

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

December 20, 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 November 17, 2011. The minutes were approved at the Regular Board meeting held on Thursday, December 20, 2011.

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

Yours truly,

Mineral Wells PSD


Cathy Dyer
Office Manager

Enclosures: November 17, 2011, minutes

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, NOVEMBER 17, 2011, AT 5:00 PM 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. Mark D. Stewart, Treasurer; James, Office Manager; Todd Anderson, Operations Manager; Nellie Radcliff, Office Clerk and Dominick Cerrone, Cerrone Associates, Inc., were present.

There was no one from the public present.

Mr. Lett made a motion the Minutes of the October 13, 2011, Board Meeting be approved as presented. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Cerrone was present to discuss the pending Sewer Systems Improvements Project. Several items were discussed (copy of Project Item Costs attached). One item that may be eliminated from the project is the Garage Add on in the amount of \$200,000.00. The project is soon going to bid. The hopeful date for bid opening is mid January.

One item that was discussed in regards to the Sewer Improvement Project, was a letter needs to be drafted informing the Oaks Trailer Park of their I & I infiltration, with the Board making a decision not to do so until after the first of the year. Mr. Hardman, the District's lawyer, refuses to send Mr. Bosley the first letter regarding this problem. Several studies have been made at this problem area.

Mr. Cerrone excused himself from the rest of the meeting.

Mr. Lett made a motion to approve the transfer of funds from Sewer Repair and Replacement Account to cover the cost of the repair to the Bar Screen and the pumping of sewage. Specialty Piping and Ron's Porta Jons Service did the repair. The total cost of repair was approximately \$8400.00. Mr. Stewart seconded the motion. The motion passed unanimously.

A motion was made by Mr. Lett to approve USDA Rural Development requirements to completed the application for the SCADS System Updates Project. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the application.

Virginia Donaldson, resident of Pond Creek, stopped in the District's office and asked the District to refund the tap fees that had been paid. There were a total of 78 tap fees paid. Mr. Lett made a motion for the tap fees to be refunded. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve the filing of Rule 30B water rate adjustment for Claywood Park Riser Ridge Project at substantial completion. Mr. Stewart seconded the motion. The motion passed unanimously.

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

Mr. Stewart made a motion to approve checks #42252 thru #42349 written on the Consolidate Water and Sewer Revenue Checking Account between October 13, 2011 and November 17, 2011 (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks #3402 thru #3441 written on the Consolidated Payroll Account from October 13, 2011 thru November 17, 2011, (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

The following items were discussed.

Letter #40 – Letter from WesBanco Grinder Pump Reserve Account informing the District the account is going to become a dormant status.

Letter #41 – Letter dated October 18, 2011, from the WVDOH informing the District that the minimum Bond requirements are increasing effective Jan. 1, 2012:

Municipal owned public utilities - \$25,000 state wide
Privately – owned public utilities - \$75,000 per District
Project cost \$100,000 or 5% of project cost

Letter #43 – Letter dated October 28, 2011 from WV Development Office the State Clearinghouse reviewed the SCADA project for funding from USDA Rural Development for \$210,500. All the requirements have been met.

Letter #49 – Letter from Lubeck PSD requesting permission to serve water to residences on Orem Rd.

Letter #51 – Letter dated October 28, 2011, from the WVDOH releasing the Bond for the Miscellaneous Water Improvement Project.

Letter #60 – E-Mail from Steve Hardman, attaching the Recommended Decision Granting Certificate from the PSC for the Sewer Systems Improvement Project rate informing the District the rate has been approved. The Customer charge will increase from \$10.82 to 15.82 per month – meter charge will increase from \$4.19 to \$6.13 per 1,000 gallon of water.

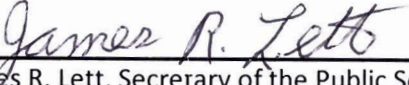
Mrs. Dyer had nothing further to discuss.

Mr. Anderson reported that the slip at the Wolf Run Tank site is being added to the Water SCADA Improvement Project.

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 6:15 p.m.

CERTIFICATION

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



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

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

Checking Accounts

Water Revenue Fund Checking Account WesBanco Bank - 1131.2	\$ 3,107.75
Sewer Revenue Fund Checking Account WesBanco Bank - 2120.2	<u>3,408.56</u>
Total in Checking Accounts:	\$ 6,516.31

Water Accounts

Series 1979 Water Reserve Depreciation WesBanco Bank - 1125.31	\$ 13,202.29
Series 1979 Water Reserve WesBanco Bank - 1125.21	26,231.29
Series 1997 Sams Creek/Chesterville Reserve WesBanco Bank - 1125.22	34,283.55
Series 1999A Rockport Water Reserve Depreciation WesBanco Bank - 1125.32	12,235.85
Series 1999A Rockport Water Reserve WesBanco Bank - 1125.23	13,796.50
Series 1999B Water Improvement/Office Building Reserve WesBanco Bank - 1125.24	31,228.57
Series 1999B Water Imprmt/Office Building Reserve Deprec WesBanco Bank - 1125.33	38,431.08
Series 2004A Sycamore, Stephens, Limestone Water Reserve WesBanco Bank - 1125.27	13,544.89
Water Security Deposit Account WesBanco Bank - 1134.0	41,793.90
Series 2004A Sycmore, Stephens, Limestone Repair and Replacement WesBanco - Bank 1125.34	43,720.08
Pond Creek Area Tap Fees WesBanco - Bank 1134.9	<u>7,815.82</u>
Total In Water Accounts:	\$ 276,283.82

Sewer Accounts

Series 2003 Sewer Improvements Repair & Replacement WesBanco Bank - 2114.2	\$ 19,364.23
Grinder Pump Maintenance Reserve Prime Rate Money Market - WesBanco Bank - 2114.1	6,891.31
Sewer Security Deposit Account WesBanco Bank - 2121.3	<u>32,678.96</u>
Total in Sewer Accounts:	\$ 58,934.50

Total All Finances - October 31, 2011 **\$ 341,734.63**

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

BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, September 30, 2011 \$10,783.27

RECEIPTS:

Water Sales	\$94,790.17
Water Buffalo Sales	462.25
Reconnection Fees	50.00
Security Deposit Refunds	927.32
NSF charge	18.00
Tap fee	350.00
Transfer funds - Egypt Run Rd line repair	1,194.00
WV DOH	8,910.68
Ferguson Waterworks	629.00

Total Receipts: \$107,331.42

Total Cash Available: \$118,114.69

Expenditures:

Action Telecom	\$51.00
ADT Security Services	44.10
At & T Mobility	232.10
Auto Zone	69.95
BP Credit Card Company	1,003.15
Bosley Rental & Supply Inc	19.00
Cardmember Services	260.83
CI Thornburg	796.04
Cerrone Associates, Inc.	8,910.68
Cintas	590.17
Commissioner's Salaries	225.00
Claywood Park PSD	32,841.00
Cutlip Warner Development Co	6,538.81
Dominion Hope	37.47
Fasteners & Supply Inc	62.40
Ferguson Waterworks	817.45
Frontier	185.48
Hardman Supply Company	94.01
Miller Communications	91.00
Mineral Wells PSD	106.86
Miss Utility of WV Inc.	33.00
Mon Power	860.51
Municipal Bond Commission	9,104.47
Ohio Valley Muffler & Brake	252.00
Parkersburg Office Supply	92.63
PEIA	2,800.47
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	8,208.26
State Electric Supply Co	514.10
Suttle & Stalnaker, PLLC	3,000.00
Taylor's Disposal Inc	35.27
Telepage	10.74
Tesa Company Inc	26.20
US Postal Service	309.31
Water Environmental Testing	81.00
WesBanco Bank	330.98
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 Sycamore Repair/Replacement	1,656.52
WesBanco Bank-Parkersburg- Payroll taxes	3,562.94
WV Retiree Health Benefit Trust Fund	585.53
WV Public Employees Retirement System	2,507.47
Secretary of State of WV	62.40
WV State Tax Department	613.39
WW Grainger	42.29
Melanie L. Wine	172.80
Security Deposit Refunds	805.16

Total Expenditures: \$ 115,006.94

Balance in Water Revenue Fund Checking Account,
WesBanco Bank, October 31, 2011 \$3,107.75

Accounts Payable	Claywood Park PSD	\$ 32,093.40
	Sycamore Repair & Replacement	1,749.36

Total Accounts Payable \$ 33,842.76

Total -\$30,735.01

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

BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, September 30, 2011 \$ 4,506.14

RECEIPTS:

Sewer Sales	\$54,001.17
Butcher Bend Lagoon Assoc	742.91
Security Deposit Refunds	268.63
Reconnect fees	25.00

