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

A regular meeting of the Buckhannon Water Board was held on Thursday, January 11, 2024, at 7:30 a.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
Erasmo Rizo	Board Member	Present - GTM
Kelly Arnold	Water Superintendent	Present
Jay Hollen	City Engineer	Present
Jerry Arnold	Director of Public Works	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Present

Guests: Tim Ball and Dave Sharp – both of Potesta & Associates, Inc.

City of Buckhannon Water Board – 7:30AM at City Hall in Council Chambers Meeting Agenda for Thursday, January 11, 2024

#### A. Call to Order

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

## **B. Recognized Guests**

B.1 Potesta & Associates, Inc.

- Discussion/Findings regarding WTP Feasibility Report
- C. Financial Report-Amby Jenkins C.1 December 2023

## 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-November 2023E.2 Adrian Public Service District Meeting Minutes-November 2023E.3 Hodgesville P.S.D. Meeting Minutes-March 2023 to December 2023

## F. Consent Agenda F.1 Approval of Minutes: 12/14/23

**G.** Strategic Issues for discussion and vote G.1 Final Version Addendum #1 to Water Treatment Plant Feasibility Report

## H. Board Members Comments and Announcements

## I. Adjournment

#### Posted 01/05/2024

**A. Call to Order**—Mayor Robbie Skinner called the meeting to order, and then he 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 Potesta & Associates, Inc. - Discussion/Findings regarding WTP Feasibility Report –** Mayor Skinner recognized Tim Ball and Dave Sharp, both of Potesta & Associates, Inc., to discuss the Buckhannon Water Treatment Facility inspection findings. They referenced the original feasibility study they prepared and the Addendum to the feasibility study. Dave Sharp provided an opening statement to the Board and then handed the presentation to Tim Ball. The Board Members have received all reports. The three options discussed were as follows: 1.) A minimum scope renovation of the plant. 2.) A full-scale renovation of the plant, taking it to the same level as a new plant. 3.) The replacement of the plant with a new plant.

A major concern is the inadequate detention time at the current plant. Because of this, Mr. Ball does not expect that the State will approve a renovation plan for the plant. Other problems include a lack of redundancy, which eliminates workarounds necessary during a renovation. Several other issues are present because of the plant's age, which was also presented to the Board. While nothing would indicate an imminent failure of the plant, there are concerns for additional longevity.

Mr. Ball provided other concerns that are explained in detail in the above-mentioned reports.

The estimated costs of the three options, based on 2023 costs, are: Option 1.) \$31.7 million; Option 2.) \$43.2 million; Option 3.) \$33.9 million. Other considerations that need to be considered are, in about 20 years, option 1.), would require an additional \$21.8 million in renovations, bringing the 20year total of option 1.), to \$53.6 million. For option 2.), in 20 years, an additional \$7.9 million in renovations, bringing that total of option 2.), to \$51.1 million. For Option 3.), an additional \$300,000 for minor replacement parts would be necessary, bringing the total of Option 3.), to \$34.3 million. Potesta recommends that we choose option 3.) \$33.9 million.

Mr. Ball provided a more comprehensive report on the studies done by themselves, Arrow Engineering, ECS Mid-Atlantic, LLC (ECS), and RJ Lee Group, Inc., who all participated in this overall study.

Dave Sharp discussed that potential grant opportunities are limited at this time. Of course, the first order of business would be for Buckhannon to execute a financial feasibility study and then look at the rate increase feasibility study. He provided background on all the various financing possibilities that can be considered, including using multiple sources. City Engineer Jay Hollen participated in the discussions concerning grants, financing opportunities, etc. It is common for an outside firm to work on funding opportunities.

A few other points were made, including that a rate increase will require more justification than simply the need for a new plant. We will have to show overall Operating & Maintenance (O&M) costs and a program of rate increases in phases. It will take 3 to 4 years to build a new plant. Option 3.), which Postesta recommends, would save our community 20 million dollars overall.

A Q&A with the Board Members, Amberle Jenkins, Kelly Arnold, Jay Hollen, and the Potesta representatives took place, concentrating on the proper plans ahead for the City of Buckhannon and Potesta.

Mayor Skinner closed the discussion, thanking our guests for their presentation and work. He recommends that we adjust our narrative to prepare our community and the PSD's that we serve with the reality of a new plant being needed sooner rather than later.

## C. Financial Report-Amby Jenkins

C.1 December 2023: Amby Jenkins presented the following report:

WATER B	OARD
CITY OF BUCK	KHANNON
BALANCE	SHEET
\$ 1,06	4,708.27
urity 4-11-24(FCB)	\$167,862.80
nes) 5.25%May2023	\$178,602.49
d	
	\$271,320.85
rted	
	\$256,449.65
	\$ 1,523.79
	WATER B CITY OF BUC BALANCE \$ 1,06 urity 4-11-24(FCB) nes) 5.25%May2023 d 'coples) rted itizens)



