

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

A regular meeting of the Buckhannon Water Board was held on Thursday, September 14, 2023, at 4:30 p.m., in Council Chambers at City Hall. The following were in attendance (GTM is attendance by GoToMeeting):

Robbie Skinner	Mayor	Present
Randy Sanders	City Recorder	Present
Dave McCauley	Board Member	Present
David Thomas	Board Member	Absent
Don Nestor	Board Member	Present
Kelly Arnold	Water Superintendent	Present
Erasmo Rizo	Board Member	Present
Jay Hollen	City Engineer	Present - GTM
Jerry Arnold	Director of Public Works	Absent
Amberle Jenkins	Assistant Recorder/Director of Finance	Present

Guests: None

*City of Buckhannon Water Board – 7:30AM at City Hall in Council Chambers*  
*Meeting Agenda for Thursday, September 14, 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
- C. Financial Report-Amby Jenkins
  - C.1 August 2023
- D. Department Report
  - D.1 Water Department Report-Kelly Arnold
  - D.2 Industrial Park Update
  - D.3 Raw Pump #2 Update
  - D.4 ARPA Projects Update
  - D.5 FEMA Generator Update
- E. Correspondence and Information
  - E.1 Mt. Hope Water Association Meeting Minutes-July 2023
  - E.2 Elkins Road P.S.D. Meeting Minutes-July & August 2023
  - E.3 Adrian P.S.D. Meeting Minutes-June & July 2023
- F. Consent Agenda
  - F.1 Approval of Minutes: 08/10/23
- G. Strategic Issues for discussion and vote
  - G.1 Approval Wage Increase Tom Davis Plant Operator Receiving Class III Certification
  - G.2 Water Plant Facilities-Westfield Insurance Quote #1 & Quote #2
- H. Board Members Comments and Announcements
- I. Adjournment

Posted 09/08/2023

**A. Call to Order-** The meeting was called to order by Mayor Robbie Skinner who led those in attendance in a Moment of Silence and the Pledge to the Flag of the United States of America.

**B. Recognized Guests:**  
**B.1 None**

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

WATER BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET

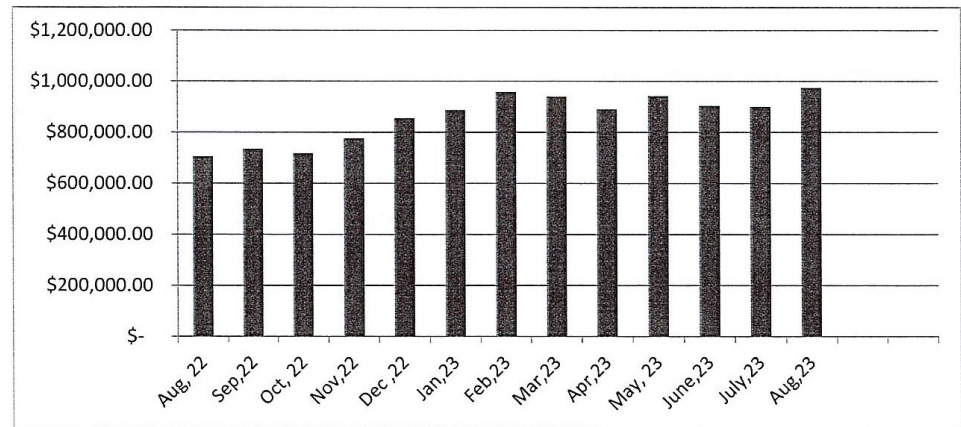
Balance August 31, 2023  
Money market & checking \$ 975,447.88

Work Capital CD (0287).5% maturity 4-11-24 \$167,837.56  
Work Capital CD (Raymond James) 5.25%May2023 \$178,808.64

CD Savings (1528) .03% \$270,261.58  
Savings 2% #5764795 .05% \$256,192.69

Savings 2%Depreciation .05% \$ 1,523.73

Request permission to move funds to higher yield CD's



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

9-12-2023 02:29 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: AUGUST 31ST, 2023				
400-WATER						
						% OF YEAR COMPLETED: 16.67
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
UTILITY BILLINGS						
400-350-000-00 RESIDENTIAL SALES	950,000	87,000.20	180,954.08	0.00	769,045.92	19.05
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	600,000	56,366.71	107,985.11	0.00	492,014.89	18.00
400-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,437.50	2,865.00	0.00	12,135.00	19.10
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,565,000	144,804.41	291,804.19	0.00	1,273,195.81	18.65
OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	120,000	20,836.00	44,274.50	0.00	75,725.50	36.90
400-360-000-01 HODGESVILLE PSD (MASTER M	220,000	20,524.00	43,182.50	0.00	176,817.50	19.63
400-360-000-02 ELKINS ROAD PSD (MASTER M	150,000	17,186.25	38,265.75	0.00	111,734.25	25.51
400-360-000-03 ADRIAN PSD (MASTER METER)	200,000	24,902.25	52,790.75	0.00	147,209.25	26.40
TOTAL OUTSIDE DISTRICTS	690,000	83,448.50	178,513.50	0.00	511,486.50	25.87
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	6,000.00	7,750.00	0.00	2,250.00	77.50
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 EQUIP CSTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	10,000	6,000.00	7,750.00	0.00	2,250.00	77.50
INTRAFUND CONTR/CHARGES						
400-370-000-01 LATE CHARGES	20,000	2,331.92	4,789.33	0.00	15,210.67	23.95
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	300.00	375.00	0.00	1,625.00	18.75
400-370-000-04 C J MARTIN WATER LINE EXT	0	0.00	0.00	0.00	0.00	0.00
400-370-000-05 ATLANTIC CST PIPELINE REV	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTRAFUND CONTR/CHARGES	22,000	2,631.92	5,164.33	0.00	16,835.67	23.47
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	0.03	0.03	0.00	999.97	0.00
400-399-000-00 MISC. NONOPERATING INCOME	33,000	2,600.79	5,200.79	0.00	27,799.21	15.76
TOTAL OTHER REVENUE	34,000	2,600.82	5,200.82	0.00	28,799.18	15.30
TOTAL REVENUE	2,321,000	239,485.65	488,432.84	0.00	1,832,567.16	21.04

