

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

A regular meeting of the Buckhannon Water Board was held on Thursday, May 10, 2018 at 4:00 p.m. in Council Chambers of City Hall.

David McCauley	Mayor	Present
Susan Aloï	City Recorder	Present
Robbie Skinner	Board Member	Present
David Thomas	Board Member	Present
Don Nestor	Board Member	Absent
Eric Waggoner	Board Member	Present
Kelly Arnold	Line Superintendent	Present
Jerry Arnold	Director of Public Works	Present
Jay Hollen	City Engineer	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Present

Also in attendance: Shane Wayts, Jerry Wamsley, Kevin Arnold, and Mike Johnson from Chapman Technical.

Meeting Agenda Posted 05-07-18

*City of Buckhannon Water Board - 4:00pm at City Hall in Council Chambers
Meeting Agenda for Thursday, May 10, 2018*

- 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 (E.1 & E.2 Update)**
- C. **Finance Report**
 - C.1 **April 2018 (Amby)**
- D. **City Engineer Report**
- E. **Department Report**
 - E.1 **Victoria Hill Tank Project (Jay/CTG)**
 - E.2 **Water System Improvement Project (Jay/CTG)**
 - E.3 **Water Dept. Report (Kelly)**
 - E.4 **SWP Early Warning Monitoring System Update (Jay)**
 - E.5 **5-10-18 Source Water Protection Team Meeting Summary**
- F. **Correspondence and Information**
 - F.1 **Shawn Flanigan (update)**
 - F.2 **Adrian P.S.D. Water Purchase Agreement**
 - F.3 **Letter of Proposal for Sewer Meter Reading**
 - F.4 **Letter to Hodgesville P.S.D. re: Water Accounts; Deferred Agreement Plans**
 - F.5 **Letter to WV Public Service Commission from Hodgesville P.S.D.**
 - F.6 **Response Letters re: FEMA HMG Grant Application**
 - F.7 **Executed Agreement SWP Early Warning Monitoring System #2**
 - F.8 **Elkins Road P.S.D April 2018 Meeting Minutes**
- G. **Consent Agenda**
 - G.1 **Approval of Minutes -04/12/18**
- H. **Strategic Issues for discussion and vote**
 - H.1 **Mid Atlantic Tank Company Liquidated Damages Re:Victoria Hill WST**
 - H.2 **Approval Water Budget FY 2018-19**
 - H.3 **CSX Permit Refund Letter**
- I. **Board Members Comments and Announcements**
- J. **Mayor's Comments and Announcements**
- K. **Adjournment**

POSTED 05/07/18

****Next Meeting June 14, 2018 at City Hall in Council Chambers****

The meeting was called to order by Mayor McCauley followed by a moment of silence and pledge to the flag.

Shane Wayts and Jerry Wamsley demonstrated a piece of equipment they designed. Mayor McCauley will invite them to share this at an upcoming City Council meeting.

Department Reports:

1. **Victoria Hill Tank Project** – Mike Johnson from Chapman Technical Group provided an update; the project is almost completed.
2. **Water System Improvement Project** – Mr. Johnson from Chapman provided an update on the Brushy Fork project for ACP. The City will have their part of the project completed by November 1, though ACP is behind schedule. Mr. Johnson asked Mayor McCauley to sign triplicate copies of the Intent to Proceed document. The Mayor then signed the contract with Hull's Construction, the company that will be performing the work at Brushy Fork. The Mayor also signed a document with the US Army Corps of Engineers permitting the laying of pipe across the creek, and then a document with the WV Office of Land & Streams providing permission to lay pipe across the creek. The Mayor set a special Water Board meeting for Tuesday, May 15 at 3:30pm to review contracts for part two construction.
3. **Water Dept. Report: Kelly Arnold** –

