

MINUTES OF A REGULAR MEETING OF THE  
PUBLIC SERVICE BOARD OF THE MINERAL  
WELLS PUBLIC SERVICE DISTRICT HELD  
THURSDAY, JUNE 17, 2004 AT 5:00 P.M. IN THE  
DISTRICT'S OFFICE LOCATED AT MINERAL  
WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:00 p.m. He asked everyone present to sign the attendance roster. Charles Stewart; Roy L. Radabaugh; James R. Lett, Secretary; R. Shayne Brabham, Operations Manager; Margaret Batten, Office Manager; and Nellie Radcliff, Office Clerk, were present.

The first order of business was the reading and approving of the Minutes of the May 20, 2004, Regular Board Meeting. Mr. Lett made a motion that the Minutes be approved as read. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Lett made a motion to approve the Minutes of the June 15, 2004 Special Board Meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Radabaugh made a motion to approve the Financial Statement dated May 31, 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 May 31, 2004, for Water Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement date May 31, 2004, for Sewer Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 28668 thru 28749 written between May 31, 2004 and June 16, 2004 on the Water Revenue Checking Account (copy attached).

Mr. Radabaugh made a motion to approve check numbers 28750 thru 28754 written June 17, 2004, on the Water Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 30403 thru 30405 written June 17, 2004 on the Sewer Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve Payroll check numbers 01240 thru 01255 written on the Sewer Fund between May 21, 2004 and June 16, 2004 (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

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Mrs. Batten presented the Board with Change Order No. 2 to Contract 1 for the Dover Drive Sewer Project. Mr. Radabaugh made a motion to approve Change Order No. 2 for Contract 1 for the Dover Drive Sewer Project in the amount of \$32,612.66 and to authorize Mr. Stewart to sign it. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the Change Order No. 2.

Requisition No. 9 for the Dover Drive/Dechlorination Project was presented to the Board for approval in the amount of \$411,424.59. Mr. Radabaugh made a motion to approve Requisition No. 9. Mr. Lett seconded the motion. Mr. Stewart signed Requisition No. 9.

Mrs. Batten discussed the following letters with the Board.

Letter 72 - Letter dated June 11, 2004, to the Mineral Wells Public Service District - Water from Nancy M. Tolley, Director of Budget & Finance, Public Service Commission of West Virginia, stating that the District's assessment for the general support of the Public Service Commission for FY2004-2005 is \$2,658.08.

Letter 73 - Letter dated June 11, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature five copies each of Change Order No. 2 to Contract 1 for the District's Dover Drive Sewer Replacement Project.

Letter 76 - Letter dated June 11, 2004, to Mineral Wells PSD - Sewer from Nancy M. Tolley, Director of Budget & Finance, Public Service Commission of West Virginia, stating that the District's assessment for the general support of the Public Service Commission for FY 2004-2005 is \$2,166.68.

Letter 83 - Copy of a letter dated June 11, 2004, to Terry Romine, Specialty Piping Corporation, from Manning Frymier, P.E., Director of Engineering, Cerrone Associates, Inc., stating that the final inspection was conducted on the Dover Drive Sewer Replacement Project on May 21, 2004, and that final payment will be withheld until some touchup on the seeding is completed.

Letter 84 - Copy of a letter dated June 11, 2004, to Terry Romine, Specialty Piping Corporation, from Manning Frymier, P. E., Cerrone Associates, Inc., stating that final inspection was conducted on the WWTP Dechlorination Sewer Project on May 21, 2004, and that final payment will be withheld until a field demonstration show that the chlorine and sulfur dioxide alarm systems function properly.

The Board discussed giving each of the employees a .35 cent per hour across the board pay raise effective July 1, 2004. Mr. Radabaugh made a motion giving each employee a .35 cent per hour pay

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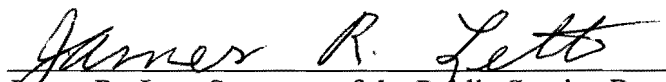
raise effective July 1, 2004. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Brabham reported that the Projects are all coming together. Now that the contracts have been awarded for the Sycamore, Limestone, Stephens Fork/ Windy Ridge Water Extension Project, tap fees will be \$300.00 instead of the \$100.00 before contracts were awarded. Contractors should begin work on June 21, 2004.

All business having been discussed, Mr. Radabaugh made a motion to adjourn the meeting. Mr. Lett seconded the motion. Mr. Stewart adjourned the meeting at 6:35 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. Thonrburg	<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
Aalleggheny Power	4,963.27

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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  
JUNE 17, 2004**

