

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, 2015

Meeting Date
October 8, 2015
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR September 24th, 2015
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. APPROVAL OF AUDIT FROM SUTTLE & STALNAKER
5. DISCUSSION OF RULE 42 SUBMISSION
6. CONSIDERATION OF BIDS OPENED ON SEPTEMBER 25TH.
7. CONSIDERATION OF UNIFORM PROGRAM OPTIONS.
8. CONSIDERATION OF RELINQUISHMENT OF AN UNUSED RIGHT OF WAY ACROSS A LOT
PURCHASED BY JACKSON BUILDERS.
9. DISCUSSION OF ASSET MANAGEMENT PLAN AND DISCUSSION OF POLICIES FOR PREVENTATIVE
MAINTENANCE
10. DISCUSSION OF BELLEVILLE WATER PROJECT
11. 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

BOARD MEETING MINUTES October 8th, 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 24th, 2015. The motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Two water taps have been installed since the last board meeting. There are none to be installed. This gives us thirty-two water taps installed for 2015. There has been one sewer tap installed since the last meeting and there are none to be installed. This gives the district seven sewer taps for 2015.
- Repaired one service line leak and two main line leaks.
- Turn offs and turn ons.
- Repaired generators, one at the well field and the other at the shop.
- Had two boil water advisories.
- 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.
- **APPROVAL OF AUDIT FROM SUTTLE AND STALNAKER**
It was moved by Jerry Martin and seconded by Roger Martin to accept the audit as presented. Motion carried unanimously.
- **DISCUSSION OF RULE 42 PROJECTS**
The manager brought the board up to speed on the progress of the

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Continuation of Minutes for the October 8th, 2015 meeting of the LPSD Board of Commissioners

projects to be completed by the rule 42.

- **CONSIDERATION OF BIDS OPENED ON SEPTEMBER 25TH FOR WATER PLANT AND SEWER PLANT PROJECTS**

The manager explained the bid opening and the addendums. FIMCO, the apparent low bidder for the water treatment plant project did not have a valid West Virginia Contractors License. When Blane Myers reviewed the bids, he recommended that their bid be rejected as they were not a qualified bidder and that the bid be awarded to the next highest qualified bidder which was Orders Construction Company. Roger Martin made a motion to award the project to Orders Construction Company and the motion was seconded by Jerry Martin. Motion carried unanimously. The other bid opening was for the sewer plant ditch clean out project. Both of the bids that were received were in excess of the budget amount Estimate for completing this project in house indicated that it could be done within budget constraints. The manager recommended that the board not award this project to either of the bidders and complete this project in house. Roger Martin made a motion to complete this project in house using district labor, equipment and some rental equipment and operators. Jerry Martin seconded this motion and the motion carried unanimously.

- **DISCUSSION OF HOW THE DISTRICT WILL PROVIDE UNIFORMS FOR EMPLOYEES.**

The manager looked at the possibility of having shirts available to the employees to purchase at cost to purchase. Initial costs for these shirts with the identifying screen printing were \$6.78 each. A reimbursement for uniforms would amount to approximately \$300.00 twice a year for uniforms and carhart coveralls if the employees were to purchase them on their own. Boots on the other hand could be purchased without tax withholding because they are a requirement for the job.

There was a discussion about what would be required to buy out the shirts on the existing unifirst contract and if that should or would be a requirement. Jerry Martin moved to table this program and the motion was seconded by Roger Martin. Motion carried unanimously.

- **DISCUSSION OF REQUEST TO REVERT BACK TO THE PROPERTY OWNER A PORTION OF RIGHT OF WAY NOT USED BY THE DISTRICT BY JACKSON HOME BUILDERS.**

Jerry Martin had a question about how the district would get to the adjoining property with sewer service if needed. Jerry Martin made a motion to table this request and the motion was seconded by Roger Martin. Motion passed unanimously

Continuation of Minutes for the October 8th, 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 8:18 PM

 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 21, 2015

Meeting Date
October 22, 2015
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR October 8th, 2015
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF RULE 42 SUBMISSION
5. CONSIDERATION OF UNIFORM PROGRAM OPTIONS.
6. CONSIDERATION OF RELINQUISHMENT OF AN UNUSED RIGHT OF WAY ACROSS A LOT
PURCHASED BY JACKSON BUILDERS.
7. DISCUSSION OF ASSET MANAGEMENT PLAN AND DISCUSSION OF POLICIES FOR PREVENTATIVE
MAINTENANCE
8. DISCUSSION OF BELLEVILLE WATER PROJECT
9. 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

