

# 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

July 5, 2015

Meeting Date  
July 9, 2015  
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JUNE 25, 2015
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF ADOPTION OF NEW RESOLUTION FOR RATE ADJUSTMENT PROCEDURE BASED ON SB234
5. DISCUSSION OF RULE 42 SUBMISSION
6. DISCUSSION OF BELLEVILLE WATER PROJECT
7. ADJOURN

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Parkersburg Sentinel
	John Sines	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 July 9<sup>th</sup>, 2015

Prayer by Jerry Martin. Pledge followed.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of June 25<sup>th</sup>, 2015. The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- Two water taps have been installed since the last board meeting. There are two taps yet to be installed. This gives us nineteen water taps installed for 2015. There have been no sewer tap installed since the last meeting and there is one yet to be installed. This gives the district five sewer taps for 2015.
- Repaired three service line leaks and no main line leaks.
- Turn offs and turn ons.
- Cleaned and ran camera at the Western Sizzlin line.
- Repaired a sewer main line in Bethel.
- Ran camera to locate a lateral for a customer.
- Repaired two meter pits and replaced two meter pits.
- Crews have completed work orders and set meters.

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by Roger 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.

*Continuation of Minutes for the July 9<sup>th</sup>, 2015 meeting of the LPSD Board of Commissioners*

- **DISCUSSION OF THE ADOPTION OF NEW RESOLUTION FOR RATE ADJUSTMENT PROCEDURE BASED ON SENATE BILL 234**

Blane Myers esq. explained the new policy for rate adjustments that is required due to a significant change in the law that was brought about by Senate Bill 234. This new procedure will keep us in compliance with state law as it relates to district rate adjustments.

Jerry Martin made a motion to adopt a resolution to adopt the resolution as written by Blane Myers, legal consultant. The motion was seconded by Roger Martin and the motion was passed unanimously.

- **DISCUSSION OF RULE 42 PROJECTS**

The manager brought the board up to speed on the progress of the projects to be completed by the rule 42. The filter project was discussed as well as the sewer ditch.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The board was brought up to speed on the easement agreements and how many have been signed. Approximately half of the easements had been signed by customers that came into the office due to Dwight Cochran making contact with his neighbors and requesting that they come in.

- **ADJOURNMENT**

Jerry Martin made a motion to adjourn the meeting at 7:47 PM. Motion was seconded by Roger Martin. Motion passed unanimously.

 APPROVED  ATTESTED

# 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

July 25, 2015

Meeting Date  
July 30, 2015  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JULY 9, 2015
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF RULE 42 SUBMISSION
5. DISCUSSION OF SICK LEAVE PAY FOR EMPLOYEES LAST CALENDER YEAR
6. CONSIDERATION OF MODIFIED USER AGREEMENT FOR THE BELLEVILLE PROJECT
7. DISCUSSION OF OF CLEAN UP INVOICE DUE TO SEWER BACKUP FOR TERRI HERTZ @ 15 CUMMINGS ST.
8. APPROVAL OF RESOLUTION AND OTHER DOCUMENTATION AUTHORIZING THE DESIGN FINANCING FOR THE BELLEVILLE PROJECT.
9. CONSIDERATION OF SEMS SOFTWARE AGREEMENT
10. CONSIDERATION OF AMENDMENT #1 OF THE ENGINEERING AGREEMENT AS IT RELATES TO THE REQUIRED ASSETT MANAGEMENT PLAN FOR THE BELLEVILLE PROJECT.
11. DISCUSSION OF BELLEVILLE WATER PROJECT
12. ADJOURN

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Parkersburg Sentinel
	John Sines	Wood County Commission
	Craig Richards	WNUS

## Lubeck Public Service District

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Elizabeth Green

WTAP

Blaine Myers

WXIL

Zack Dobbins

# LUBECK PUBLIC SERVICE DISTRICT

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## BOARD MEETING MINUTES July 30<sup>th</sup>, 2015

Prayer by Jerry Martin. Pledge followed.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of July 9<sup>th</sup>, 2015. The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- Six water taps have been installed since the last board meeting. There are no taps to be installed. This gives us twenty-three water taps installed for 2015. There has been one sewer tap installed since the last meeting and there is none to be installed. This gives the district six sewer taps for 2015.
- Repaired six service line leaks and no main line leaks.
- Turn offs and turn ons.
- Replaced a flush hydrant on SR-892
- Ran sewer Jetter at Wakefield to remove blockage
- Ran camera @ Lake Ron for customer complaint.
- Cleaned backwash filters at the water plant.
- Crews have completed work orders and set meters.
- Had a boil water advisory on Lee Creek due to a replacement of the main around a slip.

