

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

A regular meeting of the Buckhannon Water Board was held on Thursday, April 9, 2020 at 4:00 p.m. in Council Chambers of City Hall. The following was in attendance:

David McCauley	Mayor	Present
Randy Sanders	City Recorder	Present
Robbie Skinner	Board Member	Absent
David Thomas	Board Member	Present – by phone
Don Nestor	Board Member	Present – by phone
Erasmio Rizo	Board Member	Present
Kelly Arnold	Water Superintendent	Present
Jay Hollen	City Engineer	Present – by phone
Jerry Arnold	Director of Public Works	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Present
Callie Cronin-Sams	Grants & Information Coordinator	Present – by phone
Bryan “Buck” Samples	Sanitary Superintendent	Present – by phone

Guests: Tyler Beaty, P.E.

Meeting Agenda Posted 04/06/2020

*City of Buckhannon Water Board – 4:00pm in Council Chambers of City Hall  
Meeting Agenda for Monday, April 9, 2020*

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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 J. F. Allen Company – Tyler Beaty, P.E.

**C. Financial Report-Amby Jenkins**

- C.1 March 2020

**D. Department Report**

- D.1 Water Department Report (Kelly)
- D.2 Unfinished Issues - Basins, Electrical Drawings, Airport Booster, Start-up & Test ACP booster
- D.3 Water Treatment Plant Settlement Basin Coating Repairs (Jay)
- D.4 Victoria Hill Water Storage Tank No. 2 Concrete Foundation Inspection (Jay)
- D.5 USEPA Risk Assessment & Emergency Response Plan per AWIA (Jay)

**E. Correspondence and Information**

- E.1 Mayor’s Statements- COVID-19 Virus
  - March 13, 2020 Corona COVID-19 Virus
  - March 19, 2020 Pandemic, COVID-19 Virus
  - March 24, 2020 State Stay at Home Order
  - March 26, 2020 COB COVID-19 Letter to Employees Exposure Policy
  - April 2, 2020 Pandemic, COBID-19 Virus -Additional Measures
- E.2 Public Service Commission-Suspend Utility Service Terminations
- E.3 Mt Hope Water Association Meeting Minutes-February 2020
- E.4 Hodgesville P.S.D. Meeting Minutes February 2020

**F. Consent Agenda**

- F.1 Approval of Minutes – March 12, 2020

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

- G.1 Corridor H South Memorandum of Understanding – Waterline Installation by J. F. Allen Co.
- G.2 Backflow Notification Letter and Inspection
- G.3 Postponement Water Summit Spring 2020 with Public Service Districts
- G.4 Budget Revision

**H. Board Members Comments and Announcements**

**I. Mayor’s Comments and Announcements**

**J. Adjournment**

**\*\*\*Next Meeting is May 14, 2020 at City of Buckhannon Council Chambers.\*\*\***

Posted 04/06/2020

**A. Call to Order** - The meeting was called to order with a moment of silence keeping everyone impacted by the COVID-19 virus in our thoughts and prayers followed by the Pledge to the Flag of the United States of America led by Board Member Erasmo Rizo.

**B. Recognized Guests:**

**B.1 J. F. Allen Company – Tyler Beaty, P.E.** – The Mayor recognized Tyler Beaty, of the J. F. Allen Company, who informed the Board that the company had a renewed interest in the Corridor H South Water and Sewage Project since he had employees available to work on it, after other jobs had been shut down due to the COVID-19 virus. The Mayor reviewed the original specifications with the Board. We have received a marked-up version of a MOU that we still need to review. City Engineer, Jay Hollen, mentioned that he had worked over the weekend, making some necessary revisions to the project plans. Jerry Arnold agreed with the Mayor and Jay that we were very close to an agreement. Mr. Rizo ask for some clarification on the timeline. It was determined that we should be able to start the project in about a month.

The Mayor invoked the Chairs prerogative to bring G.1 Corridor H South Memorandum of Understanding – Waterline Installation by J. F. Allen Co., to the table.

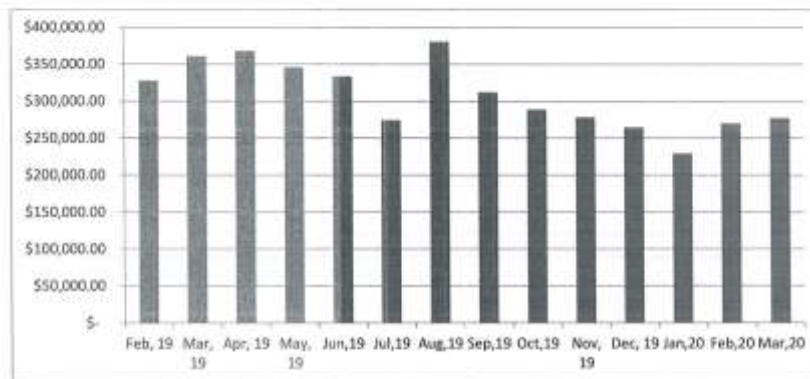
**Motion to approve, pending final resolution of the MOU, that we honor the previous offering of contributing \$60,000 in materials along with all of the administrative, engineering and inspection work on the Corridor H South project made by Rizo/Thomas.** *Mr. Nestor ask if the Shaw's could come back into the deal if they wanted; the Mayor answered yes. He also questioned if the Corridor H North project was still ongoing; the Mayor answered yes.* **The Mayor called for the question. Motion carried unanimously. Indexed as Water Agreement A195- on File-Recorded at City Hall.**

**C. Financial Report:**

**C.1 March 2020** – Amberle Jenkins informed the board that she would be presenting a budget revision later in the meeting and, due to the fact that the \$60,000 for the Corridor H South project will be coming out of this year’s budget, that we may need to pull some funds from one of our CD’s. She also gave an overview of the following financial reports. She pointed out the chemical expenses were higher because Kelly was keeping up to 90 days supply on hand instead of the normal 60-day supply. The Board had some follow-up questions.

**WATER BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

Balance March 31, 2020	
Money market & checking	\$ 277,324.51
Less remaining from ACP	-56,421.08
	<b>\$270,903.43 –actual operating funds</b>
2% Depreciation fund	\$ 383,905.14
CD Citizens Bank (1.49%)11/30/19	\$ 575,000.00
Savings	\$ 1,518.83



**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 7/01/18	-250,920.35 expensed thru 4-30-19
-5645,239.35 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
+23,688.86 received Oct	-329,945.00 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	+\$115,199.90 received Aug
-161,374.65 expensed thru 11-30-18	-\$111,951.00 expensed thru 8-31-19
+25,429.65 received Nov	\$234,318.69 remaining in ACP fund Aug
\$857,641.43 remaining from ACP fund Nov	+ \$0.00 received in Sept
-\$159,411.62 expensed thru 12-31-18	-\$217,067.55 expensed thru 9-30-19
\$698,229.81 remaining from ACP fund Dec	\$17,251.14 remaining in ACP fund Sep
- \$13,627.50 Expensed thru 1-31-19	-\$997.32 expensed thru 10-31-19
+ \$13,627.50 received Jan	\$16,253.82 remaining in Oct
\$698,229.18 remaining in ACP fund Jan	-\$,266.59 expensed in Nov
+9803.36 received Feb	-\$50,987.33 remaining in Nov
-478,614.79 expensed thru 2-28-19	-\$175.00 expensed in Dec
\$229,117.75 remaining in ACP fund Feb	-\$10,812.23 remaining in Dec
+20,469.63 received Mar	-\$4,391.15 expensed in Feb20
-20,469.63 expensed thru 3-31-19	=\$6,421.08 remaining in Feb20
\$229,117.75 remaining in ACP fund Mar	

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disbursements 03-01-2020 TO 03-31-2020