Total Receipts: \$55,037.71

Total Cash Available: \$ 59,543.85

Expenditures:

Action Telecomm	\$34.00
ADT Security Services	29.40
At & T Mobility	154.73
Badgett Farm & Feed Supply	800.00
BP Credit Card Company	668.76
Butcher Bend Lagoon Assoc	769.25
C I Thornburg	1,268.00
Cardmember Services	173.89
Cintas	393.44
Commissioner's Salaries	150.00
Cutlip Warner Development	747.50
Dominion Hope	24.98
Fasteners & Supply Inc	43.40
Frontier	692.39
Hardman Supply Company	62.67
Mineral Wells PSD	900.09
Miss Utility of WV Inc.	22.00
Mon Power	11,887.28
Municipal Bond Commission	17,187.50
Ohio Valley Muffler & Brake	168.00
Parkersburg Office Supply	61.76
PEIA	2,002.99
Ron's Porta Johns, Inc.	1,244.00
Salaries	6,333.59
Secretary of State of WV	41.60
Suttle & Stalnaker	2,000.00
Taylor's Disposal Inc	23.51
Telepage	7.16
Trombold Equipment	1,343.12
US Postal Service	336.99
WW Grainger	28.20
Water Environmental Testing	518.00
WesBanco Bank	220.65
WesBanco Bank-Parkersburg-Payroll Taxes	2,729.81
Melanie L. Wine	115.20
Retiree Health Benefit Trust Fund	416.47
WV Public Employees Retirement System	1,929.31

	WV State Tax Department	472.61	
	Security Deposit Refunds	133.04	
Total Expenditures:		\$56,135.29	
Balance in Sewer Revenue Fund Checking Account, WesBanco Bank, October 31, 2011			\$ 3,408.56
Accounts Payable			
	Aulick Chemical	3480.75	
	Sewer Repair/Replacement	1,396.70	
Total Accounts Payable		\$ 4,877.45	
Total			\$ (1,468.89)

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: WATER FUND **
 ** BEGINNING DATE: 10/14/11 - ENDING DATE: 11/17/11 **
 ** 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#	
3 101 000 00	CONSOLIDATED BANK ACCOUNT						
1,307	MUNICIPAL BOND COMMISSION	10/14/11	200063	10/14/11	987.59	192	
124	AT&T - STATE CALLING SERVICE	10/14/11	200055	10/14/11	7.50	42,252	
153	ACTION TELECOMM	10/14/11	200056	10/14/11	51.00	42,253	
200	BOSLEY RENTAL & SUPPLY INC	10/14/11	200057	10/14/11	19.00	42,254	
275	BP	10/14/11	200058	10/14/11	1,003.15	42,255	
600	FASTENERS & SUPPLY INC	10/14/11	200060	10/14/11	62.40	42,256	
1,301	MISS UTILITY OF WV INC	10/14/11	200062	10/14/11	33.00	42,257	
1,311	FERGUSON WATERWORKS	10/14/11	200070	10/14/11	817.45	42,258	
1,908	STATE ELECTRIC SUPPLY CO INC	10/14/11	200072	10/14/11	326.50	42,259	
2,001	TESA COMPANY INC	10/14/11	200074	10/14/11	26.20	42,260	
2,002	TAYLOR'S DISPOSAL INC	10/14/11	200075	10/14/11	35.27	42,261	
2,005	C I THORNBURG	10/14/11	200077	10/14/11	596.74	42,263	
2,039	TELEPAGE	10/14/11	200079	10/14/11	10.74	42,264	
2,106	RURAL DEVELOPMENT	10/14/11	200080	10/14/11	9,243.00	42,265	
2,200	CARDMEMBER SERVICES	10/14/11	200084	10/14/11	260.83	42,266	
2,306	WATER ENVIRONMENTAL TESTING	10/14/11	200085	10/14/11	81.00	42,267	
2,308	PEIA	10/14/11	200090	10/14/11	2,800.47	42,268	
23,047	RETIREE HEALTH BNFT TRST FUND	10/14/11	200101	10/14/11	585.53	42,269	
2,313	WESBANCO BANK-PARKERSBURG	10/17/11	200350	10/17/11	915.83	194	
2,101	U S POSTAL SERVICE	10/21/11	200517	10/24/11	309.31	42,271	
1,307	MUNICIPAL BOND COMMISSION	10/25/11	200764	10/25/11	8,116.88	200	
2,313	WESBANCO BANK-PARKERSBURG	10/24/11	200726	10/27/11	846.13	199	
1,805	RURAL DEVELOPMENT	10/28/11	201049	10/31/11	5,252.00	42,272	
2,106	RURAL DEVELOPMENT	10/28/11	201060	10/31/11	10,040.00	42,273	
2,373	WESBANCO BANK-PARKERSBURG	10/28/11	201064	10/31/11	1,828.00	42,274	
106	MON POWER	10/31/11	201117	10/31/11	860.51	42,275	
133	AUTO ZONE	10/31/11	201124	10/31/11	69.95	42,277	
145	ADT SECURITY SERVICES	10/31/11	201126	10/31/11	44.10	42,278	
314	AT&T MOBILITY	10/31/11	201128	10/31/11	224.60	42,279	
360	CUTLIP-WARNER DEVELOPMENT CO	10/31/11	201129	10/31/11	6,538.81	42,280	
438	DOMINION HOPE	10/31/11	201132	10/31/11	37.47	42,281	
486	TOMMY SHRIVER	10/31/11	201133	10/31/11	70.28	42,282	
486	ROBBIN LOWE	10/31/11	201134	10/31/11	70.22	42,283	
486	ROGER SHAWVER	10/31/11	201135	10/31/11	51.05	42,284	
486	BRIAN AND AMANDA CAYTON	10/31/11	201136	10/31/11	70.30	42,285	
486	SHAD AND AMY MARTIN	10/31/11	201137	10/31/11	70.24	42,286	
486	STEPHEN & DOTTIE MIRACLE	10/31/11	201138	10/31/11	50.85	42,287	

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: WATER FUND **
 ** BEGINNING DATE: 10/14/11 - ENDING DATE: 11/17/11 **
 ** 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#	
3 101 000 00	CONSOLIDATED BANK ACCOUNT						
486	TIM AND HAILA BUSKIRK	10/31/11	201139	10/31/11	70.23	42,288	
486	MICHAEL LUDWIG	10/31/11	201140	10/31/11	70.21	42,289	
486	JOSH MIDDLETON	10/31/11	201142	10/31/11	70.27	42,291	
486	DAVID A SANDS	10/31/11	201143	10/31/11	70.98	42,292	
486	BRANDY S HARRIS	10/31/11	201144	10/31/11	70.26	42,293	
486	MARY B LONG	10/31/11	201145	10/31/11	70.27	42,294	
733	W. W. GRAINGER, INC.	10/31/11	201147	10/31/11	42.29	42,296	
832	HARDMAN SUPPLY COMPANY	10/31/11	201148	10/31/11	94.01	42,297	
1,204	JAMES R. LETT	10/31/11	201150	10/31/11	75.00	42,298	
1,304	MILLER COMMUNICATIONS	10/31/11	201153	10/31/11	91.00	42,300	
1,500	OHIO VALLEY MUFFLER & BRAKE	10/31/11	201154	10/31/11	252.00	42,301	
1,604	PARKERSBURG OFFICE SUPPLY	10/31/11	201156	10/31/11	92.63	42,302	
1,806	ROY L RADABAUGH	10/31/11	201162	10/31/11	75.00	42,303	
1,843	CINTAS CORPORATION J67	10/31/11	201163	10/31/11	590.17	42,304	
1,908	STATE ELECTRIC SUPPLY CO INC	10/31/11	201168	10/31/11	187.60	42,305	
1,951	SECRETARY OF STATE OF WV	10/31/11	201169	10/31/11	62.40	42,306	
2,005	C I THORNBURG	10/31/11	201170	10/31/11	199.30	42,307	
2,205	FRONTIER	10/31/11	201173	10/31/11	185.48	42,308	
2,314	WV DEPT OF TAX & REVENUE	10/31/11	201176	10/31/11	613.39	42,309	
2,315	PUBLIC EMPLOYEES RETIREMENT SY	10/31/11	201177	10/31/11	2,507.47	42,310	
23,005	WESBANCO BANK, INC.	10/31/11	201178	10/31/11	1,656.52	42,311	
23,032	SUTTLE & STALNAKER, PLLC	10/31/11	201181	10/31/11	3,000.00	42,313	
23,067	MELANIE L WINE	10/31/11	201183	10/31/11	172.80	42,315	
23,079	MARK STEWART	10/31/11	201184	10/31/11	75.00	42,316	
2,313	WESBANCO BANK-PARKERSBURG	11/02/11	201425	11/02/11	841.05	201	
2,313	WESBANCO BANK-PARKERSBURG	11/07/11	201736	11/07/11	602.19	202	
1,200	LOWE'S	11/09/11	201966	11/10/11	1.52-	1	
1,607	PARKERSBURG UTILITY BOARD	11/09/11	201967	11/10/11	22.32-	2	
309	CLAYWOOD PARK PSD	11/09/11	201959	11/10/11	32,093.40	42,317	
2,313	WESBANCO BANK-PARKERSBURG	11/14/11	202237	11/14/11	848.40	203	
1,307	MUNICIPAL BOND COMMISSION	11/15/11	202433	11/15/11	1,280.59	206	
124	AT&T - STATE CALLING SERVICE	11/15/11	202416	11/15/11	4.09	207	
153	ACTION TELECOMM	11/15/11	202418	11/15/11	51.00	42,320	
275	BP	11/15/11	202419	11/15/11	868.45	42,321	

