

LUBECK PUBLIC SERVICE DISTRICT

MAY 10, 2001

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

ATTENDING: Lee Johnson, Jim Smith, Dave Steele, Rick Sprouse, John Goodman,
 Phil Postlewait, Jim Cox

NO. OF CUSTOMERS:	Section	Sewer	Water
	1 Lake Washington Road	318	496
	2 Lubeck	331	413
	3 Riverhill - Blenn. Heights	241	385
	4 DuPont Road	223	304
	5 Larkmead Road	107	314
	6 LMH - Homewood Road	0	257
	7 Washington Bottom	306	363
	8 New England Ridge	180	313
	9 Lubeck South	216	317
	10 Larkmead Area - Marrown	28	307
	11 Route 68 South - Hopewell	0	197
	12 Mitchell's	14	66
	Total Customers	1964	3,732

TREASURER'S REPORT:

Revenue Fund - United National Bank	\$3,259.98
Operations & Maintenance Fund - Wesbanco	\$10,813.02
Prudential Securities Sewer Fund	\$124,413.00
Prudential Securities Water Fund	\$57,300.91
Series 1999 Sewerage Bonds Account	\$79,848.20
WesBanco Trust Fund	\$309,463.93

Transfer From Revenue to Operation & Maintenance Checking Account	\$102,000.00
Transfer From Water 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 Revenue to Water Projection Construction	\$0.00
Transfer From Revenue to Prudential Securities - Water Tap Account	\$0.00
Transfer From Revenue to Sewer Reserve Account	\$0.00
Transfer From Revenue to Vehicle Account	\$0.00
Transfer From Water Revenue to Sewer Projection Construction	\$0.00

The following transfers were made to cover payroll since the last Board meeting:

Transfer From Revenue to Operation & Maintenance Checking	\$17,000.00
Transfer From Revenue to Operation & Maintenance Checking	\$0.00

BUSINESS: Prayer by Jim Smith.

- A) Moved by Lee Johnson, seconded by Dave Steele that the minutes of the Board meeting of April 26, 2001 meeting be approved. Passed unanimously.

SEWER PROJECT:

- A) Holley Brothers have been in the area for the past several weeks working on their final cleanup of yards, etc. They have this week been paving the streets that were of contention. Jim is not sure what is going to happen with the fact that Greenland Addition went ahead and had their part of the project paved last year. We have included that in our customer complaints file for a resolution. The only other part of complaints that Jim has yet to hear from Holley Brothers about is the two (2) homes that have structural damage.
- B) Pipe Plus was in this week working on their final clean up. They have about three (3) different complaints that will need to be resolved with the property owners.
- C) Brian is working on putting together the final punch list for Marbo Construction now. It is due some time next week.
- D) Moved by Dave Steele, seconded by Lee Johnson that the District send the list of non connected sewer customers to the Mid Ohio Valley Health Department for them to send letters in reference to connection. Passed unanimously.

EXISTING SEWER PLANT DEMOLITION, ETC.:

- A) Ron and Mark continue to work on maintenance of the Hyview Terrace sewer plant.

DISCUSSION OF DISTRICT HAPPENINGS:

It was reported what has been happening in the District:

- A) Installed 6 water taps since the last Board meeting. There are 10 water taps to be installed. This gives us 22 water taps for 2001. The District has installed 0 sewer taps since the last Board meeting. There is 1 sewer tap to be installed. This gives us 4 sewer tap for 2001.
- B) Worked on seeding and strawing leak and tap locations.
- C) Fixed 1 service line leak.

- D) Did turn offs and turn ons.
- E) Completed work orders, spotted lines, set meters.