**CITY OF BUCKHANNON WATER DEPARTMENT
Monthly Report for May 10, 2018**

- Water leaks-3
- Wifi and internet issues
- Locates-44
- Attending AWWA conference May 21,22,23-18
- Kevin passed his class 3 test needs CEU's for license.
- Abandon service Holbrook Road
- Weekly safety meetings.
- Renewed Services-2
- New Services-2
- Hydrant Repair at Premier Bank.
- Mission upgrade boards installation completed.
- Received training on Airport Booster station.
- Building auto flushing units. \$2600.00 new the one's water department personal made \$500.00
- North Florida St. services have been moved.
- Residential meters changed-1
- Public Service District meters tested-0
- All meters were read in system
- Going to send raw water pump off to have rebuilt June 4, 2018
- Worked on lighting in filter room and chemical room.
- Plan to clean second half of basin this month.
- 3rd lane at McDonalds
- 63.3 million gallons of water treated for month of March. 2.1 million a day.
- Cost per million gallon treated for March \$158.48
- 13,180 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered.--258
- Non-Payments – 28
- Back-flow/cross-conn. surveys – Commercial surveys 2, 0 requests for survey were mailed; 4, letters requesting test results mailed; 8 test results received;
- Maintenance equipment.

**CITY OF BUCKHANNON WATER PLANT
MONTHLY CHEMICAL COSTS**

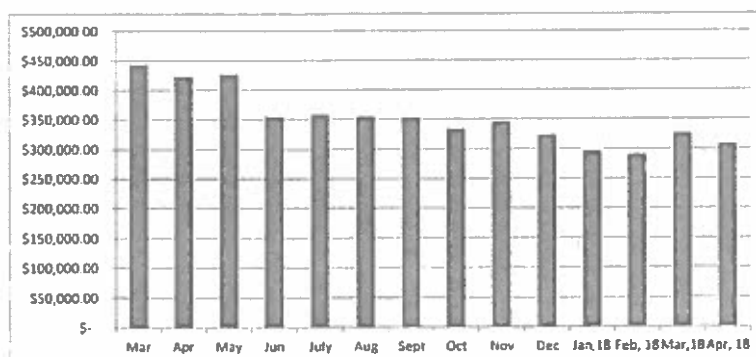
MONTHLY CHEMICAL COSTS						
Month:		April-18				
					<u>Y-T-D</u>	
Million Gallons treated:		63.34			466.20	
Total chemical treatment cost:		\$ 10,037.91			\$ 105,652.39	
Cost per 1,000 Gallons:		\$ 0.158			\$ 0.227	
Cost per Million Gallons:		\$ 158.48			\$ 226.62	
Chemical	Cost	Per Unit	Amount Used (LBS)	MONTHLY Cost	Per Unit	Y-T-D
SmartPhos	\$ 14.16	gal			gal	\$ -
Carbon**	\$1.04	lb	40	\$ 41.60	lb	\$ 11,333.57
Chlorine**	\$0.33	lb	1273	\$ 416.27	lb	\$ 11,128.55
PremierPac**	\$3.57	gal	16,698.40	\$5,844.44	gal	\$ 31,016.64
Fluoride**	\$0.54	lb	450	\$ 242.10	lb	\$ 2,350.20
KmnO4**	\$3.00	lb	219	\$ 657.00	lb	\$ 9,832.65
Lime**	\$0.15	lb	1550	\$ 232.50	lb	\$ 3,470.56
Soda Ash**	\$0.30	lb	6200	\$1,829.00	lb	\$ 16,003.75
Sodium Bicarb		lb		\$ -	lb	\$ 1,085.00
Sodium-Hex**	\$1.55	lb	500	\$ 775.00	lb	\$ 19,431.47
				\$10,037.91	\$ 105,652.39	

4. **SWP Early Warning Monitoring System Update** – Jay Hollen explained that the executed agreement from both parties was included in the Board packets.
5. **5-10-18 Source Water Protection Team Meeting Summary** – Kelly Arnold reported that this was a good meeting and discussion with Buckhannon River Watershed Association regarding water testing. Mr. Arnold indicated that the City has also been completing water testing, and will coordinate with the BRWA without revealing City testing sites.

Financial Report- Amberle Jenkins: The following information for April 2018 was submitted and explained:

**WATER BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance April 30, 2018	
Money market & checking	\$ 308,996.89
CD	\$ 575,685.84
2% Depreciation fund	\$ 380,129.62



Money Market and Checking Trend

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

Motion Waggoner/Skinner to approve the financial report as submitted. Motion carried.

