

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

A regular meeting of the Buckhannon Water Board was held on Thursday, October 8, 2020 at 4:00 p.m. by GoToMeeting and phone. The following were in attendance:

Robbie Skinner	Mayor	Present – by phone
Randy Sanders	City Recorder	Present – by phone
Jack Reger	Board Member	Present – by phone
David Thomas	Board Member	Present – by phone
Don Nestor	Board Member	Present – by phone
Erasmus Rizo	Board Member	Present – by phone
Kelly Arnold	Water Superintendent	Present – by phone
Jay Hollen	City Engineer	Present – by phone
Jerry Arnold	Director of Public Works	Present – by phone
Amberle Jenkins	Assistant Recorder/Director of Finance	Present – by phone
Tom O'Neill	City Attorney	Present – by phone

Guests: Callie Cronin-Sams, COB Grants & Information Coordinator – by phone

**Meeting Agenda Posted 10/05/2020**

*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 by GoToMeeting and Phone  
Meeting Agenda for Thursday, October 8, 2020*

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- A. Call to Order**
  - A.1 Moment of Silence**
  - A.2 Pledge to the Flag of the United States of America**
- B. Recognized Guests**
  - B.1 Callie Cronin-Sams Information Coordinator & Grant Writer**
- C. Financial Report-Amby Jenkins**
  - C.1 September 2020**
- D. Department Report**
  - D.1 Water Department Report (Kelly)**
  - D.2 Water Storage Tennerton Tank Project Update**
  - D.3 Hydrant Flushing**
  - D.4 Backflow Elkins Road P.S.D.**
  - D.5 Rexroad Brushy Fork Road Waterline Extension Project**
- E. Correspondence and Information**
  - E.1 Mt Hope Water Association Meeting Minutes-August 2020**
  - E.2 Elkins Road P.S.D. Meeting Minutes-August 2020**
  - E.3 CityPR: COB Flushing Fire Hydrants**
  - E.4 WV DHHR Site Visit Inspection Report**
  - E.5 Email-Atlantic Coast Pipeline Reconciliation of Overpayment**
  - E.6 ACP Contact #2- Water Dpt Invoice to be paid by Sewer Dpt**
  - E.7 Thank you letter to Dominion Energy**
  - E.8 Letter from Governor RE: CARES Act Funding-Residential Utility Services Grant Funding Availability**
- F. Consent Agenda**
  - F.1 Approval of Minutes –September 10, 2020**
- G. Strategic Issues for discussion and vote**
  - G.1 Participation in the Sustainable Management of Rural & Small Systems Workshop**
  - G.2 Discussion Upshur County Industrial Park HOA Switches**
  - G.3 Distribution Personnel Compensation**
- H. Board Members Comments and Announcements**
- I. Mayor's Comments and Announcements**
- J. Adjournment**

Posted 10/05/2020

Next Water Board Meeting is scheduled for November 12, 2020 at City Hall

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

B. **Recognized Guests:** Callie Cronin-Sams, Grants & Information Coordinator provided the Board with an overview of the Sustainable Management of Rural & Small Systems Workshop that she and City Engineer, Jay Hollen recently participated in. This workshop was aimed at Water & Sewer Plant operations. It helped identify strategies for improvement.

The Mayor moved Strategic Issue G.1 Participation in the Sustainable Management of Rural & Small Systems Workshop to the table for action.

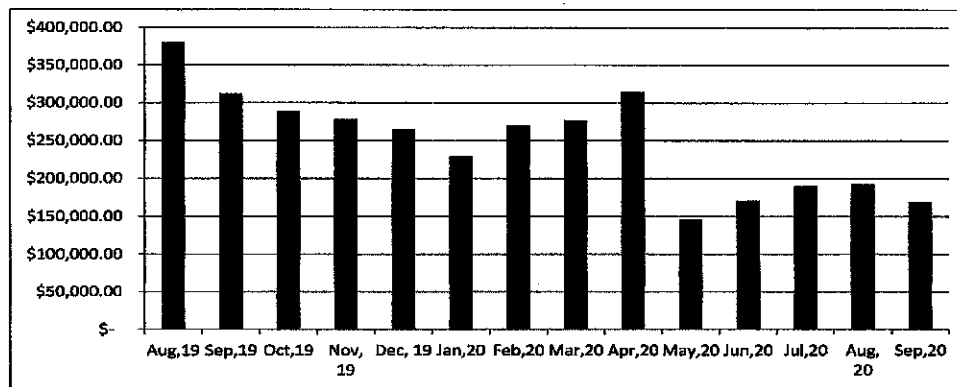
**Motion to approve participation in the Sustainable Management of Rural & Small Systems Workshop to was made by Thomas/Nestor. Motion carried.**

**C. Financial Report:**

**C.1 September 2020** – Amberle Jenkins reported on the balances on hand as of September 30, 2020 and provided a review of financial matters as follows:

**WATER BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

<b>Balance September 30, 2020</b>	
<b>Money market &amp; checking</b>	<b>\$ 169,434.27</b>
<b>2% Depreciation fund</b>	<b>\$ 384,722.10</b>
<b>CD Citizens Bank (1.49%)11/30/19</b>	<b>\$ 579,232.83</b>
<b>Savings</b>	<b>\$ 1,521.55</b>



**Money Market and Checking Trend**

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

Last rate increase for Water November 2016. Was part of a two phase increase 2015-16

Contacted Todd Dingess -- Smith, Cochran & Hicks re: rate study. He wants to wait until after 6-30 financial statement are complete.

10-08-2020 10:20 AM

**CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNADDED)  
AS OF: SEPTEMBER 30TH, 2020**

400-WATER

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>UTILITY BILLINGS</b>						
400-350-000-00 RESIDENTIAL SALES	880,000	75,815.57	231,310.61	0.00	648,689.39	26.29
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	580,000	41,138.81	123,244.73	0.00	456,755.27	21.25
400-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,327.50	3,982.50	0.00	11,017.50	26.55
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL UTILITY BILLINGS</b>	<b>1,475,000</b>	<b>118,281.88</b>	<b>358,537.84</b>	<b>0.00</b>	<b>1,116,462.16</b>	<b>24.31</b>
<b>OUTSIDE DISTRICTS</b>						
400-360-000-00 MT HOPE WATER (MASTER MET	130,000	9,656.06	30,281.68	0.00	99,718.32	23.29
400-360-000-01 HODGESVILLE PSD (MASTER M	219,000	17,978.75	52,458.55	0.00	166,541.45	23.95
400-360-000-02 ELKINS ROAD PSD (MASTER M	130,000	11,887.04	35,735.27	0.00	94,263.73	27.49
400-360-000-03 ADRIAN PSD (MASTER METER)	214,000	16,044.51	49,228.25	0.00	164,771.75	22.00
<b>TOTAL OUTSIDE DISTRICTS</b>	<b>693,000</b>	<b>55,566.36</b>	<b>167,704.75</b>	<b>0.00</b>	<b>529,295.25</b>	<b>24.20</b>
<b>GRANTS</b>						
400-366-000-01 STATE GRANTS	0	0.00	14,292.00	0.00	14,292.00	0.00
400-366-000-02 GRANT -BOAT & AIRCOND	0	0.00	0.00	0.00	0.00	0.00
400-368-000-00 TAP FEES	5,000	0.00	6,000.00	0.00	1,000.00	120.00
400-368-000-01 RECLASSIFY REVENUE-ARMORY	0	0.00	0.00	0.00	0.00	0.00
400-368-000-02 RECLASSIFY REVENUE	0	0.00	0.00	0.00	0.00	0.00
400-368-100-00 PROJECTS NOT 5.5 RULE	2,000	0.00	0.00	0.00	2,000.00	0.00
400-368-200-00 CAPITALIZE PROJ EQIP CSTS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL GRANTS</b>	<b>7,000</b>	<b>0.00</b>	<b>20,292.00</b>	<b>0.00</b>	<b>13,292.00</b>	<b>289.89</b>
<b>INTRAFUND CONTR/CHARGES</b>						
400-370-000-01 LATE CHARGES	19,000	2,015.77	5,893.83	0.00	13,106.17	31.02
400-370-000-02 WATER BILLING-NEW SERVICE	0	0.00	0.00	0.00	0.00	0.00
400-370-000-03 CUSTOMER BILL FEES(BANK-S	2,000	300.00	825.00	0.00	1,175.00	41.25
400-370-000-04 C J MARLIN WATER LINE EXT	0	0.00	0.00	0.00	0.00	0.00
400-370-000-05 ATLANTIC CST PIPELINE REV	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL INTRAFUND CONTR/CHARGES</b>	<b>21,000</b>	<b>2,315.77</b>	<b>6,718.83</b>	<b>0.00</b>	<b>14,281.17</b>	<b>31.99</b>
<b>OTHER REVENUE</b>						
400-379-000-00 GAIN ON SALE	0	0.00	0.00	0.00	0.00	0.00
400-380-000-00 INTEREST INCOME	1,000	0.00	0.00	0.00	1,000.00	0.00
400-399-000-00 MISC. MONOPERATING INCOME	10,000	900.00	8,498.76	0.00	1,501.24	84.99
<b>TOTAL OTHER REVENUE</b>	<b>11,000</b>	<b>900.00</b>	<b>8,498.76</b>	<b>0.00</b>	<b>2,501.24</b>	<b>77.26</b>
<b>TOTAL REVENUE</b>	<b>2,207,000</b>	<b>177,064.01</b>	<b>561,752.18</b>	<b>0.00</b>	<b>1,645,247.82</b>	<b>25.45</b>

