

Lubeck Public Service District

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

October 2, 2020

Meeting Date
October 8, 2020
11:00 A.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR SEPTEMBER 24, 2020
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. NEXT MEETING: OCTOBER 22ND AT 11:00 A.M.
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

October 8, 2020

Jerry R. Martin, Chairman
 James D. Eaton, Treasurer
 David H Lawson, Secretary

Attending: Jerry Martin, Jim Eaton, Dave Lawson, Rocky McConnell, Kelle Cosner

NO. OF CUSTOMERS:	Section	Sewer	Water
	1 Lake Washington Road	386	544
	2 Lubeck	366	477
	3 Riverhill - Blenn Hgts	298	428
	4 DuPont Rd	305	325
	5 Larkmead Rd.	113	366
	6 LMH - Homewood Rd.	0	371
	7 Washington Bottom	299	410
	8 New England Ridge	185	339
	9 Lubeck South	210	348
	10 Larkmead Area - Marrtown	87	361
	11 Rt 68 South - Hopewell	0	283
	12 Mitchell's	137	138
	13 Westover & Wakefield	42	45
	14 Ball School/Wadesville	0	245
	15 Belleville	0	184
	Total Customers	2428	4864

TREASURER'S REPORT:

Revenue Fund WV Central	\$ 146,620.15
O & M Fund WV Central	\$0.00
RUS Construction Acct	\$0.00
IJDC Construction Acct	\$0.00

Transfer From Revenue to O&M Checking Acct	\$ 58,600.00
Transfer From Revenue to O&M Checking Acct	\$0.00
Transfer From Revenue to O&M Checking Acct	\$0.00

The following transfers were made to cover payroll since the last board meeting:

Transfer From Revenue to O&M Checking Acct	\$ 23,839.58
Transfer From Revenue to 941 Tax Acct	\$ 7,920.34

The following are the current amounts in the R&R and O&M Reserve Accts:

Transfer From Rev to Sewer O&M Res Acct (SB 234)	\$21,019.74
Transfer From Revenue to Sewer R&R Reserve Acct	\$21,129.70
Transfer From Revenue to WVCCU R&R Acct	\$22,459.39
Transfer From Revenue to O&M Water Res Acct (SB234)	\$57,766.72

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES OCTOBER 8, 2020

Prayer by David Lawson.

GENERAL BUSINESS:

- A motion was made by David Lawson and seconded by James Eaton to approve the minutes of September 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 3 taps to be installed. This gives us a total of 36 water taps for 2020. The District has installed 0 sewer taps since the last Board meeting. There is 2 to be installed. This gives us a total of 3 sewer taps for 2020.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 3 service line leaks and 1 main line leak.
- Fixed hydrant on Ball School
- Ran sewer camera in Westwood
- Fixed yards on Eli Locust
- Hydrant built and ready to go in on New England Ridge
- Vote for positions for the commissioners:
 - A motion was made by James Eaton and seconded by Jerry Martin to appoint David Lawson as the secretary. Motion passed unanimously.
 - A motion was made by Jerry Martin and seconded by David Lawson to appoint James Eaton as the treasurer. Motion passed unanimously.
 - A motion was made by James Eaton and seconded by David Lawson to appoint Jerry Martin as the chairman. Motion passed unanimously.
- Thrasher will begin working on Asset Retirement Obligations. We will be invoiced \$1000.00 for water and \$1000.00 for sewer each month. Not to exceed \$6500 on either side.

Continuation of Minutes for the October 8, 2020 meeting of the LPSD Board of Commissioners

GENERAL BUSINESS:

- **APPROVAL OF PAYMENT 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.

- **PUBLIC COMMENT**

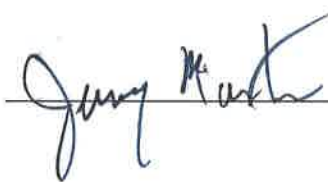
No comments

NEXT MEETING

October 22, 2020 at 11:00 am

ADJOURNMENT

Meeting was adjourned at 11:11 am

 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

October 16, 2020

Meeting Date
October 22, 2020
11:00 A.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR OCTOBER 8, 2020
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. NEXT MEETING: NOVEMBER 12TH AT 11:00 A.M.
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

