

# Lubeck Public Service District

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POST OFFICE BOX 700  
301 OX JOHNSON LANE  
WASHINGTON, WEST VIRGINIA 26181  
PHONE: 304-863-3341  
FAX: 304-863-3791

July 3, 2014

Meeting Date  
July 10<sup>th</sup>, 2014  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JUNE 26, 2014
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF POTENTIAL FUTURE SEWER MAIN EXTENSIONS
5. DISCUSSION OF FY 2013-14 BUDGET PROPOSAL
6. DISCUSSION OF RULE 42 SUBMISSION
7. DISCUSSION OF LAKE WASHINGTON CLUB SEWER EXTENSION
8. DISCUSSION OF BELLEVILLE WATER PROJECT
9. ADJOURN

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Parkersburg Sentinel
	John Sines	Wood County Commission
	Craig Richards	WNUS
	Elizabeth Green	WTAP
	Blaine Myers	WXIL
	Zack Dobbins	

# LUBECK PUBLIC SERVICE DISTRICT

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## BOARD MEETING MINUTES July 10<sup>th</sup>, 2014

Prayer by Jerry Martin. Pledge followed.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of June 26<sup>th</sup>, 2014 be approved. The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- No water tap has been installed since the last board meeting. There are seven water taps to be installed. Gives us fifteen water taps installed for the year. There have been no sewer tap installed since the last board meeting and there are two to be installed. This gives the district two sewer tap for 2014.
- Completed work orders, set meters, turn offs, etc.
- Turn offs and turn ons.
- Because of the power outage, we have been moving generators and fallen trees.

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by Roger Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.
- **WASHINGTON BOTTOM POTENTIAL SEWER MAIN EXTENSION**  
The board was updated by the manager about how far along in the process we were in getting this extension established. Meetings have been established to discuss needs in the area for potential sewer service.

*Continuation of Minutes for the July 10<sup>th</sup>, 2014 meeting of the LPSD Board of Commissioners*

- **DISCUSSION OF THE RULE 42 SUBMISSION FOR WATER & SEWER**  
Todd Swanson, a staff attorney with Steptoe & Johnson who has been assigned to handle the legalities of the rule 42 submission with the Public Service Commission for the district was on hand to discuss where in the process we were in and what to expect next. He reiterated that the both of the rule 42s had been submitted and that the water rates would be put into place on the next billing cycle and that we were awaiting the results of a rate relief request for the sewer side.
- **DISCUSSION OF LAKE WASHINGTON SEWER EXTENSION**  
Discussion about the few customers who have yet to connect to the line and the use of contingency funds for camera equipment. The camera equipment is currently in and the funds have been transferred to the project account to be paid. The check will be cut and ready to be signed at the next meeting.
- **DISCUSSION OF BELLEVILLE WATER EXTENSION PROJECT**  
The design loan was discussed. Putting together the final estimate for the design loan and establishing the documents are in process.
- **ADJOURNMENT**  
The meeting was adjourned

 APPROVED  ATTESTED

# Lubeck Public Service District

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POST OFFICE BOX 700  
301 OX JOHNSON LANE  
WASHINGTON, WEST VIRGINIA 26181  
PHONE: 304-863-3341  
FAX: 304-863-3791

July 20, 2014

Meeting Date  
July 24<sup>th</sup> 2014  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENTS OF BILLS AND TRANSFERS
4. DISCUSSION OF THE RULE 42 SUBMISSIONS FOR WATER AND SEWER
5. DISCUSSION OF DISTRICT BANKING
6. DISCUSSION OF POTENTIAL WASHINGTON BOTTOM SEWER MAIN EXTENSION
7. DISCUSSION OF LAKE WASHINGTON CLUB SEWER EXTENSION
8. DISCUSSION OF BELLEVILLE WATER PROJECT
9. ADJOURN

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

# LUBECK PUBLIC SERVICE DISTRICT

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## BOARD MEETING MINUTES July 24<sup>th</sup>, 2014

Prayer by Jerry Martin. Pledge followed.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of July 10<sup>th</sup>, 2014 be approved. The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- 3 water taps have been installed since the last board meeting. There are three water taps to be installed. Gives us eighteen water taps installed for the year. There have been two sewer taps installed since the last board meeting and there are none to be installed. This gives the district four sewer tap for 2014.
- Completed work orders, set meters, turn offs, etc.
- Repaired two service line leaks and one main line leak
- Turn offs and turn ons.
- Because of the power outage, we have been moving generators and fallen trees.
- Ran Jetter and camera in Bethel Place due to a sewer backup.