BOARD MEETING MINUTES October 22nd, 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 October 8th, 2015. The motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- No water taps have been installed since the last board meeting. There is one tap yet to be installed. This gives us thirty two 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 seven sewer taps for 2015.
- Repaired three service line leaks and two main line leak.
- The main line leaks caused two boil water advisories.
- Turn offs and turn ons.
- Finished up the sludge removal at the waste water treatment plant.

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. The sludge removal project that was done in house was completed which opened the way for Goff Brothers machine shop to complete the repairs to the rotors. The commissioners were also brought up to speed on how the contract is proceeding on the water treatment plant contract.

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Continuation of Minutes for the October 22nd, 2015 meeting of the LPSD Board
of Commissioners

- **CONSIDERATION OF UNIFORM PROGRAM OPTIONS**

The manager discussed possible options with the commissioners about uniform options and was continuing to consider various options including providing the employees with a clothing allowance and allowing them to purchase their own. Jerry Martin made a motion to table this discussion until next meeting. Roger Martin seconded the motion and the motion passed unanimously.

- **CONSIDERATION OF RELINQUISHMENT OF UNUSED RIGHT OF WAY ACROSS A LOT PURCHASED BY JACKSON BUILDERS.**

The manager discussed the situation concerning the right-of-way with the builder and his request to relinquish this right-of-way. Jerry Martin felt that the builder should provide the district with an alternate right-of-way in exchange for the one shown on his plat. Jerry Martin made a motion to table this issue until next meeting and Roger Martin seconded the motion, Motion passed unanimously.

- **DISCUSSION OF ASSET 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. Backflow prevention program was his focus on this occasion. 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 Right-of-Ways was discussed and the process of getting the completed right-of-ways. The manager discussed the number of right-of-ways that have been signed and the ones that have been delivered to us. A public meeting was also discussed and the timing of this meeting.

- **ADJOURNMENT**

Meeting was adjourned at 7:48 PM

 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 30, 2015

Meeting Date
November 12, 2015
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR October 22th, 2015
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF RULE 42 SUBMISSION
 - DISCUSSION OF COMPLETION OF WASTE WATER PLANT SLUDGE REMOVAL
 - DISCUSSION OF WATER TREATMENT PLANT AND CONSIDERATION CONTRACT DOCUMENTS
5. CONSIDERATION OF UNIFORM PROGRAM OPTIONS.
6. CONSIDERATION OF RELINQUISHMENT OF AN UNUSED RIGHT OF WAY ACROSS A LOT PURCHASED BY JACKSON BUILDERS.
7. CONSIDERATION OF ALTERNATE MAIN LINE EXTENSION AGREEMENTS FOR BEN & STEVE MCPHERSON
8. DISCUSSION OF ASSET MANAGEMENT PLAN AND DISCUSSION OF POLICIES FOR PREVENTATIVE MAINTENANCE
9. DISCUSSION OF SPECIAL MEETING PROPOSED FOR NOVEMBER 24TH IN ORDER TO CONDUCT BUSINESS AND GO INTO EXECUTIVE SESSION FOR PERSONEL ISSUE.
10. DISCUSSION OF BELLEVILLE WATER PROJECT
 - DISCUSSION OF THE PUBLIC MEETING SCHEDULED FOR NOVEMBER 19TH
 - DISCUSSION OF BELLEVILLE \$54,460.38 DRAWDOWN
11. 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

BOARD MEETING MINUTES November 12th, 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 October 22nd, 2015. The motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- One water tap has been installed since the last board meeting. There is one tap yet to be installed. This gives us thirty four 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 seven sewer taps for 2015.
- Repaired no service line leaks and no main line leaks.
- Completed changing out the mag meters at the plant.
- Turn offs and turn ons.
- Worked on training personnel at meter testing.
- Replaced a meter pit for a customer complaint.
- Located all the lines at Pointe West per request of Marlin Sams
- Ran jetter and camera to locate sewer tap at Paulhurst Plaza

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 November 12th, 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 sludge removal project that was done in house was completed which opened the way for Goff Brothers machine shop to complete the repairs to the rotors.
- The commissioners were also brought up to speed on how the contract is proceeding on the water treatment plant contract. The installation of the flow meters were discussed and that the flow meters were installed and put into operation.

