

# 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

January 10<sup>th</sup>, 2015

**Meeting Date**  
**January 14<sup>th</sup>, 2015**  
7:00 P.M.

## AGENDA:

1. ELECTION OF OFFICERS FOR 2016
  2. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR DECEMBER 29<sup>th</sup>
  3. DISCUSSION OF DISTRICT HAPPENINGS
  4. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
  5. DISCUSSION OF SEWER TAP CERTIFICATE POLICY
  6. HAZARD COMMUNICATION PROGRAM/POLICY
  7. BACKFLOW PREVENTION PROGRAM
  8. MEETING DATES FOR 2016
  9. DISCUSSION OF RULE 42 SUBMISSION
  10. CONSIDERATION OF RELINQUISHMENT OF AN UNUSED RIGHT OF WAY ACROSS A LOT PURCHASED BY JACKSON BUILDERS.
  11. DISCUSSION OF BELLEVILLE WATER PROJECT
    - PROGRESS OF SECURING RIGHT OF WAYS AND USER AGREEMENTS
    - DISCUSSION OF SERVING CUSTOMERS ON THE SOUTHERN MOST PORTION OF THE PROJECT ACROSS THE RR TRACKS
  12. ADJOURNMENT
- 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 JANUARY 14<sup>th</sup>, 2016

Prayer by Jerry Martin. Pledge followed.

### ELECTION OF OFFICERS FOR 2016:

- It was moved by Roger Martin that Jerry Martin take over as chairman, the motion was seconded by Jerry Martin, the motion passed unanimously. Jerry Martin made a motion to install James Eaton as treasurer and the motion was seconded by Roger Martin, motion passed unanimously. Jerry Martin made a motion to elect Roger Martin as secretary, the motion was seconded by Roger Martin and the motion passed unanimously.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of December 29<sup>th</sup>, 2015 The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- One water tap has been installed since the last board meeting. There is one tap to be installed. This gives us one water tap installed for 2016. There has been one sewer tap installed since the last meeting and there are none to be installed. This gives the district one sewer tap for 2016.
- Completed 2015 with 39 water taps and 7 sewer taps.
- Repaired three service line leaks and no main line leaks.
- Turn offs and turn ons.
- Worked on training personnel at meter testing.
- Rocky and Corey worked on Belleville Right-of-Ways and user agreements.

*Continuation of Minutes for the January 14<sup>th</sup>, 2015 meeting of the LPSD Board  
of Commissioners*

**GENERAL BUSINESS:**

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by James Eaton 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 SEWER TAP CERTIFICATE POLICY**  
During the sewer expansion project of 1999 and 2000 sewer tap certificates were exchanged for Right-of-Ways. Many of the certificates that were given out at the time have been misplaced by the owners but the district keeps an updated master list. Jerry Martin made a motion to accept the recommendation of the management to allow redemption of the tap certificates based on the records of the District and not necessarily require the presentation of the certificate itself. The motion was seconded by James Eaton and the motion carried unanimously.
- **HAZARD COMMUNATION POLICY/PROCEDURE**  
The manager described this policy and procedure to the commissioners and discussed what it does and that it is one of several policies that need to be adopted by the board. Eventually all of those policies will be put together in a manual to be distributed to the board and the employees.
- **BACKFLOW PREVENTION PROGRAM**  
This program is part of the SEMS software program and the asset management plan. The manager updated the commissioners on the progress that has been made to this program and where we are going from here.
- **MEETING DATES FOR 2016**  
A motion was made by Jerry Martin to accept the dates as presented and the motion was seconded by James Eaton, Motion carried unanimously.
- **DISCUSSION OF RULE 42 PROJECTS**  
The manager brought the board up to speed on the progress of the projects to be completed by the rule 42.
  - The commissioners were brought up to speed on how the contract is proceeding on the water treatment plant and what the filters looked like on the inside and what was found inside.

