

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, December 16, 2021, at 7:30 a.m., in Council Chambers, by phone and GoToMeeting (GTM). The following were in attendance:

Mayor	Robbie Skinner	Present – by phone
City Recorder	Randy Sanders	Present
Assistant Recorder/Director of Finance	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Absent
City Engineer	Jay Hollen	Present
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present – by GTM
Sanitary Superintendent	Ethan Crosten	Present
City Attorney	Tom O’Neill	Absent

Guests – Josh Hinkle, Cleveland Brothers

*To Participate in this Utility Board Meeting remotely, participants were invited to contact us at 304-472-1651 for the GoToMeeting link/access.*

***City of Buckhannon Sanitary Board  
Meeting Agenda for Thursday, December 16, 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. Bid Opening**
  - One (1) New Mini Excavator
  - C.1 Notice Class II Legal Advertisement Accepting Sealed Bids
  - C.2 Bid Opening Result
- D. Finance Report-Amby**
  - D.1 November 2021
- E. Department Report**
  - E.1 33 West Extension North
  - E.2 33 West Extension South-JF Allen Co
  - E.3 Plant Operations-Testing
  - E.4 Maintenance Crew
  - E.5 Line Crew #1
  - E.6 Line Crew #2
  - E.7 Wilt & Turansky/Vicksburg Road Project Update
  - E.8 Mark Carroll/Mudlick Road Project Update
- F. Stormwater Issues for Discussion and/or Vote**
  - F.1 Gaston Street Storm Update
  - F.2 Maple Street Headwall
- G. Correspondence and Information**
  - G.1 Tennerton P.S.D. Meeting Minutes –November 2021
- H. Consent Agenda**
  - H.1 Approval of Minutes 11/18/21
- I. Strategic Issues for Discussion and/or Vote**
  - I.1 Approval to Accept Bid Opening One (1) Mini Excavator
  - I.2 Financial Statement Period Ending 06/30/2021
  - I.3 Approval Sewage Leak Adjustment Policy
  - I.4 Plan of Action
  - I.5 Scott Crites Position Change/Pay Increase
- J. Board Members Comments and Announcements**
- K. Adjournment**

Posted 12/10/21

**A. Call to Order** - The meeting was called to order by Mayor Robbie Skinner who led the meeting by phone. He asked all to join him in a Moment of Silence followed by the Pledge to the Flag of the United States of America led by Recorder Randy Sanders.

**B. Recognized Guests -** Josh Hinkle of Cleveland Brothers was recognized.

**C. Bid Opening**

- **One (1) New Mini Excavator**

**C.1 Notice Class II Legal Advertisement Accepting Sealed Bids**

**City of Buckhannon-Advertisement For Bid: Mini Excavator**

The City of Buckhannon is currently accepting bids for a mini excavator until Thursday, December 16, 2021 at 7:30am. Full advertisement and bid specifications may be obtained by contacting Buckhannon City Hall at (304) 472-1651. The City of Buckhannon reserves the right to reject any and all bids.

Publish RD Run dates 12/2/21, 12/9/21

**ADVERTISEMENT FOR BIDS**

**BUCKHANNON SANITARY BOARD**

**MINI EXCAVATOR (MINI TRACK HOE)**

The Buckhannon Sanitary Board will accept sealed bids for a **mini excavator** at City Hall at 70 East Main Street, Buckhannon, WV 26201 until 7:30 AM EST on December 16, 2021, at which time all bids which have been received shall be publicly opened and read aloud.

Minimum characteristics of the **MINI EXCAVATOR** to be provided by this bid are as follows:

- Rubber belt tracks
- Hydraulic quick coupler which must be provided by the original equipment manufacturer (OEM)
- Auxiliary hydraulic lines provided for tool attachments
- A maximum tail swing of 12", counter weights included, over the side of the tracks.
- Long stick arm and a minimum digging depth of 144" is required. \*
- Machine must be capable of lifting 2,500 pounds over the front of the machine with the blade down, and arm extended 14 feet.
- Cab must have an LCD monitor, rearview camera, and air conditioning and heat.
- Machine must have a net 44 horsepower turbo charged engine.
- Blade on front must have a bolt on cutting edge.
- Include a 2-foot, heavy duty bucket.
- Include a thumb attachment.
- A minimum machine weight of 11,500 pounds and a maximum machine weight of 13,000 pounds.

Bidder must provide the following items.

- Must provide documented 3 years of reputable sales and service, prior to bid.
- Combined bid price of mini excavator delivered to Buckhannon Sewer Plant. Bid sheet shall include specific identification of the equipment to include: 1) vendor, 2) manufacturer, 3) model, 4) year, and 5) list of special features. Bid sheet is to be signed by an authorized representative of the vendor.
- Availability of mini excavator to include a delivery date if ordered by December 23<sup>rd</sup>, 2021.
- Product literature including basic specifications of the model mini excavator being offered.
- Vendor financing available, including interest rate, monthly payment, and total cumulative payment for vendor financing over a 60-month term.
- Equipment warranty. Include calendar time, operating time, and components covered by warranty. Warranty must be for a minimum of 2 years, 2000 hours.
- Location of and distance from Buckhannon of closest full-service sales, parts, and service center for equipment manufacturer.
- Name, location, and telephone number of three customers in West Virginia who have recently purchased a similar piece of equipment.

Bids are to be delivered in a sealed envelope marked, Attention: Ethan Crosten, "Mini Excavator Bid". If there are any questions, please call Ethan Crosten at 304-472-5459.

The Buckhannon Sanitary Board shall evaluate bids received based on price, financing, equipment specifications, operator satisfaction, service availability, and references. Buckhannon reserves the right to reject any and all bids and to waive any informalities.

**C.2 Bid Opening Results** – Mayor Skinner recognized Amby Jenkins who noted that Board Member Gene Frye would open the sealed bids and Sanitary Superintendent, Ethan Crosten would read the bid amounts to the Board. The results were:

**Bid # 1 was from Cleveland Brothers, which was for a bid price of \$71,876.**

**Bid # 2 was from Leslie Equipment Company, which was for a bid price of \$69,000.**

**Bid # 3 was from Anderson Equipment, which was for a bid price of \$65,746.**

Without objection, I.1 Approval to Accept Bid Opening One (1) Mini Excavator was moved to the table for discussion and/or a vote.

**Motion to accept the bid from Anderson Equipment, provided all bid specifications and requirements are met within the bid, at a bid price of \$65,746 was made by Frye/Loftis. Motion carried.**



Quote Summary					
Prepared For:			Prepared By:		
			RUSTY HARSH Leslie Equipment Co. 80 John Deere Lane Norton, WV 26285 Phone: 304-636-6421 harshrusy@lec1.com		
			Quote Id: 25710190		
			Created On: 03 December 2021		
			Last Modified On: 03 December 2021		
			Expiration Date: 10 December 2021		
Equipment Summary	Suggested List	Selling Price	Qty	Extended	
2022 JOHN DEERE 50G Compact Excavator	\$ 86,200.00	\$ 69,000.00 X	1 =	\$ 69,000.00	
Equipment Total				\$ 69,000.00	
Quote Summary					
Equipment Total				\$ 69,000.00	
SubTotal				\$ 69,000.00	
Total				\$ 69,000.00	
Down Payment				(0.00)	
Rental Applied				(0.00)	
Balance Due				\$ 69,000.00	



CONSTRUCTION EQUIPMENT QUOTATION/OFFER TO SELL AND SECURITY AGREEMENT

TO: CITY OF BUCKHANNON  
FLORIDA & MAIN ST  
BUCKHANNON, WV 26201

DATE: December 6, 2021

ATTENTION: ETHAN CROSTON

ONE (1) NEW CATERPILLAR 305 07A CR MHE CFG14 - BB1 305 07A CR MHE CFG14A S/N N/A

305 07A CR MINI EXCAVATOR ENGINE, EPA TIER 4 FINAL ELECTRICAL ARR, C1.7 HRC BOOM, SWING LINKAGE BUCKET W/LIFTING EYE CAB, WITH HEAT AND A/C HOLDER, GREASE GUN HYDRAULIC OIL ALARM, TRAVEL SOFTWARE, PROPORTIONAL CONTROL SOFTWARE, STICK STEER CONTROL SOFTWARE, 2 WAY CONTROL SOFTWARE, CODED START MIRROR, CAB, RIGHT BUCKET-HDC, 24", 6.4 FT3, 5T COUPLER, PG, HYDR.D.LOCK, 5T	BELT, SEAT, 3" RETRACTABLE WATER JACKET HEATER, 120V CAT KEY, WITH PASSCODE OPTION LINES, BOOM TRACK, 16", RUBBER BELT LIGHTS, LED LIGHTS, LED, REAR RADIO, BT/USB/AUX/MIC MONITOR NEXT GEN, NO CAMERA COUNTERWEIGHT, EXTRA, 530LBS LINES, STICK STICK, LONG, WITH 1ST AUX BLADE, STD, BOCE  HYD QC KIT ORDERED VIA PARTS (3845015)
Selling Price Without Discounts:	\$73,898.97
Caterpillar Factory Discount	-\$2,022.97
Selling Price:	\$71,876.00
Warranty: STANDARD WARRANTY: 24 MONTH/2,000 HOUR (6 MONTH TRAVEL TIME & MILES INCLUDED)	
Optional - Add these attachments: THUMB, HYDRAULIC, 5-6T	(Order) Selling Price \$2,499.12
Finance Summary: Selling Price	\$71,876.00
Net Selling Price	\$71,876.00

AVAILABLE UNDER SOURCEWELL AGREEMENT 032119CAT



# EQUIPMENT QUOTE

Corporate Office - Pittsburgh, PA

1000 WASHINGTON PIKE, BRIDGEVILLE, PA 15017 • 412-343-2300

## Affiliate Locations

PA	NY	MA	ME
Clarion 814 228-4100	Albany 518 785-4500	Lancaster 603 788-5591	Bangor 207 942-0177
Clearfield 814 765-5311	Buffalo 716 877-1992	Manchester 603 827-7696	Gorham 207 591-5482
Somerset 814 443-2897	Endicott 607 748-3400	VT	
WV	Orlean 716 572-8822	East Montpelier 802 223-9589	
Charleston 304 756-2800	Rochester 585 234-6770		
Fairmont 304 369-3075	Syracuse 315 463-8573		
	Watertown 315 788-5512		

