

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

A regular scheduled meeting of the City of Buckhannon Sanitary Board was held May 15, 2018 at 4:00pm at City Hall with the following persons present:

Mayor	David McCauley	Present
Recorder	Susan Aloï	Present
Finance Director/Assistant Recorder	Amberle Jenkins	Present
City Engineer	Jay Hollen	Present
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Absent
Plant Engineer	Sam Ludlow	Present
Sanitary Superintendent	Erasmus Rizo	Present
Director of Public Works	Jerry Arnold	Absent

Guests: None

Meeting Agenda Posted 05-10-18

*City of Buckhannon Sanitary Board- 4:00pm at City Hall in Council Chambers
Meeting Agenda for Thursday, May 15, 2018*

- A. **Call to Order**
 - A.1 **Moment of Silence**
 - A.2 **Pledge to the Flag of the United States of America**
- A. **Recognized Guests**
- C. **Finance Report-Amby**
 - C.1 **May 2018**
- D. **Department Report**
 - D.1 **Wood St. Phase II**
 - D.2 **Wood/Ritchie Pump Station Repair**
 - D.3 **Sludge Hopper Improvements**
 - D.4 **UV Unit Upgrades**
 - D.5 **NPDES/MWQA/Compliance Work Shop**
- E. **City Engineer Report**
- F. **Correspondence and Information**
 - F.1 **WVU -Sewage Sludge as a Fertilizer Trial Approval**
 - F.2 **M&M Septic Pumping, LLC**
 - F.3 **Response Letters re: FEMA HMG Grant Application**
 - F.4 **DEP Laboratory Certification Report**
- G. **Consent Agenda**
 - G.1 **Approval of Minutes -April 19, 2018 Sanitary Board Meeting**
- H. **Strategic Issues for discussion and vote**
 - H.1 **Jason Tenney-Electrician Journeyman Certificate**
 - H.2 **Proposal for Sewer Meter Reading**
 - H.3 **Approval of Sanitary Budget FY 2018-19**
 - H.4 **Approval to Install GPS Tracking Devices on Fleet Vehicles**
- I. **Stormwater**
 - I.1 **Swisher Street Culvert**
- J. **Board Members Comments and Announcements**
- K. **Mayor's Comments and Announcements**
- L. **Adjournment**

Posted 05/10/18 ***Next Meeting is June 21, 2018 at the Waste Water Treatment Plant.***

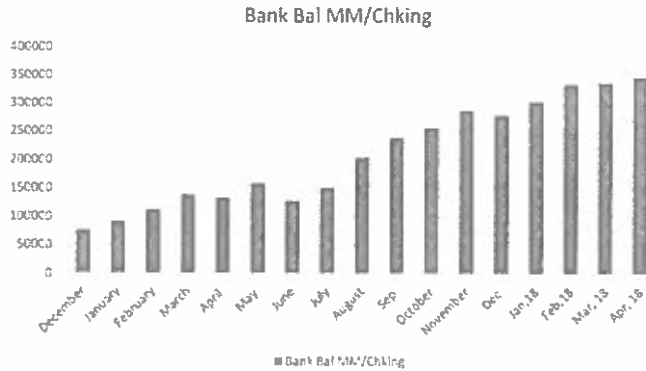
Mayor McCauley called the meeting to order, followed by a moment of silence, followed by the pledge to the US flag.

Financial Report- Amberle Jenkins: Ms. Jenkins shared the monthly report and the financial statement ending 04.30.18. **Motion Frye/McCauley to accept the monthly financial report; motion passed.**

**SANITARY BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance April 30, 2018

Money market checking	\$ 348,173.81
CD at FCB	\$ 22,797.20
CD Investment	\$ 40,403.51
CD Investment (Citizens)	\$ 50,000.00
2% Depreciation fund	\$ 29,268.61 (Closed Out 7-27-16)



Department Report-Erasmo Rizo: Mr. Rizo shared the DEP chemical report.



Applicant:	BUCKHANNON, CITY OF	Type:	Electronic DMR
Reference ID:	hw0032336Apr 2018 (05/15/2018)	Permit #:	New/Pending
eDMR Worksheet:	WV0032336 - 001	Printed:	May 15, 2018 1:12 PM
Status:	New		

Project ID: [] Date: []
 Report for the Month of: [] Year: []

Plant

Lab Performing Agency: 011 - BUCKHANNON WASTEWATER TREATMENT PLANT

Parameter	Parent Limit	Quantity			Number Exceed	Other Unit				Measurement Frequency	Sample Type	Lab Test
		Aug	Min	Level		Min	Aug	Max	CEL*			
0008 (M) 19 (F) A Total In Control Ch Treatment Plant	Reported					2 Unit	0279					CEL
0110 (M) 05 (F) A Total	Reported					2 Unit	0279					CEL
0110 (M) 05 (F) A Year Report	Parent Limit	80.7	81.8	100.0	0	2.7	3.2					CEL
0110 (M) 05 (F) A Year Report	Parent Limit	213	228	250.0	0	15	30					CEL
0110 (M) 05 (F) A Year Report	Parent Limit	213	228	250.0	0	15	30					CEL
0110 (M) 05 (F) A Year Report	Parent Limit	213	228	250.0	0	15	30					CEL
0110 (M) 05 (F) A Year Report	Parent Limit	213	228	250.0	0	15	30					CEL
0110 (M) 05 (F) A Year Report	Parent Limit	213	228	250.0	0	15	30					CEL
0110 (M) 05 (F) A Year Report	Parent Limit	213	228	250.0	0	15	30					CEL
0110 (M) 05 (F) A Year Report	Parent Limit	213	228	250.0	0	15	30					CEL

