

**MINERAL WELLS PUBLIC SERVICE DISTRICT
POST OFFICE BOX 266
MINERAL WELLS, WV 26150
TELEPHONE: (304) 489-2915 FAX: (304) 489-2971**

October 14, 2011

Mr. Marty Seufer
Wood County Commission
Wood County Courthouse
#1 Court Square, Box 2
Parkersburg, WV 26102-5340

Dear Mr. Seufer:

Please find enclosed an approved copy of the Minutes of the Regular Board Meeting held September 15, 2011. The minutes were approved at the Regular Board meeting held on Thursday, October 13, 2011.

Should you have any questions please contact us @ (304) 489-2915.

Yours truly,

Mineral Wells PSD



Cathy Dyer
Office Manager

Enclosures: September 15, 2011, minutes

MINUTES OF A REGULAR MONTHLY BOARD MEETING OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, SEPTEMBER 15, 2011, 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. Mark Stewart, Treasurer; James R. Lett, Secretary; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; Nellie Radcliff, Office Clerk; Roger Rawson, resident of Pond Creek and Beth Bumgarner, Suttle & Stalnaker, were present.

No one from the public was present.

Mr. Lett made a motion to approve the Minutes of the August 18, 2011, Regular Board Meeting as presented. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes of the August 18, 2011.

Mr. Rawson and the Board discussed several issues regarding the Pond Creek Waterline Extension that residents of Pond Creek were involved with trying to get water to their area. At present funding is not available for the project. It was suggested Lubeck Public Service District (Jack McIntosh) be contacted to see if they may be able to pick up the area of Pond Creek that needs water service. Letters have been written to the Governor of WV. Mr. Rawson excused himself from the rest of the meeting.

Mrs. Bumgarner presented the Board with the 2011 Audit for the District. The District had a good clean audit. Everything went very well. Mr. Lett made a motion to approve the Audit as presented. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh, Mr. Lett, Mr. Stewart and Cathy Dyer signed the audit.

Mrs. Bumgarner excused herself from the rest of the meeting.

Mr. Lett made a motion to approve Camden Siegrist, Bowles Rice McDavid Graff & Love as Bond Counsel for the Wastewater System Improvements Project. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the agreement.

Mr. Lett made a motion to approve an addition of a tank mixing system for the Windy Ridge Tank to the Water Telemetry Project. Mr. Stewart seconded the motion. The motion passed unanimously. The mixing system will cost approximately \$30,000.00 and will be operated by Solar power.

Mr. Lett made a motion to approve Water Tariff # 13 increase of \$.36 effective September 5, 2011, on 3,000 gallon. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve the Financial Statements dated August 31, 2011, for All Finances, Water Revenue Fund Checking Account and Sewer Revenue Fund Checking Account (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

MINERAL WELLS PUBLIC SERVICE DISTRICT
MINUTES – SEPTEMBER 15, 2011
PAGE 2

Mr. Stewart made a motion to approve checks #42094 thru #42188 written on the Consolidated Water and Sewer Revenue Checking Account (copies attached) between August 19, 2011 and September 15, 2011. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks #3338 thru #3369 written on the Consolidated Payroll Account between August 19, 2011 thru September 15, 2011, (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mrs. Dyer discussed the following letters with the Board.

Letter # 62 – PSC Referral Order decision on the Wastewater System Improvement Project Tariff rate increase to be rendered on or before January 3, 2012.

Letter # 85 – Fax received from the Wood County Commission September 8, 2011 informing the District that Mr. Lett had been re-appointed as Secretary to the Board of Commissioners until July 16, 2017.

Mrs. Dyer reported the District needs to hire an accountant to do the Rule 42 for the Telemetry Replacement Project. Cerrone Associates, Inc., had done them for the District in the past, but now they no longer want to prepare this document. Bassett & Lowe Certified Public Accountants was contacted in reference to this matter and informed the District they charge \$65.00 to \$100.00 per hour with a total not to exceed \$5,000.00. This quote does not take into consideration the need for any form of a class cost of service study. The District would like Mrs. Dyer to contact Postlewait Certified Public Accountant for a quote on this matter.

Mrs. Dyer requested the Boards approval to use the 2 ½ % for Sewer Repair and Replacement (\$4,410.16) requirement for the payment of \$2,750.00 – Evans Construction, Windsor Culvert Repair – WWT Electric - \$1,574.39 repair of motor = \$4,324.39 instead of depositing this amount to the Sewer Repair and Replacement Account. Mr. Lett made the motion for approval. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Anderson reported that flushing of the District should be completed by the second week in October.

A 4" Waterline is exposed on Egypt Run Rd. The Board approved taking the funds to pay for this repair out of Sams Creek, Chesterville Water Repair and Replacement account.

The slip area at Wolf Run Tank site is in need of rip rap which needs to be added to the Telemetry project.

Mr. Anderson presented the Board the new OSHA required uniforms. It was agreed for the District to get OSHA approved uniforms.


Mr. Lett made a motion the meeting be recessed to and Executive Session at 6:35 p. m. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh recessed the meeting.

Mr. Radabaugh reconvened the meeting at 7:30 p.m. Mr. Lett made a motion that all employees receive a \$.30 per hour pay raise effective Oct. 3, 2011. Mr. Stewart seconded the motion. The motion passed unanimously.

All business having been discussed, Mr. Lett made a motion the meeting be adjourned. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 7:45 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, 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.

**MINERAL WELLS PUBLIC SERVICE DISTRICT
FINANCIAL STATEMENT
August 31, 2011**

Checking Accounts

Water Revenue Fund Checking Account	
WesBanco Bank - 1131.2	\$ 18,868.89
Sewer Revenue Fund Checking Account	
WesBanco Bank - 2120.2	<u>3,902.64</u>
Total in Checking Accounts:	\$ 22,771.53

Water Accounts

Depreciation Reserve Account	
WesBanco Bank - 1125.31	\$ 13,202.29
Revenue Reserve Account	
WesBanco Bank - 1125.21	26,221.38
Revenue Reserve Account - Sams Creek/Chesterville	
WesBanco Bank - 1125.22	36,123.75
Revenue Reserve Account - Rockport	
WesBanco Bank - 1125.32	11,897.03
Depreciation Reserve Account - Rockport	
WesBanco Bank - 1125.23	13,457.45
Revenue Reserve Account - Water Improvement	
WesBanco Bank - 1125.24	30,213.27
Depreciation Reserve Account - Water Improvement	
WesBanco Bank - 1125.33	37,413.06
Depreciation Reserve Account - Sycamore 2004A	
WesBanco Bank - 1125.27	13,187.95
Security Deposit Account	
WesBanco Bank - 1134.0	41,650.32
Sycamore Renewal/Replacement	
WesBanco - Bank 1125.34	40,293.99
Pond Creek Area tap Fees	
WesBanco - Bank 1134.9	<u>7,713.86</u>
Total In Water Accounts:	\$ 271,374.35

Sewer Accounts

Repair and Replacement Account	
WesBanco Bank - 2114.2	\$ 22,340.98
Reserve for Grinder Pump Maintenance	
Prime Rate Money Market - WesBanco Bank - 2114.1	6,888.43
Security Deposit Account	
WesBanco Bank - 2121.3	<u>31,191.00</u>
Total in Sewer Accounts:	\$ 60,420.41

Total All Finances - August 31, 2011 **\$ 354,566.29**

MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT
 SEWER REVENUE FUND CHECKING ACCOUNT
 August 31, 2011

BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, July 31, 2011 \$ 4,488.30

RECEIPTS:

Sewer Sales	\$57,596.16
Butcher Bend Lagoon Assoc	602.45
Security Deposit Refunds	651.36
Tap fees	700.00
Reconnect fees	100.00
WHDOH - Inspection fees Cerrone	14,336.35

Total Receipts: \$73,986.32

Total Cash Available: \$ 78,474.62

Expenditures:

Action Telecomm	\$34.00
ADT Security Services	46.73
All Power	200.00
At & T Mobility	153.43
Aulick Chemical Solutions. Inc	3,513.50
Auto Zone	28.38
Badgett Farm & Feed Supply	800.00
BP Credit Card Company	772.61
Bill Bailey Insurance Agency	2,905.20
Bowles Rice McDavid Graff & Love	106.00
Brickstreet Insurance Co	728.20
Butcher Bend Lagoon Assoc	674.14
C I Thornburg	2,689.66
Cardmember Services	70.30
Cerrone Associates, Inc.	14,336.35
Cintas	203.45
Commissioner's Salaries	150.00
Cutlip Warner Development	4,445.00
Dreier & Maller of WV Inc	1,099.66
Dominion Hope	9.41
Evans Const Co	2,750.00
Frontier	674.97
HD Supply Waterworks	300.00
Hardman Supply Company	37.22
Lowe's	28.61
Mineral Wells PSD	1,272.94
Miss Utility of WV Inc.	24.50
Mon Power	1,577.58
Municipal Bond Commission	17,135.31
Parkersburg Office Supply	56.64
Parkersburg Sentinel Co	300.35
PEIA	2,157.82
Ron's Porta Johns, Inc.	1,000.00
Salaries	6,667.64
Secretary of State of WV	20.80