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

1-10-2024 09:30 AM	REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: DECEMBER 31ST, 2023					GE: 3
400-WATER REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	NOF TOTAL ENCUMBERED	YEAR COMPLETED BUDGET BALANCE	: 50.00 % YTD BUDGET
UTILITY BILLINGS 400-350-000-00 RESIDENTIAL SALES 400-350-000-01 COMMERCIAL/INDUSTRIAL SAL 400-350-000-03 RIVATE FIRE PROTECTION 400-350-000-04 PUBLIC FIRE PROTECTION TOTAL UTILITY BILLINGS	950,000 600,000 15,000 1,565,000	84,690.98 50,069.94 1,437.50 0.00 136,198.42	531, 383.74 323, 973.93 8, 615.00 0.00 863, 972.67	$\begin{array}{c} 0 & 0 \\ 0 & 0 \\ 0 & 0 \\ 0 & 0 \\ 0 & 0 \\ 0 & 0 \\ 0 & 0 \end{array}$	418,616.26 276,026.07 6,385.00 0.00 701,027.33	55.94 54.00 57.43 0.00 55.21
OUTSIDE         DISTRICTS           400-360-000-00         MT         HOPE         WATER         MASTER         MET           400-360-000-01         HODCESVILLE         PSD         (MASTER         M           400-360-000-02         ELKINS         ROAD         PSD         (MASTER         M           400-360-000-02         ELKINS         ROAD         PSD         (MASTER         M           400-360-000-03         ADRIAN         PSD         (MASTER         M           400-360-000-03         ADRIAN         PSD         (MASTER         M           400-360-000-03         ADRIAN         PSD         (MASTER         M           400-360-000-01         ADRIAN         PSD         (MASTER         M           400-360-000-02         ADRIAN         PSD         (MASTER         M           400-360-000-01         ADRIAN         PSD         (MASTER         M           400-360-000-02         ADRIAN         PSD         (MASTER         M	120,000 220,000 150,000 200,000 690,000	18,289.50 22,397.75 21,589.00 21,692.00 83,968.25	121,055.75 130,635.75 114,670.50 146,793.00 513,155.00	0.00 ( 0.00 0.00 0.00 0.00	1,055.75) 89,364.25 35,329.50 53,207.00 176,845.00	100.88 59.38 76.45 73.40 74.37
GFAUTS           400-366-000-01         STATE GRANTS           400-366-000-02         GRANT -BOAT & AIRCOND           400-368-000-01         TAP FEES           400-368-000-01         RECLASSIFY REVENUE-ARMORY           400-368-000-02         RECLASSIFY REVENUE           400-368-100-03         RECLASSIFY REVENUE           400-368-100-00         RECLASSIFY REVENUE           400-368-100-00         CONTRIB IN AID CONST 5.5 R           400-368-200-00         CAPITALIZE           400-368-200-00         CAPITALIZE	0 10,000 0 0 0 0 0 0 0 0 0 0 0 0 0	$\begin{array}{c} 0  .  00 \\ 0  .  00 \\ 0  .  00 \\ 0  .  00 \\ 0  .  00 \\ 0  .  00 \\ 0  .  00 \\ 0  .  00 \\ 0  .  00 \end{array}$	$\begin{array}{c} 0.00\\ 0.00\\ 8,500.00\\ 0$	$\begin{array}{c} 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ \end{array}$	0.00 0.00 1,500.00 0.00 0.00 0.00 0.00 0.00 1,500.00	0.00 0.00 85.00 0.00 0.00 0.00 0.00 85.00
INTRAFUND CONTR/CHARGES 400-370-000-01 LATE CHARGES 400-370-000-02 WATER BILLING-NEW SERVICE 400-370-000-03 CUSTOMER BILL FEES(BANK-S 400-370-000-04 C J MARTIN WATER LINE EXT 400-370-000-05 ATLANTIC CST PIPLINE REV TOTAL INTRAFUND CONTR/CHARGES	20,000 0 2,000 0 22,000	2,285.91 0.00 25.00 0.00 2,310.91	13,457.34 0.00 1,025.00 0.00 0.00 14,482.34	0.00 0.00 0.00 0.00 0.00	6,542.66 0.00 975.00 0.00 7,517.66	67.29 0.00 51.25 0.00 0.00 65.83
OTHER REVENUE 400-379-000-00 GAIN ON SALE 400-380-000-00 INTEREST INCOME 400-399-000-00 MISC. NONOPERATING INCOME_ TOTAL OTHER REVENUE	1,000 33,000 34,000	0.00 0.00 2,200.00 2,200.00	0.00 811.02 86,647.31 87,458.33	0.00 0.00 0.00 ((	0.00 188.98 53,647.31) 53,458.33)	0.00 81.10 <u>262.57</u> 257.23
TOTAL REVENUE 1-10-2024 09:30 AM 400-WATER	2,321,000	REVENUE & EXPENSI	1,487,568.34 BUCKHANNON E REPORT (UNAUDIT CEMBER 31ST, 2023		833,431.66 PAG	64.09 E: 4
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF ' TOTAL ENCUMBERED	YEAR COMPLETED: BUDGET BALANCE	50.00 % YTD BUDGET
BAD DEBT						
NON-OPERATING EXPENSES 400-550-676-00 BAD DEBT EXPENSE(return <u>C</u> TOTAL NON-OPERATING EXPENSES	<u> </u>	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS 400-580-500-00 DEPRECIATION EXPENSE TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTION TOTAL DEPRECIATION RESERVIOR MANGMT DAM	0	0.00	0.00	0.00	0.00	0.00
SALARIES & BENEFITS 400-601-103-00 RESERVIOR MANAGEMENT LABO	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS <u>CONTRACTUAL SERVICES</u> 400-601-211-00 UTILITIES - ELEC, GAS, PHON 400-601-226-00 PAYROLL OVERHEAD (FICA, RE TOTAL CONTRACTUAL SERVICES	20,000	0.00 1,543.17 0.00 1,543.17	0.00 9,460.47 0.00 9,460.47	0.00	0.00 10,539.53 0.00 10,539.53	47.30 0.00 47.30
COMMODITIES           400-601-342-00 MAINTENANCE RIVER INTAKE4           400-601-346-00 WATERSHED MANAGEMENT           400-601-347-00 MAINTENANCE DAM           400-601-399-00 WATERSHED, DAM MISC           TOTAL COMMODITIES	4,400 0 4,000 5,000 13,400	0.00 0.00 0.00 0.00 0.00	1,819.11 0.00 0.00 1,819.11	0.00 0.00 0.00 0.00 0.00	2,580.89 0.00 4,000.00 5,000.00 11,580.89	$ \begin{array}{r} 41.34\\ 0.00\\ 0.00\\ 0.00\\ 13.58 \end{array} $
TOTAL RESERVIOR MANGMT DAM WATER PLANT	33,400	1,543.17	11,279.58	0.00	22,120.42	33.77
<u>SALARIES &amp; BENEFITS</u> 400-642-103-00 WATER PUMPERS SALARIES 400-642-104-00 FICA TAX	391,000 30,000	26,596.71 2,038.22	173,687.07 13,310.39	0.00	217,312.93 16,689.61	44.42 44.37
1-10-2024 09:30 AM 400-WATER		REVENUE & EXPEN	F BUCKHANNON SE REPORT (UNAUD) ECEMBER 31ST, 202		PI	AGE: 5
400-WATER	CURRENT	CURRENT	YEAR TO DATE	TOTAL	YEAR COMPLETEI BUDGET	D: 50.00 % YTD
DEPARTMENTAL EXPENDITURES	BUDGET 43,000	2,806.52	ACTUAL	ENCUMBERED	BALANCE 21,782.68	8UDGET
400-642-106-00 RETIREMENT 400-642-109-00 ADJUST COMPENSATED ABSENC TOTAL SALARIES & BENEFITS	35,500 0 499,500	2,393.70 0.00 33,835.15	15,631.85 0.00 223,846.63	0.00	19,868.15 0.00 275,653.37	
CONTRACTUAL SERVICES 400-642-211-00 UTILITES - ELEC, GAS, PH 400-642-221-00 TRAINING & CONTINUED EDUC 400-642-226-00 UNEMPLOYMENT/COMPENSATION TOTAL CONTRACTUAL SERVICES	2,500	11,391.09 500.00 465.00 12,356.09	69,254.95 715.00 <u>3,124.18</u> 73,094.13	0.00 0.00 0.00 0.00	45,745.05 1,785.00 <u>3,875.82</u> 51,405.87	60.22 28.60 <u>44.63</u> 58.71
COMMODITIES           400-642-341-00         OFFICE EXPENSE           400-642-342-00         MAINT TREATMENT PLANT BLD           400-642-343-00         VEHICLE MAINTENANCE           400-642-343-01         PLANT VEHICLE FURALINTENANCE           400-642-343-00         GENERAL EQUIPMENT MAINTEN           400-642-343-00         GENERAL EQUIPMENT MAINTEN           400-642-343-00         UNIFORMS PERSONAL SAFETY           400-642-345-00         UNITFORMS PERSONAL SAFETY           400-642-347-00         PLANT LAB MAINT & SUPPLIE	700 4,400 24,000 3,500 81,000	0.00 0.00 179.99 608.57 242.77 0.00 2,005.18	686.19 889.94 0.00 1,193.72 9,515.30 1,008.39 36,931.96 4,790.79	$\begin{array}{c} 0.00\\ 32.14\\ 0.00\\ 0.00\\ 276.07\\ 0.00\\ 300.00\\ 8.40 \end{array}$	2,613.81 5,077.92 700.00 3,206.28 14,208.63 2,491.61 43,768.04 10,200.81	20.79 15.37 0.00 27.13 40.80 28.81 45.97 31.99
400-642-348-00 CHEMICAL COSTS 400-642-349-00 COMPLIANCE MONITORING 400-642-350-00 TELEMETRY COSTS 400-642-399-00 PLANT MISCELLANEOUS TOTAL COMMODITIES	216,000 23,000 25,250 3,000 405,150	11,807.50 466.00 1,318.80 0.00 16,628.81	96,540.79 2,800.14 1,318.80 862.39 156,538.41	13,620.98 230.00 0.00 100.00 14,567.59	105,838.23 19,969.86 23,931.20 2,037.61 234,044.00	51.00 13.17 5.22 32.08 42.23
CAPITAL OUTLAY 400-642-459-00 WATER PLANT CAPITAL _ TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER PLANT WATER LINES	1,029,150	62,820.05	453,479.17	14,567.59	561,103.24	45.48
SALARIES & BENEFITS 400-660-103-00 T & D LINE CREW SALARIES 400-660-103-10 LABOR&BENEFITS CAPITALIZE 400-660-104-00 FICA TAX 400-660-105-00 HEALTH INSURANCE 400-660-105-00 RETIREMENT	33,500 87,000 39,375	32,187.78 0.00 2,473.69 6,012.86 2,896.91 0.00	215,799.99 0.00 16,583.03 52,412.42 19,422.07 0.00	0.00 0.00 0.00 0.00 0.00 0.00	221,700.01 0.00 16,916.97 34,587.58 19,952.93	49.33 0.00 49.50 60.24 49.33 0.00
400-660-109-00 ADJUST COMPENSATED ABSENC TOTAL SALARIES & BENEFITS <u>CONTRACTUAL SERVICES</u> 400-660-211-00 UTILITIES - ELEC, GAS, PHON 400-660-221-00 UTRAINING & CONTINUED EDUC 400-660-226-00 UNEMPLOYMENT/COMPENSATION TOTAL CONTRACTUAL SERVICES	597,375 28,000	<u> </u>	0.00 304,217.51 14,410.59 1,478.00 3,119.52 19,008.11	0.00 0.00 0.00 0.00 0.00 0.00	0.00 293,157.49 13,589.41 1,022.00 9,880.48 24,491.89	50.00 50.93 51.47 59.12 24.00 43.70

