

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

A regular meeting of the Buckhannon Water Board was held on Thursday, November 12, 2020 at 4:00 p.m. by GoToMeeting and phone. The following were in attendance:

Robbie Skinner	Mayor	Present – by phone
Randy Sanders	City Recorder	Present – by phone
Jack Reger	Board Member	Present – by phone
David Thomas	Board Member	Present – by phone
Don Nestor	Board Member	Present – by phone
Erasmio Rizo	Board Member	Present
Kelly Arnold	Water Superintendent	Absent
Jay Hollen	City Engineer	Present – by phone
Jerry Arnold	Director of Public Works	Absent
Amberle Jenkins	Assistant Recorder/Director of Finance	Present
Tom O'Neill	City Attorney	Present – by phone

Guests: Richard Trent, CPA– by phone; Callie Cronin-Sams, Information Coordinator & Grant Writer – by phone

**Meeting Agenda Posted 11/09/2020**

***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 by GoToMeeting and Phone  
Meeting Agenda for Thursday, November 12, 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 Richard Trent, CPA**
  - B.2 Callie Cronin-Sams Information Coordinator & Grant Writer**
    - **BRWA Swamp Run #2 AMD Project Complete**
- C. Financial Report-Amby Jenkins**
  - C.1 October 2020**
- D. Department Report**
  - D.1 Water Department Report (Kelly)**
  - D.2 Rexroad Brushy Fork Road Waterline Extension Project**
  - D.3 Hydrant Flushing Completed**
  - D.4 Backflow Installed & Tested at Country Time Cooking**
- E. Correspondence and Information**
  - E.1 Mt Hope Water Association Meeting Minutes-September & October 2020**
  - E.2 Elkins Road P.S.D. Meeting Minutes-September & October 2020**
  - E.3 Waterline Extension ROW COB & David Rexroad Indexed Water Agreement A196**
- F. Consent Agenda**
  - F.1 Approval of Minutes –October 8, 2020**
  - F.2 WVRWA-2020 Voting Credential –Kelly Arnold as Voting Delegate & Jerry Wamsley as Alternate**
- G. Strategic Issues for discussion and vote**
  - G.1 Financial Statement Period Ending 06/30/2020**
- H. Board Members Comments and Announcements**
- I. Mayor's Comments and Announcements**
- J. Adjournment**

Posted 11/09/2020

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

- A. Call to Order** – The meeting was called to order by Mayor Skinner.
- A.1 Moment of Silence** - The Mayor invited all those in attendance to join him in a moment of silence.
- A.2 The Pledge to the Flag of the United States of America** – The pledge was led by Erasmo Rizo.

**B. Recognized Guests:**

**B.1 Richard Trent, CPA** – The Mayor called upon Richard Trent, CPA, to discuss G.1 Financial Statement Period Ending 06/30/2020, which was moved to the table by the Mayor, per request by Amby Jenkins. Richard Trent then presented an overview of the Financial Statement Period Ending 06/30/2020. Of special note was the decline in consumption causing a shortfall in the revenues. As a result, we are not generating enough revenue to fund our operating costs. Board member Thomas asked if the dramatic decline in consumption a result of Covid-19 was. Mr. Trent felt that both COVID-19 and the discontinuance of the ACP have contributed to the decline. Mr. Thomas is concerned that the PSC recognizes this when we apply for a rate increase. Board member Nestor also pointed out the closure of campus activities at WVWC and the repairs on the PSD lines have contributed to a decrease in consumption. Amby noted that Todd Dingess will now start on a rate study for the COB Water Department. No action by the Board was necessary regarding this report.

Buckhannon Water Board Water Sales Analysis						
		2017	2018	2019	2020	Change from 2019 --Before Adjstmnts--
Gallons:	Comm	162,869	157,032	166,590	147,565	(19,025)
	Res	128,626	128,619	128,016	124,691	(3,325)
	PSD's	360,963	373,532	401,627	353,601	(48,026)
						(70,376)
\$'s:	Comm	\$568,245	\$587,078	\$592,865	\$531,823	(\$61,042)
	Res	\$841,375	\$887,488	\$897,322	\$880,710	(\$16,612)
	PSD's	\$643,603	\$701,747	\$762,311	\$681,580	(\$80,731)
		\$2,053,223	\$2,176,313	\$2,252,498	\$2,094,113	(\$158,385)
# Customers:	Comm	558	592	592	591	(1)
	Res	3,424	3,424	3,451	3,388	(63)
	PSD's	4	4	4	4	0
						(64)
-----2019-----						
-----2020-----						
---- Change ----						
						Gallons \$'s
Adrian		136,325	\$251,581	107,193	\$200,062	(29,132) (\$51,519)
Elkins		75,270	\$140,539	71,202	\$137,606	(4,068) (\$2,933)
Hodgesville		116,866	\$229,221	110,284	\$217,562	(6,582) (\$11,659)
Mt Hope		73,166	\$140,970	64,922	\$126,350	(8,244) (\$14,620)
		401,627	\$762,311	353,601	\$681,580	(48,026) (\$80,731)

Analysis:		7/1/18- 2/28/19	3/1/19- 6/30/19	7/1/19- 2/28/20	3/1/20- 6/30/20
PSD's	Total	\$523,204	\$239,106	\$467,578	\$214,002
	Avg/Mo	\$65,401	\$59,777	\$58,447	\$53,500
			-8.60%		-8.46%
Com/Res	Total	\$1,013,678	\$476,509	\$963,274	\$449,259
	Avg/Mo	\$123,708	\$119,127	\$120,409	\$112,315
			-3.70%		-6.72%

NOTE: Residential monthly remained consistent throughout 2019 and 2020 the average monthly dropping on \$1,500 (\$74,776 to \$73,393)

Commercial monthly average dropped by \$5,100 for 2019 (\$49,405) thru 2020 (\$44,319). ADDITIONALLY, the last four months of each year dropped from \$47,357 to \$38,753 (neg \$8,604) .

(First four mo's each year: 2019 = \$51,935; 2020 = \$47,855).

CITY OF BUCKHANNON  
WATER BOARD  
STATEMENT OF NET ASSETS  
JUNE 30, 2020

ASSETS	06/30/20	06/30/19	-Differences-	
Current assets:				Less Cash Deposits listed as restricted cash
Cash	\$ 116,927	\$ 227,296	C	(110,369) ckg-67.513; mm-103,959
2% Funded depreciation reserve	580,754	576,991	C	3,763 1.47% avg @ YE
Repurchase agreement	384,722	382,282	C	2,440 1.30%/ 15%/ 06%
Accounts receivable	335,403	388,508	Cust	(53,105) Incids-Hdgvl-74 Res-166 Comm-38
Due from Sanitary Fund	18,000	0	Cust	18,000 road bore
Inventory of supplies	199,320	213,233	GS	(14,913) (3,097)
Prepaid expenses	1,892	4,989	GS	6,649 2016 bond issue
Municipal bond commission	383,122	376,473	C	
Total current assets	2,019,140	2,169,772		
Restricted:				
Customer deposits	61,145	59,570	C	1,575
Cash restricted (2016 bond issue)	68,158	321,339	C	(253,181)
Cash restricted (ACP funding)	0	278,470		(278,470)
Total restricted assets	129,303	659,379		
Fixed assets:				
Property, plant & equipment	17,054,954	16,551,174	FA	503,780 List attached
Work-in-process	101,331	0	FA	101,331 Corr H So water line
Accumulated depreciation	(7,884,686)	(7,465,377)		(389,309)
Total fixed assets	9,271,599	9,085,797		
Other non-current assets:				
Deferred Outflows-changes in proportion	17,423	17,423		GASB 68 reporting
Deferred outflows-contributions subsequent	67,198	67,198		GASB 68 reporting
Deferred outflows-OPEB	42,405	42,405		GASB 75 reporting
Total other assets	127,026	127,026		
Total Assets	\$ 11,547,068	\$ 12,011,974		(464,906)
=====				
LIABILITIES				
Current liabilities payable from current assets:				
Accounts payable	\$ 51,481	\$ 6,179	GS	45,302 Trade-6,988/ACP-44,493
Accrued interest payable (2016 bond issue)	35,977	37,047	INT	(1,070)
Current portion of notes payable and bonds	351,589	351,589	ST	(10)
Total current liabilities payable from current assets	439,047	394,825		
Current liabilities payable from restricted assets:				
Customer deposits	61,145	59,570	Cust	1,575
Total current liabilities payable from restricted assets	61,145	59,570		
Long term liabilities:				
Compensated absences payable	163,334	142,624	EMP	20,710
2016 Bond issue (long term portion)	3,125,000	3,285,000	LT	(160,000)
Note payable - SCADA (long term portion)	217,249	366,615	LT	(149,366)
Note payable - backbone (long term portion)	0	11,596	LT	(11,596)
Note payable - server (long term portion)	4,178	8,516	LT	(4,338)
Note payable - vehicles (long term portion)	29,668	55,911	LT	(26,243)
Net pension obligation-GASB 68	127,240	127,240		Enterprise-capital leases
Deferred inflows-investment earnings	89,298	89,298		GASB 68 reporting
Net OPEB liability	440,392	440,392		GASB 68 reporting
Deferred inflows-OPEB	84,133	84,133		GASB 75 reporting
Total long term liabilities	4,280,492	4,611,425		
Deferred revenues:				
Customer advances	69,387	71,754	Cust	(2,367) { Twin Oaks-2011-5,444
Total deferred revenues	69,387	71,754	May not affect cash (see CIAC)	{ Liggett Addn -2013-780 { P Martin-2015-23,413 { F Fato-2015-39,750
Total Liabilities	4,850,071	5,137,574		(287,503)
NET ASSETS				
Investments in capital assets, net of related debt	5,612,073	5,297,799		314,274
Restricted	68,158	599,809		(531,651)
Unrestricted	1,016,766	976,792		39,974
Total net assets	6,696,997	6,874,400		(177,403)
Total Liabilities and Fund Equity	\$ 11,547,068	\$ 12,011,974		(464,906)
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CITY OF BUCKHANNON  
WATER BOARD  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2020