**CHECKS WRITTEN BETWEEN MAY 21, 2004, AND JUNE 16, 2004**

<b>CHECK NO.</b> 28668	Unisys Corporation (Voided)	\$ 875.70
28672	U S Postal Service	80.04
28673	Wirt County Clerk	36.00
28674	AZ Commercial	2.98
28675	ADT Security Services	48.42
28676	Action Answering Service Plus	37.33
38677	Bureau For Child Support	65.16
38678	Glotfelty Enterprises, Inc.	268.29
28679	Hardman Supply Company	88.11
28680	Mineral Wells PSD	13.68
28681	Mineral Wells PSD	3,934.28
28682	R & R Pipeline, Inc.	3,000.00
28683	Scantron Service Group	67.75
28684	USDA-Rural Development	3,140.00
28685	WesBanco Bank-Parkersburg	1,621.77
28686	WV Dept of Tax & Revenue	534.31
28687	WV Public Employees Retirement	1,546.49
28688	WesBanco-Water Res-Sams-CV	314.00
28689	Dominion Hope	27.39
28690	Jay Miller	50.37
28691	Kevin West	33.19
28692	Lou Ann Hawk	50.21
28693	W. C. Crites	51.82
28694	Steven K. Ashcraft	50.26
28695	Mike & Sandra Powell	56.85
28696	David Goldsmith	50.40
28697	Anna L. Naylor	39.02
28698	Michelle Eddy	39.30
28699	H. Eugene Smith II	50.20
28700	Elaine Traylor	32.72
28701	Tessa Sprague	22.57
28702	Danielle M. Daggett	35.36
28703	Rodney Powers	22.71
28704	Jacqueline M. Shambo	50.22
28705	Barbara Towarnicky	50.21
28706	Mineral Wells PSD	328.72
28707	Rural Development Admn.	2,112.00
28708	Cutlip-Warner Development Co.	3,073.00
28709	Haul Away Trash L.L.C.	17.50

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WATER REVENUE FUND CHECKING ACCOUNT  
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**CHECKS WRITTEN BETWEEN MAY 21, 2004, AND JUNE 16, 2004  
(Continued)**

<b>CHECK NO.</b> 28710	Miller Communications	\$ 15.00
28711	Parkersburg Office Supply	54.86
28712	Cintas	138.38
28713	C I Thornburg	231.61
28714	Hughes Supply, Inc.	1,557.00
28715	Westco Internet	11.25
28716	Claywood Park PSD	13,864.53
28717	Gladys P. Dent	3,500.00
28718	U S Postal Service	37.49
28719	Richard & Nina Boice	8,264.00
28720	AT&T - State Calling Service	8.32
28721	Bill Bailey Insurance Agency	1,000.00
28722	BP Credit Card Center	318.50
38723	Bureau For Child Support	68.56
28724	AT&T Wireless Services	68.75
28725	Fasteners & Supply, Inc	44.47
28726	Glotfelty Enterprises, Inc.	11.97
28727	Miss Utility of WV Inc	25.37
28728	Municipal Bond Commission	1,592.00
28729	Mineral Wells PSD	3,187.11
28730	Matheny Motor Truck Co. DBA	203.41
28731	Tesa Company Inc	11.60
28732	Telepage Communications System	8.95
28733	Unisys Corporation	153.25
28734	USDA-Rural Development	3,325.00
28735	Water Environmental Testing	67.50
28736	Hughes Supply, Inc.	350.00
28737	WV Public Employees Ins Agency	1,413.21
28738	WesBanco Bank-Parkersburg	110.00
28739	WesBanco Bank-Parkersburg	1,438.66
28740	WesBanco Bank-Parkersburg	167.00
28741	WesBanco Bank-Parkersburg	167.00
28742	WesBanco Bank-Parkersburg	502.00
28743	WesBanco Bank-Parkersburg	502.00
28744	Wirt County Clerk	114.00
28745	Lois Alexander	150.00
28746	Circuit Clerk of Wirt County	125.00

**MINERAL WELLS PSD  
WATER REVENUE FUND CHECKING ACCOUNT  
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**CHECKS WRITTEN BETWEEN MAY 21, 2004, AND JUNE 16, 2004  
(Continued)**

<b>CHECK NO.</b> 28747	Circuit Clerk of Wirt County	\$ 125.00
28748	Circuit Clerk of Wirt County	500.00
28749	Circuit Clerk of Wirt County	315.00

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION**

<b>CHECK NO.</b> 28750	Cutlip-Warner Development Co.	\$ 926.00
28751	Conner Cleaning Service	109.00
28752	Barry & Darleen Snyder	51.32
28753	R & R Pipeline, Inc.	1,510.20
28754	U S Postal Service	144.27

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
JUNE 17, 2004**

**CHECKS WRITTEN BETWEEN MAY 21, 2004, AND JUNE 16, 2004**

<b>CHECK NO.</b> 30337	Unisys Corporation (Void)	\$ 875.70
30342	Void	
30343	U S Postal Service	80.04
30344	Allegheny Power	3,577.15
30345	AZ Commercial	2.98
30346	ADT Security Services	48.42
30347	Action Answering Service Plus	37.32
30348	Bureau For Child Support	30.19
30349	Fore Timber Co. Inc.	242.45
30350	Glotfelty Enterprises, Inc.	268.29
30351	Hardman Supply Company	99.19
30352	James R. Lett	125.00
30353	Mineral Wells PSD	5,000.00
30354	Mineral Wells PSD	13.69
30355	Roy L. Radabaugh	125.00
30356	Charles M. Stewart	125.00
30357	Scantron Service Group	67.75
30358	WesBanco Bank-Parkersburg	1,398.34
30359	WV Dept. of Tax & Revenue	528.69
30360	WV Public Employees Retirement	1,443.48
30361	Dominion Hope	27.40
30362	Jay Miller	50.37
30363	Kevin West	36.20
30364	Carrie A. Monk	25.53
30365	Anna L. Naylor	38.77
30366	Michelle Eddy	42.94
30367	H. Eugene Smith II	50.20
30368	Elaine Traylor	38.49
30369	Jesse Owen Wilburn	5.66
30370	Tessa Sprague	21.93
30371	Danielle M. Daggett	41.63
30372	Rodney Powers	22.07
30373	Jacqueline M. Shambo	50.22
30374	Mineral Wells PSD	234.41
30375	Danny's Lawn Service	450.00
30376	Dell Marketing L.P.	2,712.42
30377	Haul Away Trash L.L.C.	17.50
30378	Miller Communications	15.00
30379	Parkersburg Office Supply	54.86