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

A) April Water Pumped to System:	22,570,000 Gallons
Homewood Booster Station:	169,000 Gallons
New England Booster Station:	2,009,000 Gallons
High Water Usage and Day:	904,000 on 04/23
Low Water Usage and Day:	597,000 on 04/21

GENERAL BUSINESS:

- A) The District has received two (2) proposals for mowing the properties of the District. They were from Green Clipper Lawn Maintenance and Cut N' Run. Their total prices were as follows per mowing of all plants, etc.: \$697.50 for Green Clipper and \$687.00 for Cut N' Run. The District has decided to go with Cut N' Run. They have provided the District with all information on insurance, etc. that we wanted. Would like to have the Board approve our choice. The Board agrees with management's decision to hire Cut N' Run for \$687.00 per cutting of all listed properties. Passed unanimously.
- B) Moved by Dave Steele, seconded by Lee Johnson that the water and sewer budgets as attached be approved for the year ending June 30, 2002. See attached copy. Passed unanimously.
- C) The District has received a contract that needs to be executed between the District and the Department of Transportation for design and moving costs associated with Corridor D on the portion of the project that Burgess & Niple, Limited is to design. Moved by Lee Johnson, seconded by Dave Steele that Jim Smith, Chairman, be approved to sign the contract with the State. Passed unanimously.
- D) Discussion of building onto the office for plan room and office for Brian, etc. It appears that the cost would be somewhere in the range of \$15,000 to \$20,000. Jim would anticipate the employees doing most of the work. Moved by Dave Steele, seconded by Lee Johnson that the Board authorize the addition to the office. Passed unanimously.
- E) Moved by Lee Johnson, seconded by Dave Steele that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. Passed unanimously.

**LUBECK PUBLIC SERVICE DISTRICT
WATER BUDGET
FOR THE YEAR ENDING JUNE 30, 2002**

	For the Period		
	3/31/2001	Annualized	Budget
REVENUE			
Residential Service	\$673,399.46	\$897,865.95	\$898,000.00
Commercial Service	81,865.83	109,154.44	\$110,000.00
Industrial Service	49,358.52	65,811.36	\$66,000.00
Public Authority Service	14,870.02	19,826.69	\$20,000.00
Hauling Tap Service	3,408.10	4,544.13	\$4,500.00
Private Fire Protection	810.00	1,080.00	\$1,000.00
Penalties Received	12,545.33	16,727.11	\$16,800.00
Other Revenue	5,468.64	7,291.52	\$7,500.00
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Total Revenue	\$841,725.90	\$1,122,301.20	\$1,123,800.00
OPERATING EXPENSES			
Power & Pumping			
Wages	\$35,149.39	\$46,865.85	\$50,000.00
Power Purchased	12,792.52	17,056.69	22,000.00
Maintenance - Wells	0.00	0.00	15,000.00
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Total Power & Pumping	\$47,941.91	\$63,922.54	\$87,000.00
Purification Expenses			
Wages	\$2,276.52	\$3,035.36	\$3,200.00
Chemicals	25,659.27	34,212.36	34,500.00
Supplies	8,992.99	11,990.65	12,500.00
Maintenance	21,143.57	28,191.43	40,000.00
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Total Purification	\$58,072.35	\$77,429.80	\$90,200.00
Transmission & Distribution			
Wages	\$30,183.13	\$40,244.17	\$42,500.00
Supplies	185.68	247.57	500.00
Water Testing Costs	2,556.57	3,408.76	3,600.00
Meter Testing Costs	764.56	1,019.41	2,000.00
Power Purchased	30,210.53	40,280.71	44,000.00
Maintenance - Structures	414.49	552.65	2,500.00
Maintenance - Mains	6,705.60	8,940.80	15,000.00
Maintenance - Pump House	2,324.59	3,099.45	3,500.00
Maintenance - Meters	13,304.98	17,739.97	13,500.00
Maintenance - Hydrants	846.04	1,128.05	2,000.00
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Total Transmission and Distribution	\$87,496.17	\$116,661.54	\$129,100.00