	6/30/20	6/30/19
Cash flows from operating activities:		
Cash received from customers	2,196,284	2,313,601
Cash paid for goods and services	(1,016,274)	(1,143,653)
Cash paid to employees	(752,235)	(701,669)
Net cash provided (used) by operating activities	427,775	468,279
Cash flows from capital and related financing activities:		
Purchase of fixed assets	(738,372)	(2,144,005)
Miscellaneous (non-operating) income	21,745	32,216
Proceeds from long term debt	0	13,272
Repayment of long term debt	(351,653)	(337,073)
Increase (decrease) in accrued interest payable	(1,070)	(906)
Contributions in aid of construction	78,438	31,342
Grants-capital	44,810	2,257,662
Interest paid on bonds and notes	(126,181)	(133,816)
	(1,072,283)	(281,308)
Cash flows from investing activities:		
Interest	16,915	21,496
Net cash used by investing activities	16,915	21,496
Net increase (decrease) in cash and cash equivalents	(627,593)	208,467
Cash and cash equivalents at beginning of year (including \$505,497 in restricted accounts)	2,222,421	2,013,954
Cash and cash equivalents at end of year (including \$659,379 in restricted accounts)	1,594,828	2,222,421
	=====	=====
	6/30/20	6/30/19
Cash balances:		
Cash account	178,072	565,336
2% Funded depreciation reserve	580,754	576,991
Repurchase agreement	384,722	382,282
2016 Bond issue	68,158	321,339
Municipal bond commission	383,122	376,473
	1,594,828	2,222,421
	=====	=====

- FOR INTERNAL USE ONLY -

CITY OF BUCKHANNON  
WATER BOARD  
RECONCILIATION OF OPERATING INCOME TO NET CASH

CITY OF BUCKHANNON  
WATER BOARD  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2020

	6/30/20	6/30/19		
Operating Revenues				
Charges for services-residential/commercial/industrial	\$ 1,399,593	\$ 1,487,094	(87,501)	-5.88%
Charges for services-fire protection	15,877	15,490	387	2.50%
Charges for services-PSD's	681,560	762,311	(80,751)	-10.59%
Other charges	23,360	(8,610)	31,970	-371.31%
Project income	41,331	0	41,331	
Miscellaneous income-operating	41,581	0	41,581	
Total operating revenues	2,203,302	2,256,285	(52,983)	-2.35%
	-2.35%	1.79%		
Operating Expenses				
Personnel	\$ 772,945	\$ 718,767	54,178	7.54%
Materials and supplies	228,898	217,846	11,052	5.07%
Maintenance	217,499	212,484	5,015	2.36%
Heat, light and power	168,182	170,291	(2,109)	-1.24%
Depreciation and amortization	497,396	431,323	66,073	15.32%
Administration and general	506,338	505,396	942	0.19%
Total operating expenditures	2,381,258	2,256,107	135,151	5.99%
Operating income (loss)	(187,956)	178	(188,134)	
Non-operating revenues (expenditures)				
Interest income	16,915	21,496	(4,581)	-21.31%
Miscellaneous income - Non-operating	21,745	25,701	(3,956)	-15.39%
Gain (loss) on disposal of capital assets	(25,174)	6,515	(31,689)	Book value :
Capital grants	123,248	2,314,590	(2,191,342)	EWMS/AC
Interest expense	(126,181)	(133,850)	7,669	
Total non-operating revenues (expenditures)	10,553	2,234,452	(2,223,899)	-99.53%
Net income (loss) before contributions and transfers	(177,403)	2,234,630	(2,412,033)	
Total net assets - beginning of year	6,874,400	4,536,489		51.54%
Retirement/OPEB Adjustment	N/A	103,281		2019 audit adj
Contributions in aid of construction	Moved to cap grants	Moved to cap grants		
Total net assets - end of year	\$ 6,696,997	\$ 6,874,400		-2.58%
	=====	=====		

PROVIDED BY OPERATING ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2020

Operating income (loss)	(187,956)	103,459
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation expense	497,396	431,323
Decrease (increase) in receivables	35,105	60,030
Decrease (increase) in inventory	14,913	(11,601)
Decrease (increase) in prepayments	3,097	(1,744)
Increase (decrease) in accounts payable	45,302	(24,291)
Increase (decrease) in customer deposits	1,575	2,445
Increase (decrease) in customer advances	(2,367)	(5,159)
Increase (decrease) in compensated absences payable	20,710	17,098
Increase (decrease) in GASB 68 net liability	0	(103,281)
	=====	=====
	427,775	468,279
	=====	=====

CITY OF BUCKHANNON - WATER BOARD						
NOTE PAYABLE ANALYSIS						
2020						
Date of Note	Account #	Total per G/L	Short Term	Long Term	Description	Proof
Bonds Payable:						
	244-000-00	3,285,000.00	160,000.00	3,125,000.00	2016A Bond Issue	0.00
						0.00
	Total - Bonds	3,285,000.00	160,000.00	3,125,000.00		0.00
Notes Payable:						
	244-000-01	366,615.44	149,366.18	217,249.26	SCADA-Chase	0.00
	244-000-02	11,546.14	11,546.14	0.00	Backhoe-Progressive	0.00
	244-000-03	8,612.23	4,433.74	4,178.49	Server-Community Bank	0.00
	245-000-01	12,981.40	6,276.53	6,704.87	Lease-Enterprise	0.00
	245-000-02	10,724.07	4,989.30	5,734.77	Lease-Enterprise	0.00
	245-000-03	10,757.76	4,998.94	5,758.82	Lease-Enterprise	0.00
	245-000-04	10,724.07	4,989.30	5,734.77	Lease-Enterprise	0.00
	245-000-05	10,724.07	4,989.30	5,734.77	Lease-Enterprise	0.00
	245 Sub-Tot	55,911.37	26,243.37	29,668.00		
						0.00
	Total - Notes	442,685.18	191,589.43	251,095.75		0.00
	Total All	3,727,685.18	351,589.43	3,376,095.75		

CO: CITY OF BUCKHANNON WATER BOARD  
DEPRECIATION SCHEDULE-FYE: 06/30/20

CO: CITY OF BUCKHANNON WATER BOARD  
DEPRECIATION SCHEDULE-FYE: 06/30/20

CAPITALIZATION POLICY: \$5,000.00			
CURRENT YEAR ADDITIONS - 2020			
CIAC	DESCRIPTION	DATE ACQD	COST BASIS
303.20	LAND-161 WOOD ST	01/17/2020	5,000.00
			5,000.00
331.40	YES LINE UPGRADE - ATL COAST PIPELINE	2828/20	340,830.31
			340,830.31
	ABERDEEN SRVR-INSTALL(1/4-GF/SF/WC)	07/01/20	7,437.50
			7,437.50
343.50	Montabert SC36 Hammer(1/2 w/St)-SNA01R0594	08/01/19	5,600.00
	GPS EQPMT-R2 CENTIMETER KIT	09/18/19	6,615.00
			12,215.00
347.50	2020 TRACKER GRIZZLY BOAT(12,017) & TRAILER	05/11/20	13,823.00
			13,823.00
348.50	PUMPS (ELECTRIC)	12/01/19	179,571.70
	ELECTRICAL UPGRADE-PLANT	01/03/20	78,163.70
			257,735.40
	TOTALS		637,041.21

CO: CITY OF BUCKHANNON WATER BOARD  
DEPRECIATION SCHEDULE-FYE: 06/30/20

CO: CITY OF BUCKHANNON WATER BOARD  
DEPRECIATION SCHEDULE-FYE: 06/30/20

CAPITALIZATION POLICY: \$5,000.00			
CURRENT YEAR ADDITIONS - 2020			
CIAC	DESCRIPTION	DATE ACQD	COST BASIS

MEMO: \$101,331.00 - Corr H So Side water line posted to Work -in-Process



FIXED ASSET DISPOSALS - 2020

DESCRIPTION	DATE ACQD	COST BASIS	ACCUM DEPR
PNEUMATIC CONTROL - Scrapped	2020	(12,881.50)	(12,881.50)
PUMP-DEMING 4X3X9-Scrapped	2020	(5,485.09)	(5,485.09)
TENNERTON PUMP REBUILD-Scrapped	2020	(4,245.00)	(4,245.00)
VICTORIA HILL MAINT. (PAINTING)-Delete	2020	(59,564.42)	(49,885.20)
EXTERIOR PAINTING (NORTH TANK)-Delete	2020	(25,079.15)	(17,834.06)
3 NEPTUNE 4" COMPOUND METERS-Replaced	2020	(8,250.00)	0.00
COMPUTER (BURL SMITH)-Scrapped	03/24/02	(3,042.00)	(3,042.00)
TATE COMM. SECURITY SYSTEM-Replacced	2020	(4,868.76)	(4,868.76)
H7 VARIABLE TORQUE INVERTER-Replaced	2020	(9,845.25)	(9,845.25)
TOTALS		(133,261.17)	(108,086.86)

**B.2 Callie Cronin-Sams Information Coordinator & Grant Writer • BRWA Swamp Run #2**

**AMD Project Complete** - Callie reminded the Board that she has been attending the Buckhannon River Watershed Association (BRWA) meetings/activities. The City and County both have a non-voting member, and she is currently the City's rep on that body (it previously had been Jay). Terri Jo Bennett is the County rep with Donnie Tenney serving as the current Chairperson.

The BRWA's main activities are water quality monitoring/sampling and remediation projects within the Buckhannon River watershed. They also perform public outreach/education from time to time about the watershed. The City, of course, has an interest in the health of the watershed, and especially source water protection activities.

Most recently, BRWA has completed (through grant funding and sub-contractors) an almost \$200K acid mine treatment site in the Alton Ridge area on Dale Woody's land (with his blessing and consent). The project site is "Swamp Run #2" and is adjacent to an old mine site.