15 December 2021

CITY OF BUCKHANNON  
70 E MAIN ST  
BUCKHANNON, WV 262012274  
ATTENTION:  
REF QUOTE#: 42210289 Rev:0

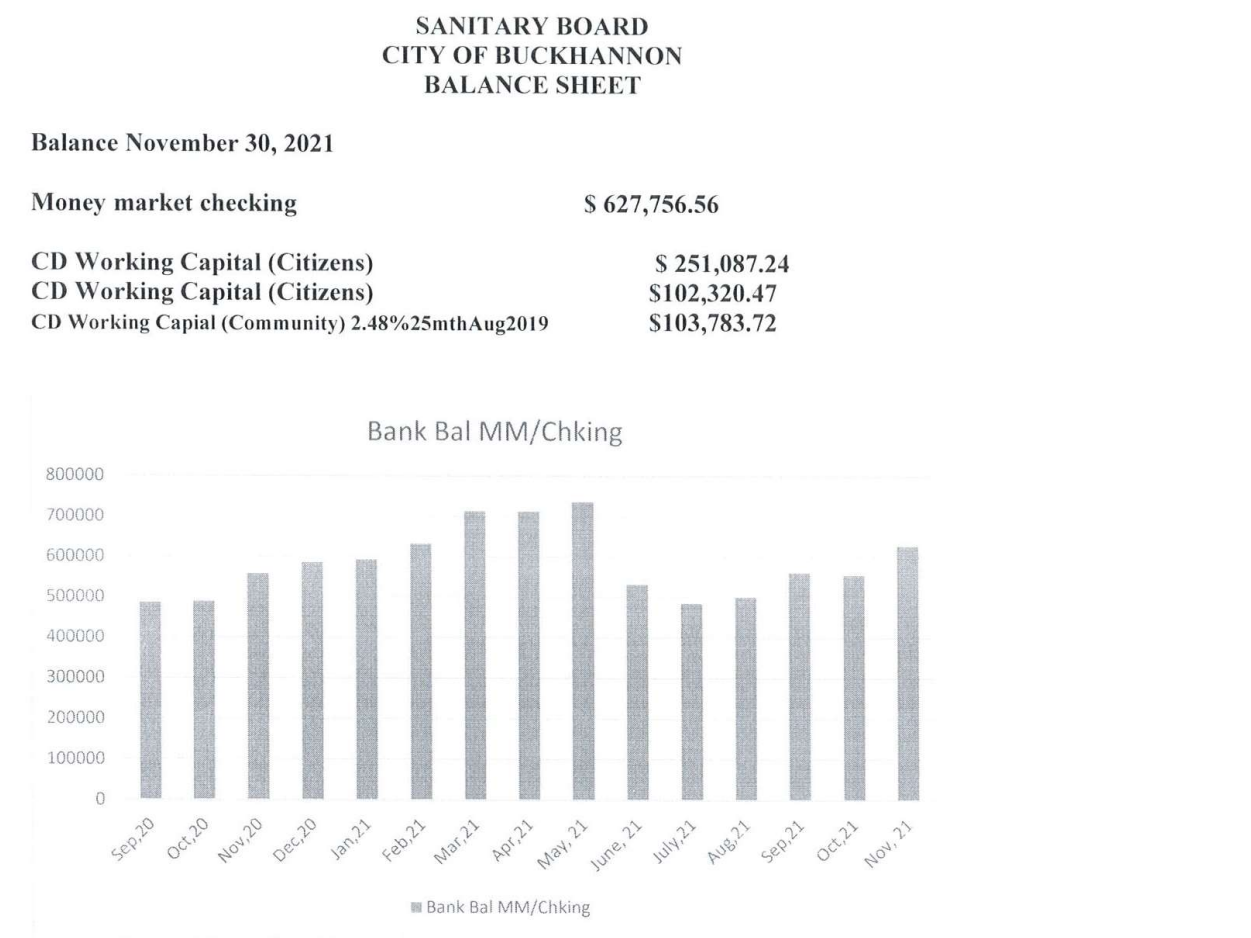
Dear Sir,

We are pleased to quote the following for your consideration.

AEC EQUIP#: 440-95235 S/N:	YEAR: 2022 MFR: TAKEUCHI MODEL: TB260CR TB260CR MINI EXC RBR A/C 5'10" • TAKEUCHI TB260 COMPACT EXCAVATOR • POWERED BY A YANMAR 4TNV86CT 4 CYLINDER 47.6 NET HP DIESEL ENGINE, EPA FINAL TIER 4, AUTOMATIC IDLE • ENGINE MONITORING SYSTEM • ROPS/FOPS CAB WITH AIR • CONDITIONING/HEATER/DEFROSTER, AM/FM MP3 RADIO, WINDSHIELD WIPER AND WASHER, CAB LIGHT, 12 VOLT POWER OUTLET • 15.7" RUBBER TRACKS • 5'10" ARM • BOOM SWING - LEFT 78 DEGREES, RIGHT 55 DEGREES • PILOT OPERATED JOYSTICK CONTROLS • PRIMARY AND SECONDARY TWO-WAY AUXILIARY HYDRAULIC CIRCUITS WITH ADJUSTABLE FLOW CONTROL SYSTEM • PRIMARY AUXILIARY CONTINUOUS MODE AND ONE-WAY MODE • PRIMARY AUXILIARY FLOW - 27.0 GPM • SECOND AUXILIARY FLOW - 11.6 GPM • PROPORTIONAL SLIDE SWITCH CONTROL AUXILIARY HYDRAULICS • CONTROL PATTERN SELECTOR VALVE • TWO SPEED TRAVEL 1.7/3.0 MPH WITH AUTOMATIC SHIFT DOWN • 8-WAY ADJUSTABLE HIGH BACK SUSPENSION SEAT WITH RETRACTABLE SEAT BELT • HEAVY DUTY DOZER BLADE WITH FLOAT	\$65,746.00
-------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------

D. Finance Report - Amby Jenkins

D.1 November 2021 – Amby provided the November 2021 finance report as follows:



STORMWATER FUND

Balance Nov 30, 2021

\$150,195.51

12-15-2021 12:12 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
401-343-000-00 SEWER TAPS	1,000	1,440.00	5,040.00	0.00	( 4,040.00)	504.00
TOTAL OTHER FEES	1,000	1,440.00	5,040.00	0.00	( 4,040.00)	504.00
UTILITY BILLINGS						
401-350-000-00 SEWER CUSTOMERS BILLING	1,800,000	160,940.05	800,263.49	0.00	999,736.51	44.46
TOTAL UTILITY BILLINGS	1,800,000	160,940.05	800,263.49	0.00	999,736.51	44.46
HEALTH AND SAFETY						
401-351-000-00 BF SURCHARGE BILLING	0	0.00	0.00	0.00	0.00	0.00
401-351-100-00 WST RD CONSMPT SURC BILLIN	0	0.00	0.00	0.00	0.00	0.00
401-351-200-00 WST RD EXTEN SURCH BILLIN	0	0.00	0.00	0.00	0.00	0.00
401-352-000-00 INCOME FROM TENNERTON PSD	200,000	45,150.22	112,409.64	0.00	87,590.36	56.20
TOTAL HEALTH AND SAFETY	200,000	45,150.22	112,409.64	0.00	87,590.36	56.20
CHARGES FOR SERVICES						
401-362-000-00 DUE FROM GEN FUND-STORM S	0	0.00	0.00	0.00	0.00	0.00
401-362-000-01 SEPTAGE HAULERS	40,000	3,450.00	17,386.00	0.00	22,614.00	43.47
401-362-000-02 PROJECT MANAGEMENT FEES	0	0.00	31,680.17	0.00	( 31,680.17)	0.00
401-362-000-03 RT. 20 NORTH SEWER EXTENS	0	0.00	0.00	0.00	0.00	0.00
401-362-000-04 JAWBONE RUN PROJECT	0	0.00	0.00	0.00	0.00	0.00
401-362-000-05 IJDC GRANT	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	40,000	3,450.00	49,066.17	0.00	( 9,066.17)	122.67
GRANTS						
401-368-000-00 CONTRIBUTION REVENUE	0	0.00	0.00	0.00	0.00	0.00
401-368-000-02 CONTRIB IN AID CONSTRUCT	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	0	0.00	0.00	0.00	0.00	0.00
INTRAFUND CONTR/CHARGES						
401-370-000-01 LATE CHARGES	23,000	2,934.22	12,886.82	0.00	10,113.18	56.03
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,934.22	12,886.82	0.00	10,113.18	56.03
OTHER REVENUE						
401-379-000-00 GAIN/LOSS SALE OF FIXED A	0	0.00	0.00	0.00	0.00	0.00
401-380-000-00 INTEREST	350	0.00	74.86	0.00	275.14	21.39
401-380-000-01 SALE OF ASSETS	0	0.00	0.00	0.00	0.00	0.00
401-381-000-00 SERVICES OF FLUSHER TRUCK	0	0.00	450.00	0.00	( 450.00)	0.00
401-399-000-00 MISCELLANEOUS	1,000	0.00	5,639.88	0.00	( 4,639.88)	563.99
401-399-000-01 RDT CAPLIZED LABEQ/SUPP	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	1,350	0.00	6,164.74	0.00	( 4,814.74)	456.65
TOTAL REVENUE	2,065,350	213,914.49	985,830.86	0.00	1,079,519.14	47.73

