

MINUTES OF A REGULAR MEETING OF THE
PUBLIC SERVICE BOARD OF THE MINERAL
WELLS PUBLIC SERVICE DISTRICT HELD
THURSDAY, MAY 20, 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 Walter Frazier, Appalachian Software were present.

The first order of business was the reading and approving of the Minutes of the April 15, 2004, Board Meeting. Mr. Lett made a motion that the Minutes be approved as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes of the Regular Board Meeting.

Mr. Lett made a motion to approve the Minutes of the Special Board Meeting held April 27, 2004. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes of the Special Meeting.

Mr. Frazier was in attendance to discuss new computers, hardware and etc. The computers are six years old now and it is time to replace them. Mr. Radabaugh made a motion authorizing Mrs. Batten to order a main server in an amount of \$2,507.89 and PC hardware in an amount of \$3,613.53. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh asked for a brief recess at 6:15 p.m.. During the recess, Mr. Frazier excused himself from the rest of the meeting.

Mr. Stewart called meeting back to order at 6:30 p.m.

Mr. Radabaugh made a motion to approve the Financial Statement, dated April 30, 2004, for All Finances (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement, dated April 30, 2004, for Water Revenue Checking Account Fund (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement, dated April 30, 2004, for Sewer Revenue Checking Account Fund (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 28589 thru 28658 written between April 16, 2004 and May 19, 2004 on the Water Revenue Fund Checking Account Fund (copy attached).

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Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 28659 thru 228671 written today, May 20, 2004, on the Water Revenue Checking Account Fund (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 30266 thru 30327 written between April 16, 2004 thru May 19, 2004 on the Sewer Revenue Checking Account Fund (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 30328 thru 30327 written between April 16, 2004 thru May 19, 2004 on the Sewer Revenue Checking Account Fund (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve Payroll check numbers 01224 thru 01239 written on the Sewer Revenue Fund between April 16, 2004 and May 20, 2004 (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten presented Addendum No. 3 to the Agreement for Engineering Services with Cerrone Associates, Inc., in an amount of \$1,000.00. This addendum is relating to the District's procurement of sewer inspection equipment. Mr. Radabaugh made a motion that Addendum No. 3 be approved as present. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Addendum No. 3.

Mrs. Batten presented the Certificate of Substantial Completion for Contract 2 - Dover Drive / Dechlorination Project for approval. Mr. Radabaugh made a motion to approve Certificate of Substantial Completion for Contract 2 - Dover Drive / Dechlorination Project. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the Certificate of Substantial Completion for Contract 2 - Dover Drive / Dechlorination Project.

Mrs. Batten presented Requisition No. 8 for Dover Drive/Dechlorination Project in an amount of \$31,799.74 for approval. Mr. Radabaugh made a motion that Requisition No. 8 for Dover Drive/Dechlorination Project be approved as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Requisition No. 8 for Dover Drive/Dechlorination Project.

Mrs. Batten presented Change Order #1 to Contract 1 - Dover Drive/Dechlorination Project in an amount of \$32,612.66. Mr. Radabaugh made a motion to approve Change Order # 1 - Dover Drive/Dechlorination Project as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Change Order # 1 to Contract 1 - Dover Drive / Dechlorination Project.

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Mrs. Batten presented Change Order #1 to Contract 2 - Dover Drive/Dechlorination Project in an amount of \$7,046.12. Mr. Radabaugh made a motion that Change Order # 1 to Contract 2 - Dover Drive/Dechlorination Project be approved as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Change Order # 1 to Contract 2 - Dover Drive/Dechlorination Project.

Mrs. Batten presented Requisition No. 7 to the Rest Area Sewer Extension Project in an amount of \$3,897.60 for approval. Mr. Radabaugh made a motion to approve Requisition No. 7 to the Rest Area Sewer Extension Project. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Requisition No. 7 to the Rest Area Sewer Extension Project.

Mr. Radabaugh made a motion to authorize Charles Stewart, Chairman, to sign the Notice of Award to the low bidders in the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project once the approval has been received from WV DEP and Rural Utilities Service. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to pass a resolution for Charles Stewart, Chairman, to sign and submit application for a bond in the amount of \$100,000.00 as required by the Department of Highways for installation of water lines for the Sycamore Run, Stephens Fork, Limestone Ridge Water Line Extension Project. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the resolution.

On the Sycamore Run, Stephens Fork, Limestone Ridge Water Line Extension Project there are approximately 30 - 35 easements that have not been obtained. Some of the easements will need to have a right of entry to proceed. Mr. Radabaugh made a motion authorizing the Boards attorney to start proceedings for right of entry. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten reported on the following letters:

Letter 79 - Letter dated May 7, 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 No. 2 of the Dover Drive / Dechlorination Project.

Letter 80 - Letter dated May 7, 2004, to Charles Stewart from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing copies of the certified bids for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project, a revised budget reflecting the changes caused by the receipt of bids and five copies of the "Notice of Award" for each contractor.

Letter 100 - Letter dated May 12, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for approval and signature three copies of Requisition No. 8 for the Dover Drive/Dechlorination Sewer Project.

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Letter 102 - Letter dated May 13, 2004, to Charles Stewart from Virginia McDonald, Rural Development Specialist, USDA- Rural Utilities Service, requesting that the District establish a construction checking account in a local financial institution for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project. Mr. Radabaugh made a motion authorizing Mrs. Batten to open a construction checking account. Mr. Lett seconded the motion. The motion passed unanimously.

Letter 109 - Letter dated May 14, 2004, to Charles Stewart from Rosalie Brodesen, State Revolving Program, West Virginia Department of Environmental Protection, authorizing the District to proceed with the purchase of the sewer pipe inspection equipment from Electric Eel Manufacturing Co., Inc., at a cost of \$7,793.00 as part of the Dover Drive/Dechlorination Sewer Project.

Letter 112 - Letter dated May 14, 2004, to Margaret Batten from Debbie Britt, Office Manager, West Virginia Rural Water Association, relative to the "19th Annual Technical Conference" scheduled to begin on September 13, 2004, at Canaan Valley State Park.

Letter 121 - Copy of a letter dated May 17, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature five copies each of Change Order No. 1 to Contract No. 1 and Change Order no. 1 to Contract No. 2 for the District's Dover Drive/Dechlorination Sewer Project.

Letter 125 - Copy of a **confidential** letter dated May 18, 2004, to Robert N. Hart, P.E., District Office Coordination Manager, Environmental Engineering Division, Department of Health & Human Resources, from R. Shayne Brabham enclosing a completed Security Vulnerability Self-Assessment for the District. (Copies to U. S. EPA).

This concluded Mrs. Battens report.

Mr. Brabham reported on several items:

Waste Water Treatment Plant air conditioner unit needs replaced, the unit was charged the last two summers. When the repairman was repairing it, he said that it needed to be replaced. The Board unanimously authorized Mr. Brabham to have the unit replaced.

The final inspection on Dover Drive / Dechlorination Project will be held May 21, 2004 at 10:00 a.m. at the Waste Water Treatment Plant.

There will be a Security Inspection on Wednesday, May 26, 2004 by Rural Utilities Systems. They are looking for security deficiencies throughout the system.

