

MINUTES OF A REGULAR MONTHLY BOARD  
MEETING OF THE PUBLIC SERVICE BOARD OF  
THE MINERAL WELLS PUBLIC SERVICE  
DISTRICT HELD THURSDAY, NOVEMBER 17,  
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. James R. Lett, Secretary; Roy L. Radabaugh, Treasurer; Russell P. Hanna, Operations Manager; William Byers, Operations Technician; Linda Church, Office Manager; and Nellie Radcliff, Office Clerk, were present.

The first order of business was the reading and approving of the Minutes of the October 20, 2005, Regular Board Meeting. Mr. Lett made a motion to approve the Minutes of the October 20, 2005, Regular Board Meeting as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement (copy attached) dated October 31, 2005, for All Finances. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement (copy attached) dated October 31, 2005, for the Water Revenue Fund Checking Account. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement (copy attached) dated October 31, 2005, for the Sewer Revenue Fund Checking Account. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve check numbers 35485 thru 35567 written on the Consolidated - Water and Sewer Revenue Checking Account between October 21, 2005 thru November 17, 2005 (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve Payroll check numbers 1594 thru 1610 written on the Consolidated Payroll Account between October 21, 2005 thru November 17, 2005 (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve a one time only pay increase for each employee of the District of \$150.00. Mr. Lett seconded the motion. The motion passed unanimously.

The following letters were discussed.

Letter 1 - Flyer from Brickstreet Insurance enclosing time line for transition from Workers' Compensation Commission to Brickstreet.

Letter 5 - Flyer received 11/04/05, from WV211 requesting that the District put on their customers

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bills the WV211 toll free number that customers can call to get assistance with their utility bills. The Board did not make any comment on this item.

Letter 12 - Copy of letter dated October 21, 2005, Manning Frymier, PE Cerrone Associates from Russell Hanna about the Harlan Lott issue.

Letter 35 - Fax dated November 3, 2005, to Russ Hanna from Manning Frymier, PE Cerrone Associates, Inc. informing the Mineral Wells PSD of being qualified to paint the Mineral Wells Hill Tank "A" from funds of the Stephens Fork, Limestone Extension Project.

Letter 49 - Letter received November 10, 2005, to Sandra Squire, Public Service Commission of West Virginia, from Todd Grinstead, General Manager, Claywood Park Public Service District, Case No 05-0479 - PWD-CN-PC that Claywood PSD file a 19A application requesting a class cost of service study be performed. The letter request that the Order be amended to read exactly the same as the executed agreement between Claywood PSD and Mineral Wells PSD. Mr. Radabaugh made a motion that the District write a letter to Sandra Squire, Public Service Commission of West Virginia stating that the Order be re-written to read exactly as the executed agreement between Claywood PSD and Mineral Wells PSD. Mr. Lett seconded the motion. The motion passed unanimously.

Letter 54 - Letter received November 15, 2005, to Russ Hanna from Steven Hardman, Bowles Rice McDavid Graff and Love LLP, attaching memorandum notes on the Harlan Lott property.

Letter 69 - Fax received November 17, 2005, to Linda Church from Walter Frazier, Appalachian Software, Inc., enclosing cost information for the ASI payroll system. Mr. Radabaugh made a motion authorizing Linda Church to purchase the payroll system from ASI. Mr. Lett seconded the motion. The motion passed unanimously.

The District was notified by WesBanco that the Grinder Pump account has been inactive for a period of (2) Two years and that a deposit should be made to keep the account active. Mr. Radabaugh made a motion for Mrs. Church to transfer \$2,000.00 into the Grinder Pump Account. Mr. Lett seconded the motion. The motion passed unanimously.

This concluded Mrs. Church's report.

Mr. Hanna reported on the following items.

Sludge is to the point that it has to be removed from the Waste Water Treatment Pond # 1. The District has contacted IVS concerning this, and they have a new method of sludge removal called the bag system which they will be using. This will have to be put up for bid because the total cost

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of sludge removal will be more than \$15,000.00. The cost is approximately \$75,000.00 - \$80,000.00.

The District got the approval to paint the Mineral Wells Hill Water Storage Tank with Contingency Funds left over from the Sycamore, Stephens Fork, Limestone Ridge Water Extension Project. Bogal Ridge Water Storage Tank is still in question as to whether the District will be allowed to paint it with funds from the project. Mr. Frymier, P. E. Cerrone, Inc., is working on getting approval from Rural Utilities


The Harlan Lott problem is still being handled by the District's lawyer. There has been no decision made concerning this right-of-way issue.

Leigh Mason Trailer park is in the final stages. The District's cost of a road bore will be approximately \$4,800.00

All business having been discussed, Mr. Lett made a motion the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart adjourned the meeting at 6:30 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  
OCTOBER 31, 2005**

**CHECKING ACCOUNTS**

Water Revenue Fund Checking Account	
WesBanco Bank	\$ 21,367.07
Sewer Revenue Fund Checking Account	
WesBanco Bank	66,466.03
Stephens Fork Water Extension Construction Checking	
WesBanco Bank	<u>77,508.36</u>

**TOTAL IN CHECKING ACCOUNTS: \$ 165,341.46**

**WATER ACCOUNTS**

Depreciation Reserve Account	
WesBanco Bank	\$ 13,016.82
Revenue Reserve Account	
WesBanco Bank	26,017.59
Revenue Reserve Account-Sams Creek/Chesterville	
WesBanco Bank	24,004.96
Revenue Reserve Account-Rockport	
WesBanco Bank	8,238.92
Depreciation Reserve Account-Rockport	
WesBanco Bank	8,239.14
Revenue Reserve Account-Water Improvement	
WesBanco Bank	24,764.90
Depreciation Reserve Account-Water Improvement	
WesBanco Bank	24,767.24
Revenue Reserve Account-Sycamore 2004A	
WesBanco Bank	3,246.76
Depreciation Reserve Account-Sycamore 2004A	
WesBanco Bank	880.26
Sycamore Run-Limestone Tap Fees	
WesBanco Bank	33,228.97
Sycamore Run-Limestone Security Deposits	
WesBanco Bank	15,217.29
Security Deposit Account	
WesBanco Bank	25,243.97
Sycamore Renewal/Replacement	
WesBanco Bank	<u>5,353.61</u>