Correspondence and Information:

1. **Thank you note from Eugene Suder for gravel in front of his driveway**
2. **Shawn Flanigan Update – No response to Amby Jenkins’ letter and bill in January 2018, so City Attorney Tom O’Neill will follow up**
3. **Adrian PSD Water Purchase Agreement-Nothing to report**
4. **Letter of Proposal for Sewer Meter Reading**



**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.

5. Letter to Hodgesville PSD re: Water Accounts; Deferred Agreement Plans

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

April 24, 2018

Hodgesville Public Service District
Terry Gould
188 Fayette St
Buckhannon, WV 26201

Mr. Gould:

I am following up on our phone conversation of April 11th regarding the water accounts and current balances listed below in which you owe:

12 212150-00	Clarksburg Rd	\$134,746.18
12 200005-00	Weston Rd	\$12,466.80
20 175500-00	Spruce Fork	\$13,000.64

In previous correspondence we've expressed concerns over failure to pay current balances in a timely manner.

We entered into two separate deferred agreement plans with you, in October 2015 and again in October 2017.

The balances on the accounts in October of 2015 were as follows:

12-212150-00	Clarksburg Rd	\$71,613.37
12-200005-00	Weston Rd	\$8,629.23
20 175500 00	Spruce Fork	\$12,450.96

We are deeply concerned particularly in the case of Clarksburg Rd account in which only arrears payments have been made and one partial payment since 11/29/17.

We feel we have done everything possible to work with you in hopes of resolving the issue. But as you are doing your best to look out for your customers, we must be responsible for ours. We can no longer continue to supply water to your system, without taking further steps to obtain timely payments.

Our staff has contacted the Public Service Commission to explain the situation and to seek any direction they may give us.

Unless timely payments are made to current account billings and agreed upon payments toward the arrears, we will have no other choice than to file a formal complaint with the Public Service Commission.

Your accounts are due approximately the 20th of each month. If we do not receive the payments for current bills due on these accounts in May, AND agreed upon payments toward past due amounts, we will begin drafting the proper paperwork to file a formal complaint with the Public Service Commission.

Respectfully,


David McCauley,
Mayor, City of Buckhannon
Chairman, Sanitary Board

Cc: Sanitary Board Members
City Attorney-Tom O'Neill
Amberle Jenkins
Public Service Commission
Upshur County Commission

6. Letter to WV Public Service Commission from Hodgesville PSD

HODGESVILLE PSD
188 FAYETTE STREET
BUCKHANNON, WV 26201
304-472-1904

5/2/18

Ingrid Ferrell, Director
Executive Secretary Division
West Virginia Public Service Commission
201 Brooks Street
P.O. Box 812
Charleston, WV 26323

RE: Surcharge Request

Dear Mr. Ferrell,

Enclosed you will find a copy of a letter received from the City of Buckhannon, dated April 24, 2018. The Hodgesville Public Service District has very high water losses dating back to the 2015 amount shown on the city letter. The Hodgesville PSD requested a surcharge in year ended 12/31/15; which was denied by the West Virginia PSC in that year. Since that time our District has not been able to pay the outstanding water past due amounts. Through expensive repairs and at a cost of over \$35,000.00 the water losses are now being curtailed. We presently owe Atlas Contracting Inc the \$35,000.00 and have been unable to pay the contractor.

In regards to the past due purchased water from the City of Buckhannon, the Hodgesville Public Service District is requesting the following surcharge:

Past Due Amount: \$160,213.62
Repayment Projection 36 months.

Amount needed each billing period \$4450.37
\$4450.37 ÷ current customer accounts (1200) = \$3.70

This \$3.70 monthly surcharge would be a dedicated amount paid to the City of Buckhannon on a 36 month basis. The Hodgesville Public Service District currently has a Rule 19A request in progress. This surcharge request would be separate from the rates derived in the Rule 19A request.

The District is in hopes that this surcharge be given as quick attention as possible.

