

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

A regular meeting of the Buckhannon Water Board was held on Thursday, September 10, 2020 at 4:00 p.m. in Council Chambers of City Hall. The following was in attendance:

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

Guests: Jerry Wamsley

**Meeting Agenda Posted 08/11/2020**

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

*City of Buckhannon Water Board – 4:00pm in Council Chambers of City Hall  
Meeting Agenda for Monday, September 10, 2020*

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- A. **Call to Order**
  - A.1 **Moment of Silence**
  - A.2 **Pledge to the Flag of the United States of America**
- B. **Recognized Guests**
  - B.1
- C. **Financial Report-Amby Jenkins**
  - C.1 **August 2020**
  - C.2 **Move Funds from CD to Money Market Account During Renewal**
- D. **Department Report**
  - D.1 **Water Department Report (Kelly)**
  - D.2 **Deer Creek Water Storage Tank Repair**
  - D.3 **Industrial Park Booster Station Update**
  - D.4 **Tennerton Booster Station-Property Acquisition &New Booster Station Building**
- E. **Correspondence and Information**
  - E.1 **Mt Hope Water Association Meeting Minutes-July 2020**
  - E.2 **Letter to Martin-Refund of Monies-Waterline Extension Project dated 07/14/15 Lesson Drive Devel**
  - E.3 **Resignation Notice-Kevin Arnold-Water Plant Operator**
  - E.4 **Resignation Notice-John Petrulak III-Water Plant Operator**
  - E.5 **Notice- Water Department Accepting Application for a Full-Time Water Plant Operator**
  - E.6 **WV Rural Water Association Renewal of Voting Membership**
  - E.7 **Email RE: Loan & Grant Information for Water System Rehabilitation Project**
- F. **Consent Agenda**
  - F.1 **Approval of Minutes –August 13, 2020**
- G. **Strategic Issues for discussion and vote**
  - G.1 **Approval Hiring of Two Water Plant Operators**
  - G.2 **Discussion Possible Hire Distribution Crew**
  - G.3 **Approval Budget Revision**
- H. **Board Members Comments and Announcements**
- I. **Mayor's Comments and Announcements**
- J. **Adjournment**

Posted 09/04/2020

Next Water Board Meeting is scheduled for October 8, 2020 at City Hall

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

A.1 The Mayor invited all those in attendance to join him in a moment of silence.

A.2 The Pledge to the Flag of the United States of America was led by Jerry Wamsley.

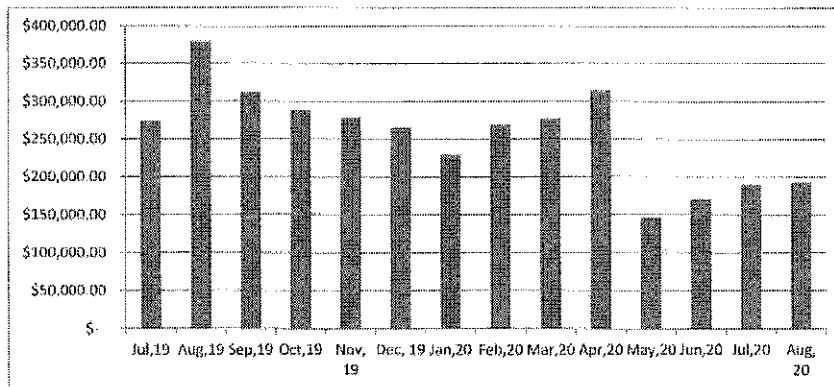
**B. Recognized Guests: None**

**C. Financial Report:**

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

**WATER BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

<b>Balance August 31, 2020</b>	
Money market & checking	\$ 192,906.46
Note: includes ACP \$6,421.08	
2% Depreciation fund	\$ 384,722.10
CD Citizens Bank (1.49%)11/30/19	\$ 579,232.83
Savings	\$ 1,521.55



**Money Market and Checking Trend**  
Note: Bond Payments began March 2017 \$22751.66 per mth.

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.

WV Rural contacted us on behalf of Gas Office (CARES) asking for amount of delinquent accts since March 1<sup>st</sup> to now. Water is \$13945. This does not count HPSD that is in deferred agreement.

9-10-2020 09:50 AM

**CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2020**

400-WATER					% OF YEAR COMPLETED:	
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	75,441.32	155,695.04	0.00	724,504.96	17.67
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	580,000	40,060.55	82,105.92	0.00	457,894.08	14.16
400-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,327.50	2,655.00	0.00	12,345.00	17.70
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>116,829.37</b>	<b>240,255.96</b>	<b>0.00</b>	<b>1,234,744.04</b>	<b>16.29</b>
<b>OUTSIDE DISTRICTS</b>						
400-360-000-00 MT HOPE WATER (MASTER MET	130,000	9,886.10	20,625.62	0.00	109,374.38	15.87
400-360-000-01 HOGGESVILLE PSD (MASTER M	219,000	16,433.64	34,479.60	0.00	184,520.20	15.74
400-360-000-02 ELRINS ROAD PSD (MASTER M	130,000	11,595.20	23,849.23	0.00	106,150.77	16.35
400-360-000-03 ADRIAN PSD (MASTER METER)	214,000	15,723.31	32,183.74	0.00	180,816.26	15.51
<b>TOTAL OUTSIDE DISTRICTS</b>	<b>693,000</b>	<b>53,638.25</b>	<b>112,138.19</b>	<b>0.00</b>	<b>560,861.61</b>	<b>16.18</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
400-366-000-00 TAP FEES	5,000	4,500.00	6,000.00	0.00	1,000.00	120.00
400-366-000-01 RECLASSIFY REVENUE-ARMORY	0	0.00	0.00	0.00	0.00	0.00
400-366-000-02 RECLASSIFY REVENUE	0	0.00	0.00	0.00	0.00	0.00
400-366-100-00 PROJECTS NOT 5.5 RULE	2,000	0.00	0.00	0.00	2,000.00	0.00
400-366-200-00 CAPITALIZE PROJ EQIP COSTS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL GRANTS</b>	<b>7,000</b>	<b>4,500.00</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	2,106.41	3,878.06	0.00	15,121.94	20.41
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	325.00	525.00	0.00	1,475.00	26.25
400-370-000-04 C / MARTIN 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>2,431.41</b>	<b>4,403.06</b>	<b>0.00</b>	<b>16,596.94</b>	<b>20.97</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. NONOPERATING INCOME	10,000	3,900.00	7,598.76	0.00	2,401.24	75.99
<b>TOTAL OTHER REVENUE</b>	<b>11,000</b>	<b>3,900.00</b>	<b>7,598.76</b>	<b>0.00</b>	<b>3,401.24</b>	<b>69.08</b>
<b>TOTAL REVENUE</b>	<b>2,207,000</b>	<b>181,269.33</b>	<b>384,688.17</b>	<b>0.00</b>	<b>1,822,311.83</b>	<b>17.43</b>

