

MINUTES OF A REGULAR BOARD MEETING
OF THE PUBLIC SERVICE DISTRICT BOARD OF
THE MINERAL WELLS PUBLIC SERVICE
DISTRICT HELD THURSDAY, JANUARY 20,
2005 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; and William Byers, Operations Technician, were present.

Randall Knotts had called and said that he would be present for the meeting but he did not attend.

Mr. Lett made a motion to approve the Minutes of the December 16, 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 January 12, 2005, 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 December 31, 2004, for All Finances (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

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

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

Mr. Radabaugh made a motion to approve check numbers 29230 thru 29294 written between December 18, 2004 - January 19, 2005 on the Water Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 29290 thru 29294 written between December 18, 2004 thru January 19, 2005, 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 30865 thru 30871 written January 20, 2005 on the Sewer Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The

MINERAL WELLS PUBLIC SERVICE DISTRICT
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motion passed unanimously.

Mr. Radabaugh made a motion to approve Payroll check number 1353 thru 1368 written on the Sewer Revenue Fund between December 17, 2004 - January 19, 2005, 2005. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten presented Change Order No. 2 to Contract # 2A for the District's Sycamore Run Water Extension Project. This Change Order is for the addition of the restrained joint pipe that was needed on Line 43 due to the relocation of the line to avoid a slip. The amount of the Change Order is \$720.00 net increase. Mr. Radabaugh made a motion to approve Change Order No. 2 to Contract # 2 A. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Batten discussed the following letters.

Letter 18 - Letter dated December 18, 2004, to Margaret Batten from Debbie Britt, Executive Director, West Virginia Rural Water Association, stating that the District's Voting Membership Dues for this year are due for renewal on February 1, 2005. The amount of the Dues are \$580.22. Mr. Radabaugh made a motion to approve the payment of dues. Mr. Lett seconded the motion. The motion passed unanimously.

Letter 20 - Letter dated December 21, 2004, to Shayne Brabham from Stephen S. Kappa, Director, Office of Emergency Services, containing a copy of the District's approved Project Application and a P.r Project Completion and Certification Report to be completed and submitted to the Office of Emergency Services for Project P.A. # 107-UOZ90-00, Fema-1558-DR-WV. This letter was postmarked January 18, 2005.

Letter 105 - Copy of a letter dated January 17, 2005, to Mr. Don Cottrill, United Welding, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., stating that he has forwarded Mr. Cottrill's request to reduce his retainage on Contract 2B of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project to the District for consideration.

Letter 108 - Fax dated January 17, 2005, to Shayne Brabham from Manning Frymier, P. E., Cerrone Associates, Inc., enclosing a copy of a letter dated January 14, 2005, to Mr. Frymier from Don Cottrill, United Welding, Inc., requesting that their retainage be reduced since the completion of their contract for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project is being held up by circumstances beyond their control. Mr. Radabaugh made a motion that is agreeable with the Board that the retainage be reduced to approximately \$50,000.00 if this is agreeable with Cerrone Associates, Inc., and Mr. Brabham, Operations Manager. Mr. Lett seconded the motion. The motion passed unanimously.

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Mr. Brabham gave a brief report on the progress of the Water Extension Project. He reported that the Tie-in was completed today, January 20, 2005 at the south-bound I-77 Rest Area.

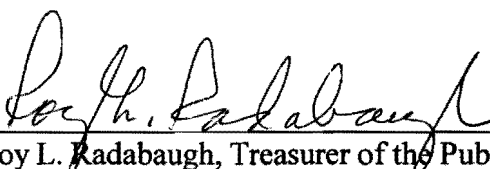
Mr. Brabham informed the Board that a slip has occurred on Sugar Camp Run Road that is causing a problem with the District's waterline. The waterline will have to be relocated. He has an estimate of a cost of \$2,800.00 for material only. There is no labor included in this quote.

There was a brief discussion concerning the Cutlip Warner Development project that is being developed on the Daugherty property. Mr. Brabham met with Jeff Bennett, Utility Inspector 11, Public Service Commission, concerning this project. Jeff recommended that the Ethics Commission be contacted because of the fact that Cutlip Warner is the contractor for the District. Mr. Brabham is to discuss the 5.5 Rule and the Alternate Agreement with Mr. Warner.

All business having been discussed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Lett seconded the motion. Mr. Stewart adjourned the meeting at 6:00 p.m.

CERTIFICATION

I, Roy L. Radabaugh, Treasurer 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.



Roy L. Radabaugh, Treasurer of the Public Service Board of
the Mineral Wells Public Service District, Mineral Wells,
West Virginia

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
DECEMBER 31, 2004**

CHECKING ACCOUNTS

Water Revenue Fund Checking Account WesBanco Bank	\$ 3,486.69	
Sewer Revenue Fund Checking Account WesBanco Bank	48,136.99	
Stephens Fork Water Extension Construction Checking WesBanco Bank	<u>526.07</u>	
TOTAL IN CHECKING ACCOUNTS:		\$ 52,149.75

WATER ACCOUNTS

Depreciation Reserve Account WesBanco Bank	\$13,750.73	
Revenue Reserve Account WesBanco Bank	29,287.46	
Revenue Reserve Account-Sams Creek/Chesterville WesBanco Bank	20,823.99	
Revenue Reserve Account-Rockport WesBanco Bank	6,555.35	
Depreciation Reserve Account-Rockport WesBanco Bank	6,555.54	
Revenue Reserve Account-Water Improvement WesBanco Bank	19,704.09	
Depreciation Reserve Account-Water Improvement WesBanco	19,706.44	
Sycamore Run-Limestone Tap Fees WesBanco Bank	33,466.98	
Sycamore Run-Limestone Security Deposits WesBanco Bank	16,011.65	
Security Deposit Account WesBanco Bank	<u>22,886.40</u>	
TOTAL IN WATER ACCOUNTS:		\$188,748.63

SEWER ACCOUNTS

Repair and Replacement Account WesBanco Bank	\$87,047.47	
Reserve for Grinder Pump Maintenance Prime Rate Money Market-WesBanco Bank	31,096.98	
Security Deposit Account WesBanco Bank	<u>20,479.88</u>	
TOTAL IN SEWER ACCOUNTS:		\$138,624.33
TOTAL ALL FINANCES, DECEMBER 31, 2004		\$379,522.71

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

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

\$ 3,744.89

RECEIPTS:

Water Sales	\$56,604.69
Water Buffalo Sales	680.25
Reconnection Fees	120.00
Tap Fees	600.00
Motorola Rebate	20.00
Correct Deposit Error	.02
Ashley Recycling	87.50
Sycamore Tap Fee Refund	100.00
Sycamore Security Deposit Refund	102.64
Security Deposit Refunds	<u>760.65</u>

TOTAL RECEIPTS:

\$59,075.75

TOTAL CASH AVAILABLE:

