

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

A regular meeting of the Buckhannon Water Board was held on Thursday, January 13, 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 – by phone
Don Nestor	Board Member	Present
Erasmio Rizo	Board Member	Absent
Kelly Arnold	Water Superintendent	Present
Jay Hollen	City Engineer	Absent
Jerry Arnold	Director of Public Works	Present – by phone
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, January 13, 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 December 2021
- D. Department Report**
 - D.1 Water Department Report-Kelly Arnold
- E. Correspondence and Information**
 - E.1 Mt Hope Water Association Meeting Minutes- November 2021
 - E.2 Letter 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 Passed Class III Test & Tom Davis Passed Class II Test
 - E.4 WVDHHR Lead & Copper Rule Revisions
 - E.5 The Pipeline Newsletter from the Public Service Commission of WV –4th Qtr Autumn 2021
 - E.6 Risk & Resilience Assessment Certification Receipt and Emergency Response Plan Certification Receipt
- F. Consent Agenda**
 - F.1 Approval of Minutes 12/09/2021
- G. Strategic Issues for discussion and vote**
 - G.1 Approval Final Water Leak Adjustment Policy
 - G.2 Buckhannon River Watershed Association Request for COB Nonvoting Board Member
 - G.3 Approval CSX Facility Encroachment Agreement (near Raw Water Intake)
 - G.4 Approval Wage Increase Thomas Wood Class II Certification
- H. Board Members Comments and Announcements**
 - H.1 Next Water Board Meeting- February 10, 2022
- I. Adjournment**

Posted 01/07/2022

A. Call to Order – The meeting was called to order by Recorder Randy Sanders 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

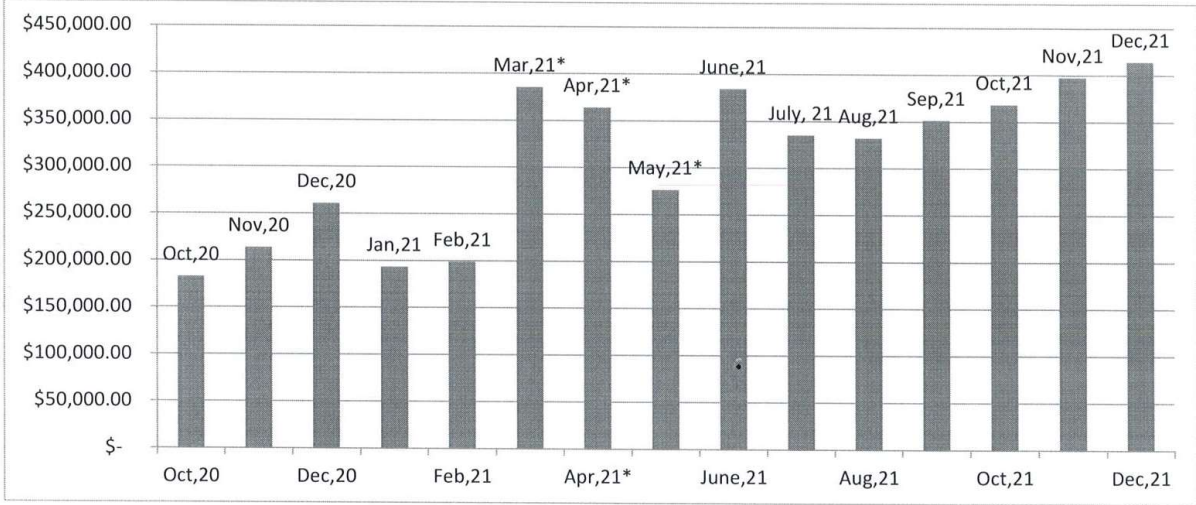
C.1 December 2021 - Amby reported on the balances on hand as of December 31, 2021 and provided a review of financial matters as follows:

WATER BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Balance December 31, 2021
Money market & checking \$ 414,131.80

2% Depreciation fund (Working Capital Fund) \$ 616,036.84
Savings #5764795 \$255,805.26 (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.

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CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: DECEMBER 31ST, 2021						
400-WATER	% OF YEAR COMPLETED: 50.00					
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	86,455.83	509,076.22	0.00	378,923.78	57.33
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	524,700	54,344.20	316,555.45	0.00	208,144.55	60.33
400-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,347.50	8,085.00	0.00	6,915.00	53.90
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,427,700	142,147.53	833,716.67	0.00	593,983.33	58.40
OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	118,000	16,167.25	84,402.14	0.00	33,597.86	71.53
400-360-000-01 HODGESVILLE PSD (MASTER M	220,000	20,373.50	115,711.47	0.00	104,288.53	52.60
400-360-000-02 ELKINS ROAD PSD (MASTER M	150,000	15,908.50	89,910.00	0.00	60,090.00	59.94
400-360-000-03 ADRIAN PSD (MASTER METER)	196,000	23,298.50	124,015.86	0.00	71,984.14	63.27
TOTAL OUTSIDE DISTRICTS	684,000	75,747.75	414,039.47	0.00	269,960.53	60.53
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	138.79	14,959.77	0.00	4,959.77	149.60
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	138.79	18,348.10	0.00	8,348.10	183.48
INTRAFUND CONTR/CHARGES						
400-370-000-01 LATE CHARGES	19,000	2,352.17	12,809.02	0.00	6,190.98	67.42
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	450.00	1,875.00	0.00	125.00	93.75
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	2,802.17	14,684.02	0.00	6,315.98	69.92
OTHER REVENUE						
400-379-000-00 GAIN ON SALE	0	0.00	0.00	0.00	0.00	0.00
400-380-000-00 INTEREST INCOME	1,000	0.00	25.93	0.00	974.07	2.59
400-399-000-00 MISC. NONOPERATING INCOME	33,000	4,229.35	16,616.40	0.00	16,383.60	50.35
TOTAL OTHER REVENUE	34,000	4,229.35	16,642.33	0.00	17,357.67	48.95
TOTAL REVENUE	2,176,700	224,788.01	1,297,430.59	0.00	879,269.41	59.61