*Continuation of Minutes for the January 14<sup>th</sup>, 2015 meeting of the LPSD Board of Commissioners*

- **CONSIDERATION OF RELINQUISHMENT OF UNUSED RIGHT OF WAY ACROSS A LOT PURCHASED BY JACKSON BUILDERS.**

The manager discussed the situation concerning the right-of-way with the builder and his request to relinquish this right-of-way. The manager explained that the right-of-ways had not been completed by meeting time and that consideration of this issue needed to be tabled. Motion to table was made by Jerry Martin and seconded by Roger Martin. Motion to table was unanimous.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The Belleville Right-of-Ways were discussed and the first step in securing the completed right-of-ways for the project. The manager reported that there were 90 easements recorded. Jerry Martin made a motion to authorize the manager to hire a temporary person and negotiate a reasonable wage. James Eaton seconded the motion passed unanimously.

Rail road crossings that had been discussed in the past were discussed in further detail and the budget for the permits. The funds were not available for out of the design loan funding.

Tim Meeks presented the board with a drawdown in the amount of \$15,154.03 for invoices from Burgess & Niple Engineers.

- **ADJOURNMENT**

Meeting was adjourned at 8:03PM

 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

January 27<sup>th</sup>, 2016

**Meeting Date**  
**January 28<sup>th</sup>, 2016**  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR DECEMBER 29<sup>th</sup>
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. CONSIDERATION OF A CLAIM BY CAROLYN HARDMAN OF DAMAGE DONE DUE TO THE FAILURE OF A SERVICE SADDLE
5. HEALTH AND WELLNESS PROGRAM/POLICY
6. BACKFLOW PREVENTION PROGRAM
7. DISCUSSION OF FILTER PROJECT
8. CONSIDERATION OF RELINQUISHMENT OF AN UNUSED RIGHT OF WAY ACROSS A LOT PURCHASED BY JACKSON BUILDERS.
9. DISCUSSION OF BELLEVILLE WATER PROJECT
  - PROGRESS OF SECURING RIGHT OF WAYS AND USER AGREEMENTS
10. ADJOURNMENT

|     |                 |                        |
|-----|-----------------|------------------------|
| Cc: | Jerry Martin    | Parkersburg News       |
|     | Roger Martin    | Parkersburg Sentinel   |
|     | James Eaton     | 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 JANUARY 28<sup>th</sup>, 2016

Prayer by James Eaton. Pledge followed.

### GENERAL BUSINESS:

- Moved by James Eaton and seconded by Roger Martin that the minutes of the regular board meeting of January 14<sup>th</sup>, 2016 The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- One water tap has been installed since the last board meeting. There is one tap to be installed. This gives us one water tap installed for 2016. There has been one sewer tap installed since the last meeting and there are none to be installed. This gives the district one sewer tap for 2016.
- Completed work orders, etc.
- Repaired two service line leaks and one main line leak.
- Turn offs and turn ons.
- Replaced 2 damaged meter pits.
- Cleaned shop

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Roger Martin and seconded by James Eaton that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.
- **CONSIDERATION OF A CLAIM BY CAROLYN HARDMAN OF DAMAGE DONE DUE TO THE FAILURE OF A SERVICE SADDLE:**  
Moved by Roger Martin and seconded by James Eaton to award Carolyn Hardman payment for damages.

Continuation of Minutes for the January 28<sup>th</sup>, 2016 meeting of the LPSD Board of Commissioners

- **HEALTH AND WELLNESS PROGRAM/POLICY**

The manager described this policy and procedure to the commissioners and discussed what it does and that it is one of several policies that need to be adopted by the board. Eventually all of those policies will be put together in a manual to be distributed to the board and the employees.

- **BACKFLOW PREVENTION PROGRAM**

This program is part of the SEMS software program and the asset management plan. The manager updated the commissioners on the progress that has been made to this program and where we are going from here.

- **DISCUSSION OF FILTER PROJECT**

The manager brought the board up to date with what's been happening with the replacement of the filters. He stated that filters 3, 4, and 5 are back up and running, new green sand and anthracite are being put back into the #1 filter, and we are waiting for the sample results from #2. Project has run smoothly and contractors should be done by next week.

