

MINUTES OF A REGULAR MONTHLY BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, JANUARY 17, 2008, 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; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager and Nellie Radcliff, Office Clerk were present.

There was no one from the public present.

The first order of business was the election of Board members for the new year. Mr. Stewart made a motion that Mr. Roy L. Radabaugh be elected as Chairman. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Radabaugh made a motion to elect Mr. Charles Stewart as Treasurer. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Radabaugh made a motion to elect Mr. Lett Secretary. Mr. Stewart seconded the motion. The motion passed unanimously.

The District would like to take this opportunity to express their sincere appreciation for the many years of great service that Mr. Stewart has gave to the District as Chairman of the Board.

Mr. Lett made a motion to approve the Minutes of the December 20, 2007, Regular Board Meeting as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Radabaugh made a motion to approve "Applicant Certification Federal Collection Policies for Consumer or Commercial Debt" as presented for the Miscellaneous Water Improvement Project. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Lett and Mr. Stewart signed the Applicant Certification Federal Collection Policies for Consumer or Commercial Debt.

Mr. Radabaugh made a motion to approve "Equal Opportunity Agreement for the Miscellaneous Water Improvement Project". Mr. Lett seconded the motion. The motion passed unanimously. Mr. Lett and Mr. Stewart signed the Equal Opportunity Agreement.

Mr. Radabaugh made a motion to approve "Assurance Agreement for the Miscellaneous Water Improvement Project". Mr. Lett seconded the motion. The motion passed unanimously. Mr. Lett and Mr. Stewart signed the Assurance Agreement.

Mr. Radabaugh made a motion to approve "Certification Regarding Debarment, Suspension and Other Responsibility Matters" for the Miscellaneous Water Improvement Project. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the Certification Regarding Debarment, Suspension and Other Responsibility Matters.

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - JANUARY 17, 2008
PAGE 2

Mr. Radabaugh made a motion to approve "Certification for Contracts, Grants and Loans" for the Miscellaneous Water Improvement Project. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the Certification for Contracts, Grants and Loans.

Mr. Radabaugh made a motion to approve the interim rates and charges approved by Commission Order on December 28, 2007 Case No. 07-2054-PWD-30B. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Stewart signed the order.

Mr. Radabaugh made a motion to take the proposed connection agreement between the District and the City of Parkersburg under advisement. No action was taken at this time. The matter was tabled until a later date. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement dated December 31, 2007 (copy attached) for All Finances. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement dated December 31, 2007 (copy attached) for Water Revenue Checking Account. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve the Financial Statement dated December 31, 2007 (copy attached) for Sewer Revenue Checking Account. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve checks 38177 thru 38261 written on the Consolidated-Water and Sewer Revenue Checking Account between December 20, 2007 thru January 17, 2008 (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Radabaugh made a motion to approve Payroll checks 2016 thru 2031 written on the Consolidated Water and Sewer Revenue Checking Account (copy attached) between December 20, 2007 thru January 17, 2008. Mr. Lett seconded the motion. The motion passed unanimously.

The following letters were discussed.

Letter # 29 - This letter was the Official Stamped Copy of Tariff No. 8

Letter # 34 - Letter Dated December 28, 2007, from Sandra Squires, PSC copy of order issued for Case No. 07-2054-PWD-30B. The PSC has approved the new rates for Claywood Park PSD pass through increase. The new pass thru rate is \$.44 per thousand. Rates are effective immediately December 28, 2007. Rates are subject to refund if a hearing is necessary.

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - JANUARY 17, 2008
PAGE 3

Letter #35, #36 & #37 - Faxes dated January 2, 2008 to the Parkersburg News, Wirt County Journal and the Jackson Herald to have Notice of Filing run as legal ads. The ads were run on January 9, 2008 and January 16, 2008. Protest letters must be sent to the Public Service Commission (20) twenty days from the date of publication.

Letter # 53 - Letter dated January 5, 2008, from Westfield Insurance regarding the accident on State Rt 14 and Slate Creek Road on January 26, 2006. Westfield Insurance has not heard from Ms. Stilner's attorney. They have until January 24, 2008 to file.

Letter # 56 - Letter dated January 8, 2008, from Alan Harris, RUS, legal service agreement for the Miscellaneous Water Improvement Project between Steve Hardman and the District saying it has been accepted.

Letter #57 - Letter dated January 8, 2008, from Virginia McDonald, RUS Miscellaneous Water Improvement Project applications for approval and signatures.

Letter #85 - Letter dated January 14, 2008, from Steve Hardman containing the proposed agreement between the District and the City of Parkersburg.

Letter #98 - Letter dated January 16, 2008, from Vickie Young, PSC enclosing (4) four copies of the Interim Rates for approval and signatures.

Mrs. Dyer reported that the Inventory Program that Mr. Frazier programed for the District needed to be changed slightly to be more user friendly. The cost will be \$400.00. Mr. Radabaugh made a motion to approve the change as requested. Mr. Lett seconded the motion. The motion passed unanimously.

The three (3) year user agreements for the Sycamore Run, Stephens Fork, Limestone, Windy Ridge Water Extension Project are coming due in July-August billing this year. The District is to let the users know when this is effective.

Mr. Anderson reported that C. I. Thornburg is willing to pay the District \$2.00 a meter for any old meters that the District needs to return to them. Mr. Radabaugh made a motion to approve the selling of old meters to C. I. Thornburg. Mr. Lett seconded the motion. The motion passed unanimously.

There has been a grinder problem accruing in the Sanctuary Heights development due to the fact that residents are flushing baby wipes into the system. The District has had to pump the grinder in that area several times. The District has asked residents to please stop flushing the wipes into the system, but as at this time, they continue to ignore the request.

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - JANUARY 17, 2008
PAGE 4

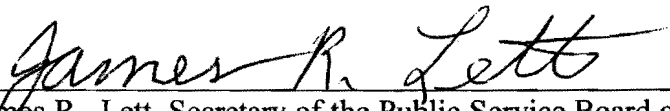
Mr. Donald Godfrey wanted a meeting with the District and the District's engineer concerning a housing development at Oakdale Avenue area.

Mr. Michael Eaton is inquiring about a 2" water meter at his resident on Chesterville Road. He is a water hauler and would like to fill his hauling tank at his home. Mr. Anderson is to work him up a quote. Mr. Eaton will pay all costs of installing a 2" meter.

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 5:40 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

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 FEBRUARY 8, 2008 AT 10:30 A.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA.

