

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

A regular meeting of the Buckhannon Water Board was held on Thursday, July 11, 2019 at 4:00 p.m. in Council Chambers of City Hall. 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 |
| Don Nestor | Board Member | Present |
| Erasmio Rizo | Board Member | Present |
| 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 | Absent |

Also, in attendance: Greg Belcher -Chapman Technical Group, Emiel Butcher -Micrologic, Benjamin Davis -City of Buckhannon, Tom Davis -City of Buckhannon.

Meeting Agenda Posted 07/02/19

*City of Buckhannon Water Board - 4:00pm at City Hall in Council Chambers
Meeting Agenda for Thursday, July 11, 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 Chapman Technical Group (E.1 & E.2 Update)
 - B.2 Chris Garrett-Upshur County Sanitarian
 - B.3 Emiel Butcher- Micrologic
- C. Bid Openings
 - C.1 GPS Equipment and Software
- D. Financial Report
 - D.1 June 2019
- E. Department Report
 - E.1 ACP Pipeline Contract #1 and #2 Update
 - E.2 8 Corhart Road -Front Yard Drainage Issues (Jay, Kelly, Greg)
 - E.3 Water Department Report (Kelly)
 - E.4 SWP Early Warning Monitoring System
- F. Correspondence and Information
 - F.1 CityPR: Buckhannon Water Board Consumer Confidence Report for 2018
 - F.2 Adrian P.S.D. Meeting Minutes-June 2019
 - F.3 Elkins Road P.S.D Meeting Minutes-May 2019
 - F.4 Water Board Meeting on August 8th to be held at the Water Plant at 173 Wood Street
 - F.5 Chamber of Commerce Meeting to be held at the Water Plant on July 15th at Noon
 - F.6 WVRWA Annual Technical Conference August 17-21, 2019
 - F.7 Email to Mt. Hope P.S.D. Requesting Meeting Minutes
- G. Consent Agenda
 - G.1 Approval of Minutes -06/13/19 & 07/02/19
- H. Strategic Issues for discussion and vote
 - H.1 Approval of Bid Opening Results-See Above C.1
 - H.2 Backflow Issues
- I. Board Members Comments and Announcements
- J. Adjournment

*****Next Meeting August 5, 2019 at the Harley Brown Memorial Water Plant**

Posted 07/02/19

Call to Order - The meeting was called to order, led by a moment of silence and pledge to the US flag.

Recognized Guests:

B.1 Chapman Technical Group (E.1 Update) - Mayor McCauley recognized guest Greg Belcher of Chapman Technical Group:

- **ACP Project Contract #2:** Mr. Belcher reported on the ACP Project. The contract is closed out with a minimal amount of work left, i.e., seeding and minor cleanup.
- **ACP Project Contract #1:** Still some work to complete including some shoulder paving; seeding and minor cleanup.
- **8 Corhart Road, Front Yard Drainage Issues (Jay, Kelly, Greg) - (referencing E.2)** - Repair work has been done, but some minor damage to ground took place with a non-city or property owner vehicle drove across property; unrelated to the City's work. Owner still has some complaints about drainage; most of which is due to characteristics of the property itself, which has nothing to do with the work we have performed. We are still working with the owner to iron out the issues.

Mr. Belcher had no pay requests.

B. 2 Chris Garrett-Upshur County Sanitarian, was not present.

B. 3 Emiel Butcher- Micrologic - Mr. Butcher presented a proposal to take over the management of the City's Intranet wireless network at no charge. He explained the future goals of expanding wireless internet to various city locations. The Mayor plans to form a Technology Board, which will review the proposal and make recommendations to the City Council.

C. Bid Openings

C.1 GPS Equipment and Software Purchase - Jay Hollen explained that although three firms expressed an interest in submitting a bid, we received only one. It is from Duncan Parnell providing the required Trimble system. The bid is for \$16,272.99. Mr. Hollen gave an overview on Duncan Parnell and he has heard very good reports. The equipment will serve the Streets and Parks, Sanitary Board, Water Board and Waste Collection Board with a cost of \$4,068.25 per each of the four boards.

Motion to approve the Water Board's participation, earmarking \$4,068.25 from the Water Board budget by Thomas/Rizo. Motion carried.

