

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

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

The first order of business was the reading of the Minutes of the June 17, 2004, Regular Board Meeting. Mr. Lett made a motion to approve the Minutes as written. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Lett read the Minutes of July 1, 2004, Special Board Meeting. Mr. Lett made a motion to approve the Minutes of July 1, 2004, Special Board Meeting as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Lett read the Minutes of July 8, 2004, Special Board Meeting. Mr. Lett made a motion to approve the Minutes of the July 8, 2004, Special Board Meeting as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the financial statement dated June 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 June 30, 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 dated June 30, 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 28755 thru 28819 written between June 16, 2004 and July 14, 2004 on the Water Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check number 28820 written July 15, 2004, on the Water Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 30406 thru 30461 written between June 16, 2004 and July 14, 2004, on the Sewer Revenue Fund Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

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Mr. Radabaugh made a motion to approve Payroll check numbers 01256 thru 01271 written on the Sewer Revenue Fund Checking Account between June 16, 2004 and July 15, 2004, (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten presented the Board with Change Order No. 1 to Contract 1 - Stonegate Construction Company to upgrade line 20 from 2" to 6" pipe. The amount of the Change Order No. 1 is \$3,325.00. Mr. Radabaugh made a motion to approve Change Order No. 1 to Contract 1 - Stonegate Construction Company. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Change Order No. 1 - Contract 1 - Stonegate Construction Company.

Mrs. Batten presented the Board with Change Order No. 1 to Contract 2A-Stonegate Construction Company. The amount of Change Order No. 1 to Contract 2A is \$12,000.00. The Change Order is to upgrade line 23 from 2" to 6" pipe. Mr. Radabaugh made a motion to approve Change Order No. 1 to Contract 2A - Stonegate Construction Company. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed Change Order No. 1 to Contract 2A-Stonegate Construction Company.

There was a discussion concerning the removal of outdated sewer lab chemicals, obsolete chlorine regulator parts, etc., from the inventory. The total cost of these items is \$2,030.00. Mr. Radabaugh made a motion to remove these items from inventory. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten discussed Letter 87 the District received from Rosaline Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that the eighth loan reimbursement request in the amount of \$74,786.00 for the District's Dover Drive/Wastewater Treatment Plant Dechlorination Project has been approved. Ms. Brodersen recommends that the balance of the SRF loan be drawn on the next payment under the Reserve Fund line item and deposited in the District's account with the Municipal Bond Commission. Mr. Radabaugh made a motion for the District to follow Ms. Brodersen's advice. Mr. Lett seconded the motion. The motion passed unanimously.

Letter 97 - Letter dated July 9, 2004, to Charles Stewart from George E. Blumm, Director, Finance & Administration, Cerrone Associates, Inc., enclosing for review and approval six copies of Change Order No. 1 to Contract 2A (Stonegate Construction, Inc.).

This concluded Mrs. Batten's report.

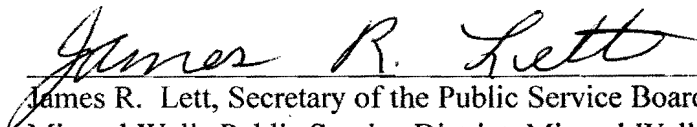
Mr. Brabham reported that the project is moving right along. The West Virginia Department of Highways is being reluctant to let the District tie-in the water line at their West Virginia Rest Area. This is creating somewhat of a problem, but hopefully it can be worked around.

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All business having been discussed, Mr. Lett made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart adjourned the meeting at 6:10 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
JUNE 30, 2004**

CHECKING ACCOUNTS

Water Revenue Fund Checking Account	
WesBanco Bank	\$ 8,871.31
Sewer Revenue Fund Checking Account	
WesBanco Bank	26,438.02
Stephens Fork Water Extension Construction Checking	
WesBanco Bank	313.30
Series 2003A Bonds Construction Fund Checking	
WesBanco Bank	<u>263.42</u>

TOTAL IN CHECKING ACCOUNTS: **\$ 35,886.05**

WATER ACCOUNTS

Depreciation Reserve Account	
WesBanco Bank	\$13,073.69
Revenue Reserve Account	
WesBanco Bank	29,250.29
Revenue Reserve Account-Sams Creek/Chesterville	
WesBanco Bank	18,914.92
Revenue Reserve Account-Rockport	
WesBanco Bank	5,545.66
Depreciation Reserve Account-Rockport	
WesBanco Bank	5,545.86
Revenue Reserve Account-Water Improvement	
WesBanco Bank	16,668.96
Depreciation Reserve Account-Water Improvement	
WesBanco	16,671.31
Sycamore Run-Limestone Tap Fees	
WesBanco Bank	21,262.96
Sycamore Run-Limestone Security Deposits	
WesBanco Bank	16,356.99
Security Deposit Account	
WesBanco Bank	<u>22,374.75</u>

TOTAL IN WATER ACCOUNTS: **\$165,665.39**

SEWER ACCOUNTS

Repair and Replacement Account	
WesBanco Bank	\$78,955.05
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market-WesBanco Bank	30,941.94
Security Deposit Account	
WesBanco Bank	<u>20,386.60</u>

TOTAL IN SEWER ACCOUNTS: **\$130,283.59**

TOTAL ALL FINANCES, JUNE 30, 2004 **\$331,835.03**

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
WATER REVENUE FUND CHECKING ACCOUNT
JUNE 30, 2004**

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

\$11,029.98

RECEIPTS:

Water Sales	\$57,172.57
Water Buffalo Sales	728.25
Reconnection Fees	60.00
Tap Fees	300.00
Sycamore Run Water Project Reimbursement	13,859.37
Sycamore Run Tap Fee Transfer	11,764.00
Sycamore Run Tap Fee Refund	200.00
Sycamore Run Security Deposit Refund	152.53
United Welding-Bond Reimbursement	500.00
Deposit Correction	14,951.11
Security Deposit Refunds	<u>601.54</u>

TOTAL RECEIPTS:

\$100,289.37

TOTAL CASH AVAILABLE:

\$111,319.35

EXPENDITURES:

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	13,365.00
USDA-Rural Development	5,252.00
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	334.00
WesBanco Bank-Parkersburg	1,004.00
WesBanco Bank-Parkersburg	314.00
WesBanco Bank-Parkersburg	2,776.23
Salaries	6,157.32
Commissioner's Salaries	300.00
WV Public Employees Retirement System	1,487.70
WV State Tax Department	520.03
WV Public Employees Insurance Agency	1,413.21
Bureau of Child Support	148.01
U S Postal Service	968.91
AT&T State Calling Service	8.32
Action Answering Service Plus	46.10
Miss Utility of WV Inc.	25.37
Telepage Communications System	8.95
Water Environmental Testing	67.50
Cintas	111.94
Gladys Dent	3,500.00
Richard & Nina Boice	8,264.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-JUNE, 2004
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Bill Bailey Insurance	1,000.00
AT&T Wireless	120.00
BP Credit Card Company	318.50
Mineral Wells Public Service District	15,268.10
Claywood Park Public Service District	28,110.24
Cutlip-Warner Development Co.	926.00
Dominion Hope	10.74
Fasteners & Supply, Inc.	92.97
Wirt County Clerk	114.00
Hughes Supply	350.00
Westco Internet	11.25
Conner Cleaning Service	109.00
Verizon	112.92
Allegheny Power	551.87
Big Mac Printing	172.50
Matheny Motor	203.41
Tesa Company, Inc.	11.60
Haul Away Trash	15.00
Public Service Commission of WV	2,658.08
Philip Wiley	25.18
Christie Chambers	16.88
S. Allen Azar	50.21
Charles & Cindy Rhodes	50.19
William D. Lilly	33.44
Harold E. Burdette	32.25
Daniel B. Van Clief	23.27
Stephanie Holbert	25.54
Belinda & David Cochran	50.00
Glotfelty Enterprises, Inc.	11.97
Hardman Supply Company	21.42
Budget Termite and Pest Control	50.00
Parkersburg Office Supply	60.04
C. I. Thornburg	985.90
Unisys Corporation	153.25
Lois Alexander	150.00
Circuit Clerk of Wirt County	1,065.00
Barry & Darlene Snyder	51.32
R & R Pipeline, Inc.	1,510.20
Denver L. DeVaughn	<u>151.21</u>

TOTAL EXPENDITURES:

\$102,448.04

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

\$8,871.31

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
SEWER REVENUE FUND CHECKING ACCOUNT
JUNE 30, 2004**

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT,
WESBANCO BANK, MAY 31, 2004** **\$ 36,989.48**

RECEIPTS:

Sewer Sales	\$ 44,292.21
Security Deposit Refund	401.43
Bill Bailey Insurance Refund	3.00
Walmart Reimbursement	<u>260.00</u>

TOTAL RECEIPTS: **\$ 44,956.64**

CASH AVAILABLE: **\$ 81,946.12**

EXPENDITURES:

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,351.10
WesBanco Bank-Parkersburg	2,802.86
Salaries	6,245.48
Commissioners' Salaries	300.00
WV Public Employees Insurance Agency	1,261.11
WV Public Employees Retirement System	1,479.06
WV Dept. of Tax & Revenue	537.97
Bureau for Child Support	42.69
U. S. Postal Service	228.91
AT&T - State Calling Service	8.32
AT&T Wireless Service	120.02
Action Answering Service Plus	46.10
Miss Utility of WV Inc.	25.38
BP Credit Card Center	318.51
Cutlip-Warner Development Co.	225.00
Telepage Communications System	8.95
Water Environmental Testing	317.00
WWT Electric	596.00
Unisys Corporation	153.25
Danny's Lawn Service	300.00
Conner Cleaning Service	179.00
Gene'S Septic Tank Cleaning Service	50.00
Cintas	111.96
Verizon	550.83
Allegheny Power	5,748.49
Budget Termite & Pest Control	50.00

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FINANCIAL STATEMENT-SEWER-JUNE, 2004
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Hardman Supply Company	155.28
Mineral Wells Public Service District	853.43
Dominion Hope	10.74
Parkersburg Office Supply	60.05
Haul Away Trash	15.00
Mid Ohio Valley Medical Group	581.00
Fasteners & Supply	1,689.36
Glotfelty Enterprises, Inc.	11.98
Matheny Motors	203.41
Steers Heating & Cooling	141.00
Westco Internet	11.25
Poynter's Best Products	646.45
Electric Eel Manufacturing	7,793.00
Philip Wiley	28.33
Christie Chambers	11.42
Victoria Pollard	5.38
S. Allen Azar	50.21
Adriane Saunders	44.15
Daniel B. Van Clief	28.81
Discount Industrial Supply	46.61
Innovative Business Products	139.55
Public Service Commission of WV	2,166.68
Parkersburg Lock Service	782.50
BBJ's Finish Line	<u>122.00</u>

TOTAL EXPENDITURES:

\$ 55,508.10

**BALANCE IN SEWER CHECKING ACCOUNT,
WESBANCO BANK, JUNE 30, 2004**

\$26,438.02

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

CHECKS WRITTEN BETWEEN JUNE 18, 2004, AND JULY 14, 2004

CHECK #	28755	U S Postal Service	\$ 740.00
	28756	USDA-Rural Development	10,040.00
	28757	Mineral Wells PSD	3,187.11
	28758	Mineral Wells PSD	11,764.00
	28759	U S Postal Service	47.15
	28760	Allegheny Power	551.87
	28761	Action Answering Service Plus	46.10
	28762	Big Mac Printing	172.50
	28763	Bureau For Child Support	79.45
	28764	Dominion Hope	10.74
	28765	Philip Wiley	25.18
	28766	Christie Chambers	16.88
	28767	S. Allen Azar	50.21
	28768	Charles & Cindy Rhodes	50.19
	28769	William D. Lilly	33.44
	28770	Harold E. Burdette	32.25
	28771	Daniel B. Van Clief	23.27
	28772	Stephanie Holbert	25.54
	28773	Belinda & David Cochran	50.00
	28774	Hardman Supply	21.42
	28775	Mineral Wells PSD	294.58
	28776	Mineral Wells PSD	22.41
	28777	Mineral Wells PSD	3,270.21
	28778	Parkersburg Office Supply	60.04
	28779	Public Service Commission of WV	2,658.08
	28780	Rural Development Admn.	2,112.00
	28781	Cintas	111.94
	28782	Void	
	28783	USDA-Rural Development	3,140.00
	28784	Verizon	112.92
	28785	WesBanco Bank-Parkersburg	1,337.57
	28786	WV Dept of Tax & Revenue	520.03
	28787	WV Public Employees Retirement	1,487.70
	28788	WesBanco-Water Res-Sams-CV	314.00
	28789	Budget Termite & Pest Control	50.00
	28790	Claywood Park PSD	14,245.71
	28791	AT&T Wireless Service	51.25

