

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

A regular meeting of the Buckhannon Water Board was held on Thursday, June 11, 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
Robbie Skinner	Board Member	Present
David Thomas	Board Member	Present – by phone
Don Nestor	Board Member	Present – by phone
Erasmio Rizo	Board Member	Present
Kelly Arnold	Water Superintendent	Present
Jay Hollen	City Engineer	Present – by phone
Jerry Arnold	Director of Public Works	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Present
Callie Cronin-Sams	Grants & Information Coordinator	Present – by phone

Guests: None

Meeting Agenda Posted 06/08/2020

***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, June 11, 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 May 2020**
- D. Department Report**
 - D.1 Water Dept. Report (Kelly)**
 - D.2 Unfinished Issues - Basins, Electrical Drawings, 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- 05/21/2020 & 06/04/2020**
 - E.2 Hodgesville P.S.D. Meeting Minutes-May 2020**
 - E.3 Elkins Road P.S.D. Meeting Minutes-March & April 2020**
 - E.4 Mt Hope Water Association Meeting Minutes –March 2020**
 - E.5 Public Service Commission-Order #262.4 RE: Additional Extraordinary Costs during COVID-19**
- F. Consent Agenda**
 - F.1 Approval of Minutes –May 14, 2020**
- G. Strategic Issues for discussion and vote**
 - G.1 Approval Budget 2020-2021**
 - G.2 Approval to Resume Utility Service Terminations**
- H. Board Members Comments and Announcements**
- I. Mayor’s Comments and Announcements**
- J. Adjournment**

*****Next Meeting is July 9, 2020 at City of Buckhannon Council Chambers*****

Posted 06/08/2020

Call to Order - The meeting was called to order with a moment of silence keeping all those 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:

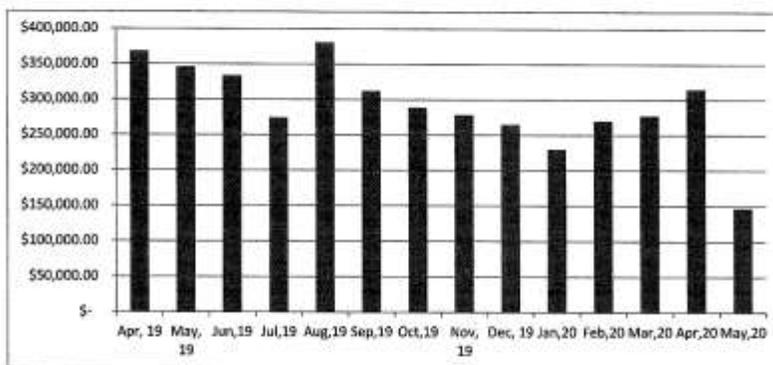
C.1 May 2020 – Amberle Jenkins gave an overview of the following financial reports.

Amby noted that we had three payrolls in May, and we expensed the \$60,000 for the JF Allen project, per our agreement. Other large payments to note were \$3,826.25 to Phoenix Solutions for chemicals and \$10,000 to the City of Buckhannon for rent.

C1

**WATER BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance May 31, 2020	
Money market & checking	\$ 146,654.56
Less remaining from ACP	-56,421.08
	\$140,233.48 –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.

466-999-178-00 ACP Exp	+313,134.77 received Apr
51,522,520.00 received from ACP 7/10/18	-250,920.35 expensed thru 4-30-19
-5645,239.35 expensed thru 9/30/18	\$291,032.17 remaining in ACP fund Apr
-5204,295.09 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	-339,948.00 expensed thru 6/20/19
-5111,777.37 expensed thru 10/31/18	\$231,066.79 remaining in ACP fund Jun
\$993,586.43 remaining from ACP fund Oct	+5115,199.90 received Aug
-161,374.65 expensed thru 11-30-18	-5111,951.00 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	+ \$6.00 received in Sept
-5159,411.62 expensed thru 12-31-18	-5217,067.55 expensed thru 9-30-19
\$698,229.81 remaining from ACP fund Dec	\$17,251.14 remaining in ACP fund Sep
513,627.50 Expensed thru 1-31-19	-3997.32 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
+9583.36 received Feb	-510,587.23 remaining in Nov
-478,614.79 expensed thru 2-28-19	-5175.60 expensed in Dec
\$229,117.75 remaining in ACP fund Feb	-516,812.23 remaining in Dec
+28,469.63 received Mar	-54,391.15 expensed in Feb20
-20,469.63 expensed thru 3-31-19	=56,421.08 remaining in Feb20
\$229,117.75 remaining in ACP fund Mar	

Jay Hollen ask about the back payments from the PSD's. Amby reported that they were making the regular payments and a portion of the past due amounts.

Don Nestor had some questions about the financial reports, which Amby explained.

Dave Thomas spoke about the needed study of a potential rate increase and that it will be difficult until everything (commercial customers) are open.

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

D. Department Report

D.1 Water Dept. Report (Kelly) – Kelly Arnold provided an update to the Board on work that is being done on the Brushy Fork Road where they are switching from the old lines to new lines a section at a time to avoid disruption to customers. He then provided an overview on the May activity, with details on the following items:

CITY OF BUCKHANNON WATER DEPARTMENT

Monthly Report for May 2020

- Water leaks - I
- Weekly safety meetings.
- Locates.
- Renewed service - 4

- New Services- 2
- Repaired Airport Booster to run off Clow tank side.
- Was able to get Dam closed.
- Cleaned basins.
- Fire service Fish Hawk Acres
- Re-installed hydrant CVS alley
- Residential meters changed - 5
- Residential meters tested - 0
- Public Service District meters tested - 0
- Changed out feed pump intake.
- Changed oil in hi service and raw pumps.
- 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 barre
- Installed 16" flow meter for plant.
- Maintenance booster stations.
- Hydrant flushing possible in later June or July.
- GPS valves, services, leaks for past year.
- 59.3 million gallons of water treated for month of May 1.98 million a day.
- Cost per million gallons treated for May \$126.33
- 3 7310 gallons of water hauled from plant.
- Off & On Reports/ Customer complaints answered. --289
- Non-Payments -0
- Continue to work on back-flow/cross-conn. Program.
- Maintenance equipment.

