

MINUTES OF A REGULAR MEETING OF THE
PUBLIC SERVICE DISTRICT BOARD OF THE
MINERAL WELLS PUBLIC SERVICE DISTRICT
HELD THURSDAY, DECEMBER 16, 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. Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; R. Shayne Brabham, Operations Manager; Margaret Batten, Office Manager; Nellie Radcliff, Office Clerk; Sidney and Susan Schneberger and Jason Murray, residents from Bogal Ridge, were present.

The Schnebergers and Mr. Murray were present to inquire about the possibility of the District installing water to their property on Bogal Ridge Road. They live approximately 1.2 mile from the end of the present water line. Elevation is the problem of them getting water to their property. The District informed the residents of the self-help program. Shayne gave them a rough estimate of installing a booster pump and the cost of installing 4" line. The cost was approximately \$51,000.00. This cost could possibly be divided among nine (9) families. The Bogal Ridge residents took the information, along with copies of a petition and easements, to see how many neighbors would be interested in obtaining water then excused themselves from the rest of the meeting.

Mr. Lett made a motion to approve the Minutes of the November 18, 2004, Regular Board Meeting as presented. 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 December 9, 2004, Special Board Meeting as presented. 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 November 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 November 30, 2004, for the 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 November 30, 2004, for the Sewer Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check number 29158 thru 29227 written between November 19, 2004 - December 15, 2004, on the Water Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - DECEMBER 16, 2004
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Mr. Radabaugh made a motion to approve check number 30747 thru 30801 written between November 19, 2004 - December 15, 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 check number 30802 thru 30804 written December 16, 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 number 1337 thru 1352 written on the Sewer Revenue Checking Account November 19, 2004 - December 16, 2004 (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

There was no correspondence that need to be discussed at this time.

Mrs. Batten brought it to the Board's attention that the January 13th Special Meeting needs to be moved to January 12th at 1:30 p.m. in order to meet the WV Infrastructure and Job Development Council Construction draw date deadline for payments to the contractors of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

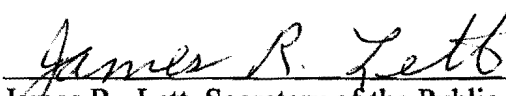
Mr. Brabham did not have anything to be discussed at this time.

Mr. Radabaugh made a motion to request Cerrone Associates, Inc. to do a feasibility study for the residents on Central Ridge. Mr. Lett seconded the motion. The motion passed unanimously.

All business having been discussed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart adjourned the meeting at 6:20 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
NOVEMBER 30, 2004**

CHECKING ACCOUNTS

Water Revenue Fund Checking Account WesBanco Bank	\$ 3,744.89
Sewer Revenue Fund Checking Account WesBanco Bank	51,514.93
Stephens Fork Water Extension Construction Checking WesBanco Bank	529.90
Series 2003A Bonds Construction Fund Checking WesBanco Bank	<u>CLOSED</u>

TOTAL IN CHECKING ACCOUNTS: \$ 55,789.72

WATER ACCOUNTS

Depreciation Reserve Account WesBanco Bank	\$13,632.01
Revenue Reserve Account WesBanco Bank	29,268.67
Revenue Reserve Account-Sams Creek/Chesterville WesBanco Bank	20,497.01
Revenue Reserve Account-Rockport WesBanco Bank	6,384.30
Depreciation Reserve Account-Rockport WesBanco Bank	6,384.50
Revenue Reserve Account-Water Improvement WesBanco Bank	19,189.92
Depreciation Reserve Account-Water Improvement WesBanco	19,192.27
Sycamore Run-Limestone Tap Fees WesBanco Bank	33,245.55
Sycamore Run-Limestone Security Deposits WesBanco Bank	16,053.86
Security Deposit Account WesBanco Bank	<u>22,792.16</u>

TOTAL IN WATER ACCOUNTS: \$186,640.25

SEWER ACCOUNTS

Repair and Replacement Account WesBanco Bank	\$85,642.72
Reserve for Grinder Pump Maintenance Prime Rate Money Market-WesBanco Bank	31,071.51
Security Deposit Account WesBanco Bank	<u>20,433.63</u>

TOTAL IN SEWER ACCOUNTS: \$137,147.86

TOTAL ALL FINANCES, NOVEMBER 30, 2004 \$379,577.83

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

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

\$ 8,129.07

RECEIPTS:

Water Sales	\$50,556.82
Water Buffalo Sales	734.25
Reconnection Fees	100.00
Tap Fees	900.00
Void Check 29057	71.98
Overpayment Willard & Pam Willard	21.50
Refund Harman Thompson Mallory & Ice	540.00
Sycamore Tap Fee	300.00
Sycamore Security Deposit	308.06
Reimbursement-Sycamore Project	207.04
R & R Pipeline	16.81
Gene' s Plumbing	24.08
Rodney Watson-Move Water Meter	1,064.52
Security Deposit Refunds	<u>1,079.24</u>

TOTAL RECEIPTS:

\$55,924.30

TOTAL CASH AVAILABLE:

\$64,053.37

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	2,963.48
WesBanco Bank-Parkersburg	314.00
Salaries	6,636.09
Commissioner's Salaries	300.00
WV Public Employees Retirement System	1,576.31
WV State Tax Department	548.17
WV Public Employees Insurance Agency	1,611.57
U S Postal Service	200.58
AT&T State Calling Service	9.30
Action Answering Service Plus	39.12
Miss Utility of WV Inc.	26.75
Telepage Communications Systems	8.95
Water Environmental Testing	94.50
Cintas	149.62