12-15-2021 12:12 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
POWER/FUEL/UTILITY =====						
SALARIES & BENEFITS						
401-711-113-00 PLANT POWER	62,000	5,082.06	25,147.44	0.00	36,852.56	40.56
TOTAL SALARIES & BENEFITS	62,000	5,082.06	25,147.44	0.00	36,852.56	40.56
CONTRACTUAL SERVICES						
401-711-213-00 ELIAS STREET	24,000	1,819.80	9,406.11	0.00	14,593.89	39.19
TOTAL CONTRACTUAL SERVICES	24,000	1,819.80	9,406.11	0.00	14,593.89	39.19
COMMODITIES						
401-711-313-00 VICKSBURG	14,000	542.93	3,761.26	0.00	10,238.74	26.87
TOTAL COMMODITIES	14,000	542.93	3,761.26	0.00	10,238.74	26.87
CAPITAL OUTLAY						
401-711-413-00 EAST MAIN ST	7,000	359.72	2,214.31	0.00	4,785.69	31.63
TOTAL CAPITAL OUTLAY	7,000	359.72	2,214.31	0.00	4,785.69	31.63
CONTRIBUTIONS						
401-711-513-00 WOOD/RITCHIE STS	3,000	123.24	605.89	0.00	2,394.11	20.20
TOTAL CONTRIBUTIONS	3,000	123.24	605.89	0.00	2,394.11	20.20
NON-OPERATING EXPENSES						
401-711-613-00 MONONGALIA ST	1,600	108.91	417.20	0.00	1,182.80	26.08
401-711-713-00 DEANVILLE	1,000	22.56	230.39	0.00	769.61	23.04
401-711-813-00 ISLAND AVENUE	500	17.51	115.02	0.00	384.98	23.00
401-711-913-00 MADISON STREET	450	30.26	185.95	0.00	264.05	41.32
401-711-914-00 TJM SEWAGE STATION	500	21.64	160.31	0.00	339.69	32.06
401-711-915-00 WESTON ROAD	600	37.12	197.35	0.00	402.65	32.89
401-711-916-00 HAMPTON INN PS	350	9.56	32.28	0.00	317.72	9.22
401-711-917-00 BRUSHY FORK PS	570	31.80	173.92	0.00	396.08	30.51
401-711-918-00 RT 20 SEWER PUMP STATION	200	9.64	43.51	0.00	156.49	21.76
401-711-919-00 1 BUCKHANNON RD	200	5.00	41.90	0.00	158.10	20.95
401-711-920-00 PLANT VEHICLES-2,3,8	22,000	2,356.65	11,415.56	0.00	10,584.44	51.89
401-711-920-01 TENNERTON INTERCEPTOR	5,300	0.00	1,558.91	0.00	3,741.09	29.41
401-711-920-02 NATURAL GAS	3,000	27.80	65.75	0.00	2,934.25	2.19
401-711-921-00 BROOKE ST PUMP STA	3,200	170.81	1,173.05	0.00	2,026.95	36.66
401-711-922-00 INDUSTRIAL PK PS	0	0.00	0.00	0.00	0.00	0.00
401-711-923-00 65-67 CLEVELAND AVE	500	6.21	76.32	0.00	423.68	15.26
TOTAL NON-OPERATING EXPENSES	39,970	2,855.47	15,887.42	0.00	24,082.58	39.75
TOTAL POWER/FUEL/UTILITY	149,970	10,783.22	57,022.43	0.00	92,947.57	38.02

12-15-2021 12:12 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
401-712-345-00 UNIFORMS	8,600	761.18	3,454.50	0.00	5,145.50	40.17
TOTAL COMMODITIES	8,600	761.18	3,454.50	0.00	5,145.50	40.17
TOTAL UNIFORMS	8,600	761.18	3,454.50	0.00	5,145.50	40.17
LINES =====						
SALARIES & BENEFITS						
401-713-143-00 FACILITIES MAINTENANCE LI	5,000	107.53	4,219.29	0.00	780.71	84.39
TOTAL SALARIES & BENEFITS	5,000	107.53	4,219.29	0.00	780.71	84.39
CONTRACTUAL SERVICES						
401-713-243-00 SUPPLIES LINES	35,000	10,264.38	32,273.20	4,469.72 (	1,742.92)	104.98
TOTAL CONTRACTUAL SERVICES	35,000	10,264.38	32,273.20	4,469.72 (	1,742.92)	104.98
COMMODITIES						
401-713-343-00 STREET DEPT SERVICES LINE	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL COMMODITIES	2,000	0.00	0.00	0.00	2,000.00	0.00
CAPITAL OUTLAY						
401-713-443-00 EQUIPMENT & MAINTENANCE L	30,000	792.15	12,763.30	226.60	17,010.10	43.30
TOTAL CAPITAL OUTLAY	30,000	792.15	12,763.30	226.60	17,010.10	43.30
TOTAL LINES	72,000	11,164.06	49,255.79	4,696.32	18,047.89	74.93
PLANT =====						
SALARIES & BENEFITS						
401-714-143-00 FACILITIES MAINTENANCE PL	12,000	1,536.65	5,996.10	0.00	6,003.90	49.97
TOTAL SALARIES & BENEFITS	12,000	1,536.65	5,996.10	0.00	6,003.90	49.97
CONTRACTUAL SERVICES						
401-714-243-00 LAB EXPENSE PLANT	13,000	7,091.35	13,485.00	0.00 (	485.00)	103.73
TOTAL CONTRACTUAL SERVICES	13,000	7,091.35	13,485.00	0.00 (	485.00)	103.73
COMMODITIES						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	30,000	362.29	3,537.53	0.00	26,462.47	11.79
TOTAL COMMODITIES	30,000	362.29	3,537.53	0.00	26,462.47	11.79
CAPITAL OUTLAY						
401-714-443-00 PUMP STATION REPAIR & MAI	43,000	2,506.00	13,667.78	0.00	29,332.22	31.79
TOTAL CAPITAL OUTLAY	43,000	2,506.00	13,667.78	0.00	29,332.22	31.79

12-15-2021 12:12 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
401-714-543-00 TELEPHONE	7,200	394.97	2,307.93	0.00	4,892.07	32.05
TOTAL CONTRIBUTIONS	7,200	394.97	2,307.93	0.00	4,892.07	32.05
NON-OPERATING EXPENSES						
401-714-643-00 OPERATION PLANT EXPENSE	12,000	565.57	4,619.51	363.32	7,017.17	41.52
401-714-743-00 TELEMETRY	2,600	179.70	718.80	0.00	1,881.20	27.65
TOTAL NON-OPERATING EXPENSES	14,600	745.27	5,338.31	363.32	8,898.37	39.05
TOTAL PLANT	119,800	12,636.53	44,332.65	363.32	75,104.03	37.31
SALARIES PLANT/LINES						
=====						
SALARIES & BENEFITS						
401-715-101-00 PLANT LABOR	365,000	20,460.70	155,600.48	0.00	209,399.52	42.63
401-715-101-01 PLANT COMPENSA ABSENCES	0	0.00	0.00	0.00	0.00	0.00
401-715-101-10 CAPTLIZ SALARY&BENEFITS	0	0.00	0.00	0.00	0.00	0.00
401-715-103-00 LINE LABOR	485,000	21,459.25	113,736.94	0.00	371,263.06	23.45
401-715-103-01 LINE COMPENS ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-715-103-10 CAPITLIZE SALARY&BENEFITS	0	0.00	0.00	0.00	0.00	0.00
401-715-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
401-715-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
401-715-106-00 GROUP RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	850,000	41,919.95	269,337.42	0.00	580,662.58	31.69
CONTRACTUAL SERVICES						
401-715-226-00 UNEMPLOYMENT/COMPENSATION	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
TOTAL SALARIES PLANT/LINES	850,000	41,919.95	269,337.42	0.00	580,662.58	31.69
SALARIES BOARD/OFFICE						
=====						
SALARIES & BENEFITS						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	5,000.00	0.00	7,000.00	41.67
401-716-101-01 COMPENS ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-716-103-00 OFFICE/CLERK ADM SALARIES	150,000	11,814.19	65,643.94	0.00	84,356.06	43.76
401-716-103-01 OFFICE COMP ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-716-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
401-716-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
401-716-106-00 GROUP RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	162,000	12,814.19	70,643.94	0.00	91,356.06	43.61

12-15-2021 12:12 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
401-716-226-00 UNEMPLOYMENT/COMPENSATION	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL CONTRACTUAL SERVICES	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL SALARIES BOARD/OFFICE	165,000	12,814.19	70,643.94	0.00	94,356.06	42.81
FICA/INSURANCE						
=====						
SALARIES & BENEFITS						
401-718-104-00 FICA TAX	77,500	4,199.91	25,880.25	0.00	51,619.75	33.39
401-718-105-00 HEALTH INSURANCE	163,000	8,732.75	86,086.35	0.00	76,913.65	52.81
TOTAL SALARIES & BENEFITS	240,500	12,932.66	111,966.60	0.00	128,533.40	46.56
TOTAL FICA/INSURANCE	240,500	12,932.66	111,966.60	0.00	128,533.40	46.56
RETIREMENT						
=====						
SALARIES & BENEFITS						
401-719-106-00 GROUP RETIREMENT	100,000	5,145.29	30,261.06	0.00	69,738.94	30.26
TOTAL SALARIES & BENEFITS	100,000	5,145.29	30,261.06	0.00	69,738.94	30.26
TOTAL RETIREMENT	100,000	5,145.29	30,261.06	0.00	69,738.94	30.26
UNEMPLOYMENT/COMPENSATION						
=====						
CONTRACTUAL SERVICES						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	20,600	1,127.16	6,829.62	0.00	13,770.38	33.15
TOTAL CONTRACTUAL SERVICES	20,600	1,127.16	6,829.62	0.00	13,770.38	33.15
TOTAL UNEMPLOYMENT/COMPENSATION	20,600	1,127.16	6,829.62	0.00	13,770.38	33.15
BILLING/COMPUTER/DEP INT						
=====						
CONTRACTUAL SERVICES						
401-783-232-00 MUN BOND FEES	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						
401-783-341-00 BILLING & COLLECTING	46,000	1,788.29	24,043.72	300.00	21,656.28	52.92
401-783-341-05 BILLING WAT BD METER READ	3,600	300.00	1,500.00	0.00	2,100.00	41.67
401-783-342-00 NEW COMPUTER CAPITAL OUTL	17,500	385.84	4,731.04	444.93	12,324.03	29.58