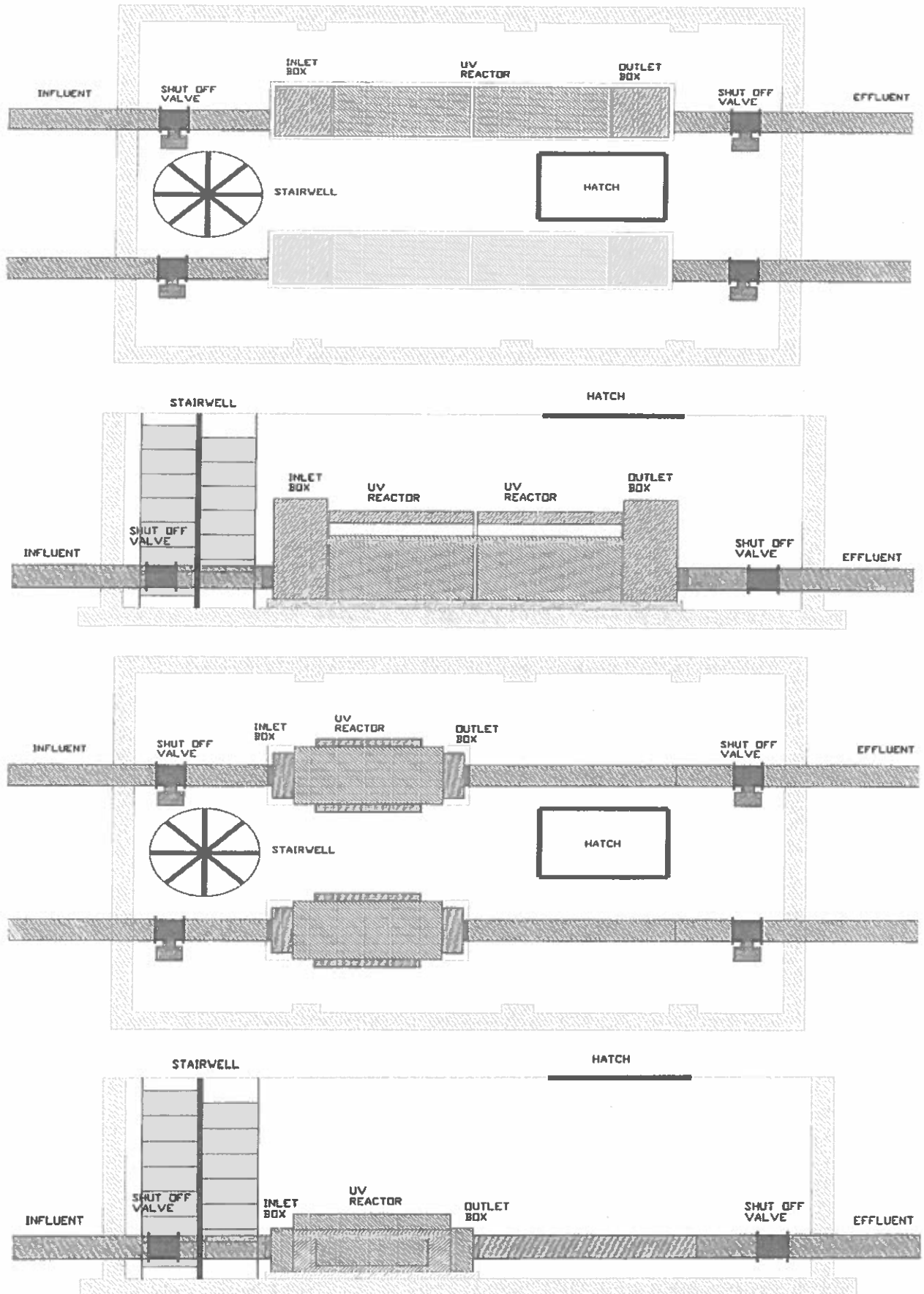
CS-59
Revised 1975

STATE OF WEST VIRGINIA
SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS

Month: April-18
 City: Buckhannon W.Va.
 Operator: Dan Baker

Date	INFLUENT WASTEWATER			BELT PRESS				Plant Effluent							
	SUS. SOL. mg/l	BOD5 mg/l		Flow mgd	Temp C	PH	Grit Sct. C. Ft.	Calcs. Wet Sludge Added	Pounds Dry Solids Produced	SUS. SOL. mg/l	BOD5 mg/l	TSS mg/l	D.O. mg/l	PH	Amn. Nit. mg/l
4/1/18				3.037			2.0					30	7.9	6.72	
4/2/18				3.496	14.0	7.02	2.0						7.9	6.73	
4/3/18				3.518	15.0	7.00	2.0	17,638	2,383	1.5	2.7		7.8	6.69	0.224
4/4/18	84	153		4.078	16.0	6.99	2.0						7.9	6.68	
4/5/18				2.546	15.0	6.96	2.0						7.7	6.70	
4/6/18				1.943	16.0	7.03	2.0								
4/7/18				1.754			2.0								
4/8/18				1.489			2.0								
4/9/18				1.513	16.0	7.00	2.0					21	7.8	6.71	
4/10/18				1.273	17.0	6.98	2.0						7.6	6.69	
4/11/18	140	127		1.223	17.0	6.96	2.0			1.0	2.4		7.5	6.67	0.336
4/12/18				1.229	17.0	6.94	2.0						7.4	6.67	
4/13/18				1.143	16.0	6.97	2.0						7.4	6.71	
4/14/18				1.053			2.0								
4/15/18				2.669			2.0								
4/16/18				3.629	15.0	6.99	2.0					58	7.6	6.73	
4/17/18				3.233	16.0	7.04	2.0	18,225	2,630				7.9	6.78	
4/18/18	84	85		2.504	15.0	7.08	2.0	16,504	2,230	5.5	3.2		7.8	6.77	<0.15
4/19/18				2.243	15.0	7.05	2.0	17,326	2,384				8.1	6.79	
4/20/18				1.697	13.0	7.03	2.0						8.2	6.77	
4/21/18				1.484			2.0								
4/22/18				1.316			2.0								
4/23/18				1.949	14.0	7.02	2.0					4	8.0	6.78	
4/24/18				3.149	14.0	7.06	2.0	13,014	1,769	1.5	2.5		8.2	6.78	
4/25/18	76	85		2.092	14.0	7.07	2.0						8.1	6.80	0.728
4/26/18				1.516	15.0	7.03	2.0						7.9	6.76	
4/27/18				1.494	15.0	7.00	2.0						7.8	6.74	
4/28/18				1.292			2.0								
4/29/18				1.189			2.0								
4/30/18				1.235	15.0	7.01	2.0								
TOTAL				61.966				82,787	11,396						
AVERAGE	96	113		2.866	15.2	7.01	2.0			2.4	2.7	16	7.8	6.74	0.322
MAXIMUM	140	153		4.078	17.0	7.08	2.0			5.5	3.2	58	8.5	6.87	0.728
MINIMUM	76	85		1.053	13.0	6.94	2.0			1.0	2.4	4	7.4	6.67	<0.15

