

**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, February 8, 2024, at 7:30 a.m., with the following in attendance (GTM – GoToMeeting):

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

Guests: None

***City of Buckhannon Water Board – 7:30AM at City Hall in Council Chambers  
Meeting Agenda for Thursday, February 8, 2024***

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**A. Call to Order**

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America

**B. Recognized Guests**

- B.1

**C. Financial Report-Amby Jenkins**

- C.1 January 2024

**D. Department Report**

- D.1 Water Department Report-Kelly Arnold
- D.2 ARPA Projects Update
- D.3 FEMA Generator Update-Closeout

**E. Correspondence and Information**

- E.1 Mt. Hope Water Association Meeting Minutes-December 2023
- E.2 Elkins Road P.S.D. Meeting Minutes-December 2023 & January 2024
- E.3 UCDHSEM Incident Response Guide Water and Wastewater Sector
- E.4 Hodgesville P.S.D. Meeting Minutes-January 2024
- E.5 Upcoming Meeting Invitation to P.S.D.'s (Date TBD)
- E.6 WV Dept. of Health Notice of 24/25 Source Water Protection Grant (SWAP)

**F. Consent Agenda**

- F.1 Approval of Minutes: 01/11/24

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

- G.1 Approval Water Board Budget Revision FY 23/24
- G.2 Approval Wage Increase-Caleb Kimble Receiving Backflow Certification, Water Distribution Certification, Water Meter Testing Certification

**H. Board Members Comments and Announcements**

**I. Adjournment**

Posted 02/02/2024

**A. Call to Order:** The meeting was called to order by Recorder Randy Sanders, who then 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 January 2024:**

**WATER BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

Balance January 31, 2024  
Money market & checking

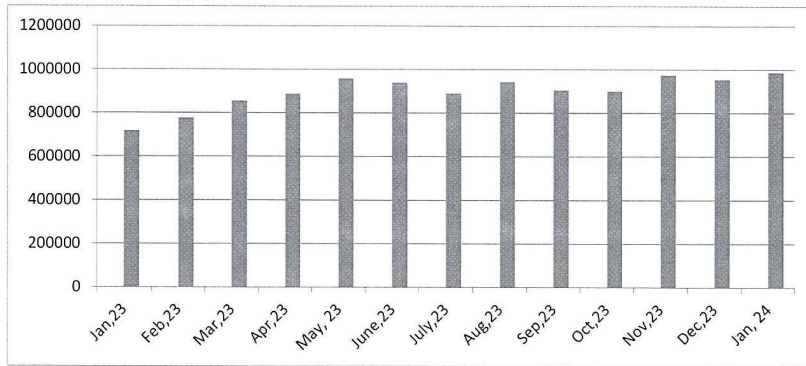
\$ 1,067,445.68

Work Capital CD (9888).5% maturity 4-11-24(FCB) \$167,862.80  
Work Capital CD (Raymond James) 5.25%May2023 \$178,602.49

CD Savings (1528) .03% converted  
To 7 mth CD 5.14% on 10/27/23(Peoples) \$271,320.85

Savings 2% #5764795 .05% converted  
to 9 mth CD 5.05% on 10/30/23(Citizens) \$256,449.65

Savings 2%Depreciation .05% \$ 1,523.79



**Money Market and Checking Trend**

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

2-03-2024 09:13 AM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2024

PAGE: 3

400-WATER

% OF YEAR COMPLETED: 58.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>UTILITY BILLINGS</b>						
400-350-000-00 RESIDENTIAL SALES	950,000	92,282.37	623,666.11	0.00	326,333.89	65.65
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	600,000	53,387.92	377,361.85	0.00	222,638.15	62.89
400-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,437.50	10,052.50	0.00	4,947.50	67.02
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL UTILITY BILLINGS</b>	<b>1,565,000</b>	<b>147,107.79</b>	<b>1,011,080.46</b>	<b>0.00</b>	<b>553,919.54</b>	<b>64.61</b>
<b>OUTSIDE DISTRICTS</b>						
400-360-000-00 MT HOPE WATER (MASTER MET	120,000	21,862.75	142,918.50	0.00	( 22,918.50)	119.10
400-360-000-01 HODGESVILLE PSD (MASTER M	220,000	27,256.00	157,891.75	0.00	62,108.25	71.77
400-360-000-02 ELKINS ROAD PSD (MASTER M	150,000	20,960.50	135,631.00	0.00	14,369.00	90.42
400-360-000-03 ADRIAN PSD (MASTER METER)	200,000	27,426.75	174,219.75	0.00	25,780.25	87.11
<b>TOTAL OUTSIDE DISTRICTS</b>	<b>690,000</b>	<b>97,506.00</b>	<b>610,661.00</b>	<b>0.00</b>	<b>79,339.00</b>	<b>88.50</b>
<b>GRANTS</b>						
400-366-000-01 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
400-366-000-02 GRANT -BOAT & AIRCOND	0	0.00	0.00	0.00	0.00	0.00
400-368-000-00 TAP FEES	10,000	0.00	8,500.00	0.00	1,500.00	85.00
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
<b>TOTAL GRANTS</b>	<b>10,000</b>	<b>0.00</b>	<b>8,500.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>85.00</b>
<b>INTRAFUND CONTR/CHARGES</b>						
400-370-000-01 LATE CHARGES	20,000	2,275.04	15,732.38	0.00	4,267.62	78.66
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	275.00	1,300.00	0.00	700.00	65.00
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
<b>TOTAL INTRAFUND CONTR/CHARGES</b>	<b>22,000</b>	<b>2,550.04</b>	<b>17,032.38</b>	<b>0.00</b>	<b>4,967.62</b>	<b>77.42</b>
<b>OTHER REVENUE</b>						
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	811.02	0.00	188.98	81.10
400-399-000-00 MISC. NONOPERATING INCOME	33,000	2,166.50	88,813.81	0.00	( 55,813.81)	269.13
<b>TOTAL OTHER REVENUE</b>	<b>34,000</b>	<b>2,166.50</b>	<b>89,624.83</b>	<b>0.00</b>	<b>( 55,624.83)</b>	<b>263.60</b>
<b>TOTAL REVENUE</b>	<b>2,321,000</b>	<b>249,330.33</b>	<b>1,736,898.67</b>	<b>0.00</b>	<b>584,101.33</b>	<b>74.83</b>

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>BAD DEBT</b>						
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<b>NON-OPERATING EXPENSES</b>						
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
<b>TOTAL BAD DEBT</b>						
	0	0.00	0.00	0.00	0.00	0.00
<b>DEPRECIATION</b>						
=====						
<b>CONTRIBUTIONS</b>						
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
<b>TOTAL DEPRECIATION</b>						
	0	0.00	0.00	0.00	0.00	0.00
<b>RESERVIOR MANGMT DAM</b>						
=====						
<b>SALARIES &amp; BENEFITS</b>						
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
<b>CONTRACTUAL SERVICES</b>						
400-601-211-00 UTILITIES - ELEC,GAS,PHON	20,000	1,730.64	11,191.11	0.00	8,808.89	55.96
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	20,000	1,730.64	11,191.11	0.00	8,808.89	55.96
<b>COMMODITIES</b>						
400-601-342-00 MAINTENANCE RIVER INTAKE&	4,400	0.00	1,819.11	0.00	2,580.89	41.34
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	1,819.11	0.00	11,580.89	13.58
<b>TOTAL RESERVIOR MANGMT DAM</b>						
	33,400	1,730.64	13,010.22	0.00	20,389.78	38.95
<b>WATER PLANT</b>						
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<b>SALARIES &amp; BENEFITS</b>						
400-642-103-00 WATER PUMPERS SALARIES	391,000	27,361.39	201,048.46	0.00	189,951.54	51.42
400-642-104-00 FICA TAX	30,000	2,097.34	15,407.73	0.00	14,592.27	51.36

