

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

A regular meeting of the Buckhannon Water Board was held on Thursday, December 9, 2021 at 7:30 a.m. at City Hall in Council Chambers. The following were in attendance (GTM – GoToMeeting):

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

Guests: None

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

***City of Buckhannon Water Board – 7:30am by GoToMeeting, Phone and In Person  
Meeting Agenda for Thursday, November 9, 2021***

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**A. Call to Order**

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America

**B. Recognized Guests**

- B.1

**C. Financial Report-Amby Jenkins**

- C.1 December 2021

**D. Department Report**

- D.1 Water Department Report-Kelly Arnold

**E. Correspondence and Information**

- E.1 Mt Hope Water Association Meeting Minutes- October 2021
- E.2 Letters from Cummins Sales & Service- Updated Shipment Delay Dates & Reasons for the Delays RE: FEMA Region III Hazard Mitigation Project Emergency Power Generators
- E.3 Thomas Wood to Take Class III Test & Tom Davis to Retake Class II Test
- E.4 Elkins Road P.S.D. Meeting Minutes-November 2021
- E.5 Hodgesville P.S.D. Meeting Minutes-November 2021

**F. Consent Agenda**

- F.1 Approval of Minutes 11/09/2021

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

- G.1 Financial Statement Year Ending 06/30/2021
- G.2 Approval Salary Increase Water Department Superintendent Kelly Arnold
- G.3 Approval Water Leak Adjustment Policy

**H. Board Members Comments and Announcements**

- H.1 Next Water Board Meeting-January 13, 2022

**I. Adjournment**

Posted 12/03/2021

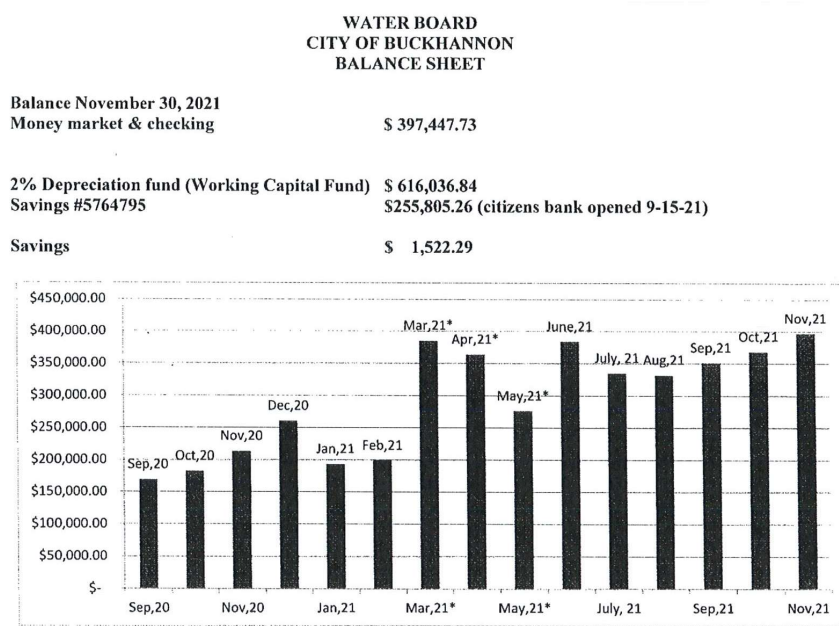
**A. Call to Order** – The meeting was called to order by Mayor Robbie Skinner who asked that all join him in a moment of silence. Recorder Randy Sanders led the group in the pledge to the flag of the United States of America.

B. Recognized Guests:

B.1 None

C. Financial Report-Amby Jenkins

C.1 November 2021 - Amby reported on the balances on hand as of November 31, 2021 and provided a review of financial matters as follows:



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

Attended the Upshur County Tax sale.

Working capital reserve clarified.

PSC report completed

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

00-WATER					% OF YEAR COMPLETED:	41.67
EVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
UTILITY BILLINGS						
00-350-000-00 RESIDENTIAL SALES	888,000	87,828.66	422,620.39	0.00	465,379.61	47.59
00-350-000-01 COMMERCIAL/INDUSTRIAL SAL	524,700	59,370.66	262,211.25	0.00	262,488.75	49.97
00-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,347.50	6,737.50	0.00	8,262.50	44.92
00-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,427,700	148,546.82	691,569.14	0.00	736,130.86	48.44
OUTSIDE DISTRICTS						
00-360-000-00 MT HOPE WATER (MASTER MET	118,000	14,309.75	68,234.89	0.00	49,765.11	57.83
00-360-000-01 HODGESVILLE PSD (MASTER M	220,000	20,790.75	95,337.97	0.00	124,662.03	43.34
00-360-000-02 ELKINS ROAD PSD (MASTER M	150,000	14,523.25	74,001.50	0.00	75,998.50	49.33
00-360-000-03 ADRIAN PSD (MASTER METER)	196,000	24,245.00	100,717.36	0.00	95,282.64	51.39
TOTAL OUTSIDE DISTRICTS	684,000	73,868.75	338,291.72	0.00	345,708.28	49.46
GRANTS						
00-366-000-01 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
00-366-000-02 GRANT -BOAT & AIRCOND	0	0.00	0.00	0.00	0.00	0.00
00-368-000-00 TAP FEES	10,000	1,500.00	15,098.56	0.00 (	5,098.56)	150.99
00-368-000-01 RECLASSIFY REVENUE-ARMORY	0	0.00	0.00	0.00	0.00	0.00
00-368-000-02 RECLASSIFY REVENUE	0	0.00	0.00	0.00	0.00	0.00
00-368-100-00 PROJECTS NOT 5.5 RULE	0	0.00	0.00	0.00	0.00	0.00
00-368-100-03 CONTRIB IN AID CONST 5.5R	0	0.00	3,388.33	0.00 (	3,388.33)	0.00
00-368-200-00 CAPITALIZE PROJ EQIP CSTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	10,000	1,500.00	18,486.89	0.00 (	8,486.89)	184.87
INTRAFUND CONTR/CHARGES						
00-370-000-01 LATE CHARGES	19,000	2,530.89	10,456.85	0.00	8,543.15	55.04
00-370-000-02 WATER BILLING-NEW SERVICE	0	0.00	0.00	0.00	0.00	0.00
00-370-000-03 CUSTOMER BILL FEES (BANK-S	2,000	350.00	1,425.00	0.00	575.00	71.25
00-370-000-04 C J MARTIN WATER LINE EXT	0	0.00	0.00	0.00	0.00	0.00
00-370-000-05 ATLANTIC CST PIPELINE REV	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTRAFUND CONTR/CHARGES	21,000	2,880.89	11,881.85	0.00	9,118.15	56.58
OTHER REVENUE						
00-379-000-00 GAIN ON SALE	0	0.00	0.00	0.00	0.00	0.00
00-380-000-00 INTEREST INCOME	1,000	0.00	25.93	0.00	974.07	2.59
00-399-000-00 MISC. NONOPERATING INCOME	33,000	2,450.00	12,387.05	0.00	20,612.95	37.54
TOTAL OTHER REVENUE	34,000	2,450.00	12,412.98	0.00	21,587.02	36.51
TOTAL REVENUE	2,176,700	229,246.46	1,072,642.58	0.00	1,104,057.42	49.28