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVOIR MANGMT DAM	NON POWER	601-211-00	UTILITIES - ELEC,GAS	110088822306 OHID LIFT STA	1,473.59
		601-211-00	UTILITIES - ELEC,GAS	110136713804 6WMS 262 TALL	22.33
	PRECISION PUMP & VALVE SERVI	601-342-00		MAINTENANCE RIVER IN RELEASE VALVE	695.00
			TOTAL:		2,190.92
WATER PLANT	BUCKHANNON UTIL BOARDS	642-342-00	MAINT TREATMENT PLAN	WATER MISC WASTE	29.50
	NON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRK	8,780.10
	LYKINS OIL COMPANY	642-346-00	MAINT TREATMENT PLAN	TELLOS 32	139.20
		642-343-01	PLANT VEHICLE FUEL	WATER FEB 2020 FUEL BILL	221.54
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT FEB 2020 UNIFORMS	334.36
	BRICK STREET MUTUAL	642-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 11-4-19 12-1-19	544.04
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	160.68
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	1,074.57
	RELIANCE LABORATORIES INC	642-349-00	COMPLIANCE MONITORIN	TOC/ALK/BRG/FLUORIDE	70.00
		642-349-00	COMPLIANCE MONITORIN	AIRPOWT, DESERCKREE	360.00
	LOWES BUSINESS ACCOUNTS	642-346-00	MAINT TREATMENT PLAN	CLEANING SUPPLIES	19.86
		642-342-00	MAINT TREATMENT PLAN	PAPER TOWLES	64.52
	ACE HARDWARE & CONTRACTOR SU	642-344-00	GENERAL EQUIPMENT MA	IMPELLER KIT	9.99
	WV MUNICIPAL LEAGUE	642-226-00	UNEMPLOYMENT/COMPENS	WATER 1ST QTR UNEMPLOYMENT	1,029.81
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,046.70
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	884.08
	GLOBAL TRACKING COMMUNICATIO	642-211-00	UTILITIES - ELEC, GA	MAR 2020 GPS TRACKIT	101.93
		642-211-00	UTILITIES - ELEC, GA	JAN 2020 GPS TRACKIT	101.93
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	ASH,LIME,PAC	2,172.50
		642-348-00	CHEMICAL COSTS	CHEMICALS	10,064.25
	HAVEN ROCK NETWORKS INC	642-211-00	UTILITIES - ELEC, GA	ANTENNA RENTAL RESIDENTIAL	30.00
	US CELLULAR	642-211-00	UTILITIES - ELEC, GA	613-0153 7363 642-5828 514	242.62
	WALMART STORES INC -BUCKHANN	642-346-00	MAINT TREATMENT PLAN	CLEANING SUPPLIES	19.44
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	651.39

\$ 12,236.75 Chemical Cost Phoenix Solutions LLC

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disbursements 03-01-2020 TO 03-31-2020

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	612.51	
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	152.34	
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	143.26	
CLARKSBURG WATER BOARD		642-349-00	COMPLIANCE MONITORIN	BAC-T SAMPLES	230.00	
RELIANCE STANDARD INSUANCE		642-105-00	HEALTH INSURANCE	WATER MAR 2020 LIFE INS	18.00	
BYWATER CWI BENEFITS		642-105-00	HEALTH INSURANCE	WATER APR 2020 HEALTH INS	5,673.55	
PACE ANALYTICAL SERVICES LLC		642-349-00	COMPLIANCE MONITORIN	DRINKING WATER	307.00	
WV DIVISION OF HOMELAND SECU		642-349-00	COMPLIANCE MONITORIN	PCRD-TIER II REP FEE	75.00	
		642-349-00	COMPLIANCE MONITORIN	PCRD-WV TREA TRANSACTION F	1.69	
FRONTIER		642-211-00	UTILITIES - ELEC, GA	3044728628 WATER FAX	34.93	
**PAYROLL EXPENSES				3/01/2020 - 3/31/2020	20,307.78	
			TOTAL:		55,809.05	
WATER LINES	NON POWER	660-211-00	UTILITIES - ELEC,GAS	110085818216 DESERCKBOOSTER	110.71	
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00	
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DESERCKTANK	7.89	
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	1,017.13	
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	7.94	
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	7.91	
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 BTK 20 S	6.86	
		660-211-00	UTILITIES - ELEC,GAS	110083759404 BRUSHY FORK	5.00	
		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORK	52.47	
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	6.62	
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.24	
	LYKINS OIL COMPANY		660-343-01	LINE VEHICLE FUEL	DIESEL	1,021.50
			660-343-01	LINE VEHICLE FUEL	WATER FEB 2020 FUEL BILL	643.97
	A F WENDLING INC		660-342-00	MAINTENANCE GARAGE B	CUPS, TOWLES	60.04
	UNIFIRST CORP.		660-345-00	UNIFORMS-PERSONAL SA	ALL DEPT FEB 2020 UNIFORMS	334.36
	SOUTHERN STATES COOP INC		660-352-00	NEW SERVICES, UPGRAD	STELL TOED BOOTS MADISON	89.99
	RITE-WAY HEATING & PLUMBING		660-342-00	MAINTENANCE GARAGE B	HOT WATER HEATER	386.96
	MRC GLOBAL (US) INC.		660-352-00	NEW SERVICES, UPGRAD	GRAB HOOK, THREAD COMPOUN	284.06
	BRICK STREET MUTUAL		660-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 11-4-19 12-1-19	734.20
	AIRGAS USA, LLC		660-344-00	GENERAL EQUIPMENT MA	PCRD-BRUSH GLOVES	14.22
	CHEMTEK CORP		660-352-00	NEW SERVICES, UPGRAD	GLOVES	68.40
	MOUNTAINEER GAS COMPANY		660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	160.68
			660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	1,074.57
	AUTO ZONE		660-343-00	VEHICLE MAINTENANCE	GLASS CLEANER	22.28
	ADVANCE AUTO PARTS		660-352-00	NEW SERVICES, UPGRAD	HOSE CLAMPS,PRINER	33.41
	MISS UTILITY OF WEST VIRGINI		660-353-00	MAPPING & LINE LOCAT	FEB 2020 MESSAGE FEES	17.82
	LOWES BUSINESS ACCOUNTS		660-342-00	MAINTENANCE GARAGE B	CLEANING SUPPLIES	19.08
			660-344-00	GENERAL EQUIPMENT MA	WRENCHES, POWER CORD	57.24
			660-342-00	MAINTENANCE GARAGE B	TOOL BOX, BRUSH, GERM X	120.91
			660-344-00	GENERAL EQUIPMENT MA	PAINT FOR TRAILER	28.70
			660-342-00	MAINTENANCE GARAGE B	PAPER TOWLES, WIPES	31.29
			660-344-00	GENERAL EQUIPMENT MA	WRENCHES, POWER CORD	2.84
	STATE EQUIPMENT INC.		660-344-00	GENERAL EQUIPMENT MA	TUNE UP WEDEATER	25.80
	ACE HARDWARE & CONTRACTOR SU		660-352-00	NEW SERVICES, UPGRAD	PCRD-DATA COLLECTOR	92.10
	CRISS SALES & SERVICE		660-344-00	GENERAL EQUIPMENT MA	LAWN MOWER SERVICE PARTS	82.14
	WV MUNICIPAL LEAGUE		660-226-00	UNEMPLOYMENT/COMPENS	WATER 1ST QTR UNEMPLOYMENT	1,237.78
	WV PUBLIC EMPLOYEES RETIREME		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,174.34
			660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,253.07
	GLOBAL TRACKING COMMUNICATIO		660-211-00	UTILITIES - ELEC,GAS	MAR 2020 GPS TRACKIT	101.93
			660-211-00	UTILITIES - ELEC,GAS	JAN 2020 GPS TRACKIT	101.93
	CORE & MAIN LP		660-352-00	NEW SERVICES, UPGRAD	COVERS, TOPS	675.00

