

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

A regular scheduled meeting of the City of Buckhannon Sanitary Board was held July 19, 2018 at 4:00pm at City Hall with the following persons present:

Mayor	David McCauley	Present
Recorder	Colin Reger	Present
Finance Director/Assistant Recorder	Amberle Jenkins	Present
City Engineer	Jay Hollen	Present
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present
Plant Engineer	Sam Ludlow	Present
Sanitary Superintendent	Erasmio Rizo	Present
Director of Public Works	Jerry Arnold	Present
City Attorney	Tom o'Neill	Present

Meeting Agenda Posted 07/16/18

***City of Buckhannon Sanitary Board- 4:00pm at City Hall in Council Chambers
Meeting Agenda for Thursday, July 19, 2018***

- A. **Call to Order**
 - A.1 **Moment of Silence**
 - A.2 **Pledge to the Flag of the United States of America**
- B. **Recognized Guests**
- C. **Finance Report-Amby**
 - C.1 **June 2018**
- D. **Department Report**
 - D.1 **Poplar St., Cleveland Ave, Wood St. Repairs**
 - D.2 **Lowther Hose MH Repair**
 - D.3 **Eagle St. Extension (Brushy Fork Rd.)**
 - D.4 **Smith Ave. Extension (Brushy Fork Rd.)**
 - D.5 **Wood St. Phase III**
 - D.6 **Decant Tank**
 - D.7 **Pump Station**
- E. **City Engineer Report**
- F. **Correspondence and Information**
 - F.1 **UV Disinfection Unit Bid Package**
 - F.2 **EW-104 Certified Operators**
- G. **Consent Agenda**
 - G.1 **Approval of Minutes -June 21, 2018 Sanitary Board Meeting**
- H. **Strategic Issues for discussion and vote**
 - H.1 **Jason Tenney Resignation**
 - H.2 **Authorize Replacement Hire**
 - H.3 **Sam Ludlow Status**
 - H.4 **Budget Revision FY 2018/19**
- I. **Stormwater**
 - I.1 **Henry St. Project**
 - I.2 **9- Maple**
 - I.3 **Stormwater Project list Qty. Cost.**
- J. **Board Members Comments and Announcements**
- K. **Mayor's Comments and Announcements**
- L. **Adjournment**

Posted 07/16/18

Call to Order: Mayor McCauley called the meeting to order, followed by a moment of silence, followed by the pledge to the US flag.

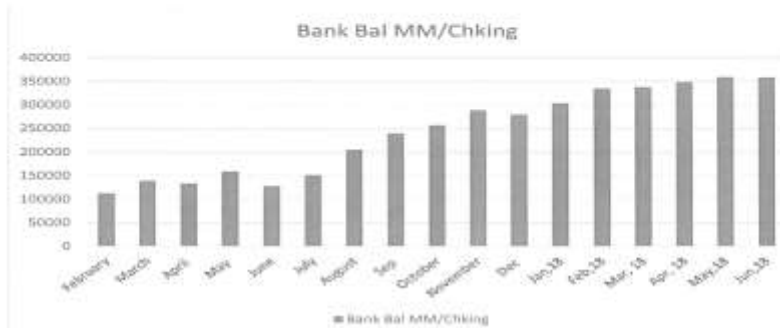
Recognized Guests: None

Finance Report-Amby presented the financial report for June 2018:

**SANITARY BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance June 30, 2018

Money market checking	\$ 358,044.17
CD at FCB	\$ 22,797.20
CD Investment	\$ 40,403.51
CD Investment (Citizens)	\$ 50,000.00



Department Report:

D.1 Poplar St., Cleveland Ave, Wood St. Repairs- Rizo updated the board on progress. Cleveland Ave. and Poplar St. had residents who paid sewer bills for at least two years but were connected to an old septic system. The systems were discovered, and a new tap was requested to connect to City system. Wood Street will be summarized later.

D.2 Lowther Hose MH Repair- Rizo stated 12' Manhole blocks are disintegrating and blocking the line. Manhole block will be parged and this should prevent future deterioration.

D.3 Eagle St. Extension (Brushy Fork Rd.) & D.4 Smith Ave. Extension (Brushy Fork Rd.)


Eagle St. AND Smith Ave. - Rizo stated Jay Hollen collected right-of-way info for water line. Previous to this, Todd and Travis Foster requested sewer service. Combination of interest of new residents and existing businesses - City began inspecting to see how many homes could be serviced. Thirty-eight new customers could be created.

D.5 Wood St. Phase III- Rizo - Have completed 1300 linear feet of main line pipe - 7 manholes, have 300 feet to complete.

D.6 Decant Tank- Rizo-Receiving info from Sherwin Williams - they have specific product that is suitable for corrosive environments.

