

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

A regular meeting of the Buckhannon Water Board was held on Thursday, August 13, 2020 at 4:00 p.m. in Council Chambers of City Hall. The following was in attendance:

Robbie Skinner	Mayor	Present
Randy Sanders	City Recorder	Present
Jack Reger	Board Member	Present
David Thomas	Board Member	Present
Don Nestor	Board Member	Present
Erasmus 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
Callie Cronin-Sams	Grants & Information Coordinator	Absent

Guests: None

**Meeting Agenda Posted 08/11/2020**

*To Participate in a Utility Board meeting during the COVID-19 Safer at Home Order,  
Please contact us at 304-472-1651 for the GoToMeeting link/access*

***City of Buckhannon Water Board - 4:00pm in Council Chambers of City Hall  
Meeting Agenda for Monday, August 13, 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 **James Gregory-Reconnection Fee**
- C. **Financial Report-Amby Jenkins**
  - C.1 **July 2020**
- D. **Department Report**
  - D.1 **Water Department Report (Kelly)**
  - D.2 **Deer Creek Water Storage Tank Repair**
  - D.3 **Settlement Basins Repair**
  - D.4 **Industrial Park Booster Station Update**
  - D.5 **ACP Waterline Update**
- E. **Correspondence and Information**
  - E.1 **Elkins Road P.S.D. Meeting Minutes-June & July 2020**
  - E.2 **Mt Hope Water Association Meeting Minutes-June 2020**
  - E.3 **Mid Atlantic Storage System, Inc. Deer Creek Water Storage Tank Repair Proposal**
  - E.4 **Portable Water Systems, Deer Creek Water Storage Tank Portable Hydro-Pneumatic Tank Proposal**
  - E.5 **Dominion Energy Brushy Fork Rd Waterline Usage Update-ACP Water System Improvement Project**
  - E.6 **Letter WVML RE: NLC Service Line Warranty Program**
  - E.7 **Atlantic Coast Pipeline LLC- Cancellation & Related Updates**
  - E.8 **Letters WVDHSEM RE: Invoice #7 & Change of Scope #1 Budget Revision-Emergency Power Generator FEMA**
  - E.9 **COB & UC Health Department-Notice of Violation-Backflow Preventer-Country Time Cooking**
- F. **Consent Agenda**
  - F.1 **Approval of Minutes -July 9, 2020**
- G. **Strategic Issues for discussion and vote**
  - G.1 **Discussion Class IV Water Plant Operators Compensation**
- H. **Board Members Comments and Announcements**
- I. **Mayor's Comments and Announcements**
- J. **Adjournment**

Revised Posted 08/11/2020

Next Water Board Meeting is scheduled for September 10, 2020 at City Hall

- A. Call to Order** – The meeting was called to order by Mayor Skinner at 4:00pm.  
**A.1** The Mayor invited all those in attendance to join in a moment of silence.  
**A.2** The Pledge to the Flag of the United States of America was led by Don Nestor.

**B. Recognized Guests:** James Gregory-Reconnection Fee – Mr. Gregory was not in attendance either in person or by phone. Amby Jenkins reported that Mr. Gregory was upset that he was being charged a \$50

reconnection fee for his water service. His service had been shutoff recently due to non-payment. The city employees explained to him that it was part of our tariff that we charge a fee for reconnection. A discussion took place regarding the procedure that we go through prior to performing a shutoff. No action regarding James Gregory's account was taken.

**C. Financial Report:**

**C.1 June 2020** – Amberle Jenkins reported that our balances on hand as of July 31, 2020 were as follows

- Money Market & Checking has a balance of \$166,968.79 – includes the ACP funds of \$6,421.08
- 2% Depreciation Fund has a balance of \$384,722.10
- CD at Citizens Banks is at \$579,232.83
- Savings Account has \$1,521.55.

In July we had revenues of \$203,398.84 and expenses of \$204,333.83.

She also reminded the Board that the last rate increase for Water was in November of 2016 and was part of a two-phase increase 2015-16. Amby has contacted Todd Dingess of Smith, Cochran & Hicks regarding a rate study. Mr. Dingess wants to wait until after the 6-30 financial statements are complete. Richard Trent, CPS is working on those with Amby now.

WV Rural has contacted us on behalf of the Governor's Office (RE: CARES funding) asking for a total amount of the delinquent accounts from March 1, 2020 to now. Delinquent accounts for Water totals \$13,945. This does not count HPSD that is in deferred agreement. The Board discussed the outstanding balance from HPSD, which Amby reported that they were keeping up with their agreement.

As for bills being paid, Amby pointed out the higher ones, which include:  
\$24,000.00 to Disbursement Account – Re: Deposit to fund ACH for HSA;  
\$1,000.00 to Mid Atlantic Storage Systems – Re: Deer Creek Tank Repair;  
\$4,963.83 to the Public Service Commission – Re: PSC Assessments - Revenue Assessment;  
\$7,298.78 to Tyler Technologies – Re: Yearly Service & Maintenance.