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2020

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>BAD DEBT</b>						
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<b>NON-OPERATING EXPENSES</b>						
400-550-676-00 BAD DEBT EXPENSE (return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
<b>DEPRECIATION</b>						
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<b>CONTRIBUTIONS</b>						
400-580-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
<b>RESERVIOR MANGMT DAM</b>						
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<b>SALARIES &amp; BENEFITS</b>						
400-601-103-00 RESERVIOR MANAGEMENT LABO	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
<b>CONTRACTUAL SERVICES</b>						
400-601-211-00 UTILITIES - ELEC,GAS,PHON	18,760	1,351.61	5,467.88	0.00	13,292.12	29.15
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	18,760	1,351.61	5,467.88	0.00	13,292.12	29.15
<b>COMMODITIES</b>						
400-601-342-00 MAINTENANCE RIVER INTAKE	5,000	0.00	380.07	0.00	4,619.93	7.60
400-601-346-00 WATERSHED MANAGEMENT	0	0.00	0.00	0.00	0.00	0.00
400-601-347-00 MAINTENANCE DAM	5,000	0.00	84.28	0.00	4,915.72	1.69
400-601-399-00 WATERSHED, DAM MISC	7,000	0.00	0.00	0.00	7,000.00	0.00
TOTAL COMMODITIES	17,000	0.00	464.35	0.00	16,535.65	2.73
TOTAL RESERVIOR MANGMT DAM	35,760	1,351.61	5,932.23	0.00	29,827.77	16.59

**WATER PLANT**

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<b>SALARIES &amp; BENEFITS</b>						
400-642-103-00 WATER PUMPERS SALARIES	315,808	25,982.36	71,375.77	0.00	244,432.23	22.60
400-642-104-00 FICA TAX	24,160	1,993.50	5,477.70	0.00	18,682.30	22.67

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CITY OF BUCKHANNON  
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AS OF: SEPTEMBER 30TH, 2020

400-WATER

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	51,964	3,681.85	16,664.95	0.00	35,299.05	32.07
400-642-106-00 RETIREMENT	31,580	2,041.52	6,158.24	0.00	25,421.76	19.50
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	423,512	33,699.23	99,676.66	0.00	323,835.34	23.54
<b>CONTRACTUAL SERVICES</b>						
400-642-211-00 UTILITIES - ELEC, GAS, PH	133,000	9,019.69	26,729.73	0.00	106,270.27	20.10
400-642-221-00 TRAINING & CONTINUED EDUC	4,500	318.00	318.00	0.00	4,182.00	7.07
400-642-226-00 UNEMPLOYMENT/COMPENSATION	9,000	371.71	1,486.84	0.00	7,513.16	16.52
TOTAL CONTRACTUAL SERVICES	146,500	9,709.40	28,534.57	0.00	117,965.43	19.48
<b>COMMODITIES</b>						
400-642-341-00 OFFICE EXPENSE	3,000	33.57	421.25	0.00	2,578.75	14.04
400-642-342-00 MAINT TREATMENT PLANT BLD	21,000	0.00	279.54	0.00	20,720.46	1.33
400-642-343-00 VEHICLE MAINTENANCE	1,500	0.00	15.00	0.00	1,485.00	1.00
400-642-343-01 PLANT VEHICLE FUEL	4,400	836.47	1,217.29	0.00	3,182.71	27.67
400-642-344-00 GENERAL EQUIPMENT MAINTEN	2,000	0.00	711.50	0.00	1,288.50	35.58
400-642-345-00 UNIFORMS PERSONAL SAFETY	3,500	334.23	601.61	0.00	2,898.39	17.19
400-642-346-00 MAINT TREATMENT PLANT EQU	75,000	8,763.00	9,008.58	0.00	65,991.42	12.01
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	112.71	3,622.68	0.00	11,377.32	24.15
400-642-348-00 CHEMICAL COSTS	200,000	7,837.50	37,467.46	0.00	162,532.54	18.73
400-642-349-00 COMPLIANCE MONITORING	15,000	360.00	1,018.19	0.00	13,981.81	6.79
400-642-350-00 TELEMETRY COSTS	12,000	0.00	0.00	0.00	12,000.00	0.00
400-642-399-00 PLANT MISCELLANEOUS	3,000	0.00	545.38	0.00	2,454.62	18.18
TOTAL COMMODITIES	355,400	18,277.48	54,908.48	0.00	300,491.52	15.45
TOTAL WATER PLANT	925,412	61,686.11	183,119.71	0.00	742,292.29	19.79
<b>WATER LINES</b>						
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<b>SALARIES &amp; BENEFITS</b>						
400-660-103-00 T & D LINE CREW SALARIES	307,600	25,219.73	73,629.68	0.00	233,970.32	23.94
400-660-103-10 LABOR&BENEFITS CAPITALIZE	0	0.00	0.00	0.00	0.00	0.00
400-660-104-00 FICA TAX	23,532	1,940.82	5,667.26	0.00	17,864.74	24.08
400-660-105-00 HEALTH INSURANCE	75,348	5,976.53	25,164.01	0.00	49,183.99	34.72
400-660-106-00 RETIREMENT	30,760	2,521.98	7,362.98	0.00	23,397.02	23.94
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	437,240	35,659.06	112,823.93	0.00	324,416.07	25.80
<b>CONTRACTUAL SERVICES</b>						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	28,000	1,732.48	5,206.64	0.00	22,793.36	18.60
400-660-221-00 TRAINING & CONTINUED EDUC	1,700	0.00	0.00	0.00	1,700.00	0.00
400-660-226-00 UNEMPLOYMENT/COMPENSATION	14,000	743.42	2,973.68	0.00	11,026.32	21.24
TOTAL CONTRACTUAL SERVICES	43,700	2,475.90	8,180.32	0.00	35,519.68	18.72
<b>COMMODITIES</b>						
400-660-341-00 OFFICE EXPENSE	4,000	0.00	591.50	0.00	3,408.50	14.79
400-660-342-00 MAINTENANCE GARAGE BLDG	3,000	137.81	650.69	0.00	2,349.31	21.69