- **CONSIDERATION OF UNIFORM PROGRAM OPTIONS**

The manager discussed possible options with the commissioners about uniform options and the proposal from Aramark who provides the uniforms for the state DOT employees. The discussion involved changing to the Aramark uniforms which will provide a better look and much more safe uniforms. It was discussed that taxes must be withheld for the cost of uniforms as a benefit to the employees. Coveralls were also discussed and that they would have to be purchased rather than rented.

A motion was made by Roger Martin to the Aramark proposal for jackets shirts and pants for uniform rental and to provide the employees with bib overalls with a reflective stripe and a jacket also equipped with a reflective stripe for wear in extreme weather as a purchase item based on the quote provided by Aramark.

- **CONSIDERATION OF RELINQUISHMENT OF UNUSED RIGHT OF WAY ACROSS A LOT PURCHASED BY JACKSON BUILDERS.**

The manager discussed the situation concerning the right-of-way with the builder and his request to relinquish this right-of-way. Jerry Martin felt that the builder should provide the district with an alternate right-of-way in exchange for the one shown on his plat. Jerry Martin made a motion to table this issue until next meeting and Roger Martin seconded the motion, Motion passed unanimously.

- **CONSIDERATION OF ALTERNATE MAIN LINE EXTENSION AGREEMENTS FOR BEN AND STEVE MEPHERSON**

The manager discussed the alternate main line extension agreements to be filled out and negotiated with any developer that intends to extend main lines. Approval by the PSC was discussed and depending on whether SB-234 will exempt the district from PSC approval on alternate main line extensions. An opinion from our attorney will be forthcoming on these agreements.

The board also extended authority to the manager to negotiate these contracts with the developer and the authority to sign them on behalf of

Continuation of Minutes for the November 12th, 2015 meeting of the LPSD
Board of Commissioners

the district.


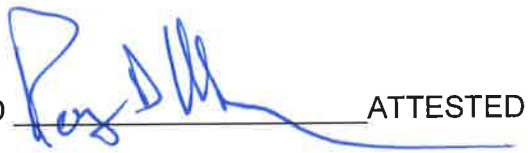
- **DISCUSSION OF THE ASSET MANAGEMENT PLAN.**
The manager discussed the installation of the new server and the anticipated installation of the software on the server. The installation of data into the software and training of employees.
- **DISCUSSION OF SPECIAL MEETING PROPOSED FOR NOVEMBER 24TH IN ORDER TO CONDUCT BUSINESS AND GO INTO EXECUTIVE SESSION FOR PERSONEL ISSUE.**

The exact time and place of the special meeting was discussed and a motion was made by Jerry Martin to have a special meeting on Tuesday, November 24th at 1:00PM, Motion was seconded by Roger Martin and the motion passed unanimously.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**
The Belleville Right-of-Ways were discussed and the first step in securing the completed right-of-ways for the project. The manager discussed preparing a spread sheet listing property owners who we need to secure rights-of-ways from and sending letters, explaining what we are trying to accomplish and inviting them to a public meeting on the 19th, copies of the individual rights-of-ways and copies of the user agreements out to all of the Belleville property owners whose property will be affected by the water main extension.

The meeting was then turned over to Fred Rader who presented the board with drawdown #3 in the amount of \$54,460.38. A motion was made by Jerry Martin and seconded by Roger Martin to approve drawdown #3 Motion passed unanimously.

- **ADJOURNMENT**
Meeting was adjourned at 8:14 PM



 APPROVED  ATTESTED

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES

**Special Board Meeting
November 19th, 2015**

- BUSINESS: Prayer by Jerry Martin. Pledge followed.
- Question and answer session for general questions about the Belleville Project with Belleville Residents.
- MOTION TO ADJURN
It was moved by Jerry Martin and seconded by Roger Martin to adjourn the meeting in order to allow the residents to speak with the engineering team and district personnel and have their individual questions answered as well as allow time for them to sign user agreements and rights-of-ways, Motion carried unanimously.

