

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

A regular meeting of the Buckhannon Water Board was held on Thursday, May 14, 2020 at 4:00 p.m. in Council Chambers of City Hall. The following was in attendance:

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

Guests: None

Meeting Agenda Posted 05/11/2020

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

***City of Buckhannon Water Board – 4:00pm in Council Chambers of City Hall
Meeting Agenda for Monday, May 14, 2020***

- 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**
- C. Financial Report-Amby Jenkins**
 - C.1 April 2020**
- D. Department Report**
 - D.1 Water Dept. Report (Kelly)**
 - D.2 Unfinished Issues - Basins, Electrical Drawings, Airport Booster, Start-up & Test ACP booster**
 - D.3 Corridor H South Waterline Project Update (Jay)**
- E. Correspondence and Information**
 - E.1 Mayor's Statements- Pandemic COVID-19 Virus- April 16, 2020 & May 7, 2020**
 - E.2 Mayor's Statement-Municipal Utilities Rt 33 W Corridor H South Project**
 - E.3 Water Treatment Plant Settlement Basin Coating Repairs Update**
 - E.4 5 year+ Project Plan**
 - E.5 Cast Iron Mains-Footage/Costs**
 - E.6 Adrian P.S.D. Meeting Minutes-March & May 2020- No meeting in April due to COVID-19**
- F. Consent Agenda**
 - F.1 Approval of Minutes –April 9, 2020**
- G. Strategic Issues for discussion and vote**
 - G.1 Discussion/Possible Adoption WVDHHR Recommendation Guidelines for Re-Opening**
 - G.2 Discussion New Water Storage Tank**
 - G.3 Draft Budget 2020-2021**
- H. Board Members Comments and Announcements**
- I. Mayor's Comments and Announcements**
- J. Adjournment**

*****Next Meeting is June 11, 2020 at City of Buckhannon Council Chambers*****

Posted 05/11/2020

Call to Order - The meeting was called to order with a moment of silence keeping the more than 86,000 US citizens impacted by the COVID-19 virus in our thoughts and prayers followed by the Pledge to the Flag of the United States of America led by Kelly Arnold.

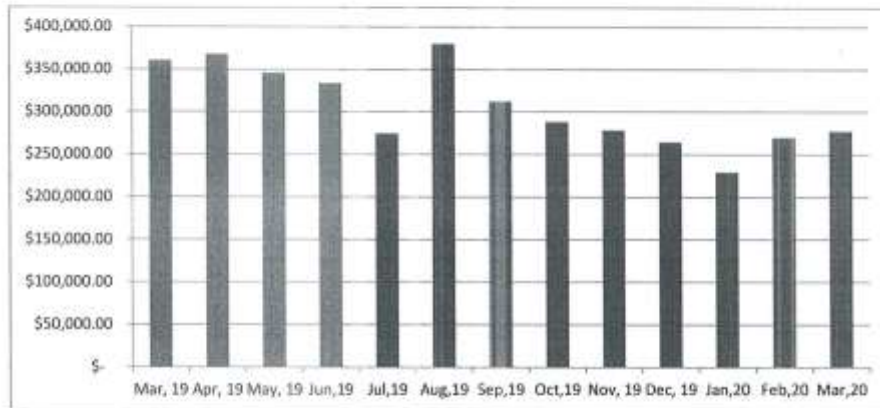
B. Recognized Guests: None

C. Financial Report:

C.1 April 2020 – Amberle Jenkins gave an overview of the following financial reports.

**WATER BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance April 30, 2020	
Money market & checking	\$ 321,338.96
Less remaining from ACP	-\$6,421.08
	\$314,917.88 –actual operating funds
2% Depreciation fund	\$ 383,905.14
CD Citizens Bank (1.49%)11/30/19	\$ 575,000.00
Savings	\$ 1,518.83



Money Market and Checking Trend

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

400-999-170-00 ACP Exp	-313,134.77 received Apr
\$1,522,520.00 received from ACP 7/10/18	-250,920.35 expensed thru 4-30-19
-\$645,239.35 expensed thru 9/30/18	\$291,332.17 remaining in ACP fund Apr
+\$204,395.09 another check received from ACP	-20,317.38 expensed thru 5/31/19
\$1,081,675.74 remaining from ACP funds Sep	\$271,014.79 remaining in ACP fund May
+23,688.06 received Oct	-339,945.00 expensed thru 6/20/19
-\$111,777.37 expensed thru 10/31/18	\$231,069.79 remaining in ACP fund Jun
\$993,586.43 remaining from ACP fund Oct	+\$115,199.90 received Aug
-161,374.65 expensed thru 11-30-18	-\$111,951.00 expensed thru 8-31-19
+25,429.65 received Nov	\$234,318.69 remaining in ACP fund Aug
\$857,641.43 remaining from ACP fund Nov	+ \$0.00 received in Sept
-\$159,411.62 expensed thru 12-31-18	-\$217,067.55 expensed thru 9-30-19
\$698,229.81 remaining from ACP fund Dec	\$17,251.14 remaining in ACP fund Sep
- \$13,627.50 Expensed thru 1-31-19	-\$997.32 expensed thru 10-31-19
+ \$13,627.50 received Jan	\$16,253.82 remaining in Oct
\$698,229.18 remaining in ACP fund Jan	-5,266.59 expensed in Nov
+9503.36 received Feb	-\$10,987.23 remaining in Nov
-478,614.79 expensed thru 2-28-19	-\$175.00 expensed in Dec
\$229,117.75 remaining in ACP fund Feb	-\$10,812.23 remaining in Dec
+20,469.63 received Mar	-\$4,391.15 expensed in Feb20
-20,469.63 expensed thru 3-31-19	=\$6,421.08 remaining in Feb20
\$229,117.75 remaining in ACP fund Mar	

05-14-2020 02:25 PM

disbursements 04-01-20 TO 04-30-20

FUND: WATER

-----	VENOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVIOR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110088822306 OHIO LIFT STA	1,789.99
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	15.13
		601-211-00	UTILITIES - ELEC,GAS	110088822306 OHIO LIFT STA	0.00
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	0.00
			TOTAL:		1,805.12
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	8,265.18
		642-211-00	UTILITIES - ELEC, GA	110 090 768 291 WATER PLAN	0.00
		642-211-00	UTILITIES - ELEC, GA	31222911910261 WOOD ST	0.00
		642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	0.00
	LYKINS OIL COMPANY	642-348-00	GENERAL EQUIPMENT MA	OIL FOR HIGH SERVICE PUMP	417.48
		642-343-01	PLANT VEHICLE FUEL	WATER MAR 2020 FUEL BILL	147.26
	RITE-WAY HEATING & PLUMBING	642-342-00	MAINT TREATMENT PLAN	PARTS FOR FILLING STATION	191.46
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	43.34
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	395.34
	RELIANCE LABORATORIES INC	642-349-00	COMPLIANCE MONITORIN	SAMPLES	70.00
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,044.12
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	980.20
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	CHEMICALS	7,080.00
		642-348-00	CHEMICAL COSTS	SUPPLIES	5,028.00
	US CELLULAR	642-211-00	UTILITIES - ELEC, GA	613-0153-7363 642-5828-514	250.14
	SIGN GOY LLC	642-342-00	MAINT TREATMENT PLAN	HAULER SIGN	79.54
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	649.79
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	623.05
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	151.96