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

00-WATER

% OF YEAR COMPLETED: 41.67

EPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
AD DEBT =====						
ON-OPERATING EXPENSES						
00-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
EPRECIATION =====						
ONTRIBUTIONS						
00-580-500-00 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
ESERVIOR MANGMT DAM =====						
ALARIES & BENEFITS						
00-601-103-00 RESERVIOR MANAGEMENT LABO	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
ONTRACTUAL SERVICES						
00-601-211-00 UTILITIES - ELEC,GAS,PHON	19,000	1,263.72	8,704.80	0.00	10,295.20	45.81
00-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	19,000	1,263.72	8,704.80	0.00	10,295.20	45.81
OMMODITIES						
00-601-342-00 MAINTENANCE RIVER INTAKE&	4,000	77.73	1,421.92	0.00	2,578.08	35.55
00-601-346-00 WATERSHED MANAGEMENT	0	0.00	0.00	0.00	0.00	0.00
00-601-347-00 MAINTENANCE DAM	4,000	0.00	0.00	0.00	4,000.00	0.00
00-601-399-00 WATERSHED, DAM MISC	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL COMMODITIES	13,000	77.73	1,421.92	0.00	11,578.08	10.94
TOTAL RESERVIOR MANGMT DAM	32,000	1,341.45	10,126.72	0.00	21,873.28	31.65
ATER PLANT =====						
ALARIES & BENEFITS						
00-642-103-00 WATER PUMPERS SALARIES	298,000	17,465.36	92,661.35	0.00	205,338.65	31.09
00-642-104-00 FICA TAX	22,800	1,339.52	7,108.08	0.00	15,691.92	31.18

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00-642-105-00 HEALTH INSURANCE	30,000	2,101.30	18,538.10	0.00	11,461.90	61.79
00-642-106-00 RETIREMENT	29,800	1,746.54	9,029.92	0.00	20,770.08	30.30
00-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	380,600	22,652.72	127,337.45	0.00	253,262.55	33.46
ONTRACTUAL SERVICES						
00-642-211-00 UTILITIES - ELEC, GAS, PH	111,000	8,703.31	49,569.68	0.00	61,430.32	44.66
00-642-221-00 TRAINING & CONTINUED EDUC	2,500	900.00	1,814.51	0.00	685.49	72.58
00-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	376.32	2,158.27	0.00	4,841.73	30.83
TOTAL CONTRACTUAL SERVICES	120,500	9,979.63	53,542.46	0.00	66,957.54	44.43
OMMODITIES						
00-642-341-00 OFFICE EXPENSE	3,000	0.00	1,480.26	0.00	1,519.74	49.34
00-642-342-00 MAINT TREATMENT PLANT BLD	13,950	0.00	9,893.12	0.00	4,056.88	70.92
00-642-343-00 VEHICLE MAINTENANCE	500	226.40	674.09	0.00	174.09	134.82
00-642-343-01 PLANT VEHICLE FUEL	4,400	0.00	452.63	0.00	3,947.37	10.29
00-642-344-00 GENERAL EQUIPMENT MAINTEN	2,000	220.26	1,155.23	0.00	844.77	57.76
00-642-345-00 UNIFORMS PERSONAL SAFETY	3,500	297.65	1,175.21	0.00	2,324.79	33.58
00-642-346-00 MAINT TREATMENT PLANT EQU	70,000	4,250.52	19,012.62	0.00	50,987.38	27.16
00-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	95.16	3,835.91	0.00	11,164.09	25.57
00-642-348-00 CHEMICAL COSTS	180,000	10,605.95	67,903.74	0.00	112,096.26	37.72
00-642-349-00 COMPLIANCE MONITORING	23,000	230.00	2,025.00	0.00	20,975.00	8.80
00-642-350-00 TELEMETRY COSTS	18,000	4,002.66	12,443.66	12,782.89	7,226.55	140.15
00-642-399-00 PLANT MISCELLANEOUS	3,000	0.00	426.55	0.00	2,573.45	14.22
TOTAL COMMODITIES	336,350	19,928.60	120,478.02	12,782.89	203,089.09	39.62
APITAL OUTLAY						
00-642-459-00 WATER PLANT CAPITAL	0	4,100.00	4,100.00	0.00	4,100.00	0.00
TOTAL CAPITAL OUTLAY	0	4,100.00	4,100.00	0.00	4,100.00	0.00
TOTAL WATER PLANT	837,450	56,660.95	305,457.93	12,782.89	519,209.18	38.00
ATER LINES =====						
ALARIES & BENEFITS						
00-660-103-00 T & D LINE CREW SALARIES	350,500	31,088.80	156,974.11	0.00	193,525.89	44.79
00-660-103-10 LABOR&BENEFITS CAPITALIZE	0	0.00	0.00	0.00	0.00	0.00
00-660-104-00 FICA TAX	26,900	2,426.08	12,108.09	0.00	14,791.91	45.01
00-660-105-00 HEALTH INSURANCE	81,000	4,739.00	40,501.00	0.00	40,499.00	50.00
00-660-106-00 RETIREMENT	35,050	3,108.88	15,697.48	0.00	19,352.52	44.79
00-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	493,450	41,362.76	225,280.68	0.00	268,169.32	45.65
ONTRACTUAL SERVICES						
00-660-211-00 UTILITIES - ELEC,GAS,PHON	28,000	1,661.11	9,526.54	0.00	18,473.46	34.02
00-660-221-00 TRAINING & CONTINUED EDUC	1,700	0.00	609.32	0.00	1,090.68	35.84
00-660-226-00 UNEMPLOYMENT/COMPENSATION	13,000	752.64	4,469.67	0.00	8,530.33	34.38
TOTAL CONTRACTUAL SERVICES	42,700	2,413.75	14,605.53	0.00	28,094.47	34.20



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

00-WATER

% OF YEAR COMPLETED: 41.67

EPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OMMODITIES						
00-660-341-00 OFFICE EXPENSE	4,000	262.60	2,196.83	0.00	1,803.17	54.92
00-660-342-00 MAINTENANCE GARAGE BLDG	3,000	0.00	889.74	0.00	2,110.26	29.66
00-660-343-00 VEHICLE MAINTENANCE	4,000	0.00	603.00	0.00	3,397.00	15.08
00-660-343-01 LINE VEHICLE FUEL	11,000	1,083.84	5,557.29	0.00	5,442.71	50.52
00-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	1,151.73	2,492.41	0.00	14,507.59	14.66
00-660-345-00 UNIFORMS-PERSONAL SAFETY	4,500	297.65	1,222.24	0.00	3,277.76	27.16
00-660-347-00 BOOSTER PUMP BLDG EQUIP M	15,000	3,371.00	3,371.00	0.00	11,629.00	22.47
00-660-348-00 DISTRIBUTION TANK MAINTEN	25,000	0.00	5,097.40	0.00	19,902.60	20.39
00-660-349-00 LINE MAINTENANCE MATERIAL	0	0.00	0.00	0.00	0.00	0.00
00-660-350-00 LINE MAINT PERMITS (DOH)	0	0.00	0.00	0.00	0.00	0.00
00-660-351-00 COMPLIANCE MONITORING	0	0.00	0.00	0.00	0.00	0.00
00-660-352-00 NEW SERVICES, UPGRADE MAT	118,000	19,096.78	31,704.94	0.00	86,295.06	26.87
00-660-353-00 MAPPING & LINE LOCATING E	8,000	2,651.25	4,008.16	650.00	3,341.84	58.23
00-660-354-00 FIRE SERVICE MATERIALS	0	0.00	875.00	0.00	875.00)	0.00
TOTAL COMMODITIES	209,500	27,914.85	58,018.01	650.00	150,831.99	28.00
ON-OPERATING EXPENSES						
00-660-999-00 TRAN DISTRIB MISCELLANEOU	1,200	0.00	330.00	0.00	870.00	27.50
TOTAL NON-OPERATING EXPENSES	1,200	0.00	330.00	0.00	870.00	27.50

TOTAL WATER LINES 746,850 71,691.36 298,234.22 650.00 447,965.78 40.02

ATER METERS  
=====

ALARIES & BENEFITS						
00-902-103-00 METER ON/OFF & MAINT LABO	0	0.00	0.00	0.00	0.00	0.00
00-902-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
00-902-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
00-902-106-00 RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
00-902-109-00 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
ONTRACTUAL SERVICES						
00-902-221-00 TRAINING & CONTINUED EDUC	0	0.00	0.00	0.00	0.00	0.00
00-902-226-00 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
OMMODITIES						
00-902-342-00 MAINTENANCE OF METER SHOP	0	0.00	0.00	0.00	0.00	0.00
00-902-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
00-902-343-01 METER VEHICLE FUEL	0	0.00	0.00	0.00	0.00	0.00
00-902-344-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
00-902-345-00 UNIFORMS-PESONAL SAFETY E	0	0.00	0.00	0.00	0.00	0.00
00-902-346-00 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