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-NOVEMBER, 2004
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C. I. Thornburg Co., Inc.	\$ 1,224.25
BP Credit Card Company	394.51
Mineral Wells Public Service District	613.54
Apalachian Software	1,570.00
Claywood Park Public Service District	14,977.42
Cutlip-Warner Development Co.	1,142.00
Conner Cleaning Service	109.00
Verizon	112.53
Hardman Supply Company	54.65
Miller Communications	15.00
Parkersburg Office Supply	36.78
Water Works Industrial Supply	249.24
Workingman Store	71.98
ABB Automation	521.40
Hughes Supply, Inc.	570.00
Willard & Pam White	21.50
Brian R. Mc Cauley	38.01
Charles A. Ricks	38.15
Phillip B. Jones	20.88
Fasteners & Supply, Inc.	8.45
Jim & Laurine Bartlett	254.94
A-1 Amusement	258.08
Westfield Group	179.53
Howard Patrick Mc Cauley, Jr.	13.65
Kevin P. Brown	52.12
Jonathan R. Forshey	51.47
Jonathan R. Forshey	51.47
Kyle P. Lancaster	51.47
Keith & Kim Rhodes	51.47
Roger Lemon	50.18
Steven C. Holbert	50.21
William L. Province	50.77
Charles H. or Evelyn Tucker	54.29
James & Vickie Lambert	51.41
Galen & Monica Glotfeltey	50.15
Barry Parrish	12.55
ADT Security Services	48.42
Dominion Hope	49.01
Haul-A-Way Trash	16.25
Robert & Kathy Hoover	300.00
Midwest Pipe & Supply	638.99
Poynter's Best Products	<u>47.32</u>

TOTAL EXPENDITURES:

\$60,308.48

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

\$ 3,744.89

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

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, OCTOBER 31, 2004**

\$ 52,672.04

RECEIPTS:

Sewer Sales	\$52,816.70
Security Deposit Refund	702.80
Tap Fees	300.00
Void Check #30655	71.98
Overpayment Payment Pam & Willard White	<u>23.43</u>

TOTAL RECEIPTS:

\$53,914.91

TOTAL CASH AVAILABLE:

\$106,586.95

EXPENDITURES:

Municipal Bond Commission	\$19,351.63
WesBanco Bank-Parkersburg	1,366.18
WesBanco Bank-Parkersburg	2,478.17
Salaries	6,466.66
Commissioners' Salaries	300.00
WV Public Employees Insurance Agency	1,269.41
WV Public Employees Retirement System	1,520.03
WV Dept. of Tax & Revenue	533.83
U. S. Postal Service	200.57
AT&T - State Calling Service	9.31
Action Answering Service Plus	39.13
Miss Utility of WV Inc.	26.75
Cutlip-Warner Development Co.	50.00
Telepage Communications System	8.95
Water Environmental Testing	242.00
Appalachian Software	1,570.00
Conner Cleaning Service	179.00
Cintas	149.63
Verizon	551.56
Allegheny Power	5,357.25
BP Credit Card Center	394.50
Mineral Wells Public Service District	580.15
Dominion Hope	49.02
Hardman Supply Company	71.22

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-SEWER-NOVEMBER, 2004
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Parkersburg Office Supply	36.79
Auto, Fleet & Industrial Supply	208.09
BBJ'S Finish Line	159.93
Workingman Store	71.98
Gene's Septic Tank Cleaning	225.00
Hajoca Corporation	15.64
JABO Supply Corporation	20.85
Miller Communications	15.00
Mid Ohio Valley Medical Group	83.00
ABB Automation, Inc.	521.40
Big Tygart United Methodist Church	1,389.00
Warren Sims	4.98
Jeromie L. Powell	7.73
Charles A. Ricks	40.41
Jessica Patterson	8.73
Fasteners & Supply, Inc.	8.45
Trombold Equipment Co., Inc.	4,456.00
Hughes Supply, Inc.	766.89
Wilbert Mullen	1,389.00
Morrison's Family Trailer Sales	893.99
Willard & Pam White	23.43
Applied Industrial Technologies	5.91
ADT Security Services	48.42
Haul-A-Way Trash	16.25
Poynter's Best Products	47.32
James Duckworth	1,389.00
W. W. Grainger, Inc.	138.42
USA Blue Book	47.11
Westfield Group	179.54
Matthew Deem	9.35
Robert L. Casto, Jr.	50.15
Barry Parrish	<u>29.31</u>

TOTAL EXPENDITURES:

\$55,072.02

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

\$51,514.93

VENDOR CHECKS REPORT

** BANK: 2 120 200 00, FUND: SEWER FUND **

** BEGINNING DATE: 11/19/04 - ENDING DATE: 12/16/04 **

** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
2 120 200 00	CHECKING ACCT-WESBANCO BANK					
13,014	MORRISONS FAMILY TRAILER SALES	11/22/04	49100	11/22/04	893.99	30,747
23,003	WILLARD & PAM WHITE	11/22/04	49101	11/22/04	23.43	30,748
2,101	U S POSTAL SERVICE	11/23/04	49178	11/23/04	47.03	30,749
101	APPLIED INDUSTRIAL TECHNOLOGIE	11/29/04	49351	11/30/04	5.91	30,750
490	JAMES DUCKWORTH	11/29/04	49354	11/30/04	1,389.00	30,751
733	W. W. GRAINGER, INC.	11/29/04	49355	11/30/04	138.42	30,752
1,204	JAMES R. LETT	11/29/04	49368	11/30/04	200.00	30,753
1,806	ROY L RADABAUGH	11/29/04	49379	11/30/04	200.00	30,754
1,912	CHARLES M. STEWART	11/29/04	49387	11/30/04	200.00	30,755
2,109	USA BLUE BOOK	11/29/04	49392	11/30/04	47.11	30,756
2,313	WESBANCO BANK-PARKERSBURG	11/29/04	49393	11/30/04	1,444.79	30,757
2,314	WV DEPT OF TAX & REVENUE	11/29/04	49394	11/30/04	533.83	30,758
2,315	WV PUBLIC EMPLOYEES RETIREMENT	11/29/04	49395	11/30/04	1,520.03	30,759
2,316	WESTFIELD GROUP	11/29/04	49396	11/30/04	179.54	30,760
486	MATTHEW DEEM	11/29/04	49478	11/30/04	9.35	30,761
486	ROBERT L CASTO JR	11/29/04	49479	11/30/04	50.15	30,762
486	BARRY PARRISH	11/29/04	49480	11/30/04	29.31	30,763
1,302	MINERAL WELLS PSD	11/29/04	49493	11/30/04	61.46	30,764
100	APPALACHIAN SOFTWARE INC	11/30/04	49675	11/30/04	1,570.00	30,765
106	ALLEGHENY POWER	11/30/04	49676	11/30/04	3,802.49	30,766
145	ADT SECURITY SERVICES	11/30/04	49677	11/30/04	48.42	30,767
438	DOMINION HOPE	11/30/04	49679	11/30/04	49.02	30,768
832	HARDMAN SUPPLY COMPANY	11/30/04	49680	11/30/04	71.22	30,769
840	HAUL AWAY TRASH L.L.C.	11/30/04	49690	11/30/04	16.25	30,770
1,604	PARKERSBURG OFFICE SUPPLY	11/30/04	49693	11/30/04	36.79	30,771
1,610	POYNTER'S BEST PRODUCTS	11/30/04	49697	11/30/04	47.32	30,772
1,843	CINTAS	11/30/04	49699	11/30/04	149.63	30,773
124	AT&T - STATE CALLING SERVICE	12/14/04	50103	12/15/04	7.71	30,774
148	ADVANCED ALARM TECHNOLOGIES	12/14/04	50104	12/15/04	22.50	30,775
153	ACTION ANSWERING SERVICE PLUS	12/14/04	50105	12/15/04	41.07	30,776
275	BP CREDIT CARD CENTER	12/14/04	50106	12/15/04	328.87	30,777
314	AT&T WIRELESS SERVICES	12/14/04	50107	12/15/04	51.38	30,778
486	JUSTIN J RUSSELL	12/14/04	50108	12/15/04	23.26	30,779
486	DENISE M HILLS	12/14/04	50109	12/15/04	42.55	30,780
486	MELISSA CROTHERS	12/14/04	50110	12/15/04	8.41	30,781
702	GENE'S SEPTIC TANK CLEANING	12/14/04	50111	12/15/04	165.00	30,782
742	GLOTFELTY ENTERPRISES, INC.	12/14/04	50112	12/15/04	6.00	30,783
1,035	JOHNSTONE SUPPLY	12/14/04	50113	12/15/04	68.35	30,784
1,301	MISS UTILITY OF WV INC	12/14/04	50114	12/15/04	15.63	30,785
1,302	MINERAL WELLS PSD	12/14/04	50115	12/15/04	176.66	30,786
1,304	MILLER COMMUNICATIONS	12/14/04	50120	12/15/04	15.00	30,787
1,307	MUNICIPAL BOND COMMISSION	12/14/04	50121	12/15/04	19,351.63	30,788
1,311	MIDWEST PIPE & SUPPLY	12/14/04	50127	12/15/04	205.14	30,789
1,425	NOE OFFICE EQUIPMENT	12/14/04	50130	12/15/04	14.88	30,790
1,908	STATE ELECTRIC SUPPLY CO INC	12/14/04	50132	12/15/04	167.12	30,791
2,039	TELEPAGE COMMUNICATIONS SYSTEM	12/14/04	50135	12/15/04	8.95	30,792

