

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

A regular meeting of the Buckhannon Water Board was held on Thursday, March 10, 2022 at 7:30 a.m. at City Hall in Council Chambers. The following were in attendance (Some by Phone & GTM – GoToMeeting):

Robbie Skinner	Mayor	Present
Randy Sanders	City Recorder	Present
Jack Reger	Board Member	Present – by phone
David Thomas	Board Member	Present – by phone
Don Nestor	Board Member	Present
Erasmus 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
Meeting Agenda for Thursday, March 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 February 2022
- D. Department Report**
 - D.1 Water Department Report-Kelly Arnold
 - Employee Medical Leave
 - Thomas Wood –Passed Class IV Exam- Needs to complete hour & credit requirements to receive Certification
- E. Correspondence and Information**
 - E.1 Mt Hope Water Association Meeting Minutes- January 2022
 - E.2 Elkins Road P.S.D. Meeting Minutes-December 2021 & January 2022
 - E.3 Letter from Fresenius Medical Care, 4 Northridge Drive, RE: Source Water Documentation Form
 - E.4 WV DHHR Site Visit Inspection Report 01/25/22 (Health Dpt Inspection)
 - E.5 Notice Class II Legal Advertisement Accepting Sealed Bids for Tennerton Tank Painting
- F. Consent Agenda**
 - F.1 Approval of Minutes 01/13/22 & 02/10/22
- G. Strategic Issues for discussion and vote**
 - G.1 Discussion/Possible Vote Jerry Wamsley Proposed Promotion as Assistant Department Superintendent & Wage Adjustment
 - G.2 Approval to Hire Water Plant Operator
 - G.3 Discussion Upshur County Industrial Park Fire Flow Pressure Issues
- H. Board Members Comments and Announcements**
 - H.1 Next Water Board Meeting April 14, 2022
- I. Executive Session per WV Code § 6-9A-4 Personnel Matter**
- J. Adjournment**

Posted 03/04/2022

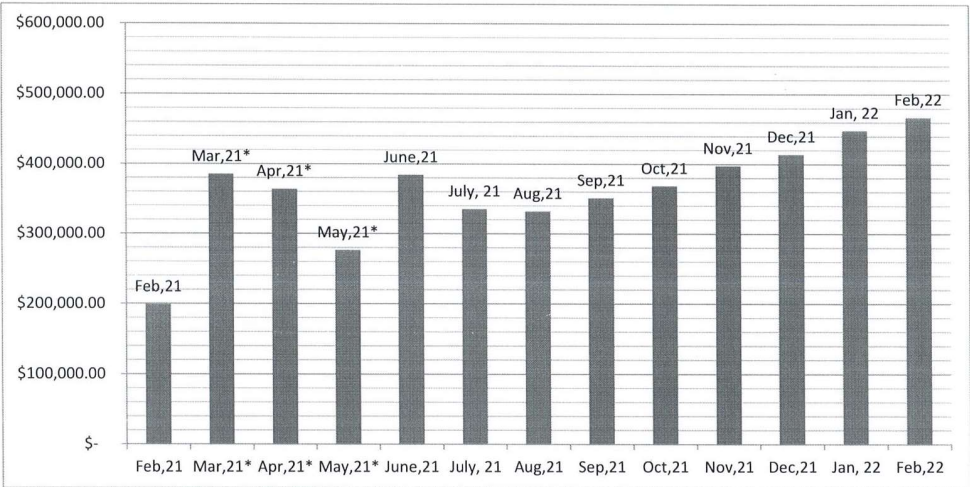
A. Call to Order – The meeting was called to order by Mayor Robbie Skinner who asked that all join him in a moment of silence. He then led the group in the pledge to the flag of the United States of America.

B. Recognized Guests:
B.1 None

C. Financial Report-Amby Jenkins:

C.1 February 2022 - Amby reported on the balances on hand as of February 28. 2022 and provided a review of financial matters as follows:

WATER BOARD CITY OF BUCKHANNON BALANCE SHEET	
Balance February 28, 2022	
Money market & checking	\$ 467,227.03
2% Depreciation fund (Working Capital Fund)	\$ 616,036.84
Savings #5764795	\$255,837.56 (citizens bank opened 9-15-21)
Savings	\$ 1,522.48



Hodgesville PSD is paid up to current on all of their accounts.

Money Market and Checking Trend

Note: Bond Payments began March 2017 \$22751.66 per mth.

3-09-2022 02:26 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: FEBRUARY 28TH, 2022				
400-WATER						
		% OF YEAR COMPLETED: 66.67				
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	89,587.45	685,825.10	0.00	202,174.90	77.23
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	524,700	62,387.71	429,726.99	0.00	94,973.01	81.90
400-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,347.50	10,780.00	0.00	4,220.00	71.87
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,427,700	153,322.66	1,126,332.09	0.00	301,367.91	78.89
OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	118,000	17,872.00	118,725.39	0.00 (725.39)	100.61
400-360-000-01 HODGESVILLE PSD (MASTER M	220,000	25,097.50	159,424.72	0.00	60,575.28	72.47
400-360-000-02 ELKINS ROAD PSD (MASTER M	150,000	17,633.75	125,329.25	0.00	24,670.75	83.55
400-360-000-03 ADRIAN PSD (MASTER METER)	196,000	24,222.75	168,910.61	0.00	27,089.39	86.18
TOTAL OUTSIDE DISTRICTS	684,000	84,826.00	572,389.97	0.00	111,610.03	83.68
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	0.00	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	0.00	19,098.10	0.00 (9,098.10)	190.98
INTRAFUND CONTR/CHARGES						
400-370-000-01 LATE CHARGES	19,000	2,012.96	16,978.21	0.00	2,021.79	89.36
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	350.00	2,725.00	0.00 (725.00)	136.25
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	2,362.96	19,703.21	0.00	1,296.79	93.82
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	58.17	0.00	941.83	5.82
400-399-000-00 MISC. NONOPERATING INCOME	33,000	3,166.00	22,132.40	0.00	10,867.60	67.07
TOTAL OTHER REVENUE	34,000	3,166.00	22,190.57	0.00	11,809.43	65.27
TOTAL REVENUE	2,176,700	243,677.62	1,759,713.94	0.00	416,986.06	80.84

