

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

A regular meeting of the Buckhannon Water Board was held on Thursday, October 11, 2018 at 4:00 p.m. in Council Chambers of City Hall.

David McCauley	Mayor	Present
Colin Reger	City Recorder	Present
Robbie Skinner	Board Member	Present
David Thomas	Board Member	Absent
Don Nestor	Board Member	Present
Eric Waggoner	Board Member	Via Telephone
Kelly Arnold	Line Superintendent	Present
Jay Hollen	City Engineer	Absent
Jerry Arnold	Director of Public Works	Present

Also in attendance: Greg Belcher-Chapman Technical Group.

Meeting Agenda Posted 10/05/18

***City of Buckhannon Water Board-4:00pm at City Hall in Council Chambers
Meeting Agenda for Thursday, October 11, 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
 - B.1 Chapman Technical Group (D.1 & D.2 Update)
 - B.2 Adrian P.S.D. Representatives
- C. Finance Report
 - C.1 September 2018
- D. Department Report
 - D.1 ACP Pipeline Contract #1 and #2 Update
 - D.2 Water Dept. Report
 - D.3 SWP Early Warning Monitoring Station No. 1 & No. 2
 - D.4 Raw Water Pump Update
 - D.5 Electrical Service & Usage at St. Joseph WST
- E. Correspondence and Information
 - E.1 Shawn Flanigan Update
 - E.2 Letter to Adrian P.S.D. RE: Water System Improvement EOPPC
 - E.3 Article People & Mountains- Eric Waggoner, New Executive Director WV Humanities Council
 - E.4 Approval of HMGP- FEMA Generator Grant Applications No. 1 & No. 2
 - E.5 Adrian P.S.D. Meeting Minutes -August 2018
 - E.6 Elkins Road P.S.D. Meeting Minutes -August 2018
- F. Consent Agenda
 - F.1 Approval of Minutes 09/13/18
- G. Strategic Issues for discussion and vote
 - G.1 Information & Preliminary Cost Estimate for Water Reservoir
 - G.2 Discussion Article RE: The State of Cybersecurity in the Water/Wastewater Market
 - G.3 Discussion City and P.S.D. Water Usage In September
 - G.4 Discussion/Possible Approval Change Order 1 for Contract 1 WSI Project
- H. Board Members Comments and Announcements
- I. Adjournment

*****Next Meeting is November 8, 2018 at City Hall in Council Chambers. *****

Posted 10/5/18

The meeting was called to order by Mayor McCauley followed by a moment of silence and pledge to the US flag.

Recognized Guests:

B.1 Chapman Technical Group (see D.1 & D.2 Update)

Finance Report:

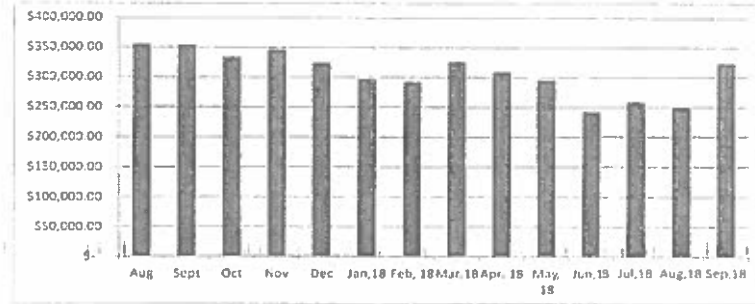
C.1 September 2018 - Mayor McCauley presented the financial information to the Board. There were no notable expenditures.

Motion Nestor/Waggoner to accept the Financial Report as submitted - Carried Unanimously.

**WATER BOARD
CITY OF BUCKLIANNON
BALANCE SHEET**

Balance September 30, 2018

Money market & checking	\$ 1,405,874.28
Less remaining from ACP \$1,081,675.74	\$ 324,198.54- actual water funds
CD	\$ 576,419.82
2% Depreciation fund	\$ 380,129.62



Money Market and Checking Trend

Note: Bond Payments began March 2017 \$22751.66 per mth.

\$1,522,520.00 received from ACP 7/10/18
 -5645,239.35 expensed thru 9/30/18
 +\$204,395.09 another check received from ACP
 \$1,081,675.74 remaining from ACP funds

We also received a check for the EWMS grant 544015.60

Department Report:

D.1 ACP Pipeline Contract #1 and #2 Update- Greg Belcher - Construction had proceeded despite weather, but has created messes due to mud and rain. Two pay apps have been submitted. Chapman has recommended payment for both pay apps.