**ADVERTISEMENT FOR BIDS
CITY OF BUCKHANNON
PURCHASE OF GPS EQUIPMENT AND SOFTWARE**

The City of Buckhannon, West Virginia (City) is requesting bids from qualified firms to provide a GPS Equipment Package, the necessary operating & GIS software and all necessary appurtenances, hereinafter referred to as the Project, for the City.

The successful Bidder shall adhere to the following Project requirements:

1. The successful Bidder shall provide all necessary services, including the purchase & delivery of the equipment & software, training on both the equipment & software and all warranty services, for a complete-in-place, fully-functional GPS Equipment Package.
2. By submitting a Bid, each Bidder acknowledges that they have included in their respective sealed bid a sum to cover the purchase & delivery of and all necessary training of all equipment, software and necessary appurtenances included in the Request for Bids Letter.
3. All equipment, software and necessary appurtenances shall be delivered to the site in an undamaged condition. All damaged equipment, software and/or necessary appurtenances shall be replaced by the Bidder at no additional cost to the City and the replacement equipment, software and/or necessary appurtenances shall be delivered to the City Engineer within four (4) weeks of the initial delivery date.
4. Subsequently, if the damaged equipment, software and/or necessary appurtenances requires replacement, the warranty period for all equipment, software and/or necessary appurtenances shall begin on the date that all undamaged equipment, software and/or necessary appurtenances is received by, and approved by, the City Engineer.
5. Payment by the City shall be made within (30) days of the final acceptance of the GPS Equipment Package, pending approval by the City Engineer of the submitted invoice(s).
6. The Project is a Unit Price and Lump Sum project that takes into account the purchase & delivery costs of equipment, software and necessary appurtenances, including all labor, Overhead & Profit and other miscellaneous expenses.
7. If alternate equipment, software and/or necessary appurtenances are being submitted, the appropriate engineering

specification data sheets are to be provided to the City Engineer no less than ten (10) business days prior to the Bid Opening. The alternate equipment shall meet or exceed the minimum requirements of the equipment and software specified in Item 9. in the Request for Bids Letter.

8. Bids submitted with alternate equipment but no supporting engineering / specification data sheets shall be considered non-compliant and shall be rejected.
9. The Base Bid shall be based on the equipment, software and all necessary appurtenances as detailed in the Request for Bids Letter.
10. All incidental costs associated with the equipment and software training (mileage, per diem, meals, overnight accommodations, etc.) shall be included in the costs associated with the appropriate line item in the Request for Bids Letter and shall not be an additional reimbursable expense.
11. The Contract Length of the Project for delivery of all equipment, software and necessary appurtenances is sixty (60) calendar days from issuance of the Notice to Proceed from the City Engineer.

The type & quantity of the equipment, software, warranty requirements, etc., including the technical specifications and additional information related to the Project, is available to all interested parties. All interested parties should contact James S. "Jay" Hollen, III, City Engineer for the City of Buckhannon, via telephone ((304) 472-1651, extension 1006) or via email (jay.hollen@buckhannonwv.org) for additional information and the Request for Bids Letter. All clarifications, questions or comments regarding the Project must be submitted in writing and either mailed, faxed or emailed to the address below. No clarifications and questions will be accepted after 4:00 PM EST on June 21, 2019.

Sealed bids should be clearly labeled on the envelope as "City of Buckhannon GPS Equipment and Software Bid" and may be either hand delivered or mailed to the following address:

Mr. James S. "Jay" Hollen, III, PE, City Engineer
 City of Buckhannon
 70 East Main Street
 Buckhannon, WV 26201

All sealed bids must be received by 4:00 PM EST on July 11, 2019, at which time the received bids will be opened and publically read aloud at the regularly-scheduled Water Board meeting.

The City reserves the right to reject any and all bids, to award the Project to other than the Low Bidder, and to waive any informality in bidding. The City reserves the right to reject any and all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the contract at any time due to noncompliance with the City's expectations of the Project.