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2020

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-660-343-00 VEHICLE MAINTENANCE	4,000	889.08	2,464.37	0.00	1,535.63	61.61
400-660-343-01 LINE VEHICLE FUEL	11,000	767.95	2,270.02	0.00	8,729.98	20.64
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	80.70	1,351.38	0.00	15,648.62	7.95
400-660-345-00 UNIFORMS-PERSONAL SAFETY	7,000	334.22	601.60	0.00	6,398.40	8.59
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	10,000	0.00	0.00	0.00	10,000.00	0.00
400-660-348-00 DISTRIBUTION TANK MAINTEN	25,000	1,933.18	2,071.29	0.00	22,928.71	8.29
400-660-349-00 LINE MAINTENANCE MATERIAL	0	0.00	0.00	0.00	0.00	0.00
400-660-350-00 LINE MAINT PERMITS (DOH)	500	0.00	0.00	0.00	500.00	0.00
400-660-351-00 COMPLIANCE MONITORING	5,000	0.00	0.00	0.00	5,000.00	0.00
400-660-352-00 NEW SERVICES, UPGRADE MAT	86,000	30,813.30	40,494.08	1,000.00	46,505.92	45.92
400-660-353-00 MAPPING & LINE LOCATING E	3,500	44.17	125.54	0.00	3,374.46	3.59
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	176,000	35,000.41	50,620.47	1,000.00	126,379.53	28.19
<b>NON-OPERATING EXPENSES</b>						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,200	50.00	548.72	0.00	651.28	45.73
TOTAL NON-OPERATING EXPENSES	1,200	50.00	548.72	0.00	651.28	45.73
<b>TOTAL WATER LINES</b>	<b>658,140</b>	<b>73,185.37</b>	<b>172,173.44</b>	<b>1,000.00</b>	<b>486,966.56</b>	<b>26.01</b>
<b>WATER METERS</b>						
<b>SALARIES &amp; BENEFITS</b>						
400-902-103-00 METER ON/OFF & MAINT LABO	0	0.00	0.00	0.00	0.00	0.00
400-902-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
400-902-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-106-00 RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
400-902-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
<b>CONTRACTUAL SERVICES</b>						
400-902-221-00 TRAINING & CONTINUED EDUC	0	0.00	0.00	0.00	0.00	0.00
400-902-226-00 WORKERS COMP/ INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<b>COMMODITIES</b>						
400-902-342-00 MAINTENANCE OF METER SHOP	0	0.00	0.00	0.00	0.00	0.00
400-902-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-343-01 METER VEHICLE FUEL	0	0.00	0.00	0.00	0.00	0.00
400-902-344-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-902-345-00 UNIFORMS-PERSONAL SAFETY E	0	0.00	0.00	0.00	0.00	0.00
400-902-346-00 REPLACEMENT NEW METERS, P	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
<b>NON-OPERATING EXPENSES</b>						
400-902-999-00 CUST SERVICE-METER READ	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00

10-08-2020 10:20 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2020

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>OFFICE/ADMIN</b>						
<b>SALARIES &amp; BENEFITS</b>						
400-920-101-00 AD & GE SALARIES BOARD	24,800	2,015.38	6,046.14	0.00	18,753.86	24.38
400-920-103-00 AD & GE OFFICE SALARIES	169,000	11,593.20	34,998.37	0.00	134,001.63	20.71
400-920-104-00 FICA TAX	15,000	1,041.23	3,140.40	0.00	11,859.60	20.94
400-920-105-00 HEALTH INSURANCE	23,384	1,555.53	7,539.61	0.00	15,844.39	32.24
400-920-106-00 RETIREMENT	19,380	1,189.25	3,584.16	0.00	15,795.84	18.49
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	251,564	17,394.59	55,308.68	0.00	196,255.32	21.99
<b>CONTRACTUAL SERVICES</b>						
400-920-211-00 UTILITIES - ELEC,GAS, PHON	1,750	139.54	510.05	0.00	1,239.95	29.15
400-920-221-00 TRAINING & CONTINUED EDUC	500	0.00	0.00	0.00	500.00	0.00
400-920-226-00 UNEMPLOYMENT/COMPENSATION	8,100	154.68	743.71	0.00	7,356.29	9.18
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	10,350	294.22	1,253.76	0.00	9,096.24	12.11
<b>COMMODITIES</b>						
400-920-341-00 MATERIALS & SUPPLIES EXPE	25,000	2,964.64	6,492.57	0.00	18,507.43	25.97
400-920-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-920-347-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-920-348-00 MAINTENANCE & RENT-OFFICE	10,950	0.00	0.00	0.00	10,950.00	0.00
400-920-349-00 AUDITING EXPENSE	3,000	0.00	662.25	0.00	2,337.75	22.08
400-920-350-00 LEGAL EXPENSE	6,500	0.00	0.00	0.00	6,500.00	0.00
400-920-351-00 ENGINEERING EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-352-00 PROPERTY INSURANCE	34,000	4,341.85	13,508.52	0.00	20,491.48	39.73
400-920-353-00 PSC ASSESSMENTS	6,200	0.00	4,963.83	0.00	1,236.17	80.06
400-920-369-00 CUSTOMER DEP INTEREST PAI	700	30.48	85.68	0.00	614.32	12.24
TOTAL COMMODITIES	86,350	7,336.97	25,712.85	0.00	60,637.15	29.78
<b>CAPITAL OUTLAY</b>						
400-920-459-00 CAPITAL OUTLAY COMPUTER	7,500	385.84	1,157.52	0.00	6,342.48	15.43
TOTAL CAPITAL OUTLAY	7,500	385.84	1,157.52	0.00	6,342.48	15.43
<b>NON-OPERATING EXPENSES</b>						
400-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-999-00 ADM BOARD-BILLING MISC	37,500	1,454.20	15,498.96	0.00	22,001.04	41.33
TOTAL NON-OPERATING EXPENSES	37,500	1,454.20	15,498.96	0.00	22,001.04	41.33
<b>TOTAL OFFICE/ADMIN</b>	<b>393,264</b>	<b>26,865.82</b>	<b>98,931.77</b>	<b>0.00</b>	<b>294,332.23</b>	<b>25.16</b>

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2020

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>SALARIES &amp; BENEFITS</b>						
400-955-109-00 BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
<b>BOND PAYMENTS</b>						
<b>CONTRACTUAL SERVICES</b>						
400-970-221-00 WATER BOND A 2016	270,000	22,481.88	67,978.65	0.00	202,021.35	25.18
400-970-221-01 WATER BOND 2016 RESERVE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	270,000	22,481.88	67,978.65	0.00	202,021.35	25.18
TOTAL BOND PAYMENTS	270,000	22,481.88	67,978.65	0.00	202,021.35	25.18
<b>CAPITAL/PROJECTS</b>						
<b>SALARIES &amp; BENEFITS</b>						
400-999-110-00 PAINT WATER TANKS	9,000	7,220.00	7,220.00	0.00	1,780.00	80.22
400-999-120-00 METER READER HANDHELD UPG	0	0.00	0.00	0.00	0.00	0.00
400-999-130-00 SCAT&C GRANT 2020	0	0.00	0.00	0.00	0.00	0.00
400-999-140-00 ISLAND AVE 6" TO REPLACE	0	0.00	0.00	0.00	0.00	0.00
400-999-163-00 PLANT LAB UPGRADE	0	0.00	0.00	0.00	0.00	0.00
400-999-170-00 ATLANTIC CST PIPEL PASS'G	0	0.00	0.00	0.00	0.00	0.00
400-999-172-00 KENNEDY HYDRANT REPLACEME	0	0.00	0.00	0.00	0.00	0.00
400-999-173-00 MEADE - COLLEGE TO CAMDEN	0	0.00	0.00	0.00	0.00	0.00
400-999-176-00 LIGHTBURN STREET	0	0.00	0.00	0.00	0.00	0.00
400-999-177-00 RILEY HEIGHTS	0	0.00	0.00	0.00	0.00	0.00
400-999-178-00 HYDRANT UPGRADE TO STEAME	0	0.00	0.00	0.00	0.00	0.00
400-999-187-00 BRIDGE METER SHOP TO CHEM	0	0.00	0.00	0.00	0.00	0.00
400-999-188-00 BRUSHY FORK LANE WIDENING	40,000	0.00	0.00	0.00	40,000.00	0.00
400-999-189-00 RENEW 84 METER SERVICES	0	0.00	0.00	0.00	0.00	0.00
400-999-190-00 VARIOUS OTHER PROJECTS	4,000	0.00	0.00	0.00	4,000.00	0.00
400-999-191-00 HOUSING AUTHORITY METERIN	0	0.00	0.00	0.00	0.00	0.00
400-999-197-00 PAINTING INT N. BRK TANK	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	53,000	7,220.00	7,220.00	0.00	45,780.00	13.62
<b>NON-OPERATING EXPENSES</b>						
400-999-602-00 INTAKE LARGE COMPRESSOR	0	0.00	0.00	0.00	0.00	0.00
400-999-612-00 WATER PLANT PROJ PHASE 1	0	0.00	0.00	0.00	0.00	0.00
400-999-613-00 KNOLLWOOD 4" TAP	0	0.00	0.00	0.00	0.00	0.00
400-999-619-00 24 MISC VALVES TO REPLACE	0	0.00	0.00	0.00	0.00	0.00
400-999-620-00 EMERG GEN & BOOSTER STRATI	0	0.00	0.00	0.00	0.00	0.00
400-999-621-00 PAINT INT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-622-00 LEWIS LINE EXTENTION	0	0.00	0.00	0.00	0.00	0.00

