

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

January 20, 2012

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 December 19, 2011; the minutes were approved at the Regular Board meeting held on Thursday, January 19, 2012. Also, included is an approved copy of the Minutes of the Special Board Meeting held on January 17, 2012, the minutes were approved at the Regular Board meeting held Thursday, January 19, 2012.

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

Yours truly,

Mineral Wells PSD

  
Cathy Dyer  
Office Manager

Enclosures: December 19, 2011, minutes  
January 17, 2012, minutes

MINUTES OF A SPECIAL BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD TUESDAY, JANUARY 17, 2012, AT 10:00 A.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Roy L. Radabaugh, Chairman, called the meeting to order at 10:00 a.m. He asked everyone present to sign the attendance roster. Stan Lewis, Pro Contracting, Inc; Cathy Dyer, Office Manager; Bob Starkey, Trombold Equipment; Bill Hoover, Trombold Equipment; Todd Anderson, Operations Manager; James Cooper, Tri-State Pipeline, Inc; Ed Lambert, Fields Exc.; Bryan Goldizen, JF Allen Company; Greg Harper, EL Harper & Son; Bernie Dunlap, Stonegate Const.; Rick R. Day, Cowgirl Up Inc.; Steve Qualls, C.J. Hughes Const.; Mark Stewart, Treasurer; Dominick Cerrone, Cerrone Associates, Inc.; Tim Stump, Breckenridge Corp.; Jeff Whitley, Mid-Atlantic Construction; Joey Vincent, Rain for Rent; Mike Roberts, Ferguson Waterworks; Dave Hout; James White; Mark Brizendine, Famco Inc.; Roy Radabaugh, Chairman; Jim Lett, Secretary; Steve Hardman; BRMG&L; Chad A Miller, Cerrone Associates, Inc.; Griffin McCube, Orders, Construction; Stephen Ruble, Bricklayers; Virginia McDonald, USDA Rural Development; Alan Harris, USDA Rural Development; Lynn Wepler, Crescent Sprague; Andrea Westhoff, Cerrone Associates, Inc.

Mr. Lett made a motion that the Officers of the Board remain the same Roy Radabaugh, Chairman, James Lett, Secretary, Mark Stewart, Treasurer. Mr. Stewart seconded the motion. The motion passed unanimously.

No one from the public was present.

The purpose of the Special Meeting was to receive and open bids for the Sewer Systems Improvement Project. The bids were received and opened by the District in a timely fashion and presented to Mr. Cerrone to make sure that all documents required were contained in each bid. Mr. Cerrone took all bids for further review and to make his recommendation to the District.


After all bids were opened and recorded the contractor excused themselves. (see attached).

Ms. McDonald discussed with the Board the Application for Funding of the SCADA Upgrades Project.

All business having been discussed, Mr. Stewart made a motion to adjourn. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 11:20 A.M.

CERTIFICATION

I, James R. Lett, Secretary of the Public Service Board of the Mineral 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

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, DECEMBER 15, 2011, AT 5:00 P.M. IN THE DISTRICT'S OFFICE LOCATED AT MINERAL WELLS, WEST VIRGINIA

Mr. Roy L. 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 R. Lett, Secretary; Todd Anderson, Operations Manager, Cathy Dyer, Office Manager.

No one from the public was present.

Mr. Lett made a motion to approve the Minutes of the November 17, 2011, Regular Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

No one was present to discuss the SCADA System Updates Project.

Sewer System Tariff No. 10 was presented to be effective on substantial completion of the Sewer System Improvement Project. Mr. Lett made a motion to approve Sewer System Tariff No. 10. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Tariff.

Mr. Lett made a motion to approve the Agreement for Engineering Services with Cerrone Associates, Inc. for the SCADA System Updates Project. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the agreement.

Mr. Lett made a motion to approve Trimble & Associates Arbitrage Rebate Calculation. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve utilizing reserve funds from Series 1999B, Series 1997A, and Series 1999A in the amount of \$16,505.00 to make December 2011 bond payments. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Anderson presented the Board with the following quotes to repair the slip on Sycamore Run Rd:

Bosely:	\$39,877.00 – additional \$3,850.00 for road bore
Harper:	\$46,894.00

The Board agreed to have Mr. Anderson get with Cerrone Associates, Inc. to add the repair to the SCADA System Updates Project.

Mr. Anderson presented the Board with the following quotes to purchase a new truck to replace the 1998 Dodge:

I-77 Ford	-	\$35,850.00
Mathney	-	\$37,615.00
Stephens	-	\$33,322.00
Country Club	-	\$33,098.00

Mr. Lett made a motion to purchase a 2012 1 Ton Dodge Diesel from Country Club Chrysler, removing the 1998 Dodge from the road, Mr. Anderson to check on leasing a vehicle until delivery of the new truck, and funds transfer from Series 1999 B Deprecation Reverse and 1999A Deprecation Reserve. Mr. Stewart seconded the motion. The motion passed unanimously.

MINERAL WELLS PUBLIC SERVICE DISTRICT

Minutes – December 15, 2011

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The Board was presented with a letter for Mr. Bernard Bosely owner of Oaks Trailer addressing the I&I problems within his trailer park. This item was tabled until the January 19, 2012 meeting.

Mr. Stewart made a motion to approve the Financial Statements, (copies attached) for November 30, 2011, for All Finances, Water Revenue Fund Checking account, and Sewer Revenue Fund Checking Account as presented. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve checks #42350 thru #42499 written on the Consolidated Water and Sewer Revenue Checking Account between November 17, 2011 and December 15, 2011, (copies attached) Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks #3442 thru #3481 written on the Consolidated Payroll Account between November 17, 2011 and December 15, 2011, (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

The following correspondence was discussed.

Items #4 & #5 – Letters dated November 17, 2011, from Jennifer Paxton, WVDEP 2010 & 2011 annual audits were received and met all federal requirements.

Item #13 – Letter dated November 18, 2011, to Virginia McDonald, RUS attaching the Environmental Report for the proposed SCADA System Upgrade Project.

Item #16 - Letter dated November 21, 2011, from Sandra Squire, PSC requesting contact information for the Rule 30 B.

Mrs. Dyer had the following item to discuss.

Requested that the District be reimbursed for the expenses to repair Comfort Suites from the Sewer System Improvement Project.

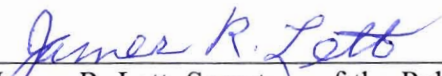
Mr. Anderson had the following to discuss.

The repair of Comfort Suites Lift Station to be done by CI Thornburg on December 21, 2011 for the amount of \$6,151.22 plus pumping costs.

All business having been discussed, Mr. Stewart made a motion to adjourn. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 6:00 P.M.

CERTIFICATION

I, James R. Lett, Secretary of the Public Service Board of the Mineral 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  
December 31, 2011**

**Checking Accounts**

Water Revenue Fund Checking Account	
WesBanco Bank - 1131.2	\$ 664.23
Sewer Revenue Fund Checking Account	
WesBanco Bank - 2120.2	<u>671.43</u>
<b>Total in Checking Accounts:</b>	<b>\$ 1,335.66</b>

**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	31,771.55
Series 1999A Rockport Water Reserve Depreciation	
WesBanco Bank - 1125.32	12,569.85
Series 1999A Rockport Water Reserve	
WesBanco Bank - 1125.23	10,805.50
Series 1999B Water Improvement/Office Building Reserve	
WesBanco Bank - 1125.24	22,192.57
Series 1999B Water Imprmt/Office Building Reserve Deprec	
WesBanco Bank - 1125.33	39,435.08
Series 2004A Sycamore, Stephens, Limestone Water Reserve	
WesBanco Bank - 1125.27	13,896.89
Water Security Deposit Account	
WesBanco Bank - 1134.0	42,394.71
Series 2004A Sycmore, Stephens, Limestone Repair and Replacement	
WesBanco - Bank 1125.34	46,709.77
Pond Creek Area Tap Fees	
WesBanco - Bank 1134.9	<u>-</u>
<b>Total In Water Accounts:</b>	<b>\$ 259,209.50</b>