Steers Heating & Cooling, Inc	187.09
Taylor's Disposal Inc	23.51
Telepage	7.16
US Postal Service	334.38
Water Environmental Testing	388.00
WesBanco Bank-Parkersburg-Payroll Taxes	3,002.29
WesBanco Bank - deposit tickets	17.83
Melanie L. Wine	115.20
Retiree Health Benefit Trust Fund	448.99
WV Public Employees Retirement System	2,057.43
WV State Tax Department	512.92
Security Deposit Refunds	506.78

Total Expenditures: \$74,571.98

Balance in Sewer Revenue Fund Checking Account, WesBanco Bank, August 31, 2011 \$ 3,902.64

Accounts Payable

WesBanco Bank-Parkersburg-Sewer R/R	\$ 1,466.52
WesBanco Bank-Parkersburg-Sewer R/R	1518.32
Mon Power	4709.32

Total Accounts Payable \$ 7,694.16

Total \$ (3,791.52)

MINERAL WELLS PUBLIC SERVICE DISTRICT
 FINANCIAL STATEMENT
 WATER REVENUE FUND CHECKING ACCOUNT
 August 31, 2011

BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, July 31, 2011

\$26,159.85

RECEIPTS:

Water Sales	\$99,935.64
Water Buffalo Sales	679.25
Tap Fees	1,775.00
Reconnection Fees	300.00
Security Deposit Refunds	967.58
NSF charge	10.00
Rent from Sewer	833.34
Transfer funds Tree Trimming	1,500.00
Transfer funds Pond Creek Ext (5)	500.00
Transfer fund - Union Williams	1,200.00
WHDOH - Inspection fees Cerrone	21,504.54
Leigh Mason - meter purchase	223.00

Total Receipts:

\$129,428.35

Total Cash Available:

\$155,588.20

Expenditures:

Action Telecom	\$51.00
ADT Security Services	70.09
Donald Ankrom	200.00
At & T Mobility	230.14
Auto Zone	42.56
BP Credit Card Company	1,158.92
Bill Bailey Insurance Agency	4,357.80
Bowles Rice McDavid Graff & Love	159.00
Brickstreet Insurance Company	1,092.30
Cardmember Services	105.46
CI Thornburg	1,805.76
Cerrone Associates, Inc.	21,504.54
Cintas	305.15
Commissioner's Salaries	225.00
Claywood Park PSD	34,923.60
Clerk of Wood County	11.00
Cutlip Warner Development Co	2,202.50
Dominion Hope	14.12
Dreier & Maller of WV Inc	180.00
Frontier	159.56
HD Supply Waterworks	3,174.00
Hardman Supply Co	194.59
Lowe's	42.92
Miller Communications	1,732.42
Mineral Wells PSD	467.53
Miss Utility of WV Inc.	36.75
Mon Power	720.78
Municipal Bond Commission	9,104.47
Parkersburg Office Supply	84.98
PEIA	2,645.64

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
Rural Development - USDA 91-11	2,400.00
Salaries	8,785.49
Carl Sizemore	100.00
Janie Starcher	200.00
Secretary of State of WV	31.20
Ray Stinesspring	1,500.00
Taylor's Disposal Inc	35.27
Telepage	10.74
US Postal Service	305.39
Union Williams PSD	1,200.00
Water Environmental Testing	81.00
WesBanco Bank 1979 Sams Creek	176.00
WesBanco Bank-Parkersburg - Rockport	314.00
WesBanco Bank-Parkersburg - Water Imprv	334.00
WesBanco Bank-Parkersburg - Stephens Fk	1,004.00
WesBanco Bank-Parkersburg R&R	1,886.40
WesBanco Bank-Parkersburg- Payroll taxes	3,782.83
WesBanco Bank - deposit tickets	26.75
WV Retiree Health Benefit Trust Fund	553.01
WV Public Employees Retirement System	2,651.33
WV State Tax Department	646.08
Melanie L. Wine	172.80
Security Deposit Refunds	535.44

Total Expenditures: \$ 136,719.31

Balance in Water Revenue Fund Checking Account,
WesBanco Bank, August 31, 2011 \$18,868.89

Accounts Payable Claywood Park PSD \$ 36,178.50

Total Accounts Payable \$ 36,178.50

Total -\$17,309.61

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: WATER FUND **
 ** BEGINNING DATE: 8/18/11 - ENDING DATE: 9/15/11 **
 ** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **
 ** PRINT ORDER: DATE / CHECK # **

BNK ACCOUNT	PAY-TO					
VENDOR#	VENDOR-NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
101 000 00	CONSOLIDATED BANK ACCOUNT					
486	DONALD R ANKROM JR	8/18/11	195528	8/18/11	100.00	42,092
486	DONALD ANKROM JR	8/18/11	195529	8/18/11	100.00	42,093
2,005	C I THORNBURG	8/18/11	195534	8/18/11	1,393.65	42,094
2,106	USDA-RURAL DEVELOPMENT	8/18/11	195535	8/18/11	10,040.00	42,095
2,373	WESBANCO BANK-PARKERSBURG	8/18/11	195538	8/18/11	1,828.00	42,096
23,005	WESBANCO BANK, INC.	8/18/11	195544	8/18/11	1,886.40	42,097
2,313	WESBANCO BANK-PARKERSBURG	8/22/11	195881	8/22/11	907.81	167
23,097	UNION WILLIAMS PSD	8/22/11	195936	8/22/11	1,200.00	42,098
2,101	U S POSTAL SERVICE	8/23/11	196031	8/24/11	305.39	42,099
23,074	RAY STINESPRING	8/24/11	196091	8/24/11	1,500.00	42,100
300	CERRONE ASSOCIATES INC	8/26/11	196164	8/26/11	21,504.54	42,101
106	MON POWER	8/31/11	196394	8/31/11	720.78	42,102
133	AUTO ZONE	8/31/11	196400	8/31/11	26.98	42,103
145	ADT SECURITY SERVICES	8/31/11	196401	8/31/11	70.09	42,104
153	ACTION TELECOMM	8/31/11	196402	8/31/11	51.00	42,105
224	BILL BAILEY INSURANCE AGENCY	8/31/11	196403	8/31/11	4,357.80	42,106
314	AT&T MOBILITY	8/31/11	196404	8/31/11	223.72	42,107
360	CUTLIP-WARNER DEVELOPMENT CO	8/31/11	196405	8/31/11	1,690.00	42,108
438	DOMINION HOPE	8/31/11	196408	8/31/11	14.12	42,109
486	JO FARNSWORTH	8/31/11	196409	8/31/11	70.28	42,110
486	DEVON HORSLEY	8/31/11	196411	8/31/11	70.26	42,112
486	KENDRA AMOS	8/31/11	196413	8/31/11	70.52	42,114
486	CATHERN BUTLER	8/31/11	196415	8/31/11	70.28	42,116
486	JAMES & LYNN YOUNG	8/31/11	196417	8/31/11	70.29	42,118
486	DAVID L HALL	8/31/11	196419	8/31/11	51.36	42,120
486	MARLENE LIFE	8/31/11	196422	8/31/11	8.98	42,123
486	LORI BIRKHEIMER	8/31/11	196424	8/31/11	11.94	42,125
486	EMILY MACE	8/31/11	196426	8/31/11	2.68	42,127
486	CARL E SIZEMORE	8/31/11	196427	8/31/11	100.00	42,128
832	HARDMAN SUPPLY COMPANY	8/31/11	196428	8/31/11	194.59	42,129
1,204	JAMES R. LETT	8/31/11	196429	8/31/11	75.00	42,130
1,304	MILLER COMMUNICATIONS	8/31/11	196432	8/31/11	1,732.42	42,132
1,512	HD SUPPLY WATERWORKS, LTD	8/31/11	196435	8/31/11	2,724.00	42,133
1,604	PARKERSBURG OFFICE SUPPLY	8/31/11	196436	8/31/11	84.98	42,134

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: WATER FUND **
 ** BEGINNING DATE: 8/18/11 - ENDING DATE: 9/15/11 **
 ** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **
 ** PRINT ORDER: DATE / CHECK # **

