

MINUTES OF A REGULAR MONTHLY BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, NOVEMBER 20, 2008, AT 5:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Roy Radabaugh, Chairman, called the meeting to order at 5:00 p.m. He asked everyone present to sign the attendance roster. James R. Lett, Secretary; Charles Stewart, Treasurer; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; Nellie Radcliff and Linda Watson, Office Clerks, were present.

The first order of business was a motion by Mr. Lett to hire Cerrone Associates, Inc., as an engineering firm following the interviews of November 5, 2008. Mr. Stewart seconded the motion. The motion passed unanimously. The Board asked Mrs. Dyer to send letters to S. S. Engineers and E. L. Robinson Engineers informing them that Cerrone Associates, Inc., had been selected as the Districts engineer.

The next order of business was the discussion of the WV WARN (Water and Wastewater Agency Response Network). The District is included in the network.

Mr. Lett made a motion to approve the Minutes of the October 16, 2008, Regular Board Meeting as presented. Mr. Radabaugh seconded the motion. The motion carried unanimously. Mr. Lett signed the Minutes for the Regular Board Meeting.

Mr. Lett made a motion to approve the Minutes of the November 5, 2008, Special Board Meeting. Mr. Radabaugh seconded the motion. The motion carried unanimously. Mr. Lett signed the Minutes of the Special Board Meeting.

Mr. Lett made a motion to approve the Financial Statement dated October 31, 2008, for All Finances (copy attached). Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve the Financial Statement dated October 31, 2008, for Water Revenue Fund Checking Account (copy attached). Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve the Financial Statement dated October 31, 2008, for Sewer Revenue Fund Checking Account (copy attached). Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve checks 039151 thru 039251 written on the Consolidated-Water and Sewer Revenue Checking Account (copy attached) between Payroll Account between October 16, 2008 thru November 20, 2008 (copy attached). Mr. Stewart seconded the motion. The motion passed unanimously.

The following letters were discussed.

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES - NOVEMBER 20, 2008
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Letter 24 & 87 - Letter dated October 22, 2008, from Sandra Squires, PSC, Final order of the Emergency 19A rate increase approved on the sewer system at 1.08% which is \$.05 per 1,000 gallon - customer charge increased from \$19.74 to \$19.98 or \$9.99 per month.

Letter 32 - United States Dept. of Commerce US Census Bureau was received in the office and has been completed and returned on October 28, 2008.

Mr. Lett made a motion that all employees receive a one time only pay raise of \$150.00 to be included on the December 15, 2008, payroll. Mr. Stewart seconded the motion. The motion passed unanimously.

Mrs. Dyer reported that George Blumm has the Rule 42 just about ready to submit.

This concluded Mrs. Dyers report.

Mr. Anderson reported that the Bar Screen at the Wastewater Treatment Plant is broken, repairable. Mr. Lett made a motion authorizing the repairs be made on the Bar Screen. Mr. Stewart seconded the motion. The motion passed unanimously.

Paperwork for the new Public Debt site has been finalized. The District is waiting on two easements and a road permit.

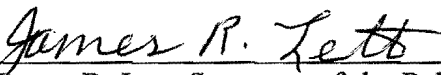
Mr. Bosley has asked about a manhole being installed on our sewer line for future connections.

This concluded Mr. Anderson's report.

All business having been discussed, Mr. Lett made a motion the meeting be adjourned. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 5:30 p.m.

CERTIFICATION

I, James R. Lett, Secretary of the Public Service Board of the Mineral Wells Public Service District, a West Virginia corporation, do hereby certify that the foregoing and hereto annexed Minutes are a true and accurate record of the meeting held at the time and place aforesaid.



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

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
October 31, 2008**

Checking Accounts

Water Revenue Fund Checking Account WesBanco Bank - 1131.2	\$ 49,922.22
Sewer Revenue Fund Checking Account WesBanco Bank - 2120.2	5,124.02
Stephens Fork Water Extension Construction Checking WesBanco Bank - 1131.8	\$ _____
Total in Checking Accounts:	\$ 55,046.24

Water Accounts

Depreciation Reserve Account WesBanco Bank - 1125.31	\$ 13,106.56
Revenue Reserve Account WesBanco Bank - 1125.21	26,047.58
Revenue Reserve Account - Sams Creek/Chesterville WesBanco Bank - 1125.22	35,511.16
Revenue Reserve Account - Rockport WesBanco Bank - 1125.32	14,334.60
Depreciation Reserve Account - Rockport WesBanco Bank - 1125.23	14,334.32
Revenue Reserve Account - Water Improvement WesBanco Bank - 1125.24	33,940.95
Depreciation Reserve Account - Water Improvement WesBanco Bank - 1125.33	43,089.91
Depreciation Reserve Account - Sycamore 2004A WesBanco Bank - 1125.27	8,237.67
Sycamore Run-Limestone Tap Fees WesBanco Bank - 1131.7	-
Security Deposit Account WesBanco Bank - 1134.0	34,719.75
Sycamore Renewal/Replacement WesBanco - Bank 1125.34	<u>58,378.55</u>
Total in Water Accounts:	\$ 281,701.05

Sewer Accounts

Repair and Replacement Account WesBanco Bank - 2114.2	\$ 11,638.49
Reserve for Grinder Pump Maintenance Prime Rate Money Market - WesBanco Bank - 2114.1	25,698.87
Security Deposit Account WesBanco Bank - 2121.3	<u>27,919.08</u>
Total in Sewer Accounts:	\$ 65,256.44

Total All Finances - October 31, 2008 **\$ 402,003.73**

MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT
 WATER REVENUE FUND CHECKING ACCOUNT
 October 31, 2008

BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, SEPTEMBER 30, 2008

\$46,648.79

RECEIPTS:

Water Sales	\$104,811.48
Water Buffalo Sales	894.25
Reconnection Fees	350.00
Security Deposit Refunds	1,491.17
Transfer	68.50
Leigh Mason Trailer Park	96.00
Tap Fee	350.00

Total Receipts: \$108,061.40

Total Cash Available: \$154,710.19

Expenditures:

Action Answering Service Plus	\$ 101.28
Allegheny Power	488.53
Appalachian Software Inc.	540.00
At & T Mobility	147.41
Auto Zone	24.55
BP Credit Card Company	917.43
C I Thornburg	583.36
Cardmember Services	850.58
Cintas	205.52
Claywood Park PSD	31,491.93
Commissioner's Salaries	225.00
Conner Cleaning Service	130.80
Cutlip Warner	2,971.70
Dominion Hope	88.63
Fasteners & Supply	91.20
WW Grainger, Inc	15.04
Hank's Sales & Service Inc.	135.00
Hardman Supply Company	46.86
HD Supply Waterworks, LTD	1,241.00
Lowe's	97.66
Miller Communications	1,205.80
Mineral Wells PSD	926.92
Miss Utility of WV Inc.	38.10
Municipal Bond Commission	9,104.47
Ohio Valley Muffler & Brake	19.77
Parkersburg Office Supply	471.65
Phonetree	1,150.80
Pitney Bowes, Inc.	92.08
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	8,903.33
Suttle & Stalnaker	3,720.00

Taylor's Disposal Inc	38.00
Telepage Communication System	10.74
Tractor Supply Credit Plan	24.55
USA Blue Book	290.11
US Postal Service	139.33
Verizon	160.67
Water Environmental Testing	67.50
Westco Internet	13.50
WesBanco Bank-Parkersburg - Rockport	334.00
WesBanco Bank-Parkersburg - Water Imprv	3,004.00
WesBanco Bank-Parkersburg - Stephens Fk	176.00
WesBanco Bank-Parkersburg - Wtr Res Sams	314.00
WesBanco Bank-Parkersburg- Payroll taxes	4,167.69
WesBanco Bank-Parkersburg-Sycamore R/R	2,107.74
WV Public Employees Insurance Agency	1,947.88
WV Retiree Health Benefit Trust Fund	461.33
WV Public Employees Retirement System	2,163.55
WV State Tax Department	730.72
Edward A. Lott	44.55
Woodridge Orix LLC	62.42
Bradley & Alicia Agnew	50.23
James & Laura Amos	50.43
John Roberts	50.51
Dorvin B. White Jr.	51.65
Joshua D. Martin	50.23
Sonya Carrel	50.39
Edward E. Acree	6.03
Brian Fluharty	51.41
Stephanie Falappi	7.41

Total Expenditures: \$104,787.97

Balance in Water Revenue Fund Checking Account,
WesBanco Bank, October 31, 2008 \$49,922.22

MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT
 SEWER REVENUE FUND CHECKING ACCOUNT
 October 31, 2008

BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, SEPTEMBER 30, 2008 \$ 11,724.63

RECEIPTS:

Sewer Sales	52,886.32
Security Deposit Refunds	1,443.00
Transfer	(68.50)
9 Grinder Pump Repairs	6,520.35
Sale of 1997 GMC Truck	1,525.00
Oil & Grease Sampling (Liberty Trk Wash)	308.00
Oil & Grease Sampling Pepsi	65.00
Office Depot - Rebate	50.00
Butcher Bend Lagoon	1,535.20

Total Receipts: \$64,264.37

Total Cash Available: \$ 75,989.00

Expenditures:

Action Answering Service Plus	67.52
Allegheny Power	4,854.56
Appalachian Software Inc	360.00
At & T Mobility	98.28
Auto Zone	16.36
BP Credit Card Company	611.62
Butcher Bend Lagoon Assoc	1,900.00
C. I. Thornburg	3,544.75
Cardmember Services	1,333.01
Cintas	137.04
Commissioner's Salaries	150.00
Conner Cleaning	157.20
Crescent & Sprague Supply Co.	145.04
Cutlip Warner Development	1,902.50
Danny's Lawn Service	450.00
Dominion Hope	59.09
Fasteners & Supply Inc	128.10
WW Grainger	55.62
Hank's Sales & Service Inc.	90.00
Hardman Supply Company	109.74
Jabo Supply Corporation	139.66
Lowe's	360.23
Mineral Wells PSD	4,170.65
Miss Utility of WV Inc.	25.40
Municipal Bond Commission	18,310.28
Office of the West Virginia State Treasurer	37.98
Ohio Valley Muffler & Brake	13.18
Parkersburg Office Supply	614.43
Parkersburg Sentinel Co	53.45
Phonetree	767.20
Pitney Bowes Inc	61.38
Ron's Porta Johns, Inc	515.00
Salaries	7,334.99
Somerville Fabricators, Inc.	290.00

State Electric	261.76
Suttle & Stalnaker	2,480.00
Taylor's Disposal Inc.	25.34
Telepage	7.16
Tractor Supply Credit Plan	24.34
Trimble & Associates	950.00
Trombold Equipment Co Inc	3,014.46
US Postal Service	180.79
USA Blue Book	235.67
Verizon	655.12
Water Environmental Testing	710.00
WesBanco Bank-Parkersburg-Sewer R/R	1,320.79
WesBanco Bank-Parkersburg-Payroll Taxes	3,422.59
WV Public Employees Insurance Agency	2,227.12
Retiree Health Benefit Trust Fund	526.75
WV Public Employees Retirement System	1,776.85
WV State Tax Department	523.00
WWT Electric	2,989.70
Westco Internet	9.00
Nathan & Lori Tanner	29.35
Dollar Tree	16.19
Susan Simmons	21.29
Joyce Shepherd	12.56
Suzanne Shaffer	12.49
Kenneth Nichols	8.10
Durant Fryer, Jr	82.46
Alicia D. Greathouse	4.25
Teresa Morrison	40.35
Dan Grimm	24.03
Woodridge Orix LLC	57.39
John Roberts	50.51
Deloris Metz	8.42
Jeromie L. Powell	7.73
Rose Hardman	7.60
Susanna Martin	94.30
Tara J. North	87.37
Kim Byron Brand	59.31
Amber Chipps	24.09
Elizabeth Bosley	12.49

Total Expenditures: \$ 70,864.98

Balance in Sewer Revenue Fund Checking Account, \$ 5,124.02
WesBanco Bank, October 31, 2008

**MINERAL WELLS PUBLIC SERVICE DISTRICT
PAYROLL CHECKS
CONSOLIDATED REVENUE FUND CHECKING ACCOUNT
OCTOBER 31, 2008 – NOVEMBER 15, 2008**

CHECK NO.

2176	Todd R. Anderson	\$1485.29
2177	Dennis R. Brown	1072.31
2178	William H. Byers Jr.	1247.50
2179	Cathy J. Dyer	1229.76
2180	Linda K. Watson	986.93
2181	Darin Crites	703.28
2182	Nellie B. Radcliff	787.88
2183	Mark A. Dennis	960.22
2184	Todd R. Anderson	\$1058.64
2185	Dennis R. Brown	717.54
2186	William H. Byers Jr.	970.98
2187	Cathy J. Dyer	1041.35
2188	Linda K. Watson	790.09
2189	Darin Crites	526.05
2190	Nellie B. Radcliff	622.46
2191	Mark A. Dennis	633.58

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 10/17/08 - ENDING DATE: 11/20/08 **

** 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						
2,101	U S POSTAL SERVICE	10/24/08	124700	10/24/08	29.38	39,151
2,313	WESBANCO BANK-PARKERSBURG	10/30/08	125072	10/30/08	1,856.83	9
106	ALLEGHENY POWER	10/30/08	125120	10/31/08	4,836.03	39,152
133	AUTO ZONE	10/30/08	125127	10/31/08	16.36	39,153
314	AT&T MOBILITY	10/30/08	125130	10/31/08	98.28	39,154
338	CRESCENT & SPRAGUE SUPPLY CO.	10/30/08	125131	10/31/08	133.61	39,155
360	CUTLIP-WARNER DEVELOPMENT CO	10/30/08	125133	10/31/08	1,442.50	39,156
369	CONNOR CLEANING SERVICE	10/30/08	125135	10/31/08	157.20	39,157
402	DANNY'S LAWN SERVICE	10/30/08	125136	10/31/08	450.00	39,158
486	DELORIS J METZ	10/30/08	125137	10/31/08	8.42	39,159
486	JEROMIE L. POWELL	10/30/08	125139	10/31/08	7.73	39,161
486	ROSE HARDMAN	10/30/08	125140	10/31/08	7.60	39,162
486	ROSE HARDMAN	11/13/08	126017	10/31/08	7.60	39,162 VOID
486	DAWN ROGERS	10/30/08	125142	10/31/08	14.23	39,164
486	DAWN ROGERS	10/31/08	125328	10/31/08	14.23	39,164 VOID
486	SUSANNA MARTIN	10/30/08	125145	10/31/08	94.30	39,167
486	TARA J NORTH	10/30/08	125146	10/31/08	87.37	39,168
486	KIM BYRON BRAND	10/30/08	125147	10/31/08	59.31	39,169
486	AMBER CHIPPS	10/30/08	125148	10/31/08	24.09	39,170
486	ELIZABETH A BOSLEY	10/30/08	125149	10/31/08	12.49	39,171
733	W. W. GRAINGER, INC.	10/30/08	125150	10/31/08	45.59	39,172
832	HARDMAN SUPPLY COMPANY	10/30/08	125151	10/31/08	109.74	39,173
877	HANK'S SALES & SERVICE INC.	10/30/08	125160	10/31/08	90.00	39,174
1,008	JABO SUPPLY CORPORATION	10/30/08	125161	10/31/08	139.66	39,175
1,204	JAMES R. LETT	10/30/08	125163	10/31/08	50.00	39,176
1,500	OHIO VALLEY MUFFLER & BRAKE	10/30/08	125165	10/31/08	13.18	39,178
1,600	PARKERSBURG SENTINEL CO	10/30/08	125167	10/31/08	53.45	39,180
1,604	PARKERSBURG OFFICE SUPPLY	10/30/08	125168	10/31/08	614.43	39,181
1,663	PITNEY BOWES, INC	10/30/08	125175	10/31/08	61.38	39,182
1,806	ROY L RADABAUGH	10/30/08	125177	10/31/08	50.00	39,184
1,843	CINTAS LOC #531	10/30/08	125178	10/31/08	137.04	39,185
1,908	STATE ELECTRIC SUPPLY CO INC	10/30/08	125182	10/31/08	219.91	39,186
1,912	CHARLES M. STEWART	10/30/08	125184	10/31/08	50.00	39,187
2,004	TROMBOLD EQUIPMENT CO INC	10/30/08	125185	10/31/08	2,360.52	39,188
2,005	C I THORNBURG	10/30/08	125187	10/31/08	2,214.20	39,189
2,109	USA BLUE BOOK	10/30/08	125196	10/31/08	235.67	39,191
2,205	VERIZON	10/30/08	125198	10/31/08	655.12	39,192

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: SEWER FUND **
 ** BEGINNING DATE: 10/17/08 - ENDING DATE: 11/20/08 **
 ** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **

BNK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
101 000 00	CONSOLIDATED BANK ACCOUNT					
2,300	WWT ELECTRIC	10/30/08	125200	10/31/08	2,989.70	39,193
2,314	WV DEPT OF TAX & REVENUE	10/30/08	125202	10/31/08	523.00	39,194
2,315	WV PUBLIC EMPLOYEES RETIREMENT	10/30/08	125203	10/31/08	1,776.85	39,195
23,032	SUTTLE & STALNAKER, PLLC	10/30/08	125205	10/31/08	2,480.00	39,197
23,065	PHONETREE	10/30/08	125206	10/31/08	767.20	39,198
23,046	BUTCHER BEND LAGOON ASSOC	10/31/08	125247	10/31/08	1,900.00	39,199
100	APPALACHIAN SOFTWARE INC	10/31/08	125293	10/31/08	360.00	39,200
153	ACTION ANSWERING SERVICE PLUS	10/31/08	125294	10/31/08	35.66	39,201
338	CRESCENT & SPRAGUE SUPPLY CO.	10/31/08	125297	10/31/08	11.43	39,203
360	CUTLIP-WARNER DEVELOPMENT CO	10/31/08	125298	10/31/08	460.00	39,204
438	DOMINION HOPE	10/31/08	125300	10/31/08	59.09	39,205
600	FASTENERS & SUPPLY INC	10/31/08	125301	10/31/08	128.10	39,206
733	W. W. GRAINGER, INC.	10/31/08	125302	10/31/08	10.03	39,207
1,302	MINERAL WELLS PSD	10/31/08	125303	10/31/08	39.37	39,208
2,002	TAYLOR'S DISPOSAL INC	10/31/08	125304	10/31/08	25.34	39,209
2,005	C I THORNBURG	10/31/08	125305	10/31/08	5.45-	39,210
2,339	WESTCO INTERNET	10/31/08	125308	10/31/08	9.00	39,212
23,023	RON'S PORTA JOHNS, INC.	10/31/08	125310	10/31/08	515.00	39,214
2,101	U S POSTAL SERVICE	11/06/08	125461	11/06/08	342.00	39,215
2,313	WESBANCO BANK-PARKERSBURG	11/13/08	125841	11/13/08	1,332.13	9
2,101	U S POSTAL SERVICE	11/13/08	125929	11/13/08	88.54	39,216
486	ELIZABETH A BOSLEY	11/13/08	125939	11/14/08	.00	1
106	ALLEGHENY POWER	11/13/08	125934	11/14/08	17.80	39,217
124	AT&T - STATE CALLING SERVICE	11/13/08	125935	11/14/08	3.38	39,218
202	BIG MAC PRINTING	11/13/08	125936	11/14/08	142.19	39,219
275	BP	11/13/08	125938	11/14/08	466.22	39,221
486	CONSTANCE B SPENDAL	11/13/08	125941	11/14/08	21.32	39,222
486	MATHEW P HESS	11/13/08	125942	11/14/08	40.65	39,223
486	MISTY DAVIS	11/13/08	125943	11/14/08	32.01	39,224
486	JAMES FAIN	11/13/08	125944	11/14/08	68.31	39,225
486	SUSAN MC CLOUD	11/13/08	125945	11/14/08	76.29	39,226
486	JERRI L TAYLOR	11/13/08	125946	11/14/08	27.74	39,227
486	KATHY WILSON	11/13/08	125947	11/14/08	54.91	39,228
1,200	LOWE'S	11/13/08	125949	11/14/08	120.37	39,229
1,302	MINERAL WELLS PSD	11/13/08	125950	11/14/08	36.87	39,230
1,307	MUNICIPAL BOND COMMISSION	11/13/08	125951	11/14/08	18,310.28	39,231
1,311	FERGUSON WATERWORKS	11/13/08	125958	11/14/08	89.13	39,232

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 10/17/08 - ENDING DATE: 11/20/08 **

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

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
101 000 00	CONSOLIDATED BANK ACCOUNT					
1,635	PARKERSBURG LOCK SERVICE	11/13/08	125961	11/14/08	12.00	39,234
2,005	C I THORNBURG	11/13/08	125962	11/14/08	2,062.60	39,235
2,039	TELEPAGE COMMUNICATIONS SYSTEM	11/13/08	125965	11/14/08	7.16	39,236
2,306	WATER ENVIRONMENTAL TESTING	11/13/08	125970	11/14/08	405.00	39,240
2,308	WV PUBLIC EMPLOYEES INS AGENCY	11/13/08	125973	11/14/08	1,864.76	39,241
23,030	OMNI-SITE.NET	11/13/08	125981	11/14/08	22.00	39,248
23,047	RETIREE HEALTH BNFT TRST FUND	11/13/08	125982	11/14/08	438.11	39,249
23,066	RICHARD OR IRIS MOORE	11/13/08	125983	11/14/08	17.23	39,250
2,101	U S POSTAL SERVICE	11/19/08	126099	11/19/08	99.62	39,251
	CONSOLIDATED BANK ACCOUNT				54,696.73	79 *

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 10/17/08 - ENDING DATE: 11/20/08 **

** 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					
2,101	U S POSTAL SERVICE	10/24/08	124700	10/24/08	44.06	39,151
2,313	WESBANCO BANK-PARKERSBURG	10/30/08	125072	10/30/08	2,121.25	9
106	ALLEGHENY POWER	10/30/08	125120	10/31/08	488.53	39,152
133	AUTO ZONE	10/30/08	125127	10/31/08	24.55	39,153
314	AT&T MOBILITY	10/30/08	125130	10/31/08	147.41	39,154
360	CUTLIP-WARNER DEVELOPMENT CO	10/30/08	125133	10/31/08	2,224.20	39,156
369	CONNOR CLEANING SERVICE	10/30/08	125135	10/31/08	130.80	39,157
486	FRANK & HEATHER MILLER	10/30/08	125138	10/31/08	7.97	39,160
486	FRANK & HEATHER MILLER	10/31/08	125327	10/31/08	7.97	39,160 VOID
486	EDWARD E ACREE	10/30/08	125141	10/31/08	6.03	39,163
486	EDWARD E ACREE	11/13/08	126016	10/31/08	6.03	39,163 VOID
486	DAWN ROGERS	10/30/08	125142	10/31/08	7.31	39,164
486	DAWN ROGERS	10/31/08	125328	10/31/08	7.31	39,164 VOID
486	BRIAN FLUHARTY	10/30/08	125143	10/31/08	51.41	39,165
486	STEPHANIE M FALAPPI	10/30/08	125144	10/31/08	7.41	39,166
832	HARDMAN SUPPLY COMPANY	10/30/08	125151	10/31/08	46.86	39,173
877	HANK'S SALES & SERVICE INC.	10/30/08	125160	10/31/08	135.00	39,174
1,204	JAMES R. LETT	10/30/08	125163	10/31/08	75.00	39,176
1,304	MILLER COMMUNICATIONS	10/30/08	125164	10/31/08	449.90	39,177
1,500	OHIO VALLEY MUFFLER & BRAKE	10/30/08	125165	10/31/08	19.77	39,178
1,512	HD SUPPLY WATERWORKS, LTD	10/30/08	125166	10/31/08	1,184.00	39,179
1,604	PARKERSBURG OFFICE SUPPLY	10/30/08	125168	10/31/08	471.65	39,181
1,663	PITNEY BOWES, INC	10/30/08	125175	10/31/08	92.08	39,182
1,805	RURAL DEVELOPMENT ADMN.	10/30/08	125176	10/31/08	2,112.00	39,183
1,806	ROY L RADABAUGH	10/30/08	125177	10/31/08	75.00	39,184
1,843	CINTAS LOC #531	10/30/08	125178	10/31/08	205.52	39,185
1,912	CHARLES M. STEWART	10/30/08	125184	10/31/08	75.00	39,187
2,005	C I THORNBURG	10/30/08	125187	10/31/08	468.49	39,189
2,103	USDA-RURAL DEVELOPMENT	10/30/08	125195	10/31/08	3,140.00	39,190
2,109	USA BLUE BOOK	10/30/08	125196	10/31/08	130.11	39,191
2,205	VERIZON	10/30/08	125198	10/31/08	160.67	39,192
2,314	WV DEPT OF TAX & REVENUE	10/30/08	125202	10/31/08	658.00	39,194
2,315	WV PUBLIC EMPLOYEES RETIREMENT	10/30/08	125203	10/31/08	2,163.55	39,195
2,338	WESBANCO-WATER RES-SAMS-CV	10/30/08	125204	10/31/08	314.00	39,196
23,032	SUTTLE & STALNAKER, PLLC	10/30/08	125205	10/31/08	3,720.00	39,197

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 10/17/08 - ENDING DATE: 11/20/08 **