VENDOR CHECKS REPORT

** BANK: 2 120 200 00, FUND: SEWER FUND **
 ** BEGINNING DATE: 11/19/04 - ENDING DATE: 12/16/04 **
 ** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
2 120 200 00 CHECKING ACCT-WESBANCO BANK						
2,101	U S POSTAL SERVICE	12/14/04	50136	12/15/04	111.38	30,793
2,306	WATER ENVIRONMENTAL TESTING	12/14/04	50137	12/15/04	287.00	30,794
2,312	WESBANCO BANK-PARKERSBURG	12/14/04	50138	12/15/04	1,320.42	30,795
2,313	WESBANCO BANK-PARKERSBURG	12/14/04	50139	12/15/04	1,612.50	30,796
2,319	WV DEP	12/14/04	50140	12/15/04	18.00	30,797
2,339	WESTCO INTERNET	12/14/04	50141	12/15/04	11.25	30,798
3,014	CAROLINA CIPHER	12/14/04	50142	12/15/04	450.00	30,799
130,016	MID-OHIO VALLEY MEDICAL GROUP	12/14/04	50147	12/15/04	65.00	30,801
1,302	MINERAL WELLS PSD	12/16/04	50214	12/16/04	13.63	30,802
1,901	SIGNS & MORE IN 24	12/16/04	50216	12/16/04	75.00	30,803
2,308	WV PUBLIC EMPLOYEES INS AGENCY	12/16/04	50217	12/16/04	1,566.34	30,804
CHECKING ACCT-WESBANCO BANK					39,015.12	57 *

PAYROLL CHECKS
 NOVEMBER 30, 2004 & DECEMBER 15, 2004

Todd R. Anderson	\$ 676.67	1337
Margaret J. Batten	974.29	1338
Richard Shayne Brabham	1,017.60	1339
Dennis R. Brown	470.79	1340
William H. Byers, Jr.	819.20	1341
Linda K. Church	877.71	1342
Russell P. Hanna	886.24	1343
Nellie B. Radcliff	849.05	1344
Todd R. Anderson	808.96	1345
Margaret J. Batten	987.44	1346
Richard Shayne Brabham	1,003.84	1347
Dennis R. Brown	629.57	1348
William H. Byers, Jr.	916.43	1349
Linda K. Church	952.65	1350
Russell P. Hanna	958.70	1351
Nellie B. Radcliff	897.92	1352

