

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, July 18, 2019 at 4:00 p.m. in Council Chambers of City Hall. The following was in attendance:

Mayor	David McCauley	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Director of Finance	Amberle Jenkins	Present
City Engineer	Jay Hollen	Present
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present
Sanitary Superintendent	Bryan "Buck" Samples	Present
Plant Engineer	Sam Ludlow	Present
City Attorney	Tom O'Neill	Absent

Meeting Agenda Posted 07/15/19

*City of Buckhannon Sanitary Board – 4:00pm at City Hall in Council Chambers
Meeting Agenda for Thursday, July 18, 2019*

- 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
- C. **Finance Report-Amby**
 - C.1 **June 2019**
- D. **Department Report**
 - D.1 **33 West Extension North and South**
 - D.2 **Line Crew**
 - D.3 **Plant Operations Sludge and UV**
 - D.4 **Pump/Stations**
 - D.5 **Zeno Street**
 - D.6 **Personnel**
 - D.7 **CSO**
- E. **Correspondence and Information**
 - E.1 **Tennerton P.S.D. Meeting Minutes June 2019**
 - E.2 **Bid Opening Results - Purchase of GPS Equipment & Software**
- F. **Consent Agenda**
 - F.1 **Approval of Minutes -06/18/19 Sanitary Board Meeting**
- G. **Strategic Issues for discussion and vote**
 - G.1 **Accept Sanitary Board Participation in GPS Equipment & Software Agreement**
- H. **Stormwater**
- I. **Board Members Comments and Announcements**
- J. **Adjournment**

NEXT MEETING AUGUST 15, 2019 AT THE SAM LUDLOW SEWER PLANT TOUR AT 3:00 PM

Posted 07/15/19

Call to Order - The meeting was called to order; with a moment of silence and then the Pledge to the Flag of the United States of America was led by Jay Hollen.

B. Recognized Guests:

There were no guests present.

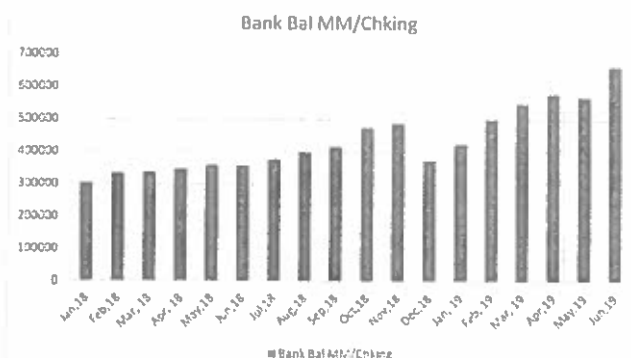
C. Finance Report-Amby

C.1 June 2019 Financial Report was given by Amberle Jenkins.

**SANITARY BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance June 30, 2019

Money market checking	\$ 663,679.53
CD at FCB	\$ 22,840.05
CD Investment	\$ 40,479.45
CD Investment (Citizens)	\$ 50,781.10
CD Investment (Citizens)	\$100,000.00



Notes:
On December 17, 2018 a CD was open in the amount of \$100,000 at Citizens Bank for 15 months with an interest rate of 1.76%

Amberle pointed out that we are showing a revenue increase due to a transfer from the General Funds and payments from customers. The Mayor reminded the Board that we are still under the 12.5 % reserve that the PSC requires us to have on hand. The Board discussed this state mandated reserve shortfall, as well as, the upcoming projects that the department has in the planning stages, including the funds that will be necessary for the completion of those projects. As a result of these discussions, the following motions were made:

A motion to accept the Financial Report was made by Loftis/Frye. Motion carried.

A motion to move \$100,000 from our checking account into a new CD to get us closer to the state mandated reserve of 12.5% was made by Loftis/Frye. Motion carried.

D. Department Report

Plant Engineer Sam Ludlow and Sanitary Superintendent Bryan "Buck" Samples gave a detailed report on projects D.1 through D.7. Discussions by the Board took place on each of these projects.

D.1 33 West Extension – Sam Ludlow discussed the project and provided updates to the Board. He also discussed the North and South Extensions. Both he and the Mayor reported that talks are ongoing with all concerned parties regarding their participation and the opportunities the City can bring to them. The Board will continue to be updated with information as it becomes available.

D.2 Line Crews - Bryan "Buck" Samples reported that the work is finished at West View Acres, except for cleanup. They are planning to move to the CJ Martin Extension, once they work through all Right of Way details.

D.3 Plant Operations - Dan and Donny have moved approximately 52 loads of sludge from the storage beds to Bill Rohr's; they have done a great job with keeping their normal work routine up to date, plus moving sludge. As for an update on the UV units; the Plant is expecting delivery late August and they have looked at the electrical and plumbing work, which needs finished for the installations. There appears to be a low flow at the Plant, which has been investigated with no problems being found. They will continue to monitor the situation to make sure there are no problems.