Month: May-20

	Monthly Total	Y-T-D
Million Gallons Treated:	59.3	716.8436
Total Chemical Treatment Cost:	7491.448	140133.4
Cost per Million Gallons:	126.3313	195.4867

Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.064	lb	132	140,448	11627.02
Chlorine	0.375	lb	1330	498.75	6192.375
Fluoride	0.55	lb	350	192.5	2475
KMnO4	3.00	lb	310.5	931.5	3082.5
NaMno4	1.4	lb		0	27014.4
Lime	0.15	lb	1100	165	2445
Premier Pac	0.35	lb	8160	2856	53394.36
Soda Ash	0.295	lb	6550	1932.25	24912.75
Sodium Hex	1.55	lb	500	775	8990
Smart-Phos	14.16	GAL		0	0
				<u>7491.448</u>	<u>140133.4</u>

D.2 Unfinished Issues- Basins, Electrical Drawings, Airport Booster, Start Up & Test ACP booster – Kelly Arnold updated the Board on these issues.

D.3 Corridor H South Waterline Project Update (Jay) – Jay Hollen reported that JF Allen started their work on Monday, June 8, 2020 and they have already laid 600-700 feet of water line. In a couple of more weeks they will have the water line installed. Kelly reported that there had been a few issues caught during inspection that were corrected. JF Allen has been great to work with.

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

E.1 Mayor’s Statements- Pandemic COVID-19 Virus- 05/21/2020 & 06/04/2020

CITY OF BUCKHANNON – MAYOR’S STATEMENT– PANDEMIC, COVID-19 VIRUS May 21, 2020

Good evening. As we continue to take our cues from Charleston, it’s fashionable to use the phrase “reopen this” & “reopen that.” To be clear, our City operations for the most part were never closed. There has never been a stutter or a stammer insofar as our City’s execution of our essential services is concerned during the pendency of this pandemic threat. Our employees have performed day in & day out in an exemplary manner. We should all appreciate that dedication by our excellent City staff to their serving our community. Each one of them is a hero or heroine, or a “shero” as some say.

We believe we are prepared to establish a timeline to cautiously relax some of the restrictions that were put in place during the past two to three months to protect our residents. We all have made a considerable investment in minimizing the impact of covid-19 in our area. The vast majority of us have behaved as our federal & state governments asked us to behave, by washing our hands, sheltering in place, social distancing, wearing masks when going to places like Walmart, & generally conducting ourselves sensibly. We do not suddenly want to destroy our investment. Just like you wouldn’t take your nest egg to Vegas & risk blowing it all by placing it on red or black on a roulette wheel, neither do we want to realize a serious setback by abandoning our safe practices. It’s not worth the gamble.

With Council’s endorsement this evening, here’s what I propose during the next couple of weeks:

- (1) restoration of commercial activities in Jawbone Park beginning next Friday, May 29. This will include our Farmers’ Market activities, Create Buckhannon’s grilled chicken sales, & like vendors provided that all of the constraints are observed, i.e., social distancing, proper sanitation practices, etc. All vendors intending to operate out of Jawbone Park should register at City Hall before starting their activities. Our Streets & Parks’ crews will return freshly painted picnic tables to Jawbone Park by that date, & our crews will sanitize picnic tables & restrooms there, & collect garbage daily;
- (2) limited restoration of some City meetings previously deemed non-essential, including the Consolidated Public Works Board that will meet by phone at least, beginning on Thursday, May 28, & the Police Civil Service Commission that will meet on Wednesday, June 10. Meetings of other non-essential City committees, boards, commissions, etc., will continue to be suspended through the July 2 Council meeting unless some emergency arises & Council then will reassess the opportunity to reconvene regular meetings of those other bodies;
- (3) reopening of the foyer at City Hall to the public on or about Monday, June 1. We will be taking several preventive, safety measures including the installation of plexiglass; limiting the number of people having interior access at one time; extra daily, sanitation measures; encouraging wearing of masks, etc., all to reduce the threat of virus exposure to everyone who enters City Hall.
- (4) reopening of our City Parks beginning Monday, June 1, from 9:00 a.m. until 7:00 p.m., to permit our City crews to daily sanitize playground equipment, picnic tables, restrooms, etc., for the next day’s activities. This sanitizing is not a fail-safe guarantee that surfaces will be entirely clean throughout the next day. We do not have the staffing to dedicate employees to each park all day long, so- park attendees need to be prudent during their visits to our public parks. Wash your hands, social distance, wear masks, etc.;
- (5) reopening of the City’s Gibson Memorial Library for some services but by appointment only begins on Monday, June 1, check with the library regarding their hours, but we are told that beginning Tuesday, May 26, there will be book curbside pickup, phone the Library at (304) 472-2339 for details;
- (6) reopening of the Stockert Youth & Community Center, sometime after June 1, & at such time as we are assured that our Center is prepared to meet all State criteria for operating a daycare center that includes SYCC’s annual, summer Camp Buccaneer program;
- (7) reopening of the Colonial Theatre on Friday, June 5, for purposes of dedicating the new Gallery & welcoming the Youth Art Exhibition that was postponed from March 14. The exhibition will continue on weekends through June with attendant oversight involving B-U art teachers. We will need to limit the number of attendees at the Gallery to about 12 at a time;
- (8) conducting of our annual Memorial Day commemoration in Heavner Cemetery at 1:00 p.m. on Monday, May 25, under the auspices of our VFW & American Legion posts. We will social distance, minimize contact, etc.;
- (9) the tentative Fourth of July fireworks exhibition starting at about 9:45-10:00 p.m. on Sunday, July 5, with attendees remaining within or immediately beside their cars as City representatives are working with businesses around the launch site to create a master parking plan to accommodate those desiring to attend;
- (10) the easing of the travel restriction previously imposed upon our City employees effective Friday, May 22, however, all employees traveling outside of our State shall report their interstate, travel intentions to their supervisors. We still need to be mindful of & monitor for virus hot spots around our country. Right now is not the time to travel to New York City or Washington, D.C.

