

# Lubeck Public Service District

---

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

January 6, 2017

**Meeting Date**  
**January 12, 2017**  
6:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR DECEMBER 22<sup>nd</sup>
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 January 12, 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 December 22<sup>nd</sup> as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- One water tap has been installed since the last board meeting. There are zero taps to be installed. This gives us a total of forty-one 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 0 service line leaks and 0 main line leaks.
- Did turn offs and turn ons.
- Cleaned sewer line in Ros Mar, and put RootX in the line.
- Cleaned Thioguard out of the East Pump Station
- Ran the sewer camera to locate a tap for a customer on Larkmead.

### 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 BELLEVILLE PROJECT**  
Rocky noted that Stonegate did not work during the week due to weather conditions, he then turned the discussion over to Tim Meeks from Regional Council and Timm Utt from Burgess and Niple. Tim reiterated

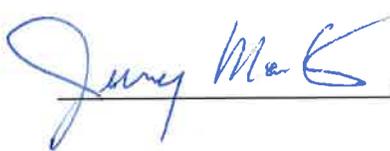
This institution is an equal opportunity provider and employer

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

that the construction was halted due the inclement weather, and added that based on the progress meeting Stonegate was looking to add more crews to the help with the project. He stated that the directional drills should be getting done, and that they should be able to begin feeding water, testing areas and disinfecting areas, and mentioning there had been a slight delay due to the leak that drained the Larkmead tank, and issues with the well field pumps. He presented the board with Pay Estimate #2 for Stonegate which is included with the Resolution for Drawdown #3 that Tim Meeks presented the board. That Resolution totaled \$112,683.56, which includes the following amounts; Burgess and Niple, \$17,019.93, Stonegate Construction, \$90,782.13, and Mid-Ohio Valley Regional Council, \$4,881.50. A motion was made by Roger Martin to accept the Resolution, James Eaton seconded, motion carried.

- **ADJOURNMENT**

Meeting was adjourned at 7:12 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

January 20, 2017

**Meeting Date**  
**January 26, 2017**  
7:00 P.M.

AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JANUARY 12<sup>th</sup>
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 January 26, 2017

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 January 26<sup>th</sup> as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- No water taps have been installed since the last board meeting. There are zero taps to be installed. This gives us a total of zero water taps installed for 2017. No sewer taps have been installed since the last meeting and there is one to be installed. This gives the district zero sewer taps for 2017.
- Completed work orders, etc.
- Repaired 1 service line leak and 0 main line leaks.
- Did turn offs and turn ons.
- Replaced wood on equipment trailer.
- In the process of rebuilding the altitude valve at the River Hill tank site.
- In the process of building shelves in the 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.
- **DISCUSSION OF BELLEVILLE PROJECT**  
There hasn't been any progress made on the Belleville project due to poor weather conditions. Timm Utt mentioned that at the last progress meeting, Stonegate was asked to do some temporary seeding and mulching, and

*Continuation of Minutes for the January 26th, 2016 meeting of the LPSD Board  
of Commissioners*

he noted that they had done that, and the DOH seemed pleased with the outcome. Timm also said that the contractors would be making a decision on Sunday as to whether they will be working next week and that there would be another progress meeting next Thursday.

- **ADJOURNMENT**

Meeting was adjourned at 7:06 PM

James D. Tate APPROVED Jerry Mack 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

February 2, 2017

**Meeting Date**  
**February 9, 2017**  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR JANUARY 26<sup>th</sup>
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 February 9, 2017

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 January 26<sup>th</sup> as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- No water taps have been installed since the last board meeting. There are four taps to be installed. This gives us a total of zero 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 one sewer tap for 2017.
- Completed work orders, etc.
- Repaired 1 service line leak and 1 main line leak.
- Did turn offs and turn-ons.
- Finished building shelves in the shop.
- Finished up work on the equipment trailer.
- Rebuilt altitude valve on River Hill.
- Located valves for Asset Management 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.
- **DISCUSSION OF BELLEVILLE PROJECT**  
Blaine Myers discussed the filing of a formal complaint to the PSC by Percy Staats, which relates to the Belleville project. Mr. Staats alleges that

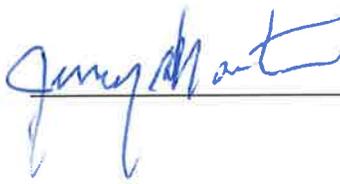
This institution is an equal opportunity provider and employer

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

water was going to be made available to him during the early planning stages of the Belleville waterline extension. Blaine mentioned that a question was posed later, as to whether the District was obligated to extend service to Mr. Staats due to his property being on the other side of the train tracks from the public road and the location of our right-of-way. Mr. Myers concluded under the PSC rules, that the District was not obligated to extend service at our sole expense to property that does not abut the right-of-way, he also added, just to serve Mr. Staats, it would cost an estimated additional \$31,000. According to Mr. Myers there is another complaint that we haven't received formal notice of, that deals with a similar situation as Mr. Staats, and if the district is forced to extend service to these areas, it could impact the two or three add-ons that have a number of customers each, which could be served with leftover funds. Tim Meeks from the Mid-Ohio Valley Regional Council presented the board with a Resolution for Construction Drawdown #4 which includes the following invoices; Burgess and Niple, \$25,025.91, for engineering services, Stonegate Construction, \$52,604.28, Mid-Ohio Valley Regional Council, \$2,506.91, the total of the invoices and the amount of funds being requested from the BPH are \$80,137.10. James Eaton made a motion to accept the resolution, Jerry Martin seconded, motion carried.

