

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, May 11, 2023, at 7:30 a.m., with the following in attendance (GTM – GoToMeeting):

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

Guests: Mark Sankoff and David Sharp, Potesta & Associates, Inc. – GTM

City of Buckhannon Water Board – 7:30AM at City Hall in Council Chambers
Meeting Agenda for Thursday, May 11, 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 Potesta & Associates, Inc.

C. Financial Report-Amby Jenkins

- C.1 April 2023

D. Department Report

- D.1 Water Department Report-Kelly Arnold
 - Tyson Dean-WD Water Distribution Certification
 - Caleb Kimble-WD Water Distribution Certification
 - Eric Thomason-DW-1 & DW-2 Drinking Water Certification
 - Thomas Wood-DW-4 Drinking Water Certification
 - Letter from WVDHHR re: (SWPP) Source Water Protection Plan Update required no later than 10/01/23
- D.2 ARPA Projects Update

E. Correspondence and Information

- E.1 Mt. Hope Water Association Meeting Minutes-March 2023
- E.2 Adrian P.S.D. Meeting Minutes-March & April 2023
- E.3 Elkins Road P.S.D. Meeting Minutes-April 2023

F. Consent Agenda

- F.1 Approval of Minutes: Regular 04/13/23, Special 04/20/23

G. Strategic Issues for discussion and vote

- G.1 Water Treatment Plant Evaluation, Scope of Services, Including Fee Schedule
- G.2 Approval Water Board Budget Revision #3 FY 2022/2023
- G.3 Approval Water Board Budget FY 2023/2024
- G.4 Approval to Advertise for Bids-Air Compressor for the Wood Street Raw Water Intake
- G.5 Approval Wage Increase-Plant Operator Receiving Class II License
- G.6 Approval Wage Increase-Plant Operator Receiving Class IV License
- G.7 Discussion/Possible Action Re: Existing Properties Water Service-Deposit, Tap Fees at the Industrial Park
- G.8 Valley Green Apartments Water Meter Issues

H. Board Members Comments and Announcements

- H.1 Next Meeting June 8, 2023

I. Adjournment

Posted 05/05/2023

- A. Call to Order: Recorder Randy Sanders called the meeting to order followed by a moment of silence and pledge to the flag.
- B. Recognized Guests:
- B.1 Potesta & Associates, Inc.: Recorder Sanders recognized Mark Sankoff and David Sharp, representing Potesta & Associates, Inc., and without objection, moved **G.1 Water Treatment Plant Evaluation, Scope of Services, Including Fee Schedule** to the table for discussion and/or vote. Mr. Sankoff and Mr. Sharp presented the Water Treatment Plant Study. The study will detail the costs

and information on the options to either update our existing facility or rebuild. Estimated cost of review would be \$75,000. Discussion followed with questions. Specifically, Recorder Sanders asked what fiscal year would cover the review; Finance Director Amby Jenkins answered that it would be in the 2023/2024 FY. Board member Rizo asked how the structural analysis would be done. Mr. Sankoff answered it would be mostly visual, nothing destructive to the plant. Mr. Hollen, City Engineer, said that he believes this is a great start and that everything has been covered. The timeline is good; about six months. Board member Dave Thomas asked if we are in a good location if we need to build; yes, we would not have to move.



EXHIBIT B
Task Order No. 100

Water Treatment Plant Study

The purpose of the Water Treatment Plant (WTP) Study is to provide Buckhannon 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 versus the construction of a new WTP or replacement of major components. The proposed new WTP is expected to be located adjacent to the existing WTP.

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 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.
- 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.

POTESTA & ASSOCIATES, INC.
Charleston, West Virginia • Morgantown, West Virginia • Winchester, Virginia

- 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 water plant located beside 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 sedimentation 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

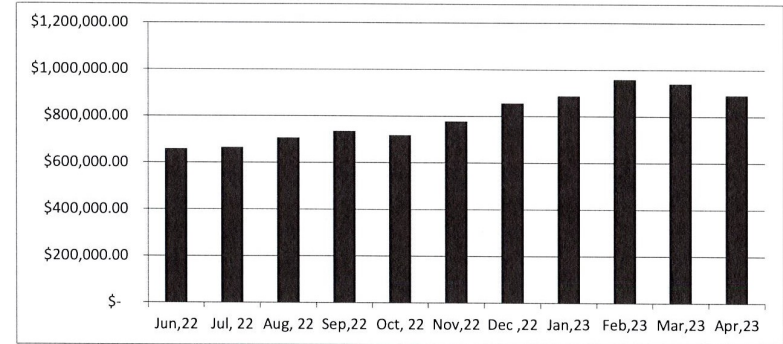
Motion by Thomas/Rizo to have Potesta & Associates, Inc. Conduct a Water Treatment Plant Evaluation, Scope of Services, Including Fee Schedule. Motion carried unanimously.

C. Financial Report-Amby Jenkins:

C.1 April 2023: Finance Director recommends moving the money from maturing CD, \$179,000 to a Raymond James Investment, as it is offering much more, about 5% for twelve months.

Motion by McCauley/Thomas to accept the Financial Report with the addition of moving current matured Certificate of Deposit (CD) money to Raymond James Investment. Motion carried unanimously.

WATER BOARD CITY OF BUCKHANNON BALANCE SHEET			
Balance April 30, 2023			
Money market & checking	\$ 890,715.47		
Work Capital CD (0287).5% maturity 4-11-24	\$167,787.22	Recommend switch to Raymond James	
Work Capital CD (9888) 01% maturity 5/19/23	\$179,014.79		
CD Savings (1528) .03%	\$270,190.52		
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.

5-09-2023 09:04 AM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: APRIL 30TH, 2023				
400-WATER		% OF YEAR COMPLETED: 83.33				
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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UTILITY BILLINGS						
400-350-000-00 RESIDENTIAL SALES	900,000	90,103.03	893,447.62	0.00	6,552.38	99.27
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	500,000	52,889.25	531,834.59	0.00 (31,834.59)	106.37
400-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,347.50	13,475.00	0.00	1,525.00	89.83
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,415,000	144,339.78	1,438,757.21	0.00 (23,757.21)	101.68
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OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	150,000	22,692.75	187,469.00	0.00 (37,469.00)	124.98
400-360-000-01 HODGESVILLE PSD (MASTER M	220,000	24,631.75	204,930.25	0.00	15,069.75	93.15
400-360-000-02 ELKINS ROAD PSD (MASTER M	160,000	24,376.00	189,532.50	0.00 (29,532.50)	118.46
400-360-000-03 ADRIAN PSD (MASTER METER)	230,000	28,085.75	260,641.25	0.00 (30,641.25)	113.32
TOTAL OUTSIDE DISTRICTS	760,000	99,786.25	842,573.00	0.00 (82,573.00)	110.86
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GRANTS						
400-366-000-01 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
400-366-000-02 GRANT -BOAT & AIRCOND	0	0.00	0.00	0.00	0.00	0.00
400-368-000-00 TAP FEES	10,000	4,500.00	16,634.00	0.00 (6,634.00)	166.34
400-368-000-01 RECLASSIFY REVENUE-ARMORY	0	0.00	0.00	0.00	0.00	0.00
400-368-000-02 RECLASSIFY REVENUE	0	0.00	0.00	0.00	0.00	0.00
400-368-100-00 PROJECTS NOT 5.5 RULE	0	0.00	0.00	0.00	0.00	0.00
400-368-100-03 CONTRIB IN AID CONST 5.5R	0	0.00	0.00	0.00	0.00	0.00
400-368-200-00 CAPITALIZE PROJ EQIP CSTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	10,000	4,500.00	16,634.00	0.00 (6,634.00)	166.34
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INTRAFUND CONTR/CHARGES						
400-370-000-01 LATE CHARGES	19,385	1,811.26	22,097.22	0.00 (2,712.22)	113.99
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	175.00	2,350.00	0.00 (350.00)	117.50
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	1,986.26	24,447.22	0.00 (3,062.22)	114.32
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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	33,000	2,050.00	67,035.04	0.00 (34,035.04)	203.14
TOTAL OTHER REVENUE	34,000	2,050.00	67,210.09	0.00 (33,210.09)	197.68
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TOTAL REVENUE	2,240,385	252,662.29	2,389,621.52	0.00 (149,236.52)	106.66

