

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD IN THE CONFERENCE ROOM OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT ON DECEMBER 17, 2009, 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. Charles Stewart, Treasurer; James R. Lett, Secretary; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; Linda Watson, Office Clerk; residents of Pond Creek, Virginia Donaldson, Janet Boyce and Mary Carson; resident of Hickory Heights, Sherri McClain were present.

The first order of business was the discussion of the Pond Creek Area residents. Mrs. Donaldson stated she had been trying to contact Tim Meeks, Mid Ohio Valley Regional Council to find out any current information, but was unable to reach him. Mrs. Dyer stated she had spoke to Mr. Meeks, and he informed her an ad for Notice of Request for Engineering Services will be ran in the newspaper on December 23, 2009 and December 30, 2009; five (5) copies of all requested information need to be sent to Mr. Meeks by January 15, 2010. Mrs. Donaldson asked the Board if Mr. Wayne Dunn, County Commission, should get involved; Mr. Radabaugh said, not at this point, but in the future, we may need a letter of support from the County Commission Office. Mrs. Donaldson, Mrs. Boyce and Mrs. Carson, excused themselves from the rest of the meeting.

The next order of business, Mrs. McClain questioned the board regarding the information she was sent about the sewer extension on Hickory Heights Road. Mr. Anderson explained the mapping and the price quote to her. He explained how the extension would be done, and it would be at the residents' expense. The Board suggested she consider an aeration system, considering the high cost of doing a sewer extension. Mr. Radabaugh gave her two (2) telephone numbers to contact of people he knew who had an aeration system. Mrs. McClain excused herself from the rest of the meeting.

Mr. Lett made a motion to approve the Minutes of the November 19, 2009, Regular Board Meeting as presented. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes of November 19, 2009, Regular Board Meeting.

Mr. Radabaugh stated that a Construction Progress Meeting was held Tuesday, December 15, 2009 at the District to go over the Miscellaneous Water Systems Improvement Project, and the Board needed to Approve/disapprove the following change orders.

Mr. Lett made a motion to approve Contract #1 – Change order #1 - Correction to Completion Dates. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Change Order #1 for Contract #1.

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Mr. Lett made a motion to approve Contract # 2 – Change order #1 - Correction to Completion Dates. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Change Order #1 for Contract #2.

Mr. Lett made a motion to approve Contract #2 – Change order #2 - Replace 10' section of cracked ring wall at Mineral Wells tank #1. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Change Order #2 for Contract #2.

Mr. Lett made a motion to approve Contract #2 – Part A – Change Order #3 - Install VFD (variable frequency drive) in Slate Booster Station. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Change Order #3 Part A for Contract #2.

Mr. Lett made a motion to approve Contract #2 – Part B – Change Order #3 - Re-connect existing 4" drain Mineral Wells tank #1. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed Change Order #3 Part B for Contract # 2.

Mr. Lett made a motion to approve the West Virginia Rural Water Association 2010 Voting membership in the amount of \$688.40. Mr. Stewart seconded the motion. The motion passed unanimously.

The next order of business, Mr. Anderson discussed with the Board that Ms. Cheryl Wolfe on the end of the waterline at Slate Creek Road had contacted him about having her water service turned back on. After a brief discussion, the Board decided to have Ms. Wolfe bear all costs of having her water service line moved to a new location, per Gilbert's and Powell's permission to set the meter on their property.

Mrs. Dyer asked the Board about the hour of closing on New Year's Eve. Mr. Lett made a motion the District close at 12:00pm, Noon, on December 31, 2009. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the Financial Statement dated November 30, 2009, All Finances (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the Financial Statement dated November 30, 2009, Water Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

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Mr. Stewart made a motion to approve the Financial Statement dated November 30, 2009, Sewer Revenue Checking Account (copy attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve the checks 40374 thru 40442 written on the consolidated Water and Sewer Revenue Checking Account (copy attached). Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve Payroll Checks 2592 thru 2623 written on the Consolidated Payroll Account between November 19, 2009 and December 17, 2009, (copy attached). Mr. Stewart seconded the motion. The motion passed unanimously.

The following letters were discussed:

E-mail from Cam Siegrist, Bowles Rice, attaching the Public Service Commission order to refinance the 1997 Revenue Bond for Sewer. The new Bond will have the same maturity date of October 25, 2015, with a maximum interest rate of 4.7%. The old Bond was variable interest of 4.5% - 6.3%. There will be a Special Meeting to sign the Bond on January 7, 2010 at 11:00 am.

Letters dated December 1, 2009, attaching a copy of the memo sent to customers effected by the Bogal Ridge Tank replacement to Mineral Wells Volunteer Fire Department, Wood County 911 Center, WV State Police and the Wood County Sheriff's Department.

Letter dated December 14, 2009, from Todd Grinstead, Claywood Park PSD, advising the District that the Public Service Commission is working on the Class Cost of Service. The pending case may result in a rate increase or adjustment for our customers.

Mrs. Dyer also reported the following:

The District had three invoices to be paid regarding the Miscellaneous Water System Improvement project; Cerrone & Associates, Miller Communications and Suttle & Stalnaker. Mr. Cole, Cerrone & Associates, suggested the District pay the invoices and send a requisition thru at a later date. Mr. Radabaugh stated that would be fine as long as the District had the funds to do so.

Mrs. Dyer spoke to Eric Bennett, Parkersburg Utility Board regarding the \$15,000.00 Parkersburg would give the District for the Emergency tie in. Mr. Bennett said the job needs to be complete before payment will be made.

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Mrs. Dyer reported that Mrs. Virginia McDonald, RUS, suggested the District consider leasing computers for the office, instead of using slated project monies and paying over a period of a 40 year loan. Mrs. Dyer also spoke to Stuart Frazier, Appalachian Software Inc., about leasing computers and he informed her, this was not a good idea.

There was a brief discussion regarding the rate increase that was to be effective on January 1, 2010. The Board agreed that giving employees time off on December 23, 2009, at 2:30 pm and December 31, 2009, at 12:00 pm.; the pay increase would become effective, January 4, 2010 instead of January 1, 2010. Mr. Lett made a motion to resend the motion that previously stated the pay increase of .50 cents per hour, effective January 1, 2010, be changed to January 4, 2010. Mr. Stewart seconded the motion. The motion passed unanimously.