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

400-WATER
% OF YEAR COMPLETED: 50.00

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	1,479.31	10,184.11	0.00	8,815.89	53.60
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	19,000	1,479.31	10,184.11	0.00	8,815.89	53.60
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	1,479.31	11,606.03	0.00	20,393.97	36.27
WATER PLANT =====						
SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	298,000	18,260.22	110,921.57	0.00	187,078.43	37.22
400-642-104-00 FICA TAX	22,800	1,400.47	8,508.55	0.00	14,291.45	37.32

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	30,000	2,417.90	20,956.00	0.00	9,044.00	69.85
400-642-106-00 RETIREMENT	29,800	1,798.02	10,827.94	0.00	18,972.06	36.34
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	380,600	23,876.61	151,214.06	0.00	229,385.94	39.73
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	111,000	9,695.86	59,265.54	0.00	51,734.46	53.39
400-642-221-00 TRAINING & CONTINUED EDUC	2,500	50.00	1,864.51	0.00	635.49	74.58
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	376.32	2,534.59	0.00	4,465.41	36.21
TOTAL CONTRACTUAL SERVICES	120,500	10,122.18	63,664.64	0.00	56,835.36	52.83
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	0.00	9,893.12	0.00	4,056.88	70.92
400-642-343-00 VEHICLE MAINTENANCE	500	267.26	941.35	0.00 (441.35)	188.27
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	247.59	1,402.82	0.00	597.18	70.14
400-642-345-00 UNIFORMS PERSONAL SAFETY	3,500	369.45	1,544.66	0.00	1,955.34	44.13
400-642-346-00 MAINT TREATMENT PLANT EQU	70,000	21,754.46	40,767.08	0.00	29,232.92	58.24
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	292.20	4,128.11	1,814.00	9,057.89	39.61
400-642-348-00 CHEMICAL COSTS	180,000	7,198.50	75,102.24	0.00	104,897.76	41.72
400-642-349-00 COMPLIANCE MONITORING	23,000	7,534.00	9,559.00	0.00	13,441.00	41.56
400-642-350-00 TELEMETRY COSTS	18,000	4,760.50	17,204.16	8,022.40 (7,226.56)	140.15
400-642-399-00 PLANT MISCELLANEOUS	3,000	475.44	901.99	0.00	2,098.01	30.07
TOTAL COMMODITIES	336,350	42,899.40	163,377.42	9,836.40	163,136.18	51.50
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	76,898.19	382,356.12	9,836.40	445,257.48	46.83
WATER LINES =====						
SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	350,500	32,338.69	189,312.80	0.00	161,187.20	54.01
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	2,485.26	14,593.35	0.00	12,306.65	54.25
400-660-105-00 HEALTH INSURANCE	81,000	5,222.33	45,723.33	0.00	35,276.67	56.45
400-660-106-00 RETIREMENT	35,050	3,233.88	18,931.36	0.00	16,118.64	54.01
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	493,450	43,280.16	268,560.84	0.00	224,889.16	54.43
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	28,000	2,631.69	12,158.23	0.00	15,841.77	43.42
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	1,029.25	5,498.92	0.00	7,501.08	42.30
TOTAL CONTRACTUAL SERVICES	42,700	3,660.94	18,266.47	0.00	24,433.53	42.78

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

400-WATER

% OF YEAR COMPLETED: 50.00

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	863.06	3,059.89	0.00	940.11	76.50
400-660-342-00 MAINTENANCE GARAGE BLDG	3,000	61.72	951.46	65.68	1,982.86	33.90
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	556.43	6,113.72	0.00	4,886.28	55.58
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	2,246.50	4,738.91	0.00	12,261.09	27.88
400-660-345-00 UNIFORMS-PERSONAL SAFETY	4,500	369.45	1,591.69	0.00	2,908.31	35.37
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	15,000	0.00	3,371.00	0.00	11,629.00	22.47
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	24,353.64	56,058.58	0.00	61,941.42	47.51
400-660-353-00 MAPPING & LINE LOCATING E	8,000	39.52	4,047.68	787.50	3,164.82	60.44
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	875.00	0.00	875.00	0.00
TOTAL COMMODITIES	209,500	28,490.32	86,508.33	853.18	122,138.49	41.70
NON-OPERATING EXPENSES						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,200	100.00	430.00	0.00	770.00	35.83
TOTAL NON-OPERATING EXPENSES	1,200	100.00	430.00	0.00	770.00	35.83
TOTAL WATER LINES	746,850	75,531.42	373,765.64	853.18	372,231.18	50.16
WATER METERS =====						
SALARIES & BENEFITS						
400-902-103-00 METER ON/OFF & MAINT LABO	0	0.00	0.00	0.00	0.00	0.00
400-902-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
400-902-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-106-00 RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
400-902-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
400-902-221-00 TRAINING & CONTINUED EDUC	0	0.00	0.00	0.00	0.00	0.00
400-902-226-00 WORKERS COMP/ INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
COMMODITIES						
400-902-342-00 MAINTENANCE OF METER SHOP	0	0.00	0.00	0.00	0.00	0.00
400-902-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-343-01 METER VEHICLE FUEL	0	0.00	0.00	0.00	0.00	0.00
400-902-344-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-902-345-00 UNIFORMS-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: DECEMBER 31ST, 2021

400-WATER

% OF YEAR COMPLETED: 50.00

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	11,811.47	0.00	10,650.53	52.58
400-920-103-00 AD & GE OFFICE SALARIES	141,900	11,292.83	69,987.54	0.00	71,912.46	49.32
400-920-104-00 FICA TAX	12,600	970.84	6,028.09	0.00	6,571.91	47.84
400-920-105-00 HEALTH INSURANCE	25,000	1,344.73	10,973.28	0.00	14,026.72	43.89
400-920-106-00 RETIREMENT	14,100	1,104.88	6,696.05	0.00	7,403.95	47.49
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	216,062	16,113.28	105,496.43	0.00	110,565.57	48.83
CONTRACTUAL SERVICES						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	1,890	151.20	1,016.08	0.00	873.92	53.76
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	160.86	1,288.87	0.00	1,311.13	49.57
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	4,990	312.06	2,304.95	0.00	2,685.05	46.19
COMMODITIES						
400-920-341-00 MATERIALS & SUPPLIES EXPE	25,000	1,718.13	12,103.27	0.00	12,896.73	48.41
400-920-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-920-347-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-920-348-00 MAINTENANCE & RENT-OFFICE	10,950	0.00	950.00	0.00	10,000.00	8.68
400-920-349-00 AUDITING EXPENSE	3,000	375.00	1,241.50	1,000.00	758.50	74.72
400-920-350-00 PROFESSIONAL & LEGAL EXPE	18,500	0.00	10,000.00	0.00	8,500.00	54.05
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	7,009.39	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	23.86	118.15	0.00	581.85	16.88
TOTAL COMMODITIES	106,150	9,126.38	64,213.54	1,000.00	40,936.46	61.44
CAPITAL OUTLAY						
400-920-459-00 CAPITAL OUTLAY COMPUTER	7,500	385.84	5,116.88	444.94	1,938.18	74.16
TOTAL CAPITAL OUTLAY	7,500	385.84	5,116.88	444.94	1,938.18	74.16
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	1,595.18	25,263.04	0.00	18,736.96	57.42
TOTAL NON-OPERATING EXPENSES	44,000	1,595.18	25,263.04	0.00	18,736.96	57.42
TOTAL OFFICE/ADMIN	378,702	27,532.74	202,394.84	1,444.94	174,862.22	53.83