Mr. Roy Radabaugh, Chairman, called the meeting to order at 10:30 a.m. He asked everyone present to sign the attendance roster. Charles Stewart, Treasurer; James R. Lett, Secretary; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; Linda Watson, Office Clerk; Manning Frymier, Cerrone Associates; Virginia McDonald, USDA-RD and Eric Gumm, USDA-RD.

There was no one from the public present.

The first order of business was to discuss all documents with the representatives from the United States Department of Agriculture Rural Development of financing for the Miscellaneous Water Improvement Project.

Ms. McDonald discussed the Letter of Conditions, stating first that extra copies of this letter are being provided to be sent to the engineer, attorney, bond counsel and accountant. The loan amount of \$660,000 for a total project cost of \$660,000. The loan will be scheduled for repayment over a period of 40 years. The first 24 months will consist of interest only. Payments for the remaining 456 months will be monthly installments. The interest rate will be 4.375%, providing a monthly payment of \$2,977. The interest rate will be the lower of the rate in effect at the time of loan approval or the time of loan closing. The district must establish and fund monthly a debt service reserve account which equals 10% of the monthly payment until we accumulate the equivalent of one annual installment on the loan, which account must be set up with the Municipal Bond Commission.

Mr. Lett made a motion to approve Form RD 1940-1 – “Request for Obligation of Funds”. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh and Mr. Lett signed the document. Mr. Lett made a motion to approve RUS Bulletin 1780-27 – Loan Resolution (Public Bodies). Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh and Mr. Lett signed the document. Mr. Lett made a motion to approve the Certification of Compliance. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh and Mr. Lett signed the document. Mr. Lett made a motion to approve Form RD 1942-46, “Letter of Intent to Meet Conditions”. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh and Mr. Lett signed the document.

Mr. Radabaugh moved for recess at 12:00 pm.

Mr. Radabaugh reconvened the meeting at 12:15 pm.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES – FEBRUARY 08, 2008
PAGE 2**

Mr. Frymier and the Board discussed documents regarding the completion of the sludge removal at the Wastewater Treatment Plant. Mr. Lett made a motion to approve, Notice of Acceptability of Work. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Frymier and Mr. Radabaugh signed the documents.

Mr. Lett made a motion to approve, Certificate of Substantial Completion. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Frymier and Mr. Radabaugh signed the documents. Mr. Lett made a motion to approve, Certificate of Release. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Frymier and Mr. Radabaugh signed the documents. Stonegate Construction will need to sign all documents, then all signed documents will be distributed to Mineral Wells PSD, Stonegate Construction and Cerrone Associates.

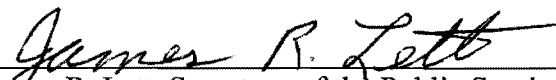
Mr. Anderson brought it to the attention of the Board that the PRV Repair was not specified in the Miscellaneous Water Improvement Project. Mr. Radabaugh suggested to make it part of the Bogal Ridge Tank Replacement. Mr. Radabaugh also stated that any residual monies will be used to purchase new meters.

All business being discussed, Mr. Lett made a motion to adjourn. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 12:30 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.

IN WITNESS WHEREOF, I have hereunto set my hand on this the 21st day of February 2008.



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
December 31, 2007**

Checking Accounts

Water Revenue Fund Checking Account WesBanco Bank - 1131.2	\$ 2,831.51
Sewer Revenue Fund Checking Account WesBanco Bank - 2120.2	60,521.98
Stephens Fork Water Extension Construction Checking WesBanco Bank - 1131.8	<u>\$ 32.32</u>
Total in Checking Accounts:	\$ 63,385.81

Water Accounts

Depreciation Reserve Account WesBanco Bank - 1125.31	\$ 13,065.66
Revenue Reserve Account WesBanco Bank - 1125.21	23,904.74
Revenue Reserve Account - Sams Creek/Chesterville WesBanco Bank - 1125.22	26,035.36
Revenue Reserve Account - Rockport WesBanco Bank - 1125.32	12,639.49
Depreciation Reserve Account - Rockport WesBanco Bank - 1125.23	12,639.24
Revenue Reserve Account - Water Improvement WesBanco Bank - 1125.24	17,878.67
Depreciation Reserve Account - Water Improvement WesBanco Bank - 1125.33	37,994.46
Depreciation Reserve Account - Sycamore 2004A WesBanco Bank - 1125.27	1,950.60
Sycamore Run-Limestone Tap Fees WesBanco Bank - 1131.7	-
Security Deposit Account WesBanco Bank - 1134.0	33,000.59
Sycamore Renewal/Replacement WesBanco - Bank 1125.34	<u>43,778.05</u>
Total In Water Accounts:	\$ 222,886.86

Sewer Accounts

Repair and Replacement Account WesBanco Bank - 2114.2	\$ 17,187.01
Reserve for Grinder Pump Maintenance Prime Rate Money Market - WesBanco Bank - 2114.1	34,085.43
Security Deposit Account WesBanco Bank - 2121.3	<u>26,767.77</u>
Total in Sewer Accounts:	\$ 78,040.21

Total All Finances - December 31, 2007 **\$ 364,312.88**

MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT
 WATER REVENUE FUND CHECKING ACCOUNT
 December 31, 2007

BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, NOVEMBER 30, 2007 \$3,191.26

RECEIPTS:

Water Sales	\$82,076.46
Water Buffalo Sales	689.25
Reconnection Fees	160.00
Tap fees	350.00
Security Deposit Refunds	1,068.41
CWD - reimburse part	113.46
Leigh Mason Trailer - Meter	96.00
Werner Enterprises, entrance post	880.76
Total Receipts:	\$85,434.34

Total Cash Available: \$88,625.60

Expenditures:

Action Answering Service Plus	48.87
Allegheny Power	604.40
Auto Zone	26.02
At & T	5.73
At & T Mobility	150.04
BP Credit Card Company	731.60
Big Mac Printing	6.93
Bowles Rice McDavid Graff & Love	86.51
Brickstreet Mutual Insurance	4,545.60
Cardmember Services	277.33
Cintas	204.20
Claywood Park PSD	16,925.26
Commissioner's Salaries	225.00
Conner Cleaning Service	130.80
Cutlip-Warner Development Co	4,486.77
Fasteners & Supply Inc.	9.27
Fore Timber Co Inc	6.75
WW Grainger, Inc	74.68
HD Supply Waterworks, Ltd	1,182.38
Hardman Supply Company	77.86
Lowe's	56.97
Mineral Wells PSD	663.49
Miss Utility of WV Inc.	15.45
Mahone Tire Service	260.30
Municipal Bond Commission	9,104.47
Ohio Valley Muffler & Brake	48.57
Parkersburg Office Supply	54.66
Resa V	70.00
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	8,324.54

