

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

May 19, 2013

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 April 18, 2013; the minutes were approved at the Regular Board meeting held on Thursday, May 16, 2013.

Also, enclosed are copies of the approved minutes of Special Board Meetings held on May 1, 2013 and May 3, 2013; the minutes were approved at the Regular Board Meeting Thursday, May 16, 2013.

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

Yours truly,

Mineral Wells PSD

  
Cathy Dyer  
Office Manager

Enclosures: April 18, 2013, minutes  
May 1, 2013, minutes  
May 3, 2013, minutes

*"This institution is an equal opportunity provider, and employer."*

MINUTES OF A SPECIAL BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD WEDNESDAY, MAY 01, 2013, 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 10:03 a.m. He asked everyone present to sign the attendance roster. Mark Stewart, Secretary/Treasurer; Roy Radabaugh, Chairman; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; Alan Harris, USDA RD; Virginia McDonald, USDA RD; Steven Hardman, Bowles Rice; Chad Miller, Cerrone Associates, Inc.; Dominick Cerrone, Cerrone Associates, Inc.; Bob Starkey, Trombold Equipment Co.; Bill Hoover, Trombold Equipment Co.; Doug Wingfield, Patriot Automation; Kyle Kelley, Tri-State Pipeline Inc.; Trish Anderson, Breckenridge Corp.; Ed Lambert, Fields Excavating; Bernie Dunlap, Stonegate Construction; Jared Clouch; James Lett, Secretary absent.

No one from the public was present.

The first order of business Mr. Radabaugh turned the meeting over to Dominick Cerrone to open sealed bids presented to the District.

The sealed bids for Contract #2 Lift Stations, Grinder Pump Replacement & SCADA:

Orders Construction Company	- \$1,864,000.00
Tri-State Pipeline, Inc.	- \$1,297,180.00
Fields Excavating	- \$1,549,000.00
Stonegate Construction	- \$1,393,104.00

Mr. Stewart made a motion to refer the opened bids to Cerrone Associates, Inc. for review. Mr. Radabaugh seconded the motion. The motion passed unanimously.

The sealed bids for Contract #4 Grinder Pump Cores:

Environment One Corporation	- \$125,650.00
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Mr. Stewart made a motion to refer the opened bid to Cerrone Associates, Inc. for review. Mr. Radabaugh seconded the motion. The motion passed unanimously.

The sealed bids for Contract #5 Wastewater Treatment Plant Sludge Removal and Disposal:

Merrell Bros.	- \$466,647.35
Burch-Hydo	- \$283,517.35
Breckenridge Corporation	- \$675,250.00

Mr. Stewart made a motion to refer the opened bids to Cerrone Associates, Inc. for review. Mr. Radabaugh seconded the motion. The motion passed unanimously.

The Contractors excused themselves from the rest of the meeting.

Mr. Cerrone Associates, Inc. brought to the attention of the Board concerns of Burch-Hydro not having a WV Contractors License, works on permit. Mr. Hardman, Bowles Rice to research WV Contractor License policy.

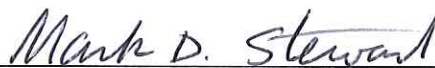
Virginia McDonald, USDA RD will need the following for loan closing tentative date of July 15, 2013, loan payment due by July 17, closing at 3.75% interest; certified bid, owners award of bid, revised project budget and legal matter for Contract #5.

The second order of business the Sewer System Improvement Project (2) blower motors are to be installed on Thursday, May 2, 2013. The valves on lagoon 2 are not opening or closing, Cerrone Associates, Inc. to research. The District needs a letter in writing on the UV system freezing.

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 11:30 A.M.

#### CERTIFICATION

I, Mark D. Stewart, Secretary/Treasurer of the Public Service Board of the Mineral Wells PSD Wells Public Service District, a West Virginia corporation, do hereby certify that the foregoing and hereto annexed minutes are a true and accurate record of the meeting held at the time and place aforesaid.



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

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT**

**April 30, 2013**

**Checking Accounts**

Water Revenue Fund Checking Account	
WesBanco Bank - 1131.2	\$ 3,655.33
Sewer Revenue Fund Checking Account	
WesBanco Bank - 2131.2	<u>23,760.84</u>
<b>Total in Checking Accounts:</b>	<b>\$ 27,416.17</b>