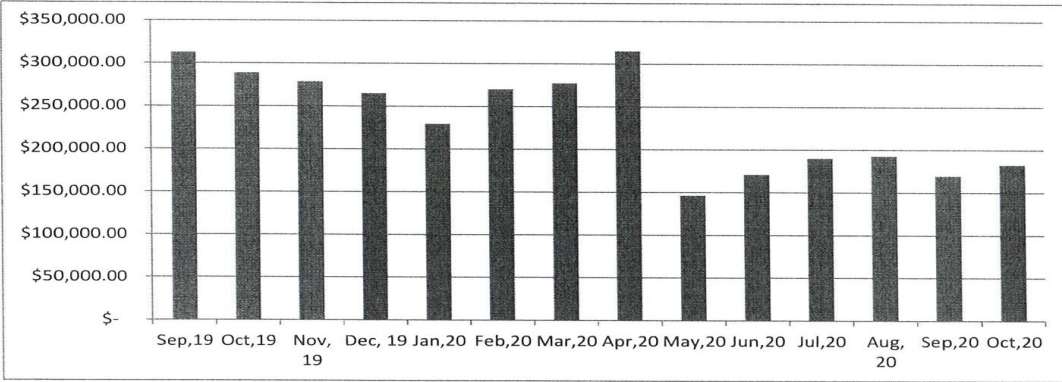
The WV DEP, West Virginia University Water Research Institute, and Office of Surface Mining (federal) all helped with the project, both financially and through personnel/expertise. The treatment site should remove iron from the water and improve the water quality entering the Buckhannon River.

**C. Financial Report:**

**C.1 October 2020** – Amberle Jenkins reported on the balances on hand as of October 31, 2020 and provided a review of financial matters as follows:

WATER BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET

Balance October 31, 2020	
Money market & checking	\$ 182,780.73
2% Depreciation fund	\$ 384,722.10
CD Citizens Bank (1.49%)11/30/19	\$ 579,232.83
Savings	\$ 1,521.55



Money Market and Checking Trend  
Note: Bond Payments began March 2017 \$22751.66 per mth.

Last rate increase for Water November 2016. Was part of a two phase increase 2015-16

11-12-2020 11:31 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2020

400-WATER

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
UTILITY BILLINGS						
100-350-000-00 RESIDENTIAL SALES	880,000	74,201.67	305,512.28	0.00	574,487.72	34.72
100-350-000-01 COMMERCIAL/INDUSTRIAL SAL	580,000	41,053.26	164,297.99	0.00	415,702.01	28.33
100-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,327.50	5,310.00	0.00	9,690.00	35.40
100-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,475,000	116,582.43	475,120.27	0.00	999,879.73	32.21
OUTSIDE DISTRICTS						
100-360-000-00 MT HOPE WATER (MASTER MET	130,000	10,461.09	40,742.77	0.00	89,257.23	31.34
100-360-000-01 HODGESVILLE PSD (MASTER M	219,000	17,835.66	70,294.21	0.00	148,705.79	32.10
100-360-000-02 ELKINS ROAD PSD (MASTER M	130,000	14,209.36	49,945.63	0.00	80,054.37	38.42
100-360-000-03 ADRIAN PSD (MASTER METER)	214,000	15,791.78	65,020.03	0.00	148,979.97	30.38
TOTAL OUTSIDE DISTRICTS	693,000	58,297.89	226,002.64	0.00	466,997.36	32.61
GRANTS						
100-366-000-01 STATE GRANTS	0	0.00	14,292.00	0.00 (	14,292.00)	0.00
100-366-000-02 GRANT -BOAT & AIRCOND	0	0.00	0.00	0.00	0.00	0.00
100-368-000-00 TAP FEES	5,000	1,500.00	7,500.00	0.00 (	2,500.00)	150.00
100-368-000-01 RECLASSIFY REVENUE-ARMORY	0	0.00	0.00	0.00	0.00	0.00
100-368-000-02 RECLASSIFY REVENUE	0	0.00	0.00	0.00	0.00	0.00
100-368-100-00 PROJECTS NOT 5.5 RULE	2,000	0.00	0.00	0.00	2,000.00	0.00
100-368-100-03 CONTRIB IN AID CONST 5.5R	0	9,008.65	9,008.65	0.00 (	9,008.65)	0.00
100-368-200-00 CAPITALIZE PROJ EQIP CSTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	7,000	10,508.65	30,800.65	0.00 (	23,800.65)	440.01
INTRA-FUND CONTR/CHARGES						
00-370-000-01 LATE CHARGES	19,000	2,171.53	8,065.36	0.00	10,934.64	42.45
00-370-000-02 WATER BILLING-NEW SERVICE	0	0.00	0.00	0.00	0.00	0.00
00-370-000-03 CUSTOMER BILL FEES(BANK-S	2,000	325.00	1,150.00	0.00	850.00	57.50
00-370-000-04 C J MARTIN WATER LINE EXT	0	0.00	0.00	0.00	0.00	0.00
00-370-000-05 ATLANTIC CST PIPELINE REV	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTRA-FUND CONTR/CHARGES	21,000	2,496.53	9,215.36	0.00	11,784.64	43.88
OTHER REVENUE						
00-379-000-00 GAIN ON SALE	0	0.00	0.00	0.00	0.00	0.00
00-380-000-00 INTEREST INCOME	1,000	0.00	0.00	0.00	1,000.00	0.00
00-399-000-00 MISC. NONOPERATING INCOME	32,801	24,238.53	32,737.29	0.00	63.71	99.81
TOTAL OTHER REVENUE	33,801	24,238.53	32,737.29	0.00	1,063.71	96.85
TOTAL REVENUE	2,229,801	212,124.03	773,876.21	0.00	1,455,924.79	34.71

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
=====						
NON-OPERATING EXPENSES						
100-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT						
	0	0.00	0.00	0.00	0.00	0.00
DEPRECIATION						
=====						
CONTRIBUTIONS						
00-590-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEPRECIATION						
	0	0.00	0.00	0.00	0.00	0.00
RESERVIOR MANGMT DAM						
=====						
SALARIES & BENEFITS						
00-601-103-00 RESERVIOR MANAGEMENT LABO	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
00-601-211-00 UTILITIES - ELEC,GAS,PHON	18,760	1,462.75	6,930.63	0.00	11,829.37	36.94
00-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	18,760	1,462.75	6,930.63	0.00	11,829.37	36.94
COMMODITIES						
00-601-342-00 MAINTENANCE RIVER INTAKE&	5,000	69.15	449.22	0.00	4,550.78	8.98
00-601-346-00 WATERSHED MANAGEMENT	0	0.00	0.00	0.00	0.00	0.00
00-601-347-00 MAINTENANCE DAM	5,000	0.00	84.28	0.00	4,915.72	1.69
00-601-399-00 WATERSHED, DAM MISC	7,000	0.00	0.00	0.00	7,000.00	0.00
TOTAL COMMODITIES	17,000	69.15	533.50	0.00	16,466.50	3.14
TOTAL RESERVIOR MANGMT DAM						
	35,760	1,531.90	7,464.13	0.00	28,295.87	20.87
WATER PLANT						
=====						
SALARIES & BENEFITS						
00-642-103-00 WATER PUMPERS SALARIES	315,808	26,307.31	97,683.08	0.00	218,124.92	30.93
00-642-104-00 FICA TAX	24,160	2,018.85	7,496.55	0.00	16,663.45	31.03

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	51,964	3,619.95	20,284.90	0.00	31,679.10	39.04
400-642-106-00 RETIREMENT	31,580	2,242.25	8,400.49	0.00	23,179.51	26.60
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	423,512	34,188.36	133,865.02	0.00	289,646.98	31.61
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	133,000	8,920.44	35,650.17	0.00	97,349.83	26.80
400-642-221-00 TRAINING & CONTINUED EDUC	4,500	0.00	318.00	0.00	4,182.00	7.07
400-642-226-00 UNEMPLOYMENT/COMPENSATION	9,000	426.84	1,913.68	0.00	7,086.32	21.26
TOTAL CONTRACTUAL SERVICES	146,500	9,347.28	37,881.85	0.00	108,618.15	25.86
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,000	0.00	421.25	0.00	2,578.75	14.04
400-642-342-00 MAINT TREATMENT PLANT BLD	21,000	0.00	279.54	0.00	20,720.46	1.33
400-642-343-00 VEHICLE MAINTENANCE	1,500	0.00	15.00	0.00	1,485.00	1.00
400-642-343-01 PLANT VEHICLE FUEL	4,400	196.95	1,414.24	0.00	2,985.76	32.14
400-642-344-00 GENERAL EQUIPMENT MAINTEN	2,000	453.88	1,165.38	0.00	834.62	58.27
400-642-345-00 UNIFORMS PERSONAL SAFETY	3,500	268.19	869.80	0.00	2,630.20	24.85
400-642-346-00 MAINT TREATMENT PLANT EQU	75,000	383.16	9,391.74	0.00	65,608.26	12.52
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	348.15	3,970.83	0.00	11,029.17	26.47
400-642-348-00 CHEMICAL COSTS	200,000	12,857.25	50,324.71	0.00	149,675.29	25.16
400-642-349-00 COMPLIANCE MONITORING	15,000	506.00	1,524.19	0.00	13,475.81	10.16
400-642-350-00 TELEMETRY COSTS	12,000	0.00	0.00	0.00	12,000.00	0.00
400-642-399-00 PLANT MISCELLANEOUS	3,000	225.00	770.38	0.00	2,229.62	25.68
TOTAL COMMODITIES	355,400	15,238.58	70,147.06	0.00	285,252.94	19.74
TOTAL WATER PLANT						
	925,412	58,774.22	241,893.93	0.00	683,518.07	26.14
WATER LINES						
=====						
SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	307,600	35,105.83	108,735.51	0.00	198,864.49	35.35
400-660-103-10 LABOR&BENEFITS CAPITALIZE	0	0.00	0.00	0.00	0.00	0.00
400-660-104-00 FICA TAX	23,532	2,702.88	8,370.14	0.00	15,161.86	35.57
400-660-105-00 HEALTH INSURANCE	75,348	4,274.95	30,438.96	0.00	44,909.04	40.40
400-660-106-00 RETIREMENT	30,760	3,510.58	10,873.56	0.00	19,886.44	35.35
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	437,240	45,594.24	158,418.17	0.00	278,821.83	36.23
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	28,000	1,736.99	6,943.63	0.00	21,056.37	24.80
400-660-221-00 TRAINING & CONTINUED EDUC	1,700	0.00	0.00	0.00	1,700.00	0.00
400-660-226-00 UNEMPLOYMENT/COMPENSATION	14,000	774.50	3,748.18	0.00	10,251.82	26.77
TOTAL CONTRACTUAL SERVICES	43,700	2,511.49	10,691.81	0.00	33,008.19	24.47
COMMODITIES						
400-660-341-00 OFFICE EXPENSE	4,000	550.00	1,141.50	0.00	2,858.50	28.54
400-660-342-00 MAINTENANCE GARAGE BLDG	3,000	0.00	650.69	0.00	2,349.31	21.69



DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-660-343-00 VEHICLE MAINTENANCE	4,000	56.00	2,520.37	0.00	1,479.63	63.01
400-660-343-01 LINE VEHICLE FUEL	11,000	678.83	2,948.85	0.00	8,051.15	26.81
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	1,652.26	3,003.64	0.00	13,996.36	17.67
400-660-345-00 UNIFORMS-PERSONAL SAFETY	7,000	268.19	869.79	0.00	6,130.21	12.43
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	10,000	0.00	0.00	0.00	10,000.00	0.00
400-660-348-00 DISTRIBUTION TANK MAINTEN	25,000	0.00	2,071.29	0.00	22,928.71	8.29
400-660-349-00 LINE MAINTENANCE MATERIAL	0	0.00	0.00	0.00	0.00	0.00
400-660-350-00 LINE MAINT PERMITS (DOH)	500	0.00	0.00	0.00	500.00	0.00
400-660-351-00 COMPLIANCE MONITORING	5,000	0.00	0.00	0.00	5,000.00	0.00
400-660-352-00 NEW SERVICES, UPGRADE MAT	108,801	7,786.04	48,280.12 (	1,000.00)	61,520.88	43.46
400-660-353-00 MAPPING & LINE LOCATING E	3,500	53.47	179.01	0.00	3,320.99	5.11
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	198,801	11,044.79	61,665.26 (	1,000.00)	138,135.74	30.52
NON-OPERATING EXPENSES						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,200	350.00	898.72	0.00	301.28	74.89
TOTAL NON-OPERATING EXPENSES	1,200	350.00	898.72	0.00	301.28	74.89
TOTAL WATER LINES	680,941	59,500.52	231,673.96 (	1,000.00)	450,267.04	33.88
WATER METERS						
=====						
SALARIES & BENEFITS						
400-902-103-00 METER ON/OFF & MAINT LABO	0	0.00	0.00	0.00	0.00	0.00
400-902-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
400-902-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-106-00 RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
400-902-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
400-902-221-00 TRAINING & CONTINUED EDUC	0	0.00	0.00	0.00	0.00	0.00
400-902-226-00 WORKERS COMP/ INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
COMMODITIES						
400-902-342-00 MAINTENANCE OF METER SHOP	0	0.00	0.00	0.00	0.00	0.00
400-902-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-343-01 METER VEHICLE FUEL	0	0.00	0.00	0.00	0.00	0.00
400-902-344-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-902-345-00 UNIFORMS-PESONAL SAFETY E	0	0.00	0.00	0.00	0.00	0.00
400-902-346-00 REPLACEMENT NEW METERS, P	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
400-902-999-00 CUST SERVICE-METER READ -	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER METERS	0	0.00	0.00	0.00	0.00	0.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OFFICE/ADMIN						
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SALARIES & BENEFITS						
400-920-101-00 AD & GE SALARIES BOARD	24,800	2,323.07	8,369.21	0.00	16,430.79	33.75
400-920-103-00 AD & GE OFFICE SALARIES	169,000	15,843.87	50,842.24	0.00	118,157.76	30.08
400-920-104-00 FICA TAX	15,000	1,390.58	4,530.98	0.00	10,469.02	30.21
400-920-105-00 HEALTH INSURANCE	23,384	1,104.55	8,644.16	0.00	14,739.84	36.97
400-920-106-00 RETIREMENT	19,380	1,676.04	5,260.20	0.00	14,119.80	27.14
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	251,564	22,338.11	77,646.79	0.00	173,917.21	30.87
CONTRACTUAL SERVICES						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	1,750	139.56	649.61	0.00	1,100.39	37.12
400-920-221-00 TRAINING & CONTINUED EDUC	500	0.00	0.00	0.00	500.00	0.00
400-920-226-00 UNEMPLOYMENT/COMPENSATION	8,100	210.79	954.50	0.00	7,145.50	11.78
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	10,350	350.35	1,604.11	0.00	8,745.89	15.50
COMMODITIES						
400-920-341-00 MATERIALS & SUPPLIES EXPE	25,000	1,818.55	8,311.12	0.00	16,688.88	33.24
400-920-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-920-347-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-920-348-00 MAINTENANCE & RENT-OFFICE	10,950	0.00	0.00	0.00	10,950.00	0.00
400-920-349-00 AUDITING EXPENSE	3,000	0.00	662.25	0.00	2,337.75	22.08
400-920-350-00 LEGAL EXPENSE	6,500	0.00	0.00	0.00	6,500.00	0.00
400-920-351-00 ENGINEERING EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-352-00 PROPERTY INSURNACE	34,000	1,799.99	15,308.51	0.00	18,691.49	45.03
400-920-353-00 PSC ASSESSMENTS	6,200	0.00	4,963.83	0.00	1,236.17	80.06
400-920-369-00 CUSTOMER DEP INTEREST PAI	700	27.36	113.04	0.00	586.96	16.15
TOTAL COMMODITIES	86,350	3,645.90	29,358.75	0.00	56,991.25	34.00
CAPITAL OUTLAY						
400-920-459-00 CAPITAL OUTLAY COMPUTER	7,500	385.84	1,543.36	0.00	5,956.64	20.58
TOTAL CAPITAL OUTLAY	7,500	385.84	1,543.36	0.00	5,956.64	20.58
NON-OPERATING EXPENSES						
400-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-999-00 ADM BOARD-BILLING MISC	37,500	3,144.86	18,643.82	0.00	18,856.18	49.72
TOTAL NON-OPERATING EXPENSES	37,500	3,144.86	18,643.82	0.00	18,856.18	49.72
TOTAL OFFICE/ADMIN	393,264	29,865.06	128,796.83	0.00	264,467.17	32.75



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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2020

400-WATER

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
SALARIES & BENEFITS						
400-955-109-00 BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
BOND PAYMENTS						
CONTRACTUAL SERVICES						
400-970-221-00 WATER BOND A 2016	270,000	22,481.88	90,460.53	0.00	179,539.47	33.50
400-970-221-01 WATER BOND 2016 RESERVE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	270,000	22,481.88	90,460.53	0.00	179,539.47	33.50
TOTAL BOND PAYMENTS	270,000	22,481.88	90,460.53	0.00	179,539.47	33.50

CAPITAL/PROJECTS

SALARIES & BENEFITS						
400-999-110-00 PAINT WATER TANKS	9,000	400.00	7,620.00	0.00	1,380.00	84.67
400-999-120-00 METER READER HANDHELD UPG	0	0.00	0.00	0.00	0.00	0.00
400-999-130-00 BOAT&AC GRANT 2020	0	0.00	0.00	0.00	0.00	0.00
400-999-140-00 ISLAND AVE 6" TO REPLACE	0	0.00	0.00	0.00	0.00	0.00
400-999-163-00 PLANT LAB UPGRADE	0	0.00	0.00	0.00	0.00	0.00
400-999-170-00 ATLANTIC CST PIPEL PASSTH	0	0.00	0.00	0.00	0.00	0.00
400-999-172-00 KENNEDY HYDRANT REPLACEME	0	0.00	0.00	0.00	0.00	0.00
400-999-173-00 MEADE - COLLEGE TO CAMDEN	0	0.00	0.00	0.00	0.00	0.00
400-999-176-00 LIGHTBURN STREET	0	0.00	0.00	0.00	0.00	0.00
400-999-177-00 RILEY HEIGHTS	0	0.00	0.00	0.00	0.00	0.00
400-999-178-00 HYDRANT UPGRADE TO STEAME	0	0.00	0.00	0.00	0.00	0.00
400-999-187-00 BRIDGE METER SHOP TO CHEM	0	0.00	0.00	0.00	0.00	0.00
400-999-188-00 BRUSHY FORK LANE WIDENING	40,000	0.00	0.00	0.00	40,000.00	0.00
400-999-189-00 RENEW 84 METER SERVICES	0	0.00	0.00	0.00	0.00	0.00
400-999-190-00 VARIOUS OTHER PROJECTS	4,000	0.00	505.44	0.00	3,494.56	12.64
400-999-191-00 HOUSING AUTHORITY METERIN	0	0.00	0.00	0.00	0.00	0.00
400-999-197-00 PAINTING INT N. BKH TANK	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	53,000	400.00	8,125.44	0.00	44,874.56	15.33
NON-OPERATING EXPENSES						
400-999-602-00 INTAKE LARGE COMPRESSOR	0	0.00	0.00	0.00	0.00	0.00
400-999-612-00 WATER PLANT PROJ PHASE 1	0	0.00	0.00	0.00	0.00	0.00
400-999-613-00 KNOLLWOOD 4" TAP	0	0.00	0.00	0.00	0.00	0.00
400-999-619-00 24 MISC VALVES TO REPLACE	0	0.00	0.00	0.00	0.00	0.00
400-999-620-00 EMERG GEN @ BOOSTER STATI	0	0.00	0.00	0.00	0.00	0.00
400-999-621-00 PAINT INT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-622-00 LEWIS LINE EXTENTION	0	0.00	0.00	0.00	0.00	0.00