- **Contract #1 - Hull Contracting Inc. - \$43,918.20 - 40% Complete**

EJCDC CONSTRUCTION CONTRACT DOCUMENTS		Contractor's Application for Payment No. 4	
Application Period: 8/1/18 - 09/25/18		Application Date: 10/2/2018	
To (Owner): City of Buckliannon Water Dept.	From (Contractor): Hull Contracting Inc.	Via (Engineer): Chapman Technical Group	
Project: Water System Improvements Rt 33	Contract #: #1	Engineer's Project No.:	
Owner's Contract No.: #1	Contractor's Project No.:	Engineer's Project No.:	

Application For Payment Change Order Summary			
Number	Additions	Deductions	
			1. ORIGINAL CONTRACT PRICE \$ 198,378.00
			2. Net change by Change Orders \$
			3. Current Contract Price (Line 1 & 2) \$ 198,378.00
			4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate) \$ 187,914.88
			5. RETAINAGE:
			a. 10% X \$38,793.40 Work Completed \$ 38,793.40
			b. \$ Stored Material \$
			c. Total Retainage (Line 5a + Line 5b) \$ 38,793.40
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c) \$ 149,121.48
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) \$ 105,203.28
			8. AMOUNT DUE THIS APPLICATION \$ 43,918.20
			9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 8 above) \$ 169,231.60

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied in account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed as covered by this Application for Payment will pass to Owner at time of payment free and clear of all liens, security interests and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interests or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Donald R. Hull Date: 10/2/2018

Payment of: \$ 43,918.20
 (Line 8 or other - attach explanation of the other amount)

is recommended by: Robert H. Belcher 10-4-18
 (Engineer) (Date)

Payment of: \$ _____
 (Line 8 or other - attach explanation of the other amount)

is approved by: [Signature] 10/1/18
 (Owner) (Date)

Approved by: _____
 Funding Agency (if applicable) (Date)

• **Contract #2 – Chojnacki Construction- \$44,171.11 – 64% Complete**

EJCDC		Contractor's Application for Payment No. 3	
INVESTMENT PUBLIC UTILITIES DOCUMENTS COMMITTEE		Application Period: August 1, 2018 – August 31, 2018	Application Form: DD-47614
To: City of Buckhannon	From (Contractor): Chojnacki Construction, Inc.	Via (Engineer): Chapman Technical Group	
Project: Contract 2 Water System Improvements	Contract: Contract #2	Contractor's Project No.:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:	

Application For Payment			Change Order Summary	
Approved Change Orders			1. ORIGINAL CONTRACT PRICE	\$ 524,158.00
Number	Additions	Deductions	2. Net change by Change Orders	\$
			3. Current Contract Price (Line 1 + 2)	\$ 524,158.00
			4. TOTAL COMPLETED AND STORED TO DATE	
			(Column F on Progress Estimate)	\$ 318,536.43
			5. RETAINAGE:	
			a. 10% X \$101,507.10 Work Completed	\$ 36,188.79
			b. 10% X Stored Material	\$
			c. Total Retainage (Line 5a + Line 5b)	\$ 36,188.79
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$ 288,355.73
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$ 244,184.61
			8. AMOUNT DUE THIS APPLICATION	\$ 44,171.11
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column I on Progress Estimate + Line 5 above)	\$ 215,984.27
TOTALS				
NET CHANGE BY CHANGE ORDERS				

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied in accordance to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Andrew Chojnacki Date: 10-11-18

Payment of \$ 44,171.11
(Line 8 or other - attach explanation of the other amount)

is recommended by: Robert G. Belibe 10-10-18
(Engineer) (Date)

Payment of \$ 44,171.11
(Line 8 or other - attach explanation of the other amount)

is approved by: [Signature] 10/11/18
(Owner) (Date)

Approved by: _____
Funding Agency (if applicable) (Date)

Motion Nestor/Waggoner to Approve Contractor's Application for Payment: Hull's Contacting Contract 1 Payment 4 and Chojnacki Construction Contact 2 Payment 3- Carried Unanimously.

Permit has been received to cross Corridor H, and changes have been worked out with contractor.

A copy of emails reflecting verbal approval of additional covered costs from Dominion will be included in the minutes.

Motion Waggoner/Skinner to proceed with Crossing Change Order- Carried Unanimously.

From: "Jay Hollen" <jay.hollen@buckhannonwv.org>
Date: October 3, 2018 at 8:34:41 AM EDT
To: "Brittany D Moody" <brittany.d.moody@dominionenergy.com>
Cc: <jerry.arnold@buckhannonwv.org>, "Michael K Arnott" <Michael.K.Arnott@dominionenergy.com>, "Michael Mangus" <Michael.Mangus@dominionenergy.com>, "Kelly Arnold" <kelly.arnold@buckhannonwv.org>
Subject: RE: [External] Project Progress / Update Meeting

Brittany,

Great news and thanks again to Dominion for their understanding on this WVDOH-required issue.

I've already started the necessary change order procedure which will result in a NET change of the Project Costs of an additional \$384,904.00 to Contract No. 1, bringing its total to \$1,383,274.00. I'm hoping that CTG will have the necessary paperwork completed this week so that we can send it to you for your review and approval so that the Change Order can be fully executed at next week's Water Board meeting.

Just for everyone's benefit and use, with the changes being proposed, the entire Project Cost now stands at \$1,907,424.00.

On a side note, I don't know if you've heard, but we're now hearing that instead of a 16-week lead time fusible HDPE waterline pipe, it may now be only a 6 to 8 weeks. As soon as I can confirm that information, I'll send you an update.

Jay

From: Brittany D Moody [mailto:brittany.d.moody@dominionenergy.com]
Sent: Tuesday, October 02, 2018 4:33 PM
To: Jay Hollen
Cc: jerry.arnold@buckhannonwv.org; Michael K Arnott; Michael Mangus
Subject: Re: [External] Project Progress / Update Meeting

Great! Yes sir, move forward!

