

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

A regular meeting of the Buckhannon Water Board was held on Thursday, March 14, 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	Present
Don Nestor	Board Member	Present
Erasmo Rizo	Board Member	Absent
Kelly Arnold	Water Superintendent	Present
Jay Hollen	City Engineer	Present
Jerry Arnold,	Director of Public Works	Absent
Amberle Jenkins	Assistant Recorder/Director of Finance	Present

Guests: Billy Gillum

***City of Buckhannon Water Board – 7:30 AM at City Hall in Council Chambers
Meeting Agenda for Thursday, March 14, 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
- C. Financial Report-Amby Jenkins**
 - C.1 February 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 Hodgesville P.S.D. Meeting Minutes-February 2024
 - E.2 Elkins Road P.S.D. Meeting Minutes-February 2024
 - E.3 Mt. Hope Water Association Meeting Minutes-January 2024
 - E.4 Adrian Public Service District Meeting Minutes-January 2024
 - E.5 Reminder Notice from WVDEP Water Use Program Reporting Water Withdrawals for 2023
 - E.6 Email: Cybersecurity Advisories CISA, EPA, and FBI Release Top Actions for Securing Water Systems
 - E.7 Preventive Maintenance & Inspection Report Chlorine Crane
 - E.8 WV Rural Water Association Notice-Lead Service Line Inventory
 - E.9 WV Rural Water Association Notice-Senate Bill 819 Backflow Preventers
 - E.10 Article Water Scarcity in the World <https://dropinthebucket.org/water-facts>
 - E.11 The Pipeline Newsletter from the Public Service Commission of WV-1st Quarter 2024
<http://www.psc.state.wv.us/scripts/pipeline/pipelinenewsletter.cfm>
- F. Consent Agenda**
 - F.1 Approval of Minutes: 01/11/24; 02/08/24
- G. Strategic Issues for discussion and vote**
 - G.1 Approval & Review to Accept the Bid Opening Results: Water Treatment Plant Volumetric Dry Feeders Equipment Purchase #3
 - G.2 Approval & Review to Accept the Bid Opening Results: Water Treatment Plant Chlorine Alarm System Equipment Purchase #4
 - G.3 Upgrade Handheld Meter Readers Neptune 360 AMR-Core & Main Maintenance Purchase Agreement
 - G.4 Draft Water Board Budget FY 2024-2025
 - G.5 To Set Date/Time/Location of Special Meeting with P.S.D.'s
 - (a) Regular Water Board Meeting Date of Thursday, April 11, 2024, Time Change to 4:30 PM
 - (b) COB Water Board Special Meeting with the P.S.Ds to be held on Thursday, April 11, 2024 at 6:00 PM at City Hall
- H. Board Member's Comments and Announcements**
- I. Adjournment**

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 Guests Signed-In - Mayor Skinner recognized Billy Gillum, who had signed up to address the board. Mr. Gillum explained that his situation involved a large water bill due to a leak in his rental unit. Discussion took place regarding the cause and location of the leak. The Water Department will investigate this further. Also discussed was the billing department looking at the average bill amounts over an extended period to develop a ratio for an adjustment, so long as it is within the rules of our tariff. No action was taken on the matter.

C. Financial Report-Amby Jenkins

C.1 February 2024: Amby Jenkins presented the following report:

**WATER BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance February 29, 2024

Money market & checking

\$ 1,111,895,53

Work Capital CD (9888).5% maturity 4-11-24(FCB)	\$167,862.80
---	--------------

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

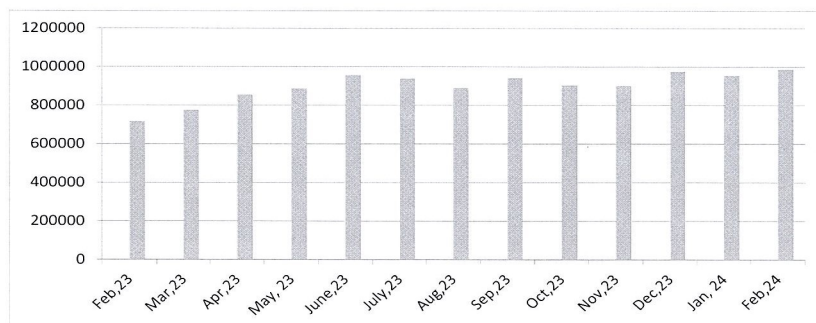
Savings 2% #5764795 .05% converted

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.

3-13-2024 09:36 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2024

PAGE: 3

400-WATER

8 OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
UTILITY BILLINGS						
400-350-000-00 RESIDENTIAL SALES	950,000	91,780.81	715,446.92	0.00	234,553.08	75.31
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	600,000	54,310.55	431,672.40	0.00	168,327.60	71.90
400-350-000-03 PRIVATE FIRE PROTECTION	15,000	1,437.50	11,490.00	0.00	3,510.00	76.60
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,565,000	147,528.86	1,158,609.32	0.00	406,390.68	74.03
OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	220,000	18,653.00	161,571.50	0.00	58,428.50	73.44
400-360-000-01 HODGESVILLE PSD (MASTER M	220,000	24,917.25	182,809.00	0.00	37,191.00	83.10
400-360-000-02 ELKINS ROAD PSD (MASTER M	150,000	17,093.25	152,724.25	0.00	2,724.25)	101.82
400-360-000-03 ADRIAN PSD (MASTER METER)	206,330	28,743.00	202,962.75	0.00	3,367.25	98.37
TOTAL OUTSIDE DISTRICTS	796,330	89,406.50	700,067.50	0.00	96,262.50	87.91
GRANTS						
400-366-000-01 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
400-366-000-02 GRANT -BOAT & AIRCOND	0	0.00	0.00	0.00	0.00	0.00
400-368-000-00 TAP FEES	10,000	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 EQUIP CSTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	10,000	0.00	8,500.00	0.00	1,500.00	85.00
INTRAFUND CONTR/CHARGES						
400-370-000-01 LATE CHARGES	20,000	2,169.90	17,902.28	0.00	2,097.72	89.51
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	425.00	1,725.00	0.00	275.00	86.25
400-370-000-04 C J MARTIN WATER LINE EXT	0	0.00	0.00	0.00	0.00	0.00
400-370-000-05 ATLANTIC CST PIPELINE REV	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTRAFUND CONTR/CHARGES	22,000	2,594.90	19,627.28	0.00	2,372.72	89.21
OTHER REVENUE						
400-379-000-00 GAIN ON SALE	0	0.00	0.00	0.00	0.00	0.00
400-380-000-00 INTEREST INCOME	1,000	0.00	811.02	0.00	188.98	81.10
400-399-000-00 MISC. NONOPERATING INCOME	88,000	1,700.00	90,513.81	0.00	2,513.81)	102.86
TOTAL OTHER REVENUE	89,000	1,700.00	91,324.83	0.00	2,324.83)	102.61
TOTAL REVENUE	2,482,330	241,230.26	1,978,128.93	0.00	504,201.07	79.60

