

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

A regular meeting (including a tour of the plant) of the Buckhannon Water Board was held on Thursday, April 13, 2023, at 3:30 PM. at the Harley A. Brown Memorial Water Plant, 173 Wood Street, Buckhannon WV 26201. The following were in attendance (GTM is attendance by GoToMeeting):

Robbie Skinner	Mayor	Present
Randy Sanders	City Recorder	Present
Dave McCauley	Board Member	Present
David Thomas	Board Member	Absent
Don Nestor	Board Member	Absent
Kelly Arnold	Water Superintendent	Present
Erasmo Rizo	Board Member	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: Chief J. B. Kimble, BFD, Mark Sankoff, Potesta; Jeff May, Matt Orsburn, Brian Elmore, Jessie Fumerola, Mt Hope Water Association; Roger Ward, Hodgesville PSD; Carolyn Douglas, Linzy Wilson, Carey Wagner, Elkins Road PSD, Jerry Myers, Jerry Wamsley, Tommy Redmer, David Burr, Tom Davis, Tyson Dean, Justin Atwell, Tom Rolenson, Russell Robinson, COB; Monica Zalaznik, My Buckhannon.

City of Buckhannon Water Board Meeting & Tour at 3:30 PM at the Harley A. Brown Memorial Water Plant 173 Wood Street
Water Board Meeting Agenda for Thursday, April 13, 2023

- 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 Skip Gjolberg-President of the Upshur County Development Authority
- C. Financial Report-Amby Jenkins

C.1 March 2023
- D. Department Report

D.1 Water Department Report-Kelly Arnold

D.2 ARPA Projects Update
- E. Correspondence and Information

E.1 Mt. Hope Water Association Meeting Minutes-February 2023

E.2 Elkins Road P.S.D. Meeting Minutes-February & March 2023

E.3 Adrian P.S.D. Meeting Minutes-February 2023

E.4 Hodgesville P.S.D. Meeting Minutes-February 2023

E.5 FEMA Grant No. 2 - Punch List for Contracts No. 4 through No. 10

E.6 The Pipeline Newsletter from the Public Service Commission of WV-Winter 2023

E.7 Notice COB Flushing Fire Hydrants
- F. Consent Agenda

F.1 Approval of Minutes: Regular 03/09/2023, Special 03/23/2023
- G. Strategic Issues for discussion and vote-TO BE TABLED- SPECIAL MEETING ON 04/20/2023 9AM

G.1 Review & Approval to Accept the Bid Opening Results: Mini Excavator with 6-Way Blade

G.2 Draft Water Board Budget FY 2023/2024

G.3 Approval of Ownership & Management of the Industrial Park Booster Station

G.4 Discussion-Inquiry regarding Property on Wood Street near the Water Plant
- H. Board Members Comments and Announcements

H.1 Next Meeting May 11, 2023
- I. Adjournment

Posted 04/06/2023 REVISED 04/10/2023

- A. Call to Order-

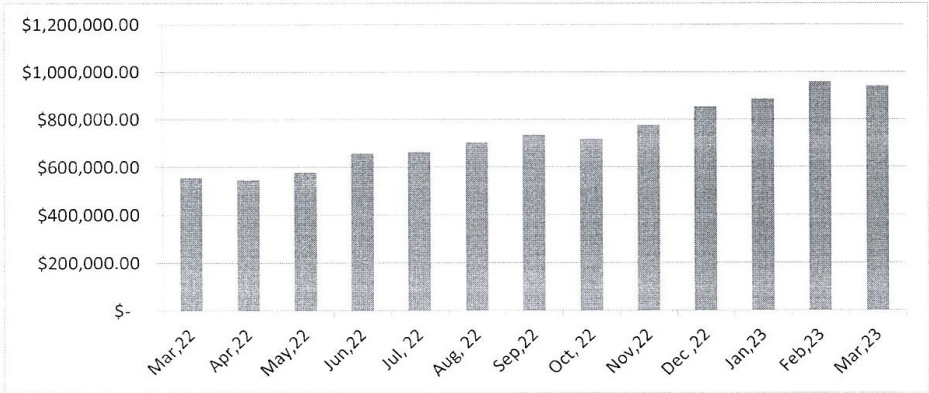
The meeting was called to order by Mayor Robbie Skinner at 3:41 PM who spoke about the recent passing of Upshur County Sheriff Virgil Miller. He requested that we keep the memory of Sheriff Miller and his family in our thoughts during our traditional Moment of Silence. The Mayor then led us in the Pledge to the Flag of the United States of America
- B. Recognized Guests:

B.1 Skip Gjolberg-President of the Upshur County Development Authority - Mr. Gjolberg was not present.

Mayor Skinner recognized BFD Chief J. B. Kimble who provided a presentation on the ongoing work towards CFAI Accreditation for the BFD. He passed out a brochure from the CPSE and the March 2023 NFPH Single Story Fire Flow Summary and explained the significance of both handouts. He then participated in a brief Q & A with the attendees.

C. Financial Report-Amby Jenkins
C.1 March 2023: Amby Jenkins presented the following report:

WATER BOARD CITY OF BUCKHANNON BALANCE SHEET	
Balance March 31, 2023	
Money market & checking	\$ 940,303.51
Work Capital CD (0287).5% maturity 4-11-24	\$167,787.22
Work Capital CD (9888) 01% maturity 5/19/23	\$179,014.79
CD Savings (1528) .03%	\$270,149.66
Savings 2% #5764795 .05%	\$256,029.96
Savings 2%Depreciation .05%	\$ 1,523.41



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

MARCH 2023 WATER PAYMENT OF BILLS

- \$19,007.50 – PHOENIX SOLUTIONS – CHEMICALS, PREMIER PAC & SODA ASH
- \$3,902.25 – FERGUSON WATERWORKS – SERVICE LINE PARTS & BRASS FITTINGS
- \$4,243.81 – CORE & MAIN – METER REGISTERS, PINS, METER PARTS & SERVICE LINE PARTS
- \$10,000.00 – CITY OF BUCKHANNON – FY 2022-23 RENT
- \$37,000.00 – FERGUSON WATERWORKS – 6” PIPE FOR THURMAN AVE PROJECT

04-10-2023 03:41 PM		DISBURSEMENTS 3/01/23 to 3/31/23			
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	1,665.39
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	22.13
TOTAL:					1,687.52
WATER PLANT	BUCKHANNON UTIL BOARDS	642-342-00	MAINT TREATMENT PLAN	DISPOSAL OLD PALLETS	28.31
	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	9,393.98
	A F WENDLING INC	642-399-00	PLANT MISCELLANEOUS	WATER, PAPER TOWELS	570.34
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT UNIFORMS FEB 2023	208.90
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 FEB 2023	329.07
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER MARCH HEALTH INS	1,867.04
		642-105-00	HEALTH INSURANCE	WATER MARCH 2023 RETIREES	280.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	213.72
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	841.25
	ACE HARDWARE & CONTRACTOR SU	642-342-00	MAINT TREATMENT PLAN	ANT AND ROACH SPRAY	11.18
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	595.04
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	632.16
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	646.58
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	440.17
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	417.69
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	455.09
	BENNY'S BOOT HILL	642-344-00	GENERAL EQUIPMENT MA	PCRD-SAFETY BOOTS PATRICK	189.90
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	CHEMICALS	11,294.00