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by Roger 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.

This institution is an equal opportunity provider and employer

*Continuation of Minutes for the July 30<sup>th</sup>, 2015 meeting of the LPSD Board of Commissioners*

- **DISCUSSION OF RULE 42 PROJECTS**

The manager brought the board up to speed on the progress of the projects to be completed by the rule 42 rate adjustment. The filter project was discussed as well as the sewer ditch project. On both projects the specifications have been completed and a final review is in process. It was moved by Roger Martin and seconded by Jerry Martin to table this discussion until next meeting. Motion carried unanimously.

- **DISCUSSION OF SICK LEAVE PAY FOR EMPLOYEES FOR LAST CALENDER YEAR**

The sick leave pay for employees was discussed and Roger Martin asked if the calculations were based on wages after the pay raises went into effect. Kelle, who made the calculations, indicated that they were based on current pay rates. Roger made a motion to table discussion of the sick leave pay until the rates could be recalculated using last year's pay rates. The motion was seconded by Jerry Martin and the motion carried unanimously.

- **DISCUSSION OF MODIFICATIONS OF USER AGREEMENT FOR THE BELLEVILLE PROJECT.**

The manager explained that the attorney made some modifications to this agreement and that there were some additional minor modifications that have yet to be made. Roger Martin made a motion to table the modified user agreement and it was seconded by Jerry Martin, Motion carried unanimously.

- **APPROVAL OF RESOLUTION AND OTHER DOCUMENTATION AUTHORIZING THE DESIGN FINANCING FOR THE BELLEVILLE PROJECT.**

The manager explained that bond council requested to postpone this authorization until next month so that they could close on this loan on September 10<sup>th</sup> and 11<sup>th</sup>. Jerry Martin moved to table this item and the motion was seconded by Roger Martin. Motion carried unanimously.

- **CONSIDERATION OF THE SEMS SOFTWARE AGREEMENT**

The manager explained about this software and made his recommendation to the board to accept this software. Roger Martin made a motion to accept the software proposal as presented and the motion was seconded by Jerry Martin. Motion carried unanimously.

*Continuation of Minutes for the July 30<sup>th</sup>, 2015 meeting of the LPSD Board of Commissioners*

- **CONSIDERATION OF AMENDMENT #1 OF THE ENGINEERING AGREEMENT AS IT RELATES TO THE REQUIRED ASSETT MANAGEMENT PLAN FOR THE BELLEVILLE PROJECT.**

A motion was made by Jerry Martin to accept the engineering agreement as presented and the motion was seconded by Roger Martin. Motion carried unanimously.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The board was informed on the easement agreements and how many have been signed. There were only a few left to be signed and the manager acknowledged Dwight Cochran's efforts in helping to secure all of these right of ways.

- **ADJOURNMENT**

Jerry Martin made a motion to adjourn the meeting at 7:57 PM. Motion was seconded by Roger Martin. Motion passed unanimously.

 APPROVED  ATTESTED



# 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

August 7, 2015

Meeting Date  
August 13, 2015  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JULY 30, 2015
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF RULE 42 SUBMISSION
5. DISCUSSION OF SICK LEAVE PAY FOR EMPLOYEES LAST CALENDER YEAR
6. CONSIDERATION OF MODIFIED USER AGREEMENT FOR THE BELLEVILLE PROJECT
7. DISCUSSION OF OF CLEAN UP INVOICE DUE TO SEWER BACKUP FOR TERRI HERTZ @ 15 CUMMINGS ST.
8. DISCUSSION OF BELLEVILLE WATER PROJECT
9. ADJOURN

Cc: Jerry Martin                      Parkersburg News  
Roger Martin                      Parkersburg Sentinel  
John Sines                          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 August 13th, 2015

Prayer by Jerry Martin. Pledge followed.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of July 30<sup>th</sup>, 2015. The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- No water taps have been installed since the last board meeting. There are two taps yet to be installed. This gives us twenty three water taps installed for 2015. There has been no sewer taps installed since the last meeting and there is none to be installed. This gives the district six sewer taps for 2015.
- Repaired three service line leaks and no main line leaks.
- Turn offs and turn ons.
- Crews have completed work orders and set meters
- Located some manholes in Tebay's meadow for the potential installation of another sewer tap
- Re-laid a water main around a slip in Wadesville which included a boil water advisory due to a tie in.
- Began laying a water main extension on New England River Road.