We have had six positive tests confirmed here in Upshur County. Seventy of our fellow mountaineers have succumbed to the virus, & more than 1,600 have tested positively in West Virginia. Nearly 95,000 Americans have now died from covid-19, & the total number of Americans who've contracted the disease has eclipsed 1.5 million, with more than five million cases worldwide. Our City will continue to take its cues from Governor Justice & State officials. We are aware that our community trusts us with their health & safety to make the best decisions for our community with the information we now have, & we don't take that duty lightly. If circumstances give rise to easing back even more on previously imposed restrictions, we'll respond accordingly. However, if circumstances dictate reimposing restrictions, those actions are possible, too, during the weeks & months ahead. Yesterday West Virginia reported 53 new cases, the most in more than a month, so we need to be vigilant in monitoring for virus spikes. Needless to say, this remains a very fluid situation.

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. Please- follow the science & pray for the vaccine.

CITY OF BUCKHANNON – MAYOR'S STATEMENT– PANDEMIC, COVID-19 VIRUS
June 4, 2020

Good evening. We continue to take our cues from Charleston regarding all things covid-19. We continue to recognize & appreciate the excellent performance of our City employees during this difficult time. We believe we are prepared to further cautiously relax some restrictions that had been put in place during the past three months to minimize the spread of the virus & to protect our residents.

With Council's endorsement this evening, here's what I propose during the next 10 days:

(1) restoration of the opportunity to conduct yard, garage, or patio sales at residences within our corporate limits effective Friday, June 5. Please contact the Parish House, Salvation Army, or Good Will prior to just dropping things off at these establishments. Sponsors should limit attendees to 25 maximum, control pedestrian traffic flow similar to Walmart, permit only the seller to touch merchandise, wear face masks, have hand sanitizer available for patrons, & not sell food or beverages;

(2) assuming the Water Board acts accordingly during its meeting of June 11, I propose that effective Monday, June 15, that our Council endorse "shutoff" of utility services for those delinquent in their payments. On March 19, Council took action to suspend termination of City services at the urging of the WV Public Service Commission. We've spoken with PSC representatives, & the decision to resume utility shutoffs is entirely the City's. To be clear, the vast majority of our utility subscribers have continued to make their utility payments regularly, however, there are some subscribers who've not paid anything on their utility bill for months now. The financial sustainability of our utility operations requires us to hold customers accountable for paying for their services;

(3) full resumption of Municipal Court effective tomorrow, Friday, June 5. Please call 304-472-1651 for assistance with any matters related to a citation or any Buckhannon Municipal Court issue.

Our reopening of some City facilities including City Hall has occurred this week with virtually no issues. We continue to urge all people coming to City Hall or any City facility that's been reopened to the public to continue to take extra daily, sanitation measures; encouraging wearing of masks, etc., all to reduce the threat of virus exposure to everyone who enters City Hall or any other City facility. Again, please continue to wash your hands, social distance, stay home if sick, wear masks when out, etc.

We are pleased that our Buckhannon Walmart is scheduled to commence its curbside grocery pickup, or "online grocery" service as Walmart prefers to call it- on Wednesday, July 29.

We continue to work on the Fourth of July fireworks exhibition starting at about 9:45-10:00 p.m. on Sunday, July 5, with attendees remaining within or immediately beside their cars. As reported previously, City representatives are working with businesses around the launch site to create a master parking plan to accommodate those desiring to attend.

We are fortunate that we still have had only six positive tests confirmed here in Upshur County. Seventy-eight of our fellow mountaineers have succumbed to the virus, & nearly 2,100 have tested positively in West Virginia. Nearly 108,000 Americans have now died from covid-19, & the total number of Americans who've contracted the disease has eclipsed 1.85 million, with more than 6.5 million cases worldwide & about 390,000 deaths. Our City will continue to take its cues from Governor Justice & State & county health officials. This remains a very fluid situation.

We continue to be all in THIS together. 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 still have a long way to go to get past this crisis. Please- follow the science & pray for the vaccine soon.

E.2 Hodgesville P.S.D. Meeting Minutes-May 2020

HODGESVILLE PSD

MONTHLY MEETING

May 5, 2020

4:00PM

The regular monthly meeting of the Hodgesville PSD was called to order at the District Office at 188 Fayette St. Buckhannon WV on the above date and time.

In attendance were Robert Wright, Chairman; Roger Ward, Secretary; Howard Cutright, Member; Terry Gould, Manager; Barbara Curry, UBS, Inc.