Honorable David W. McCauley, Mayor
 City of Buckhannon

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 | |
| Amby Jenkins | City of Buckhannon, WV | amby.jenkins@buckhannonwv.org | 304-472-1651, x1016 | |
| | Duncan Parnell | | Ashland, Va | \$16,221.01 46272.99 |
| | | | | |
| | | | | |
| | | | | |

Corrected Base Bid Price due to mathematical error at 845.00



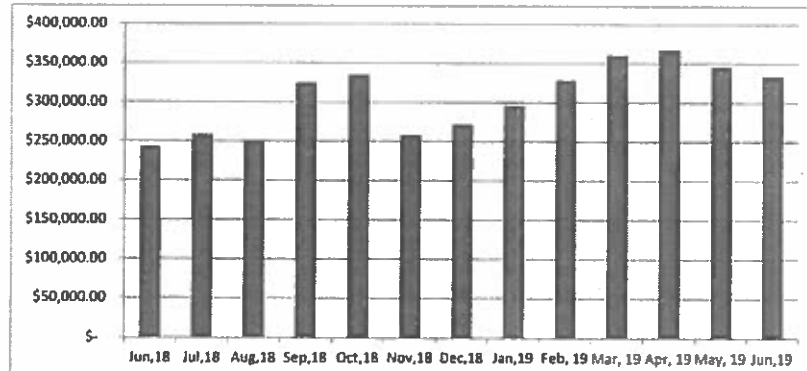
D. Financial Report

D.1 June 2019 – Amberle explained the attached Financial Report. The Mayor mentioned that we use local vendors as much as possible.

**WATER BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance June 30, 2019

| | |
|--------------------------------------|---|
| Money market & checking | \$ 564,735.53 |
| Less remaining from ACP \$231,069.79 | \$ 333,665.74— actual water operating funds |
| CD | \$ 576,990.68 |
| 2% Depreciation fund | \$ 382,270.00 |



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 | -539,945.00 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 | |

Motion to approve the June 2019 Financial Report by Nestor/Thomas. Motion carried.

Benjamin Davis, of the Water Department, presented a video overview of all areas of the Water Department. The Board discussed the statistics and thanked Mr. Davis for his work on the video.

E. Department Report

E.1 ACP Pipeline Contract #1 and #2 Update – Covered above.

E.2 8 Corhart Road -Front Yard Drainage Issues (Jay, Kelly, Greg) - Covered above.

E.3 Water Department Report (Kelly Arnold) – Mr. Arnold explained the creation of the Water Department video. He then gave a overview and provided an explanation as to the Departments approach to the backflow issues.

E.4 SWP Early Warning Monitoring System – Jay Hollen reported they are clearing the brush in order to get to Station No. 1 and get it online. The City completed the purchase of all necessary equipment for Station No. 2, which involved grant money. We had a \$5,100 underrun; Jay is asking if we can use those funds for other needs and is waiting for an answer. He explained the costs of the warranty and calibration of the equipment; which is \$5,000 per station per year for the next five years; the funds have already been budgeted.

F. Correspondence and Information:

F.1 CityPR: Buckhannon Water Board Consumer Confidence Report for 2018

**BUCKHANNON WATER BOARD
Consumer Confidence Report – 2019
Covering Calendar Year – 2018**

This brochure is a snapshot of the quality of the water that we provided last year. Included are the details about where your water comes from, what it contains, and how it compares to Environmental Protection Agency (EPA) and state standards. We are committed to providing you with information because informed customers are our best allies. If you would like to observe the decision-making process that affects drinking water quality, please call KELLY ARNOLD at 304-472-1651 Ext: 1000.

Your water comes from :

| Source Name | Source Water Type |
|-------------------------|-------------------|
| INTAKE-BUCKHANNON RIVER | Surface Water |

| Buyer Name | Seller Name |
|---|-------------|
| There are no additional purchases to display. | |

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as those with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (800-426-4791).

The sources of drinking water (both tap water and bottled water) included rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in sources water before we treat it include:

Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, livestock operations and wildlife.

Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.

Pesticides and herbicides, which may come from a variety of sources such as storm water run-off, agriculture, and residential users.

Radioactive contaminants, which can be naturally occurring or the result of mining activity.

Organic contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and also come from gas stations, urban storm water run-off, and septic systems.

In order to ensure that tap water is safe to drink, EPA prescribes regulation which limits the amount of certain contaminants in water provided by public water systems. We treat our water according to EPA's regulations. Food and Drug Administration regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

Our water system is required to test a minimum of 9 samples per month in accordance with the Total Coliform Rule for microbiological contaminants. Coliform bacteria are usually harmless, but their presence in water can be an indication of disease-causing bacteria. When coliform bacteria are found, special follow-up tests are done to determine if harmful bacteria are present in the water supply. If this limit is exceeded, the water supplier must notify the public.

