

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 8, 2016

Meeting Date
April 14th, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR MARCH 10TH & MARCH 24TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF EMPLOYEE METER TRAINING & UPCOMING PERFORMANCE APPRAISALS
5. CONSIDERATION OF EQUIPMENT TO BE DECLARED SURPLUS
6. DISCUSSION OF RATE INCREASE
7. DISCUSSION OF BELLEVILLE WATER PROJECT
 - PROGRESS OF SECURING RIGHT-OF-WAYS AND USER AGREEMENTS
8. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	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 14th, 2016

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by Jerry Martin to approve the minutes of March 10th and March 24th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There have been no water taps installed since the last board meeting. There are three to be installed. This gives us six water taps installed for 2016. There was no sewer taps installed since the last meeting and there is one to be installed. This gives the district two sewer taps for 2016.
- Completed work orders, etc.
- Repaired four service line leaks and no main line leaks.
- Turn offs and turn ons.
- Ran the sewer camera to locate two different sewer laterals in two different locations.
- Repaired a sewer line at Clover Lane.
- Continued hydrant flushing program

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by James Eaton and seconded by Jerry 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 April 14th, 2016 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF EMPLOYEE METER TRAINING AND UPCOMING EMPLOYEE EVALUATIONS:**
Field Superintendent, Rocky McConnell, reported that Cody Clevenger, Bryan McPherson and Josh Caplinger passed the required test in order to become certified to test meters on the meter testing bench. The General Manager, Randall Atkinson reported that an employee evaluation program had been established and that those evaluations would proceed as soon as the rate increase was in place and funds would be available to award merit increases based on the evaluations.

- **CONSIDERATION OF EQUIPMENT TO BE DECLAIRED SURPLUS**
Management submitted a list of equipment and vehicles to the board with a recommendation that each piece be declared surplus and offered for sale to the highest bidder.
 1. 1999 Ford F-150, 190,000 miles
 2. 2007 GMC Sonoma 101,000 miles (Broken Frame)
 3. 1992 VAC Truck 48,000 Miles (Rusted out Vac Chamber)
 4. 1996 GMC Sonoma 135,000 miles (Rusted Body)
 5. PC 160 Komatsu Track Excavator 1831 hours (good condition)
 6. Bradco 6LD Backhoe attachment (1996 model, rarely used)
 7. Kubota diesel 4 wheel drive lawn mower (rear-end out)

- **DISCUSSION OF RATE INCREASE**
The manager discussed where the district was in the process of the rate increase proposal and the hope that the County Commission would see fit to move the vote up in order to allow the district to petition the BPH to move forward with advertising the Belleville project to bid.

- **DISCUSSION OF THE BELLEVILLE WATER PROJECT**
The manager reported that there were 167 easements recorded with only a few remaining. The manager also discussed the possibility of extending the Lee Creek portion to close a loop and pick up additional customers as well as eliminate other portions where the demand for water does not exist. To facilitate this change in the project, an engineering agreement addendum would necessarily be required. Craig Richards explained the proposed changes to the engineering agreement and the board voted to have the engineer add the Lee Creek extension as an "add alternate" and

Continuation of Minutes for the April 14th, 2016 meeting of the LPSD Board of Commissioners

have the engineer provide them with an engineering amendment by the next meeting.

- **ADJOURNMENT**
Meeting was adjourned at 8:03 PM

 APPROVED  ATTESTED

Lubeck Public Service District

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PHONE: 304-863-3341
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April 22, 2016

Meeting Date
April 28th, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR APRIL 14TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. CONSIDERATION OF EQUIPMENT TO BE DECLARED SURPLUS
5. DISCUSSION OF RATE INCREASE
6. DISCUSSION OF BELLEVILLE WATER PROJECT
 - PROGRESS OF SECURING RIGHT-OF-WAYS AND USER AGREEMENTS
 - CONSIDERATION OF ENGINEERING AGREEMENT AMENDMENT
7. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	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 28th, 2016