The reading of the March 3, 2020 minutes were read and approved. There are no minutes for the month of April due to no meeting being held due to COVID-19. Approval of the bills being paid was approved by the signing of the checks and per conference call with the Board Members.

Terry Gould presented the monthly financial reports and bills to be paid. A motion to pay bills by Robert Wright, seconded by Howard Cutright.

The monthly billing and accounts receivable were reviewed by all members present.

The Board reviewed the past due accounts for the month of March and April. No Shutoffs for for the two months due to WV PSC Covid 19 instructions. Thus far, there has been no real change in receivables. Past due notices are still being mailed out and the Secretary is making phone calls to past due customers. Actually, the number of past due accounts were down from normal. We believe the customers receiving tax refunds and the IRS stimulus (COVID-19) have helped in this matter.

Terry Gould discussed the following topics:

* Alan Westfall sent an email stating that Scott, his employee, would soon have the information for the CCR Report which is due July 1, 2020. Robert Wright mentioned and Terry Gould agreed that Alan is take care of the full CCR report including preparing and publishing. Barbara will check with Alan on this matter.

*2 Taps: one for a Clevenger on Gum Mountain has been installed and one is pending on Buckhannon Mtn. Rd. for Mrs. Nanners.

* The Board approved the renewal of the liability insurance with Philadelphia Insurance for the upcoming year. Motion by Robert Wright and seconded by Roger Ward.

*David Wamsley completed the annual backflow testing required by the City and turned in the results to the City.

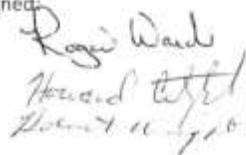
*Water consumption is still down, but continuing leak detection to hopefully lower even more. We are slowly getting the past due amount to the City paid. The monthly past due payment is running roughly between \$3500 to \$54200. This amount is based upon 6.42% of accounts receivable for the month.

*Received email from Randy Watson of Thrasher Engineering stating Hodgesville PSD had been approved for funding of the Water System Improvement Project. He will be in the area next week seeking pump station sites.

*Presented the Board with customer adjustments for the month of March and April. Both months were signed and approved by Roger Ward and Howard Cutright.

There being no further business to discuss the meeting adjourned at 5:20pm

Signed



E.3 Elkins Road P.S.D. Meeting Minutes-March & April 2020

Elkins Road Public Service District
Board of Directors' Regular Meeting
March 3, 2020

Elkins Road Public Service District
Board of Directors' Regular Meeting
March 3, 2020

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, March 3, 2020.

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

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

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

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

Recognize that four (4) customers were present.

APPROVAL OF MINUTES

Minutes of February 4, 2020 Regular Monthly Meeting were presented for approval. **Sonny Matthews made a motion to approve the minutes of the meetings as presented. Larry Heater seconded the motion. Motion carried.**

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

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

PSC GENERAL ORDER NO. 183.11

Discussion followed on how we are going to have to proceed with this new order in regards to the account they want set up separately (CWCR or Cash Working Capital Reserve) from our R&R account. Carolyn Douglas explained that she had consulted with the accountant to ask their help and would keep the Board informed of exactly what we are supposed to be putting away each month and how much should be kept in the account; plus the procedures on usage of this account. Tabled until all information could be presented and voted on.

PHASE III EXTENSION PROJECT

No invoices were presented by Region VII for payment.

PHASE III EXTENSION PROJECT

Carey Wagner, Chair/Treasurer, explained what would take place at the Prebid Meeting scheduled for March 5, 2020 @ 1:00 PM to be held at the Kesling Mill Lions Club. The engineering staff with Chapman Technical Group will be the ones holding this meeting to meet and answer any questions that the contractors who are preparing to bid on the Phase III Contracts have. There are four contracts: Contract 1 is for the new office building; Contract 2 is for refurbishing our two oldest tanks (they are 40 years old); Contracts 3 & 4 are for line distribution to approximately eight roads on our system plus the installment of two continuous run booster stations.

MAINTENANCE

Dave Wamsley, System Operator, discussed the February Maintenance Report which he had prepared for the meeting. Dave was ask by Carey Wagner to prepare a list of Spring/Summer Projects which he did and discussion followed on how best to accomplish these projects.

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

The next regular monthly meeting will be held on Tuesday, April 7, 2020 at 5:30 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, Larry J Heater/CD

Attachments: Agenda
Sign In Sheet

Approved By:


Carey Wagner Board Chair/Treasurer
Larry Heater Secretary
Sonny Matthews Board Member

Elkins Road Public Service District
Board of Directors' Special Meeting
March 5, 2020

Elkins Road Public Service District
Board of Directors' Special Meeting
March 19, 2020

A special meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Thursday, March 5, 2020 @ 1:00 PM at the Kesling Mill Lions Club.

Chair, Carey Wagner, turned the meeting over to Chapman Technical Group as this was a Pre-Construction Meeting

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

Recognize that six (6) customers were present.

ITEMS FOR DISCUSSION

Phase III Water Construction Project

This meeting was conducted by Chapman Technical Group.

The next special monthly meeting will be held on Thursday, March 19, 2020 at 1:30 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, Larry J Heater/CD

Attachments: Agenda

Approved By:


Carey Wagner Board Chair/Treasurer
Larry Heater Secretary
Sonny Matthews Board Member

A special meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Thursday, March 19, 2020 @ 1:30 PM at the Kesling Mill Lions Club.

Chair, Carey Wagner, turned the meeting over to Chapman Technical Group as this was a Bid Opening Meeting

Members Present were: Chair/Treasurer-Carey Wagner and Board Member-Sonny Matthews

Recognize that two (2) customers were present.

