

# 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 5, 2019

**Meeting Date**

**April 11, 2019**

1:00 P.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR MARCH 28<sup>TH</sup>
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
5. SEWER GENERATOR
6. DISCUSSION OF POLICY BOOK
7. NEXT MEETING: APRIL 25<sup>TH</sup> AT 1:00 P.M.
8. 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 11, 2019

Prayer by Dave Lawson. Pledge followed.

### GENERAL BUSINESS:

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

### DISCUSSION OF DISTRICT HAPPENINGS:

- There has been 1 water tap installed since the last Board meeting. There is 1 tap to be installed. This gives us a total of 5 water taps for 2019. The District has installed 0 sewer taps since the last Board meeting. There is 1 to be installed. This gives us a total of 1 sewer tap for 2019.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 1 service line leak and 0 main line leaks.
- Exercised valves
- Started mowing
- Repaired yards
- Repaired concrete
- Repaired sewer line in Walnut Grove
- Staying inhouse for mowing, guys will rotate from month to month
- Pull behind finishing mower purchased for the Mahindra tractor

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by David Lawson and seconded by James Eaton that all bills be

This institution is an equal opportunity provider and employer

Continuation of Minutes for the April 11, 2018 meeting of the LPSD Board of Commissioners

approved as reviewed by management and the Board, in addition to all fund transfers as presented. The motion carried unanimously.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

We are at Phase 3 out of 5 for the CSX portal. Rocky also went down and got the right-of-way's for Gary Moon and Joann Heck. Still waiting on those to come back from the courthouse. Quentin and Cody did some concrete work around the automatic flushing stations. Made troughs to keep erosion down. Steve Smith fixed the slip again for Mr. Townsend at no cost. We put up a silk fence and let him know that we've done all that we can do. Mr. Townsend will be responsible for this from here forward.

- **SEWER GENERATORS**

The subcontractor showed up last Friday to start work. The second bucket in the ground hit an 8-inch sewer line that we were unaware of. We repaired it quickly. In the same bucket he found six power wires that had no power running to them. It appears that they were to the old packaging plant. The pad is dug out and the footers are in.

- **DISCUSSION OF POLICY BOOK**

We reviewed the policy book and sent it to Blaine. Blaine made some changes and one removal. The Board is going to review it and will vote for approval at the next meeting.

**NEXT MEETING**

April 25, 2019 at 1:00 P.M.

**ADJOURNMENT**

Meeting was adjourned at 1:16 P.M.

 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

April 19, 2019

**Meeting Date**

**April 25, 2019**

1:00 P.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR APRIL 11<sup>TH</sup>
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
5. SEWER GENERATOR
6. APPROVAL OF POLICY BOOK
7. NEXT MEETING: MAY 9<sup>TH</sup> AT 1:00 P.M.
8. 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 25, 2019

Prayer by Dave Lawson. Pledge followed.

### GENERAL BUSINESS:

- A motion was made by Dave Lawson and seconded by James Eaton to approve the minutes of April 11th as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- There has been 1 water tap installed since the last Board meeting. There are 4 taps to be installed. This gives us a total of 6 water taps for 2019. The District has installed 0 sewer taps since the last Board meeting. There is 0 to be installed. This gives us a total of 1 sewer tap for 2019.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 4 service line leaks and 0 main line leaks.
- Blow off on Oakland Gardens
- Mowing
- Checked the slips up at Pointe West Byway

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by David Lawson 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 WATER PROJECT**  
Tim Utt emailed Rocky last Friday with the approval of the Staats crossing. Still awaiting approval for Heck.
- **SEWER GENERATORS**  
They have poured the pad at Walnut Grove. The form boxes are set down at Oak Acres. Haven't heard about the arrival of the generators yet.

*Continuation of Minutes for the April 25, 2018 meeting of the LPSD Board of Commissioners*

- **APPROVAL OF POLICY BOOK**

Moved by James Eaton and seconded by David Lawson to approve the updated policy book.

**NEXT MEETING**

May 9, 2019 at 1:00 P.M.

**ADJOURNMENT**

Meeting was adjourned at 1:08 P.M.

Jerry Martin APPROVED James D. Eaton 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

May 3, 2019

**Meeting Date**

**May 9, 2019**

1:00 P.M.

