

# 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

October 6, 2017

**Meeting Date**  
**October 12, 2017**  
1:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR SEPTEMBER 28<sup>TH</sup>
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

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## BOARD MEETING MINUTES October 12, 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 28<sup>th</sup> as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- One water tap has been installed since the last board meeting. There are two taps to be installed. This gives us a total of thirty-two water taps installed for 2017. Two sewer taps have been installed since the last meeting and there are zero to be installed. This gives the district ten sewer taps for 2017.
- Turn ons & Turn offs
- Completed work orders, etc.
- Repaired 1 service line leak and 4 main line leaks.

### 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**  
Rocky stated that the letters of intent to raise sewer rates have been mailed out to the public. They were also notified of the two dates for the readings, which are November 9<sup>th</sup> and 30<sup>th</sup> at 1:00pm. He also stated that he had talked to Blaine about putting the legal notice in the paper, and contacted Zack Dobbins about a brief summary of where the additional revenue will go.

*Continuation of Minutes for the October 12th, 2017 meeting of the LPSD Board of Commissioners*

- **DISCUSSION OF BELLEVILLE PROJECT**

Rocky informed the board that the people from Horizon Archeological were in Belleville and in the process of digging for artifacts for the archeological study, and will contact us when they are needing to dig the bigger holes.

Tim Meeks was on hand to present the board with a resolution for drawdown #11, which includes the following invoices; Burgess and Niple, \$3,813.31, for engineering services, Blaine Myers (reimbursed to Lubeck PSD), \$3,686.65, for legal services, Mid-Ohio Valley Regional Council, \$1,125.28, for administrative services. The total of the invoices and total funds being requested from the WVBPH is \$8,625.24. Dave Lawson made a motion to accept the resolution, Jerry Martin seconded, motion passed. Rocky also stated that we would need a motion for an addendum of a \$10,000.00 increase to the legal fees for Blaine Myers. Dave Lawson made a motion to approve the addendum, Jerry Martin seconded, motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 1:33 PM

Jerry Martin APPROVED James D. Eck ATTESTED

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301 OX JOHNSON LANE  
WASHINGTON, WEST VIRGINIA 26181  
PHONE: 304-863-3341  
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October 20, 2017

**Meeting Date**  
**October 26, 2017**  
1:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR OCTOBER 12<sup>TH</sup>
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

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## BOARD MEETING MINUTES October 26, 2017

Prayer by James Eaton. Pledge followed.

### GENERAL BUSINESS:

- A motion was made by James Eaton to go into recess while waiting for Timm Utt to arrive, Dave Lawson seconded, motion passed. Timm Utt arrived shortly after, meeting was called back to order.
- A motion was made by Dave Lawson and seconded by James Eaton to approve the minutes of October 26<sup>th</sup> as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- Two water taps have been installed since the last board meeting. There are zero taps to be installed. This gives us a total of thirty-four water taps installed for 2017. Zero sewer taps have been installed since the last meeting and there are zero to be installed. This gives the district ten sewer taps for 2017.
- Turn ons & Turn offs
- Completed work orders, etc.
- Repaired 2 service line leaks and 3 main line leaks.
- Did some digging for Phase I Archeological Study for Horizon.

### 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.
- **SEWER RATE INCREASE**  
Rocky stated that the legal ad was sent to the newspaper and should be in the paper on Friday. Jerry Martin mentioned that he would get Lubeck PSD on the County Commissions agenda to discuss the upcoming sewer rate increase.

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Continuation of Minutes for the October 26th, 2017 meeting of the LPSD Board  
of Commissioners

- **DISCUSSION OF BELLEVILLE PROJECT**

Rocky let the board know that our crew were down in Belleville with Horizon helping dig for the Phase I archeological study. Rocky also stated that it was recommended by our attorney that we vote on the remaining funds of the Belleville project be focused on Oak Valley, Little Pond, and Lower Pond. James Eaton made a motion, Dave Lawson seconded, motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 1:51 PM

Jimmy Mertes APPROVED David H. Johnson ATTESTED

# Lubeck Public Service District

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POST OFFICE BOX 700  
301 OX JOHNSON LANE  
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PHONE: 304-863-3341  
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November 3, 2017

**Meeting Date**  
**November 9, 2017**  
1:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR OCTOBER 26<sup>TH</sup>
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

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## BOARD MEETING MINUTES

November 9, 2017

Prayer by David Lawson. Pledge followed.

### GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by David Lawson to approve the minutes of October 26<sup>th</sup> as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 0 water taps installed since the last Board meeting. There are 2 taps to be installed. This gives us a total of 34 water taps for 2017. The District has installed 0 sewer taps since the last Board meeting. There are 0 to be installed. This gives us a total of 10 sewer taps for 2017
- Completed work orders, set meters, etc.
- Turn on/Turn offs
- Repaired 2 service line leaks and 2 main line leaks
- Tested meters
- Cleaned up area in Terra Rosa

### 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.
- **SEWER RATE INCREASE**  
Zack Dobbins was on hand to do the first reading for the proposed sewer rate increase. Resolution per attached.  
Dave Lawson made a motion to accept the first reading of the proposed sewer rate increase, James Eaton seconded, motion carried.
- **DISCUSSION OF BELLEVILLE PROJECT**  
Rocky stated that there wasn't a lot to discuss with the Belleville project,