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	1,639.54	14,456.00	0.00	5,544.00	72.28
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	20,000	1,639.54	14,456.00	0.00	5,544.00	72.28
COMMODITIES						
400-601-342-00 MAINTENANCE RIVER INTAKE&	3,500	0.00	2,234.57	0.00	1,265.43	63.84
400-601-346-00 WATERSHED MANAGEMENT	0	0.00	0.00	0.00	0.00	0.00
400-601-347-00 MAINTENANCE DAM	4,000	0.00	0.00	0.00	4,000.00	0.00
400-601-399-00 WATERSHED, DAM MISC	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL COMMODITIES	12,500	0.00	2,234.57	0.00	10,265.43	17.88
TOTAL RESERVIOR MANGMT DAM	32,500	1,639.54	16,690.57	0.00	15,809.43	51.36
WATER PLANT =====						
SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	291,000	24,260.23	229,249.68	0.00	61,750.32	78.78
400-642-104-00 FICA TAX	22,612	1,859.34	17,577.59	0.00	5,034.41	77.74

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	38,500	2,097.04	28,610.72	0.00	9,889.28	74.31
400-642-106-00 MAINT TREATMENT PLANT BLD	26,332	2,183.43	20,055.93	0.00	6,276.07	76.17
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	378,444	30,400.04	295,493.92	0.00	82,950.08	78.08
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	115,000	10,740.66	100,889.81	0.00	14,110.19	87.73
400-642-221-00 TRAINING & CONTINUED EDUC	4,000	150.00	2,687.22	0.00	1,312.78	67.18
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	668.15	4,078.79	0.00	2,921.21	58.27
TOTAL CONTRACTUAL SERVICES	126,000	11,558.81	107,655.82	0.00	18,344.18	85.44
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,000	0.00	2,174.78	0.00	825.22	72.49
400-642-342-00 MAINT TREATMENT PLANT BLD	6,000	0.00	2,767.10	0.00	3,232.90	46.12
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	234.98	2,612.80	0.00	1,787.20	59.38
400-642-344-00 GENERAL EQUIPMENT MAINTEN	2,500	0.00	2,232.18	0.00	267.82	89.29
400-642-345-00 UNIFORMS PERSONAL SAFETY	3,500	238.05	1,972.45	0.00	1,527.55	56.36
400-642-346-00 MAINT TREATMENT PLANT EQU	81,000	6,007.38	41,112.90	0.00	39,887.10	50.76
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	1,039.41	10,005.02	640.65	4,354.33	70.97
400-642-348-00 CHEMICAL COSTS	216,000	11,701.25	160,166.41	0.00	55,833.59	74.15
400-642-349-00 COMPLIANCE MONITORING	23,000	0.00	5,524.69	230.00	17,245.31	25.02
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	19,221.07	237,017.52	870.65	141,811.83	62.65
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	61,179.92	646,447.37	870.65	243,325.98	72.68
WATER LINES =====						
SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	472,460	32,197.01	356,205.77	0.00	116,254.23	75.39
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	2,474.55	27,375.13	0.00	8,784.87	75.71
400-660-105-00 HEALTH INSURANCE	76,500	4,824.36	68,232.42	0.00	8,267.58	89.19
400-660-106-00 RETIREMENT	42,532	2,897.74	32,058.66	0.00	10,473.34	75.38
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	627,652	42,393.66	483,871.98	0.00	143,780.02	77.09
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	28,000	2,411.75	25,339.60	0.00	2,660.40	90.50
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	1,390.07	7,676.42	0.00	5,323.58	59.05
TOTAL CONTRACTUAL SERVICES	44,200	3,801.82	34,716.35	0.00	9,483.65	78.54

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	47.52	900.99	0.00	7,424.01	10.82
400-660-342-00 MAINTENANCE GARAGE BLDG	5,000	170.65	2,533.82	0.00	2,466.18	50.68
400-660-343-00 VEHICLE MAINTENANCE	10,700	571.69	7,810.90	0.00	2,889.10	73.00
400-660-343-01 LINE VEHICLE FUEL	12,000	961.47	11,920.62	0.00	79.38	99.34
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	1,715.10	10,531.96	2,366.52	4,101.52	75.87
400-660-345-00 UNIFORMS-PERSONAL SAFETY	4,500	238.04	1,972.42	0.00	2,527.58	43.83
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	10,000	17.78	679.44	5,032.00	4,288.56	57.11
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	6,636.81	95,945.09	3,164.10	62,490.81	61.33
400-660-353-00 MAPPING & LINE LOCATING E	11,000	481.08	2,815.81	0.00	8,184.19	25.60
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	250,125	10,840.14	138,529.99	10,562.62	101,032.39	59.61
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	923,177	57,035.62	657,980.27	10,562.62	254,634.11	72.42
WATER METERS						
=====						
SALARIES & BENEFITS						
400-902-103-00 METER ON/OFF & MAINT LABO	0	0.00	0.00	0.00	0.00	0.00
400-902-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
400-902-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-106-00 RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
400-902-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
400-902-221-00 TRAINING & CONTINUED EDUC	0	0.00	0.00	0.00	0.00	0.00
400-902-226-00 WORKERS COMP/ INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
COMMODITIES						
400-902-342-00 MAINTENANCE OF METER SHOP	0	0.00	0.00	0.00	0.00	0.00
400-902-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-343-01 METER VEHICLE FUEL	0	0.00	0.00	0.00	0.00	0.00
400-902-344-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-902-345-00 UNIFORMS-PESONAL SAFETY E	0	0.00	0.00	0.00	0.00	0.00
400-902-346-00 REPLACEMENT NEW METERS, P	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
400-902-999-00 CUST SERVICE-METER READ -	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER METERS	0	0.00	0.00	0.00	0.00	0.00
OFFICE/ADMIN						
=====						
SALARIES & BENEFITS						
400-920-101-00 AD & GE SALARIES BOARD	22,462	1,400.00	14,000.00	0.00	8,462.00	62.33
400-920-103-00 AD & GE OFFICE SALARIES	165,000	10,960.42	126,668.29	0.00	38,331.71	76.77
400-920-104-00 FICA TAX	14,500	945.39	10,760.95	0.00	3,739.05	74.21
400-920-105-00 HEALTH INSURANCE	22,000	1,135.18	15,828.47	0.00	6,171.53	71.95
400-920-106-00 RETIREMENT	15,800	964.50	10,804.78	0.00	4,995.22	68.38
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	239,762	15,405.49	178,062.49	0.00	61,699.51	74.27
CONTRACTUAL SERVICES						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	2,000	94.29	1,666.09	0.00	333.91	83.30
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	626.72	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	721.01	4,015.96	0.00	1,084.04	78.74
COMMODITIES						
400-920-341-00 MATERIALS & SUPPLIES EXPE	25,000	3,254.53	25,715.41	0.00 (715.41)	102.86
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	8,500	1,250.00	15,750.00	0.00 (7,250.00)	185.29
400-920-351-00 ENGINEERING EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-352-00 PROPERTY INSURANCE	42,000	5,950.00	45,205.07	0.00 (3,205.07)	107.63
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	0.67	117.72	0.00	582.28	16.82
TOTAL COMMODITIES	98,150	10,455.20	105,366.80	0.00 (7,216.80)	107.35
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	6,155.73	46,963.72	0.00 (2,963.72)	106.74
TOTAL NON-OPERATING EXPENSES	44,000	6,155.73	46,963.72	0.00 (2,963.72)	106.74
TOTAL OFFICE/ADMIN	407,012	32,737.43	347,473.91	0.00	59,538.09	85.37

