

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A regular meeting of the Buckhannon Water Board was held at City Hall on Thursday, 11 May, 2017 at 4:00 p.m.

David McCauley	Mayor	Present
Susan Aloï	City Recorder	Present
Robbie Skinner	Board Member	Present
David Thomas	Board Member	Present
Don Nestor	Board Member	Absent
Kelly Arnold	Water Works Superintendent	Present
Jerry Arnold	Director of Public Works	Present
Jay Hollen	City Engineer	Present
Matt Saldanha	WVWC Intern	Present

Mike Johnson and Randy Blankenship from Chapman Technical Group were in attendance.

Meeting Agenda Posted 05.08.17

***City of Buckhannon Water Board – 4:00pm in Council Chambers
Meeting Agenda for Thursday May 11, 2017***

- A. **Call to Order**
 - A.1 **Moment of Silence**
 - A.2 **Pledge to the Flag of the United States of America**
- B. **Recognized Guests**
 - B.1 **Chapman Technical Group (D.1 , D.2 & D.3 Update)**
- C. **Finance Report**
 - C.1 **Financial Statement April 2017 (Amby)**
 - C.2 **Water Budget fy 2017-18**
- D. **Department Reports**
 - D.1 **WTP Phase 1 Project Report (Jay/CTG)**
 - D.2 **SCADA Project Report (Jay/Kelly/CTG)**
 - D.3 **Victoria Hill Tank Project (Jay/CTG)**
 - D.4 **Water Dept. Report (Kelly)**
 - D.5 **SWP Early Warning Monitoring System (Jay)**
 - D.6 **ACP Pipeline**
 - D.7 **CSX – Waterline Repair Project (Jay)**
 - D.8 **Enterprise (Vehicle leasing)**
- E. **Correspondence**
 - E.1 **Compac Backhoe**
 - E.2 **Shawn Flanigan**
 - E.3 **Violation Letter/WVBPH – SOC’s Sampling (waiting to hear from Charleston)**
 - E.4 **Letters of Agreement between Wiest, Shillingburg & COB Re: Mount Vista Drive**
- F. **Consent Agenda**
 - F.1 **Approval of Minutes – April 13, 2017**
- G. **Strategic Issues for discussion and vote**
 - G.1 **Rescind Water Department Management Guidelines**
 - G.2 **Approval of Tom Landis to be associated with Water Dept Re: WVWARN & WV Rural Water**
- H. **Board Members Comments and Announcements**
- I. **Mayor’s Comments and Announcements**
- J. **Adjournment**

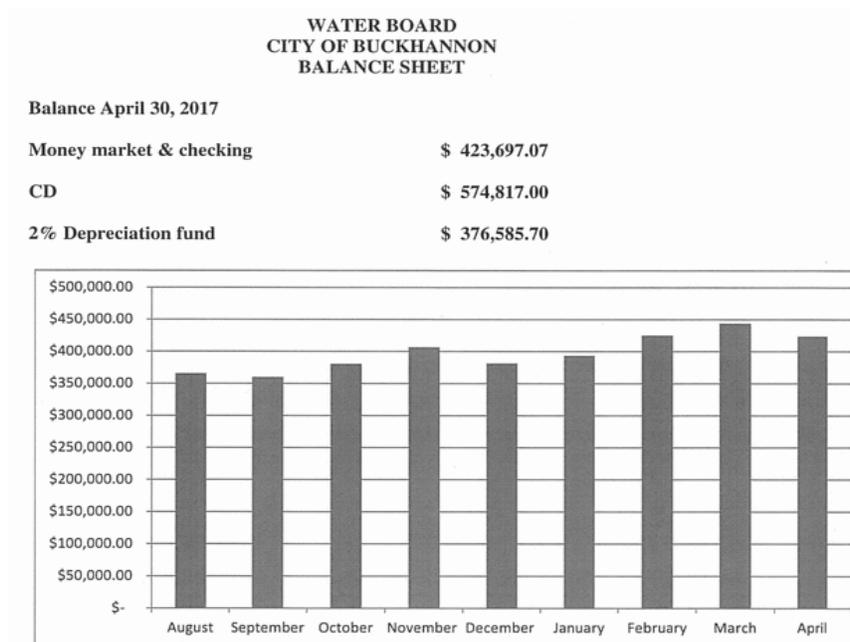
Next Meeting June 8, 2017 in Council Chambers

POSTED 05-08-17

Call to Order – Mayor McCauley called the meeting to order at 4:13pm, and noted that a quorum was present. This was followed by a moment of silence and the Pledge to the Flag of the United States of America.

