

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

A regular meeting of the Buckhannon Water Board was held on Thursday, February 11, 2021 at 4:00 p.m. at City Hall in Council Chambers. The following were in attendance (GTM – GoToMeeting):

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

Guests: None

* Board Member, Jack Reger, joined us by phone but not as a participating member of the board.

Meeting Agenda Posted 02/08/2021

***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, February 11, 2021***

- 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 **January 2021**
- D. **Department Report**
 - D.1 **Water Department Report-Kelly Arnold**
 - D.2 **FEMA Emergency Power Generators Hazard Mitigation Project Grant No. 2 Bid Opening Results-Unofficial**
- E. **Correspondence and Information**
 - E.1 **Elkins Road P.S.D. Meeting Minutes-January 2020**
 - E.2 **Mt Hope Water Association Meeting Minutes-December 2020**
 - E.3 **CityPR: Street Closure Temporary Advisory-N Spring St from E Main for Water Main Service Installation**
 - E.4 **Alternate Water Main Extension Agreement –COB Water Board & UCDA (Indexed A197)**
- F. **Consent Agenda**
 - F.1 **Approval of Minutes - 01/14/2021**
- G. **Strategic Issues for discussion and vote**
 - G.1
- H. **Board Members Comments and Announcements**
- I. **Mayor’s Comments and Announcements**
- J. **Adjournment**

Posted 02/08/2021

Next Water Board Meeting is scheduled for March 11, 2021 at City Hall

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

A.1 Moment of Silence - The Mayor invited all those in attendance to join him in a moment of silence keeping Council and Board Member Jack Reger (who has joined us by phone today) along with Council Members Pam Bucklew and Mary Albaugh in our thoughts and prayers.

A.2 The Pledge to the Flag of the United States of America – The pledge was led by Kelly Arnold.

B. Recognized Guests:

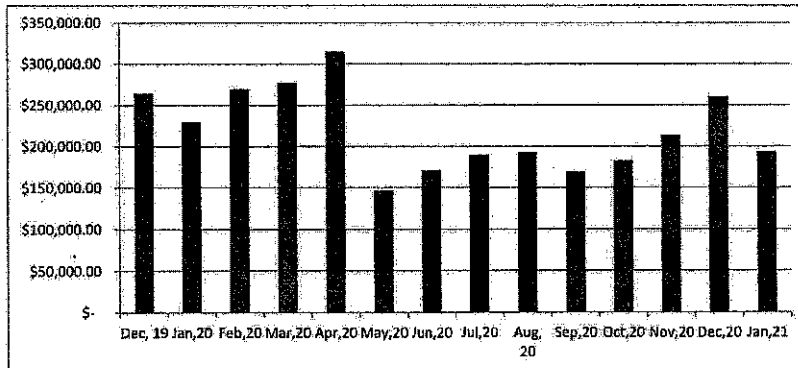
B.1 None

C. Financial Report:

C.1 January 2021 – Amberle Jenkins reported on the balances on hand as of January 31, 2021 and provided a review of financial matters as follows:

WATER BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Balance January 31, 2021	
Money market & checking	\$ 193,418.70
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

We paid ACP back the overpayments that they sent to us. The amount is \$44,493.30 (\$26,493.30 is water and \$18,000 is sewer) Sewer has already paid Water \$18,000 for it's share.

I spoke with Todd Dingess. He has been reviewing some of our information. He also confirmed that in his review of information an increase is inevitable and some of the new legislative language may require us to start putting a substantial amount aside each month for an operating account. He plans to reach out to Kelly Arnold to talk about future plans and then meet with the Water Board.

2-11-2021 09:00 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
% OF YEAR COMPLETED: 58.33						
UTILITY BILLINGS						
360-350-000-00 RESIDENTIAL SALES	880,000	71,632.18	518,115.33	0.00	361,884.67	58.88
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	580,000	38,634.89	279,039.28	0.00	300,960.72	48.11
400-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,327.50	3,312.50	0.00	5,687.50	62.08
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,475,000	111,594.57	800,467.11	0.00	668,532.89	54.68
OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	430,000	10,868.88	69,305.28	0.00	60,694.72	53.31
400-360-000-01 HODGESVILLE PSD (MASTER M	219,000	20,162.91	129,438.48	0.00	89,561.52	59.10
400-360-000-02 ELKINS ROAD PSD (MASTER M	130,000	14,917.06	88,193.07	0.00	41,806.93	67.84
400-360-000-03 ADRIAN PSD (MASTER METER)	214,000	16,846.37	114,409.16	0.00	99,590.84	53.46
TOTAL OUTSIDE DISTRICTS	693,000	62,795.22	401,345.99	0.00	291,654.01	57.91
GRANTS						
400-366-000-01 STATE GRANTS	0	0.00	64,067.00	0.00	64,067.00	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	8,250.00	0.00	3,250.00	165.00
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
400-368-100-03 CONTRIB IN AID CONST 5.5R	0	0.00	9,008.65	0.00	9,008.65	0.00
400-368-200-00 CAPITALIZE PROJ EQUIP CSTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	7,000	0.00	81,325.65	0.00	74,325.65	1,161.80
INTRAFUND CONTR/CHARGES						
400-370-000-01 LATE CHARGES	19,000	1,767.84	13,615.90	0.00	5,384.10	71.66
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	550.00	2,162.00	0.00	162.00	108.10
400-370-000-04 C J 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
TOTAL INTRAFUND CONTR/CHARGES	21,000	2,317.84	15,777.90	0.00	5,222.10	75.13
OTHER REVENUE						
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	32,801	2,000.00	42,395.09	0.00	9,594.09	129.25
TOTAL OTHER REVENUE	33,801	2,000.00	42,395.09	0.00	8,594.09	125.43
TOTAL REVENUE	2,229,801	176,707.63	1,347,311.74	0.00	882,489.26	60.42