12-15-2021 12:12 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
401-783-369-00 CUSTOMER DEP INTEREST PAI	2,000	33.24	137.31	0.00	1,862.69	6.87
TOTAL COMMODITIES	69,100	2,507.37	30,412.07	744.93	37,943.00	45.09
NON-OPERATING EXPENSES						
401-783-670-00 DEPOSIT INTEREST EXPENSE	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 BILLING/COMPUTER/DEP INT	69,100	2,507.37	30,412.07	744.93	37,943.00	45.09
OFFICE EXPENSE =====						
COMMODITIES						
401-793-341-00 OFFICE SUPPLIES & EXPENSE	29,000	2,307.53	11,561.36	0.00	17,438.64	39.87
TOTAL COMMODITIES	29,000	2,307.53	11,561.36	0.00	17,438.64	39.87
TOTAL OFFICE EXPENSE	29,000	2,307.53	11,561.36	0.00	17,438.64	39.87
PSC ASSESS/DNR PERMIT =====						
SALARIES & BENEFITS						
401-797-116-00 PSC ASSESSMENTS	6,000	0.00	7,573.02	0.00	1,573.02)	126.22
401-797-117-00 DNR PERMIT	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL SALARIES & BENEFITS	9,000	0.00	7,573.02	0.00	1,426.98	84.14
TOTAL PSC ASSESS/DNR PERMIT	9,000	0.00	7,573.02	0.00	1,426.98	84.14
PROPERTY INSURANCE =====						
CONTRACTUAL SERVICES						
401-798-226-00 PROPERTY INSURANCE	46,500	2,464.53	20,172.19	0.00	26,327.81	43.38
401-798-227-00 INSURANCE CLAIMS DAMAGE D	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	46,500	2,464.53	20,172.19	0.00	26,327.81	43.38
TOTAL PROPERTY INSURANCE	46,500	2,464.53	20,172.19	0.00	26,327.81	43.38
RENTS =====						
CONTRACTUAL SERVICES						
401-803-219-00 RENTS	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CONTRACTUAL SERVICES	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL RENTS	10,000	0.00	0.00	0.00	10,000.00	0.00

12-15-2021 12:12 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PROFESSIONAL =====						
CONTRACTUAL SERVICES						
401-896-223-00 PROFESSSIONAL SERVICES	44,500	696.75	866.50	1,000.00	42,633.50	4.19
TOTAL CONTRACTUAL SERVICES	44,500	696.75	866.50	1,000.00	42,633.50	4.19
TOTAL PROFESSIONAL	44,500	696.75	866.50	1,000.00	42,633.50	4.19
BOND A =====						
SALARIES & BENEFITS						
401-970-199-00 BOND ISSUE #A	171,000	14,144.97	85,209.30	0.00	85,790.70	49.83
TOTAL SALARIES & BENEFITS	171,000	14,144.97	85,209.30	0.00	85,790.70	49.83
TOTAL BOND A	171,000	14,144.97	85,209.30	0.00	85,790.70	49.83
BOND B =====						
SALARIES & BENEFITS						
401-980-199-00 BOND ISSUE #B	28,000	2,253.00	13,572.06	0.00	14,427.94	48.47
TOTAL SALARIES & BENEFITS	28,000	2,253.00	13,572.06	0.00	14,427.94	48.47
TOTAL BOND B	28,000	2,253.00	13,572.06	0.00	14,427.94	48.47
CAPITAL/PROJECTS =====						
CAPITAL OUTLAY						
401-997-451-00 PLANT - CAPITAL	150,000	0.00	2,300.00	0.00	147,700.00	1.53
401-997-451-01 STORMWATER	0	0.00	0.00	0.00	0.00	0.00
401-997-451-02 BELT PRESS PROJECT	24,321	0.00	2,203.37	0.00	22,117.63	9.06
401-997-451-03 BROOK ST/PS SEWER UPGRADE	0	0.00	0.00	0.00	0.00	0.00
401-997-451-04 FEMA GENERATOR	0	0.00	0.00	0.00	0.00	0.00
401-997-452-00 SEWER EXT. - CAPITAL	220,000	894.03	9,829.11	12,000.00	198,170.89	9.92
401-997-453-00 STORM SEWER PROJECTS	0	0.00	0.00	0.00	0.00	0.00
401-997-454-00 NEW EQUIPMENT-CAPITAL	51,500	5,254.44	26,154.39	0.00	25,345.61	50.79
401-997-454-01 NEW EQUIP-BORE MACHINE	0	0.00	0.00	0.00	0.00	0.00
401-997-455-00 SEWER UPGRADE-CAPITAL	90,000	108.00	22,860.15	100.00	67,039.85	25.51
401-997-456-00 WESTON ROAD NORTH SIDE	0	0.00	1,595.59	0.00	1,595.59)	0.00
401-997-456-01 WESTON RD -SOUTH SIDE	0	0.00	0.00	0.00	0.00	0.00
401-997-457-00 CAPITAL PURCHASE	20,980	0.00	0.00	0.00	20,980.00	0.00
401-997-458-00 EXP BRUSHY FRK TO GEN FUN	0	0.00	0.00	0.00	0.00	0.00
401-997-499-00 MISCELLANEOUS PROJECTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	556,801	6,256.47	64,942.61	12,100.00	479,758.39	13.84

12-15-2021 12:12 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
401-997-570-00 DEPRECIATION CURRENT YEAR	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 CAPITAL/PROJECTS						
	556,801	6,256.47	64,942.61	12,100.00	479,758.39	13.84
DEPREC/AMORT/CONSTR						
=====						
CAPITAL OUTLAY						
401-999-459-00 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
401-999-460-00 AMORTIZATION	0	0.00	0.00	0.00	0.00	0.00
401-999-461-00 ADVANCE FOR CONSTRUCTION	0	0.00	0.00	0.00	0.00	0.00
401-999-462-00 CONTRIBUTION BUDGETED TO	0	0.00	0.00	0.00	0.00	0.00
401-999-465-00 REPAY LOAN - CITY OF BUCK	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS						
401-999-504-63 AMORT ISSUE COST (96 BOND	0	0.00	0.00	0.00	0.00	0.00
401-999-504-65 BOND ISSUANCE COST	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 DEPREC/AMORT/CONSTR						
	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES						
	2,690,371	139,914.86	877,413.12	18,904.57	1,794,053.31	33.32
REVENUE OVER/(UNDER) EXPENDITURES	( 625,021)	73,999.63	108,417.74	( 18,904.57)	( 714,534.17)	14.32-

12-15-2021 12:12 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2021

426-STORMWATER FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
INTRAFUND CONTR/CHARGES	0	75,000.00	75,000.00	0.00	( 75,000.00)	0.00
TOTAL REVENUES	0	75,000.00	75,000.00	0.00	( 75,000.00)	0.00
EXPENDITURE SUMMARY						
stormwater						
SALARIES & BENEFITS	94,120	274.46	42,514.40	0.00	51,605.60	45.17
COMMODITIES	0	0.00	6,579.32	0.00	( 6,579.32)	0.00
CAPITAL OUTLAY	155,880	690.66	14,802.67	0.00	141,077.33	9.50
TOTAL stormwater	250,000	965.12	63,896.39	0.00	186,103.61	25.56
TOTAL EXPENDITURES						
	250,000	965.12	63,896.39	0.00	186,103.61	25.56
REVENUE OVER/(UNDER) EXPENDITURES	( 250,000)	74,034.88	11,103.61	0.00	( 261,103.61)	4.44-

12-15-2021 12:22 AM

DISBURSEMENT 11-01-21 TO 11-30-21

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
OFFICE EXPENSE	PITNEY BOWES	793-341-00	OFFICE SUPPLIES & EX	LEASE 9/16/21-12/15/21	661.03
	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	OCT 2021 AA FEES	204.56
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	OCT 2021 CC FEES	1,059.41
	US CELLULAR	793-341-00	OFFICE SUPPLIES & EX	642-1651 613-0113 0002	60.20
	SPRINT	793-341-00	OFFICE SUPPLIES & EX	ALL DEPT NOV 2021 GEOTAB	231.32
	FRONTIER	793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	66.83
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.18
				TOTAL:	2,307.53
PROPERTY INSURANCE	TRAVELERS INSURANCE	798-226-00	PROPERTY INSURANCE	INS PREM AUTO LIAB NOV 202	2,464.53
				TOTAL:	2,464.53
PROFESSIONAL	DAVID L HOWELL CPA	896-223-00	PROFESSIONAL SERVIC	1ST BILLING 2020-21 AUDIT	696.75
				TOTAL:	696.75
BOND A	MUNICIPAL BOND COMM OF WV	970-199-00	BOND ISSUE #A	SAN BOND A DEC 2021 PYMT	14,144.97
				TOTAL:	14,144.97
BOND B	MUNICIPAL BOND COMM OF WV	980-199-00	BOND ISSUE #B	SAN BOND B DEC 2021 PYMT	2,253.00
				TOTAL:	2,253.00
CAPITAL/PROJECTS	RITE-WAY HEATING & PLUMBING	997-452-00	SEWER EXT. - CAPITAL	3 KENT ST SUPPLIES	43.03
	FRANK WARE'S SEPTIC SERVICE	997-452-00	SEWER EXT. - CAPITAL	SEPTIC PUMPING 3 KENT ST	275.00
	BRUFFEY TRUCKING INC	997-452-00	SEWER EXT. - CAPITAL	57 STONE M CARROL PROJ	576.00
	ZINN'S SEPTIC SERVICE, LLC	997-455-00	SEWER UPGRADE-CAPITA	PORTA POTTY RENT N SPRING	108.00
	ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	23W5DG 2021 NISSAN LEASE P	427.35
		997-454-00	NEW EQUIPMENT-CAPITA	22GMDW 2017 JEEP GRND CHER	709.39
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D2 2021 NISSAN FRONTIE	322.35
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D9 2021 NISSAN FRONTIE	322.18
		997-454-00	NEW EQUIPMENT-CAPITA	22RKTT 2018 NISSAN PROP TA	235.40
		997-454-00	NEW EQUIPMENT-CAPITA	22RKVD 2018 NISSAN PROP TA	235.40
		997-454-00	NEW EQUIPMENT-CAPITA	22RKVM 2018 NISSAN PROP TA	235.40
	COMMUNITY BANK	997-454-00	NEW EQUIPMENT-CAPITA	SAN DEC 2021 CRANE TRK PYM	1,655.65
		997-454-00	NEW EQUIPMENT-CAPITA	SAN F550 DEC 2021 PYMT	1,111.32
				TOTAL:	6,256.47



