

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

A regular meeting of the Buckhannon Water Board was held on Thursday, February 10, 2022 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 – by phone
David Thomas	Board Member	Present
Don Nestor	Board Member	Present
Erasmo Rizo	Board Member	Present
Kelly Arnold	Water Superintendent	Present
Jay Hollen	City Engineer	Present
Jerry Arnold	Director of Public Works	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Present
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, Thursday, February 10, 2022***

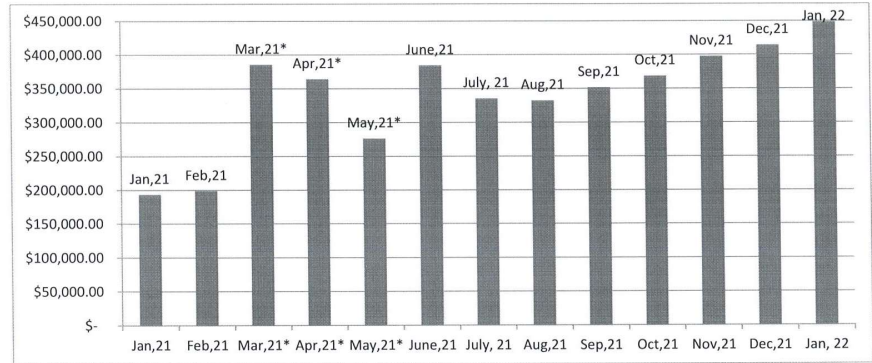
- A. Call to Order**
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
 - B. Recognized Guests**
 - B.1
 - C. Financial Report-Amby Jenkins**
 - C.1 January 2022
 - D. Department Report**
 - D.1 Water Department Report-Kelly Arnold
 - E. Correspondence and Information**
 - E.1 Thomas Wood wavier denied.
 - E.2 Lead and copper plan has to be approved by June 2022.
 - E.3 Mike McCauley has decided to retire in June 2022.
 - E.4 Mt. Hope Water Association Board of Directors December 2021 Meeting Minutes
 - F. Consent Agenda**
 - F.1 Approval of Minutes 01/13/2022
 - G. Strategic Issues for discussion and vote**
 - G.1 Portable Water Systems, LLC – Tennerton WST Rehabilitation Project Pressurized Tanker Agreement for Review & Execution
 - G.2 Approval of Draft Policy for City of Buckhannon to Perform Water Meter Test
 - H. Board Members Comments and Announcements**
 - I. Mayor’s Comments and Announcements**
 - J. Adjournment**
- 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. He then 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 January 2022** - Amby reported on the balances on hand as of January 31, 2022 and provided a review of financial matters as follows:

WATER BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Balance January 31, 2022
Money market & checking \$ 448,374.50

2% Depreciation fund (Working Capital Fund) \$ 616,036.84
Savings #5764795 \$255,837.56 (citizens bank opened 9-15-21)

Savings \$ 1,522.29



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

Mt Hope water meter tests, clarify amount to test and make a policy from last meeting.

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

400-WATER					% OF YEAR COMPLETED:	58.33
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
UTILITY BILLINGS						
400-350-000-00 RESIDENTIAL SALES	888,000	87,161.43	596,237.65	0.00	291,762.35	67.14
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	524,700	50,783.83	367,339.28	0.00	157,360.72	70.01
400-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,347.50	9,432.50	0.00	5,567.50	62.88
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,427,700	139,292.76	973,009.43	0.00	454,690.57	68.15
OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	118,000	16,451.25	100,853.39	0.00	17,146.61	85.47
400-360-000-01 HODGESVILLE PSD (MASTER M	220,000	18,615.75	134,327.22	0.00	85,672.78	61.06
400-360-000-02 ELKINS ROAD PSD (MASTER M	150,000	17,785.50	107,695.50	0.00	42,304.50	71.80
400-360-000-03 ADRIAN PSD (MASTER METER)	196,000	20,672.00	144,687.86	0.00	51,312.14	73.82
TOTAL OUTSIDE DISTRICTS	684,000	73,524.50	487,563.97	0.00	196,436.03	71.28
GRANTS						
400-366-000-01 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
400-366-000-02 GRANT -BOAT & AIRCOND	0	0.00	0.00	0.00	0.00	0.00
400-368-000-00 TAP FEES	10,000	750.00	15,709.77	0.00 (5,709.77)	157.10
400-368-000-01 RECLASSIFY REVENUE-ARMORY	0	0.00	0.00	0.00	0.00	0.00
400-368-000-02 RECLASSIFY REVENUE	0	0.00	0.00	0.00	0.00	0.00
400-368-100-00 PROJECTS NOT 5.5 RULE	0	0.00	0.00	0.00	0.00	0.00
400-368-100-03 CONTRIB IN AID CONST 5.5R	0	0.00	3,388.33	0.00 (3,388.33)	0.00
400-368-200-00 CAPITALIZE PROJ EQIP CSTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	10,000	750.00	19,098.10	0.00 (9,098.10)	190.98
INTRAFUND CONTR/CHARGES						
400-370-000-01 LATE CHARGES	19,000	2,156.23	14,965.25	0.00	4,034.75	78.76
400-370-000-02 WATER BILLING-NEW SERVICE	0	0.00	0.00	0.00	0.00	0.00
400-370-000-03 CUSTOMER BILL FEES (BANK-S	2,000	500.00	2,375.00	0.00 (375.00)	118.75
400-370-000-04 C J MARTIN WATER LINE EXT	0	0.00	0.00	0.00	0.00	0.00
400-370-000-05 ATLANTIC CST PIPELINE REV	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTRAFUND CONTR/CHARGES	21,000	2,656.23	17,340.25	0.00	3,659.75	82.57
OTHER REVENUE						
400-379-000-00 GAIN ON SALE	0	0.00	0.00	0.00	0.00	0.00
400-380-000-00 INTEREST INCOME	1,000	32.24	58.17	0.00	941.83	5.82
400-399-000-00 MISC. NONOPERATING INCOME	33,000	2,350.00	18,966.40	0.00	14,033.60	57.47
TOTAL OTHER REVENUE	34,000	2,382.24	19,024.57	0.00	14,975.43	55.95
TOTAL REVENUE	2,176,700	218,605.73	1,516,036.32	0.00	660,663.68	69.65

