

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

A scheduled meeting of the Water Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, June 8, 2023, at 7:30 a.m., with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present - GTM
Board Member	Dave Thomas	Present
Board Member	Dave McCauley	Present
Board Member	Erasmo Rizo	Present
Board Member	Don Nestor	Present
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Absent
City Engineer	Jay Hollen	Present
Water Supervisor	Kelly Arnold	Present
Water Foreman	Jerry Wamsley	Present
City Attorney	Thomas O'Neill	Present - GTM
Note Taker	Alice Teets	Present

*City of Buckhannon Water Board – 7:30AM at City Hall in Council Chambers  
Meeting Agenda for Thursday, June 8, 2023*

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- A. **Call to Order**
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. **Recognized Guests**
  - B.1
- C. **Financial Report-Amby Jenkins**
  - C.1 May 2023
- D. **Department Report**
  - D.1 Water Department Report-Kelly Arnold
    - Tom Davis –Passed Class III Test
    - Private Hydrants
  - D.2 ARPA Projects Update
- E. **Correspondence and Information**
  - E.1 Mt. Hope Water Association Meeting Minutes-April 2023
  - E.2 Adrian P.S.D. Meeting Minutes-May 2023
  - E.3 Adrian P.S.D. Certification of Customers
  - E.4 Hodgesville P.S.D Certification of Customers
  - E.5 Elkins Road P.S.D. Meeting Minutes-May 2023
  - E.6 Letter to Businesses at Upshur County Industrial Park Road re: Signing up for Water Service
- F. **Consent Agenda**
  - F.1 Approval of Minutes: 04/13/23, 4/20/23, 05/11/23
- G. **Strategic Issues for discussion and vote**
  - G.1 Review & Approval to Accept the Bid Opening Results: Raw Water Intake Air Compressor
  - G.2 Review & Approval Water Treatment Plant Evaluation Task Order
- H. **Board Members Comments and Announcements**
  - H.1 Next Meeting July 13, 2023

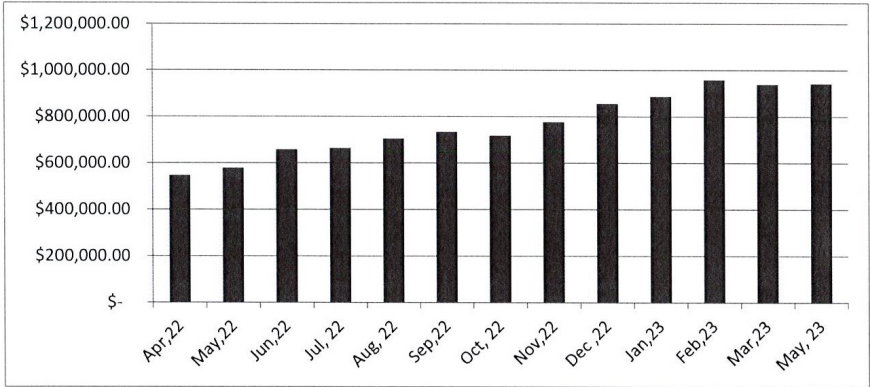
I. **Adjournment**

Posted 06/02/2023

- A. **Call to Order:** Mayor Skinner called the meeting to order followed by a moment of silence and pledge to the flag.
- B. **Recognized Guests**
  - B.1 None.
- C. **Financial Report-Amby Jenkins**
  - C.1 May 2023

WATER BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET

Balance May 31, 2023	
Money market & checking	\$ 943,000.42
Work Capital CD (0287).5% maturity 4-11-24	\$167,787.22
Work Capital CD (Raymond James) 5.25%May2023	\$179,000.00
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.

6-07-2023 10:54 AM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: MAY 31ST, 2023				
400-WATER		% OF YEAR COMPLETED: 91.67				
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
UTILITY BILLINGS						
400-350-000-00 RESIDENTIAL SALES	900,000	85,638.92	979,086.54	0.00 (	79,086.54)	108.79
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	500,000	53,306.47	585,141.06	0.00 (	85,141.06)	117.03
400-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,347.50	14,822.50	0.00	177.50	98.82
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,415,000	140,292.89	1,579,050.10	0.00 (	164,050.10)	111.59
OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	164,000	19,486.50	206,955.50	0.00 (	42,955.50)	126.19
400-360-000-01 HODGESVILLE PSD (MASTER M	220,000	19,773.75	224,704.00	0.00 (	4,704.00)	102.14
400-360-000-02 ELKINS ROAD PSD (MASTER M	165,100	21,019.00	210,551.50	0.00 (	45,451.50)	127.53
400-360-000-03 ADRIAN PSD (MASTER METER)	232,500	23,219.25	283,860.50	0.00 (	51,360.50)	122.09
TOTAL OUTSIDE DISTRICTS	781,600	83,498.50	926,071.50	0.00 (	144,471.50)	118.48
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	16,000	750.00	17,384.00	0.00 (	1,384.00)	108.65
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
400-368-100-03 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	0.00	0.00	0.00	0.00
400-368-200-00 CAPITALIZE PROJ EQUIP CSTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	16,000	750.00	17,384.00	0.00 (	1,384.00)	108.65
INTRAFUND CONTR/CHARGES						
400-370-000-01 LATE CHARGES	19,385	1,984.35	24,081.57	0.00 (	4,696.57)	124.23
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	100.00	2,450.00	0.00 (	450.00)	122.50
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	21,385	2,084.35	26,531.57	0.00 (	5,146.57)	124.07
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	175.05	0.00	824.95	17.51
400-399-000-00 MISC. NONOPERATING INCOME	57,750	2,500.00	69,535.04	0.00 (	11,785.04)	120.41
TOTAL OTHER REVENUE	58,750	2,500.00	69,710.09	0.00 (	10,960.09)	118.66
TOTAL REVENUE	2,292,735	229,125.74	2,618,747.26	0.00 (	326,012.26)	114.22

6-07-2023 10:54 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2023

400-WATER

% OF YEAR COMPLETED: 91.67

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	20,000	1,578.30	16,034.30	0.00	3,965.70	80.17
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	20,000	1,578.30	16,034.30	0.00	3,965.70	80.17
COMMODITIES						
400-601-342-00 MAINTENANCE RIVER INTAKE&	3,500	44.78	2,279.35	0.00	1,220.65	65.12
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	25.00	25.00	0.00	3,975.00	0.63
400-601-399-00 WATERSHED, DAM MISC	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL COMMODITIES	12,500	69.78	2,304.35	0.00	10,195.65	18.43
TOTAL RESERVIOR MANGMT DAM	32,500	1,648.08	18,338.65	0.00	14,161.35	56.43
WATER PLANT =====						
SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	291,000	22,946.25	252,195.93	0.00	38,804.07	86.67
400-642-104-00 FICA TAX	22,612	1,758.67	19,336.26	0.00	3,275.74	85.51