ITEMS FOR DISCUSSION

Phase III Water Bid Opening

This meeting was conducted by Chapman Technical Group.

The next regular monthly meeting will be held on Tuesday, April 7, 2020 at 5:30 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, Larry J Heater/CD

Attachments: Agenda

Approved By:


Carey Wagner Board Chair/Treasurer
Larry Heater Secretary
Sonny Matthews Board Member

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, March 16, 2020 at 6:00 pm, at the Mt Hope Water Office. The meeting was called to order by President Donnie Tenney at 6:02 pm. Board members in attendance were President Donnie Tenney, Vice-President Brock Perkins, Brian Elmore, Tom Davis, Deborah Cvechko, Marcella Kelley and Navonda Tenney. Also in attendance were Secretary/Treasurer Laurie Adams, Office/Billing Clerk Jessie Fumerola, and Alan Westfall, from Quality Water Services LLC.

Minutes from the previous Regular Meeting were approved, motion was made by Marcella and seconded by Brock, motion carried. The Treasurer's Report was presented along with the past month's bank statements, it was approved and accepted for audit. The Water Loss Report was presented and approved. The Truck Report was presented and approved. The Mt Hope Monthly Report was presented and approved. Alan presented the Operator's Report. The leak adjustments were all approved, motion was made by Brian and seconded by Debbie, motion carried. The present service line repair policy was reviewed. Alan said both he and Atlas were aware of the policy to replace rather than repair when it is feasible. The truck tires will soon need to be replaced. Donnie and Laurie checked with three different vendors for prices. A motion was made by Brian and seconded by Brock to have the tires replaced at Triple X Kustomz LLC, including alignment, motion carried. Jeff May, Operator-In-Training for Quality Water Services, had previously requested a wheelbarrow for use on the job. After discussion it was agreed he could borrow one from Donnie when needed. The back porch and screen door were then discussed. Both can be removed due to their condition. Jessie made a request to take two separate weeks of vacation, one in May and the other in July. Laurie can cover on the days she is scheduled to work but not Tuesday and Thursday if she is providing childcare for her grand-daughter. The board agreed we could close the office on the days Jessie is off and Laurie cannot cover for her. The PSC had sent out an email urging us "to suspend utility service terminations". The board decided for this month we would not shut off for non-payment. Laurie updated the board on some improvements the office is doing. We now check a bad debt list against all new customers, we are updating accounts with meter locations and we are checking meters that are off to ensure they are off. The meeting was adjourned at 7:25, motion was made by Debbie and seconded by Marcella.

Submitted by: Laurie Adams

E.5 Public Service Commission-Order #262.4 RE: Additional Extraordinary Costs during COVID-19

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 15th day of May 2020.

GENERAL ORDER NO. 262.4

COMMISSION GENERAL ORDER REGARDING ADDITIONAL,
EXTRAORDINARY COSTS DURING COVID-19 WEST
VIRGINIA STATE OF EMERGENCY.

COMMISSION ORDER

The Commission, on its own motion, authorizes the deferral of costs for certain utilities and the use of cash working capital reserves for other utilities to address additional, extraordinary costs the utilities may experience and that are directly related to changes in operations required by the COVID-19 virus and to changes in billing and collecting to accommodate customers impacted by the COVID-19 virus emergency.

BACKGROUND and DISCUSSION

The Commission has closely followed directions provided by various federal and state agencies regarding efforts to prevent and contain the spread of the COVID-19 virus, particularly, the impact those measures have placed on providing safe and reliable utility service. Utility service in West Virginia was designated as essential services for the public (Executive Order No. 9-20, March 23, 2020), a designation that required utilities to maintain workforces necessary for continued operations of those essential public services.

As part of its regulatory oversight responsibilities, the Commission has monitored the progression of COVID-19 and its impact on the provision of essential utility services. The Commission has taken pro-active steps to adjust its internal operations in order to provide a safe environment for its employees as well as the utilities subject to its regulation. On March 17, 2020, the Commission issued General Order 262 (G.O. 262) informing the utilities and the general public of measures being taken to safely adjust Commission operations. G.O. 262 also stated that the Commission, by e-mail of March 13, 2020, had urged utilities, in light of the COVID-19 crisis, not to terminate public utility service except for safety concerns or based on a request by the customer. The Order reiterated that request.

On March 25, 2020, the Commission issued a press release informing the public of a conference call with the major electric, gas, water and communication utilities in order to