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT =====						
NON-OPERATING EXPENSES						
400-550-676-00 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
DEPRECIATION =====						
CONTRIBUTIONS						
400-580-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
RESERVIOR MANGMT DAM =====						
SALARIES & BENEFITS						
400-601-103-00 RESERVIOR MANAGEMENT LABO	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
400-601-211-00 UTILITIES - ELEC,GAS,PHON	19,000	1,531.00	11,715.11	0.00	7,284.89	61.66
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	19,000	1,531.00	11,715.11	0.00	7,284.89	61.66
COMMODITIES						
400-601-342-00 MAINTENANCE RIVER INTAKE&	4,000	0.00	1,421.92	0.00	2,578.08	35.55
400-601-346-00 WATERSHED MANAGEMENT	0	0.00	0.00	0.00	0.00	0.00
400-601-347-00 MAINTENANCE DAM	4,000	0.00	0.00	0.00	4,000.00	0.00
400-601-399-00 WATERSHED, DAM MISC	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL COMMODITIES	13,000	0.00	1,421.92	0.00	11,578.08	10.94
TOTAL RESERVIOR MANGMT DAM	32,000	1,531.00	13,137.03	0.00	18,862.97	41.05
WATER PLANT =====						
SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	298,000	19,753.71	130,675.28	0.00	167,324.72	43.85
400-642-104-00 FICA TAX	22,800	1,514.97	10,023.52	0.00	12,776.48	43.96

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400-642-105-00 HEALTH INSURANCE	30,000	2,114.30	23,070.30	0.00	6,929.70	76.90
400-642-106-00 RETIREMENT	29,800	1,922.00	12,749.94	0.00	17,050.06	42.79
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	380,600	25,304.98	176,519.04	0.00	204,080.96	46.38
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	111,000	9,652.26	68,917.80	0.00	42,082.20	62.09
400-642-221-00 TRAINING & CONTINUED EDUC	2,500	0.00	1,864.51	0.00	635.49	74.58
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	376.32	2,910.91	0.00	4,089.09	41.58
TOTAL CONTRACTUAL SERVICES	120,500	10,028.58	73,693.22	0.00	46,806.78	61.16
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,000	0.00	1,480.26	0.00	1,519.74	49.34
400-642-342-00 MAINT TREATMENT PLANT BLD	13,950	57.84	9,950.96	0.00	3,999.04	71.33
400-642-343-00 VEHICLE MAINTENANCE	500	187.43	1,128.78	0.00	628.78	225.76
400-642-343-01 PLANT VEHICLE FUEL	4,400	0.00	452.63	0.00	3,947.37	10.29
400-642-344-00 GENERAL EQUIPMENT MAINTEN	2,000	0.00	1,402.82	0.00	597.18	70.14
400-642-345-00 UNIFORMS PERSONAL SAFETY	3,500	298.92	1,843.58	0.00	1,656.42	52.67
400-642-346-00 MAINT TREATMENT PLANT EQU	70,000	8,293.17	49,060.25	0.00	20,939.75	70.09
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	1,840.83	5,968.94	0.00	9,031.06	39.79
400-642-348-00 CHEMICAL COSTS	180,000	9,003.24	84,105.48	0.00	95,894.52	46.73
400-642-349-00 COMPLIANCE MONITORING	23,000	837.00	10,396.00	0.00	12,604.00	45.20
400-642-350-00 TELEMETRY COSTS	18,000	1,656.40	18,860.56	8,022.40	8,882.96	149.35
400-642-399-00 PLANT MISCELLANEOUS	3,000	0.00	901.99	0.00	2,098.01	30.07
TOTAL COMMODITIES	336,350	22,174.83	185,552.25	8,022.40	142,775.35	57.55
CAPITAL OUTLAY						
400-642-459-00 WATER PLANT CAPITAL	0	0.00	4,100.00	0.00	4,100.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	4,100.00	0.00	4,100.00	0.00
TOTAL WATER PLANT	837,450	57,508.39	439,864.51	8,022.40	389,563.09	53.48
WATER LINES =====						
SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	350,500	31,591.66	220,904.46	0.00	129,595.54	63.03
400-660-103-10 LABOR&BENEFITS CAPITALIZE	0	0.00	0.00	0.00	0.00	0.00
400-660-104-00 FICA TAX	26,900	2,427.89	17,021.24	0.00	9,878.76	63.28
400-660-105-00 HEALTH INSURANCE	81,000	4,771.50	50,494.83	0.00	30,505.17	62.34
400-660-106-00 RETIREMENT	35,050	3,159.16	22,090.52	0.00	12,959.48	63.03
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	493,450	41,950.21	310,511.05	0.00	182,938.95	62.93
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	28,000	2,527.22	14,685.45	0.00	13,314.55	52.45
400-660-221-00 TRAINING & CONTINUED EDUC	1,700	0.00	609.32	0.00	1,090.68	35.84
400-660-226-00 UNEMPLOYMENT/COMPENSATION	13,000	752.64	6,251.56	0.00	6,748.44	48.09
TOTAL CONTRACTUAL SERVICES	42,700	3,279.86	21,546.33	0.00	21,153.67	50.46

