

LUBECK PUBLIC SERVICE DISTRICT

September 16, 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
Richard Hayhurst, Mark Lewis, Mike Smith, Virginia Sines
Judy Boston, Delores Sears, Cassy Ray, Ann & Dewey Queen,
Evan Bevins(News & Sentinel) and Arthur Collins (WTAP - TV).

NO. OF CUSTOMERS:	Section		Sewer	Water
	1	Lake Washington Road	316	499
	2	Lubeck	339	426
	3	Riverhill - Bienn. Heights	279	381
	4	DuPont Road	290	297
	5	Larkmead Road	107	335
	6	LMH - Homewood Road	0	282
	7	Washington Bottom	305	377
	8	New England Ridge	178	318
	9	Lubeck South	212	326
	10	Larkmead Area - Marrtown	49	316
	11	Route 68 South - Hopewell	0	216
	12	Mitchell's	47	67
		Total Customers	2122	3,840

TREASURER'S REPORT:

Revenue Fund - Wesbanco	\$94,212.49
Operations & Maintenance Fund - Wesbanco	\$3,429.78
RUS Construction Account	\$419.05
Series 1999 Sewerage Bonds Account	\$0.00
WesBanco Trust Fund	\$197,275.32

Transfer From Revenue to Operation & Maintenance Checking Account	\$10,011.49
Transfer From Revenue to Operation & Maintenance Checking Account	\$10,500.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$79,000.00

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

Transfer From Revenue to Operation & Maintenance Checking	\$12,488.51
Transfer From Revenue to WesBanco Tax Account	\$4,915.57
Transfer From Revenue to Operation & Maintenance Checking	\$14,000.00
Transfer From Revenue to WesBanco Tax Account	\$5,433.21

BUSINESS: Prayer by Paul Smith.

- A) Moved by Roger Martin, seconded by Paul Smith that the minutes of the Board meeting of August 26, 2004 be approved. Passed unanimously.
- B) Moved by Paul Smith, seconded by Roger Martin that the minutes of the special Board meeting of September 8, 2004 be approved. Passed unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

It was reported what has been done in the District:

- A) Installed 7 water taps since the last Board meeting. There is 1 water tap to be installed. This gives us 51 water taps for 2004. The District has installed 0 sewer taps since the last Board meeting. There are 2 sewer taps to be installed. This gives us 11 sewer taps for 2004.
- B) Repaired one water leak in Oak Acres.
- C) Did yard work repairs.
- D) Cleaned the water plant filter bed.
- E) Completed smoothing Smitherman Road property down to where we can now start laying water line.
- F) Completed work orders, spotted lines, set meters.

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

August Water Pumped to System:	29,857,000 Gallons
Homewood Booster Station:	242,000 Gallons
New England Booster Station:	3,238,600 Gallons
High Water Usage and Day:	1,177,000 on 08/05
Low Water Usage and Day:	769,000 on 08/13

Experienced 20,000 gallon overflows at Riverhill Tank.

- G) Due to the fact that the District neglected to place the acceptance of the audit on the agenda, Jim stated that he was going to hold the July statement until the next meeting. Mr. Postlewait then stated that he would also have the August statement ready for the District at the next meeting. Virginia Sines asked if the Public Service Commission report would be completed by the end of September. She was assured that it would be completed.
- H) The District will be holding an open house on October 2, 2004 at both the water and sewer plants from 12 noon until 3 PM. It should be noted that there will be rules established for the protection of the District, its employees and conforming to the recommendations of the American Water Works Association, the Wastewater Environmental Association, Homeland Security, and the Environmental Protection Agency. The District will require that no cameras, backpacks, purses, etc. be taken into the District facilities. One such action that could come into play is that if the Homeland Security level were to be raised to an orange level the open house will be canceled.
- 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 legal matters, Exemptions No. 2A & 12. Moved by Paul Smith, seconded by Roger Martin that the Board go into Executive Session for discussion of matter recited above. Passed unanimously.
- J) Moved by Paul Smith, seconded by Roger Martin that the Board come out of Executive Session with no decisions having been made. Passed unanimously.
- K) Discussion of employee compensation. Roger discussed the issue of no pay raises. Roger Martin moved that in lieu of a pay raise this year the employees would be given five (5) personal days that are to be used between the vote and the end of the fiscal year with Manager approval. Days must be taken or they are lost and may not be cashed in. Paul Smith seconded the motion. Passed unanimously.

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L) Paul Smith discussed the situation concerning the accountant and attorney. He stated that the District is in the process of accumulating information and that the process has been slowed because of the year end closing. It was also pointed out that the District has contracts with both of the individuals for work on our water project.

M) Question was asked as to whether the Public Service Commission report had been sent in yet. Mr. Postlewait responded by stating that the report would be submitted before the due date of September 30, 2004.

N) Meeting adjourned.

 APPROVED  ATTESTED