**A motion to approve the July 2020 Financial Report was made by Nestor/Thomas. Motion carried unanimously.**

**D. Department Report-** Kelly Arnold and Jay Hollen provided an update to the Board on the following items:

**D.1 Water Dept. Report (Kelly)**

**CITY OF BUCKHANNON WATER DEPARTMENT**

**Monthly Report for July 2020**

- Water leaks – 2
- Weekly safety meetings took place
- Locates
- Renewed service - 3
- New Services - 1
- Residential meters tested - 0
- Public Service District meters tested - 0
- All meters were read in system
- Repaired fencing at the Clow Tank
- Will be working on the dam
- Basin are repaired
- Worked on plumbing for Fire Service at the Theatre
- Repairs on Deer Creek Tank starting on 8/24/20
- Clearing brush from ROW's and tank sites
- Clearing out valve boxes
- Repair meter barrels
- Maintenance booster stations
- Hydrant flushing possible in later in the year
- GPS valves, services, leaks for past year
- 67.14 million gallons of water treated for month of July - 2.24 million a day
- Cost per million gallons were treated for June was \$194.32
- 65,455 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered -347
- Non-Payments – 0
- Continue to work on back-flow/cross-conn program
- Maintenance equipment

Month: Jun-20

			<u>Monthly Total</u>	<u>Y-T-D</u>	
Million Gallons Treated:			62.3	779.1436	
Total Chemical Treatment Cost:			9450.608	149584	
Cost per Million Gallons:			151.6952	191.9852	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.064	lb	572	608.608	12235.63
Chlorine	0.375	lb	1500	562.5	6754.875
Fluoride	0.55	lb	350	192.5	2667.5
KMnO4	3.00	lb	473	1419	4501.5
NaMno4	1.4	lb		0	27014.4
Lime	0.15	lb	1105	165.75	2610.75
Premier Pac	0.35	lb	10780	3773	57167.36
Soda Ash	0.295	lb	7150	2109.25	27022
Sodium Hex	1.55	lb	400	620	9610
Smart-Phos	14.16	GAL		0	0
				<u>9450.608</u>	<u>149584</u>

The Mayor ask for an update on the electrical system/upgrades that were made to the plant. Kelly reported that while we have had the electrical service upgraded from the pole into the plant, there is still work within the plant that needs to be done. Kelly explained there is a lessening of startups and shutdowns because of new filters that were installed. Amby explained that the electrical service upgrade that was done was at a cost of about \$300,000 was paid for with the remainder of the bond money.

Jay reviewed a discussion he recently had with the WV Division of Emergency Management (WVEM), who oversees the FEMA generator grants regarding the possible reimbursement of funds expended by the Water Department for the purchase and installation of a new Automatic Transfer Switch (ATS) at the Water Treatment Plant (WTP) due to an emergency replacement purchase of a new transformer due to the fact that the existing transformer was not working properly and had to be replaced.

Jay gave a brief synopsis of the repairs made at the WTP last year, which included the purchase & installation of a new ATS because of the fact that the existing ATS would not operate with the new transformer that was purchased for the WTP. The new ATS cost approximately \$58,000.00, which included labor, equipment, and materials.

However, Jay explained to WVEM that a new ATS was accounted for in FEMA Generator Grant #2 at a cost of approximately \$53,000.00. He also explained to WVEM that since the new transformer and ATS were emergency replacements, and not planned purchases, would WVEM and FEMA consider the reimbursement of only the ATS only since it was included as part of the approved grant project.

After discussion, it was determined that if the Water Board was willing to contribute \$5,000.00 towards the purchase of the new ATS (\$58,000.00-\$53,000.00) since the purchase & installation of a new ATS was already approved, the City could invoice and be reimbursed the \$53,000.00 that was going to be required once the generator project went to discussion, provided that the proper invoices and paperwork were submitted.

Jay mentioned that he was prepared to submit the necessary paperwork to WVEM in September for reimbursement.

Don Nestor ask Kelly about water quantity and quality this summer. Kelley reported that we had not had any such problems. Don also ask about the ACP, is our early warning detection system affected. Jay said the third system was never installed. The other two, which came from grants, are in our system.

**D.2 Deer Creek Water Storage Tank Repair** - As noted above, the repairs will start on 8/24/20. Both Kelly and Jay provided an overview on the repair procedures. Mid Atlantic Storage System, Inc. will be doing the repairs with the storage tank being provided by Portable Water Systems, LLC. Reference was made to the supporting document outing the work that is in the packet as Items E.3.

**D.3 Settlement Basins Repair** – These repairs are complete per Kelley.

**D.4 Industrial Park Booster Station Update** – Both Kelly and Jay gave an update on this. The booster station came in and has been set. They still have some issues that need corrected. We are a part of the conversations but the UCDA is the client and will continue to work with the contractors to address these concerns. Mr. Thomas recommended that Jay contact Rob Hinton of the UCDA to make sure he is aware of all that needs corrected.

**D.5 ACP Waterline Update** – Jay Hollen reported that he had received an email authorizing us to use those funds for our current needs and we are also free to use the system as we see fit. A discussion regarding the benefits that our City received from the ACP project. We should send a thank you to Dominion Energy. See E.5).

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

### E.1 Elkins Road P.S.D. Meeting Minutes-June & July 2020

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
June 2, 2020

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, June 2, 2020.

Chair, Carey Wagner, called for a Moment of Silence for our Country.

Chair, Carey Wagner, called the meeting to order at 4:30 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-Lizzy Wilson, System Operator-David Wamsley

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

Recognize that three (3) customers were present.

#### APPROVAL OF MINUTES

Minutes of May 12, 2020 were presented for approval. Sonny Matthews made a motion to approve the minutes as presented. Seconded by Larry Heater. 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

#### PHASE III EXTENSION PROJECT

No invoices were presented for payment approval.

Discussion followed on Phase III contracts. All four (4) contracts have been awarded and just need to be signed by the appropriate entities for execution. Funding documents will be brought to the PSD office by Steptoe & Johnson (John Stump, Katy Mallory) for signatures and documentation in minutes on the 10<sup>th</sup> of June at 5:00 p.m. First draw paperwork will be also be brought with Steptoe & Johnson for signatures

#### SPECIAL GUEST

Rhett P. Dunsbury, District Representative for Hon. Alex X. Mooney, attended our meeting to see how our Phase III Extension was progressing.

#### MAINTENANCE

Dave Wamsley, System Operator, discussed the May Maintenance Report which he had prepared for the meeting. Dave also prepared a leak detection report which he presented to the Board with his maintenance report.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 5:03 p.m.