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SEWER REVENUE FUND CHECKING ACCOUNT  
JUNE 17, 2004  
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**CHECKS WRITTEN BETWEEN MAY 21, 2004, AND JUNE 17, 2004  
(Continued)**

<b>CHECK NO.</b> 30380	Cintas	\$ 138.37
30381	C I Thornburg	663.63
30382	Westco Internet	11.25
30383	C. I. Thornburg	14.00
30384	U S Postal Service	37.49
30385	AT&T - State Calling Service	8.32
30386	BP Credit Card Center	318.51
30387	Bureau For Child Support	26.79
30388	AT&T Wireless Services	68.76
30389	Electric Eel Manufacturing Co.	7,793.00
30390	Fasteners & Supply Inc.	1,658.86
30391	Glotfelty Enterprises, Inc.	11.98
30392	Miss Utility of WV Inc.	25.38
30393	Municipal Bond Commission	16,852.52
30394	Matheny Motor Truck Co. DBA	203.41
30395	Steers Heating & Cooling, Inc.	141.00
30396	Telepage Communications System	8.95
30397	Unisys Corporation	153.25
30398	Water Environmental Testing	317.00
30399	WV Public Employees Ins. Agency	1,261.11
30400	WesBanco Bank-Parkersburg	1,351.10
30401	WesBanco Bank-Parkersburg	1,433.79
30402	Mid-Ohio Valley Medical Group	581.00

**CHECKS WRITTEN TODAY, JUNE 17, 2004**

<b>CHECK NO.</b> 30403	Cutlip-Warner Development Co.	\$ 225.00
30404	Conner Cleaning Service	179.00
30405	U S Postal Service	144.27

**PAYROLL CHECKS WRITTEN BETWEEN MAY 21, 2004, AND JUNE 17, 2004**

<b>CHECK NO.</b> 01240	Todd R. Anderson	\$ 665.14
01241	Margaret J. Batten	1,063.13
01242	Richard Shayne Brabham	1,007.58
01243	William H. Byers, Jr.	828.64

**MINERAL WELLS PSD  
SEWER REVENUE FUND CHECKING ACCOUNT  
JUNE 17, 2004  
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**PAYROLL CHECKS WRITTEN BETWEEN MAY 21, 2004, AND JUNE 17, 2004  
(Continued)**

<b>CHECK NO.</b> 01244	Linda K. Church	\$ 894.90
01245	Russell P. Hanna	880.73
01246	Mark K. Murphy	572.65
01247	Nellie B. Radcliff	906.46
01248	Todd R. Anderson	\$ 628.68
01249	Margaret J. Batten	981.45
01250	Richard Shayne Brabham	1,053.01
01251	William H. Byers, Jr.	817.24
01252	Linda K. Church	870.36
01253	Russell P. Hanna	880.73
01254	Mark K. Murphy	337.53
01255	Nellie B. Radcliff	835.97

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**MAY 21, 2004, - JUNE 17, 2004**

1. **etc**, a publication of the WV Environmental Training Center, Cedar Lakes Conference Center, Ripley, WV, containing a registration form for the "Water System Security Workshop" scheduled to be held in Charleston, WV, on July 8, Ripley, WV, on July 20, Clarksburg, WV, on July 22, and Parkersburg, WV, on August 18.
2. Letter from Precision Pump & Valve Service, Inc. announcing seminars and workshops that will be offered on Friday, June 4, 2004, as part of their Customer Appreciation Day.
3. Memo to All MUWV Members from Jim Kovach stating that 2<sup>nd</sup> Quarter Meeting of Miss Utility of WV, Inc., is scheduled for July 14<sup>th</sup> and 15<sup>th</sup> at Canaan Valley Resort Lodge. A block of rooms at the Resort Lodge has been reserved at a cost of \$71.00 per single and \$77.00 per double.
4. Letter dated May 21, 2004, to all Prime Rate Money Market Account Customers from WesBanco Bank, Inc. containing changes to the way interest will be calculated for the accounts effective June 24, 2004.
5. **West Virginia Rural Water Association INFRASTRUCTURE COUNCIL REPORT NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated June 3, 2004, Vol. 8, Issue 6.
6. Flyer from the WV Environmental Training Center, Cedar Lakes, Ripley, West Virginia, containing a registration form for "The Show-me Ratemaker Workshop" scheduled for July 28, 2004, beginning at 9 a.m.
7. **PIPELINE, News & View From the WV Division of Environmental Protection, Dept. of Health and Human Resources and WV Public Service Commission**, dated May-June 2004, Issue 1, Volume 3.
8. Copy of a letter dated May 17, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten containing copies of additional invoices in the amount of \$4,193.00 for expenses the District has incurred relating to the Sycamore, Stephens Fork, Limestone Ridge Water Extension Project.
9. Copy of a letter dated May 18, 2004, to Lesly H. Messina, Research Director, Affiliated Construction Trades Foundation, from Charles Stewart, responding to Mr. Messina's allegations that the District has ties with R

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
JUNE 17, 2004  
PAGE 2**

& R Pipeline, Inc. through the employment of Melissa Brabham.