Silk Plus Floral	67.57
Slate Creek Outdoor Power Equipment	88.47
Telepage Communication System	10.74
C. I. Thornburg	1,357.44
US Postal Service	257.27
Verizon	142.79
Water Environmental Testing	67.50
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	3,725.98
WesBanco Bank-Parkersburg-Sycamore R/R	939.89
Westco Internet	13.50
WV DEP	300.00
WV Dept of Health & Human Resources	300.00
WV State Emergency Response	25.00
West Virginia Labor Law	40.35
WV Public Employees Insurance Agency	2,426.17
WV Public Employees Retirement System	1,982.36
WV Rural Water Association	410.57
WV State Tax Department	597.26
Charles S. Ellison	1.27
Amber Spencer	8.38
Michael E. Kerns	42.21
Mathew Davis	50.29
Hoy H. McCormick	50.21
Charles & Angie Frazier	50.32
Jennifer L. West	50.22
Jana Rice	50.20
Traci & Theodore Murray	51.76
Adam & Elizabeth Hicks	50.24
Theodore L. Murray	51.68

Total Expenditures: \$85,794.09

Balance in Water Revenue Fund Checking Account,
WesBanco Bank, December 31, 2007

\$2,831.51

MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT
 SEWER REVENUE FUND CHECKING ACCOUNT
 December 31, 2007

BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, NOVEMBER 30, 2007 \$83,932.90

RECEIPTS:

Sewer Sales	51809.79
Security Deposit Refunds	611.49
TLM LLC - Tap transfer	(300.00)
New Parkersburg Truck Stop	140.00

Total Receipts: \$52,261.28

Total Cash Available: \$136,194.18

Expenditures:

Action Answering Service Plus	32.58
Allegheny Power	4943.03
At & T	3.82
At & T Mobility	100.02
Auto Zone	17.34
BP Credit Card Company	487.73
Bowles Rice McDavid Graff & Love	57.67
Brickstreet Mutual Insurance	3030.40
C. I. Thornburg	899.04
Cardmember Services	184.89
Cintas	136.14
Commissioner's Salaries	150.00
Conner Cleaning	157.20
Cutlip Warner Development Co.	1305.00
Fasteners & Supply Inc	6.18
Fore Timber Co	4.50
W W Grainger, Inc	304.80
Hardman Supply Company	135.80
JC Bosley Construction Inc	2010.08
Lowe's	98.48
Mahone Tire Service	173.54
Mineral Wells PSD	905.88
Miss Utility of WV Inc.	10.30
Municipal Bond Commission	18310.28
Ohio Valley Muffler & Brake	32.38
Parkersburg Office Supply	36.44
Resa V	63.00
Salaries	7081.55
Slate Creek Outdoor Power Equipment	58.98
Steers Heating & Cooling	118.00
Telepage	7.16
Trombold Equipment Co. Inc.	23791.39
US Postal Service	243.67
Verizon	613.13
Water Environmental Testing	375.00
WesBanco Bank-Parkersburg-Sewer R/R	1487.21
WesBanco Bank-Parkersburg-Payroll Taxes	3183.06
Westco Internet	9.00

West Virginia Labor Law	26.90
WV Public Employees Insurance Agency	2232.03
WV Public Employees Retirement System	1695.16
WV Rural Water Association	273.71
WV State Emergency Response	75.00
WV State Tax Department	501.74
Heather Pfaff & Joshua Prunty	11.66
Derek Taylor	14.46
Melinda Ray	2.17
Jennifer & James Parsons	91.56
Tami A Hardman	48.46
Matthew L Deaton	22.55
Mathew Davis	50.29
Silk Plus Floral	61.84

Total Expenditures: \$75,672.20

Balance in Sewer Revenue Fund Checking Account, \$60,521.98
WesBanco Bank, December 31, 2007

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 12/21/07 - ENDING DATE: 1/17/08 **

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

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DR	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
3 101 000 00	CONSOLIDATED BANK ACCOUNT					
2,313	WESBANCO BANK-PARKERSBURG	12/27/07	107883	12/27/07	1,639.37	9
106	ALLEGHENY POWER	12/27/07	108030	12/28/07	604.40	38,177
124	AT&T - STATE CALLING SERVICE	12/27/07	108034	12/28/07	5.73	38,178
133	AUTO ZONE	12/27/07	108035	12/28/07	26.02	38,179
202	BIG MAC PRINTING	12/27/07	108036	12/28/07	6.93	38,180
314	AT&T MOBILITY	12/27/07	108038	12/28/07	150.04	38,182
360	CUTLIP-WARNER DEVELOPMENT CO	12/27/07	108039	12/28/07	360.00	38,183
369	CONNOR CLEANING SERVICE	12/27/07	108040	12/28/07	130.80	38,184
486	SILK PLUS FLORAL	12/27/07	108041	12/28/07	62.10	38,185
733	W. W. GRAINGER, INC.	12/27/07	108043	12/28/07	74.68	38,186
832	HARDMAN SUPPLY COMPANY	12/27/07	108046	12/28/07	77.86	38,187
1,204	JAMES R. LETT	12/27/07	108065	12/28/07	75.00	38,188
1,500	OHIO VALLEY MUFFLER & BRAKE	12/27/07	108068	12/28/07	7.20	38,190
1,604	PARKERSBURG OFFICE SUPPLY	12/27/07	108069	12/28/07	54.66	38,191
1,805	RURAL DEVELOPMENT ADMN.	12/27/07	108074	12/28/07	2,112.00	38,192
1,806	ROY L RADABAUGH	12/27/07	108075	12/28/07	75.00	38,193
1,843	CINTAS LOC #531	12/27/07	108076	12/28/07	165.78	38,194
1,912	CHARLES M. STEWART	12/27/07	108083	12/28/07	75.00	38,195
2,005	C I THORNBURG	12/27/07	108087	12/28/07	1,243.98	38,197
2,103	USDA-RURAL DEVELOPMENT	12/27/07	108091	12/28/07	3,140.00	38,198
2,200	CARDMEMBER SERVICES	12/27/07	108092	12/28/07	277.33	38,199
2,205	VERIZON	12/27/07	108093	12/28/07	142.79	38,200
2,314	WV DEPT OF TAX & REVENUE	12/27/07	108095	12/28/07	597.26	38,201
2,315	WV PUBLIC EMPLOYEES RETIREMENT	12/27/07	108096	12/28/07	1,982.36	38,202
2,318	WV STATE EMERGENCY RESPONSE	12/27/07	108097	12/28/07	25.00	38,203
2,319	WEST VIRGINIA DEPARTMENT	12/27/07	108098	12/28/07	300.00	38,204
2,320	WV RURAL WATER ASSOCIATION	12/27/07	108099	12/28/07	410.57	38,205
2,321	WV DEPT OF HEALTH AND HUMAN	12/27/07	108100	12/28/07	300.00	38,206
2,338	WESBANCO-WATER RES-SAMS-CV	12/27/07	108101	12/28/07	314.00	38,207
13,018	MAHONE TIRE SERVICE	12/27/07	108102	12/28/07	260.30	38,208
23,037	SLATE CREEK OUTDOOR POWER EQU	12/27/07	108103	12/28/07	88.47	38,209
23,040	SILK PLUS FLORAL	12/27/07	108104	12/28/07	5.47	38,210
153	ACTION ANSWERING SERVICE PLUS	12/31/07	108179	12/31/07	48.87	38,211
309	CLAYWOOD PARK PSD	12/31/07	108180	12/31/07	16,925.26	38,212
360	CUTLIP-WARNER DEVELOPMENT CO	12/31/07	108181	12/31/07	189.77	38,213
600	FASTENERS & SUPPLY INC	12/31/07	108182	12/31/07	9.27	38,214
2,339	WESTCO INTERNET	12/31/07	108190	12/31/07	13.50	38,217
20,010	BRICKSTREET MUTUAL INSURANCE	12/31/07	108191	12/31/07	4,545.60	38,218
636	FORE TIMBER CO INC	12/31/07	108201	12/31/07	6.75	38,219
2,313	WESBANCO BANK-PARKERSBURG	1/14/08	108802	1/14/08	1,599.47	9