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2020

400-WATER

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>BAD DEBT</b>						
*****						
<b>NON-OPERATING EXPENSES</b>						
400-550-676-00 BAD DEBT EXPENSE (return)	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>						
*****						
<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>RESERVOIR MANGMT DAM</b>						
*****						
<b>SALARIES &amp; BENEFITS</b>						
400-601-103-00 RESERVOIR 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	1,372.86	4,116.27	0.00	14,643.73	21.94
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	18,760	1,372.86	4,116.27	0.00	14,643.73	21.94
<b>COMMODITIES</b>						
400-601-342-00 MAINTENANCE RIVER INTAKE	5,000	196.00	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	84.28	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	280.28	464.35	0.00	16,535.65	2.73
TOTAL RESERVOIR MANGMT DAM	35,760	1,653.14	4,580.62	0.00	31,179.38	12.81
<b>WATER PLANT</b>						
*****						
<b>SALARIES &amp; BENEFITS</b>						
400-642-103-00 WATER PUMPS SALARIES	315,809	21,614.25	45,393.41	0.00	270,414.59	14.37
400-642-104-00 FICA TAX	24,160	1,659.22	3,484.20	0.00	20,675.80	14.42

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2020

400-WATER

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	51,964	1,807.50	12,983.10	0.00	38,980.90	24.58
400-642-106-00 RETIREMENT	31,580	1,962.80	4,116.72	0.00	27,463.28	13.04
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	423,512	27,043.77	65,977.43	0.00	357,534.57	15.58
<b>CONTRACTUAL SERVICES</b>						
400-642-211-00 UTILITIES - ELEC, GAS, PH	133,000	9,014.28	17,710.04	0.00	115,285.96	13.32
400-642-221-00 TRAINING & CONTINUED EDUC	4,500	0.00	0.00	0.00	4,500.00	0.00
400-642-226-00 UNEMPLOYMENT/COMPENSATION	9,000	371.71	1,115.13	0.00	7,884.87	12.39
TOTAL CONTRACTUAL SERVICES	146,500	9,386.00	18,825.17	0.00	127,670.83	12.85
<b>COMMODITIES</b>						
400-642-341-00 OFFICE EXPENSE	3,000	196.00	387.68	0.00	2,612.32	12.92
400-642-342-00 MAINT TREATMENT PLANT BLD	21,000	279.54	279.54	0.00	20,720.46	1.33
400-642-343-00 VEHICLE MAINTENANCE	1,500	15.00	15.00	0.00	1,485.00	1.00
400-642-343-01 PLANT VEHICLE FUEL	4,400	195.80	380.82	0.00	4,019.18	8.66
400-642-344-00 GENERAL EQUIPMENT MAINTEN	2,000	236.51	711.50	0.00	1,288.50	35.58
400-642-345-00 UNIFORMS PERSONAL SAFETY	3,500	267.98	267.99	0.00	3,232.02	7.64
400-642-346-00 PLANT MAINT TREATMENT EQU	75,000	89.83	245.58	0.00	74,754.42	0.33
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	3,509.97	3,509.97	0.00	11,490.03	23.40
400-642-349-00 CHEMICAL COSTS	200,000	19,125.46	29,629.96	0.00	170,370.04	14.91
400-642-349-00 COMPLIANCE MONITORING	15,000	370.00	658.19	0.00	14,341.81	4.39
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	545.38	545.38	0.00	2,454.62	18.18
TOTAL COMMODITIES	355,400	24,832.95	36,631.00	0.00	318,769.00	10.31
TOTAL WATER PLANT	925,412	61,262.72	121,433.60	0.00	803,978.40	13.12
<b>WATER LINES</b>						
*****						
<b>SALARIES &amp; BENEFITS</b>						
400-660-103-00 T & D LINE CREW SALARIES	307,600	23,849.42	48,409.95	0.00	258,190.05	15.74
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	1,836.10	3,726.44	0.00	19,805.56	15.84
400-660-105-00 HEALTH INSURANCE	75,348	3,141.70	20,187.48	0.00	55,160.52	26.79
400-660-106-00 RETIREMENT	30,760	2,384.95	4,841.00	0.00	25,919.00	15.74
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	437,240	31,212.17	77,164.87	0.00	380,075.13	17.65
<b>CONTRACTUAL SERVICES</b>						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	28,000	1,655.17	3,474.16	0.00	24,525.84	12.41
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	2,230.26	0.00	11,769.74	15.93
TOTAL CONTRACTUAL SERVICES	43,700	2,398.59	5,704.42	0.00	37,995.58	13.05
<b>COMMODITIES</b>						
400-660-341-00 OFFICE EXPENSE	4,000	39.00	591.50	0.00	3,408.50	14.78
400-660-342-00 MAINTENANCE GARAGE BLDG	3,000	0.00	512.88	0.00	2,487.12	17.10

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2020

400-WATER

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-660-343-00 VEHICLE MAINTENANCE	4,000	575.74	1,575.29	0.00	2,424.71	39.36
400-660-343-01 LINE VEHICLE FUEL	11,000	794.25	1,502.07	0.00	9,497.93	13.66
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	1,092.23	1,270.68	0.00	15,729.32	7.47
400-660-345-00 UNIFORMS-PERSONAL SAFETY	7,000	267.38	267.38	0.00	6,732.62	3.82
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	23,000	138.11	138.11	0.00	22,861.89	0.55
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	5,615.91	9,680.78	1,000.00	77,319.22	10.09
400-660-353-00 MAPPING & LINE LOCATING E	3,500	37.97	81.37	0.00	3,418.63	2.32
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	176,000	11,560.59	15,620.06	1,000.00	161,379.94	8.31
NON-OPERATING EXPENSES						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,200	498.72	498.72	0.00	701.28	41.56
TOTAL NON-OPERATING EXPENSES	1,200	498.72	498.72	0.00	701.28	41.56
TOTAL WATER LINES	658,140	45,670.07	99,988.07	1,000.00	560,151.93	14.89
WATER METERS						
SALARIES & BENEFITS						
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
CONTRACTUAL SERVICES						
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
COMMODITIES						
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, E	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
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
TOTAL WATER METERS	0	0.00	0.00	0.00	0.00	0.00