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

400-WATER

% OF YEAR COMPLETED: 50.00

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	157,909.21	0.00	112,090.79	58.48
400-970-221-01 WATER BOND 2016 RESERVE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	270,000	22,481.88	157,909.21	0.00	112,090.79	58.48
TOTAL BOND PAYMENTS	270,000	22,481.88	157,909.21	0.00	112,090.79	58.48
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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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2021

400-WATER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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	90,925.24	0.00	64,946.76	58.33
400-999-681-01 ADRIAN HODGESVILLE SCADA	0	0.00	0.00	0.00	0.00	0.00
400-999-682-00 RAW WATER TURB METER	0	0.00	0.00	0.00	0.00	0.00
400-999-682-01 PROPERTY PURCHASE 161 WOO	0	0.00	0.00	0.00	0.00	0.00
400-999-682-02 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-682-03 XREA PUMPS FOR PUMPSTATIO	0	0.00	0.00	0.00	0.00	0.00
400-999-682-04 SUPERVISOR TRUCK	29,700	1,927.20	14,801.69	0.00	14,898.31	49.84
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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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2021

400-WATER

% OF YEAR COMPLETED: 50.00

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	14,916.52	105,726.93	0.00	127,845.07	45.27
TOTAL CAPITAL/PROJECTS	277,572	14,916.52	106,485.09	0.00	171,086.91	38.36
TOTAL EXPENDITURES	2,542,574	218,840.06	1,234,516.93	12,134.52	1,295,922.55	49.03
REVENUE OVER/(UNDER) EXPENDITURES	(365,874)	5,947.95	62,913.66 (12,134.52) (416,653.14)	13.88-

DECEMBER 2021 WATER PAYMENT OF BILLS

\$7,198.50 – PHOENIX SOLUTIONS – NOV CHEMICAL COST

\$21,682.43 – BISSNUSS INC – CARBON FEEDER & CARBON CONTROLLER

\$7,074.00 – JH CONSULTING – EMERGENCY RESPONSE PLAN

\$18,935.00 – CORE & MAIN – 8” FIRE FLOW METER

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DISBURSEMENT 12-01-21 TO 12-31-21

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	1,452.43
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	26.88
				TOTAL:	1,479.31
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	8,186.65
	A F WENDLING INC	642-399-00	PLANT MISCELLANEOUS	BOTTLED WATER	475.44
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT NOV 2021 UNIFORMS	369.45
	HACH CHEMICAL CO	642-350-00	TELEMETRY COSTS	SERV CONTRACT INTAKE	4,760.50
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 11-2 TO 12-1-20	376.32
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER DEC 2021 HEALTH INS	1,637.30
		642-105-00	HEALTH INSURANCE	WATER DEC 2021 RETIREE'S S	464.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	108.69
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	749.43
	AUTO ZONE	642-346-00	MAINT TREATMENT PLAN	ANTIFREEZE FOR GENERATOR	72.03
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	852.47
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	640.00
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	144.00
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	161.55
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	PREM PAC, LIME, SODA ASH	7,198.50
	BISSNUSS INC	642-346-00	MAINT TREATMENT PLAN	CARBON FEEDER	13,256.31
		642-346-00	MAINT TREATMENT PLAN	CARBON CONTROLLER	8,426.12
	US CELLULAR	642-211-00	UTILITIES - ELEC, GA	613-0153 7363 642-5828 514	327.79
	SPRINT	642-211-00	UTILITIES - ELEC, GA	DEC 2019 GEOTABS	82.59
	OFFICE OF WATER PROGRAMS CA	642-221-00	TRAINING & CONTINUED	PCRD-COURSE ENROLLMENT VOL	50.00
	JH CONSULTING, LLC	642-349-00	COMPLIANCE MONITORIN	2021 EMERG RESPONSE PLAN	7,074.00
	WALMART STORES INC -BUCKHANN	642-347-00	PLANT LAB MAINT & SU	PLANT SUPPLIES	86.44

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DISBURSEMENT 12-01-21 TO 12-31-21