**Sewer Accounts**

Series 2003 Sewer Improvements Repair & Replacement	
WesBanco Bank - 2114.2	\$ 12,288.70
Grinder Pump Maintenance Reserve	
Prime Rate Money Market - WesBanco Bank - 2114.1	6,894.19
Sewer Security Deposit Account	
WesBanco Bank - 2121.3	<u>32,605.10</u>
<b>Total in Sewer Accounts:</b>	<b>\$ 51,787.99</b>

**Total All Finances - December 31, 2011** **\$ 312,333.15**

MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT  
 WATER REVENUE FUND CHECKING ACCOUNT  
 November 30, 2011

WESBANCO BANK, October 31, 2011 \$3,107.75

RECEIPTS:

Water Sales	\$101,849.85
Water Buffalo Sales	518.00
Reconnection Fees	175.00
Security Deposit Refunds	1,281.72
Rent from sewer	833.34
Tap fee	1,400.00
NSF charges	10.00
Pond Creek Refunds Transfer	7,800.00
Leigh Mason Trailer Park - meter purchase	223.00

Total Receipts: \$114,090.91

Total Cash Available: \$117,198.66

Expenditures:

Action Telecom	\$102.00
ADT Security Services	70.09
At & T Mobility	234.99
Auto Zone	79.95
BP Credit Card Company	868.45
CI Thornburg	3,391.94
Cintas	239.40
Commissioner's Salaries	225.00
Claywood Park PSD	32,093.40
Cutlip Warner Development Co	3,381.50
Dominion Hope	73.63
Fasteners & Supply Inc	95.37
Ferguson Waterworks	1,401.14
Frontier	151.40
HD Supply Waterworks	2,685.00
Hardman Supply Company	13.43
Innovative Business Products	200.99
Lowe's	114.92
Mineral Wells PSD	1,223.46
Miss Utility of WV Inc.	26.25
Mon Power	450.89
Municipal Bond Commission	9,397.47
Ohio Valley Muffler & Brake	150.57
Parkersburg Lock Service	50.00
Parkersburg Office Supply	118.72
Parkersburg Utility Board	3,921.28
PEIA	2,454.05
Pond Creek tap refunds	7,800.00
Poynter's Best Products	63.82
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	2,924.00
Salaries	7,290.94
Taylor's Disposal Inc	35.27
Telepage	10.74
Tesa Company Inc	625.83
US Postal Service	422.44
Water Environmental Testing	81.00
WesBanco Bank	96.00
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 Sycamore Repair/Replacement	1,749.36
WesBanco Bank-Parkersburg- Payroll taxes	3,081.42
WV Retiree Health Benefit Trust Fund	512.26
WV Public Employees Retirement System	2,201.49
Secretary of State of WV	531.03
Melanie L. Wine	172.80

Total Expenditures: \$ 114,776.69

Balance in Water Revenue Fund Checking Account,  
WesBanco Bank, November 30, 2011 \$2,421.97

Accounts Payable	Claywood Park PSD	\$ 33,828.90
	Sycamore Repair & Replacement	1,594.01

Total Accounts Payable \$ 35,422.91

Total -\$33,000.94



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

BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT  
 WESBANCO BANK, November 30, 2011 \$ 12,224.44

RECEIPTS:

Sewer Sales	\$49,594.16
Butcher Bend Lagoon Assoc	617.26
Security Deposit Refunds	807.75
Sewer Tap Fees	700.00

Total Receipts: \$51,719.17

Total Cash Available: \$ 63,943.61

Expenditures:

Action Telecomm	\$34.00
Appalachian Software Inc	1,892.00
Applied Industrial Tech	578.74
At & T Mobility	156.72
Auto Zone	38.18
BP Credit Card Company	714.16
Bill Bailey Insurance Agency	2,905.20
Bowles Rice McDavid Graff & Love	1,105.42
Butcher Bend Lagoon Assoc	705.94
C I Thornburg	
Cardmember Services	200.00
Cintas	290.80
Commissioner's Salaries	150.00
Cutlip Warner Development	555.60
Dominion Hope	154.00
Fasteners & Supply Inc	33.60
Frontier	672.19
Innovative Business Products	20.40
Lowe's	172.95
Mineral Wells PSD	2,087.96
Mon Power	6,756.30
Municipal Bond Commission	17,135.31
Parkersburg Office Supply	141.61
PEIA	2,221.38
Pitney Bowes	3.83
Ron's Porta Johns, Inc.	850.00
Salaries	8,764.17
Taylor's Disposal Inc	23.51
Telepage	14.32
Trimble Associates	1,125.00
Trombold Equipment	3,331.23
US Postal Service	336.87
USA Blue Book	136.45
Water Environmental Testing	327.00
WesBanco Bank	63.60
WesBanco Bank-Parkersburg-Payroll Taxes	3,769.35
WesBanco - Sewer Repair & Replacement	1,318.17

WV Division of Highways	400.00
West Virginia Labor Law	22.90
Melanie L. Wine	115.20
Retiree Health Benefit Trust Fund	462.24
WV Public Employees Retirement System	2,557.64
WV State Tax Department	642.19
Security Deposit Refunds	286.05

Total Expenditures: \$63,272.18

Balance in Sewer Revenue Fund Checking Account,  
WesBanco Bank, December 31, 2011 \$ 671.43

Accounts Payable	Mon Power	6049.70
	Cutlip Warner Development	170.00
	Trombold Equipment	4,100.56
	Ron's Porta John	625.00
	Total Accounts Payable	\$ 10,945.26

Total \$ (10,273.83)

VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: WATER FUND \*\*  
 \*\* BEGINNING DATE: 12/16/11 - ENDING DATE: 1/18/12 \*\*  
 \*\* 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						
2,313	WESBANCO BANK-PARKERSBURG	12/19/11	205395	12/19/11	842.62	221	
2,101	U S POSTAL SERVICE	12/21/11	205515	12/22/11	309.55	42,502	
2,313	WESBANCO BANK-PARKERSBURG	12/27/11	205735	12/27/11	794.85	224	
1,307	MUNICIPAL BOND COMMISSION	12/30/11	205913	12/31/11	8,116.88	226	
1,805	USDA RURAL DEVELOPMENT	12/16/11	205077	12/31/11	5,252.00	42,500	
2,106	USDA RURAL DEVELOPMENT	12/16/11	205087	12/31/11	19,807.00	42,501	
106	MON POWER	12/30/11	205891	12/31/11	244.67	42,503	
153	ACTION TELECOMM	12/30/11	205895	12/31/11	51.00	42,504	
205	BOWLES RICE MC DAVID GRAFF &	12/30/11	205896	12/31/11	1,658.13	42,505	
224	BILL BAILEY INSURANCE AGENCY	12/30/11	205897	12/31/11	4,357.80	42,506	
314	AT&T MOBILITY	12/30/11	205899	12/31/11	230.96	42,507	
438	DOMINION HOPE	12/30/11	205904	12/31/11	231.00	42,508	
486	RAYMOND BUXTON OR	12/30/11	205906	12/31/11	70.03	42,510	
486	JULIE KNIGHT	12/30/11	205908	12/31/11	70.92	42,512	
904	INNOVATIVE BUSINESS PRODUCTS	12/30/11	205909	12/31/11	30.59	42,513	
1,204	JAMES R. LETT	12/30/11	205910	12/31/11	75.00	42,514	
1,512	HD SUPPLY WATERWORKS, LTD	12/30/11	205915	12/31/11	313.00	42,516	
1,604	PARKERSBURG OFFICE SUPPLY	12/30/11	205916	12/31/11	212.40	42,517	
1,806	ROY L RADABAUGH	12/30/11	205921	12/31/11	75.00	42,518	
1,837	RESA V	12/30/11	205922	12/31/11	340.00	42,519	
1,843	CINTAS CORPORATION J67	12/30/11	205923	12/31/11	436.22	42,520	
2,005	C I THORNBURG	12/30/11	205929	12/31/11	1,603.45	42,521	
2,039	TELEPAGE	12/30/11	205937	12/31/11	10.74	42,522	
2,205	FRONTIER	12/30/11	205938	12/31/11	155.20	42,523	
2,314	WV DEPT OF TAX & REVENUE	12/30/11	205941	12/31/11	723.81	42,524	
2,315	PUBLIC EMPLOYEES RETIREMENT SY	12/30/11	205942	12/31/11	3,030.93	42,525	
2,373	WESBANCO BANK-PARKERSBURG	12/30/11	205943	12/31/11	1,828.00	42,526	
23,067	MELANIE L WINE	12/30/11	205954	12/31/11	172.80	42,527	
23,079	MARK STEWART	12/30/11	205955	12/31/11	75.00	42,528	
23,081	PITNEY BOWES	12/30/11	205956	12/31/11	5.74	42,529	
100	APPALACHIAN SOFTWARE INC	12/31/11	205987	12/31/11	2,838.00	42,530	
360	CUTLIP-WARNER DEVELOPMENT CO	12/31/11	205994	12/31/11	2,345.79	42,533	
2,313	WESBANCO BANK-PARKERSBURG	1/03/12	206260	1/03/12	941.38	227	
23,099	COUNTRY CLUB CHRYSLER-	1/03/12	206057	1/05/12	34,130.00	42,539	

## VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 12/16/11 - ENDING DATE: 1/18/12 \*\*

\*\* 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					
2,313	WESBANCO BANK-PARKERSBURG	1/09/12	206600	1/09/12	933.46	228
106	MON POWER	1/10/12	206817	1/10/12	331.18	42,540
309	CLAYWOOD PARK PSD	1/10/12	206821	1/10/12	31,639.50	42,541
2,101	U S POSTAL SERVICE	1/10/12	206832	1/10/12	114.00	42,542
2,313	WESBANCO BANK-PARKERSBURG	1/16/12	207184	1/16/12	827.32	230
1,307	MUNICIPAL BOND COMMISSION	1/16/12	207231	1/16/12	9,396.87	231
124	AT&T - STATE CALLING SERVICE	1/16/12	207205	1/16/12	8.09	42,545
133	AUTO ZONE	1/16/12	207206	1/16/12	129.36	42,546
275	BP	1/16/12	207213	1/16/12	756.11	42,547
360	CUTLIP-WARNER DEVELOPMENT CO	1/16/12	207215	1/16/12	2,971.00	42,548
401	DISCOUNT INDUSTRIAL SUPPLY COR	1/16/12	207217	1/16/12	103.29	42,549
486	CHUCK HAMILTON	1/16/12	207219	1/16/12	47.99	42,551
486	DAVID L BURKE	1/16/12	207223	1/16/12	16.76	42,555
877	HANK'S SALES & SERVICE INC.	1/16/12	207227	1/16/12	137.40	42,559
1,111	JACKSON NEWSPAPERS	1/16/12	207228	1/16/12	129.50	42,560
1,200	LOWE'S	1/16/12	207229	1/16/12	16.57	42,561
1,301	MISS UTILITY OF WV INC	1/16/12	207230	1/16/12	52.50	42,562
1,500	OHIO VALLEY MUFFLER & BRAKE	1/16/12	207239	1/16/12	58.17	42,563
1,600	PARKERSBURG SENTINEL CO	1/16/12	207240	1/16/12	1,225.08	42,564
2,002	TAYLOR'S DISPOSAL INC	1/16/12	207242	1/16/12	34.92	42,565
2,005	C I THORNBURG	1/16/12	207244	1/16/12	558.00	42,567
2,044	TRACTOR SUPPLY CREDIT PLAN	1/16/12	207245	1/16/12	6.09	42,568
2,306	WATER ENVIRONMENTAL TESTING	1/16/12	207250	1/16/12	81.00	42,569
2,308	PEIA	1/16/12	207255	1/16/12	2,573.91	42,570
20,010	BRICKSTREET INSURANCE COMPANY	1/16/12	207264	1/16/12	1,318.50	42,572
23,047	RETIREE HEALTH BNFT TRST FUND	1/16/12	207270	1/16/12	537.98	42,575
1,302	MINERAL WELLS PSD	1/18/12	207369	1/18/12	43.64	42,576
2,205	FRONTIER	1/18/12	207377	1/18/12	161.15	42,577
	CONSOLIDATED BANK ACCOUNT				145,589.80	62 *

## VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: SEWER FUND \*\*  
 \*\* BEGINNING DATE: 12/16/11 - ENDING DATE: 1/18/12 \*\*  
 \*\* 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						
2,313	WESBANCO BANK-PARKERSBURG	12/19/11	205395	12/19/11	750.32	221	
2,101	U S POSTAL SERVICE	12/21/11	205515	12/22/11	206.37	42,502	
2,313	WESBANCO BANK-PARKERSBURG	12/27/11	205735	12/27/11	765.85	224	
1,307	MUNICIPAL BOND COMMISSION	12/30/11	205913	12/31/11	5,688.40	226	
106	MON POWER	12/30/11	205891	12/31/11	1,532.95	42,503	
153	ACTION TELECOMM	12/30/11	205895	12/31/11	34.00	42,504	
205	BOWLES RICE MC DAVID GRAFF &	12/30/11	205896	12/31/11	1,105.42	42,505	
224	BILL BAILEY INSURANCE AGENCY	12/30/11	205897	12/31/11	2,905.20	42,506	
314	AT&T MOBILITY	12/30/11	205899	12/31/11	153.97	42,507	
438	DOMINION HOPE	12/30/11	205904	12/31/11	154.00	42,508	
486	JEFF ENOCH	12/30/11	205905	12/31/11	47.90	42,509	
486	JULIE KNIGHT	12/30/11	205907	12/31/11	54.70	42,511	
904	INNOVATIVE BUSINESS PRODUCTS	12/30/11	205909	12/31/11	20.40	42,513	
1,204	JAMES R. LETT	12/30/11	205910	12/31/11	50.00	42,514	
1,302	MINERAL WELLS PSD	12/30/11	205911	12/31/11	416.67	42,515	
1,604	PARKERSBURG OFFICE SUPPLY	12/30/11	205916	12/31/11	141.61	42,517	
1,806	ROY L RADABAUGH	12/30/11	205921	12/31/11	50.00	42,518	
1,843	CINTAS CORPORATION J67	12/30/11	205923	12/31/11	290.80	42,520	
2,039	TELEPAGE	12/30/11	205937	12/31/11	7.16	42,522	
2,205	FRONTIER	12/30/11	205938	12/31/11	672.19	42,523	
2,314	WV DEPT OF TAX & REVENUE	12/30/11	205941	12/31/11	642.19	42,524	
2,315	PUBLIC EMPLOYEES RETIREMENT SY	12/30/11	205942	12/31/11	2,557.64	42,525	
23,067	MELANIE L WINE	12/30/11	205954	12/31/11	115.20	42,527	
23,079	MARK STEWART	12/30/11	205955	12/31/11	50.00	42,528	
23,081	PITNEY BOWES	12/30/11	205956	12/31/11	3.83	42,529	
100	APPALACHIAN SOFTWARE INC	12/31/11	205987	12/31/11	1,892.00	42,530	
101	APPLIED INDUSTRIAL TECHNOLOGIE	12/31/11	205988	12/31/11	223.30	42,531	
360	CUTLIP-WARNER DEVELOPMENT CO	12/31/11	205993	12/31/11	555.60	42,532	
1,302	MINERAL WELLS PSD	12/31/11	205998	12/31/11	766.86	42,534	
2,312	WESBANCO BANK-PARKERSBURG	12/31/11	206002	12/31/11	1,318.17	42,535	
23,023	RON'S PORTA JOHNS, INC.	12/31/11	206005	12/31/11	850.00	42,536	
23,046	BUTCHER BEND LAGOON ASSOC	12/31/11	206008	12/31/11	705.94	42,537	
2,313	WESBANCO BANK-PARKERSBURG	1/03/12	206260	1/03/12	795.79	227	

VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: SEWER FUND \*\*  
 \*\* BEGINNING DATE: 12/16/11 - ENDING DATE: 1/18/12 \*\*  
 \*\* 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					
2,005	C I THORNBURG	1/03/12	206051	1/05/12	4,564.44	42,538
2,313	WESBANCO BANK-PARKERSBURG	1/09/12	206600	1/09/12	665.32	228
106	MON POWER	1/10/12	206817	1/10/12	6,049.70	42,540
2,101	U S POSTAL SERVICE	1/10/12	206832	1/10/12	76.00	42,542
23,023	RON'S PORTA JOHNS, INC.	1/10/12	206835	1/10/12	625.00	42,543
2,101	U S POSTAL SERVICE	1/11/12	206902	1/12/12	131.66	42,544
2,313	WESBANCO BANK-PARKERSBURG	1/16/12	207184	1/16/12	734.37	230
1,307	MUNICIPAL BOND COMMISSION	1/16/12	207231	1/16/12	7,865.03	231
124	AT&T - STATE CALLING SERVICE	1/16/12	207205	1/16/12	5.39	42,545
133	AUTO ZONE	1/16/12	207206	1/16/12	111.31	42,546
275	BP	1/16/12	207213	1/16/12	504.07	42,547
360	CUTLIP-WARNER DEVELOPMENT CO	1/16/12	207215	1/16/12	170.00	42,548
401	DISCOUNT INDUSTRIAL SUPPLY COR	1/16/12	207217	1/16/12	68.86	42,549
486	SCOTT FORTNEY	1/16/12	207218	1/16/12	53.18	42,550
486	AMERICAN TRAILERS	1/16/12	207220	1/16/12	10.89	42,552
486	SONNY WATKINS	1/16/12	207221	1/16/12	33.66	42,553
486	PEYTON WALCHER	1/16/12	207222	1/16/12	81.98	42,554
486	CARLA M TANNER	1/16/12	207224	1/16/12	19.81	42,556
486	REGINA GOODWIN	1/16/12	207225	1/16/12	54.18	42,557
600	FASTENERS & SUPPLY INC	1/16/12	207226	1/16/12	49.00	42,558
877	HANK'S SALES & SERVICE INC.	1/16/12	207227	1/16/12	91.60	42,559
1,200	LOWE'S	1/16/12	207229	1/16/12	74.86	42,561
1,301	MISS UTILITY OF WV INC	1/16/12	207230	1/16/12	35.00	42,562
1,500	OHIO VALLEY MUFFLER & BRAKE	1/16/12	207239	1/16/12	38.78	42,563
1,600	PARKERSBURG SENTINEL CO	1/16/12	207240	1/16/12	377.38	42,564
2,002	TAYLOR'S DISPOSAL INC	1/16/12	207242	1/16/12	23.28	42,565
2,004	TROMBOLD EQUIPMENT CO INC	1/16/12	207243	1/16/12	4,100.56	42,566
2,044	TRACTOR SUPPLY CREDIT PLAN	1/16/12	207245	1/16/12	4.06	42,568
2,306	WATER ENVIRONMENTAL TESTING	1/16/12	207250	1/16/12	518.00	42,569
2,308	PEIA	1/16/12	207255	1/16/12	2,229.55	42,570
2,319	WV DEP	1/16/12	207257	1/16/12	775.00	42,571
20,010	BRICKSTREET INSURANCE COMPANY	1/16/12	207264	1/16/12	879.00	42,572
23,023	RON'S PORTA JOHNS, INC.	1/16/12	207268	1/16/12	425.00	42,573
23,030	OMNI-SITE.NET	1/16/12	207269	1/16/12	276.00	42,574
23,047	RETIREE HEALTH BNFT TRST FUND	1/16/12	207270	1/16/12	464.02	42,575

VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: SEWER FUND \*\*  
 \*\* BEGINNING DATE: 12/16/11 - ENDING DATE: 1/18/12 \*\*  
 \*\* 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						
1,302	MINERAL WELLS PSD	1/18/12	207369	1/18/12	29.09	42,576	
2,205	FRONTIER	1/18/12	207377	1/18/12	677.38	42,577	
	CONSOLIDATED BANK ACCOUNT				58,416.84	70	*

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

Check No.	Name	Check Amt.	Check Date
3482	Todd R. Anderson	\$641.58	12/22/2011
3483	Dennis R. Brown	\$392.56	12/22/2011
3484	William H. Byers, Jr.	\$652.52	12/22/2011
3485	Cathy J. Dyer	\$479.68	12/22/2011
3486	Linda K. Watson	\$416.61	12/22/2011
3487	Darin L. Crites	\$319.20	12/22/2011
3488	Nellie B. Radcliff	\$357.25	12/22/2011
3489	Mark A. Dennis	\$374.00	12/22/2011
3490	Todd R. Anderson	\$641.57	12/29/2011
3491	Dennis R. Brown	\$392.56	12/29/2011
3492	William H. Byers, Jr.	\$594.82	12/29/2011
3493	Cathy J. Dyer	\$479.68	12/29/2011
3494	Linda K. Watson	\$416.62	12/29/2011
3495	Darin L. Crites	\$327.27	12/29/2011
3496	Nellie B. Radcliff	\$357.27	12/29/2011
3497	Mark A. Dennis	\$374.00	12/29/2011
3498	Todd R. Anderson	\$858.89	1/5/2012
3499	Dennis R. Brown	\$392.57	1/5/2012
3500	William H. Byers, Jr.	\$559.32	1/5/2012
3501	Cathy J. Dyer	\$481.68	1/5/2012
3502	Linda K. Watson	\$417.62	1/5/2012
3503	Darin L. Crites	\$573.62	1/5/2012
3504	Nellie B. Radcliff	\$357.27	1/5/2012
3505	Mark A. Dennis	\$374.00	1/5/2012
3506	Todd R. Anderson	\$740.82	1/12/2012
3507	Dennis R. Brown	\$399.18	1/12/2012
3508	William H. Byers, Jr.	\$554.28	1/12/2012
3509	Cathy J. Dyer	\$481.67	1/12/2012
3510	Linda K. Watson	\$417.60	1/12/2012
3511	Darin L. Crites	\$405.95	1/12/2012
3512	Nellie B. Radcliff	\$357.25	1/12/2012
3513	Mark A. Dennis	\$374.00	1/12/2012
3514	Todd R. Anderson	\$643.59	12/15/2011
3515	Dennis R. Brown	\$392.55	12/15/2011
3516	William H. Byers, Jr.	\$596.81	12/15/2011
3517	Cathy J. Dyer	\$481.69	12/15/2011
3518	Linda K. Watson	\$417.62	12/15/2011
3519	Darin L. Crites	\$349.46	12/15/2011
3520	Nellie B. Radcliff	\$357.27	12/15/2011
3521	Mark A. Dennis	\$374.02	12/15/2011



**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE  
DECEMBER 16, 2011 – JANUARY 19, 2012**

1. Copy of letter dated December 15, 2011, to Mineral Wells PSD, from Virginia McDonald, RUS, regarding the District's request to utilize reserve funds to make debt service payments in the amount of \$16,505.00 has been approved.
2. E-mail dated December 15, 2011, to Department of Environmental Protection, from Linda Watson, attaching the Discharge Monitoring Report for the month of November 2011.
3. E-mail dated December 15, 2011, to Dominick Cerrone, Cerrone Associates, from Linda Watson, attaching the Discharge Monitoring Report for the month of November 2011.
4. Copy of letter dated December 16, 2011, to Vickie Priddy, WV Public Service Commission, from Cathy Dyer, enclosing (6) six copies of the Mineral Wells PSD Tariff No. 10.
5. Copy of letter dated December 16, 2011, to Virginia McDonald, RUS, from Cathy Dyer, enclosing a check in the amount of \$19,807.00 for loan payments and a check in the amount of \$5,252.00 for loan payments.
6. The West Virginia Environmental Training Center presents upcoming training courses.
7. Letter dated December 16, 2011, to Cathy Dyer, from Debbie Britt, West Virginia Rural Water Association, reminder of Voting membership dues for this year are due for renewal on February 1, 2012.
8. E-mail dated December 16, 2011, to Mineral Wells PSD, from Mike Dill, WVRWA, regarding training for January.
9. Carbon Copy of letter dated December 15, 2011, to Virginia McDonald, RUS, from Andrea Westhoff, Project Administrator, Cerrone Associates, regarding the Water System Telemetry System.
10. Fax dated December 19, 2011, to WV Environmental Training, from Linda Watson, attaching a completed course registration form for William H. Byers, Jr., to attend Backflow Tester Certification class.