400-WATER

% OF YEAR COMPLETED: 58.33

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	23,733.24	0.00	19,266.76	55.19
400-642-106-00 RETIREMENT	35,500	2,462.53	18,094.38	0.00	17,405.62	50.97
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	499,500	34,437.18	258,283.81	0.00	241,216.19	51.71
<b>CONTRACTUAL SERVICES</b>						
400-642-211-00 UTILITIES - ELEC, GAS, PH	115,000	12,314.22	81,569.17	0.00	33,430.83	70.93
400-642-221-00 TRAINING & CONTINUED EDUC	2,500	0.00	715.00	0.00	1,785.00	28.60
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	465.00	3,589.18	0.00	3,410.82	51.27
TOTAL CONTRACTUAL SERVICES	124,500	12,779.22	85,873.35	0.00	38,626.65	68.97
<b>COMMODITIES</b>						
400-642-341-00 OFFICE EXPENSE	3,300	0.00	686.19	0.00	2,613.81	20.79
400-642-342-00 MAINT TREATMENT PLANT BLD	6,000	271.88	1,161.82	0.00	4,838.18	19.36
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	120.68	1,314.40	0.00	3,085.60	29.87
400-642-344-00 GENERAL EQUIPMENT MAINTEN	24,000	283.89	9,799.19	0.00	14,200.81	40.83
400-642-345-00 UNIFORMS PERSONAL SAFETY	3,500	184.30	1,192.69	0.00	2,307.31	34.08
400-642-346-00 MAINT TREATMENT PLANT EQU	81,000	695.56	37,627.52	0.00	43,372.48	46.45
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	8.40	4,799.19	0.00	10,200.81	31.99
400-642-348-00 CHEMICAL COSTS	216,000	16,237.73	112,778.52	0.00	103,221.48	52.21
400-642-349-00 COMPLIANCE MONITORING	23,000	490.00	3,290.14	0.00	19,709.86	14.30
400-642-350-00 TELEMETRY COSTS	25,250	7,456.80	8,775.60	0.00	16,474.40	34.75
400-642-399-00 PLANT MISCELLANEOUS	3,000	175.00	1,037.39	0.00	1,962.61	34.58
TOTAL COMMODITIES	405,150	25,924.24	182,462.65	0.00	222,687.35	45.04
<b>CAPITAL OUTLAY</b>						
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
<b>TOTAL WATER PLANT</b>						
	1,029,150	73,140.64	526,619.81	0.00	502,530.19	51.17
<b>WATER LINES</b>						
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<b>SALARIES &amp; BENEFITS</b>						
400-660-103-00 T & D LINE CREW SALARIES	437,500	31,297.45	247,097.44	0.00	190,402.56	56.48
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	2,405.01	18,988.04	0.00	14,511.96	56.68
400-660-105-00 HEALTH INSURANCE	87,000	5,812.28	58,224.70	0.00	28,775.30	66.92
400-660-106-00 RETIREMENT	39,375	2,816.77	22,238.84	0.00	17,136.16	56.48
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	597,375	42,331.51	346,549.02	0.00	250,825.98	58.01
<b>CONTRACTUAL SERVICES</b>						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	28,000	3,706.94	18,117.53	0.00	9,882.47	64.71
400-660-221-00 TRAINING & CONTINUED EDUC	2,500	0.00	1,478.00	0.00	1,022.00	59.12
400-660-226-00 UNEMPLOYMENT/COMPENSATION	13,000	465.00	3,584.52	0.00	9,415.48	27.57
TOTAL CONTRACTUAL SERVICES	43,500	4,171.94	23,180.05	0.00	20,319.95	53.29

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>COMMODITIES</b>						
400-660-341-00 OFFICE EXPENSE	8,325	0.00	904.01	0.00	7,420.99	10.86
400-660-342-00 MAINTENANCE GARAGE BLDG	3,500	110.72	1,250.66	0.00	2,249.34	35.73
400-660-343-00 VEHICLE MAINTENANCE	8,000	1,145.64	4,052.90	0.00	3,947.10	50.66
400-660-343-01 LINE VEHICLE FUEL	15,000	731.46	7,178.44	0.00	7,821.56	47.86
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	1,954.71	15,615.86	0.00	1,384.14	91.86
400-660-345-00 UNIFORMS-PERSONAL SAFETY	4,500	184.30	1,192.69	0.00	3,307.31	26.50
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	40,000	282.34	12,720.73	0.00	27,279.27	31.80
400-660-348-00 DISTRIBUTION TANK MAINTEN	15,000	0.00	1,225.88	0.00	13,774.12	8.17
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	6,766.22	42,117.82	0.00	97,882.18	30.08
400-660-353-00 MAPPING & LINE LOCATING E	12,000	983.60	3,707.66	0.00	8,292.34	30.90
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	263,825	12,158.99	89,966.65	0.00	173,858.35	34.10
<b>NON-OPERATING EXPENSES</b>						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,500	0.00	56.00	0.00	1,444.00	3.73
TOTAL NON-OPERATING EXPENSES	1,500	0.00	56.00	0.00	1,444.00	3.73
<b>TOTAL WATER LINES</b>	<b>906,200</b>	<b>58,662.44</b>	<b>459,751.72</b>	<b>0.00</b>	<b>446,448.28</b>	<b>50.73</b>

WATER METERS  
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<b>SALARIES &amp; BENEFITS</b>						
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
<b>CONTRACTUAL SERVICES</b>						
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	329.51	0.00	(329.51)	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	329.51	0.00	(329.51)	0.00
<b>COMMODITIES</b>						
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-PERSONAL 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