October 22, 2020

Jerry R. Martin, Chairman

James D. Eaton, Treasurer

David H Lawson, Secretary

Attending: Jerry Martin, Jim Eaton, Dave Lawson, Rocky McConnell, Kelle Cosner

NO. OF CUSTOMERS:	Section	Sewer	Water
	1 Lake Washington Road	385	542
	2 Lubeck	365	475
	3 Riverhill - Blenn Hgts	298	424
	4 DuPont Rd	305	325
	5 Larkmead Rd.	113	365
	6 LMH - Homewood Rd.	0	369
	7 Washington Bottom	299	407
	8 New England Ridge	186	340
	9 Lubeck South	209	347
	10 Larkmead Area - Marrtown	87	359
	11 Rt 68 South - Hopewell	0	283
	12 Mitchell's	134	135
	13 Westover & Wakefield	42	45
	14 Ball School/Wadesville	0	245
	15 Belleville	0	184
	Total Customers	2423	4845

TREASURER'S REPORT:

Revenue Fund WV Central	\$ 161,261.02
O & M Fund WV Central	\$4,532.88
RUS Construction Acct	\$0.00
IJDC Construction Acct	\$0.00
Transfer From Revenue to O&M Checking Acct	\$ 78,800.00
Transfer From Revenue to O&M Checking Acct	\$0.00
Transfer From Revenue to O&M Checking Acct	\$0.00

The following transfers were made to cover payroll since the last board meeting:

Transfer From Revenue to O&M Checking Acct	\$ 24,602.42
Transfer From Revenue to 941 Tax Acct	\$ 8,239.22

The following are the current amounts in the R&R and O&M Reserve Accts:

Transfer From Rev to Sewer O&M Res Acct (SB 234)	\$21,019.74
Transfer From Revenue to Sewer R&R Reserve Acct	\$21,129.70
Transfer From Revenue to WVCCU R&R Acct	\$22,459.39
Transfer From Revenue to O&M Water Res Acct (SB234)	\$57,766.72

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES OCTOBER 22, 2020

Prayer by David Lawson.

GENERAL BUSINESS:

- A motion was made by David Lawson and seconded by James Eaton to approve the minutes of October 8th, as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 1 water tap installed since the last Board meeting. There are 2 taps to be installed. This gives us a total of 37 water taps for 2020. The District has installed 2 sewer taps since the last Board meeting. There is 0 to be installed. This gives us a total of 5 sewer taps for 2020.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 1 service line leak and 0 main line leaks.
- Repaired meter at Blennerhassett School
- Repaired blacktop in Westwood

GENERAL BUSINESS:

- **APPROVAL OF PAYMENT OF BILLS AND TRANSFERS**

Moved by David 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.

- **PUBLIC COMMENT**

No comments

NEXT MEETING

November 12, 2020 at 11:00 am

ADJOURNMENT

Meeting was adjourned at 11:08 am

Continuation of Minutes for the October 22, 2020 meeting of the LPSD Board of Commissioners

James D. Estep APPROVED Jimmy Mack 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

November 6, 2020

Meeting Date
November 12, 2020
11:00 A.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR OCTOBER 22, 2020
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. BOND RESOLUTION
5. PUBLIC COMMENT
6. NEXT MEETING: NOVEMBER 19TH AT 11:00 A.M.
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

November 12, 2020

Jerry R. Martin, Chairman

James D. Eaton, Treasurer

David H Lawson, Secretary

Attending: Jerry Martin, Jim Eaton, Dave Lawson, Rocky McConnell, Samme Gee, Whytni Cline, Blaine Meyers

NO. OF CUSTOMERS:	Section	Sewer	Water
	1 Lake Washington Road	386	543
	2 Lubeck	366	477
	3 Riverhill - Blenn Hgts	298	424
	4 DuPont Rd	303	324
	5 Larkmead Rd.	116	369
	6 LMH - Homewood Rd.	0	371
	7 Washington Bottom	300	407
	8 New England Ridge	186	340
	9 Lubeck South	210	348
	10 Larkmead Area - Marrtown	87	359
	11 Rt 68 South - Hopewell	0	283
	12 Mitchell's	134	135
	13 Westover & Wakefield	42	45
	14 Ball School/Wadesville	0	244
	15 Belleville	0	183
	Total Customers	2428	4852

TREASURER'S REPORT:

Revenue Fund WV Central	\$ 146,840.83
O & M Fund WV Central	\$3,003.09
RUS Construction Acct	\$0.00
IJDC Construction Acct	\$0.00

Transfer From Revenue to O&M Checking Acct	\$ 59,700.00
Transfer From Revenue to O&M Checking Acct	\$0.00
Transfer From Revenue to O&M Checking Acct	\$0.00

The following transfers were made to cover payroll since the last board meeting:

Transfer From Revenue to O&M Checking Acct	\$ 23,232.69
Transfer From Revenue to 941 Tax Acct	\$ 7,872.40

The following are the current amounts in the R&R and O&M Reserve Accts:

Transfer From Rev to Sewer O&M Res Acct (SB 234)	\$21,022.42
Transfer From Revenue to Sewer R&R Reserve Acct	\$21,142.23
Transfer From Revenue to WVCCU R&R Acct	\$22,472.70
Transfer From Revenue to O&M Water Res Acct (SB234)	\$57,774.08

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES NOVEMBER 12, 2020

Prayer by David Lawson.