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

400-WATER

% OF YEAR COMPLETED: 66.67

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	1,573.70	13,288.81	0.00	5,711.19	69.94
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	19,000	1,573.70	13,288.81	0.00	5,711.19	69.94
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	1,573.70	14,710.73	0.00	17,289.27	45.97
WATER PLANT =====						
SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	298,000	19,212.35	149,887.63	0.00	148,112.37	50.30
400-642-104-00 FICA TAX	22,800	1,473.45	11,496.97	0.00	11,303.03	50.43

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400-642-105-00 HEALTH INSURANCE	30,000	2,114.30	25,184.60	0.00	4,815.40	83.95
400-642-106-00 RETIREMENT	29,800	1,921.23	14,671.17	0.00	15,128.83	49.23
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	380,600	24,721.33	201,240.37	0.00	179,359.63	52.87
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	111,000	10,997.15	79,914.95	0.00	31,085.05	72.00
400-642-221-00 TRAINING & CONTINUED EDUC	2,500	169.00	2,033.51	0.00	466.49	81.34
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	376.32	3,287.23	0.00	3,712.77	46.96
TOTAL CONTRACTUAL SERVICES	120,500	11,542.47	85,235.69	0.00	35,264.31	70.74
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,000	602.90	2,083.16	0.00	916.84	69.44
400-642-342-00 MAINT TREATMENT PLANT BLD	13,950	32.96	9,983.92	0.00	3,966.08	71.57
400-642-343-00 VEHICLE MAINTENANCE	500	273.23	1,402.01	0.00 (902.01)	280.40
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	295.56	2,139.14	0.00	1,360.86	61.12
400-642-346-00 MAINT TREATMENT PLANT EQU	70,000	2,114.75	51,175.00	14.00	18,811.00	73.13
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	0.00	5,968.94	0.00	9,031.06	39.79
400-642-348-00 CHEMICAL COSTS	180,000	13,845.50	97,950.98	0.00	82,049.02	54.42
400-642-349-00 COMPLIANCE MONITORING	23,000	15.00	10,411.00	0.00	12,589.00	45.27
400-642-350-00 TELEMETRY COSTS	18,000	0.00	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	17,179.90	202,732.15	8,036.40	125,581.45	62.66
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	53,443.70	493,308.21	8,036.40	336,105.39	59.87
WATER LINES =====						
SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	350,500	34,755.27	255,659.73	0.00	94,840.27	72.94
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	2,669.96	19,691.20	0.00	7,208.80	73.20
400-660-105-00 HEALTH INSURANCE	81,000	4,703.50	55,198.33	0.00	25,801.67	68.15
400-660-106-00 RETIREMENT	35,050	3,475.54	25,566.06	0.00	9,483.94	72.94
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	493,450	45,604.27	356,115.32	0.00	137,334.68	72.17
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	28,000	3,112.01	17,797.46	0.00	10,202.54	63.56
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	7,004.20	0.00	5,995.80	53.88
TOTAL CONTRACTUAL SERVICES	42,700	3,864.65	25,410.98	0.00	17,289.02	59.51

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400-WATER

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<u>COMMODITIES</u>						
400-660-341-00 OFFICE EXPENSE	4,000	73.07	3,994.30	0.00	5.70	99.86
400-660-342-00 MAINTENANCE GARAGE BLDG	3,000	0.00	1,162.91	0.00	1,837.09	38.76
400-660-343-00 VEHICLE MAINTENANCE	4,000	38.00	641.00	0.00	3,359.00	16.03
400-660-343-01 LINE VEHICLE FUEL	11,000	890.27	7,691.19	0.00	3,308.81	69.92
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	1,075.83	6,580.40	215.00	10,204.60	39.97
400-660-345-00 UNIFORMS-PERSONAL SAFETY	4,500	295.56	2,186.17	0.00	2,313.83	48.58
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	15,000	0.00	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	4,096.94	65,569.75	0.00	52,430.25	55.57
400-660-353-00 MAPPING & LINE LOCATING E	8,000	30.22	4,915.00	0.00	3,085.00	61.44
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	875.00	0.00	(875.00)	0.00
TOTAL COMMODITIES	209,500	6,499.89	102,411.16	215.00	106,873.84	48.99
<u>NON-OPERATING EXPENSES</u>						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,200	0.00	682.82	0.00	517.18	56.90
TOTAL NON-OPERATING EXPENSES	1,200	0.00	682.82	0.00	517.18	56.90

TOTAL WATER LINES	746,850	55,968.81	484,620.28	215.00	262,014.72	64.92
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WATER METERS
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<u>SALARIES & BENEFITS</u>						
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
<u>CONTRACTUAL SERVICES</u>						
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
<u>COMMODITIES</u>						
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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400-WATER

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>NON-OPERATING EXPENSES</u>						
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
<u>OFFICE/ADMIN</u>						
<u>SALARIES & BENEFITS</u>						
400-920-101-00 AD & GE SALARIES BOARD	22,462	1,400.00	14,611.47	0.00	7,850.53	65.05
400-920-103-00 AD & GE OFFICE SALARIES	141,900	11,117.93	92,117.96	0.00	49,782.04	64.92
400-920-104-00 FICA TAX	12,600	957.42	7,934.88	0.00	4,665.12	62.98
400-920-105-00 HEALTH INSURANCE	25,000	1,224.92	13,405.45	0.00	11,594.55	53.62
400-920-106-00 RETIREMENT	14,100	1,087.38	8,860.27	0.00	5,239.73	62.84
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	216,062	15,787.65	136,930.03	0.00	79,131.97	63.38
<u>CONTRACTUAL SERVICES</u>						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	1,890	151.38	1,319.83	0.00	570.17	69.83
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	206.10	1,651.57	0.00	948.43	63.52
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	4,990	357.48	2,971.40	0.00	2,018.60	59.55
<u>COMMODITIES</u>						
400-920-341-00 MATERIALS & SUPPLIES EXPE	25,000	2,471.40	17,528.17	0.00	7,471.83	70.11
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	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	0.00	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	0.01	174.61	0.00	525.39	24.94
TOTAL COMMODITIES	106,150	2,471.41	87,243.23	1,000.00	17,906.77	83.13
<u>CAPITAL OUTLAY</u>						
400-920-459-00 CAPITAL OUTLAY COMPUTER	7,500	830.78	6,333.50	0.00	1,166.50	84.45
TOTAL CAPITAL OUTLAY	7,500	830.78	6,333.50	0.00	1,166.50	84.45
<u>NON-OPERATING EXPENSES</u>						
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	2,254.61	30,770.12	0.00	13,229.88	69.93
TOTAL NON-OPERATING EXPENSES	44,000	2,254.61	30,770.12	0.00	13,229.88	69.93
<u>OFFICE/ADMIN</u>						
TOTAL OFFICE/ADMIN	378,702	21,701.93	264,248.28	1,000.00	113,453.72	70.04