12-15-2021 12:22 AM

DISBURSEMENT 11-01-21 TO 11-30-21

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	LOWES BUSINESS ACCOUNTS	714-143-00	FACILITIES MAINTENAN	LIGHTS BULBS - EXIT SIGN	15.12
		714-143-00	FACILITIES MAINTENAN	CINDER BLOCKS PLNT SVC LN	3.72
		714-143-00	FACILITIES MAINTENAN	DOOR KNOB FOR OFFICE DOOR	29.44
	SYLVESTER W. LOWTHER	714-643-00	OPERATION PLANT EXPE	AW-68 OIL 5 GALLON	50.00
	US CELLULAR	714-543-00	TELEPHONE	704-7883 7882 931-0814 439	309.49
	WALMART STORES INC -BUCKHANN	714-143-00	FACILITIES MAINTENAN	PLANT SUPPLIES	17.58
		714-143-00	FACILITIES MAINTENAN	PLANT SUPLIES	129.02
	AMAZON.COM	714-643-00	OPERATION PLANT EXPE	PCRD-BUNN 10 CUP COFFEE BR	109.99
	EBAY	714-443-00	PUMP STATION REPAIR	PCRD-CONTACT KIT - MADISON	23.00
	C & G AUTO REPAIR	714-343-00	EQUIPMENT MAINTENANC	P-0 INSPECTION	14.00
	FASTENAL INDUSTRIAL	714-143-00	FACILITIES MAINTENAN	SHOP SUPPLIES	1,010.34
	ENVIROSCIENCE, INC.	714-243-00	LAB EXPENSE PLANT	3RD & 4TH QRTR TOX TESTS	1,820.00
		714-243-00	LAB EXPENSE PLANT	3RD & 4TH QRTR TOX TESTS	995.00
	WORLD FUEL SERVICES, INC.	714-143-00	FACILITIES MAINTENAN	RAGS AND GREASE FOR PLANT	119.00
	MICROLOGIC INC	714-743-00	TELEMETRY	SAN MONTHLY SEC MONITORING	179.70
	FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	85.48
SALARIES PLANT/LINES	**PAYROLL EXPENSES			11/01/2021 - 11/30/2021	41,919.95
				TOTAL:	54,556.48
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES			11/01/2021 - 11/30/2021	12,814.19
				TOTAL:	12,814.19
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN NOV 2021 HEALTH INS	6,722.75
		718-105-00	HEALTH INSURANCE	SAN NOV 2021 RETIREE'S SUB	2,010.00
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,629.17
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,774.68
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	381.00
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	415.06
				TOTAL:	12,932.66
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,153.22
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,193.51
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	371.84
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	426.72
				TOTAL:	5,145.29
UNEMPLOYMENT/COMPENSAT	ENCOVA INSURANCE	720-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 10/4/21 TO 11/1	1,127.16
				TOTAL:	1,127.16
BILLING/COMPUTER/DEP I	OFFICESUPPLY.COM	783-341-00	BILLING & COLLECTING	PCRD-ADDING MACHINE WHITE	24.87
	PITNEY BOWES INC	783-341-00	BILLING & COLLECTING	NOV 21 PERMIT PSTG & OVERA	931.82
	WATER BD-CITY OF BUCKHANNOH	783-341-05	BILLING WAT BD METER	NOVEMBER 2021 METER READS	300.00
	ELECSYS INTERNATIONAL CORP	783-341-00	BILLING & COLLECTING	MCON MONTHLY MAINT CONTRACT	76.00
	TOSHIBA FINANCIAL SERVICES	783-341-00	BILLING & COLLECTING	CITY HALL COPIER NOV 2021	144.01
	RAVEN ROCK NETWORKS INC	783-341-00	BILLING & COLLECTING	INCODE SERVER ASSISTANCE	31.88
		783-341-00	BILLING & COLLECTING	IT SERVICE CONTRACT NOV 21	212.50
	COMMUNITY BANK	783-342-00	NEW COMPUTER CAPITAL	DEC 2021 COMPUTER SERV PYM	385.84
	WALMART STORES INC -BUCKHANN	783-341-00	BILLING & COLLECTING	SUPP FOR CITY HALL	39.64
		783-341-00	BILLING & COLLECTING	PCRD-ADHESIVE CONTACT PAPE	4.63
		783-341-00	BILLING & COLLECTING	SUPPLIES FOR CITY HALL	44.25
	TYLER TECHNOLOGIES INC	783-341-00	BILLING & COLLECTING	MAINT BAR CODE SCANNER ANN	181.57
		783-341-00	BILLING & COLLECTING	PROJECT ACCTING TRAINING	65.00
	SUDDENLINK	783-341-00	BILLING & COLLECTING	CITY HALL INTERNET NOV 202	32.12
				TOTAL:	2,474.13

12-15-2021 12:22 AM

DISBURSEMENT 11-01-21 TO 11-30-21

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
OFFICE EXPENSE	PITNEY BOWES	793-341-00	OFFICE SUPPLIES & EX	LEASE 9/16/21-12/15/21	661.03
	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	OCT 2021 AA FEES	204.56
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	OCT 2021 CC FEES	1,059.41
	US CELLULAR	793-341-00	OFFICE SUPPLIES & EX	642-1651 613-0113 0002	60.20
	SPRINT	793-341-00	OFFICE SUPPLIES & EX	ALL DEPT NOV 2021 GEOTAB	231.32
	FRONTIER	793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	66.83
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.18
				TOTAL:	2,307.53
PROPERTY INSURANCE	TRAVELERS INSURANCE	798-226-00	PROPERTY INSURANCE	INS PREM AUTO LIAB NOV 202	2,464.53
				TOTAL:	2,464.53
PROFESSIONAL	DAVID L HOWELL CPA	896-223-00	PROFESSSIONAL SERVIC	1ST BILLING 2020-21 AUDIT	696.75
				TOTAL:	696.75
BOND A	MUNICIPAL BOND COMM OF WV	970-199-00	BOND ISSUE #A	SAN BOND A DEC 2021 PYMT	14,144.97
				TOTAL:	14,144.97
BOND B	MUNICIPAL BOND COMM OF WV	980-199-00	BOND ISSUE #B	SAN BOND B DEC 2021 PYMT	2,253.00
				TOTAL:	2,253.00
CAPITAL/PROJECTS	RITE-WAY HEATING & PLUMBING	997-452-00	SEWER EXT. - CAPITAL	3 KENT ST SUPPLIES	43.03
	FRANK WARE'S SEPTIC SERVICE	997-452-00	SEWER EXT. - CAPITAL	SEPTIC PUMPING 3 KENT ST	275.00
	BRUFFEY TRUCKING INC	997-452-00	SEWER EXT. - CAPITAL	57 STONE M CARROL PROJ	576.00
	ZINN'S SEPTIC SERVICE, LLC	997-455-00	SEWER UPGRADE-CAPITA	PORTA POTTY RENT N SPRING	108.00
	ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	23W5DG 2021 NISSAN LEASE P	427.35
		997-454-00	NEW EQUIPMENT-CAPITA	22GMDW 2017 JEEP GRND CHER	709.39
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D2 2021 NISSAN FRONTIE	322.35
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D9 2021 NISSAN FRONTIE	322.18
		997-454-00	NEW EQUIPMENT-CAPITA	22RKTT 2018 NISSAN PROP TA	235.40
		997-454-00	NEW EQUIPMENT-CAPITA	22RKVD 2018 NISSAN PROP TA	235.40
		997-454-00	NEW EQUIPMENT-CAPITA	22RKVM 2018 NISSAN PROP TA	235.40
	COMMUNITY BANK	997-454-00	NEW EQUIPMENT-CAPITA	SAN DEC 2021 CRANE TRK PYM	1,655.65
		997-454-00	NEW EQUIPMENT-CAPITA	SAN F550 DEC 2021 PYMT	1,111.32
				TOTAL:	6,256.47

Amby also reported on clarifications she has received, through email with the WV PSC, regarding our Working Capital Reserve.

---

**Working Capital Reserve**

---

**Amberle Jenkins** <amby.jenkins@buckhannonwv.org> Wed, Dec 1, 2021 at 12:53 PM  
Reply-To: amby.j@buckhannonwv.org  
To: "Kovarik, Alex" <AKovarik@psc.state.wv.us>  
Cc: Barbara Hinkle <barbara.hinkle@buckhannonwv.org>

Mr. Kovarik:  
I know you are busy, but I was hoping you would have a few minutes to answer a couple of questions regarding the CWCR.

The City of Buckhannon has both Water and Sewer utilities. I am a little unclear about the contributions toward it. I saw the PSC report indicates monthly deposits. Is it required to make monthly contributions or can it be quarterly or annually as well?  
Is this cumulative? Are we to contribute toward this as to the O&M each year? For example, our Water PSC report for this year shows 39.16% because we designated CD's in (begin balance)2020 toward CWCR and I contributed again in June 2021 to meet the 2020-21 O&M. I am not sure if I need to contribute every month for the fiscal year we are in now.

My other question if expenses from it to address extraordinary and non-recurring expenditures. I was not sure if items such as backhoes (large equipment), replacing filter media, or a property purchase that would be strategic to expansion of the existing plant would qualify. Do you have any examples I might use to explain to our Board? Any comments or thoughts would be appreciated.

--  
Amberle Jenkins  
Assistant Recorder, Director of Finance and Administration  
City of Buckhannon  
304-472-1651 ext 1016

---

**Working Capital Reserve**

---

**Kovarik, Alex** <AKovarik@psc.state.wv.us> Wed, Dec 1, 2021 at 4:55 PM  
To: "amby.j@buckhannonwv.org" <amby.j@buckhannonwv.org>

Amberle,

In rate cases involving PSDs monthly deposits are ordered by the PSC, the amount of which is based on a percentage of total revenue which is assigned in the rate case. However, as a locally rate regulated municipality the PSC does not have jurisdiction over the City of Buckhannon's rates and the City does not come to the PSC for rate changes. Having a reserve fund of 1/8<sup>th</sup> of O&M expenses is the minimum requirement per 24-1-1 paragraph K of the state code. The manner in which the City deposits the funds is not something the PSC would normally get involved in. So it's up to the municipality how often and when they deposit to the CWCR fund, it just needs to be sure to meet atleast the minimum funding requirement.