400-WATER

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBTS						
=====						
SALARIES & BENEFITS						
400-955-109-00 BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
BOND PAYMENTS						
=====						
CONTRACTUAL SERVICES						
400-970-221-00 WATER BOND A 2016	270,000	22,481.88	225,354.95	0.00	44,645.05	83.46
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	225,354.95	0.00	44,645.05	83.46
TOTAL BOND PAYMENTS	270,000	22,481.88	225,354.95	0.00	44,645.05	83.46
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

400-WATER

% OF YEAR COMPLETED: 83.33

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	0	73,506.00	73,506.00	0.00	73,506.00	0.00
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	47,000	14,081.40	51,081.40	0.00	4,081.40	108.68
400-999-682-00 RAW WATER TURB METER	50,000	0.00	0.00	0.00	50,000.00	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	1,750.28	19,663.52	0.00	1,105.48	94.68
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	15,000	0.00	0.00	0.00	15,000.00	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

5-09-2023 09:04 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2023

400-WATER

% OF YEAR COMPLETED: 83.33

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	267,916	89,337.68	240,832.96	0.00	27,083.04	89.89
TOTAL CAPITAL/PROJECTS	271,916	89,337.68	242,981.08	0.00	28,934.92	89.36
TOTAL EXPENDITURES	2,795,249	264,412.07	2,136,928.15	11,433.27	646,887.58	76.86
REVENUE OVER/(UNDER) EXPENDITURES	(554,864)	(11,749.78)	252,693.37	(11,433.27)	(796,124.10)	43.48-

APRIL 2023 WATER PAYMENT OF BILLS

- \$3,268.94** – GRAINGER – FAN FOR HIGH SERVICE ROOM
- \$11,701.25** – PHOENIX SOLUTIONS – P-PAC, SODA ASH & CHLORINE
- \$2,616.04** – OVIVO USA, LLC – GEAR BOX FOR RAPID MIXER
- \$2,308.50** – FERGUSON WATERWORKS – SERVICE LINE PARTS
- \$4,148.76** – CORE & MAIN LP – WATER METER REPLACEMENT, SWEDGE, SADDLE, HYD RISER, COPPER & METER BARRELS
- \$1,606.54** – FREEDOM AG & ENERGY COOP- HEAT PUMP FOR METER SHOP
- \$5,950.00** – INDUSTRIAL APPRAISAL CO.- WATER PLANT APPRAISAL
- \$73,506.00** – STATE EQUIPMENT INC. – MINI EXCAVATOR
- \$14,081.40** – FERGUSON WATERWORKS – MAIN LINE MATERIAL THURMAN AVE PROJECT, VALVES & TAPPING SLEEVE

05-09-2023 08:40 AM

DISBURSEMENTS 4/01/23 to 4/30/23

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	1,616.37
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	23.17
				TOTAL:	1,639.54
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	9,593.39
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT UNIFORMS MARCH 20	238.05
	RITE-WAY HEATING & PLUMBING	642-346-00	MAINT TREATMENT PLAN	BOX SCREWS- FAN HIGH SVC	11.88
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER APRIL 2023 HEALTH IN	1,817.04
		642-105-00	HEALTH INSURANCE	WATER APR 2023 RETIREE'S I	280.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	170.65
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	804.33
	GRAINGER	642-346-00	MAINT TREATMENT PLAN	FAN HIGH SERVICE ROOM	3,268.94
	LOWES BUSINESS ACCOUNTS	642-346-00	MAINT TREATMENT PLAN	PARTS- HIGH SERVICE FAN	38.38
		642-346-00	MAINT TREATMENT PLAN	PARTS - HIGH SVC FAN	72.14
	WV MUNICIPAL LEAGUE	642-226-00	UNEMPLOYMENT/COMPENS	WATER 1ST QTR 2023 UNEMPLO	668.15
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	650.25
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	636.50
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	410.40
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	486.28
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	P-PAC & SODA ASH	3,821.25
		642-348-00	CHEMICAL COSTS	P-PAC, SODA ASH, CHLORINE	7,880.00
	USA BLUE BOOK/ HD SUPPLY FAC	642-347-00	PLANT LAB MAINT & SU	LAB SUPPLIES	1,039.41
	OFFICE OF WATER PROGRAMS CA	642-221-00	TRAINING & CONTINUED	PCRD-CEU TEST TOM DAVIS	75.00
		642-221-00	TRAINING & CONTINUED	PCRD-COURSE ENROLLMENT PAT	75.00
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	732.00
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	774.91
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	171.19
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	181.24
	WORLD FUEL SERVICES, INC.	642-343-01	PLANT VEHICLE FUEL	WATER FUEL BILL MARCH 2023	234.98

05-09-2023 08:40 AM

DISBURSEMENTS 4/01/23 to 4/30/23

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	OVIVO USA, LLC FRONTIER	642-346-00	MAINT TREATMENT PLAN	GEAR BOX FOR RAPID MIXER	2,616.04
		642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	69.27
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	58.01
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	45.01
	**PAYROLL EXPENSES			4/01/2023 - 4/30/2023	24,260.23
				TOTAL:	61,179.92
	WATER LINES	660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	177.81
		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
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCKBOOSTER	119.84
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.00
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCKTANK	6.69
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	921.80
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	7.74
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	6.83
		660-345-00	UNIFORMS-PERSONAL SA	ALL DEPT UNIFORMS MARCH 20	238.04
		660-353-00	MAPPING & LINE LOCAT	GIS SVCS 8/1/22- 3/31/23	55.00
		660-353-00	MAPPING & LINE LOCAT	GIS SVCS 8/1/22- 3/31/23	165.00
		660-353-00	MAPPING & LINE LOCAT	GIS SVCS 8/1/22- 3/31/23	27.50
		660-353-00	MAPPING & LINE LOCAT	GIS SVCS 8/1/22- 3/31/23	27.50
		660-353-00	MAPPING & LINE LOCAT	GIS SVCS 8/1/22- 3/31/23	110.00
		660-353-00	MAPPING & LINE LOCAT	GIS SVCS 8/1/22- 3/31/23	55.00
		660-347-00	BOOSTER PUMP BLDG EQ	GAUGES IND PARK TESTING	17.78
		660-105-00	HEALTH INSURANCE	WATER APRIL 2023 HEALTH IN	4,124.36
		660-105-00	HEALTH INSURANCE	WATER APR 2023 RETIREE'S I	700.00
		660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	170.66
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	804.33
		660-353-00	MAPPING & LINE LOCAT	MARCH 2023 LOCATE MESSAGE	41.08
		660-344-00	GENERAL EQUIPMENT MA	BITS FOR DRIMMEL TOOL	53.59
		660-344-00	GENERAL EQUIPMENT MA	MOWER WHEEL & DEF	54.97
		660-343-00	VEHICLE MAINTENANCE	REPAIR W-7	571.69
		660-226-00	UNEMPLOYMENT/COMPENS	WATER 1ST QTR 2023 UNEMPLO	1,390.07
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,240.62
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,168.24
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	236.88
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	252.00
		660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE PARTS	2,308.50
		660-352-00	NEW SERVICES, UPGRAD	WATERMETER REPLACEMENT	145.00
		660-352-00	NEW SERVICES, UPGRAD	SWEDGE, SADDLE, HYD RISER	1,162.50
		660-352-00	NEW SERVICES, UPGRAD	SWEDGE, SADDLE, HYD RISER	88.36
		660-352-00	NEW SERVICES, UPGRAD	COPPER & METER BARRELS	2,752.90
		660-342-00	MAINTENANCE GARAGE B	OFFICE & CLNING SUPP WATE	170.65
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,022.53
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	982.97
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	239.15
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	229.90
		660-341-00	OFFICE EXPENSE	PCRD-PAPER CLIPS	9.99
		660-341-00	OFFICE EXPENSE	PCRD-OFFICE SUPPLIES	37.53
		660-352-00	NEW SERVICES, UPGRAD	PCRD-MARKING PAINT	179.55
		660-343-01	LINE VEHICLE FUEL	WATER FUEL BILL MARCH 2023	961.47
		660-344-00	GENERAL EQUIPMENT MA	HEAT PUMP METER SHOP	1,606.54
		660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	69.28