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2020

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-623-00 CORR H SOUTH WATER LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-624-00 PAINT EXT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-625-00 14 NEW CITY/COUNTY HYDRAN	0	0.00	0.06	0.00	0.00	0.00
400-999-626-00 COMMERCIAL LAWNMOWER	0	0.00	0.00	0.00	0.00	0.00
400-999-627-00 GPS & LAPTOP	0	0.00	0.00	0.00	0.00	0.00
400-999-628-00 ST JOE CHECK VALVE SYSTEM	0	0.00	0.00	0.00	0.00	0.00
400-999-665-00 DEPRECIATION FUND (NEW PL	0	0.00	0.00	0.00	0.00	0.00
400-999-666-00 VICTORIA HILL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-667-00 FILTER MEDIA REPLACEMENT	0	0.00	0.00	0.00	0.00	0.00
400-999-668-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
400-999-669-00 EWMS GRANT EXP EARLYWARNI	11,000	0.00	0.00	0.00	11,000.00	0.00
400-999-670-00 ARMORY-BRUSHY FORK LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-671-00 REPLACE FLAT METER LIDS	0	0.00	0.00	0.00	0.00	0.00
400-999-672-00 LEAK DETECTION EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
400-999-673-00 CLOW TANK BIO FILM REMOVA	0	0.00	0.00	0.00	0.00	0.00
400-999-674-00 REPLACE CREW TRUCK	0	0.00	0.00	0.00	0.00	0.00
400-999-675-00 BOOM TRUCK/SLUDGE	0	0.00	0.00	0.00	0.00	0.00
400-999-676-00 PLANT AIR COMPRESSOR	25,000	0.00	0.00	0.00	25,000.00	0.00
400-999-677-00 SLUDGE PUMPS	0	0.00	0.00	0.00	0.00	0.00
400-999-678-00 PLANT FLOW METER	0	0.00	0.00	0.00	0.00	0.00
400-999-679-00 LIME/SODA ASH FEEDER	0	0.00	0.00	0.00	0.00	0.00
400-999-680-00 VFD-H.S PUMP	0	0.00	0.00	0.00	0.00	0.00
400-999-681-00 SCADA TANK/PUMP STATION	155,872	12,989.32	38,967.96	0.00	116,904.04	25.00
400-999-681-01 ADRIAN HODGESVILLE SCADA	0	0.00	0.00	0.00	0.00	0.00
400-999-682-00 RAW WATER TURE METER	0	0.00	0.00	0.00	0.00	0.00
400-999-682-01 PROPERTY PURCHASE 161 WOO	0	0.00	0.00	0.00	0.00	0.00
400-999-682-02 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-682-03 XREA PUMPS FOR PUMPSTATIO	0	0.00	0.00	0.00	0.00	0.00
400-999-682-04 SUPERVISOR TRUCK	29,700	4,269.30	9,213.52	0.00	20,486.48	31.02
400-999-682-05 BACKHOE	11,783	1,472.93	4,492.43	0.00	7,290.57	38.13
400-999-682-06 CAPSTONE REPAIR WTP BLDGS	0	0.00	0.00	0.00	0.00	0.00
400-999-682-07 ROOFING SEAM REPAIR	0	0.00	0.00	0.00	0.00	0.00
400-999-682-08 CADD SOFTWARE LICENSE	0	0.00	0.00	0.00	0.00	0.00
400-999-682-09 TANK MIXERS TENNERTON TAN	0	0.00	0.00	0.00	0.00	0.00
400-999-682-10 N BUCKHANNON TANK CAGE	0	0.00	0.00	0.00	0.00	0.00
400-999-682-11 CHEMICAL PUMP	0	0.00	0.00	0.00	0.00	0.00
400-999-682-12 DEER CREEK ONEILL LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-683-00 SECURITY GATE	0	0.00	0.00	0.00	0.00	0.00
400-999-684-00 TANK INSPECTIONS	0	0.00	0.00	0.00	0.00	0.00
400-999-685-00 SECURITY FENCING ALL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-686-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
400-999-687-00 FLOW METER TENNERTON	0	0.00	0.00	0.00	0.00	0.00
400-999-688-00 MASTER METERS COLLEGE	0	0.00	0.00	0.00	0.00	0.00
400-999-689-00 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-690-00 EXTRA PUMPS FOR PS	0	0.00	0.00	0.00	0.00	0.00
400-999-691-00 SECURITY FOR TANKS/PS	0	0.00	0.00	0.00	0.00	0.00
400-999-692-00 BACKHOE	0	0.00	0.00	0.00	0.00	0.00
400-999-693-00 CAPSTONE REPAIR WTP	0	0.00	0.00	0.00	0.00	0.00
400-999-694-00 18" SILENT CHECK VALVE	0	0.00	0.00	0.00	0.00	0.00
400-999-695-00 3 & 4 FILTER REHAB	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	233,355	18,731.55	52,673.91	0.00	180,681.09	22.57

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CITY OF BUCKHANNON  
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AS OF: SEPTEMBER 30TH, 2020

400-WATER

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL CAPITAL/PROJECTS	286,355	25,951.55	59,893.91	0.00	226,461.09	20.92
TOTAL EXPENDITURES	2,568,931	211,522.34	588,029.71	( 1,000.00)	1,981,901.29	22.85
REVENUE OVER/(UNDER) EXPENDITURES	( 361,931)	( 34,458.33)	( 26,277.53)	1,000.00	( 336,653.47)	6.98

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Disbursements 09-01-20 to 09-30-20

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVOIR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	24.89
		601-211-00	UTILITIES - ELEC,GAS	110088822306 OHIO LIFT STA	1,326.72
				TOTAL:	1,351.61
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	8,369.09
	LYKINS OIL COMPANY	642-343-01	PLANT VEHICLE FUEL	WATER DEPT AUG 2020 FUEL B	125.82
		642-343-01	PLANT VEHICLE FUEL	DIESEL 377.9 GAL	710.65
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT AUG 2020 UNIFORMS	334.23
	HACH CHEMICAL CO	642-346-00	MAINT TREATMENT PLAN	SERVICE CONTRACT RENEWAL	8,259.00
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 8-3 TO 9-1-2020	371.71
	AMERICAN WATER WORKS ASSOC	642-221-00	TRAINING & CONTINUED	WATER WORKS MEMSHIP	318.00
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER SEPT 2020 HEALTH INS	1,763.00
		642-105-00	HEALTH INSURANCE	WATER SEPT 2020 HEALTH INS	12.00
		642-105-00	HEALTH INSURANCE	WAT AUG RETIREE SUBSIDY	800.00
		642-105-00	HEALTH INSURANCE	WATER SEPT RETIREE SUBSIDY	800.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	16.85
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	62.27
	RELIANCE LABORATORIES INC	642-349-00	COMPLIANCE MONITORIN	AIRPORT, DEER STAGE 2 DBP	360.00
	FLOW MEDIA INC	642-346-00	MAINT TREATMENT PLAN	BADGER METER	504.00
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,054.72
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	986.80
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	CHEM,SODA,ASH,LIME	4,985.00
		642-348-00	CHEMICAL COSTS	SODA ASH, PREMIER PAC	2,852.50
	RAVEN ROCK NETWORKS INC	642-211-00	UTILITIES - ELEC, GA	WATER SEPT BACK UP INTERNE	30.00
	US CELLULAR	642-211-00	UTILITIES - ELEC, GA	613-0153 7363 642-5828 514	169.31
	SPRINT	642-211-00	UTILITIES - ELEC, GA	ALL DEPT SEPT 2020 GEOTABS	168.95
	WALMART STORES INC -BUCKHANN	642-341-00	OFFICE EXPENSE	SUPPLIES	33.57
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	958.12
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	657.53

*# 8,259.00 Hach Chemical - Service Contract Renewal*  
*# 7,837.50 - Phoenix Solutions - Chemical Costs*  
*# 16,986.00 - Mid Atlantic Storage - Re-Edgecoat Deer Creek Tank*

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Disbursements 09-01-20 to 09-30-20