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2023

400-WATER

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	38,500	2,110.04	30,720.76	0.00	7,779.24	79.79
400-642-106-00 RETIREMENT	26,332	2,065.16	22,121.09	0.00	4,210.91	84.01
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	378,444	28,880.12	324,374.04	0.00	54,069.96	85.71
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	115,000	9,756.48	110,646.29	0.00	4,353.71	96.21
400-642-221-00 TRAINING & CONTINUED EDUC	4,000	75.00	2,762.22	0.00	1,237.78	69.06
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	0.00	4,078.79	0.00	2,921.21	58.27
TOTAL CONTRACTUAL SERVICES	126,000	9,831.48	117,487.30	0.00	8,512.70	93.24
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,000	74.15	2,248.93	0.00	751.07	74.96
400-642-342-00 MAINT TREATMENT PLANT BLD	6,000	1,347.62	4,114.72	345.32	1,539.96	74.33
400-642-343-00 VEHICLE MAINTENANCE	700	0.00	225.05	0.00	474.95	32.15
400-642-343-01 PLANT VEHICLE FUEL	4,400	301.64	2,914.44	1,398.59	86.97	98.02
400-642-344-00 GENERAL EQUIPMENT MAINTEN	2,500	466.02	2,698.20	0.00 (	198.20)	107.93
400-642-345-00 UNIFORMS PERSONAL SAFETY	3,500	177.70	2,150.15	0.00	1,349.85	61.43
400-642-346-00 MAINT TREATMENT PLANT EQU	81,000	15,533.00	56,645.90	7,856.15	16,497.95	79.63
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	3,110.80	13,115.82	0.00	1,884.18	87.44
400-642-348-00 CHEMICAL COSTS	216,000	14,270.26	174,436.67	0.00	41,563.33	80.76
400-642-349-00 COMPLIANCE MONITORING	23,000	1,475.00	6,999.69	0.00	16,000.31	30.43
400-642-350-00 TELEMETRY COSTS	21,600	0.00	7,348.80	0.00	14,251.20	34.02
400-642-399-00 PLANT MISCELLANEOUS	3,000	0.00	875.34	0.00	2,124.66	29.18
TOTAL COMMODITIES	379,700	36,756.19	273,773.71	9,600.06	96,326.23	74.63
CAPITAL OUTLAY						
400-642-459-00 WATER PLANT CAPITAL	6,500	0.00	6,280.11	0.00	219.89	96.62
TOTAL CAPITAL OUTLAY	6,500	0.00	6,280.11	0.00	219.89	96.62
TOTAL WATER PLANT	890,644	75,467.79	721,915.16	9,600.06	159,128.78	82.13
WATER LINES =====						
SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	472,460	32,583.74	388,789.51	0.00	83,670.49	82.29
400-660-103-10 LABOR&BENEFITS CAPITALIZE	0	0.00	0.00	0.00	0.00	0.00
400-660-104-00 FICA TAX	36,160	2,504.31	29,879.44	0.00	6,280.56	82.63
400-660-105-00 HEALTH INSURANCE	76,500	4,856.86	73,089.28	0.00	3,410.72	95.54
400-660-106-00 RETIREMENT	42,532	2,932.55	34,991.21	0.00	7,540.79	82.27
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	627,652	42,877.46	526,749.44	0.00	100,902.56	83.92
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	28,000	2,338.36	27,677.96	0.00	322.04	98.85
400-660-221-00 TRAINING & CONTINUED EDUC	3,200	0.00	1,700.33	0.00	1,499.67	53.14
400-660-226-00 UNEMPLOYMENT/COMPENSATION	13,000	0.00	7,676.42	0.00	5,323.58	59.05
TOTAL CONTRACTUAL SERVICES	44,200	2,338.36	37,054.71	0.00	7,145.29	83.83



DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
400-660-341-00 OFFICE EXPENSE	8,325	512.53	1,413.52	0.00	6,911.48	16.98
400-660-342-00 MAINTENANCE GARAGE BLDG	5,000	72.82	2,606.64	0.00	2,393.36	52.13
400-660-343-00 VEHICLE MAINTENANCE	10,700	0.00	7,810.90	0.00	2,889.10	73.00
400-660-343-01 LINE VEHICLE FUEL	12,000	946.24	12,866.86	0.00	866.86)	107.22
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	4,691.74	15,223.70	46.52	1,729.78	89.82
400-660-345-00 UNIFORMS-PERSONAL SAFETY	4,500	177.70	2,150.12	0.00	2,349.88	47.78
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	10,000	4,288.56	4,968.00	5,032.00	0.00	100.00
400-660-348-00 DISTRIBUTION TANK MAINTEN	10,000	0.00	3,418.94	0.00	6,581.06	34.19
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	161,600	12,206.28	108,151.37	8,680.93	44,767.70	72.30
400-660-353-00 MAPPING & LINE LOCATING E	11,000	158.05	2,973.86	0.00	8,026.14	27.04
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	250,125	23,053.92	161,583.91	13,759.45	74,781.64	70.10
NON-OPERATING EXPENSES						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,200	0.00	861.95	0.00	338.05	71.83
TOTAL NON-OPERATING EXPENSES	1,200	0.00	861.95	0.00	338.05	71.83

TOTAL WATER LINES

923,17768,269.74726,250.0113,759.45183,167.5480.16

WATER METERS  
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SALARIES & BENEFITS						
400-902-103-00 METER ON/OFF & MAINT LABO	0	0.00	0.00	0.00	0.00	0.00
400-902-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
400-902-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-106-00 RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
400-902-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
400-902-221-00 TRAINING & CONTINUED EDUC	0	0.00	0.00	0.00	0.00	0.00
400-902-226-00 WORKERS COMP/ INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00

COMMODITIES						
400-902-342-00 MAINTENANCE OF METER SHOP	0	0.00	0.00	0.00	0.00	0.00
400-902-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-343-01 METER VEHICLE FUEL	0	0.00	0.00	0.00	0.00	0.00
400-902-344-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-902-345-00 UNIFORMS-PESONAL SAFETY E	0	0.00	0.00	0.00	0.00	0.00
400-902-346-00 REPLACEMENT NEW METERS, P	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
400-902-999-00 CUST SERVICE-METER READ	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00

TOTAL WATER METERS

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OFFICE/ADMIN  
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SALARIES & BENEFITS						
400-920-101-00 AD & GE SALARIES BOARD	22,462	1,400.00	15,400.00	0.00	7,062.00	68.56
400-920-103-00 AD & GE OFFICE SALARIES	165,000	11,012.41	137,680.70	0.00	27,319.30	83.44
400-920-104-00 FICA TAX	14,500	949.38	11,710.33	0.00	2,789.67	80.76
400-920-105-00 HEALTH INSURANCE	22,000	1,141.68	16,970.15	0.00	5,029.85	77.14
400-920-106-00 RETIREMENT	15,800	969.19	11,773.97	0.00	4,026.03	74.52
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	239,762	15,472.66	193,535.15	0.00	46,226.85	80.72
CONTRACTUAL SERVICES						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	2,000	127.70	1,793.79	0.00	206.21	89.69
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	0.00	2,349.87	0.00	250.13	90.38
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	5,100	127.70	4,143.66	0.00	956.34	81.25

COMMODITIES						
400-920-341-00 MATERIALS & SUPPLIES EXPE	28,000	3,245.86	28,961.27	143.00	1,104.27)	103.94
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	5,000	0.00	2,512.75	0.00	2,487.25	50.26
400-920-350-00 PROFESSIONAL & LEGAL EXPE	22,250	2,550.00	18,300.00	0.00	3,950.00	82.25
400-920-351-00 ENGINEERING EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-352-00 PROPERTY INSURANCE	64,000	13,457.69	58,662.76	0.00	5,337.24	91.66
400-920-353-00 PSC ASSESSMENTS	6,000	0.00	5,115.85	0.00	884.15	85.26
400-920-369-00 CUSTOMER DEP INTEREST PAI	700	1.32	119.04	0.00	580.96	17.01
TOTAL COMMODITIES	136,900	19,254.87	124,621.67	143.00	12,135.33	91.14

CAPITAL OUTLAY						
400-920-459-00 CAPITAL OUTLAY OFFICE	20,000	0.00	13,064.94	0.00	6,935.06	65.32
TOTAL CAPITAL OUTLAY	20,000	0.00	13,064.94	0.00	6,935.06	65.32

NON-OPERATING EXPENSES						
400-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-999-00 ADM BOARD-BILLING MISC	44,000	1,132.86	48,096.58	0.00	4,096.58)	109.31
TOTAL NON-OPERATING EXPENSES	44,000	1,132.86	48,096.58	0.00	4,096.58)	109.31

TOTAL OFFICE/ADMIN

445,76235,988.09383,462.00143.0062,157.0086.06



6-07-2023 10:54 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2023

400-WATER  
% OF YEAR COMPLETED: 91.67

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	247,836.83	0.00	22,163.17	91.79
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	247,836.83	0.00	22,163.17	91.79
TOTAL BOND PAYMENTS	270,000	22,481.88	247,836.83	0.00	22,163.17	91.79
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	0	0.00	0.00	0.00	0.00	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	2,148.12	0.00	1,851.88	53.70
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	4,000	0.00	2,148.12	0.00	1,851.88	53.70
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

