

LUBECK PUBLIC SERVICE DISTRICT  
POST OFFICE BOX 700  
11018 DUPONT ROAD  
WASHINGTON, WEST VIRGINIA 26181  
PHONE (304) 863-3341  
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October 7, 2005

BOARD MEETING

**OCTOBER 13, 2005**

7:00 P. M.

AGENDA:

1. APPROVAL OF SEPTEMBER 29, 2005 BOARD MEETING MINUTES
- 2: DISCUSSION OF DISTRICT HAPPENINGS
- 3: APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. POSSIBLE ACTION ON WATER PROJECTS
5. DAVID GANDEE OF WESTWOOD IN RE PRESSURE
6. POSSIBLE SIGNING OF EASEMENT
7. AWARD OF WELL CLEANING
8. ADOPTION OF CLEAN INDOOR POLICY RE SMOKING
9. ACCEPTANCE OF THE JULY AND AUGUST FINANCIAL STATEMENTS
10. UNFINISHED BUSINESS

c: Jerry Martin      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 13, 2005

7:00 P.M.

Roger D. Martin, Chairman

Jerry R. Martin, Secretary

Paul W. Smith, Treasurer

Attending : Roger Martin, Jerry Martin, Paul Smith, Richard Hayhurst, Phil Postlewait, Jim Cox, C.R. Flinn, Steve Johnk, Bill Argabrite, Judy Boston, Michael Wright, Jeffrey Saulton, David Gandee, and Mark Lewis.

NO. OF CUSTOMERS:	Section		Sewer	Water
	1 Lake Washington Road		319	505
	2 Lubeck		343	436
	3 Riverhill - Blenn. Heights		277	373
	4 DuPont Road		284	292
	5 Larkmead Road		109	345
	6 LMH - Homewood Road		0	287
	7 Washington Bottom		305	377
	8 New England Ridge		179	321
	9 Lubeck South		213	326
	10 Larkmead Area - Marrtown		57	326
	11 Route 68 South - Hopewell		0	219
	12 Mitchell's		59	77
	Total Customers		2,145	3,884

TREASURER'S REPORT:

Revenue Fund	\$57,395.22
Operations & Maintenance Fund	\$8,345.77
RUS Construction Account	\$491.67
IJDC Construction Account	\$468.04
United Bank Investment Fund	\$260,068.17

Transfer From Revenue to Operation & Maintenance Checking Account	\$0.00
Transfer From Revenue to O & M Checking Account-UNITED BANK	\$54,700.00
Transfer From Revenue to O & M Checking Account-UNITED BANK	\$5,850.00
Transfer From Revenue to United Bank Investment	\$0.00
Transfer From Revenue to United Bank Investment	\$0.00
Transfer From Revenue to Operation & Maintenance Checking Account (Held)	\$0.00

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

Transfer From Revenue to Operation & Maintenance Checking	\$17,200.00
Transfer From Revenue to WesBanco Tax Account	\$5,501.31
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

BUSINESS: Prayer by Paul Smith.

- A) Moved by Jerry Martin, seconded by Paul Smith that the minutes of the Board meeting of September 29, 2005 be approved. Passed unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

It was reported what has been happening in the District:

- A) Installed 1 water tap since the last Board meeting. There are 4 water taps to be installed. This gives us 44 water taps for 2005. 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 2005.
- B) Did yard repairs from taps and leaks.
- C) Working on line extension at New England River Road.
- D) Working with contractor on water lines.
- E) Completed work orders, spotted lines, set meters.

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

September Water Pumped to System:	26,521,000 Gallons
Homewood Booster Station:	285,000 Gallons
New England Booster Station:	1,727,900 Gallons
High Water Usage and Day:	1,070,000 on 09/20
Low Water Usage and Day:	561,000 on 09/19

GENERAL BUSINESS:

- A) Moved by Paul Smith, seconded by Jerry Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. Passed unanimously.
- B) Due to the implementation of the new policy of the Mid-Ohio Valley Health Department the District must adopt a policy for smoking in the District's buildings and vehicles. Jim has provided a possible policy for adoption. Moved by Paul Smith, seconded by Jerry Martin that the District adopt the attached policy concerning smoking. Passed unanimously.

C) The District has solicited bids from water well companies for the cleaning of two wells. The pricing received is as follows:

1. Reynolds Inc. \$15,900.
2. G. M. Baker & Son \$17,600
3. Moody and Associates \$23,100.
4. Eichelbergers, Inc. \$19,251.

Moved by Jerry Martin, seconded by Paul Smith that the District award the cleaning of two water wells to Reynolds, Inc. for \$15,050. Passed unanimously.

D) David Gandee was here tonight to discuss water pressure in Westwood. Discussion was held concerning the situation with him agreeing to wait until the new tanks go on line to see if they have better pressure.

E) Mr. Flinn was here to remind us of his need for water.

F) Moved by Jerry Martin, seconded by Paul Smith that the District accept the financial statements for the months of July and August 2005 for both the water and sewer departments as presented by Philip R. Postlewait, Jr., CPA. Passed unanimously.

G) Discussion was held concerning the possible settlement proposal that was made at the last meeting by the concerned citizens.

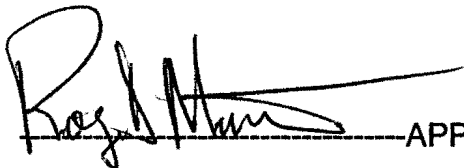
H) A question was asked about the Managers ability to sign the oaths as submitted to the Public Service Commission. The Manager does have the right to sign those documents.

I) A question was asked as to whether the Commissioners and Manager had liability insurance through the District. Yes we do.

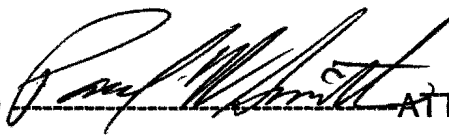
J) Statements were made by different members of the Board in reference to changes that have been made by the Board in hopes of making things better for the District and our customers.

K) Jerry Martin stated that the Public Service Commission attorney stated several times that the District should be looking at rate increases more frequently than we have been in the past.

L) Moved by Jerry Martin, seconded by Paul Smith that the meeting be adjourned. Passed unanimously.



APPROVED



ATTESTED

# **LUBECK**

## **Public Service District**

P.O. Box 700, Washington, West Virginia 26181-0700

Telephone (304) 863-3341

Facsimile (304) 863-3791

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October 13, 2005

### **CLEAN INDOOR AIR REGULATIONS**

As per the new Mid-Ohio Valley Health Department policy regarding the above, the District herewith adopts the following:

1. All worksites will be smoke-free within the buildings, vehicles, garages, booster stations, pits, etc. Employees wishing to smoke must go outside and be at least fifteen feet away from any entrance, window, or ventilation/HVAC system. All break rooms must be smoke-free.
2. Violation of this policy shall result in the issuance of a verbal warning the first time. The second violation of this policy shall result in a written citation that will be placed in your personnel file along with three (3) days off without pay. The third violation may result in your termination from employment.
3. Any fines that are assessed due to the violation of the above policy will result in the employee who violated the policy being required to pay the fine. Should that employee refuse to pay the cost, it will be deducted from their next pay check and/or checks.