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

BK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
101 000 00	CONSOLIDATED BANK ACCOUNT					
23,065	PHONETREE	10/30/08	125206	10/31/08	1,150.80	39,198
100	APPALACHIAN SOFTWARE INC	10/31/08	125293	10/31/08	540.00	39,200
153	ACTION ANSWERING SERVICE PLUS	10/31/08	125294	10/31/08	53.49	39,201
309	CLAYWOOD PARK PSD	10/31/08	125295	10/31/08	31,491.93	39,202
360	CUTLIP-WARNER DEVELOPMENT CO	10/31/08	125298	10/31/08	747.50	39,204
438	DOMINION HOPE	10/31/08	125300	10/31/08	88.63	39,205
600	FASTENERS & SUPPLY INC	10/31/08	125301	10/31/08	91.20	39,206
733	W. W. GRAINGER, INC.	10/31/08	125302	10/31/08	15.04	39,207
1,302	MINERAL WELLS PSD	10/31/08	125303	10/31/08	47.45	39,208
2,002	TAYLOR'S DISPOSAL INC	10/31/08	125304	10/31/08	38.00	39,209
2,005	C I THORNBURG	10/31/08	125305	10/31/08	180.00	39,210
2,109	USA BLUE BOOK	10/31/08	125307	10/31/08	160.00	39,211
2,339	WESTCO INTERNET	10/31/08	125308	10/31/08	13.50	39,212
2,375	WESBANCO BANK-PARKERSBURG	10/31/08	125309	10/31/08	2,000.00	39,213
2,101	U S POSTAL SERVICE	11/06/08	125461	11/06/08	513.00	39,215
2,313	WESBANCO BANK-PARKERSBURG	11/13/08	125841	11/13/08	1,584.23	9
124	AT&T - STATE CALLING SERVICE	11/13/08	125935	11/14/08	5.08	39,218
202	BIG MAC PRINTING	11/13/08	125936	11/14/08	213.28	39,219
205	BOWLES RICE MC DAVID GRAFF &	11/13/08	125937	11/14/08	110.00	39,220
275	BP	11/13/08	125938	11/14/08	699.34	39,221
486	KATHY WILSON	11/13/08	125947	11/14/08	54.91	39,228
1,307	MUNICIPAL BOND COMMISSION	11/13/08	125951	11/14/08	9,104.47	39,231
1,311	FERGUSON WATERWORKS	11/13/08	125958	11/14/08	773.46	39,232
1,512	HD SUPPLY WATERWORKS, LTD	11/13/08	125960	11/14/08	145.79	39,233
1,635	PARKERSBURG LOCK SERVICE	11/13/08	125961	11/14/08	18.00	39,234
2,005	C I THORNBURG	11/13/08	125962	11/14/08	71.45	39,235
2,039	TELEPAGE COMMUNICATIONS SYSTEM	11/13/08	125965	11/14/08	10.74	39,236
2,106	USDA-RURAL DEVELOPMENT	11/13/08	125966	11/14/08	3,325.00	39,237
2,107	USDA-RURAL DEVELOPMENT	11/13/08	125967	11/14/08	10,040.00	39,238
2,113	USDA-RURAL UTILITIES SERVICE	11/13/08	125969	11/14/08	3,518.00	39,239
2,306	WATER ENVIRONMENTAL TESTING	11/13/08	125970	11/14/08	67.50	39,240
2,308	WV PUBLIC EMPLOYEES INS AGENCY	11/13/08	125973	11/14/08	2,310.24	39,241
2,373	WESBANCO BANK-PARKERSBURG	11/13/08	125975	11/14/08	167.00	39,242
2,374	WESBANCO BANK-PARKERSBURG	11/13/08	125976	11/14/08	167.00	39,243
2,375	WESBANCO BANK-PARKERSBURG	11/13/08	125977	11/14/08	502.00	39,244
2,376	WESBANCO BANK-PARKERSBURG	11/13/08	125978	11/14/08	502.00	39,245
23,004	WESBANCO BANK INC	11/13/08	125979	11/14/08	176.00	39,246
23,005	WESBANCO BANK, INC.	11/13/08	125980	11/14/08	913.63	39,247
23,047	RETIREE HEALTH BNFT TRST FUND	11/13/08	125982	11/14/08	549.97	39,249

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 10/17/08 - ENDING DATE: 11/20/08 **

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

ANK ACCOUNT

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

2,101	U S POSTAL SERVICE	11/19/08	126099	11/19/08	149.43	39,251
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	CONSOLIDATED BANK ACCOUNT				93,245.28	69 *
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MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
OCTOBER 17, 2008 – NOVEMBER 20, 2008

1. Classified section of the Parkersburg News/Sentinel, for the sale of a 1997 GMC Truck to be sold at a Public Auction on Thursday, October 16, 2008.
2. Copy of title to a 1997 GMC Truck transferred to Burton Home Improvement, Inc. in the amount of \$1525.00.
3. Letter dated October 7, 2008, to Mineral Wells PSD, from WesBanco Bank, regarding the online banking activity.
4. Utility Cases Seminar, November 6, 2008, The Summit Conference Center & Catering, Charleston, WV.
5. Utility Certification of Convenience and Necessity Seminar, December 9, 2008, The Summit Conference Center & Catering, Charleston, WV.
6. Copy of letter dated October 16, 2008, to Donald Godfrey, from Todd Anderson, regarding the Oakdale Estates Subdivision Sewer Service. Carbon Copies sent to: Douglas Blake; Wood County Commission; Manning Frymier, Cerrone Associates; Steve Eaton, Parkersburg Utility Board; Steven Hardman, Bowles, Rice.
7. Discharge Monitoring Report for the month of September 2008, to Todd Anderson, from James C. Wright, Water Environmental Testing, results from influent and effluent.
8. Copy of letter dated October 17, 2008, to Marty Seufer, Wood County Commission, from Cathy Dyer, enclosing an approved copy of the Minutes of the Regular Board Meeting held Thursday, September 18, 2008.
9. Copy of letter dated October 17, 2008, to Chad Miller, Cerrone Associates, from Cathy Dyer, enclosing five (5) copies of the WV Division of Highways for MM-109 for Utility Occupation.
10. Fax dated October 17, 2008, to Todd Jones, Phone Tree, from Cathy Dyer, attaching a purchase order for the Phone Tree Kit in the amount of \$1,918.00.

**Mineral Wells PSD
List of Correspondence
November 20, 2008
Page 2**

11. E-mail dated October 17, 2008, to Cathy Dyer, from Wayne Trimble, Trimble & Associates, regarding Post-Issuance Compliance on Tax Exempt Bonds and the manual that was approved at our monthly board meeting.
12. E-mail dated October 17, 2008, to Cathy Dyer, from Todd Jones, Phone Tree, requesting an e-mail when the purchase order for the kit was sent.
13. E-mail dated October 17, 2008, to Cathy Dyer, from Michael Euliss, Phone Tree, stating, "Welcome to Phone Tree".
14. E-mail dated October 17, 2008, to Cathy Dyer, from WVPEIA, message to Boards of Education only.
15. Fax dated October 20, 2008, to Mineral Wells PSD, from Union Williams PSD, regarding the monthly Wood County PSD meeting to be held at Claywood Park PSD on October 22, 2008 at 12:00.
16. Copy of letter dated October 20, 2008, to Manning Frymier, Cerrone Associates, from Cathy Dyer, regarding the approval of the Letter of Engagement for the Public Debt Building Sewer Extension.
17. The Pipeline, News and Views from WV Bureau for Public Health, WV Department of Environmental Protection, and the Public Service Commission for July/August, 2008.
18. Copy of letter dated October 20, 2008, to Renee Shotwell, Bill Bailey Insurance Agency, Inc., regarding the sale of a 1997 GMC Sierra Pickup that was sold at a public auction during our Regular Board Meeting held Thursday, October 16, 2008.
19. E-mail dated October 20, 2008, to Cathy Dyer, from Manning Frymier, Cerrone Associates, regarding the Public Debt building located next to Walmart.
20. E-mail dated October 21, 2008, to Cathy Dyer, from Manning Frymier, Cerrone Associates, attaching Public Debt Building Drawings.
21. Letter dated October 14, 2008, to Mineral Wells PSD, from Kimberly K. McClead, WesBanco, regarding Jacob Freeman Byers, Jr.

Mineral Wells PSD
List of Correspondence
November 20, 2008
Page 3

22. E-mail dated October 22, 2008, to Cathy Dyer, from WV PEIA, regarding Fiscal Year 2008 OPEB liability.
23. Check dated October 22, 2008 from Mineral Wells All Star Cheerleading to pay Richard Lance's water/sewer bill at 70 Seasons Lane, Mineral Wells, in the amount of \$157.81. Check was signed by Heather Enoch.
24. ****Letter dated October 22, 2008, to Mineral Wells PSD, from Sandra Squire, Public Service Commission of West Virginia, enclosing a copy of a Recommended Decision.
25. Fax dated October 24, 2008, to Christine, Crescent & Sprague Supply Co., Inc., from Linda Watson, attaching a Tax Exemption Certificate.
26. Copy of letter dated October 24, 2008, to Manning Frymier, Cerrone Associates, from Cathy Dyer, confirming an interview date of Wednesday, November 5, 2008, at 2:00 for the Sewer System Improvements Project.
27. Copy of letter dated October 24, 2008, to Gary Facemyer, E.L. Robinson Engineering Co., from Cathy Dyer, confirming an interview date of Wednesday, November 5, 2008, at 11:30 for the Sewer System Improvements Project.
28. Copy of Letter dated October 24, 2008, to Ashok M. Sanghavi, S & S Engineers, Inc., from Cathy Dyer, confirming on interview date of Wednesday, November 5, 2008, at 10:00 for the Sewer System Improvements Project.
29. Fax dated October 27, 2008, to Danny Trivolette, from Mineral Wells PSD, attaching an application for service.
30. Billing Reprint for Sarah Wiggins, 88 Georgia Ave., adjustment made to her water/sewer account.
31. The Pipeline, the National Association of Pipe Fabricators, Inc., Volume 31, Issue 3, Fall 2008.
32. ****Completed 2008 Annual Survey of Local Government Finances, mailed October 28, 2008.