6-07-2023 10:54 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2023

400-WATER  
% OF YEAR COMPLETED: 91.67

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	0	0.00	0.00	0.00	0.00	0.00
400-999-668-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
400-999-669-00 EWMS GRANT EXP EARLYWARNI	13,200	0.00	13,163.00	0.00	37.00	99.72
400-999-670-00 BATTLE GREEN -BR FRK RELO	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	73,600	0.00	73,506.00	0.00	94.00	99.87
400-999-676-00 PLANT AIR COMPRESSOR	36,000	0.00	0.00	0.00	36,000.00	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	64,947	0.00	64,940.73	0.00	6.27	99.99
400-999-681-01 THURMAN AVE PROJECT	52,000	0.00	51,081.40	0.00	918.60	98.23
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	20,769	1,736.28	21,399.80	0.00	630.80	103.04
400-999-682-05 BACKHOE	8,000	0.00	6,450.00	0.00	1,550.00	80.63
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 LINE	13,000	0.00	12,028.31	0.00	971.69	92.53
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

6-07-2023 10:54 AM	CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: MAY 31ST, 2023					
400-WATER	% OF YEAR COMPLETED: 91.67					
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	281,516	1,736.28	242,569.24	0.00	38,946.76	86.17
TOTAL CAPITAL/PROJECTS	285,516	1,736.28	244,717.36	0.00	40,798.64	85.71
TOTAL EXPENDITURES	2,847,599	205,591.86	2,342,520.01	23,502.51	481,576.48	83.09
REVENUE OVER/(UNDER) EXPENDITURES	( 554,864)	23,533.88	276,227.25	( 23,502.51)	( 807,588.74)	45.55-

MAY 2023 WATER PAYMENT OF BILLS

- \$4,852.76 – SAL CHEMICAL – 40 BAGS FLUORIDE
- \$1,745.48 – WV RURAL WATER ASSOCIATION – 2023 ANNUAL DUES RENEWAL
- \$9,417.50 – PHOENIX SOLUTIONS – SODA ASH, LIME, P-PACK
- \$3,158.00 – PRECISION PUMP & VALVE – VIBRATION TEST HISVC PUMP
- \$12,025.00 – CONTROL EQUIPMENT COMPANY – LAB CHARGE ANALYZER
- \$2,325.22 – LESLIE EQUIPMENT CO. – REPAIR BACKHOE BUCKET CONTROL
- \$4,610.00 – CUMMINS SALES & SERVICE – TRANSFER SWITCH TENNERTON BOOSTER STATION
- \$2,573.48 – BRUFFEY TRUCKING – #4, #57 & ¾ CR STONE
- \$2,366.52 – STATE EQUIPMENT – 12” BUCKET FOR BACKHOE & REPAIR LAWN TRACTOR
- \$7,529.40 – CORE & MAIN – U-BRANCHES, SPOOL PIECES TENNERTON BOOSTER.STATION, 4” HYMAX COUPLINGS, COUPLINGS & SLIP COLLARS, METERS & REGISTERS

06-07-2023 10:51 AM	DISBURSEMENTS 05/01/23 to 05/31/23				
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	1,578.30
	RITE-WAY HEATING & PLUMBING	601-342-00	MAINTENANCE RIVER IN	PCRD-PRESSURE SWITCH	44.78
	DIVISION OF WATER & WASTE MN	601-347-00	MAINTENANCE DAM	ANN WATER SUPP DAM REGIST	25.00
				TOTAL:	1,648.08
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	8,792.34
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT UNIFORMS APRIL 20	177.70
	J T MARTIN COMPANY INC	642-342-00	MAINT TREATMENT PLAN	FIRE EXTINGUISGER INSPECT	204.00
		642-342-00	MAINT TREATMENT PLAN	REPAIR EXTINGUISHERS	179.28
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER MAY 2023 HEALTH INS	1,817.04
		642-105-00	HEALTH INSURANCE	WATER MAY 2023 RETIREE'S I	280.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	42.97
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	444.62
	LOWES BUSINESS ACCOUNTS	642-342-00	MAINT TREATMENT PLAN	PICKUP TOOL; PUSH PLATE	65.76
		642-344-00	GENERAL EQUIPMENT MA	TREAD PLATE SHEET METAL	126.22
		642-342-00	MAINT TREATMENT PLAN	DOOR LOCK	151.05
		642-342-00	MAINT TREATMENT PLAN	PAINT FOR FRONT OF PLANT	659.31
	SAL CHEMICAL INC	642-348-00	CHEMICAL COSTS	40 BAGS FLUORIDE	4,852.76
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	576.00
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	576.00
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	502.76
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	410.40
	WV RURAL WATER ASSOCIATION	642-347-00	PLANT LAB MAINT & SU	2023 ANNUAL DUES RENEWAL	1,745.48
	BENNY'S BOOT HILL	642-344-00	GENERAL EQUIPMENT MA	PCRD-SAFETY BOOTS JERRY MY	189.90
		642-344-00	GENERAL EQUIPMENT MA	PCRD-SAFETY BOOTS TOM DAVI	149.90
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	P-PAC, SODA ASH, LIME	9,417.50
	USA BLUE BOOK/ HD SUPPLY FAC	642-347-00	PLANT LAB MAINT & SU	LAB SUPPLIES	640.65
		642-347-00	PLANT LAB MAINT & SU	PUMP PARTS	724.67
	OFFICE OF WATER PROGRAMS CA	642-221-00	TRAINING & CONTINUED	PCRD-TRAINING CEHS PATRICK	75.00



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DISBURSEMENTS 05/01/23 to 05/31/23

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	PRECISION PUMP & VALVE SERVI	642-346-00	MAINT TREATMENT PLAN	VIBRATION TEST HISVC PUMP	3,158.00
	ST JOSEPH HOSPITAL OF BUCKHA	642-341-00	OFFICE EXPENSE	LAB RESULTS JUSTIN ATWELL	56.00
	WALMART STORES INC -BUCKHANN	642-341-00	OFFICE EXPENSE	CORK BOARD & PINS	18.15
		642-342-00	MAINT TREATMENT PLAN	PAPER TOWELS, TOLJET PAPE	88.22
	MCCARTY'S SEPTIC SERVICE	642-346-00	MAINT TREATMENT PLAN	CLEAN TANK COAG TANK	350.00
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	744.48
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	680.85
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	174.11
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	159.23
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	APR 2023 BAC-T SAMPLES	230.00
		642-349-00	COMPLIANCE MONITORIN	BAC-T SAMPLES MAY 2023	230.00
	PACE ANALYTICAL SERVICES LLC	642-349-00	COMPLIANCE MONITORIN	2ND QUARTER TESTING	120.00
		642-349-00	COMPLIANCE MONITORIN	WATER ANALYSIS APR 2023	895.00
	PAYFLEX	642-105-00	HEALTH INSURANCE	WATER APR 2023 HSA FEE	13.00
	LYNX WV INC	642-211-00	UTILITIES - ELEC, GA	APR 2023 ANTENNA RENTAL	35.00
		642-211-00	UTILITIES - ELEC, GA	MAY 2023 ANTENNA RENTAL	35.00
	AT&T MOBILITY	642-211-00	UTILITIES - ELEC, GA	PCRD-APR 2023 CELL PHN GEO	235.86
	WORLD FUEL SERVICES, INC.	642-343-01	PLANT VEHICLE FUEL	APRIL 2023 WATER FUEL BILL	301.64
	CONTROL EQUIPMENT COMPANY	642-346-00	MAINT TREATMENT PLAN	LAB CHARGE ANALYZER	12,025.00
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	67.66
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	58.01
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	0.00
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	45.02
	**PAYROLL EXPENSES			5/01/2023 - 5/31/2023	22,946.25
				TOTAL:	75,467.79
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110083759404 BRUSHY FORK	12.83
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCKBOOSTER	97.50
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCKTANK	5.52
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	1,150.38
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	7.30
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	5.31
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	6.31
		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	129.71
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	5.65
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	7.25
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.00
		660-211-00	UTILITIES - ELEC,GAS	110152507908 300 CLARKSBUR	6.49
	RALSTON PRESS INC	660-341-00	OFFICE EXPENSE	METER ORDER BOOKS	419.35
	UNIFIRST CORP.	660-345-00	UNIFORMS-PERSONAL SA	ALL DEPT UNIFORMS APRIL 20	177.70
	REGION VII PLANNING PDC	660-353-00	MAPPING & LINE LOCAT	GIS SVC 7/1-7/31/22	110.00
	RITE-WAY HEATING & PLUMBING	660-352-00	NEW SERVICES, UPGRAD	BOILER DRAIN	9.42
		660-352-00	NEW SERVICES, UPGRAD	PARTS FOR AUTO FLUSHER	26.28
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER MAY 2023 HEALTH INS	4,124.36
		660-105-00	HEALTH INSURANCE	WATER MAY 2023 RETIREE'S I	700.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	42.97
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	444.61
	LESLIE EQUIPMENT CO	660-344-00	GENERAL EQUIPMENT MA	REPAIR BACKHOE BCKT CNTRL	2,325.22
	CUMMINS SALES AND SERVICE	660-347-00	BOOSTER PUMP BLDG EQ	TRANSFER SWITCH TENN BOOS	2,622.64
		660-352-00	NEW SERVICES, UPGRAD	TRANSFER SWITCH TENN BOOS	1,987.36
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	APRIL 2023 LOCATE MESSAGE	48.05
	LOWES BUSINESS ACCOUNTS	660-352-00	NEW SERVICES, UPGRAD	PARTS FOR AUTO FLUSHERS	73.26
	BRUFFEY TRUCKING INC	660-352-00	NEW SERVICES, UPGRAD	#4, #57, & 3/4 CR STONE	2,573.48