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	224.07
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	153.78
	AMAZON.COM	642-347-00	PLANT LAB MAINT & SU	PCRD-GREASE/SYRINGES	112.71
	USI INSURANCE SERVICES LLC	642-105-00	HEALTH INSURANCE	GROUP BENEFIT FEE 2ND INST	290.60
	PAYFLEX	642-105-00	HEALTH INSURANCE	WATER SEPT HSA FEE	16.25
	AT&T MOBILITY	642-211-00	UTILITIES - ELEC, GA	304-997-9091 JERRY MYERS	62.57
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	61.49
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	43.87
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	35.29
	**PAYROLL EXPENSES			9/01/2020 - 9/30/2020	25,982.36
				TOTAL:	61,686.11
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110083759404 BRUSHY FORK	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORK	111.23
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	5.70
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	5.68
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCKBOOSTER	62.27
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCKTANK	5.35
		660-211-00	UTILITIES - ELEC,GAS	110080788390 HIGH SCHOOL	886.81
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	7.69
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	5.68
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	5.81
	LYKINS OIL COMPANY	660-343-01	LINE VEHICLE FUEL	WATER DEPT AUG 2020 FUEL B	767.95
	UNIFIRST CORP.	660-345-00	UNIFORMS-PERSONAL SA	ALL DEPT AUG 2020 UNIFORMS	334.22
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 8-3 TO 9-1-2020	743.42
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER SEPT 2020 HEALTH INS	2,346.00
		660-105-00	HEALTH INSURANCE	WATER SEPT 2020 HEALTH INS	16.80
		660-105-00	HEALTH INSURANCE	WATER SEPT 2020 HEALTH INS	603.75
		660-105-00	HEALTH INSURANCE	WATER SEPT 2020 HEALTH INS	2.40
		660-105-00	HEALTH INSURANCE	WAT AUG RETIREE SUBSIDY	1,120.00
		660-105-00	HEALTH INSURANCE	WAT AUG RETIREE SUBSIDY	160.00
		660-105-00	HEALTH INSURANCE	WATER SEPT RETIREE SUBSIDY	1,120.00
		660-105-00	HEALTH INSURANCE	WATER SEPT RETIREE SUBSIDY	160.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	16.85
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	62.27
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	LOCATES AUG 2011	44.17
	LOWES BUSINESS ACCOUNTS	660-352-00	NEW SERVICES, UPGRAD	SAK PALLET	161.09
		660-342-00	MAINTENANCE GARAGE B	TRASHBAGS, FILTER,	137.81
		660-352-00	NEW SERVICES, UPGRAD	GRINDER CUP BRUSH	395.56
		660-352-00	NEW SERVICES, UPGRAD	GAL METAL PAINT CAN	10.04
		660-348-00	DISTRIBUTION TANK MA	CONNECTION FOR DEER CREEK	97.08
	STATE EQUIPMENT INC.	660-344-00	GENERAL EQUIPMENT MA	PARTS FOR KABOTO TRACT	80.70
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,272.78
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,249.20
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE PARTS	4,647.50
	BUCKHANNON DISCOUNT TIRE INC	660-343-00	VEHICLE MAINTENANCE	FLAT REPAIR W7	15.00
	ENTERPRISE FM TRUST	660-343-00	VEHICLE MAINTENANCE	TIRES W3	874.08
	CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	REDUCER BUSHING NIPP	346.01
		660-352-00	NEW SERVICES, UPGRAD	ANTENNA ASSY	1,020.00
		660-352-00	NEW SERVICES, UPGRAD	HYMAX 2 FLIP CPLG	919.80
	US CELLULAR	660-211-00	UTILITIES - ELEC,GAS	613-0153 7363 642-5828 514	169.31
	SPRINT	660-211-00	UTILITIES - ELEC,GAS	ALL DEPT SEPT 2020 GEOTABS	168.94

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Disbursements 09-01-20 to 09-30-20

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	ST JOSEPH HOSPITAL OF BUCKHA	660-999-00	TRAN DISTRIB MISCELL	LAB TEST THOMAS ROLENSON	50.00
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	793.72
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	779.21
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	185.64
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	182.25
	CLARKSBURG WATER BOARD	660-352-00	NEW SERVICES, UPGRAD	TANK SAMP DEER CREEK	23.00
	AMAZON.COM	660-352-00	NEW SERVICES, UPGRAD	PCRD:BATTERIES	167.92
	ISELER DEMOLITION INC	660-348-00	DISTRIBUTION TANK MA	RETAINAGE FROM ST JOE	1,820.00
	PASTENAL INDUSTRIAL	660-352-00	NEW SERVICES, UPGRAD	PCRD-SAFETY GLASSES/MARKFA	136.44
		660-352-00	NEW SERVICES, UPGRAD	KNOCKER LOOSE	10.94
		660-348-00	DISTRIBUTION TANK MA	DIPPED HEX BOLT	16.10
	MID ATLANTIC STORAGE SYSTEMS	660-352-00	NEW SERVICES, UPGRAD	RE EDGE DEER TANK	16,986.00
	USI INSURANCE SERVICES LLC	660-105-00	HEALTH INSURANCE	GROUP BENEFIT FEE 2ND INST	348.72
		660-105-00	HEALTH INSURANCE	GROUP BENEFIT FEE 2ND INST	72.86
	PAYFLEX	660-105-00	HEALTH INSURANCE	WATER SPET HSA FEE	22.75
		660-105-00	HEALTH INSURANCE	WATER SPET HSA FEE	3.25
	PORTABLE WATER SYSTEMS, LLC	660-352-00	NEW SERVICES, UPGRAD	2950 TANK FOR REPAIR	5,815.00
	A&A SAFETY	660-352-00	NEW SERVICES, UPGRAD	CONE BAR	174.00
	AT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	304-642-5819 KELLY ARNOLD	63.24
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	61.50
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	43.87
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	35.28
	**PAYROLL EXPENSES			9/01/2020 - 9/30/2020	25,219.73
				TOTAL:	73,185.37
OFFICE/ADMIN	RALSTON PRESS INC	920-341-00	MATERIALS & SUPPLIES	RECEIPT BOOK, LETTERHEAD	403.11
	OFFICESUPPLY.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-BINDERS;WIPES;CORRTAP	62.89
		920-341-00	MATERIALS & SUPPLIES	PCRD-FLDRS;LABELS;PAPER	52.11
	ENCOVA INSURANCE	920-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 8-3 TO 9-1-2020	154.68
	PITNEY BOWES INC	920-999-00	ADM BOARD-BILLING MI	SEPT 2020 PERMIT POSTAGE	373.75
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER SEPT 2020 HEALTH INS	773.25
		920-105-00	HEALTH INSURANCE	WATER SEPT 2020 HEALTH INS	4.80
		920-105-00	HEALTH INSURANCE	WAT AUG RETIREE SUBSIDY	320.00
		920-105-00	HEALTH INSURANCE	WATER SEPT RETIREE SUBSIDY	320.00
	ELECSYS INTERNATIONAL CORP	920-999-00	ADM BOARD-BILLING MI	MONTHLY MAIN CONTRACT 820	76.00
	WESTFIELD INSURANCE	920-352-00	PROPERTY INSURANCE	4-1-20 TO 4-1-2021 QTRLY P	2,503.09
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	583.49
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	585.76
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	20.00
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	AUG 2020 AA FEES	193.43
	THOMAS J O'NEILL	920-999-00	ADM BOARD-BILLING MI	REIMB ANN STATE BAR LIC RE	62.50
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	AUG 2020 CREDIT CARD FEES	935.90
	TOSHIBA FINANCIAL SERVICES	920-999-00	ADM BOARD-BILLING MI	CITY HALL COPIER LEASE	139.03
	DOLLAR GENERAL CORPORATION	920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	31.81
	RAVEN ROCK NETWORKS INC	920-999-00	ADM BOARD-BILLING MI	SEPT 2020 SERVICE CONTRACT	212.50
	DLT SOLUTIONS LLC	920-341-00	MATERIALS & SUPPLIES	CIVIL 3D,MAP3D, CAD,SEC	1,129.72
	US CELLULAR	920-211-00	UTILITIES - ELEC,GAS	642-1651 613-0113 0002	50.76
	COMMUNITY BANK	920-459-00	CAPITAL OUTLAY COMPU	ACCT#771901071 SEPT COMP S	385.84
	WALMART STORES INC -BUCKHANN	920-341-00	MATERIALS & SUPPLIES	CITY HALL SUPPLIES	37.35
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	466.56
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	377.32
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	109.11
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	88.24
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-FLDRS;INK;TRIPOD;SUPP	36.59

