

MINUTES OF A SPECIAL BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD IN THE CONFERENCE ROOM OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT ON JULY 12, 2007, AT 1:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 1:00 p.m. He asked everyone present to sign the attendance roster. Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; James M. Ruckman, Cerrone Associates, Inc; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; and Nellie Radcliff, Office Clerk were present.

The purpose of this special meeting was to open sealed bids for the sludge disposal at the Wastewater Treatment Plant. There was one sealed bid received at the office from Burch Hydro, Inc., Fredricktown, Ohio. Mr. Radabaugh opened the bid. The bid amount was \$325,900.00 with a bid bond of 5% (\$16,295.00 Great American Insurance Co.). Mr. Radabaugh made a motion referring the bid to Cerrone Associates, Inc. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Ruckman took the bid back to his office with him. Mr. Ruckman excused himself from the rest of the meeting.

Other matters discussed was the moving of Mark Cothorn's water tap. The Board made the decision that due to the location of a previous waterline that the district did not know about, but was located at the time of Mr. Cothorn digging his lines in, the district would provide the necessary parts and labor for a flush out and gate valve if he paid for the cost of moving his meter.

Mr. Anderson is to let Mr. Cothorn know about this decision.

Mr. Jack Hoffman, a homeowner in Windsor Estates, came in during the meeting with a problem with having a culvert replaced in Windsor Estates. He was requesting that the District relocate its water line so that the culvert could be a larger one. The Board informed him that the District would take the matter into consideration, but if this happened it would be at the Homeowners expense and not the Districts. Mr. Hoffman was wanting this done immediately, but the Board informed him that this could not happen immediately. Mr. Hoffman left the meeting hoping for fast action on the matter. Mr. Radabaugh made a motion that the District would move the 6" line at the Windsor Homeowners expense and to the Districts specifications. Mr. Lett seconded the motion. The motion passed unanimously.

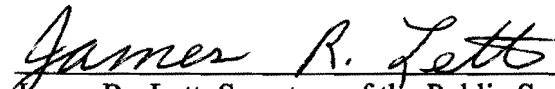
Mrs. Dyer informed the Board that needed to make a motion for an employee pay raise in January 2008, because of the Public Service Commission conducting their audit for a rate increase. Mr. Radabaugh made a motion that each employee receive a \$.35 (thirty-five cents) per hour pay raise effective January 1, 2008. Mr. Lett seconded the motion. The motion passed unanimously.

All business having been discussed, Mr. Lett made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart adjourned the meeting 2:00 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.

IN WITNESS WHEREOF, I have hereunto set my hand on this the 19<sup>th</sup> day of July, 2007.

  
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James R. Lett, Secretary of the Public Service Board of the  
Mineral Wells Public Service District, Mineral Wells, West  
Virginia

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
June 30, 2007**

**Checking Accounts**

Water Revenue Fund Checking Account WesBanco Bank - 1131.2	\$ 4,907.58
Sewer Revenue Fund Checking Account WesBanco Bank - 2120.2	46,691.65
Stephens Fork Water Extension Construction Checking WesBanco Bank - 1131.8	<u>\$ 541.37</u>
<b>Total in Checking Accounts:</b>	<b>\$ 52,140.60</b>

**Water Accounts**

Depreciation Reserve Account WesBanco Bank - 1125.31	\$ 13,065.66
Revenue Reserve Account WesBanco Bank - 1125.21	22,558.67
Revenue Reserve Account - Sams Creek/Chesterville WesBanco Bank - 1125.22	24,103.93
Revenue Reserve Account - Rockport WesBanco Bank - 1125.32	11,615.09
Depreciation Reserve Account - Rockport WesBanco Bank - 1125.23	11,614.85
Revenue Reserve Account - Water Improvement WesBanco Bank - 1125.24	14,832.94
Depreciation Reserve Account - Water Improvement WesBanco Bank - 1125.33	34,915.17
Depreciation Reserve Account - Sycamore 2004A WesBanco Bank - 1125.27	890.97
Sycamore Run-Limestone Tap Fees WesBanco Bank - 1131.7	-
Security Deposit Account WesBanco Bank - 1134.0	32,922.27
Sycamore Renewal/Replacement WesBanco - Bank 1125.34	<u>36,757.44</u>
<b>Total In Water Accounts:</b>	<b>\$ 203,276.99</b>

**Sewer Accounts**

Repair and Replacement Account WesBanco Bank - 2123.4	\$ 116,149.68
Reserve for Grinder Pump Maintenance Prime Rate Money Market - WesBanco Bank - 2121.5	33,915.03
Security Deposit Account WesBanco Bank - 2121.3	<u>25,720.33</u>
<b>Total in Sewer Accounts:</b>	<b>\$ 175,785.04</b>

**Total All Finances - June 30, 2007** **\$ 431,202.63**

MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT  
 SEWER REVENUE FUND CHECKING ACCOUNT  
 June 30, 2007

BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT  
 WESBANCO BANK, MAY 31, 2007 \$55,616.92

RECEIPTS:

Sewer Sales	\$51,667.41
Security Deposit Refunds	957.88
Tap fees	300.00
Pepsi - oil/grease sampling	65.00
Somerville - correction	(18.97)

Total Receipts: \$52,971.32

Total Cash Available: \$108,588.24

Expenditures:

Action Answering Service	53.19
Aflac	16.45
Allegheny Power	4,262.32
Appalachian Software Inc.	115.43
Applied Industrial Techn.	243.50
At & T	6.57
Auto Zone	74.52
BP Credit Card Company	529.81
Brickstreet Mutual Insurance	1,799.60
Bowles Rice McDavid Graff & Love	52.64
C. I. Thornburg	408.00
Cardmember Services	1,254.16
Cerrone Associates Inc.	200.00
Cingular Wireless	119.18
Cintas	99.34
Commissioner's Salaries	150.00
Conner Cleaning	157.20
Cutlip-Warner Development Co.	2,100.00
Danny's Lawn Service	570.00
Dell Marketing	56.44
Dominion Hope	22.05
Evans Const Co	800.00
Fasteners & Supply Inc.	192.00
Hall's Backhoe Service LLC	683.00
Hardman Supply Company	179.66
Lowe's	79.96
Mann Engineering Company	270.69
Mid-Ohio Valley Medical Group	130.00
Miller Communications	36.20
Mineral Wells PSD	6,116.26
Miss Utility of WV Inc.	27.90
Municipal Bond Commission	18,310.28
Ohio Valley Muffler & Brake	46.32
Parkersburg Office Supply	80.22
Parkersburg Sentinel Co.	28.08
Public Service Commission	2,268.27