**MINERAL WELLS PUBLIC SERVICE DISTRICT
 WATER REVENUE FUND CHECKING ACCOUNT
 JULY 15, 2004
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**CHECKS WRITTEN BETWEEN JUNE 18, 2004, AND JULY 14, 2004
 (Continued)**

CHECK #	28792	Denver L. DeVaughn	\$	151.21
	28793	Haul Away Trash L.L.C.		15.00
	28794	Void		
	28795	Westco Internet		11.25
	28796	Fasteners & Supply Inc		48.50
	28797	C I Thornburg		985.90
	28798	AT&T - State Calling Service		5.46
	28799	Miss Utility of WV Inc		16.87
	28800	Miller Communications		1,655.38
	28801	Municipal Bond Commission		1,592.00
	28802	Telepage Communications System		8.95
	28803	USDA-Rural Development		3,325.00
	28804	USDA-Rural Development		10,040.00
	28805	Water Environmental Testing		108.00
	28806	WV Workers Compensation		837.36
	28807	WesBanco-Parkersburg		110.00
	28808	WesBanco-Parkersburg		167.00
	28809	WesBanco-Parkersburg		167.00
	28810	WesBanco-Parkersburg		502.00
	28811	WesBanco-Parkersburg		502.00
	28812	BP Credit Card Center		326.11
	28813	Bureau For Child Support		55.80
	28814	Cutlip-Warner Development Co.		1,379.00
	28815	Kathy S. Moss		23.01
	28816	Mineral Wells PSD		27.37
	28817	Mineral Wells PSD		3,276.94
	28818	WV Public Employees Ins Agency		1,744.39
	28819	WesBanco Bank-Parkersburg		1,484.71

CHECKS WRITTEN TODAY AND NEED AUTHORIZATION

CHECK #	28820	Wirt County Clerk		\$6.00
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**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
JULY 15, 2004**

CHECKS WRITTEN BETWEEN JUNE 18, 2004, AND JULY 14, 2004

CHECK #	30406	U S Postal Service	\$ 47.15
	30407	Allegheny Power	5,748.49
	30408	Action Answering Service Plus	46.10
	30409	Bureau For Child Support	15.90
	30410	Discount Industrial Supply Corp	46.61
	30411	Dominion Hope	10.74
	30412	Philip Wiley	28.33
	30413	Christie Chambers	11.42
	30414	Victoria Pollard	5.38
	30415	S. Allen Azar	50.21
	30416	Adriane Saunders	44.15
	30417	Daniel B. VanClief	28.81
	30418	Gene's Septic Tank Cleaning	50.00
	30419	Hardman Supply Company	155.28
	30420	Innovative Business Products	139.55
	30421	James R. Lett	200.00
	30422	Mineral Wells PSD	233.13
	30423	Mineral Wells PSD	593.50
	30424	Mineral Wells PSD	12.40
	30425	Parkersburg Office Supply	60.05
	30426	Public Service Commission-WV	2,166.68
	30427	Parkersburg Lock Service	782.50
	30428	Roy L. Radabaugh	200.00
	30429	Cintas	111.96
	30430	Charles M. Stewart	200.00
	30431	Void	
	30432	Verizon	550.83
	30433	WWT Electric	596.00
	30434	WesBanco Bank-Parkersburg	1,369.07
	30435	WV Dept of Tax & Revenue	537.97
	30436	WV Public Employees Retirement	1,479.06
	30437	Budget Termite & Pest Control	50.00
	30438	AT&T Wireless Services	51.26
	30439	Danny's Lawn Service	300.00
	30440	Fasteners & Supply Inc	30.50
	30441	BBJ'S Finish Line	122.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
JULY 15, 2004
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**CHECKS WRITTEN BETWEEN JUNE 18, 2004, AND JULY 14, 2004
(Continued)**

CHECK #	30442	Haul Away Trash L.L.C.	15.00
	30443	Mineral Wells PSD	14.40
	30444	Poynter's Best Products	645.45
	30445	Westco Internet	11.25
	30446	AT&T - State Calling Service	5.46
	30447	Miss Utility of WV Inc	16.88
	30448	Miller Communications	15.00
	30449	Municipal Bond Commission	16,852.52
	30450	Telepage Communications System	8.95
	30451	Water Environmental Testing	312.00
	30452	WV Workers Compensation	842.46
	30453	WesBanco Bank-Parkersburg	1,025.65
	30454	Mid-Ohio Valley Medical Group	419.00
	30455	BP Credit Card Center	326.11
	30456	Bureau For Child Support	39.55
	30457	Cutlip-Warner Development Co.	495.00
	30458	Kathy S. Moss	22.64
	30459	Mineral Wells PSD	27.74
	30460	WV Public Employees Ins Agency	1,528.93
	30461	WesBanco Bank-Parkersburg	1,531.54

**PAYROLL CHECKS
WRITTEN BETWEEN JULY 18, 2004, AND JULY 15, 2004**

CHECK #	01256	Todd R. Anderson	\$ 628.68
	01257	Margaret J. Batten	981.46
	01258	Richard Shayne Brabham	873.46
	01259	William H. Byers, Jr.	872.26
	01260	Linda K. Church	880.73
	01261	Russell P. Hanna	853.59
	01262	Mark K. Murphy	64.82
	01263	Nellie B. Radcliff	842.43
	01264	Todd R. Anderson	690.13
	01265	Margaret J. Batten	1,032.01
	01266	Richard Shayne Brabham	974.21

