

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, August 20, 2020 at 4:00 p.m. in Council Chambers of City Hall. The following were in attendance:

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Director of Finance	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Present – by phone
City Engineer	Jay Hollen	Present
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present
Sanitary Superintendent	Bryan “Buck” Samples	Present
Plant Engineer	Sam Ludlow	Absent
City Attorney	Tom O’Neill	Absent
Grants & Information Coordinator	Callie Cronin Sams	Present – by phone

Guests – None

Meeting Agenda Posted 08/17/2020

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

*City of Buckhannon Sanitary Board– 4:00pm at City Hall in Council Chambers
Meeting Agenda for Thursday, August 20, 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. Finance Report-Amby**
 - C.1 July 2020

- D. Department Report**
 - D.1 33 West Extension North
 - o Project Updates
 - o Policy on Mandatory Connection to Public Sewer
 - o Surcharge
 - D.2 33 West Extension South-JF Allen Co
 - D.3 Plant Operations-Testing
 - D.4 Maintenance Crew
 - D.5 Line Crew
 - D.6 CSO
 - D.7 Track Hoe
 - D.8 North Spring St
 - D.9 2025 Comprehensive Plan-Sewer Department Performance/Goals/Projects

- E. Correspondence and Information**
 - E.1 Spill Response Letter RE: Vicksburg Pump Station
 - E.2 Tennerton P.S.D. Meeting Minutes July 2020
 - E.3 PSC WV-Procedural Order-Petition to Enlarge Service Territory of the Tennerton P.S.D.
 - E.4 PSC WV-Recommended Decision- Petition to Enlarge Service Territory of Tennerton P.S.D.
 - E.5 Attorney’s Letter to PSC WV RE: COB Withdraw the City’s Objection to UC Petition for Boundary Change on behalf of the Tennerton P.S.D.
 - E.6 PSC WV-Letter RE: Review of 2019 Annual Report

- F. Consent Agenda**
 - F.1 Approval of Minutes –07/16/2020 Sanitary Board Meeting

- G. Strategic Issues for Discussion and/or Vote**
 - G.1

- H. Stormwater**

- I. Board Members Comments and Announcements**

- J. Adjournment**

Posted 08/17/2020

A. Call to Order - The meeting was called to order by Mayor Skinner.

A.1 Moment of Silence - The Mayor ask for all to join in a Moment of Silence

A.2 Pledge to the Flag of the United States of America - The Pledge was led by Buck Samples.

B. Recognized Guests

B.1 None

C. Finance Report-Amby Jenkins

D.1 July 2020 - Amby provided the following report:

The Sanitary Department revenues for July 2020 were \$266,333.13 and the expenses were \$261,245.96 (a gain of \$5,087.17).

The large expenditures this month were \$7,612.00 to Precision Pump & Valve for a 5 HP pump; \$31,000 for the Disbursement Account to fund ACH for HSA funding; \$35,587.18 to ByWater for Insurance Claims funding; \$7,249.91 to Tyler Technologies RE: Yearly Service & Maintenance Fees; \$2,900 to the WV Municipal Water Quality Association for Annual Dues.

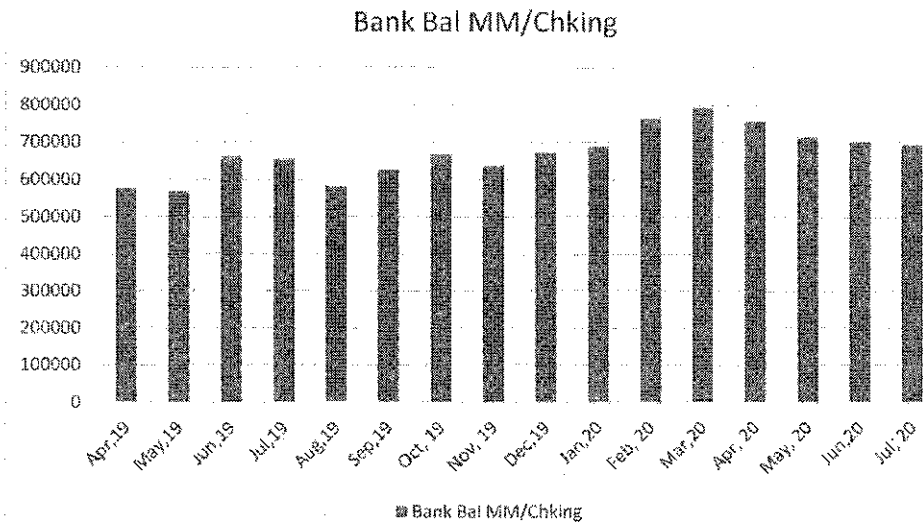
The WV Rural Water has contacted us on behalf of the Governor's Office (RE: CARES funding) asking for a total amount of the delinquent accounts from March 1, 2020 to now. Delinquent accounts for Sanitary totals \$20,000, but of that \$13,000 is just 1 month past due. She feels that once shutoffs for water & sewer start happening, this will get caught up quick.

Board Member Gene Frye had asked about Tennerton's past due balance and Amby reported they had just made a payment for March. Total outstanding from them is now \$84,560.

