

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 6, 2017

Meeting Date
July 13, 2017
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JUNE 22nd
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF TIME CHANGE FOR FUTURE BOARD MEETINGS
5. DISCUSSION OF BELLEVILLE WATER PROJECT
6. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Dave Lawson	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 13, 2017

Prayer by Dave Lawson. Pledge followed.

GENERAL BUSINESS:

- A motion was made by Dave Lawson and seconded by James Eaton to approve the minutes of June 22nd as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Three water taps have been installed since the last board meeting. There are zero taps to be installed. This gives us a total of twenty-three water taps installed for 2017. Three sewer taps have been installed since the last meeting and there is one to be installed. This gives the district seven sewer taps for 2017.
- Completed work orders, etc.
- Repaired 1 service line leak and 1 main line leak.
- Removed meters from old Seebaugh trailer park.
- Worked 6 hours overtime during power outage setting up generators.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Dave Lawson 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 TIME CHANGE FOR FUTURE BOARD MEETINGS:**
The board members discussed changing the time of the regular board meetings from 7:00pm to 1:00pm, James Eaton made a motion to change the time, Dave Lawson seconded, motion carried.
- **DISCUSSION OF BELLEVILLE PROJECT:**
Rocky stated that the contractor was just about finished, but they were waiting on a few items that were backordered before they could complete their work. Tim Meeks from Mid-Ohio Valley Region Council presented the

Continuation of Minutes for the July 13th, 2017 meeting of the LPSD Board of Commissioners

board with Drawdown #9 that includes the following invoices; Burgess & Niple, \$26,872.70 for engineering services, Stonegate Construction, \$156,794.25 for pay application #8, Mid-Ohio Valley Regional Council, \$3,027.83 for administrative services, and Myers Law Offices (reimbursed to Lubeck PSD), \$5,008.91 for legal services. The total of the invoices and the total project funds being requested from the BPH is \$191,703.69. James Eaton made a motion to accept the resolution for Drawdown #9, Dave Lawson seconded, motion carried unanimously.

- **ADJOURNMENT:**
Meeting was adjourned at 7:21 PM

 APPROVED  ATTESTED

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PHONE: 304-863-3341
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July 21, 2017

Meeting Date

July 27, 2017

1:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JULY 13TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
5. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Dave Lawson	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 27, 2017

Prayer by Dave Lawson. Pledge followed.

GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by Dave Lawson to approve the minutes of July 13th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Zero water taps have been installed since the last board meeting. There are three taps to be installed. This gives us a total of twenty-three water taps installed for 2017. One sewer tap has been installed since the last meeting and there are none to be installed. This gives the district eight sewer taps for 2017.
- Completed work orders, etc.
- Repaired 0 service line leaks and 0 main line leaks.
- Worked on yards.
- Rebuilt valve on Smitherman Rd.
- Cleaned sand filter.
- Tested meters.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by James Eaton and seconded by Dave Lawson 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 BELLEVILLE PROJECT**
Timm Utt presented the board with a proposal from Horizon Research to do a Phase I archeological study on Oak Valley Road, Little and Lower Pond Creeks Roads, and Eli Locust Road. The cost of the study will be \$8508.00, and they will more than likely request the assistance of the PSD

Continuation of Minutes for the July 27th, 2017 meeting of the LPSD Board of Commissioners

for use of the backhoe to help with digging. Timm also added that the district will need to get a right of entry or easements for the affected properties. James Eaton made a motion to accept the proposal from Horizon Research for the Phase I archeological study, Dave Lawson seconded, motion carried. Dave Lawson made a motion to allow Rocky to work with Blaine Myers on getting easements or right of entries for the affected customers, Jerry Martin seconded, motion carried. Timm also asked the board for a motion to accept the June 28th 2017 date as the day of substantial completion. Dave Lawson made a motion, Jerry Martin seconded, motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 1:50 PM

Jerry Martin APPROVED James D. Eaton ATTESTED

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August 4, 2017

Meeting Date
August 10, 2017
1:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JULY 22nd
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
5. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Dave Lawson	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 10, 2017

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by Dave Lawson and seconded by James Eaton to approve the minutes of July 27th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Two water taps have been installed since the last board meeting. There are two taps to be installed. This gives us a total of twenty-five water taps installed for 2017. No sewer taps have been installed since the last meeting and there are none to be installed. This gives the district eight sewer taps for 2017.
- Completed work orders, etc.
- Repaired 3 service line leaks and 0 main line leaks.
- Tested meters.
- Worked on the slip along the fence behind the shop.
- Jason and Quentin passed their meter tests.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by James Eaton and seconded by Dave Lawson 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 BELLEVILLE PROJECT**
Tim Meeks presented the board with a resolution for drawdown #10 which included the following invoices; Burgess & Niple, \$19,393.05 for engineering services, Stonegate Construction, \$158,632.17 for pay application #9, Mid-Ohio Regional Council, \$3,879.77 for administrative services, and a reimbursement to Lubeck PSD for the CSX permit for \$3,224.29. The total amount of the invoices and the amount of project

