

# LUBECK PUBLIC SERVICE DISTRICT

FEBRUARY 10, 2000

James E. Smith, Chairman

David Steele, Secretary

Lee Johnson, Treasurer

ATTENDING: James Smith, Lee Johnson, David Steele, Jim Cox, Brian Arthur,  
John Goodman, Phil Postlewait

<b>NO. OF CUSTOMERS:</b>	Section	1 Lake Washington Road	490
		2 Lubeck	406
		3 Riverhill - Blenn. Heights	382
		4 DuPont Road	296
		5 Larkmead Road	309
		6 LMH - Homewood Road	241
		7 Washington Bottom	354
		8 New England Ridge	304
		9 Lubeck South	312
		10 Larkmead Area - Marrtown	304
		11 Route 68 South - Hopewell	178
		12 Mitchell's	67
		Total Customers	3,643

### TREASURER'S REPORT:

Revenue Fund - United National Bank	\$1,826.39
Operations & Maintenance Fund - Wesbanco	\$13,719.85
Security Deposits - One Valley Bank	\$0.00
Operation & Maintenance Reserve - One Valley Bank	\$1,903.47
Construction Reserve - One Valley Bank	\$3,933.38
Water Reserve Fund - One Valley Bank	\$36,347.10
Water Project Construction Fund - One Valley Bank	\$12,563.94
Sewer Reserve Certificate of Deposit - United National Bank	\$6,686.49
Sewer Project Construction Fund - United National Bank	\$15,327.15
Sewer Operation & Maintenance Reserve - United National Bank	\$1,197.36
Special Sewer Construction - Larkmead - United National Bank	\$55.72
Revenue Fund - Wesbanco	\$1,369.22
Hopewell Project Construction Account - United National Bank	\$0.00
Hopewell Reserve Fund - United National Bank	\$0.00
Sewer Reserve Fund - United National Bank	\$5,292.08
Hopewell Savings (Tap Fees) - United National Bank	\$21,860.06
Prudential Securities Sewer Fund	\$0.00
Prudential Securities Water Fund	\$54,866.91
Series 1999 Sewerage Bonds Account	\$3,042.86
Hopewell Debt Service Reserve	542.72
Hopewell O&M Reserve Account	911.56
Transfer From Revenue to Operation & Maintenance Checking	\$58,000.00
Transfer From Revenue to Water Reserve Account	\$2,286.54
Transfer From Revenue to RUS O&M Reserve Account	\$455.67
Transfer From Revenue to RUS Debt Service Reserve Account	\$271.33
Transfer From Water Project Construction Fund to O&M Checking	\$0.00
Transfer From Revenue to Sewer Project Construction Fund	\$0.00
Transfer From Revenue to Sewer Reserve Account	\$524.77
The following transfers were made to cover payroll since the last Board meeting:	
Transfer From Revenue to Operation & Maintenance Checking	\$15,000.00
Transfer From Revenue to Operation & Maintenance Checking	\$3,000.00
Transfer From Revenue to Operation & Maintenance Checking	\$0.00

**BUSINESS:** Prayer by Brian Arthur.

**NEW BUSINESS:**

- A) Want to congratulate Dave Steele on his appointment to the Lubeck Board.
- B) Election of Officers:  
Lee Johnson resigned as Secretary of the Board.  
Lee Johnson moved that Dave Steele be Secretary of the Board. This was seconded by Jim Smith. Passed unanimously.
- C) Get Commissioners to sign letters for other two candidates.
- D) Jim will get new checking and savings account signature cards for signing.

**SEWER PROJECT:**

- A) Moved by Dave Steele that Jim Smith be authorized to sign the revised agreement with the Department of Transportation in reference to Corridor D, seconded by Lee Johnson. Passed unanimously.
- B) The District has received a couple of complaints that we are passing along to the contractors.
- C) The meeting that Brian and Jim are going to next week in Nashville in reference to the sewer equipment may have some special offers if taken up at the show. We have talked in the past about the need for a sewer line camera to look at the different lines and services. Would it be possible to get a motion to allow us up to \$15,000 to purchase something if we find what we want? It was moved by Lee Johnson, seconded by Dave Steele that we be authorized up to \$15,000 for purchase of sewer camera materials. Passed unanimously.
- D) It was moved by Dave Steele that Jim Smith be authorized to sign Change Order No. 2 for Contract 98-1 in the amount of \$58,298 and seconded by Lee Johnson. Passed unanimously.
- E) Question was raised this morning about figuring dollar values for the remaining items on the various contracts. Do you want to discuss those at a board meeting or have a special meeting to talk about them? It was decided that John Goodman would put together a preliminary listing of values and then pass those along to Jim and the Board before the next Board meeting. We will then discuss those at that next meeting.