9-10-2020 09:50 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2020

400-WATER

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OFFICE/ADMIN						
SALARIES & BENEFITS						
400-920-101-00 AD & GE SALARIES BOARD	24,000	2,015.38	4,030.76	0.00	20,769.24	16.25
400-920-103-00 AD & GE OFFICE SALARIES	169,000	11,640.08	23,405.17	0.00	145,594.83	13.95
400-920-104-00 FICA TAX	15,000	1,044.60	2,099.17	0.00	12,900.83	13.99
400-920-105-00 HEALTH INSURANCE	23,384	946.05	5,984.08	0.00	17,399.92	25.59
400-920-106-00 RETIREMENT	19,380	1,190.52	2,394.91	0.00	16,985.09	12.36
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	251,564	16,838.63	37,914.09	0.00	213,649.51	15.07
CONTRACTUAL SERVICES						
400-920-211-00 UTILITIES - ELEC, GAS, PHON	1,750	149.92	390.51	0.00	1,379.49	21.17
400-920-221-00 TRAINING & CONTINUED EDUC	500	0.00	0.00	0.00	500.00	0.00
400-920-226-00 UNEMPLOYMENT/COMPENSATION	9,100	154.68	989.03	0.00	7,510.97	7.27
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	10,350	305.50	959.54	0.00	9,390.46	9.27
COMMODITIES						
400-920-341-00 MATERIALS & SUPPLIES EXPE	25,000	2,135.04	3,527.93	37.35	21,434.72	14.26
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	123.25	663.25	0.00	2,337.75	22.09
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	0.00	9,166.67	0.00	24,833.33	26.96
400-920-353-00 PSC ASSESSMENTS	5,200	0.00	4,963.33	0.00	1,236.67	90.06
400-920-369-00 CUSTOMER DEF INTEREST PAI	700	29.58	55.29	0.00	644.71	7.89
TOTAL COMMODITIES	66,350	2,265.67	18,375.98	37.35	67,936.77	21.32
CAPITAL OUTLAY						
400-920-455-00 CAPITAL OUTLAY COMPUTER	7,500	385.84	771.68	0.00	6,728.32	10.29
TOTAL CAPITAL OUTLAY	7,500	385.84	771.68	0.00	6,728.32	10.29
NON-OPERATING EXPENSES						
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	4,357.33	14,044.76	0.00	23,455.24	37.45
TOTAL NON-OPERATING EXPENSES	37,500	4,357.33	14,044.76	0.00	23,455.24	37.45
TOTAL OFFICE/ADMIN	393,264	24,171.37	72,065.95	37.35	321,160.70	18.33

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2020

400-WATER

% OF YEAR COMPLETED: 16.67

Table with columns: DEPARTMENTAL EXPENDITURES, CURRENT BUDGET, CURRENT PERIOD, YEAR TO DATE ACTUAL, TOTAL ENCUMBERED, BUDGET BALANCE, % YTD BUDGET. Rows include SALARIES & BENEFITS, BOND PAYMENTS, CONTRACTUAL SERVICES, and CAPITAL/PROJECTS.

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2020

400-WATER

% OF YEAR COMPLETED: 16.67

Table with columns: DEPARTMENTAL EXPENDITURES, CURRENT BUDGET, CURRENT PERIOD, YEAR TO DATE ACTUAL, TOTAL ENCUMBERED, BUDGET BALANCE, % YTD BUDGET. Rows include various equipment and maintenance items like CORR N SOUTH WATER LINE, SCADA TANK/PUMP STATION, and TOTAL NON-OPERATING EXPENSES.

CITY OF BOCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2020

400-WATER

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL CAPITAL/PROJECTS	286,355	16,934.96	33,942.96	0.00	252,418.64	11.85
TOTAL EXPENDITURES	2,568,931	172,173.54	376,507.37	962.65	2,193,386.28	14.62
REVENUE OVER/(UNDER) EXPENDITURES	( 301,931)	9,115.79	8,180.80	962.65	371,074.45	2.53-

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disbursements 08-01-20 TO 08-31-20

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVOIR MANGMT DAM	NON POWER	601-211-00	UTILITIES - ELEC,GAS	11008822306 OHIO LIFT STA	1,347.40
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	25.46
	LOWES BUSINESS ACCOUNTS	601-347-00	MAINTENANCE DAM	DAM REPAIR	84.28
	AMAZON.COM	601-342-00	MAINTENANCE RIVER IN	PCRD-SUBMERSIBLE PUMPS	196.00
			TOTAL:	1,653.14	
WATER PLANT	NON POWER	642-211-00	UTILITIES - ELEC, GA	31222911910281 WOOD ST	8,568.19
	LYKINS OIL COMPANY	642-343-01	PLANT VEHICLE FUEL	WATER JULY 2020 FUEL BILL	195.00
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT JUL 2020 UNIFORMS	267.38
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 7-2 TO 8-2-2020	371.71
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER AUG 2020 HEALTH INS	1,775.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST	0.00
		642-211-00	UTILITIES - ELEC, GA	356643-423103 WOOD ST	16.85
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	39.55
	RELIANCE LABORATORIES INC	642-349-00	COMPLIANCE MONITORIN	TEST SAMPLES	70.00
		642-349-00	COMPLIANCE MONITORIN	TOC, ALK, BRO FLORIDE AUG	70.00
	HARBOR FREIGHT TOOLS	642-344-00	GENERAL EQUIPMENT MA	PCRD-CREASEGR/COUPLER	34.98
	LOWES BUSINESS ACCOUNTS	642-346-00	MAINT TREATMENT PLAN	MATERIAL FOR AIR VED ROOM	89.83
		642-344-00	GENERAL EQUIPMENT MA	PLANT SUPPLIES	201.53
		642-342-00	MAINT TREATMENT PLAN	PLANT REPAIR	114.58
		642-342-00	MAINT TREATMENT PLAN	PAINT BRUSHES	14.96
	ACE HARDWARE & CONTRACTOR SU	642-342-00	CHEMICAL COSTS	FLUORIDE	1,930.00
	SAL CHEMICAL INC	642-348-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	376.00
	WV PUBLIC EMPLOYERS RETIREMEN	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	986.80
		642-106-00	PLANT LAB MAINT & SU	DUES TO VOTE	1,744.60
	WV PURAL WATER ASSOCIATION	642-347-00	VEHICLE MAINTENANCE	REPAIR FLAT W-5	15.90
	BOCKHANNON DISCOUNT TIRE INC	642-343-00	CHEMICAL COSTS	CHEMICALS	9,327.66
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	SODA, PAC, AQUASORB, POT	7,637.50
		642-348-00	CHEMICAL COSTS	PLANT LAB MAINT & SU LAB SUPPLIES, FREIGHT	1,661.33