Normally the CWCR minimum 1/8<sup>th</sup> requirement is based on the most recent fiscal year. So if in the annual report for the most recent 2021 fiscal year, for example, the City had \$800,000 in O&M expenses it would be required to hold a minimum of \$100,000. If in the 2022 annual report O&M expenses increase to \$880,000, it should fund an additional \$10,000 to the reserve in order to increase it to \$110,000. The requirement is to hold a minimum requirement of 1/8<sup>th</sup> of O&M expenses in total. It is not required to contribute an additional full 1/8<sup>th</sup> on top of the previous 1/8<sup>th</sup> every year. I am not aware of any requirement to change it based on month to month fluctuations in O&M expenses. Just for annual changes in O&M expenses.

As far as what qualifies as a use for these funds – feel free to contact me if you have a specific expenditure you are unsure of. Generally, it's for emergency use only. Any budgeted, planned expenditure would normally not qualify. So a planned purchase of equipment or property probably would not qualify. However, if for example, a pump unexpectedly stopped working suddenly and a replacement was needed quickly – that would be a reasonable use of the funds. The PSC has also recently allowed use of these funds for COVID-19 related issues.

I hope this answers your questions but feel free to let me know if there is anything further.

Thanks,

Alex Kovarik  
Utilities Analyst  
Public Service Commission of West Virginia  
201 Brooks St.  
Charleston, WV 25301  
Phone: 304-340-0358

**Amby's Report:** The PSC Report for fiscal year 6/30/21 has been submitted. Copies distributed to Board Members.

Working capital reserve clarified with call to the public service commission. Email in packet with an explanation from Mr. Kovaric of the PSC. After working on the PSC report, I had questions that I needed clarified about monthly contributions, are contributions to be accumulative, how can they be expensed.

Financial Statement notes:

Assets

Added to fixed assets 3-2021 Nissan Trucks, Bore Machine, 2020 Excavator. Removed 3-2018 Nissans. The value of the obsolete radio read handhelds were removed from depreciation.

UV Unit #2 and Control Panel at Elias St and the North Rt 33/Old Weston Rd sewer line as well as the Brushy Fork sewer extension was added to Depreciation.

Liabilities

Payroll that was paid 7/9/21 had 11 June work days in it, so that portion of the payroll needed to be accrued.

Revenues

Overall \$292,000 less that last year, but last year counted Capitalized expenses of \$200,000 for the Rt 33 North, Brushy Fork and Doerr projects. And \$30,000 received from General Fund.

Expenditures

Only a difference of \$19,000 more than 2020.

The Accountant (Mr Trent) also noted Contributions in aid of Construction valued at \$190,496 for Sewer Taps, Way of Holiness project, and 33 West surcharges to be collected.

Sewer Leak Adjustments

PSC rules have changed, so we needed to update our policy. Adjustments will no longer be made unless the customer’s consumption is over 200% of normal average. We also must adjust for malfunctioning appliances such as hot water tanks, but intentional flushing of lines are not adjusted. Customers still need to certify or show proof of repairs.

Motion to approve the November 2021 Financial Report was made by Frye/Loftis. Motion carried.

Without objection, I.2 Financial Statement Period Ending 06/30/2021 was moved to the table for discussion and/or a vote.

Amby Jenkins reviewed the Financial Statement Period Ending 06/30/2021 that were prepared by Richard Trent, with the Board.

CITY OF BUCKHANNON SANITARY BOARD STATEMENT OF NET ASSETS JUNE 30, 2021			
	06/30/2021	06/30/2020	
ASSETS			
Current assets:			
Cash	\$ 454,162	\$ 623,822	(169,660) ckg-43,264;mm-480,098
Investments	457,191	253,190	204,001 CD's-0.1% @ YE
Accounts receivable	569,302	451,793	117,509
Due from others	8,907	59,900	(50,993) G Fd-6,507 [BR ovrrpymt]; Foster-2400
Prepaid expenses	5,866	1,892	3,974 Travelers Ins; Raven Rock
Interest receivable	1,038	2,225	(1,187) 127
Municipal bond commission	140,619	140,492	86B-110,685; 2009A-29,934
Total current assets	1,637,085	1,533,314	103,771
Restricted:			
Customer deposits	77,201	76,293	908 deducted from cash above
Total restricted assets	77,201	76,293	908
Fixed assets:			
Property, plant and equipment	17,069,118	16,821,080	248,038 List attached
Accumulated depreciation	(10,913,310)	(10,447,044)	(466,266)
Total fixed assets	6,155,808	6,374,036	(218,228)
Other non-current assets:			
Deferred Outflow-Pension	7,089	7,089	Retirement reporting
Deferred outflow-OPEB	4,675	4,675	OPEB reporting (health insur)
Deferred outflow-Pension	62,925	62,925	Retirement reporting
Deferred outflow-OPEB	24,634	24,634	OPEB reporting (health insur)
Total other assets	99,323	99,323	
Total Assets	\$ 7,969,417	\$ 8,082,966	(113,549)
	=====	=====	
LIABILITIES			
Current liabilities from current assets:			
Accounts payable	\$ 8,759	\$ 122,022	(113,263)
Accrued payroll and benefits	33,420	N/A	33,420 Not accrued at 6/2020
Advances for construction	132,067	132,067	0 Fato-Doerr-Wthrrfrd-CGP
Accrued interest	2,365	2,852	(487) 09 issue
Current portion of notes payable and bonds	222,229	241,910	(19,681) See attached note analysis
Total current liabilities payable from current assets	398,840	498,851	(100,011)
Current liabilities payable from restricted assets:			
Customer deposits	77,201	76,293	908
Total current liabilities payable from restricted assets	77,201	76,293	908
Long term liabilities:			
Compensated absences payable	59,408	51,908	7,500
Notes payable, net of current portion	70,071	84,496	(24,425)
Revenue bonds payable, net of current portion	634,972	806,137	(171,165) See attached note analysis
Net pension liability	88,592	88,592	Accrued retirement obligations
Net OPEB liability	209,505	209,505	Accrued OPEB obligations
Deferred inflows-pension	73,237	73,237	Accrued retirement obligations
Deferred inflows-OPEB	86,556	86,556	Accrued OPEB obligations
Total long term liabilities	1,222,341	1,410,431	(188,090)
Total liabilities	1,698,382	1,985,575	(287,193)
NET ASSETS			
Investments in capital assets, net of related debt	5,228,536	5,231,493	(2,957)
Restricted	0	0	
Unrestricted	1,042,499	865,898	176,601
Total net assets	6,271,035	6,097,391	173,644
Total liabilities and net assets	7,969,417	8,082,966	(113,549) 827,398
	=====	=====	

CITY OF BUCKHANNON  
SANITARY BOARD  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2021

	06/30/2021	06/30/2020	Increase (Decrease)	% Incr (dcr)
Operating Revenues				
Charges for services-residential/commercial/industrial	\$ 1,850,794	\$ 1,897,283	(46,489)	-2.45%
Charges for services-PSD's	264,407	272,585	(8,178)	-3.00%
Charges for services-septage haulers	55,081	62,432	(7,351)	-11.77%
Project fees	0	12,668	(12,668)	-100.00%
Other charges	30,820	31,991	(1,171)	-3.66%
Capitalized expenses	0	200,312	(200,312)	
Transfer from general fund	0	30,000	(30,000)	
Miscellaneous operating revenues (refunds, etc)	30,837	17,070	13,767	80.65%
Total operating revenues	2,231,939	2,524,341	(292,402)	-11.58%
Operating Expenditures	-11.58%	6.87%		
Personnel	\$ 708,302	\$ 659,200	49,102	{ Plant-24K;Line-22.5K 7.45%
Materials and supplies	90,060	77,160	12,900	{ 16.72%
Maintenance	165,285	205,606	(40,321)	-19.61%
Heat, light and power	64,865	62,202	2,663	4.28%
Depreciation and amortization	495,328	472,134	23,194	4.91%
Administration and general	633,736	684,238	(50,502)	-7.38%
Miscellaneous operating expenses	33,898	11,265	22,633	Contractual svcs- incr is Potesta 0.91%
Total operating expenditures	2,191,474	2,171,805	19,669	
	0.91%	12.02%		
Operating income (loss)	40,465	352,536	(312,071)	
Non-operating revenues (expenditures)				
Interest income	3,209	7,877	(4,668)	-59.26%
Interest expense	(38,131)	(47,864)	9,733	-20.33%
Gain (loss) on disposal of equipment	3,927	0	3,927	
Miscellaneous non-operating revenue	357	187		
Miscellaneous expense	0	0		
Total non-operating revenues (expenditures)	(30,638)	(39,800)	9,162	
Net income (loss) before contributions and transfers	9,827	312,736	(302,909)	
Transfers/Contributions in aid	190,496	37,580	152,916	{CIAC: {Taps-9,120
Retirement /OPEB adjustments	N/A	N/A		Way of Holiness-13,822 33W surchgs-167,554
	200,323	350,316	(149,993)	
Total net assets - beginning of year	6,097,391	5,708,575	388,816	
GASB adjustment	N/A	38,500		
Prior year adjustment (prior year payroll accrual)	(26,679)	N/A		
Total net assets - end of year	\$ 6,271,035	\$ 6,097,391	173,644	

CITY OF BUCKHANNON  
SANITARY BOARD  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2021