05-09-2023 08:40 AM

DISBURSEMENTS 4/01/23 to 4/30/23

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	58.01
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	45.02
				4/01/2023 - 4/30/2023	32,197.01
				TOTAL:	57,035.62
	OFFICE/ADMIN	920-341-00	MATERIALS & SUPPLIES	34" PAPER FOR PLOTTER	31.10
		920-105-00	HEALTH INSURANCE	WATER APRIL 2023 HEALTH IN	971.85
		920-105-00	HEALTH INSURANCE	WATER APR 2023 RETIREE'S I	163.33
		920-341-00	MATERIALS & SUPPLIES	SPOT CLEANER - CITY HALL	6.64
		920-226-00	UNEMPLOYMENT/COMPENS	WATER 1ST QTR 2023 UNEMPLO	626.72
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	478.07
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	461.50
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	24.93
		920-341-00	MATERIALS & SUPPLIES	PERMIT #10 POSTAGE	750.00
		920-341-00	MATERIALS & SUPPLIES	MARCH 2023 AA FEES	223.32
		920-350-00	PROFESSIONAL & LEGAL	MAY 2023 CONTRACT ATTORNEY	1,250.00
		920-341-00	MATERIALS & SUPPLIES	MARCH 2023 CC FEES	2,146.96
		920-999-00	ADM BOARD-BILLING MI	APR 2023 CITY HALL COPIER	149.49
		920-999-00	ADM BOARD-BILLING MI	APRIL 2023 IT SVC CONTRACT	375.00
		920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLS CITYHALL	25.28
		920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLS CITY HALL	27.41
		920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES CITYHAL	34.69
		920-999-00	ADM BOARD-BILLING MI	556000152 PENALTY	2,950.90
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	448.37
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	317.84
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	104.85
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	74.33
		920-999-00	ADM BOARD-BILLING MI	APRIL 2023 POSTAGE	250.00
		920-999-00	ADM BOARD-BILLING MI	APR 2023 MAILER & INSERTER	94.30
		920-352-00	PROPERTY INSURANCE	60% WATER PLANT APPRAISAL	3,570.00
		920-352-00	PROPERTY INSURANCE	APPRAISE WATER & SEWER	2,380.00
		920-999-00	ADM BOARD-BILLING MI	APRIL 2023 CITY HALL INTER	214.63
		920-999-00	ADM BOARD-BILLING MI	UTL BILLING AUTOPAY, IVR,	2,058.13
		920-999-00	ADM BOARD-BILLING MI	UTL BILL NOTF CALLS1/1-3/3	59.53
		920-999-00	ADM BOARD-BILLING MI	RTN CK PROCESSING FEE	3.75
		920-341-00	MATERIALS & SUPPLIES	MARCH 2023 UTIL COLLECTION	9.13
		920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	70.12
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.17
				4/01/2023 - 4/30/2023	12,360.42
				TOTAL:	32,736.76
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOND A PYMT APRIL 20	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	STATE EQUIPMENT INC. FERGUSON WATERWORKS	999-675-00	BOOM TRUCK/SLUDGE	MINI EXCAVATOR	73,506.00
		999-681-01	THURMAN AVE PROJECT	MAIN LINE MTRL- THURMAN	4,300.90
		999-681-01	THURMAN AVE PROJECT	VALVES & TAPPING SLEEVE	9,780.50
	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	25H3G4 21 RAM 1500 LEASE P	419.28
		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:	89,337.68

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

-Tyson Dean-WD Water Distribution Certification

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

This is to Certify

Tyson B. Dean

Has complied with all Rules and Regulations of the State of West Virginia to become certified as a

**WD Water Distribution WD
WVOP33849**

EXPIRATION DATE: April 30, 2025

-Caleb Kimble-WD Water Distribution Certification

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

This is to Certify

Caleb M. Kimble

Has complied with all Rules and Regulations of the State of West Virginia to become certified as a

**WD Water Distribution WD
WVOP33850**

EXPIRATION DATE: April 30, 2025

-Eric Thomason-DW-1 & DW-2 Drinking Water Certification

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

This is to Certify

Eric D. Thomason

Has complied with all Rules and Regulations of the State of West Virginia to become certified as a

**DW Drinking Water Certification DW-1
WVOP34142**

EXPIRATION DATE: April 30, 2025

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

This is to Certify

Eric D. Thomason

Has complied with all Rules and Regulations of the State of West Virginia to become certified as a

**DW Drinking Water Certification DW-2
WVOP34142**

EXPIRATION DATE: April 30, 2025

-Thomas Wood-DW-4 Drinking Water Certification

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

This is to Certify

Thomas A. Wood

Has complied with all Rules and Regulations of the State of West Virginia to become certified as a

**DW Drinking Water Certification DW-4
WVOP33512**

EXPIRATION DATE: April 30, 2025

Discussion regarding employees and their testing. Supervisor Kelly Arnold specifically mentioned Tyson Dean and Caleb Kimble as great additions to the Water Department. They both passed the meter test. If they pass the backflow connection test, he will request a pay increase.

-Letter from WVDHHR re: (SWPP) Source Water Protection Plan Update required no later than 10/01/23



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Public Health
Office of Environmental Health Services

Jeffrey H. Coben, MD
Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MPH
Commissioner & State Health Officer

May 1, 2023

Buckhannon Water Board
70 East Main Street
Buckhannon, WV 26201

Re: Source Water Protection Plan Update
Buckhannon Water Board
PWSID: WV3304902
Region 2

In accordance with W.Va.Code §16-1-9c, Source Water Protection Plans (SWPP) are to be updated every three years. The 2019 SWPP updates have been approved. Future SWPP updates are required every three years by submission deadlines staggered by region in accordance with W.Va.Code. §64-3-16. **Region 2 will be required to submit a fully updated SWPP via the SWAP portal no later than October 1, 2023.**

To make the source water protection plan updates more convenient, The Bureau of Public Health, Office of Environmental Health Services has created an online portal to access and update the SWPP. The portal can be accessed via this link: <https://apps.wv.gov/OEHS/SourceWater>

New users need to go to <https://apps.wv.gov/accounts> to create a SWPP portal account. New users must also contact us as when you create an account so we can finish your account setup. We will also send you a user guide that will help walk you through the process of using our portal.

For returning users, SWPP portal user passwords expire every 90 days, so unless you have logged in recently, the first thing you will have to do is reset your password. Email spam filters sometimes catch the password reset email, so be sure to check your email spam folder when resetting it.

Should you have any questions pertaining to this letter and its contents, please contact Mr. Reuben J. Gillispie at (304) 352-5003, Reuben.J.Gillispie@wv.gov.

Sincerely,

Reuben J. Gillispie, Program Manager
Source Water Assessment & Protection

Cc: Jason Frame, Director OEHS
Meredith J. Vance, OEHS EED Director

350 Capitol Street, Room 313 • Charleston, West Virginia 25301 • 304.558.2981 • 304.558.1291 (fax) • dhhr.wv.gov

For the SWPP, EPA will give us an action plan. Some discussion occurred.

CITY OF BUCKHANNON WATER DEPARTMENT Monthly Report for April 2023

- Water leaks-2
- Weekly safety meetings.
- Locates.
- Renewed service -0
- New Services-5
- Residential meters changed-20
- Residential meters tested-100
- Started meter change out.
- Public Service District meters tested-0
- Changing 2", 5/8" meter for testing.
- Meter barrel repairs.
- Hydrant flushing completed.
- Installed auto flushers.
- There is a recall on wires to fans in VFD's waiting on parts.
- 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.
- 58.4 million gallons of water treated for month of April 1.95 million a day.

- Cost per million gallons treated for April \$184.75
- 26965 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered. -260
- Non-Payments
- Continue to work on back-flow/cross-conn. Program.
- Maintenance equipment.

Also, on Thurman Ave, some of the hydrants have low flow, and Fire Department have said they would like an increase.