#1,930.00 Sol Chemical - Chemical Cost  
 #16,965.16 - Phoenix Solutions - Chemical Cost  
 #2,819.00 - Ferguson Waterworks - Fire Service at Theatre  
 #3,640.00 - Core & Main - Industrial Park Booster

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disbursements 08-01-20 TO 08-31-20

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
WATER LINES	DS CELLULAR	642-211-00	UTILITIES - ELEC, GA	613-0153 7363 642-5828 514	159.31
	STON OUY LLC	642-349-00	PLANT MISCELLANEOUS	T SHIRTS	545.38
	WALMART STORES INC -BUCKHANN	642-341-00	OFFICE EXPENSE	CLEANING SUPPLIES	158.36
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	657.88
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	686.23
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	153.87
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	160.64
	CLARKSPUNG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	BACT T SAMPLES	230.00
	AMAZON.COM	642-347-00	PLANT LAB MAINT & SU	PCRD-GREASE	104.04
		642-341-00	OFFICE EXPENSE	PCRD-FILE FOLDERS	39.72
	PAYPLEX	642-105-00	HEALTH INSURANCE	WATER JULY HRA FEES	16.25
		642-105-00	HEALTH INSURANCE	WAT AUG HSA FEES	16.25
	PHOENIX LTD	642-348-00	CHEMICAL COSTS	PCRD-LAB EQUIP.	230.30
	SIGNAL REDUCTIBLES	642-342-00	MAINT TREATMENT PLAN	PCRD-DEDUCTIBLE TO REPLACE	150.00
	AT&T MOBILITY	642-211-00	UTILITIES - ELEC, GA	304-987-4051 JERRY MYERS	79.84
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2630-101615-4 WATER	61.44
		642-211-00	UTILITIES - ELEC, GA	30401158600826024 WAT TELE	43.87
		642-211-00	UTILITIES - ELEC, GA	472-8625-030719-4 WAT FAX	35.28
	**PAYROLL EXPENSES			8/01/2020 - 8/31/2020	21,614.25
				TOTAL:	21,262.72
WATER LINES	NON POWER	660-211-00	UTILITIES - ELEC,GAS	110081759404 BRUSHY FORK	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORK	119.01
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	5.99
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.00
		660-211-00	UTILITIES - ELEC,GAS	11008518216 DEERCKBOOSTER	53.82
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00
		660-211-00	UTILITIES - ELEC,GAS	11008513984 DEERCKTANK	5.35
		660-211-00	UTILITIES - ELEC,GAS	110085780390 HIGH SCHOOL	1,004.42
		660-211-00	UTILITIES - ELEC,GAS	110109158834 ST JOE TOWER	7.58
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RFE 20 0	6.52
	LYKINS OIL COMPANY	660-343-01	LINE VEHICLE FUEL	WATER JULY 2020 FUEL BILL	794.25
	A F WENDLING INC	660-999-00	TRAN DISTRIB MISCELL	BOTTLED WATER	378.81
	UNIFIRST CORP.	660-345-00	UNIFORMS-PERSONAL SA	ALL DEPT JUL 2020 UNIFORMS	267.35
	REGION VII PLANNING PDC	660-352-00	NEW SERVICES, UPGRAD	WAT/SEWER GIS SERVICES	550.00
	SOUTHERN STATES COOP INC	660-352-00	NEW SERVICES, UPGRAD	WEED CONTROL	59.99
	RITE-WAY HEATING & PLUMBING	660-352-00	NEW SERVICES, UPGRAD	WATER LINE AND FERNCO	108.25
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 7-2 TO 8-2-2020	742.42
	AIRGAS USA, LLC	660-352-00	NEW SERVICES, UPGRAD	WELDING SUPPLIES	136.11
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER AUG 2020 HEALTH INS	3,089.70
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST	0.00
		660-211-00	UTILITIES - ELEC,GAS	356643-423103 WOOD ST	16.85
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	39.55
	WV DIVISION OF HIGHWAYS	660-252-00	NEW SERVICES, UPGRAD	PERMIT 33 JOB	53.95
	MESS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	JULY 20 811'S	37.97
	LOWES BUSINESS ACCOUNTS	660-348-00	DISTRIBUTION TANK MA	FITTINGS FOR TANK	16.51
		660-344-00	GENERAL EQUIPMENT MA	DRILL BITS	36.92
		660-348-00	DISTRIBUTION TANK MA	PAINT FOR TANK	121.66
		660-344-00	GENERAL EQUIPMENT MA	TARPS TO COVER PUMPS	114.48
	BROFFEY TRUCKING INC	660-352-00	NEW SERVICES, UPGRAD	CHUCKER RUN	413.75
	STATE EQUIPMENT INC.	660-344-00	GENERAL EQUIPMENT MA	SAW PARTS	72.80
	CRISS SALES & SERVICE	660-344-00	GENERAL EQUIPMENT MA	SAW REPAIR	280.94
	JENKINS FORD INC	660-343-00	VEHICLE MAINTENANCE	REPAIR WORK TRUCK	560.74
WV PUBLIC EMPLOYERS RETIREMEN	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,213.86	