Water Quality Data

The following tables list all of the drinking water contaminants which were detected during the 2018 calendar year. The presence of these contaminants does not necessarily indicate the water poses a health risk. Unless noted, the data presented in this table is from the testing done January 1- December 31, 2018. The state requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Some of the data, though representative of the water quality, is more than one year old. **The bottom line is that the water that is provided to you is safe.**

Terms & Abbreviations

Maximum Contaminant Level Goal (MCLG): the "Goal" is the level of a contaminant in drinking water below which there is no known or expected risk to human health. MCLGs allow for a margin of safety.

Maximum Contaminant Level (MCL): the "Maximum Allowed" MCL is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Secondary Maximum Contaminant Level (SMCL): recommended level for a contaminant that is not regulated and has no MCL.

Action Level (AL): the concentration of a contaminant that, if exceeded, triggers treatment or other requirements.

Treatment Technique (TT): a required process intended to reduce levels of a contaminant in drinking water.

Maximum Residual Disinfectant Level (MRDL): the highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Non-Detects (ND): lab analysis indicates that the contaminant is not present.

Parts per Million (ppm) or milligrams per liter (mg/l)

Parts per Billion (ppb) or micrograms per liter (µg/l)

Picocuries per Liter (pCi/L): a measure of the radioactivity in water.

Millirems per Year (mrem/yr): measure of radiation absorbed by the body.

Monitoring Period Average (MPA): An average of sample results obtained during a defined time frame, common examples of monitoring periods are monthly, quarterly and yearly.

Nephelometric Turbidity Unit (NTU): a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person. Turbidity is not regulated for groundwater systems.

Running Annual Average (RAA): an average of sample results obtained over the most current 12 months and used to determine compliance with MCLs.

Locational Running Annual Average (LRAA): Average of sample analytical results for samples taken at a particular monitoring location during the previous four calendar quarters.

Testing Results for: BUCKHANNON WATER BOARD

| Microbiological | Result | MCL | MCLG | Typical Source |
|---|--------|-----|------|----------------|
| No Detected Results were Found in the Calendar Year of 2018 | | | | |

| Regulated Contaminants | Collection Date | Highest Value | Range (low/high) | Unit | MCL | MCLG | Typical Source |
|------------------------|-----------------|---------------|------------------|------|-----|------|---|
| ANTIMONY, TOTAL | 4/5/2018 | 1.2 | 1.2 | ppb | 6 | 6 | Discharge from petroleum refineries; fire retardants; ceramics; electronics; solder |
| BARIUM | 4/5/2018 | 0.027 | 0.027 | ppm | 2 | 2 | Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits |
| FLUORIDE | 4/5/2018 | 0.66 | 0.66 | ppm | 4 | 4 | Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories |
| NICKEL | 4/5/2018 | 0.0016 | 0.0016 | MG/L | 0.1 | 0.1 | |
| NITRATE | 4/5/2018 | 0.68 | 0.68 | ppm | 10 | 10 | Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits |

| Disinfection Byproducts | Monitoring Period | Highest RAA | Range (low/high) | Unit | MCL | MCLG | Typical Source |
|-------------------------------|-------------------|-------------|------------------|------|-----|------|---|
| TOTAL HALOACETIC ACIDS (HAA5) | 2018 | 27 | 10.2 - 29 | ppb | 60 | 0 | By-product of drinking water disinfection |
| TTHM | 2018 | 46 | 15.4 - 50.7 | ppb | 80 | 0 | By-product of drinking water chlorination |

| Lead and Copper | Monitoring Period | 90 th Percentile | Range (low/high) | Unit | AL | Sites Over AL | Typical Source |
|-----------------|-------------------|-----------------------------|------------------|------|-----|---------------|--|
| COPPER, FREE | 2014 - 2016 | 0.082 | 0.0041 - 0.099 | ppm | 1.3 | 0 | Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives |

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Your water system is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

| Total Organic Carbon | Number of Samples | Actual Ratio | Removal | Required Removal Ratio | Lowest Monthly Removal Ratio |
|----------------------|-------------------|--------------|---------|------------------------|------------------------------|
| 1/1/2018 - 3/31/2018 | | | | 1 RATIO | 1.00 |

| Radiological Contaminants | Collection Date | Highest Value | Range (low/high) | Unit | MCL | MCLG | Typical Source |
|---|-----------------|---------------|------------------|------|-----|------|----------------|
| No Detected Results were Found in the Calendar Year of 2018 | | | | | | | |

| Secondary Contaminants-Non Health Based Contaminants-No Federal Maximum Contaminant Level (MCL) Established. | Collection Date | Highest Value | Range (low/high) | Unit | SMCL |
|--|-----------------|---------------|------------------|------|-------|
| CARBON, TOTAL | 9/12/2018 | 1.05 | 0.35 - 1.05 | ppm | 10000 |
| SODIUM | 4/5/2018 | 10.9 | 10.9 | MG/L | 1000 |

| Unregulated Contaminants (UCMR 4)* | Monitoring Period | Highest Value | Range (low/high) | Unit | MCL |
|------------------------------------|-------------------|---------------|------------------|------|-----|
| Haloacetic Acids (HAA5s) | 2018 | 36 | 9.2-36 | ppb | N/A |
| Haloacetic Acids (HAA6Br) | 2018 | 5.7 | 2.5-5.7 | ppb | N/A |
| Haloacetic Acids (HAA9s) | 2018 | 40 | 11.7-40 | ppb | N/A |
| Manganese | 2018 | 280 | 1.7-280 | ppb | N/A |

*The UCMR program provides the EPA and other interested parties with nationally representative data on the occurrences of particular contaminants in drinking water and who it may affect. Results of these tests are used to determine future regulations.

During the 2018 calendar year, we had the below noted violation(s) of drinking water regulations.

| Compliance Period | Analyte |
|---|---------|
| No Violations Occurred in the Calendar Year of 2018 | |

There are no additional required health effects notices.

There are no additional required health effects violation notices.

F.2 Adrian P.S.D. Meeting Minutes-June 2019

Adrian Public Service District
June 13, 2019

Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Don Killingsworth, and Lindsey Woody. Visitors: none.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 10:17 am by Chairman Spencer.

Minutes of the May 9, 2019 meeting were read. Paul made the motion to approve the minutes and Kelly second.

Invoices were presented – Motion to pay was made by Don, second by Kelly.

Old Business

- Rob Hinton from the Upshur Co. Development Authority is still in contact with our attorney to propose a lease agreement that we can agree on for building a broad band tower on The Rock Cave Tank Site.
- The approved MOU for the Communication Tower Space at future Pickens tank sites was looked over.

New Business

- Our Sanitary Survey is scheduled for June 25th

Items for Discussion/Action/Approval

- Don made a motion to approve and Kelly seconded for Lindsey, Norma, Eric and Mandy to attend The Rural Water Conference for continuing education hours from Aug. 17th – 21st.

Maintenance – Eric

- New pump motor installed at Beechtown Pump Station
- New shaft seal installed at the Wilsontown Pump Station
- Interiors of all pump stations were painted
- Preparing for Sanitary Survey
- Several more leaks were repaired and meters were changed out.

Office Report

- Business as usual

The meeting adjourned at 11:00 am. Next regular meeting will be July 11, 2019 at 10:00 am.

Board of Directors Paul Spencer, Chairman

Don B. Killingsworth, Vice Chairman

Kelly Arnold, Sec., Treas.

F.3 Elkins Road P.S.D Meeting Minutes-May 2019

Elkins Road Public Service District
Board of Directors' Regular Meeting
May 7, 2019

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Thursday, May 7, 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-Absent, 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 April 4, 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

WVCoRP RENEWAL PROPOSAL

Carolyn Douglas presented the Board with the WVCoRP 2019-2020 Renewal Proposal. Sonny Matthews made a motion to approve the renewal. Larry Heater seconded. Motion carried

MISCELLANEOUS

Mr. Robert Allen attended the meeting to inquire about getting a water line to provide water to the Calvary Chapel Mountain Highlands Church; which is going to be built off the Fallen Road. Discussion followed on how many feet of water line would be required, the size of the water line needed now and for future use plus the cost involved. Mr. Allen made notes about the different options available and said he would be getting back to the Board in the near future. A copy of Water Rule 5.5 will be mailed to Mr. Allen for his review.