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
400-660-341-00 OFFICE EXPENSE	4,000	861.34	3,921.23	0.00	78.77	98.03
400-660-342-00 MAINTENANCE GARAGE BLDG	3,000	211.45	1,162.91	0.00	1,837.09	38.76
400-660-343-00 VEHICLE MAINTENANCE	4,000	0.00	603.00	0.00	3,397.00	15.08
400-660-343-01 LINE VEHICLE FUEL	11,000	687.20	6,800.92	0.00	4,199.08	61.83
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	765.66	5,504.57	0.00	11,495.43	32.38
400-660-345-00 UNIFORMS-PERSONAL SAFETY	4,500	298.92	1,890.61	0.00	2,609.39	42.01
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	15,000	327.04	3,698.04	0.00	11,301.96	24.65
400-660-348-00 DISTRIBUTION TANK MAINTEN	25,000	0.00	5,097.40	0.00	19,902.60	20.39
400-660-349-00 LINE MAINTENANCE MATERIAL	0	0.00	0.00	0.00	0.00	0.00
400-660-350-00 LINE MAINT PERMITS (DOH)	0	0.00	0.00	0.00	0.00	0.00
400-660-351-00 COMPLIANCE MONITORING	0	0.00	0.00	0.00	0.00	0.00
400-660-352-00 NEW SERVICES, UPGRADE MAT	118,000	5,414.23	61,472.81	0.00	56,527.19	52.10
400-660-353-00 MAPPING & LINE LOCATING E	8,000	837.10	4,884.78	0.00	3,115.22	61.06
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	875.00	0.00	875.00	0.00
TOTAL COMMODITIES	209,500	9,402.94	95,911.27	0.00	113,588.73	45.78
NON-OPERATING EXPENSES						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,200	252.82	682.82	0.00	517.18	56.90
TOTAL NON-OPERATING EXPENSES	1,200	252.82	682.82	0.00	517.18	56.90