**Water Accounts**

Series 1979 Water Reserve Depreciation	
WesBanco Bank - 1125.401	\$ 12,523.83
Series 1979 Water Reserve	
WesBanco Bank - 1125.200	26,264.32
Series 1997 Sams Creek/Chesterville Reserve	
WesBanco Bank - 1125.300	33,381.44
Series 1999A Rockport Water Reserve Depreciation	
WesBanco Bank - 1125.201	6,729.02
Series 1999A Rockport Water Reserve	
WesBanco Bank - 1125.400	9,998.19
Series 1999B Water Improvement/Office Building Reserve	
WesBanco Bank - 1125.500	19,707.73
Series 1999B Water Imprmt/Office Building Reserve Deprec	
WesBanco Bank - 1125.503	15,010.87
Series 2004A Sycamore, Stephens, Limestone Water Reserve	
WesBanco Bank - 1125.502	13,034.34
Water Security Deposit Account	
WesBanco Bank - 1132.1	43,072.58
Series 2004A Sycamore, Stephens, Limestone Repair and Replacement	
WesBanco Bank - 1125.504	35,601.11
SCADA Project Checking	
WesBanco Bank - 1131.213	<u>30.97</u>
<b>Total In Water Accounts:</b>	<b>\$ 215,354.40</b>

**Sewer Accounts**

Series 2003 Sewer Improvements Repair & Replacement	
WesBanco Bank - 2127.8	\$ 17,686.92
Grinder Pump Maintenance Reserve	
Prime Rate Money Market - WesBanco Bank - 2127.7	2,798.52
Sewer Security Deposit Account	
WesBanco Bank - 2132.1	32,133.73
Sewer System Improvement Project	
WesBanco Bank - 2131.21	6.67
Sewer System Improvement Project Phase II	
WesBanco Bank - 2131.22	<u>30.97</u>
<b>Total in Sewer Accounts:</b>	<b>\$ 52,656.81</b>

**Total All Finances - April 30, 2013** **\$ 295,427.38**

MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT  
 WATER REVENUE FUND CHECKING ACCOUNT  
 April 30, 2013

WESBANCO BANK, March 31, 2013 \$2,507.64

RECEIPTS:

Water Sales	\$90,160.60
Water Buffalo Sales	284.00
Reconnection Fees	225.00
Security Deposit Refunds	1,282.06
Tap fee	350.00
NSF charge	10.00
Brickstreet - refund	1,222.20
Leigh Mason - meter purchase	220.00

Total Receipts: \$93,753.86

Total Cash Available: \$96,261.50

Expenditures:

Action Telecom	\$51.00
ADT Security Services	49.09
At & T Mobility	239.64
BP Credit Card Company	1,016.02
BFMC Inc	552.98
Cintas	535.18
Citizens Security Life Inc Co	176.32
CI Thornburg	248.78
Commissioner's Salaries	150.00
Claywood Park PSD	30,980.80
Cutlip Warner Development	3,277.50
Dominion Hope	263.72
Dowler's Tractor Sales & Service	9.24
First Bankcard	133.90
First Insurance Funding Corp	593.76
Frontier	124.69
Ferguson Waterworks	1,125.56
Matheny Auto Service	342.19
Mineral Wells PSD	652.82
Miss Utility of WV Inc.	29.64
Mon Power	1,160.05
Municipal Bond Commission	9,397.47
Ohio Valley Muffler & Brake	82.77
Parkersburg Office Supply	44.40
Parkersburg Sentinel Co	215.85
PEIA	2,321.18
Poynter's Best Products	316.93
Rural Development - USDA 91-02	2,112.00
Rural Development - USDA 91-03	3,140.00
Rural Development - USDA 91-11	2,924.00
Rural Development - USDA 91-06	10,040.00
Rural Development - USDA 91-09	3,518.00
Salaries	8,116.22

State Electric Supply	46.03
Taylor's Disposal Inc	70.04
Telepage	8.25
Tesa Company Inc	147.72
Tractor Supply	24.15
US Postal Service	500.19
Water Environmental Testing	81.00
WesBanco Bank	95.40
WesBanco Bank-Parkersburg- Payroll taxes	3,665.71
Wirt county Journal	32.50
WV Dept of Tax & Revenue	603.72
WV Retiree Health Benefit Trust Fund	593.79
WV Public Employees Retirement System	2,445.30
void	-342.19
Melanie L. Wine	172.80
Security Deposit Refunds	520.06

Total Expenditures: \$92,606.17

Balance in Water Revenue Fund Checking Account, WesBanco Bank, April 30, 2013 \$3,655.33

Accounts Payable	Claywood Park PSD	\$34,625.60
	WesBanco Sycamore R&R	12,982.16
	USDA Rural Development	22,135.00
	WesBanco Reserve accounts	1,938.00
	Total Accounts Payable	\$71,680.76

Total -\$68,025.43

MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT  
 SEWER REVENUE FUND CHECKING ACCOUNT  
 April 30, 2013

BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT

WESBANCO BANK, March 31, 2013 \$ 28,144.39

RECEIPTS:

Sewer Sales	\$72,773.95
Butcher Bend Lagoon Assoc	617.03
Security Deposit Refunds	1,102.93
Reconnect Fee	75.00
Reimb Sewer Project	900.00
Brickstreet - refund	814.80

Total Receipts: \$76,283.71

Total Cash Available: \$ 104,428.10

Expenditures:

Action Telecomm	\$34.00
ADT Security Services	32.72
At & T Mobility	159.77
Aulick Chemical Solutions	4,008.18
BP Credit Card Company	677.35
BFMC Inc	368.65
Butcher Bend Lagoon Assoc	627.75
CI Thornburg	6,327.16
Cecil I Walker Machinery	208.83
Cintas	356.77
Citizens Security Life Ins Co	117.54
Commissioner's Salaries	100.00
Dominion Hope	175.82
Dowler's Tractor Sales & Service	6.16
Fasteners & Supply Inc .	15.85
Fastenal Company	782.65
First Bankcard	89.27
First Insurance Funding Corp	395.84
Frontier	760.72
Hardman Supply Company	71.88
Lowe's	71.19
Matheny Auto Service	228.13
Mineral Wells PSD	1,611.34
Miss Utility of WV Inc	19.76
Mon Power	25,092.48
Municipal Bond Commission	17,135.31
Ohio Valley Muffler & Brake	55.18
Oldcastle Precast Inc	666.00
Parkersburg Office Supply	29.60
Parkersburg Sentinel Co	293.20
Patriot Automation	2,028.62
PEIA	1,863.90
Poynter's Bet Products	211.28
Salaries	6,533.80
State Electric Supply	135.68

Taylor's Disposal Inc	46.70
Telepage	5.50
Tractor Supply	95.59
US Postal Service	508.69
Water Environmental Testing	403.00
WesBanco Bank	63.60
WesBanco Bank-Parkersburg-Payroll Taxes	3,011.66
WesBanco - Sewer R&R	1,736.77
Melanie L. Wine	115.20
Retiree Health Benefit Trust Fund	474.21
WV Public Employees Retirement System	1,975.75
WV Dept of Tax & Revenue	504.28
void	-228.13
Security Deposit Refunds	662.06

Total Expenditures: \$80,667.26

Balance in Sewer Revenue Fund Checking Account, WesBanco Bank, April 30, 2013 \$ 23,760.84

Accounts Payable Mon Power

Total Accounts Payable \$0.00

Total \$23,760.84



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

Check No.	Name	Check Amt.	Check Date
4049	Todd R. Anderson	\$793.65	4/25/2013
4050	Dennis R. Brown	\$433.95	4/25/2013
4051	William H. Byers, Jr.	\$543.26	4/25/2013
4052	Cathy J. Dyer	\$497.70	4/25/2013
4053	Linda K. Watson	\$458.53	4/25/2013
4054	Darin L. Crites	\$529.11	4/25/2013
4055	Nellie B. Radcliff	\$335.94	4/25/2013
4056	Mark A. Dennis	\$404.31	4/25/2013
4057	Todd R. Anderson	\$635.09	5/2/2013
4058	Dennis R. Brown	\$478.61	5/2/2013
4059	William H. Byers, Jr.	\$573.83	5/2/2013
4060	Cathy J. Dyer	\$497.71	5/2/2013
4061	Linda K. Watson	\$416.66	5/2/2013
4062	Darin L. Crites	\$290.17	5/2/2013
4063	Nellie B. Radcliff	\$335.93	5/2/2013
4064	Mark A. Dennis	\$370.99	5/2/2013
4065	Todd R. Anderson	\$740.81	5/9/2013
4066	Dennis R. Brown	\$519.28	5/9/2013
4067	William H. Byers, Jr.	\$545.91	5/9/2013
4068	Cathy J. Dyer	\$490.31	5/9/2013
4069	Linda K. Watson	\$416.66	5/9/2013
4070	Darin L. Crites	\$361.43	5/9/2013
4071	Nellie B. Radcliff	\$335.92	5/9/2013
4072	Mark A. Dennis	\$491.38	5/9/2013
4073	Todd R. Anderson	\$635.09	5/16/2013
4074	Dennis R. Brown	\$555.93	5/16/2013
4075	William H. Byers, Jr.	\$573.83	5/16/2013
4076	Cathy J. Dyer	\$505.10	5/16/2013
4077	Linda K. Watson	\$458.53	5/16/2013
4078	Darin L. Crites	\$305.22	5/16/2013
4079	Nellie B. Radcliff	\$335.92	5/16/2013
4080	Mark A. Dennis	\$404.33	5/16/2013