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	145.73
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	BAC-T SAMPLES	230.00
	AMAZON.COM	642-344-00	GENERAL EQUIPMENT MA	PCRD-PHONE CASE	25.96
	RELIANCE STANDARD INSURANCE	642-105-00	HEALTH INSURANCE	WATER APR 2020 LIFE INS	18.00
	BYWATER CWI BENEFITS	642-105-00	HEALTH INSURANCE	WATER MAY 2020 HEALTH INS	5,673.55
	AT&T MOBILITY	642-211-00	UTILITIES - ELEC, GA	304-997-9091 JERRY MYERS	32.50
		642-211-00	UTILITIES - ELEC, GA	304-997-9091 JERRY MYERS	43.70
		642-211-00	UTILITIES - ELEC, GA	PCRD-MYERS PHONE	469.99
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	59.53
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	43.87
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	34.70
	**PAYROLL EXPENSES			4/01/2020 - 4/30/2020	20,853.16
				TOTAL:	52,736.55
WATER LINES	MCW POWER	660-211-00	UTILITIES - ELEC,GAS	110085018216 DEERCKBOOSTER	101.21
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085013894 DEERCKTANK	6.28
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	1,074.34
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	7.70
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	6.18
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	6.51
		660-211-00	UTILITIES - ELEC,GAS	110883759404 BRUSHY FORK	5.12
		660-211-00	UTILITIES - ELEC,GAS	110085018216 DEERCKBOOSTER	0.00
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	0.00
		660-211-00	UTILITIES - ELEC,GAS	110085013894 DEERCKTANK	0.00
		660-211-00	UTILITIES - ELEC,GAS	110081927193 AMALIA DR	0.00
		660-211-00	UTILITIES - ELEC,GAS	110087172703 WATER TANK N	0.00
		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORK	37.96
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	0.00
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	5.92
		660-211-00	UTILITIES - ELEC,GAS	110087062268 70 E. MAIN S	0.00
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	0.00
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	0.00
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.12
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	0.00
	LYKINS OIL COMPANY	660-343-01	LINE VEHICLE FUEL	WATER MAR 2020 FUEL BILL	520.97
	REGION VII PLANNING EDC	660-341-00	OFFICE EXPENSE	GSI SERV 3-1 TO 3-31-20	357.50
		660-353-00	MAPPING & LINE LOCAT	H2O, SEWER, ENGINEERING 31	357.50
	SOUTHERN STATES COOP INC	660-352-00	NEW SERVICES, UPGRAD	STRAW AND SEED	162.46
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	43.34
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	385.35
	CAPITAL DOORS INC.	660-352-00	NEW SERVICES, UPGRAD	DOOR GATE RECEIVERS	2,245.00
	APPLE	660-352-00	NEW SERVICES, UPGRAD	PCRD-AP FOR NEPTUNE DATALO	10.69
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	MARCH 2020 MESSAGES	29.45
	LOWES BUSINESS ACCOUNTS	660-342-00	MAINTENANCE GARAGE B	TRASH BAGS, T PAPER	97.76
		660-352-00	NEW SERVICES, UPGRAD	SAKRITE BARREL	32.70
		660-352-00	NEW SERVICES, UPGRAD	PCRD-COVID BLEACH TANK FIT	20.99
		660-352-00	NEW SERVICES, UPGRAD	PCRD-BATTERIES	75.99
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,201.41
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,191.73
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	PCRD-WATER SERVICE PARTS	2,439.71
	DEPARTMENT HEALTH & HUMAN RE	660-350-00	LINE MAINT PERMITS (APP FEE J.F.ALLEN PROJECT	300.00
	UNIQUE PAVING MATERIALS CORP	660-352-00	NEW SERVICES, UPGRAD	COLD PATCH	515.90
	BUCKHAMM DISCOUNT TIRE INC	660-343-00	VEHICLE MAINTENANCE	WV INSPECTION W-8	14.00

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CORE & MAIN LF	660-352-00	NEW SERVICES, UPGRAD	PCRD-WATER MAIN PARTS	1,687.22
		660-352-00	NEW SERVICES, UPGRAD	NEPTUNE BELT CLIP	400.00
		660-352-00	NEW SERVICES, UPGRAD	MAIN AND SERVICELINE PART	1,001.63
	TRACTOR SUPPLY CREDIT PLAN	660-352-00	NEW SERVICES, UPGRAD	PCRD-COVID BLEACH DISPEN F	76.92
	US CELLULAR	660-211-00	UTILITIES - ELEC,GAS	613-0153 7363 642-5828 914	250.14
	PRECISION PUMP & VALVE SERVI	660-347-00	BOOSTER PUMP BLDG EQ	TENNERTON BOOSTER	2,140.00
		660-347-00	BOOSTER PUMP BLDG EQ	TENNERTON BOOSTER	2,150.00
	WALMART STORES INC -BUCKHAMM	660-342-00	MAINTENANCE GARAGE B	CLEANING SUPPLIES	19.74
		660-342-00	MAINTENANCE GARAGE B	CLEANING SUPPLIES	38.52
		660-342-00	MAINTENANCE GARAGE B	CLEANING SUPPLIES	7.73
		660-342-00	MAINTENANCE GARAGE B	SUPPLIES	51.26
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	749.46
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	743.58
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	175.28
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	173.90
	RELIANCE STANDARD INSURANCE	660-105-00	HEALTH INSURANCE	WATER APR 2020 LIFE INS	25.20
		660-105-00	HEALTH INSURANCE	WATER APR 2020 LIFE INS	3.60
	BYWATER CWI BENEFITS	660-105-00	HEALTH INSURANCE	WATER MAY 2020 HEALTH INS	6,808.25
		660-105-00	HEALTH INSURANCE	WATER MAY 2020 HEALTH INS	1,418.39
	XYLEM Dewatering SOLUTIONS I	660-352-00	NEW SERVICES, UPGRAD	2" SUMP PUMP	400.00
	A&A SAFETY	660-352-00	NEW SERVICES, UPGRAD	BAR AND CHAIN FOR PIPE SA	914.63
	AT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	304-642-5819 KELLY ARNOLD	63.17
		660-211-00	UTILITIES - ELEC,GAS	304-642-5819 KELLY ARNOLD	64.38
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	59.53
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	43.87
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	34.71
	**PAYROLL EXPENSES			4/01/2020 - 4/30/2020	23,931.36
				TOTAL:	55,686.27
OFFICE/ADMIN	MCW POWER	920-341-00	MATERIALS & SUPPLIES	110100156634 165 PALLOTTIN	0.00
	RALSTON PRESS INC	920-341-00	MATERIALS & SUPPLIES	ENVELOPES	89.10
	OFFICESUPPLY.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-STPLS/FOLDERS/LAM POU	28.22
	PITNEY BOWES INC	920-999-00	ADM BOARD-BILLING MI	PERMIT POSTAGE 3-17-20/4/3	1,021.21
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER APR 2020 RETIREE'S I	3,260.00
	ELECSYS INTERNATIONAL CORP	920-999-00	ADM BOARD-BILLING MI	MCON MONTHLY	76.00
	WESTFIELD INSURANCE	920-352-00	PROPERTY INSURANCE	POLICY 4-01-20 TO 4-01-202	2,499.03
	WV PUBLIC EMPLOYERS RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	620.19
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	607.04
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	15.00
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	AA FEES MARCH 2020	205.34
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	MARCH 2020 CREDIT CARD FEE	1,144.62
	TOSHIBA FINANCIAL SERVICES	920-999-00	ADM BOARD-BILLING MI	CITY HALL COPIER LEASE	134.50
	RAVEN ROCK NETWORKS INC	920-999-00	ADM BOARD-BILLING MI	TECHNICAL SUPPORT	74.37
	US CELLULAR	920-211-00	UTILITIES - ELEC,GAS	642-1651 613-0113 0003	46.42
	COMMUNITY BANK	920-459-00	CAPITAL OUTLAY COMPU	ACCT#771901071 AUG COMP SR	385.84
	JERRY HEARD ASSC.	920-999-00	ADM BOARD-BILLING MI	COPIER PAPER	19.97
	WALMART STORES INC -BUCKHAMM	920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	10.83
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	468.29
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	17.06
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	392.64
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	109.53
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	3.99
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	91.83
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-HARD TOWELS	11.02