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DISBURSEMENTS 05/01/23 to 05/31/23

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	STATE EQUIPMENT INC.	660-344-00	GENERAL EQUIPMENT MA	12" BUCKET FOR BACKHOE	1,750.00
		660-344-00	GENERAL EQUIPMENT MA	REPAIR LAWN TRACTOR	616.52
	ACE HARDWARE & CONTRACTOR SU	660-352-00	NEW SERVICES, UPGRAD	PCRD-SHIPING WATER METER	43.15
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,246.16
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,204.71
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	245.52
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	236.16
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE MATERIAL	1,407.75
	CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	U-BRANCHES	423.78
		660-347-00	BOOSTER PUMP BLDG EQ	SPOOL PIECES TENN BOOSTER	1,665.92
		660-352-00	NEW SERVICES, UPGRAD	4" HYMAX COUPLINGS	517.36
		660-352-00	NEW SERVICES, UPGRAD	COUPLINGS & SLIP COLLARS	1,074.34
		660-352-00	NEW SERVICES, UPGRAD	METERS & REGISTERS	3,848.00
	WALMART STORES INC -BUCKHANN	660-342-00	MAINTENANCE GARAGE B	PAPER TOWELS, DUSTER	72.82
	ALL AMERICAN GASKET INC	660-352-00	NEW SERVICES, UPGRAD	METER GASKETS	222.10
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,032.31
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	997.30
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	241.44
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	233.26
	PAYFLEX	660-105-00	HEALTH INSURANCE	WATER APR 2023 HSA FEE	29.25
		660-105-00	HEALTH INSURANCE	WATER APR 2023 HSA FEE	3.25
	AT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	PCRD-APR 2023 CELL PHN GEO	235.85
	WORLD FUEL SERVICES, INC.	660-343-01	LINE VEHICLE FUEL	APRIL 2023 WATER FUEL BILL	946.24
	WV NEWS	660-341-00	OFFICE EXPENSE	LGL AD #1372508 BIDS MINI	93.18
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	67.66
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	58.01
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	0.00
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	45.01
	**PAYROLL EXPENSES			5/01/2023 - 5/31/2023	32,583.74
				TOTAL:	68,269.74
OFFICE/ADMIN	CITY OF BUCKHANNON GENERAL F	920-341-00	MATERIALS & SUPPLIES	APRIL 2023 LOC FEES	92.13
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER MAY 2023 HEALTH INS	971.85
		920-105-00	HEALTH INSURANCE	WATER MAY 2023 RETIREE'S I	163.33
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	469.51
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	474.75
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	24.93
	BUCKHANNON POSTMASTER	920-341-00	MATERIALS & SUPPLIES	PERMIT #10 POSTAGE	750.00
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	APRIL 2023 AA FEES	173.55
	THOMAS J O'NEILL	920-350-00	PROFESSIONAL & LEGAL	JUNE 2023 CONTRACT ATTORNE	1,250.00
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	APRIL 2023 CREDIT CARD FEE	1,562.03
	TOSHIBA FINANCIAL SERVICES	920-999-00	ADM BOARD-BILLING MI	MAY 2023 CITY HALL COPIER	149.49
	RAVEN ROCK NETWORKS INC	920-999-00	ADM BOARD-BILLING MI	MAY 2023 IT SVC CONTRACT	375.00
	GALAXY DIGITAL LLC	920-999-00	ADM BOARD-BILLING MI	PCRD-VOLUNTEER SOFTWARE	393.75
	WVNET	920-341-00	MATERIALS & SUPPLIES	WEB HOSTING 3RD QTR FY 23	18.75
		920-341-00	MATERIALS & SUPPLIES	WEB HOSTING 4TH QTR FY 23	18.75
	WALMART STORES INC -BUCKHANN	920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLS CITYHALL	44.30
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	442.46
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	326.98
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	103.47
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	76.47
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-SHARP CALCULATOR	22.03
		920-341-00	MATERIALS & SUPPLIES	PCRD-REFRIGERATOR FILTERS	32.75
	PAYFLEX	920-105-00	HEALTH INSURANCE	WATER APR 2023 HSA FEE	6.50



06-07-2023 10:51 AMDISBURSEMENTS 05/01/23 to 05/31/23

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	ROTARY CLUB OF BUCKHANNON-UP	920-341-00	MATERIALS & SUPPLIES	SPRING EMPLOYEE BLOOD SCREE	270.00
	AT&T MOBILITY	920-211-00	UTILITIES - ELEC,GAS	PCRD-APR 2023 CELL PHN GEO	34.93
	JEREMY DRENNEN, CPA	920-350-00	PROFESSIONAL & LEGAL	PROG BILLING FY 22 FINANCI	1,300.00
	KOMAX LLC	920-341-00	MATERIALS & SUPPLIES	INK & LABELS FOR PSTG MACH	50.25
	FP FINANCE PROGRAM	920-341-00	MATERIALS & SUPPLIES	MAY 2023 MAILER & INSERTER	94.31
	INFOUSA MARKETING, INC.	920-341-00	MATERIALS & SUPPLIES	POLK CITY DIRECTORY 2023	115.00
	OPTIMUM B2B, DEPT. 1264	920-999-00	ADM BOARD-BILLING MI	MAY 2023 CITY HALL INTERNE	214.62
	ROSSMAN & CO/PCB CORP	920-341-00	MATERIALS & SUPPLIES	APRIL 2023 UTILITY COLLECTI	2.01
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	68.59
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
	TRAVELERS INSURANCE	920-352-00	PROPERTY INSURANCE	INS PREMIUM AUTO LIAB MAY	13,457.69
	**PAYROLL EXPENSES			5/01/2023 - 5/31/2023	12,412.41
				TOTAL:	35,986.77
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOND A PYMT MAY 2023	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	25H3G4 21 RAM 1500 LEASE P	405.28
		999-682-04	SUPERVISOR TRUCK	23W5D4 2021 NISSAN LEASE P	322.35
		999-682-04	SUPERVISOR TRUCK	23W5D8 2021 NISSAN LEASE P	364.29
		999-682-04	SUPERVISOR TRUCK	23W5DC 2021 NISSAN LEASE P	322.18
		999-682-04	SUPERVISOR TRUCK	23W5DG 2021 NISSAN LEASE P	322.18
				TOTAL:	1,736.28

Board Member Dave McCauley is concerned about the ongoing litigation regarding the company that had previously been responsible for our water testing. The employee is accused of falsifying records.