There was a brief discussion concerning the final payment to Mr. Boice for the tank site and Mrs.

MINERAL WELLS PUBLIC SERVICE DISTRICT
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Dent's payment for the Booster Station.

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 7:45 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

MINUTES OF A SPECIAL MEETING OF THE
PUBLIC SERVICE BOARD OF THE MINERAL
WELLS PUBLIC SERVICE DISTRICT HELD
TUESDAY, JUNE 15, 2004 AT 10:00 A.M. IN THE
DISTRICT'S OFFICE LOCATED AT MINERAL
WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 10:00 a.m. He asked everyone present to sign the attendance roster. Charles Stewart; Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; Lyle V. Saylor; Wendy Pargot, Wesbanco; Rhonda Revels; Wesbanco; Virginia M. McDonald, USDA- RUS; Megan Harper, Cam Siegrist, Dianne Wolfe, and Steven Hardman, Bowles Rice McDavid Graff & Love, PLLC; R. Shayne Brabham, Operations Manager; Margaret Batten, Office Manager; and Nellie Radcliff, Office Clerk, were present.

The purpose of this special meeting is to conduct a pre-closing session of the Sycamore Run, Stephens Fork, Limestone Water Extension Project and approve the inspectors for the same.

Mr. Radabaugh made a motion to accept the proposed inspector(s) as submitted by the engineering firm Cerrone Associates, Inc., for the Sycamore Run, Stephens Fork, Limestone Ridge water extension project. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Stewart turned the meeting over to Mr. Hardman. Mr. Siegrist presented a Bond Resolution for approval (copy attached). Mr. Radabaugh made a motion to accept the Bond Resolution as presented. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the Bond Resolution.

Mr. Siegrist presented the Board with the Water Revenue Bonds Series 2004A (West Virginia Infrastructure Fund) and Series 2004B (United States Department of Agriculture) (copy attached). Mr. Radabaugh made a motion to accept the Bond Resolution as presented. Mr. Lett seconded the motion. The motion passed unanimously. The Bond Resolution was signed.

Mr. Siegrist presented the Board with a Supplemental Resolution. Mr. Radabaugh made a motion to accept the Supplemental Resolution as presented. Mr. Lett seconded the motion. The motion passed unanimously. The Supplemental Resolution was signed.

Mr. Siegrist presented Addendum No. 1 to the Board for approval. Mr. Radabaugh made a motion Addendum No. 1 be approved as presented. Mr. Lett seconded the motion. The motion passed unanimously. Addendum No. 1 was signed.

Requisition No. 1 was presented to the Board for approval. Mr. Radabaugh made a motion to approve Requisition No. 1 as presented. Mr. Lett seconded the motion. The motion passed unanimously. Requisition No. 1 was signed.

Mr. Hardman turned the meeting back over to Mr. Stewart.

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MINUTES - JUNE 15, 2004
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After some discussion about the date of the Board's regular meeting, it was apparent that it was necessary to have another meeting during the month. Mr. Radabaugh made a motion that a meeting be held the 2nd (second) Thursday of the month. Mr. Lett seconded the motion. The motion passed unanimously.

This concluded the Special Board Meeting. Mr. Radabaugh made a motion for a short recess before going into the Pre-Construction Conference Meeting.

Mr. Stewart called the Pre- Construction Meeting to order at 11:00 a.m. He asked the following new people that was in attendance to sign the attendance roster.


Manning Frymier, P.E. Cerrone Associates, Inc.; Harry Taylor, USDA - Rural Development; John Fox, Mid Atlantic Storage; John Neel, Panhandle Pipe/Hughes Supply, Inc.; Bob Tediou, United Welding, Inc.; Bernie Dunlop, Stonegate Construction Co.; Randall Cole, Cerrone Associates, Inc.; ns Manager; Russell L. Henderson, USDA, Rural Development; Jesse Sheppard, Department of Highways, Utilities; James Sharp, Department of Highways, Utilities; Mitch Thomas, Columbia Gas Transmission; Gene Groves, Columbia Gas Transmission; Doug Moore, Armstrong Telephone; Roger A. Riggs, Armstrong Telephone; Karen Hiehle, Stonegate Construction Co.; Allen Ferrell, United Welding; Jim Ruckman, Cerrone Associates, Inc.; Tim Kelley, Cerrone Associates, Inc.; and Norman Cantley, Allegheny Power were present.

Attached is a copy of the Agenda that was covered in the Pre-Construction Conference meeting.

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 1:45 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
MAY 31, 2004**

CHECKING ACCOUNT

Water Revenue Fund Checking Account	
WesBanco Bank	\$11,029.98
Sewer Revenue Fund Checking Account	
WesBanco Bank	36,989.48
Stephens Fork Water Extension Construction Checking	
WesBanco Bank	269.05
Series 2003A Bonds Construction Fund Checking	
WesBanco Bank	<u>263.16</u>

TOTAL IN CHECKING ACCOUNTS: \$ 48,551.67

WATER ACCOUNTS

Depreciation Reserve Account	
WesBanco Bank	\$12,955.67
Revenue Reserve Account	
WesBanco Bank	29,232.12
Revenue Reserve Account-Sams Creek/Chesterville	
WesBanco Bank	18,589.56
Revenue Reserve Account-Rockport	
WesBanco Bank	5,375.37
Depreciation Reserve Account-Rockport	
WesBanco Bank	5,375.57
Revenue Reserve Account-Water Improvement	
WesBanco Bank	16,157.06
Depreciation Reserve Account-Water Improvement	
WesBanco	16,159.41
Sycamore Run-Limestone Tap Fees	
WesBanco Bank	32,907.96
Sycamore Run-Limestone Security Deposits	
WesBanco Bank	16,348.20
Security Deposit Account	
WesBanco Bank	<u>21,821.72</u>

TOTAL IN WATER ACCOUNTS: \$174,922.64

SEWER ACCOUNTS

Repair and Replacement Account	
WesBanco Bank	\$77,525.15
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market-WesBanco Bank	30,915.75
Security Deposit Account	
WesBanco Bank	<u>19,783.90</u>

TOTAL IN SEWER ACCOUNTS: \$128,224.80

TOTAL ALL FINANCES, MAY 31, 2004 \$351,699.11

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

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, APRIL 30, 2004**

\$ 224.31

RECEIPTS:

Water Sales	\$54,668.41
Water Buffalo Sales	803.25
Reconnection Fees	160.00
Sycamore Run, Stephens Fork & Limestone Tap Fee	100.00
Tap Fees	1,200.00
Security Deposit Refunds	<u>1,267.98</u>

TOTAL RECEIPTS:

\$63,199.64

TOTAL CASH AVAILABLE:

\$63,423.95

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	2,841.13
Salaries	6,562.74
Commissioner's Salaries	187.50
WV Public Employees Retirement System	1,546.49
WV State Tax Department	534.31
WV Public Employees Insurance Agency	1,282.11
Bureau of Child Support	120.58
U S Postal Service	235.77
AT&T State Calling Service	11.85
Action Answering Service Plus	37.33
Miss Utility of WV Inc.	22.00
Miller Communications	30.00
Telepage Communications System	8.95
Water Environmental Testing	67.50
Cintas	138.38
Badger Lumber Company	34.50
Environmental Chemical Corp	43.50
BP Credit Card Company	349.76
Mineral Wells Public Service District	313.68
Bill Bailey Insurance Company	25.00
Cutlip-Warner Development Co.	4,976.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-MAY 31, 2004
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Dominion Hope	27.39
Jay Miller	50.37
Kevin West	33.19
Lou Ann Hawk	50.21
W. C. Crites	51.82
Steven K. Ashcraft	50.26
Mike & Sandra Powell	56.85
David Goldsmith	50.40
Anna L. Naylor	39.02
Michelle Eddy	39.30
H. Eugene Smith II	50.20
Elaine Taylor	32.72
Tessa Sprague	22.57
Danielle M. Daggett	35.36
Rodney Powers	22.71
Jacqueline M. Shambo	50.22
Barbara Towanicky	50.21
Mineral Wells PSD	328.72
Hughes Supply	1,557.00
Westco Internet	11.25
Conner Cleaning Service	109.00
Verizon	129.33
WV DEP	1,550.00
Larry Ballard	51.34
Fore Timber Company Inc.	23.42
Midwest Pipe & Supply	92.61
Professional Service	2,343.00
Wirt County Clerk	42.00
Haul Away Trash	32.50
Christopher Stocker	50.00
Robert Summers	51.31
Sasha & Phil Hays	151.20
Sean P. Keefe	50.00
Cardholder Services	6.39
AZ Commercial	2.98
ADT Security Services	48.42
Glotfelty Enterprises, Inc.	268.29
Hardman Supply Company	88.11
R & R Pipeline, Inc.	3,000.00
Scantron Service Group	67.75
Parkersburg Office Supply	54.86
C. I. Thonburg	<u>231.61</u>

TOTAL EXPENDITURES:

\$52,393.97

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

\$11,029.98

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

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT,
WESBANCO BANK, APRIL 30, 2004**

\$ 35,131.63

RECEIPTS:

Sewer Sales	\$54,044.17
Reconnection Fees	20.00
Security Deposit Refunds	<u>758.42</u>

TOTAL RECEIPTS:

\$54,822.59

CASH AVAILABLE:

\$89,954.22

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,162.71
WesBanco Bank-Parkersburg	2,732.73
Salaries	6,079.52
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	1,392.21
WV Public Employees Retirement System	1,443.48
WV Dept. of Tax & Revenue	528.69
Bureau for Child Support	70.12
U. S. Postal Service	235.77
AT&T - State Calling Service	11.85
Action Answering Service Plus	37.32
Miss Utility of WV Inc.	22.00
BP Credit Card Center	349.77
Cutlip-Warner Development Co.	193.00
Miller Communications	30.00
Telepage Communications System	8.95
Water Environmental Testing	242.00
Midwest Pipe	55.00
Auto Fleet & Industrial Supply	4.69
W. W. Grainger	6.35
Bill Bailey, Insurance	25.00
Carr Concrete	72.00
Danny's Lawn Service	450.00
Conner Cleaning Service	179.00
Gene'S Septic Tank Cleaning Service	70.00
Cintas	138.37
Fore Timber Company, Inc.	23.43
Verizon	567.16
Aallegheny Power	4,963.27

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-SEWER-MAY, 2004
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Hardman Supply Company	99.19
Mineral Wells Public Service District	5,248.10
Dominion Hope	27.40
Parkersburg Office Supply	54.86
Haul Away Trash	32.50
Trombold Equipment Company	1,040.39
C. I. Thornburg	1,314.47
Bowles Rice McDavid Graff & Love	142.50
Cardholder Services	6.39
Christopher Stocker	50.00
Environmental Chemical Corp.	43.50
Lakeside Equipment Corp.	2,387.00
Westco Internet	11.25
Sean Keefe	50.00
Jay Miller	50.37
Kevin West	36.20
Carrie A. Monk	25.53
Anna L. Naylor	38.77
Michelle Eddy	42.94
H. Eugene Smith II	50.20
Elaine Taylor	38.49
Jesse Owen Wilburn	5.66
Tessa Sprague	21.93
Danielle M. Daggett	41.63
Rodney Powers	22.07
Jacqueline M. Shambo	50.22
Parkersburg Utility Board	80.00
AZ Commercial	2.98
ADT Security Services	48.42
Fore Timber Co.	242.45
Glotfelty Enterprises, Inc.	268.29
Scantron Service Group	67.75
USA Blue Book	476.46
Dell Market, L. P.	<u>2,712.42</u>

TOTAL EXPENDITURES:

\$52,964.74

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

\$36,989.48

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
APRIL 16, 2004 - MAY 20, 2004**

**CHECKS WRITTEN BETWEEN APRIL 16, 2004, AND MAY 19, 2004, AND NEED
APPROVAL**

CHECK NO. 28589	U S Postal Service	\$ 69.58
28590	Conner Cleaning Service	109.00
28591	U S Postal Service	44.96
28592	Allegheny Power	626.09
28593	Action Answering Service	41.15
28594	BP Credit Card Center	382.69
38596	Bureau For Child Support	66.25
38597	Dominion Hope	64.93
38598	Hardman Supply Company	7.69
38599	Mineral Wells PSD	50.08
38600	Mineral Wells PSD	35.08
38601	Mineral Wells PSD	3,883.97
38602	Midwest Pipe & Supply	63.00
38603	Parkersburg Office Supply	27.45
38604	Rural Development Admn.	2,112.00
38605	Cintas	109.20
38606	Somerville Fabricators Inc.	18.00
38607	C I Thornburg	728.69
38608	USDA-Rural Development	3,140.00
38609	Cardholder Services	29.86
38610	Verizon	159.42
38611	WesBanco Bank-Parkersburg	1,511.56
38612	WV Dept of Tax & Revenue	528.27
38613	WV Public Employees Retirement	1,536.62
38614	Westfield Group	2,042.08
38615	WesBanco-Water Res-Sams-CV	314.00
38616	Wirt County Journal	91.08
38617	Julie A. Hartness	43.39
38618	Norma Jean Gonzalez	37.72
38619	Boyd Beal	38.31
38620	Linda L. Barnette	50.01
38621	Richard Kyer	35.14
38622	Kelly Morrison	50.00
38623	William Kuhn	17.89
38624	Dan Roach	50.22
38625	Mineral Wells PSD	180.58
38626	Ohio Valley Muffler & Brake	10.47
38627	Claywood Park PSD	13,820.11

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
MAY 20, 2004
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**CHECKS WRITTEN BETWEEN APRIL 16, 2004, AND MAY 19, 2004, AND NEED
APPROVAL
(continued)**