Mrs. Dyer had nothing further to report.

Mr. Anderson reported the following:

The Slate Booster is wired for a generator.

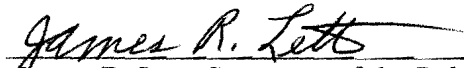
Mr. Anderson also reported, Barrett Woomer, contacted him regarding new water service on Five Mile Run Road. Mr. Anderson stated if approved, it would be a long service line. Three easements would need to be done, and the extension would be a 2" line. The Board agreed that we would not do a long service line. However, could consider a pay back (5.3 & 5.5), the District would order the materials at the customers expense, and the customer would do the work. Mr. Radabaugh suggested that Mr. Anderson meet with Mr. Woomer, look over the field work and get measurements, and report back at next meeting.

All business having been discussed, Mr. Lett made a motion that the meeting be adjourned. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 6:45 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.

IN WITNESS WHEREOF, I have hereunto set my hand on this the 21st day of January 2010.



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
November 30, 2009**

Checking Accounts

Water Revenue Fund Checking Account	
WesBanco Bank - 1131.2	\$ 5,661.51
09 Water System Improvement Project Account	
WesBanco Bank - 1131.4	\$ 567.43
Sewer Revenue Fund Checking Account	
WesBanco Bank - 2120.2	<u>5,881.89</u>
Total in Checking Accounts:	\$ 12,110.83

Water Accounts

Depreciation Reserve Account	
WesBanco Bank - 1125.31	\$ 13,163.88
Revenue Reserve Account	
WesBanco Bank - 1125.21	26,112.72
Revenue Reserve Account - Sams Creek/Chesterville	
WesBanco Bank - 1125.22	39,057.54
Revenue Reserve Account - Rockport	
WesBanco Bank - 1125.32	16,543.55
Depreciation Reserve Account - Rockport	
WesBanco Bank - 1125.23	16,543.26
Revenue Reserve Account - Water Improvement	
WesBanco Bank - 1125.24	49,651.51
Depreciation Reserve Account - Water Improvement	
WesBanco Bank - 1125.33	49,279.97
Depreciation Reserve Account - Sycamore 2004A	
WesBanco Bank - 1125.27	10,548.49
Security Deposit Account	
WesBanco Bank - 1134.0	37,179.32
Sycamore Renewal/Replacement	
WesBanco - Bank 1125.34	<u>77,828.48</u>
Total in Water Accounts:	\$ 335,908.72

Sewer Accounts

Repair and Replacement Account	
WesBanco Bank - 2114.2	\$ 6,690.35
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market - WesBanco Bank - 2114.1	13,780.68
Security Deposit Account	
WesBanco Bank - 2121.3	<u>28,081.03</u>
Total in Sewer Accounts:	\$ 48,552.06

Total All Finances - November 30, 2009 **\$ 396,571.61**

MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT
 WATER REVENUE FUND CHECKING ACCOUNT
 November 30, 2009

BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, OCTOBER 31, 2009 \$22,786.59

RECEIPTS:

Water Sales	\$73,629.04
Tap Fee	1400.00
Water Buffalo Sales	807.00
Reconnection Fees	75.00
Security Deposit Refunds	312.77
Bill Bailey Insurance refund	104.00

Total Receipts: \$76,327.81

Total Cash Available: \$99,114.40

Expenditures:

Action Telecom	\$ 47.79
All Power	2,853.40
Allegheny Power	600.59
ADT Security Services	66.87
At & T Mobility	159.52
BP Credit Card Company	854.96
Big Mac Printing	459.93
C I Thornburg	406.86
Cardmember Services	517.89
Cerrone Associates, Inc	2,694.00
Certified Laboratories	211.04
Cintas	279.80
Claywood Park PSD	25,549.39
Commissioner's Salaries	225.00
Cutlip Warner Development Co	3,748.55
Discount Industrial Supply	52.75
Dominion Hope	89.98
Fasteners & Supply Inc	6.60
Fed Ex	33.23
Ferguson Waterworks	527.81
HD Supply Waterworks, Ltd	4.10
Hardman Supply Company	280.47
Melanie L. Wine	172.80
Miller Communications	910.13
Mineral Wells PSD	288.54
Miss Utility of WV Inc.	28.95
Municipal Bond Commission	9,104.47
Parkersburg Office Supply	125.61
PEIA	2,564.11
REI Consultants	850.00
Rural Development Admin 91-02	2,112.00
Rural Development - USDA 91-03	3,140.00
Rural Development - USDA 91-06	10,040.00
Rural Development - USDA 91-09	3,518.00
Rural Development - USDA 91-07	3,325.00
S W Resources	10.00

Salaries	7,715.45
State Electric Supply	4.97
Taylor's Disposal Inc	37.84
Telepage Communication System	10.74
US Postal Service	299.06
USA Blue Book	134.27
Verizon	152.06
Water Environmental Testing	82.50
WesBanco	13.17
WesBanco Bank-Parkersburg - Rockport	334.00
WesBanco Bank-Parkersburg - Water Imprv	1,004.00
WesBanco Bank-Parkersburg - Stephens Fk	176.00
WesBanco Bank-Parkersburg- Payroll taxes	3,321.29
WesBanco Bank-Parkersburg-Sycamore R/R	1,362.37
WV Retiree Health Benefit Trust Fund	439.48
WV Public Employees Retirement System	1,923.82
WV State Tax Department	561.52
Security Deposit Refunds	20.21

Total Expenditures:	\$93,452.89
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Balance in Water Revenue Fund Checking Account, WesBanco Bank, November 30, 2009	\$5,661.51
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MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT
 SEWER REVENUE FUND CHECKING ACCOUNT
 November 30, 2009

BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, OCTOBER 31, 2009 \$ 6,977.64

RECEIPTS:

Sewer Sales	47,820.66
Butcher Bend Lagoon Assoc	559.59
Security Deposit Refunds	210.26
Tap Fee	700.00
Reconnect Fees	125.00

