

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

A regular meeting of the Buckhannon Water Board was held on Thursday, July 9, 2020 at 4:00 p.m. in Council Chambers of City Hall. The following was in attendance:

Robbie Skinner	Mayor	Present
Randy Sanders	City Recorder	Present
Jack Reger	Board Member	Present
David Thomas	Board Member	Present – 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
Jerry Arnold	Director of Public Works	Absent
Amberle Jenkins	Assistant Recorder/Director of Finance	Present
Callie Cronin-Sams	Grants & Information Coordinator	Present – by phone
Joshua Trent	COB Intern	Present

Guests: None

**Meeting Agenda Posted 07/02/2020**

*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, July 9, 2020*

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- A. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
  - B.1
- C. Financial Report-Amby Jenkins
  - C.1 June 2020
- D. Department Report
  - D.1 Water Dept. Report (Kelly)
  - D.2 Unfinished Issues – Basins Start-up & Testing of ACP Booster Station
  - D.3 Deer Creek Water Storage Tank Repair
  - D.4 Settlement Basins' Coating Repair
- E. Correspondence and Information
  - E.1 Elkins Road P.S.D. Meeting Minutes-May 2020
  - E.2 Mt Hope Water Association Meeting Minutes –May 2020
  - E.3 Public Service Commission-Order #262.5 RE: COVID-19 Resume Utility Service Terminations
- F. Consent Agenda
  - F.1 Approval of Minutes –June 11, 2020
- G. Strategic Issues for discussion and vote
  - G.1 Discussion/Possible Action Proposed Deer Creek Water Storage Tank Improvements & Repairs During 2020-2021 FY
- H. Board Members Comments and Announcements
- I. Mayor's Comments and Announcements
- J. Adjournment

Posted 07/02/2020

- A. **Call to Order** – The meeting was called to order by Mayor Skinner at 4:00pm.
  - A.1 The Mayor invited all those in attendance to join in a moment of silence.
  - A.2 The Pledge to the Flag of the United States of America was led by Joshua Trent.
- B. **Recognized Guests:** None
- C. **Financial Report:**
  - C.1 **June 2020** – Amberle Jenkins reported that in June we had revenues of \$179,191.71 and expenses

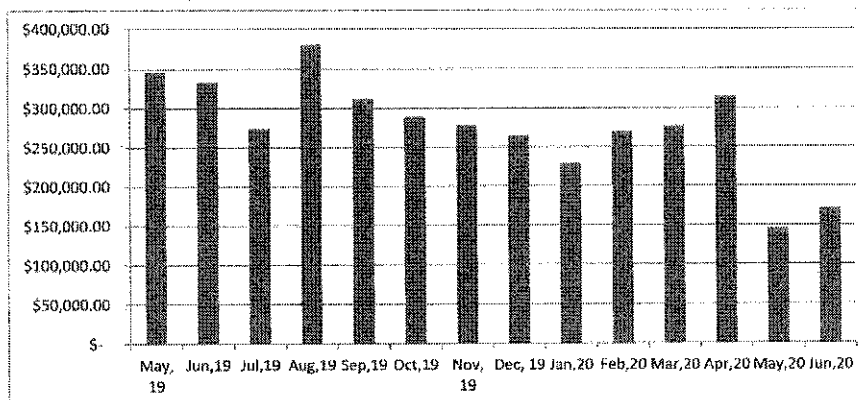
of \$148,989.05. She also provided the Board with a 12-month review showing the FY 2019-2020 revenues as \$2,336,205.08 with expenses of \$2,775,318.67; we spent \$439,113.59 more than we took in. Amby noted that we have not had a rate increase since 2016 and that a rate study will have to be scheduled for this year. Both Board Members David Thomas and Erasmo Rizo spoke about the need for a rate study as our expenses are rising, and that we need to make the public aware through positive public relations of the cost of the services provided by the Water Department. Mayor Skinner added that it is important that our water customers know that, as with all Enterprise Boards in our City, the money collected for water usage stays in the Water Department. At no times are the funds used for anything else.

Callie Cronin-Sams will work on the infographics, and perhaps videos, explaining the rates versus costs. Mr. Rizo added that we need our customers to understand that rates are driven by consumption.

As for our balances on hand as of June 30, 2020, the Money Market & Checking has a balance of \$177,471.85, less the ACP funds of \$6,421.08 leaving us with an operating balance of \$171,050.77. 2% Depreciation Fund has a balance of \$384,722.10; the CD at Citizens Banks is at \$579,232.83, and the Savings Account has \$1,521.55.