CHECK NO. 28628	AT&T Wireless Services	\$ 53.60
28629	Fasteners & Supply Inc.	56.75
28630	R & R Pipeline, Inc.	3,950.20
28631	Westco Internet	12.39
28632	Larry Ballard	51.34
28633	Wirt County Clerk	6.00
28634	AT&T - State Calling Service	11.85
28635	Badger Lumber Co.	34.50
28636	Bill Bailey Insurance Agency	25.00
28637	Bureau For Child Support	55.42
28638	Fore Timber Co. Inc.	23.42
28639	Haul Away Trash L.L.C.	15.00
28640	Miss Utility of WV Inc.	22.00
28641	Miller Communications	15.00
28642	Municipal Bond Commission	1,592.00
28643	Midwest Pipe & Supply	92.61
28644	Professional Service	2,343.00
28645	Telepage Communications System	8.95
28646	USDA-Rural Development	3,325.00
28647	USDA-Rural Development	10,040.00
28648	Water Environmental Testing	67.50
28649	WV Public Employees Ins Agency	1,282.11
28650	WesBanco Bank-Parkersburg	110.00
28651	WesBanco Bank-Parkersburg	1,219.36
28652	WV DEP	1,550.00
28653	WesBanco Bank-Parkersburg	167.00
28654	WesBanco Bank-Parkersburg	167.00
28655	WesBanco Bank-Parkersburg	502.00
28656	WesBanco Bank-Parkersburg	502.00
28657	Mineral Wells PSD	2,815.96
28658	U S Postal Service	155.73

**MINERAL WELLS PUBLIC SERVICE DISTRICT
WATER REVENUE FUND CHECKING ACCOUNT
MAY 20, 2004
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CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 28659	BP Credit Card Center	\$ 349.76
28660	Cutlip-Warner Development Co.	1,903.00
28661	Conner Cleaning Service	109.00
28662	Christopher Stocker	50.00
28663	Robert Summers	51.31
28664	Sasha & Phil Hays	151.20
28665	Void	
28666	Environmental Chemical Corp.	43.50
28667	Mineral Wells PSD	300.00
28668	Unisys Corporation	875.70
28669	Verizon	129.33
28670	Sean P. Keefe	50.00
28671	Cardholder Services	6.39

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
APRIL 16, 2004 - MAY 20, 2004**

**CHECKS WRITTEN BETWEEN APRIL 16, 2004, AND MAY 19, 2004, AND NEED
APPROVAL**

CHECK NO.	30266 U. S. Postal Service	\$ 69.59
	30267 Conner Cleaning Service	179.00
	30268 U S Postal Service	44.97
	30269 Allegheny Power	5,030.65
	30270 Action Answering Service Plus	41.15
	30271 BP Credit Card Center	382.68
	30272 Bureau For Child Support	29.10
	30273 Cutlip-Warner Development Co.	1,473.00
	30274 Danny's Lawn Service	150.00
	30275 Dominion Hope	64.93
	30276 Ryans' Family Steak Houses Inc.	50.45
	30277 Allen D. or Jessica L. Ball	6.70
	30278 Hardman Supply Company	44.59
	30279 James R. Lett	275.00
	30280 Mineral Wells PSD	144.42
	30281 Mineral Wells PSD	285.60
	30282 Mineral Wells PSD	39.49
	30283 Midwest Pipe & Supply	29.67
	30284 Parkersburg Office Supply	27.45
	30285 Roy L. Radabaugh	275.00
	30286 Cintas	109.20
	30287 Sullivan Inc.	61.00
	30288 State Electric Supply Co., Inc.	20.15
	30289 Charles M. Stewart	275.00
	30290 Somerville Fabricators	18.00
	30291 Cardholder Services	168.86
	30292 Verizon	595.47
	30293 WesBanco Bank-Parkersburg	1,518.88
	30294 WV Dept of Tax & Revenue	593.73
	30295 Void	
	30296 Westfield Group	2,954.48
	30297 Julie A. Hartness	47.38
	30298 Norma Jean Gonzalez	41.78
	30299 Boyd Beal	42.10
	30300 Linda L. Barnette	50.01
	30301 Mineral Wells PSD	121.73
	30302 Ohio Valley Muffler & Brake	10.48
	30303 AT&T Wireless	53.61

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
MAY 20, 2004
PAGE 2**

**CHECKS WRITTEN BETWEEN APRIL 16, 2004, AND MAY 20, 2004 AND NEED
APPROVAL
(continued)**

CHECK NO. 30304	Fasteners & Supply Inc.	\$ 596.75
30305	WV Public Employees Retirement	1,674.70
30306	Westco Internet	12.38
30307	Auto Fleet & Industrial Supply	4.69
30308	AT&T - State Calling Service	11.85
30309	Bill Bailey Insurance Agency	25.00
30310	Bureau For Child Support	39.93
30311	Carr Concrete Corporation	72.00
30312	Fore Timber Co. Inc.	23.43
30313	Gene's Septic Tank Cleaning	70.00
30314	W. W. Grainger, Inc.	6.35
30315	Haul Away Trash L.L.C.	15.00
30316	Miss Utility of WV Inc.	22.00
30317	Miller Communications	15.00
30318	Municipal Bond Commission	16,852.52
30319	Trombold Equipment Co., Inc.	1,040.39
30320	C I Thornburg	636.84
30321	Telepage Communications	8.95
30322	USA Blue Book	476.46
30323	Water Environmental Testing	242.00
30324	WV Public Employees Ins. Agency	1,392.21
30325	WesBanco Bank-Parkersburg	1,162.71
30326	WesBanco Bank-Parkersburg	1,334.39
30327	U S Postal Service	155.73

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK NO. 30328	Allegheny Power	\$ 1,386.12
30329	Bowles Rice McDavid Graff & Love	142.50
30330	BP Credit Card Center	349.77
30331	Cutlip-Warner Development Co.	193.00
30332	Connor Cleaning Service	179.00
30333	Christopher Stocker	50.00
30334	Environmental Chemical Corp.	43.50
30335	Lakeside Equipment Corporation	2,387.00
30336	Midwest Pipe & Supply	55.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
MAY 20, 2004
PAGE 3**

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION
(continued)**

CHECK NO. 30337	Unisys Corporation	\$ 875.70
30338	Verizon	567.16
30339	Sean Keefe	50.00
30340	Parkersburg Utility Board	80.00
30341	Cardholder Services	6.39

PAYROLL CHECKS WRITTEN BETWEEN APRIL 16, 2004, AND MAY 20, 2004

CHECK NO. 01224	Todd R. Anderson	\$ 665.16
01225	Margaret J. Batten	977.44
01226	R. Shayne Brabham	1,007.58
01227	William H. Byers, Jr.	854.19
01228	Linda K. Church	876.94
01229	Russell P. Hanna	973.16
01230	Mark K. Murphy	666.12
01231	Nellie B. Radcliff	869.60
01232	Todd R. Anderson	573.54
01233	Margaret J. Batten	889.38
01234	R. Shayne Brabham	858.94
01235	William H. Byers, Jr.	852.88
01236	Linda K. Church	825.78
01237	Russell P. Hanna	809.73
01238	Mark K. Murphy	218.02
01239	Nellie B. Murphy	794.76

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
APRIL 22, 2004, - May 20, 2004

