

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

A regular meeting of the Buckhannon Sanitary Board was held August 18, 2016 at 4:00 pm. The following persons were present:

Mayor	David McCauley	Present
City Recorder	Richard Edwards	Absent
Acting City Administrator	Amberle Jenkins	Present
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present
City Engineer	Sam Ludlow	Present
Sanitary Supervisor	Erasmio Rizo	Present

**Meeting Agenda Posted 08-15-16**

*City of Buckhannon Sanitary Board – 4:00 pm in Council Chambers Meeting Agenda for Thursday August 18, 2016*

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- A. CALL TO ORDER
- B. RECOGNIZE GUESTS
- C. CONSENT AGENDA
  - C.1 Approval of Minutes – July 21, 2016 Sanitary Board Meeting
  - C.2 Financial Report
- D. DEPARTMENT REPORT- Erasmo Rizo
  - D.1 WESTON ROAD SEWER EXTENSION - Clearing on RR-Grade Complete
  - D.2 TENNERTON FLOW METERS – Installed
  - D.3 EMERGENCY POWER – Application submitted-Monitor Status
  - D.4 CLARIFIER PAINTING – In house, Purchasing supplies and Equipment
  - D.5 VEHICLES
    - 1. Ras vehicle – Prices, specifications
    - 2. Rubber tired hoe – Finance options
  - D.6 COLLECTION SYSTEM
    - COMPLETED PORJECTS:
      - 1. Lynn St – MH repair complete
      - 2. Southern States - Tap Complete
      - 3. Pinnell St.-Connection fix/Teo Biser-Complete
      - 4. West Lincoln-Connection fix/Dennis Willet-Complete
      - 5. Brushy Fork/Craig Phillips, Sewer Extension Complete
    - PLANNIING PROJECTS,/Storm Sewer and Sanitary Sewer work-List:
      - 1. Renny Hall – Boggess St, Storm and sanitary sewer
      - 2. Randolph St.-Register-In progress-Stormwater replacement and sewer repair
      - 3. Latham/Lightburn- Sewer replacement
    - MULTIPLE STORWATER COMPLAINTS
  - D.7 PLANT
    - 1. Tests
    - 2. Toxicity samples
    - 3. Control bldg. heating system – Ready for installation scheduled in October
  - D.8 I&I Report
- E. Correspondence
  - 1. Sewer Adjustments on Pool Fills
- F. Strategic Issues for discussion and vote
  - 1. Service Line Warranties 2016 Fall Campaign
- G. Board Members Comments and Announcements
- H. Mayor’s Comments and Announcements
  - 1. The Sanitary Board Meeting on September 15 will be held at the Sanitary Plant at 3 pm
- I. Adjournment

POSTED 08-15-2016

Mayor McCauley called the meeting to order.

**Minutes:**

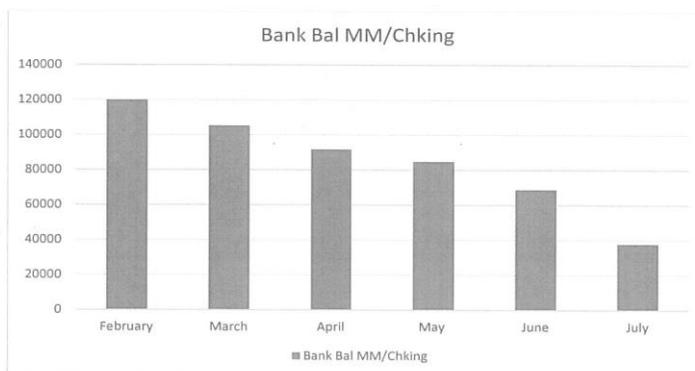
**Motion Frye/Loftis to approve the minutes of the meeting held July 21, 2016. Motion carried.**

**Financial Report:** Mrs. Jenkins presented the following:

**SANITARY BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

Balance July 30, 2016

Money market checking	\$ 37,770.81
CD at FCB	\$ 22,702.53
CD Investment	\$ 40,235.72
2% Depreciation fund	\$ 29,268.61 (Closed Out 7-27-16)



Sanitary Revenue and Expenses - 3 months						
	Revenue	Expense				
May-16	165400.05	150125.51	15274.54			
Jun-16	148103.01	155390.39	-7287.38	Rent	Pmnt To GF for loan	computer Raz
Jul-16	155058.39	207918.98	-52860.59	3 pays July	2 bond pymnt Julpd in Jul& aug pd in Jul	
Are required to maintain and operating reserve of 1/8th (12.5%) of Operation and Maintenance						
Approximately \$172,000.00 in Sanitary						
20% increase billings will begin going out 1st week of Sept						
Called Tennerton received payment 7/26/16 which caught them up to owe May & June						
Stop septic hauler to catch up billing						
Asked Superintendent to only purchase absolutely necessary items						

8-18-2016 08:08 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2016

PAGE:

401-SANITARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>OTHER FEES</b>						
401-343-000-00 SEWER TAPS	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL OTHER FEES	3,000	0.00	0.00	0.00	3,000.00	0.00
<b>UTILITY BILLINGS</b>						
401-350-000-00 SEWER CUSTOMERS BILLING	1,600,000	119,050.46	119,050.46	0.00	1,480,949.54	7.44
TOTAL UTILITY BILLINGS	1,600,000	119,050.46	119,050.46	0.00	1,480,949.54	7.44
<b>HEALTH AND SAFETY</b>						
401-351-000-00 BF SURCHARGE BILLING	7,500	652.70	652.70	0.00	6,847.30	8.70
401-352-000-00 INCOME FROM TENNERTON PSD	165,000	29,503.96	29,503.96	0.00	135,496.04	17.88
TOTAL HEALTH AND SAFETY	172,500	30,156.66	30,156.66	0.00	142,343.34	17.48
<b>CHARGES FOR SERVICES</b>						
401-362-000-00 DUE FROM GEN FUND-STORM S	0	0.00	0.00	0.00	0.00	0.00
401-362-000-01 SEPTAGE HAULERS	37,500	3,677.50	3,677.50	0.00	33,822.50	9.81
401-362-000-02 PROJECT MANAGEMENT FEES	35,000	0.00	0.00	0.00	35,000.00	0.00
401-362-000-03 RT. 20 NORTH SEWER EXTENS	0	0.00	0.00	0.00	0.00	0.00
401-362-000-04 JAWBONE RUN PROJECT	0	0.00	0.00	0.00	0.00	0.00
401-362-000-05 IJDC GRANT	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	72,500	3,677.50	3,677.50	0.00	68,822.50	5.07
<b>GRANTS</b>						
401-368-000-02 CONTRIB IN AID CONSTRUCT	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	0	0.00	0.00	0.00	0.00	0.00
<b>INTRAFUND CONTR/CHARGES</b>						
401-370-000-01 LATE CHARGES	20,000	2,164.11	2,164.11	0.00	17,835.89	10.82
TOTAL INTRAFUND CONTR/CHARGES	20,000	2,164.11	2,164.11	0.00	17,835.89	10.82
<b>OTHER REVENUE</b>						
401-379-000-00 GAIN/LOSS SALE OF FIXED A	0	0.00	0.00	0.00	0.00	0.00
401-380-000-00 INTEREST	100	1.15	1.15	0.00	98.85	1.15
401-380-000-01 SALE OF ASSETS	0	0.00	0.00	0.00	0.00	0.00
401-381-000-00 SERVICES OF FLUSHER TRUCK	1,000	0.00	0.00	0.00	1,000.00	0.00
401-399-000-00 MISCELLANEOUS	5,000	8.51	8.51	0.00	4,991.49	0.17
TOTAL OTHER REVENUE	6,100	9.66	9.66	0.00	6,090.34	0.16
<b>TOTAL REVENUE</b>	<b>1,874,100</b>	<b>155,058.39</b>	<b>155,058.39</b>	<b>0.00</b>	<b>1,719,041.61</b>	<b>8.27</b>