 APPROVED  ATTESTED

Lubeck Public Service District

POST OFFICE BOX 700
301 OX JOHNSON LANE
WASHINGTON, WEST VIRGINIA 26181
PHONE: (304) 863-3341
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Wednesday, November 18, 2015

SPECIAL BOARD MEETING

Meeting Date

Thursday November 19th, 2015

6:00 P.M.

Old Humphrey School, Belleville WV

AGENDA:

1. Discussion of Belleville Project

CC: Jerry Martin Parkersburg News
Roger Martin Parkersburg Sentinel
John Sines Wood County Commission
Craig Richards WNUS
Tim Miller WTAP
Blaine Myers WXIL
Zack Dobbins

Lubeck Public Service District

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Wednesday, November 18, 2015

SPECIAL BOARD MEETING

Meeting Date

Tuesday November 24th, 2015

1:00 P.M.

Lubeck PSD Offices

REVISED AGENDA:

1. APPROVAL OF SPECIAL BOARD MEETING MINUTES FOR NOVEMBER 19^h & REGULAR BOARD MEETING MINUTES FOR NOVEMBER 12, 2015
2. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
3. DISCUSSION OF RULE 42 SUBMISSION
 - DISCUSSION OF COMPLETION OF WASTE WATER PLANT SLUDGE REMOVAL
 - DISCUSSION OF WATER TREATMENT PLANT AND CONSIDERATION CONTRACT DOCUMENTS
4. DISCUSSION ABOUT THE BELLEVILLE PROJECT
5. GO INTO EXECUTIVE SESSION FOR PERSONEL ISSUE.
6. ADJOURNMENT

CC: Jerry Martin Parkersburg News
Roger Martin Parkersburg Sentinel
John Sines Wood County Commission
Craig Richards WNUS
Tim Miller WTAP
Blaine Myers WXIL
Zack Dobbins

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES

**Special Board Meeting
November 24th, 2015**

Prayer by Jerry Martin. Pledge followed.

- **General Business:**

- **Discussion of the Rule 42 Submission**

The manager brought the board up to speed on the progress of the projects funded by the rule 42 submittal.

The sewer plant project is completed and the water treatment plant project is slated to start in December with one of the filters and the remaining filters will be completed in January and February of next year.

- **Discussion about the Belleville Project**



There was a general consensus that the meeting held in Belleville was very successful and the number of easements and user agreements were discussed.

- **Executive Session**

A motion was made by Jerry Martin to go into executive session to discuss personnel issues and the motion was seconded by Roger Martin. Motion passed unanimously.

A motion was made by Jerry Martin to come out of executive session and seconded by Roger Martin. Motion carried unanimously. No action was taken.

- **Adjournment**

 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 5th, 2015

Meeting Date
December 10th 12, 2015
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR NOVEMBER 12th AND THE SPECIAL BOARD MEETING MINUTES FOR NOVEMBER 19th AND NOVEMBER 24th, 2015
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF RULE 42 SUBMISSION
5. REPORT OF NEW UNIFORM PROGRAM.
6. CONSIDERATION OF RELINQUISHMENT OF AN UNUSED RIGHT OF WAY ACROSS A LOT PURCHASED BY JACKSON BUILDERS.
7. DISCUSSION OF ASSET MANAGEMENT PLAN AND DISCUSSION OF POLICIES FOR PREVENTATIVE MAINTENANCE
8. DISCUSSION OF SPECIAL MEETING PROPOSED FOR DECEMBER 29th IN ORDER TO CONDUCT BUSINESS
9. DISCUSSION OF BELLEVILLE WATER PROJECT
 - PROGRESS OF SECURING RIGHT OF WAYS AND USER AGREEMENTS
 - DISCUSSION OF SERVING CUSTOMERS ON THE SOUTHERN MOST PORTION OF THE PROJECT ACROSS THE RR TRACKS
10. 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

BOARD MEETING MINUTES December 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 November 12th, 2015 and the special board meeting minutes for the 19th & the 24th of November. The motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- One water tap has been installed since the last board meeting. There are three taps yet to be installed. This gives us thirty five 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 seven sewer taps for 2015.
- Repaired seven service line leaks and one main line leak.
- Turn offs and turn ons.
- Worked on training personnel at meter testing.
- Replaced three meter pits due to traffic damage.
- Worked on backflow prevention program
- Boil Water Advisory for Lost Pavement area.