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

400-WATER

% OF YEAR COMPLETED: 66.67

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	202,872.97	0.00	67,127.03	75.14
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	202,872.97	0.00	67,127.03	75.14
TOTAL BOND PAYMENTS	270,000	22,481.88	202,872.97	0.00	67,127.03	75.14
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: FEBRUARY 28TH, 2022

400-WATER

% OF YEAR COMPLETED: 66.67

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	14,500.00	14,500.00	0.00 (2,500.00)	120.83
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	14,039.32	117,953.88	0.00	37,918.12	75.67
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	18,628.09	0.00	11,071.91	62.72
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

3-09-2022 02:26 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: FEBRUARY 28TH, 2022				
400-WATER		% OF YEAR COMPLETED: 66.67				
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-693-00 CAPSTONE REPAIR WTP	0	0.00	0.00	0.00	0.00	0.00
400-999-694-00 18' SILENT CHECK VALVE	0	0.00	0.00	0.00	0.00	0.00
400-999-695-00 3 & 4 FILTER REHAB	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	233,572	30,452.52	151,081.97	0.00	82,490.03	64.68
TOTAL CAPITAL/PROJECTS	277,572	30,452.52	151,840.13	0.00	125,731.87	54.70
TOTAL EXPENDITURES	2,542,574	185,622.54	1,611,600.60	9,251.40	921,722.00	63.75
REVENUE OVER/(UNDER) EXPENDITURES	(365,874)	58,055.08	148,113.34 (9,251.40) (504,735.94)	37.95-

FEBRUARY 2022 WATER PAYMENT OF BILLS

\$13,845.50 – PHOENIX SOLUTIONS – FEBRUARY CHEMICAL COST

\$2,295.66 – FERGUSON WATERWORKS – MAINLINE MATERIALS, FITTINGS, PIPE

03-01-2022 02:50 PM		DISBURSEMENT 2-01-22 TO 2-28-22				
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	1,524.68	
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	49.02	
				TOTAL:	1,573.70	
WATER PLANT	BUCKHANNON UTIL BOARDS	642-346-00	MAINT TREATMENT PLAN	TRASH FROM FILTER MEDIA	14.00	
	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	9,273.42	
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT JAN 2022 UNIFORMS	295.56	
	MAINLINE LLC	642-346-00	MAINT TREATMENT PLAN	PLATE FOR CHEM FEEDERS	640.00	
	RITE-WAY HEATING & PLUMBING	642-346-00	MAINT TREATMENT PLAN	PLUGS FOR FILTER #3	16.64	
		642-346-00	MAINT TREATMENT PLAN	CAP & BOILER DRAIN	11.38	
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 1/3/22-2/1/22	376.32	
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER FEB 2022 HEALTH INS	1,909.30	
		642-105-00	HEALTH INSURANCE	WATER FEB 2022 SUBISDY	192.00	
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	229.68	
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	993.76	
	GRAINGER	642-346-00	MAINT TREATMENT PLAN	CHLORINE LINE SUPPLIES	549.61	
	LOWES BUSINESS ACCOUNTS	642-346-00	MAINT TREATMENT PLAN	WIRE FOR CARBON FEEDER RM	17.08	
		642-346-00	MAINT TREATMENT PLAN	REPLACE SODA ASH LINES	200.33	
		642-346-00	MAINT TREATMENT PLAN	PVC CAP FOR CARBON LINE	2.23	
		642-346-00	MAINT TREATMENT PLAN	MATLS FOR CARBON FEEDER	18.94	
		642-346-00	MAINT TREATMENT PLAN	FITTINGS- SODA ASH LINE	31.92	
		642-346-00	MAINT TREATMENT PLAN	PLUGS FOR FITLER #3	130.06	
		642-346-00	MAINT TREATMENT PLAN	MATLS FOR CARBON FEEDER	73.36	
	CENTRAL SUPPLY CO	642-346-00	MAINT TREATMENT PLAN	ANGLE FOR FEEDERS	259.20	
	WV DEPT OF HEALTH	642-349-00	COMPLIANCE MONITORIN	FLOURIDE ANALYSIS JAN 22	15.00	
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	829.58	
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	673.15	
	03-01-2022 02:50 PM		DISBURSEMENT 2-01-22 TO 2-28-22			
	FUND: WATER					
	DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		FERGUSON WATERWORKS	642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	240.50
642-106-00			RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	178.00	
642-346-00			MAINT TREATMENT PLAN	BRASS PIPE PLUGS	150.00	
PHOENIX SOLUTIONS LLC			642-348-00	CHEMICAL COSTS	PREM PAC; SODA ASH	10,343.50
		642-348-00	CHEMICAL COSTS	PREM PAC; CHLORINE; LIME	3,502.00	
US CELLULAR		642-211-00	UTILITIES - ELEC, GA	ALL DEPT CELL PHONES FEB 2	190.45	
SPRINT		642-211-00	UTILITIES - ELEC, GA	ALL DEPT JAN 2022 GEOTABS	65.37	
WV DIV OF MOTOR VEHICLES		642-341-00	OFFICE EXPENSE	WATER DRIVERS LICENS CHECK	105.00	
OFFICE OF WATER PROGRAMS CA		642-221-00	TRAINING & CONTINUED	PCRD-DVD COURSE TOM WOOD	169.00	
ST JOSEPH HOSPITAL OF BUCKHA		642-341-00	OFFICE EXPENSE	LAB RESULTS MIKE MCCAULEY	50.00	
INTERNAL REVENUE SERVICE		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	665.13	
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	529.04	
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	155.55	
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	123.73	
AMAZON.COM		642-342-00	MAINT TREATMENT PLAN	PCRD-DIGITAL SCALE	32.96	
		642-341-00	OFFICE EXPENSE	PCRD-FILING CABINET	447.90	
PAYFLEX		642-105-00	HEALTH INSURANCE	WATER FEB 2022 HSA FEES	13.00	
LYNX WV INC		642-211-00	UTILITIES - ELEC, GA	FEB 2022 ANTENNA RENTAL	35.00	
AT&T MOBILITY		642-211-00	UTILITIES - ELEC, GA	304-997-9091 JERRY MYERS	62.59	
WORLD FUEL SERVICES, INC.		642-343-00	VEHICLE MAINTENANCE	WATER FUEL BILL JAN 2022	273.23	
FRONTIER		642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	60.96	
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	50.45	
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	35.47	
**PAYROLL EXPENSES				2/01/2022 - 2/28/2022	19,212.35	
				TOTAL:	53,443.70	
WATER LINES		MON POWER	660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	146.09
			660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	7.34
			660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.00
			660-211-00	UTILITIES - ELEC,GAS	110152507908 300 CLARKSBUR	8.33
			660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCCKBOOSTER	150.40
			660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00
			660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCCKTANK	7.10
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	1,069.68	
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	8.43	
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	8.27	
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	6.99	
	UNIFIRST CORP.	660-345-00	UNIFORMS-PERSONAL SA	ALL DEPT JAN 2022 UNIFORMS	295.56	
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 1/3/22-2/1/22	752.64	
	AIRGAS USA, LLC	660-344-00	GENERAL EQUIPMENT MA	TANK RENTAL ARGON	101.00	
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER FEB 2022 HEALTH INS	4,191.00	
		660-105-00	HEALTH INSURANCE	WATER FEB 2022 SUBISDY	480.00	
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	229.69	
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	993.76	
	AUTO ZONE	660-343-00	VEHICLE MAINTENANCE	STEP HITCH	38.00	
	HARBOR FREIGHT TOOLS	660-344-00	GENERAL EQUIPMENT MA	PCRD-HP UTILITY PUMP	199.99	
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	JAN 2022 LOCATE MESSAGE FE	30.22	
	LOWES BUSINESS ACCOUNTS	660-344-00	GENERAL EQUIPMENT MA	PAINT SPRAYER	534.84	
		660-352-00	NEW SERVICES, UPGRAD	MARKING FLAGS	22.60	
		660-352-00	NEW SERVICES, UPGRAD	MATERIALS FOR BOLT BIN	442.68	
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,514.76	
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,409.53	
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	302.25	
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	249.00	