Total Receipts: \$49,415.51

Total Cash Available: \$ 56,393.15

Expenditures:

Action Telecomm	\$31.86
ADT Security Services	44.58
Allegheny Power	5,165.36
At & T State Calling Service	5.86
At & T Mobility	100.48
BP Credit Card Company	569.98
Big Mac Printing	115.38
Butcher Bend Lagoon Assoc	651.74
C. I. Thornburg	32.66
Cardmember Services	279.93
Cerrone Associates Inc	1,796.00
Certified Laboratories	140.70
Cintas	186.50
Commissioner's Salaries	150.00
Cutlip Warner Development	1,110.80
Discount Industrial Supply	48.78
Dominion Hope	59.98
Fasteners & Supply Inc	80.65
HD Supply Waterworks	2.74
Hardman Supply Company	60.50
Lowe's	47.70
Melanie L. Wine	115.20
Mineral Wells PSD	1,633.81
Miss Utility of WV Inc.	19.30
Municipal Bond Commission	18,310.28
Omni-Site Net	23.00
Parkersburg Office Supply	83.75
PEIA	2,349.83
Salaries	5,689.59
State Electric Supply Co. Inc.	76.07
Taylor's Disposal Inc	25.23
Telepage	7.16
Trombold Equipment Co Inc	3,669.36
USA Blue Book	57.09
US Postal Service	323.14

Verizon	651.70
Water Environmental Testing	363.00
WesBanco	8.78
WesBanco Bank-Parkersburg-Sewer R/R	1,367.75
WesBanco Bank-Parkersburg-Payroll Taxes	2,614.05
Retiree Health Benefit Trust Fund	398.66
WV Public Employees Retirement System	1,456.13
WV State Tax Department	446.48
Security Deposit Refunds	139.72

Total Expenditures: \$ 50,511.26

Balance in Sewer Revenue Fund Checking Account, \$ 5,881.89
WesBanco Bank, November 30, 2009

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: WATER FUND **
 ** BEGINNING DATE: 11/20/09 - ENDING DATE: 12/17/09 **
 ** 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	11/23/09	151632	11/23/09	898.96	9
2,101	U S POSTAL SERVICE	11/20/09	151433	11/23/09	299.06	40,374
106	ALLEGHENY POWER	11/30/09	151759	11/30/09	600.59	40,375
145	ADT SECURITY SERVICES	11/30/09	151762	11/30/09	66.87	40,376
300	CERRONE ASSOCIATES INC	11/30/09	151764	11/30/09	2,694.00	40,377
309	CLAYWOOD PARK PSD	11/30/09	151766	11/30/09	25,549.39	40,378
314	AT&T MOBILITY	11/30/09	151767	11/30/09	150.72	40,379
360	CUTLIP-WARNER DEVELOPMENT CO	11/30/09	151768	11/30/09	1,181.20	40,380
401	DISCOUNT INDUSTRIAL SUPPLY COR	11/30/09	151770	11/30/09	52.75	40,381
486	ASHLEY N MC PHERSON	11/30/09	151773	11/30/09	20.21	40,384
832	HARDMAN SUPPLY COMPANY	11/30/09	151775	11/30/09	280.47	40,386
1,204	JAMES R. LETT	11/30/09	151776	11/30/09	75.00	40,387
1,301	MISS UTILITY OF WV INC	11/30/09	151777	11/30/09	28.95	40,388
1,311	FERGUSON WATERWORKS	11/30/09	151780	11/30/09	282.36	40,390
1,512	HD SUPPLY WATERWORKS, LTD	11/30/09	151782	11/30/09	4.10	40,391
1,604	PARKERSBURG OFFICE SUPPLY	11/30/09	151783	11/30/09	125.61	40,392
1,805	RURAL DEVELOPMENT ADMN.	11/30/09	151787	11/30/09	5,252.00	40,393
1,806	ROY L RADABAUGH	11/30/09	151788	11/30/09	75.00	40,394
1,843	CINTAS LOC #531	11/30/09	151789	11/30/09	279.80	40,395
1,866	REI CONSULTANTS	11/30/09	151794	11/30/09	850.00	40,396
1,908	STATE ELECTRIC SUPPLY CO INC	11/30/09	151796	11/30/09	4.97	40,397
1,912	CHARLES M. STEWART	11/30/09	151797	11/30/09	75.00	40,398
2,005	C I THORNBURG	11/30/09	151800	11/30/09	192.00	40,400
2,109	USA BLUE BOOK	11/30/09	151802	11/30/09	48.34	40,401
2,205	VERIZON	11/30/09	151803	11/30/09	152.06	40,402
2,314	WV DEPT OF TAX & REVENUE	11/30/09	151806	11/30/09	561.52	40,404
2,315	PUBLIC EMPLOYEES RETIREMENT SY	11/30/09	151807	11/30/09	1,923.82	40,405
23,011	ALL POWER	11/30/09	151808	11/30/09	2,853.40	40,406
23,044	FED EX	11/30/09	151810	11/30/09	33.23	40,407
23,067	MELANIE L WINE	11/30/09	151811	11/30/09	172.80	40,408
23,076	CERTIFIED LABORATORIES	11/30/09	151812	11/30/09	211.04	40,409
153	ACTION TELECOMM	11/30/09	151852	11/30/09	47.79	40,411
600	FASTENERS & SUPPLY INC	11/30/09	151855	11/30/09	6.60	40,412
1,302	MINERAL WELLS PSD	11/30/09	151856	11/30/09	32.57	40,413
2,313	WESBANCO BANK-PARKERSBURG	12/04/09	152104	12/04/09	745.87	9
2,313	WESBANCO BANK-PARKERSBURG	12/07/09	152382	12/07/09	1,235.75	9