400-WATER

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT =====						
NON-OPERATING EXPENSES						
400-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
DEPRECIATION =====						
CONTRIBUTIONS						
400-580-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
RESERVIOR MANGMT DAM =====						
SALARIES & BENEFITS						
400-601-103-00 RESERVIOR MANAGEMENT LABO	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
400-601-211-00 UTILITIES - ELEC,GAS,PHON	20,000	1,751.28	12,942.39	0.00	7,057.61	64.71
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	20,000	1,751.28	12,942.39	0.00	7,057.61	64.71
COMMODITIES						
400-601-342-00 MAINTENANCE RIVER INTAKE&	4,400	729.37	2,548.48	0.00	1,851.52	57.92
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	729.37	2,548.48	0.00	10,851.52	19.02
TOTAL RESERVIOR MANGMT DAM	33,400	2,480.65	15,490.87	0.00	17,909.13	46.38
WATER PLANT =====						
SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	391,000	26,196.98	227,245.44	0.00	163,754.56	58.12
400-642-104-00 FICA TAX	30,000	2,007.50	17,415.23	0.00	12,584.77	58.05

3-13-2024 09:36 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2024

PAGE: 5

400-WATER

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	43,000	0.00	23,733.24	0.00	19,266.76	55.19
400-642-106-00 RETIREMENT	35,500	2,357.73	20,452.11	0.00	15,047.89	57.61
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	499,500	30,562.21	288,846.02	0.00	210,653.98	57.83
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	139,000	11,941.55	93,510.72	0.00	45,489.28	67.27
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	4,054.18	0.00	2,945.82	57.92
TOTAL CONTRACTUAL SERVICES	148,500	12,406.55	98,279.90	0.00	50,220.10	66.18
COMMODITIES						
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	90.70	1,252.52	127.67	4,619.81	23.00
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	1,380.73	2,695.13	0.00	1,704.87	61.25
400-642-344-00 GENERAL EQUIPMENT MAINTEN	24,000	5,686.88	15,486.07	0.00	8,513.93	64.53
400-642-345-00 UNIFORMS PERSONAL SAFETY	3,500	182.25	1,374.94	0.00	2,125.06	39.28
400-642-346-00 MAINT TREATMENT PLANT EQU	81,000	183.50	37,811.02	1,836.14	41,352.84	48.95
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	2,129.93	6,929.12	0.00	8,070.88	46.19
400-642-348-00 CHEMICAL COSTS	216,000	9,714.75	122,493.27	3,881.50	89,625.23	58.51
400-642-349-00 COMPLIANCE MONITORING	23,000	38.30	3,328.44	245.00	19,426.56	15.54
400-642-350-00 TELEMETRY COSTS	25,250	0.00	8,775.60	0.00	16,474.40	34.75
400-642-399-00 PLANT MISCELLANEOUS	3,000	167.43	1,204.82	0.00	1,795.18	40.16
TOTAL COMMODITIES	405,150	19,574.47	202,037.12	6,090.31	197,022.57	51.37
CAPITAL OUTLAY						
400-642-459-00 WATER PLANT CAPITAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER PLANT	1,053,150	62,543.23	589,163.04	6,090.31	457,896.65	56.52
WATER LINES =====						
SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	437,500	32,635.01	279,732.45	0.00	157,767.55	63.94
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	2,508.07	21,496.11	0.00	12,003.89	64.17
400-660-105-00 HEALTH INSURANCE	87,000	0.00	58,224.70	0.00	28,775.30	66.92
400-660-106-00 RETIREMENT	39,375	2,937.16	25,176.00	0.00	14,199.00	63.94
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	597,375	38,080.24	384,629.26	0.00	212,745.74	64.39
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	28,000	6,406.17	24,523.70	0.00	3,476.30	87.58
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	4,049.52	0.00	8,950.48	31.15
TOTAL CONTRACTUAL SERVICES	43,500	6,871.17	30,051.22	0.00	13,448.78	69.08

400-WATER

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
400-660-341-00 OFFICE EXPENSE	8,325	0.00	904.01	0.00	7,420.99	10.86
400-660-342-00 MAINTENANCE GARAGE BLDG	3,500	0.00	1,250.66	0.00	2,249.34	35.73
400-660-343-00 VEHICLE MAINTENANCE	8,000	0.00	4,052.90	19.78	3,927.32	50.91
400-660-343-01 LINE VEHICLE FUEL	15,000	1,038.83	8,217.27	0.00	6,782.73	54.78
400-660-344-00 GENERAL EQUIPMENT MAINTEN	22,000	1,401.65	17,017.51	0.00	4,982.49	77.35
400-660-345-00 UNIFORMS-PERSONAL SAFETY	4,500	182.24	1,374.93	0.00	3,125.07	30.55
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	63,000	0.00	12,720.73	15,632.00	34,647.27	45.00
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	11,997.16	54,114.98	3,478.71	82,406.31	41.14
400-660-353-00 MAPPING & LINE LOCATING E	12,000	66.60	3,774.26	0.00	8,225.74	31.45
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	291,825	14,686.48	104,653.13	19,130.49	168,041.38	42.42
NON-OPERATING EXPENSES						
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

TOTAL WATER LINES 934,200 59,637.89 519,389.61 19,130.49 395,679.90 57.65

WATER METERS
=====

SALARIES & BENEFITS						
400-902-103-00 METER ON/OFF & MAINT LABO	0	0.00	0.00	0.00	0.00	0.00
400-902-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
400-902-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-106-00 RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
400-902-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
400-902-221-00 TRAINING & CONTINUED EDUC	0	0.00	0.00	0.00	0.00	0.00
400-902-226-00 WORKERS COMP/ INSURANCE	330	0.00	329.51	0.00	0.49	99.85
TOTAL CONTRACTUAL SERVICES	330	0.00	329.51	0.00	0.49	99.85
COMMODITIES						
400-902-342-00 MAINTENANCE OF METER SHOP	0	0.00	0.00	0.00	0.00	0.00
400-902-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-343-01 METER VEHICLE FUEL	0	0.00	0.00	0.00	0.00	0.00
400-902-344-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-902-345-00 UNIFORMS-PESONAL SAFETY E	0	0.00	0.00	0.00	0.00	0.00
400-902-346-00 REPLACEMENT NEW METERS, P	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00