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2016

401-SANITARY

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>POWER/FUEL/UTILITY</b>						
=====						
<b>SALARIES &amp; BENEFITS</b>						
401-711-113-00 PLANT POWER	55,000	6,216.41	6,216.41	0.00	48,783.59	11.30
TOTAL SALARIES & BENEFITS	55,000	6,216.41	6,216.41	0.00	48,783.59	11.30
<b>CONTRACTUAL SERVICES</b>						
401-711-213-00 ELIAS STREET	20,000	1,871.81	1,871.81	0.00	18,128.19	9.36
TOTAL CONTRACTUAL SERVICES	20,000	1,871.81	1,871.81	0.00	18,128.19	9.36
<b>COMMODITIES</b>						
401-711-313-00 VICKSBURG	10,000	1,046.27	1,046.27	0.00	8,953.73	10.46
TOTAL COMMODITIES	10,000	1,046.27	1,046.27	0.00	8,953.73	10.46
<b>CAPITAL OUTLAY</b>						
401-711-413-00 EAST MAIN ST	5,000	407.57	407.57	0.00	4,592.43	8.15
TOTAL CAPITAL OUTLAY	5,000	407.57	407.57	0.00	4,592.43	8.15
<b>CONTRIBUTIONS</b>						
401-711-513-00 WOOD/RITCHIE STS	1,600	171.14	171.14	0.00	1,428.86	10.70
TOTAL CONTRIBUTIONS	1,600	171.14	171.14	0.00	1,428.86	10.70
<b>NON-OPERATING EXPENSES</b>						
401-711-613-00 MONONGALIA ST	1,500	177.32	177.32	0.00	1,322.68	11.82
401-711-713-00 DEANVILLE	500	49.28	49.28	0.00	450.72	9.86
401-711-813-00 ISLAND AVENUE	300	25.11	25.11	0.00	274.89	8.37
401-711-913-00 MADISON STREET	350	22.43	22.43	0.00	327.57	6.41
401-711-914-00 TJM SEWAGE STATION	400	41.07	41.07	0.00	358.93	10.27
401-711-915-00 WESTON ROAD	700	47.94	47.94	0.00	652.06	6.85
401-711-916-00 HAMPTON INN PS	400	0.00	0.00	0.00	400.00	0.00
401-711-917-00 BRUSHY FORK PS	550	43.72	43.72	0.00	506.28	7.95
401-711-918-00 RT 20 SEWER PUMP STATION	200	9.84	9.84	0.00	190.16	4.92
401-711-919-00 1 BUCKHANNON RD	0	16.60	16.60	0.00	16.60	0.00
401-711-920-00 PLANT VEHICLES-2,3,8	26,500	2,280.33	2,280.33	0.00	24,219.67	8.61
401-711-920-01 TENNERTON INTERCEPTOR	5,500	566.15	566.15	0.00	4,933.85	10.29
401-711-920-02 NATURAL GAS	2,000	7.80	7.80	0.00	1,992.20	0.39
401-711-921-00 BROOKE ST PUMP STA	3,000	297.30	297.30	0.00	2,702.70	9.91
401-711-922-00 INDUSTRIAL PK PS	200	0.00	0.00	0.00	200.00	0.00
TOTAL NON-OPERATING EXPENSES	42,100	3,584.89	3,584.89	0.00	38,515.11	8.52
TOTAL POWER/FUEL/UTILITY	133,700	13,298.09	13,298.09	0.00	120,401.91	9.95
<b>UNIFORMS</b>						
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CITY OF BUCKHANNON  
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AS OF: JULY 31ST, 2016

401-SANITARY

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<b>COMMODITIES</b>						
401-712-345-00 UNIFORMS	7,500	691.37	691.37	0.00	6,808.63	9.22
TOTAL COMMODITIES	7,500	691.37	691.37	0.00	6,808.63	9.22
TOTAL UNIFORMS	7,500	691.37	691.37	0.00	6,808.63	9.22
<b>LINES</b>						
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<b>SALARIES &amp; BENEFITS</b>						
401-713-143-00 FACILITIES MAINTENANCE LI	7,000	291.55	291.55	69.80	6,638.65	5.16
TOTAL SALARIES & BENEFITS	7,000	291.55	291.55	69.80	6,638.65	5.16
<b>CONTRACTUAL SERVICES</b>						
401-713-243-00 SUPPLIES LINES	35,000	113.80	113.80	3,994.44	30,891.76	11.74
TOTAL CONTRACTUAL SERVICES	35,000	113.80	113.80	3,994.44	30,891.76	11.74
<b>COMMODITIES</b>						
401-713-343-00 STREET DEPT SERVICES LINE	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
<b>CAPITAL OUTLAY</b>						
401-713-443-00 EQUIPMENT & MAINTENANCE L	30,000	86.97	86.97	310.66	29,602.37	1.33
TOTAL CAPITAL OUTLAY	30,000	86.97	86.97	310.66	29,602.37	1.33
TOTAL LINES	72,000	492.32	492.32	4,374.90	67,132.78	6.76
<b>PLANT</b>						
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<b>SALARIES &amp; BENEFITS</b>						
401-714-143-00 FACILITIES MAINTENANCE PL	7,500	470.51	470.51	642.05	6,387.44	14.83
TOTAL SALARIES & BENEFITS	7,500	470.51	470.51	642.05	6,387.44	14.83
<b>CONTRACTUAL SERVICES</b>						
401-714-243-00 LAB EXPENSE PLANT	10,000	66.00	66.00	0.00	9,934.00	0.66
TOTAL CONTRACTUAL SERVICES	10,000	66.00	66.00	0.00	9,934.00	0.66
<b>COMMODITIES</b>						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	30,000	629.33	629.33	512.88	28,857.79	3.81
TOTAL COMMODITIES	30,000	629.33	629.33	512.88	28,857.79	3.81
<b>CAPITAL OUTLAY</b>						
401-714-443-00 PUMP STATION REPAIR & MAI	30,000	0.00	0.00	733.94	29,266.06	2.45
TOTAL CAPITAL OUTLAY	30,000	0.00	0.00	733.94	29,266.06	2.45

CITY OF BUCKHANNON  
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AS OF: JULY 31ST, 2016

401-SANITARY

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<u>CONTRIBUTIONS</u>						
401-714-543-00 TELEPHONE	6,000	228.46	228.46	0.00	5,771.54	3.81
TOTAL CONTRIBUTIONS	6,000	228.46	228.46	0.00	5,771.54	3.81
<u>NON-OPERATING EXPENSES</u>						
401-714-643-00 OPERATION PLANT EXPENSE	10,000	127.50	127.50	0.00	9,872.50	1.28
401-714-743-00 TELEMETRY	2,000	149.75	149.75	0.00	1,850.25	7.49
TOTAL NON-OPERATING EXPENSES	12,000	277.25	277.25	0.00	11,722.75	2.31
TOTAL PLANT	95,500	1,671.55	1,671.55	1,888.87	91,939.58	3.73
<u>SALARIES PLANT/LINES</u>						
=====						
<u>SALARIES &amp; BENEFITS</u>						
401-715-101-00 PLANT LABOR	250,000	33,804.26	33,804.26	0.00	216,195.74	13.52
401-715-101-01 PLANT COMPENSA ABSENCES	0	0.00	0.00	0.00	0.00	0.00
401-715-101-10 CAPTLIZ SALARY&BENEFITS	0	0.00	0.00	0.00	0.00	0.00
401-715-103-00 LINE LABOR	350,000	43,198.33	43,198.33	0.00	306,801.67	12.34
401-715-103-01 LINE COMPENS ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-715-103-10 CAPITLIZE SALARY&BENEFITS	0	0.00	0.00	0.00	0.00	0.00
401-715-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
401-715-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
401-715-106-00 GROUP RETIREMENT	0	900.00	900.00	0.00	(900.00)	0.00
TOTAL SALARIES & BENEFITS	600,000	77,902.59	77,902.59	0.00	522,097.41	12.98
<u>CONTRACTUAL SERVICES</u>						
401-715-226-00 UNEMPLOYMENT/COMPENSATION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES PLANT/LINES	600,000	77,902.59	77,902.59	0.00	522,097.41	12.98
<u>SALARIES BOARD/OFFICE</u>						
=====						
<u>SALARIES &amp; BENEFITS</u>						
401-716-101-00 BOARD SALARIES	11,400	950.00	950.00	0.00	10,450.00	8.33
401-716-101-01 COMPENS ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-716-103-00 OFFICE/CLERK ADM SALARIES	105,000	6,602.05	6,602.05	0.00	98,397.95	6.29
401-716-103-01 OFFICE COMP ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-716-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
401-716-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
401-716-106-00 GROUP RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	116,400	7,552.05	7,552.05	0.00	108,847.95	6.49