1. Flyer from Ohio University, Division of Lifelong Learning Community and Professional Programs, containing a registration form and information for a seminar entitled "Managing Problem Employees".
2. Flyer from Ohio University, Division of Lifelong Learning and Community and Professional Programs, containing a registration form and information for a seminar entitled "How To Get People To Pay".
3. Pamphlet from the WV Public Service Commission containing a registration form and information for a seminar entitled "The Managers Seminar".
4. Pamphlet from the WV Public Service Commission containing a registration form and information for a seminar entitled "The Advanced Board Members Seminar".
5. Pamphlet from The National Conservation Training Center, Shepherdstown, West Virginia, containing a registration form and information for a seminar entitled "Nutrients and The Chesapeake Bay in WV's Eastern Panhandle".
6. Pamphlet from the West Virginia Environmental Training Center containing information about four training sessions: "Activated Sludge Process Control, Part I", "I-S Certification", "Wastewater Lab Procedures", and "Ratemaker Software for Water and Sewer".
7. Letter from the Public Service Commission received May 17, 2004, containing a registration form and information about a "Safety Seminar" scheduled for June 3 - 4, 2004, in Charleston, West Virginia.
8. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated April 15, 2004, Vol. 8, Issue 4.
9. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated May 14, 2004, Vol. 8, Issue 5.
10. Letter from the American Water Works Association containing an order form and information about a book entitled Maintenance Management for Water Utilities.
11. Letter received May 8, 2003, from Daniel Whitacre, Assistant Chief, Mineral Wells Volunteer Fire Department, listing the number of gallons of water used by the fire department during the month of April 2004.
12. Letter (no date) to All MUWV Members from Diana Geary, Miss Utility of West Virginia, containing a checklist about the District's map/grid database to be completed and returned.
13. Employer Loss Activity Statement for Claim DOI Period 7/1/00 - 3/31/04 from the Workers' Compensation Commission of West Virginia.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
May 20, 2004
PAGE 2

14. Copy of a letter dated April 1, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Sycamore Run, Stephens Fork, Limestone Ridge Water Project User Map No. 72-02 showing the addition of Kevin Boice's trailer for a water tap.
15. Letter dated April 13, 2004, to R. Shayne Brabham from O. Robert Coontz, P.E., Engineering Section Manager, West Virginia Department of Environmental Protection, containing a report of inspection performed on April 1, 2004, for the Dover Drive/Dechlorination Sewer Project.
16. Copy of Mineral Wells PSD Sycamore Run, Stephens Fork, Limestone Ridge Water Extensions, Addendum No. 1 dated April 16, 2004, from Cerrone Associates, Inc., containing the prebid meeting agenda, minutes, and attendance list along a "Bid Package containing the Bid Proposal Forms and copies of all applicable forms required to be submitted with the bid.
17. Copy of a letter dated April 16, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from R. Shayne Brabham enclosing the two lowest bids for the pipe inspection equipment (opened at the April 15, 2004, board meeting) and requesting that they be reviewed to ascertain that they meet the required specifications.
18. Fax dated April 16, 2004, to Jo from the District containing a Sewer Bill Adjustment Affidavit and a Water Bill Adjustment Affidavit.
19. Copy of a letter dated April 16, 2004, to Mary Rader, Wood County Commission, from Margaret Batten enclosing one signed copy each of the Minutes of the Regular Board Meeting held on Thursday, March 18, 2004, and Minutes of the Special Board Meeting held on April 13, 2004.
20. Copy of a letter dated April 16, 2004, to James Ice; Harman, Thompson, Mallory & Ice, from Margaret Batten enclosing a signed copy of the proposal to perform the District's annual audit for the fiscal year ending June 30, 2004.
21. Copy of a letter dated April 16, 2004, to Randall E. and Brenda L. Epling from Margaret Batten enclosing a Deferred Payment Agreement for their delinquent sewer bill to be signed and returned to the District Office.
22. Copy of a letter dated April 16, 2004, to Barbara Riggs, LA Pipeline, from Margaret Batten enclosing a copy of the Minutes and Agenda of the Pre-Bid Conference held on April 13, 2004.
23. Copy of a letter dated April 16, 2004, to Virginia McDonald, Rural Development Specialist, USDA-Rural Development, from Margaret Batten enclosing two copies of Form RD 442-2 Statement of Budget, Income and Equity for the fiscal year beginning July 1, 2004.
24. Copy of a letter dated April 16, 2004, to James R. & Marlene H. Compton from Linda Church enclosing an account card for water service to their new home located on

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
May 20, 2004
PAGE 3

Butcher Bend Road.

25. Copy of a letter dated April 16, 2004, to Aaron & Bonnie Parsons, from Linda Church enclosing an account card to be completed and returned with a fifty dollar security deposit for water service on the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
26. Copy of a letter dated April 16, 2004, to Terry & Lana Richards from Linda Church enclosing an account card to be completed and returned for water service on the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
27. ****Letter dated April 16, 2004, to Shayne Brabham from David R. Stone requesting that he be allowed to pay the cost of installing a fire hydrant near his driveway on Morehead Ridge as a part of the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
28. Copy of a letter dated April 19, 2004, to Carrie Grimm, ERSII, WV Department of Environmental Project, Division of Water and Waste Management, to Margaret Batten enclosing three signed copies of Requisition No. 7 to the Dover Drive/Dechlorination Project.
29. Copy of correspondence instructions dated April 19, 2004, to Dr. Michael Johnson from Nellie Radcliff enclosing his check no. 1115 in the amount of \$203.09 as he had sent duplicate payments.
30. Copy of a letter dated April 19, 2004, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing one copy each of five recorded rights-of-way easements for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Project.
31. Letter dated April 19, 2004, to the District from Larry I. Walker, Director, Wage and Hour Section, West Virginia Division of Labor, requesting that final payment be withheld from R & R Pipeline on the I-77 Rest Area Sewer Extension until a prevailing wage investigation is completed.
32. Fax dated April 21, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Shayne Brabham containing a copy of the April 19, 2004, letter to the District from Larry I. Walker, Director, Wage and Hour Section, West Virginia Division of Labor, regarding R & R Pipeline.
33. Fax dated April 22, 2004, to the **PARKERSBURG SENTINEL** from Margaret Batten enclosing a notice for the April 22, 2004, special board meeting to be published in the first available issue of the newspaper.
34. Fax dated April 22, 2004, to the **PARKERSBURG NEWS** from Margaret Batten enclosing a notice for the April 22, 2004, special board meeting to be published in the first available issue of the newspaper.
35. Fax dated April 22, 2004, to Kay Deem from Nellie Radcliff enclosing a Sewer Bill

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
May 20, 2004
PAGE 4

Adjustment Affidavit and a Water Bill Adjustment Affidavit.