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2020

400-WATER

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-623-00 CORR H SOUTH WATER LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-624-00 PAINT EXT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-625-00 14 NEW CITY/COUNTY HYDRAN	0	0.00	0.00	0.00	0.00	0.00
400-999-626-00 COMMERCIAL LAWNMOWER	0	0.00	0.00	0.00	0.00	0.00
400-999-627-00 GPS & LAPTOP	0	0.00	0.00	0.00	0.00	0.00
400-999-628-00 ST JOE CHECK VALVE SYSTEM	0	0.00	0.00	0.00	0.00	0.00
400-999-665-00 DEPRECIATION FUND (NEW PL	0	0.00	0.00	0.00	0.00	0.00
400-999-666-00 VICTORIA HILL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-667-00 FILTER MEDIA REPLACEMENT	0	0.00	0.00	0.00	0.00	0.00
400-999-668-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
400-999-669-00 EWMS GRANT EXP EARLYWARNI	11,000	0.00	0.00	0.00	11,000.00	0.00
400-999-670-00 ARMORY-BRUSHY FORK LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-671-00 REPLACE FLAT METER LIDS	0	0.00	0.00	0.00	0.00	0.00
400-999-672-00 LEAK DETECTION EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
400-999-673-00 CLOW TANK BIO FILM REMOVA	0	0.00	0.00	0.00	0.00	0.00
400-999-674-00 REPLACE CREW TRUCK	0	0.00	0.00	0.00	0.00	0.00
400-999-675-00 BOOM TRUCK/SLUDGE	0	0.00	0.00	0.00	0.00	0.00
400-999-676-00 PLANT AIR COMPRESSOR	25,000	0.00	0.00	0.00	25,000.00	0.00
400-999-677-00 SLUDGE PUMPS	0	0.00	0.00	0.00	0.00	0.00
400-999-678-00 PLANT FLOW METER	0	0.00	0.00	0.00	0.00	0.00
400-999-679-00 LIME/SODA ASH FEEDER	0	0.00	0.00	0.00	0.00	0.00
400-999-680-00 VFD-H.S PUMP	0	0.00	0.00	0.00	0.00	0.00
400-999-681-00 SCADA TANK/PUMP STATION	155,872	12,989.32	51,957.28	0.00	103,914.72	33.33
400-999-681-01 ADRIAN HODGESVILLE SCADA	0	0.00	0.00	0.00	0.00	0.00
400-999-682-00 RAW WATER TURB METER	0	0.00	0.00	0.00	0.00	0.00
400-999-682-01 PROPERTY PURCHASE 161 WOO	0	0.00	0.00	0.00	0.00	0.00
400-999-682-02 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-682-03 XREA PUMPS FOR PUMPSTATIO	0	0.00	0.00	0.00	0.00	0.00
400-999-682-04 SUPERVISOR TRUCK	29,700	2,484.41	11,697.93	0.00	18,002.07	39.39
400-999-682-05 BACKHOE	11,783	1,472.93	5,965.36	0.00	5,817.64	50.63
400-999-682-06 CAPSTONE REPAIR WTP BLDGS	0	0.00	0.00	0.00	0.00	0.00
400-999-682-07 ROOFING SEAM REPAIR	0	0.00	0.00	0.00	0.00	0.00
400-999-682-08 CADD SOFTWARE LICENSE	0	0.00	0.00	0.00	0.00	0.00
400-999-682-09 TANK MIXERS TENNERTON TAN	0	0.00	0.00	0.00	0.00	0.00
400-999-682-10 N BUCKHANNON TANK CAGE	0	0.00	0.00	0.00	0.00	0.00
400-999-682-11 CHEMICAL PUMP	0	0.00	0.00	0.00	0.00	0.00
400-999-682-12 DEER CREEK ONEIL LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-683-00 SECURITY GATE	0	0.00	0.00	0.00	0.00	0.00
400-999-684-00 TANK INSPECTIONS	0	0.00	0.00	0.00	0.00	0.00
400-999-685-00 SECURITY FENCING ALL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-686-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
400-999-687-00 FLOW METER TENNERTON	0	0.00	0.00	0.00	0.00	0.00
400-999-688-00 MASTER METERS COLLEGE	0	0.00	0.00	0.00	0.00	0.00
400-999-689-00 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-690-00 EXTRA PUMPS FOR PS	0	0.00	0.00	0.00	0.00	0.00
400-999-691-00 SECURITY FOR TANKS/PS	0	0.00	0.00	0.00	0.00	0.00
400-999-692-00 BACKHOE	0	0.00	0.00	0.00	0.00	0.00
400-999-693-00 CAPSTONE REPAIR WTP	0	0.00	0.00	0.00	0.00	0.00
400-999-694-00 18' SILENT CHECK VALVE	0	0.00	0.00	0.00	0.00	0.00
400-999-695-00 3 & 4 FILTER REHAB	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	233,355	16,946.66	69,620.57	0.00	163,734.43	29.83

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2020

400-WATER

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL CAPITAL/PROJECTS	286,355	17,346.66	77,746.01	0.00	208,608.99	27.15
TOTAL EXPENDITURES	2,591,732	189,500.24	778,035.39 (	1,000.00)	1,814,696.61	29.98
REVENUE OVER/(UNDER) EXPENDITURES	( 361,931)	22,623.79 (	4,159.18)	1,000.00 (	358,771.82)	0.87

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Disbursements 10-01-20 to 10-31-20

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVIOR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110088822306 OHIO LIFT STA	1,446.00
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	16.75
	RITE-WAY HEATING & PLUMBING	601-342-00	MAINTENANCE RIVER IN 2" BALL VALVE		69.15
			TOTAL:		1,531.90
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	8,346.16
	RECORD-DELTA NEWSPAPER	642-347-00	PLANT LAB MAINT & SU	WATER PLANT OPERATOR AD	76.57
		642-347-00	PLANT LAB MAINT & SU	WATER PLANT OPERATOR AD	105.25
	LYKINS OIL COMPANY	642-343-01	PLANT VEHICLE FUEL	WATER SEPT 2020 FUEL BILL	196.95
	A F WENDLING INC	642-347-00	PLANT LAB MAINT & SU	GLOVES LATEX	166.33
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT SEPT 2020 UNIFORM	268.19
	SOUTHERN STATES COOP INC	642-346-00	MAINT TREATMENT PLAN	BOOTS, JACKET, BIB T WOOD	383.16
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 9-2 TO 10-1-202	371.71
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WAT OCT PREM & LIFE	1,130.20
		642-105-00	HEALTH INSURANCE	WATER OCT RETIREE SUBSIDY	480.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	16.85
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	58.48
	LOWES BUSINESS ACCOUNTS	642-344-00	GENERAL EQUIPMENT MA	MASK, NECK GAITE, SANITIZ	283.93
	WV MUNICIPAL LEAGUE	642-226-00	UNEMPLOYMENT/COMPENS	WAT 3RD QTR UNEMPLOYMENT	55.13
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	682.60
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	772.00
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	665.72
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	121.93

#12,857.25 Phoenix Solutions - Chemical Cost  
# 4,014.12 Ferguson Water Works- Materials for Raxroad Extension

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Disbursements 10-01-20 to 10-31-20

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	DISBURSEMENTS ACCOUNT-ALL DE	642-105-00	HEALTH INSURANCE	PAYFLEX ACCT FOR TOM WOOD	2,000.00
	COMMUNITY CARE OF WV	642-399-00	PLANT MISCELLANEOUS	COVID-19 TESTING	50.00
		642-399-00	PLANT MISCELLANEOUS	EMPLOYMENT PHYSICAL TOM WO	75.00
		642-399-00	PLANT MISCELLANEOUS	COVID-19 TESTING	50.00
		642-399-00	PLANT MISCELLANEOUS	COVID-19 TESTING	50.00
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	CHEMICALS SODA, LIME	5,327.50
		642-348-00	CHEMICAL COSTS	PAC 2 TOTES	2,000.00
		642-348-00	CHEMICAL COSTS	CHEMICALS ASH,PAC, CHLOR	5,529.75
	RAVEN ROCK NETWORKS INC	642-211-00	UTILITIES - ELEC, GA	OCT 2020 ANTENNA RENTAL	30.00
	US CELLULAR	642-211-00	UTILITIES - ELEC, GA	613-0153 7363 642-5828 514	169.37
	SPRINT	642-211-00	UTILITIES - ELEC, GA	ALL DEPT OCT 2020 GEOTABS	96.08
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	424.54
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	721.33
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	490.32
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	99.29
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	168.70
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	114.67
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	BACT SAMPLES	230.00
		642-349-00	COMPLIANCE MONITORIN	BACT SAMPLES	276.00
	AMAZON.COM	642-344-00	GENERAL EQUIPMENT MA	PCRD-BOOTS JATWELL	169.95
	PAYFLEX	642-105-00	HEALTH INSURANCE	WATER OCT HSA FEES	9.75
	AT&T MOBILITY	642-211-00	UTILITIES - ELEC, GA	304-997-9091 JERRY MYERS	62.61
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	61.49
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	43.87
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	35.53
	**PAYROLL EXPENSES			10/01/2020 - 10/31/2020	26,307.31
				TOTAL:	58,774.22
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110083759404 BRUSHY FORK	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	110.75
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	5.70
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.12
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCKBOOSTER	48.52
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCKTANK	5.35
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	987.07
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	7.82
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	5.44
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	6.28
	LYKINS OIL COMPANY	660-343-01	LINE VEHICLE FUEL	WATER SEPT 2020 FUEL BILL	678.83
	UNIFIRST CORP.	660-345-00	UNIFORMS-PERSONAL SA	ALL DEPT SEPT 2020 UNIFORM	268.19
	REGION VII PLANNING PDC	660-341-00	OFFICE EXPENSE	GSI SERVICES 8-1 TO 8-31	550.00
	SOUTHERN STATES COOP INC	660-352-00	NEW SERVICES, UPGRAD	STRAW 10	79.90
		660-352-00	NEW SERVICES, UPGRAD	STRAW, CONTRACTOR BLEND	189.84
	DITCH WITCH OF ROANOKE, INC	660-352-00	NEW SERVICES, UPGRAD	DRIECT CLAMP 950T LOXATOR	212.91
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 9-2 TO 10-1-202	743.42
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WAT OCT PREM & LIFE	2,968.95
		660-105-00	HEALTH INSURANCE	WATER OCT RETIREE SUBSIDY	1,280.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	16.85
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	58.48
	ADVANCE AUTO PARTS	660-344-00	GENERAL EQUIPMENT MA	DEF	19.99
	WV DIVISION OF HIGHWAYS	660-352-00	NEW SERVICES, UPGRAD	PERMIT 0720200330 REX	25.50
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	LOCATES SEPT 2020	53.47
	LOWES BUSINESS ACCOUNTS	660-344-00	GENERAL EQUIPMENT MA	SHOP LIGHT	54.59