**SANITARY BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance July 31, 2020

Money market checking	\$ 693,998.28
CD Investment (Citizens)	\$ 50,971.94
CD Investment (Citizens)	\$102,218.22
CD Investment (Community) 2.48%25mthAug2019	\$100,000.00



BETA HELIX ENERGY, LLC
12864 Staunton TPKE, Smithville, WV 26178

OIL & GAS DIVISION ORDER

5/11/2020

TO: Beta Helix Energy
12864 Staunton TPKE
Smithville, WV 26178

DATE: 8-18-20
EFFECTIVE DATE: 8/19/2020
OPERATOR: Beta Helix Energy
PROPERTY DESCRIPTION: POST 001 TA AP# 4709700808 Well# 472241
PRODUCTION: Oil and Gas Products

BUCKHANNON SANITARY BOARD
CITY HALL 70 EAST MAIN
BUCKHANNON WV 26201

To Whom It May Concern:

Beta Helix Energy, LLC recently purchased oil & gas wells from Nytis Exploration, and our records indicate you are an interest owner in at least one of them. Enclosed please find Division Order form(s) which details your interest in these wells and a blank W9 form.

Please read and fill out the enclosed forms where indicated and return them in the pre-addressed envelope provided.

Feel free to call us at 304-477-3333 if you have any questions or concerns. It is very important to contact us if there has been a change in ownership for any well.

Thank you,

Bobby Haught
Development Director

*8-18-20
San Dept received \$6500 last yr for this
Tom O'Neill states it is such a small amount - OK to sign*

The Undersigned certifies the ownership of their interest in production or proceeds as described below payable by Beta Helix Energy.

Payor shall be notified in writing of any changes in ownership, interest or payment address. All such changes shall be effective the first day of the month following receipt of such notice.

Payor is authorized to withhold payment pending resolution of title dispute or adverse claim asserted regarding the interest in production claimed herein by the undersigned. The Undersigned agrees to indemnify and reimburse payor any amount attributable to an interest in which the undersigned is not entitled.

Payor may accrue proceeds until the total amount equals \$100.00 or pay annually whichever occurs first or as required by applicable state statute.

This Division Order does not amend any lease or operating agreement between the undersigned and the lessee or operator or any other contracts for the purchase of oil and/or gas.

In addition to the terms and conditions of the Division Order, the undersigned and Payor may have statutory rights under the laws of the state in which the property is located.

CREDIT TO: [13831] BUCKHANNON SANITARY BOARD
CITY HALL 70 EAST MAIN, BUCKHANNON WV 26201

INTEREST TYPE: RI
PERCENT: 12.5

PAY GUIDE: *Type: WI = Working Interest; RI = Royalty Interest; GR = Overriding Royalty Interest

Assist Recorder
OWNER(S) SIGNATURE: Ambede Jenkins
OWNER(S) TAX ID/SSN: 556009553
OWNER(S) PHONE #: 304-472-1430
OWNER(S) EMAIL: _____

(Federal Law requires you to furnish your Social Security or Tax Identification Number. Failure to comply will result in funds being held in escrow until such information is provided.)

THE TERMS AND CONDITIONS ARE A PART OF THIS DIVISION ORDER AND ARE BINDING UPON THE ABOVE-SIGNED OWNERS AND THEIR SUCCESSORS, LEGAL REPRESENTATIVES, HEIRS AND ASSIGNS.

BETA HELIX ENERGY, LLC.

Phone - 304-477-3333
Fax - 304-477-3156

Motion to approve the Finance Report was made by Frye/Loftis. Motion carried.

D. Department Report - Bryan "Buck" Samples provided the following report:

D.1 33 West Extension North - Brian's crew has laid pipe almost to Smitty's Suzuki for a total of 1,725 feet of SDR 35. It is a little more complicated due to the depth of the ground that they are now working in.

Buck reported that Ron Smith owner of Smitty's Suzuki asked to speak with he and Sam. Mr. Smith expressed that he does not want sewer service (nor to be connected to our line) as he has spent money on an aerated septic system. As noted in the December 2002 Policy on Mandatory Connection to Public Sewer in Areas beyond the Corporate Limits, it states "Where the Buckhannon Sanitary Board constructs a sewer extension across property where the owner is using an individual on-site wastewater disposal system, and such system is approved and permitted by the Upshur County Health Department and is functioning satisfactorily, then such property owner shall not be required to connect to the public sewer." The Board ask Buck to contact Chris Garrett, of the Upshur-Buckhannon Health Department, to seek verification that there is an operating aerated septic system and if so, granting a variance is appropriate. They noted that if the aerated septic system at Smitty's Suzuki should fail, they would have to then tap into the public sewage system.

Buck ask for a clarification regarding the normal \$2,400.00 tap fee and if there would be an exemption if the customer were to pay the \$16,222 contribution to the project up front. It was noted that during the February, 20, 2020 Sanitary Board meeting this was addressed in the following action by the Board - Motion to waive the \$2,400 tap fee to any participant who decides to pay their contribution of \$16,222 for the project upfront, rather than through a monthly surcharge, was made by Loftis/Frye. Discussion took place including the question regarding need of an ordinance concerning the billing of project costs. We will have City Attorney Tom O'Neill weigh in on this. We will also develop clear language for the participants regarding the fees involved in this project. Call for the question was made - motion carried. Therefore, the answer is yes. If a customer were to pay the \$16,222 contribution of the project up front, they would have one tap in fee waived.

BUCKHANNON SANITARY BOARD

POLICY ON MANDATORY CONNECTION TO PUBLIC SEWER IN AREAS
BEYOND THE CORPORATION LIMITS

December 2002

WHEREAS: WV Code, Chapter 8, Article 18, Section 22 provides that municipally owned and operated sewer utilities may require potential customers located outside the corporation boundary, but able to be provided gravity sewer service at their property line by the municipal utility, to connect to the public sewer and pay the approved sewer system rates.

WHEREAS: Generally accepted public health and environmental protection practices recognize public sewage collection for centralized treatment and disposal to be more effective than individual systems.