- **CONSIDERATION OF RELINQUISHMENT OF UNUSED RIGHT OF WAY ACROSS A LOT PURCHASED BY JACKSON BUILDERS.**

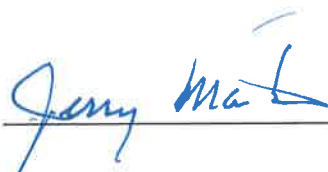

The manager discussed the situation concerning the right-of-way with the builder and his request to relinquish this right-of-way. The manager explained that the right-of-ways had not been completed by meeting time and that consideration of this issue needed to be tabled. Motion to table was made by Roger Martin and seconded by James Eaton. Motion to table was unanimous.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The Belleville Right-of-Ways were discussed and the manager noted the help of John Tennant, in securing the right-of-ways for the project. The manager reported that we were over the 100 easement mark with several at the courthouse to be recorded. Tim Meeks presented the board with a drawdown in the amount of \$4065.95 for an invoice from Horizon Research Consultants for the archeological study. Moved by Roger Martin and seconded by James Eaton to accept the resolution. Motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 7:29PM

 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

February 7<sup>th</sup>, 2016

**Meeting Date**  
**February 11<sup>th</sup>, 2016**  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JANUARY 28TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. BACKFLOW PREVENTION PROGRAM
5. DISCUSSION OF FILTER PROJECT
6. CONSIDERATION OF RELINQUISHMENT OF AN UNUSED RIGHT OF WAY ACROSS A LOT PURCHASED BY JACKSON BUILDERS.
7. DISCUSSION OF BELLEVILLE WATER PROJECT
  - PROGRESS OF SECURING RIGHT OF WAYS AND USER AGREEMENTS
8. ADJOURNMENT

|     |                 |                        |
|-----|-----------------|------------------------|
| Cc: | Jerry Martin    | Parkersburg News       |
|     | Roger Martin    | Parkersburg Sentinel   |
|     | James Eaton     | 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 February 11<sup>th</sup>, 2016

Prayer by James Eaton. Pledge followed.

### GENERAL BUSINESS:

- Moved by Roger Martin and seconded by James Eaton that the minutes of the regular board meeting of January 28<sup>th</sup>, 2016 be approved. The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- One water tap has been installed since the last board meeting. There are none to be installed. This gives us two water taps installed for 2016. There has been no sewer taps installed since the last meeting and there are none to be installed. This gives the district one sewer tap for 2016.
- Completed work orders, etc.
- Repaired two service line leaks and no main line leaks.
- Turn offs and turn ons.
- Started hauling concrete blocks to Tebays for sewer repair
- Changed out parking curbs
- Snow removal

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Roger Martin and seconded by James Eaton that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.
- **BACKFLOW PREVENTION PROGRAM**  
This program is part of the SEMS software program and the asset management plan. The manager updated the commissioners on the progress that has been made. We have sent out two different sets of letters, one for the individuals that need to just do the surveys of their

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Continuation of Minutes for the February 11<sup>th</sup>, 2016 meeting of the LPSD Board of Commissioners

devices, and another to the individuals that need to install a back flow prevention device.

- **DISCUSSION OF FILTER PROJECT**

The manager brought the board up to date with what's been happening with the replacement of the filters. He stated that all filters are back in service. Rocky added that our iron and manganese numbers are coming back down to where they need to be.

- **CONSIDERATION OF RELINQUISHMENT OF UNUSED RIGHT OF WAY ACROSS A LOT PURCHASED BY JACKSON BUILDERS.**

The manager discussed the situation concerning the right-of-way with the builder and his request to relinquish this right-of-way. The manager explained that the right-of-ways from Washington Meadows had been signed, but our attorney indicated we would be better off not to do a relinquishment, but to send a letter relinquishing our claim, to the owner in case there was a title, but there is no written easement thru there, there is only an easement listed on the plat. Board agreed to have Randy write a letter to the owners.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The Belleville Right-of-Ways were discussed and the manager noted the help of John Tennant, in securing the right-of-ways for the project. The manager reported that we have 120 easements that have been recorded, with 5 more to be recorded. This gives us a total of 125 easements. Most of the residents are helpful in the procuring of the easements, but there are a few that we are still having trouble with. The manager told the board that he will be ramping up the process of procuring the user agreements, so we'll be able to have the numbers we need to get the project under way. Tim Meeks presented the board with a drawdown in the amount of \$20885.20, which includes, \$4065.95 for an invoice from Horizon Research Consultants, \$13,169.25 for an invoice from Burges and Niple, \$300.00 for an invoice from the Health Dept. for the permit fee, \$1400.00 for an invoice from the DEP for the NPDS permit, and \$1950.00 for CSX permit application fee. This is an updated resolution from the last board meeting, adding the other four invoices. Roger Martin made the motion to approve, James Eaton seconded the motion. Motion passed.