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	619.38
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	515.65
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	144.85
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	120.59
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	BAC T SAMPLES NOV 2021	230.00
		642-349-00	COMPLIANCE MONITORIN	BACT SAMPLES DEC 2021	230.00
	AMAZON.COM	642-344-00	GENERAL EQUIPMENT MA	PCRD-SELECTOR SWITCH	59.44
		642-347-00	PLANT LAB MAINT & SU	PCRD-SAFETY MASKS LANTERN	205.76
		642-344-00	GENERAL EQUIPMENT MA	PCRD- RESPIRATOR FILTERS	188.15
	USI INSURANCE SERVICES LLC	642-105-00	HEALTH INSURANCE	GRF BENEFIT 3RD INSTALLMEN	290.60
	PAYFLEX	642-105-00	HEALTH INSURANCE	WATER NOV 2021 HSA FEES	13.00
		642-105-00	HEALTH INSURANCE	WATER DEC 2021 HSA FEES	13.00
	LYNX WV INC	642-211-00	UTILITIES - ELEC, GA	DEC 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 NOV 2021	267.26
	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
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	35.08
	**PAYROLL EXPENSES			12/01/2021 - 12/31/2021	18,260.22
				TOTAL:	76,898.19
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	80.95
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	6.02
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.11
		660-211-00	UTILITIES - ELEC,GAS	110152507908 300 CLARKSBUR	5.38
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCKBOOSTER	144.02
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCKTANK	6.82
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	876.07
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	7.89
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	7.73
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	6.82
	UNIFIRST CORP.	660-345-00	UNIFORMS-PERSONAL SA	ALL DEPT NOV 2021 UNIFORMS	369.45
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 11-2 TO 12-1-20	752.64
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER DEC 2021 HEALTH INS	3,579.00
		660-105-00	HEALTH INSURANCE	WATER DEC 2021 RETIREE'S S	812.00
		660-105-00	HEALTH INSURANCE	WATER DEC 2021 RETIREE'S S	348.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	108.69
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	749.43
	AUTO ZONE	660-344-00	GENERAL EQUIPMENT MA	OIL; FILTERS; CARB CLEANR	468.69
		660-344-00	GENERAL EQUIPMENT MA	WIPER BLADES; ROTOR	268.55
	NAPA-AMTOWER AUTO SUPPLY	660-344-00	GENERAL EQUIPMENT MA	LUBE FIL FOR EQUIP SERVIC	12.31
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	LOCATE MESSAGE FEES NOV 20	39.52
	LOWES BUSINESS ACCOUNTS	660-352-00	NEW SERVICES, UPGRAD	MATERIAL- PIT VALLEY GREE	177.49
		660-352-00	NEW SERVICES, UPGRAD	SAW BLADES & RECIP SAW	251.18
		660-352-00	NEW SERVICES, UPGRAD	MATRL PIT VALLEY GREEN	86.21
	BRUFFEY TRUCKING INC	660-352-00	NEW SERVICES, UPGRAD	3/4" CRUSHER RUN STONE	474.80
	STATE EQUIPMENT INC.	660-344-00	GENERAL EQUIPMENT MA	FILTER & OIL FOR BACKHOE	146.55
		660-344-00	GENERAL EQUIPMENT MA	ASSY ELEMENT; ORINGS	59.93
	WV MUNICIPAL LEAGUE	660-226-00	UNEMPLOYMENT/COMPENS	WAT 4TH QTR 2021 UNEMPLOYM	276.61
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,343.52
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,387.86
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	240.00
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	262.50

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DISBURSEMENT 12-01-21 TO 12-31-21