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2016

401-SANITARY

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
401-716-226-00 UNEMPLOYMENT/COMPENSATION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES BOARD/OFFICE	116,400	7,552.05	7,552.05	0.00	108,847.95	6.49
<u>FICA/INSURANCE</u>						
=====						
<u>SALARIES &amp; BENEFITS</u>						
401-718-104-00 FICA TAX	57,000	6,530.78	6,530.78	0.00	50,469.22	11.46
401-718-105-00 HEALTH INSURANCE	200,000	21,687.37	21,687.37	0.00	178,312.63	10.84
TOTAL SALARIES & BENEFITS	257,000	28,218.15	28,218.15	0.00	228,781.85	10.98
TOTAL FICA/INSURANCE	257,000	28,218.15	28,218.15	0.00	228,781.85	10.98
<u>RETIREMENT</u>						
=====						
<u>SALARIES &amp; BENEFITS</u>						
401-719-106-00 GROUP RETIREMENT	90,000	7,874.05	7,874.05	0.00	82,125.95	8.75
TOTAL SALARIES & BENEFITS	90,000	7,874.05	7,874.05	0.00	82,125.95	8.75
TOTAL RETIREMENT	90,000	7,874.05	7,874.05	0.00	82,125.95	8.75
<u>UNEMPLOYMENT/COMPENSATION</u>						
=====						
<u>CONTRACTUAL SERVICES</u>						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	27,500	3,886.99	3,886.99	0.00	23,613.01	14.13
TOTAL CONTRACTUAL SERVICES	27,500	3,886.99	3,886.99	0.00	23,613.01	14.13
TOTAL UNEMPLOYMENT/COMPENSATION	27,500	3,886.99	3,886.99	0.00	23,613.01	14.13
<u>BILLING/COMPUTER/DEP INT</u>						
=====						
<u>CONTRACTUAL SERVICES</u>						
401-783-232-00 MUN BOND FEES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>						
401-783-341-00 BILLING & COLLECTING	32,500	408.94	408.94	0.00	32,091.06	1.26
401-783-342-00 NEW COMPUTER CAPITAL OUTL	0	0.00	0.00	0.00	0.00	0.00
401-783-369-00 CUSTOMER DEP INTEREST PAI	0	2.41	2.41	0.00	(2.41)	0.00
TOTAL COMMODITIES	32,500	411.35	411.35	0.00	32,088.65	1.27

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2016

401-SANITARY

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>NON-OPERATING EXPENSES</b>						
401-783-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BILLING/COMPUTER/DEP INT	32,500	411.35	411.35	0.00	32,088.65	1.27
<b>OFFICE EXPENSE</b>						
<b>COMMODITIES</b>						
401-793-341-00 OFFICE SUPPLIES & EXPENSE	24,000	1,155.77	1,155.77	0.00	22,844.23	4.82
TOTAL COMMODITIES	24,000	1,155.77	1,155.77	0.00	22,844.23	4.82
TOTAL OFFICE EXPENSE	24,000	1,155.77	1,155.77	0.00	22,844.23	4.82
<b>PSC ASSESS/DNR PERMIT</b>						
<b>SALARIES &amp; BENEFITS</b>						
401-797-116-00 PSC ASSESSMENTS	6,500	6,070.98	6,070.98	0.00	429.02	93.40
401-797-117-00 DNR PERMIT	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL SALARIES & BENEFITS	9,500	6,070.98	6,070.98	0.00	3,429.02	63.91
TOTAL PSC ASSESS/DNR PERMIT	9,500	6,070.98	6,070.98	0.00	3,429.02	63.91
<b>PROPERTY INSURANCE</b>						
<b>CONTRACTUAL SERVICES</b>						
401-798-226-00 PROPERTY INSURANCE	42,500	11,546.89	11,546.89	0.00	30,953.11	27.17
401-798-227-00 INSURANCE CLAIMS DAMAGE D	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	42,500	11,546.89	11,546.89	0.00	30,953.11	27.17
TOTAL PROPERTY INSURANCE	42,500	11,546.89	11,546.89	0.00	30,953.11	27.17
<b>RENTS</b>						
<b>CONTRACTUAL SERVICES</b>						
401-803-219-00 RENTS	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CONTRACTUAL SERVICES	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL RENTS	10,000	0.00	0.00	0.00	10,000.00	0.00

8-18-2016 08:08 AM

CITY OF BUCKHANNON  
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401-SANITARY

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>PROFESSIONAL</b>						
<b>CONTRACTUAL SERVICES</b>						
401-896-223-00 PROFESSIONAL SERVICES	20,000	4,836.67	4,836.67	0.00	15,163.33	24.18
TOTAL CONTRACTUAL SERVICES	20,000	4,836.67	4,836.67	0.00	15,163.33	24.18
TOTAL PROFESSIONAL	20,000	4,836.67	4,836.67	0.00	15,163.33	24.18
<b>BOND A</b>						
<b>SALARIES &amp; BENEFITS</b>						
401-970-199-00 BOND ISSUE #A	171,000	28,680.34	28,680.34	0.00	142,319.66	16.77
TOTAL SALARIES & BENEFITS	171,000	28,680.34	28,680.34	0.00	142,319.66	16.77
TOTAL BOND A	171,000	28,680.34	28,680.34	0.00	142,319.66	16.77
<b>BOND B</b>						
<b>SALARIES &amp; BENEFITS</b>						
401-980-199-00 BOND ISSUE #B	28,000	4,568.17	4,568.17	0.00	23,431.83	16.31
TOTAL SALARIES & BENEFITS	28,000	4,568.17	4,568.17	0.00	23,431.83	16.31
TOTAL BOND B	28,000	4,568.17	4,568.17	0.00	23,431.83	16.31
<b>CAPITAL/PROJECTS</b>						
<b>CAPITAL OUTLAY</b>						
401-997-451-00 PLANT - CAPITAL	75,000	0.00	0.00	0.00	75,000.00	0.00
401-997-451-01 CLARIFIER BAFFLE PROJ	0	0.00	0.00	0.00	0.00	0.00
401-997-451-02 BELT PRESS PROJECT	27,000	2,210.60	2,210.60	0.00	24,789.40	8.19
401-997-451-03 BROOK ST/PS SEWER UPGRADE	0	0.00	0.00	0.00	0.00	0.00
401-997-452-00 SEWER EXT. - CAPITAL	25,000	0.00	0.00	399.84	24,600.16	1.60
401-997-453-00 STORM SEWER PROJECTS	30,000	1,517.91	1,517.91	( 1,517.91)	30,000.00	0.00
401-997-454-00 NEW EQUIPMENT-CAPITAL	70,000	2,597.14	2,597.14	0.00	67,402.86	3.71
401-997-455-00 SEWER UPGRADE-CAPITAL	35,000	2,736.00	2,736.00	( 1,810.45)	34,074.45	2.64
401-997-456-00 WESTON ROAD	25,000	0.00	0.00	0.00	25,000.00	0.00
401-997-457-00 OXYGEN STUDY	0	0.00	0.00	0.00	0.00	0.00
401-997-499-00 MISCELLANEOUS PROJECTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	287,000	9,061.65	9,061.65	( 2,928.52)	280,866.87	2.14

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2016

401-SANITARY

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>CONTRIBUTIONS</b>						
401-997-570-00 DEPRECIATION CURRENT YEAR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL/PROJECTS</b>	<b>287,000</b>	<b>9,061.65</b>	<b>9,061.65</b>	<b>( 2,928.52)</b>	<b>280,866.87</b>	<b>2.14</b>
<b>DEPREC/AMORT/CONSTR</b>						
=====						
<b>CAPITAL OUTLAY</b>						
401-999-459-00 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
401-999-460-00 AMORTIZATION	0	0.00	0.00	0.00	0.00	0.00
401-999-461-00 ADVANCE FOR CONSTRUCTION	0	0.00	0.00	0.00	0.00	0.00
401-999-465-00 REPAY LOAN - CITY OF BUCK	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
<b>CONTRIBUTIONS</b>						
401-999-504-63 AMORT ISSUE COST (96 BOND	0	0.00	0.00	0.00	0.00	0.00
401-999-504-65 BOND ISSUANCE COST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL DEPREC/AMORT/CONSTR</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>2,024,100</b>	<b>207,918.98</b>	<b>207,918.98</b>	<b>3,335.25</b>	<b>1,812,845.77</b>	<b>10.44</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 150,000)</b>	<b>( 52,860.59)</b>	<b>( 52,860.59)</b>	<b>( 3,335.25)</b>	<b>( 93,804.16)</b>	<b>37.46</b>