Reed-Sturm Insurance Agency	1,950.36
Salaries	6,574.95
State Electric Supply Co. Inc.	(18.60)
Taylor's Disposal Inc	18.00
Telepage Communications Systems	7.16
Trombold Equipment Co Inc	1,802.74
US Postal Service	172.83
Verizon	625.86
Water Environmental Testing	185.00
WesBanco Bank-Parkersburg-Sewer R/R	1,463.72
WesBanco Bank-Parkersburg-Payroll Taxes	2,646.22
WesBanco - Safety Deposit Box rent	16.96
Westco Internet	9.00
WV Public Employees Insurance Agency	2,100.17
WV Public Employees Retirement System	1,543.46
WV State Tax Department	419.05
W.W. Grainger	8.87
WWT Electric	419.54
Aunt Sissy's Daycare	24.00
Thomas Williams Jr.	40.67
Glenn R Brown	47.58
Stephanie Archer	62.38
Nicole Griffith	0.90
J R Burton	77.78
Robin R Reese	49.73
Paul & Carole Wise	50.17
Susan Galbreath	15.60
Hilary Powderly	36.11
Jayson Michael Hayhurst	7.14

Total Expenditures:	\$61,896.59
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Balance in Sewer Revenue Fund Checking Account, WesBanco Bank, June 30, 2007	\$46,691.65
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MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT  
 WATER REVENUE FUND CHECKING ACCOUNT  
 June 30, 2007

BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT  
 WESBANCO BANK, MAY 31, 2007

\$24,326.25

RECEIPTS:

Water Sales	\$75,673.94
Water Buffalo Sales	870.25
Reconnection Fees	80.00
Tap fees	600.00
Security Deposit Refunds	1,916.21
Roger Shawver extension	347.92
Dana Bee - 3 meters	288.00
Rent from Sewer	5,000.00
Somerville - correction	18.97
MWPSD - Tygart Creek/Saulsbury reimb.	1,420.98
Velotta Company	80.33

Total Receipts:

\$86,296.60

Total Cash Available:

\$110,622.85

Expenditures:

Action Answering Service	35.46
Allegheny Power	785.48
Aflac	22.95
Appalachian Software Inc.	173.14
At & T	9.86
Auto Zone	96.79
BP Credit Card Company	794.71
Big Mac Printing	225.00
Bowles Rice McDavid Graff & Love	78.96
Brickstreet Mutual Insurance	2,699.40
Cardholder Services	17.99
Cerrone Associates, Inc.	440.00
Cingular Wireless	178.78
Cintas	149.01
Claywood Park PSD	33,669.85
Commissioner's Salaries	225.00
Conner Cleaning	130.80
Cutlip-Warner Development Co	3,599.00
Dell Marketing	84.66
Dominion Hope	33.06
Hardman Supply Company	55.73
HD Supply Waterworks, Ltd	51.33
Miller Communications	54.30
Mineral Wells PSD	1,075.51
Miss Utility of WV Inc.	41.85
Municipal Bond Commission	9,104.47
Ohio Valley Muffler & Brake	69.48
Parkersburg Office Supply	120.32
Parkersburg Sentinel Co.	42.12

Public Service commission-WV	3,181.51
Reed-Sturm Insurance Agency	2,925.55
Rural Development Admin 91-02	2,112.00
Rural Development - USDA 91-03	3,140.00
Rural Development - USDA 91-06	10,040.00
Rural Development - USDA 91-09	3,518.00
Rural Development - USDA 91-07	3,325.00
Salaries	7,917.60
State Electric Supply Co. Inc.	30.90
Taylor's Disposal Inc.	26.99
Telepage Communications Systems	10.74
C. I. Thornburg	1,957.29
US Postal Service	1,175.68
Verizon	147.00
Water Environmental Testing	81.00
WesBanco Bank-Parkersburg - Rockport	334.00
WesBanco Bank-Parkersburg - Water Imprv	1,004.00
WesBanco Bank-Parkersburg - Stephens Fk	176.00
WesBanco Bank-Parkersburg - Wtr Res Sams	314.00
WesBanco Bank-Parkersburg - 79 Res	217.00
WesBanco Bank-Parkersburg- Payroll taxes	3,171.70
WesBanco Bank-Parkersburg-Sycamore R/R	1,009.65
Wesbanco - Safety Box rental	25.44
Westco Internet	13.50
W W. Grainger	13.30
WV Public Employees Insurance Agency	2,517.85
WV Public Employees Retirement System	1,837.48
WV State Tax Department	512.95
Sherry Kirk	3.06
Steve Brown	17.85
Paul & Carole Wise	50.17
Alva C. Riggs	50.19
Russell & Joetta Moyers	50.18
Craig & Debbie Shively	50.64
Patricia & David Stanely	50.17
Stepanie R. Thomas	50.18
Vincent Ducellier	50.31
Andy & Linda Reed	50.19
Brian W. Metz	50.63
Vincent Sheppard	50.28
Tammy West	50.19
Barbara Gant	51.70
Rick & Samanta Delaney	50.18
David Batten	51.71
John T. Quick	51.65
Floyd Anderson	51.60
Dorothy Gant	51.65
Edith Rose	26.17
Brian Morgan	5.43