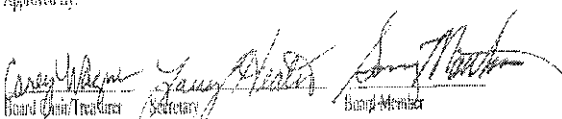
The next special meeting will be held on Wednesday, June 10, 2020 at 5:00 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, Larry Heater/CD

Attachments: Agenda  
Sign in Sheet

Approved by:

  
Carey Wagner      Larry Heater      Sonny Matthews  
Board Chair/Treasurer      Secretary      Board Member

Elkins Road Public Service District  
Board of Directors' Special Meeting  
June 10, 2020

A special meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Wednesday, June 10, 2020 at 5:00 PM.

Chair, Carey Wagner, called the meeting to order at 5:00 pm.

Members Present were: Chair/Treasurer, Carey Wagner; Board Secretary, Larry Heater; Board Member, Sonny Matthews.

Staff: Office Manager, Carolyn Douglas

Recognize that two (2) customers were present.

**ITEMS FOR DISCUSSION**

**Phase III Loan Funding Resolutions**

John Sump, Staploe & Johnson, came to the meeting with four (4) resolutions for Phase III Loan Funding approval and signatures.

- a. To consider and act upon a proposed Rules of Procedure Resolution. Larry Heater made a motion to approve and act upon. Sonny Matthews seconded. Motion carried.
- b. To consider and act upon a proposed Bond Resolution entitled: RESOLUTION AUTHORIZING THE ACQUISITION AND CONSTRUCTION OF IMPROVEMENTS AND EXTENSIONS TO THE EXISTING PUBLIC WATERWORKS SYSTEM OF ELKINS ROAD PUBLIC SERVICE DISTRICT AND THE FINANCING OF THE COST, NOT OTHERWISE PROVIDED, THEREOF THROUGH THE ISSUANCE BY THE DISTRICT OF \$7,000,000 IN AGGREGATE PRINCIPAL AMOUNT OF WATER REVENUE BONDS SERIES 2020 A (WEST VIRGINIA INFRASTRUCTURE FUND); PROVIDING FOR THE RIGHTS AND REMEDIES OF AND SECURITY FOR THE REGISTERED OWNERS OF SUCH BONDS; AUTHORIZING EXECUTION AND DELIVERY OF ALL DOCUMENTS RELATING TO THE ISSUANCE OF SUCH BONDS; APPROVING, RATIFYING AND CONFIRMING A LOAN AGREEMENT RELATING TO SUCH BONDS; AUTHORIZING THE SALE AND PROVIDING FOR THE TERMS AND PROVISION OF SUCH BONDS AND ADOPTING OTHER PROVISIONS RELATING THERETO. Sonny Matthews made a motion to approve and act upon. Larry Heater seconded. Motion carried.
- c. To consider a Draw Resolution for the payment of invoices from the Bonds. Sonny Matthews made a motion to approve and sign. Larry Heater seconded. Motion carried.

- d. To consider a Sweep Resolution for the payment of invoices from the Bonds. Sonny Matthews made a motion to approve and sign. Larry Heater seconded. Motion carried.

**BUDGET FOR FY 2020 - 2021**

The new Budget for FY 2020 - 2021 was presented for review and approval. Sonny Matthews made a motion to approve the new Budget. Larry Heater seconded. Motion carried.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 6:00 pm.

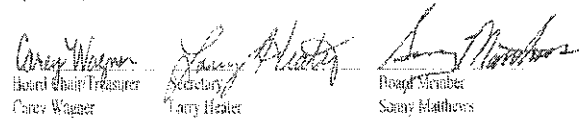
The next regular monthly meeting will be held on Tuesday, July 7, 2020 at 5:00 p.m.

Respectfully submitted,

ERPSD Board of Directors Secretary, Larry J Heater, CD

Attachments: Agenda  
Sign In Sheet

Approved By:

  
Board Chair/Treasurer Carey Wagner      Secretary Larry Heater      Board Member Sonny Matthews

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
July 7, 2020

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, July 7, 2020.

Chair, Carey Wagner, called for a Moment of Silence for our Country.

Chair, Carey Wagner, called the meeting to order at 5:00 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 Lizzy Wilson; System Operator David Woadley

Unless otherwise stated all motions passed by vote 4-0.

Recognize that four (4) customers were present.

**APPROVAL OF MINUTES**

Minutes of June 2, 2020 Regular Monthly Meeting and June 10, 2020 Special Meeting were presented for approval. Sonny Matthews made a motion to approve the minutes as presented. Seconded by Larry Heater. 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. Seconded by Larry Heater. Motion carried.

**SELECT AN AUDIT COMMITTEE**

Since the State Auditor's Office is now involved in all audits for PSD's, Municipalities etc. for water and sewer, in order to comply with their guidelines, we have to appoint three people (at least one from the Board) as an audit committee. After some discussion it was decided that the following people would be on that committee: Carey Wagner (Chair/Treasurer), Larry Heater (Secretary) and Carolyn Douglas (Office Manager). Sonny Matthews made a motion to accept the team as stated. Seconded by Larry Heater. Motion carried.

**PHASE III EXTENSION PROJECT**

Second Draw Request from DCA Item for phase III was presented by Curt Smith (Region VII) for signature and payment. Sonny Matthews made a motion to sign and pay invoices. Larry Heater seconded. Motion carried.

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
July 7, 2020

**PHASE III EXTENSION PROJECT**

Michael Shaffer an inspector with Chapman Technical Group came to the meeting to get acquainted with the Board and all of the people he would be working with while the extension is being completed. Greg Belcher was called on the phone and attended the meeting this way to answer any questions the Board may have. According to Greg the contractors will be working any day now just waiting on WV DCA to give them the go ahead.