400-WATER

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
400-902-999-00 CUST SERVICE-METER READ -	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER METERS						
	330	0.00	329.51	0.00	0.49	99.85
OFFICE/ADMIN =====						
SALARIES & BENEFITS						
400-920-101-00 AD & GE SALARIES BOARD	14,400	1,400.00	11,200.00	0.00	3,200.00	77.78
400-920-103-00 AD & GE OFFICE SALARIES	146,000	10,509.07	95,451.18	0.00	50,548.82	65.38
400-920-104-00 FICA TAX	12,271	910.87	8,158.21	0.00	4,112.79	66.48
400-920-105-00 HEALTH INSURANCE	18,500	0.00	13,476.85	0.00	5,023.15	72.85
400-920-106-00 RETIREMENT	14,436	923.89	8,392.05	0.00	6,043.95	58.13
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	205,607	13,743.83	136,678.29	0.00	68,928.71	66.48
CONTRACTUAL SERVICES						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	2,000	99.27	1,189.26	0.00	810.74	59.46
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	686.81	0.00	1,913.19	26.42
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	5,100	160.60	1,876.07	0.00	3,223.93	36.79
COMMODITIES						
400-920-341-00 MATERIALS & SUPPLIES EXPE	55,000	4,677.70	56,060.79	60.50	1,121.29	102.04
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	950.00	950.00	0.00	10,000.00	8.68
400-920-349-00 AUDITING EXPENSE	8,300	0.00	6,025.50	0.00	2,274.50	72.60
400-920-350-00 PROFESSIONAL & LEGAL EXPE	23,500	6,000.00	17,787.50	0.00	5,712.50	75.69
400-920-351-00 ENGINEERING EXPENSE	100,000	0.00	99,850.00	0.00	150.00	99.85
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	256,750	11,627.70	212,463.85	60.50	44,225.65	82.77
CAPITAL OUTLAY						
400-920-459-00 CAPITAL OUTLAY OFFICE	14,900	0.00	6,288.64	384.48	8,226.88	44.79
TOTAL CAPITAL OUTLAY	14,900	0.00	6,288.64	384.48	8,226.88	44.79
NON-OPERATING EXPENSES						
400-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-999-00 ADM BOARD-BILLING MISC	17,000	469.64	16,252.39	0.00	747.61	95.60
TOTAL NON-OPERATING EXPENSES	17,000	469.64	16,252.39	0.00	747.61	95.60
TOTAL OFFICE/ADMIN						
	499,357	26,001.77	373,559.24	444.98	125,352.78	74.90

400-WATER % OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBTS =====						
SALARIES & BENEFITS						
400-955-109-00 BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
BOND PAYMENTS =====						
CONTRACTUAL SERVICES						
400-970-221-00 WATER BOND A 2016	270,000	44,963.76	202,872.87	0.00	67,127.13	75.14
400-970-221-01 WATER BOND 2016 RESERVE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	270,000	44,963.76	202,872.87	0.00	67,127.13	75.14
TOTAL BOND PAYMENTS	270,000	44,963.76	202,872.87	0.00	67,127.13	75.14
CAPITAL/PROJECTS =====						
SALARIES & BENEFITS						
400-999-110-00 PAINT WATER TANKS	0	0.00	0.00	0.00	0.00	0.00
400-999-120-00 METER READER HANDHELD UPG	0	0.00	0.00	0.00	0.00	0.00
400-999-130-00 BOAT&AC GRANT 2020	0	0.00	0.00	0.00	0.00	0.00
400-999-140-00 ISLAND AVE 6" TO REPLACE	0	0.00	0.00	0.00	0.00	0.00
400-999-163-00 PLANT LAB UPGRADE	0	0.00	0.00	0.00	0.00	0.00
400-999-170-00 ATLANTIC CST PIPEL PASSTH	0	0.00	0.00	0.00	0.00	0.00
400-999-172-00 KENNEDY HYDRANT REPLACEME	0	0.00	0.00	0.00	0.00	0.00
400-999-173-00 MEADE - COLLEGE TO CAMDEN	200,000	0.00	0.00	0.00	200,000.00	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

400-WATER % OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-620-00 EMERG GEN @ BOOSTER STATI	0	0.00	0.00	0.00	0.00	0.00
400-999-621-00 PAINT INT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-622-00 LEWIS LINE EXTENTION	0	0.00	0.00	0.00	0.00	0.00
400-999-623-00 CORR H SOUTH WATER LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-624-00 PAINT EXT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-625-00 14 NEW CITY/COUNTY HYDRAN	0	0.00	0.00	0.00	0.00	0.00
400-999-626-00 COMMERCIAL LAWNMOWER	0	0.00	0.00	0.00	0.00	0.00
400-999-627-00 GPS & LAPTOP	0	0.00	0.00	0.00	0.00	0.00
400-999-628-00 ST JOE CHECK VALVE SYSTEM	0	0.00	0.00	0.00	0.00	0.00
400-999-665-00 DEPRECIATION FUND (NEW PL	0	0.00	0.00	0.00	0.00	0.00
400-999-666-00 VICTORIA HILL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-667-00 FILTER MEDIA REPLACEMENT	0	0.00	0.00	0.00	0.00	0.00
400-999-668-00 REBUILD ALTITUDE AND PRV	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	55,000	0.00	54,448.00	0.00	552.00	99.00
400-999-682-04 SUPERVISOR TRUCK	20,836	1,736.28	16,752.20	0.00	4,083.80	80.40
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: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-693-00 CAPSTONE REPAIR WTP	0	0.00	0.00	0.00	0.00	0.00
400-999-694-00 18' SILENT CHECK VALVE	0	0.00	0.00	0.00	0.00	0.00
400-999-695-00 3 & 4 FILTER REHAB	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	178,836	1,736.28	71,200.20	0.00	107,635.80	39.81
TOTAL CAPITAL/PROJECTS	457,836	1,736.28	71,200.20	0.00	386,635.80	15.55
TOTAL EXPENDITURES	3,248,273	197,363.58	1,772,005.34	25,665.78	1,450,601.88	55.34
REVENUE OVER/(UNDER) EXPENDITURES	(765,943)	43,866.68	206,123.59	(25,665.78)	(946,400.81)	23.56-