**Mineral Wells PSD
List of Correspondence
November 20, 2008
Page 4**

33. E-mail dated October 27, 2008, to Cathy Dyer, from Manning Frymier, Cerrone Associates, regarding the Parkersburg Emergency Connection.
34. Carbon Copy of letter dated October 27, 2008, to Todd Anderson, from Chad Miller, Project Representative, Cerrone Associates, enclosing five (5) executed copies of form MM-109 DOH Occupation Application for the Misc. Water Improvements Project.
35. Fax dated October 28, 2008, to Mineral Wells PSD, from Union Williams PSD, regarding a Wood County PSD meeting to be held at the Mid Ohio Valley Regional Council on October 29, 2008 at 12:00.
36. Fax dated October 28, 2008, to Elizabeth Gallaher, State of West Virginia Department of Health and Human Resources, from Mark A. Dennis, attaching a completed Renewal of OIT form.
37. E-mail dated October 28, 2008, to Cathy Dyer, from Sara Boardman, regarding our Monthly Bond Payment Reminder.
38. Copy of letter dated October 29, 2008, to Jamie Six, Clerk of Wood County, from Cathy Dyer, enclosing two (2) Release of Liens for Delinquent Water Service to be recorded for Paul D. Lewis.
39. Fax dated October 29, 2008, to Wirt County Journal, from Cathy Dyer, attaching notice to be inserted in the Journal on Wednesday, November 5, 2008, for a Special Board Meeting.
40. Fax dated October 29, 2008, to Jackson Herald Newspaper, from Cathy Dyer, attaching notice to be inserted in the paper on Tuesday, November 4, 2008, for a Special Board Meeting.
41. Fax dated October 29, 2008, to Parkersburg News/Sentinel, from Cathy Dyer, attaching notice to be inserted in the paper on Monday, November 3, 2008, for a Special Board Meeting.
42. E-mail dated October 29, 2008, to Cathy Dyer, from WV PEIA, a message to County Boards of Education.

**Mineral Wells PSD
List of Correspondence
November 20, 2008
Page 5**

43. Professional Subscription Order Form for Waste News Professional Services.
44. Letter dated October 2008, to Howard Seufer, Chairman, Union Williams Public Service District, from Steptoe & Johnson, Attorneys at Law, regarding the West Virginia's Prevailing Wage Act.
45. Project Information from Mid Ohio Valley Regional Council.
46. Mountain State Water Line, A Publication of the West Virginia Rural Water Association, Fall 2008.
47. Fax dated October 31, 2008, to Cathy Dyer, from Renee Shotwell, Bill Bailey Agency, Inc., regarding renewal of worker's compensation.
48. Fax dated November 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 October 2008.
49. Letter dated October 31, 2008, to Conner Cleaning Service, from Cathy Dyer, stating termination of there services will no longer be needed effective October 31, 2008.
50. Statement of Account to Mineral Wells PSD, from West Virginia Municipal Bond Commission, for the months of July 1, 2008 to September 30, 2008.
51. Low Pressure Waiver Form dated November 4, 2008, signed by Susan Miller, for water service on Stephens Fork Rd.
52. Bacteriological Examination of Water from Public Water Distribution System, testing results reported November 3, 2008, from Water Environmental Testing.

Mineral Wells PSD
List of Correspondence
November 20, 2008
Page 6

53. Notice of Violations, to Mineral Wells PSD, from State of West Virginia, Department of Environmental Protection, Environmental Enforcement, stating the District has to submit a proposed corrective action plan and schedule, outlining how and when this facility will achieve compliance with the effluent discharge limitations and Submit I & I plans.
54. E-mail dated November 5, 2008, to Todd Anderson, from Jim Ruckman, Cerrone Associates, attaching a cost estimate for the Public Debt Building.
55. Fax dated November 5, 2008, to Todd Anderson, from Manning Frymier, Cerrone Associates, enclosing two half size and one full size prints of the preliminary construction drawings for the referenced project.
56. E-mail dated November 5, 2008, to Cathy Dyer, from WV PEIA, notification that the November 2008 billing has been posted to the Web Contribution System.
57. Letter dated November 3, 2008, to Mark A. Dennis, from Dawn Newell, Program Manager, State of West Virginia, Department of Health and Human Resources, attaching his certificate for Renewal of Operator in Training.
58. Copy of Janitorial Service Bond, from Western Surety Company, for Melanie L. Wine. (Cleaning of the office, shop and WWTP).
59. E-mail dated November 6, 2008, to Cathy Dyer, from Phone Tree, Welcome to Introduction to PhoneTree's Advanced Messaging University.
60. Fax dated November 7, 2008, to David Bowles, Peoples Bank, from Mineral Wells PSD, attaching an application for service for 5297 Southern Highway. (Foreclosure)
61. Letter dated November 5, 2008, to Todd Anderson, from Manning Frymier, Cerrone Associates, referencing the Public Debt Sewer Extension.
62. Copy of letter dated November 7, 2008, to Rebecca Stiffler, from Cathy Dyer, regarding a returned NSF check we received in the amount of \$28.61. Also stating what action will be taken if it is not taken care of.

**Mineral Wells PSD
List of Correspondence
November 20, 2008
Page 7**

63. Resume from Diana Lou Longwell.
64. Letter dated November 6, 2008, to Todd Anderson, from James M. Ruckman, Cerrone Associates, enclosing preliminary construction drawings for the Public Sewer Extension.
65. E-mail dated November 7, 2008, to Todd Anderson, from Clinton Pifer, regarding the proposed sanitary main near the Public Debt Facility.
66. E-mail dated November 11, 2008, to Todd Anderson, from Jim Ruckman, Cerrone Associates, attaching revised Construction Drawing and Cost Estimate for "Option B" at the Public Debt Office Building.
67. Notice of Hearing to Consider The Adequacy of Disclosure Statement for Buffets Holdings, Inc.
68. Infrastructure Council Report Newsletter, West Virginia Rural Water Association, Vol. 14, Issue 11, November 7, 2008.
69. Publication 2184, Form W-3 Package – Internal Revenue Service.
70. Fax dated November 12, 2008, to Renee, Bill Bailey Insurance, from Cathy Dyer, attaching Projected wages for 2008.
71. Recorded Release for Paul D. Lewis in the amount of \$301.86.
72. Recorded Release for Paul D. Lewis in the amount of \$262.14.
73. E-mail dated November 12, 2008, to Todd Anderson, from Jim Ruckman, Cerrone Associates, forwarding message that was received from Clint Pifer regarding the Public Debt Office Building.
74. E-mail dated November 12, 2008, to Cathy Dyer, from Dell Computers, regarding a service call for the server.
75. E-mail dated November 12, 2008, to Cathy Dyer, from Dell Computers, regarding a dispatch number for parts for the server.

Mineral Wells PSD
List of Correspondence
November 20, 2008
Page 8

76. Letter dated November 3, 2008, to Todd Anderson, from Fleet and Commercial, regarding the purchase of our new GMC vehicle.
77. Fax dated November 13, 2008, to Todd Anderson, from Manning Frymier, Cerrone Associates, regarding the Wastewater Lagoons 2008 DEP Compliance Issues.
78. E-mail dated November 12, 2008, to Cathy Dyer, from Dell Computers, regarding parts have been shipped for our service call.
79. Copy of letter dated November 13, 2008, to John King, Field Inspector, Department of Environmental Protection, Environmental Enforcement, from Linda K. Watson, enclosing a copy of the Discharge Monitoring Report for the month of October 2008, a copy of the WV Summary of Waste Water Treatment Plant Operations for the month of October 2008, Oil and Grease Test Results for Liberty Truck Stop and a letter referencing the two violations received.
80. Copy of letter dated November 13, 2008, to WV Department of Environmental Protection, Division of Water and Waste Management Permitting and Engineering Branch, from Linda K. Watson, enclosing a copy of the Discharge Monitoring Report for the month of October 2008, a copy of the WV Summary of Waste Water Treatment Plant Operations for the month of October 2008, Oil and Grease Test Results for Liberty Truck Stop and a copy of a letter to John King, Field Inspector, Environmental Enforcement, regarding two violations received.
81. Copy of letter dated November 13, 2008, to Jeff Smith, Office of Environmental Health Services, Regulatory Development and Compliance Unit, from Linda K. Watson, enclosing a copy of the Discharge Monitoring Report for the month of October 2008, a copy of the WV Summary of Waste Water Treatment Plant Operations for the month of October 2008, Oil and Grease Test Results for Liberty Truck Stop and a copy of a letter to John King, Field Inspector, Environmental Enforcement, regarding two violations received.