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by Roger Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.
- **DISCUSSION OF RULE 42 SUBMISSION FOR WATER AND SEWER**  
The manager reported on the rule 42 submission and the procedural activities. PSC staff have made a recommendation to put 8.5% of a requested 10% sewer interim rate into effect. Jerry Martin made a motion

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*Continuation of Minutes for the July 24<sup>th</sup>, 2014 meeting of the LPSD Board of Commissioners*

to direct the attorney to draft a letter to indicate the boards' agreement with the staff recommendation and to request that the PSC enter an order to allow the district to instate the staff recommendation. Motion was seconded by Roger Martin. Motion passed unanimously.

- **DISCUSSION OF DISTRICT BANKING**

The manager discussed the need to rearrange the accounts in order to meet the objectives of the district ie: separate accounts for earmarked funds vs. general funds. In that process, the possibility of other banking venue have been explored evaluated and discussed.

A motion was made by Roger Martin to open some accounts at Wesbanco in order to develop a banking relationship there. Jerry Martin abstained and John Sines seconded the motion. A voice vote was then conducted with John Sines and Roger Martin voting in favor of the motion to open accounts at Wesbanco and Jerry Martin voting against. John Sines then called for a hand vote with the same results. Motion Carried.

- **WASHINGTON BOTTOM POTENTIAL SEWER MAIN EXTENSION**

The board was updated by the manager about how far along in the process we were in getting this extension established. The manager has requested that the engineering agreement be signed with EL Robinson for the engineering work that they will be doing on this project.

- **DISCUSSION OF LAKE WASHINGTON SEWER EXTENSION**

The funds had been transferred into the project account and a check was prepared for board members to sign so that Drier Maller can be paid for the camera equipment as successful bidders of the camera equipment.

- **DISCUSSION OF BELLEVILLE WATER EXTENSION PROJECT**

The design loan was discussed. Putting together the final estimate for the design loan and establishing the documents are in process. Part of the process is establishing professional agreements and due to a requirement that the professionals that are working on this project must forgo 30% of the design loan, therefore Burgess & Niple have requested some revisions on a previously approved agreement in order to better secure their position.

- **ADJOURNMENT**

Continuation of Minutes for the July 24<sup>th</sup>, 2014 meeting of the LPSD Board of Commissioners

The meeting was adjourned

 APPROVED  ATTESTED

# Lubeck Public Service District

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POST OFFICE BOX 700  
301 OX JOHNSON LANE  
WASHINGTON, WEST VIRGINIA 26181  
PHONE: 304-863-3341  
FAX: 304-863-3791

August 8, 2014

Meeting Date  
August 14<sup>th</sup>, 2014  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JULY 24<sup>TH</sup>, 2014
2. APPROVAL OF REVISED FEBRUARY 27<sup>TH</sup> MINUTES DUE TO A CLERICAL ERROR
3. DISCUSSION OF DISTRICT HAPPENINGS
4. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
5. DISCUSSION OF POTENTIAL FUTURE SEWER MAIN EXTENSIONS
6. DISCUSSION OF RULE 42 SUBMISSION
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
	Elizabeth Green	WTAP
	Blaine Myers	WXIL
	Zack Dobbins	



# LUBECK PUBLIC SERVICE DISTRICT

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## BOARD MEETING MINUTES August 14<sup>th</sup>, 2014

Prayer by Jerry Martin. Pledge followed.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of July 24<sup>th</sup>, 2014 be approved. The motion carried unanimously.
- It was moved by Jerry Martin and seconded by Roger Martin that the revised minutes of the regular board meeting of February 27<sup>th</sup> be approved as sent out due to a clerical error. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- 3 water taps have been installed since the last board meeting. There are no water taps to be installed. Gives us twenty-three water taps installed for the year. There have been no sewer taps installed since the last board meeting and there are none to be installed. This gives the district four sewer tap for 2014.
- Completed work orders, set meters, turn offs, etc.
- Repaired three service line leaks and one main line leak
- Turn offs and turn ons.
- Worked on replacing the sewer line in Bethel
- Re-built a circulation valve
- Re-built a sewer pump

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by Roger Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.

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POST OFFICE BOX 700  
301 OX JOHNSON LANE  
WASHINGTON, WEST VIRGINIA 26181  
PHONE: 304-863-3341  
FAX: 304-863-3791

August 22, 2014

Meeting Date  
August 28<sup>th</sup>, 2014  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR AUGUST 14<sup>TH</sup>, 2014
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF POTENTIAL FUTURE SEWER MAIN EXTENSIONS
5. DISCUSSION OF RULE 42 SUBMISSION
6. DISCUSSION OF BELLEVILLE WATER PROJECT
7. ADJOURN

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Parkersburg Sentinel
	John Sines	Wood County Commission
	Craig Richards	WNUS
	Elizabeth Green	WTAP
	Blaine Myers	WXIL
	Zack Dobbins	

# LUBECK PUBLIC SERVICE DISTRICT

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## BOARD MEETING MINUTES August 28<sup>th</sup>, 2014

Prayer by Jerry Martin. Pledge followed.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of August 14<sup>th</sup>, 2014 be approved. The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- No water taps have been installed since the last board meeting. There are two water taps to be installed. Gives us twenty-three water taps installed for the year. There have been no sewer taps installed since the last board meeting and there are none to be installed. This gives the district four sewer tap for 2014.
- Completed work orders, set meters, turn offs, etc.
- Repaired five service line leaks and no main line leaks
- Turn offs and turn ons.
- Worked on clean up on the sewer line in Bethel
- Repaired two separate sewer lines at Somerville
- Completed all yard repairs

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by Roger Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.