08-18-2016 08:34 AM

07/01/2016 TO 7/31/2016

PAGE: 16

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT		
POWER/FUEL/UTILITY	MON POWER	711-413-00	EAST MAIN ST	110084766556 E MAIN	407.57		
		711-713-00	DEANVILLE	110086407977 DEANVILLE	49.28		
		711-313-00	VICKSBURG	110086525471 SYCAMORE	1,046.27		
		711-913-00	MADISON STREET	110087327497 RANDOLPH	22.43		
		711-513-00	WOOD/RITCHIE STS	110086976856 WOOD	171.14		
		711-813-00	ISLAND AVENUE	110088930133 ISLAND AVE	25.11		
		711-914-00	TJM SEWAGE STATION	110087907595 TJM SEWAGE PL	41.07		
		711-915-00	WESTON ROAD	110087676356 WESTON RD	47.94		
		711-917-00	BRUSHY FORK PS	110085299060 BRUSHY FORK R	43.72		
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	9.84		
		711-113-00	PLANT POWER	110 088 308 280 RT: 5	6,216.41		
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	1,871.81		
		711-613-00	MONONGALIA ST	110082080448 MON & WOOD ST	177.32		
		711-919-00	1 BUCKHANNON RD	110 088 263 998 BUCKHANNO	16.60		
		711-921-00	BROOKE ST PUMP STA	110 100961546 BROOKE ST	297.30		
		711-920-00	LYKINS OIL COMPANY	PLANT VEHICLES-2,3,8 ALL DEPT JUN FUEL BILLING	2,280.33		
		711-920-02	FIRST ECA MIDSTREAM LLC	NATURAL GAS SALES FOR 06/16	7.80		
		711-920-01	TENNERTON PUBLIC SERVICE DIS	TENNERTON INTERCEPTO JUNE 2016 WESTON RD BILLIN	566.15		
				TOTAL:	13,298.09		
		UNIFORMS	UNIFIRST CORP.	712-345-00	UNIFORMS	ALL DEPT UNIFORMS JUNE	691.37
						TOTAL:	691.37
LINES	SOUTHERN STATES COOP INC	713-143-00	FACILITIES MAINTENAN	ROCKY BOOTS KEVIN WARE	185.99		
	NAPA-AMTOWER AUTO SUPPLY	713-443-00	EQUIPMENT & MAINTENA	HEATER HOSE P-5	58.97		

*Invoice Expenses July 2016*

08-18-2016 08:34 AM

07/01/2016 TO 7/31/2016

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT		
PLANT	MPL CORPORATION	714-643-00	OPERATION PLANT EXPE	NETWORKING	127.50		
		714-343-00	EQUIPMENT MAINTENANC	METRIC SEAL KIT	21.00		
		714-343-00	EQUIPMENT MAINTENANC	BRAKE PADS ROTOR CALIPER	504.87		
		714-143-00	FACILITIES MAINTENAN	ROCKY STEEL TOE BOOTS	134.99		
		714-243-00	LAB EXPENSE PLANT	SAN LAB TESTS	66.00		
		714-343-00	EQUIPMENT MAINTENANC	MARKER LIGHT	10.28		
		714-343-00	EQUIPMENT MAINTENANC	CAN LIQUID BLACK TAPE	10.49		
		714-343-00	EQUIPMENT MAINTENANC	QT BRAKE FLUID P-3	6.69		
		714-343-00	EQUIPMENT MAINTENANC	TOGGLE SWITCH	18.00		
		714-343-00	EQUIPMENT MAINTENANC	FLAT REPAIR P-28	15.00		
		714-343-00	EQUIPMENT MAINTENANC	FLAT REPAIR P-9	15.00		
		714-343-00	EQUIPMENT MAINTENANC	STATE INSPECTION P-8	14.00		
		714-343-00	EQUIPMENT MAINTENANC	STATE INSPECTION P-28	14.00		
		714-243-00	FACILITIES MAINTENAN	HI-RISK LATEX GLOVES	220.00		
		714-543-00	TELEPHONE	472-5459 & 7785	13.55		
SALARIES PLANT/LINES	WV PUBLIC EMPLOYEES RETIREME	715-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	270.00		
		715-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	330.00		
		715-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	300.00		
		**PAYROLL EXPENSES		7/01/2016 - 7/31/2016	77,002.59		
		**PAYROLL EXPENSES		7/01/2016 - 7/31/2016	7,552.05		
				TOTAL:	85,454.64		
		FICA/INSURANCE	FORT DEARBORN	718-105-00	HEALTH INSURANCE	SAN JULY LIFE INS	87.40
				718-105-00	HEALTH INSURANCE	SAN JULY RETIREE'S INS	2,926.68
				718-105-00	HEALTH INSURANCE	SAN JULY HEALTH INS	18,673.29
				718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,600.68
				718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,990.05
				718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,702.21
				718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	374.35
				718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	465.41
				718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	398.08
				TOTAL:	28,218.15		
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME			719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,529.68
				719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,538.95

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08-18-2016 08:34 AM

07/01/2016 TO 7/31/2016

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,805.42
				TOTAL:	7,874.05
UNEMPLOYMENT/COMPENSAT	BRICK STREET MUTUAL	720-226-00	UNEMPLOYMENT/COMPENS	RENEWAL OF WCB1005474	3,886.99
				TOTAL:	3,886.99
BILLING/COMPUTER/DEP I	MPL CORPORATION	783-341-00	BILLING & COLLECTING	NETWORKING	111.56
	XEROX CORPORATION	783-341-00	BILLING & COLLECTING	BASE CHG & METER USAGE	110.76
	ELECSYS INTERNATIONAL CORP	783-341-00	BILLING & COLLECTING	MONTHLY UMS & HARDWARE MAI	76.00
		783-341-00	BILLING & COLLECTING	MONTHLY UMS & HARDWARE MAI	76.00
	BCN TELECOM INC	783-341-00	BILLING & COLLECTING	472-1430	3.38
	SUDDENLINK	783-341-00	BILLING & COLLECTING	JULY 2016 INTERNET	31.24
				TOTAL:	408.94
OFFICE EXPENSE	QUILL	793-341-00	OFFICE SUPPLIES & EX		108.22
		793-341-00	OFFICE SUPPLIES & EX		38.25
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	CC FEES JUN 2016	628.94
	AT&T MOBILITY	793-341-00	OFFICE SUPPLIES & EX	MAYOR'S CELL PHONE 642-165	0.00
		793-341-00	OFFICE SUPPLIES & EX	HOLLEN PHONE 997-9091	0.00
		793-341-00	OFFICE SUPPLIES & EX	RECORDER'S PHONE 997-9187	0.00
	FRONTIER	793-341-00	OFFICE SUPPLIES & EX	304-472-1651-101515-4	61.04
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	21.02
	FORMAX INC	793-341-00	OFFICE SUPPLIES & EX	12 MONTH SERVICE CONTRACT	261.50
				TOTAL:	1,118.97
PSC ASSESS/DNR PERMIT	PUBLIC SERVICE COMMISSION	797-116-00	PSC ASSESSMENTS	INTRASTATE REV ASSESSMENT	6,070.98
				TOTAL:	6,070.98
PROPERTY INSURANCE	LOUDIN INSURANCE AGENCY INC	798-226-00	PROPERTY INSURANCE	SURETY BOND FOR DEPT HIGHW	125.00
	WESTFIELD INSURANCE	798-226-00	PROPERTY INSURANCE	POLICY 4-01-16 TO 4-01-17	2,409.17
	COMMERCIAL INSURANCE SERVICE	798-226-00	PROPERTY INSURANCE	QUARTERLY INSTALLMENTS	9,012.72
				TOTAL:	11,546.89
PROFESSIONAL	WV MUNICIAPL WATER QUALITY A	896-223-00	PROFESSIONAL SERVIC	ANNUAL DUES JUL 2016-JUN 2	2,420.00
	TETRICK & BARTLET PLLC	896-223-00	PROFESSIONAL SERVIC	AUDIT 6-30-15	1,375.00
	MCCLURE GOAD PLLC	896-223-00	PROFESSIONAL SERVIC	JULY 2016 LEGAL SERVICE	1,041.67
				TOTAL:	4,836.67
BOND A	MUNICIPAL BOND COMM OF WV	970-199-00	BOND ISSUE #A	AUGUST 2016 BOND A PYMT	14,144.97
		970-199-00	BOND ISSUE #A	BOND A JULY 2016	14,144.97
		970-199-00	BOND ISSUE #A	SAN BOND A ANNUAL PYMT	390.40
				TOTAL:	28,680.34
BOND B	MUNICIPAL BOND COMM OF WV	980-199-00	BOND ISSUE #B	SAN BOND B ANNUAL PYMT	62.17
		980-199-00	BOND ISSUE #B	BOND B AUG 2016 PYMT	2,253.00
		980-199-00	BOND ISSUE #B	JULY BOND B PYMT	2,253.00
				TOTAL:	4,568.17
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN	997-451-02	BELT PRESS PROJECT	BELT PRESS PYMT JUL 2016	2,210.60
	RITE-WAY HEATING & PLUMBING	997-455-00	SEWER UPGRADE-CAPITA	8X8X6 SDR TEE 8X8X8 TEE	564.84
	J F ALLEN CO	997-455-00	SEWER UPGRADE-CAPITA	HMA BLACKTOP SPRING ST	653.25
	CENTRAL SUPPLY CO	997-453-00	STORM SEWER PROJECTS	CONCRETE FOR SEWER CUT	1,517.91
		997-455-00	SEWER UPGRADE-CAPITA	22 YDS CONCRETE	1,517.91
	PROGRESSIVE BANK	997-454-00	NEW EQUIPMENT-CAPITA	SAN DUMP TRK AUG 2016 PYMT	1,298.57

