

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

November 16, 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 October 18, 2012; the minutes were approved at the Regular Board meeting held on Thursday, November 15, 2012.

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

Yours truly,

Mineral Wells PSD

  
Cathy Dyer  
Office Manager

Enclosures: October 18, 2012, minutes

MINUTES OF A REGULAR BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, OCTOBER 18, 2012, 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 5:03 p.m. He asked everyone present to sign the attendance roster. Mark D. Stewart, Treasurer; Todd Anderson, Operations Manager, Cathy Dyer, Office Manager; Beth Bumgarner, Suttle & Stalnaker.

No one from the public was present.

Mr. Stewart made a motion to approve the Minutes of the September 20, 2012, Regular Board Meeting. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Stewart signed the Minutes.

Mr. Stewart made a motion to approve the FY 2012 Financial Statement for both Water and Sewer as presented by Ms. Beth Bumgarner, of Suttle & Stalnaker. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approval Requisition No. 7 in the amount of \$424,742.77 for the Sewer System Improvement Project. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the requisition.

Mr. Stewart made a motion to disapprove Change Order No. 8 for Contract 1 Orders Construction to remove and replace the roofs on blower building #1 and blower building #2 in the amount of \$30,297.53. Mr. Radabaugh seconded the motion. The motion passed unanimously. Change Order No. 8 was not signed.

Mr. Stewart made a motion to approve Lien for Water Service on customer Simone Parks in the amount of \$102.01. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Lien.

Mr. Stewart made a motion to approve Lien for Sewer Service on customer Simone Parks in the amount of \$75.80. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh signed the Lien.

Mr. Stewart made a motion to approve the Financial Statements, (copies attached) for September 30, 2012, for All Finances, Water Revenue Fund Checking account, and Sewer Revenue Fund Checking Account as presented. Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve checks #43255 thru #43340 written on the Consolidated Water and Sewer Revenue Checking Account between September 21, 2012 and October 18, 2012 (copies attached) Mr. Radabaugh seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks #3801 thru #3832 written on the Consolidated Payroll Account between September 21, 2012 and October 18, 2012, (copies attached). Mr. Radabaugh seconded the motion. The motion passed unanimously.

The following correspondence was discussed.

Item #53 – Completed 2012 Census of Governments Survey for Local Governments Finances.

Item #56 – Submitted Annual Unclaimed Property to the WV State Treasurer's Office – (8) items in the amount of \$167.06.

Item #85 – E-mail from Steve Hardman, BR attaching PSC Final Joint Staff Memorandum for the Sewer System Improvement Project Phase II. Rate increase of 8.7%. Increases to \$17.21 customer charge and \$6.67/1000 gallons (3000 gallon usage \$37.22).

Item #86 – E-mail from Cerrone Associates, Inc. attaching letter of Sewer System Improvements Project status.

Mrs. Dyer had the following item to discuss.

On October 5, 2012, the District received a check in the amount of \$4,952.58 from Northern Jackson County PSD to reimburse for legal and engineering expenses for their line extension project. They are 24% complete.

The District is to call ASI after November 5, 2012 to schedule date for accounting conversion.

FEMA submitted paperwork in the amount of \$64,693.09, waiting for insurance adjuster for grinders.

Mr. Anderson had the following to discuss.

Check was received and delivered to Gary Parsons from Ron's Porta John to repair damaged dump truck.

Mike Eaton has decided to wait until spring to set 1" water tap.

Work completed on Spring Circle decommissioned 500' of water line.

Blakes' and Hickmans' signed easements agreements to have sewer service to new home build to Hickmans' on Christy Lane. The District also needs signed agreement.

Status of Sewer Improvement Project is as follows:

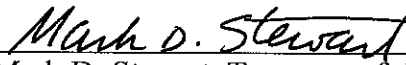
- Matheny Motors running
- Cracker Barrel running
- Mineral Parks running, needs 80' asphalt
- Pifer's 2" overlay asphalt
- Plant Flume vault set
- Pond #1 average 12" to &' sludge (ranges 40' from corner need aeration)

Cindy Musser of the WVDEP requested copies of information given to Mr. Bernard Bosley, owner of Oak's Trailer Park. Mr. Anderson is to contact Mr. Hardman, the District's attorney.

All business having been discussed, Mr. Stewart made a motion to adjourn. Mr. Radabaugh seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 6:30 P.M.

CERTIFICATION

I, Mark D. Stewart, Treasurer 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.



\_\_\_\_\_  
Mark D. Stewart, Treasurer of the Public Service Board of  
the Mineral Wells Public Service District, Mineral Wells,  
West Virginia

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT  
 September 30, 2012**

**Checking Accounts**

Water Revenue Fund Checking Account	
WesBanco Bank - 1131.2	\$ 3,157.72
Sewer Revenue Fund Checking Account	
WesBanco Bank - 2120.2	542.58
	<hr/>
<b>Total in Checking Accounts:</b>	<b>\$ 3,700.30</b>

**Water Accounts**

Series 1979 Water Reserve Depreciation	
WesBanco Bank - 1125.31	\$ 13,217.20
Series 1979 Water Reserve	
WesBanco Bank - 1125.21	26,254.48
Series 1997 Sams Creek/Chesterville Reserve	
WesBanco Bank - 1125.22	31,485.54
Series 1999A Rockport Water Reserve Depreciation	
WesBanco Bank - 1125.32	5,724.82
Series 1999A Rockport Water Reserve	
WesBanco Bank - 1125.23	8,992.76
Series 1999B Water Improvement/Office Building Reserve	
WesBanco Bank - 1125.24	16,689.31
Series 1999B Water Imprmt/Office Building Reserve Deprec	
WesBanco Bank - 1125.33	15,325.91
Series 2004A Sycamore, Stephens, Limestone Water Reserve	
WesBanco Bank - 1125.27	11,797.79
Water Security Deposit Account	
WesBanco Bank - 1134.0	41,296.90
Series 2004A Sycmore, Stephens, Limestone Repair and Replacement	
WesBanco - Bank 1125.34	35,586.34
	<hr/>
<b>Total In Water Accounts:</b>	<b>\$ 206,371.05</b>