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by Roger 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.

This institution is an equal opportunity provider and employer

*Continuation of Minutes for the August 13<sup>th</sup>, 2015 meeting of the LPSD Board of Commissioners*

- **DISCUSSION OF RULE 42 PROJECTS**

The manager brought the board up to speed on the progress of the projects to be completed by the rule 42. The pickup truck that was ordered was delivered and we were in the process of getting a sprayed on bed liner and safety lights installed.

- **DISCUSSION OF SICK LEAVE PAY FOR LAST CALENDER YEAR**

It was moved by Jerry Martin and seconded by Roger Martin that the employees be paid for unused sick leave as dictated by district policy.

- **CONSIDERATION OF A MODIFIED USER AGREEMENT FOR THE BELLEVILLE PROJECT**

The final draft of the user agreement had not been completed and was not available for the board review. It was moved by Jerry Martin and seconded Roger Martin to table consideration of this agreement until a final draft can be completed.

- **DISCUSSION OF CLEAN UP INVOICE DUE TO SEWER BACKUP FOR TERRI HERTZ @ 15 CUMMINGS ST.**



The manager explained that, because of questions about this particular situation that a claim was forwarded to the insurance company for processing by their adjusters. No action was taken.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The board was brought up to speed on the easement agreements that had been prepared and the discussion of how the property owners would be contacted in order to get them executed.

- **ADJOURNMENT**

Meeting was adjourned.

 APPROVED  ATTESTED

# 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

August 22, 2015

**Meeting Date**  
**August 27, 2015**  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR AUGUST 13<sup>TH</sup>, 2015
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF DISPOSAL OF REAL PROPERTY LOCATED AT THE INTERSECTION OF RT. 95 & MEADOW DRIVE, FORMALLY THE SITE OF A SEWAGE TREATMENT FACILITY
5. DISCUSSION OF RULE 42 SUBMISSION
6. DISCUSSION OF CLAIM DUE TO SEWER BACKUP FOR TERRI HERTZ @ 15 CUMMINGS ST.
7. CONSIDERATION OF MODIFIED USER AGREEMENT FOR THE BELLEVILLE PROJECT
8. DISCUSSION OF ASSETT MANAGEMENT PLAN AND DISCUSSION OF POLICIES FOR PREVENTATIVE MAINTENANCE
9. DISCUSSION OF BELLEVILLE WATER PROJECT
10. APPROVAL OF BOND RESOLUTION FOR BELLEVILLE PROJECT DESIGN LOAN
11. DISCUSSION OF EMPLOYEE ISSUES AND CONCERNS
12. ADJURNMENT

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Parkersburg Sentinel
	John Sines	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 August 27th, 2015

Prayer by Jerry Martin. Pledge followed.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of August 13<sup>th</sup>, 2015. The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- Two water taps have been installed since the last board meeting. There are two taps yet to be installed. This gives us twenty five water taps installed for 2015. There has been no sewer taps installed since the last meeting and there is none to be installed. This gives the district six sewer taps for 2015.
- Repaired five service line leaks and one main line leaks.
- Turn offs and turn ons.
- Crews have completed work orders and set meters
- Completed water main extension on New England River Road
- Reclaimed yards and replaced some asphalt

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by Roger 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.
- **DISCUSSION OF DISPOSAL OF REAL PROPERTY LOCATED AT THE INTERSECTION OF RT. 95 & MEADOW DRIVE, FORMALLY THE SITE OF A SEWAGE TREATMENT FACILITY**  
The manager described this property and how the district acquired it and

This institution is an equal opportunity provider and employer

*Continuation of Minutes for the August 27<sup>th</sup>, 2015 meeting of the LPSD Board of Commissioners*

what it was used for and explained that the district is no longer using this property. A motion was made by Roger Martin and seconded by Jerry Martin to proceed with the activities to declare the property surplus and put it out for bids to the public.

- **DISCUSSION OF RULE 42 PROJECTS**

The manager brought the board up to speed on the progress of the projects to be completed by the rule 42. He discussed the interest in the contract documents for both water and sewer projects.