10-08-2020 10:08 AM

Disbursements 09-01-20 to 09-30-20

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	USI INSURANCE SERVICES LLC	920-105-00	HEALTH INSURANCE	GROUP BENEFIT FEE 2ND INST	130.98
	PAYFLEX	920-105-00	HEALTH INSURANCE	WATER SPET HSA FEE	6.50
	TYLER TECHNOLOGIES INC	920-999-00	ADM BOARD-BILLING MI	EPSON RCT MAINT TYLER U MA	551.83
		920-341-00	MATERIALS & SUPPLIES	EPSON THERMAL RCT PRINT MAI	81.73
	ROSHAN & CO/PCB CORP	920-999-00	ADM BOARD-BILLING MI	DEBT COLLECTION AUG 2020	16.73
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	64.60
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
	TRAVELERS INSURANCE	920-352-00	PROPERTY INSURANCE	OCT 2020 INS PREM AUTO LIA	1,838.76
	SUDENLINK	920-999-00	ADM BOARD-BILLING MI	CITY HALL INTERNET 92720	31.06
	**PAYROLL EXPENSES			9/01/2020 - 9/30/2020	13,608.58
				TOTAL:	26,945.34
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	SEPT 2020 WATER BOND A PYM	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN	999-681-00	SCADA TANK/PUMP STAT	WAT SEPT 2020 SCADA/METER	12,989.32
	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	22GCPD 2017 FORD F150 LEAS	997.03
		999-682-04	SUPERVISOR TRUCK	22GCR2 2017 NISSAN LEASE F	766.13
		999-682-04	SUPERVISOR TRUCK	22GCHW 2017 NISSAN LEASE F	763.38
		999-682-04	SUPERVISOR TRUCK	22GCHP 2017 NISSA LEASE PY	763.38
		999-682-04	SUPERVISOR TRUCK	22GDSQ 2017 NISSA LEASE PY	763.38
		999-682-04	SUPERVISOR TRUCK	TELEMATICS GEOTAB HARDWARE	216.00
	COMMUNITY BANK	999-682-05	BACKHOE	WAT SEPT 2020 BACKHOE PYMT	1,472.93
	CLEVELAND BROTHERS EQUIPMENT	999-110-00	PAINT WATER TANKS	LIFT RENTAL TENNERTON TNK	7,220.00
				TOTAL:	25,951.55

ACP Costs

reconciled 9/15/20

	Revenues	Expenditures	
2017-2018	106097.22	-106397.22	-300
2018-2019	2177710.73	-1901847.64	275863.09
2019-2020	115199.9	-339848.61	-224648.71
			50914.38
	2399007.85	-2348093.47	50914.38

We owe \$50914.38 back to ACP. They told us to keep 6421.00 as we originally thought that was the excess received.

We are to remit \$44,493.30 back to ACP.

When we were getting final totals to work on Financial reports RDT calculated different totals than what we were showing. Upon going through each receipt and each expenditure, I see part of the problem was two Engineering expenses that we counted twice, which happen the same time we received the \$1,522,520 check from ACP.

ACP wanted to keep Engineer expense separate from the construction expense. So they didn't catch this either.

Another part of the problem was applying invoices against funds we received in advance.

So toward the end of the project expenses were being used against the remaining funds and ACP sent checks that did not match expenses.

Also, Jay caught that the Sanitary Board had not reimbursed the Water Board for boring work done at the same time

The contractor (Chojnacki Construction) was already in an area in which the Sanitary department needed two bores This bore expense was paid by Water Board through the ACP project invoices and needed reimbursed in the amount of \$18,000.

Will pay ACP \$44,493.30 from Water Board account (\$26,493.30 ACP project and \$18,000.00 Sanitary bore work)

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

**D. Department Report**

**D.1 Water Dept. Report** - Kelly Arnold provided an update to the Board on the following items:

**CITY OF BUCKHANNON WATER DEPARTMENT**

**Monthly Report for September 2020**

- Water leaks - 6
- Weekly safety meetings took place
- Locates
- Renewed service - 0
- New Services - 0
- Residential meters changed - 1
- Residential meters tested - 0
- Public Service District meters tested - 0
- All meters were read in system
- Clearing brush from ROW's and tank sites
- Painting on Tennerton tank
- Hydrant painting
- Clearing meter barrel lids.
- Clearing out valve boxes
- Repair meter barrels
- Maintenance booster stations
- Hydrant flushing started October 5
- GPS valves, services, leaks for past year
- 63.24 million gallons of water treated for month of September - 2.11 million a day
- Cost per million gallons were treated for June was \$179.79
- 45,875 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered -282
- Non-Payments
- Continue to work on back-flow/cross-conn program
- Maintenance equipment

Month: Sep-19

			Monthly Total	Y-T-D	
Million Gallons Treated:			63.24	193.995	
Total Chemical Treatment Cost:			9875.94	34877.91	
Cost per Million Gallons:			156.17	179.79	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.18 lb		308	363.44	2655.664
Chlorine	0.375 lb		1600	600	2017.5
Fluoride	0.55 lb		400	220	687.5
KMnO4	3.00 lb		474.5	1423.5	5199
NaMno4	1.4 lb			0	0
Lime	0.15 lb		1050	157.5	723
Premier Pac	0.35 lb		10940	3829	13202
Soda Ash	0.295 lb		8500	2507.5	8068.25
Sodium Hex	1.55 lb		500	775	2325
Smart-Phos	14.16 GAL		0	0	0
				<u>9875.94</u>	<u>34877.91</u>

Kelly advised the Board that he no longer was maintaining a 90-day supply of chemicals as our supplier is comfortable supplying us with our needs on a regular basis.



He also reported that there is one shut-off was scheduled for non-compliance of the backflow requirement. Discussion took place regarding the request for compliance and warnings.

Jay reported that he is working on the Tennerton Booster station property acquisition plans.

**D.2 Water Storage Tennerton Tank Project Update**– Painting has been completed.

**D.3 Hydrant Flushing** – This began October 5.

**D.4 Backflow Elkins Road P.S.D.** – Jay Hollen and Kelly has been working on this project and it is on schedule.

**D.5 Rexroad Brushy Fork Road Waterline Extension Project** – Kelly and Jay gave an overview of this project and the extent of our involvement.

The Mayor moved Strategic Issue G.3 Distribution Personnel Compensation to the table. Kelly gave an overview of the current compensation plan and asked that the Board approve a starting hourly wage of \$15.00 per hour as he interviews potential new hires.

**Motion to approve a \$15.00 per hour for the Distribution Personnel Compensation was made by Nestor/Rizo. Motion carried.**

The City of Buckhannon Water Department is accepting applications until Friday, November 20, 2020 for the position of full-time laborer.

Benefits include health insurance and participation in the Public Employee Retirement System. Pay for this position is \$15.00 per hour.

Candidates

- Must be 18 years of age or older.
- Possess a valid WV driver license
- Possess a High School diploma or equivalent.
- Must be in good physical condition. This job includes but is not limited to lifting at least 50 pounds, climbing, digging, cleaning and maintenance.
- Must be willing to work in all types of weather and environment.
- Will be required to pass a Water Distribution test for certification within one year of hire.

Eligible candidates will be subject to a background check and drug test.

Applications may be obtained at City Hall, 70 E Main St, Buckhannon WV, Mon-Fri 8:30 am to 4:30 pm.

The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons.

Amberle Jenkins  
Assistant Recorder  
City of Buckhannon

Run 10/29/20 & 11/5/20

# **Job Posting**

**City of Buckhannon**

**Water Department**

**Position:** Water Distribution Operator

**Location:** Buckhannon, WV

**Duration:** Full-time

**Pay:** Commensurate to experience and qualifications; Benefits package.

**Position Summary:**

The Operator will perform a variety of tasks in the operation and maintenance of a water distribution system and will be required to work over when needed which includes nights, weekends and holidays.

**Tasks to be performed (but not limited to)**

- Operation of distribution which involves starting and stopping of pumps, quality control/compliance testing, data interpretation, make process control adjustments, diagnose operating problems and perform the necessary corrective action, observation of SCADA system, troubleshoot and repair as necessary, read water meters, repair water leaks, main line work and water service work.
- Prepare required reports and maintain complete record keeping procedures.
- Perform work not directly related to distribution operations such as cleaning and housekeeping, lawn and site maintenance, etc.
- Assist plant personal as needed.

**Recommended Qualifications**

- High School diploma or GED
- Valid West Virginia drivers license
- Will be required to pass Water Distribution test and be certified within one year after hire.
- Will be required to obtain meter testing card, and Cross connection Backflow licenses.
- Possess basic knowledge in the principles of water distribution operations and maintenance.
- Possess knowledge of computer software including Microsoft Word, excel and data management systems.
- Must be able to lift 50 pounds above shoulder level.
- Must be willing to function within a Team oriented workplace.
- Be willing to work in mud, and all types of weather.