D.7 Pump Station- Sam Ludlow - Deanville may become a long term project and may require some extra effort. There may be some additional outlays, though they are budgeted for.

Plant Reports (for the month of June 2018): DEP Chemical Report & Sewage Sludge Management Report:



Plant

Applicant: BUCKHANNON CITY OF Type: Periodic SSM

Reference ID: 365032308/002018 (07/18/2018) Report ID: New/Pending

FORM WWScher - WV0032308 - 501

Status: None Revised: Jul. 18, 2018 12:50 PM

Parameters	Test Results		Units	Standard	Test Data				Comments/Flags	Sample Type	Lab
	Min	Max			Min	Max	Min	Max			
010000-0100-01 Biosolids - Total Solids	500	500			500	500	500	500	500	500	500
010000-0100-02 Biosolids - Volatile Solids	200	200			200	200	200	200	200	200	200
010000-0100-03 Biosolids - Total Suspended Solids	100	100			100	100	100	100	100	100	100
010000-0100-04 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-05 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-06 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-07 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-08 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-09 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-10 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-11 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-12 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-13 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-14 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-15 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-16 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-17 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-18 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-19 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100
010000-0100-20 Biosolids - Total Suspended Solids (Dry)	100	100			100	100	100	100	100	100	100

Plant
 Philip Zim
 02B
 Limit = 075

WV00032336 Permit No.	Facility Name	Influent	TSS	NH4	pH	Temp	DO	ORP	Flow	S	Influent		DO
											Flow	DO	
WV00032336	City of Buckhannon	Raw	100	100	100	100	100	100	100	100	100	100	100
WV00032336	City of Buckhannon	Raw	100	100	100	100	100	100	100	100	100	100	100
WV00032336	City of Buckhannon	Raw	100	100	100	100	100	100	100	100	100	100	100
WV00032336	City of Buckhannon	Raw	100	100	100	100	100	100	100	100	100	100	100

ES-59
Revised 1975

STATE OF WEST VIRGINIA
SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS

Month: Jun-18
City: Buckhannon W.Va.
Operator: Dan Baker

Date	INFLUENT WASTEWATER					BELT PRESS		Plant Effluent				TSS		
	Sol. mg/l	BOD5 mg/l	Flow mgd	Temp C	pH	Grit Scr. C.P.	Gals. Wet Sludge Added	Pounds Dry Solids Produced	Sol. mg/l	BOD5 mg/l	Fecal Col./100 ml		D.O. mg/l	pH
6/1/18			1.545	23.0	6.83	2.0						8.5	6.67	
6/2/18			3.991			2.0								
6/3/18			3.197			2.0					12			
6/4/18			1.910	20.0	6.79	2.0						8.6	6.71	
6/5/18			1.405	20.0	6.77	2.0						8.7	6.72	
6/6/18	100	140	1.231	20.0	6.78	2.0			5.5	3.1		8.0	6.77	0.084
6/7/18			1.179	19.0	6.81	2.0	31,331	4,494				8.3	6.79	
6/8/18			1.150	20.0	6.96	2.0						7.9	6.75	
6/9/18			1.082			2.0								
6/10/18			1.142			2.0								
6/11/18			2.475	20.0	7.01	2.0	31,044	4,427			128	8.0	6.78	
6/12/18			1.363	20.0	7.03	2.0						8.1	6.79	
6/13/18	124	178	1.370	21.0	7.02	2.0			4.5	2.2		8.0	6.80	<0.06
6/14/18			1.079	21.0	7.03	2.0						7.8	6.81	
6/15/18			1.066	22.0	7.06	2.0						7.9	6.82	
6/16/18			1.090			2.0								
6/17/18			1.762			2.0								
6/18/18			1.309	21.0	7.00	2.0					33	8.0	6.85	
6/19/18	84	147	1.779	20.0	6.99	2.0			1.5	1.6		8.0	6.86	<0.06
6/20/18			1.844	20.0	6.98	2.0						8.0	6.89	
6/21/18			2.700	21.0	7.01	2.0						8.1	6.87	
6/22/18			3.061	21.0	7.00	2.0						7.9	6.84	
6/23/18			2.240			2.0								
6/24/18			1.860			2.0								
6/25/18			1.382	22.0	7.03	2.0	19,083	3,072			11	7.6	6.86	
6/26/18			1.424	22.0	7.06	2.0						7.7	6.92	
6/27/18	52	178	2.419	22.0	7.02	2.0			2.0	1.8		8.2	6.89	<0.06
6/28/18			1.596	23.0	7.07	2.0						8.5	6.91	
6/29/18			1.119	23.0	7.09	2.0						8.9	6.96	
6/30/18			0.881			2.0								
TOTAL			51.511				81,458	11,993						
AVERAGE	92	161	1.717	21.0	6.97	2.0			3.4	2.2	27	8.1	6.83	0.021
MAXIMUM	124	178	3.991	23.0	7.09	2.0			5.5	3.1	128	8.9	6.94	0.084
MINIMUM	52	140	0.881	19.0	6.77	2.0			1.5	1.6	11	7.6	6.67	<0.06