10. Copy of a letter dated May 21, 2004, to George Blum, Finance & Administration, Cerrone Associates, Inc., from Margaret Batten enclosing two signed copies of Addendum No. 3 to the Agreement for Engineering Services for the Dechlorination/Dover Drive Sewer Project.
11. Copy of a letter dated May 21, 2004, to Randall M. Cole, Project Administration, Cerrone Associates, Inc., from Margaret Batten enclosing five signed copies of Change Order No. 1 to Contract No. 1 to the Dover Drive Sewer Replacement Project and five signed copies of Change Order No. 1 to Contract No. 2 to the Wastewater Treatment Plant Dechlorination Project.
12. Fax dated May 21, 2004, to Nellie Radcliff from Angela Gandee containing a completed account card for #16 Mt. Pleasant Estates.
13. Copy of a letter dated May 21, 2004, to Randall M. Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing four signed copies of the Certificate of Substantial Completion for Contract 2 of the Dover Drive/Dechlorination Project and one signed copy of Requisition No. 7 (Final) for the I-77 Rest Area Sewer Extension Project.
14. Copy of a letter dated May 21, 2004, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of the District's Invoice Partial Bill No. 14 for engineering services provided by Cerrone Associates, Inc. and Contractor's Estimate No. 7-Final for R & R Pipeline, Inc. for the sewer extension to serve the I-77 Rest Area.
15. Copy of a letter dated May 21, 2004, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing an original and four copies of the District's Final Invoice No.15 for legal services from Bowles Rice McDavid Graff & Love and services provided by the District for the sewer extension to serve the I-77 Rest Area.
16. Copy of a letter dated May 21, 2004, to the Parkersburg Utility Board from Linda Church enclosing District Check 30340 in the amount of



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\$80.00 to pay reconnection fees for Kent Waltz, Alicia Wolfe, T. Jones, and Joyce Pursley Kassinger.

17. Fax dated May 21, 2004, to Dell Tax Department from Margaret Batten enclosing a completed West Virginia Consumers Sales and Service Tax and Use Tax Exemption Certificate for the District's purchase of computer equipment.
18. Copy of a letter dated May 24, 2004, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing Standard Form 3881, "ACH Vendor/Miscellaneous Payment Enrollment Form" for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Checking Account at WesBanco Bank.
19. Copy of a letter dated May 24, 2004, to Virginia McDonald, Rural Utilities Service, from Margaret Batten submitting the following items for the Stephens Fork, Sycamore Run, Limestone/Windy Ridge Water Extension Project: (1) Have not received List of Inspectors from Cerrone Associates, Inc., (2) Will review qualifications and vote on inspectors at the June 15, 2004, Special Board Meeting, (3) Evidence that the District has acquired insurance and bond coverage in accordance with Item 9 of the Letter of Conditions, and (4) Copy of the District's State Workers' Compensation Certificate.
20. Fax dated May 24, 2004, to Liane Showalter, Bill Bailey Insurance, from Margaret Batten containing information needed for the issuance of a Permit Bond for the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.
21. Letter dated May 24, 2004, to the District from the West Virginia Workers' Compensation Commission stating that the District's rate for FY 2005 will be \$2.79 per one hundred dollars.
22. Memo dated May 25, 2004, to Water and Wastewater Utility Executives and Managers from the American Water Works Association relative to a free benchmarking summary for the District.
23. Letter dated May 25, 2004, to the District from HACH relative to elevated lead in metropolitan water distribution systems.

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24. Letter dated May 25, 2004, to R. Shayne Brabham from O. Robert Coontz, P.E., Engineering Section Manager, West Virginia Department of Environmental Protection, enclosing two approved copies of Change Order No. 1 to Contract No. 1 for the Dover Drive Sewer Replacement Project.
25. Letter dated June 1, 2004, to R. Shayne Brabham from O. Robert Coontz, Engineering Section Manager, West Virginia Department of Environmental Protection, enclosing two approved copies of Change Order No. 1 to Contract No. 2 for the WWTP Dechlorination Sewer Project.
26. Copy of a letter dated May 25, 2004, to Daniel Yonkosky, Director, State of West Virginia Water Development Authority, from Margaret Batten enclosing the Monthly Financial Report for April 2004 for the Mineral Wells Public Service District's Dover Drive/Wastewater Plant Dechlorination Construction Project.
27. Copy of a letter dated May 25, 2004, to Katy Mallory, WV Infrastructure & Jobs Development Council, from Margaret Batten containing all pertinent information for the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Checking Account.
28. Copy of a letter dated May 26, 2004, to Harold Honaker from Margaret Batten enclosing two rights-of-way easements for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project that need signed in front of a notary and returned to the District's Office.
29. Copy of a letter dated May 26, 2004, to George Morehead from Margaret Batten enclosing a Water User Agreement and an account card for water service to property that he owns in Wirt County as part of the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Project.
30. Copy of a letter dated May 26, 2004, to Jean Kilburn from Margaret Batten enclosing a right-of-way easement for the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project that needs to be signed before a notary and returned to the District's Office.
31. A fax dated May 26, 2004, to Shayne Brabham from Dave Watkins, Alco AmeriFence, containing a proposal to repair the fence around the Price Road Water Tank Site.