**LUBECK PUBLIC SERVICE DISTRICT
WATER BUDGET
FOR THE YEAR ENDING JUNE 30, 2002**

	For the Period 3/31/2001	Annualized	Budget
Customer Accounting			
Wages - Meter Reading	\$8,577.04	\$11,436.05	\$12,100.00
Wages - Billing	15,981.46	21,308.61	\$23,000.00
Miscellaneous	4,967.39	6,623.19	7,500.00
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Total Customer Accounting	\$29,525.89	\$39,367.85	\$42,600.00
Administrative & General			
Wages	\$54,547.90	\$72,730.53	\$90,000.00
General Expenses	14,589.60	19,452.80	25,000.00
Outside Services	9,757.16	13,009.55	24,700.00
Insurance	24,291.20	32,388.27	20,000.00
Injuries and Damages		0.00	1,000.00
Welfare & Pension	75,895.20	101,193.60	\$115,000.00
Miscellaneous	6,397.50	8,530.00	9,000.00
Transportation Expenses	11,046.30	14,728.40	17,500.00
Maintenance of Property	18,333.61	24,444.81	20,000.00
Maintenance - Wages	37,424.13	49,898.84	\$52,750.00
Depreciation	239,625.00	319,500.00	320,000.00
Taxes	16,492.26	21,989.68	25,000.00
Interest - Deposits	225.76	301.01	300.00
Interest - Auto Loan	0.00	0.00	0.00
Interest - Equipment Loan	2,772.29	3,485.44	2,400.00
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Total Administrative & General	\$511,397.91	\$681,652.93	\$722,650.00
Bond Service Interest			
Interest - WDA Bond	\$154,706.00	\$232,059.07	\$230,000.00
Interest - RUS Bond	\$17,994.14	\$24,732.00	\$23,000.00
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Total Bond Service	\$172,700.14	\$256,791.07	\$253,000.00
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Total Expenses	\$907,134.37	\$1,235,825.73	\$1,324,550.00
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Income Before Other Income	(\$65,408.47)	(\$113,524.53)	(\$200,750.00)
OTHER INCOME			
Interest Income	\$3,013.12	\$4,017.49	\$5,000.00
Sinking Fund Income	13,096.09	26,192.18	24,000.00
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Total Other Income	\$16,109.21	\$30,209.67	\$29,000.00
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Net Income	(\$49,299.26)	(\$83,314.86)	(\$171,750.00)

**LUBECK PUBLIC SERVICE DISTRICT
WATER BUDGET
FOR THE YEAR ENDING JUNE 30, 2002**

	For the Period 3/31/2001	Annualized	Budget
Add:			
Depreciation			320,000.00
Interest			255,400.00
			<u>575,400.00</u>
Less:			
Sinking Fund Payments			263,820.00
Loan Payments - RUS			31,020.00
Loan Payments - One Valley Bank			15,072.00
O & M Reserve Transfers			28,095.00
RUS Reserve Fund			3,255.96
RUS O & M Fund			5,468.04
			<u>346,731.00</u>
 Cash Excess After Debt Service			 <u>56,919.00</u>