TOTAL WATER LINES	746,850	54,885.83	428,651.47	0.00	318,198.53	57.39
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WATER METERS
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SALARIES & BENEFITS						
400-902-103-00 METER ON/OFF & MAINT LABO	0	0.00	0.00	0.00	0.00	0.00
400-902-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
400-902-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-106-00 RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
400-902-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
400-902-221-00 TRAINING & CONTINUED EDUC	0	0.00	0.00	0.00	0.00	0.00
400-902-226-00 WORKERS COMP/ INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
COMMODITIES						
400-902-342-00 MAINTENANCE OF METER SHOP	0	0.00	0.00	0.00	0.00	0.00
400-902-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-343-01 METER VEHICLE FUEL	0	0.00	0.00	0.00	0.00	0.00
400-902-344-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-902-345-00 UNIFORMS-PESONAL SAFETY E	0	0.00	0.00	0.00	0.00	0.00
400-902-346-00 REPLACEMENT NEW METERS, P	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
400-902-999-00 CUST SERVICE-METER READ	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER METERS	0	0.00	0.00	0.00	0.00	0.00
OFFICE/ADMIN =====						
SALARIES & BENEFITS						
400-920-101-00 AD & GE SALARIES BOARD	22,462	1,400.00	13,211.47	0.00	9,250.53	58.82
400-920-103-00 AD & GE OFFICE SALARIES	141,900	11,012.49	81,000.03	0.00	60,899.97	57.08
400-920-104-00 FICA TAX	12,600	949.37	6,977.46	0.00	5,622.54	55.38
400-920-105-00 HEALTH INSURANCE	25,000	1,207.25	12,180.53	0.00	12,819.47	48.72
400-920-106-00 RETIREMENT	14,100	1,076.84	7,772.89	0.00	6,327.11	55.13
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	216,062	15,645.95	121,142.38	0.00	94,919.62	56.07
CONTRACTUAL SERVICES						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	1,890	152.37	1,168.45	0.00	721.55	61.82
400-920-221-00 TRAINING & CONTINUED EDUC	500	0.00	0.00	0.00	500.00	0.00
400-920-226-00 UNEMPLOYMENT/COMPENSATION	2,600	156.60	1,445.47	0.00	1,154.53	55.60
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	4,990	308.97	2,613.92	0.00	2,376.08	52.38
COMMODITIES						
400-920-341-00 MATERIALS & SUPPLIES EXPE	25,000	2,953.50	15,056.77	0.00	9,943.23	60.23
400-920-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-920-347-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-920-348-00 MAINTENANCE & RENT-OFFICE	10,950	10,000.00	10,950.00	0.00	0.00	100.00
400-920-349-00 AUDITING EXPENSE	3,000	0.00	1,241.50	1,000.00	758.50	74.72
400-920-350-00 PROFESSIONAL & LEGAL EXPE	18,500	7,548.33	17,548.33	0.00	951.67	94.86
400-920-351-00 ENGINEERING EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-352-00 PROPERTY INSURNACE	38,000	0.00	30,104.02	0.00	7,895.98	79.22
400-920-353-00 PSC ASSESSMENTS	10,000	0.00	9,696.60	0.00	303.40	96.97
400-920-369-00 CUSTOMER DEP INTEREST PAI	700	56.45	174.60	0.00	525.40	24.94
TOTAL COMMODITIES	106,150	20,558.28	84,771.82	1,000.00	20,378.18	80.80
CAPITAL OUTLAY						
400-920-459-00 CAPITAL OUTLAY COMPUTER	7,500	385.84	5,502.72	444.94	1,552.34	79.30
TOTAL CAPITAL OUTLAY	7,500	385.84	5,502.72	444.94	1,552.34	79.30
NON-OPERATING EXPENSES						
400-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-999-00 ADM BOARD-BILLING MISC	44,000	3,252.47	28,515.51	0.00	15,484.49	64.81
TOTAL NON-OPERATING EXPENSES	44,000	3,252.47	28,515.51	0.00	15,484.49	64.81
TOTAL OFFICE/ADMIN	378,702	40,151.51	242,546.35	1,444.94	134,710.71	64.43

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBTS =====						
SALARIES & BENEFITS						
400-955-109-00 BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
BOND PAYMENTS =====						
CONTRACTUAL SERVICES						
400-970-221-00 WATER BOND A 2016	270,000	22,481.88	180,391.09	0.00	89,608.91	66.81
400-970-221-01 WATER BOND 2016 RESERVE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	270,000	22,481.88	180,391.09	0.00	89,608.91	66.81
TOTAL BOND PAYMENTS	270,000	22,481.88	180,391.09	0.00	89,608.91	66.81
CAPITAL/PROJECTS =====						
SALARIES & BENEFITS						
400-999-110-00 PAINT WATER TANKS	0	0.00	0.00	0.00	0.00	0.00
400-999-120-00 METER READER HANDHELD UPG	0	0.00	0.00	0.00	0.00	0.00
400-999-130-00 BOAT&AC GRANT 2020	0	0.00	0.00	0.00	0.00	0.00
400-999-140-00 ISLAND AVE 6" TO REPLACE	0	0.00	0.00	0.00	0.00	0.00
400-999-163-00 PLANT LAB UPGRADE	0	0.00	0.00	0.00	0.00	0.00
400-999-170-00 ATLANTIC CST PIPEL PASSTH	0	0.00	0.00	0.00	0.00	0.00
400-999-172-00 KENNEDY HYDRANT REPLACEME	0	0.00	0.00	0.00	0.00	0.00
400-999-173-00 MEADE - COLLEGE TO CAMDEN	0	0.00	0.00	0.00	0.00	0.00
400-999-176-00 LIGHTBURN STREET	0	0.00	0.00	0.00	0.00	0.00
400-999-177-00 VALLEY GREEN MASTER METER	0	0.00	0.00	0.00	0.00	0.00
400-999-178-00 HYDRANT UPGRADE TO STEAME	0	0.00	0.00	0.00	0.00	0.00
400-999-187-00 BRIDGE METER SHOP TO CHEM	0	0.00	0.00	0.00	0.00	0.00
400-999-188-00 BRUSHY FORK LANE WIDENING	40,000	0.00	0.00	0.00	40,000.00	0.00
400-999-189-00 RENEW 84 METER SERVICES	0	0.00	0.00	0.00	0.00	0.00
400-999-190-00 VARIOUS OTHER PROJECTS	4,000	0.00	758.16	0.00	3,241.84	18.95
400-999-191-00 HOUSING AUTHORITY METERIN	0	0.00	0.00	0.00	0.00	0.00
400-999-197-00 PAINTING INT N. BKH TANK	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	44,000	0.00	758.16	0.00	43,241.84	1.72
NON-OPERATING EXPENSES						
400-999-602-00 INTAKE LARGE COMPRESSOR	0	0.00	0.00	0.00	0.00	0.00
400-999-612-00 WATER PLANT PROJ PHASE 1	0	0.00	0.00	0.00	0.00	0.00
400-999-613-00 KNOLLWOOD 4" TAP	0	0.00	0.00	0.00	0.00	0.00
400-999-619-00 24 MISC VALVES TO REPLACE	0	0.00	0.00	0.00	0.00	0.00