**WATER BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

<b>Balance June 30, 2020</b>	
Money market & checking	\$ 177,471.85
Less remaining from ACP	-\$6,421.08
	<b>\$171,050.77 –actual operating funds</b>
2% Depreciation fund	\$ 384,722.10
CD Citizens Bank (1.49%)11/30/19	\$ 579,232.83
Savings	\$ 1,521.55



**Money Market and Checking Trend**

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

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	-\$39,945.00 expensed thru 6/20/19
-\$111,777.37 expensed thru 10/31/18	\$231,069.79 remaining in ACP fund Jan
\$993,506.43 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	-\$,366.59 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	

As for bills being paid, Amby pointed out the higher ones, which include \$10,763.00 to Core & Main, LP for a 16" Flow Meter; \$2,788.00 to The Tractor Guys LLC for a Wood Chipper; \$2,097.00 to Ferguson Waterworks for Blow Off Hydrants; \$7,745.00 to Core & Main, LP for Antenna & Meter Upgrade; \$13,447.75 to Phoenix Solutions LLC for Chemicals; \$1,435.50 to ByWater for Insurance Run Out Invoice.

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVOIR MAINTN DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110136713804 EMMS 262 TALL	8.25
	VALLEY STEEL SERVICE	601-347-00	MAINTENANCE DAM	PLATE FOR DAM BY PASS	1,904.80
	LOWES BUSINESS ACCOUNTS	601-342-00	MAINTENANCE RIVER IN	ELEC SUPPLIES IMPERE	39.31
		601-342-00	MAINTENANCE RIVER IN	INTAKE ELEC SUPPLIES	19.76
			TOTAL:		1,972.12
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110007059879 NEW WATER TRK	8,269.29
	RECORD-DELEA NEWSPAPER	642-349-00	COMPLIANCE MONITORIN	WATER CONSUMER REPORT 2020	661.59
	LYKINS OIL COMPANY	642-343-01	PLANT VEHICLE FUEL	WAT DEPT MAY 2020 FUEL BIL	177.92
	A F WENDLING INC	642-342-00	MAINT TREATMENT PLAN	GLOVES, CUPS, PAPER TOW	127.29
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT JUN 2020 UNIFORMS	267.56
		642-345-00	UNIFORMS PERSONAL SA	ALL DEPT MAY 2020 UNIFORMS	334.22
	BACH CHEMICAL CO	642-347-00	PLANT LAB MAINT & SU	FLUORIDE PROBE	895.72
	RITE-WAY HEATING & PLUMBING	642-347-00	PLANT LAB MAINT & SU	REDUCER-CARBON REDUCR	3.41
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	WATER WOOD ST PLANT 620	153.10
		642-211-00	UTILITIES - ELEC, GA	WATER WOOD GAS	20.20
	RELIANCE LABORATORIES INC	642-349-00	COMPLIANCE MONITORIN	TOC, ALK, FLUORIDE	76.00
		642-349-00	COMPLIANCE MONITORIN	INORGANICS,VOC	265.00
		642-349-00	COMPLIANCE MONITORIN	STAGE 2, SITE 142	360.00
		642-349-00	COMPLIANCE MONITORIN	TOC, ALK, BRO TESTING E20	70.00
	CHALLENGER	642-342-00	MAINT TREATMENT PLAN	PCRD-SCREW SET	85.00
		642-347-00	PLANT LAB MAINT & SU	CHEM GLYCOLINE SLTN	55.55
		642-342-00	MAINT TREATMENT PLAN	BALL VALVE, CHLORINE PAF	151.50
	ACE HARDWARE & CONTRACTOR SU	642-346-00	MAINT TREATMENT PLAN	USE SCHEDING FOR CHLORINA	45.54
	WV MUNICIPAL LEAGUE	642-226-00	UNEMPLOYMENT/COMPENS	WATER 2ND QTR UNEMPLOYMENT	52.01
	WV PUBLIC EMPLOYEES RETIREMC	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,041.32
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,101.83
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	CHEMICALS	3,765.00
		642-348-00	CHEMICAL COSTS	SODA, POTASSIUM, PREMIER,	9,742.75

- \$ 10,763.00 Corect Main 16" Flow Meter
- \$ 2,788.00 The Tractor Guy's LLC - Wood Chipper
- \$ 2,097.00 Ferguson Waterworks - Blow off Hydrants
- \$ 7,745.00 Corect Main - Antenna Meter Upgrade
- \$ 13,447.75 Phoenix Solutions - Chemical Cost
- \$ 1,435.50 ByWater - Run out Invoice