**Sewer Accounts**

Series 2003 Sewer Improvements Repair & Replacement	
WesBanco Bank - 2114.2	\$ 7,074.01
Grinder Pump Maintenance Reserve	
Prime Rate Money Market - WesBanco Bank - 2114.1	2,797.59
Sewer Security Deposit Account	
WesBanco Bank - 2121.3	31,902.79
Sewer System Improvement Project	
WesBanco Bank - 2120.4	6.67
	<hr/>
<b>Total in Sewer Accounts:</b>	<b>\$ 41,774.39</b>

**Total All Finances - September 30, 2012** **\$ 251,845.74**

MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT  
 WATER REVENUE FUND CHECKING ACCOUNT  
 September 30, 2012

WESBANCO BANK, August 31, 2012 \$2,642.03

RECEIPTS:

Water Sales	103,525.09
Water Buffalo Sales	376.75
Reconnection Fees	175.00
Security Deposit Refunds	901.06
Tap Fee Payment	700.00
Rent from Sewer	416.67

Total Receipts: \$106,094.57

Total Cash Available: \$108,736.60

Expenditures:

Action Telecom	\$102.00
At & T Mobility	235.20
BP Credit Card Company	1,025.69
Bill Bailey Insurance Agency	5,201.40
Bowles Rice	108.15
CI Thornburg	190.00
Cintas	396.50
Citizens Security Life Inc Co	193.44
Commissioner's Salaries	150.00
Claywood Park PSD	38,120.80
Cutlip Warner Development Co	1,368.50
Dominion Hope	13.03
Fasteners	123.60
Frontier	128.38
Hardman Supply Company	77.53
JBPC Systems	51.89
Lowes	41.58
Larry Marks	60.00
Matheny Motor Truck Co	2,081.47
Miller Communications	300.00
Mineral Wells PSD	557.78
Miss Utility of WV Inc.	69.42
Municipal Bond Commission	9,397.47
Ohio Valley Muffler & Brake	4.80
Parkersburg Office Supply	104.24
Parkersburg Utility Board	2,912.24
PEIA	2,284.98
Phonetree Accounts Receivable	180.00
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 91-07	3,325.00
Rural Development - USDA 91-11	2,924.00
Salaries	7,812.65
Taylor's Disposal Inc	35.00

Telepage	10.74
Tesa Company Inc	113.25
US Postal Service	371.65
Water Environmental Testing	96.00
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	3,390.61
WV Dept of Tax & Revenue	591.67
WV Retiree Health Benefit Trust Fund	518.17
WV Public Employees Retirement System	2,346.27
Melanie L. Wine	172.80
Security Deposit Refunds	283.08

Total Expenditures: \$105,578.88

Balance in Water Revenue Fund Checking Account,  
WesBanco Bank, September 30, 2012 \$3,157.72

Accounts Payable	Claywood Park PSD	\$36,638.40
	Mon Power	1201.00
	WesBanco Sycamore R&R	3656.67
	Cutlip Warner	5127.50
	Hd Supply Waterworks	1094.76
	USDA Rural Development	8770.00
	WesBanco Reserve	1828.00
	Total Accounts Payable	\$58,316.33

Total -\$55,158.61

MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT  
 SEWER REVENUE FUND CHECKING ACCOUNT  
 September 30, 2012

BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT  
 WESBANCO BANK, August 31, 2012

\$ 2,449.72

RECEIPTS:

Sewer Sales	\$57,362.56
Butcher Bend Lagoon Assoc	211.15
Security Deposit Refunds	760.87
Tap Fee	350.00
Reconnect Fees	100.00
Butcher Bend Lagoon Assoc	882.00
NSF fees	10.00
Ron's Porta John	300.00
Wal-Mart - Oil & Grease sampling	71.50
Pepsi - Oil & Grease sampling	65.00

Total Receipts: \$60,113.08

Total Cash Available: \$ 62,562.80

Expenditures:

Action Telecomm	\$68.00
At & T Mobility	156.80
Aulick Chemical Solutions, Inc	3,244.90
BP Credit Card Company	683.79
Badgett Farm	800.00
Bill Bailey Insurance Agency	3,467.60
Bowles Rice	72.10
Butcher Bend Lagoon Assoc	19.00
C I Thornburg	1,292.16
Cintas	264.33
Citizens Security Life Ins Co	128.96
Commissioner's Salaries	100.00
Cutlip Warner Development	529.00
Dominion Hope	8.68
Fasteners & Supply Inc	82.40
Frontier	763.22
Hardman Supply Company	8.99
Larry Marks	40.00
Lowes'	178.79
Matheny Motor Truck Co	1,387.65
Mineral Wells PSD	1,524.77
Miss Utility of WV Inc	46.28
Mon Power	3,398.11
Municipal Bond Commission	14,846.43
Ohio Valley Muffler & Brake	3.20
Parkersburg Office Supply	69.49
PEIA	2,427.04
Phonetree Accounts Receivable	120.00
Ron's Porta Johns Inc	1,765.00
Salaries	7,212.44
State Electric Supply Co Inc	172.24
Taylor's Disposal Inc	23.33



