

LUBECK PUBLIC SERVICE DISTRICT

July 22, 2004  
7:00 P.M.

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

Attending: Lee Johnson, Paul Smith, Roger Martin, Phil Postlewait, Jim Cox,  
Leslie Cox, Richard Hayhurst, Judy Boston, Mike Wright,  
Charles Flinn, Ken Cunningham, Anna Queen and  
Lucille Morales.

NO. OF CUSTOMERS:	Section		Sewer	Water
	1 Lake Washington Road		317	498
	2 Lubeck		339	424
	3 Riverhill - Blenn. Heights		278	379
	4 DuPont Road		287	295
	5 Larkmead Road		103	327
	6 LMH - Homewood Road		0	280
	7 Washington Bottom		305	376
	8 New England Ridge		178	318
	9 Lubeck South		215	328
	10 Larkmead Area - Marrtown		48	314
	11 Route 68 South - Hopewell		0	213
	12 Mitchell's		49	70
	Total Customers		2119	3,822

**TREASURER'S REPORT:**

Revenue Fund - United National Bank	\$59.49
Operations & Maintenance Fund - Wesbanco	(\$28,057.87)
RUS Construction Account	\$419.05
Series 1999 Sewerage Bonds Account	\$0.00
WesBanco Trust Fund	\$182,603.68

Transfer From Revenue to Operation & Maintenance Checking Account	\$13,000.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$11,500.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$9,000.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$45,000.00
Transfer From Revenue to Operation & Maintenance Checking Account (Held)	\$7,000.00
Transfer From Revenue to Operation & Maintenance Checking Account (Held)	\$10,500.00
Transfer From Revenue to Operation & Maintenance Checking Account (Held)	\$11,500.00
Transfer From Revenue to Operation & Maintenance Checking Account (Held)	\$2,000.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$0.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$0.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$0.00

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

Transfer From Revenue to Operation & Maintenance Checking	\$13,600.00
Transfer From Revenue to WesBanco Tax Account	\$5,246.91
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 July 8, 2004 be approved. Passed unanimously.

**EXISTING PACKAGE PLANT DEMOLITION & LINE REHABILITATION:**

- A) The District reports that all of the original fourteen package plants have been removed and graded and seeded.

**DISCUSSION OF DISTRICT HAPPENINGS:**

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

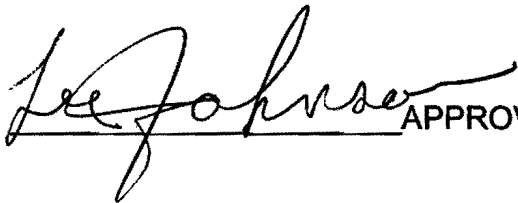
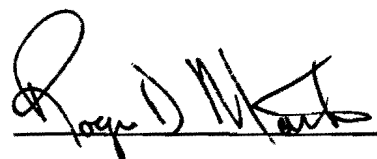
- A) Installed 6 water taps since the last Board meeting. There are 3 water taps to be installed. This gives us 37 water taps for 2004. Installed 2 sewer taps since the last Board meeting. The District has 0 sewer taps to be installed. This gives us 9 sewer taps for 2004.
- B) Repaired three service line leaks.
- C) Installed a blow off on Second Street due to continued complaints of dirty water and not being able to resolve it by allowing the customer to run their service until it cleared up.
- D) The District continues to work on Smitherman Road getting the ground ready for installing a water line to tie Hyview Terrace and the 12" main line together.
- E) The District has delayed the removal of the Wellesley sewer plant until toward the end of the year due to the subdivision doing asphalt paving. This falls within our agreed time period and the Homeowner's Association is pleased that we will not be coming in on their new pavement.
- F) The District had a security inspection by the Rural Utilities Services in mid July. They have sent the District a letter stating that they were well pleased with the way the District operates the facilities, etc. Their only suggestion was that the District expand our routine maintenance to include the exercising of the water valves in our system, and establish a painting schedule for our tanks.
- G) Completed work orders, spotted lines, set meters.

## **GENERAL BUSINESS:**

- A) Moved by Paul Smith, seconded by Roger Martin 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 is trying to get the last of the easements signed so we can begin the advertising for the water project.
- C) The District has prepared a new cost estimate for Mr. Flinn for providing him water off of Middle Fork of Lee Creek.
- D) The District has gathered some information on the cost of recording the Board meetings. Jim has received the following quotes:
  - 1) CA House of Music - \$2,219.17 for 2 mics, cassette unit, duplicator, and a mixer. Price did not include wiring or installation.
  - 2) Miller Communications - \$920.45 for 2 mics, stand, mixer, headset, dual cassette recorder, cassettes, and set up and training.
- E) The District has called various locations in an effort to gather information concerning the charges made per copy for information. The range is from no set fee, \$0.25 per page to \$1.50 for the first two pages and then \$1.00 per additional page.
- F) The District made calls trying to find out what the different public service district's in Wood County do concerning meeting notices. One District only sends the notice to the newspaper with the agenda and posts it at the office. The other District's send theirs to the papers, radio, TV and posts them at the office. One District sends it to the Wood County Commission. There are no District's which puts it in the paper as a legal ad. Moved by Paul Smith, seconded by Roger Martin that the District send the notice with the agenda to the radio stations, TV, newspapers, County Commission and post it here at the office. Passed unanimously.
- G) The District asked if any of the other Wood County District's had any rules for conducting their Board meetings. All of the Districts responses were the same in that they all use Robert's Rules for their meetings and the Sunshine Law.
- H) The District asked all of the other District's if they required freedom of information requests to be in writing. All District's stated that they require it to be in writing.

I) The District has been asked by our insurance company to put in writing our unwritten policy of interviewing for new hires. Moved by Roger Martin, seconded by Paul Smith that the District adopt the attached Interview Procedure. Passed unanimously.

J) The District has a request for water and sewer service for a new subdivision along Route 68 south of Lubeck. The subdivision name is Westover Estates. Jim has talked to the District's engineers about this subdivision and found that they see no reason why the District should not approve service to them. Moved by Roger Martin, seconded by Paul Smith that the District provide water and sewer service to the 78 lots in Phase I of Westover Estates with the stipulations that all lines be installed to the District's specifications and revisions be made as outlined by the District Manager and that due to the cost of water and sewer rebates now, the District will apply to the Public Service Commission for a waiver for paying rebates to developers. In addition, the developer is to provide the District with a letter of agreement waiving any rebates for the water or sewer costs. If he does not do so, then the District will revisit this action before writing a letter of approval. Passed unanimously.

 APPROVED  ATTESTED