1-10-2024	09:30	AM

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

PAGE: 6

400-WATER			SE REPORT (UNAUDITH ECEMBER 31ST, 2023		EAR COMPLETED:	50.00
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
$\begin{array}{l} \hline \text{COMMODITIES} \\ \hline 400-660-342-00 & \text{OFFICE EXPENSE} \\ \hline 400-660-342-00 & \text{MAINTENANCE GARAGE BLDG} \\ \hline 400-660-342-00 & \text{VEHICLE MAIN FUNC} \\ \hline 400-660-343-01 & \text{VEHICLE MAIN FUNC} \\ \hline 400-660-344-00 & \text{GENERAL EQUIPMENT MAINTEN} \\ \hline 400-660-344-00 & \text{UNIFORMS-PERSONAL SAFETY} \\ \hline 400-660-347-00 & \text{BOCOSTER FUNP BLDG EQUIP } \\ \hline 400-660-347-00 & \text{DOSTERBUTION TARK MAINTEN} \\ \hline 400-660-347-00 & \text{DOSTERBUTION TARK MAINTEN} \\ \hline 400-660-349-00 & \text{LINE MAINTENANCE MATERIAL} \\ \hline 400-660-350-00 & \text{LINE MAINTENANCE MATERIAL} \\ \hline 400-660-352-00 & \text{NEW SERVICES, UPGRADE MAT} \\ \hline 400-660-352-00 & \text{NEW SERVICES, UPGRADE MAT} \\ \hline 400-660-353-00 & \text{LINE MAINTENANCE MATERIAL} \\ \hline 400-660-353-00 & \text{NEW SERVICES, UPGRADE MAT} \\ \hline 400-660-353-00 & \text{FIFE SERVICE MATERIALS} \\ \hline TOTAL COMMODITIES \\ \hline \end{array}$	$\begin{array}{c} 8,325\\ 3,500\\ 8,000\\ 15,000\\ 17,000\\ 4,500\\ 15,000\\ 0\\ 500\\ 0\\ 15,000\\ 15,000\\ 0\\ 140,000\\ 12,000\\ 0\\ 263,825 \end{array}$	$\begin{array}{c} 0.00\\ 0.00\\ 9.09.46\\ 2,242.14\\ 242.76\\ 771.65\\ 0.00\\ 0.00\\ 0.00\\ 3.023.88\\ 22.50\\ 0.00\\ 7,212.39\end{array}$	$\begin{array}{c} 904.01\\ 1,139.94\\ 2,907.26\\ 6,446.98\\ 13,661.15\\ 1,008.39\\ 12,438.39\\ 1,225.88\\ 0.00\\ 0.00\\ 0.00\\ 35,351.60\\ 2,724.06\\ 0.00\\ 77,807.66\end{array}$	$\begin{array}{c} 0.00\\ 81.90\\ 31.36\\ 0.00\\ 1.48.70\\ 0.00\\ 1.22.44\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 5.532.12\\ 0.00\\ 5.652.12\\ 0.00\\ 0.00\\ 6.956.52\\ \end{array}$	$\begin{array}{c} 7,420.99\\ 2,278.16\\ 5,061.38\\ 8,553.02\\ 2,150.15\\ 3,491.61\\ 27,439.17\\ 13,774.12\\ 500.00\\ 500.00\\ 9,0116.28\\ 9,275.90\\ 0,00\\ 9,116.28\\ 9,275.90\\ 179,066.82 \end{array}$	$\begin{array}{c} 10.86\\ 34.91\\ 36.73\\ 42.98\\ 87.35\\ 22.41\\ 31.40\\ 8.17\\ 0.00\\ 0.00\\ 0.00\\ 29.20\\ 22.70\\ 0.00\\ 32.13 \end{array}$
NON-OPERATING EXPENSES 400-660-999-00 TRAN DISTRIB MISCELLANEOU TOTAL NON-OPERATING EXPENSES	1,500 1,500	<u> </u>	56.00	0.00	1,444.00	3.73
TOTAL WATER LINES	906,200	53,232.47	401,089.28	6,956.52	498,154.20	45.03
SALARIES & BEMEFITS 400-902-103-00 METER ON/OFF & MAINT LABO 400-902-104-00 FICA TAX 400-902-105-00 HEALTH INSURANCE 400-902-105-00 RETIREMENT 400-902-109-00 ADJUST COMPENSATED ABSENC_ TOTAL SALARIES & BENEFITS COMPENSIVE COMPENSION	0 0 0 0 0 0	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	$\begin{array}{c} 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ \end{array}$
CONTRACTUAL SERVICES 400-902-221-00 TRAINING & CONTINUED EDUC 400-902-226-00 WORKERS COMP/ INSURANCE TOTAL CONTRACTUAL SERVICES	0 0 0	0.00 0.00 0.00	0.00 329.51 329.51	0.00 (	0.00 329.51) 329.51)	0.00
COMMODITIES 400-902-342-00 MAINTENANCE OF METER SHOP 400-902-343-00 VEHICLE MAINTENANCE 400-902-343-01 METER VEHICLE FUEL 400-902-343-00 GENERAL EQUIPMENT MAINTEN 400-902-345-00 UNIFORMS-PESONAL SAFETY E 400-902-346-00 REFLACEMENT NEW METERS, <u>P</u> TOTAL COMMODITIES	0 0 0 0 0 0 0	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	$\begin{array}{c} 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ \end{array}$	0.00 0.00 0.00 0.00 0.00 0.00
1-10-2024 09:30 AM		CITY OF REVENUE & EXPENS AS OF: DE	BUCKHANNON SE REPORT (UNAUDITE CEMBER 31ST, 2023	D)	PAG	E: 7
400-WATER DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL		EAR COMPLETED: BUDGET BALANCE	50.00 % YTD BUDGET
NON-OPERATING EXPENSES 400-902-999-00 CUST SERVICE-METER READ - TOTAL NON-OPERATING EXPENSES	0 0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER METERS	0	0.00	329.51	0.00 (	329.51)	0.00
SALARIES         6         BENEFITS           400-520-101-00         AD         6         GE         SALARIES         BOARD           400-520-104-00         AC         GE         OPFICE         SALARIES           400-520-104-00         AICA         TAX         400-520-104-00         HEALTH         INSURANCE           400-520-105-00         HEALTH         INSURANCE         400-520-106-00         RETIREMENT           400-520-106-00         RETIREMENT         ONDENSATED         ABSENC           TOTAL         SALARIES         & BENEFITS	14,400146,00012,27118,50014,4360205,607	$1,400.00 \\ 11,061.44 \\ 953.13 \\ 1,462.11 \\ 973.59 \\ 0.00 \\ 15,850.27$	8,400.00 73,723.18 6,282.17 12,145.72 6,503.46 0.00 107,054.53	0.00 0.00 0.00 0.00 0.00 0.00 0.00	6,000.00 72,276.82 5,988.83 6,354.28 7,932.54 0.00 98,552.47	58.33 50.50 51.20 65.65 45.05 0.00 52.07
$\begin{array}{l} \begin{array}{l} \begin{array}{l} \begin{array}{l} \begin{array}{c} \begin{array}{c} \begin{array}{c} \begin{array}{c} \begin{array}{c} \begin{array}{c} \begin{array}{c} \end{array} \\ \end{array} \end{array} \end{array} \\ \begin{array}{c} \begin{array}{c} \begin{array}{c} \end{array} \end{array} \end{array} \\ \begin{array}{c} \begin{array}{c} \begin{array}{c} \end{array} \end{array} \end{array} \\ \begin{array}{c} \end{array} \end{array} \end{array} \\ \begin{array}{c} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \\ \end{array} \end{array} \end{array} \end{array} \\ \begin{array}{c} \end{array} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \end{array} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \end{array} \end{array} \end{array} \\ \end{array} \\ \end{array} \\ \end{array} \end{array} \end{array} \end{array} \end{array} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \\ \end{array} \end{array} \end{array} \\ \end{array} \end{array} \\ \end{array} \end{array} \\ \end{array} \end{array} \end{array} \\ \end{array} \\ \end{array} \\ \end{array} \\ \end{array} \end{array} \\ \\ \end{array} \\ \end{array} \\ \end{array} \\ \\ \end{array} \\ \end{array} \\ \\ \\ \\ \end{array} \\$	2,000 500 2,600 0 5,100	150.46 0.00 61.33 0.00 211.79	939.53 0.00 564.15 0.00 1,503.68	0.00 0.00 0.00 0.00 0.00	1,060.47 500.00 2,035.85 0.00 3,596.32	46.98 0.00 21.70 0.00 29.48
COMMODITIES           400-920-341-00         MATERIALS & SUPPLIES EXPE           400-920-341-00         VEHICLE MAINTENANCE           400-920-343-00         VEHICLE MAINTENANCE           400-920-343-00         VEHICLE MAINTENANCE           400-920-343-00         VEHICLE MAINTENANCE           400-920-348-00         MAINTENANCE & RENT-OFFICE           400-920-349-00         AUDITING EXPENSE           400-920-350-00         PROFESSIONAL & LECAL EXPE           400-920-351-00         ENGINEERING EXPENSE           400-920-351-00         ENGINEERING EXPENSE           400-920-353-00         CASX NEMPTS           400-920-363-00         CUSTOMER DEF INTEREST FAI           400-920-363-00         CUSTOMER DEF INTEREST FAI	30,000 0 6,300 23,500 75,000 52,300 6,000 700 204,750	5,883.00 0.00 3,255.75 1,250.00 5,409.16 0.00 15,797.91	$\begin{array}{r} 42,249.72\\ 0.00\\ 0.00\\ 4,068.25\\ 10,537.50\\ 26,503.41\\ 5,284.85\\ -1.80\\ -144.895.53\end{array}$	235.57 ( 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 235.57	$\begin{array}{c} 12,485.29)\\ 0.00\\ 0.00\\ 10,950.00\\ 2,231.75\\ 12,962.50\\ 18,750.00\\ 25,796.59\\ 715.15\\ 698.20\\ 59,618.90\\ \end{array}$	$141.62 \\ 0.00 \\ 0.00 \\ 0.00 \\ 64.58 \\ 44.84 \\ 75.00 \\ 50.68 \\ 88.08 \\ 0.26 \\ 70.88 \\ \end{array}$
CAPITAL OUTLAY 400-920-459-00 CAPITAL OUTLAY OFFICE TOTAL CAPITAL OUTLAY	29,900 29,900	0.00	6,288.64 6,288.64	0.00	23,611.36	21.03
NON-OPERATING EXPENSES 400-920-670-00 DEPOSIT INTEREST EXPENSE 400-920-999-00 ADM BOARD-BILLING MISC TOTAL NON-OPERATING EXPENSES	0 0 0	0.00	0.00 15,568.13 15,568.13	0.00 0.00 ( 0.00 (	0.00 <u>15,568.13</u> ) 15,568.13)	0.00
TOTAL OFFICE/ADMIN	445,357	31,859.97	275,310.51	235.57	169,810.92	61.87
1-10-2024 09:30 AM 400-WATER			F BUCKHANNON SE REPORT (UNAUDIT ECEMBER 31ST, 2023			GE: 8
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF TOTAL ENCUMBERED	YEAR COMPLETED BUDGET BALANCE	: 50.00 % YTD BUDGET
BAD DEBTS  SALARIES & BENEFITS						
400-955-109-00 BAD DEBTS TOTAL SALARIES & BENEFITS TOTAL BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
BOND PAYMENTS  <u>CONTRACTUAL SERVICES</u> 400-970-221-00 WATER BOND A 2016 400-970-221-01 WATER BOND 2016 RESERVE TOTAL CONTRACTUAL SERVICES	270,000	22,481.88 0.00 22,481.88	135,427.23 0.00 135,427.23	0.00	134,572.77 0.00 134,572.77	50.16 0.00 50.16
TOTAL BOND PAYMENTS CAPITAL/PROJECTS	270,000	22,481.88	135,427.23	0.00	134,572.77	50.16
SALARIES & BENEFITS           400-959-110-00         PAINT WATER TANKS           400-959-120-00         NETER READER HANDHELD UPG           400-959-130-00         BCATASC GRANT 2020           400-959-140-00         ISLAND AVE 6" TO REPLACE           400-959-163-00         PLANT LAN UPGRADE           400-959-173-00         ATLANDIC CD PIPEDELACEME           400-959-173-00         NTLANDIC CD PIPEDELACEME           400-959-173-00         NEADE - COLEGE TO CANDEN           400-959-173-00         NEADE - COLEGE TO CANDEN           400-959-173-00         NEADE - COLEGE TO CANDEN           400-959-173-00         NULEY GREEN MASTER METER           400-959-177-00         NULEY GREEN MASTER METER           400-959-187-00         BRUSEN METER SHOP TO CHEM           400-959-187-00         PRIME METER SHOP TO CHEM           400-959-189-00         VARIOUS OTHER PROJECTS           400-959-191-00         NOTHORITY METERIN           400-959-191-00         PAINTING INT N. BEH TANK_           TOTAL SALARIES & BENEFITS         NON-OFERATING EXPENSES           400-959-612-00         WATER LARGE COMPRESSOR           400-959-612-00         WATER LARGE COMPRESSOR	0 200,000 0 75,000 0 4,000 279,000	0.00 0.000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.00000 0.00000 0.00000 0.00000 0.000000 0.00000000	0.00 0.00	0.00 0.00	$\begin{array}{c} 0.00\\ 0.00\\ 200,000.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 279,000.00\\ 0.00\\$	$\begin{array}{c} 0.00\\$
400-999-612-00 WATER PLANT PROJ PHASE 1 400-999-613-00 KNOLLWOOD 4" TAP 400-999-619-00 24 MISC VALVES TO REPLACE	35,000 0	0.00	0.00 0.00	0.00	35,000.00 0.00	0.00