Brittany Moody Brittany.d.moody@dominionenergy.com

On Oct 2, 2018, at 3:29 PM, Jay Hollen <jay.hollen@buckhannonwv.org> wrote:

B,

Sorry but there was a math error (to Dominion's benefit).

The total additional amounts needed would be \$211,398.57 (and not \$331,183.57) because Dominion will receive a \$119,785.00 credit because of the original alignment items not being needed that I forgot to mention in the previous email.

J

From: Jay Hollen [<mailto:jay.hollen@buckhannonwv.org>]
Sent: Tuesday, October 02, 2018 3:21 PM
To: 'Brittany D Moody'
Cc: jerry.arnold@buckhannonwv.org
Subject: RE: [External] Project Progress / Update Meeting

B,

Just so I'm clear, no meeting and proceed forward with this change order?

If Yes, then some good news will come from this. You've already "deposited" \$173,505.43 of the necessary \$504,689.00, leaving only \$331,183.57 additional monies needing to be deposited into the Contract account.

Just let us know. Thanks.J

From: Brittany D Moody [<mailto:brittany.d.moody@dominionenergy.com>]
Sent: Tuesday, October 02, 2018 3:03 PM
To: Jay Hollen
Cc: jerry.arnold@buckhannonwv.org; Greg Belcher; Michael K Arnott
Subject: RE: [External] Project Progress / Update Meeting

Jay, Let's move forward. Thanks, Britt

From: Jay Hollen [<mailto:jay.hollen@buckhannonwv.org>]
Sent: Friday, September 28, 2018 1:54 PM
To: Brittany D Moody (GasInfrastructure - 2)
Cc: jerry.arnold@buckhannonwv.org; Greg Belcher
Subject: [External] Project Progress / Update Meeting
Importance: High

Brittany,

We have the anticipated change order costs for the FHWA-required directional drilling under Corridor H and would like to schedule a meeting as soon as possible to discuss the costs, the anticipated lead time and how this will affect the Project's completion date.

Just so that you're not completing caught off guard, the following is the information we have in hand at this time from the Contract 1 contractor and his subs.

450 LF of 24"Ø HDPE casing pipe via HDD will be installed under Corridor H and within the FHWA's Controlled Access (C/A)

- a. Cost for HDD per LF = \$975.00
- b. Total Cost = \$438,750.00

- 2. 500 LF of 14"Ø HDPE waterline via HDD will be installed under Corridor and within the FHWA's C/A
 - a. Cost for 14"Ø HDPE per LF = \$100.00
 - b. Total Cost = \$50,000.00

- 3. Miscellaneous Materials, Fittings, Connections, etc. are approximately \$15,939.00.

Therefore, the total cost of the approved FHWA alignment is \$504,689.00 (1.b. plus 2.b plus 3.).

The original waterline alignment (using the open cut method) was bid at approximately \$119,785.00

- a. This is a credit to the Project as it will not be required with the FHWA alignment.

- 6. There is an anticipated 12- to 16-week lead time both the 24"Ø and the 14"Ø fusible HDPE pipe.

Therefore, at this time, we are estimating that the additional funds needed for installation of the casing pipe and waterline is \$384,904.00 (4. - 5.).

With this information, here's hoping that we can discuss this issue as soon as possible so that once a decision is reached, we can inform the contractor how to proceed on this project.

Thanks in advance and hope to hear from you soon. James S. "Jay" Hollen, III, PE City Engineer

A water issue was caused in a residence during construction by Hulls, but a State owned and maintained stormwater line was discovered with 94% blockage.

Approval of change order to correct problem and alleviate. The board recommended that no more than \$15,000 of a change order cost be incurred by the City to correct the issue.- **Motion Nestor/Waggoner to approve – Carried Unanimously.**

D.2 Water Dept. Report - Kelly Arnold said that the Department has spent some time supervising the Contractors during the ACP contracts. Much inspection time has gone into this, but has prevented some issues.

The City is not as interested in the Elkins Road PSD line as it runs under the road.

**CITY OF BUCKHANNON WATER DEPARTMENT
Monthly Report for September 13, 2018**

- Water leaks-1
- Weekly safety meetings.
- Locates –27
- New services-5
- Renewed service -0
- Residential meters changed-4
- Public Service District meters tested-0
- All meters were read in system.
- #1 flucculator is still down.
- Raw water pump update.
- Working with Hull’s contractors Leggett Add.
- Working with Chojnacki Construction on Brushy Fork Road.
- Extension for Smith and Howard in Tennerton 5 services left to do.
- 70.4 million gallons of water treated for month of September 2.35 million a day.
- Cost per million gallon treated for September \$232.29
- 70441 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered.–322
- Non-Payments – 35
- Back-flow/cross-conn. surveys – Commercial surveys , 0 requests for survey were mailed; , 4 letters requesting test results mailed; 7 test results received;
- Maintenance equipment.