Telepage	7.16
Trombold Equipment Co	8,633.88
US Postal Service	390.81
Water Environmental Testing	922.00
WesBanco Bank	63.60
WesBanco Bank-Parkersburg-Payroll Taxes	3,129.07
Melanie L. Wine	115.20
Retiree Health Benefit Trust Fund	549.83
WV Public Employees Retirement System	2,164.20
WV State Tax Department	546.33
Security Deposit Refunds	593.44

Total Expenditures: \$62,020.22

Balance in Sewer Revenue Fund Checking Account,  
WesBanco Bank, September 30, 2012 \$ 542.58

Accounts Payable

Mon Power	5482.13
Wastewater treatment plt	455.79
Municipal Bond Commission	7977.28
C I Thornburg	1101.80
Trombold Equipment	24577.93
Sewer R&R	2887.79
Butcher Bend Lagoon Assoc	684.24

Total Accounts Payable \$43,166.96

Total -\$42,624.38

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
LIST OF CORRESPONDENCE  
SEPTEMBER 21, 2012 – OCTOBER 18, 2012**

1. Letter dated September 18, 2012, to Mineral Wells PSD, from Joe Wurtz, Glatfelter Claims Management, regarding Equipment Breakdown Loss, due to the storm on June 29, 2012.
2. Statement of Compliance attaching payroll records for Orders Construction Co., Inc., for the week of September 2, 2012 thru September 8, 2012.
3. Letter dated September 12, 2012, to PERS Participating Employers, from Public Employees Retirement System, regarding West Virginia Consolidated Public Retirement Board Laws and Rules – 2012 Edition.
4. Agreement & Assignment of Right-of-Way dated September 13, 2012 between Mineral Wells PSD and TLM, LLC.
5. Copy of letter dated September 19, 2012, to Sharon Stewart, Public Service Commission, from Beth Bumgarner, Suttle & Stalnaker, regarding a request for Extension of Filing time for PSC Annual Reports.
6. Letter dated September 20, 2012, to Mineral Wells PSD, from Andrea Westhoff, Project Administrator, Cerrone Associates, attaching for review and approval are six (6) copies of Change Order No. 7 to Contract 1 of the Sewer System Improvements Project.
7. Letter dated September 20, 2012, to Mineral Wells PSD, from Dominick Cerrone, Cerrone Associates, regarding a brief update on the status of the Sewer System Improvement Project.
8. Copy of letter dated September 21, 2012, to Virginia McDonald, RD, from Cathy Dyer, enclosing (5) copies of Requisition No. 6, the requisition was approved at the Board Meeting.
9. Copy of letter dated September 20, 2012, to Lisa Wansley, Attorney, Legal Division, Public Service District, from Andrea Westhoff, Project Administrator, Cerrone Associates, Inc., enclosing information needed for the Telemetering System Upgrade Project.
10. Letter dated September 14, 2012, to Mineral Wells PSD, from NCCI, Inc., regarding the workers compensation marketplace.
11. Letter of transmittal dated September 25, 2012, to Orders Construction, from Cerrone Associates, Inc., regarding Contract 1.
12. E-mail dated September 21, 2012, to Cathy Dyer, from Chad Miller, Cerrone Associates, regarding Change Order #6.
13. Copy of receipt for customers bill paid under the Local Strike & Defence Fund.

**Mineral Wells PSD  
List of Correspondence  
October 18, 2012  
Page 2**

14. Copy of letter dated September 21, 2012, to Marty Seufer, Wood County Commission, from Cathy Dyer, enclosing an approved copy of the Minutes of the Regular Board Meeting held August 16, 2012.
15. Confirmation numbers for payments made to the Municipal Bond Commission in the amount of \$10,690.47.
16. E-mail dated September 24, 2012, to Cathy Dyer, from Sara Boardman, Municipal Bond Commission, attaching the Monthly bond payment reminder.
17. E-mail dated September 24, 2012, to Linda Watson, from Dianne Wolfe, Bowles Rice, attaching the Affidavit of Posting and Mailing for the SCADA project.
18. E-mail dated September 24, 2012, to Cathy Dyer, from Dianne Wolfe, Bowles Rice, attaching answers to the Interrogatories in the SCADA project.
19. E-mail dated September 25, 2012, to Cathy Dyer, from Steven Hardman, Bowles Rice, attaching a link to an Order entered for the SCADA Project.
20. Letter dated September 25, 2012, to Cathy Dyer, from Beth Bumgarner, Suttle & Stalnaker, enclosing three "discussion copies" of the audited financial report for June 30, 2012.
21. Certificate of Insurance for Ron's Porta Johns Inc.
22. E-mail dated September 26, 2012, to Cathy Dyer, from Steven Hardman, Bowles Rice, regarding activity on Response to Staff's First Set of Interrogatories and Requests for Production of Documents.
23. Letter dated September 24, 2012, to Mineral Wells PSD, from Virginia McDonald, RD, advising project funds in the amount of \$906,589.43 were ordered on September 24, 2012, and should be deposited on September 25, 2012.
24. E-mail dated September 26, 2012, to Virginia McDonald, RD, from Cathy Dyer, attaching confirmation of the deposit that was ordered.
25. Copy of letter dated September 27, 2012, to John Person, Orders Construction, from Cathy Dyer, enclosing district check # 5022 in the amount of \$721,692.69 for work performed in the month of August 2012.
26. Copy of letter dated September 27, 2012, to Bryan Reger, Pro Contracting, Inc., from Cathy Dyer, enclosing district check #5023 in the amount of \$152,208.03 for work performed in the month of August 2012.
27. Copy of letter dated September 27, 2012, to Andrea Westhoff, Cerrone Associates, from Cathy Dyer, enclosing district check #5024 in the amount of \$32,688.71 for Requisition No. 6.

