

Lubeck Public Service District

POST OFFICE BOX 700
301 OX JOHNSON LANE
WASHINGTON, WEST VIRGINIA 26181
PHONE: 304-863-3341
FAX: 304-863-3791

March 29, 2017

Meeting Date
April 13, 2017
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR MARCH 23rd
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 April 13, 2017

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by Dave Lawson and seconded by Jerry Martin to approve the minutes of March 23rd as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- One water tap has been installed since the last board meeting. There are five taps to be installed. This gives us a total of seven water taps installed for 2017. Zero sewer taps have been installed since the last meeting and there are three to be installed. This gives the district one sewer tap for 2017.
- Completed work orders, etc.
- Repaired 0 service line leaks and 0 main line leaks.
- Did turn offs and turn-ons.
- Finished repairing the digester at the sewer plant
- Ran sewer camera in Somerville for a customer
- Repaired main line sewer back up in Crystal Springs

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Dave Lawson 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 13th, 2017 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF BELLEVILLE PROJECT**

First item discussed was a resolution for Drawdown #6, which includes invoices from; Burgess & Niple, \$19,747.79, for engineering services, Stonegate Construction, \$353,157.54, for pay application #5, CSX, \$6225.00 for permit fee, and Mid-Ohio Valley Regional Council, \$3654.39 for administrative services, the total of the four invoices and the amount of funds being requested from the BPH is \$382,784.72. Dave Lawson made a motion to accept the resolution, Jerry Martin seconded. Motion passed. Rocky stated that there was an addendum to increase Blaine Myers legal services agreement, by an amount not to exceed \$7000.00, due to the added legal work required for the additional main line extensions on Oak Valley Road, Pond Creek Road, and Lower Pond Creek Road, plus the expenses accrued from the complaint filed with the Public Service Commission, and finally some added legal work on the original scope. Dave Lawson motioned to accept this addendum, Jerry Martin seconded. Motion carried. Timm Utt was on hand to discuss an upcoming change order for a pending CSX agreement for taking the water line down River Lane, he stated that we had received approval of the agreement, the total cost associated with the CSX agreement is \$7175.00. Timm stated that he guessed we were between 55% and 60% done, and that the contractor is laying approximately 1500 to 1600 feet of pipe a day. Dave Lawson motioned that we accept change order for the CSX agreement, Jerry Martin seconded. Motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 7:24 PM

James D. East APPROVED David H. Lawson ATTESTED

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April 21, 2017

Meeting Date
April 27, 2017
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR MARCH 23rd
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. BUDGETS
5. DISCUSSION OF BELLEVILLE WATER PROJECT
6. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Dave Lawson	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 27, 2017

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by Dave Lawson to approve the minutes of April 23rd as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Seven water taps have been installed since the last board meeting. There is one tap to be installed. This gives us a total of fourteen water taps installed for 2017. Two sewer taps have been installed since the last meeting and there is one to be installed. This gives the district three sewer taps for 2017.
- Completed work orders, etc.
- Repaired 1 service line leak and 1 main line leak.
- Did turn offs and turn-ons.
- Worked on yards
- Cleaned service vehicles

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by James Eaton and seconded by Dave Lawson that all bills be approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.
- **BUDGETS**
The board was presented with copies of the 2018 Fiscal Budget for their approval. Dave Lawson made a motion to approve the budget, James Eaton seconded, motion carried.

Continuation of Minutes for the April 27th, 2017 meeting of the LPSD Board of Commissioners

- **DISCUSSION OF BELLEVILLE PROJECT**

Rocky stated that the contractor is continuing to make progress on getting the pipe in the ground, and setting taps. He also stated that customers have begun to come in to sign up for service and have meters set on the sections that have been loaded up and tested. Timm Utt added that the contractors have about 4000 to 5000 feet of line left to lay on South Pleasant Hill Road, and they have started on Pond Creek Road. Utt mentioned that the hope is to have all the pipe laid out by mid-May.

- **ADJOURNMENT**

Meeting was adjourned at 7:08 PM

 APPROVED  ATTESTED

Lubeck Public Service District

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May 3, 2017

Special Meeting Date

May 5, 2017

12:00 P.M.

AGENDA:

1. CHANGE ORDER #2 – BELLEVILLE
2. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Dave Lawson	Parkersburg Sentinel
	James Eaton	Wood County Commission
	Craig Richards	WNUS
	Elizabeth Green	WTAP
	Blaine Myers	WXIL
	Zack Dobbins	

LUBECK PUBLIC SERVICE DISTRICT

SPECIAL BOARD MEETING MINUTES May 5, 2017

Prayer by James Eaton. Pledge followed.

