

LUBECK PUBLIC SERVICE DISTRICT

JANUARY 8, 2004

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

Attending: James E. Smith, David Steele, Lee Johnson, James M. Cox,
Phil Postlewait, Jimmy McCumbers, Richard Hayhurst,
Virginia Sines, Richard and Belinda Greenburg, Neva Bock,
Rebecca Wells, R.T. Wallace, and Donna Wells.

NO. OF CUSTOMERS:	Section		Sewer	Water
	1 Lake Washington Road		312	485
	2 Lubeck		333	430
	3 Riverhill - Blenn. Heights		279	377
	4 DuPont Road		228	290
	5 Larkmead Road		104	328
	6 LMH - Homewood Road		0	275
	7 Washington Bottom		299	362
	8 New England Ridge		176	314
	9 Lubeck South		211	323
	10 Larkmead Area - Martown		44	304
	11 Route 68 South - Hopewell		0	209
	12 Mitchell's		52	74
	Total Customers		2038	3,771

TREASURER'S REPORT:

Revenue Fund - United National Bank	\$11,929.27
Operations & Maintenance Fund - Wesbanco	(\$57,308.69)
Prudential Securities Water Fund	\$0.00
Series 1999 Sewerage Bonds Account	\$24,180.33
WesBanco Trust Fund	\$180,722.04

Transfer From Revenue to Operation & Maintenance Checking Account	\$44,000.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$17,000.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$5,000.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$40,000.00
Transfer From Water Revenue to Sewer Projection Construction	\$0.00
Transfer From Investment Account to Operation & Maintenance Account	\$10,000.00
Transfer From Investment Account to Operation & Maintenance Account	\$20,000.00

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

Transfer From Revenue to Operation & Maintenance Checking	\$14,750.00
Transfer From Revenue to WesBanco Tax Account	\$5,444.17
Transfer From Revenue to Operation & Maintenance Checking	\$15,100.00
Transfer From Revenue to WesBanco Tax Account	\$5,668.70
Transfer From Revenue to Operation & Maintenance Checking	\$0.00
Transfer From Revenue to WesBanco Tax Account	\$0.00

BUSINESS: Prayer by Jim Smith.

FIRST ORDER OF BUSINESS:

- A) Election of officers: Moved by Lee Johnson, seconded by Jim Smith that the officers for 2004 be the same as 2003 with the exception that when a new Commissioner is appointed to take Dave Steele's place he/she will become the new Secretary. That being Jim Smith - Chairman, Lee Johnson - Treasurer, and David Steele - Secretary. Passed unanimously.

- B) Moved by Dave Steele, seconded by Lee Johnson that the minutes of the Board meeting of December 11, 2003 be approved. Passed unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

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

- A) Installed 2 water tap since the last Board meeting. There are 4 water taps to be installed. This gives us 72 water taps for 2003. The District has installed 0 sewer taps since the last Board meeting. There are 3 sewer taps to be installed. This gives us 14 sewer taps for 2003.

- B) Repaired one main line and one service line break.

- C) Removed hydrant from the old line on River Hill Road. Will use it for parts, etc.

- D) Testing water meters.

- E) Helped water operators pull pump #4 in the plant to send back. It is still under warranty and the company was here within 1/2 hour of calling to get it.

- F) Did Turn offs and turn ons.

- G) During the looking for a water leak in the New England Ridge pressure area, Jimmy and Gary opened and shut the pressure control valve at Tarrytowne. Upon returning to the plant it was determined that this took care of the problem of water loss. Therefore, the water was only being circulated from the bottom of New England Ridge up the hill and then back down to the lower pressure zone at Tarrytowne.

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

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

December Water Pumped to System:	26,280,000 Gallons
Homewood Booster Station:	186,200 Gallons
New England Booster Station:	9,029,900 Gallons
High Water Usage and Day:	1,022,000 on 12/25
Low Water Usage and Day:	676,000 on 12/04

Experienced no overflows.

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 Dave Steele, seconded by Lee Johnson that the District accept the November 2003 financial statement as prepared by Philip R. Postlewait, Jr., CPA. Passed unanimously.
- C) The District needs to sign the Public Land Corporation - pipeline agreement relating to our water project. Moved by Lee Johnson, seconded by Dave Steele that Jim Smith, Chairman be authorized to sign the Public Land Corporation paperwork relating to the pipeline agreement for the water project. Passed unanimously.
- D) As we have discussed in the past the District is under new Public Service Commission (PSC) Rules and Regulations. As part of that the District is required to notify customers at least 24 hours before disconnection that their service will be terminated. In research of the various options open to the Public Service District's of Wood County we have determined that the WARN system as operated out of Charleston, West Virginia is the best system to accomplish all of our needs and goes beyond by allowing the District's to notify people in cases of water line breaks and/or sewer problems. The cost will be a \$1,000 one year License Access Fee (Renewal is only 30% of this amount for years 2 - 5) plus \$0.18 per 30 second recorded message send out. There will be a one time training cost of \$1,500 which would be divided up among the 4 PSD's in the County. The only other charge will be from Walter, Appalachian Software, for a licensing interface with his billing system to allow the District's to have the potential disconnect customer listing information brought to a central location for transmission and then the results recorded back into the customers record. He has told me that he would expect this cost to be a one time cost of \$1,000 per District. Jim is looking for authorization to pursue having this system implemented. Moved by Lee Johnson, seconded by Dave Steele that the District accept this proposal and proceed to have it implemented. Passed unanimously.

- E) Virginia McDonald of the Rural Utilities Services has informed the District that our application for funding has been submitted to Morgantown for their review and she would expect that the District would have a response from them sometime in January as to whether they will be able to fund the project.
- F) The District is talking to a developer who is wanting to install a package treatment plant within the District in a location that would be very expensive to pump from and considerable distance to a main sewer line. He has asked if the District would be interested in owning and operating this plant and the lines within his subdivision. Jim told him that he would make an inquiry to see if, and if so, what conditions would be placed on the take over. First, the District last year passed a motion stating that if the District were to be requested to take over a system that the Developer would have to put up a one year warranty bond or cash to cover the replacement of the plant should something fail within the first year. Second, as has been the practice in the past, the District would require that the Developer pay a certain percentage of average bills to cover the cost of operation of the plant. Phil and Jim have looked at the costs of the Hyview Terrace plant to try and determine what type of number of average bills would be required to pay for the operation of the new system. They have determined that it appears that if the developer were to pay 12 average bills per month until there are 12 homes connected to the plant that this would cover the costs involved. Third, the developer would have to turn over the property for the plant and right of way for the lines within the subdivision. Discussion was held concerning the possibility of serving the properties around this proposed subdivision and using the old plant that we presently have out back. The Board agreed for us to proceed with discussions.
- G) Becky Wells from Ball School Road was in attendance at the Board meeting to get information on how to have water extended to serve their area of the District. They are virtually surrounded by water but yet does not have it themselves. Jim gave them the information that they need to put together and bring back to the District for us to prepare them a budget cost to see if they are still interested in pursuing water. They were given a Self Help extension outline of requirements. He is to talk with Becky and see what area of Ball School Road that can be currently served and what part of it that would need to wait until the water tank is completed on Larkmead Road.
- H) Mr. Flinn from off Middle Fork of Lee Creek wanted me to pass along to the Board that he was in today having just got out of the hospital and on his way home but would not be at the meeting tonight but is still greatly interested in water.

I) 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 sale or lease of property, Section # 9, 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.

J) It was declared by Jim Smith upon returning from Executive Session that no decisions had been made or would be made.

K) Meeting Adjourned.

Lee Johnson APPROVED James E. Smith ATTESTED