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: WATER FUND **
 ** BEGINNING DATE: 10/14/11 - ENDING DATE: 11/17/11 **
 ** VENDOR RANGE: ALL VENDORS ** ** CHECK RANGE: ALL CHECKS **
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BANK ACCOUNT	PAY-TO						
VENDOR#	VENDOR-NAME	POST-DT	TRAN#	CHK-DT	CHECK AMOUNT	CHECK#	
3 101 000 00	CONSOLIDATED BANK ACCOUNT						
600	FASTENERS & SUPPLY INC	11/15/11	202428	11/15/11	95.37	42,330	
1,200	LOWE'S	11/15/11	202430	11/15/11	116.44	42,332	
1,301	MISS UTILITY OF WV INC	11/15/11	202431	11/15/11	26.25	42,333	
1,302	MINERAL WELLS PSD	11/15/11	202432	11/15/11	46.85	42,334	
1,311	FERGUSON WATERWORKS	11/15/11	202441	11/15/11	1,245.60	42,335	
1,500	OHIO VALLEY MUFFLER & BRAKE	11/15/11	202442	11/15/11	150.57	42,336	
1,512	HD SUPPLY WATERWORKS, LTD	11/15/11	202444	11/15/11	2,685.00	42,337	
1,607	PARKERSBURG UTILITY BOARD	11/15/11	202445	11/15/11	3,943.60	42,338	
1,635	PARKERSBURG LOCK SERVICE	11/15/11	202446	11/15/11	50.00	42,339	
2,002	TAYLOR'S DISPOSAL INC	11/15/11	202447	11/15/11	35.27	42,340	
2,005	C I THORNBURG	11/15/11	202448	11/15/11	1,274.75	42,341	
2,039	TELEPAGE	11/15/11	202450	11/15/11	10.74	42,342	
2,106	USDA RURAL DEVELOPMENT	11/15/11	202454	11/15/11	2,924.00	42,343	
2,205	FRONTIER	11/15/11	202455	11/15/11	151.40	42,344	
2,306	WATER ENVIRONMENTAL TESTING	11/15/11	202457	11/15/11	81.00	42,345	
2,308	PEIA	11/15/11	202459	11/15/11	2,454.05	42,346	
23,047	RETIREE HEALTH BNFT TRST FUND	11/15/11	202472	11/15/11	512.26	42,348	
1,307	MUNICIPAL BOND COMMISSION	11/16/11	202572	11/16/11	8,116.88	208	
	CONSOLIDATED BANK ACCOUNT				123,293.54	89 *	

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: SEWER FUND **
 ** BEGINNING DATE: 10/13/11 - ENDING DATE: 11/17/11 **
 ** 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#
3 101 000 00	CONSOLIDATED BANK ACCOUNT					
1,307	MUNICIPAL BOND COMMISSION	10/14/11	200063	10/14/11	11,446.91	192
124	AT&T - STATE CALLING SERVICE	10/14/11	200055	10/14/11	5.00	42,252
153	ACTION TELECOMM	10/14/11	200056	10/14/11	34.00	42,253
275	BP	10/14/11	200058	10/14/11	668.76	42,255
600	FASTENERS & SUPPLY INC	10/14/11	200060	10/14/11	43.40	42,256
1,301	MISS UTILITY OF WV INC	10/14/11	200062	10/14/11	22.00	42,257
2,002	TAYLOR'S DISPOSAL INC	10/14/11	200075	10/14/11	23.51	42,261
2,004	TROMBOLD EQUIPMENT CO INC	10/14/11	200076	10/14/11	1,343.12	42,262
2,005	C I THORNBURG	10/14/11	200077	10/14/11	1,125.00	42,263
2,039	TELEPAGE	10/14/11	200079	10/14/11	7.16	42,264
2,200	CARDMEMBER SERVICES	10/14/11	200084	10/14/11	173.89	42,266
2,306	WATER ENVIRONMENTAL TESTING	10/14/11	200085	10/14/11	518.00	42,267
2,308	PEIA	10/14/11	200090	10/14/11	2,002.99	42,268
23,047	RETIREE HEALTH BNFT TRST FUND	10/14/11	200101	10/14/11	416.47	42,269
23,070	BADGETT FARM & FEED SUPPLY	10/14/11	200102	10/14/11	800.00	42,270
2,313	WESBANCO BANK-PARKERSBURG	10/17/11	200350	10/17/11	846.95	194
2,101	U S POSTAL SERVICE	10/21/11	200517	10/24/11	206.20	42,271
1,307	MUNICIPAL BOND COMMISSION	10/25/11	200764	10/25/11	5,688.40	200
2,313	WESBANCO BANK-PARKERSBURG	10/24/11	200726	10/27/11	694.95	199
106	MON POWER	10/31/11	201117	10/31/11	6,415.55	42,275
122	ALLEGHENY POWER	10/31/11	201123	10/31/11	54.41	42,276
145	ADT SECURITY SERVICES	10/31/11	201126	10/31/11	29.40	42,278
314	AT&T MOBILITY	10/31/11	201128	10/31/11	149.73	42,279
360	CUTLIP-WARNER DEVELOPMENT CO	10/31/11	201129	10/31/11	747.50	42,280
438	DOMINION HOPE	10/31/11	201132	10/31/11	24.98	42,281
486	MICHAEL LUDWIG	10/31/11	201141	10/31/11	54.16	42,290
486	CHRISTINA SMITH	10/31/11	201146	10/31/11	41.85	42,295
733	W. W. GRAINGER, INC.	10/31/11	201147	10/31/11	28.20	42,296
832	HARDMAN SUPPLY COMPANY	10/31/11	201148	10/31/11	62.67	42,297
1,204	JAMES R. LETT	10/31/11	201150	10/31/11	50.00	42,298
1,302	MINERAL WELLS PSD	10/31/11	201151	10/31/11	670.32	42,299
1,500	OHIO VALLEY MUFFLER & BRAKE	10/31/11	201154	10/31/11	168.00	42,301

