

LUBECK PUBLIC SERVICE DISTRICT

August 26, 2004
7:00 P.M.

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

Attending: Lee Johnson, Paul Smith, Roger Martin(in attendance by phone)
James Cox, Phil Postlewait, Richard Hayhurst, Mark Lewis,
Bill Gibbs, Sam Moss, Mike Smith, Gary Moore, Ron Miller,
Lucille Morales, Linda Smith, Lewis Mitchell, Marvin Bradley,
Dewey & Anna Queen, Chris & Marcell Waldron, Judy Boston,
Virginia Sines and William Argabrite.

NO. OF CUSTOMERS:	Section		Sewer	Water
	1	Lake Washington Road	317	500
	2	Lubeck	340	427
	3	Riverhill - Blenn. Heights	279	381
	4	DuPont Road	289	297
	5	Larkmead Road	106	334
	6	LMH - Homewood Road	0	282
	7	Washington Bottom	305	376
	8	New England Ridge	178	318
	9	Lubeck South	213	327
	10	Larkmead Area - Marrtown	49	319
	11	Route 68 South - Hopewell	0	216
	12	Mitchell's	48	70
		Total Customers	2124	3,847

TREASURER'S REPORT:

Revenue Fund - United National Bank	\$24,605.68
Operations & Maintenance Fund - Wesbanco	\$3,153.06
RUS Construction Account	\$419.05
Series 1999 Sewerage Bonds Account	\$0.00
WesBanco Trust Fund	\$182,657.76

Transfer From Revenue to Operation & Maintenance Checking Account	\$50,000.00
Transfer From Revenue to Wesbanco Investment Account	\$7,779.52
Transfer From Revenue to Wesbanco Investment Account	\$5,868.25

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

Transfer From Revenue to Operation & Maintenance Checking	\$13,400.00
Transfer From Revenue to WesBanco Tax Account	\$5,146.67
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 August 5, 2004 be approved. Passed unanimously.

OLD BUSINESS:

- A) In reviewing the minutes of the last Board meeting Jim has noticed that the motion to provide copies of minutes would allow for someone to come in and request a copy of all of the minutes of the District and the District would not be able to charge for those copies. Therefore, the District needs to revise this motion to allow for copies of the last approved meeting minutes and/or financial statement to be provided at no cost. Moved by Paul Smith, seconded by Roger Martin that the District revise the motion allowing copies of minutes and financial statements at no cost to be those last approved. Passed unanimously.
- B) Discussion of recording of the Board meeting was held. Moved by Paul Smith, seconded by Roger Martin that the District purchase the recording supplies from Miller Communication as listed in the August 5, 2004 Board meeting minutes for \$920.45 pending the outcome of the recording tonight. Should the recording come out unsatisfactory then we will regroup and look at other possible solutions. Passed unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

It was reported what has been done in the District:

- A) Installed 3 water taps since the last Board meeting. There are 4 water taps to be installed. This gives us 44 water taps for 2004. The District has installed 2 sewer taps since the last Board meeting. There are 0 sewer taps to be installed. This gives us 11 sewer taps for 2004.
- B) Repaired seven (7) water line leaks at different locations over the District.
- C) Repairing yards from leaks, taps, and sewer line installations.
- D) Completed work orders, spotted lines, set meters.
- E) Just a note to let the Board know that the District will be working on whether we will be able to convert any sewer BAN's next year.

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) Mr. Flinn was not here about the water line extension that he is requesting off Middle Fork of Lee Creek, however, Chris Waldron was here and stated that there was not an agreement by all to pay their share and therefore it does not appear it will go at this time.
- C) At an earlier Board meeting the District talked about how we were going to require that all freedom of information requests be put in writing. However, we did not take any action to require that. Moved by Paul Smith, seconded by Roger Martin that all freedom of information requests be placed in writing before the District will act on it. Passed unanimously.
- D) The District needs to appoint a custodian of record to allow someone to talk to if they want to see any records of the District. Moved by Paul Smith, seconded by Roger Martin that the Manager of the District, Treasurer and Secretary of the Board be appointed as custodians of record. Passed unanimously.
- E) 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 compensation and other personnel matters of any public officer or employee, Exemption No. 2. Moved by Paul Smith, seconded by Roger Martin that the Board go into Executive Session for discussion of matters recited above. Passed unanimously.
- F) Lee Johnson declared that the Board was out of Executive Session without any action having been taken.
- G) Jim has the pay increase requests for the employees. These have, in the past, been looked at in February to go into effect for March. Moved by Roger Martin, seconded by Paul Smith that the District table pay increases at this time. Discussion was held with the attending employees. Passed unanimously.
- H) Discussion was held concerning the District being one entity and a multitude of other subjects were covered also.
- I) Meeting adjourned.

 APPROVED  ATTESTED