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

400-WATER

% OF YEAR COMPLETED: 16.67

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
RESERVIOIR MANGMT DAM =====						
SALARIES & BENEFITS						
400-601-103-00 RESERVIOIR 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	1,486.19	3,142.52	0.00	16,857.48	15.71
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	20,000	1,486.19	3,142.52	0.00	16,857.48	15.71
COMMODITIES						
400-601-342-00 MAINTENANCE RIVER INTAKE&	4,400	0.00	63.06	0.00	4,336.94	1.43
400-601-346-00 WATERSHED MANAGEMENT	0	0.00	0.00	0.00	0.00	0.00
400-601-347-00 MAINTENANCE DAM	4,000	0.00	0.00	0.00	4,000.00	0.00
400-601-399-00 WATERSHED, DAM MISC	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL COMMODITIES	13,400	0.00	63.06	0.00	13,336.94	0.47
TOTAL RESERVIOIR MANGMT DAM	33,400	1,486.19	3,205.58	0.00	30,194.42	9.60
WATER PLANT =====						
SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	391,000	28,727.25	59,001.67	0.00	331,998.33	15.09
400-642-104-00 FICA TAX	30,000	2,200.92	4,520.79	0.00	25,479.21	15.07

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400-WATER

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	43,000	2,515.92	10,281.84	0.00	32,718.16	23.91
400-642-106-00 RETIREMENT	35,500	2,585.46	5,310.16	0.00	30,189.84	14.96
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	499,500	36,029.55	79,114.46	0.00	420,385.54	15.84
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	115,000	9,504.25	28,356.73	0.00	86,643.27	24.66
400-642-221-00 TRAINING & CONTINUED EDUC	2,500	0.00	0.00	0.00	2,500.00	0.00
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	465.00	1,399.67	0.00	5,600.33	20.00
TOTAL CONTRACTUAL SERVICES	124,500	9,969.25	29,756.40	0.00	94,743.60	23.90
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,300	89.95	198.95	0.00	3,101.05	6.03
400-642-342-00 MAINT TREATMENT PLANT BLD	6,000	0.00	56.89	0.00	5,943.11	0.95
400-642-343-00 VEHICLE MAINTENANCE	700	0.00	0.00	0.00	700.00	0.00
400-642-343-01 PLANT VEHICLE FUEL	4,400	239.72	359.23	0.00	4,040.77	8.16
400-642-344-00 GENERAL EQUIPMENT MAINTEN	24,000	4,387.06	4,583.18	0.00	19,416.82	19.10
400-642-345-00 UNIFORMS PERSONAL SAFETY	3,500	178.88	178.88	0.00	3,321.12	5.11
400-642-346-00 MAINT TREATMENT PLANT EQU	81,000	30.93	1,125.25	25,772.00	54,102.75	33.21
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	36.99	2,444.60	0.00	12,555.40	16.30
400-642-348-00 CHEMICAL COSTS	216,000	8,435.50	34,437.30	20,171.49	161,391.21	25.28
400-642-349-00 COMPLIANCE MONITORING	23,000	129.50	382.50	600.00	22,017.50	4.27
400-642-350-00 TELEMETRY COSTS	25,250	0.00	0.00	0.00	25,250.00	0.00
400-642-399-00 PLANT MISCELLANEOUS	3,000	0.00	527.23	0.00	2,472.77	17.57
TOTAL COMMODITIES	405,150	13,528.53	44,294.01	46,543.49	314,312.50	22.42
CAPITAL OUTLAY						
400-642-459-00 WATER PLANT CAPITAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER PLANT	1,029,150	59,527.33	153,164.87	46,543.49	829,441.64	19.41
WATER LINES =====						
SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	437,500	40,405.24	71,287.56	0.00	366,212.44	16.29
400-660-103-10 LABOR&BENEFITS CAPITALIZE	0	0.00	0.00	0.00	0.00	0.00
400-660-104-00 FICA TAX	33,500	3,102.62	5,476.16	0.00	28,023.84	16.35
400-660-105-00 HEALTH INSURANCE	87,000	5,591.28	28,782.56	0.00	58,217.44	33.08
400-660-106-00 RETIREMENT	39,375	3,636.48	6,415.90	0.00	32,959.10	16.29
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	597,375	52,735.62	111,962.18	0.00	485,412.82	18.74
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	28,000	1,862.46	5,941.47	0.00	22,058.53	21.22
400-660-221-00 TRAINING & CONTINUED EDUC	2,500	0.00	0.00	900.00	1,600.00	36.00
400-660-226-00 UNEMPLOYMENT/COMPENSATION	13,000	465.00	1,395.01	0.00	11,604.99	10.73
TOTAL CONTRACTUAL SERVICES	43,500	2,327.46	7,336.48	900.00	35,263.52	18.93

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

400-WATER

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>COMMODITIES</u>						
400-660-341-00 OFFICE EXPENSE	8,325	57.38	671.12	0.00	7,653.88	8.06
400-660-342-00 MAINTENANCE GARAGE BLDG	3,500	0.00	431.17	664.05	2,404.78	31.29
400-660-343-00 VEHICLE MAINTENANCE	8,000	0.00	0.00	196.22	7,803.78	2.45
400-660-343-01 LINE VEHICLE FUEL	15,000	1,057.92	1,958.63	0.00	13,041.37	13.06
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	6,323.02	6,358.91	417.34	10,223.75	39.86
400-660-345-00 UNIFORMS-PERSONAL SAFETY	4,500	178.88	178.88	0.00	4,321.12	3.98
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	40,000	310.00	323.34	5,800.00	33,876.66	15.31
400-660-348-00 DISTRIBUTION TANK MAINTEN	15,000	0.00	890.00	0.00	14,110.00	5.93
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)	500	0.00	0.00	0.00	500.00	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	140,000	4,862.68	10,259.80	0.00	129,740.20	7.33
400-660-353-00 MAPPING & LINE LOCATING E	12,000	1,193.01	1,243.38	0.00	10,756.62	10.36
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	263,825	13,982.89	22,315.23	7,077.61	234,432.16	11.14
<u>NON-OPERATING EXPENSES</u>						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,500	0.00	0.00	0.00	1,500.00	0.00
TOTAL NON-OPERATING EXPENSES	1,500	0.00	0.00	0.00	1,500.00	0.00

TOTAL WATER LINES 906,200 69,045.97 141,613.89 7,977.61 756,608.50 16.51

WATER METERS  
=====

<u>SALARIES &amp; BENEFITS</u>						
400-902-103-00 METER ON/OFF & MAINT LABO	0	0.00	0.00	0.00	0.00	0.00
400-902-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
400-902-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-106-00 RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
400-902-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
<u>CONTRACTUAL SERVICES</u>						
400-902-221-00 TRAINING & CONTINUED EDUC	0	0.00	0.00	0.00	0.00	0.00
400-902-226-00 WORKERS COMP/ INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>						
400-902-342-00 MAINTENANCE OF METER SHOP	0	0.00	0.00	0.00	0.00	0.00
400-902-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-343-01 METER VEHICLE FUEL	0	0.00	0.00	0.00	0.00	0.00
400-902-344-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-902-345-00 UNIFORMS-PESONAL SAFETY E	0	0.00	0.00	0.00	0.00	0.00
400-902-346-00 REPLACEMENT NEW METERS, P	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00