- **CHANGE ORDER #2 - BELLEVILLE:**

Timm Utt was on hand to present the board with change order #2, he stated that after the first change order there were 164 additional customers, with this change order adding 7 more customers, the total is now 171. Timm said all the new customers that are being added will have a pressure reducing valve, so their pressure can be regulated at the meter. He stated that with this change order there are no additional items that are being asked for, they are just increasing or decreasing quantities. Change order #2 will add a cost of \$68,122.60, which brings the new contract price to \$2,764,330.40, he stated that it looked like these dollars would be coming out of the contingency. James Eaton made a motion to accept Change Order #2, Dave Lawson seconded, motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 12:36 PM

 APPROVED  ATTESTED

Lubeck Public Service District

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May 4, 2017

Meeting Date

May 9, 2017

7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR APRIL 27TH AND SPECIAL MEETING MINUTES FOR MAY 5TH
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
	Dave Lawson	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 9, 2017

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by Dave Lawson to approve the minutes of April 27th and May 5th 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 a total of fifteen water taps installed for 2017. No sewer taps have been installed since the last meeting and there are two to be installed. This gives the district three sewer taps for 2017.
- Completed work orders, etc.
- Repaired 0 service line leaks and 1 main line leak.
- Worked on yards
- Worked on a sewer leak in Somerville

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by James Eaton and seconded by Dave Lawson 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**
Tim Meeks from Regional Council presented the board with a Resolution for Drawdown #7, which includes the following invoices; Burgess & Niple for engineering, \$50,456.37, Stonegate Construction, for pay application #6, \$467,773.71, reimbursement from Myers Law Office to Lubeck PSD for legal services, \$3,246.20 and Mid-Ohio Regional Council for administrative costs, \$2,142.54. The total of the invoices and the amount

Continuation of Minutes for the May 9th, 2017 meeting of the LPSD Board of Commissioners

of project funds being requested from the Bureau of Public Health is \$523,608.82. Dave Lawson made a motion to approve the resolution, James Eaton seconded, motion carried. Timm Utt also presented the board with change order #2 which was discussed at the last board meeting. The total amount of the change order is \$68,122.60, which brings the contract amount to \$2,764,330.40, and the contractor requested an additional 7 days for completion. That moves the substantial completion date from July 7th to July 14th and the final completion date from August 7th to August 14th. He added that there was a work change directive #2, which was discussed after the progress meeting on Thursday, Adam Cooper, of the WVDOH stated that the DOH jurisdiction ends after the intersection at Electric Ave. and Belleville Dr., so they asked us to change the diagonal crossing to perpendicular crossing to meet with their requirements, which will add \$777.00 to the project. He also added that the contractor requested a reduction in retainage from 10% to 6%, which is in accordance due to them being an out of state contractor, so Timm stated he'd present it to the board. James Eaton made a motion to accept both the WCD #2 and the retainage reduction, Dave Lawson seconded, motions carried.

- **ADJOURNMENT**

Meeting was adjourned at 7:30 PM

David H. Lawson APPROVED Jimmy Mark ATTESTED

Lubeck Public Service District

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May 19, 2017

Meeting Date

May 25, 2017

7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR MAY 9TH
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
	Dave Lawson	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 25, 2017

Prayer by Dave Lawson. Pledge followed.

GENERAL BUSINESS:

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

DISCUSSION OF DISTRICT HAPPENINGS:

- Five water taps have been installed since the last board meeting. There are no taps to be installed. This gives us a total of twenty water taps installed for 2017. One sewer tap has been installed since the last meeting and there is one to be installed. This gives the district four sewer taps for 2017.
- Completed work orders, etc.
- Repaired 1 service line leak and 0 main line leaks.
- Worked on yards
- Installed air releases on Pleasant Home Ridge Rd. and Eli Locust Rd.

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by Dave Lawson 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 the contractor had finished laying all the line on the project, and all that's left to do is meter settings, and clean up at this point. Timm Utt presented the board with a modification for change order #2 for their consideration. This change order was for additional work on River Lane, where 500 ft. of 2" line was added on South Pleasant Hill Rd. A progress meeting was held at the beginning of May, Utt stated that discussions were that the contractor thought they could work with the unit

Continuation of Minutes for the May 25th, 2017 meeting of the LPSD Board of Commissioners

cost that they had, but the contractor requested an increase in unit cost for, 6" DR14, 6" restraint joint, 6" directional drill and 2" SDR21. Also included is the additional claim that the contractor had for the directional drill that was added on Rt.68, where it was felt there was a slip, it was anticipated the work would take a day, but ended up taking four days to complete. Pending an approval from Stephanie Hickerson from the BPH, the final dollar amount for change order #2 will be \$96,138.60, he commented that approval may not be until the following week. Dave Lawson made a motion to accept the revised change order #2, Jerry Martin seconded, motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 7:37 PM

James D Eator APPROVED David H Lawson ATTESTED

Lubeck Public Service District

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PHONE: 304-863-3341
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June 5, 2017

Meeting Date

June 8, 2017

7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR MAY 25TH
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
	Dave Lawson	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 8, 2017

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by James Eaton and seconded by Dave Lawson to approve the minutes of May 25th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Zero water taps have been installed since the last board meeting. There is one tap to be installed. This gives us a total of twenty water taps installed for 2017. No sewer taps have been installed since the last meeting and there are none to be installed. This gives the district four sewer taps for 2017.
- Completed work orders, etc.
- Repaired 3 service line leaks and 0 main line leaks.
- Worked on yards
- Moved a meter outside in Tarrytowne

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by James Eaton and seconded by Dave Lawson 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 things are wrapping up in Belleville, and they have the final walk through on June 22nd. Tim Meeks presented the board with Drawdown #8 which includes the following invoices; Burgess and Niple, \$73,446.35 for engineering services, Stonegate Construction, \$546,035.97 for construction costs, and Mid-Ohio Regional Council, \$2,707.62 for administrative costs, the total of the invoices and the total amount of project funds being requested from the BPH is \$622,189.94.