Very Truly Yours,


Robert Wright, Chairman


Roger Ward, Secretary


Howard Cutright, Member

enclosure: City of Buckhannon

7. Response letters RE: FEMA HMGP grant 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
Erasmus Rizo – Sanitary Sewer Department Supervisor
Engineering Files

8. Executed agreement: SWP early water monitoring system #2

**WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
GRANT AGREEMENT**

1. Federal S.O. recipient Grant Agreement: (125) 1. Agency Number: G156786
 2. Other Grant Agreement 4. eMCHS Document ID: 1500004660

6. Grantee DUNS# 8. eMCHS Vendor # 00000211514 7. Data Prepared: 03/15/2018

9. Grantee Name and Address: CITY OF BUCKHANNON, 70 E MAIN ST, BUCKHANNON WV 25201-2733
 9. Spending Unit Name and Address: Bureau for Public Health, Office of Environmental Health Services, 151 Capitol Street, Room 206, Charleston WV 25301

10. Grantee Residence Name and Address: CITY OF BUCKHANNON, 70 E MAIN ST, BUCKHANNON WV 25201-2733
 10. Spending Unit Contact Person Name: Thomas Garcia, Stephanie

11. Auditor's Information

Fund	Sub Fund	Budget Fiscal Year	Departmental	Unit	Appropriation Unit	Object	Sub Object	Amount
0407	0007	2018	0526	3448	11700	2252	0000	\$37,500.00
Function Major Program		Program		Program Period				

Fund	Sub Fund	Budget Fiscal Year	Departmental	Unit	Appropriation Unit	Object	Sub Object	Amount
0407	3000	2018	0600	3448	11700	2250	0000	\$12,500.00
Function Major Program		Program		Program Period				

Total: \$50,000.00

13. Start Date: April 01, 2018 14. End Date: June 30, 2018

15. Description of Program: Local Source Water Assessment and Protection Program Equipment update

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be signed and called as shown below:

FOR CITY OF BUCKHANNON

Grantee Authorized Signature: *[Signature]* Date: 4/18/18

Printed Name and Title: David W. Carey, Mayor of City of Water Resources

Taken, sworn and subscribed before me this 18th day of April, 2018

Notary Public Signature: *[Signature]*



My Commission Expires: September 15, 2022

FOR THE DEPARTMENT OF HEALTH AND HUMAN RESOURCES

[Signature] 4/19/18
Date

9. Elkins Road PSD April 2018 meeting minutes

Elkins Road Public Service District
Board of Directors' Regular Meeting
April 3, 2018

COPY

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, April 3, 2018.

Chair, Carey Wagner, called the meeting to order at 5:30 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-Larry Heater and Board Member-Sonny Matthews

Staff Present were: Office Manager-Carolyn Douglas, Billing Clerk-Sharon Burr, System Operator-Dave Wamsley

Unless otherwise stated all motions passed by vote 3-0.

Recognize that four (4) customers were present.

APPROVAL OF MINUTES

Minutes of March 6, 2018 Regular Monthly Meeting were presented for approval. Larry Heater moved to approve the minutes of the meetings as presented. Sonny Matthews seconded the motion. Motion carried

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. Sonny Matthews made a motion to approve the financial report and pay the bills to date. Larry Heater seconded the motion. Motion carried

CHANGE JULY MEETING DATE

Sonny Matthews made a motion to change the July meeting from the Tuesday the 3rd to Monday the 9th due to some scheduling problems. Larry Heater seconded. Motion carried

PHASE III EXTENSION PROJECT

Region VII sent a request for payment of invoice for CTG from SCBG. Sonny Matthews made a motion for approval to pay. Larry Heater seconded the motion. Motion carried

Jim Marshall with Region VII sent a Memorandum of Understanding (MOU) between the Upshur County Commission and ERPSD in reference to the federal grant, which required the chair's signature.

Greg Belcher with Chapman sent an update on the Phase III Extension stating they had made further progress on the plans and would be sending a list of easement needs before the end of the week. He also stated that the constructed wetland on the north side of Corridor H has made it inaccessible and some changes would have to occur in the original proposal to supply water to Wolfe Ridge customers.

Elkins Road Public Service District
Board of Directors' Regular Meeting
April 3, 2018

MAINTENANCE

Dave Wamsley, System Operator, presented his Maintenance Report for March. Discussion followed on the procedures still being utilized to eliminate any leaks we may still have in our system and hydrants that need replaced/repared in the near future.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 5:45 p.m.

The next regular monthly meeting will be held on Tuesday, May 1, 2018 at 5:30 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, Larry J Heater, CD

Attachments: Agenda
Sign In Sheet
Financial Report

Approved By:

[Signatures]
Board Chair/Treasurer: Carey Wagner
Secretary: Larry Heater
Board Member: Sonny Matthews

Consent Agenda:

- Approval of minutes - April 12, 2018.