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

400-WATER

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>NON-OPERATING EXPENSES</u>						
400-902-999-00 CUST SERVICE-METER READ -	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER METERS	0	0.00	0.00	0.00	0.00	0.00
<u>OFFICE/ADMIN</u> =====						
<u>SALARIES &amp; BENEFITS</u>						
400-920-101-00 AD & GE SALARIES BOARD	14,400	1,400.00	2,800.00	0.00	11,600.00	19.44
400-920-103-00 AD & GE OFFICE SALARIES	146,000	12,840.21	24,508.11	0.00	121,491.89	16.79
400-920-104-00 FICA TAX	12,271	1,089.19	2,088.72	0.00	10,182.28	17.02
400-920-105-00 HEALTH INSURANCE	18,500	1,331.13	6,428.26	0.00	12,071.74	34.75
400-920-106-00 RETIREMENT	14,436	1,133.68	2,161.84	0.00	12,274.16	14.98
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	205,607	17,794.21	37,986.93	0.00	167,620.07	18.48
<u>CONTRACTUAL SERVICES</u>						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	2,000	148.23	342.14	0.00	1,657.86	17.11
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	61.33	308.98	0.00	2,291.02	11.88
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	5,100	209.56	651.12	0.00	4,448.88	12.77
<u>COMMODITIES</u>						
400-920-341-00 MATERIALS & SUPPLIES EXPE	30,000	8,305.75	12,809.80	115.69	17,074.51	43.08
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	0.00	0.00	10,950.00	0.00
400-920-349-00 AUDITING EXPENSE	6,300	0.00	0.00	0.00	6,300.00	0.00
400-920-350-00 PROFESSIONAL & LEGAL EXPE	23,500	1,250.00	3,750.00	0.00	19,750.00	15.96
400-920-351-00 ENGINEERING EXPENSE	75,000	0.00	15,000.00	0.00	60,000.00	20.00
400-920-352-00 PROPERTY INSURANCE	52,300	8,086.40	8,086.40	0.00	44,213.60	15.46
400-920-353-00 PSC ASSESSMENTS	6,000	0.00	5,284.85	0.00	715.15	88.08
400-920-369-00 CUSTOMER DEP INTEREST PAI	700	0.00	1.80	0.00	698.20	0.26
TOTAL COMMODITIES	204,750	17,642.15	44,932.85	115.69	159,701.46	22.00
<u>CAPITAL OUTLAY</u>						
400-920-459-00 CAPITAL OUTLAY OFFICE	29,900	255.09	6,288.64	0.00	23,611.36	21.03
TOTAL CAPITAL OUTLAY	29,900	255.09	6,288.64	0.00	23,611.36	21.03
<u>NON-OPERATING EXPENSES</u>						
400-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-999-00 ADM BOARD-BILLING MISC	0	2,305.99	14,050.10	0.00	( 14,050.10)	0.00
TOTAL NON-OPERATING EXPENSES	0	2,305.99	14,050.10	0.00	( 14,050.10)	0.00
TOTAL OFFICE/ADMIN	445,357	38,207.00	103,909.64	115.69	341,331.67	23.36

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

400-WATER

% OF YEAR COMPLETED: 16.67

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	45,499.71	0.00	224,500.29	16.85
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	45,499.71	0.00	224,500.29	16.85
TOTAL BOND PAYMENTS	270,000	22,481.88	45,499.71	0.00	224,500.29	16.85
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	200,000	0.00	0.00	0.00	200,000.00	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	75,000	0.00	0.00	0.00	75,000.00	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	0.00	0.00	4,000.00	0.00
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	279,000	0.00	0.00	0.00	279,000.00	0.00
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	35,000	0.00	0.00	0.00	35,000.00	0.00
400-999-619-00 24 MISC VALVES TO REPLACE	0	0.00	0.00	0.00	0.00	0.00

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

400-WATER

% OF YEAR COMPLETED: 16.67

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 LAWMOWER	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	7,000	0.00	0.00	0.00	7,000.00	0.00
400-999-669-00 EWMS EXP EARLYWARNINGMON	11,000	0.00	0.00	0.00	11,000.00	0.00
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	0.00	0.00	0.00	0.00	0.00
400-999-676-00 PLANT AIR COMPRESSOR	0	0.00	0.00	0.00	0.00	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	0	0.00	0.00	0.00	0.00	0.00
400-999-681-01 THURMAN AVE PROJECT	0	0.00	0.00	0.00	0.00	0.00
400-999-682-00 RAW WATER TURB METER	0	0.00	0.00	0.00	0.00	0.00
400-999-682-01 PROPERTY PURCHASE 161 WOO	0	0.00	0.00	0.00	0.00	0.00
400-999-682-02 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-682-03 XREA PUMPS FOR PUMPSTATIO	0	0.00	0.00	0.00	0.00	0.00
400-999-682-04 SUPERVISOR TRUCK	20,836	1,750.28	3,486.56	0.00	17,349.44	16.73
400-999-682-05 BACKHOE	0	0.00	0.00	0.00	0.00	0.00
400-999-682-06 CAPSTONE REPAIR WTP BLDGS	0	0.00	0.00	0.00	0.00	0.00
400-999-682-07 ROOFING SEAM REPAIR	0	0.00	0.00	0.00	0.00	0.00
400-999-682-08 CADD SOFTWARE LICENSE	0	0.00	0.00	0.00	0.00	0.00
400-999-682-09 TANK MIXERS TENNERTON TAN	0	0.00	0.00	0.00	0.00	0.00
400-999-682-10 N BUCKHANNON TANK CAGE	0	0.00	0.00	0.00	0.00	0.00
400-999-682-11 CHEMICAL PUMP	0	0.00	0.00	0.00	0.00	0.00
400-999-682-12 DEER CREEK LINE	50,000	0.00	0.00	0.00	50,000.00	0.00
400-999-683-00 SECURITY GATE	0	0.00	0.00	0.00	0.00	0.00
400-999-684-00 TANK INSPECTIONS	0	0.00	0.00	0.00	0.00	0.00
400-999-685-00 SECURITY FENCING ALL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-686-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
400-999-687-00 FLOW METER TENNERTON	0	0.00	0.00	0.00	0.00	0.00
400-999-688-00 MASTER METERS COLLEGE	0	0.00	0.00	0.00	0.00	0.00
400-999-689-00 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-690-00 EXTRA PUMPS FOR PS	0	0.00	0.00	0.00	0.00	0.00
400-999-691-00 SECURITY FOR TANKS/PS	0	0.00	0.00	0.00	0.00	0.00
400-999-692-00 BACKHOE	0	0.00	0.00	0.00	0.00	0.00