03-13-2024 09:22 AM

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
TOTAL:					18,594.83
RESERVIOR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	35.88
		601-211-00	UTILITIES - ELEC,GAS	110088822306 OHIO LIFT STA	1,715.40
	MISSION COMMUNICATIONS, LLC	601-342-00	MAINTENANCE RIVER IN	MISSION INTAKE	729.37
TOTAL:					2,480.65
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	10,484.70
	UNIFIRST CORP.	642-345-00	UNIFORMS PERSONAL SA	WAT JAN 2024 UNIFORMS	182.25
	RITE-WAY HEATING & PLUMBING	642-347-00	PLANT LAB MAINT & SU	MATERIAL FOR LAB BATHROOM	48.30
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 1-2 TO 2-1-24	465.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	312.72
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	917.96
	AUTO ZONE	642-346-00	MAINT TREATMENT PLAN	BULBS	14.24
	ADVANCE AUTO PARTS	642-344-00	GENERAL EQUIPMENT MA	FUSES	6.48
	CRITES ELECTRICAL INC	642-346-00	MAINT TREATMENT PLAN	DISCOUNT FOR CHLORINE CRA	169.26
	LOWES BUSINESS ACCOUNTS	642-347-00	PLANT LAB MAINT & SU	LAB BATHROOM	327.76
		642-347-00	PLANT LAB MAINT & SU	FLOORING	369.25
		642-347-00	PLANT LAB MAINT & SU	LAB BATHROOM	431.56
		642-342-00	MAINT TREATMENT PLAN	CARBON MINOXIDE DETECTOR	87.34
		642-347-00	PLANT LAB MAINT & SU	LAB BATHROOM	153.37
		642-342-00	MAINT TREATMENT PLAN	SWITCH REC.	3.36
		642-347-00	PLANT LAB MAINT & SU	LAB BATHROOM	199.01
		642-347-00	PLANT LAB MAINT & SU	LAB BATHROOM	141.91
		642-347-00	PLANT LAB MAINT & SU	LAB BATHROOM REMODEL	251.19
		642-347-00	PLANT LAB MAINT & SU	LAB BATHROOM	207.58
	WV DEPT OF HEALTH	642-349-00	COMPLIANCE MONITORIN	FLUORIDE SAMPLE	15.00
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	615.33
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	681.77
03-13-2024 09:22 AM					
DISBURSEMENTS 02-01-24 to 02-29-24					
PAGE: 13					

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	495.68
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	564.95
		642-348-00	CHEMICAL COSTS	CHLORINE,PREMIER PAC LIME	7,116.75
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	P-PAC	2,598.00
	WALMART STORES INC -BUCKHAMN	642-399-00	PLANT MISCELLANEOUS	CLEANING SUPPLIES	167.43
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	766.69
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	860.30
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	179.31
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	201.20
	PACE ANALYTICAL SERVICES LLC	642-349-00	COMPLIANCE MONITORIN	SAMPLES	23.30
	LYNX WV INC	642-211-00	UTILITIES - ELEC, GA	WATER FEB 2024 ANTENNA REN	35.00
	WORLD FUEL SERVICES, INC.	642-343-01	PLANT VEHICLE FUEL	FUEL FOR GENERATORS	1,204.72
	FREEDOM AG & ENGERY COOPERAT	642-344-00	GENERAL EQUIPMENT MA	STEEL TOED BOOTS JERRY MY	158.29
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	70.17
		642-211-00	UTILITIES - ELEC, GA	30401156600826024	66.71
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	54.29
	CUMMINS SALES & SERVICE FAIR	642-344-00	GENERAL EQUIPMENT MA	FULL SERVICE T BOOST	1,213.91
		642-344-00	GENERAL EQUIPMENT MA	SERVICE / MAINTENANCE	1,724.74
		642-344-00	GENERAL EQUIPMENT MA	FULL SERVICE	1,365.05
		642-344-00	GENERAL EQUIPMENT MA	SERVICE / MAINTENANCE	1,218.41
	FLYERS ENERGY LLC	642-343-01	PLANT VEHICLE FUEL	FLYERS ENERGY LLC FUEL	176.01
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	26,196.98
	TOTAL:				62,543.23
WATER LINES		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	192.72
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	1,517.11
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	7.79
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	5.00
		660-211-00	UTILITIES - ELEC,GAS	110152507908 300 CLARKSBUR	9.16
		660-211-00	UTILITIES - ELEC,GAS	110161992976 272 DEVELOPMN	270.43
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCKBOOSTER	109.41
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	5.19
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCKTANK	16.99
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	2,825.55
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	10.99
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	8.41
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	5.59
	UNIFIRST CORP.	660-345-00	UNIFORMS-PERSONAL SA	WAT JAN 2024 UNIFORMS	182.24
	REGION VII PLANNING PDC	660-353-00	MAPPING & LINE LOCAT	GIS SERVICE	32.50
	RITE-WAY HEATING & PLUMBING	660-352-00	NEW SERVICES, UPGRAD	SCREWS	23.16
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 1-2 TO 2-1-24	465.00
	AIRGAS USA, LLC	660-344-00	GENERAL EQUIPMENT MA	TANK LEASE	109.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	312.72
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	917.96
	ADVANCE AUTO PARTS	660-344-00	GENERAL EQUIPMENT MA	BATTERY FOR SKID STEER	112.55
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	MESSAGE FEE JAN 2024	34.10
	LOWES BUSINESS ACCOUNTS	660-344-00	GENERAL EQUIPMENT MA	BATTERIES, SHELF	230.64
		660-344-00	GENERAL EQUIPMENT MA	TOOLS FOR TYSONS TRUCK	323.03
	STATE EQUIPMENT INC.	660-344-00	GENERAL EQUIPMENT MA	HYD. HOSES	538.77
		660-344-00	GENERAL EQUIPMENT MA	FILES, FUEL CAP	87.66
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,181.22
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,190.92
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	288.00
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	277.02

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
OFFICE/ADMIN	UNIQUE PAVING MATERIALS CORP	660-352-00	NEW SERVICES, UPGRAD	COLD PATCH	345.75	
	CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	METER UME	8,734.00	
		660-352-00	NEW SERVICES, UPGRAD	FLANGES, BARRELS	453.31	
	MARS COMPANY	660-352-00	NEW SERVICES, UPGRAD	FIELD TESTER RECAL	2,256.05	
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,016.83	
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,015.83	
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	237.82	
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	237.59	
	FREEDOM AG & ENGERY COOPERAT	660-352-00	NEW SERVICES, UPGRAD	GRASS SEED AND STRAW	184.89	
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	70.16	
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	66.71	
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	54.28	
	FLYERS ENERGY LLC	660-343-01	LINE VEHICLE FUEL	FLYERS ENERGY LLC FUEL	1,038.83	
	**PAYROLL EXPENSES			2/01/2024 - 2/29/2024	32,635.01	
				TOTAL:	59,637.89	
	OFFICE/ADMIN	OMEGA RAIL MANAGEMENT, INC	920-348-00	MAINTENANCE & RENT-O	PRIVATE CRSSNG INGREE/EGRE	50.00
			920-348-00	MAINTENANCE & RENT-O	WAT INTAKE CRSSNG ANN FEE	900.00
GATES SUPPLY		920-341-00	MATERIALS & SUPPLIES	PLOTTER INK	102.00	
LEAF		920-341-00	MATERIALS & SUPPLIES	FEB 2024 CITY HALL COPIER	155.50	
ENCOVA INSURANCE		920-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 1-2 TO 2-1-24	61.33	
WV PUBLIC EMPLOYEES RETIREME		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	469.28	
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	429.68	
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	24.93	
THOMAS J O'NEILL		920-350-00	PROFESSIONAL & LEGAL	THOMAS ONEILL 2-29-24	1,250.00	
COLLECTION ACCOUNT		920-341-00	MATERIALS & SUPPLIES	JAN 2024 CC FEES	3,000.07	
MY BUCKHANNON		920-341-00	MATERIALS & SUPPLIES	ADS CLERICAL, PIPELAYER	60.50	
WALMART STORES INC -BUCKHANN		920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	47.19	
		920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	34.14	
INTERNAL REVENUE SERVICE		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	442.30	
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	295.93	
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	103.44	
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	69.20	
LYNX WV INC		920-341-00	MATERIALS & SUPPLIES	FEB 2024 IT CONTRACT SERVI	425.00	
JEREMY DRENNEN, CPA		920-350-00	PROFESSIONAL & LEGAL	PSC REPORT WATER 2023	4,750.00	
US POSTAL SERVICE (CMRS-FP)		920-999-00	ADM BOARD-BILLING MI	FEB 2024 POSTAGE	250.00	
FP FINANCE PROGRAM		920-341-00	MATERIALS & SUPPLIES	FEB 20224 MAILER&INSTR PYM	94.30	
OPTIMUM B2B, DEPT. 1264		920-999-00	ADM BOARD-BILLING MI	FEB 2024 CITY HALL INTERNE	214.62	
ROSSMAN & CO/PCB CORP		920-999-00	ADM BOARD-BILLING MI	DEBT COLLECTION	5.02	
FRONTIER		920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	75.09	
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18	
COMFORTECH LLC		920-341-00	MATERIALS & SUPPLIES	2023 HVAC SYS ANNUAL MAINT	759.00	
**PAYROLL EXPENSES				2/01/2024 - 2/29/2024	11,909.07	
			TOTAL:	26,001.77		
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WAT BOND A PYMT FEB 24	22,481.88	
		970-221-00	WATER BOND A 2016	WATER BOND A &B	22,481.88	
				TOTAL:	44,963.76	
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	