Month: Apr-22

			Monthly Total	Y-T-D	
Million Gallons Treated:			58.4	476.3	
Total Chemical Treatment Cost:			10789.87	134302.3	
Cost per Million Gallons:			184.758	281.97	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.25	lb	0	0	4946.665
Chlorine	1.09	lb	1380	1504.2	16135.5
Fluoride	1.39	lb	385	535.15	5796.3
KMnO4	3.65	lb	277.5	1012.875	13026.85
Lime	1.4 0.22	lb	800	176	1969
Premier Pac	0.44	lb	7306	3214.64	45607.76
Soda Ash	0.420	lb	6100	2562	30272.25
Sodium Hex	2.38	lb	750	1785	16548
Smart-Phos	14.16	GAL	0	0	0
				10789.87	134302.3

Unaccounted For Water through June 30, 2023

	Plant Produced (a.)	Distribution Loss (b.)	Sold to 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						#DIV/0!
Jun-23						#DIV/0!
Totals:	600,478,213	10,788,133	4,853,944	201,118,700	336,914,500	7.79%

D.2 ARPA Projects Update

ProContracting is working on Project A.
Tradeworx is working on Project B along with some other subcontracts for us. They will be working on the Tennerton Booster after the festival. Hope to be completed by fall.

E. Correspondence and Information:
E.1 Mt. Hope Water Association Meeting Minutes-March 2023

Mt Hope Water Association Minutes
Board of Directors Regular March Meeting - 3/20/2023

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, March 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, Nicholas Cutright, Tom Davis, Deborah Cvechko, Navonda Tenney and Marcella Kelley. Also in attendance were Secretary/Treasurer Laurie Adams, Chief Operator Jeff May, and from Region VII Planning & Development, Carrie Wallace.

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 Nicholas, motion carried. Laurie discussed an issue with a customer who did not agree with the leak adjustment given to her at the February meeting. After some discussion, it was agreed that the customer was given the correct credit and courtesies on previous issues.

The scoring and selection of professional services for the Water Improvement/Maintenance Project was completed by the board members, with Carrie’s assistance. The firms selected were: Accountant - Bennett & Dobbins, Local Legal - West & Jones, PSC Legal - Spilman, Thomas, Battle, and Bond Counsel - Jackson Kelly. Carrie will inform all those who responded. Laurie discussed with the board the present loan amount paid monthly for the completed \$2,399.000.00 project, as a comparison to our upcoming water project. The board agreed to proceed with the present projects. The 2021-22 Annual Report and Independent Audit were complete and available for the board members, review. There was nothing new to report on the work that needs to be done on the welded tanks, Jeff is hoping to schedule it in April. Laurie shared the quote from the accounting firm, Bennett & Dobbins for the next Annual Report. Their office will be informed of the board’s acceptance. Jeff spoke briefly about the GIS for our system with Region VII’s assistance. We are waiting for further pricing from their office. He also informed the board that our supplier, National Road, has been purchased by Citco. Badger meters will no longer be available through them. The board agreed to purchase refurbished meters through USA Blue Book, when necessary. The City of Buckhannon Water Plant will be giving a tour of the water plant on Thursday, April 13, 2023, at 4 p.m., they have invited Mt Hope Water and ask that we confirm attendance. Marcella agreed to mow the Mt Hope Water office yard this coming mowing season, at the same rate as last year. There being no further business to discuss, the meeting was adjourned at 7:40 p.m. by President Tenney.

Secretary/Treasurer - Laurie Adams

E.2 Adrian P.S.D. Meeting Minutes-March & April 2023

Adrian Public Service District
March 6, 2023
Monthly Board 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 February 5, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly second.
Minutes of the February 15, 2023 meeting were read. Paul made a motion to approve the minutes and Carolyn second.

Invoices were presented. A motion was made to pay by Kelly, second by Paul.

Old Business

- None

New Business

- None

Items for Discussion/Action/Approval

- Norma advised the board of completion of new maintenance building, including the concrete floor.
- Norma advised the board of completion of awnings on shop building. She also presented the board with new board room furniture from utilizing reward points earned on MVB Visa card. (conference table chairs (6), conference room guest chairs (4), conference room accent chairs (2), stool and end table)
- Norma requested approval of legal advertisement for generators, utilizing ARP funding, for a second time. Paul made a motion to approve, and Kelly second.

Maintenance Report

- Repaired water leak at Arlington.
- Installed three new services.
- New motor arrived for Carter Pump Station.
- Relocation of waterline at Alton Bridge and requested a change order for the DOH.
- Received bacteria samples from Clarksburg Water Board for Indian Camp. Both samples were good.
- Purchased and installed two new chlorine pumps.
- Repaired telemetry at Alexander Tank, cancelled CITCO.

Office Report

- None

Adjournment

The meeting adjourned at 4:00 pm. Next regular meeting will be April 6, 2023 at 3:00 pm.
The next project meeting will be March 15, 2023 at 3:00 pm.

Board of Directors


Paul Spencer, Chairman


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.

Adrian Public Service District
March 24, 2023
Special Board Meeting

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

All motions were unanimous unless otherwise noted.

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

Paul Spencer made a motion to enter into Executive Session under WV Code 6-9A-4 at 3:00 p.m. Paul Spencer made a motion to leave Executive Session at 3:45 p.m. Seconded by Kelly Arnold.

No decisions were made during executive session. The Board unanimously elected to give employee, Jacob Leichter, as disciplinary action, the option to resign or be terminated from Adrian Public Service District.

Adjournment

The meeting adjourned at 4:00 pm.

Next regular meeting will be April 6, 2023 at 3:00 pm.

Board of Directors


Paul Spencer, Chairman


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.

Adrian Public Service District
April 6, 2023
Monthly Board Meeting

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

All motions were unanimous unless otherwise noted.

The meeting was called to order at 2:45 p.m. by Paul Spencer, Chairman.

Kelly Arnold made a motion to enter into Executive Session under WV Code 6-9A-4 at 2:54 pm. Kelly Arnold made a motion to come out of Executive Session at 2:58 p.m. Seconded by Carolyn Douglas. Motion carried.

No decisions were made during Executive Session.

Minutes of the March 2, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly second.
Minutes of the March 15, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly second.
Minutes of the March 24, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly second.

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

Old Business

- Phase VIII/Pickens updates provided by Norma Woody.

New Business

- None

Items for Discussion/Action/Approval

- Norma advised the board of resignation of Jacob Lechlitter, Water Operator.
- Norma requested the board advertise for Water Operator position. Paul made a motion to approve and Kelly seconded the motion.
- Norma advised board of generator bid receipt by Fishers of Men Generator Repair. Norma requested Paul be excluded from the vote and approval. Paul was excluded. Kelly Arnold made a motion to approve the bid and Carolyn seconded the motion Motion carried.
- Norma presented a suggestion to the board for update of current security system. Paul made a motion to get quotes and Kelly seconded the motion. Motion carried.
- Norma presented the 2023-2024 Budget for approval. Kelly made a motion to approve and Paul seconded the motion.
- Norma notified the board of completion of office awnings.
- Kelly suggested the board consider Region VII GIS Mapping for future projects.
- Norma advised board that a request was submitted to the County Commission for approval of ARP funding to be utilized for water line extension on Craig Bessinger properties. Kelly Arnold requested Public Service Commission approval as well.

Maintenance Report

- New motor installed for Carter Pump Station.

Office Report

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

Adjournment

The meeting adjourned at 4:00 pm.

Next regular meeting will be May 4, 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
April 19, 2023
Phase VIII Project Meeting

Present from Adrian PSD: Kelly Arnold, Sec/Treas.; Carolyn Douglas, Vice Chairman; Paul Spencer, Chairman 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 (23.7% complete as of March 31, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Freemans Rd complete, working on Route 20 and Eden Road.
- Norma requested approval of Resolution No. 5 of the Phase VIII water extension project. Paul made a motion to approve, and Kelly second the motion. Motion carried.
- Norma requested approval of Adverse Weather Day calculation sheets for Phase VIII water extension project. Contract 1 (3 days), Contract 2 (7 days), Contract 3 (7 days). Carolyn made the motion to approve, and Paul second the motion. Motion carried.
- Norma requested approval of Change Order No. 1 Contract 2 (change generators to propane). Kelly made a motion to approve and Paul second the motion. Motion carried.
- Schedule for Contracts are as follows: Contract 1-Pro Contracting (two and one-half crews working), Contract 2-Pro Contracting (no crew working), Contract 3-Mid Atlantic Storage Systems (site work started at both tank sites, but stopped now for weather).

