

LUBECK PUBLIC SERVICE DISTRICT  
POST OFFICE BOX 700  
11020 DUPONT ROAD  
WASHINGTON, WEST VIRGINIA 26181  
PHONE (304) 863-3341  
FAX:(304) 863-3791

SEPTEMBER 24, 2004

BOARD MEETING

OCTOBER 12, 2004

7:00 P. M.

AGENDA:

- 1: APPROVAL OF SEPTEMBER 30, 2004 MINUTES
- 2: DISCUSSION OF DISTRICT HAPPENINGS
- 3: APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
- 4: WATER PROJECTS
- 5: UPDATE ON ACCOUNTANT & ATTORNEY REVIEW
6. DISCUSSION ON DELINQUENT ACCOUNT COLLECTION PROCEDURE
7. OLD BUSINESS

c: Ox Johnson      Parkersburg News  
Paul Smith      Parkersburg Sentinel  
Roger Martin      WXIL  
John Goodman      WNUS  
Steve Bayer      WTAP  
Richard Hayhurst      Wood Co. Commission  
Phil Postlewait      Jim Cox

LUBECK PUBLIC SERVICE DISTRICT

October 12, 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,  
Virginia Sines, Judy Boston, & William Argabrite.

NO. OF CUSTOMERS:	Section		Sewer	Water
	1	Lake Washington Road	316	498
	2	Lubeck	339	426
	3	Riverhill - Blenn. Heights	276	375
	4	DuPont Road	288	294
	5	Larkmead Road	106	335
	6	LMH - Homewood Road	0	283
	7	Washington Bottom	305	376
	8	New England Ridge	178	318
	9	Lubeck South	210	324
	10	Larkmead Area - Marrtown	49	316
	11	Route 68 South - Hopewell	0	216
	12	Mitchell's	48	67
		Total Customers	2115	3,828

**TREASURER'S REPORT:**

Revenue Fund - Wesbanco	\$36,032.10
Operations & Maintenance Fund - Wesbanco	\$3,616.05
RUS Construction Account	\$419.05
Series 1999 Sewerage Bonds Account	\$0.00
WesBanco Trust Fund	\$197,160.90
Transfer From Revenue to Operation & Maintenance Checking Account	\$72,000.00
Transfer From Revenue to Operation & Maintenance Checkling Account	10456.66
Transfer From Revenue to Wesbanco Investment	\$0.00
Transfer From Revenue to Wesbanco Investment	\$0.00
Transfer From Revenue to Wesbanco Investment	\$0.00
The following transfers were made to cover payroll since the last Board meeting:	
Transfer From Revenue to Operation & Maintenance Checking	\$13,800.00
Transfer From Revenue to WesBanco Tax Account	\$5,382.07
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 Roger Martin, seconded by Paul Smith that the minutes of the Board meeting of September 30, 2004 be approved. Passed unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

It was reported what has been happening in the District:

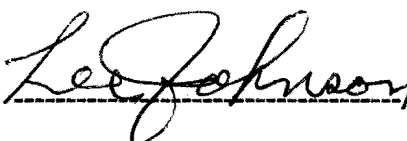
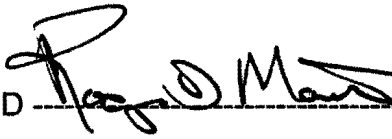
- A) Installed 2 water taps since the last Board meeting. There are 3 water taps to be installed. This gives us 54 water taps for 2004. The District has installed 0 sewer taps since the last Board meeting. There is 1 sewer tap to be installed. This gives us 11 sewer taps for 2004.
- B) Completed work orders, spotted lines, set meters.

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

September Water Pumped to System:	26,299,000 Gallons
Homewood Booster Station:	211,000 Gallons
New England Booster Station:	3,275,500 Gallons
High Water Usage and Day:	1,064,000 on 09/04
Low Water Usage and Day:	617,000 on 09/22

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 reported that they are continuing to look at the situation of accountant and attorney.
- C) Jim is working on a policy for turning delinquent accounts over for collection by an outside collection agency. He has put together some ideas of what he thinks the policy should look like but wants some Board input on a final draft. Take it home and review it and we will discuss it at the next Board meeting.
- D) Question was asked about the recording system. It was reported by the District that the microphones are on backorder and due to be shipped on the 22nd. It is hoped that we will have the system installed by the next meeting.
- E) Meeting adjourned.

 APPROVED  ATTESTED