SEWAGE SLUDGE MANAGEMENT REPORT

FACILITY NAME: The City of Buckhannon DESIGN FLOW: 2,500,000 gpd PERMIT NUMBER: WV0032336
 ADDRESS: 70 E. Main St. Buckhannon WV 26201 YEAR: 2018 MONITORING FREQUENCY: Quarterly
 MONTH: June LAST SAMPLE DATE: 4/4/18
 Total Sludge Generated this Report Period: (Dry Tons) 6.0 Disposal Method: Land Apply
 Sludge Generated this Year to Date: (Dry Tons) 39.3 Amount Disposed: (Dry Tons) 88.8
 Amount of Domestic Septage Received: (Gallons) 168,150 Name of Landfill or Compost Facility: N/A
 Percent Solids: Average: 21.8% Measurement Frequency: Each Cycle Number of Loads Landfilled With Less Than 20 % Solids: 0

Pathogen Reduction Method:

- Not Applicable. No land application of sewage sludge.
- Fecal Coliform Monitoring: Geometric mean of last seven samples is 2,671 col/dry gram.
Sample results for this report period were 389 col/dry gram and 145,329 col/dry gram.
- Lime Addition: pH of sample two hours after lime addition: Range _____
- Anaerobic Digestion: Average detention time for this report period: (days) _____ NE: Number of loads land applied which did not fully meet
Digester Temperature: Average _____ Range _____ Pathogen reduction requirements: 0
- Aerobic Digestion: Average detention time for this report period: (days) _____
Digester Temperature: Average _____ Range _____
- Other: (Provide Description) _____

Vector Attraction Reduction Method:

- Not Applicable. No land application of sewage sludge.
- 38 % Volatile Solids Reduction: Average volatile solids reduction for the month of _____ was _____ percent.
- SOUR: The average Specific Oxygen Uptake rate for the month of June was 1.421 mg O2/hour/dry gram.
- Lime Addition: pH of sample two hours after lime addition: Range _____ NE: Number of loads land applied which did not fully meet
pH of sample 24 hours after lime addition: Range _____ Vector attraction reduction requirements: 0
- Other (Provide description) Average SOUR for past 6 months is 1.267

I certify under penalty of law that the management practices, vector attraction reduction requirements, and the pathogen reduction requirements of Federal Regulation 40 CFR Part 503 and State Regulation Title 33, Series 2 have been met for all sewage sludge land applied during this reporting period. This determination has been made under my supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate information used to determine these requirements have been met. I also certify that this document and all the attachments were prepared under my direct supervision, and that the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are penalties for false certification including the possibility of fine or imprisonment.

Official: Dan Baker Title: Chief Operator
Signature: Dan Baker Date: 7/17/18

Additional Comments or Explanations:

City Engineer Report: see below line item I.3

Correspondence and Information:

F.1 UV Disinfection Unit Bid Package-Finishing up the UV Disinfection Unit Bid Package

F.2 EW-104 Certified Operators

Form EW-104 (June 2013)
 Fax to: (304) 558-4322 or mail to:
 C&T Program
 350 Capitol Street Room 313
 Charleston, WV 25301
www.wvdhhr.org/oehs/eed/swap/training&certification

C&T Use Only	
Date Received:	___/___/___
Staff Lead:	_____
<input type="checkbox"/> Not a complete submission & returned	

Personnel Status Report

To be completed annually as of July 1st and submitted to C&T by July 15th every year.
 Can also be used to document any certified operator employment status changes.

Print legibly and fill out completely. Incomplete applications will not be processed.
 Use NA if not applicable.

Is this a water or wastewater system? PWSID/Permit#: WV 0032336
 Public System Name: City of Buckhannon (WWTP)
 Public System Mailing Address: 70 East Main Street
 City: Buckhannon State: WV Zip: 26201 County: Upshur
 Public System Owner Name: City of Buckhannon Phone: 304-472-5459
 Chief Operator Name: Dan Baker Phone: 304-472-5459

List all certified operators currently employed or contracted by the above public system:
 Attach additional pages if needed.