**Mineral Wells PSD  
List of Correspondence  
January 19, 2012  
Page 2**

11. Letter dated December 15, 2011, to Mineral Wells PSD, from Virginia McDonald, RUS, stating the District's request to utilize reserve funds to make debt service payments to Rural Development has been approved.
12. Notice of Policy Cancellation on Cutlip & Warner Development effective November 14, 2011.
13. Letter dated August 18, 2011, to Mineral Wells PSD, from Michelle Cochran, Department of Health and Human Resources, regarding the WVWSET survey.
14. Confirmation numbers on payments to the Municipal Bond Commission in the amount of \$12,726.90.
15. Copy of letter dated December 19, 2011, to WV Infrastructure & Jobs Development Co., from Cathy Dyer, regarding the following deposits were made to the Municipal Bond Commission in the amounts of \$811.69 and \$175.90 for Water System Revenue Bonds, Series 2004.
16. Copy of letter dated December 19, 2011, to West Virginia Water Development Authority, from Cathy Dyer, regarding the following deposit was made to the Municipal Bond Commission in the amount of \$2,288.88 for the Sewage System Revenue Bonds, Series 2003.
17. Copy of letter dated December 19, 2011, to West Virginia Division of Highways Finance Division, from Cathy Dyer, enclosing a check in the amount of \$400.00 for Authorization No. PS1613R Permit No. 03-11-0248.
18. Fax dated December 19, 2011, to Carol Jackson, Mid Ohio Valley Regional Council, from Cathy Dyer, attaching a billing reprint for service address at 100 Sams Creek Rd.
19. Certificate Of Liability Insurance dated December 19, 2011, to Mineral Wells PSD, for Cutlip-Warner Development.
20. Copy of letter dated December 19, 2011, to Dominick Cerrone, Cerrone Associates, from Cathy Dyer, enclosing four (4) copies of the Agreement for Engineering Services for the Water Telemetering Project.

**Mineral Wells PSD  
List of Correspondence  
January 19, 2012  
Page 3**

21. Fax dated December 20, 2011, to Mineral Wells PSD, from Union Williams PSD, regarding the monthly PSD meeting to be held December 21, 2011 at Lubeck PSD.
22. Copy of letter dated December 20, 2011, to Marty Seufer, Wood County Commission, from Cathy Dyer, enclosing an approved copy of the Minutes of the Regular Board Meeting held November 17, 2011.
23. Fax dated December 20, 2011, to Teresa, ARC, from Linda Watson, attaching a completed W-9 form.
24. Letter dated December 15, 2011, to Mineral Wells Public Service District, from Erie Insurance, regarding the policy for Cutlip & Warner Development has been cancelled effective November 14, 2011.
25. E-mail dated December 22, 2011, to Cathy Dyer, from Brianne Blum, Cerrone Associates, attaching the revised Advertisement for Bid for the Mineral Wells Sewer System Improvements project.
26. E-mail dated December 22, 2011, to Legal Ads, Parkersburg News & Sentinel, from Cathy Dyer, attaching Advertisement for Bids to run as a legal ad in the newspaper for the Sewer system Improvements project.
27. State of West Virginia National Pollutant Discharge Elimination System Discharge Monitoring Report, for Liberty Truck Stop for the month of December 2011.
28. Notice of office closed for the Holidays, December 23, 2011 thru December 26, 2011.
29. E-mail dated December 23, 2011, to Mineral Wells PSD, from Public Service Commission, to Mineral Wells PSD, regarding the Initial Staff Memo.
30. E-mail dated December 27, 2011, to Mineral Wells PSD, from Sara Boardman, regarding the monthly bond payment reminder.
31. E-mail dated December 29, 2011, to Mineral Wells PSD, from Walter Frazier, ASI, attaching Payroll Enhancements to be updated.

**Mineral Wells PSD  
List of Correspondence  
January 19, 2012  
Page 4**

32. Letter dated December 23, 2011, to Mineral Wells PSD, from Sandra Squire, Public Service Commission, enclosing a copy of the Staff memorandum.
33. Letter dated December 27, 2011, to Todd Anderson, Operations Manager, from Kim DeVaughn, Northern Jackson Herald Newspaper, regarding the Invoice from Cerrone Associates dated October 20, 2011.
34. Letter to Mineral Wells PSD, from The Labor Law Poster Service, regarding our recent order.
35. Fax dated January 3, 2012, 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 December 2011.
36. West Virginia Certificate of Insurance on the 2012 Dodge Ram 1 ton Diesel.
37. E-mail dated January 3, 2012, to Adam Hodges, Public Service Commission, from Cathy Dyer, attaching copies of the 2011 Claywood PSD invoices.
38. Client Bulletin from Suttle & Stalnaker, January 2012.
39. \*\*\*\*Letter dated January 3, 2012, to Mineral Wells PSD, from Bonnie Boston, Utilities Analyst II, regarding The Water and Wastewater Division's Staff of the Public Service Commission of West Virginia Commission has conducted a review of your 2011 Annual Report. (Water & Sewer)
40. E-mail dated January 4, 2012, to Cathy Dyer, from Virginia McDonald, RUS, regarding information for the SCADA project.
41. Purchase agreement, title and odometer disclosure statement for the 2012 Dodge Ram 350.

**Mineral Wells PSD**  
**List of Correspondence**  
**January 19, 2012**  
**Page 5**

42. Letter dated January 3, 2012, to Mineral Wells PSD, from Conrad Bramlee, Public Service Commission, regarding the review of the 2011 Annual Report.
43. Bacteriological Examination of Water from Public Water Distribution System for December 2011.
44. Material Safety Data Sheet from Aulick Chemical Solutions, Inc., for SC-408.
45. Copy of letter dated January 5, 2012, to Virginia McDonald, RUS, from Cathy Dyer, regarding the Notice of Intent to File Application for the SCADA System Updates Project.
46. Confirmation numbers for payments made to the Municipal Bond Commission in the amount of \$13,805.28.
47. Copy of letter dated January 5, 2012, 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.
48. E-mail dated January 5, 2012, to Cathy Dyer, from Steve Hardman, Bowles Rice, regarding the Northern Jackson PSD.
49. State of West Virginia National Pollutant Discharge Elimination System Discharge Monitoring Report for Walmart for the months of October, November and December 2011.
50. State of West Virginia National Pollutant Discharge Elimination System Discharge Monitoring Report for Pepsi for the months of October, November and December 2011.
51. Fax dated January 4, 2012, to Action Answering Service, from Mineral Wells PSD, attaching the Turned off for Non-payment list.
52. Pitney Bowes updates.

**Mineral Wells PSD**  
**List of Correspondence**  
**January 19, 2012**  
**Page 6**

53. Letter dated December 30, 2011, to Mineral Wells PSD, from Parkersburg News & Sentinel, regarding upcoming changes for 2012.
54. National Pollutant Discharge Elimination System Discharge Monitoring Report State of West Virginia for the month of December 2011.
55. Letter dated January 4, 2012, to Mineral Wells PSD, from Debbie Britt, West Virginia Rural Water Association, regarding the West Virginia Rural Water Association Scholarship Program.
56. Letter to Cathy Dyer, from West Virginia Rural Water Association, regarding FY 2012 Appropriations.
57. West Virginia Rural Water Association – Custom Training.
58. WesBanco Trust and Investments for January 1, 2011 to December 31, 2011.
59. E-mail dated January 9, 2012, to Wirt County Journal, from Cathy Dyer, attaching notice of Special Board Meeting to be held Tuesday, January 17, 2012 at 10:00 at Comfort Suites.
60. Fax dated January 9, 2012, to Parkersburg News & Sentinel, from Cathy Dyer, attaching notice of Special Board Meeting to be held Tuesday, January 17, 2012 at 10:00 at Comfort Suites.
61. Fax dated January 9, 2012, to Jackson Herald Newspaper, from Cathy Dyer, attaching notice of Special Board Meeting to be held Tuesday, January 17, 2012 at 10:00 at Comfort Suites.
62. Letter dated January 6, 2012, to Mineral Wells PSD, from Brickstreet, regarding Renewal Quote Proposal.
63. Invoice dated January 9, 2012, to Liberty Truck Stop, from Mineral Wells PSD, attaching an invoice in the amount of \$140.00 for oil and grease sampling.
64. Invoice dated January 9, 2012, to Pepsi Cola, from Mineral Wells PSD, attaching an invoice in the amount of \$65.00 for oil and grease sampling.