Total Expenditures: \$105,715.27

Balance in Water Revenue Fund Checking Account,  
WesBanco Bank, June 30, 2007

\$4,907.58

## VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 6/22/07 - ENDING DATE: 7/19/07 \*\*

\*\* 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						
2,313	WESBANCO BANK-PARKERSBURG	6/28/07	96435	6/29/07	1,318.49	9
100	APPALACHIAN SOFTWARE INC	6/28/07	96449	6/29/07	173.14	37,608
133	AUTO ZONE	6/28/07	96453	6/29/07	33.11	37,611
153	ACTION ANSWERING SERVICE PLUS	6/28/07	96455	6/29/07	35.46	37,612
300	CERRONE ASSOCIATES INC	6/28/07	96456	6/29/07	440.00	37,613
360	CUTLIP-WARNER DEVELOPMENT CO	6/28/07	96457	6/29/07	1,305.00	37,614
832	HARDMAN SUPPLY COMPANY	6/28/07	96462	6/29/07	55.73	37,619
1,148	AFLAC	6/28/07	96482	6/29/07	22.95	37,621
1,204	JAMES R. LETT	6/28/07	96483	6/29/07	75.00	37,622
1,500	OHIO VALLEY MUFFLER & BRAKE	6/28/07	96484	6/29/07	20.37	37,623
1,512	HD SUPPLY WATERWORKS, LTD	6/28/07	96485	6/29/07	51.33	37,624
1,604	PARKERSBURG OFFICE SUPPLY	6/28/07	96487	6/29/07	120.32	37,625
1,805	RURAL DEVELOPMENT ADMN.	6/28/07	96493	6/29/07	2,112.00	37,626
1,806	ROY L RADABAUGH	6/28/07	96494	6/29/07	75.00	37,627
1,843	CINTAS LOC #531	6/28/07	96495	6/29/07	149.01	37,628
1,912	CHARLES M. STEWART	6/28/07	96499	6/29/07	75.00	37,629
2,005	C I THORNBURG	6/28/07	96501	6/29/07	220.00	37,631
2,103	USDA-RURAL DEVELOPMENT	6/28/07	96502	6/29/07	3,140.00	37,632
2,313	WESBANCO BANK-PARKERSBURG	6/28/07	96503	6/29/07	25.44	37,633
2,314	WV DEPT OF TAX & REVENUE	6/28/07	96504	6/29/07	512.95	37,634
2,315	WV PUBLIC EMPLOYEES RETIREMENT	6/28/07	96505	6/29/07	1,837.48	37,635
2,338	WESBANCO-WATER RES-SAMS-CV	6/28/07	96506	6/29/07	314.00	37,636
309	CLAYWOOD PARK PSD	6/30/07	96584	6/30/07	17,194.15	37,637
438	DOMINION HOPE	6/30/07	96586	6/30/07	15.59	37,639
1,500	OHIO VALLEY MUFFLER & BRAKE	6/30/07	96587	6/30/07	20.37	37,640
2,005	C I THORNBURG	6/30/07	96588	6/30/07	713.03	37,641
2,339	WESTCO INTERNET	6/30/07	96590	6/30/07	13.50	37,642
2,313	WESBANCO BANK-PARKERSBURG	7/12/07	97052	7/13/07	1,351.67	9
124	AT&T - STATE CALLING SERVICE	7/12/07	97146	7/13/07	7.06	37,643
275	BP	7/12/07	97148	7/13/07	868.22	37,645
486	SCOTT E MC PHERSON	7/12/07	97151	7/13/07	50.18	37,647
486	JOHN OR DONNA MOSS	7/12/07	97153	7/13/07	50.22	37,648
486	RON & SANDY JONES	7/12/07	97155	7/13/07	50.19	37,649
486	CHRISTINE DUNCAN	7/12/07	97157	7/13/07	52.35	37,650
486	JACK DAWSON	7/12/07	97159	7/13/07	50.18	37,651
486	ALLISON D ELSCHLAGER	7/12/07	97161	7/13/07	50.19	37,652



VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 6/22/07 - ENDING DATE: 7/19/07 \*\*

\*\* 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						
486	LOWELL D PARK	7/12/07	97163	7/13/07	50.28	37,653
486	BRIAN & KIMBERLY OVERBEY	7/12/07	97165	7/13/07	50.20	37,654
486	CHARLES R LINCH	7/12/07	97167	7/13/07	50.20	37,655
600	FASTENERS & SUPPLY INC	7/12/07	97169	7/13/07	129.60	37,656
1,200	LOWE'S	7/12/07	97172	7/13/07	59.96	37,659
1,301	MISS UTILITY OF WV INC	7/12/07	97173	7/13/07	36.45	37,660
1,302	MINERAL WELLS PSD	7/12/07	97174	7/13/07	18.39	37,661
1,304	MILLER COMMUNICATIONS	7/12/07	97175	7/13/07	150.00	37,662
1,307	MUNICIPAL BOND COMMISSION	7/12/07	97176	7/13/07	9,104.47	37,663
2,002	TAYLOR'S DISPOSAL INC	7/12/07	97186	7/13/07	21.62	37,665
2,039	TELEPAGE COMMUNICATIONS SYSTEM	7/12/07	97190	7/13/07	10.74	37,667
2,107	USDA-RURAL DEVELOPMENT	7/12/07	97192	7/13/07	10,040.00	37,668
2,113	USDA-RURAL UTILITIES SERVICE	7/12/07	97193	7/13/07	3,518.00	37,669
2,306	WATER ENVIRONMENTAL TESTING	7/12/07	97194	7/13/07	121.50	37,670
2,308	WV PUBLIC EMPLOYEES INS AGENCY	7/12/07	97198	7/13/07	2,619.86	37,671
2,373	WESBANCO BANK-PARKERSBURG	7/12/07	97201	7/13/07	167.00	37,673
2,374	WESBANCO BANK-PARKERSBURG	7/12/07	97202	7/13/07	167.00	37,674
2,375	WESBANCO BANK-PARKERSBURG	7/12/07	97203	7/13/07	502.00	37,675
2,376	WESBANCO BANK-PARKERSBURG	7/12/07	97204	7/13/07	502.00	37,676
23,004	WESBANCO BANK INC	7/12/07	97205	7/13/07	176.00	37,677
23,005	WESBANCO BANK, INC.	7/12/07	97206	7/13/07	1,082.34	37,678
23,019	WESBANCO BANK PARKERSBURG	7/12/07	97207	7/13/07	217.00	37,679
2,101	U S POSTAL SERVICE	7/18/07	97431	7/18/07	367.23	37,680
20,010	BRICKSTREET MUTUAL INSURANCE	7/18/07	97433	7/18/07	16.80	37,681
CONSOLIDATED BANK ACCOUNT					61,777.32	60 *

## VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 6/22/07 - ENDING DATE: 7/19/07 \*\*

\*\* 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					
2,313	WESBANCO BANK-PARKERSBURG	6/28/07	96435	6/29/07	1,253.43	9
100	APPALACHIAN SOFTWARE INC	6/28/07	96449	6/29/07	115.43	37,608
101	APPLIED INDUSTRIAL TECHNOLOGIE	6/28/07	96450	6/29/07	243.50	37,609
106	ALLEGHENY POWER	6/28/07	96451	6/29/07	2,519.31	37,610
133	AUTO ZONE	6/28/07	96453	6/29/07	32.06	37,611
153	ACTION ANSWERING SERVICE PLUS	6/28/07	96455	6/29/07	53.19	37,612
300	CERRONE ASSOCIATES INC	6/28/07	96456	6/29/07	200.00	37,613
486	SUSAN GALBREATH	6/28/07	96458	6/29/07	15.60	37,615
486	HILARY POWDERLY	6/28/07	96459	6/29/07	36.11	37,616
486	JASON MICHAEL HAYHURST	6/28/07	96460	6/29/07	7.14	37,617
512	EVANS CONST. CO.	6/28/07	96461	6/29/07	800.00	37,618
832	HARDMAN SUPPLY COMPANY	6/28/07	96462	6/29/07	179.66	37,619
880	HALL'S BACKHOE SERVICE LLC	6/28/07	96481	6/29/07	683.00	37,620
1,148	AFLAC	6/28/07	96482	6/29/07	16.45	37,621
1,204	JAMES R. LETT	6/28/07	96483	6/29/07	50.00	37,622
1,500	OHIO VALLEY MUFFLER & BRAKE	6/28/07	96484	6/29/07	13.58	37,623
1,604	PARKERSBURG OFFICE SUPPLY	6/28/07	96487	6/29/07	80.22	37,625
1,806	ROY L RADABAUGH	6/28/07	96494	6/29/07	50.00	37,627
1,843	CINTAS LOC #531	6/28/07	96495	6/29/07	99.34	37,628
1,912	CHARLES M. STEWART	6/28/07	96499	6/29/07	50.00	37,629
2,004	TROMBOLD EQUIPMENT CO INC	6/28/07	96500	6/29/07	1,802.74	37,630
2,313	WESBANCO BANK-PARKERSBURG	6/28/07	96503	6/29/07	16.96	37,633
2,314	WV DEPT OF TAX & REVENUE	6/28/07	96504	6/29/07	419.05	37,634
2,315	WV PUBLIC EMPLOYEES RETIREMENT	6/28/07	96505	6/29/07	1,543.46	37,635
402	DANNY'S LAWN SERVICE	6/30/07	96585	6/30/07	570.00	37,638
438	DOMINION HOPE	6/30/07	96586	6/30/07	10.40	37,639
1,500	OHIO VALLEY MUFFLER & BRAKE	6/30/07	96587	6/30/07	13.58	37,640
2,005	C I THORNBURG	6/30/07	96588	6/30/07	113.25	37,641
2,339	WESTCO INTERNET	6/30/07	96590	6/30/07	9.00	37,642
2,313	WESBANCO BANK-PARKERSBURG	7/12/07	97052	7/13/07	1,101.83	9
124	AT&T - STATE CALLING SERVICE	7/12/07	97146	7/13/07	4.70	37,643
205	BOWLES RICE MC DAVID GRAFF &	7/12/07	97147	7/13/07	149.87	37,644
275	BP	7/12/07	97148	7/13/07	578.82	37,645
486	ELAINE & PATRICK REA	7/12/07	97150	7/13/07	50.18	37,646
486	SCOTT E MC PHERSON	7/12/07	97151	7/13/07	50.18	37,647
486	JOHN OR DONNA MOSS	7/12/07	97153	7/13/07	50.22	37,648
486	RON & SANDY JONES	7/12/07	97155	7/13/07	50.19	37,649
486	CHRISTINE DUNCAN	7/12/07	97157	7/13/07	52.35	37,650

## VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 6/22/07 - ENDING DATE: 7/19/07 \*\*

\*\* 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						
486	JACK DAWSON	7/12/07	97159	7/13/07	50.18	37,651
486	ALLISON D ELSCHLAGER	7/12/07	97161	7/13/07	50.19	37,652
486	LOWELL D PARK	7/12/07	97163	7/13/07	50.28	37,653
486	BRIAN & KIMBERLY OVERBEY	7/12/07	97165	7/13/07	50.20	37,654
486	CHARLES R LINCX	7/12/07	97167	7/13/07	50.20	37,655
600	FASTENERS & SUPPLY INC	7/12/07	97169	7/13/07	134.00	37,656
702	GENE'S SEPTIC TANK CLEANING	7/12/07	97170	7/13/07	200.00	37,657
1,035	JOHNSTONE SUPPLY	7/12/07	97171	7/13/07	74.20	37,658
1,200	LOWE'S	7/12/07	97172	7/13/07	53.24	37,659
1,301	MISS UTILITY OF WV INC	7/12/07	97173	7/13/07	24.30	37,660
1,302	MINERAL WELLS PSD	7/12/07	97174	7/13/07	65.45	37,661
1,307	MUNICIPAL BOND COMMISSION	7/12/07	97176	7/13/07	18,310.28	37,663
1,600	PARKERSBURG SENTINEL CO	7/12/07	97185	7/13/07	275.91	37,664
2,002	TAYLOR'S DISPOSAL INC	7/12/07	97186	7/13/07	21.63	37,665
2,004	TROMBOLD EQUIPMENT CO INC	7/12/07	97187	7/13/07	163.86	37,666
2,039	TELEPAGE COMMUNICATIONS SYSTEM	7/12/07	97190	7/13/07	7.16	37,667
2,306	WATER ENVIRONMENTAL TESTING	7/12/07	97194	7/13/07	390.00	37,670
2,308	WV PUBLIC EMPLOYEES INS AGENCY	7/12/07	97198	7/13/07	2,398.16	37,671
2,312	WESBANCO BANK-PARKERSBURG	7/12/07	97200	7/13/07	1,291.69	37,672
2,101	U S POSTAL SERVICE	7/18/07	97431	7/18/07	98.29	37,680
20,010	BRICKSTREET MUTUAL INSURANCE	7/18/07	97433	7/18/07	11.20	37,681
CONSOLIDATED BANK ACCOUNT					36,855.22	59 *

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
PAYROLL CHECKS  
CONSOLIDATED REVENUE FUND CHECKING ACCOUNT  
JUNE 30, 2007 – JULY 15, 2007**

**CHECK NO.**

1919	Todd R. Anderson	\$1077.38
1920	Dennis R. Brown	665.96
1921	William H. Byers Jr.	1214.53
1922	Brian W. Metz	691.19
1923	Cathy J. Dyer	1042.55
1924	Linda K. Watson	801.32
1925	Darin Crites	377.92
1926	Nellie B. Radcliff	670.16
1927	Todd R. Anderson	1022.04
1928	Dennis R. Brown	689.16
1929	William H. Byers, Jr.	1061.87
1930	Brian W. Metz	686.07
1931	Cathy J. Dyer	1062.15
1932	Linda K. Watson	778.15
1933	Darin Crites	397.52
1934	Nellie B. Radcliff	644.99

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**JUNE 21, 2007 – JULY 19, 2007**