Month:		Sep-18		Monthly Total	Y-T-D
Million Gallons Treated:				70.42	214.76
Total Chemical Treatment Cost:				16357.97	50621.11
Cost per Million Gallons:				232.29	235.71
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.064	lb	852	906.528	4183.648
Chlorine	0.375	lb	1915	718.125	2093.625
Fluoride	0.55	lb	450	247.5	852.5
KMnO4	3.00	lb	193.5	580.5	4665
NaMno4	1.4	lb	1604	2245.6	2987.6
Lime	0.15	lb	1810	271.5	673.5
Premier Pac	0.35	lb	21494.2	7522.97	23119.74
Soda Ash	0.295	lb	9950	2935.25	9410.5
Sodium Hex	1.55	lb	600	930	2635
Smart-Phos	14.16	GAL	0	0	0
				<u>16357.97</u>	<u>50621.11</u>

Motion Skinner/Nestor to accept Kelly’s report – Unanimously passed.

D.3 SWP Early Warning Monitoring Station No. 1 & No. 2 -Nothing new to report.

D.4 Raw Water Pump Update-Raw Water Pump – Precision Pump is continuing to work on the raw water pump. This company has worked on the high service pump and have not had issues. The motor has been pulled from the raw water pump again for additional testing. Precision Pump has assured the City that they assume responsibility and will repair the pump.

The Mayor is concerned about the time frame of repair and the vulnerability of the city's water supply without a backup pump in the meantime. He also asked if Chapman had caught the electrical deficits in their review of the system.

A report will be put together to determine the cost of replacing the electrical components of the system.

D.5 Electrical Service & Usage at St. Joseph WST- Jay and Kelly have put together the utility bills for that tank. Power has sense been shut off, which is how we discovered that Micrologic was using our power (\$126/month) for antennas. Jerry Arnold says Butch at Micrologic is aware of the power usage, but his concern is losing the site for wireless internet connectivity. The board discussed possibly transitioning the property to St. Joseph's Hospital for their use as it really doesn't benefit the City/Water Board without the usage of the water tank.

Correspondence and Information:

E.1 Shawn Flanigan Update-Nothing to report

E.2 Letter to Adrian P.S.D. RE: Water System Improvement EOPPC

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304-472-1651
TDD: 304-472-9550
Fax: 304-472-0974

September 26, 2018

Mr. Paul A. Spencer, Chairman
Adrian Public Service District
P O Box 87
French Creek, West Virginia 26218-0087

Re: Adrian Public Service District
Phase VIII Waterline Extension Project
Required Waterline Upgrade Estimate

Dear Mr. Spencer,

At the August 14, 2018 Buckhannon Water Board meeting, I was tasked with preparing a preliminary layout and Engineer's Opinion of Probable Project Costs (EOPPC) to upgrade a section of the Water Department's existing Water Distribution System (WDS) from the Route 20 South / Stony Run intersection to the Adrian PSD's (APSD) master meter pit, hereinafter referred to as the Project, to accommodate the increase in potable water demand for both the existing APSD Water Distribution System and the proposed APSD Phase VIII Waterline Extension Project, which includes parts of southern Upshur County as well as the Pickens area of Randolph County.

As was mentioned at the August 14, 2018 Buckhannon Water Board meeting, the existing 8"O waterline in the above-referenced area was designed & installed to serve the customers on the southern section of the Water Department's WDS. I believe it would also be safe to say, but I am not completely sure, that when originally constructed, the section of the Water Department's WDS previously mentioned was also designed to provide potable water to the APSD's existing service area at the time of construction, with allowances made for some growth by the APSD.

Based upon the most current pumping data, Water Department customer water usage information, APSD master meter pit potable water usage information, population growth, increased potable water demands, WDS leakage issues in the APSD service area, the proposed customer water usage requirement for the Phase VIII waterline extension and the information presented in the previous paragraph, the existing 8"O waterline between the Route 20 South / Stony Run intersection cannot meet the potable water usage demands of both the Water Department and the APSD.

Therefore, based upon the above information, I prepared an EOPPC to upgrade the section of existing waterline from the Route 20 South / Stony Run Road intersection to the APSD master meter pit from an 8"O waterline to a 10"O waterline, including upgrades, connections, gate valves, fire hydrants, permitting, WVDOH inspection fees and all necessary appurtenances. The total estimated cost of the WDS upgrade Project is \$410,633.19 and includes a 10% construction contingency fund. In addition, Horner Brothers Engineers also prepared a separate EOPPC for the proposed WDS upgrade Project so that the two layouts and EOPPCs could be reviewed and compared prior to submitting the information to the APSD. Horner Brothers Engineers' total estimated cost for the WDS upgrade Project is \$356,097.50, which also includes a 10% construction contingency fund. However, in order to more accurately compare the two EOPPCs, I have adjusted the Horner Brothers Engineers' EOPPC to account for the following items that were not included in their original EOPPC:

- WVDOT inspection fees,
- Fire hydrant assembly,
- Asphalt drive repair, and
- 3% Project-related General Conditions line item.

After adding the above-listed items to Homer Brothers Engineers' original EOPPC, the adjusted estimated project cost is \$394,475.40, which results in a cost difference of \$16,157.79 between the two EOPPCs. As you can see, with two independent waterline alignments and EOPPCs being prepared by two different entities and the average cost difference between the two EOPPCs being approximately 4.02%, the information provided should allow the APSD to make an accurate and thorough review of the proposed waterline upgrade to the Water Department's existing WDS between the Route 20 South / Stony Run intersection and the APSD's master meter pit.