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

400-WATER

% OF YEAR COMPLETED: 16.67

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	123,836	1,750.28	3,486.56	0.00	120,349.44	2.82
TOTAL CAPITAL/PROJECTS	402,836	1,750.28	3,486.56	0.00	399,349.44	0.87
TOTAL EXPENDITURES	3,086,943	192,498.65	450,880.25	54,636.79	2,581,425.96	16.38
REVENUE OVER/(UNDER) EXPENDITURES	( 765,943)	46,987.00	37,552.59	( 54,636.79)	( 748,858.80)	2.23

AUGUST 2023 WATER PAYMENT OF BILLS

\$8,435.50 – PHOENIX SOLUTIONS – CHEMICAL COSTS

\$2,450.00 – IWORQ – BACKFLOW MANAGEMENT SOFTWARE

\$5,648.76 – RUT MFG INC – 36 INCH BRUSH HOG FOR MINI EXCAVATOR

\$4,050.06 – TRADEWORX – CLEAN & PAINT CITY HALL EXTERIOR

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DISBURSEMENTS 8-01 TO 8-31-23

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVIOIR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	8.92
		601-211-00	UTILITIES - ELEC,GAS	110088822306 OHIO LIFT STA	1,477.27
				TOTAL:	1,486.19
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	8,848.58
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	ALL DEPT UNIFORMS JULY 202	178.88
	RITE-WAY HEATING & PLUMBING	642-346-00	MAINT TREATMENT PLAN	TUBING & BALL VALVES	24.39
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCN 6007140 8-1-23	465.00
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER AUG 2023 LIFE INS	7.92
		642-105-00	HEALTH INSURANCE	WATER AUG 2023 HEALTH INS	2,495.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	16.85
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	92.32
	LOWES BUSINESS ACCOUNTS	642-344-00	GENERAL EQUIPMENT MA	BATTERIES & LIGHT	268.12
		642-346-00	MAINT TREATMENT PLAN	TUBING- HIGH SVC PUMP	6.54
	WV DEPT OF HEALTH	642-349-00	COMPLIANCE MONITORIN	FLUORIDE ANALYSIS JULY	15.00
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	743.04
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	576.00
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	776.82
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	489.80
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	SODA ASH, CARBON, PPAC	8,435.50
	WALMART STORES INC -BUCKHANN	642-341-00	OFFICE EXPENSE	OFFICE SUPPLIES WTR PLNT	89.95
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,048.34
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	735.41
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	245.18
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	171.99
	AMAZON.COM	642-344-00	GENERAL EQUIPMENT MA	PCRD-RAIN PONCHO	201.86
		642-347-00	PLANT LAB MAINT & SU	PCRD-6PK 1 GAL BUCKETS FOR	36.99
		642-349-00	COMPLIANCE MONITORIN	TOC SAMPLES, BROMIDE, ALK	114.50
		642-105-00	HEALTH INSURANCE	WATER AUG 2023 HSA FEES	13.00
		642-211-00	UTILITIES - ELEC, GA	WATER PLANT EQUIP RENT	35.00
		642-211-00	UTILITIES - ELEC, GA	PCRD-JULY CELL PHN & GEOTA	331.97
		642-343-01	PLANT VEHICLE FUEL	JULY 2023 WATER FUEL BILL	239.72
		642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	67.77
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	66.71
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	45.05
	CUMMINS SALES & SERVICE FAIR	642-344-00	GENERAL EQUIPMENT MA	MAINTENANCE WTP GENERATOR	800.06
		642-344-00	GENERAL EQUIPMENT MA	MAINTENANCE RWI GENERATOR	769.32
		642-344-00	GENERAL EQUIPMENT MA	MAINTENANCE TENN BOOSTER G	764.82
		642-344-00	GENERAL EQUIPMENT MA	MAINTENANCE IND PARK GENER	773.82
		642-344-00	GENERAL EQUIPMENT MA	MAINTENANCE VICKSBURG GENE	809.06
	**PAYROLL EXPENSES	642-344-00	GENERAL EQUIPMENT MA	8/01/2023 - 8/31/2023	28,727.25
				TOTAL:	59,527.33
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	94.54
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	5.65
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.00
		660-211-00	UTILITIES - ELEC,GAS	110152507908 300 CLARKSBUR	5.94
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCCKBOOSTER	73.85
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.27
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCCKTANK	5.27
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	1,023.51
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	11.16
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	5.72
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	5.91
	UNIFIRST CORP.	660-345-00	UNIFORMS-PERSONAL SA	ALL DEPT UNIFORMS JULY 202	178.88
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCN 6007140 8-1-23	465.00
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER AUG 2023 LIFE INS	21.78
		660-105-00	HEALTH INSURANCE	WATER AUG 2023 HEALTH INS	5,537.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	16.85
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	92.32
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	LOCATES 7/7/23 TO 8/6/23	59.68
	LOWES BUSINESS ACCOUNTS	660-352-00	NEW SERVICES, UPGRAD	OSB THURMAN AVE CONCRETE	19.55
	STATE EQUIPMENT INC.	660-344-00	GENERAL EQUIPMENT MA	TENSION SUPPORT SKID STEE	657.22
		660-344-00	GENERAL EQUIPMENT MA	QT OIL FOR TRACTOR	17.04
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,809.51
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,203.09
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	393.48
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	230.40
	BUCKHANNON POSTMASTER	660-352-00	NEW SERVICES, UPGRAD	PCRD-POSTAGE TO MAIL HYDRA	21.05
	FERGUSON WATERWORKS	660-347-00	BOOSTER PUMP BLDG EQ	CABLE FLOW METER IND PK	310.00
	MISSION COMMUNICATIONS, LLC	660-352-00	NEW SERVICES, UPGRAD	MONITOR PSD METER SITES	1,198.80
	CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE PARTS	896.55
		660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE PARTS	191.83
	DLT SOLUTIONS LLC	660-353-00	MAPPING & LINE LOCAT	AUTOCAD SOFTWARE	1,133.33
	WALMART STORES INC -BUCKHANN	660-341-00	OFFICE EXPENSE	PCRD-FILE FOLDERS	9.88
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,522.32
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	992.22
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	356.03
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	232.05
	AMAZON.COM	660-341-00	OFFICE EXPENSE	PCRD- INSULATED ICE BAGS	47.50
	IWORQ	660-352-00	NEW SERVICES, UPGRAD	BACKFLOW MANGM SOFTWARE	2,450.00