36. Fax dated April 22, 2004, to Russ from Todd Bennett, C. I. Thornburg Co., Inc., asking whether he wanted a Homestead or Milliken brand plug valve and kit.
37. Copy of a letter dated April 22, 2004, to Carrie Grimm, ERSII, WV Department of Environmental Protection, Division of Water & Waste Management, State Revolving Fund Program, from George E. Blum, Cerrone Associates, Inc., enclosing a copy of the low bid for sewer inspection equipment and a copy of Cerrone Associates' recommendation for award of the contract to the this bidder.
38. Letter dated April 22, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., recommending that the District purchase its sewer inspection equipment from the low bidder, Electric Eel.
39. Letter dated April 22, 2004, to Margaret Batten from Lesly H. Messinna, Research Director, Affiliated Construction Trades Foundation, questioning whether the relationship between Shayne and Melissa Brabham and the District and R & R Pipeline, Inc. was made known to all contractors bidding on the I-77 Rest Area Sewer Project.
40. Memorandum dated April 22, 2004, to Agency Benefit Coordinator from Public Employees Insurance Agency enclosing Plan Year 2005 Tobacco Affidavit and Open Enrollment Transfer Forms that need the Benefit Coordinator's Signature.
41. ****Letter dated April 22, 2004, to R. Shayne Brabham from George E. Blum, Director, Finance & Administration, enclosing for consideration four copies of the proposed Addendum No. 3 to the Agreement for Engineering Services for the Dover Drive/Dechlorination Sewer Project.
42. Fax dated April 23, 2004, to Jesse Sheppard, WV Department of Highways, from Margaret Batten enclosing a copy of the April 19, 2004, letter to the District from Larry I. Walker, Director, Wage and Hour Section, West Virginia Division of Labor, requesting that the final payment to R & R Pipeline, Inc. be withheld until the prevailing wage investigation on the I-77 Rest Area Sewer Project is completed.
43. Memorandum dated April 23, 2004, to Payroll Clerks from Monta Boggs, West Virginia Consolidated Public Retirement Board, containing information about the Payroll Clerk's Seminar scheduled from 9 a.m. to 4 p.m. on July 22, 2004, at the Days Inn Center in Flatwoods, West Virginia.
44. Copy of a letter dated April 26, 2004, to Margo, West Virginia Public Employees Insurance Agency, from Linda Church enclosing completed Tobacco Affidavits for Linda Church, Margaret Batten, Nellie Radcliff, Todd Anderson, and William H. Byers, Jr.
45. Fax dated April 26, 2004, to Tom Fittro from Nellie Radcliff enclosing a Water Users Agreement and an account card for water service on the Sycamore Run, Stephens Fork, and Limestone Ridge Water Extension Project.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
May 20, 2004
PAGE 5

46. Fax dated April 26, 2004, to Steve Hardman, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the letter dated April 22, 2004, from Affiliated Construction Trades Corp. relative to the relationship between Shayne Brabham and Melissa Brabham, employee of R & R Pipeline, Inc.
47. Fax dated April 27, 2004, from the Wood County PSD's Association stating that a meeting is scheduled for May 5, 2004, at Union Williams Public Service District beginning at 12 noon.
48. Copy of the unofficial bid tabulations for Contract No. 1, Contract No. 2-A, Contract No. 2-B, Contract No. 3, and Contract No. 4 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
49. Fax dated April 27, 2004, to Marjean, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the unofficial bid tabulations for the Sycamore Run, Stephens Fork, Rockcamp Run, Wolfe Run/Slate Creek and Grassy Run Water Extension Project.
50. Copy of a letter dated April 27, 2004, to James Aucremanne, Utility Analyst I, West Virginia Public Service Commission, from Margaret Batten enclosing a copy of the Affidavit of Publication for the Advertisement for Bids - Sycamore Run, Stephens Fork, Limestone Ridge Water Extension from the **JACKSON HERALD** and a copy from the **WIRT COUNTY JOURNAL**.
51. Letter dated April 27, 2004, to Accounts Payable from W. W. Grainger, Inc., asking for the number of the invoice that District Check No. 030250 in the amount of \$3.98 should be applied to.
52. Letter dated April 27, 2004, to Charles Stewart from Virginia McDonald, Rural Development Specialist, United States Department of Agriculture, Rural Development, stating that the District's water system is scheduled to have its security inspection completed by May 26, 2004.
53. Fax dated April 28, 2004, to George Blum, Cerrone Associates, Inc., from Carrie Grimm, WV Department of Environmental Protection, State Revolving Loan Fund, relative to the District's request to purchase sewer pipe inspection equipment with funds from the Dover Drive/Dechlorination Sewer Project.
54. Fax dated April 28, 2004, to Tammy, Lowes' Customer Service Representative, from Margaret Batten enclosing a Tax Exemption Certificate and Sales Receipts for the lawn mower purchased at the store on the same date and requesting a credit to the District's Visa Card for the amount of the sales tax.
55. Copy of a letter dated April 28, 2004, to Mark Underwood, C. I. Thornburg Co., Inc., from Margaret Batten enclosing the unopened sealed bid that he submitted for Contract No. 4 of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project. The bid was returned unopened because it was delivered by Fed Ex after the deadline to submit bids.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
May 20, 2004
PAGE 6

56. Copy of a letter dated April 28, 2004, to Carrie Grimm, ERSII, WV Department of Environmental Protection, Division of Water & Waste Management, State Revolving Fund Program, from Margaret Batten enclosing one copy each of the four bids received for sewer video inspection equipment for review and approval.
57. Letter dated April 29, 2004, to Charles Stewart from Carrie Grimm for Rosalie Brodersen, Program Manager, State Revolving Fund Program, approving the 6th loan reimbursement request in the amount of \$94,202 for the Dover Drive/Dechlorination Sewer Project.
58. Copy of a letter dated April 29, 2004, to George Blum, Director of Finance and Administration, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter dated April 28, 2004, to Carrie Grimm, WV DEP, enclosing copies of the four bids received for the sewer video inspection equipment.
59. Copy of a letter dated April 29, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing invoices in the amount of \$9,666.37 for expenses the District has incurred relating to the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project to be included on the first requisition for the project.
60. Copy of a letter dated April 30, 2004, to Delbert and Sonya McWilliams dba DELSON, INC. from Linda Church enclosing copies of four liens for delinquent water and sewer bills for former tenants of Mineral Park Estates.
61. Copy of a letter dated April 30, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the Affidavit of Publication of the Advertisement for Bids for the Sycamore Run, Stephens Fork and Limestone Ridge Project from the **PARKERSBURG NEWS** and **PARKERSBURG SENTINEL, WIRT COUNTY JOURNAL**, and the **JACKSON HERALD**.
62. Letter dated May 1, 2004, to Water and Wastewater Utility Executives and Managers, from Jack W. Hoffbuhr, P.E., DEE, Executive Director, American Water Works Association, relative to free benchmarking summary for your utility.
63. Fax dated May 4, 2004, to Ms. Christy Pitsenbarger, West Virginia Bureau of Public Health, from Margaret Batten enclosing the Monthly Operational Report for the District for the month of April 2004.
64. Copy of letter dated May 4, 2004, to Alice Stephens from Margaret Batten enclosing a Water Users Agreement for a trailer located on a private road off Route 21 at the bottom of Limestone Hill. Mrs. Stephens is in the process of the selling the property to her granddaughter, Lois Alexander, but still needs to sign the User's Agreement as the sale will not be completed before the project goes to construction.
65. Copy of a letter dated May 4, 2004, to the Wirt County Clerk from Margaret Batten enclosing a right-of-way easement to be recorded and a District check in the amount of \$6.00 to cover the recording fee.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
May 20, 2004
PAGE 7