FUNDS: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	RELIANCE STANDARD INSURANCE	920-109-00	HEALTH INSURANCE	WATER APR 2020 LIFE INS	7.20
	BYWATER CMI BENEFITS	920-109-00	HEALTH INSURANCE	WATER MAY 2020 HEALTH INS	2,553.09
	FOXIT PHANTOM SOFTWARE	920-341-00	MATERIALS & SUPPLIES	PCRD-READER AJ COMPUTER	34.75
	TYLER TECHNOLOGIES INC	920-999-00	ADM BOARD-BILLING MI	2096	63.45
		920-999-00	ADM BOARD-BILLING MI	IVR BILLING, UTILITY BILLI	971.87
		920-999-00	ADM BOARD-BILLING MI	IVR BILLING, UTILITY BILLI	615.00
	STAPLES ADVANTAGE	920-341-00	MATERIALS & SUPPLIES	PLOTTER INK	19.97
	ROSSMAN & CO/PCB CORP	920-999-00	ADM BOARD-BILLING MI	DEBT COLLECTION	18.61
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	62.71
		920-211-00	UTILITIES - ELEC,GAS	394-003-2273-060600-4	24.18
	PITNEY BOWES INC	920-341-00	MATERIALS & SUPPLIES	INK CART	77.24
		920-341-00	MATERIALS & SUPPLIES	INK CART	90.89
	TRAVELERS INSURANCE	920-352-00	PROPERTY INSURANCE	INSURANCE PREM 4120-4121	7,229.58
	SUDDEHLINK	920-999-00	ADM BOARD-BILLING MI	INTERNET4-6/5-5/20	31.86
	**PAYROLL EXPENSES			4/01/2020 - 4/30/2020	14,159.98
				TOTAL:	37,291.02
BOND	MUNICIPAL BOND COMN OF WV	970-221-00	WATER BOND A 2016	WATER BOND A MAY 2020 PYMT	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN	999-681-00	SCADA TANK/PUMP STAT	SCADA PAYMNT 5/20	12,989.32
	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	22GCPD 2017 FORD F150 LEAS	582.20
		999-682-04	SUPERVISOR TRUCK	22GCR2 2017 NISSAN LEASE F	474.54
		999-682-04	SUPERVISOR TRUCK	22GCWC 2017 NISSAN LEASE F	471.79
		999-682-04	SUPERVISOR TRUCK	22GCWF 2017 NISSA LEASE PY	471.75
		999-682-04	SUPERVISOR TRUCK	22GDSQ 2017 NISSA LEASE PY	471.79
	COMMUNITY BARR	999-682-05	BACKHDE	BACKHDE PYMT 5/20	1,472.93
				TOTAL:	16,934.36

Amby also mentioned a few notable invoices including \$12,108 for chemicals; \$2,450 to Capital Doors; \$2,419 Ferguson Waterworks; and, we have been invoiced \$5,290 from Precision Pumps for the Tennerton Booster Station. She reported that we will try to reopen City Hall to the public on June 1, 2020; we are down in commercial water consumption, while we are up in residential water consumption. Overall, for April we are down approximately \$10,000 in total revenue for the Water Department. We have expensed approximately \$5,000, city-wide, in COVID-19 expenses. Board Member Rizo ask if we were looking into any reimbursement programs for these costs. Both Ms. Jenkins and the Mayor reported that the County was allocating \$22,600 to the City, from State funding, for COVID-19 related expenses.

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

D. Department Report

D.1 Water Dept. Report (Kelly) – Kelly Arnold provided an overview on the April activity. Overall leaks are down throughout the PSD's. They have been performing maintenance throughout the plant and he provided updates on all testing and he presented the following report to the Board:

CITY OF BUCKHANNON WATER DEPARTMENT

Monthly Report for April 2020

- Waterleaks-2
- Weekly safety meetings.
- Locates -4 2
- Renewed service -1
- New Services-I
- Residential meters changed-0
- Residential meters tested-0
- Public Service District meters tested-0
- All meters were read in system.
- Clearing brush from right of ways and tank sites
- Clearing meter barrel lids.
- Cleaning out valve boxes
- Repair meter barrels
- Abandon service on Randolph St. where college purchased.
- Ordered 16" flow meter for plant.
- Worked on Mission for EWS.
- Maintenance booster stations.
- VFD worked on.
- Received boat from grant.
- GPS valves, services, leaks for past year.
- 54.43 million gallons of water treated for month of April 1.81 million a day.
- Cost per million gallons treated for April \$115.11
- 7,120 gallons of water hauled from plant.
- Off & On Reports/Customer complaints answered -168

- Non-Payments -
- Back-flow/cross-conn. surveys - Commercial surveys 0, 0 requests for survey were mailed; 8 letters requesting test results mailed; 18 test results received.
- Maintenance equipment.

Month:		Apr-20		Monthly Total	Y-T-D
Million Gallons Treated:				54.43	657.5436
Total Chemical Treatment Cost:				6265.75	105627.6
Cost per Million Gallons:				115.1157	160.6396
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.064 lb		0	0	11486.58
Chlorine	0.375 lb		1152	432	5693.625
Fluoride	0.55 lb		300	165	2282.5
KMnO4	3.00 lb		199	597	2151
Lime	0.15 lb		1000	150	2280
Premier Pac	0.35 lb		7560	2646	50538.36
Soda Ash	0.295 lb		5350	1578.25	22980.5
Sodium Hex	1.55 lb		450	697.5	8215
Smart-Phos	14.16 GAL		0	0	0
				6265.75	105627.6

D.2 Unfinished Issues- Basins, Electrical Drawings, Airport Booster, Start Up & Test ACP booster – Kelly Arnold updated the Board on these issues. Jay Hollen discussed the Water Treatment Plant Settlement Basin Coating Repairs that should begin the 1st of June, 2020.

D.3 Corridor H South Waterline Project Update (Jay) – Jay Hollen reported that JFallen was doing the sewer line first; anticipating the water line project starting the 1st of June.

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

E.1 Mayor’s Statements- Pandemic COVID-19 Virus- April 16, 2020 & May 7, 2020

CITY OF BUCKHANNON – MAYOR’S STATEMENT– PANDEMIC, COVID-19 VIRUS

April 16, 2020

Good evening. Once again, our City officials want to reassure the citizens of our B-U community that our City continues to work closely with county & state health department officials, & our primary healthcare providers regarding the threat posed by the corona virus. Testing for the virus is available at three locations in Buckhannon- St. Joseph’s Hospital, Community Care, & Dr. Khan’s office. We continue to have regular conversations with all of our primary partners. Everyone in our City organization is committed to minimizing as much as possible the threat posed to our citizenry & our staff by covid-19. The twice per week teleconferences with health department, healthcare providers, & county representatives continue, & City officials participate in those discussions. We continue to collaborate & interact as public officials as we collectively address this global health crisis.

I remind our residents that we are all working under declared state & federal emergencies. Our global, regional, & local situation with this virus is very fluid & issues with the pandemic change daily. We remain alert & responsive to federal & state directives & recommendations, processing & acting upon new information daily. One of the new measures our City is about to implement was just handed down today from the State of West Virginia. We have had three positive tests confirmed here in Upshur County. A dozen of our fellow mountaineers have now succumbed to the virus, and more than 700 have tested positively here. More than 31,000 Americans have now died from covid-19, and the total number of Americans who've contracted the disease has eclipsed 650,000, with more than two million cases worldwide. I am recommending the Council's adoption of additional measures this evening that are intended to "flatten the curve" and which will be implemented immediately upon Council's approval. These measures are intended to further minimize the spread of the covid-19 virus. If followed, these measures will help prevent contraction & spread of this virus. It pains me- to recommend our Council's adoption of additional measures necessitated by this plague.