1. **The Pipeline**, News and Views From WV Bureau for Public Health, WV Department of Environmental Protection, and the Public Service Commission of WV, March – April 2007.
2. Channing Bete Company, Issue of **Water – Every Drop Counts**.
3. **On Tap**, Spring 2007, Volume 7, Issue 1.
4. Issue of **Inside Brickstreet**, Summer 2007, Volume 2, issue 2.
5. Issue of **Mountain State Water Line**, Summer 2007.
6. Fax dated June 21, 2007, to Todd Anderson, from Evans Construction Co., attaching Acceptance of Proposal for paving an area approx. 8' x 20' with asphalt. (Hampton Inn Job)
7. Acceptance for (1) Neptune 3" meter #70183492 – 5/8 #00183492 by Holiday Inn.
8. Letter dated June 18, 2007, to Mineral Wells PSD, from United States Bankruptcy Court, Southern District of West Virginia, stating the chapter 7 case of William Glen Janey and Eunice Maria Janey has been closed.
9. Certified Payroll Report for Mike Enyart & Sons, Inc., for week ending June 10, 2007 to June 16, 2007.
10. Notice dated June 25, 2007 stating Water Service in the upgrade area will be off from 10:00 am – 5:00 pm.
11. Fax dated June 22, 2007, to Mary Buck, Parkersburg News & Sentinel, from Cathy Dyer, attaching a legal ad to be in the News & Sentinel on June 26, 2007, and July 3, 2007.
12. Copy of letter dated June 22, 2007, to Steve Hardman, Bowles, Rice McDavid Graff & Love PLLC, from Cathy Dyer, enclosing the signed deed to the site of the lift station on the property of the Mineral Wells Holiday Inn Express.
13. Fax dated June 21, 2007, to Cathy Dyer, from Melissa Cottrell, WesBanco, attaching copy of Automated Clearing House Direct Deposit.

**Mineral Wells PSD  
List of Correspondence  
July 19, 2007  
Page 2**

14. Fax dated June 22, 2007, to Virginia McDonald, Rural Utilities Services, from Cathy Dyer, attaching copy of Wire Transfer Advise for the Stephens Fork Water Extensions Construction Account from WesBanco.
15. Copy of letter dated June 22, 2007, to Manning Frymier, Cerrone Associates, Inc. from Cathy Dyer, enclosing a copy of the signed Engagement Letter for the Disposal of Sludge at the Mineral Wells PSD Wastewater Treatment Plant.
16. Copy of letter dated June 22, 2007, to Virginia McDonald, Rural Utilities Services, from Cathy Dyer, enclosing (5) five sets of Change Order No. 2, signed at the Regular Board Meeting on Thursday, June 21, 2007.
17. Copy of letter dated June 22, 2007, to West Virginia State Tax Department, Internal Auditing Division, from Cathy Dyer, enclosing a completed Request for Release of Final Settlement from the State Tax Department for Mike Enyart and Sons, Inc.
18. Updated Vacation Policy for Employee Handbook.
19. Copy of letter dated June 25, 2007, to Virginia McDonald, Rural Utilities Services, from Cathy Dyer, enclosing an approved copy of the Minutes of the Regular Board Meeting.
20. Copy of letter dated June 25, 2007, to Marty Seufer, Wood County Commission, enclosing an approved copy of the Minutes of the Regular Board Meeting held Thursday, May 17, 2007.
21. Copy of letter dated June 25, 2007, to Reagle & Padden Insurance Agency, from Cathy Dyer, regarding cancellation of General Liability – Westfield Insurance Agency and Public Officials Professional Liability – Darwin Select Insurance Company.
22. Fax dated June 25, 2007, to Kim Sheppard, Reed-Sturm Insurance Agency, from Cathy Dyer, attaching a letter and signed cancellation forms that were signed by Charles M. Stewart, Jr., Chairman on June 21, 2007.
23. Copy of letter dated June 25, 2007, to Daniel Parker, West Virginia Department of Health and Human Services, from Cathy Dyer, regarding Consumer Confidence Report.

**Mineral Wells PSD**  
**List of Correspondence**  
**July 19, 2007**  
**Page 3**

24. Fax dated June 25, 2007, to Gwen, West Virginia PEIA, from Cathy Dyer, attaching a copy of original sign-up form for Todd Anderson, coverage should be: Family.
25. Copy of letter dated June 25, 2007, to Melissa J. Mays-Glasser, from Cathy Dyer, returning check no. 1334, in the amount of \$115.42, the final bill was taken from your Security Deposit we had on file.
26. Letter of Transmittal dated June 21, 2007, to Mineral Wells PSD, from Cerrone Associates, Inc., regarding Water and Sewer Plan Replacement.
27. \*\*\*\*Copy of letter dated June 25, 2007, to Sandra Squire, Public Service Commission of WV, from Cathy Dyer, enclosing one original and twelve copies of an Inter-Utility Agreement between the Mineral Wells PSD and the Butcher Bend Lagoon Maintenance Association, Inc. for approval of the Public Service Commission.
28. Carbon Copy of letter sent to Kay Hill, dated June 25, 2007, to Sandra Squire, Public Service Commission of WV, from Cathy Dyer, enclosing one original and twelve copies of an Inter-Utility Agreement between the Mineral Wells PSD and the Butcher Bend Lagoon Maintenance Association, Inc. for approval of the Public Service Commission.
29. \*\*\*\*Letter dated June 25, 2007, to Mineral Wells PSD, from Sandra Squire, Public Service Commission, enclosing a copy of the Staff Memorandum of the 19A application that was filed to increase water rates and charges.
30. Certificate of Insurance to Mineral Wells PSD, from Brickstreet.
31. Copy of letter dated June 26, 2007, to Miss Utility of West Virginia, from Cathy Dyer, enclosing a completed Membership Survey Form.
32. Fax dated June 26, 2007, to David Williams, Director, Northrop Grumman, from Todd Anderson, attaching Purchase Order for a VersaProbe with Telescoping Pit-Probe Ext and VersaProbe Battery Charger in the total amount of \$1,885.00.