03-01-2022 02:50 PM

DISBURSEMENT 2-01-22 TO 2-28-22

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
OFFICE/ADMIN	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	MAINLINE MATERIALS	1,242.66
		660-352-00	NEW SERVICES, UPGRAD	FITTINGS; PIPE SOAP	1,053.00
		660-352-00	NEW SERVICES, UPGRAD	6" HYMAX COUPLINGS	510.00
		660-344-00	GENERAL EQUIPMENT MA	PUMP STICK FOR MTR BARREL	240.00
	GOOGLE DRIVE	660-341-00	OFFICE EXPENSE	PCRD-GOOGLE PLAY SUBSCRIPT	21.19
		660-352-00	NEW SERVICES, UPGRAD	ANTENNAS FOR METERS	826.00
		660-211-00	UTILITIES - ELEC,GAS	ALL DEPT CELL PHONES FEB 2	190.44
		660-211-00	UTILITIES - ELEC,GAS	ALL DEPT JAN 2022 GEOTABS	65.37
	CORE & MAIN LP	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,130.91
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,033.01
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	264.47
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	241.57
	US CELLULAR	660-341-00	OFFICE EXPENSE	PCRD-CORK BOARD	51.88
		660-105-00	HEALTH INSURANCE	WATER FEB 2022 HSA FEES	29.25
		660-105-00	HEALTH INSURANCE	WATER FEB 2022 HSA FEES	3.25
		660-211-00	UTILITIES - ELEC,GAS	304-642-5819 KELLY ARNOLD	63.25
	SPRINT	660-343-01	LINE VEHICLE FUEL	WATER FUEL BILL JAN 2022	890.27
		660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	60.96
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	50.45
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	35.46
	INTERNAL REVENUE SERVICE				34,755.27
					55,968.81
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-FILE FOLDERS CALC RIB	16.60
		920-341-00	MATERIALS & SUPPLIES	CYAN INK CART FOR PLOTTER	22.83
		920-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 1/3/22-2/1/22	156.60
		920-341-00	MATERIALS & SUPPLIES	FEB 2022 LETTER OF CREDIT	78.13
	PAYFLEX	920-341-00	MATERIALS & SUPPLIES	JAN 2022 LETTER OF CREDIT	78.13
		920-105-00	HEALTH INSURANCE	WATER FEB 2022 HEALTH INS	1,106.42
		920-105-00	HEALTH INSURANCE	WATER FEB 2022 SUBISDY	112.00
		920-341-00	MATERIALS & SUPPLIES	LEASE 12/16/21-3/15/22	96.00
	AT&T MOBILITY	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	526.97
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	532.72
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	27.69
		920-999-00	ADM BOARD-BILLING MI	PERMIT #14 POSTAGE	750.00
	WORLD FUEL SERVICES, INC.	920-999-00	ADM BOARD-BILLING MI	PERMIT #10 POSTAGE	750.00
		920-341-00	MATERIALS & SUPPLIES	JANUARY 2022 AA FEES	188.11
		920-341-00	MATERIALS & SUPPLIES	JAN 2022 CREDIT CARD FEES	1,750.95
		920-999-00	ADM BOARD-BILLING MI	CITY HALL COPIER LEASE	144.01
	FRONTIER	920-459-00	CAPITAL OUTLAY COMPU	COMPUTER FOR MAPPING	444.94
		920-999-00	ADM BOARD-BILLING MI	IT SERVICE CONTRACT FEB 20	212.50
		920-459-00	CAPITAL OUTLAY COMPU	MARCH 2022 COMPUTER SERV P	385.84
		920-211-00	UTILITIES - ELEC,GAS	ALL DEPT CELL PHONES FEB 2	61.86
	BUCKHANNON POSTMASTER	920-999-00	ADM BOARD-BILLING MI	TAX FORMS & ENVELOPES	151.45
		920-341-00	MATERIALS & SUPPLIES	PCRD-YEARLY SUBSCRIPTION	96.00
		920-341-00	MATERIALS & SUPPLIES	SUPPLIES FOR CITY HALL	34.44
		920-341-00	MATERIALS & SUPPLIES	PCRD-FIELD CALCULATOR	3.56
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	SUPPLIES FOR CITY HALL	43.31
		920-341-00	MATERIALS & SUPPLIES	SUPPLIES FOR CITY HALL	7.25
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	326.65
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	449.32
	COLLECTION ACCOUNT	920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	76.38
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	105.07
		920-341-00	MATERIALS & SUPPLIES	PCRD-1099 NEC FORMS	11.00
		920-341-00	MATERIALS & SUPPLIES	PCRD-1099 NEC FORMS	11.00