\$62,820.64

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	3,409.27
WesBanco Bank-Parkersburg	314.00
Salaries	7,436.87
Commissioner's Salaries	300.00
WV Public Employees Retirement System	1,767.86
WV State Tax Department	608.86
WV Public Employees Insurance Agency	1,690.64
U S Postal Service	227.95
AT&T State Calling Service	7.71
Action Answering Service Plus	80.86
Miss Utility of WV Inc.	15.62
Telepage Communications Systems	8.95
Water Environmental Testing	121.50
Cintas	116.33
BP Credit Card Company	328.87
Mineral Wells Public Service District	379.81
Advanced Alarm Technologies	22.50
Claywood Park Public Service District	14,744.20

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-WATER-DECEMBER, 2004
PAGE 2**

C. I. Thornburg Co., Inc.	512.25
Cutlip-Warner Development Co.	1,190.50
Conner Cleaning Service	109.00
Verizon	110.26
Hardman Supply Company	70.06
Miller Communications	15.00
Parkersburg Office Supply	56.60
AT&T Wireless Services	154.12
Noe Office Equipment	14.88
Midwest Pipe & Supply	4.50
Hughes Supply, Inc.	1,056.00
Denise Hills	36.81
Melissa Crothers	8.06
John & Carol Martin	50.16
Glotfelty Enterprises, Inc.	6.00
Fasteners & Supply, Inc.	39.00
Glen Green	151.37
Westco Internet	11.25
Carolina Cipher	450.00
Allegheny Power	603.83
Freddie G. Allman	51.27
Jess W. & Stephanie Blair	50.14
Gary L. Farnsworth	50.14
John D. Addis	50.14
Mark C. Harris	2.75
Aimee Richards	50.44
Lisa Corbitt	58.18
Loretta Mays	50.04
Information Products	500.32
W. C. Weil Company	304.00
Dominion Hope	233.20
Wesbanco-Deposit Ticket Charge	28.63
Haul-A-Way Trash	<u>16.25</u>

TOTAL EXPENDITURES:

\$59,333.95

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

\$ 3,486.69

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

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
WESBANCO BANK, NOVEMBER 30, 2004** **\$51,514.93**

RECEIPTS:

Sewer Sales	\$48,360.29
Security Deposit Refund	658.12
Tap Fees	600.00
Reconnection Fee	40.00
Gene's Septic Tank Cleaning Service	<u>316.80</u>

TOTAL RECEIPTS: **\$49,975.21**

TOTAL CASH AVAILABLE: **\$101,490.14**

EXPENDITURES:

Municipal Bond Commission	\$19,351.63
WesBanco Bank-Parkersburg	1,320.42
WesBanco Bank-Parkersburg	3,166.39
Salaries	7,200.22
Commissioners' Salaries	300.00
WV Public Employees Insurance Agency	1,566.34
WV Public Employees Retirement System	1,682.84
WV Dept. of Tax & Revenue	581.14
U. S. Postal Service	227.96
AT&T - State Calling Service	7.71
Action Answering Service Plus	80.87
Miss Utility of WV Inc.	15.63
Cutlip-Warner Development Co.	3,578.50
Telepage Communications System	8.95
Water Environmental Testing	287.00
Advanced Alarm Technologies	22.50
Conner Cleaning Service	179.00
Cintas	116.32
Verizon	549.29
Allegheny Power	4,844.99
BP Credit Card Center	328.87
Mineral Wells Public Service District	980.64
Dominion Hope	233.20
Hardman Supply Company	270.58
Parkersburg Office Supply	56.61
Signs & More in 24	75.00

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT-SEWER-DECEMBER, 2004
PAGE 2**

AT&T Wireless Services	154.13
Gene's Septic Tank Cleaning	165.00
Midwest Pipe & Supply	205.14
Miller Communications	15.00
Justin J. Russell	23.26
Denise M. Hills	42.55
Melissa Crothers	8.41
Noe Office Equipment	14.88
Glotefelty Enterprises, Inc.	6.00
Johnstone Supply	68.35
State Electric Supply	167.12
WV DEP	18.00
Westco Internet	11.25
Carolina Cipher	450.00
Mid Ohio Valley Medical Group	65.00
Badger Lumber Co., Inc.	7.65
John D. Addis	50.14
Lucy J. Frame	50.14
Mark C. Harris	23.56
Aimee Richards	50.44
Lisa Corbitt	55.99
Kenneth Smith	50.22
W. W. Grainger, Inc.	50.10
Information Products	500.32
Trombold Equipment Co.	1,984.06
C. I. Thornburg Co., Inc.	443.25
WWT Electric	1,599.32
WV Enironmental Training Center	25.00
Bank Deposit Error	.02
Haul A Way Trash	<u>16.25</u>

TOTAL EXPENDITURES:

\$53,353.15

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

\$48,136.99

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 12/17/04 - ENDING DATE: 1/19/05 **