I would recommend that once the members of the APSD have had a chance to review the information contained in this letter and the attached EOPPCs, arrangements be made between both the Buckhannon Water Board and the APSD to discuss this proposed waterline upgrade in more detail. The next Buckhannon Water Board meeting is scheduled for October 11, 2018 at 4:00 PM. The only requirement is that the APSD would need to contact Terest Summers at Buckhannon City Hall no later than Monday, October 8, 2018 and asked to be placed on the Water Board agenda.

Should you have any questions or comments in regards to this letter, or require additional information, please contact Mr. Jerry Arnold (Director of Public Works) or myself by telephone at (304) 472-1651.

Sincerely,



James S. Hollen, III, PE
City Engineer

Attachments: Original Engineer's Opinion of Probable Project Cost - Preliminary - Adrian PSD 10" O Waterline Upgrade Along Route 20 South - City of Buckhannon City Engineer
Original City of Buckhannon Waterline Replacement from Stony Run Road to Adrian PSD Master Meter Vault - Engineer's Preliminary Estimate of Probable Construction Costs - Homer Brothers Engineers
Adjusted City of Buckhannon Waterline Replacement from Stony Run Road to Adrian PSD Master Meter Vault - Engineer's Preliminary Estimate of Probable Construction Costs - Homer Brothers Engineers

c: David W. McCauley - Mayor
Water Board Members
Jerry Arnold - Director of Public Works
Kelly Arnold - Water Department Supervisor
Jay Hollen - City Engineer

E.3 Article in People & Mountains- Eric Waggoner, New Executive Director WV Humanities Council

E.4 Approval of HMGP- FEMA Generator Grant Applications No. 1 & No. 2

BUCKHANNON, WV
October 10, 2018

DEPARTMENT OF EMERGENCY PREPAREDNESS AND RECOVERY
STATE OF WEST VIRGINIA
1000 BANKERS BUILDING
CHARLESTON, WV 25301
Tel: (304) 556-2200
Fax: (304) 556-2201
www.demp.wv.gov

October 10, 2018
The Mayor

October 10, 2018

Mayor David McCauley
City Hall
70 East Main Street
Buckhannon, WV 26201

RE: Corrected Hazard Mitigation Grant Program FEMA-4273-DR-WV-0036 Project Approval

Dear Mayor McCauley:

This letter is to forward to you the approval documentation of your Hazard Mitigation Grant Program Project Number FEMA-4273-DR-WV-0036 titled "City of Buckhannon (3) Generators and (3) automatic transfer switches".

Included with this letter is the formal Sub-Recipient Grant Agreement that requires the signature of your appointed Authorized Agent for this project. This agreement is a requirement prior to funding of this project.

Your assigned Project Officer is Dale Hatfield. You may contact him at 304-957-2572 or by email at dale.e.hatfield@wv.gov regarding any aspect of the grant or to address your questions or concerns.

Sincerely,



Brian Penix
State Hazard Mitigation Officer



SEP 19 2017

Mr. Jimmy F. Gianato
Governor's Authorized Representative
West Virginia Division of Homeland Security
and Emergency Management
1900 Kanawha Blvd., East
Building 1, Room EB-80
Charleston, West Virginia 25305-0360

Re: FEMA-DR-4273-WV-0036
Project Approval
Hazard Mitigation Grant Program (HMGP)

Dear Mr. Gianato:

I am pleased to inform you that the application for the City of Buckhannon 3 Generators and 3 automatic transfer switches (FEMA-DR-4273-WV-0036) has been approved. This project proposes to purchase and install three 150kw generators and automatic transfer switches at the following three (3) locations:

1. Raw Water Intake Facility (Lat. N: 38.977733 Long. -80.21993) (150kw generator)
2. Public Safety Complex Facility (Lat. of 39.2124 Long. -80.2207) (150Kw generators)
3. Sewage Treatment Plant (Lat. 38.96410 Long. -80.215187) (750Kw generator)

The total approved project cost is \$874,520 with a federal share of \$635,890 and a non-federal share of \$238,630; the federal share amount should be available in the SMARTLINK system. A copy of the obligation and management reports is enclosed for your records.

In implementing this project, West Virginia Division of Homeland Security and Emergency Management (WVDHSEM), as the recipient, shall ensure that City of Buckhannon, the sub-recipient, complies with the FEMA State Agreement for DR-4273 and all applicable laws, assistance, and guidance.

As a condition of this award, the sub-recipient agrees to elevate generator facilities in a special Flood Hazard Area (SFHA) above base flood elevation in accordance with the federal, state or the local floodplain ordinance requirements.