VENDOR CHECKS REPORT

** BANK: 1 131 200 00, FUND: WATER FUND **

** BEGINNING DATE: 11/19/04 - ENDING DATE: 12/16/04 **

** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
1 131 200 00	CHECKING ACCOUNT WESBANCO BANK					
23,003	WILLARD & PAM WHITE	11/22/04	49093	11/22/04	21.50	29,158
486	JIM & LAURINE BARTLETT	11/23/04	49154	11/23/04	254.94	29,159
486	A-1 AMUSEMENT	11/23/04	49155	11/23/04	258.08	29,160
2,101	U S POSTAL SERVICE	11/23/04	49171	11/23/04	47.04	29,161
1,309	MINERAL WELLS PSD	11/29/04	49316	11/30/04	3,577.91	29,162
1,805	RURAL DEVELOPMENT ADMN.	11/29/04	49326	11/30/04	2,112.00	29,163
2,103	USDA-RURAL DEVELOPMENT	11/29/04	49340	11/30/04	3,140.00	29,164
2,313	WESBANCO BANK-PARKERSBURG	11/29/04	49343	11/30/04	1,451.59	29,165
2,314	WV DEPT OF TAX & REVENUE	11/29/04	49344	11/30/04	548.17	29,166
2,315	WV PUBLIC EMPLOYEES RETIREMENT	11/29/04	49345	11/30/04	1,576.31	29,167
2,316	WESTFIELD GROUP	11/29/04	49346	11/30/04	179.53	29,168
2,338	WESBANCO-WATER RES-SAMS-CV	11/29/04	49347	11/30/04	314.00	29,169
486	HOWARD PATRICK MC CAULEY JR.	11/29/04	49425	11/30/04	13.65	29,170
486	KEVIN P BROWN	11/29/04	49426	11/30/04	52.12	29,171
486	JONATHAN R FORSHEY	11/29/04	49427	11/30/04	51.47	29,172
486	JONATHAN R FORSHEY	11/29/04	49428	11/30/04	51.47	29,173
486	KYLE P LANCASTER	11/29/04	49429	11/30/04	51.47	29,174
486	KEITH & KIM RHODES	11/29/04	49430	11/30/04	51.47	29,175
486	ROGER LEMON	11/29/04	49431	11/30/04	50.18	29,176
486	STEVEN C HOLBERT	11/29/04	49432	11/30/04	50.21	29,177
486	WILLIAM L PROVINCE	11/29/04	49433	11/30/04	50.77	29,178
486	CHARLES H OR EVELYN TUCKER	11/29/04	49434	11/30/04	54.29	29,179
486	JAMES & VICKIE LAMBERT	11/29/04	49435	11/30/04	51.41	29,180
486	GALEN & MONICA GLOTFELTEY	11/29/04	49437	11/30/04	50.15	29,181
486	BARRY PARRISH	11/29/04	49439	11/30/04	12.55	29,182
1,302	MINERAL WELLS PSD	11/29/04	49452	11/30/04	80.75	29,183
100	APPALACHIAN SOFTWARE INC	11/30/04	49635	11/30/04	1,570.00	29,184
145	ADT SECURITY SERVICES	11/30/04	49637	11/30/04	48.42	29,185
438	DOMINION HOPE	11/30/04	49639	11/30/04	49.01	29,186
832	HARDMAN SUPPLY COMPANY	11/30/04	49640	11/30/04	54.65	29,187
840	HAUL AWAY TRASH L.L.C.	11/30/04	49652	11/30/04	16.25	29,188
878	ROBERT & KATHY HOOVER	11/30/04	49653	11/30/04	300.00	29,189
1,311	MIDWEST PIPE & SUPPLY	11/30/04	49656	11/30/04	638.99	29,190
1,604	PARKERSBURG OFFICE SUPPLY	11/30/04	49657	11/30/04	36.78	29,191
1,610	POYNTER'S BEST PRODUCTS	11/30/04	49661	11/30/04	47.32	29,192
1,843	CINTAS	11/30/04	49663	11/30/04	149.62	29,193
2,005	C I THORNBURG	11/30/04	49670	11/30/04	1,224.25	29,194
124	AT&T - STATE CALLING SERVICE	12/14/04	50039	12/15/04	7.71	29,195
148	ADVANCED ALARM TECHNOLOGIES	12/14/04	50040	12/15/04	22.50	29,196
153	ACTION ANSWERING SERVICE PLUS	12/14/04	50041	12/15/04	41.06	29,197
275	BP CREDIT CARD CENTER	12/14/04	50042	12/15/04	328.87	29,198
309	CLAYWOOD PARK PSD	12/14/04	50043	12/15/04	14,744.20	29,199
314	AT&T WIRELESS SERVICES	12/14/04	50044	12/15/04	51.37	29,200
486	DENISE M HILLS	12/14/04	50046	12/15/04	36.81	29,201
486	MELISSA CROTHERS	12/14/04	50047	12/15/04	8.06	29,202
486	JOHN W & CAROL MARTIN	12/14/04	50048	12/15/04	50.16	29,203

VENDOR CHECKS REPORT

** BANK: 1 131 200 00, FUND: WATER FUND **

** BEGINNING DATE: 11/19/04 - ENDING DATE: 12/16/04 **

** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
131 200 00	CHECKING ACCOUNT WESBANCO BANK					
600	FASTENERS & SUPPLY INC	12/14/04	50049	12/15/04	39.00	29,204
742	GLOTFELTY ENTERPRISES, INC.	12/14/04	50051	12/15/04	6.00	29,205
743	GLEN GREEN	12/14/04	50052	12/15/04	151.37	29,206
1,301	MISS UTILITY OF WV INC	12/14/04	50054	12/15/04	15.62	29,207
1,302	MINERAL WELLS PSD	12/14/04	50055	12/15/04	206.21	29,208
1,304	MILLER COMMUNICATIONS	12/14/04	50061	12/15/04	15.00	29,209
1,307	MUNICIPAL BOND COMMISSION	12/14/04	50066	12/15/04	1,592.00	29,210
1,309	MINERAL WELLS PSD	12/14/04	50069	12/15/04	3,470.92	29,211
1,311	MIDWEST PIPE & SUPPLY	12/14/04	50071	12/15/04	4.50	29,212
1,425	NOE OFFICE EQUIPMENT	12/14/04	50073	12/15/04	14.88	29,213
2,005	C I THORNBURG	12/14/04	50078	12/15/04	512.25	29,214
2,039	TELEPAGE COMMUNICATIONS SYSTEM	12/14/04	50082	12/15/04	8.95	29,215
2,101	U S POSTAL SERVICE	12/14/04	50083	12/15/04	111.37	29,216
2,106	USDA-RURAL DEVELOPMENT	12/14/04	50084	12/15/04	3,325.00	29,217
2,107	USDA-RURAL DEVELOPMENT	12/14/04	50085	12/15/04	10,040.00	29,218
2,306	WATER ENVIRONMENTAL TESTING	12/14/04	50087	12/15/04	121.50	29,219
2,311	WESBANCO BANK-PARKERSBURG	12/14/04	50089	12/15/04	110.00	29,220
2,313	WESBANCO BANK-PARKERSBURG	12/14/04	50092	12/15/04	1,552.98	29,221
2,339	WESTCO INTERNET	12/14/04	50094	12/15/04	11.25	29,222
2,373	WESBANCO BANK-PARKERSBURG	12/14/04	50095	12/15/04	167.00	29,223
2,374	WESBANCO BANK-PARKERSBURG	12/14/04	50096	12/15/04	167.00	29,224
2,375	WESBANCO BANK-PARKERSBURG	12/14/04	50097	12/15/04	502.00	29,225
2,376	WESBANCO BANK-PARKERSBURG	12/14/04	50098	12/15/04	502.00	29,226
3,014	CAROLINA CIPHER	12/14/04	50099	12/15/04	450.00	29,227
1,302	MINERAL WELLS PSD	12/16/04	50208	12/16/04	11.51	29,228
2,308	WV PUBLIC EMPLOYEES INS AGENCY	12/16/04	50211	12/16/04	1,690.64	29,229
	CHECKING ACCOUNT WESBANCO BANK				58,378.01	72 *