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: WATER FUND **
 ** BEGINNING DATE: 11/20/09 - ENDING DATE: 12/17/09 **
 ** 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	12/14/09	152734	12/14/09	993.92	9
100	APPALACHIAN SOFTWARE INC	12/15/09	152894	12/15/09	2,802.00	40,415
202	BIG MAC PRINTING	12/15/09	152896	12/15/09	80.12	40,417
224	BILL BAILEY INSURANCE AGENCY	12/15/09	152897	12/15/09	3,511.20	40,418
275	BP	12/15/09	152898	12/15/09	550.87	40,419
360	CUTLIP-WARNER DEVELOPMENT CO	12/15/09	152900	12/15/09	805.00	40,420
438	DOMINION HOPE	12/15/09	152901	12/15/09	170.24	40,421
904	INNOVATIVE BUSINESS PRODUCTS	12/15/09	152903	12/15/09	20.38	40,423
1,200	LOWE'S	12/15/09	152904	12/15/09	19.14	40,424
1,301	MISS UTILITY OF WV INC	12/15/09	152905	12/15/09	26.25	40,425
1,307	MUNICIPAL BOND COMMISSION	12/15/09	152906	12/15/09	9,104.47	40,426
1,908	STATE ELECTRIC SUPPLY CO INC	12/15/09	152913	12/15/09	33.16	40,427
2,002	TAYLOR'S DISPOSAL INC	12/15/09	152914	12/15/09	37.84	40,428
2,005	C I THORNBURG	12/15/09	152915	12/15/09	1,285.28	40,429
2,039	TELEPAGE	12/15/09	152918	12/15/09	10.74	40,430
2,106	USDA-RURAL DEVELOPMENT	12/15/09	152919	12/15/09	16,883.00	40,431
2,200	CARDMEMBER SERVICES	12/15/09	152923	12/15/09	319.79	40,433
2,306	WATER ENVIRONMENTAL TESTING	12/15/09	152924	12/15/09	82.50	40,434
2,308	PEIA	12/15/09	152926	12/15/09	2,838.44	40,435
2,373	WESBANCO BANK-PARKERSBURG	12/15/09	152928	12/15/09	1,514.00	40,437
23,005	WESBANCO BANK, INC.	12/15/09	152934	12/15/09	1,475.44	40,438
23,011	ALL POWER	12/15/09	152935	12/15/09	4,960.70	40,439
23,047	RETIREE HEALTH BNFT TRST FUND	12/15/09	152938	12/15/09	486.51	40,441
CONSOLIDATED BANK ACCOUNT					95,074.79	59 *

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: SEWER FUND **
 ** BEGINNING DATE: 11/20/09 - ENDING DATE: 12/17/09 **
 ** 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	11/23/09	151632	11/23/09	669.84	9
2,101	U S POSTAL SERVICE	11/20/09	151433	11/23/09	199.38	40,374
106	ALLEGHENY POWER	11/30/09	151759	11/30/09	5,142.16	40,375
145	ADT SECURITY SERVICES	11/30/09	151762	11/30/09	44.58	40,376
300	CERRONE ASSOCIATES INC	11/30/09	151764	11/30/09	1,796.00	40,377
314	AT&T MOBILITY	11/30/09	151767	11/30/09	100.48	40,379
360	CUTLIP-WARNER DEVELOPMENT CO	11/30/09	151768	11/30/09	420.80	40,380
401	DISCOUNT INDUSTRIAL SUPPLY COR	11/30/09	151770	11/30/09	48.78	40,381
486	JOHN & DEBORA MARION	11/30/09	151771	11/30/09	21.45	40,382
486	MARY MIDKIFF	11/30/09	151772	11/30/09	48.59	40,383
486	CASSIDY M HERNANDEZ	11/30/09	151774	11/30/09	69.68	40,385
832	HARDMAN SUPPLY COMPANY	11/30/09	151775	11/30/09	60.50	40,386
1,204	JAMES R. LETT	11/30/09	151776	11/30/09	50.00	40,387
1,301	MISS UTILITY OF WV INC	11/30/09	151777	11/30/09	19.30	40,388
1,302	MINERAL WELLS PSD	11/30/09	151778	11/30/09	1,345.53	40,389
1,512	HD SUPPLY WATERWORKS, LTD	11/30/09	151782	11/30/09	2.74	40,391
1,604	PARKERSBURG OFFICE SUPPLY	11/30/09	151783	11/30/09	83.75	40,392
1,806	ROY L RADABAUGH	11/30/09	151788	11/30/09	50.00	40,394
1,843	CINTAS LOC #531	11/30/09	151789	11/30/09	186.50	40,395
1,912	CHARLES M. STEWART	11/30/09	151797	11/30/09	50.00	40,398
2,004	TROMBOLD EQUIPMENT CO INC	11/30/09	151798	11/30/09	3,669.36	40,399
2,005	C I THORNBURG	11/30/09	151800	11/30/09	32.66	40,400
2,205	VERIZON	11/30/09	151803	11/30/09	651.70	40,402
2,312	WESBANCO BANK-PARKERSBURG	11/30/09	151805	11/30/09	1,367.75	40,403
2,314	WV DEPT OF TAX & REVENUE	11/30/09	151806	11/30/09	446.48	40,404
2,315	PUBLIC EMPLOYEES RETIREMENT SY	11/30/09	151807	11/30/09	1,456.13	40,405
23,067	MELANIE L WINE	11/30/09	151811	11/30/09	115.20	40,408
23,076	CERTIFIED LABORATORIES	11/30/09	151812	11/30/09	140.70	40,409
23,046	BUTCHER BEND LAGOON ASSOC	11/30/09	151823	11/30/09	651.74	40,410
153	ACTION TELECOMM	11/30/09	151852	11/30/09	31.86	40,411
600	FASTENERS & SUPPLY INC	11/30/09	151855	11/30/09	80.65	40,412
1,302	MINERAL WELLS PSD	11/30/09	151856	11/30/09	21.22	40,413
2,313	WESBANCO BANK-PARKERSBURG	12/04/09	152104	12/04/09	628.25	9
2,313	WESBANCO BANK-PARKERSBURG	12/07/09	152382	12/07/09	745.75	9
2,313	WESBANCO BANK-PARKERSBURG	12/14/09	152734	12/14/09	741.96	9