Applicants can pick up an application in person at Buckhannon City Hall, 70 E. Main Street, Buckhannon, WV 26201 between the hours of 8:30am-4:30pm Monday-Friday. Pay for this position is \$15.00 an hour

Applications will be accepted until November 20, 2020.

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

**E.1 Mt Hope Water Association Meeting Minutes-August 2020**

Mt Hope Water Association Minutes  
Board of Directors Meeting Monday August 17, 2020

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, August 17, 2020 at 6:00 pm, at the Mt Hope Water Office. The meeting was called to order by President Donnie Tenney at 6:00 pm. Board members in attendance were President Donnie Tenney, Vice-President Brock Perkins, Tom Davis, Deborah Cvechko, Marcella Kelley and Navonda Tenney. Also in attendance were Secretary/Treasurer Laurie Adams, KJ Woody from Atlas, Jeff May and Alan Westfall, from Quality Water Services LLC.

Minutes from the previous Regular Meeting were approved, a motion was made by Tom, motion carried. The Treasurer's Report was presented along with the past month's bank statements, they were 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. Jeff presented the Operator's Report. Jeff requested a bench vice be purchased to install in the garage. Marcella made a motion to purchase a bench vice up to \$75.00, motion carried. The leak adjustments were all approved, a motion was made by Tom, motion carried.

Spotloe Electric has taken care of the lighting issues for both the office and pump stations. John Brugnoli has installed the outside cameras. An additional electric box had to be ordered and installed for the outside cameras. Inspection of the water tanks by Mid Atlantic Storage Systems is expected to be done within the following week. The Democrat Ridge tank is now leaking in two places on one panel, that will be repaired during the inspection. The signed contract and requested paperwork for the Annual PSC Report and our independent audit were dropped off at John Burdette's office on July 29. Laurie said the request for a rate increase has been made and received by the PSC. Ben Claypool from the WV DOH had requested to be put on our agenda to discuss repairs being made on the roadways. Mr. Claypool did not attend the meeting. The board discussed recent damage to Mt Hope's equipment by the DOH on the Country Club Rd. The board would like all expenses incurred by Mt Hope Water sent to the DOH for reimbursement. Doerr Development II LLC has submitted a written request to install a 350' x 2" water line in their development on the Phillips Dairy Rd. The PSC has been consulted and said it would be a modification to the existing Alternate Mainline Extension Agreement already in place. After reviewing the enclosed paperwork Brock made a motion to authorize their request after they write up an agreement that the board approves and the "as built" drawings previously requested, are submitted to Mt Hope Water Association, motion carried. There have been damages to Mt Hope's equipment out in the field. The PSC allows us to be reimbursed if the damage is deliberate. A policy on these damages is not presently necessary. Two recent Boil Water Advisories were delayed due to the time the samples were taken. Alan said the samples are being taken as soon as personnel and operating hours are available. Laurie mentioned the WV Rural Water Association had called our office to ask about late charges during the months of March-August billing. An email was sent to their office with that information. A motion was made by Tom to adjourn the meeting, motion carried.

Submitted by: Laurie Adams

**E.2 Elkins Road P.S.D. Meeting Minutes-August 2020**

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
August 14, 2020

ADDITIONAL QUESTIONS ON AGENDA

We had several people show up to our meeting with different concerns. Jerry Wamsley attended to ask about his pressure remaining the same as he has with the tank being refurbished. Board explained we would be doing tests to check the tank's condition in general while they work on tank and would check his meter to make sure he was getting water. Andrew attended to ask about when to expect the water line to be laid on Burnt Bridge Road, the Board explained they weren't exactly sure but then explained how long the contractor had to complete the work.

Glen Dusenbury, District Representative, attended to inquire how the Phase III extension was going.

MAINTENANCE

Dave Whimley, System Operator, discussed the July Maintenance Report which he had prepared for the meeting. He was asked to continue to find leaks and try and get the unaccounted for water loss down even more. Meter reading for the months of August and September were discussed due to Phase III extra work and other unforeseeable problems.

PERSONNEL

Under Wamsley made a motion to call an executive session at 6:00 p.m. under WV Code 6-9A-1. Sonny Matthews seconded. Motion carried. Sonny Matthews made a motion to come out of Executive Session at 6:50 p.m. Larry Heare, seconded. Motion carried. No decisions were made during executive session. A pay increase was approved by the Board by Dave Whimley, Larry Wilson and Carson Tompkins effective the next pay period. Carey Wagner moved to recommend writing a resignation letter for Larry Heare as his term expires September 30, 2020. Sonny Matthews seconded.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heare. Meeting adjourned at 7:00 p.m.

The next meeting will be held on Tuesday, September 1, 2020 at 5:00 p.m.

Respectfully submitted,

PREPARED BY: Board of Directors' Secretary, Glen Dusenbury

Attachments: Agenda  
Glen Dusenbury

Elkins Road Public Service District  
Board of Directors Regular Meeting  
August 4, 2020

ADDITIONAL QUESTIONS ON AGENDA

We had several people show up to our meeting with different concerns. Jerry Wamsley attended to ask about his pressure remaining the same as he has with the tank being refurbished. Board explained we would be doing tests to figure the tank out to maintain our pressure while they work on tank and would check his meter to make sure he was ok. Jerry Anderson attended to ask about when to expect the water line to be laid on Burnt Bridge Road, and Board explained they weren't exactly sure but then explained how long the contractor has to complete the work.

Niant Ducebury, District Representative, attended to inquire how the Phase III extension was going.

MAINTENANCE

Dave Wamsley, System Operator, discussed the July Maintenance Report which he had prepared for the meeting. He was asked to continue to find leaks and try and get the unaccounted for water loss down even more. Meter readings for the months of August and September were discussed due to Phase III extn work and other unforseeable problems.

PERSONNEL

Curry Wagner made a motion to carry into a meeting Resolution at 5:50 p.m. under WV Code 6-9A-4. Sonny Matthews seconded. Motion carried. Sonny Matthews made a motion to come out of Executive Session at 6:00 p.m. Larry Heater seconded. Motion carried. No decisions were made during executive session. A pay increase was approved by the Board for Dave Wamsley, Lizzy Wilson and Charlyn Douglas effective the next pay period. Curry Wagner moved to recommend writing a reappointment letter for Larry Heater as his term expires September 30, 2020. Sonny Matthews seconded.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 7:00 p.m.

The next meeting will be held on Tuesday, September 1, 2020 at 5:00 p.m.

Respectfully submitted:

Elkins Road Board of Directors  
Elkins, WV 26031

Attachments: Agenda  
Sign In sheet



**E.3 CityPR: COB Flushing Fire Hydrants**

**The City of Buckhannon Water Department**

will begin flushing fire hydrants Monday, October 5, 2020 and will continue each workday from 8:00 am to 4:30 pm throughout the city water system, until complete. This does not include the public service districts. Please check water before doing any light colored laundry. Water may be discolored due to flushing, contact City Hall at 304-472-1430 for further information.

**E.4 WV DHHR Site Visit Inspection Report**

STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Office of Environmental Health Services

Bill J. Crouch  
Cabinet Secretary

Ayie Anjad, MD, MPH  
Commissioner & State Health Officer

September 18, 2020

The Honorable Robbie Skinner, Mayor  
Chairman, Buckhannon Water Board  
70 East Main Street  
Buckhannon, West Virginia 26201

RE: City of Buckhannon Public Water Supply  
PWSID #3304902  
Upshur County

Dear Mayor Skinner:

Enclosed please find the site visit report for the Buckhannon Water Board's Public Water System which was conducted on September 15, 2020. We appreciate your efforts, and those of your staff, to operate the water system in compliance with the US EPA's Safe Drinking Water Act (SDWA), as amended, and the West Virginia Public Water Systems Legislative Rule (64CSR3). Your staff is doing an excellent job. Your continued, proactive administrative support of your operations staff is strongly endorsed.

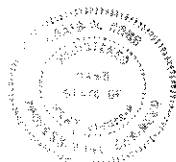
This office wants to work with you and your staff to continue to insure that the Buckhannon Water Board's Public Water Supply is in compliance with all of the mandates imposed by the federal Safe Drinking Water Act and the West Virginia Public Water Systems Legislative Rule. After you have reviewed the report with your chief operator, Jerry Myers, and with the other members of the operations staff, and the Buckhannon Water Board's management, please don't hesitate to contact this office with any questions or concerns which you may have.