03-01-2022 02:50 PM

DISBURSEMENT 2-01-22 TO 2-28-22

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
OFFICE/ADMIN	PAYFLEX	920-105-00	HEALTH INSURANCE	WATER FEB 2022 HSA FEES	6.50
		920-999-00	ADM BOARD-BILLING MI	PCRD-POSTAGE NEW POSTAGE M	129.38
		920-341-00	MATERIALS & SUPPLIES	PCRD-PDF EDITING SOFTWARE	5.30
		920-999-00	ADM BOARD-BILLING MI	INK CART; PSTG LABELS; SEA	58.04
	KOMAX LLC	920-341-00	MATERIALS & SUPPLIES	DEBT COLLECTION JAN 2022	39.79
		920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	65.35
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.17
		920-226-00	UNEMPLOYMENT/COMPENS	INS PREM AUTO LIAB JUL 202	49.50
	FRONTIER	920-999-00	ADM BOARD-BILLING MI	CITY HALL INTERNET FEB 202	59.23
					12,517.93
					21,701.92
	TRAVELERS INSURANCE	970-221-00	WATER BOND A 2016	WATER BOND A MARCH 2022 PY	22,481.88
					22,481.88
BOND	MUNICIPAL BOND COMM OF WV	999-681-00	SCADA TANK/PUMP STAT	WAT MAR 2022 SCADA/METER P	12,989.32
		999-667-00	FILTER MEDIA REPLACE	FILTER ANTHRACITE	14,500.00
		999-681-00	SCADA TANK/PUMP STAT	WAT REV BONDS SERIES 2016A	1,050.00
		999-682-04	SUPERVISOR TRUCK	22GCPD 2017 FORD F150 LEAS	582.20
	ENTERPRISE FM TRUST	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
					30,452.52

Motion to approve the February 2022 financial report was made by Nestor/Thomas. Motion carried.

D. Department Report:

D.1 Water Department Report- Kelly Arnold provided an extensive overview on the requirements by the Health Department to locate and identify all lead & copper lines in our service area. He explained the effect it is having on other municipalities and the expected approach we will take. The department will be hiring a part-time person to gather all of the necessary data. He also reviewed the following with the Board:

- Water leaks-2
- Weekly safety meetings.
- Locates.
- Renewed service -0
- New Services-0
- Residential meters changed-3
- Residential meters tested-0
- Wilt/Turansky line complete except for dress up
- Carbon feeder and room finished

- New soda ash lines completed
- Chlorine and chemicals going up in price and supplies going down
- Public Service District meters tested-0
- Added filter media to filters #2
- 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.
- 60.5 million gallons of water was treated for the month of February 2.16 million a day.
- Cost per million gallon treated for January \$192.01
- 27,030 gallons of water hauled from the plant.
- Off & On Reports/ Customer complaints answered -- 225
- 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 (Sold to City (d.	Sold to PSDs (e.)		Percent Loss
Jul-21	63,092,345	1,273,249	1,453,257	20,758,700	31,918,700	12.19%
Aug-21	64,191,383	1,186,409	1,101,428	22,210,200	34,854,300	7.54%
Sep-21	58,915,838	1,056,855	502,000	21,821,300	30,599,300	8.38%
Oct-21	59,852,141	1,057,882	1,595,000	21,708,900	28,161,700	12.24%
Nov-21	59,805,219	994,432	409,000	21,785,800	29,547,500	11.82%
Dec-21	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	60,528,035	969,599	9,665,275	22,862,900	33,930,400	-11.40%
Mar-22						#DIV/0!
Apr-22						#DIV/0!
May-22						#DIV/0!
Jun-22						#DIV/0!
Totals:	493,542,542	8,716,592	15,926,560	170,216,200	248,723,800	10.12%

Kelly Arnold also briefed the Board on the higher cost of chemicals since COVID; upcoming work on the deck for generator controls at intake building; and, work at the Battle Green site Brushy Fork.

Month: Feb-22

			Monthly Total	Y-T-D	
Million Gallons Treated:			60.5	492.56	
Total Chemical Treatment Cost:			8632.775	94577.3	
Cost per Million Gallons:			142.6905	192.0117	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.25	lb	0	0	4675
Chlorine	0.375	lb	1300	487.5	5925.87
Fluoride	0.95	lb	450	427.5	3562.5
KMnO4	3.05	lb	181.5	553.575	11297.3
NaMnO4	1.4	lb		0	0
Lime	0.18	lb	1700	306	2487
Premier Pac	0.35	lb	11152	3903.2	36482.63
Soda Ash	0.360	lb	6000	2160	23896
Sodium Hex	1.59	lb	500	795	6251
Smart-Phos	14.16	GAL	0	0	0
				8632.775	94577.3

Mr. (K) Arnold also provide an update on personal issues and how it will affect the need for future operators. This lead into a discussion addressing the difficulty in maintaining the required Public Service Commission (PSC) Water Plant Classification of operators and the future need to study our water rates in order to bring in the necessary income to pay competitive wages to our Water Plant staff.

The board discussed inviting representatives of the Public Service District (PSD) that we serve to meet with the Board twice a year to discuss the difficulties maintaining the current rates with the constant increase of expenses and need to pay competitive wages. The Board agreed to try and schedule the first meeting in April.

E. Correspondence and Information:

E.1 Mt Hope Water Association Meeting Minutes- January 2022

Mt Hope Water Association Minutes
Board of Directors Meeting Tuesday January 18, 2022

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Tuesday January 18 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.

