

MINUTES OF A REGULAR MONTHLY BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, FEBRUARY 19, 2009, AT 5:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. 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; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; Nellie Radcliff and Linda Watson, Office Clerks; Darin Crites and William Byers, Field Techs., were present

There was no one present from the public.

Mr. Lett made a motion to approve the Minutes of the January 15, 2009, Regular Board Meeting as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

There was no one present to discuss the Butcher Bend Lagoon Home Owners Association in regards to the District being responsible for taking care of the maintenance of the lagoon. The District mailed a letter to the Association requesting pertinent information regarding the lagoon.

Ron's Porta Jon's Service was working for the District and had an unfortunate accident at the Rt. 21 Lift Station. There was damage caused by Ron's Service to the Lift Station. The repair estimate is \$7,140.00. The Board made a motion that the District will split this amount in half with Ron's Porta Jon's Service. Ron's can make payment arrangements if necessary. Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Dyer presented the Board with an agreement between the Department of Highways and the Mineral Wells Public Service District regarding the replacement of the Barnett Bridge replacement. The Board instructed Mrs. Dyer to forward the agreement on to the District's lawyer.

Mrs. Dyer presented the Board with an Engagement Letter for 2009 Audit from Suttle and Stalnaker with an amount of \$11,200.00. Mr. Lett made a motion to accept this Letter of Engagement. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Letter of Engagement.

Mrs. Dyer presented the Board with a maintenance agreement from H D Supply for meter reading equipment and software. Mr. Lett made a motion to accept the agreement of \$3,231.00. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the maintenance agreement.

It was brought to the Board's attention that the wording in the Employees Handbook regarding vacation time needed to be clarified to read (see copy attached)(see revised copy attached). Mr. Radabaugh made a motion for the correction to be made. Mr. Lett seconded the motion. The motion passed unanimously.

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Mr. Anderson discussed with the Board the hours of the maintenance department being changed from 8:00 am to 5:00 pm with one hour lunch breaks being changed to 8:00 am to 4:30 pm with one-half hour lunch break. Mr. Lett made a motion to change the hours from 8-5 to 8-4:30 with one-half hour lunch. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve the Financial Statement dated January 31, 2009, for All Finances (copy attached). Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve the Financial Statement dated January 31, 2009, for Water Revenue Fund Checking Account (copy attached). Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve the Financial Statement dated January 31, 2009, for Sewer Revenue Fund Checking Account (copy attached). Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve the checks numbered 039427 thru 039519 written on the Consolidated Water/Sewer Revenue Checking Account between January 16, 2009 thru February 19, 2009 (copy attached). Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve Payroll Checks numbered 2240 thru 2279 written on the Consolidated Payroll Account between January 15, 2009 thru February 19, 2009 (copy attached).

The following letters were discussed (see attachment).

Mrs. Dyer presented the Board with a rate increase on the employer contribution rate to 11% effective July 1, 2009. Mr. Lett made a motion to accept the employer contribution rate increase as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously.

The Board discussed a fifty cent per hour wage increase for the employees when funds become available. Mr. Lett made a motion to give a \$.50(fifty cent) per hour wage increase when funds become available. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mrs. Dyer reported that the District has now gone completely to monthly billing for all customers. Phone - Tree call system has been used two months and results have been very good.

Mr. Anderson reported that the Public Debt sewer tap has been completed. There is some final touch up work to be done when weather permits. Quotes for asphalt are being requested.

Easements for the Slate Creek Road and Chesterville have been received except one. Jack Roach

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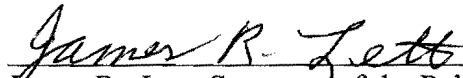
has not signed. His easement has been forwarded to the Districts lawyer.

The Bar Screen has been repaired and replaced and working great. The total cost of the repair of the Bar Screen was \$6,192.39 to Specialty Piping.

All business having been discussed, Mr. Lett made a motion that the meeting be adjourned. Mr. Radabaugh seconded the motion. Mr. Radabaugh adjourned the meeting at 5:45 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  
January 31, 2009**

**Checking Accounts**

Water Revenue Fund Checking Account	
WesBanco Bank - 1131.2	\$ 36,347.94
Sewer Revenue Fund Checking Account	
WesBanco Bank - 2120.2	<u>10,831.67</u>
<b>Total in Checking Accounts:</b>	<b>\$ 47,179.61</b>

**Water Accounts**

Depreciation Reserve Account	
WesBanco Bank - 1125.31	\$ 13,106.56
Revenue Reserve Account	
WesBanco Bank - 1125.21	26,063.95
Revenue Reserve Account - Sams Creek/Chesterville	
WesBanco Bank - 1125.22	36,475.49
Revenue Reserve Account - Rockport	
WesBanco Bank - 1125.32	14,844.67
Depreciation Reserve Account - Rockport	
WesBanco Bank - 1125.23	14,844.38
Revenue Reserve Account - Water Improvement	
WesBanco Bank - 1125.24	39,467.88
Depreciation Reserve Account - Water Improvement	
WesBanco Bank - 1125.33	44,623.17
Depreciation Reserve Account - Sycamore 2004A	
WesBanco Bank - 1125.27	8,770.91
Security Deposit Account	
WesBanco Bank - 1134.0	36,840.87
Sycamore Renewal/Replacement	
WesBanco - Bank 1125.34	<u>62,197.69</u>
<b>Total In Water Accounts:</b>	<b>\$ 297,235.57</b>

**Sewer Accounts**

Repair and Replacement Account	
WesBanco Bank - 2114.2	\$ 11,799.30
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market - WesBanco Bank - 2114.1	21,902.34
Security Deposit Account	
WesBanco Bank - 2121.3	<u>29,485.34</u>
<b>Total in Sewer Accounts:</b>	<b>\$ 63,186.98</b>

**Total All Finances - January 31, 2009** **\$ 407,602.16**

MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT  
 WATER REVENUE FUND CHECKING ACCOUNT  
 January 31, 2009

BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT  
 WESBANCO BANK, DECEMBER 31, 2008 \$38,415.70

RECEIPTS:

Water Sales	92,889.37
Tap Fee	350.00
Water Buffalo Sales	585.00
Reconnection Fees	100.00
Security Deposit Refunds	815.38

Total Receipts: \$94,739.75

Total Cash Available: \$133,155.45

Expenditures:

Action Answering Service Plus	\$ 57.39
Allegheny Power	766.92
At & T State Calling Service	12.26
At & T Mobility	151.12
BP Credit Card Company	398.78
C I Thornburg	225.47
Cardmember Services	37.06
Cintas	215.08
Claywood Park PSD	31,572.68
Commissioner's Salaries	225.00
Cutlip Warner	2,300.51
Dominion Hope	496.58
Ferguson Waterworks	193.29
HD Supply Waterworks, Ltd	529.11
Hardman Supply Company	76.45
Innovative Business Products	192.28
Karl's Auto Repair Ltd	448.09
Lowe's	35.82
Miller Communications	854.41
Mineral Wells PSD	807.55
Miss Utility of WV Inc.	23.55
Municipal Bond Commission	9,104.47
Ohio Valley Muffler & Brake	19.77
Parkersburg Office Supply	115.34
Presort Plus Inc	47.74
Rural Development Admin 91-02	3,325.00
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	2,112.00
Salaries	9,658.04
Taylor's Disposal Inc	38.00
Telepage Communication System	10.74
Tesa Company Inc	35.62
US Postal Service	300.36
Verizon	160.72
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	314.00
WesBanco Bank-Parkersburg - Wtr Res Sams	176.00
WesBanco Bank-Parkersburg- Payroll taxes	4,499.41
WesBanco Bank-Parkersburg-Sycamore R/R	868.64
WesBanco - deposit tickets	12.09
WV Public Employees Insurance Agency	2,022.76
WV Retiree Health Benefit Trust Fund	479.74
WV Public Employees Retirement System	2,335.27
WV State Tax Department	722.88
WV Rural Water Association	409.11
Julie Cale	70.00
Matthew E. Harper	10.21
Robert Harris	50.40
Melanie L. Wine	172.80