**TOTAL IN WATER ACCOUNTS: \$ 212,220.43**

**SEWER ACCOUNTS**

Repair and Replacement Account	
WesBanco Bank	\$ 101,549.49
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market-WesBanco Bank	31,356.92
Security Deposit Account	
WesBanco Bank	<u>22,272.22</u>

**TOTAL IN SEWER ACCOUNTS: \$155,178.63**

**TOTAL ALL FINANCES, SEPTEMBER 30, 2005 \$532,740.52**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
WATER REVENUE FUND CHECKING ACCOUNT  
OCTOBER 31, 2005**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, SEPTEMBER 30, 2005** **\$ 13,931.57**

**RECEIPTS:**

Water Sales	\$82,188.93
Water Buffalo Sales	504.75
Reconnection Fees	80.00
Tap Fees	2,000.00
Velotta Company - Temporary Tap	957.82
Jerry Stewart - Meter Repair	33.71
Security Deposit Refunds	<u>1,162.61</u>

**TOTAL RECEIPTS:** **\$86,927.82**

**TOTAL CASH AVAILABLE:** **\$ 100,859.39**

**EXPENDITURES:**

Action Answering Service	\$ 55.32
Allegheny Power	658.64
AT& T State Calling Service	5.31
BP Credit Card Company	614.35
Cardholder Services	209.24
Cingular	64.38
Cintas	107.37
Claywood Park Public Service District	14,941.77
Commissioners' Salaries	187.50
Conner Cleaning Service	109.00
Cutlip-Warner Development Company	1,534.00
Dominion Hope	28.78
Fasteners & Supply, Inc.	7.80
Hardman Supply Company	78.85
Harman Thompson, A.C.	3,120.00
Hughes Supply, Inc.	930.05
Mahone Tire Service	215.81
Matheny Motor Truck Co. D.B.A.	189.53
Midwest Pipe & Supply	611.23
Miller Communications	18.00
Mineral Wells Public Service District	1,041.11
Miss Utility of WV Inc.	29.25
Municipal Bond Commission	2,579.59
Parkersburg Office Supply	126.46
Professional Radiator & Tire	219.59
Rural Economic & Development	<b>\$ 13,365.00</b>

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FINANCIAL REPORT-WATER-OCTOBER 31, 2005  
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**EXPENDITURES (continued):**

Rural Development - USDA	8,152.00
Salaries	6,864.28
State Electric Supply Co., Inc.	35.99
Telepage Communications Systems	10.74
TESA Co.	24.93
C. I. Thornburg Co.	7,664.04
U. S. Postal Service	189.96
Verizon	122.21
Water Environmental Testing	67.50
WesBanco Bank-Parkersburg	314.00
WesBanco Bank-Parkersburg	176.00
WesBanco Bank-Parkersburg	1,004.00
WesBanco Bank-Parkersburg	3,105.93
WesBanco Bank-Parkersburg	334.00
WesBanco Bank-Parkersburg	1,644.22
Westco Internet	13.50
Westfield Group	2,798.03
WV Public Employees Insurance Agency	1,804.18
WV Public Employees Retirement System	1,636.82
WV State Tax Department	517.02
WV Workers Compensation	1,338.57
Grace Baker	2.52
Kris Cain	51.35
Jeff & Heather Enoch	52.92
Ronald M. Hopkins	50.32
Lewis K. Houser	39.28
June Jones	13.17
Lana Lamp	16.14
Robert Leak	16.96
Sandra K. Mills	50.29
Angela M. Null	39.55
Betty L. Patrick	51.39
Joyce Radcliff	40.09
Kristin Moss Reeder	50.64
Charles Roes	.69
Jeffrey T. Tanner	50.15
Brenda S. & Michael A. Thompson	50.23
Matthew J. Van Hoose	40.88
Brian Vannoy	8.03
Larry Wilburn	1.87
<b>TOTAL EXPENDITURES</b>	<b>\$79,492.32</b>

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,  
WESBANCO BANK, OCTOBER 31, 2005** **\$ 21,367.07**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
SEWER REVENUE FUND CHECKING ACCOUNT  
OCTOBER 31, 2005**

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, SEPTEMBER 30, 2005**

**\$ 53,725.16**

**RECEIPTS:**

Sewer Sales	\$56,313.10
Security Deposit Refunds	1,073.71
Reconnect Fees	40.00
Lois Mohr Prepayment Grinder Extension	7,880.16
Lawrence & Beth Ann Pifer Grinder Extension	3,288.27
Mike & Ann Fallon-Chapman Sewer Extension	115.00
Mineral Wells PSD-Posting Error Correction	<u>502.88</u>

