

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

A regular meeting of the Buckhannon Water Board was held on Monday, August 5, 2019 at 4:00 p.m. at the Harley A. Brown Memorial Water Plant, 173 Wood Street, Buckhannon WV 26201. The following was in attendance:

|                    |  |                    |
|--------------------|--|--------------------|
| David McCauley     | Mayor                                  | Present            |
| Randall H. Sanders | City Recorder                          | Present            |
| Robbie Skinner     | Board Member                           | Present            |
| David Thomas       | Board Member                           | Present (by phone) |
| Don Nestor         | Board Member                           | Absent             |
| Erasmio Rizo       | Board Member                           | Absent             |
| Kelly Arnold       | Water Superintendent                   | Present            |
| Jay Hollen         | City Engineer                          | Present            |
| Jerry Arnold       | Director of Public Works               | Present            |
| Amberle Jenkins    | Assistant Recorder/Director of Finance | Present            |
| Tom O'Neill        | City Attorney                          | Present            |

Also, in attendance: Chris Garrett, R.S., Jerry Wamsley, Jerry Myers, Ben Davis

**Meeting Agenda Posted 07/31/19**

*City of Buckhannon Water Board -Tour at 3:00 pm at the Harley A. Brown Memorial Water Plant, 173 Wood Street -3:45 pm City Flaggpole Dedication & 4:00 pm Water Board Meeting  
Agenda for Monday, August 5, 2019*

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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 (D.1 Update)
- B.2 Chris Garrett-Upshur County Sanitarian

**C. Financial Report**

- C.1 July 2019

**D. Department Report**

- D.1 ACP Pipeline Contract #1 and #2 Update
- D.2 Water Dept. Report (Kelly)
- D.3 SWP Early Warning Monitoring System
- D.4 St Joseph's WST Demolition & Property
- D.5 Water Storage Tank Inspections Update

**E. Correspondence and Information**

- E.1 Justin Atwell-Class III Certification
- E.2 Thank you Letter to Ben Davis RE: Videography of Water Department Operations
- E.3 Elkins Road P.S.D Meeting Minutes-June 2019
- E.4 CityPR: Chamber ofCommerce visits Harley A. Brown Water Plant for Meeting & Tour
- E.5 Pennline-Clean up Maintenance-Watertank Property' on Hall Road

**F. Consent Agenda**

- F.1 Approval of Minutes -07/11/19

**G. Strategic Issues for discussion and vote**

- G.1 161 Wood Street Property of Matter

**H. Board Members Comments and Announcements**

**I. Adjournment**

**\*\*\*Next Meeting September 12, 2019 at City Hall in Council Chambers.\*\*\***

Posted 07/31/19

**Call to Order** - The meeting was called to order, led by a moment of silence and the Pledge to the Flag of the United States of America.

**B. Recognized Guests:**

**B.1 Chapman Technical Group (D.1 Update) – Absent**

**B.2 Chris Garrett, R.S. -Upshur County Sanitarian** – Mr. Garrett gave a report on the area Water Sheds, which do have problems, specifically Adrian and Abbott, which will take much more funding than is currently available. WVWC is assisting with these areas by taking water samplings for review and tracking purposes.

As far as the City, there are a few complaints from time to time, but nothing currently significant.

He is concerned about the food vendors, who are present for the WV Strawberry Festival, as to what system their discharge is going in. Jerry Arnold confirmed it is currently going into a combined sewer drain, which is the proper procedure.

The Mayor ask about the City’s backflow concerns (proper use of check valves) and whether he could assist in the enforcement of these requirements. Chris confirmed that his department can deny a permit if one is not in use.

Kelly Arnold explained that the Boards intent is to instruct all industrial users, moving forward, will need to have a backflow system installed. Current property owners who are not posing risks will not be affected. Once they sell their property, the requirement will come into play. Kelly Arnold ask of the Board’s commitment to this policy, which was followed with a discussion. It was confirmed that it is a matter of public health and the Board is committed to the proper enforcement of the current ordinance, which covers this issue.

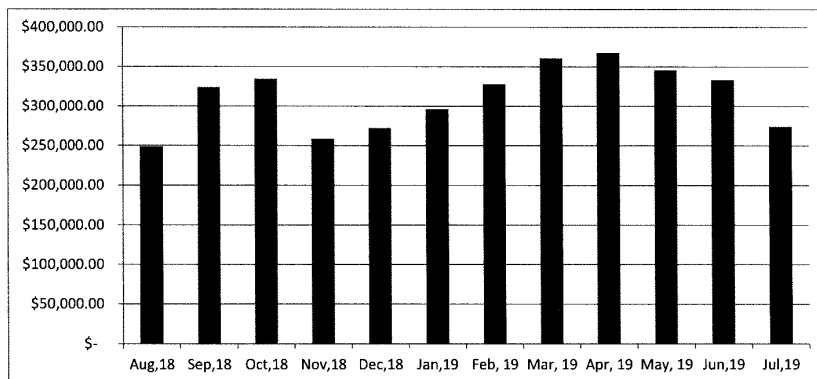
**C. Financial Reports:**

**C.1 July 2019** – Amberle Jenkins gave an overview of the following financial reports.

**WATER BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

Balance July 31, 2019

|                                      |   |
|--------------------------------------|---|
| Money market & checking              | \$ 505,452.24                               |
| Less remaining from ACP \$231,069.79 | \$ 274,382.45– actual water operating funds |
| <b>CD</b>                            | <b>\$ 576,990.68</b>                        |
| <b>2% Depreciation fund</b>          | <b>\$ 382,281.91</b>                        |