- **ADJOURNMENT**

Meeting was adjourned at 7:32PM

 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

Wednesday, November 18, 2015

## **SPECIAL BOARD MEETING**

### ***Meeting Date***

Thursday February 18<sup>th</sup>, 2016

7:00 P.M.

AGENDA:

### **1. Discussion of Rule 42 for Water.**

|     |                |                        |
|-----|----------------|------------------------|
| CC: | Jerry Martin   | Parkersburg News       |
|     | Roger Martin   | Parkersburg Sentinel   |
|     | John Sines     | Wood County Commission |
|     | Craig Richards | WNUS                   |
|     | Tim Miller     | WTAP                   |
|     | Blaine Myers   | WXIL                   |
|     | Zack Dobbins   |                        |

# LUBECK PUBLIC SERVICE DISTRICT

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## BOARD MEETING MINUTES

### Special Board Meeting February 18<sup>th</sup>, 2016

Prayer by Jerry Martin. Pledge followed.

- **Discussion of Rule 42 for Water:**

Zack Dobbins from Bennett and Dobbins was on hand to discuss a proposed rate increase due to Senate Bill 234. This bill requires that we have 1/8 of our total operating expenses in reserve in a separate account. For us, this amounts to approximately \$126,000. We are looking at funding this reserve over a three year period, which comes to roughly \$42,000 per year. Zack also talked about the Belleville project, he stated that the Belleville project is looking at a loan from the Bureau of Public Health for approximately \$3.4 million with a .5% interest rate, and a .5% administrative rate. This loan will be paid back over a 30 year period, and then we have some debt forgiveness, in a grant of \$650,000.

Adding more manpower to help with the stipulations that the BPH put on us for procuring the loan was also discussed. Zack recommended hiring an Asst. Manager to help in the office while the Manager obtains the right of ways and user agreements needed to get the project under way. Two additions to the field crew were also recommended in order to work on changing out meters, exercising valves, etc. to add those three employees, in about a year we're looking at about \$88,000 plus insurance and retirement costs.

Zack also discussed the setting aside of 2.5% of our annual revenue for a depreciation reserve which amounts to about \$56,000, one of the things this reserve can be used for, is maintaining the wells. Zack determined with all the additional costs the district will be acquiring, he recommended that a 20.5% water rate increase would be needed, and then when the Belleville project is at substantial completion, adding another 4.1% water rate increase with the Belleville customers incurring a \$4.00 surcharge per 1000 gallons until the bond is paid off. It was also discussed that the surcharge for the Hopewell, and Hopehill customers bond has been paid off and will be coming off their bill, the manager indicated that he has filed the paperwork and talked to Samme Gee about having the PSC amend the current tariff. Zack also discussed sending out a letter to every customer in the district notifying them of the proposed water rate increase and two meetings for the reading of the tariffs with the first one being on March 10, 2016 and the second on March 24, 2016.

- **Adjournment**

 APPROVED  ATTESTED

This institution is an equal opportunity provider and employer

# 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

February 22<sup>th</sup>, 2016

**Meeting Date**  
**February 25<sup>th</sup>, 2016**  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR FEBRUARY 11<sup>TH</sup> AND THE SPECIAL MEETING OF FEBRUARY 18<sup>TH</sup>.
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. BACKFLOW PREVENTION PROGRAM
5. DISCUSSION OF FILTER PROJECT
6. DISCUSSION OF BELLEVILLE WATER PROJECT
  - PROGRESS OF SECURING RIGHT OF WAYS AND USER AGREEMENTS
7. ADJOURNMENT

|     |                 |                        |
|-----|-----------------|------------------------|
| Cc: | Jerry Martin    | Parkersburg News       |
|     | Roger Martin    | Parkersburg Sentinel   |
|     | James Eaton     | 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 February 25<sup>th</sup>, 2016

Prayer by James Eaton. Pledge followed.

### GENERAL BUSINESS:

- The minutes for February 11<sup>th</sup> were unavailable in time for the board meeting, so the approval of the minutes was tabled till next board meeting.