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400-999-620-00 EMERG GEN @ BOOSTER STATI	0	0.00	0.00	0.00	0.00	0.00
400-999-621-00 PAINT INT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-622-00 LEWIS LINE EXTENTION	0	0.00	0.00	0.00	0.00	0.00
400-999-623-00 CORR H SOUTH WATER LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-624-00 PAINT EXT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-625-00 14 NEW CITY/COUNTY HYDRAN	0	0.00	0.00	0.00	0.00	0.00
400-999-626-00 COMMERCIAL LAWNMOWER	0	0.00	0.00	0.00	0.00	0.00
400-999-627-00 GPS & LAPTOP	0	0.00	0.00	0.00	0.00	0.00
400-999-628-00 ST JOE CHECK VALVE SYSTEM	0	0.00	0.00	0.00	0.00	0.00
400-999-665-00 DEPRECIATION FUND (NEW PL	0	0.00	0.00	0.00	0.00	0.00
400-999-666-00 VICTORIA HILL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-667-00 FILTER MEDIA REPLACEMENT	12,000	0.00	0.00	0.00	12,000.00	0.00
400-999-668-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
400-999-669-00 EWMS GRANT EXP EARLYWARNI	11,000	0.00	0.00	0.00	11,000.00	0.00
400-999-670-00 ARMORY-BRUSHY FORK LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-671-00 REPLACE FLAT METER LIDS	0	0.00	0.00	0.00	0.00	0.00
400-999-672-00 LEAK DETECTION EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
400-999-673-00 CLOW TANK BIO FILM REMOVA	0	0.00	0.00	0.00	0.00	0.00
400-999-674-00 REPLACE CREW TRUCK	0	0.00	0.00	0.00	0.00	0.00
400-999-675-00 BOOM TRUCK/SLUDGE	0	0.00	0.00	0.00	0.00	0.00
400-999-676-00 PLANT AIR COMPRESSOR	25,000	0.00	0.00	0.00	25,000.00	0.00
400-999-677-00 SLUDGE PUMPS	0	0.00	0.00	0.00	0.00	0.00
400-999-678-00 PLANT FLOW METER	0	0.00	0.00	0.00	0.00	0.00
400-999-679-00 LIME/SODA ASH FEEDER	0	0.00	0.00	0.00	0.00	0.00
400-999-680-00 VFD-H.S PUMP	0	0.00	0.00	0.00	0.00	0.00
400-999-681-00 SCADA TANK/PUMP STATION	155,872	12,989.32	103,914.56	0.00	51,957.44	66.67
400-999-681-01 ADRIAN HODGESVILLE SCADA	0	0.00	0.00	0.00	0.00	0.00
400-999-682-00 RAW WATER TURB METER	0	0.00	0.00	0.00	0.00	0.00
400-999-682-01 PROPERTY PURCHASE 161 WOO	0	0.00	0.00	0.00	0.00	0.00
400-999-682-02 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-682-03 XREA PUMPS FOR PUMPSTATIO	0	0.00	0.00	0.00	0.00	0.00
400-999-682-04 SUPERVISOR TRUCK	29,700	1,913.20	16,714.89	0.00	12,985.11	56.28
400-999-682-05 BACKHOE	0	0.00	0.00	0.00	0.00	0.00
400-999-682-06 CAPSTONE REPAIR WTP BLDGS	0	0.00	0.00	0.00	0.00	0.00
400-999-682-07 ROOFING SEAM REPAIR	0	0.00	0.00	0.00	0.00	0.00
400-999-682-08 CADD SOFTWARE LICENSE	0	0.00	0.00	0.00	0.00	0.00
400-999-682-09 TANK MIXERS TENNERTON TAN	0	0.00	0.00	0.00	0.00	0.00
400-999-682-10 N BUCKHANNON TANK CAGE	0	0.00	0.00	0.00	0.00	0.00
400-999-682-11 CHEMICAL PUMP	0	0.00	0.00	0.00	0.00	0.00
400-999-682-12 DEER CREEK ONEIL LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-683-00 SECURITY GATE	0	0.00	0.00	0.00	0.00	0.00
400-999-684-00 TANK INSPECTIONS	0	0.00	0.00	0.00	0.00	0.00
400-999-685-00 SECURITY FENCING ALL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-686-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
400-999-687-00 FLOW METER TENNERTON	0	0.00	0.00	0.00	0.00	0.00
400-999-688-00 MASTER METERS COLLEGE	0	0.00	0.00	0.00	0.00	0.00
400-999-689-00 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-690-00 EXTRA PUMPS FOR PS	0	0.00	0.00	0.00	0.00	0.00
400-999-691-00 SECURITY FOR TANKS/PS	0	0.00	0.00	0.00	0.00	0.00
400-999-692-00 BACKHOE	0	0.00	0.00	0.00	0.00	0.00