Motion Skinner/ Waggoner to approve the minutes of the meeting held April 12, 2018.

Motion carried.

Strategic Issues for Discussion and Vote:

1. Mid-Atlantic Tank Company liquidated damages RE: Victoria Hill WST - The Mayor explained that a meeting was held today, the fourth on this matter, to discuss the payment

of these liquidated damages. The Company does not want this to be recorded as liquidated damages. As there is \$66,000 remaining on the contract, the Mayor proposed that a change order be issued to reduce this amount by the amount of the liquidated damages. **Motion Skinner/Thomas to approve a \$20,000 change order (reduction in City payment) to the City's contract with Mid-Atlantic Tank Company. Motion passed.**

2. Approval of Water Dept. budget FY 2018-19 – Amby Jenkins explained highlights of the 2018-2019 budget. Motion Waggoner/Thomas to approve the FY 2018-19 Water Dept. budget. Motion passed.

WATER budget	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-17 ACTUAL	2018-19 proposed	
				355,650	340,000	\$40,000 FROM Cd FDR BnshyFrnkLane Wid
						ESTIMATED BALANCE ON HAND
-400 350-000-00	683,631	675,208	757,482	847,419	879,054	last rate nov 2016
-400 350-000-01	448,747	465,560	524,697	507,817	570,000	
-400 350 000 03	15,290	15,210	15,420	19,515	15,000	
-400 360-000 00	140,392	110,042	106,627	153,265	130,000	abnormal hig consump in prior yr in deferred
-400 360-000-01	155,364	192,526	186,179	184,028	180,000	agreement
-400 360-000-02	88,806	88,787	106,645	114,182	111,000	
-400 360-000-03	139,080	149,050	164,455	192,127	190,000	
-400 368-000-01	0	0	49,983	0	50,000	EWMS Grant see exp EWMS88000
-400 368-000-02	0	10,457	41,685	4,500	1,000	
-400 368-100				3,070	2,000	
-400 370-000-01	19,124	23,402	20,649	44,691	19,000	hodgeville cause to inflat
-400 370 000 03	3,737	2,675	3,775	4,825	2,000	
-400 370-000-05	0	0	0		1,933,085	Contribution from ACP for system upgrade
-400 380-000-00	3,098	2,842	776	983	1,000	Note: there is potential that \$110,000 of this could be used toward the EWMS
-400 390-000-00	18,678	26,582	31,767	28,582	10,000	
	1,714,847	1,782,407	2,010,318	2,184,703	4,093,139	
					4,433,139	
						ACP water sys improve
						CONTRACTUAL SERVICES
-400 601 211-00	13,942	14,000	16,442	14,964	17,000	
-400 601 226-00	0	0	0	0	0	
-400 601-342-00	11	0	74		23,000	
-400 601-346-00	0	0	0		8,000	\$5T for boat& trailer
-400 601-347-00	25	832	50		5,000	may need to do repairs
-400 601-389-00	0	149	0		7,000	
-400 642-103-00	235,147	242,865	254,662	292,322	221,000	only inc for license
-400 642-104-00	18,012	18,629	19,525	22,412	17,000	
-400 642-105-00	54,077	57,306	59,838	62,518	55,640	7%
-400 642-106-00	31,127	34,001	34,379	34,044	22,500	10% pu1
-400 642-211-00	103,742	108,780	118,610	119,115	119,000	
-400 642-221-00	4,851	3,023	2,941	3,420	4,500	
-400 642-226-00	9,350	11,450	8,376	7,240	8,000	
-400 642-341-00	2,016	1,681	2,605	2,636	3,000	
-400 642-342-00	988	781	210	3,894	4,000	
-400 642-343-00	1,391	1,607	609	999	1,750	
-400 642-343 01	4,479	4,946	4,214	3,491	3,500	
-400 642-344-00	417	1,164	2,172	1,832	2,000	
-400 642-345-00	2,656	2,675	2,103	3,422	3,500	
-400 642-346-00	10,787	6,752	7,283	12,435	28,000	equip plant feeders\$13T&Hea Vair implam\$5T
-400 642-347-00	9,684	11,413	13,731	14,055	36,000	
-400 642-348-00	109,387	110,834	121,716	134,232	150,000	
-400 642 349-00	5,382	4,971	6,082	6,216	15,000	testing Cnpto\$11T by itsall
-400 642-350-00	1,003	149	1,641		9,000	web hosting/scada\$8T
-400 642-399-00	2,016	1,712	1,944	2,065	3,000	
-400 660-103-00	206,419	197,403	194,492	229,768	307,000	
-400 660-104-00	15,694	15,178	14,960	17,669	23,500	
-400 660-105-00	54,288	55,724	67,824	76,765	122,500	902\$660 combined
-400 660-106-00	28,662	27,555	25,500	24,771	30,700	
						CONTRACTUAL SERVICES
-400 660-211-00	23,783	22,948	23,541	27,127	27,000	
-400 660-221-00	1,078	1,995	1,905	1,576	1,700	
-400 660-226-00	8,779	10,225	7,035	7,157	14,000	
						COMMODITIES
-400 660-341-00	3,309	3,092	2,415	3,940	4,000	
-400 660-342-00	2,153	2,281	2,837	1,790	3,500	
-400 660-343-00	1,581	3,044	3,908	2758.64	5,700	
-400 660-343-01	12,674	8,702	6,497	9655.17	11,000	
-400 660-344-00	13,261	16,918	16,859	19230.19	17,000	
-400 660-345-00	2,518	3,117	2,434	2,657	7,000	2 AED@\$4T