**ADDITIONAL GUESTS**

Jack Marteney (customer) attended our meeting to once again request that the hydrant beside his driveway be moved. The Board told him they would get an estimate and get back to him but reminded him that the hydrant was placed where it is for it to be placed. Paul Bailey (Beech Run Road) attended to voice his opinions of the work they are about to start on Beech Run Road for Phase III Extension. Mr. Bailey wanted to know why it had taken them so long to get water out this road and the Board explained that we had to wait our turn for funding and that takes time.

**MAINTENANCE**

Dave Woadley, System Operator, discussed the June Maintenance Report which he had prepared for the meeting. He was asked to continue to find leaks and try and get the maintenance for water loss down even more. It has come down since then on change.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 6:30 p.m.

The next meeting will be held on Tuesday, August 4, 2020 at 5:00 p.m.

Respectfully submitted,

ERPSD Board of Directors Secretary, Larry J Heater, CD

Attachments: Agenda  
Sign In Sheet

Approved By:

  
Board Chair/Treasurer Carey Wagner      Secretary Larry Heater      Board Member Sonny Matthews

## E.2 Mt Hope Water Association Meeting Minutes-June 2020

Mt Hope Water Association Minutes  
Board of Directors Meeting Monday June 15, 2020

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, June 15, 2020 at 6:00 pm, at the Mt Hope Water Office. The meeting was called to order by President Donnie Tenney at 6:00 pm. Board members in attendance were President Donnie Tenney, Vice-President Brock Perkins, Brian Elmore, Tom Davis, Deborah Cvechko, Marcella Kelley and Navonda Tenney. Also in attendance were Secretary/Treasurer Laurie Adams, Office/Billing Clerk Jessie Fumerola, Jeff May and Stephanie Westfall, from Quality Water Services LLC.

Minutes from the previous Regular Meeting were approved, motion was made by Debbie and seconded by Marcella, motion carried. The Treasurer's Report was presented along with the past month's bank statements, they were 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. Jeff presented the Operator's Report. The leak adjustments were all approved, motion was made by Brock and seconded by Brian, motion carried. Franklin Tenney spoke briefly about his plans to purchase a water tap and asked how much the minimum bill was. There was discussion about the water tank at Wilfong Hill and the proposal from Mid Atlantic Storage Systems. The board decided to have the tanks inspected and request written reports. The back porch has been removed and replaced with concrete steps. Jeff spoke about a digital mapping request through Horner Brothers. A motion was made by Brian and seconded by Brock giving Jeff authority to proceed with all details and purchase the digital mapping at \$750.00, motion carried. The outdoor light at Pump Station 3 is not working and does belong to Mt Hope Water. Pictures of it's condition, were presented. Brian said he would contact Spotloe Electric to get an estimate on the repair of that light and lighting issues in the Mt Hope Water Office. Laurie told the board we would be doing Shut Off's for non-payment this month. She has an email from the PSC stating we could as long as we follow proper procedures. The storm door in the office needs to be replaced as opposed to removed to protect against weather. A motion was made by Brian and seconded by Debbie to purchase a new storm door and Lowes, motion carried. Atlas is presently working on the PRV valve on the Tallmansville Rd. They recommended we rebuild the two valves that are leaking. A motion was made by Brian and seconded by Tom to direct Jeff to contact Kyler at Atlas about ordering and installing 2 new valves while they are working on the PRV, motion carried. The a/c at Pump Station 3 is not working, ComfortTech has looked at the unit and has emailed their estimates to repair or replace. A motion was made by Marcella and seconded by Navonda, to accept and proceed with the \$1450.00 repair cost, motion carried. Brock said he has ordered 3 more security cameras to be installed outside. They are from the same company we purchased the inside system from. The cost is \$300.00. Brian said John, who installed our inside system, is willing to install the outside cameras, no price was given. The meeting was adjourned at 7:20, motion was made by Tom and seconded by Brock, motion carried.

Submitted by: Laurie Adams

## E.3 Mid Atlantic Storage System, Inc. Deer Creek Water Storage Tank Repair Proposal



**MID Atlantic Storage Systems, Inc.**

QUALITY DIRECTORS OF **ACQUASTORA** **DISCOVER & WELD** TANKS

PROPOSAL  
# K-2871, June 29, 2020

TO: Kelly Arnold  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26031  
PH: 304-472-2530  
Email: [kelly.arnold@buckhannonwv.org](mailto:kelly.arnold@buckhannonwv.org)

This PROPOSAL is offered to City of Buckhannon, hereafter called the BUYER, by Mid Atlantic Storage Systems, Inc., hereafter called the SELLER, for the following improvements/repairs to be made to the existing Aquastora glass-coated, bolted steel water storage tank as manufactured by A.O. Smith, Inc. of Dekalb, IL.

**TANK OWNER:** City of Buckhannon, Buckhannon, WV

**REFERENCE:** (1) Model 2028 SSWT (20' dia. x 28' tall - 84,000 gallons) - MIP # 5010948 and installed by Mid Atlantic Storage Systems, Inc. back in 2001

### SCOPE OF WORK - INTERIOR

**Option # 1 -** Mid Atlantic Storage Systems, Inc. proposes to re-edge coat/recoat ALL of the horizontal and vertical interior tank seams and bottom manway on the existing Aquastora glass-coated, bolted steel water storage tank. The sealant is used to ensure that the tank is "liquid tight", as well as to protect the panel sheet edges from corrosion. Over time, the sealant degrades and needs to be re-applied. An interior recoat is typically required sooner than an exterior recoat. Unlike an exterior recoat, an interior recoat requires the tank to remain out of service for approx. 5 - 7 days in order for the sealant to properly cure.