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: SEWER FUND **
 ** BEGINNING DATE: 10/13/11 - ENDING DATE: 11/17/11 **
 ** 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#	
3 101 000 00	CONSOLIDATED BANK ACCOUNT						
1,604	PARKERSBURG OFFICE SUPPLY	10/31/11	201156	10/31/11	61.76	42,302	
1,806	ROY L RADABAUGH	10/31/11	201162	10/31/11	50.00	42,303	
1,843	CINTAS CORPORATION J67	10/31/11	201163	10/31/11	393.44	42,304	
1,951	SECRETARY OF STATE OF WV	10/31/11	201169	10/31/11	41.60	42,306	
2,005	C I THORNBURG	10/31/11	201170	10/31/11	143.00	42,307	
2,205	FRONTIER	10/31/11	201173	10/31/11	692.39	42,308	
2,314	WV DEPT OF TAX & REVENUE	10/31/11	201176	10/31/11	472.61	42,309	
2,315	PUBLIC EMPLOYEES RETIREMENT SY	10/31/11	201177	10/31/11	1,929.31	42,310	
23,023	RON'S PORTA JOHNS, INC.	10/31/11	201180	10/31/11	1,244.00	42,312	
23,032	SUTTLE & STALNAKER, PLLC	10/31/11	201181	10/31/11	2,000.00	42,313	
23,046	BUTCHER BEND LAGOON ASSOC	10/31/11	201182	10/31/11	769.25	42,314	
23,067	MELANIE L WINE	10/31/11	201183	10/31/11	115.20	42,315	
23,079	MARK STEWART	10/31/11	201184	10/31/11	50.00	42,316	
2,313	WESBANCO BANK-PARKERSBURG	11/02/11	201425	11/02/11	711.23	201	
2,313	WESBANCO BANK-PARKERSBURG	11/07/11	201736	11/07/11	952.05	202	
1,200	LOWE'S	11/09/11	201966	11/10/11	1.01-	1	
2,101	U S POSTAL SERVICE	11/09/11	201968	11/10/11	131.37	42,318	
2,313	WESBANCO BANK-PARKERSBURG	11/14/11	202237	11/14/11	639.91	203	
1,307	MUNICIPAL BOND COMMISSION	11/15/11	202433	11/15/11	11,446.91	206	
124	AT&T - STATE CALLING SERVICE	11/15/11	202416	11/15/11	2.73	42,319	
153	ACTION TELECOMM	11/15/11	202418	11/15/11	34.00	42,320	
275	BP	11/15/11	202419	11/15/11	578.96	42,321	
486	MELISSA ROBERTS	11/15/11	202420	11/15/11	81.03	42,322	
486	ROBERT WHITE	11/15/11	202421	11/15/11	33.87	42,323	
486	ROSS & BARBARA TERRELL	11/15/11	202422	11/15/11	22.26	42,324	
486	JOSEPH STALFORD	11/15/11	202423	11/15/11	81.92	42,325	
486	DIEP N DO	11/15/11	202424	11/15/11	17.27	42,326	
486	BRIANNE KERBY	11/15/11	202425	11/15/11	9.38	42,327	
486	BRENTON WOLFINGBARGER	11/15/11	202426	11/15/11	67.50	42,328	
486	SABRINA HENDERSON	11/15/11	202427	11/15/11	2.06	42,329	
600	FASTENERS & SUPPLY INC	11/15/11	202428	11/15/11	70.58	42,330	
702	GENE'S SEPTIC TANK CLEANING	11/15/11	202429	11/15/11	210.00	42,331	
1,200	LOWE'S	11/15/11	202430	11/15/11	77.63	42,332	
1,301	MISS UTILITY OF WV INC	11/15/11	202431	11/15/11	17.50	42,333	
1,302	MINERAL WELLS PSD	11/15/11	202432	11/15/11	31.24	42,334	
1,500	OHIO VALLEY MUFFLER & BRAKE	11/15/11	202442	11/15/11	100.38	42,336	

VENDOR CHECKS REPORT

** BANK: 3 101 000 00, FUND: SEWER FUND **
 ** BEGINNING DATE: 10/13/11 - ENDING DATE: 11/17/11 **
 ** 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#	
3 101 000 00	CONSOLIDATED BANK ACCOUNT						
2,002	TAYLOR'S DISPOSAL INC	11/15/11	202447	11/15/11	23.51	42,340	
2,039	TELEPAGE	11/15/11	202450	11/15/11	7.16	42,342	
2,205	FRONTIER	11/15/11	202455	11/15/11	669.66	42,344	
2,306	WATER ENVIRONMENTAL TESTING	11/15/11	202457	11/15/11	248.00	42,345	
2,308	PEIA	11/15/11	202459	11/15/11	2,349.41	42,346	
23,023	RON'S PORTA JOHNS, INC.	11/15/11	202470	11/15/11	2,202.52	42,347	
23,047	RETIREE HEALTH BNFT TRST FUND	11/15/11	202472	11/15/11	489.74	42,348	
23,085	AULICK CHEMICAL SOLUTIONS, INC	11/15/11	202474	11/15/11	3,480.15	42,349	
1,307	MUNICIPAL BOND COMMISSION	11/16/11	202572	11/16/11	5,688.40	208	
	CONSOLIDATED BANK ACCOUNT				73,003.36	77 *	

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

Check No.	Name	Check Amt.	Check Date
3402	Todd R. Anderson	\$868.80	10/20/2011
3403	Dennis R. Brown	\$392.58	10/20/2011
3404	William H. Byers, Jr.	\$655.21	10/20/2011
3405	Cathy J. Dyer	\$527.62	10/20/2011
3406	Linda K. Watson	\$416.61	10/20/2011
3407	Darin L. Crites	\$369.64	10/20/2011
3408	Nellie B. Radcliff	\$357.27	10/20/2011
3409	Mark A. Dennis	\$447.39	10/20/2011
3410	Todd R. Anderson	\$641.59	10/27/2011
3411	Dennis R. Brown	\$392.56	10/27/2011
3412	William H. Byers, Jr.	\$566.45	10/27/2011
3413	Cathy J. Dyer	\$479.68	10/27/2011
3414	Linda K. Watson	\$416.61	10/27/2011
3415	Darin L. Crites	\$319.21	10/27/2011
3416	Nellie B. Radcliff	\$357.27	10/27/2011
3417	Mark A. Dennis	\$374.00	10/27/2011
3418	Todd R. Anderson	\$706.08	11/3/2011
3419	Dennis R. Brown	\$392.56	11/3/2011
3420	William H. Byers, Jr.	\$500.62	11/3/2011
3421	Cathy J. Dyer	\$479.68	11/3/2011
3422	Linda K. Watson	\$416.61	11/3/2011
3423	Darin L. Crites	\$391.85	11/3/2011
3424	Nellie B. Radcliff	\$357.25	11/3/2011
3425	Mark A. Dennis	\$374.01	11/3/2011
3426	Todd R. Anderson	\$695.16	11/10/2011
3427	Dennis R. Brown	\$410.42	11/10/2011
3428	William H. Byers, Jr.	\$507.07	11/10/2011
3429	Cathy J. Dyer	\$479.68	11/10/2011
3430	Linda K. Watson	\$416.61	11/10/2011
3431	Darin L. Crites	\$377.71	11/10/2011
3432	Nellie B. Radcliff	\$357.27	11/10/2011
3433	Mark A. Dennis	\$374.01	11/10/2011
3434	Todd R. Anderson	\$641.58	11/17/2011
3435	Dennis R. Brown	\$392.57	11/17/2011
3436	William H. Byers, Jr.	\$481.39	11/17/2011
3437	Cathy J. Dyer	\$479.68	11/17/2011
3438	Linda K. Watson	\$416.62	11/17/2011
3439	Darin L. Crites	\$319.20	11/17/2011
3440	Nellie B. Radcliff	\$357.25	11/17/2011
3441	Mark A. Dennis	\$374.00	11/17/2011

**MINERAL WELLS PUBLIC SERVICE DISTRICT
LIST OF CORRESPONDENCE
OCTOBER 14, 2011 – NOVEMBER 17, 2011**

1. Copy of letter dated October 13, 2011, to Wal Bon, Corp., from Cathy Dyer, enclosing a copy of the recorded right of way easement signed on October 4, 2011.
2. E-mail dated October 13, 2011, to Department of Environmental Protection, regarding the Electronic Discharge Monitoring Report was received for the month of October 2011.
3. E-mail dated October 13, 2011, to Mineral Wells PSD, from PEIA, regarding a quarterly WV PEIA Benefit Coordinator Workshop to be held November 1, 2011.
4. National Discharge Elimination System Discharge Monitoring Report State of West Virginia, for the month of September 2011.
5. Copy of letter dated October 14, 2011, to Dominick Cerrone, Cerrone Associates, from Cathy Dyer, enclosing three (3) approved and signed Applications for Funding from USDA-Rural Development for the SCADA Systems Upgrade Project.
6. Mountain State Water Line, A Publication of the West Virginia Rural Water Association, Fall 2011.
7. Copy of letter dated October 13, 2011, to Dennis Brown, from Sherri Bonnett, ExamWorks, Inc., regarding an Independent Medical Examination has been scheduled in conjunction with the claim.
8. Copy of letter dated October 14, 2011, to Marty Seufer, Wood County Commission, from Cathy Dyer, enclosing an approved copy of the Minutes of the Regular Board Meeting held September 15, 2011.
9. Copy of letter dated October 14, 2011, to Virginia McDonald, RUS, from Cathy Dyer, enclosing Standard Form 3881 ACH Vendor/Miscellaneous Payment Enrollment Form.
10. News and Bits from USA BlueBook, Fall 2011.
11. Letter dated October 11, 2011, to Mineral Wells PSD, from David E. Brabham P.E., Maintenance Engineer, West Virginia Department of Transportation, Division of Highways, attaching the approved copy of permit number 03-11-0390 for Utility-Water work.
12. E-mail dated October 17, 2011, to Mineral Wells PSD, from PEIA, regarding registering for the Quarterly Benefit Coordinator Workshop to be held in Flatwoods on November 1, 2011.
13. Fax dated October 17, 2011, to Mineral Wells PSD's, from Union Williams PSD, regarding the Wood County PSD meeting to be held October 19, 2011 at Lubeck PSD.
14. Carbon copy of E-mail dated October 17, 2011, to Chad Miller, Cerrone Associates, from Elizabeth Shahan, regarding the Cracker Barrel right of way easement.