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: SEWER FUND **
 ** BEGINNING DATE: 11/20/09 - ENDING DATE: 12/17/09 **
 ** 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					
2,101	U S POSTAL SERVICE	12/11/09	152537	12/14/09	125.16	40,414
100	APPALACHIAN SOFTWARE INC	12/15/09	152894	12/15/09	1,868.00	40,415
106	ALLEGHENY POWER	12/15/09	152895	12/15/09	22.07	40,416
202	BIG MAC PRINTING	12/15/09	152896	12/15/09	53.42	40,417
224	BILL BAILEY INSURANCE AGENCY	12/15/09	152897	12/15/09	2,340.80	40,418
275	BP	12/15/09	152898	12/15/09	367.24	40,419
360	CUTLIP-WARNER DEVELOPMENT CO	12/15/09	152900	12/15/09	1,207.50	40,420
438	DOMINION HOPE	12/15/09	152901	12/15/09	113.49	40,421
486	CITI FINANCIAL	12/15/09	152902	12/15/09	57.27	40,422
904	INNOVATIVE BUSINESS PRODUCTS	12/15/09	152903	12/15/09	13.59	40,423
1,200	LOWE'S	12/15/09	152904	12/15/09	133.36	40,424
1,301	MISS UTILITY OF WV INC	12/15/09	152905	12/15/09	17.50	40,425
1,307	MUNICIPAL BOND COMMISSION	12/15/09	152906	12/15/09	18,310.28	40,426
2,002	TAYLOR'S DISPOSAL INC	12/15/09	152914	12/15/09	25.23	40,428
2,005	C I THORNBURG	12/15/09	152915	12/15/09	14.76	40,429
2,039	TELEPAGE	12/15/09	152918	12/15/09	7.16	40,430
2,109	USA BLUE BOOK	12/15/09	152922	12/15/09	83.41	40,432
2,200	CARDMEMBER SERVICES	12/15/09	152923	12/15/09	213.20	40,433
2,306	WATER ENVIRONMENTAL TESTING	12/15/09	152924	12/15/09	242.00	40,434
2,308	PEIA	12/15/09	152926	12/15/09	2,075.50	40,435
2,312	WESBANCO BANK-PARKERSBURG	12/15/09	152927	12/15/09	1,444.00	40,436
23,023	RON'S PORTA JOHNS, INC.	12/15/09	152937	12/15/09	235.00	40,440
23,047	RETIREE HEALTH BNFT TRST FUND	12/15/09	152938	12/15/09	351.63	40,441
23,070	BADGETT FARM & FEED SUPPLY	12/15/09	152939	12/15/09	400.00	40,442
	CONSOLIDATED BANK ACCOUNT				50,913.04	59 *

Mineral Wells Public Service District
 Payroll Checks
 Consolidated Revenue Fund Checking Account

Check No.	Name	Check Amt.	Check Date
2592	Todd R. Anderson	\$714.97	11/20/2009
2593	Dennis R. Brown	\$351.67	11/20/2009
2594	William H. Byers, Jr.	\$508.80	11/20/2009
2595	Cathy J. Dyer	\$531.86	11/20/2009
2596	Linda K. Watson	\$375.53	11/20/2009
2597	Darin L. Crites	\$267.57	11/20/2009
2598	Nellie B. Radcliff	\$315.73	11/20/2009
2599	Mark A. Dennis	\$334.42	11/20/2009
2600	Todd R. Anderson	\$636.49	11/25/2009
2601	Dennis R. Brown	\$351.67	11/25/2009
2602	William H. Byers, Jr.	\$605.93	11/25/2009
2603	Cathy J. Dyer	\$531.85	11/25/2009
2604	Linda K. Watson	\$375.54	11/25/2009
2605	Darin L. Crites	\$311.15	11/25/2009
2606	Nellie B. Radcliff	\$347.00	11/25/2009
2607	Mark A. Dennis	\$334.42	11/25/2009
2608	Todd R. Anderson	\$508.60	12/4/2009
2609	Dennis R. Brown	\$351.69	12/4/2009
2610	William H. Byers, Jr.	\$430.89	12/4/2009
2611	Cathy J. Dyer	\$531.85	12/4/2009
2612	Linda K. Watson	\$375.54	12/4/2009
2613	Darin L. Crites	\$292.32	12/4/2009
2614	Nellie B. Radcliff	\$315.72	12/4/2009
2615	Mark A. Dennis	\$334.41	12/4/2009
2616	Todd R. Anderson	\$845.80	12/11/2009
2617	Dennis R. Brown	\$484.69	12/11/2009
2618	William H. Byers, Jr.	\$547.58	12/11/2009
2619	Cathy J. Dyer	\$619.63	12/11/2009
2620	Linda K. Watson	\$479.31	12/11/2009
2621	Darin L. Crites	\$518.79	12/11/2009
2622	Nellie B. Radcliff	\$417.50	12/11/2009
2623	Mark A. Dennis	\$438.20	12/11/2009

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
NOVEMBER 20, 2009 – DECEMBER 17, 2009

1. Letter dated November 16, 2009, to Mineral Wells PSD, from Healthcare Data Management, Inc. regarding Enrollment Reconciliation Analysis and Dependent Eligibility Verification.
2. Carbon copy of E-mail dated November 18, 2009, to Mid Atlantic Storage, from Manning Frymier, Cerrone Associates, regarding information for the Bogal Ridge PRV.
3. Copy of letter dated November 19, 2009, to William D. Nester, Jr., from Cathy Dyer, regarding a check payment received on November 13, 2009, the check cleared for \$8.30, the total of your two accounts were \$80.30.
4. Copy of fax dated November 19, 2009, to Todd Anderson, from Megan Smith, West Virginia Department of Environmental Protection, regarding the October 2009 Discharge Monitoring Report.
5. Letter dated November 19, 2009, to William H. Byers, Jr., Operator, from Terrie Sangid, Asst. Director Program Support Section, West Virginia Department of Environmental Protection, regarding the WV/NPDES Discharge Monitoring Report submitted for the month of July 2009 is incomplete.
6. Copy of letter dated November 19, 2009, to William H. Byers, Jr., Operator, from Terrie Sangid, Asst. Director Program Support Section, West Virginia Department of Environmental Protection, regarding the WV/NPDES Discharge Monitoring Report submitted for the month of July 2009 is incomplete.
7. Letter dated October 23, 2009, to Mineral Wells PSD, from WesBanco, regarding the grinder pump reserve account.
8. Letter dated November 19, 2009, to Todd Anderson, from Kathy Lough, Project Manager, REIC, regarding the TTHM & HAA5 samples.
9. E-mail dated November 20, 2009, to Mineral Wells PSD, from Manning Frymier, Cerrone Associates, regarding the procurement for the Pond Creek water extension.