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
NOVEMBER 18, 2004 - December 16, 2004

1. Flyer from WV Environmental Training Center containing information about a Class III Drinking Water Certification Class scheduled for January 10-13, 2005 at the Training Center.
2. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated December 9, 2004, Vol. 10, Issue 12.
3. Notice of Entry of Confirmation Order from the United States Bankruptcy Court, Southern District of New York, dated November 15, 2004, for Chapter 11 Case No. 04-13856 (RDD) for Cornerstone Propane, L.P., et al.
4. Notice of Chapter 7 Bankruptcy Case, Meeting of Creditors, & Deadlines from the United States Bankruptcy Court dated November 16, 2004, for Erica Ann Grose fka Erica Ann Guinn.
5. Copy of the minutes of the Construction Progress Meeting held on November 16, 2004, for Contracts #1 & #2A between the District, its engineering firm, and Stonegate Construction, Inc. for the Sycamore Run, Stephens Fork Water Line Extension Project.
6. Copy of the minutes of the Construction Progress Meeting held on November 16, 2004, for Contract #2B between the District, its engineering firm, and United Welding, Inc. for the Sycamore Run, Stephens Fork Water Line Extension Project.
7. Letter dated November 17, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature two copies of the completed Request for Release of Final Settlement from the State Tax Department for Mid Atlantic Storage Systems, Inc. for Contract No. 3 of the Sycamore Run, Stephens Fork Water Line Extension Project.
8. Letter dated November 17, 2004, to Charles M. Stewart from Virginia McDonald, Rural Development Specialist, Rural Utilities Service, stating that invoices totaling \$709,331.17 as shown on Requisition No. 6 for the Sycamore Run, Stephens Fork Water Line Extension Project have been approved for payment.

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DECEMBER 16.004
PAGE 2**

9. Letter dated November 17, 2004, to Charles M. Stewart from Randall M. Cole, Cerrone Associates, Inc., enclosing for signature six copies of the Certificate of Substantial Completion for the Lee Creek, Wolf Run and Grassy Run areas of Contract 1 of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
10. Letter dated November 19, 2004, to the District from Kathy Hoover requesting a refund of the water tap fee that she paid for service to a proposed new home to be located on Tygart Road.
11. Copy of a letter dated November 19, 2004, to Mary Rader, Wood County Commission, from Margaret Batten enclosing a signed copy of the Minutes of the October 21, 2004, Regular Board Meeting and a signed copy of the November 10, 2004, Special Board Meeting.
12. Fax dated November 19, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a signed quote from Miller Communications for the Limestone Booster to Windy Tank telemetry link.
13. Copy of a letter dated November 19, 2004, to Big Tygart United Methodist Church from R. Shayne Brabham enclosing District Check No. 30730 in the amount of \$1,389.00 as reimbursement for the Church Parsonage that was connected to the grinder pump that the Church installed under a contract with the District dated August 21, 2003.
14. Copy of a letter dated November 19, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a signed price quote from Miller Communications for the Limestone Booster to the Windy Tank telemetry link.
15. Copy of a letter dated November 19, 2004, to Wilbert Mullen from Margaret Batten enclosing District Check No. 30746 in the amount of \$1,389.00 as reimbursement for his new home that was connected to the sewer main extension that he installed under a contract with the District dated January 22, 2004.
16. Fax dated November 22, 2004, to Tim Kelley, Cerrone Associates, Inc., from Margene, Cerrone Associates, Inc., containing drawings for a

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
DECEMBER 16, 2004
PAGE 3**

pressure reducing valve pit to be installed at the Southbound Rest Area.

17. Copy of a letter dated November 22, 2004, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the recorded right-of-way easement from Janet Archer for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
18. Copy of a letter dated November 22, 2004, to United Welding, Inc., from Margaret Batten enclosing District Check No. 1030 in the amount of \$255,575.38 as payment for services billed on Requisition No. 6 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
19. Copy of a letter dated November 22, 2004, to Ms. Dee Webb, West Virginia Tax Department, Accounts Monitoring Unit, from Margaret Batten enclosing a Request for Release of Final Settlement for Mid Atlantic Storage Systems, Inc., for the construction of Windy Water Storage Tank.
20. Fax dated November 22, 2004, to Ms. Dee Webb, West Virginia Tax Department, from Margaret Batten enclosing a Request for Final Settlement for Mid Atlantic Storage Systems for the construction of the Windy Water Storage Tank.
21. Copy of a letter dated November 22, 2004, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter to Ms. Dee Webb, West Virginia Tax Department, requesting release of final payment to Mid Atlantic Storage System, Inc., for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
22. Copy of a letter dated November 22, 2004, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing five signed copies of the Certificate of Substantial Completion for the Lee Creek, Wolfe Run and Grassy Run areas of Contract #1 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
23. Fax dated November 22, 2004, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing a copy of the Wire Transfer Advice for the Stephens Fork Water Extensions Construction Account at

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
DECEMBER 16, 2004
PAGE 4**

WesBanco Bank.

24. Copy of a letter dated November 22, 2004, to Karen Hiehle, Stonegate Construction, Inc., from Margaret Batten enclosing District Check No. 1028 in the amount of \$114,632.23 for Contract No. 1 and District Check No. 1029 in the amount of \$246, 817.67 for Contract No. 2A as payment for the amounts shown on Requisition No. 6 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
25. Copy of a letter dated November 22, 2004, to Mid Atlantic Storage System, Inc., from Margaret Batten enclosing District Check No. 1031 in the amount of \$9,469.28 for Contract No. 3 as shown on Requisition No. 6 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
26. Copy of a letter dated November 23, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 1037 in the amount of \$58,724.67 as payment for engineering services as shown on Requisition No. 6 for the Sycamore Run, Stephens Fork Water Extension Project.
27. Copy of a letter dated November 23, 2004, to Panhandle Pipe/Hughes Supply from Margaret Batten enclosing District Check No. 1032 in the amount of \$1,342.90 and District Check No. 1033 in the amount of \$1,580.00 for Contract 4 as shown on Requisition No. 6 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
28. Copy of a letter dated November 23, 2004, to Helen Moore from Margaret Batten enclosing a copy of the Agreement by and between her and the District for the extension of a water main on Slate Camp Road in Slate District.
29. Copy of a letter dated November 23, 2004, to Jim and Laurine Bartlett from Linda Church enclosing District Water Check No. 29159 in the amount of \$254.94 as a refund for the water tap fee and security deposit that they paid on February 23, 1998, for a water extension to their home in Camp 77. Mr. & Mrs. Bartlett decided against installing the extension.
30. Copy of a letter dated November 23, 2004, to Ms. Kimberly Ullman, A-1

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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DECEMBER 16, 2004
PAGE 5**

Amusement Co., from Linda Church enclosing District Water Check No. 29160 in the amount of \$258.08 as a refund for the water tap fee and security deposit that she paid on November 11, 1995, for a mobile home that she planned to install on Route 14 near Slate. Ms. Ullman decided against having the mobile home installed.