	30-Jun-21	30-Jun-20
Cash flows from operating activities:		
Cash received from customers	2,166,331	2,263,734
Cash paid for goods and services	(1,110,089)	(964,827)
Cash paid to employees	(667,382)	(647,253)
Net cash provided (used) by operating activities	388,860	651,654
Cash flows from capital and related financing activities:		
Purchase of fixed assets	(298,414)	(319,473)
Payment of revenue bond principal	(165,200)	(159,487)
Proceeds from long term debt	46,387	0
Repayments on long term debt	(96,459)	(90,174)
Interest expense	(38,618)	(48,331)
Gain (loss) on disposal of fixed assets	3,927	187
Increase (decrease) in bond deferred issue costs	0	0
Transfers/Contributions in aid	190,496	37,580
Decrease in due from general fund	0	0
Net cash provided (used) by financing activities	(357,881)	(579,698)
Cash flows from investing activities:		
Interest income	4,396	5,652
Net cash provided (used) by investing activities	4,396	5,652
Net increase (decrease) in cash & cash equivalents	35,375	77,608
Cash and cash equivalents at beginning of year	1,093,798	1,016,190
Cash and cash equivalents at end of year	1,129,173	1,093,798
	06/30/21	06/30/20
Cash balances:		
Cash account	531,363	700,116
2 1/2% Funded depreciation reserve	0	0
Investments - CD	457,191	253,190
Repurchase agreement	0	0
Municipal bond commission	140,619	140,492
	1,129,173	1,093,798

CITY OF BUCKHANNON  
SANITARY BOARD  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2021

30-Jun-21      30-Jun-20

CITY OF BUCKHANNON  
SANITARY BOARD  
RECONCILIATION OF OPERATING INCOME TO NET CASH  
PROVIDED BY OPERATING ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2021

	30-Jun-21	30-Jun-20
Operating income (loss)	40,465	352,536
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation and amortization expense	495,328	472,134
Bond issuance defeasance costs		
Decrease (increase) in receivables	(117,509)	(31,783)
Decrease (increase) other receivables	50,993	(30,000)
Decrease (increase) in prepaid expenses	(3,974)	4,235
Increase (decrease) in accounts payable	(118,271)	71,409
Increase (decrease) in accrued payroll	33,420	N/A
Increase (decrease) in advances for construction	0	0
Increase (decrease) in customer deposits	908	1,488
Increase (decrease) in compensated absences payab	7,500	11,947
Non-cash loss on equipment disposal	0	0
Deferred revenue	0	0
Capitalized personnel costs	0	0
GASB adjustments-pension/opeb	0	(200,312)
	-----	-----
Net cash provided (used) by operating activities	388,860	651,654
	=====	=====


Motion to approve the Financial Statement Period Ending 06/30/2021 was made by Frye/Loftis. Motion carried.

E. Department Report – Sanitary Superintendent Ethan Crosten provided the following reports on department activities:

E.1 33 West Extension North – I sent the letters out the letters to Smitty’s and H2 Group about payments. I have not heard back from them.

E.2 33 West Extension South – No movement.

E.3 Plant Operations and Testing - The tests have all been within limits. One of our industrial users did not get tests results back this month, Jason and I have been in contact with the DEP to figure out what needs done. The NPDES Permit was submitted at the beginning of the month.



Applicant:BUCKHANNON, CITY OFType:Electronic DMR

Reference ID: wv0032336Nov2021 (12/13/2021)Permit ID: New/Pending

eDMR Worksheet -- WV0032336 - 001

Status: NewPrinted: Dec. 13, 2021 1:01 PM

Permit:WV0032336Outlet No:001Type:NORMAL

Lab Performing Analysis:  
157 - STURM ENVIRONMENTAL SERVICES

Retrieve Parameters

eDMR Schedule

Parameter	Permit Limits	Quantity			Units	Number Exceed.	Other Units				Units	Number Exceed.	Measurement Frequency	Sample Type	Lab Test Flag
		Avg	Max				Min	Avg	Max	CEL*					
50050 (ML-1) RF-A Flow In Conduit Or Treatment Plant Year Round	Reported Permit Limits	N/A N/A	N/A N/A				N/A 0.788 Rpt Only	1.278 Avg. Month Rpt Only			mgd	0	Continuous Continuous	measured	153 ✓
00310 (ML-8) RF-A Bod Winter Nov 1-June 30	Reported Permit Limits	13.4 313	16.1 626	Lbs/Day	0		N/A 2.3 Avg. Month	2.9 30 Max. Daily			mg/l	0	1/week 1/week	8 hr comp	153 ✓
00530 (ML-A) RF-A Suspended Solids, Total Year Round	Reported Permit Limits	5.5 625.8	7.2 1251.8	Lbs/Day	0		N/A 1.0 Avg. Month	1.5 60 Max. Daily			mg/l	0	1/week 1/week	8 hr comp	153 ✓
51012 (ML-K) RF-A Bod.5day Percent Removal, Dry Year Round	Reported Permit Limits	N/A N/A	N/A N/A				98.6 85 Month. Avg.	N/A N/A			Percent	0	4/month 2/month	Calculated	153 ✓
51013 (ML-K) RF-A Bod.5day Percent Removal, Wet Year Round	Reported Permit Limits	N/A N/A	N/A N/A				Rpt Only Month. Avg.	N/A N/A			Percent		2/month 2/month	Calculated	153 CONDITIONAL ✓
51014 (ML-K) RF-A Solids, Suspended Percent Removal, Dry Year Round	Reported Permit Limits	N/A N/A	N/A N/A				98.8 85 Month. Avg.	N/A N/A			Percent	0	4/month 2/month	Calculated	153 ✓
51015 (ML-K) RF-A Solids, Suspended Percent Removal, Wet Year Round	Reported Permit Limits	N/A N/A	N/A N/A				Rpt Only Month. Avg.	N/A N/A			Percent		2/month 2/month	Calculated	153 CONDITIONAL ✓
74055 (ML-A) RF-A Coliform, Fecal Year Round	Reported Permit Limits	N/A N/A	N/A N/A				N/A 19 Mon. Geo. A	200 400 Max. Daily			Cnts/100ml	0	1/week 1/week	Grab	153 ✓
00400 (ML-A) RF-A Ph Year Round	Reported Permit Limits	N/A N/A	N/A N/A				7.01 6 Inst. Min.	7.32 N/A Inst. Max.			S.U.	0	1/week 1/week	Grab	153 ✓
00300 (ML-A) RF-A Dissolved Oxygen Year Round	Reported Permit Limits	N/A N/A	N/A N/A				8.0 7.25 Inst. Min.	N/A N/A			mg/l	0	1/week 1/week	Grab	153 ✓
00610 (ML-A) RF-A Nitrogen, Ammonia Total Winter Nov 1-June 30	Reported Permit Limits	3.27 62.6	9.5 125	Lbs/Day	0		N/A 0.603 Avg. Month	1.456 6 Max. Daily			mg/l	0	1/week 1/week	8 hr comp	153 ✓
01119 (ML-A) RF-A Copper Total Recoverable Year Round	Reported Permit Limits	N/A N/A	N/A N/A				N/A 0.006 Avg. Month	0.006 0.015 Max. Daily			mg/l	0	1/month 1/month	8 hr comp	157 ✓
01094 (ML-A) RF-A Zinc Total Recoverable Year Round	Reported Permit Limits	N/A N/A	N/A N/A				N/A 0.030 Avg. Month	0.030 0.13 Max. Daily			mg/l	0	1/month 1/month	8 hr comp	157 ✓
74069 (ML-6) RF-A Stream Flow, Estimated	Reported	N/A	N/A				63.9 Rpt Only	171.6 Rpt Only	525.8 Rpt Only			0	1/daily 1/daily	Calculated	153 ✓

Date	INFLUENT WASTEWATER					BELT PRESS			Plant Effluent					
	Sus. Sol. mg/l	BOD5 mg/l	Flow mgd	Temp C	PH	Grit Scr. C.F.	Gals.Wet Sludge Added	Pounds Dry solid: Produced	Sus. Sol. mg/l	BOD5 mg/l	Fecal Col./ 100 ml	D.O. mg/l	PH	Amn. Nit. mg/l
11/1/21			0.856	20.0	7.16	2.0								
11/2/21			0.797	20.0	7.11	2.0					11	8.0	7.13	
11/3/21	92	182	0.660	20.0	7.15	2.0	68,577	6,920	1.5	2.9		8.2	7.09	0.170
11/4/21			0.738	18.0	7.13	2.0	19,567	1,991				8.3	7.03	
11/5/21			0.639	16.0	7.09	2.0						8.9	7.01	
11/6/21			0.651			2.0								
11/7/21			0.653			2.0								
11/8/21			0.712	16.0	7.11	2.0						9.0	7.04	
11/9/21			0.703	16.0	7.14	2.0	13,512	2,175				9.2	7.07	
11/10/21	76	199	0.691	16.0	7.30	2.0	11,799	1,899	1.0	2.8		9.3	7.10	0.616
11/11/21			1.278	16.0	7.26	2.0						9.2	7.09	
11/12/21			0.575	16.0	7.24	2.0						9.0	7.08	
11/13/21			1.035			2.0								
11/14/21			0.809			2.0								
11/15/21			0.930	15.0	7.00	2.0	58,212	6,894			1	8.2	7.21	
11/16/21			0.898	15.0	7.04	2.0	59,459	7,091				8.0	7.26	
11/17/21	76	80	0.785	15.0	7.06	2.0	65,542	7,707	0.5	0.9		8.2	7.28	1.456
11/18/21			1.051	15.0	7.10	2.0	74,737	5,797				8.6	7.29	
11/19/21			0.794	15.0	7.11	2.0	29,822	2,313				8.7	7.31	
11/20/21			0.754			2.0								
11/21/21			0.897			2.0								
11/22/21			0.851	14.0	7.14	2.0	64,646	7,009			1	8.8	7.32	
11/23/21	80	214	0.720	14.0	7.16	2.0	66,529	7,213	1.0	2.6		8.9	7.28	0.170
11/24/21			0.675	14.0	7.14	2.0						9.1	7.26	
11/25/21			0.854	14.0	7.11	2.0						9.2	7.24	
11/26/21			0.804	14.0	7.12	2.0						9.2	7.22	
11/27/21			0.692			2.0								
11/28/21			0.732			2.0								
11/29/21			0.704	11.0	7.14	2.0	53,738	5,826			6	9.0	7.21	
11/30/21			0.706	11.0	7.12	2.0	5,591	606				8.9	7.19	
TOTAL			23.644				591,731	63,441						
AVERAGE	81	169	0.788	15.5	7.13	2.0			1.0	2.3	3	8.7	7.17	0.60
MAXIMUM	92	214	1.278	20.0	7.30	2.0			1.5	2.9	11	9.3	7.32	1.46
MINIMUM	76	80	0.575	11.0	7.00	2.0			0.5	0.9	1	8.0	7.01	0.17
LIMITS														
AVG MONTHLY	NA	NA	NA	NA	NA	NA	NA	NA	30.0	10.0	200	NA	NA	2.00
MAX DAILY	NA	NA	NA	NA	NA	NA	NA	NA	60.0	20.0	400	NA	9.00	4.00
MIN DAILY	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	7.25	6.00	NA

**E.4 Maintenance Crew** – The maintenance crew has finished repairing the pump station access roads. They rebuilt our yard fire hydrants and rebuilt the polymer mixer. They have replaced starters in P-15 and done various equipment maintenance projects.