STATE OF WEST VIRGINIA

**DIVISION OF HOMELAND SECURITY AND EMERGENCY
MANAGEMENT**

**Hazard Mitigation Grant Program
AGREEMENT FOR FINANCIAL ASSISTANCE**

NAME OF SUB-RECIPIENT: City of Buckhannon
COMPLETE MAILING ADDRESS:
TELEPHONE NO: (304) 472-1651, x. 1002
COMMUNITY I.D. NO: 540199
NAME OF SUB-RECIPIENT'S AGENT: Mayor David McCauley COUNTY: Upshur

PROJECT APPLICATION NUMBER: FEMA 4273 DR WV 00036

- I. PURPOSE:**
This document shall constitute Hazard Mitigation Grant Program Agreement for Financial Assistance between the State of West Virginia and the above-named Sub-Recipient. This document, and all of the terms and conditions contained herein, shall apply to the Hazard Mitigation Grant Program, Catalog of Federal Domestic Assistance (CFDA) Number 97.039, authorized under FEMA 4273 DR-WV.
- II. FEDERAL FUND AWARD:**
- A. Grant Award.
1. Division of Homeland Security and Emergency Management (WVDHSEM) agrees to award federal funds to the Sub-Recipient in order to provide exclusive funding for eligible costs incurred within the approved Scope of Work (SOW) for the project and which are allowable as defined in 2 CFR Part 206, and 2 CFR Part 225 and West Virginia Code, Chapter 12, Article 3A, Chapter 15 Article 5, Chapter 21 Article 5A et seq. The approved Scope of Work is part of your application for funding and is incorporated herein. It is further agreed that if additional funding is necessary due to a change in the Scope of Work that has been approved by FEMA and WVDHSEM, the award may be increased with a letter signed by the Sub-Recipient, the WVDHSEM Director and Comptroller Operations. WVDHSEM and the Sub-Recipient agree that should the federal grant SOW be changed by FEMA, the aforementioned change shall be deemed changed without the need to amend this grant agreement.

RECEIVED SEP 25 2018

E.5 Adrian P.S.D. Meeting Minutes –August 2018

**Adrian Public Service District
August 09, 2018
Monthly Board Meeting**

Present from Adrian PSD were: Paul Spencer, Don Killingsworth, Philip Petrosky, Eric Brunn, Lindsey Woody and Nina Monroe. Visitors: Emiel (Butch) Butcher from Micrologic.

All motions are unanimous unless otherwise noted.

The meeting was called to order at 10:00 am by Chairman Spencer.

Minutes of the July 12, 2018 meeting were read. Motion to accept as read was made by Don, second by Phil.
Minutes of the July 19, 2018 Phase VII progress meeting were read. Motion to approve was made by Don, second by Phil.

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

Old Business

- Phase VII – Cheryl Parker is still waiting for repairs to be made on Bud St. The heavy trucks going to French Creek tank site degraded the road.
- Phase VIII/Pickens – A public meeting is scheduled for August 13, 2018 at 7:00 PM. We have obtained permission to hold the meeting at the French Creek United Methodist Church.

New Business

- Mr. Butcher from Micrologic was here to discuss placing a 120 ft tower at our Rock Cave tank site. The Upshur County Development Authority has received a grant to provide broadband service to unserved areas. Micrologic will be the provider. We are in the early stages of coming to an agreement.
- Bennett & Dobbins will be here August 30th to work on the annual report and financial statements for fiscal year 2017-2018.

Maintenance – Eric

- Cut out and replaced 6" valve on Alexander Road.
- Repaired 3 service leaks
- Installed three (3) new services
- Repaired telemetry
- Installed new backflow device at Kanawha Head
- Working on: hydrants – floors at Wilsontown PS – leaking roof at Carter PS

Office – Nina

Lindsey and Norma will be attending *Utility Office Works* training in Beckley on August 21st.
Lindsey and Nina will be attending a class on *Electronic Submission of Monthly Operational Reports* in Buckhannon on August 22nd.

The meeting adjourned at 12:00. Next regular meeting will be September 13, 2018.

Board of Directors

Paul Spencer, Chairman

Don B. Killingsworth, Vice Chairman

Philip L. Petrosky, Sec., Treas.

**Adrian Public Service District
August 16, 2018
10:00 AM
Monthly Progress Meeting
Phase VII & Phase VIII**

Present from Adrian PSD were: Paul Spencer, Don Killingsworth, Philip Petrosky, Lindsey Woody and Nina Monroe. Others present were: Trey Hornor and Eli Meyer of Hornor Brothers Engineers, Cary Smith from Region VII and Gerald Bosley from Lloyd's Electronics.

Chairman Spencer called the meeting to order at 10:00.

Gerald Bosley would like to place an antenna on our Cleveland Mountain tank to facilitate two-way radio communication for the pipeline workers. We will need to be assured that the antenna will not interfere with our radio telemetry. Mr. Bosley will have his company, Lloyd's Electronics, prepare a lease agreement. We will have Norm approve before we enter into an agreement.

Trey presented Requisition No. 9. The project is 99.4% completed. Motion to approve the requisition was made by Don, second by Phil, signed by Paul.

Trey presented *Calculation Sheet Determining Adverse Weather Days*. There were three adverse weather days in July. Motion to approve was made by Don, second by Phil and signed by Paul.

Trey presented Change Order No. 1. The changes include \$1,625 for placing extra dirt on the access road at French Creek tank, \$1,200 searching for Mrs. Nutter's gas line leak near the Rock Cave tank access road and \$70,437 for 250 radio read meters. Motion to approve the change order was made by Phil, second by Don.

This concluded the Phase VII progress meeting. The next meeting will be September 20, 2018.

