

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 7, 2016

Meeting Date
October 13, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR SEPTEMBER 22nd
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF PARKERSBURG UTILITY BOARD AGREEMENT
5. DISCUSSION OF BELLEVILLE WATER PROJECT
 - TAPS
6. WALTER FRAZIER – DISCUSSION OF ASI SOFTWARE
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 October 13, 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 September 22nd as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Two water taps have been installed since the last board meeting. There are four taps to be installed. This gives us thirty water taps installed for 2016. One sewer tap has been installed since the last meeting and there are none to be installed. This gives the district six sewer taps for 2016.
- Completed work orders, etc.
- Repaired 5 service line leaks and no main line leaks.
- Did turn offs and turn ons.
- Fixed yards.
- Worked on the slip at Kenny Weavers
- Moved a customer's meter outside in Tarrytown
- Worked on service vehicles
- Replace a sampling station

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.

Continuation of Minutes for the October 13th, 2016 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF PARKERSBURG UTILITY BOARD AGREEMENT**

The agreement between Lubeck PSD and Parkersburg Utility Board was discussed, the PUB agreed to pay the district 7.5% of what is collected from the customers. Roger Martin made a motion to approve the agreement between Lubeck PSD and Parkersburg Utility Board, James Eaton seconded, motion carried. Pending a signature of the chairman of the board of the PUB, this will go into effect in November 2016.

- **DISCUSSION OF THE BELLEVILLE PROJECT**

Craig Richards discussed the letter he received from the Division of Culture and History regarding the areas of the potential additional water mains, essentially notifying them that a Phase I Archeological Survey must be done on the additional mains before they can give it clearance. The district has an active contract with Horizon Research Consultants to do the previous Phase I Archeological Surveys, all the district would have to do is provide the Regional council with the information, and they would pass it on to Horizon so that the contract could be amended to include these additional areas. Craig stated that he would have the amended contracts ready for the board to sign at the next board meeting.

- **TAPS**

Rocky mentioned that people have been asking about the price of taps for Belleville project. After speaking with Timm Utt and the BPH, Rocky recommended that the district charge \$100 tap fee until the contractors reach the customers property, then the fee would raise to \$500. A motion was made by Roger Martin and seconded by James Eaton to agree to this recommendation, motion carried unanimously.

- **WALTER FRAZIER – DISCUSSION OF ASI SOFTWARE**


Walter Frazier from ASI Software was on hand to discuss with the board a few of the add on services they provide.

- **ADJOURNMENT**

Meeting was adjourned at 7:42 PM



APPROVED



ATTESTED

Lubeck Public Service District

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301 OX JOHNSON LANE
WASHINGTON, WEST VIRGINIA 26181
PHONE: 304-863-3341
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October 21, 2016

Meeting Date
October 27, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR SEPTEMBER 22nd
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF JUANITA LEMONS SEWER
5. NEW PRESSURE WAIVERS
6. GENERATOR MAINTENANCE AGREEMENT
7. DISCUSSION OF BELLEVILLE WATER PROJECT
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 October 27, 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 October 13th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Three water taps have been installed since the last board meeting. There is one tap to be installed. This gives us thirty-three water taps installed for 2016. Zero sewer taps have been installed since the last meeting and there are none to be installed. This gives the district six sewer taps for 2016.
- Completed work orders, etc.
- Repaired 5 service line leaks and 2 main line leaks.
- Did turn offs and turn ons.
- Fixed yards.
- Finished work on the slip at Kenny Weavers
- Cleaned sewer lines in Ros Mar
- Smoke tested in Pahlhurst Plaza

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.

Continuation of Minutes for the October 27th, 2016 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF JUANITA LEMONS SEWER**

During the October 13th meeting, Marlin Sams spoke on behalf of Juanita Lemon about her trailer not being hooked up to the public sewer system. According to Mr. Sams, when the contractor had set the trailer up, it was supposed to be hooked to the public sewer system, but wasn't. He stated that she was being charged sewer fees during this time. Subsequently, when Ms. Lemon moved a different trailer in, it was discovered that the previous trailer hadn't been hooked up to the sewer. Mr. Sams asked the district to reimburse Ms. Lemon the sewer charges for the time she wasn't hooked to the sewer. The board reviewed the laws of the PSC and its stated that its the property owners' responsibility to maintain the hook up to the sewer system, and not the districts. Roger Martin made a motion to reject reimbursement of the sewer charges to Ms. Lemon, James Eaton seconded, motion carried.