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>NON-OPERATING EXPENSES</b>						
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
<b>TOTAL WATER METERS</b>	<b>0</b>	<b>0.00</b>	<b>329.51</b>	<b>0.00</b>	<b>(329.51)</b>	<b>0.00</b>
<b>OFFICE/ADMIN</b> =====						
<b>SALARIES &amp; BENEFITS</b>						
400-920-101-00 AD & GE SALARIES BOARD	14,400	1,400.00	9,800.00	0.00	4,600.00	68.06
400-920-103-00 AD & GE OFFICE SALARIES	146,000	11,218.93	84,942.11	0.00	61,057.89	58.18
400-920-104-00 FICA TAX	12,271	965.17	7,247.34	0.00	5,023.66	59.06
400-920-105-00 HEALTH INSURANCE	18,500	1,331.13	13,476.85	0.00	5,023.15	72.85
400-920-106-00 RETIREMENT	14,436	964.70	7,468.16	0.00	6,967.84	51.73
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	205,607	15,879.93	122,934.46	0.00	82,672.54	59.79
<b>CONTRACTUAL SERVICES</b>						
400-920-211-00 UTILITIES - ELEC,GAS, PHON	2,000	150.46	1,089.99	0.00	910.01	54.50
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	625.48	0.00	1,974.52	24.06
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	5,100	211.79	1,715.47	0.00	3,384.53	33.64
<b>COMMODITIES</b>						
400-920-341-00 MATERIALS & SUPPLIES EXPE	30,000	9,133.37	51,383.09	60.50	(21,443.59)	171.48
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	1,957.25	6,025.50	0.00	274.50	95.64
400-920-350-00 PROFESSIONAL & LEGAL EXPE	23,500	1,250.00	11,787.50	0.00	11,712.50	50.16
400-920-351-00 ENGINEERING EXPENSE	75,000	43,600.00	99,850.00	0.00	(24,850.00)	133.13
400-920-352-00 PROPERTY INSURANCE	52,300	0.00	26,503.41	0.00	25,796.59	50.68
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	55,940.62	200,836.15	60.50	3,853.35	98.12
<b>CAPITAL OUTLAY</b>						
400-920-459-00 CAPITAL OUTLAY OFFICE	29,900	0.00	6,288.64	0.00	23,611.36	21.03
TOTAL CAPITAL OUTLAY	29,900	0.00	6,288.64	0.00	23,611.36	21.03
<b>NON-OPERATING EXPENSES</b>						
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	214.62	15,782.75	0.00	(15,782.75)	0.00
TOTAL NON-OPERATING EXPENSES	0	214.62	15,782.75	0.00	(15,782.75)	0.00
<b>TOTAL OFFICE/ADMIN</b>	<b>445,357</b>	<b>72,246.96</b>	<b>347,557.47</b>	<b>60.50</b>	<b>97,739.03</b>	<b>78.05</b>

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2024

400-WATER

% OF YEAR COMPLETED: 58.33

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	157,909.11	0.00	112,090.89	58.48
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	157,909.11	0.00	112,090.89	58.48
TOTAL BOND PAYMENTS	270,000	22,481.88	157,909.11	0.00	112,090.89	58.48
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 REPLACEMENT	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

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2024

400-WATER

% OF YEAR COMPLETED: 58.33

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 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 PLANT PUMP REPAIRS 2023	0	0.00	54,448.00	0.00	54,448.00	0.00
400-999-682-04 SUPERVISOR TRUCK	20,836	1,736.28	15,015.92	0.00	5,820.08	72.07
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

400-WATER

% OF YEAR COMPLETED: 58.33

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	123,836	1,736.28	69,463.92	0.00	54,372.08	56.09
TOTAL CAPITAL/PROJECTS	402,836	1,736.28	69,463.92	0.00	333,372.08	17.24
TOTAL EXPENDITURES	3,086,943	229,998.84	1,574,641.76	60.50	1,512,240.74	51.01
REVENUE OVER/(UNDER) EXPENDITURES	( 765,943)	19,331.49	162,256.91	( 60.50)	( 928,139.41)	21.18-

JANUARY 2024 WATER PAYMENT OF BILLS

**\$7,456.80** – MISSION COMMUNICATIONS – SCADA TO MONITOR PLANT AND DISTRIBUTION SYSTEM

**\$16,237.73** – PHOENIX SOLUTIONS – CHEMICAL COSTS

**\$5,072.10** – CORE & MAIN- SERVICE LINE FITTINGS-SADDLES,CORP STOPS,METER BARRELS, METER LIDS

**\$43,600.00** – POTESTA & ASSOCIATES – WTP EVALUATION ENGINEERING. CONCRETE TESTING & LAB WTP EVALUATION

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	1,698.28
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	32.36
				TOTAL:	1,730.64
WATER PLANT	BUCKHANNON UTIL BOARDS	642-342-00	MAINT TREATMENT PLAN	DISPOSE OF PALLETS	32.14
		642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	10,558.12
	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	184.30
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	DEC 2023 ALL DEPT UNIFORMS	8.40
	RITE-WAY HEATING & PLUMBING	642-347-00	PLANT LAB MAINT & SU	12/2 WIRE	61.42
		642-346-00	MAINT TREATMENT PLAN	FITTINGS EXHAUST FAN	465.00
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 12/4/23-1/1/202	2,502.92
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER JAN 2024 HEALTH INS	0.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST	231.07
		642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	966.43
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	185.17
	STATE ELECTRIC SUPPLY CO INC	642-344-00	GENERAL EQUIPMENT MA	HOA SWITCHES	90.90
		642-344-00	GENERAL EQUIPMENT MA	HOA SWITCHES	7.82
	NAPA-AMTOWER AUTO SUPPLY	642-344-00	GENERAL EQUIPMENT MA	COUPLER FOR FAN	296.46
	LOWES BUSINESS ACCOUNTS	642-346-00	MAINT TREATMENT PLAN	SUMP PUMP	37.68
		642-346-00	MAINT TREATMENT PLAN	PIPE - CHEMICAL FEED TUBE	87.54
		642-342-00	MAINT TREATMENT PLAN	CLEANING SUPPLIES	48.31
		642-342-00	MAINT TREATMENT PLAN	SUPPLIES TO INSTALL CAMER	68.28
		642-342-00	MAINT TREATMENT PLAN	ICE MELT	35.61
		642-342-00	MAINT TREATMENT PLAN	GFI	15.00
	WV DEPT OF HEALTH	642-349-00	COMPLIANCE MONITORIN	OCT FLUORIDE SAMPLE	15.00
		642-349-00	COMPLIANCE MONITORIN	DEC FLUORIDE SAMPLE	707.15
WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	678.26	
	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION		

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	538.56
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	538.56
	MISSION COMMUNICATIONS, LLC	642-346-00	MAINT TREATMENT PLAN	MODEM FOR MISSION BOX	300.00
		642-350-00	TELEMETRY COSTS	SCADA	7,456.80
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	CHEMICALS	13,620.98
		642-348-00	CHEMICAL COSTS	CHEMICALS	2,616.75
	THE SIGN GUY LLC	642-399-00	PLANT MISCELLANEOUS	ADDRESS SIGNS TENN BOOSTER	100.00
	OFFICE OF WATER PROGRAMS CA	642-399-00	PLANT MISCELLANEOUS	PCRD-WAT DIST SYS OPERATIO	75.00
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	860.08
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	839.71
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	201.16
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	196.39
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	BAC-T SAMPLES DEC 2023	230.00
		642-349-00	COMPLIANCE MONITORIN	BAC-T	230.00
	PAYFLEX	642-105-00	HEALTH INSURANCE	WATER JAN 2024 HSA FEES	13.00
	LYNX WV INC	642-211-00	UTILITIES - ELEC, GA	JAN 2024 WATER ANTENNA REN	35.00
	AT&T MOBILITY	642-211-00	UTILITIES - ELEC, GA	PCRD-CELL PHN & GEOTAB NOV	332.53
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	70.13
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	66.71
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	54.23
	FLYERS ENERGY LLC	642-343-01	PLANT VEHICLE FUEL	DEC 2023 WATER FUEL BILL	120.68
	**PAYROLL EXPENSES			1/01/2024 - 1/31/2024	27,361.39
				TOTAL:	73,140.64