**Option # 2 -** Mid Atlantic Storage Systems, Inc. proposes to provide and install new sacrificial anode bars on the inside floor of the existing Aquastora glass-coated, bolted steel water storage tank. The exact number of anode bars is determined by the conductivity of the stored water and the size of the tank. A tank of the size normally takes (2) anode bars. The sacrificial anode bars are part of a new NSF approved cathodic protection system which was not available at the time that the above referenced tank was originally installed. The anode bars assist with protecting the tank interior wetted surfaces from excessive corrosion.

**Option # 3 -** Mid Atlantic Storage Systems, Inc. proposes to inspect the interior of the tank and repair any other misc. minor glass chips, etc., in the tank coating using the std. tank sealer to prevent potential corrosion, etc.

### SCOPE OF WORK - EXTERIOR

**Option # 4 -** Mid Atlantic Storage Systems, Inc. proposes to complete an exterior "chemical wash" of the roof and tank sidewalls with a mild solution of muriatic acid in order to remove as much of the existing streaking as possible and restore the exterior appearance.

### PRICE

The total PRICE for Labor, Materials and Equipment (per each tank) offered herein is:

Option # 1: \$ 7,815	Option # 4: \$ 2,825
Option # 2: \$ 1,000 (\$ 500 ea.)	Option # 5: \$ 9,171
Option # 3: \$ No Charge	Option # 6: \$ 3,140
	Option # 7: \$ No Charge

Note: The customer may pick and choose ALL or a combination of the above.

### TERMS

The PRICE is to be remitted net 30 days on monthly invoices submitted for materials delivered to the jobsite and work performed during that month. NOTE: a 1.25% monthly (15% annual) service charge will be assessed on past due accounts. Price retainer is not acceptable.

### VALIDITY

The PRICE is valid for your written acceptance no later than September 29, 2020. Beyond these times SELLER reserves the right to revise pricing as necessary.

### RESCHEDULING FEE

A \$ 2,500 Rescheduling Fee will be applied to any tank rehab project that is cancelled by the tank owner within 7 days of an agreed upon start date. However, this fee will be waived if Mid Atlantic is able to reschedule the rehab crew to another project with no delay in their work schedule.

The above referenced tank is approximately 19 years old.

We appreciate the opportunity to provide you with this PROPOSAL and look forward to your favorable acceptance.

Sincerely,

*Ryan Lynch*  
Ryan Lynch  
Inside Service Manager

### BUYER ACCEPTANCE

The undersigned accepts this PROPOSAL and all its terms and conditions as a binding contract subject only to the approval of the credit of the BUYER by the SELLER which shall not be unreasonably withheld.

COMPANY City of Buckhannon Water Department

BY Robert J. Slone TITLE Mayor of Water Board Chair

SIGNATURE [Signature] DATE 6-19-2020

*Options #1, #2, #3, #4, #5, #6, #7 was accepted on a total of \$16,956.66*

## E.4 Portable Water Systems, Deer Creek Water Storage Tank Portable Hydro Pneumatic Tank Proposal

### Portable Water Systems, LLC

8473 Riverland Ave SW  
Navarre, OH 44662

Phone: 330-758-4009

August 4, 2020

Fax: 330-758-3144

City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201  
ATTN: Kelly Arnold

#### Proposal

We are pleased to present this proposal to provide a portable hydro-pneumatic tank for temporary water storage. The tank will be moved in, setup, and removed once the project is completed.

#### Deer Creek Tank Project

Provide 2,950 gallons of total storage capacity with a hydro-pneumatic tank. The tank will be connected to a 2" tap (owner will install in valve vault at tank site). A sensing line will be connected to temporary tank and the existing transducer located in same valve vault.

1st 30 days TOTAL= \$5,815.00

Additional rental time, if needed will be \$75.00.00 per day after the first 30 days

#### Items Included in this Quotation

- 2,950 in total storage capacity delivered to Deer Creek water tank site
- (2) 2-1/2" X 50' hose to connect to owner provided 2" connection point
- 1/2" sensing line to connect to existing transducer
- Kunkle Model 20 Pressure relief Valve

Add \$550.00 per day plus expenses per technician for labor and travel expenses beyond the standard setup if the contractor elects our setup team to stay and address any additional matters

#### Items not included in this proposal

- Pumps
- Taps or line connections to the system
- Tow vehicle/equipment. In order to mobilize and demobilize this project our semi truck with trailer and pickup truck with trailer will need to be able to travel all roads, access ways, and/or drive-ways without the assistance of other equipment or tow vehicle. If tow vehicles/equipment are needed to assist in the mobilizing or demobilizing this project site those vehicles/equipment will be provided and operated by others. It shall also be understood that Portable Water Systems, LLC must agree in the proposal method of tow and can refuse any procedure or equipment that Portable Water Systems, LLC thinks will cause damage to its own vehicle and equipment
- Road Permits, Bonding for roads, or special fees etc. If any roads, routes, highways, or interstates require special provisions to drive Portable Water Systems, LLC's equipment on them, all requirements will be paid for and acquired by others.
- Site Preparations. It is understood that Portable Water Systems, LLC tanks/equipment must be placed on a level surface capable of handling the weight of the equipment full of water. Any and all site work required to place the equipment will be acquired and paid for by others

- Any and all types of freeze protection. It is understood that Portable Water Systems, LLC tanks/equipment are susceptible to freezing conditions.

- Water Sampling and testing. It is understood that any water sampling or water testing that is required to be able to use Portable Water Systems, LLC tanks/equipment will be completed by and paid for by others

- Any type of fencing or barricades. All fencing and/or barricades will be provided by and paid for by others

- Site Restoration. It is understood that the tank/equipment can and will leave an impression in the ground and ruts can be created by the vehicles being in the tanks/equipment. Any and all restoration that may be required will be completed by and paid for by others.