**Money Market and Checking Trend**

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

|   |  |
|---|--|
| 400-999-170-00 ACP Exp                        | +313,134.77 received Apr               |
| \$1,522,520.00 received from ACP 7/10/18      | -250,920.35 expensed thru 4-30-19      |
| -\$645,239.35 expensed thru 9/30/18           | \$291,332.17 remaining in ACP fund Apr |
| +\$204,395.09 another check received from ACP | -20,317.38 expensed thru 5/31/19       |
| \$1,081,675.74 remaining from ACP funds Sep   | \$271,014.79 remaining in ACP fund May |
| +23,688.06 received Oct                       | -\$39,945.00 expensed thru 6/20/19     |
| -\$111,777.37 expensed thru 10/31/18          | \$231,069.79 remaining in ACP fund Jun |
| \$993,586.43 remaining from ACP fund Oct      |  |
| -161,374.65 expensed thru 11-30-18            |  |
| +25,429.65 received Nov                       |  |
| \$857,641.43 remaining from ACP fund Nov      |  |
| -\$159,411.62 expensed thru 12-31-18          |  |
| \$698,229.81 remaining from ACP fund Dec      |  |
| - \$13,627.50 Expensed thru 1-31-19           |  |
| + \$13,627.50 received Jan                    |  |
| \$698,229.18 remaining in ACP fund Jan        |  |
| +9503.36 received Feb                         |  |
| -478,614.79 expensed thru 2-28-19             |  |
| \$229,117.75 remaining in ACP fund Feb        |  |
| +20,469.63 received Mar                       |  |
| -20,469.63 expensed thru 3-31-19              |  |
| \$229,117.75 remaining in ACP fund Mar        |  |



FUND: WATER

| DEPARTMENT       | VENDOR NAME                  | GL ACCOUNT | ACCOUNT DESCRIPTION  | DESCRIPTION                | AMOUNT    |
|------------------|------------------------------|------------|----------------------|----------------------------|-----------|
|                  | WALMART STORES INC -BUCKHANN | 920-341-00 | MATERIALS & SUPPLIES | SWEEPER                    | 26.99     |
|                  | INTERNAL REVENUE SERVICE     | 920-104-00 | FICA TAX             | FICA WITHHELD AND MATCHED  | 353.41    |
|                  |                              | 920-104-00 | FICA TAX             | FICA WITHHELD AND MATCHED  | 425.03    |
|                  |                              | 920-104-00 | FICA TAX             | MEDICARE WITHHELD & MATCHE | 82.64     |
|                  |                              | 920-104-00 | FICA TAX             | MEDICARE WITHHELD & MATCHE | 99.41     |
|                  | WV STATE AUDITOR             | 920-349-00 | AUDITING EXPENSE     | FY 2018 AUDIT              | 123.25    |
|                  | ROUNDSTONE MANAGEMENT        | 920-105-00 | HEALTH INSURANCE     | WAT JULY AGGREGATE EMPL HE | 993.60    |
|                  |                              | 920-105-00 | HEALTH INSURANCE     | WAT JULY COLLATERAL EMPL H | 1,125.40  |
|                  | BYWATER CWI BENEFITS         | 920-105-00 | HEALTH INSURANCE     | WAT JULY HEALTH INS        | 1,583.74  |
|                  |                              | 920-105-00 | HEALTH INSURANCE     | WATER AUG HEALTH INS       | 2,553.09  |
|                  | LEXIS NEXIS - MATTHEW BENDER | 920-999-00 | ADM BOARD-BILLING MI | WV CODE 19 SUPP PKG INDEX  | 281.41    |
|                  | SHERIFF OF UPSHUR COUNTY     | 920-999-00 | ADM BOARD-BILLING MI | SUR.051 AC 2019 FIRE FEE   | 50.00     |
|                  | TYLER TECHNOLOGIES INC       | 920-999-00 | ADM BOARD-BILLING MI | UTL BILLING NOTIFICATION   | 69.67     |
|                  |                              | 920-999-00 | ADM BOARD-BILLING MI | INSITE TRANSACTION FEE UTL | 1,210.00  |
|                  | ROSSMAN & CO/PCB             | 920-999-00 | ADM BOARD-BILLING MI | DEBT COLLECTION            | 25.98     |
|                  | FRONTIER                     | 920-211-00 | UTILITIES - ELEC,GAS | 304-472-1651-101515-4      | 61.28     |
|                  |                              | 920-211-00 | UTILITIES - ELEC,GAS | 304-003-2273-060600-4      | 21.02     |
|                  |                              | 920-211-00 | UTILITIES - ELEC,GAS | 304-472-1651-101515-4      | 61.28     |
|                  |                              | 920-211-00 | UTILITIES - ELEC,GAS | 304-003-2273-060600-4      | 21.02     |
|                  | FORMAX INC                   | 920-341-00 | MATERIALS & SUPPLIES | SERVICE CONTRACT RENEWAL   | 297.25    |
|                  | TRAVELERS INSURANCE          | 920-352-00 | PROPERTY INSURNACE   | INS PREM AUTO LIAB UMBRELL | 2,409.86  |
|                  | SUDDENLINK                   | 920-999-00 | ADM BOARD-BILLING MI | JULY 2019 INTERNET         | 31.86     |
|                  | **PAYROLL EXPENSES           |            |                      | 7/01/2019 - 7/31/2019      | 12,553.31 |
|                  |                              |            |                      | TOTAL:                     | 43,927.09 |
| BOND             | MUNICIPAL BOND COMM OF WV    | 970-221-00 | WATER BOND A 2016    | BUK-W-1-16-A-UP-12 ANNUAL  | 539.49    |
|                  |                              | 970-221-00 | WATER BOND A 2016    | WATER BOND A 2016 AUG PYMT | 22,481.88 |
|                  |                              | 970-221-00 | WATER BOND A 2016    | WATER BOND A 2016 JUL 19 P | 22,481.88 |
|                  |                              |            |                      | TOTAL:                     | 45,503.25 |
| CAPITAL/PROJECTS | J.P. MORGAN EQUIPMENT FINAN  | 999-681-00 | SCADA TANK/PUMP STAT | WATER AUG 19 SCADA/METER P | 12,989.32 |
|                  |                              | 999-681-00 | SCADA TANK/PUMP STAT | WATER JUL 2019 SCADA/METER | 12,989.32 |
|                  | LOWES BUSINESS ACCOUNTS      | 999-669-00 | EWMS GRANT EXP EARLY | PARTS FOR EWS              | 82.54     |
|                  | ENTERPRISE FM TRUST          | 999-682-04 | SUPERVISOR TRUCK     | 22GCPD 2017 FORD F150 LEAS | 582.20    |
|                  |                              | 999-682-04 | SUPERVISOR TRUCK     | 22GCR2 2017 NISSAN LEASE P | 474.54    |
|                  |                              | 999-682-04 | SUPERVISOR TRUCK     | 22GCWC 2017 NISSAN LEASE P | 471.79    |
|                  |                              | 999-682-04 | SUPERVISOR TRUCK     | 22GCWP 2017 NISSA LEASE PY | 471.79    |
|                  |                              | 999-682-04 | SUPERVISOR TRUCK     | 22GDSQ 2017 NISSA LEASE PY | 471.79    |
|                  | COMMUNITY BANK               | 999-682-05 | BACKHOE              | WATER AUG 2019 BACKHOE PYM | 1,472.93  |
|                  |                              | 999-682-05 | BACKHOE              | WATER JUL 2019 BACKHOE PYM | 1,472.93  |
|                  |                              |            |                      | TOTAL:                     | 31,479.15 |