-400 642-343-00	VEHICLE MAINTENANCE	1,500	1,500		
-400 642-343-01	FUEL	4,400	4,400		
-400 642-344-00	GENERAL EQUIPMENT MAINTENANCE	2,000	2,000		
-400 642-345-00	UNIFORMS PERSONAL SAFETY EQUIP	3,500	3,500		
-400 642-346-00	MAINT TREATMENT PLANT EQUIP	28,000	75,000	\$15THachmaint monitoring \$10T repairs	equip plantfeeder is \$30,000 \$10,000 for influent flow mete
-400 642-347-00	PLANT LAB MAINT & SUPPLIES	15,000	15,000		
-400 642-348-00	CHEMICAL COSTS	150,000	200,000		
-400 642-349-00	COMPLIANCE MONITORING	15,000	15,000	testing Crpto\$11T by itself	
-400 642-350-00	TELEMETRY COSTS(Mission)	9,000	12,000	web hosting increase to\$12T went from \$9T to \$12T	
-400 642-399-00	PLANT MISCELLANEOUS	3,000	3,000		
-400 660-103-00	T & D LINE CREW SALARIES	280,866	307,600		
-400 660-104-00	FICA TAX	21,471	23,532		
-400 660-105-00	HEALTH INSURANCE	109,500	75,348	902&860 combined	
-400 660-106-00	RETIREMENT	28,066	30,760		
CONTRACTUAL SERVICES					
-400 660-211-00	UTILITIES - ELEC.GAS.PHONE	28,000	28,000		
-400 660-221-00	TRAINING & CONTINUED EDUCATION	1,700	1,700		
-400 660-226-00	UNEMPLOYMENT/COMPENSATION	14,000	14,000		
COMMODITIES					
-400 660-341-00	OFFICE EXPENSE	4,000	4,000		
-400 660-342-00	MAINTENANCE GARAGE BLDG	3,000	3,000		
-400 660-343-00	VEHICLE MAINTENANCE	4,000	4,000		
-400 660-343-01	FUEL	11,000	11,000		
-400 660-344-00	GENERAL EQUIPMENT MAINTENANCE	17,000	17,000		
-400 660-345-00	UNIFORMS-PERSONAL SAFETY EQUIP	7,000	7,000	2 Aed's??	
-400 660-347-00	BOOSTER PUMP BLDG EQUIP MAINT	10,000	10,000	upgrade booster station	
-400 660-348-00	DISTRIBUTION TANK MAINTENANCE	52,000	25,000	tank inspection	
-400 660-349-00	LINE MAINTENANCE MATERIALS				
-400 660-350-00	LINE MAINT PERMITS (DOH)	500	500		
-400 660-351-00	COMPLIANCE MONITORING	5,000	5,000	splitting monitoring w/ plant side possible upgrade lines	
-400 660-352-00	NEW SERVICES, UPGRADE MATERIAL	86,000	86,000	gis software per Jay 2020-21	
-400 660-353-00	MAPPING & LINE LOCATING EXP	8,800	3,500		
-400 660-354-00	FIRE SERVICE MATERIALS				
-400 660-999-00	TRAN DISTRIB MISCELLANEOUS	1,200	1,200	move 902 customer service to 660	
-400 902-103-00	METER ON/OFF & MAINT LABOR				
-400 902-104-00	FICA TAX				
-400 902-105-00	HEALTH INSURANCE				
-400 902-106-00	RETIREMENT				
400 902-221-00	TRAINING EDUCATION				
400 902-226-00	PAYROLL OVERHEAD-FICA_RET_INS				
400 902-342-00	MAINT METER SHOP				
400 902-343-00	VEH MAINT				
400 902-343-01	METER VEH FUEL				
400 902-344-00	GENERAL EQUIP MAINT				

400 902-345-00	UNIFORM-SAFETY				
400 902-346-00	REPLACE METERS				
-400 902-999-00	CUST SERVICE-METER READ - MISC				
-400 920-101-00	AD & GE SALARIES BOARD	23,916	24,800		
-400 920-103-00	AD & GE OFFICE SALARIES	209,395	169,000		
-400 920-104-00	FICA TAX	17,848	15,000		
-400 920-105-00	HEALTH INSURANCE	79,100	23,384	join PEIA don't pay retirees anymore	
-400 920-106-00	RETIREMENT	22,725	19,380		
CONTRACTUAL SERVICES					
-400 920-211-00	UTILITIES - ELEC.GAS.PHONE	1,750	1,750		
-400 920-221-00	TRAINING & CONTINUED EDUCATION	500	500		
-400 920-226-00	WRKER COMP/UNEMPL/	8,100	8,100	Move Travelers&vestal d to 920-352	
COMMODITIES					
-400 920-341-00	MATERIALS & SUPPLIES EXPENSE	25,000	25,000		
-400 920-348-00	MAINTENANCE & RENT-OFFICES	10,950	10,950		
-400 920-349-00	AUDITING EXPENSE	3,000	3,000		
-400 920-350-00	LEGAL EXPENSE	6,500	6,500	trant	
-400 920-351-00	ENGINEERING EXPENSE				
-400 920-352-00	PROPERTY INSUR VEH GENLIAB	34,000	34,000		
-400 920-353-00	PSC ASSESSMENTS	6,200	6,200		
400 920-369-00	DEP INT	700	700		
-400 920-459-00	CAPITAL OUTLAY COMPUTER	7,500	7,500	new server payment	
-400 920-999-00	ADM BOARD-BILLING MISC	37,500	37,500		
400 970-221-000-C	BOND A	270,000	270,000	bond payments	
400 970-221-000-C	BOND A interest	0	0		
999-140-00	ISLAND AVE 6			Took Out \$100T Bd may want to pay from CD's	100000
-400 999-163-00	PLANT LAB UPGRADE				
400 999-170-00	ATLANTIC CS PIPE SYSTEM UPGRADE			ACP upgrade expense completed	
-400 999-172-00	KENNEDY HYDRANT REPLACEMENT			\$10000 For Hyd Replacement	10000
400 999-178-00	HYD UPGRADE TO STEAME				
400 999-188-00	BRUSHY FORK LANE WIDENING	40,000	40,000	Work done but DOH has not billed for this as of 4-28-20	
-400 999-189-00	RENEW METER SERVICES				
400 999-190-00	VARIOUS OTHER PROJECTS		4,000	for repayment of 5.3 rule project	
-400 999-191-00	HOUSING-AUTHORITY METERING				
-400 999-612	WAT PL PROJ PHASE 1				
400 999-613-00	KNOLLWOOD 4				
-400 999-619-00	VALVES TO REPLACE				
-400 999-620-00	EMERGENCY GENERATORS				
-400 999-627-00	GPS & LAPTOP				
-400 999-688-00	VICTORIA HILL TANK				