### DISCUSSION OF DISTRICT HAPPENINGS:

- There have been no taps installed since the last board meeting. There is one to be installed. This gives us two water taps installed for 2016. There has been no sewer taps installed since the last meeting and there are none to be installed. This gives the district one sewer tap for 2016.
- Completed work orders, etc.
- Repaired one service line leak and no main line leaks.
- Turn offs and turn ons.
- Checked on a sewer complaint in the Larkmead area, was the customers problem
- Tested a meter for a customer complaint, meter passed
- Rebuilt a fire hydrant
- Cleaned the north side of the clear well in the water plant
- Rocky and Cody both received their Class I operators license
- Continue to work on back flow

### GENERAL BUSINESS:

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

This institution is an equal opportunity provider and employer

Continuation of Minutes for the February 25<sup>th</sup>, 2016 meeting of the LPSD Board  
of Commissioners

- **BACKFLOW PREVENTION PROGRAM**

This program is part of the SEMS software program and the asset management plan. The manager updated the commissioners on the progress that has been made.

- **DISCUSSION OF FILTER PROJECT**

The manager brought the board up to date with what's been happening with the replacement of the filters. He stated that the project is complete and all filters are back in service.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The Belleville Right-of-Ways were discussed, and it was noted that we were around 19 easements over our targeted amount. This gives us a total of 139 easements at this time. Randy mentioned how much we appreciate John Tennant's help in acquiring the easements, he has been instrumental in being able to get this project squared away.

- **ADJOURNMENT**

Meeting was adjourned at 7:50PM

Jerry Mark APPROVED James D. East ATTESTED

# Lubeck Public Service District

---

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

Thursday, March 03, 2016

## **SPECIAL BOARD MEETING**

### *Meeting Date*

Saturday March 5<sup>th</sup>, 2016

1:00 P.M.

### **AGENDA:**

- 1. Discussion of Rule 42 for Water.**
  - Possible discussion of wages

### **CC:**

Jerry Martin  
Roger Martin  
James Eaton  
Craig Richards  
Elizabeth Green  
Blaine Myers  
Zack Dobbins

Parkersburg News & Sentinel  
Wood County Commission  
WXIL  
WTAP  
WNUS



# LUBECK PUBLIC SERVICE DISTRICT

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## BOARD MEETING MINUTES

Special Board Meeting  
March 5<sup>th</sup>, 2016

Prayer by Jerry Martin. Pledge followed.

- Discussion of Rule 42 for Water:
- Adjournment

Jerry Martin APPROVED Jerry D. Cant 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

March 7, 2016

**Meeting Date**  
**March 10<sup>th</sup>, 2016**  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR FEBRUARY 11<sup>TH</sup> FEBRUARY 25<sup>TH</sup> AND THE SPECIAL MEETINGS
  - FOR THE 18<sup>TH</sup> & AND THE 5<sup>TH</sup>.
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. FIRST READING OF RATE TARRIFF PROPOSAL
5. DISCUSSION OF BELLEVILLE WATER PROJECT
  - PROGRESS OF SECURING RIGHT OF WAYS AND USER AGREEMENTS
6. ADJOURNMENT

Cc: Jerry Martin                      Parkersburg News  
Roger Martin                      Parkersburg Sentinel  
James Eaton                      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 March 10<sup>th</sup>, 2016

Prayer by James Eaton. Pledge followed.

### GENERAL BUSINESS:

- The minutes for February 11<sup>th</sup> and February 25<sup>th</sup>, a special meeting for the 18<sup>th</sup> were unavailable in time for the board meeting, so the approval of the minutes was tabled till next board meeting.

### DISCUSSION OF DISTRICT HAPPENINGS:

- There have been no taps installed since the last board meeting. There are three to be installed. This gives us two water taps installed for 2016. There was one sewer tap installed since the last meeting and there are none to be installed. This gives the district two sewer taps for 2016.
- Completed work orders, etc.
- Repaired one service line leak and no main line leaks.
- Turn offs and turn ons.
- Completed erosion wall to protect sewer main from creek erosion.
- Cleaned the south side of the clear well in the water plant
- Continue to work on back flow prevention.