**E.5 Line Crew #1** – We have had an above amount of sewer calls this month. We have been looking at houses that have had multiple sewer calls recently and digging up the line and replacing it or patching it to try and cut back on these calls. This crew has been doing many of these replacements. They also started clearing trees for the Wilt and Turansky Project.

**E.6 Line Crew # 2** – This crew set a manhole at Kent Street and did much of the investigation work in the Kent and Gaston Street area. The Kent Street residence that was paying a sewer bill and had a septic tank is actually tied into the sewer. There was a pipe coming out of the back side of the septic tank which tied into the sewer that we did not know went up as far as it did. They have made a couple of taps and also assisted in fixing some of these frequent sewer calls. They also repaired a sewer line that was causing the ground to erode away and cause a hole on Kepner Street.

**E.7 Wilt & Turansky/Vicksburg Road Project Update** - Jay, Kelly and Ethan will stake out the project area soon.

**E.8 Mark Carroll Project** - Tim Bragg finished this project on Monday, December the 13th. The project went well and is now in the warranty period.

**F. Stormwater**

**F.1 Gaston Street Storm Update** - During the week of Thanksgiving, we did extensive investigation due to the lack of information for the area. Despite our previous thoughts, there is no storm or sewer running together and we have updated the records for this area.

**F.2 Maple Street Headwall** - Brian’s crew and I met with Rex Harris at his property where the eroding ground is. I explained to him that we weren’t going to put the pipe back in but we were looking at other options to try and alleviate some of the issues there. He seemed willing to cooperate with the erosion control and/or a headwall. Jay Hollen recommended this for a Spring of 2022 project.

**G. Correspondence and Information** – Mayor Skinner reviewed the following with the Board.

**G.1 Tennerton P.S.D. Meeting Minutes –November 2021**

Tennerton Public Service District  
Monthly Meeting  
November 10, 2021

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

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

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on , October 20,2021 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by John Barnes.

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

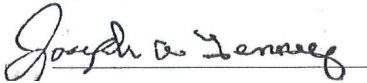
The board reviewed and approved the previous month's credit memos. No shutoffs this month.

Terry Gould reported on the following:

-We received the Steven Morgan right-of-way. It needs to be recorded but does not have a book number, page number, or deed number. We can agree to use this one until a recordable one is received. Joe Tenney made a motion to approve, John Barnes seconded.

There being no other business to discuss, motion was made by Joe Tenney to adjourn and seconded by John Barnes.

Approved



## H. Consent Agenda

### H.1 Approval of Minutes 11/18/21

**Motion to approve the Minutes from 11/18/21 was made by Frye/Loftis. Motion carried.**

## I. Strategic Issues for Discussion and/or Vote

**I.1 Approval to Accept Bid Opening One (1) Mini Excavator** – Action taken earlier in the meeting.

**I.2 Financial Statement Period Ending 06/30/2021** – Action taken earlier in the meeting.

**I.3 Approval Sewage Leak Adjustment Policy** – Amby Jenkins reviewed the proposed Sewage Leak Adjustment Policy, sample of which is part of today's packet, with the Board. Mayor Skinner recommended that the Board Members review the policy and be prepared to vote on it at the next regular meeting.

## Policy for Adjustment of Sewer Bills for Water Leaks on the

### Customer's Side of the Meter

1. If a customer has consumption in excess of twice the customer's historical usage due to a water leak on the customer's side of the meter, and the customer provides satisfactory evidence to COB SB confirming the leak, COB SB will make an adjustment to the customer's sanitary sewer bill as follows:
  - a. COB SB will determine the customer's historical usage by averaging the customer's prior twelve (12) months of water bills or the actual period of service if less than twelve (12) months. That average will be consider the customer's Base Charge. In cases where the customer has no historic usage, the average of 80 gallons per day per person can be used to determine the leak adjustment.
  - b. If the customer's current bill exceeds the customer's Base Charge, but does not exceed the Base Charge by more than 200%, the customer is not entitled to a leak adjustment.
  - c. If the customer's current bill exceeds the customer's Base Charge by more than 200%, then the customer is entitled to a leak adjustment, but only to the extent the current bill exceeds 200% of the Base Charge.
  - d. The following rates per thousand gallons will be used at the incremental cost rate. This represents COB SB's cost of treatment: \$1.00
  - e. ***Provided, however, any amounts of water that the customer can demonstrate did not enter the sanitary sewer system shall be provided a credit at full tariff rates up to the Base Charge.***

- 2. This policy does not apply to resale customers.
- 3. Customers are responsible for the timely repair of leaks on the customer’s side of the meter. Therefore, the COB SB typically will only adjust the first two bills demonstrating the occurrence of the leak.
- 4. Customer must certify that the leak has been repaired and indicate where the leak occurred. COB WB will verify that the meter is no longer moving before processing leak adjustment. Written requests must be submitted before, or no more than thirty (30) days following, the due date of the bill to be adjusted.
- 5. This policy will not be used to adjust for increased sewer flows which result from inflow, infiltration, or any other reason other than leaks on the customer’s side of the meter.
- 6. Intentional flushing of lines or plumbing shall not qualify for leak adjustment.
- 7. This policy shall be maintained in COB’s Utility Office and be available for inspection by the public during normal business hours. This policy shall be applied in an uniform, nondiscriminatory manner to all customers.
- 8. This policy will be effective on \_\_\_\_\_.

**NO FAULT LEAK CREDIT POLICY**

In addition to the opportunities for a routine leak adjustment as described in our **Policies for Adjustment of Water/Sewer Bills for Water/Sewer Service Leaks on the Customer’s Side of the Meter**, COB Utility Board offers a limited opportunity for a special leak adjustment.

The special leak adjustment is available on a “no fault” basis, meaning that the routine requirements related to evidence and circumstances may be waived. The following criteria must be met in order to qualify for a special “no fault” leak adjustment:

- 1. The customer and/or service address shall not have received a special “no fault” leak adjustment in the past twelve (12) months.
- 2. The customer must submit their request for a special “no fault” leak adjustment in writing on the attached form, along with documentation of where the leak occurred, if known. COB WB will verify that the meter is no longer moving before processing special “no fault” leak adjustment. Written requests must be submitted before, or no more than thirty (30) days following, the due date of the bill to be adjusted.
- 3. The special “no fault” leak adjustment shall apply to only a single billing period, and shall be calculated the same as described in the **Policies for Adjustment of Water/Sewer Bills for Water/Sewer Service Leaks on the Customer’s Side of the Meter** for a routine leak adjustment.
- 4. Future leaks are subject to the guidelines set forth in the **Policy for Adjustment of Water/Sewer Bills for Water/Sewer Service Leaks on the Customer’s Side of the Meter**.
- 5. This policy does not apply to resale customers.
- 6. Intentional flushing of lines or plumbing shall not qualify for either a routine leak adjustment or a special “no fault” leak adjustment.
- 7. This policy shall be maintained in COB UB’s office and be available for inspection by the public during normal working hours. This policy shall be applied in a uniform, non-discriminatory manner to all customers.
- 8. This policy is effective as of \_\_\_\_\_.

Your signature below indicates that you have read the above policy and understand and agree to its terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SPECIAL “NO FAULT” LEAK CREDIT APPLICATION**

Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

COB UB Account Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide a detailed description for each question below.

- When and how did you learn of the leak?
- Where did the leak occur? Please provide photo documentation, receipts for materials, a work order from maintenance staff, or an invoice from a plumber.

**I.4 Plan of Action** – The Mayor noted that we have already been presented with the Plan of Action and that we could entertain acceptance or rejection of the plan. Board Member Frye asked that we tabled the matter until Director of Public Works Jerry Arnold is present to discuss the plan better with Board Member Loftis agreeing. Discussion on the specific issue of eliminating a crew took place with Board Member Loftis asking for a special meeting to discuss it more then. All agreed that was a good idea. It was agreed that the special meeting will take place on January 11, 2022 at 7:30 a.m. in Council Chambers.

**I.5 Scott Crites Position Change/Pay Increase** – Ethan Crosten proposed a position change to Crew Leader for Scott Crites and pay increase to \$20 per hour at the same time. He provided the reasoning for the change. It was also noted that Kevin Ware will retire in February 2022 and Jeff Ford will retire in May 2022.

**Motion to approve the position change to Crew Leader with a pay increase to \$20 an hour for Scott Crites was made by Frye/Loftis. Motion carried.**

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

- **Board Member Frye** – Nothing further.
- **Board Member Loftis** – Nothing further.
- **Jerry Arnold** – Absent.
- **Jay Hollen** – Merry Christmas & Happy New Year
- **Amby Jenkins** - Merry Christmas to everyone.
- **City Recorder Sanders** – Merry Christmas to all.
- **Mayor Skinner** – Merry Christmas and Happy New Year wishes to all.

**K. Adjournment**

**Motion to adjoin the meeting at 8:21 a.m. was made by Frye/Loftis. Motion carried.**

**Mayor Robert N. Skinner III**

\_\_\_\_\_

**City Recorder Randall H. Sanders**

\_\_\_\_\_