NK ACCOUNT	PAY-TO					
VENDOR#	VENDOR-NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
101 000 00	CONSOLIDATED BANK ACCOUNT					
1,805	RURAL DEVELOPMENT ADMN.	8/31/11	196442	8/31/11	5,252.00	42,135
1,806	ROY L RADABAUGH	8/31/11	196443	8/31/11	75.00	42,136
1,843	CINTAS CORPORATION J67	8/31/11	196444	8/31/11	305.15	42,137
1,866	REI CONSULTANTS	8/31/11	196449	8/31/11	850.00	42,138
2,005	C I THORNBURG	8/31/11	196450	8/31/11	462.11	42,139
2,314	WV DEPT OF TAX & REVENUE	8/31/11	196456	8/31/11	646.08	42,140
2,315	PUBLIC EMPLOYEES RETIREMENT SY	8/31/11	196457	8/31/11	2,651.33	42,141
20,010	BRICKSTREET INSURANCE COMPANY	8/31/11	196458	8/31/11	1,092.30	42,142
23,067	MELANIE L WINE	8/31/11	196461	8/31/11	172.80	42,145
23,079	MARK STEWART	8/31/11	196462	8/31/11	75.00	42,146
23,090	DREIER & MALLER OF WV INC	8/31/11	196465	8/31/11	180.00	42,148
2,313	WESBANCO BANK-PARKERSBURG	9/01/11	196689	9/01/11	757.48	168
2,313	WESBANCO BANK-PARKERSBURG	9/06/11	197077	9/06/11	829.22	169
309	CLAYWOOD PARK PSD	9/09/11	197271	9/09/11	36,178.50	42,150
2,313	WESBANCO BANK-PARKERSBURG	9/12/11	197528	9/12/11	908.48	170
1,307	MUNICIPAL BOND COMMISSION	9/15/11	197708	9/15/11	9,104.47	171
124	AT&T - STATE CALLING SERVICE	9/15/11	197687	9/15/11	11.02	42,152
153	ACTION TELECOMM	9/15/11	197688	9/15/11	63.96	42,153
202	BIG MAC PRINTING	9/15/11	197689	9/15/11	313.50	42,154
205	BOWLES RICE MC DAVID GRAFF &	9/15/11	197690	9/15/11	289.50	42,155
275	BP	9/15/11	197693	9/15/11	996.21	42,156
401	DISCOUNT INDUSTRIAL SUPPLY COR	9/15/11	197695	9/15/11	74.21	42,158
486	GENA HART	9/15/11	197699	9/15/11	27.55	42,162
600	FASTENERS & SUPPLY INC	9/15/11	197705	9/15/11	356.50	42,168
1,200	LOWE'S	9/15/11	197706	9/15/11	136.33	42,169
1,301	MISS UTILITY OF WV INC	9/15/11	197707	9/15/11	39.00	42,170
1,512	HD SUPPLY WATERWORKS, LTD	9/15/11	197715	9/15/11	585.44	42,172
1,866	REI CONSULTANTS	9/15/11	197717	9/15/11	892.50	42,173
2,001	TESA COMPANY INC	9/15/11	197718	9/15/11	375.83	42,174
2,002	TAYLOR'S DISPOSAL INC	9/15/11	197720	9/15/11	35.27	42,175
2,039	TELEPAGE	9/15/11	197725	9/15/11	10.74	42,177
2,101	U S POSTAL SERVICE	9/15/11	197726	9/15/11	25.20	42,178
2,106	USDA-RURAL DEVELOPMENT	9/15/11	197729	9/15/11	5,918.00	42,179
2,200	CARDMEMBER SERVICES	9/15/11	197731	9/15/11	450.35	42,180

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: WATER FUND **
 ** BEGINNING DATE: 8/18/11 - ENDING DATE: 9/15/11 **
 ** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **
 ** PRINT ORDER: DATE / CHECK # **

BANK ACCOUNT	PAY-TO					
VENDOR#	VENDOR-NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
101 000 00	CONSOLIDATED BANK ACCOUNT					
2,300	WWT ELECTRIC	9/15/11	197732	9/15/11	322.92	42,181
2,308	PEIA	9/15/11	197736	9/15/11	2,547.47	42,183
23,047	RETIREE HEALTH BNFT TRST FUND	9/15/11	197751	9/15/11	531.72	42,186
23,065	PHONETREE ACCOUNTS RECEIVABLE	9/15/11	197752	9/15/11	168.00	42,187
	CONSOLIDATED BANK ACCOUNT				126,969.00	72 *

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: SEWER FUND **
 ** BEGINNING DATE: 8/18/11 - ENDING DATE: 9/15/11 **
 ** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **
 ** PRINT ORDER: DATE / CHECK # **

NK ACCOUNT	PAY-TO					
VENDOR#	VENDOR-NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
101 000 00	CONSOLIDATED BANK ACCOUNT					
1,307	MUNICIPAL BOND COMMISSION	8/18/11	195530	8/18/11	7,977.28	166
2,005	C I THORNBURG	8/18/11	195534	8/18/11	1,612.00	42,094
2,313	WESBANCO BANK-PARKERSBURG	8/22/11	195881	8/22/11	764.51	167
2,101	U S POSTAL SERVICE	8/23/11	196031	8/24/11	203.59	42,099
300	CERRONE ASSOCIATES INC	8/26/11	196164	8/26/11	14,336.35	42,101
106	MON POWER	8/31/11	196394	8/31/11	1,552.81	42,102
133	AUTO ZONE	8/31/11	196400	8/31/11	17.99	42,103
145	ADT SECURITY SERVICES	8/31/11	196401	8/31/11	46.73	42,104
153	ACTION TELECOMM	8/31/11	196402	8/31/11	34.00	42,105
224	BILL BAILEY INSURANCE AGENCY	8/31/11	196403	8/31/11	2,905.20	42,106
314	AT&T MOBILITY	8/31/11	196404	8/31/11	149.15	42,107
360	CUTLIP-WARNER DEVELOPMENT CO	8/31/11	196405	8/31/11	4,445.00	42,108
438	DOMINION HOPE	8/31/11	196408	8/31/11	9.41	42,109
486	JO FARNSWORTH	8/31/11	196410	8/31/11	54.22	42,111
486	DEVON HORSLEY	8/31/11	196412	8/31/11	54.21	42,113
486	KENDRA AMOS	8/31/11	196414	8/31/11	54.40	42,115
486	CATHERN BUTLER	8/31/11	196416	8/31/11	54.22	42,117
486	JAMES & LYNN YOUNG	8/31/11	196418	8/31/11	54.23	42,119
486	CODY S VENDERLIC	8/31/11	196420	8/31/11	44.36	42,121
486	BROOKE SYDENSTRICKER	8/31/11	196421	8/31/11	74.87	42,122
486	LORI BIRKHEIMER	8/31/11	196423	8/31/11	6.92	42,124
486	EMILY MACE	8/31/11	196425	8/31/11	1.71	42,126
832	HARDMAN SUPPLY COMPANY	8/31/11	196428	8/31/11	37.22	42,129
1,204	JAMES R. LETT	8/31/11	196429	8/31/11	50.00	42,130
1,302	MINERAL WELLS PSD	8/31/11	196430	8/31/11	850.01	42,131
1,604	PARKERSBURG OFFICE SUPPLY	8/31/11	196436	8/31/11	56.64	42,134
1,806	ROY L RADABAUGH	8/31/11	196443	8/31/11	50.00	42,136
1,843	CINTAS CORPORATION J67	8/31/11	196444	8/31/11	203.45	42,137
2,005	C I THORNBURG	8/31/11	196450	8/31/11	544.66	42,139