1. **Wood Street Phase II** – stopped at the edge of Florida Street for now; next phase will go up Florida Street
2. **Wood/Ritchie Pump Station Repair** – Mr. Rizo explained that the roof was deteriorating and has been repaired; this station is used to store pumps.
3. **Sludge Hopper Improvements** – A hopper that is used to compress sludge has been repaired; this has doubled the amount of sludge that can be compressed in one run.
4. **UV Unit Upgrades** – Sam Ludlow explained that this project is part of necessary plant upgrades. Even though the plant is 30 years old, we don't need a new plant – but, the plant requires annual expenditures for upgrades and repairs. One of the needed upgrades now urgently needed is the UV Unit. Mr. Ludlow shared a design and cost estimate for a new unit. The Mayor suggested including this as a Strategic Issue on the June agenda.



5. **NPDES/MWQA/Compliance Workshop** – Dan and Sam attended this workshop and solicited advice regarding the NPDES permit. One suggestion was to sample early in the month and then re-sample again at a later time and average the two to reduce the impact of outliers.

City Engineer Report: Jay Hollen shared the feedback from FEMA regarding the grant proposal for the generators. He expects to have a response in late June.

Correspondence & Information:

1. **WVU – Sewage Sludge as a Fertilizer Trial Approved: For Information Only** - Researchers in WVU Extension Office requested permission to use Buckhannon WWTP sewage sludge for a two-year fertility trial. DEP approved WVU taking some BWWT sludge for this purpose.
2. **M&M Septic Pumping, LLC**

April 19, 2018

Raymond Thomas
M&M Septic Pumping, LLC
P.O. Box 550
Clarksburg, WV 26301

Dear Mr. Thomas:

This letter is provided in response to your requested permission to dump trucked wastewater at the Buckhannon Sewage Treatment Plant. It establishes the policies and conditions by which the sewage treatment plant will accept trucked wastewater. A similar letter has been sent to all haulers currently dumping at the Buckhannon sewage treatment plant.

Wastewater which will be accepted at the plant includes wastewater from septic tanks, portable toilets, and domestic wastewater holding tanks or treatment units. Wastewater which is unacceptable includes wastewater which is acidic or caustic, salt brine, industrial wastewater, or contains grease, oil, or any material that is detrimental to the operation or performance of the treatment plant.

Wastewater must be brought to the plant during normal working hours which are 7:30 AM to 4:30 PM, seven days per week. Special facilities have been installed, including piping with quick disconnects and a concrete dumping pad, so that the haulers may discharge at the inlet to the plant, upstream of the bar rack. Use of these facilities requires that the hauler be equipped for pumped discharge. All haulers are expected to use these discharge facilities. Other dumping arrangements may be made for special conditions for individual loads.

At this time, dumping charges are \$27.50 per 1000 gallons with a \$27.50 minimum charge per trip. Dumping fees may be changed by a properly adopted rate ordinance by the Buckhannon City Council. It is the responsibility of the hauler to provide accurate information regarding the size of the load to be dumped.

Haulers are expected to cooperate with and assist the plant operator regarding dumping procedures, records, verifying load size, sampling, clean up at the dumping location, and any other matters related to dumping wastewater at the plant.

Samples may be collected from the trucked wastewater at any time at the discretion of the treatment plant operator for observation and testing. If such sampling raises questions about the nature of the wastewater being brought to the treatment plant, then a regular testing program may be instituted at the expense of the hauler.

Haulers are encouraged to have their own holding tanks to avoid inconvenience due to the limited treatment plant operating hours. If such tanks are used by the hauler, Buckhannon reserves the right to inspect those tanks and collect samples for testing at its discretion and cost. Haulers may wish to install pretreatment facilities to allow pretreatment of wastewater otherwise unacceptable to be dumped at the sewage treatment plant. If such units are used by the hauler, special written agreement must be obtained from Buckhannon before such treated wastewater may be dumped at the treatment plant. Depending on the nature of the original wastewater and the pretreatment process, Buckhannon may have to obtain an NPDES permit modification or may require wastewater testing. If either or both of these items are required, the hauler would be expected to pay any permit fees and sampling and testing costs.

Buckhannon reserves the right to refuse dumping rights for any individual load or for any hauler, if the hauler does not comply with procedures or directions of the operator, dumps unacceptable wastewater, fails to promptly pay dumping fees, or fails to comply with any other provisions in this letter.

This letter provides confirmation that M&M Septic Pumping, LLC, has permission to dump hauled wastewater at the Buckhannon Sewage Treatment Plant in accordance with the terms of this letter. Before such dumping may begin, you must provide us with a copy of your DEP permit and your Health Department truck inspection certification.

To acknowledge receipt of this letter and your agreement to abide by the terms and conditions it sets forth, please sign in the space provided below and return this letter to me with a copy of your permit. If you have any questions, please call me at (304) 472-5459. Thank you for your cooperation with this matter.

Very truly yours,


Erasmo Rize
Superintendent


M&M Septic Pumping, LLC

Date 4-19-2018

cc: David W McCauley, Mayor

3. **Response Letters re: FEMA Hazard Mitigation Grant Program Application**

April 24, 2018

Mr. Dale Hatfield
Hazard Mitigation Project Officer
West Virginia Division of Homeland Security & Emergency Management
Building 1, Room EB-80
1900 Kanawha Boulevard, East
Charleston, WV 25305-0360

Re: City of Buckhannon
FEMA HMGP Grant Application No. 1
Request for Information No. 3 Response Letter

Dear Mr. Hatfield,

Per your April 9, 2018 email, please accept this response letter addressing the Request for Information and/or clarifications for the above-referenced project.