04-10-2023 03:41 PM

DISBURSEMENTS 3/01/23 to 3/31/23

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	OFFICE OF WATER PROGRAMS CA	642-348-00	CHEMICAL COSTS	CHLORIE & P- PAC	5,194.00
		642-348-00	CHEMICAL COSTS	PREMIER PAC & SODA ASH	2,519.50
		642-221-00	TRAINING & CONTINUED	PCRD-CEU TEST FOR TOM DAVI	75.00
	WALMART STORES INC -BUCKHANN	642-221-00	TRAINING & CONTINUED	PCRD-TOM DAVIS CEU COURSE	75.00
		642-221-00	TRAINING & CONTINUED	COFFEE FOR WVRWA CLASSES	41.80
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	714.47
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	725.09
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	760.37
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	167.10
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	169.58
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	177.83
		642-349-00	COMPLIANCE MONITORIN	FEB 2023 BAC-T SAMPLES	230.00
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	BAC-T SAMPLES MAR 2023	253.00
		642-349-00	COMPLIANCE MONITORIN	FEB 2023 FLUORIDE SAMPLE	25.00
		642-349-00	COMPLIANCE MONITORIN	TTHM & HAA5 SAMPLES FEB23	380.00
	PACE ANALYTICAL SERVICES LLC	642-349-00	COMPLIANCE MONITORIN	MARCH 2023 FLUORIDE TEST	25.00
		642-349-00	COMPLIANCE MONITORIN	PCRD-WVDEM TIER II REPORT	76.69
		642-105-00	HEALTH INSURANCE	GRP BENEFIT 4TH INSTALLMEN	290.60
	WV DIVISION OF HOMELAND SECUR	642-105-00	HEALTH INSURANCE	WATER MARCH 2023 HSA FEES	13.00
		642-211-00	UTILITIES - ELEC, GA	MARCH 2023 ANTENNA RENTAL	35.00
		642-211-00	UTILITIES - ELEC, GA	PCRD-JAN CELL PHN AND GEOT	19.24
	PAYFLEX	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	69.28
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	58.01
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	45.75
	WORLD FUEL SERVICES, INC.	642-211-00	UTILITIES - ELEC, GA	3/01/2023 - 3/31/2023	35,407.98
		642-211-00	UTILITIES - ELEC, GA	TOTAL:	76,157.35
		642-211-00	UTILITIES - ELEC, GA		

WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCKBOOSTER	115.36
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCKTANK	7.09
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	1,505.17
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	7.86
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	7.94
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	6.83
		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	163.58
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	6.56
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.00
		660-211-00	UTILITIES - ELEC,GAS	110152507908 300 CLARKSBUR	7.18
		660-345-00	UNIFORMS-PERSONAL SA	ALL DEPT UNIFORMS FEB 2023	208.90
	RITE-WAY HEATING & PLUMBING	660-352-00	NEW SERVICES, UPGRAD	PCRD-WATER LINE PRESSURE R	351.58
		660-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 FEB 2023	658.13
		660-105-00	HEALTH INSURANCE	WATER MARCH HEALTH INS	4,124.36
	UNIFIRST CORP.	660-105-00	HEALTH INSURANCE	WATER MARCH 2023 RETIREES	700.00
		660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	213.72
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	841.25
	ENCOVA INSURANCE	660-353-00	MAPPING & LINE LOCAT	FEB 2023 MESSAGE FEES	37.97
		660-344-00	GENERAL EQUIPMENT MA	DREMEL TOOL; SHOVELS;	718.85
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,181.22
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,203.90
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,225.75
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	230.40
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	230.40
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	230.40
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	230.40

04-10-2023 03:41 PM

DISBURSEMENTS 3/01/23 to 3/31/23

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE PARTS	2,982.50
		660-352-00	NEW SERVICES, UPGRAD	BRASS FITTINGS	919.75
		660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE FITTINGS	770.78
	CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	METER REGISTERS & PINS	1,296.00
		660-352-00	NEW SERVICES, UPGRAD	METER PARTS	1,280.00
		660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE PARTS	889.72
		660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE PARTS	7.31
		660-999-00	TRAN DISTRIB MISCELL	LAB RESULTS THOMAS ROLENZO	56.00
		660-341-00	OFFICE EXPENSE	PCRD-PACKING TAPE PENS LEG	70.38
	WALMART STORES INC -BUCKHANN	660-341-00	OFFICE EXPENSE	CALCULATORS	27.66
		660-341-00	OFFICE EXPENSE	OFFICE SUPPLIES WATER DPT	194.17
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	977.15
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	992.78
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,007.71
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	228.54
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	232.20
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	235.68
		660-352-00	NEW SERVICES, UPGRAD	PCRD-WATERPROOF DIRECT BUR	210.68
	AMAZON.COM	660-341-00	OFFICE EXPENSE	PCRD-INK FOR PRINTERS	65.31
		660-352-00	NEW SERVICES, UPGRAD	PCRD-BOLTS	115.98
		660-352-00	NEW SERVICES, UPGRAD	SOFTWARE ADD ONS	1,666.67
	IWORO	660-105-00	HEALTH INSURANCE	GRP BENEFIT 4TH INSTALLMEN	348.72
		660-105-00	HEALTH INSURANCE	GRP BENEFIT 4TH INSTALLMEN	72.86
		660-105-00	HEALTH INSURANCE	WATER MARCH 2023 HSA FEES	29.25
	PAYFLEX	660-105-00	HEALTH INSURANCE	WATER MARCH 2023 HSA FEES	3.25
		660-211-00	UTILITIES - ELEC,GAS	PCRD-JAN CELL PHN AND GEOT	19.24
		660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	69.27
	AT&T MOBILITY	660-343-01	LINE VEHICLE FUEL	WATER FUEL BILL FEB 2023	839.75
		660-352-00	NEW SERVICES, UPGRAD	BALES STRAW	84.90
		660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	69.27
	WORLD FUEL SERVICES, INC.	660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	58.01
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	45.74
		660-211-00	UTILITIES - ELEC,GAS	3/01/2023 - 3/31/2023	47,800.63
	FREEDOM AG & ENGERY COOPERAT	660-211-00	UTILITIES - ELEC,GAS	3/01/2023 - 3/31/2023	77,592.99
		660-211-00	UTILITIES - ELEC,GAS	TOTAL:	
		660-211-00	UTILITIES - ELEC,GAS		