Motion made by Skinner/Thomas to approve the July 2019 Financial Report. Motion carried

D. Department Report

D.1 ACP Pipeline Contract #1 and #2 Update

Mr. Hollen reported that these projects are just about complete. He presented Pay Application, No. 12 from Hull's Contracting Inc., for \$111,951.

|  |   |  |  |
|--|---|--|--|
| <b>EJCDC</b><br>ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE |   | <b>Contractor's Application for Payment No. 12</b> |  |
| Application Period: 6/02/19 - 7/18/19                        |   | Application Date: 7/18/2019                        |  |
| To (Owner): City of Buckhannon Water Dept.                   | From (Contractor): Hulls Contracting Inc. | Via (Engineer): Chapman Technical Group            |  |
| Project: Water System Improvements - Rt 33                   | Contract: #1                              |  |  |
| Owner's Contract No.: #1                                     | Contractor's Project No.:                 | Engineer's Project No.: 17049                      |  |

| Application For Payment |              |              | Change Order Summary   |                 |
|-------------------------|--------------|--------------|--|-----------------|
| Approved Change Orders  |              |              | 1. ORIGINAL CONTRACT PRICE.....                                | \$ 899,370.00   |
| Number                  | Additions    | Deductions   | 2. Net change by Change Orders.....                            | \$ 466,144.34   |
| CO#1                    | \$504,689.00 | \$119,785.00 | 3. Current Contract Price (Line 1 ± 2).....                    | \$ 1,466,514.34 |
| CO#2                    | \$35,450.00  |              | 4. TOTAL COMPLETED AND STORED TO DATE                          |                 |
| CO#3                    | \$26,550.00  | \$9,900.00   | (Column F on Progress Estimate).....                           | \$ 1,518,847.34 |
| CO#4                    | \$7,340.34   |              | 5. RETAINAGE:  |                 |
| CO#5                    | \$21,800.00  |              | a. 10% X \$151,884.73 Work Completed.....                      | \$ 151,884.73   |
|                         |              |              | b. X Stored Material.....                                      | \$              |
|                         |              |              | c. Total Retainage (Line 5a + Line 5b).....                    | \$ 151,884.73   |
| TOTALS                  | \$395,829.34 | \$129,685.00 | 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....             | \$ 1,366,962.61 |
| NET CHANGE BY           |              |              | 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... | \$ 1,255,011.61 |
| CHANGE ORDERS           | \$466,144.34 |              | 8. AMOUNT DUE THIS APPLICATION.....                            | \$ 111,951.00   |
|                         |              |              | 9. BALANCE TO FINISH, PLUS RETAINAGE                           |                 |
|                         |              |              | (Column G on Progress Estimate + Line 5 above).....            | \$ 151,884.73   |

**Contractor's Certification**

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: *Brenda H. Hull* Date: 7/18/2019

Payment of: \$ 111,951.00  
(Line 8 or other - attach explanation of the other amount)

is recommended by: *Robert G. Beleh* 7-30-19  
(Engineer) (Date)


Payment of: \$  
(Line 8 or other - attach explanation of the other amount)

is approved by: *[Signature]* 8/5/19  
(Owner) (Date)

Approved by: \_\_\_\_\_  
Funding Agency (if applicable) (Date)

Motion made by Skinner/Thomas to approve Pay Application No. 12 for \$111,951. Motion carried.

Mr. Hollen presented Change Order No. 6, a deductive Change Order, in the amount of \$4,391.15, for Hull's Contracting Inc.

|  |   |  |           |                    |        |
|--|---|--|-----------|--------------------|--------|
| <b>Invoice</b>   |   | Remit to:<br>JP Morgan Chase<br>Acct.: Patterson Pump Co.<br>Acct. No.: 219727333<br>Routing No.: 021000021                                    |           |                    |        |
| Invoice Number: C0170530-0719<br>Date: July 22, 2019   |   |  |           |                    |        |
| To: 60420<br>HULL'S CONTRACTING INC.<br>426 SLAB CAMP RD<br>FRENCH CREEK WV 26218-2154<br>USA  |   | Ship to (if different address):<br>HULL'S CONTRACTING INC.<br>C/O BUCKHANNON WATER PLANT<br>173 WOOD STREET<br>BUCKHANNON WV 26201-9999<br>USA |           |                    |        |
| P.O.   | PROJECT   | ORDER NO.  | SHIPPED   | FREIGHT            | TERMS  |
| Signed Quote   | City of Buckhannon, Water System Improvements, Contract No. 1 | C0170530   | 10-18-18  | FFA                | Net 30 |
| DESCRIPTION  |   | VALUE  | EARNED    |                    |        |
| Submittal Approval   |   | 13,173.45  | 13,173.45 |                    |        |
| Equipment Shipment   |   | 65,867.25  | 65,867.25 |                    |        |
| Final O&M Approval (not to exceed 120 days from submission)  |   | 4,391.15   | 4,391.15  |                    |        |
| Startup (not to exceed 120 days from shipment)   |   | 4,391.15   | 4,391.15  |                    |        |
| Total  |   | 87,823.00  | 87,823.00 |                    |        |
| Sales Tax  |   |  |           | EXEMPT             |        |
| Less previous payments   |   |  |           | - 83,431.85        |        |
| <b>NOTE: NO RETENTION PERMITTED PER CONTRACT.<br/>PAY FULL TOTAL DUE SHOWN BELOW.</b>  |   |  |           |                    |        |
| <b>PAYMENT DUE AUGUST 22, 2019</b>   |   |  |           |                    |        |
| Alternate Remit To (if electronic payment is not possible):<br>Patterson Pump Company<br>28643 Network Place<br>Chicago, IL 60673-1296 |   |  |           |                    |        |
|   |   |  |           |                    |        |
| 2120 Ayrerville Road Toombs, GA 30577<br>(706) 888-2101 / (706) 888-0023 FAX   |   | <b>TOTAL DUE</b>   |           | <b>\$ 4,391.15</b> |        |