**TOTAL RECEIPTS:**

**\$ 69,213.12**

**TOTAL CASH AVAILABLE:**

**\$122,938.28**

**EXPENDITURES:**

Action Answering Service	\$ 36.88
Allegheny Power	5,445.36
AT&T State Calling Service	3.54
BP Credit Card Company	409.56
Cardholder Services	139.50
Cingular	42.92
Cintas	71.58
Commissioners' Salaries	187.50
Conner Cleaning Service	179.00
Cutlip-Warner Development Company	2,890.00
Danny's Lawn Service	450.00
Dominion Hope	19.18
Fasteners & Supply, Inc.	5.20
Hardman Supply Company	132.69
Harman Thompson A.C.	2,080.00
Hughes Supply, Inc.	2,175.05
Jabo Supply Corporation	19.05
Mahone Tire Service	143.87
Matheny Motor Truck Co., D.B.A.	126.36
Midwest Pipe & Supply	1,080.29
Miller Communications	12.00
Mineral Wells Public Service District	1,251.23
Miss Utility of WV Inc.	19.50
Municipal Bond Commission	19,351.63

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FINANCIAL STATEMENT-SEWER-OCTOBER 31, 2005  
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**EXPENDITURES (continued):**

Parkersburg Office Supply	84.36
Professional Radiator & Tire	146.39
Salaries	5,662.35
State Electric Supply Co., Inc.	419.10
Telepage Communications Systems	7.16
C. I. Thornburg Co., Inc.	296.50
USA Blue Book	211.26
U. S. Postal Service	126.64
Verizon	519.56
Water Environmental Testing	287.00
WesBanco Bank-Parkersburg	1,286.19
WesBanco Bank-Parkersburg	2,431.49
Westco Internet	9.00
Westfield Group	3,696.72
WV Public Employees Insurance Agency	1,596.27
WV Public Employees Retirement System	1,320.39
WV State Tax Department	393.98
WV Workers Compensation	1,012.51
Rebecca J. Anderson	7.39
Douglas Butcher	50.15
Jeff & Heather Enoch	52.92
Ronald M. Hopkins	50.32
Lewis K. Houser	38.19
June Jones	58.19
Scott E. Knopp	50.13
Lana Lamp	33.17
Sandra K. Mills	51.05
Rodney Nichols	8.02
Angela M. Null	39.42
Kristin Moss Reeder	50.64
Charles Roes	4.39
Jeffrey T. Tanner	50.15
Alan B. & Jennifer Tennant	50.13
Brenda S. & Michael A. Thompson	50.23
Matthew J. VanHoose	44.01
Brian Vannoy	4.99

**TOTAL EXPENDITURES: \$ 56,472.25**

**BALANCE IN SEWER FUND CHECKING ACCOUNT  
WESBANCO BANK, OCTOBER 31, 2005**

**\$66,466.03**



## VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: WATER FUND \*\*

\*\* BEGINNING DATE: 10/21/05 - ENDING DATE: 11/17/05 \*\*

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

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
101 000 00	CONSOLIDATED BANK ACCOUNT					
1,500	OHIO VALLEY MUFFLER & BRAKE	11/17/05	63457	11/17/05	14.37	35,562
2,101	U S POSTAL SERVICE	11/17/05	63461	11/17/05	135.08	35,564
2,205	VERIZON	11/17/05	63462	11/17/05	142.25	35,565
2,313	WESBANCO BANK-PARKERSBURG	11/17/05	63464	11/17/05	393.47	35,566
2,101	U S POSTAL SERVICE	10/24/05	62537	10/24/05	60.31	35,485
360	CUTLIP-WARNER DEVELOPMENT CO	10/28/05	62763	10/31/05	1,534.00	35,487
369	CONNER CLEANING SERVICE	10/28/05	62765	10/31/05	109.00	35,488
486	JUNE JONES	10/28/05	62767	10/31/05	13.17	35,490
486	BRENDA S & MICHAEL A THOMPSON	10/28/05	62768	10/31/05	50.23	35,491
486	JEFFREY T TANNER	10/28/05	62769	10/31/05	50.15	35,492
486	RONALD M HOPKINS	10/28/05	62770	10/31/05	50.32	35,493
486	JEFF & HEATHER ENOCH	10/28/05	62771	10/31/05	52.92	35,494
486	KRISTIN MOSS REEDER	10/28/05	62772	10/31/05	50.64	35,495
486	CHARLES ROES	10/28/05	62775	10/31/05	.69	35,498
486	ROBERT LEAK	10/28/05	62776	10/31/05	16.96	35,499
486	MATTHEW J VAN HOOSE	10/28/05	62777	10/31/05	40.88	35,500
486	JOYCE RADCLIFF	10/28/05	62780	10/31/05	40.09	35,503
486	SANDRA K MILLS	10/28/05	62781	10/31/05	50.29	35,504
486	ANGELA M NULL	10/28/05	62782	10/31/05	39.55	35,505
486	LEWIS K HOUSER	10/28/05	62783	10/31/05	39.28	35,506
832	HARDMAN SUPPLY COMPANY	10/28/05	62784	10/31/05	78.85	35,507
1,204	JAMES R. LETT	10/28/05	62803	10/31/05	62.50	35,508
1,302	MINERAL WELLS PSD	10/28/05	62804	10/31/05	477.66	35,509
1,311	MIDWEST PIPE & SUPPLY	10/28/05	62818	10/31/05	611.23	35,510
1,604	PARKERSBURG OFFICE SUPPLY	10/28/05	62826	10/31/05	126.46	35,511
1,661	PROFESSIONAL RADIATOR & TIRE	10/28/05	62834	10/31/05	219.59	35,512
1,805	RURAL DEVELOPMENT ADMN.	10/28/05	62835	10/31/05	2,112.00	35,513
1,806	ROY L RADABAUGH	10/28/05	62836	10/31/05	62.50	35,514
1,843	CINTAS	10/28/05	62837	10/31/05	107.37	35,515
1,908	STATE ELECTRIC SUPPLY CO INC	10/28/05	62841	10/31/05	35.99	35,516
1,912	CHARLES M. STEWART	10/28/05	62843	10/31/05	62.50	35,517
2,001	TESA COMPANY INC	10/28/05	62844	10/31/05	24.93	35,518
2,005	C I THORNBURG	10/28/05	62846	10/31/05	7,664.04	35,519
2,103	USDA-RURAL DEVELOPMENT	10/28/05	62852	10/31/05	3,140.00	35,520
2,205	VERIZON	10/28/05	62853	10/31/05	122.21	35,521
2,307	HUGHES SUPPLY, INC.	10/28/05	62855	10/31/05	930.05	35,522
2,313	WESBANCO BANK-PARKERSBURG	10/28/05	62867	10/31/05	1,656.31	35,523
2,314	WV DEPT OF TAX & REVENUE	10/28/05	62868	10/31/05	517.02	35,524
2,315	WV PUBLIC EMPLOYEES RETIREMENT	10/28/05	62869	10/31/05	1,636.82	35,525
2,338	WESBANCO-WATER RES-SAMS-CV	10/28/05	62870	10/31/05	314.00	35,526

VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: WATER FUND \*\*

\*\* BEGINNING DATE: 10/21/05 - ENDING DATE: 11/17/05 \*\*

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

BNK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
101 000 00 CONSOLIDATED BANK ACCOUNT						
438	DOMINION HOPE	10/31/05	62892	10/31/05	28.78	35,528
486	BRIAN VANNOY	10/31/05	62964	10/31/05	8.03	35,531
2,339	WESTCO INTERNET	10/31/05	63000	10/31/05	13.50	35,533
309	CLAYWOOD PARK PSD	10/31/05	63012	10/31/05	14,941.77	35,534
314	CINGULAR	10/31/05	63013	10/31/05	64.38	35,535
100	APPALACHIAN SOFTWARE INC	11/14/05	63324	11/15/05	1,884.00	35,537
106	ALLEGHENY POWER	11/14/05	63325	11/15/05	259.95	35,538
108	AT&T	11/14/05	63326	11/15/05	1.76	35,539
153	ACTION ANSWERING SERVICE PLUS	11/14/05	63327	11/15/05	44.79	35,540
360	CUTLIP-WARNER DEVELOPMENT CO	11/14/05	63329	11/15/05	2,223.00	35,541
840	HAUL AWAY TRASH L.L.C.	11/14/05	63330	11/15/05	19.50	35,542
1,301	MISS UTILITY OF WV INC	11/14/05	63334	11/15/05	24.90	35,543
1,302	MINERAL WELLS PSD	11/14/05	63335	11/15/05	16.57	35,544
1,304	MILLER COMMUNICATIONS	11/14/05	63336	11/15/05	268.00	35,545
1,307	MUNICIPAL BOND COMMISSION	11/14/05	63338	11/15/05	10,696.47	35,546
2,039	TELEPAGE COMMUNICATIONS SYSTEM	11/14/05	63350	11/15/05	10.74	35,547
2,106	USDA-RURAL DEVELOPMENT	11/14/05	63351	11/15/05	3,325.00	35,548
2,107	USDA-RURAL DEVELOPMENT	11/14/05	63352	11/15/05	10,040.00	35,549
2,113	USDA-RURAL UTILITIES SERVICE	11/14/05	63353	11/15/05	2,900.00	35,550
2,306	WATER ENVIRONMENTAL TESTING	11/14/05	63354	11/15/05	67.50	35,551
2,308	WV PUBLIC EMPLOYEES INS AGENCY	11/14/05	63356	11/15/05	1,873.04	35,552
2,313	WESBANCO BANK-PARKERSBURG	11/14/05	63358	11/15/05	1,595.77	35,554
2,373	WESBANCO BANK-PARKERSBURG	11/14/05	63359	11/15/05	167.00	35,555
2,374	WESBANCO BANK-PARKERSBURG	11/14/05	63360	11/15/05	167.00	35,556
2,375	WESBANCO BANK-PARKERSBURG	11/14/05	63361	11/15/05	502.00	35,557
2,376	WESBANCO BANK-PARKERSBURG	11/14/05	63362	11/15/05	502.00	35,558
23,004	WESBANCO BANK INC	11/14/05	63363	11/15/05	176.00	35,559
23,005	WESBANCO BANK, INC.	11/14/05	63364	11/15/05	1,982.16	35,560
CONSOLIDATED BANK ACCOUNT					76,649.29	68 *

VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: SEWER FUND \*\*

\*\* BEGINNING DATE: 10/21/05 - ENDING DATE: 11/17/05 \*\*

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

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
3 101 000 00 CONSOLIDATED BANK ACCOUNT						
106	ALLEGHENY POWER	11/17/05	63452	11/17/05	1,427.27	35,561
1,500	OHIO VALLEY MUFFLER & BRAKE	11/17/05	63457	11/17/05	9.58	35,562
1,607	PARKERSBURG UTILITY BOARD	11/17/05	63460	11/17/05	120.00	35,563
2,101	U S POSTAL SERVICE	11/17/05	63461	11/17/05	90.06	35,564
2,205	VERIZON	11/17/05	63462	11/17/05	497.85	35,565
2,313	WESBANCO BANK-PARKERSBURG	11/17/05	63464	11/17/05	262.32	35,566
20,009	JOHN & LINDA BARGELOH	11/17/05	63465	11/17/05	64.44	35,567
486	KENNETH M CAPLINGER	10/31/05	62922	6/30/05	23.38	35,120 VOID
2,101	U S POSTAL SERVICE	10/24/05	62537	10/24/05	40.20	35,485
486	KENNETH CAPLINGER	10/31/05	62965	10/31/05	23.38	1
486	KENNETH M CAPLINGER	10/31/05	62963	10/31/05	23.38	?
106	ALLEGHENY POWER	10/28/05	62759	10/31/05	3,985.68	35,486
360	CUTLIP-WARNER DEVELOPMENT CO	10/28/05	62763	10/31/05	2,890.00	35,487
369	CONNER CLEANING SERVICE	10/28/05	62765	10/31/05	179.00	35,488
486	REBECCA J ANDERSON	10/28/05	62766	10/31/05	7.39	35,489
486	JUNE JONES	10/28/05	62767	10/31/05	58.19	35,490
486	BRENDA S & MICHAEL A THOMPSON	10/28/05	62768	10/31/05	50.23	35,491
486	JEFFREY T TANNER	10/28/05	62769	10/31/05	50.15	35,492
486	RONALD M HOPKINS	10/28/05	62770	10/31/05	50.32	35,493
486	JEFF & HEATHER ENOCH	10/28/05	62771	10/31/05	52.92	35,494
486	KRISTIN MOSS REEDER	10/28/05	62772	10/31/05	50.64	35,495
486	DOUGLAS BUTCHER	10/28/05	62773	10/31/05	50.15	35,496
486	RODNEY NICHOLS	10/28/05	62774	10/31/05	8.02	35,497
486	CHARLES ROES	10/28/05	62775	10/31/05	4.39	35,498
486	MATTHEW J VAN HOOSE	10/28/05	62777	10/31/05	44.01	35,500
486	SCOTT E KNOPP	10/28/05	62778	10/31/05	50.13	35,501
486	ALAN B & JENNIFER TENNANT	10/28/05	62779	10/31/05	50.13	35,502
486	SANDRA K MILLS	10/28/05	62781	10/31/05	51.05	35,504
486	ANGELA M NULL	10/28/05	62782	10/31/05	39.42	35,505
486	LEWIS K HOUSER	10/28/05	62783	10/31/05	38.19	35,506
832	HARDMAN SUPPLY COMPANY	10/28/05	62784	10/31/05	132.69	35,507
1,204	JAMES R. LETT	10/28/05	62803	10/31/05	62.50	35,508
1,302	MINERAL WELLS PSD	10/28/05	62804	10/31/05	384.51	35,509
1,311	MIDWEST PIPE & SUPPLY	10/28/05	62818	10/31/05	1,080.29	35,510
1,604	PARKERSBURG OFFICE SUPPLY	10/28/05	62826	10/31/05	84.36	35,511
1,661	PROFESSIONAL RADIATOR & TIRE	10/28/05	62834	10/31/05	146.39	35,512
1,806	ROY L RADABAUGH	10/28/05	62836	10/31/05	62.50	35,514
1,843	CINTAS	10/28/05	62837	10/31/05	71.58	35,515
1,908	STATE ELECTRIC SUPPLY CO INC	10/28/05	62841	10/31/05	419.10	35,516

VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: SEWER FUND \*\*

\*\* BEGINNING DATE: 10/21/05 - ENDING DATE: 11/17/05 \*\*

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

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
3 101 000 00 CONSOLIDATED BANK ACCOUNT						
1,912	CHARLES M. STEWART	10/28/05	62843	10/31/05	62.50	35,517
2,205	VERIZON	10/28/05	62853	10/31/05	519.56	35,521
2,307	HUGHES SUPPLY, INC.	10/28/05	62855	10/31/05	2,021.85	35,522
2,313	WESBANCO BANK-PARKERSBURG	10/28/05	62867	10/31/05	1,350.87	35,523
2,314	WV DEPT OF TAX & REVENUE	10/28/05	62868	10/31/05	393.98	35,524
2,315	WV PUBLIC EMPLOYEES RETIREMENT	10/28/05	62869	10/31/05	1,320.39	35,525
402	DANNY'S LAWN SERVICE	10/31/05	62891	10/31/05	450.00	35,527
438	DOMINION HOPE	10/31/05	62892	10/31/05	19.18	35,528
2,005	C I THORNBURG	10/31/05	62898	10/31/05	296.50	35,529
2,307	HUGHES SUPPLY, INC.	10/31/05	62899	10/31/05	153.20	35,530
486	BRIAN VANNOY	10/31/05	62964	10/31/05	4.99	35,531
1,302	MINERAL WELLS PSD	10/31/05	62969	10/31/05	23.38	35,532
2,339	WESTCO INTERNET	10/31/05	63000	10/31/05	9.00	35,533
314	CINGULAR	10/31/05	63013	10/31/05	42.92	35,535
2,109	USA BLUE BOOK	10/31/05	63033	10/31/05	211.26	35,536
100	APPALACHIAN SOFTWARE INC	11/14/05	63324	11/15/05	1,256.00	35,537
106	ALLEGHENY POWER	11/14/05	63325	11/15/05	39.55	35,538
108	AT&T	11/14/05	63326	11/15/05	1.17	35,539
153	ACTION ANSWERING SERVICE PLUS	11/14/05	63327	11/15/05	29.86	35,540
840	HAUL AWAY TRASH L.L.C.	11/14/05	63330	11/15/05	13.00	35,542
1,301	MISS UTILITY OF WV INC	11/14/05	63334	11/15/05	16.60	35,543
1,302	MINERAL WELLS PSD	11/14/05	63335	11/15/05	10.71	35,544
1,304	MILLER COMMUNICATIONS	11/14/05	63336	11/15/05	12.00	35,545
1,307	MUNICIPAL BOND COMMISSION	11/14/05	63338	11/15/05	19,351.63	35,546
2,039	TELEPAGE COMMUNICATIONS SYSTEM	11/14/05	63350	11/15/05	7.16	35,547
2,306	WATER ENVIRONMENTAL TESTING	11/14/05	63354	11/15/05	262.00	35,551
2,308	WV PUBLIC EMPLOYEES INS AGENCY	11/14/05	63356	11/15/05	1,427.41	35,552
2,312	WESBANCO BANK-PARKERSBURG	11/14/05	63357	11/15/05	1,327.03	35,553
2,313	WESBANCO BANK-PARKERSBURG	11/14/05	63358	11/15/05	1,281.33	35,554
CONSOLIDATED BANK ACCOUNT					44,557.30	66 *