Motion Nestor/Rizo to accept May 2023 Financial Report. Motion carried unanimously.

Board Member Don Nestor requested a brief executive session at the end of the meeting.

D. Department Report Insert Report  
D.1 Water Department Report-Kelly Arnold

- **Tom Davis –Passed Class III Test:** Mr. Arnold encouraged Tom Davis to reach out to the person who was in charge of the grading and issuing the Class. That person checked Mr. Davis’ test and found that there were discrepancies in the grading so that Tom Davis did actually pass. He should have the time needed to accrue in August to obtain his Class III.
- **Private Hydrants:** This will be discussed in Executive Session.

CITY OF BUCKHANNON WATER DEPARTMENT  
Monthly Report for May 2023

- Water leaks-2
- Weekly safety meetings.
- Locates.
- Renewed service -0
- New Services-1
- Residential meters changed-10
- Residential meters tested-0
- Started meter change out.
- Hydrant repair car hit Vicksburg Road.
- Auto flushers up and running
- Started Thurman Ave.
- Madison St. Park installing water connections
- Lowered hydrant on South Florida St.
- Public Service District meters tested-0
- Changing 2”, 5/8” meter for testing.
- Meter barrel repairs.
- VFD repaired
- 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.
- 62 million gallons of water treated for month of May 2 million a day.
- Cost per million gallons treated for April \$229.57
- 50,820 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered. -239
- Non-Payments
- Continue to work on back-flow/cross-conn. Program.
- Maintenance equipment.

Unaccounted For Water through June 30, 2023

	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	58,360,029	975,780	128,990	20,209,100	39,914,500	-4.91%
May-23	61,963,142	1,088,908	158,000	19,435,100	33,399,400	12.72%
Jun-23						#DIV/0!
Totals:	662,441,355	11,877,041	5,011,944	220,553,800	370,313,900	8.26%
Month:	May-22					

			Monthly Total	Y-T-D	
Million Gallons Treated:			62	538.3	
Total Chemical Treatment Cost:			14233.58	148535.9	
Cost per Million Gallons:			229.5739	275.9352	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.25	lb	326	407.5	5354.165
Chlorine	1.39	lb	1559	2167.01	18302.51
Fluoride	2.2	lb	440	968	6764.3
KMnO4	3.65	lb	326	1189.9	14216.75
NaMno4	1.4	lb		0	0
Lime	0.22	lb	800	176	2145
Premier Pac	0.455	lb	10824	4924.92	50532.68
Soda Ash	0.465	lb	7150	3324.75	33597
Sodium Hex	2.39	lb	450	1075.5	17623.5
Smart-Phos	14.16	GAL	0	0	0
				14233.58	148535.9

**D.2 ARPA Projects Update:** City Engineer Jay Hollen reports that drawings for the booster station are still being reviewed. Work will begin on that project soon; he will reach out to the contractor tomorrow to check on construction timeline. Mr. Jerry Wamsley from Water Department has been monitoring the Adrian work. We are looking at 12-18 months due to long lead time for needed equipment.

Mayor Skinner discussed the hydraulic study for Jawbone Run water shed and the possibility of a retention area just west of Scott St. We have consulted with Potesta who states that an area at the foot of Horsehead Hill, where Kepner and Myrna dead-end, would most likely be the best location for a retention area. Potesta studied the entire system; no major blockages, just volume of water. The solution could be a reservoir (retention area) where we could control the amount of water released.

**E. Correspondence and Information**  
**E.1 Mt. Hope Water Association Meeting Minutes-April 2023**

Mt Hope Water Association Minutes  
Board of Directors Regular April Meeting - 4/17/2023

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, April 17, 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, Nicholas Cutright, Tom Davis, Deborah Cvechko, Navonda Tenney and Marcella Kelley. Also in

attendance were Secretary/Treasurer Laurie Adams, Chief Operator Jeff May, Trey Horner of Horner Bros. Engineering, Carrie Wallace of Region VII Planning & Development and Don and Janice Carlyle. 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. Don and Janice Carlyle spoke about the water pressure at their home. After discussion, it was agreed that Jeff would meet with the Carlyle's at their home and once again, measure the pressure. The pressure had previously been measured twice and was well above the PSC minimum standard. The leak adjustments presented were approved, a motion was made by Nicholas, motion carried.

Trey and Carrie both spoke about the status of the Water Improvement/Maintenance Project. Trey gave updated figures and a timeline, Carrie spoke about the financing, including the ARPA money from the county. Nicholas made a motion to move forward with our funding application with IJDC, by May 10<sup>th</sup> for 3% and 20 years, motion carried. Donnie signed all agreements presented on behalf of the project. The welded tanks have finally had the "hot taps" installed. The valves previously decided to be installed by Atlas, will be installed. Jeff will contact Extreme Endeavors about tank level monitoring, Atlas about installing the valves, preparing for the monitoring and Complete Restoration about proceeding with the interior, work on the Wilfong Hill, welded tank. Marcella made a motion to amend the motion we passed 11/21/2022 by striking the word "fall" and changing the "\$35,000" to \$26,000, motion carried.

There being no further business to discuss, Tom made a motion to adjourn the meeting at 7:44 p.m., motion carried.

Secretary/Treasurer - Laurie Adams

E.2 Adrian P.S.D. Meeting Minutes-May 2023

Adrian Public Service District  
May 4, 2023  
Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Chairman; Kelly Arnold, Sec/Treasurer; Carolyn Douglas, Vice Chairman; Eric Brunn, Chief Operator; Norma Woody, Manager; Ed Tenney, Service Technician and Alicia Wright, Assistant Manager.

All motions were unanimous unless otherwise noted.

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

Minutes of the April 6, 2023 meeting were read. Kelly made a motion to approve the minutes and Paul second.  
Minutes of the April 19, 2023 meeting were read. Kelly made a motion to approve the minutes and Paul second.

Invoices/credit card statement were presented. A motion was made to pay by Paul, second by Carolyn.

Old Business

- Phase VIII/Pickens updates provided by Norma Woody.

New Business

- None

Items for Discussion/Action/Approval

- Eric Brunn presented the board with Water Distribution Operator applications. Two candidates were selected for interviews on May 10, 2023 at 4:00 p.m. and 4:30 p.m. consecutively. Applicants not selected received notification by mail.
- Norma presented quotes for a new Security Camera system and driveway paving. The board unanimously approved Micrologic for update to security system and All State Paving for driveway paving to be paved in section quotes as received.
- Norma advised board of Upshur County Commission approval of Bessinger waterline extension utilizing ARPA funding. She also contacted Public Service Commission for approval which advised it was up to funding agency, however, with the minimum cost, would not need their approval. Paul made a motion to approve, and Carolyn second the motion. Kelly opposed. The motion carried.
- Norma requested the board approve and adopt **Supplemented and Amended WDA EE Grant Agreement** for Phase VIII project prior to Project Meeting. Paul made a motion to adopt and approve and Carolyn second the motion. The motion carried.
- Norma presented the Standard Operation Procedure/Disciplinary Action Policy for discussion/review as requested by board members. Carolyn made motion to table for further review, Paul second the motion until next board meeting.

Maintenance Report

- Salem Ridge main break drained the Rock Cave tank.
- Alton main break drained the Natural Bridge Tank.
- Replaced a few split meter bottoms
- Southern Upshur County 100% radio read.
- Northern portion Upshur County all but 50 meters radio read.
- Fixed hydrant @ Kanawha Head.
- Indian Camp installed water service.
- Two services left for installation.

Office Report

- Norma advised the board of billing error credits to customers completed in April billing cycle.

Adjournment

The meeting adjourned at 4:00 pm.