1-10-2024 09:30 AM

#### 400-WATER

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

PAGE: 9

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-620-00 EMERG GEN @ BOOSTER STATI	0	0.00	0.00	0.00	0.00	0.00
400-999-621-00 PAINT INT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-622-00 LEWIS LINE EXTENTION	0	0.00	0.00	0.00	0.00	0.00
400-999-623-00 CORR H SOUTH WATER LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-624-00 PAINT EXT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-625-00 14 NEW CITY/COUNTY HYDRAN	0	0.00	0.00	0.00	0.00	0.00
400-999-626-00 COMMERCIAL LAWNMOWER	0	0.00	0.00	0.00	0.00	0.00
400-999-627-00 GPS & LAPTOP	0	0.00	0.00	0.00	0.00	0.00
400-999-628-00 ST JOE CHECK VALVE SYSTEM	0	0.00	0.00	0.00	0.00	0.00
400-999-665-00 DEPRECIATION FUND (NEW PL	0	0.00	0.00	0.00	0.00	0.00
400-999-666-00 VICTORIA HILL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-667-00 FILTER MEDIA REPLACEMENT	0	0.00	0.00	0.00	0.00	0.00
400-999-668-00 REBUILD ALTITUDE AND PRV	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
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 (	54,448.00)	0.00
400-999-682-03 PLANT PUMP REPAIRS 2023	0	54,448.00	54,448.00 13,279.64	0.00	7,556.36	63.73
400-999-682-04 SUPERVISOR TRUCK	20,836	1,736.28	13,279.64	0.00	0.00	0.00
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	50,000	0.00	0.00	0.00	50,000.00	0.00
400-999-682-12 DEER CREEK LINE	50,000	0.00	0.00	0.00	0.00	0.00
400-999-683-00 SECURITY GATE 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
400-999-688-00 MASTER METERS COLLEGE 400-999-689-00 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-689-00 DRAINS IN MASTER METER PI 400-999-690-00 EXTRA PUMPS FOR PS	0	0.00	0.00	0.00	0.00	0.00
400-999-690-00 EXTRA PUMPS FOR PS 400-999-691-00 SECURITY FOR TANKS/PS	0	0.00	0.00	0.00	0.00	0.00
400-999-691-00 SECORITI FOR TANKS/PS 400-999-692-00 BACKHOE	0	0.00	0.00	0.00	0.00	0.00
400-999-692-00 BACKHUE	0	0.00	0.00	0.00	0.00	2.00
1-10-2024 09:30 AM	P		BUCKHANNON		PAGE:	10

400-WATER

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

400-WATER				% OF	YEAR COMPLETED:	50.00
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	56,184.28	67,727.64	0.00	56,108.36	54.69
TOTAL CAPITAL/PROJECTS	402,836	56,184.28	67,727.64	0.00	335,108.36	16.81
TOTAL EXPENDITURES	3,086,943	228,121.82	1,344,642.92	21,759.68	1,720,540.40	44.26
REVENUE OVER/(UNDER) EXPENDITURES	( 765,943)(	3,444.24)	142,925.42 (	21,759.68)(	887,108.74)	15.82-

## DECEMBER 2023 WATER PAYMENT OF BILLS

## **\$1,967.71** – PREISER SCIENTIFIC INC – LAB SUPPLIES \$11,807.50 – PHOENIX SOLUTIONS – CHEMICAL COSTS **\$2,096.01** – FERGUSON WATERWORKS- SERVICE LINE MATERIALS \$54,448.00 – PRECISION PUMP & VALVE – REPAIR RAW PUMP

01-10-2024 09:30 AM	DISBUF	RSEMENTS 12-01-23	to 12-31-23	PAGE :	14
FUND: WATER					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DECORTON	
		on nooconi	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVIOR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC. GAS	110088822306 OHIO LIFT STA	1,514.65
RESERVIOR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC. GAS	110136713804 EWMS 262 TALL	
		001 211 00	orrariant and and and	TOTAL:	1,543.17
WATER PLANT	MON POWER	642-211-00	UTTLITTES - ELEC. GA	110087859879 NEW WATER TRE	9,995.57
WATER PLANT	UNIFIRST CORP.	642-345-00		NOV 2023 ALL DEPT UNIFORMS	
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 11/2-12/3/2023	465.00
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER DEC HEALTH INS	2,502.92
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	152.85
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	691.19
	ADVANCE AUTO PARTS	642-344-00	GENERAL EQUIPMENT MA		59.62
	LOWES BUSINESS ACCOUNTS	642-347-00	PLANT LAB MAINT & SU	PAPER TOWELS AND PAINT	37.47
		642-344-00	GENERAL EQUIPMENT MA		208.03
		642-344-00	GENERAL EQUIPMENT MA		220.28
		642-344-00		LIGHT REPAIR LOADING DOCK	9.18
	PREISER SCIENTIFIC INC	642-347-00	PLANT LAB MAINT & SU		1,298.21
		642-347-00	PLANT LAB MAINT & SU		669.50
	WV PUBLIC EMPLOYEES RETIREME		RETIREMENT	WV RETIREMENT CONTRIBUTION	
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	
	MISSION COMMUNICATIONS, LLC	642-350-00	TELEMETRY COSTS	EWS 1 EWS 2 MONITORING	1,318.80
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	P PAC & SODA ASH	5,155.50
		642-348-00	CHEMICAL COSTS	CHLORINE & P PAC	6,652.00
	CORE & MAIN LP	642-344-00	GENERAL EQUIPMENT MA	GRIP RING FOR FEED PIPE	111.46
	OFFICE OF WATER PROGRAMS CA	642-221-00		PCRD-SMALL SYS FOR CEH'S P	
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	769.76