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
TOTAL:					1,736.28

Without objection, ***G.4 Draft Water Board Budget FY 2024-2025*** was brought to the table for discussion only. Amby Jenkins provided an overview of the Draft Water Board Budget FY 2024-2025. A Q&A took place. No action was requested.

Nestor/McCauley made the motion to accept the February 2024 financial report. Motion carried.

D. Department Report
D.1 Water Department Report - Kelly Arnold provided his monthly report as follows:

CITY OF BUCKHANNON WATER DEPARTMENT
Monthly Report for February 2024

- Water leaks-1
- Weekly safety meetings.
- Locates.
- Renewed service – Cleveland Ave services transferred to 6” main.
- New Services-0
- Abandon 4” cast iron on Cleveland Ave.
- Residential meters changed-25
- Residential meters tested-34
- Meter change out.
- Chlorine crane tested and repairs made.
- Repair valve on 5th St.
- 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.
- 61.7 million gallons of water treated for month of February 2.13 million a day.
- Cost per million gallons treated for February \$172.40
- 8095 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.

Unaccounted For Water through 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	67,852,184	1,310,145	1,014,930	20,539,400	38,977,400	8.86%
Feb-24	61,667,862	1,109,700	181,628	21,076,000	35,762,600	5.74%
Mar-24						#DIV/0!
Apr-24						#DIV/0!
May-24						#DIV/0!
Jun-24						#DIV/0!
Totals:	505,350,499	10,179,030	2,166,928	163,027,200	279,969,600	9.90%

Month:	Feb-24						
				Monthly			
				Total	Y-T-D		
Million Gallons Treated:				61.7	505.5		
Total Chemical Treatment Cost:				10637.21	125971.1		
Cost per Million Gallons:				172.402	249.201		
				Amount	Monthly		Y-T-D
Chemical	Cost	Unit		Used (lbs)	Cost		Cost
Carbon	1.25	lb		0	0		11206.6
Chlorine	1.39	lb		43.5	60.465		14253.47
Fluoride	2.201	lb		385	847.385		4975.685
KMnO4	3.65	lb		223	813.95		13039.63
NaMnO4	1.4	lb			0		0
Lime	0.23	lb		900	207		1219
Premier Pac	0.455	lb		9941	4523.155		44251.51
Soda Ash	0.465	lb		5850	2720.25		26873.25
Sodium Hex	2.93	lb		500	1465		10152
Smart-Phos	14.16	GAL			0		0
					10637.21		125971.1

Kelly also updated the Board on his work with the property owner on Green Street near the DEP/EPA worksite. Discussion took place.

D.2 ARPA Projects Update – Jay Hollen updated us on the work, including a direct update from Rozelle Enterprises (Tradeworx) and the current cost analysis of the ARPA projects.

PROJECTED COSTS TO DATE									
City of Buckhannon American Rescue Plan Act (ARPA) Infrastructure Expenditures To Date - Engineering through January 31, 2024 and Construction through March 13, 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	\$284,840.24	\$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	\$1,051,586.74	\$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		\$1,051,586.74	\$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	\$1,292,471.62	-\$101,018.99	\$1,284,519.26	-\$93,066.62	
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	\$118,816.97	\$172,500.00			
9	Chemical Feeders at WTP	22,241	\$150,000.00	\$0.00	\$190,000.00	\$190,000.00			
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	\$3,995.58	\$3,995.58			
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	\$864,731.19	\$992,484.92			
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	\$975,924.35	\$215,528.29	\$1,103,678.08	\$87,774.56	
COB Projects Improvements (e. + h.):			\$2,455,280.31		\$2,268,395.97	\$2,388,197.34			
Contingency (@ 10%):			\$245,528.03		\$226,839.60	\$0.00			
Total COB Project Improvements:			\$2,700,808.34		\$2,495,235.56	\$2,388,197.34			
Overrun / Underrun:			-\$317,903.07		-\$112,330.29	-\$5,292.06			

Without objection, ***G.1 Approval & Review to Accept the Bid Opening Results: Water Treatment Plant Volumetric Dry Feeders Equipment Purchase #3 and G.2 Approval & Review to Accept the Bid Opening Results: Water Treatment Plant Chlorine Alarm System Equipment Purchase #4*** were brought to the table for discussion and vote.

ADVERTISEMENT FOR BIDS
CITY OF BUCKHANNON WATER DEPARTMENT
WATER TREATMENT PLANT – VOLUMETRIC DRY FEEDERS PURCHASE

The City of Buckhannon (City) will accept sealed bids for the purchase and delivery of four (4) volumetric dry feeders for the Water Department’s Water Treatment Plant at City Hall at 70 East Main Street, Buckhannon, WV 26201 until 1:00 PM EST on March 1, 2024, at which time all received bids shall be publicly opened and read.

The (4) volumetric dry feeders to be provided shall meet the requirements identified in the Official Bid Package. It should be noted that Engineer-approved equals will be accepted provided they generally conform in style, construction and capabilities to the volumetric dry feeders specified in the Official Bid Package.

General specifications of the volumetric dry feeders to be provided by this bid are as follows:

- Two (2) Volumetric Dry Feeders for use as the Department’s Hydrated Lime feeders,
- One (1) Volumetric Dry Feeder for use as the Department’s Soda Ash feeder,
- One (1) Volumetric Dry Feeder for use as the Department’s Fluoride feeder, and
- All Volumetric Dry Feeders shall be delivered by the successful Bidder to the Water Department Superintendent’s Office, located at 173 Wood Street in Buckhannon, West Virginia.