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		660-352-00	NEW SERVICES, UPGRAD	COVERS, TOPS	323.14
	TRACTOR SUPPLY CREDIT PLAN	660-344-00	GENERAL EQUIPMENT MA	LAWN MOWER MAINT ITEMS	52.99
	US CELLULAR	660-211-00	UTILITIES - ELEC,GAS	613-0153 7363 642-5828 514	242.62
	WALMART STORES INC -BUCKHAMM	660-340-00	MAINTENANCE GARAGE B	BLEACH	2.94
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	732.67
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	781.55
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	171.34
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	182.79
	AMAZON.COM	660-344-00	GENERAL EQUIPMENT MA	PCRD-EAR PLUGS HEAD LAMPS	38.75
		660-344-00	GENERAL EQUIPMENT MA	PCRD-EAR PLUGS HEAD LAMPS	98.47
		660-344-00	GENERAL EQUIPMENT MA	PCRD-EAR PLUGS HEAD LAMPS	90.30
	RELIANCE STANDARD INSURANCE	660-105-00	HEALTH INSURANCE	WATER MAR 2020 LIFE INS	35.20
		660-105-00	HEALTH INSURANCE	WATER MAR 2020 LIFE INS	3.60
	BYWATER CMI BENEFITS	660-105-00	HEALTH INSURANCE	WATER APR 2020 HEALTH INS	6,898.26
		660-105-00	HEALTH INSURANCE	WATER APR 2020 HEALTH INS	1,418.39
	PASTENAL INDUSTRIAL FRONTIER	660-352-00	NEW SERVICES, UPGRAD	ALLTHREAD ROD	237.53
	**PAYROLL EXPENSES	660-211-00	UTILITIES - ELEC,GAS	3044728628 WATER FAX	34.92
				3/01/2020 - 3/31/2020	24,274.25
				TOTAL:	46,702.29
OFFICE/ADMIN	OMEGA RAIL MANAGEMENT	920-348-00	MAINTENANCE & RENT-O	PRIVATE CROSSING FOR INGRE	50.00
		920-348-00	MAINTENANCE & RENT-O	MAINT FEE PRIVATE CROSSING	900.00
	BRICK STREET MUTUAL	920-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 11-4-19 12-1-19	22.30
	PITNEY BOWES INC	920-999-00	ADM BOARD-BILLING MI	MAR 2020 POSTAGE	824.50
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER MARCH 2020 RETIRKE'S	3,260.00
	ELECSYS INTERNATIONAL CORP	920-999-00	ADM BOARD-BILLING MI	MONTHLY MAINTENANCE	76.00
	WV MUNICIPAL LEAGUE	920-226-00	UNEMPLOYMENT/COMPENS	WATER 1ST QTR UNEMPLOYMENT	549.22
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	594.09
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	596.08
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	35.00
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	FEB 2020 AA FEES	187.31
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	CARD FEES FEB 2020	946.58
	YOSHIBA FINANCIAL SERVICES	920-999-00	ADM BOARD-BILLING MI	CH COPTER'S LEASE 3-30-20	134.50
	DOLLAR GENERAL CORPORATION	920-341-00	MATERIALS & SUPPLIES	SUPPLIES	12.22
	US CELLULAR	920-211-00	UTILITIES - ELEC,GAS	642-1651 613-0113 0002	46.46
	DAVID L HOWELL CPA	920-349-00	AUDITING EXPENSE	PORTION OF AUDIT	462.00
	COMMUNITY BANK	920-459-00	CAPITAL OUTLAY COMPU	ACCT#771901071 AUG COMP SR	385.84
	WVNET	920-341-00	MATERIALS & SUPPLIES	WEB PAGE HOSTING QTR 3 FY2	18.75
	WALMART STORES INC -BUCKHAMM	920-341-00	MATERIALS & SUPPLIES	SUPPLIES	34.84
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	382.06
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	470.40
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	89.35
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	110.02
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-TWL ID SUPPL PAPER	54.37
		920-341-00	MATERIALS & SUPPLIES	PCRD-BATT LABELS FOLDERS	9.86
		920-341-00	MATERIALS & SUPPLIES	PCRD-TWL ID SUPPL PAPER	19.00
		920-341-00	MATERIALS & SUPPLIES	PCRD-BATT LABELS FOLDERS	9.48
	RELIANCE STANDARD INSURANCE	920-105-00	HEALTH INSURANCE	WATER MAR 2020 LIFE INS	7.20
	BYWATER CMI BENEFITS	920-105-00	HEALTH INSURANCE	WATER APR 2020 HEALTH INS	2,553.05
	IWORQ	920-341-00	MATERIALS & SUPPLIES	APR 2020-MAR2021 CITIZENS	636.00
	BOSSMAN & CO/PCB CORP	920-999-00	ADM BOARD-BILLING MI	035565-1 13120	8.08
		920-999-00	ADM BOARD-BILLING MI	DEBT COLLECTION	15.57
	SUDGENLINK	920-999-00	ADM BOARD-BILLING MI	INTERNET 3-6-20 - 4-5-20	31.85

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			3/01/2020 - 3/31/2020	13,747.87
				TOTAL:	27,259.10
BOVD	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOVD PYMT 4/20	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	J.F. MORGAN EQUIPMENT FINAN	999-681-00	SCADA TANK/PUMP STAT	SCADA PUMP STATION PYMT 3	12,989.32
	WV DEVELOPMENT CORP	999-190-00	VARIOUS OTHER PROJEC	HEADQUARTERS PHASIB R20 EXT	138.24
	PATRICK MARTIN	999-190-00	VARIOUS OTHER PROJEC	REFUND LEASON DR	884.52
	UNITED BANK	999-681-00	SCADA TANK/PUMP STAT	WAT REV BONDS SERIES 2016A	1,050.00
	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	22GCMC 2017 NISSAN LEASE P	471.79
		999-682-04	SUPERVISOR TRUCK	22GCMF 2017 NISSA LEASE PY	471.79
		999-682-04	SUPERVISOR TRUCK	22GDSQ 2017 NISSA LEASE PY	471.79
	COMMUNITY BANK	999-682-05	BACKHOE	BACKHOE PAYMENT	1,472.93
				TOTAL:	19,007.12

**A motion to approve the March 2020 Financial Report was made by Nestor/Rizo. Motion carried.**

**D. Department Report**

**D.1 Water Dept. Report (Kelly)** – Kelly Arnold gave an overview of the schedule, staffing and social distancing practices he has implemented in order to keep his staff safe and healthy. He also reported that the Fire Department had assisted in a Cylinder testing and repair. He then provided the following report to the Board:

CITY OF BUCKHANNON WATER DEPARTMENT  
Monthly Report for March 2020

- Waterleaks-4
- Weekly safety meetings.
- Locates -42
- Renewed service -1
- New Services-0
- Residential meters changed-0
- Residential meters tested-0
- Chlorine leak on ton cylinder.
- Public Service District meters tested-0
- All meters were read in system.
- Clearing brush from right of ways and tank sites
- Clearing meter barrel lids.
- Cleaning out valve boxes
- Repair meter barrels

- Removed old hydrants from Brushy Fork.
- Installed hydrant CVS alley.
- Valve Airport Road.
- Ordered 16" flow meter for plant.
- Worked on Mission for EWS.
- Maintenance booster stations.
- VFD worked on.
- CCR report.
- GPS valves, services, leaks for past year.
- 66.96 million gallons of water treated for month of March 2.23 million a day.
- Cost per million gallons treated for March \$108.89
- 12090 gallons of water hauled from plant.
- Off & On Reports/ Customer complaints answered. --229
- Non-Payments -
- Back-flow/cross-conn. surveys -Commercial surveys 0, 0 requests for survey were mailed; 7 letters requesting test results mailed; 8 test results received.
- Maintenance equipment.