Adjournment

The meeting adjourned at 4:00 pm.

Next regular board meeting will be May 4, 2023 at 3:00 pm.
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
March 15, 2023
Phase VIII Project Meeting

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 (15.8% complete as of February 28, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Freemans Rd complete, working on Route 20 and Eden Road.
- Norma requested approval of Resolution No. 4 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. Contract 1 (0 days), Contract 2 (7 days), Contract 3 (7 days). Carolyn made the motion to approve, and Paul second the motion.
- The board reviewed gas line crossing application from TC Energy.
- Schedule for Contracts are as follows: Contract 1-Pro Contracting (two and one-half crews working), Contract 2-Pro Contracting (one crew starting Holly Grove next week), Contract 3-Mid Atlantic Storage Systems (site work started at both tank sites, but stopped now for weather).

Adjournment

The meeting adjourned at 4:00 pm. Next regular meeting will be April 19, 2023 at 3:00 pm.

Board of Directors


Paul Spencer, Chairman


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.

E.3 Elkins Road P.S.D. Meeting Minutes-April 2023

Elkins Road Public Service District
Board of Directors' Regular Meeting
April 4, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, April 4, 2023.

Moment of Silence for Sheriff Virgil Miller (RIP)

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: Greg Belcher, CTG; Stacey McDaniel, Region VII

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

Recognize that four (4) customers were present.

APPROVAL OF MINUTES

Minutes of March 7, 2023 Regular Monthly Meeting were presented for approval. **David Burr made a motion to approve the minutes. Wendell Grose 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**

REGION VII – SHANE WHITEHAIR

Shane Whitehair, Region VII Director, attended the meeting once again to answer any questions the Board had about the GIS Agreement he had revised for them. **David Burr made a motion to enter into and sign the agreement. Wendell Grose seconded. Motion carried**

PHASE III EXTENSION PROJECT

Greg Belcher spoke with the Board in Executive Session under WV Code 6-9A-4. No decisions were made during the session.

JERRY WAMSLEY

Jerry Wamsley attended the meeting to ask the Board about posting the agendas and minutes from the monthly meetings on our website. **David Burr made a motion to post agendas and minutes of our monthly meetings on the website. Wendell Grose seconded. Motion carried**

OLD PSD OFFICE

The office was discussed during an Executive Session under WV Code 6-9A-4. No decisions were made during the session.

LOUDIN'S MHP LLC – ALTERNATE MAIN LINE EXTENSION

The Alternate Main Line Extension was discussed during an Executive Session under WV Code 6-9A-4. No decisions were made during this session.

RESCHEDULE JULY MEETING DATE

Carey Wagner made a motion to move the July meeting from July 4, 2023 (Holiday) to July 11, 2023. David Burr seconded. Motion carried

MAINTENANCE

Dave Wamsley gave the March Maintenance Report. Waugh and Union Booster problems were discussed due to the high winds on Saturday knocking out the electric. It was discovered that we have a problem at Union Booster due to the wiring of the generator. Dave has to turn the pumps on and off manually until the coils which were fried by faulty wiring are replaced. PALCO will be called to handle the wiring of the generator since it is under warranty.

Water loss from undetected leaks are still causing the daily water usage to be high. We continue to try and find these leaks and get them repaired to solve this problem.

There being no further business, **the meeting adjourned on motion made by Dave Burr and seconded by Wendell Grose. Meeting adjourned at 6:45 p.m.**

The next meeting will be held on Tuesday, May 2, 2023 at 5:00 p.m.

F. Consent Agenda:

F.1 Approval of Minutes: Regular 04/13/23, Special 04/20/23:

The meeting minutes were not available in time for review, so both will be tabled to next meeting.

G. Strategic Issues for discussion and vote:

G.1 Water Treatment Plant Evaluation, Scope of Services, Including Fee Schedule:

This was acted upon previously in the meeting, under B.1.

G.2 Approval Water Board Budget Revision #3 FY 2022/2023:

Water					
Budget Revision					
20-Apr-23					
Revenues					
400-360-000-00	Mt Hope Water	\$ 150,000.00	\$ 14,000.00	\$ 164,000.00	
400--360-000-02	Elkins Rd PSD	\$ 160,000.00	\$ 5,100.00	\$ 165,100.00	
400-360-000-03	Adrian PSD	\$ 230,000.00	\$ 2,500.00	\$ 232,500.00	
400-368-000-00	Tap Fees	\$ 10,000.00	\$ 6,000.00	\$ 16,000.00	
400-399-000-00	Miscellaneous	\$ 33,000.00	\$ 24,750.00	\$ 57,750.00	Insurance refund \$2500; and sale of trade in vehicles with enterprise over what was expected \$25000
			\$ 52,350.00		
Expenses					
400-999-675-00	Backhoe	\$ -	\$ 73,600.00	\$ 73,600.00	New backhoe
400-920-341-00	Materials & Supplies Expense	\$ 25,000.00	\$ 3,000.00	\$ 28,000.00	
400-920-350-00	Professional & Legal Expense	\$ 8,500.00	\$ 13,750.00	\$ 22,250.00	city atty became contracted
400-920-352-00	Property Insurance	\$ 42,000.00	\$ 22,000.00	\$ 64,000.00	plant appraisal \$5950 & first renewal payment was not budgeted \$12000;also overpaid prem, received refund pd from expense acct, refund is in mis revenue acct
400-999-681-01	Thurman Ave Project	\$ 47,000.00	\$ 5,000.00	\$ 52,000.00	project cost more than anticipated
400-999-9682-00	Raw Water Turb Meter	\$ 50,000.00	\$ (50,000.00)	\$ -	
400-999-684-00	Tank Inspections	\$ 15,000.00	\$ (15,000.00)	\$ -	
			\$ 52,350.00		
			0		

Motion by McCauley/Rizo to Approve the Water Board Budget Revision. Motion carried unanimously.

G.3 Approval Water Board Budget FY 2023/2024:

ER	budget	2020-21 actual	2021-22 actual	2022-23 proposed budget	2022-23 actual thru dec	2023-24 proposed budget	
		301,931	384,452	366,000		760,943	
-400	350-000-00	ESTIMATED BALANCE ON HAND					
-400	350-000-01	RESIDENTIAL SALES	874,657	1,035,122	888,000	\$536,745.46	950,000
-400	350-000-03	COMMERCIAL/INDUSTRIAL SALES	489,035	660,998	478,000	\$325,117.04	600,000
-400	350-000-04	PRIVATE FIRE PROTECTION	4,890	16,170	15,000	\$8,085.00	15,000
-400	360-000-00	MT HOPE WATER (MASTER METER)	121,754	184,194	118,000	\$103,910.25	120,000
-400	360-000-01	HODGESVILLE PSD (MASTER METER)	215,879	249,249	220,000	\$118,363.00	220,000
-400	360-000-02	ELKINS ROAD PSD (MASTER METER)	165,324	194,694	150,000	\$102,652.75	150,000
-400	360-000-03	ADRIAN PSD (MASTER METER)	302,076	267,520	196,000	\$155,734.75	200,000
-400	366-000-01	STATE GRANTS	64,067		0		
-400	366-000-02	FEMA GRANT - GENERATORS					
-400	368-000-00	TAP FEES	0	21,133	10,000	\$11,384.00	10,000
-400	368-100	Contributions Not Rule 5.5	0	3,388	0	\$0.00	0
-400	370-000-01	LATE CHARGES	21,456	26,468	19,000	\$13,635.22	20,000
-400	370-000-03	CUSTOMER BILL (nsf BANK FEES)	3,212	3,500	2,000	\$1,650.00	2,000
-400	370-000-05	ATLANTIC CST PIPELINE REV	0		0		
-400	379-000-00	GAIN ON SALE	2,767				
-400	380-000-00	INTEREST INCOME	8,206	967	1,000	\$25.36	1,000
					\$24,533.34 gain from enterprise vehicle sale		
-400	399-000-00	MISC NONOPERATING INCOME	35,853	60,107	33,000	\$52,398.69	33,000
	TOTAL REVENUES	2,219,190	2,702,496	2,130,000	\$1,429,702		2,321,000
	TOTAL WITH EST. BAL ON HAND	2,581,121	3,086,950	2,496,000	\$1,429,702		3,081,943
	ACP water sys improve						
	CONTRACTUAL SERVICES						
-400	601-211-00	UTILITIES - ELEC.GAS.PHONE	17,100	20,346	20,000	\$7,083.24	20,000
-400	601-226-00	PAYROLL OVERHEAD (FICA RET.ETC					
-400	601-342-00	MAINTENANCE RIVER INTAKE&PUMP	854	3,996	3,500	\$2,180.49	4,400
-400	601-346-00	WATERSHED MANAGEMENT	0				
-400	601-347-00	MAINTENANCE DAM	106	25	4,000	\$0.00	4,000
-400	601-399-00	WATERSHED, DAM MISC		0	5,000		5,000
-400	642-103-00	WATER PUMPERS SALARIES	463,026	236,491	298,000	\$125,234.99	391,000
-400	642-104-00	FICA TAX	20,177	18,138	22,800	\$9,603.60	30,000
-400	642-105-00	HEALTH INSURANCE	33,759	36,993	31,500	\$19,621.48	43,000
-400	642-106-00	RETIREMENT	24,321	29,343	26,620	\$10,694.59	25,500
-400	642-211-00	UTILITIES - ELEC. GAS. PHONE	133,673	117,460	115,000	\$55,612.30	115,000
-400	642-221-00	TRAINING & CONTINUED EDUCATION	1,161	2,341	2,500	\$2,189.42	2,500
-400	642-341-00	UNEMPLOYMENT/COMPENSATION	5,170	4,628	7,000	\$2,423.43	7,000
-400	642-341-00	OFFICE EXPENSE	1,777	3,171	3,000	\$1,624.42	3,300
-400	642-342-00	MAINT TREATMENT PLANT BLDG	11,691	10,125	6,000	\$1,616.60	6,000
-400	642-343-00	VEHICLE MAINTENANCE	81	1,666	700	\$225.05	700
-400	642-343-01	FUEL	3,482	3,482	4,400	\$1,618.66	4,400
-400	642-344-00	GENERAL EQUIPMENT MAINTENANCE	2,360	1,772	2,500	\$1,036.15	24,000
-400	642-345-00	UNIFORMS PERSONAL SAFETY EQUIP	4,336	3,933	3,500	\$1,368.46	3,500
							13,000 vibration testing of pumps must be done quarterly 1st year. Generator Maintenance contract \$5T

									needed in case of gear box replacement & HACH contract	Might be able to drop
-400	642-346-00	MAINT TREATMENT PLANT EQUIP	29,426	53,761	81,000	\$34,100.60		81,000		
-400	642-347-00	PLANT LAB MAINT & SUPPLIES	8,507	7,951	15,000	\$7,161.28		15,000		
-400	642-348-00	CHEMICAL COSTS	137,547	150,741	216,000	\$101,082.51		216,000		
-400	642-349-00	COMPLIANCE MONITORING	8,031	14,949	23,000	\$3,495.00		23,000	lead-copper pfos adding Ind Park and extra Tenn Booster & monitoring	
-400	642-350-00	TELEMETRY COSTS(Mission)	5,097	25,883	21,600	\$0.00		25,250		
-400	642-399-00	PLANT MISCELLANEOUS	2,524	1,750	3,000	\$12.00		3,000		
										roof needed \$500T; doors&windows needed \$50,000 perhaps addressed in plant assessment
-400	642-459-00	WATER PLANT CAPITAL		4,100	0	\$6,280.11		0		
-400	660-103-00	T & D LINE CREW SALARIES	309,512	405,789	350,500	\$207,820.38		437,500		
-400	660-104-00	FICA TAX	24,774	31,312	26,900	\$15,972.71		33,500		
-400	660-105-00	HEALTH INSURANCE	56,097	72,512	86,000	\$48,415.90		87,000		
-400	660-106-00	RETIREMENT	32,143	40,679	31,600	\$18,703.93		39,375		
-400	660-211-00	UTILITIES - ELEC.GAS.PHONE	23,520	27,254	28,000	\$12,395.85		28,000		
-400	660-221-00	TRAINING & CONTINUED EDUCATION	205	809	1,700	\$1,700.33		2,500		
-400	660-226-00	UNEMPLOYMENT/COMPENSATION	9,189	9,656	13,000	\$4,311.96		13,000		
-400	660-341-00	OFFICE EXPENSE	8,830	4,771	8,325	\$495.95		8,325		
-400	660-342-00	MAINTENANCE GARAGE BLDG	3,076	1,820	3,000	\$1,237.72		3,500		
-400	660-343-00	VEHICLE MAINTENANCE	7,269	1,870	4,000	\$5,495.81		8,000	maint on 3 trks not enterprise-inflation dump trk and 2-350 trks	
-400	660-343-01	FUEL	9,867	12,158	11,000	\$8,293.62		15,000		
-400	660-344-00	GENERAL EQUIPMENT MAINTENANCE	13,076	17,004	17,000	\$5,085.99		17,000		
-400	660-345-00	UNIFORMS-PERSONAL SAFETY EQUIP	4,936	3,980	4,500	\$1,368.44		4,500		
										25,000 mission/scada equipment, 15,000 normal repairs tank inspections
-400	660-347-00	BOOSTER PUMP BLDG EQUIP MAINT	1,722	3,910	15,000	\$661.66		40,000		
-400	660-348-00	DISTRIBUTION TANK MAINTENANCE	2,071	6,082	25,000	\$3,418.94		15,000		
-400	660-349-00	LINE MAINTENANCE MATERIALS	150		0					
-400	660-350-00	LINE MAINT PERMITS (DOH)	3	0	0			500		
-400	660-351-00	COMPLIANCE MONITORING	9	0	0					
-400	660-352-00	NEW SERVICES, UPGRADE MATERIAL	90,578	115,857	141,600	\$56,569.03		140,000	per kelly price increase new meters	
-400	660-353-00	MAPPING & LINE LOCATING EXP	1,452	8,674	11,000	\$2,219.26		12,000		
-400	660-354-00	FIRE SERVICE MATERIALS		875	0					
-400	660-999-00	TRAN DISTRIB MISCELLANEOUS	2,042	693	1,200	\$805.95		1,500		
-400	902-103-00	METER ON/OFF & MAINT LABOR								
-400	902-104-00	FICA TAX								
-400	902-105-00	HEALTH INSURANCE								
-400	902-106-00	RETIREMENT								
400	902-221-00	TRAINING EDUCATION								
-400	902-226-00	PAYROLL OVERHEAD-FICA,RET,INS								
400	902-342-00	MAINT METER SHOP								
400	902-343-00	VEH MAINT								
400	902-343-01	METER VEH FUEL								
400	902-344-00	GENERAL EQUIP MAINT								
400	902-345-00	UNIFORM-SAFETY								
400	902-346-00	REPLACE METERS								
400	902-999-00	CUST SERVICE-METER READ - MISC								
400	920-101-00	AD & GE SALARIES BOARD	24,833	20,211	22,462	\$8,400.00		14,400		
400	920-103-00	AD & GE OFFICE SALARIES	137,562	146,120	141,900	\$76,954.74		146,000		
400	920-104-00	FICA TAX	12,527	12,494	12,600	\$6,529.37		12,271		
400	920-105-00	HEALTH INSURANCE	13,720	18,438	26,250	\$11,137.27		18,500		
-400	920-106-00	RETIREMENT	14,319	13,763	12,771	\$6,421.52		14,436		
-400	920-211-00	UTILITIES - ELEC.GAS.PHONE	1,703	1,926	2,000	\$962.79		2,000		
-400	920-221-00	TRAINING & CONTINUED EDUCATION	0	0	500	\$0.00		500		
-400	920-226-00	WRKER COMP/UNEMPL/	2,336	2,718	2,600	\$1,257.19		2,600		
-400	920-232-00	BOND ANNUAL FEE	1,593							
-400	920-341-00	MATERIALS & SUPPLIES EXPENSE	24,021	29,033	25,000	\$15,481.56		30,000		
-400	920-348-00	MAINTENANCE & RENT-OFFICES	10,459	11,900	10,950	\$0.00		10,950		
-400	920-349-00	AUDITING EXPENSE	2,783	1,867	3,000	\$811.50		6,300	single audit +more cost	
-400	920-350-00	LEGAL EXPENSE	3,208	17,548	8,500	\$6,000.00		23,500	\$15T City Atty fee	
-400	920-351-00	ENGINEERING EXPENSE						70,000	plant design ???	
-400	920-352-00	PROPERTY INSUR VEH GENLIAB	33,529	47,428	48,000	\$31,798.23		52,300		
-400	920-353-00	PSC ASSESSMENTS	9,596	9,697	6,000	\$5,115.85		6,000		
400	920-999-00	DEP INT	927	177	700	\$9.16		700		
-400	920-459-00	CAPITAL OUTLAY	0	7,105	20,000	\$13,064.94		13,800	replace security system (new cameras) 4way split, install by IT.	
-400	920-999-00	ADM BOARD-BILLING MISC	36,431	42,769	44,000	\$30,968.44				
400	970-221-000-(BOND A	249,034	270,319	270,000	\$135,427.43		270,000		
400	970-221-000-(BOND A interest								
400	999-130-00	BOAT & AC GRANT								
999-140-00	ISLAND AVE 6			0				200,000	depends on san & st if this is done 200,000	
-400	999-193-00	PLANT LAB UPGRADE								
400	999-170-00	ATLANTIC CS PIPE SYSTEM UPGRADE								
-400	999-172-00	KENNEDY HYDRANT REPLACEMENT								
-400	999-176-00	LIGHTBURN ST						75,000		
400	999-178-00	HYD UPGRADE TO STEAME								
400	999-188-00	BRUSHY FORK LANE WIDENING		0						
-400	999-189-00	RENEW METER SERVICES								
400	999-190-00	VARIOUS OTHER PROJECTS	8,494	1,643	4,000	\$2,148.12		4,000		
-400	999-191-00	HOUSING-AUTHORITY-METERING								
-400	999-612	WAT PL PROJ PHASE 1								
400	999-613-00	KNOLLWOOD 4						35,000		
-400	999-619-00	VALVES TO REPLACE								
-400	999-620-00	EMERGENCY GENERATORS								
400	999-623-00	CORRIDOR H SOUTH WATER LINE								
-400	999-627-00	GPS & LAPTOP								
-400	999-666-00	VICTORIA HILL TANK								
-400	999-667-00	FILTER MEDIA REPLACEMENT		14,500	12,000			0		
400	999-668-00	REBUILD ALTITUDE AND PRV						7,000		
-400	999-669-00	EWMS Grant Expense(early warning mon	0	0	11,000	\$13,163.00		11,000		
400	999-670-00	ARMORY LINE		11,054						
400	999-671-00	REPLACE FLAT METER LIDS								
400	999-672-00	LEAK DETECTION EQUIP						0		