**Mineral Wells PSD**  
**List of Correspondence**  
**January 19, 2012**  
**Page 7**

65. Invoice dated January 9, 2012, to Wal-Mart Stores, from Mineral Wells PSD, attaching an invoice in the amount of \$65.00 for oil and grease sampling.
66. Copy of letter dated January 9, 2012, to Oaks Trailer Par, from Cathy Dyer, regarding upcoming sewer rates.
67. Information for Frontier West Virginia Inc. Business Customers.
68. E-mail dated January 10, 2012, to Cathy Dyer, from Steven Hardman, Bowles Rice, regarding Affidavit of Publication for Parkersburg News & Sentinel, Wirt County Journal and Jackson Herald Newspaper.
69. Mineral Wells VFD stating 900 gallons of water used for fire fighting and 0 gallons used for training purposes for the month of December 2011.
70. Tips and Hints for USDA Rural Development Loan Responsibilities.
71. \*\*\*\*Letter dated January 10, 2012, to Mineral Wells PSD, from Sandra Squire, Public Service Commission, enclosing copies of the Staff memorandum for the Rule 30B application to pass through increased purchased water costs from the Claywood PSD.
72. Letter dated January 9, 2012, to Mineral Wells PSD, from Cerrone Associates, attaching Addendum #1 for the Sewer System Improvements Project.
73. Fax dated January 12, 2012, to Jackson Herald Newspaper, from Mineral Wells PSD, attaching notice of the Regular Board Meeting to be inserted in the paper on Tuesday, January 17, 2012.
74. E-mail dated January 12, 2012, to Wirt County Journal, from Cathy Dyer, attaching notice of the Regular Board Meeting to be inserted in the paper on Wednesday, January 19, 2012.
75. Fax dated January 12, 2012, to Parkersburg News & Sentinel, from Cathy Dyer, attaching notice of the Regular Board Meeting to be inserted in the paper on Monday, January 16, 2012.

**Mineral Wells PSD  
List of Correspondence  
January 19, 2012  
Page 8**

76. Mountain State Water Line, A Publication of the West Virginia Rural Water Association, Winter 2011.
77. \*\*\*\*Letter dated January 10, 2012, to Cathy Dyer, from Todd Grinstead, General Manager, Claywood Park PSD, enclosing the 2011 Annual Drinking Water Quality Report.
78. Exemption Certificate for Custom Trucks Plus.
79. \*\*\*\*Letter dated January 12, 2012, to Mineral Wells PSD, from Virginia McDonald, RUS, advising that the Engineering Agreement dated December 2, 2011 between the District and Cerrone Associates, Inc. is acceptable to Rural Development.
80. Fax dated January 17, 2012, to Mineral Wells PSD, from Union Williams PSD, regarding the monthly PSD meeting to be held at Mineral Wells PSD at 12:00.
81. Exemption Certificate for Comfort Suites.
82. Certificate of Insurance to Mineral Wells PSD from Erie Insurance Group on Ron's Porta Johns, Inc.
83. E-mail dated January 17, 2012, to Todd Anderson, Operations Manager, from Tessa Bosley, Bosley Construction, attaching a proposal for the water main extension on Price Rd in the amount of \$10,977.00.



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)	(515,499.96)	(82,147.16)	95.61	(503,770.90)	48.86	527,229.10
METERED SALES-COMMERCIAL	1 461 200 00	(177,000.00)	(88,500.00)	(13,982.73)	94.79	(91,292.61)	51.57	85,707.39
METERED SALES-INDUSTRIAL	1 461 300 00	(5,000.00)	(2,499.96)	(216.96)	52.07	(2,373.69)	47.47	2,626.31
METERED SALES-PUBLIC AUTHORITY	1 461 400 00	(900.00)	(450.00)	(54.24)	72.32	(267.26)	29.69	632.74
TOTAL METERED SALES		(1213,900.00)	(606,949.92)	(96,401.09)	95.29	(597,704.46)	49.23	616,195.54
OTHER REVENUES								
FORFEITED DISCOUNTS	1 470 000 00	(21,000.00)	(10,500.00)	(1,873.50)	107.05	(12,152.36)	57.86	8,847.64
MISCELLANEOUS SERVICE REVENUE	1 471 000 00	(3,000.00)	(1,500.00)	(426.00)	170.40	(1,326.00)	44.20	1,674.00
METER LEASE - MOBILE HOME PARK	1 472 500 00	(1,115.00)	(557.46)	.00		(892.00)	80.00	223.00
INTERDEPARTMENT RENTS	1 473 000 00	(5,000.00)	(2,499.96)	.00		(2,083.35)	41.66	2,916.65
OTHER WATER REVENUES	1 474 000 00	(9,000.00)	(4,500.00)	(320.10)	42.68	(3,293.10)	36.59	5,706.90
TOTAL OTHER REVENUES		(39,115.00)	(19,557.42)	(2,619.60)	80.36	(19,746.81)	50.48	19,368.19
TOTAL REVENUES		(1253,015.00)	(626,507.34)	(99,020.69)	94.83	(617,451.27)	49.27	635,563.73

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	212,499.96	31,639.50	89.33	201,504.90	47.41	(223,495.10)
PURCHASED WATER PARKERBURG	1 602 100 00	2,000.00	999.96	.00		3,943.60	197.18	1,943.60
		=====	=====	=====	=====	=====	=====	=====
TOTAL SOURCE OF SUPPLY		427,000.00	213,499.92	31,639.50	88.91	205,448.50	48.11	(221,551.50)
PUMPING								
OPERATION								
POWER PURCHASED PUMPING	1 623 000 00	7,000.00	3,499.98	662.26	113.53	3,215.53	45.93	(3,784.47)
PUMPING LABOR	1 624 000 00	5,000.00	2,499.96	385.69	92.56	3,802.20	76.04	(1,197.80)
PUMPING EXPENSES	1 624 001 00	4,000.00	1,999.98	326.00	97.80	4,899.25	122.48	899.25
		-----	-----	-----	-----	-----	-----	-----
TOTAL OPERATION		16,000.00	7,999.92	1,373.95	103.04	11,916.98	74.48	(4,083.02)
MAINTENANCE								
MAINT STRUCTURES & IMPROVEMENT	1 631 000 00	600.00	300.00	.00		.00		(600.00)
MAINT PUMPING EQUIPMENT	1 633 000 00	3,800.00	1,899.96	385.06	121.60	2,027.53	53.35	(1,772.47)
		-----	-----	-----	-----	-----	-----	-----
TOTAL MAINTENANCE		4,400.00	2,199.96	385.06	105.01	2,027.53	46.08	(2,372.47)
		=====	=====	=====	=====	=====	=====	=====
TOTAL PUMPING		20,400.00	10,199.88	1,759.01	103.47	13,944.51	68.35	(6,455.49)
TRANSMISSION & DISTRIBUTION								
OPERATION								
TRANS & DIST LINE EXPENSE	1 662 000 00	20,000.00	9,999.96	1,705.49	102.32	10,113.45	50.56	(9,886.55)
METER EXPENSE	1 663 000 00	10,000.00	4,999.98	1,293.84	155.26	4,066.71	40.66	(5,933.29)
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TOTAL OPERATION		30,000.00	14,999.94	2,999.33	119.97	14,180.16	47.26	(15,819.84)
MAINTENANCE								
MAINT STRUCTURES & IMPROVEMENT	1 671 000 00	3,500.00	1,749.96	195.03	66.86	996.56	28.47	(2,503.44)
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	12,499.98	1,415.93	67.96	16,774.34	67.09	(8,225.66)
MAINTENANCE OF SERVICES T & D	1 675 000 00	25,000.00	12,499.98	1,430.15	68.64	11,175.66	44.70	(13,824.34)
MAINTENANCE OF METERS T & D	1 676 000 00	1,500.00	750.00	.00		1,270.09	84.67	(229.91)
MAINTENANCE OF HYDRANT T & D	1 677 000 00	2,000.00	999.96	.00		125.53	6.27	(1,874.47)
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TOTAL MAINTENANCE		57,000.00	28,499.88	3,041.11	64.02	31,542.18	55.33	(25,457.82)
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TOTAL TRANS. & DISTRIBUTION		87,000.00	43,499.82	6,040.44	83.31	45,722.34	52.55	(41,277.66)