OFFICE/ADMIN	OMEGA RAIL MANAGEMENT, INC	920-348-00	MAINTENANCE & RENT-O	WAT INTAKE CRSSNG ANN FEE	50.00
		920-348-00	MAINTENANCE & RENT-O	WAT INTAKE CRSSNG ANN FEE	900.00
		920-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 FEB 2023	154.76
	ENCOVA INSURANCE	920-348-00	MAINTENANCE & RENT-O	FY 2022-23 WATER RENTS	10,000.00
		920-341-00	MATERIALS & SUPPLIES	MARCH 2023 LOC FEES	92.13
		920-105-00	HEALTH INSURANCE	WATER MARCH HEALTH INS	971.85
	CITY OF BUCKHANNON	920-105-00	HEALTH INSURANCE	WATER MARCH 2023 RETIREES	163.33
		920-352-00	PROPERTY INSURANCE	4/1/23 TO 4/1/24 QRTL PYM	4,970.79
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	484.67
	WESTFIELD INSURANCE	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	465.15
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	478.11
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	24.93
	WV PUBLIC EMPLOYEES RETIREME	920-999-00	ADM BOARD-BILLING MI	PERMIT #10 POSTAGE	750.00
		920-341-00	MATERIALS & SUPPLIES	FEBRUARY 2023 AA FEES	178.00
		920-350-00	PROFESSIONAL & LEGAL	APRIL 2023 CONTRACT ATTORN	1,250.00
	THOMAS J O'NEILL	920-341-00	MATERIALS & SUPPLIES	FEB 2023 CC FEES	1,873.68
		920-999-00	ADM BOARD-BILLING MI	MARCH 2023 CITY HALL COPIE	149.49
		920-999-00	ADM BOARD-BILLING MI	MARCH 2023 IT SVC CONTRACT	375.00
	COLLECTION ACCOUNT	920-999-00	ADM BOARD-BILLING MI	(20) KEYS TO CITY & POUCH	75.20
		920-999-00	ADM BOARD-BILLING MI	FRAME FOR MAP CNCIL CHMBR	42.50
		920-999-00	ADM BOARD-BILLING MI		
	TOSHIBA FINANCIAL SERVICES	920-999-00	ADM BOARD-BILLING MI		
		920-999-00	ADM BOARD-BILLING MI		
		920-999-00	ADM BOARD-BILLING MI		
	RAVEN ROCK NETWORKS INC	920-999-00	ADM BOARD-BILLING MI		
		920-999-00	ADM BOARD-BILLING MI		
		920-999-00	ADM BOARD-BILLING MI		
	PIN CENTER	920-999-00	ADM BOARD-BILLING MI		
		920-999-00	ADM BOARD-BILLING MI		
		920-999-00	ADM BOARD-BILLING MI		
	LANORA CUSTOM FRAMING	920-341-00	MATERIALS & SUPPLIES		
		920-341-00	MATERIALS & SUPPLIES		
		920-341-00	MATERIALS & SUPPLIES		

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WALMART STORES INC -BUCKHANN	920-341-00	MATERIALS & SUPPLIES	CLEANING SUPP CITY HALL	34.38
	DELUX BUSINESS FORMS	920-999-00	ADM BOARD-BILLING MI	PCRD-COLLECTION ACCT CKS	187.01
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	452.90
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	321.09
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	331.53
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	105.91
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	75.09
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	77.53
	AMAZON.COM	920-999-00	ADM BOARD-BILLING MI	PCRD-FATIGUE MATS	44.97
		920-341-00	MATERIALS & SUPPLIES	PCRD-LETTER SIZE MAILING E	3.82
		920-341-00	MATERIALS & SUPPLIES	PCRD-STAPLES STENO PADS ST	20.59
		920-341-00	MATERIALS & SUPPLIES	PCRD-ADDING MACHINE PAPER	7.49
		920-341-00	MATERIALS & SUPPLIES	PCRD-11X17 PAPER	16.83
		920-341-00	MATERIALS & SUPPLIES	PCRD-CORRECTION TAPE	4.99
		920-341-00	MATERIALS & SUPPLIES	PCRD-DESK CALENDAR	7.49
	IWORQ	920-999-00	ADM BOARD-BILLING MI	SOFTWARE ADD ONS	1,136.00
	USI INSURANCE SERVICES LLC	920-105-00	HEALTH INSURANCE	GRP BENEFIT 4TH INSTALLMEN	130.98
	PAYFLEX	920-105-00	HEALTH INSURANCE	WATER MARCH 2023 HSA FEES	6.50
	KOMAX LLC	920-999-00	ADM BOARD-BILLING MI	SEALING SLTN & INK FOR POS	44.50
	U.S. POSTAL SERVICE (CMRS-FP	920-999-00	ADM BOARD-BILLING MI	MARCH 2023 POSTAGE	250.00
	FP FINANCE PROGRAM	920-999-00	ADM BOARD-BILLING MI	MAILER & INSERTER PYMT MAR	107.30
	OPTIMUM B2B, DEPT. 1264	920-999-00	ADM BOARD-BILLING MI	MARCH 2023 CITY HALL INTER	214.62
	TYLER TECHNOLOGIES INC	920-999-00	ADM BOARD-BILLING MI	YRLY SAAS FEES- ONLINEPYM	75.00
	STAPLES ADVANTAGE	920-999-00	ADM BOARD-BILLING MI	PCRD-PINK COPY PAPER	19.97
	ROSSMAN & CO/PCB CORP	920-341-00	MATERIALS & SUPPLIES	FEB 2023 UTILITY COLLECTIO	16.20
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	70.08
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
	**PAYROLL EXPENSES			3/01/2023 - 3/31/2023	17,822.43
				TOTAL:	45,058.97
	BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOND A PYMT MARCH 20
					TOTAL:
					22,481.88
	CAPITAL/PROJECTS	FERGUSON WATERWORKS	999-681-01	THURMAN AVE PROJECT	6" C900 PIPE - THURMAN AV
		ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	25H3G4 21 RAM 1500 LEASE P
			999-682-04	SUPERVISOR TRUCK	23W5D4 2021 NISSAN LEASE P
			999-682-04	SUPERVISOR TRUCK	23W5D8 2021 NISSAN LEASE P
			999-682-04	SUPERVISOR TRUCK	23W5DC 2021 NISSAN LEASE P
			999-682-04	SUPERVISOR TRUCK	23W5DG 2021 NISSAN LEASE P
			999-682-04	SUPERVISOR TRUCK	22GCPD 2017 FORD F-150
			999-682-04	SUPERVISOR TRUCK	22GCR2 2017 NISSAN
			999-682-04	SUPERVISOR TRUCK	22GCWC 2017 NISSAN
			999-682-04	SUPERVISOR TRUCK	22GCWP 2017 NISSAN
			999-682-04	SUPERVISOR TRUCK	22GDSQ 2017 NISSAN
				TOTAL:	41,089.50

Motion to accept the March 2023 financial report was made by McCauley/Rizo. Motion carried.