VENDOR CHECKS REPORT

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

** BEGINNING DATE: 8/18/11 - ENDING DATE: 9/15/11 **

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

** PRINT ORDER: DATE / CHECK # **

LINK ACCOUNT	PAY-TO					
VENDOR#	VENDOR-NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
101 000 00	CONSOLIDATED BANK ACCOUNT					
2,314	WV DEPT OF TAX & REVENUE	8/31/11	196456	8/31/11	512.92	42,140
2,315	PUBLIC EMPLOYEES RETIREMENT SY	8/31/11	196457	8/31/11	2,057.43	42,141
20,010	BRICKSTREET INSURANCE COMPANY	8/31/11	196458	8/31/11	728.20	42,142
23,011	ALL POWER	8/31/11	196459	8/31/11	100.00	42,143
23,046	BUTCHER BEND LAGOON ASSOC	8/31/11	196460	8/31/11	674.14	42,144
23,067	MELANIE L WINE	8/31/11	196461	8/31/11	115.20	42,145
23,079	MARK STEWART	8/31/11	196462	8/31/11	50.00	42,146
23,085	AULICK CHEMICAL SOLUTIONS, INC	8/31/11	196463	8/31/11	3,513.50	42,147
2,313	WESBANCO BANK-PARKERSBURG	9/01/11	196689	9/01/11	727.08	168
2,313	WESBANCO BANK-PARKERSBURG	9/06/11	197077	9/06/11	629.44	169
106	MON POWER	9/09/11	197270	9/09/11	4,709.32	42,149
2,313	WESBANCO BANK-PARKERSBURG	9/12/11	197528	9/12/11	685.54	170
2,101	U S POSTAL SERVICE	9/13/11	197638	9/14/11	130.21	42,151
1,307	MUNICIPAL BOND COMMISSION	9/15/11	197708	9/15/11	9,158.03	171
124	AT&T - STATE CALLING SERVICE	9/15/11	197687	9/15/11	7.35	42,152
153	ACTION TELECOMM	9/15/11	197688	9/15/11	42.64	42,153
202	BIG MAC PRINTING	9/15/11	197689	9/15/11	209.00	42,154
205	BOWLES RICE MC DAVID GRAFF &	9/15/11	197690	9/15/11	74.00	42,155
275	BP	9/15/11	197693	9/15/11	664.14	42,156
302	CUMMINS CROSSPOINT	9/15/11	197694	9/15/11	790.00	42,157
401	DISCOUNT INDUSTRIAL SUPPLY COR	9/15/11	197695	9/15/11	49.48	42,158
486	JAMES STACY	9/15/11	197696	9/15/11	18.72	42,159
486	LORA ALLEN	9/15/11	197697	9/15/11	117.74	42,160
486	TRACEY MC KINNEY	9/15/11	197698	9/15/11	34.56	42,161
486	THE QUIZNOS OPERATING CO.,LLC	9/15/11	197700	9/15/11	41.29	42,163
486	JOANN FREELS	9/15/11	197701	9/15/11	41.99	42,164
486	ERIC KNOPP	9/15/11	197702	9/15/11	54.18	42,165
486	GEORGE LILLY	9/15/11	197703	9/15/11	44.48	42,166
486	DENA M MATEO	9/15/11	197704	9/15/11	34.53	42,167
1,200	LOWE'S	9/15/11	197706	9/15/11	75.21	42,169
1,301	MISS UTILITY OF WV INC	9/15/11	197707	9/15/11	26.00	42,170
1,311	FERGUSON WATERWORKS	9/15/11	197714	9/15/11	204.00	42,171
2,001	TESA COMPANY INC	9/15/11	197718	9/15/11	174.40	42,174
2,002	TAYLOR'S DISPOSAL INC	9/15/11	197720	9/15/11	23.51	42,175
2,004	TROMBOLD EQUIPMENT CO INC	9/15/11	197721	9/15/11	4,234.13	42,176
2,039	TELEPAGE	9/15/11	197725	9/15/11	7.16	42,177

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: SEWER FUND **
 ** BEGINNING DATE: 8/18/11 - ENDING DATE: 9/15/11 **
 ** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **
 ** PRINT ORDER: DATE / CHECK # **

BNK ACCOUNT	PAY-TO					
VENDOR#	VENDOR-NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#
101 000 00	CONSOLIDATED BANK ACCOUNT					
2,101	U S POSTAL SERVICE	9/15/11	197726	9/15/11	16.80	42,178
2,200	CARDMEMBER SERVICES	9/15/11	197731	9/15/11	300.23	42,180
2,306	WATER ENVIRONMENTAL TESTING	9/15/11	197734	9/15/11	505.00	42,182
2,308	PEIA	9/15/11	197736	9/15/11	2,255.99	42,183
23,023	RON'S PORTA JOHNS, INC.	9/15/11	197747	9/15/11	475.00	42,184
23,034	SMITH & LOVELESS, INC.	9/15/11	197750	9/15/11	1,195.98	42,185
23,047	RETIREE HEALTH BNFT TRST FUND	9/15/11	197751	9/15/11	470.28	42,186
23,065	PHONETREE ACCOUNTS RECEIVABLE	9/15/11	197752	9/15/11	112.00	42,187
23,070	BADGETT FARM & FEED SUPPLY	9/15/11	197753	9/15/11	800.00	42,188
	CONSOLIDATED BANK ACCOUNT				73,135.94	74 *

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

Check No.	Name	Check Amt.	Check Date
3338	Todd R. Anderson	\$686.37	8/25/2011
3339	Dennis R. Brown	\$428.88	8/25/2011
3340	William H. Byers, Jr.	\$551.18	8/25/2011
3341	Cathy J. Dyer	\$472.89	8/25/2011
3342	Linda K. Watson	\$449.06	8/25/2011
3343	Darin L. Crites	\$395.37	8/25/2011
3344	Nellie B. Radcliff	\$391.39	8/25/2011
3345	Mark A. Dennis	\$525.94	8/25/2011
3346	Todd R. Anderson	\$632.80	9/1/2011
3347	Dennis R. Brown	\$428.88	9/1/2011
3348	William H. Byers, Jr.	\$498.31	9/1/2011
3349	Cathy J. Dyer	\$472.90	9/1/2011
3350	Linda K. Watson	\$408.83	9/1/2011
3351	Darin L. Crites	\$297.30	9/1/2011
3352	Nellie B. Radcliff	\$349.48	9/1/2011
3353	Mark A. Dennis	\$365.21	9/1/2011
3354	Todd R. Anderson	\$632.80	9/8/2011
3355	Dennis R. Brown	\$384.79	9/8/2011
3356	William H. Byers, Jr.	\$480.50	9/8/2011
3357	Cathy J. Dyer	\$472.91	9/8/2011
3358	Linda K. Watson	\$416.28	9/8/2011
3359	Darin L. Crites	\$297.28	9/8/2011
3360	Nellie B. Radcliff	\$349.48	9/8/2011
3361	Mark A. Dennis	\$365.23	9/8/2011
3362	Todd R. Anderson	\$697.09	9/15/2011
3363	Dennis R. Brown	\$384.80	9/15/2011
3364	William H. Byers, Jr.	\$600.07	9/15/2011
3365	Cathy J. Dyer	\$472.89	9/15/2011
3366	Linda K. Watson	\$416.28	9/15/2011
3367	Darin L. Crites	\$360.05	9/15/2011
3368	Nellie B. Radcliff	\$349.48	9/15/2011
3369	Mark A. Dennis	\$391.38	9/15/2011

MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
AUGUST 19, 2011 – SEPTEMBER 15, 2011

1. E-mail dated August 19, 2011, to Todd Anderson, Operations Manager, from Chad Miller, Cerrone Associates, regarding the preliminary numbers on the service extension to Mr. Hickman at the end of Christy Lane.
2. E-mail dated August 19, 2011, to Cathy Dyer, from Dianne Wolfe, Bowels Rice, attaching the recommended decision for the water rate increase.
3. Letter to Mineral Wells PSD, from Brickstreet, regarding workers' compensation insurance.
4. E-mail dated August 19, 2011, to Dominick Cerrone, Cerrone Associates, from Linda Watson, attaching the DMR for July 2011 and extra information from the WWTP.
5. Electronic permitting referencing the DMR for August 2011 was received.
6. E-mail dated August 19, 2011, to Todd Anderson, Operations Manager, from Dominick Cerrone, Cerrone Associates, regarding the Wastewater Lagoon Levels for Inspection.
7. Copy of letter dated August 22, 2011, to Marty Seufer, Wood County Commission, from Cathy Dyer, enclosing an approved copy of the Minutes of the Regular Board Meeting held July 21, 2011.
8. Copy of letter dated August 22, 2011, 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 for the Series 1995 Sewage System Revenue Bonds.
9. Copy of letter dated August 22, 2011, 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 \$2,288.88 for the Series 2003 Sewage System Revenue Bonds.
10. Copy of letter dated August 22, 2011, to Angel Nichols, from Cathy Dyer, regarding a check in the amount of \$70.00 was received back, marked NSF.
11. Memo dated August 22, 2011, to WVRWA Voting Member Systems, from Debbie Britt, Executive Director, West Virginia Rural Water Association, enclosing the Official Notice for the upcoming West Virginia Rural Water Association Annual Business Meeting that will be held Monday, September 12, 2011 at Snowshoe Resort.
12. Copy of letter dated August 23, 2011, to Jamie Six, Clerk of Wood County, from Cathy Dyer, enclosing three (3) release of liens for delinquent sewer service for Shirley C. Townsend Fought.