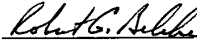
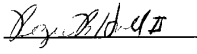
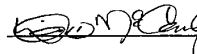
|                                   |                         |                           |       |
|-----------------------------------|-------------------------|---------------------------|-------|
| <b>CHANGE ORDER</b>               | Distribution:           |                           |       |
|                                   | OWNER                   | X                         | FIELD |
|                                   | ENGINEER                | X                         |       |
|                                   | CONTRACTOR              | X                         |       |
| <b>PROJECT:</b>                   | CHANGE ORDER #:         | 6                         |       |
| City of Buckhannon                | INITIATION DATE:        | July 2, 2019              |       |
| Water System Improvements Project | ENGINEER'S PROJECT NO.: | 17049                     |       |
| <b>CONTRACTOR:</b>                | CONTRACT DATE:          | May 3, 2018               |       |
| Hull's Contracting, Inc.          | CONTRACT FOR:           | Water System Improvements |       |
| 426 Slab Camp Road                |                         | Contract No. 1            |       |
| French Creek, WV 26218            |                         |                           |       |

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

- 1) Specifications Section 11275 - Factory Built Water Booster Station requires the Contractor to provide a certified booster station technician by the manufacturer for start up assistance consisting of one 8-hour day. Now that Dominion will not be taking water until at least 2020, the City will assume the obligation of paying for such services by deducting the cost of such from the contract. See attached invoice from the manufacturer for the start up services totalling \$4,391.15.

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                                | \$ | 998,370.00    |
| Net change by previously authorized Change Orders is         | \$ | 466,144.34    |
| The Contract Sum prior to this Change Order was              | \$ | 1,464,514.34  |
| The Contract Sum will be (decreased) by this Change Order by | \$ | (4,391.15)    |
| The new Contract Sum including this Change Order will be     | \$ | 1,460,123.19  |
| The Contract Time will be extended 63 days                   |    |               |
| Therefore, the Date of Substantial Completion is             |    | July 31, 2019 |

|  |  |  |
|--|--|--|
| <b>Authorized:</b>   |  |  |
| Chapman Technical Group  | Hull's Contracting, Inc.   | City of Buckhannon Water Board   |
| <b>ENGINEER</b>  | <b>CONTRACTOR</b>  | <b>OWNER</b>   |
| 200 Sixth Avenue   | 426 Slab Camp Road   | 70 East Main Street  |
| <b>Address</b>   | <b>Address</b>   | <b>Address</b>   |
| St. Albans, WV 25177   | French Creek, WV 26218   | Buckhannon, WV 26201   |
| By  | By  | By  |
| Robert G. Belcher, PE  | Roger B. Hull, II Vice-President   | David McCauley, Mayor/Chair  |
| Date <u>8-1-19</u>   | Date <u>8/1/19</u>   | Date <u>8/5/19</u>   |

**Motion made by Thomas/Skinner to approve the Deductive Change Order for \$4,391.15.  
Motion carried**

Mr Hollen presented Change Order No. 7, as part of these projects, for \$1,200 for the construction of a ditch to bring certain property back to its original form.

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

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|  |   |
|--|---|
| <b>PROJECT:</b><br>City of Buckhannon<br>Water System Improvements Project                     | <b>CHANGE ORDER #:</b> 7                                      |
| <b>CONTRACTOR:</b><br>Hull's Contracting, Inc.<br>426 Slab Camp Road<br>French Creek, WV 26218 | <b>INITIATION DATE:</b> July 29, 2019                         |
|  | <b>ENGINEER'S PROJECT NO.:</b> 17049                          |
|  | <b>CONTRACT DATE:</b> May 3, 2018                             |
|  | <b>CONTRACT FOR:</b> Water System Improvements Contract No. 1 |

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

- 1) Re-grade front lawn at #8 Corhart Drive per Owner's request. Restoration work was previously completed by the Contractor with the property owner's desire that the yard remain flat although the property has drainage issues with both off-site and on-site surface water. Owner has now requested the Contractor re-grade the front yard and install a V-notch shaped ditchline to improve surface water drainage. The cost for this additional work is lump sum of \$1,200.00.

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                                | \$ | 998,370.00      |
| Net change by previously authorized Change Orders is         | \$ | 461,753.19      |
| The Contract Sum prior to this Change Order was              | \$ | 1,460,123.19    |
| The Contract Sum will be (increased) by this Change Order by | \$ | 1,200.00        |
| The new Contract Sum including this Change Order will be     | \$ | 1,461,323.19    |
| The Contract Time will be extended 31 days                   |    |                 |
| Therefore, the Date of Substantial Completion is             |    | August 31, 2019 |

|  |   |   |
|--|---|---|
| <b>Authorized:</b><br>Chapman Technical Group<br><b>ENGINEER</b><br>200 Sixth Avenue<br><b>Address</b><br>St. Albans, WV 25177 | Hull's Contracting, Inc.<br><b>CONTRACTOR</b><br>426 Slab Camp Road<br><b>Address</b><br>French Creek, WV 26218 | City of Buckhannon Water Board<br><b>OWNER</b><br>70 East Main Street<br><b>Address</b><br>Buckhannon, WV 26201 |
| By <u>Robert G. Belcher</u><br>Robert G. Belcher, PE   | By <u>Roger B. Hull, II</u><br>Roger B. Hull, II Vice-President   | By <u>David McCauley</u><br>David McCauley, Mayor/Chair   |
| Date <u>8-5-19</u>   | Date <u>8/5/19</u>  | Date <u>8/5/19</u>  |

**Motion made by Skinner/Thomas to approve the Change Order No. 7 for \$1,200. Motion carried.**

Mr. Hollen reported that the final bills are coming in showing a balance due of \$338,000 to complete these projects. We currently have a balance of approximately \$231,000 on hand, leaving us \$107,000 short. The balance will be requested to be paid by Dominion.