Operator Name	Certification Number	Classification(s) Held	Start Date (mm/dd/yy)
Sam Ludlow	WVOP# 04368	4	Sept. 88
Erasmio Rizo	WVOP# 31455	2	Apr. 16
Dan Baker	WVOP# 27607	4	July 07
Donald Tenney	WVOP# 07183	2	Oct. 98
Bryan Samples	WVOP# 06276	3	Apr. 78
Dave Currence	WVOP# 29860	2	Dec. 12

I certify to the best of my knowledge, all information provided on this form is true and accurate. I certify I have read, understood and complied with all the laws of WV under the provisions of 64CSR04 Public Water Systems Operators, 64CSR05 Wastewater Systems and Operators.

Signature: Daniel L. Baker Date: 7-9-18

Certified Operators Cont. Page 1 of 2
 See pg. 2

Form EW-104 (June 2013)
 Fax to: (304) 558-4322 or mail to:
 C&T Program
 350 Capitol Street Room 313
 Charleston, WV 25301
www.wvdhhr.org/oehs/eed/swap/training&certification

C&T Use Only	
Date Received:	___/___/___
Staff Lead:	_____
<input type="checkbox"/> Not a complete submission & returned	

Personnel Status Report

To be completed annually as of July 1st and submitted to C&T by July 15th every year.
 Can also be used to document any certified operator employment status changes.

Print legibly and fill out completely. Incomplete applications will not be processed.
 Use NA if not applicable.

~~Is this a water or wastewater system? PWSID/Permit#: _____
 Public System Name: _____
 Public System Mailing Address: _____
 City: _____ State: _____ Zip: _____ County: _____
 Public System Owner Name: _____ Phone: _____
 Chief Operator Name: _____ Phone: _____~~

List all certified operators currently employed or contracted by the above public system:
 Attach additional pages if needed.

Operator Name	Certification Number	Classification(s) Held	Start Date (mm/dd/yy)
Jason Tenney	WVOP# 29859	2	Dec. 12
Teff Ford	WVOP# 02390	C	May 88
Kevin Ware	WVOP# 07528	C	Oct. 96

I certify to the best of my knowledge, all information provided on this form is true and accurate. I certify I have read, understood and complied with all the laws of WV under the provisions of 64CSR04 Public Water Systems Operators, 64CSR05 Wastewater Systems and Operators.

Signature: Daniel L. Baker Date: 7-9-18

Consent Agenda: Approval of minutes from June 21, 2018. **Motion Frye/Loftis to approve the minutes of the meeting held June 21, 2018. Motion carried.**

Strategic Issues for Discussion and Vote:

H.1 Jason Tenney Resignation- Sanitary is struggling to maintain a good workforce, and this departure is difficult. Eight employees are completing the work of ten people currently. Worker shortages are creating difficulties to complete work, and he believes that it is a critical time to make decisions about how to retain employees.

Mayor McCauley – Do we have a pool of applicants to replace Mr. Tenney?

Rizo – We had not advertised because notice was received Monday.

McCauley – Asked Amby to advertise and for Erasmo to conduct interviews ASAP. A special meeting could be held to make emergency hires.

H.2 Authorize Replacement Hire- Motion Loftis/Frye to fast track replacement hiring – Carried unanimously.

H.3 Sam Ludlow Status- Mr. Ludlow would like to work a smaller, part time schedule for the City. Terms have not yet been negotiated, but a stipend or hourly rate will be determined.

H.4 Budget Revision FY 2018/19- Amby – Cab and Chassis \$27K additional outlay.

Motion Frye/Lofits to approve Budget Revision FY 2018/19; Carried Unanimously

Sanitary Budget Revision July 2018

	Current Budget		Revised Budget
Balance on Hand	\$ 286,295.00	\$ 27,000.00	\$ 313,295.00

\$ 27,000.00

Revenues			
401-997-454-00	new equipment	\$ 78,700.00	\$ 27,000.00
			\$ 105,700.00

\$ 27,000.00

Stormwater:

I.1 Henry St. Project -Project delayed – Mr. Reed has passed away. New purchaser excavated around foundation and has left ditch open. Waiting for completion of that project to continue.

I.2 9 Maple St.- City placed some stone around culvert area and homeowner signed hold-harmless agreement for work that had been completed to date.

I.3 Stormwater Project list Qty. Cost- Hollen – Federal grants may allow additional funding for Stormwater collection system project. It must be a new project, cannot repair or existing project.

Board Members Comments and Announcements:

- **Frye** – One beautification that the town needs is to fix the railroad tracks on Rt. 20.
- **Loftis** – Apologies for missing last meeting, but had to take wife to doctor. Also congratulated Mr. Ludlow on being honored in the new name for the Sanitary Plant.

Mayor's Comments and Announcements:

- Mayor McCauley will be pursuing additional funding for this department to try to complete more projects that are becoming urgent.

There being no further business to be conducted; **Motion Frye/Loftis to adjourn at 5:00 pm.**
Motion carried.

Mayor David McCauley

Recorder Colin Reger

The next meeting is at 4:00pm on August 16, 2018