

**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 Wednesday, 12 October 2016 at 4:00 p.m.

David McCauley	Mayor	Present
Amberle Jenkins	Director of Finance & Administration	Present
Susan Aloï	City Recorder	Present
Robbie Skinner	Board Member	Present
Harley Brown	Board Member	Present
David Thomas	Board Member	Present
Michael Livesay	Board Member	Present
Kelly Arnold	Line Superintendent	Present
Tom Landis	Plant Superintendent	Present
Jerry Arnold	Director of Public Works	Absent
Jay Hollen	City Engineer	Present

One guest was also present: Mike Johnson of Chapman Technical Group.

**Meeting Agenda Posted 10-05-2016**

**NOTICE OF RESCHEDULED MEETING DATE OF THE CITY OF BUCKHANNON WATER BOARD**

**THE CITY OF BUCKHANNON WATER BOARD MEETING DATE OF OCTOBER 13, 2016 HAS BEEN RESCHEDULED FOR  
WEDNESDAY, OCTOBER 12, 2016 AT 4:00 P.M. AT CITY HALL**

*City of Buckhannon Water Board – 4:00pm in Council Chambers Meeting Agenda for Wednesday  
October 12, 2016*

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- 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
- C. Finance Report
  - C.1 September 2016 (Amby)
- D. Department Reports- Kelly Arnold/Tom Landis
  - D.1 WTP Phase 1 Project Report (Jay/Tom/CTG)
  - D.2 SCADA Project Report (Jay/Kelly/Tom/CTG)
  - D.3 Michael Cowger water leak
  - D.4 River Place and High School meters
  - D.5 Shoring
  - D.6 Compac Backhoe
  - D.7 Line Crew Report (Kelly)
  - D.8 Water Plant/Chemical Cost Report (Tom)
  - D.9 SWP Public Meeting, October 17, 2016 5-7pm Public Safety Complex
- E. Correspondence
  - E.1 SWP Public Meeting Notice
  - E.2 Letter to Patrick Martin
  - E.3 Response Letter to Sanitary Survey
  - E.4 Letter to CSX Real Property
- F. Consent Agenda
  - F.1 Approval of Minutes – September 8, 2016 Water Board Meeting
- G. Strategic Issues for discussion and vote
  - G.1 none
- H. Board Members Comments and Announcements
- I. Mayor’s Comments and Announcements
- J. Adjournment

Next Meeting November 10, 2016 in Council Chambers

POSTED 10-05-2016

**Chapman Technical Group**

- **Motion to Pay Invoice – Brown, seconded by Skinner; Motion Passed.**

• **Change Order #3** – Application of coating to basin, time & material = \$54,273.56  
 Mr. Hollen has reviewed the details of each of the item included in Change Order #3 for accuracy and pricing and approves of the submitted Change Order. Mr. Landis also agrees.

**Motion Thomas/Skinner to Approve the Change Order #3 dated 10/12/16 in the amount of \$54,273.56 for contractor Triton Contracting, Inc. Motion Carried.**

<b>CHANGE ORDER</b>		Distribution:		
		OWNER	<u>  X  </u>	FIELD <u>  X  </u>
		ENGINEER	<u>  X  </u>	
		CONTRACTOR	<u>  X  </u>	

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<b>PROJECT:</b> City of Buckhannon Water Treatment Plant Improvements Contract No. 2	<b>CHANGE ORDER NO.:</b> 3
	<b>INITIATION DATE:</b> October 12, 2016
<b>CONTRACTOR:</b> Triton Construction, Inc. 1944 Winfield Road Saint Albans, WV 25177	<b>ENGINEER'S PROJECT NUMBER:</b> 13054
	<b>CONTRACT DATE:</b> 2/8/16
	<b>CONTRACT FOR:</b> WTP Equipment Upgrades

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You are directed to make the following changes in this Contract:

<b>1 Add Cementitious Coating to the Interior of Train A of the Sed. Basin (Approximately 5,970 SF)</b>	
Coating Material Costs (\$1.83/SF)	\$10,925.10
Installation (\$2.42/SF)	\$14,447.40
Triton Labor - Water Blast Floor	\$7,710.54
Misc. Material/Equipment Costs	\$3,155.93
Overhead and Profit (15%)	\$5,435.85
Water Blast Walls - WQ Walters	\$6,318.81
Sub Contractor mark up (5%)	\$315.94
B&O Taxes (2%)	\$966.19
<b>Total Cost</b>	<b>\$49,275.76</b>

<b>2 Excavation to repair the exterior of filter #1 and sidewalk replacement</b>	
Labor	\$ 3,631.12
Material/Equipment Costs	\$ 629.58
Overhead and Profit (15%)	\$ 639.11
B&O Taxes (2%)	\$ 98.00
<b>Total Cost</b>	<b>\$ 4,997.80</b>

<b>Total Change Order #3 Cost</b>	<b>\$54,273.56</b>
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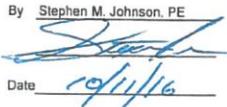
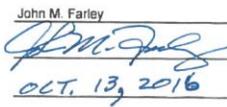
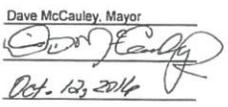
Not valid until signed by both the Owner and Engineer. Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time, and the Contractor hereby waives the right to claim any delays as a result of this Change Order.

The Original Contract Sum was	\$	1,833,000.00
Net change by previously authorized Change Orders is	\$	15,090.05
The Contract Sum prior to this Change Order was	\$	1,848,090.05
The Contract Sum will be (increased) by this Change Order	\$	\$54,273.56
The new Contract Sum including this Change Order will be	\$	1,902,363.61
The Contract Time will be changed by <u>  0  </u> days		
Therefore, the Date of Substantial Completion Will Be	<b>December 9, 2016</b>	

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<b>Authorized:</b> Chapman Technical Group ENGINEER 200 Sixth Ave. Address St. Albans WV 25177	Triton Construction Inc. CONTRACTOR 1944 Winfield Road Address St. Albans, WV 25177	City of Buckhannon Water Board OWNER 70 East Main Street Address Buckhannon, WV 26201
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By <u>Stephen M. Johnson, PE</u>  Date <u>10/11/16</u>	By <u>John M. Farley</u>  Date <u>OCT. 13, 2016</u>	By <u>Dave McCauley, Mayor</u>  Date <u>Oct. 13, 2016</u>
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- **SCADA Update;** Board is pleased with current state.

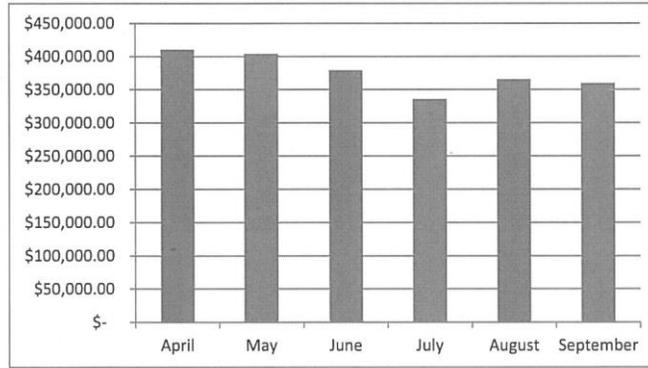
**Finance Report:**

- Money in CDs is not earning much interest (1/4 of 1%); Amby called bank (FCB) and agreed to 1% if held for 15 months. Mr. Thomas suggested checking rates at other banks, next time CDs come due.
- Ms. Jenkins reported \$22,000.00 more in revenue than expenses for September 2016.
- The second phase of water rate increase will become effective on November 1, 2016 - This is a 15% increase. Mr. Thomas suggested sharing information with the public as to why the increases were necessary. He noted that Buckhannon's water rate is still lower than surrounding cities.

**Motion to Approve Financial Report– Thomas/Brown; Motion Passed.**

Balance September 30, 2016

Money market & checking \$ 360,143.51  
 CD \$ 573,253.59  
 2% Depreciation fund \$ 375,670.14



