pipe	132.00
Hughes Supply, Inc.	2,099.00
Robert White	151.18
AT&T Wireless Services	51.25
W. W. Grainger, Inc.	21.40
Parkersburg Office Supply	36.99
C. I. Thornburg	<u>574.48</u>

TOTAL EXPENDITURES:

\$58,840.03

**BALANCE I N WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, MARCH 31, 2004**

\$ 1,659.44

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

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

\$28,911.04

RECEIPTS:

Sewer Sales	\$55,531.18
Reimbursement-Wal-Mart	70.00
Reimbursement-WV DOH Rest Area	12,069.67
Reimbursement-WWTP Project	482.28
Reconnection Fee	40.00
Security Deposit Refunds	<u>505.88</u>

TOTAL RECEIPTS:

\$68,699.01

CASH AVAILABLE:

\$97,610.05

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	998.40
WesBanco Bank-Parkersburg	3,206.08
Salaries	7,238.79
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	1,328.98
WV Public Employees Retirement System	1,691.70
WV Dept. of Tax & Revenue	593.31
Bureau for Child Support	82.97
U. S. Postal Service	197.81
AT&T - State Calling Service	6.84
Action Answering Service Plus	38.00
Miss Utility of WV Inc.	16.75
BP Credit Card Center	325.01
Cutlip-Warner Development Co.	568.00
Miller Communications	15.00
Ohio Valley Muffler & Brake	10.48
Telepage Communications System	8.95
Water Environmental Testing	310.00
AT&T Wireless	102.52
Haul-Away Trash, L.L.C.	15.00
Cerrone Associates, Inc.	1,050.00
Poynter's Best Products, Inc.	182.85
Packaged Systems, Inc.	563.00
W. W. Grainger	71.30

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FINANCIAL STATEMENT-SEWER-MARCH, 2004
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McMaster & Carr Supply Co.	\$ 117.36
R. D. Wilson Sons	56.18
Conner Cleaning Service	179.00
Gene's Septic Tank Cleaning	420.00
Cintas	131.50
Trombold Equipment Co. Inc.	1,268.11
Verizon	558.99
Allegheny Power	4,298.31
Hardman Supply Company	118.96
Mineral Wells Public Service District	123.11
Dominion Hope	330.36
Parkersburg Office Supply	37.00
C. I. Thornburg Co., Inc.	1,223.96
Hughes Supply Inc.	1,075.00
USA Blue Book	446.32
Lesa K. Stoetzner	50.03
Robert Criss	1,056.51
Paul Montgomery	50.29
Barbara Dunn	30.28
Glen E. West	25.74
Deloris J. Metz	8.42
Randy Bergheim	34.61
Margaret Casto	39.64
Missy Markham	19.96
Westco Internet	18.50
Fastners & Supply Inc.	26.40
Business Systems & Services, Inc.	28.07
Fore Timber Company	29.90
Trimble & Associates, Inc.	750.00
State Electric Supply	4.50
R & R Pipeline	10,161.22
Reagle & Padden Inc.	1,616.05
Auto Fleet & Industrial Supply	<u>2.78</u>

TOTAL EXPENDITURES:

\$59,998.82

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

\$37,611.23

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
MARCH 19, 2004 - APRIL 15, 2004**

CHECKS WRITTEN BETWEEN MARCH 19, 2004 AND APRIL 14, 2004

CHECK NO. 28520	BP Credit Card Center	\$ 315.01
28521	Reagle & Padden, Inc.	1,616.05
28522	U S Postal Service	193.19
28523	Auto Fleet & Industrial Supply	2.77
28524	Action Answering Service Plus	38.00
28525	Big Mac Printing	29.00
28526	Bureau For Child Support	61.14
28527	Dominion Hope	184.31
28528	Robert L. Hopkins	51.45
28529	Donald A. & Terry A. Lemon	54.12
28530	Robert Bean	20.76
28531	Paul B. Montgomery	50.29
28532	Scott Linger	50.26
28533	Randy Bergheim	32.36
28534	Margaret Casto	38.14
28535	Hardman Supply Company	73.12
28536	Haul Away Trash L.L.C.	15.00
28537	Mineral Wells PSD	545.39
28538	Mineral Wells PSD	4,092.37
28539	Midwest Pipe & Supply	132.00
28540	Ohio Valley Muffler & Brake	10.47
28541	Poynter's Best Products	182.85
28542	Rural Development Admn.	2,112.00
28543	Cintas	105.33
28544	USDA-Rural Development	3,140.00
38545	Verizon	118.62
38546	R D Wilson Sons & Co Clkg	56.18
28547	Hughes Supply, Inc.	1,024.00
28548	WesBanco Bank-Parkersburg	1,789.33
38549	WV Dept of Tax & Revenue	583.69
28550	WV Public Employees Retirement	1,697.34
28551	WesBanco-Water Res-Sams-CV	314.00
28552	Robert White or Jacqueline White	151.18
28553	Claywood Park PSD	13,420.30
28554	AT&T Wireless Services	51.25
28555	W. W. Grainger, Inc.	21.40
28556	Parkersburg Office Supply	36.99
28557	C I Thornburg	374.08
28558	Hughes Supply, Inc.	1,075.00

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WATER REVENUE FUND CHECKING ACCOUNT
APRIL 15, 2004
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**CHECKS WRITTEN BETWEEN MARCH 19, 2004, AND APRIL 14, 2004
(Continued)**