2-11-2021 09:00 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
NON-OPERATING EXPENSES						
400-550-576-00 BAD DEBT EXPENSE (return e	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
DEPRECIATION						
CONTRIBUTIONS						
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
RESERVOIR MANGMT DAM						
SALARIES & BENEFITS						
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
CONTRACTUAL SERVICES						
400-601-211-00 UTILITIES - ELEC,GAS,PHON	18,760	1,390.03	11,270.98	0.00	7,489.02	60.08
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	18,760	1,390.03	11,270.98	0.00	7,489.02	60.08
COMMODITIES						
400-601-342-00 MAINTENANCE RIVER INTAKE&	5,000	0.00	449.22	0.00	4,550.78	8.98
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	533.50	0.00	16,466.50	3.14
TOTAL RESERVOIR MANGMT DAM	35,760	1,390.03	11,804.48	0.00	23,955.52	33.01
WATER PLANT						
SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	315,808	23,361.53	161,179.77	0.00	154,628.23	51.04
400-642-104-00 FICA TAX	24,160	1,791.39	12,365.68	0.00	11,794.32	51.18

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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	1,623.20	27,525.10	0.00	24,438.90	52.97
400-642-106-00 RETIREMENT	31,580	2,133.15	14,442.17	0.00	17,137.83	45.73
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	423,512	28,909.27	215,512.72	0.00	207,999.28	50.89
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	133,000	10,465.58	64,358.67	0.00	68,641.33	48.39
400-642-221-00 TRAINING & CONTINUED EDUC	4,500	50.00	578.00	0.00	3,922.00	12.84
400-642-226-00 UNEMPLOYMENT/COMPENSATION	9,000	371.71	3,267.10	0.00	5,732.90	36.30
TOTAL CONTRACTUAL SERVICES	146,500	10,887.29	68,203.77	0.00	78,296.23	46.56
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,000	0.00	900.89	0.00	2,099.11	30.03
400-642-342-00 MAINT TREATMENT PLANT BLD	21,000	0.00	3,815.51	0.00	17,184.49	18.17
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	171.85	1,903.29	0.00	2,496.71	43.26
400-642-344-00 GENERAL EQUIPMENT MAINTEN	2,000	103.99	1,509.27	138.54	352.19	82.39
400-642-345-00 UNIFORMS PERSONAL SAFETY	3,500	274.49	1,703.73	0.00	1,796.27	48.68
400-642-346-00 MAINT TREATMENT PLANT EQU	75,000	7,952.31	19,582.96	1,826.84	53,590.20	28.55
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	1,181.47	5,920.78	0.00	9,079.22	39.47
400-642-348-00 CHEMICAL COSTS	200,000	13,206.06	83,795.52	0.00	116,204.48	41.90
400-642-349-00 COMPLIANCE MONITORING	15,000	70.00	2,624.19	0.00	12,375.81	17.49
400-642-350-00 TELEMETRY COSTS	12,000	0.00	8,097.32	0.00	3,902.68	67.48
400-642-399-00 PLANT MISCELLANEOUS	3,000	0.00	2,181.43	0.00	818.57	72.71
TOTAL COMMODITIES	355,400	22,960.17	132,049.89	1,965.38	221,384.73	37.71
TOTAL WATER PLANT	925,412	62,756.73	415,766.38	1,965.38	507,680.24	45.14
WATER LINES						
SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	307,600	25,990.11	181,700.88	0.00	125,899.12	59.07
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	1,998.94	13,985.09	0.00	9,546.91	59.43
400-660-105-00 HEALTH INSURANCE	75,348	5,509.15	45,544.79	0.00	29,803.21	60.45
400-660-106-00 RETIREMENT	30,760	2,599.01	16,122.11	0.00	12,637.89	58.91
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	437,240	36,097.21	259,352.87	0.00	177,887.13	59.32
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC, GAS, PHON	28,000	2,707.93	13,376.43	0.00	14,623.57	47.77
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	6,000.32	0.00	7,999.68	42.86
TOTAL CONTRACTUAL SERVICES	43,700	3,451.35	19,376.75	0.00	24,323.25	44.34
COMMODITIES						
400-660-341-00 OFFICE EXPENSE	4,000	0.00	2,977.89	0.00	1,022.11	74.45
400-660-342-00 MAINTENANCE GARAGE BLDG	3,000	0.00	1,403.26	849.37	746.77	75.11

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-660-343-00 VEHICLE MAINTENANCE	4,000	0.00	2,690.74	0.00	1,309.26	67.27
400-660-343-01 LINE VEHICLE FUEL	11,000	594.65	4,501.37	0.00	6,498.63	40.92
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	3,739.35	9,699.80	567.33	6,732.87	60.39
400-660-345-00 UNIFORMS-PERSONAL SAFETY	7,000	274.48	1,703.71	0.00	5,296.29	24.34
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	0.00	2,071.29	0.00	22,928.71	8.29
400-660-349-00 LINE MAINTENANCE MATERIAL	0	0.00	150.00	0.00	150.00	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	108,801	9,102.61	68,200.83	377.96	40,222.21	63.03
400-660-353-00 MAPPING & LINE LOCATING E	3,500	681.00	924.33	0.00	2,575.67	26.41
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	198,801	14,392.09	94,323.22	1,795.26	102,682.52	48.35
NON-OPERATING EXPENSES						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,200	419.67	1,781.92	0.00	581.92	148.49
TOTAL NON-OPERATING EXPENSES	1,200	419.67	1,781.92	0.00	581.92	148.49
TOTAL WATER LINES	680,941	54,360.32	374,834.76	1,795.26	304,310.98	55.31
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, 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
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