**Motion by Skinner/Thomas was made to request \$107,000 in additional funds from Dominion. Motion carried.**

**D.2 Water Dept. Report (Kelly)**

Kelly Arnold gave an overview of the following Monthly Report for July 2019

**CITY OF BUCKHANNON WATER DEPARTMENT  
Monthly Report for July, 2019**

- Water leaks-2
- Weekly safety meetings.
- Locates -43
- Moved hydrant hit by vehicle.
- Removed hydrant on Franklin St. for alley widening.
- Renewed service -4
- Residential meters changed-
- Residential meters tested-12
- Commercial meters tested-1
- Public Service District meters tested-10
- West Virginia Rural Water conducted 2 classes at water department shop.
- All meters were read in system.
- Precision pump started to rebuild back wash #2 pump and motor.
- Tank painting completed.

- Installed filter media.
- Working on Early Warning System.
- River fest 8/31/19 from 11am to 4pm with plant tour at 3pm
- GPS valves, services, leaks for past year.
- Backflows.
- 69513600 million gallons of water treated for month of July 2.3 million a day.
- Cost per million gallon treated for July \$188.61
- 47440 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered.--344
- Non-Payments –
- Back-flow/cross-conn. surveys – Commercial surveys , 0 requests for survey were mailed; , 5 letters requesting test results mailed; 19 test results received;
- Maintenance equipment.

### D.3 SWP Early Warning Monitoring System


Mr. Hollen reported that this project was almost complete. We do need a specific type of boat for the work, and future servicing. We also need an air conditioner for the Raw Water Intake building at a cost of approximately \$2,500. We can apply for a grant to cover these anticipated \$12,500 costs.

**Motion by Skinner/Thomas was made for Mr. Hollen to apply for a grant request of \$12,500 to finance the purchase of the boat and air conditioner for the purposes outlined. Motion carried.**

### D.4 St Joseph's WST Demolition & Property

It is complete, and Jay Hollen presented an application for payment of \$34,580 for the demolition of the tank.

**Motion by Skinner/Thomas was made to approve the application for payment of \$34,580 for the demolition of the tank. Motion carried.**



**Scott & John**

989-428-4210

Kelley Phone/Fax: (989)428-4210  
 Email: Kelly.Phillips@iselerdemolition.com  
 Kelly's Office Phone: (989) 538-8596

3800 Stoddard Rd., Kinde, MI 48445

---

CONTRACTOR APPLICATION FOR PAYMENT

|  |   |  |
|--|---|--|
| <p>TO: City of Buckhannon<br/>         70 E. Main St.<br/>         Buckhannon, WV 26201<br/>         jay.hollen@buckhannonwv.org</p> | <p>Project/PO# <u>19047</u><br/>         Subcontract # <u>ST. Joseph Water Tank</u></p> <p>LOCATION: <u>Buckhannon WV</u></p> | <p>INVOICE # <u>19047</u><br/>         PERIOD FROM: <u>7/15/2019</u><br/>         TO: <u>7/16/2019</u></p> |
| <p>FROM: <u>Iseler Demolition, Inc</u><br/> <u>3800 Stoddard Rd.</u><br/> <u>Kinde, MI 48445</u><br/> <u>989-428-4210</u></p>        | <p>Please remit payment to: Iseler Demolition Inc., 3800 Stoddard Rd, Kinde, MI 48445, Attn: Kelley Phillips</p>              |  |

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| <p><b>CHANGE ORDER SUMMARY</b></p> <p>Change Orders Approved</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 10%;">Number</th> <th style="width: 15%;">Date Approved</th> <th style="width: 10%;">Amount</th> <th style="width: 10%;">Description</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td style="text-align: right;">\$ -</td><td></td></tr> <tr><td>2</td><td></td><td style="text-align: right;">\$ -</td><td></td></tr> <tr><td>3</td><td></td><td style="text-align: right;">\$ -</td><td></td></tr> <tr><td>4</td><td></td><td style="text-align: right;">\$ -</td><td></td></tr> <tr><td>5</td><td></td><td style="text-align: right;">\$ -</td><td></td></tr> <tr> <td colspan="2" style="text-align: right;">Total Change Orders</td> <td style="text-align: right;">\$ -</td> <td></td> </tr> </tbody> </table> | Number              | Date Approved | Amount      | Description | 1 |  | \$ - |  | 2 |  | \$ - |  | 3 |  | \$ - |  | 4 |  | \$ - |  | 5 |  | \$ - |  | Total Change Orders |  | \$ - |  | <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 80%;">ORIGINAL CONTRACT SUM .....</td> <td style="text-align: right;">\$ 36,400.00</td> </tr> <tr> <td>Net change by Change Order .....</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>CONTRACT SUM TO DATE .....</td> <td style="text-align: right;">\$ 36,400.00</td> </tr> <tr> <td><b>TOTAL COMPLETED &amp; STORED TO DATE .....</b></td> <td style="text-align: right;"><b>\$ 36,400.00</b></td> </tr> <tr> <td>RETAINAGE <u>5.00%</u> .....</td> <td style="text-align: right;">\$ 1,820.00</td> </tr> <tr> <td>TOTAL EARNED LESS RETAINAGE .....</td> <td style="text-align: right;">\$ 34,580.00</td> </tr> <tr> <td>LESS PREVIOUS CERTIFICATES FOR PAYMENT .....</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td><b>CURRENT PAYMENT DUE .....</b></td> <td style="text-align: right;"><b>\$ 34,580.00</b></td> </tr> </table> | ORIGINAL CONTRACT SUM ..... | \$ 36,400.00 | Net change by Change Order ..... | \$ - | CONTRACT SUM TO DATE ..... | \$ 36,400.00 | <b>TOTAL COMPLETED &amp; STORED TO DATE .....</b> | <b>\$ 36,400.00</b> | RETAINAGE <u>5.00%</u> ..... | \$ 1,820.00 | TOTAL EARNED LESS RETAINAGE ..... | \$ 34,580.00 | LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... | \$ - | <b>CURRENT PAYMENT DUE .....</b> | <b>\$ 34,580.00</b> |
|--|---------------------|---------------|-------------|-------------|---|--|------|--|---|--|------|--|---|--|------|--|---|--|------|--|---|--|------|--|---------------------|--|------|--|--|-----------------------------|--------------|----------------------------------|------|----------------------------|--------------|---|---------------------|------------------------------|-------------|-----------------------------------|--------------|--|------|----------------------------------|---------------------|
| Number   | Date Approved       | Amount        | Description |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| 1  |                     | \$ -          |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| 2  |                     | \$ -          |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| 3  |                     | \$ -          |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| 4  |                     | \$ -          |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| 5  |                     | \$ -          |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| Total Change Orders  |                     | \$ -          |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| ORIGINAL CONTRACT SUM .....  | \$ 36,400.00        |               |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| Net change by Change Order .....   | \$ -                |               |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| CONTRACT SUM TO DATE .....   | \$ 36,400.00        |               |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| <b>TOTAL COMPLETED &amp; STORED TO DATE .....</b>  | <b>\$ 36,400.00</b> |               |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| RETAINAGE <u>5.00%</u> .....   | \$ 1,820.00         |               |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| TOTAL EARNED LESS RETAINAGE .....  | \$ 34,580.00        |               |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| LESS PREVIOUS CERTIFICATES FOR PAYMENT .....   | \$ -                |               |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |
| <b>CURRENT PAYMENT DUE .....</b>   | <b>\$ 34,580.00</b> |               |             |             |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |   |  |      |  |                     |  |      |  |  |                             |              |                                  |      |                            |              |   |                     |                              |             |                                   |              |  |      |                                  |                     |