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCKBOOSTER	147.65
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	7.84
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCKTANK	8.03
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	1,307.84
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	13.47
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	9.36
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	8.79
		660-211-00	UTILITIES - ELEC,GAS	110161992976 272 DEVELOPMN	299.86
		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	163.02
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	6.97
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.00
		660-211-00	UTILITIES - ELEC,GAS	110152507908 300 CLARKSBUR	8.01
	UNIFIRST CORP.	660-345-00	UNIFORMS-PERSONAL SA	DEC 2023 ALL DEPT UNIFORMS	184.30
	REGION VII PLANNING PDC	660-353-00	MAPPING & LINE LOCAT	GIS SVCS WATER & SEWER	55.00
		660-353-00	MAPPING & LINE LOCAT	GIS SERVICES FOR WAT DEPT	877.50
	RITE-WAY HEATING & PLUMBING	660-352-00	NEW SERVICES, UPGRAD	FERNCO'S	26.36
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 12/4/23-1/1/202	465.00
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER JAN 2024 HEALTH INS	5,779.78
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST	0.00
		660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	231.08
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	966.44
	AUTO ZONE	660-342-00	MAINTENANCE GARAGE B	OIL ASB	28.82
		660-344-00	GENERAL EQUIPMENT MA	DE ICER	35.82
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	DEC 2023 MESSAGE FEES	51.10
	LOWES BUSINESS ACCOUNTS	660-344-00	GENERAL EQUIPMENT MA	LED LIGHTS	82.78
		660-344-00	GENERAL EQUIPMENT MA	PAINT SPRAYER	407.55
		660-347-00	BOOSTER PUMP BLDG EQ	PCRD-WHITE BASE PAINT	159.90
		660-344-00	GENERAL EQUIPMENT MA	LUMBER FOR TRAILER	283.74
	JENKINS FORD INC	660-343-00	VEHICLE MAINTENANCE	CAB MOUNTS DUMP TRUCK	1,114.28
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,113.93

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,184.44
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	259.20
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	259.20
	MISSION COMMUNICATIONS, LLC	660-347-00	BOOSTER PUMP BLDG EQ	RELAYS IND PK BOOSTER	122.44
	JOHNSTON EQUIP INC	660-344-00	GENERAL EQUIPMENT MA	SCRAPER BLADE	460.00
	CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE MATERIAL	335.04
		660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE MATERIAL	260.05
		660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE MATERIAL	428.16
		660-344-00	GENERAL EQUIPMENT MA	SHUT OFF KEYS	414.63
		660-352-00	NEW SERVICES, UPGRAD	BODY SEALS- TAPPING MACHI	460.02
		660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE FITTINGS	5,072.10
		660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE MATERIAL	184.49
	WALMART STORES INC -BUCKHANN	660-342-00	MAINTENANCE GARAGE B	OFFICE SUPPLIES	81.90
		660-344-00	GENERAL EQUIPMENT MA	PCRD-BATTERY FOR ELECTRICA	6.34
		660-344-00	GENERAL EQUIPMENT MA	FRAMES	7.68
		660-343-00	VEHICLE MAINTENANCE	BATTERIES & AIR FRESHENER	31.36
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	950.06
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	999.09
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	222.19
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	233.67
	AMAZON.COM	660-344-00	GENERAL EQUIPMENT MA	PCRD-TOOL UNDERBODY BOX	129.96
		660-344-00	GENERAL EQUIPMENT MA	PCRD-CARHART MENS COAT	126.21
	PAYFLEX	660-105-00	HEALTH INSURANCE	WATER JAN 2024 HSA FEES	32.50
	AT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	PCRD-CELL PHN & GEOTAB NOV	332.50
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	70.13
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	66.71
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	54.24
	FLYERS ENERGY LLC	660-343-01	LINE VEHICLE FUEL	DEC 2023 WATER FUEL BILL	731.46
	**PAYROLL EXPENSES			1/01/2024 - 1/31/2024	31,297.45
				TOTAL:	58,662.44

OFFICE/ADMIN

RALSTON PRESS INC	920-341-00	MATERIALS & SUPPLIES	WINDOW ENVELOPES	98.75
	920-341-00	MATERIALS & SUPPLIES	WINDOW ENVELOPES	55.94
	920-341-00	MATERIALS & SUPPLIES	PURCHASE ORDERS	186.92
LEAF	920-341-00	MATERIALS & SUPPLIES	JAN 2024 CITY HALL COPIER	155.50
	920-341-00	MATERIALS & SUPPLIES	LEAF	174.90
ENCOVA INSURANCE	920-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 12/4/23-1/1/202	61.33
POTESTA & ASSOCIATES INC	920-351-00	ENGINEERING EXPENSE	WTP EVAL ENGINEERING	18,750.00
	920-351-00	ENGINEERING EXPENSE	CONCRETE TESTING & LAB	24,850.00
WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER JAN 2024 HEALTH INS	1,324.63
WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	469.84
	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	469.93
	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	FIRST CLASS PRESORT FEE	80.00
PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	DEC 2023 AA FEES	195.53
	920-341-00	MATERIALS & SUPPLIES	NOV 2023 AA FEES	221.25
THOMAS J O'NEILL	920-350-00	PROFESSIONAL & LEGAL	FEB 2024 CONTRACT ATTORNEY	1,250.00
COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	DEC 2023 CREDIT CARD FEES	3,133.90
BADZIK PRINTING SERVICE, INC	920-341-00	MATERIALS & SUPPLIES	TAX FORMS 2023	174.23
DAVID L HOWELL CPA	920-349-00	AUDITING EXPENSE	'23 FINANCE STMT 2ND BILL	1,957.25
JERRY HEARD ASSC.	920-341-00	MATERIALS & SUPPLIES	DISBURSEMENT CHECKS	66.24
	920-341-00	MATERIALS & SUPPLIES	COPIER PAPER & PERFER PAPE	409.59
WVNET	920-341-00	MATERIALS & SUPPLIES	WEB HOSTING 1ST PTR FY 24	26.25