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32. Copy of a letter dated May 26, 2004, to Wirt County Clerk from Margaret Batten enclosing six rights-of-way easements to be recorded along with District Check No. 28673 in the amount of \$36.00 for the recording fees.
33. Copy of Correspondence Instructions dated May 26, 2004, to the Wood County Clerk from Margaret Batten enclosing four rights-of-way easements to be recorded.
34. Copy of a letter dated May 26, 2004, To Whom It May Concern from Margaret Batten stating that Jeff Sampson, 17 Maple Shade Estates, has been a customer of the District since July 1999 and has always paid his water and sewer bill in a timely manner.
35. Copy of a letter dated May 27, 2004, to James F. Aucremanne, Utility Analyst I, Public Service Commission of WV, from Margaret Batten enclosing an original and twelve copies each of the Certificates of Substantial Completion for Contracts No. 1 and No. 2 for the Dover Drive Sewer Replacement/WWTP Dechlorination Projects.
36. Fax dated May 27, 2004, to Randall M. Cole, Project Administrator, Cerrrone Associates, Inc., from Margaret Batten enclosing an invoice from Electric Eel Manufacturing Company in the amount of \$7,793.00 for pipe inspection equipment and a copy of a letter dated May 14, 2004, from Rosalie Brodersen, Program Manager, West Virginia Department of Environmental Protection, authorizing the District to purchase the equipment with the remaining SRF Funds for the District's WWTP Dechlorination Sewer Project. Mrs. Batten instructed Mr. Cole to enclose the invoice on the next requisition for the Dechlorination/Dover Drive Sewer Project.
37. Copy of a letter dated May 27, 2004, to Ms. Miriam Garnica, Unisys Corporation, from Margaret Batten stating that District would like to cancel its computer equipment warranty billed on Invoice No. 80141169.
38. Copy of a letter dated May 27, 2004, to Mr. Alvin Engleke from Margaret Batten enclosing a right-of-way easement for the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project that needs to be signed in front of a notary and returned to the District's office.

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39. Letter dated May 27, 2004, to Charles M. Stewart from Virginia McDonald, Rural Development Specialist, Rural Utilities Service, relative to the security inspection of the District and the preparation of a written comprehensive preventative maintenance plan.
40. Letter dated May 31, 2004, to Valued BSI Customer from J. F. Crutchfield, President, Business Software, Inc., stating that on June 1, 2004, BSI will merge with Carolina Cipher.
41. Copy of a letter dated June 1, 2004, to Alan Harris, Rural Development Manager, and Virginia McDonald, Rural Development Specialist, from Jenny N. Phillips, State Director, USDA, Rural Development, approving the awarding of contracts to the lowest bidders for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project. Also enclosed is a list of documents that must be ready for the pre-closing meeting and preconstruction conference scheduled for June 15, 2004.
42. Letter dated June 1, 2004, to Charles Stewart from Rosalie Brodersen, Program Manager, State Revolving Fund Program, approving the 7<sup>th</sup> loan reimbursement request in the amount of \$31,800.00 for the Dover Drive/WWTP Dechlorination Sewer Project.
43. Fax dated June 1, 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 May 2004.
44. Fax dated June 1, 2004, to Miriam Garnica, Unisys Corporation, from Margaret Batten enclosing a copy of the letter dated May 27, 2004, from Margaret Batten requesting that the computer warranty billed under Invoice No. 80141169 be canceled.
45. Fax dated June 3, 2004, to Jim Ice, Harman Thompson Mallory & Ice, from Margaret Batten including a copy of a fax from George Blum, Cerrone Associates, Inc., relative to revenue to be produced by the PSC approved rates for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
46. Facsimile dated June 3, 2004, to Margaret Batten from George E. Blum, Cerrone Associates, Inc., containing an estimate of revenue to be

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produced by the new water rates approved for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