**Mineral Wells PSD
List of Correspondence
September 15, 2011
Page 2**

13. Copy of letter dated August 18, 2011, to Virginia McDonald, RUS, from Roy Radabaugh, regarding a signed agreement with Northern Jackson PSD, to provide water service to residents in the Lockhart Fork Area.
14. Copy of letter dated August 23, 2011, to Virginia McDonald, RUS, from Cathy Dyer, regarding management reports for the District's Water Loans.
15. E-mail dated August 23, 2011, to Mineral Wells PSD, from Brianne M. Blum, regarding the conference call to discuss the Mineral Wells PSD Sewer System Improvement Project.
16. Copy of letter dated August 23, 2011, to Dianne Wolfe, Bowles Rice, from Cathy Dyer, enclosing copies of Temporary, Construction Access Easements and a Right-of-Way Easements for the Sewer System Improvements Project.
17. E-mail dated August 24, 2011, to Dominick Cerrone, Cerrone Associates, from Cathy Dyer, attaching the sludge testing that was done in 2006.
18. E-mail dated August 24, 2011, to Mineral Wells PSD, from Virginia McDonald, RUS, attaching the most recent list of items needed in order to request authorization to advertise for construction bids.
19. Letter dated August 24, 2011, to Sandra Squire, Executive Secretary, Public Service Commission, from Lisa L. Wansley, Staff Attorney, enclosing for filing is an original and twelve copies of the Staff's First Data Request of Mineral Wells Public Service District.
20. Request for Information regarding Dennis Brown from Brickstreet.
21. Check in the amount of \$35,840.89 from the State of West Virginia Department of Highways for inspection fees for payment to Cerrone Associates.
22. State of West Virginia National Pollutant Discharge Elimination System Discharge Monitoring Report for Liberty Truck Stop for the month of August 2011.
23. Automatic Reminder from the Municipal Bond Commission regarding our monthly payment reminder.
24. Invoice for Chad & Rachael Harrison for replacement of his grinder in the amount of \$2,722.11.
25. Copy of letter dated August 25, 2011, to Cathy Jenkins, WV Department of Transportation, Division of Highways, from Cathy Dyer, attaching an invoice in the amount of \$8,910.68 for engineering services during the time of 4/30/11 to 6/06/11.
26. Invoice in the amount of \$65.00 to Walmart Stores, from Mineral Wells Public Service District for Oil & Grease Sampling.

**Mineral Wells PSD
List of Correspondence
September 15, 2011
Page 3**

27. Invoice in the amount of \$65.00 to Pepsi Cola, from Mineral Wells Public Service District for Oil & Grease Sampling.
28. Invoice in the amount of \$140.00 to Liberty Truck Stop, from Mineral Wells Public Service District for Oil & Grease Sampling.
29. E-mail dated August 25, 2011, to Mineral Wells PSD, from George Blum, Cerrone Associates, attaching the due dates established for various tasks for the sewer system improvement project.
30. E-mail dated August 25, 2011, to Cathy Dyer, from Virginia McDonald, RUS, regarding the sewer system improvement project.
31. Inside Brickstreet, Summer 2011, Volume 7, issue 1.
32. Copy of letter dated August 26, 2011, to George Blum, Cerrone Associates, from Cathy Dyer, attaching the certification of sewer customers as of August 26, 2011 and the Mineral Wells PSD Emergency Response Program for the Sewer Systems Improvement Project.
33. Thirty letters dated August 24, 2011 to delinquent customers from Linda Watson.
34. Carbon copy of Certified letter dated August 25, 2011, to Wirt County Clerk, from Michael Spiker, Goodwin & Goodwin, enclosing the Notice of Public Hearing to be held by the Jackson County Commission on the boundary line adjustment.
35. Mineral Wells PSD Service Declination Statement signed by Carl E. Sizemore regarding the Pond Creek Water Extension Project.
36. E-mail dated August 29, 2011, to Mineral Wells PSD, from PEIA, regarding enrollment changes.
37. E-mail dated August 29, 2011, to Mineral Wells PSD, from PEIA, regarding primary point of contact.
38. Fax dated August 29, 2011, to Action Answering Service, from Mineral Wells PSD, attaching a list of customers turned off for non payment.
39. Client Bulletin, from Suttle & Stalnaker, September 2011.
40. Carbon copy of letter dated August 25, 2011, to Virginia McDonald, RUS, from George Blum, Cerrone Associates, enclosing for review and approval are two sets of plans, specifications and Final engineering report for the proposed Sewer System Improvement Project.
41. Carbon copy of letter dated August 26, 2011, to Virginia McDonald, RUS, from George Blum, Cerrone Associates, enclosing copies of the permits for the Sewer System Improvement Project.

**Mineral Wells PSD
List of Correspondence
September 15, 2011
Page 4**

42. E-mail dated August 30, 2011, to Beth Bumgarner, Suttle & Stalnaker, from Cathy Dyer, attaching the check stub for the rent and wastewater treatment plant for June 2011 posted on July business.
43. Release of lien for delinquent sewer charges in the amount of \$782.53 in the name of Shirley C. Townsend Fought.
44. Release of lien for delinquent sewer charges in the amount of \$184.00 in the name of Shirley C. Townsend Fought.
45. Release of lien for delinquent sewer charges in the amount of \$303.06 in the name of Shirley C. Townsend Fought.
46. Copy of letter dated August 30, 2011, to Approved Attorneys Title Company LLC, from Cathy Dyer, enclosing three, Release of Liens for Shirley C. Fought.
47. E-mail dated August 31, 2011, to Cathy Dyer, from Dianne Wolfe, Bowles Rice, attaching the draft of the response to the staff data request for the sewer system improvement project.
48. Copy of the Mineral Wells Public Service District's Responses to Commission Staff's First Data Request of Mineral Wells Public Service District.
49. Carbon copy of letter dated August 30, 2011, to Virginia McDonald, RUS, from George Blum, Cerrone Associates, enclosing for review and consideration are copies of the Certification of Sewer Customers as of August 26, 2011 and the Vulnerability Assessment Emergency Response Plan.
50. Carbon copy of letter dated September 1, 2011, to Sandra Squire, Public Service Commission, from Steven Hardman, Bowles Rice, enclosing the District's Responses to Commission Staff's First Data Request of Mineral Wells Public Service District for the sewer system improvement project.
51. Exemption Certificate faxed September 2, 2011 to Tri-State Pipeline.
52. Bacteriological Examination of Water from Public Water Distribution System performed by Water Environmental Testing reported on September 2, 2011.
53. National Pollutant Discharge Elimination System, Discharge Monitoring Report for the Month of August 2011.
54. Copy of letter dated September 6, 2011, to Michelle Coulter, from Cathy Dyer, regarding a check in the amount of \$30.59 the District received back marked NSF.
55. Copy of letter dated September 6, 2011, to Tina Tanner, from Cathy Dyer, regarding a check in the amount of \$74.21 the District received back marked unable to locate account.

**Mineral Wells PSD
List of Correspondence
September 15, 2011
Page 5**

56. Fax dated September 6, 2011, to Christy Pitsenbarger, WV Bureau of Public Health, from Todd Anderson, Operations Manager, attaching the monthly operational report for the District for the month of August 2011.
57. Copy of letter dated September 6, 2011, to Jamie Six, Clerk of Wood County, from Cathy Dyer, enclosing (3) Right-of-Way easements for recording between Walter B. and Alice R. Bosley and the Mineral Wells PSD, two (2) for Tim Matheny and the Mineral Wells PSD.
58. Fax dated September 7, 2011, to OEHS – EED, Certification & Training Unit, from Dennis Brown, attaching Mr. Brown’s Renewal Application for WD and Class I-IV Water Operators.
59. E-mail dated September 7, 2011, to Mineral Wells PSD, from Kim Flanery, Suttle & Stalnaker, attaching water & sewer final analytical review.
60. Information from William H. Byers, II, regarding his personal truck being involved in an accident in the front parking lot of the District.
61. Letter dated September 6, 2011, to Cathy Dyer, from Beth Bumgarner, Suttle & Stalnaker, enclosing three discussion copies of the audited financial report for June 30, 2011.
62. ***Commission Referral Order from the Public Service Commission to the Mineral Wells Public Service District for the Sewer sytem improvement project.
63. Letter dated September 6, 2011, to Mineral Wells Public Service District, from Bassett & Lowe, regarding the Telemetry Replacement Project.
64. E-mail dated September 7, 2011, to Mineral Wells PSD, from Jim Ruckman, Cerrone Associates, regarding right of ways for a portion of the plat for Matheny Motors Property.
65. E-mail dated September 8, 2011, to Beth Bumgarner, Suttle & Stalnaker, from Cathy Dyer, attaching income and balance sheets for water and sewer 2011 audit.
66. Fax dated September 8, 2011, to Todd Anderson, Operations Manager, from Penny Cain, regarding the water line easement from the Waldeen property through Fox property.
67. Copy of letter dated September 8, 2011, to Brian Metz, from Cathy Dyer, regarding a check the District received back in the amount of \$144.00 marked NSF.
68. E-mail dated September 8, 2011, to Mineral Wells PSD, from Randy Cole, regarding the water and sewer trial balances were correct.