**Mineral Wells PSD
List of Correspondence
November 17, 2011
Page 2**

15. Confirmation numbers for payments to the WV Municipal Bond Commission in the amount of \$12,434.50, processed October 17, 2011.
16. Copy of letter dated October 18, 2011, to Angela Chestnut, PE, WV Infrastructure & Jobs Development Council, deposits were made to the Municipal Bond Commission in the amounts of \$811.69 and \$175.90 for Water System Revenue Bonds, Series 2004.
17. Copy of letter dated October 18, 2011, to West Virginia Water Development Authority, from Cathy Dyer, regarding a deposit in the amount of \$2,288.88 for the Sewage System Revenue Bonds, Series 2003.
18. Invoice dated October 18, 2011, to Pepsi Cola, from Mineral Wells PSD, in the amount of \$65.00 for Oil & Grease Sampling.
19. Invoice dated October 18, 2011, to Liberty Truck Stop, from Mineral Wells PSD, in the amount of \$140.00 for Oil & Grease Sampling.
20. Copy of letter dated October 18, 2011, to Virginia McDonald, RUS, from George Blum, Cerrone Associates, enclosing for consideration are two (2) copies each of the preliminary Engineering Report and Application for Funding for the proposed SCADA System Upgrade project.
21. 2011 Government Units Survey, Census of Governments.
22. E-mail dated October 20, 2011, to Todd Anderson, Operations Manager, from Chad Miller, Cerrone Associates, attaching a cost estimate for a 2" waterline at the end of Five Mile Road in the amount of \$22,245.00.
23. E-mail dated October 20, 2011, to Todd Anderson, Operations Manager, from Chad Miller, Cerrone Associates, attaching a cost estimate for a 2" extension along Price Rd in the amount of \$6,385.00.
24. Carbon copy of letter dated October 18, 2011, to Steven Hardman, Bowles Rice, from Sandra Squires, Public Service Commission, attaching a Final Joint Staff Memorandum for Case No. 11-1039-PSD-CN, Sewer System Improvement Project.
25. Signed and Notarized Right-of-Way Easement for Cracker Barrel Old Country Store, Inc.
26. Carbon copy of E-mail dated October 21, 2011, to Elizabeth Shahan, from Steven Hardman, Bowles Rice, regarding the Cracker Barrel easement.
27. Carbon copy of letter dated October 12, 2011, to Virginia McDonald, RUS, from Goodwin & Goodwin, regarding Northern Jackson County Public Service District.
28. Carbon copy of letter dated October 21, 2011, to Jerri Stephens, Northern Jackson County Public Service District, from Virginia McDonald, RUS, regarding the proposed conveyance of waterline from Mineral Wells PSD to Northern Jackson PSD.

**Mineral Wells PSD
List of Correspondence
November 17, 2011
Page 3**

29. E-mail dated October 25, 2011, to Virginia McDonald, RUS, from Cathy Dyer, regarding authorization to release a copy of the Grant Agreement between Mineral Wells PSD and USDA Rural Development to Northern Jackson PSD.
30. WesBanco, Your Money Matter\$, October 2011.
31. E-mail dated October 25, 2011, to Mineral Wells PSD, from Sara Boardman, Municipal Bond Commission, attaching a monthly bond payment reminder.
32. E-mail dated October 25, 2011, to Cathy Dyer, from Virginia McDonald, RUS, attaching for the District's file a copy of the grant agreement between the Mineral Wells PSD and USDA Rural Development.
33. Confirmation numbers for payments in the amount of \$13,805.28 to Municipal Bond Commission.
34. Copy of letter dated October 26, 2011, to West Virginia Water Development Authority, from Cathy Dyer, regarding a deposit in the amount of \$5,688.40 was made to the Municipal Bond Commission for Sewage System Revenue Bonds, Series 1995.
35. Copy of letter dated October 24, 2011, to Sandra Squire, Public Service Commission, from Steven Hardman, Bowles Rice, enclosing 13 copies, including all attachments of the final order of the Wood County Commission reducing the boundaries of Mineral Wells PSD.
36. Fax dated October 26, 2011, to OEHS – EED Certification & Training, from Mark Dennis, attaching completed form ES-51 for renewal.
37. Fax dated October 25, 2011, to Walter Frazier, BSI, from Cathy Dyer, attaching information from the utility billing program.
38. E-mail dated October 26, 2011, to Cathy Dyer, from Walter Frazier, BSI, attaching software to load.
39. E-mail dated October 26, 2011, to Cathy Dyer, from Steven Hardman, Bowles Rice, information regarding the final order of the Wood County Commission reducing the boundaries of Mineral Wells PSD.
40. ****Letter dated October 20, 2011, to Mineral Wells PSD, from WesBanco, regarding account listed as Mineral Wells PSD Grinder Pump Reserve Acct. is in a period of inactivity.
41. ****Letter dated October 18, 2011, to All Public Utilities, from Marvin G. Murphy, Division of Highways, stating the Minimum Bond Requirements for the West Virginia Division of Highways; Municipally-owned public utilities-\$25,000 Statewide and Privately-owned public utilities-\$75,000.

**Mineral Wells PSD
List of Correspondence
November 17, 2011
Page 4**

42. E-mail dated October 27, 2011, to Cathy Dyer, from Kimberly Workman, WV Infrastructure & Jobs Development, regarding a question concerning the 5G Process used for Project 2002-S-661.
43. ****Letter dated October 28, 2011, to Mineral Wells PSD, from Mary Jo Thompson, Director Community Development Division, regarding financial assistance in the amount of \$210,500.00 for the SCADA system control.
44. E-mail dated October 31, 2011, to Cathy Dyer, from Steve Hardman, Bowles Rice, regarding the Final Staff Memorandum with regard to the Jackson County matter.
45. E-mail dated October 31, 2011, to Dominick Cerrone, Cerrone Associates, from Cathy Dyer, attaching information for the SCADA Project from the West Virginia Development Office.
46. E-mail dated October 31, 2011, to Cathy Dyer, from Steven Hardman, Bowles Rice, attaching the petition regarding the boundary adjustment for the Northern Jackson Public Service District.
47. Carbon copy of E-mail dated October 31, 2011, to Sam Cancilla, from Chad Miller, Cerrone Associates, regarding a section of line that needs videoed.
48. Client Bulletin from Suttle & Stalnaker, November 2011.
49. ****Letter to Todd Anderson, Operations Manager, from Jack McIntosh, Manager, Lubeck PSD, requesting permission for the Board to authorize Lubeck PSD to serve water to Orem Road.
50. Fax dated November 1, 2011, to Action Answering Service, from Linda Watson, attaching a list of customers turned off for non payment.
51. ****Letter dated October 28, 2011, to Mineral Wells PSD, from W. Kyle Stollings, Division of Highways, regarding the obligation to the bond is released as of October 28, 2011, for work performed to replace an existing 2" waterline on Slate Creek Rd.
52. E-mail dated November 3, 2011, to Mineral Wells PSD, from PEIA, regarding your November 2011 PEIA billing has posted to the Web Contributions System.
53. Fax dated November 3, 2011, to Christy Pitsenbarger, WV Bureau of Public Health, from Todd Anderson, Operations Manager, attaching the Monthly Operational Report for the Mineral Wells PSD for the month of October 2011.
54. Bacteriological Examination of Water from Public Water Distribution System, from Water Environmental Testing.
55. Fax dated November 3, 2011, to Nedra, Mastec, from Mineral Wells PSD, attaching a completed W-9 form.