66. Copy of a letter dated May 5, 2004, to Lois Alexander from Margaret Batten enclosing an account card for water service to a trailer located on a private road at the foot of Limestone Hill on Route 21 along with instructions to complete the card and return it with a check in the amount of \$150 to cover the cost of the tap fee and security deposit.
67. Letter dated May 5, 2004, to Charles Stewart from Tina Perdue for Rosalie Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that the District's annual audit for FY 2003 has been reviewed for compliance with OMB Circular A-133 and the Single Audit Act and appears to have met all federal regulations.
68. Letter dated May 5, 2004, to Shayne Brabham from Dave Fuego, Cerrone Associates, Inc., enclosing two sets of half-size record drawings for Contract No. 2 of the Wastewater Treatment Plant Dechlorination Project to be inserted into the District's two copies of the Operation and Maintenance Manual provided by Specialty Piping Corp.
69. Memorandum dated May 5, 2004, to Benefit Coordinator from Barbara Beane, Membership Supervisor relative to PEIA's Policy for dependents who were full-time students prior to Military Activation.
70. Copy of a letter dated May 5, 2004, to Larry Ballard from Linda Church enclosing District Check No. 28632 in the amount of \$51.34 as a refund of the security deposit that he paid for water service to his former residence located on Wolfe Run Road which is a part of the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
71. Memorandum dated May 6, 2004, to Benefit Coordinator from Barbara Beane, Membership Coordinator, West Virginia Public Employees Insurance Agency, stating that the Agency will have up to sixty days to change any premiums for Tobacco Affidavits received after May 7, 2004.
72. Copy of a letter dated May 6, 2004, to Margo, West Virginia Public Employees Insurance Agency, from Linda Church enclosing completed Tobacco Affidavits for Russell P. Hanna and Richard S. Brabham.
73. Copy of a letter dated May 6, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from R. Shayne Brabham containing a list of items that the District would like to purchase with the money left from the Limestone/Sycamore Water Extension Project.
74. Copy of a letter dated May 6, 2004, to the Jackson County Clerk from Margaret Batten enclosing a right-of-way easement for Terry Max and Carolyn Germaine Dunbar to be recorded and returned to the District's Office.
75. Copy of a letter dated May 6, 2004, to the Wirt County Clerk from Margaret Batten enclosing a right-of-way easement for Carl and Loretta DeVaughn to be recorded and returned along with a District check in the amount of \$6.00 to pay the recording fee.
76. Copy of correspondence instructions dated May 6, 2004, to the Wood County

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
May 20, 2004
PAGE 8

- Courthouse enclosing a right-of-way easement signed by Robert and Margaret Wilcox to be recorded and returned to the District's Office.
77. Copy of a letter dated May 6, 2004, to Jesse Sheppard, WV Division of Highways, from Vincent J. D. Shaw, Cerrone Associates, Inc., enclosing for review one set each of updated drawings for the Sycamore Run, Stephens Fork, et al Water Extensions.
 78. Copy of a letter dated May 7, 2004, to Rosalie Brodersen, Program Manager, State Revolving Fund Program, WV Department of Environmental Protection, from Linda Church confirming that the District implemented its sewer rate increase on or after September 17, 2003, as stated in its FY 2003 Audit.
 79. ****Letter dated May 7, 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 No. 2 of the Dover Drive/Dechlorination Project.
 80. ****Letter dated May 7, 2004, to Charles Stewart from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing copies of the certified bids for the Sycamore Run, Stephens Drive, Limestone Ridge Water Extension Project, a revised budget reflecting the changes caused by the receipt of bids and five copies of the "Notice of Award" for each contractor.
 81. Copy of a letter dated May 10, 2004, to Specialty Piping Corporation from Margaret Batten enclosing District Check No. 1013 in the amount of \$1,074.15 for payment of Contract No.1 and Check No. 1014 in the amount of \$85,258.80 for payment of Contract No. 2 as shown in Requisition No. 7 for the Dover Drive/Dechlorination Project.
 82. Copy of a letter dated May 10, 2004, to Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 1015 in the amount of \$7,869.00 for payment as shown on Requisition No. 7 for the Dover Drive/Dechlorination Project.
 83. Copy of a letter dated May 10, 2004, to Carrie Grimm, State Revolving Program, WV Division of Environmental Protection, from Linda Church enclosing one copy each of the certified bids for each contract for the Sycamore Run, Stephens Fork, and Limestone Ridge Water Extension Project.
 84. Copy of a letter dated May 10, 2004, to James Aucremanne, Utility Analyst I, Water and Wastewater, Public Service Commission of West Virginia, from Linda Church enclosing one copy each of the certified bids for each contract of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
 85. United States Bankruptcy Court, Southern District of New York, Notice of Chapter 11 Bankruptcy Case, Meeting of Creditors, & Deadlines for One Price Clothing Stores, Inc.
 86. Letter dated May 10, 2004, to the District from Julian W. Ware, Director, Maintenance Division, West Virginia Department of Transportation, Division of Highways, stating that

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
May 20, 2004
PAGE 9

the Ohio Farmers Insurance Company Bond No. 5939565 - \$25,000.00 - 5/15/03 can be released as the work has been completed.

87. Letter dated May 11, 2004, Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing costs estimates for the line upgrades listed in the proposed uses in the updated budget for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
88. Letter dated May 11, 2004, to Charles Stewart from George E. Blum, Cerrone Associates, Inc., enclosing for signature four copies of the WV Infrastructure & Jobs Development Council Schedule B showing the project budget as a result of the bids.
89. Letter dated May 11, 2004, to Shayne Brabham from David Holzwarth, Lakeside Equipment Corporation, confirming his verbal order for a list of parts to repair the District's wastewater treatment plant barscreen.
90. Copy of a correspondence instructions dated May 11, 2004, to Katherine Gregory from Nellie Radcliff returning Ms. Gregory's check no. 2000 in the amount of \$56.20.
91. Copy of a letter dated May 12, 2004, to OEHS - Env Eng Division, Water& Waste Water Certification, from Linda Church enclosing a completed Form EW-102C, Water Application for Public Water System Operator Certification for Todd Ray Anderson requesting that his Drinking Water Classification 1D Certificate No. 11397 be renewed.
92. Copy of a letter dated May 12, 2004, to Dave Fueg, Cerrone Associates, Inc., from R. Shayne Brabham enclosing the approved cover sheets, stamped by DEP, for the Operation and Maintenance Manual for the Dechlorination Sewer Project.
93. Copy of a letter dated May 12, 2004, to Steve Cooper, West Virginia Department of Environmental Protection and Natural Resources, from Linda Church enclosing a copy of the District's WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of April 2004.
94. Copy of a letter dated May 12, 2004, to the 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) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of April 2004.
95. Copy of a letter dated May 12, 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) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of April 2004.
96. Copy of a letter dated May 12, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the District's WV National Pollutant

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
May 20, 2004
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Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of April 2004.