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DISBURSEMENTS 8-01 TO 8-31-23

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
OFFICE/ADMIN	PAYFLEX	660-105-00	HEALTH INSURANCE	WATER AUG 2023 HSA FEES	32.50
	AT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	PCRD-JULY CELL PHN & GEOTA	331.95
	WORLD FUEL SERVICES, INC.	660-343-01	LINE VEHICLE FUEL	JULY 2023 WATER FUEL BILL	1,057.92
	FREEDOM AG & ENGERY COOPERAT	660-352-00	NEW SERVICES, UPGRAD	STRAW THURMAN AVE	84.90
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	67.76
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	66.71
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	45.05
	RUT MFG INC	660-344-00	GENERAL EQUIPMENT MA	PCRD-36 INCH BRUSH HOG FOR	5,648.76
	**PAYROLL EXPENSES			8/01/2023 - 8/31/2023	40,405.24
				TOTAL:	69,045.97
	UPSHUR COUNTY SHERIFF'S DEPT	920-999-00	ADM BOARD-BILLING MI	FIRE FEE SUR .051 AC 2-5H-	50.00
	GATES SUPPLY	920-341-00	MATERIALS & SUPPLIES	MATTE BLACK INK - PLOTTER	23.97
	ENCOVA INSURANCE	920-226-00	UNEMPLOYMENT/COMPENS	WCN 6007140 8-1-23	61.33
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER AUG 2023 LIFE INS	3.96
		920-105-00	HEALTH INSURANCE	WATER AUG 2023 HEALTH INS	1,320.67
	HART OFFICE SOLUTIONS INC	920-999-00	ADM BOARD-BILLING MI	CTY HALL COPIER OVRG 2022-	332.06
	LOWES BUSINESS ACCOUNTS	920-341-00	MATERIALS & SUPPLIES	SPPLS CITY HALL EXT CLEAN	23.46
		920-341-00	MATERIALS & SUPPLIES	SPPLS CITY HALL EXT CLEAN	15.06
		920-341-00	MATERIALS & SUPPLIES	SPPLS CITY HALL EXT CLEAN	22.79
		920-341-00	MATERIALS & SUPPLIES	SPPLS CITY HALL EXT CLEAN	2.84
	CENTRAL SUPPLY CO	920-341-00	MATERIALS & SUPPLIES	CLEANING SPPLS CITYHALL	46.25
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	628.69
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	480.06
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	24.93
	BUCKHANNON POSTMASTER	920-341-00	MATERIALS & SUPPLIES	PERMIT #10 POSTAGE	750.00
		920-341-00	MATERIALS & SUPPLIES	BILL ADDRESS RETURN FEE	50.00
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	JUN & JULY AA FEES	524.94
	THOMAS J O'NEILL	920-350-00	PROFESSIONAL & LEGAL	SEP 2023 CONTRACT ATTORNEY	1,250.00
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	JULY2023 CC FEES	2,306.68
	TOSHIBA FINANCIAL SERVICES	920-999-00	ADM BOARD-BILLING MI	AUG 2023 CITY HALLCOPIER &	229.24
	JERRY HEARD ASSC.	920-999-00	ADM BOARD-BILLING MI	UTILITY BILLS	709.18
	MY BUCKHANNON	920-341-00	MATERIALS & SUPPLIES	PCRD-CITY SUBSCRIPTION	22.25
	WALMART STORES INC -BUCKHANN	920-341-00	MATERIALS & SUPPLIES	CLEANING SPPLS CITYHALL	45.03
		920-341-00	MATERIALS & SUPPLIES	CLEANING SPPLS CITY HALL	37.29
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	433.02
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	449.73
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	101.27
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	105.17
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-BADGY FOR NAME CARDS	34.27
		920-341-00	MATERIALS & SUPPLIES	PCRD-COLORED PAPER	19.92
		920-341-00	MATERIALS & SUPPLIES	PCRD- LANYARDS	31.84
		920-341-00	MATERIALS & SUPPLIES	PCRD-COLORED PAPER	39.84
		920-341-00	MATERIALS & SUPPLIES	PCRD-BADGY FILM CARDS	44.21
		920-341-00	MATERIALS & SUPPLIES	PCRD-COLORED PAPER	19.75
		920-341-00	MATERIALS & SUPPLIES	PCRD-WHITE OUT FOLDERS	11.74
	LOG ME IN - GOTOMEETING	920-341-00	MATERIALS & SUPPLIES	PCRD-JUL 2023-JUN 2024 GO	48.00
	PAYFLEX	920-105-00	HEALTH INSURANCE	WATER AUG 2023 HSA FEES	6.50
	AT&T MOBILITY	920-211-00	UTILITIES - ELEC,GAS	PCRD-JULY CELL PHN & GEOTA	51.18
	ROZELLE ENTERPRISES DBA TRAD	920-341-00	MATERIALS & SUPPLIES	CLEAN & PAINT CTYHALL EXT	4,050.06
	U.S. POSTAL SERVICE (CMRS-FP	920-999-00	ADM BOARD-BILLING MI	AUG 2023 POSTAGE	250.00
	FP FINANCE PROGRAM	920-341-00	MATERIALS & SUPPLIES	AUG 2023 MAILER & INSERTER	94.30
	OPTIMUM B2B, DEPT. 1264	920-999-00	ADM BOARD-BILLING MI	AUG 2023 CITY HALL INTERNE	214.63
	TYLER TECHNOLOGIES INC	920-999-00	ADM BOARD-BILLING MI	RECEIPTER MAINT SEP23-JUN2	525.88

09-12-2023 02:25 PM

DISBURSEMENTS 8-01 TO 8-31-23

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOND	ROSSMAN & CO/PCB CORP	920-341-00	MATERIALS & SUPPLIES	JUNE 2023	34.81
		920-341-00	MATERIALS & SUPPLIES	JULY 2023	6.45
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	72.88
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.17
	DELL TECHNOLOGIES	920-459-00	CAPITAL OUTLAY OFFIC	PCRD-DELL VOSTRO SMALL FOR	255.09
	TRAVELERS INSURANCE	920-352-00	PROPERTY INSURANCE	INS PREM AUTO LIAB AUG 202	2,675.01
		920-352-00	PROPERTY INSURANCE	INS PREMIUM AUTO LIAB AUG	5,411.39
	**PAYROLL EXPENSES			8/01/2023 - 8/31/2023	14,240.21
				TOTAL:	38,212.00
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOND AUG 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	336.18
		999-682-04	SUPERVISOR TRUCK	23W5DG 2021 NISSAN LEASE P	322.18
				TOTAL:	1,750.28

During the financial report a discussion regarding the maturing Certificates of Deposits took place and Amby Jenkins recommended that she be allowed to move the CD’s that are eligible into higher yielding accounts. A discussion took place of various options.