It is imperative that as an organization, that our City continue to offer our most essential services, delivery of utilities- water, sewage, waste collection; & first response from our police & fire departments. In order to assure continuity of all of these services, we need to protect the health of our employees first & foremost while they discharge their important tasks. Also, our citizenry will be better protected from this health threat if they're not out & about tending to non-essential chores. To that end- I am proposing our Council approve the following additional, emergency measures until our state & federal authorities have determined that this threat has passed. These measures are in addition to those approved by City Council on March 13, 19, 24 & April 2, & are intended to be consistent with our federal & state mandates & guidelines.

(1) We have received a letter dated April 9, 2020 executed by all of the members of our police & fire departments. Our first responders are specifically requesting that our City Council presumptively find that if any member of our fulltime police or fire departments would contract the covid-19 virus & die as a consequence of the virus- that such death would be considered by our organization as a "line of duty" death, thus entitling any fallen member's family to receive benefits coming from the "line of duty" death designation. There is attached in your packets this evening the April 2020 flier from the Public Safety Officers' Benefits Program regarding the coronavirus/covid-19 update explaining the particulars. We need to approve this presumption this evening for the benefit of all of our fulltime first responders & their families. To avoid any possible misunderstanding, our Council now finds that any fulltime member of our Buckhannon Police or Fire Department who contracts the covid-19 virus, & succumbs to the virus, shall be deemed for all purposes as having contracted the virus while in the "line of duty."

(2) While we excepted Jawbone Park & our River Walk Trail from parks' closures during our April 2 meeting, there have been suggestions that commercial activities could ensue or may resume at these locations. In the spirit of maintaining social distancing & deterring our residents from coming together in groups, we need to prohibit all commercial activities within Jawbone Park & our River Trail until the states of emergency have been lifted. This would include but is not limited to the farmers' market activities normally conducted in Jawbone Park. To that end, all commercial activities are prohibited for the duration of the state of emergency in Jawbone Park & at our River Walk Trail.

(3) With so many of our residents "sheltering in place," & we thank those of you who are staying at home to the maximum extent possible- many have engaged in cleaning & de-cluttering of their homes. Some have planned yard sales & garage sales. We need to restrict such sales for the immediate future for several reasons. First, we should not send the message that congregating people at sale sites is anything but a bad idea right now. It would defy the social distancing mandates. Second, the Parish House, GoodWill, & Salvation Army operations are not accepting most non-food stuff, contributions at this time. The Parish House & Salvation Army pantries continue to operate, but the opportunity to leave things for those in need- aside from food - has been suspended indefinitely. Third, our City Waste Collection crews are not currently engaged in either curbside recycling or bulky goods pick-ups. Residents need to warehouse their things they seek to discard for future yard & garage sales after the state of emergency has been lifted. To that end, all yard, garage, patio, attic & similar sales or giveaways of domestic property items is prohibited for the duration of the state of emergency within Buckhannon's corporate limits.

(4) Pursuant to Emergency Legislative Rule 64-114-1 et seq., entered just today, i.e., April 16, 2020, by the West Virginia Department of Health & Human Resources, "essential businesses" shall permit "no more than two individual members per 1,000 square feet of customer floor space at any given time." For essential businesses consisting of less than 1,000 square feet, no more than five persons including employees shall be permitted at any given time. The City of Buckhannon hereby adopts & incorporates this State legislative rule as part of our municipal state of emergency.

(5) Governor Justice by executive order has reduced the number that is deemed to constitute a "group of people" from 10 to five in a number of West Virginia counties, however, Upshur County has not yet been identified as one of those reduced "group" counties. Our City will automatically adopt the State criteria- that is, upon the Governor's declaration in Upshur County that any assemblage of people exceeding five in number is mandated for social distancing. To be clear, assemblage of groups of 10 right now continues to be strictly prohibited in all public places. This directive will be closely monitored by our Police Department & first steps will be to order dispersal of any group exceeding 10 (for now) in number. Refusal to comply with this directive may result in citation issuance.

(6) Travel by residents of our community to places outside of our community continues to be strongly discouraged. Similarly, visitors are strongly discouraged from coming to Buckhannon at this time. Simply stated, strong measures need to be taken by all of us to avoid transporting the virus to our community. We need to consider this as a lockdown moment to minimize the spread of the virus. Simply stated, now is not the time to socialize in person. Please- phone & facetime your friends & family, check in on your neighbors especially the elderly or ill, but do that while socially distancing.

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

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

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

###

**CITY OF BUCKHANNON – MAYOR'S STATEMENT- PANDEMIC, COVID-19 VIRUS
May 7, 2020**

Good evening. There are some hopeful signs for our world & our B-U community. "Things" - are slowly starting to come back. Perhaps symbolically the tulips along Main Street & in Jawbone Park have been blooming beautifully, seemingly oblivious to the global pandemic. Plans are being made to begin our 2020-21 school year in our public school system as well at Wesleyan where about 300 or so new students are scheduled to settle in amid their Home Among the Hills in about three months. China Wok has reopened- thanks Karen! (heya Johnny & Sophie!) - & soon our friends at Don Pacos, Stone Tower Brews, CJ Maggies & several other favorite eateries will open up their doors- with various restrictions but reopening nevertheless. Many of our citizens who've been anxiously awaiting the opportunity to return to work are heading back or soon will head back to their jobs. The Child Development Center plans on resuming their operations on June 1. We're hopeful that we'll be able to salvage a portion of our Festival Fridays' season returning music, food, friendship, & fun to Jawbone Park. We're hopeful that we'll be able to have some sort of Fourth of July celebration. We're still going to dedicate the recently completed Gallery at our Colonial Theatre & recognize student art from all of our public schools. We're starting to plan for Fall Fest in September. We ALL- want to be able to sing & dance & laugh & work together toward a better community again. Still- now is NOT the time to let down our guard. There's a clever Bob Huggins' commercial running right now where the Coach says about the pandemic- "The game's not over yet." Indeed, it's not over yet. This remains a highly contagious killer of a virus.

This horrible disruption to our much taken for granted way of life- that has shaken us to our core- has also generated a certain eye-opening resolve that we are all so very interdependent upon each other. I choose to think that there is a lot of newfound respect for one another, appreciation of the fact that we're not alone despite being isolated from our family & friends like never before. We recognize that our front line workers in healthcare & throughout our food & other supply chains are heroes who are essential to our very survival. By the way, this week is International Nurses & Hospitals Week, so- send out some love to our healthcare folks. Just don't hug them, at least not right now. We also should appreciate our public servants as we've never appreciated them before- our own City employees who've not flinched while continuing to provide our most basic services during these trying weeks & months. Our City employees still show up for work every single day to protect us, to tackle projects, & to maintain some level of normalcy during a very highly abnormal time. We've all been reminded that maintaining our world is a delicate matter.

We mourn with those who've lost loved ones to this viral demon. We especially think of our friend, Steve Tierney & his wife, Kelley- Steve lost his dad to covid-19 just last week. We empathize with all of those who've been hurt, some irreparably- financially by the fallout from this horrid plague. We all have experienced sense of loss- of our freedom, our liberties, & our gatherings with our loved ones & friends. We have reflected together via social media about this shared sense of loss. Our friends at the Parish House & Salvation Army can use our blessings & our contributions more than ever before right now. If you have some expendable resources, please help support those who need our help the most. Drop off a couple of jars of peanut butter or a few cans of soup. There are hungry people living just down the road from you. That's not just a line or cliché folks- let me say it again- there are hungry people living just down the road from you. Please help if you can.