D. Department Report
D.1 Water Department Report - Kelly Arnold provided the following department report for March 2023:

CITY OF BUCKHANNON WATER DEPARTMENT
Monthly Report for March 2023

- Water leaks-2
- Weekly safety meetings.
- Locates.
- Renewed service -5
- New Services-1
- Residential meters changed-50
- Residential meters tested-50
- Started meter change out.
- Public Service District meters tested-0
- Finished up Riley Heights
- Changing 2”, 5/8” meter for testing.
- Meter barrel repairs.
- Removed hydrant leg W. Main St.
- Had 2 classes at shop.
- WWWC had leak in dorm.
- Removed hydrant lateral at old Whites TV for storm line replacement.
- New exhaust fan installed in high service pump room.
- There is a recall on wires to fans in VFD’s
- Vibration test on High Service pumps came back good.
- 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 past year.
- 1.99 million gallons of water treated for month of March million a day.
- Cost per million gallons treated for March \$197.14
- 6520 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered. -305

- Non-Payments
- Continue to work on back-flow/cross-conn. Program
- Maintenance equipment

Month: Mar-23

			Monthly Total	Y-T-D	
Million Gallons Treated:			61.7	417.9	
Total Chemical Treatment Cost:			12163.97	123512.5	
Cost per Million Gallons:			197.1469	295.5551	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.25	lb	0	0	4946.665
Chlorine	1.34	lb	1360	1822.4	14631.3
Fluoride	1.39	lb	385	535.15	5261.15
KMnO4	3.65	lb	217.5	793.875	12013.98
NaMnO4	1.4	lb		0	0
Lime	0.22	lb	950	209	1793
Premier Pac	0.44	lb	9916	4363.04	42393.12
Soda Ash	0.450	lb	6150	2767.5	27710.25
Sodium Hex	2.39	lb	700	1673	14763
Smart-Phos	14.16	GAL	0	0	0
				12163.97	123512.5

Unaccounted For Water through June 30, 2023

	Plant Produced (a.)	Plant Loss (b.)	Distribution Loss (c.)	Sold to City (d.)	Sold to PSDs (e.)	Percent Loss
Jul-22	58,956,208	1,216,873	317,957	19,730,900	33,160,900	7.68%
Aug-22	60,272,641	1,189,148	64,280	19,185,100	32,789,900	11.69%
Sep-22	56,970,337	1,153,355	73,000	21,344,900	31,853,000	4.47%
Oct-22	57,576,705	1,117,423	1,568,820	20,275,500	32,099,700	4.37%
Nov-22	57,836,763	1,076,741	435,500	20,679,200	31,379,300	7.38%
Dec-22	66,197,976	1,020,057	1,344,767	19,955,400	30,981,500	19.48%
Jan-23	65,376,313	1,111,181	320,000	22,388,700	39,355,000	3.37%
Feb-23	57,269,780	933,074	129,090	19,785,700	33,373,600	5.32%
Mar-23	61,661,461	994,501	471,540	17,564,200	32,007,100	17.23%
Apr-23						#DIV/0!
May-23						#DIV/0!
Jun-23						#DIV/0!
Totals:	542,118,184	9,812,353	4,724,954	180,909,600	297,000,000	9.16%

Board Memembr McCauley request that the discussion on installation of a Master Meter at Valley Green Apartments be added to the next agenda.

D.2 ARPA Projects Update – City Engineer, Jay Hollen, was recognized who provided an overview of the upcoming and ongoing ARPA Projects. Mark Sankoof of Potesta, which is the COB’s on-call engineering firm, also spoke on these projects.

Allocated Money: \$2,382,905.27

Project	Sanitary Sewer	Number of Customers Served by Proposed Improvement	Estimated Cost	Engineering / Design Fees Expended to Date	Construction Fees Expended to Date
1	Taylor Street Upgrade	8,365	\$451,562.50	\$29,345.00	\$630,000.00
2	North Locust Street Upgrade	50	\$177,650.00	\$67,869.00	\$320,000.00
a.) Sanitary Sewer Subtotals:			\$629,212.50	-\$97,214.00	\$950,000.00

Project	Storm Sewer	Number of Customers Served by Proposed Improvement	Estimated Cost	Engineering / Design Fees Expended to Date	Construction Fees Expended to Date
3	Taylor Street Upgrade	311	\$544,000.00	\$9,608.00	\$0.00
b.) Storm Sewer Subtotal:			\$544,000.00	\$9,608.00	\$0.00

c.) Sewer Projects Subtotal: \$1,173,212.50 \$950,000.00
d.) Sewer Consultant Engineering Fees (@ 8.5%): \$99,723.06 \$106,822.00
e.) Sewer Projects Total (c. + d.): \$1,272,935.56 \$1,056,822.00

Project	Water	Number of Customers Served by Proposed Improvement	Estimated Cost	Engineering / Design Fees Expended to Date	Construction Fees Expended to Date
4	Tennerton WST Rehabilitation	5,544	\$631,125.00	\$33,178.83 L	\$134,205.00
5	Pressurized Tanker Truck Rental	5,544	\$85,000.00	\$58,128.00 Z	\$0.00
6	WST Inspection Service	5,544	-	\$29,109.17 Z	\$0.00
7	Tennerton BS Waterline	5,544	-	\$41,000.00 L	\$271,150.00
8	Tennerton BS Building	5,544	\$106,250.00	\$41,017.00 L	\$172,500.00
9	Chemical Feeders at WTP	22,241	\$150,000.00	\$0.00	\$150,000.00
10	Filter Media at WTP	22,241	\$25,500.00	\$0.00	\$25,500.00
11	Chlorine Alarm at WTP	4,000	\$31,875.00	\$0.00	\$31,875.00
12	Replace Filter, Raw and Settled NTU	22,241	\$50,000.00	\$0.00	\$50,000.00
f.) Water Subtotals:			\$1,079,750.00	\$202,433.00	\$835,230.00

g.) Water Consultant Engineering Fees: \$100,416.75 \$202,433.00
h.) Water Projects Total (f. + g.): \$1,180,166.75 \$1,037,663.00

COB Projects Improvements (e. + h.): \$2,453,102.31 \$2,094,485.00
Contingency (@ 10%): \$245,310.23 \$209,448.50
Total COB Project Improvements: \$2,698,412.54 \$2,303,933.50

Overrun / Underrun: -\$315,507.27 \$78,971.77

1. \$115,145.83 in actual engineering + design fees } still subject to change slightly in the upcoming months
2. \$ 87,237.17 " subcontract fees through Potesta.