**Mineral Wells PSD  
List of Correspondence  
October 18, 2012  
Page 3**

28. Statement of Compliance attaching payroll records for Orders Construction Co., for the week of September 16, 2012 thru September 22, 2012.
29. Copy of check payable to Allmans Body Shop from Ron's Porta John's regarding damage that was done to Gary Parsons' truck.
30. Notice of Statutory Lien for Water Service for Simone Parks delinquent water charges in the amount of \$102.01.
31. E-mail dated September 28, 2012, to Mineral Wells PSD, from Jim Mayles, Cerrone Associates, attaching the minutes for the September Progress Meeting.
32. E-mail dated October 1, 2012, to Cathy Dyer, from Steven Hardman, Bowles Rice, attaching information from the PSC for the Affidavit of Publication for the SCADA project.
33. Copy of letter dated October 1, 2012, to David Dye, from Linda Watson, regarding a check the District received marked NSF in the amount of \$97.11.
34. E-mail dated October 1, 2012, to Mineral Wells PSD, from Sarah Allan, Suttle & Stalnaker, attaching a modified page 31 from the Financial Statements.
35. Client Bulletin, October 2012, from Suttle & Stalnaker.
36. Letter of Transmittal, to Orders Construction Co, from Cerrone Associates, regarding shop drawings for the Sewer System Improvements Project.
37. Fax dated October 3, 2012, to Christy Pitsenbarger, WV Bureau of Public Health, from Todd Anderson, Operations Manager, attaching the Monthly Operational Report for the month of September 2012.
38. Memo dated October 2, 2012, to Cathy Dyer, from Dianne Wolfe, Bowles Rice, enclosing are invoices from The News & Sentinel, The Jackson Herald Newspaper and Wirt County Journal for Notice of Filing for the SCADA Project.
39. Letter dated September 27, 2012, to Sandra Squire, Public Service Commission, from Steven Hardman, Bowles Rice, enclosing the original and 12 copies of the Affidavits of the Notice of Filings for the SCADA Projects.
40. Bacteriological Examination of Water from Public Water Distribution system for Mineral Wells PSD.
41. Certificate of Liability Insurance for Pro Contracting, Inc.
42. WV Section AWWA Water Loss Control Seminar, October 24, 2012, 10:00 – 3:00 at the Holiday Inn and Suites, Charleston, WV.

**Mineral Wells PSD  
List of Correspondence  
October 18, 2012  
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43. Letter dated October 2, 2012, to Mineral Wells PSD, from Andrea Westhoff, Cerrone Associates, enclosing one (1) copy of Change Order No. 6 to Contract #1 for the Sewer System Improvements Project.
44. E-mail dated October 3, 2012, to Mineral Wells PSD, from Jim Mayles, Cerrone Associates, attaching dates and times for the Construction Progress Meeting for the Sewer System Improvements Project.
45. Confirmation number to the Municipal Bond Commission for a payment in the amount of \$2,288.88.
46. Statement of Compliance attaching Payroll Records for Orders Construction for the week of September 23, 2012 thru September 29, 2012.
47. E-mail dated October 5, 2012, to Mineral Wells PSD, from Sara Boardman, Municipal Bond Commission, regarding the September 2012 monthly and FY 2013 1<sup>st</sup> quarter statements.
48. Fax dated October 3, 2012, to Action Answering Service, from Linda Watson, attaching the list of customers turned off for non-payment.
49. Municipal Sewer & Water, October 2012.
50. Billing reprint for Robin Davis Balderson for a delinquent bill in the amount of \$467.11.
51. National Pollutant Discharge Elimination System, Discharge Monitoring Report, for the month of September 2012.
52. Copy of letter dated October 10, 2012, to Debra Easton, from Linda Watson, regarding a check the District received back marked NSF, in the amount of \$40.00.
- 53. \*\*\*\*2012 Census of Governments Survey of Local Government Finances, Submission Confirmation.**
54. E-mail dated October 10, 2012, to Mineral Wells PSD, from Jim Mayles, Cerrone Associates, regarding the Substantial Completion Inspection will be held November 6, 2012.
55. E-mail dated October 10, 2012, to Mineral Wells PSD, from Jim Mayles, Cerrone Associates, attaching the minutes for the October Progress Meeting.
- 56. \*\*\*\*Confirmation on Unclaimed Property submission to The West Virginia State Treasurer's Office.**
57. Mountain State Water Line, A Publication of the West Virginia Rural Water Association, Fall 2012.

