

# LUBECK PUBLIC SERVICE DISTRICT

FEBRUARY 24, 2000  
 James E. Smith, Chairman  
 David Steele, Secretary  
 Lee Johnson, Treasurer

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

<b>NO. OF CUSTOMERS:</b>	Section	1 Lake Washington Road	490
		2 Lubeck	407
		3 Riverhill - Blenn. Heights	383
		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	313
		10 Larkmead Area - Marrtown	303
		11 Route 68 South - Hopewell	178
		12 Mitchell's	67
		Total Customers	3,645

### TREASURER'S REPORT:

Revenue Fund - United National Bank	\$20.26
Operations & Maintenance Fund - Wesbanco	\$5,409.79
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	\$180,772.80
Hopewell Debt Service Reserve	542.72
Hopewell O&M Reserve Account	911.56
Transfer From Revenue to Operation & Maintenance Checking	\$29,400.00
Transfer From Revenue to Water Reserve Account	\$0.00
Transfer From Revenue to RUS O&M Reserve Account	\$0.00
Transfer From Revenue to RUS Debt Service Reserve Account	\$0.00
Transfer From Water Project Construction Fuund to O&M Checking	\$0.00
Transfer From Revenue to Sewer Project Construction Fund	\$0.00
Transfer From Revenue to Sewer Reserve Account	\$0.00
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	\$0.00
Transfer From Revenue to Operation & Maintenance Checking	\$0.00

**BUSINESS: Prayer by Jim Smith.**

- A) Moved by Dave Steele, seconded by Lee Johnson that the minutes of the previous Board meeting be approved. Passed unanimously.

**SEWER PROJECT:**

- A) The District needs to sign the Partial Payment Request No.12. It is for \$96,837 from SRF for engineering, \$25,868.61 as draws from Infrastructure Council for the contractors, District, etc.. However, the District received a check from the Department of Highways for reimbursement of Corridor D expenses so we therefore have a credit request to the Infrastructure Council of \$150,308.89. See attached Resolution for breakdown. Moved by Lee Johnson, seconded by Dave Steele that the District sign Partial Payment Request No. 12. Passed unanimously.
- B) The District has received a letter from the West Virginia Division of Labor stating that we are to withhold \$59,525.00 from payment to Holley Brothers.
- C) The District has directed Holley Brothers and other contractors to retest manholes after applying AV-202 to seal out water from around the boot and concrete. Ron Schultz and Jim Cox talked today, and Ron has checked with Fred Hypes of DEP and another engineer who he told me his name and neither require a retest. Therefore, it is possible for the contractor to make claim for payment on a retest. Jim has since told Ron that the District will wave the test on the manholes that had to have the AV-202 applied to them but that they need to test any manhole that they removed grout from around the pipe and did not use AV-202 to seal out water. The Board agreed.
- D) Discussion of retainage on Contracts 98-6 and 98-9 was held. Moved by Dave Steele, seconded by Lee Johnson that the retainage be reduced to 2 1/2% on each of Contracts 98-6 and 98-9. Passed unanimously.
- E) John Goodman gave the Board a list of projections of final costs for the sewer contracts. If they are close it appears that after reimbursement from the Department of Highways we will be over the original contract amounts by about \$20,000 on a \$20,000,000 project.

**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) They have also been watching on the start up of the pump stations.

## DISCUSSION OF DISTRICT HAPPENINGS:

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

- A) Installed 1 water tap since the last Board meeting. There is 1 water tap to be installed. This gives us 3 water taps for 2000.
- B) Replaced on frozen meter.
- C) Repaired 3 leaks. Two saddles and one service line under the road.
- D) Went around looking at manholes trying to find problems.
- E) Completed work orders, spotted lines, set meters, and kept track of the contractor.

## GENERAL BUSINESS:

- A) Report that we have again heard from GE about the possibility of selling them potable water. Jim has told them that there will have to be an air gap between the two systems before we can connect them up.
- B) Report on Brian and Jim's trip to Nashville and the Sewer Expo. Purchased a TV camera for house laterals for slightly over \$11,000. Also purchased a locator that can be added to the TV head and located under the ground to be able to follow sewer laterals. Purchased a gas sensor for manhole entry. Also purchased a few other small items with the total of all other items being about \$4,000.
- C) The District needs to do a Resolution for each of the following banks and Securities authorizing the execution of documents pertaining to removal of Charles Huffman's name and the adding of Dave Steele's name to the checking, savings, and investment accounts and the signatures thereof:
  - 1) United National Bank
  - 2) Wesbanco
  - 3) One Valley Bank
  - 4) Prudential SecuritiesMoved by Lee Johnson, seconded by Dave Steele that the Board sign above stated Resolutions. Passed unanimously.
- D) Moved by Dave Steele, seconded by Lee Johnson that the District accept the financial report for the month of January 2000 as prepared by Philip R. Postlewait, Jr., CPA. Passed unanimously.

- E) Report that the District received three proposals for portions of the engineering for the water expansion. They are from Burgess & Niple, Limited, Thrasher Engineering, and PMS Consulting Examiners Incorporated. We need to decide how we want to progress from this point forward. The District will interview the two engineers on March 7th with Trasher going at 6 PM and Burgess and Niple, Limited going at 7 PM.
- F) The District needs to go into Executive Session for a discussion of Exemption #2. Pursuant to 6-9A-4 of the Open Governmental Statute, an executive session of the District's Board to discuss the appointment, employment, retirement, promotion, demotion, discipline, 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. Moved by Lee Johnson, seconded by Dave Steele that, pursuant to notice read by Jim Cox , that the Board go into Executive Session. Passed unanimously.
- G) Moved by Dave Steele, seconded by Lee Johnson that the Board come out of Executive Session. Passed unanimously. It was noted that no decisions had been made but that employee evaluations had been discussed.
- H) Moved by Lee Johnson, seconded by Dave Steele that the recommended pay rates be approved for 2000 as recommended by management. The Manager's salary was set by the Board. Passed unanimously.
- I) Moved by Lee Johnson, seconded by Dave Steele that all bills be approved as reviewed by management and the Board along with all fund transfers as presented. Passed unanimously.
- J) Meeting adjourned.

Lee Johnson APPROVED James E. Smith ATTESTED

**RESOLUTION OF THE PUBLIC SERVICE BOARD OF LUBECK PUBLIC SERVICE DISTRICT APPROVING INVOICES AND EXPENSES RELATING TO CERTAIN ADDITIONS, BETTERMENTS AND IMPROVEMENTS TO THE WASTEWATER COLLECTION AND TREATMENT FACILITIES OF THE DISTRICT AND AUTHORIZING PAYMENT THEREOF.**

WHEREAS, Lubeck Public Service District (the "District") has reviewed the list of invoices and project-related expenses attached hereto and incorporated herein by reference relating to the design and construction of certain additions, betterments and improvements to the wastewater collection and treatment facilities of the District to be financed in part by the proceeds of the District's Sewerage System Revenue Bonds, Series 1999 A (the "Series 1999 A Bonds"); the District's Sewerage System Revenue Bonds, Series 1999 B (the "Series 1999 B Bonds"); and the District's Sewerage System Bond Anticipation Notes, Series 1999 (the "Notes"), and finds as follows:

(A) That none of the items for which the payment is proposed to be made has formed the basis for any disbursement theretofore made;

(B) That each item for which the payment is proposed to be made is or was necessary in connection with the Project and constitutes a Cost of the Project;

(C) That each of such costs has been otherwise properly incurred; and

(D) That payment for each of the items proposed is now due and owing.

**NOW, THEREFORE, BE IT RESOLVED BY THE PUBLIC SERVICE BOARD OF LUBECK PUBLIC SERVICE DISTRICT AS FOLLOWS:**

There is hereby authorized and directed the payment of the following invoices and project-related expenses from the proceeds of the Series 1999 A Bonds (designated for State Revolving Fund reimbursement, or "SRF" below) or from the proceeds of the Series 1999 B Bonds or the Notes (designated for reimbursement from Infrastructure Council bond or note proceeds, or "IC" below):

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