WHEREAS: Financial viability of the Buckhannon Sanitary Board requires the broadest possible customer base.

WHEREAS: Opportunity to use Sanitary Board resources to support sewer line extensions depends upon acquiring the maximum possible number of customers as a result of those extensions.

WHEREAS: The Upshur County Health Department and the WV Office of Environmental Health Services have both expressed their preference that waste water disposal be provided by public sewer service rather than individual systems.

WHEREAS: In some cases, sewer extensions cross properties of potential customers who have permitted, properly functioning individual systems. Abandoning these systems in order to use public sewer service might have an unwarranted financial impact on the potential customer while having no beneficial public health or environmental effect.

NOW, THEREFORE, LET IT BE RESOLVED THAT

1. Where Buckhannon Sanitary Board sewers are available such that gravity sewer service can be made available to a potential user's property by construction of a sewer tap or an extension which is the exclusive financial responsibility of the utility, then the Buckhannon Sanitary Board shall require any development needing wastewater

disposal to connect to its sewer line in accordance with any Sewer Use Ordinances in affect at that time.

2. Where the Buckhannon Sanitary Board constructs a sewer extension across property where the owner is using an individual on-site wastewater disposal system, and such system is approved and permitted by the Upshur County Health Department and is functioning satisfactorily, then such property owner shall not be required to connect to the public sewer.
3. In the case noted in paragraph #2 above, if major upgrades to the individual on-site system are required at any time after public sewer service has become available, then the Buckhannon Sanitary Board shall require the property owner to connect to its sewer line. Such improvements might include upgrading the septic tank drainage system, replacing or increasing the size of the septic tank, adding aeration equipment, or any other modification requiring approval by the Upshur County Health Department.
4. The Buckhannon Sanitary Board shall work closely with the Upshur County Health Department in order to assure proper and effective disposal of wastewater in any areas where public sewers are available.

D.2 33 West Extension South-JF Allen Co - JF Allen started testing 8-17-20. They made a repair between the pump station manhole and first manhole. Buck noted that our crew has done a great job with the inspections.

D.3 Plant Operations- Testing - Tests are all within limits.



Applicant: BUCKHANNON, CITY OF
 Reference ID: wv0032336July2020 (08/19/2020)
 eDMR Worksheet -- WV0032336 - 001
 Status: New

Type: Electronic DMR
 Permit ID: New/Pending
 Printed: Aug. 20, 2020 9:39 AM

Lab Performance Summary

Permit: WV0032336 Outlet No: 001 Type: RCRA/MLL
 Reason for the Month of: July Year: 2020

Retrieve Parameters eDMR Schedule

Plant

Parameter	Frequency	Quantity				Other Units				Measurement Frequency	Sample Type	Lab Test Flag
		Avg	Max	Units	Number Exceeded	Min	Avg	Max	Units			
00360 (ML) (A) RP-A Flow in Conduit or Treatment Plant	Reported	N/A	N/A									153
Year Round	Permit Limits	N/A	N/A									
00370 (ML) (A) RP-A SS	Reported	0.4	0.7	mg/L	0					1/week	8 hr comp	154
Summer July 1-Oct 31	Permit Limits	0.6	1.0	mg/L	0					1/week	8 hr comp	153
00380 (ML) (A) RP-A Suspended Solids, Total	Reported	1.4	3.2	mg/L	0					1/week	8 hr comp	153
Year Round	Permit Limits	2.0	3.0	mg/L	0					1/week	8 hr comp	153
01010 (ML) (A) RP-A Sulfide Present Removal, Dry	Reported	N/A	N/A							5 times/month	Calculated	150
Year Round	Permit Limits	N/A	N/A							5 times/month	Calculated	153
01020 (ML) (A) RP-A Sulfide Present Removal, Wet	Reported	N/A	N/A							2 times/month	Calculated	153
Year Round	Permit Limits	N/A	N/A							2 times/month	Calculated	CONDITIONAL
01030 (ML) (A) RP-A Sulfide, Suspended Present Removal, Dry	Reported	N/A	N/A							5 times/month	Calculated	153
Year Round	Permit Limits	N/A	N/A							5 times/month	Calculated	153
01040 (ML) (A) RP-A Sulfide, Suspended Present Removal, Wet	Reported	N/A	N/A							2 times/month	Calculated	CONDITIONAL
Year Round	Permit Limits	N/A	N/A							2 times/month	Calculated	CONDITIONAL
01050 (ML) (A) RP-A Sulfide, Suspended Present Removal, Wet	Reported	N/A	N/A							2 times/month	Calculated	CONDITIONAL
Year Round	Permit Limits	N/A	N/A							2 times/month	Calculated	CONDITIONAL
01060 (ML) (A) RP-A Sulfide, Suspended Present Removal, Wet	Reported	N/A	N/A							1/week	Grab	150
Year Round	Permit Limits	N/A	N/A							1/week	Grab	153
01070 (ML) (A) RP-A Sulfide, Suspended Present Removal, Wet	Reported	N/A	N/A							1/week	Grab	153
Year Round	Permit Limits	N/A	N/A							1/week	Grab	153
01080 (ML) (A) RP-A Sulfide, Suspended Present Removal, Wet	Reported	N/A	N/A							1/week	Grab	153
Year Round	Permit Limits	N/A	N/A							1/week	Grab	153
01090 (ML) (A) RP-A Sulfide, Suspended Present Removal, Wet	Reported	N/A	N/A							1/week	Grab	153
Year Round	Permit Limits	N/A	N/A							1/week	Grab	153
01100 (ML) (A) RP-A Sulfide, Suspended Present Removal, Wet	Reported	N/A	N/A							1/week	Grab	153
Year Round	Permit Limits	N/A	N/A							1/week	Grab	153
01110 (ML) (A) RP-A Sulfide, Suspended Present Removal, Wet	Reported	N/A	N/A							1/week	Grab	153
Year Round	Permit Limits	N/A	N/A							1/week	Grab	153
01120 (ML) (A) RP-A Sulfide, Suspended Present Removal, Wet	Reported	N/A	N/A							1/week	Grab	153
Year Round	Permit Limits	N/A	N/A							1/week	Grab	153
01130 (ML) (A) RP-A Sulfide, Suspended Present Removal, Wet	Reported	N/A	N/A							1/week	Grab	153
Year Round	Permit Limits	N/A	N/A							1/week	Grab	153