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 12/21/07 - ENDING DATE: 1/17/08 **

** 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						
124	AT&T - STATE CALLING SERVICE	1/14/08	108808	1/15/08	4.83	38,221
275	BP	1/14/08	108809	1/15/08	748.67	38,222
438	DOMINION HOPE	1/14/08	108812	1/15/08	369.13	38,224
486	JAMES E WHITLATCH	1/14/08	108817	1/15/08	30.60	38,229
486	BRIAN & MEGHAN BOGGS	1/14/08	108818	1/15/08	5.54	38,230
486	J & K RENTALS	1/14/08	108819	1/15/08	50.57	38,231
486	JORDYN TERRACE APARTMENTS	1/14/08	108821	1/15/08	56.33	38,232
1,200	LOWE'S	1/14/08	108824	1/15/08	77.85	38,233
1,301	MISS UTILITY OF WV INC	1/14/08	108825	1/15/08	14.40	38,234
1,302	MINERAL WELLS PSD	1/14/08	108826	1/15/08	53.10	38,235
1,307	MUNICIPAL BOND COMMISSION	1/14/08	108827	1/15/08	9,104.47	38,236
1,311	FERGUSON WATERWORKS	1/14/08	108834	1/15/08	86.40	38,237
1,500	OHIO VALLEY MUFFLER & BRAKE	1/14/08	108837	1/15/08	7.20	38,238
2,002	TAYLOR'S DISPOSAL INC	1/14/08	108843	1/15/08	27.64	38,240
2,005	C I THORNBURG	1/14/08	108844	1/15/08	202.84	38,241
2,039	TELEPAGE COMMUNICATIONS SYSTEM	1/14/08	108846	1/15/08	10.74	38,242
2,044	TRACTOR SUPPLY CREDIT PLAN	1/14/08	108847	1/15/08	68.30	38,243
2,106	USDA-RURAL DEVELOPMENT	1/14/08	108848	1/15/08	3,325.00	38,244
2,113	USDA-RURAL UTILITIES SERVICE	1/14/08	108850	1/15/08	3,518.00	38,245
2,200	CARDMEMBER SERVICES	1/14/08	108851	1/15/08	306.02	38,246
2,308	WV PUBLIC EMPLOYEES INS AGENCY	1/14/08	108857	1/15/08	2,445.73	38,248
2,373	WESBANCO BANK-PARKERSBURG	1/14/08	108860	1/15/08	167.00	38,251
2,374	WESBANCO BANK-PARKERSBURG	1/14/08	108861	1/15/08	167.00	38,252
2,375	WESBANCO BANK-PARKERSBURG	1/14/08	108862	1/15/08	502.00	38,253
2,376	WESBANCO BANK-PARKERSBURG	1/14/08	108863	1/15/08	502.00	38,254
23,004	WESBANCO BANK INC	1/14/08	108864	1/15/08	176.00	38,255
23,005	WESBANCO BANK, INC.	1/14/08	108865	1/15/08	1,170.38	38,256
23,019	WESBANCO BANK PARKERSBURG	1/14/08	108866	1/15/08	217.00	38,257
23,037	SLATE CREEK OUTDOOR POWER EQU	1/14/08	108871	1/15/08	106.98	38,260
2,101	U S POSTAL SERVICE	1/17/08	108925	1/17/08	147.56	38,261
CONSOLIDATED BANK ACCOUNT					61,797.87	70 *

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 12/21/07 - ENDING DATE: 1/17/08 **