**Mineral Wells PSD  
List of Correspondence  
October 18, 2012  
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58. E-mail dated October 11, 2012, to Mineral Wells PSD, from WV Public Service Commission, attaching an automated message from the commission.
59. Statement of Compliance attaching Payroll Records from Orders Construction Co., for the week of September 30, 2012 thru October 6, 2012.
60. E-mail dated October 12, 2012, to Mineral Wells PSD, from Jim Johnson, WVRWA, regarding a class for Advanced Math for Operators.
61. E-mail dated October 12, 2012, to Lisa Bailey, Public Service Commission, from Cathy Dyer, attaching the Mineral Wells PSD permit WV0081141 per request.
62. Fax dated October 12, 2012, to Renae, Bailey's Insurance, from Todd Anderson, Operations Manager, equipment repairs from the June 29, 2012 storm damage.
63. Memo from Mineral Wells VFD, stating 1950 gallons of water were used for fire fighting and 5300 gallons of water was used for training purposes.
64. Fax dated October 15, 2012, to Jackson Herald Newspaper, from Mineral Wells PSD, attaching notice of the Regular Board Meeting scheduled for October 18, 2012.
65. Fax dated October 15, 2012, to Parkersburg News & Sentinel, from Mineral Wells PSD, attaching notice of the Regular Board Meeting scheduled for October 18, 2012.
66. E-mail dated October 15, 2012, to Wirt County Journal, from Mineral Wells PSD, attaching notice of the Regular Board Meeting scheduled for October 18, 2012.
67. Certified Payroll Register for Pro Contracting, Inc., for the Sewer system Improvements Project.
68. State of West Virginia National Pollutant Discharge Elimination System, for Walmart for the months of July, August, September 2012.
69. State of West Virginia National Pollutant Discharge Elimination System, for Liberty Truck Stop for the month of September 2012.
70. State of West Virginia National Pollutant Discharge Elimination System, for Pepsi Bottling Group for the month of July, August, September 2012.
71. Letter dated October 12, 2012, to Mineral Wells PSD, from Andrea Westhoff, Project Administrator, Cerrone Associates, enclosing for review and approval are six (6) copies of Req. 7 for the Sewer System Improvements Project.
72. Copy of letter dated October 16, 2012, to Office of the West Virginia State Treasurer Unclaimed Property, from Cathy Dyer, enclosing for the Mineral Wells PSD for UP 8-7 and District Check in the amount of \$167.06.

**Mineral Wells PSD  
List of Correspondence  
October 18, 2012  
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73. E-mail dated October 16, 2012, to Beth Bumgarner, Suttle & Stalnaker, from Cathy Dyer, attaching May 2012 & June 2012 Invoices for the Retiree Health Benefit Trust Fund.
74. Letter dated September 23, 2012, to Suttle & Stalnaker from, The Commissioners of Mineral Wells PSD, regarding the FY 2012 Audit.
75. Confirmation numbers from the Municipal Bond Commission, for payments in the amount of \$15,085.87.
76. E-mail dated October 16, 2012, to Mineral Wells PSD, from Virginia McDonald, RUS, regarding a conference call for the Sewer System Improvements Project-Phase 2.
77. E-mail dated October 16, 2012, to Mineral Wells PSD, from George Blum, Cerrone Associates, attaching a copy of the Report and Implementation Plan regarding sludge removal at the WWTP.
78. E-mail dated October 16, 2012, to Cathy Dyer, from Jeff Minner, attaching the water usage for September for the Pond Creek Volunteer Fire Department was approximately 500 gallons.
79. Confirmation on the Discharge Monitoring Report sent to the WV Department of Environmental Protection Division of Water & Waste Management Permitting & Engineering Branch, for the month of September 2012.
80. E-mail dated October 17, 2012, to Dominick Cerrone, Cerrone Associates, from Linda Watson, attaching the Discharge Monitoring Report for September 2012.
81. Final Decree Closing Case for the bankruptcy filing of David Paul Halfhill and Esther Marie Halfhill.
82. Confirmation numbers from the Municipal Bond Commission in the amount of \$3,581.88.
83. Letter dated October 15, 2012, to Todd Anderson, Operations Manager, from Terry Lively, WV Biological LLC, regarding sludge reduction product, BioD.
84. Class I Wastewater Certification Course, October 29-November 2, 2012.
- 85. \*\*\*\*E-mail dated October 18, 2012, to Mineral Wells PSD, from Steven Hardman, Bowles Rice, attaching the Final Joint Staff Memorandum on the Sewer System Improvement Project, Phase II.**
- 86. \*\*\*\*E-mail dated October 18, 2012, to Mineral Wells PSD, from Bree Blum, Cerrone Associates, attaching a copy of the letter regarding the project status for the Sewer System Improvements Project.**
87. Statement of Compliance attaching payroll records for Orders Construction, for the week of October 7, 2012 thru October 13, 2012.

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

Check No.	Name	Check Amt.	Check Date
3801	Todd R. Anderson	\$770.74	9/27/2012
3802	Dennis R. Brown	\$384.89	9/27/2012
3803	William H. Byers, Jr.	\$599.44	9/27/2012
3804	Cathy J. Dyer	\$486.98	9/27/2012
3805	Linda K. Watson	\$429.49	9/27/2012
3806	Darin L. Crites	\$367.63	9/27/2012
3807	Nellie B. Radcliff	\$379.09	9/27/2012
3808	Mark A. Dennis	\$381.26	9/27/2012
3809	Todd R. Anderson	\$791.90	10/4/2012
3810	Dennis R. Brown	\$434.12	10/4/2012
3811	William H. Byers, Jr.	\$573.35	10/4/2012
3812	Cathy J. Dyer	\$486.98	10/4/2012
3813	Linda K. Watson	\$429.50	10/4/2012
3814	Darin L. Crites	\$419.25	10/4/2012
3815	Nellie B. Radcliff	\$349.16	10/4/2012
3816	Mark A. Dennis	\$408.91	10/4/2012
3817	Todd R. Anderson	\$814.09	10/11/2012
3818	Dennis R. Brown	\$495.40	10/11/2012
3819	William H. Byers, Jr.	\$507.35	10/11/2012
3820	Cathy J. Dyer	\$486.99	10/11/2012
3821	Linda K. Watson	\$429.50	10/11/2012
3822	Darin L. Crites	\$458.65	10/11/2012
3823	Nellie B. Radcliff	\$349.16	10/11/2012
3824	Mark A. Dennis	\$415.55	10/11/2012
3825	Todd R. Anderson	\$649.80	10/18/2012
3826	Dennis R. Brown	\$495.41	10/18/2012
3827	William H. Byers, Jr.	\$554.77	10/18/2012
3828	Cathy J. Dyer	\$486.99	10/18/2012
3829	Linda K. Watson	\$429.50	10/18/2012
3830	Darin L. Crites	\$287.06	10/18/2012
3831	Nellie B. Radcliff	\$349.15	10/18/2012
3832	Mark A. Dennis	\$470.84	10/18/2012



VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: WATER FUND \*\*  
 \*\* BEGINNING DATE: 9/20/12 - ENDING DATE: 10/18/12 \*\*  
 \*\* 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					
	486	DOUG BROOKINS	10/10/12	229741	10/15/09	5.06	40,251 VOID
	486	RODNEY L WAYNE	10/10/12	229764	2/16/10	4.48	40,583 VOID
	1,307	MUNICIPAL BOND COMMISSION	9/20/12	227919	9/21/12	9,397.47	379
	2,106	USDA RURAL DEVELOPMENT	9/20/12	227930	9/21/12	6,249.00	43,256
	2,313	WESBANCO BANK-PARKERSBURG	9/24/12	228283	9/24/12	900.31	382
	2,101	U S POSTAL SERVICE	9/24/12	227999	9/24/12	345.25	43,258
	153	ACTION TELECOMM	9/30/12	228792	9/30/12	51.00	43,259
	205	BOWLES RICE MC DAVID GRAFF &	9/30/12	228793	9/30/12	108.15	43,260
	224	BILL BAILEY INSURANCE AGENCY	9/30/12	228794	9/30/12	5,201.40	43,261
	314	AT&T MOBILITY	9/30/12	228796	9/30/12	230.75	43,262
	438	DOMINION HOPE	9/30/12	228798	9/30/12	13.03	43,263
	486	JENNIFER FIEST	9/30/12	228801	9/30/12	70.63	43,266
	486	VEDA HALL	9/30/12	228803	9/30/12	70.75	43,268
	486	CHARLES WONER	9/30/12	228805	9/30/12	70.70	43,270
	486	DANIELLE DAGGETT	9/30/12	228807	9/30/12	71.00	43,272
	832	HARDMAN SUPPLY COMPANY	9/30/12	228810	9/30/12	77.53	43,275
	1,301	MISS UTILITY OF WV INC	9/30/12	228811	9/30/12	69.42	43,276
	1,304	MILLER COMMUNICATIONS	9/30/12	228815	9/30/12	300.00	43,279
	1,364	MATHENY MOTOR TRUCK CO.	9/30/12	228818	9/30/12	2,081.47	43,280
	1,604	PARKERSBURG OFFICE SUPPLY	9/30/12	228823	9/30/12	104.24	43,281
	1,806	ROY L RADABAUGH	9/30/12	228829	9/30/12	75.00	43,282
	1,843	CINTAS CORPORATION J67	9/30/12	228830	9/30/12	396.50	43,283
	2,005	C I THORNBURG	9/30/12	228838	9/30/12	190.00	43,284
	2,106	USDA RURAL DEVELOPMENT	9/30/12	228842	9/30/12	10,040.00	43,285
	2,205	FRONTIER	9/30/12	228844	9/30/12	128.38	43,286
	2,314	WV DEPT OF TAX & REVENUE	9/30/12	228848	9/30/12	591.67	43,287
	2,315	PUBLIC EMPLOYEES RETIREMENT SY	9/30/12	228849	9/30/12	2,346.27	43,288
	23,065	PHONETREE ACCOUNTS RECEIVABLE	9/30/12	228859	9/30/12	180.00	43,290
	23,067	MELANIE L WINE	9/30/12	228860	9/30/12	172.80	43,291
	23,079	MARK STEWART	9/30/12	228861	9/30/12	75.00	43,292
	2,313	WESBANCO BANK-PARKERSBURG	10/03/12	229091	10/03/12	923.07	393
	106	MON POWER	10/04/12	229286	10/04/12	947.96	43,294

## VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: WATER FUND \*\*  
 \*\* BEGINNING DATE: 9/20/12 - ENDING DATE: 10/18/12 \*\*  
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 \*\* 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					
360	CUTLIP-WARNER DEVELOPMENT CO	10/04/12	229291	10/04/12	5,127.50	43,295
1,512	HD SUPPLY WATERWORKS, LTD	10/04/12	229299	10/04/12	1,094.76	43,297
1,805	USDA RURAL DEVELOPMENT	10/04/12	229302	10/04/12	5,252.00	43,298
2,106	USDA RURAL DEVELOPMENT	10/04/12	229308	10/04/12	3,518.00	43,299
2,373	WESBANCO BANK-PARKERSBURG	10/04/12	229311	10/04/12	1,828.00	43,300
2,313	WESBANCO BANK-PARKERSBURG	10/09/12	229621	10/09/12	873.73	398
106	MON POWER	10/09/12	229646	10/09/12	253.04	43,302
2,313	WESBANCO BANK-PARKERSBURG	10/15/12	230267	10/15/12	785.71	405
1,307	MUNICIPAL BOND COMMISSION	10/15/12	230376	10/15/12	9,397.47	407
124	AT&T - STATE CALLING SERVICE	10/15/12	230363	10/15/12	9.13	43,304
145	ADT SECURITY SERVICES	10/15/12	230364	10/15/12	46.52	43,305
275	BP	10/15/12	230365	10/15/12	1,088.40	43,306
309	CLAYWOOD PARK PSD	10/15/12	230366	10/15/12	36,638.40	43,307
600	FASTENERS & SUPPLY INC	10/15/12	230371	10/15/12	71.40	43,312
1,111	JACKSON NEWSPAPERS	10/15/12	230372	10/15/12	287.12	43,313
1,200	LOWE'S	10/15/12	230373	10/15/12	96.57	43,314
1,301	MISS UTILITY OF WV INC	10/15/12	230374	10/15/12	46.02	43,315
1,304	MILLER COMMUNICATIONS	10/15/12	230375	10/15/12	827.92	43,316
1,500	OHIO VALLEY MUFFLER & BRAKE	10/15/12	230386	10/15/12	518.40	43,317
1,600	PARKERSBURG SENTINEL CO	10/15/12	230390	10/15/12	243.80	43,318
1,961	SOMERVILLE FABRICATORS INC..	10/15/12	230391	10/15/12	288.00	43,319
2,002	TAYLOR'S DISPOSAL INC	10/15/12	230393	10/15/12	35.00	43,321
2,039	TELEPAGE	10/15/12	230401	10/15/12	10.74	43,324
2,200	CARDMEMBER SERVICES	10/15/12	230406	10/15/12	427.43	43,325
2,306	WATER ENVIRONMENTAL TESTING	10/15/12	230407	10/15/12	96.00	43,326
2,308	PEIA	10/15/12	230412	10/15/12	2,249.12	43,327
2,342	WEST VIRGINIA STATE TREASURER	10/15/12	230416	10/15/12	9.54	43,328
2,344	WORKINGMAN STORE	10/15/12	230417	10/15/12	86.39	43,329
2,349	WIRT COUNTY JOURNAL	10/15/12	230418	10/15/12	254.61	43,330
23,047	RETIREE HEALTH BNFT TRST FUND	10/15/12	230430	10/15/12	575.13	43,332
23,081	PITNEY BOWES GLOBAL FINANCIAL	10/15/12	230432	10/15/12	5.09	43,334
23,101	CITIZENS SECURITY LIFE INS CO	10/15/12	230433	10/15/12	193.44	43,335
23,109	RUNYON LOCK SERVICE LLC	10/15/12	230434	10/15/12	56.00	43,336
1,302	MINERAL WELLS PSD	10/17/12	230505	10/15/12	50.79	43,338

VENDOR CHECKS REPORT

\*\* BANK: 3 101 000 00, FUND: WATER FUND \*\*  
 \*\* BEGINNING DATE: 9/20/12 - ENDING DATE: 10/18/12 \*\*  
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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					
1,311	FERGUSON WATERWORKS	10/17/12	230510	10/15/12	1,429.91	43,339
2,106	USDA RURAL DEVELOPMENT	10/17/12	230516	10/15/12	9,767.00	43,340
	CONSOLIDATED BANK ACCOUNT				125,007.29	64 *

## VENDOR CHECKS REPORT

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

\*\* BEGINNING DATE: 9/20/12 - ENDING DATE: 10/18/12 \*\*

\*\* 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						
486	CHATA SEYMOUR	10/10/12	229737	7/30/09	3.74	40,021	VOID
486	GEORGE CORAM	10/10/12	229738	8/17/09	4.43	40,063	VOID
486	JACK MC KINNEY	10/10/12	229739	8/17/09	27.91	40,064	VOID
486	DUANE OWENS	10/10/12	229740	9/30/09	44.35	40,223	VOID
486	KAYDEE HALL	10/10/12	229763	1/13/10	3.71	40,498	VOID
486	WILLIAM TERRY	10/10/12	229765	6/28/10	73.38	40,943	VOID
1,307	MUNICIPAL BOND COMMISSION	9/20/12	227919	9/21/12	1,293.00	379	
2,004	TROMBOLD EQUIPMENT CO INC	9/20/12	227927	9/21/12	7,412.00	43,255	
2,306	WATER ENVIRONMENTAL TESTING	9/20/12	227934	9/21/12	707.00	43,257	
2,313	WESBANCO BANK-PARKERSBURG	9/24/12	228283	9/24/12	737.22	382	
2,101	U S POSTAL SERVICE	9/24/12	227999	9/24/12	230.17	43,258	
153	ACTION TELECOMM	9/30/12	228792	9/30/12	34.00	43,259	
205	BOWLES RICE MC DAVID GRAFF &	9/30/12	228793	9/30/12	72.10	43,260	
224	BILL BAILEY INSURANCE AGENCY	9/30/12	228794	9/30/12	3,467.60	43,261	
314	AT&T MOBILITY	9/30/12	228796	9/30/12	153.84	43,262	
438	DOMINION HOPE	9/30/12	228798	9/30/12	8.68	43,263	
486	TERESA GANDEE	9/30/12	228799	9/30/12	23.91	43,264	
486	AMY DAVIS	9/30/12	228800	9/30/12	12.96	43,265	
486	JENNIFER FIEST	9/30/12	228802	9/30/12	54.49	43,267	
486	VEDA HALL	9/30/12	228804	9/30/12	54.58	43,269	
486	CHARLES WONER	9/30/12	228806	9/30/12	54.54	43,271	
486	DANIELLE DAGGETT	9/30/12	228808	9/30/12	54.77	43,273	
486	MATTHEW VANNOY	9/30/12	228809	9/30/12	54.54	43,274	
832	HARDMAN SUPPLY COMPANY	9/30/12	228810	9/30/12	8.99	43,275	
1,301	MISS UTILITY OF WV INC	9/30/12	228811	9/30/12	46.28	43,276	
1,302	MINERAL WELLS PSD	9/30/12	228812	9/30/12	416.67	43,277	
1,302	MINERAL WELLS PSD	9/30/12	228814	9/30/12	455.79	43,278	
1,364	MATHENY MOTOR TRUCK CO.	9/30/12	228818	9/30/12	1,387.65	43,280	
1,604	PARKERSBURG OFFICE SUPPLY	9/30/12	228823	9/30/12	69.49	43,281	
1,806	ROY L RADABAUGH	9/30/12	228829	9/30/12	50.00	43,282	