The Official Bid Package, containing the detailed specifications and additional information will be available on January 31, 2024. Interested parties should contact James S. Hollen, III, City Engineer for the City (304-472-1651, extension 1006) for pickup options of the bid package. All clarifications, questions or comments regarding the contents of the Official Bid Package must be submitted in writing and either mailed, faxed or emailed to the following address:

Kelly Arnold – Water Department Superintendent
173 Wood Street

Buckhannon, WV 26201
(304) 472-2530
kelly.arnold@buckhannonwv.org

No clarifications and questions will be accepted after 12:00 PM EST on February 14, 2024. Answers and clarifications to all questions shall be provided no later than February 23, 2024.

If a Bidder is submitting alternate products to the types specified above, the Bidder shall provide product literature, including detailed specifications, drawings and information, for review by the City Engineer and Water Department Superintendent for conformity with the specifications contained if the Official Bid Package no later than February 14, 2024.

Sealed bids containing the Official Bid Form shall be clearly labeled in the lower left-hand corner on a sealed envelope as indicated below:

Water Treatment Plant Equipment Purchase No. 3
“Name and Address of Bidder”
City of Buckhannon
Water Treatment Plant - Volumetric Dry Feeders

The sealed bids may either be hand delivered or mailed to the following address:

Mr. James S. Hollen, III, PE – City Engineer
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

The City shall evaluate all Bids received based upon price, compliance with the Official Bid Package, customer satisfaction, service availability and the general suitability of the equipment identified in the Official Bid Package for their intended use. The City reserves the right to reject any and all Bids that are not in the best interest of the City. The City reserves the right to select any Bid that best meets the needs of the City, including the right to award the Contract(s) to a Bidder other than the apparent Low Bidder. The City reserves the right to waive any bidding informalities that may arise. In addition, the City also reserves the right to terminate the contract at any time due to noncompliance with the information contained in the Official Bid Package.

Honorable Robert N. Skinner, III – Mayor and Water Board Chair
City of Buckhannon

G.1 Approval & Review to Accept the Bid Opening Results: Water Treatment Plant Volumetric Dry Feeders Equipment Purchase #3 – Jay Hollen provided an overview of the bids and reported that while the low bid is from Heritage Environmental at \$155,936, the equipment that they will be using does not appear to conform to contract specifications; He and Kelly Arnold will check on these specifications once more today. If it is again confirmed that they do not conform to the contract specification, it is recommended that the bid from UGSI Chemical Feed be accepted at \$190,000.

City of Buckhannon Water Board
Water Treatment Plant
Contract No. 3 - Purchase & Delivery of Volumetric Dry Feeders

Bid Opening Sign-In and Results Sheet - March 1, 2024 at 1:00 PM EST



Name	Company	Email Address	Contact Phone Number	Base Bid - Contract No. 3 Two (2) Volumetric Dry Feeders for Hydrated Lime, One (1) Volumetric Dry Feeder for Ash and One (1) Volumetric Dry Feeder for Flouride	Certification of Receipt of Addenda (Y/N)
Kelly Arnold	City of Buckhannon, WV	kelly.arnold@buckhannonwv.org	304-472-2530		
Jay Hollen	City of Buckhannon, WV	jay.hollen@buckhannonwv.org	304-472-1651, x1006		
Jerry Myers	City of Buckhannon, WV	jerry.myers@buckhannonwv.org	304-472-2530		
Heritage Environmental				\$155,936.00	Y
UGSI Chemical Feed				\$190,000.00	Y

Thomas/Nestor moved to accept the \$190,000 Water Treatment Plant Volumetric Dry Feeders Equipment bid from UGSI Chemical Feed if Heritage Environmental bid does not conform to the contract specifications. The motion carried.

G.2 Approval & Review to Accept the Bid Opening Results: Water Treatment Plant Chlorine Alarm System Equipment Purchase #4 – Jay Hollen provided an overview of the bids and reported that the low bid is from Control Equipment Company at \$3,995.58.

City of Buckhannon Water Board
Water Treatment Plant
Contract No. 4 - Purchase & Delivery of Chlorine Alarm

Bid Opening Sign-In and Results Sheet - March 13, 2024 at 1:00 PM EST

Name	Company	Email Address	Contact Phone Number	Base Bid - Contract No. 4 One (1) Chlorine Alarm System	Certification of Receipt of Addenda (Y/N)
Kelly Arnold	City of Buckhannon, WV	kelly.arnold@buckhannonwv.org	304-472-2530		
Jay Hollen	City of Buckhannon, WV	jay.hollen@buckhannonwv.org	304-472-1651, x1006		
Jerry Myers	City of Buckhannon, WV	jerry.myers@buckhannonwv.org	304-472-2530		
R C System, Inc.				\$11,108.00	Y
W B Wells, Inc.				\$15,412.00	Y
Control Equipment Company				\$3,995.58	Y



City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

February 9, 2024

Name
Company
Address

Re: City of Buckhannon Water Department
Water Treatment Plant Chlorine Alarm System
Official Bid Package and Invitation to Bid Letter

The City of Buckhannon (City) will accept sealed bids for the purchase & delivery of a chlorine alarm system, including a leak detector controller and chlorine gas sensors, for use in the Water Department’s Water Treatment Plant, hereinafter referred to as the Project.

The Project, which consists of all identified and non-identified equipment and necessary appurtenances, shall conform to the information requirements identified in this Bid Package and on the Official Bid Form. The following is a list of the equipment, as well as the minimum requirements for the equipment, that the Water Department (Department) is requiring to be purchased & delivered to the Water Treatment Plant:

Chlorine Alarm System

- Chlorine leak detector controller with the following capabilities / features:
 - Key pad interface with functions indicated by individual menu display screens.
 - Display shall be 16-character by 2-lines with LED backlighting for reading in low light conditions.
 - The display screen shall flash when an alarm acknowledgement is required.
 - NEMA 4X enclosure.
 - 95dB internally mounted alarm.
 - Ability to record 356 events, including the date and time. The controller shall have the ability to provide a readout of the events either on the display or downloaded from a serial port.
 - An RS232 serial port for downloading of events (see Item 1.e above).
 - 4-20mA gas level monitor output.

- i. Timer for sensor life reminders.
 - j. Timer for calibration reminders.
 - k. Ability to provide password protection for all parameter settings.
 - l. Relays for High, Low, Latching and Non-Latching alarms.
 - m. OSHA-compliant two level alarm settings for "Warning" and "Danger" gas levels.
 - n. All alarm relays shall have the ability for adjustments for N/O, N/C, Latch or Non-Latch.
 - o. Shall have the ability to operate with two (2) separate chlorine gas sensors.
 - p. Shall come with an extended life, 3000mAh battery backup.
 - q. Shall have remote alarm acknowledgement of any alarms from 250 feet (250') from the controller.
 - r. Individual real time display of each monitored gas level.
 - s. Externally located light (flashing green) and audible alarm.
2. Chlorine Gas Sensor with the following capabilities / features:
- a. Two (2) chlorine gas sensors shall be provided.
 - b. Shall have to ability to detect chlorine gas from 0.00 ppm to 10.00 ppm.