**Month: Mar-20**

			<u>Monthly Total</u>		<u>Y-T-D</u>
	<b>Million Gallons Treated:</b>		<b>66.96</b>		<b>603.1136</b>
	<b>Total Chemical Treatment Cost:</b>		<b>7291.49</b>		<b>126376.2</b>
	<b>Cost per Million Gallons:</b>		<b>108.8932</b>		<b>209.5396</b>
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.064	lb	0	0	11486.58
Chlorine	0.375	lb	1200	450	5261.625
Fluoride	0.55	lb	400	220	2117.5
KMnO4	3.00	lb	135	405	1554
NaMnO4	1.4	lb	190.6	266.84	27014.4
Lime	0.15	lb	1550	232.5	2130
Premier Pac	0.35	lb	9569	3349.15	47892.36
Soda Ash	0.295	lb	5400	1593	21402.25
Sodium Hex	1.55	lb	500	775	7517.5
Smart-Phos	14.16	GAL	0	0	0
				<u>7291.49</u>	<u>126376.2</u>

Kelly provided details on each of the above items and discussed the extra chemical supplies that he is keeping on hand during the COVID-19 crisis. He also gave an overview of upcoming upgrades within his department, including the new Flow Meter that has been ordered at a cost of \$12,000.

Mr. Nester asked about progress on the backflow issues. Kelly advised the Board that he is working with the restaurants and referenced the current COVID-19 has a holdup for now.



**D.2 Unfinished Issues- Basins, Electrical Drawings, Airport Booster, Start Up & Test ACP booster** – Kelly Arnold updated the Board on these issues.

**D.3 Water Treatment Plant Settlement Basin Coating Repairs (Jay)** – Jay Hollen gave the Board an update.

**From:** Belcher, Greg <[gbelcher@chaptech.com](mailto:gbelcher@chaptech.com)>  
**Sent:** Thursday, April 2, 2020 8:56 AM  
**To:** [jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org)  
**Subject:** RE: Water Treatment Plant Settlement Basin Coating Repairs Update

Jay,

I speak with John on a regular basis, and his crew for the settling basin repair work is currently in Elkins wrapping up some final additional work. We also need a little better weather than we have been having....warmer, and less rain.

I will keep you posted.

Thanks,

**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)

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

**Sent:** Thursday, April 2, 2020 7:50 AM

**To:** Belcher, Greg <[gbelcher@chaptech.com](mailto:gbelcher@chaptech.com)>

**Subject:** Water Treatment Plant Settlement Basin Coating Repairs Update

Greg,

Here's hoping everyone down there is staying safe.

Per our email exchanges early last month, I am just inquiring as to whether you've heard from John Rose regarding the Settlement Basin coating repairs. If you don't mind, could you check on that and provide me with an update so that I can report on this at next week's Water Board meeting?

Thanks in advance.

James S. "Jay" Hollen, III, PE

City Engineer

**D.4 Victoria Hill Water Storage Tank No. 2 Concrete Foundation Inspection (Jay)** – Jay Hollen gave the Board an update.

**From:** Belcher, Greg <[gbelcher@chaptech.com](mailto:gbelcher@chaptech.com)>  
**Sent:** Thursday, April 2, 2020 8:53 AM  
**To:** [jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org)  
**Cc:** '[kelly.arnold@buckhannonwv.org](mailto:kelly.arnold@buckhannonwv.org)' <[kelly.arnold@buckhannonwv.org](mailto:kelly.arnold@buckhannonwv.org)>  
**Subject:** RE: Victoria Hill Water Storage Tank No. 2 - Concrete Foundation Ring Inspection

Jay,

Hope all are well there as well. CTG's David Mitchell and MASSI's Gary Mann met on site last Wednesday, March 25<sup>th</sup>. Gary's conclusion was that there was little if any change to the radial cracks. David stated that Kelly seemed to be of the same opinion as he had been keeping an eye on them through the cold weather as we discussed last fall. Attached are several photos which seem to support Gary's observations, as well as those of Kelly.

We recommend that the City continue to visually monitor the cracks on a regular basis, perhaps quarterly (or sooner if convenient) and report any significant changes to us and/or MASSI. Recall that MASSI has deemed these cracks of no structural concern; however, they do need to be monitored to keep moisture from entering the cracks and potentially causing spalling and rebar corrosion.

If you have any questions, let us know.

Stay safe,

**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) [<mailto:jay.hollen@buckhannonwv.org>]  
**Sent:** Thursday, April 2, 2020 7:47 AM  
**To:** Belcher, Greg <[gbelcher@chaptech.com](mailto:gbelcher@chaptech.com)>  
**Subject:** Victoria Hill Water Storage Tank No. 2 - Concrete Foundation Ring Inspection

Greg,

Per our email exchanges early last month, I am just inquiring as to whether you've heard from Gary Mann regarding the Victoria Hill Water Storage Tank No. 2 concrete foundation ring inspection.

Thanks in advance.

James S. "Jay" Hollen, III, PE

**D.5 USEPA Risk Assessment & Emergency Response Plan per AWIA** – Jay Hollen gave the Board an update.

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

**E.1 Mayor's Statements- COVID-19 Virus**

- **March 13, 2020 Corona COVID-19 Virus**

CITY OF BUCKHANNON – MAYOR'S STATEMENT– CORONA COVID-19 VIRUS  
March 13, 2020

I want to reassure the citizens of our B-U community that our City is working closely with county health department officials regarding the threat posed by the corona virus. I have spoken with Sue McKissic, director of our county health department, Schools' superintendent, Dr. Sara Stankus, & County Commissioner Sam Nolte regarding their measures to minimize as much as possible the threats posed by this virus. We will be fully collaborative & interactive as public officials as we collectively address this health issue.

I remind all citizens of the basics concerning this matter as offered by our County Health Department- (read memo).

In exercising an abundance of caution, we will close the Stockert Youth & Community Center effective immediately until our public schools reopen. Additionally, the Upshur Youth Arts Exhibition scheduled for tomorrow that was to continue through April 3 will be postponed until our public schools are again open. We apologize for all inconvenience, & especially to our children, but our concern for their health & the health of their families is paramount to all other things.

Our City is a provider of essential services- the core of our efforts is all about emergency services & utilities. We will not in any way nor at any time compromise our delivery of any of those services. City Hall will remain open next week barring any contrary directive from Governor Justice. We are all in THIS together, & I know as we get through the coming weeks, that we'll remain strong as a community with minimal impact upon the health or our residents. On the gamut of under-reacting versus overreacting, it is best to possibly be overreacting. Anyone having an emergency should contact 911 as you normally would. The best source of information about the virus remains the Centers for Disease Control website.

- **March 19, 2020 Pandemic, COVID-19 Virus**

CITY OF BUCKHANNON – MAYOR'S STATEMENT– PANDEMIC, COVID-19 VIRUS  
March 19, 2020

Good evening. I again want to reassure the citizens of our B-U community that our City is working closely with county & state health department officials regarding the threat posed by the corona virus. I spoke with Sue McKisic, director of our county health department just this morning. We continue to have conversations with our school system, & I spoke with Wesleyan president, Joel Thierstein this morning. We've reached out to Sarah Campbell, director of our Senior Center inquiring as to how we can help our most vulnerable, that is, our elderly. Everyone in our City organization is here to minimize as much as possible the threat posed to our citizenry by Covid-19. We will be having twice per week teleconferences with health department, healthcare providers, & county representatives. We will continue to be fully collaborative & interactive as public officials as we collectively address this health crisis.

While there are centuries of quality service to our City represented in this room this evening, I can assure you that none of us ever signed on to tackle a world pandemic. It simply wasn't on anyone's checklist. I wish none of us ever had to learn new virus phraseology such as "social distancing," "self-quarantine," "global pandemic," "Covid-19," "shelter-in-place," "flattening the curve," or the one I detest the most- "the new normal." We are all working under declared state & federal emergencies.

I am saddened by the difficult but very correct decisions to send our college students home for the rest of the semester, to close our public schools, & to cancel our Strawberry Festival. Our restaurants & pubs have gone silent except for take-out. Closures of our movie theatre, bowling alley, JesterLine, & virtually all things recreational- is terrible but necessary.

It is imperative that as an organization, that our City continue to offer our most essential services, delivery of utilities- water, sewage, waste collection; & first response from our police & fire departments. In order to assure continuity of all of those services, we need to protect the health of our employees first & foremost while they discharge these important tasks. Also, our citizenry will be better protected from this health threat if they're not out & about tending to non-essential chores. To that end- & consistent with what many of our sister cities have invoked, I am proposing our Council approve the following emergency measures until our state & federal authorities have determined that the threat has passed.