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		660-104-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,171.89
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	FIRE SERVICE THEATRE	2,819.00
		660-352-00	NEW SERVICES, UPGRAD	REPAIR KIT 77 MAIN GOUND	128.00
	MISSION COMMUNICATIONS, LLC	660-352-00	NEW SERVICES, UPGRAD	ADRIAN METER SIGHT	563.40
	BUCHANAN DISCOUNT TIRE INC	660-343-00	VEHICLE MAINTENANCE	FLAT TIRE REPAIR	15.00
	CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	IND PARK BOOSTER	2,840.00
	US CELLULAR	660-211-00	UTILITIES - ELEC,GAS	613-0153 7363 642-5828 514	169.31
	SLON GUY LLC	660-352-80	NEW SERVICES, UPGRAD	T SHIRTS	545.47
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	754.80
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	791.28
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	176.98
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	171.03
	AMAZON.COM	660-102-00	NEW SERVICES, UPGRAD	PCRD-SWIVEL ADAPTER	128.67
		660-344-00	GENERAL EQUIPMENT MA	PCRD-BOOTS BC SAFETY GLASS	188.23
		660-352-00	NEW SERVICES, UPGRAD	PCRD-BRASS SWIVEL ADAPTER	42.89
		660-352-00	NEW SERVICES, UPGRAD	PCRD-PIPE WRENCHES	399.50
		660-999-00	TRAN DISTRIE MISCELL	PCRD-COVID FACE MASKS	119.98
		660-341-00	OFFICE EXPENSE	PCRD-INK	39.00
	WESTERN INDUSTRIAL	660-352-00	NEW SERVICES, UPGRAD	PCRD-SAFETY GLASSES	27.45
		660-344-00	GENERAL EQUIPMENT MA	RIGHT ANGLE DRILL	397.66
	PAYPLEX	660-105-00	HEALTH INSURANCE	WATER JULY HSA FEES	22.76
		660-105-00	HEALTH INSURANCE	WATER JULY HSA FEES	3.25
		660-105-00	HEALTH INSURANCE	WAT AUG HSA FEES	22.75
		660-105-00	HEALTH INSURANCE	WAT AUG HSA FEES	3.25
	AT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	304-642-5819 KELLY ARNOLD	80.51
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	61.50
		660-211-00	UTILITIES - ELEC,GAS	3040156600826024 WAT TELE	43.87
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	35.29
	**PAYROLL EXPENSES			8/01/2020 - 8/31/2020	23,849.42
				TOTAL:	46,678.07
OFFICE/ADMIN	GATES SUPPLY	920-341-00	MATERIALS & SUPPLIES	PLOTTER INK	21.13
	ENCOVA INSURANCE	920-106-00	UNEMPLOYMENT/COMPENS	RCB1005474 7-2 TO 8-2-2020	154.88
	PITNEY BOWES INC	920-999-00	ADM BOARD-BILLING MI	AUG 2020 PERMIT POSTAGE	1,218.81
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER AUG 2020 HEALTH INS	935.05
	ELECSYS INTERNATIONAL CORP	920-999-00	ADM BOARD-BILLING MI	MONTHLY MAINTENANCE CONTRA	76.00
	HART OFFICE SOLUTIONS INC	920-999-00	ADM BOARD-BILLING MI	C.H. COPIER 84W COPY OVERA	9.28
	PITNEY BOWES	920-341-00	MATERIALS & SUPPLIES	JUL-SEPT 2020 LEASE CHARGE	681.03
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	585.81
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	584.71
		920-106-00	RETIREMENT	WV HEALTH TIER2 CONTRIBUTI	20.00
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	AR FEES JULY 2020	195.72
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	JULY 2020 CREDIT CARD FEES	809.37
		920-341-00	MATERIALS & SUPPLIES	JUN 2020 CREDIT CARD FEES	267.82
	TOSHIBA FINANCIAL SERVICES	920-999-00	ADM BOARD-BILLING MI	COPIER LEASE CITY HALL	139.03
	DOLLAR GENERAL CORPORATION	920-341-00	MATERIALS & SUPPLIES	CITY HALL SUPPLIES	21.69
	RAVEN ROCK NETWORKS INC	920-999-00	ADM BOARD-BILLING MI	AUG 2020 SERVICE CONTRACT	212.50
		920-999-00	ADM BOARD-BILLING MI	BITDEFENDER ANTIVIRUS RENE	448.85
	CORE & MAIN LP	920-999-00	ADM BOARD-BILLING MI	HAND HELD MAINT 20/21	795.00
		920-999-00	ADM BOARD-BILLING MI	HAND HELD MAINT 20/21	1,405.00
	US CELLULAR	920-211-00	UTILITIES - ELEC,GAS	642-1531 613-0113 0000	60.41
	COMMUNITY BANK	920-499-00	CAPITAL OUTLAY COMPS	ACCT#771901871 AUG CUMP SR	285.84
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	467.12
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	379.64

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	109.25
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	88.79
	WV STATE AUDITOR	920-349-00	AUDITING EXPENSE	FY 2019 AUDIT	123.25
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-NAME PLATES COUNCIL	4.47
		920-341-00	MATERIALS & SUPPLIES	PCRD-COVID FACE MASKS	18.50
		920-341-00	MATERIALS & SUPPLIES	PCRD-ASSET LABELS	16.61
		920-341-00	MATERIALS & SUPPLIES	PCRD-RIBBON,FOLDERS,TOWELS	23.44
		920-341-00	MATERIALS & SUPPLIES	PCRD-FILE CABINET	93.26
	PAYPLEX	920-105-00	HEALTH INSURANCE	WATER JULY HSA FEES	6.50
		920-105-00	HEALTH INSURANCE	WAT AUG HSA FEES	6.50
	UPSHUR COUNTY CLERK	920-999-00	ADM BOARD-BILLING MI	MILBURN ESTATE	5.00
		920-999-00	ADM BOARD-BILLING MI	NINE ESTATE	5.00
		920-999-00	ADM BOARD-BILLING MI	HOLLOWAY ESTATE	5.00
		920-999-00	ADM BOARD-BILLING MI	ORNDORFF ESTATE	5.00
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101615-4 CITY HAL	64.60
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
	SUDDENLINK	920-999-00	ADM BOARD-BILLING MI	AUG 2020 INTERNET	31.86
	**PAYROLL EXPENSES			8/01/2020 - 8/31/2020	13,655.46
				TOTAL:	24,141.79
BOND	MUNICIPAL BOND COMM OF WV	970-201-00	WATER BOND A 2016	AUG 2020 WATER BOND A PYMT	22,481.85
				TOTAL:	22,481.85
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN	999-682-04	SCADA TANK/PUMP STAT	WAT AUG 2020 SCADA/METER P	12,989.32
	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	22GCPD 2017 FORD F150 LEAS	562.20
		999-682-04	SUPERVISOR TRUCK	22GCR2 2017 NISSAN LEASE P	474.59
		999-682-04	SUPERVISOR TRUCK	22GCWC 2017 NISSAN LEASE P	471.79
		999-682-04	SUPERVISOR TRUCK	22GCWF 2017 NISSAN LEASE PY	471.79
		999-682-04	SUPERVISOR TRUCK	22GDSQ 2017 NISSA LEASE PY	471.79
	COMMUNITY BANK	999-682-05	BACKHOE	WAT AUG 2020 BACKHOE PYMT	1,472.93
				TOTAL:	16,934.36

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

**C.2 Move Funds from CD to Money Market Account During Renewal - Amby announced that this action was not necessary at this time.**

The Mayor then used the Chair's Prerogative to move G.3 Approval Budget Revision to the table. Amby reviewed the necessary budget revisions with the Board, which includes receiving funds through FEMA for the Automatic Transfer Switch Replacement and an adjustment of expenditures for Deer Creek tank repairs.