We are slowly trying to emerge from this dark, challenging period. To be sure, Buckhannon's best days are ahead of us. Still- in the coming weeks & months we must remain vigilant. We need to continue to focus on the basic pandemic tenets- social distancing, washing our hands, wearing masks when out doing grocery shopping & those kinds of errands, staying safe & at home as much as possible, & looking out for our most vulnerable, the elderly & those who are immunity system compromised. Please do these basic things, not just for ourselves, but for our fellow citizens who may be more susceptible to this virus that we know will linger on at some level until we're all vaccinated. Bless the scientists who are working night & day to cure us of this plague & the misery that accompanies it. We need to embrace the science behind this pandemic. Depending upon what news you listen to, we may have a trial vaccine by as early as this Fall. Sign me up! Let's eradicate this virus.

We have had five positive tests confirmed here in Upshur County. Fifty-one of our fellow mountaineers have succumbed to the virus, & nearly 1,300 have tested positively in West Virginia. More than 75,000 Americans have now died from covid-19, & the total number of Americans who've contracted the disease has eclipsed 1.25 million, while approaching four million cases worldwide. Our City will continue to take its cues from Governor Justice & State officials. In the weeks ahead we'll carefully consider measures to safely reopen City Hall, our public parks, the Stockert Youth & Community Center, & the Gibson Library. We'll consider relaxing our City employee travel restriction. Now though is NOT the time for us to act irresponsibly by moving too quickly. We'll mostly stay our course with previously adopted measures during the month of May, considering the reduction of earlier implemented measures thereafter.

We continue to be all in THIS together, & I know as we get through the coming weeks, that we'll remain strong as a community while minimizing the impact upon the health of our residents. Anyone having an emergency should contact 911 as you normally would. The best source of information about Covid-19 remains the Centers for Disease Control website. We remain "Buckhannon Strong," but we still have a long way to go to get past this crisis.

###

E.2 Mayor's Statement-Municipal Utilities Rt 33 W Corridor H South Project

CITY OF BUCKHANNON – MAYOR'S STATEMENT

April 16, 2020

Perhaps like an epic motion picture- years in the making, I'm very pleased to report this evening that our City Water Board has reached a formal agreement with J.F. Allen Company to install water on the south side of U.S. Route 33. Additionally, our Sanitary Board just this afternoon approved entering into the sanitary sewer version of an agreement that is now in circulation, & I fully expect that second agreement will be executed in the coming days as well. This concludes years of Buckhannon's attempts to realize installation of utilities along Corridor H just to the west of our corporate limits. These utilities will open up opportunities for new developments along the south side of the highway. We believe these utility projects involving cooperative engineering, design, permitting, inspection, & construction activities realizing project completion within three months.

Additionally, our sewer crews will commence construction of sanitary sewer on the north side within the next two weeks weather permitting, immediately adding about a dozen commercially developable tracks of land to our community's development mix. We believe this project, designed and constructed by our City's staff, will take three to four months to complete.

We believe that the north & south side projects should essentially conclude the rancor with developers, public service districts, & the county commission that arose in September of 2019. The outcome is precisely the one that our City had sought during the past seven months, that is the opportunity to develop water & sewer utilities in our designated utility areas. It's a good day for our entire Buckhannon-Upshur community, & we look forward to bringing these utility extensions on-line in the coming months.

###

E.3 Water Treatment Plant Settlement Basin Coating Repairs Update

jay.hollen@buckhannonwv.org

From: Belcher, Greg <gbelcher@chaptech.com>
Sent: Monday, May 11, 2020 9:18 AM
To: jay.hollen@buckhannonwv.org
Cc: Kelly Arnold
Subject: RE: Water Treatment Plant Settlement Basin Coating Repairs Update

Jay/Kelly,

Just got off the phone with John Rose. He anticipates finishing up the work on the basins next month, in June. John can will be his superintendent, and he will run down this week or next to get familiarized with the work, etc.

How does this fit into your schedule for clearing?

Greg Belcher, PE
Senior Vice President
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From: jay.hollen@buckhannonwv.org [mailto:jay.hollen@buckhannonwv.org]
Sent: Monday, May 11, 2020 8:37 AM
To: Belcher, Greg <gbelcher@chaptech.com>
Cc: Kelly Arnold <kelly.arnold@buckhannonwv.org>
Subject: RE: Water Treatment Plant Settlement Basin Coating Repairs Update

Greg,

We'll be printing off the agenda today and was just wondering if you'd heard back from John?

We only ask because we need to know whether to place it on the agenda for discussion.

Thanks again.

Jay

From: Belcher, Greg <gbelcher@chaptech.com>
Sent: Monday, May 4, 2020 5:35 PM
To: jay.hollen@buckhannonwv.org
Cc: Kelly Arnold <kelly.arnold@buckhannonwv.org>
Subject: RE: Water Treatment Plant Settlement Basin Coating Repairs Update

Jay/Kelly,

Hope all is well with you both and your families. All good here so far. As for Tribon, I will check with John and let you know.

On another note, Elkins Road PSD finally bid their remaining contracts and came in under budget. One thing they are considering asking WVSDC for is money to purchase materials for BFP at their point of sale, which is near and dear to both you and Kelly. If I recall correctly, the City will do the install if the PSD purchases the materials? Can you get us a list so we can get pricing?

Thanks, and I'll be in touch.

Greg Belcher, PE
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From: jay.hollen@buckhannonwv.org [mailto:jay.hollen@buckhannonwv.org]
Sent: Monday, May 4, 2020 12:25 PM
To: Belcher, Greg <gbelcher@chaptech.com>
Cc: Kelly Arnold <kelly.arnold@buckhannonwv.org>
Subject: RE: Water Treatment Plant Settlement Basin Coating Repairs Update

Greg,

I hope all is well. Things are slowly returning to normal here but I'm just afraid we're not out of the woods yet. Oh well, I'll continue to wash my hands.

Prior to next Thursday's Water Board meeting, I'm just wonder if you've heard anything from John on the coating repairs.

I'm just wanting to let Kelly know something as it pertains to our spring basin cleaning and whether some of the efforts can occur at the same time.

Jay

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

Jay,

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

I will keep you posted.

Thanks,

Greg Belcher, PE
Senior Vice President
Chapman Technical Group | a division of GRW
engineering | architecture | geospatial

E.4 5 year+ Project Plan – Kelly added this to the packet as Board Member Rizo had ask for a review during the past meeting. Various parts of the plan were discussed.

CAST IRON MAINS				
• COLLEGE AVE. 6 "			3300'	\$100,000.00
• S. KANAWHA ST. 8"			5250'	\$150,000.00
• S. KANAWHA ST. 4"			2300'	\$60,000.00
• N. KANAWHA ST.			500'	\$15,000.00
• ISLAND AVE. 4"			2100'	\$100,000.00
• MAIN ST. 6"			1250'	\$35,000.00
• E. MAIN ST. 4"			2300'	\$60,000.00
• RANDOLPH ST. 4"			2100'	\$55,000.00
• MARION ST. 4"			1500'	\$40,000.00
• PRESTON ST. 8"			1500'	\$50,000.00
• PRESTON ST. TO V. TANK			750'	\$25,000.00
• WOOD ST. 6"			700'	\$20,000.00
• WOOD ST. 4"			350'	\$10,000.00
• BARBOUR ST. 4"			2250'	\$60,000.00
• MEADE ST. 4"			2350'	\$60,000.00
• FRANKLIN ST. 4"			1100'	\$30,000.00
• BOGGESS ST. 4"			1500'	\$40,000.00
• PINNEL ST. 4"			1000'	\$30,000.00
• THURMAN AVE. 4"			2400'	\$60,000.00
• CLEVELAND AVE. 4"			900'	\$25,000.00
• 1 ST ST. 4"			700'	\$20,000.00
• LATHAM ST. 4"			500'	\$15,000.00
• SOUTH FLORIDA ST. 4"			3350'	\$85,000.00
• NORTH FLORIDA ST. 4"			1300'	\$35,000.00
• CENTRAL AVE. 4"			700'	\$20,000.00