Next regular meeting will be June 6, 2023 at 3:00 pm.  
The next project meeting will be May 17, 2023 at 3:00 pm.

Board of Directors

  
Paul Spencer, Chairman

  
Carolyn Douglas, Vice Chairman

  
Kelly Arnold, Sec., Treas.



Adrian Public Service District  
May 10, 2023  
Special Board Meeting  
Interviews Water Distribution Operator

Present from Adrian PSD: Paul Spencer, Chairman; Kelly Arnold, Sec/Treasurer; Carolyn Douglas, Vice Chairman and Eric Brunn, Chief Water Operator.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 4:00 p.m. by Paul Spencer, Chairman.

Items for Discussion/Action/Approval

- Two candidates were interviewed for the position of Water Distribution Operator. Jared Bentley was selected by the board to fill the position starting employment with Adrian Public Service District on May 30, 2023.

Adjournment

The meeting adjourned at 5:00 p.m.

Board of Directors

Paul Spencer  
Paul Spencer, Chairman

Carolyn Douglas  
Carolyn Douglas, Vice Chairman

Kelly Arnold  
Kelly Arnold, Sec., Treas.

Adrian Public Service District  
May 17, 2023  
Phase VIII Project Meeting

Present from Adrian PSD: Kelly Arnold, Sec/Treas.; Carolyn Douglas, Vice Chairman; Paul Spencer, Chairman; Eric Brunn, Chief Water Operator and Norma Woody, Manager.

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 (32.6% complete as of April 30, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Freemans Rd complete, working on Route 20, Eden Rd and Little Trace Run Rd.
- Norma requested approval of Resolution No. 6 of the Phase VIII water extension project. Paul made a motion to approve, and Kelly seconded the motion. Motion carried.
- Norma requested approval of Adverse Weather Day calculation sheets for Phase VIII water extension project. Contract 1 (0 days), Contract 2 (0 days), Contract 3 (0 days). Carolyn made the motion to approve, and Paul seconded the motion. Motion carried.
- Schedule for Contracts are as follows: Contract 1-Pro Contracting (three crews working), Contract 2-Pro Contracting (no crew working), Contract 3-Mid Atlantic Storage Systems (site work resumed May 15, 2023).

Adjournment

The meeting adjourned at 4:00 pm.

Next regular board meeting will be June 1, 2023 at 3:00 pm.  
Next project meeting will be June 21, 2023 at 3:00 pm.

Board of Directors

Paul Spencer  
Paul Spencer, Chairman

Carolyn Douglas  
Carolyn Douglas, Vice Chairman

Kelly Arnold  
Kelly Arnold, Sec., Treas.

E.3 Adrian P.S.D. Certification of Customers

CERTIFICATION OF CUSTOMERS  
and  
REQUEST FOR INFORMATION

WV Code §16-13A-4 requires that each "public service district shall certify the number of customers served and its annual revenue to the Public Service Commission beginning on July 1 of each fiscal year."

The Public Service Commission maintains a data base of information on water and wastewater utilities. From time to time the Commission updates this information. Please complete this form and return it to the Water and Wastewater Division of the Public Service Commission by June 30, 2023.

Please note that this form is to be notarized by a Notary Public upon completion.

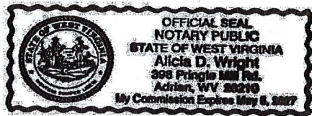
Date:	5/11/23	County:	Upshur
Name of Public Service District:	Adrian Public Service District		
Address:	P.O. Box 87, French Creek, WV 26218		
Telephone:	(304) 924-6107	Fax:	(304) 924-5818
Email Address:	adrianpsd@outlook.com		
Type of Utility (Check One):	<input checked="" type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Both		
Customer Complaint Contact:	Norma Woody	Office Manager:	Norma Woody
General Manager:	Norma Woody	Field Manager:	Eric Brunn
Public Service District Board Members			
Board Member (Chairman):	Paul A. Spencer	Telephone:	(H) (304) 924-5023 (O) 26228
Address:	18979 Rt. 20 South Rd, Kanawha Head, WV		
Email Address:	adrianpsd@outlook.com		
Term, From:	11-1-2017	To:	10-31-2023
Board Member:	Carolyn S. Douglas	Telephone:	(H) (304) 924-625 (O) (304) 672-05
Address:	1800 Rock Cave Rd, Crabford, WV 26343		
Email Address:	alkinsroadpsd@frontier.com		
Term, From:	11-1-2019	To:	10-31-2025
Board Member:	Kelly Arnold	Telephone:	(H) (304) 642-53 (O)
Address:	21 Red Leaf Dr, Rock Cave, WV 26234		
Email Address:	kelly.arnold@buckhannon.wv.org		
Term, From:	11-1-2021	To:	10-31-2027
Board Member:		Telephone:	(H) (O)
Address:			
Email Address:			
Term, From:		To:	
Board Member:		Telephone:	(H) (O)
Address:			
Email Address:			
Term, From:		To:	

Please list the number of customers in each category. See next page for definition of categories.

	Water	Sewer	Totals
Residential	2,204		
Commercial	81		
Industrial	3		
Public Authority			
Resale			
Totals	2,288		

Signature of Authorized Representative Norma J. Woody

I, Alicia D. Wright a Notary Public, in and for Upshur County,  
West Virginia, hereby certify that Norma J. Woody, authorized representative  
of Adrian Public Service District this 11 day of May,  
20 23, personally appeared before me in my said county and acknowledged his (her) signature.



My commission expires May 5, 2027  
Alicia D. Wright  
(Notary Public)

Please mail completed form to: Water and Wastewater Division  
Public Service Commission of West Virginia  
P. O. Box 812  
Charleston, WV 25323

E.4 Hodgesville P.S.D Certification of Customers

CERTIFICATION OF CUSTOMERS  
and  
REQUEST FOR INFORMATION

WV Code §16-13A-4 requires that each “public service district shall certify the number of customers served and its annual revenue to the Public Service Commission beginning on July 1 of each fiscal year.”

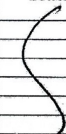
The Public Service Commission maintains a data base of information on water and wastewater utilities. From time to time the Commission updates this information. Please complete this form and return it to the Water and Wastewater Division of the Public Service Commission by June 30, 2023.

Please note that this form is to be notarized by a Notary Public upon completion.

Date:	<u>5-11-2023</u>	County:	<u>Upshur</u>
Name of Public Service District:	<u>Hodgesville Public Service District</u>		
Address:	<u>188 Fayette St. Ste. 2 Buckhannon WV 26201</u>		
Telephone:	<u>304 472-1904</u>	Fax:	<u>304 472-7685</u>
Email Address:	<u>hodgesvillepsd@frontier.com</u>		
Type of Utility (Check One):	<input checked="" type="checkbox"/> Water	<input type="checkbox"/> Sewer	<input type="checkbox"/> Both
Customer Complaint Contact:	<u>Selma Day</u>	Office Manager:	<u>Terry Gould</u>
General Manager:	<u>Terry Gould</u>	Field Manager:	<u>Terry Gould</u>
Public Service District Board Members			
Board Member (Chairman):	<u>Robert Wright</u>	Telephone:	(H) <u>304 472-5232</u>
Address:	<u>822 Tetr Rd. Buckhannon WV 26201</u>	(O)	
Email Address:			
Term, From:	<u>8/5/18</u>	To:	<u>8/5/24</u>
Board Member:	<u>Roger Ward</u>	Telephone:	(H) <u>472-2379</u>
Address:	<u>27 Fishing Camp Rd Buckhannon WV 26201</u>	(O)	
Email Address:			
Term, From:	<u>8/5/20</u>	To:	<u>8/5/26</u>
Board Member:	<u>Howard Outright</u>	Telephone:	(H) <u>304-653-7588</u>
Address:	<u>104 Clevenger Blacksmith Rd.</u>	(O)	
Email Address:			
Term, From:	<u>8/5/2022</u>	To:	<u>8/5/2028</u>
Board Member:		Telephone:	(H)
Address:		(O)	
Email Address:			
Term, From:		To:	
Board Member:		Telephone:	(H)
Address:		(O)	
Email Address:			
Term, From:		To:	



Please list the number of customers in each category. See next page for definition of categories.