CHECK NO. 28559	Westco Internet	\$ 9.25
28560	Fasteners & Supply Inc.	26.40
28561	C I Thornburg	200.40
28562	Harry G Vavra, Jr.	23.44
28563	Mineral Wells PSD	26.78
28564	AT&T - State Calling Service	9.36
28565	Cutlip-Warner Development	1,515.00
28566	W. W. Grainger, Inc.	3.97
28567	Miss Utility of WV Inc.	24.12
28568	Miller Communications	15.00
28569	Municipal Bond Commission	1,592.00
28570	Parkersburg Sentinel Co.	372.44
28571	C I Thornburg	255.82
28572	Telepage Communications System	8.95
28573	U S Postal Service	74.03
28574	USDA-Rural Development	3,325.00
28575	USDA-Rural Development	10,040.00
28576	Water Environmental Testing	81.00
28577	WV Public Employees Ins. Agency	1,421.66
28578	WV Workers Compensation	868.78
28579	WesBanco Bank-Parkersburg	110.00
28580	WesBanco Bank-Parkersburg	167.00
28581	WesBanco Bank-Parkersburg	167.00
28582	WesBanco Bank-Parkersburg	502.00
28583	WesBanco Bank-Parkersburg	502.00
28584	Bureau For Child Support	49.14
28585	Jackson County Publishing Co.	97.90
28586	Mineral Wells PSD	3,081.78
28587	WesBanco Bank-Parkersburg	1,335.38
28588	William A. Bunner	50.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
MARCH 19, 2004 - APRIL 15, 2004**

CHECKS WRITTEN BETWEEN MARCH 19, 2004, AND APRIL 14, 2004

CHECK NO. 30203	BP Credit Card Center	\$ 325.01
30204	Reagle & Padden, Inc.	1,616.05
30205	U S Postal Service	45.20
30206	Allegheny Power	4,298.31
30207	Auto Fleet & Industrial Supply	2.78
30208	Action Answering Service Plus	38.00
30209	Bureau For Child Support	34.21
30210	Dominion Hope	184.31
30211	Paul B. Montgomery	50.29
30212	Barbara D. Dunn	30.28
30213	Glen E. West	25.74
30214	Deloris J. Metz	8.42
30215	Randy Bergheim	34.61
30216	Margaret Casto	39.64
30217	Misty Markham	19.96
30218	Gene's Septic Tank Cleaning	350.00
30219	Hardman Supply Company	118.96
30220	Haul Away Trash L.L.C.	15.00
30221	James R. Lett	125.00
30222	Mineral Wells PSD	146.05
30223	Ohio Valley Muffler & Brake	10.48
30224	Poynter's Best Products	182.85
30225	Roy L. Radabaugh	125.00
30226	Cintas	105.32
30227	Charles M. Stewart	125.00
30228	Verizon	558.99
30229	R D Wilson Sons & Co. Clkg	56.18
30230	WesBanco Bank-Parkersburg	1,709.02
30231	WV Dept of Tax & Revenue	593.31
30232	WV Public Employees Retirement	1,691.70
30233	Mc Master-Carr Supply Co.	117.36
30234	AT&T Wireless Services	51.26
30235	W. W. Grainger	71.30
30236	Packaged Systems, Inc.	563.00
30237	Parkersburg Office Supply	37.00
30238	Trombold Equipment Co. Inc.	776.51
30239	C I Thornburg	118.06
30240	Hughes Supply, Inc.	1,075.00
30241	Westco Internet	9.25

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

CHECK NO. 30242	Fasteners & Supply Inc	\$ 1,105.90
30243	USA Blue Book	446.32
30245	Harry G. Vavra, Jr.	35.41
30246	Mineral Wells PSD	14.81
30247	AT&T - State Calling Service	9.36
30248	Cutlip-Warner Development Co.	1,841.00
30249	Gene's Septic Tank Cleaning	580.00
30250	W. W. Grainger, Inc.	3.98
30251	Miss Utility of WV Inc	24.13
30252	Miller Communications	15.00
30253	Municipal Bond Commission	16,852.52
30254	Midwest Pipe & Supply	684.90
30255	Somerville Fabricators Inc.	160.00
30256	Telepage Communications System	8.95
30257	U S Postal Service	74.03
30258	USA Blue Book	148.86
30259	WWT Electric	298.00
30260	Water Environmental Testing	252.00
30261	WV Public Employees Ins Agency	1,252.66
30262	WV Workers Compensation	930.72
30263	WesBanco Bank-Parkersburg	1,388.28
30264	Bureau For Child Support	46.21
30265	WesBanco Bank-Parkersburg	1,651.25

PAYROLL CHECKS WRITTEN BETWEEN MARCH 19, 2004 AND APRIL 15, 2004

CHECK NO. 01208	Todd R. Anderson	\$ 737.19
01209	Margaret J. Batten	1,101.77
01210	Richard Shayne Brabham	1,216.76
01211	William H. Byers, Jr.	1,005.81
01212	Linda K. Church	945.22
01213	Russell P. Hanna	924.58
01214	Mark K. Murphy	803.99
01215	Nellie B. Radcliff	958.62
01216	Todd R. Anderson	689.22
01217	Margaret J. Batten	932.06

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SEWER REVENUE FUND CHECKING ACCOUNT
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**PAYROLL CHECKS WRITTEN BETWEEN MARCH 19, 2004 AND APRIL 15, 2004
(Continued)**

CHECK NO. 01218	Richard Shayne Brabham	943.05
01219	William H. Byers, Jr.	1,015.30
01220	Linda K. Church	862.77
01221	Russell P. Hanna	866.69
01222	Mark K. Murphy	654.15
01223	Nellie B. Radcliff	808.80

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
MARCH 19, 2004 - APRIL 15, 2004