The undersigned subcontractor certifies that to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payment were issued and payment received from the Owner, and that current payment shown herein is now due.

Approved By: [Signature]  
 Owner  
8/5/2019  
 Date

CONTRACTOR: Iseler Demolition, Inc

By: \_\_\_\_\_ Date: 8/2/2019  
Kelley Phillips/Financial Director

### D.5 Water Storage Tank Inspections Update

All,

I just spoke with CorrTech this morning (after yet another email) regarding the water storage tanks inspections and they will be on site the second week of September to complete the inspections. They expect to complete the inspection within a seven day period upon arrival and then have the reports completed and submitted before the September 30, 2019 deadline.

If conditions or inspection dates change, I'll let everyone know.

James S. "Jay" Hollen, III, PE  
City Engineer

Mr. Hollen presented an email chain between he and Greg Belcher regarding radial cracks in the Victoria Hill WST foundation. Gary Mann, of Mid Atlantic, responded with an explanation as to why this happened. Mid Atlantic will make all necessary repairs under the warranty in place.

**[jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org)**

**From:** Belcher, Greg <gbelcher@chaptech.com>  
**Sent:** Wednesday, July 31, 2019 5:48 PM  
**To:** 'jay.hollen@buckhannonwv.org'  
**Cc:** 'kelly.arnold@buckhannonwv.org'; jerry.arnold@buckhannonwv.org  
**Subject:** RE: Water Department Questions

Jay,

Gary Mann has explained that the cracks are radial cracks likely caused when the tank was filled and the starter panel rings expanded perhaps more than normal. Remember they poured concrete, and placed the starter panel, in cold weather, making it more difficult to expand the starter ring by hand to minimize such cracking.

He is in the process of getting the design engineer to review the cracks and prepare a letter that they will not affect the structural integrity of the foundation as long as they do not allow water to enter with freeze & thaw and eventually compromise the upper rebar in the foundation.

He is prepared to send a crew over next Wednesday and excavate down to the ringwall and powerwash and coat the exposed surface with a water proofing material. Below are links to what he is proposing to use.

<https://www.foundationarmor.com/media/wysiwyg/technical-data-sheets/Armor%20SX5000%20WB%20Technical%20Data%20Sheet.pdf>

[https://www.foundationarmor.com/media/wysiwyg/Foundation\\_Armor\\_2016\\_Product\\_Catalog-EMAIL.pdf](https://www.foundationarmor.com/media/wysiwyg/Foundation_Armor_2016_Product_Catalog-EMAIL.pdf)

Any questions, we can discuss tomorrow as well.

**Greg Belcher, PE**  
Senior Vice President  
**Chapman Technical Group** | a division of GRW  
engineering | architecture | geospatial  
200 Sixth Avenue | Saint Albans, WV 25177  
P 304.727.5501 ext 125 | C 304.550.1202  
Email: [gbelcher@chaptech.com](mailto:gbelcher@chaptech.com) | Website: [www.chaptech.com](http://www.chaptech.com)  
[Follow Us On LinkedIn](#)     [Subscribe to Our Client E-Newsletter](#)

**From:** jay.hollen@buckhannonwv.org [mailto:jay.hollen@buckhannonwv.org]  
**Sent:** Wednesday, July 31, 2019 3:43 PM  
**To:** Belcher, Greg <gbelcher@chaptech.com>  
**Subject:** Water Department Questions

Greg,

Since you won't be here on Monday (that's nice what they're doing for Shawn), do you have an update on either the VH WST foundation (Gary Mann) or the WTP Settlement Basin coatings (John Rose)?

I'm reviewing Hull's Application for Payment #12 right now and I'll scan my comments to you once I'm finished.

James S. "Jay" Hollen, III, PE

## **E. Correspondence and Information – The Mayor reviewed the following:**

### **E.1 Justin Atwell-Received Class III Certification**

### **E.2 Thank you Letter to Ben Davis RE: Videography of Water Department Operations**

July 12, 2019

Mr. Ben Davis  
47 Pickett Road  
Buckhannon, WV 26201

Dear Ben:

On behalf of our entire City family, but especially our Water Board and all of our water department employees, I want to thank and commend you for your excellent work in putting together the terrific videography of our Water Department operations. We are all so inspired by your work that I'm going to ask that each of our City departments take a crack at their own video efforts to tout their respective good works.

It's been terrific having you work with our water staff as a seasonal employee during the past three years, Ben, and we all wish you the very best during your senior year at WVU as the new school year starts up next month. I know that if you apply yourself to your accounting studies in the same manner as your work on our water video, the sky shall prove the limit for you!

If I or anyone associated with our City may ever be of service to you, Ben, please don't hesitate to contact me at City Hall at (304) 472-1651. Again, on behalf of everyone associated with our City, thanks so very much. We truly appreciate you!