Money Market and Checking Six Month Trend

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

10-12-2016 10:21 AM

CITY OF BUCKHANNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2016

400-WATER

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>UTILITY BILLINGS</b>						
400-350-000-00 RESIDENTIAL SALES	750,000	67,707.86	204,510.15	0.00	545,489.85	27.27
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	500,000	47,217.72	134,607.10	0.00	365,392.90	26.92
400-350-000-03 PRIVATE FIRE PROTECTION	10,000	1,300.00	3,890.00	0.00	6,110.00	38.90
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,260,000	116,225.58	343,007.25	0.00	916,992.75	27.22
<b>OUTSIDE DISTRICTS</b>						
400-360-000-00 MT HOPE WATER (MASTER MET	105,000	10,326.58	30,099.23	0.00	74,900.77	28.67
400-360-000-01 HODGESVILLE PSD (MASTER M	220,000	17,688.18	47,671.14	0.00	172,328.86	21.67
400-360-000-02 ELKINS ROAD PSD (MASTER M	110,000	9,821.07	26,061.86	0.00	83,938.14	23.69
400-360-000-03 ADRIAN PSD (MASTER METER)	170,000	14,117.46	46,226.96	0.00	123,773.04	27.19
TOTAL OUTSIDE DISTRICTS	605,000	51,953.29	150,059.19	0.00	454,940.81	24.80
<b>GRANTS</b>						
400-366-000-01 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
400-368-000-00 CONTRIBUTION REVENUE	2,000	0.00	0.00	0.00	2,000.00	0.00
400-368-000-01 RECLASSIFY REVENUE-ARMORY	0	0.00	0.00	0.00	0.00	0.00
400-368-000-02 RECLASSIFY REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	2,000	0.00	0.00	0.00	2,000.00	0.00
<b>INTRAFUND CONTR/CHARGES</b>						
400-370-000-01 LATE CHARGES	15,000	3,244.76	10,301.93	0.00	4,698.07	68.68
400-370-000-02 WATER BILLING-NEW SERVICE	0	0.00	0.00	0.00	0.00	0.00
400-370-000-03 CUSTOMER BILL FEES (BANK-S	2,000	550.00	1,325.00	0.00	675.00	66.25
400-370-000-04 C J MARTIN WATER LINE EXT	0	0.00	0.00	0.00	0.00	0.00
400-370-000-05 LEWIS WATER LINE EXT	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTRAFUND CONTR/CHARGES	17,000	3,794.76	11,626.93	0.00	5,373.07	68.39
<b>OTHER REVENUE</b>						
400-379-000-00 GAIN ON SALE	0	0.00	0.00	0.00	0.00	0.00
400-380-000-00 INTEREST INCOME	1,500	0.00	0.00	0.00	1,500.00	0.00
400-399-000-00 MISC. NONOPERATING INCOME	10,000	3,413.88	5,563.88	0.00	4,436.12	55.64
TOTAL OTHER REVENUE	11,500	3,413.88	5,563.88	0.00	5,936.12	48.38
<b>TOTAL REVENUE</b>	<b>1,895,500</b>	<b>175,387.51</b>	<b>510,257.25</b>	<b>0.00</b>	<b>1,385,242.75</b>	<b>26.92</b>

*Percent edited to date*

10-12-2016 10:21 AM

CITY OF BUCKHANNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2016

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>BAD DEBT</b>						
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<b>NON-OPERATING EXPENSES</b>						
400-550-676-00 BAD DEBT EXPENSE (return c	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
<b>TOTAL BAD DEBT</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>DEPRECIATION</b>						
=====						
<b>CONTRIBUTIONS</b>						
400-580-500-00 DEPRECIATION EXPENSE	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 DEPRECIATION</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>RESERVIOR MANGMT DAM</b>						
=====						
<b>SALARIES &amp; BENEFITS</b>						
400-601-103-00 RESERVIOR MANAGEMENT LABO	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
<b>CONTRACTUAL SERVICES</b>						
400-601-211-00 UTILITIES - ELEC,GAS,PHON	14,000	1,419.12	4,110.50	0.00	9,889.50	29.36
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	14,000	1,419.12	4,110.50	0.00	9,889.50	29.36
<b>COMMODITIES</b>						
400-601-342-00 MAINTENANCE RIVER INTAKE&	500	0.00	0.00	0.00	500.00	0.00
400-601-346-00 WATERSHED MANAGEMENT	0	0.00	0.00	0.00	0.00	0.00
400-601-347-00 MAINTENANCE DAM	2,000	0.00	0.00	0.00	2,000.00	0.00
400-601-399-00 WATERSHED, DAM MISC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	2,500	0.00	0.00	0.00	2,500.00	0.00
<b>TOTAL RESERVIOR MANGMT DAM</b>	<b>16,500</b>	<b>1,419.12</b>	<b>4,110.50</b>	<b>0.00</b>	<b>12,389.50</b>	<b>24.91</b>
<b>WATER PLANT</b>						
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<b>SALARIES &amp; BENEFITS</b>						
400-642-103-00 WATER PUMPERS SALARIES	249,000	21,904.81	76,256.84	0.00	172,743.16	30.63
400-642-104-00 FICA TAX	21,000	1,679.00	5,845.80	0.00	15,154.20	27.84

*Spent to 9-30*

10-12-2016 10:21 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2016

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	62,000	5,477.46	16,432.38	0.00	45,567.62	26.50
400-642-106-00 RETIREMENT	36,500	2,628.58	9,150.81	0.00	27,349.19	25.07
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	368,500	31,689.85	107,685.83	0.00	260,814.17	29.22
<b>CONTRACTUAL SERVICES</b>						
400-642-211-00 UTILITIES - ELEC, GAS, PH	105,000	10,191.70	29,818.61	0.00	75,181.39	28.40
400-642-221-00 TRAINING & CONTINUED EDUC	5,000	141.33	426.38	0.00	4,573.62	8.53
400-642-226-00 UNEMPLOYMENT/COMPENSATION	8,000	670.83	2,353.76	0.00	5,646.24	29.42
TOTAL CONTRACTUAL SERVICES	118,000	11,003.86	32,598.75	0.00	85,401.25	27.63
<b>COMMODITIES</b>						
400-642-341-00 OFFICE EXPENSE	2,500	201.98	526.24	0.00	1,973.76	21.05
400-642-342-00 MAINT TREATMENT PLANT BLD	2,500	1,004.80	1,033.28	0.00	1,466.72	41.33
400-642-343-00 VEHICLE MAINTENANCE	1,750	0.00	74.90	0.00	1,675.10	4.28
400-642-343-01 PLANT VEHICLE FUEL	3,000	246.47	550.40	0.00	2,449.60	18.35
400-642-344-00 GENERAL EQUIPMENT MAINTEN	2,500	0.00	164.98	0.00	2,335.02	6.60
400-642-345-00 UNIFORMS PERSONAL SAFETY	3,000	594.50	887.46	0.00	2,112.54	29.58
400-642-346-00 MAINT TREATMENT PLANT EQU	12,500	919.24	1,104.27	0.00	11,395.73	8.83
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	0.00	1,119.97	0.00	13,880.03	7.47
400-642-348-00 CHEMICAL COSTS	130,000	9,736.70	38,934.25 (	3,204.40)	94,270.15	27.48
400-642-349-00 COMPLIANCE MONITORING	12,500	640.00	2,561.00	0.00	9,939.00	20.49
400-642-350-00 TELEMTRY COSTS	4,000	0.00	0.00	0.00	4,000.00	0.00
400-642-399-00 PLANT MISCELLANEOUS	2,500	278.49	663.16	0.00	1,836.84	26.53
TOTAL COMMODITIES	191,750	13,622.18	47,619.91 (	3,204.40)	147,334.49	23.16
TOTAL WATER PLANT	678,250	56,315.89	187,904.49 (	3,204.40)	493,549.91	27.23

WATER LINES

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SALARIES & BENEFITS

400-660-103-00 T & D LINE CREW SALARIES	152,500	15,657.31	58,994.43	0.00	93,505.57	38.68
400-660-103-10 LABOR&BENEFITS CAPITALIZE	0	0.00	0.00	0.00	0.00	0.00
400-660-104-00 FICA TAX	13,500	1,203.88	4,534.37	0.00	8,965.63	33.59
400-660-105-00 HEALTH INSURANCE	51,000	6,397.08	19,191.24	0.00	31,808.76	37.63
400-660-106-00 RETIREMENT	31,000	1,722.42	6,117.25	0.00	24,882.75	19.73
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	248,000	24,980.69	88,837.29	0.00	159,162.71	35.82

CONTRACTUAL SERVICES

400-660-211-00 UTILITIES - ELEC,GAS,PHON	22,000	1,729.34	6,483.52	0.00	15,516.48	29.47
400-660-221-00 TRAINING & CONTINUED EDUC	2,250	56.39	341.44	0.00	1,908.56	15.18
400-660-226-00 UNEMPLOYMENT/COMPENSATION	12,500	670.83	2,353.76	0.00	10,146.24	18.83
TOTAL CONTRACTUAL SERVICES	36,750	2,456.56	9,178.72	0.00	27,571.28	24.98

COMMODITIES

400-660-341-00 OFFICE EXPENSE	3,500	278.48	590.68	49.99	2,859.33	18.30
400-660-342-00 MAINTENANCE GARAGE BLDG	3,500	0.00	85.57	98.34	3,316.09	5.25

10-12-2016 10:21 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2016

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-660-343-00 VEHICLE MAINTENANCE	5,000	225.98	590.62	48.92	4,360.46	12.79
400-660-343-01 LINE VEHICLE FUEL	13,500	573.36	1,701.52	0.00	11,798.48	12.60
400-660-344-00 GENERAL EQUIPMENT MAINTEN	19,000	2,074.84	3,150.71	362.21	15,487.08	18.49
400-660-345-00 UNIFORMS-PERSONAL SAFETY	5,500	217.22	510.18	0.00	4,989.82	9.28
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	20,000	30.97	30.97	0.00	19,969.03	0.15
400-660-348-00 DISTRIBUTION TANK MAINTEN	3,500	0.00	6.45	0.00	3,493.55	0.18
400-660-349-00 LINE MAINTENANCE MATERIAL	0	0.00	0.00	0.00	0.00	0.00
400-660-350-00 LINE MAINT PERMITS (DOH)	500	0.00	59.50	0.00	440.50	11.90
400-660-351-00 COMPLIANCE MONITORING	1,500	0.00	10.00	0.00	1,490.00	0.67
400-660-352-00 NEW SERVICES, UPGRADE MAT	75,000	1,275.77	5,422.00	1,303.11	68,274.89	8.97
400-660-353-00 MAPPING & LINE LOCATING E	1,500	36.40	126.70	0.00	1,373.30	8.45
400-660-354-00 FIRE SERVICE MATERIALS	1,500	0.00	0.00	0.00	1,500.00	0.00
TOTAL COMMODITIES	153,500	4,713.02	12,284.90	1,862.57	139,352.53	9.22

