

File

LUBECK PUBLIC SERVICE DISTRICT

DECEMBER 13, 2001

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

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

NO. OF CUSTOMERS:	Section	Sewer	Water
	1 Lake Washington Road	315	486
	2 Lubeck	329	413
	3 Riverhill - Blenn. Heights	245	383
	4 DuPont Road	224	299
	5 Larkmead Road	110	324
	6 LMH - Homewood Road	0	265
	7 Washington Bottom	303	360
	8 New England Ridge	184	313
	9 Lubeck South	218	318
	10 Larkmead Area - Marrtown	30	308
	11 Route 68 South - Hopewell	0	187
	12 Mitchell's	26	67
	Total Customers	1984	3,723

TREASURER'S REPORT:

Revenue Fund - United National Bank	\$614.46
Operations & Maintenance Fund - Wesbanco	\$12,534.22
Prudential Securities Sewer Fund	\$126,716.00
Prudential Securities Water Fund	\$58,361.91
Series 1999 Sewerage Bonds Account	\$56,424.70
WesBanco Trust Fund	\$243,223.01
Transfer From Revenue to Operation & Maintenance Checking Account	\$109,000.00
Transfer From Revenue to Operation & Maintenance Checking 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
Transfer From Water Revenue to WesBanco Investment Account	\$7,569.69

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

BUSINESS: Prayer by Jim Smith.

- A) Moved by Dave Steele, seconded by Lee Johnson that the minutes of the Board meeting of November 8, 2001 be approved. Passed unanimously.

EXISTING PACKAGE PLANT DEMOLITION & LINE REHABILITATION:

- A) Ron is working on maintenance of the Hyview Terrace plant.

- B) The District has received the results concerning the sewer plant operations for November 2001. There is 1 violation. It has to do with total Copper in the discharge water. We have the sample sent out for testing and it takes the entire month to get the results back. therefore, if this happens we have no way to resample to see if it was a false reading.

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 0 water taps to be installed. This gives us 71 water taps for 2001. The District has installed 0 sewer taps since the last Board meeting. There are 0 sewer taps to be installed. This gives us 10 sewer taps for 2001.

- B) Repaired four line leaks.

- C) Put up fence posts at the well field. Will be putting cable on them tomorrow.

- D) Gave out late notices and did turn offs.

- E) Completed work orders, spotted lines, set meters.

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

November Water Pumped to System:	22,209,000 Gallons
Homewood Booster Station:	186,000 Gallons
New England Booster Station:	1,857,000 Gallons
High Water Usage and Day:	931,000 on 11/15
Low Water Usage and Day:	561,000 on 11/16

Experienced 50,000 overflow at New England Tank due to radio problem.

GENERAL BUSINESS:

- A) Moved by Dave Steele, seconded by Lee Johnson that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. Passed unanimously.
- B) Jim Smith has been appointed by the Wood County Commission for another six year term on the District's Board. Congratulations.
- C) Jim Cox would like for the Board to adopt in writing the Document Retention Policy that the District will follow. Adoption of this policy in no way will affect the current lawsuit, in that the District will not destroy any documents that may pertain to the suit. Moved by Lee Johnson, seconded by Dave Steele that the District adopt the attached Document Retention Policy. Passed unanimously.
- D) Moved by Dave Steele, seconded by Lee Johnson that the District accept the June 30, 2001 audit of the books as presented by John Altman, Jr., CPA. Passed unanimously.
- E) Moved by Lee Johnson, seconded by Dave Steele that the District accept the financial reports for the months of July, August, and September 2001 as presented by Philip R. Postlewait, Jr., CPA. Passed unanimously.
- F) Moved by Dave Steele, seconded by Lee Johnson that the District make a policy deviation for Charles Vincent to carry over 1 week of vacation to 2002. This is due to his not having another person to be able to operate the wastewater plant until late this year. This should not be a problem next year. This is due to the extenuating circumstances. We now have Mark Lewis working with him learning the operations.
- G) Moved by Lee Johnson, seconded by Dave Steele that the Board adopt the attached listing of Board meeting dates for 2002. Passed unanimously.
- H) Ron Schultz has requested that the District allow the moving of the sludge dewatering machine to be completed as a Change Order to the Hayslett contract. Ron will then pay the District who will in turn pay Hayslett. Part of Ron's thoughts are that this puts the burden of maintenance of everything on Hayslett for the warranty period. Moved by Dave Steele, seconded by Lee Johnson that the Board approve Change Order #5 to Contract 98-1, Hayslett Construction for an increase of \$11,024.00 for the moving of the Sludge Dewatering Unit. Passed unanimously.

- I) Ron has also gotten it cleared with Mr. Hayslett to run the Blennerhassett lateral relocation through his contract since his is the only contract open that the District would want to use for this type of work. Moved by Lee Johnson, seconded by Dave Steele that the District approve Change Order #6 to Hayslett Construction in the amount of \$12,766.00 for the relocation of the Newberry service line on Blennerhassett Heights. Passed unanimously.
- J) Update on the C-8 litigation.
- K) Information from Rural Water on Board Member Training, etc. Take it home and read it and we will talk about it in January.
- L) The District has had a call from a gentleman who is looking to establish a recycling plant within our District. We are waiting for him to get back to us with more information, etc.
- M) Moved by Dave Steele, seconded by Lee Johnson that the District approve the Engineering Agreement for the Design of the three new water tanks, the CO2 removal unit, removal and replacement of the Riverhill tanks, and minor other items. The cost will be \$144,000 with payment terms as per the contract. Passed unanimously.
- N) Moved by Lee Johnson, seconded by Dave Steele that the District approve the Payment Request for central sewer work in the amount of \$96,643 with submission upon completion of work on the Newberry tap relocation and as attached. Passed unanimously.
- O) As has been customary in years past, the second meeting of December will be canceled for this year.
- P) Meeting adjourned.

-----APPROVED -----ATTESTED