E. Correspondence and Information – Mayor Skinner reviewed the following items with the Board:

E.1 Mt. Hope Water Association Meeting Minutes-February 2023

Mt Hope Water Association Minutes
Board of Directors Regular February Meeting - 2/20/2023

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, February 20, 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, Vice-President Brian Elmore, Tom Davis, Deborah Cvechko, Navonda Tenney and Marcella Kelley. Also in attendance were Secretary/Treasurer Laurie Adams, Chief Operator Jeff May, and from Horner Bros. Engineering, Trey Horner. 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 Truck Report was presented and approved. The Mt Hope Monthly Report was presented and approved. The Water Loss Report was reviewed and approved. Jeff presented the Operator’s Report. The leak adjustments presented were approved, a motion was made by Tom, motion carried.

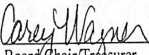
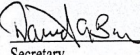
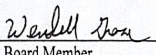
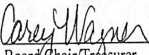
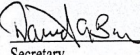
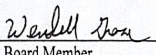
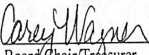
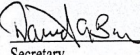
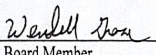
Trey Horner, spoke about the recent tour of our system he, Jeff and Elijah Meyer (from Horner Bros.) took. He presented a Preliminary Cost Estimate and reviewed it with the board. He thought the timeline would be “bidding” next winter, and work beginning soon after. Depending on supplies, the board would have a say in the order the work is done. The board decided to stay with the present listed needs but add a hydrant when the Tallmansville/Bryan Foster section is redone and get quotes to demolish the unused tank at the Ford Turn. Laurie thought it was Region VII’s responsibility to solicit for the added professional’s services, Trey offered to consult with Carrie Wallace at Region VII Planning and Development, about who’s responsibility it was. Laurie was also asked to consult with Elkins Road PSD and our insurance carrier concerning liability while the Democrat Ridge tank would be done for rehabilitation. A motion was made by Marcella to accept the Engineering Agreement with Horner Bros. Engineers, for the Water System Improvement Project, motion carried. President Tenney signed the agreement and Trey said he would send a copy to Carrie Wallace at Region VII.

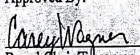
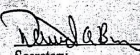
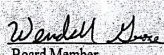
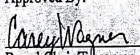
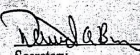
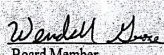
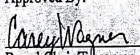
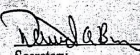
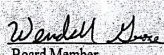
A request for a long service line was reviewed. A motion was made by Debbie to approve the long service line request by William Brown with a recommendation that his service line be placed in conduit, especially through any water, motion carried. Two recent water line breaks, that were caused by Ryan Environmental, a company replacing a gas line on the system, were discussed. The Utility Damage Reports and 811’s were reviewed by the board. With the loss of revenue from the recent change in our tariff, Tom made a motion to adjust the extra amount paid on USDA loan #91/07, as of July 1, 2023, motion carried. The PSC rate increase request has been finalized as of January 30, 2023, and the rates have been adjusted in our billing system. Laurie asked the boards approval of a Water Tap Worksheet she recently wrote. It will save time and misunderstandings when a customer inquires about a water tap. A motion was made by Marcella to accept the worksheet in its present form, motion carried. There was nothing new to report on the work that needs to be done on the welded tanks. A schedule to test large meters was recently made by our Circuit Rider, Bertis McCarty. Jeff will test all meters larger than 5/8”s, beginning this year to get on a regular schedule. The work hours of the part-time office/billing clerk were discussed. Any time the clerk works past 1:30, prior approval will be given by the Secretary/Treasurer first, if not available, the President, second, if not available, the Vice-President, third, and if not available, the Operator, fourth. An explanation of why the employee needs to work beyond that, will be given so an informed decision can be made. Our Annual Report and Independent Audit have not been completed

by Burdette and Associates yet. The PSC has sent a notice of possible action that can be brought against Mt Hope Water Association. Laurie has inquired on more than one occasion as to when the report and audit would be complete. John Burdette promised they would be completed this week. An accounting firm, Bennett & Dobbins was previously recommended by Bertis McCarty. A motion was made by Brian to hire Bennett & Dobbins for the next Annual Report, motion carried. A motion was also made by Tom that if Region VII Planning and Development did not take on the responsibility of hiring the other professionals needed for our Water System Improvement Project, they would hire Norm Farley and Steptoe & Johnson, motion carried. There being no further business to discuss, the meeting was adjourned at 8:01 p.m. by President Tenney.

Secretary/Treasurer - Laurie Adams

E.2 Elkins Road P.S.D. Meeting Minutes-February & March 2023

<div>Elkins Road Public Service District Board of Directors' Regular Meeting February 7, 2023</div>					
<p>The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, February 7, 2023.</p> <p>Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.</p> <p>Members Present were: Chair-Carey Wagner, Secretary-David Burr and Board Member-Wendell Grose</p> <p>Staff Present were: Office Manager-Carolyn Douglas; Billing Clerk-Linzy Wilson; System Operator-David Wamsley</p> <p>Phone in participants: No phone in participants</p> <p>Unless otherwise stated all motions passed by vote 3-0.</p> <p>Recognize that three (3) customers were present.</p> <p>APPROVAL OF MINUTES Minutes of January 3, 2023 Regular Monthly Meeting were presented for approval. David Burr made a motion to approve the minutes. Wendell Grose seconded. Motion carried</p> <p>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 Wendell Grose. Motion carried</p> <p>2023 HOLIDAY SCHEDULE The Board added December 22, 2023 to our list of holidays. Dave Burr made a motion to approve the holiday list with the additional holiday. Seconded by Wendell Grose. Motion carried</p> <p>ELECTION OF OFFICERS David Burr made a motion that all officer positions remain the same. Wendell Grose seconded. Motion carried</p> <p>OLD OFFICE BUILDING David Burr made a motion to contact a real estate agency to assist in the selling of the old office building. Wendell Grose seconded. Motion carried</p>					
<p>PHRASE III EXTENSION PROJECT No invoices were presented and no updates were given this meeting.</p> <p>MAINTENANCE Dave Wamsley gave the January Maintenance Report. Our water average per day has come down from 400,000 gallons a day to 250,000 – 270,000 gallons a day which is a very good reduction in just four weeks. But we are still losing approximately 50,000 gallons a day more than we should and will continue to look for and repair leaks, busted meter bottoms, etc.</p> <p>There being no further business, the meeting adjourned on motion made by Dave Burr and seconded by Wendell Grose. Meeting adjourned at 6:05 p.m.</p> <p>The next meeting will be held on Tuesday, February 7, 2023 at 5:00 p.m.</p> <p>Respectfully submitted:</p> <p>ERPSD Board of Directors Secretary, David Burr//CD</p> <p>Attachments: Agenda Sign In Sheet</p> <p>Approved By:</p> <table><tr><td> Board Chair/Treasurer Carey Wagner</td><td> Secretary David A. Burr</td><td> Board Member Wendell R. Grose</td></tr></table>			 Board Chair/Treasurer Carey Wagner	 Secretary David A. Burr	 Board Member Wendell R. Grose
 Board Chair/Treasurer Carey Wagner	 Secretary David A. Burr	 Board Member Wendell R. Grose			