Sincerely yours,

*Craig R. Cobb*  
Craig R. Cobb, P.E., District Engineer  
Environmental Engineering Division

CRC

cc: Jerry Myers, Chief Operator  
Central Office File, Water Sanitation Surveys



Fairmont District Office  
416 Adams St., Ste. 530  
Fairmont, WV 26554  
Phone: 304-368-2530 Fax: 304-367-2755

## E.5 Email-Atlantic Coast Pipeline Reconciliation of Overpayment

FW: FW: ACP Reconciliation Question

jay.hollen@buckhannonwv.org  
Re: amy.jenkins@buckhannonwv.org

Wed, Sep 18, 2020 at 3:46 PM

From: Eric G. Schneider@dominioneenergy.com <Eric.G.Schneider@dominioneenergy.com>  
Sent: Wednesday, September 16, 2020 3:37 PM  
To: jay.hollen@buckhannonwv.org  
Cc: Brittany.C.Moody@dominioneenergy.com, Shane.M.Thomas@dominioneenergy.com, Jaso.K.Surrah@dominioneenergy.com, Ronald.M.Baker@dominioneenergy.com, Eric.G.Schneider@dominioneenergy.com  
Subject: RE: FW: ACP Reconciliation Question

Jay Hollen,

Thanks for reaching out regarding your internal audit findings and the issue of overpayment.

In lieu of restoring an investigation into verifying all historical payments to City of Buckhannon related specifically to the water upgrade project, we'll assume the total amount (\$66,914) of your department's audit findings as the overpayment.

Further, the City of Buckhannon can keep the \$6,421 we previously committed for commensurate purposes.

Please refund the excess amount of \$44,493.30 in form of a check made payable to Atlantic Coast Pipeline LLC; mailed to following:

Atlantic Coast Pipeline LLC  
c/o MRP Processing Department  
2801 Charles City Road  
Richmond, VA 23231

Before the check is mailed, we'd appreciate a scan of the refund check be e-mailed to Jane Bush (CC'd in this email) to ensure it is processed properly.

Jane,

Refund can be coded to 24640 PLUS AP1 6 5WA11,32

Best,  
Eric

Eric Schneider

ADP Regional Project Controls Lead - ADP North

Energy Infrastructure Group

## E.6 ACP Contact #2- Water Dpt Invoice to be paid by Sewer Dpt

Chojnacki Construction, Inc.

P.O. Box 22  
Hamlin, WV 25923  
P: 304-778-3299  
F: 304-778-3299

INVOICE NO. 1  
DATE 2/16/2019  
CUSTOMER ID Scruples, Bryon

TO Bryan "Buck" Samples, Superintendent  
c/o Buckhannon Sanitary Department  
70 East Main Street  
Buckhannon, WV 26201

Comments Bore & Jack Services  
Brushy Fork Road  
near Buckhannon, WV

JOB		PAYMENT TERMS		
DESCRIPTION	QUANTITY	AMOUNT	TOTAL	
Installation of 60 LF of 16" Ø Steel Casing Pipe near Brushy Fork Mart	60.00	\$180.00	\$18,000.00	\$18,000.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
<b>TOTAL DUE</b>			<b>\$18,000.00</b>	

Make all checks payable to City of Buckhannon Water Department as the above-referenced services were performed under the Water Department's ACP Water System Improvement Project Contract No. 2 but were performed solely for the benefit and use by the City of Buckhannon Sanitary Department.

THANK YOU FOR YOUR BUSINESS!!!

## E.7 Thank you letter to Dominion Energy

October 8, 2020

Rob Trimmer, PE  
Natural Gas Infrastructure Development Consultant  
Atlantic Coast Pipe, LLC  
c/o Dominion Energy  
707 East Main Street, 10<sup>th</sup> Floor  
Richmond, VA 23219

Re: Thank You Letter  
Atlantic Coast Pipeline Project

Dear Mr. Trimmer:

On behalf of the City of Buckhannon (City) and the City of Buckhannon Water Department (Water Department), I would like to thank you and your team for the monetary contribution of \$2,101,898.17 Dominion Energy made to the Water Department for the water distribution system upgrades that were necessary to ensure that the Water Department was able to provide the amount of potable water needed by Dominion Energy for their hydrostatic pressure testing of the proposed 42" O gas line through Upshur County.

Through the efforts of Dominion Energy and the Water Department working hand-in-hand to resolve the necessary improvements and water demand issues to the existing water distribution system in the Brushy Fork / Stony Run areas of Upshur County just outside of Buckhannon, which included the installation of over 17,100 linear feet of new potable water supply waterlines, the installation of a new 1,000 gpm booster station and all necessary appurtenances that would have provided Dominion Energy with the necessary flow rates required for the hydrostatic pressure testing of the Atlantic Coast Pipeline without jeopardizing the Water Department's responsibility of meeting the daily potable water demands of the citizens of Buckhannon and Upshur County.

Not only were these water distribution system improvements beneficial to Dominion Energy, but the improvements allowed the Water Department's existing waterlines in the service areas, which were over 50 years old and in need of replacement, to be done so at no cost to the citizens of Buckhannon.

Therefore, as Mayor of the City of Buckhannon and Chair of the Buckhannon Water Board, I wanted to call out Dominion Energy's contributions and say "Thank You" on behalf of the citizens of Buckhannon for Dominion Energy's wonderful example of corporate citizenship and to let you know that if you ever need anything from the City or the Water Department in the future, please do not hesitate to contact me at your convenience at (304) 477-1651, Extension 1002.

Sincerely,

Robert N. Seimer, III,  
Mayor

cc: Members of City Council  
Member of the Water Board  
Jery Arnold - Director of Public Works  
Kelly Arnold - Water Department Superintendent  
Engineering Files

**E.8 Letter from Governor RE: CARES Act Funding-Residential Utility Services Grant Funding Availability**

*Jim Justice*  
Governor of West Virginia

October 1, 2020

Dear West Virginia Residential Utility Customer:

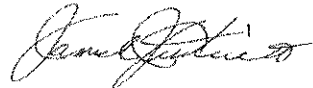
As your Governor, I said from the very beginning of this pandemic that I was going to do everything in my power to help every West Virginian affected during this difficult time. That is why I have allocated \$25 million of CARES Act funding to provide much needed relief to West Virginians who are struggling to pay their utility bills due to economic hardships caused by COVID-19.

You are receiving this letter because your utility service provider's records show that you have a past due balance for a utility bill for services provided on or after March 1, 2020. The grant funds I am providing for you will pay some, or all, of your utility bills and help you continue receiving these essential services if your unpaid bills are due to COVID-19.

Anyone with eligible unpaid utility bills resulting from financial hardships caused by the COVID-19 pandemic is eligible for this grant. By completing the application form attached, and by signing and returning it to the utility company from which you received this letter, you may be eligible for some or all of your outstanding utility debt related to the impact of the COVID-19 pandemic to be paid on your behalf.

I pray that these funds give you some peace of mind. I know West Virginians are some of the most resilient people on earth, and I know that we will all get through this pandemic if we stay together and stay West Virginia Strong.

Sincerely,



Jim Justice  
Governor

Jay Hollen discussed item E.7 Thank you letter to Dominion Energy with the Board.

**F. Consent Agenda**

**F.1 Approval of Minutes - September 2020**

**Motion to approve the September 2020 Minutes was made by Reger/Nestor. Motion carried unanimously.**

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

**G.1 Participation in the Sustainable Management of Rural & Small Systems Workshop**  
- Action was taken earlier in the meeting.

**G.2 Discussion Upshur County Industrial Park HOA Switches** - Kelly and Jay gave an overview of this situation. Jay reported that the UCDA agreed that the City was not responsible for costs regarding the installation of the switches. No action was necessary.

**G.3 Distribution Personnel Compensation** - Action was taken earlier in the meeting.

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

- **Board Member Rizo** - Nothing further.
- **Board Member Thomas** - Nothing further.
- **Board Member Reger** - Nothing further.
- **City Recorder Sanders** - Nothing further.
- **Board Member Nestor** - Nothing further.
- **Kelly Arnold** - Nothing further.
- **Jerry Arnold** - Nothing further.
- **Jay Hollen** - Nothing further.

**I. Mayor's Comments and Announcements** – The Mayor commended all members of the Water Department and the Board for their exceptional work.

**J. Adjournment**

**With no further business to bring before the Board, the Chair adjourned the meeting at 4:44 PM.**

**Mayor Robert N. Skinner III**

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**City Recorder Randall H. Sanders**

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