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EPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
ION-OPERATING EXPENSES						
00-902-999-00 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
FFICE/ADMIN =====						
SALARIES & BENEFITS						
00-920-101-00 AD & GE SALARIES BOARD	22,462	2,020.42	10,411.47	0.00	12,050.53	46.35
00-920-103-00 AD & GE OFFICE SALARIES	141,900	10,971.17	58,694.71	0.00	83,205.29	41.36
00-920-104-00 FICA TAX	12,600	993.69	5,057.25	0.00	7,542.75	40.14
00-920-105-00 HEALTH INSURANCE	25,000	2,200.75	9,628.55	0.00	15,371.45	38.51
00-920-106-00 RETIREMENT	14,100	1,134.75	5,591.17	0.00	8,508.83	39.65
00-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	216,062	17,320.78	89,383.15	0.00	126,678.85	41.37
ONTRACTUAL SERVICES						
00-920-211-00 UTILITIES - ELEC,GAS,PHON	1,890	151.21	864.88	0.00	1,025.12	45.76
00-920-221-00 TRAINING & CONTINUED EDUC	500	0.00	0.00	0.00	500.00	0.00
00-920-226-00 UNEMPLOYMENT/COMPENSATION	2,600	156.60	1,128.01	0.00	1,471.99	43.39
00-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	4,990	307.81	1,992.89	0.00	2,997.11	39.94
OMMODITIES						
00-920-341-00 MATERIALS & SUPPLIES EXPE	25,000	2,038.39	10,385.14	0.00	14,614.86	41.54
00-920-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
00-920-347-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
00-920-348-00 MAINTENANCE & RENT-OFFICE	10,950	0.00	950.00	0.00	10,000.00	8.68
00-920-349-00 AUDITING EXPENSE	3,000	696.75	866.50	1,000.00	1,133.50	62.22
00-920-350-00 PROFESSIONAL & LEGAL EXPE	18,500	0.00	10,000.00	0.00	8,500.00	54.05
00-920-351-00 ENGINEERING EXPENSE	0	0.00	0.00	0.00	0.00	0.00
00-920-352-00 PROPERTY INSURNACE	38,000	2,340.22	23,094.63	0.00	14,905.37	60.78
00-920-353-00 PSC ASSESSMENTS	10,000	0.00	9,696.60	0.00	303.40	96.97
00-920-369-00 CUSTOMER DEP INTEREST PAI	700	21.72	94.29	0.00	605.71	13.47
TOTAL COMMODITIES	106,150	5,097.08	55,087.16	1,000.00	50,062.84	52.84
APITAL OUTLAY						
00-920-459-00 CAPITAL OUTLAY COMPUTER	7,500	385.84	4,731.04	444.94	2,324.02	69.01
TOTAL CAPITAL OUTLAY	7,500	385.84	4,731.04	444.94	2,324.02	69.01
ION-OPERATING EXPENSES						
00-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
00-920-999-00 ADM BOARD-BILLING MISC	44,000	1,674.88	23,667.86	0.00	20,332.14	53.79
TOTAL NON-OPERATING EXPENSES	44,000	1,674.88	23,667.86	0.00	20,332.14	53.79

TOTAL OFFICE/ADMIN 378,702 24,786.39 174,862.10 1,444.94 202,394.96 46.56

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100-WATER

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBTS						
=====						
SALARIES & BENEFITS						
100-955-109-00 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						
100-970-221-00 WATER BOND A 2016	270,000	22,481.88	135,427.33	0.00	134,572.67	50.16
100-970-221-01 WATER BOND 2016 RESERVE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	270,000	22,481.88	135,427.33	0.00	134,572.67	50.16
TOTAL BOND PAYMENTS	270,000	22,481.88	135,427.33	0.00	134,572.67	50.16
CAPITAL/PROJECTS						
=====						
SALARIES & BENEFITS						
100-999-110-00 PAINT WATER TANKS	0	0.00	0.00	0.00	0.00	0.00
100-999-120-00 METER READER HANDHELD UPG	0	0.00	0.00	0.00	0.00	0.00
100-999-130-00 BOAT&AC GRANT 2020	0	0.00	0.00	0.00	0.00	0.00
100-999-140-00 ISLAND AVE 6" TO REPLACE	0	0.00	0.00	0.00	0.00	0.00
100-999-163-00 PLANT LAB UPGRADE	0	0.00	0.00	0.00	0.00	0.00
100-999-170-00 ATLANTIC CST PIPEL PASSTH	0	0.00	0.00	0.00	0.00	0.00
100-999-172-00 KENNEDY HYDRANT REPLACEME	0	0.00	0.00	0.00	0.00	0.00
100-999-173-00 MEADE - COLLEGE TO CAMDEN	0	0.00	0.00	0.00	0.00	0.00
100-999-176-00 LIGHTBURN STREET	0	0.00	0.00	0.00	0.00	0.00
100-999-177-00 VALLEY GREEN MASTER METER	0	0.00	0.00	0.00	0.00	0.00
100-999-178-00 HYDRANT UPGRADE TO STEAME	0	0.00	0.00	0.00	0.00	0.00
100-999-187-00 BRIDGE METER SHOP TO CHEM	0	0.00	0.00	0.00	0.00	0.00
100-999-188-00 BRUSHY FORK LANE WIDENING	40,000	0.00	0.00	0.00	40,000.00	0.00
100-999-189-00 RENEW 84 METER SERVICES	0	0.00	0.00	0.00	0.00	0.00
100-999-190-00 VARIOUS OTHER PROJECTS	4,000	758.16	758.16	0.00	3,241.84	18.95
100-999-191-00 HOUSING AUTHORITY METERIN	0	0.00	0.00	0.00	0.00	0.00
100-999-197-00 PAINTING INT N. BKH TANK	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	44,000	758.16	758.16	0.00	43,241.84	1.72
NON-OPERATING EXPENSES						
100-999-602-00 INTAKE LARGE COMPRESSOR	0	0.00	0.00	0.00	0.00	0.00
100-999-612-00 WATER PLANT PROJ PHASE 1	0	0.00	0.00	0.00	0.00	0.00
100-999-613-00 KNOLLWOOD 4" TAP	0	0.00	0.00	0.00	0.00	0.00
100-999-619-00 24 MISC VALVES TO REPLACE	0	0.00	0.00	0.00	0.00	0.00