Raw Water Intake

Comment 1 (C1): SOW states that all equipment is duplicated, so the facility will have 2 generators installed. Generator data sheet only recommends a 750KW generator for the facility. Will the facility require both 2 generators or just install the 750Kw generator?

Answer 1 (A1): No existing permanent backup emergency power generator exists at this site. Only one (1) permanent backup emergency generator, and all appurtenant equipment and materials, will be located at the Raw Water Intake Building site. The size of the proposed permanent backup emergency generator will be 150kW in output capacity (size), not 750kW. Note: The 750kW permanent backup emergency generator mentioned in C1 above will be located at the Sewage (Wastewater) Treatment Plant and will be addressed in detail in the next section as it is a completely separate permanent backup emergency generator located at a different location.

C2: Annual maintenance costs & present worth of maintenance costs are ineligible costs, so per Susan Jones' recommendation, rename the line items to "Project Management Fees" to avoid changing total project cost and BCA.

A2: Corrected. See the revised Engineer's Opinion of Probable Project Costs that is attached to this letter for the corrected information.

C3: Will the new generator be shared with the Airport Booster Station?

A3: No. The existing portable backup emergency generator that is currently "shared" by both the Raw Water Intake Building and the Airport Booster Station will be reallocated to the Airport Booster Station where it will be used exclusively to supply backup emergency power to the Airport Booster Station.

Raw Water Intake (continued):

C4: Budget should have line item costs listed and should not be a lump sum.

A4: Corrected. See the revised Engineer's Opinion of Probable Project Costs that is attached to this letter for the corrected information.

Sewer Treatment Plant

C5: Annual maintenance costs & present worth of maintenance costs are ineligible costs, so per Susan Jones' recommendation, rename the line items to "Project Management Fees" to avoid changing total project cost and BCA.

A5: Corrected. See the revised Engineer's Opinion of Probable Project Costs that is attached to this letter for the corrected information.

C6: Budget should be itemized, not submitted in lump sums.

A6: Corrected. See the revised Engineer's Opinion of Probable Project Costs that is attached to this letter for the corrected information.

C7: Elevation Certificate is not stamped by professional.

A7: The Sanitary Sewer Department is aware of the fact that the Elevation Certificate (EC) would not be considered an "official" because it is not signed by a Professional Surveyor or a Professional Engineer. Line Item 28 of the revised Engineer's Opinion of Probable Project Costs contains monies for both a pre- and post-construction EC to be conducted so that the new permanent backup emergency generator, automatic transfer switch and all necessary appurtenances are located at the correct elevation(s) in relationship to the Base Flood Elevation at this location.

C8: \$92,000 for a generator enclosure seems excessive.

A8: At the April 19, 2018 Sanitary Sewer Board Meeting, the concerns regarding the \$92,000.00 generator enclosure was discussed. After explanation of the situation and the alternatives available, it was decided that the \$92,000.00 generator enclosure (which was a pre-engineered metal building that would house the generator and associated items) would be removed from the Application and that a sound-dampening generator enclosure would be installed in lieu of the generator enclosure. A revised Engineer's Opinion of Probable Project Costs is attached to this letter that shows the \$92,000.00 generator enclosure being removed and the sound-dampening generator enclosure being inserted. The estimated cost for the sound-dampening generator enclosure is \$25,000.00, which will reduce the overall grant application costs by \$67,000.00.

C9: How many on labor crew & what is hourly rate? (Labor costs are itemized for other facilities in project).

A9: See the revised Engineer's Opinion of Probable Project Costs that is attached to this letter that shows the detailed itemized costs associated with the 5-Man Labor Crew, the hourly rates and the costs for the equipment associated with the installation of the 750KW Generator and the 1200A Automatic Transfer Switch (Items 31 through 34).

Public Safety Complex

C10: Budget should have line item costs listed and should not be a lump sum.

A10: Corrected. See the revised Engineer's Opinion of Probable Project Costs that is attached to this letter for the corrected information.

C11: Annual maintenance costs & present worth of maintenance costs are ineligible costs, so per Susan Jones' recommendation, rename the line items to "Project Management Fees" to avoid changing total project cost and BCA.

A11: Corrected. See the revised Engineer's Opinion of Probable Project Costs that is attached to this letter for the corrected information.

C12: No drawing for platform design is included for facility, so please provide length, width & height dimensions for the apparatus.

A12: Please see Attachment 5.4 – Overall Site Plan – Public Safety Complex and Public Safety Complex – Emergency Power Generator – Platform Elevations for the requested information on the 300 kW emergency power generator and the concrete platform that will need to be constructed at the Public Safety Complex.

Due to the overall size of Application No. 1, only the supporting documentation or attachments that have been revised are included in this response letter.

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.

Sincerely,



James S. Hollen, III, PE
City Engineer

Attachments: Revised HMGP Application No. 1 with no attachments
Engineer's Opinion of Probable Project Costs – Revised 04-09-2018 – Combined Estimate

Attachment 5.4 – Overall Site Plan – Public Safety Complex
Public Safety Complex – Emergency Power Generator – Platform Elevations

c: Mayor David McCauley (Response Letter only)
Members of City Council (Response Letter only)
Members of the Water Board (Response Letter only)
Members of the Sanitary Sewer Board (Response Letter only)
Jerry Arnold – Public Works Director (Response Letter only)
Kelly Arnold – Water Department Supervisor (Response Letter only)
Erasmio Rizo – Sanitary Sewer Department Supervisor (Response Letter only)
Engineering Files

April 20, 2018

Mr. Dale Hatfield
Hazard Mitigation Project Officer
West Virginia Division of Homeland Security & Emergency Management
Building 1, Room EB-80
1900 Kanawha Boulevard, East
Charleston, WV 25305-0360

Re: City of Buckhannon
FEMA HMGP Grant Application No. 2
Request for Information No. 3
Response Letter

Dear Mr. Hatfield,

Per your April 9, 2018 email, please accept this response letter addressing the Request for Information and/or clarifications for the above-referenced project.