Financial Report –

Amby Jenkins shared the Water Board's balance sheet for April 2017 and the revenue & expense report for April 2017. She noted that revenues exceeded expenses by \$11,000. **Motion Skinner/Thomas to accept financial report; motion passed unanimously.**



Money Market and Checking Six Month Trend

Note: Bond Payments will begin March 2017 \$22751.66 per mth.

Ms. Jenkins also shared the proposed budget for 2017-18. **Motion Skinner/Thomas to approve Water Board budget for 2017-18.** Mr. Thomas asked whether Ms. Jenkins had included sufficient budget for health insurance, and she indicated that she had. **Motion passed unanimously.**

WATER	UTILITY BILLINGS	BUDGET 2017-18	2017-18 proposed
		ESTIMATED BALANCE ON HAND	432,500
-400	350-000-00	RESIDENTIAL SALES	820,000
-400	350-000-01	COMMERCIAL/INDUSTRIAL SALES	540,000
-400	350-000-03	PRIVATE FIRE PROTECTION	15,000
-400	360-000-00	MT HOPE WATER (MASTER METER)	115,000
-400	360-000-01	HODGESVILLE PSD (MASTER METER)	180,000
-400	360-000-02	ELKINS ROAD PSD (MASTER METER)	110,000
-400	360-000-03	ADRIAN PSD (MASTER METER)	170,000
-400	366-000-01	STATE GRANTS	50,000
	368-100	Contributions Not Rule 5.5	2,000
-400	370-000-01	LATE CHARGES	18,000
-400	370-000-03	CUSTOMER BILL (BANK FEES)	2,000
-400	380-000-00	INTEREST INCOME	1,000
-400	399-000-00	MISC. NONOPERATING INCOME	10,000
		TOTAL REVENUES	2,033,000
		TOTAL WITH EST. BAL ON HAND	2,465,500
-400	601-211-00	UTILITIES - ELEC,GAS,PHONE	17,000
-400	601-342-00	MAINTENANCE RIVER INTAKE&PUMP	2,000
-400	601-346-00	WATERSHED MANAGEMENT	0
-400	601-347-00	MAINTENANCE DAM	5,000
-400	642-103-00	WATER PUMPERS SALARIES	227,120
-400	642-104-00	FICA TAX	17,400
-400	642-105-00	HEALTH INSURANCE	56,000
-400	642-106-00	RETIREMENT	25,000
-400	642-211-00	UTILITIES - ELEC, GAS, PHONE	113,000
-400	642-221-00	TRAINING & CONTINUED EDUCATION	4,500
-400	642-226-00	UNEMPLOYMENT/COMPENSATION	9,400
-400	642-341-00	OFFICE EXPENSE	3,000
-400	642-342-00	MAINT TREATMENT PLANT BLDG	3,500
-400	642-343-00	VEHICLE MAINTENANCE	1,750
-400	642-343-01	FUEL	3,500
-400	642-344-00	GENERAL EQUIPMENT MAINTENANCE	2,000
-400	642-345-00	UNIFORMS PERSONAL SAFETY EQUIP	3,500
-400	642-346-00	MAINT TREATMENT PLANT EQUIP	13,000
-400	642-347-00	PLANT LAB MAINT & SUPPLIES	20,000
-400	642-348-00	CHEMICAL COSTS	145,000
-400	642-349-00	COMPLIANCE MONITORING	15,000
-400	642-350-00	TELEMETRY COSTS	15,000
-400	642-399-00	PLANT MISCELLANEOUS	3,000