After discussion among the board members, an employment offer was agreed upon and Operator Jeff May of Quality Water Services, joined the meeting. The Board discussed the terms of employment with Jeff May and he accepted their offer to become their Chief Operator as of February 1, 2022.

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. An update of the Tallmansville Rd PRV was included in the report. There was also discussion and agreement to use Fairway for our quarterly water testing. All leak adjustments presented were approved, motion by Nicholas, motion carried.

Atlas has repaired the fencing issue at the Mt Carmel tanks for a much lower price than a quote from a fencing contractor. It was decided to request the repair cost of the Thrain setter as one of the requirements for his restored service, rather than ask for it as legal restitution.

The customer that caused the leak at Pine Lane has promptly paid Mt Hope Water for the associated costs. Laurie told the board that two of the backflow customers have sent us their tests results and we were still waiting for two. The deadline is January 31, 2022. The meter testing prices were updated from the City of Buckhannon until their water board meets again to develop a policy. Until then there will be a charge of \$30.00 per meter up to 1". The board then discussed the letter from Quality Water Services stating they would not be renewing their contract with us and the items that also needed to be decided. The board agreed to allow Jeff to purchase a new metal detector for Mt Hope Water. Quality Water Services has agreed to sign a document stating they will not pursue any action with the non-compete letter Jeff has previously signed. A motion was made by Brian to purchase the Chlorine Analyzer that is already installed in pump station 2 from Quality Water Services for \$2,000, motion carried. Atlas has also been approached about providing back up for meter reads, etc. Laurie also mentioned a possible candidate for the job.

There being no further business, the meeting was adjourned at 7:53, motion made by Marcella, motion carried.

Submitted by: Laurie Adams

E.2 Elkins Road P.S.D. Meeting Minutes-December 2021 & January 2022

Elkins Road Public Service District
Board of Directors' Regular Meeting
December 7, 2021

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, December 7, 2021.

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

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

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

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

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

Recognize that two (2) customers were present.

APPROVAL OF MINUTES

Minutes of November 2, 2021 Regular Monthly Meeting and October 26, 2021 Special Meeting were presented for approval. **Larry Heater made a motion to approve the minutes. David Burr seconded. Motion carried**

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

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

QUICK DAMAGE CLAIM

No updates

PHASE III EXTENSION PROJECT

Cary Smith with Region VII presented SCBG Request # 18 in the amount of \$14,620.00 for SCBG and \$16,128.85 for IJDC for a total of \$30,748.85. **David Burr made a motion to approve and make payments. Larry Heater seconded. Motion carried**

Greg Belcher presented the Board with an amendment to his Owner-Engineer Agreement in the amount of \$34,440.00. **Carey Wagner made a motion to approve and sign the amendment. Seconded by David Burr. Motion carried.**

PHASE III EXTENSION PROJECT con't.

Change Order No. 4 for Contract 4 Chojnacki

A change order for an increase in the amount of \$4,398.54 to cover additional charges. **Larry Heater made a motion to approve and sign the change order. David Burr seconded. Motion carried**

Greg also said that Mark Place had once again confirmed a ship date of 12/29/21 for the Kesling Ridge Booster Station Electrical Panel. Greg said that the only thing left on Contract 3 was the electrical panel. The only thing left on Contract 4 is the start up for both portable generators and locks for the load banks. Contract 3 has been extended to 1/30/22 and Contract 4 has been extended to 1/27/22.

MAINTENANCE

Dave Wamsley, who was absent, left his November Maintenance Report for review by the Board. The City water bill was down another \$1463.00 this month which is a good thing. Although the daily average has been coming back up a little (some of this due to Thanksgiving) we will continue to try and locate any leaks within our system as always.

PERSONNEL

The Board entered into executive session on a motion made **by Carey Wagner under WV Code 6-9A-4**. No decisions were made during executive session. The Board approved giving the employees, contract maintenance and one other a Christmas Appreciation Gift for all of their hard work during the move from one building to another when relocating.

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Larry Heater. Meeting adjourned at 6:15 p.m.**

The next meeting will be held on Tuesday, January 4, 2022 at 5:00 p.m.

Respectfully submitted:

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

Approved By:	Board Chair/Treasurer	Secretary	Board Member
	Carey Wagner	Larry Heater	David Burr

Elkins Road Public Service District
Board of Directors' Regular Meeting
January 4, 2022

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, January 4, 2022.

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

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

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

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

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

Recognize that two (2) customers were present.

APPROVAL OF MINUTES

Minutes of December 7, 2021 Regular Monthly Meeting and October 26, 2021 Special Meeting were presented for approval. **David Burr made a motion to approve the minutes. Carey Wagner seconded. Motion carried**

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

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

KEITH CARR – DEVELOPMENTS ON EVERSON AND MIDDLE FORK

Keith Carr attended the meeting to find out what he needed to do in order to develop property he owns on Everson Road and along the Middle Fork River. He was given paperwork on Alternative Line Extensions along with Water Rule 5.5 from the PSC to review. The Board explained to him that anything over a thousand feet had to be engineered and drawn up so that it could be reviewed by the Board and then if it is possible to approve the development would be sent to the PSC for approval.

Keith said he was just in the beginning stages and knew there was a lot he needed do in order to be able to de these developments and would return when he had more information available to present for review.

QUICK DAMAGE CLAIM

Tiffany Durst, Esq. attended the meeting and the Board went into Executive Session with a motion made by **Carey Wagner under WV Code 6-9A-4. The Board came out of executive session at 7:05 p.m. by a motion made by David Burr.** No decisions were made in executive session.

ELECTION OF OFFICERS

Postponed until next month due to one Board member being absent.

2022 HOLIDAY SCHEDULE

Since no holiday schedule has been approved by the Upshur County Commission yet this was postponed until next month. **Carey Wagner made a motion to approve January 17th as a paid holiday. David Burr seconded. Motion carried**

PHASE III EXTENSION PROJECT

Cary Smith with Region VII presented SCBG Request # 19 in the amount of \$3,481.04 for SCBG and \$80,007.16 for IJDC for a total of \$83,488.20. **David Burr made a motion to approve and make payments. Carey Wagner seconded. Motion carried**

Greg Belcher was ask to give updates on the remaining items to be completed under Phase III Extension. He said that the Kesling Ridge Booster Station panel which was scheduled to ship 12/29/21 had to be pushed back due to scratches on panel door. It should ship the first or second week of January.