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by Roger Martin to approve the minutes of April 14th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There have been three water taps installed since the last board meeting. There is one tap to be installed. This gives us nine water taps installed for 2016. There was one sewer tap installed since the last meeting and there are none to be installed. This gives the district three sewer taps for 2016.
- Completed work orders, etc.
- Repaired four service line leaks and one main line leak.
- Turn offs and turn ons.
- Replaced a sewer line in Lubeck Hills.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Roger Martin 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.
- **CONSIDERATION OF EQUIPMENT TO BE DECLARED SURPLUS**
Management reviewed a list of equipment and vehicles that was submitted to the board with a recommendation that each piece be declared surplus and offered for sale to the highest bidder.
 1. 1999 Ford F-150, 190,000 miles
 2. 2007 GMC Sonoma 101,000 miles (Broken Frame)

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Continuation of Minutes for the April 28th, 2016 meeting of the LPSD Board of Commissioners

3. 1992 VAC Truck 48,000 Miles (Rusted out Vac Chamber)
4. 1996 GMC Sonoma 135,000 miles (Rusted Body)
5. PC 160 Komatsu Track Excavator 1831 hours (good condition)
6. Bradco 6LD Backhoe attachment (1996 model, rarely used)
7. Kubota diesel 4 wheel drive lawn mower (rear-end out)

The manager discussed the possibility of using a web site called govdeals.com in an effort to increase the number of consumers that would be available to purchase the vehicles and equipment that we have available.

Roger Martin made a motion to declare the above mentioned assets as surplus and put them up for sale. The motion was seconded by James Eaton and the motion carried unanimously.

- **DISCUSSION OF RATE INCREASE**




The manager discussed where the district was in the process of the rate increase proposal and that the County Commission has set a date of May 16th to make a decision. The manager also discussed the 45 day waiting period after the decision has been made and the possibility that the county commission could possibly wave the waiting period.

- **DISCUSSION OF THE BELLEVILLE WATER PROJECT**

The manager reported that most of the easements had been secured and recorded with only a few remaining. The manager also discussed the possibility of extending the Lee Creek portion to close a loop and pick up additional customers as well as eliminate other portions where the demand for water does not exist. To facilitate this change in the project, an engineering agreement addendum would be required. Craig Richards explained the proposed changes to the engineering agreement and Jerry Martin made a motion to adopt the formal amendment to the engineering agreement. James Eaton seconded the motion and the motion passed unanimously.

- **ADJOURNMENT**

Meeting was adjourned at 8:03 PM

 APPROVED    ATTESTED

Lubeck Public Service District

POST OFFICE BOX 700
301 OX JOHNSON LANE
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PHONE: 304-863-3341
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May 9th, 2016

Meeting Date
May 12th, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR APRIL 28th.
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF RATE INCREASE
5. DISCUSSION OF BELLEVILLE WATER PROJECT
6. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	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 12th, 2016

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by Roger Martin to approve the minutes of April 28th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There has been one water tap installed since the last board meeting. There is one tap to be installed. This gives us ten water taps installed for 2016. There were no sewer taps installed since the last meeting and there is one to be installed. This gives the district three sewer taps for 2016.
- Completed work orders, etc.
- Repaired two service line leaks and one main line leak.
- Turn offs and turn ons.
- Repaired black top at one location damaged during a repair.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Roger Martin 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 RATE INCREASE**
A discussion of the rate increase which is on the County Commission agenda for the following Monday May 16th and plans to request that the board waive the 45 day waiting period.
- **DISCUSSION OF THE BELLEVILLE WATER PROJECT**
Jerry Martin reported about the easements and progress on the Lee Creek add alternate. Further discussion and questions about the Belleville Project ensued.