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*Continuation of Minutes for the August 28<sup>th</sup>, 2014 meeting of the LPSD Board of Commissioners*

- **WASHINGTON BOTTOM POTENTIAL SEWER MAIN EXTENSION**

The board was updated by the manager about how far along in the process we were in getting this extension established. At this point, the state economic development has backed off of funding for this project until the company makes a formal commitment to follow through.

- **DISCUSSION OF RULE 42 SUBMISSION FOR WATER AND SEWER**

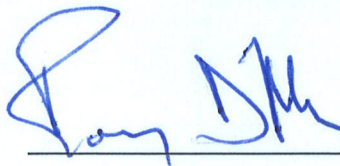
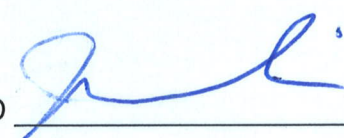
The manager reported on the rule 42 submission and the procedural activities. PSC has granted the district an interim rate of 8.5% effective August 9<sup>th</sup>. This rate will not be billed until the September billing cycle so that every customer will be subject to the full rate for the full month.

- **DISCUSSION OF BELLEVILLE WATER EXTENSION PROJECT**

The manager explained that the district does not have the rates in place to handle the debt service for the design loan without an accompanying rule 42 that would engage after 2 years in the event that the Belleville project were not funded for some reason. This rule 42 would enable the district to have the cash flow in order to amortize the design loan. If the project were funded, then these costs would be borne by the project funding and the rule 42 would be unnecessary. Jerry Martin made a motion to have Zack Dobbins prepare and submit the paperwork for the design loan rule 42 to be included with the design loan request to the Public Service Commission. Motion was seconded by Roger Martin. Motion passed unanimously.

- **ADJOURNMENT**

The meeting was adjourned at 7:23PM

 APPROVED  ATTESTED

# Lubeck Public Service District

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POST OFFICE BOX 700  
301 OX JOHNSON LANE  
WASHINGTON, WEST VIRGINIA 26181  
PHONE: 304-863-3341  
FAX: 304-863-3791

September 5<sup>th</sup>, 2014

Meeting Date  
September 11<sup>th</sup>, 2014  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR AUGUST 28<sup>TH</sup>, 2014
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF POTENTIAL WASHINGTON BOTTOM SEWER MAIN EXTENSION
5. DISCUSSION OF RULE 42 SUBMISSION
6. DISCUSSION OF BELLEVILLE WATER PROJECT
7. DISCUSSION OF AUDIT FIRM PROPOSALS
8. DISCUSSION OF EMPLOYEE PAY ADJUSTMENTS
9. ADJOURN

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Parkersburg Sentinel
	John Sines	Wood County Commission
	Craig Richards	WNUS
	Elizabeth Green	WTAP
	Blaine Myers	WXIL
	Zack Dobbins	

# LUBECK PUBLIC SERVICE DISTRICT

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## BOARD MEETING MINUTES September 11<sup>th</sup>, 2014

Prayer by Jerry Martin. Pledge followed.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of August 28<sup>th</sup>, 2014 be approved. The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- One water tap has been installed since the last board meeting. There are three water taps to be installed. Gives us twenty-five water taps installed for the year. There have been no sewer taps installed since the last board meeting and there are none to be installed. This gives the district four sewer taps for 2014.
- Completed work orders, set meters, turn offs, etc.
- Repaired one service line leak and one main line leak
- Turn offs and turn ons.
- Worked on clean up on the sewer plant from the storm

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by Roger Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.
- **WASHINGTON BOTTOM POTENTIAL SEWER MAIN EXTENSION**  
The board was updated by the manager about how far along in the process we were in getting this extension established. At this point, the state economic development has backed off of funding for this project until

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Continuation of Minutes for the September 11<sup>th</sup>, 2014 meeting of the LPSD  
Board of Commissioners

the company makes a formal commitment to follow through.