<div>Elkins Road Public Service District Board of Directors' Regular Meeting March 7, 2023</div>					
<p>The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, March 7, 2023.</p> <p>Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.</p> <p>Members Present were: Chair-Carey Wagner, Secretary-David Burr and Board Member-Wendell Grose</p> <p>Staff Present were: Office Manager-Carolyn Douglas; Billing Clerk-Linzy Wilson; System Operator-David Wamsley</p> <p>Phone in participants: Greg Belcher, CTG (Zoom call ended 5:57 p.m.)</p> <p>Unless otherwise stated all motions passed by vote 3-0.</p> <p>Recognize that four (4) customers were present.</p> <p>APPROVAL OF MINUTES Minutes of February 7, 2023 Regular Monthly Meeting were presented for approval. David Burr made a motion to approve the minutes. Wendell Grose seconded. Motion carried</p> <p>APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE Carey Wagner presented the Financial Report. Wendell Grose made a motion to approve the financial report and pay the bills to date. Seconded by David Burr. Motion carried</p> <p>LOUDIN'S TRAILER PARK – ERIC ANDREW Eric Andrew attended the meeting to discuss meters being placed at each residence in his 12 trailer mobile park. Took the paperwork needed to fill out and return to be submitted to Public Service Commission for approval.</p> <p>REGION VII – GIS AGREEMENT (PENDING PROJECT FUNDS) Cary Smith, Region VII, attended the meeting to discuss the proposed agreement sent in by Shane Whitehair, Director of Region VII, for GIS Professional Services. The Board once again ask that Shane return for another meeting to clarify some points in the agreement; plus they need to have their questions prepared before then; if any. David Burr made a motion to approve Cary Smith submitting the paperwork for payment of this agreement to LJDC. Seconded by Wendell Grose. Motion carried</p>					
<div>Elkins Road Public Service District Board of Directors' Regular Meeting March 7, 2023</div>					
<p>OLD PSD OFFICE David Burr made a motion to approve the agreement with Coldwell Banker for the selling of the old PSD office building. Seconded by Wendell Grose. Motion carried</p> <p>The building has been listed for a little over two weeks now and no offers. Will review again at April meeting.</p> <p>PHASE III EXTENSION PROJECT Greg Belcher attended via Zoom and told the Board that Pro Contracting would be here during good weather to remove siding and reinstall it correctly.</p> <p>As to the cracks in the floor in the storage/Dave W. office area it will be monitored and if needed a sealant added over it.</p> <p>MAINTENANCE Dave Wamsley gave the February Maintenance Report verbally due to attending class today. Our water average per day is still too high and we continue to look for, locate and repair leaks on our system.</p> <p>Summer mowing, weed eating, general maintenance was discussed and options for getting it done this year.</p> <p>There being no further business, the meeting adjourned on motion made by Dave Burr and seconded by Wendell Grose. Meeting adjourned at 6:20 p.m.</p> <p>The next meeting will be held on Tuesday, April 4, 2023 at 5:00 p.m.</p> <p>Respectfully submitted:</p> <p>ERPSD Board of Directors Secretary, David Burr//CD</p> <p>Attachments: Agenda Sign In Sheet</p> <p>Approved By:</p> <table><tr><td> Board Chair/Treasurer Carey Wagner</td><td> Secretary David A. Burr</td><td> Board Member Wendell R. Grose</td></tr></table>			 Board Chair/Treasurer Carey Wagner	 Secretary David A. Burr	 Board Member Wendell R. Grose
 Board Chair/Treasurer Carey Wagner	 Secretary David A. Burr	 Board Member Wendell R. Grose			

E.3 Adrian P.S.D. Meeting Minutes-February 2023

Adrian Public Service District
February 2, 2023
Monthly Board Meeting

Adrian Public Service District
February 15, 2023
Phase VIII Project Meeting

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Eric Brunn, Alicia Wright and Norma Woody.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Paul Spencer, Chairman.

Minutes of the January 5, 2023 meeting were read. Carolyn made the motion to approve the minutes and Kelly second. Invoices were presented. A motion was made to pay by Paul, second by Kelly.

Old Business

- None

New Business

- None

Items for Discussion/Action/Approval

- Maintenance Building erected by RM Builders on February 1, 2023. The board approved Stephen and Cam Corder to pour concrete floor in building once insulation, electric and gas installation completed.

Maintenance Report

- Carter Booster Station pump be delivered by end of February.
- Pro Contracting has not worked since project meeting.
- Repaired floor and roof at Carter Booster Station.
- Installed Chlorine blower fan.
- Installed new Chlorine tank & pump (end February) at Carter Booster Station.
- Ed Ware working on Generators has all information.
- Installing drive by meters.
- Ordered new Clutch fan for Jacob's 2017 Ford F250.
- Solar Panel control switch/new back up Wind Turbine Generator installed at French Creek tank.

Office Report

- Tetrick & Bartlett Audit 2021-2022 completed.

Adjournment

The meeting adjourned at 4:00 pm. Next regular meeting will be March 2, 2023 at 3:00 pm.

Board of Directors


Paul Spencer, Chairman


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.

Present from Adrian PSD: Kelly Arnold, Carolyn Douglas, Paul Spencer, Eric Brunn, Alicia Wright and Norma Woody.

Visitors: Trey Hornor, P.E. President Hornor Brothers Engineering
Carrie Wallace, Program Coordinator, Region VII
Doug Heater, Pro Contracting

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman, Paul Spencer.

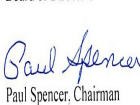
Items for Discussion/Action/Approval

- Trey Hornor, Hornor Brothers Engineering reviewed progress and status of construction (6.3% complete as of January 31, 2022). Indian Camp complete, Get Out Rd complete, working Gaines Rd., portion of Rt 20.
- Norma requested approval of Resolution No. 3 of the Phase VIII water extension project. Paul made a motion to approve, and Kelly second.
- Norma requested approval of Adverse Weather Day calculation sheets for Phase VIII water extension project. Paul made the motion to approve, and Carolyn second the motion.
- The board reviewed gas line crossing application from TC Energy.
- Norma requested approval of Contract 3, Changer Order 2 (Time Extension). Paul made a motion to approve, and Kelly second.
- Schedule for Contracts are as follows: Contract 1-Pro Contracting (two and one-half crews working), Contract 2-Pro Contracting (no crews working), Contract 3-Mid Atlantic Storage Systems (site work started at both tank sites, but stopped now for weather).
- Norma requested approval of Engineering Amendment No. 4 from Hornor Brothers Engineering. Kelly made a motion to approve, and Paul second.

Adjournment

The meeting adjourned at 4:00 pm. Next regular meeting will be March 15, 2023 at 3:00 pm.

Board of Directors


Paul Spencer, Chairman


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.