NON-OPERATING EXPENSES

400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,200	249.98	281.24	0.00	918.76	23.44
TOTAL NON-OPERATING EXPENSES	1,200	249.98	281.24	0.00	918.76	23.44

TOTAL WATER LINES

TOTAL WATER LINES	439,450	32,400.25	110,582.15	1,862.57	327,005.28	25.59
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WATER METERS

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SALARIES & BENEFITS

400-902-103-00 METER ON/OFF & MAINT LABO	74,000	5,245.46	18,493.51	0.00	55,506.49	24.99
400-902-104-00 FICA TAX	7,000	402.77	1,419.97	0.00	5,580.03	20.29
400-902-105-00 HEALTH INSURANCE	47,500	2,625.40	7,876.20	0.00	39,623.80	16.58
400-902-106-00 RETIREMENT	12,500	629.47	2,219.24	0.00	10,280.76	17.75
400-902-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	141,000	8,903.10	30,008.92	0.00	110,991.08	21.28

CONTRACTUAL SERVICES

400-902-221-00 TRAINING & CONTINUED EDUC	0	0.00	0.00	0.00	0.00	0.00
400-902-226-00 PAYROLL OVERHEAD-FICA,RET	2,425	670.83	2,353.76	0.00	71.24	97.06
TOTAL CONTRACTUAL SERVICES	2,425	670.83	2,353.76	0.00	71.24	97.06

COMMODITIES

400-902-342-00 MAINTENANCE OF METER SHOP	0	0.00	0.00	0.00	0.00	0.00
400-902-343-00 VEHICLE MAINTENANCE	0	0.00	227.38	0.00 (	227.38)	0.00
400-902-343-01 METER VEHICLE FUEL	0	482.07	1,403.19	0.00 (	1,403.19)	0.00
400-902-344-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-902-345-00 UNIFORMS-PERSONAL SAFETY E	0	267.22	560.18	0.00 (	560.18)	0.00
400-902-346-00 REPLACEMENT NEW METERS, P	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	749.29	2,190.75	0.00 (	2,190.75)	0.00

NON-OPERATING EXPENSES

400-902-999-00 CUST SERVICE-METER READ	500	0.00	0.00	0.00	500.00	0.00
TOTAL NON-OPERATING EXPENSES	500	0.00	0.00	0.00	500.00	0.00

TOTAL WATER METERS

TOTAL WATER METERS	143,925	10,323.22	34,553.43	0.00	109,371.57	24.01
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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2016

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>OFFICE/ADMIN</b>						
=====						
<b>SALARIES &amp; BENEFITS</b>						
400-920-101-00 AD & GE SALARIES BOARD	39,500	1,387.50	4,262.50	0.00	35,237.50	10.79
400-920-103-00 AD & GE OFFICE SALARIES	144,000	8,371.24	29,114.08	0.00	114,885.92	20.22
400-920-104-00 FICA TAX	17,000	748.11	2,559.12	0.00	14,440.88	15.05
400-920-105-00 HEALTH INSURANCE	75,000	4,988.70	14,668.52	0.00	60,331.48	19.56
400-920-106-00 RETIREMENT	24,500	1,004.54	3,460.09	0.00	21,039.91	14.12
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	300,000	16,500.09	54,064.31	0.00	245,935.69	18.02
<b>CONTRACTUAL SERVICES</b>						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	1,500	142.85	414.17	0.00	1,085.83	27.61
400-920-221-00 TRAINING & CONTINUED EDUC	2,500	86.40	311.40	0.00	2,188.60	12.46
400-920-226-00 UNEMPLOYMENT/COMPENSATION	35,000	8,366.19	16,869.49	0.00	18,130.51	48.20
TOTAL CONTRACTUAL SERVICES	39,000	8,595.44	17,595.06	0.00	21,404.94	45.12
<b>COMMODITIES</b>						
400-920-341-00 MATERIALS & SUPPLIES EXPE	28,000	1,157.53	4,274.46	86.54	23,639.00	15.58
400-920-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-920-347-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-920-348-00 MAINTENANCE & RENT-OFFICE	10,000	0.00	0.00	0.00	10,000.00	0.00
400-920-349-00 AUDITING EXPENSE	2,000	0.00	1,375.00	0.00	625.00	68.75
400-920-350-00 LEGAL EXPENSE	5,000	1,388.89	9,420.61	0.00	4,420.61	188.41
400-920-351-00 ENGINEERING EXPENSE	50,000	1,141.31	5,866.68	0.00	44,133.32	11.73
400-920-352-00 PROPERTY INSURANCE	12,500	1,791.66	3,583.32	0.00	8,916.68	28.67
400-920-353-00 PSC ASSESSMENTS	12,500	0.00	5,851.70	0.00	6,648.30	46.81
400-920-369-00 CUSTOMER DEP INTEREST PAI	0	1.88	5.26	0.00	5.26	0.00
TOTAL COMMODITIES	120,000	5,481.27	30,377.03	86.54	89,536.43	25.39
<b>CAPITAL OUTLAY</b>						
400-920-459-00 CAPITAL OUTLAY COMPUTER	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>NON-OPERATING EXPENSES</b>						
400-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-999-00 ADM BOARD-BILLING MISC	37,500	2,816.71	13,632.03	0.00	23,867.97	36.35
TOTAL NON-OPERATING EXPENSES	37,500	2,816.71	13,632.03	0.00	23,867.97	36.35
TOTAL OFFICE/ADMIN	496,500	33,393.51	115,668.43	86.54	380,745.03	23.31
<b>BAD DEBTS</b>						
=====						
<b>SALARIES &amp; BENEFITS</b>						
400-955-109-00 BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2016

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
<b>CAPITAL/PROJECTS</b>						
=====						
<b>SALARIES &amp; BENEFITS</b>						
400-999-110-00 PAINT INT. CLOW TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-120-00 METER READER HANDHELD UPG	2,000	0.00	0.00	0.00	2,000.00	0.00
400-999-130-00 ZICKEFOOSE TRLR CT 2"LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-140-00 ISLAND AVE 6" TO REPLACE	92,500	0.00	0.00	0.00	92,500.00	0.00
400-999-163-00 PLANT LAB UPGRADE	0	0.00	0.00	0.00	0.00	0.00
400-999-170-00 REPLACE 4" LDS CHURCH SOU	0	0.00	0.00	0.00	0.00	0.00
400-999-172-00 KENNEDY HYDRANT REPLACEME	16,000	0.00	0.00	0.00	16,000.00	0.00
400-999-173-00 MEADE - COLLEGE TO CAMDEN	0	0.00	0.00	0.00	0.00	0.00
400-999-176-00 LIGHTBURN STREET	0	0.00	0.00	0.00	0.00	0.00
400-999-177-00 RILEY HEIGHTS	0	0.00	0.00	0.00	0.00	0.00
400-999-178-00 HYDRANT UPGRADE TO STEAME	0	0.00	0.00	0.00	0.00	0.00
400-999-187-00 BRIDGE METER SHOP TO CHEM	0	0.00	0.00	0.00	0.00	0.00
400-999-189-00 RENEW 84 METER SERVICES	10,000	0.00	0.00	0.00	10,000.00	0.00
400-999-190-00 VARIOUS OTHER PROJECTS	15,000	252.72	2,643.84	0.00	12,356.16	17.63
400-999-191-00 HOUSING AUTHORITY METERIN	0	0.00	0.00	0.00	0.00	0.00
400-999-197-00 PAINTING INT N. BKH TANK	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	135,500	252.72	2,643.84	0.00	132,856.16	1.95
<b>NON-OPERATING EXPENSES</b>						
400-999-602-00 INTAKE LARGE COMPRESSOR	0	0.00	0.00	0.00	0.00	0.00
400-999-612-00 WATER PLANT PROJ PHASE 1	0	0.00	0.00	0.00	0.00	0.00
400-999-613-00 KNOLLWOOD 4" TAP	3,000	0.00	0.00	0.00	3,000.00	0.00
400-999-619-00 24 MISC VALVES TO REPLACE	20,000	0.00	0.00	0.00	20,000.00	0.00
400-999-620-00 EMERG GEN @ BOOSTER STATI	0	0.00	0.00	0.00	0.00	0.00
400-999-621-00 PAINT INT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-622-00 LEWIS LINE EXTENTION	0	0.00	0.00	0.00	0.00	0.00
400-999-623-00 DOLLAR STORE FIRE SERVICE	0	0.00	0.00	0.00	0.00	0.00
400-999-624-00 PAINT EXT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-625-00 14 NEW CITY/COUNTY HYDRAN	0	0.00	0.00	0.00	0.00	0.00
400-999-626-00 COMMERCIAL LAWMOWER	0	0.00	0.00	0.00	0.00	0.00
400-999-627-00 GPS & LAPTOP	4,500	0.00	0.00	0.00	4,500.00	0.00
400-999-628-00 ST JOE CHECK VALVE SYSTEM	0	0.00	0.00	0.00	0.00	0.00
400-999-665-00 DEPRECIATION FUND (NEW PL	0	0.00	0.00	0.00	0.00	0.00
400-999-666-00 VICTORIA HILL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-667-00 FILTER MEDIA REPLACEMENT	0	0.00	0.00	0.00	0.00	0.00
400-999-668-00 REPLACE TRUCK	0	0.00	0.00	0.00	0.00	0.00
400-999-669-00 TAMP EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
400-999-670-00 ARMORY-BRUSHY FORK LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-671-00 METER BARREL E. MAIN STRE	0	0.00	0.00	0.00	0.00	0.00
400-999-672-00 LEAK DETECTION EQUIPMENT	30,000	0.00	0.00	0.00	30,000.00	0.00
400-999-673-00 PORTABLE FLOW METER LEAK	0	0.00	0.00	0.00	0.00	0.00
400-999-674-00 REPLACE CREW TRUCK	0	0.00	0.00	0.00	0.00	0.00