- **DISCUSSION OF RULE 42 SUBMISSION FOR WATER AND SEWER**  
The manager reported on the rule 42 submission and the procedural activities. Hearings have been set for the rate cases at the Judge Black courthouse for both hearings. The hearing for the sewer rate case is scheduled for Monday September 29<sup>th</sup> and the water hearing is scheduled for November 6<sup>th</sup>.
- **DISCUSSION OF BELLEVILLE WATER EXTENSION PROJECT**  
The manager explained that the rule 42 for the design loan had been completed and that the design loan is in the hands of the bond attorney.
- **DISCUSSION OF AUDIT FIRM PROPOSALS**  
The manager solicited three audit firms for proposals in order to secure a firm to complete the annual audit for the ensuing 3 years. Suttle & Stalnaker was the only firm to submit a proposal. Jerry Martin made a motion to accept their proposal for audit services for the next 3 years. The motion was seconded by Roger Martin and the motion passed with unanimous approval.
- **DISCUSSION OF PROPOSED EMPLOYEE PAY RAISES**  
A motion was made by Jerry Martin and seconded by Roger Martin to make proposed employee pay raises effective October 1<sup>st</sup>. Motion carried unanimously.
- **ADJOURNMENT**  
The meeting was adjourned at 7:23PM

 APPROVED  ATTESTED



# Lubeck Public Service District

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POST OFFICE BOX 700  
301 OX JOHNSON LANE  
WASHINGTON, WEST VIRGINIA 26181  
PHONE: 304-863-3341  
FAX: 304-863-3791

September 19<sup>th</sup>, 2014

Meeting Date  
September 25<sup>th</sup>, 2014  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR SEPT<sup>TH</sup>, 2014
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF POTENTIAL WASHINGTON BOTTOM SEWER MAIN EXTENSION
5. DISCUSSION OF RULE 42 SUBMISSION
6. DISCUSSION OF BELLEVILLE WATER PROJECT
7. ADJOURN

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Parkersburg Sentinel
	John Sines	Wood County Commission
	Craig Richards	WNUS
	Elizabeth Green	WTAP
	Blaine Myers	WXIL
	Zack Dobbins	

# LUBECK PUBLIC SERVICE DISTRICT

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## BOARD MEETING MINUTES September 25<sup>th</sup>, 2014

Prayer by Jerry Martin. Pledge followed.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of September 11<sup>th</sup>, 2014 be approved. The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

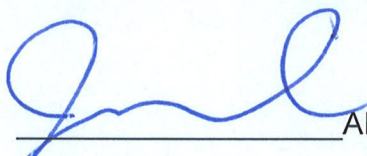
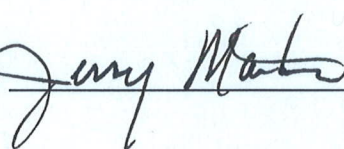
- Three water taps have been installed since the last board meeting. There are three water taps to be installed. Gives us twenty-seven water taps installed for the year. There have been no sewer taps installed since the last board meeting and there are none to be installed. This gives the district four sewer taps for 2014.
- Completed work orders, set meters, turn offs, etc.
- Repaired three service line leaks and three main line leaks
- Removed the tap from Cabot Gas
- Rocky and DJ went to Morgantown to take the OSHA 10 class
- Turn offs and turn ons.
- Worked on clean up on the sewer plant from the storm

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by Roger Martin that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.

Continuation of Minutes for the September 25<sup>th</sup>, 2014 meeting of the LPSD  
Board of Commissioners

- **WASHINGTON BOTTOM POTENTIAL SEWER MAIN EXTENSION**  
EL. Robinson crews have been working in the area to get surface readings so the final design work can progress. It was also reiterated that the development funding was still on hold awaiting a formal commitment from Braskem.
- **DISCUSSION OF RULE 42 SUBMISSION FOR WATER AND SEWER**  
The hearing for the sewer rate case is scheduled for Monday September 29<sup>th</sup> in the administrative meeting room on the second floor and the sewer hearing is scheduled for November 6<sup>th</sup> in the Judge Black Annex. There was further discussion of who would be there and issues that have been settled and issues that still need to be worked out.
- **DISCUSSION OF BELLEVILLE WATER EXTENSION PROJECT**  
The manager explained that the rule 42 for the design loan had been completed and that the design loan is in the hands of the bond attorney. However, the rule 42 that is to be submitted with the design loan application cannot be submitted until the ongoing rule 42 application is resolved because there cannot be two rule 42's being considered at the PSC at the same time. This means that the Belleville project will be put on hold until the current rule 42 case for water can be resolved. In addition, the IJDC emailed a list of 34 projects across the state, (Belleville being one of the 34) that would be affected by the adoption of the 2010 census in lieu of the 2000 census which had been used to establish previous funding terms for this project. These changes would have a significant impact on the funding of the project and could put the project in jeopardy.
- **ADJOURNMENT**  
The meeting was adjourned at 7:28PM

  
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APPROVED  ATTESTED