**Motion to approve Amberle Jenkins moving certain CD’s to higher interest bearing, guaranteed accounts was made by McCauley/Rizo. Motion carried.**

**Motion to accept the August 2023 financial report was made by Nestor/Rizo. Motion carried.**

**D. Department Report**

**D.1 Water Department Report** - Kelly Arnold provided the following department report for August 2023, including an update on the cost to rebuild the damaged pump, which totaled \$54,448. A further discussion regarding the damaged pump incident took place. A Q & A regarding other Department matters took place.

Mr. Arnold also provided a report on the Cast Iron and AC 4” water mains to be replaced and a discussion took place including a potential rate increase study where the additional funds were targeted for these types of improvements. The report shows that if all necessary upgrades presented were made at today’s prices the cost would be approximately \$1,801,510.00.

CITY OF BUCKHANNON WATER DEPARTMENT  
Monthly Report for August 2023

- Water leaks-4
- Weekly safety meetings.
- Locates.
- Renewed service -4
- New Services-2
- Residential meters changed-23
- Residential meters tested-0
- Tyson and Caleb took backflow class.
- Meter change out.
- Thurman Ave.
- Mission (SCADA) installed at industrial Park Booster.
- Raw pump pulled and reinstalled.
- Cleared brush on right of ways.
- Public Service District meters tested-0
- Meter testing.
- Meter barrel repairs.
- 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.
- 63 million gallons of water treated for month of August 2.03 million a day.
- Cost per million gallons treated for August \$373.03
- 21,445 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered. -303
- Non-Payments
- Continue to work on back-flow/cross-conn. Program.
- Maintenance equipment.

Month: Aug-21

			Monthly Total	Y-T-D	
Million Gallons Treated:			63	126.2	
Total Chemical Treatment Cost:			23501.4	44982.68	
Cost per Million Gallons:			373.0381	356.4396	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	2.74	lb	1210	3315.4	5671.8
Chlorine	1.39	lb	1910	2654.9	5156.9
Fluoride	1.39	lb	440	611.6	1223.2
KMnO4	3.65	lb	816.5	2980.225	5480.475
NaMno4	1.4	lb		0	0
Lime	0.22	lb	700	154	319
Premier Pac	0.455	lb	17405	7919.275	15957.31
Soda Ash	0.465	lb	9800	4557	8556
Sodium Hex	2.38	lb	550	1309	2618
Smart-Phos	14.16	GAL	0	0	0
				23501.4	44982.68

D.2 Industrial Park Update – Nothing new to report.

D.3 Raw Pump #2 Update – Discussed earlier.

D.4 ARPA Projects Update – Jay Hollen reported that the contractor has laid about 75% of the pipe and the project is going well. Tradeworx has ordered the material for the Booster Station project.

D.5 FEMA Generator Update – Jay Hollen reported that the Public Safety Project was in progress and once completed this will be the final FEMA generator project that we have in progress.

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

### **E.1 Mt. Hope Water Association Meeting Minutes-July 2023**

Mt Hope Water Association Minutes  
Board of Directors Regular July Meeting - 7/17/2023

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, July 17, at 6:00 pm, at the Mt Hope Water Office. The meeting was called to order by Vice-President Brian Elmore, 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, and Shane Whitehair - Region VII Planning and Development.

Minutes from the previous Regular Meeting were approved, a motion was made by Marcella, motion carried.

Shane spoke about the approval of our water improvement project funding request with IJDC and spoke about the next steps listed on the checklist. A signed copy of Region VII's, Agreement for Administrative Services, was given to him as well.

The Treasurer's Report was presented along with the past month's bank statements, they were accepted for audit. Laurie noted the bank fees that were previously taken out of the new depreciation account, have been refunded and the correction has been made by the bank. 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.

An invoice from Horner Bros. Engineering for the Preliminary Engineering Report for the water improvement was reviewed. A motion was made by Marcella to approve the payment, motion carried. Laurie will forward the approval and request to Carrie Wallace at Region VII Planning and Development.

The information requested by Bennett & Dobbins to do our Annual Report, included a request for a "signed copy of our approved budget". The board was presented the year ending totals for 2022-23 and proposed budget for 2023-24. After board review, the proposed budget for 2023-24 was approved, motion by Nicholas, motion carried. The board also reviewed the new PSC, Testing and Maintenance of Fire Hydrants and questionnaire. Laurie and Jeff will work on the response to be sent to the PSC by July 28, 2023.

The office clerk has requested unpaid vacation for the week of August 21-25. The board agreed to the request and the office will be closed on August 22 and 24. The new PRV part has been ordered and is scheduled to be shipped in December of 2023. Laurie told the board, after a letter was sent to Judge Reger concerning the restitution that is to be paid to Mt Hope, a payment was received.

There being no further business to discuss, Marcella made a motion to adjourn the meeting at 6:59 p.m., motion carried.

Secretary/Treasurer - Laurie Adams

### **E.2 Elkins Road P.S.D. Meeting Minutes-July & August 2023**

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
July 11, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, July 11, 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-absent; Billing Clerk-Linzy Wilson-absent; System Operator-David Wamsley

Phone in participants:

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

Recognize that three (3) customers were present.

#### **APPROVAL OF MINUTES**

Minutes of June 6, 2023 Regular Monthly Meeting were presented for approval. Carey Wagner 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. Carey Wagner made a motion to approve the financial report and pay the bills to date. Seconded by David Burr. Motion carried

#### **GIS OF SYSTEM-SHANE WHITEHAIR/STACEY MCDANIEL**

Shane Whitehair and Stacey McDaniel with Region VII attended the meeting to further discuss the best way to get started on setting up our own GIS system. We will have another meeting with just the office staff and Region VII to begin the process soon.