31. Letter dated November 23, 2004, to R. Shayne Brabham from Katy Mallory, West Virginia Infrastructure & Jobs Development Council, listing additional information that she needs before she can forward the District's request to utilize the remaining contingency funds for the Stephens Fork Water Extension Project to purchase radio read water meters and to paint two existing steel water tanks to the Technical Review Committee.
32. Fax dated November 23, 2004, to R. Shayne Brabham from Katy Mallory, West Virginia Infrastructure & Jobs Development Council, listing additional information that she needs before she can forward the District's request to utilize the remaining contingency funds for the Stephens Fork Water Extension Project to purchase radio read water meters and to paint two existing steel water tanks to the Technical Review Committee.
33. Letter dated November 29, 2004, to Charles Stewart from Randall Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature six copies of the Certificate of Substantial Completion to Mid Atlantic Storage Systems, Inc., for the Windy Water Storage Tank, Contract #3 of the Sycamore Run, Limestone Ridge Water Extension Project.
34. Copy of a letter dated November 29, 2004, to The Honorable John D. Rockefeller, IV, United States Senate, from Amy L. Swann, Director, Water and Wastewater Division, WV Public Service Commission, relative to the request from Joseph DeBerry for water service on Lee Creek Road.
35. Letter of transmittal dated November 29, 2004, to Shayne Brabham from Virginia McDonald, Rural Utilities Specialist, Rural Utilities Service, enclosing a copy of Form USDA-FmHA 1924-12 Inspection Report dated November 16, 2004, for Contract No. 3 - Mid Atlantic Storage Systems, Inc.- for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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36. Letter of Transmittal dated November 30, 2004, to Karen Hiehle, Stonegate Construction, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., containing an approved copy of a shop drawing for a Markle Unit Heater for booster station.
37. Copy of a letter dated November 30, 2004, to Virginia McDonald, Rural Utilities Service, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing for review and approval a copy of a quote from Miller Communications, Inc. for the radio telemetry link between the new Windy Tank and the Limestone Booster Station.
38. Copy of a letter dated November 30, 2004, to Katy Mallory, P.E., WV Infrastructure & Jobs Development Council, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of the quote from Miller Communications, Inc. for the radio telemetry link between the new Windy Tank and the Limestone Booster Station and requesting WVIJDS's concurrence so the work may be completed in a timely manner.
39. Fax dated November 30, 2004, to the District from Marsha Spiker, West Virginia Department of Health and Human Resources, containing a copy of an Authorization of Payment Form in the amount of \$65.48 for Kristina M. Davis, 7641 Skyview Acres.
40. Copy of a letter dated November 30, 2004, to James Duckworth from Margaret Batten enclosing District Check No. 30751 in the amount of \$1,389.00 as a refund for the connection of one residence to a grinder pump that he installed under a contract with the District dated November 18, 2003.
41. Fax dated December 1, 2004, to Christy Pitsenbarger, West Virginia Bureau of Public Health, from Margaret Batten enclosing the Monthly Operational Report for the District for the month of November 2004.
42. Copy of a letter dated December 1, 2004, to Karen Hiehle, Stonegate Construction, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., requesting a date for the completion of the Limestone Booster Station so the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project can be brought to completion.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
DECEMBER 16, 2004
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43. Copy of a letter dated December 1, 2004, to Don Cottrill, United Welding, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc. stating that he cannot give them a certain date as to when the Limestone Booster Station will be operational.
44. Letter dated December 1, 2004, to Shayne Brabham from Daniel A. Parker, Environmental Resources Specialist, Environmental Engineering Division, WV Department of Health and Human Resources, Bureau for Public Health, relative to the District's 2004 Consumer Confidence Report.
45. Fax dated December 2, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing information requested from Shayne Brabham about a Neptune Interface Unit.
46. Fax dated December 2, 2004, to Shayne Brabham from Dana Moses, Federal Emergency Management Agency, Region III, Disaster Field Office, requesting that Mr. Brabham sign and return the attached Exit Briefing.
47. Fax dated December 2, 2004, to Dana Moses, Federal Emergency Management Agency, from Shayne Brabham enclosing the signed Applicant Exit Briefing Form as requested in the above fax.
48. Fax dated December 2, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Nellie Radcliff containing a copy of a complaint form for Randall Knotts, a resident of Morehead Ridge.
49. Copy of correspondence instructions dated December 2, 2004, to the Office of the Wood County Clerk from Margaret Batten enclosing three rights-of-way easements to be recorded and returned to the District's Office.
50. Fax dated December 3, 2004, to the **PARKERSBURG NEWS** from Margaret Batten containing a notice to be published in the first available issue of the newspaper about the District's Special Board Meeting scheduled for December 9, 2004, at 1:30 p.m.
51. Fax dated December 3, 2004, to the **PARKERSBURG SENTINEL** from Margaret Batten containing a notice to be published in the first available issue of the newspaper about the District's Special Board Meeting

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
DECEMBER 16, 2004
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scheduled for December 9, 2004, at 1:30 p.m.