Very truly yours,  
David W. McCauley, Mayor

cc: Members of City Council  
Members of the City Water Board



Amby Jenkins, City Finance & Administration Director  
Jerry Arnold, City Public Works Director  
Callie Cronin-Sams, City Information Coordinator & Grant Writer

### **E.3 Elkins Road P.S.D Meeting Minutes-June 2019**

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
June 10, 2019

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Thursday, June 10, 2019.

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-David Wamsley

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

Recognize that four (4) customers were present.

#### **APPROVAL OF MINUTES**

Minutes of May 7, 2019 Regular Monthly Meeting were presented for approval. **Sonny Matthews moved to approve the minutes of the meetings as presented. Larry Heater 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**

#### **PSD TRUCK POLICY**

Carolyn Douglas and Carey Wagner worked on a PSD Truck Policy and presented it to the Board for review and approval. **Sonny Matthews made a motion to adopt the new PSD Truck Policy. Larry Heater seconded. Motion carried**

#### **BUDGET FOR FY 2019 - 2020**

The new Budget for fiscal year 2019-2020 was presented for review and approval. **Sonny Matthews made a motion to approve the new budget for 2019-2020. Larry Heater seconded. Motion carried**

#### **PHASE III EXTENSION PROJECT**

No invoices were presented by Region VII for payment.

Carolyn Douglas brought the Board up to date on the latest conference call having to do with Phase III Extension. We have obtained 80% of right of ways/easements. Todd Swanson forwarded the final staff memo from Public Service Commission recommending approval of the project and financing. In addition, PSC Staff recommends increased rates and charges to generate the additional revenue required for the new debt service. Carey Wagner stated that she had met with both land owners for the booster site locations and would further update as the negotiations continued.

#### **MAINTENANCE**

Dave Wamsley, System Operator, discussed the May Maintenance Report which he had prepared for the meeting. Several taps were installed in May as well as several leaks repaired. Water loss was down this month as the City of Buckhannon bill was considerably less, however, this will continue to be a priority for the system operator and contract maintenance.

#### **PERSONNEL**

Billing Clerk, Sharon Burr, tendered her resignation as she is retiring on July 5, 2019. The PSD will start the process of advertising for the position.

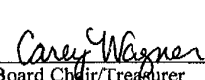
There being no further business, **the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater.** Meeting adjourned at 6:40 p.m.


The next regular monthly meeting will be held on Tuesday, July 2, 2019 at 5:30 p.m.

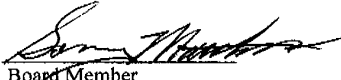
Respectfully submitted:

ERPSD Board of Directors Secretary, Larry J Heater//CD

Approved By:

  
Board Chair/Treasurer  
Carey Wagner

  
Secretary  
Larry Heater

  
Board Member  
Sonny Matthews

Note: Recorded Meeting

**E.4 CityPR: Chamber of Commerce visits Harley A. Brown Water Plant for Meeting & Tour**

**CityPR: Chamber of Commerce visits Harley A. Brown Memorial Water Plant for monthly meeting and facility tour**

BUCKHANNON, WV: Clean water is important not only for our residents, but for businesses as well. On Monday, the Buckhannon-Upshur Chamber of Commerce held their monthly meeting at the Harley A. Brown Memorial Water Plant, where Water Department staff provided a presentation on the municipal water system. The visit included the opportunity to tour the facility.

Attendees had the chance to see water plant operations up close and learn what goes into providing clean, safe water for over 24,000 people via the City of Buckhannon water system and the associated public service districts.

As part of the presentation, Chamber members were some of the first to watch the latest Environment Matters episode, which featured the Buckhannon River watershed, the Buckhannon Water Department, and source water protection efforts. The show is produced by the West Virginia Department of Environmental Protection and airs weekly online and throughout the state on public television channels, such as the library network.

You can catch the Environment Matters episode here: <https://youtu.be/xJ-u0pWhRCE>

The Harley A. Brown Memorial Water Plant and Buckhannon Water Department provide water service to approximately 4,000 households and businesses in Buckhannon. The City water distribution system also provides water to three public service districts and one water association in Upshur County, serving over 24,000 people combined. The water plant maintains equipment with the technology to treat and monitor a maximum of 5.76 million gallons of water, with an average daily production of nearly 2 million gallons. The department also maintains 42 miles of water lines serving customers throughout the City and surrounding area. To ensure high-quality service, each water department employee holds a valid water distribution license or plant operator license. The City of Buckhannon Water Department is consistently ranked in the top tier of the state's water systems for both affordability and financial soundness, as well as meeting all health and environmental standards.

**E.5 Pennline-Clean up Maintenance-Watertank Property' on Hall Road**

| PROPERTY OWNER'S CONTACT - FORESTRY<br>FORM 1315 (REV. 03-17)<br>© NO. 88102111  |                       | FirstEnergy<br><small>City Edition • The Westinghouse Company • West Virginia<br/>Mid-Ed • Potomac • Potomac • Potomac • Potomac<br/>Mid West Power • Mid West • Potomac</small> |  |
|--|-----------------------|--|--|
| I / WE HEREBY CERTIFY THAT THE UNDERSIGNED HAS BEEN CONTACTED BY <u>Pennline</u>   |                       |  |  |
| ON (Date) <u>7/26/19</u> REGARDING VEGETATION MANAGEMENT WHICH IS TO BE CONDUCTED ON MY / OUR PROPERTY:  |                       |  |  |
| I / WE HEREBY CERTIFY THAT I AM / WE ARE THE OWNER(S) OF THE PROPERTY DESIGNATED AS (Property Address) <u>Water Tank Property, Hall Road, Buckhannon, WV</u> |                       |  |  |
| AND ACKNOWLEDGE THAT THE NECESSARY VEGETATION MANAGEMENT INCLUDE:  |                       |  |  |
| <input type="checkbox"/>   | TREE TRIMMING         | <u>no specific pruning required to stay</u>  |  |
| <input checked="" type="checkbox"/>  | TREE REMOVAL          | <u>all trees along powerline will be taken down<br/>any danger trees that affect powerline or tall trees (due large dead)</u>  |  |
| <input type="checkbox"/>   | BRUSH CUTTING         | <u>along road side</u>   |  |
| <input type="checkbox"/>   | HERBICIDE APPLICATION | <u>no herbicide to be used</u>   |  |
| <input checked="" type="checkbox"/>  | DEBRIS HANDLING       | <u>Clean up maintenance area only, leave any big wood yard driveway, road</u>  |  |
| AS DEEMED NECESSARY BY THE UTILITY TO PROVIDE RELIABLE SERVICE.  |                       |  |  |
| THIS WORK WILL BE DONE WITHOUT EXPENSE TO THE OWNER. THE OWNER UNDERSTANDS THAT THE COST OF THIS WORK WILL BE PAID FOR BY THE UTILITY COMPANY.               |                       |  |  |
| OWNER'S SIGNATURE<br><u>Amel Jones</u>   |                       | DATE SIGNED<br><u>7/26/19</u>  |  |
| OWNER'S ADDRESS<br><u>705 Main St, Buckhannon, WV 26031</u>  |                       | TELEPHONE NO.<br><u>304-372-1151</u>   |  |
| CIRCUIT NO. (S)  |                       | INCLUSIVE POLE NO. (S)   |  |
| CONTACTED BY<br><u>Amel Jones</u>  |                       |  |  |
| COPY DISTRIBUTION: WHITE - Utility; YELLOW - Contractor; PINK - Property Owner<br><u>Watertank property Hall Rd</u>  |                       |  |  |

