

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

February 17, 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 January 19, 2012; the minutes were approved at the Regular Board meeting held on Thursday, February 16, 2012. Also, included is an approved copy of the Minutes of the Special Board Meeting held on February 3, 2012, the minutes were approved at the Regular Board meeting held Thursday, February 16, 2012.

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

Yours truly,

Mineral Wells PSD


Cathy Dyer
Office Manager

Enclosures: January 19, 2012, minutes
February 3, 2012, minutes

MINUTES OF A SPECIAL BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD FRIDAY, FEBRUARY 03, 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. Mark 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 changes to Contract #1 of the Sewer System Improvement Project as presented. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to accept the recommended bids for the Sewer System Improvement Project being: Orders Construction Co. – Contract #1 and Pro Contracting, Inc. – Contract #2. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to start procedure of filing for Sewer System Improvements Project Phase II, Lift Stations, Grinder Pumps Replacements, SCADA and Grinder Cores. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to seek legal, bond counsel agreements and accounting agreement for the Sewer System Improvement Project Phase II. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to approve the account agreement with Suttle and Stalnaker for the SCADA Systems Upgrade Project. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the agreement.

Mr. Lett made a motion to approve the legal services agreement with Bowles Rice McDavid Graff and Love for the SCADA Systems Upgrade Project. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the agreement.

Mr. Lett made a motion to approve the bond counsel agreement with Bowles Rice McDavid Graff and Love for the SCADA Systems Upgrade Project. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the agreement.

Mr. Lett made a motion to approve the account agreement with Suttle and Stalnaker for the 2012 Annual Audit. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the agreement.

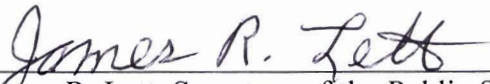
Mrs. Dyer discussed with the Board about the Pond Creek Volunteer Fire Department water dispenser meter, Mr. Minner questioned the amount of bill, saying they did not expect the amount to be that high and did not have the money to pay that kind of bill. They used 21,800 gallons on a 2" meter. The 2" meter minimum bill is \$216.96. The Board agreed the billing amount was correct and should be paid with no adjustments.

Mr. Anderson discussed with the Board about the MWVFD request for need of fire hydrant located in the Mt. Pleasant Estates addition. The Board discussed the waterline size and location of the waterlines making stating that the Homeowners Association of Mt. Pleasant Estates would purchase a hydrant the District would have it installed.

All business having been discussed, Mr. Lett made a motion to adjourn. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 11:00 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

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	671.43
	<hr/>
Total in Checking Accounts:	\$ 1,335.66

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 Sycamore, Stephens, Limestone Repair and Replacement WesBanco - Bank 1125.34	46,709.77
Pond Creek Area Tap Fees WesBanco - Bank 1134.9	<hr/> -
Total in Water Accounts:	\$ 259,209.50

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	<hr/> 32,605.10
Total in Sewer Accounts:	\$ 51,787.99

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

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

BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT
 WESBANCO BANK, November 30, 2011

\$2,421.97

RECEIPTS:

Water Sales	\$89,708.04
Water Buffalo Sales	320.10
Reconnection Fees	275.00
Security Deposit Refunds	717.99
Transfer balance of Pond Creek taps	8.40
Tap fee	2,800.00
Bill Bailey Insurance-cancel bond	141.00
NSF charge	10.00
Transfer funds for RUS loan payments	16,505.00
CWD - corp stop bit	219.23

Total Receipts: \$110,704.76

Total Cash Available: \$113,126.73

Expenditures:

Action Telecom	\$51.00
Appalachian Software Inc	2838.00
At & T Mobility	235.09
Auto Zone	57.28
BP Credit Card Company	1,071.23
Bill Bailey Insurance Agency	4,357.80
Bowles Rice McDavid Graff & Love	1,658.13
CI Thornburg	1,603.45
Cardmember Services	300.00
Cintas	436.22
Commissioner's Salaries	225.00
Claywood Park PSD	33,828.90
Cutlip Warner Development Co	2,345.79
Dominion Hope	231.00
Dowler's Tractor Sales & Service e	218.88
Fasteners & Supply Inc	50.40
Ferguson Waterworks	283.92
Frontier	155.20
HD Supply Waterworks	313.00
Innovative Business Products	30.59
Miller Communications	326.00
Mineral Wells PSD	694.73
Mon Power	447.54
Municipal Bond Commission	9,396.87
Parkersburg Office Supply	212.40
PEIA	2,582.08
Pitney Bowes	5.74
RESA V	340.00
REI Consultants	892.50
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	10,729.94
Taylor's Disposal Inc	35.27
Telepage	21.48
US Postal Service	309.55
Water Environmental Testing	81.00
WesBanco Bank	95.40
WesBanco Bank 1979 Sams Creek	176.00
WesBanco Bank-Parkersburg - Rockport	314.00
WesBanco Bank-Parkersburg - Water Imprv	334.00
WesBanco Bank-Parkersburg - Stephens Fk	1,004.00
WesBanco Bank-Parkersburg- Payroll taxes	4,371.84
WV Dept of Tax & Revenue	723.81
West Virginia Labor Law	34.35
WV Retiree Health Benefit Trust Fund	539.76
WV Public Employees Retirement System	3,030.93
Wirt County Journal	71.24
Melanie L. Wine	172.80
Security Deposits refunds	169.39

Total Expenditures: \$112,462.50

Balance in Water Revenue Fund Checking Account,
WesBanco Bank, December 31, 2011 \$664.23

Accounts Payable	Claywood Park PSD	\$ 31,639.50
	Sycamore Repair & Replacement	\$ 2,968.31
	Cutlip Warner Development	\$ 2,971.00
	Total Accounts Payable	\$ 37,578.81

Total -\$36,914.58

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 **

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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 Telemetering 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
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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
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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.