

LUBECK PUBLIC SERVICE DISTRICT

JANUARY 22, 2004

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

Attending: James E. Smith, David Steele, Lee Johnson, James Cox,  
 Jimmy McCumbers, Phil Postlewait, Richard Hayhurst,  
 Virginia Sines, Judy Boston, Charles R. Flinn, and  
 Paul W. Smith.

NO. OF CUSTOMERS:	Section		Sewer	Water
	1	Lake Washington Road	311	483
	2	Lubeck	332	428
	3	Riverhill - Blenn. Heights	279	376
	4	DuPont Road	227	289
	5	Larkmead Road	103	329
	6	LMH - Homewood Road	0	274
	7	Washington Bottom	298	361
	8	New England Ridge	176	314
	9	Lubeck South	212	324
	10	Larkmead Area - Martown	44	303
	11	Route 68 South - Hopewell	0	209
	12	Mitchell's	51	72
		Total Customers	2033	3,762

TREASURER'S REPORT:

Revenue Fund - United National Bank	\$1,082.21
Operations & Maintenance Fund - Wesbanco	(\$68,240.85)
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	\$47,000.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$13,500.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$15,000.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$12,000.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$5,000.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$5,000.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$7,500.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$7,500.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$10,000.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$10,000.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$5,000.00
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
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	\$14,900.00
Transfer From Revenue to WesBanco Tax Account	\$5,543.90
Transfer From Revenue to Operation & Maintenance Checking	\$0.00
Transfer From Revenue to WesBanco Tax Account	\$0.00

**BUSINESS:** Prayer by Jim Smith.

- A) Moved by Lee Johnson, seconded by Dave Steele that the minutes of the Board meeting of January 8, 2004 be approved. Passed unanimously.

**DISCUSSION OF DISTRICT HAPPENINGS:**

It was reported what has been going on in the District:

- A) Installed 1 water tap since the last Board meeting. There are 3 water taps to be installed. This gives us 1 water tap for 2004. The District has installed 3 sewer taps since the last Board meeting. There are 0 sewer taps to be installed. This gives us 3 sewer taps for 2004.
- B) Tied in the Brookover road crossing.
- C) Worked on one main line and one service line leak.
- D) The men went out looking for another leak that was affecting the Wildwood, Westwood, Larkmead Road, and Lost Pavement areas. Found the new 6" crossing to Meadow Drive to be leaking badly to the tune of 120,000 gallon per day. We were able to shut the line down and Harper installed a new 6" valve at the Meadow Drive right-of-way line. We are waiting on Mr. Harper to repair the line so we can put it back in service.
- E) Completed work orders, spotted lines, testing and setting meters.

**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 financial statement for the month of December 2003 be accepted as presented by Philip R. Postlewait, Jr., CPA. Passed unanimously.
- C) The District has received from the Public Service Commission the date for the hearing on our pending case. The hearing will be at Parkersburg City Council Chambers on February 17 at 1:30 PM and at 6:30 PM.

- D) The District has received a letter from the Rural Utilities Service stating that the District needs to hold a public meeting concerning our application for funding with them. They have suggested that it be done at the next Board meeting which will be February 10, 2004. That was acceptable with the Board. This is part of an advertisement that includes an Environmental Assessment which they will supply if someone has a question about the project.
- E) A gentleman fell into a meter pit the other day and broke his foot. The information has been turned over to our insurance company for their review and handling.
- F) Jim Smith presented a plaque to Dave Steele for his service on the Lubeck PSD Board for the last four years.
- G) Mr. Charles Flinn was here to make sure that the Board did not forget that he still needs water.
- H) Moved by Lee Johnson, seconded by Dave Steele that the Board 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 personnel matters. Passed unanimously.
- I) Jim Smith noted that the Board was out of Executive Session and that no action had been taken in the session and no action would be taken out of session.
- J) Meeting adjourned.

Lee Johnson APPROVED James E. Smith ATTESTED