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
OFFICE/ADMIN	FERGUSON WATERWORKS CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	SADDLES	558.00
		660-352-00	NEW SERVICES, UPGRAD	STOCK MAIN LINE MATERIAL	710.51
		660-352-00	NEW SERVICES, UPGRAD	SERVICE PARTS	505.18
		660-352-00	NEW SERVICES, UPGRAD	8" FIRE FLOW METER	18,935.00
		660-352-00	NEW SERVICES, UPGRAD	SERVICE PARTS	444.80
	US CELLULAR SPRINT	660-352-00	NEW SERVICES, UPGRAD	REDUCER; ADAPTER (STOCK)	418.07
		660-352-00	NEW SERVICES, UPGRAD	SERVICE PARTS	359.40
		660-352-00	NEW SERVICES, UPGRAD	2" METER & METER REG	1,433.00
		660-211-00	UTILITIES - ELEC,GAS	613-0153 7363 642-5828 514	327.79
		660-211-00	UTILITIES - ELEC,GAS	DEC 2019 GEOTABS	82.59
	ST JOSEPH HOSPITAL OF BUCKHA	660-999-00	TRAN DISTRIB MISCELL	LAB RESULTS RUSSELL ROBINS	50.00
		660-999-00	TRAN DISTRIB MISCELL	LAB RESULTS BRIAN CARPENTE	50.00
	WALMART STORES INC -BUCKHANN INTERNAL REVENUE SERVICE	660-342-00	MAINTENANCE GARAGE B	CLEANING SUPPLIES	61.72
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	986.24
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,027.94
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	230.67
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	240.41
	AMAZON.COM	660-344-00	GENERAL EQUIPMENT MA	PCRD-STEEL TOE BOOTS TOM R	199.95
		660-344-00	GENERAL EQUIPMENT MA	PCRD-RAIN JACKET	113.77
		660-344-00	GENERAL EQUIPMENT MA	PCRD-2WAY RADIO HIGH VIS B	357.99
		660-344-00	GENERAL EQUIPMENT MA	PCRD-BOOTS-BRIAN CARPENTER	144.99
		660-344-00	GENERAL EQUIPMENT MA	PCRD-BOOTS-JERRY WAMSLEY	219.97
	USI INSURANCE SERVICES LLC	660-344-00	GENERAL EQUIPMENT MA	PCRD-MARKING PAINT	133.86
		660-344-00	GENERAL EQUIPMENT MA	PCRD-MARKING PAINT	119.94
		660-105-00	HEALTH INSURANCE	GRP BENEFIT 3RD INSTALLMEN	348.72
		660-105-00	HEALTH INSURANCE	GRP BENEFIT 3RD INSTALLMEN	72.86
		660-105-00	HEALTH INSURANCE	WATER NOV 2021 HSA FEES	26.00
	PAYFLEX	660-105-00	HEALTH INSURANCE	WATER NOV 2021 HSA FEES	3.25
		660-105-00	HEALTH INSURANCE	WATER DEC 2021 HSA FEES	29.25
		660-105-00	HEALTH INSURANCE	WATER DEC 2021 HSA FEES	3.25
	AT&T MOBILITY WORLD FUEL SERVICES, INC. FRONTIER	660-211-00	UTILITIES - ELEC,GAS	304-642-5819 KELLY ARNOLD	63.32
		660-343-01	LINE VEHICLE FUEL	WATER FUEL NOV 2021	556.43
		660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	62.53
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	50.45
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	35.08
	INNOVYZE INC **PAYROLL EXPENSES	660-341-00	OFFICE EXPENSE	SOFTWARE RENEWAL 2022	863.06
				12/01/2021 - 12/31/2021	32,338.69
				TOTAL:	75,531.42
OFFICE/ADMIN	DIGITALCOURTHOUSE.COM ENCOVA INSURANCE PITNEY BOWES INC CITY OF BUCKHANNON GENERAL F	920-341-00	MATERIALS & SUPPLIES	PCRD-1 YEAR SUBSCRIPTION	74.75
		920-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 11-2 TO 12-1-20	156.60
		920-999-00	ADM BOARD-BILLING MI	DEC 21 PERMIT PSTG&OVERAGE	870.66
		920-341-00	MATERIALS & SUPPLIES	DEC 2021 LETTER OF CREDIT	78.13
		920-341-00	MATERIALS & SUPPLIES	NOV 2021 LETTER OF CREDIT	78.13
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER DEC 2021 HEALTH INS	930.75
		920-105-00	HEALTH INSURANCE	WATER DEC 2021 RETIREE'S S	270.00
		920-999-00	ADM BOARD-BILLING MI	MCON MONTHLY MAINTENANCE	76.00
	ELECSYS INTERNATIONAL CORP	920-352-00	PROPERTY INSURNACE	4-1-21 TO 4-1-22 QTRLY PLA	4,669.17
		920-226-00	UNEMPLOYMENT/COMPENS	WAT 4TH QTR 2021 UNEMPLOYM	4.26
	WV MUNICIPAL LEAGUE WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	550.93
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	526.26
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	27.69
	PAYROLL ACCOUNT (ALL DEPTS) COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	NOVEMBER 2021 AA FEES	183.65
		920-341-00	MATERIALS & SUPPLIES	NOV 2021 CC FEES	1,074.43
OFFICE/ADMIN	TOSHIBA FINANCIAL SERVICES RAVEN ROCK NETWORKS INC	920-999-00	ADM BOARD-BILLING MI	CITY HALL COPIER LEASE DEC	144.01
		920-999-00	ADM BOARD-BILLING MI	UPDATE SERVERS	170.00
		920-999-00	ADM BOARD-BILLING MI	IT SERVICE CONTRACT	212.50
		920-459-00	CAPITAL OUTLAY COMPU	JAN 22 COMPUTER SERV PYMT	385.84
		920-211-00	UTILITIES - ELEC,GAS	642-1651 613-0113 0002	60.20
	DAVID L HOWELL CPA WALMART STORES INC -BUCKHANN INTERNAL REVENUE SERVICE	920-349-00	AUDITING EXPENSE	2ND BILLING 2020-21 AUDIT	375.00
		920-341-00	MATERIALS & SUPPLIES	CITY HALL SUPPLIES	43.23
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	341.52
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	445.32
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	79.86
	AMAZON.COM	920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	104.14
		920-341-00	MATERIALS & SUPPLIES	PCRD-OFFICE SUPPLIES	18.75
		920-341-00	MATERIALS & SUPPLIES	PCRD-OFFICE SUPPLIES	7.13
		920-341-00	MATERIALS & SUPPLIES	PCRD-OFFICE SUPPLIES	13.75
		920-341-00	MATERIALS & SUPPLIES	PCRD-OFFICE SUPPLIES	11.23
	USI INSURANCE SERVICES LLC PAYFLEX	920-341-00	MATERIALS & SUPPLIES	PCRD-RUG SHAMPOO MACHINE	112.25
		920-105-00	HEALTH INSURANCE	GRP BENEFIT 3RD INSTALLMEN	130.98
		920-105-00	HEALTH INSURANCE	WATER NOV 2021 HSA FEES	6.50
		920-105-00	HEALTH INSURANCE	WATER DEC 2021 HSA FEES	6.50
		920-999-00	ADM BOARD-BILLING MI	EPSON THERMAL RCT PRINTER	89.90
	TYLER TECHNOLOGIES INC ROSSMAN & CO/PCB CORP FRONTIER	920-341-00	MATERIALS & SUPPLIES	DEBT COLLECTION UTL NOV 20	22.70
		920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	66.83
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.17
		920-352-00	PROPERTY INSURNACE	INS PREM AUTO LIAB JUL 202	2,340.22
		920-999-00	ADM BOARD-BILLING MI	DEC 2021 INTERNET	32.11
	TRAVELERS INSURANCE SUDDENLINK **PAYROLL EXPENSES			12/01/2021 - 12/31/2021	12,692.83
				TOTAL:	27,508.88
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOND A PYMT DEC 2021	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN ENTERPRISE FM TRUST	999-681-00	SCADA TANK/PUMP STAT	WAT JAN 2022 SCADA/METER P	12,989.32
		999-682-04	SUPERVISOR TRUCK	22GCPD 17 FORD INSPECTION	14.00
		999-682-04	SUPERVISOR TRUCK	22GCPD 2017 FORD F150 LEAS	582.20
		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:	14,916.52