01-10-2024 09:30 AM	DISBU	RSEMENTS 12-01-23	to 12-31-23	PAGE:	15
FUND: WATER DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	PACE ANALYTICAL SERVICES LLC USI INSURANCE SERVICES LLC FAYFLEX UNIX OUALITY OUALITY FRONTIER FLYERS ENERGY LLC **PAYROLL EXPENSES	$\begin{array}{c} 642-104-00\\ 642-104-00\\ 642-349-00\\ 642-349-00\\ 642-349-00\\ 642-105-00\\ 642-201-00\\ 642-2211-00\\ 642-221-00\\ 642-221-00\\ 642-221-00\\ 642-211-00\\ 642-211-00\\ 642-31-00\\ 642-31-00\\ 642-31-01\\ 642-33-01 \end{array}$	FICA TAX FICA TAX COMPLIANCE MONITORIN HEALTH INSURANCE UTILITIES – ELEC, GA UTILITIES – ELEC, GA	FICA WITHHELD AND MATCHED MEDICARE WITHHELD & MATCHE MEDICARE WITHHELD & MATCHE MEDICARE WITHHELD & MATCHE MEDICARE WITHHELD & MATCHE MAT DEC 2023 HSA FEES WAT DEC 2023 HSA FEES WAT DEC 2023 HSA FEES PCRD-LOOGING P.TENNEY TRAI 472-2530-101615-4 WATER 304011560026024 WAT TELE 472-8628-030719-4 WAT FAX 472-8628-030719-4 WAT FAX 472-8628-030719-4 WAT FAX 472-8628-030719-4 WAT 12/01/2023 - 12/31/2023 TOTAL:	882.13 180.02 206.31 466.00 290.60 35.00 35.00 70.13 66.71 0.00 47.48 179.99 26,596.71 62,820.05
NATER LINES	MON POWER	660-211-00 660-211-00 660-211-00 660-211-00 660-211-00 660-211-00 660-211-00 660-211-00 660-211-00 660-211-00	UTILITIES - ELEC, GAS UTILITIES - ELEC, GAS	110085340724 BRUSHY FORKP 110088855773 TANK #3 11011751980 2425 BRUSHY F 110152507908 300 CLARKSBUR 110161992976 272 DEVELOPMN 110085818216 DEERCKBOOSTER 11008531250 BR 11010615634 ST JOE TOWER 11011463833 YITOPIA HILL	$155.82 \\ 6.04 \\ 5.00 \\ 7.05 \\ 241.42 \\ 110.77 \\ 6.18 \\ 7.22 \\ 12.26 \\ 8.37$
	UNIFIRST CORP. RITE-WAY HEATING & PLUMBING ENCOVA INSURANCE WV PUBLIC EMPLOYEES INSURANC MOUNTAINEER GAS COMPANY AUTO ZOME NAPA-AMTONER AUTO SUPPLY MISS UTILITY OF WEST VIRGINI LOWES BUSINESS ACCOUNTS	660-211-00 660-211-00 660-344-00	UTILITIES - ELEC, GAS UTILITIES - ELEC, GAS GENERAL EQUIPMENT MA GENERAL EQUIPMENT MA MAPPING & LINE LOCAT	110114638833 VICTORIA HILL 110117519956 2412 RTE 20 S NOV 2023 ALL DEPT UNIFORMS FCHP-CTS COUPLER FCHP-CTS COUPLER WATER DEC HEALTH INS 356643-423105 WOOD ST 265523-309439 WOOD ST NEW FUEL FILTER MINI EXCAVATO FUEL FILTER MINI EXCAVATO NOV 2023 LOCATE MESSAGE FE SPRAY GUM FOR PAINTING	7.22 242.76 208.02 465.00 5,558.78 152.84 691.19 13.99 12.50 22.50 141.55
	SHERWIN WILLIAMS-ELKINS ACE HARDWARE & CONTRACTOR SU WV PUBLIC EMPLOYEES RETIREME FERGUSON WATERWORKS	660-344-00 660-347-00 660-352-00 660-106-00 660-106-00 660-106-00 660-106-00 660-106-00 660-352-00	GENERAL EQUIPMENT MA BOOSTER PUMP BLDG EQ BOOSTER PUMP BLDG EQ NEW SERVICES, UPGRAD RETIREMENT RETIREMENT RETIREMENT RETIREMENT NEW SERVICES. UPGRAD	IMPACT GUN, OSB SHEATHING PCRD-PAINT FOR TENN BOOSTE PAINT TENNERTON BOOSTER PCRD-SHIPPING TO RETURN BA WV RETIREMENT CONTRIBUTION WV RETIREMENT CONTRIBUTION WV RETIRE TIER2 CONTRIBUTION EVENTER TIER2 CONTRIBUTI SERVICE LINE MATERIAL	144.41481.18290.4755.351,248.451,155.26259.20234.002,096.01
	BENNY'S BOOT HILL TRACTOR SUPPLY CREDIT PLAN ST JOSEPH HOSPITAL OF BUCKHA INTERNAL REVENUE SERVICE	660-104-00 660-104-00 660-104-00	FICA TAX FICA TAX FICA TAX	PCRD-SAFETY BOOTS & ARNOLD CLEVIS FOR CHAIN LAB RESULTS JERRY WAMSLEY FICA WITHHELD AND MATCHED FICA WITHHELD AND MATCHED MEDICARE WITHHELD & MATCHE MEDICARE WITHHELD & MATCHE	469.98 22.99 56.00 1,043.30 961.51 244.00 224.88
01-10-2024 09:30 AM	DISBU	RSEMENTS 12-01-23	8 to 12-31-23	PAGE:	16
FUND: WATER	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
DEPARTMENT	AMAZON.COM	$\begin{array}{c} 660 - 344 - 00\\ 660 - 344 - 00\\ 660 - 344 - 00\\ 660 - 344 - 00\\ 660 - 344 - 00\\ 660 - 344 - 00\\ 660 - 344 - 00\\ 660 - 352 - 00\\ 660 - 352 - 00\\ \end{array}$	GENERAL EQUIPMENT MA GENERAL EQUIPMENT MA GENERAL EQUIPMENT MA GENERAL EQUIPMENT MA GENERAL EQUIPMENT MA NEW SERVICES, UPGRAD GENERAL EQUIPMENT MA	PCRD-LEATHER GLOVES PCARD-SAFETY BOOTS SHANE W PCRD-SAFETY BOOT CALEB KIM	129.90 264.33 215.55 59.99 512.93 69.96 288.86 29.99 333.19
	USI INSURANCE SERVICES LLC PAYFLEX AT&T MOBILITY FREEDOM AG & ENGERY COOPERAT	660-105-00 660-105-00 660-105-00 660-105-00 660-211-00	HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE	GRP BENEFIT JAN TO MARCH 2 GRP BENEFIT JAN TO MARCH 2 WAT DEC 2023 HSA FEES WAT DEC 2023 HSA FEES PCRD-NOV CELL PHN GEO TAB STRAW	348.72 72.86 29.25 3.25 332.14 42.45 154.05
	FRONTIER FLYERS ENERGY LLC **PAYROLL EXPENSES	660-211-00 660-211-00 660-211-00 660-211-00 660-343-01	UTILITIES - ELEC, GAS UTILITIES - ELEC, GAS	472-2530-101615-4 WATER 3040115600826024 WAT TELE 472-8628-030719-4 WAT FAX 472-8628-030719-4 WAT FAX NOV 2023 WATER FUEL BILL 12/01/2023 - 12/31/2023 TOTAL:	70.13 66.73 0.00 47.48 909.40 32,187.78 53,232.47
DFFICE/ADMIN	GATES SUPPLY ENCOVA INSURANCE CITY OF BUCKHANNON GENERAL F WV PUBLIC EMPLOYEES INSURANC WESTFIELD INSURANCE	920-341-00 920-341-00 920-105-00 920-352-00	MATERIALS & SUPPLIES MATERIALS & SUPPLIES MATERIALS & SUPPLIES HEALTH INSURANCE PROPERTY INSURANCE	WCN6007140 11/2-12/3/2023 DEC 2023 LOC FEES NOV 2023 LOC FEES OCT 2023 LOC FEES WATER DEC HEALTH INS 10-1-23 TO 10-1-24 QTRLY P	31.10 61.33 92.13 92.13 92.13 1,324.63 2,606.64
	WV PUBLIC EMPLOYEES RETIREME BUCKHANNON POSTMASTER THOMAS J O'NEILL COLLECTION ACCOUNT DAVID L HOWELL CPA	920-106-00 920-106-00 920-341-00 920-350-00 920-341-00 920-349-00 920-349-00	RETIREMENT RETIREMENT RETIREMENT MATERIALS & SUPPLIES PROFESSIONAL & LEGAL MATERIALS & SUPPLIES AUDITING EXPENSE	WV RETIREMENT CONTRIBUTION WV RETIREMENT CONTRIBUTION WV RETIRE TIERZ CONTRIBUTI PERMIT #10 POSTAGE JAN 2024 CONTRACT ATTORNEY NOV 2023 CREDIT CARD FEES FINAL BILL 2022 FINAN STM IST BILLING 6-30-23 AUDIT	466.56 482.10 24.93 750.00 1,250.00 2,153.37 889.75 1,957.50
	WALMART STORES INC -BUCKHANN DELUX BUSINESS FORMS INTERNAL REVENUE SERVICE	$\begin{array}{c} 920 - 341 - 00\\ 920 - 341 - 00\\ 920 - 341 - 00\\ 920 - 341 - 00\\ 920 - 104 - 00\\ 920 - 104 - 00\\ 920 - 104 - 00\\ 920 - 104 - 00\\ 920 - 104 - 00\\ \end{array}$	MATERIALS & SUPPLIES MATERIALS & SUPPLIES FICA TAX FICA TAX FICA TAX	CLEANING SPPLS CITY HALL PCRD-COLLECTION ACCT CKS PCRD-COLLECTION ACCT DEP B FICA WITHHELD AND MATCHED FICA WITHHELD AND MATCHED MEDICARE WITHHELD & MATCHE	37.86 39.56 177.49 117.41 440.44 332.04 103.00 77.65
	WV STATE AUDITOR AMAZON.COM	$\begin{array}{c} 920-349-00\\ 920-341-00\\ 920-341-00\\ 920-341-00\\ 920-341-00\\ 920-341-00\\ 920-341-00\\ 920-341-00\\ 920-341-00 \end{array}$	MATERIALS&SUPPLIESMATERIALS&SUPPLIESMATERIALS&SUPPLIESMATERIALS&SUPPLIES	PCRD-STAPLES HANGING FOLDE	408.50 30.31 13.65 16.48 26.45 9.99 23.74
01-10-2024 09:30 AM	DISBU	RSEMENTS 12-01-23	to 12-31-23	PAGE:	17
FUND: WATER					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	USI INSURANCE SERVICES LLC PAYFLEX LYNX WV INC AT&T MOBILITY UPSHUR COUNTY CLERK US POSTAL SERVICE (CMRS-FP) FP FINANCE PROGRAM OPTINUM B2B, DEPT. 1264 TYLER TECHNOLOGIES INC FRONTIER TRAVELERS INSURANCE	$\begin{array}{c} 920-341-00\\ 920-105-00\\ 920-105-00\\ 920-341-00\\ 920-341-00\\ 920-341-00\\ 920-341-00\\ 920-341-00\\ 920-341-00\\ 920-341-00\\ 920-341-00\\ 920-341-00\\ 920-321-00\\ 920-321-00\\ 920-321-00\\ 920-321-00\\ 920-325-00\\ \end{array}$	HEALTH INSURANCE HEALTH INSURANCE MATERIALS & SUPPLIES MATERIALS & SUPPLIES UTILITIES - ELEC,GAS UTILITIES - ELEC,GAS		13.99 130.90 6.50 425.00 1,067.52 5.00 250.00 94.30 214.62 108.79 75.06 24.18 2,802.52
SOND	**PAYROLL EXPENSES	970-221-00	WATER BOND A 2016	12/01/2023 - 12/31/2023	12,461.44 31,859.97 22,481.88
CAPITAL/PROJECTS	ENTERPRISE FM TRUST	999-682-04 999-682-04	SUPERVISOR TRUCK SUPERVISOR TRUCK	TOTAL: TOTAL: 25H3G4 21 RAM 1500 LEASE P 23W5D4 2021 NISSAN LEASE P	22,481.88 405.28 322.35
	PRECISION PUMP & VALVE SERVI	999-682-04 999-682-04 999-682-04	SUPERVISOR TRUCK SUPERVISOR TRUCK SUPERVISOR TRUCK	23W5D8 2021 NISSAN LEASE P 23W5DC 2021 NISSAN LEASE P 23W5DG 2021 NISSAN LEASE P REPAIR RAW PUMP	364.29 322.18 322.18 54,448.00 56,184.28

Nestor/McCauley made the motion to accept the December 2023 financial report. Motion carried.

## **D. Department Report**

**D.1 Water Department Report -** Kelly Arnold reported that the Tennerton Booster station had a pump and motor fail. Then, he provided the balance of his monthly report as follows:

## CITY OF BUCKHANNON WATER DEPARTMENT Monthly Report for December 2023

- Water leaks-2
- Weekly safety meetings.
- Locates.
- Renewed service 2
- New Services-1
- Residential meters changed-12
- Residential meters tested-12
- Meter change out.
- Tennerton booster station pump and motor replacement.
- Painted Tennerton Booster station.
- Checked leak at Weatherford Dr. for State.
- 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.
- 66.1 million gallons of water treated for month of December 2.13 million a day.
- Cost per million gallons treated for December \$155.72
- 9,665 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered. -161
- Non-Payments
- Continue to work on back-flow/cross-conn. Program.
- Maintenance equipment.