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

100-WATER

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
100-999-620-00 EMERG GEN @ BOOSTER STATI	0	0.00	0.00	0.00	0.00	0.00
100-999-621-00 PAINT INT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
100-999-622-00 LEWIS LINE EXTENTION	0	0.00	0.00	0.00	0.00	0.00
100-999-623-00 CORR H SOUTH WATER LINE	0	0.00	0.00	0.00	0.00	0.00
100-999-624-00 PAINT EXT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
100-999-625-00 14 NEW CITY/COUNTY HYDRAN	0	0.00	0.00	0.00	0.00	0.00
100-999-626-00 COMMERCIAL LAWNMOWER	0	0.00	0.00	0.00	0.00	0.00
100-999-627-00 GPS & LAPTOP	0	0.00	0.00	0.00	0.00	0.00
100-999-628-00 ST JOE CHECK VALVE SYSTEM	0	0.00	0.00	0.00	0.00	0.00
100-999-665-00 DEPRECIATION FUND (NEW PL	0	0.00	0.00	0.00	0.00	0.00
100-999-666-00 VICTORIA HILL TANK	0	0.00	0.00	0.00	0.00	0.00
100-999-667-00 FILTER MEDIA REPLACEMENT	12,000	0.00	0.00	0.00	12,000.00	0.00
100-999-668-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
100-999-669-00 EWMS GRANT EXP EARLYWARNI	11,000	0.00	0.00	0.00	11,000.00	0.00
100-999-670-00 ARMORY-BRUSHY FORK LINE	0	0.00	0.00	0.00	0.00	0.00
100-999-671-00 REPLACE FLAT METER LIDS	0	0.00	0.00	0.00	0.00	0.00
100-999-672-00 LEAK DETECTION EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
100-999-673-00 CLOW TANK BIO FILM REMOVA	0	0.00	0.00	0.00	0.00	0.00
100-999-674-00 REPLACE CREW TRUCK	0	0.00	0.00	0.00	0.00	0.00
100-999-675-00 BOOM TRUCK/SLUDGE	0	0.00	0.00	0.00	0.00	0.00
100-999-676-00 PLANT AIR COMPRESSOR	25,000	0.00	0.00	0.00	25,000.00	0.00
100-999-677-00 SLUDGE PUMPS	0	0.00	0.00	0.00	0.00	0.00
100-999-678-00 PLANT FLOW METER	0	0.00	0.00	0.00	0.00	0.00
100-999-679-00 LIME/SODA ASH FEEDER	0	0.00	0.00	0.00	0.00	0.00
100-999-680-00 VFD-H.S PUMP	0	0.00	0.00	0.00	0.00	0.00
100-999-681-00 SCADA TANK/PUMP STATION	155,872	12,989.32	77,935.92	0.00	77,936.08	50.00
100-999-681-01 ADRIAN HODGESVILLE SCADA	0	0.00	0.00	0.00	0.00	0.00
100-999-682-00 RAW WATER TURB METER	0	0.00	0.00	0.00	0.00	0.00
100-999-682-01 PROPERTY PURCHASE 161 WOO	0	0.00	0.00	0.00	0.00	0.00
100-999-682-02 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
100-999-682-03 XREA PUMPS FOR PUMPSTATIO	0	0.00	0.00	0.00	0.00	0.00
100-999-682-04 SUPERVISOR TRUCK	29,700	3,130.04	12,874.49	0.00	16,825.51	43.35
100-999-682-05 BACKHOE	0	0.00	0.00	0.00	0.00	0.00
100-999-682-06 CAPSTONE REPAIR WTP BLDGS	0	0.00	0.00	0.00	0.00	0.00
100-999-682-07 ROOFING SEAM REPAIR	0	0.00	0.00	0.00	0.00	0.00
100-999-682-08 CADD SOFTWARE LICENSE	0	0.00	0.00	0.00	0.00	0.00
100-999-682-09 TANK MIXERS TENNERTON TAN	0	0.00	0.00	0.00	0.00	0.00
100-999-682-10 N BUCKHANNON TANK CAGE	0	0.00	0.00	0.00	0.00	0.00
100-999-682-11 CHEMICAL PUMP	0	0.00	0.00	0.00	0.00	0.00
100-999-682-12 DEER CREEK ONEIL LINE	0	0.00	0.00	0.00	0.00	0.00
100-999-683-00 SECURITY GATE	0	0.00	0.00	0.00	0.00	0.00
100-999-684-00 TANK INSPECTIONS	0	0.00	0.00	0.00	0.00	0.00
100-999-685-00 SECURITY FENCING ALL TANK	0	0.00	0.00	0.00	0.00	0.00
100-999-686-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
100-999-687-00 FLOW METER TENNERTON	0	0.00	0.00	0.00	0.00	0.00
100-999-688-00 MASTER METERS COLLEGE	0	0.00	0.00	0.00	0.00	0.00
100-999-689-00 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
100-999-690-00 EXTRA PUMPS FOR PS	0	0.00	0.00	0.00	0.00	0.00
100-999-691-00 SECURITY FOR TANKS/PS	0	0.00	0.00	0.00	0.00	0.00
100-999-692-00 BACKHOE	0	0.00	0.00	0.00	0.00	0.00



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

400-WATER

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-693-00 CAPSTONE REPAIR WTP	0	0.00	0.00	0.00	0.00	0.00
400-999-694-00 18' SILENT CHECK VALVE	0	0.00	0.00	0.00	0.00	0.00
400-999-695-00 3 & 4 FILTER REHAB	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	233,572	16,119.36	90,810.41	0.00	142,761.59	38.88
TOTAL CAPITAL/PROJECTS	277,572	16,877.52	91,568.57	0.00	186,003.43	32.99
TOTAL EXPENDITURES	2,542,574	193,839.55	1,015,676.87	14,877.83	1,512,019.30	40.53
REVENUE OVER/(UNDER) EXPENDITURES	( 365,874)	35,406.91	56,965.71 (	14,877.83) (	407,961.88)	11.50-