- F) Dave Steele moved to ratify Lee Johnson's signing of Contract 98-4, Change Order #12 and Contract 98-3, Change Order #2. This was seconded by Jim Smith. Passed unanimously.

**SEWER PLANT SAMPLING & PHYSICAL CONDITION:**

- A) Ron and Mark continue to work on maintenance of the plants and continue to use the Driamad unit for sludge removal.
- B) The District has received the first round results from Jim Wright concerning the sewer plant operations for the first quarter of 2000. There are 14 violations.

**DISCUSSION OF DISTRICT HAPPENINGS:**

It was reported what Rick has been doing in the District:

- A) Installed 0 water taps since the last Board meeting. There are 2 water taps to be installed. This gives us 2 water taps for 2000.
- B) Spotted lines for the gas company.
- C) Repaired two or three saddle leaks.
- D) Gave out late notices.
- E) Completed work orders, spotted lines, set meters.

It was reported what Rod and Bill have been working on:

A) January Water Pumped to System:	26,211,000 Gallons
Homewood Booster Station:	171,000 Gallons
New England Booster Station:	1,544,000 Gallons
High Water Usage and Day:	1,116,000 on 01/30
Low Water Usage and Day:	670,000 on 01/20

- B) Have experienced 100,000 gallon in overflows.

**GENERAL BUSINESS:**

- A) The District had a request for information about service availability for a 120,000 square foot storage facility to be built at GE. Jim faxed the lady some information about the location of service and certain costs that they would incur.

- B) Reminder that next Monday , engineering qualifications are due in the office for our water line extensions and upgrades.
- C) Lee Johnson moved that Jim Smith sign the request for a quote for Public Officials Liability Insurance, seconded by Dave Steele. Passed unanimously.
- D) Moved by Dave Steele that the District adopt the new Vacation, Sick Leave, and Holiday Pay Policies, seconded by Lee Johnson. Passed unanimously.
- E) Discussion of health insurance. As Jim discussed at the last Board meeting the District is looking at a 41% increase to \$5,696 per month. The only other option would be to go to a larger deductible and a \$5. increase in office visits to reduce the monthly cost. This would bring the cost down by \$899 per month or \$10,788 over a one year period and only be a 15.8% increase. Since the District has increased the deductible last year with the District picking up the excess \$500 per family, the District has only paid out \$1,500. It was moved by Lee Johnson and seconded by Dave Steele that the District would go to the \$2,000 deductible plan and the District would pick up anyone's excess payments over \$500 as is presently done. Passed unanimously.
- F) The Board needs to go into Executive Session. Pursuant to 6-9A-4 of the Open Governmental Statue, an executive session of the District's board is necessary to discuss the appointment, employment, retirement, promotion, demotion, disciplining, resignation, discharge, dismissal or compensation of any public officer or employee, or other personnel matters, or for the purpose of conducting a hearing on a complaint against a public officer or employee, unless such public officer or employee requests an open meeting and matters involving or affecting the purchase , sale or lease of property, advance construction planning, pending litigation, the investment of public funds or matters involving competition which, if made public, might adversely affect the financial or other interest of the state or any political subdivision. Moved by Lee Johnson, seconded by Dave Steele that the Board go into Executive Session for discussion of matters recited above. Passed unanimously.
- G) Moved by Dave Steele, seconded by Lee Johnson that the Board come out of Executive Session with no decisions having been made. Passed unanimously.
- H) Moved by Dave Steele, seconded by Lee Johnson that the December 1999 financial statement as prepared by Philip R. Postlewait, Jr., CPA be accepted. Passed unanimously.

- I) Approved previous Board meeting minutes.
- J) Approved bills and signed checks.
- K) Meeting adjourned.

*Lee Johnson* APPROVED *James E. Smith* ATTESTED