ES-55
 Revised 1975

STATE OF WEST VIRGINIA
 SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS

Month: Jul-20
 City: Buckhannon, WV.
 Operator: Dan Baker

Date	INFLUENT WASTEWATER				BELT PRESS			Plant Effluent						
	Sus. Sol. mg/l	BOD5 mg/l	Flow mgd	Temp C	PH	Grit Scr. C.F.	Gal. Wet Sludge Added	Pounds Dry Solids Produced	Sus. Sol. mg/l	BOD5 mg/l	Col./100 ml	D.O. mg/l	PH	Amn. Nit. mg/l
7/1/20	108	168	0.590	20.0	7.09	2.0			1.0					
7/2/20			0.514	20.0	7.13	2.0	19,055	2,320						
7/3/20			0.464	20.0	7.15	2.0								
7/4/20			0.457			2.0								
7/5/20			0.476			2.0								
7/6/20			0.461	20.0	7.18	2.0								
7/7/20			0.449	21.0	7.14	2.0								
7/8/20	108	186	0.392	21.0	7.13	2.0			2.5	2.4				0.084
7/9/20			0.344	22.0	7.10	2.0								
7/10/20			0.447	20.0	7.08	2.0								
7/11/20			0.416			2.0								
7/12/20			0.406			2.0								
7/13/20			0.397	22.0	7.18	2.0					7	7.8	6.93	
7/14/20			0.372	23.0	7.21	2.0								
7/15/20	124	173	0.353	23.0	7.24	2.0			1.0	2.6				1.176
7/16/20			0.631	23.0	7.20	2.0								
7/17/20			0.507	23.0	7.16	2.0								
7/18/20			0.396			2.0								
7/19/20			0.384			2.0								
7/20/20			0.495	24.0	7.14	2.0					24	7.6	7.05	
7/21/20			0.427	24.0	7.11	2.0								
7/22/20	152	171	0.587	24.0	7.09	2.0			0.5	2.6				1.232
7/23/20			0.543	23.0	7.12	2.0	26,000	4,749						
7/24/20			0.424	23.0	7.09	2.0								
7/25/20			0.416			2.0								
7/26/20			0.380			2.0								
7/27/20			0.580	24.0	7.10	2.0	27,000	3,906			7	7.5	7.02	
7/28/20			0.441	24.0	7.14	2.0	28,000	4,063						
7/29/20	164	189	0.405	24.0	7.12	2.0			1.0	2.1				0.616
7/30/20			1.194	23.0	7.14	2.0	27,010	3,965						
7/31/20			1.662	23.0	7.10	2.0								
TOTAL			15.921				127,065	18,903						
AVERAGE	119	177	0.514	22.3	7.14	2.0			1.2	2.4	13	7.7	6.99	0.862
MAXIMUM	152	189	1.662	24.0	7.24	2.0			2.5	2.6	24	8.6	7.12	1.232
MINIMUM	104	168	0.344	20.0	7.08	2.0			0.5	2.1	7	7.4	6.81	0.084
LIMITS														
AVG MONTHLY	NA	NA	NA	NA	NA	NA	NA	NA	30.0	10.0	200	NA	NA	2.00
MAX DAILY	NA	NA	NA	NA	NA	NA	NA	NA	60.0	20.0	400	NA	9.00	4.00
MIN DAILY	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	7.25	6.00	NA

D.4 Maintenance Crew - The crew serviced the P-18 Track Hoe. Jason made a repair on HYD filter drain valve. Sewer Department had a leak at the Vicksburg Pump Station. The leak was in the discharge piping and a small amount discharged into the river. We called the spill hot line and

reported the spill. Included in this packet is a copy of the follow up letter Dan wrote. We would like to thank Kelly and his crew for their help and for loaning us materials to complete the job. He also noted that there has been great communication and cooperation between all the departments, largely due to Jerry Arnold's leadership. Maintenance crew replaced check valves at E-Main and Vicksburg Pump Station. Dave passed his class III certification.

D.5 Line Crew- Kevin's crew finished up the Zeno Street job. Worked with Dave's crew on Vicksburg Pump Station discharge. They completed a sewer repair on McCartney Drive laying 84 feet of pipe. The crew also installed a clean out at 16 Gum Street.

D.6 CSO – Sam is working on Long Term Control Plan, still quite a bit to go including tables and maps. DEP (Jason Ely) inspected our Plant, CSO's and Bio solids this week. The inspector talked like Buckhannon was a notch above other wastewater plants. Report to follow.

D.7 Track Hoe- We received track hoe and Kevin's crew has been trained on GPS. Cleveland Brothers brought a laser to the training session, which proved to be extremely helpful. We have not decided what laser we would like to purchase, but we will get back to the Board with our recommendations.