Continuation of Minutes for the August 10th, 2017 meeting of the LPSD Board of Commissioners

funds requested from the BPH is \$185,129.28. James Eaton made a motion to accept drawdown #10, Dave Lawson seconded, motion carried. Timm Utt presented the board with change order #3 for additional work that was requested. He stated that PRV's needed to be installed on the automatic flush hydrants, and manhole castings installed at the bar and gas station, and he also mentioned that the 2" meters at the hydro plant and the circle S campground would each require separate pits for the PRV installations. Timm asked the board for approval to adjust change order #3 to \$34,284.00 for the contract. James Eaton made a motion to accept change order #3, Dave Lawson seconded, motion carried unanimously. Timm also let the board know the Stonegate had requested a reduction in retainage down to 0.019% which brings Stonegate's contract amount down to \$5,100.00, James Eaton made a motion to accept the reduction in retainage, Dave Lawson seconded, motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 1:27 PM

Jerry Martin APPROVED James D. Eaton ATTESTED

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August 18, 2017

Meeting Date
August 24, 2017
1:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR AUGUST 10TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. EXECUTIVE SESSION BELLEVILLE
5. DISCUSSION OF BELLEVILLE WATER PROJECT
6. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Dave Lawson	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 24, 2017

Prayer by Dave Lawson. Pledge followed.

GENERAL BUSINESS:

- A motion was made by Dave Lawson and seconded by James Eaton to approve the minutes of August 10th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Three water taps have been installed since the last board meeting. There is one tap to be installed. This gives us a total of twenty-eight water taps installed for 2017. No sewer taps have been installed since the last meeting and there are none to be installed. This gives the district eight sewer taps for 2017.
- Completed work orders, etc.
- Repaired 5 service line leaks and 1 main line leak.
- Worked on slip behind shop along fence.
- Cleaned other sand filter

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Dave Lawson 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 BELLEVILLE PROJECT**
Rocky stated there wasn't much to discuss about the project.
- **EXECUTIVE SESSION BELLEVILLE**
Dave Lawson made a motion to move the executive session from #4 on the agenda, to #5, James Eaton seconded, motion carried. Dave then made a motion for the board, manager, assistant manager, and the districts lawyer to go into executive session to discuss legal issues with

*Continuation of Minutes for the August 24th, 2017 meeting of the LPSD Board
of Commissioners*

the Percy Staats, and Joann Heck complaints. James Eaton seconded, motion carried. No decisions were made in executive session. Dave Lawson made a motion to come out of executive session, James Eaton seconded, motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 2:15 PM

Jerry Mark APPROVED David H. Lawson ATTESTED

Lubeck Public Service District

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September 7, 2017

Meeting Date
September 14, 2017
1:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR AUGUST 24TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
5. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Dave Lawson	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 14, 2017

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by Dave Lawson and seconded by James Eaton to approve the minutes of August 24th as sent out. 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 a total of twenty-nine water taps installed for 2017. No sewer taps have been installed since the last meeting and there is one to be installed. This gives the district eight sewer taps for 2017.
- Turn ons & Turn offs
- Completed work orders, etc.
- Repaired 4 service line leaks and 6 main line leaks.
- Worked on slip behind shop along fence.
- Replaced sand in sand filter.
- Cleaned shop.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by James Eaton and seconded by Dave Lawson 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 BELLEVILLE PROJECT**
Rocky stated there wasn't much to discuss about the project, so the floor was opened up for discussion. Ted Stuart from the Bethel Homeowners Association was on hand to ask for a reimbursement from the district for a

*Continuation of Minutes for the September 14th, 2017 meeting of the LPSD
Board of Commissioners*

repair of a storm drain that was damaged during the central sewer project. After a brief discussion the board decided to reimburse the costs of the repair. James Eaton made a motion to reimburse the BHA for the repairs, Dave Lawson seconded, motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 1:20 PM

 APPROVED  ATTESTED

Lubeck Public Service District

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September 21, 2017

Meeting Date
September 28, 2017
1:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR SEPTEMBER 14TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. SEWER RATE INCREASE
5. DISCUSSION OF BELLEVILLE WATER PROJECT
6. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Dave Lawson	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 28, 2017

Prayer by Dave Lawson. Pledge followed.

GENERAL BUSINESS:

- A motion was made by Dave Lawson and seconded by Jerry Martin to approve the minutes of September 14th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Two water taps have been installed since the last board meeting. There are two taps to be installed. This gives us a total of thirty-one water taps installed for 2017. No sewer taps have been installed since the last meeting and there are two to be installed. This gives the district eight sewer taps for 2017.
- Turn ons & Turn offs
- Completed work orders, etc.
- Repaired 4 service line leaks and 2 main line leaks.
- Worked on trying to find a leak at AJR.
- Cleaned other sand filter

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Dave Lawson 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.
- **SEWER RATE INCREASE**
Jerry Martin made a motion to move forward with the mailing and the legal advertisements for the sewer rate increase, Dave Lawson seconded, motion passed unanimously.

*Continuation of Minutes for the September 28th, 2017 meeting of the LPSD
Board of Commissioners*

- **DISCUSSION OF BELLEVILLE PROJECT**

Rocky let the board know that he has obtained all the right of ways necessary to move ahead with the archeological dig. He also stated that we were waiting on the contractor to come back to complete additional work on the project.

- **ADJOURNMENT**

Meeting was adjourned at 1:05 PM

 APPROVED  ATTESTED