**MINERAL WELLS PUBLIC SERVICE DISTRICT
SEWER REVENUE FUND CHECKING ACCOUNT
JULY 15, 2004
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**PAYROLL CHECKS
WRITTEN BETWEEN JUNE 18, 2004, AND JULY 15, 2004
(Continued)**

CHECK #	01267	William H. Byers, Jr.	932.48
	01268	Linda K. Church	885.45
	01269	Russell P. Hanna	895.91
	01270	Mark K. Murphy	443.51
	01271	Nellie B. Radcliff	871.39

**MINERAL WELLS PUBLIC SERVICE DISTRICT
CORRESPONDENCE RECEIVED OR MAILED
BETWEEN JUNE 18, 2004, AND JULY 15, 2004**

1. Flyer from the West Virginia Rural Water Association containing information about a Special Class - Pesticide and Herbicide scheduled for August 26, 2004, at the Vienna Community Building. Class and test are free to all municipal employees.
2. **The Zande Letter**, a publication of R. D. Zande & Associates, dated May/June 2004.
3. A flyer from MSES Consultants, Inc., containing information about a training class entitled "Public Water System Counter Terrorism Training Workshop in West Virginia" sponsored by the West Virginia Bureau for Public Health, Division of Environmental Health Services scheduled for several locations throughout the State beginning on June 24th through July 29th.
4. Copy of an Order from the United States Bankruptcy Court Southern District of New York prohibiting utilities from refusing service to subsidiaries of Cornerstone Propane, L.P. which is currently under Chapter 11 Bankruptcy.
5. A completed Proof of Claim to the United States Bankruptcy Court Southern District of New York for money owed to the District for water and sewer service to Hall's Propane, a subsidiary of Cornerstone Propane, L. P.
6. Letter dated June 9, 2004, to the District from ADT Security Services, Inc., containing a contract amendment to the District's contract relative to the way ADT verifies whether an alarm requires police response.
7. Memorandum dated June 15, 2004, to Payroll Clerks from the State of West Virginia Consolidated Public Retirement Board containing the PERS annual retirement statements for the year ending December 31, 2003, to be given to the District's employees.
8. Letter of Transmittal dated June 16, 2004, to Nancy Ellis, Mid Atlantic Storage Systems, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., containing approved shop drawings for water storage tank, foundation and accessories for Contract No. 3 of the Sycamore Run, Limestone Ridge Water Project.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JULY 15, 2004
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9. Letter of Transmittal dated June 16, 2004, to United Welding, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., containing approved shop drawings for Contract 2B for the Sycamore Run, Limestone Ridge Water Project.
10. Letter dated June 17, 2004, to Margaret Batten from Camden P. Siegrist, Bond Counsel, Bowles Rice McDavid Graff & Love, enclosing the original fully executed Loan Agreement for the District's Water Revenue Bonds, Series 2004A - West Virginia Infrastructure Fund for the Sycamore Run, Limestone Ridge Water Project.
11. Facsimile dated June 17, 2004, to the Wood County Public Service Districts from Angi, County Commission of Wood County, containing a copy of a letter to Rick Modesitt, President, Wood County Commission from Geert F. Bakker II, Utilities Analyst Supervisor, Water and Wastewater Division, Public Service Commission of West Virginia, requiring the Wood County Commission to submit a list of all the county's public service districts and a list of the commissioners for each district.
12. Fax dated June 18, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of a letter dated June 17, 2004, to Manning Frymier from Specialty Piping Corporation relative to final inspection and final payments for Dover Drive/Dechlorination Sewer Project.
13. Memorandum dated June 18, 2004, to Payroll Administrator, from the West Virginia Consolidated Public Retirement Board requesting a copy of the District's leave policy.
14. Fax dated June 18, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., relative to a conversation with Bernie Dunlap of Stonegate Construction concerning the line size upgrades discussed at the preconstruction conference for the Sycamore Run, Limestone Ridge Water Project.
15. Copy of a letter dated June 18, 2004, to Ms. Lois Alexander from Linda Church enclosing District Check No. 28745 in the amount of one hundred fifty dollars (\$150.00) as a refund of the tap fee and security deposit paid on May 7, 2004. Ms. Alexander requested the refund.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JULY 15, 2004
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16. Copy of a letter dated June 18, 2004, to Mr. & Mrs. Barry Snyder from Linda Church enclosing District Check No. 28752 in the amount of fifty-one dollars and thirty-two cents (\$51.32) as a refund of the security deposit that was paid for a house located on Pond Creek Road, User No. 1604-2 of the Sycamore Run, Limestone Ridge Water Project.
17. Fax dated June 21, 2004, to Virginia McDonald, Rural Utilities Services, from Margaret Batten containing a copy of the Electric Funds Transfer Confirmation for the Stephens Fork Water Extensions Construction Account.
18. Fax dated June 21, 2004, to Virginia McDonald, Rural Utilities Services, from Margaret Batten containing a copy of the Wire Transfer Advice for the Stephens Fork Water Extensions Construction Account.
19. Fax dated June 21, 2004, to West Virginia Municipal Bond Commission from Margaret Batten enclosing District Check No. 30393 in the amount of \$16,752.52 as payment to the following sewer bond accounts: MIW-S-1-97-R-W0-06 Sewer 97 Revenue, MIW-S-1-95-X-W0-06 Sewer 85 Revenue, MIW-S-2-X-W0-06 Sewer 95 Reserve, and MIW-S-1-85-W0-06 Sewer 85-B Revenue. Also enclosed was District Check No. 28728 in the amount of \$1,592.00 as payment to account MIW-W-1-69-W0-06 69 Water Revenue.
20. Copy of a letter dated June 21, 2004, to the West Virginia Water Development Authority from Margaret Batten stating the following deposits were made on June 21, 2004, to the Municipal Bond Commission: Revenue Fund - \$5,688.40 and Reserve Fund - \$568.82 for Sewage System Revenue Bonds, Series 1995. Also enclosed was a copy of the June 21, 2004, letter to the West Virginia Municipal Bond Commission from Margaret Batten.
21. A copy of a letter dated June 21, 2004, to Carrie L. Grimm, ERSII, WV Department of Environmental Protection, from Margaret Batten enclosing three signed copies of Requisition No. 9 for the Dover Drive/Dechlorination Project for approval.
22. Copy of a letter dated June 21, 2004, to Attorney Camden P. Siegrist, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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- District Check No. 1001 in the amount of \$25,000.00 as payment for services billed on Requisition No. 1 of the Sycamore Run, Limestone Ridge Water Extension Project.
23. Copy of a letter dated June 21, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing District Check No. 1002 in the amount of \$20,000.00 as payment for services billed on Requisition No. 1 of the Sycamore Run, Limestone Ridge Water Extension Project.
 24. Copy of a letter dated June 21, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 1004 in the amount of \$256,276.99 and District Check No. 1005 in the amount of \$50,823.39 as payment for services billed on Requisition No. 1 for the Sycamore Run, Limestone Ridge Water Extension Project.
 25. Copy of a letter dated June 21, 2004, to the Wirt County Clerk from Margaret Batten enclosing 19 rights-of-way easements to be recorded and a check in the amount of \$114.00 to pay the recording fees.
 26. Letter dated June 21, 2004, to Margaret Batten from Sara Boardman, Acting Executive Director, West Virginia Municipal Bond Commission, relative to the creation of the following accounts: Mineral Wells PSD 04-A Water Revenue, MIW-W-1-04-A-W0-06, \$8,166.88 monthly beginning December 1, 2005, and Mineral Wells PSD 04-A Water Reserve, MIW-W-2-04-A-W0-06, \$811.69 monthly beginning one month after the completion of the Sycamore Run, Limestone Ridge Water Extension Project.
 27. Fax dated June 21, 2004, to Virginia McDonald, Rural Utilities Services, from Margaret Batten enclosing a copies of three invoices for computer software from Appalachian Software, Inc. totaling \$14,235.50.
 28. Letter dated June 21, 2004, to Margaret Batten from Sara Boardman, Acting Executive Director, West Virginia Municipal Bond Commission, stating that the following account MIW-W-2-04-B-W0-06, Mineral Wells PSD 04-B Water Reserve with a monthly payment of \$175.90 beginning one month after the completion of the Sycamore Run, Limestone Ridge Water Project.

