

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
JUNE 22, 2012 – JULY 19, 2012

1. E-mail dated June 21, 2012, to Cathy Dyer, from George Blum, Cerrone Associates, regarding bond balances for the Rule 42, Sewer System Improvements Project.
2. Fax dated June 21, 2012, to Carol, from Mineral Wells PSD, attaching a history report for Jordyn Terrace Apts.
3. E-mail dated June 21, 2012, to Cathy Dyer, from Chad Miller, Cerrone Associates, attaching request that was sent to Pro Contracting for pricing on complete manhole replacements that were discussed at the progress meeting.
4. E-mail dated June 21, 2012, to Cathy Dyer, from Steve Hardman, Bowels Rice, regarding activity on PSC Case NOIW Mineral Wells 12B.
5. E-mail dated June 21, 2012, to Mineral Wells PSD, from Andrea Westhoff, Cerrone Associates, attaching Change Order No. 5.
6. Copy of letter dated June 21, 2012, to Mineral Wells PSD, from Andrea Westhoff, Cerrone Associates, attaching for review and approval six (6) copies of Change Order No. 5 to Contract 1.
7. Letter dated June 15, 2012, to Mineral Wells PSD, from Bobby Lewis, State Director, Rural Development, attaching the Letter of Conditions regarding the SCADA System Updates Project.
8. Letter of transmittal dated June 20, 2012, to Mineral Wells PSD, from Cerrone Associates, attaching photo log and CD for Sewer System Improvements Project.
9. Copy of letter dated June 22, 2012, to Virginia McDonald, RUS, from Cathy Dyer, enclosing three (3) copies of Contract 1 – Change Order No. 4 that was approved at the Board Meeting on June 21, 2012.
10. Copy of letter dated June 22, 2012, to Dominick Cerrone, Cerrone Associates, from Cathy Dyer, enclosing one (1) copy of Contract 1 – Change Order No. 4 that was approved at the Board Meeting on June 21, 2012.
11. Copy of letter dated June 22, 2012, to Dominick Cerrone, Cerrone Associates, from Cathy Dyer, enclosing six (6) copy of Contract 1 – Change Order No. 5 that was approved at the Board Meeting on June 21, 2012.
12. Copy of letter dated June 22, 2012, to Virginia McDonald, RUS, from Cathy Dyer, enclosing forms for the Letter of Conditions for the Sewer System Improvements Project, Phase II.
13. E-mail dated June 22, 2012, to Dominick Cerrone, Cerrone Associates and Jim Mayles, from Cathy Dyer, attaching the Report of Concrete Cylinder Test received from Triad Engineering, Inc.

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14. E-mail dated June 22, 2012, to Dominick Cerrone, Cerrone Associates, and Jim Mayles, Cerrone Associates, from Cathy Dyer, requesting to meet with the two of you at the next Board Meeting to discuss the UV System at the WWTP.
15. Copy of letter dated June 22, 2012, to Virginia McDonald, RUS, from Linda Watson, enclosing documents that were approved and signed for the Letter of Conditions for the SCADA System Improvements Project.
16. E-mail dated June 22, 2012, to Deborah Hennage, HD Supply, attaching the Maintenance Purchase Authorization for the PSD for July 1, 2012 thru June 30, 2012.
17. Copy of letter dated June 22, 2012, to Randy Cole, Cerrone Associates, from Cathy Dyer, enclosing two (2) invoices for Triad Engineering, regarding the Sewer System Improvements Project.
18. Copy of letter dated June 22, 2012, to Virginia McDonald, RUS, from Cathy Dyer, enclosing four (4) copies of Requisition No. 3 that was approved at the Regular Board Meeting.
19. E-mail dated June 25, 2012, to Mineral Wells PSD, from Chad Miller, Cerrone Associates, regarding Union Williams W Series pump in 200 series tank.
20. Letter from ADT, to Mineral Wells PSD, requesting a tax exempt form.
21. Monthly bond payment reminder from Municipal Bond Commission.
22. Report of Concrete Cylinder Test from Triad Engineering, Inc. dated 6/21/12.
23. E-mail dated June 26, 2012, to Jim Mayles, from Cathy Dyer, attaching test results from Triad Engineering.
24. E-mail dated June 26, 2012, to Mineral Wells PSD, from ASI, attaching June 30, 2012 year end procedures.
25. Annual Drinking Water Quality Report, June 2012, from Parkersburg Utility Board.
26. E-mail dated June 27, 2012, to Virginia McDonald, RUS, from Cathy Dyer, attaching the confirmation of \$443,968.87 deposit made on 6/27/12 for the Sewer System Improvement Project.
27. WesBanco Your Money Matter\$, June 2012.
- 28. ****Letter dated June 25, 2012, to Mineral Wells PSD, from Virginia McDonald, RUS, advised that project funds in the amount of \$443,968.87 were ordered June 25, 2012.**
29. Letter dated June 26, 2012, to Todd Anderson, Operations Manager, from Jim Mayles, Cerrone Associates, enclosing seven (7) copies of the Department of Highways Form MM 109 approach permit for the second access road at the wastewater treatment plant.