-400 660-347-00	BOOSTER PUMP BLDG EQUIP MAINT	4,950	16,925	17,368	640	10,000	upgrade booster station
-400 660-348-00	DISTRIBUTION TANK MAINTENANCE	312	1,466	3,563	126	15,000	paint tanks
-400 660-349-00	LINE MAINTENANCE MATERIALS	300	200	266	120	0	
-400 660-350-00	LINE MAINT PERMITS (DOH)	326	99	398	439	500	
-400 660-351-00	COMPLIANCE MONITORING	274	695	651	1,500	5,000	splitting monitoring w/ plant side
-400 660-352-00	NEW SERVICES, UPGRADE MATERIAL	64,626	42,728	78,362	70,757	86,000	possible upgrade lines
-400 660-353-00	MAPPING & LINE LOCATING EXP	314	497	494	557	6,000	*** maybe reduce
-400 660-354-00	FIRE SERVICE MATERIALS	878	0	0	262	500	
-400 660-999-00	TRAN DISTRIB MISCELLANEOUS	827	414	947	445	1,200	
-400 902-103-00	METER ON/OFF & MAINT LABOR	53,592	62,542	65,306	72,365	0	move 902 customer service to 660
-400 902-104-00	FICA TAX	4,119	4,804	6,548	5,543	0	
-400 902-105-00	HEALTH INSURANCE	37,909	41,258	33,104	31,505	0	
-400 902-106-00	RETIREMENT	7,395	7,799	11,516	8,684	0	
-400 902-221-00	TRAINING EDUCATION		214	2,096	0	0	
-400 902-226-00	PAYROLL OVERHEAD-FICA,RET,INS	4,835	3,273	8,274	6,175	0	
400 902-342-00	MAINT METER SHOP		75	788		0	
400 902-343-00	VEH MAINT		5,412	1,509	227	0	
400 902-343-01	METER VEH FUEL		5,700	4,163	1,403	0	
400 902-344-00	GENERAL EQUIP MAINT		2,085	1,352		0	
400 902-345-00	UNIFORM-SAFETY		2,222	1,968	2,100	0	
400 902-346-00	REPLACE METERS		19,845	22,548		0	
-400 902-999-00	CUST SERVICE METER READ - MISC	60	677	50		0	
-400 920-101-00	AD & GE SALARIES BOARD	35,025	34,600	36,510	23,021	26,000	
-400 920-103-00	AD & GE OFFICE SALARIES	135,407	136,098	116,471	116,523	134,000	added grant/nto
-400 920-104-00	FICA TAX	13,061	13,057	11,713	10,695	10,300	
-400 920-105-00	HEALTH INSURANCE	66,477	65,601	71,236	62,572	74,000	w/retirees
-400 920-106-00	RETIREMENT	20,764	21,543	18,293	14,440	14,000	
CONTRACTUAL SERVICES							
-400 920-211-00	UTILITIES - ELEC,GAS,PHONE	1,853	1,204	1,367	1,689	1,600	
-400 920-221-00	TRAINING & CONTINUED EDUCATION	1,509	2,557	1,848	724	2,500	
-400 920-226-00	WRKER COMP/UNEMPL/LAB/VEH INS	24,566	32,650	33,193	33,407	34,000	
COMMODITIES							
-400 920-341-00	MATERIALS & SUPPLIES EXPENSE	21,936	21,780	24,751	16,950	25,000	
-400 920-348-00	MAINTENANCE & RENT-OFFICES	10,950	10,950	10,950	10,950	10,950	