-400 660-103-00	T & D LINE CREW SALARIES	259,000
-400 660-104-00	FICA TAX	20,000
-400 660-105-00	HEALTH INSURANCE	90,600
-400 660-106-00	RETIREMENT	28,500
-400 660-211-00	UTILITIES - ELEC,GAS,PHONE	27,000
-400 660-221-00	TRAINING & CONTINUED EDUCATION	1,700
-400 660-226-00	UNEMPLOYMENT/COMPENSATION	9,200
-400 660-341-00	OFFICE EXPENSE	3,500
-400 660-342-00	MAINTENANCE GARAGE BLDG	3,000
-400 660-343-00	VEHICLE MAINTENANCE	3,000
-400 660-343-01	FUEL	10,000
-400 660-344-00	GENERAL EQUIPMENT MAINTENANCE	17,000
-400 660-345-00	UNIFORMS-PERSONAL SAFETY EQUIP	6,500
-400 660-347-00	BOOSTER PUMP BLDG EQUIP MAINT	10,000
-400 660-348-00	DISTRIBUTION TANK MAINTENANCE	15,000
-400 660-350-00	LINE MAINT PERMITS (DOH)	500
-400 660-351-00	COMPLIANCE MONITORING	5,000
-400 660-352-00	NEW SERVICES, UPGRADE MATERIAL	75,000
-400 660-353-00	MAPPING & LINE LOCATING EXP	2,000
-400 660-354-00	FIRE SERVICE MATERIALS	500
-400 660-999-00	TRAN DISTRIB MISCELLANEOUS	1,000
-400 920-101-00	AD & GE SALARIES BOARD	26,335
-400 920-103-00	AD & GE OFFICE SALARIES	123,000
-400 920-104-00	FICA TAX	11,500
-400 920-105-00	HEALTH INSURANCE	72,000
-400 920-106-00	RETIREMENT	17,100
-400 920-211-00	UTILITIES - ELEC,GAS,PHONE	1,600
-400 920-221-00	TRAINING & CONTINUED EDUCATION	2,500
-400 920-226-00	WRKER COMP/UNEMPL/LIAB/VEH INS	34,000
-400 920-341-00	MATERIALS & SUPPLIES EXPENSE	25,000
-400 920-348-00	MAINTENANCE & RENT-OFFICES	10,950
-400 920-349-00	AUDITING EXPENSE	2,000
-400 920-350-00	LEGAL EXPENSE	37,000
-400 920-351-00	ENGINEERING EXPENSE	5,000
-400 920-352-00	PROPERTY INSURNACE	8,100
-400 920-353-00	PSC ASSESSMENTS	6,200
-400 920-459-00	CAPITAL OUTLAY COMPUTER	5,000
-400 920-999-00	ADM BOARD-BILLING MISC	37,500
400 970-221-000-00	BOND A	269,784
400 970-221-000-01	BOND A Interest	3,240
999-140-00	ISLAND AVE 6	92,500
-400 999-190-00	VARIOUS OTHER PROJECTS	15,000
-400 999-619-00	VALVES TO REPLACE	20,000
-400 999-627-00	GPS & LAPTOP	4,500
-400 999-672-00	LEAK DETECTION EQUIPMENT	30,000
-400 999-675-00	BOOM TRUCK RENTAL/Sludge	1,500
400 999-681-01	ADRIAN HODGESVILLE SCADA	12,500
400 999-683-00	SECURITY FENCING PER TANKS	12,500
	REBUILD ALTITUDE AND PRV	5,000
400 999-682-01	MASTER METERS COLLEGE	30,000
400 999-682-03	EXTRA PUMPS FOR PUMP STATIONS	10,000
400 999-682-04	SERVICE TRUCKS	32,000
400 999-682-06	CAPSTONE REPAIR WTP BLDGS	27,500
400 999-	EWMS Grant Expense(early warning monit	87,500
400 999-682-07	ROOFING SEAM REPAIR	10,000
	REPLACE FLAT METER LIDS	12,500
400 999-682-08	CAD Software License	1,000
400 999-682-09	TANK MIXERS TENNERTON TANK	10,000
	CLOW TANK BIO FILM REMOVAL	3,750
400 999-682-10	N. BUCKHANNON TANK CAGE	7,500
400 999-682-11	LAWN TRACTOR	12,095
400 999-682-12	DEER CREEK O'NEIL LINE	20,000
400 999-692	BACKHOE	17,676
	TOTAL EXPENDITURES	2,465,500
	REVENUE OVER/(UNDER) EXPENDITURES	0