D.8 North Spring Street - We have been investigating the current storm and sanitary sewer lines under North Spring Street in preparation of replacing them. We will collaborate with other utilities to get all repairs and replacement lines/utilities in at one time.

D.9 2025 Comprehensive Plan -We wanted all of you to see what we had in mind for the next few years. Do we have the same goals? - Buck has sent his Departments 2025 Comprehensive Plan to the Board Members and welcomed comments. He thanked Board Member Loftis for his assistance with corrections. City Recorder Sanders ask Jerry Arnold if these goals were aligned with those in the City Planning Commission's 2025 Comprehensive Plan. Jerry confirmed that they do and, in fact, exceed the recommendations as outlined in that city-wide report.

SEWER DEPARTMENT

SANITARY AND STORM

8/11/2020

A. MISSION STATEMENT

1. Service to Customers

The first element of the Sewer Department Mission Statement is "Provide quality service to sewer customers and the community in general". This means that the Sewer Department strives to collect, transport, treat, and discharge wastewater with high standards of performance and cost effectiveness. It also means supporting community goals by protecting water quality and supporting development projects requiring sewer service.

2. Regulatory obligations

The second element of the Sewer Department Mission Statement is "Satisfy regulatory requirements". It is an obligation of the Sewer Department to satisfy the requirements of the several different agencies which regulate aspects of its functions. A balance must, however, be maintained between the regulatory oversight and proper stewardship of the available community resources.

3. Storm water

With the addition of stormwater management to the Sewer Department responsibilities a third element of "Provide effective storm water control and management within the corporation boundaries" has been included. The Sewer Department plans and undertakes projects to route stormwater away from residences and businesses for purposes of property damage mitigation and protection of water quality. Its dual functions (wastewater and stormwater management) are separately funded and those funds are applied to their intended purposes for accountability to the community.

B. PERFORMANCE

1. 2015 Goals

The 2015 goals were either very broad "Continue to provide essential city services and meet or exceed regulatory standards" or were limited to a single project for Spring Street. Department priorities included a mix of major and minor items without organizing them into category of needs.

2. Accomplishments

The Sewer Department was successful meeting the 2015 Goals and in satisfying its Mission Statement. Several sewer upgrade and extension projects were undertaken to improve or provide service and to reduce extraneous flow. A 2015 plan specifically identified project to upgrade facilities on Spring Street is currently being developed. Several plant improvement projects were undertaken including upgrades to the grit removal system and the disinfection equipment. These projects leave the plant in excellent condition and effective operation regularly satisfies treatment performance requirements and regulatory inspections. Long overdue rate increases were instituted which provide necessary resources for plant upgrade and service improvement projects, long-deferred heavy equipment and vehicle renewal, statutory reserve funding, and personnel pay increases, without unduly burdening the community; City sewer rates remain in the lower half of statewide sewer utilities. An administrative change was made to switch the Sewer Departments role in storm water, from

a contractor for the City on specific projects, to one of overall responsibility for storm water management. The five-year planning period has been full of active engagement and accomplishment.

C. GOALS

1. General
The Sewer Department currently has a very effective organization with a history of achievement. Consequently, many of the goals are oriented toward maintaining this capacity. Changes in personnel and structure can make this challenging.
2. Maintain staff
Currently, organizational structure provides for a line crew, plant operating crew, and maintenance crew. Several key staff members are considering retirement during the next few years and there are always unplanned losses. This is a particular concern relative to the plant operator position, which could take several years to identify and train a replacement.
3. Maintain equipment fleet
During the past few years, major steps have been taken to upgrade the equipment fleet with new replacements and additions, but this is a continuous process and must always be addressed to maintain an effective operation.
4. Maintain aggressive line construction program
Sewer upgrades and extensions have been a regular part of the Department operation. Although tremendous improvement has been achieved, it is also a never-ending process with a need to replace old failing sewers and provide extensions for new service.
5. Maintain aggressive plant maintenance program
The condition and performance of the treatment plant facilities is very good as a result of an aggressive preventative maintenance program and a series of projects to upgrade and improve unit processes. Again, this is a process and both the maintenance and upgrade projects must continue in order to maintain the performance of the treatment plant.
6. Maintain plant operating performance
The key to successful plant performance is for the plant facilities and equipment to operate properly, but it is also critically important to have trained, certified, and dedicated personnel to manage the operation.
7. Reduce extraneous flow into collection system
Control of extraneous flow is a major regulatory issue and has been a focus of the Sewer Department since the early 1990's. Excess extraneous flow results in overflows potentially contaminating waterways and detracts from customer service. Considerable progress has been made, but this is also an issue requiring a continuing effort.
8. Continue to establish a management plan for storm sewers and perform some storm sewer upgrades.
Storm sewer responsibility was assigned to the Sewer Department in 2019 and although the Sewer Department has been actively engaged in building storm sewers for the City for many years, the management of stormwater in a systematic fashion was not a priority. Now, the Sewer Department is charged with establishing a comprehensive plan for management of City stormwater similar to its wastewater

management plan, so that regular improvements to the stormwater system can be scheduled and completed.