**LUBECK PUBLIC SERVICE DISTRICT
SEWER BUDGET
FOR THE YEAR ENDING JUNE 30, 2002**

	3/31/2001 Actual	Annualized	Budget
REVENUE			
Sewer - Domestic Service	\$555,955.23	741,273.64	\$1,000,000.00
Sewer - Commercial Service	6,601.81	8,802.41	9,000.00
Sewer - Public Service	4,607.66	6,143.55	6,600.00
Penalties Received	5,929.31	7,905.75	9,500.00
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Total Revenue	\$573,094.01	\$764,125.35	\$1,025,100.00
OPERATING EXPENSES			
Collecting Expenses			
Operation Labor	\$12,763.51	17,018.01	\$24,000.00
Supplies & Expenses	1,198.03	1,597.37	1,600.00
Maintenance Collection System Plant	10,349.13	13,798.84	30,000.00
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Total Collecting Expenses	\$24,310.67	\$32,414.22	\$55,600.00
Pumping Expenses			
Power & Fuel	\$18,072.06	24,096.08	\$26,000.00
Supplies & Expenses	14,330.37	19,107.16	48,000.00
Maintenance, Supervision & Engineering	1,335.98	1,781.31	1,800.00
Maintenance - Structures & Improvements	2,078.30	2,771.07	2,800.00
Maintenance - Pump Equipment	\$916.53	1,222.04	1,300.00
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Total Pumping Expenses	\$36,733.24	\$48,977.66	\$79,900.00
Treatment & Disposal Expense			
Operation Labor	\$38,114.70	50,819.60	\$54,000.00
Supplies & Expense - Main Plant	19,944.88	26,593.17	27,000.00
Power Purchased	17,767.37	23,689.83	24,000.00
Maintenance - Structures & Improvements	900.71	1,200.95	1,500.00
Maintenance - Treatment & Disposal Equi	1,127.60	1,503.47	1,500.00
Sewer Plant Removal	601.60	802.13	30,000.00
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Total Treatment & Disposal Expenses	\$78,456.86	\$104,609.15	\$138,000.00
Customer Accounting Expense			
Meter Reading	\$4,867.27	6,489.69	\$6,500.00
Billing, Collecting & Accounting	10,036.29	13,381.72	14,000.00
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Total Customer Accounting Expense	\$14,903.56	\$19,871.41	\$20,500.00

**LUBECK PUBLIC SERVICE DISTRICT
SEWER BUDGET
FOR THE YEAR ENDING JUNE 30, 2002**

	3/31/2001		
	Actual	Annualized	Budget
Administrative & General			
Administrative & General Salaries	\$36,233.63	48,311.51	\$62,000.00
Expenses - General Officers/Employees	33.89	45.19	100.00
Accounting Services	9,831.67	13,108.89	14,700.00
Legal Services	39,307.18	52,409.57	6,000.00
Regulatory Commission Expense	2,275.00	3,033.33	3,000.00
Insurance - Facilities	10,225.27	13,633.69	21,000.00
Employee Welfare & Pension	33,858.76	45,145.01	49,000.00
Miscellaneous General Expense	22,062.21	29,416.28	32,000.00
Miscellaneous General Properties	2,937.28	3,916.37	4,000.00
Transportation	5,308.61	7,078.15	8,000.00
Deprecation	441,000.00	588,000.00	588,000.00
Taxes	7,374.11	9,832.15	11,000.00
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Total Administrative & General Expenses	\$610,447.61	\$813,930.14	\$798,800.00
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Bond Service Costs			
Administrative Fee - SRF	\$3,353.91	\$4,471.88	\$40,246.92
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Total Bond Service Costs	\$3,353.91	\$4,471.88	\$40,246.92
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Total Expenses	768,205.85	1,024,274.46	1,133,046.92
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Income Before Other Income	(\$195,111.84)	(\$260,149.11)	(\$107,946.92)
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OTHER INCOME			
Interest Income	\$4,645.35	6,193.80	\$4,000.00
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Total Other Income	\$4,645.35	\$6,193.80	\$4,000.00
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Net Income	(\$190,466.49)	(\$253,955.31)	(\$103,946.92)
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Add			
Depreciation			588,000.00
Funds from Reserve for Plant Removal			30,000.00
Funds from Reserve for Somerville Renovations			30,000.00
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Principal Payment - SRLF			(397,500.00)
Principal Payment - WVIJDC			(53,032.00)
Debt Service Reserve Payment for Coverage			(67,560.00)
O & M Reserve Payments			(25,628.00)
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Cash After Debt Service			333.08
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- F) Discussion was held concerning the fact that DuPont had taken our Vacuum Truck back to see if they could determine what was irritating the workers of Hyvac's eyes. It was determined to be a flame retardant chemical that became an irritant if heated, which is what the workers were doing. We have taken the truck back to Hyvac along with an MSDS sheet outlining safety precautions.
- G) Meeting adjourned.

Lee Johnson APPROVED *James E. Smith* ATTESTED