1. ***WVRural Water Association LEGISLATIVE UPDATE***, a publication of the West Virginia Rural Water Association dated March 18, 2004.
2. Flyer received from the West Virginia Public Service Commission containing a correction in the recently mailed Notice about its Termination Seminar. The seminar will be held at the Pipestem Resort State Park Resort, Pipestem, West Virginia, April 30, 2004.
3. Flyer announcing the WV Section American Water Works Association and WV Water Environment Association Annual Conference scheduled for May 16-19, 2004 at Glade Springs Resort, Daniel, WV.
4. ***PIPELINE, News & Views From the WV Division of Environmental Protection***, a publication of the West Virginia Public Service Commission dated March-April 2004, Issue 1, Volume 2.
5. Letter dated March 2004 to Valued Customer from Norma J. Daugherty, Accounts Receivable Department, Preiser Scientific, requesting an updated sales tax exemption certificate for the District.
6. Copy of the Minutes of the Progress Meeting for the Dover Drive Sewer Repair and Wastewater Treatment Plant Dechlorination Project held on March 10, 2004, at 9 a.m. in District's Maintenance Building.
7. Letter (no dated) to Shayne from Winsor Schmidt, McMaster-Carr Supply Company, Cleveland, Ohio, stating that he is unable to send a catalog due to the limited number of catalogs printed by the company each year.
8. Letter dated March 12, 2004, to Shayne Brabham from Allyn G. Turner, Director, West Virginia Department of Environmental Protection, relative to an incorrect limitation for the Patriot Center WalMart Car Care Center listed in the District's WV/NPDES Permit No. WV0081141.
9. Letter dated March 17, 2004, to Charles Stewart from Katy Mallory, P.E., West Virginia Infrastructure & Jobs Development Council, authorizing the District to advertise for bids for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project contingent upon approval from Rural Utilities Service. A copy of this letter was also received via fax.
10. Letter dated March 17, 2004, to R. Shayne Brabham from O. Robert Coontz, P.E., Engineering Section Manager, West Virginia Department of Environmental Protection, enclosing a report of inspection performed on March 10, 2004, for Project No. SRF No. C-544373.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
APRIL 15, 2004
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11. Copy of a letter dated March 18, 2004, to Alan Harris, Rural Development Manager, from Jenny N. Phillips, State Director, USDA Rural Development, authorizing the District to advertise the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project for bids.
12. Letter dated March 18, 2004, to Shayne Brabham from Harry B. Hutchison, III, District Three Utilities, West Virginia Division of Highways, enclosing two sets of plans showing the District's utility lines in the area of the slip located on Black Road near the Cracker Barrel Restaurant. Shayne needs to verify the ownership of the lines shown on the drawings.
13. Copy of a letter dated March 19, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing two 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 Water Development Authority.
14. Copy of a letter dated March 19, 2004, to Ronald L. Nutter or Carolyn Nutter from Margaret Batten enclosing District Check No. 28516 in the amount of \$151.18 as a refund of the tap fee and security deposit that they paid for their mobile home located in the Windy Ridge Area of the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
15. Copy of a letter dated March 19, 2004, to R & R Pipeline from Margaret Batten enclosing District Check No. 030201 in the amount of \$10,161.22 for Contractor's Estimate No. 6 for I-77 Rest Area Project.
16. Copy of a letter dated March 19, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 30200 in the amount of \$1,050.00 shown on Requisition No. 6 to the I-77 Rest Area Sewer Extension Project.
17. Copy of a letter dated March 19, 2004, to Robert Criss from Margaret Batten enclosing District Check No. 30199 in the amount of \$1,056.51 for one customer that was connected to the sewer extension that he installed by agreement dated March 10, 2003.
18. Copy of a letter dated March 19, 2004, to Mrs. Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the Regular Board Meeting held on Thursday, February 19, 2004.
19. Copy of a letter dated March 19, 2004, to Carrie Grimm, ERSII, WV Department of Environmental Protection, State Revolving Fund Program, from Margaret Batten enclosing three signed copies of Requisition No. 5 to the District's Dover Drive/Dechlorination

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Project.

20. Fax dated March 19, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Shayne Brabham containing a list of vendors that Mr. Brabham has been in touch with concerning pipeline inspection equipment.
21. Copy of a letter dated March 19, 2004, to the West Virginia Tax Department, Internal Auditing Division, from Margaret Batten enclosing a Request for Release of Final Settlement for Specialty Piping Corporation for Contract One for the Dover Drive Sewer Repair/Replacement Project and for Contract Two for the Wastewater Treatment Plant Dechlorination Project.
22. Copy of a letter dated March 19, 2004, to Randall M. Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter dated March 19, 2004, to the West Virginia State Tax Department requesting release for Specialty Piping.
23. Copy of a letter dated March 19, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing copies of three recorded rights-of-way easements for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
24. Copy of a letter dated March 22, 2004, to Allyn G. Turner, Director, Division of Water and Waste Management, from Shayne Brabham containing a response to the order the District received with its WV/NPDES-WV 0081141 Order of Compliance.
25. Fax dated March 22, 2004, to Shayne Brabham from Dave Fueg, Cerrone Associates, Inc., relative to mounting the sensor interface units to the outside of the chlorine contact tank at the wastewater treatment plant.
26. Memorandum dated March 22, 2004, to Benefit Coordinators from Jan Long, HMO and Communications Manager, West Virginia Public Employees Insurance Agency, enclosing a supply of Benefit Fair Posters to be placed in areas where all employees will see them.
27. Fax dated March 23, 2004, to Sherry, Legal Advertising, **PARKERSBURG NEWS & SENTINEL**, from Margaret Batten enclosing a legal notice to be published in the newspapers on March 26th and April 2nd advertising for bids for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
28. Fax dated March 23, 2004, to Shayne Brabham from John E. Neel, Panhandle Pipe/Hughes Supply, containing pricing for the purchase of 350 touch read water meters.