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2016

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-675-00 BOOM TRUCK/SLUDGE	1,200	0.00	0.00	0.00	1,200.00	0.00
400-999-676-00 PLANT AIR COMPRESSOR	0	0.00	0.00	0.00	0.00	0.00
400-999-677-00 SLUDGE PUMPS	0	0.00	547.11	0.00	547.11	0.00
400-999-678-00 PLANT FLOW METER	0	0.00	0.00	0.00	0.00	0.00
400-999-679-00 LIME/SODA ASH FEEDER	0	0.00	0.00	0.00	0.00	0.00
400-999-680-00 VFD-H.S PUMP	0	0.00	0.00	0.00	0.00	0.00
400-999-681-00 SCADA TANK/PUMP STATION	150,000	16,067.50	42,046.14	0.00	107,953.86	28.03
400-999-681-01 ADRIAN HODGESVILLE SCADA	10,000	0.00	0.00	0.00	10,000.00	0.00
400-999-682-00 STORAGE BUILDING	0	0.00	0.00	0.00	0.00	0.00
400-999-682-01 MASTER METERS COLLEGE	30,000	0.00	0.00	0.00	30,000.00	0.00
400-999-682-02 DRAINS IN MASTER METER PI	10,000	0.00	0.00	0.00	10,000.00	0.00
400-999-682-03 XREA PUMPS FOR PUMPSTATIO	10,000	0.00	0.00	0.00	10,000.00	0.00
400-999-682-04 SUPERVISOR TRUCK	35,000	0.00	0.00	0.00	35,000.00	0.00
400-999-682-05 BACKHOE	17,675	0.00	0.00	0.00	17,675.00	0.00
400-999-682-06 CAPSTONE REPAIR WTP BLDGS	27,500	0.00	0.00	0.00	27,500.00	0.00
400-999-682-07 ROOFING SEAM REPAIR	10,000	0.00	0.00	0.00	10,000.00	0.00
400-999-682-08 CADD SOFTWARE LICENSE	1,000	0.00	0.00	0.00	1,000.00	0.00
400-999-682-09 TANK MIXERS TENNERTON TAN	20,000	0.00	0.00	0.00	20,000.00	0.00
400-999-682-10 N BUCKHANNON TANK CAGE	7,500	0.00	0.00	0.00	7,500.00	0.00
400-999-682-11 LAWN TRACTOR	15,000	0.00	0.00	0.00	15,000.00	0.00
400-999-682-12 DEER CREEK ONEIL LINE	15,000	0.00	0.00	0.00	15,000.00	0.00
400-999-683-00 SECURITY GATE	12,500	0.00	0.00	0.00	12,500.00	0.00
400-999-684-00 TANK INSPECTIONS	0	0.00	0.00	0.00	0.00	0.00
400-999-685-00 SECURITY FENCING ALL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-686-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
400-999-687-00 FLOW METER TENNERTON	0	0.00	0.00	0.00	0.00	0.00
400-999-688-00 MASTER METERS COLLEGE	0	0.00	0.00	0.00	0.00	0.00
400-999-689-00 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-690-00 EXTRA PUMPS FOR PS	0	0.00	0.00	0.00	0.00	0.00
400-999-691-00 SECURITY FOR TANKS/PS	0	0.00	0.00	0.00	0.00	0.00
400-999-692-00 BACKHOE	0	2,945.86	5,891.72	0.00	5,891.72	0.00
400-999-693-00 CAPSTONE REPAIR WTP	0	0.00	0.00	0.00	0.00	0.00
400-999-694-00 18" SILENT CHECK VALVE	0	0.00	0.00	0.00	0.00	0.00
400-999-695-00 3 & 4 FILTER REHAB	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	429,875	19,013.36	48,484.97	0.00	381,390.03	11.28
TOTAL CAPITAL/PROJECTS	565,375	19,266.08	51,128.81	0.00	514,246.19	9.04
TOTAL EXPENDITURES	2,340,000	153,118.07	503,947.81	( 1,255.29)	1,837,307.48	21.48
REVENUE OVER/(UNDER) EXPENDITURES	( 444,500)	22,269.44	6,309.44	1,255.29	( 452,064.73)	1.70-

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DISBURSEMENTS 9-01-16 TO 09-30-16

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	AFLAC	225-000-00	INSURANCE DEDUCT PAY	AFLAC INS	13.31
		225-000-00	INSURANCE DEDUCT PAY	AFLAC INS	13.31
	WASHINGTON NATIONAL INS CO	225-000-00	INSURANCE DEDUCT PAY	CANCER INS	188.78
		225-000-00	INSURANCE DEDUCT PAY	CANCER INS	188.78
	FORT DEARBORN	225-000-00	INSURANCE DEDUCT PAY	OPTIONAL LIFE INS	64.10
		225-000-00	INSURANCE DEDUCT PAY	OPTIONAL LIFE INS	64.10
	EMPOWER RETIREMENT (WV RET P	225-000-01	WV RETIREMENT PLUS	RETIREMENT PLUS	216.67
		225-000-01	WV RETIREMENT PLUS	RETIREMENT PLUS	216.67
	WV PUBLIC EMPLOYEES RETIREME	224-000-00	RETIREMENT CONTR PAY	WV RETIREMENT CONTRIBUTION	1,138.33
		224-000-00	RETIREMENT CONTR PAY	WV RETIREMENT CONTRIBUTION	1,106.05
	WV DEPT OF TAX AND REVENUE	223-000-00	STATE WH PAYABLE	STATE INCOME TAX WITHHELD	1,082.70
		223-000-00	STATE WH PAYABLE	STATE INCOME TAX WITHHELD	1,020.61
	INTERNAL REVENUE SERVICE	222-000-00	FEDERAL WH PAYABLE	FEDERAL WITHHOLDING	2,989.78
		222-000-00	FEDERAL WH PAYABLE	FEDERAL WITHHOLDING	2,755.39
		221-000-00	F.I.C.A. TAXES PAYAB	FICA WITHHELD AND MATCHED	1,698.48
		221-000-00	F.I.C.A. TAXES PAYAB	FICA WITHHELD AND MATCHED	1,570.70
		221-000-00	F.I.C.A. TAXES PAYAB	MEDICARE WITHHELD & MATCHE	397.22
		221-000-00	F.I.C.A. TAXES PAYAB	MEDICARE WITHHELD & MATCHE	367.34
			TOTAL:		15,092.32
RESERVIOR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110088822306 OHIO LIFT STA	1,419.12
			TOTAL:		1,419.12
WATER PLANT	MPL CORPORATION	642-399-00	PLANT MISCELLANEOUS	NETWORKING	178.49
	MON POWER	642-211-00	UTILITIES - ELEC, GA	110 080 768 291 WATER PLAN	26.97
		642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	9,815.99
	LYKINS OIL COMPANY	642-343-01	PLANT VEHICLE FUEL	WATER AUG FUEL BILL	246.47
	HD SUPPLY WATERWORKS LTD	642-342-00	MAINT TREATMENT PLAN	SADDLE CORPS	446.60
		642-342-00	MAINT TREATMENT PLAN	SADDLE CORPS	558.20
	THOMAS LANDIS	642-221-00	TRAINING & CONTINUED	REIMB MEALS @ WVRWA	41.33
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT UNIFORMS	217.22
	QUILL	642-341-00	OFFICE EXPENSE	Black Toner Cartridge	201.98
	LUMOS NETWORK	642-211-00	UTILITIES - ELEC, GA	170829190 304-472-8628	35.77
	CALIFORNIA CONTRACTORS SUPPL	642-345-00	UNIFORMS PERSONAL SA	Safety Supplies	377.28
	RITE-WAY HEATING & PLUMBING	642-346-00	MAINT TREATMENT PLAN	PVC, Fernco,	33.91
	MRC GLOBAL (US) INC.	642-346-00	MAINT TREATMENT PLAN	Alum. Cam & Groove coupli	17.41
	BRICK STREET MUTUAL	642-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 8-2-16 TO 9-1-1	670.83
	FORT DEARBORN	642-105-00	HEALTH INSURANCE	WATER SEPT LIFE INS	23.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	16.72
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	39.52
	RELIANCE LABORATORIES INC	642-349-00	COMPLIANCE MONITORIN	Stage II Test	360.00
		642-349-00	COMPLIANCE MONITORIN	TOC, Fluoride	70.00
	C I THORNBURG CO INC	642-348-00	CHEMICAL COSTS	DelPac,SodaAsh, Lime,KMno	4,437.58
		642-348-00	CHEMICAL COSTS	DelPac, Soda Ash	4,159.12
	NAPA-AMTOWER AUTO SUPPLY	642-346-00	MAINT TREATMENT PLAN	Exhaust Fan Belts	7.02
	LOWES BUSINESS ACCOUNTS	642-346-00	MAINT TREATMENT PLAN	PVC,	11.04
		642-346-00	MAINT TREATMENT PLAN	Wire, Seal, Bushing	15.86
	SAL CHEMICAL INC	642-348-00	CHEMICAL COSTS	Sodiumfluorosilicate	1,140.00
	ATLAS GROUP LLC	642-346-00	MAINT TREATMENT PLAN	Vac Truck rental	600.00
	MOUNTAIN STATE BLUE CROSS	642-105-00	HEALTH INSURANCE	WATER SEPT HEALTH INS	5,454.46
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,333.50
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,295.08
	BCN TELECOM INC	642-211-00	UTILITIES - ELEC, GA	472-2530 & 8628	10.58
	SAM'S PIZZA	642-221-00	TRAINING & CONTINUED	PCRD-PIZZA -TRAINING WVRW	100.00