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29. Copy of a letter dated June 22, 2004, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the Regular Board Meeting held on May 20, 2004, and a copy of the Minutes of the Special Board Meeting held on June 15, 2004.
30. Copy of a letter dated June 22, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing the following list of additional users for the Sycamore Run, Limestone Ridge Water Project: User No. 3103-2, George W. Morehead and User No. 7303-2, William D. Nester, Jr. Lois Alexander, User No. 0301-2, was eliminated as a user at her request.
31. Copy of a letter dated June 22, 2004, to Carrie Grimm, ERSII, WV Department of Environmental Protection, enclosing five signed copies of Change Order No. 2 to Contract No. 1 for the Dover Drive/Dechlorination Project for review and approval.
32. Copy of a letter dated June 22, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing invoices in the amount of \$30,602.50 for expenses the District has incurred relating to the Sycamore Run, Limestone Ridge Water Project and asking that they be included in Requisition No. 1 for the project.
33. Fax dated June 22, 2004, to Angi Barry, Wood County Commission, from Margaret Batten enclosing a list of the District's Board Members and the term of office as requested by a fax dated June 17, 2004.
34. Memorandum dated June 22, 2004, to Benefits Coordinators from Joe Estep, West Virginia Public Employees Insurance Agency, enclosing a list of the District's policyholders whose premiums will change on July 1, 2004, due to Open Enrollment.
35. Copy of a letter dated June 23, 2004, to the Wirt County Clerk from Margaret Batten enclosing a right-of-way easement for William Thompson, Jr. that was omitted from the letter and easements mailed on June 21, 2004.
36. Fax dated June 24, 2004, to Evan Bevins, **PARKERSBURG NEWS & SENTINEL**, from Margaret Batten enclosing a copy of the District's

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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Consumer Confidence Report for 2003.

37. Fax dated June 24, 2004, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about a joint meeting scheduled for July 1, 2004, at 7 p.m. at the Office of Claywood Park PSD between Claywood Park PSD and Mineral Wells PSD to be published in the first available issue of the newspaper.
38. Fax dated June 24, 2004, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about a joint meeting scheduled for July 1, 2004, at 7 p.m. at the Office of Claywood Park PSD between Claywood Park PSD and Mineral Wells PSD to be published in the first available issue of the newspaper.
39. Copy of a letter dated June 24, 2004, to David Stewart, West Virginia Department of Health and Human Services, Bureau for Public Health, from Margaret Batten stating that the District has prepared the required 2003 Consumer Confidence Report and has provided a copy of the report to all water customers of the District by First Class United States Mail.
40. Copy of a letter dated June 24, 2004, to Payroll Administrator, Consolidated Public Retirement Board, from Margaret Batten enclosing a copy of the District's leave policy as requested by memorandum dated June 18, 2004.
41. Letter dated June 24, 2004, to Shayne Brabham from James M. Ruckman, PS, Director of Field Activities, Cerrone Associates, Inc., enclosing two copies each of half size plan sets for Contracts #1, #2A, #2B, and #3 for the Sycamore Run, Limestone Ridge Water Project.
42. Letter dated June 24, 2004, to Margaret Batten from Dianne P. Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, containing the recorded deed from Gladys Dent for the Limestone Booster Station Site and a copy of her correspondence forwarding the payment bonds to Wirt County for recording relative to the Sycamore Run, Limestone Ridge Water Project.
43. Copy of a letter dated June 24, 2004, to Suellen Calebaugh, County Clerk

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of Wirt County, from Dianne P. Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, enclosing for recording the contractors' payment bonds posted for work done in Wirt County in connection with the Sycamore Run, Limestone Ridge Water Project.