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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	14,902.52	120,629.45	0.00	112,942.55	51.65
TOTAL CAPITAL/PROJECTS	277,572	14,902.52	121,387.61	0.00	156,184.39	43.73
TOTAL EXPENDITURES	2,542,574	191,461.13	1,425,978.06	9,467.34	1,107,128.60	56.46
REVENUE OVER/(UNDER) EXPENDITURES	(365,874)	27,144.60	90,058.26 (9,467.34) (446,464.92)	22.03-

JANUARY 2021 WATER PAYMENT OF BILLS

- \$1,656.40 – MISSION COMMUNICATIONS – EWS 1 & 2 MONITORING
- \$8,008.20 – MISSION COMMUNICATIONS – MONITORING FOR SCADA
- \$9,003.24 – PHOENIX SOLUTIONS LLC – CHEMICAL COST
- \$1,814.00 – USA BLUE BOOK/HD SUPPLY – LAB SUPPLIES
- \$1,800.00 - FERGUSON WATERWORKS – ¾” COPPER
- \$2,905.95 – CORE & MAIN – SERVICE AND MAIN LINE MATERIALS
- \$10,00.00 – CITY OF BUCKHANNON – FY 2021-22 BUDGET
- \$7,548.33 - RICHARD TRENT CPA – YEAR END CLOSING & PSC REPORTING
- \$1,883.44 – TYLER TECHNOLOGIES – UTL BILLING AUTOPAY, IVR MAINTENANCE FEE

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DISBURSEMENT 1-1-22 TO 1-31-22

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVIOR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	32.64
		601-211-00	UTILITIES - ELEC,GAS	110088822306 OHIO LIFT STA	1,498.36
				TOTAL:	1,531.00
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	8,416.37
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT DEC 2021 UNIFORMS	298.92
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 12/02/21-01/02/	376.32
	J T MARTIN COMPANY INC	642-346-00	MAINT TREATMENT PLAN	INSPECT AND RECHRG EXTEN	163.04
		642-346-00	MAINT TREATMENT PLAN	INSPECT AND RECHRG EXTEN	98.50
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER JAN 2022 HEALTH INS	1,637.30
		642-105-00	HEALTH INSURANCE	WATER JAN 2022 RETIREE SUB	464.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST	0.00
		642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	103.38
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	613.45
	LOWES BUSINESS ACCOUNTS	642-342-00	MAINT TREATMENT PLAN	WATER HOSE; SIDEWLK SALT	57.84
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	767.02
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	813.18
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	169.00
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	172.80
	MISSION COMMUNICATIONS, LLC	642-350-00	TELEMETRY COSTS	EWS 1,2 MONITORING	1,656.40
		642-346-00	MAINT TREATMENT PLAN	MONITORING FOR SCADA	8,008.20
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	CHEMICALS	9,003.24
	USA BLUE BOOK/ HD SUPPLY FAC	642-347-00	PLANT LAB MAINT & SU	LAB SUPPLIES	1,814.00
	US CELLULAR	642-211-00	UTILITIES - ELEC, GA	613-0153 7363 642-5828 514	190.45
	SPRINT	642-211-00	UTILITIES - ELEC, GA	ALL DEPT DEC 2021 GEOTAB	82.59
T	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	599.09
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	628.71

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-1
- Residential meters changed-4
- Residential meters tested-0
- Issues with Lab
- Painting at shop and booster stations.
- Public Service District meters tested-0
- Added filter media to filters#3 and #4.
- Services abandon on Main Street to Foster building
- 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.
- 66.6 million gallons of water was treated for the month of January 2.15 million a day.
- Cost per million gallon treated for January \$189.89
- (not listed) - gallons of water hauled from the plant.
- Off & On Reports/ Customer complaints answered -- 231
- Non-Payments
- Continue to work on back-flow/cross-conn. Program.
- Maintenance equipment.