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DISBURSEMENTS 9-01-16 TO 09-30-16

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	690.30
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	670.45
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	161.44
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	156.81
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	Bacteriological Sept2016	210.00
	FASTENAL INDUSTRIAL	642-399-00	PLANT MISCELLANEOUS	BOTTLED WATER	100.00
	AMERICAN FLAG & BANNER CO IN	642-346-00	MAINT TREATMENT PLAN	indTracker Flag	234.00
	AT&T MOBILITY	642-211-00	UTILITIES - ELEC, GA	642-5819,5820	72.26
		642-211-00	UTILITIES - ELEC, GA	642-5147 5810 5828 9458	79.56
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	304-472-2530-101615-4	56.18
		642-211-00	UTILITIES - ELEC, GA	304-011-5660-082602-4 WAT	38.15
	**PAYROLL EXPENSES			9/01/2016 - 9/30/2016	21,904.81
				TOTAL:	56,315.89
WATER LINES	MPL CORPORATION	660-341-00	OFFICE EXPENSE	NETWORKING	178.48
	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110081927193 AMALIA DR	5.21
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	6.57
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	6.00
		660-211-00	UTILITIES - ELEC,GAS	110083759404 BRUSHY FORK	5.12
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCKBOOSTER	33.32
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCKTANK	5.25
		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	135.65
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	1,003.52
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TANK	9.07
		660-211-00	UTILITIES - ELEC,GAS	110100156733 107 E MAIN	160.22
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	5.70
	LYKINS OIL COMPANY	660-343-01	LINE VEHICLE FUEL	WATER AUG FUEL BILL	573.36
	HD SUPPLY WATERWORKS LTD	660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE FITTINGS	165.00
		660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE FITTINGS	454.72
		660-352-00	NEW SERVICES, UPGRAD	2" METER GASKETS	64.80
	UNIFIRST CORP.	660-345-00	UNIFORMS-PERSONAL SA	ALL DEPT UNIFORMS	217.22
	LUMOS NETWORK	660-211-00	UTILITIES - ELEC,GAS	170829190 304-472-8628	35.77
	SOUTHERN STATES COOP INC	660-352-00	NEW SERVICES, UPGRAD	GRASS SEED	127.89
		660-344-00	GENERAL EQUIPMENT MA	STEEL TOED BOOTS DEVIN	159.99
	BRICK STREET MUTUAL	660-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 8-2-16 TO 9-1-1	670.83
	FORT DEARBORN	660-105-00	HEALTH INSURANCE	WATER SEPT LIFE INS	36.80
	POLLARD WATER	660-344-00	GENERAL EQUIPMENT MA	GEOPHONE	411.50
	CHEMTEK CORP	660-344-00	GENERAL EQUIPMENT MA	BATTERIES GLLOVES	165.10
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	16.72
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	39.52
	AUTO ZONE	660-343-00	VEHICLE MAINTENANCE	BATTERY FOR W-7 TRUCK	117.99
	ADVANCE AUTO PARTS	660-347-00	BOOSTER PUMP BLDG EQ	OIL AND FUNNEL	30.97
	C I THORNBURG CO INC	660-352-00	NEW SERVICES, UPGRAD	HYDRANT PARTS	294.08
	AIRGAS MID AMERICA	660-352-00	NEW SERVICES, UPGRAD	TIPS FOR CUTTER	39.00
	NAPA-AMTOWER AUTO SUPPLY	660-343-00	VEHICLE MAINTENANCE	WIND SHIELD FLUIDE	96.05
		660-343-00	VEHICLE MAINTENANCE	WIND SHIELD FLUIDE	11.94
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	LOCATES AUG 2016	36.40
	VALLEY SUPPLY COMPANY	660-352-00	NEW SERVICES, UPGRAD	RAGS	130.28
	LOWES BUSINESS ACCOUNTS	660-344-00	GENERAL EQUIPMENT MA	TRASH BAGS TAPE MEASURES	96.62
		660-344-00	GENERAL EQUIPMENT MA	SHOVEL	14.23
	CRISS SALES & SERVICE	660-344-00	GENERAL EQUIPMENT MA	SEAT SWITCH LAWN MOWER	21.99
	MOUNTAIN STATE BLUE CROSS	660-105-00	HEALTH INSURANCE	WATER SEPT HEALTH INS	6,360.28
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	874.48

10-12-2016 10:23 AM

DISBURSEMENTS 9-01-16 TO 09-30-16

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	847.94
	DLT SOLUTIONS LLC	660-344-00	GENERAL EQUIPMENT MA	1 YR MAINT PLAN AUTO CAD	1,205.41
	BCN TELECOM INC	660-211-00	UTILITIES - ELEC,GAS	472-2530 & 8628	10.56
	ST JOSEPH HOSPITAL OF BUCKHA	660-341-00	OFFICE EXPENSE	LAB TEST RUSSELL ROBINSON	50.00
		660-341-00	OFFICE EXPENSE	LAB TEST MELVIN PERRY	50.00
	SAM'S PIZZA	660-221-00	TRAINING & CONTINUED	PCRD-PIZZA -TRAINING WVRW	56.39
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	493.34
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	482.34
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	115.39
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	112.81
	FASTENAL INDUSTRIAL	660-999-00	TRAN DISTRIB MISCELL	BOTTLED WATER	249.98
	AT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	642,5819,5820	72.25
		660-211-00	UTILITIES - ELEC,GAS	642-5147 5810 5828 9458	79.55
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	304-472-2530-101615-4	56.19
		660-211-00	UTILITIES - ELEC,GAS	304-011-5660-082602-4 WAT	38.15
	**PAYROLL EXPENSES			9/01/2016 - 9/30/2016	15,657.31
				TOTAL:	32,400.25
WATER METERS	LYKINS OIL COMPANY	902-343-01	METER VEHICLE FUEL	WATER AUG FUEL BILL	482.07
	UNIFIRST CORP.	902-345-00	UNIFORMS-PERSONAL SAF	ALL DEPT UNIFORMS	217.22
	BRICK STREET MUTUAL	902-226-00	PAYROLL OVERHEAD-PIC	WCB1005474 8-2-16 TO 9-1-1	670.83
	FORT DEARBORN	902-105-00	HEALTH INSURANCE	WATER SEPT LIFE INS	9.20
	SUNSET GRAPHICS LLC	902-345-00	UNIFORMS-PERSONAL SAF	TEE SHIRTS DEVIN	50.00
	MOUNTAIN STATE BLUE CROSS	902-105-00	HEALTH INSURANCE	WATER SEPT HEALTH INS	2,616.20
	WV PUBLIC EMPLOYEES RETIREME	902-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	324.83
		902-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	304.64
	INTERNAL REVENUE SERVICE	902-104-00	FICA TAX	FICA WITHHELD AND MATCHED	168.43
		902-104-00	FICA TAX	FICA WITHHELD AND MATCHED	158.00
		902-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	39.39
		902-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	36.95
	**PAYROLL EXPENSES			9/01/2016 - 9/30/2016	5,245.46
				TOTAL:	10,323.22
OFFICE/ADMIN	MPL CORPORATION	920-999-00	ADM BOARD-BILLING MI	NETWORKING	1,147.50
	XEROX CORPORATION	920-999-00	ADM BOARD-BILLING MI	METER USAGE 7-21 TO 8-21-1	110.76
	QUILL	920-341-00	MATERIALS & SUPPLIES	OFFICE SUPPLIE	80.99
	HARLEY BROWN	920-221-00	TRAINING & CONTINUED	REIMB MILEAGE WV RURAL WAT	86.40
	BRICK STREET MUTUAL	920-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 8-2-16 TO 9-1-1	132.27
	FORT DEARBORN	920-105-00	HEALTH INSURANCE	WATER SEPT LIFE INS	9.20
	PITNEY BOWES INC	920-999-00	ADM BOARD-BILLING MI	PITNEY BOWES	1,010.21
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER SEPT RETIREE'S	3,264.66
	CHAPMAN TECHNICAL GROUP INC	920-351-00	ENGINEERING EXPENSE	ENGINEERING SERV SCADA	1,141.31
	ELECSYS INTERNATIONAL CORP	920-999-00	ADM BOARD-BILLING MI	OCT 2016 MONTHLY UMS & HAR	76.00
	WESTFIELD INSURANCE	920-352-00	PROPERTY INSURANCE	POLICY 4-01-16 TO 4-01-17	1,791.66
	TATE COMMUNICATIONS	920-341-00	MATERIALS & SUPPLIES	ONSITE SERV FOR PHONE SYS	245.05
	MOUNTAIN STATE BLUE CROSS	920-105-00	HEALTH INSURANCE	WATER SEPT HEALTH INS	1,714.84
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	502.73
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	501.81
	BUCKHANNON POSTMASTER	920-341-00	MATERIALS & SUPPLIES	POSTAGE PERMIT #PD95001-00	50.00
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	SEPT 2016 AA FEES	166.94
	REGISTER OF WILLS	920-341-00	MATERIALS & SUPPLIES	FILE CLAIM CHATA CARR ESTA	3.00
	REFUND OF ON FEE	920-341-00	MATERIALS & SUPPLIES	RODNEY IRVIN REFUND OF ON	50.00
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	CC FEES AUGUST 2016	501.91
	DOLLAR GENERAL CORPORATION	920-341-00	MATERIALS & SUPPLIES	OFFICE SUPPLIE	48.64