44. Letter dated June 24, 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 #2 to Contract #1 for the Dover Drive/Dechlorination Sewer Project.
45. Letter of Transmittal to Karen Hiehle, Stonegate Construction, Inc. from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing approved shop drawings for the Parkline Booster Station Building as part of the Sycamore Run, Limestone Ridge Water Project.
46. Letter dated June 25, 2004, to Charles M. Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing a letter from United Welding directing that their payments for the Sycamore Run, Limestone Ridge Water Project be made payable to United Welding and forwarded to Contract Operations Planning.
47. Letter dated June 15, 2004, to the District from Kim Blizzard, Claims Representative, Workers' Compensation Commission, closing the claim by Russell Hanna for temporary total disability benefits because they did not receive medical information indicating that he was disabled for more than three days.
48. Fax dated June 28, 2004, to Karen Hiehle, President, Stonegate Construction, from Manning Frymier, P.E., Cerrone Associates, Inc., stating that the District recommends that she purchase 6 inch pipe for the proposed line size change on Tygart Road and defer installation as long as possible to determine if funds will be available to upgrade the line size to 8 inches.
49. Letter dated June 28, 2004, to Charles M. Stewart from Virginia M. McDonald, Rural Development Specialist, USDA, Rural Development, stating that the Amended Legal Services Agreement between the District and Bowles Rice McDavid Graff & Love is acceptable to the Rural Utilities Services.

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50. Fax dated June 29, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten, Office Manager, enclosing a copy of the RUS letter dated June 28, 2004, approving the Amended Legal Services Agreement for the Sycamore Run, Limestone Ridge Water Project.
51. Fax dated June 29, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the RUS letter dated June 28, 2004, approving the Amended Legal Services Agreement by and between the District and Bowles Rice McDavid Graff & Love for the Sycamore Run, Limestone Ridge Water Project.
52. Copy of a letter dated June 29, 2004, to Jesse Sheppard, Utilities Supervisor, WV Division of Highways District 3, from James M. Ruckman, PS, Director of Field Activities, Cerrone Associates, Inc., stating the Standard Detail for berm and ditch development for the Sycamore Run, Limestone Ridge Water Project has been revised.
53. Copy of a letter dated June 29, 2004, to John Fox, General Manager, Mid Atlantic Storage Systems, Inc. from Manning Frymier, P.E., Cerrone Associates, Inc. enclosing a revised plat and site plan for the Windy water tank.
54. Fax dated June 30, 2004, to Kristen Carpenter-Smith, United Welding, Inc., from Margaret Batten attaching a copy of a signed letter of direction in regard to the District's Contract 2B payments. Three signed copies of the same letter were mailed to Contract Operations Planning, LLC.
55. Copy of a letter dated June 30, 2004, to Randall Cole, Cerrone Associates, Inc., from Margaret Batten enclosing a signed copy of United Welding, Inc.'s letter of directions in regard to Contract 2B payments.
56. Copy of a letter dated June 30, 2004, to Contract Operations Planning, LLC from Margaret Batten enclosing three signed copies of United Welding, Inc.'s letter of directions in regard to payment to United Welding, Inc. for Contract 2B for the Sycamore Run, Limestone Ridge Water Project.
57. Copy of a letter dated June 30, 2004, to Dianne Wolfe, Legal Assistant,

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Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the recorded right-of-way easement for Brenda Maston for the Sycamore Run, Limestone Ridge Water Project.

58. Copy of a letter dated June 30, 2004, to Nancy Tolley, Public Service Commission of West Virginia, enclosing District Check No. 28779 in the amount of \$2,658.08 for 2003 Water Gross Intrastate Revenue and District Check No. 30426 in the amount of \$2,166.68 for 2003 Sewer Gross Intrastate Revenue.
59. Fax dated June 30, 2004, to Jim Ruckman, Cerrone Associates, Inc., from Tom Kelley attaching a copy of map #1-15 of the Sycamore Run, Limestone Ridge Water Project showing some additional measurements.
60. Fax dated June 30, 2004, to Jesse Sheppard, Utilities Supervisor, WV Department of Highways, from Jim Ruckman, PS, Cerrone Associates, Inc., enclosing revised construction drawings #1-15 and #1-15A reflecting the new proposed waterline location near the I-77 south bound Rest Area as part of the Sycamore Run, Limestone Ridge Water Project.
61. Letter dated June 30, 2004, to the District from David Jarrett, Utilities Division, Public Service Commission of West Virginia, enclosing two copies of the Commission's Annual Report for the twelve months which ended June 30, 2004. The District received two identical letters like this—one for water and one for sewer.
62. Copy of a letter dated June 30, 2004, to Jesse Sheppard, Utilities Supervisor, WV Division of Highways, District 3, from James M. Ruckman, Cerrone Associates, Inc., enclosing for the Sycamore Run, Limestone Ridge Water Project three copies each of half size drawings and one copy of full size drawings reflecting the new proposed waterline location of the I-77 south bound rest area near Mineral Wells, WV.
63. Letter dated July 1, 2004, to the District from Jody Sullivan, Tax Compliance, Airgas Mid America, Inc., requesting a completed West Virginia Tax Exemption Certificate.
64. Letter dated July 1, 2004, to Charles Stewart from Virginia McDonald, Rural Development Specialist, USDA, Rural Development, containing

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information for the District's use in completing the required year-end reports.