	Water	Sewer	Totals
Residential	1127		1127
Commercial	77		77
Industrial			
Public Authority			
Resale			
Totals	1204		1204

Signature of Authorized Representative Terry N. Gould

I, Barbara D. Curry a Notary Public, in and for Upshur County,  
West Virginia, hereby certify that Terry N. Gould, authorized representative  
of Hodgesville Public Service District this 14th day of May,  
2023, personally appeared before me in my said county and acknowledged his (her) signature.



My commission expires Sept 18, 2027  
Barbara D. Curry  
(Notary Public)

Please mail completed form to: Water and Wastewater Division  
Public Service Commission of West Virginia  
P. O. Box 812  
Charleston, WV 25323

E.5 Elkins Road P.S.D. Meeting Minutes-May 2023

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
May 2, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, May 2, 2023.

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-David Burr and Board Member-Wendell Grose

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

Phone in participants: None

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

Recognize that four (4) customers were present.

APPROVAL OF MINUTES

Minutes of April 4, 2023 Regular Monthly Meeting were presented for approval. Wendell Grose 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. David Burr made a motion to approve the financial report and pay the bills to date. Seconded by Wendell Grose. Motion carried

CORE & MAIN-NEPTUNR HARDWARE & SOFTWARE MAINTENANCE RENEWAL

David Burr made a motion to approve the renewal. Wendell Grose seconded. Motion carried

WV CORP 2023 – 2024 RENEWAL

David Burr made a motion to approve the renewal. Wendell Grose seconded. Motion carried

APPROVAL OF SALE OF PROPERTY – OLD PSD – SIGN CLOSING

David Burr made a motion to appoint Carey Wagner to sign the papers for the closing and sale of old PSD Office. Wendell Grose seconded. Motion carried

APPROVAL TO HIRE – PART TIME MAINTENANCE

Wendell Grose made a motion to hire a part time maintenance. David Burr seconded. Motion carried



Elkins Road Public Service District  
Board of Directors' Regular Meeting  
May 2, 2023

**APPROVAL ALTERNATIVE LINE AGREEMENT-LOUDINS MHP LLC & SIGNING**

Carey Wagner made a motion to table this until after receiving approval from the PSC. David Burr seconded. Motion carried

**PHASE III EXTENSION PROJECT UPDATES**

As the project is just about finished there were no attendees from Chapman Technical or Region VII at this meeting. We will follow up new meeting to finalize Phase III paperwork.

**DEMO OF LEAK DETECTION SVC AND COSTS – CEC CONSULTANTS**

Evan Barnette with CEC Consultants attended the meeting to explain how their leak detection works and to answer any questions from the Board or employees. He also gave an example of how costs would be calculated during this process. The Board thanked him and said they would be in touch.

**MAINTENANCE**

Dave Wamsley gave the April Maintenance Report. No new taps were installed in April or any leaks fixed. Water loss continues to be a problem but we are hoping to get that back under control in the near future.

There being no further business, the meeting adjourned on motion made by David Burr and seconded by Wendell Grose. Meeting adjourned at 6:05 p.m.

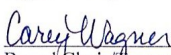
The next meeting will be held on Tuesday, June 6, 2023 at 5:00 p.m.

Respectfully submitted:


ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda  
Sign In Sheet

Approved By:

  
Board Chair/Treasurer  
Carey Wagner

  
Secretary  
David A. Burr

  
Board Member  
Wendell R. Grose

**E.6 Letter to Businesses at Upshur County Industrial Park Road re: Signing up for Water Service: Atlas Group LLC , Tahoe Management, Burrco LLC**

The Water Board-City of Buckhannon recently accepted ownership of the main water line and system that serves water to your business located at the Upshur County Industrial Park.

The water billing for the Industrial Park was previously paid by the Upshur County Development Authority.

Our Water Department will soon begin to install water meters at each business location.

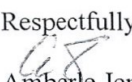
Since the Development Authority is no longer responsible for the main line, each business will be responsible for signing up for the water service. You will receive a monthly bill for your water, sewer and if applicable, waste service associated with the business.

In order for you to maintain water service without disruption, you will need to sign up for the service by coming to the Utility Board Office in Buckhannon City Hall 70 E Main St, Buckhannon, WV. Active businesses that were identified as using water from the main line at the time the Water Board took possession will not be required to pay the normal deposit and tap fees. You will be required to sign for the service by May 26, 2023.

The Water Board also requires all commercial customers to install and test water backflow preventers and a main shutoff valve on their water line entering the business.

For questions about service sign-up, contact the office at 304-472-1430.

For questions about the water backflow and shutoff valve contact Water Superintendent-Kelly Arnold at 304-642-5819.

Respectfully,  
  
Amberle Jenkins  
Director of Finance and Administration  
City of Buckhannon

**F. Consent Agenda**

**F.1 Approval of Minutes: 04/13/23, 4/20/23, 05/11/23**

**Motion to approve consent agenda as presented by Nestor/Rizo. Motion carried unanimously.**

G. Strategic Issues for discussion and vote

G.1 Review & Approval to Accept the Bid Opening Results: Raw Water Intake Air Compressor

ADVERTISEMENT FOR BIDS  
BUCKHANNON WATER BOARD  
Skid Mounted Air Compressor

The Buckhannon Water Board will accept sealed bids for a **Skid Mounted Air Compressor** at City Hall at 70 East Main Street, Buckhannon, WV 26201 until 10:00 AM EST on Tuesday, May 30 2023, at which time all bids which have been received shall be publicly opened and read aloud.

Minimum characteristics of the **Skid Mounted Air Compressor** to be provided by this bid are as follows:

- Diesel Rotary Screw
- Delivery 210cfm@100psig/150psig
- Operating Range 70-165psig
- Not to exceed 36” in with
- Min 74hp
- Air intake two stage dry
- Cooling system oil to air
- Fuel tank capacity min. 25 gallons per hour usage dependent
- Maximum76 dba at 7 meters.

Bidder must provide the following items.

- Must provide documented 3 years of reputable sales and service, prior to bid.
- Combined bid price of skid mounted air compressor delivered to Buckhannon Water Plant. Bid sheet shall include specific identification of the equipment to include: 1) vendor, 2) manufacturer, 3) model, 4) year, and 5) list of special features. Bid sheet is to be signed by an authorized representative of the vendor.
- Product literature including basic specifications of the model skid mounted air compressor being offered.
- Vendor financing available, including interest rate, monthly payment, and total cumulative payment for vendor financing over a 60-month term.
- Equipment warranty. Include calendar time, operating time, and components covered by warranty. Warranty must be for a minimum of 2 years, 2000 hours.
- Location of and distance from Buckhannon of closest full-service sales, parts, and service center for equipment manufacturer.
- Name, location, and telephone number of three customers in West Virginia who have recently purchased a similar piece of equipment.

Bids are to be delivered in a sealed envelope marked, Attention: Kelly W. Arnold, “Skid mounted air compressor Bid”. If there are any questions, please call Kelly W. Arnold at 304-472-2530 ext.1803.

The Buckhannon Water Board shall evaluate bids received based on price, financing, equipment specifications, operator satisfaction, service availability, and references. Buckhannon reserves the right to reject any and all bids and to waive any informalities.