## Unaccounted For Water through June 30, 2024

Unaccou	inteuror water	ini ougn June	30, 2024			
		Plant	Distribution	Sold to	Sold to	Percent
	Produced (a.)	Loss (b.)	Loss (c.)	City (d.)	PSDs (e.)	Loss
Jul-23	63,215,675	1,383,309	302,320	20,168,600	38,026,000	5.28%
Aug-23	62,983,871	1,359,494	103,000	20,993,400	33,379,400	11.35%
Sep-23	59,752,598	1,298,305	227,530	21,303,000	35,364,800	2.61%
Oct-23	62,189,161	1,331,477	120,650	20,502,000	31,813,800	13.54%
Nov-23	61,598,871	1,234,735	153,650	19,954,500	33,090,700	11.63%
Dec-23	66,090,277	1,151,865	63,220	18,490,300	33,554,900	19.41%
Jan-24						#DIV/0!
Feb-24						#DIV/0!
Mar-24						#DIV/0!
Apr-24						#DIV/0!
May-24						#DIV/0!
Jun-24						#DIV/0!
Totals:	375,830,453	7,759,185	970,370	121,411,800	205,229,600	10.77%

					Dec-23	Month:
		Monthly				
	Y-T-D	Total				
	375.9	66.1	d:	ons Treate	lillion Gallo	N
	102497.8	10293.67	Cost:	reatment	Chemical T	Total
	272.6731	155.7287		ion Collon	at your NAIL	6
	272.6731	155.7287	s:	lion Gallon	ost per Mill	
Y-T-D	Monthly	Amount				
Cost	Cost	Used (lbs)	Unit	Cost	nical	Cher
						-
11206.6	0	0	Ib	1.25	bon	Car
12688.8	1471.5	1350	lb	1.09	orine	Chlo
3516.7	611.6	440	lb	1.39	oride	Fluc
11327.78	666.125	182.5	lb	3.65	nO4	км
(	0		lb	1.4	InO4	NaN
781	143	650	lb	0.22	ne	Lir
34322.95	3509.44	7976	lb	0.44	er Pac	Premi
21276	2583	6150	lb	0.420	a Ash	Soda
7378	1309	550	lb	2.38	m Hex	Sodiu
	0	0	GAL	14.16	-Phos	Smart
102497.8	10293.67					

At a future meeting, he will also ask to transfer the \$200,000 from the Island Avenue project to the Meade Street project and request additional security cameras at critical sites. Jerry Arnold provided an additional overview of cameras in general.

Mr. Nestor asked for an explanation of the water loss variables. Both Kelly and Jay explained that our variables are not out of the ordinary.

## **D.2 ARPA Projects Update** – Jay Hollen updated us on the work and the current costs. PROJECTED COSTS TO DATE



D.3 FEMA Generator Update - Jay Hollen reported that he is working on the close-out reports.

## **E. Correspondence and Information** – Mayor Skinner reviewed the following with the Board: E.1 Mt. Hope Water Association Meeting Minutes-November 2023

Mt Hope Water Association Minutes Board of Directors Regular Meeting – 11/20/2023

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, November 20, at 6:00 pm, at the Mt Hope Water Office. The meeting was called to order by President Donnie Tenney, board members in attendance were, Nicholas Cutright, Tom Davis, Deborah Cvechko, and Navonda Tenney. Also in attendance were Secretary/Treasurer Laurie Adams, and Chief Operator Jeff May.

Minutes from the previous Regular Meeting were approved, a motion was made by Nicholas, 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. He also spoke about trees that need to be removed at the Ford Turn Tanks. He had a quote from MTR Tree Service. After discussion, the board requested another bid. Laurie will contact an additional vendor. Tom made a motion, if a second quote is not received, the \$1200 bid from MTR Tree Service will be accepted, motion carried. The leak adjustment was approved, motion was made by Nicholas, motion carried.

An update on the right-of-ways for the water improvement project was discussed by Donnie. We are still waiting to hear from one of the two customers involved, after Trey Horner and Donnie visited them. The paperwork for the other customer has been signed and recorded. An email from Carrie Wallace of Region VII, was discussed. The reimbursement for the PRV will not be covered by a critical needs fund. It can, however, come out of the project contingency funds when they are distributed. The board will decide at that time if that is necessary. The board discussed updating the Water Service Termination Agreement with Tennerton PSD. Nicholas made a motion to accept the new agreement which is an updated sample from the WV PSC and send it to Tennerton PSD for approval, motion passed. The board agreed that the December meeting would once again be a "meet and eat" and Mt Hope Water would provide the drinks. The board then discussed the benefits of the four employees. After discussion, Tom made a motion to increase the part-time office/billing clerk, by an additional \$1.00 an hour, beginning January 1, 2024, motion passed. Debbie made a motion that the part-time office/billing clerk is allowed 25 hours per week, before requesting additional time, and if she is called in after hours for a leak/boil water issue, a \$25 flat fee will be paid, motion carried. Laurie mentioned she and Jeff had discussed using our field tech and equipment to mow the office next mowing season. The board agreed that would be a good idea. Laurie has received names of firms that Bennett and Dobbins recommended to do our USDA required Annual Independent Audit. Inquiries have been emailed with no confirmations yet. Nicholas recommended another firm to contact.

There being no further business, a motion was made by Nicholas, at 7:27 to adjourn the meeting, motion carried.

Secretary/Treasurer - Laurie Adams

#### E.2 Adrian Public Service District Meeting Minutes-November & December 2023

Adrian Public Service District November 15, 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 Casey Karn, Mid-Atlantic Storage Systems

Stacy Karickhoff, Area Specialist/Rural Development/USDA 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 (89.4% complete as of October 31, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Freemans Rd complete, Little Trace Run Rd complete, Holly Grove Rd complete, Alexander Rd complete, Route 20 complete, Eden Rd/Gaines complete, Metzner Hollow Rd complete, Karlen Rd complete, Helvetia to Pickens complete, Metzner Hollow pump station installed, Helvetia pump station installed, Pickens Tank and Helvetia Tank installed. Upgraded booster pump stations at Hinkleville, Hoovertown and Carter. All lines complete to Pickens.
- Norma requested approval of Resolution No. 12 of the Phase VIII water extension project. Paul made a motion to
- approve, and Kelly seconded the motion. Motion carried. Norma requested approval of Adverse Weather Day calculation sheets for Phase VIII water extension project. Contract 1 (0 days), Contract 2 (0 days), Contract 3 (0 days). Paul made the motion to approve, and Carolyn seconded the motion. Motion carried.
- Trey requested approval of **Engineering Agreement No. 6** to increase budget from \$380,000.00 to \$445,000.00. Paul made a motion to approve, and Kelly seconded the motion. Motion carried.
- Hornor Brothers Engineers provided update on start-up of Booster Stations along with addressing complaints/concerns of Adjournment

The meeting adjourned at 4:00 pm.

Board of Directors

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

Paul Spencer, Chairman Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas

#### Adrian Public Service District December 20, 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 Casey Karn, Mid-Atlantic Storage Systems Stacy Karickhoff, Area Specialist/Rural Development/USDA 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 Items for Discussion/Action/Approval Trey Hornor, Hornor Brothers Engineering reviewed progress and status of construction (90.4% complete as of November 30, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Freemans Rd complete, Little Trace Run Rd complete, Holly Grove Rd complete, Alexander Rd complete, Route 20 complete, Eden Rd/Gaines complete, Metzner Hollow Rd complete, Karlen Rd complete, Helvetia to Pickens complete, Metzner Hollow pump station installed, Helvetia pump station installed, Pickens Tank and Helvetia Tank installed. Upgraded booster pump stations at Hinkleville, Hoovertown and Carter. All lines complete to Pickens. Clinic Pump Station being delivered December 20, 2023. Norma requested approval of **Resolution No. 13 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 (5 days), Contract 2 (5 days), Contract 3 (5 days). Carolyn made the motion to approve, and Paul second nded the motion. Motion carried.
- Trey requested approval of **Contract 2, Change Order No. 4** Upgrade generator Clinic Booster Station. Generator upgraded from 30 kw to 50 kw. Paul made a motion to approve, and Kelly seconded the motion. Motion carried. Trey requested approval of **Contract 3, Change Order No. 6** Overflow pipe Pickens Tank. Carolyn made the motion to approve, and Paul seconded the motion. Motion carried. Hornor Brothers Engineers provided update on start-up of Booster Stations along with addressing complaints/concerns of
- customers.

Adjournment The meeting adjourned at 4:00 pm.

Next regular board meeting will be January 4, 2023 at 3:00 pm. Next project meeting will be January 17, 2023 at 3:00 pm.

Paul Spenner Churchy Dacales Paul Spenner, Chairman Carolyn Douglas, Vice Chairman

Kelly Annuel Kelly Arnold, Sec., Treas.

## E.3 Hodgesville P.S.D. Meeting Minutes-March 2023 to December 2023

#### HODGESVILLE PUBLIC SERVICE DISTRICT MONTHLY MEETING MINUTES

#### MARCH 7, 2023 @4pm

Board of Directors

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 Terry Gould-Manager Barbara Curry-UBS, Inc. The minutes of the previous meeting held on February 7 2023 were read and approved.

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

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

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

Maintenance completed by Ringers, Inc. for the month of February included the following:

New tap installed on Three Lick

2 different locations where the line was replaced from the tap to the meter

Checked for leak near 1586 Three Lick Rd. Ringers stated that it was not Hodgesville's leak

12120 Buckhannon Pike leak on customer side

Other matters discussed included the following:

Terry appeared before the Upshur and Barbour County Commission and received approval from both in regard to the Murphy Station Project.

The plans for the Wildwood Development by Abia Whiston has been sent to Thrasher Engineering to see if possible for Hodgesville to serve.

The annual report for Hodgesville PSD has been filed and accepted and now it will be sent to John Burdette, CPA for the audit.

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

#### April 3, 2023 @ 4pm

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

In attendance:Robert Wright-Chairman Roger Ward-Secretary Howard Cutright-Member Terry Gould-Manager Barbara Curry-UBS, Inc. Guests: Thrasher Engineering

The minutes of the previous meeting held March 7, 2023 were read and approved.

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

A motion to approve the credit memos was made by Howard Cutright and seconded by Roger Ward.

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

Maintenance completed by Ringers, Inc. included the following: Replaced regulator at 820 Pecks Run Rd

Changed out water meter at 6396 Hall Rd and searched for leak as there is low water pressure in that area.

Replaced line from tap to meter Replaced a meter pit

Dug up both sides of road and pull new line from tap to meter Changed out an old test pit

Marked lines for WV811

Other matters discussed included the following:

Barbara Curry reminded the Board of open house on April 13 2023 at the City Water Plant

IJDC Full Council will meet on April 5<sup>th</sup> in regard to approving the Murphy Station Project.