Greg had also presented pricing on a light for the Kesling Ridge Booster for the Board to review and discuss the best way to approach the problem.

Change Order No. 6 for A. J. Burk LLC – Contract 3

A change order for an increase in the amount of \$101,880.00 to cover additional charges. **David Burr made a motion to approve and sign the change order. Carey Wagner seconded. Motion carried**

MAINTENANCE

Dave Wamsley, who was absent, gave the December Maintenance Report by phone. There was only one tap installed by Atlas this month and no leaks were detected.

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Carey Wagner.** Meeting adjourned at 7:45 p.m.

The next meeting will be held on Tuesday, February 1, 2022 at 5:00 p.m.

Respectfully submitted: ERPSD Board of Directors Secretary, Larry J Heater//CD

Approved By:
Board Chair/Treasurer Secretary Board Member
Carey Wagner Larry Heater David Burr

E.3 Letter from Fresenius Medical Care, 4 Northridge Drive, RE: Source Water Documentation Form



Fresenius Medical Care
North America

Buckhannon Water Department
70 E main St
Buckhannon WV 26201

Dear Sir/Madam: February 11, 2022

FMENA of Upshur County is an artificial kidney clinic located at 4 Northridge Drive, Suite 116 Buckhannon WV 26201. Our Facility is engaged in providing hemodialysis treatments to patients with end-stage renal disease.

Water supplied by your agency is further purified to meet medical requirements and exposed to the blood of patients to remove wastes (toxins). The therapy is dependent on an uninterrupted supply of water of consistent quality. We are therefore asking your cooperation by providing us with information on the following:

- A. Prior notification if a change in water quality or treatment methodology is anticipated.
- B. Prior notification (when possible) of interruption in service or work which will alter the physical or chemical characteristics of the water supply.

Thank you in advance for your cooperation. Should you have any questions, please do not hesitate to contact me at (681) 495-5771

Sincerely,

Ryan Stottlemire
Biomed Technician II



FRESENIUS
KIDNEY CARE

FKC Biomedical Services

Source Water Documentation Form SW-3

Facility/Location Information:					
Facility Name	FKC Upshur County	Loc #:	100391	Completed By:	Ryan Stottlemire
Facility Location:	4 Northridge Drive, Suite 116 Buckhannon WV 26201				
Date: 02/11/2022					
Source Water Supply Company Information:					
Company Name:	Buckhannon Water Department	Address:	70 E Main St. Buckhannon, WV 26201		
Phone # (business):	(304) 472-2530	Contacts:	Jerry Myers (304) 997-9091		
Phone # (emergency):	(304) 472-9550	Contacts:			
Interruption of Service:					
Since last recording period, the source water supply has been interrupted 0 times.					
Primary Water Source:			Secondary Water Source:		
Ground Water (Name): Buckhannon River			Ground Water (Name):		
Surface Water (Name):			Surface Water (Name):		
Note: If there are more than 2 water sources use multiple SW-3 forms and attach them together.					
Water Treatment Methodology:		Target Levels		Target Levels	
Alum (aluminum sulfate):		mg/L		Fluoride at a target level of: 0.70 mg/L	
Ferric Chloride		mg/L		Gypsum	
x Chlorine		2.00 mg/L		Copper Sulfate	
Chloramines		mg/L		Soda Ash	
Other Chemical(s) Added:		Acid, type:		pH target:	
x Name: Premier Pac (Poly Aluminum Chloride)		90.00 mg/L		Obtain a copy of EPA Primary Water Standards testing	
x Name:		mg/L		Results meet EPA Primary drinking water regulations?:	
Name:		mg/L		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Name:		mg/L			
Private Water Supply Only					
Does the property have a septic system?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Does the property have underground fuel or chemical storage?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is the property located near farm land treated with large amounts fertilizers?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is the property located near farm land treated with large amounts pesticides?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Are any chemicals added to water supply? If so list above?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Note: If you answered yes to any question, source water testing must be increased to quarterly.					

IF Any Changes Made please mail back!

E.4 WV DHHR Site Visit Inspection Report 01/25/22 (Health Dpt Inspection)



February 3, 2022

The Honorable Robbie Skinner, Mayor
Chairman, Buckhannon Water Board
70 East Main Street
Buckhannon, West Virginia 26201

RE: City of Buckhannon Public Water Supply
PWSID #3304902
Upshur County

Dear Mayor Skinner:

Enclosed please find the site visit report for the Buckhannon Water Board's Public Water System which was conducted on January 25, 2022. We appreciate your efforts, and those of your staff, to operate the water system in compliance with the US EPA's Safe Drinking Water Act (SDWA), as amended, and the West Virginia Public Water Systems Legislative Rule (64CSR3). Your staff is doing an excellent job. Your continued, proactive administrative support of your operations staff is strongly endorsed.

This office wants to work with you and your staff to continue to ensure that the Buckhannon Water Board's Public Water Supply is in compliance with all of the mandates imposed by the federal Safe Drinking Water Act and the West Virginia Public Water Systems Legislative Rule. After you have reviewed the report with your chief operator, Jerry Myers, and with the other members of the operations staff, and the Buckhannon Water Board's management, please don't hesitate to contact this office with any questions or concerns which you may have.

Sincerely yours,

Seth J. Myers, Ph.D., ERS-2
Environmental Engineering Division

pc: Jerry Myers, Chief Operator
Central Office File, Water Sanitation Surveys

E.5 Notice Class II Legal Advertisement Accepting Sealed Bids for Tennerton Tank Painting

ADVERTISEMENT FOR BIDS CITY OF BUCKHANNON BUCKHANNON, WEST VIRGINIA TENNERTON TANK PAINTING

Sealed Bids for the Tennerton Tank Painting will be received by the City of Buckhannon located at 70 East Main Street, Buckhannon, West Virginia 26201, until **Tuesday, April 5, 2022 at 1:30 PM** local time at which time all proposals which have been submitted in accordance with the conditions of this project will be publicly opened and read aloud.

