

Lubeck Public Service District

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

July 8, 2016

Meeting Date
July 14th, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JUNE 23rd
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. SPECIAL MEETING FOR JULY 21ST
5. BUDGET FOR JUNE 30, 2017
6. DISCUSSION OF BELLEVILLE WATER PROJECT
 - PROGRESS OF SECURING RIGHT-OF-WAYS AND USER AGREEMENTS
 - CSX AGREEMENT
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

BOARD MEETING MINUTES July 14, 2016

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by Roger Martin and seconded by James Eaton to approve the minutes of June 23rd as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There have been five water taps installed since the last board meeting. There is one tap to be installed. This gives us eighteen 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 five sewer taps for 2016.
- The board was also presented with a deal from Jefferds Corp. that we trade in the Komatsu excavator and John Deere back hoe, for a Bobcat Compact Excavator. A motion was made by James Eaton and seconded by Roger Martin that we accept this agreement. Motion carried.
- Completed work orders, etc.
- Repaired five service line leaks and no main line leaks.
- Turn offs and turn ons.
- Put a blow off on Bunker St.
- Yard work and blacktop repair.

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.

Continuation of Minutes for the July 14th, 2016 meeting of the LPSD Board of Commissioners

- **SPECIAL MEETING FOR JULY 21ST**

The district is having a special board meeting on July 21st for bid openings for the Belleville water project.

- **BUDGET FOR JUNE 30, 2017**

The board was presented with the budget for 2016-2017; that was completed by Bennett & Dobbins. A motion was made by Roger Martin and seconded by James Eaton that we accept the budget for the sewer. James Eaton made a motion to accept the budget for the water and Roger Martin seconded. Both motions carried unanimously.

- **DISCUSSION OF THE BELLEVILLE PROJECT**

The board was brought up to speed on the securing of right-of-ways, and it was noted that we were down to having to do only one condemnation to secure the project. A motion was made by Roger Martin and seconded by James Eaton to accept the CSX agreement presented to the board. Motion carried unanimously.

- **ADJOURNMENT**

Meeting was adjourned at 7:19 PM

 APPROVED  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

Friday July 15, 2016

SPECIAL BOARD MEETING

Meeting Date

Thursday July 21st, 2016

1:00 P.M.

Lubeck PSD Offices

AGENDA:

1. BID OPENING FOR BELLEVILLE PROJECT.
2. 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

BOARD MEETING MINUTES

Special Board Meeting July 21st, 2016

Prayer by James Eaton. Pledge followed.

- **BID OPENING FOR BELLEVILLE PROJECT**

Meeting was brought to order, and Craig Richards from Burgess and Niple opened and read the following bids.

1. **Famco** –
\$3,539,865.25 (base bid)
\$ 402,063.50 (add alternate)
\$3,941,928.75 (total)
2. **Stonegate Construction** –
\$2,444,078.40 (base bid)
\$ 246,498.40 (add Alternate)
\$2,690,576.80 (total)
3. **Mike Enydrt & Sons** –
\$2,861,628.93 (base bid)
\$ 299,545.31 (add alternate)
\$3,161,174.24 (total)
4. **Tri-state Pipeline** –
\$2,942,138.44 (base bid)
\$ 301,956.50 (add alternate)
\$3,244,094.94 (total)
5. **Glen Johnston Inc.** –
\$3,626,105.00 (base bid)
\$ 432,014.00 (add alternate)
\$4,058,119.00 (total)

After the bids were opened and read aloud, it was noted that the apparent low bid was Stonegate Construction. Craig Richards stated that they would take all the bids back to Burgess and Niple so they can make sure there's no discrepancy and the winning bid would be announced at the next meeting which takes place on July 28th at Lubeck Public Service District.

- **ADJOURNMENT**



APPROVED



ATTESTED

Lubeck Public Service District

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PHONE: 304-863-3341
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July 22, 2016

Meeting Date
July 28th, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JULY 14TH AND SPECIAL BOARD MEETING ON JULY 21ST
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. AUGUST 6TH AUCTION FOR USED EQUIPMENT
5. DISCUSSION OF BELLEVILLE WATER PROJECT
 - PROJECT BID REVIEW AND AWARD
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

BOARD MEETING MINUTES July 28, 2016

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by Roger Martin and seconded by James Eaton to approve the minutes of July 14th and special meeting minutes of July 21st as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There has been one water tap installed since the last board meeting. There is one tap to be installed. This gives us nineteen water taps installed for 2016. There were no sewer taps installed since the last meeting and there are none to be installed. This gives the district five sewer taps for 2016.
- Completed work orders, etc.
- Repaired two service line leaks and one main line leak.
- Did turn offs and turn ons.
- Fixed yards.
- Cleaned sand filter.
- Fixed sampling station in Wildwood
- Cleaned up brush around the Larkmead tank site

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.