The Public Meeting went well. There were 65 people in attendance.

The Buckhannon water board meeting did not go well. The City is reluctant to commit to providing additional water without making upgrades to their system. The discussion was tabled until their September 13th meeting. The City's engineer, Jay Hollen, will prepare a cost estimate of the needed improvements. They want Adrian PSD to add the cost of improvements to the Buckhannon system to our Phase VIII loan.

We have had two additional requests for line extensions since deciding on the scope of our Phase VIII project. At this time, we cannot add them to the scope of the project. Should we have bid under runs or contingency money left at the end of the project we will consider adding them as a change order.

This concluded the Phase VIII portion of the meeting. Next meeting will be September 20, 2018

Adrian Public Service District

**August 13, 2018
Phase VIII/Pickens
Public Meeting**

Present from Adrian PSD were: Paul Spencer, Philip Petrosky, Lindsey Woody, Norma Woody and Nina Monroe. Trey Horner and Eli Meyer from Horner Brothers Engineers. Community members: (see attached)

The meeting was called to order at 7:00 PM by Chairman Spencer.

Chairman Spencer welcomed everyone and introduced Trey Horner.

Trey presented a brief history of the district and then went on to describe the proposed project. Three separate maps were needed to show the scope of the District and the areas to be included. Trey explained the need to upgrade some of the existing system in order to continue expanding and provide reliable service.

The proposed project will serve a potential 166 new customers including the Pickens School, replace about 10,000 feet of existing 6-inch waterline with 8-inch and upgrade two pumping stations at a cost of \$8,675,000. This will be the largest project ever for the district. We anticipate filing the application for funding within the next month. We hope to obtain about 40% in grant funding and 60% loan.

Trey opened the floor for questions.

- Q1 Will this project provide fire hydrants on Route 20 in French Creek? The upgrade will make it possible.
- Q2 Could we get additional grant in order to bring loan amount down? Not without adding years to the time frame and thereby adding cost which would eat up the grant.
- Q3 What is the time frame for the project? The most optimistic estimate would be 2022.
- Q4 Have we had a discussion with the City of Buckhannon about providing water? We have requested a revised purchase agreement. Buckhannon has not yet agreed.
- Q5 Will there still be as many boil advisories? The upgrades could possibly alleviate some.
- Q6 Will rates increase? Yes, for everyone – about a 15 to 20% increase.
- Q7 What defines where water goes or not? We work from petitions for service. We have to build lines where we can serve the most customers for the money spent.
- Q8 How do you determine the number of homes covered? Drive by and count houses.

The meeting adjourned at 8:00 PM.

Board of Directors

Paul Spencer, Chairman

Don B. Killingsworth, Vice Chairman

Philip L. Petrosky, Sec., Treas.

E.6 Elkins Road P.S.D. Meeting Minutes –August 2018

Elkins Road Public Service District
Board of Directors' Regular Meeting
August 7, 2018

 **COPY**

The regular monthly meeting of the Elkins Road Public Service District (ERP/SD) Board of Directors was held on Tuesday, August 7, 2018.

Chair, Carey Wagner, called the meeting to order at 5:30 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-Larry Heater and Board Member-Sonny Matthews

Staff Present were: Office Manager-Carolyn Douglas, Billing Clerk-Sharon Burr, System Operator-Dave Wamsley

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

Recognize that five (5) customers were present.

APPROVAL OF MINUTES

Minutes of July 9, 2018 Regular Monthly Meeting were presented for approval. Sonny Matthews moved to approve the minutes of the meetings as presented. Larry Heater seconded the motion. Motion carried

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. Sonny Matthews made a motion to approve financial report and pay the bills to date. Larry Heater seconded the motion. Motion carried

RESOLUTION – NEW ACCOUNT

Carey Wagner ask for a motion to be made to open a new account at Citizen's Bank in Buckhannon to deposit Phase III Tap Fees into. Sonny Matthews made the motion to open the new account. Larry Heater seconded. Motion carried

RESOLUTION – PURCHASE AGREEMENT

Carolyn Douglas presented paperwork to start the process of purchasing a PSD Truck from Jenkins Ford. The paperwork involved entering into a purchase agreement with Ford Motor Credit. Sonny Matthews made a motion to enter into the agreement. Larry Heater seconded. Motion carried

PHASE III EXTENSION PROJECT

Region VII sent a request for payment of invoices in the amount of \$16,924.50 for CTG from SCBG. Sonny Matthews made a motion for approval to pay. Larry Heater seconded the motion. Motion carried

Elkins Road Public Service District
Board of Directors' Regular Meeting
August 7, 2018

PHASE III (con't)

Carey Wagner gave an update on the Phase III Project from Greg Belcher which she received via an email. According to Greg we are on track but getting customers signed up and closing out FY 6/30/18 are a priority.

Pre-construction sign-ups are scheduled for August 20, 21, 22, 27, 28 & 29; hoping to get most of the potential customers in and signed up. September is catch up month on anyone who didn't get in to take care of this.

MAINTENANCE

Dave Wamsley, System Operator, presented his Maintenance Report for July. Discussion followed on ways to continue to lower unaccounted water loss. Discussion continued on various taps and possible leak areas.