**Mineral Wells PSD  
List of Correspondence  
July 19, 2007  
Page 4**

33. Letter dated June 25, 2007, to Mineral Wells PSD, from Virginia McDonald, Rural Development Specialist, stating invoices that had been approved for payment: Mike Enyart & Sons, Inc.-\$119,292.10, Cerrone Associates, Inc.-\$14,380.63 and Mineral Wells PSD, \$1,420.98.
34. Fax dated June 26, 2007, to Todd Anderson, from Manning H. Frymier, Cerrone Associates, regarding Mineral Manor Development, Pison Development.
35. \*\*\*\*Letter dated June 25, 2007, to Mineral Wells PSD, from Virginia McDonald, Rural Development Specialist, regarding Water System Improvements Project, referencing the "Application for Federal Assistance" to USDA.
36. Letter dated June 26, 2007, to Todd Anderson, from Manning Frymier, Cerrone Associates, regarding the Mineral Manor Development, Pison Development, stating the the 48 unit multit-family housing development has ample reserve capacity to accept this additional flow.
37. Letter dated June 26, 2007, to Mineral Wells PSD, from Brickstreet Insurance, regarding medical records and other documentation for Brian W. Metz's claim.
38. Letter dated June 26, 2007, to Todd Anderson, from Manning Frymier, Cerrone Associates, enclosing a map and preliminary cost estimate for the line extension on Stephens Ridge (County Route 19/12), the extension is to serve the Holbert residence.
39. Pamphlet from M & R Services, Portable Hydro-Pneumatic Water Tank Delivery, Set-up and Rental.
40. Letter dated June 26, 2007, to Mineral Wells PSD, from Public Service Commission of West Virginia, enclosing a copy of a Order issued today from Verizon, West Virginia, Inc.
41. Fax dated June 27, 2007, to Pete Lopez, Public Service Commission, from Cathy Dyer, attaching 1", 2" and 3" Commercial Meter Customers.
42. Fax dated June 27, 2007, to B.D.I., from Cathy Dyer, attaching a copy of Mineral Wells PSD's Tax Exemption Certificate.



**Mineral Wells PSD**  
**List of Correspondence**  
**July 19, 2007**  
**Page 5**

43. Copy of letter dated June 27, 2007, to Charles Ellison, from Cathy Dyer, enclosing a copy of the recorded right-of-way easement between you and the Mineral Wells PSD.
44. Copy of letter dated June 27, 2007, to David E. Sheppard, enclosing a copy of the recorded right-of-way easement between you and the Mineral Wells PSD, and also a recorded right-of-way easement between you and Charles S. Ellison.
45. Fax dated June 27, 2007, to Parkersburg News/Sentinel, attaching Notice of Availability of Environmental Assessment in the paper, Tuesday-July 3, Wednesday-July 4, and Thursday-July 5, 2007.
46. \*\*\*\*Letter of transmittal dated June 25, 2007, to Mineral Wells PSD, from Cerrone Associates, regarding the Mineral Wells PSD Sludge Removal.
47. Fax dated June 27, 2007, to Jackson Herald Newspapers, attaching Notice of Availability of Environmental Assessment in the paper on Tuesday-July 3, and Thursday, July 5, 2007.
48. Fax dated June 27, 2007, to Wirt County Journal, attaching Notice of Availability of Environmental Assessment in the paper on Tuesday, July 3, 2007.
49. Copy of letter dated June 27, 2007, to State of WV Consolidated Public Retirement Board, from Cathy Dyer, attaching (4) four Pre-Retirement Beneficiary Designation Forms.
50. Fax dated June 27, 2007, to Gail, First Settlement Physical Therapy, from Mineral Wells PSD, attaching Application For Service to be signed and returned.
51. Carbon Copy of letter dated June 25, 2007, to Kimberly McClead, WesBanco, from Virginia McDonald, Rural Development Specialist, advising that funds would be deposited into the Water Extension Construction Account.
52. Carbon Copy of letter dated June 27, 2007, to Robert W. Full, from Steven R. Hardman, Bowles Rice McDavid Graff & Love, regarding Quitclaim Deed from Mineral Wells, WV 0506, LLC to Mineral Wells PSD.

**Mineral Wells PSD**  
**List of Correspondence**  
**July 19, 2007**  
**Page 6**

53. Letter dated June 28, 2007, to Mineral Wells PSD, from James C. Wright, Water Environmental Testing, results from sample of wet spot in field for William Byers.
54. Certified Payroll Report from Mike Enyart & Sons, Inc., from week ending June 17, 2007 to June 23, 2007.
55. Copy of letter dated June 28, 2007, to Manning Frymier, Cerrone Associates, from Cathy Dyer, enclosing District check #1093 in the amount of \$14,380.63, for engineering services on the Tygart Creek-Saulsbury Waterline Replacement Project.
56. Copy of letter dated June 28, 2007, to Mike Enyart & Sons, Inc., from Cathy Dyer, enclosing District check in the amount of \$119,292.10 for application period #1, dates April 26, 2007 thru May 31, 2007.
57. Copy of letter dated June 28, 2007, to Virginia McDonald, Rural Development Specialist, from Cathy Dyer, enclosing copies of written checks to Mike Enyart & Sons, Inc, Cerrone Associates, Inc., and Mineral Wells PSD.
58. Copy of application to WesBanco, from Mineral Wells PSD, enclosing Signatures for the dormant savings account.
59. Letter dated June 28, 2007, to Mineral Wells PSD, from Pete Lopez, Utility Analyst, Public Service Commission, stating he will be here to conduct an audit of the District's books and records from July 11, through July 13, 2007.
60. Copy of letter dated June 29, 2007, to Manning Frymier, Cerrone Associates, Inc., from Cathy Dyer, enclosing information we have on the new Speedway/Car Wash to be built in the Pettyville area.
61. Letter dated June 22, 2007, to Mineral Wells PSD, from James E. Roten, Jr., District Engineer/Manager, West Virginia Department of Transportation, Division of Highways, attaching an approved copy of the permit to make a road punch at 12126 Pond Creek Rd. to move the service line.
62. Fax dated July 2, 2007, to Pison Development, LLC, from Todd Anderson, attaching letter to verify capacity for the 48 units in the new housing development.