Mineral Wells PSD
List of Correspondence
November 20, 2008
Page 9

82. Copy of letter dated November 13, 2008, to Manning Frymier, Cerrone Associates, from Linda K. Watson, enclosing a copy of the Discharge Monitoring Report for the month of October 2008, a copy of the WV Summary of Waste Water Treatment Plant Operations for the month of October 2008, Oil and Grease Test Results for Liberty Truck Stop and a copy of a letter to John King, Field Inspector, Environmental Enforcement, regarding two violations received.
83. Copy of letter dated November 13, 2008, to Cindy Musser, West Virginia Department of Environmental Protection and Natural Resources, from Linda K. Watson, enclosing a copy of the Discharge Monitoring Report for the month of October 2008, a copy of the WV Summary of Waste Water Treatment Plant Operations for the month of October 2008, Oil and Grease Test Results for Liberty Truck Stop and a copy of a letter to John King, Field Inspector, Environmental Enforcement, regarding two violations received.
84. Copy of letter dated November 13, 2008, to Ron & Nancy West, from Cathy Dyer, regarding a check that was returned to us in the amount of \$100.00 marked for NSF.
85. Letter dated November 11, 2008, to Bill Byers, from Brickstreet Insurance, regarding a workers compensation claim.
86. Currency Notes, Facts & Figures From West Virginia State Treasurer John Perdue, Fall 2008.
87. ****Final Recommended Decision dated November 11, 2008, to Mineral Wells PSD, from Public Service Commission of West Virginia, regarding the Rule 19 A application to increase sewer rates and charges.
88. Letter dated November 11, 2008, to Todd Anderson, from James M. Ruckman, Cerrone Associates, enclosing revised prints of the preliminary construction drawing for Option B of the Public Debt Sewer Extension Project.

Mineral Wells PSD
List of Correspondence
November 20, 2008
Page 10

89. Fax dated November 14, 2008, to Jackson Herald Newspaper, from Cathy Dyer, attaching notice to be inserted in the newspaper on Tuesday, November 18, 2008, regarding the Monthly Board Meeting scheduled for Thursday, November 20, 2008.
90. Fax dated November 13, 2008, to Parkersburg News/Sentinel, from Cathy Dyer, attaching notice to be inserted in the newspaper on Monday, November 17, 2008, regarding the Monthly Board Meeting scheduled for Thursday, November 20, 2008.
91. Fax dated November 13, 2008, to Wirt County Journal, from Cathy Dyer, attaching notice to be inserted in the journal on Wednesday, November 19, 2008, regarding the Monthly Board Meeting scheduled for Thursday, November 20, 2008.
92. Copy of letter dated November 14, 2008, to Jefferson Brady, Infrastructure Council, from Cathy Dyer, regarding the following deposits were made to the West Virginia Municipal Bond Commission: Water Revenue-04-A-\$8,116.88; Reserve Fund-04-A-\$811.69; Reserve Fund-04-B-\$175.90.
93. Copy of letter dated November 14, 2008, to West Virginia Water Development Authority, from Cathy Dyer, regarding the following deposit was made to the West Virginia Municipal Bond Commission: Revenue Fund-\$2,288.88.
94. Copy of letter dated November 14, 2008, to West Virginia Water Development Authority, from Cathy Dyer, regarding the following deposit was made to the West Virginia Municipal Bond Commission: Revenue Fund-\$5,688.40.
95. Copy of letter dated November 14, 2008, to West Virginia Municipal Bond Commission, from Cathy Dyer, enclosing District Check #39231 in the amount of \$27,414.75 for the following bond payments: Sewer 97 Revenue-\$9,040.00; Sewer 95 Revenue-\$5,688.40; Sewer 85-B Revenue \$1,293.00; Sewer 03-A-Revenue- \$2,288.88; Water 04-B Reserves-\$175.90; Water 04-A Reserve-\$811.69; Water 04-A Revenue-\$8,116.88.

Mineral Wells PSD
List of Correspondence
November 20, 2008
Page 11

96. E-mail dated November 14, 2008, to Cathy Dyer, from Dell Computers, follow up on the service call that was provided for the server.
97. E-mail dated November 16, 2008, to Cathy Dyer, from Dell Computers, asking for our assistance in a Dell Satisfaction Survey.
98. Sampling Results to Mineral Wells PSD, from Water Environmental Testing.
99. The Parkersburg Utility Board Invite to attend The Parkersburg Regional Wastewater Treatment Facility Dedication, November 21, 2008 at 1:00 p.m.
100. E-mail dated November 18, 2008, to Cathy Dyer, from Dell Computers, follow up after service call.
101. Quote dated November 19, 2008, to Todd Anderson, from Terry, Specialty Piping Corporation, for repair of the bar screen at the WWTP.

Mineral Wells PSD
 G E N E R A L L E D G E R
 WATER INCOME STATEMENT

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
OPERATING REVENUE ACCOUNTS								
METERED SALES								
METERED SALES-RESIDENTIAL	1 461 100 00	(892,000.00)	(297,333.32)	(59,164.64)	79.59	(305,803.37)	34.28	586,196.63
METERED SALES-COMMERCIAL	1 461 200 00	(166,000.00)	(55,333.32)	(9,874.93)	71.38	(69,402.41)	41.80	96,597.59
TOTAL METERED SALES		(1058,000.00)	(352,666.64)	(69,039.57)	78.30	(375,205.78)	35.46	682,794.22
OTHER REVENUES								
FORFEITED DISCOUNTS	1 470 000 00	(23,000.00)	(7,666.64)	(1,965.77)	102.56	(7,664.47)	33.32	15,335.53
MISCELLANEOUS SERVICE REVENUE	1 471 000 00	(1,500.00)	(500.00)	(375.00)	300.00	(1,247.00)	83.13	253.00
METER LEASE - MOBILE HOME PARK	1 472 500 00	(392.00)	(130.64)	(96.00)	293.93	(384.00)	97.95	8.00
INTERDEPARTMENT RENTS	1 473 000 00	(5,000.00)	(1,666.64)	.00		.00		5,000.00
OTHER WATER REVENUES	1 474 000 00	(8,000.00)	(2,666.64)	(891.25)	133.68	(3,545.75)	44.32	4,454.25
TOTAL OTHER REVENUES		(37,892.00)	(12,630.56)	(3,328.02)	105.39	(12,841.22)	33.88	25,050.78
TOTAL REVENUES		(1095,892.00)	(365,297.20)	(72,367.59)	79.24	(388,047.00)	35.40	707,845.00

Mineral Wells PSD
 GENERAL LEDGER
 WATER INCOME STATEMENT

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
OPERATION/MAINTENANCE EXPENSE								
SOURCE OF SUPPLY								
PURCHASED WATER	1 602 000 00	236,000.00	78,666.64	23,774.77	120.88	75,943.05	32.17	(160,056.95)
TOTAL SOURCE OF SUPPLY		236,000.00	78,666.64	23,774.77	120.88	75,943.05	32.17	(160,056.95)
PUMPING OPERATION								
OPERATION SUPERVISION PUMPING	1 620 000 00	.00	.00	.00		57.75		57.75
POWER PURCHASED PUMPING	1 623 000 00	6,000.00	2,000.00	386.16	77.23	1,486.76	24.77	(4,513.24)
PUMPING LABOR	1 624 000 00	6,300.00	2,100.00	385.16	73.36	2,179.88	34.60	(4,120.12)
PUMPING EXPENSES	1 624 001 00	2,000.00	666.64	1,286.58	771.97	2,417.49	120.87	417.49
MISCELLANEOUS EXPENSE	1 626 000 00	120.00	40.00	.00		.00		(120.00)
TOTAL OPERATION		14,420.00	4,806.64	2,057.90	171.25	6,141.88	42.59	(8,278.12)
MAINTENANCE								
MAINT STRUCTURES & IMPROVEMENT	1 631 000 00	600.00	200.00	.00		.00		(600.00)
MAINT PUMPING EQUIPMENT	1 633 000 00	4,200.00	1,400.00	246.17	70.33	701.73	16.70	(3,498.27)
TOTAL MAINTENANCE		4,800.00	1,600.00	246.17	61.54	701.73	14.61	(4,098.27)
TOTAL PUMPING		19,220.00	6,406.64	2,304.07	143.85	6,843.61	35.60	(12,376.39)
TRANSMISSION & DISTRIBUTION OPERATION								
OPER SUPERVISION & ENGINEERING	1 660 000 00	.00	.00	32.85		52.10		52.10
TRANS & DIST LINE EXPENSE	1 662 000 00	24,000.00	8,000.00	3,699.47	184.97	7,549.57	31.45	(16,450.43)
OPER EXPENSE	1 663 000 00	3,000.00	1,000.00	163.10	65.24	342.85	11.42	(2,657.15)
TOTAL OPERATION		27,000.00	9,000.00	3,895.42	173.12	7,944.52	29.42	(19,055.48)
MAINTENANCE								
MAINT STRUCTURES & IMPROVEMENT	1 671 000 00	1,000.00	333.32	.00		67.60	6.76	(932.40)
MAINTENANCE OF MAINS T & D	1 673 000 00	21,000.00	7,000.00	3,421.05	195.48	12,701.70	60.48	(8,298.30)
MAINTENANCE OF SERVICES T & D	1 675 000 00	10,000.00	3,333.32	1,181.85	141.82	3,901.34	39.01	(6,098.66)
MAINTENANCE OF METERS T & D	1 676 000 00	2,800.00	933.32	190.66	81.71	1,028.62	36.73	(1,771.38)
MAINTENANCE OF HYDRANT T & D	1 677 000 00	1,700.00	566.64	884.85	624.62	907.95	53.40	(792.05)
TOTAL MAINTENANCE		36,500.00	12,166.60	5,678.41	186.68	18,607.21	50.97	(17,892.79)
TOTAL TRANS. & DISTRIBUTION		63,500.00	21,166.60	9,573.83	180.92	26,551.73	41.81	(36,948.27)