52. Fax dated December 3, 2004, to the **JACKSON HERALD NEWSPAPERS** from Margaret Batten containing a notice to be published in the December 7, 2004, issue of the newspaper about the District's Special Board Meeting scheduled for December 9, 2004, at 1:30 p.m.
53. Fax dated December 3, 2004, to the **WIRT COUNTY JOURNAL** from Margaret Batten containing a notice to be published in the December 7, 2004, issue of the newspaper about the District's Special Board Meeting scheduled for December 9, 2004, at 1:30 p.m.
54. Copy of a letter dated December 3, 2004, to Robert & Kathy Hoover from Linda Church enclosing District Water Check No. 29189 in the amount of \$300.00 as a refund of a water tap fee that they paid on September 14, 2004, for water service on Tygart Road.
55. Fax dated December 3, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of a letter December 2, 2004, from Virginia McDonald, Rural Utilities Service, approving the quote from Miller Communications for the telemetry link from the Limestone Booster Station to the Windy Tank Link.
56. Copy of a letter dated December 3, 2004, to Carrie L. Grimm, ERSII, WV Department of Environmental Protection, from Margaret Batten enclosing the Monthly Financial Report for the month of November 2004 for the Dover Drive/Dechlorination Project.
57. Copy of a letter dated December 3, 2004, to Daniel Yonkosky, Director, West Virginia Water Development Authority, from Margaret Batten enclosing the Monthly Financial Report for the month of November 2004 for the Dover Drive/Dechlorination Project.
58. Copy of a letter dated December 3, 2004, to Ms. Katy Mallory, PE, Executive Secretary, WV Infrastructure & Jobs Development Council, from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing the additional information required for approval to utilize remaining contingency funds from the Sycamore Run, Stephens Fork Water Extensions Project to purchase radio read meters and to paint two existing steel water storage

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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DECEMBER 16, 2004
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tanks.

59. Received from Nicole Hiehle Patel, Treasurer, Stonegate Construction, Inc, one copy each of the certified payrolls for the four weeks in November 2004 for Contract No.1 of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
60. Received from Nicole Hiehle Patel, Treasurer, Stonegate Construction, Inc. one copy each of the certified payrolls for the four weeks in November 2004 for Contract No. 2A of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
61. Authorization of Payment received on December 6, 2004, from the West Virginia Department of Health and Human Resources for Kristina M. Davis, 7641 Pike Street in the amount of \$65.48 for water and sewer service.
62. Copy of a letter dated December 6, 2004, to Randall Cole, Project Administrator, Cerrone Associates, Inc. from Margaret Batten enclosing copies of two invoices from Panhandle Supply/Hughes Supply for \$46.21 each for finance charges on the previous balance that the project owed them for water meters while waiting for a Release of Final Payment from the WV State Tax Department.
63. Letter dated December 6, 2004, to the District from Glen G. Green requesting a refund of the \$150.00 that he paid for a tap fee and security deposit as a part of the Sycamore Run, Stephens Fork, Limestone Water Extension Project.
64. Letter dated December 6, 2004, to Charles Stewart from Virginia McDonald, Rural Utilities Specialist, Rural Utilities Service, approving Addendum No. 3 to the Engineering Agreement dated March 16, 2000, between the District and Cerrone Associates, Inc.
65. Letter received on December 6, 2004, to District from the Office of the County Clerk of Wood County enclosing copies of three rights-of-way easements that were mistakenly mailed in to be recorded stating that only originals documents may be recorded.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
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66. Fax dated December 7, 2004, to Karen Hiehle, Stonegate Construction, Inc.; Allen Ferrell, Sr., United Welding; Shayne Brabham, Mineral Wells PSD; Virginia McDonald, Rural Utilities Service; Russ Henderson, Rural Utilities Service; Jesse Sheppard, Division of Highways; and Manning Frymier, P.E., Cerrone Associates, Inc., from Jim Ruckman, P.S., Cerrone Associates, Inc., stating that progress meetings for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project will begin at 10 a.m. on December 14, 2004, in the District's Maintenance Building.
67. Copy of correspondence instructions dated December 7, 2004, to the Wood County Clerk from Margaret Batten enclosing three original rights-of-way easements to be recorded.
68. Copy of a letter dated December 7, 2004, to the Municipal Branch, WV Department of Environmental Protection, Division of Water and Waste Management, Permitting and Engineering Branch, 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 Operations (ES59) for the District's wastewater treatment plant for the month of November 2004.
69. Copy of a letter dated December 7, 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 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operations (ES59) for the District's wastewater treatment plant for the month of November 2004.
70. Copy of a letter dated December 7, 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 Operations (ES59) for the District's wastewater treatment plant for the month of November 2004.
71. Copy of a letter dated December 7, 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

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Report (WRD 2A-82), a copy of the WV Summary of Waste Water Treatment Plant Operations (ES59), and a copy of some wastewater treatment plant data collected by Bill Byers for the District's wastewater treatment plant for the month of November 2004.

72. Letter dated December 7, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature six copies of Change Order No. 1 to Contract No. 3, Mid Atlantic Storage Systems, Inc.
73. Letter dated December 7, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and approval five copies of Requisition No. 7 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
74. Fax dated December 8, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of a letter dated December 8, 2004, to Charles Stewart from Manning Frymier, P.E., Cerrone Associates, Inc., containing a construction progress report for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
75. Letter dated December 8, 2004, to the District from Dawn Peck, Family Intake Worker, stating that the Salvation Army will mail the District a check in the amount of \$22.25 for the delinquent account of Thomas Stephens.
76. Fax dated December 8, 2004, to Mineral Wells PSD from Gina Daniel, Information Products, containing a copy of proof #2 for the District's utility bill cards for review and approval.
77. Fax dated December 8, 2004, to Action Answering Service from Nellie Radcliff listing the names of customers whose water services were shut off for non-payment on that date.
78. Fax dated December 8, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., stating that a change order to Contract No. 2 of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project has been prepared for the proposed Conger Ridge Extension. However, the total cost will be \$71,000.00 to serve 2 customers and that

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is considered extremely high on the cost/customer scale.