08-18-2016 08:34 AM

07/01/2016 TO 7/31/2016

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		997-454-00	NEW EQUIPMENT-CAPITA	SAN DUMP TRK JULY PYMT	1,298.57
				TOTAL:	9,061.65

The billings for the rate increase will begin the first week of September. Balances will begin to improve after that. She has talked with Mr. Rizo and asked that any purchases that can be delayed, wait until the accounts are more stabilized. Loan payments, the Brushy Fork surcharge and rent due to General Fund were paid in May and June. There were three payrolls in July and 2 bond payments were made. The Sanitary Board owes \$65,000 to General Fund (re: the loan from the Brook Street project).

### Department Reports:

Mr. Rizo and Mr. Ludlow reported on the following items:

- **Weston Road Sewer Extension** – the right of way has been cleared behind JF Allen and the gas company. A chipper was borrowed from the waste department to help in this task.
- **Tennerton Flow Meters** – The meters were installed about one week ago. A sample of the chart showing the flow in the past week was presented. The weather has been dry the past week and that is indicated on the chart. Board members discussed the chart data and how to evaluate it.
- **Emergency Power**- The application has been submitted. If approved, a 200 kw generator will be replaced with a 600 kw generator. To keep turnover of the fuel, the department is considering a multiuse fuel tank in which fuel for other equipment will be used. Fuel that sets in tanks for long periods of time tends to gel.
- **Clarifier Painting** – This work can be done in-house. By doing the work in-house will save over \$100,000. The materials and equipment to begin this project will cost about \$11,000. One piece of equipment, the sand blaster cost is \$8462. The board discussed how to fund this project. The work needs to begin before bad weather starts setting in. Mr. Rizo stated that they have delayed purchase of the HVAC, knowing this equipment is needed. Mrs.

Jenkins cautioned against asking General Fund for a loan. Perhaps the bank that is prepared to loan for the backhoe would consider an addition for this equipment. The Board members discussed the loan or possible line of credit. Progressive Bank quoted the following rates. 3 yr - 3.65%; 4 yr 3.75%; 5 yr 3.85%

The Board continued to discuss purchase of the following items:

- **Vehicle and Equipment:**

1. Ford Explorer at a rate of 1.6% from Jenkins Ford - The Board authorized purchase of this at the last meeting.
2. Used Caterpillar Backhoe for \$27,000.00
3. Dustless Blaster Package \$8,462.00

<p><b>Main Line LLC</b>  <b>Machine Shop</b>          PO Box 2410 • Buckhannon, WV 26201          Office: 304-473-1663          Office Fax: 304-473-1665</p>	<p><b>INVOICE</b>          N<sup>o</sup> 6875          DATE 8-9-16</p>																														
<p>CUSTOMER <u>City Sewer Dept</u>          ADDRESS <u>Athol (ERASMO RIZO)</u>          CITY, STATE, ZIP <u>Buckhannon WV</u>          PHONE _____</p>																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">DESCRIPTION</th> <th style="width: 20%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>2002 Caterpillar 430D</td> <td></td> </tr> <tr> <td>SERIAL C09362</td> <td></td> </tr> <tr> <td><del>2,150 hrs</del></td> <td></td> </tr> <tr> <td><del>2,150 hrs</del></td> <td></td> </tr> <tr> <td>Caterpillar Rubber Tired HOE</td> <td></td> </tr> <tr> <td>Extend Boom</td> <td></td> </tr> <tr> <td>Enclosed CAB</td> <td></td> </tr> <tr> <td>(no implied warranty)</td> <td></td> </tr> <tr> <td style="text-align: right;">Purchase Price</td> <td>\$27,000</td> </tr> <tr> <td colspan="2"> <p>Thank You!  <small>ALL WORK PERFORMED TO CUSTOMER'S SPECIFICATIONS WITH NO IMPLIED WARRANTY.</small>  <b>TOTAL DUE UPON RECEIPT.</b></p> </td> </tr> <tr> <td></td> <td> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">SUBTOTAL</td> <td></td> </tr> <tr> <td>TAX</td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$27,000</b></td> </tr> </table> </td> </tr> </tbody> </table>		DESCRIPTION	TOTAL	2002 Caterpillar 430D		SERIAL C09362		<del>2,150 hrs</del>		<del>2,150 hrs</del>		Caterpillar Rubber Tired HOE		Extend Boom		Enclosed CAB		(no implied warranty)		Purchase Price	\$27,000	<p>Thank You!  <small>ALL WORK PERFORMED TO CUSTOMER'S SPECIFICATIONS WITH NO IMPLIED WARRANTY.</small>  <b>TOTAL DUE UPON RECEIPT.</b></p>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">SUBTOTAL</td> <td></td> </tr> <tr> <td>TAX</td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$27,000</b></td> </tr> </table>	SUBTOTAL		TAX		<b>TOTAL</b>	<b>\$27,000</b>
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**Motion Loftis/Frye to authorize Mrs. Jenkins to negotiate funding options with the financial institution (Progressive Bank), either a loan or \$50,000 line of credit to purchase the backhoe and dustless blaster. Motion carried.**

(Note: Mrs. Jenkins discussed the matter the next day with Progressive Bank. The interest rate is higher for line of credit and at some point the auditors will require an amortization schedule on the separate pieces of equipment. This will be more difficult with a line of credit. A loan in the amount of \$35,462.00 for both pieces of equipment will be financed for 4 years at 3.75% with Progressive Bank. Mayor McCauley will sign the loan documents and Mrs. Jenkins will attest.

**Collection System Completed Projects:**

- **Lynn Street** - The manhole collapsed and has been repaired
- **Southern States** - Tap/extension was completed. Southern States paid for the materials on this project. It was in a low lying area.
- **Pinnell Street** - Frequent problems occurred in this area (Ted Biser). There was a break. The connection was repaired.
- **West Lincoln** - This was another area of frequent problems (Dennis Willet), which has been repaired.
- **Brushy Fork / Craig Phillips** - This main line extension was partially on their property. The owner will pay for the materials of this job.

**Planned Projects – Storm sewer and sanitary sewer work list:**

- **Renny Hall** – Boggess Street storm and sanitary sewer
- **Randolph Street** – Register property in progress. This is a storm water replacement and sewer repair. Mr. Ludlow and Mr. Rizo obtained a right of way from the Registers for this project. Mr. Rizo explained that some of the line was incased in concrete. This is a difficult job.
- **Latham/Lightburn Street** sewer replacement. Plans are to start work here tomorrow.

**Multiple Storm Water Complaints:**

- The Board and staff discussed the various problems, with storm sewers. No one department is responsible for them however, the Sanitary Department has done work on them and receives complaints. Work is done on a contracted basis with General Fund. They all agreed that there should be a comprehensive way to address these. Storm sewer has been discussed in the past, but Mayor McCauley explained that there are several new council members and this subject should be explained to them. He recommended that a presentation be provided at one of the November Council meetings. Mr. Rizo gave examples of unmaintained inlets and storm lines. Mayor McCauley stated that it is time to begin discussions to establish a storm sewer combination and investigation of a revenue stream for this. Some larger communities already have established MS4 communities.