- **DISCUSSION OF CLAIM DUE TO SEWER BACKUP FOR TERRI HERTZ @ 15 CUMMINGS ST.**

The manager explained that this claim had been turned over to Westfield Insurance for investigation and resolution. The according to the claimant, the insurance company had not contacted them and the manager

- **CONSIDERATION OF A MODIFIED USER AGREEMENT FOR THE BELLEVILLE PROJECT**

It was moved by Jerry Martin and seconded Roger Martin to table consideration of this agreement until the final draft can be further reviewed

- **DISCUSSION OF ASSETT MANAGEMENT PLAN AND DISCUSSION OF POLICIES FOR PREVENTATIVE MAINTENANCE**

The manager discussed the asset management plan, the company that is providing the software and the submittals that must be completed and submitted to the BPH. Policy and Procedures were also discussed and the deadline for the submittal for them.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The board was brought up to speed on the easement agreements that had been prepared and the discussion of how the property owners would be contacted in order to get them executed. New easement agreements were discussed for the weekend of the 18<sup>th</sup>. It was discussed that the right of ways for the line along SR 68 would be ready and available for the homecoming weekend and that we would be available to discuss the project and sign user agreements as well as secure right of ways.

- **APPROVAL OF BOND RESOLUTION FOR BELLEVILLE PROJECT DESIGN LOAN**

Samme Gee was on hand to explain the design loan resolution to the board and secure their signature so that they can be secured. She explained that the design loan bond would be executed on the 9<sup>th</sup> of

*Continuation of Minutes for the August 27<sup>th</sup>, 2015 meeting of the LPSD Board of Commissioners*

September and that the first of the draw down requests will be completed the following day and the funds would be wired to the project account. Tim Meeks outlined the initial drawdown request. Roger Martin made a motion to accept the resolution as read and the motion was accepted as read. Roger Martin moved to accept the first draw down as outlined by Tim Meeks and the motion was seconded by Jerry Martin. Both motions were passed unanimously.

- **DISCUSSION OF EMPLOYEE ISSUES AND CONCERNS**

Some of the concerns that the employees had were to dispose of surplus property. The second connection to the tank that was taken out by a slip and how to replace that line. Employee raises were also discussed both cost of living raises and merit raises based on employee evaluations. The end analysis was that the employees would like to maintain better communication between them and management.

- **ADJOURNMENT**

Meeting was adjourned.

 APPROVED  ATTESTED

# 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

September 6, 2015

**Meeting Date**  
**September 10, 2015**  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR AUGUST 27<sup>TH</sup>, 2015
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF DISPOSAL OF REAL PROPERTY LOCATED AT THE INTERSECTION OF RT. 95 & MEADOW DRIVE, FORMALLY THE SITE OF A SEWAGE TREATMENT FACILITY
5. DISCUSSION OF RULE 42 SUBMISSION
6. CONSIDERATION OF MODIFIED USER AGREEMENT FOR THE BELLEVILLE PROJECT
7. DISCUSSION OF ASSETT MANAGEMENT PLAN AND DISCUSSION OF POLICIES FOR PREVENTATIVE MAINTENANCE
8. DISCUSSION OF BELLEVILLE WATER PROJECT
9. ADJURNMENT

Cc: Jerry Martin                      Parkersburg News  
Roger Martin                      Parkersburg Sentinel  
John Sines                          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 September 10th, 2015

Prayer by Jerry Martin. Pledge followed.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of August 27<sup>th</sup>, 2015. The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- Three water taps have been installed since the last board meeting. There are two taps yet to be installed. This gives us twenty eight water taps installed for 2015. There has been no sewer taps installed since the last meeting and there is none to be installed. This gives the district six sewer taps for 2015.
- Repaired four service line leaks and one main line leak.
- Turn offs and turn ons.
- Removed two taps for the convenience of a customer.
- Completed CPR training for all employees.
- Reclaimed yards and replaced some asphalt

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by Roger 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.
- **DISCUSSION OF DISPOSAL OF REAL PROPERTY LOCATED AT THE INTERSECTION OF RT. 95 & MEADOW DRIVE, FORMALLY THE SITE OF A SEWAGE TREATMENT FACILITY**  
The manager explained that he turned this property over to an appraiser for his evaluation and had not heard back from him. Any action on this property was tabled.

This institution is an equal opportunity provider and employer

*Continuation of Minutes for the September 10<sup>th</sup>, 2015 meeting of the LPSD  
Board of Commissioners*

- **DISCUSSION OF RULE 42 PROJECTS**

The manager brought the board up to speed on the progress of the projects to be completed by the rule 42. He told the commissioners that there was a bid opening scheduled for the 21<sup>st</sup> of September for both projects. He also discussed the last vehicle to be purchased and the delivery for it.