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29. Copy of the Advertisement for Bids for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project prepared by Cerrone Associates, Inc. Fax dated March 23, 2004, from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of the Advertisement for Bids.
30. Letter dated March 23, 2004, to Charles Stewart from Virginia M. McDonald, Rural Development Specialist, USDA Rural Development, stating that the Agreement with Bond Counsel between the District and Bowles Rice McDavid Graff & Love, LLP is acceptable to the Rural Utilities Service.
31. Copy of a letter dated March 23, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing User Map Changes for the Sycamore Run, Stephens Fork, Limestone Water Project. A fax of this letter and attachments were also faxed on the same date.
32. Business Memo dated March 23, 2004, to Margaret Batten from Reagle and Padden, Inc., enclosing the renewal policy for the Public Officials Liability Policy placed through United National Insurance Company.
33. Fax dated March 23, 2004, to Attorney Steven Hardman and Legal Assistant Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of a letter dated March 1, 2004, from the West Virginia Workers Compensation Commission for a legal opinion.
34. Fax dated March 24, 2004, to Margaret Batten from Sherry Brunett, Legal Ads, **THE PARKERSBURG NEWS & SENTINEL**, containing the ad proof for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Advertisement for Bids.
35. Fax dated March 24, 2004, to Peggy Shears, Legal Advertising, **WIRT COUNTY JOURNAL**, from Margaret Batten enclosing the Advertisement for Bid for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project to be published as a legal ad in the March 31, 2004, edition of the newspaper.
36. Fax dated March 24, 2004, to Carol, Legal Advertising, **JACKSON HERALD**, from Margaret Batten enclosing the Advertisement for Bid for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project to be published as a legal ad in the March 30, 2004, edition of the newspaper.
37. Fax dated March 24, 2004, to Donna DeWitt, Wal-Mart Stores, Bentonville, Arkansas, from Margaret Batten containing information on the \$65.00 invoice to WalMart for oil and grease

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testing at Wal-Mart Store #2823.

38. Fax dated March 24, 2004, to Margaret Batten from Vincent JD Shaw, Cerrone Associates, Inc., containing a copy of drawing 2-04 showing the location of customer no. 0411-2 and requesting the name and status of the same.
39. ****Letter dated March 24, 2004, to Shayne Brabham from Tim C. Call, General Adjuster-Property, Westfield Insurance Group, stating that the Insurance Company has denied liability of all claims made by Mr. George Hillyer, Ms. Teresa Bunn, and Donna Davis, related to the Davis property located at Graham Lane, Mineral Wells, WV. Mr. Call also stated that the parties involved have indicated that they will file a lawsuit in this matter.
40. ****Fax dated March 25, 2004, to Margaret Batten from Manning Frymier, P.E., Cerrone Associates, Inc., containing a tentative project schedule for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
41. Letter dated March 25, 2004, to Charles Stewart from Rosalie Brodersen, State Revolving Fund Program, West Virginia Department of Environmental Protection, approving the 5th loan reimbursement request in the amount of \$105,532 for the District's Dechlorination Sewer Project.
42. Copy of a letter dated March 25, 2004, to Rosalie Brodersen, WV Division of Environmental Protection, State Revolving Fund, from Margaret Batten enclosing the West Virginia Division of Environmental Protection State Revolving Loan Fund Project Priority List Fact Sheet for the District's proposed sewer project to serve residential customers, Fairgrounds and 4-H Camp to be included on the FY2005 Priority List for funding.
43. Copy of a letter dated March 25, 2004, to Randall M. Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing one signed copy of the State Revolving Fund Loan Project Priority List Fact Sheet and a copy of the District's letter to the WV Division of Environmental Protection for the District's proposed sewer project.
44. Copy of a letter dated March 25, 2004, to Jenny N. Phillips, State Director, USDA Rural Development Service, from Margaret Batten thanking Ms. Phillips' office for the authorization to bid the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project and listing the dates that the legal ad will appear in the newspapers and the dates for pre-bid meeting and bid opening.
45. Copy of a letter dated March 25, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter to Jenny N. Phillips, State

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Director, USDA Rural Development Service, advising her of the Bid Opening scheduled for April 27, 2004, for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

46. Copy of a letter dated March 25, 2004, to Virginia McDonald, Rural Development Specialist, Rural Development Service, from Margaret Batten enclosing a copy of the District's letter to Jenny N. Phillips, State Director, USDA Rural Development Service, advising her of the Bid Opening scheduled for April 27, 2004, for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
47. Copy of a letter dated March 26, 2004, to Mitch Carmichael, West Virginia State Delegate, from Margaret Batten informing him that the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project will be advertised for bids beginning March 26, 2004, and that the sealed bids will be opened on April 27, 2004, at 11 a.m.
48. Copy of a letter dated March 26, 2004, to Karen Facemyer, West Virginia State Senator, from Margaret Batten informing her that the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project will be advertised for bids beginning March 26, 2004, and that the sealed bids will be opened on April 27, 2004, at 11 a.m.
49. Copy of a letter dated March 26, 2004, to Donna J. Boley, West Virginia State Senator, from Margaret Batten informing her that the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project will be advertised for bids beginning March 26, 2004, and that the sealed bids will be opened on April 27, 2004, at 11 a.m.
50. Copy of a letter dated March 26, 2004, to J. Frank Deem, West Virginia State Senator, from Margaret Batten informing her that the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project will be advertised for bids beginning March 26, 2004, and that the sealed bids will be opened on April 27, 2004, at 11 a.m.
51. Copy of a letter dated March 26, 2004, to Larry Border, West Virginia State Delegate, from Margaret Batten informing him that the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project will be advertised for bids beginning March 26, 2004, and that the sealed bids will be opened on April 27, 2004, at 11 a.m.
52. Copy of a letter dated March 26, 2004, to the Wood County Commission from Margaret Batten informing the Commissioners that the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project will be advertised for bids beginning March 26, 2004, and that the sealed bids will be opened on April 27, 2004, at 11 a.m.