47. Fax dated June 3, 2004, to Camden Siegrist, Bowles Rice McDavid Graff & Love; Katy Mallory, WV IJDC; and Virginia McDonald, USDA Rural Development; from Randall M. Cole, Cerrone Associates, Inc., enclosing for review and comment a proposed coversheet for Requisition No. 1 for the Mineral Wells PSD Sycamore/Stephens Fork/Limestone Water Extension Project.
48. Copy of a letter dated June 4, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing one copy each of six recorded rights-of-way easements for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
49. Copy of a check payable to Dennis Workman that was returned to Terry Morehead on June 4, 2004, after it was mistakenly mailed to the District.
50. Copy of a letter dated June 4, 2004, to Daniel Yonkosky, Director, State of West Virginia Water Development Authority, from Margaret Batten containing a copy of the District's Monthly Financial Report for May, 2004, as required by the MWPSD Sewerage System Revenue Bond, 2003-A.
51. Copy of a letter dated June 7, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing six copies of the Loan Agreement and five copies of the Grant Agreement by and between the District and the West Virginia Water Development Authority for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
52. Letter dated June 7, 2004, to the District from Lois Alexander requesting that the District refund the security deposit and tap fee that she paid for water service on the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
53. Memorandum dated June 7, 2004, to Payroll Clerks from Monta Boggs, West Virginia Consolidated Public Retirement Board, containing a registration form for a Payroll Clerk's Seminar scheduled for July 22, 2004, at the Days Inn Conference Center, Flatwoods, West Virginia.

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54. Fax dated June 7, 2004, to Liane Showalter, Bill Bailey Insurance Agency, from Margaret Batten containing information pertinent to the financing of the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.
55. Letter dated June 8, 2004, to Charles Stewart from Rosalie Brodersen, Program Manager, State Revolving Fund Program, approving Addendum No. 3 to the Engineering Agreement between the District and Cerrone Associates, Inc. for assistance in purchasing the sewer inspection equipment.
56. Letter of Transmittal dated June 8, 2004, to Karen Hiehle, Stonegate Construction, Inc., containing the approved shop drawings for Contract 2A of the Sycamore, Stephens Fork, Limestone/Windy Ridge Water Extension Project.
57. Fax dated June 8, 2004, to Dawn McVey from Nellie Radcliff containing an account card for water and/or sewer service to be completed and returned to the District Office.
58. Letter dated June 9, 2004, to Charles M. Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., containing resumes for James Brown and Timothy Kelly, inspectors for Cerrone Associates, Inc.
59. Letter dated June 9, 2004, to the District from Amanda Sampson, Parkersburg Housing Authority, requesting a copy of the District's most recent rate schedule for water and sewer service.
60. Letter of Transmittal dated June 9, 2004, to Karen Hiehle, Stonegate Construction, Inc., from Cerrone Associates, Inc., containing the approved shop drawings for Contract #1 of the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.
61. Fax dated June 9, 2004, to Margaret Batten from Randall M. Cole, Cerrone Associates, Inc., containing a copy of the letter dated June 1, 2004, to Alan Harris, Rural Development Manager and Virginia McDonald, Rural Development Specialist, from Jenny H. Phillips, State Director, Rural Development, approving the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.

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62. Fax dated June 9, 2004, to the **PARKERSBURG NEWS** from Margaret Batten enclosing a notice and an agenda for the June 15, 2004, Special Board Meeting to be published in the first available issue of the newspaper.
63. Fax dated June 9, 2004, to the **PARKERSBURG SENTINEL** from Margaret Batten enclosing a notice and an agenda for the June 15, 2004, Special Board Meeting to be published in the first available issue of the newspaper.
64. Copy of a letter dated June 10, 2004, to Stonegate Construction, Inc., from Margaret Batten enclosing the Notices of Award for Contract #1 and Contract #2A of the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project and stating that the preconstruction conference has been scheduled for June 15, 2004, at 11 a.m. in the District's Office. This letter was also sent by fax on June 10, 2004.
65. Copy of a letter dated June 10, 2004, to United Welding, Inc., from Margaret Batten enclosing the Notice of Award for Contract #2B of the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project and stating that the preconstruction conference has been scheduled for June 15, 2004, at 11 a.m. in the District's Office. This letter was also sent by fax on June 10, 2004.
66. Copy of a letter dated June 10, 2004, to Mid Atlantic Storage Systems, Inc., from Margaret Batten enclosing the Notice of Award for Contract #3 of the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project and stating that the preconstruction conference has been scheduled for June 15, 2004, at 11 a.m. in the District's Office. This letter was also sent by fax on June 10, 2004.
67. Copy of a letter dated June 10, 2004, to Panhandle Pipe-Hughes Supply from Margaret Batten enclosing the Notice of Award for Contract #4 of the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project and stating that the preconstruction conference has been scheduled for June 15, 2004, at 11 a.m. in the District's Office. This letter was also sent by fax on June 10, 2004.
68. Copy of a letter dated June 10, 2004, to Randall Cole, Cerrone

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Associates, Inc., from Margaret Batten enclosing one signed copy each of the Notices to Award to Stonegate Construction, Contract #1; Stonegate Construction, Contract #2A; United Welding, Inc., Contract #2B; Mid Atlantic Storage Systems, Inc., Contract #3; and Panhandle Pipe-Hughes Supply, Contract #4; for the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.