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**PAYROLL CHECKS**  
**CONSOLIDATED REVENUE FUND CHECKING ACCOUNT**  
**October 30, 2005 - November 15, 2005**

**CHECK NO.**

1594 Todd R. Anderson	\$ 805.94
1595 Dennis R. Brown	533.04
1596 William H. Byers, Jr.	967.38
1597 Linda K. Church	1,014.64
1598 Russell P. Hanna	1,112.69
1599 Brian Wayne Metz	808.96
1600 Cathy J. Dyer	820.59
1601 Nellie B. Radcliff	666.98
1602 VOID	
1603 Todd R. Anderson	756.34
1604 Dennis R. Brown	515.75
1605 William H. Byers, Jr.	963.18
1606 Linda K. Church	970.53
1607 Russell P. Hanna	1,112.68
1608 Brian Wayne Metz	650.85
1609 Cathy J Dyer	850.58
1610 Nellie B. Radcliff	630.15

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**October 21, 2005 - November 17, 2005**

1. \*\*\*\*Flyer from **BRICKSTREET INSURANCE** enclosing time line for transition from Workers' Compensation Commission to Brickstreet.
2. Newsletter from **WESBANCO**.
3. Notice received 11/3/05 from **WESBANCO** of the federal law permitting the bank to replace original checks with "substitute checks". Which are legal copies of the original check.
4. \*\*\*\*Flyer received 11/3/05, from **WV211** requesting that the District put on their customer bills the WV211 toll free number that customers can call to get assistance with their utility bills.
5. Newsletter from **WEST VIRGINIA RURAL WATER ASSOCIATION**.
6. Flyer from **LORMAN EDUCATION SERVICES** seminar to be held January 25, 2006 in Morgantown, WV on the Law of Easements.
7. Flyer from **LORMAN EDUCATION SERVICES** seminar to be held January 27, 2006 in Charleston, WV on Zoning and Land Use in West Virginia.
8. Flyer from **CAREERTRACK** seminar to be held in Morgantown, WV February 1, 2006 and in Wheeling, WV January 31, 2006 on Managing Emotions Under Pressure.
9. Notice received November 8, 2005, from the **UNITED STATES DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U. S. CENSUS BUREAU** a 2005 Survey of Government Finances.
10. Fax dated October 21, 2005, to Rebecca - Community Resources from Nellie Radcliff enclosing a copy of billing for Tim Francis per their request.

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
NOVEMBER 17, 2005  
PAGE 2**

11. \*\*\*\*Copy of letter dated October 21, 2005, Manning Frymier, PE Cerrone Associates from Russell Hanna about the Harlan Lott issue.
12. Copy of letter dated October 24, 2005, to Paul W. Sheppard from Linda Church enclosing a copy of the recorded right-of-way easement allowing the Mineral Wells PSD to set a water meter on his property for Claremont & Ruby Tennant.
13. Copy of letter dated October 24, 2005, Claremont & Ruby Tennant from Linda Church enclosing a copy of the recorded right-of-way easement allowing the Mineral Wells PSD to set a water meter on the property of Paul Sheppard for them.
14. Copy letter dated October 24, 2005, to Lawrence & Beth Ann Pifer from Linda Church enclosing a copy of the executed agreement for their sewer main extension and copy of right-of-way easement for grinder pump located off of Sugar Camp Run Road.
15. Copy of letter dated October 24, 2005, to Marie Williamson, Reagle and Padden, Inc. from Linda Church per her request enclosing a renewal application for the Mineral Wells PSD Employee Dishonesty Policy.
16. Copy of letter dated October 24, 2005, to Mary Rader, Wood County Commission from Linda Church enclosing a copy of the Minutes of the Regular Board Meeting held Thursday, September 15, 2005.
17. Letter dated October 24, 2005, to Russell Hanna from Manning Frymier, Cerrone Associates regarding the Harlan Lott issue. Coping Steven Hardman, Esq., and the Mineral Wells PSD Board Members.
18. Copy of letter dated October 24, 2005, to Christopher & Lorie A. Williams from Linda Church enclosing a bill for services from June 18, 2004 to May 2, 2005. Mr. & Mrs. Williams failed to fill out an application for services from the Mineral Wells Public Service District.
19. Copy of letter dated October 25, 2005, to Verlotta Company from the District of an estimated cost to set temporary meter for construction company to built bridge at Rt 14 and Slate Road.

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
NOVEMBER 17, 2005  
PAGE 3**

20. Copy of letter dated October 26, 2005, to Jeff Smith, RS West Virginia Bureau of Public Health Office of Environmental Health Services from Linda Church enclosing a completed application for Certification in Wastewater Operations, Operator-In-Training for Brian W. Metz. Also a completed application for Public Water System Operator Certification.
21. Letter dated October 25, 2005, to Linda Church from Margo Cosby-Perkins PEIA enclosing notice declining of additional life insurance for Brian Metz.
22. Notice received October 28, 2005, to Linda Church from United States Bankruptcy Court of Joseph Allen Miller filing Chapter 7 Bankruptcy.
23. Notice received October 31, 2005, to Linda Church from United States Bankruptcy Court of Troy Dean Jolly filing Chapter 7 Bankruptcy.
24. Copy of letter received October 31, 2005, to Mineral Wells PSD from Tom Whited, Accountant West Virginia Municipal Bond Commission reminding the District of the monthly deposits to begin December 1, 2005 for bond 04-A-Water Revenue.
25. Copy of letter dated November 1, 2005, to Robert and Christine Dent from Linda Church reminding them of the deferred payment agreement that they signed for the damaged water meter.
26. Copy of letter dated November 3, 2005, to Angela M Null from Linda Church returning Angela's check #1514 in the amount of \$21.31, her final balance was deducted from her security deposit.
27. Fax dated November 3, 2005, to Eric Gumm, Rural Utilities Services form Linda Church attaching copies of October 31, 2005 bank statement for the Stephens Fork Water Extensions Construction Account at Wesbanco.
28. Copy letter dated November 3, 2005, to WV Division of Highways from Cathy Dyer enclosing two permit requests for road bores at 14/2 Scare of Fat Road, off 14/1 Turkey Foot Road and 21/20 Lincolnshire Drive, off State Rt 14.