- **NEW PRESSURE WAIVERS**

Rocky stated that the district needed to come up with new pressure waivers for Belleville, and other areas in the district. The district needs new high and low pressure waivers, Rocky asked the board to adopt the new waivers so they would be binding. A motion was made by Roger Martin to accept the new pressure waivers, it was seconded by James Eaton, motion carried.

- **GENERATOR MAINTENANCE AGREEMENT**

Rocky brought to the boards attention that there hasn't been any preventative maintenance done to any of the generators for 18 months. He mentioned having an expired quote from Walker for the generators, which stated that the majority of the generators only needed PM1 maintenance but there is one that needs PM3 maintenance. Rocky asked the board to accept the agreement with Walker to do the preventative maintenance on the generators. Roger Martin made the motion, James Eaton seconded, motion carried.

- **DISCUSSION OF THE BELLEVILLE PROJECT**

Rocky let the board know that all of the pipe had been delivered, and then turned it over to Timm Utt from Burgess and Niple. Tim said that they had been reviewing submittals and viewed the pre-construction videos, and they are just waiting on a revised schedule from the contractor. He also noted that they had made some contact with the WV Cultural and History about getting some clarification on the architectural reviews on the extensions, they are hoping to have more info by the next board meeting.

- **ADJOURNMENT**

Meeting was adjourned at 7:10 PM

Continuation of Minutes for the October 27th, 2016 meeting of the LPSD Board
of Commissioners

James D. Edwards APPROVED Jerry Martin ATTESTED

Lubeck Public Service District

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November 4, 2016

Meeting Date
November 10, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR OCTOBER 27TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF PROPOSED SPECIAL MEETINGS FOR NOVEMBER 29TH AND DECEMBER 22ND IN ORDER TO CONDUCT BUSINESS
5. DISCUSSION OF PROPOSED MEETING DATES FOR 2017
6. DISCUSSION OF BELLEVILLE WATER PROJECT
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 November 10, 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 October 27th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- One water tap has been installed since the last board meeting. There are two taps to be installed. This gives us thirty-four water taps installed for 2016. No sewer taps have been installed since the last meeting and there are none to be installed. This gives the district six sewer taps for 2016.
- Completed work orders, etc.
- Repaired 3 service line leaks and 0 main line leaks.
- Did turn offs and turn ons.
- Fixed yards.
- Replaced hydrant nozzles
- Cleaned shop

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 November 10th, 2016 meeting of the LPSD
Board of Commissioners*

- **DISCUSSION OF PROPOSED SPECIAL MEETINGS FOR NOVEMBER 29TH AND DECEMBER 22ND IN ORDER TO CONDUCT BUSINESS**

The board discussed having special meetings on November 29th and December 22nd. The board agreed to have the meeting in November at 10:30 to conduct district business and pay bills. James Eaton made a motion to set the dates for the upcoming special meetings, Jerry Martin seconded, motion carried.

- **DISCUSSION OF PROPOSED MEETING DATES FOR 2017**

James Eaton made a motion to accept the proposed meeting dates for 2017, Jerry Martin seconded, motion carried.

- **DISCUSSION OF THE BELLEVILLE PROJECT**

Rocky let the board know that he and John Tennant had begun locating taps for the Belleville Project, and a few other things. He stated that the project sign wasn't up yet, but all the pipe had been delivered. Tim Meeks from the Regional Council presented the board with Drawdown #2 for the amount of \$646,198.03, which includes, \$26543.87 to Burgess & Niple for engineering services, a \$610,493.98, construction invoice from Stonegate Construction for materials, \$960.00 for Myer's Law Office (reimbursement to Lubeck PSD), and \$8200.18 to Regional Council for administrative services. James Eaton made a motion to accept Drawdown #2, Jerry Martin seconded, motion carried. Timm Utt from Burgess & Niple was also on hand to discuss what Carolyn Kinder from the WV Division of Culture and History said about the proposed extensions. The areas of Little/Lower Pond Creek, Elk Run, and Oak Valley will need to have the Phase I archeological study done. He added that they would generate the field sheets for Eli Locust to get idea of what studies will be needed for this area. Jerry Martin raised a question about a change order, Timm stated that there were a few issues, Stephanie wanted to see a draft of the change order, paperwork is needed to update the wage rates, but noted that there was no change to the rates, there are a couple issues with pay items, there was a misprint on a specification for the 2" flush hydrants, they were being rated at 250 psi but are actually rated at 150 psi, so they found a different ABK hydrant to match the 250 psi rating, which will incur and additional cost. He stated that there would also be a change in the directional wires used for directional drilling, which would be an additional cost. Tim Meeks also stated that there would be an addendum to the archeology agreement to cover the additional Phase I work that is required.