-400 920-349-00	AUDITING EXPENSE	1,485	1,535	110	3,049	3,000	
-400 920-350-00	LEGAL EXPENSE	6,274	6,105	32,157	30,032	30,000	o'neill&trent
-400 920-351-00	ENGINEERING EXPENSE	6,670	75,314	40,074	22,033	0	
-400 920-352-00	PROPERTY INSURANCE	8,408	8,175	7,347	8,978	8,100	
-400 920-363-00	PSC ASSESSMENTS	5,276	5,540	5,741	5,852	6,200	
400 920-369-00	DEP INT		48	63	197		
-400 920-459-00	CAPITAL OUTLAY COMPUTER	0	0	0			\$45 server + \$37c 7,500 computers
-400 920-999-00	ADM BOARD-BILLING MISC	28,448	34,167	37,578	33,807	37,500	
400 970-221-000	BOND A				90,201	267,500	bond payments
400 970-221-000	BOND A interest				1,079	2,000	
-999-140-00	ISLAND AVE 6	0	0	0			Took Out \$100T. Bd may want to pay from CD's 100000
-400 999-163-00	PLANT LAB UPGRADE	0	0	0		0	
400 999-170-00	ATLANTIC CS PIPE SYSTEM UPGRADE					1,895,085	ACP upgrade expense
-400 999-172-00	KENNEDY HYDRANT REPLACEMENT	0	0	0		0	ACP will contribute to emms, I have a separate expense acct for that 999-669-00, I put \$38000 in there from ACP 10000
-400 999-189-00	RENEW METER SERVICES	2051	3800	1,513		0	
-400 999-190-00	VARIOUS OTHER PROJECTS	3,819	0	17,479	14,341	500	
-400 999-194-00	HOUSING AUTHORITY METERING	0	0	0		0	
-400 999-612	WAT PL PROJ PHASE 1	0	0	3,400		0	
400 999-613-00	KNOLLWOOD 4	0	0	0	3,000	20,000	
-400 999-619-00	VALVES TO REPLACE	0	0	0	2,322	0	maybe try to replace each year 20,000
-400 999-620-00	EMERG GEN @ BOOSTER STATIONS	0	0	57,573		0	
-400 999-627-00	GPS & LAPTOP	0	0	200		0	
-400 999-666-00	VICTORIA HILL TANK	0	0	0	333	0	
-400 999-667-00	FILTER MEDIA REPLACEMENT	0	0	0		0	
400 999-668-00	REBUILD ALTITUDE AND PRV	0	0	0		0	rebuild every few yrs 5000
-400 999-669-00	TAMP EQUIPMENT	0	0	0		0	
-400 999-673-00	ARMORY LINS	62,000	0	0		0	
400 999-671-00	REPLACE FLAT METER LIDS	0	0	0		0	replacing continual 12500
400 999-673-00	CLOW TANK BIO FILM REMOVAL	0	0	0		0	
-400 999-675-00	BOOM TRUCK RENTAL/Sludge	900	0	390	650	2,000	
-400 999-676-00	PLANT AIR COMPRESSOR	1,204	0	0		0	
-400 999-677-00	SLUDGE PUMPS	0	0	18,619	547	0	
-400 999-678-00	PLANT FLOW METER	0	0	0		0	
-400 999-679-00	LIME/SODA ASH FEEDER	0	0	0		0	
-400 999-681-00	SCADA /RADIO RD METERS LOAN-CHA	0	0	100,915	162,380	155,872	radio read loan
400 999 681-01	ADRIAN HODGESVILLE SCADA						10000