PHASE III EXTENSION PROJECT

Region VII submitted for approval/signature a Request for SCBG Funds # 12 to pay several Chapman invoices. Sonny Matthews made a motion to approve the request. Larry Heater seconded. Motion carried

Carolyn Douglas brought the Board up to date on the Phase III Extension per the phone conference earlier that day. It was established that we only need 45 easements/right of ways instead of 50, discussion followed on the fact that we have 34 of 36 needed. Since Carey and myself have made many attempts to contact the remaining people about these easements/right of ways with no success at all. Mr. David Glover, our attorney, is writing letters from his office in an attempt to get them for us. We still have to obtain two land acquisitions for our booster stations and are continuing to work with several people to get this accomplished. Next conference call is scheduled for June 4th at 2 pm.

MAINTENANCE

Dave Wamsley, System Operator, discussed the April Maintenance Report which he had prepared for the meeting. Several taps were installed in April and a major leak was repaired. However, unaccounted for water loss continues to be a problem for our system. Discussion followed on the upcoming Sanitary Survey and what preparations were being made to accommodate Seth Myers from Craig Cobb's office, who is the person coming to conduct this survey.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 6:34 p.m.

The next regular monthly meeting will be held on Tuesday, June 4, 2019 at 5:30 p.m.

- F.4 Water Board Meeting on August 8th to be held at the Water Plant, 173 Wood Street**
- F.5 Chamber of Commerce Meeting to be held at the Water Plant on July 15th at Noon**
- F.6 WVRWA Annual Technical Conference August 17-21, 2019**
- F.7 Email to Mt. Hope P.S.D. Requesting Meeting Minutes**

McCauley, David

Tue, Jul 2, 2:41 PM

to Mt, C, me, Amberle, Jerry, Kelly

Good afternoon. Please forward past minutes to Teresa Summers as soon as possible. Buckhannon is receiving monthly minutes of all of our other PSDs for water & sewage except Mt. Hope. We make your minutes a part of our monthly Water Board meeting minutes. Thanks, best- David McCauley, Mayor & Chair of Buckhannon Water Board

On Tue, Jul 16, 2019 at 11:55 AM Mt Hope Water <mthopewater2526@gmail.com> wrote:

Mayor McCauley,

The Mt Hope Water Association Board of Directors met last night, July 15, 2019 for their regular monthly meeting. Your request for a copy of our monthly meeting minutes was approved. Our minutes for the July 2019 meeting will be forwarded to Teresa Summers after they have been approved, which should be after the August regular meeting.

Sincerely,

Laurie Adams

Secretary/Treasurer

Mt Hope Water Association

G. Consent Agenda

G.1 Approval of Minutes -06/13/19 & 07/02/19

Motion by Rizo/Skinner to approve minutes from 06/13/19 & 07/02/19. Motion carried.

H. Strategic Issues for discussion and vote

H.1 Approval of Bid Opening Results- Covered above

H.2 Backflow Issues - Covered above

Motion by Skinner/Thomas to hold the next Water Board Meeting on August 5, 2019 at the Harley Brown Memorial Water Plant. Motion carried.

Board Members Comments and Announcements:

- **Board Member Thomas** – Thanked the Water Board employees for working in the hot weather.
- **Board Member Nestor** – No Comments.
- **Board Member Rizo** – No Comments.

- **Board Member Skinner** – No Comments.
- **City Recorder Sanders** – No Comments.
- **Amberle Jenkins** – Thanked all those involved in clearing the parks after the bomb scare in the City Park.
- **The Mayor** mentioned the Raw Water issue. Mr. Hollen explained that a study and research is ongoing with some recommendations forthcoming. The Board along with Mr. Arnold joined Mr. Hollen in discussing certain options.
- **Mr. Hollen** extended an invitation for members to view the water tank at St. Joseph Hospital starting on Monday. Cooper Asphalt repairs of the ACP projects will start soon; and the tank inspections on schedule to begin the next week and a half.

There being no further business to be transacted, motion to adjourn at 5:14 PM by Thomas/Skinner. Motion carried.

Mayor David McCauley

City Recorder Randall H. Sanders