Robert Wright made a motion to approve Thrasher and the Murphy Station Contract pending approval of IJDC on 4/5/23 and also approving the Engineering Service Agreement with Thrasher.

In regards to the to the Improvement project, Randy Watson stated that Upper Pecks Run would be done first, before any other parts of the project since the residents in that area have been waiting for water for quite some time.

Terry reported that the telemetry at the Atlas tank is not working. The tank has been overflowing. Thrasher to investigate this.

Power outage schedule for Ap ril'4<sup>th</sup>. Ringers will be monitoring the pump stations that day.

Thrasher gave an update on the Improvement Project. Project status if attached and made part of these minutes.

Backflow testing required by the City of Buckhannon was completed By Dave Wamsley' and submitted to the City.

There being no further business to discuss the meeting adjourned at 5:30pm.

#### May 2, 2023/4pm

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

In attendance:Robert Wright-Chairman Roger Ward-Secretary Terry Gould-Manager Barbara Curry-UBS, Inc. Guests: Carrie Wallace Region VII

The minutes of the previous meeting held April 3, 2023 were read and approved.

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

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

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

Maintenance completed by Ringers, Inc. for the month of April was minimaL Marked a few lines for WV811 and checked for leaks.

One leak was fixed at the Buckhannon Antique Mall.

The distrit has 2 pending taps for Bobby Wright on RT 20N. One for his house and one for his body shop.

Other matters discussed included the following:

In regard to the Improvement Project, Jackson Kelley was chosen due to lower cost and used before. Zurbuch was chosen for legal counsel for the same reason. Thrasher was not able to attend today's meeting but the status report is attached and made part of these minutes.

Filed Gross Revenue report with the PSC.

Sanitary Survey was held on 4/26/23 by Zane Somerfield. Problem area is the Shumaker Tank site and fencing. Also the district's water loss. The solution to these 2 problems are being addressed with the Improvement Project.

Linda Lattea of Rt 20N had a very large leak. She was given a credit and set up on a payment agreement. She has already been in and paid half on the bill. The district feels we should have no problem collecting the rest of amount due and gave her some agencies that maybe willing to help her.

Board Members Howard Cutright and Roger Ward attended the tour of the city water plant last month.

There being no further business to discuss the meeting adjourned at 5:10pm.

#### June 6, 2023/4pm

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

In attendance: Robert Wright-Chairman Roger Ward-Secretary Howard Cutright-Member Terry Gould-Manager Barbara Curry-UBS, Inc. Guests: Carrie Wallace, Region VII; Zach and Randy from Thrasher Engineering

The minutes of the previous meeting held May 2, 2023 were read and approved.

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

A motion to approve the credit memos was made by Howard Cutright and seconded by Roger Ward.

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

Maintenance completed by Ringers, Inc. included the following:

The taps were installed for Bobby Wrights body shop and his home. This required a road bore.

Installed tap for Jennifer Lee on Rt 20N.

Fixed water leak busted in casing on Rt 20N. Ringers found leak while installing Jennifer Lee's tap.

Fixed water leak, replaced meter pit and new meter installed. Fixed water leak on Carper Rd.

Called out by Terry at 630pm.

Other matters discussed included the following:

Murphy Station Critical Need Project moving along very quicky. Thrasher project status for this and the Improvement Project are attached and made part of these minutes.

Boil Water Advisory for Stateside Dr. due to a leak caused by turning the pumps on too quickly. Customers notified thru our automated phone system and all officials notified and paperwork filed. Same notifications when lifted.

Discussion held on the Gum Mountain PRV. Randy Watson will work on getting a quote and getting this replaced before the project due to this being an emergency situation. Received notice from Trombold Equipment in regard to a price increase in the telemetry services.

Roger Ward made a motion and Howard Cutright Seconded to renew Insurance with Philadelphia Insurance Company. The district will have a down payment of

\$543.00 and the balance will be made in monthly payments.

Received some invoices from Clarksburg Water Bd., but Alan Westfall asked for those to be sent to him as they should have in the first place. Hodgesville is not to pay. There being no further business to discuss the meeting adjourned at 5:15pm

#### July 5 2023/4pm

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

In attendance:Robert Wright-Chairman Roger Ward-Secretary Howard Cutright-Member Terry Gould-Manager Barbara Curry-UBS, Inc. Guests: Eric Sherrard of Thrasher Engineering

The minutes of the previous meeting held on June 6, 2023 were read 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 Howard Cutright and seconded by Roger Ward.

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

Maintenance completed by Ringers, Inc. included the following: Replaced ,tap to meter

Replaced regulator that blew out New tap installed

Dug up meter pit and replaced pigtail. Meter change due to a busted meter. Changed 2 inch meter for JF Allen Fixed broken line on tap General marking of lines for Wv811 Changed meter

#### Other matters discussed included the following:

Terry informed Eric that there are 4 new customers on Buckhannon Mtn Rd that need to be included in the Water Improvement Project.

Both ROWs for the Murphy Station Critical Needs Project has been obtained and signed. Will be sent to Zurbuch for recordings.Board approved the Jabo Corporation by motion of Robert Wright and seconded by Roger Ward.

The Murphy Station Project will include 7 newcustomers No new developments are in the Water Improvement Project.

PRV valve is included in the project, but if emergency situation arises and HPSD pays, Thrasher thinks the project will

#### reimburse the District.

Motion Robert Wright and seconded by Howard Cutright to approve \$375,000 to Thrasher Engineering for Wate\_r Improvem ent Project.

Terry completed the survey of water managers for HPSD.

There being no further business to discuss the meeting adjourned at 4:45pm.

#### August 1, 2023/4pm

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

In attendance:Robert Wright-Chairman Roger Ward-Secretary Terry Gould-Manager Barbara Curry-UBS, Inc. Guests: n/a The minutes of the previous meeting held July 5, 2023 were read and approved.

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

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

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

Maintenance completed by Ringers, Inc. included the following: Tap installed for Ron Hall 4911

#### Clarksburg Rd

Fixed Main line leak 1050 Teter Rd. WV811 m'arkings

Leak 7260 Clarksburg Rd, Tap rotted, replaced tap

Find Leak by pumping the ditch out at Woody Forest. Per Terry's instructions. Delivered rock to previous worksite after dirt had settled.

Blackford Rd- had a flash flood which the water took out the 2 in water line. Boil Water Issued. All test came back fine and the BW was lifted.

Other matters discussed included the following:

See attached for project updates which are part of these minutes.

Terry received a call from an Evan Workman regarding adding customers to the Murphy Station Critical Needs project. Terry talked to John Harper with the PSC. John investigated and his findings stated that it would require a long line extension after the Critical Needs project was completed.

Received an email from JB Kimble of the Buckhannon Fire Department regarding the District's non-working fire hydrants. Terry responded to the email stating the District's lack of funds and that the hydrants were included in the Improvement Project.

Motion by Robert Wright and seconded by Roger Ward to approve fee by UBS, Inc for completion of Annual Report.

Motion by Roger Ward and seconded by Robert Wright to approve the payment from the CWCR account for Core and Main and Ringers for the Blackford Leak .

There being no further business to discuss the meeting adjourned at 5:10 pm.

#### September 5, 2023/4pm

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

In atte ndance :Robert Wright-Chairman Roger Ward-Secretary Howard Cutright-Member Terry Gould-Manager Barbara Curry-UBS, Inc.Guests: Zach and Randy of Thrasher Engineering

The minutes of the previous meeting held August 1, 2023 were read and approved.

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

A motion to approve the credit memos was made by Howard Cutright and seconded by Roger Ward.

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

Maintenance completed by Ringers, Inc. included the following:

4 Inch extension line for the Michael Rhodes development installed. Terry was there and supervised the work.

Replaced line tapto meter. Change

out old test pit.

Bleed air out of fire hydrant

Dug meter pit up and replaced line

White Horse Inn no water pressure. Main Line busted. Replaced fire hydrant at the

Mountaineer Mart.

Waterline on Blackford Rd washed out again. Had to line pipe with concrete to try hold line down to keep from washing out again.

Checked the PRV value on Gum Mountain and blew off all the fire hydrants to get air out of system due to the water leak.

Fixed service line broke under the road.

Other matters discussed included the following:

Project discussions held. Thrasher update attached and made part of these minutes.

Fire hydrant report filed with the PSC

There being no further business to discuss the meeting adjourned at 4:55pm

October 3, 2023/4pm

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

In attendance:Robert Wright-Chairman Roger Ward-Secretary Howard Cutright-Member Terry Gould-Manager Barbara Curry-UBS, Inc. Guests: Carrie Wallace Region VII

The minutes of the previous meeting held Sept 5, 2023 were read and approved.

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

A motion to approve the credit memos was made by Howard Cutright and seconded by Roger Ward.

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

Maintenance completed by Ringers, Inc. included the following:

130 Foggy Bottom - replaced meter barrel that the State ripped out when cleaning cjitches

Fixed leaking service line

Fishing Camp replaced pigtail- customer has leak on their side Replaced a regulator

Curtis White changed meter out- face of meter foggy and could not read Dug up a meter and replaced line from

tap to meter Other matters discussed included the following:

Murphy Station and Improvement project discussion, please see attached Update Status per Thrasher which is made a part of these minutes.

Complaint from a Rebecca Hinkle of Bargerhuff Lane that our line is leaking and settling along her barn . Ringers have been out to check and can find no leak on our side. Terry said for Ringers to test for fluoride and go from there.

There being no further business to discuss the meeting adjourned at 5:15pm

#### November 7, 2023/4pm

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

In attendance:

Robert Wright-Chairman Roger Ward-

Secretary Howard Cutright-Member Terry

Gould-Manager Barbara Curry-UBS,

Guests: Carrie Wallace, Region VII; Gary Stone, Fishing Camp Customer; Mike Starett-Hay Day Farms - Customer Claypool Hollow Rd

The minutes of the previous meeting held October 3,2023 were read and approved.