The Project consists of furnishing labor and materials and performing all work set forth in the Advertisement for Bids, Information for Bidders, Bid and Bid Schedule (Bid Form including Unit Price Basis of Bid), General Conditions, Supplementary Conditions, Specification Special Conditions, Technical Specifications and Plans (Drawings) prepared by Potesta & Associates, Inc., and all addenda issued prior to receipt of Bids.

The Work to be bid upon is generally described as follows: Repainting the interior of the 66.5-foot tall, 42.5-foot diameter tank, constructed in 1977, including cleaning, sandblasting and repainting; and installation of new tank vent and platform. Work is to begin on June 1, 2022 and be completed and the tank be put back into operation by August 14, 2022.

The Issuing Office for the Bidding Documents is Potesta & Associates, Inc. located at 125 Lakeview Drive, Morgantown, West Virginia 26508. Please contact Tressee Koloski, Secretary at 304-225-2245 or tkoloski@potesta.com to purchase Bidding Documents. Bidding Documents will be released upon payment of \$30 for an electronic set and \$100 for each hard-copy set of documents. All checks shall be made payable to Potesta & Associates, Inc. Prospective Bidders may obtain previously ordered Bidding Documents by appointment at the Issuing Office Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. Cost does not include shipping charges.

Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including addenda, if any, obtained from sources other than the Issuing Office.

Bidding Documents also may be examined at The Contractor's Association of WV, 2114 Kanawha Boulevard, East, Charleston, West Virginia 25311 or at the City of Buckhannon office, located at 70 East Main Street, Buckhannon, West Virginia 26201.

A mandatory pre-bid conference will be held at **11:00 AM** local time on **March 22, 2022** at the **Buckhannon City Hall at 70 East Main Street, Buckhannon, West Virginia 26201**. Attendance at the pre-bid conference is mandatory, or by participating on the virtual meeting by registering with Potesta & Associates, Inc. at tkoloski@potesta.com by 4:00 PM on March 21, 2022.

Bids will be opened using a two-envelope bidding system as outlined in the contract documents. Bid security shall be furnished in accordance with the Instructions to Bidders. Evidence of a current and valid West Virginia Contractor's License, a Certification of Equal Employment Opportunity, a Certification of Non-segregated Facilities, a Drug Free Workplace Conformance Affidavit, and a West Virginia Jobs Act Compliance Certification is required. Bids received after the scheduled closing time for the reception of bids will be returned unopened to the bidders.

The City reserves the right to reject any and all bids, to award the Project to a Bidder other than the low Bidder and to waive any informality in bidding. The City reserves the right to reject any and all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the Work at any time due to noncompliance with the City of Buckhannon and/or the Water Department's expectations and requirements.

Honorable Robert N. Skinner, III, Mayor and Water Board Chair
City of Buckhannon

+ + END OF ADVERTISEMENT FOR BIDS + +

Publish 03/08, 03/15 RD & Charleston Gazette

F. Consent Agenda

F.1 Approval of Minutes 01/13/22 & 02/10/22 – The Mayor noted that there were no Minutes available, therefore there is no Consent Agenda to consider.

G. Strategic Issues for discussion and vote

G.1 Discussion/Possible Vote Jerry Wamsley Proposed Promotion as Assistant Department Superintendent & Wage Adjustment – Kelly Arnold explained the reason he was recommending the Board approve promoting Jerry Wamsley to the Assistant Department Superintendent and adjust his wage to \$28 per hour.

Motion to approve promoting Jerry Wamsley to the Assistant Department Superintendent and adjust his wage to \$28 per hour was made by Rizo/Nestor. Motion carried.

G.2 Approval to Hire Water Plant Operator – Mayor Skinner announced that he would entertain a motion to go into an Executive Session to discuss personnel matters.

Motion to enter into Executive Session at 8:32 am to discuss personnel matters was made by Thomas/Nestor. Motion carried.

Motion to leave Executive Session at 8:35 am was made by Thomas/Nestor. Motion carried.

Motion to approve that Kelly Arnold may extend an employment offer for a potential plant operator was made by Thomas/Nestor. Motion carried.

CITY OF BUCKHANNON ACCEPTING APPLICATIONS FOR WATER PLANT OPERATOR

The City of Buckhannon Water Department will be accepting applications for a Full-Time Water Plant Operator.

Pay will be based on experience and qualifications, benefits included.

The Water Plant Operator will perform a variety of tasks in the operation and maintenance of a water treatment plant and work a rotating shift schedule which includes nights, weekends and holidays.

Qualifications

- Preference will be given to candidates that possess a WV Water Treatment Plant Operators License.
- High School diploma or GED
- Valid West Virginia drivers license
- Possess knowledge of computer software including Microsoft Word, excel and data management systems.
- Must be able to lift 50 pounds above shoulder level.
- Must be willing to function in a Team oriented workplace.

If selected for hire, candidate will be subject to a background check, drug test and skills test.

The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons, and employees without regard to any individual’s creed, race, color, ethnicity, national origin, religion, gender, age, handicap, familial status, or sexual orientation.

Applicants can pick up an application in person at Buckhannon City Hall, 70 E. Main Street, Buckhannon, WV 26201 between the hours of 8:30am-4:30pm Monday-Friday.

G.3 Discussion Upshur County Industrial Park Fire Flow Pressure Issues – Mayor Skinner recognized City Engineer Jay Hollen to explain a Fire Flow Pressure issue at the Upshur County Industrial Park in regards to a future business development. Discussion took place with the Board. It was determined that the UCDA and/or any new customer would be responsible for any required upgrade to the pump station that would produce the needed Fire Flow Pressure. No action by the Board was necessary.

H. Board Members Comments and Announcements:

- **Board Member Reger** – Nothing further.
- **Board Member Thomas** – Mr. Thomas thanked everyone and ask that they stay safe.
- **Board Member Rizo** – Nothing further.
- **Board Member Nestor** – Nothing further.
- **City Recorder Sanders** – Nothing further.
- **Amby Jenkins** – Nothing further.
- **Kelly Arnold** – Mr. Arnold noted that the starting wage for a new operator would be \$15.00 an hour.
- **Jerry Arnold** – Nothing further.
- **Jay Hollen** – Nothing further.
- **Mayor’s Comments and Announcements** – Nothing further.

Adjournment:

Motion to adjourn at 8:47 AM was made by Rizo/Nestor. Motion carried

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