All clarifications, questions or comments regarding the contents of the Official Bid Package or the Official Bid Form shall be submitted in writing and either mailed, faxed or emailed to the following address:

Kelly Arnold – Water Department Superintendent
 173 Wood Street
 Buckhannon, WV 26201
 (304) 472-2530
kelly.arnold@buckhannonwv.org.

No clarifications and questions will be accepted after 12:00 PM EST on February 24, 2024.

If a Bidder is submitting alternate products to the types specified above, the Bidder shall provide product literature, including detailed specifications, drawings and information, for review by the City Engineer and Water Department Superintendent for conformity with the specifications contained in the Official Bid Package no later than February 24, 2024.

All sealed envelopes containing the Official Bid Form shall have the following information in the lower left-hand corner for the respective Contract being bid:

Water Treatment Plant Equipment Purchase No. 4
"Name and Address of Bidder"
 City of Buckhannon
 Water Treatment Plant – Chlorine Alarm System

The sealed bid may either be hand delivered or mailed to the following address no later than March 13, 2024 at 1:00PM EST, at which time all received bids will be opened and publicly read aloud:

Mr. James S. Hollen, III, PE – City Engineer
 City of Buckhannon
 70 East Main Street
 Buckhannon, WV 26201

No Bid may be withdrawn for a period of sixty (60) days after the time of the opening of the Bids.

The City of Buckhannon (City) reserves the right to reject any and all bids, to award the Project to a Bidder other than the low Bidder and to waive any informality in bidding. The City reserves the right to reject any and all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the Contracts at any time due to noncompliance with the City's expectations and requirements.

Attachments: Official Bid Form, dated February 9, 2024

McCauley/Thomas moved to accept the Water Treatment Plant Chlorine Alarm System Equipment bid from Control Equipment Company at \$3,995.58. The motion carried.

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 Hodgesville P.S.D. Meeting Minutes-February 2024

February 6, 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/Lisa Karickhoff of Region VII Zach Musgrove/Thrasher Engineering
 Rob Hoover/AJ Burke Contracting

The minutes of the previous meeting held January 2nd, 2024 were read and approved.

Terry Gould held an election of officers for the new year. This was missed at the January 2024 meeting. Howard Cutright made a motion to leave officers as is and this was seconded by Roger Ward.

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: Marking a few lines, changing a busted regulator and inspecting pumpst at io ns for any repairs. No major repairs for the month of January.

Other matters discussed included the following:

A brief update meeting on the Murphy Station Project with all in attendance above was held at 3:30pm just before the regular meeting. Rob Hoover, contractor, stated that weather permitting he hoped to finished in 2 weeks. Hopefully tie in next Tuesday the 13^{t h}, pressure test the 14^{t h} and chlorine testing after that. Ringers need to locate blowoff for them. Contractor will put meters in and the meters have pressure reducing valves. Terry's office will contact Ringers and Alan Westfall to set up meetings for testing and locating valve. Shooting for a completion date of the 20^{t h}.

Zach gave an update on the project and that is attached and made part of these minutes. Hopefully a possible June bid date.

A motion by Howard Cutright and seconded by Robert Wright to approve the pay requisition to AJ Burke and Region VII on the Murphy Station Project.

Barbara Curry reported that Hodgesville has now paid the deficiency of one of the two bonds that is in arrears. The other bond should be paid by July if we continue at the same payment amount. Sara Rogers from the Bond Commission called to congratulate Hodgesville on paying the deficiency.

City gave notification of a possible April meeting of the PSDs. Terry reported that readings were estimated for the last billing.

Abia Whiston, Developer of the Brushy Fork Sauls Run area needs to get with Thrasher pn developing plans.

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

E.2 Elkins Road P.S.D. Meeting Minutes-February 2024

Elkins Road Public Service District
Board of Directors' Regular Meeting
February 6, 2024

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, February 6, 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, 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 January 9, 2024 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

JOEY LOUDIN-DEVELOPMENT UPPER CHILDERS RUN RD-ADDED TODAY

Joey Loudin brought engineering drawings of a proposed development on Upper Childers Run Rd Phase I to ask the Board what steps were needed to proceed. After some discussion it was decided that due to the elevation a pressure and flow test would need to be done. They will meet again at the next meeting after test is completed to discuss the findings before moving forward.

PHASE III EXTENSION PROJECT

GIS of System – Stacey McDaniel was sick and this has been postponed until March meeting.

Greg Belcher called in to assist with any questions he could answer for the Loudin development.

Nothing to discuss on the Phase III project.

MAINTENANCE

Dave Wamsley gave the January Maintenance Report. The water loss came up a little due to the cold weather and busted lines but has since gone back down to where we need it.

There being no further business, the meeting adjourned on motion made by David Burr and seconded by Wendell Grose. Meeting adjourned at 6:00 p.m.

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

Respectfully submitted:

ERPSD Board of Directors Secretary, David Burr//CD

E.3 Mt. Hope Water Association Meeting Minutes-January 2024

Mt Hope Water Association Minutes

Board of Directors Regular January Meeting – 1/15/2024

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, January 15, at 11:00 am, 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, Marcella Kelley and Navonda Tenney. Also in attendance were Secretary/Treasurer Laurie Adams, Chief Operator Jeff May, and Delmuth Kelley.

(an earlier time for the meeting was set, due to a winter storm warning)

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. A letter from John Harper, the WV PSC engineer technician, concerning S. Black was discussed. He agreed with Mt Hope Water on replacing the customer service line.

A request from the WV PSC on behalf of customer J. Scott, was discussed. It was decided that any adjustment would be further discussed after a representative from the WV PSC investigates for a leak at her home. The one leak adjustment presented, was approved, motion was made by Nicholas, motion carried.

An update on the right-of-way for the water improvement project was again discussed. Our lawyer has contacted his lawyer, and some terms are being added to the agreement. The Final Order for the rate increase for the improvement project has also been completed. Laurie told the board that a new customer has been added to the required backflow device list. So far only 1 of the 5 backflow customers have completed the required test, due by the 31st of January. We have found an accounting firm to do our USDA required Annual Independent Audit, it will be done by the March 31, 2024, deadline. New card payment vendors were reviewed, Government Window was chosen to be our new vendor.