Total Expenditures: \$96,807.51

Balance in Water Revenue Fund Checking Account,  
WesBanco Bank, January 31, 2009 \$36,347.94

MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT  
 SEWER REVENUE FUND CHECKING ACCOUNT  
 January 31, 2009

BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT  
 WESBANCO BANK, DECEMBER 31, 2008 \$ 9,316.19

RECEIPTS:

Sewer Sales	63,351.13
Security Deposit Refunds	683.30
MBC excess funds	91.00
Butcher Bend Lagoon Assoc.	505.00

Total Receipts: \$64,630.43

Total Cash Available: \$ 73,946.62

Expenditures:

Action Answering Service Plus	38.26
Allegheny Power	5,372.33
Applied Industrial Technologie	95.04
At & T State Calling Service	8.17
At & T Mobility	100.74
BDI	12.30
BP Credit Card Company	497.86
C. I. Thornburg	2,026.82
Cardmember Services	24.71
Cerrone Associates Inc	3,323.95
Cintas	143.40
Commissioner's Salaries	150.00
Cutlip Warner Development	2,800.30
Dominion Hope	331.06
Ferguson Waterworks	358.48
Hardman Supply Company	33.24
Innovative Business Products	128.19
Karl's Auto Repair Ltd	298.73
Lowe's	90.68
Mineral Wells PSD	926.97
Miss Utility of WV Inc.	15.70
Municipal Bond Commission	18,310.28
Ohio Valley Muffler & Brake	13.18
Omni-Site Net	44.00
Parkersburg Office Supply	76.88
Presort Plus Inc	31.82
Ron's Porta Johns, Inc	1,460.00
Salaries	8,607.53
Somerville Fabricators Inc	120.00
Taylor's Disposal Inc	25.34
Telepage	7.16
Tesa Company Inc	7.67
Trimble & Associates	1,125.00
Trombold Equipment Co Inc	2,473.43
US Postal Service	286.77
USA Blue Book	12.08
Verizon	654.85
Water Environmental Testing	464.00

WesBanco Bank-Parkersburg-Sewer R/R	1,368.82
WesBanco Bank-Parkersburg-Payroll Taxes	4,163.43
WesBanco - deposit tickets	8.06
WV DEP	775.00
WV Public Employees Insurance Agency	2,152.24
WWT Electric	200.00
Retiree Health Benefit Trust Fund	508.34
WV Public Employees Retirement System	2,133.16
WV Rural Water Association	272.74
WV State Tax Department	668.12
Westco Internet	9.00
Melanie L. Wine	115.20
Julie Cale	54.00
Ashley K. Bell	35.64
Amanda D. Byrd	40.12
Robert B. Harris	50.40
Hali N. & Matthew Garner	60.41
Nathan Randolph	5.41
Carl A. Sirk	48.48
Timothy Bevel - void ck	(50.54)

Total Expenditures: \$ 63,114.95

Balance in Sewer Revenue Fund Checking Account, \$ 10,831.67  
WesBanco Bank, January 31, 2009



VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 1/16/09 - ENDING DATE: 2/19/09 \*\*

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

\*\* PRINT ORDER: DATE / CHECK # \*\*

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	1/19/09	129683	1/19/09	1,086.91	9
2,101	U S POSTAL SERVICE	1/22/09	129773	1/22/09	300.36	39,427
2,313	WESBANCO BANK-PARKERSBURG	1/26/09	130070	1/26/09	702.84	9
106	ALLEGHENY POWER	1/29/09	130263	1/30/09	766.92	39,429
153	ACTION ANSWERING SERVICE	1/29/09	130269	1/30/09	57.39	39,430
314	AT&T MOBILITY	1/29/09	130272	1/30/09	151.12	39,432
360	CUTLIP-WARNER DEVELOPMENT CO	1/29/09	130273	1/30/09	540.00	39,433
360	CUTLIP-WARNER DEVELOPMENT CO	1/29/09	130274	1/30/09	264.96	39,434
832	HARDMAN SUPPLY COMPANY	1/29/09	130279	1/30/09	76.45	39,438
904	INNOVATIVE BUSINESS PRODUCTS	1/29/09	130287	1/30/09	192.28	39,439
1,123	KARL'S AUTO REPAIR LTD.	1/29/09	130288	1/30/09	448.09	39,440
1,204	JAMES R. LETT	1/29/09	130289	1/30/09	75.00	39,441
1,304	MILLER COMMUNICATIONS	1/29/09	130291	1/30/09	745.12	39,443
1,500	OHIO VALLEY MUFFLER & BRAKE	1/29/09	130293	1/30/09	19.77	39,445
1,604	PARKERSBURG OFFICE SUPPLY	1/29/09	130295	1/30/09	115.34	39,446
1,805	RURAL DEVELOPMENT ADMN.	1/29/09	130298	1/30/09	2,112.00	39,447
1,806	ROY L RADABAUGH	1/29/09	130299	1/30/09	75.00	39,448
1,843	CINTAS LOC #531	1/29/09	130300	1/30/09	215.08	39,449
1,912	CHARLES M. STEWART	1/29/09	130304	1/30/09	75.00	39,450
2,001	TESA COMPANY INC	1/29/09	130305	1/30/09	35.62	39,451
2,103	USDA-RURAL DEVELOPMENT	1/29/09	130312	1/30/09	3,140.00	39,455
2,205	VERIZON	1/29/09	130315	1/30/09	160.72	39,457
2,314	WV DEPT OF TAX & REVENUE	1/29/09	130319	1/30/09	722.88	39,460
2,315	WV PUBLIC EMPLOYEES RETIREMENT	1/29/09	130320	1/30/09	2,335.27	39,461
2,320	WV RURAL WATER ASSOCIATION	1/29/09	130321	1/30/09	409.11	39,462
2,338	WESBANCO-WATER RES-SAMS-CV	1/29/09	130322	1/30/09	314.00	39,463
23,067	MELANIE L WINE	1/29/09	130324	1/30/09	172.80	39,465
1,304	MILLER COMMUNICATIONS	1/29/09	130333	1/30/09	109.29	39,466
309	CLAYWOOD PARK PSD	1/31/09	130373	1/31/09	31,572.68	39,467
2,005	C I THORNBURG	1/31/09	130377	1/31/09	43.95	39,469
2,339	WESTCO INTERNET	1/31/09	130379	1/31/09	13.50	39,470
2,375	WESBANCO BANK-PARKERSBURG	2/03/09	130633	1/31/09	2,000.00	39,474

VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: WATER FUND \*\*  
 \*\* BEGINNING DATE: 1/16/09 - ENDING DATE: 2/19/09 \*\*  
 \*\* VENDOR RANGE: ALL VENDORS \*\* \*\* CHECK RANGE: ALL CHECKS \*\*  
 \*\* PRINT ORDER: DATE / CHECK # \*\*