Continuation of Minutes for the November 10th, 2016 meeting of the LPSD
Board of Commissioners

- **ADJOURNMENT**
Meeting was adjourned at 7:15 PM

James M. K. APPROVED James D. Eto ATTESTED

Lubeck Public Service District

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November 18, 2016

Meeting Date
November 29, 2016
10:30 A.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR NOVEMBER 10TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION ABOUT PURCHASING NEW HANDHELDS
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 November 29, 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 November 10th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Rocky reported that things had been pretty slow due to the holidays.

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.
- **DISCUSSION ABOUT PURCHASING NEW HANDHELDS**
Rocky stated that the meters that will be installed in Belleville will be an update to the ones that Lubeck currently uses and in order to be able to collect the data from them, the district will have to have new handheld readers. Rocky got a quote from HD Supply for the new handheld readers for meter reading. The handheld by itself is \$7,600.00, it also has an RF transmitter, for \$3,100.00. James Eaton made a motion to accept the quote from HD Supply, Jerry Martin seconded, motion carried.
- **DISCUSSION OF THE BELLEVILLE PROJECT**
Discussion for the Belleville project was put on hold until the next board meeting. It was noted that Stonegate was supposed to start construction on December 5th, and a progress meeting would be on the 8th.
- **ADJOURNMENT**
Meeting was adjourned at 10:41 AM

Continuation of Minutes for the November 29th, 2016 meeting of the LPSD
Board of Commissioners

Jimmy Mack APPROVED James D. Ector ATTESTED

Lubeck Public Service District

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December 2, 2016

Meeting Date
December 8, 2016
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR NOVEMBER 29TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
5. 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 December 8, 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 November 29th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Three water taps have been installed since the last board meeting. There are zero taps to be installed. This gives us thirty-seven water taps installed for 2016. No sewer taps have been installed since the last meeting and there are none to be installed. This gives the district six sewer taps for 2016.
- Completed work orders, etc.
- Repaired 2 service line leaks and 1 main line leak.
- Did turn offs and turn ons.
- Located a tap for a customer on Ambritt Dr.
- Worked on Hydrants
- The ASI server in the office crashed on Monday, Stuart Frazier came down and supplied the district with a loaner server, and restored the info from a back-up tape to the loaner so that the district could continue to operate. Walter Frazier came down to present the board with a proposal for a new server. The proposal included new licenses for the software, and a new server. The board mentioned that they couldn't make any decisions on the proposal until they could review it and speak to Roger Martin about it.

Continuation of Minutes for the December 8th, 2016 meeting of the LPSD
Board of Commissioners

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.

- **DISCUSSION OF BELLEVILLE PROJECT**

Rocky stated that work has begun in Belleville. Stonegate has been working on completing the bore jobs on Rt. 68 and Robinhood Rd., Timm Utt from Burgess & Niple presented the board with a proposal for a change order which takes care of adjustments on line locations on Pond Creek near Wanda Flinn, also updating of additional cost for customers added since the bidding, basically just clean up the quantities to rectify where the documents stand to date. He stated that they needed to get a draft over to Stephanie Hickerson and just needed the board to review and give their blessing, because there will be dollars that will be utilized of contingency within the project. Once approval is given by the BPH, then the board would be able to sign off on the change order.

- **ADJOURNMENT**

Meeting was adjourned at 7:43 PM

 APPROVED  ATTESTED

Lubeck Public Service District

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301 OX JOHNSON LANE
WASHINGTON, WEST VIRGINIA 26181
PHONE: 304-863-3341
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December 16, 2016

Meeting Date
December 22, 2016
6:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR DECEMBER 8TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
5. 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 December 22, 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 December 8th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Two water taps have been installed since the last board meeting. There is one tap to be installed. This gives us forty water taps installed for 2016. One sewer tap has been installed since the last meeting and there is one to be installed. This gives the district seven sewer taps for 2016.
- Completed work orders, etc.
- Repaired 1 service line leak and 1 main line leak.
- Did turn offs and turn ons.
- Cleaned up mess from 8" main line leak.
- Worked on preventative maintenance on water mains

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.
- **DISCUSSION OF BELLEVILLE PROJECT**
Timm Utt was on hand to discuss change order #1. Motion was made by James Eaton, and seconded by Jerry Martin to approve, motion carried.

Continuation of Minutes for the December 22nd, 2016 meeting of the LPSD
Board of Commissioners

- **ADJOURNMENT**
Meeting was adjourned at 6:23 PM

Jerry Martin APPROVED Roy D. Martin ATTESTED