Mineral Wells PSD
 GENERAL LEDGER
 WATER INCOME STATEMENT

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
CUSTOMER SERVICE EXPENSES								
OPERATION								
METER READING EXPENSES	1 902 000 00	8,000.00	2,666.64	219.00	32.85	1,154.03	14.42	(6,845.97)
BILLING & COLLECTING - LABOR	1 903 100 00	34,000.00	11,333.32	2,822.15	99.60	10,884.13	32.01	(23,115.87)
BILLING & COLLECTING - EXPENSE	1 903 200 00	4,300.00	1,433.32	1,921.86	536.33	4,704.86	109.41	404.86
UNCOLLECTIBLE ACCOUNTS	1 904 000 00	3,200.00	1,066.64	.00		.00		(3,200.00)
TOTAL CUSTOMER SERVICE EXPENSES		49,500.00	16,499.92	4,963.01	120.31	16,743.02	33.82	(32,756.98)
ADMINISTRATIVE & GENERAL								
OPERATION								
ADMIN & GENERAL SALARIES	1 920 000 00	80,000.00	26,666.64	4,092.55	61.38	18,074.24	22.59	(61,925.76)
EXPENSES GENERAL EMPLOYEES	1 920 200 00	1,200.00	400.00	.00		.00		(1,200.00)
OFFICE SUPPLIES & EXPENSE	1 921 000 00	23,000.00	7,666.64	1,745.13	91.05	5,573.36	24.23	(17,426.64)
OUTSIDE SERVICES EMPLOYED	1 923 000 00	6,100.00	2,033.32	3,720.00	731.80	6,720.00	110.16	620.00
LAWYER	1 923 001 00	600.00	200.00	.00		111.00	18.50	(489.00)
PROPERTY INSURANCE	1 924 000 00	20,000.00	6,666.64	.00		3,197.63	15.98	(16,802.37)
INJURIES & DAMAGES	1 925 000 00	600.00	200.00	.00		.00		(600.00)
EMPLOYEES WELFARE EXPENSE	1 926 100 00	1,200.00	400.00	280.00	280.00	403.95	33.66	(796.05)
EMPLOYEES PENSIONS/BENEFITS	1 926 200 00	35,000.00	11,666.64	3,175.11	108.86	11,535.45	32.95	(23,464.55)
EMPLOYEE VACATION PAY	1 926 300 00	7,700.00	2,566.64	620.76	96.74	3,356.64	43.59	(4,343.36)
EMPLOYEES HOLIDAY PAY	1 926 400 00	7,200.00	2,400.00	55.44	9.24	1,279.68	17.77	(5,920.32)
EMPLOYEES SICK PAY	1 926 500 00	6,700.00	2,233.32	125.28	22.43	264.78	3.95	(6,435.22)
EMPLOYEES' FUNERAL LEAVE PAY	1 926 600 00	400.00	133.32	.00		.00		(400.00)
COMP TIME	1 926 700 00	2,000.00	666.64	242.11	145.27	740.58	37.02	(1,259.42)
SEB/WV RETIREE HEALTH BENEFIT	1 926 800 00	6,500.00	2,166.64	804.74	148.56	3,218.96	49.52	(3,281.04)
REGULATORY COMMISSION EXPENSE	1 928 000 00	3,500.00	1,166.64	.00		.00		(3,500.00)
MISCELLANEOUS GENERAL EXPENSE	1 930 200 00	5,000.00	1,666.64	211.05	50.65	875.06	17.50	(4,124.94)
TOTAL OPERATION		206,700.00	68,899.72	15,072.17	87.50	55,351.33	26.77	(151,348.67)
MAINTENANCE OF GENERAL PLANT								
MAINTENANCE OF GENERAL PLANT	1 932 000 00	400.00	133.32	.00		.00		(400.00)
TRANSPORTATION EXPENSES	1 933 000 00	17,000.00	5,666.64	953.60	67.31	6,162.17	36.24	(10,837.83)
ADMINISTRATIVE & GENERAL								
TOTAL OPERATION & MAINTENANCE		592,320.00	197,439.48	56,641.45	114.75	187,594.91	31.67	(404,725.09)

Mineral Wells PSD
 G E N E R A L L E D G E R
 WATER INCOME STATEMENT

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
DEPRECIATION EXPENSE	1 403 000 00	285,600.00	95,200.00	25,800.00	108.40	96,600.00	33.82	(189,000.00)
DEPRECIATION EXPENSE	1 408 100 00	13,100.00	4,366.64	1,103.37	101.07	3,896.19	29.74	(9,203.81)
TOTAL OPERATING EXPENSES		891,020.00	297,006.12	83,544.82	112.51	288,091.10	32.33	(602,928.90)
OTHER INCOME & DEDUCTIONS								
INTEREST & DIVIDEND INCOME	1 419 000 00	(935.00)	(311.64)	(168.58)	216.37	(351.60)	37.60	583.40
INTEREST ON LONGTERM DEBT	1 427 000 00	192,000.00	64,000.00	15,200.00	95.00	64,700.00	33.69	(127,300.00)
OTHER INTEREST EXPENSE	1 431 000 00	130.00	43.32	9.17	84.67	72.48	55.75	(57.52)
TOTAL OTHER INCOME & DEDUCTIO		191,195.00	63,731.68	15,040.59	94.39	64,420.88	33.69	(126,774.12)
NET INCOME		(13,677.00)	(4,559.40)	26,217.82	999.99-	(35,535.02)	259.81	(21,858.02)