• PART OF SEDWICK ST. 4"			550'	\$15,000.00
• LUMBER ST. 4"			550'	\$15,000.00
• LUMBER 6"			600'	\$15,000.00
• SPLIT RAIL YARD TO				
• ISLAND AVE.			650'	\$16,000.00
• FACTORY ST. 4"			600'	\$15,000.00
• PART OF LOCUST ST. 4"			550'	\$20,000.00
• ARNOLD AVE. 4"			650'	\$16,000.00
• EAST VICTORIA ST. 4"			1300'	\$35,000.00
• PARK ST. 4"			450'	\$15,000.00
Tom O'Neal line				
Knollwood connection				
			total	\$1,362,000.00
			Distribution	
Meter replacement	each year			\$12,500.00
Tank refurbish/ clean				\$1,100,000.00
Equipment				
Repair Deer Creek tank				\$20000 +
Tennerton booster remodel				
Lift for Tennerton Tank				\$9,000.00
Leak detection equipment				\$35,000.00
			Plant	
Replace chemical feeders	next five years	one per year	\$30,000	\$150,000.00

SCADA upgrade				
Flow meter	2021			\$10,000.00
Hach contracts	2021			\$25,000.00
Heating and air	2021			\$17,000.00
Air compressor intake				\$25,000.00
Electric upgrade intake				
Electric upgrade plant				
Chemical pumps				\$6,500.00
SCADA costs each year				\$12,000.00
Windows for plant				

E.6 Adrian P.S.D. Meeting Minutes-March & May 2020- No meeting in April due to COVID-19

Adrian Public Service District
March 6, 2020
Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Lindsey Woody, and Eric Brunn.
Visitors: none

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman Spencer.

Minutes of the February 6th meeting were read. Carolyn made the motion to approve the minutes and Kelly second.

Invoices were presented – Motion to pay was made by Kelly, second by Carolyn.

Old Business

- Phase VIII- Board looked at the proposed extensions in Phase VIII carefully as to narrow down what sections of the extension are essential and what is not essential. Lindsey will gather data on the extensions before the board makes any changes on Phase VIII.

New Business

- None

Items for Discussion/Action/Approval

- Paul made a motion to approve the 2020-2021 budget prepared for us by Bennett & Dobbins. Kelly second the motion.
- The board discussed the new PSC General Order No. 183.11 on how the Commission is changing its method of calculating an adequate cash working capital reserve.

Maintenance – Eric

- Fixed a service leak at Hinkle Glass Rd.
- The front drive shaft was replaced in Ed's 2017 truck that was still under warranty.
- The high pressure blow off valve was replaced inside the Arlington booster station.
- The wiring was replaced from French Creek tank solar panel to the telemetry box due to exterior corrosion.
- The 100 amp fuse block at the Carter station was replaced.
- Three new taps to install this month.

Office Report

- Business as usual

The meeting adjourned at 4:00 pm. Next regular meeting will be April 2, 2020 at 3:00 pm.

Board of Directors Paul Spencer, Chairman Carolyn Douglas, Vice Chairman Kelly Arnold, Sec., Treas

Adrian Public Service District

May 7, 2020

Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Lindsey Woody, Norma Woody and Eric Brunn.

Visitors: none

All motions were unanimous unless otherwise noted.

The meeting was called to order at 2:52 pm by Chairman Spencer.

Minutes of the March 6th meeting were read. Kelly made the motion to approve the minutes and Carolyn second. There were no April minutes as board meeting was cancelled due to Coronavirus.

Invoices were presented – Motion to pay was made by Carolyn, second by Kelly.

Old Business

- Phase VIII-Board looked at the proposed extensions in Phase VIII carefully as to narrow down what sections of the extension are essential and what is not essential. Lindsey gathered data on the extensions and presented findings to the board. Discussions by board concerning the possible removal of Get Out Road, Little Trace Run, and Indian Camp from the Phase VIII project. Lindsey contacted Trey Horner, Horner Engineering, for current cost estimates on each extension. Board agreed to continue discussions with Trey at future meeting.
- Lindsey presented board with bid proposal for Right of Ways from Morgan Haymond. The board agreed to table the discussion for future meeting with Trey.

New Business

- Board discussed Rock Cave Broadband Tower site proposal from Rob Hinton. Rob proposed a new location for the tower outside the fenced Rock Cave Tanks, below on the hillside. Paul made a motion to approve, and Kelly second.
- The lease for the Rock Cave Broadband Tower was reviewed and tabled for future approval.

Items for Discussion/Action/Approval

- None

Maintenance – Eric

- Fixed six inch main break at Abbott Road.
- Purchased new fuel pump for diesel tank (Transfer).

- Four new taps were installed.
- Two new taps to install this month.
- Two leaks located to fix. One located on Route 20 South Road and one on Alexander Road.
- A tree fell on fence at Alexander Tank site. Fence will need repaired.
- **Office Report**
- Lindsey currently working on the CCR (Consumer Confidence Report).
- Lindsey and Norma to start Lead & Copper Testing in June.

The meeting adjourned at 4:00 pm. Next regular meeting will be June 4, 2020 at 3:00 pm.

Board of Directors Paul Spencer, Chairman Carolyn Douglas, Vice Chairman Kelly Arnold, Sec., Treas.

F. Consent Agenda

F.1 Approval of Minutes –April 9, 2020

Motion to approve the April 9, 2020 Minutes made by Skinner/Rizo. Motion carried.

G. Strategic Issues for discussion and vote

G.1 Discussion/Possible Adoption WVDHHR Recommendation Guidelines for Re

Opening – Discussion took place. We are back to regular hours for fulltime employees. No action was necessary.

G.2 Discussion New Water Storage Tank – Discussion took place as we will need to take action in the future to build a more efficient system. No action taken at this meeting.

G.3 Draft Budget 2020-2021 – Discussion took place with an overview by Amby Jenkins. No action taken at this meeting. Action will be required at the next meeting.