2-11-2021 09:00 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

400-WATER

% OF YEAR COMPLETED: 58.33

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	24,800	2,015.38	14,415.35	0.00	10,384.65	58.13
400-920-103-00 AD. & GE OFFICE SALARIES	169,000	10,306.65	81,541.45	0.00	87,458.55	48.25
400-920-104-00 FICA TAX	15,000	841.99	7,340.05	0.00	7,659.95	48.93
400-920-105-00 HEALTH INSURANCE	23,384	1,104.55	12,088.79	0.00	11,295.21	51.70
400-920-106-00 RETIREMENT	19,380	1,090.19	8,552.71	0.00	10,827.29	44.13
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	251,564	15,458.76	123,938.35	0.00	127,625.65	49.27
CONTRACTUAL SERVICES						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	1,750	139.64	1,080.03	0.00	669.97	61.72
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	1,425.76	0.00	6,674.24	17.60
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	10,350	294.32	2,505.79	0.00	7,844.21	24.21
COMMODITIES						
400-920-341-00 MATERIALS & SUPPLIES EXPE	25,000	2,444.34	14,440.32	0.00	10,559.68	51.76
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	8,235.00	8,235.00	0.00	1,735.00	126.69
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	21,728.32	0.00	12,271.68	63.91
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 DEF INTEREST PAI	700	703.95	888.04	0.00	188.04	126.86
TOTAL COMMODITIES	86,350	11,382.39	50,917.76	0.00	35,432.24	58.97
CAPITAL OUTLAY						
400-920-459-00 CAPITAL OUTLAY COMPUTER	7,500	385.84	2,700.88	0.00	4,799.12	36.01
TOTAL CAPITAL OUTLAY	7,500	385.84	2,700.88	0.00	4,799.12	36.01
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	2,971.94	25,192.36	0.00	12,307.64	67.18
TOTAL NON-OPERATING EXPENSES	37,500	2,971.94	25,192.36	0.00	12,307.64	67.18
TOTAL OFFICE/ADMIN	393,264	30,493.25	205,255.14	0.00	188,008.86	52.19

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
SALARIES & BENEFITS						
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
BOND PAYMENTS						
CONTRACTUAL SERVICES						
400-970-221-00 WATER BOND A 2016	270,000	22,481.88	157,906.17	0.00	112,093.83	58.48
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	157,906.17	0.00	112,093.83	58.48
TOTAL BOND PAYMENTS						
	270,000	22,481.88	157,906.17	0.00	112,093.83	58.48
CAPITAL/PROJECTS						
SALARIES & BENEFITS						
400-999-110-00 PAINT WATER TANKS	9,000	0.00	7,620.00	0.00	1,380.00	84.67
400-999-120-00 METER READER HANDHELD UPG	0	0.00	0.00	0.00	0.00	0.00
400-999-130-00 BOAT&AC 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 PASSTH	0	44,439.30	44,439.30	0.00	(44,439.30)	0.00
400-999-172-00 KENNEDY HYDRANT REPLACEMENT	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	7,736.23	0.00	(3,736.23)	193.41
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. BKH TANK	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	53,000	44,439.30	59,795.53	0.00	(6,795.53)	112.82
NON-OPERATING EXPENSES						
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 KNOXWOOD 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 STATI	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

2-11-2021 09:00 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

400-WATER

% OF YEAR COMPLETED: 58.33

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	0.00	0.00	0.00	0.00
400-999-626-00 COMMERCIAL LAWMOWER	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 BFO FILM RENOVA.	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-R.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	90,925.24	0.00	64,946.76	58.33
400-999-681-01 ADRIAN HODGESVILLE SCADA	0	0.00	0.00	0.00	0.00	0.00
400-999-682-00 RAW WATER TURB 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	3,209.23	19,865.38	0.00	9,834.62	66.89
400-999-682-05 BACKHOE	11,783	1,472.93	10,384.15	0.00	1,398.85	88.13
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 ONEIL 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 16" 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	17,671.48	121,174.77	0.00	112,180.23	51.93

CITY OF BOCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL CAPITAL/PROJECTS	286,355	62,110.78	180,970.30	0.00	105,384.70	63.20
TOTAL EXPENDITURES	2,591,732	233,592.99	1,346,537.23	3,760.64	1,241,434.33	52.10
REVENUE OVER/(UNDER) EXPENDITURES	(361,931)	(54,885.36)	774.91	(3,760.64)	358,944.87	0.83

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AP 01-01-2021 TO 01-31-2021

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVOIR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	11008822506 OHIO LIFT STA	1,352.16
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	37.87
				TOTAL:	1,390.03
WATER PLANT	BUCKHANNON DEFL BOARDS	642-348-00	CHEMICAL COSTS	PALLET REMOVAL	48.81
	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRR	9,312.84
	LYKINS OIL COMPANY	642-343-01	PLANT VEHICLE FUEL	WATER DEC 2020 FUEL BILL	171.85
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT DEC 2020 UNIFORMS	274.49
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 12-2-20 TO 1-3-	371.71
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WAT JAN 2021 HEALTH INS	1,130.20
		642-105-00	HEALTH INSURANCE	WAT JAN 2021 RETIREE'S INS	480.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	153.00
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	498.89
	RELIANCE LABORATORIES INC	642-349-00	COMPLIANCE MONITORIN	FINISH TOC, RAW TOC, FLUO	70.00
	LOWES BUSINESS ACCOUNTS	642-346-00	MAINT TREATMENT PLAN	PARTS FOR CHEM PUMP	58.60
		642-346-00	MAINT TREATMENT PLAN	ELECTRICAL SUPP ROOMSWITCH	20.46
	ACE HARDWARE & CONTRACTOR SU	642-346-00	MAINT TREATMENT PLAN	UPS SHIPMENT GRAINGER	16.41
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	659.20
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	848.35
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	272.00
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	353.60
	MISSION COMMUNICATIONS, LLC	642-348-00	MAINT TREATMENT PLAN	SCADA	7,240.80
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	PAC, SODA ASH	4,795.00
		642-348-00	CHEMICAL COSTS	ASH, CHLORINE, FER PAC	8,362.25
	RAVEN ROCK NETWORKS INC	642-211-00	UTILITIES - ELEC, GA	JAN 2021 ANTENNA RENTAL	30.00