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	BCN TELECOM INC	920-211-00	UTILITIES - ELEC,GAS	472-1430	3.39
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	346.41
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	259.91
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	81.01
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	60.78
	COMMERCIAL INSURANCE SERVICE	920-226-00	UNEMPLOYMENT/COMPENS	3RD QTR INSTALLMENT PYMT	8,233.92
	AT&T MOBILITY	920-211-00	UTILITIES - ELEC,GAS	MAYOR'S CELL PHONE 642-165	45.19
		920-211-00	UTILITIES - ELEC,GAS	HOLLEN PHONE 997-9091	12.95
	UPSHUR COUNTY CLERK	920-341-00	MATERIALS & SUPPLIES	RELEASE LIPPS LIEN	11.00
	TYLER TECHNOLOGIES INC	920-999-00	ADM BOARD-BILLING MI	PRK TKTS CEMETERY REP WRIT	428.82
	ROSSMAN & CO/PCB	920-999-00	ADM BOARD-BILLING MI	DEBT COLLECTION	11.68
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	304-472-1651-101515-4	60.30
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	21.02
	MCCLURE GOAD PLLC	920-350-00	LEGAL EXPENSE	SEPT 2016 LEGAL SERVICES	1,388.89
	SUDDENLINK	920-999-00	ADM BOARD-BILLING MI	AUG 2016 INTERNET	31.74
	**PAYROLL EXPENSES			9/01/2016 - 9/30/2016	9,758.74
				TOTAL:	33,391.63
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN	999-681-00	SCADA TANK/PUMP STAT	SSCADA LOAN PYMT SEPT 2016	12,989.32
	C I THORNBURG CO INC	999-681-00	SCADA TANK/PUMP STAT	INSTALL MISSION CONTROL M	1,485.00
	CROSSPOINT -CUMMINS LLC	999-681-00	SCADA TANK/PUMP STAT	SCADA SYS INSTALL ADD REL	1,593.18
	MARTIN: PATRICK	999-190-00	VARIOUS OTHER PROJEC	REF AGREE LINE EXT 77 LEES	252.72
	PROGRESSIVE BANK	999-692-00	BACKHOE	OCT 2016 CASE BACKHOE PYMT	1,472.93
		999-692-00	BACKHOE	SEPT BACKHOE PYMT	1,472.93
				TOTAL:	19,266.08

**Department Reports:**

- **WTP Phase I & SCADA Projects:** previously taken care of (see above)
- **Water leak at Michael Cowger’s residence:** Kelly Arnold shared data log for Green Street which indicates a leak. Data log for Cowger indicates an intermittent leak and a neighbor noticed water around water meter during a dry period. Mr. Arnold reported this incident to the insurance company, and is working with Mr. Cowger to determine whether leak is inside the house or on a service line.
- **River Place and Buckhannon-Upshur High School meters:** Kelly Arnold spoke with owners at River Place; they do not have sprinklers (have hydrant on their property), so Mr. Arnold does not think they need larger than a two-inch meter; the owners agreed. This will save about \$6,000.00. Jeff Bennett of PSC also agreed with this. The BUHS meter is classified as “fire service” and, in Mr. Bennett’s opinion of PSC regulations, anything over a six-inch meter should be paid for by the Upshur County School Board. The additional cost to UCSB will be about \$13,000.00. Mr. Arnold is currently working with Keith Moran, the Board of Education’s facility manager.
- **Shoring:** Mr. K. Arnold has purchased the inflatable shoring that was previously approved, and it has been received...luckily this hasn’t yet been needed.
- **Compac Backhoe:** Kelly Arnold reported that there is still no payment from them for the damages to water line equipment. Mayor McCauley will contact the new City Attorney, Tom O’Neill, to make one more attempt to request payment prior to filing a civil action against the company. Mr. Thomas suggested that a letter from Mr. O’Neill be ready for review at the next Water Board meeting.
- **Line Crew Report:** Mr. Kelly mentioned that the letter sent to the individual who hit the hydrant was returned. Since this was part of a criminal matter (drunk driver and uninsured), Mayor McCauley suggested asking Mr. O’Neill to follow up with the Victims Recovery Fund.

**CITY OF BUCKHANNON WATER DEPT. DISTRIBUTION REPORT , SEPTEMBER 2016**  
**LINE CREW and CUSTOMER SERVICE**

- Water leaks-2 on Brushy Fork, 1 on Lower Drive.
- New Services- 4
- Renewed services-Replaced ringstyle valves at 7 Lightburn and Gate Street.
- DOH uncovered 2” line Brushy Fork.
- 10” line uncovered old Weston Road Aurora Drive.
- Locates- 11
- Valves – Repaired valve at River Place Apartments.
- Residential meters changed –32
- Residential meters tested – 0
- Commercial meters changed –1
- Commercial meters tested – Commercial meters changed –All large meters were tested except High School and Elkins Road PSD.
- Commercial meters repaired –have to repair Buckhannon Manor meter \$1600.00 for parts.
- Public Service District meters tested – 4

- All meters were read in system
  - Off & On Reports / Customer complaints answered.--256
  - Non-Payments – 38
  - Back-flow/cross-conn. surveys – Commercial surveys 0, 0 requests for survey were mailed; 0, letters requesting test results mailed; 62 test results received;
  - Maintenance equipment.
- **Water Plant and Chemical Cost Reports:** Tom Landis submitted and explained the following reports. Mr. Landis alerted the Board that he expects increases in overtime expenses.

**WATER PLANT REPORT**  
**September 2016**

**WATER PRODUCED** – 62,947,590 GALLONS

2,098,253 gallons daily average

Jan	67.32	April	56.12	July	57.69	Oct.
Feb	66.13	May	56.08	Aug	63.32	Nov
March	60.88	June	59.84	Sept	62.94	Dec.

**Plant Generator Hrs.**

602.8 (last ran under load on 8/22/16)

**Portable Generator Hrs.**

994.8 (last ran under load on 8/22/16)

**Compliance Monitoring**

Mailed/faxed all September 2016 reports to Charleston as required.

Collected 10 Bac-T samples as required (sent to Clarksburg Water Board Lab)

Collected TOC samples as required (sent to Reliance Lab)

**Personnel**

Continue weekly safety meetings

**Plant**

Water hauled from the plant in September totaled 17,795 gallons.