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	2/02/09	130550	2/02/09	739.26	9
2,313	WESBANCO BANK-PARKERSBURG	2/09/09	131029	2/09/09	749.29	9
1,302	MINERAL WELLS PSD	2/12/09	131307	2/12/09	24.43	39,520
275	BP	2/12/09	131235	2/13/09	498.13	39,478
360	CUTLIP-WARNER DEVELOPMENT CO	2/12/09	131236	2/13/09	345.00	39,479
401	DISCOUNT INDUSTRIAL SUPPLY COR	2/12/09	131237	2/13/09	26.86	39,480
438	DOMINION HOPE	2/12/09	131238	2/13/09	500.63	39,481
486	DEANNA L ADDIS	2/12/09	131241	2/13/09	39.15	39,484
486	CINDY K BISHOP	2/12/09	131247	2/13/09	10.61	39,490
1,200	LOWE'S	2/12/09	131249	2/13/09	375.82	39,492
1,301	MISS UTILITY OF WV INC	2/12/09	131250	2/13/09	10.80	39,493
1,307	MUNICIPAL BOND COMMISSION	2/12/09	131251	2/13/09	9,104.47	39,494
1,604	PARKERSBURG OFFICE SUPPLY	2/12/09	131260	2/13/09	99.55	39,496
1,837	RESA V	2/12/09	131263	2/13/09	45.00	39,498
2,002	TAYLOR'S DISPOSAL INC	2/12/09	131265	2/13/09	31.57	39,499
2,039	TELEPAGE COMMUNICATIONS SYSTEM	2/12/09	131269	2/13/09	10.74	39,501
2,044	TRACTOR SUPPLY CREDIT PLAN	2/12/09	131270	2/13/09	8.98	39,502
2,106	USDA-RURAL DEVELOPMENT	2/12/09	131271	2/13/09	3,325.00	39,503
2,107	USDA-RURAL DEVELOPMENT	2/12/09	131272	2/13/09	10,040.00	39,504
2,113	USDA-RURAL UTILITIES SERVICE	2/12/09	131274	2/13/09	3,518.00	39,506
2,200	CARDMEMBER SERVICES	2/12/09	131275	2/13/09	322.79	39,507
2,306	WATER ENVIRONMENTAL TESTING	2/12/09	131276	2/13/09	67.50	39,508
2,308	WV PUBLIC EMPLOYEES INS AGENCY	2/12/09	131279	2/13/09	1,935.76	39,509
2,373	WESBANCO BANK-PARKERSBURG	2/12/09	131281	2/13/09	167.00	39,510
2,374	WESBANCO BANK-PARKERSBURG	2/12/09	131282	2/13/09	167.00	39,511
2,375	WESBANCO BANK-PARKERSBURG	2/12/09	131283	2/13/09	502.00	39,512
2,376	WESBANCO BANK-PARKERSBURG	2/12/09	131284	2/13/09	502.00	39,513
23,004	WESBANCO BANK INC	2/12/09	131285	2/13/09	176.00	39,514
23,005	WESBANCO BANK, INC.	2/12/09	131286	2/13/09	2,586.66	39,515
23,043	AUTO FLEET & INDUSTRIAL SUPPLY	2/12/09	131290	2/13/09	14.05	39,517
23,047	RETIREE HEALTH BNFT TRST FUND	2/12/09	131291	2/13/09	458.94	39,518
2,313	WESBANCO BANK-PARKERSBURG	2/17/09	131530	2/17/09	714.31	9
	CONSOLIDATED BANK ACCOUNT				86,166.75	64 *

## VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 1/16/09 - ENDING DATE: 2/19/09 \*\*

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

\*\* PRINT ORDER: DATE / CHECK # \*\*

## 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	1/19/09	129683	1/19/09	776.79	9
2,101	U S POSTAL SERVICE	1/22/09	129773	1/22/09	200.24	39,427
2,313	WESBANCO BANK-PARKERSBURG	1/26/09	130070	1/26/09	799.24	9
101	APPLIED INDUSTRIAL TECHNOLOGIE	1/29/09	130262	1/30/09	95.04	39,428
106	ALLEGHENY POWER	1/29/09	130263	1/30/09	5,372.33	39,429
153	ACTION ANSWERING SERVICE	1/29/09	130269	1/30/09	38.26	39,430
300	CERRONE ASSOCIATES INC	1/29/09	130270	1/30/09	3,323.95	39,431
314	AT&T MOBILITY	1/29/09	130272	1/30/09	100.74	39,432
360	CUTLIP-WARNER DEVELOPMENT CO	1/29/09	130273	1/30/09	1,437.50	39,433
360	CUTLIP-WARNER DEVELOPMENT CO	1/29/09	130274	1/30/09	277.80	39,434
486	HALI N & MATTHEW GARNER	1/29/09	130276	1/30/09	60.41	39,435
486	NATHAN RANDOLPH	1/29/09	130277	1/30/09	5.41	39,436
486	CARL A SIRK	1/29/09	130278	1/30/09	48.48	39,437
832	HARDMAN SUPPLY COMPANY	1/29/09	130279	1/30/09	33.24	39,438
904	INNOVATIVE BUSINESS PRODUCTS	1/29/09	130287	1/30/09	128.19	39,439
1,123	KARL'S AUTO REPAIR LTD.	1/29/09	130288	1/30/09	298.73	39,440
1,204	JAMES R. LETT	1/29/09	130289	1/30/09	50.00	39,441
1,302	MINERAL WELLS PSD	1/29/09	130290	1/30/09	191.13	39,442
1,311	FERGUSON WATERWORKS	1/29/09	130292	1/30/09	358.48	39,444
1,500	OHIO VALLEY MUFFLER & BRAKE	1/29/09	130293	1/30/09	13.18	39,445
1,604	PARKERSBURG OFFICE SUPPLY	1/29/09	130295	1/30/09	76.88	39,446
1,806	ROY L RADABAUGH	1/29/09	130299	1/30/09	50.00	39,448
1,843	CINTAS LOC #531	1/29/09	130300	1/30/09	143.40	39,449
1,912	CHARLES M. STEWART	1/29/09	130304	1/30/09	50.00	39,450
2,001	TESA COMPANY INC	1/29/09	130305	1/30/09	7.67	39,451
2,004	TROMBOLD EQUIPMENT CO INC	1/29/09	130307	1/30/09	830.93	39,452
2,005	C I THORNBURG	1/29/09	130308	1/30/09	1,571.33	39,453
2,023	TRIMBLE & ASSOCIATES	1/29/09	130311	1/30/09	1,125.00	39,454
2,109	USA BLUE BOOK	1/29/09	130313	1/30/09	12.08	39,456
2,205	VERIZON	1/29/09	130315	1/30/09	654.85	39,457
2,300	WWT ELECTRIC	1/29/09	130317	1/30/09	200.00	39,458
2,312	WESBANCO BANK-PARKERSBURG	1/29/09	130318	1/30/09	1,368.82	39,459
2,314	WV DEPT OF TAX & REVENUE	1/29/09	130319	1/30/09	668.12	39,460
2,315	WV PUBLIC EMPLOYEES RETIREMENT	1/29/09	130320	1/30/09	2,133.16	39,461
2,320	WV RURAL WATER ASSOCIATION	1/29/09	130321	1/30/09	272.74	39,462
23,023	RON'S PORTA JOHNS, INC.	1/29/09	130323	1/30/09	160.00	39,464
23,067	MELANIE L WINE	1/29/09	130324	1/30/09	115.20	39,465
2,004	TROMBOLD EQUIPMENT CO INC	1/31/09	130376	1/31/09	1,642.50	39,468

VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 1/16/09 - ENDING DATE: 2/19/09 \*\*

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

\*\* PRINT ORDER: DATE / CHECK # \*\*

BANK ACCOUNT

3 101 000 00 CONSOLIDATED BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
2,005	C I THORNBURG	1/31/09	130377	1/31/09	20.37	39,469
2,339	WESTCO INTERNET	1/31/09	130379	1/31/09	9.00	39,470
23,023	RON'S PORTA JOHNS, INC.	1/31/09	130380	1/31/09	690.00	39,471
23,030	OMNI-SITE.NET	1/31/09	130381	1/31/09	22.00	39,472
23,069	BDI	1/31/09	130382	1/31/09	12.30	39,473
2,313	WESBANCO BANK-PARKERSBURG	2/02/09	130550	2/02/09	927.46	9
1,837	RESA V	2/04/09	130719	2/04/09	35.00	39,475
2,313	WESBANCO BANK-PARKERSBURG	2/09/09	131029	2/09/09	875.37	9
2,101	U S POSTAL SERVICE	2/11/09	131189	2/12/09	116.37	39,476
1,302	MINERAL WELLS PSD	2/12/09	131307	2/12/09	31.26	39,520
106	ALLEGHENY POWER	2/12/09	131234	2/13/09	20.85	39,477
275	BP	2/12/09	131235	2/13/09	332.08	39,478
401	DISCOUNT INDUSTRIAL SUPPLY COR	2/12/09	131237	2/13/09	17.91	39,480
438	DOMINION HOPE	2/12/09	131238	2/13/09	333.76	39,481
486	WILLIAM D HENDERSHOT	2/12/09	131239	2/13/09	104.25	39,482
486	SARAH S KUFFNER	2/12/09	131240	2/13/09	36.03	39,483
486	MARILYN KASSINGER	2/12/09	131242	2/13/09	73.82	39,485
486	KYMBERLI M REED	2/12/09	131243	2/13/09	40.31	39,486
486	KRISTA J BAILEY	2/12/09	131244	2/13/09	14.13	39,487
486	KATIE THOMPSON	2/12/09	131245	2/13/09	37.99	39,488
486	VICTOR & GIFTY SMITH	2/12/09	131246	2/13/09	28.19	39,489
486	LAURA M MACE	2/12/09	131248	2/13/09	18.84	39,491
1,200	LOWE'S	2/12/09	131249	2/13/09	14.98	39,492
1,301	MISS UTILITY OF WV INC	2/12/09	131250	2/13/09	7.20	39,493
1,307	MUNICIPAL BOND COMMISSION	2/12/09	131251	2/13/09	18,310.28	39,494
1,311	FERGUSON WATERWORKS	2/12/09	131258	2/13/09	56.00	39,495
1,604	PARKERSBURG OFFICE SUPPLY	2/12/09	131260	2/13/09	66.36	39,496
1,837	RESA V	2/12/09	131264	2/13/09	5.00	39,497
1,837	RESA V	2/12/09	131263	2/13/09	30.00	39,498
2,002	TAYLOR'S DISPOSAL INC	2/12/09	131265	2/13/09	21.04	39,499
2,005	C I THORNBURG	2/12/09	131266	2/13/09	1,680.54	39,500
2,039	TELEPAGE COMMUNICATIONS SYSTEM	2/12/09	131269	2/13/09	7.16	39,501
2,109	USA BLUE BOOK	2/12/09	131273	2/13/09	29.61	39,505
2,200	CARDMEMBER SERVICES	2/12/09	131275	2/13/09	215.19	39,507

VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: SEWER FUND \*\*  
 \*\* BEGINNING DATE: 1/16/09 - ENDING DATE: 2/19/09 \*\*  
 \*\* VENDOR RANGE: ALL VENDORS \*\* \*\* CHECK RANGE: ALL CHECKS \*\*  
 \*\* PRINT ORDER: DATE / CHECK # \*\*

BANK ACCOUNT

VENDOR#	VENDOR NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
3 101 000 00	CONSOLIDATED BANK ACCOUNT					
2,306	WATER ENVIRONMENTAL TESTING	2/12/09	131276	2/13/09	363.00	39,508
2,308	WV PUBLIC EMPLOYEES INS AGENCY	2/12/09	131279	2/13/09	2,239.24	39,509
23,023	RON'S PORTA JOHNS, INC.	2/12/09	131287	2/13/09	895.00	39,516
23,043	AUTO FLEET & INDUSTRIAL SUPPLY	2/12/09	131290	2/13/09	9.37	39,517
23,047	RETIREE HEALTH BNFT TRST FUND	2/12/09	131291	2/13/09	529.14	39,518
23,048	MID OHIO VALLEY HEALTH DEPT	2/12/09	131292	2/13/09	16.00	39,519
2,313	WESBANCO BANK-PARKERSBURG	2/17/09	131530	2/17/09	1,063.29	9
	CONSOLIDATED BANK ACCOUNT				54,047.51	79 *

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
PAYROLL CHECKS**

**CONSOLIDATED REVENUE FUND CHECKING ACCOUNT**

**CHECK NO.**

2240	Todd R. Anderson	1060.86
2241	Dennis R. Brown	352.28
2242	William H. Byers Jr.	503.96
2243	Cathy J. Dyer	518.86
2244	Linda K. Watson	371.12
2245	Darin Crites	424.30
2246	Nellie B. Radcliff	355.43
2247	Mark A. Dennis	374.80
2248	Todd R. Anderson	552.62
2249	Dennis R. Brown	352.27
2250	William H. Byers Jr.	438.22
2251	Cathy J. Dyer	518.84
2252	Linda K. Watson	371.12
2253	Darin Crites	333.68
2254	Nellie B. Radcliff	317.33
2255	Mark A. Dennis	317.64
2256	Todd R. Anderson	630.10
2257	Dennis R. Brown	352.27
2258	William H. Byers, Jr.	572.02
2259	Cathy J. Dyer	518.85
2260	Linda K. Watson	371.12
2261	Darin Crites	382.87
2262	Nellie B. Radcliff	317.32
2263	Mark A. Dennis	364.35
2264	Todd R. Anderson	570.99
2265	Dennis R. Brown	516.93
2266	William H. Byers, Jr.	497.36
2267	Cathy J. Dyer	518.86
2268	Linda K. Watson	371.12
2269	Darin Crites	272.93
2270	Nellie B. Radcliff	317.33
2271	Mark A. Dennis	317.64
2272	Todd R. Anderson	649.45
2273	Dennis R. Brown	352.28
2274	William H. Byers, Jr.	668.98
2275	Cathy J. Dyer	518.85
2276	Linda K. Watson	371.10
2277	Darin Crites	476.04
2278	Nellie B. Radcliff	317.32
2279	Mark A. Dennis	317.64

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**JANUARY 16, 2009 – FEBRUARY 19, 2009**