E.4 Hodgesville P.S.D. Meeting Minutes-February 2023

HODGESVILLE PUBLIC SERVICE DISTRICT

MONTHLY MEETING MINUTES

FEBRUARY 7, 2023/4PM

The Hodgesville Public Service District monthly meeting was held at the district office located at 188 Fayette St., Buckhannon, WV, on the above date and time.

In attendance:

Robert Wright-Chairman

Roger Ward-Secretary

Howard Cutright-Member

Terry Gould-Manager

Barbara Curry-UBS, Inc.

Guests: Doug Bush, Upshur County Commission, Katherine Tiziani and Mr. and Mrs. Malcolm from the Murphy Station Rd.

Terry Gould gave the financial report for the month. A motion was made by Robert Wright and seconded by Roger Ward to approve and pay the bills.

A motion to approve the credit memos was made by Robert Wright and seconded by Roger Ward.

The Board reviewed the customer shut off list and amount collected for the previous month.

Maintenance completed by Ringers, Inc. included the following:

Replaced ring and lid 2826 Turkey Run Rd

Changed frozen meter 281 Macedonia Rd

Change regulator Leo Queen

Busted meter changed 953 Three Lick Rd

Leaking meter pit 1225 Three Lick Rd

Replaced busted meter 58 Platinum Drive

Replaced ring and lid 694 Bridge Run Rd

Other matters discussed included the following:

The Murphy Station Critical Needs Application was discussed with the guests. Thrasher has estimated the project at \$390,800.

Ubs, Inc. will have the financials completed and submitted to Bennett and Dobbins in order for them to do their part. The application is due by 3/10/23.

Terry will need to attend the Upshur County and Barbour County Commission meetings to ask for approval of both counties.

Ringers will be preparing an estimate for the Michael Rhodes tap. Parts are estimated to be between \$6000 and \$8000.

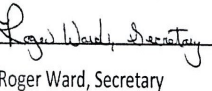
Thrasher update on project attached to these minutes.

Violation on the CCR Report, Quality Water stated it is Charleston's mistake.

Terry received drawings in regard to Wildwood Estates Development on Saul's Run. Hodgesville will have Thrasher look over the drawings before proceeding with anything.

The Board missed electing officers in January, therefore a motion by Roger Ward and seconded by Howard Cutright to leave officers as is.

There being no further business to discuss the meeting adjourned at 4:50pm.


Roger Ward, Secretary

HODGESVILLE PSD
PROJECT STATUS & UPDATES
(010-1094)
February 7, 2023

Engineer Update:

- Murphy Station Road Water Line Extension – Critical Needs
 - Preliminary Engineering Report Drafted
 - Will need minor updates when 2022 Annual Report is received
- Design for the water main replacements on the big project has started
 - Once the service line and meter markups are received, the remainder of the design work will be initiated
 - Once the preliminary design is completed, permit applications will be prepared
 - Thrasher is planning to have an easement list prepared by March 2023 meeting
 - Project Schedule will be updated once Permit Applications are prepared

Project Status:

- Contract 1 - “Upper Pecks Run Extension and other Miscellaneous Improvements”
 - Project Scope
 - Upper Peck’s Run Water Line Extension
 - Generator at Hall Road Booster Station
 - Valve and Hydrant Replacements and Gum Mountain PRV Replacement
 - Preliminary Design Completed
 - Field Design
 - Design Survey
 - Hydraulic Modeling
 - Evaluating Pumps for high elevation customers
 - Need to finalize plans and specifications for Permit Applications
- Contract 2 – “Proposed Bridge Run and Lorentz 100,000 Gallon Water Storage Tanks”
 - Preliminary Design Completed
 - Once Plans are Finalized and reviewed, they will be submitted for Permitting
 - Evaluating Shumaker Tank
- Contract 3 – “Water System Improvements” – Replacement of Water Service Lines
 - Preliminary Design is In Progress
 - Field Sheets and Mapping Completed
 - Field Sheets for Customer Service Lines and Water Meter locations is in progress – Being marked up by PSD
 - Hydrants and Valves are being identified needing replacement
 - Evaluating small water line extension along Pringle Tree Road
 - Working on Design for Route 33 Booster Pump Station
- Funding
 - Conference Calls for Earmark Funding are Ongoing
 - Waiting on Status of Alternative Funding for County ARPA

E.5 FEMA Grant No. 2 - Punch List for Contracts No. 4 through No. 10

March 9, 2023

Mr. Curt Riggs
Mountain State Electrical Contractors, LLC
265 Cleer Road
Bridgeport, West Virginia 26330

Re: City of Buckhannon
DHS / FEMA Region III Hazard Mitigation Project
Installation and Securing of Emergency Power Generation
and Manual Transfer Switches
Hazard Mitigation Program FEMA-DR-4273-WV-0035
Punch List Items for Contract No. 4 through Contract No. 10

Dear Mr. Riggs,

Per the requirements of the Contract Documents for the above-referenced project, this letter will serve as a listing of the punch list items that need to be resolved before the release of the remaining 5% retainage that is being withheld can be released.

Contract No. 4 – Brooke Street Lift Station Generator Set

1. Replace fuel type identification sticker on fuel tank.
2. Provide new Operation & Maintenance Manual (O&M Manual) (due to water damage of, and mold on, the O&M Manuals that were shipped with the generator) and other manufacturer-provided documentation.
3. Installed electrical grounding do not meet the 2018 NEC requirements.
 - a. Install No. 4 continuous grounding wire per NEC.

Contract No. 5 – East Main Street Lift Station Generator Set

1. Eliminate tripping hazard when steel wiring conduit connecting the generator and the automatic transfer switch (ATS) is located.
2. Installed electrical grounding do not meet the 2018 NEC requirements.
 - a. Install additional grounding rod, at least 6'-0" away from existing grounding rod, and continuous No. 4 grounding wire per NEC.

Contract No. 6 – Elias Street Lift Station Generator Set

1. Eliminate tripping hazard when steel wiring conduit connecting the generator and the automatic transfer

switch (ATS) is located.

Contract No. 7 – Vicksburg Lift Station Generator Set

1. Eliminate tripping hazard when steel wiring conduit connecting the generator and the automatic transfer switch (ATS) is located.
2. Installed electrical grounding do not meet the 2018 NEC requirements.
 - a. Install two grounding rods, at least 6'-0" apart, and continuous No. 4 grounding wire per NEC.
3. Sand, prime and repaint entire back panel of ATS due to scratches during installation of the ATS and oxidation resulting from the unprotected surface.

Contract No. 8 – Wood / Ritchie Street Station Generator Set

1. Eliminate tripping hazard when steel wiring conduit connecting the generator and the automatic transfer switch (ATS) is located.
2. Installed electrical grounding do not meet the 2018 NEC requirements.
 - a. Install additional grounding rod, at least 6'-0" away from existing grounding rod, and continuous No. 4 grounding wire per NEC.
3. Provide Commissioning & Start-up Report from November 14, 2022 commissioning & start-up activities.