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53. Copy of a letter dated March 26, 2004, to the Jackson County Commission from Margaret Batten informing the Commissioners that the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project will be advertised for bids beginning March 26, 2004, and that the sealed bids will be opened on April 27, 2004, at 11 a.m.
54. Copy of a letter dated March 26, 2004, to the Wirt County Commission from Margaret Batten informing the Commissioners that the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project will be advertised for bids beginning March 26, 2004, and that the sealed bids will be opened on April 27, 2004, at 11 a.m.
55. Copy of a letter dated March 26, 2004, to Charles Murrey, Chairman, Silverton Public Service District, from Margaret Batten informing him that the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project will be advertised for bids beginning March 26, 2004, and that the sealed bids will be opened on April 27, 2004, at 11 a.m.
56. Copy of a letter dated March 26, 2004, to Katy Mallory, P.E., West Virginia Infrastructure & Job Development Council, from Margaret Batten thanking her for the authorization to bid the Sycamore Run, Stephens Fork and Limestone Ridge Water Extension Project and including the schedule for advertising for bids, pre-bid opening meeting, and the bid opening meeting.
57. Fax dated March 26, 2004, to Title First from Nellie Radcliff enclosing a copy of the District's lien for delinquent water service on property owned by Floyd T. Barker, Jr.
58. Fax dated March 26, 2004, to Terry Romine, Specialty Piping; Shayne Brabham, Mineral Wells Public Service District; Elbert Morton, P.E., West Virginia Department of Environmental Protection; Carrie Grimm, ERSII, West Virginia Department of Environmental Protection; Manning H. Frymier, P.E. Cerrone Associates, Inc.; Rick Merritt, Cerrone Associates, Inc.; and Dave Fueg, Cerrone Associates, Inc., from Jim Ruckman, P.S., Cerrone Associates, Inc., stating that a progress meeting for the Dover Drive/WWTP Dechlorination Project will be held on April 1, 2004, at 10 a.m. at the District's wastewater treatment plant.
59. Copy of a letter dated March 26, 2004, to Carrie L. Grimm, ERSII, WV Department of Environmental Protection, State Revolving Fund Program, from George E. Blum, Director, Finance & Administration, Cerrone Associates, Inc., listing the steps taken by the District to make sure that all MBE/WBE requirements are met in the District's efforts to purchase a video camera and other apparatus for the internal inspection of its sewer system as a part of the Dover Drive/WWTP Dechlorination Sewer Project.

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60. Copy of a letter dated March 26, 2004, to William Saunders, Hughes Supply, from George E. Blum, Director of Finance and Administration, Cerrone Associates, Inc., enclosing for review and consideration a copy of bidding documents for supplying pipe inspection equipment to the District.
61. Copy of a letter dated March 26, 2004, to Electric Eel from George E. Blum, Director of Finance and Administration, Cerrone Associates, Inc., enclosing for review and consideration a copy of bidding documents for supplying pipe inspection equipment to the District.
62. Copy of a letter dated March 26, 2004, to Mark Underwood, C. I. Thornburg, from George E. Blum, Director of Finance and Administration, enclosing for review and consideration a copy of the bidding documents for supplying pipe inspection equipment to the District.
63. Copy of a letter dated March 26, 2004, to Tom Mason, Discount Industrial Supply, from George E. Blum, Director of Finance and Administration, enclosing for review and consideration a copy of bidding documents for supplying pipe inspection equipment to the District.
64. Letter dated March 26, 2004, to Owner/Operator from David A. Stewart, Environmental Resource Specialist, Regulatory Development & Compliance Unit, Environmental Engineering Division, West Virginia Department of Health & Human Resources, Bureau For Public Health, containing a copy of the 2004 Monitoring Schedule listing contaminants that must be monitored in accordance with the U. S. EPA "Safe Drinking Water Act" and the "West Virginia Public Water Systems" legislative rules.
65. Fax dated March 29, 2004, to Manning H. Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of User No. 3901-2 Map showing the location of the tap for Robert and Jacqueline White, so it can be removed from the drawings as Mrs. White signed a declination statement and requested a refund of her tap fee and security deposit.
66. Copy of a letter dated March 30, 2004, to Harry B Hutchison, III, West Virginia Department of Highways, from R. Shayne Brabham enclosing a revised drawing showing the District's underground utility locations in the area of the slip near Cracker Barrel Restaurant.
67. Letter dated March 29, 2004, to the District from Barbara K. Oates, Unit Manager, Accounts Monitoring Unit, Internal Auditing Division, West Virginia Department of Tax and Revenue State Tax Department, stating that the letter was a Certificate of Release of Final Payment for Specialty Piping Corporation for Contract 1 of the Dover Drive Sewer Replacement/Repair/WWTP Dechlorination Project.

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68. Letter dated March 29, 2004, to the District from Barbara K. Oates, Unit Manager, Account Monitoring Unit, Internal Auditing Division, West Virginia Department of Tax and Revenue, State Tax Department, stating that the letter was a Certificate of Release of Final Payment Specialty Piping Corporation for Contract 2 of the Dover Drive Sewer Replacement-Repair/WWTP Dechlorination Project.
69. Letter dated March 29, 2004, to the District from Kim Buzzard, Claims Representative, Workers' Compensation Commission, approving the claim for benefits filed for Russell Hanna for the March 10, 2004, injury to his shoulder.
70. Letter dated March 29, 2004, to Margaret Batten from Michael W. McNulty, Executive Director, West Virginia Rural Water Association, stating that this year's 19th Annual WVRWA Training and Technical Assistance Conference will be held at Canaan Valley Resort in Tucker County on September 12 - 15, 2004.
71. Fax dated March 29, 2004, to Shayne Brabham from Jim Ruckman, P.S., Cerrone Associates, Inc., containing a copy of a letter dated March 24, 2004, to Cerrone Associates, Inc., from Brian Lawrence, P.S., Point Surveying & Mapping, relative to setting the corner pins for the Windy Ridge Tank Site and changes in same as requested by Mr. Boice.
72. Copy of a letter dated March 29, 2004, to New Customers, Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project from Margaret Batten informing them of the District's intentions of advertising for bids for the water project and plans to open the sealed bids on April 27, 2004, at 11 a.m.
73. Certified letter dated March 29, 2004, to Charles Stewart, Chairman, from Steven R. Hardman, Attorney-at-Law, Bowles Rice McDavid Graff & Love, enclosing PSC Form 13 Notice of Pre-Filing which was filed by Claywood Park Public Service District with the Public Service Commission on March 15, 2004, requesting an increase in water rates that will increase revenues approximately 34%.
74. Letter dated March 29, 2004, to Charles Stewart, Chairman, from Carrie L. Grimm, ERSII, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that the District's submission of "good faith" efforts for the purchase of a video camera and other equipment for the internal inspection of its sewer system appears to have met all six affirmative steps required for the procurement of the video equipment.
75. Letter of Transmittal dated March 29, 2004, to Terry Romine, Specialty Piping Corporation, from Cerrone Associates, Inc., enclosing shop drawings for Operations and Maintenance Manual for the District's wastewater treatment dechlorination system.