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Disbursements 10-01-20 to 10-31-20

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		660-344-00	GENERAL EQUIPMENT MA	BATTERIES, BLADES	181.27
		660-344-00	GENERAL EQUIPMENT MA	C19 MASK, SANIT,	283.93
		660-344-00	GENERAL EQUIPMENT MA	KEYS, SHOVEL	40.46
	CRISS SALES & SERVICE	660-344-00	GENERAL EQUIPMENT MA	PARTS FOR SAW	87.88
	WV MUNICIPAL LEAGUE	660-226-00	UNEMPLOYMENT/COMPENS	WAT 3RD QTR UNEMPLOYMENT	31.08
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,183.26
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,163.97
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,163.35
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	REXROAD EXT	2,413.00
		660-352-00	NEW SERVICES, UPGRAD	FOR REXROAD EXIT	4,014.12
	COMMUNITY CARE OF WV	660-999-00	TRAN DISTRIB MISCELL	COVID-19 TESTING	50.00
		660-999-00	TRAN DISTRIB MISCELL	COVID-19 TESTING	50.00
		660-999-00	TRAN DISTRIB MISCELL	COVID-19 TESTING	50.00
		660-999-00	TRAN DISTRIB MISCELL	COVID-19 TESTING	50.00
		660-999-00	TRAN DISTRIB MISCELL	COVID-19 TESTING	50.00
		660-999-00	TRAN DISTRIB MISCELL	COVID-19 TESTING	50.00
	BUCKHANNON DISCOUNT TIRE INC	660-343-00	VEHICLE MAINTENANCE	4 INSPECTIONS	56.00
	CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	FORD SIMBBSSEAL BODY	80.00
		660-352-00	NEW SERVICES, UPGRAD	FLSI 514-125, KV23-332, T	620.57
		660-352-00	GENERAL EQUIPMENT MA	SAW BLADES	800.00
		660-352-00	NEW SERVICES, UPGRAD	REXROAD JOB EXT	150.20
	US CELLULAR	660-211-00	UTILITIES - ELEC,GAS	613-0153 7363 642-5828 514	169.37
	SPRINT	660-211-00	UTILITIES - ELEC,GAS	ALL DEPT OCT 2020 GEOTABS	96.07
	CRITES ELECTRICAL SUPPLY INC	660-344-00	GENERAL EQUIPMENT MA	OUTSIDE LIGHT SHOP	184.14
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	738.33
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	726.37
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	725.87
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	172.67
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	169.88
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	169.76
	PAYFLEX	660-105-00	HEALTH INSURANCE	WATER OCT HSA FEES	22.75
		660-105-00	HEALTH INSURANCE	WATER OCT HSA FEES	3.25
	AT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	304-642-5819 KELLY ARNOLD	63.28
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	61.50
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	43.87
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	35.52
	**PAYROLL EXPENSES			10/01/2020 - 10/31/2020	35,105.83
				TOTAL:	59,500.52
OFFICE/ADMIN	RALSTON PRESS INC	920-341-00	MATERIALS & SUPPLIES	ENVELOPES	173.58
	ENCOVA INSURANCE	920-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 9-2 TO 10-1-202	154.68
	PITNEY BOWES INC	920-999-00	ADM BOARD-BILLING MI	OCT 2020 PERMIT POSTAGE	771.22
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WAT OCT PREM & LIFE	778.05
		920-105-00	HEALTH INSURANCE	WATER OCT RETIREE SUBSIDY	320.00
	ELECSYS INTERNATIONAL CORP	920-999-00	ADM BOARD-BILLING MI	MCON MONTHLY MAINT CONTRAC	76.00
	LOWES BUSINESS ACCOUNTS	920-341-00	MATERIALS & SUPPLIES	CARPET CLEANER	28.96
	WV MUNICIPAL LEAGUE	920-226-00	UNEMPLOYMENT/COMPENS	WAT 3RD QTR UNEMPLOYMENT	56.11
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	534.91
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	585.16
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	535.97
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	20.00
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	SEPT 2020 AA FEES	206.10
	COMMUNITY CARE OF WV	920-341-00	MATERIALS & SUPPLIES	COVID-19 TESTING	50.00

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Disbursements 10-01-20 to 10-31-20

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	SEPT 2020 CREDIT CARD FEES	891.37
	TOSHIBA FINANCIAL SERVICES	920-999-00	ADM BOARD-BILLING MI	CITY HALL COPIER LEASE	139.03
	DOLLAR GENERAL CORPORATION	920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	22.44
		920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	37.85
	RAVEN ROCK NETWORKS INC	920-999-00	ADM BOARD-BILLING MI	OCT 2020SERVICE CONTRACT	212.50
	US CELLULAR	920-211-00	UTILITIES - ELEC,GAS	642-1651 613-0113 0002	50.78
	COMMUNITY BANK	920-459-00	CAPITAL OUTLAY COMPU	ACCT#771901071 OCT COMP SR	385.84
	LANORA CUSTOM FRAMING	920-341-00	MATERIALS & SUPPLIES	FRAME CITY SEAL IN LOBBY	85.50
	DELUX BUSINESS FORMS	920-341-00	MATERIALS & SUPPLIES	PCRD-COLLECTION CKS	139.04
		920-341-00	MATERIALS & SUPPLIES	PCRD-COLLECTION DEP BKS	99.22
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	418.19
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	375.68
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	333.13
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	97.80
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	87.87
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	77.91
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-EMER EXIT SIGNS	84.49
	PAYFLEX	920-105-00	HEALTH INSURANCE	WATER OCT HSA FEES	6.50
	TYLER TECHNOLOGIES INC	920-999-00	ADM BOARD-BILLING MI	INSITE TRNSACT FEES IVR AU	1,667.81
		920-999-00	ADM BOARD-BILLING MI	SUBSCRIPTION UTILITY BILLI	65.18
		920-999-00	ADM BOARD-BILLING MI	MAINT BAR CODE SCANNER ANN	165.06
	ROSSMAN & CO/PCB CORP	920-999-00	ADM BOARD-BILLING MI	DEBT COLLECTION	16.20
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	64.60
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
	TRAVELERS INSURANCE	920-352-00	PROPERTY INSURNACE	NOV 2020 INS PREM AUTO LIA	1,799.99
	SUDDENLINK	920-999-00	ADM BOARD-BILLING MI	OCT 2020 INTERNET	31.86
	**PAYROLL EXPENSES			10/01/2020 - 10/31/2020	18,166.94
				TOTAL:	29,837.70
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	OCT 2020 WATER BOND A PYMT	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN	999-681-00	SCADA TANK/PUMP STAT	WAT OCT 2020 SCADA/METER P	12,989.32
	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	22GCPD 2017 FORD F150 LEAS	584.66
		999-682-04	SUPERVISOR TRUCK	22GCR2 2017 NISSAN LEASE P	477.00
		999-682-04	SUPERVISOR TRUCK	22GCWC 2017 NISSAN LEASE P	474.25
		999-682-04	SUPERVISOR TRUCK	22GCWP 2017 NISSA LEASE PY	474.25
		999-682-04	SUPERVISOR TRUCK	22GDSQ 2017 NISSA LEASE PY	474.25
	COMMUNITY BANK	999-682-05	BACKHOE	WAT OCT 2020 BACKHOE PYMT	1,472.93
	CLEVELAND BROTHERS EQUIPMENT	999-110-00	PAINT WATER TANKS	PICK UP LIFT	400.00
				TOTAL:	17,346.66

D. Department Report

D.1 Water Dept. Report – Kelly Arnold was absent so Jay Hollen provided an update to the Board on the following items:

CITY OF BUCKHANNON WATER DEPARTMENT

Monthly Report for October 2020

- Water leaks – 1



- Weekly safety meetings took place
- Locates
- Renewed service - 0
- New Services – 5
- Residential meters changed - 1
- Residential meters tested - 0
- Public Service District meters tested - 0
- All meters were read in system
- Clearing brush from ROW's and tank sites
- Clearing meter barrel lids.
- Cleaning out valve boxes
- Repair meter barrels
- Rexroad line extension completed
- Maintenance booster stations
- Hydrant flushing finished and broken hydrants repaired
- GPS valves, services, leaks for past year
- 66.93 million gallons of water treated for month of October-2.23 million a day
- Cost per million gallons were treated for October was \$223.10
- 32,590 gallons of water hauled from plant
- Off & On Reports / Customer complaints answered -262
- Non-Payments
- Continue to work on back-flow/cross-conn program
- Maintenance equipment

**Oct-19**

Month:

			Monthly Total	Y-T-D	
Million Gallons Treated:			66.93	260.925	
Total Chemical Treatment Cost:			14932.25	49810.16	
Cost per Million Gallons:			223.1025	190.8984	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.064	lb	748	795.872	3451.536
Chlorine	0.375	lb	1939	727.125	2744.625
Fluoride	0.55	lb	350	192.5	880
KMnO4	3.00	lb	678	2034	7233
NaMnO4	1.4	lb		0	0
Lime	0.15	lb	2100	315	1038
Premier Pac	0.35	lb	18880	6608	19810
Soda Ash	0.295	lb	11550	3407.25	11475.5
Sodium Hex	1.55	lb	550	852.5	3177.5
Smart-Phos	14.16	GAL		0	0
				14932.25	49810.16

Discussion took place with the Board and Jay Hollen concerning the reduction in consumption.