Comment 1 (C1): The generator data sheets indicate "No reinforced concrete pad is required at any of the sites because the Emergency Backup Generator is a portable generator, requiring no reinforced concrete pad." Please verify that the generators will be fixed and or stationary.

Answer 1 (A1): The only location that will have a permanent backup emergency generator will be the Water Treatment Plant (WTP). Currently, there is an existing backup emergency generator at this location that will be removed. Once the existing backup emergency generator is removed, the new backup emergency generator will be located at the same location, which already has a reinforced concrete pad (see the attached picture of the existing permanent backup emergency generator currently in use at the WTP).

C2: The City has included in their budget description to purchase WVDOH stone aggregate at five (5) sites and only reflects cost at one site. Please provide cost for the other four (4) sites.

A2: The only generator site that requires WVDOH Stone Aggregate (for means of egress and ingress to the site) is the Brooke Street Pump Station site. The four remaining permanent backup emergency generator sites already have existing access roads to each respective site. The City of Buckhannon used a standardized spreadsheet to prepare the itemized costs associated with each new permanent backup emergency generator's section of the Engineer's Opinion of Probable Project Costs and even though the WVDOH Stone Aggregate is not used at each site, the line item remained but the quantity was listed as zero (0) with a total cost of \$0.00. See the revised Engineer's Opinion of Probable Project Costs that is attached to this letter that shows the WVDOH Stone Aggregate line item removed from the locations where means of egress and ingress already exist.

C3: The City has included in their budget description to purchase and install fencing at five (5) sites and only reflects cost at one site. Please provide cost for the other four (4) sites.

A3: The only generator site that requires a perimeter security fence around the perimeter is the Brooke Street Pump Station site. The four remaining permanent backup emergency generator sites already have existing perimeter fencing installed. The City of Buckhannon used a standardized spreadsheet to prepare the itemized costs associated with each new permanent backup emergency generator's section of the Engineer's Opinion of Probable Project Costs and even though the "6'-0" High Perimeter Fence..." is not going to be installed at each site, the line item remained but the quantity was listed as zero (0) with a total cost of \$0.00. See the revised Engineer's Opinion of Probable Project Costs that is attached to this letter that shows the "6'-0" High Perimeter Fence..." line items removed from the locations where no fencing is to be installed.

C4: The applicant has included in its budget \$164,764.45 for "Inflation, Cost Escalation, Annual Maintenance Costs, Present Worth of Maintenance Costs, etc." This cost is currently not eligible. Please remove this line item.

A4: Completed. See the revised Engineer's Opinion of Probable Project Costs that is attached to this letter for the corrected information.

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.

Sincerely,


James S. Hollen, III, PE
City Engineer

Attachments: Photograph of the Water Treatment Plant's Existing Permanent Backup Emergency Power Generator
Engineer's Opinion of Probable Project Costs – Revised 04-09-2018

c: Mayor David McCauley
Members of City Council
Members of the Water Board
Members of the Sanitary Sewer Board
Jerry Arnold – Public Works Director
Kelly Arnold – Water Department Supervisor
Erasmio Rizo – Sanitary Sewer Department Supervisor
Engineering Files

4. DEP Laboratory Certification Report: Mr. Rizo shared the report and response on minor, deficient items



west virginia department of environmental protection

Division of Water and Waste Management
601 57th Street SE
Charleston, WV 25304-2345
Phone: (304) 926-0495
Fax: (304) 926-0497

Austin Caperton, Cabinet Secretary
www.dep.wv.gov

May 07, 2018

Daniel L. Baker
Chief Operator
Buckhannon Wastewater Treatment Plant Laboratory
70 East Main Street
Buckhannon, WV 26201

Dear Mr. Baker,

I have enclosed with this letter the summary of the audit conducted at your facility on April 10, 2018. Please review the summary, develop a corrective action plan that addresses the deficiencies noted during the audit, and submit it within 30 days of the date of this letter.

If you have any questions, and if I can be of further assistance please call me at (304) 926-0499 ext. 1601 or e-mail me at Tommy.W.Smith@wv.gov.

Sincerely,

Tommy W. Smith II
Quality Assurance Officer
ts

SUMMARY Facility: Buckhannon Wastewater Treatment Plant Laboratory (153) April 10, 2018
WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
LABORATORY PERFORMANCE AUDIT
Buckhannon Wastewater Treatment Plant Laboratory
Buckhannon, West Virginia

PREFACE: - - Buckhannon Wastewater Treatment Plant Laboratory

The laboratory shall comply with the West Virginia Code of State Regulations, Title 47, Series 32, Regulations governing Environmental Laboratory Certification and Standards of Performance, Guidelines Establishing Test Procedures for the Analysis of Pollutants 40 CFR 136, EPA SW-846 methods, and such other methods as may be approved by the West Virginia Department of Environmental Protection or his or her designee. The reliability of data generated for compliance analysis is used to characterize environmental quality and is the key element in the implementation of pollution control programs developed under the "Covered Statutory Programs" (47 CSR 32-2.19)

Records of monitoring, analysis, and data reporting activities include, but are not limited to, laboratory bench sheets, strip chart recordings, quality control notebooks and these records must be retained and accessible for at least five years.

INTRODUCTION - - Buckhannon Wastewater Treatment Plant Laboratory

During the audit, consideration was given to staff competence, working conditions, tests or analytical methods used, quality control procedures, quality assurance programs, maintenance of records and compliance with the requirements of this rule.

The performance evaluation was conducted on April 10, 2018 by Tommy W. Smith, II, West Virginia Department of Environmental Protection, Division of Water and Waste Management, 601 57th Street SE, Charleston WV 25304-2345 (304) 926-0499, email Tommy.W.Smith@wv.gov. Please send all correspondences to this address.