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76. Letter dated March 29, 2004, to Insurance Coordinators, Non-State Agencies - County Commissions, Towns and Cities - Other Political Subdivisions, from Tom Susman, Director, West Virginia Public Employees Insurance Agency, enclosing the new WVPEIA premium rate tables that will become effective July 1, 2004.
77. Letter dated March 30, 2004, to Payoff Department, Mineral Wells Public Service District, from Title First Agency, W Va, LLC enclosing check no. 07107044 in the amount of fifty-four dollars and seven cents as payment for the release of a lien for delinquent water charges against property formerly owned by Floyd T. Barker, Jr.
78. Letter dated March 30, 2004, to Charles Stewart from Mr. and Mrs. Bernard J. Rogers relative to property located in the area of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
79. Copy of a letter dated March 30, 2004, to Brian Fluharty from Margaret Batten enclosing a copy of the letter dated March 29, 2004, that the District mailed to all the new customers who signed for water service on Sycamore Run, Stephens Fork, Limestone Ridge Water Project. The original letter was returned as Mr. Fluharty has moved and no longer lives on the property.
80. Copy of a letter dated March 30, 2004, to Robert Summers from Margaret Batten enclosing a copy of the letter dated March 29, 2004, that the District mailed to all the new customers who signed for water service on Sycamore Run, Stephens Fork, Limestone Ridge Water Project. The original letter was returned as Mr. Summers has moved and no longer lives on the property.
81. Copy of a letter dated March 30, 2004, to James Aucremanne, Utility Analyst I, Public Service Commission of WV, from Margaret Batten enclosing a copy of the Affidavit of Publication from **THE PARKERSBURG NEWS** for the legal advertisement for bids for the construction of the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
82. Fax dated March 30, 2004, to Margaret Batten from Margie Flinn, Manager, Silverton Public Service District, requesting a list of customers that live in Jackson County that will be served by the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
83. Fax dated March 30, 2004, to Margie Flinn, Manager, Silverton Public Service District, from Margaret Batten containing a list of the proposed customers that live in Jackson County that will be served by the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

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84. Letter dated March 31, 2004, to Charles Stewart from Carrie L. Grimm, ERSII, State Revolving Fund Program, West Virginia Department of Environmental Protection, requesting that the District submit a budget for FY05 prior to July 1, 2004.
85. Letter dated March 31, 2004, to Margaret Batten from Michael W. McNulty, Executive Director, West Virginia Rural Water Association, announcing the addition of Ms. Tina Parsons, C.P.G., as Source Water Protection to the Association's staff .
86. Letter dated March 31, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing two copies of the completed Quarterly MBE/WBE/DBE Reporting Form for the Dover Drive/Dechlorination Project with instructions to forward one signed copy to Carrie L. Grimm, ERSII, WV Department of Environmental Protection, State Revolving Fund Program.
87. Fax dated March 31, 2004, to Patty C. Weiss from Nellie Radcliff enclosing a reprint of her water and sewer bill along with a copy of her deferred payment agreement for service at 66 Mt. Pleasant Estates.
88. Copy of a letter dated March 31, 2004, to Randall M. Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing one copy each of the Certificate of Release of Final Settlement for Specialty Piping Corporation dated March 29, 2004, for Contracts 1 and 2 of the Dover Drive Sewer Repair/Replacement/WWTP Dechlorination Project.
89. Copy of a letter dated March 31, 2004, to Ms. Jackie White from Margaret Batten enclosing District Check No. 28552 in the amount of \$151.18 as a refund of the water tap and security deposit that she paid for property located on Windy Ridge.
90. Fax dated March 31, 2004, to Bill Byers from Kris Kamakian, USA Blue Book, stating that his order (#688675) will be shipped on April 2, 2004.

Letter dated March 31, 2004, to Employers from the Workers Compensation Commission of West Virginia containing clarification regarding calculating daily rate of pay for full-time employees.
92. Copy of a letter dated March 31, 2004, to Specialty Piping Corporation from Margaret Batten enclosing District Check No. 1010 in the amount of \$13,871.81 for payment of Contract #1 and Check No. 1011 in the amount of \$82,521.00 for payment of Contract #2 as shown on Requisition No. 5 for the Dover Drive/WWTP Dechlorination Project.
93. Copy of a letter dated March 31, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc.,

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from Margaret Batten enclosing District Check No. 1012 in the amount of \$9,139.00 in payment of Requisition No. 5 to the Dover Drive/WWTP Dechlorination Sewer Project.