Mineral Wells PSD
 G E N E R A L L E D G E R
 SEWER INCOME STATEMENT

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
OPERATING REVENUE ACCOUNTS								
DOMESTIC SERVICE-RESIDENTIAL	2 601 000 00	(465,000.00)	(155,000.00)	(46,984.64)	121.25	(155,698.84)	33.48	309,301.16
DOMESTIC SERVICE-COMMERCIAL	2 602 000 00	(180,000.00)	(60,000.00)	(9,095.95)	60.63	(64,307.89)	35.72	115,692.11
MUTCHER BEND SEWER	2 605 000 00	(108.00)	(36.00)	1,900.00	999.99-	(34.00)	31.48	74.00
TOTAL SALES OF SEWER SERVICE		(645,108.00)	(215,036.00)	(54,180.59)	100.78	(220,040.73)	34.10	425,067.27
OTHER SEWER REVENUES								
FORFEITED DISCOUNTS & PENALTY	2 612 000 00	(17,000.00)	(5,666.64)	(863.00)	60.91	(4,298.45)	25.28	12,701.55
DISC SEWERAGE REVENUES	2 615 000 00	(1,200.00)	(400.00)	(358.00)	358.00	(988.00)	82.33	212.00
RAIN ON SALE	2 620 000 00	.00	.00	(1,525.00)		(1,525.00)		(1,525.00)
TOTAL OTHER SEWER REVENUES		(18,200.00)	(6,066.64)	(2,746.00)	181.05	(6,811.45)	37.42	11,388.55
TOTAL REVENUES		(663,308.00)	(221,102.64)	(56,926.59)	102.98	(226,852.18)	34.20	436,455.82
OPERATION/MAINTENANCE EXPENSE								
COLLECTING EXPENSES								
OPERATION LABOR-COLLECTING	2 702 000 00	3,000.00	1,000.00	.00		.00		(3,000.00)
PAINT SUPERVISION/ENGINEERING	2 704 000 00	.00	.00	77.00		77.00		77.00
PAINT SERVICE CONN & TRAP	2 705 100 00	11,800.00	3,933.32	998.70	101.56	5,908.90	50.07	(5,891.10)
PAINT COLLECT & TRANS MAINS	2 705 200 00	22,000.00	7,333.32	(431.25)	23.52-	13,421.27	61.00	(8,578.73)
TOTAL COLLECTING EXPENSES		36,800.00	12,266.64	644.45	21.01	19,407.17	52.73	(17,392.83)
PUMPING EXPENSES								
PAINT SUPERVISION & ENGINEERING	2 721 000 00	.00	.00	.00		818.55		818.55
OPERATION LABOR-PUMPING	2 722 000 00	4,000.00	1,333.32	563.45	169.03	1,936.10	48.40	(2,063.90)
SEWER LIFT STATIONS	2 723 100 00	17,000.00	5,666.64	872.45	61.58	4,069.07	23.93	(12,930.93)
SEWER GRINDER PUMPS	2 723 200 00	5,000.00	1,666.64	402.87	96.69	1,722.23	34.44	(3,277.77)
APPLIES-EXP LIFT STA GRINDERS	2 724 000 00	19,000.00	6,333.32	1,087.71	68.69	4,411.25	23.21	(14,588.75)
PAINT STRUCTURES & IMPROV	2 726 000 00	500.00	166.64	39.10	93.85	417.29	83.45	(82.71)
SEWER PUMPING-LIFT STATIONS	2 727 100 00	25,000.00	8,333.32	1,233.43	59.20	10,168.99	40.67	(14,831.01)
PAINT OTHER PUMPING EQUIPMENT	2 727 200 00	50,000.00	16,666.64	4,444.07	106.65	12,090.80	24.18	(37,909.20)
TOTAL PUMPING EXPENSES		120,500.00	40,166.52	8,643.08	86.07	35,634.28	29.57	(84,865.72)

Mineral Wells PSD
 GENERAL LEDGER
 SEWER INCOME STATEMENT

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
TREATMENT & DISPOSAL EXPENSES								
OPER SUPERVISION & ENGINEERING	2 741 000 00	.00	.00	.00		38.50		38.50
OPERATION LABOR-TREATMENT	2 742 000 00	8,500.00	2,833.32	2,927.40	413.28	9,983.52	117.45	1,483.52
SUPPLIES AND EXPENSES-PLANT	2 743 100 00	18,500.00	6,166.64	8,240.75	534.53	26,870.71	145.24	8,370.71
CHEMICAL TREATMENT EXP-PLANT	2 743 200 00	3,500.00	1,166.64	2,092.00	717.27	8,465.50	241.87	4,965.50
POWER EXPENSE-PLANT	2 743 300 00	35,000.00	11,666.64	3,516.54	120.56	15,012.15	42.89	(19,987.85)
MAINT SUPERVISION & ENG	2 744 000 00	.00	.00	.00		40.65		40.65
MAINT OF STRUCTURE & IMPROVEMT	2 745 000 00	500.00	166.64	.00		312.80	62.56	(187.20)
MAINT OF SEWAGE PONDS	2 745 100 00	.00	.00	1,391.05		6,269.86		6,269.86
MAINT OF T & D SYS EQUIPMENT	2 746 000 00	9,000.00	3,000.00	182.37	24.31	3,188.24	35.42	(5,811.76)
TOTAL TREATMENT & DISPOSAL		75,000.00	24,999.88	18,350.11	293.60	70,181.93	93.57	(4,818.07)
BILLING & COLLECTING EXPENSES								
METER READING LABOR	2 782 000 00	7,100.00	2,366.64	219.00	37.01	1,092.50	15.38	(6,007.50)
BILLING & COLLECTING LABOR	2 783 100 00	26,000.00	8,666.64	2,292.12	105.79	8,638.26	33.22	(17,361.74)
BILLING & COLLECTING EXPENSE	2 783 200 00	3,200.00	1,066.64	1,395.35	523.26	3,762.78	117.58	562.78
TOTAL BILLING & COLLECTING		36,300.00	12,099.92	3,906.47	129.13	13,493.54	37.17	(22,806.46)
ADMINISTRATIVE/GENERAL EXPENSE								
ADMIN & GENERAL SALARIES	2 790 000 00	34,000.00	11,333.32	2,574.77	90.87	11,279.87	33.17	(22,720.13)
EXPENSES-GENERAL EMPLOYEES	2 792 200 00	500.00	166.64	.00		.00		(500.00)
OFFICE SUPPLIES & EXPENSES	2 793 000 00	15,000.00	5,000.00	1,428.15	114.25	3,897.73	25.98	(11,102.27)
SPECIAL SERVICES	2 795 000 00	4,100.00	1,366.64	3,430.00	999.99	5,787.50	141.15	1,687.50
SPECIAL LEGAL SERVICES	2 796 000 00	1,000.00	333.32	.00		74.00	7.40	(926.00)
REGULATORY COMMISSION	2 797 000 00	2,600.00	866.64	.00		.00		(2,600.00)
INSURANCE	2 798 000 00	7,800.00	2,600.00	.00		2,131.76	27.33	(5,668.24)
INJURIES/DAMAGES	2 799 000 00	2,400.00	800.00	.00		.00		(2,400.00)
EMPLOYEES WELFARE EXPENSES	2 800 100 00	1,000.00	333.32	.00		.00		(1,000.00)
EMPLOYEE PENSION & BENEFITS	2 800 200 00	32,000.00	10,666.64	2,583.41	96.87	11,496.95	35.92	(20,503.05)
EMPLOYEES VACATION PAY	2 800 300 00	4,400.00	1,466.64	413.84	112.86	2,237.76	50.85	(2,162.24)
EMPLOYEES HOLIDAY PAY	2 800 400 00	6,000.00	2,000.00	36.96	7.39	853.12	14.21	(5,146.88)
EMPLOYEES SICK PAY	2 800 500 00	4,000.00	1,333.32	83.52	25.05	176.52	4.41	(3,823.48)
EMPLOYEES' FUNERAL LEAVE PAY	2 800 600 00	1,000.00	333.32	.00		.00		(1,000.00)
COMP TIME	2 800 700 00	1,300.00	433.32	162.69	150.18	497.27	38.25	(802.73)
SB/WV RETIREE HEALTH BENEFIT	2 800 800 00	4,200.00	1,400.00	536.50	153.28	2,146.00	51.09	(2,054.00)
SCCELLANEOUS GENERAL EXPENSE	2 801 000 00	4,000.00	1,333.32	539.67	161.90	2,157.36	53.93	(1,842.64)
INT GENERAL PROPERTY	2 802 000 00	5,000.00	1,666.64	.00		.00		(5,000.00)
INTS	2 803 000 00	5,000.00	1,666.64	.00		.00		(5,000.00)
TRANSPORTATION EXPENSE	2 903 000 00	11,500.00	3,833.32	635.74	66.33	4,204.76	36.56	(7,295.24)
COLLECTIBLE ACCOUNTS	2 904 100 00	3,200.00	1,066.64	.00		.00		(3,200.00)
TOTAL ADMINISTRATIVE & GEN EX		150,000.00	49,999.68	12,425.25	99.40	46,940.60	31.29	(103,059.40)

Mineral Wells PSD
 GENERAL LEDGER
 SEWER INCOME STATEMENT

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
TOTAL OPERATING EXPENSES		418,600.00	139,532.64	43,969.36	126.04	185,657.52	44.35	(232,942.48)
DEPRECIATION	2 503 000 00	302,400.00	100,800.00	24,800.00	98.41	100,400.00	33.20	(202,000.00)
OFFICE EXPENSE	2 507 100 00	10,000.00	3,333.32	906.27	108.75	3,820.88	38.20	(6,179.12)
INTEREST/DIVIDEND EARNED	2 524 000 00	(2,535.00)	(845.00)	(39.17)	18.54	(193.85)	7.64	2,341.15
INTEREST ON LONG TERM DEBT	2 530 000 00	96,000.00	32,000.00	7,200.00	90.00	31,200.00	32.50	(64,800.00)
OTHER INTEREST EXPENSE	2 535 000 00	100.00	33.32	8.00	96.03	45.51	45.51	(54.49)
		=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENSES & OTHER INCOME		161,257.00	53,751.64	19,917.87	148.21	94,077.88	58.34	(67,179.12)
		=====	=====	=====	=====	=====	=====	=====
BALANCE TO SURPLUS		161,257.00	53,751.64	19,917.87	148.21	94,077.88	58.34	(67,179.12)