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	HEWLETT PACKARD CO	642-341-00	OFFICE EXPENSE	PCRD:COMPUTER	567.00
	RAVER ROCK NETWORKS INC	642-211-00	UTILITIES - ELEC, GA	JUNE 2020 ANTENNA RESIDENT	30.00
	CORE & MAIN LP	642-346-00	MAINT TREATMENT PLAN	16" FLOW METER	10,763.00
	TRACTOR SUPPLY CREDIT PLAN	642-346-00	MAINT TREATMENT PLAN	PCRD:SHACKLES,QUICKLINK,CL	90.93
	US CELLULAR	642-211-00	UTILITIES - ELEC, GA	613-3153 7363 642-5828 514	104.28
	CRYTES ELECTRICAL SUPPLY INC	642-346-00	MAINT TREATMENT PLAN	RELAYS CHLORINE ALARM	44.52
	ST JOSEPH HOSPITAL OF BUCHVA	642-289-00	PLANT MISCELLANEOUS	LAB TEST TRENOR MORINSON	50.00
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	313.63
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	755.67
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	166.89
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	176.73
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	BAC T SAMPLES	330.00
		642-349-00	COMPLIANCE MONITORIN	JUN 2020 BAC T SAMPLE	330.00
	AMAZON.COM	642-341-00	OFFICE EXPENSE	PCRD:CHAIR	81.00
		642-341-00	OFFICE EXPENSE	PCRD:CHAIR	137.42
		642-346-00	MAINT TREATMENT PLAN	PCRD:GREASE	171.89
	RELIANCE STANDARD INSURANCE	642-105-00	HEALTH INSURANCE	WATER JUNE 2020 LIFE INS	18.00
	BYWATER CUI BENEFITS	642-106-00	HEALTH INSURANCE	WATER JUN OUT INVOICE	495.00
	DENNIS SALES & SERVICE, INC.	642-346-00	MAINT TREATMENT PLAN	CHOLFIATOR REPAIR	296.42
	**PATROLL EXPENSES			6/01/2020 - 6/30/2020	23,617.34
			TOTAL:	66,604.07	
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110083759904 BRUSHY FORK	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085243774 BRUSHY FORKRP	109.17
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	5.70
		660-211-00	UTILITIES - ELEC,GAS	110117919080 2435 BRUSHY F	5.13
		660-211-00	UTILITIES - ELEC,GAS	110085818216 LEBROCKBOSTER	84.69
		660-211-00	UTILITIES - ELEC,GAS	110085973250 PT 3	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085813094 DEERCKTANK	5.36
		660-211-00	UTILITIES - ELEC,GAS	110084784590 HIGH SCHOOL	1,147.52
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE POWER	7.58
		660-211-00	UTILITIES - ELEC,GAS	110114638853 VICTORIA HILL	5.68
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2410 RTE 20 3	5.92
		660-343-01	LINE VEHICLE FUEL	WAT DEPT MAY 2020 FUEL BIL	575.87
		660-342-00	MAINTENANCE GARAGE B	PAPER TOWELS	42.01
	LYKINS OIL COMPANY	660-349-00	UNIFORMS PERSONAL SA	ALL DEPT JUN 2020 UNIFORMS	267.28
	A F WENDLING INC	660-342-00	UNIFORMS PERSONAL SA	ALL DEPT MAY 2020 UNIFORMS	334.23
	UNIFIRST CORP.	660-345-00	MAPPING & LINE LOCAT	GIS SERVICES 3-1 TO 3-31-2	357.50
	REGION VII PLANNING PDC	660-341-00	OFFICE EXPENSE	GIS SERVICE APR 2020	64.17
		660-341-00	OFFICE EXPENSE	GIS HOURS	1,787.50
	VALLEY STEEL SERVICE	660-352-00	NEW SERVICES, UPGRAD	PLATE FOR AUTO FLASHER	456.03
	AIRGAC O&A, LLC	660-352-00	NEW SERVICES, UPGRAD	WELDER	696.99
	THE TRACTOR GUYS, LLC	660-352-00	NEW SERVICES, UPGRAD	WOOD CHIPPER	2,788.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	WATER WOOD ST PLANT 620	153.11
		660-211-00	UTILITIES - ELEC,GAS	WATER WOOD GAS	28.21
	CHAPEMAN TECHNICAL GROUP INC	660-353-00	NEW SERVICES, UPGRAD	AIRPORT BOOSTER PUMP,CONT	700.00
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	MAY 2020 MESSAGES	31.00
	LOWES BUSINESS ACCOUNTS	660-352-00	NEW SERVICES, UPGRAD	PCRD:SPUD BAN	65.96
		660-352-00	NEW SERVICES, UPGRAD	PCRD:STAKES/RIBBON	19.64
	BRUFFEY TRUCKING INC	660-352-00	NEW SERVICES, UPGRAD	SPONGE	870.03
	STATE EQUIPMENT INC.	660-352-00	NEW SERVICES, UPGRAD	REPLACE REAR AXLE SEAL	527.11
	WV MUNICIPAL LEAGUE	660-226-00	UNEMPLOYMENT/COMPENS	WATER 2ND QTR UNEMPLOYMENT	269.37
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,150.98
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,218.57