94. Letter dated March 31, 2004, to Our Valued Customers from Clay Van Voorhis, President, The Universal Supply Company, stating that the company was sold to Valley Supply Co., Railroad Avenue and 11th Street, Elkins, WV, effective April 5, 2004.
95. Copy of the minutes of the Progress Meeting for the District's Dover Drive Sewer Repairs/Wastewater Treatment Plant Dechlorination Project held on April 1, 2004, at 10 a.m. at the wastewater treatment plant.
96. ****Letter dated April 1, 2004, to Mineral Wells PSD from Paul S. Hundley, P.E., District Manager, PSI Engineering, Consulting, Testing , containing a proposal for performance of a subsurface exploration at the site of the proposed Windy Ridge Water Storage Tank.
97. Copy of a letter dated April 1, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten containing a copy of Map No. 42-02 showing a new service to be installed for Roger Adams as part of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
98. Fax dated April 1, 2004, to Terry Romine, Specialty Piping Corporation, from Manning Frymier, P.E., Cerrone Associates, Inc., containing a letter dated April 1, 2004, denying Mr. Romine's March 8, 2004, request for additional money for work done on the Dover Drive portion of the Dover Drive Repair-Replacement/WWTP Dechlorination Project. Also received hard copy of this letter.
99. Copy of a letter dated April 1, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing User Map 1-13 showing a tap for Russell Smith, User No. 1306-1 (Sycamore Run) on Contract No. 1 of the Sycamore Run, Stephens Fork, and Limestone Ridge Water Extension Project.
100. Fax dated April 1, 2004, to Christy Pitsenbarger, West Virginia Bureau of Public Health, from Margaret Batten enclosing the March Monthly Operational Report for the District.
101. Copy of a letter dated April 2, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love; from James M. Ruckman, P.S., Cerrone Associates, Inc., enclosing two copies of the revised legal description and two copies of the revised plat, with the surveyor's original stamp and signature for the proposed Windy Storage Tank site for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

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102. Letter dated April 2, 2004, to Billing Department from Patrick Ledwig, Controller, PCI Industries, Inc., containing a new mailing address for their water/sewer account with the District.
103. Fax dated April 5, 2004, to Steve Simonette, Professional Service Industries, Inc., from Jim Ruckman, P.S., Cerrone Associates, Inc., containing a summary of their discussion concerning the soil borings to be undertaken at the proposed Windy Water Storage Tank Site located on the Richard Boice property.
104. Letter dated April 5, 2004, to the District from Richard D. Genthner, P.E., Director, Materials Control, Soils and Testing Division, West Virginia Department of Highways, enclosing the discharge monitoring report for the Mineral Wells I-77 Rest Area for the period of January through March.
105. Letter of transmittal dated April 6, 2004, to Terry Romine, Specialty Piping Corporation, from Cerrone Associates, Inc. enclosing one copy of the O & M Manual that has been forwarded to Elbert Morton for the WV Department of Environmental Protection approval.
106. Letter dated April 6, 2004, to Jamie Six, Clerk of Wood County, from Linda Church enclosing a Release of Lien for Delinquent Water Charges against property formerly owned by Floyd T. Barker to be recorded.
107. ****Fax dated April 6, 2004, to Shayne Brabham from Steve Simonette, PSI Engineering, Consulting and Testing, containing a proposal for the performance of subsurface exploration at the proposed site for the Windy Ridge Water Storage Tank Site.
108. Copy of a letter dated April 6, 2004, to Daniel Yonkosky, West Virginia Water Development Authority, from Margaret Batten enclosing the March 2004 Monthly Financial Report for the Dover Drive/Dechlorination Construction Project.
109. Copy of a certified letter dated April 6, 2004, to Daniel B. Yonkosky, Administrative Assistant, West Virginia Water Development Authority, from Margaret Batten enclosing a copy of the District's annual operating budget for FY05.
110. Copy of a letter dated April 6, 2004, to Carrie L. Grimm, State Revolving Program, West Virginia Division of Environmental Protection, from Margaret Batten enclosing a copy of Margaret Batten's April 6, 2004, letter to Daniel B. Yonkosky, Administrative Assistant, West Virginia Water Development Authority containing a copy of the District's annual operating budget for FY05.

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111. Copy of a letter dated April 6, 2004, to Rosalie Brodersen, WV Division of Environmental Protection, Division of Water Resources, from Margaret Batten enclosing a copy of Margaret Batten's letters dated April 6, 2004, to Carrie Grimm, ERSII, State Revolving Program, West Virginia Environmental Protection, and Daniel B. Yonkosky, Administrative Assistant, West Virginia Water Development Authority, both containing a copy of the District's FY05 operating budget.
112. Copy of a letter dated April 6, 2004, to Daniel Yonkosky, Director, West Virginia Water Development Authority, from Margaret Batten enclosing a copy of the March 2004 Financial Report the District's Dover Drive/Wastewater Plant Dechlorination Construction Program.
113. Fax dated April 6, 2004, to Shayne Brabham from Vincent J. D. Shaw, Cerrone Associates, Inc., stating that the fire flow analysis at the base of David Stone's drive (3003-2) show that a fire hydrant will exceed the requirements of 250 GPM.
114. Copy of a letter dated April 6, 2004, to Carrie L. Grimm, ERSII, WV Department of Environmental Protection, State Revolving Fund Program, from Margaret Batten enclosing a copy of the completed Quarterly Report of MBE/WBE/DEB Utilization for the District's Dover Drive/Dechlorination Project.
115. Fax dated April 6, 2004, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper about a special Board meeting scheduled for April 13, 2004, at 11 a.m. in the District's Office.
116. Fax dated April 6, 2004, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice to be published in the first available issue of the newspaper about a special Board meeting scheduled for April 13, 2004, at 11 a.m. in the District's Office.
117. ****Copy of a certified letter dated April 7, 2004, to Randall E. and Brenda L. Epling from Margaret Batten relative to signing up for water at #49 Mt. Pleasant Estates in the name of Tammy Epling to avoid paying an old bill for sewer charges at their previous residence on Route 14 at Bonnivale.
118. ****Copy of a letter dated April 7, 2004, to Stephen M. Simonette, E.I., Branch Manager, Professional Service Industries, Inc., from R. Shayne Brabham enclosing a signed proposal authorizing the firm of Professional Service Industries, Inc. to proceed with core drillings at the proposed Windy Ridge Water Storage Tank Site.
119. Letter dated April 7, 2004, to Linda Church from John D. Morgan, Interim Program Manager, Permitting Section, West Virginia Department of Environmental Protection, stating

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that the District must submit a revised WV/NPDES Discharge Monitoring Report for February within five days of receipt of this letter and it must contain the average monthly and maximum daily concentration values for TRC.