**Mineral Wells PSD**  
**List of Correspondence**  
**July 19, 2007**  
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63. Fax dated July 2, 2007, to Judy Stephenson, from Cathy Dyer, attaching a deferred payment agreement to be signed and dated.
64. Fax dated July 3, 2007, to Eric Gumm, Rural Utilities Service, from Cathy Dyer, attaching a copy of the June 2007 bank statement for the Stephens Fork Water Extensions Construction Account at WesBanco.
65. Water Bacteriological Report dated June 29, 2007.
66. Letter dated July 1, 2007, to Mineral Wells PSD, from Ron's Porta Johns, regarding an overview of the company.
67. Letter dated July 2, 2007, to Mineral Wells PSD, from Water Environmental Testing, regarding the Bacteriological Examination of Water.
68. Fax dated June 5, 2007, to Christy Pitsenbarger, West Virginia Bureau of Public Health, Office of Environmental Health Services, from Cathy Dyer, attaching the Monthly Operational Report for the Mineral Wells PSD for the month of June 2007.
69. Letter dated July 3, 2007, to Mineral Wells PSD, from Keeney & Associates, Inc., attaching a flyer listing the work they do.
70. Letter dated July 3, 2007, to Mineral Wells PSD, from Virginia McDonald, Rural Development Specialist, enclosing Rural Development loan account status information for your use in completing yearend reports.
71. Letter dated July 3, 2007, to Mineral Wells PSD, from Manning Frymier, Cerrone Associates, enclosing Location Map, Map of Powell Farm Land Application Fields, Bidder Questions and Answers to Bidder Questions.
72. E-mail dated July 2, 2007, to Cathy Dyer, from Allegheny Power, attaching Allegheny Power 2<sup>nd</sup> Quarter Newsletter.
73. Fax dated July 6, 2007, to Jackson Herald Newspaper, from Cathy Dyer, attaching notice to be printed in your newspaper on Tuesday, July 10, 2007.
74. Fax dated July 6, 2007, to Parkersburg News/Sentinel, from Cathy Dyer, attaching notice to be printed in your newspaper.

**Mineral Wells PSD**  
**List of Correspondence**  
**July 19, 2007**  
**Page 8**

75. Fax dated July 6, 2007, to Wirt County Journal, attaching notice to be printed in your newspaper.
76. Copy of letter dated July 6, 2007, to Norma Holbert, from Cathy Dyer, attaching a copy of letter from Manning Frymier, Cerrone Associates, Inc. on the estimated cost of extending the waterline to your home.
77. Copy of letter dated July 6, 2007, to State of WV Consolidated Public Retirement Board, from Cathy Dyer, enclosing completed Pre-Retirement Beneficiary Designation form for Todd R. Anderson.
78. Letter dated July 2, 2007, to Mineral Wells PSD, from Jody Sullivan, Airgas, regarding Periodic update of tax certificates.
79. Fax dated July 6, 2007, to Airgas Mid America, Inc., from Cathy Dyer, attaching Tax Exemption Certificate for Mineral Wells PSD.
80. Fax dated July 6, 2007, to Bobby Haynes, BH Marketing, from Mineral Wells PSD, attaching Tax Exemption Certificate for Mineral Wells PSD.
81. Letter dated July 6, 2007, to Mineral Wells PSD, from Public Service Commission of West Virginia, regarding Rule 19A application to increase water rates and charges.
82. Certified Payroll Report from Mike Enyart & Sons, Inc., for week ending June 24, 2007 to June 30, 2007.
83. Copy of letter dated July 6, 2007, to Mineral Wells PSD, from Public Service Commission of West Virginia, regarding rate increase for Verizon.
84. Letter dated July 6, 2007, to Mineral Wells PSD, from Sandra Squire, Public Service Commission of West Virginia, enclosing order for the Rule 19A application to increase water rates and charges.
85. Letter dated July 5, 2007, to Mineral Wells PSD, from Bowles Rice McDavid Graff & Love, enclosing the recorded Quitclaim Deed from Mineral Wells, WV 0506, LLC.
86. Fax dated July 9, 2007, to Mineral Wells PSD, from Union Williams PSD, regarding the meeting for the Wood County PSD's to be Wednesday, July 11, 2007, 12:00 at Mineral Wells PSD.

**Mineral Wells PSD  
List of Correspondence  
July 19, 2007  
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87. Fax dated July 9, 2007, to Doug Warden – Mike Enyart & Sons, Inc., from Jim Ruckman, Cerrone Associates, attaching the Preliminary Punch List for the Saulsbury/Tygart Creek W/L Replacement Project.
88. Letter dated July 6, 2007, to Mineral Wells PSD, from Charles C. Steele, Manager, Public Finance Group, Crews & Associates, announcing that Mr. Robert Steptoe, III will join the firm in August as an investment banker located in Morgantown.
89. Fax dated July 10, 2007, to Todd Anderson, from Jim Ruckman, Cerrone Associates, regarding the Substantial Completion Walk Thru Inspection for Contract #5 is scheduled for Thursday, July 12, 2007 at 2:30.
90. Copy of letter dated July 11, 2007, from Nellie Radcliff, stating that Mineral Wells PSD billed the residence at 130 Cross Creek Lane, Mineral Wells, for the month of July 2006.
91. Fax dated July 11, 2007, to Mineral Wells PSD, from WaterWorld, to renew our subscription.
92. Letter dated June 30, 2007, to Mineral Wells PSD, from WesBanco, enclosing a combined report of investments and transactions for April 1, 2007 thru June 30, 2007.
93. Letter dated July 11, 2007, to Mineral Wells PSD, from USDA Rural Development, enclosing the new poster and a copy of the Self Evaluation Plan.
94. Flyer from the Public Service Commission of West Virginia, Advanced Utility Topics Seminar, to be held August 17, 2007.
95. Letter dated June 26, 2007, to Mineral Wells PSD, from Westfield Insurance, regarding information for Claim No. R-CWP-3117242-090203-A.
96. Copy of letter dated July 12, 2007, to West Virginia Department of Environmental Protection and Natural Resources, from Linda K. Watson, enclosing the WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of the WV Summary of Waste Water Treatment Plant Operations for the month of June 2007 for the Mineral Wells PSD Waste Water Treatment Plant.