**Plant:**

- **Tests- The results are good.**

		Applicant: BUCKHANNON CITY OF Reference ID: Wv0032336 July 2016 (08/12/2016) eDMR Worksheet – Wv0032336 - 001 Status: New	Type: Electronic DMR Permit ID: New/Pending Printed: Aug. 12, 2016 1:18 PM											
Permit: Wv0032336 Report for the Month of: July Year: 2016	Outlet No: 001 Year: 2016	Type: Normal	Lab Performing Analysis: T13 - BUCKHANNON WASTEWATER TREATMENT PLANT											
<i>Plant</i>														
Parameter	Permit Limits	Quantity				Other Units				Measurement Frequency	Sample Type	Lab Test Flag		
		Avg	Max	Units	Number Exceed.	Min	Avg	Max	CEL*				Units	Number Exceed.
50050 (ML-1) RF-A Flow In Conduit Or Treatment Plant Year Round	Reported	N/A	N/A			N/A	1,497	3,649			0	Continuous	measured	153
	Permit Limits					Rpt Only	Rpt Only					Continuous		
00310 (ML-B) RF-A BOD Summer July 1-Oct 31	Reported	28.5	39.7	Lbs/Day	0	N/A	2.3	4.7			0	1/week	8 hr comp	153
	Permit Limits	208.5	417				10	20				1/week		
00530 (ML-A) RF-A Suspended Solids, Total Year Round	Reported	76.1	224.9	Lbs/Day	0	N/A	4.38	8.5			0	1/week	8 hr comp	153
	Permit Limits	625.8	1251.8				30	60				1/week		
51012 (ML-K) RF-A BOD 5 Day Percent Removal, Dry Year Round	Reported	N/A	N/A			N/A	N/A	85			0	3/month	Calculated	153
	Permit Limits							Month, Avg. I				4/month		
51013 (ML-K) RF-A BOD 5 Day Percent Removal, Wet Year Round	Reported	N/A	N/A			N/A	N/A	89.1			0	1/month	Calculated	153
	Permit Limits							Month, Avg. I				4/month		
51014 (ML-K) RF-A Solids, Suspended Percent Removal, Dry Year Round	Reported	N/A	N/A			N/A	N/A	87.4			0	3/month	Calculated	153
	Permit Limits							Month, Avg. I				4/month		
51015 (ML-K) RF-A Solids, Suspended Percent Removal, Wet Year Round	Reported	N/A	N/A			N/A	N/A	85.8			0	1/month	Calculated	153
	Permit Limits							Rpt Only				4/month		
74025 (ML-A) RF-A Coliform, Fecal Year Round	Reported	N/A	N/A			N/A	81.5	180			0	1/week	Grab	153
	Permit Limits						200	400				1/week		
00400 (ML-A) RF-A PH Year Round	Reported	N/A	N/A			8.72	8	7.23			0	1/week	Grab	153
	Permit Limits					Inst. Min.	N/A	Inst. Max.				1/week		
00300 (ML-A) RF-A Dissolved Oxygen Year Round	Reported	N/A	N/A			7.9	N/A	N/A			0	1/week	Grab	153
	Permit Limits					Inst. Min.						1/week		
00810 (ML-A) RF-A Nitrogen, Ammonia Total Summer July 1-Oct 31	Reported	1.4	5.4	Lbs/Day	0	N/A	0.17	0.67			0	1/week	8 hr comp	153
	Permit Limits	41.7	83.4				2					1/week		
01119 (ML-A) RF-A Copper Total Recoverable Year Round	Reported	N/A	N/A			N/A	0.0035	0.0035			0	1/month	8 hr comp	156
	Permit Limits						0.0084	0.0221				1/month		
74026 (ML-G) RF-A Stream Flow, Estimated Summer July 1-Oct 31	Reported	N/A	N/A			23	372	245			0	1/daily	Calculated	153
	Permit Limits					Rpt Only	Rpt Only	Rpt Only				1/daily		



Attn: Engineering Section  
Report #1 Report Period: First Half 2016

From: Buckhannon Sewer Department  
Erasmio Rizo, Superintendent  
Sam Ludlow, CSO Coordinator

During the last report period a major project was begun on West Victoria Street. This area has been the source of several different customer sewer complaints, was haphazardly constructed by developers, and included a collector sewer in a ditchline that clearly was taking extraneous flow. Flow observation and TV inspection prior to initiation of this project showed high flow coming from this line, confirming our earlier assessments. West Victoria Street is on a steep hillside, and there have also been continual drainage issues at this location. Part of the current project was to make improvements to the storm sewer system as well as the to the sanitary sewers. Initial work during the last report period included 190 feet of sanitary sewer which would allow us to redirect the sanitary flow in a more appropriate direction, and 110 feet of storm sewer with the same purpose. Because of the difficult construction and traffic control conditions, the project was shut down during the winter, but was started again in late March. The Sewer Department continued to lay new storm and sanitary sewer along the roadside, up the hill, and all customers were reconnected to the new sanitary. Another collector sewer along Blanch Street was also upgraded and the customers were reconnected. One house had to be replumbed in order to allow it to be reconnected. Work on this project included the following items.

- 410' – 10" HDPE storm sewer
- 105' – 12" HDPE storm sewer
- 6 ea – drop inlets
- 1 ea – pipe entrance wingwall
- 190' – 8" sanitary sewer
- 590' – 6" sanitary sewer
- 4 ea – manholes
- 3 ea – mainline CO
- 10 ea – customer reconnection including service pipe & Cos

This project will eliminate a major source of customer complaints and the resulting Sewer Department response effort, and will have a major impact on extraneous flow.

Also discussed in the past couple of reports, was an issue with service on Spring Street near its intersection with Main Street. During street repair of a sink hole caused by a breakdown of an old, abandoned sewer, we had learned of two locations which were still discharging into the abandoned sewer. One of these was the Kanawha Lounge which was reconnected to an active sanitary sewer during the past report period. The second was Spring Street which was addressed this report period. The investigation done in preparation for construction showed this situation to be more extensive than originally expected, and was further complicated by a major 18" diameter water line running parallel to the sewer and heavy traffic near the local post office. Work on the project did proceed and was completed by the end of this period. Upgraded service was provided to the post office and two buildings and a lot facing Main Street. This work corrected a serious issue with the sewage discharge from these locations, and was done in a manner to minimize opportunity for extraneous flow. Work activities included the following.

- 340' – 8" sewer
- 90' – 6" sewer
- 1 ea – manhole
- 3 ea – CO
- 4 ea – customer reconnection

One sewer extension was completed during this report period. An expected continuation by Lanny Doerr at his development along Phillips Dairy Road, required a short sewer extension. Work done by Sewer Department crews in a manner to minimize extraneous flow included 320 feet of 8" sewer, 70 feet of 6" sewer, one manhole, and one CO.

A couple of small sewer upgrade projects were done as a result of repeated customer complaints. The first of these was initiated by the service to 191 South Florida Street (Russ Warner), but also involved 98½ Randolph Street. A new connection was made to the collector sewer in South Florida Street and a new sewer was run near a property line about 90 feet to reach the property on Randolph Street. A CO was installed at the end of the line and both properties were reconnected to the new sewer. Service could be provided to 98

South Florida Street as well, if there would be need. Exposure of the collector sewer along South Florida Street revealed that it was also in poor condition. It is an old, clay tile line with poor alignment and deteriorated pipe conditions. This work eliminated a source of repeated customer complaints, removed old, poor condition service lines, and provided valuable information about a main line sewer that needs to be upgraded in the future.

A similar scope project occurred on West Lincoln Street. We had received numerous complaints from 39 West Lincoln Street and had made considerable effort to address the problem. The collector sewer serving this house had very poor access, ran across two other properties, and was obstructed by large trees, outbuildings and a neighboring house. Two other houses had been redirected to another sewer to help relieve pressure on this line, but without sufficient benefit. A complete reconfiguration was undertaken, with a new sewer constructed between #39 and #37 to pick up those houses and take them out into Lincoln Street rather than go diagonally across their backyards and on to Henry Street. #35 West Lincoln borders on Henry Street and was redone to go directly into the sewer on Henry Street. That only left one house facing on Henry Street on the old sewer. The old sewer was plugged and sealed just upstream of that house. Again this project eliminated a serious trouble spot with repeated customer complaints and allowed us to abandon a considerable amount of old sewer which was undoubtedly contributing extraneous flow.

Several other individual customer service issues required upgrades to improve service and get rid of old, poor condition sewers. One of these was at 5 Pinnell Street. A gas line had penetrated the sewer service line causing repeated customer complaints. A new tap was made a few feet upstream, the service line was reconnected, and the old line was plugged. The pipe damaged by the gas line would certainly have been a source of extraneous flow as well as causing poor service to the customer.