Engineering request for capstone repair project on plant buildings

**Special Maintenance:**

**CITY OF BUCKHANNON WATER PLANT**  
**Buckhannon, WV**  
**MONTHLY CHEMICAL COSTS**

Month:			Sep-16			
				<u>Y-T-D</u>		
Million Gallons treated:			62.94		183.95	
Total chemical treatment cost:			\$18,442.84		\$ 49,207.44	
Cost per 1,000 Gallons:			\$ 0.293		\$ 0.268	
Cost per Million Gallons:			\$ 293.02		\$ 267.50	
				<b>MONTHLY</b>		
<b>Chemical</b>	<b>Cost</b>	<b>Per Unit</b>	<b>Amount Used (LBS)</b>	<b>Cost</b>	<b>Per Unit</b>	<b>Y-T-D</b>
Alum		gal		\$ -	gal	\$ -
SmartPhos	\$ 14.16	gal	17.2	\$ 243.55	gal	\$ 329.93
Carbon**	\$1.04	lb	2760	\$ 2,870.40	lb	\$ 4,867.20
Chlorine**	\$0.29	lb	1655	\$ 479.95	lb	\$ 1,385.95
Del-pac**	\$3.67	gal	21288.4	\$ 7,812.84	gal	\$ 22,253.78
Fluoride**	\$0.54	lb	875.2	\$ 470.86	lb	\$ 1,371.18
KmnO4**	\$3.02	lb	652	\$ 1,969.04	lb	\$ 5,526.60
Lime**	\$0.14	lb	1600	\$ 227.20	lb	\$ 603.50
Soda Ash**	\$0.31	lb	11400	\$ 3,534.00	lb	\$ 10,354.00
Sodium Bicarb		lb			lb	
Sodium-Hex**	\$1.67	lb	500	\$ 835.00	lb	\$ 2,515.30
PAX-XLB		gal		\$ -	gal	\$ -
				<b>\$18,442.84</b>		<b>\$ 49,207.44</b>

- **SWP Public Meeting:** The State's one and only regional meeting to address State protocol to ensure local public input into the Source Water Protection Plan will be held on Monday, October 17, 2016, 5-7pm, at the Public Safety Complex. The WV Department of Health and Human Resources will be hosting the meeting. Public input is expected from individuals and groups concerned about local water quality. Mr. Landis encouraged Water Board members to attend.

**Correspondence:**

- **SWP Public Meeting Notice** for public input into the Source Water Protection Plan.

The Department of Health and Human Resources to host public hearing on proposed source water protection plans for Buckhannon Water Department. The public hearing will be held on October 17, 2016 from 5:00 pm to 7:00 pm at the Buckhannon Public Safety Complex, Located at 22 South Florida Street, Buckhannon, WV 26201 for more details about the meeting and to access source water protection plans, visit: <http://www.dhhr.wv.gov/news/Pages/default.aspx>

Zane Satterfield, P.E., ERS-3 Source water Protection Program WV Bureau for Public Health Environmental Engineering Division  
Fairmont District Office 416 Adams Street, Suite 530 Fairmont, WV 26554

Email: [Zane.R.Satterfield@wv.gov](mailto:Zane.R.Satterfield@wv.gov) Office Phone: [304-368-4420 ext. 79407](tel:304-368-4420) Or [304-368-2530](tel:304-368-2530) Cell: [304-641-7539](tel:304-641-7539) Fax: [304-367-2755](tel:304-367-2755)

- **Letter to Patrick Martin:** Jay Hollen explained that this is related a refund for the first six months due to the waterline expansion project on Brushy Fork Road.

September 20, 2016

Mr. Patrick Martin  
BM Properties, LLC  
P O Box 721  
Buckhannon, WV 26201

**Re: Refund of Monies – Waterline Extension Project  
Leeson Drive Development  
Per the Main Line Extension Agreement dated July 14, 2015**

Dear Mr. Martin,

Per your request, my subsequent review of the completed project and active water usage accounts at the Leeson Drive Development and per the requirements of the executed Main Line Extension Agreement dated July 14, 2015, I recommend that the entire annual reimbursement payment be made to BM Properties, LLC in the amount of \$252.72 for the one (1) active water account (located at 77 Leeson Drive) within the development that has been active for over six (6) months.

Please note that the next biannual reimbursement payment will be made on, or around, March 20, 2017. The amount of the reimbursement payment will depend upon the number of active water accounts within the development but it is anticipated that the reimbursement will include the water usage accounts for both 77 Leeson Drive and 79 Leeson Drive and will total approximately \$252.72 (\$126.36 per each water usage account).

If you have any questions or comments regarding the information contained in this letter, please contact me at your convenience at (304) 472-1651, extension 1006 or via email at [jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org).

Sincerely,



James S. Hollen, III, PE  
City Engineer

Attachments: July 14, 2015 Request for Waterline Extension Services from City of Buckhannon  
July 14, 2015 Executed Copy of Main Line Extension Agreement  
July 1, 2015 Water Main Extension Estimate – Water Rule 5.5

c: Mayor David McCauley  
Members of the Water Board  
Jerry Arnold – Public Works Director  
Kelly Arnold – Water Distribution System Supervisor  
Engineering Files

July 14, 2015

Mr. Patrick Martin  
P O Box 721  
Buckhannon, WV 26201

**RE: Proposed Martin Development along Leeson Drive  
near Buckhannon, WV  
Request for Waterline Extension Services**

Dear Mr. Martin,

The City of Buckhannon (City) has received your request for waterline extension services to sixteen (16) residential lots on Leeson Drive, which is located on the Brushy Fork Road near Buckhannon, WV. I have examined the site and have prepared both a Preliminary Layout Design and an Engineer's Opinion of Probable Project Costs in accordance with the West Virginia Public Service Commission's Rules for the proposed waterline extension.

Enclosed with this letter are the following documents for the proposed waterline extension to serve the (16) residential lots in the development.

Water Main Extension Estimate with Preliminary Layout Design  
Mainline Extension Agreement  
Copy of PSC Water Rule 5.5

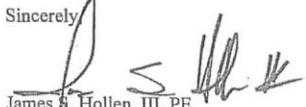
If you, as the CUSTOMER, sign the Main Line Extension Agreement and provide payment of \$36,608.55 to the City of Buckhannon, the City will proceed with the waterline extension *in accordance with standard PSC Water Rule 5.5 extension rules*. In addition, The City of Buckhannon will also require an executed Right-of-Way Agreement (15' in width to allow for the placement of waterlines, water meters, etc.) for our waterline extension. However, in order to schedule the waterline extension project and expedite the waterline's construction, the Right-of-Way Agreement will be prepared and sent as a separate attachment.

The expected time required for construction of the waterline extension is two (2) weeks and the water testing is projected to also take 1 week. Upon receipt of the executed Agreement and payment of the required fees, construction activities should begin within four (4) to six (6) weeks, dependent upon the weather, existing site conditions, arrival of materials and locating, via survey, the limits of the 40' road right-of-way.

Additionally, within five (5) years of a structure being placed upon (1) of the (16) tracts of property (as identified on the enclosed Right-of-Way Agreement and Proposed Site Plan – Martin Development along Leeson Drive and listed as Lots 5 through 12A), you shall have the tract of property containing the structure surveyed, a survey plat & deed developed and recorded, and a copy of each surveyed tract & deed provided to the City.

If you have any questions or comments regarding the contents of this letter, please contact me at your convenience at (304) 472-1651, Extension 1006.

Sincerely,

  
James S. Hollen, III, PE  
City Engineer

cc: Kelly Arnold – Water  
COB – Engineering Files

- Response Letter to Craig Cobb related to Sanitary Survey:** Jay Hollen explained that the first two deficiencies will be addressed by the new tank on St. Joseph's Hospital Hill. Solutions to the third deficiency are being discussed by the Water Department and expected to be included in the FY2017-18 budget. The fourth deficiency will be eliminated when the new St. Joe's tank is installed and the water renovation project is completed. Mr. Cobb was satisfied with Mr. Hollen's response letter.

September 14, 2016

Mr. Craig R. Cobb, PE, Supervising District Engineer  
 West Virginia Department of Health and Human Resources  
 Bureau for Public Health  
 Office of Environmental Health Services  
 Environment Engineering Division  
 Fairmont District Office  
 416 Adams Street, Suite 530  
 Fairmont, WV 26554

**Re: City of Buckhannon's  
 Response and Action Letter  
 Regarding the August 2, 2016 and August 4, 2016 Sanitary Survey  
 Buckhannon Water Board Public Water System  
 PWSID #3304902**

Mr. Cobb,

This letter is in response to the deficiencies identified in the West Virginia Department of Health and Human Resources - Bureau for Public Health - Office of Environmental Health Services' (OEHS) recently-completed Sanitary Survey of the City of Buckhannon Water Board's (Board) public water system.

As noted in the Sanitary Survey, there are four (4) moderate deficiencies that were discovered during the recently-completed inspection that need to be addressed. The first deficiency identified the concern with the hydraulic turnover rate in the existing St. Joseph Water Storage Tank (WST) that is still significantly less than the recommended twenty percent (20%). The second deficiency identified is the deteriorated paint condition of the existing St. Joseph WST, thus requiring that either the repainting or the decommissioning of the St. Joseph Water Storage Tank be considered. The third deficiency identified is the observed electrical and pressure control issues at the Airport Booster Pump Station. The fourth deficiency identified is that the turnover rate at both the North Buckhannon WST and the Victoria Hill WST is less than the 2-day turnover rate required by the OEHS.

In regards to the first two deficiencies, the Board is planning on constructing a not-to-exceed 1,000,000-gallon water storage tank to replace the existing 600,000-gallon St. Joseph WST. The Board passed a two-phase water rate increase in 2015 (the first phase went into effect in September 2015 and the second phase is scheduled to go into effect in November 2016) that, in addition to other water system improvements, included the design and construction of a new water storage tank to replace the existing St. Joseph WST. At this time, the new water storage tank is still in the design stage and I hope to have the design and specifications completed no later than February 2017. This design deadline will allow for review & approval by the WVBPH in early 2017 that will allow construction activities to begin in late Spring / early Summer 2017. Therefore, once construction of the new water storage tank is complete, the first two (2) deficiencies identified in the Sanitary Survey will be addressed and corrected.