**Mineral Wells PSD
List of Correspondence
November 17, 2011
Page 5**

56. Letter dated November 3, 2011, to Mineral Wells Public Service District, from Brickstreet, regarding a check in the amount of \$11,823.26 was mailed to Dennis Brown for claim #2011010812.
57. Letter dated November 3, 2011, to Mineral Wells Public Service District, from Brickstreet, reported October 24, 2011 indicates that no permanent partial disability has resulted from the above compensable injury.
58. Letter dated November 3, 2011, to Green Chiropractic & Wellness, from Brickstreet, regarding Dennis Brown.
59. Letter dated November 3, 2011, to Green Chiropractic & Wellness, from Brickstreet, regarding Dennis Brown.
60. ****E-mail dated November 4, 2011, to Cathy Dyer, from Steven Hardman, Bowles Rice, attaching the Recommended Decision Granting Certificate for the Sewer System Improvements Project.
61. Copy of letter dated November 4, 2011, to Lawrence B. Cooper, from Cathy Dyer, regarding a check in the amount of \$29.44 the District received back marked NSF.
62. E-mail dated November 4, 2011, to Mineral Wells PSD, from Sara Boardman, Municipal Bond Commission, regarding the Municipal Bond Commission Bond Commission Statements are available.
63. Fax dated November 4, 2011, to Rural Water Association, from Cathy Dyer, attaching Conference Registration for Todd Anderson, Operations Manager and Cathy Dyer, Office Manager to attend Utility Management, December 7, 2011.
64. Business Credit Notification from Dun & Bradstreet Credibility Corp.
65. E-mail dated November 4, 2011, to Mineral Wells PSD, from PEIA, regarding a message for online enrollment system.
66. Letter dated November 4, 2011, to Todd Anderson, Operations Manager, from James V. Kelsh, Attorney At Law, enclosing a refund check for \$1.24.
67. Recorded Right-of-Way Easement for Cracker Barrel Old Country Store, Inc.
68. E-mail dated November 8, 2011, to Sara Boardman, Municipal Bond Commission, from Cathy Dyer, attaching a copy of the letter from Rural Utility Services.
69. Fax dated November 8, 2011, to Nancy Simmons, WV DHHR, attaching a memo for a 30 day amount which includes a water service leak in the amount of \$666.41.
70. E-mail dated November 8, 2011, to Mineral Wells PSD, from PEIA, regarding a webinar for State Agencies.

**Mineral Wells PSD
List of Correspondence
November 17, 2011
Page 6**

71. E-mail dated November 8, 2011, to Mineral Wells PSD, from Mike Dill, WV Rural Water Association, attaching Training Opportunities for December.
72. E-mail dated November 9, 2011, to Wirt County Journal, from Cathy Dyer, requesting the notice of the Mineral Wells PSD will meet in regular session on November 17, 2011.
73. Fax dated November 10, 2011, to Jackson Herald Newspaper, from Cathy Dyer, requesting the notice of the Mineral Wells PSD will meet in regular session on November 17, 2011.
74. Fax dated November 10, 2011, to Parkersburg News & Sentinel, from Cathy Dyer, requesting the notice of the Mineral Wells PSD will meet in regular session on November 17, 2011.
75. Fax dated November 10, 2011, to Leslie, Parkersburg Office Supply, from Linda Watson, attaching notary stamps to be ordered for Nellie Radcliff and Cathy Dyer.
76. West Virginia Currency Notes, Fall 2011.
77. Letter dated November 14, 2011, to Mineral Wells PSD, from Brickstreet, regarding Assignment of Claims Adjuster. 9/26/11
78. Letter dated November 14, 2011, to Mineral Wells PSD, from Brickstreet, regarding Assignment of Claims Adjuster. 7/25/11
79. Letter dated November 10, 2011, to Cathy Dyer, from Sara Boardman, Municipal Bond Commission, regarding Mineral Wells PSD 09-A Water Revenue Bond; monthly beginning \$292.40 10/22/11 for 240 months.
80. Fax dated November 15, 2011, to Mineral Wells PSD, from Union Williams PSD, stating the Wood County PSD's will meet November 16, 2011 at Union Williams PSD.
81. Confirmation numbers for Municipal Bond Commission in the amount of \$12,727.50 for bond payments.
82. Copy of letter dated November 15, 2011, to West Virginia Water Development Authority, from Cathy Dyer, regarding a deposit in the amount of \$2,288.88 was made for the Sewage System Revenue Bonds, Series 2003.
83. Copy of letter dated November 15, 2011, to WV Infrastructure & Jobs Development Co., from Cathy Dyer, regarding a deposit in the amounts of \$811.69 and \$175.90 for the Water System Revenue Bonds, Series 2004.
84. Copy of letter dated November 15, 2011, to Ron Stewart, from Cathy Dyer, regarding the past due balance at 302 Frontage Rd in the amount of \$735.79.
85. United States Bankruptcy Court Northern District of West Virginia, regarding L.A. Company, LLC.; filed on November 10, 2011.

**Mineral Wells PSD
List of Correspondence
November 17, 2011
Page 7**

86. Letter dated November 14, 2011, to Mineral Wells PSD, from Virginia McDonald, RUS, regarding the SCADA System Updates Project.
87. Letter dated November 14, 2011, to Mineral Wells PSD, from Virginia McDonald, RUS, regarding receipt of the District's application for financial assistance from Rural Development for the proposed SCADA System Updates Project attaching items needed to complete the application.
88. Confirmation numbers for payments in the amount of \$13,805.28 to the Municipal Bond Commission.
89. Copy of letter dated November 16, 2011, to West Virginia Water Development Authority, from Cathy Dyer, regarding a deposit made to the Municipal Bond Commission in the amount of \$5,688.40 for the Sewage System Revenue Bonds, Series 1995.
90. Letters to Mineral Wells PSD, from Raymond Wright, Mineral Wells VFD, regarding the gallons of water used for fire fighting and training purposes for the months of June, July, August, September and October.

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

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
OPERATING REVENUE ACCOUNTS								
METERED SALES								
METERED SALES-RESIDENTIAL	1 461 100 00	(1031,000.00)	(343,666.64)	(81,201.46)	94.51	(340,804.61)	33.05	690,195.39
METERED SALES-COMMERCIAL	1 461 200 00	(177,000.00)	(59,000.00)	(14,735.58)	99.90	(63,056.63)	35.62	113,943.37
METERED SALES-INDUSTRIAL	1 461 300 00	(5,000.00)	(1,666.64)	(428.68)	102.88	(1,939.77)	38.79	3,060.23
METERED SALES-PUBLIC AUTHORITY	1 461 400 00	(900.00)	(300.00)	(27.12)	36.16	(185.90)	20.65	714.10
		-----	-----	-----	-----	-----	-----	-----
TOTAL METERED SALES		(1213,900.00)	(404,633.28)	(96,392.84)	95.28	(405,986.91)	33.44	807,913.09
OTHER REVENUES								
FORFEITED DISCOUNTS	1 470 000 00	(21,000.00)	(7,000.00)	(1,854.24)	105.95	(8,379.29)	39.90	12,620.71
MISCELLANEOUS SERVICE REVENUE	1 471 000 00	(3,000.00)	(1,000.00)	(9,607.68)	999.99	(11,022.73)	367.42	(8,022.73)
METER LEASE - MOBILE HOME PARK	1 472 500 00	(1,115.00)	(371.64)	.00		(669.00)	60.00	446.00
INTERDEPARTMENT RENTS	1 473 000 00	(5,000.00)	(1,666.64)	.00		(1,666.64)	33.33	3,333.36
OTHER WATER REVENUES	1 474 000 00	(9,000.00)	(3,000.00)	(462.25)	61.63	(2,455.00)	27.27	6,545.00
TOTAL OTHER REVENUES		(39,115.00)	(13,038.28)	(11,924.17)	365.81	(24,192.66)	61.85	14,922.34
		=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES		(1253,015.00)	(417,671.56)	(108,317.01)	103.73	(430,179.57)	34.33	822,835.43

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

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
OPERATION/MAINTENANCE EXPENSE								
SOURCE OF SUPPLY								
PURCHASED WATER	1 602 000 00	425,000.00	141,666.64	32,093.40	90.61	136,036.50	32.00	(288,963.50)
PURCHASED WATER PARKERBURG	1 602 100 00	2,000.00	666.64	.00		(22.32)	1.11	(2,022.32)
		=====	=====	=====	=====	=====	=====	=====
TOTAL SOURCE OF SUPPLY		427,000.00	142,333.28	32,093.40	90.19	136,014.18	31.85	(290,985.82)
PUMPING								
OPERATION								
POWER PURCHASED PUMPING	1 623 000 00	7,000.00	2,333.32	699.79	119.96	2,249.15	32.13	(4,750.85)
PUMPING LABOR	1 624 000 00	5,000.00	1,666.64	395.78	94.98	3,181.13	63.62	(1,818.87)
PUMPING EXPENSES	1 624 001 00	4,000.00	1,333.32	160.95	48.28	4,493.30	112.33	493.30
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TOTAL OPERATION		16,000.00	5,333.28	1,256.52	94.23	9,923.58	62.02	(6,076.42)
MAINTENANCE								
MAINT STRUCTURES & IMPROVEMENT	1 631 000 00	600.00	200.00	.00		.00		(600.00)
MAINT PUMPING EQUIPMENT	1 633 000 00	3,800.00	1,266.64	.00		1,350.89	35.54	(2,449.11)
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TOTAL MAINTENANCE		4,400.00	1,466.64	.00		1,350.89	30.70	(3,049.11)
		=====	=====	=====	=====	=====	=====	=====
TOTAL PUMPING		20,400.00	6,799.92	1,256.52	73.91	11,274.47	55.26	(9,125.53)
TRANSMISSION & DISTRIBUTION								
OPERATION								
TRANS & DIST LINE EXPENSE	1 662 000 00	20,000.00	6,666.64	2,403.78	144.22	7,803.68	39.01	(12,196.32)
METER EXPENSE	1 663 000 00	10,000.00	3,333.32	615.37	73.84	2,180.86	21.80	(7,819.14)
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TOTAL OPERATION		30,000.00	9,999.96	3,019.15	120.76	9,984.54	33.28	(20,015.46)
MAINTENANCE								
MAINT STRUCTURES & IMPROVEMENT	1 671 000 00	3,500.00	1,166.64	227.75	78.08	767.90	21.94	(2,732.10)
MAINT DISTRIBUTION RESERVOIRS	1 672 000 00	.00	.00	.00		1,200.00		1,200.00
MAINTENANCE OF MAINS T & D	1 673 000 00	25,000.00	8,333.32	3,085.04	148.08	12,127.62	48.51	(12,872.38)
MAINTENANCE OF SERVICES T & D	1 675 000 00	25,000.00	8,333.32	4,226.01	202.84	9,580.20	38.32	(15,419.80)
MAINTENANCE OF METERS T & D	1 676 000 00	1,500.00	500.00	112.64	90.11	1,249.14	83.27	(250.86)
MAINTENANCE OF HYDRANT T & D	1 677 000 00	2,000.00	666.64	.00		98.63	4.93	(1,901.37)
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TOTAL MAINTENANCE		57,000.00	18,999.92	7,651.44	161.08	25,023.49	43.90	(31,976.51)
		=====	=====	=====	=====	=====	=====	=====
TOTAL TRANS. & DISTRIBUTION		87,000.00	28,999.88	10,670.59	147.18	35,008.03	40.23	(51,991.97)