• **ADJOURNMENT**

Meeting was adjourned at 7:18 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

February 17, 2017

**Meeting Date**  
**February 23, 2017**  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR FEBRUARY 9<sup>th</sup>
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. COMPILED FINANCIAL STATEMENTS AND AUDIT
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 February 23, 2017

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 February 23<sup>rd</sup> as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- Five water taps have been installed since the last board meeting. There are zero taps to be installed. This gives us a total of five 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 one sewer tap for 2017.
- Completed work orders, etc.
- Repaired 2 service line leaks and 1 main line leak.
- Did turn offs and turn-ons.
- Replaced a hydrant in Bethel
- Repaired lights on utility trailer

### 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.
- **COMPILED FINANCIAL STATEMENTS AND AUDIT**  
Audit and financial statements were given to the board for their perusal, Rocky stated that the auditors said there were no significant findings.

*Continuation of Minutes for the February 23rd, 2017 meeting of the LPSD  
Board of Commissioners*

- **DISCUSSION OF BELLEVILLE PROJECT**

Rocky stated he and John Tennant had gone down to the project site earlier in the day and the contractor informed them that they have laid over 17,000 feet of 6" pipe, and 3,000 feet of 2" pipe, in the last two weeks. He also stated that they are working on putting grading back, and seeding, plus laying down straw.

- **ADJOURNMENT**

Meeting was adjourned at 7:04 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

March 3, 2017

**Meeting Date**  
**March 9, 2017**  
7:00 P.M.

**AGENDA:**

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR FEBRUARY 23<sup>rd</sup>
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 March 9, 2017

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 9<sup>th</sup> as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- One water tap has been installed since the last board meeting. There are zero taps to be installed. This gives us a total of six water taps installed for 2017. Zero sewer taps have been installed since the last meeting and there is one to be installed. This gives the district one sewer tap for 2017.
- Completed work orders, etc.
- Repaired 1 service line leak and 2 main line leaks.
- Did turn offs and turn-ons.
- Replaced a hydrant in Bethel again
- Repaired another utility trailer

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Jerry Martin started the meeting off by saying that Roger Martin had submitted his resignation as a board member of Lubeck PSD due to health reasons, and noted that the district was in search of a new commissioner.  
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**  
Tim Meeks from the Mid-Ohio Valley Regional Council presented the board with a resolution for Construction Drawdown #5. The invoices included in this resolution are as follows; Burgess & Niple, \$10,680.84 for

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

engineering services, Stonegate Construction, \$240,746.17 for construction costs, and Mid-Ohio Regional Council, 1,745.74 the total of the invoices and the total amount of project funds being requested from the BPH is \$253,172.75. James Eaton made a motion to accept the resolution, Jerry Martin seconded. Motion carried.

Timm Utt from Burgess & Niple was also on hand to discuss some of the things going on down in Belleville noting that the month of February gave us some pretty good weather and the contractors were able to put approx. 20,000 feet of line in the ground plus an additional 16,000 feet during a couple more weeks of good weather.

- **ADJOURNMENT**

Meeting was adjourned at 7:05 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

March 17, 2017

**Meeting Date**  
**March 23, 2017**  
7:00 P.M.

## AGENDA:

1. APPROVAL OF REGULAR BOARD MEETING MINUTES FOR MARCH 9<sup>th</sup>
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. CARSEY LOGGING RIVER HILL TANK
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 March 23, 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 March 23<sup>rd</sup> as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- Zero water taps have been installed since the last board meeting. There are zero taps to be installed. This gives us a total of six water taps installed for 2017. Zero sewer taps have been installed since the last meeting and there is one 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.
- Worked on cleaning out and repairing the digester at the sewer plant

### 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.
- **CARSEY LOGGING RIVER HILL TANK**  
Rocky let the board know that he has spoken to Carsey Logging about them wanting right of ways in and out of our River Hill tank site to log the two farms beside it. He asked the board for a motion to give them an ingress and regress right of way, plus let them select cut some trees that could jeopardize our tank site. James Eaton made a motion to accept this proposal, Dave Lawson seconded. Motion carried.

*Continuation of Minutes for the March 23rd, 2017 meeting of the LPSD Board of Commissioners*

- **DISCUSSION OF BELLEVILLE PROJECT**

Rocky stated that the contractor was able to get a full week of work in this week and added that they have gotten quite a bit of pipe in the ground. He also stated that they are loading, testing and flushing the pipe that has been put in the ground so far. It was also noted that there have been minimal complaints.

- **ADJOURNMENT**

Meeting was adjourned at 7:44 PM

James D. Lutz APPROVED David H. Lawson ATTESTED