WATER budget	2014-2016 ACTUAL	2016-2018 ACTUAL	2016-17 ACTUAL	2017-18 actual	2018-19 actual	2019-20 BUDGET	2020-21 PROPOSED	
			355,650		0	564,735	277,324	Full both CDAs??
-400 350-000-00	ESTIMATED BALANCE ON HAND							last rate nov 2018
-400 350-000-01	RESIDENTIAL SALES	675,206	757,462	847,419	873,670	883,657	880,000	
-400 350-000-02	COMMERCIAL/INDUSTRIAL SALES	466,560	524,697	587,817	583,632	592,211	580,000	
-400 350-000-03	PRIVATE FIRE PROTECTION	15,210	15,420	15,515	15,600	15,490	15,000	
-400 350-000-00	MT HOPE WATER (MASTER METER)	110,042	106,627	103,205	135,173	140,989	130,000	
-400 360-000-01	HODGESVILLE PSD (MASTER METER)	192,526	188,179	184,028	222,499	229,224	219,000	in deferred agreement
-400 360-000-02	ELKINS ROAD PSD (MASTER METER)	88,787	106,845	114,182	130,023	140,539	130,000	payments regular
-400 360-000-03	ADRIAN PSD (MASTER METER)	149,056	164,455	192,127	214,053	251,580	219,000	
-400 366-000-01	STATE GRANTS	0	49,983	0		53,077	275,000	EWMS Grant see exp EWMS8000
-400 366-000-02	FEMA GRANT -GENERATORS							
-400 368-000-00	TAP FEES	10,457	41,885	4,500	20,234	22,710	6,000	
-400 368-100	Contributions Not Rule 5.5			3,070	10,000	8,833	2,000	
-400 370-000-01	LATE CHARGES	23,462	20,549	44,891	44,190	6,510	19,000	had positive cause to inflate back down 2018-19
-400 370-000-03	CUSTOMER BILL (not BANK FEES)	2,675	3,775	4,625	3,400	3,700	2,000	
-400 370-000-05	ATLANTIC CST PIPELINE REV	0	0		98,097	2,179,839		
-400 380-000-00	INTEREST INCOME	2,842	776	983	1,679	2,832	1,000	1,000
-400 399-000-00	MISC. NONOPERATING INCOME	26,582	31,767	26,582	41,633	69,436	10,000	10,000
	TOTAL REVENUES	1,782,407	2,010,319	2,164,703	2,392,384	4,585,080	2,482,000	2,207,000
	TOTAL WITH EST. BAL ON HAND					4,585,080	3,047,735	2,484,324
	ACP water sys improve							
	CONTRACTUAL SERVICES							
-400 801-211-00	UTILITIES - ELEC, GAS, PHONE	14,000	16,442	14,954	17,058	16,903	18,780	18,780
-400 801-226-00	PAYROLL OVERHEAD (FICA, RET, ETC)	0	0			0		
-400 801-342-00	MAINTENANCE RIVER INTAKE&PUMP	0	74		388	69,932	5,000	5,300
-400 801-346-00	WATERSHED MANAGEMENT	0	0			0	8,000	0
-400 801-347-00	MAINTENANCE DAM	832	50		25	50	5,000	5,000
-400 901-389-00	WATERSHED, DAM MISC	149	0			0	7,000	7,000
-400 842-103-00	WATER PUMPERS SALARIES	342,865	254,662	292,322	221,275	240,617	292,437	316,800
-400 842-104-00	FICA TAX	18,629	19,525	22,412	16,978	18,482	22,372	24,100
-400 842-105-00	HEALTH INSURANCE	57,306	59,838	62,518	55,133	40,369	68,500	51,964
-400 842-106-00	RETIREMENT	34,001	34,379	34,044	23,003	23,871	29,000	31,500
-400 842-211-00	UTILITIES - ELEC, GAS, PHONE	108,780	118,810	119,115	127,075	124,583	133,000	133,000
-400 842-221-00	TRAINING & CONTINUED EDUCATION	3,023	2,941	3,420	2,803	4,452	4,500	4,300
-400 842-226-00	UNEMPLOYMENT/COMPENSATION	11,450	8,378	7,240	6,577	8,745	8,000	9,000

-400 643-341-00	OFFICE EXPENSE	1,661	2,008	2,636	2,277	344	3,000	3,000	\$177 hardware
-400 643-342-00	MAINT TREATMENT PLANT BLDG	781	210	3,694	2,731	1,034	4,000	3,000	plant stop
-400 643-343-00	VEHICLE MAINTENANCE	1,607	899	959	2,542	310	1,500	1,500	
-400 643-343-01	FUEL	4,646	4,214	3,491	3,558	4,170	4,400	4,400	
-400 643-344-00	GENERAL EQUIPMENT MAINTENANCE	1,164	2,172	1,832	1,442	1,226	2,000	2,000	
-400 643-345-00	UNIFORMS PERSONAL SAFETY EQUIP	2,875	2,103	3,422	3,516	3,466	3,600	3,300	
-400 643-346-00	MAINT TREATMENT PLANT EQUIP	6,750	7,293	12,435	12,912	26,144	28,000	25,000	equip purchase
-400 643-347-00	PLANT LAB MAINT & SUPPLIES	11,473	10,731	14,056	15,974	37,001	15,000	15,000	\$10,000 for infant from main
-400 643-348-00	CHEMICAL COSTS	110,834	121,716	134,232	144,930	149,917	150,000	200,000	
-400 643-349-00	COMPLIANCE MONITORING	4,971	6,063	6,216	9,277	13,434	15,000	15,000	testing clips \$111 by staff web hosting increase to \$121
-400 643-350-00	TELEMETRY COSTS (Maxim)	148	1,841	2,065	2,371	3,102	3,000	3,000	
-400 660-103-00	T & D LINE CREW SALARIES	197,403	194,402	229,756	296,859	301,034	280,666	307,600	
-400 660-104-00	FICA TAX	16,178	14,960	17,699	22,871	23,180	21,471	23,534	
-400 660-105-00	HEALTH INSURANCE	55,724	57,524	70,795	106,908	119,802	109,500	75,340	contested
-400 660-106-00	RETIREMENT	27,659	26,500	24,771	31,625	29,677	28,000	28,700	
-400 660-211-00	UTILITIES - ELEC, GAS, PHONE	22,948	29,841	27,127	27,846	27,178	26,000	26,000	
-400 660-221-00	TRAINING & CONTINUED EDUCATION	1,995	1,305	1,575	1,274	1,856	1,700	1,700	
-400 660-226-00	UNEMPLOYMENT/COMPENSATION	10,225	7,935	7,167	12,168	8,917	14,000	14,000	
	COMMODITIES								
-400 660-341-00	OFFICE EXPENSE	3,080	2,415	3,640	1,744	4,056	4,000	4,000	
-400 660-342-00	MAINTENANCE GARAGE BLDG	2,281	2,837	1,790	2,401	1,394	3,000	3,000	
-400 660-343-00	VEHICLE MAINTENANCE	3,044	3,908	2766.64	3,124	5,991	4,000	4,000	
-400 660-343-01	FUEL	8,702	6,497	6556.17	11,355	11,158	11,000	11,000	
-400 660-344-00	GENERAL EQUIPMENT MAINTENANCE	16,818	18,359	18230.19	26,939	16,758	17,000	17,000	
-400 660-345-00	UNIFORMS-PERSONAL SAFETY EQUIP	3,117	2,434	2,887	3,108	3,406	7,000	7,000	2 Audit?? upgrade scanner
-400 660-347-00	BOOSTER PUMP BLDG EQUIP MAINT	16,925	17,388	840	3,348	7,858	10,000	10,000	station
-400 660-348-00	DISTRIBUTION TANK MAINTENANCE	1,466	3,563	126	8,750	10,038	32,000	20,000	new inspection
-400 660-349-00	LINE MAINTENANCE MATERIALS	200	286	120		0			
-400 660-350-00	LINE MAINT PERMITS (DOH)	89	368	459		34	500	500	
-400 660-361-00	COMPLIANCE MONITORING	896	851	1,500	5,000	230	5,000	5,000	testing monitoring w/ plant site
-400 660-362-00	NEW SERVICES, UPGRADE MATERIAL	42,728	78,362	70,767	56,090	99,927	86,000	86,000	possible upgrade line
-400 660-353-00	MAPPING & LINE LOCATING EXP	407	494	557	8,198	748	8,800	8,800	GIS software per Jay 2020-21
-400 660-354-00	FIRE SERVICE MATERIALS	0	0	260		0			
-400 660-999-00	TRAN DISTRIB MISCELLANEOUS	414	947	445	849	1,780	1,200	1,500	move 902
-400 902-103-00	METER ON/OFF & MAINT LABOR	60,542	85,306	72,365		0			customer service to 900
-400 902-104-00	FICA TAX	4,804	5,548	6,543		0			

