

# Lubeck Public Service District

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WASHINGTON, WEST VIRGINIA 26181  
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JANUARY 3<sup>RD</sup>, 2013

Meeting Date  
JANUARY 10<sup>TH</sup>, 2013  
7:00 P.M.

## AGENDA:

1. ELECTION OF OFFICERS FOR 2013
2. APPROVAL OF REGULAR BOARD MEETING MINUTES
3. DISCUSSION OF DISTRICT HAPPENINGS
4. APPROVAL OF FINANCIAL STATEMENTS
5. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
6. DISCUSSION OF LAKE WASHINGTON CLUB SEWER EXTENSION
7. DISCUSSION OF BELLEVILLE WATER PROJECT
8. ADJOURN

|     |                 |                        |
|-----|-----------------|------------------------|
| Cc: | Jerry Martin    | Parkersburg News       |
|     | Roger Martin    | Parkersburg Sentinel   |
|     | John Sines      | Wood County Commission |
|     | Craig Richards  | WNUS                   |
|     | Tim Miller      | WTAP                   |
|     | Blaine Myers    | WXIL                   |
|     | Phil Postlewait |                        |

Lubeck Public Service District

January 10, 2013

Roger D. Martin, Chairman

John H. Sines, Treasurer

Jerry R. Martin, Secretary

**Attending :** Roger Martin, John Sines, Jerry Martin, Randy Atkinson, Rocky McConnell, Phil Postlewait, Gary Brode, Judy Boston, Craig Richards.

| NO. OF CUSTOMERS: | Section                     | Sewer       | Water       |
|-------------------|-----------------------------|-------------|-------------|
|                   | 1 Lake Washington Road      | 321         | 521         |
|                   | 2 Lubeck                    | 351         | 456         |
|                   | 3 Riverhill - Blenn Hgts    | 288         | 403         |
|                   | 4 DuPont Rd                 | 293         | 313         |
|                   | 5 Larkmead Rd.              | 113         | 365         |
|                   | 6 LMH - Homewood Rd.        | 0           | 331         |
|                   | 7 Washington Bottom         | 298         | 402         |
|                   | 8 New England Ridge         | 182         | 336         |
|                   | 9 Lubeck South              | 202         | 330         |
|                   | 10 Larkmead Area - Marrtown | 78          | 349         |
|                   | 11 Rt 68 South - Hopewell   | 0           | 266         |
|                   | 12 Mitchell's               | 91          | 94          |
|                   | 13 Westover & Wakefield     | 30          | 32          |
|                   | 14 Ball School/Wadesville   | 0           | 215         |
|                   | <b>Total Customers</b>      | <b>2247</b> | <b>4413</b> |

**TREASURER'S REPORT:**

|                         |               |
|-------------------------|---------------|
| Revenue Fund WV Central | \$ 182,904.83 |
| O & M Fund WV Central   | \$ 26,416.97  |
| RUS Construction Acct   | \$0.00        |
| IJDC Construction Acct  | \$0.00        |

|  |              |
|--|--------------|
| Transfer From Revenue to O&M Checking Acct | \$ 40,000.00 |
| Transfer From Revenue to O&M Checking Acct | \$ -         |
| Transfer From Revenue to O&M Checking Acct | \$0.00       |

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

|  |              |
|--|--------------|
| Transfer From Revenue to O&M Checking Acct | \$ 16,992.91 |
| Transfer From Revenue to WVCCU Tax Acct    | \$ 5,585.51  |
| Transfer From Revenue to O&M Checking Acct | \$0.00       |
| Transfer From Revenue to WVCCU Tax Acct    | \$0.00       |
| Transfer From Revenue to O&M Checking Acct | \$0.00       |
| Transfer From Revenue to WesBance Tax Acct | \$0.00       |

# LUBECK PUBLIC SERVICE DISTRICT

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## BOARD MEETING MINUTES JANUARY 10<sup>TH</sup>, 2013

### GENERAL BUSINESS:

- Prayer by Jerry Martin. Pledge followed.
- Moved by Jerry Martin and seconded by John Sines that the minutes of the Board meeting of December 12<sup>th</sup>, 2012 and the minutes of the special board meeting of December 26<sup>th</sup> 2012 be approved. The motion passed unanimously.