NOVEMBER 2021 WATER PAYMENT OF BILLS

**\$10,605.95 – PHOENIX SOLUTIONS – OCT CHEMICAL COST**

**\$4,173.86 – OVIVO USA, LLC – BEARING, STUB SHAFT**

**\$4,100.00 – UPSHUR COUNTY SHERIFF – TAX SALE**

**\$2,612.50 – REGION VII PLANNING – JUL-SEPT GIS SERVICES**

**\$14,393.16 – FERGUSON WATERWORKS – SUPPLIES FOR RT. 20/FEOLA, TIM BRAGG, PTS MEM LN LAND AND LINE MATERIALS.**

**\$2,714.16 – CORE & MAIN – SERVICE LINE PARTS**

**\$3,371.00 - PRECISION PUMP & VALVE – REBUILD FOR PUMP AT TENNERTON BOOSTER STATION**

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

FUND: WATER					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVIOR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110088822306 OHIO LIFT STA	1,246.41
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	17.31
	LOWES BUSINESS ACCOUNTS	601-342-00	MAINTENANCE RIVER IN	LIGHT BULB & TOOLS	77.73
				TOTAL:	1,341.45
WATER PLANT	BUCKHANNON UTIL BOARDS	642-346-00	MAINT TREATMENT PLAN	DUMP OLD PALLETS	41.98
	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	8,076.35
	A F WENDLING INC	642-344-00	GENERAL EQUIPMENT MA	10 OZ CUPS (LAB)	50.31
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT OCT 21 UNIFORMS	297.65
	HACH CHEMICAL CO	642-350-00	TELEMETRY COSTS	SERV CONTRACT TALLMA	4,002.66
	RITE-WAY HEATING & PLUMBING	642-346-00	MAINT TREATMENT PLAN	VALVES FOR SODA ASH FEEDE	34.68
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 10/4/21 TO 11/1	376.32
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER NOV 2021 HEALTH INS	1,637.30
		642-105-00	HEALTH INSURANCE	WASTE NOV 2021 RETIREE'S S	464.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	16.85
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	145.74
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	742.30
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	716.24
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	144.00
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	144.00
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	PREMIER PAC; LIME; SODA AS	4,844.45
		642-348-00	CHEMICAL COSTS	PREMIER PAC; CHLORINE	3,306.00
		642-348-00	CHEMICAL COSTS	PREMIER PAC SODA ASH LIME	2,455.50
	USA BLUE BOOK/ HD SUPPLY FAC	642-347-00	PLANT LAB MAINT & SU	LAB SUPPLIES	95.16
	US CELLULAR	642-211-00	UTILITIES - ELEC, GA	613-0153 7363 642-5828 514	172.03
	CEDAR LAKES CONFERENCE CENTE	642-221-00	TRAINING & CONTINUED	PCRD-RM IN RIPLEY CLASS FO	450.00
		642-221-00	TRAINING & CONTINUED	PCRD-RM IN RIPLEY CLASS FO	450.00
WATER LINES	SPRINT	642-211-00	UTILITIES - ELEC, GA	ALL DEPT NOV 2021 GEOTAB	86.71
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	550.84
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	534.79
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	128.82
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	125.07
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	BAC-T SAMPLES (OCT 21)	230.00
	AMAZON.COM	642-344-00	GENERAL EQUIPMENT MA	PCRD-SAFETY TROD BOOTS-JUS	169.95
	LYNX WV INC	642-211-00	UTILITIES - ELEC, GA	NOV 2021 ANTENNA RENTAL	30.00
	AT&T MOBILITY	642-211-00	UTILITIES - ELEC, GA	304-997-9091 JERRY MYERS	62.65
	WORLD FUEL SERVICES, INC.	642-343-00	VEHICLE MAINTENANCE	WATER FUEL BILL OCT 2021	226.40
	OVIVO USA, LLC	642-346-00	MAINT TREATMENT PLAN	BEARING; STUB SHAFT	4,173.86
	SHERIFF OF UPSHUR COUNTY	642-459-00	WATER PLANT CAPITAL	PROPERTY PURCHASE TAX SAL	4,100.00
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	62.53
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	50.45
	**PAYROLL EXPENSES			11/01/2021 - 11/30/2021	17,465.36
				TOTAL:	56,660.95
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	81.06
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	5.69
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.00
		660-211-00	UTILITIES - ELEC,GAS	110152507908 300 CLARKSBUR	5.25
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCCKBOOSTER	96.40
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCCKTANK	5.80
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	838.75
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	7.65
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	6.40
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	6.48
	UNIFIRST CORP.	660-345-00	UNIFORMS-PERSONAL SA	ALL DEPT OCT 21 UNIFORMS	297.65
	REGION VII PLANNING PDC	660-353-00	MAPPING & LINE LOCAT	GIS SERVICES JUL-SEP 2021	2,612.50
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 10/4/21 TO 11/1	752.64
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER NOV 2021 HEALTH INS	3,579.00
		660-105-00	HEALTH INSURANCE	WASTE NOV 2021 RETIREE'S S	1,160.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	16.85
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	145.74
	CRITES ELECTRICAL INC	660-352-00	NEW SERVICES, UPGRAD	200A PANEL HGSVILLE SCADA	225.87
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	OCT 2021 MESSAGE FEES	38.75
	LOWES BUSINESS ACCOUNTS	660-352-00	NEW SERVICES, UPGRAD	SUPP FOR VALLEY GREEN PIT	10.80
		660-352-00	NEW SERVICES, UPGRAD	SUPP FOR VALLEY GREEN PIT	48.53
		660-352-00	NEW SERVICES, UPGRAD	SUPP VALLEY GRN METER PIT	286.31
	BRUFFEY TRUCKING INC	660-352-00	NEW SERVICES, UPGRAD	CRUSH & RUN STONE	490.80
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,323.46
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,308.42
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	249.00
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	228.00
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	SUPPLIES FOR RT 20/FEOLA	4,443.98
		660-352-00	NEW SERVICES, UPGRAD	PARTS- TIM BRAGG 2" SVC	3,262.98
		660-352-00	NEW SERVICES, UPGRAD	MAIN LINE PTS MEM LN LAND	3,643.66
		660-352-00	NEW SERVICES, UPGRAD	MAIN LINE MATERIAL	3,042.54
	GOOGLE DRIVE	660-341-00	OFFICE EXPENSE	PCRD-SUBSCRIPTION TO GOOGL	21.39
	BENNY'S BOOT HILL	660-344-00	GENERAL EQUIPMENT MA	PCRD-BOOTS TOM DAVIS BIBS	414.88
		660-344-00	GENERAL EQUIPMENT MA	PCRD-STEEL TOE BOOTS CALEB	179.91
	INDEED.COM	660-341-00	OFFICE EXPENSE	PCRD-HELP AD FIRE WATER SY	130.80
	RAVEN ROCK NETWORKS INC	660-341-00	OFFICE EXPENSE	RESET PW FOR INCODE	42.50

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

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE PARTS	1,315.72
		660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE PARTS	1,398.44
	TRACTOR SUPPLY CREDIT PLAN	660-352-00	NEW SERVICES, UPGRAD	6" FIRE HYD EXT SPRING ST	904.15
		660-344-00	GENERAL EQUIPMENT MA	PCRD-WINTER CLOTHING FOR C	229.98
	US CELLULAR	660-211-00	UTILITIES - ELEC,GAS	613-0153 7363 642-5828 514	172.03
	SPRINT	660-211-00	UTILITIES - ELEC,GAS	ALL DEPT NOV 2021 GEOTAB	86.71
	PRECISION PUMP & VALVE SERVI	660-347-00	BOOSTER PUMP BLDG EQ	REBUILD FOR PUMP TENN	3,371.00
	WALMART STORES INC -BUCKHANN	660-341-00	OFFICE EXPENSE	OFFICE SUPPLIES	67.91
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,009.07
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	957.17
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	235.98
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	223.86
	CLARKSBURG WATER BOARD	660-352-00	NEW SERVICES, UPGRAD	SAMP RT 20 S LINE REPLCMT	23.00
	AMAZON.COM	660-344-00	GENERAL EQUIPMENT MA	PCRD-BOOTS SHANE AND RUSS	161.88
		660-344-00	GENERAL EQUIPMENT MA	PCRD-BOOTS SHANE AND RUSS	165.08
	AT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	304-642-5819 KELLY ARNOLD	63.32
	WORLD FUEL SERVICES, INC.	660-343-01	LINE VEHICLE FUEL	WATER FUEL BILL OCT 2021	1,083.84
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	62.53
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	50.45
	**PAYROLL EXPENSES			11/01/2021 - 11/30/2021	31,088.80
				TOTAL:	71,691.36
OFFICE/ADMIN	OFFICESUPPLY.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-ADDING MACHINE WHITE	24.87
	ENCOVA INSURANCE	920-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 10/4/21 TO 11/1	156.60
	PITNEY BOWES INC	920-999-00	ADM BOARD-BILLING MI	NOV 21 PERMIT PSTG & OVERA	931.82
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER NOV 2021 HEALTH INS	930.75
		920-105-00	HEALTH INSURANCE	WASTE NOV 2021 RETIREE'S S	270.00
	ELECSYS INTERNATIONAL CORP	920-999-00	ADM BOARD-BILLING MI	MCON MONTHLY MAINT CONTRACT	76.00
	PITNEY BOWES	920-341-00	MATERIALS & SUPPLIES	LEASE 9/16/21-12/15/21	661.04
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	540.26
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	566.80
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	27.69
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	OCT 2021 AA FEES	204.56
	DISBURSEMENTS ACCOUNT-ALL DE	920-105-00	HEALTH INSURANCE	SHAYLA GOWERS HSA FEE	1,000.00
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	OCT 2021 CC FEES	1,059.40
	TOSHIBA FINANCIAL SERVICES	920-999-00	ADM BOARD-BILLING MI	CITY HALL COPIER NOV 2021	144.01
	RAVEN ROCK NETWORKS INC	920-999-00	ADM BOARD-BILLING MI	INCODE SERVER ASSISTANCE	31.87
		920-999-00	ADM BOARD-BILLING MI	IT SERVICE CONTRACT NOV 21	212.50
	US CELLULAR	920-211-00	UTILITIES - ELEC,GAS	642-1651 613-0113 0002	60.20
	DAVID L HOWELL CPA	920-349-00	AUDITING EXPENSE	1ST BILLING 2020-21 AUDIT	696.75
	COMMUNITY BANK	920-459-00	CAPITAL OUTLAY COMPU	DEC 2021 COMPUTER SERV PYM	385.84
	WALMART STORES INC -BUCKHANN	920-341-00	MATERIALS & SUPPLIES	SUPP FOR CITY HALL	39.64
		920-341-00	MATERIALS & SUPPLIES	PCRD-ADHESIVE CONTACT PAPE	4.63
	INTERNAL REVENUE SERVICE	920-341-00	MATERIALS & SUPPLIES	SUPPLIES FOR CITY HALL	44.25
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	334.91
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	470.45
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	78.31
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	110.02
	TYLER TECHNOLOGIES INC	920-999-00	ADM BOARD-BILLING MI	MAINT BAR CODE SCANNER ANN	181.57
	FRONTIER	920-999-00	ADM BOARD-BILLING MI	PROJECT ACCTING TRAINING	65.00
		920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	66.83
	TRAVELERS INSURANCE	920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
		920-352-00	PROPERTY INSURNACE	INS PREM AUTO LIAB NOV 202	2,340.22
	SUDDENLINK	920-999-00	ADM BOARD-BILLING MI	CITY HALL INTERNET NOV 202	32.11