D. PROJECTS

1. General Department Structure
There are well defined projects in every area of activity within the Sewer Department and there is a general understanding of priority. Work activity, however, is very fluid with new opportunities, developing problems, and general operating conditions affecting decisions on what to do next. The following lists identify work to be done.
 - a. Seek trainees for plant operator position.
 - b. Continue communication with Tennerton PSD on extraneous flow issues.
 - c. Acquire skid steer loader and convert one line crew Kubota to a plant tractor.
 - d. Acquire plate compactor for excavator
 - e. Continue to replace trucks to keep truck fleet optimally functional
2. Sanitary sewers
 - a. North Spring Street sewer upgrade
 - b. Taylor Street sewer upgrade
 - c. Upper Shawnee Drive sewer upgrade
 - d. Camden Avenue sewer upgrade to reverse flow back to new Braxton Street pump station.
 - e. Sewer upgrades to collector sewers on lower Camden Avenue, Randolph Street and Pocahontas Street.
 - f. Sewer upgrade behind Florida Street between 3rd Avenue and East Lincoln Street. Reconnect customers off of old sewer.
 - g. Collector sewer extensions on Rt 151 off of 12" interceptor.
 - h. Collector sewer extensions at Brushy Fork.
3. Sewage treatment and pump stations
 - a. Complete U V disinfection upgrade
 - b. Upgrade debris removal system
 - c. Upgrade service water system
 - d. Install center baffle in clarifier #2
 - e. Upgrade Deanville pump station and force main
 - f. Upgrade Island Avenue pump station and force main
 - g. Acquire spare pumps for plant pump stations
 - h. Acquire spare pumps for mid size pump stations in collection system.
 - i. Evaluate force main upgrade options from Elias & Vicksburg pump stations to the plant
 - j. Evaluate flow equalization basin storage at Elias and Vicksburg pump stations to help control sewer overflows.
4. Storm water
 - a. Complete Jawbone Run storm sewer between Kanawha Street and Locust Street. This will complete upgrade from the river to just below Maple Street.
 - b. Complete Ritchie Street storm sewer upgrade between Barbour Street and Tucker Street. This will complete upgrade from the river to Kanawha Street.
 - c. New storm sewer on North Spring Street.

- d. Upgrade storm sewer on Taylor Street from the river to Kanawha Street.
- e. Evaluate and undertake upgrades in the mid-Jawbone Run watershed area. Maple Street, Lincoln Street, Kepner St
- f. Maintenance repairs on a number of storm sewers.

E. Correspondence and Information

E.1 Spill Response Letter RE: Vicksburg Pump Station

August 10, 2020

Scott Mandirola, Director
 Division of Water & Waste Management, DEP
 601 57th Street, SE
 Charleston, WV 25304

RE: City of Buckhannon
 NPDES #WV0032336

Dear Mr. Mandirola,

This letter is the required follow up to a call made to the Emergency Spill Hotline on Friday August 7, 2020. Ref. #49-5919. Our SPILL ALERT call-in form is attached.

We called in a sanitary sewer Leak in a 12" Force Main located at the Vicksburg Pump Station site at the end of Wimer Ave. spilling (small leak) into the Buckhannon River. The leak was discovered at 4:30 pm 8/6/20 and immediate measures were taken to reduce the flow to the Vicksburg Pump Station which would in turn reduce the leak.

Early in the morning on 8/7/20 we began excavating to locate the cause of the leak. The spill was caused by the ground settling, and a 12" discharge force main pipe flange moved enough to leak.

A temporary repair was made, and the leak was stopped at 2:00 pm on Fri. 8/7/20, which would give us time to obtain the parts needed to do a permanent repair.

On Mon. 8/10/20 at 11:00 am, the leak had been permanently repaired using a Hymax Coupler. The Emergency Spill Line was then notified that the spill had been corrected.

We will continue working to update and correct any problems we discover in our wastewater system.

If you have any questions or need any further information, please call me at 304-472-5459.

Thank you,



Dan Baker, Chief Operator

Cc: Robert N. Skinner III, Mayor
 Jerry Arnold, Public Works Director
 Bryan Samples, Superintendent

E.2 Tennerton P.S.D. Meeting Minutes July 2020

Tennerton Public Service District
 Monthly Meeting
 July 8, 2020

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on July 8, 2020

In attendance were Joe Tenney, Elmer Tenney, John Barnes, Terry Gould, and Vickie Dean

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on June 10, 2020 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by Elmer Tenney.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by John Barnes and seconded by Joe Tenney.

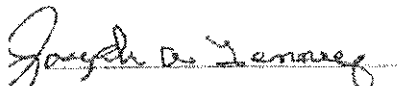
The board reviewed and approved the previous month's credit memos.

Terry Gould reported on the following:

- * WV Rural Water Association Conference cancelled due to Covid 19.
- * Fiscal year ends June 30th. Reports due September 30th. Those are done in house.
- * The CPA hired to do our audit should be able to start soon after the July 15th tax deadline.
- * No pending taps.
- * Smith property: We have not received the as-built drawings and have an outstanding balance of \$1800.00 from C & E Consultants Inc. Motion was made by John Barnes and seconded by Elmer Tenney to pay the bill upon receiving the drawings.
- * A municipal bond for approximately \$37000.00 has matured. Joe Tenney made a motion to cash and deposit into the main account. John Barnes seconded the motion.

There being no other business to discuss, motion was made by to adjourn seconded by.

Approved



E.3 PSC WV-Procedural Order-Petition to Enlarge Service Territory of the Tennerton P.S.D.

**Public Service Commission
of West Virginia**

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



Phone: (304) 340-0300
Fax: (304) 340-0525

August 7, 2020

**Certified Mail
Return Receipt Requested**

Thomas J. O'Neill, Esq., City Attorney
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

RE: Case No. 20-0025-PSD-PC
Upshur County Commission

Dear Mr. O'Neill:

Enclosed is a copy of a Procedural Order issued today in the above-styled proceeding. Your attention is directed to important information contained in the ordering paragraphs. All other parties of record have provided an email address.