** 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					
2,101	U S POSTAL SERVICE	12/20/04	50264	12/20/04	69.31	29,230
486	FREDDIE G ALLMAN	12/21/04	50299	12/21/04	51.27	29,231
1,302	MINERAL WELLS PSD	12/21/04	50300	12/21/04	14.51	29,232
2,101	U S POSTAL SERVICE	12/22/04	50380	12/22/04	47.27	29,233
106	ALLEGHENY POWER	12/29/04	50508	12/30/04	603.83	29,234
360	CUTLIP-WARNER DEVELOPMENT CO	12/29/04	50514	12/30/04	622.50	29,235
369	CONNOR CLEANING SERVICE	12/29/04	50515	12/30/04	109.00	29,236
438	DOMINION HOPE	12/29/04	50516	12/30/04	233.20	29,237
486	JESS W & STEPHANIE BLAIR	12/29/04	50517	12/30/04	50.14	29,238
486	GARY L FARNSWORTH	12/29/04	50518	12/30/04	50.14	29,239
486	JOHN D ADDIS	12/29/04	50519	12/30/04	50.14	29,240
486	MARK C HARRIS	12/29/04	50521	12/30/04	2.75	29,241
486	AIMEE RICHARDS	12/29/04	50522	12/30/04	50.44	29,242
486	LISA CORBITT	12/29/04	50523	12/30/04	58.18	29,243
486	LORETTA MAYS	12/29/04	50524	12/30/04	50.04	29,244
832	HARDMAN SUPPLY COMPANY	12/29/04	50527	12/30/04	70.06	29,245
900	INFORMATION PRODUCTS INC	12/29/04	50539	12/30/04	500.32	29,246
1,302	MINERAL WELLS PSD	12/29/04	50543	12/30/04	147.58	29,247
1,309	MINERAL WELLS PSD	12/29/04	50547	12/30/04	4,265.95	29,248
1,604	PARKERSBURG OFFICE SUPPLY	12/29/04	50548	12/30/04	56.60	29,249
1,805	RURAL DEVELOPMENT ADMN.	12/29/04	50552	12/30/04	2,112.00	29,250
1,843	CINTAS	12/29/04	50555	12/30/04	116.33	29,251
2,103	USDA-RURAL DEVELOPMENT	12/29/04	50565	12/30/04	3,140.00	29,252
2,205	VERIZON	12/29/04	50566	12/30/04	110.26	29,253
2,307	HUGHES SUPPLY, INC.	12/29/04	50568	12/30/04	966.00	29,254
2,313	WESBANCO BANK-PARKERSBURG	12/29/04	50570	12/30/04	1,856.29	29,255
2,314	WV DEPT OF TAX & REVENUE	12/29/04	50571	12/30/04	608.86	29,256
2,315	WV PUBLIC EMPLOYEES RETIREMENT	12/29/04	50572	12/30/04	1,767.86	29,257
2,338	WESBANCO-WATER RES-SAMS-CV	12/29/04	50573	12/30/04	314.00	29,258
153	ACTION ANSWERING SERVICE PLUS	12/31/04	50687	12/31/04	39.80	29,259
314	AT&T WIRELESS SERVICES	12/31/04	50690	12/31/04	102.75	29,260
360	CUTLIP-WARNER DEVELOPMENT CO	12/31/04	50691	12/31/04	568.00	29,261
840	HAUL AWAY TRASH L.L.C.	12/31/04	50692	12/31/04	16.25	29,262
2,307	HUGHES SUPPLY, INC.	12/31/04	50694	12/31/04	90.00	29,263
2,385	W C WEIL COMPANY	12/31/04	50695	12/31/04	304.00	29,264
309	CLAYWOOD PARK PSD	1/05/05	50798	1/05/05	14,561.48	29,265
124	AT&T - STATE CALLING SERVICE	1/13/05	51030	1/14/05	7.93	29,269
205	BOWLES RICE MC DAVID GRAFF &	1/13/05	51031	1/14/05	333.50	29,270
1,301	MISS UTILITY OF WV INC	1/13/05	51034	1/14/05	10.12	29,271
1,302	MINERAL WELLS PSD	1/13/05	51035	1/14/05	150.26	29,272
1,302	MINERAL WELLS PSD	1/13/05	51038	1/14/05	5.87	29,273
1,304	MILLER COMMUNICATIONS	1/13/05	51039	1/14/05	15.00	29,274
1,307	MUNICIPAL BOND COMMISSION	1/13/05	51044	1/14/05	1,592.00	29,275
2,039	TELEPAGE COMMUNICATIONS SYSTEM	1/13/05	51049	1/14/05	8.95	29,276
2,106	USDA-RURAL DEVELOPMENT	1/13/05	51050	1/14/05	3,325.00	29,277

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 12/17/04 - ENDING DATE: 1/19/05 **

** 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					
2,107	USDA-RURAL DEVELOPMENT	1/13/05	51051	1/14/05	10,040.00	29,278
2,306	WATER ENVIRONMENTAL TESTING	1/13/05	51053	1/14/05	107.50	29,279
2,311	WESBANCO BANK-PARKERSBURG	1/13/05	51055	1/14/05	110.00	29,280
2,316	WESTFIELD GROUP	1/13/05	51057	1/14/05	311.45	29,281
2,339	WESTCO INTERNET	1/13/05	51058	1/14/05	11.25	29,282
2,373	WESBANCO BANK-PARKERSBURG	1/13/05	51059	1/14/05	167.00	29,283
2,374	WESBANCO BANK-PARKERSBURG	1/13/05	51060	1/14/05	167.00	29,284
2,375	WESBANCO BANK-PARKERSBURG	1/13/05	51061	1/14/05	502.00	29,285
2,376	WESBANCO BANK-PARKERSBURG	1/13/05	51062	1/14/05	502.00	29,286
2,313	WESBANCO BANK-PARKERSBURG	1/14/05	51129	1/14/05	1,304.03	29,287
1,309	MINERAL WELLS PSD	1/14/05	51139	1/14/05	2,990.48	29,288
2,307	HUGHES SUPPLY, INC.	1/07/05	50856	1/15/05	158.00	29,266
2,308	WV PUBLIC EMPLOYEES INS AGENCY	1/07/05	50858	1/15/05	1,732.24	29,267
2,310	WV WORKERS COMPENSATION	1/07/05	50859	1/15/05	976.47	29,268
2,101	U S POSTAL SERVICE	1/19/05	51220	1/19/05	156.37	29,289
	CHECKING ACCOUNT WESBANCO BANK				58,461.53	60 *

V E N D O R C H E C K S R E P O R T

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

** BEGINNING DATE: 1/20/05 - ENDING DATE: 1/20/05 **

** 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					
2,308	WV PUBLIC EMPLOYEES INS AGENCY	1/20/05	51297	1/20/05	.00	
106	ALLEGHENY POWER	1/20/05	51288	1/20/05	1.94	29,290
360	CUTLIP-WARNER DEVELOPMENT CO	1/20/05	51290	1/20/05	1,033.00	29,291
369	CONNER CLEANING SERVICE	1/20/05	51291	1/20/05	109.00	29,292
1,500	OHIO VALLEY MUFFLER & BRAKE	1/20/05	51292	1/20/05	20.94	29,293
2,316	WESTFIELD GROUP	1/20/05	51299	1/20/05	2,592.42	29,294
	CHECKING ACCOUNT WESBANCO BANK				3,757.30	6 *

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 12/17/04 - ENDING DATE: 1/19/05 **