Continuation of Minutes for the July 28th, 2016 meeting of the LPSD Board of Commissioners

- **AUGUST 6TH AUCTION FOR USED EQUIPMENT**

An auction was scheduled for Saturday, August 6th at noon in the back parking lot of the water plant to sell off some of the districts used equipment.

- **DISCUSSION OF THE BELLEVILLE PROJECT**

The board announced that Stonegate Construction had the lowest bid for the Belleville project. Roger Martin made a motion to accept the bid from Stonegate Construction, James Eaton seconded. Motion carried unanimously. Tim Meeks was also on hand to present the board with a resolution for Drawdown #9 for \$24,900.56 to cover engineering invoices from Burgess & Niple. This is the final design drawdown. A motion was made by Roger Martin and seconded by James Eaton to accept this resolution. Motion carried unanimously.

- **ADJOURNMENT**

Meeting was adjourned at 7:18 PM

 APPROVED  ATTESTED

Lubeck Public Service District

POST OFFICE BOX 700
301 OX JOHNSON LANE
WASHINGTON, WEST VIRGINIA 26181
PHONE: 304-863-3341
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August 5, 2016

Meeting Date
August 11, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JULY 28TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
 - ADD ALTERNATES
 - PROGRESS OF SECURING RIGHT-OF-WAYS AND USER AGREEMENTS
5. 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

BOARD MEETING MINUTES August 11, 2016

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by Roger Martin and seconded by James Eaton to approve the minutes of July 28th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There has been one water tap installed since the last board meeting. There are no taps to be installed. This gives us twenty water taps installed for 2016. There were no sewer taps installed since the last meeting and there are none to be installed. This gives the district five sewer taps for 2016.
- Completed work orders, etc.
- Repaired 3 service line leaks and no main line leaks.
- Did turn offs and turn ons.
- Fixed yards.
- Worked on New England altitude valve.
- Finished cleaning up brush around the Larkmead tank site

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.

- **DISCUSSION OF THE BELLEVILLE PROJECT**

- **ADD ALTERNATES**

Craig Richards showed the board a map of the lines that were included in the preliminary engineering report that was presented to the IJDC, which was the basis for the engineering design. Since Stonegate's bid was significantly lower than the project budget, Rocky McConnell, Tim Utt, and John Tennant discussed where any additional water mains could be installed. The three areas mentioned were Oak Valley Rd., Little Pond Creek Rd., and Lower Pond Creek Road. Cost estimates were prepared for these areas, based on these estimates, which include, engineering construction, inspections, and legal services. It's believed that the money needed to do these additional mains fits the under run of the project plus consuming a little extra of the contingency monies. Craig also noted that they'd had a conference call with the Bureau of Public Health earlier in the day; Tim Utt prepared the revised project and presented it to the BPH along with a map and the cost estimates for the additional work. It was asked if the PSD would have to do additional environmental work, and get clearances for these other areas. Craig stated that when Burgess & Niple did the preliminary engineering report, these areas weren't covered. The BPH went back and looked at the correspondence and decided that the BPH would require the PSD to obtain additional environmental clearances, which would slow down the design of these added areas, but it shouldn't slow down the closing of the loan for the project. Craig asked the board if Burgess & Niple could start preparing the correspondence necessary to get the ball rolling on getting the clearances needed, after some more discussion about the number of added customers, Roger made a motion to have Burgess & Niple go ahead and prepare an engineering agreement for the additional areas, James Eaton seconded the motion. Motion carried.

Craig then mentioned that there would also be some construction contingency for additional mains; the board was asked where the district might want to do the additional construction, so it'll be known if more environmental clearances would be needed. One of the places up for discussion was Eli Locust Rd., but only if the BPH gives the district permission to use the contingency monies outside the Belleville project. This and the earlier mentioned additions, could potentially add 22 new customers. James Eaton made a motion to include Eli Locust Road in the environmental clearances needed, Jerry Martin seconded, motion carried.

Per the earlier conference call with the BPH, Craig stated that some of the small segments of water mains that were included in the

Continuation of Minutes for the August 11th, 2016 meeting of the LPSD Board of Commissioners

engineering project were cut from the project due to no customer sign ups. This brought up an issue with a state code that states, if you present a project to the IJDC and it gets approved, you cannot cut any segments from the project without the board writing a letter to the WV Water Development Authority for permission to delete mains off the project. Craig told the board that he had drafted a letter for the board to send to the WWDA, and that he was waiting on approval of the letter by Bob DeCrease and Samme Gee before giving to the board to sign.