** 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	12/27/07	107883	12/27/07	1,508.09	9
106	ALLEGHENY POWER	12/27/07	108030	12/28/07	4,922.85	38,177
124	AT&T - STATE CALLING SERVICE	12/27/07	108034	12/28/07	3.82	38,178
133	AUTO ZONE	12/27/07	108035	12/28/07	17.34	38,179
236	J.C. BOSLEY CONSTRUCTION, INC.	12/27/07	108037	12/28/07	2,010.08	38,181
314	AT&T MOBILITY	12/27/07	108038	12/28/07	100.02	38,182
369	CONNER CLEANING SERVICE	12/27/07	108040	12/28/07	157.20	38,184
486	SILK PLUS FLORAL	12/27/07	108041	12/28/07	57.09	38,185
733	W. W. GRAINGER, INC.	12/27/07	108043	12/28/07	49.80	38,186
832	HARDMAN SUPPLY COMPANY	12/27/07	108046	12/28/07	135.80	38,187
1,204	JAMES R. LETT	12/27/07	108065	12/28/07	50.00	38,188
1,302	MINERAL WELLS PSD	12/27/07	108066	12/28/07	344.68	38,189
1,500	OHIO VALLEY MUFFLER & BRAKE	12/27/07	108068	12/28/07	4.80	38,190
1,604	PARKERSBURG OFFICE SUPPLY	12/27/07	108069	12/28/07	36.44	38,191
1,806	ROY L RADABAUGH	12/27/07	108075	12/28/07	50.00	38,193
1,843	CINTAS LOC #531	12/27/07	108076	12/28/07	110.52	38,194
1,912	CHARLES M. STEWART	12/27/07	108083	12/28/07	50.00	38,195
2,004	TROMBOLD EQUIPMENT CO INC	12/27/07	108084	12/28/07	23,223.77	38,196
2,005	C I THORNBURG	12/27/07	108087	12/28/07	609.02	38,197
2,200	CARDMEMBER SERVICES	12/27/07	108092	12/28/07	184.89	38,199
2,205	VERIZON	12/27/07	108093	12/28/07	613.13	38,200
2,314	WV DEPT OF TAX & REVENUE	12/27/07	108095	12/28/07	501.74	38,201
2,315	WV PUBLIC EMPLOYEES RETIREMENT	12/27/07	108096	12/28/07	1,695.16	38,202
2,318	WV STATE EMERGENCY RESPONSE	12/27/07	108097	12/28/07	75.00	38,203
2,320	WV RURAL WATER ASSOCIATION	12/27/07	108099	12/28/07	273.71	38,205
13,018	MAHONE TIRE SERVICE	12/27/07	108102	12/28/07	173.54	38,208
23,037	SLATE CREEK OUTDOOR POWER EQU	12/27/07	108103	12/28/07	58.98	38,209
23,040	SILK PLUS FLORAL	12/27/07	108104	12/28/07	4.75	38,210
153	ACTION ANSWERING SERVICE PLUS	12/31/07	108179	12/31/07	32.58	38,211
360	CUTLIP-WARNER DEVELOPMENT CO	12/31/07	108181	12/31/07	630.00	38,213
600	FASTENERS & SUPPLY INC	12/31/07	108182	12/31/07	6.18	38,214
733	W. W. GRAINGER, INC.	12/31/07	108183	12/31/07	52.50	38,215
1,963	STEERS HEATING & COOLING, INC.	12/31/07	108189	12/31/07	118.00	38,216
2,339	WESTCO INTERNET	12/31/07	108190	12/31/07	9.00	38,217
20,010	BRICKSTREET MUTUAL INSURANCE	12/31/07	108191	12/31/07	3,030.40	38,218
636	FORE TIMBER CO INC	12/31/07	108201	12/31/07	4.50	38,219
2,313	WESBANCO BANK-PARKERSBURG	1/14/08	108802	1/14/08	1,552.73	9

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 12/21/07 - ENDING DATE: 1/17/08 **

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

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
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3 101 000 00 CONSOLIDATED BANK ACCOUNT

106	ALLEGHENY POWER	1/14/08	108807	1/15/08	19.93	38,220
124	AT&T - STATE CALLING SERVICE	1/14/08	108808	1/15/08	3.22	38,221
275	BP	1/14/08	108809	1/15/08	690.12	38,222
360	CUTLIP-WARNER DEVELOPMENT CO	1/14/08	108811	1/15/08	720.00	38,223
438	DOMINION HOPE	1/14/08	108812	1/15/08	246.09	38,224
486	LOWES HOME CENTERS, INC.	1/14/08	108813	1/15/08	50.43	38,225
486	CHRISTOPHER A HOWELL &	1/14/08	108814	1/15/08	50.22	38,226
486	MARGO SYLVIA	1/14/08	108815	1/15/08	30.01	38,227
486	AMANDA MASON	1/14/08	108816	1/15/08	77.72	38,228
486	J & K RENTALS	1/14/08	108819	1/15/08	50.57	38,231
486	JORDYN TERRACE APARTMENTS	1/14/08	108821	1/15/08	56.32	38,232
1,200	LOWE'S	1/14/08	108824	1/15/08	192.04	38,233
1,301	MISS UTILITY OF WV INC	1/14/08	108825	1/15/08	9.60	38,234
1,302	MINERAL WELLS PSD	1/14/08	108826	1/15/08	38.15	38,235
1,307	MUNICIPAL BOND COMMISSION	1/14/08	108827	1/15/08	18,310.28	38,236
1,311	FERGUSON WATERWORKS	1/14/08	108834	1/15/08	354.21	38,237
1,500	OHIO VALLEY MUFFLER & BRAKE	1/14/08	108837	1/15/08	4.80	38,238
1,512	HD SUPPLY WATERWORKS, LTD	1/14/08	108838	1/15/08	1,038.72	38,239
2,002	TAYLOR'S DISPOSAL INC	1/14/08	108843	1/15/08	18.42	38,240
2,005	C I THORNBERG	1/14/08	108844	1/15/08	113.25	38,241
2,039	TELEPAGE COMMUNICATIONS SYSTEM	1/14/08	108846	1/15/08	7.16	38,242
2,044	TRACTOR SUPPLY CREDIT PLAN	1/14/08	108847	1/15/08	45.54	38,243
2,200	CARDMEMBER SERVICES	1/14/08	108851	1/15/08	204.01	38,246
2,306	WATER ENVIRONMENTAL TESTING	1/14/08	108852	1/15/08	652.50	38,247
2,308	WV PUBLIC EMPLOYEES INS AGENCY	1/14/08	108857	1/15/08	2,192.10	38,248
2,312	WESBANCO BANK-PARKERSBURG	1/14/08	108858	1/15/08	1,217.81	38,249
2,319	WV DEP	1/14/08	108859	1/15/08	3,560.00	38,250
23,023	RON'S PORTA JOHNS, INC.	1/14/08	108867	1/15/08	710.00	38,258
23,030	OMNI-SITE.NET	1/14/08	108870	1/15/08	22.00	38,259
23,037	SLATE CREEK OUTDOOR POWER EQU	1/14/08	108871	1/15/08	71.32	38,260
2,101	U S POSTAL SERVICE	1/17/08	108925	1/17/08	98.37	38,261

CONSOLIDATED BANK ACCOUNT

73,313.02

68 *

**MINERAL WELLS PUBLIC SERVICE DISTRICT
PAYROLL CHECKS
CONSOLIDATED REVENUE FUND CHECKING ACCOUNT
DECEMBER 31, 2007 – JANUARY 15, 2008**

CHECK NO.