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Continuation of Minutes for the May 12th, 2016 meeting of the LPSD Board of Commissioners

- **ADJOURNMENT**
Meeting was adjourned at 7:29 PM

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PHONE: (304) 863-3341
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Friday, May 13, 2016

SPECIAL BOARD MEETING

Meeting Date

Tuesday, May 17th, 2016

1:00 P.M.

AGENDA:

1. Personnel discussion.

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
May 17th, 2016**

Prayer by Jerry Martin. Pledge followed.

- **DISCUSSION OF PERSONEL ISSUES:**
- **ADJURNMENT**



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Lubeck Public Service District

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May 21, 2016

Meeting Date
May 26th, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR MAY 12TH AND SPECIAL MEETING FOR MAY 17TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. CONSIDERATION OF AUDITING FIRMS
5. CONSIDERATION OF PARITY LETTER TO ISSUE BONDS FOR BELLEVILLE PROJECT
6. DISCUSSION OF BELLEVILLE WATER PROJECT
 - PROGRESS OF SECURING RIGHT-OF-WAYS AND USER AGREEMENTS
7. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	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 26th, 2016

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- It was announced that Randall Atkinson, General Manager, resigned, effective June 9th, 2016.
- A motion was made by Roger Martin and seconded by James Eaton to approve the minutes of May 12th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:


- There has been one water tap installed since the last board meeting. There is one tap to be installed. This gives us eleven water taps installed for 2016. There was one sewer tap installed since the last meeting and there are none to be installed. This gives the district four sewer taps for 2016.
- Completed work orders, etc.
- Repaired one service line leak and no main line leaks.
- Turn offs and turn ons.
- Repaired and raised valve boxes on Marrtown Rd..
- Yard work and blacktop repair.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Roger Martin 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.
- **CONSIDERATION OF AUDITING FIRMS**
A discussion of the Auditing firms was tabled until next board meeting.

Continuation of Minutes for the May 12th, 2016 meeting of the LPSD Board of Commissioners

- **CONSIDERATION OF PARITY LETTER TO ISSUE BONDS FOR BELLEVILLE PROJECT**
- Jerry Martin reported that the parity letter was sent to Samme Gee and it had been forwarded from her office.
- **DISCUSSION OF BELLEVILLE WATER PROJECT**
- Jerry Martin reported about the easements and progress on the Lee Creek add alternate. Further discussion and questions about the Belleville Project ensued.
- **ADJOURNMENT**
Meeting was adjourned at 7:27 PM

 APPROVED  ATTESTED

Lubeck Public Service District

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PHONE: 304-863-3341
FAX: 304-863-3791

June 7, 2016

Meeting Date
June 9th, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR MAY 26TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. CONSIDERATION OF AUDITING FIRMS
5. DISCUSSION OF BELLEVILLE WATER PROJECT
 - PROGRESS OF SECURING RIGHT-OF-WAYS AND USER AGREEMENTS
6. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	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 9th, 2016

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by Roger Martin and seconded by James Eaton to approve the minutes of May 26th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There has been one water tap installed since the last board meeting. There are no taps to be installed. This gives us twelve water taps installed for 2016. There were no sewer taps installed since the last meeting and there are none to be installed. This gives the district four sewer taps for 2016.
- Completed work orders, etc.
- Repaired two service line leaks and one main line leak.
- Turn offs and turn ons.
- Repaired a meter pit
- Yard work and blacktop repair.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Roger Martin 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.
- **CONSIDERATION OF AUDITING FIRMS**
It was decided that the district would use Tetric and Bartlett to do our audit this year. In addition, a contract from Bennett and Dobbins was presented to the board, a motion was made by Roger Martin and seconded by James Eaton to accept the accounting contract from Bennett and Dobbins. Motion carried unanimously.