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	PERSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	REPAIR CLAMP, FLR CORR	505.36
		660-352-00	NEW SERVICES, UPGRAD	FLAT LID W WHOLE	300.00
		660-352-00	NEW SERVICES, UPGRAD	FLAT LID W WHOLE	696.00
		660-352-00	NEW SERVICES, UPGRAD	FLSKFIB, BRZ POST NYG	2,057.00
	COPE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	VALVE BOX, KISSP, BASKET	347.26
		660-352-00	NEW SERVICES, UPGRAD	BARREL PUMP & MAG LOCATOR	940.00
		660-352-00	NEW SERVICES, UPGRAD	BARREL PUMP & MAG LOCATOR	160.00
		660-352-00	NEW SERVICES, UPGRAD	NETHS, ANTENNA	7,745.00
	TRACTOR SUPPLY CREDIT PLAN	660-352-00	NEW SERVICES, UPGRAD	PCRD: FENCING	111.50
	US CELLULAR	660-211-00	UTILITIES - ELEC. GRS	613-0153 7303 642-5626 514	184.39
	SIGN GUY LLC	660-352-00	NEW SERVICES, UPGRAD	SAFETY SHIRTS FOR MADISON	62.50
	WALMART STORES INC -BUCKHANN	660-352-00	NEW SERVICES, UPGRAD	BATTERIES	12.44
		660-342-00	MAINTENANCE STORAGE B	CLEANING SUPPLIES	170.02
		660-352-00	NEW SERVICES, UPGRAD	PRINT BUSH	1.74
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	756.42
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	560.17
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	172.30
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	177.77
	CLARKSBURG WATER BOARD	660-352-00	NEW SERVICES, UPGRAD	BAC-T SAMPLE OEBR CREEK	68.00
	AMAZON.COM	660-352-00	NEW SERVICES, UPGRAD	PCRD:CONTROLLER FOR PLOUGH	434.12
		660-352-00	NEW SERVICES, UPGRAD	PCRD-D RIBS	64.92
	PELLANCO STANDARD INSURANCE	660-105-00	HEALTH INSURANCE	WATER JUNE 2020 LIFE INS	25.20
		660-105-00	HEALTH INSURANCE	WATER JUNE 2020 LIFE INS	3.60
	BYWATER CWI BENEFITS	660-105-00	HEALTH INSURANCE	WATER RUN OUT INVOICE	594.00
		660-105-00	HEALTH INSURANCE	WATER RUN OUT INVOICE	123.75
	**PAYROLL EXPENSES			6/01/2020 - 6/30/2020	27,997.44
				TOTAL:	54,301.67

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	VALLEY STEEL SERVICE	920-341-00	MATERIALS & SUPPLIES	BRACKETS FOR PLEXIGLASS	162.95
	WV PUBLIC EMPLOYEES INSURANCE	920-105-00	HEALTH INSURANCE	WATER JUN 2020 RETIREE'S I	620.00
	ELECSYS INTERNATIONAL CORP	920-999-00	ADM BOARD-BILLING MI	MONTHLY CONT MCON 52820	76.00
	WV MUNICIPAL LEAGUE	920-226-00	UNEMPLOYMENT/COMPENS	WATER JND QTR UNEMPLOYMENT	192.51
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	587.40
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	596.11
		920-106-00	RETIREMENT	WV RETIRE TISH2 CONTRIBUTI	16.00
	PAYROLL ACCOUNT IALL DEPTSI	920-341-00	MATERIALS & SUPPLIES	MAY 2020 AA FEES	193.75
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	APR 2020 CREDIT CARD FEES	52.39
		920-341-00	MATERIALS & SUPPLIES	CREDITCARD FEE 5/31/20	1,144.54
		920-341-00	MATERIALS & SUPPLIES	MAY 2020 CREDIT CARD FEES	33.19
	DOLLAR GENERAL CORPORATION	920-341-00	MATERIALS & SUPPLIES	CUPS, TRASH BAGS, STOWL	14.44
	BAVER BACK NETWORKS INC	920-999-00	ADM BOARD-BILLING MI	JUN 2020 SERVICE CONTRACT	212.50
	US CELLULAR	920-211-00	UTILITIES - ELEC. GRS	642-1651 613-0113 0002	46.42
	BABYK PRINTING SERVICE, INC	920-999-00	ADM BOARD-BILLING MI	UTILITY BILLS	562.00
	COMMUNITY BANK	920-459-00	CAPITAL OUTLAY COMPU	COMPUTER SERVER 620	387.84
	ST JOSEPH HOSPITAL OF BUCKHA	920-999-00	ADM BOARD-BILLING MI	LAB TEST JAY HOLLEN	50.00
	WALMART STORES INC -BUCKHANN	920-341-00	MATERIALS & SUPPLIES	PCRD-ENVELOPES/WIPES/SANITI	8.29
		920-341-00	MATERIALS & SUPPLIES	PCRD/TOWELS/TISSUE	18.18
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	470.61
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	68.98
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	116.11
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-MASKS COVID	127.46
		920-341-00	MATERIALS & SUPPLIES	PCRD:WINDOW SPARKERS	42.25
		920-341-00	MATERIALS & SUPPLIES	PCRD:NOTEPADS	4.94