65. Fax dated July 1, 2004, to Christy Pitsenbarger, West Virginia Bureau of Public Health, from Margaret Batten attaching the Monthly Operational Report for the District for the month of June 2004.
66. Fax dated July 2, 2004, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about a special board meeting scheduled for July 8, 2004, at 1:30 p.m. at the District's Office to be published in the first available issue of the newspaper.
67. Fax dated July 2, 2004, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about a special board meeting scheduled for July 8, 2004, at 1:30 p.m. at the District's Office to be published in the first available issue of the newspaper.
68. Fax dated July 2, 2004, to Margaret Batten from Todd Grinstead, Claywood Park PSD, attaching a copy of the minutes of the July 1, 2004, joint board meeting between Claywood Park PSD and Mineral Wells PSD.
69. Letter dated July 5, 2004, to the District and Mark Murphy from Vanessa Smith, Claims Representative, Workers' Compensation Commission, stating that she has received medical information that indicates that Mark Murphy continues to be unable to work from June 7, 2004, to June 27, 2004.
70. Letter dated July 5, 2004, to the District and Mark Murphy from Vanessa Smith, Claims Representative, Workers Compensation Commission, stating that the application for benefits under claim no. 2004052428 have been denied and that any claims for benefits for this injury need to be filed under claim no. 2004052444.
71. Letter dated July 5, 2004, to the District and Mark Murphy from Vanessa Smith, Claims Representative, Workers Compensation Commission, stating that Mr. Murphy's claim for benefits under claim no. 200405244 has been approved.
72. Letter dated July 5, 2004, to the District and Mark Murphy from Vanessa

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Smith, Claims Representative, Workers Compensation Commission, stating that verification from Hatmaker Chiropractic Center is required for Mr. Murphy's Claim No. 2004052444.

73. A completed Return To Work Notice from the West Virginia Workers Compensation Commission for Mark Murphy's Claim No. 2004052444 for the period of May 6, 2004, through May 18, 2004.
74. Copy of a letter dated July 6, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten stating that Denver DeVaughn, User No.6703-2 of the Sycamore Run, Limestone Ridge Water Project, has requested a refund of his tap fee and security deposit and will not be needing a water tap.
75. Copy of a letter dated July 6, 2004, to Denver L. DeVaughn from Linda Church enclosing District Check No. 28792 in the amount of \$151.21 as a refund of the water tap fee and security deposit that he paid on July 6, 2001.
76. Letter dated July 6, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and signature four copies of Addendum No. 2 to the Engineering Agreement for the Sycamore Run, Limestone Ridge Water Project.
77. Letter dated July 6, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing the resumes for Mr. Tom Porch, Mr. Rick Robinson, and Mr. James Ruckman, to be approved as additional inspectors for the Sycamore Run, Limestone Ridge Water Project.
78. Letter dated July 6, 2004, to Charles Stewart from Carrie L. Grimm, ERSII, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that the District must submit its FY04 third M/WBE Quarterly Report no later than July 20,2004, for the Dover Drive/Dechlorination Sewer Project (#C-544373).
79. Letter dated July 6, 2004, to the District from J. Lee Thorne, P.E., District Maintenance Engineer, West Virginia Department of Transportation, Division of Highways, enclosed approved Permit No 03-04-0243 for the

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Sycamore Run, Limestone Ridge Water Project. This permit was approved with the exception of the proposed installation of waterline on Controlled Access Right of Way along the southbound lanes of I-77 just north of the Mineral Wells Rest Area.

80. Letter dated July 6, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature five copies of Change Order No. 1 to Contract #2B, United Welding, Inc. for the Sycamore Run, Limestone Ridge Water Project.
81. Letter dated July 6, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and signature five copies of Requisition No. 2 for the Sycamore Run, Limestone Ridge Water Project.
82. Copy of a letter dated July 7, 2004, to Daniel Yonkosky, Director, West Virginia Water Development Authority, from Margaret Batten enclosing the District's Monthly Financial Report for June 2004 for the Dover Drive/Wastewater Treatment Plant Dechlorination Construction Project.
83. Copy of a letter dated July 7, 2004, to Darrel Frazier, Allegheny Power Company, from James J. Ruckman, Cerrone Associates, Inc., enclosing one set each of half size construction drawings for Contracts #1, #2A and #2B for the Sycamore Run, Limestone Ridge Water Project.
84. Letter dated July 7, 2004, to Charles Stewart from Virginia McDonald, Rural Development Specialist, USDA, Rural Development, stating that funds in the amount of \$20,600.00 should be electronically deposited to the Sycamore Run, Limestone Ridge Water Project Construction Account at WesBanco Bank on July 9, 2004.
85. Letter postmarked July 7, 2004, to the District from David Cochran canceling his request for water service on Sugar Camp Run Road and asking that his security deposit be refunded.
86. Letter for Transmittal dated July 7, 2004, to Karen Hiehle, Stonegate Construction, Inc., from Jim Ruckman, Cerrone Associates, Inc., enclosing three copies each of the Progress Schedules for Contract #1 and Contract

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#2A of the Sycamore Run, Limestone Ridge Water Project.

87. ****Letter dated July 8, 2004, to Charles Stewart from Rosalie Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that the eighth loan reimbursement request in the amount of \$74,786.00 for the District's Dover Drive/Wastewater Treatment Plant Dechlorination Project has been approved. Ms. Brodersen recommends that the balance of the SRF loan be drawn on the next payment under the Reserve Fund line item and deposited in the District's account with the Municipal Bond Commission.
88. Copy of a letter dated July 8, 2004, to Virginia McDonald, Rural Development Specialist, Rural Utilities Service, from Charles M. Stewart, Chairman, approving James Ruckman, Tom Porch, and Rick Robinson to serve as inspectors on the Sycamore Run, Limestone Ridge Water Extension Project.
89. Copy of a letter dated July 8, 2004, to Virginia McDonald, Rural Development Specialist, Rural Utilities Service, from Margaret Batten enclosing four signed copies of Addendum No. 2 to the Engineering Agreement for the Sycamore Run, Limestone Ridge Water Extension Project.
90. Copy of a letter dated July 8, 2004, to Virginia McDonald, Rural Development Specialist, Rural Utilities Services, from Margaret Batten enclosing five signed copies of Change Order No. 2 to Contract #2B, United Welding, Inc.
91. Copy of a letter dated July 8, 2004, to Virginia McDonald, Rural Development Specialist, Rural Utilities Services, from Margaret Batten enclosing four signed copies of Requisition No. 2 for the Sycamore Run, Limestone Ridge Water Extension Project.
92. Copy of a letter dated July 8, 2004, to Katy Mallory, Executive Secretary, WV Infrastructure & Jobs Development Council, from Margaret Batten enclosing a signed copy of Requisition No. 2 for the Sycamore Run, Limestone Ridge Water Extension Project.