69. Copy of a letter dated June 10, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the executed Permit Bond for construction of water line on the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.
70. Copy of a letter dated June 10, 2004, to Jesse Sheppard, WV Department of Transportation, from Margaret Batten enclosing Permit Bond No. 5939548 in the amount of \$100,000.00 for the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.
71. Copy of a letter dated June 10, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter dated June 10, 2004, to Jesse Sheppard, WV Department of Transportation, containing a copy of Permit Bond No. 5939548 for the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.
72. \*\*\*\*Letter dated June 11, 2004, to the Mineral Wells Public Service District - Water from Nancy M. Tolley, Director of Budget & Finance, Public Service Commission of West Virginia, stating that the District's assessment for the general support of the Public Service Commission for FY 2004-2005 is \$2,658.08.
73. \*\*\*\*Letter dated June 11, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature five copies each of Change Order No. 2 to Contract 1 for the District's Dover Drive Sewer Replacement Project.
74. Letter dated June 11, 2004, to Prospective Student from Gregory A. Burton, Executive Director, West Virginia Workers Compensation Commission, relative to a program about Workers Compensation issues that will be held on September 8<sup>th</sup> and 9<sup>th</sup> at the Charleston Civic Center.



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75. \*\*\*\*Letter dated June 11, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature three copies of Requisition No. 9 for the Dover Drive/Dechlorination Project.
76. \*\*\*\*Letter dated June 11, 2004, to Mineral Wells PSD - Sewer from Nancy M. Tolley, Director of Budget & Finance, Public Service Commission of West Virginia, stating that the District's assessment for the general support of the Public Service Commission for FY 2004-2005 is \$2,166.68.
77. Fax dated June 11, 2004, to Randy Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of her letter to Mr. Cole dated March 31, 2004, containing one copy each of the letters dated March 29, 2004, from Barbara K. Oates, Unit Manager of the West Virginia Tax Department, releasing final payment to Specialty Piping Corporation for Contract 1 and Contract 2 for the Dover Drive/Dechlorination Sewer Project.
78. Fax dated June 11, 2004, to Steve Hardman, Attorney, Bowles Rice McDavid Graff & Love, from Manning Frymier, P.E., Cerrone Associates, Inc., containing information from Point Surveying regarding the revised tank site for the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Project.
79. Fax dated June 11, 2004, to Shayne Brabham from Todd, Claywood Park Public Service District, containing a copy of Claywood's 2003 Drinking Water Quality Report.
80. Fax dated June 11, 2004, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice and an agenda for the June 17, 2004, regular Board Meeting to be published in the first available issue of the newspaper.
81. Fax dated June 11, 2004, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice and an agenda for the June 17, 2004, regular Board Meeting to be published in the first available issue of the newspaper.
82. Fax dated June 11, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice

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McDavid Graff & Love, from Vincent JD Shaw, Cerrone Associates, Inc., enclosing the change order drawing for line 87 which will be required for the preparation of easement no. 2-45-02 of the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.

83. \*\*\*\*Copy of a letter dated June 11, 2004, to Terry Romine, Specialty Piping Corporation, from Manning Frymier, P.E., Director of Engineering, Cerrone Associates, Inc., stating that the final inspection was conducted on the Dover Drive Sewer Replacement Project on May 21, 2004, and that final payment will be withheld until some touchup on the seeding is completed.
84. \*\*\*\*Copy of a letter dated June 11, 2004, to Terry Romine, Specialty Piping Corporation, from Manning Frymier, P.E., Cerrone Associates, Inc., stating that final inspection was conducted on the WWTP Dechlorination Sewer Project on May 21, 2004, and that final payment will be withheld until a field demonstration shows that the chlorine and sulfur dioxide alarm systems function properly.
85. Fax dated June 14, 2004, to Jim Ruckman, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of map no. 2-72 relative to a question about the right-of-way into the water tank site needed from Richard Boice.
86. Fax dated June 14, 2004, to Margaret Batten from Jim Ruckman, Cerrone Associates, Inc., containing a revised drawing of map no. 2-72 showing the right-of-way into the water tank site needed from Richard Boice.
87. Fax dated June 14, 2004, to Margaret Batten from Jim Ruckman, P.E., Cerrone Associates, Inc., enclosing a revised plat for the proposed Boice Tank Site.
88. Fax dated June 14, 2004, to Attorney Cam Siegreest, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of Margaret Batten's letter dated May 25, 2004, to Katy Mallory, WV Infrastructure & Jobs Development Council, containing all pertinent information about the checking account for the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.

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89. Fax dated June 14, 2004, to Margaret Batten from Dianne Wolfe, Bowles Rice McDavid Graff & Love, containing revised right-of-way easement #2-73-01 for William D. Nester, Jr. and Shawna J. Nester for the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.
90. Copy of a letter dated June 14, 2004, to Jeff Smith, West Virginia For Public Health Office of Environmental Health Services/EED, from Linda K. Church containing one copy each of the WV National 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 May 2004 for the District's wastewater treatment plant.
91. Copy of a letter dated June 14, 2004, to Municipal Branch, Office of Water Resources (DNR), Charleston, WV, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of May 2004 for the District's wastewater treatment plant.
92. Copy of a letter dated June 14, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of May 2004 for the District's wastewater treatment plant.
93. Copy of a letter dated June 14, 2004, to Steve Cooper, WV Department of Environmental Protection and Natural Resources, Parkersburg, West Virginia, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of May 2004 for the District's wastewater treatment plant.
94. Copy of a letter dated June 14, 2004, to Ms. Amanda Sampson, Parkersburg Housing Authority, from Margaret Batten containing a completed questionnaire regarding the average water and sewer usage for a family of three to five and a copy of the District's rate card for water

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and sewer.