** 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	12/20/04	50268	12/20/04	69.32	30,805
1,302	MINERAL WELLS PSD	12/21/04	50304	12/21/04	14.51	30,806
2,101	U S POSTAL SERVICE	12/22/04	50384	12/22/04	47.26	30,807
106	ALLEGHENY POWER	12/29/04	50576	12/30/04	4,844.99	30,808
201	BADGER LUMBER CO INC	12/29/04	50580	12/30/04	7.65	30,809
360	CUTLIP-WARNER DEVELOPMENT CO	12/29/04	50581	12/30/04	3,235.50	30,810
369	CONNER CLEANING SERVICE	12/29/04	50583	12/30/04	179.00	30,811
438	DOMINION HOPE	12/29/04	50584	12/30/04	233.20	30,812
486	JOHN D ADDIS	12/29/04	50585	12/30/04	50.14	30,813
486	LUCY J FRAME	12/29/04	50586	12/30/04	50.14	30,814
486	MARK C HARRIS	12/29/04	50587	12/30/04	23.56	30,815
486	AIMEE RICHARDS	12/29/04	50588	12/30/04	50.44	30,816
486	LISA CORBITT	12/29/04	50589	12/30/04	55.99	30,817
486	KENNETH SMITH	12/29/04	50590	12/30/04	50.22	30,818
733	W. W. GRAINGER, INC.	12/29/04	50591	12/30/04	50.10	30,819
832	HARDMAN SUPPLY COMPANY	12/29/04	50592	12/30/04	270.58	30,820
900	INFORMATION PRODUCTS INC	12/29/04	50603	12/30/04	500.32	30,821
1,204	JAMES R. LETT	12/29/04	50604	12/30/04	200.00	30,822
1,302	MINERAL WELLS PSD	12/29/04	50607	12/30/04	126.75	30,823
1,302	MINERAL WELLS PSD	12/29/04	50606	12/30/04	649.09	30,824
1,604	PARKERSBURG OFFICE SUPPLY	12/29/04	50610	12/30/04	56.61	30,825
1,806	ROY L RADABAUGH	12/29/04	50614	12/30/04	200.00	30,826
1,843	CINTAS	12/29/04	50616	12/30/04	116.32	30,827
1,912	CHARLES M. STEWART	12/29/04	50621	12/30/04	200.00	30,828
2,004	TROMBOLD EQUIPMENT CO INC	12/29/04	50623	12/30/04	1,984.06	30,829
2,005	C I THORNBURG	12/29/04	50624	12/30/04	443.25	30,830
2,205	VERIZON	12/29/04	50626	12/30/04	549.29	30,831
2,300	WWT ELECTRIC	12/29/04	50627	12/30/04	1,599.32	30,832
2,313	WESBANCO BANK-PARKERSBURG	12/29/04	50628	12/30/04	1,553.89	30,833
2,314	WV DEPT OF TAX & REVENUE	12/29/04	50629	12/30/04	581.14	30,834
2,315	WV PUBLIC EMPLOYEES RETIREMENT	12/29/04	50630	12/30/04	1,682.84	30,835
153	ACTION ANSWERING SERVICE PLUS	12/31/04	50698	12/31/04	39.80	30,836
306	WV ENVIRONMENTAL TRAINING CENT	12/31/04	50699	12/31/04	25.00	30,837
314	AT&T WIRELESS SERVICES	12/31/04	50701	12/31/04	102.75	30,838
360	CUTLIP-WARNER DEVELOPMENT CO	12/31/04	50702	12/31/04	343.00	30,839
840	HAUL AWAY TRASH L.L.C.	12/31/04	50703	12/31/04	16.25	30,840
1,302	MINERAL WELLS PSD	1/05/05	50794	1/05/05	50.00	30,841
2,308	WV PUBLIC EMPLOYEES INS AGENCY	1/07/05	50869	1/07/05	1,539.14	30,842
2,310	WV WORKERS COMPENSATION	1/07/05	50870	1/07/05	759.40	30,843
2,318	WV STATE EMERGENCY RESPONSE	1/07/05	50871	1/07/05	100.00	30,844
2,319	WV DEP	1/07/05	50872	1/07/05	775.00	30,845
1,863	R & R PIPELINE, INC.	1/12/05	50946	1/12/05	3,855.60	30,846
124	AT&T - STATE CALLING SERVICE	1/13/05	51065	1/14/05	7.94	30,847
205	BOWLES RICE MC DAVID GRAFF &	1/13/05	51066	1/14/05	143.00	30,848
486	JOSHUA R SHEARS	1/13/05	51067	1/14/05	4.39	30,849
600	FASTENERS & SUPPLY INC	1/13/05	51068	1/14/05	32.85	30,850

VENDOR CHECKS REPORT

** BANK: 2 120 200 00, FUND: SEWER FUND **
 ** BEGINNING DATE: 12/17/04 - ENDING DATE: 1/19/05 **
 ** 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					
1,301	MISS UTILITY OF WV INC	1/13/05	51069	1/14/05	10.13	30,851
1,302	MINERAL WELLS PSD	1/13/05	51070	1/14/05	95.82	30,852
1,302	MINERAL WELLS PSD	1/13/05	51072	1/14/05	5.86	30,853
1,304	MILLER COMMUNICATIONS	1/13/05	51073	1/14/05	15.00	30,854
1,307	MUNICIPAL BOND COMMISSION	1/13/05	51074	1/14/05	19,351.63	30,855
1,800	ROTO-ROOTER SEWER CO	1/13/05	51080	1/14/05	125.00	30,856
1,863	R & R PIPELINE, INC.	1/13/05	51081	1/14/05	1,154.17	30,857
2,039	TELEPAGE COMMUNICATIONS SYSTEM	1/13/05	51082	1/14/05	8.95	30,858
2,306	WATER ENVIRONMENTAL TESTING	1/13/05	51083	1/14/05	342.00	30,859
2,312	WESBANCO BANK-PARKERSBURG	1/13/05	51084	1/14/05	1,209.01	30,860
2,316	WESTFIELD GROUP	1/13/05	51085	1/14/05	283.44	30,861
2,339	WESTCO INTERNET	1/13/05	51086	1/14/05	11.25	30,862
2,313	WESBANCO BANK-PARKERSBURG	1/14/05	51133	1/14/05	1,539.95	30,863
2,101	U S POSTAL SERVICE	1/19/05	51229	1/19/05	156.37	30,864
	CHECKING ACCT-WESBANCO BANK				51,778.18	60 *

PAYROLL CHECKS

DECEMBER 17, 2004 - JANUARY 20, 2005

Check No. 1353	Todd R. Anderson	\$ 731.58
1354	Margaret J. Batten	1,040.61
1355	Richard Shayne Brabham	1,181.51
1356	Dennis R. Brown	600.54
1357	William H. Byers, Jr.	1,110.86
1358	Linda K. Church	962.09
1359	Russell P. Hanna	944.85
1360	Nellie B. Radcliff	909.54
1361	Todd R. Anderson	736.00
1362	Margaret J. Batten	898.12
1363	Richard Shayne Brabham	895.58
1364	Dennis R. Brown	495.14
1365	William H. Byers, Jr.	970.11
1366	Linda K. Church	819.44
1367	Russell P. Hanna	931.64
1368	Nellie B. Radcliff	812.53

VENDOR CHECKS REPORT

** BANK: 2 120 200 00, FUND: SEWER FUND **
 ** BEGINNING DATE: 1/20/05 - ENDING DATE: 1/20/05 **
 ** 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					
106	ALLEGHENY POWER	1/20/05	51302	1/20/05	1,939.33	30,865
133	AZ COMMERCIAL	1/20/05	51304	1/20/05	6.54	30,866
360	CUTLIP-WARNER DEVELOPMENT CO	1/20/05	51305	1/20/05	568.00	30,867
369	CONNER CLEANING SERVICE	1/20/05	51306	1/20/05	179.00	30,868
1,500	OHIO VALLEY MUFFLER & BRAKE	1/20/05	51307	1/20/05	20.96	30,869
2,316	WESTFIELD GROUP	1/20/05	51312	1/20/05	3,311.61	30,870
1,306	MCHENRY ELECTRIC CO INC	1/20/05	51317	1/20/05	714.59	30,871
	CHECKING ACCT-WESBANCO BANK				6,740.03	7 *