Another service line was replaced at 144 Wood Street. The old service was a clay line that reached all the way across Wood Street. The old pipe was in poor condition and we were getting regular complaints from the customer. We had recently replaced the service line for the neighboring house, #146. Soil conditions in this area are generally wet and unstable, so any pipe defects are likely to result in extraneous flow.

Another problem service line that was addressed was at the Triangle Service Station at the intersection of Locust Street and Kanawha Street. It is currently an automobile service center and only had bathroom facilities, but they routinely backed up during high water conditions. Their sewer service line was along a very busy street which has been the location of major sewer and drainage projects. Exactly where they connected to the public sewer was not clear. Several years ago, we had left a new tap for this property, and during this report period, we relocated their service line around the shop to discharge into the new tap. The old line was plugged and abandoned. This was an important improvement, not only to improve service to the customer, but also to clarify the location of the service connection.

In another situation at 7 Sycamore Street, questions about the performance of their service line caused us to install a cleanout at the property line. Some issue continued to arise, and the cleanout allowed us to verify that some of the problem was on the Sewer Department system. We installed new pipe to the collector sewer. If further problems occur, it will be the responsibility of the property owner which can be verified by the observation at the cleanout.

Finally, a sinkhole behind 39 South Florida Street revealed a bad tap and broken pipe on an old clay sanitary sewer. A piece of PVC pipe was used to repair the sewer and a new tap was made for the customer. This repair and new service connection relieved the customer's problem, removed a clear source of extraneous flow, and provided us with valuable information about the sewer system.

Another repair, identified as a result of customer concerns at 34 Island Avenue (Dr Downer), was made at the intersection of a storm sewer and sanitary sewer. There was a concrete storm drain crossing old Rt 33 (old Elkins Road). Apparently that storm drain had been extended with HDPE pipe at some point. The extension went across and above a 10" clay sanitary sewer. The top of the clay sanitary sewer had been broken out during construction of the storm sewer extension. Eventually the sanitary sewer had plugged as a result of soil entering the broken pipe. We replaced 20 feet of the clay sanitary sewer with PVC and stabilized the storm sewer. This repair restored service and eliminated a source of extraneous flow.

Investigation and preparation for another project was prompted by a complaint at 25 Boggess Street (Renny Hall). The owner had renewed his service line several months earlier and had issues with water in his yard. After considerable search, we found that a neighboring house had two service connections, and one of them wound around 25 Boggess, tied into the service line to that house, and went on to the collector sewer. It is an extremely bizarre arrangement. The owner had disconnected this line when he upgraded his own

service line. A temporary reconnection was made in the yard at #25, but we continued to investigate and found that the collector sewer carries considerable extraneous flow. The best solution is to replace the collector sewer so that a direct connection can be made for the neighbor house as well as for #25. It will be a project for a future report period.

Work is planned for the near future as a result of a customer complaint on 210 Randolph Street, about sewage odors coming from a storm sewer drop inlet. We TV inspected the storm sewer while dyeing the sanitary sewer and could see the dye entering the storm sewer. Apparently, there are both storm and sanitary pipe failures at their intersection. We had planned a storm sewer upgrade at 209 Randolph (Regester) since partial completion of a project immediately upstream in 2001. Negotiation with Regester appears to have provided the necessary ROW for the storm sewer upgrade which will also allow repair of the sanitary sewer at the pipe crossing. This is a very important repair/ upgrade to prevent sewage from leaking into a storm sewer and to eliminate a source of extraneous flow.

Major plant work included completion of the emergency effluent pump replacement and upgrade. Most of that work was completed during the previous report period, but several items remaining to complete the installation were accomplished and the pumps were put into service early this report period. These pumps do not run on a regular basis, but when river flow is very high, and gravity discharge from the plant will not work, these pumps are essential to avoid serious damage to plant equipment. Having three pumps, rather than two, provides back up reliability in case there is an equipment failure. Otherwise, plant maintenance crew work was focused on routine plant operating equipment, vehicle, and construction equipment maintenance and repair.

By letter dated March 15, 2016, Buckhannon Sewer Department did receive NPDES Permit modification #4 which changed the oxygen demand parameters of DO, BOD, and ammonia nitrogen in our permit. These parameters had been a matter of contention since the permit was issued in May 2012 and had been the subject of an Appeal by Buckhannon. With this modification, all of the issues with the permit have been resolved.

In another administrative matter, Sewer Department Superintendent, Tim Rock, announced his retirement effective the end of June. Considerable effort was made to find a candidate to be superintendent who would have engineering, construction, and management capabilities adequate, not only to operate the plant and collection system, but also to continue the department's program of continuous upgrade and improvement projects for the plant and collection system. Erasmo Rizo was selected as the new Superintendent, and he began work in early May.

River sampling at five sampling points to test for fecal coliform and DO was continued during this report period. Results are shown in the attached table, labeled WATER QUALITY TESTING. Most tests were done when river flow was at a moderate level. Most fecal counts were fairly low. The test done on April 12, had a river gauge height of 9.4 feet which is fairly high. There had been no rain during the previous three days and no CSO overflow, but conditions were clearly wet. Some of the highest fecal readings occurred on that date, but were not the result of overflows. The only test done when there were overflows was on May 23. Test results were low at all sampling points on that day. Intermittent but severe storms occurred in early to mid June. Samples were collected on two days during this period and had moderately high results at some location. There were no CSO overflows affecting these results. DO readings were mostly fairly high and seemed to be ambient temperature driven with some less than 6 mg/ l reading during hot weather in June. Again, they were not affected by CSO overflows.

CSO discharge is monitored with float activated hour meters at each of the four overflow points. A copy of the overflow records for the first half of 2016 is shown on the attached table labeled 2016 OVERFLOW SUMMARY WITH QUANTITY. Except for two incidents in February, when significant snow cover melt occurred during rainfall, there were no extended overflow events. Even with the very severe rainfall events during June, overflows that did occur were limited in their duration. We continue to believe that we are making significant progress in accordance with our Long Term Control Plan, and that there are overflows now only when there is a fairly severe rainfall event or snow melt. There were no dry weather overflows during this period.



the pool fills. Mrs. Jenkins will revisit this topic again in the next few months to determine if the board wants to continue this practice. Customers will need to be notified if pool adjustments will no longer be given.

July 27, 2016

Sanitary Board

There is nothing in the PSC rules that require the City to give a sewer adjustment on pool fills. The City has for years given this adjustment.

When a rate study is done, the analysis is for the amount of water consumption by those sewer customers. The rate is based on that billed consumption.

Do you want to continue to do this?

We have given the attached adjustments since April 2016.

June:  
69,500 gallons  
\$475.60

Tennerton  
PSD  
\$121.15

**Filing of Tariff -Pubic Service Commission of WV-Re: ORDINANCE NO. 2016-003 OF THE CITY OF BUCKHANNON, AN ORDINANCE:**  
**(1) AMENDING, MODIFYING AND RE-ENACTING ARTICLE 917 OF THE CODIFIED ORDINANCES OF THE CITY OF BUCKHANNON, UPSHUR COUNTY, WEST VIRGINIA; AND (2) SPECIFICALLY ESTABLISHING NEW SEWER RATES AND CHARGES FOR SANITARY SEWAGE COLLECTION AND DISPOSAL SERVICES PROVIDED BY THE SANITARY BOARD OF THE CITY OF BUCKHANNON**

RECEIVED

16 AUG 12 PM 1:50

P.S.C. W. Va. No. 11  
Canceling P.S.C. W. Va. No. 10

W VA PUBLIC SERVICE COMMISSION  
SECRETARY'S OFFICE

**CITY OF BUCKHANNON**, a municipal corporation

OF

BUCKHANNON, WEST VIRGINIA

RATES, RULES AND REGULATIONS FOR FURNISHING

**SEWERAGE AND SEWAGE DISPOSAL SERVICE**

Buckhannon and vicinity, Upshur County, West Virginia

Filed with **THE PUBLIC SERVICE COMMISSION**  
of  
**WEST VIRGINIA**

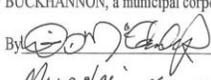
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Issued June 23, 2016      Effective for service rendered on or after August 2, 2016,  
2<sup>nd</sup> Request August 4, 2016      except as otherwise provided herein

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Adopted by City Council  
June 16, 2016.