- **DISCUSSION OF CLAIM DUE TO SEWER BACKUP FOR TERRI HERTZ @ 15 CUMMINS ST.**

The manager explained that this claim had been turned over to Westfield Insurance for investigation and resolution. The according to the claimant, the insurance company had not contacted them and the manager

- **CONSIDERATION OF A MODIFIED USER AGREEMENT FOR THE BELLEVILLE PROJECT**

It was moved by Jerry Martin and seconded Roger Martin to accept the user agreement as presented. Motion passed unanimously.

- **DISCUSSION OF ASSETT MANAGEMENT PLAN AND DISCUSSION OF POLICIES FOR PREVENTATIVE MAINTENANCE**

The manager discussed the asset management plan, the company that is providing the software and the submittals that must be completed and submitted to the BPH. Policy and Procedures were also discussed and the deadline for the submittal for them. He discussed the bi-weekly meetings to put together the asset management plan and how all of these efforts are financed.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The board was brought up to speed on the easement agreements that had been prepared and the discussion of how the property owners would be contacted in order to get them executed. New easement agreements were discussed for the weekend of the 18<sup>th</sup>. It was discussed that the right of ways for the line along SR 68 would be ready and available for the homecoming weekend and that we would be available to discuss the project and sign user agreements as well as secure right of ways.

- **ADJOURNMENT**

Meeting was adjourned at 7:55 PM

 APPROVED  ATTESTED

# 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

September 21, 2015

**Meeting Date**  
**September 24 , 2015**  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR September 10<sup>st</sup>, 2015
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF RULE 42 SUBMISSION
5. DISCUSSION OF ASSET MANAGEMENT PLAN AND DISCUSSION OF POLICIES FOR PREVENTATIVE  
MAINTENANCE
6. DISCUSSION OF BELLEVILLE WATER PROJECT
7. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	Parkersburg Sentinel
	John Sines	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 September 24<sup>nd</sup>, 2015

Prayer by Jerry Martin. Pledge followed.

### GENERAL BUSINESS:

- Moved by Jerry Martin and seconded by Roger Martin that the minutes of the regular board meeting of September 10<sup>th</sup>, 2015. The motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- Two water taps have been installed since the last board meeting. There is one tap yet to be installed. This gives us thirty water taps installed for 2015. There has been no sewer taps installed since the last meeting and there are none to be installed. This gives the district six sewer taps for 2015.
- Repaired four service line leaks and one main line leak.
- Turn offs and turn ons.
- Removed two taps for the convenience of a customer.
- Completed the New England River Road Project.
- Reclaimed yards

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by Jerry Martin and seconded by Roger 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.
- **DISCUSSION OF RULE 42 PROJECTS**  
The manager brought the board up to speed on the progress of the projects to be completed by the rule 42. He told the commissioners that the bid opening originally scheduled for the 21<sup>st</sup> of September for both projects had been postponed until the 25<sup>th</sup>. There were some necessary changes that needed to be made and addendums were submitted.

This institution is an equal opportunity provider and employer

*Continuation of Minutes for the September 25<sup>th</sup>, 2015 meeting of the LPSD  
Board of Commissioners*

- **DISCUSSION OF ASSETT MANAGEMENT PLAN AND DISCUSSION OF POLICIES FOR PREVENTATIVE MAINTENANCE**

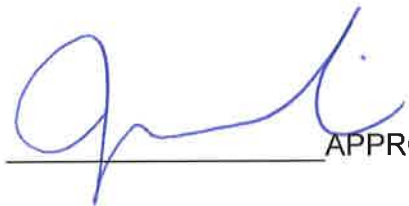

The manager discussed the asset management plan and the company that is providing the software and the submittals that must be completed and submitted to the BPH. Policy and Procedures were also discussed and the deadline for the submittal for them. He discussed the bi-weekly meetings to put together the asset management plan and how all of these efforts are financed. Policies were also discussed that needed to be written.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The Belleville Homecoming was discussed and the fact that we got no right of ways signed there. We did however, discuss the project with several residents of Belleville. The board was brought up to speed on the easement agreements that had been prepared and the discussion of how the property owners would be contacted in order to get them executed. It was discussed the possibility that we could set up at the Community Center strictly for securing the right of ways and getting user agreements signed.

- **ADJOURNMENT**

Meeting was adjourned at 7:38 PM

 APPROVED  ATTESTED