01-12-2022 08:43 AM

DISBURSEMENT 12-01-21 TO 12-31-21

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
OFFICE/ADMIN	TOSHIBA FINANCIAL SERVICES RAVEN ROCK NETWORKS INC	920-999-00	ADM BOARD-BILLING MI	CITY HALL COPIER LEASE DEC	144.01
		920-999-00	ADM BOARD-BILLING MI	UPDATE SERVERS	170.00
		920-999-00	ADM BOARD-BILLING MI	IT SERVICE CONTRACT	212.50
		920-459-00	CAPITAL OUTLAY COMPU	JAN 22 COMPUTER SERV PYMT	385.84
		920-211-00	UTILITIES - ELEC,GAS	642-1651 613-0113 0002	60.20
	DAVID L HOWELL CPA WALMART STORES INC -BUCKHANN INTERNAL REVENUE SERVICE	920-349-00	AUDITING EXPENSE	2ND BILLING 2020-21 AUDIT	375.00
		920-341-00	MATERIALS & SUPPLIES	CITY HALL SUPPLIES	43.23
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	341.52
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	445.32
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	79.86
	AMAZON.COM	920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	104.14
		920-341-00	MATERIALS & SUPPLIES	PCRD-OFFICE SUPPLIES	18.75
		920-341-00	MATERIALS & SUPPLIES	PCRD-OFFICE SUPPLIES	7.13
		920-341-00	MATERIALS & SUPPLIES	PCRD-OFFICE SUPPLIES	13.75
		920-341-00	MATERIALS & SUPPLIES	PCRD-OFFICE SUPPLIES	11.23
	USI INSURANCE SERVICES LLC PAYFLEX	920-341-00	MATERIALS & SUPPLIES	PCRD-RUG SHAMPOO MACHINE	112.25
		920-105-00	HEALTH INSURANCE	GRP BENEFIT 3RD INSTALLMEN	130.98
		920-105-00	HEALTH INSURANCE	WATER NOV 2021 HSA FEES	6.50
		920-105-00	HEALTH INSURANCE	WATER DEC 2021 HSA FEES	6.50
		920-999-00	ADM BOARD-BILLING MI	EPSON THERMAL RCT PRINTER	89.90
	TYLER TECHNOLOGIES INC ROSSMAN & CO/PCB CORP FRONTIER	920-341-00	MATERIALS & SUPPLIES	DEBT COLLECTION UTL NOV 20	22.70
		920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	66.83
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.17
		920-352-00	PROPERTY INSURNACE	INS PREM AUTO LIAB JUL 202	2,340.22
		920-999-00	ADM BOARD-BILLING MI	DEC 2021 INTERNET	32.11
	TRAVELERS INSURANCE SUDDENLINK **PAYROLL EXPENSES			12/01/2021 - 12/31/2021	12,692.83
				TOTAL:	27,508.88
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOND A PYMT DEC 2021	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	J.P. MORGAN EQUIPMENT FINAN ENTERPRISE FM TRUST	999-681-00	SCADA TANK/PUMP STAT	WAT JAN 2022 SCADA/METER P	12,989.32
		999-682-04	SUPERVISOR TRUCK	22GCPD 17 FORD INSPECTION	14.00
		999-682-04	SUPERVISOR TRUCK	22GCPD 2017 FORD F150 LEAS	582.20
		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:	14,916.52

Mrs. Jenkins reviewed the water meter test policy set by the PSC (Public Service Commission), which is \$75 paid in advance of the meter test. In the past we have been charging PSD’s (Public Service Districts) and Associations \$8 per meter, which is simply not enough to cover the time it takes our employees to perform the testing. It is estimated to cost us a minimum of \$30 to test one meter. After a discussion it was determined that we charge \$30 per meter until Kelly Arnold and Mrs. Jenkins can develop a well-researched proposal to present to the Board. No further action was necessary.

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

Mayor Skinner arrived to the meeting by phone at 7:45 p.m., and took over the meeting as Chair.

D. Department Report

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

- Water leaks-3
- Weekly safety meetings.
- Locates.
- Renewed service -0
- New Services-2
- Residential meters changed-3
- Residential meters tested-0
- Issues with Lab
- Mission in vault at Hodgesville meter pit working
- 1119 hand drawn maps that applied to lead and copper. Looked over 2500 maps total.
- Valley Green meter pit buildings waiting on piping
- Public Service District meters tested-0
- SCADA radios installed
- 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.
- 60.6 million gallons of water was treated for the month of December 1.95 million a day.
- Cost per million gallon treated for December \$202.02
- 18,235 gallons of water hauled from the plant.
- Off & On Reports/ Customer complaints answered -- 257
- Non-Payments
- Continue to work on back-flow/cross-conn. Program.
- Maintenance equipment.

Unaccounted For Water through June 30, 2022

	Produced (a.)	Plant Loss (b.)	istribution Loss (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					#DIV/0!
Feb-22					#DIV/0!
Mar-22					#DIV/0!
Apr-22					#DIV/0!
May-22					#DIV/0!
Jun-22					#DIV/0!
Totals:	366,409,658	6,603,410	5,665,685	128,248,400	185,383,600 11.06%
Month:	Dec-21				

			Monthly Total	Y-T-D	
Million Gallons Treated:			60.6	365.46	
Total Chemical Treatment Cost:			9714.53	73830.5	
Cost per Million Gallons:			160.3058	202.0207	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.25	lb		0	4675
Chlorine	0.62	lb	1291	800.42	3978.17
Fluoride	0.95	lb	450	427.5	2660
KMnO4	3.05	lb	151	460.55	9889.625
NaMnO4	1.4	lb		0	0
Lime	0.2	lb	1650	330	1851
Premier Pac	0.44	lb	9474	4168.56	27315.71
Soda Ash	0.370	lb	7600	2812	18850
Sodium Hex	1.59	lb	450	715.5	4611
Smart-Phos	14.16	GAL		0	0
				9714.53	73830.5

Discussion regarding the labs 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. There was a denial for special consideration application that we submitted to allow Thomas Wood to operate the plant with his Class III Operator Status. He discussed other staffing issues concerning plant operators.

Mr. Arnold noted that the department has run more of the Wilt and Turansky project line. He also provided an 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. We will probably bring someone on part-time to create the appropriate spreadsheet with the information on each customer to have for required reporting. Mr. Arnold also provided an outline of how the testing process will work; and the responsibility of both the customer and the water provider. We have a lot of field work done and thus far what testing we have done has tested safe. There is a lot more to learn about this process and we have a year to have a plan in place.

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

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

Mt Hope Water Association Minutes
Board of Directors Meeting Monday November 15, 2021

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday November 15, 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, 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 Nicholas, motion carried. Laurie mentioned some recent customer interactions concerning our recent leak as well as a customer stealing water and the wording on our bills concerning the delinquent date.

The response to the recent sanitary survey was given to each board member, including pictures of the few repairs. The board then discussed the private septic system that a customer will be putting in near the Wilfong Hill area. A list of requirements was agreed upon and the list will be sent to the Upshur County Health Department before the permit is issued. A copy of the email and response are included with the corresponding documents of these minutes. Our contract with Quality Water Services, LLC will soon be expiring. The board would like to continue using their services, Donnie will contact them before the next meeting. The WV Public Service Commission has updated the Water Rules as of September 2021. The leak adjustment rules have changed and were reviewed. Our policy also now needs to be part of Mt Hope Water's tariff. A motion was made by Debbie to match the wording of the new policy with water rules 6.4.3.b. and add, leak adjustments will only be given to customers, 1 per leak and approved at the board meetings, after the operator has confirmed that the leak is fixed, motion carried. Laurie will send the policy to WV PSC for their approval and addition to the tariff. The board agreed to have a "meet and eat" during our December regular meeting with a potluck/covered dish. The Christmas bonus' were discussed. This year gift cards will be given and will include our operator.