**AGENDA:**

1. APPROVAL OF BOARD MEETING MINUTES FOR APRIL 25<sup>TH</sup>
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
5. SEWER GENERATOR
6. SOURCE WATER PROTECTION PLAN
7. NEXT MEETING: MAY 23<sup>RD</sup> AT 1:00 P.M.
8. 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, 2019

Prayer by Dave Lawson. Pledge followed.

### GENERAL BUSINESS:

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

### DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 2 water taps installed since the last Board meeting. There are 4 taps to be installed. This gives us a total of 8 water taps for 2019. The District has installed 0 sewer taps since the last Board meeting. There is 0 to be installed. This gives us a total of 1 sewer tap for 2019.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 0 service line leaks and 0 main line leaks.
- Located a sewer line for a customer in Lake Washington Club
- Started flushing hydrants
- Continuing to mark and exercise valves

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by David Lawson 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 WATER PROJECT**  
Tim Utt called with approval for Staats crossing but we still haven't heard about Hecks'. There have been 3 new taps for Belleville this week.



Continuation of Minutes for the May 9, 2018 meeting of the LPSD Board of Commissioners

- **SEWER GENERATORS**

The pads have been poured at both sites. Gas lines are in, just waiting on the taps to be set and the meters installed. The generators should be coming soon. The concrete pads were poured thick so they've been waiting on those to cure. Transfer switches have been installed. McHenry's will be in soon to run conduit and wiring.

- **SOURCE WATER PROTECTION PLAN**

Alex Keenan from Potesta spoke to the board about Source Water Protection Plan. There will be an initiation meeting for the plan on May 23<sup>rd</sup> at 2:00 P.M., following the regularly scheduled board meeting.

**NEXT MEETING**

May 23, 2019 at 1:00 P.M.

**ADJOURNMENT**

Meeting was adjourned at 1:50 P.M.

David H. Jensen APPROVED Jamie E. Gatz 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

May 17, 2019

**Meeting Date**  
**May 23, 2019**  
1:00 P.M.

## AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR MAY 9<sup>TH</sup>
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
5. SEWER GENERATOR
6. PUBLIC COMMENT
7. NEXT MEETING: JUNE 13<sup>TH</sup> AT 1:00 P.M.
8. 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 23, 2019

Prayer by Dave Lawson. Pledge followed.

### GENERAL BUSINESS:

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

### DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 3 water taps installed since the last Board meeting. There are 2 taps to be installed. This gives us a total of 11 water taps for 2019. The District has installed 1 sewer tap since the last Board meeting. There is 0 to be installed. This gives us a total of 2 sewer taps for 2019.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 2 service line leaks and 1 main line leak.
- Dye tested sewer for a customer on Dupont Rd.
- Finished flushing hydrants

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by David Lawson 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 WATER PROJECT**  
Still waiting on CSX for approval for Heck crossing. There have been a few more signups for service.
- **SEWER GENERATORS**  
Gas company finally got the Miss Utility tickets called in. They are supposed to have their contractors in as soon as possible to install the taps. Generators are being delivered.

Continuation of Minutes for the May 23, 2018 meeting of the LPSD Board of Commissioners

- **PUBLIC COMMENT**



No Comment

**NEXT MEETING**

June 13, 2019 at 1:00 P.M.

**ADJOURNMENT**

Meeting was adjourned at 1:11 P.M.

 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

June 7, 2019

**Meeting Date**

**June 13, 2019**

1:00 P.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR MAY 23<sup>rd</sup>
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
5. SEWER GENERATOR
6. REVIEWING THE SWIMMING POOL POLICY
7. PUBLIC COMMENT
8. NEXT MEETING: JUNE 27<sup>TH</sup> AT 1:00 P.M.
9. 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 13, 2019

Prayer by Dave Lawson. Pledge followed.

### GENERAL BUSINESS:

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

### DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 0 water taps installed since the last Board meeting. There are 3 taps to be installed. This gives us a total of 11 water taps for 2019. The District has installed 0 sewer taps since the last Board meeting. There is 0 to be installed. This gives us a total of 2 sewer taps for 2019.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 5 service line leaks and 1 main line leak.
- Replaced meter pit in Chateau Hills.
- Cleaned sand filter
- Worked on yards
- Replaced magmeter at the well field
- Mowed sites
- A motion was made by James Eaton and seconded by David Lawson to accept Laynes quote to repair wells A (\$15,600.00) and E (\$14,900.00). Motion passed unanimously.