95. Copy of a letter dated June 15, 2004, to Virginia McDonald, Rural Development Specialist, Rural Utilities Service, from Charles Stewart stating that after reviewing the resumes of qualifications and responsibilities submitted by James Brown and Timothy Kelly of Cerrone Associates, Inc., the Board of Commissioners unanimously approved the two men to serve as resident inspectors for the Sycamore Run, Stephens Fork, and Limestone/Windy Ridge Water Extension Project.
96. Copy of a letter dated June 15, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of her June 15, 2004, letter to Virginia McDonald, Rural Utilities Service, approving James Brown and Timothy Kelly to serve as inspectors on the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Project.
97. Copy of a letter dated June 15, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 1018 in the amount of \$4,283.00 for payment as shown on Requisition No. 8 of the Dover Drive/Dechlorination Project.
98. Copy of a letter dated June 15, 2004, to Specialty Piping Corporation from Margaret Batten enclosing District Check No. 1016 in the amount of \$26,055.42 and District Check No. 1017 in the amount of \$1,461.32 for payment as shown on Requisition No. 8 of the Dover Drive/Dechlorination Project.
99. Copy of a letter dated June 15, 2004, to United Welding, Inc., from Margaret Batten enclosing an invoice in the amount of \$500.00 for the \$50,000.00 Performance Bond required by the West Virginia Department of Highways for Contract 2B of the Stephens Fork, Sycamore Run, Limestone/Windy Ridge Water Extension Project.
100. Copy of a letter dated June 15, 2004, to Mrs. Karen Hiehle, Stonegate Construction, Inc., from Margaret Batten enclosing an invoice in the amount of \$500.00 for the \$50,000.00 Performance Bond required by the West Virginia Department of Highways for Contract 2A of the Stephens Fork, Sycamore Run, Limestone/Windy Water Extension Project.

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101. Copy of a letter dated June 15, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing one copy each of the June 15, 2004, letters and invoices to United Welding, Inc. and Stonegate Construction, Inc. relative to payment of the \$100,000.00 Performance Bond required by the West Virginia Department of Highways for the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.
102. Letter dated June 15, 2004, to Charles Stewart from Virginia McDonald, Rural Utilities Service, containing the general outline of requirements that the District has agreed to adhere to in connection with receiving a RUS Loan of \$780,000.00 for Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.
103. Letter dated June 15, 2004, to Charles Stewart from Virginia McDonald, Rural Utilities Service, stating that project funds in the amount of \$77,000.00 will be deposited on June 17, 2004, into the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Project Checking Account.
104. Letter dated June 15, 2004, to Board Members from Geert F. Bakker, Chief Utilities Manager, Water and Wastewater Division, Public Service Commission of West Virginia, containing a Certification of Customers Form that must be completed and returned by July 15, 2004.
105. Copy of a letter dated June 16, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from James M. Ruckman, P.S., Cerrone Associates, Inc., enclosing one each of the revised legal description and plat, with the surveyor's original stamp and signature, for the Windy Water Storage Tank located on the Richard Boice property.
106. Copy of a Letter of Transmittal dated June 16, 2004, to Karen Hiehle, Stonegate Construction, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., containing approved shop drawings and specifications for water booster system pumps and pump control panel for Contract #2A of the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Water Extension Project.
107. Fax dated June 16, 2004, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing a copy of the deposit ticket and bank

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108. statement for the Stephens Fork Water Extension Project Checking Account.
109. Copy of a letter dated June 16, 2004, to Daniel L. Brown from R. Shayne Brabham enclosing a right-of-way easement through property on Wolfe Run that needs to be signed in front of a notary and returned to the District Office for the Sycamore Run, Stephens Fork, Limestone/Windy Ridge Waterline Extension.
110. Letter dated June 16, 2004, to the District from Workers Compensation Commission of West Virginia relative to Mark Murphy's claim of injury on May 5, 2004.
111. Fax dated June 17, 2004, to Wanda Halstead, Workers Compensation Commission of West Virginia, from Margaret Batten attaching an Employers' Report of Injury for Mark K. Murphy.
112. Letter dated June 17, 2004, to Charles M. Stewart from Virginia McDonald, Rural Development Specialist, Rural Utilities Service, approving invoices to Cerrone Associates, Inc., Mineral Wells Public Service District, and Bowles Rice McDavid Graff & Love totaling \$365,959.75.
113. Copy of a letter dated June 17, 2004, to Allyn G. Turner, Director, Division of Water and Waste Management, from R. Shayne Brabham containing the Quarterly Compliance Report of the operation of the District's wastewater treatment plant as required by the District's WV NPDES Permit No. WV0081141.
114. Copy of a letter dated June 17, 2004, to Steve Cooper, West Virginia Department of Environmental Resources and Natural Resources, from R. Shayne Brabham containing a copy of Mr. Brabham's June 17, 2004 letter to Allyn G. Turner, Division of Water and Waste Management, relative to the quarterly compliance report for the District's wastewater treatment plant as required by the District's WV NPDES Permit No. WV0081141.