- \$ 7,240.80 Mission Communications - SCADA Monitoring Service Package
- \$ 13,157.25 Phoenix Solutions - Chemical Cost
- \$ 6,525.42 Ferguson Waterworks - Materials for Spring St Project
- \$ 8,235.00 - Richard Trent CPA - Year end Closing & PSC Reports
- \$ 44,439.20 - Atlantic Coast Pipeline - Refund overpayment on ACP Project

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AP 01-01-2021 TO 01-31-2021

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	TRACTOR SUPPLY CREDIT PLAN	642-344-00	GENERAL EQUIPMENT MA	PCRD-JACKET AJONES	103.99
	USA BLUE BOOK/ HD SUPPLY PAC	642-347-00	PLANT LAB MAINT & SU	LAB SUPPLIES	1,021.71
		642-346-00	MAINT TREATMENT PLAN	STENNER PUMP, TUBES	616.04
	US CELLULAR	642-211-00	UTILITIES - ELEC, GA	613-0153 7363 642-5828 514	170.37
	SPRINT	642-211-00	UTILITIES - ELEC, GA	ALL DEPT JAN 2021 GEOTAS F	96.08
	OFFICE OF WATER PROGRAMS CA	642-221-00	TRAINING & CONTINUED	PCRD-COURSE ENROLLMENT PLA	50.00
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	661.13
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	790.70
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	154.63
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	184.93
	AMAZON.COM	642-347-00	PLANT LAB MAINT & SU	PCRD-WAT TEMP TESTER	18.98
		642-347-00	PLANT LAB MAINT & SU	PCRD-PIPETTE TIPS	16.83
		642-347-00	PLANT LAB MAINT & SU	PCRD-BOOTS TR SW AJ	123.95
	PAYFLEX	642-105-00	HEALTH INSURANCE	WATER JAN 2021 HSA FEES	13.00
	AT&T MOBILITY	642-211-00	UTILITIES - ELEC, GA	304-997-9091 JERRY MYERS	62.67
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	61.71
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	43.87
		642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	36.15
	**PAYROLL EXPENSES			1/01/2021 - 1/31/2021	23,361.53
				TOTAL:	62,756.73
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110083759404 BRUSHY FORK	10.10
		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORK	256.43
		660-211-00	UTILITIES - ELEC,GAS	110088893773 TANK #3	13.25
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	10.33
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCCKBOOSTER	151.60
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCCKTANK	7.41
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	1,106.18
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	8.49
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	8.47
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	7.30
	LYKINS OIL COMPANY	660-344-00	GENERAL EQUIPMENT MA	HOSE, SWIVEL	129.18
		660-343-01	LINE VEHICLE FUEL	WATER DEC 2020 FUEL BILL	594.65
	A F WENDLING INC	660-999-00	TRAN DISTRIB MISCELL	CUPS, WATER	419.67
	ENVIRONMENTAL SYSTEMS RESEAR	660-353-00	MAPPING & LINE LOCAT	ARC GIS DESKTOP MAINT REN	650.00
	UNIFIRST CORP.	660-345-00	UNIFORMS PERSONAL SA	ALL DEPT DEC 2020 UNIFORMS	274.48
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 12-2-20 TO 1-3-	743.42
	J T MARTIN COMPANY INC	660-344-00	GENERAL EQUIPMENT MA	FIRE EXTINGUISHER MAINT	212.25
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WAT JAN 2021 HEALTH INS	3,673.15
		660-105-00	HEALTH INSURANCE	WAT JAN 2021 HEALTH INS	50.00
		660-105-00	HEALTH INSURANCE	WAT JAN 2021 RETIREE'S INS	1,600.00
		660-105-00	HEALTH INSURANCE	WAT JAN 2021 RETIREE'S INS	160.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	153.00
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	498.90
	AUTO ZONE	660-344-00	GENERAL EQUIPMENT MA	DEF	50.96
		660-344-00	GENERAL EQUIPMENT MA	DIESEL EXHAUST FLUID	18.59
	NAPA-AWTOWER AUTO SUPPLY	660-344-00	GENERAL EQUIPMENT MA	SLIDE TERM, BATTERY, DEP	247.95
		660-344-00	GENERAL EQUIPMENT MA	AIR FILTER BACK HOE	62.92
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	LOCATES AUG 2011	31.00
	LOWES BUSINESS ACCOUNTS	660-344-00	GENERAL EQUIPMENT MA	SAE, WIPNG CLOTH, CLAMP	153.21
		660-344-00	GENERAL EQUIPMENT MA	SHOVELS	133.84
	BRUFFEX TRUCKING INC.	660-352-00	NEW SERVICES, UPGRAD	STONE 2 LOADS	861.23
	STATE EQUIPMENT INC.	660-344-00	GENERAL EQUIPMENT MA	FILTER, PULV, LATCH B HOE	295.95