1. Copy of letter dated January 15, 2009, to John King, Department of Environmental Protection, Environmental Enforcement, from Linda Watson, enclosing a copy of the December 2008 Discharge Monitoring Report, a copy of the December 2008 WV Summary of Wastewater Treatment and a copy Oil & Grease Test Results for Liberty Truck Stop.
2. Copy of letter dated January 15, 2009, to Jeff Smith, Office of Environmental Health Services Regulatory Development and Compliance Unit, from Linda Watson, enclosing a copy of the December 2008 Discharge Monitoring Report, a copy of the December 2008 Discharge Monitoring Report, a copy of the December 2008 WV Summary of Wastewater Treatment and a copy Oil & Grease Test Results for Liberty Truck Stop.
3. Copy of letter dated January 15, 2009, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Watson, enclosing a copy of the December 2008 Discharge Monitoring Report, a copy of the December 2008 Discharge Monitoring Report, a copy of the December 2008 WV Summary of Wastewater Treatment and a copy Oil & Grease Test Results for Liberty Truck Stop.
4. Copy of letter dated January 15, 2009, to West Virginia Department of Environmental Protection and Natural Resources, from Linda Watson, enclosing a copy of the December 2008 Discharge Monitoring Report, a copy of the December 2008 Discharge Monitoring Report, a copy of the December 2008 WV Summary of Wastewater Treatment and a copy Oil & Grease Test Results for Liberty Truck Stop.
5. Copy of letter dated January 15, 2009, to WV Department of Environmental Protection Division of Water and Waste Management Permitting and Engineering Branch, from Linda Watson, enclosing a copy of the December 2008 Discharge Monitoring Report, a copy of the December 2008 Discharge Monitoring Report, a copy of the December 2008 WV Summary of Wastewater Treatment and a copy Oil & Grease Test Results for Liberty Truck Stop.
6. Fax dated January 15, 2009, to Bill, WWT, from Todd Anderson, attaching drawing for the Weil Submersible Sewage Pump wiring.
7. E-mail dated January 15, 2009, to Cathy Dyer, from PEIA, a message regarding the web site.
8. Letter dated January 6, 2009, to Mineral Wells PSD, from WesBanco, attaching a breakdown of online banking activity.
9. Letter dated January 6, 2009, to Mineral Wells PSD, from Keith J. Floen, Cardmember Services, regarding information about the District's credit card ending in 4446.
10. Recipient Copy Interest Income Copy B/Form 1099-INT.

**Mineral Wells PSD  
List of Correspondence  
February 19, 2009  
Page 2**

11. Copy of letter dated January 16, 2009, to West Virginia Municipal Bond Commission, from Cathy Dyer, enclosing check number #39402 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-Revenue, \$175.90-Water 04-B Reserves, \$811.69-Water 04-A Reserve, \$8,116.88-Water 04-A Revenue.
12. Copy of letter dated January 16, 2009, to West Virginia Water Development Authority, from Cathy Dyer, regarding the following deposit was made to the West Virginia Municipal Bond Commission in the amount of \$5,688.40.
13. Copy of letter dated January 16, 2009, to Jefferson Brady, P.E., Executive Secretary, Infrastructure Council, from Cathy Dyer, regarding the following deposits were made to the West Virginia Municipal Bond Commission: \$8,116.88-Water Revenue-04-A, \$811.69-Reserve Fund 04-A, \$175.90-Reserve Fund-04-B.
14. Copy of letter dated January 16, 2009, to West Virginia Water Development Authority, from Cathy Dyer, regarding the following deposit was made to the West Virginia Municipal Bond Commission: \$2,288.88, Series 2003.
15. Copy of letter dated January 16, 2009, to Marty Seufer, Wood County Commission, from Cathy Dyer, enclosing an approved copy of the Minutes of the Regular Board Meeting held Thursday, December 18, 2008.
16. Copy of letter dated January 9, 2009, to Gateway Hospitality, from Todd Anderson, regarding the 4" meter placement of the inside water lines.
17. \*\*\*\*Check from the Municipal Bond Commission in the amount of \$91.00: \$25.00 Sewer 03-A Reserves, \$66.00 Sewer Reserves 97.
18. \*\*\*\*Copy of letter dated January 16, 2009, to Butcher Bend Lagoon Maintenance Association, from Cathy Dyer, regarding information needed for the consideration of the District taking over the Lagoon.
19. \*\*\*\*Copy of letter dated January 19, 2009, to Tim Matheny, Matheny Motor Truck Co., from Todd Anderson, enclosing an invoice for the District labor and water loss for December 23, 2008 and December 24, 2008 in regards to the 4" Fire Protection line break.
20. Information regarding the Mileage rate cut 6 cents for state workers. (50.5 cents per mile to 44.4 cents per mile, effective January 20, 2009).
21. Copy of letter dated January 20, 2009, to Emily Tippens, from Cathy Dyer, regarding her delinquent account in the amount of \$150.62 for water/sewer services at 221 Dover Drive.
22. Copy of letter dated January 20, 2009, to West Virginia Bureau for Public Health Office of Environmental Health Services, from William H. Byers, Jr., regarding Class I Drinking Water Operator Certification for Darin L. Crites.



**Mineral Wells PSD  
List of Correspondence  
February 19, 2009  
Page 3**

23. \*\*\*\*Letter dated January 16, 2009, to Roy Radabaugh, Chairman, from Robert A. Smith, P.E., Engineer II, Department of Health and Human Resources, regarding the Sanitary Survey that was conducted July 29, 2008.
24. Fax dated January 20, 2009, to Manning Frymier, Cerrone Associates, from Cathy Dyer, attaching a copy of the letter that was received from Robert A. Smith, P.E., Engineer II, in regards to the Sanitary Survey that was conducted July 29, 2008.
25. Letter to Mineral Wells PSD, from Miss Utility of West Virginia, regarding the review and update of the mapping database.
26. Fax dated January 1, 2009, to Todd Anderson, from Margie, Northern Jackson County PSD, regarding information needed for the Windy/Limestone Tank.
27. Fax dated January 21, 2009, to Mary Lowe, OEHS-Env Eng Division, Certification and Training Section, from Todd Anderson, attaching a completed Application for WasteWater Treatment Works, Operator in Training and a completed Application for Public Water System, Operator in Training.
28. E-mail dated January 20, 2009, to Cathy Dyer, from PEIA, regarding information to Board of Education only.
29. Fax dated January 21, 2009, to Margie, Northern Jackson County Public Service, from Todd Anderson, including information about the Windy/Limestone Tank.
30. Winter Safety Seminar, February 25 – 26, 2009, South Charleston Ramada Inn.
31. Letter dated January 16, 2009, to Mineral Wells PSD, from Kim Lilly, Marketing Assistant, Stafford Consultants Inc., attaching changes for the 2009 year.
32. \*\*\*\*Letter dated January 21, 2009, to Roy L. Radabaugh, Chairman, from Sandra Squire, Director Executive Secretary Division, Public Service Commission of West Virginia, enclosing a copy of the Staff memorandum of the Rule 19A application to increase sewer rates and charges.
33. Copy of the Permit for Street & Sidewalk Excavation, for the Mineral Wells PSD for the construction of 8" gravity sewer service to the Public Debt Building.
34. \*\*\*\*Letter dated January 20, 2009, to Roy Radabaugh, Chairman, from Manning Frymier, Cerrone Associates, Inc., regarding the recent Sanitary Survey.
35. State of West Virginia National Pollutant Discharge Elimination System Discharge Monitoring Report for Liberty Truck Stop for the month of January 2009.
36. Letter dated January 23, 2009, to Manning Frymier, Cerrone Associates, Inc., from Todd R. Anderson, attaching information for William Hatcher who has inquired about water service to his residence on Sycamore Run Rd.