**Mineral Wells PSD
List of Correspondence
September 15, 2011
Page 6**

69. E-mail dated September 9, 2011, to Wirt County Journal, from Cathy Dyer, requesting the notice of the Regular Board meeting be inserted in the journal.
70. Fax dated September 9, 2011, to Jackson Herald Newspaper, from Cathy Dyer, requesting the notice of the Regular Board meeting be inserted in the newspaper.
71. Fax dated September 9, 2011, to Parkersburg News & Sentinel, from Cathy Dyer, requesting the notice of the Regular Board meeting be inserted in the newspaper.
72. E-mail dated September 9, 2011, to Mineral Wells PSD, from PEIA, regarding the Manage My Benefits registration.
73. Copy of letter dated September 12, 2011, to Dianne Wolfe, Bowles Rice, from Cathy Dyer, enclosing three recorded right of way easements for the Sewer System Improvements Project.
74. Copy of letter dated September 12, 2011, to Dianne Wolfe, Bowles Rice, from Cathy Dyer, enclosing three recorded right of way easements for the Sewer System Improvements Project.
75. Recorded Right-of-Way Easement between TLM, LLC and Mineral Wells PSD.
76. Recorded Right-of-Way Easement between TLM, LLC and Mineral Wells PSD.
77. Recorded Right-of-Way Easement between Walter B. and Alice Bosley and Mineral Wells PSD.
78. Copy of letter dated September 12, 2011, to WVBPH/OEHS, Data Management, from Todd Anderson, Operations Manager, enclosing the test results from REIC of the samples taken August 17, 2011.
79. Letter dated September 8, 2011, to Roy Radabaugh, from Virginia McDonald, RUS, regarding loan payment information.
80. Fax dated September 8, 2011, to Todd Anderson, Operations Manager, from Kathy Lough, REI Consultants, Inc., regarding analytical reports for water testing results.
81. Municipal Bond Commission Sewer & Water, September 2011.
82. E-mail dated September 12, 2011, to DEP, from Linda Watson, regarding application received for the Discharge Monitoring Report for the month of August 2011.
83. E-mail dated September 12, 2011, to Dominick Cerrone, Cerrone Associates, from Linda Watson, attaching the Discharge Monitoring report for August 2011.

**Mineral Wells PSD
List of Correspondence
September 15, 2011
Page 7**

84. Letter dated September 12, 2011, to Steven Hardman, Bowles Rice, from Vickie L. Priddy, Tarriff Section, Public Service Commission, enclosing six copies of Public Service Commission Tariff No. 13 reflecting rates and charges approved by Recommended Decision of August 16, 2011 which became final on September 5, 2011.
85. ***Fax dated September 13, 2011, to Mineral Wells PSD, from County Commission of Wood County, regarding the reappointment of James Lett to the Board of Commissions.
86. E-mail dated September 14, 2011, to Mineral Wells PSD, from Bree Blum, Cerrone Associates, regarding the conference call to be at 2:00 to discuss the Sewer System Improvements project.
87. Letter dated September 12, 2011, to Mineral Wells PSD, from BP, enclosing replacement cards for the District's BP business card account.
88. Letter dated September 14, 2011, to Roy L. Radabaugh, from Camden Siegrist, Bowles Rice, confirming the agreement to act as bond counsel for Mineral Wells Public Service District in connection with Sewer System Improvements Project.

Total Regular Operations Hours Ytd 2413.5
 Total Operations O.T. Hours Ytd 244
 Total % Operations O.T. Hours Ytd 10.12%

Total Regular Office Hours Ytd 1320
 Total Office O.T. Hours Ytd 6
 Total % Office O.T. Hours Ytd 0.45%

Total Regular Office/Operations Hours 3733.5
 Total O.T. Hours Office/Operations Ytd 250

Total % O.T. Hours Office/Operations Ytd 6.70%

Ytd Totals per Employee	Reg	O.T.	Total	Percent
Todd R Anderson	480	40	520	8.33%
Dennis Brown	480	33.50	513.5	6.98%
William H Byers Jr.	493.5	90.75	584.3	18.39%
Cathy J. Dyer	440	0	440	0.00%
Nellie B. Radcliff	440	2.5	442.5	0.57%
Linda K. Watson	440	3.5	443.5	0.80%
Darin Crites	480	50	530	10.42%
Mark Dennis	480	30	510	6.25%
Total	3733.5	250.25	3984	6.70%

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

FILE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
METERED SALES								
METERED SALES								
METERED SALES-RESIDENTIAL	1 461 100 00	(1031,000.00)	(171,833.32)	(83,011.53)	96.61	(173,423.36)	16.82	857,576.64
METERED SALES-COMMERCIAL	1 461 200 00	(177,000.00)	(29,500.00)	(15,297.82)	103.71	(32,506.82)	18.36	144,493.18
METERED SALES-INDUSTRIAL	1 461 300 00	(5,000.00)	(833.32)	(865.40)	207.69	(1,114.73)	22.29	3,885.27
METERED SALES-PUBLIC AUTHORITY	1 461 400 00	(900.00)	(150.00)	(53.52)	71.36	(107.04)	11.89	792.96
		-----	-----	-----	-----	-----	-----	-----
TOTAL METERED SALES		(1213,900.00)	(202,316.64)	(99,228.27)	98.09	(207,151.95)	17.06	1006,748.05
OTHER REVENUES								
FORFEITED DISCOUNTS	1 470 000 00	(21,000.00)	(3,500.00)	(2,361.12)	134.92	(4,576.33)	21.79	16,423.67
SCCELLANEOUS SERVICE REVENUE	1 471 000 00	(3,000.00)	(500.00)	(275.00)	110.00	(535.00)	17.83	2,465.00
TER LEASE - MOBILE HOME PARK	1 472 500 00	(1,115.00)	(185.82)	(223.00)	240.01	(223.00)	20.00	892.00
TERDEPARTMENT RENTS	1 473 000 00	(5,000.00)	(833.32)	(833.34)	200.00	(1,249.97)	24.99	3,750.03
HER WATER REVENUES	1 474 000 00	(9,000.00)	(1,500.00)	(679.25)	90.56	(1,464.75)	16.27	7,535.25
TOTAL OTHER REVENUES		(39,115.00)	(6,519.14)	(4,371.71)	134.11	(8,049.05)	20.57	31,065.95
		=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES		(1253,015.00)	(208,835.78)	(103,599.98)	99.21	(215,201.00)	17.17	1037,814.00