City Engineer Jay Hollen gave an in depth overview of the Water Treatment Plant Emergency Automatic Transfer Switch Replacement Reimbursement Request and the opinion that he recently received from FEMA, which would enable us to receive \$53,587.73, which is \$4,298.27 less than the cost of the emergency replacement of the automatic transfer switch.

WATER BUDGET REVISION 9-10-20		ORIGINAL	REVISION ADJUSTMENT		
REVENUES					
400-399-000-00	MISC INCOME	\$ 10,000.00	\$ 22,801.00	\$ 32,801.00	To receive refund of \$53000 for transfer switch through the FEMA generator grant
			\$ 22,801.00		
EXPENDITURES					
400-660-352-00	NEW SERVICES, UPGRADE MATERIAL	\$ 86,000.00	\$ 22,801.00	\$ 108,801.00	Deer Crk tank repairs, reedgecoat/recaulk
			\$ 22,801.00		

**Motion to approve the requested Budget Revision and allow Jay Hollen to submit the appropriate documentation and invoice for the \$53,587.73 was made by Nestor/Rizo. Motion carried**

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

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

**CITY OF BUCKHANNON WATER DEPARTMENT  
Monthly Report for August 2020**

- Water leaks – 0
- 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
- Finished work on the dam
- Theatre fire service installed
- Repair on Deer Creek Tank finished
- 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 possible in late October
- GPS valves, services, leaks for past year
- 63.61 million gallons of water treated for month of August - 2.12 million a day
- Cost per million gallons were treated for June was \$187.92
- 68,035 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered -294
- Non-Payments – 51
- Continue to work on back-flow/cross-conn program
- Maintenance equipment
- 

The Mayor ask about the work on South Kanawha Street and Kelly reported there was a repair made near Jenkins Auto Body Shop earlier this morning. Kelly did mention there are 93,967 feet of water lines in our current system that need replaced. At today's cost, that would total approximately 3.5 Million dollars. Mr. Nestor ask if this would be part of the considerations for a rate study. Kelly said that it would. Further discussions on needed system repairs took place.

**D.2 Deer Creek Water Storage Tank Repair** – These repairs are complete per Kelley.

**D.3 Industrial Park Booster Station Update** – Jay Hollen provided a brief update.

**D.4 Tennerton Booster Station-Property Acquisition & New Booster Station Building** - Jay provided an overview including an outline of the property acquisition & new booster station building that we will need to address very soon.

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



## E.1 Mt Hope Water Association Meeting Minutes-July 2020

Mt Hope Water Association Minutes  
Board of Directors Meeting Monday July 20, 2020

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, July 20, 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, Brian Elmore, Tom Davis, Deborah Cvechko, Marcella Kelley and Navonda Tenney. Also in attendance were Secretary/Treasurer Laurie Adams, Jeff May, Alan and Stephanie Westfall, from Quality Water Services LLC.

Discussion about the overtime charged for the month of June by Quality Water Services, was discussed. Alan and Stephanie agreed to adjust the bill and the mowing will be more carefully watched. The water samples will continue as in the past.

Minutes from the previous Regular Meeting were approved, a motion was made by Marcella, 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. Laurie mentioned we were no longer charging gas at Fast Stop. The Mt Hope Monthly Report was presented and approved. Jeff presented the Operator's Report. The meters that are 15 years old or less that are replaced, will be tested for possible re-use. The leak adjustments were all approved, a motion was made by Brian, motion carried. The mapping request made by Jeff has been fulfilled and has been useful and time saving. Brian said Spotloe Electric had agreed to take care of the lighting issues for both the office and pump station. He also said when John returns from vacation he will discuss installing the outside cameras with him. Laurie updated the board on the storm door, it has been replaced. A portable fluoride tester has been purchased to aide in leak detection. It was recommended by the City of Buckhannon Water Dept. and Alan. Laurie included an offering from Extreme Endeavors for the board to consider. Our present payment expires in a year. There was discussion about the inspection of the water tanks and the proposal from Pittsburg Tank & Tower and Mid Atlantic Storage Systems. Tom made a motion to accept the Mid Atlantic proposal to inspect all 6 operating tanks if the price will be no more than \$1500 for the first and \$750 for each additional tank, motion carried. The annual PSC Report and our independent audit are coming due. A motion was made by Tom to contact John Burdette about doing both the report and the audit, motion carried. The board then discussed a possible rate increase. A motion was made by Brock to apply with the PSC for a rate hike and specifically ask for the residential (5/8) taps to be \$750.00 and commercial taps to be "at cost", motion carried. Mt Hope has a monthly charge from Mon Power for a "repeater". After discussion it was determined it is no longer needed. The board agreed to discontinue that service. Laurie showed the board a binder she is now keeping with maintenance and repairs made to Mt Hope's properties and equipment. A motion was made by Brian to adjourn the meeting, motion carried. The meeting was adjourned at 7:51pm.

Submitted by: Laurie Adams

## E.2 Letter to Martin-Refund of Monies-Waterline Extension Project dated 07/14/15 Leeson Drive Devel

September 3, 2020

Mr. Patrick Martin  
BM Properties, LLC  
P O Box 721  
Buckhannon, WV 26201

Re: Refund of Monies – Waterline Extension Project  
Leeson Drive Development  
Per the Main Line Extension Agreement dated July 14, 2015


Dear Mr. Martin,

Bases upon the active water usage accounts at the Leeson Drive Development that were active for the past six (6) months and per the requirements of the executed Main Line Extension Agreement dated July 14, 2015, I recommend that a total reimbursement payment be made to BM Properties, LLC in the amount of \$505.44, which includes \$126.36 for the four (4) water accounts within the Leeson Drive Development that have been active for the past six (6) months.

Please note that the next biannual reimbursement payment will be made on, or around, March 3, 2021. The amount of the reimbursement payment will depend upon the number of active water accounts within the development but it is anticipated that the reimbursement will include the active water accounts for the six (6) water meter services along Leeson Drive that are currently active (one (1) new service was added on July 21, 2020 and one (1) new service was added on August 28, 2020 and will total approximately \$758.16 (\$126.36 per each water usage account times (6) accounts).