Contract No. 9 – Water Treatment Plant Generator Set

1. Verify that all error messages on the generator’s display screen have been addressed and rectified.
2. Provide O&M Manuals and other manufacturer-provided documentation.

Contract No. 10 – Manual Transfer Switch Installation at Various Sites ((11) Total Sites)

Site A – Brushy Fork Lift Station

1. Replace deteriorated gasket at manual transfer switch’s (MTS) pin and sleeve receptacle & aluminum mounting box due to overtightening of pin and sleeve receptacle’s faceplate.

Site B – Deanneville Lift Station

1. Replace deteriorated gasket at manual transfer switch’s (MTS) pin and sleeve receptacle & aluminum mounting box due to overtightening of pin and sleeve receptacle’s faceplate.
2. Installed electrical grounding do not meet the 2018 NEC requirements.
 - a. Install additional grounding rod, at least 6'-0" away from existing grounding rod, and continuous No. 4 grounding wire per NEC.

3. Replace existing voltage / amperage sign with correct information. The voltage at the site is 240V, not 208V per the existing voltage / amperage sign.

5. Replace existing voltage / amperage sign with correct information. The voltage at the site is 240V, not 208V per the existing voltage / amperage sign.

Site C – Industrial Park Lift Station

1. Installed electrical grounding do not meet the 2018 NEC requirements.

a. Install No. 4 continuous grounding wire per NEC.

Site D – Island Avenue Lift Station

1. Replace deteriorated gasket at manual transfer switch’s (MTS) pin and sleeve receptacle & aluminum mounting box due to overtightening of pin and sleeve receptacle’s faceplate.

2. Installed electrical grounding do not meet the 2018 NEC requirements.

a. Install additional grounding rod, at least 6’-0” away from existing grounding rod, and continuous No. 4 grounding wire per NEC.

3. Replace existing voltage / amperage sign with correct information. The voltage at the site is 240V, not 208V per the existing voltage / amperage sign.

Site E – Madison Street Lift Station

1. Provide a quote to remove existing fence and install 24’-0” of 6’-0” High (with 3-strand barb wire on 45° angle arms) commercial grade perimeter security fence. The perimeter fence shall also include (2) 3’-0” wide man gates.

2. Replace existing voltage / amperage sign with correct information. The voltage at the site is 240V, not 208V per the existing voltage / amperage sign.

3. Installed electrical grounding do not meet the 2018 NEC requirements.

a. Install additional grounding rod, at least 6’-0” away from existing grounding rod, and continuous No. 4 grounding wire per NEC.

Site F – Monongalia Street Lift Station

1. Mount MTS and Breaker Box on stainless steel posts and Uni-strut per 2018 NEC electrical codes (as was done at the other (10) MTS sites).

2. Ensure that bottom of either MTS or Breaker Box is 1.50’ above BFE per the requirements of the Contract Documents and the City’s Floodplain Ordinance.

3. Installed electrical grounding do not meet the 2018 NEC requirements.

a. Install additional grounding rod, at least 6’-0” away from existing grounding rod, and continuous No. 4 grounding wire per NEC.

4. Replace deteriorated gasket at manual transfer switch’s (MTS) pin and sleeve receptacle & aluminum mounting box due to overtightening of pin and sleeve receptacle’s faceplate.

Site G – Mud Lick Road Lift Station

1. Installed electrical grounding do not meet the 2018 NEC requirements.

a. Install continuous No. 4 grounding wire per NEC.

2. Replace deteriorated gasket at manual transfer switch’s (MTS) pin and sleeve receptacle & aluminum mounting box due to overtightening of pin and sleeve receptacle’s faceplate.

Site H – Route 20 North Lift Station

1. No punch list items.

Site I – Trus Joist MacMillan Lift Station

1. Installed electrical grounding do not meet the 2018 NEC requirements.

a. Install additional grounding rod, at least 6’-0” away from existing grounding rod, and continuous No. 4 grounding wire per NEC.

2. Replace deteriorated gasket at manual transfer switch’s (MTS) pin and sleeve receptacle & aluminum mounting box due to overtightening of pin and sleeve receptacle’s faceplate.

3. Replace existing voltage / amperage sign with correct information. The voltage at the site is 240V, not 208V per the existing voltage / amperage sign.

Site J – WBUC Lift Station

1. Installed electrical grounding do not meet the 2018 NEC requirements.

a. Install two grounding rods, at least 6’-0” apart, and continuous No. 4 grounding wire per NEC.

2. Replace deteriorated gasket at manual transfer switch’s (MTS) pin and sleeve receptacle & aluminum mounting box due to overtightening of pin and sleeve receptacle’s faceplate.

Site K – Weston Road Lift Station

1. Raise the MTS and Breaker Box 0.01’ to ensure that bottom of both the MTS and the Breaker Box is above BFE per the requirements of the Contract Documents and the City’s Floodplain Ordinance.

2. Replace deteriorated gasket at manual transfer switch’s (MTS) pin and sleeve receptacle & aluminum mounting box due to overtightening of pin and sleeve receptacle’s faceplate.

3. Replace existing voltage / amperage sign with correct information. The voltage at the site is 240V, not 208V per the existing voltage / amperage sign.

E.6 The Pipeline Newsletter from the Public Service Commission of WV-Winter 2023



E.7 Notice COB Flushing Fire Hydrants

The City of Buckhannon Water Department

will begin flushing fire hydrants Monday, April 10, 2023 and will continue each workday from 8:00 am to 4:30 pm throughout the city water system, until complete. This does not include the public service districts. Please check the water before doing any light colored laundry. Water may be discolored due to flushing, contact City Hall at 304-472-1430 for further information.

F. Consent Agenda – Mayor Skinner presented the following items from the Consent Agenda and asked for approval, barring any necessary additions or corrections:

F.1 Approval of Minutes: Regular 03/09/2023, Special 03/23/2023

Motion to approve the Consent Agenda as presented was made by McCauley/Rizo. Motion carried.

G. Strategic Issues for discussion and vote:

Without objection, the Strategic Issues for discussion and vote were all carried over to the next meeting:

G.1 Review & Approval to Accept the Bid Opening Results: Mini Excavator with 6-Way Blade

G.2 Draft Water Board Budget FY 2023/2024

G.3 Approval of Ownership & Management of the Industrial Park Booster Station

H. Board Members Comments and Announcements

- Don Nestor: Absent

• Dave Thomas: Absent

• Erasmo Rizo: Mr. Rizo thanked all for their attendance and participation in the discussions.

- **Dave McCauley:** Mr. McCauley thanked all the attending P.S.D. members for their up to date minutes, which helps in the managing of the overall system.

I. Adjournment

At 4:35 PM, motion to adjoin the business porting of the meeting and begin the tour of the Water Plant was made by Rizo.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____