### ELECTION OF OFFICERS:

- It was moved by Jerry Martin that the officers continue to hold their offices for another year term with Roger Martin as Chairman, Jerry Martin as Secretary, and John Sines as Treasurer. The motion was seconded by John Sines and the motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- There have been no water taps installed since the last Board meeting. There are no water taps to be installed. This gives the district 60 water taps for 2012. The District has installed no sewer taps since the last Board meeting. There are none to be installed. This gives us a total of 3 sewer taps for 2012.
- There has been no sewer or water tap activity since the beginning of 2013
- Repaired 5 service lines and 2 main line leaks.
- Completed work orders, set meters, turn offs, etc.
- Picked up the new truck.
- Cleared right-of-way on Missouri Run Rd. in anticipation of completing the water line loop at that location.

|  |                                    |
|--|------------------------------------|
| Filtered Water for the Month of December | 24,510,000 Gallons                 |
| Average Daily consumption                | 790,658 Gallons                    |
| Monthly High Consumption                 | 1,037,600 Gallons on December 28th |

*Continuation of Minutes for the January 10<sup>th</sup> 2013 meeting of the LPSD Board  
of Commissioners*

**GENERAL BUSINESS:**

- Moved by Jerry Martin and seconded by John Sines that the financial statements be approved as presented. Motion passed unanimously.
- Moved by Jerry Martin and seconded by John Sines that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.
- The manager provided the board with an update on the Lake Washington Project. The contractor is now working in the roads on Lake Washington Club and progress has slowed as expected.
- Discussion of the Bellville Project:  
The manager reported speaking with Tim Meeks with the Mid-Ohio Valley Regional Council about re-applying for the small cities block grant program and Phillip Postlewait indicated that there may be some other funding available through the Infrastructure, Jobs, and Development Council and that he and the manager would explore those options.
- It was moved by Jerry Martin and seconded by John Sines to adjourn. Motion carried unanimously.

 APPROVED  ATTESTED

## C H E C K R E G I S T E R

\*\* DUE DATE: 2/06/13; CHECK DATE: 1/10/13; FUND:SEL; BANK: 3 131 202 00 \*\*

BATCH: 1/10/13 - 00001184

\*\* POSTING DATE: 1/10/13 - THIS YEAR - CURRENT PERIOD \*\*

| VENDOR# | CHECK NAME                   | TRAN# | CHECK AMOUNT | CHECK# |
|---------|------------------------------|-------|--------------|--------|
| 1,020   | ACTION TELECOM, LLC          | 12678 | 85.00        | 6,009  |
| 1,040   | ADT SECURITY SERVICES        | 12679 | 360.50       | 6,010  |
| 1,080   | AFLAC                        | 12682 | 190.42       | 6,011  |
| 2,200   | BRICKSTREET INSURANCE CO.    | 12684 | 3,929.00     | 6,012  |
| 2,220   | BRIDGEPORT EQUIPMENT & TOOLS | 12685 | 189.95       | 6,013  |
| 3,020   | CANON FINANCIAL SERVICES     | 12689 | 209.91       | 6,014  |
| 3,060   | CI THORNBERG CO. INC.        | 12690 | 2,908.05     | 6,015  |
| 4,020   | DREIER & MALLER OF WV, INC.  | 12693 | 459.11       | 6,016  |
| 4,040   | DAVISVISION                  | 12695 | 218.45       | 6,017  |
| 4,060   | DOWLER'S TRACTOR SALES       | 12696 | 24.88        | 6,018  |
| 4,100   | DIGITAL CONNECTIONS          | 12697 | 44.08        | 6,019  |
| 9,062   | INTERNAL REVENUE SERVICE     | 12698 | 150.75       | 6,020  |
| 12,080  | LOWE'S BUSINESS ACCOUNT      | 12699 | 810.54       | 6,021  |
| 12,100  | LUBECK PSD                   | 12700 | 2,761.00     | 6,022  |
| 12,140  | LLOYD HOFF                   | 12773 | 200.00       | 6,023  |
| 14,040  | THE NEWS AND SENTINEL        | 12775 | 95.70        | 6,024  |
| 15,020  | OFFICE DEPOT CREDIT PLAN     | 12776 | 161.94       | 6,025  |
| 15,040  | OHIO DEPARTMENT OF TAX       | 12777 | 6.00         | 6,026  |
| 16,140  | PARKERSBURG SANITARY BOARD   | 12778 | 17,147.76    | 6,027  |
| 16,160  | PHIL POSTLEWAIT CPA          | 12779 | 2,200.00     | 6,028  |
| 16,180  | POSTMASTER                   | 12780 | 1,300.00     | 6,029  |
| 16,190  | POWERPLAN                    | 12781 | 28.47        | 6,030  |
| 19,160  | STATE ELECTRIC SUPPLY        | 12782 | 311.20       | 6,031  |
| 20,010  | HAROLDS REFUSE REMOVAL       | 12783 | 122.38       | 6,032  |
| 20,050  | THE INNOVATIVE GROUP         | 12784 | 71.40        | 6,033  |
| 21,020  | UNIFIRST CORPORATION         | 12785 | 147.08       | 6,034  |

1/10/13

Lubeck Public Service District

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| VENDOR# | CHECK NAME        | TRAN# | CHECK AMOUNT | CHECK# |
|---------|-------------------|-------|--------------|--------|
| 21,080  | RURAL DEVELOPMENT | 12787 | 1,297.25     | 6,035  |
| 21,085  | RURAL DEVELOPMENT | 12788 | 3,500.00     | 6,036  |
| 23,140  | JAMES C WRIGHT    | 12789 | 474.00       | 6,037  |
|         |                   |       | 39,404.82    | 29     |