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

DESCRIPTION	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
OPERATION/MAINTENANCE EXPENSE								
SOURCE OF SUPPLY								
PURCHASED WATER	1 602 000 00	425,000.00	70,833.32	36,178.50	102.15	71,102.10	16.72	(353,897.90)
PURCHASED WATER PARKERBURG	1 602 100 00	2,000.00	333.32	(22.32)	13.39-	(22.32)	1.11-	(2,022.32)
		=====	=====	=====	=====	=====	=====	=====
TOTAL SOURCE OF SUPPLY		427,000.00	71,166.64	36,156.18	101.60	71,079.78	16.64	(355,920.22)
OPERATION								
POWER PURCHASED PUMPING	1 623 000 00	7,000.00	1,166.66	484.77	83.10	1,036.62	14.80	(5,963.38)
PUMPING LABOR	1 624 000 00	5,000.00	833.32	1,770.33	424.88	2,380.06	47.60	(2,619.94)
PUMPING EXPENSES	1 624 001 00	4,000.00	666.66	3,360.43	999.99	3,760.43	94.01	(239.57)
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TOTAL OPERATION		16,000.00	2,666.64	5,615.53	421.16	7,177.11	44.85	(8,822.89)
MAINTENANCE								
FIXTURES & IMPROVEMENT	1 631 000 00	600.00	100.00	.00		.00		(600.00)
PUMPING EQUIPMENT	1 633 000 00	3,800.00	633.32	438.30	138.41	1,241.01	32.65	(2,558.99)
		-----	-----	-----	-----	-----	-----	-----
TOTAL MAINTENANCE		4,400.00	733.32	438.30	119.53	1,241.01	28.20	(3,158.99)
		=====	=====	=====	=====	=====	=====	=====
TOTAL PUMPING		20,400.00	3,399.96	6,053.83	356.10	8,418.12	41.26	(11,981.88)
TRANSMISSION & DISTRIBUTION								
OPERATION								
TRANS & DIST LINE EXPENSE	1 662 000 00	20,000.00	3,333.32	1,778.77	106.72	2,189.90	10.94	(17,810.10)
WATER EXPENSE	1 663 000 00	10,000.00	1,666.66	550.32	66.03	888.48	8.88	(9,111.52)
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TOTAL OPERATION		30,000.00	4,999.98	2,329.09	93.16	3,078.38	10.26	(26,921.62)
MAINTENANCE								
FIXTURES & IMPROVEMENT	1 671 000 00	3,500.00	583.32	87.34	29.94	355.20	10.14	(3,144.80)
DISTRIBUTION RESERVOIRS	1 672 000 00	.00	.00	1,200.00		1,200.00		1,200.00
MAINTENANCE OF MAINS T & D	1 673 000 00	25,000.00	4,166.66	1,012.92	48.62	2,437.13	9.74	(22,562.87)
MAINTENANCE OF SERVICES T & D	1 675 000 00	25,000.00	4,166.66	624.96	29.99	3,535.64	14.14	(21,464.36)
MAINTENANCE OF METERS T & D	1 676 000 00	1,500.00	250.00	20.65	16.52	133.13	8.87	(1,366.87)
MAINTENANCE OF HYDRANT T & D	1 677 000 00	2,000.00	333.32	46.03	27.61	46.03	2.30	(1,953.97)
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TOTAL MAINTENANCE		57,000.00	9,499.96	2,991.90	62.98	7,707.13	13.52	(49,292.87)
		=====	=====	=====	=====	=====	=====	=====
TOTAL TRANS. & DISTRIBUTION		87,000.00	14,499.94	5,320.99	73.39	10,785.51	12.39	(76,214.49)

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

FILE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
CUSTOMER SERVICE EXPENSES								
OPERATION								
METER READING EXPENSES	1 902 000 00	6,100.00	1,016.66	541.20	106.46	1,181.13	19.36	(4,918.87)
BILLING & COLLECTING - LABOR	1 903 100 00	31,000.00	5,166.66	2,682.77	103.84	4,462.70	14.39	(26,537.30)
BILLING & COLLECTING - EXPENSE	1 903 200 00	5,000.00	833.32	425.51	102.12	2,143.54	42.87	(2,856.46)
COLLECTIBLE ACCOUNTS	1 904 000 00	3,000.00	500.00	.00		.00		(3,000.00)
		=====	=====	=====	=====	=====	=====	=====
TOTAL CUSTOMER SERVICE EXPENS		45,100.00	7,516.64	3,649.48	97.10	7,787.37	17.26	(37,312.63)
ADMINISTRATIVE & GENERAL								
OPERATION								
ADMIN & GENERAL SALARIES	1 920 000 00	53,000.00	8,833.32	4,842.20	109.63	7,896.56	14.89	(45,103.44)
PENSES GENERAL EMPLOYEES	1 920 200 00	25,000.00	4,166.66	563.60	27.05	563.60	2.25	(24,436.40)
OFFICE SUPPLIES & EXPENSE	1 921 000 00	8,000.00	1,333.32	1,004.47	150.67	2,150.66	26.88	(5,849.34)
OUTSIDE SERVICES EMPLOYED	1 923 000 00	8,000.00	1,333.32	.00		.00		(8,000.00)
LAWYER	1 923 001 00	600.00	100.00	159.00	318.00	159.00	26.50	(441.00)
ENGINEERING CONSULTANTS	1 923 004 00	.00	.00	(21,504.54)		(21,504.54)		(21,504.54)
PROPERTY INSURANCE	1 924 000 00	16,200.00	2,700.00	4,357.80	322.80	8,811.47	54.39	(7,388.53)
EMPLOYEES PENSIONS/BENEFITS	1 926 200 00	50,000.00	8,333.32	3,771.56	90.51	7,218.57	14.43	(42,781.43)
EMPLOYEE BENEFIT BRICKSTREET	1 926 210 00	4,400.00	733.32	208.06	56.74	416.12	9.45	(3,983.88)
EMPLOYEE VACATION PAY	1 926 300 00	10,550.00	1,758.32	826.68	94.03	2,138.25	20.26	(8,411.75)
EMPLOYEES HOLIDAY PAY	1 926 400 00	7,900.00	1,316.66	.00		651.12	8.24	(7,248.88)
EMPLOYEES SICK PAY	1 926 500 00	7,900.00	1,316.66	147.65	22.42	234.25	2.96	(7,665.75)
COMP TIME	1 926 700 00	2,200.00	366.66	207.84	113.36	363.04	16.50	(1,836.96)
HEB/WV RETIREE HEALTH BENEFIT	1 926 800 00	35,000.00	5,833.32	2,858.40	98.00	5,716.80	16.33	(29,283.20)
REGULATORY COMMISSION EXPENSE	1 928 000 00	4,400.00	733.32	.00		.00		(4,400.00)
MISCELLANEOUS GENERAL EXPENSE	1 930 200 00	6,000.00	1,000.00	636.97	127.39	720.72	12.01	(5,279.28)
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TOTAL OPERATION		239,150.00	39,858.20	(1,920.31)	9.63	15,535.62	6.49	(223,614.38)
MAINTENANCE OF GENERAL PLANT								
TRANSPORTATION EXPENSES	1 932 000 00	2,000.00	333.32	.00		.00		(2,000.00)
	1 933 000 00	16,000.00	2,666.66	1,506.63	112.99	1,778.89	11.11	(14,221.11)
		=====	=====	=====	=====	=====	=====	=====
ADMINISTRATIVE & GENERAL								
		=====	=====	=====	=====	=====	=====	=====
TOTAL OPERATION & MAINTENANCE		836,650.00	139,441.36	50,766.80	72.81	115,385.29	13.79	(721,264.71)

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

DESCRIPTION	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
DEPRECIATION EXPENSE	1 403 000 00	309,600.00	51,600.00	24,810.00	96.16	49,620.00	16.02	(259,980.00)
MAINTENANCE EXPENSE	1 408 100 00	13,500.00	2,250.00	1,067.61	94.89	1,991.00	14.74	(11,509.00)
		=====	=====	=====	=====	=====	=====	=====
TOTAL OPERATING EXPENSES		1159,750.00	193,291.36	76,644.41	79.30	166,996.29	14.39	(992,753.71)
OTHER INCOME & DEDUCTIONS								
INTEREST & DIVIDEND INCOME	1 419 000 00	(1,200.00)	(200.00)	(21.50)	21.50	(115.41)	9.61	1,084.59
INTEREST ON LONGTERM DEBT	1 427 000 00	197,500.00	32,916.66	17,643.00	107.19	35,286.00	17.86	(162,214.00)
OTHER INTEREST EXPENSE	1 431 000 00	150.00	25.00	8.78	70.24	32.38	21.58	(117.62)
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TOTAL OTHER INCOME & DEDUCTIO		196,450.00	32,741.66	17,630.28	107.69	35,202.97	17.91	(161,247.03)
		=====	=====	=====	=====	=====	=====	=====
TOTAL INCOME		103,185.00	17,197.24	(9,325.29)	108.44-	(13,001.74)	12.60-	(116,186.74)