Month:		Jan-22			
			Monthly Total	Y-T-D	
Million Gallons Treated:			66.6	432.06	
Total Chemical Treatment Cost:			12114.02	85944.52	
Cost per Million Gallons:			181.8922	198.918	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.25 lb			0	4675
Chlorine	0.98 lb		1490	1460.2	5438.37
Fluoride	0.95 lb		500	475	3135
KMnO4	3.65 lb		234	854.1	10743.73
NaMnO4	1.4 lb			0	0
Lime	0.2 lb		1650	330	2181
Premier Pac	0.44 lb		11963	5263.72	32579.43
Soda Ash	0.390 lb		7400	2886	21736
Sodium Hex	1.69 lb		500	845	5456
Smart-Phos	14.16 GAL			0	0
				12114.02	85944.52

Unaccounted For Water through June 30, 2022

	Produced (a.)	Plant Loss (b.)	istribution Loss (c.)	Gold 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	60,552,732	1,034,583	605,000	19,963,500	30,302,100	14.28%
Jan-22	66,604,849	1,143,583	595,600	19,104,900	29,409,800	24.55%
Feb-22						#DIV/0!
Mar-22						#DIV/0!
Apr-22						#DIV/0!
May-22						#DIV/0!
Jun-22						#DIV/0!
Totals:	433,014,507	7,746,993	6,261,285	147,353,300	214,793,400	13.13%

Discussion regarding the new lab (Fairway Labs-PA) that we are using, and overall how the labs have been falling behind on the testing results from the samples we send. We may get a violation for not having the results back in time, even though it wasn't our fault. Board member Reger asked who selects the lab that we have our testing processed and a discussion on the limited list of the available certified labs took place. A discussion took place vetting all possible scenarios regarding testing. The Board understands that this is an ongoing problem.

Kelly Arnold also spoke about the water loss readings being high and that once the Master Meter is installed at Valley Green Apartments, the loss should be better controlled.

E. Correspondence and Information - The Mayor reviewed the following items with the Board that had not already been discussed by Superintendent Arnold.

E.1 Thomas Wood wavier denied.

E.2 Lead and copper plan has to be approved by June 2022- Mr. Arnold concluded with a brief overview of the Health Department's requirements for lead water line testing and discussed the amount of data that needs to be collected to stay in compliance with the State Health Department requirements. He provided a sample survey for the Board members to review.

E.3 Mike McCauley has decided to retire in June 2022 - Also reported by Kelly Arnold was that Mike McCauley has changed his retirement date to June 2022. Kelly will have to cover certain shifts at the plant as a result of the retirement until a qualified replacement can be hired.

E.4 Mt. Hope Water Association Board of Directors December 2021 Meeting Minutes

Mt Hope Water Association Minutes
Board of Directors Meeting Monday December 20, 2021

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday December 20, 2021 at 6:00 pm, at the Mt Hope Water Office. The meeting was called to order by President Donnie Tenney, board members in attendance were, Tom Davis, Deborah Cvechko, Navonda Tenney, Marcella Kelley and Nicholas Cutright. Also in attendance were Secretary/Treasurer Laurie Adams, billing/office clerk Jessie Fumerola, Operator Jeff May, and Alan and Stephanie Westfall from Quality Water Services.

Minutes from the previous Regular Meeting were approved, a motion was made by Nicholas, 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 Marcella, motion carried. A request for a long service line was reviewed and approved pending all necessary requirements are met.

The Tallmansville Rd PRV was once again discussed. It was determined that a 2" blow off installed would alleviate some of the issues we have been experiencing. A motion was made by Tom to contact Atlas to install a 2" blowoff on the downstream side of the Tallmansville PRV, motion carried. The ongoing meter testing on our system was discussed, we will purchase a 2" meter to use in place of those being tested. The testing amount was quoted at \$75.00 for all meters now. At that price we will no longer test 5/8" meters. A motion was made by Nicholas to replace a minimum of 5, 5/8" meters per month, motion carried. A recent emergency boil water advisory leak, caused by a customer who did not call 811 was discussed. The customer has agreed to pay for the associated costs. A motion was made by Nicholas to send the customer a bill for the costs involved, motion carried. Laurie told the board that the annual backflow testing letters have been sent out to the customers who

<p>Items Included in this Quotation</p> <ul style="list-style-type: none">- 3 hydro pneumatic tanks with a combined total storage capacity of 47,500 gallons- 4" hoses to connect to the distribution system- 1/2" sensing line connected to on site transducer- Delivery to Tennerton tank area Buckhannon WV- Removal of the tanks from project site
<p>Add \$550.00 per day plus expenses per technician for labor and travel expenses beyond the standard setup if the contractor elects our setup team to stay and address any additional matters</p>
<p>Items not included in this proposal</p> <ul style="list-style-type: none">- Pumps- Freeze protection of any kind- Taps or live connections to the system- Tow vehicle/equipment. In order to mobilize and demobilize this project our semi truck with trailer and pickup truck with trailer will need to be able to travel all roads, access ways, and/or driveways without the assistance of other equipment or Tow vehicle. If Tow vehicles/equipment are needed to assist In the mobilizing or demobilizing this project site those vehicles/equipment will be provided and operated by others. It shall also be understood that Portable Water Systems, LLC

must agree to the proposed method of Tow and can refuse any procedure or equipment that Portable Water System, LLC thinks will cause damage to its own vehicle and equipment