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	ACE HARDWARE & CONTRACTOR SU	660-352-00	NEW SERVICES, UPGRAD	PCRD-UPS WAT METER SHIP CO	36.03
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,191.21
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,151.30
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	129.00
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	127.50
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	MATERIAL FOR SPRING ST	1,399.32
		660-352-00	NEW SERVICES, UPGRAD	SPRING ST. PROJECT	5,126.10
	CORE & MAIN LF	660-352-00	NEW SERVICES, UPGRAD	COR STOP, GRIP	995.58
		660-344-00	GENERAL EQUIPMENT MA	MJ FITTING RATCHET	231.98
		660-352-00	NEW SERVICES, UPGRAD	STOE CCCF, METER,NUT	181.17
		660-352-00	NEW SERVICES, UPGRAD	METER	365.10
	US CELLULAR	660-211-00	UTILITIES - ELEC,GAS	613-0153 7363 642-5628 514	170.34
	SPRINT	660-211-00	UTILITIES - ELEC,GAS	ALL DEPT JAN 2021 GEOTAB P	96.07
	LINDA D KIMBLE	660-344-00	GENERAL EQUIPMENT MA	SEW REFLECTIVE ON JACKET	40.00
	WALMART STORES INC -BUCKHANN	660-344-00	GENERAL EQUIPMENT MA	TV ,CABLE, MOUNT	339.97
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	823.25
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	796.80
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	192.54
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	186.35
	AMAZON.COM	660-344-00	GENERAL EQUIPMENT MA	PCRD-SAFETY BOOTS JWMANSLEY	189.94
		660-352-00	NEW SERVICES, UPGRAD	PCRD-50LB RAGS	138.08
		660-344-00	GENERAL EQUIPMENT MA	PCRD-BOOTS SW TR AJ	200.06
		660-344-00	GENERAL EQUIPMENT MA	PCRD-BOOTS SW AJ TR	37.63
		660-344-00	GENERAL EQUIPMENT MA	PCRD-BIBS J WAMS	61.94
		660-344-00	GENERAL EQUIPMENT MA	PCRD-BATTERY FOR LIGHTS	43.00
		660-344-00	GENERAL EQUIPMENT MA	PCRD-BOOTS SW AJ TR	161.50
		660-344-00	GENERAL EQUIPMENT MA	PCRD-BOOTS AJ SW TR	59.99
		660-344-00	GENERAL EQUIPMENT MA	PCRD-SAFETY JACKET TROLENS	88.53
		660-344-00	GENERAL EQUIPMENT MA	PCRD-BOOTS JWAMS	158.50
		660-344-00	GENERAL EQUIPMENT MA	PCRD-MAG DIOXBATTERY	21.95
	FASTENAL INDUSTRIAL	660-344-00	GENERAL EQUIPMENT MA	SAFTEY VESTS 5	71.70
	CLEVELAND BROTHERS EQUIPMENT	660-344-00	GENERAL EQUIPMENT MA	WORKED ON BACKHOE	727.80
	PAYFLEX	660-106-00	HEALTH INSURANCE	WATER JAN 2021 HSA FEES	22.75
		660-106-00	HEALTH INSURANCE	WATER JAN 2021 HSA FEES	3.25
	ATT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	304-642-5819 KELLY ARNOLD	63.34
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	61.70
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	43.87
		660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	36.15
	**PAYROLL EXPENSES			1/01/2021 - 1/31/2021	25,990.11
				TOTAL:	54,360.32

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
OFFICE/ADMIN	OFFICESUPPLY.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-PASTEL PAPER	39.83
	ENCOVA INSURANCE	920-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 12-2-20 TO 1-3-	154.68
	PITNEY BOWES INC	920-999-00	ADM BOARD-BILLING MI	FEB 2021 PERMIT POSTAGE	521.53
	WV PUBLIC EMPLOYEES INSURANC	920-106-00	HEALTH INSURANCE	WAT JAN 2021 HEALTH INS	779.05
		920-106-00	HEALTH INSURANCE	WAT JAN 2021 RETIREE'S INS	320.09
	ELECSYS INTERNATIONAL CORP	920-999-00	ADM BOARD-BILLING MI	JAN 21 MNTHLY MAINTENANCE	76.00
	RICHARD TRENT CPA AC CORP	920-350-00	LEGAL EXPENSE	YEAR END CLOSING & PSC REP	8,235.00
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	536.16
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	534.03
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	20.00
	FERGUSON WATERWORKS	920-341-00	MATERIALS & SUPPLIES	SERVICE CHARGE	2.23
		920-341-00	MATERIALS & SUPPLIES	SERVICE CHARGE	2.23
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	DEC 2020 AA FEES	204.18