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		920-341-00	MATERIALS & SUPPLIES	WEB HOSTING QTR 2 FY24	26.25
		920-341-00	MATERIALS & SUPPLIES	DOMAIN NAME RENEWAL	5.79
	WALMART STORES INC -BUCKHANN	920-341-00	MATERIALS & SUPPLIES	CLEANING SPPLS CITY HALL	34.31
	DELUX BUSINESS FORMS	920-341-00	MATERIALS & SUPPLIES	PCRD-PAYROLL DEP BOOKS	30.47
		920-341-00	MATERIALS & SUPPLIES	PCRD-WATER CHECKS	196.99
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	323.59
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	458.65
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	75.67
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	107.26
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-PDF EXTRA 2023 EDITAB	25.00
	PAYFLEX	920-105-00	HEALTH INSURANCE	WATER JAN 2024 HSA FEES	6.50
	LYNX WV INC	920-341-00	MATERIALS & SUPPLIES	JAN 2024 IT SERVICE CONTRA	425.00
	AT&T MOBILITY	920-211-00	UTILITIES - ELEC,GAS	PCRD-CELL PHN & GEOTAB NOV	51.22
	KOMAX LLC	920-341-00	MATERIALS & SUPPLIES	POSTAGE INK CARTRIDGE	80.88
	US POSTAL SERVICE (CMRS-FP)	920-341-00	MATERIALS & SUPPLIES	JANUARY 2024 POSTAGE	250.00
	FP FINANCE PROGRAM	920-341-00	MATERIALS & SUPPLIES	JAN 2024 MAILER&INSRTR PYM	94.30
	OPTIMUM B2B, DEPT. 1264	920-999-00	ADM BOARD-BILLING MI	JAN 2024 CITY HALL INTERNE	214.62
	TYLER TECHNOLOGIES INC	920-341-00	MATERIALS & SUPPLIES	UTL BILL AUTOPAY, IVR, SIT	2,153.75
		920-341-00	MATERIALS & SUPPLIES	UTIL NOTIFICATION CALLS	60.50
	ROSSMAN & CO/PCB CORP	920-341-00	MATERIALS & SUPPLIES	UTILITY COLLECTIONS DEC 20	21.13
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	75.06
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
	**PAYROLL EXPENSES			1/01/2024 - 1/31/2024	12,618.93
				TOTAL:	72,246.96
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOND A PYMT JAN 2024	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	25H3G4 21 RAM 1500 LEASE P	405.28
		999-682-04	SUPERVISOR TRUCK	23W5D4 2021 NISSAN LEASE P	322.35
		999-682-04	SUPERVISOR TRUCK	23W5D8 2021 NISSAN LEASE P	364.29
		999-682-04	SUPERVISOR TRUCK	23W5DC 2021 NISSAN LEASE P	322.18
		999-682-04	SUPERVISOR TRUCK	23W5DG 2021 NISSAN LEASE P	322.18
				TOTAL:	1,736.28

Mrs. Jenkins also wanted to let the Board be aware that we will be needing to update the hand held meter readers. Mrs. Barb Hinkle will be attending the board meetings and presenting the financial reports while Mrs. Jenkins is out of the office.

Recorder Randy Sanders asked for a motion to bring **G.2 Approval of Water Board Budget Revision FY 23/24** to the table at this time with no objection. There was brief discussion regarding the budget revision.

Water					
Budget Revision					
8-Feb-24					
Revenues					
400-360-000-00	Mt Hope Water	\$ 120,000.00	\$ 100,000.00	\$ 220,000.00	
400-360-000-03	Adrian PSD	\$ 230,000.00	\$ 6,330.00	\$ 236,330.00	
400-399-000-00	Miscellaneous	\$ 33,000.00	\$ 55,000.00	\$ 88,000.00	Insurance payment
			\$ 161,330.00		
Expenses					
400-642-211-00	Utilities	\$ 115,000.00	\$ 24,000.00	\$ 139,000.00	new costs- antenna rental, plant fax, water telemetry
400-660-344-00	General Equipment Maint	\$ 17,000.00	\$ 5,000.00	\$ 22,000.00	per kelly
400-660-347-00	Booster Pump Bldg	\$ 40,000.00	\$ 23,000.00	\$ 63,000.00	per kelly
400-902-226-00	Workers comp/ insurance	\$ -	\$ 330.00	\$ 330.00	
400-920-341-00	Materials & supplies expense	\$ 30,000.00	\$ 25,000.00	\$ 55,000.00	work on bldg paid from this acct, credit card fees increased
400-920-349-00	Audit Expense	\$ 6,300.00	\$ 2,000.00	\$ 8,300.00	single audit s/b complete Mar24 all of this audit in same fy as last one
400-920-351-00	Engineering Expense	\$ 75,000.00	\$ 25,000.00	\$ 100,000.00	Water treatment evaluation more than anticipated(concrete testing)
400-920-459-00	Capital Outlay Office	\$ 29,900.00	\$ (15,000.00)	\$ 14,900.00	
400-920-999-00	Adm Board Billing Expense		\$ 17,000.00	\$ 17,000.00	failed to budget
400-999-682-03	Plant Pump Repairs 2023	\$ -	\$ 55,000.00	\$ 55,000.00	damaged pump
400-999-140-00	Island Ave 6" replace	\$ 200,000.00	\$ (200,000.00)	\$ -	move to Meade and Central - will budget this Island project in 2024-25
400-999-173-00	Meade and Central upgrades		\$ 200,000.00	\$ 200,000.00	budget
			\$ 161,330.00		

**Motion McCauley/Rizo to approve Water Board Budget Revision FY 23/24 as presented. Motion carried unanimously.**

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



**CITY OF BUCKHANNON WATER DEPARTMENT  
Monthly Report for January 2024**

- Water leaks-3
- Weekly safety meetings.
- Locates.
- Renewed service – 2
- New Services- continue working on Cleveland Ave.
- Residential meters changed-27
- Residential meters tested-18
- Meter change out.
- Tennerton booster station pump and motor being rebuilt.
- Fire Hydrant repair hit by tractor trailer on E. Main and College Ave.
- Continue working on Mission (SCADA) at industrial Park booster station.
- Redone 2” meter pit at truck wash at fueling station.
- Going to have chlorine crane tested.
- 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.
- 67.9 million gallons of water treated for month of January 2.19 million a day.
- Cost per million gallons treated for January \$189.04
- 8,750 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered. - 259
- Non-Payments
- Continue to work on back-flow/cross-conn. Program.
- Maintenance equipment.

<b>Unaccounted For Water through June 30, 2024</b>						
		<b>Plant</b>	<b>Distribution</b>	<b>Sold to</b>	<b>Sold to</b>	<b>Percent</b>
	<b>Produced (a.)</b>	<b>Loss (b.)</b>	<b>Loss (c.)</b>	<b>City (d.)</b>	<b>PSDs (e.)</b>	<b>Loss</b>
Jul-23	63,215,675	1,383,309	302,320	20,168,600	38,026,000	<b>5.28%</b>
Aug-23	62,983,871	1,359,494	103,000	20,993,400	33,379,400	<b>11.35%</b>
Sep-23	59,752,598	1,298,305	227,530	21,303,000	35,364,800	<b>2.61%</b>
Oct-23	62,189,161	1,331,477	120,650	20,502,000	31,813,800	<b>13.54%</b>
Nov-23	61,598,871	1,234,735	153,650	19,954,500	33,090,700	<b>11.63%</b>
Dec-23	66,090,277	1,151,865	63,220	18,490,300	33,554,900	<b>19.41%</b>
Jan-24	67,852,184	1,310,145	1,014,930	20,539,400	38,977,400	<b>8.86%</b>
Feb-24						<b>#DIV/0!</b>
Mar-24						<b>#DIV/0!</b>
Apr-24						<b>#DIV/0!</b>
May-24						<b>#DIV/0!</b>
Jun-24						<b>#DIV/0!</b>
<b>Totals:</b>	<b>443,682,637</b>	<b>9,069,330</b>	<b>1,985,300</b>	<b>141,951,200</b>	<b>244,207,000</b>	<b>10.47%</b>