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Continuation of Minutes for the June 8th, 2017 meeting of the LPSD Board of Commissioners

James Eaton made a motion to approve Drawdown #8, Dave Lawson seconded. Motion carried. The board had previously approved change order #2 at the meeting on May 25th, pending approval by Stephanie Hickerson, she approved, so the board signed off on change order #2. Tim Utt reiterated to the board about the final walk through being on June 22nd, and talked about some odds and ends that need done, to make sure the BPH is pleased so they can generate the punch list. He also said that there still needs to be some seeding done, and they're trying to coordinate with the DOT for some paving concerns, plus he let the board know about a pay item for gravel, berm replacement, the quantity that was put into the project was a rough estimate, and as it turns out more was needed. Timm also told the board that CSX got back with the contractor and approved June 20th as the date for the bore underneath the railroad tracks, so if the contractor needed to do any work on either side of the tracks, they could do it during the week of the 19th. He stated that they are hopeful that as of the 22nd, all the pipe would be in the ground.

- **ADJOURNMENT**

Meeting was adjourned at 7:36 PM

David H. Lawson APPROVED James D 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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June 16, 2017

Meeting Date
June 22, 2017
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JUNE 8TH
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF SEWER RATE INCREASE
5. PERSONNEL DISCUSSION
6. DISCUSSION OF BELLEVILLE WATER PROJECT
7. ADJOURNMENT

Cc:	Jerry Martin	Parkersburg News
	Dave Lawson	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 22, 2017

Prayer by James Eaton. Pledge followed.

GENERAL BUSINESS:

- A motion was made by Dave Lawson and seconded by James Eaton to approve the minutes of June 8th as sent out. Motion carried unanimously.

DISCUSSION OF DISTRICT HAPPENINGS:

- Zero water taps have been installed since the last board meeting. There are three taps to be installed. This gives us a total of twenty water taps installed for 2017. No sewer taps have been installed since the last meeting and there are two to be installed. This gives the district four sewer taps for 2017.
- Completed work orders, etc.
- Repaired 0 service line leaks and 0 main line leaks.
- Worked on yards
- Cleaned shop
- Set meters in Belleville

GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**
Moved by James Eaton and seconded by Dave Lawson 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 SEWER RATE INCREASE**
Zack Dobbins was on hand to talk to the commissioners about a proposed sewer rate increase to fund an operation and maintenance reserve due to SB234. He added that the sewer department was also in need of GPS equipment, generators at the Walnut Grove lift station and Oak Acres lift station, a new service vehicle, and hiring a couple entry level service employees to perform preventative maintenance. The board gave him the

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Continuation of Minutes for the June 22nd, 2017 meeting of the LPSD Board of Commissioners

ok to go ahead and work up the figures and present it to them in the near future.

- **PERSONNEL DISCUSSION**

James Eaton made a motion to go into executive session to discuss personnel issues, Dave Lawson seconded, motion carried. The board, managers, and Zack Dobbins entered into executive session to discuss employee evaluations and raises, upon returning to the conference room, James Eaton made a motion to end the executive session, Dave Lawson seconded, motion carried, executive session ended. Dave Lawson made a motion to accept the raised pay rates of the employees as proposed, James Eaton seconded, motion carried.

- **DISCUSSION OF BELLEVILLE PROJECT**

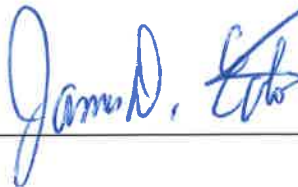
Timm Utt discussed what was happening with the Belleville project, he noted that the last progress meeting was held earlier in the day and that the contractor estimated that they were about 99% complete. The contractor still has to lay the waterline on River Lane from the CSX crossing to the 2" line at the old hog barn, but the vast majority of the pipe is in the ground. Timm then let the board know, that notification was received by the Division of Culture and History that a Phase I archeological study would be required for Oak Valley, Little and Lower Pond Creek and Eli Locust Road. He asked the board for approval to solicit a quote from Horizon research to do these studies. Dave Lawson made a motion to allow Burgess and Niple to solicit a quote for the phase I archeological study from Horizon Research, James Eaton seconded, motion carried. Timm added that the contractor anticipates that all cleanup work and the removal of equipment from the service yard should be completed by the end of the month. He said that by the next board meeting all loose ends should be tied up and they will have another change order to present the board.

- **ADJOURNMENT**

Meeting was adjourned at 7:55 PM



APPROVED



ATTESTED