#### **LOUDINS MHP LLC – ALTERNATE EXTENSION – SIGNING**

David Burr made a motion to enter into the Alternate Extension with Loudins MHP LLC and sign the agreement. Wendell Grose seconded. Motion carried

#### **PHASE III EXTENSION PROJECT**

Cary Smith sent an updated budget revision with the project underruns and how they are to be disbursed. Shane Whitehair discussed the best way to handle the GIS portion of the remaining funds and what was to go to the reserve account.

**MAINTENANCE**

Dave Wamsley gave the June Maintenance Report. Having found and repaired three major leaks on the Old Elkins Road we are hoping our water loss will start to come down significantly. We will of course continue to try and locate leaks. Kesling Ridge Booster problem has been repaired by an electrician. Outside maintenance report was received by Chad Wilson on mowing and weed eating.

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Wendell Grose.** Meeting adjourned at 6:20 p.m.

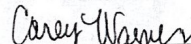
The next meeting will be held on Tuesday, August 1, 2023 at 5:00 p.m.

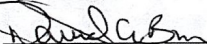
Respectfully submitted:

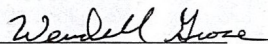
ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda  
Sign In Sheet

Approved By:

  
Board Chair/Treasurer  
Carey Wagner

  
Secretary  
David A. Burr

  
Board Member  
Wendell R. Grose

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
August 8, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, August 8, 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 (by phone) and Board Member-Wendell Grose

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

Phone in participants:

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

Recognize that three (3) customers were present.

**APPROVAL OF MINUTES**

Minutes of July 11, 2023 Regular Monthly Meeting were presented for approval. **Carey Wagner 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**

**STATE AUDITOR BIDS/SELECT AUDIT COMMITTEE**

**Carey Wagner made a motion to elect Carolyn Douglas, Wendell Grose and herself to be on the audit committee and to approve for her to sign the 3 year contract for audits. Seconded by David Burr. Motion carried**

**PHASE III EXTENSION PROJECT**

No one attended or phoned in for the Phase III Project as it is almost completed.

The Board set up a tentative date to meet with Region VII to begin setting up the system GIS.

**E.3 Adrian P.S.D. Meeting Minutes-June & July 2023**

Adrian Public Service District  
June 1, 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 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 May 1, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly second. Motion carried.

Minutes of the May 10, 2023 special meeting were read. Paul made a motion to approve the minutes and Kelly second. Motion carried.

Minutes of the May 17, 2023 project meeting were read. Paul made a motion to approve the minutes and Kelly second. Motion carried.

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

**Old Business**

- Phase VIII/Pickens updates provided by Norma Woody.

**New Business**

- None

**Items for Discussion/Action/Approval**

- Board members entered into executive session at 3:35p.m. Board members left executive session at 3:45p.m. No decisions were made in executive session. The board discussed employee compensation review with Norma Woody for all employees. The decision was made to revisit after September.

**Maintenance Report**

- None

**Office Report**

- None

**Adjournment**

The meeting adjourned at 4:00 pm.

\*\*\*Next regular Board Meeting July 6, 2023 at 3:00 p.m.\*\*\*  
\*\*\*Next Phase VIII Project Meeting June 21, 2023 at 3:00p.m.\*\*\*

Adrian Public Service District  
June 21, 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  
Cary Rohr Smith, Program Coordinator, Region VII  
Doug Heater, Pro Contracting  
Project Manager, Mid-Atlantic Storage Services

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 (40.8% complete as of May 31, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Little Trace Run Rd complete, Holly Grove Rd complete, Alexander Rd complete, working on Route 20, Eden Rd/Gaines and Metzner Hollow Rd.
- Norma requested approval of **Resolution No. 7 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 (2 days), Contract 3 (2 days). Paul made the motion to approve, and Carolyn seconded the motion. Motion carried.
- Change Order #3 Mid-Atlantic Storage Systems, Inc.** adding sub-surface drain to access site road on Chandler property. Paul made a motion to approve, and Kelly seconded the motion. Motion carried.
- Schedule for Contracts are as follows: Contract 1-Pro Contracting (2 1/2 crews working), Contract 2-Pro Contracting (1 crew working), Contract 3-Mid Atlantic Storage Systems (site contractor working).

Adjournment


The meeting adjourned at 4:00 pm.

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

Next project meeting will be July 19, 2023 at 3:00 pm.

Board of Directors

  
Paul Spencer, Chairman

  
Carolyn Douglas, Vice Chairman

  
Kelly Arnold, Sec., Treas.

Adrian Public Service District  
July 6, 2023  
Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Chairman; Kelly Arnold, Sec/Treasurer; Carolyn Douglas, Vice Chairman; Norma Woody, Manager 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 June 1, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly second. Motion carried.  
Minutes of the June 23, 2023 project meeting were read. Paul made a motion to approve the minutes and Kelly second. Motion carried.

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

Old Business

- Phase VIII/Pickens

New Business

- None

Items for Discussion/Action/Approval

- None

Maintenance Report

- None

Office Report

- None

Adjournment

The meeting adjourned at 4:00 pm.

\*\*\*Next regular Board Meeting August 11, 2023 at 3:00 p.m.\*\*\*  
\*\*\*Next Phase VIII Project Meeting July 19, 2023 at 3:00p.m.\*\*\*

Adrian Public Service District  
July 19, 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  
Peggy Ball, Program Coordinator, Region VII  
Doug Heater, Pro Contracting  
Cary Karn, Project Manager, Mid-Atlantic Storage Services

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 (52.7% complete as of June 30, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Little Trace Run Rd complete, Holly Grove Rd complete, Alexander Rd complete, working on Route 20, Eden Rd/Gaines and Metzner Hollow Rd, Helvetia to Pickens. Board members approved request to extend water to Phillip McNeal on Adolph Rd as replacement for Alvin Burky withdraw from project.
- Norma requested approval of **Resolution No. 8 of the Phase VIII water extension project**. Paul made a motion to approve, and Carolyn 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 (1 days), Contract 3 (5 days). Paul made the motion to approve, and Carolyn seconded the motion. Motion carried.
- Change Order #2 Contract #2 Pro Contracting**. New 1" meter setting for Pickens School. Paul made a motion to approve, and Kelly seconded the motion. Motion carried.
- Pickens Volunteer Fire Department provided written request for Watersalesman to be installed at Pickens Fire Department for public use. Carolyn made a motion to approve, with Paul seconding the motion. Motion carried. Eric and Trey will discuss further on alternatives and options.
- Schedule for Contracts are as follows: Contract 1-Pro Contracting (1 crew working), Contract 2-Pro Contracting (3 crews working), Contract 3-Mid Atlantic Storage Systems (site contractor working).