Month: Jan-24

			<u>Monthly Total</u>	<u>Y-T-D</u>	
<b>Million Gallons Treated:</b>			<b>67.9</b>	<b>443.8</b>	
<b>Total Chemical Treatment Cost:</b>			<b>12836.1</b>	<b>115333.9</b>	
<b>Cost per Million Gallons:</b>			<b>189.0442</b>	<b>259.8782</b>	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	1.25	lb	0	0	11206.6
Chlorine	1.09	lb	1380	1504.2	14193
Fluoride	1.39	lb	440	611.6	4128.3
KMnO4	3.65	lb	246	897.9	12225.68
NaMnO4	1.4	lb		0	0
Lime	0.22	lb	1050	231	1012
Premier Pac	0.44	lb	12285	5405.4	39728.35
Soda Ash	0.420	lb	6850	2877	24153
Sodium Hex	2.38	lb	550	1309	8687
Smart-Phos	14.16	GAL	0	0	0
				<u>12836.1</u>	<u>115333.9</u>

There were a few leaks and breaks during this last cold spell. There is still one building in Cambridge Heights that is without fire service due to water being turned off in that building. Fire Chief JB Kimble has written a letter to the Fire Marshal regarding this in hopes to get this resolved.

Board Member Don Nestor stated that he thought we should publicize, either through the newspapers or releases from the city, the good work that our departments are doing. Supervisor Arnold said that he believes that the employees, through talking with residents while working on projects, may be the best way to publicize the work and that he hopes that the residents pass that information on to others.

Board Member Erasmo Rizo asked about the Meade St project. It will be 2500 feet, from Madison to College and will be a major improvement, especially in fire service.

Board Member David McCauley questioned that the gas company has their lines staked out on Meade St. Mr. Arnold replied that this helps the water department plan where to work and place lines.

**D.2 ARPA Projects Update:** City Engineer Jay Hollen reported that everything looks good.

**PROJECTED COSTS TO DATE**

City of Buckhannon  
 American Rescue Plan Act (ARPA)  
 Infrastructure Expenditures To Date - **Engineering through January 31, 2024 and Construction through January 31, 2024**

Allocated Money: \$2,382,905.27

Project	Sanitary Sewer	Number of Customers Served by Proposed Improvement	Estimated Cost	Engineering / Design Fees Expended to Date	Construction Fees Expended to Date	Construction Fees Projected
1	Taylor Street Upgrade	8,365	\$451,562.50	\$96,184.57	\$638,210.90	\$671,800.95
2	North Locust Street - Base Bid	50	\$177,650.00	\$134,256.15	\$128,535.60	\$128,535.60
	North Locust Street - Add Alternate 1	50	\$0.00	\$0.00	\$243,297.83	\$243,297.83
2.5	Legal Ads	-	\$1,000.00	\$835.69	\$0.00	\$0.00
a.) Sanitary Sewer Subtotals:			\$630,212.50	\$231,276.41	\$1,010,044.33	\$1,043,634.38

Project	Storm Sewer	Number of Customers Served by Proposed Improvement	Estimated Cost	Engineering / Design Fees Expended to Date	Construction Fees Expended to Date	Construction Fees Projected
3	Taylor Street Upgrade	311	\$544,000.00	\$1,705.95	\$0.00	\$0.00
3a	Jawbone Run H & H Study	-	\$0.00	\$7,902.52	\$0.00	\$0.00
b.) Storm Sewer Subtotal:			\$544,000.00	\$9,608.47	\$0.00	\$0.00
c.) Sewer Projects Subtotal:			\$1,174,212.50		\$1,010,044.33	\$1,043,634.38
d.) Sewer Consultant Engineering Fees (@ 8.5%):			\$99,808.06		\$240,884.88	\$240,884.88
e.) Sewer Projects Total (c. + d.):			\$1,274,020.56	\$1,191,452.64	\$1,250,929.21	\$1,284,519.26

Project	Water	Number of Customers Served by Proposed Improvement	Estimated Cost	Engineering / Design Fees Expended to Date	Construction Fees Expended to Date	Construction Fees Projected
4	Tennerton WST Rehabilitation	5,544	\$631,125.00	\$30,000.00	\$221,442.17	\$221,442.17
4a	Tennerton WST Rehabilitation Legal Ads	-	\$1,000.00	\$1,132.21	\$0.00	\$0.00
5	Pressurized Tanker Truck Rental	5,544	\$85,000.00	\$0.00	\$58,128.00	\$58,128.00
6	WST Inspection Service	5,544	-	\$0.00	\$29,109.17	\$29,109.17
7	Tennerton BS Waterline	5,544	-	\$40,030.48	\$197,079.30	\$271,150.00
8	Tennerton BS Building	5,544	\$106,250.00	\$40,030.47	\$103,696.97	\$172,500.00
9	Chemical Feeders at WTP	22,241	\$150,000.00	\$0.00	\$44,000.00	\$193,680.00
10	Filter Media at WTP	22,241	\$25,500.00	\$0.00	\$4,100.00	\$4,100.00
11	Chlorine Alarm at WTP	4,000	\$31,875.00	\$0.00	\$3,965.14	\$3,965.14
12	Replace Filter, Raw and Settled NTU	22,241	\$50,000.00	\$0.00	\$42,060.00	\$42,060.00
f.) Water Subtotals:			\$1,080,750.00	\$111,193.16	\$703,580.75	\$996,134.48
g.) Water Consultant Engineering Fees:			\$100,509.75		\$111,193.16	\$111,193.16
h.) Water Projects Total (f. + g.):			\$1,181,259.75	\$1,191,452.64	\$814,773.91	\$1,107,327.64
COB Projects Improvements (e. + h.):			\$2,455,280.31		\$2,065,703.12	\$2,391,846.90
Contingency (@ 10%):			\$245,528.03		\$206,570.31	\$0.00
Total COB Project Improvements:			\$2,700,808.34		\$2,272,273.43	\$2,391,846.90
Overrun / Underrun:			-\$317,903.07		\$110,631.84	-\$8,941.62

**D.3 FEMA Generator Update-Closeout:** City Engineer Jay Hollen reported that the closeout documentation has been presented. We are just waiting for signatures and acceptance of the documentation.

**E. Correspondence and Information**

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

Mt Hope Water Association Minutes

Board of Directors Regular December Meeting – 12/18/2023

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, December 18, at 6:00 pm, at the Mt Hope Water Office. The meeting was called to order by President Donnie Tenney, board members in attendance were, Brian Elmore, Nicholas Cutright, Tom Davis, Deborah Cvechko, Marcella Kelley and Navonda Tenney. Also in attendance were Secretary/Treasurer Laurie Adams, Billing Clerk Jessie Furmerola, Chief Operator Jeff May, Field Technician Darrel Day, Region VII Representative Carrie Wallace and Delmuth Kelley.

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 second quote to remove trees at the Ford Turn Tanks was reviewed, because it was higher than MTR Tree Service, MTR was used. Laurie made the board aware of an incident between customers in the parking lot on December 4. One customer was conducting business, the other was not and by all accounts, was the aggressor. A customer issue which involves John Harper, the WV PSC engineer technician and S. Black was discussed. A motion was made by Tom to require S. Black to replace his service line and have our Operator inspect it, motion carried. All leak adjustments presented were approved, motion was made by Nicholas, motion carried.

