

LUBECK PUBLIC SERVICE DISTRICT

March 25, 2004

7:00 P.M.

Lee Johnson, Chairman
 Paul W. Smith, Treasurer
 Roger D. Martin, Secretary

Attending: Lee Johnson, Paul Smith, Roger Martin, Jim Cox
 Phil Postlewait, Craig Richards, Jimmy McCumbers,
 Richard Hayhurst, Nancy Vaughn, Donald Vaughn,
 Anna Queen, Dewey Queen, June Ann Fought,
 Virginia Sines, Judy Boston, and Marvin Bradley.

NO. OF CUSTOMERS:	Section		Sewer	Water
	1 Lake Washington Road		311	485
	2 Lubeck		334	430
	3 Riverhill - Blenn. Heights		277	373
	4 DuPont Road		227	290
	5 Larkmead Road		103	329
	6 LMH - Homewood Road		0	274
	7 Washington Bottom		300	363
	8 New England Ridge		177	316
	9 Lubeck South		211	322
	10 Larkmead Area - Marrtown		46	303
	11 Route 68 South - Hopewell		0	209
	12 Mitchell's		52	74
	Total Customers		2038	3,768

TREASURER'S REPORT:

Revenue Fund - United National Bank	\$19,130.03
Operations & Maintenance Fund - Wesbanco	(\$72,105.58)
RUS Construction Account	\$100.00
Series 1999 Sewerage Bonds Account	\$24,183.89
WesBanco Trust Fund	\$167,011.52

Transfer From Revenue to Operation & Maintenance Checking Account	\$7,500.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$4,000.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$3,500.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$4,000.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$8,000.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$22,000.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$3,000.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$7,600.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$12,500.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$2,750.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$12,750.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$12,000.00
Transfer From Revenue to Operation & Maintenance Checking Account Held	\$4,000.00

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

Transfer From Revenue to Operation & Maintenance Checking	\$14,800.00
Transfer From Revenue to WesBanco Tax Account	\$5,526.33
Transfer From Revenue to Operation & Maintenance Checking	\$0.00
Transfer From Revenue to WesBanco Tax Account	\$0.00

BUSINESS: Prayer by Paul Smith.

- A) Moved by Paul Smith, seconded by Roger Martin that the minutes of the Board meeting of March 11, 2004 meeting be approved. Passed unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

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

- A) Installed 3 water taps since the last Board meeting. There is 1 water tap to be installed. This gives us 8 water taps for 2004. The District has installed 1 sewer tap since the last Board meeting. There are 0 sewer taps to be installed. This gives us 4 sewer taps for 2004.
- B) Repaired one water leak at the pressure reduction station at the end of the lane.
- C) Dug out manholes in Wellesley so the District could smoke test. Completed smoke test on the system and found it to be very tight.
- D) Parkersburg Utility Board worked with the District to run their small camera in customer sewer line. It was determined to be a customer problem.
- E) Employees have been going to the Expo for continuing education classes.
- F) Other general maintenance at the office and in the field.
- G) Completed work orders, spotted lines, set meters.

GENERAL BUSINESS:

- A) Moved by Roger Martin, seconded by Paul Smith that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. Passed unanimously.
- B) The District needs to sign the engineering agreement for our water project to assure the project moves forward without any complications. It should be noted that Burgess & Niple, Ltd. cannot do any work toward the bidding of the water project without written notification from the District. Construction Services is structured in the same manner. Should the District not go to construction, then the agreement would become null and void by a letter written by the District. The District would then complete paying off the design loan at the \$1,000 per month until paid as previously agreed. Moved by Paul Smith, seconded by Roger Martin that the District authorize the signing of

the Engineering agreement in the amount not to exceed \$417,300.
Passed unanimously.

- C) The District needs to ratify Jim Cox's instruction to have Richard Hayhurst request the Public Service Commission come into the District and do an investigation. Moved by Paul Smith, seconded by Roger Martin that the District ratify the above action. Passed unanimously.
- D) The District heard yesterday while we were in Charleston to the Expo that the Rural Utilities Services has written our Letter of Commitment. We should receive it sometime in the next week or so.
- E) The District continues to wait on a ruling by the Administrative Law Judge concerning our water rate case.
- F) The District has a request from Benny McPherson who is looking to develop some property along Lake Washington Road. He has asked that the District allow him permission to lay six inch water lines up each roadway until he has gone far enough that a hydrant would be within 1,000 feet of a residence. He then wants to reduce his line size down to a four inch line to complete the loop. This would allow him to save over \$3,000 in pipe cost alone. Moved by Paul Smith, seconded by Roger Martin that the District require the developer of Washington Meadows Subdivision to install all six inch water line installed to District specifications. The sanitary sewer lines and pump stations are likewise to be installed to District specifications. Based upon the above being acceptable to the developer the Board agrees to provide water and sewer service to this subdivision. Passed unanimously.
- G) Moved by Roger Martin, seconded by Paul Smith that the District sign new signature cards for all of the Districts checking accounts as shown with the attached Resolutions. Passed unanimously.
- H) Moved by Paul Smith, seconded by Roger Martin that the District accept the financial statement for the month of February 2004 as presented by Philip R. Postlewait, Jr., CPA. Passed unanimously.
- I) The District received our arbitrage rebate calculation for our Water Revenue Bond Series 1990A. The District does not need to do a rebate on this bond.
- J) Moved by Paul Smith, seconded by Roger Martin to allow Richard Hayhurst to open discussion with the Water Development Authority concerning our 1990A and 1190B bonds. Passed unanimously.

- K) In looking at the information that Lee Johnson brought back from the Open Meeting conference that was held, Jim thinks that we will need to change how we advertise our business for the next meeting and will preclude people being able to come into the meeting and ask for action on a matter.
- L) Richard Hayhurst continues to respond to the legal matters of the District requiring his attention.
- M) Moved by Paul Smith, seconded by Roger Martin that the Board go into Executive Session, pursuant to 6-9A-4, Exemption #9 of the Open Governmental Statute. An executive session of the District's Board is necessary to discuss personnel matters. Passed unanimously.
- N) Lee Johnson noted that the Board was out of Executive Session and that no action had been taken in the session.
- O) Moved by Paul Smith, seconded by Roger Martin that the Board approve the change in classification of William Gibbs to Chief Operator. His pay is to be increased by \$0.31 per hour. Passed unanimously.
- P) Meeting adjourned.

Lee Johnson APPROVED Roger Martin ATTESTED