GENERAL BUSINESS:

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

DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 3 water taps installed since the last Board meeting. There are 0 taps to be installed. This gives us a total of 40 water taps for 2020. The District has installed 0 sewer taps since the last Board meeting. There is 0 to be installed. This gives us a total of 5 sewer taps for 2020.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 0 service line leaks and 2 main line leaks.
- Replaced sampling station
- Cleaned up sewer spill at sewer plant
- Started rebuilding altitude valve at Homewood
- Repaired gas line that Stonegate dug up on Belleville project
- Moved meter outside in Tarrytowne
- Fixed yards

GENERAL BUSINESS:

- **APPROVAL OF PAYMENT 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.

- **BOND RESOLUTION**

A motion was made and moved by David Lawson and seconded by James Eaton to accept the bond resolution. The motion carried unanimously.

Continuation of Minutes for the November 12, 2020 meeting of the LPSD Board
of Commissioners

A motion was made and moved by James Eaton and seconded by David Lawson to accept the supplemental resolution. The motion carried unanimously.

Samme Gee from Jackson and Kelly presented the board with a resolution for drawdown #1, which includes the following invoices: Jackson and Kelly for \$19,000.00 for bond counsel services, United Bank for \$500.00 for registrar services, Grant Proceeds Credit to 2015 BAN Prepayment for \$500,000.00, and Loan Proceeds Credit to 2015 BAN Prepayment for \$1,570,529.00. The total for the invoices is \$2,090,029.00. David Lawson made a motion to accept the resolution, James Eaton seconded, motion passed unanimously.

A motion was made and moved by David Lawson and seconded by James Eaton to accept the sweep resolution. The motion carried unanimously.

- **PUBLIC COMMENT**

No comments

NEXT MEETING

November 19, 2020 at 11:00 am

ADJOURNMENT

Meeting was adjourned at 11:40 am

David H. Lawson APPROVED James D. Eaton 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

November 13, 2020

Meeting Date
November 19, 2020
11:00 A.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR NOVEMBER 12, 2020
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. PUBLIC COMMENT
5. NEXT MEETING: DECEMBER 10TH AT 11:00 A.M.
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

November 19, 2020

Jerry R. Martin, Chairman
 James D. Eaton, Treasurer
 David H Lawson, Secretary

Attending: Jerry Martin, Jim Eaton, Dave Lawson, Kelle Cosner

NO. OF CUSTOMERS:	Section	Sewer	Water
	1 Lake Washington Road	386	541
	2 Lubeck	368	481
	3 Riverhill - Blenn Hgts	297	423
	4 DuPont Rd	305	325
	5 Larkmead Rd.	113	364
	6 LMH - Homewood Rd.	0	371
	7 Washington Bottom	299	404
	8 New England Ridge	185	340
	9 Lubeck South	209	347
	10 Larkmead Area - Marrtown	87	352
	11 Rt 68 South - Hopewell	0	282
	12 Mitchell's	134	135
	13 Westover & Wakefield	41	44
	14 Ball School/Wadesville	0	246
	15 Belleville	0	183
	Total Customers	2424	4838

TREASURER'S REPORT:

Revenue Fund WV Central	\$ 174,452.71
O & M Fund WV Central	\$35,564.60
RUS Construction Acct	\$0.00
IJDC Construction Acct	\$0.00
Transfer From Revenue to O&M Checking Acct	\$ 62,500.00
Transfer From Revenue to O&M Checking Acct	\$0.00
Transfer From Revenue to O&M Checking Acct	\$0.00

The following transfers were made to cover payroll since the last board meeting:

Transfer From Revenue to O&M Checking Acct	\$ 24,247.31
Transfer From Revenue to 941 Tax Acct	\$ 8,148.22

The following are the current amounts in the R&R and O&M Reserve Accts:

Transfer From Rev to Sewer O&M Res Acct (SB 234)	\$21,022.42
Transfer From Revenue to Sewer R&R Reserve Acct	\$21,142.23
Transfer From Revenue to WVCCU R&R Acct	\$22,472.70
Transfer From Revenue to O&M Water Res Acct (SB234)	\$57,774.08

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES NOVEMBER 19, 2020

Prayer by David Lawson.

