

Lubeck Public Service District

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

April 6, 2018

Meeting Date
April 12, 2018
1:00 P.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR MARCH 22ND
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. 2018 WATER AND SEWER BUDGETS
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 April 12, 2018

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 March 22nd as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 0 water taps installed since the last Board meeting. There are 6 taps to be installed. This gives us a total of 16 water taps for 2018. The District has installed 1 sewer tap since the last Board meeting. There is 1 to be installed. This gives us a total of 3 sewer taps for 2018.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 1 service line leak and 0 main line leaks.
- Replaced blow off in Wildwood
- Flushing hydrants around district

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by James Eaton and seconded by David 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.
- **2018 WATER AND SEWER BUDGETS**
The board reviewed the budgets. David Lawson made a motion to accept the budget as presented and James Eaton seconded, motion carried.
- **DISCUSSION OF BELLEVILLE WATER PROJECT**
Rocky stated everything has been submitted to CSX for the Staats/Heck complaint. There is a 4-6-month window before approval. Currently we are waiting on Stonegate to price the remainder of work for the project.

Continuation of Minutes for the April 12th, 2018 meeting of the LPSD Board of Commissioners

Fred Rader from the Mid-Ohio Valley Regional Council presented the board with a Resolution for Drawdown #16 which includes the following invoices: Myers Law Offices (reimbursed to Lubeck P.S.D.) \$1020.00 for legal expenses, Burgess and Niple \$1767.16 for engineering expenses, Mid-Ohio Valley Regional Council \$1063.17 for administrative services. The total of the invoices and the total amount requested from the B.P.H. is \$3850.33. Dave Lawson made a motion to accept the Resolution and James Eaton seconded, motion carried.

ADJOURNMENT

Meeting was adjourned at 1:08 PM

James O. Eaton APPROVED David H. Johnson ATTESTED

Lubeck Public Service District

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PHONE: 304-863-3341
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April 20, 2018

Meeting Date
April 26, 2018
1:00 P.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR APRIL 12TH
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 April 26, 2018

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 April 12th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 0 water taps installed since the last Board meeting. There are 6 taps to be installed. This gives us a total of 16 water taps for 2018. The District has installed 0 sewer tap since the last Board meeting. There is 1 to be installed. This gives us a total of 3 sewer taps for 2018.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 1 service line leak and 2 main line leaks.
- Replacing sewer lateral in Tarrytowne
- Flushing hydrants around district

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by James Eaton and seconded by David 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 WATER PROJECT**
Tim Utt presented the board with the CSX permit for the crossing with JoAnn Heck and Percy Staats. The cost of each permit is \$5850.00 which makes a total \$11,700.00. David Lawson made a motion to accept the CSX permit and it was seconded by James Eaton. The motion carried.

ADJOURNMENT

Meeting was adjourned at 1:22 PM

Continuation of Minutes for the April 26th, 2018 meeting of the LPSD Board of Commissioners

James M. [Signature] APPROVED James D. Eaton ATTESTED

Lubeck Public Service District

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May 4, 2018

Meeting Date
May 10, 2018
1:00 P.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR APRIL 26TH
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 May 10, 2018

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 April 26th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 4 water taps installed since the last Board meeting. There are 3 taps to be installed. This gives us a total of 20 water taps for 2018. The District has installed 1 sewer tap since the last Board meeting. There is 0 to be installed. This gives us a total of 4 sewer taps for 2018.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 2 service line leaks and 0 main line leaks.
- Working on yards
- Working on slips behind shop
- Worked on sewer line in Tarrytowne
- The board agreed to allow Paula Delong from Tarrytowne to get 3 estimates regarding the damage to her home from the sewer backup. The board will discuss this matter further upon receiving the estimates.

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.

Continuation of Minutes for the May 10th, 2018 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

Fred Rader from the Mid-Ohio Valley Regional Council presented the board with the resolution for drawdown #17, which includes the following invoices. Mid-Ohio Regional Council for \$576.20 for administrative services, Burgess and Niple for \$1528.98 for engineering services, and CSX for \$11,700.00 for permit fees for railroad crossings. The total for the invoices, and the total amount being requested by the BPH is \$13,805.18. James Eaton made a motion to accept the resolution, Dave Lawson seconded, motion carried.