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
DECEMBER 17, 2004 - JANUARY 20, 2005**

1. **PIPELINE, NEWS & VIEWS FROM THE WV DIVISION OF ENVIRONMENTAL PROTECTION, DEPT. OF HUMAN RESOURCES AND THE PUBLIC SERVICE COMMISSION OF WV**, a bi-monthly publication by the Public Service Commission of West Virginia.
2. **NOTICE OF OCCURRENCE OF THE EFFECTIVE DATE**, United States Bankruptcy Court, Southern District of New York, regarding Chapter 11 Case No. 04-13856 (RDD), Cornerstone Propane, I.P., et al. dated December 22, 2004.
3. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated January 7, 2005, Vol. 11, Issue 1.
4. Flyer from the Public Service Commission of West Virginia containing a registration form and information about a Mandatory Board Members Training Seminar scheduled for February 17 - 19, 2005, at the Charleston Civic Center, Charleston, West Virginia.
5. Memo dated December 13, 2004, to All Miss Utility of West Virginia, Inc., Members from Jim Kovach, stating that the fourth quarter meeting of the corporation will be held at the Ramada Inn, Huntington, West Virginia, on Thursday, January 20, 2005.
6. Copy of the minutes of the Progress Meeting for Contract #1 and Contract #2A (Stonegate Construction, Inc.) of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project held at 11 a.m. on December 14, 2004, in the District's Maintenance Building.
7. Copy of the minutes of the Progress Meeting for Contract #2B (United Welding, Inc.) of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project held at 10 a.m. on December 14, 2004, in the District's Maintenance Building.
8. Memorandum dated December 15, 2004, to Barbara Meadows, CPA, West Virginia Water Development Authority, from Katy Mallory, P.E., West Virginia Infrastructure and Jobs Development Council, stating that a resolution dated December 7, 2004, and supporting invoices totaling \$265,800 have been reviewed and approved for payment the Sycamore

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JANUARY 20, 2005
PAGE 2

Run, Stephens Fork, Limestone Ridge Water Extension Project.

9. USDA-FmHA Form 1924-12, Inspection Report, dated December 14, 2004, completed by Russell L. Henderson, Contract Specialist, Rural Utilities Service, for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
10. Letter dated December 15, 2004, to Tier Two Reporting Entities from Stephens S. Kappa, Chairman WV SERC, regarding SARA Title III Tier Two Reporting and containing a reminder that the District's Annual Tier Two Report and filing fee is due between January 1 and March 31, 2005.
11. Letter dated December 15, 2004, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing two copies of the Operation and Maintenance Manual for the Windy water storage tank.
12. Letter of transmittal dated December 16, 2004, to Stonegate Construction, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., containing specifications for materials for the southbound PRV change order.
13. Copy of a letter dated December 16, 2004, to Mrs. Mary Rader, Wood County Commission, from Margaret Batten enclosing a copy of the Minutes of the November 18, 2004, Regular Board Meeting and a copy of the December 9, 2004, Special Board Meeting.
14. Flyer from the West Virginia Environmental Training Center containing a list of all the scheduled water and wastewater classes for the year 2005 and containing a registration form for the same.
15. Letter of Transmittal dated December 17, 2004, to the District from Jim Ruckman, P.S., Cerrone Associate, Inc., enclosing completed complaint records for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
16. Letter dated December 17, 2004, to R. Shayne Brabham from Katy Mallory, Executive Secretary, West Virginia Infrastructure & Jobs Development Council, approving the District's request to utilize approximately \$183,900 of the Sycamore Run, Stephens Fork, Limestone

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JANUARY 20, 2005
PAGE 3**

Ridge Water Extension Project's contingency funds to purchase radio read meters for the project and to make repairs to two of the District's water storage tanks.

17. Fax dated December 17, 2004, to Randall M. Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten attaching a copy of the West Virginia Infrastructure & Job Development Council 2005 draw dates.
18. ****Letter dated December 18, 2004, to Margaret Batten from Debbie Britt, Executive Director, West Virginia Rural Water Association, stating that the District's Voting Membership Dues for this year are due for renewal on February 1, 2005.
19. Fax dated December 20, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing, per Shayne Brabham's request, copies of Water Bacteriological Reports for the Stephens Fork, Sycamore Run, Limestone/Windy Ridge Project.
20. ****Letter dated December 21, 2004, to Shayne Brabham from Stephen S. Kappa, Director, Office of Emergency Services, containing a copy of the District's **approved** Project Application and a P.4 Project Completion and Certification Report to be completed and submitted to the Office of Emergency Services for Project P.A. #107-UOZ90-00, FEMA-1558-DR-WV. This letter was postmarked January 18, 2005.
21. Copy of a letter dated December 21, 2004, to U.S. EPA Water Resource Center (WSD-RAR) from R. Shayne Brabham enclosing a completed Emergency Response Plan for the District as requested by letter from Robert N. Hart, WV Department of Health and Human Resources.
22. Copy of a letter dated December 21, 2004, to Freddie Allman from Linda Church enclosing District Check No. 29232 in the amount of fifty-one dollars and twenty-seven cents as a refund of the water security deposit that he paid for property that he recently sold on Gates Ridge Road.
23. Copy of a letter dated December 22, 2004, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing District Check No. 1042 in the amount of \$46,903.51 for payment as shown on Requisition No. 7 of the Sycamore Run, Stephens Fork Water Extension

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JANUARY 20, 2005
PAGE 4**

Project.

24. Copy of a letter dated December 22, 2004, to Mid Atlantic Storage System, Inc. from Margaret Batten enclosing District Check No. 1041 in the amount of \$16,130.16 for Contract 3 as shown on Requisition No. 6 of the Sycamore Run, Stephens Fork Waterline Extension Project.
25. Copy of a letter dated December 22, 2004, to Karen Hiehle, Stonegate Construction, Inc., from Margaret Batten enclosing District Check No. 1038 in the amount of \$78,506.07 for Contract No. 1 and Check No. 1039 in the amount of \$42,719.77 for Contract No. 2A as payment for the amount shown on Requisition No. 7 for the Sycamore Run, Stephens Fork Waterline Extension Project.
26. Copy of a letter dated December 22, 2004, to United Welding, Inc., Contract Operations Planning, LLC, from Margaret Batten enclosing District Check No. 1040 in the amount of \$128,444.32 for Contract No. 2B as shown on Requisition No. 7 of the Sycamore Run, Stephens Fork Waterline Extension Project.
27. Fax dated December 22, 2004, to Warner, Miller Communications, from Margaret Batten attaching a copy of the signed quote for the Windy Ridge Tank Site Work.
28. Fax dated December 22, 2004, to Virginia McDonald, Rural Utilities Services, from Margaret Batten enclosing a copy of the Wire Transfer Advice for the Stephens Fork Water Extension Construction Account at WesBanco Bank.
29. Copy of a letter dated December 23, 2004, to Michael Eaton from R. Shayne Brabham., containing information for a commercial water tap to be used for filling water trucks for bulk delivery.
30. Letter dated December 24, 2004, to the District from Virginia A. Sines, a customer of the Lubeck Public Service District, requesting information regarding the District's accounting and legal costs.
31. Copy of a letter dated December 27, 2004, to Shan Jones, 75 Locust Drive, Mineral Wells, WV, from Amy L Swann, Director, Water and

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JANUARY 20, 2005
PAGE 5**

Wastewater Division, Public Service Commission of West Virginia, returning Ms. Jones utility payment in the amount of \$41.64 made payable to the Mineral Wells Public Service District.