GENERAL BUSINESS:

- A motion was made by David Lawson and seconded by James Eaton to approve the minutes of November 12th, as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

Nothing to discuss

GENERAL BUSINESS:

- **APPROVAL OF PAYMENT OF BILLS AND TRANSFERS**

Moved by David 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.

- **PUBLIC COMMENT**



No comments

NEXT MEETING

December 10, 2020 at 11:00 am

ADJOURNMENT

Meeting was adjourned at 11:02 am

 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

December 4, 2020

Meeting Date
December 10, 2020
11:00 A.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR NOVEMBER 19, 2020
2. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
3. APPROVAL OF 2021 MEETING DATES
4. PUBLIC COMMENT
5. NEXT MEETING: JANUARY 14, 2021 (PENDING APPROVAL OF ITEM #3)
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

December 10, 2020

Jerry R. Martin, Chairman

James D. Eaton, Treasurer

David H Lawson, Secretary

Attending: Jerry Martin (by phone), Jim Eaton, Dave Lawson, Kelle Cosner, Rocky McConnell

NO. OF CUSTOMERS:	Section	Sewer	Water
	1 Lake Washington Road	384	539
	2 Lubeck	368	480
	3 Riverhill - Blenn Hgts	299	425
	4 DuPont Rd	307	327
	5 Larkmead Rd.	116	367
	6 LMH - Homewood Rd.	0	371
	7 Washington Bottom	300	405
	8 New England Ridge	186	341
	9 Lubeck South	209	347
	10 Larkmead Area - Marrtown	87	352
	11 Rt 68 South - Hopewell	0	281
	12 Mitchell's	135	136
	13 Westover & Wakefield	42	45
	14 Ball School/Wadesville	0	246
	15 Belleville	0	185
	Total Customers	2433	4847

TREASURER'S REPORT:

Revenue Fund WV Central	\$ 152,614.19
O & M Fund WV Central	\$0.00
RUS Construction Acct	\$0.00
IJDC Construction Acct	\$0.00
Transfer From Revenue to O&M Checking Acct	\$ 59,500.00
Transfer From Revenue to O&M Checking Acct	\$0.00
Transfer From Revenue to O&M Checking Acct	\$0.00

The following transfers were made to cover payroll since the last board meeting:

Transfer From Revenue to O&M Checking Acct	\$ 23,033.30
Transfer From Revenue to 941 Tax Acct	\$ 7,620.64

The following are the current amounts in the R&R and O&M Reserve Accts:

Transfer From Rev to Sewer O&M Res Acct (SB 234)	\$26,923.68
Transfer From Revenue to Sewer R&R Reserve Acct	\$24,103.70
Transfer From Revenue to WVCCU R&R Acct	\$27,073.08
Transfer From Revenue to O&M Water Res Acct (SB234)	\$71,176.48

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES DECEMBER 10, 2020

Prayer by David Lawson.

GENERAL BUSINESS:

- A motion was made by David Lawson and seconded by James Eaton to approve the minutes of November 19th, as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 0 water taps installed since the last Board meeting. There are 0 taps to be installed. This gives us a total of 40 water taps for 2020. The District has installed 0 sewer taps since the last Board meeting. There is 0 to be installed. This gives us a total of 5 sewer taps for 2020.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 1 service line leak and 1 main line leak.
- Jerry Martin made a motion to go into executive session to discuss COVID-19 Policy, James Eaton seconded, motion carried. David Lawson made a motion to end the executive session, James Eaton seconded, motion carried, executive session ended. James Eaton made a motion to accept the COVID-19 Policy as proposed, David Lawson seconded, motion carried. (See attachment)

GENERAL BUSINESS:

- **APPROVAL OF PAYMENT OF BILLS AND TRANSFERS**

Moved by David 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.

- **APPROVAL OF 2021 MEETING DATES**

A motion was made by David Lawson and seconded by James Eaton to approve the board meeting dates for 2021. Motion carried unanimously. (See attachment)

*Continuation of Minutes for the December 10, 2020 meeting of the LPSD Board
of Commissioners*

- **PUBLIC COMMENT**

No comments

NEXT MEETING

January 14, 2021 at 11:00 am

ADJOURNMENT

Meeting was adjourned at 11:14 am

John D. Eats APPROVED David H. Johnson ATTESTED