Continuation of Minutes for the June 9th, 2016 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

Blaine Myers gave an update on the right-of-ways and easements, and noted that there are only six parcels remaining to acquire. He stated that a letter will go out to the remaining land owners regarding the procedures the district would take should they not sign the easements. He also noted that the project was very close to being authorized to advertise for bids. In regard to that, Craig Richards mentioned that they were waiting on the DOH to make a decision regarding the permit. Craig also noted that the final piece needed in place to get authorization from the BPH, is a letter from the DOH saying the plans are approved. Tim Meeks presented the board with a resolution for drawdown #8 in the amount of \$6779.38, which includes \$1654.38 for an invoice from Burgess and Niple, and \$5125.00 for an invoice from CSX for permit fees. A motion was made by Roger Martin and seconded by James Eaton that we accept this resolution. Motion carried unanimously.

- **ADJOURNMENT**

Meeting was adjourned at 7:33 PM

 APPROVED  ATTESTED

Lubeck Public Service District

POST OFFICE BOX 700
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PHONE: (304) 863-3341
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Friday June 10, 2016

SPECIAL BOARD MEETING

Meeting Date

Tuesday June 14th, 2016

7:00 P.M.
Lubeck PSD Offices

AGENDA:

1. DISCUSSION OF FINANCES.
2. EXECUTIVE SESSION FOR PERSONNEL ISSUES.
3. ADJOURNMENT

CC:	Jerry Martin	Parkersburg News
	Roger Martin	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

Special Board Meeting June 14th, 2016

Prayer by James Eaton. Pledge followed.

- **DISCUSSION OF FINANCES**

It was discussed that the rate increase would be made effective in the July billing cycle. This was motioned by Roger Martin and seconded by James Eaton. Motion carried unanimously.

- **DISCUSSION OF PERSONNEL ISSUES:**

Motion by Roger Martin, and seconded by James Eaton that they go into Executive session to discuss personnel issues. Motion carried.

- **ADJOURNMENT**



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ATTESTED

Lubeck Public Service District

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June 17, 2016

Meeting Date
June 23rd, 2016
7:00 P.M.

REVISED AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JUNE 9 AND SPECIAL MEETING MINUTES FOR JUNE 14TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. USDA WATER BOND 1997
5. WATER PLANT CHEMICAL CONTRACT
6. RESOLUTION AUTHORIZING SIGNATURE CARDS
7. DISCUSSION OF BELLEVILLE WATER PROJECT
 - PROGRESS OF SECURING RIGHT-OF-WAYS AND USER AGREEMENTS
8. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Roger Martin	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 23rd, 2016

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by Jerry Martin to approve the minutes of June 9th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- There has been one water tap installed since the last board meeting. There are no taps to be installed. This gives us thirteen water taps installed for 2016. There was one sewer taps installed since the last meeting and there are none to be installed. This gives the district five sewer taps for 2016.
- Completed work orders, etc.
- Repaired two service line leaks and one main line leak.
- Turn offs and turn ons.
- Repaired a meter pit
- Yard work and blacktop repair.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by James Eaton and seconded by Jerry 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.
- **USDA WATER BOND 1997**
Rocky McConnell stated that the water bond has been paid off and the surcharges have been removed.
- **WATER PLANT CHEMICAL CONTRACT**
The district entered into an agreement with CI Thornburg to lock in chemical prices for two years.

This institution is an equal opportunity provider and employer

Continuation of Minutes for the June 23rd, 2016 meeting of the LPSD Board of Commissioners

- **RESOLUTION AUTHORIZING SIGNATURE CARDS**
Samme Gee from the bond council was here with a Resolution to appoint Rocky McConnell, Kelle Cosner, Jerry Martin, and James Eaton as authorized officers for the Project Fund Agreement between Lubeck PSD and BB&T.
- **DISCUSSION OF THE BELLEVILLE PROJECT**
The board was brought up to speed on the securing of right-of-ways, and a pre-bid meeting was set for July 7th 2016 at 10:00am, at the Belleville Community building.
- **ADJOURNMENT**
Meeting was adjourned at 7:35 PM

James A. Eaton APPROVED R. D. M. ATTESTED