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by James Eaton and seconded by David Lawson that all bills be approved as reviewed by management and the Board, in addition to all

This institution is an equal opportunity provider and employer

*Continuation of Minutes for the June 13, 2018 meeting of the LPSD Board of Commissioners*

fund transfers as presented. The motion carried unanimously.

- **DISCUSSION OF BELLEVILLE WATER PROJECT**

Timm Utt received the amended contract for Heck but is still waiting on the one for Staats.

A motion was made by James Eaton and seconded by Jerry Martin to sign the amended contracts for Heck and Staats. Motion passed with David Lawson abstaining.

- **SEWER GENERATORS**

One sewer generator on site and the other is to be delivered at the end of the month.

- **REVIEWING THE SWIMMING POOL POLICY**

Policy stays the same.

- **PUBLIC COMMENT**

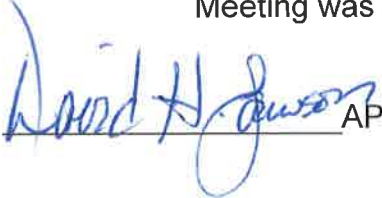

No comments to record

**NEXT MEETING**

June 27, 2019 at 1:00 P.M.

**ADJOURNMENT**

Meeting was adjourned at 1:49 P.M.

 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

June 21, 2019

**Meeting Date**  
**June 27, 2019**  
1:00 P.M.

AGENDA:

1. APPROVAL OF BOARD MEETING MINUTES FOR JUNE 13<sup>TH</sup>
2. DISCUSSION OF DISTRICT HAPPENINGS
3. APPROVAL OF PAYMENT OF BILLS AND TRANSFERS
4. DISCUSSION OF BELLEVILLE WATER PROJECT
5. SEWER GENERATOR
6. EMPLOYEE PAY RAISES
7. PUBLIC COMMENT
8. NEXT MEETING: JULY 11<sup>TH</sup> AT 1:00 P.M.
9. 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 27, 2019

Prayer by Dave Lawson. Pledge followed.

### GENERAL BUSINESS:

- A motion was made by Dave Lawson and seconded by James Eaton to approve the minutes of June 13th as sent out. Motion carried unanimously.

### DISCUSSION OF DISTRICT HAPPENINGS:

- There have been 2 water taps installed since the last Board meeting. There is 1 tap to be installed. This gives us a total of 13 water taps for 2019. The District has installed 0 sewer taps since the last Board meeting. There is 0 to be installed. This gives us a total of 2 sewer taps for 2019.
- Completed work orders, set meters, etc.
- Turn on/Turn offs.
- Repaired 2 service line leaks and 0 main line leaks.
- Cut down a tree for communication at River Hill Tank.
- Rebuilt the deck on the Cronkite trailer.
- Worked on East Pump Station.

### GENERAL BUSINESS:

- **APPROVAL OF BILLS AND TRANSFERS:**  
Moved by James Eaton and seconded by David 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 WATER PROJECT**  
Nothing to report

*Continuation of Minutes for the June 27, 2018 meeting of the LPSD Board of Commissioners*

- **SEWER GENERATORS**

Mike Zoller has sent an invoice in to get paid for the work he has done so far. Generator is on site at Oak Acres. During start up CPU failed. Waiting on a new CPU. Everything is on site at Walnut Grove except generator. Still waiting for it to be shipped from the factory.

- **EMPLOYEE PAY RAISES**

James Eaton made a motion to go into executive session to discuss employee pay raises, David Lawson seconded, motion carried. The board and Rocky entered into executive session to discuss employee evaluations and raises, upon returning to the conference room, David Lawson made a motion to end the executive session, James Eaton 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.

- **PUBLIC COMMENT**

No comments to record

**NEXT MEETING**

July 11, 2019 at 1:00 P.M.

**ADJOURNMENT**

Meeting was adjourned at 1:52 P.M.

 APPROVED  ATTESTED