**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
NOVEMBER 17, 2005  
PAGE 4**

29. Copy of letter dated November 3, 2005, to WV Division of Highways from Linda Church requesting that Cathy Dyer have the authorization to sign for road bore permits.
30. Fax dated November 3, 2005, to Russ Hanna from Missy Brabham Arvilla Pipeline enclosing a copy of a concrete ticket.
31. Copy of fax dated November 3, 2005, to Russ Hanna from Chris Koontz Godwin Pumps enclosing pictures of an application at Lewisburg, WV using a CD150M 6" pump.
32. \*\*\*\*Fax dated November 3, 2005, to Russ Hanna from Manning Frymier, PE Cerrone Associates, Inc. informing the Mineral Wells PSD of being qualified to paint the Mineral Wells Hill Tank "A" from funds of the Stephens Fork, Limestone Extension Project.
33. Copy of letter dated November 3, 2005, to Brian Metz from William Toomey Program Manager II of the State of West Virginia Department of Health and Human Resources Bureau for Public Health Office of Environmental Health Services a letter of certification as being trained at Waste Water Treatment Works.
34. Copy of letter dated November 3, 2005, to Virginia McDonald USDA-Rural Development from Manning Frymier Cerrone Associates giving the Mineral Wells PSD approval to use remaining contingency monies to repaint Mineral Wells Hill Tank "A".
35. Fax dated November 4, 2005, to Pauline Lowers Union Williams Public Service District from Linda Church enclosing a copy of MWPSD's payroll check per Walter Frazier's telephone request.
36. Copy of letter dated November 4, 2005, to Daniel Yonkosky, Director State of West Virginia Water Development Authority from Linda Church enclosing the Monthly Financial Report for October 2005 for the Mineral Wells PSD Dover Drive/Wastewater Plant Dechlorination Construction Project.

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
NOVEMBER 17, 2005  
PAGE 5**

37. Copy of letter dated November 4, 2005, to Daniel Yonkosky, Director State of West Virginia Water Development Authority from Linda Church enclosing the Monthly Financial Report for October 2005 for the Mineral Wells Public Service District's Stephens Fork Water Construction Project - Water Revenue Bonds, Series 2004A.
38. Copy of letter dated November 4, 2005, to Katy Mallory, Executive Secretary West Virginia Infrastructure & Jobs Development Council enclosing the Monthly Financial Report for the month of October 2005 for the Mineral Wells Public Service District's Stephens Fork Water Construction Project - Water Revenue Bonds, Series 2004A.
39. Copy of letter dated November 4, 2005, to Carrie Grimm, ERSII WV Department of Environmental Protection Division of Water and Waste Management from Linda Church enclosing the Monthly Financial Report for October 2005 for the Mineral Wells Public Service District Dover Drive/Dechlorination Project.
40. Fax dated November 7, 2005, to Jodie - Tractor Supply from Linda Church enclosing a copy of their current sewer bill.
41. Letter received November 7, 2005, to Russ Hanna from James Ruckman Cerrone Associates enclosing two copies of recorded drawing No. 1-15A of the Sycamore Run, Stephens Fork, Limestone Ridge Water Extensions - Contract #1 project #MI10-17W.
42. Letter received November 7, 2005, Russ Hanna from Manning Frymier Cerrone Associates enclosing general information about feeding sodium hypochlorite to the booster station for the Sycamore Run, Stephens Fork, Limestone Ridge Water Extensions.
43. Certification received November 7, 2005, from the State of West Virginia Department of Health and Human Resources Bureau for Public Health Office of Environmental Health Services stating the Brian Metz is certified as a Public Water System Operator-In-Training.

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
NOVEMBER 17, 2005  
PAGE 6**

44. Fax dated November 8, 2005, to Jackson Herald Newspaper from Linda Church attaching a notice and agenda to be run in their newspaper for the Monthly Board meeting to be held Thursday, November 17, 2005 at 5:00 PM.
45. Fax dated November 8, 2005, to the Wirt County Journal from Linda Church attaching a notice to be run in their newspaper for the Monthly Board meeting to be held Thursday, November 17, 2005 at 5:00 PM.
46. \*\*\*\*Letter received November 10, 2005, to Sandra Squire, Public Service Commission of West Virginia from Todd Grinstead, General Manager Claywood Park Public Service District Case No 05-0479-PWD-CN-PC that Claywood PSD file a 19A application requesting a class cost of service study be performed. The letter request that the Order be amended to read exactly the same as the executed agreement between Claywood PSD and Mineral Wells PSD.
47. Fax received November 11, 2005, to Russ Hanna from Rhonda Johnston, Rob Johnston Appraisal Services requesting information if any name other than Alexander on property to be appraised.
48. Copy of final cost invoice dated November 14, 2005, to Lawrence Pifer from Linda Church on amount due after completion of project.
49. Fax dated November 14, 2005, from Union Williams PSD to Russ Hanna for the Monthly PSD meeting to be held at the Union Williams PSD Tuesday November 15, 2005 at 12:00 PM.
50. Letter received November 14, 2005, from Citicorp Credit Services Inc. to Russ Hanna with Account Number and Authorization Number of Mineral Wells PSD employees account at Tractor Supply.
51. \*\*\*\*Letter received November 15, 2005, to Russ Hanna from Steven Hardman, Bowles Rice McDavid Graff and Love LLP attaching memorandum notes on the Harlan Lott Property.