Publish RD 05/20/23, 05/27/23

City of Buckhannon  
Water Department  
Raw Water Intake Air Compressor

Bid Opening Sign-In and Results Sheet - May 30, 2023 at 10:00AM EST

Name	Company	Email Address	Contact Phone Number	Base Bid - Raw Water Intake Air Compressor
Jay Hollen	City of Buckhannon, WV	<a href="mailto:jay.hollen@buckhannonwv.org">jay.hollen@buckhannonwv.org</a>	304-472-1651, x1006	
Kelly Arnold	City of Buckhannon, WV	<a href="mailto:kelly.arnold@buckhannonwv.org">kelly.arnold@buckhannonwv.org</a>	304-642-5819	
	Sunbelt Rentals, Inc.	<a href="mailto:melvin.warrick@sunbeltrentals.com">melvin.warrick@sunbeltrentals.com</a>	304-534-1593	\$36,205.00

D210UHJD4PTOW Utility Air Compressor 210CFM  
Sullivan Palatek  
100/150 PSIG W/John Deere 4045TFC03 Tier 4  
Final Diesel Engine 74HP.....Sale Price \$34,480.00  
Cold Weather Kit..... \$1,125.00  
Total.....\$35,605.00

Freight FOB...Estimated and subject to  
change..\$600.00....16 Week Lead Time...

Thank You.  
  
Fred Truman  
Sunbelt Rentals District Sales Manager  
Cell Phone 304 741 0543

**Motion McCauley/Thomas to accept the bid opening results as to the Raw Water Intake Air Compressor. Motion carried unanimously.**

**G.2 Review & Approval Water Treatment Plant Evaluation Task Order**

SUGGESTED FORM OF  
TASK ORDER

This is Task Order  
No. 100, consisting  
of 4 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated November 18 , 2021 ("Agreement"), Owner and Engineer agree as follows:

**1. Background Data**

- a. Effective Date of Task Order: June 8, 2023
- b. Owner: City of Buckhannon
- c. Engineer: Potesta & Associates, Inc.
- d. Specific Project (title): Water Treatment Plant Evaluation
- e. Specific Project (description): Evaluation and Condition Assessment of the Current Water Treatment Plant

**2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are:
  - ☒ set forth in Part 1—Basic Services of Exhibit A, “Engineer’s Services for Task Order,” modified for this specific Task Order, and attached to and incorporated as part of this Task Order.
- B. Resident Project Representative (RPR) Services
  - Does not apply.**
- C. Designing to a Construction Cost Limit
  - Does not apply.**
- D. Other Services
  - Engineer shall also provide the following services:
    - None.**
- E. All of the services included above comprise Basic Services for purposes of Engineer’s compensation under this Task Order.

**3. Additional Services**

Additional Services that may be authorized or necessary under this Task Order are:  
**None.**



4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

None.

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

Task to be completed and submitted to Owner for review 6 months days after receiving notice to proceed.

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service		Amount	Basis of Compensation
1.	Basic Services (Part 1 of Exhibit A)	\$75,000	Lump Sum
2.	Additional Services (Part 2 of Exhibit A)	(N/A)	[     ]
a.	Only to be authorized with an Amendment to Task Order	\$(     )	[     ]

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer’s labor, overhead, profit, reimbursable expenses (if any), and Consultants’ charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order:

Arrow Engineering, Inc. (Structural Subconsultant) and Miller Engineering, Inc. (Electrical Subconsultant)

8. Other Modifications to Agreement and Exhibits:

None.

9. Attachments:

None.



**Engineers and Environmental Consultants**  
125 Lakeview Drive, Morgantown, WV 26508 • (304) 225-2245 • [www.potesta.com](http://www.potesta.com)

**EXHIBIT B**  
**Task Order No. 100**

**Water Treatment Plant Study**

The purpose of the Water Treatment Plant (WTP) Study is to provide the Water Department with an evaluation of the existing WTP, its estimated remaining useful life, critical issues that need to be addressed immediately, and comparison of the cost to upgrade the existing WTP versus the construction of a new WTP or replacement of major components.

The scope of services to be included by Potesta & Associates, Inc. (POTESTA) as part of this study includes the following:

- A “big picture” summary discussion on the current capacity of the raw water source and WTP capacity as it relates to the community needs for current and future growth will be included. A “big picture” summary discussion on the prevention of significant deterioration or public service districts that purchase water from Buckhannon, their number of customers, non-revenue water, unaccounted for water, and future growth potential will also be included. Because of the limited expected prospects for growth, these discussions will not go into great detail.
- The existing water plant will be reviewed and evaluated for each process starting at the intake screen, intake structure, intake pumps, raw water piping, static mixer, flocculators, sedimentation basin, filters, filter controls, clear well, high service pumps, flow meter, chemical feed systems, chlorination system, sludge pumps, chemical storage area, supervisory control and data acquisition, operator control area, laboratory, electrical, backwash system, and filter piping gallery. Each process will be evaluated as it relates to the current West Virginia Department of Health and Human Services (WVDHHR) design standards.
- The staff will be interviewed, and their input will be taken on operational issues.
- The concrete structures will be visually evaluated by a structural engineer to estimate the useful life of the existing structures and to provide recommended improvements to extend the life of each concrete structure. Upon completion of the initial visual evaluation, the structural engineer is to make recommendations, as necessary, if further evaluations such as non-destructive test methods, coring, petrographic analysis, etc. are warranted to determine additional information related to the structural integrity of the concrete. The costs for the additional testing beyond the initial visual evaluation is not included in this Task Order and will be handled as necessary with a change order to the scope and price included herein.

- The electrical systems will be evaluated by an electrical engineer to determine the estimated remaining life of each component, to provide a review of current safety standards for each system, a report on shortcomings, and recommendations of improvements required to bring each system up to code.
- Future anticipated treatment requirements will be discussed and the existing WTP will be evaluated as to whether it is anticipated each component can meet the future anticipated treatment standards, primarily for THMs, PFOA, PFAS, and PFOS.
- The WTP will be evaluated, and the cost of each proposed upgrade/replacement will be estimated.
- The study will include a comparison of constructing a completely new WTP located adjacent to the existing WTP. The study will include a recommendation on the proposed area where proposed improvements could be located and will consider the existing floodplain area.
- The study will also include a review and discussion of whether certain components should be completely replaced, while retaining/upgrading other existing WTP components (i.e., a combination of the use of existing and new processes on the existing WTP area). This is particularly of interest with the settling basins. The current internal equipment was replaced as late as 2016 to 2017 and has a significant amount of useful life remaining.
- A hydraulic grade line profile will be determined for the existing WTP and for proposed improvements.
- The sludge handling process will be evaluated by comparing the current method of sending it to the wastewater plant versus an onsite process and a recommendation moving forward.
- A discussion with recommendation on whether to cover the existing or a proposed sedimentation basin will be included.
- A discussion on the pros and cons of the current use of chlorine gas versus converting to liquid chlorine will be included.
- A discussion on a second or alternative water source is beyond the scope of this study. However, an option to include a three-day raw water storage system that could potentially also serve as a primary settling basin could be included. This would consist of at least two tanks so they could be taken out of service one at a time for cleaning and maintenance.

The development of a funding plan for the resulting proposed set of improvements to the WTP is beyond the scope of this study. Such a plan, if needed, can be provided under a separate task order/agreement.

The client will provide any/all information necessary to properly inform POTESTA of the conditions and history of the WTP and its performance. Such information will include, but not be limited to, the following:

- Sanitary surveys performed by the WVDHHR.
- Notice of violations and other communications from regulatory agencies regarding regulatory compliance.
- Design and shop drawings, and catalog cuts.
- Assistance from staff to provide equipment inventory, history, and operational data.

The deadline for completion of the Buckhannon Water Treatment Plant Feasibility Study will be six months from the date of final execution of the Task Order authorizing POTESTA to proceed.

The anticipated not-to-exceed cost to perform the tasks described in this Exhibit is \$75,000.00.

**Motion to authorize Mayor Robbie Skinner to sign the Water Treatment Plant Evaluation Task Order. Motion carried unanimously.**

**At 8:20 a.m. Motion Thomas/Rizo to move into Executive Session to discuss possible litigation and property matters. No personnel matters, no decisions made. Motion carried.**

**At 8:50 a.m. Motion by Thomas/Nestor to come out of Executive Session. Motion carried unanimously.**

**H. Board Members Comments and Announcements: None.**  
**H.1 Next Meeting July 13, 2023**

**I. Adjournment: There being no further business to be transacted, Motion McCauley/Rizo to adjourn at 8:55 a.m.**

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

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