(1) All City facilities effective immediately, or at least following the conclusion of this evening's regular meeting, will be restricted to employees only. While our City facilities will continue to be staffed, & important work executed- the general public will not be permitted physical access to these facilities, with the exception of general deliveries to our facilities & further with exception to our solid waste transfer station that will continue to receive materials. City Hall, our public safety complex, our water & sewer plants, the streets' garage, Stockert Youth & Community Center, the Colonial Theatre, & the Charles W. Gibson Memorial Library will all be closed to the general public until further notice.

(2) Subject to supervisor approval, certain employees may be authorized to work from home, though given the nature of what we do as an organization, those are very few in number. For employees required to be at their work stations, we will seek to maintain six feet social distancing to minimize virus exposure.

(3) All city departments shall engage in reasonable & appropriate cleaning & disinfection exercises to minimize exposure to the virus.

(4) Municipal Court will be suspended until further notice, & I think it's fair to say we're looking at 30 days or longer before court will resume. Please call 304-472-1651 for assistance with any matters related to a citation or Buckhannon Municipal Court issue.

(5) While we are not closing parks or our river trail, park restrooms will be locked due to recurrent theft & vandalism. Park users should maintain the minimal six feet social distancing, & groups of 10 or more is strictly prohibited & will be monitored by our Police Department. We will suspend park pavilion rentals until this state of emergency has been lifted.

(6) Gatherings of 10 or more people should not occur anywhere within our corporate limits, & meetings of 10 or more City employees shall not occur.

(7) Please call 304-472-1651 for assistance with paying your water utility bills. The City offers an online bill pay, & pay by phone options. The City also has a payment drop box in the rear of City Hall.

(8) Our City will not terminate essential utility services of any customer during the pendency of this state of emergency, however, it is important to recognize that all customers shall ultimately be held fully accountable for the cost of utility services received.

(9) Our City will partner with downtown restaurants to establish curbside pickup through special parking space designations for takeout orders, all to minimize virus exposure while helping to keep our restaurants up & running until this health threat has passed.

(10) Our City strongly recommends self-quarantine measures by all of our citizens to the maximum extent possible until this health threat has passed. The more we isolate ourselves from others, the less likely we are to contract the virus.

I would be remiss if I failed to observe the stalwart service to this community of not only our excellent City staff, but the hospital & healthcare employees who are on the front line of battling this threat. Also, we appreciate the staffs at our grocery stores who are working overtime to stock shelves so that we may all continue to be fed. At some point in the future, we'll celebrate Walmart Day, as the efforts of their store's employees have been monumental during this crisis.

We are all in THIS together, & I know as we get through the coming weeks, that we'll remain strong as a community with minimal impact upon the health of our residents. Anyone having an emergency should contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website.

- **March 24, 2020 State Stay at Home Order**

CITY OF BUCKHANNON – MAYOR'S STATEMENT– STATE STAY AT HOME ORDER COVID-19 VIRUS (Tuesday, March 24, 2020)

Good afternoon. I again want to reassure the citizens of our B-U community that our City continues to work closely with county & state health department officials regarding the threat posed by the corona virus. Everyone in our City organization seeks to minimize as much as possible the threat posed to our citizenry by Covid-19. In light of Governor Justice's "stay at home" order issued yesterday, but to be effectuated this evening at 8:00 p.m., our City will immediately implement several additional measures to



further protect our staff & hence our citizenry. These measures are in addition to those previously announced on March 13 & 19.

First, I want everyone to know that ALL of our employees are essential to our municipal operations. We will not get caught up in the “essential” versus “non-essential” discussion as all activities of our City are deemed to be essential.

Second, in order to protect the health of our fulltime staff & their exposure to this virus, our City is immediately suspending all part-time, seasonal workers without pay until further notice. Our few permanent part-time staffers will be utilized as deemed reasonable & necessary by their respective supervisors. We plan to recall our seasonal employees once the virus threat has passed.

Third, our fulltime staffs will be segregated within each department into two crews, with work staggered one week-on, one week-off. Our supervisors believe this will minimize simultaneously exposing an entire department to covid-19 while maximizing our opportunity to be able to continue to staff all of our essential services. To be clear & as an example, water plant operators & other employees will be assigned to team A or B, & will work one week & then take a week off yielding to the other water plant team. This method will be applied at our sewer plant, waste garage, streets & parks department, & City Hall staffing. All fulltime employees shall be deemed to be “on call” at all times during these emergency measures, & they will continue to receive their regular pay & benefits.

Fourth, our police & fire departments will continue to take measures to minimize mass contracting of the virus by their respective ranks.

Fifth, our Stockert Youth & Community Center will remain completely shut down until after May 1. Our SYCC staff will be reassigned to other administrative duties for our City in the interim.

Sixth, all recycling at Crossroads will be suspended until after May 1, effective immediately. Similarly, curbside recycling will be suspended until after May 1. Our transfer station at Mud Lick will remain open for accepting recyclables as well as regular services. The April “Make it Shine” activities will be postponed until after the virus threat has passed.

Seventh, all meetings for our Consolidated Public Works Board, Stockert Youth & Community Center Board, Planning Commission, Zoning Board of Appeals, Historic Landmark Commission, Animal Care & Control Commission, Police & Fire Service Commission Boards, & any & all other committees, boards, or commissions’ meetings EXCEPT for City Council, Waste Collection Board, Water Board, & Sanitary Board meetings, are cancelled until after May 1.

Eighth, as everyone may appreciate, this situation is very fluid, & changes daily. It is safe to assume that these measures will remain in effect until at least May 1, 2020, & will be reevaluated thereafter.

Ninth, our City strongly recommends self-quarantine measures & compliance with the State’s “stay at home” order by all of our citizens to the maximum extent possible until this health threat has passed. The more we isolate ourselves from others, the less likely we are to contract the virus.

Tenth, avoid going to the grocery store or for other purposes allowed within the State’s “stay at home” order, in groups. You minimize your exposure to the virus by exercising these permitted functions alone.

It is imperative that as an organization, that our City continue to offer our most essential services, delivery of utilities- water, sewage, waste collection; & first response from our police & fire departments. In order to assure continuity of all of those services, we need to protect the health of our employees first & foremost while they discharge these important tasks. Also, our citizenry will be better protected from this health threat if they’re not out & about tending to non-essential chores consistent with the State mandate.

Together, in the coming weeks our B-U community will emerge from this crisis. Anyone having an emergency should still contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website.

**March 26, 2020 COB COVID-19 Letter to Employees Exposure Policy**



March 26, 2020

My Dear City Colleagues-

First and foremost, please know that your service to our City and for our residents is appreciated beyond what my mere words may express. I am so very thankful for and proud of what each of you do- day in and day out for our old place. I said just last week that none of us signed up for this detail, that is- dealing with this horrible virus, this global pandemic- but all we can do right now is get through it together. While most West Virginians are "sheltering in place," virtually all of our City employees are out there- continuing to deliver the essential services for our community. Your service is truly heroic, and we could not do this without each of you. Your labors are not going unnoticed, believe me.

Second, our City administration wants you and yours to be safe and healthy. If you become ill, and particularly if you believe that you have been possibly exposed to the corona virus, aka covid-19, please seek medical attention and the virus test immediately. We have adapted an exposure policy that has been adopted by other cities around us, tailoring this policy to fit our own needs. I'm enclosing that policy for your information and awareness. Amby Jenkins, Jerry Arnold, Tom O'Neill, and I have all had input in the drafting of this policy. If you have any questions or concerns about it, please contact Amby or Jerry immediately.

Third, this situation is very fluid. Just as you hear our president and governor doing their daily press conferences, updating our citizens about the changing nature of things involving this pandemic, so too shall be the case with our City operations. You have my assurance that we will do our best to keep you apprised about changes in our operations as we learn more about the virus and its impact upon us.