Issued by CITY OF BUCKHANNON, a municipal corporation

By:   
Mayor of Chair of Sanitary Board  
Title

CITY OF BUCKHANNON

P.S.C. W.Va. No. 11  
Original Sheet No. 1

RULES AND REGULATIONS

I. Rules and Regulations for the Government of Sewerage Utilities, adopted by the Public Service Commission of West Virginia, and now in effect, and all amendments thereto and modifications thereof hereafter made by said Commission.

APPLICABILITY

Applicable in entire territory served

AVAILABILITY OF SERVICE

Available for sanitary sewer service

(C,I)	<u>RATE</u> (Based on the metered amount of water supplied)	
	0 - 2,000 gallons of water	\$9.96 /1,000 gallons
	2,000 - 14,000 gallons of water	\$8.34 /1,000 gallons
	14,000 - 50,000 gallons of water	\$7.86 /1,000 gallons
	50,000 - 200,000 gallons of water	\$6.78 /1,000 gallons
	All over 200,000 gallons of water	\$5.64 /1,000 gallons

(I) MINIMUM BILL (equivalent to 2,000 gallons per month with 5/8" meter)  
\$19.92 per month

(I) FLAT RATE (w/o metered water service, based upon 4,500 gallons)  
\$40.77 per month

FLAT RATE FOR HOUSING AUTHORITY COMPLEX

Upon completion of installation of individual water meters, i.e., each apartment unit ultimately will have its own meter, each unit will be billed based upon actual consumption pursuant to the rates established by this tariff. In the interim period i.e., until completion of installation of individual water meters, those units not yet having their own meters will be billed for 3,000 gallons of usage, or a flat rate of \$15.25 per month pursuant to the written agreement of the City and the Housing Authority Complex. The projected completion date for all individual water meters within the Housing Authority Complex is June 30, 2011.

(I) TAP/SERVICE CONNECTION FEE  
\$600.00 per tap

\*\*\*\* SPECIAL TAP/EXTENSION FEE  
\$2,000 per tap

(C) Indicates change in text

(I) Indicates increase

PROJECT SURCHARGE FEE

\* Applicable only to customers in the Brushy Fork area  
\$1.50 per 1,000 gallons

\* Minimum Project Surcharge Fee  
\$3.00 per month

\* Flat Rate Project Surcharge Fee  
\$6.75 per month

(I) RESALE RATE  
\$4.62 per 1,000 gallons

SEPTAGE DUMPED AT SANITARY PLANT

\$25.00 per load up to 1,000 gallons  
\$25.00 per each additional 1,000 gallons

DELAYED PAYMENT PENALTY

10% on all accounts not paid in full by due date in addition to the net current amount unpaid. The delayed payment penalty is not interest and shall be collected only once for each bill when appropriate.

\*\* SECURITY DEPOSIT  
A deposit of \$50.00 or 2/12<sup>th</sup> of the annual usage of the applicant's specific customer class, i.e., residential or commercial, whichever is greater.

\*\*\* LEAK ADJUSTMENT INCREMENT (limited to two monthly billings)  
\$0.36 per 1,000 gallons is to be used when a bill reflects unusual consumption which is attributed to eligible leakage on the customer's side of meter. This rate shall be applied to all consumption above the customer's historical average usage.

(I) Indicates increase

\*\*\*\* EXTRANEOUS FLOW CHARGE

Calculated based upon the amount of rainfall received during the preceding month multiplied by the area of the surface contributing to the extraneous flow discharge into the sanitary sewer system.

- \* applicable only to customers in the Brushy Fork area
- \*\* to be required of all new customers effective September 19, 2010
- \*\*\* limited to two monthly billings
- \*\*\*\* established by and further defined/described pursuant to Ordinance No. 332

**COPY OF TARIFF  
FOR YOUR RECORDS**

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL.  
AMBER M. CROSS  
304-340-0425**

**Strategic Issues:**

- **Service Line Warranties 2016 Fall Campaign:**

Mrs. Jenkins reported that this company offers a service and is endorsed by the National League of Cities and the WV Municipal League of Cities. Information was submitted that was included from a 2009 Water Board meeting. This group is similar to the phone line repair service that some people purchase only this is for sewer lines.

Mrs. Jenkins stated that the Water Board approved the project in 2009, but was not certain if the Sanitary Board ever did approve it. One problem that they run into is the heading of the letter that is submitted to customers. Customers get confused whether the letter is from the City or Service Lines. She had a conversation with SLW and they revised the heading, but feels the Board needs to approve this project.

The Board discussed the matter and would like a representative to attend the Sanitary Board meeting to explain their service.

OPTION.  
Logo Service Line  
Warranties

Sample Letter

City of Buckhannon

West Virginia



Contact ID: 1234567

Re: Sewer Service Line Repair  
Coverage for Buckhannon Homeowners

Reminder - Please disregard if you have already enrolled

Dear [Customer Name]:

Did you know that necessary repairs to the sewer line that runs between your home and the public utility connection are the responsibility of the homeowner? These lines are subjected to the same elements that can cause our public service lines to decay – age, ground shifting, root invasion, fluctuating temperatures and more.

Buckhannon understands the importance of water conservation and protecting the environment. While efforts are underway in many communities to improve public water and sewer systems, these fixes don't address the sewer line located on your property. Homeowners can spend from hundreds of dollars up to \$3,900 to repair a broken, clogged or leaking sewer line on their property – and that can be hard on a budget.

This is why I am pleased to introduce a new voluntary service line repair program which provides repair coverage for your outside sewer line, up to \$4,000 per covered incident\* with no deductibles or annual caps. The Service Line Warranties of America (SLWA) Sewer Line Warranty Program is the only service line protection program for homeowners fully supported by Buckhannon and endorsed by the National League of Cities. The program provides coverage 24 hours a day, 365 days a year.

SLWA, an independent organization, administers the program and is a BBB Accredited Business with an A+ rating. SLWA has helped more than 140,000 homeowners across the country save over \$90 million in water and sewer service line repair costs.

**Enroll today and pay a special monthly price of \$5.50 per month (plus applicable state sales tax) – or save with an annual payment of \$59.00 – a savings of over 10% off the monthly price. To receive this limited time benefit, enroll by [Date].**

Enroll in this optional program today and SLWA will waive the 30 day wait so you'll get immediate coverage! To enroll, return the completed bottom portion of this letter in the enclosed envelope or call 1-855-535-7141 to speak with an SLWA agent Monday through Friday 9:00 am to 5:00 pm. Or visit [www.slwofa.com](http://www.slwofa.com) where you can enroll online – and learn about other service line warranty products available in your area!

Sincerely,

*Tisha Hulburd*

Tisha Hulburd  
Vice President of SLWA

\*Coverage includes the repair of the primary sanitary sewer line of a single-family dwelling from the point of entry at your home to the point of public or municipal sewer responsibility (typically the main service line) that is damaged due to normal wear and tear, not accident or negligence caused by you or others, and up to \$4,000 for public street repair and up to \$500 for public sidewalk repair. Not covered: Shared or branch lines; commercial properties or mobile homes; primary sanitary lines that are over 6 inches in diameter; lift stations or lift pumps; sump, trash or grinder pumps, or storm lines; landscaping services; or repairing private paved and/or concrete surfaces, walkways leading to the home, or structures on your property. Additional exclusions apply.

Cut here [LETTERC0]



John Smith  
987 Main Street  
Anytown, ST 12345  
Contact ID: 1234567

To enroll, please visit [www.slwofa.com](http://www.slwofa.com).

Please mark your selection:

- Yes, please enroll me in the Sewer Line Warranty for just \$5.50\* per month.
- I want to save more. Enroll me in the Sewer Line Warranty for \$59.00\* per year.

I understand that my contract starts when SLWA processes this form. SLWA will invoice me based on my selection above. I confirm that I am the homeowner, my line is in good working order, and I meet the eligibility requirements for coverage. Actual Terms and Conditions should be read carefully before buying and can be viewed online. To see full Terms and Conditions with complete coverage and exclusion details prior to enrolling call 1-855-535-7141 or go to [www.slwatems.com](http://www.slwatems.com).

Signature: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

\* Plus applicable state sales tax.

To protect your privacy, we do not share your information except to deliver this service.



**Comments – Board Members:**

- None

**Comments – Mayor/Chairman:**

- **The next Sanitary Board meeting will be held at the Sewer Plant September 15, 2016 at 3:00 pm.**

There being no further business to be transacted, meeting adjourned at 5:40 p.m.

**Mayor David McCauley** \_\_\_\_\_

**Assistant Recorder Amberle Jenkins** \_\_\_\_\_