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	PELLANCO STANDARD INSURANCE	920-105-00	HEALTH INSURANCE	WATER JUNE 2020 LIFE INS	7.20
	BYWATER CWI BENEFITS	920-105-00	HEALTH INSURANCE	WATER RUN OUT INVOICE	222.75
	REAY	920-341-00	MATERIALS & SUPPLIES	PCRD-ALCOHOL SWABS COVID	16.04
		920-341-00	MATERIALS & SUPPLIES	PCRD-THERMOMETERS COVID	175.75
	MATTHEW BENDER & CO., INC	920-999-00	ADM BOARD-BILLING MI	WV CODE 2020 CITATOR	190.10
	ROSSEMAN & CO/PSC CORP	920-999-00	ADM BOARD-BILLING MI	BEST COLLECTION	53.00
	SHEDDENLINK	920-999-00	ADM BOARD-BILLING MI	CITY HALL INTERMPT/PTES	31.56
	**PAYROLL EXPENSES			6/01/2020 - 6/30/2020	13,127.08
				TOTAL:	20,540.47
CAPITAL/PROJECTS	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	22GCV0 2017 FORD F150 LEAS	582.20
		999-682-04	SUPERVISOR TRUCK	22GCH2 2017 NISSAN LEASE P	474.54
		999-682-04	SUPERVISOR TRUCK	22GCV0 2017 NISSAN LEASE P	1,101.79
		999-682-04	SUPERVISOR TRUCK	22GCV0 2017 NISSA LEASE P	671.79
		999-682-04	SUPERVISOR TRUCK	22GCV0 2017 NISSA LEASE PY	1,048.79
	COMMUNITY BANK	999-682-05	BACKLOG	WATER BACKLOG JUN 2020 PYM	1,412.94
	ROCKYTOPS BEPTIC SERVICE	999-675-00	BOM TRUCK/SUBERGE	BOM 3000 GALL	1,200.00
				TOTAL:	6,850.05

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

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

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

**D.2 Unfinished Issues - Basins Start-up & Testing of ACP Booster Station**

**D.3 Deer Creek Water Storage Tank Repair**

**D.4 Settlement Basins' Coating Repair**

**CITY OF BUCKHANNON WATER DEPARTMENT**

**Monthly Report for June 2020**

- Water leaks – 2 repairs that were on the customer side, but the work was done per PSC rulings
- Weekly safety meetings took place
- Locates
- Renewed service - 0
- New Services - 2

- Residential meters changed – 64 meters were changed– FYI: Meters are a concern; we have several that have been in use for 5 years and the PSC recommends that we change them every 10-years. They do have a 20-year warranty on them.
- Residential meters tested - 0
- Public Service District meters tested - 0
- All meters were read in system
- Was able to close dam
- Located line for Gateway west
- Electric at intake
- Basin getting repaired
- Changed services over Brushy Fork
- We are building auto flushers in house (\$417.50) to purchase from supplier (\$2,450.00)
- Repaired Deer Creek tank (D.3) – There was a bullet hole discovered in the base, but they were able to repair it quickly
- Meters changed at Meadowlands
- Large meter testing complete
- Chlorine line replaced in chlorine room
- Clearing brush from right of ways and tank sites
- Clearing meter barrel lids
- Cleaning out valve boxes
- Repair meter barrels
- Maintenance booster stations
- Hydrant flushing possible in later July – This is something that needs done to maintain clean water (rid of bacteria) in the lines.
- GPS valves, services, leaks for past year
- 62.3 million gallons of water treated for month of June - 2.08 million a day
- Cost per million gallons were treated for June was \$151.69
- 73,500 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered -377
- Non-Payments – 0
- Continue to work on back-flow/cross-conn program
- Maintenance equipment

Month: Jun-20

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

Kelly reiterated the importance of a rate study as we have about one million dollars in tank repairs that are needed. He also reported that the annual (FY 2019-2020) Unaccounted Water average was 15.28%.