12-08-2021 02:04 PM

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

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			11/01/2021 - 11/30/2021	12,991.59
				TOTAL:	24,764.67
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOND A PYMT NOV 2021	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN	999-681-00	SCADA TANK/PUMP STAT	WAT DEC 2021 SCADA/METER P	12,989.32
		999-682-04	SUPERVISOR TRUCK	22GCPD 2017 FORD F150 LEAS	926.80
	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	22GCR2 2017 NISSAN LEASE P	218.06
		999-682-04	SUPERVISOR TRUCK	22GCWC 2017 NISSAN LEASE P	218.06
		999-682-04	SUPERVISOR TRUCK	22GCWP 2017 NISSA LEASE PY	218.06
		999-682-04	SUPERVISOR TRUCK	22GDSQ 2017 NISSA LEASE PY	218.06
		999-682-04	SUPERVISOR TRUCK	23W5D4 2021 NISSAN LEASE P	322.35
		999-682-04	SUPERVISOR TRUCK	23W5D8 2021 NISSAN LEASE P	364.29
		999-682-04	SUPERVISOR TRUCK	23W5DC 2021 NISSAN LEASE P	322.18
		999-682-04	SUPERVISOR TRUCK	23W5DG 2021 NISSAN LEASE P	322.18
				TOTAL:	16,119.36

Motion to approve the November 2021 financial report was made by Reger/Nestor. Motion carried.

Discussion took place regarding the Water Departments Reserve Account. Amby also discussed the correspondence that she had from Alex Kovarik of the PSC of West Virginia.





Amberle Jenkins <amby.jenkins@buckhannonwv.org>

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## Working Capital Reserve

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Amberle Jenkins <amby.jenkins@buckhannonwv.org>  
Reply-To: amby.j@buckhannonwv.org  
To: "Kovarik, Alex" <AKovarik@psc.state.wv.us>  
Cc: Barbara Hinkle <barbara.hinkle@buckhannonwv.org>

Wed, Dec 1, 2021 at 12:53 PM

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



Amberle Jenkins <amby.jenkins@buckhannonwv.org>

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## Working Capital Reserve

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Kovarik, Alex <AKovarik@psc.state.wv.us>  
To: "amby.j@buckhannonwv.org" <amby.j@buckhannonwv.org>

Wed, Dec 1, 2021 at 4:55 PM

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  
Fax: 304-340-3759



Without objection, Mayor Skinner moved G.1 Financial Statement Year ending 06/30/2021 to the table for discussion and or vote.

Amby Jenkins presented the Financial Statement Year ending 06/30/2021 to the Board members.

CITY OF BUCKHANNON WATER BOARD STATEMENT OF NET ASSETS JUNE 30, 2021			RDT ONLY	
	06/30/21	06/30/20	-Differences-	
<b>ASSETS</b>				
-----				
Current assets:				
Cash	\$ 579,653	\$ 116,927	462,726	Less Cust Deposits listed as restricted cash
2% Funded depreciation reserve	1,522	580,754	(579,232)	ckg-28,590; mm-611,662(less sec dep
Repurchase agreement	1,295	0	1,295	.05%
Accounts receivable	298,180	335,403	(37,223)	Moved to CWCR (Other assets)
Due from Sanitary Fund	0	18,000	(18,000)	Res-172K; Comm-45K,PSDs-63K
Inventory of supplies	183,030	198,320	(15,290)	
Prepaid expenses	11,903	1,892	10,011	
Municipal bond commission	386,707	383,122	3,585	2016 bond issue
Total current assets	1,462,290	1,634,418		
Restricted:				
Customer deposits	61,199	61,145	54	Is part of MM cash above
Cash restricted (2016 bond issue)	26,533	68,158	(41,625)	
Total restricted assets	87,732	129,303		
Fixed assets:				
Property, plant & equipment	17,444,588	17,054,954	389,634	List attached
Work-in-process	0	101,331	(101,331)	
Accumulated depreciation	(8,276,244)	(7,884,686)	(391,558)	
Total fixed assets	9,168,344	9,271,599		
Other non-current assets:				
Cash working capital reserve	614,722	384,722		0.05%/0.25%/0.03%
Deferred outflows-pension	7,482	7,482		GASB 68 reporting
Deferred outflows-OPEB	6,480	6,480		GASB 75 reporting
Deferred outflows-pension	66,796	66,796		GASB 68 reporting
Deferred outflows-OPEB	36,951	36,951		GASB 75 reporting
Total other assets	732,431	502,431		
Total Assets	\$ 11,450,797	\$ 11,537,751	(86,954)	
=====				
<b>LIABILITIES</b>				
-----				
Current liabilities payable from current assets:				
Accounts payable	\$ 10,735	\$ 51,481	(40,746)	Trade-1,004; PSC-9,696
Accrued payroll and benefits payable	24,875	N/A		
Accrued interest payable (2016 bond issue)	34,801	35,977	(1,176)	
Current portion of notes payable and bonds	339,387	351,589	(12,202)	
Total current liabilities payable from current assets	409,798	439,047		
Current liabilities payable from restricted assets:				
Customer deposits	61,199	61,145	54	
Total current liabilities payable from restricted assets	61,199	61,145		
Long term liabilities:				
Compensated absences payable	177,291	163,334	13,957	
2016 Bond issue (long term portion)	2,960,000	3,125,000	(165,000)	
Note payable - SCADA (long term portion)	64,594	217,249	(152,655)	
Note payable - server (long term portion)	0	4,178	(4,178)	
Note payable - vehicles (long term portion)	53,251	29,668	23,583	Enterprise-capital leases
Net pension liability	93,513	93,513		GASB 68 reporting
Deferred inflows-pension	77,305	77,305		GASB 68 reporting
Net OPEB liability	314,258	314,258		GASB 75 reporting
Deferred inflows-OPEB	129,835	129,835		GASB 75 reporting
Total long term liabilities	3,870,047	4,154,340		
Deferred revenues:				
Customer advances	69,901	69,387	514	{ Twin Oaks-2011-5,444
Total deferred revenues	69,901	69,387		{ Liggett Addn.-2013-780
				{ P Martin-2015-22,149
				{ F Fato-2015-39,750
				{ D Rexroad-2020-1,778
Total Liabilities	4,410,945	4,723,919	(312,974)	
<b>NET ASSETS</b>				
-----				
Investments in capital assets, net of related debt	5,777,645	5,612,073	165,572	
Restricted	26,533	68,158	(41,625)	
Unrestricted	1,235,674	1,133,601	102,073	
Total net assets	7,039,852	6,813,832	226,020	
Total Liabilities and Fund Equity	\$ 11,450,797	\$ 11,537,751	(86,954)	
=====				

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

	6/30/21	6/30/20		
Operating Revenues				
Charges for services-residential/commercial/industrial \$	1,372,692	\$ 1,399,593	(26,901)	-1.92%
Charges for services-fire protection	15,900	15,877	23	0.14%
Charges for services-PSD's	695,034	681,560	13,474	1.98%
Other charges	21,456	23,360	(1,904)	-8.15%
Project income	0	41,331	(41,331)	
Miscellaneous income-operating	26,523	41,581	(15,058)	
Total operating revenues	2,131,605	2,203,302	(71,697)	-3.25%
	-3.25%	-2.35%		
Operating Expenses				
Personnel \$	748,919	\$ 772,945	(24,026)	-3.11%
Materials and supplies	178,929	228,898	(49,969)	-21.83%
Maintenance	198,004	217,499	(19,495)	-8.96%
Heat, light and power	145,997	168,182	(22,185)	-13.19%
Depreciation and amortization	489,738	497,396	(7,658)	-1.54%
Administration and general	369,288	506,338	(137,050)	-27.07%
Total operating expenditures	2,130,875	2,391,258	(260,383)	-10.89%
	-10.89%	5.99%		-13.3% w/o deprec
Operating income (loss)	730	(187,956)	188,686	
Non-operating revenues (expenditures)				
Interest income	8,209	16,915	(8,706)	-51.47%
Miscellaneous income-non-operating	12,542	21,745	(9,203)	-42.32%
Gain (loss) on disposal of capital assets	2,767	(25,174)	27,941	Enterprise lease trade-ins
Capital grants	343,067	123,248	219,819	Allen-270K;EWMS;St gen-
Interest expense	(116,669)	(126,181)	9,512	64,067; taps-9k
Total non-operating revenues (expenditures)	249,916	10,553	239,363	2268.20%
Net income (loss) before contributions and transfers	250,646	(177,403)	428,049	
Total net assets - beginning of year	6,813,832	6,874,400		-0.88%
Retirement/OPEB Adjustment	N/A	116,835		2020 audit adjustment
Prior year adjustment	(24,626)			
Total net assets - end of year	\$ 7,039,852	\$ 6,813,832		3.32%