#### Notes

- It is understood that Portable Water Systems, LLC is a first come first served business and this quotation is only good if the quoted tanks are available at the time of need.

- Roadway restrictions. It is understood that the quoted tank/equipment may be oversized by weight, height, or width. Should the quoted piece of equipment not be legally able to travel the required roads to access the site then this quotation is null and void.

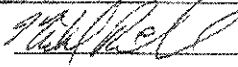
- It is understood that Portable Water Systems, LLC will make every effort to remove all equipment from the project site in a timely fashion after the completion of the project.

- This quotation is good for 30 days if you accept this quotation please call and we will issue a proposal. No work will begin without a signed proposal.

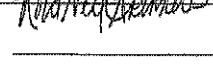
- Our company provides 1,000,000 in General Liability Insurance, Worker's Compensation above State required limits and adequate automobile insurance. Any requirements above these amounts will only be added at the customer's expense. There will also be an additional charge of \$50.00 to any customer requesting to be added as an additional insured on our General Liability Insurance.

- By signing and dating our issued proposal for a project you will also agree to release, waive, discharge and covenant not to sue and hold harmless from any and all liability, claims, costs and expenses which may or may not be related to any loss, damage, or injury, that may be sustained in the process of renting the equipment.

BY



BY



Print Michael Ritterbeck - Member

Print

Robert N. Skinner, III

Date 8-5-2020

Date

8-4-2020  
L. Hauer +  
Water Board  
Chair

## E.5 Dominion Energy Brushy Fork Rd Waterline Usage Update-ACP Water System Improvement Project

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

**From:** brittany.d.moody@dominionenergy.com  
**Sent:** Friday, August 7, 2020 11:06 AM  
**To:** Jay Hollen  
**Subject:** RE: Re: RE: RE: ACP News and Questions

Jay,

Please use the remaining funds to perform your commissioning and you are free to use the system as you see fit for the city. Please let me know if you have any questions.

Thanks,  
Britt

## E.6 Letter WVML RE: NLC Service Line Warranty Program

T2 P1 168 \*\*\*\*\*AUTO\*\*MKED AADC 520  
David McCauley  
Mayor  
City of Buckhannon-WV  
70 E Main St  
Buckhannon, WV 26201-2274

July 7, 2020

Dear David:

With the current challenges we are facing, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses. The West Virginia Municipal League (WVML) is pleased to, once again, endorse the National League of Cities (NLC) Service Line Warranty Program, a program providing this protection to homeowners, as a preferred program partner this year.

Offered at no cost to League members, the NLC Service Line Warranty Program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$8,500 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for West Virginia cities to participate
- Revenue share component to help drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

Twenty-three West Virginia municipalities currently offer the program, which has saved West Virginia homeowners over \$1 million in repair costs over the past three years. This is the only program of its kind endorsed by the National League of Cities and multiple state leagues.

The program is offered by HomeServe, a leading provider of home repair solutions in North America with an outstanding national reputation. We encourage you to consider joining over 850 U.S. municipalities in adopting the NLC Service Line Warranty Program for your citizens.

For more information, please contact Emilee Zaifini of HomeServe. She can be reached at 724-749-1060 or [Emilee.Zaifini@homeserveusa.com](mailto:Emilee.Zaifini@homeserveusa.com). Their website is [www.NLC.org/service-line](http://www.NLC.org/service-line).

Sincerely,



Travis L. Blosser  
Executive Director  
West Virginia Municipal League

## E.7 Atlantic Coast Pipeline LLC- Cancellation & Related Updates

City Of Buckhannon, A Municipal Corporation  
70 E Main Street  
Buckhannon, WV 26201

**RE: Atlantic Coast Pipeline Cancellation and Related Updates**

Dear City Of Buckhannon, A Municipal Corporation:

As a landowner along the Atlantic Coast Pipeline (ACP) route, we want to update you on the status of the ACP project.

On July 5, 2020, Atlantic Coast Pipeline, LLC (Atlantic) announced the cancellation of the ACP project. This was a very difficult decision, but a necessary one given the unacceptable layer of uncertainty and anticipated delays surrounding the project. The ACP was developed to meet the growing energy needs of communities across our region and to support the transition to cleaner energy. While the need for new infrastructure in our region remains, there is simply too much legal and regulatory uncertainty to continue moving forward with the ACP project.

- Whether you've been involved for six years or one month, we want to express our gratitude for your collaboration with our team. We appreciate your patience throughout planning, surveys, construction and recent delays.
- We are committed to keeping affected landowners informed about our plans, as we work with local, state and federal regulators to determine how best to minimize the environmental impact associated with any restoration necessary for the rights of way.
- We will be evaluating the best path forward to work with landowners having existing easement agreements. Landowners will keep any compensation they have received as consideration for these easement agreements.

To ensure an orderly start down of this complex project, we will be working with the Federal Energy Regulatory Commission and other permitting agencies to review next steps. As this process moves forward, we will provide updates on the project website, [atlanticcoastpipeline.com](http://atlanticcoastpipeline.com). Should you have questions, I encourage you to check this site for further information, or contact an ACP representative.

Sincerely,



Atlantic Coast Pipeline, LLC by:  
Dan O'Brien, Authorized Representative  
Dominion Energy Transmission, Inc.