The issues noted below were observed during the on-site assessment. Others may exist and their omission from this report does not constitute an endorsement by the WVDEP Laboratory Quality Assurance Program (LQAP). WVDEP LQAP encourages the laboratory to correct any existing issues even if they are not included below.

DEFICIENCIES noted during this inspection are:

1. Autoclave records do not indicate the items sterilized. The items sterilized, sterilization temperature, total run time, actual sterilization time, set and actual pressure readings, and initials of the responsible person are to be recorded for each autoclave cycle (SM9020 B-05 Sec. 4.h).
2. The laboratory has not updated its Method Detection Limits (MDLs) to the current Clean Water Act. MDLs are to be calculated using 40CFR136 Appendix B, Rev. 2.0.
3. A method blank is not analyzed for Total Solids in solid samples. A method blank is to be analyzed with each batch of samples (SM1020 B-10 Table II).

SUMMARY Facility: Buckhannon Wastewater Treatment Plant Laboratory (153) April 10, 2018

COMMENTS

While not being included in the Deficiency Section, the following items need attention:

A pdf copy of EPA's updated Clean Water Act (40CFR136) from August 2017 was sent to the laboratory email address on file on May 1, 2018. 40CFR136 is to be made available for reference whenever needed in the laboratory. If the laboratory did not receive this email, please contact the assigned auditor at WV DEP.

CONCLUSION

The laboratory should review the deficiencies cited in the summary section and make the necessary changes. The laboratory has **30 DAYS** to submit an acceptable plan to correct the deficiencies noted in this report. They will have **60 DAYS** to implement the approved corrections. Response must be made to the Department's Quality Assurance Office: Tommy W. Smith, II, Quality Assurance Officer.

To expedite future laboratory inspection, please note the following:

- ✓ In November 2018, an email will be sent instructing your facility to download an Application for Certification
- ✓ The application should be completed and mailed to the Quality Assurance Office with the appropriate fees by December 2018.
- ✓ If all certification requirements are completed, scheduling for the on-site visit will be around March 2019.

This report does not constitute a "certification" in any way and may not be used as such. It is purely an assessment of the laboratory's capability of performing analysis of certain parameters and is based on observations made and information obtained at the time of inspection.

May 16, 2018

Mr. Tommy Smith II
Division of Water and Waste Management
601 57th Street SE
Charleston, WV 25304-2345

RE: Laboratory Performance Audit
Buckhannon WWTP Lab

Dear Mr. Smith:

The following information is provided to identify the corrective actions planned, or already being taken to address the deficiencies noted in your report of the inspection of the Buckhannon WWTP Lab conducted on April 10, 2018. Deficiencies are addressed as #1 through #3, as noted in your report dated May 7, 2018.

Deficiencies correction response:

- 1) We have updated our Autoclave Lab Calibration checklist to include: The items sterilized, sterilization temperature, total run time, actual sterilization time, set and actual pressure readings, and the initials of the responsible person, for each Autoclave cycle. In compliance with SM9020 B-05 Sec. 4.h. (Enclosed is a copy of our updated Autoclave checklist)
- 2) We have updated our labs Method Detection Limits (MDLs) to the current Clean Water Act. We have put into effect the initial 7 sample MDL, and we have completed the 1st of the series of 8, in compliance with 40CFR136 Appendix B, Rev. 2.0, and as instructed during our audit inspection.
- 3) We are now using a Method Blank with the analysis of each batch of Total Solids samples, as required by SM2020 B-10 Table II.

We would also like to discuss our plan of action for your comments section, (Items that Need Attention).

- 1) We have received the pdf copy of EPA's updated Clean Water Act (40CFR136) dated August 2017, provided by our DEP quality assurance officer. It is now available for reference in a hard copy and a digital PDF in our laboratory.

We hope the actions taken to correct the noted deficiencies will meet with your approval. If you have any questions, please call me at 472-5459.

Very truly yours,



Dan Baker
Lab Supervisor

cc: Erasmo Rizo, Superintendent

Consent agenda: Approval of minutes from April 19, 2018. Motion Frye/McCauley to approve the minutes of the meeting held April 19, 2018. Motion carried.

Strategic Issues:

1. **Jason Tenney – completed Electrician Journeyman Certificate – Motion Frye/McCauley to increase Mr. Tenney's pay by \$.50 per hour; motion passed.**
2. **Proposal for Sewer Meter Reading – Motion Frye/McCauley to approve a charge of \$4.00 for each meter or \$300 per month to allow billing of sewer bills in Public Service Districts; motion passed.**



**CITY OF BUCKHANNON
WATER DEPARTMENT
70 EAST MAIN STREET
BUCKHANNON, WV 26201
472-2530 (BUSINESS)**

Re: Proposal for sewer meter reading
April 13, 2018

The Water Department currently read 75 sewer meters to allow billing for sewer bills that are in Public Service Districts. The Water Department currently does not charge for this service but we do expend monies from our budget for this service so we are asking the Sewer Department to contribute to the costs incurred for this service.

I am proposing the following: for reading each meter, customer service for each meter, labor, truck and insurance on truck, fuel, software and handheld unit. A charge of \$4.00 for each meter or \$300.00 a month.

Break down in costs

Purchase price of handheld \$8600.00/ annual maintenance on handheld \$800.00
Purchase price of software \$7400.00 / annual maintenance on software \$1300.00

Customer service personal hourly rate plus 1.6% \$27.68/hour or \$57574.40 a year.
Customer service truck \$477.15 truck lease per month / \$5725.80 a year.
Customer service fuel each month average 60gallon at \$2.50 a gallon / \$1800.00 a year.
Total \$67200.20 this does not include original purchase of handheld or software.

Customer service personal average between 6 to 8 hours a month to read meters, get readings for non-payment, customer moves in or out and each time meter reading has to be obtained. These 6 to 8 hours are not in same day it varies depending on when customer slips are generated.

Thank you,
Kelly W. Arnold
Water Department Superintendent.

