

LUBECK PUBLIC SERVICE DISTRICT

DECEMBER 11, 2003

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

Attending: James E. Smith, David Steele, Lee Johnson,  
James M. Cox, Phil Postlewait, Glen Shaffer,  
Richard Hayhurst, Jimmy McCumbers, Judy  
Boston, and Virginia Sines.

NO. OF CUSTOMERS:	Section		Sewer	Water
	1	Lake Washington Road	316	489
	2	Lubeck	335	431
	3	Riverhill - Blenn. Heights	278	377
	4	DuPont Road	229	290
	5	Larkmead Road	104	328
	6	LMH - Homewood Road	0	275
	7	Washington Bottom	301	363
	8	New England Ridge	176	314
	9	Lubeck South	211	324
	10	Larkmead Area - Marrtown	44	303
	11	Route 68 South - Hopewell	0	209
	12	Mitchell's	51	72
		Total Customers	2045	3,775

TREASURER'S REPORT:

Revenue Fund - United National Bank	(\$3,833.60)
Operations & Maintenance Fund - Wesbanco	(\$59,905.43)
Prudential Securities Water Fund	\$0.00
Series 1999 Sewerage Bonds Account	\$24,176.53
WesBanco Trust Fund	\$210,722.04
Transfer From Revenue to Operation & Maintenance Checking Account	\$55,500.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$43,500.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$0.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$0.00
Transfer From Water Revenue to Sewer Projection Construction	\$0.00
Transfer From Investment Account to Operation & Maintenance Account	\$0.00

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

Transfer From Revenue to Operation & Maintenance Checking	\$16,600.00
Transfer From Revenue to WesBanco Tax Account	\$5,421.98
Transfer From Revenue to Operation & Maintenance Checking	\$5,000.00
Transfer From Revenue to WesBanco Tax Account	\$1,481.40
Transfer From Revenue to Operation & Maintenance Checking	\$15,000.00
Transfer From Revenue to WesBanco Tax Account	\$5,669.04

BUSINESS: Prayer by Jim Smith.

- A) Moved by Lee Johnson, seconded by Dave Steele that the minutes of the Board meeting of November 13, 2003 be approved. Passed unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

It was reported what has been happening in the District:

- A) Installed 7 water taps since the last Board meeting. There are 3 water taps to be installed. This gives us 70 water taps for 2003. The District has installed 0 sewer taps since the last Board meeting. There is 1 sewer tap to be installed. This gives us 14 sewer taps for 2003.
- B) Repaired three water service line leaks.
- C) Looking for infiltration into the sewer system.
- D) Testing of water meters.
- E) Cutting asphalt around leak and tap locations to prepare for asphalt.
- F) Changed flow meter in water plant.
- G) Gave out late notices and did turn offs and turn ons.
- H) Have been looking for a large leak in the New England Tank service area. Still have yet to determine its location.
- I) Completed work orders, spotted lines, set meters.

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

November Water Pumped to System:	22,632,000 Gallons
Homewood Booster Station:	198,000 Gallons
New England Booster Station:	4,670,400 Gallons
High Water Usage and Day:	878,000 on 11/29
Low Water Usage and Day:	606,000 on 11/17

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) Moved by Lee Johnson, seconded by Dave Steele that the Board approve the meeting dates for 2004 as amended and attached. Passed unanimously.
- C) Jim Cox received a letter from Lucille Morales today stating that, at this time, she is withdrawing her name for consideration for the board meeting.
- D) Mr. Flinn called in to tell us that he would not be able to attend the Board meeting but that he wanted the District to remember that he still needs water.
- E) Moved by Dave Steele, seconded by Lee Johnson that the District accept the June 30, 2003 audit as prepared by Altman and Associates. Passed unanimously.
- F) Jim Cox has received a new quote from Blue Cross and Blue Shield (BC&BS) for our health insurance. It turns out that this insurance will save the District approximately \$1,000 per month and the employees will no longer have the problem of in network or out of network to worry with. Moved by Lee Johnson, seconded by Dave Steele that the District accept the quote BC & BS in the amount of \$7,726.91 per month. Discussion was held. Passed unanimously.
- G) Moved by Dave Steele, seconded by Lee Johnson that the District accept the financial reports for the months of July through October 2003 as presented by Philip R. Postlewait, Jr., CPA. Passed unanimously.
- H) As has been customary in the past, the second Board meeting of December will be canceled for this year.
- I) The office will be closed for one half day on December 24th, Christmas day and the day after Christmas.
- J) Gene Shaffer gave the District a copy of the information that he supplied to the Wood County Commission for a possible appointment to our Board.
- K) Jim Smith stated that it has been an asset to have had Dave Steele serve on the Board and wished him luck in the future.
- L) Meeting adjourned.

 APPROVED  ATTESTED

NOTICE  
BOARD MEETING DATES  
LUBECK PUBLIC SERVICE DISTRICT  
7:00 PM

JANUARY 8, 2004  
JANUARY 22, 2004  
FEBRUARY 12, 2004  
FEBRUARY 26, 2004  
MARCH 11, 2004  
MARCH 25, 2004  
APRIL 8, 2004  
APRIL 22, 2004  
MAY 13, 2004  
MAY 27, 2004  
JUNE 10, 2004  
JUNE 24, 2004  
JULY 8, 2004  
JULY 22, 2004  
AUGUST 12, 2004  
AUGUST 26, 2004  
SEPTEMBER 9, 2004  
SEPTEMBER 23, 2004  
OCTOBER 14, 2004  
OCTOBER 28, 2004  
NOVEMBER 18, 2004  
NOVEMBER 25, 2004 - CANCELED  
DECEMBER 9, 2004  
DECEMBER 23, 2004 - CANCELED