The board then heard from Guest, Mike Starett, in regard to Hackers Creek Leak on October 11, 2023. Mr. Starett said he

had severe damage to his house in regar.d to a pressure problem when fixing the leak. Terry advised him that this was being investigated by our insurance company, Philadelphia Insurance and Barbara Curry presented him with the copy of the paper to file claim (attached to these minutes) with the District's Insurance and was advised to turn it over to his homeowner's insurance company while being investigated. Terry told Mr. Starett that Hodgesville is only liable to the tap and beyond the tap is the customer's responsibility. Mr. Starett did not agree with that answer and informed the Board that he would be taking this further. Mr. Starett then left the meeting.

The Board then heard from Guest, Gary Stone. Mr. Stone's neighbor had a leak which had to be fixed in Gary's yard. Gary said that Ringer's did a wonderful job. Garywanted to know when these lines were going to be replaced Terry informed

him that the Water Improvement Project would be taking care of this. Gary stated that he had heard about this project for a couple of years but yet nothing has been done. Carrie Wallace of Region VII explained to him the process that a PSD has to go through in order for a project to get started, for example, funding, permits, right of ways and etc. In other words, it is a lengthy process. Gary had a better understanding, thanked the board for their work and exited the meeting.

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 Roger Ward and seconded by Howard Cutright.

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

Maintenance completed by Ringers, Inc. included the following: Helen Smith - New Line from Tap to

Meter

Rebecca Hinkle- dug up main line and had water tested no indication that it is Hodgesville leak. showed no fluoride. The customer's friend, Robert Starkey, presented Terry with a bill for their cost of diverting the water away from the barn. The district has no intention of paying this bill and Terry informed Mr.

Starkey of this.

Fixed major main line leak on Hackers Creek Hill. Had a drop in tanks that alerted Terry of the problem. Boil Water Issued. Test results came back good and Boil Wat er was lifted.

Tap installed for Brandon Williams 440 Mick Hill Rd

Fixed main line leak at the railroad crossing on Fishing Camp. Boil Water Advisory Issued and Lifted when test results were good.

Fixed pigtqil leak at Mt Lebanon Church

3836 Clarksburg Rd fixed leak at tap and replaced meter

Replaced tap to meter it was broke under the road and running into neighbors yard at 296 Mt Lebanon Rd

179 Smokey Grose Rd customer without water. Customer has leak on their side. Marked lines for WV 811

Other matters discussed included the following:

Terry stated receiving a call from Dan Cinnali's lawyer wanting to know approximately how much it would cost to install a line to serve Cinnali from the Murpy Station, Terry estimated 125 to 175,000 Dollars. Mr. Cinnali is suing the oil and gas company for ruining his water.

Robert Wright made a motion and Howard Cutright seconded for Hodgesville PSD to adopt an ordinance that would require the customer to install a pressure reducing mechanism at the customer's home or structure that is being supplied water.

Hodgesville PSD Step 2 Rates are to go into effect for service rendered after October 26, 2023. These rates were to go into effect after Ringers and Atlas past due balances were paid in full or October 26, 2023 whichever came first. Jeff Zurbuch is to contact the PSC asking that the Step 1 rates remain in effect due to still owing the WV Municial Bond Commission and also Ringers, Inc. The original past due has been paid, but continue to owe a past due amount because of high repair s.

Terry has been working with Evan Workman in order to supply water to 6 customer after the Murphy Station Critical Needs Project is complete. It seems as though the cost is going to be around \$50,000 and looks as if the Barbour County Commission will be paying the full amount of the project. Terry and Evan are scheduled to meet again with the Barbour County Commission.

There being no further business to discuss the meeting adjourned at 5:45pm

#### December 13, 2023

The regular monthly meeting of the Tennerton Public Service District was held at the district office at 188 Fayette Street, Buckhannon West Virginia on Wednesday December 13, 2023

In attendance were Bob Heater, Scott Casto, Terry Gould, and Vickie Dean. John Barnes was absent.

The meeting was called to order promptly at 2:00 pm by Chairman Bob Heater. The minutes of the previous meeting held on November 8, 2023 were read, there being no corrections or additions, motion to approve was made by Robert Heater, seconded by John Barnes.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by Bob Heater and seconded by Scott Casto.

The board reviewed and approved the previous month's credit memos. No shutoffs this month.

Terry Gould reported on the following:

\*Updated agreement with Mt. Hope Water Association. If sewer payment is late, there will be a \$20.00 shut off fee. Scott made the motion to accept, Bob Heater seconded the motion.

\*Joe McDaniels has requested \$631.00 for gravel on the road around the Murphy Mart Pump Station. Mr. McDaniels maintains the road and keeps the brush cut around the pump station at no charge to us.

\*TPSD Chase Bank account has been closed. Those funds were used to open a reserve account at First Community Bank. \*We have received a second bid on the Orr Street Pump House from Davis Electric in Fairmont. Terry

has tur ned it over to th engineers to accept the lowest bid and get started. \*We have renewed our WVRWA dues.

There being no other business to discuss, motion was made by to adjourn and seconded by Bob Heater

Discussion took place on the above minutes.

#### F. Consent Agenda -

F.1 Approval of Minutes: 12/14/23 – Recorder Sanders reported that the minutes for 12/14/23 were unavailable. No action could be taken.

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

G.1 Final Version Addendum #1 to Water Treatment Plant Feasibility Report - No action necessary.

The Final Version Addendum #1 to Water Treatment Plant Feasibility Report is available at the office of the City Engineer in City Hall.



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

VIA EMAIL ONLY

December 27, 2023

Mr. Jay Hollen, III, PE, CFM City of Buckhannon Water Department 70 East Main Street Buckhannon, West Virginia 26201

Addendum to Water Treatment Plant Feasibility Report Harley A. Brown Memorial Water Plant Upshur County, West Virginia RE: Project No. 0102-21-0235-100

Dear Mr. Hollen:

This letter report serves as an Addendum to the subject feasibility report which was issued on December 11, 2023. Portions of the feasibility report describe visual assessment and follow up non-destructive testing that was performed in order to assess the condition of certain critical concrete structures that comprise the existing water treatment plant.

At the time the feasibility report was issued, the full data set of the non-destructive testing results was not yet available. This Addendum presents the supplemental test results and provides comments to clarify the effect of said test results upon the conclusions and recommendations of the feasibility report. The supplemental test results include a summary from sub-consultant Arrow Engineering and are attached hereto as Exhibit 1.

Our comments relating to these test results are provided as follows:

Reinforcing steel (rebar) was exposed where core samples were taken, and the exposed rebar was examined. In each case, the exposed rebar was found to have "mild oxidation" and little or no reduction in effective area due to corrosion. This implies that the overall strength of the reinforcing steel is intact, but corrosion of the bars has either begun or is still present from construction. Chemical analysis for chlorides showed low levels in all structures, indicating a relatively low risk of reinforcement corrosion currently or in the near future. These results are consistent with the observations and conclusions of the previously reported visual assessment (see Arrow Engineering report dated Neuwrher 10, 2023, presented in A prenedy: G of the feasibility report) report dated November 10, 2023, presented in Appendix G of the feasibility report).

Petrographic analysis showed microcracking in all sampled cores, with those of the filter and clearwell containing paint. All samples contained ettringite, indicating the movement of water through air voids in the concrete; this is significant as it indicates a potential susceptibility to damage from freeze and thaw cycles, although such damage was not observed. The petrographic analysis

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

Mr. Jay Hollen, III, PE, CFM December 27, 2023 Page 2

rated the flocculator tank as "fair," and the filter box and clearwell as "fair to good," confirming the previously reported visual assessment conclusion that the flocculation tank is in the worst condition, followed by the filter box, with the clearwell being in the best condition.

The results discussed above largely confirm the observations and conclusions of the previously reported visual assessment. The ettringite (and related potential freeze thaw damage) noted in the petrographic analysis suggests a greater potential degradation of the existing concrete structures than was anticipated by the feasibility report, but the absence of any current evidence of such damage suggests that the overall risk of potential degradation is not significantly greater than that already considered by the feasibility report.

Option 1 of the feasibility report considers a minimal scope renovation of the existing plant in the 2023 Phase. The minimal scope 2023 renovation (of Option 1) would continue full reliance of the plant upon the existing flocculation/sedimentation basins and filter boxes, without new or replacement structures being built until 2043. The feasibility report states that, because the above test results were not available at the time the feasibility report was issued, Option 1 might be invalidated by adverse results, once the (then) pending results have been received.

The results attached hereto and discussed above, while confirming concerns about the long-term integrity of the subject structures, do <u>not</u> rise to a level of concern sufficient to invalidate Option 1.

None of the above, however, should be interpreted as an endorsement of Option 1. **Option 1 remains the least favored of the three options considered by the feasibility report;** it is, by far, the most expensive option in the long-term; and it is the highest risk option (even more so in light of the test results provided by this Addendum).

#### The comparisons, conclusions, and recommendations of the feasibility report remain unchanged by this Addendum. Option 3 clearly remains the most strongly recommended option, with Option 2 coming in second, and Option 1 being a distant third.

We thank the Buckhannon Water Department for the opportunity to provide this information. We look forward to discussing these matters with you, during your meeting on January 11, 2024.

Respectfully submitted,

POTESTA & ASSOCIATES, INC. 50(Timothy L. Ball, P.E. Chief Engineer

TLB/cla

## H. Board Member's Comments and Announcements

- **Don Nestor:** Mr. Nestor had no future comments at this time.
- **Dave McCauley:** Mr. McCauley spoke about the great work that Shayla Gowers has provided the city and wished her well as she closes out her career with us. He also led a discussion on replacing the lead water lines. Mr. McCauley also urged the Board and Department not to lose sight of the need for an additional raw water storage facility.
- **Erasmo Rizo:** Mr. Rizo spoke of the difficult decisions ahead for this Board and feels confident that we are equipped to handle them.
- Dave Thomas: Mr. Thomas was absent.
- **Recorder Sanders**—Mr. Sanders spoke on the need for adequate rate adjustments to cover the upcoming costs of enhancing our water system.

#### I. Adjournment

At 9:02 AM, Nestor made a motion to adjoin.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders