

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

OCTOBER 29, 2004

BOARD MEETING

NOVEMBER 4, 2004

7:00 P. M.

AGENDA:

- 1: APPROVAL OF OCTOBER 12, 2004 MINUTES
- 2: DISCUSSION OF DISTRICT HAPPENINGS
- 3: APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
- 4: DISCUSSION ON DELINQUENT ACCOUNT COLLECTION PROCEDURE
- 5: ACCEPTANCE OF SEPTEMBER FINANCIAL STATEMENT
- 6: WATER PROJECTS
- 7: EXECUTIVE SESSION, SECTION 2A EMPLOYMENT ISSUES
- 8: UPDATE ON ACCOUNTANT & ATTORNEY REVIEW
- 9. 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

November 4, 2004
7:00 P.M.

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

Attending: Roger Martin, Lee Johnson, Paul Smith, Jim Cox,
Phil Postlewait, Virginia Sines, Judy Boston, Jerry Martin,
John Penzack, William Argabrite, Craig Richards, and
Rodney Holbert.

NO. OF CUSTOMERS:	Section		Sewer	Water
	1	Lake Washington Road	317	498
	2	Lubeck	338	426
	3	Riverhill - Blenn. Heights	277	374
	4	DuPont Road	288	293
	5	Larkmead Road	105	336
	6	LMH - Homewood Road	0	281
	7	Washington Bottom	304	373
	8	New England Ridge	178	317
	9	Lubeck South	209	321
	10	Larkmead Area - Marrtown	50	321
	11	Route 68 South - Hopewell	0	216
	12	Mitchell's	49	69
		Total Customers	2115	3,825

TREASURER'S REPORT:

Revenue Fund - Wesbanco	\$11,283.56
Operations & Maintenance Fund - Wesbanco	\$516.77
RUS Construction Account	\$419.05
Series 1999 Sewerage Bonds Account	\$0.00
WesBanco Trust Fund	\$203,073.57
Transfer From Revenue to Operation & Maintenance Checking Account	\$10,900.00
Transfer From Revenue to Operation & Maintenance Checking Account	\$57,000.00
Transfer From Revenue to Wesbanco Investment	\$5,912.67
Transfer From Revenue to Operation & Maintenance Checking Account	\$78,000.00
Transfer From Revenue to Westbanco Investment	\$0.00
The following transfers were made to cover payroll since the last Board meeting:	
Transfer From Revenue to Operation & Maintenance Checking	\$13,100.00
Transfer From Revenue to WesBanco Tax Account	\$5,256.48
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 October 12, 2004 be approved. Passed unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

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

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

October Water Pumped to System:	26,243,000 Gallons
Homewood Booster Station:	179,000 Gallons
New England Booster Station:	3,231,100 Gallons
High Water Usage and Day:	1,050,000 on 10/30
Low Water Usage and Day:	591,000 on 10/31

Used 1,470,625 gallons of water for flushing hydrants.

- A) Installed 1 water tap since the last Board meeting. There are 2 water taps to be installed. This gives us 55 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 12 sewer taps for 2004.
- B) Flushed hydrants.
- C) Turn offs and turn ons.
- D) Repaired 3 leaks.
- E) Raised valve on new Route 50.
- F) 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) Moved by Paul Smith, seconded by Roger Martin that the District adopt the attached Collection Policy. Discussion was held. Passed unanimously. Judy Boston suggested that this policy be added to our Policy Manual as well as the recently passed copy charges fee.

**COLLECTION POLICY
LUBECK PUBLIC SERVICE DISTRICT**

NOVEMBER 4, 2004

Lubeck Public Service District is looking for a way to recover money from customers who have been billed a final bill but have yet to pay it. Therefore, it is deemed that the District look at the following as possible solutions:

1. District to hold accounts:

- A. Any customer who the District has filed on in Magistrate Court.**
- B. Any customer who has a payment agreement.**

2. District to hold accounts for a period of 60 days before turning them over for collection:

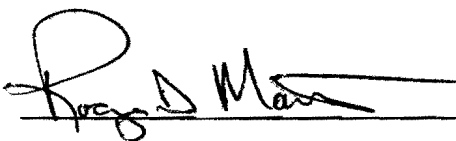
- A. Any customer who has finalized their bill but the District has a forwarding address to try and work collections. Upon failure of collection, the District will turn over for collection.**

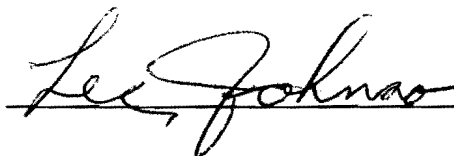
- B. The discretion of management will allow them to work with customers who have been good paying customers in the past.**

3. District to turn over accounts for collection after 60 days:

- A. Any customer who has finalized their bill and moved out of town or state. This will give the customer time to pay the final bill before we would turn it over for collection.**

- C) Moved by Roger Martin, seconded by Paul Smith that the District accept the September 2004 financial statements as prepared by Philip R. Postlewait, Jr., CPA. Passed unanimously. Mr. Argabrite asked how much money was now owed to the sewer department. Mr. Postlewait responded with \$44,700. Mr. Penczak asked about the negative income level of both the water and sewer departments. Mr. Postlewait responded with the explanation that certain bills may come due in one month and not the next throwing the income out of normal sequence. He also explained that depreciation is not a cash item and that although we are showing a negative operation level of income, if it were figured on a cash basis we would probably see a positive cash income level.
- D) Jim reported that it appeared that the District would probably have to condemn four of the remaining right-of-ways for the water project.
- E) Mr. Johnson reported that the Board was still evaluating the incoming information on the accountant and attorney.
- F) Virginia Sines reported that the District's Public Service Commission (PSC) report was, in fact, received by the PSC on September 30 but had been misplaced by them until some time in October.
- G) Virginia Sines asked if the District was able to operate the wells while the flood was going on. Jim responded by saying that yes, the water wells were constructed to allow operation even if they were under water with vents going above the water level and that the wells had sealed well heads. The electrical controls are also located above the flood elevation.
- H) Meeting adjourned.

 APPROVED

 ATTESTED