Recognized Guests:

1. Chapman Technical Group-

- **SCADA** – Mike Chapman explained that it looks like the contractor will need to make one additional trip back to deal with a scaling issue with the Adrian meter. Mayor McCauley asked whether the current scale reading is what determines the bill to Adrian PSC. Kelly Arnold explained that it is not, but the scaling issue does still need to be corrected.
- **WTP Phase 1 Project Report** – Randy Blankenship explained that the contractor had installed coating material on part of the interior and the leak has slowed significantly. The

next area needs to be treated; Mayor McCauley reported that he had discussed this with Jay Hollen, who expects that the work can be completed by the end of June. Mike Chapman explained that he will execute a change order to cover the additional expense for the second installation.

- **Victoria Hill Tank** – Mike Chapman reported that the project officially published for bid yesterday, and the deadline for bids is May 31, 2017. This will allow a week to review bids and submit a proposal for approval at the June 8, 2017 Water Board meeting. Mr. Thomas asked if many contractors were expected to bid on the contract. Mr. Chapman explained that this is such a specialized project that there are probably only two contractors qualified for the project. Mr. McCauley asked how long after the June 8 meeting it would be before work could begin. Mr. Chapman explained that the contract could probably begin July 1, with 120 calendar days to complete the work. The tank should be in use by the end of 2017.

-**Response letter to Wiests and Shillingburgs for access to Mount Vista Drive** – Jay Hollen described the meeting with the home owners about the project. Following the meeting, the Joe and Jeanie Wiest sent a letter dated April 17. In response, Jerry Arnold requested a summary of the site meeting and a formal letter of agreement to the Wiests and Shillingburgs. The Wiests sent a response letter, dated May 10, expressing some concerns about the new project. There has been no response yet from the Shillingburgs. Jay Hollen will draft a response to the Wiests' letter.

Department Report: Kelly Arnold: (he consolidated both Line and Water into one report)

CITY OF BUCKHANNON WATER DEPARTMENT

Monthly Report for April, 2017

- Hi Service pump/motor.
- All compliance monitoring samples collected and took to lab.
- Cleaned Basins
- Work resumed on sand blasting and coating basins.
- New Services-2
- Renewed services-1
- 2 day class at Water Department on meters and flow testing. Total of 12 hours CEH's
- New panel and pumps ordered for Airport Booster.
- High School pool filled while we were running at full capacity.
- Valve Box repair Victoria St.
- Worker on roadway and tree removal at Victoria Hill tank site.
- Grass mowing.
- Generators run at Tennerton Booster and Plant.
- Residential meters changed -72
- Residential meters tested - 0
- Commercial meters changed -0
- Commercial meters tested - 0
- Commercial meters repaired -0
- Public Service District meters tested -1
- All meters were read in system
- Off & On Reports / Customer complaints answered.--188
- Non-Payments - 12
- Back-flow/cross-conn. surveys – Commercial surveys 0, 0 requests for survey were mailed; 0, letters requesting test results mailed; 7 test results received;
- Maintenance equipment.
- Water hauled from Plant 24070 gallons.
- Water Produced 64,979,500 gallon for month, 2,165,983 daily.

**CITY OF BUCKHANNON WATER PLANT
Buckhannon, WV**

MONTHLY CHEMICAL COSTS						
Month:		Apr-17				
		<u>Y-T-D</u>				
Million Gallons treated:		65			562.17	
Total chemical treatment cost:		8463.106			112903.345	
Cost per 1,000 Gallons:		0.13020163			0.20083488	
Cost per Million Gallons:		130.201631			200.83488	
			Amount	MONTHLY		
<u>Chemical</u>	<u>Cost</u>	<u>Per Unit</u>	<u>Used</u>	<u>Cost</u>	<u>Per Unit</u>	<u>Y-T-D</u>
		gal		0	gal	0
SmartPhos	\$ 14.16	gal			gal	329.928
Carbon	\$1.04	lb		0.00	lb	6323.20
Chlorine	\$0.24	lb	1230.4	295.30	lb	3750.05
Del-pac	\$3.67	gal	10557	3798.45	gal	51221.48
Fluoride	\$0.55	lb	794	436.70	lb	4204.75
KmnO4	\$3.02	lb	211	637.22	lb	9156.64
Lime	\$0.14	lb	1070	151.94	lb	1633
Soda Ash	\$0.31	lb	7350	2278.5	lb	27497.00
Sodium Bicarb		ml.		0.00	lb	0.00
Sodium-Hex	\$1.73	lb	500	865	lb	8787.3
		gal		0	gal	0
				\$8,463.11		\$112,903.34