D.5 Zeno St. – The PSC said the City needs to make the appropriate sewer lines available to the properties at 94 and 96 E Main Street. John Harper, an Engineer with the PSC, will send this directive to us in writing.

D.6 Personnel – Mr. Samples has been impressed at how everyone is working together as we have been extremely busy, yet there have been no complaints; he feels that we have a good bunch of guys.

D.7 CSO (Combined Sewer Operations) – Sam Ludlow gave a report of the 2019 Overflow Summaries, to date, for both the City and Tennerton PSD. The reports show an improvement in this area, to which Sam discussed the various reasons and provided recommendations to continue the see improvements.

**CITY OF BUCKHANNON
2019 OVERFLOW SUMMARY WITH QUANTITY**

DATE	PRECIP	MONTHLY PRECIP	ELIAS 003 OVERFLOW HOURS	FLOW MG	EAST MAIN 004 OVERFLOW HOURS	FLOW MG	VICKSBURG 005 OVERFLOW HOURS	FLOW MG	WOODY R 000 OVERFLOW HOURS	FLOW MG
1	20-Jan	0.07	3.31	17.2	0.54	7.9	0.17	9.3	0.20	0.0
2	25-Jan	1.15		14.6	0.43	7.3	0.16	5.2	0.11	0.0
3	7-8 Feb	0.07	4.19	7.6	0.17	0.0	0.18	6.0	0.13	0.0
4	11-12 Feb	0.00		11.3	0.29	1.3	0.03	0.0	0.00	0.00
5	20-21 Feb	1.04		16.3	0.50	11.0	0.26	9.3	0.20	0.0
6	24-Feb	0.07		15.6	0.47	12.1	0.31	13.1	0.36	0.0
7	1-Mar	0.71	1.50	3.5	0.09	2.4	0.05	0.0	0.00	0.00
8	15-Apr	1.00	3.20	3.8	0.09	2.9	0.08	0.0	0.00	0.00
9	20-Apr	0.05		4.0	0.09	2.7	0.08	0.0	0.00	0.00
10	4-8 May	1.10	4.72	4.7	0.10	2.5	0.05	0.0	0.00	0.00
11	12-May	0.05		2.3	0.05	0.0	0.00	0.0	0.00	0.00
12	3-Jun	0.65	4.02	2.4	0.05	1.5	0.03	0.0	0.00	0.00
13	6-Jun	0.78		3.7	0.00	2.3	0.05	0.0	0.00	0.00
14					0.00	0.00	0.00	0.00	0.00	0.00
15					0.00	0.00	0.00	0.00	0.00	0.00
16					0.00	0.00	0.00	0.00	0.00	0.00
17					0.00	0.00	0.00	0.00	0.00	0.00
18					0.00	0.00	0.00	0.00	0.00	0.00
19					0.00	0.00	0.00	0.00	0.00	0.00
20					0.00	0.00	0.00	0.00	0.00	0.00
21					0.00	0.00	0.00	0.00	0.00	0.00
TOTAL			21.00							
TOTAL OVERFLOW MG		5.3			2.91	1.42		1.01		0.00
TOTAL EVENTS				7		5		5		5
TIME % OF TIME		1.22%		107.4		61.9		42.9		0.0
				2.47%		1.42%		0.99%		0.00%

Overflow quantity is based on Manning formula for overflow pipe flowing half full for first 10 hr of overflow and flowing full for any overflow time over 10 hr.
 * Overflows affected by snowmelt
 # Overflows are discounted during times when the river is above 16 feet because back pressure exceeds overflow pressure
 Overflows less than 4 hours are discounted in the TOTAL EVENTS
 ** Rain and wet conditions contributed to overflow caused by equipment failure

**MURPHY MART FLOW METER
TENNERTON PSD**

WEEK ENDING	READING	FLOW GAL/ WK	WEEK ENDING	READING	FLOW GAL/ WK
			7/2/19	191,059,168	617,168
			6/25/19	190,442,000	743,568
		0	6/18/19	189,698,432	776,448
		0	6/11/19	188,921,984	1,059,520
		0	6/4/19	187,822,464	1,194,160
		0	5/26/19	186,628,304	950,464
		0	5/21/19	185,677,840	876,416
		0	5/14/19	184,801,424	999,524
		0	5/7/19	183,801,900	1,132,508
		0	4/30/19	182,669,392	982,288
		0	4/23/19	181,587,104	1,189,344
		0	4/16/19	180,487,760	820,992
		0	4/9/19	179,666,768	699,248
		0	4/2/19	178,967,520	703,904
		0	3/26/19	178,263,616	714,832
		0	3/19/19	177,548,784	880,640
		0	3/12/19	176,668,144	2,229,168
		0	3/5/19	174,438,976	419,808
		0	2/26/19	174,019,168	1,919,392
		0	2/19/19	172,039,776	1,128,720
		0	2/12/19	170,971,056	1,716,624
		0	2/5/19	169,254,432	1,346,352
		0	1/29/19	167,308,080	1,871,984
		-192,439,072	1/22/19	165,036,096	1,495,568
7/16/19	192,439,072	644,320	1/15/19	164,540,528	867,808
7/9/19	191,794,752	735,584	1/8/19	163,572,720	847,952
7/2/19	191,059,168		1/2/19	162,724,768	