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30. Fax dated June 27, 2012, to Action Answering Service, from Mineral Wells PSD, attaching list of customers turned off for non payment.
31. E-mail dated June 28, 2012, to Todd Anderson, Operations Manager, from Jim Mayles, Cerrone Associates, attaching Orders' proposed work schedule for first week in July.
32. Statement of Compliance week of June 27, 2012, attaching payroll for Orders Construction Co., Inc.
33. E-mail dated June 28, 2012, to Mineral Wells PSD, from Sharon Stewart, PSC, regarding 2012 Annual Report. (Sewer)
34. Request for Obligation of Funds, amount \$210,500.00.
35. Request for Obligation of Funds, amount \$1,883,000.00.
36. Copy of letter dated June 29, 2012, to Andrea Westhoff, Cerrone Associates, enclosing check #5011 in the amount of \$34,092.32.
37. Fax dated June 28, 2012, to Mineral Wells PSD, from Bill Bailey Insurance, attaching copies of Insurance cards.
38. Copy of letter dated June 29, 2012, to John Persun, Jr., Orders Construction, from Cathy Dyer, attaching check #5010 in the amount of \$409,876.55.
39. Copy of letter dated June 29, 2012, to Marty Seufer, Wood County Commission, from Cathy Dyer, enclosing an approved copy of the Minutes of the Regular Board Meeting.
40. Client Bulletin from Suttle & Stalnaker, July 2012.
- 41. ****Carbon copy of letter dated June 27, 2012, to Dianne Wolfe, Bowles Rice, from George Blum, Cerrone Associates, enclosing thirteen (13) copies of the Rule 42 for Phase II of the Sewer System Improvements Project.**
42. E-mail dated July 3, 2012, to Mineral Wells PSD, from Sharon Stewart, PSC, regarding 2012 Annual Report. (Water)
43. Letter dated June 29, 2012, to Mineral Wells PSD, from Virginia McDonald, RUS, confirming our meeting of June 15, 2012, for the purpose of delivering the Letter of Conditions for the loan request in connection with the District's Sewer System Improvements Project – Phase 2.
44. Letter dated June 29, 2012, to Mineral Wells PSD, from Virginia McDonald, RUS, confirming our meeting of June 15, 2012, for the purpose of delivering the Letter of Conditions for the loan request in connection with the District's SCADA System Updates Project.
45. Bankruptcy Court for the District of Delaware regarding Buffets Restaurants Holdings.

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46. Letter dated July 1, 2012, to Mineral Wells PSD, from Gregory A. Burton, Brickstreet, regarding the Annual Meeting of Members of Brickstreet Mutual Insurance Company.
47. Bacteriological Examination of Water From Public Water Distribution System, reported 7/2/12.
48. E-mail dated July 5, 2012, to Jennifer Wilson, from Cathy Dyer, attaching the Bank Statement for June 2012 for the Sewer System Improvements Project.
49. E-mail dated July 5, 2012, to Shanna Sheppard, Suttle & Stalnaker, from Cathy Dyer, attaching the Bank Balance as of June 30, 2012.
50. Statement of Compliance week of July 5, 2012, attaching payroll for Orders Construction Inc., Co.
- 51. ****Copy of letter dated July 6, 2012, to Public Service Commission of WV, from Cathy Dyer, enclosing the Mineral Wells PSD Certification of Customers.**
52. Letter dated June 29, 2012, to Mineral Wells PSD, from David Brabham, Maintenance Engineer, Division of Highways, enclosing approved copy of Permit Number 03-12-0210 for a Approach Commercial.
53. E-mail dated July 6, 2012, to Parkersburg News & Sentinel, from Cathy Dyer, requesting a Boil Advisory for Limestone Hill Tank area be placed in the paper.
54. E-mail dated July 6, 2012, to WTAP, from Cathy Dyer, requesting a Boil Advisory for Limestone Hill Tank area be announced on the TV.
55. Copy of letter dated June 18, 2012, to Sandra Squire, PSC, from George Blum, Cerrone Associates, enclosing as part of the file for the referenced project are six (6) copies of the Certificates of Substantial Completion for the construction contracts on Claywood Park PSD's Laurel Fork-Riser Ridge Water Extension Project.
56. E-mail dated July 9, 2012, to Mineral Wells PSD, from Carl Sizemore, Wood County 911, attaching PDA forms.
57. Form from Mineral Wells VFD stating 1800 gallons of water was used for fire fighting and 11,200 used for training purposes for the month of June.
58. E-mail dated July 9, 2012, to Mineral Wells PSD, from Jim Mayles, Cerrone Associates, regarding the Construction Progress Meeting for the Sewer System Improvements Project will be July 11, 2012.
59. E-mail dated July 10, 2012, to Parkersburg News & Sentinel, from Cathy Dyer, run announcement that the Boil Water Advisory has been lifted.
60. Fax dated July 6, 2012, to Christy Pitsenbarger, WV Bureau of Public Health, from Todd Anderson, Operations Manager, attaching the Monthly Operational Report for the PSD for the month of June 2012.