**D.2 Rexroad Brushy Fork Road Waterline Extension Project** – Mentioned in the report.

WATER MAIN EXTENSION ESTIMATE  
WATER RULE 5.5

Date: September 23, 2020 For: Rexroad Brushy Fork Road Waterline Extension

The following estimate is in response to a request to extend the CITY OF BUCKHANNON'S water facilities (approximately 835 feet of 2"Ø PVC) to the unnamed residential development along the Brushy Fork Road to serve customers who desire water service.

COST ESTIMATE		Estimate	Actual
Water Line (2-inch PVC): <u>835</u> feet @ <u>\$1.10</u> /foot	=	\$ <u>918.50</u>	
Excavation/Installation: <u>835</u> feet @ <u>\$7.50</u> /foot	=	\$ <u>6,262.50</u>	
Materials (fittings, valves, etc.) and Labor: <u>See Enclosed Attachment</u>	=	\$ <u>6,947.50</u>	
Permits/Rights-of-Way (Health, Highways, etc.):	=	\$ <u>23.00</u>	
Restoration of <u>1,000</u> feet (seeding, gravel, etc.): <u>\$0.30</u> /foot	=	\$ <u>300.00</u>	
Related Cost (engineering, legal, etc.): <u>10.0%</u>	=	\$ <u>1,445.15</u>	
Total	=	\$ <u>15,896.65</u>	8665.86

COST SHARE OF CUSTOMERS AND UTILITY

A. Total Estimated Cost of Extension	=	\$ <u>15,896.65</u>	
B. Utility Share: (5 times annual revenue) <u>\$1,722.00</u> per customer per year for five (5) years X <u>4</u> customers	=	\$ <u>6,888.00</u>	owed
C. Customer Share: Estimated cost to be paid by customers (A. less B.)	=	\$ <u>9,008.65</u>	1,777.86

CONDITIONS

1. If the potential Customer (i.e. Rexroad) shall deposit with the Utility, in advance, the sum of \$9,008.65, (Customer's Share from "C." above) and a tap fee of \$750.00 and a \$35.00 security deposit per residential customer (\$785.00 x 4 residential customer = \$3,140.00) for a total deposit of \$12,148.65, the Utility will apply for the necessary permit applications and begin construction activities as soon as possible.
2. Per conversations with the Customer's designated representative on August 20 and September 15, 2020 and the Customer on September 21, 2020, the development is to consist of four residential homes. Therefore, based upon these conversations, the four customers to be served by the water main extension project shall consist of four residential homes placed upon individually platted lots. No mobiles homes (i.e. trailers) or recreational vehicles (RVs) (i.e. camping trailers) shall be permitted within the development as the waterline extension was engineered based upon information from the developers that only residential homes were being constructed within the development.
3. If the actual cost to construct the extension is less than the estimated cost, the Utility will refund the difference to the Customer. If the actual cost exceeds the estimated cost, the Utility will bill the Customer for the difference.
4. The Customer will be required to sign an application for service and/or a User's Agreement when the tap fees and deposits are made.

D.3 Hydrant Flushing Completed – Mentioned in the report.

D.4 Backflow Installed & Tested at Country Time Cooking – Discussed.

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

E.1 Mt Hope Water Association Meeting Minutes-September & October 2020

Mt Hope Water Association Minutes  
Board of Directors Meeting Monday September 21, 2020

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, September 21, 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, and Jeff May from Quality Water Services LLC.

Minutes from the previous Regular Meeting were approved, a motion was made 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 both approved, a motion was made by Brian for the Keller/Carter request and a motion was made by Marcella for the Tenney request, motions carried.

Donnie and Jeff spoke about a recent issue with taps on Norvell Dr. Atlas did the best they could with the location and issues they ran into. The customer complained and a compromise was reached. Two potential customers would like water service at their camps. Due to the lengthy service lines and terrain they would go through, Laurie contacted the PSC for their input. An engineer for the PSC is looking into it.

A written agreement with Doerr Development II LLC and "as built" drawings were received by Mt Hope Water. The agreement was approved and the extension has been put in by Atlas. Doerr Development II LLC will incur all costs. A ph tester has been purchased for use in gathering water samples.

Inspection of the water tanks by Mid Atlantic Storage Systems has been done. Elkins Rd PSD had given us the contact information for a company they are working with, Mike Ritterbeck of Portable Water Systems LLC. Laurie will contact him for a possible quote in addition to Mid Atlantic's quote. The Democrat Ridge tank was repaired during the inspection. The board reviewed the written inspections on the glass lined tanks and agreed we needed to get the Wilfong Hill glass lined tank rehabed first. Brian requested permission for Micrologic to install an

antenna on top of the tank at Democrat Ridge for internet service for our customers in that area. A motion was made by Brock to allow Micrologic to install an antenna on the Democrat Ridge Tank, motion carried. The Annual Membership Meeting is in October, Laurie asked for items to place on the agenda, Donnie asked that the meeting be changed to 7:00 pm. The Board did not have any items to add but a discussion concerning the Office/Clerk position pay began. A motion was made by Brian to raise the pay an additional \$1.00 per hour starting September 21, 2020, motion carried. The board then prepared the 2020-2021 Proposed Budget. A motion was made by Brock to adjourn the meeting at 8:18, motion carried.

Submitted by: Laurie Adams

Mt Hope Water Association Minutes  
Board of Directors Meeting Monday October 19, 2020

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, October 19, 2020 at 7:26 pm, at the Mt Hope Water Office. The meeting was called to order by Donnie Tenney, Board members in attendance were Brian Elmore, Tom Davis, Deborah Cvechko, Marcella Kelley and Navonda Tenney. Also in attendance were Secretary/Treasurer Laurie Adams, Office Billing/Clerk Jessie Fumerola, member Delmuth Kelley, Rhett Dusenbury District Rep. for Congressman Alex Mooney, and Jeff May and Alan Westfall from Quality Water Services LLC.

The election of Officers by Ballot was held. Donnie Tenney was re-elected President, Brock Perkins was re-elected Vice-President and Laurie Adams was re-elected Secretary/Treasurer. The votes were unanimous for all three. Minutes from the previous Regular Meeting were approved, a motion was made by Navonda, 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. Donnie had spoken to our neighbor, Benton Powers about his concern with the culvert bordering Tallmansville Rd, our office and his property. Tom made a motion to allow \$800.00 to be used to pay for the culvert to be corrected, motion carried. The leak adjustment was approved pending verification of it being fixed, a motion was made by Debbie, motion carried.

Laurie said the paperwork has been signed and returned to Micrologic for the antenna at Democrat Ridge. Since then they were able to provide service without adding the antenna. Laurie had spoken to Joe Karp about the free internet service still being available that was in the agreement. She is waiting to hear back from Micrologic. Laurie had gotten more information about what will be needed to begin re-hab of the tanks. The Board requested that Ryan Lynch from Mid-Atlantic Storge be invited to the next Mt Hope Water Regular Meeting. Laurie said the PSC auditors had been here to work on the rate increase request audit.

We have received a letter and paperwork from the Governor's Office concerning Covid-19 assistance. It did not look like any of our customers would qualify. We received a letter from Emily Neff and Frederick Armstrong to allow them to run a long service line to their seasonal camp along the Buckhannon River. After discussion Tom made a motion, pending further guidance from the PSC, to allow the request putting in place all PSC recommendations. Laurie requested two new computers for the office. She presented the recommended systems and quote to install, etc. from MPL and Dell. A motion was made by Debbie to order the computers and allow MPL to install, etc., motion carried. Laurie asked the board is Marcella and Delmuth Kelley could mow the office one time before winter and possibly consider them doing the office during the next mowing season. The board agreed to ask them to mow once before winter and will see about next season in the spring. A motion was made by Tom to adjourn the meeting at 9:13, motion carried.

Submitted by: Laurie Adams

Mt. HOPE WATER ASSOCIATION  
1925 Tallmansville Rd., Buckhannon WV 26201  
304-472-2526/Fax 304-472-3511  
[mthopewater2526@gmail.com](mailto:mthopewater2526@gmail.com)

MINUTES  
ANNUAL MEMBERSHIP MEETING  
OCTOBER 21, 2019

The Annual Membership Meeting of the Mt. Hope Water Association was held on Monday, October 21, 2019 at the Mt. Hope Water Office. President Donnie Tenney presided over the meeting called to order at 6:00 P.M. Executive Board Members in attendance were Donnie Tenney, Brock Perkins, Brian Elmore, Thomas Davis, Marcella Kelley, Deborah Cvechko and Navonda Tenney. Also in attendance were Secretary/Treasurer Laurie Adams, Billing/Office Clerk Jessie Fumerola and members, Delmuth Kelley, Philip Abel, Janet Kimble, Lurae Currence, William Currence, Jerry Abel, Susan Currence and Brittany Currence.

One-Hundred and ninety eight (198) proxies were presented and verified for attendance. One Hundred and Eighty were required for a quorum. (180.45 members/proxies or 15% of the total membership of 1203 was required for a quorum) thus a quorum was thereby established.

Proof of the Notice of the Annual Membership Meeting was presented by Secretary/Treasurer Laurie Adams.

Minutes of the October 15, 2018 Annual Membership Meeting were read by Vice-President Brock Perkins, with hi-lighted corrections. A motion made by Deborah Cvechko and seconded by Tom Davis to accept the minutes as read and presented. Motion Carried.