**Unaccounted For Water through June 30, 2020**

	Produced (a.)	Plant Loss (b.)	Distribution Loss (c.)	Sold to City (d.)	Sold to PSDs (e.)	Percent Loss
Jul-19	69,513,600	1,615,198	160,000	20,943,800	34,617,900	17.52%
Aug-19	75,240,000	1,770,830	1,270,060	22,204,700	36,145,000	18.41%
Sep-19	68,664,000	1,558,666	770,911	23,289,600	35,129,000	11.53%
Oct-19	62,418,000	1,442,718	212,611	23,824,200	33,145,800	6.08%
Nov-19	63,072,000	1,279,260	129,370	21,968,400	30,870,200	13.99%
Dec-19	67,817,000	1,233,439	202,490	21,383,800	33,824,500	16.47%
Jan-20	68,160,000	1,232,447	318,308	20,444,700	31,108,200	22.09%
Feb-20	61,248,000	1,105,114	168,000	21,551,500	30,384,900	13.12%
Mar-20	66,960,000	1,169,266	335,000	20,134,800	28,999,500	24.37%
Apr-20	54,429,200	1,078,060	101,000	18,812,500	29,844,600	8.44%
May-20	59,255,100	1,216,100	99,550	18,387,400	30,601,900	15.10%
Jun-20	62,300,500	1,433,416	133,348	20,442,400	31,952,800	13.38%
<b>Totals:</b>	<b>779,077,400</b>	<b>16,134,514</b>	<b>3,900,648</b>	<b>253,387,800</b>	<b>386,624,300</b>	<b>15.28%</b>

City Recorder Sanders ask about the ACP funds of \$6,421.08. Jay Hollen reported that he was in contact with the representatives that we have been working with from Dominion. He is waiting for more information concerning these funds. Mr. Hollen reported that the City received a great deal of benefits from the relationship we had with the Dominion ACP project. The one leftover project is the Booster Station that has yet to have been brought online. He did point out that this Booster Station is something that we will be able to use in the future. The crew is maintaining the station to make sure it stays in working order.

Board Member Reger feels the ACP project may still be a viable project in the future.

Don Nestor ask what the dollar amount was that the City received from the Dominion Gas ACP project. Jay estimates it at 2.3 million dollars of improvements for the City.

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

**E.1 Elkins Road P.S.D. Meeting Minutes-May 2020**

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
May 12, 2020

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, May 12, 2020.

Chair, Carey Wagner, called the meeting to order at 4:00 p.m. and led the group in the Pledge of Allegiance.

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

Staff Present were: Office Manager-Carolyn Douglas, Billing Clerk-Linzy Wilson, System Operator-David Wamsley

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

Recognize that three (3) customers were present.

APPROVAL OF MINUTES

April Meeting was cancelled due to COVID 19.

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

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

WVCoRP RENEWAL FOR 2020-2021

Carolyn presented the renewal from WVCoRP to the Board for review and approval. Sonny Matthews made a motion to approve the renewal. Seconded by Larry Heater. Motion carried

WEBSITE ONLINE PAY OPTIONS

The Board looked over several proposals for online bill pay options. Sonny Matthews made a motion to approve implementing online bill pay. Seconded by Larry Heater. Motion carried

WVCoRP 2020 CONFERENCE-AUGUST 15-19, 2020

The WVCoRP Conference that will be held this year at Snowshoe was discussed. It was decided that there will be five attendees. Sonny Matthews made a motion to attend the conference this year. Seconded by Larry Heater. Motion carried

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
May 12, 2020

**PHASE III EXTENSION PROJECT**

SCDG Funds Request # 13 was presented from Region VII in the amount of \$15,441.31. **Sonny Matthews made a motion to approve the request. Seconded by Larry Heater. Motion carried**

**PHASE III EXTENSION PROJECT**

Greg Belcher, Chapman Technical Group, sent a third amendment for approval to adjust their fees for Phase III Extension due to having to do a re-bid on two contracts. **Sonny Matthews made a motion to approve the Amendment # 3. Seconded by Larry Heater. Motion carried**

**MAINTENANCE**

Dave Wamsley, System Operator, discussed the March/April Maintenance Report which he had prepared for the meeting. Dave also prepared a leak detection schedule and presented it to the Board (as requested by Carey due to the continued rise of unaccounted for water loss).