79. Letter dated December 8, 2004, to Charles Stewart from Virginia McDonald, Rural Development Specialist, Rural Utilities Service, stating that project funds in the amount of \$46,900.00 will be electronically deposited into the Stephens Fork Water Extensions Construction Account at WesBanco on December 10, 2004.
80. Letter dated December 8, 2004, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature six copies of Change Order No. 4 to Contract #1 for the District's Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
81. Fax dated December 9, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the Bacteriological Examination for the water samples taken on the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
82. Copy of a fax dated December 9, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., containing a copy of a letter dated December 7, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Katy Mallory, West Virginia Infrastructure & Jobs Development Council, approving the District's request to utilize approximately \$14,970.00 for the radio telemetry link between the Windy Tank and the Limestone Booster Station.
83. Fax dated December 9, 2004, to Katy Mallory, Executive Secretary, WV Infrastructure & Jobs Development Council, from Margaret Batten attaching a copy of the District's letter and the cover sheet of Requisition No. 7 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
84. Copy of a letter dated December 9, 2004, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing six signed copies of Change Order No. 4 to Contract No. 1, Stonegate Construction, Inc.
85. Copy of a letter dated December 9, 2004, to Virginia McDonald, Rural Development Specialist, Rural Utilities Service, from Margaret Batten

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enclosing six signed copies of Change Order No. 1 to Contract No. 3, Mid Atlantic Storage Systems, Inc.

86. Letter of Transmittal dated December 9, 2004, to the District from Jim Ruckman, P.S., Cerrone Associates, Inc., enclosing completed complaint forms for the District's files.
87. Copy of a letter dated December 10, 2004, to Virginia McDonald, Rural Utilities Specialist, Rural Utilities Service, from Margaret Batten enclosing four signed copies of Requisition No. 7 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
88. Copy of a letter dated December 10, 2004, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing an invoice in the amount of \$158.00 from Hughes Supply for freight charges for handling 20 meters and for the cost of 700 meter gaskets to be included in the next requisition payable to the District for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
89. Copy of a letter dated December 10, 2004, to Randall M. Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing five signed copies of the Certificate of Substantial Completion for Contract #3 (Mid Atlantic Storage Systems) for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
90. Copy of a letter dated December 10, 2004, to Katy Mallory, Executive Secretary, WV Infrastructure & Jobs Development Council, from Margaret Batten enclosing a signed copy of Requisition No. 7 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project for review and approval.
91. Copy of a fax dated December 10, 2004, to Allen Ferrell, President, United Welding, Inc., from Jim Ruckman, P.S., Cerrone Associates, Inc., enclosing a copy of the Preliminary Punch List for Contract #2B of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
92. Fax dated December 10, 2004, to Margaret from Kimberly McClead, Branch Manager, WesBanco Bank, Inc., attaching a copy of the Automated Clearing House Function Display Warehouse Items for the

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electronic deposit made on December 10th to the Stephens Fork Water Extensions Construction Checking Account in the amount of \$46,900.00 by Rural Utilities Service.

93. Copy of a letter dated December 10, 2004, to Charles Dye, Panhandle Pipe/Hughes Supply, from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., relative to late charges charged to the District's account for water meters for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project. Final payment of the account was delayed due to the West Virginia State Tax Department's failure to issue a Release of Final Payment.
94. Fax dated December 10, 2004, to Virginia McDonald, Rural Utilities Service, from Margaret Batten attaching a copy of the Wire Transfer Advice dated December 10th for the Stephens Fork Water Extensions Construction Account at WesBanco Bank.
95. Fax dated December 13, 2004, to Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the regular Board Meeting scheduled for December 16, 2004, to be published in the first available issue of the newspaper.
96. Fax dated December 13, 2004, to Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the regular Board Meeting scheduled for December 16, 2004, to be published in the first available issue of the newspaper.
97. Fax dated December 13, 2004, to the **WIRT COUNTY JOURNAL** from Margaret Batten enclosing a notice about the regular Board Meeting scheduled for December 16, 2004, to be published in the December 14, 2004, issue of the newspaper.
98. Fax dated December 13, 2004, to **JACKSON HERALD NEWSPAPERS**, from Margaret Batten enclosing a notice about the regular Board Meeting scheduled for December 16, 2004, to be published in the December 14, 2004, issue of the newspaper.
99. Copy of a letter dated December 13, 2004, to Dianne Wolfe, Legal Assistant, from Margaret Batten enclosing one copy each of three

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recorded rights-of-way easements for Duane B. Pearson and two for Pauline R. Pearson for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

100. Fax dated December 14, 2004, to Margaret Batten from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing a copy of a summary of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project to be given to Jim Ruckman, P.S., Cerrone Associates, Inc., for the December 14th Progress Meeting.
101. Copy of a letter dated December 15, 2004, to Denise Hills from Linda Church, enclosing District Check No. 30780 in the amount of \$42.55, District Check No. 29201 in the amount of \$36.81, and a copy of her final water and sewer bill showing a zero balance. The checks were a refund of the remainder of her security deposit.
102. Copy of a letter dated December 15, 2004, to Glen Green from Linda Church enclosing District Check No. 29206 in the amount of \$151.37 as a refund of the security deposit and tap fee that he paid for a tap on Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project. Mr. Green's money was refunded because the District could not serve him due to a pre-existing gas line on his property.
103. Letter dated December 15, 2004, to Charles M. Stewart from Virginia McDonald, Rural Development Specialist, Rural Utilities Service, stating that invoices totaling \$312,703.83, as listed on Requisition No. 7 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project, have been approved for payment from the Stephens Fork Water Extensions Construction Account at WesBanco Bank Inc.
104. Copy of a memorandum dated December 15, 2004, to Barbara Meadows, CPA, West Virginia Water Development Authority, from Katy Mallory, P.E., Executive Secretary, West Virginia Infrastructure and Jobs Development Council, stating that a resolution dated December 7, 2004, and supporting invoices were reviewed and approved for payment totaling \$265,800.00 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
105. Copy of a letter dated December 16, 2004, to the West Virginia Municipal

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Bond Commission from Margaret Batten enclosing District Sewer Check No. 30788 in the amount of \$19,351.63 for payments to the following accounts:

Account No. MIW-S-1-97-R-W0-06 - \$8,302.30
Account No. MIW-S-1-95-X-W0-06 - \$5,688.40
Account No. MIW-S-2-95-X-W0-06 - \$ 568.82
Account No. MIW-S-1-85-B-W0-06 - \$1,293.00
Account No. MIW-S-1-03-A-W0-06 - \$2,288.88
Account No. MIW-S-2-03-A-W0-06 - \$ 210.23.

District Water Check No. 29210 in the amount of \$1,592.00 was also enclosed for payment to District Bond Account No. MIW-W-1-69-X-w0-06 69.

106. Copy of a Blanket Permit for the Year of 2005 beginning January 1, 2005, from the West Virginia Department of Highways giving the District permission to do routine taps and repairs on WV Highways without submitting a permit for each job. (Received December 16, 2004)