The Treasurer's Report for the fiscal year 2018-2019 was presented. A motion was made by Brock and seconded by Navonda to file the report for audit, motion carried. The 2018-19 Annual Fiscal Budget and 2019-20, Proposed Budget were then presented. A motion was made by Marcella and seconded by Brock to accept the budgets, motion carried.

The 2018-19 independent audit by Burdette and Associates was available for those in attendance to view.

Board President Tenney spoke about the years' accomplishments/goals. He talked mainly about the continued repairs on the aging system and the expense that incurs in fixing the lines and replacing the lines. The money to replace would have to be borrowed, raising rates and what grants are possibly available, we are looking into them.

Nominations and Elections were then presented for the three Board Members, Donnie Tenney, Marcella Kelley and Navonda Tenney whose terms expired on 10/21/19. The following were nominated for the three seats: Donnie Tenney, Marcella Kelley, Navonda Tenney and Philip Abel. Laurie kept count of all nominations and votes. Philip Abel received 5 votes, Donnie Tenney received 7 votes, Marcella Kelley received 7 votes, and Navonda Tenney received 8 votes. Donnie, Navonda and Marcella were re-elected to three year terms.

A discussion about reducing the amount of board members from eight to seven, followed. A motion was made by Brock and seconded by Debbie, to amend the by-laws and reduce the amount of board members to seven, motion carried. Laurie made a request to pay the person in the office/billing clerk position for holidays. A motion was made by Tom and seconded by Brock to pay the office/billing clerk their hourly wage, for the hours the Mt Hope Water Office would have been open, on Board Approved Holidays, motion carried. After discussing the Amendment 1, 10-21-02, those in attendance decided to leave the amendment as is. Lurae Currence had requested the following items be added to the agenda, repayment of embezzled money, scada system and adjustments for customer with water leaks. The embezzlement has been turned over to law enforcement, Anita Wright has been told to make monthly payments to Mt Hope Water in the amount of \$250.00 a month, or face jailtime. The Scada System continues to monitor our tanks, pumps, etc. Approximately a year is left on the payments for the system. Leak adjustments are done according to PSC and Mt Hope Water's policy. Lurae then asked how much we charge customers for a re-connect fee, it is presently \$25.00.

There being no further business for discussion, a motion for adjournment was made by Deborah and second by Brian, motion carried, meeting adjourned at 7:04 P.M.

Secretary/Treasurer  
Laurie Adams

## **E.2 Elkins Road P.S.D. Meeting Minutes-September & October 2020**

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
September 1, 2020

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, September 1, 2020.

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-Linzy Wilson; System Operator-David Wamsley

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

Recognize that five (5) customers were present.

### **APPROVAL OF MINUTES**

Minutes of August 4, 2020 Regular Monthly Meeting were presented for approval. **Sonny Matthews made a motion to approve the minutes as presented. Seconded by Larry Heater. Motion carrier**

### **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**

### **PHASE III EXTENSION PROJECT**

Fourth Draw Request from IJDC loan and SCBG for Phase III invoices was presented by Cary Smith (Region VII) for signature and payment. **Sonny Matthews made a motion to sign and pay invoices. Larry Heater seconded. Motion carried**

David Mitchell and David Cash, inspectors with Chapman Technical Group, attended the meeting to give updates and progress reports on contractors.

David Mitchell said that A. J. Burk who has Contract #3 was very close to completing work on Upper Sand Run Road. After all testing has been completed on the line installed they would be ready to install meters and get people online for water service barring any unforeseen problems and weather permitting soon.

**PHASE III EXTENSION PROJECT (continued)**

David Cash said that Chojnacki who has Contract #4 was very close to completing work on Beech Run Road. After all testing has been completed on the line installed they would be ready to install meters and get people online for water service barring any unforeseen problems and weather permitting soon.

Region VII presented a contract to the Board for approval to receive the balance of .their payment from IJDC. **Sonny Matthews made a motion to approve and sign. Larry Heater seconded. Motion carried**

Two change orders for Contract #2 were presented for approval and signature:

Change Order #1 for \$14,212.18. **Sonny Matthews made a motion to approve and sign. Larry Heater seconded. Motion carried**

Change Order #2 for \$23,185.55. **Sonny Matthews made a motion to approve and sign. Larry Heater seconded. Motion carried**

**ADDITIONAL GUESTS NOT ON AGENDA**

Jack Marteney attended the meeting only long enough to request and receive a copy of the estimate we had obtained on moving the hydrant next to his driveway.

**MAINTENANCE**

Dave Wamsley, System Operator, discussed the August Maintenance Report which he had prepared for the meeting. He was asked to continue to find leaks and try and get the unaccounted for water loss down even more. Due to all the extra work from Phase III we are estimating our bills for the months of August and September.

There being no further business, **the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater.** Meeting adjourned at 6:45 p.m.

The next meeting will be held on Tuesday, October 6, 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

Note: Recorded Meeting

Elkins Road Public Service District  
Board of Directors’ Regular Meeting  
October 5, 2020

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, October 5, 2020.

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-Linzy Wilson; System Operator-David Wamsley

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

Recognize that six (6) customers were present.

**APPROVAL OF MINUTES**

Minutes of September 1, 2020 Regular Monthly Meeting were presented for approval. **Sonny Matthews made a motion to approve the minutes as presented. Seconded by Larry Heater. Motion carrier**

**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**

**KJ WOODY – FUTURE DEVELOPMENT**

KJ Woody attended to discuss a future development and was given several options since he is not quite ready to begin this development yet. He will be working with another potential customer to lay a bigger line that could be used for this development in the future.

**DON BENNETT – MIDDLE FORK CAMPGROUND**

Don Bennett ask to be put on the agenda but was a no show.

**PHASE III EXTENSION PROJECT**

Fifth Draw Request from IJDC loan and SCBG for Phase III invoices was presented by Cary Smith (Region VII) for signature and payment. **Sonny Matthews made a motion to sign and pay invoices. Larry Heater seconded. Motion carried**

**PHASE III EXTENSION PROJECT (continued)**

Amanda Sutphin, engineer with Chapman Technical, was called and attended our meeting via phone to give progress reports on contractors. Contract 2 is basically completed (tanks refurbishing inside and out) except for a few touch ups and repairs.

Contract 3 has almost completed another road and is preparing to pressure test line and get bac-ts taken in the next couple of days.

Contract 4 has laid line on several roads, made several hot taps and has pressure tested lines on one road and part of another.

Samples were dropped off at the meeting for the Board and staff to start picking colors for the new PSD office building.

**ADDITIONAL GUESTS NOT ON AGENDA**

Jack Marteney once again attended our meeting to discuss the hydrant beside his driveway. He stated after talking with Public Service Commission and contemplating getting a lawyer he has decided to just let us replace the hydrant since it is too expensive to move it.. He ask when it would be replaced and Board said as soon as we can get it ordered and installed.

**MAINTENANCE**

Dave Wamsley, System Operator, discussed the September Maintenance Report which he had prepared for the meeting. He was asked to continue to find leaks and try and get the unaccounted for water loss down even more. Dave will be reading meters for October’s billing. Also hopes to get system off temporary tanks and back online with all of our regular tanks this week.

There being no further business, **the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater.** Meeting adjourned at 6:35 p.m.

The next meeting will be held on Tuesday, November 3, 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

Note: Recorded Meeting

**E.3 Waterline Extension ROW COB & David Rexroad -Indexed Water Agreement A196**

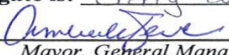
**F. Consent Agenda**

**F.1 Approval of Minutes -October 8, 2020**

**F.2 WVRWA-2020 Voting Credential –Kelly Arnold as Voting Delegate & Jerry Wamsley as Alternate**

**Motion to approve the Consent Agenda was made by Thomas/Nestor. Motion carried unanimously.**



2020 VOTING CREDENTIAL FORM	
<u>City of Buckhannon Water Bd</u> <small>(Name of Member System)</small>	authorizes <u>Kelly L. Arnold</u> <small>(Name of Voting Delegate)</small>
as its Voting Delegate <b>for the 2020 Annual Business Meeting of the West Virginia Rural Water Association to be held via online Zoom conferencing on Thursday, November 19, 2020 at 1:00 p.m.</b>	
<b>Email address of Voting Delegate:</b> <u>kelly.arnold@buckhannonwv.org</u>	
<small>*The Voting Delegate will receive an email invitation to the Zoom meeting at the address listed on this form.</small>	
<b>The Authorized Alternate Delegate is:</b> <u>Jerry Wamsley</u>	
 <u>Dir. Finance &amp; Admin</u> <small>Mayor, General Manager, or Other Authorized Official</small>	
<u>10-20-2020</u> <small>Date Signed</small>	

G. Strategic Issues for discussion and vote

G.1 Financial Statement Period Ending 06/30/2020 – This was discussed earlier in the meeting.

H. Board Members Comments and Announcements:

- Board Member Nestor – Nothing further.
- Board Member Reger – Nothing further.
- Board Member Thomas – He thanked all the employees for all that they do and commended the folks involved with the backflow/cross-conn program.
- Board Member Rizo – He referenced the financial reports and recognized that we need to strike a balance with a rate increase that is inevitable to meet our fiduciary obligations, while keeping the rates as affordable as possible for our customers.
- City Recorder Sanders – Nothing further.
- Amby Jenkins – Nothing further.
- Kelly Arnold – Absent.
- Jerry Arnold – Absent.
- Jay Hollen - Nothing further.

I. Mayor’s Comments and Announcements – The Mayor commended all members of the Water Department and the Board for their exceptional work. Sent Kelly Arnold good wishes. Wished everyone a Happy Thanksgiving.

J. Adjournment

Motion to adjoin the meeting at 4:45 PM was made by Thomas/Reger. Motion carried.

Mayor Robert N. Skinner III \_\_\_\_\_

City Recorder Randall H. Sanders \_\_\_\_\_