## VENDOR CHECKS REPORT

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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						
1,843	CINTAS CORPORATION J67	9/30/12	228830	9/30/12	264.33	43,283	
2,005	C I THORNBURG	9/30/12	228838	9/30/12	66.16	43,284	
2,205	FRONTIER	9/30/12	228844	9/30/12	763.22	43,286	
2,314	WV DEPT OF TAX & REVENUE	9/30/12	228848	9/30/12	546.33	43,287	
2,315	PUBLIC EMPLOYEES RETIREMENT SY	9/30/12	228849	9/30/12	2,164.20	43,288	
23,023	RON'S PORTA JOHNS, INC.	9/30/12	228858	9/30/12	720.00	43,289	
23,065	PHONETREE ACCOUNTS RECEIVABLE	9/30/12	228859	9/30/12	120.00	43,290	
23,067	MELANIE L WINE	9/30/12	228860	9/30/12	115.20	43,291	
23,079	MARK STEWART	9/30/12	228861	9/30/12	50.00	43,292	
23,085	AULICK CHEMICAL SOLUTIONS, INC	9/30/12	228862	9/30/12	3,244.90	43,293	
2,313	WESBANCO BANK-PARKERSBURG	10/03/12	229091	10/03/12	727.09	393	
1,307	MUNICIPAL BOND COMMISSION	10/04/12	229298	10/04/12	2,288.88	396	
106	MON POWER	10/04/12	229286	10/04/12	1,158.23	43,294	
1,302	MINERAL WELLS PSD	10/04/12	229296	10/04/12	455.79	43,296	
23,046	BUTCHER BEND LAGOON ASSOC	10/04/12	229319	10/04/12	684.24	43,301	
2,313	WESBANCO BANK-PARKERSBURG	10/09/12	229621	10/09/12	766.28	398	
106	MON POWER	10/09/12	229646	10/09/12	4,323.90	43,302	
2,101	U S POSTAL SERVICE	10/10/12	229730	10/10/12	144.64	43,303	
2,313	WESBANCO BANK-PARKERSBURG	10/15/12	230267	10/15/12	769.07	405	
1,307	MUNICIPAL BOND COMMISSION	10/15/12	230376	10/15/12	5,688.40	407	
1,307	MUNICIPAL BOND COMMISSION	10/17/12	230508	10/15/12	3,581.88	408	
124	AT&T - STATE CALLING SERVICE	10/15/12	230363	10/15/12	6.08	43,304	
145	ADT SECURITY SERVICES	10/15/12	230364	10/15/12	31.02	43,305	
275	BP	10/15/12	230365	10/15/12	725.60	43,306	
486	JAMIE BROWN	10/15/12	230367	10/15/12	33.03	43,308	
486	CYNTHIA ASHBY	10/15/12	230368	10/15/12	43.26	43,309	
486	JASON NEWSOM	10/15/12	230369	10/15/12	31.88	43,310	
486	JENNIFER SALMONS	10/15/12	230370	10/15/12	52.85	43,311	
600	FASTENERS & SUPPLY INC	10/15/12	230371	10/15/12	47.60	43,312	
1,200	LOWE'S	10/15/12	230373	10/15/12	82.90	43,314	
1,301	MISS UTILITY OF WV INC	10/15/12	230374	10/15/12	30.68	43,315	
1,500	OHIO VALLEY MUFFLER & BRAKE	10/15/12	230386	10/15/12	345.60	43,317	

VENDOR CHECKS REPORT

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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					
2,001	TESA COMPANY INC	10/15/12	230392	10/15/12	181.05	43,320
2,002	TAYLOR'S DISPOSAL INC	10/15/12	230393	10/15/12	23.33	43,321
2,004	TROMBOLD EQUIPMENT CO INC	10/15/12	230396	10/15/12	7,412.00	43,322
2,005	C I THORNBURG	10/15/12	230399	10/15/12	1,257.38	43,323
2,039	TELEPAGE	10/15/12	230401	10/15/12	7.16	43,324
2,200	CARDMEMBER SERVICES	10/15/12	230406	10/15/12	284.95	43,325
2,306	WATER ENVIRONMENTAL TESTING	10/15/12	230407	10/15/12	493.00	43,326
2,308	PEIA	10/15/12	230412	10/15/12	1,935.96	43,327
2,342	WEST VIRGINIA STATE TREASURER	10/15/12	230416	10/15/12	157.52	43,328
2,344	WORKINGMAN STORE	10/15/12	230417	10/15/12	57.59	43,329
23,023	RON'S PORTA JOHNS, INC.	10/15/12	230428	10/15/12	660.00	43,331
23,047	RETIREE HEALTH BNFT TRST FUND	10/15/12	230430	10/15/12	492.87	43,332
23,070	BADGETT FARM	10/15/12	230431	10/15/12	800.00	43,333
23,081	PITNEY BOWES GLOBAL FINANCIAL	10/15/12	230432	10/15/12	3.40	43,334
23,101	CITIZENS SECURITY LIFE INS CO	10/15/12	230433	10/15/12	128.96	43,335
205	BOWLES RICE LLP	10/17/12	230504	10/15/12	444.80	43,337
1,302	MINERAL WELLS PSD	10/17/12	230505	10/15/12	33.87	43,338
1,311	FERGUSON WATERWORKS	10/17/12	230510	10/15/12	714.59	43,339
	CONSOLIDATED BANK ACCOUNT				61,864.42	68 *