There being no further business, the meeting was adjourned at 7:34, motion made by Debbie, motion carried.

Submitted by: Laurie Adams

E.2 Letter from Cummins Sales & Service- Updated Shipment Delay Dates & Reasons for the Delays RE: FEMA Region III Hazard Mitigation Project Emergency Power Generators



RECEIVED JAN 04 2022

City of Buckhannon

January 4, 2022

Dear Mr. Hollen,

Please find updated ship dates below for each site:

- **Brook Street** - Generator to Ship March 16, 2022 and Automatic Transfer Switch to Ship August 23 2021.
- **WTP** - 450kw to Ship February 8, 2022
- **East Main Street** - Generator to Ship March 16, 2022 and Automatic Transfer Switch to ship August 21, 2021
- **Elias Lift Station** - Generator to Ship March 16, 2022 and Automatic Transfer Switch to ship August 21, 2021
- **Vicksburg Lift Station** - Generator to Ship March 16, 2022 and Automatic Transfer Switch to ship August 23, 2021
- **Wood Ritchie Street Lift Station** - Generator to Ship March 16, 2022 and Automatic Transfer Switch to ship August 23, 2021

I apologize for these delays and will keep you informed as we near the dates. Please let me know if you have any questions.

Sincerely,

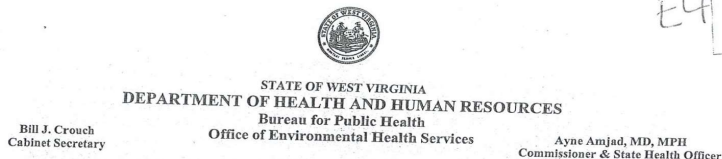
Alan Beasley
Senior Sales Executive, Power Generation

Cummins Sales and Service
602 New Goff Mountain Road
Cross Lanes, WV 25313

Phone 304.769.1012 ext 58321
Mobile 304.964.3007
alan.beasley@cummins.com

E.3 Thomas Wood Passed Class III Test & Tom Davis Passed Class II Test

E.4 WVDHHR Lead & Copper Rule Revisions



December 10, 2021

Buckhannon Water Board
Kelly Arnold
70 East Main Street
Buckhannon, WV 26201

RE: **LEAD AND COPPER RULE REVISIONS**
Buckhannon Water Board
PWSID: WV3304902
Upshur County

Dear Owner/Operator:

The US Environmental Protection Agency (EPA) is expected to finalize the Lead and Copper Rule Revisions (LCRR) within the next couple of weeks. The proposed LCRR includes, but is not limited to, changes in testing protocols to find more sources of lead, establishing a trigger level to jumpstart mitigation earlier, driving more and complete lead service line replacements, requiring testing in schools and child care facilities, and requiring water systems to identify and make public the locations of lead service lines. More information on the proposed LCRR can be found at <https://www.epa.gov/ground-water-and-drinking-water/proposed-revisions-lead-and-copper-rule>.

The proposed changes also require systems to be in compliance with the new LCRR requirements by October 16, 2024. In preparation for meeting some of these requirements, the Office of Environmental Health Services (OEHS) has revised their current requirements for lead and copper sample plans. The revised lead and copper sample plan will require systems to begin looking at their public water system's materials inventory and identifying known and unknown materials, which also include public and private service lines. While it is understood that many systems may initially have unknown materials located throughout their distribution system, it is required that the public water systems identify these unknowns prior to the compliance deadline of October 16, 2024. It is unacceptable to repeatedly report unknown materials in your distribution system. Your system must continue to work toward identifying the unknown materials until the materials inventory is complete. The Lead and Copper Rule Revisions require a complete materials inventory no later than October 16, 2024. Unknown service lines can NOT be used for compliance sampling until the materials have been verified.

The initial revised lead and copper sample plan must be completed and submitted to OEHS for review for approval prior to your next scheduled compliance sampling for lead and copper. If you are not required to sample in the calendar year 2022, an initial revised lead and copper sample plan must be submitted no later than 12/31/2022. After approval of your initial lead and copper sample plan, your system must continue to update and submit this plan for review and approval prior to collecting lead and copper compliance samples. OEHS will not approve a lead and copper sample plan that continues to report the same number of unknown materials or fails to show adequate progress in identifying unknown materials.

As with the current requirements, failure in obtaining an approved lead and copper sample plan or collecting lead and copper samples at unapproved locations will result in a monitoring violation. This also includes submitting sample results with an inaccurate location or without the sample location. Please double-check your results prior to submitting to ensure that an accurate sample location is provided and matches the sample location approved in your sample plan. Sample location corrections will no longer be accepted after the required submission date. You should contact your local OEHS district office if you have any questions about the current lead and copper sampling requirements. More information on the new lead and copper requirements will be provided after the EPA finalizes the LCRR.

We appreciate your cooperation in meeting the West Virginia Bureau for Public Health drinking water requirements.

Sincerely,

Compliance & Enforcement

Environmental Engineering Division
(304) 558-2981

Enclosure
pc: OEHS DIST6 Office

E.5 The Pipeline Newsletter from the Public Service Commission of WV –4th Qtr Autumn 2021- <http://www.psc.state.wv.us/scripts/pipeline/pipelinenewsletter.cfm>

E.6 Risk & Resilience Assessment Certification Receipt and Emergency Response Plan Certification Receipt



Jay Hollen <jay.hollen@buckhannonwv.org>

Risk and resilience assessment certification receipt

1 message

scs@epacdx.net <scs@epacdx.net>
To: jay.hollen@buckhannonwv.org

Fri, Jun 11, 2021 at 11:39 AM

EPA acknowledges on 6/11/2021 receipt of BUCKHANNON WATER BOARD risk and resilience assessment certification for PWSID WV3304902 with population 8470.

If you have any questions please email us at dwresilience@epa.gov
Thank you.

Revised / update RRA due on, or before, 6-11-2026



Jay Hollen <jay.hollen@buckhannonwv.org>

Emergency response plan certification receipt

1 message

scs@epacdx.net <scs@epacdx.net>
To: jay.hollen@buckhannonwv.org

Thu, Dec 9, 2021 at 9:06 AM

EPA acknowledges on 12/9/2021 receipt of BUCKHANNON WATER BOARD emergency response plan certification for PWSID WV3304902 with population 8470.