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Roger Martin and seconded by James Eaton that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.
- **FIRST READING OF THE PROPOSED RATE INCREASE FOR WATER:**  
Zack Dobbins, CPA read the notice of rate increase as it was sent to the customers. It was moved by Roger Martin to approve the rate notice as read and to move it on to the second reading on March 24<sup>th</sup>. The motion was seconded by James Eaton. The motion passed unanimously.

This institution is an equal opportunity provider and employer

*Continuation of Minutes for the March 10<sup>th</sup>, 2016 meeting of the LPSD Board of Commissioners*

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The Belleville Right-of-Ways were discussed, the manager reported that a total of 139 easements had been secured at this time. Randy mentioned how much we appreciate John Tennant's help in acquiring the easements, he has been instrumental in being able to get this project squared away. User agreements were also discussed.

- **QUESTION AND ANSWER SESSION**

An extensive question and answer session ensued. There were many questions about SB-234 as well as the requested rate increase in general. There were many intelligent and thoughtful questions and those questions were effectively answered by the board and management.

- **ADJOURNMENT**

Meeting was adjourned at 7:50PM

 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

March 21, 2016

**Meeting Date**  
**March 24<sup>th</sup>, 2016**  
7:00 P.M.

**MEETING TO BE HELD AT BELLEVILLE COMMUNITY CENTER  
(THE OLD HUMPHREY SCHOOL)**

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR FEBRUARY 11<sup>TH</sup> FEBRUARY 25<sup>TH</sup>  
AND THE 10<sup>TH</sup> PLUS SPECIAL MEETINGS FOR THE 18<sup>TH</sup> & AND THE 5<sup>TH</sup>
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. SECOND READING OF RATE TARIFF PROPOSAL
5. DISCUSSION OF BELLEVILLE WATER PROJECT
  - PROGRESS OF SECURING RIGHT OF WAYS AND USER AGREEMENTS
6. ADJOURNMENT

|     |                 |                        |
|-----|-----------------|------------------------|
| Cc: | Jerry Martin    | Parkersburg News       |
|     | Roger Martin    | Parkersburg Sentinel   |
|     | James Eaton     | 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 March 24<sup>th</sup>, 2016

Prayer by James Eaton. Pledge followed.

### GENERAL BUSINESS:

- The minutes for February 11<sup>th</sup> and February 25<sup>th</sup>, a special meeting for the 10<sup>th</sup>, the 18<sup>th</sup> and the 5<sup>th</sup>. A motion was made by Roger Martin and seconded by Jim Eaton to approve the minutes as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- There have been four taps installed since the last board meeting. There are no to be installed. This gives us six water taps installed for 2016. There was no sewer taps installed since the last meeting and there are none to be installed. This gives the district two sewer taps for 2016.
- Completed work orders, etc.
- Repaired four service line leak and no main line leaks.
- Turn offs and turn ons.
- Replaced braces for the piping in the water plant to support the main line surrounding the green sand filters.
- Completed yard repair projects
- Continue to work on back flow prevention.

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Roger Martin and seconded by James Eaton that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.
- **SECOND READING OF THE PROPOSED RATE INCREASE FOR WATER:**  
Randall Atkinson, General Manager read the notice of rate increase as it

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*Continuation of Minutes for the March 24<sup>th</sup>, 2016 meeting of the LPSD Board of Commissioners*

was sent to the customers. It was moved by Roger Martin to approve the rates as read and to move it on to be submitted to the County Commission. The motion was seconded by James Eaton. The motion passed unanimously.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The Belleville Right-of-Ways were discussed, the manager reported that a total of 161 easements had been secured at this time. Randy mentioned how much we appreciate John Tennant's help in acquiring the easements, he has been instrumental in being able to get this project squared away. User agreements were also discussed and the manager reported that there were 152 user agreements that had been secured

- **QUESTION AND ANSWER SESSION**

An extensive question and answer session ensued. There were many questions about SB-234 as well as the requested rate increase in general. Also discussed were required changes in the way that we conduct our maintenance program as well as revisions in the way that we reinvest in our system via capital reinvestment plan. There were many intelligent and thoughtful questions and those questions were effectively answered by the board and management.

- **ADJOURNMENT**

Meeting was adjourned at 7:52 PM

 APPROVED  ATTESTED