

LUBECK PUBLIC SERVICE DISTRICT
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April 19, 2005

BOARD MEETING

APRIL 28, 2005

7:00 P. M.

AGENDA:

- 1: APPROVAL OF APRIL 14, 2005 BOARD MEETING MINUTES.
- 2: DISCUSSION OF DISTRICT HAPPENINGS
- 3: APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
- 4: ACTION ON WATER PROJECTS
5. POSSIBLE ACTION ON SOFTWARE VENDOR
6. CHANGE IN FIELD FOREMAN AND METER READER DESCRIPTIONS
7. ACCEPTANCE OF MARCH 2005 FINANCIAL STATEMENTS
- 8.ADOPTION OF BUDGETS FOR 2005 - 2006
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

April 28, 2005
7:00 P.M.

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

Attending: Paul Smith, Roger Martin, Phil Postlewait, Jim Cox, Mike Wright,
Charles Flinn, Judy Boston, Virginia Sines, William Argabrite, Jerry Martin,
Dewey & Ann Queen, Craig Richards, and Jeff Saulton.

NO. OF CUSTOMERS:	Section		Sewer	Water
	1	Lake Washington Road	316	502
	2	Lubeck	341	430
	3	Riverhill - Blenn. Heights	276	366
	4	DuPont Road	287	293
	5	Larkmead Road	110	342
	6	LMH - Homewood Road	0	280
	7	Washington Bottom	306	376
	8	New England Ridge	176	316
	9	Lubeck South	208	321
	10	Larkmead Area - Marrtown	54	329
	11	Route 68 South - Hopewell	0	218
	12	Mitchell's	53	71
		Total Customers	2127	3,844

TREASURER'S REPORT:

Revenue Fund - Wesbanco	\$13,262.54
Operations & Maintenance Fund - Wesbanco	\$3,902.57
RUS Construction Account	\$419.05
Series 1999 Sewerage Bonds Account	\$0.00
WesBanco Trust Fund	\$278,411.91

Transfer From Revenue to Operation & Maintenance Checking Account	\$60,000.00
Transfer From Revenue to Operation & Maintenance Checking Account (Held)	\$10,000.00
Transfer From Revenue to Wesbanco Investment	\$5,017.77
Transfer From Revenue to Wesbanco Investment	\$9,434.14
Transfer From Revenue to Operation & Maintenance Checking Account (Held)	\$14,000.00
Transfer From Revenue to Operation & Maintenance Checking Account (Held)	\$12,000.00

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

Transfer From Revenue to Operation & Maintenance Checking	\$13,500.00
Transfer From Revenue to WesBanco Tax Account	\$5,239.93
Transfer From Revenue to Operation & Maintenance Checking	\$0.00
Transfer From Revenue to WesBanco Tax Account	\$0.00
Transfer From Revenue to Operation & Maintenance Checking	\$0.00

**LUBECK PUBLIC SERVICE DISTRICT
BOARD MEETING INFORMATION
APRIL 28, 2005**

BUSINESS: Prayer by Paul Smith.

- A) Moved by Paul Smith, seconded by Roger Martin that the minutes of the Board meeting of April 14, 2005 be approved. Passed unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

It was reported what has been happening in the District:

- A) Installed 0 water taps since the last Board meeting. There are 5 water taps to be installed. This gives us 7 water taps for 2005. The District has installed 0 sewer taps since the last Board meeting. There are 3 sewer taps to be installed. This gives us 1 sewer taps for 2005.
- B) Working on repairing yards.
- C) Repaired leak on Route 892.
- D) Mowing at all locations.
- E) Hydrant flushing.
- F) Completed work orders, spotted lines, set meters.