If you have provided an email address you will automatically receive notifications as documents are filed in this proceeding. The email notifications allow recipients to view a document within an hour from the time the filing is processed. If you have not provided your email address, please send an email to casinfo@psc.state.wv.us and state the case number in the email subject field.

PLEASE NOTE: The Public Service Commission has adjusted its filing procedures during COVID-19 Pandemic: All public utilities and parties to Commission cases are to follow the directives in General Order 262.3, issued April 7, 2020. Filings of 30 pages or less should be filed in formal cases via email sent to casinfo@psc.state.wv.us. All filings over 30 pages should be sent by U.S. Postal Service or other commercial courier services, whenever possible. Individuals who are unable to file via email may file via fax or file paper copies. The Commission will continue to receive hand-delivered filings prior to 3:30 p.m. if at all possible.

Sincerely,

Connie Graley
Executive Secretary

**PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON**

Issued: August 7, 2020

CASE NO. 20-0025-PSD-PC

UPSHUR COUNTY COMMISSION,
Buckhannon, Upshur County.

Petition for consent and approval to enlarge the service territory of the Tennerton Public Service District.

PROCEDURAL ORDER

The scheduled evidentiary hearing is cancelled.

BACKGROUND

On January 13, 2020, the Upshur County Commission (UCC) petitioned for Commission approval of an expansion of the boundaries of the Tennerton Public Service District (TPSD). UCC represented that the area of the proposed expansion is currently unserved by a public sewer system. It also attached a number of supporting documents to the Petition. UCC filed a revised exhibit on January 14, 2020.

On January 24, 2020, the City of Buckhannon (Buckhannon) petitioned to intervene in this matter. Buckhannon noted that it treats the wastewater transported by TPSD and highlighted an arrearage TPSD owed. Further, Buckhannon has a competing sewer project for the area subject to the boundary expansion.

On January 31, 2020, UCC responded in opposition to the request from Buckhannon to intervene.

On February 14, 2020, Commission Staff recommended that the Commission grant the request to intervene on a limited basis and direct UCC to provide notice of this matter.

On March 18, 2020, the Commission directed UCC to provide public notice of this matter, granted the request from Buckhannon to intervene on a limited basis and referred this matter to the Division of Administrative Law Judges (ALJ) for a Recommended Decision.

On April 13, 2020, UCC filed proof that it published a notice of this proceeding in a newspaper circulating throughout Upshur County.

E.4 PSC WV-Recommended Decision- Petition to Enlarge Service Territory of Tennerton P.S.D.

Public Service Commission
of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323



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

August 11, 2020

**Certified Mail
Return Receipt Requested**

Thomas J. O'Neill, Esq., City Attorney
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

RE: Case No. 20-0025-PSD-PC
Upshur County Commission

Dear Mr. O'Neill:

Enclosed is a copy of a Recommended Decision in the above styled case, pursuant to the requirements of West Virginia Code §24-1-9. Your attention is directed to important information contained in the ordering paragraphs. Please note carefully that if no exceptions are filed within fifteen days of this date, the order will become the order of the Commission five days following said time period, unless the order is stayed or postponed by the Commission. Exceptions to this order should be filed with this office. **All other parties of record have provided an email address.**

If you have provided an email address you will automatically receive notifications as documents are filed in this proceeding. The email notifications allow recipients to view a document within an hour from the time the filing is processed. If you have not provided your email address, please send an email to www.psc.state.wv.us and state the case number in the email subject field.

PLEASE NOTE: The Public Service Commission has adjusted its filing procedures during COVID-19 Pandemic: All public utilities and parties to Commission cases are to follow the directives in General Order 262.3, issued April 7, 2020. Filings of 30 pages or less should be filed in formal cases via email sent to caseinfo@psc.state.wv.us. All filings over 30 pages should be sent by U.S. Postal Service or other commercial courier services, whenever possible. Individuals who are unable to file via email may file via fax or file paper copies. The Commission will continue to receive hand-delivered filings prior to 3:30 p.m. if at all possible.

Sincerely,

A handwritten signature in cursive script that reads "Connie Graley".

Connie Graley
Executive Secretary

**PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON**

Entered: August 11, 2020

CASE NO. 20-0025-PSD-PC

UPSHUR COUNTY COMMISSION,
Buckhannon, Upshur County.

Petition for consent and approval to enlarge the service
territory of the Tennerton Public Service District.

RECOMMENDED DECISION

The request to enlarge the territory and boundaries of the Tennerton Public Service District (TPSD) is approved.

BACKGROUND

On January 13, 2020, the Upshur County Commission (UCC) petitioned for Commission consent and approval to enlarge the boundaries of TPSD consistent with the metes and bounds set forth in its January 9, 2020 Order. UCC attached a number of documents including (i) a copy of the order from UCC approving the enlargement, (ii) an affidavit of publication regarding the UCC order, (iii) an affidavit attesting that UCC posted notice of the proposed merger in at least five locations in or near the impacted area and (iv) a map depicting the new service territory. UCC represented that the area of the proposed expansion is currently unserved by a public sewer system. It filed a revised exhibit on January 14, 2020.

On January 24, 2020, the City of Buckhannon (Buckhannon) petitioned to intervene in this matter. Buckhannon noted that it treats the wastewater transported by TPSD and highlighted an arrearage TPSD owed. Further, Buckhannon has a competing sewer project for the area.

On January 31, 2020, UCC objected to the request from Buckhannon to intervene.

On February 14, 2020, Commission Staff recommended that the Commission grant the request to intervene on a limited basis and direct UCC to provide notice of this matter.