In regards to the third deficiency, the Water Department is currently in discussions with both their consulting engineering firm and the SCADA contractor as to how best address the situation at the Airport Booster Pump Station.

At the time the 2016-2017 Water Department's annual budget was being prepared (in early March 2016), no apparent issues at the Airport Booster Pump Station, other than the numerous start-stop operations that occurred on a daily basis, were evident. Therefore, no renovation / upgrade monies were appropriated to the Airport Booster Pump Station. However, during the recently-completed SCADA installation project, it was discovered that there are numerous electrical and pressure control issues that need to be addressed. Preliminary discussions were held in July 2016 with the Water Department, the Board's consulting engineering firm and the SCADA contractor as to the best approach in regards to addressing the issues at the Airport Booster Pump Station. At this time, unless the members of the Board allow for, and approve, the reallocation of funds from an already-scheduled 2016-2017 project, the earliest the deficiencies at the Airport Booster Pump Station could be addressed would be July 1, 2017, after the 2017-2018 budget goes into effect.

However, in talks with the Board's consulting engineering firm on September 13, 2016, there may be the possibility of using left-over contingency monies from the current improvement projects currently taking place at both the water treatment plant and the water distribution system to address the issues at the Airport Booster Station. If the use of the left-over contingency monies is approved by the Board's bonding agency (i.e. the use of the contingency monies are permitted under the conditions and limitations of the current bonds in effect), then the Water Department could address the Airport Booster Pump Station issues as early as November 2016, with design & engineering taking place during the latter months of 2016 and installation taking place during early Spring 2017.

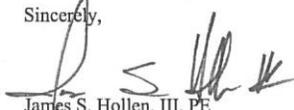
In regards to the fourth deficiency, I believe the following activities are contributing to the average turnover issues at both the North Buckhannon WST and the Victoria Hill WST:

- Due to the St. Joseph WST's overflow elevation being  $\pm 8.0'$  lower than both the North Buckhannon WST and the Victoria Hill WST's overflow elevations, an additional demand on the first 8.0' of potable water at both the North Buckhannon WST and the Victoria Hill WST is required before any potable water is "drawn" from the St. Joseph WST. This demand requires  $\pm 285,956$  gallons of potable water be drawn from the North Buckhannon WST and  $\pm 258,988$  gallons of potable water be drawn from the Victoria Hill WST (for a total of  $\pm 544,944$  gallons) before any potable water from the St. Joseph WST is drawn which decreases the turnover rate at both the North Buckhannon WST and the Victoria Hill WST.
- Two (2) of the four (4) public service districts that acquire water from the Water Department have over 28% Unaccounted-for water usage (per their respective Public Service Commission of West Virginia 2015 Annual Report), which places a large demand for the potable water from both the North Buckhannon WST and the Victoria Hill WST as these (2) water storage tanks are the main distribution tanks for the Water Department's entire water distribution system.
- A third public service district is currently undertaking a major water distribution system extension project and although the Water Department has requested that potable water usage for the extension project be minimized until the renovation at the water treatment plant are completed (because of the limited amount of potable water being produced on a daily basis by the Water Department), the public service district continues to place large demands on the water treatment plant (there are times when the pumps at a particular booster pump station run for over (17) consecutive hours in order to meet the water demands of the public service district).
- The Water Department is currently undertaking a major renovation project at the water treatment plant in which the amount of potable water that can be produced has been reduced by fifty percent (50%) because one half of the settlement basin has been taken offline to allow for renovations / repairs to the concrete walls & floors as well as the installation of new treatment processing equipment & controls.

It is my belief that once the water treatment plant's renovation project is completed, the new water storage tank is constructed and the "hydraulic incompatibility" of the St. Joseph WST is eliminated (through the decommissioning of the St. Joseph WST and the construction of the second Victoria Hill WST next to the existing Victoria Hill WST, which will then allow both Victoria Hill WSTs and the North Buckhannon WST to fill and draw on the same hydraulic cycle), an increase in the detention times at both the North Buckhannon WST and the Victoria Hill WST will be realized, thus eliminating the fourth deficiency.

If you have any questions or comments regarding the information contained in this Response and Action Letter, please contact me at your convenience at (304) 472-1651, extension 1006 or via email at [jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org).

Sincerely,



James S. Hollen, III, PE  
City Engineer

Attachment: Abbreviated 2016 Sanitary Survey (no appendices included)

c: Mayor McCauley  
Members of the City of Buckhannon Water Board  
Jerry Arnold – Public Works Director  
Kelly Arnold – Water Department Distribution Supervisor  
City – Engineering Files

- **Letter to CSX Real Property:** Mr. Hollen sent letter on September 21 to request a variance from CSX to install a new waterline under the rail track on WV Upshur County Route 12 (Old Weston Road) to repair a leak.

September 21, 2016

Ms. Ana I. McDowell, Project Specialist  
CSX Real Property, Inc.  
Corridor Occupancy Services  
6737 Southpoint Drive South, J180  
Jacksonville, FL 32216

**Re: City of Buckhannon Water Board  
Formal Variance Letter  
Waterline Replacement Project  
Corridor H Overpass / CSXT Railroad Track Intersection**

Dear Ms. McDowell,

Per our telephone conversation on August 16, 2016, please find enclosed the City of Buckhannon Water Board's (Board) request for a formal variance in regards to the above-referenced project.

The Board is requesting a variance to cross CSX Transportation, Inc.'s (CSXT) existing railroad track at an angle less than the recommended 45° specified in CSXT's *DESIGN AND CONSTRUCTION STANDARD SPECIFICATIONS – Pipeline Occupancies* due to the following:

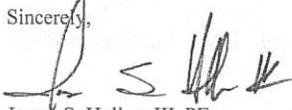
1. The West Virginia Department of Transportation – Division of Highways (WVDOH) has given the Board permission to install the new waterline (carrier pipe) and casing pipe parallel to the existing public road (WV Upshur County Route 12 (The Old Weston Road)). I have attached a PDF file of the WVDOH's approved MM-109 permit, dated September 8, 2016, for your review and files.
2. The new carrier pipe and casing pipe cannot be installed perpendicular to the existing CSXT railroad track due to constraints in the vicinity of the existing (broken) carrier pipe. The constraints affecting the installation of the new carrier pipe in the existing casing pipe are identified below:
  - a. The concrete columns and foundation piers of the Corridor H Overpass that was constructed over both the CSXT railroad tracks and the existing carrier pipe and casing pipe.
  - b. Excess fill material and slope stabilizations measures, which consist of large-diameter rock rip rap, was placed adjacent to the concrete columns and foundations piers during the construction of the Corridor H Overpass. It should be noted that the rock rip rap was placed over a majority of the existing carrier pipe and casing pipe in the Project Area.
  - c. The existing carrier pipe and casing pipe were installed approximately 8.0' below ground in the Project Area.
  - d. The bottom of the Corridor H Overpass' steel support beams, the concrete columns and foundation piers all present clearance issues for the excavation equipment that would be required for the installation of the new carrier pipe.

I have attached a PDF file of site photographs of the Project Area that correspond to Items 2.a. through 2.d. identified above for your review and files.

In addition to the variance request, the Board would like to request that CSXT consider a waiver of all permit fees due to the fact that an existing CSXT permit, which was issued by the Baltimore and Ohio Railroad Company and is identified as BO L45216, exists and if the current site constraints (as identified in Item No. 2.a. through 2.d. above) did not prohibit the installation of the new carrier pipe in the existing 16"Ø steel casing pipe, the need for a new CSXT permit would not be required and therefore, no permit fees would be required. If a waiver of the permit fees is not permissible, the Board would ask that CSXT consider a reduction of the permit fees.

If you have any questions or comments regarding the information contained in this letter, please contact me at your convenience at (304) 472-1651, extension 1006 or via email at [jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org).

Sincerely,



James S. Hollen, III, PE  
City Engineer

Attachments: WVDOH MM-109 Permit, dated September 8, 2016  
Site photographs showing constraints in the Project Area  
CSXT Permit (formerly Baltimore and Ohio Railroad Company Permit BO L45216), dated January 16, 1961  
City of Buckhannon Certificate of Liability Insurance

c: Mayor David McCauley  
Members of the Water Board  
Jerry Arnold – Public Works Director  
Kelly Arnold – Water Distribution System Supervisor  
Engineering Files

### Consent Agenda

- **Approval of the minutes of the 8 September 2016 meeting of the Water Board**  
**Motion Livesay/Brown to approve the minutes of 9/8/16. Motion carried.**

### Strategic Issues for Discussion and Vote: NONE

### Board Comments:

- **Thomas** – Thanks everyone for their hard work.
- **Livesay** – Concurs with Thomas and is enjoying learning about the Water Dept
- **Skinner** – ditto
- **Brown** – Built on Mr. Livesay's comment...we should always continue learning. Appreciates Water Dept. for calling on him when necessary.
- **McCauley** – Appreciates moving this meeting up a day to accommodate his attendance at the Municipal League meeting. Asked for PSC rate listings to be shared at the next meeting so that the public will be reassured in advance of the rate increase; Mr. Hollen agreed to do so.

There being no further business to be transacted, the meeting adjourned at 5:35 p.m.

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

**City Recorder Susan Aloï** \_\_\_\_\_