Mineral Wells PSD
List of Correspondence
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Page 2

10. Carbon copy of e-mail dated November 20, 2009, to Jim Ruckman, Cerrone Associates, from Larry Morris, Mid Atlantic Storage, regarding the revised Mineral Wells schedule.
11. E-mail dated November 20, 2009, to Mineral Wells PSD, from Jim Cox, Lubeck PSD, regarding the Wood County Career Fair information to be held December 10, 2009.
12. Fax dated November 20, 2009, to Megan Smith, Department of Environmental Protection, from William H. Byers, Jr., attaching the revised October 2009 Discharge Monitoring Report.
13. Billing Reprint dated November 22, 2009, to Michelle Sandy, WesBanco, from Mineral Wells PSD, customer is Linda Daugherty property located at 218 Dover Drive, past due bill in the amount of \$118.72.
14. E-mail dated November 20, 2009, to Mineral Wells PSD, from Manning Frymier, Cerrone Associates, attaching a revised schedule for the Mineral Wells Project.
15. Check dated November 20, 2009, to Mineral Wells PSD, from Ryan's Buffet, Inc., in the amount of \$1,082.17 for account #6-00509-00.
16. Copy of letter dated November 23, 2009, to Raymond L. Wright, from Cathy Dyer, regarding a insufficient funds check in the amount of \$183.99 the District received.
17. Copy of letter dated November 23, 2009, to Randall Cole, Cerrone Associates, Inc., from Cathy Dyer, enclosing an invoice from Suttle & Stalnaker in the amount of \$1,000.00 per the Accounts Agreement for the Misc. Water Improvement Project.
18. Copy of letter dated November 23, 2009, to Marty Seufer, Wood County Commission, from Cathy Dyer, enclosing an approved copy of minutes from the regular board meeting held Thursday, October 15, 2009 as well as minutes for the Special Board Meeting held Thursday, October 20, 2009.

Mineral Wells PSD
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19. Invoice dated November 17, 2009, return premium due on cancellation of bond. Bond was cancelled due to work being completed and the bond being completed and the bond being released by the Department of Highways in the amount of \$104.00.
20. Letter dated November 2009, to Mineral Wells PSD, from Pitney Bowes, regarding our mailstation 2 Digital Mailing System.
21. Letter dated November 16, 2009, to Mineral Wells PSD, from Healthcare Data Management, Inc., regarding Enrollment Reconciliation Analysis and Dependent Eligibility Verification.
22. Payroll Information sent to HealthCare Data Management, Inc., to confirm that an employee is eligible for coverage based on the number of hours worked.
23. E-mail dated November 24, 2009, to Mineral Wells PSD, from Sara Boardman, WV Municipal Bond Commission, attaching the automatic reminder of our monthly deposits coming due on Tuesday, December 1, 2009.
24. Fax dated November 24, 2009, to Casey Landis, from Cathy Dyer, attaching Contents List for Darien & Jennifer Daugherty for damages due from working on the Slate Booster station bypass.
25. E-mail dated November 24, 2009, to Mineral Wells PSD, from Jim Cox, Lubeck PSD, regarding the Wood County Middle School Career Fair on Thursday, December 10, 2009 at the Parkersburg Armory.
26. Fax dated November 12, 2009, to Brian, Public Service Commission, from Cathy Dyer, attaching information on the Series 1997 Bond.
27. Copy of letter dated November 23, 2009, to Donald Stephens, President Jackson County Commission, from Richard A. Vance, regarding Silverton FD, Jackson County, WV; Public Protection Classification.
28. National Rural Water Association, Rural Water, Volume 30, Number 4.
29. WesBanco, Your Money Matter\$, November 2009.

Mineral Wells PSD
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30. Fax dated November 30, 2009, to Mineral Wells PSD, from Dave, All Power Electrical Contractors, LLC., regarding bid proposal for the installation of 100-amp manual transfer switch for back up generator hook up for Slate Booster Station.
31. ****E-mail dated November 30, 2009, to Mineral Wells PSD, from Cam Siegrist, Bowles Rice, attaching petition for consent and approval to issue Refunding Revenue Bonds, Series 2009 to Refund Mineral Wells PSD Refunding Revenue Bonds Series 1997.
32. Copy of letter dated November 30, 2009, to WVBPH/OEHS, from Todd Anderson, enclosing test results from REIC of samples taken November 9, 2009 for sampling period 10/1/09 - 12/31/09.
33. E-mail dated December 1, 2009, to Mineral Wells PSD, from Gerald Moore, Healthcare Data Management, Inc., regarding access to SFTP Site.
34. E-mail dated December 1, 2009, to Mineral Wells PSD, from Gerald Moore, Healthcare Data Management, Inc., regarding access to SFTP site-email #2.
35. Billing reprint dated November 30, 2009, to Velotta Company, from Mineral Wells PSD, in the amount of \$3,522.88 for service period 10/26/09 to 11/30/09.
36. ****Copy of letter dated December 1, 2009, to Jay Parsons, Mineral Wells Volunteer Fire Department, regarding the Bogal Ridge Tank Replacement.
37. Fax dated December 2, 2009, to Kevin & Brenda Morehead, from Cathy Dyer, attaching a deferred payment agreement to be signed for payment to be made December 10, 2009 in the amount of \$114.80.
38. Fax dated December 1, 2009, to Christy Pitsenbarger, WV Bureau of Public Health Office of Environmental Health Services, from Mineral Wells PSD, attaching the Monthly Operational Report for the month of November 2009.