In closing, it is our collective mission to keep everyone in our community as safe as we can from exposure to and contracting of the corona virus, but especially each of you so that we do not compromise our mission of delivering our essential services to our residents. Please engage in all of the protocols that have been identified, i.e., social distancing, minimizing travel and thus exposure, being aware of your own health and those around you, sheltering in place as much as you can, etc. We're all in this together, and together we will emerge from this crisis in the weeks ahead. Each of you and yours- shall remain in my warmest thoughts and best prayers.

Most sincerely,

David W. McCauley, Mayor

## CITY OF BUCKHANNON

### COVID-19 Exposure Policy

Potential exposures of City personnel involving a person with laboratory-confirmed COVID-19 or a Person Under Investigation (PUI) who is a person who is awaiting a diagnosis following administration of a COVID-19 test, must notify their respective department head, who will in turn notify the Director of Public Works or Director of Finance and Administration as soon as safely possible.

All City personnel should engage in social distancing practices and recommended personal hygiene practices at all times as directed in West Virginia Executive Order 9-20 and as directed by State and Federal health authorities.

Personnel potentially exposed to a PUI or to a person with laboratory-confirmed COVID-19 are not necessarily required to isolate and/or quarantine. Figure 1 below will be used as a protocol for actions following exposure risks. Self-monitoring should be conducted, twice daily (at minimum) and is not required to be formally documented. However, the employee that is potentially exposed will be required to take their temperature before arriving to work and upon arriving to work and twice throughout the work day.

Any personnel who become symptomatic shall not report to work and shall isolate and quarantine. Personnel can be quarantined at home with family members occupying the same residence provided that members avoid close contact with family members and maintain a 6-foot distance, self-monitor for any of the COVID-19 symptoms, practice and maintain personal hygiene (e.g., constant handwashing), avoid public contact and cooperate with Local and State health departments. Symptoms and time of onset shall be reported to the personnel's respective department head via phone or electronic communications. Symptoms include, but are not limited to, a Fever greater than 99F/37.3C, nasal secretions/excretions, sore throat, cough, shortness of breath.

Personnel shall remain away from work until the following conditions are met:

If Personnel tests positive for COVID-19:

Fever less than 99F/37.3C without fever-reducing medications, AND

Improvement of respiratory symptoms, AND

Negative laboratory-confirmed COVID-19 results from at least two tests at least 24 hours apart

If Personnel is not tested for COVID-19:

At least 72 hours since recovery (Fever less than 99F/37.3C without fever-reducing medications, AND improvement of respiratory symptoms)

Personnel must acquire approval to return to work from his/her respective department head, who will in turn consult with either the Public Works Director or the Director of Finance and Administration.

The HIPAA Privacy Rule protects the privacy of patients' health information (protected health information) but is balanced to ensure that appropriate uses and disclosures of the information still may be made when necessary to treat a patient, to protect the nation's public health, and for other critical purposes.

Some common examples:

A member of the employee’s household has been exposed to someone who has tested positive, but the household member has not exhibited symptoms:

Employee should report to work as directed

A member of the employee’s household has begun to show symptoms (fever, etc...), but has not been tested for COVID-19.

Employee should report to work as directed and regularly check their own temperature. If the employee begins to show symptoms, then stay home until tested or the symptoms are gone for at least 72 hours.

A member of the employee’s household has tested positive for COVID-19:

Employee should refer to the chart on Figure 1 and take appropriate action

The employee encounters a member of the public who is showing symptoms:

Employee should report to work as directed and regularly check their own temperature. If the employee begins to show symptoms, then stay home until tested for the disease or until the symptoms are gone for at least 72 hours.

Figure 1

Epidemiologic risk factors	Exposure category	Recommended Monitoring for COVID-19 (until 14 days after last potential exposure)	Work Restrictions for Asymptomatic HCP
<b>Prolonged close contact with a COVID-19 patient who was wearing a facemask (i.e., source control)</b>			
PPE: None	Medium	Active	Exclude from work for 14 days after last exposure
PPE: Not wearing a facemask or respirator	Medium	Active	Exclude from work for 14 days after last exposure
PPE: Not wearing eye protection	Low	Self with delegated supervision	None
PPE: Not wearing gown or gloves <sup>a</sup>	Low	Self with delegated supervision	None
PPE: Wearing all recommended PPE (except wearing a facemask instead of a respirator)	Low	Self with delegated supervision	None
<b>Prolonged close contact with a COVID-19 patient who was not wearing a facemask (i.e., no source control)</b>			
PPE: None	High	Active	Exclude from work for 14 days after last exposure
PPE: Not wearing a facemask or respirator	High	Active	Exclude from work for 14 days after last exposure
PPE: Not wearing eye protection <sup>b</sup>	Medium	Active	Exclude from work for 14 days after last exposure
PPE: Not wearing gown or gloves <sup>a,b</sup>	Low	Self with delegated supervision	None
PPE: Wearing all recommended PPE (except wearing a facemask instead of a respirator) <sup>b</sup>	Low	Self with delegated supervision	None

\*PPE=personal protective equipment

<sup>a</sup>The risk category for these rows would be elevated by one level if personnel had extensive physical body contact with the person.

The risk category for these rows would be elevated by one level if medical interventions are performed or were present for a procedure likely to generate higher concentrations of respiratory secretions or aerosols (e.g., CPR, intubation/extubation, nebulizer therapy, sputum induction). For example, medical provider who were wearing a gown, gloves, eye protection and a facemask (instead of a respirator) during an aerosol-generating procedure would be considered to have a medium-risk exposure.

- **April 2, 2020 Pandemic, COVID-19 Virus -Additional Measures**

CITY OF BUCKHANNON – MAYOR'S STATEMENT– PANDEMIC, COVID-19 VIRUS  
April 2, 2020

Good evening. Just a few minutes ago, our City Council adjourned from an emergency meeting conducted immediately prior to this regularly scheduled Council meeting. A number of new measures have now been approved & will be effectuated immediately. This is the fourth time since March 13 that our Council has invoked measures designed to slow the spread of the covid-19 virus. Each time I have drafted more stringent restrictions, I pray they will be the last set. These newest measures will see signs installed, grocery stores changing their practices regarding their patrons, patrons having to change their shopping practices, & our parks will be closed to the public until further notice. Desperate times call for desperate measures. That old saying is attributed to Hippocrates, the ancient Greek physician who first wrote those words in his renowned Aphorisms. It's ironic that so many of our current physicians & other healthcare angels are our first line of defense against this killer virus. Hippocrates would be proud.

With the freedom & liberties we are so accustomed to enjoying in the United States, it is extra difficult for us to accept limitations being imposed that restrict them. However, that's precisely what we need to do, & we need to do it right now, not next week, & certainly not next month. We need to self-impose more restrictions now, to save lives later. It's not a question as to whether people will die from this virus, it's a question as to how many of us will die from this virus. If we flatten the curve, it's now projected that 240,000 Americans will succumb to covid-19.

Last week, everyone in our community received a post card from the White House & the Centers for Disease Control. It's captioned "President Trump's Coronavirus Guidelines for America." There are 11 directives on this post card. I want to read them to you. [read post card]

The inconveniences that we must all experience now- the forgone vacations, family reunions, church services, proms, play dates, birthday parties, anniversary remembrances, Easter egg hunts, the Strawberry Festival; the delayed celebrations & tributes of life- weddings, commencements, funerals; the fun stuff- little league baseball, spring high school & college sports, concerts & movies- they affect us all- but we all must cooperate to save each other. Please- I implore you all- do the right thing. Don't travel outside of our community. You risk bringing the disease to us all. Social distance yourselves from others. Do not leave your homes unnecessarily. Minimize your grocery & food runs. Shop alone & shop quickly. Get in & get out. You lessen the odds of exposure to this virus by shopping alone, & shopping quickly. And we do have the greatest empathy for those whose livelihoods are challenged, those who've been laid off, the small business owners who struggle mightily every day they are denied the reopening of their establishments.

Parents- pay heed, don't let your kids venture out. They could end up being the carriers who will expose this silent killer to others you love. This invisible demon knows no prejudice. It is an equal opportunity plague. None of us are impervious to this disease. We are all destructible. Please- be smarter beginning right now- stay alive.