**OTHER BUSINESS**

Carolyn Douglas requested that the monthly meeting time be changed from 5:30 p.m. to 4:30 p.m. **Sonny Matthews made a motion to accept the time change. Seconded by Larry Heater. Motion carried**

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 4:50 p.m.

The next regular monthly meeting will be held on Tuesday, June 2, 2020 at 4:30 p.m.

Respectfully submitted:

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

Attachments: Agenda  
Sign In Sheet

Approved By:

  
Board Chair/Treasurer  
Carey Wagner

  
Secretary  
Larry Heater

  
Board Member  
Sonny Matthews

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

### **Mt Hope Water Association Minutes Board of Directors Meeting Monday May 18, 2020**

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, May 18, 2020 at 6:00 pm, at the Mt Hope Water Office. The meeting was called to order by President Donnie Tenney at 6:00 pm. Board members in attendance were President Donnie Tenney, Brian Elmore, Tom Davis, Deborah Cvechko, Marcella Kelley and Navonda Tenney. Also in attendance were Secretary/Treasurer Laurie Adams, Office/Billing Clerk Jessie Fumerola, Jeff May and Alan Westfall, from Quality Water Services LLC.

Minutes from the previous Regular March Meeting were approved, motion was made by Marcella and seconded by Brian, motion carried. The Treasurer's Report(s) were presented along with the past month's bank statements, they were accepted for audit. The Water Loss Report(s) were presented and approved. The Truck Report(s) were presented and approved. The Mt Hope Monthly Report(s) were presented and approved. The April Meeting was not held due to the Covid-19 outbreak. Alan and Jeff presented the Operator's Report. The leak adjustments were all approved, motion was made by Tom and seconded by Brian, motion carried. A written request was made by a customer for reimbursement for labor he paid to have a line dug which was ultimately Mt Hope Water Association's leak. A motion was made by Tom and seconded by Marcella to credit the customer \$40.00 on their water bill for the residence at issue, motion carried. There was discussion about the recent leak and repair on the water tank at Wilfong Hill. Mt Hope Water has seven tanks and one is not in service. Laurie presented information and a quote from the company who repaired the leak about tank rehab. The board will take the information home to read before the next meeting. Laurie also updated the board about recent repairs, purchases, and attempted break in. Brian was asked to see what the labor to install additional outdoor cameras would cost. The board discussed the meeting time. All in attendance agreed to keep the starting time at 6:00 pm. The meeting was adjourned at 7:23, motion was made by Tom and seconded by Marcella.

Submitted by: Laurie Adams

## **E.3 Public Service Commission-Order #262.5 RE: COVID-19 Resume Utility Service Terminations**

PUBLIC SERVICE COMMISSION  
OF WEST VIRGINIA  
CHARLESTON

At a session of the PUBLIC SERVICE COMMISSION OF WEST VIRGINIA in  
the City of Charleston on the 17<sup>th</sup> day of June 2020.

GENERAL ORDER NO. 262.5

COMMISSION GENERAL ORDER REGARDING  
EXTRAORDINARY EVENTS RELATED TO COVID-19

COMMISSION ORDER

The Commission addresses the voluntary suspension of service terminations by  
West Virginia utilities related to the health threat presented by COVID-19.

BACKGROUND

On March 13, 2020, the Commission sent an e-mail to all West Virginia public  
utilities urging a voluntary suspension of service terminations in consideration of the  
rapidly unfolding events surrounding the novel coronavirus. The Commission  
recognized that state residents were facing a health threat and the prospect of economic  
disruption from COVID-19 and that "stay at home" orders from various federal and state  
government agencies would likely impact the ability of utility customers to timely pay for  
utility services. The Commission, therefore, pending further notice, urged all utilities to  
suspend utility service terminations except for matters of safety or where requested by the  
customer. The Commission stated that it would provide additional and updated guidance,  
as warranted.

On March 17, 2020, the Commission issued General Order No. 262. Therein, the  
Commission continued to urge utilities not to terminate public utility service.  
Additionally, the Commission extended the Administrative Law Judge decision due dates  
by two months in all cases not subject to statutory deadlines. For cases subject to a  
statutory deadline, the Commission invited voluntary motions to toll the running of the  
statutory suspension period for two months or longer.

DISCUSSION

Recently, West Virginia has begun the process of rescinding its "stay at home"  
guidelines. The Commission appreciates the efforts of West Virginia utilities to provide  
financial relief for customers who have experienced financial stress and difficulties  
during the more restrictive COVID-19 mitigation guidelines. The Commission has

In addition, the Commission termination rules require that utilities negotiate  
reasonable deferred payment plans with customers who have significant past-due  
balances. The Commission urges utilities to utilize deferred payment plans in  
consideration of their customers' ability to pay during this period, including commercial  
customers impacted by COVID-19 restrictions.