**Mineral Wells PSD  
List of Correspondence  
February 19, 2009  
Page 4**

37. \*\*\*\*Letter dated January 23, 2009, to Mineral Wells PSD, from Douglas Lee Davis, Asst. Attorney General, regarding potential Illegal Business Practices.
38. Statement of account from the West Virginia Municipal Bond Commission for October 1, 2008 – December 31, 2008.
39. Fax dated January 23, 2009, to Todd Anderson, from Robbie Evans, Evans Construction Co., attaching a Proposal in the amount of \$3,350.00 for work on the Public Debt Office Building.
40. Letter dated January 23, 2009, to Todd Anderson, from Randall M. Cole, Project Administrator, Cerrone Associates, enclosing for review and payment is invoice MI10-31S-01, in the amount of \$3,323.95, for Engineering Services for the Public Debt Building Sewer Extension.
41. United States Department of Agriculture Rural Development Annual Statement of Loan Account.
42. Letter dated January 23, 2009, to Todd Anderson, from Dawn A. Newell, HHR Program Manager I, State of West Virginia Department of Health and Human Resources, regarding his certification as a Public Water System Operator In Training.
43. Permit from the State of West Virginia Office of Environmental Health Services, for the Public Debt Office Building.
44. Copy of letter dated January 26, 2009, to West Virginia Municipal Bond Commission, from Cathy Dyer, attaching a completed current issuer record and a completed W-9.
45. Fax dated January 26, 2009, to Steve Hardman, Bowles Rice, from Cathy Dyer, attaching the letter that was received from Douglas Lee Davis, Asst. Attorney General, regarding Potential Illegal Business Practices.
46. Fax dated January 26, 2009, to Bobbi, Phoenix Associates, from Linda Watson, attaching a letter regarding the security deposit in the amount of \$505.00 and a sewer tap fee in the amount of \$350.00 that was paid on December 23, 2008, for the Public Debt Office Building.
47. Copy of letter dated January 26, 2009, to Harry Hutchinson, West Virginia Department of Highways, from Todd Anderson, regarding a request for a permit to do an open cut on Viscose Rd to provide Sewer Service to Mineral Manor Apartments. Attaching also a completed MM-109 form.
48. Letter dated January 23, 2009, to Todd R. Anderson, from Dawn A. Newell, HHR Program Manager I, State of West Virginia Department of Health and Human Resources, regarding certification as a Wastewater Treatment Works Operator In Training.
49. WesBanco, Your Money Matter\$, January 2009.

**Mineral Wells PSD  
List of Correspondence  
February 19, 2009  
Page 5**

50. Carbon Copy sent to Cathy Dyer, of an e-mail dated January 26, 2009, to Cam Siegrist, Bowles Rice, from Steve Hardman, Bowles Rice, regarding the letter from the Attorney General's office.
51. E-mail dated January 26, 2009, to Cathy Dyer, from Sara Boardman, Municipal Bond Commission, regarding the Monthly Bond Payment Reminder.
52. Fax dated January 27, 2009, to Doug Williams, BDI, from Todd Anderson, attaching a completed Credit Application.
53. Letter dated January 27, 2009, to Todd Anderson, from Robbie Evans, Evans Construction Co., regarding a proposal to place 2" of cold mix asphalt on an area 32" x 4' in the amount of \$1,500.00.
54. Letter dated January 26, 2009, to Roy Radabaugh, from Don L. Wang, State of West Virginia Department of Health and Human Resources, regarding the 2009 one year compliance monitoring schedule.
55. Letter dated January 26, 2009, to William H. Byers, Jr., from Don L. Wang, State of West Virginia Department of Health and Human Resources, regarding the 2009 one year compliance monitoring schedule.
56. \*\*\*\*Letter dated January 26, 2009, to Mineral Wells PSD, from, W. M. Bailey, Bill Bailey Insurance, enclosing the Brickstreet Workers Compensation policy for the period of 1/25/09 to 1/25/10.
57. E-mail dated January 29, 2009, to Cathy Dyer, from Tech Support, Westco, regarding e-mail server maintenance.
58. Letter dated January 29, 2009, to Todd Anderson, from Manning Frymier, Cerrone Associates, regarding information to supply water service to William Hatcher property located on Sycamore Run Rd.
59. Copies of Right of Way Easements for the Water Systems Improvements Project from: Charles F. & Jeanne L. Hughes, Lyle Dowler, Gloria Daneen Moore, W.G. & Janet L. Westfall, Larry H. McPeek and Carl Reynolds, Administrator for WV Laborers Training Trust Fund.
60. Memo dated January 30, 2009, to Roy Radabaugh, from Dianne Wolfe, Bowles Rice, attaching for review, a draft of the PSC Form 14.
61. \*\*\*\*Memo dated February 2, 2009, to Dianne Wolfe, from Cathy Dyer, attaching a signed and notarized Application for a Certificated of Convenience and Necessity. Also attached, is the draft of a new tariff for a 2% rate increase.

**Mineral Wells PSD  
List of Correspondence  
February 19, 2009  
Page 6**

62. Letter dated January 29, 2009, to Cathy Dyer, from George E. Blum, Director Finance & Administration, Cerrone Associates, enclosing for the Board's consideration are the following documents relating to the Sewer System Improvements Project: Four (4) copies of the Preliminary Application to the West Virginia Infrastructure and Jobs Development Council, Four (4) copies of the Design Assistance Application, and the Agreement for Engineering Services.
63. \*\*\*\*Copy of letter dated February 2, 2009, to George E. Blum, Cerrone Associates, from Cathy Dyer, stating at the Regular Board Meeting held Thursday, January 19, 2009, the Board voted for Mr. Frymier to apply for funding. Enclosed, the following documents were signed by Mr. Radabaugh, Chairman; three (3) copies of the Preliminary Application to the WV Infrastructure and Jobs Development Council, Three (3) copies of the Design Assistance Application and Four (4) copies of Engineering Services.
64. Fax dated February 2, 2009, to Todd Anderson, from Manning Frymier, Cerrone Associates, regarding the Wastewater Lagoons 2009 DEP Compliance Issues.
65. Letter dated January 27, 2009, to Darin L. Crites, from Dawn A. Newell, HHR Program Manager I, State of West Virginia Department of Health and Human Resources, enclosing his Class DW-1 certificate for a passing grade as a Class DW-1 public water system operator.
66. E-mail dated January 31, 2009, to Cathy Dyer, from Bradley Bell, Travelers Insurance, regarding Matheny Motors 6" fire line.
67. Fax dated February 2, 2009, to Bradley Bell, Travelers Insurance, from Cathy Dyer, attaching time sheets for the overtime regarding the Matheny Motors 6" fire line break.
68. E-mail dated January 30, 2009, to Cathy Dyer, from Cam Siegrist, Bowles Rice, regarding he went through the files and did not find anything that would indicate that we purchased or solicited bids for a GIC during the last 10 years, in reference to the letter that was received from the Attorney Generals Office.
69. Copy of letter dated February 2, 2009, to Raquel Gray, Office of the Attorney General, from Cathy Dyer, stating the District has not invested in any guaranteed investment contracts regarding Potential Illegal Business Practices.
70. Fax dated February 2, 2009, 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 January 2009.
71. Letter dated January 30, 2009, to Mineral Wells PSD, from SCH Premium Audit Division for BrickStreet Insurance, Regarding Policy Number WC 10002351-05.
72. Letter dated February 2, 2009, to Mineral Wells PSD, from Tim Miller, R.S., Mid Ohio Valley Health Department, regarding the annual permit for septic tank cleaners.