400 902-105-00	HEALTH INSURANCE	41,258	33,104	31,506										
400 902-106-00	RETIREMENT	7,799	11,516	8,884										
400 902-221-00	TRAINING EDUCATION	214	2,095	0										
400 902-226-00	PAYROLL OVERHEAD-FICA RET.INS	3,273	6,274	6,175										
400 902-342-00	MAINT METER SHOP	75	789											
400 902-343-00	VEH MAINT	5,412	1,509	227										
400 902-343-01	METER VEH FUEL	5,700	4,163	1,403										
400 902-344-00	GENERAL EQUIP MAINT	2,085	1,352											
400 902-345-00	UNIFORM-SAFETY	2,222	1,968	2,109										
400 902-346-00	REPLACE METERS	19,245	22,548											
400 902-999-00	CUST SERVICE-METER READ - MISC	677	50											
400 920-101-00	AD & GE SALARIES BOARD	34,800	36,510	23,021	26,147	25,678	23,918	24,000						
400 920-103-00	AD & GE OFFICE SALARIES	138,098	116,471	116,523	127,282	134,340	209,385	189,000						
400 920-104-00	FICA TAX	13,057	11,713	10,696	11,743	12,246	17,849	16,000						
400 920-105-00	HEALTH INSURANCE	65,601	71,236	82,572	68,178	71,296	79,100	33,399						
400 920-106-00	RETIREMENT	21,543	18,265	14,440	14,060	13,105	22,729	19,389						
	CONTRACTUAL SERVICES													
400 920-211-00	UTILITIES - ELEC GAS PHONE	1,264	1,367	1,689	1,675	1,627	1,750	1,750						
400 920-221-00	TRAINING & CONTINUED EDUCATION	2,507	1,846	724	548	31	600	500						
400 920-226-00	WRKER COMP/UNEMPL	32,850	33,193	33,407	31,782	16,665	8,100	8,100						
	COMMODITIES													
400 920-341-00	MATERIALS & SUPPLIES EXPENSE	21,780	24,751	16,950	19,513	22,972	25,000	25,000						
400 920-348-00	MAINTENANCE & RENT-OFFICES	10,950	10,950	10,950	10,950	10,950	10,950	10,950						
400 920-349-00	AUDITING EXPENSE	1,939	110	3,049			3,203	3,000						
400 920-350-00	LEGAL EXPENSE	6,109	32,157	30,032	18,556	27,401	6,500	8,500						
400 920-351-00	ENGINEERING EXPENSE	75,314	49,074	22,033	4,804									
400 920-352-00	PROPERTY INSUR VEH GEN/IAS	6,175	7,347	8,978	6,024	16,971	34,000	34,000						
400 920-353-00	PSC ASSESSMENTS	5,540	5,741	5,852	9,155	5,945	8,200	8,200						
400 920-369-00	DEP INT	48	63	197	347	740	700	700						
400 920-459-00	CAPITAL OUTLAY COMPUTER	0	0		2,842	3,711	7,500	7,500						
400 920-999-00	ADM BOARD-BILLING MISC	34,167	37,578	33,607	37,201	35,706	37,500	37,500						
400 970-221-000	BOND A			90,201	269,741	270,992	270,000	270,000						
400 970-221-000	BOND A interest			1,079			0	0						
999-140-00	ISLAND AVE E	0	0				0							100000
400 999-163-00	PLANT LAB UPGRADE	0	0				0							
400 999-170-00	ATLANTIC CS PIPE SYSTEM UPGRADE				85,586	1,901,698								
400 999-172-00	KENNEDY HYDRANT REPLACEMENT	0	0				0							10000
400 999-178-00	HYD UPGRADE TO STEAME				10,000									
400 999-188-00	BRUSHY FORK LANE WIDENING						0	40,000	40,000					
400 999-189-00	RENEW METER SERVICES	3800	1,513											
400 999-190-00	VARIOUS OTHER PROJECTS	0	17,479	14,341	3,482	5,159		4,000						
400 999-181-00	HOUSING AUTHORITY-METERING	0	0											
400 999-612	WAT PL PROJ PHASE 1	0	3,400											
400 999-613-00	KNOLLWOOD 4	0	0	3,000										
400 999-619-00	VALVES TO REPLACE	0	0	2,322	18,198									
400 999-620-00	EMERGENCY GENERATORS	0	57,573											
400 999-627-00	GPS & LAPTOP	0	200			4,180								
400 999-666-00	VICTORIA HILL TANK	0	0	333	-333									
400 999-667-00	FILTER MEDIA REPLACEMENT	0	0											
400 999-668-00	REBUILD ALTITUDE AND PRV	0	0											9000
400 999-669-00	EWMS Grant Expense/yearly warning mon	0	0		44,850	47,999	279,000	11,500	218630&269332					will need \$11,000 @/yr for 8 yrs for warranty call/brokers begin 2020
400 999-670-00	ARMORY-LINE	0	0											
400 999-671-00	REPLACE FLAT METER LIDS	0	0											
400 999-672-00	LEAK DETECTION EQUIP	0	0		22,305									3150
400 999-673-00	CLOW TANK BIO FILM REMOVAL	0	0											
400 999-675-00	BOOM TRUCK RENTAL/Sudge	0	390	650			2,000							
400 999-676-00	PLANT AIR COMPRESSOR	0	0											
400 999-677-00	SLUDGE PUMPS	0	18,619	547										
400 999-678-00	PLANT FLOW METER	0	0											
400 999-679-00	LIME/SOQA ASH FEEDER	0	0											
400 999-681-00	SCADA RADIO RD METERS LOAN-CHA	0	100,915	162,380	157,432	156,872	155,672	115,177						radio read loan
400 999-681-01	ADRIAN HODGESVILLE SCADA													
999-686-00	paint tanks	3900	0											
999-686-00	SECURITY	0	7,391					9,000						
400 999-682-00	RAW WATER TURB METER				24,679									
400 999-682-01	PROPERTY PURCHASE 161WOOD	0	0											
400 999-682-02	DRAINS IN MASTER METER PITS	0	0	3,984										
400 999-682-03	XREA PUMPS FOR PUMPSTATION				3,065									
400 999-682-04	SERVICE TRUCKS	0	0		28,161	30,069	29,700	29,700						resams&for 150 wt 3473mth
400 999-682-05	BACKHOE		5,882	17875.16	17,675	17,675	17,678	11,163						last payment 2021
400 999-682-06	CAPSTONE REPAIR WTP BLDGS	0	0	17,740										
400 999-682-07	ROOFING SEAM REPAIR				4,890									
400 999-686-00	REBUILD ALT	0	6,021											
400 999-682-08	CAD Software Licenaw	0	0											
400 999-682-09	TANK MIXERS TENNERTON TANK	0	0											10000
400 999-682-10	Tennerton TANK CAGE	0	0											7500
400 999-682-11	LAWN TRACTOR			15,000	4,260	3,250								
400 999-682-12	DEER CREEK ONEIL LINE													
400 999-683-00	SECURITY FENCING PER TANKS	0	0		11,929	0								fencing-report Rebuild,Close 202000
	FILTER REHAB	2800												
	TOTAL EXPENDITURES	1,708,016	2,007,570	2,092,821	2,402,622	4,306,545	2,819,807	2,543,931						
	REVENUE OVER/UNDER) EXPENDITURES	54,391			-10,238	278,535	227,928	(59,607)						

I. Board Members Comments and Announcements:

- **Board Member Thomas** – Thanks everyone for all that they do; stay safe.
- **Board Member Nestor** – Thanked everyone for all the great work they do.
- **Board Member Rizo** – Nothing further.

- **Board Member Skinner** -Echoed what others have said. Thanks for all the great work. It is nice to have a few constants that we can depend on, and the City's Water Department certainly does that.
- **City Recorder Sanders** – Thanked everyone for their hard work.
- **Mayor McCauley** – Agreed with all; this is where the real work happens, the local level. He also asked for an update on the ACP project. Jay gave an update, stating that they were waiting on permits, etc.

J. Adjournment

There being no further business to be transacted, motion to adjourn at 4:50 PM by Thomas/Rizo. Motion carried.

Mayor David McCauley

City Recorder Randall H. Sanders