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	DEC 2020 CREDIT CARD FEES	951.20
	TOSHIBA FINANCIAL SERVICES	920-999-00	ADM BOARD-BILLING MI	CITY HALL COPIER LEASE	139.03
	DOLLAR GENERAL CORPORATION	920-341-00	MATERIALS & SUPPLIES	CITY HALL SUPPLIES	30.62
	RAVEN ROCK NETWORKS INC	920-999-00	ADM BOARD-BILLING MI	JAN 2021 SERVICE CONTRACT	212.50
	US CELLULAR	920-211-00	UTILITIES - ELEC,GAS	642-1851 613-0113 0002	50.86
	BADZIK PRINTING SERVICE, INC	920-999-00	ADM BOARD-BILLING MI	W2,1099, ENVELOPES	132.35
	COMMUNITY BANK	920-459-00	CAPITAL OUTLAY COMPU	ACCT#771901071 JAN COMP SR	385.84
	WVNET	920-341-00	MATERIALS & SUPPLIES	WEB HOSTING 2ND QTR FY2021	18.75
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	432.61
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	330.84
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	101.17
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	77.37
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-CANON CARTRIDGE	13.75
		920-341-00	MATERIALS & SUPPLIES	PCRD-TAPE,TOWELS,NOTES	12.90
		920-341-00	MATERIALS & SUPPLIES	PCRD-PAPER COPY	11.47
		920-341-00	MATERIALS & SUPPLIES	PCRD-MICROBAN	14.22
		920-341-00	MATERIALS & SUPPLIES	PCRD-FACE MASKS	17.98
		920-341-00	MATERIALS & SUPPLIES	PCRD-GLOVES,WIPES;DISINFEC	24.64
		920-341-00	MATERIALS & SUPPLIES	PCRD-GLOVES,WIPES;DISINFEC	23.98
	LABOR LAW CENTER	920-341-00	MATERIALS & SUPPLIES	PCRD-LABOR POSTERS	76.86
	PAYFLEX	920-106-00	HEALTH INSURANCE	WATER JAN 2021 HSA FEES	6.50
	TYLER TECHNOLOGIES INC	920-999-00	ADM BOARD-BILLING MI	UTILITY BILLING , IVR	1,132.19
		920-999-00	ADM BOARD-BILLING MI	UTILITY BILLING , IVR	617.19
		920-999-00	ADM BOARD-BILLING MI	UTILITY BILLING NOTIFICATI	71.48
	ROSSMAN & CO/PCB CORP	920-999-00	ADM BOARD-BILLING MI	DEBT COLLECTION	37.81
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	64.80
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
	COMFORTECH LLC	920-341-00	MATERIALS & SUPPLIES	2021 ANNUAL MAINT AGREEMEN	999.50
	SEDDENLINK	920-999-00	ADM BOARD-BILLING MI	JULY 2012 INTERNET	31.86
	**PAYROLL EXPENSES			1/01/2021 - 1/31/2021	12,322.03
				TOTAL:	29,790.20

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	JAN 2021 WATER BOND A PYMT	22,481.88
				TOTAL:	22,481.88

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
CAPITAL/PROJECTS	J. F. MORGAN EQUIPMENT FINAN	999-681-00	SCADA TANK/PUMP STAT	JAN 2021 SCADA/METER PAYME	12,989.32
	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	22GCPD 2017 FORD F150 LEAS	582.20
		999-682-04	SUPERVISOR TRUCK	22GCR2 2017 NISSAN LEASE P	1,211.66
		999-682-04	SUPERVISOR TRUCK	22GCWC 2017 NISSAN LEASE P	471.79
		999-682-04	SUPERVISOR TRUCK	22GCWP 2017 NISSA LEASE PY	471.79
		999-682-04	SUPERVISOR TRUCK	22GDSQ 2017 NISSA LEASE PY	471.79
	COMMUNITY BANK	999-682-05	BACKHOE	WATER JAN 2021 BACKHOE PYM	1,472.93
	ATLANTIC COAST PIPELINE LLC	999-170-00	ATLANTIC CST PIPEL P	REFUND OVERPAY ACP PRF	44,439.30
				TOTAL:	62,110.78

Discussion took place regarding the rate study and how it will affect the PSD's; the timeline of the rate increase should one be recommended, and when we expect that it will be; and the manner in which we inform our customers of any increase that will be implemented. The Mayor would like to have as much information as possible provided to our customers prior to any increase being implemented.

Motion to approve the financial report was made by Rizo/Nestor. Motion carried.

D. Department Report

D.1 Water Dept. Report – Kelly Arnold discussed some electrical issues at the Plant that set off a series of events that are of major concerns for operations. While the crew was able to maintain operations, it did point out some weaknesses that need to be addressed soon. Kelly provided some recommendations to the Board. He also discussed a specific problem with a customer on Randolph Street who had their service shut off and a discussion took place regarding the situation. He then provided an update to the Board on the following items:

**CITY OF BUCKHANNON WATER DEPARTMENT
Monthly Report for January 2021**

- Water leaks – 2
- Weekly safety meetings took place
- Locates
- DOH hi 8" Old Weston Road
- Renewed service – Spring St
- New Services – 0
- Residential meters changed – 5
- Worked on EWS pump
- 191 Randolph St turning service back on
- In plant meter changed – Back Flow Ordered
- Some of the Plant lights changed to LED
- Boots on wires to transformers burned out (see above)
- All meters were read in system
- Clearing brush from ROW's and tank sites
- Clearing meter barrel lids.
- Cleaning out valve boxes
- Repair meter barrels
- Maintenance booster stations
- GPS valves, services, leaks for past year
- 69.22 million gallons of water treated for month of January- 2.23 million a day
- Cost per million gallons were treated for January was \$102.12
- 16,630 gallons of water hauled from plant
- Off & On Reports / Customer complaints answered -213
- Non-Payments
- Continue to work on back-flow/cross-conn program
- Maintenance equipment

Board Member Don Nestor asked Mr. Arnold if there should be concern that a computer hack of our Water Plant computer system could take place that would put the system in danger. Mr. Arnold explained that most of our critical chemical work is all done manually.