## E.8 Letters WVDHSEM RE: Invoice #7 & Change of Scope #1 Budget Revision-Emergency Power Generator FEMA

July 5, 2020

Mr. Dale Hatfield – Hazard Mitigation Project Officer  
West Virginia Division of Homeland Security &  
Emergency Management  
1703 Coonskin Drive  
Charleston, West Virginia 25311

**Re: City of Buckhannon  
DHIS / FEMA Region III Hazard Mitigation Project  
Installation and Securing of Emergency Power Generation  
and Manual Transfer Switches  
Hazard Mitigation Program FEMA-DR-4273-WV-0035  
Invoice No. 7**

Dear Mr. Hatfield,

As part of the requirements of the DHIS / FEMA Region III Hazard Mitigation Project grant, the City of Buckhannon (City) is submitting Invoice No. 7 in the amount of \$1,676.31 associated with the above-referenced project for engineering, design and project management services completed from June 1, 2020 through June 30, 2020.

The Project Management services that were performed include the updating of the Work Completed to Date spreadsheet and the preparing & submitting of Grant 2 (-0035) Invoice No. 6. The total costs associated with the Project Management services for this invoicing period is \$194.29. Engineering services including detailed design of generator lift stations, site plans, development of project specifications and preliminary work on the Bid Package. The total costs associated with engineering and design for this invoicing period is \$1,482.02.

If you have any questions or comments regarding the information contained in this letter, please contact me at your convenience at (304) 472-1651, extension 1006 or via email at [jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org).

Sincerely,



James S. Hollen, III, PE  
City Engineer



July 9, 2020

July 1, 2020

Mr. Dale Hatfield - Hazard Mitigation Project Officer  
West Virginia Division of Homeland Security &  
Emergency Management  
1703 Coonskin Drive  
Charleston, West Virginia 25311

Mr. Dale Hatfield - Hazard Mitigation Project Officer  
West Virginia Division of Homeland Security &  
Emergency Management  
1703 Coonskin Drive  
Charleston, West Virginia 25311

Re: City of Buckhannon  
DHS / FEMA Region III Hazard Mitigation Project  
Installation and Securing of Emergency Power Generation  
Hazard Mitigation Program FEMA-DR-4273-WV-0035  
Change of Scope Request No. 1 - Budget Revision

Re: City of Buckhannon  
DHS / FEMA Region III Hazard Mitigation Project  
Installation and Securing of Emergency Power Generation  
Hazard Mitigation Program FEMA-DR-4273-WV-0036  
Change of Scope Request Letter No. 1

Dear Mr. Hatfield,

Dear Mr. Hatfield,

Per recent telephone and email discussions pertaining to the above-referenced Hazard Mitigation Program Project (Project), I am submitting *Change of Scope Request No. 1 - Budget Revision* on behalf of the City of Buckhannon (City) to you for your review and consideration.

Per email correspondence with you on November 5, 2019 pertaining to the above-referenced Hazard Mitigation Program Project, I am submitting *Change of Scope Request Letter No. 1* to you based upon the results of the November 4, 2019 property survey for the parcel of property (Lot 10) located on Ohio Street in Buckhannon, West Virginia for your review and consideration.

While preparing the Construction Specifications and other Contract-related documents that will be used for the Project, I noticed that eleven (11) of the manual transfer switches to be installed at various pump station locations were all sized at either 60 amps (60A) or 100A each. Knowing that the 11 pump stations were not all of the same size (horsepower, amperage, electrical requirements, etc.), additional research & investigation was conducted at all seventeen (17) locations identified in the Project and it was discovered that five (5) automatic transfer switches, 11 manual transfer switches and the electrical service entrance at the Water Treatment Plant were incorrectly sized. The following is a brief summary of the results of the additional research & investigation at the sites where either the transfer switches or the electrical service entrance were incorrectly sized:

**Lot 10 on Ohio Street Parcel Information.**

- District: Buckhannon Corporation
- Map: 13
- Parcel: 98
- Deed Book: 408
- Page: 303
- Additional Parcel Information:
  - Lot 10
  - Block 8
  - Ohio Street
  - Acreage = +/- 0.153 Acres

Location	Type	Original Amperage	Revised Amperage	Additional Cost
Water Treatment Plant	Service Entrance	N/A	N/A	\$ 2,500.00
Brooks Street PS	Automatic Transfer Switch	60A	100A	\$ 2,643.00
East Main Street	Automatic Transfer Switch	100A	250A	\$ 6,302.50
Elias Street	Automatic Transfer Switch	100A	400A	\$ 6,785.50
Vicksburg	Automatic Transfer Switch	100A	400A	\$10,752.50
Wood / Ritchie Street	Automatic Transfer Switch	60A	300A	\$ 8,245.00
Brushy Park	Manual Transfer Switch	60A	100A	\$ 2,114.50
Denville	Manual Transfer Switch	60A	100A	\$ 2,114.50

Due to the results of the property survey of Lot 10 (detailed information is provided on the following two pages), the need for an alternate construction site for the 150kW Backup Emergency Power Generator (generator) to power the Raw Water Intake Building, and all of the equipment contained within the building, is required.

The property survey for Lot 10 was completed on November 4, 2019 and upon review of the collected data and survey results, the result was that the November 4, 2019 property survey information is different from previously-gathered property information that was used for the initial June 12, 2017 *City of Buckhannon's Emergency Power Generation Application No. 1*. Due to these discrepancies, the City of Buckhannon (City) is requesting changes

## E.9 COB & UC Health Department-Notice of Violation-Backflow Preventer-Country Time Cooking



July 27, 2020

Rhoda K. Ringer, Owner  
Country Time Cooking  
1024 Old Elkins Road  
Buckhannon, WV 26201

Re: **Notice of Violation of Paragraph 5-202.11(A) of 2013 FDA Food Code, City Ordinance No. 326**

Dear Mrs. Ringer:

Please be advised that the City of Buckhannon has notified the Upshur-Buckhannon Health Department in writing that Country Time Cooking has not installed the proper backflow preventer as required by City Ordinance No. 326. A copy of this Notice from the City of Buckhannon is enclosed for your review.