▪ **PROGRESS OF SECURING RIGHT-OF-WAYS AND USER AGREEMENTS**

Blaine Myers called Rocky about Mr. Tennant, on Lee Creek requesting a change of the right-of-way on his property, Tim Utt from Burgess & Niple revised his easement by moving the right-of-way back to the 10 foot permanent easement, this solved the problem, Blaine noted that an easement has been mailed to him, he's supposed sign it and send it back to Blaine, and it will be recorded as soon as he gets it. This brings the condemnations from nine to zero.

Craig added that the tentative date for the closing of the loan is on September 22nd, as long as the WV Water Development Authority approves the board's letter.

• **ADJOURNMENT**

Meeting was adjourned at 7:41 PM

 APPROVED  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

August 19, 2016

Meeting Date
August 25, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR AUGUST 11TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. EXECUTIVE SESSION – PERSONNEL & LEGAL DISCUSSION
5. DISCUSSION OF BELLEVILLE WATER PROJECT
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

BOARD MEETING MINUTES August 25, 2016

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by Jerry Martin to approve the minutes of August 11th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There has been one water tap installed since the last board meeting. There are four taps to be installed. This gives us twenty one water taps installed for 2016. There were no sewer taps installed since the last meeting and there are none to be installed. This gives the district five sewer taps for 2016.
- Completed work orders, etc.
- Repaired 4 service line leaks and no main line leaks.
- Did turn offs and turn ons.
- Fixed yards.
- Cleaned out gutters at the office.
- Cleaned sand filter

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by James Eaton and seconded by Jerry 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.
- **EXECUTIVE SESSION – PERSONNEL & LEGAL DISCUSSION**
James Eaton made a motion to go into executive session, Jerry Martin seconded. Motion carried. Jerry Martin stated no decisions were made in the executive session.

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- **DISCUSSION OF THE BELLEVILLE WATER PROJECT**

Rocky McConnell stated that an addendum was needed for legal services so Blaine Myers could work on the additional right-of-ways and easements for the add alternates. James Eaton made a motion to approve the addendum, Jerry Martin seconded, motion carried.

Craig Richards was on hand to let the board know that he had an amendment to the districts agreement with Burgess & Niple that he would leave for consideration at the next board meeting. The amendment covers the services associated with the additional design activities for 6500 feet of main as well as the construction phase activities including the resident project representative and as well as the added environmental clearance services needed to get approval from the BPH. This does not include anything associated with the phase one archaeological survey, if one needs to be done. The board decided not to wait until next board meeting, and James Eaton made a motion to accept the addendum for the add alternate, Jerry Martin seconded, and the motion carried unanimously. Craig added that Burgess & Niple have received the contract forms back from Stonegate Construction, some of the documents provided needed to be approved by the BPH, those documents were submitted, the BPH returned them with comments, They were reviewed again by Stonegate and Craig was optimistic that any and all issues would be taken care of. He also stated that they received their insurance certificates, Burgess & Niple had provided some comments on them and they are being revised. There was also a conference call with the BPH earlier in the week and Samme Gee had asked for the performance and payment bonds and Craig stated they had reviewed the performance and payment bonds, and that John Padden, of Reagle & Padden reviewed the surety companies and they appeared to be acceptable so Craig stated he would send the performance and payment bonds to the Samme Gee.

Blaine Myers spoke up and said the district had obtained all the right-of-ways and easements necessary, and he prepared and forwarded the final title opinion to that affect, and added that no condemnations had to be filed.

Craig also noted that the board had asked the WV Water Development Authority for approval to delete some sections of mains where there were no customer signups, and that the WV Water Development Authority approved that request.

- **ADJOURNMENT**

Meeting was adjourned at 7:51 PM

 APPROVED  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

September 2, 2016

Meeting Date
September 8, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR AUGUST 25TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
 - BOND RESOLUTION
5. 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

BOARD MEETING MINUTES September 8, 2016

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by Roger Martin to approve the minutes of August 25th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There has been four water taps installed since the last board meeting. There are three taps to be installed. This gives us twenty five water taps installed for 2016. There were no sewer taps installed since the last meeting and there is one to be installed. This gives the district five sewer taps for 2016.
- Completed work orders, etc.
- Repaired 2 service line leaks and no main line leaks.
- Did turn offs and turn ons.
- Fixed yards.

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.
- **DISCUSSION OF THE BELLEVILLE WATER PROJECT**
 - **BOND RESOLUTION**
Craig Richards let the board know that all of Stonegate's construction contract documents are in place, they've finalized their insurance certificates, and the contracts will be ready to be signed by the chairman of the board after the closing.

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Continuation of Minutes for the September 8th, 2016 meeting of the LPSD
Board of Commissioners

Samme Gee from Jackson Kelly was on hand to present the board with a number of documents, beginning with the bond resolution, which is a resolution authorizing the acquisition and construction of certain extensions, additions, betterments, and improvements to the existing public waterworks facilities of Lubeck PSD and the financing of the cost thereof. James Eaton made a motion to approve the resolution, Roger Martin seconded, motion carried.