**WV Rural Water Association 2019 Voting Credential Form**

**WEST VIRGINIA RURAL WATER ASSOCIATION  
34TH ANNUAL TECHNICAL CONFERENCE**

Mail form to: 100 Young St., Scott Depot, WV 25560  
Fax form to: 304-201-1698



| BOARD ELECTIONS   |   |              |
|---|---|--------------|
| REGION I  | Seat currently held by Doug Smith, Morgantown Utility Board<br>Brooks, Hancock, Harrison, Marion, Marshall, Mingo, Ohio, Preston, Taylor, Wayne               |              |
| REGION II   | Seat currently held by Curtis Koller, Beckley County Public Service Sewer District<br>Berkeley, Grant, Hampshire, Hancock, Jefferson, Mineral, Morgan, Putnam |              |
| REGION III  | Seat currently held by Alan Haught, Town of Harrisville<br>Calhoun, Doddridge, Jackson, Mason, Pleasants, Putnam, Boone, Tyler, Wirt, Wood                    |              |
| REGION VI   | Seat currently held by Barry Milam, Crab Orchard-Mar Arthur PSD<br>Fayette, Greenbrier, Mingo, Putnam, Lincoln, Boone, Nicholas, Raleigh, Summers, Wyoming    |              |
| <b>2019 WVRWA BOARD OF DIRECTORS NOMINATION FORM</b>  |   |              |
| _____ is hereby nominated to serve as a Candidate for the office of Director of West Virginia Rural Water Association (WVRWA) representing Region _____. This nominee has been selected as our Voting Delegate at the next WVRWA Annual Meeting and during the interim. Directors will be elected from Delegates or Alternate Delegates attending the Annual Business Meeting. The voting delegates in attendance at the Annual Business Meeting can determine by simple majority vote that the absence of a candidate nominated for the position of Board of Director is due to an emergency situation and waive the attendance requirement. |   |              |
| (Name of Voting Member System)  | Authorized Official (Mayor, Board or City Council Member)   | Date         |
| <b>NOMINEE'S RESUME</b>   |   |              |
| Name: _____   |   | Phone: _____ |
| Address: _____  |   |              |
| Relationship to Voting Member System (Officer, Employee, User, etc.): _____   |   |              |
| Record of Experience in Water/Waste Water Operations: _____   |   |              |
| Other Related Experiences, Qualifications or Certifications: _____  |   |              |
| Please use additional pages as necessary.<br>Note: nominations will also be accepted from the floor   |   |              |
| <b>2019 VOTING CREDENTIAL FORM</b>  |   |              |
| Buckhannon _____ authorizes Kelly W. Arnold _____ as its Voting Delegate<br><small>(Name of Member System)</small> <small>(Name of Voting Delegate)</small>   |   |              |
| to the Thirty Fourth Annual Business Meeting of the West Virginia Rural Water Association to be held at Snowshoe Mountain on Monday, August 19, 2019 at 12:00 p.m.  |   |              |
| The Authorized Alternate Delegate is: Jerry Wamsky _____  |   |              |
| <br>Mayor, General Manager, or Other Authorized Official<br>August 5, 2019<br><small>Date Signed</small>  |   |              |

**F. Consent Agenda**

**F.1. Approval of minutes from 07/11/19**

**Motion by Skinner/Thomas to approve minutes from 07/11/19. Motion carried.**

**G. Strategic Issues for discussion and vote**

**G.1 161 Wood Street Property of Matter**

The Mayor explained an offer to sale this property to the City for a total of \$5,000 has been made. A discussion took place as to the advantages of owning this property.

**Motion to approve the purchase of the property at 161 Wood Street for a total of \$5,000 by Thomas/Skinner. Motion approved.**

*July 12, 2019*  
*City of Buckhannon*  
 I own a lot on Wood Street in Buckhannon. Lot 22, Bk 43 Wood Street 120x50 previously in the name of Arnold Crampton and Shawnee Hallerman. This property is out of the flood zone. 7/9/18 tax photo showed a shed which looks like a neighbor conveniently dug across the alley leaving the lot vacant. MAP/PARCEL 11 0247 0000 0000  
 7/9/2018 Residential Review shows land value of \$11,810. I need \$5,000.00 for purchase of 161 Wood Street, Buckhannon WV.  
 Any consideration of purchase would be most appreciated. Contact me BARBARA Lickerson  
 112 Orchard Street  
 Atkins WV 26024  
 304 636-1298

**H. Board Members Comments and Announcements:**

- **Board Member Thomas** – Thanks the Water Board for all that they do.
- **Board Member Skinner** – Nothing
- **Board Member Sanders** – Enjoyed the tour of the plant.
- **Mayor McCauley** – Thanked the Upshur County Honor Guard for dedicating the Flagpole in an earlier ceremony and the Water Plant crew for all that they do.

**I. Adjournment**

**There being no further business to be transacted, motion to adjourn at 5:13 PM by Thomas/Skinner. Motion carried.**

**Mayor David McCauley**

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**City Recorder Randall H. Sanders**

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