There being no further business, the meeting adjourned on motion made by Larry Heater and seconded by Carey Wagner. Meeting adjourned at 6:18 p.m.

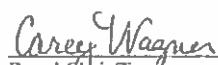
The next regular monthly meeting will be held on Monday, September 4, 2018 at 5:30 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda
Sign In Sheet
Financial Report

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
Sonny Matthews

Consent Agenda:

F.1 Approval of Minutes 09/13/18

Motion Skinner/Nestor to approve Consent Agenda- Motion Carried.

Strategic Issues for discussion and vote:

G.1 Information & Preliminary Cost Estimate for Water Reservoir- Jay has a letter from Morgantown Utility Board (MUB) outlining a recent/similar project (cost \$47,000,000 for 370 million gallons). Jay estimates that we would need approximately \$10,000,000 for 66 million gallons.

■ **Construction on the 370 million gallon Cobun Creek Reservoir recently got a ceremonial start in the University City. The Morgantown Utility Board (MUB) recently broke ground for the dam site area. Officials say the need for the new dam is to ensure safe secondary sources of water for residents. In case of emergency, the water from the new dam could last the town more than 30 days. That is 10 times more than the current reservoir could provide. The project will also include repairs to the original dam in White Park. MUB considered dredging and expanding the current reservoir, but it was deemed infeasible and not cost effective. The work is expected to be complete September 2020, costing \$47 million. Contractor on the project is Kanawha Stone Company of Poca...**

Reservoir Inst.		10-21-18	1/1
- Upshur Co. Daily Demand =	2.2 MGD		
- 30 days of storage =	30 days × 2.2 MGD		
	= 30 days × 2.2M gallons/day		
	= 66 million gallons		
- Recent Hurb Project =	370 million gallons		
	= 5.61 × larger than Up. Co. Demand		
- cost of Hurb Project =	\$47M		
- ∴ Cost per gallon =	\$47M / 370 Million Gallons		
	= \$0.12 per gallon		
	≈ \$0.15 per gallon (include 25% Factor of Safety)		
- To meet Upshur Co.'s demand the following is an estimated cost to construct:			
• Cost per gallon =	\$0.15/gallon		
• Gallons needed =	30 days × 2.2 MGD		
• Total Cost =	\$0.15/gallon × 66 million gallons		
	= \$9.9 million		
	≈ \$10 million		

G.2 Discussion Article RE: The State of Cybersecurity in the Water/Wastewater Market- McCauley stated Phil Loftis attended a conference in Las Vegas.

G.3 Discussion City and P.S.D. Water Usage In September 2018

- **Hodgesville P.S.D.-** Approx. 11.8 million gallons
- **Adrian P.S.D.-** Approx. 13.8 million gallons
- **Mt. Hope P.S.D.-** Approx 6.7 million gallons
- **Elkins Road P.S.D.-** Approx. 7.1 million gallons

Board Members Comments and Announcements:

- **Skinner** – A significant rate increase may be incurred in Lewis County through West Virginia American Water. Buckhannon is fortunate to have our own plant.
- **McCauley** commends Justin Atwell for his article in the paper.

Justin Atwell receives Rookie Water Operator of the Year Award

October 4, 2018

BUCKHANNON, WV: The Buckhannon Water Department continues to rack up awards! This time it's Justin Atwell receiving accolades as Rookie Operator of the Year, announced at the West Virginia Rural Water Association (WVRWA) Annual Conference recently in Charleston. The award-voted on by association members—is new for 2018, making Atwell the first-ever recipient. Last year, Buckhannon received an award for "2017 Water System of the Year" through the WVRWA. This spring, the water department won second "best tasting water in the state" through the American Water Works Association, and has previously been recognized for meeting and exceeding all water quality standards.

Atwell joined the Buckhannon Water Department as a full-time customer service representative in June of 2015, after previously working at the department as an intern during college in 2009. In April of 2016, he transferred to the water plant operator role. The Water Department Supervisor, Kelly Arnold, shared that Atwell is "a hard worker (who is) helpful, kind, and respectful toward co-workers and the public." Atwell enjoys spending time with his girlfriend Jen and her two kids, his family & friends, as well as his two dogs. He enjoys reading, listening to music, and loves his job as a water treatment operator. In addition to his regular duties at the water plant, Atwell is currently taking an electrical class to acquire a journeyman's electrician license. This will allow him to receive a class 3 public water treatment license.

The Harley A. Brown Memorial Water Plant and Buckhannon Water Department provide water service to more than 4,000 customers in Buckhannon and surrounding area. The Buckhannon system also provides water to four public service districts in Upshur County, serving over 20,000 customers combined. The water plant maintains equipment with the technology to treat and monitor a maximum of 5.56 million gallons of water, averaging over 2 million gallons per day. The department also maintains 42 miles of water lines serving customers throughout the City and surrounding area. To ensure high-quality service, each water department employee holds a valid water distribution license or plant operator license. The City of Buckhannon Water Department is consistently ranked in the top tier of the state's water systems for both affordability and financial soundness, as well as meeting all health and environmental standards.

West Virginia Rural Water Association

There being no further business to be transacted, meeting adjourned at 5:36pm.

Mayor David McCauley

Recorder Colin Reger