2016	Todd R. Anderson	\$1185.57
2017	Dennis R. Brown	696.32
2018	William H. Byers Jr.	1177.22
2019	Cathy J. Dyer	1169.44
2020	Linda K. Watson	834.38
2021	Darin Crites	563.99
2022	Nellie B. Radcliff	702.52
2023	Mark A. Dennis	750.03
2024	Todd R. Anderson	\$1161.90
2025	Dennis R. Brown	692.67
2026	William H. Byers Jr.	1160.29
2027	Cathy J. Dyer	1191.49
2028	Linda K. Watson	856.43
2029	Darin Crites	622.20
2030	Nellie B. Radcliff	701.51
2031	Mark A. Dennis	738.44

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
DECEMBER 20, 2007 – JANUARY 17, 2008**

1. WV Environmental Training Center, **Newsline**, enclosing the 2008 Training Schedule.
2. **Pipeline**, News and Views from WV Bureau for Public Health, WV Department of Environmental Protection and the Public Service Commission of WV, November/December 2007.
3. **Memo**, from Miss Utility of West Virginia, MUWV will be holding its 2007 4th Quarter Board of Directors meeting on Thursday, January 17, 2008 at the Embassy Suites Hotel, in Charleston, WV.
4. **PSD Board Members Seminar**, February 7-9, 2008, Summit Conference Center.
5. **Inside Brickstreet**, Winter 2007, Volume 2, Issue 4.
6. **West Virginia Rural Water Association Newsletter**, Vol. 14, Issue 1.
7. **The Pipeline**, Volume 30, Issue 4, Winter 2007.
8. Certificate of Liability Insurance dated December 19, 2007, for Merrell Bros, Inc.
9. Carbon Copy of letter dated December 21, 2007, to Alan L. Harris, Area Director, United States Department of Agriculture, Rural Utilities Service, from Steven R. Hardman, Bowles Rice McDavid Graff & Love, regarding the inquire of the amount of fees for service as local counsel to the district for the Water System Improvement Project.
10. Copy of letter dated December 26, 2007, to Marty Seufer, Wood County Commission, from Cathy Dyer, enclosing an approved copy of the Minutes of the Regular Board Meeting held Thursday, December 20, 2007.
11. Copy of letter dated December 26, 2007, to Vickie Young, Public Service Commission, from Cathy Dyer, enclosing four (4) signed tariffs No. 8 for the District's 19A Emergency Rate increase.

Mineral Wells PSD
List of Correspondence
January 17, 2008
Page 2

12. Copy of letter dated December 26, 2007, to Sandra Squires, Executive Secretary, Public Service Commission, from Cathy Dyer, enclosing a signed copy of the agreement between Butcher Bend Lagoon Maintenance Association and the Mineral Wells PSD.
13. Letter dated December 21, 2007, to Todd Anderson, Operations Manager, from Caroline R. Anderson, Project Manager, Marathon Petroleum Company, attaching a full set of site drawings for the new Speedway at 2893 Pike Street, Parkersburg, WV.
14. Fax dated December 26, 2007, to Bill Byers, from Ronald "Doc" Garnes, HD Supply-Waterworks, introducing Harco Push-On Joint Ductile Iron Fittings.
15. Letter dated December 2007, to Mineral Wells PSD, from Hardman Supply Company, thanking us for our service to them.
16. Reminder of the Annual Tier II Report and Filing fee are due between January 1 and March 1, 2008.
17. Tier Two Instructions, General Information.
18. Fax dated December 27, 2007, to Mineral Wells PSD, from Pond Creek VFD, regarding Gallons of Water used for Firefighting.
19. Copy of letter dated December 28, 2007, to Wood County Local Emergency Planning Commission, Jay Parsons, Chief Mineral Wells VFD, and Jeff Minner, Pond Creek VFD, enclosing the annual Tier Two Report.
20. Renewal Application for Voting Membership, total due \$684.28.
21. Copy of letter dated December 28, 2007, to Manning Frymier, Cerrone Associates, from Cathy Dyer, enclosing the required signed permits for the connection to Parkersburg.

Mineral Wells PSD
List of Correspondence
January 17, 2008
Page 3

22. Copy of letter dated December 28, 2007, to Laverne Stout, West Virginia State Emergency Response Commission, enclosing the completed annual Tier Two Filing Fee Worksheet, Tier Two Emergency and Hazardous Chemical Inventory, three (3) drawings and a check for \$100.00.
23. Copy of fax dated December 28, 2007, to Todd Anderson, from Jaime Keefner, Blue Book, attaching quotes and product specs that was requested.
24. Notice of Disclosure Statement to Mineral Wells PSD, from The United States Bankruptcy Court for the Eastern District of Virginia Richmond Division, in regards to the Movie Gallery, Inc.
25. Fax dated December 31, 2007, to Action Answering Service, from Todd Anderson, attaching the 2008 Beeper Schedule.
26. Notice to all Sanctuary Heights Residents in regards to heavy cleaning rags being flushed and the sewer system being repaired three times in the last month.
27. Letter dated December 28, 2007, to Mineral Wells PSD, from Internal Revenue Service, regarding form 941 for Tax Period September 30, 2007.
28. Statement dated January 1, 2008, to Mineral Wells PSD, from Mineral Wells Volunteer Fire Dept., stating 7200 gallons of water had been used for fire fighting, and 0 gallons of water for training purposes.
29. ****Signed and recorded copy of the Tariff dated December 27, 2007, to Mineral Wells PSD, from the Public Service Commission of West Virginia.
30. Copy of letter dated December 26, 2007, to Sandra Squires, Executive Secretary, Public Service Commission, from Cathy Dyer, enclosing a signed agreement between Mineral Wells PSD and the Butcher Bend Lagoon Maintenance Association, Inc.

**Mineral Wells PSD
List of Correspondence
January 17, 2008
Page 4**

31. Letter dated December 13, 2007, to Mineral Wells PSD, from Department of Health and Human Resources, regarding the Consumer Confidence Report.
32. Copy of check from Tina & Terrance Starcher, we were instructed to shred the check on January 2, 2008. These customers have a credit.
33. Letter dated December 28, 2007, to Mineral Wells PSD, from W. M. Bailey, Bill Bailey Insurance Agency, Inc., enclosing our Brickstreet Workers Compensation policy for the period of January 25, 2008 to January 25, 2009.
34. ****Letter dated December 28, 2007, to Mineral Wells PSD, from Sandra Squires, Executive Secretary, Public Service Commission, enclosing a copy of an Order issued in the 30 B rate increase.
35. ****Fax dated January 2, 2008, to **Parkersburg/News Sentinel**, from Cathy Dyer, attaching notice for the newspaper on January 9, 2008 and January 16, 2008, please run this as a legal ad, this is in regards to the Rule 30B rate application.
36. ****Fax dated January 2, 2008, to **Jackson Herald Newspaper**, from Cathy Dyer, attaching notice for your newspaper on January 9, 2008 and January 16, 2008, please run this as a legal ad, this is in regards to the Rule 30B application.
37. ****Fax dated January 2, 2008, to **Wirt County Journal**, from Cathy Dyer, attaching notice as a legal ad in the newspaper on the following days January 9, 2008 and January 16, 2008, this ad is in regards to the Rule 30B application.
38. Fax dated January 3, 2008, 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 December 2007.