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93. Copy of a letter dated July 8, 2004, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing copies of the following documents for the Sycamore Run, Limestone Ridge Water Extension Project: 1) Virginia McDonald, RUS, approving Jim Ruckman, Tom Porch, and Rick Robinson as additional inspectors for the project; 2) Virginia McDonald, RUS, enclosing signed copies of Addendum No. 2 to the Engineering Agreement; 3) Virginia McDonald, RUS, enclosing signed copies of Change Order No. 2 to Contract 2B; 4) Virginia McDonald, RUS, enclosing signed copies of Requisition No. 2 for the project; 5) Katy Mallory, WV IJDC, enclosing signed copy of Requisition No. 2 for the project.
94. Fax dated July 8, 2004, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the July 15, 2004, regular board meeting to be published in the first available issue of the newspaper.
95. Fax dated July 8, 2004, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the July 15, 2004, regular board meeting to be published in the first available issue of the newspaper.
96. Fax dated July 9, 2004, to Airgas Mid America, Inc. from Linda Church enclosing a completed West Virginia Consumers Sales and Service Tax and Use Tax Exemption Certificate for FY 2005.
97. ****Letter dated July 9, 2004, to Charles Stewart from George E. Blum, Director, Finance & Administration, Cerrone Associates, Inc., enclosing for review and approval six copies of Change Order No. 1 to Contract No. 1 (Stonegate Construction, Inc.).
98. ****Letter dated July 9, 2004, to Charles Stewart from George E. Blum, Director, Finance & Administration, Cerrone Associates, Inc., enclosing for review and approval six copies of Change Order No. 1 to Contract 2A (Stonegate Construction, Inc.).
99. Copy of a letter dated July 13, 2004, to Municipal Branch, Office of Water Resources (DNR) 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 June 2004 for the District's

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wastewater treatment plant.

100. Copy of a letter dated July 13, 2004, to Jeff Smith, West Virginia Bureau For Public Health, Office of Environmental Health Services /EED, Regulatory Development and Compliance Unit, from Linda Church enclosing a copy of the WV National Pollutant Discharge Elimination System Discharge Monitoring Report (WRD 21-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of June 2004 for the District's wastewater treatment plant.
101. Copy of a letter dated July 13, 2004, to Steve Cooper, West Virginia Department of Environmental Protection, 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 June 2004 for the District's wastewater treatment plant.
102. Copy of a letter dated July 13, 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), a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of June 2004, and a list of data relative to the operation of the District's wastewater treatment plant during the same time period.
103. Copy of a letter dated July 13, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing copies of nineteen rights-of-way easements and a copy of the deed from Richard Boice for the tank site for the Sycamore Run, Limestone Ridge Water Extension Project.
104. Facsimile to Margaret Batten from Kim McClead, WesBanco Bank-Parkersburg, attaching a copy of the wire transfer advice for a \$20,600.00 deposit made by Rural Utilities Service to the Stephens Fork Water Extension Construction Checking Account.
105. Fax dated July 13, 2004, to Virginia McDonald, Rural Utilities Services, from Margaret Batten attaching a copy of the Electric Funds Transfer Confirmation and a copy of the wire transfer advice for the \$20,600.00

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deposit made by Rural Utilities Service to the Stephens Fork Water Extension Construction Checking Account.

106. Copy of a letter dated July 13, 2004, to Drema S. Witt, Water and Wastewater Division, Public Service Commission of West Virginia, from Margaret Batten enclosing the required completed Certification of Customers Form for the Mineral Wells Public Service District.
107. Copy of a letter dated July 14, 2004, to 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 Sycamore Run, Limestone Ridge Water Extension Project. (Second Notice)
108. Letter dated July 14, 2004, to Charles Stewart from Virginia McDonald, Rural Development Specialist, Rural Development, stating that the following invoices have been approved for payment for the Sycamore Run, Limestone Ridge Water Extension Project: 1) Stonegate Construction, Inc., \$138,040.28; 2) Stonegate Construction, Inc., \$215,796.71; 3) Mineral Wells Public Service District \$30,602.50, 4) Bowles Rice McDavid Graff & Love, \$12,800.00. Three approved copies of Requisition No. 2 were enclosed.
109. Copy of a letter dated July 14, 2004, to Kimberly McClead, Branch Manager, WesBanco Bank, from Virginia McDonald, Rural Utilities Service, stating that the following invoices have been approved for payment for the Sycamore Run, Limestone Ridge Water Extension Project: 1) Stonegate Construction, Inc., \$138,040.28, 2) Stonegate Construction, Inc., \$215,796.71, 3) Mineral Wells Public Service District, \$30,602.50, 4) Bowles Rice McDavid Graff & Love, \$12,800.00.
110. Copy of a letter dated July 15, 2004, to the West Virginia Municipal Bond Commission from Margaret Batten enclosing District Check No. 30449 in the amount of \$16,752.52 for bond payments to the following accounts: Account #MIW-S-1-97-R-WO-06 Sewer 97 Revenue, Account #MIW-S-1-95-X-WO-06 Sewer 85 Revenue, Account #MIW-S-2-X-WO-06 Sewer 95 Reserve, and Account #MIW-S-1-85-WO-06 Sewer 85-B Revenue. Check No. 28801 was also enclosed as payment to Account #MIW-W-1-69-WO-06 69 Water Revenue.

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111. Copy of a letter dated July 15, 2004, to the West Virginia Water Development Authority from Margaret Batten stating that the following payments were made to the West Virginia Municipal Bond Commission on behalf of the District: Mineral Wells PSD Sewage System Revenue Bonds, Series 1995, Revenue Fund - \$5,688.40 and Reserve Fund - \$568.82.

112. Copy of a letter dated July 15, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten stating that Kenny Carpenter, User No. 2901-1 of the Sycamore Run, Limestone Ridge Water Extension Project, has signed a User Agreement and a tap for him will need to be added to the project.