Adjournment

The meeting adjourned at 4:00 pm.

Next regular board meeting will be **August 11, 2023** at 3:00 pm.

Next project meeting will be **August 17, 2023** at 3:00 pm.

Board of Directors

  
Paul Spencer, Chairman

  
Carolyn Douglas, Vice Chairman

  
Kelly Arnold, Sec., Treas.

Pickens Volunteer Fire Department  
P.O. Box 75  
Pickens, WV 26230

RECEIVED  
7/17/23

To the Adrian Public Water Board,

The town of Pickens and the Pickens Volunteer Fire Department are asking for a Water Sales Meter to be located at the Pickens Volunteer Fire Department in Pickens for the residents in the outlying areas around Pickens.

Thank you for your consideration!



Adrian Public Service District  
August 11, 2023  
Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Chairman; Kelly Arnold, Sec/Treasurer; Carolyn Douglas, Vice Chairman; Norma Woody, Manager; Eric Brunn, Chief Water Operator 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 July 6, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly seconded. Motion carried. Minutes of the July 19, 2023 project meeting were read. Paul made a motion to approve the minutes and Kelly seconded. Motion carried.

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

- Old Business
  - Phase VIII/Pickens
- New Business
  - None
- Items for Discussion/Action/Approval
  - The board voted unanimously to approve Bennett & Dobbins renewal contract for audits.
  - Norma advised the board of Bennett & Dobbins yearly audit to begin August or September.
  - A motion was made by Carolyn for Lisa and Eric to attend the West Virginia Rural Water Conference at Oglebay. Kelly seconded that motion. Motion Carried.
  - Jared Bentley completed probationary period. Norma and Eric made a recommendation to the board to employee Jared Bentley full-time as a Water Distribution Operator OIT for Adrian Public Service District. The board agreed with full-time employment beginning August 14, 2023 with full benefit package.
  - Norma recommended employee compensation review be revisited. The board voted to give all employees a 50 cent raise. Norma and Eric each requested their raises be given to Alicia Wright and Jared Bentley for exceptional work performance to date. The board approved their request.
  - The 2023 Sanitary Survey was completed by Craig Cobb, Engineer, WV Office of Environmental Health Services. No significant deficiencies were reported. Paul Spencer provided a copy of report.
- Maintenance Report
  - Sixteen leaks/main breaks were repaired during the month of July-August.
  - Installed three taps.
  - Provided information on Watersaleman for Pickens Volunteer Fire Department.
- Office Report
  - None
- Adjournment
  - The meeting adjourned at 4:00 pm.

\*\*\*Next regular Board Meeting September 7, 2023 at 3:00 p.m.\*\*\*  
\*\*\*Next Phase VIII Project Meeting August 17, 2023 at 3:00p.m.\*\*\*

Board of Directors  
 Paul Spencer, Chairman  
 Carolyn Douglas, Vice Chairman  
 Kelly Arnold, Sec., Treas.

Adrian Public Service District  
August 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  
Carry Wallace, Program Coordinator, Region VII  
Doug Heater, Superintendent, 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 (63.5% complete as of July 31, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Little Trace Run Rd complete, Holly Grove Rd complete, Alexander Rd complete, portion of Eden complete; working on Route 20, Eden Rd/Gaines and Metzner Hollow Rd, Helvetia to Pickens.
  - Norma requested approval of Resolution No. 9 of the Phase VIII water extension project. Paul made a motion to approve, and Carolyn 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 (4 days). Carolyn made the motion to approve, and Paul seconded the motion. Motion carried.
  - Contract #3 Change Order #4 Mid-Atlantic Storage Systems. Repair slip at Chandler tank site. Paul made a motion to approve, and Carolyn seconded the motion. Motion carried.
  - Pickens Volunteer Fire Department request for Watersalesman to be installed at Pickens Fire Department for public use was approved previous project meeting. Trey will discuss with RUS for approval. Estimate obtained and installation will be provided Adrian Public Service District once ordered/received to be reimbursed by project.
  - Schedule for Contracts are as follows: Contract 1-Pro Contracting (2 crew working), Contract 2-Pro Contracting (2 crews working), Contract 3-Mid Atlantic Storage Systems (site contractor working).

Adjournment  
The meeting adjourned at 4:00 pm.

Next regular board meeting will be September 7, 2023 at 3:00 pm.  
Next project meeting will be September 20, 2023 at 3:00 pm.

Board of Directors  
 Paul Spencer, Chairman  
 Carolyn Douglas, Vice Chairman  
 Kelly Arnold, Sec., Treas.

**F. Consent Agenda** – Recorder Sanders reported that these minutes were not yet available.

**F.1 Approval of Minutes: 08/10/23** – Carried over.

**G. Strategic Issues for discussion and vote:**

**G.1 Approval Wage Increase Tom Davis Plant Operator Receiving Class III Certification** – Kelly Arnold provided an update noting that the certificate was not yet available.

**Motion to approve the appropriate wage increase for Tom Davis once his Class III Certificate is received was made by McCauley/Rizo. Motion carried.**

**G.2 Water Plant Facilities-Westfield Insurance Quote #1 & Quote #2** – Mayor Skinner provided an overview of the latest insurance quotes noting that we have made the appropriate adjustment with the updated property values and asked for an option of a higher deductible of \$10,000. We now have two quotes to consider on the overall City package. One with the current deductible of \$2,500 and one with the \$10,000 deductible. The \$2,500 deductible quote (Quote #1) is \$54,229.45 and the \$10,000 deductible quote (Quote #2) is \$44,103.13.

**Motion to approve the Westfield Quote #2, with a \$10,000 deductible and an estimated cost of \$44,103.13, was made by McCauley/Nestor. Motion carried**

**H. Board Members Comments and Announcements**

- **Don Nestor:** Mr. Nestor thanked everyone for the great work that they continue to do.
- **Dave Thomas:** Absent.
- **Erasmio Rizo:** Mr. Rizo is looking forward to the Special Board meeting with the P.S.D.'s later today.
- **Dave McCauley:** Mr. McCauley thanked Kelly Arnold for the research on the Cast Iron and AC 4" line needs.
- **Jay Hollen:** Mr. Hollen informed us that he just received communication from Potesta that provided an update on the plant evaluation and he gave an outline of the activities that will need to take place prior to a final report expected around December 8, 2023

**I. Adjournment**

**At 5:26 PM, a motion to adjoin was made by Rizo.**

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

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