120. Fax dated April 8, 2004, to Tonya Phillips, West Virginia Department of Environmental Protection, from Shayne Brabham containing a revised DMR for the month of February with the TRC Values included.
121. Copy of a letter dated April 8, 2004, to Tonya Phillips, West Virginia Department of Environmental Protection, from Margaret Batten enclosing a copy of the fax dated April 8, 2004, to Ms. Phillips containing a revised DMR for the month of February with TRC Values included.
122. ****Copy of a letter dated April 8, 2004, to the following customers giving them ten days to contact the District and make arrangements to pay their delinquent accounts for water and/or sewer service within ten days to avoid having their accounts turned over to Magistrate Court:
 1. Addison James Earley
 2. Tammy Williams
 3. Sharon Griffin Taylor
 4. Creed M. McCauley, Jr.
 5. Liza Lamb
 6. Danny & Sharon Roton
 7. Heather Tanner Etsel
 8. Patrick E. Duckworth (certified mail)
 9. Tammy K. Harris
123. Copy of a letter dated April 8, 2004, to Elizabeth E. Bean from Linda Church returning Mrs. Bean's check in the amount of \$33.36 as her final bill was deducted from her security deposit.
124. ****Letter dated April 8, 2004, to Shayne Brabham from O. Robert Coontz, Engineering Section Manager, West Virginia Department of Environmental Protection, enclosing under separate cover two copies of the state approved Operation and Maintenance Manual for the Dechlorination Sewer Project.
125. Fax dated April 8, 2004, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the April 15, 2004, regular Board meeting to be published in the first available issue of the newspaper.

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126. Fax dated April 8, 2004, to the Editor, **PARKERSBURG NEWS** from Margaret Batten enclosing a notice about the April 15, 2004, regular Board meeting to be published in the first available issue of the newspaper.
127. ****Letter dated April 8, 2004, to The Commissioners, Mineral Wells Public Service District, from Harman, Thompson, Mallory & Ice, A.C., containing a proposal to prepare the District's annual audit and Public Service Commission Reports for fiscal year 2004.
128. ****Letter dated April 8, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for approval and signature three copies of Requisition No. 7 for the Dover Drive/Dechlorination Project.
129. Copy of a letter dated April 12, 2004, to Schwaab, Inc. from Margaret Batten enclosing an old dater and an invoice in the amount of \$59.00 for a replacement dater with instructions to credit our account for the full price of the replacement dater.
130. Copy of a letter dated April 12, 2004, to William Bunner from Linda Church regarding the security deposit that he paid for property he formerly owned on Gates Ridge.
131. ****Letter dated April 12, 2004, to Shayne Brabham from Stephen M. Simonette, E.I., Branch Manager, PSI Engineering - Consulting - Testing, containing a report about the preliminary subsurface exploration of the Windy Ridge Water Storage Tank Site on property currently owned by Richard Boice.
132. Copy of a letter dated April 13, 2004, to Kelly Martin, Escrow Officer, Title First Agency, WVa., LLC, from Margaret Batten enclosing a copy of the Release of Lien for delinquent water charges against property formerly owned by Floyd T. Barker.
133. Copy of correspondence instructions dated April 12, 2004, to Wood County Clerk from Margaret Batten enclosing five rights-of-way easements to be recorded.
134. Copy of a letter dated April 13, 2004, to Steve Cooper, West Virginia Department of Environmental Protection and Natural Resources from Linda K. Church enclosing a copy of the District's March 2004 WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of the March 2004 WV Summary of Waste Water Treatment Plant Operators (ES59).
135. Copy of a letter dated April 13, 2004, to Jeff Smith, West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, from Linda K. Church enclosing a copy of the District's March 2004 WV National Pollutant Discharge Elimination System Discharge

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- Monitoring Report and a copy of the March 2004 WV Summary of Waste Water Treatment Plant Operators (ES59).
136. Copy of a letter dated April 13, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda K. Church enclosing a copy of the District's March 2004 WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of the March 2004 Summary of Waste Water Treatment Plant Operators (ES59).
 137. Copy of a letter dated April 13, 2004, to Municipal Branch, Office of Water Resources (DNR), from Linda K. Church enclosing a copy of the District's March 2004 WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of the March 2004 Summary of Waste Water Treatment Plant Operators (ES59).
 138. Letter received April 13, 2004, from Gregory A. Burton, Executive Director, Workers' Compensation Commission of West Virginia, listing free, non-regulatory safety services available to West Virginia employers to help reduce workers' compensation costs.
 139. Copy of a letter dated April 13, 2004, to WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 30253 in the amount of \$16,852.52 for bond payments to the following accounts: #MIW-S-1-97-R-W0-06, #MIW-S-1-95-X-W0-06, #MIW-S-2-95-X-W0-06, and #MIW-S-1-85-B-W0-06. Also enclosed was check no. 28569 in the amount of \$1,592.00 as bond payment for account #MIW-W-1-69-X-W0-06 69 Water Revenue.
 140. Copy of a letter dated April 13, 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 deposited with the West Virginia Municipal Bond Commission as payments to Sewage System Revenue Bonds, 1995, Revenue Fund and Reserve Fund respectively.
 141. Letter dated April 13, 2004, to Charles M. Stewart from Virginia McDonald, Rural Development Specialist, United States Department of Agriculture, Rural Development, containing a list of items that must be submitted to RUS by June 1, 2004, in accordance with the District's Water Loans.
 142. Fax dated April 14, 2004, to Margaret Batten from Manning Frymier, P.E., Cerrone Associates, Inc., containing seventeen pages of drawings relative to the Stephens Fork, Limestone Hill Water Project with instructions to give them to Jim Ruckman, P.S., Cerrone Associates, Inc.
 143. Fax dated April 15, 2004, to Hughes Supply, Attention: Alexis, from Linda Church enclosing a copy of the District's Support Contract for the Neptune Handheld Meter Reading Unit.