If you have any questions, please email us at dwresilience@epa.gov
Thank you.

*Revised / updated ERP due on, or before, 6 months after submission
of revised / updated RRA (i.e. 12-11-2026)*

F. Consent Agenda

F.1 Approval of Minutes Approval of Minutes 12/09/2021

Motion to approve the Minutes of 12/09/2021 was made by Nestor/Thomas. Motion carried.

G. Strategic Issues for discussion and vote

G.1 Approval Final Water Leak Adjustment Policy – The Mayor reminded the Board that this policy had been presented to the members for review and he asked if there were any concerns, edits or topics from the policy that they would like to discuss. Hearing none, the Mayor asked for a motion on the Final Water Leak Adjustment Policy from the Board.

Policy for Adjustment of Water Bills for Water Leaks on the Customer's Side of the Meter

1. If a customer has consumption in excess of twice the customer's historical usage due to a water leak on the customer's side of the meter, and the customer provides satisfactory evidence to COB WB confirming the leak, COB WB will make an adjustment to the customer's bill as follows:
 - a. COB WB will determine the customer's historical usage by averaging the customer's prior twelve (12) months of water bills or the actual period of service if less than twelve (12) months. That average will be considered the customer's Base Charge. In cases where the customer has no historic usage, the average of 80 gallons per day per person can be used to determine the leak adjustment.
 - b. If the customer's current bill exceeds the customer's Base Charge, but does not exceed the Base Charge by more than 200%, the customer is not entitled to a leak adjustment.
 - c. If the customer's current bill exceeds the customer's Base Charge by more than 200%, then the customer is entitled to a leak adjustment, but only to the extent the current bill exceeds 200% of the Base Charge. A rate of \$0.50 per thousand gallons will be used as the incremental cost rate. The incremental cost rate represents COB WB cost of production.
 - d. For example, if the customer's Base Charge is 4,000 gallons per month, and the customer experiences a leak on the customer's side of the meter, and the customer's bill is for 8,000 gallons or less, the customer would not be entitled to a leak adjustment. If the customer's Base Charge is 4,000 gallons per month, and the customer experiences a leak on the customer's side of the meter, and the customer's bill is for 8,001 gallons or more, the customer would be entitled to a leak adjustment. However, the adjustment would only be for the amount of usage in excess of 8,000 gallons. In this example, if the customer's bill was for 10,000 gallons, the leak adjustment would only apply to 2,000 gallons. The remainder of the usage would be based on normal water billing rates.
 - e. Customers are responsible for timely repair of leaks on the customer's side of the meter. Therefore, COB WB typically will only adjust the first two bills demonstrating the occurrence of the leak.
2. This policy does not apply to resale customers.
3. Customer must certify that the leak has been repaired and indicate where the leak occurred. COB WB will verify that the meter is no longer moving before processing leak adjustment. Written requests must be submitted before, or no more than thirty (30) days following, the due date of the bill to be adjusted.
4. Intentional flushing of lines or plumbing shall not qualify for either a routine leak adjustment.
5. This policy shall be maintained in COB's Utility Office and be available for inspection by the public during normal business hours. This policy shall be applied in an uniform, nondiscriminatory manner to all customers.
6. This policy will be effective on _____.

Policy for Adjustment of Sewer Bills for Water Leaks on the Customer's Side of the Meter

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

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

NO FAULT LEAK CREDIT POLICY

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

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

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

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

Signature

Date

SPECIAL “NO FAULT” LEAK CREDIT APPLICATION

Name: _____

Service Address: _____

COB UB Account Number: _____

Phone Number: _____ Email: _____

Please provide a detailed description for each question below.

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

Motion to approve the Final Water Leak Adjustment Policy was made by Nestor/Thomas. Motion carried.

G.2 Buckhannon River Watershed Association Request for COB Nonvoting Board Member – Mayor Skinner explained to the Board that the Buckhannon River Watershed Association has asked for a city representative to serve as a non-voting member. Discussion took place and it was determined that it would be more appropriate to place this request on the Sanitary Board agenda and see if there is a member of that department that could fill the seat. For the purposes of this meeting, the item was tabled.

G.3 Approval CSX Facility Encroachment Agreement (near Raw Water Intake) – Without the presence of Jay Hollen to provide needed information on the matter, the board felt that is was appropriate to table this matter for a future meeting.

G.4 Approval Wage Increase Thomas Wood Class II Certification – Mayor Skinner recognized Kelly Arnold who requested the Board approve a wage increase for Thomas Wood to be give a raise from \$17 an hour to \$20 an hour recognizing his Class II certification.

Motion to approve a wage increase for Thomas Wood to \$20 and hour, recognizing his Class II certification, was made by Reger/Thomas. Motion carried.

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 especially during the bad weather that we have been experiencing.
- **Board Member Nestor** - Mr. Nestor noted that Upshur County Development Authority had a planning meeting where there discussed the strength of our community and Mr. Nestor mentioned the strength of our Water Department in that meeting, mentioning that we weren’t even using the full capacity for our system. He asked Kelly Arnold for specifics who reported that we are using only about 40% of our capacity. Mr. Nestor encouraged the city to be proactive in telling our story of success with our utilities to the UCDA, the larger employers in our area, and potential employers. A discussion concerning appropriate representation at the UCDA meetings took place with it being noted that the Mayor is a representative on the Board. Mr. Nestor also asked about the work on the riverbank and Jerry Arnold provided a brief update. Mr. Nester then also asked for any available updates on the request for financial assistance from the UCC with the rehabilitation coast of the Tennerton Water Tank. Recorder Sanders noted the UCC was just now beginning to schedule meetings regarding the requests that they have received regarding the ARPA funding.
- **City Recorder Sanders** – Nothing further.
- **Amby Jenkins** – Mrs. Jenkins cautioned everyone to be careful with the recent rise in COVID cases.
- **Kelly Arnold** – Kelly Arnold thanked the Board for their support and discussed the challenges the department comities to face with employment.
- **Jerry Arnold** – Nothing further.
- **Jay Hollen** – Absent
- **Mayor’s Comments and Announcements** – The Mayor thanked the department for all of their accomplishments and hard work noting is our most essential service.

I. Adjournment

Motion to adjourn at 8:28 AM was made by Thomas/Nestor. Motion carried.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____