**Mineral Wells PSD  
List of Correspondence  
February 19, 2009  
Page 7**

73. The Pipeline, News and Views from WV Bureau for Public Health, WV Department of Environmental Protection, and the Public Service Commission Of WV, November/December 2008.
74. E-mail dated February 2, 2009, to Cathy Dyer, from PEIA, regarding PEIA Billing Notification.
75. Letter dated January 26, 2009, to The Commissioners of Mineral Wells PSD, from Suttle & Stalnaker, explaining the arrangements for the services to be performed for the year ending June 30, 2009.
76. \*\*\*\*Carbon Copy of letter dated February 2, 2009, to Sandra Squire, Public Service Commission of West Virginia, from Steven R. Hardman, regarding Mineral Wells PSD, enclosing an original and 12 copies of: Application for a Certificate of Convenience and Necessity, Notice of Filing and Rule 42 Exhibit.
77. Address Change for Gamestop Corporation.
78. Letter dated February 3, 2009, to Todd Anderson, from Debbie Britt, Executive Director, West Virginia Rural Water Association, verifying the renewal of the District's Voting Membership.
79. \*\*\*\*Carbon Copy of letter dated February 3, 2009, to Sandra Squire, Executive Director, Public Service Commission, from Steven R. Hardman, Bowles Rice, requesting that the Commission waive the requirement of Rule 10.3.b for submission of a letter of intent.
80. Fax dated February 4, 2009, to West Virginia Environmental Training Center and RESA V, attaching Registration Forms for Mineral Wells PSD employees that will be attending the Winter Safety Training Series, February 29, 2009 at the Parkersburg Utility Board.
81. Bacteriological Examination of Water from Public Water Distribution System, reported February 2, 2009, performed by Water Environmental Testing.
82. Copy of letter dated February 4, 2009, to Angelic Dulaney, from Cathy Dyer, regarding a returned check on a CLOSED account in the amount of \$45.00.
83. Copy of letter dated February 4, 2009, to Louverture Jones, from Cathy Dyer, regarding a returned check on a CLOSED account in the amount of \$268.00.
84. \*\*\*\*Letter dated February 4, 2009, to Roy L. Radabaugh, from Sandra Squire, Director, Public Service Commission, regarding Case No. 08-2106-PSD-19A.
85. Carbon Copy of letter dated February 3, 2009, to Chris E. Jarrett, Executive Director, WV Water Development Authority, from Manning Frymier, Cerrone Associates, regarding Central Ridge-Bogal Ridge-Pond Creek W/L Extensions.

**Mineral Wells PSD  
List of Correspondence  
February 19, 2009  
Page 8**

86. Carbon Copy of letter dated February 3, 2009, to Chris E. Jarrett, Executive Director, WV Water Development Authority, from Manning Frymier, Cerrone Associates, regarding the Sewer System Improvements Project.
87. Carbon Copy of letter dated February 3, 2009, to Chris E. Jarrett, Executive Director, WV Water Development Authority, from Manning Frymier, Cerrone Associates, regarding the Water System Improvements Project.
88. \*\*\*\*Copy of letter dated February 5, 2009, to Robert A. Smith, P.E., State of WV Dept of Health & Human Resources, from Todd Anderson, responding to the letter that was received regarding the Sanitary Survey.
89. Letter dated January 28, 2009, to Mineral Wells PSD, from Parkersburg Housing Authority, requesting that the District forward a copy of a rate schedule for the cost of water/sewer service.
90. Copy of letter dated January 5, 2009, to Parkersburg Housing Authority, from Cathy Dyer, regarding the Average Monthly Utility Cost for Mineral Wells PSD.
91. On Tap, Drinking Water New for America's Small Communities, Published by the National Environmental Services Center, Fall 2008, Volume 8, Issue 3.
92. Confirmation on Registration for Dennis Brown, Class II Wastewater Certification, May 4-8, 2009, 9 a.m. to 4:30 p.m.
93. West Virginia Rural Water Association Infrastructure Council Report Newsletter, A Publication of WVRWA, Volume 15, Issue 2.
94. Letter dated February 2, 2009, to Mineral Wells PSD, from Anne Werum Lambright, State of West Virginia Consolidated Public Retirement Board, regarding action taken by the Board on January 21, 2009, that the employer contribution rate for Public Employees Retirement System will be increased from 10.5% of a member's gross monthly salary to 11.0% of monthly gross salary.
95. Letter dated February 4, 2009, to Mineral Wells PSD, from Tractor Supply Company, attaching a summary of purchases made at Tractor Supply during 2008.
96. Fax dated February 9, 2009, to Editors, Parkersburg News/Sentinel, from Cathy Dyer, attaching an ad to be placed in the Parkersburg News and Sentinel on Wednesday, February 11, 2009 and Sunday, February 15, 2009; regarding District mowing.
97. Certificate of Insurance dated February 5, 2009, to Mineral Wells PSD, from Danny's Lawn Service.
98. Copy of letter dated February 10, 2009, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Cathy Dyer, enclosing easements for: William & Kerry Smith, Jack Roach and Larry McPeek.

**Mineral Wells PSD**  
**List of Correspondence**  
**February 19, 2009**  
**Page 9**

99. E-mail dated February 4, 2009, to Mineral Wells PSD, from WV Public Service Commission, referencing that the District shall mail separate notices of the requested increase to its customers on or before 3/5/2009, and provide the Commission with appropriate certificate evidencing of the mailing by March 20, 2009.
100. Copy of letter dated February 11, 2009, to Manning Frymier, P.E., Cerrone Associates, from Linda Watson, enclosing a copy of the Discharge Monitoring Report for January 2009, a copy of the WV Summary of Wastewater Treatment Plant Operations for the month of January 2009, a Discharge Monitoring Report for Liberty Truck Stop for the month of January 2009 and information regarding the accomplishments of the I & I elimination program for the quarter of January - March 2009 findings and repairs made.
101. Copy of letter dated February 11, 2009, to Jeff Smith, Office of Environmental Health Services Regulatory Development and Compliance Unit, from Linda Watson, enclosing a copy of the Discharge Monitoring Report for January 2009, a copy of the WV Summary of Wastewater Treatment Plant Operations for the month of January 2009, a Discharge Monitoring Report for Liberty Truck Stop for the month of January 2009 and information regarding the accomplishments of the I & I elimination program for the quarter of January - March 2009 findings and repairs made.
102. Copy of letter dated February 11, 2009, to West Virginia Department of Environmental Protection and Natural Resources, from Linda Watson, enclosing a copy of the Discharge Monitoring Report for January 2009, a copy of the WV Summary of Wastewater Treatment Plant Operations for the month of January 2009, a Discharge Monitoring Report for Liberty Truck Stop for the month of January 2009 and information regarding the accomplishments of the I & I elimination program for the quarter of January - March 2009 findings and repairs made.
103. Copy of letter dated February 11, 2009, to WV Department of Environmental Protection Division of Water and Waste Management Permitting and Engineering Branch, from Linda Watson, enclosing a copy of the Discharge Monitoring Report for January 2009, a copy of the WV Summary of Wastewater Treatment Plant Operations for the month of January 2009, a Discharge Monitoring Report for Liberty Truck Stop for the month of January 2009 and information regarding the accomplishments of the I & I elimination program for the quarter of January - March 2009 findings and repairs made.
104. Copy of letter dated February 11, 2009, to John King, Department of Environmental Protection Environmental Enforcement, from Linda Watson, enclosing a copy of the Discharge Monitoring Report for January 2009, a copy of the WV Summary of Wastewater Treatment Plant Operations for the month of January 2009, a Discharge Monitoring Report for Liberty Truck Stop for the month of January 2009 and information regarding the accomplishments of the I & I elimination program for the quarter of January - March 2009 findings and repairs made.
105. Carbon Copy of letter dated February 9, 2009, to B. J. Pauley, WV Infrastructure & Jobs Development Council, from George E. Blum, Director, Finance & Administration, regarding the Wastewater System Upgrade Project.