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*Continuation of Minutes for the November 9th, 2017 meeting of the LPSD  
Board of Commissioners*

and we were still waiting on the results of the Phase I Archeological study. Blaine Myers was present and stated to the board that the PSC upheld the recommended decision of the law judge which was an adverse decision. He also stated that the district had another case filed and wanted to discuss with the board in executive session on moving forward with the complaint. After a discussion on the proposed sewer rate increase, James Eaton made a motion to go into executive session to discuss the cases filed against the district, Dave Lawson seconded, motion carried. No decisions were made in the executive session, however, upon returning from executive session, Jerry Martin asked for a motion to accept the decision of the law judge and not appeal the Staats case. Dave Lawson made a motion, James Eaton seconded, motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 2:58 PM

 APPROVED  ATTESTED

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PHONE: 304-863-3341  
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November 22, 2017

**Meeting Date**  
**November 30, 2017**  
1:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR NOVEMBER 9<sup>TH</sup>
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

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## BOARD MEETING MINUTES November 30, 2017

Prayer by David Lawson. Pledge followed.

### GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by David Lawson to approve the minutes of November 9<sup>th</sup> as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- There has been 1 water tap installed since the last Board meeting. There are 0 taps to be installed. This gives us a total of 36 water taps for 2017. The District has installed 0 sewer taps since the last Board meeting. There are 0 to be installed. This gives us a total of 10 sewer taps for 2017
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 3 service line leaks and 1 main line leak.
- Worked on slip behind shop.
- Cleaned sand filter.
- Fixed some yards and patched up some holes.
- Tested and worked on meters.

### 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.
- **SEWER RATE INCREASE**  
Zack Dobbins was on hand to do the second reading for the proposed sewer rate increase. Resolution per attached.  
Dave Lawson made a motion to accept the first reading of the proposed

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*Continuation of Minutes for the November 9th, 2017 meeting of the LPSD  
Board of Commissioners*

sewer rate increase, James Eaton seconded, motion carried.

- **DISCUSSION OF BELLEVILLE PROJECT**

Fred Rader presented the board with a resolution for drawdown #12, which includes the following invoices. Burgess & Niple - \$494.00 for engineering services. Horizon Archeological - \$11,129.00 for phase 1 archeological study. Mid-Ohio Valley Regional Council - \$119.04 for administrative services. The total of the invoices and the amount of funds being requested from the BPH is \$11,742.04. James Eaton approved the resolution, Dave Lawson seconded. Motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 1:58 PM

 APPROVED  ATTESTED

# Lubeck Public Service District

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PHONE: 304-863-3341  
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December 8, 2017

**Meeting Date**  
**December 14, 2017**  
1:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR NOVEMBER 30<sup>TH</sup>
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. BOARD MEETING DATES FOR 2018
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

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## BOARD MEETING MINUTES December 14, 2017

Prayer by David Lawson. Pledge followed.

### GENERAL BUSINESS:

- A motion was made by Dave Lawson and seconded by James Eaton to approve the minutes of November 30<sup>th</sup> as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 0 water taps installed since the last Board meeting. There is 1 tap to be installed. This gives us a total of 36 water taps for 2017. The District has installed 0 sewer taps since the last Board meeting. There are 0 to be installed. This gives us a total of 10 sewer taps for 2017.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 4 service line leaks and 0 main line leaks.

### 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.
- **BOARD MEETING DATES FOR 2018**  
The board was presented with the board meeting dates for 2018. Dave Lawson made a motion to accept the dates, James Eaton seconded, motion carried.
- **DISCUSSION OF BELLEVILLE PROJECT**  
Rocky stated that there wasn't much to discuss with the project, but the surveying work had been started, along with the CSX permitting for the Heck and Staats properties. He also indicated that we were still waiting to hear something from the WV Division of Culture and History about the archeological dig for the add ons.

*Continuation of Minutes for the November 30th, 2017 meeting of the LPSD  
Board of Commissioners*

- **ADJOURNMENT**  
Meeting was adjourned at 1:05 PM

Jerry Math APPROVED James D. Ecker ATTESTED

# Lubeck Public Service District

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

December 22, 2017

**Meeting Date**  
**December 28, 2017**  
1:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR DECEMBER 14<sup>TH</sup>
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

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## BOARD MEETING MINUTES December 28, 2017

Prayer by David Lawson. Pledge followed.

### GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by Dave Lawson to approve the minutes of December 14<sup>th</sup> as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 0 water taps installed since the last Board meeting. There are 2 taps to be installed. This gives us a total of 36 water taps for 2017. The District has installed 0 sewer taps since the last Board meeting. There are 0 to be installed. This gives us a total of 10 sewer taps for 2017
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 4 service line leaks and 2 main line leaks.
- Put some gravel down on the creek bank at Buck Run
- Started on getting the water plant ready to be painted.

### 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 let the board know that he received the results of the archeological study, everything is good and ready to move forward. Craig Richards presented the board with an amendment to the Burgess and Niple engineering agreement, to be considered at a later date. Craig also asked the board to approve the CSX application fees in order to get started on getting the permits in order for the Heck and Staats extension. James Eaton made a motion to accept the CSX application fee of \$1450.00 per

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

each application. Dave Lawson seconded, motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 1:23 PM

 APPROVED  ATTESTED