- Road Permits, Bonding for roads, or special insurance. If any roads, routes, highways, or interstates require special provisions to drive Portable Water Systems, LLC's equipment on them, all requirements will be paid for and acquired by others

- Site Preparations. It is understood that Portable Water Systems, LLC tanks/equipment must be placed on a fairly level surface capable of holding the weight of the equipment full of water. Any and all site work required to place the equipment will be acquired and paid for by others

- Any and all types of freeze protection. It is understood that Portable Water Systems, LLC tanks/equipment are susceptible to freezing conditions.

- Water Sampling and testing. It is understood that any water sampling or water testing that is required to be able to use Portable Water Systems, LLC tanks/equipment will be completed by and paid for by others

- Any type of fencing or barricades. All fencing and/or barricades will be provided by and paid for by others

- Site Restoration. It is understood that the tanks/equipment can and will leave an impression in the ground and ruts can be created by the vehicles bring in the tanks/equipment. Any and all restoration that may be required will be completed by and paid for by others.

Notes

- It is understood that Portable Water Systems, LLC is a first come first served business and this quotation is only good if the quoted tank/s are available at the time of need.

- Roadway Restrictions. It is understood that the quoted tank/equipment may be oversized by weight, height, or width. Should the quoted piece of equipment not be legally able to travel the required roads to access the site then this quotation is null and void

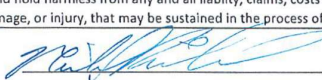
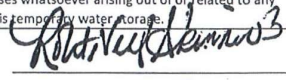
- It is understood that Portable Water Systems, LLC will make every effort to remove all equipment from the project site in a timely fashion after the completion of the project

- This quotation is good for 30 days; if you accept this quotation please call and we will issue a proposal. No work will begin without a signed proposal.

- In addition to any other amounts payable under this agreement, the Client will report and pay all sales, and other taxes, federal, state, or otherwise, however designated, which are levied or imposed by reason of the services provided pursuant to this agreement. Without limiting the foregoing, Client shall promptly pay to Portable Water Systems, LLC an amount equal to any such taxes actually paid or required to be collected or paid by Portable Water Systems, LLC

- Our company provides 1,000,000 in General Liability Insurance, Worker's Compensation above State required limits and adequate automobile insurance. Any requirements above these amounts will only be added at the customer's expense. There will also be an additional charge of \$50.00 to any customer requesting to be added as an additional insured on our General Liability Insurance.

- By signing and dating our issued proposal for a project you will also agree to release, waive, discharge and covenant not to sue and hold harmless from any and all liability, claims, costs and expenses whatsoever arising out of or related to any loss, damage, or injury, that may be sustained in the process of renting this temporary water storage.

BY:  By 

Print Michael Ritterbeck - Member Print Robert N. Skinner, III

Date 2/10/2022 Date 2-10-2022

*Mayor +
Water Board Chair*

G.2 Approval of Draft Policy for City of Buckhannon to Perform Water Meter Test – Mayor Skinner recognized Amberle Jenkins who explained the Draft Policy for City of Buckhannon to perform Water Meter tests.

Motion to approve the draft policy for City of Buckhannon to perform water meter tests was made by Nestor/Thomas. Motion carried.

Water Meter Test Policy for PSD and Water Associations (resale customers)

The City of Buckhannon can perform tests on water meters from 5/8" to 1" in the Water Plant located on Wood Street, Buckhannon, WV 26201.

The cost to test each meter of these sizes is \$30.00

In the event that a meter has been tested and needs repaired, the Buckhannon Water Department personnel will contact the resale customer for approval to proceed with an actual cost to repair the meter. The actual cost will be based on \$30.00 per hour for labor plus actual cost of parts.

The Buckhannon Water Department will test meters within 60 days of receipt of the meter.

February 2022

H. Board Members Comments and Announcements:

- **Board Member Reger** – Nothing further.
- **Board Member Thomas** – Mr. Thomas thanked all of the employees of the Water Department for their dedication and hard work and noted that Spring is just around the corner.
- **Board Member Rizo** – Mr. Rizo spoke about the loss of Greg Linder and engineer he worked with and a former employee of Buckhannon who recently passed away. He asked that we all keep his family in our thoughts and prayers.
- **Board Member Nestor** – Nothing further.
- **City Recorder Sanders** – Nothing further.

- **Amby Jenkins** – Nothing further.
- **Kelly Arnold** – Nothing further.
- **Jerry Arnold** – Nothing further.
- **Jay Hollen** – Nothing further.

I. Mayor’s Comments and Announcements – Nothing further.

J. Adjournment

Motion to adjourn at 8:23 AM was made by Rizo/Nestor. Motion carried

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____