An update on the rights-of-way for the water improvement project was again discussed by Donnie. We are still waiting to hear from one of the two customers involved, our lawyer will contact his lawyer. Carrie Wallace briefly reviewed the project status and had a parity consent form for Donnie to sign. A motion was made by Marcella, for Donnie to sign the form, motion carried. Carrie will have the reimbursement for the PRV come out of the project contingency funds, from grants, once distributed. Laurie told the board the WV PSC had approved our proposed rate increase for the project. She also said the list of properties Norm Farley had sent her to verify, have been verified. The updated Water Service Termination Agreement with Tennerton PSD has been signed and approved by their board with no changes. Donnie signed the agreement, and it was sent to the WV PSC for approval on December 15, 2023. Laurie told the

board that the backflow device, testing letters have been mailed to 5 customers, the 31st of January is their deadline. The Annual Report for 2022-23 has been filed with the WV PSC on November 14. The board approved the same holidays for 2024 as were observed in 2023, motion was made by Brian, motion carried. Donnie proposed possible bonuses to the board members to consider for the employees. After discussion and input from Laurie and Jeff, a motion was made by Marcella to give the two hourly employees a \$100, Christmas bonus, motion carried. Laurie told the board she has sent twenty written inquiries to firms that Bennett and Dobbins listed, to do our USDA required Annual Independent Audit. Our card payments have been unreliable since CUSI removed the quick pay feature on the payment site. After efforts with CUSI were unsuccessful, Strategy IT was asked to help resolve the issue. They worked with CUSI and the problem appears to be fixed. CUSI offered expensive alternatives which were not necessary and misdiagnosed the issue. The invoice for Wolfe Excavating has not been paid and they are not cooperating. Once the invoice is past due, a discussion on our next step will be discussed. A representative from United Dirtworks stopped by our office recently. They do work in the water utilities field. The board requested that an invitation be sent to them to attend the next board meeting. There being no further business, a motion was made by Marcella, at 7:03 to adjourn the meeting, motion carried.

Secretary/Treasurer - Laurie Adams

## E.2 Elkins Road P.S.D. Meeting Minutes-December 2023 & January 2024

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
December 5, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, December 5, 2023.

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

Members Present were: Chair-Carey Wagner, Secretary-David Burr and Board Member-Wendell Grose

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

Phone in participants: None

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

Recognize that four (4) customers were present.

### APPROVAL OF MINUTES

Minutes of November 7, 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

### ARPA FUNDS

a. Solicitation for Engineering Services-Review of Interest Documentation Received  
Carey Wagner made a motion to enter into Executive Session under WV Code 6-9A-4 at 5:10 p.m. Carey Wagner made a motion to exit Executive Session at 5:20 p.m. No decisions were made during Executive Session. Dave Burr made a motion to table this until January meeting giving them time to review the interest documentation more in depth. Wendell Grose seconded. Motion carried

### PHASE III EXTENSION PROJECT

Stacey McDaniel told Carey Wagner that she would possibly have something for the Board to review at our February 2024 meeting due to the enormous amount of information she is reviewing and inputting for the GIS System. Also an invoice received from Chapman Technical Group was to be forwarded to Region VII for payment as it has to do with the information they are providing for GIS System.

### MAINTENANCE

Dave Wamsley gave the November Maintenance Report. We installed one tap on Swamp Run Rd and repaired the hydrant on Little Sand Run that was hit by a four wheeler.

Dave told Board that we have a leak in the Jack Hill area that occurred in the last week and he was trying to find it but so far no luck. Will continue to look for this leak and get it repaired to bring our water loss back down.

### PERSONNEL

Dave Burr made a motion to pay each employee an extra \$150.00 on their next pay as a thank you for all they do. Wendell Grose seconded. Motion carried

There being no further business, the meeting adjourned on motion made by Dave Burr and seconded by Wendell Grose. Meeting adjourned at 5:40 p.m.

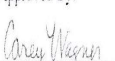
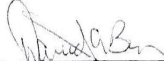

The next meeting will be held on Tuesday, January 9, 2024 at 5:00 p.m.

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
--	--	---

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, January 9, 2024.

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; System Operator-David Wamsley

Phone in participants: None

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

Recognize that four (4) customers were present.

#### APPROVAL OF MINUTES

Minutes of December 5, 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

#### ELECTION OF OFFICERS

David Burr made a motion to leave all officer positions as is. Wendell Grose seconded. Motion carried

#### HICKS/WILLIAMS – RIGHT FORK 2" LINE

David Burr made a motion to table until further information could be collected. Wendell Grose seconded. Motion carried

#### MAINTENANCE/GARAGE

Wendell Grose made a motion to table this until a later date. David Burr seconded. Motion carried

#### 2024 HOLIDAYS – IF AVAILABLE

David Burr made a motion to approve the 2024 Holiday List with these changes: full day off Christmas Eve and New Year's Eve plus remove election days. Wendell Grose seconded. Motion carried

#### PHASE III EXTENSION PROJECT

GIS of System – Stacey McDaniel is struggling with first part of system. Will keep us updated.

#### ARPA FUNDING

After reviewing letters sent in by three companies, Chapman Tech, CEC and Thrasher, for the solicitation of engineering services; David Burr made a motion to accept the letter from Chapman Tech. Wendell Grose seconded. Motion carried. Letters will be mailed to the two companies who were not selected informing them of this decision.

#### MAINTENANCE

Dave Wamsley gave the December Maintenance Report. Carey Wagner ask Dave to flag the slide on Dean's Hill and call DOH to report it.

There being no further business, the meeting adjourned on motion made by David Burr and seconded by Wendell Grose. Meeting adjourned at 5:45 p.m.


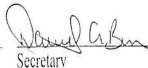

The next meeting will be held on Tuesday, February 6, 2024 at 5:00 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda  
Sign In Sheet

Approved By:

		
Board Chair/Treasurer Carey Wagner	Secretary David A. Burr	Board Member Wendell R. Grose

### **E.3 UCDHSEM Incident Response Guide Water and Wastewater Sector:**

Cybersecurity Infrastructure Security Agency (CISA), Federal Bureau of Investigation (FBI), and Environmental Protection Agency publication, titled "Water and Wastewater Sector – Incident Response Guide" is being forwarded by the WV Emergency Management Division to provide situational awareness to critical infrastructure and key resources partners. To report an incident, please contact the WVEMD Watch Center at (304) 558-5380.

### **E.4 Hodgesville P.S.D. Meeting Minutes-January 2024**

#### **HODGESVILLE PUBLIC SERVICE DISTRICT**

#### **MONTHLY MEETING MINUTES**

**January 2, 2024/4pm**

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

In attendance:

Robert Wright-Chairman

Roger Ward-Secretary

Howard Cutright-Member


Terry Gould-Manager

Barbara Curry-UBS, Inc.

Guests: Carrie Wallace, Region VII and Zach Musgrove, Thrasher Engineering

The minutes of the previous meeting held December 5, 2023 were signed and approved.

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

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

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

Maintenance completed by Ringers, Inc. for the month of December was very minimal including replacing a line from tap to meter and leak repair at 5759 Clarksburg Rd. No holiday emergency repairs.