**Mineral Wells PSD
List of Correspondence
January 17, 2008
Page 5**

39. Letter dated December 31, 2007, to Mineral Wells PSD, from Todd Grinstead, General Manager, Claywood Park, enclosing a notice of proposed rates and hearing set for Claywood Park Public Service District.
40. Exemption Certificate dated January 3, 2008, to Mike Enyart & Sons, Inc., from Mineral Wells PSD.
41. Letter dated January 2, 2008, to Mineral Wells PSD, from Cutlip-Warner Development Co., regarding a contract in an increase of rates effective February 1, 2008, the rate per hour will be \$115.00 instead of the current rate of \$90.00.
42. Letter dated January 2, 2008, to Mineral Wells PSD, from Mid Ohio Valley Occupational Health, stating Darin L. Crites has immunity to Hep B.
43. Bacteriological Examination of Water from Public Water Distribution System dated January 2, 2008, to Mineral Wells PSD, from Water Environmental Testing for December 2007.
44. Letter dated January 3, 2008, to Mineral Wells PSD, from Debbie Britt, Executive Director, West Virginia Rural Water Association, stating a Thank You for renewing our Voting Memberships.
45. Letter dated December 20, 2007, to Mineral Wells PSD, from Rickie E. Rice, State Director, United States Department of Agriculture, regarding the Miscellaneous Water System Improvements Project Emergency Connection with City of Parkersburg.
46. Fax dated December 20, 2007, to Manning Frymier, Cerrone Associates, from Cathy Dyer, regarding the Parkersburg connection.
47. Fax dated January 4, 2008, to Eric Gumm, Rural Utilities Services, from Cathy Dyer, attaching a copy of the December 2007 bank statement for the Stephens Fork Water Extensions Construction Account at WesBanco.

Mineral Wells PSD
List of Correspondence
January 17, 2008
Page 6

48. Copy of letter dated January 4, 2008, to Steve Cooper, West Virginia Department of Environmental Protection, 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 December 2007, also enclosed, October, November and December DMR for Pepsi Bottling Group and Walmart, as well as Oil & Grease results for Liberty Truck Stop – truck wash.
49. Copy of letter dated January 4, 2008, to WV Department of Environmental Protection, Division of Water and Waste Management Permitting and Engineering Branch, 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 December 2007, also enclosed, October, November and December DMR for Pepsi Bottling Group and Walmart, as well as Oil & Grease results for Liberty Truck Stop – truck wash.
50. Copy of letter dated January 4, 2008, to Manning Frymier, P.E., 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 December 2007, also enclosed, October, November and December DMR for Pepsi Bottling Group and Walmart, as well as Oil & Grease results for Liberty Truck Stop – truck wash.
51. Copy of letter dated January 4, 2008, 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 December 2007, also enclosed, October, November and December DMR for Pepsi Bottling Group and Walmart, as well as Oil & Grease results for Liberty Truck Stop – truck wash.
52. Copy of release mailed on January 7, 2008, to Sue Eddy, from Cathy Dyer.

**Mineral Wells PSD
List of Correspondence
January 17, 2008
Page 7**

53. ****Letter dated January 5, 2008, to Mineral Wells PSD, from Beth A. Heuer, Westfield Insurance, regarding a pending claim regarding an accident that happened on January 24, 2006 on State Route 14.
54. Copy of letter dated January 8, 2008, to James & Rebecca Murphy, from Cathy Dyer, regarding an NSF Check we received in the amount of \$102.23.
55. Letter dated January 1, 2008, to Mineral Wells PSD, from Debbie Britt, West Virginia Rural Water Association, regarding the EPA Program Training Needs Request.
56. ****Letter dated January 8, 2008, to Mineral Wells PSD, from Alan L. Harris, Area Director, United States Department of Agriculture, Rural Development, regarding the Water System Improvements Project, advising that the Legal Services Agreement dated November 15, 2007, between the District and Bowles, Rice, McDavid, Graff & Love, LLP is acceptable to Rural Development.
57. ****Letter dated January 8, 2008, to Mineral Wells PSD, from Virginia McDonald, Rural Development, regarding the Water System Improvements Project, stating the application for assistance from Rural Development is now complete. The Proposed project has been found eligible for funding by this agency.
58. Copy of letter dated January 9, 2008, to Daniel Marks, from Cathy Dyer, regarding a returned NSF Check in the amount of \$95.89.
59. Notice to All Sanctuary Heights residents to only dispose of toilet paper through the sewer system.
60. Fax dated January 9, 2008, to Todd Anderson, from Jim Ruckman, regarding copies of deed needed for the Parkersburg Emergency Connection.
61. Copy of letter dated January 9, 2008, to Mike Enyart & Sons, Inc., from Cathy Dyer, enclosing a copy of an invoice from Cutlip-Warner Development for stone added to the ditch that was sinking on Rt. 21 from the Tygart Creek-Saulsbury Waterline Replacement Project.

**Mineral Wells PSD
List of Correspondence
January 17, 2008
Page 8**

62. Fax dated January 9, 2008, to Eric Gumm, Rural Utilities Service, from Cathy Dyer, attaching Tariff No. 8.
63. Carbon Copy of letter to Todd Anderson dated January 8, 2008, to Harry Hutchinson, III, Acting Utilities Supervisor, WV Division of Highways District 3, from Manning Frymier, PE, regarding the Parkersburg Emergency Connection.
64. Copy of letter dated January 10, 2008, to Delores J. Griffin, from Linda K. Watson, enclosing her voided check she wanted to use for power pay. I informed the customer, the district did not offer that service.
65. Fax dated January 10, 2008, to Mineral Wells PSD, from WV Public Service Commission, regarding Wood County, West Virginia Comprehensive Planning Program Land Use Regulations.
66. Fax dated January 10, 2008, to Manning Frymier, Cerrone Associates, Inc., from Cathy Dyer, attaching a fax from Wood County Commission, regarding the Don Godfrey Development.
67. Invoice dated January 10, 2008, to Wal-Mart, from Mineral Wells PSD, in the amount of \$65.00, regarding Oil and Grease Sampling done by Water Environmental Testing.
68. Invoice dated January 10, 2008, to Pepsi Cola, from Mineral Wells PSD, in the amount of \$65.00, regarding Oil and Grease Sampling done by Water Environmental Testing.
69. Invoice dated January 10, 2008, to Liberty Truck Stop, from Mineral Wells PSD, in the amount of \$140.00, regarding Oil and Grease Sampling done by Water Environmental Testing.
70. Invoice dated January 10, 2008, to Cutlip Warner Development, from Mineral Wells PSD, in the amount of \$30.82 for a rubber saddle.