Month:		Jan-21			
			Monthly Total	Y-T-D	
Million Gallons Treated:			69.22	457.345	
Total Chemical Treatment Cost:			7068.75	72423.32	
Cost per Million Gallons:			102.1201	158.356	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.064 lb		0	0	3545.168
Chlorine	0.375 lb		1460	547.5	4386.75
Fluoride	0.55 lb		400	220	1485
KMnO4	3.00 lb		96	288	8616
NaMnO4	1.4 lb			0	0
lime	0.15 lb		1250	187.5	1600.5
Premier Pac	0.35 lb		8275	2896.25	29320.9
Soda Ash	0.310 lb		6700	2077	17889
Sodium Hex	1.55 lb		550	852.5	5580
Smart-Phos	14.16 GAL		0	0	0
				7068.75	72423.32

City Engineer Jay Hollen discussed the possibility of adding master meters to some of the larger users in the water system, such as Valley Green Apartments and West Virginia Wesleyan College, to help show leaks on the consumers side of the water system.

D.2 FEMA Emergency Power Generators Hazard Mitigation Project Grant No. 2 Bid Opening Results-Unofficial – Jay Hollen explained the FEMA Emergency Power Generators Hazard Mitigation Project Grant No. 2 Bid Opening Results (Unofficial). Jay still needs to do a full review, but it shows that Mountain State Electrical Contractor, LLC is the low bidder, and we are getting the equipment that we prefer.

City of Buckhannon
 DHS/ FEMA Region III Hazard Mitigation Project
 Installation and Securing of Emergency Power Generation
 Hazard Mitigation Project FEMA-DR-4273-WV-0035



Bid Opening Results - February 9, 2021 at 1:30 PM EST

Name	Michiel, Inc.	Master Service Corporation	Specialty Groups, Inc.	Mountain State Electrical Contractors, LLC
Contract No. 4 - Brooke Street Lift Station	46,000.00	\$49,780.00	\$63,500.00	\$46,272.00
Contract No. 5 - East Main Street Lift Station	46,100.00	\$43,500.00	\$54,000.00	\$36,330.00
Contract No. 6 - Elias Street Lift Station	58,100.00	\$62,500.00	\$72,750.00	\$53,906.00
Contract No. 7 - Vicksburg Lift Station	59,500.00	\$63,400.00	\$68,950.00	\$55,069.00
Contract No. 8 - Wood / Ritchie Street Lift Station	35,900.00	\$36,900.00	\$53,100.00	\$33,940.00
Contract No. 9 - Water Treatment Plant	-	\$172,900.00	\$154,050.00	\$150,594.00
Contract No. 10 - Eleven Manual Transfer Switches	85,200.00	\$103,400.00	\$109,750.00	\$63,503.00

	Apparent Low Bidder
	Apparent Second Low Bidder
	Corrected bid result due to calculation error

None of the Bidders were present at the Bid Opening due to City Hall being closed to non-City personnel due to the COVID-19 pandemic. However, the Bid Opening was held virtually via a GoToMeeting link that

The bid from Specialty Groups, Inc. contained a calculation error. The corrected amount (\$72,750.00) is indicated above:

Based upon the February 9th and 10th, 2021 review of all bids received, the Apparent Low Bidder on Contracts No. 4 through No. 7 is Mountain State Electrical Contractors, LLC.

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

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

Elkins Road Public Service District
 Board of Directors’ Regular Meeting
 January 5, 2021

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, January 5, 2021.

Chair, Carey Wagner, called the meeting to order at 5:05 p.m. and led the group in the Pledge of Allegiance.

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

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

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

Recognize that four (4) customers were present.

APPROVAL OF MINUTES

Minutes of December 8, 2020 Regular Monthly Meeting were presented for approval. Sonny Matthews made a motion to approve the minutes as presented. Seconded by Larry Heater. Motion carried

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

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

LETTER FROM CITY OF BUCKHANNON-WATER BACKFLOW PREVENTION

This letter states the requirements for backflow prevention at the cities master meter from which we are billed each month. It was decided that we would seek help from our engineer and then approach the city with whatever suggestions he gives us. No motions were made at this time.

2021 HOLIDAYS

Since we have not received the approved 2021 holiday list from the Upshur County Commission yet, Carolyn Douglas ask the Board to approve Martin Luther King Holiday on January 18th at this meeting and the balance of

approved holidays at next meeting when we have the list. Sonny Matthews made a motion to approve MLK Holiday. Seconded by Larry Heater. Motion carried

PHASE III EXTENSION PROJECT

Eighth Draw Request from IJDC loan for Phase III invoices \$316,587.14 plus SCBG in the amount of \$164,776.02 for a total of \$481,363.16 was presented by Cary Smith (Region VII) for signature and payment. Sonny Matthews made a motion to sign and pay invoices. Larry Heater seconded. Motion carried

PHASE III EXTENSION PROJECT (continued)

Change Order Number 2 for Contract 1

A second change order for Contract 1 with non-monetary effects was presented for a 60 day extension due to COVID 19 delays. Sonny Matthews made a motion to sign the change order. Larry Heater seconded. Motion carried

Change Order Number 3 for Contract 1

A third change order for Contract 1 to cover additional heating costs \$2440.30 for the Meter Testing/Storage Room. Sonny Matthews made a motion to sign the change order. Seconded by Larry Heater. Motion carried

Change Order Number 4 for Contract 1

A fourth change order for Contract 1 to cover the cost of a handicap railing in the amount of \$2467.11 for the new office. Sonny Matthews made a motion to sign the change order. Seconded by Larry Heater. Motion carried

Substantial Completion Agreement

A substantial completion agreement for M&A Coatings, LLC for October 10, 2020 was submitted for signature and approval. Larry Heater made a motion to sign the agreement. Seconded by Sonny Matthews. Motion carried

Amanda Sutphin and Greg Belcher were present via Zoom and Amanda gave updates on all contracts to the Board. Contract 1 Pro Contracting for the new office building had several change orders and is moving along even with the weather. Contract 2 for Tank Refurbishing submitted a Substantial Completion Agreement for October 10, 2020 and is basically completed. Contract 3 AJ Burk for water line extension and additional booster station for Winery Road is working on Radabaugh Road at present and has hit a little rock which has slowed them just a little but moving along nicely. Contract 4 Chojnacki for water line extension, generators, valve work on Heavner Grove Road and a booster station for Hawkins Road is at present working on King Schoolhouse Road.