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 December 10th, 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 commissioners were brought up to speed on how the contract is proceeding on the water treatment plant. The contractor delayed the start of the project until January.

- **UPDATE OF UNIFORM PROGRAM.**

The manager updated the board about the coats and overalls that were ordered and the status of them. They have come in and went back out to have the reflective strips applied to them.

- **CONSIDERATION OF RELINQUISHMENT OF UNUSED RIGHT OF WAY ACROSS A LOT PURCHASED BY JACKSON BUILDERS.**

The manager discussed the situation concerning the right-of-way with the builder and his request to relinquish this right-of-way. The manager explained that the right-of-ways had not been completed by meeting time and that consideration of this issue needed to be tabled. Motion to table was made by Jerry Martin and seconded by Roger Martin. Motion to table was unanimous.

- **DISCUSSION OF THE ASSET MANAGEMENT PLAN.**

The manager discussed that the asset management plan is currently installed on the server and the beginning portions have begun and that some of the first steps to implement the backflow program have begun.

- **DISCUSSION OF SPECIAL MEETING PROPOSED FOR DECEMBER 29TH IN ORDER TO CONDUCT BUSINESS AND GO INTO EXECUTIVE SESSION FOR PERSONEL ISSUE.**

The exact time and place of the special meeting was discussed and a motion was made by Jerry Martin to have a special meeting on Tuesday, December 29th at 1:00PM. Motion was seconded by Roger Martin and the motion passed unanimously.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

The Belleville Right-of-Ways were discussed and the first step in securing the completed right-of-ways for the project. The manager reported that there were 71 easements recorded.

There was a discussion of serving customers on the southwestern most portion of the project area. There are two customers that are on a small strip of land between the rail road tracks and the river which would be


*Continuation of Minutes for the December 10th, 2015 meeting of the LPSD
Board of Commissioners*

costly to serve. Other options were examined and the general consensus was that if those two houses were specifically indicated in the project area that the district we would need to serve them. It was discussed to approach these customers in order to ask them to sign off that they are declining the service. It was moved to table this issue.

The meeting was then turned over to Fred Rader who presented the board with drawdown #4 in the amount of \$18,125.34. A motion was made by Jerry Martin and seconded by Roger Martin to approve drawdown #4. Motion passed unanimously.

John Sines announced that he would be resigning effective at noon December 11th 2015 and that Roger Martin would be taking over as president for the remainder of his term.

- **ADJOURNMENT**
Meeting was adjourned at 8:05 PM

 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

Sunday December 27, 2015

SPECIAL BOARD MEETING

Meeting Date

Tuesday December 29th, 2015

1:00 P.M.

Lubeck PSD Offices

AGENDA:

1. APPROVAL OF SPECIAL BOARD MEETING MINUTES FOR DECEMBER 10TH.
2. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS.
3. EXECUTIVE SESSION FOR PERSONEL ISSUE.
4. ADJOURNMENT

CC:	Jerry Martin	Parkersburg News
	Roger Martin	Parkersburg Sentinel
	Craig Richards	WNUS
	Tim Miller	WTAP
	Blaine Myers	WXIL
	Zack Dobbins	Wood County Commission

LUBECK PUBLIC SERVICE DISTRICT

BOARD MEETING MINUTES

Special Board Meeting December 29th, 2015

Prayer by Jerry Martin. Pledge followed.

- **General Business:**
- **Approval of Board Meeting Minutes for December 10th**
Jerry Martin made a motion to approve the minutes for the December 10th Board Meeting. The motion was seconded by Roger Martin and the motion passed unanimously.
- **Approval of Bills and Transfers**
Jerry Martin made a motion to approve the payment of the bills and transfers as presented by management. Motion was seconded by Roger Martin and the motion passed unanimously.
- **Executive Session**
A motion was made by Jerry Martin to go into executive session to discuss personnel issues and the motion was seconded by Roger Martin. Motion passed unanimously.
A motion was made by Jerry Martin to come out of executive session and seconded by Roger Martin. Motion carried unanimously. No action was taken.
- **Adjournment**

 APPROVED  ATTESTED