FINDINGS OF FACT

1. West Virginia is beginning to reopen businesses.
2. Many West Virginia utilities discontinued termination for nonpayment of  
bills during the early months of the pandemic.

CONCLUSIONS OF LAW

1. Terminations for nonpayment should be subject to conditions that will give  
customers notice of the resumption of actual terminations.
2. Allowing additional time and notice prior to resuming terminations is  
reasonable considering the disruptions caused by the novel coronavirus.

ORDER

IT IS THEREFORE ORDERED that public utilities may resume disconnection for  
nonpayment pursuant to the guidelines described herein.

IT IS FURTHER ORDERED that on entry of this order this case shall be removed  
from the Commission docket of open cases.

**F. Consent Agenda**

**F.1 Approval of Minutes – June 11, 2020**

**Motion to approve the June 11, 2020 Minutes was made by Nestor/Rizo. Motion carried  
unanimously.**

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

**G.1 Discussion/Possible Action Proposed Deer Creek Water Storage Tank  
Improvements & Repairs During 2020-2021 FY – Kelly gave a brief update on the report from  
Mid Atlantic Storage Systems, Inc. Jay provided the items that were recommended for repairs and  
feels the most important items (options) from the report include:**

**Option # 1- Mid Atlantic Storage Systems, Inc. proposes to re-edgecoat/recaulk ALL of the  
horizontal and vertical interior tank seams and bottom manway on the existing Aquastore glass-  
coated, bolted-steel water storage tank. The sealant is used to ensure that the tank is "liquid tight",  
as well as to protect the panel sheet edges from corrosion. Over time, the sealant degrades and  
needs to be reapplied. An interior recaulk is typically required sooner than an exterior recaulk.  
Unlike an exterior recaulk, an interior recaulk requires the tank to remain out of service for approx.  
5 - 7 days in order for the sealant to properly cure. **Cost - \$7,815****

**Option # 3 — Mid Atlantic Storage Systems, Inc. proposes to inspect the interior of the tank and  
repair any other misc. minor glass chips, etc., in the tank coating using the std. tank sealer to  
prevent potential corrosion, etc. **Cost - No charge****

**Option # 5 — Mid Atlantic Storage Systems, Inc. proposes to re-edgecoat/recaulk ALL of the  
horizontal and vertical exterior tank seams, bottom manway, and roof assembly on the existing  
Aquastore glass-coated, bolted-steel water storage tank. The sealant is used to protect the panel  
sheet edges from corrosion. Over time, the sealant degrades and needs to be reapplied in order to  
protect the sheet edges. **Cost - \$9,171****



**Option # 7** - Mid Atlantic Storage Systems, Inc. proposes to inspect the exterior of the tank and repair any misc. minor glass chips, etc. in the tank coating using the standard tank sealer to prevent potential corrosion, etc. Cost - **No charge**

Options 2 has already been done and options 4 and 6 are for the esthetics of the tank.

Discussion took place with input from all members. The recommendations from Kelly and Jay are to move ahead with options #1, #3, #5 and #7.

**Motion to approve the expenditure of \$16,986 to have options #1, #3, #5 and #7 performed as soon as possible was made by Rizo/Reger. Motion carried.**

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

- **Board Member Reger** – Appreciates serving on the Water Board and enjoyed working with the group today.
- **City Recorder Sanders** – No further comments other than it was a great meeting.
- **Board Member Nestor** – Don ask if the COVID-19 had been discovered within our employees. Amby explained that it had been, and all has been dealt with per the COB protocols.
- **Board Member Thomas** – Welcomed Jack Reger to the Water Board and complimented all members of the Water Department.
- **Board Member Rizo** – Welcomed Jack Reger to the Water Board and recommended to him to meet with Kelly Arnold as Kelly is great to keep us all informed.
- **Kelly Arnold** – Kelly ask the Board if he could continue with his Flowback notifications. The Mayor confirmed that it was approved several meetings ago and he should continue the process.

**I. Mayor's Comments and Announcements** – The Mayor ask if we wanted to hold the meeting in August at the plant as we have in past years. The consensus of the Board was to not do so in consideration of COVID-19. He then reminded us that our next meeting will be in the Chambers at City Hall on August 13, 2020.

**J. Adjournment**

**There being no further business to be transacted, motion to adjourn at 5:00 PM by Reger/ Nestor. Motion carried.**

**Mayor Robert N. Skinner III**

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**City Recorder Randall H. Sanders**

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