SWP Early Warning Monitoring System - Jay Hollen explained that they were considering two different systems and a decision needs to be made, soon, on one or the other. Grant funding will reimburse the City for part of the costs, but all costs must be initially paid up-front.

ACP Pipeline - Jay Hollen received correspondence from ACP this week regarding several issues. A meeting has been scheduled for June 8 to further discuss which company will be responsible for which improvement.

CSX waterline repair project - Jay Hollen announced that the DOH revised permit has arrived and will be sent off to CSX. He expects approval for the revised CSX permit within a couple of weeks.

Enterprise Vehicle Leasing - Jerry Arnold reported that the contract has been signed and some vehicles have been ordered. Mr. Arnold expects delivery of the first vehicles in about eight week.

Correspondence

- 1. Compac Backhoe letter returned 12/6/16, served by BPD on 1/3/17.** Still no response from Compac. City Attorney, Tom O'Neill, has been asked to file a complaint with Magistrate Court.
- 2. Evunbreath Road - Scott & Melissa Lampinen property** - The Lampinens' contractor, Shawn Flanigan, contractor broke the main water line and caused a gas leak when repairing the bank. The DOH repaired the slip, at no cost to the City or property owner. Jay Hollen recently visited the property and the road slip has gotten worse since the repair. The assumption is that DOH will remain responsible for repair work.

3. Violation Letter/WVBPH – Synthetic Organic Compounds (SOCs) – WV Board of Public Health sent letter indicating that reports on SOC were not submitted between 1/1/2014 and 12/31/2016. Jerry Myers reported that the missing data have been submitted and Water Dept. is waiting for a response. The rescind request is still in process. Waiting for folks in Charleston to respond.

4. Letter of April 17 from Joe and Jeanie Wiest; City’s Letter of Agreement of April 26; and Wiests’ May 10 letter of response.

Jay:

Thank you for convening the meeting this past Wednesday afternoon to discuss the plans for the proposed new water tank on the city property that adjoins the property that our home sets on. This email sets out our thoughts in response.

There is presently a one-million gallon water tank on the city property. That project was accomplished about forty years ago with the goal of replacing a 500,000 gallon water tank. The original tank was closer to our home and had caused safety concerns for both our predecessors and ourselves. At that time, the City graciously allowed my wife, Jeanie, and I to take a part in finding a siting position so as to be aesthetically pleasing from our yard and to give us a sense of safety and comfort.

About fifteen years after that time, Jeanie and I had become the owners of a large piece of land on the hill. A coordinated effort between the City, ourselves, and another family with property on the hill led to the development of the main access road that serves most of the homes on the hill today, and serves as the City Water Dept. access road.

That backdrop may help to explain our perspective today. In our meeting this week, I pointed out our concerns about the newly proposed 1.2 million gallon tank, which would occupy most of the property that the originally proposed one-million gallon tank would have occupied some forty years ago - plus much of the position of the 500,000 gallon tank that was torn down. It was a big surprise to see such a big water tank footprint be proposed now because, in our conversations about a year ago, you had stated that the new water tank need only have a capacity of about 275,000 gallons. That size of tank would serve as an emergency water storage and could be built lower to the ground to have less chance of rupturing. Contingent on understanding certain design details, we were comfortable with the general details of that proposal.

The explanation for the nearly quadruple change in the presently proposed new water tank is that the City may want to consolidate several water tanks around town, particularly in the St. Joseph's Hospital area. Our concerns that we voiced were that such a large water tank would once again threaten the safety of my wife and me, the value of our home, and the confidence of people in the future who may want to consider buying our home. We have lived on the top of the hill and next to the City water tank property for 42 years now and have enjoyed the quiet, pristine nature-filled environment for all of this time. We look forward to remaining here for many more years. This is where our family and grandchildren come to visit us and play in our nearly five wooded acres, and the character of this land means a lot to our enjoyment of life.