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

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
CUSTOMER SERVICE EXPENSES								
OPERATION								
METER READING EXPENSES	1 902 000 00	6,100.00	2,033.32	579.60	114.02	2,252.73	36.93	(3,847.27)
BILLING & COLLECTING - LABOR	1 903 100 00	31,000.00	10,333.32	2,081.55	80.57	9,357.35	30.18	(21,642.65)
BILLING & COLLECTING - EXPENSE	1 903 200 00	5,000.00	1,666.64	413.59	99.26	3,148.68	62.97	(1,851.32)
UNCOLLECTIBLE ACCOUNTS	1 904 000 00	3,000.00	1,000.00	.00		.00		(3,000.00)
		=====	=====	=====	=====	=====	=====	=====
TOTAL CUSTOMER SERVICE EXPENS		45,100.00	15,033.28	3,074.74	81.81	14,758.76	32.72	(30,341.24)
ADMINISTRATIVE & GENERAL								
OPERATION								
ADMIN & GENERAL SALARIES	1 920 000 00	53,000.00	17,666.64	4,894.73	110.82	18,636.14	35.16	(34,363.86)
EXPENSES GENERAL EMPLOYEES	1 920 200 00	25,000.00	8,333.32	.00		563.60	2.25	(24,436.40)
OFFICE SUPPLIES & EXPENSE	1 921 000 00	8,000.00	2,666.64	1,464.26	219.64	5,250.72	65.63	(2,749.28)
OUTSIDE SERVICES EMPLOYED	1 923 000 00	8,000.00	2,666.64	3,000.00	450.00	7,065.00	88.31	(935.00)
ATTORNEY	1 923 001 00	600.00	200.00	.00		4,288.31	714.71	3,688.31
ENGINEERING CONSULTANTS	1 923 004 00	.00	.00	8,910.68		(12,593.86)		(12,593.86)
PROPERTY INSURANCE	1 924 000 00	16,200.00	5,400.00	.00		8,811.47	54.39	(7,388.53)
EMPLOYEES WELFARE EXPENSE	1 926 100 00	.00	.00	426.52		426.52		426.52
EMPLOYEES PENSIONS/BENEFITS	1 926 200 00	50,000.00	16,666.64	3,734.38	89.62	15,579.73	31.15	(34,420.27)
EMPLOYEE BENEFIT BRICKSTREET	1 926 210 00	4,400.00	1,466.64	.00		842.64	19.15	(3,557.36)
EMPLOYEE VACATION PAY	1 926 300 00	10,550.00	3,516.64	833.49	94.80	3,603.54	34.15	(6,946.46)
EMPLOYEES HOLIDAY PAY	1 926 400 00	7,900.00	2,633.32	.00		1,483.20	18.77	(6,416.80)
EMPLOYEES SICK PAY	1 926 500 00	7,900.00	2,633.32	184.70	28.05	672.20	8.50	(7,227.80)
COMP TIME	1 926 700 00	2,200.00	733.32	235.37	128.38	688.65	31.30	(1,511.35)
OPEB/WV RETIREE HEALTH BENEFIT	1 926 800 00	35,000.00	11,666.64	.00		8,575.20	24.50	(26,424.80)
REGULATORY COMMISSION EXPENSE	1 928 000 00	4,400.00	1,466.64	.00		.00		(4,400.00)
MISCELLANEOUS GENERAL EXPENSE	1 930 200 00	6,000.00	2,000.00	232.45	46.49	1,064.79	17.74	(4,935.21)
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TOTAL OPERATION		239,150.00	79,716.40	23,916.58	120.00	64,957.85	27.16	(174,192.15)
ADMINISTRATIVE & GENERAL								
OPERATION								
MAINTENANCE OF GENERAL PLANT	1 932 000 00	2,000.00	666.64	993.10	595.88	993.10	49.65	(1,006.90)
TRANSPORTATION EXPENSES	1 933 000 00	16,000.00	5,333.32	1,845.32	138.39	4,979.74	31.12	(11,020.26)
		=====	=====	=====	=====	=====	=====	=====
TOTAL OPERATION & MAINTENANCE		836,650.00	278,882.72	73,850.25	105.92	267,986.13	32.03	(568,663.87)

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

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
DEPRECIATION EXPENSE	1 403 000 00	309,600.00	103,200.00	.00		74,651.00	24.11	(234,949.00)
FICA EXPENSE	1 408 100 00	13,500.00	4,500.00	1,009.69	89.75	4,265.06	31.59	(9,234.94)
TOTAL OPERATING EXPENSES		1159,750.00	386,582.72	74,859.94	77.45	346,902.19	29.91	(812,847.81)
OTHER INCOME & DEDUCTIONS								
INTEREST & DIVIDEND INCOME	1 419 000 00	(1,200.00)	(400.00)	(85.95)	85.95	(222.54)	18.54	977.46
INTEREST ON LONGTERM DEBT	1 427 000 00	197,500.00	65,833.32	17,370.49	105.54	69,656.69	35.26	(127,843.31)
OTHER INTEREST EXPENSE	1 431 000 00	150.00	50.00	8.29	66.32	69.75	46.50	(80.25)
TOTAL OTHER INCOME & DEDUCTIO		196,450.00	65,483.32	17,292.83	105.63	69,503.90	35.37	(126,946.10)
=====								
NET INCOME		103,185.00	34,394.48	(16,164.24)	187.98-	(13,773.48)	13.34-	(116,958.48)