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

	6/30/21	6/30/20
Cash flows from operating activities:		
Cash received from customers	2,187,396	2,154,703
Cash paid for goods and services	(927,685)	(1,057,605)
Cash paid to employees	(734,713)	(752,235)
Net cash provided (used) by operating activities	524,998	344,863
Cash flows from capital and related financing activities:		
Purchase of fixed assets	(116,482)	(697,041) <sup>T<sub>0</sub></sup>
Miscellaneous (non-operating) income	12,542	63,326
Proceeds from long term debt	64,100	0
Repayment of long term debt	(374,553)	(351,653)
Increase (decrease) in accrued interest payable	(1,176)	(1,070)
Contributions in aid of construction	9,000	78,438
Grants-capital	64,067	44,810
Gain (loss) on disposal of assets	2,767	0
Interest paid on bonds and notes	(116,669)	(126,181)
	(456,404)	(989,371)
Cash flows from investing activities:		
Interest	8,209	16,915
Net cash used by investing activities	8,209	16,915
Net increase (decrease) in cash and cash equivalents	76,803	(627,593)
Cash and cash equivalents at beginning of year	1,594,828	2,222,421
Cash and cash equivalents at end of year	1,671,631	1,594,828
(Includes restricted cash)	=====	=====
	6/30/21	6/30/20
Cash balances:		
Cash account	640,852	178,072
2% Funded depreciation reserve	1,522	580,754
Repurchase agreement	1,295	0
2016 Bond issue	26,533	68,158
Municipal bond commission	386,707	383,122
Cash working capital reserve	614,722	384,722
	1,671,631	1,594,828
	=====	=====



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

Operating income (loss)	730	(270,868)
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation expense	489,738	497,396
Decrease (increase) in receivables	55,223	35,105
Decrease (increase) in inventory	15,290	14,913
Decrease (increase) in prepayments	(10,011)	3,097
Increase (decrease) in accounts payable	(40,746)	45,302
Increase (decrease) in payroll payable	249	N/A
Increase (decrease) in customer deposits	54	1,575
Increase (decrease) in customer advances	514	(2,367)
Increase (decrease) in compensated absences payable	13,957	20,710
Increase (decrease) in GASB 68 net liability	0	0
	-----	-----
	524,998	344,863
	=====	=====

**Motion to approve the Financial Statement Year ending 06/30/2021 was made by Reger/Nestor. Motion carried.**

**D. Department Report**

**D.1 Water Department Report–** Kelly Arnold reviewed the following with the Board:

- Water leaks-4
- Weekly safety meetings.
- Locates
- Renewed service - 0
- New Services-0
- Residential meters changed-
- Residential meters tested-0
- Replaced 500’ of line in front of Feola’s Flowers and the tire in is finished
- Abandoned 500’ of 4” cast iron in front of Feola’s Flowers – it’s safer to leave it
- Putting Mission in vault in Hodgesville meter pit.
- Valley Green meter pit building forms and pouring concrete pit
- Public Service District meters tested-0
- All meters were read in system
- Clearing brush and grass from right of ways and tank sites
- Clearing meter barrel lids.
- Continuing to paint hydrants.
- Cleaning out valve boxes
- Repair meter barrels
- Maintenance booster stations.
- GPS valves, services, leaks for the past year.
- 58.8 million gallons of water was treated for the month of October 1.99 million a day.
- Cost per million gallon treated for July \$129.62
- 15,930 gallons of water hauled from the plant.
- Off & On Reports/ Customer complaints answered -- 278
- Non-Payments
- Continue to work on back-flow/cross-conn. Program
- Maintenance equipment

Month: Nov-21

			Monthly Total	Y-T-D	
Million Gallons Treated:			59.8	304.86	
Total Chemical Treatment Cost:			7751.6	64115.97	
Cost per Million Gallons:			129.6254	210.3128	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.25 lb			0	4675
Chlorine	0.375 lb		1231	461.625	3177.75
Fluoride	0.95 lb		400	380	2232.5
KMnO4	3.05 lb		245.5	748.775	9429.075
NaMnO4	1.4 lb			0	0
Lime	0.18 lb		1700	306	1521
Premier Pac	0.35 lb		7742	2709.7	23147.15
Soda Ash	0.360 lb		6750	2430	16038
Sodium Hex	1.59 lb		450	715.5	3895.5
Smart-Phos	14.16 GAL			0	0
				7751.6	64115.97

Unaccounted For Water through June 30, 2022						
	Produced (a.)	Plant Loss (b.)	istribution Loss (c.)	Sold to City (d.)	Sold to PSDs (e.)	Percent Loss
Jul-21	63,092,345	1,273,249	1,453,257	20,758,700	31,918,700	12.19%
Aug-21	64,191,383	1,186,409	1,101,428	22,210,200	34,854,300	7.54%
Sep-21	58,915,838	1,056,855	502,000	21,821,300	30,599,300	8.38%
Oct-21	59,852,141	1,057,882	1,595,000	21,708,900	28,161,700	12.24%
Nov-21	59,805,219	994,432	409,000	21,785,800	29,547,500	11.82%
Dec-21						#DIV/0!
Jan-22						#DIV/0!
Feb-22						#DIV/0!
Mar-22						#DIV/0!
Apr-22						#DIV/0!
May-22						#DIV/0!
Jun-22						#DIV/0!
Totals:	305,856,926	5,568,827	5,060,685	108,284,900	155,081,500	10.42%

Discussion regarding the Master Meter at Valley Green took place; water leaks within certain PSD’s and the overall water loss for the month. Regarding water loss, City Engineer Jay Hollen noted it does fluctuate from a high to a low monthly.

E. Correspondence and Information - The Mayor reviewed the following items with the Board.

E.1 Mt Hope Water Association Meeting Minutes- October 2021



## **Mt Hope Water Association Minutes**

### **Board of Directors Meeting Monday October 18, 2021**

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday October 18, 2021, immediately following the Annual Meeting at 7:34 pm, at the Mt Hope Water Office. The meeting was called to order by President Donnie Tenney, board members in attendance were, Brian Elmore, Tom Davis, Deborah Cvechko, Navonda Tenney, Marcella Kelley and Nicholas Cutright. Also in attendance were Secretary/Treasurer Laurie Adams, Operator Jeff May from Quality Water Services.

Minutes from the previous Regular Meeting were approved, a motion was made by Marcella, motion carried. The Treasurer's Report was presented along with the past month's bank statements, they were accepted for audit. The Water Loss Report was presented and approved. The Truck Report was presented and approved. The Mt Hope Monthly Report was presented and approved. The Operator's Report was presented by Jeff. All leak adjustments presented were approved, motion by Brian, motion carried.

The board held the election by ballot for President, Vice-President and Secretary/Treasurer. Donnie and Laurie were re-elected to their positions and Brian was elected as the Vice-President. Laurie gave the board the updated quotes from Atlas for the Bryan Foster/Tallmansville Rd and Tenmile repairs. She has sent these to the County Commission to update our financial requests. The PSC Case 21-0527-W-PC (Trent/Phillips) development has been approved. We are waiting for the permits issued by the State of WV Office of Environmental Health Services. A proposed map and email were reviewed from the engineer handling the development. Jeff spoke about the recent sanitary survey, he will work with Laurie on the responses to the few deficiencies. He also mentioned the two hydrants that needed risers have been completed. He and Brian continue to work through the system, testing hydrant pressure. Laurie mentioned the recent change at Premier Bank to Peoples Bank may result in fees on our business checking account. She has spoken to management there and they will work with us on that. It was also decided that the vice-president compensation for October would be paid fully to the newly elected vice-president.

