

Board Meeting Minutes

Notes created on June 11, 2026 at 9:00 AM by Minutes AI

Approval of Board meeting minutes for May 28, 2026

- Jim Eaton made a motion to approve minutes, Ron Kestner seconded.
- Motion carried.

Discussion of District Happenings

- One water tap was installed since the last board meeting, with two waiting installation, bringing the total to six water taps for 2026.
- Zero sewer taps were installed, with one still pending installation, maintaining zero sewer taps for 2026.
- Staff completed work orders, spotted lines, set meters, fixed nine service line leaks and one mainline leak, mowed around the shop and office, repaired blacktop, and ran the sewer camera.

Approval of Payment of Bills and Transfers

- Jim Eaton made a motion to approve bills and transfers, Ron Kestner seconded, motion carried.

Resolution Establishing New Rates, Fees, and Charges for Service to Customers of the existing public waterworks system of Lubeck PSD

- The 2026 Water Rate Resolution, establishing new rates, fees, and charges for service to customers of the public water work systems, was presented as a first reading and a motion was made by Jim Eaton to approve, Ron Kestner seconded. Unanimously carried.

Resolution Establishing New Rates, Fees, and Charges for Service to Customers of the existing public Sewage System of Lubeck PSD

- The 2026 Sewer Rate Resolution, establishing new rates, fees, and charges for service

These notes were taken with Minutes AI (<https://myminutes.ai>)

to customers of the public sanitary sewerage system, was presented as a first reading by Jim Eaton, seconded by Ron Kestner and unanimously carried.

- Commissioners suggested including explanations on monthly billing statements to inform customers about why rates are increasing.
- Projects like Pine Run and Lubeck Elementary School were completed "at no cost to us" through grants, identified as pertinent information to include in billing communications.
- A strategy was proposed to use the back of the utility bill to share project updates and highlight grant dollars received (e.g., "10 or 12 million dollars in grants") to address public misconceptions.
 - Rocky and Kelle are assigned to work on developing this communication strategy.
 - Monthly construction meetings can also be utilized to provide project progress updates to the public.

Pine Run Project

- A resolution for funding assistance was adopted, authorizing the Lubeck Public Service District to receive \$1,220,859 from the Drinking Water Treatment Revolving Fund (DWTRF).
 - This funding is a forgivable loan, meaning it will not be repaid and has no interest rate.
- Julie Merow from Jackson Kelly, presented the first draw resolution, Jim Eaton made a motion to accept the resolution, Ron Kestner seconded, resolution was approved, authorizing \$182,000 to be received on the closing date to pay invoices from Jackson Kelly \$9500.00, Thrasher \$133500.00, JD Utility Services \$6500.00, Steptoe and Johnson \$25000.00 and Bennett & Dobbins \$7500.00.
 - Invoices related to financing from the West Virginia Department of Environmental Protection (WV DEP) through the DWTRF were adopted, confirming each item was necessary, costs properly incurred, and payment is due.
- A Pre-Construction Conference is scheduled for June 25th at 1:00 PM at the office to sign the construction contract, with Jerry required to be present.
 - Casey Young or Ryan Holcomb will run the meeting, and work is likely to commence in late July or early August.

These notes were taken with Minutes AI (<https://myminutes.ai>)

Lubeck Elementary School Project

- The school's contractor is scheduled to begin grading and ditching next week and continue into July.
- Dunlap will start water and sewer line installation once the final grade is established by the school's contractor.

Public Comment

Next meeting: June 25th 2026 at 9:00am

Adjournment- 9:14am

Janet E. ...
Glenn Martin