**Mineral Wells PSD
List of Correspondence
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39. Notice of Request for Engineering Services for the following project, Water System Extensions & Improvements Project, questions regarding this request for proposals may be directed to Tim Meeks, Mid Ohio Valley Regional Council. 5 copies of all requested information is to be sent to Tim Meeks by 4:00 p.m. on January 15, 2010.
40. Letter dated December 1, 2009, to Mineral Wells PSD, from Renee D. Shotwell, Account Manager, Bill Bailey Insurance Agency, advising us that our Brickstreet Workers' Compensation policy is coming up for renewal on 1/25/10.
41. Fax dated December 3, 2009, to Virginia McDonald, RUS, from Cathy Dyer, attaching bank statement for 2009 Water Systems Improvements Project for the month of November 2009.
42. Letter to Mineral Wells PSD, from Miss Utility of West Virginia, regarding the 2009 4th Quarter Board of Directors meeting on Thursday, January 21, 2010 at the Stonewall Jackson Resort.
43. E-mail dated December 3, 2009, to Mineral Wells PSD, from PEIA, attaching notice the December 2009 PEIA billing has been posted to the Web Contributions System.
44. E-mail dated December 3, 2009, to Mineral Wells PSD, from Cam Siegrist, Bowles Rice, regarding the refunding of the bonds.
45. Fax dated December 4, 2009, to Todd Anderson, from Manning Frymier, Cerrone Associates, regarding the Wastewater Lagoons Compliance Issues for the month of November 2009.
46. Municipal Sewer & Water for Sanitary, Storm and Water System Maintenance Professionals, December 2009.
47. Fax dated December 1, 2009, to Todd Anderson, from Manning Frymier, Cerrone Associates, regarding information from a meeting with Todd and Darin at the District regarding the Miscellaneous Water Improvements Project.

Mineral Wells PSD
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48. Copy of letter dated December 4, 2009, to Mr. and Mrs. Sam McLain, from Cathy Dyer, enclosing an estimated cost of extending the sewer to there property located at 486 Hickory Heights Rd.
49. Fax dated December 4, 2009, to Sherry Angus, DHHR, from Mineral Wells PSD, regarding a past due bill for Amanda Lutz.
50. Fax dated December 3, 2009, to Action Telecomm, from Mineral Wells PSD, attaching the list of customers that were turned off for non payment of bill.
51. Commission Order dated November 30, 2009, to Mineral Wells PSD, from the Public Service Commission of West Virginia, the Commission grants consent for the Mineral Wells PSD to issue new refunding revenue bonds to replace existing bonds.
52. Holiday Wishes from RSDIS & Bill Bailey Insurance.
53. 2nd Request of Invoice dated October 20, 2009, to Stonegate Construction, Inc., from Mineral Wells PSD in the amount of \$787.50 regarding the Misc. Water Improvement Project, West Virginia Dept of Highways Section 01505 Mobilization.
54. E-mail dated December 7, 2009, to Mineral Wells PSD, from Sara Boardman, WV Municipal Bond Commission, regarding the November 09 monthly statements.
55. Information from Dunn Engineers, Inc.
56. Copy of letter dated December 9, 2009, to Edwin L. Wherry, Sr., from Cathy Dyer, regarding a check received marked insufficient funds in the amount of \$32.63. To avoid interruption of water service, please take care of this by 12:00 on Wednesday, December 16, 2009.
57. E-mail dated December 8, 2009, to Mineral Wells PSD, from Cam Siegrist, Bowles Rice, regarding the refunding of the Sewerage System Refunding Revenue Bonds, Series 1997.

Mineral Wells PSD
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58. Fax dated December 9, 2009, to Cam Siegrist, Bowles Rice, from Cathy Dyer, attaching the signed document needed for the refunding of the Sewerage System Refunding Revenue Bonds, Series 1997.
59. E-mail dated December 9, 2009, to Mineral Wells PSD, from PEIA, attaching a message regarding billing.
60. E-mail dated December 10, 2009, to Mineral Wells PSD, from Jim Ruckman, Cerrone Associates, attaching information regarding the Miscellaneous Water Improvements – MI10-21W-Contract #2.
61. E-mail dated December 10, 2009, to Mineral Wells PSD, from Jim Ruckman, Cerrone Associates, attaching information regarding the Miscellaneous Water Improvements – MI10-21W-Contract #2.
62. West Virginia Environmental Training Center Course Registration Form, for Class I Math Prep, QC/QA in Environmental Laboratories, Class I Wastewater Certification and I-S Certification.
63. Fax dated December 11, 2009, to Jackson County Herald, from Mineral Wells PSD, attaching notice in the newspaper on Tuesday, December 15, 2009, for the regular Board Meeting on Thursday, December 17, 2009 at 5:00 pm.
64. Fax dated December 11, 2009, to Parkersburg News & Sentinel, from Mineral Wells PSD, attaching notice in the newspaper on Tuesday, December 15, 2009, for the regular Board Meeting on Thursday, December 17, 2009 at 5:00 pm.
65. Fax dated December 11, 2009, to Wirt County Journal, from Mineral Wells PSD, attaching notice in the journal on Wednesday, December 16, 2009, for the regular Board Meeting on Thursday, December 17, 2009 at 5:00 pm.
66. West Virginia Rural Water Association Infrastructure Council Report Newsletter, Volume 15, Issue 12.