3. **Approval of Sanitary Budget FY 2018-19 – Amby Jenkins shared highlights of the proposed Sanitary Budget for FY 2018-19. Some changes may be made regarding where capital expenditures are allocated. Mr. Frye suggested building the reserve more aggressively. Motion Frye/McCauley to approve the Sanitary Budget for FY 2018-19; motion carried.**

BUDGET 2017-18		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-17	2017-2018	2018-19
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	actual	actual	proposed
	ESTIMATED BALANCE ON HAND							0	286295
343-000-00	SEWER TAPS	3,954	1,796	6,750	11,250	4,500	5,400	6,300	\$ 5,000
350-000-00	SEWER CUSTOMERS BILLING	1,440,641	1,451,134	1,447,887	1,439,057	1,400,817	1,589,960	1,256,602	\$ 1,600,000
351-000-00	BF SURCHARGE BILLING	7,360	7,581	7,910	8,285	8,413	7,989	6,281	\$ 8,100
352-000-00	INCOME FROM TENNERTON PSC	165,142	148,143	146,807	165,269	188,985	172,768	219,388	\$ 165,000
362-000-00	DUE FROM GEN FUND-STORM S	67,737	0	80,051	0	16,239	43,364	28,619	\$ 50,000
362-000-01	SEPTAGE HAULERS	72,399	52,274	53,176	39,193	42,531	30,790	22,159	\$ 25,000 has reduced
370-000-01	LATE CHARGES	23870	22,742	24,769	23,665	22,302	26,223	21,286	\$ 20,000
362-000-02	PROJECT MANAGEMENT FEES						10,005	54,955	\$ -
380-000-00	INTEREST	643	564	328	146	62	137	324	\$ 300
381-000-00	SERVICES OF FLUSHER TRUCK	1,650	300	300	2108	1,200	2,400	1,800	\$ 1,500
399-000-00	MISCELLANEOUS	9,493	12,914	2,708	45,222	25,974	6,104	3,627	\$ 3,000
TOTAL REVENUES		1,792,889	1,697,448	1,770,686	1,734,195	1,711,024	1,895,139	1,621,341	\$ 2,164,195
TOTAL WITH EST. BAL ON HAND								1,621,341	
711-113-00	PLANT POWER	52,539	61,635	57,636	54,491	68,158	55,455	48,054	\$ 65,000
711-213-00	ELIAS STREET	17,712	19,018	18,660	19,923	21,015	23,348	17,536	\$ 25,000
711-313-00	VICKSBURG	9,153	9,672	9,996	9,431	10,682	16,512	9,604	\$ 16,000
711-413-00	EAST MAIN ST	6,067	5,221	4,484	5,440	5,095	5,988	4,822	\$ 6,700
711-513-00	WOOD/RITCHIE STS	1,809	1,436	1,632	1,528	1,665	2,025	1,848	\$ 2,800
711-613-00	MONONGALIA ST	1,340	1,509	1,249	1,359	1,444	1,490	1,323	\$ 1,600
711-713-00	DEANVILLE	430	487	411	456	444	506	1,041	\$ 1,400
711-813-00	ISLAND AVENUE	237	215	210	287	248	284	454	\$ 700
711-913-00	MADISON STREET	191	602	371	229	173	194	212	\$ 300
711-914-00	TJM SEWAGE STATION	344	350	348	372	420	392	414	\$ 560
711-915-00	WESTON ROAD	543	490	1544	515	472	530	385	\$ 525
711-916-00	HAMPTON INN PS	411	220	367	0	0	107	0	
711-917-00	BRUSHY FORK PS	281	291	686	317	344	471	344	\$ 450
711-921-00	BROOKE STREET PS	0	0	0	0	2851	2,719	2,366	\$ 3,200
711-918-00	RT 20 SEWER PUMP STATION	110	106	137	167	116	89	79	\$ 200
711-919-00	1 buckhannon rd	0	130	152	141	160	149	191	\$ 260
711-920-00	plant vehicles 2,3,8	42,590	46,461	47,875	37,918	24,149	20,902	15,810	\$ 26,500
711-920-01	TENNERTON INTERCEPTOR	6,413	5,509	5,251	4,818	5,640	4,391	1,312	\$ 5,000
711-920-02	NATURAL GAS	1,293	1,666	2,924	2,288	1,234	1,476	1,384	\$ 2,000
712-345-00	UNIFORMS	6,532	6,883	8,457	9,026	8,325	8,880	4,223	\$ 5,500
713-143-00	FACILITIES MAINTENANCE LINE#	3,151	3,782	8,606	13,075	4,180	2,110	84	\$ 7,000