400 999-673-00	CLOW TANK BIO FILM REMOVAL								
400 999-675-00	BOOM TRUCK RENTAL/sludge								
400 999-676-00	PLANT AIR COMPRESSOR	0		36,000	\$0.00				
400 999-677-00	SLUDGE PUMPS								
400 999-678-00	PLANT FLOW METER								
400 999-679-00	LIME/SODA ASH FEEDER								
400 999-681-00	SCADA /RADIO RD METERS LOAN-CHA	142,393	156,922	64,947	\$64,940.73				
400 999-681-01	ADRIAN HODGESVILLE SCADA								
400 999-110-00	paint tanks	7,620							
400 999-685-00	SECURITY								
400 999-682-00	RAW WATER TURB METER			50,000	\$0.00			arpa is paying for this	
400 999-682-01	PROPERTY PURCHASE 161WOOD							0 \$50000	
400 999-682-02	DRAINS IN MASTER METER PITS								
400 999-682-03	XREA PUMPS FOR PUMPSTATION								
400 999-682-04	SERVICE TRUCKS	29,754	26,031	20,769	\$10,351.18		20,836	1,331mnthly 4 Nissans,	
400 999-682-05	BACKHOE	11,801	0		\$4,500.00			\$406 mnthly dodge trk	
400 999-682-06	CAPSTONE REPAIR WTP BLDGS								
400 999-682-07	ROOFING SEAM REPAIR								
400 999-686-00	REBUILD ALT		3,168						
400 999-682-08	CAD Software License								
400 999-682-09	TANK MIXERS TENNERTON TANK					100000 ???			
400 999-682-10	Tennnerton TANK CAGE					7500 ???			
400 999-682-11	LAWN TRACTOR								
400 999-682-12	DEER CREEK O'NEIL LINE			50,000	\$12,028.31		50,000		
IT NETWORKS					\$17,000.00		16,106		
400 999-683-00	SECURITY FENCING PER TANKS					20000 ???			
400 999-684-00	TANK INSPECTION			15,000	\$0.00		0		
	FILTER REHAB								
	BOOSTER tennerton Upgrade		0			50000 ????			
	Install Master Meters at VVWC		0				0		
TOTAL EXPENDITURES		2,069,917	2,381,587	2,616,094	1,263,609		3,081,843		
REVENUE OVER/(UNDER) EXPENDITURES		511,204	705,363	(120,094)	166,092		0		

Motion by McCauley/Thomas to approve the Water Board Budget FY 2023/2024 as presented with notations from Amby Jenkins and Jay Hollen. Motion carried unanimously.

G.4 Approval to Advertise for Bids-Air Compressor for the Wood Street Raw Water Intake:

Motion by Thomas/Rizo to Advertise for Bids for Air Compressor for the Wood Street Raw Water Intake. Motion carried unanimously.

G.5 Approval Wage Increase-Plant Operator Receiving Class II License: Kelly Arnold requests a raise from \$15 to \$23/hour for Eric Thomason.

Motion by McCauley/Rizo to Approve Wage Increase for Eric Thomason. Motion carried unanimously.

G.6 Approval Wage Increase-Plant Operator Receiving Class IV License: Kelly Arnold requests a raise from \$27 for Thomas Wood. He would top out at \$30/hour. Council Dave Thomas questions how we compare to an area like Clarksburg? Mr. Arnold said we are at least \$10,000 below Clarksburg.

Motion by McCauley/Rizo to Approve Wage Increase for Thomas Wood. Motion carried unanimously.

G.7 Discussion/Possible Action Re: Existing Properties Water Service-Deposit, Tap Fees at the Industrial Park: There are three customers that are on that line. With them being grandfathered in, should they have to pay tap fees and deposits. Recorder Sanders states, as a non-voting member of the board, that we are ready to move forward and should allow them to continue as is.

Motion by McCauley/Thomas to ask existing customers to sign for service and obtain a backflow, but not to require them to pay for the tap; new customers would need to pay. Motion carried unanimously.

G.8 Valley Green Apartments Water Meter Issues: Discussion regarding this issue.

Motion Rizo/McCauley to direct the City Attorney to draft a letter to representatives and legal counsel of the Valley Green Apartment complex, memorializing conversations and attempts to discuss the issues to obtain a right of way to place a master meter at the property to monitor water consumption and to identify that sufficient water pressure exists for fire service.

H. Board Members Comments and Announcements

- **Next Meeting June 8, 2023**
- **Erasmo Rizo:** Happy Strawberry Festival.
- **Randy Sanders:** Congratulations to employee with certifications. We are in a good place with retention.
- **Don Nestor:** Nothing
- **David McCauley:** Nothing
- **Dave Thomas:** Nothing

I. Adjournment: There being no further business to be transacted, meeting adjourned at 8:57 am.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____