Finally, there are more heroes & sheroes to tell you about. Earlier this week, Chad Corley & Lowes of Buckhannon delivered tons of snacks to our City's first responders at our public safety complex. The ladies of Ashland Sales & Service have made 1500 masks for our healthcare workers & first responders. Caressa Chapman & Fox's Pizza fed the mask makers free gratis. Sheetz is offering free kids' meals. Our school system's bus drivers continue to deliver meals to our B-U kids. Someday, we'll dedicate a bench to those who helped get us through this crisis. If you have someone to nominate as a hero or shero, contact Callie Cronin-Sams at City Hall, or email me. Remember we are all in THIS together, & I know as we get through the coming weeks, that we'll emerge strong as a community, while minimizing the impact upon the health of our residents who this Council is charged to protect.

CITY OF BUCKHANNON – MAYOR'S STATEMENT– PANDEMIC, COVID-19 VIRUS  
April 2, 2020

Good evening. Again, our City officials want to reassure the citizens of our B-U community that our City is working closely with county & state health department officials, & our primary healthcare providers regarding the threat posed by the corona virus. I have spoken earlier this week with Skip Gjolberg, St. Joseph's Hospital CEO, & Rick Simon, Community Care's CEO. Testing for the virus is available at both facilities. We continue to have regular conversations with our school system & WVWC officials. Everyone in our City organization is committed to minimizing as much as possible the threat posed to our citizenry by Covid-19. The twice per week teleconferences with health department, healthcare providers, & county representatives continue, & City officials participate in those discussions. We continue to collaborate & interact as public officials as we collectively address this global health crisis.

I remind our residents that we are all working under declared state & federal emergencies. Our global, regional, & local situation with this virus is very fluid & issues with the pandemic change daily. We remain alert & responsive to federal & state directives & recommendations, processing & acting upon new information daily. We have had a positive test confirmed here in Upshur County. To that end, I am recommending the Council's adoption of additional & admittedly more stringent measures this evening that will be implemented immediately upon Council's approval. These measures are intended to further minimize the spread of the covid-19 virus. If followed, these measures will help prevent contraction & spread of this virus.

It is imperative that as an organization, that our City continue to offer our most essential services, delivery of utilities- water, sewage, waste collection; & first response from our police & fire departments. In order to assure continuity of all of these services, we need to protect the health of our employees first & foremost while they discharge these important tasks. Also, our citizenry will be better protected from this health threat if they're not out & about tending to non-essential chores. To that end- I am proposing our Council approve the following additional, emergency measures until our state & federal authorities have determined that this threat has passed. These measures are in addition to those approved by City Council on March 13, 19, & 24 & are intended to be consistent with our federal & state mandates & guidelines.

(1) In addition to the closure of all City facilities announced on March 19, City playgrounds & parks shall now be closed to the public immediately until further notice. Science indicates that the virus survives for as long as three days on steel & plastic surfaces, both of which materials primarily comprise our playground equipment. We simply cannot guarantee that our residents cannot be infected as a result of visiting our playgrounds. These steps are being taken for the safety of our residents. Similarly, picnic tables & benches permit the contagion's survival for several days. We will remove all picnic tables from Jawbone Park, although Jawbone Park & our River Trail are not included in the parks' closures. The "parks" that are now entirely closed to the public include: (a) City Park on Park Street; (b) North Buckhannon Riverfront Park; (c) Fred Brooke Park; (d) Harley Brown/Rotary Park; (e) Stockert Youth & Community Center playground; & (f) the Buckhannon Dog Park. Our City police department will enforce this mandate, & those refusing to comply will be subject to citation for trespass &/or obstruction of justice. As long as social distancing is maintained, meaning a minimum of six feet apart, residents will be permitted for now to use the River Walk Trail & Jawbone Park. If you're walking your dog, use the bags located there for pet waste disposal. If we continue to receive complaints of people violating the social distancing directive, we will have to close our River Trail, too. The parking lots of all of these parks are included in this closure directive. Anyone other than City or emergency vehicles parked in the parking lots at our parks will be deemed to be in violation of this directive & the law.

(2) Our City's Waste Collection Board is closely adhering to the West Virginia Public Service Commission's directive on waste, that is, garbage collection. To protect our waste crews, garbage must be placed in a toter or bin, & be bagged and tightly sealed. The virus that causes COVID-19 can linger on surfaces for up to 72 hours, thus any exposed, unbagged debris may be harboring the virus & potentially exposes our staff during collection. Garbage not meeting these criteria will not be picked up. This mandate is contained in the PSC's General Order #262.2 entered on March 27, 2020, & is available on the PSC website.

(3) All grocery & convenience stores located within the corporate limits of our City shall each post signage to be displayed by no later than Monday, April 6 at their primary entrance points for patrons urging patrons to shop alone, while seeking to discourage as much as possible entry to their establishments by those under 16 years of age. This signage should also present a good opportunity to yet again remind store patrons that the elderly & those who have challenged immunity systems are the most vulnerable if they contract this virus. This signage shall direct social distancing of at least six feet between patrons while within the store. Those stores uncertain about verbiage for signage requirements may contact the City's information coordinator, Callie Cronin-Sams at City Hall at (304) 472-1651 for assistance.

(4) All persons whomsoever within the corporate limits of Buckhannon shall practice appropriate social distancing of six feet one from another when in any public place. Those intentionally violating the social distancing requirement shall be subject to citation by the Buckhannon Police Department. This includes but is not limited to all public sidewalks, the River Walk Trail, Jawbone Park, & while retrieving pick-up orders in any restaurant. This measure is intended to minimize exposure, transmission, & contraction of the covid-19 virus thus maximizing the health & safety of our residents.

(5) Assemblage of groups of 10 or more persons is strictly prohibited in all public places. This directive will be closely monitored by our Police Department & first steps will be to order dispersal of any group exceeding 10 in number. Refusal to comply with this directive may result in citation issuance.

(6) Travel by residents of our community to places outside of our community is strongly discouraged. Similarly, visitors are strongly discouraged from coming to Buckhannon at this time. Simply stated, strong measures need to be taken by all of us to avoid transporting the virus to our community. We need to consider this as a lockdown moment to minimize the spread of the virus.

(7) Our City strongly recommends continued, self-quarantine measures by all of our citizens to the maximum extent possible until this health threat has passed. The more we isolate ourselves from others, the less likely we are to contract & spread the virus. Please try to limit trips to the grocery store to once per week.



We all continue to appreciate our excellent City staff, the hospital & healthcare employees who are on the front line of battling this threat, the staffs at our grocery stores who are working overtime to stock shelves so that we may all continue to be fed, & the restaurants that continue to offer delivery or pick-up food services.

We are all in THIS together, & I know as we get through the coming weeks, that we'll remain strong as a community with minimal impact upon the health of our residents. Anyone having an emergency should contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website.

## **E.2 Public Service Commission-Suspend Utility Service Terminations**



March 13, 2020

**To all Public Utilities in the State of West Virginia:**

In consideration of the rapidly unfolding events surrounding the coronavirus, and

Aware that citizens of this state are facing a health threat and the prospect of economic disruption, and

Understanding that utility services are helpful in maintaining communications and safe, clean, and sanitary conditions,

The Public Service Commission of West Virginia, effective immediately and until further notice, is urging all utilities to suspend utility service terminations except where necessary as a matter of safety or where requested by the customer.

The Commission will provide additional information as warranted.

**Charlotte R. Lane, Chairman  
Public Service Commission of West Virginia**

**PUBLIC SERVICE COMMISSION  
OF WEST VIRGINIA  
CHARLESTON**

At as session of the PUBLIC SERVICE COMMISSION OF WEST VIRGINIA in  
the City of Charleston on the 24<sup>th</sup> day of March 2020.