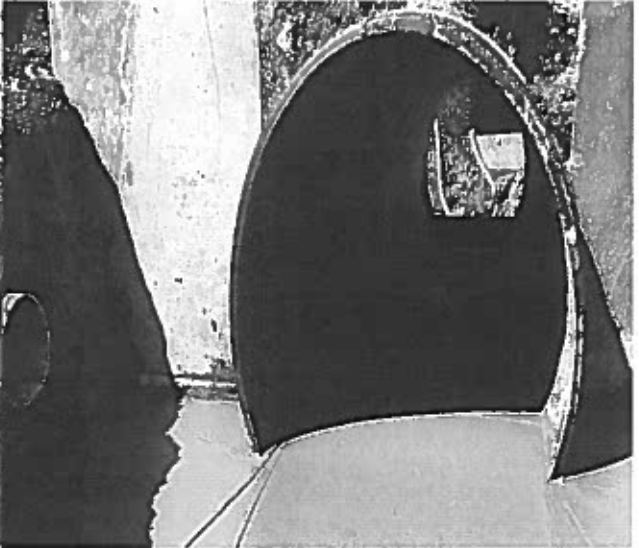
713-243-00	SUPPLIES LINES	32,051	27,759	32,405	66,092	46,050	47,480	26,673	\$	40,000	
713-443-00	EQUIPMENT & MAINTENANCE LI	16,641	24,178	31,519	26,430	23,406	13,809	8,907	\$	30,000	
714-143-00	FACILITIES MAINTENANCE PLAN	6,549	7,169	8,255	7,049	7,361	9,029	7,228	\$	10,000	
714-243-00	LAB EXPENSE PLANT	12,125	12,855	16,027	10,688	10,537	13,785	16,709	\$	23,000	
714-343-00	EQUIPMENT MAINTENANCE PLA	33,433	35,189	30,538	38,946	32,920	22,789	16,684	\$	30,000	
714-443-00	PUMP STATION REPAIR & MAINT	5,444	51,645	22,422	15,476	32,920	28,022	22,131	\$	30,000	
714-543-00	TELEPHONE	1,393	1,338	2,401	6,940	6,102	4,609	3,018	\$	5,000	
714-643-00	OPERATION PLANT EXPENSE	7,271	11,554	8,886	6,436	10,271	7,895	10,784	\$	12,000	
714-743-00	TELEMETRY	1,253	1,283	1,553	1,656	1,797	1,797	1,348	\$	2,200	
715-101-00	PLANT LABOR	200,862	190,332	184,015	216,748	227,958	263,016	163,145	\$	248,000	
715-103-00	LINE LABOR	277,303	341,942	397,861	336,248	350,386	340,919	231,108	\$	318,000	
716-101-00	BOARD SALARIES	10,800	11,400	11,400	11,250	11,550	11,250	8,550	\$	11,400	
716-103-00	OFFICE/CLERK ADM SALARIES	95,081	103,238	105,461	106,847	85,994	57,571	39,018	\$	56,000	added gmt writer
716-104-00	FICA TAX	44,819	49,739	53,873	51,844	52,228	51,894	34,096	\$	49,000	
718-105-00	HEALTH INSURANCE	174,321	171,284	188,053	204,784	211,068	236,852	186,461	\$	267,500	
719-105-00	GROUP RETIREMENT	83,029	88,773	94,151	88,766	85,698	72,854	45,698	\$	70,000	
720-226-00	UNEMPLOYMENT/COMPENSATIC	19,192	17,972	22,050	26,333	24,623	24,585	23,429	\$	28,000	
783-341-00	BILLING & COLLECTING	20,331	30,727	27,444	32,198	35,535	26,056	26,182	\$	34,000	
783-342-00	NEW COMPUTER CAPITAL OUTL	1,274	158	0	0	0		1,000	\$	7,500	server&pc's
783-369-00	customer dep int						259	440	\$	500	
793-341-00	OFFICE SUPPLIES & EXPENSES	17,262	15,537	18,747	21,628	25,305	17,648	17,178	\$	25,000	
797-116-00	PSC ASSESSMENTS	5,386	0	5812	6450	6241.3	6,071	5,581	\$	6,500	
797-117-00	DEP PERMIT	2,767	2,767	2,884	2,910	2,649	5,009	2,884	\$	3,000	
798-226-00	PROPERTY INSURANCE	37,507	49,832	34,716	42,766	43,926	45,332	22,944	\$	42,500	
803-219-00	RENTS	10,000	10,000	10,000	10,000	10,000	10,000	0	\$	10,000	
896-223-00	PROFESSIONAL SERVICES	5,596	14,383	30,697	22,587	28,188	21,957	27,080	\$	27,000	
970-199-00	BOND ISSUE #A	74,920	169,924	170,473	170,164	170,130	170,130	141,789	\$	171,000	
980-199-00	BOND ISSUE #B	0	27,098	27,109	27,104	27,098	27,098	22,584	\$	28,000	
997-451-00	PLANT - CAPITAL	27,770	15,193	86,164	56,013	59,936	42,865	23,693	\$	40,000	per ER
997-451-01											
997-451-02	BELT PRESS LOAN	51311	24,317	26,527	26,527	26,527	26,527	19,895	\$	26,600	
997-452-00	SEWER EXT - CAPITAL	998	24,404	24,524	33,003	18,299	1,382	7,057	\$	20,000	per ER
											50000 coming from gf bul labor half
997-453-00	STORM SEWER PROJECTS	17,837	15245	1667	0	3298.55	6,629	7,668	\$	15,000	

997-454-00	NEW EQUIPMENT-CAPITAL	58,109	34,465	1,000	7,529	29,300	23,963	37,063	\$	45,100	dmp trk 1299for6mth, bckhoe/blstr 803mth/cm trk 1656/enlpy eep535.
											1300mthnew dumptrk/3mis sans900mth/cabchassis500mth
997-455-00	NEW EQUIPMENT-CAPITAL2018								\$	33,600	
997-455-00	SEWER UPGRADE-CAPITAL	27	10147	1061	10102	5,595	25,584	20,872			ask ER
									\$	100,000	Deanville upgrade of pump station and a section of line
									\$	100,000	BAR SCREEN
997-451-03	Repay Loan to City- Brook sl						20,000	0	\$	20,000	
997-458-00	Contribution from BR Fik to GF							0	\$	8,100	
999-459-00	Contribution to Depreciation Fund(need abt \$175000)							0			
TOTAL EXPENDITURES		1,503,808	1,757,030	1,830,691	1,853,273	1,869,715	1,832,686	1,342,380	\$	2,184,195	
REVENUE OVER/(UNDER) EXPENDITURES		\$289,081	(\$59,582)	(\$60,005)	(\$119,078)	(\$158,691)		278,961	\$		

4. **Approval to Install GPS Tracking Devices on Fleet Vehicles** – Amby Jenkins explained that this would cost about \$3,600 per year and shared some examples of how GPS tracking has helped in other departments. Mr. Rizo also explained why he believes the GPS tracking would be beneficial. **Motion Frye/McCauley to approve installation of GPS tracking devices on Sanitary fleet vehicles; motion passed.**

Stormwater:

1. **Swisher Street Culvert** – Mr. Rizo explained that work has resumed on this project, now that weather is getting better, though still not ideal. He shared some photos of the project in progress.



Board Member Comments:

- **Gene Frye** – No comments.
- **Phil Loftis** – On vacation.
- **Mayor McCauley** – No comments.

There being no further business to be conducted. **Motion Frye to adjourn at 5:05pm. Motion carried.**

Mayor David McCauley

Recorder Susan Aloï

The next meeting is at 3:00pm on June 21, 2018 at the Waste Water Treatment Plant.