-400	999-667-00	FILTER MEDIA REPLACEMENT					
400	999-668-00	REBUILD ALTITUDE AND PRV				rebuild every few yrs	5000
-400	999-669-00	EWMS Grant Expense(early warning mon	275,000	11,000	218630&269332		will need \$11,000 @yr for 5 yrs for warranty calibrationbegin 2020
-400	999-670-00	ARMORY LINE					
400	999-671-00	REPLACE FLAT METER LIDS					
400	999-672-00	LEAK DETECTION EQUIP					
400	999-673-00	CLOW TANK BIO FILM REMOVAL					3750
-400	999-675-00	BOOM TRUCK RENTAL/Sludge	2,000				
-400	999-676-00	PLANT AIR COMPRESSOR		25,000		KA asked to look at for 2020-21	
-400	999-677-00	SLUDGE PUMPS					
-400	999-678-00	PLANT FLOW METER					
-400	999-679-00	LIME/SODA ASH FEEDER					
-400	999-681-00	SCADA /RADIO RD METERS LOAN-CHA	155,872	155,872		radio read loan	
400	999-681-01	ADRIAN HODGESVILLE SCADA					
						will need to schedule 2020-21 for lift can use existing paint if still good	
	999-685-00	paint tanks		9,000			
	999-685-00	SECURITY					
400	999-682-00	RAW WATER TURB METER					
400	999-682-01	PROPERTY PURCHASE 161WOOD					
400	999-682-02	DRAINS IN MASTER METER PITS					
400	999-682-03	XREA PUMPS FOR PUMPSTATION					
400	999-682-04	SERVICE TRUCKS	29,700	29,700		nissans&ford150 ent 2473mth	
400	999-682-05	BACKHOE	17,676	11,783		last payment 2021	
400	999-682-06	CAPSTONE REPAIR WTP BLDGS					
400	999-682-07	ROOFING SEAM REPAIR					
400	999-686-00	REBUILD ALT					
400	999-682-08	CAD Software License					
400	999-682-09	TANK MIXERS TENNERTON TANK					10000
400	999-682-10	Tennnerton TANK CAGE					7500
400	999-682-11	LAWN TRACTOR					
400	999-682-12	DEER CREEK O'NEIL LINE					
400	999-683-00	SECURITY FENCING PER TANKS				fencing-Airport Bstr&Clos	20000
		FILTER REHAB					
		TOTAL EXPENDITURES	2,819,807	2,568,931			
		REVENUE OVER/(UNDER) EXPENDITURES	227,928			(0)	

Motion to approve the Budget 2020-2021 was made by Rizo/Nestor. Motion carried unanimously.

G.2 Approval to Resume Utility Service Terminations – A discussion took place including considerations given to the PSC's letter, which was sent in March concerning terminations. Amby has since spoken to the PSC and they understand that we must protect our interests on this matter.

Public Service Commission
of West Virginia

301 Brooks Street, P.O. Box 812
Charleston, West Virginia 25325



Phone: (304) 340-0300
Fax: (304) 340-0325

March 13, 2020

To all Public Utilities in the State of West Virginia:

In consideration of the rapidly unfolding events surrounding the coronavirus, and

Aware that citizens of this state are facing a health threat and the prospect of economic disruption, and

Understanding that utility services are helpful in maintaining communications and safe, clean, and sanitary conditions,

The Public Service Commission of West Virginia, effective immediately and until further notice, is urging all utilities to suspend utility service terminations except where necessary as a matter of safety or where requested by the customer.

The Commission will provide additional information as warranted.

Charlotte R. Lane, Chairman
Public Service Commission of West Virginia

Motion to approve the start of terminations to begin June 15, 2020 was made by Skinner/Rizo. Motion carried unanimously.

Board Members Comments and Announcements:

- **Board Member Thomas** – Thanked everyone for all that they do; stay safe.
- **Board Member Nestor** – Don ask for us to remember that we need to schedule a meeting with the Upshur County Commission, City Council, and local PSD's. He congratulated all those who ran for office and appreciates their willingness to commit to the responsibilities.
- **Board Member Rizo** – Congratulated those who ran for office and appreciates all who work with the Water Department
- **Board Member Skinner** -Mr. Skinner appreciates Amby's work in preparing the budget and to the crews who keep the water flowing. He has learned that many do not realize how much effort it takes to provide these services. He thanked Mayor McCauley for his work with not only the Water Board for with all the Boards.
- **Mayor McCauley** – The Mayor provided the following statement:

WATER BOARD REMARKS – DAVID McCAULEY

MAYOR & CHAIR OF THE BOARD

June 11, 2020

As I close my 50 months of service to our Water Board, I want to reflect upon some of our more substantial water related activities during the past four years. First, the last Buckhannon ordinance effecting water utility increases occurred in July of 2015, with a portion of those new rates being effectuated during the Fall of 2016. I am pleased that during my administration, there has been no water service increase. Since it's been four years since the last increase, serious consideration should be given by this Board to a rate study & consideration of an increase during the next year or so. Our water rates rank #37 out of 366 providers, or at about the lowest 10% in our entire State of West Virginia. After years of establishing an excellent reserve fund, the last thing this Board should do is allow those strong reserves to erode.