32. Copies of Stonegate Construction, Inc.'s certified payrolls dated December 27, 2004, for Contract #1 and Contract #2A of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project for the weeks ending December 4th, December 11th, and December 18th.
33. Copy of a letter dated December 29, 2004, to Jeff Smith, Certification & Training Section, WVBPH-EED, from Margaret Batten enclosing a Renewal Application for Class I Water Operators License for Russell P. Hanna.
34. Letter dated December 30, 2004, to the District from Richard D. Genthner, P.E., Director, Materials Control, Soils and Testing Division, West Virginia Division of Highways, containing the discharge monitoring report for I-77 Lift Station for the period of October through December 2004.
35. Copy of a letter dated December 30, 2004, to Ronald Dolly, 83 Carolyn Lane, Mineral Wells, WV, from Virginia McDonald, Rural Utilities Specialist, Rural Utilities Service, stating that Rural Utilities Service does not have a program that would benefit the residents of Anderson Subdivision in bringing their sewage system up to standards.
36. Letter dated December 30, 2004, to the District from Consumer Credit Counseling Service of the Mid-Ohio Valley requesting that the District agree to accept a payment of \$41.00 per month from Danny & Kimberly Barringer, 130 Mineral Park Estates, as part of a debt management program.
37. Fax dated December 30, 2004, to Action Answering Service from Margaret Batten enclosing a copy of the Operations Department's Beeper Schedule for the period of December 27, 2004, through June 27, 2005.
38. Copy of correspondence instructions dated December 30, 2004, to the Wood County Clerk's Office from Margaret Batten enclosing a right-of-way easement signed by Robert & Christine Dent to be recorded and returned.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JANUARY 20, 2005
PAGE 6

39. Letter dated December 31, 2004, to the District from the West Virginia Workers' Compensation Commission enclosing a copy of the District's Employer Loss Activity Statement for the Period - July 1, 2001, through December 31, 2004.
40. Copy of a letter dated January 3, 2005, to Penny Kirk from Margaret Batten enclosing Ms. Kirk's check which was returned to the District marked "NSF" and a receipt for \$25.00 for Ms. Kirk's account.
41. Fax dated January 3, 2005, to Christy Pitsenbarger, West Bureau of Public Health, from Margaret Batten enclosing the District's Monthly Operational Report for December 2004.
42. Letter dated January 3, 2005, to the District from John M. Redmond, Redmond Environmental, a pump parts manufacturer and distributor, stating that his company is now selling parts for the Environment One grinder pump.
43. Copy of a letter dated January 3, 2005, to Jesse Sheppard, West Virginia Department of Highways, from Ken Patrick relative to the complaints about the water line project on Morehead Ridge filed by Randy Knotts.
44. Letter dated January 4, 2005, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing two copies of a blow up of a topographic map covering the Central Ridge Extension Area and requesting that all potential customers in this area be identified on the map.
45. Letter dated January 4, 2005, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing an approved copy of Change Order No. 3 to Contract No. 1 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
46. Letter of Transmittal dated January 4, 2005, to Stonegate Construction, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing three approved copies of specifications for LMI Metering Pumps.
47. Fax dated January 5, 2005, to the **WIRT COUNTY JOURNAL** from Margaret Batten enclosing a notice about the District's Special Board

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JANUARY 20, 2005
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Meeting scheduled for January 12th at 1:30 p.m. in the District's Office to be published in the January 11th issue of the newspaper.

48. Fax dated January 5, 2005, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a notice about the District's Special Board Meeting scheduled for January 12th at 1:30 p.m. in the District's Office to be published in the first available issue of the newspaper.
49. Fax dated January 5, 2005, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a notice about the District's Special Board Meeting scheduled for January 12th at 1:30 p.m. in the District's Office to be published in the first available issue of the newspaper.
50. Fax dated January 5, 2005, to **JACKSON HERALD NEWSPAPERS** from Margaret Batten enclosing a notice about the District's Special Board Meeting scheduled for January 12th at 1:30 p.m. in the District's Office to be published in the first available issue of the newspaper.
51. Letter dated January 5, 2004, to the District from Consumer Credit Counseling Service of the Mid-Ohio Valley stating that they are no longer handling the financial affairs of Barbara A. Flinn.
52. Fax dated July 6, 2005, to Shayne Brabham from Cheri, C. I. Thornburg, Co., containing ten pages of Material Safety Data Sheets for Sulfur Dioxide.
53. Copy of a letter dated January 6, 2005, to Manning Frymier, P.E., Cerrone Associates, Inc., from R. Shayne Brabham enclosing a topo map of the Central Ridge Extension Area with all potential water customers marked.
54. Copy of a letter dated January 6, 2005, to Virginia A. Sines, a customer of Lubeck Public Service District, from Margaret Batten containing requested information regarding the District's employees who handle the day to day bookkeeping.
55. Copy of a letter dated January 6, 2005, to Daniel Yonkosky, Director, West Virginia Water Development Authority, from Margaret Batten enclosing a corrected November 2004 Monthly Financial Report and a December 2004 Monthly Financial Report for the District's Dover

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JANUARY 20, 2005
PAGE 8**

Drive/Wastewater Plant Dechlorination Construction Project.

56. Copy of a letter dated January 6, 2005, to Carrie L. Grimm, ERSII, WV Department of Environmental Protection, Division of Water and Waste Management, State Revolving Loan Program, from Margaret Batten enclosing a copy of the Monthly Financial Report for December for the Dover Drive/Dechlorination Sewer Project and a corrected copy of the Monthly Financial Report for November for the same project.
57. Fax dated January 6, 2005, 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, West Virginia Department of Highways; and Manning Frymier, P.E., Cerrone Associates, Inc.; from Jim Ruckman, P.S., Cerrone Associates, Inc.; stating that the progress meetings for Contract Nos. 1 and 2A scheduled for January 11th are canceled pending completion of the rest area waterline and booster station coming on line.
58. Letter dated January 7, 2005, to the District from Virginia A. Sines, a resident of Lubeck Public Service Commission, requesting additional information regarding the salary/wages of the MWPSD Office Manager and Assistant Office Manager.
59. Letter dated January 7, 2005, to the District from Larry I. Walker, Director, Wage and Hour Section, West Virginia Division of Labor, authorizing the release of the final payment to R & R Pipeline, Inc., for work performed on the I-77 Rest Area Sewer Project.
60. Copy of a letter dated January 7, 2005, to Dianne Wolfe, Legal Assistant, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of a recorded right-of-way easement for Robert M. and Christine Dent for the Sycamore Run, Stephens Fork, Limestone Ridge Water Project.
61. Letter dated January 10, 2005, To Whom It May Concern from the West Virginia Department of Health and Human Resources stating that the agency's new address will be Office of Environmental Health Services, Capitol and Washington Streets, 1 Davis Squire, Suite 200, Charleston, West Virginia 25301-1798, effective January 18, 2005.