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
NOVEMBER 17, 2005  
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52. Copy of letter received November 15, 2005, dated November 9, 2005, to Steve Hardman, Bowles Rice McDavid Graff & Love LLP from James Ruckman Cerrone Associates enclosing revised record drawings #2-03 and #2-04 of the Harlan Lott property.
53. Copy of letter dated November 15, 2005, to West Virginia Municipal Bond Commission from Linda Church enclosing a check #035546 in the amount of \$30,048.10 from the Mineral Wells PSD for the following bond payments:
- |            |                     |
|------------|---------------------|
| \$9,302.30 | #MIW-S-1-97-R-W0-06 |
| \$5,688.40 | #MIW-S-1-95-X-W0-06 |
| \$ 568.82  | #MIW-S-2-95-X-w0-06 |
| \$1,293.00 | #MIW-S-1-85-B-W0-06 |
| \$2,288.88 | #MIW-S-1-03-A-W0-06 |
| \$ 210.23  | #MIW-S-2-03-A-W0-06 |
| \$1,592.00 | #MIW-W-1-69-X-W0-06 |
| \$ 175.90  | #MIW-W-2-04-B-W0-06 |
| \$ 811.69  | #MIW-W-2-04-A-W0-06 |
| \$8,116.88 | #MIW-W-1-04-A-W0-06 |
54. Copy of fax dated November 15, 2005, to the Parkersburg News/Sentinel from Linda Church attaching the regular meeting and agenda for the meeting to be held Thursday, November 17, 2005.
55. Copy of letter dated November 15, 2005, to WV Department of Environmental Protection Division of Water and Waste Management Permitting and Engineering Branch from Cathy Dyer enclosing a copy of the National Pollutant Discharge Elimination System Discharge Monitoring Report and the WV Summary of Waste Water Treatment Plant Operations for the month of October 2005 for the Mineral Wells Public Service District.
56. Copy of letter dated November 15, 2005, to Steve Cooper, West Virginia Department of Environmental Protection and Natural Resources from Cathy Dyer enclosing a copy of the National Pollutant Discharge Elimination System Discharge Monitoring Report and the WV Summary of Waste Water Treatment Plant Operations for the month of October 2005 for the Mineral Wells Public Service District.

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
NOVEMBER 17, 2005  
PAGE 8**

57. Copy of letter dated November 15, 2005, to Manning Frymier, P.E. Cerrone Associates, Inc. from Cathy Dyer enclosing a copy of the National Pollutant Discharge Elimination System Discharge Monitoring Report and the WV Summary of Waste Water Treatment Plant Operations for the month of October 2005 for the Mineral Wells Public Service District.

58. Copy of letter dated November 15, 2005, to West Virginia Water Development Authority from Linda Church enclosing copy of check #035546 and letter showing deposit made to the West Virginia Municipal Bond Commission on the behalf of the Mineral Wells Public Service District Sewage System Revenue Bonds, Series 2003 Sinking Fund:

Revenue Fund	\$2,288.88
Reserve Fund	\$ 210.23

59. Copy of letter dated November 15, 2005, to West Virginia Water Development Authority from Linda Church enclosing copy of check #035546 and letter showing deposit made to the West Virginia Municipal Bond Commission on the behalf of the Mineral Wells Public Service District Water System Revenue Bonds, Series 2004 Sinking Fund:

Water Revenue-04-A	\$8,116.88
Reserve Fund-04-A	811.69
Reserve Fund-04-B	175.90

60. Copy of letter dated November 15, 2005, to West Virginia Water Development Authority from Linda Church enclosing copy of check #035546 and letter showing deposit made to the West Virginia Municipal Bond Commission on the behalf of the Mineral Wells Public Service District Sewage System Revenue Bonds, Series 1995 Sinking Fund:

Revenue Fund	\$5,688.40
Reserve Fund	568.82

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
NOVEMBER 17, 2005  
PAGE 9**

61. Copy of letter dated November 17,2005, to Ms Katy Mallory P.E. Executive Secretary Infrastructure Council from Linda Church enclosing copy of check #035546 and letter showing deposit made to the West Virginia Municipal Bond Commission on the behalf of the Mineral Wells Public Service District Water System Revenue Bonds, Series 2004 Sinking Fund:

Water Revenue-04-A	\$8,116.88
Reserve Fund-04-A	811.69
Reserve Fund-04-B	175.90

62. Copy of invoice dated November 16, 2005, Michael L. Moore from Linda Church for labor and material for a 200 Series Accessway Replacement Lid in the amount of \$885.41 due on December 5, 2005.
63. Letter received November 16,2005, to Linda Church from Lowell Jackson requesting their water be shut off effective Thursday, November 18,2005 for the winter months.
64. Copy of letter dated November 16, 2005, to Jamie Six, Clerk of Wood County from Linda Church requesting the recording of the enclosed right-of-way easement between Francis E. Duckworth and the Mineral Wells Public Service.
65. Letter received November 16, 2005, to Linda Church from WesBanco requesting signature to keep account Prime Rate MMDA - BU 0410001118 active. Accounts with no activity become dormant and will closed and funds remitted to the state as unclaimed property.
66. \*\*\*\*Fax received November 17,2005, to Linda Church from Walter Frazier, Appalachian Software, Inc. enclosing cost information for the ASI payroll system.