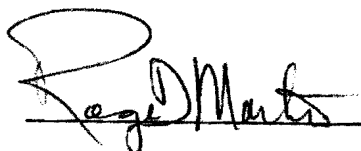
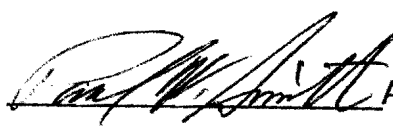
GENERAL BUSINESS:

- 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) The District needs to adopt the new budget for 2005 - 2006 for both the water and sewer departments. The District will be sending out this information for your review and action at an upcoming board meeting.
- C) The District needs to make a choice on the billing system that we are going to move forward with. Walter has asked that you allow him to come to a Board meeting so he can show you the differences between his system and the other one we are looking at. The Board stated that they saw no reason to have him back. This item was tabled until next meeting to see if we need to be bidding it out.

- D) The District has received the approved copy of the extra borrowing back from the Rural Utilities Services. It was send to the Public Service Commission this afternoon.
- E) The District needs to adopt revisions to the positions of Field Foreman and Meter Reader. As additions to Field Foreman we need to add that this employee will be a working supervisor in addition to having Computer Aided Drawing (CAD) experience and abilities. Also want to add to the locating , marking and operating all valves the words *and hydrants*. For the Meter Reader we need to drop the requirement that they obtain their Class I water operators license within the first two years of employment. Due to the requirement that an Operator In Training must spend an entire year in the water plant before receiving their Class I license, the meter reader does not have the time to meet this requirement and read meters. Therefore, we need to remove it from this position. Moved by Roger Martin, seconded by Paul Smith that the District add the above requirements to the position of Field Foreman and remove the above requirement from the position of Meter Reader. Passed unanimously.
- F) Moved by Paul Smith, seconded by Roger Martin that the Board accept the March 2005 financial statements as prepared by Philip R. Postlewait, Jr., CPA. Passed unanimously.
- G) Jim has gotten pricing on lettering for the District's vehicle. The cost is \$59.00 for signs for both sides of the vehicle. It is scheduled to have the signage added next Monday.
- H) Mr. Flinn was here to talk about water service up his road.
- I) A question was asked about whether or not the District needed to be giving a 1099 to the Manager for personal usage of the vehicle that he takes home. The District will investigate and report at the next meeting.
- J) Question was asked about the mileage and age of the vehicles. Jim had prepared a report for the Board and given it to them. The public asked that report be attached to the minutes of this meeting. See attached report.
- K) Discussion was held concerning the purchase of the Jeep Liberty.
- L) Question was asked about the well cleaning and if the second well had been cleaned. Yes, it has been. Jim also reported that the District had experienced a well pump power loss. The District had Reynolds come in and pull the pump and motor to see what was wrong. It was determined that the motor was burnt up. It was replaced and reinstalled.

M) Jerry Martin talked about how the public is working to make sure that the District doesn't have another 64% rate increase request.

N) Meeting adjourned.

 APPROVED  ATTESTED

ULUBECK PUBLIC SERVICE DISTRICT

VEHICLE MILEAGE FOR:

March 30, 2005

DATE	VEHICLE IDENTIFIER	VEHICLE	MILEAGE	SEE NOTES
3/30/2005		Sewer Van	57,005	
3/30/2005	S-1	Sewer Truck Sonoma	90,474	
3/30/2005		Sewer Dump Truck	10,849	
3/30/2005		Sewer Vac Truck	39,239	
3/30/2005	W-1	GMC Service Truck	142,283	**
3/30/2005	W-11	2003 Ford Service Truck	28,190	
3/30/2005	W-2	Rack Truck	61,124	
3/30/2005	W-3	Jimmy	97,137	
3/30/2005	W-4	Meter Truck	72,271	***
3/30/2005	W-5	Dump Truck - 1 Ton	45,113	****
3/30/2005	W-9	Sonoma Pickup	60,720	
3/30/2005	W-10	1999 Ford F-150 PU	71,397	

** This truck has had \$1,000 in axles and \$500 in rear end work completed in the last year. In the last 4 years we have put approximately \$4,000 in this vehicle.

*** The meter truck has potentially major problems with the engine and transmission. It needs replaced now.

**** This truck has had clutch work costing \$600 completed in the last year.