However, you were most considerate and a good listener who responded that you would like to look for solutions. We do feel the same way – that we would like to preserve our way of life up here on the hill but would like to see you reach your goals and needs at the same time. We shall wait to receive your

preliminary solution proposals in writing. We will read them carefully over several days, and will then submit counter-proposals to you if we see a need.

In terms of timing, please bear in mind that the College, and therefore my work, is entering into the last two weeks of the year. This means that there will be an avalanche of senior research projects that will need careful supervision so that they will come to a successful conclusion, many oral and written student reports due, final end-of-year testing to be administered, many tall stacks of papers to be graded, and several hundred students will need to be cleared for graduation. These demands are particularly great in my area because of the large numbers of engineering students and other advanced quantitative and scientifically-based upper level undergraduate students that I will need to focus on. So, two weeks will finish the spring semester, and a third week will finish the final exams, the grading, and the graduation of the seniors. Then, life will return to a normal routine. Sometime after that point, we will be able to consider your proposal with the care that it will require.

I mention the above details of my schedule because your supervisor, Jerry Arnold, referred to wanting to rush the putting of documents together, and getting them signed. You will also have your schedule to work through, and my schedule will be very tight for the three weeks, ending on that first full weekend in May, which is graduation weekend. Everything that we go through with you will need to be carefully read and thought through, and we will need to come to good decisions for all involved.

Jerry mentioned the test drive of a garbage truck up our private drive to check to see that there is plenty of room for a bigger truck to drive that road. That is a test that can be easily done, and we would welcome that when you are ready. Jeanie has just reminded me that the truck did do its test drive today and looked to do fine. However, the permission for any other large trucks needed for excavation, bringing building materials for the proposed tank, and all other related access and work will need to be delayed until we reach agreement on the needs of both sides.

Thank you for working with us in a good neighborly way. This is what makes great small cities.

Best regards,

Joseph E. Wiest
Jeanie A. Wiest
20 Mount Vista Drive,
Buckhannon, West Virginia

Consent Agenda

Approval of Minutes – April 13, 2017 Water Board Meeting - Motion to approve Thomas/Skinner; motion passed.

Strategic Issues for discussion and vote:

1. **Rescind Water Department Management Guidelines** – Kelly Arnold explained that this is primarily a housekeeping matter; these management guidelines are no longer necessary due to more recent guidelines in the employee handbook. Mayor McCauley inquired if there is any information in these guidelines that needs to be retained. Jerry Arnold recommends doing away with the management guidelines and then updating job descriptions in the employee handbook. Currently, there are conflicts between the two documents. Mayor McCauley recommended leaving this as a strategic issue and keeping the guidelines in place until the updated job descriptions are ready.
2. **Approval of Tom Landis to be associated with Water Dept. RE: WVWARN & WV Rural Water Association** - Kelly Arnold explained that for Tom Landis to continue to serve on WVWARN and WV Rural Water Association he needs to be associated with a municipal water department. Jerry Arnold explained that this will not be an additional expense to the City and, instead, saves time for Kelly or another supervisor from having to attend these meetings. **Motion Thomas/Skinner to approve Tom Landis to be associated with the Water Dept. for WVWARN & WV Rural Water Association. Motion passed unanimously.**

3. **Little League Baseball water usage** – Kelly Arnold reported back on Dave Thomas’s request of history of water usage of the Little League; it averaged to about \$300 a year for four years, total of about \$1200.

Board Comments:

- **Thomas** – None.
- **Skinner** – About the new water tank on West Victoria Hill, though concerns of individual citizens need to be taken into account, decisions have to benefit the entire City.
- **Mayor** – None.

There being no further business to be transacted, **motion to adjourn Thomas/Skinner; motion passed.** Meeting adjourned at 5:35pm.

Next meeting is set for June 8, 2017 at 4pm in Council Chambers

Mayor David McCauley _____

City Recorder Susan Aloï _____