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JANUARY 20, 2005
PAGE 9

62. Fax dated January 10, 2005, to Chad Miller, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the extension request for water service from the people living in the Central Ridge Area.
63. Fax dated January 10, 2005, to Jim Ruckman, P.S., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of an invoice from Mr. Lemley for gas line repairs on County Road 25 caused by water line installation by Stonegate Construction, Inc.
64. Copy of a letter dated January 10, 2005, to Stephen S. Kappa, Chairman, West Virginia State Emergency Response Commission, from Margaret Batten enclosing the completed annual Tier Two Filing Fee Worksheet, Tier Two Emergency and Hazardous Chemical Inventory Sheet, Tier Two Emergency and Hazardous Chemical Inventory Confidential Location Information Sheet, a map showing location of the District's wastewater treatment plant, a detailed map of the Wastewater Treatment Plant and District Check No. 30844 in the amount of one hundred dollars for the annual filing fee.
65. Copy of a letter dated January 10, 2005, to Jay Parsons, Chief, Mineral Wells Volunteer Fire Department, from Margaret Batten enclosing a copy of the District's January 10th letter and attachments to Stephen S. Kappa, West Virginia State Emergency Response Commission, relative to the annual Tier Two Filing.
66. Copy of a letter dated January 10, 2005, to Gary Deem, Wood County Local Emergency Planning Commission, from Margaret Batten enclosing a copy of the District's January 10th letter and attachments to Stephen S. Kappa, West Virginia State Emergency Response Commission, relative to the annual Tier Two Filing.
67. Letter dated January 10, 2005, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature six copies of Change Order No. 5 to Contract #1 for the District's Sycamore Run, Stephens Fork, Limestone Ridge Water Extension.
68. Letter dated January 10, 2005, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for review and approval five copies of Requisition No. 8 for the District's Sycamore Run,

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JANUARY 20, 2005
PAGE 10

Stephens Fork, Limestone Ridge Water Extension Project.

69. Copy of a letter dated January 11, 2005, to Virginia McDonald, Rural Utilities Specialist, Rural Utilities Service, from Manning Frymier, P.E., Cerrone Associates, Inc., containing information required for approval to utilize the remaining contingency funds from the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project to purchase radio read meters and to paint to existing steel water storage tanks.
70. Copy of a letter dated January 11, 2005, to Steve Cooper, West Virginia Department of Environmental Protection and Natural Resources, from Linda Church enclosing a copy of the National Pollutant Discharge Elimination System (NPDES) Discharge Monitoring Report (DMR), State of West Virginia, and a copy of the Summary of Waste Water Treatment Plant Operations for the month of December 2004 for the District's wastewater treatment plant.
71. Copy of a letter dated January 11, 2005, 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 month of December 2004 for the District's wastewater treatment plant.
72. Copy of a letter dated January 11, 2005, 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 w!-82), a copy of the WV Summary of Waste Water Treatment Plant Operations (ES59) and a list of data pertinent to the daily operation of the wastewater treatment plant for the month of December 2004 for the District's wastewater treatment plant.
73. Copy of a letter dated January 11, 2005, to the West Virginia 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 Operators (ES59) for the month of December 2004

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JANUARY 20, 2005
PAGE 11**

for the District's wastewater treatment plant.

74. Copy of a letter dated January 11, 2005, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten requesting that he complete and return to Liberty Mutual Surety Company the enclosed Contract Bond Status Query request from Liberty Mutual Surety Company, holder of bond on behalf of Stonegate Construction For Contract #1-Slate Creek and Grassy Run Water Extension and Contract #2A - Limestone Area Water Extension.
75. Copy of correspondence instructions dated January 11, 2005, to Lewis Houser from Margaret Batten enclosing Mr. Houser's personal check no. 3903 which was attached to the check he wrote to the District for his water and sewer bill.
76. Copy of a letter dated January 11, 2005, to George Blum, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's Annual PSC Report for fiscal year ending June 30, 2004, for both water and sewer.
77. Memorandum dated January 11, 2005, to All FY2005 Priority List Applicants from Rosalie Brodersen, Program Manager, State Revolving Fund Program, West Virginia Department of Environmental Protection, stating that the State proposes to add Glen Rogers PSD and City of Grafton to the FY2005 Priority List for the State Revolving Fund.
78. Postcard received January 12, 2005, from the Environmental Training Center, Cedar Lakes, Ripley, West Virginia, confirming that Russell Hanna has been registered for the Wastewater Lab Procedures Class scheduled for January 24 - 28, 2005.
79. Copy of a letter dated January 12, 2005, to Katy Mallory, Executive Secretary, WV Infrastructure & Jobs Development Council, from Margaret Batten enclosing a signed copy of Requisition No. 8 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
80. Fax dated January 12, 2005, to Katy Mallory, Executive Secretary, WV Infrastructure & Jobs Development Council, from Margaret Batten enclosing a signed copy of Requisition No. 8 for the Sycamore Run,

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JANUARY 20, 2005
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Stephens Fork, Limestone Ridge Water Extension Project.