Normal low flow, sewage flow would be about 700,000 gal / wk - 100,000 gal / day
 Over 1,400,000 gal / wk - 200,000 gal / day
 Over 2,000,000 gal / wk - 286,000 gal / day
 Under 700,000 gal / wk - 100,000 gal / day

Mr. Ludlow reported that an updated Combined Sewer Overflow plan, with details on the money we will be spending and how we plan to manage the overflows, is to be submitted to the DEP within the next 6 to 9 months. He gave an overview of what will be done to adhere to this requirement.

E. Correspondence and Information

E.1 Tennerton P.S.D. Meeting Minutes -June 2019 – The Board discussed the report.

Tennerton Public Service District
 Monthly Meeting
 June 12, 2019

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on June 12, 2019

In attendance were Joe Tenney, Elmer Tenney and Vickie Dean

The meeting was called to order promptly at 2:00 pm by Joe Tenney, chairman. The minutes of the previous meeting held on May 8, 2019 were read, motion to approve by Joe Tenney, seconded by Elmer Tenney.

With manager Terry Gould and board member John Barnes absent, no business was discussed.

With a quorum present, a motion to pay the invoices was made by Joe Tenney and seconded by Elmer Tenney.

Motion was made by Joe Tenney to adjourn, seconded by Elmer Tenney.

Respectfully Submitted

Elmer Tenney
 Secretary

Joseph Tenney
 Chairman

E.2 Bid Opening Results - Purchase of GPS Equipment & Software – Jay Hollen gave a report on the bid that was accepted from Duncan Parnell for the GPS Equipment & Software at a total cost of \$16,229.99, which will be a four-way split with the Water Department, Sanitary Department, Waste Department and the General Fund, with each contributing \$4,058.

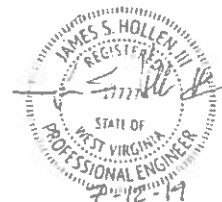
Motion to approve the authorization of the Sanitary Department’s expenditure of \$4,058 for their share in the cost of the GPS Equipment & Software by Loftis/Frye. Discussion of how the GPS Equipment works took place. Motion carried.

City of Buckhannon
 Purchase of GPS Equipment and Software

Bid Opening Sign-In and Results Sheet - July 11, 2019 at 4:00 PM EST

Name	Company	Email Address	Contact Phone Number	Base Bid - GPS Equipment and Software
Jay Hollen	City of Buckhannon, WV	jay.hollen@buckhannonwv.org	304-472-1651, x1006	
Anby Jenkins	City of Buckhannon, WV	anby.jenkins@buckhannonwv.org	304-472-1651, x1015	
	Duncan Parnell		Ashland, Va	\$16,229.99

to be completed by Bid Time due to mathematical error. A. 04/2/19



F. Consent Agenda

F.1. Approval of minutes from 06/18/19

Motion by Frye/Loftis to approve minutes from 06/18/19. Motion carried.

G. Strategic Issue for discussion and vote.

G.1 Accept Sanitary Board Participation in GPS Equipment & Software Agreement - Covered above.

H. Stormwater

- The Mayor reported on the new storm water lines that will be installed under Spring Street going into the inlets of Milkman Lane, through Traders Alley, into the larger pipe in Jawbone Park.

I. Board Members Comments and Announcements:

- **Board Member Frye** – He reported on the PSC Municipal Water and Waste Officials meetings in Bridgeport. He discussed on the badge/ID cards that are required. Mr. O’Neill is researching this matter.
- **Board Member Loftis** – Nothing further.
- **Mayor McCauley** – The Mayor reminded the Board of the next meeting, August 15, 2019, will be at the Sam Ludlow Sewer Plant with a Tour at 3:00pm and the meeting at 4:00pm.
- **City Attorney O’Neill** – Nothing further.
- **Assistant Recorder/Director of Finance Jenkins** - Nothing further.
- **City Engineer Hollen** - Nothing further.
- **Plant Engineer Ludlow** - Nothing further.
- **Sanitary Superintendent Samples** - Nothing further.
- **City Recorder Sanders** – Nothing further.

There being no further business to be transacted; Motion to adjourn at 5:31pm by Loftis/Frye. Motioned carried.

Mayor David McCauley

City Recorder Randall H. Sanders