If you have any questions or comments regarding the information contained in this letter, please contact me at your convenience at (304) 472-1651, extension 1006 or via email at [jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org).

Sincerely,

  
James S. Hollen, III, PE  
City Engineer

## E.3 Resignation Notice-Kevin Arnold-Water Plant Operator

Kevin Arnold  
P.O. Box 29  
Rock Cave, WV 26234

August 25, 2020

Buckhannon Water Department  
103 Wood Street  
Buckhannon, WV 26201

Dear Kelly Arnold,

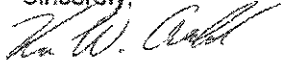
Please accept this letter as my formal resignation from Class 4 Water Operator at Buckhannon Water Plant, effective 30 days from today, August 25, 2020.

During my time at Buckhannon Water Plant, I have been fortunate for the opportunity to grow and learn more about water treatment. Your guidance and support have prepared me well for the future.

I hope that we will have opportunities to collaborate in the future.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,



Kevin W. Arnold

Form EW-74 (May 2012)

C&T Use Only	
Date Received:	___/___/___
Staff Lead:	_____
<input type="checkbox"/> Not a complete submission & returned	

**Water or Wastewater Operator Resignation Notice**

TO: C&T Program  
350 Capitol Street Room 313  
Charleston, WV 25301  
Phone: (304) 356-4335, Fax: (304) 558-4322  
[www.wvdhhr.org/cehs/eed/swap/training&certification](http://www.wvdhhr.org/cehs/eed/swap/training&certification)

FROM: First Name: Kevin Last Name: Arnold  
Middle Initial: W Suffix: \_\_\_\_\_ Certification #: WVOP 28845  
Date of Birth (mm/dd/yy): 10/17/89 Home Phone: 304-704-6234

I am submitting this form to notify the Commissioner of my resignation with the following:

Public System Name: City of Buckhannon Water Board  
Check if  water or  wastewater

PWSID#/Permit#: 3304902  
City of Buckhannon

System Owner Name: Robbie Skinner - Mayor Phone: 304-472-1051  
Chairman

Check One Below:

In accordance with 64CSR04 *Public Water Systems Operators* and/or 64CSR05 *Wastewater Systems and Operators*, I am providing at least 30 calendar days in advance of the voluntary termination of my employment at the above noted system.

I am providing less than the 30 calendar days in advance of the voluntary termination of my employment at the above noted system. However, the system owner noted above and I agree that this is in the best interest of all involved and the system was able to plan accordingly for adequate coverage in accordance with 64CSR04 *Public Water Systems Operators* and/or 64CSR05 *Wastewater Systems and Operators*.  
System Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am providing less than the 30 calendar days in advance of the voluntary termination of my employment at the above noted system.

I certify to the best of my knowledge, all information provided on this form is true and accurate. I certify I have read, understood and complied with all the laws of WV under the provisions of 64CSR04 *Public Water Systems Operators* and/or 64CSR05 *Wastewater Systems and Operators*.

Signature: Kevin W. Arnold Date: 8-25-2020

**E.4 Resignation Notice-John Petrulak III-Water Plant Operator**

John Petrulak III  
840 Shawnee Drive  
Buckhannon, WV 26201

To whom it may concern,

Please accept this letter as my resignation from the City of Buckhannon. I have tremendous respect for the water department. Out of all the water plants that I have been a part of, Buckhannon is at the top of my list. I've been presented with many opportunities here and have tried to capitalize on most of them. I will always be forever grateful to the City of Buckhannon for taking me in at the water treatment plant, and allowing myself to advance my license from a class II to a class IV operator. That is a debt that I will never be able to repay. My hat's off to Kelly Arnold. He supervises a great department. The water distribution goes above and beyond of what's asked of them. They're one of the best, if not the best in the state. The same can be said about the water treatment side. Jerry Myers brings out the best of you. He pushes you to become the best operator that you can be. The current group of operators shows that I have all the respect in the world for this group.

Sincerely,

John Petrulak

Form EW-74 (May 2012)

<b>C&amp;T Use Only</b>
Date Received: ___/___/___
Staff Lead: _____
<input type="checkbox"/> Not a complete submission & returned

**Water or Wastewater Operator Resignation Notice**

TO: C&T Program  
350 Capitol Street Room 313  
Charleston, WV 25301  
Phone: (304) 356-4336, Fax: (304) 568-4322  
[www.wvdhhr.org/cehs/eed/swap/training&certification](http://www.wvdhhr.org/cehs/eed/swap/training&certification)

FROM: First Name: John Last Name: Petrulak  
Middle Initial: \_\_\_\_\_ Suffix: III Certification #: WVOP29917  
Date of Birth (mm/dd/yy): 11/13/1963 Home Phone: 304-517-6799

I am submitting this form to notify the Commissioner of my resignation with the following:

Public System Name: City of Buckhannon  
Check if  water or  wastewater  
PWSID#/Permit#: 33049a2  
System Owner Name: Robbie Skinner III Phone: 304-472-1651

**Check One Below:**

- In accordance with 64CSR04 *Public Water Systems Operators* and/or 64CSR05 *Wastewater Systems and Operators*, I am providing at least 30 calendar days in advance of the voluntary termination of my employment at the above noted system.
- I am providing less than the 30 calendar days in advance of the voluntary termination of my employment at the above noted system. However, the system owner noted above and I agree that this is in the best interest of all involved and the system was able to plan accordingly for adequate coverage in accordance with 64CSR04 *Public Water Systems Operators* and/or 64CSR05 *Wastewater Systems and Operators*.  
System Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- I am providing less than the 30 calendar days in advance of the voluntary termination of my employment at the above noted system.

I certify to the best of my knowledge, all information provided on this form is true and accurate. I certify I have read, understood and complied with all the laws of WV under the provisions of 64CSR04 *Public Water Systems Operators* and/or 64CSR05 *Wastewater Systems and Operators*.

Signature: \_\_\_\_\_ Date: 8-14-2020

### E.5 Notice- Water Department Accepting Application for a Full-Time Water Plant Operator

The City of Buckhannon Water Department will be accepting applications for a Full-Time Water Plant Operator.

Pay will be based on experience and qualifications, benefits included.

The Water Plant Operator will perform a variety of tasks in the operation and maintenance of a water treatment plant and work a rotating shift schedule which includes nights, weekends and holidays.

#### Qualifications

- Preference will be given to candidates that possess a WV Water Treatment Plant Operators License.
- High School diploma or GED
- Valid West Virginia drivers license
- 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 in a Team oriented workplace.