On March 18, 2020, the Commission directed UCC to provide public notice of this matter. granted the request from Buckhannon to intervene on a limited basis and referred this matter to the Division of Administrative Law Judges (ALJ) for a Recommended Decision.

On April 13, 2020, UCC filed proof that it published a notice of this proceeding in a newspaper circulating throughout Upshur County.

E.5 Attorney's Letter to PSC WV RE: COB Withdraw the City's Objection to UC Petition for Boundary Change on behalf of the Tennerton P.S.D.

August 6, 2020

Public Service Commission of West Virginia
c/o Connie Graley, Executive Secretary
201 Brooks Street
P. O. Box 812
Charleston, West Virginia 25323

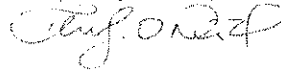
RE: Case No. 20-0025-PSD-PC
Upshur County Commission

Dear Ms. Graley,

In light of the Commission's directive dated 18 March 2020 narrowing the scope of the appeal of the City of Buckhannon in the underlying matter, and the curative measures taken by the Upshur County Commission in furtherance of that directive, I am directed by the City of Buckhannon to withdraw the City's objection to Upshur County's petition for boundary change on behalf of the Tennerton Public Service District. The City of Buckhannon further proposes that its withdrawal obviates the need to proceed with the telephonic evidentiary hearing scheduled in this matter for August 19, 2020.

The City of Buckhannon does not waive any objection it has or has stated during the pending proceeding with respect to the extension of Tennerton PSD's facilities into the area of proposed boundary expansion, or on any substantive matter raised concerning the Tennerton Public Service District's fitness or ability to serve the area within the proposed boundary expansion.

Respectfully submitted,



Thomas J. O'Neill
City Attorney

E.6 PSC WV-Letter RE: Review of 2019 Annual Report

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323



Phone: (804) 340-0300
Fax: (804) 340-0325

August 6, 2020

David McCauley, Mayor
Buckhannon Sanitary Board
70 E Main St.
Buckhannon, West Virginia 26201

Dear Mayor McCauley:

The Water and Wastewater Division's Staff of the Public Service Commission of West Virginia (Commission) has conducted a review of your 2019 Annual Report. Based upon the review, no comments have been made.

If an audit was completed and adjustments are needed to your 2018 Annual Report, please file a revised report with the Commission as soon as possible since those numbers are a part of the 2019 Annual Report. If a subsequent audit is conducted that affects your 2019 Annual Report on file with the Commission, please file an amended 2019 report at that time. If that becomes necessary, please make all applicable changes to your copy of the annual report, and then upload the revised version through the efile system. Should you encounter any issues with uploading the revised report, please contact Kathryn Stalnaker, Executive Secretary's Office, at kstalnaker@psc.state.wv.us or 1-800-344-5113, ext. 361. Accepted revised reports will be added to our web.

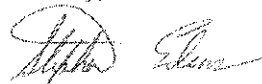
Also, please be aware that the respective Water and Sewer Rules were amended in 2011. Water/Sewer Rule 2.5 requires that all water/sewer utilities maintain accounts and records in compliance with the 1996 Uniform System of Accounts (USOA). Particular attention should be paid to the recording of Contributions In Aid of Construction (Acct. #271) to ensure compliance with the USOA. A copy of the respective USOA can be purchased by contacting:

Judith Ford, National Association of Regulatory Utility Commissioners (NARUC)
JFord@naruc.org

(202) 898-2203

We appreciate your cooperation in completing the Annual Report. Annual Reports which are complete and accurate greatly facilitate the financial review functions of the Commission. If you have any questions please call me at 1-800-344-5113, ext. 769, or email me at sedens@psc.state.wv.us.

Sincerely,



Stephen Edens, Utility Analyst I
Water and Wastewater Division

CC: Kathryn Stalnaker, PSC

F. Consent Agenda

G. 1 Approval of Minutes – 07/16/2020 Sanitary Board Meeting

Motion to approve the Minutes of the 07/16/2020 Sanitary Board Meeting was made by Frye/Loftis. Motion carried.

G. Strategic Issues for Discussion and/or Vote

G.1 None

H. Stormwater - First Methodist Church at 52 South Florida Street is getting repaired. Kevin's crew will lay about 130 feet of pipe.

We are also planning storm sewer work on North Spring Street; we will collaborate with other utilities.

The Mayor brought forth a sample of a marketing campaign he had seen in Charleston, WV, where they highlighted their own stormwater program and suggested we have a discussion on how we can best keep the public updated to the work that we are doing and have planned for the future. Callie Cronin-Sams joined in the discussion. We all agreed to continue work on an informational program for Buckhannon. In fact, citywide we need to be proactive as to information the public just how the City finances are allocated and how the Enterprise Boards work.

I. Board Members Comments and Announcements:

- **Board Member Loftis** – Nothing additional. He was happy to learn of the work at the First Methodist Church on Florida Street.
- **Board Member Frye** – Gene ask about the property in Vicksburg that we were interested in for a storage system. Buck reported that we have not pursued it any further. A discussion took place concerning correcting the overflow situation. The Board also discussed the need for an aggressive program to upgrade our systems city-wide.
- **City Recorder Sanders** – Nothing additional.
- **City Engineer Hollen** – Nothing additional.
- **Grants & Information Coordinator Cronin-Sams** – She reported that she is already working on a promotional graphic for the Department.
- **Director of Public Works Arnold** - Nothing additional.
- **Buck Samples** – Nothing additional.
- **Mayor Skinner** – Thanked the employees for all that they do.

J. Adjournment

There being no further business to be transacted; the Chair adjourned the meeting at 5:00 PM.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