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

LE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
TING REVENUE ACCOUNTS								
ESTIC SERVICE-RESIDENTIAL	2 601 000 00	(508,000.00)	(84,666.66)	(40,685.12)	96.10	(85,549.08)	16.84	422,450.92
ESTIC SERVICE-COMMERCIAL	2 602 000 00	(178,950.00)	(29,825.00)	(14,764.43)	99.00	(30,371.27)	16.97	148,578.73
ESTIC SERVICE-PUBLIC AUTHOR	2 603 000 00	(1,050.00)	(175.00)	(59.30)	67.77	(130.71)	12.44	919.29
ESTIC SALES-INDUSTRIAL	2 604 000 00	(4,000.00)	(666.66)	(762.93)	228.88	(953.50)	23.83	3,046.50
CHER BEND SEWER	2 605 000 00	(250.00)	(41.66)	17.48	83.91-	34.01	13.60-	284.01
TOTAL SALES OF SEWER SERVICE		(692,250.00)	(115,374.98)	(56,254.30)	97.51	(116,970.55)	16.89	575,279.45
. SEWER REVENUES								
FEITED DISCOUNTS & PENALTY	2 612 000 00	(13,500.00)	(2,250.00)	(1,223.92)	108.79	(2,518.91)	18.65	10,981.09
C SEWERAGE REVENUES	2 615 000 00	(600.00)	(100.00)	900.00	999.99-	(225.00)	37.50	375.00
TOTAL OTHER SEWER REVENUES		(14,100.00)	(2,350.00)	(323.92)	27.56	(2,743.91)	19.46	11,356.09
TOTAL REVENUES		(706,350.00)	(117,724.98)	(56,578.22)	96.11	(119,714.46)	16.94	586,635.54
ERATION/MAINTENANCE EXPENSE								
ECTING EXPENSES								
ENT SERVICE CONN & TRAP	2 705 100 00	2,500.00	416.66	58.31	27.98	285.17	11.40	(2,214.83)
ENT COLLECT & TRANS MAINS	2 705 200 00	13,000.00	2,166.66	3,119.37	287.94	3,357.16	25.82	(9,642.84)
TOTAL COLLECTING EXPENSES		15,500.00	2,583.32	3,177.68	246.01	3,642.33	23.49	(11,857.67)
ING EXPENSES								
ERATION LABOR-PUMPING	2 722 000 00	7,000.00	1,166.66	965.41	165.49	1,615.97	23.08	(5,384.03)
WER LIFT STATIONS	2 723 100 00	18,000.00	3,000.00	1,263.30	84.22	2,686.33	14.92	(15,313.67)
WER GRINDER PUMPS	2 723 200 00	6,600.00	1,100.00	530.60	96.47	938.97	14.22	(5,661.03)
PLIES-EXP LIFT STA GRINDERS	2 724 000 00	13,000.00	2,166.66	524.01	48.37	1,119.79	8.61	(11,880.21)
T PUMPING-LIFT STATIONS	2 727 100 00	32,000.00	5,333.32	1,337.97	50.17	3,301.36	10.31	(28,698.64)
ENT OTHER PUMPING EQUIPMENT	2 727 200 00	42,000.00	7,000.00	6,496.87	185.62	8,272.00	19.69	(33,728.00)
TOTAL PUMPING EXPENSES		118,600.00	19,766.64	11,118.16	112.49	17,934.42	15.12	(100,665.58)

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

LINE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
TREATMENT & DISPOSAL EXPENSES								
OPERATION LABOR-TREATMENT	2 742 000 00	17,000.00	2,833.32	1,281.65	90.46	2,511.17	14.77	(14,488.83)
SUPPLIES AND EXPENSES-PLANT	2 743 100 00	31,000.00	5,166.66	2,998.22	116.06	4,055.22	13.08	(26,944.78)
CHEMICAL TREATMENT EXP-PLANT	2 743 200 00	16,000.00	2,666.66	5,152.50	386.43	6,589.50	41.18	(9,410.50)
OPER EXPENSE-PLANT	2 743 300 00	53,000.00	8,833.32	4,342.53	98.32	9,832.28	18.55	(43,167.72)
EQUIPMENT OF STRUCTURE & IMPROVEMENT	2 745 000 00	3,100.00	516.66	258.08	99.90	399.61	12.89	(2,700.39)
EQUIPMENT OF T & D SYS	2 746 000 00	5,500.00	916.66	316.35	69.02	618.06	11.23	(4,881.94)
TOTAL TREATMENT & DISPOSAL		125,600.00	20,933.28	14,349.33	137.09	24,005.84	19.11	(101,594.16)
BILLING & COLLECTING EXPENSES								
OPER READING LABOR	2 782 000 00	6,000.00	1,000.00	541.20	108.24	1,096.97	18.28	(4,903.03)
BILLING & COLLECTING LABOR	2 783 100 00	24,000.00	4,000.00	2,123.43	106.17	3,479.08	14.49	(20,520.92)
BILLING & COLLECTING EXPENSE	2 783 200 00	7,500.00	1,250.00	749.86	119.97	2,071.26	27.61	(5,428.74)
TOTAL BILLING & COLLECTING		37,500.00	6,250.00	3,414.49	109.26	6,647.31	17.72	(30,852.69)
ADMINISTRATIVE/GENERAL EXPENSE								
MIN & GENERAL SALARIES	2 790 000 00	33,000.00	5,500.00	2,742.91	99.74	4,573.38	13.85	(28,426.62)
GENERAL SALARIES-OPERATIONS	2 790 100 00	500.00	83.32	.00		.00		(500.00)
EXPENSES-GENERAL OFFICERS	2 792 100 00	15,000.00	2,500.00	.00		.00		(15,000.00)
EXPENSES-GENERAL EMPLOYEES	2 792 200 00	8,000.00	1,333.32	.00		.00		(8,000.00)
OFFICE SUPPLIES & EXPENSES	2 793 000 00	15,000.00	2,500.00	894.73	71.57	1,497.53	9.98	(13,502.47)
SPECIAL SERVICES	2 795 000 00	8,000.00	1,333.32	.00		.00		(8,000.00)
SPECIAL SERVICE ENGINEER	2 795 100 00	.00	.00	(14,336.35)		(14,336.35)		(14,336.35)
SPECIAL LEGAL SERVICES	2 796 000 00	1,000.00	166.66	106.00	127.20	106.00	10.60	(894.00)
REGULATORY COMMISSION	2 797 000 00	2,700.00	450.00	.00		.00		(2,700.00)
INSURANCE	2 798 000 00	17,000.00	2,833.32	2,905.20	205.07	5,874.32	34.55	(11,125.68)
INJURIES/DAMAGES	2 799 000 00	1,000.00	166.66	.00		.00		(1,000.00)
EMPLOYEES WELFARE EXPENSES	2 800 100 00	1,000.00	166.66	.00		.00		(1,000.00)
EMPLOYEE PENSION & BENEFITS	2 800 200 00	40,000.00	6,666.66	3,022.13	90.66	5,528.51	13.82	(34,471.49)
EMPLOYEE BENEFIT BRICKSTEET	2 800 210 00	3,700.00	616.66	138.71	44.98	277.42	7.49	(3,422.58)
EMPLOYEES VACATION PAY	2 800 300 00	7,000.00	1,166.66	547.02	93.77	1,437.92	20.54	(5,562.08)
EMPLOYEES HOLIDAY PAY	2 800 400 00	5,200.00	866.66	.00		434.08	8.34	(4,765.92)
EMPLOYEES SICK PAY	2 800 500 00	3,000.00	500.00	107.20	42.88	178.08	5.93	(2,821.92)
COMP TIME	2 800 700 00	1,500.00	250.00	138.56	110.84	253.04	16.86	(1,246.96)
SEB/WV RETIREE HEALTH BENEFIT	2 800 800 00	22,000.00	3,666.66	1,905.60	103.94	3,811.20	17.32	(18,188.80)
SCCELLANEOUS GENERAL EXPENSE	2 801 000 00	5,000.00	833.32	415.86	99.80	489.77	9.79	(4,510.23)
TRAVEL	2 803 000 00	5,000.00	833.32	.00		5,000.00	100.00	.00
TRANSPORTATION EXPENSE	2 903 000 00	10,000.00	1,666.66	1,004.44	120.53	1,185.96	11.85	(8,814.04)
UNCOLLECTIBLE ACCOUNTS	2 904 100 00	2,000.00	333.32	.00		.00		(2,000.00)
TOTAL ADMINISTRATIVE & GEN EX		206,600.00	34,433.18	(407.99)	2.36-	16,310.86	7.89	(190,289.14)

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

LE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
TOTAL OPERATING EXPENSES		503,800.00	83,966.42	31,651.67	75.39	68,540.76	13.60	(435,259.24)
DEPRECIATION	2 503 000 00	302,000.00	50,333.32	25,125.00	99.83	50,250.00	16.63	(251,750.00)
MAINTENANCE EXPENSE	2 507 100 00	11,000.00	1,833.32	828.26	90.35	1,464.44	13.31	(9,535.56)
INTEREST/DIVIDEND EARNED	2 524 000 00	(600.00)	(100.00)	(23.29)	46.58	(49.17)	8.19	550.83
INTEREST ON LONG TERM DEBT	2 530 000 00	70,000.00	11,666.66	5,260.15	90.17	10,536.03	15.05	(59,463.97)
OTHER INTEREST EXPENSE	2 535 000 00	130.00	21.66	4.56	42.10	15.29	11.76	(114.71)
		=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENSES & OTHER INCOME		179,980.00	29,996.40	6,268.13	41.79	11,042.89	6.13	(168,937.11)
		=====	=====	=====	=====	=====	=====	=====
AMOUNT TO SURPLUS		179,980.00	29,996.40	6,268.13	41.79	11,042.89	6.13	(168,937.11)