Other matters discussed included the following:

Zach of Thrasher gave an update on all projects and that update is attached and made part of these minutes.

Carrie of Region VII stated that she was informed that HPSD would need to seek separate funding on the PRV valve on Gum Mountain and would need 3 separate quotes. Thrasher is working on that. The cost will increase from the original \$20000 estimate as the vault will need to be replaced also. It will be 2 PRV valves in one vault.

Robert Wright made a motion and Howard Cutright seconded the approval of the Critical Need Waterline Extension to Murphy Station from the WV Infrastructure and Jobs Development Council Project # 2023W-2317, RFP #2 and authorizing payment app #1. Robert Wright signed the necessary paperwork presented by Carrie Wallace.

Terry Gould reported submitting a takedown from the Barbour Co Commission on the Auvil Rd Project for the Contractor W&W Excavating LLC, Wesley Crouse. This was approved and should receive this week.

Terry reached out by phone to Philadelphia Ins today before the meeting to get an update on the Hackers Creek claim. He left a message, but as of meeting time had received no response. He will continue to receive an update.

Robert Wright made a motion and Roger Ward seconded the continued contract with Quality Water Services, Alan Westfall. The Board spoke highly of their services for HPSD.

Barbara Curry reported a violator from last year with the WV Dept of Health made by Quality Water Services. It was a paperwork violation that stated the wrong area on the paperwork, however the correct area was tested. All tests were fine, just a paperwork violation. However, still had to report to customers. That was reported on our billing card and also on the district website.

There being no further business to discuss the meeting adjourned at 4:25pm

  
Roger Ward, Secretary

## E.5 Upcoming Meeting Invitation to P.S.D.'s (Date TBD)

### Upcoming Meeting Invitation to P.S.D.'s in April 2024



Teresa Summers <teresa.summers@buckhannonwv.org> Fri, Feb 2, 3:52 PM (8 days ago)

to Adrian, Elkins, Hodgesville, Mt, Amberle, Randy, Jay, Kelly, Robbie

Good afternoon, On behalf of the Buckhannon Water Board, I would like to extend an invitation to you to join our meeting in April 2024. I will follow up with a scheduled date and time for the meeting. I will be in touch with the details soon. Have a great weekend. -Teresa

## E.6 WV Dept. of Health Notice of 24/25 Source Water Protection Grant (SWAP)



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH  
BUREAU FOR PUBLIC HEALTH  
Office of Environmental Health Services

Sherri A. Young, DO, MBA, FAAFP  
Cabinet Secretary

Justin J. Davis  
Interim Commissioner

January 29, 2024

### NOTICE OF 2024-2025 SOURCE WATER PROTECTION GRANT

Attention Source Water Protection Grantee,

The West Virginia State Auditor's Office requires all Source Water Assessment and Protection (SWAP) Grants to be offered and applied for utilizing the wvOASIS Grant Funding Opportunity (GFO) process.

A new BPH OEHS SWAP Grant Vendor notification has been sent for Solicitation GFO 24\*314 by WVDH Grant personnel and has been posted on the wvOASIS Vendor Self Service (VSS) website. All prospective grantees will need to sign into their account (or create a new account), enter their information, attach the required grant documents and apply for their SWP grant through the wvOASIS VSS website.

A copy of the grant application package and instructions for applying for a grant using the VSS system can be downloaded from the SWAP Website at:

<https://oehs.wvdhhr.org/eed/source-water-assessment-wellhead-protection/wellhead-and-source-water-protection-grants/>.

To get to the wvOASIS Vendor Self Service and apply for the SWP Grant, go to:

<https://prd311.wvoasis.gov/PRDVSS1X1ERP/Advantage4>.

For assistance with the VSS system you can contact [helpdesk@wvOASIS.gov](mailto:helpdesk@wvOASIS.gov).

Sincerely,

Brian A. Carr, P.G. | Program Manager 2  
Office of Environmental Health Services  
Source Water Assessment & Protection,  
350 Capitol Street, Room 313  
Charleston, West Virginia 25301  
Office 304.352.4996  
[Brian.a.carr@wv.gov](mailto:Brian.a.carr@wv.gov)

## F. Consent Agenda

**F.1 Approval of Minutes: 01/11/24:** Not available.

## G. Strategic Issues for discussion and vote

**G.1 Approval Water Board Budget Revision FY 23/24:** Action taken earlier in the meeting.

**G.2 Approval Wage Increase-Caleb Kimble Receiving Backflow Certification, Water Distribution Certification, Water Meter Testing Certification:** Mr. Arnold stated that Mr. Kimble is a good asset to the department and a good employee. He and Tyson Dean will be working on changing out approximately 50 meters per month; the meters have a 10-year warranty. This will allow the meters to be tested so that any repairs can happen while still covered by the warranty, which could be a cost-saving measure. Mr. Arnold requests a raise to \$20/hour, which is the ceiling for this position. He has completely all the certification required for this position; any additional raises would be from the city council.

**Motion McCauley/Thomas to approve wage increase for Mr. Caleb Kimble to \$20/hour.  
Motion carried unanimously.**

Board Member Dave McCauley asked if Tom Davis received his certifications. Mr. Arnold reported that he did; he is now Class 3, and the Plant is now fully staffed.

Mr. Arnold reported that he has been informed that Clarksburg water department is looking to increase their pay schedule again. Board Member David Thomas stated that our pension plan is so much better than private water companies; Mr. Arnold informed him that Clarksburg has the same pension plan as we do. Mr. Arnold stated that we cannot “jump” every time competing water plants jump in pay. It is not feasible. Board Member Erasmo Rizo said that we have a good base with our employees, but likely other companies will be reaching out to “poach” our trained and certified employees. Mayor Robbie Skinner said that he had been approached and expects to be approached again by outside water plants wanting to purchase our water plant and take over our water utility.

**H. Board Members Comments and Announcements**

**H.1: Don Nestor:** Martin has sponsored a bill in the state senate that would “prevent public water and sewer utilities from prohibiting a customer from constructing, installing, or maintaining a connection or other infrastructure necessary for the customer to connect to the public utility to receive service if certain requirements are met.” This is the third time he has sponsored this bill.

**H.2: Erasmo Rizo:** At upcoming meeting with local P.S.D.’s, we need to present water study and be transparent.

**H.3: David McCauley:** I don’t want us to lose sight of raw water storage. I hope this is in the plan for the new water plant. Also, security and monitoring need to be a priority. Per City Engineer Hollen, our water storage is sufficient at the moment. Raw water tanks were priced eight years ago at \$12 million.

**H. 4: David Thomas:** Thank you to all employees for their hard work. Keep it up.

**H. 5: Mayor Robbie Skinner:** Thank you to Recorder Randy Sanders for running the meeting.

Ms. Jenkins added that Randy Sanders is working on a statement regarding the Green St. situation with a potential chemical leak. EPA and DEP are on-site and working on the situation. Our water supply is safe. It is not close enough to our system to be of concern, per the DEP.

**I. Adjournment: Motion to adjourn at 8:10 by McCauley/Rizo.**

**Mayor Robert N. Skinner III**

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**City Recorder Randall H. Sanders**

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