81. Copy of a letter dated January 12, 2005, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter dated December 10, 2004, enclosing an invoice from the District for \$158.00 to be included on Requisition No. 9 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project Water.
82. Memo dated January 12, 2005, to Kenneth Carpenter from R. Shayne Brabham, stating that water service is available at his residence on Grassy Run Road and billing will begin within thirty days of the date of the letter or on the date he connects to the service, whichever date comes first.
83. Fax dated January 12, 2005, to the District from Manning Frymier, P.E., Cerrone Associates, Inc., containing the January Construction Progress Report for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
84. Letter of transmittal dated January 12, 2005, to Alan Litman, Stonegate Construction, Inc., from Dave Fueg, Cerrone Associates, Inc., containing three copies shop drawings form Sherwin Williams Finishes-Color Safety Blue.
85. Letter dated January 12, 2005, to Charles Stewart from Manning Frymier, P.E., Cerrone Associates, Inc., containing the January Construction Progress Report for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
86. Copy of a letter dated January 12, 2005, to Virginia McDonald, Rural Utilities Specialist, Rural Utilities Service, from Margaret Batten enclosing four signed copies of Requisition No. 8 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
87. Copy of a letter dated January 12, 2005, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing a copy of her letter to Virginia McDonald, Rural Utilities Service, and a copy of her letter to Katy Mallory, West Virginia Infrastructure & Jobs

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Development Council, relative to Requisition No. 8 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

88. Copy of a letter dated January 12, 2005, to Randall Cole, Project Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing six signed copies of Change Order No. 5 to Contract No. 1 of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
89. Memorandum dated January 13, 2005, to West Virginia Environmental Training Center from Richard G. Weigand, CET, confirming Russell Hanna's registration for the Wastewater Lab Procedures Seminar scheduled for January 24 - 28, 2005, at the Environmental Training Center.
90. Memorandum dated January 13, 2005, to Benefits Coordinators from Barbara Beane, Member Services Manager, West Virginia Public Employees Insurance Agency, enclosing a letter form that must be completed and returned to PEIA no later than January 28, 2005, giving the name of at least one benefit coordinator and an e-mail address for that person so he/she can enroll new employees on-line.
91. Notice of Increase in Assessment to the District from the Assessor of Wirt County for Parcel 08 12003400010000 - .1469 acre Sur Sandy. The assessment was increased from \$0 to \$900.
92. Copy of a letter dated January 13, 2005, to R & R Pipeline from Margaret Batten enclosing District Check No. 30846 in the amount of \$3,855.60 for Contractor's Estimate No. 7 as shown on Requisition No. 7 for the I-77 Rest Area Sewer Project.
93. Copy of a letter dated January 13, 2005, to Manning Frymier, P.E., Cerrone Associates, Inc., from Margaret Batten enclosing a copy of the District's letter and check dated January 13, 2005, to R & R Pipeline for the Final Payment for the I-77 Rest Area Project. A copy of the letter dated January 7, 2005, to the District from the West Virginia Department of Labor authorizing release of the final payment to R & R Pipeline was also enclosed.
94. Copy of a letter dated January 13, 2005, to Randall Cole, Project

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Administrator, Cerrone Associates, Inc., from Margaret Batten enclosing an invoice from Bowles Rice McDavid Graff & Love for legal services rendered in the Patricia Lott and Harlan Lott condemnations and asking that it be included in the next requisition for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

95. ****Letter dated January 14, 2005, to Charles Stewart from Randall M. Cole, Project Administrator, Cerrone Associates, Inc., enclosing for signature six copies of Change Order No. 2 to Contract #2A for the District's Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.
96. Copies of certified payrolls from Stonegate Construction, Inc. for Contract No. 1 and Contract No. 2A for the weeks of December commencing on the 5th day of December 2005 and ending on the 1st day of January 2006 for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project. The payrolls were received by the District on January 14, 2005.
97. Fax dated January 14, 2005, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten containing a notice about the District's regularly scheduled Board Meeting on January 20th to be published in the first available issue of the newspaper.
98. Fax dated January 14, 2005, to **JACKSON HERALD NEWSPAPERS** from Margaret Batten containing a notice about the District's regularly scheduled Board Meeting on January 20th to be published in the next available issue of the newspaper.
99. Fax dated January 14, 2005, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten containing a notice about the District's regularly scheduled Board Meeting on January 20th to be published in the next available issue of the newspaper.
100. Fax dated January 14, 2005, to the **WIRT COUNTY JOURNAL**, from Margaret Batten containing a notice about the District's regularly scheduled Board Meeting on January 20th to be published in the January 18th issue of the newspaper.
101. Copy of a letter dated January 14, 2005, to the President, County

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Commission of Wood County, from Margaret Batten enclosing a petition from the residents of Anderson Subdivision off Butcher Bend Road asking that the District extend sanitary sewer lines to provide service to their subdivision.

102. Copy of a letter dated January 14, 2005, to the West Virginia Municipal Bond Commission from Margaret Batten enclosing District Sewer Check No. 30855 in the amount of \$19,351.63 as payment to the following accounts:

\$9,302.30 - Account # MIW-S-1-97-R-W0-06
\$5,688.40 - Account # MIW-S-1-95-X-W0-06
\$ 568.82 - Account # MIW-S-2-95-X-W0-06
\$1,293.00 - Account # MIW-S-1-85-B-W0-06
\$2,288.88 - Account # MIW-S-1-03-A-W0-06
\$ 210.23 - Account # MIW-S-2-03-A-W0-06

Also enclosed was District Water Check No. 29275 in the amount of \$1,592.00 for payment to Account No. MIW-W-A-69-X-W0-06-69.

103. Copy of a letter dated January 14, 2005, to Virginia Sines, a resident of the Lubeck Public Service District, from Margaret Batten containing a breakdown of the salaries of the Office Manager and Assistant Office Manager.
104. Letter dated January 14, 2005, to Charles Stewart from Virginia McDonald, Rural Development Specialist, Rural Utilities Service, stating that funds in the amount of \$288,000.00 will be electronically deposited in the Mineral Wells Public Service District's Stephens Fork Water Extension Construction Account #324143914 at WesBanco Bank, Mineral Wells, WV, on January 19, 2005.
105. ****Copy of a letter dated January 17, 2005, to Mr. Don Cottrill, United Welding, Inc., from Manning Frymier, P.E., Cerrone Associates, Inc., stating that he has forwarded Mr. Cottrill request to reduce his retainage on Contract 2B of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project to the District for consideration.
106. Letter dated January 17, 2005, to Charles Stewart from Randall M. Cole,

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Project Administrator, Cerrone Associates, Inc., enclosing for the District's files an approved copy of Change Order No. 1 to Contract No. 3 for the District's Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project.

107. Copy of a letter dated January 17, 2005, to Barbara Beane, Member Services Manager, West Virginia Public Employees Insurance Agency, from Linda Church enclosing a completed PEIA Open Enrollment Benefit Coordinator Designation Form.
108. ****Fax dated January 17, 2005, to Shayne Brabham from Manning Frymier, P.E., Cerrone Associates, Inc., enclosing a copy of a letter dated January 14, 2005, to Mr. Frymier from Don Cottrill, United Welding, Inc., requesting that their retainage be reduced since the completion of their contract for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extension Project is being held up by circumstances beyond their control.
109. Fax dated January 19, 2005, to Margaret from Kimberly McClead, WesBanco Bank, Mineral Wells, WV, containing a copy of the Wire Transfer Advice for a deposit of \$288,000.00 to the District's Stephens Fork Water Extensions Construction Account.
110. Fax dated January 19, 2005, to Virginia McDonald, Rural Utilities Services, from Margaret Batten attaching a copy of the Wire Transfer Advice for the Stephens Fork Water Extensions Construction Account at WesBanco Bank, Mineral Wells, WV.