**Mineral Wells PSD**  
**List of Correspondence**  
**July 19, 2007**  
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97. Copy of letter dated July 12, 2007, to Manning Frymier, Cerrone Associates, from Linda K. Watson, enclosing the WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of the WV Summary of Waste Water Treatment Plant Operations for the month of June 2007 for the Mineral Wells PSD Waste Water Treatment Plant.
98. Copy of letter dated July 12, 2007, to Jeff Smith, Office of Environmental Health Services, from Linda K. Watson, enclosing the WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of the WV Summary of Waste Water Treatment Plant Operations for the month of June 2007 for the Mineral Wells PSD Waste Water Treatment Plant.
99. Copy of letter dated July 12, 2007, to WV Department of Environmental Protection Division of Water and Waste Management, from Linda K. Watson, enclosing the WV National Pollutant Discharge Elimination System Discharge Monitoring Report and a copy of the WV Summary of Waste Water Treatment Plant Operations for the month of June 2007 for the Mineral Wells PSD Waste Water Treatment Plant.
100. Fax dated July 13, 2007, to Dreama S. Witt, Water and Wastewater Division, Public Service Commission, from Cathy Dyer, attaching a copy of the completed Certification of Customers.
101. Letter dated July 13, 2007, to Dreama S. Witt, Water and Wastewater Division, Public Service Commission, from Cathy Dyer, attaching a copy of the completed Certification of Customers.
102. Application for Service dated July 13, 2007, to Amy M. Gore, from Mineral Wells PSD, to be signed and returned.
103. Copy of letter dated July 13, 2007, to West Virginia Water Development Authority, from Cathy Dyer, stating a deposit was made to the West Virginia Municipal Bond Commission for the Sewage System Revenue Bonds, Series 2003, in the amount of \$2,288.88.
104. Copy of letter dated July 13, 2007, to West Virginia Development Authority, from Cathy dyer, stating a deposit was made to the West Virginia Municipal Bond Commission for the Sewage System Revenue Bonds, Series 1995, in the amount of \$5,688.40.

**Mineral Wells PSD**  
**List of Correspondence**  
**July 19, 2007**  
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105. Copy of letter dated July 13, 2007, to Jefferson Brady, P.E., Executive Secretary, Infrastructure Council, from Cathy Dyer, stating a deposit was made to the West Virginia Municipal Bond Commission for the Water System Revenue Bonds, Series 2004, in the amounts of \$8,116.88, \$811.69 and \$175.90.
106. Copy of letter dated July 13, 2007, to West Virginia Municipal Bond Commission, from Cathy Dyer, enclosing District check #37568 in the amount of \$27,414.75.
107. Certified Payroll Report from Mike Enyart & Sons, Inc., for week ending July 1, 2007 to July 7, 2007.
108. Letter dated July 12, 2007, to Mineral Wells PSD, from Robert A. Smith, P.E., State of West Virginia Department of Health and Human Resources, regarding Emergency Generator Needs Public Water System.
109. \*\*\*\*Letter dated July 12, 2007, to Mineral Wells PSD, from Virginia McDonald, Rural Development Specialist, regarding enrollment in the Rural Development's Pre-Authorized Debit payment process.
110. Letter dated July 10, 2007, to Mineral Wells PSD, from Randall M. Cole, Project Administrator, Cerrone Associates, enclosing an approved copy of Change Order No. 2 to Mike Enyart & Sons, Inc., for the contract for the Tygart Creek – Saulsbury Waterline Replacement Project.
111. Fax dated July 16, 2007 to Wirt County Journal, from Cathy Dyer, regarding attaching the notice of our regular board meeting in the newspaper on Tuesday, July 17, 2007.
112. Fax dated July 16, 2007, to Jackson Herald Newspaper, from Cathy Dyer, regarding attaching the notice of our regular board meeting in the newspaper on Tuesday, July 17, 2007.
113. Fax dated July 16, 2007, to Parkersburg News/Sentinel, from Cathy Dyer, regarding attaching the notice of our regular board meeting in the newspaper on Tuesday, July 17, 2007.
114. Letter dated July 16, 2007, to Mineral Wells PSD, from Brickstreet Insurance, regarding reviewing the payroll and related information necessary to determine the premium for workers compensation policy.

**Mineral Wells PSD**  
**List of Correspondence**  
**July 19, 2007**  
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115. Copy of letter dated July 17, 2007, to Virginia McDonald, Rural Development Specialist, from Cathy Dyer, enclosing copy of affidavit from the Parkersburg News for the publication of the Notice of Availability of Environmental Assessment.
116. Fax dated July 17, 2007, to Mineral Wells PSD, from Jim Ruckman, Cerrone Associates, enclosing field inspector report of the complaint records on the Tygart Creek Waterline Replacement Project.
117. Copy of invoice dated July 17, 2007, to Wal-Mart, from Cathy Dyer, enclosing balance due by August 7, 2007, in the amount of \$59.30
118. Copy of invoice dated July 17, 2007, to Pepsi Cola, from Cathy Dyer, enclosing balance due by August 7, 2007, in the amount of \$65.00
119. Letter dated July 16, 2007, to Mineral Wells PSD, from Randall M. Cole, Project Administrator, Cerrone Associates, enclosing for review and approval, four (4) copies of Requisition No. 3 for the Tygart Creek-Saulsbury Waterline Replacement Project.
120. Letter dated July 17, 2007, to Mineral Wells PSD, from Randall M. Cole, Project Administrator, Cerrone Associates, enclosing for the Board's consideration are four (4) copies of proposed Addendum No. 7 to our Agreement for Engineering Services for the Sycamore Run, Stephens Fork Water Extension Project.
121. Letter dated July 16, 2007, to Mineral Wells PSD, from Randall M. Cole, Project Administrator, Cerrone Associates, enclosing for signature, are six (6) copies of the Certificate of Substantial Completion to Mike Enyart & Sons, Inc. for the Tygart Creek – Saulsbury Waterline Replacement Project.
122. Copy of letter dated July 17, 2007, to Mineral Wells PSD, from Lisa A. McClung, Director, Division of Water and Waste Management, regarding Temporary Acceptance of Wastewater for the WV Interstate Fair and Exposition.
123. Fax dated July 17, 2007, to Steve Cooper, DEP, from Todd Anderson, attaching the response letter for the WV Interstate Fair & Exposition.
124. Fax dated July 18, 2007, to Regis Corporation, from Mineral Wells PSD, attaching an application for service to be signed and returned.



**Mineral Wells PSD**  
**List of Correspondence**  
**July 19, 2007**  
**Page 13**

125. Copy of check received July 18, 2007 in the mail from Robert Clinton Deem, to Mineral Wells PSD in the amount of \$112.18.
126. Facility Inspection Report, to Mineral Wells PSD, from State of West Virginia Department of Environmental Protection, enclosing comments and deficiencies found at the WWTP.
127. Copy of letter dated July 19, 2007, to Jay Parsons, Fire Chief, Mineral Wells VFD, from Todd R. Anderson, enclosing the locations of the five (5) new fire hydrants that were part of the Tygart Creek – Saulsbury Waterline Replacement Project.
128. Copy of letter dated July 19, 2007, to Jeff Minner, Pond Creek Volunteer Fire Dept., from Todd R. Anderson, enclosing the locations of the five (5) new fire hydrants that were part of the Tygart Creek – Saulsbury Waterline Replacement Project.