A supplemental resolution providing as to the principal amounts, dates, maturity dates, interest rates, payment schedules, sale prices and other terms of the Lubeck PSD water revenue bonds, series 2016 A and water revenue bonds, series 2016 B. James Eaton made a motion to accept the supplemental resolution, Roger Martin seconded, Motion carried.

The last document was a sweep resolution, which just gives the bond commission the permission to sweep the funds from Lubeck PSD's revenue account. Roger Martin made a motion to accept the sweep resolution, James Eaton seconded, motion carried.

Tim Meeks from the Mid-Ohio Valley Regional Council also presented the board with a resolution for Drawdown #1 of the Construction loan in the amount of \$206,726.00. This drawdown consists of invoices from Burgess & Niple, \$82,130.69 for engineering services, Myers Law Offices, \$22,767.00 for legal services (reimbursement to Lubeck PSD), Bennett & Dobbins, \$25,000.00 for accounting services, WVDOH, \$37,026.00 for inspection fees, Jackson Kelly LLC, \$25,000.00 for bond counsel services, Horizon Research Consultants, \$3,700.00, for Phase I Arch. study, United Bank, \$500.00, for acceptance fee, Mid-Ohio Valley Regional Council, \$10,601.44, and \$.87 for rounding on the loan closing. James Eaton made a motion to accept this resolution, Roger Martin seconded, motion carried.

• **ADJOURNMENT**

Meeting was adjourned at 7:40 PM

 APPROVED  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

September 16, 2016

Meeting Date
September 22, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR SEPTEMBER 8TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF PARKERSBURG UTILITY BOARD AGREEMENT – EXECUTIVE SESSION
5. WALTER FRAZIER – DISCUSSION OF ASI SOFTWARE
6. DISCUSSION OF BELLEVILLE WATER PROJECT
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

BOARD MEETING MINUTES September 22, 2016

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by Roger Martin and seconded by James Eaton to approve the minutes of September 8th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There have been three water taps installed since the last board meeting. There is one tap to be installed. This gives us twenty-eight water taps installed for 2016. There were no sewer taps installed since the last meeting and there is one to be installed. This gives the district five sewer taps for 2016.
- Completed work orders, etc.
- Repaired 4 service line leaks and no main line leaks.
- Did turn offs and turn ons.
- Fixed yards.

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.
- **DISCUSSION OF PARKERSBURG UTILITY BOARD AGREEMENT**
The agreement between Lubeck PSD and Parkersburg Utility Board was discussed, Blaine Myers was on hand to discuss the restructuring of the agreement between the two. In 1983, Lubeck PSD entered into an agreement with the PUB, stating that Lubeck would do the billing for the Parkersburg sewer customers that were in our district, and then the district would remit the amount billed to the customers to the PUB. The amount paid to Lubeck for this service from the PUB was \$155.00 a month. The

Continuation of Minutes for the September 8th, 2016 meeting of the LPSD
Board of Commissioners

agreement stated that the amount of the fee would be reviewed on an annual basis and revised if necessary, this agreement hasn't been amended in 33 years. It was brought to the boards attention by the district manager, they advised Blaine to reach out to the PUB's attorney to review the agreement. The district proposed that we would receive 8% of the funds collected from the sewer billing, this amount was based on an analysis determining the administrative costs that occur in collecting the bills, we received a counter proposal of 5%, the district and Blaine determined this to be an inadequate amount, at this point a motion was made by James Eaton and seconded by Roger Martin that the board go into Executive Session to discuss the matter further, motion carried and they went into executive session. Once the board came out of executive session, a motion was made by James Eaton, and seconded by Roger Martin to advise the attorney to approach the PUB with a counter offer of 7.5%, Blaine agreed, motion carried, and the matter was tabled until all issues were resolved and agreed on.

- **WALTER FRAZIER – DISCUSSION OF ASI SOFTWARE**

Walter was unable to make the meeting this week, so discussion was tabled until he could reschedule.

- **DISCUSSION OF BELLEVILLE PROJECT**

Rocky McConnell mentioned that the district closed on the loan, and that the preconstruction meeting was scheduled for Tuesday, September 26th at 9:00am. Craig Richards was on hand to present the board with contracts to be signed so they can be ready to go on Tuesday at the preconstruction meeting. Craig also had the Notice to Proceed which was dated for Tuesday and is set up so that the contractors completion time clock starts on October 10th, 2016, and Bernie Dunlap, vice president of Stonegate Construction said he expects to be laying pipe somewhere near the first week of November.

- **ADJOURNMENT**

Meeting was adjourned at 7:41 PM

 APPROVED  ATTESTED