ADJOURNMENT

Meeting was adjourned at 1:12 PM

David H. Lawson APPROVED James Eaton ATTESTED

Lubeck Public Service District

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May 18, 2018

Meeting Date
May 24, 2018
1:00 P.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR MAY 10TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. CHANGE IN OPERATIONS MANUAL – CHANGE IN SPENDING LIMITATIONS
5. GENERATORS
6. DISCUSSION OF BELLEVILLE WATER PROJECT
7. 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 May 24, 2018

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 May 10th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There has been 1 water tap installed since the last Board meeting. There are 4 taps to be installed. This gives us a total of 21 water taps for 2018. The District has installed 0 sewer taps since the last Board meeting. There are 0 to be installed. This gives us a total of 4 sewer taps for 2018.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 2 service line leaks and 0 main line leaks.
- Working on yards
- Pulled pump 4 and sent off for repairs
- 2-inch water extension for Doug Cox has been installed
- Did tree removal at well field and New England Booster Station
- Install water to sewer house and repaired broken items in house

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.

Continuation of Minutes for the May 24th, 2018 meeting of the LPSD Board of Commissioners

- **CHANGE IN OPERATIONS MANUAL – CHANGE IN SPENDING LIMITATIONS**

The General Manager's current spending limit is \$5,000.00. Jerry Martin proposed to increase the limit to \$10,000.00. James Eaton moved to accept the proposed increase and Dave Lawson seconded, motion carried.

- **GENERATORS**

Rocky McConnell presented the board with a proposal from Thrasher Engineering to do preliminary work for the stand by generators for Walnut Grove and Oak Acres. They are looking to do this as a Vendor's Bid at the cost of \$9,750.00 for engineering and administrations. Jerry Martin made the motion to accept the proposal and Dave Lawson seconded, motion carried.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

CSX required the District to buy additional insurance for the railroad crossing for Heck and Staats.

ADJOURNMENT

Meeting was adjourned

 APPROVED  ATTESTED

Lubeck Public Service District

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June 8, 2018

Meeting Date

June 14, 2018

1:00 P.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR MAY 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 June 14, 2018

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 May 24th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 3 water taps installed since the last Board meeting. There are 4 taps to be installed. This gives us a total of 24 water taps for 2018. The District has installed 0 sewer taps since the last Board meeting. There are 0 to be installed. This gives us a total of 4 sewer taps for 2018.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 3 service line leaks and 1 main line leak.
- Working on yards
- Cleared right-of-way at Point West
- Worked on hydrants.
- Repaired concrete and black top
- Worked on cleaning up sewer house and put in a water line.
- Paula Delong presented the board with three estimates for repairs resulting from sewer back up into her home. The board agreed to pay a total of \$4,700.00 for the damages. James Eaton made a motion to approve the payment for the damages. Dave Lawson seconded, motion carried.

GENERAL BUSINESS:

This institution is an equal opportunity provider and employer

Continuation of Minutes for the June 14th, 2018 meeting of the LPSD Board of Commissioners

- **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 WATER PROJECT**

Rocky talked with Tim Utt and was notified that there was no pricing from the contractor as of yet. Rocky stated that the CSX amendment had to be re-done due to a clerical error. Dave Lawson made a motion to approve the re-signing of the CSX amendment, and James Eaton seconded.

ADJOURNMENT

Meeting was adjourned at 1:15pm.

 APPROVED  ATTESTED

Lubeck Public Service District

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301 OX JOHNSON LANE
WASHINGTON, WEST VIRGINIA 26181
PHONE: 304-863-3341
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June 22, 2018

Meeting Date
June 28, 2018
1:00 P.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR JUNE 14TH
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 June 28, 2018

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 14th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 4 water taps installed since the last Board meeting. There are 4 taps to be installed. This gives us a total of 28 water taps for 2018. The District has installed 0 sewer taps since the last Board meeting. There are 1 to be installed. This gives us a total of 4 sewer taps for 2018.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 1 service line leak and 2 main line leaks.
- Put new front tires on the Kubota
- Fixed hydraulic cylinder on the back hoe
- Replaced break away flange on a hydrant in Belleville

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 WATER PROJECT**
Still waiting for the pricing from Bernie with Stone Gate for the change order work. Also, there are a couple of forms from the CSX permits for Heck and Staats crossing yet to be signed.

Continuation of Minutes for the June 28th, 2018 meeting of the LPSD Board of Commissioners

- **FLOOR DISCUSSION**

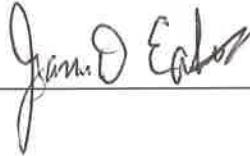
112 Raymond Street – Mr. Lyons would like sewer.

ADJOURNMENT

Meeting was adjourned at 1:25pm.



APPROVED



ATTESTED