Second, our Harley Brown Water Plant is strong. We have invested millions of dollars in repairs & upgrades during the past four years. The location of our plant remains perfect for Buckhannon. We were told four years ago by our then consulting engineers, Chapman Technical Group, that our plant would be good after improvements for another 20 years. Let's hold them to that. Through ongoing investment in our water plant, such as recent electrical improvements, we should easily experience another generation of growth at that location.

Third, the implementation of our new Supervisory Control and Data Acquisition (SCADA) system welcomes our water operations to the 21st century. Being on the cutting edge of technology is vital to all that we do. The implementation of electronic water meter reading has been an excellent addition to our operations as well.

Fourth, the new 1.2-million-gallon water storage tank atop Victoria Street Hill is an enormous improvement to our system. With the retirement of the aging St. Joseph's tank, not only did we add hundreds of thousands of gallons to our total storage reserve in anticipation of economic growth here from completion of Corridor H, we added qualitative as well as quantitative improvements to our system. This Board should immediately explore establishment of an additional million-gallon tank along or near Brushy Fork Road to be able to retire three other aging or challenged storage tanks in our system.

Fifth, our collaboration with Dominion Energy through the Atlantic Coast Pipeline project permitted us to realize at least a decade's worth of planned improvements in our water distribution system in two years, at virtually no cost to our City. This \$2.3 million worth of improvements mark the biggest improvement project to our distribution system since the mid-1980s.

Sixth, the opportunity to retain all of our water plant operators, a number of which were on the cusp of departure for greener pastures, is a major moment in the history of our water operations. It's not enough to pay a living wage in the world of municipal operations, in order to remain successful, we have to pay a competitive, living wage to our employees.

Seventh, our City's participation in the annual RiverFest is important from a public relations' perspective. I encourage our embracing continued participation in this event albeit without founder April Keating who died last year.

Eighth, two of the past three years, Buckhannon was selected as producing the best tasting drinking water in all of West Virginia. This speaks volumes about our Buckhannon water system to be recognized by our peer water systems throughout West Virginia.

Ninth, in 2017- we dedicated our Water Plant in honor & memory of Harley Brown who died after a short illness on March 21, 2017. Harley was a fantastic gentleman who had served us all for 63 years- as a water plant operator, water department supervisor, public works superintendent, volunteer firefighter, city council member, & Water Board member. There's not a week that goes by now that those of us who were close to Harley & his family that we don't reflect back upon our fondness for one of the truly greatest friends we could ever have.

Tenth, after some rancor with the County Commission & one of our public service districts, we have protected & solidified our utility base by expanding our delivery of water to Route 33 West south side, & I would add sanitary sewer on the north & south side of Route 33 West. It's not easy taking a tough stance- but it's in the best interest of our organization to do exactly that on occasion.

Eleventh, & back to public service districts. It's important that we continue to very closely monitor the activities & planned projects of our partnering psds. Their activities & projects may have enormous impact upon our own water operations. We've insisted on agenda development, sharing of minutes, & a transparency in their operations that had seen decades of non-compliance with WV Public Service Commission rules & mandates. Keep the heat on. Backflow protection should be insisted upon by all psds. Upshur County Health Department Sanitarian Chris Garrett is an excellent partner with our City.

Twelfth, our staffing has never been stronger than it is right now, & that comes from a guy who started his 38th year with this organization on June 1. With Amby Jenkins overseeing our finances as Director of Finance & Administration, Jerry Arnold as our Director of Public Works, Kelly Arnold as our water superintendent, Jay Hollen as our water engineer, Jerry Myers as our head water plant operator, & all of the excellent guys who man our water plant & handle the distribution system- our future is very bright for all things Buckhannon water. This has been an excellent functioning board. One of the first things I undertook in 2016 was to improve upon the competency of ALL of our boards, councils, & commissions. The previous "acting" administration had engaged in cronyism in its ugliest form. To be clear- cronyism is defined as "the appointment of friends & associates to positions of authority, without proper regard to their qualifications."

To remove a previous, unqualified crony who possessed NO experience in utility oversight, NO finance or accounting background, NO managerial training, NOR any skill set that could ever be deemed conducive to managing a three million dollar a year utility operation- was an easy decision that has had long-lasting, positive impact but consequences, too, as nobody likes to lose a job. Believe me, I have Facebook. With Don Nestor, one of the finest accountants there has ever been- moving to Water from Consolidated Public Works, coupled with Dave Thomas & of course Amby Jenkins, we never had to worry about our financial side of the water equation. The appointment of Eric Wagoner, a fervent environmentalist was a solid Board appointment. Eric left our Water Board in December 31, 2018, & replacing him was Ras Rizo, our former sewer plant superintendent & engineer. Imagine having an extra engineer to bounce things off as one of our five Board members. This Board's composition has NEVER been stronger than it is right now. To incoming chair Robbie Skinner- & this won't be the last time you hear me offer this unsolicited advice- avoid cronyism at all cost. First & foremost, let's keep our organization competent! The dividends that competency pays will be realized by our community for decades to come.

It's been an honor & a privilege to work with this fine group. I hand over the reins of our Water Board with no regrets. Our City, including this Board- is in excellent shape. Let's keep it that way. If I can ever be of service to this Board or to any of you- all you have to do is ask. I hearken back to my late dad's sage advice- "always leave things in better shape than what you found them." While self-objectivity is a difficult notion, I offer the assertion that this entity, our Water Board- is in far better shape than it was in May of 2016. Long live Harley Brown!

Adjournment

There being no further business to be transacted, motion to adjourn at 5:01 PM by Rizo/ Thomas. Motion carried.

Mayor David McCauley

City Recorder Randall H. Sanders