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

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
OPERATING REVENUE ACCOUNTS								
DOMESTIC SERVICE-RESIDENTIAL	2 601 000 00	(508,000.00)	(169,333.32)	(40,903.92)	96.62	(167,646.00)	33.00	340,354.00
DOMESTIC SERVICE-COMMERCIAL	2 602 000 00	(178,950.00)	(59,650.00)	(14,308.84)	95.95	(58,977.85)	32.95	119,972.15
DOMESTIC SERVICE-PUBLIC AUTHOR	2 603 000 00	(1,050.00)	(350.00)	(66.93)	76.49	(251.35)	23.93	798.65
DOMESTIC SALES-INDUSTRIAL	2 604 000 00	(4,000.00)	(1,333.32)	(351.89)	105.56	(1,632.56)	40.81	2,367.44
BUTCHER BEND SEWER	2 605 000 00	(250.00)	(83.32)	18.36	88.14	(96.72)	38.68	153.28
		-----	-----	-----	-----	-----	-----	-----
TOTAL SALES OF SEWER SERVICE		(692,250.00)	(230,749.96)	(55,613.22)	96.40	(228,604.48)	33.02	463,645.52
OTHER SEWER REVENUES								
FORFEITED DISCOUNTS & PENALTY	2 612 000 00	(13,500.00)	(4,500.00)	(969.26)	86.15	(4,524.66)	33.51	8,975.34
MISC SEWERAGE REVENUES	2 615 000 00	(600.00)	(200.00)	(25.00)	50.00	(400.00)	66.66	200.00
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TOTAL OTHER SEWER REVENUES		(14,100.00)	(4,700.00)	(994.26)	84.61	(4,924.66)	34.92	9,175.34
		=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES		(706,350.00)	(235,449.96)	(56,607.48)	96.16	(233,529.14)	33.06	472,820.86
OPERATION/MAINTENANCE EXPENSE								
COLLECTING EXPENSES								
MAINT SERVICE CONN & TRAP	2 705 100 00	2,500.00	833.32	1,000.46	480.22	1,442.54	57.70	(1,057.46)
MAINT COLLECT & TRANS MAINS	2 705 200 00	13,000.00	4,333.32	2,185.05	201.69	5,877.52	45.21	(7,122.48)
		-----	-----	-----	-----	-----	-----	-----
TOTAL COLLECTING EXPENSES		15,500.00	5,166.64	3,185.51	246.62	7,320.06	47.22	(8,179.94)
PUMPING EXPENSES								
OPERATION LABOR-PUMPING	2 722 000 00	7,000.00	2,333.32	722.22	123.80	3,037.09	43.38	(3,962.91)
POWER LIFT STATIONS	2 723 100 00	18,000.00	6,000.00	1,321.55	88.10	5,503.38	30.57	(12,496.62)
POWER GRINDER PUMPS	2 723 200 00	6,600.00	2,200.00	441.21	80.22	1,802.63	27.31	(4,797.37)
SUPPLIES-EXP LIFT STA GRINDERS	2 724 000 00	13,000.00	4,333.32	525.94	48.54	2,506.02	19.27	(10,493.98)
MNT PUMPING-LIFT STATIONS	2 727 100 00	32,000.00	10,666.64	193.63	7.26	5,515.26	17.23	(26,484.74)
MAINT OTHER PUMPING EQUIPMENT	2 727 200 00	42,000.00	14,000.00	1,007.67	28.79	12,000.71	28.57	(29,999.29)
		-----	-----	-----	-----	-----	-----	-----
TOTAL PUMPING EXPENSES		118,600.00	39,533.28	4,212.22	42.61	30,365.09	25.60	(88,234.91)

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

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
TOTAL OPERATING EXPENSES		503,800.00	167,932.84	33,573.69	79.96	138,984.55	27.58	(364,815.45)
DEPRECIATION	2 503 000 00	302,000.00	100,666.64	.00		75,595.00	25.03	(226,405.00)
FICA EXPENSE	2 507 100 00	11,000.00	3,666.64	776.70	84.73	3,195.62	29.05	(7,804.38)
INTEREST/DIVIDEND EARNED	2 524 000 00	(600.00)	(200.00)	(21.87)	43.74	(95.50)	15.91	504.50
INTEREST ON LONG TERM DEBT	2 530 000 00	70,000.00	23,333.32	5,006.68	85.82	20,256.70	28.93	(49,743.30)
OTHER INTEREST EXPENSE	2 535 000 00	130.00	43.32	3.61	33.33	29.41	22.62	(100.59)
		=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENSES & OTHER INCOME		179,980.00	59,992.80	(17,268.67)	115.13-	4,436.64	2.46	(175,543.36)
		=====	=====	=====	=====	=====	=====	=====
BALANCE TO SURPLUS		179,980.00	59,992.80	(17,268.67)	115.13-	4,436.64	2.46	(175,543.36)

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

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
TREATMENT & DISPOSAL EXPENSES								
OPERATION LABOR-TREATMENT	2 742 000 00	17,000.00	5,666.64	659.38	46.54	3,952.79	23.25	(13,047.21)
SUPPLIES AND EXPENSES-PLANT	2 743 100 00	31,000.00	10,333.32	2,331.44	90.24	8,209.14	26.48	(22,790.86)
CHEMICAL TREATMENT EXP-PLANT	2 743 200 00	16,000.00	5,333.32	4,148.15	311.11	16,146.67	100.91	146.67
POWER EXPENSE-PLANT	2 743 300 00	53,000.00	17,666.64	4,606.93	104.30	14,439.21	27.24	(38,560.79)
MAINT OF STRUCTURE & IMPROVEMT	2 745 000 00	3,100.00	1,033.32	118.35	45.81	839.87	27.09	(2,260.13)
MAINT OF T & D SYS EQUIPMENT	2 746 000 00	5,500.00	1,833.32	449.86	98.15	1,652.86	30.05	(3,847.14)
TOTAL TREATMENT & DISPOSAL		125,600.00	41,866.56	12,314.11	117.65	45,240.54	36.01	(80,359.46)
BILLING & COLLECTING EXPENSES								
METER READING LABOR	2 782 000 00	6,000.00	2,000.00	579.60	115.92	2,168.57	36.14	(3,831.43)
BILLING & COLLECTING LABOR	2 783 100 00	24,000.00	8,000.00	1,741.08	87.05	7,440.33	31.00	(16,559.67)
BILLING & COLLECTING EXPENSE	2 783 200 00	7,500.00	2,500.00	450.95	72.15	3,087.70	41.16	(4,412.30)
TOTAL BILLING & COLLECTING		37,500.00	12,500.00	2,771.63	88.69	12,696.60	33.85	(24,803.40)
ADMINISTRATIVE/GENERAL EXPENSE								
ADMIN & GENERAL SALARIES	2 790 000 00	33,000.00	11,000.00	2,860.55	104.02	11,077.99	33.56	(21,922.01)
GENERAL SALARIES-OPERATIONS	2 790 100 00	500.00	166.64	.00	.00	.00	.00	(500.00)
EXPENSES-GENERAL OFFICERS	2 792 100 00	15,000.00	5,000.00	.00	.00	.00	.00	(15,000.00)
EXPENSES-GENERAL EMPLOYEES	2 792 200 00	8,000.00	2,666.64	.00	.00	.00	.00	(8,000.00)
OFFICE SUPPLIES & EXPENSES	2 793 000 00	15,000.00	5,000.00	816.54	65.32	3,248.47	21.65	(11,751.53)
SPECIAL SERVICES	2 795 000 00	8,000.00	2,666.64	2,000.00	300.00	4,710.00	58.87	(3,290.00)
SPECIAL SERVICE ENGINEER	2 795 100 00	.00	.00	.00	.00	(14,336.35)	.00	(14,336.35)
SPECIAL LEGAL SERVICES	2 796 000 00	1,000.00	333.32	.00	.00	180.00	18.00	(820.00)
REGULATORY COMMISSION	2 797 000 00	2,700.00	900.00	.00	.00	.00	.00	(2,700.00)
INSURANCE	2 798 000 00	17,000.00	5,666.64	.00	.00	5,874.32	34.55	(11,125.68)
INJURIES/DAMAGES	2 799 000 00	1,000.00	333.32	.00	.00	.00	.00	(1,000.00)
EMPLOYEES WELFARE EXPENSES	2 800 100 00	1,000.00	333.32	.00	.00	.00	.00	(1,000.00)
EMPLOYEE PENSION & BENEFITS	2 800 200 00	40,000.00	13,333.32	2,851.73	85.55	11,959.41	29.89	(28,040.59)
EMPLOYEE BENEFIT BRICKSTEET	2 800 210 00	3,700.00	1,233.32	284.35	92.22	846.12	22.86	(2,853.88)
EMPLOYEES VACATION PAY	2 800 300 00	7,000.00	2,333.32	521.76	89.44	2,380.88	34.01	(4,619.12)
EMPLOYEES HOLIDAY PAY	2 800 400 00	5,200.00	1,733.32	.00	.00	988.80	19.01	(4,211.20)
EMPLOYEES SICK PAY	2 800 500 00	3,000.00	1,000.00	157.03	62.81	533.21	17.77	(2,466.79)
COMP TIME	2 800 700 00	1,500.00	500.00	137.31	109.84	446.41	29.76	(1,053.59)
OPEB/WV RETIREE HEALTH BENEFIT	2 800 800 00	22,000.00	7,333.32	.00	.00	5,716.80	25.98	(16,283.20)
MISCELLANEOUS GENERAL EXPENSE	2 801 000 00	5,000.00	1,666.64	230.75	55.38	1,416.34	28.32	(3,583.66)
RENTS	2 803 000 00	5,000.00	1,666.64	.00	.00	5,000.00	100.00	.00
TRANSPORTATION EXPENSE	2 903 000 00	10,000.00	3,333.32	1,230.20	147.62	3,319.86	33.19	(6,680.14)
UNCOLLECTIBLE ACCOUNTS	2 904 100 00	2,000.00	666.64	.00	.00	.00	.00	(2,000.00)
TOTAL ADMINISTRATIVE & GEN EX		206,600.00	68,866.36	11,090.22	64.41	43,362.26	20.98	(163,237.74)