If selected for hire, candidate will be subject to a background check, drug test and skills test.

The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons, and employees without regard to any individual's creed, race, color, ethnicity, national origin, religion, gender, age, handicap, familial status, or sexual orientation.

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. Applications will be accepted until September 8, 2020.

RUN RECORD DELTA 08/20/20 & 08/27/20

\*\*EXTENDED DEADLINE TO 09/30/20 RUN DATE RECORD DELTA 09/17/20 & 09/24/20

## E.6 WV Rural Water Association Renewal of Voting Membership



### West Virginia Rural Water Association

108 Young Street \* Scott Depot, WV 25560-7839 \* 304/241-1689

August 19, 2020

City of Buckhannon  
70 E. Main St.  
Buckhannon, WV 26201

Dear City of Buckhannon:

On behalf of the West Virginia Rural Water Association, thank you for renewing your **Voting Membership**. Your membership will help us meet the growing demands of providing information, assistance, and training to rural water and waste water systems.

More than ever our organization is being called upon to provide information regarding new regulations, legislative mandates, funding sources, and technology. Membership dues play an important role in helping us meet these challenges.

WVRWA is committed to our programs of on-site assistance, training, and expanding our services. Since federal funding sources are continually shrinking, support from member systems such as yours is critical to our survival.

Please let us know if you require information or assistance.

Sincerely,

Amanda McGinnis  
Membership Coordinator

## E.7 Email RE: Loan & Grant Information for Water System Rehabilitation Project

[jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org)

**From:** Shane Whitehair <[swhitehair@regionvii.com](mailto:swhitehair@regionvii.com)>  
**Sent:** Thursday, August 13, 2020 7:50 AM  
**To:** [jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org)  
**Subject:** RE: State and Federal grants for system maintenance

These are just a few programs, as I didn't mention the ones I don't think Buckhannon would be eligible for or be best options.

1. WV Drinking Water Treatment Revolving Fund (DWTRF)—this is low interest loan program. However, they do have a small amount of funds available to be allocated as debt forgiveness. This program is administered by BPH.
2. WV Infrastructure & Jobs Development Council (IDC)—this program has loan and grant funds available to do improvement/rehab projects.
3. US Department of Agriculture (USDA) Rural Utilities Service—this program has loan and grant funds available to do improvement/rehab projects.

If the City wishes to pursue, we could talk more specifically about the scope of the project to see if other options would be possible as well.

**Shane Whitehair**  
Executive Director  
Region VII Planning and Development Council  
PO Box 849  
21 East Main Street, Suite 102  
Buckhannon, WV 26201  
(W) 304.472.6564  
(C) 304.613.1386  
(F) 304.472.6590  
[swhitehair@regionvii.com](mailto:swhitehair@regionvii.com)

**From:** [jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org) <[jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org)>  
**Sent:** Thursday, August 13, 2020 7:26 AM  
**To:** Shane Whitehair <[swhitehair@regionvii.com](mailto:swhitehair@regionvii.com)>  
**Subject:** RE: State and Federal grants for system maintenance

Shane,

If you have the time, could you identify which programs are grants, which are loans and which are combos?

Thanks.

jay

From: Shane Whitehair <[swhitehair@regionvii.com](mailto:swhitehair@regionvii.com)>  
Sent: Monday, July 13, 2020 1:14 PM  
To: [jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org)  
Subject: RE: State and Federal grants for system maintenance

Jay

There are numerous programs available that provide improvements/rehabilitation to existing systems. However, we don't need to use the word maintenance, as this is not allowed or its looked negatively to funding agencies.

These programs are available to any public water provider in the state. Some of the programs include: WV Drinking Water Treatment Revolving Fund (DWTRF), Community Development Block Grants (CDBG), WV Infrastructure & Jobs Development Council (IJDC), US Department of Agriculture (USDA), Appalachian Regional Commission (ARC) and US Economic Development Administration (EDA). Some of these are loan programs, grant programs and/or both.

If we need to get into the specifics on each of these programs, just let me know.

Hope this helps

**Shane Whitehair**

Executive Director  
Region VII Planning and Development Council

## **F. Consent Agenda**

### **F.1 Approval of Minutes – August 13, 2020**

**Motion to approve the August 13, 2020 Minutes was made by Nestor/Reger. Motion carried unanimously.**

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

**G.1 Approval Hiring of Two Water Plant Operators** – Kelly gave an overview as to how he is handling the upcoming Plant Operators shortage compelling him to spend more time in the plant and less time with the Distribution Crew.

**Motion to approve the hiring of two Water Plant Operators was made by Nestor/Rizo. Motion carried.**

**G.2 Discussion Possible Hire Distribution Crew** – Discussion took place regarding the consequences of staff shortages.

**Motion to approve the hiring of one person for the Distribution Crew was made by Rizo/Thomas. Motion carried.**

**G.3 Approval Budget Revision** – This was addressed earlier in the meeting. No further action was necessary.

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

- **Board Member Rizo** – He urged that the Board support Kelly by giving him the tools necessary to manage the current challenges he is facing with the plant operations, distribution, and the pandemic. He thanks all members of the department for their work.
- **Board Member Thomas** – He thanked everyone for all the work that they do. Wished everyone a great weekend.
- **Board Member Reger** – He appreciates all that the Water Department employees do and is impressed by the plant and its capabilities. He feels the department does a fantastic job.
- **City Recorder Sanders** – No further comments.
- **Board Member Nestor** – He echoes all the other comments and commended Kelly and his crew. He is pleased with the department.
- **Kelly Arnold** – No further comments.

Jerry Wamsley was recognized and mentioned that he hopes the Board considers requests of employees at the Water Department when they apply for a new position within the department.

**I. Mayor's Comments and Announcements** – The Mayor commended all members of the Water Department for their exceptional work. He asked for the Board to remain for a brief Executive Session.

**J. Adjournment**

**Motion to adjourn from the regular meeting at 4:44 PM was made by Thomas/Nestor. Motion carried.**

**Motion to go into Executive Session at 5:02 PM was made by Thomas/Rizo. Motion carried.**

**Motion to adjourn from Executive Session at 5:40 PM was made by Rizo/Nestor. Motion carried.**

No action was necessary by the Board.

**Motion to adjourn at 5:41 PM was made by Thomas/Nestor. Motion carried.**

**Mayor Robert N. Skinner III**

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**City Recorder Randall H. Sanders**

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