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
<b>CUSTOMER SERVICE EXPENSES</b>								
OPERATION								
METER READING EXPENSES	1 902 000 00	6,100.00	3,049.98	582.72	114.63	3,433.60	56.28	(2,666.40)
BILLING & COLLECTING - LABOR	1 903 100 00	31,000.00	15,499.98	2,824.86	109.34	14,447.59	46.60	(16,552.41)
BILLING & COLLECTING - EXPENSE	1 903 200 00	5,000.00	2,499.96	419.38	100.65	3,989.49	79.78	(1,010.51)
UNCOLLECTIBLE ACCOUNTS	1 904 000 00	3,000.00	1,500.00	.00		.00		(3,000.00)
TOTAL CUSTOMER SERVICE EXPENS		45,100.00	22,549.92	3,826.96	101.82	21,870.68	48.49	(23,229.32)
<b>ADMINISTRATIVE &amp; GENERAL</b>								
OPERATION								
ADMIN & GENERAL SALARIES	1 920 000 00	53,000.00	26,499.96	5,785.47	130.99	28,705.51	54.16	(24,294.49)
EXPENSES GENERAL EMPLOYEES	1 920 200 00	25,000.00	12,499.98	.00		563.60	2.25	(24,436.40)
OFFICE SUPPLIES & EXPENSE	1 921 000 00	8,000.00	3,999.96	1,532.69	229.90	11,097.01	138.71	3,097.01
OUTSIDE SERVICES EMPLOYED	1 923 000 00	8,000.00	3,999.96	.00		7,065.00	88.31	(935.00)
ATTORNEY	1 923 001 00	600.00	300.00	.00		5,946.44	991.07	5,346.44
ENGINEERING CONSULTANTS	1 923 004 00	.00	.00	.00		(21,504.54)		(21,504.54)
PROPERTY INSURANCE	1 924 000 00	16,200.00	8,100.00	.00		13,169.27	81.29	(3,030.73)
EMPLOYEES WELFARE EXPENSE	1 926 100 00	.00	.00	766.52		1,619.56		1,619.56
EMPLOYEES PENSIONS/BENEFITS	1 926 200 00	50,000.00	24,999.96	4,462.14	107.09	23,276.13	46.55	(26,723.87)
EMPLOYEE BENEFIT BRICKSTREET	1 926 210 00	4,400.00	2,199.96	.00		842.64	19.15	(3,557.36)
EMPLOYEE VACATION PAY	1 926 300 00	10,550.00	5,274.96	818.16	93.06	4,959.42	47.00	(5,590.58)
EMPLOYEES HOLIDAY PAY	1 926 400 00	7,900.00	3,949.98	2,137.74	324.72	4,384.14	55.49	(3,515.86)
EMPLOYEES SICK PAY	1 926 500 00	7,900.00	3,949.98	445.76	67.71	1,499.65	18.98	(6,400.35)
EMPLOYEES' FUNERAL LEAVE PAY	1 926 600 00	.00	.00	120.96		120.96		120.96
COMP TIME	1 926 700 00	2,200.00	1,099.98	292.57	159.58	1,130.15	51.37	(1,069.85)
OPEB/WV RETIREE HEALTH BENEFIT	1 926 800 00	35,000.00	17,499.96	8,575.20	294.00	17,150.40	49.00	(17,849.60)
REGULATORY COMMISSION EXPENSE	1 928 000 00	4,400.00	2,199.96	.00		.00		(4,400.00)
MISCELLANEOUS GENERAL EXPENSE	1 930 200 00	6,000.00	3,000.00	1,172.54	234.50	2,412.06	40.20	(3,587.94)
TOTAL OPERATION		239,150.00	119,574.60	26,109.75	131.01	102,437.40	42.83	(136,712.60)
MAINTENANCE OF GENERAL PLANT	1 932 000 00	2,000.00	999.96	218.88	131.33	543.81	27.19	(1,456.19)
TRANSPORTATION EXPENSES	1 933 000 00	16,000.00	7,999.98	1,564.73	117.35	7,836.43	48.97	(8,163.57)
<b>ADMINISTRATIVE &amp; GENERAL</b>								
TOTAL OPERATION & MAINTENANCE		836,650.00	418,324.08	71,159.27	102.06	397,803.67	47.54	(438,846.33)

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	154,800.00	.00		74,651.00	24.11	(234,949.00)
FICA EXPENSE	1 408 100 00	13,500.00	6,750.00	1,278.83	113.67	6,430.33	47.63	(7,069.67)
TOTAL OPERATING EXPENSES		1159,750.00	579,874.08	72,438.10	74.95	478,885.00	41.29	(680,865.00)
OTHER INCOME & DEDUCTIONS								
INTEREST & DIVIDEND INCOME	1 419 000 00	(1,200.00)	(600.00)	(20.49)	20.49	(261.66)	21.80	938.34
INTEREST ON LONGTERM DEBT	1 427 000 00	197,500.00	98,749.98	17,247.16	104.79	104,182.52	52.75	(93,317.48)
OTHER INTEREST EXPENSE	1 431 000 00	150.00	75.00	6.79	54.32	88.13	58.75	(61.87)
TOTAL OTHER INCOME & DEDUCTIO		196,450.00	98,224.98	17,233.46	105.26	104,008.99	52.94	(92,441.01)
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NET INCOME		103,185.00	51,591.72	(9,349.13)	108.72-	(34,557.28)	33.49-	(137,742.28)

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)	(253,999.98)	(39,166.96)	92.52	(245,945.49)	48.41	262,054.51
DOMESTIC SERVICE-COMMERCIAL	2 602 000 00	(178,950.00)	(89,475.00)	(13,139.31)	88.10	(85,525.35)	47.79	93,424.65
DOMESTIC SERVICE-PUBLIC AUTHOR	2 603 000 00	(1,050.00)	(525.00)	(61.78)	70.60	(373.44)	35.56	676.56
DOMESTIC SALES-INDUSTRIAL	2 604 000 00	(4,000.00)	(1,999.98)	(130.65)	39.19	(1,900.99)	47.52	2,099.01
BUTCHER BEND SEWER	2 605 000 00	(250.00)	(124.98)	(17.46)	83.82	(107.23)	42.89	142.77
TOTAL SALES OF SEWER SERVICE		(692,250.00)	(346,124.94)	(52,516.16)	91.03	(333,852.50)	48.22	358,397.50
OTHER SEWER REVENUES								
FORFEITED DISCOUNTS & PENALTY	2 612 000 00	(13,500.00)	(6,750.00)	(1,055.88)	93.85	(6,633.47)	49.13	6,866.53
MISC SEWERAGE REVENUES	2 615 000 00	(600.00)	(300.00)	.00		(550.00)	91.66	50.00
TOTAL OTHER SEWER REVENUES		(14,100.00)	(7,050.00)	(1,055.88)	89.86	(7,183.47)	50.94	6,916.53
TOTAL REVENUES		(706,350.00)	(353,174.94)	(53,572.04)	91.01	(341,035.97)	48.28	365,314.03
OPERATION/MAINTENANCE EXPENSE								
COLLECTING EXPENSES								
MAINT SERVICE CONN & TRAP	2 705 100 00	2,500.00	1,249.98	52.38	25.14	1,921.56	76.86	(578.44)
MAINT COLLECT & TRANS MAINS	2 705 200 00	13,000.00	6,499.98	312.61	28.85	10,373.48	79.79	(2,626.52)
TOTAL COLLECTING EXPENSES		15,500.00	7,749.96	364.99	28.25	12,295.04	79.32	(3,204.96)
PUMPING EXPENSES								
OPERATION LABOR-PUMPING	2 722 000 00	7,000.00	3,499.98	995.14	170.59	4,692.05	67.02	(2,307.95)
POWER LIFT STATIONS	2 723 100 00	18,000.00	9,000.00	1,832.59	122.17	9,135.01	50.75	(8,864.99)
POWER GRINDER PUMPS	2 723 200 00	6,600.00	3,300.00	912.94	165.98	3,121.13	47.28	(3,478.87)
SUPPLIES-EXP LIFT STA GRINDERS	2 724 000 00	13,000.00	6,499.98	5,569.87	514.14	8,609.23	66.22	(4,390.77)
MNT PUMPING-LIFT STATIONS	2 727 100 00	32,000.00	15,999.96	2,964.22	111.15	13,808.24	43.15	(18,191.76)
MAINT OTHER PUMPING EQUIPMENT	2 727 200 00	42,000.00	21,000.00	5,902.89	168.65	20,909.44	49.78	(21,090.56)
TOTAL PUMPING EXPENSES		118,600.00	59,299.92	18,177.65	183.92	60,275.10	50.82	(58,324.90)