**Mineral Wells PSD
List of Correspondence
January 17, 2008
Page 9**

71. Letter To Whom It May Concern, stating the District's water and sewer security deposits dollar amounts.
72. Fax dated January 11, 2008, to **Parkersburg/News Sentinel**, from Cathy Dyer, attaching notice to be published on Tuesday, January 15, 2008, of the regular Board Meeting to be held Thursday, January 17, 2008.
73. Fax dated January 11, 2008, to **Jackson Herald Newspaper**, from Cathy Dyer, attaching notice to be published on Tuesday, January 15, 2008, of the regular Board Meeting to be held Thursday, January 17, 2008.
74. Fax dated January 11, 2008, to **Wirt County Journal**, from Cathy Dyer, attaching notice to be published on Tuesday, January 15, 2008, of the regular Board Meeting to be held Thursday, January 17, 2008.
75. Certificate of Insurance on Ron's Porta Johns Inc., dated January 7, 2008, to Mineral Wells PSD, from Erie Insurance.
76. Copy of letter dated January 11, 2008, to WV Public Employees Insurance Agency, from Cathy Dyer, enclosing a completed Termination of Coverage Form from Brian W. Metz.
77. Letter dated January 8, 2008, to Mineral Wells PSD, from Pifer's Service Center, LLC, requesting we complete a tax-exempt form.
78. Corrected receipt dated January 11, 2008, to Denzil L. Barker, Jr. from Mineral Wells PSD, stating the account balance due is \$105.43.
79. E-mail dated January 12, 2008, to Cathy Dyer, from Walter Frazier, regarding a change in inventory to be a cost of \$400.00. This would allow us to change the inventory ID.
80. Fax dated January 14, 2008, to **Parkersburg News/Sentinel**, from Cathy Dyer, stating to re-run notice of the regular board meeting. The newspaper ran the meeting to be held Friday, the correct day is Thursday, January 17, 2008.

**Mineral Wells PSD
List of Correspondence
January 17, 2008
Page 10**

81. Carbon Copy to Todd Anderson, original copy dated January 8, 2008, to Steven Hardman, from Manning Frymier, Cerrone Associates, regarding an agreement needing to be prepared between Parkersburg and the Mineral Wells PSD for the Emergency Connection.
82. Copy of letter dated January 14, 2008, to Vincent McMillan, from Cathy Dyer, regarding a returned NSF check in the amount of \$57.56.
83. Copy of letter dated January 14, 2008, to Homer Krantz, from Cathy Dyer, regarding a default on a Deferred Payment Agreement.
84. Receipt of payment received January 14, 2008, to Mineral Wells PSD, from Cutlip-Warner Development in the amount of \$30.82 for a rubber saddle.
85. ****Letter dated January 14, 2008, to Mineral Wells PSD, from Steven R. Hardman, enclosing a proposed agreement for the emergency connection between Mineral Wells PSD and Parkersburg.
86. Copy of letter dated January 15, 2008, to West Virginia Development Authority, from Cathy Dyer, regarding a deposit made to the Sewage System Revenue Bond, Series 1995 in the amount of \$5,688.40.
87. Copy of letter dated January 15, 2008, to Jefferson Brady, Infrastructure Council, from Cathy Dyer, regarding deposits that were made to the Water System Revenue Bond, Series 2004, in the amounts of \$8,116.88, 811.69 and 175.90.
88. Copy of letter dated January 15, 2008, to West Virginia Water Development Authority, from Cathy Dyer, regarding deposits that were made to the Sewage System Revenue Bonds, Series 2003, in the amount of \$2,288.88.

**Mineral Wells PSD
List of Correspondence
January 17, 2008
Page 11**

89. Copy of letter dated January 15, 2008, to West Virginia Municipal Bond Commission, from Cathy Dyer, enclosing a check in the amount of \$27,414.75 for the following bond payments:
\$9,040.00-Sewer 97 Revenue, \$5,688.40-Sewer 95 Revenue,
\$1,293.00-Sewer 85-B Revenue, \$2,288.88-Sewer 03-A Revenue,
\$175.90-Water 04-B Reserves, \$811.69-Water 04-A Reserve and
\$8,116.88-Water 04-A Revenue.
90. Trust and Investments Services Statement to Mineral Wells PSD, from WesBanco, on account #1085000670 from October 1, 2007 to December 31, 2007.
91. Trust and Investments Services Statement to Mineral Wells PSD, from WesBanco, on account #1085000082 from October 1, 2007 to December 31, 2007.
92. Certificate presented to William Byers, for completing 3 hours of training at Ravenswood, WV on December 5, 2007. The training was presented by West Virginia Rural Water Association, class topic- Supervisory Control & Data Acquisition Systems for the Water and Wastewater Industry.
93. Certificate presented to William Byers, for completing 3 hours of training at Ravenswood, WV on December 5, 2007. The training was presented by West Virginia Rural Water Association, class topic- Fire Hydrant & Valve Training.
94. Carbon Copy of letter dated January 14, 2008, to Mineral Wells PSD, to Manning H. Frymier, Cerrone Associates, from Arnold R. Keaton, PE, State of West Virginia Department of Health and Human Resources, stating an application has been received and a check for \$300.00 had been received and the plans have been put on-line for an engineering review for the Parkersburg Emergency Connection.
95. Letter dated January 8, 2008, to Mineral Wells PSD, from Jonh Roby, Jenkins Ford Mercury, offering special pricing on Super Duty Trucks.

Mineral Wells PSD
List of Correspondence
January 17, 2008
Page 12

96. Certificate presented to Dennis Brown, for completing 3 hours of training at Ravenswood, WV on December 5, 2007. The training was presented by West Virginia Rural Water Association, class topic- Supervisory Control & Data Acquisition Systems for the Water and Wastewater Industry.
97. Certificate presented to Dennis Brown, for completing 3 hours of training at Ravenswood, WV on December 5, 2007. The training was presented by West Virginia Rural Water Association, class topic- Fire Hydrant & Valve Training.
98. ****Letter dated January 16, 2008, to Mineral Wells PSD, from Vickie L. Young, Public Service Commission, enclosing four (4) copies of water tariff P.S.C. W. Va. No. 9 reflecting interim rates and charges approved by Commission Order on December 28, 2007.