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61. Standard Form to Confirm Account, Balance Information with Financial Institutions signed by Roy Radabaugh.
62. Statement of Compliance week of July 11, 2012, attaching payroll for Orders Construction Co., Inc.
63. Certified Payroll Register from Pro Contracting, Inc. for week ending June 2, 2012.
64. E-mail dated July 12, 2012, to Mineral Wells PSD, from Chad Miller, Cerrone Associates, attached are the minutes, sign in sheet, progress to date and revised progress schedule from the Progress Meeting held on July 11, 2012.
65. E-mail dated July 12, 2012, to Mineral Wells PSD, from PEIA, regarding the July 2012 PEIA billing has been posted.
66. Letter dated July 11, 2012, to Mineral Wells PSD, from John Ellem, Ellem Law Office, regarding David & Esther Halfhill's bankruptcy filing.
67. Letter dated July 10, 2012, to Mineral Wells PSD, from Virginia McDonald, RUS, regarding Debt Service Reserve Account in the amount of \$291.00.
68. Copy of letter dated June 29, 2012, to Todd Anderson, Operations Manager, from Scott Mandirola, Director, DEP, regarding WV/NPDES Permit No. WV0081141.
69. State of West Virginia National Pollutant Discharge Elimination System Discharge Monitoring Report for April, May and June 2012.
70. Water Environmental Testing, dated June 5, 2012, Effluent.
71. E-mail dated July 13, 2012, to Cathy Dyer, from Dianne Wolfe, Bowles Rice, attaching PSC forms to formally file Phase II of the District's Sewer System Improvement Project.
72. Fax dated July 13, 2012, to Parkersburg News & Sentinel, from Mineral Wells PSD, requesting the notice of the Regular Board Meeting be published in the newspaper.
73. E-mail dated July 13, 2012, to Wirt County Journal, from Cathy Dyer, requesting the notice of the Regular Board Meeting be published in the journal.
74. Fax dated July 13, 2012, to Jackson Herald Newspaper, from Cathy Dyer, requesting the notice of the Regular Board Meeting be published in the newspaper.
75. E-mail dated July 13, 2012, to Mineral Wells PSD, from Mike Dill, WVRWA, attaching Training Opportunities for August 2012.
76. Letter dated July 10, 2012, to Todd Anderson, Operations Manager, from Scott Mandirola, Director DEP, regarding WV/NPDES Permit No. WV0081141, Lagoon Cleaning.
77. Letter dated June 26, 2012, to Mineral Wells PSD, from Work Force West Virginia, regarding the West Virginia Legislature meeting.

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78. National Pollutant Discharge Elimination System, Discharge Monitoring Report, State Of West Virginia for June 2012.
79. E-mail dated July 16, 2012 to Cathy Dyer, from Shanna Sheppard, Suttle & Stalnaker, attaching a list of items needed to start FY 2012 audit on Monday, July 23, 2012.
80. Signed and notarized copy of the Application For a Certificate of Convenience and Necessity.
81. Letter dated July 16, 2012, to Mineral Wells PSD, from Andrea Westhoff, Project Administrator, Cerrone Associates, enclosing for review and approval are five (5) copies of Requisition No. 4 for the Sewer System Improvements Project.