97. Copy of a letter dated May 12, 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 each of the revised plat, with the surveyor's original stamp and signatures, for the proposed Windy Storage Tank site for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
98. Copy of a letter dated May 12, 2004, to Virginia McDonald, Rural Development Specialist, USDA-Rural Utilities Service, from Charles Stewart stating that the District approves the recommendations by Cerrone Associates, Inc., to award the contracts to apparent low bidders for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
99. Fax dated May 12, 2004, to Shayne Brabham, Elbert Morton, WV DEP, and Terry Romine, Specialty Piping, from Dave Fueg, Cerrone Associates, Inc., stating that the final inspections for Contracts Nos. 1 and 2 have been scheduled for 10 a.m. on May 21, 2004, at the District's sewage treatment plant.
100. ****Letter dated May 12, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for approval and signature three copies of Requisition No. 8 for the Dover Drive/Dechlorination Sewer Project.
101. Copy of a letter dated May 13, 2004, to George E. Blum, Finance & Administration, Cerrone Associates, Inc., from Linda Church enclosing three signed copies of the WV Infrastructure & Jobs Development Council Schedule B, showing the revised project budget as a result of the bids for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
102. ****Letter dated May 13, 2004, to Charles Stewart from Virginia McDonald, Rural Development Specialist, USDA-Rural Utilities Service, requesting that the District establish a construction checking account in a local financial institution for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
103. Fax dated May 13, 2004, to Virginia McDonald, Rural Utilities Specialist, USDA-Rural Utilities Service, from Shayne Brabham enclosing a copy of the letter dated May 12, 2004, to Rural Utilities Service from Charles Stewart stating that the District approves the recommendation from Manning Frymier, P.E., Cerrone Associates, Inc., to award the bids to the apparent low bidders for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
104. Copy of a letter dated May 13, 2004, to Alice Stephens from Linda Church enclosing two Water Users Agreements for property located at the end of a private road off Route 21 at the foot of Limestone Hill. The property is in the process of being divided and sold to Linda Alexander and Lois Alexander.

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105. Fax dated May 13, 2004, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the May 20, 2004, regular board meeting to be published in the first available issue of the newspaper.
106. Fax dated May 13, 2004, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the May 20, 2004, regular board meeting to be published in the first available issue of the newspaper.
107. Fax dated May 13, 2004, to Jo Liggett from Nellie Radcliff containing a copy of the District's rate card for water and/or sewer service.
108. Copy of a letter dated May 13, 2004, to Diana Geary, Miss Utility of WV, from Linda Church enclosing an updated database for the District's utility line locations.
109. ****Letter dated May 14, 2004, to Charles Stewart from Rosalie Brodersen, State Revolving Program, West Virginia Department of Environmental Protection, authorizing the District to proceed with the purchase of the sewer pipe inspection equipment from Electric Eel Manufacturing Co., Inc., at a cost of \$7,793.00 as part of the Dover Drive/Dechlorination Sewer Project.
110. Copy of a letter dated May 14, 2004, to WV Municipal Bond Commission from Margaret Batten enclosing District Check No. 30318 in the amount of \$16,852.52 as payment to the following sewer bonds: MIW-S-1-97-R-W0-06 - \$9,302.30, MIW-S-1-95-X-W0-06 - \$5,688.40, MIW-S-2-95-X-W0-06 - \$568.82, and MIW-S-1-85-B-W0-06 - \$1,293.00. Also enclosed was District Check No. 28642 in the amount of \$1,592.00 as payment for water bond account no. MIW-W-1-69-X-W0-06 69 Water Revenue.
111. Copy of a letter dated May 14, 2004, to the West Virginia Water Development Authority from Margaret Batten stating that deposits in the amounts of \$5,688.40 and \$568.82 were made to the West Virginia Municipal Bond Commission on May 14th to the Revenue Fund and Reserve Fund respectively for MWPSD Sewage System Revenue Bonds, Series 1995.
112. ****Letter dated May 14, 2004, to Margaret Batten from Debbie Britt, Office Manager, West Virginia Rural Water Association, relative to the "19th Annual Technical Conference" scheduled to begin on September 13, 2004, at Canaan Valley State Park.
113. ****Letter to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and approval four copies of Requisition No. 7-Final for the I-77 Rest Area Sewer Extension Project.
114. Copy of a letter dated May 17, 2004, to Mrs. Liane Showalter, Bill Bailey Insurance Company, enclosing a copy of a letter dated May 10, 2004, from Julian W. Ware, Director, West Virginia Department of Transportation, releasing the bond for the I-77 Rest Area Sewer Extension Project.
115. Copy of a fax dated May 17, 2004, to Kim McClead, WesBanco Bank, Inc., from Margaret Batten requesting that she open a checking account for the District entitled

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"Stephens Fork Water Extension Construction Account".

116. Copy of a letter dated May 17, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing invoices in the amount of \$4,193.00 for expenses the District has incurred relating to the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project to be included in the first requisition for this project.
117. Copy of a letter dated May 17, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing an invoice in the amount of \$117.00 for expenses the District has incurred relating to the Dover Drive/Dechlorination Project to be included in the next requisition for this project.
118. Letter received May 17, 2004, to Water System Administrator/Operator from Robert N. Hart, P.E., Manager, District Office Coordination, WV Department of Health and Human Resources, Bureau For Public Health, Office of Environmental Health Services, relative to the Vulnerability Assessment required of all water systems serving populations of 3,300 or above as required under the provisions of the 2002 Bioterrorism Act.
119. Letter dated May 17, 2004, to Charles Stewart from Virginia McDonald, Rural Development Specialist, USDA-Rural Utilities Service, stating that the pre-closing for the District's RUS loan will be held on June 15, 2004, at 10 a.m. in the District's Office and the closing will be held on June 17, 2004, for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
120. Copy of a letter dated May 17, 2004, to Steven R. Hardman, Esquire, Bowles Rice McDavid Graff & Love, from Alvin L. Engelke relative to a right-of-way easement for water line through the Ball/Stucky land on old U.S. Route 21 in Wirt County.
121. ****Copy of a letter dated May 17, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature five copies each of Change Order No. 1 to Contract No. 1 and Change Order No. 1 to Contract No. 2 for the District's Dover Drive/Dechlorination Sewer Project.
122. Fax dated May 18, 2004, to Becky, City of Cumberland, from Margaret Batten enclosing a copy of the District's water and sewer bill adjustment policy and forms.
123. Letter dated May 18, 2004, to Shayne Brabham from Steve R. Hardman, Esquire, Bowles Rice McDavid Graff & Love, relative to a water line easement for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project needed from Daniel and Charlotte Brown.
124. Copy of a letter dated May 18, 2004, to U. S. EPA Water Resource Center (WSD-RAR) from R. Shayne Brabham enclosing a completed Security Vulnerability Self-Assessment for the District.
125. ****Copy of a **confidential** letter dated May 18, 2004, to Robert N. Hart, P.E., District Office Coordination Manager, Environmental Engineering Division, Department of

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Health & Human Resources, from R. Shayne Brabham enclosing a completed Security Vulnerability Self-Assessment for the District. (Copied to U. S. EPA)

126. Copy of a letter dated May 19, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten containing a list of additional Users for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
127. Copy of a letter dated May 19, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, enclosing a copy of two recorded rights-of-way easements for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
128. Copy of a letter dated May 19, 2004, to OEHS - Env Eng Division, Water & Waste Water Certification, from Linda Church enclosing Form EW-102C, Water Application for Public Water System Operator Certification for Mark Kenneth Murphy to requesting that his Drinking Water Classification 1D Certificate No. 11378 be renewed.
129. Letter dated May 19, 2004, to the District from Sasha Hays requesting a refund of the tap fee and security deposit that she paid for a tap on Providence Road as part of the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
130. Fax dated May 20, 2004, to Angela Gandee from Margaret Batten containing a User's Account Card to be completed and returned to the District's Office for #16 Mt. Pleasant Estates.
131. Fax dated May 20, 2004, from the Wood County PSD Association stating that the next meeting will be held at 12 noon on June 2, 2004, at the Lubeck Public Service District's Office.