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106. West Virginia Rural Water Association, presents True Confessions, 10 Tips for Better Operations, March 16, 2009, Vienna City Hall, from 9:00 – 4:00.
107. Letter dated February 11, 2009, to Mineral Wells PSD, from Tammy Moore, Claims Adjuster, Brickstreet Insurance, informing us the claim for Bill Byers has been closed.
108. Notice of Dismissal dated February 10, 2009, to Mineral Wells PSD, from Paulina Yearego, Magistrate Court Clerk, Magistrate Assistant, for Kristina Davis.
109. E-mail dated February 12, 2009, to Cathy Dyer, from Howard Baldwin, Arvilla Pipeline, regarding the Monthly District Board Meetings.
110. Fax dated February 12, 2009, to Department of Motor Vehicles, from Mineral Wells PSD, in reference to Jeff McCauley.
111. Fax dated February 13, 2009, to Editors, Parkersburg News/Sentinel, from Mineral Wells PSD, regarding the notice of our Regular Board meeting to be published in the Newspaper on Monday, February 16, 2009.
112. Fax dated February 13, 2009, to Jackson Herald Newspaper, from Mineral Wells PSD, regarding the notice of our Regular Board Meeting to be published in the Newspaper on Tuesday, February 17, 2009.
113. Fax dated February 13, 2009, to Wirt County Journal, from Mineral Wells PSD, regarding the notice of our Regular Board Meeting to be published in the Journal on Wednesday, February 18, 2009.
114. Copy of letter dated February 13, 2009, to West Virginia Bon Commission, from Cathy Dyer, enclosing check #39494 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 Revenue, \$175.90-Water 04-B Reserves, \$811.69-Water 04-A Reserve and \$8,116.88-Water 04-A Revenue.
115. Copy of letter dated February 13, 2009, to Jefferson Brady, P.E., Executive Secretary, Infrastructure Council, from Cathy Dyer, regarding the following deposits were made to the West Virginia Municipal Bond Commission: \$8,116.88-Water Revenue-04-A, \$811.69-Reserve Fund-04-A and \$175.90-Reserve Fund-04-B.
116. Copy of letter dated February 13, 2009, to West Virginia Water Development Authority, from Cathy Dyer, regarding the following deposit was made to the West Virginia Municipal Bond Commission: \$5,688.40, Sewage System Revenue Bonds, Series 1995.
117. Copy of letter dated February 13, 2009, to West Virginia Water Development Authority, from Cathy Dyer, regarding the following deposit was made to the West Virginia Municipal Bond Commission, \$2,288.88, Sewage System Revenue Bond, Series 2003.
118. E-mail dated February 13, 2009, to Mineral Wells PSD, from Debbie Britt, WV Rural Water Association, a brief message on an Act of Vandalism.



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119. E-mail dated February 16, 2009, to Dianne Wolfe, Bowles Rice, from Steve Hardman, Bowles Rice, regarding "Red Flag Requirements that Apply to Utility Companies.
120. Brickstreet's OSHA 10 Hour General Industry Certification, March 2, 2009, to be held at Brickstreet Insurance in Charleston, WV.
121. Letter dated February 5, 2009, to Todd Anderson, from Darrell Allen, P.E. Deputy State Highway Engineer-Development, regarding State Project U354-14-7.47, South Mineral Wells I/C, Wood County.
122. E-mail dated February 2, 2009, to Mineral Wells PSD, from PEIA, regarding PEIA billing notification.
123. Letter dated January 26, 2009, to Mineral Wells PSD, from Suttle & Stalnaker, regarding the understanding of the arrangements for the services to be performed for year ending June 30, 2009. We are to sign and return a copy and retain one for our records.
124. Copy of letter dated February 17, 2009, to Kathy Koehler, from Cathy Dyer, regarding a deferred payment which was to be paid on February 13, 2009, and as of the above date had not been taken care of.
125. \*\*\*\*Carbon copy of letter dated February 17, 2009, to Sandra Squire, Public Service Commission, from George Blum, Cerrone Associates, regarding the Miscellaneous Water Improvements Project.
126. Letter dated February 9, 2009, to Mineral Wells PSD, from WesBanco, regarding online banking activity.
127. Fax dated February 18, 2009, to Mineral Wells PSD, from Union Williams PSD, regarding the monthly Wood County PSD meeting to be held, February 18, 2009 at 12:00 at Mineral Wells PSD.
128. \*\*\*\*Letter dated February 11, 2009, to Mineral Wells PSD, from Robert D. Newell, Mayor, regarding a meeting to be held Thursday, March 5, 2009, at 11:30 A.M. to follow-up on a series of meetings that were held in 2007 regarding the possibilities of cost sharing and resource sharing.
129. \*\*\*\*E-mail dated February 18, 2009, to Cathy Dyer, from Steve Hardman, Bowles Rice, stating the Public Service Commission has waived the 30 day Notice of Intent period.
130. Copy of letter dated February 16, 2009, to Todd Anderson, from Kathy Lough, Project Manager, REIC, regarding samples from the Saulsbury Booster Station.
131. E-mail dated February 17, 2009, to Mineral Wells PSD, from Debbie Britt, WVRWA, regarding Brief #1, A Weekly Report on Water and Wastewater Legislation, Volume 1, Issue 1.

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132. \*\*\*\*E-mail dated February 18, 2009, to Cathy Dyer, from Steve Hardman, Bowles Rice, stating since the 30 day notice period has been waived, the Public Service Commission has filed the new case from the document that was previously submitted.
133. \*\*\*\*E-mail dated February 18, 2009, to Cathy Dyer, from Steve Hardman, Bowles Rice, attaching a link to the Public Service Commissions Procedural Order pertaining to the publication.
134. \*\*\*\*E-mail dated February 18, 2009, to Cathy Dyer, from Dianne Wolfe, Bowles Rice, stating as soon as notice is received, publication will be arranged and she will talk to us about notifying customers.
135. E-mail dated February 18, 2009, to Dianne Wolfe, Bowles Rice, from Steve Hardman, Bowles Rice, regarding information from the new stimulus bill that contains some target provisions related to certain infrastructure improvements.
136. \*\*\*\*Letter dated February 17, 2009, to Mineral Wells PSD, from Steven R. Hardman, Bowles Rice, enclosing the Initial and Final Joint Staff Memorandum for the Miscellaneous Water Improvements Project.
137. Fax dated February 19, 2009, to Todd Anderson, from Robbie Evans, Evans Construction, attaching a Proposal for the street repair for the Public Debt Office Building in the amount of \$1900.00.
138. Maintenance Support Quote for Meter Reading System Hardware & Software to Mineral Wells PSD, from HD Supply Waterworks, in the amount of \$3,231.00 for a time period of July 1, 2009 to June 20, 2010.