Paragraph 5-202.11(A) of the 2013 FDA Food Code, as adopted by WV Legislative Rule 64-17, provides that: "A PLUMBING SYSTEM shall be designed, constructed, and installed according to LAW."

LAW is defined as follows: "...means applicable local, state, and federal statutes, regulations, and ordinances."

**Therefore, you are herewith notified that you are in violation of paragraph 5-202.11(A) of the FDA Food Code.** You must install the proper equipment at Country Time Cooking as mandated by City Ordinance No. 326 by no later than October 15, 2020, or further administrative action may be taken by this Office.

Please also be advised of your right to Administrative Hearing pursuant to WV Legislative Rule, 64-17-9. Such petitions must be made in writing and addressed to the Upshur-Buckhannon Health Department.

Please feel free to me at the Upshur-Buckhannon Health Department at 304-472-2810 if you have any questions regarding this notice.

Thank you for your cooperation.

Sincerely,  
  
Chris Garrett, R.S.

Upshur-Buckhannon Health Department

July 17, 2020

Country Time Cooking  
1024 Old Elkins Road  
Buckhannon, WV 26201

RE: Reduced-pressure principle backflow preventer  
Notice in case of failure to install!

To Whom It May Concern:

Please be aware that the City of Buckhannon, through City Ordinance No. 326, has enacted an ordinance requiring the installation of backflow preventers on water lines in order to protect the safety of Buckhannon's drinking water.

Under the Federal Safe Drinking Water Act of 1974, West Virginia Code §16-1-1, et seq., and Public Health Laws, WV Bureau for Public Health Chapter 1, Article 5B, the City of Buckhannon Water Board has the primary responsibility for preventing water from unapproved sources, or any other substances, from entering the public potable water system. This is accomplished in part by the installation of backflow preventer systems.

Commercial water customers of the Buckhannon Water Board have overwhelmingly complied with the requirements of Ordinance No. 326, and our personnel have communicated to you the importance of installing a backflow preventer on the main water line servicing your property at 1024 Old Elkins Road; however, we understand that a representative of your establishment has indicated a refusal to make the installation as required by law.

Please be on notice that, if you refuse to install the required equipment within 90 days of the date of this letter (October 15, 2020 being the 90<sup>th</sup> day), the Buckhannon Water Board will immediately discontinue water service to your establishment until the property comes into compliance. Backflow preventers are necessary to prevent contamination of main water lines and other local service lines due to backflow events which may take place during low-pressure events. We cannot allow Buckhannon's water quality to be jeopardized by your refusal to follow the law.

Please contact Kelly Arnold, Buckhannon's Water Department Supervisor, to advise us of when you have installed the required equipment. I am available to talk at 304-472-1651 if you have any questions regarding this issue.

Sincerely,



Thomas J. O'Neill  
City Attorney

Attachment: Ordinance No. 326

## **F. Consent Agenda**

### **F.1 Approval of Minutes – July 9, 2020**

**Motion to approve the July 9, 2020 Minutes was made by Rizo/Reger. Motion carried unanimously.**

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

**G.1 Discussion Class IV Water Plant Operators Compensation** – The Mayor began a discussion regarding the current Class IV Water Plant Operators compensation plan. He explained that we are classified as a Class IV Water Plant because of the PSD's and the amount of water that we supply to them, along with our own customer base in the City. Currently two of our Class IV Operators have job offers from the Clarksburg Water Plants for higher wages. Our Plant must have a certain number of Class IV Operators available to avoid a boil water advisory being issued to the public.

The Mayor then recognized Kelly Arnold for his overview. Kelly provided the specific needs to operate the plant successfully. He also provided actual compensation packages that are being offered to Class IV Operators, which is as much as \$7.00 per hour higher than what we are paying.

An extended discussion place concerning the inability for our Water Department to continue to meet our financial obligations operating the Plant and compete with employment compensation packages being offered by others, with the current water rates that we are charging our customers.

Many of those in the discussion were concerned that Buckhannon was becoming known as a place that operators can work, achieve the needed training and experience to gain their higher operator classification with the larger City's eventually offering them incentives to leave us and work for them. Board member Jack Reger was concerned that we may become a Triple A Farm team in the Water Department area. At the same time, we must have a fair compensation package across the city and consider cost of living increases.

Don Nestor suggested that we have a committee to look at all the wages thought the City to assure that we remain fair as well as competitive. Amby reminded the Board that we did a review just a

few years ago and we compared them to other cities and municipalities and found that we were competitive.

The Mayor will make a recommendation to the Council, at a future Council meeting, that we form the committee that Mr. Nestor suggested for the wage study and that committee make suggestions to all the various Utility Boards.

The Board also discussed the need for rate studies across all Utilities. The value of giving the Department Supervisors the ability to continue with an evaluation of all department employees and the discretion to the Department Supervisors to provide raises.

Discussion took place giving Kelly Arnold authority to advertise for a Class II or Class III Operator for the Plant.

**Motion to approve that Kelly Arnold can advertise for a Class II or Class III Operator for the Buckhannon Water Plant was made by Thomas/Nestor. Motion approved.**

Jay Hollen provided the Board with information regarding potential grant programs that would help with maintaining or the rehabilitation of our water system.

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

- **Board Member Reger** – No further comments.
- **City Recorder Sanders** – No further comments.
- **Board Member Nestor** – No further comments.
- **Board Member Thomas** – No further comments.
- **Board Member Rizo** – No further comments.
- **Kelly Arnold** – No further comments.

**I. Mayor's Comments and Announcements** – No further comments.

**J. Adjournment** - There being no further business to be transacted, the Chair adjourned the meeting at 5:58 PM.

**Mayor Robert N. Skinner III**

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**City Recorder Randall H. Sanders**

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