Mineral Wells PSD  
 GENERAL LEDGER  
 SEWER INCOME STATEMENT

TITLE	ACCOUNT #	ANNUAL BUDGET	PRORATED BUDGET	MONTH BALANCE	%	Y-T-D BALANCE	%	EXCESS BUDGET
<b>TREATMENT &amp; DISPOSAL EXPENSES</b>								
OPERATION LABOR-TREATMENT	2 742 000 00	17,000.00	8,499.96	1,013.22	71.52	5,728.30	33.69	(11,271.70)
SUPPLIES AND EXPENSES-PLANT	2 743 100 00	31,000.00	15,499.98	1,493.89	57.82	18,400.08	59.35	(12,599.92)
CHEMICAL TREATMENT EXP-PLANT	2 743 200 00	16,000.00	7,999.98	.00		11,553.65	72.21	(4,446.35)
POWER EXPENSE-PLANT	2 743 300 00	53,000.00	26,499.96	9,989.71	226.18	29,837.94	56.29	(23,162.06)
MAINT OF STRUCTURE & IMPROVEMT	2 745 000 00	3,100.00	1,549.98	215.88	83.56	1,081.18	34.87	(2,018.82)
MAINT OF T & D SYS EQUIPMENT	2 746 000 00	5,500.00	2,749.98	253.78	55.37	2,321.38	42.20	(3,178.62)
<b>TOTAL TREATMENT &amp; DISPOSAL</b>		<b>125,600.00</b>	<b>62,799.84</b>	<b>12,966.48</b>	<b>123.88</b>	<b>68,922.53</b>	<b>54.87</b>	<b>(56,677.47)</b>
<b>BILLING &amp; COLLECTING EXPENSES</b>								
METER READING LABOR	2 782 000 00	6,000.00	3,000.00	539.68	107.93	3,212.25	53.53	(2,787.75)
BILLING & COLLECTING LABOR	2 783 100 00	24,000.00	12,000.00	2,263.23	113.16	11,490.70	47.87	(12,509.30)
BILLING & COLLECTING EXPENSE	2 783 200 00	7,500.00	3,750.00	451.56	72.24	3,992.95	53.23	(3,507.05)
<b>TOTAL BILLING &amp; COLLECTING</b>		<b>37,500.00</b>	<b>18,750.00</b>	<b>3,254.47</b>	<b>104.14</b>	<b>18,695.90</b>	<b>49.85</b>	<b>(18,804.10)</b>
<b>ADMINISTRATIVE/GENERAL EXPENSE</b>								
ADMIN & GENERAL SALARIES	2 790 000 00	33,000.00	16,500.00	3,459.59	125.80	17,055.91	51.68	(15,944.09)
GENERAL SALARIES-OPERATIONS	2 790 100 00	500.00	249.96	.00		.00		(500.00)
EXPENSES-GENERAL OFFICERS	2 792 100 00	15,000.00	7,500.00	.00		.00		(15,000.00)
EXPENSES-GENERAL EMPLOYEES	2 792 200 00	8,000.00	3,999.96	.00		.00		(8,000.00)
OFFICE SUPPLIES & EXPENSES	2 793 000 00	15,000.00	7,500.00	859.12	68.72	6,926.78	45.51	(8,173.22)
SPECIAL SERVICES	2 795 000 00	8,000.00	3,999.96	1,125.00	168.75	5,835.00	72.93	(2,165.00)
SPECIAL SERVICE ENGINEER	2 795 100 00	.00	.00	.00		(14,336.35)		(14,336.35)
SPECIAL LEGAL SERVICES	2 796 000 00	1,000.00	499.98	.00		1,285.42	128.54	285.42
REGULATORY COMMISSION	2 797 000 00	2,700.00	1,350.00	.00		.00		(2,700.00)
INSURANCE	2 798 000 00	17,000.00	8,499.96	.00		8,779.52	51.64	(8,220.48)
INJURIES/DAMAGES	2 799 000 00	1,000.00	499.98	.00		.00		(1,000.00)
EMPLOYEES WELFARE EXPENSES	2 800 100 00	1,000.00	499.98	.00		.00		(1,000.00)
EMPLOYEE PENSION & BENEFITS	2 800 200 00	40,000.00	19,999.98	3,803.02	114.09	19,070.34	47.67	(20,929.66)
EMPLOYEE BENEFIT BRICKSTEET	2 800 210 00	3,700.00	1,849.98	284.35	92.22	1,414.82	38.23	(2,285.18)
EMPLOYEES VACATION PAY	2 800 300 00	7,000.00	3,499.98	596.00	102.17	3,335.36	47.64	(3,664.64)
EMPLOYEES HOLIDAY PAY	2 800 400 00	5,200.00	2,599.98	1,381.12	318.72	2,878.72	55.36	(2,321.28)
EMPLOYEES SICK PAY	2 800 500 00	3,000.00	1,500.00	306.14	122.45	1,093.81	36.46	(1,906.19)
EMPLOYEES' FUNERAL LEAVE PAY	2 800 600 00	.00	.00	80.64		80.64		80.64
COMP TIME	2 800 700 00	1,500.00	750.00	201.93	161.54	745.39	49.69	(754.61)
OPEB/WV RETIREE HEALTH BENEFIT	2 800 800 00	22,000.00	10,999.98	5,716.80	311.82	11,433.60	51.97	(10,566.40)
MISCELLANEOUS GENERAL EXPENSE	2 801 000 00	5,000.00	2,499.96	1,127.97	270.71	2,738.53	54.77	(2,261.47)
RENTS	2 803 000 00	5,000.00	2,499.96	.00		5,000.00	100.00	.00
TRANSPORTATION EXPENSE	2 903 000 00	10,000.00	4,999.98	1,043.14	125.17	5,224.29	52.24	(4,775.71)
UNCOLLECTIBLE ACCOUNTS	2 904 100 00	2,000.00	999.96	.00		.00		(2,000.00)
<b>TOTAL ADMINISTRATIVE &amp; GEN EX</b>		<b>206,600.00</b>	<b>103,299.54</b>	<b>19,984.82</b>	<b>116.07</b>	<b>78,461.78</b>	<b>37.97</b>	<b>(128,138.22)</b>

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	251,899.26	54,748.41	130.40	238,650.35	47.37	(265,149.65)
DEPRECIATION	2 503 000 00	302,000.00	150,999.96	.00		75,595.00	25.03	(226,405.00)
FICA EXPENSE	2 507 100 00	11,000.00	5,499.96	1,068.62	116.57	5,140.98	46.73	(5,859.02)
INTEREST/DIVIDEND EARNED	2 524 000 00	(600.00)	(300.00)	(15.98)	31.96	(128.79)	21.46	471.21
INTEREST ON LONG TERM DEBT	2 530 000 00	70,000.00	34,999.98	4,974.80	85.28	30,222.27	43.17	(39,777.73)
OTHER INTEREST EXPENSE	2 535 000 00	130.00	64.98	5.54	51.15	44.12	33.93	(85.88)
		=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENSES & OTHER INCOME		179,980.00	89,989.20	7,209.35	48.06	8,487.96	4.71	(171,492.04)
		=====	=====	=====	=====	=====	=====	=====
BALANCE TO SURPLUS		179,980.00	89,989.20	7,209.35	48.06	8,487.96	4.71	(171,492.04)