MAINTENANCE

Dave Wamsley, System Operator, discussed the December Maintenance Report which he had prepared for the meeting. Leak detection was discussed at length due to our water usage going up to 270,000 gallons a day for the last two weeks. We have a leak in the Union Tank area and have been unable to locate it. We are going to call WVRWA for assistance this week.

Carey Wagner made a motion to enter into Executive Session under WV Code 6-9A-4 at 6:20 p.m. Sonny Matthews made a motion to come out of Executive Session at 6:25 p.m. Seconded by Larry Heater. Motion carried. No decisions were made while in executive session. The condition of PSD Truck as well as the mileage were discussed during executive session.

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

The next meeting will be held on Tuesday, March 2, 2021 at 5:00 p.m.

Respectfully submitted:

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

Approved By:

Board Chair/Treasurer
Carey Wagner

Secretary
Larry Heater

Board Member
Sonny Matthews

Note: Recorded Meeting

E.2 Mt Hope Water Association Meeting Minutes-December 2020

Mt Hope Water Association Minutes

Board of Directors Meeting Monday December 21, 2020

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, December 21, 2020 at 6:00 pm, at the Mt Hope Water Office. The meeting was called to order by Donnie Tenney, Board members in attendance were Brock Perkins, Brian Elmore, Tom Davis, Deborah Cvechko and Navonda Tenney. Also in attendance were Secretary/Treasurer Laurie Adams and Office/ Billing Clerk Jessie Fumerola. Alan Westfall from Quality Water Services phoned in during the meeting.

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. The Operator's Report was reviewed by the board members. The leak adjustment was approved, a motion was made by Brian, motion carried. A request was made by Jessie to approve an adjustment for Brittany Brown, motion was made by Debbie, motion carried.

A decision was made by the board to have the Wilfong Hill glass lined tank re-habbed on the interior next spring, when temperatures allow. There was also discussion about putting money aside for at least one of the tanks re-hab and paying off the Mt Hope truck. A motion was made by Tom to put \$15,000.00 in our Depreciation account and pay off the Mt Hope Truck, motion carried. The rate increase is almost complete we are just waiting for the tariff to be mailed and completed. The new computers are here, installed and working great. The Holidays that the Mt Hope Office will be closed for 2021 will be the same as 2020 Holidays but if a holiday is on a Saturday, we will be closed the previous Friday and if it is on a Sunday, we will be closed on the following Monday, motion made by Tom, motion carried. The backflow letters for annual testing have been mailed to the customers effected on December 11, 2020. The board reviewed the new contract submitted by Quality Water Services, LLC for the February 1 renewal. A request will be made to Quality Water to note all changes from the present contract. The board discussed the possible Christmas bonus's for the two employees of Mt Hope Water Association, a motion was made by Brock to give each employee \$300.00, motion carried. Laurie updated the board on two on going IRS issues and that between her and Maple Lawn Accounting they are being addressed but the IRS is short handed, working from home and behind on their work. She also updated the board on an issue with an invoice from Core and Main. There being no further business, the meeting was adjourned at 7:00 pm and those present enjoyed a meal together.

Submitted by: Laurie Adams

E.3 CityPR: Street Closure Temporary Advisory-N Spring St from E Main for Water Main Service Installation

North Spring Street Will Be Closed Monday, February 1, for a Water Main Service Installation

January 29, 2021

BUCKHANNON, WV: The Buckhannon Water Department will be closing North Spring Street from the northern side of Buckhannon Family Dental to the railroad crossing starting at 8:30 a.m. on Monday, February 1, 2021.

The street closure will allow the Buckhannon Water Department to install a water main connection tap. The installation is expected to be completed in one day, barring any unforeseen complications.

Thank you for your patience while we upgrade our critical water infrastructure to facilitate business in our city.

E.4 Alternate Water Main Extension Agreement –COB Water Board & UCDA- Available at City Hall Indexed as Water Agreement A197.

F. Consent Agenda

F.1 Approval of Minutes – 01/14/2021

Some concern about a portion of the minutes, specifically regarding the Hodgesville P.S.D. minutes, were reviewed. After discussion and closer review of the minutes, it was determined that the minutes of 01/14/2021 were accurate.

Motion to approve the Consent Agenda was made by Rizo/Thomas. Motion carried unanimously.

G. Strategic Issues for discussion and vote

G.1 None

H. Board Members Comments and Announcements:

- **Board Member Thomas** – Discussion continued about the Hodgesville P.S.D.
- **Board Member Nestor** – Discussion continued about the Hodgesville P.S.D.
- **Board Member Reger** – N/A
- **Board Member Rizo** – Discussion continued about the Hodgesville P.S.D.
- **City Recorder Sanders** – City Recorder Sanders discussed the way he prepares the minutes for each meeting.
- **Amby Jenkins** – Discussion continued about the Hodgesville P.S.D.
- **Kelly Arnold** – Discussion continued about the Hodgesville P.S.D.

- **Jerry Arnold** - Absent.
- **Jay Hollen** - Nothing further.

I. Mayor's Comments and Announcements - The Mayor thanked all members of the Water Department for their exceptional work.

J. Adjournment

The Chair adjourned the meeting at 5:25 PM.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