GENERAL ORDER NO. 262.1

COMMISSION GENERAL ORDER REGARDING WAIVER OF  
ELECTRIC, GAS, AND WATER RULES RELATED TO  
MONTHLY INSIDE METER READINGS DURING COVID-19  
WEST VIRGINIA STATE OF EMERGENCY

**COMMISSION ORDER**

The Commission temporarily waives requirements that electric, gas, and water utilities perform readings of meters located inside homes which require manual meter reads.

**BACKGROUND**

Commission rules governing electric, gas and water utilities contemplate instances of utility service meters being located within dwellings.<sup>1</sup> For some utilities, Commission rules and/or utility tariffs provide that utilities will read meters on a monthly basis.<sup>2</sup> Although some utilities have the ability to read meters remotely, other meters require manual meter reading.

On March 11, 2020, the World Health Organization declared the COVID-19 virus to be a global pandemic. On March 16, 2020, West Virginia Governor Jim Justice declared a COVID-19 state of emergency for all West Virginia counties (WV State of Emergency). Federal and State authorities are recommending social distancing and limiting person-to-person contact to prevent the spread of the COVID-19 virus.

## **E.3 Mt Hope Water Association Meeting Minutes-February 2020**

Mt Hope Water Association Minutes  
Board of Directors Meeting Monday February 17, 2020

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, February 17, 2020 at 6:00 pm, at the Mt Hope Water Office. The meeting was called to order by President Donnie Tenney at 6:07 pm. Board members in attendance were Donnie Tenney, Tom Davis, Deborah Cvechko, Marcella

Kelley and Navonda Tenney. Also in attendance were Secretary/Treasurer Laurie Adams, Office/Billing Clerk Jessie Fumerola, Alan Westfall, Stephanie Westfall and Jeff May from Quality Water Services LLC.

Minutes from the previous Regular Meeting were approved, motion was made by Tom and seconded by Debbie, motion carried. The Treasurer's Report was presented along with the past month's bank statements, it was approved and accepted for audit. The Water Loss Report was presented and approved. The Truck Report was presented and approved. The Mt Hope Monthly Report was presented and approved. Alan and Jeff presented the Operator's Report. The pump we have been having issues with is still not properly working. The board asked Alan to contact Marteney Electric about the issues. Laurie read a letter from a customer requesting a new tap. The board asked Alan to look into the location of the lines and the area at issue, before proceeding with the request. All leak adjustments presented, were approved, a motion was made by Marcella, and seconded by Navonda, motion carried.

Laurie said that Mt Hope's request for a customer list from Tennerton Sewer PSD has been granted and the new billing process is now in place. The estimate from Atlas for the extension Mr. Hildreth requested has come back at \$20,218.06. A motion was made by Debbie and seconded by Marcella that Laurie would contact Mr. Hildreth with the estimate and tell him if he chose to proceed, he would incur the cost, Atlas would have to do the work and our office would be contacted. Motion carried. The Sentencing Order and Apology letter for Anita Cunningham Wright were presented and discussed. The board then discussed whether or not to proceed with a rate increase. After discussion, the board tabled the decision until the next fiscal year, July 2020. Laurie then asked if the board would like to make a Privacy Policy concerning discussing customers accounts with anyone not on their account. A policy would help the office personnel in dealing with some of the customer issues. A motion was made by Marcella and seconded by Debbie that Mt Hope Water Association Personnel cannot discuss details of a customer's account with anyone who is not of the account, other than the present amount due. Motion carried. The board approved starting the March 2020 meeting at 6:00 pm., even though time will change before the next meeting. The meeting was adjourned by President Tenney at 7:31.

Submitted by: Laurie Adams

#### **E.4 Hodgesville P.S.D. Meeting Minutes February 2020**

*Hodgesville PSD*

*Meeting Agenda*

*February 8, 2020*

*4:00 pm*

*Randy Watson of Thrasher Engineering will be attending the meeting to discuss the upcoming project.*

- A. Call meeting to order.*
- B. Reading/correction/approval of January Minutes.*
- C. Financial Report and approval of bill payments.*
- D. HPSD leak and repair report.*
- E. New Service Report*
- F. Shut off Report*
- G. Customer leaks and adjustments.*
- H. Annual report.*
- I. Customer complaints.*
- J. Adjournment*

2020 was reviewed. Alan Westfall of Quality Water Services also received a copy.

\*Leak was fixed at Professional Arts Plaza.

\* 2 Taps were installed on Spruce Fork for the same customer.

\*Presented the Board with 7 customer leak adjustments which were signed and approved by Roger Ward and Howard Cutright.

There being no further business to discuss the meeting adjourned at 5:15pm

Signed:



**F. Consent Agenda**

**F.1. Approval of minutes from 03/12/2020**

**Motion by Rizo/Nestor to approve minutes from 03/12/2020. Motion carried.**

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

**G.1 Corridor H South Memorandum of Understanding – Waterline Installation by J. F.Allen Co. – Action taken earlier in the meeting. Indexed Water Agreement A195 at City Hall.**

**G.2 Backflow Notification Letter and Inspection – Discussed earlier - No action necessary.**

**G.3 Postponement Water Summit Spring 2020 with Public Service Districts – No action necessary.**

**G.4 Budget Revision – Amby Jenkins explained the necessary Budget Revision.**

WATER BUDGET REVISION 4-9-20		ORIGINAL	REVISION ADJUSTMENT		
<b>REVENUES</b>					
400-366-000-02	GRANT BOAT&ac 2020	\$ -	\$ 13,921.00	\$ 13,921.00	GRANT
400-370-000-01	LATE CHARGES	\$ 19,000.00	\$ 3,600.00	\$ 22,600.00	
400-399-000-00	MISC INCOME	\$ 10,000.00	\$ 25,000.00	\$ 35,000.00	
400-380-000-00	INTEREST INCOME	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	
			\$ 43,521.00		
<b>EXPENDITURES</b>					
400-601-347-00	MAINTENANCE DAM	\$ 5,000.00	\$ (5,000.00)	\$ -	
400-999-682-01	PROPERTY PURCHASE 161 WOOD	\$ -	\$ 5,000.00	\$ 5,000.00	
400-642-346-00	MAINT TREATMENT PLANT EQUIP	\$ 28,000.00	\$ 4,000.00	\$ 32,000.00	FOR FLOW METER
400-642-347-00	PLANT LAB MAINT & SUPPLIES	\$ 15,000.00	\$ (4,000.00)	\$ 11,000.00	MOVE TO 642-346 FOR FLOW METER
400-642-348-00	CHEMICAL COSTS	\$ 150,000.00	\$ 24,850.00	\$ 174,850.00	BOARD WANTS 90 DAY SUPPLY
400-920-350-00	LEGAL EXPENSE	\$ 6,500.00	\$ 1,000.00	\$ 7,500.00	CLOSING BOOKS
400-999-190-00	VARIOUS OTHER PROJECTS	\$ -	\$ 3,750.00	\$ 3,750.00	
400-999-130-00	GRANT BOAT&AC 2020	\$ -	\$ 13,921.00	\$ 13,921.00	GRANT
			\$ 43,521.00		

**Motion to approve the proposed budget revision made by Thomas/Rizo. Motion carried.**

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

- **Board Member Thomas** – He reminded everyone to stay safe.
- **Board Member Nestor** – He spoke about having a long-range plan for the department considering emergencies such as what we are experiencing.
- **Board Member Rizo** – He recognized the employees of this department are truly essential.
- **City Recorder Sanders**- Thanked everyone for their hard work and dedication to keeping everyone safe and healthy.

**I. Mayor’s Comments and Announcements:**

**Mayor McCauley** – The Mayor ask about the possibility of retiring the Corhart and Tennerton water storage tanks, replacing them with one larger tank. Mr. Hollen discussed the pros and cons but indicated that it would be something to look at, after some of the other major projects were implemented. The Mayor also ask that we continue to explore raw water storage. Mr. Hollen agreed noting that it would be a way to have enough water on hand to provide a 2 - 3 day supply during a severe drought

**J. Adjournment**

**There being no further business to be transacted, motion to adjourn at 5:06 PM by Thomas/Rizo. Motion carried.**

**Mayor David McCauley**

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**City Recorder Randall H. Sanders**

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