There being no further business, the meeting was adjourned at 8:42, motion made by Tom, motion carried.

Submitted by: Laurie Adams

**E.2 Letters from Cummins Sales & Service- Updated Shipment Delay Dates & Reasons for the Delays RE: FEMA Region III Hazard Mitigation Project Emergency Power Generators – Jay Hollen updated the Board on his interaction with FEMA regarding this issue.**

**E.3 Thomas Wood to Take Class III Test & Tom Davis to Retake Class II Test**

**E.4 Elkins Road P.S.D. Meeting Minutes-November 2021**

**Elkins Road Public Service District  
Board of Directors' Regular Meeting  
November 2, 2021**

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, November 2, 2021.

Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair–Carey Wagner, Secretary-Larry Heater (absent) and Board Member-David Burr

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

Phone in participants: Greg Belcher, CTG and Cary Smith, Region VII

Unless otherwise stated all motions passed by vote 2-0.

Recognize that two (2) customers were present.

#### **APPROVAL OF MINUTES**

Minutes of October 5, 2021 Regular Monthly Meeting and October 26, 2021 Special Meeting were presented for approval. **David Burr made a motion to approve the minutes. Carey Wagner seconded. Motion carried**

#### **APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE**

Carey Wagner presented the Financial Report. **David Burr made a motion to approve the financial report and pay the bills to date. Seconded by Carey Wagner. Motion carried**

#### **QUICK DAMAGE CLAIM**

No updates

#### **OLD PSD OFFICE BUILDING**

The old PSD office building will be sold one of two ways; put out to bid or list with a realtor. **David Burr made a motion to sell the old PSD building. Carey Wagner seconded. Motion carried**

#### **PHASE III EXTENSION PROJECT**

Cary Smith with Region VII presented SCBG Request # 17 in the amount of \$14,225.45. **David Burr made a motion to approve and make payments. Carey Wagner seconded. Motion carried**

Greg Belcher gave updates on the all contracts which are substantially complete. Contract 3 is still waiting on the Kesling Ridge Booster station electrical panel which is now scheduled to ship on

#### **PHASE III EXTENSION PROJECT con't.**

12/29/21. Greg inquired about an extension for Contact 4, Chojnacki, for punch list items. The Board said that they would extend it for the load jack but not the paved driveways on King Schoolhouse road because of the paving plants closing for the winter soon.

Greg presented drawings on the master meter back flow preventer installation for review and approval.

#### **MAINTENANCE**

Dave Wamsley, System Operator, discussed the October Maintenance Report. Water usage per day continues to be at or near standard usage, 201,000 gallons a day approximately. Board ask Dave if he had begun winterizing and he said yes and no problems detected yet with heating in the pump stations. Dave was ask about blue flags for the part of our system that does not have radio read meters installed yet; said he would take care of it.

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Carey Wagner.** Meeting adjourned at 6:30 p.m.

The next meeting will be held on Tuesday, December 7, 2021 at 5:00 p.m.

Respectfully submitted:

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

Approved By:

Board Chair/Treasurer	Secretary	Board Member
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Carey Wagner	Larry Heater	David Burr
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## **E.5 Hodgesville P.S.D. Meeting Minutes-November 2021**



HODGESVILLE PSD  
188 FAYETTE STREET  
BUCKHANNON WV 26201

#### Minutes

November 2, 2021

Held at the District office all Board members were present along with Terry Gould, Manager and Barbara Curry of UBS, Inc.

The minutes of the meeting held October 5, 2021 were read and approved.

Terry stated that Thrasher Engineering will be at the December meeting to discuss our project along with our critical needs application.

Barbara Curry gave the maintenance report for the month of October:

Leaks fixed for the month of October included: Buckhannon Mtn Rd which was cut by the gas company, Lady Slipper Dr. (PSC complaint), Shumaker and Rt 20 (Jerry Greene), Rt 20 the Old Foggs Trailer Ct. at the end of Harvey Straight (PSC), Nick Tenney service line break, Crouse Rd 2 inch line leak, Joe Warner Turkey Run, William Rohr service line leak which Ringers hit the line which resulted in a boil water advisory for 4 customers. Quality Water Services Inc. (Alan Westfall) was notified and all testing completed and came back good.

New service installed on Sauls Run for Stella Howes.

Backflow preventer installed for McNemar located at Forest View.

Terry stated that water consumption continues to decline and that can be credited to the leak repairs by Ringer, Inc.

Received letter from the state regarding the change in notifying customers of boil water advisories. This will need to be done by a text for voice alert system. This goes into effect January 10, 2022. Our billing software has

reached out to us regarding this change and they will be able to accommodate this through the billing software.

Final Order for Rate Increase Case #21-0242-PWD-19A has been received.

Terry Gould presented the monthly bills, financial reports, leak adjustments and shut off list for the previous month. Robert Wright made a motion seconded by Roger Ward to approve and pay bills along with approval of the credits issued.

The next meeting will be held January 4th, 2022 at 4pm.

The meeting adjourned at 5:10pm.

Approved by:



Mr. Rizo asked if we had heard back from the Upshur County Commission regarding the request for support with the Tennerton Water Tank rehab and Recorder Sanders noted that the UCC had not made any decisions on the allocation of the ARPA funds they have received.

## F. Consent Agenda

### F.1 Approval of Minutes Approval of Minutes 11/09/2021

**Motion to approve the Minutes of 11/09/2021 was made by Rizo/Nestor. Motion carried.**

## G. Strategic Issues for discussion and vote

### G.1 Financial Statement Year Ending 06/30/2021 – Action taken earlier in the meeting.

**G.2 Approval Salary Increase Water Department Superintendent Kelly Arnold** – Mayor Skinner reviewed the previous discussion held in Executive Session regarding the recommendation of raising the annual salary of the Water Department Superintendent Kelly Arnold to \$70,000. He asked if there were any additional questions regarding this recommendation. Hearing none the Mayor open the floor for a motion on the matter.

**Motion to approve the salary increase of the Water Department Superintendent, Kelly Arnold to an annual amount of \$70,000 was made by Thomas/Rizo. Motion carried.**

**G.3 Approval Water Leak Adjustment Policy** – Amby Jenkins explained the changes per the WVPSC noting that we can only act after there is a 200% increase of the customer's normal usage. Example would be a customer whose normal usage was 4,000 gallons would go up to 8,000 gallons before any leak adjustment be considered beyond the 200% increase. Mayor Skinner recommended that we wait until the January meeting to take action so that the Board can review the proposal. Mr. Rizo request a copy of the current Water Leak Adjustment Policy to compare the two; Amby will forward it to the Board members.

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

- **Board Member Reger** – Nothing further.
- **Board Member Rizo** – Mr. Rizo congratulated Kelley Arnold on his raise and noted he appreciated Mr. Arnold’s dedication to his position.
- **Board Member Nestor** - Mr. Nestor noted that he appreciates Kelly Arnold and the entire department. He wished everyone a Merry Christmas.
- **Board Member Thomas** – Mr. Thomas congratulated Kelley Arnold on his raise and noted he appreciated Mr. Arnold’s hard work. He mentioned that we should have a discussion regarding shift differential pay and he wished everyone a Merry Christmas and a Happy New Year.
- **City Recorder Sanders** – Mr. Sanders wished everyone a Merry Christmas and Happy New Year.
- **Amby Jenkins** – Mrs. Jenkins wished everyone a Merry Christmas and Happy New Year.
- **Kelly Arnold** – Nothing further.
- **Jerry Arnold** – Nothing further.
- **Jay Hollen** – Nothing further.
  
- **Mayor’s Comments and Announcements** – The Mayor wished everyone a Merry Christmas and Happy New Year.

**I. Adjournment**

**Motion to adjourn at 8:20 AM was made by Thomas/Rizo. Motion carried**

**Mayor Robert N. Skinner III** \_\_\_\_\_

**City Recorder Randall H. Sanders** \_\_\_\_\_