Mineral Wells PSD
List of Correspondence
December 17, 2009
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67. Fax dated December 11, 2009, to Todd Anderson, Roy Radabaugh and Cathy Dyer, from Jim Ruckman, Cerrone Associates, regarding the Progress Meeting for Contracts #1 and #2 for the Miscellaneous Water Improvements Project #MI10-21W.
68. E-mail dated December 11, 2009, to Mineral Wells PSD, from Jim Ruckman, Cerrone Associates, attaching cost information in regards to the proposed removal and replacement of a portion of the existing foundation at Mineral Wells Hill Tank #1. (\$8,095.92)
69. State of West Virginia National Pollutant Discharge Elimination System Discharge Monitoring Report for October, November and December 2009
70. E-mail dated December 14, 2009, to Mineral Wells PSD, from PEIA, a message to all County Boards of Education.
71. Copy of letter dated December 15, 2009, to Cindy Musser, West Virginia Department of Environmental Protection and Natural Resources, from Linda Watson, enclosing the November 2009 Discharge Monitoring Report, a copy of the WV Summary of Waste Water Treatment Plant Operations, the Discharge Monitoring Report for Liberty Truck Stop for November 2009, and the 4th quarter Discharge Monitoring Report for Walmart Car Care Center and Pepsi Bottling Group.
72. Copy of letter dated December 15, 2009, to WV Department of Environmental Protection Division of Water and Waste Management Permitting and Engineering Branch, from Linda Watson, enclosing the November 2009 Discharge Monitoring Report, a copy of the WV Summary of Waste Water Treatment Plant Operations, the Discharge Monitoring Report for Liberty Truck Stop for November 2009, and the 4th quarter Discharge Monitoring Report for Walmart Car Care Center and Pepsi Bottling Group.
73. Copy of letter dated December 15, 2009, to Manning Frymier, Cerrone Associates, from Linda Watson, enclosing the November 2009 Discharge Monitoring Report, a copy of the WV Summary of Waste Water Treatment Plant Operations, the Discharge Monitoring Report for Liberty Truck Stop for November 2009, and the 4th quarter Discharge Monitoring Report for Walmart Car Care Center and Pepsi Bottling Group.

**Mineral Wells PSD
List of Correspondence
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74. Copy of letter dated December 15, 2009, to John King, Department of Environmental Enforcement, from Linda Watson, enclosing the November 2009 Discharge Monitoring Report, a copy of the WV Summary of Waste Water Treatment Plant Operations, the Discharge Monitoring Report for Liberty Truck Stop for November 2009, and the 4th quarter Discharge Monitoring Report for Walmart Car Care Center and Pepsi Bottling Group.
75. Copy of letter dated December 15, 2009, to Jeff Smith, Office of Environmental Health Services Regulatory Development and Compliance Unit, from Linda Watson, enclosing the November 2009 Discharge Monitoring Report, a copy of the WV Summary of Waste Water Treatment Plant Operations, the Discharge Monitoring Report for Liberty Truck Stop for November 2009, and the 4th quarter Discharge Monitoring Report for Walmart Car Care Center and Pepsi Bottling Group.
76. News Drips and Drops, News and Views from the Claywood Park Public Service District, December 2009.
77. On tap, published by the National Environmental Services Center, Fall 2009, Volume 9, Issue 3.
78. Fax dated December 16, 2009, to Manning Frymier, Cerrone Associates, from Cathy Dyer, attaching minutes from the Miscellaneous Water Improvements Construction Progress Meeting for Contracts #1 and #2, on December 15, 2009 at 10:00 am.
79. ****Letter dated December 14, 2009, to Roy Radabaugh, Chairman, Mineral Wells PSD, from Todd Grinstead, General Manager, Claywood Park Public Service District, advising the District has requested a Class Cost of Service Study.
80. Copy of letter dated December 15, 2009, to West Virginia Municipal Bond Commission, from Cathy Dyer, enclosing a check in the amount of \$27,414.75, for the following bond payments: \$9,040.00-Sewer 97 Revenue, \$5,688.40-Sewer 95 Revenue, \$1,293.00-Sewer 85-B Revenue, \$2,288.88-Sewer 03-Revenue, \$175.90-Water 04-B Reserves, \$811.69-Water 04-A Reserve and \$8,116.88-Water 04-A Revenue.

**Mineral Wells PSD
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81. Copy of letter dated December 15, 2009, to Angela Chestnut, WV Infrastructure & Jobs Development Council, from Cathy Dyer, regarding the following deposits were made to the Municipal Bond Commission: Water Revenue-04-A-\$8,116.88, Reserve Fund-04-A-\$811.69 and Reserve Fund-04-B-\$175.90.
82. Copy of letter dated December 15, 2009, to West Virginia Water Development Authority, from Cathy Dyer, regarding the following deposit was made to the West Virginia Municipal Bond Commission: Sewage System Revenue Bonds, Series 2003, \$2,288.88.
83. Copy of letter dated December 15, 2009, to West Virginia Water Development Authority, from Cathy Dyer, regarding the following deposit was made to the West Virginia Municipal Bond Commission: Sewage System Revenue Bonds, Series 1995, \$5,688.40.
84. Letter dated December 15, 2009, to Cathy Dyer, from Debbie Britt, Executive Director, West Virginia Rural Water Association, regarding the District's Voting membership dues for the year are due for renewal on February 1, 2010.
85. Copy of the Mineral Wells PSD Miscellaneous Water Improvements Construction Progress Meeting Minutes, for Contracts #1 and #2, held December 15, 2009, at 10:00 am.
86. The West Virginia Environmental Training Center, presents the 2010 Training Schedule.
87. Letter dated December 16, 2009, to Roy Radabaugh, Chairman, from Randall M. Cole, Project Administrator, Cerrone Associates, enclosing for signature are six (6) copies of change orders for Stonegate Construction, Inc. and Mid Atlantic Storage Systems for the Miscellaneous Water Systems Improvements Project.
88. E-mail dated December 17, 2009, to Mineral Wells PSD, from Manning Frymier, Cerrone Associates, attaching the price proposal for installing a VFD to help with the Bogal tank bypass. Cerrone will prepare a change order to Mid Atlantic and run it through the construction contract.

Mineral Wells PSD
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89. Copy of letter dated December 17, 2009, to Misty D. Hendrickson, from Cathy Dyer, regarding a check the District received in the amount of \$99.60 from the bank marked "closed account". To avoid service interruption, we ask that you come to the office before 12:00 pm, Monday, December 28, 2009.
90. Copy of letter dated December 17, 2009, to Angela Roush, from Cathy Dyer, regarding a check the District received in the amount of \$79.64 from the bank marked Not Sufficient Funds. To avoid service interruption, we ask that you come to the office before 12:00 p.m. on Monday, December 28, 2009.
91. Fax dated December 17, 2009, to Michelle Sandy, WesBanco, from Cathy Dyer, attaching a billing reprint for Linda Daugherty for a final bill in the amount of \$118.72.