The board also discussed our present website which expires on January 31, 2024. Nicholas discussed a security issue he has experienced at work. After discussion, a motion was made by Nicholas to eliminate our website, motion carried. The invoice for Wolfe Excavating still has not been paid. Nicholas made a motion directing Laurie to call our insurance company and see if the leak would be covered by them, if it is not, the matter will be taken to the Upshur County Magistrate Court and include the estimate for the repair of the road, motion carried. Laurie discussed our deferred payment policies. The only deferred payment the WV PSC requires we offer is for non-payment and impending shut off. As a courtesy we also offer it to customers who have had a board approved leak adjustment. The board discussed the policy and contract to be used. A motion was made by Marcella that both deferred payment options will have the same contract and will require 10% of the past due amount to be paid along with the current amount due, on or before the due date, motion carried. Laurie discussed the number of payments that were received by Anita Wright concerning her sentencing order, for 2023. The board directed her to send another letter to the judge in the case. Laurie then mentioned an invitation to Dirtworks, was sent by email to attend our meeting but there was no response.

There being no further business, Donnie adjourned the meeting, at 1:11 pm.

Secretary/Treasurer - Laurie Adams

E.4 Adrian Public Service District Meeting Minutes-January & February 2024

Adrian Public Service District
January 17, 2024
Phase VIII Project Meeting

Present from Adrian PSD: *Kelly Arnold, Sec/Treas.; Carolyn Douglas, Vice Chairman; and Norma Woody, Manager.*

Visitors: *Trey Hornor, P.E. President Hornor Brothers Engineering*
Carry Wallace, Program Coordinator, Region VII
Lisa Karickhoff, Program Specialist, Region VII
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 (94.2% complete as of December 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. Health Clinic Booster Station installed. Power installed at Pickens Tank, Helvetia Tank and Metzner Booster Station.
- Contract 1-Pro Contracting reached Substantial Completion on December 8, 2023. One year warranty begins on December 8, 2023.
- Norma requested approval of Resolution No. 14 of the Phase VIII water extension project. Kelly made a motion to approve, and Carolyn seconded the motion. Motion carried.
- Norma requested approval of Adverse Weather Day calculation sheets for Phase VIII water extension project. Contract 1 (8 days), Contract 2 (6 days), Contract 3 (8 days). Carolyn made the motion to approve, and Kelly seconded the motion. Motion carried.
- Trey requested approval of Contract 1, Change Order No. 1. Final Adjusting Change Order Carolyn made a motion to approve, and Kelly seconded the motion. Motion carried.
- Norma requested approval of Resolution No. 13 REVISED of the Phase VIII water extension project. Carolyn made a motion to approve, and Kelly seconded the motion. Motion carried.

Adjournment

The meeting adjourned at 4:00 pm.

Next board meeting will be February 1, 2024 at 3:00 pm.
Next project meeting will be February 21, 2024 at 3:00 pm.

Adrian Public Service District
January 4, 2024
Monthly Board Meeting

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

All motions were unanimous unless otherwise noted.

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

Minutes of the December 7, 2023 board meeting were read. Kelly made a motion to approve the minutes and Paul seconded. Motion carried.

Minutes of the December 20, 2023 project meeting were read. Kelly made a motion to approve the minutes and Paul seconded. Motion carried.

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

Old Business

- None

New Business

- None

Items for Discussion/Action/Approval

- Norma presented the board with information packet from Invoice Cloud concerning new auto payment program for customers and auto billing. Muni-Link, our current billing software is partnering with Invoice Cloud for future program enhancements. Our current billing system utilizes Municipay, which does not provide auto payment. Norma advised of the additional fees and information obtained. The board agreed with Norma to wait until Invoice Cloud was implemented with other districts to review their experience.
- Norma advised WVRWA met with her concerning Lead & Copper and reviewed her current progress. They offered assistance in completion of different aspects of requirements. WVRWA advised Norma progression was well advanced compared to other districts and municipalities.
- Norma requested the board approve Alicia (2nd attempt) and Jared for hotel stay for week of January 28, 2024-February 2, 2024 in order to attend Water Distribution Course in Morgantown in effort to obtain their Water Distribution Operator license. Carolyn made a motion to approve and Paul seconded the motion. Motioned carried.

Maintenance Report

- Eric advised installation of Health Clinic Booster Station.
- Board approved purchase of Metzner Hollow Booster Station generator by Phase VIII project funding.

Office Report

- Public Service Commission Audit/19-A rate increase scheduled for February 5-9, 2024.

Adjournment

The meeting adjourned at 4:00 pm.

The next board meeting will be February 1, 2024 at 3:00 pm.
The next project meeting will be January 17, 2024 at 3:00 pm.

Adrian Public Service District
February 21, 2024
Monthly Board Meeting

Present from Adrian PSD: *Paul Spencer, Chairman; Carolyn Douglas, Vice Chairman ; Kelly Arnold, Sec./Treas. and Norma Woody, Manager*

All motions were unanimous unless otherwise noted.

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

Items for Discussion/Action/Approval

- Alicia D. Wright, Assistant Manager and Jared Bentley, Water Operator passed their licensing examination for Water Distribution Operators in the State of West Virginia. Norma advised the board of Alicia and Jared obtaining their license and requested the board to apply \$1.00 hourly wage increase to each employee, as Adrian Public Service District has done for all employees past for earning their license. Paul made a motion to approve, and Kelly seconded the motion. Motion carried. The raise will appear on said employees next paycheck dated 02/23/2024.

Adjournment

The meeting adjourned at 4:00 pm.

The next board meeting will be March 7, 2024 at 3:00 pm.
The next project meeting will be March 20, 2024 at 3:00 pm.

E.5 Reminder Notice from WVDEP Water Use Program Reporting Water Withdrawals for 2023

west virginia department of environmental protection

Division of Water and Waste Management
Water Use Program
601 57th Street SE
Charleston, WV 25304

Harold Ward, Cabinet Secretary
dep.wv.gov

February 29, 2024

Dear Prospective Large Quantity Water User,


The Water Use Program of the West Virginia Department of Environmental Protection (DEP) wants to remind any large quantity water users about reporting water withdrawals for 2023.

Per the Water Resources Protection and Management Act (West Virginia Code §22-26), any entity that withdraws over 300,000 gallons of water in any thirty-day period from the state’s water resources (surface or groundwater) and anyone who bottles water for resale, regardless of the quantity withdrawn, is considered a Large Quantity User (LQU). Farm use, including watering livestock or poultry, is excluded, although farms or other users below the threshold may voluntarily report water withdrawals to assist with the accuracy of the water use survey.

It is the legal responsibility of any LQU to report their total monthly water withdrawals to the DEP each year as part of a water resources protection survey. The 2023 LQU surveys for water withdrawals between January 1 and December 31, 2023 must be submitted between January 1 and March 31, 2024 through the DEP’s online Electronic Submission System ([ESS](#)). If you have already submitted your LQU survey this year with last year’s water withdrawal information in ESS, thank you! Please make sure to receive an approval notification email. Please also make sure you respond to any data correction requests and follow-up questions. Failures to provide the required information may result in a penalty assessment in accordance with West Virginia Code §22-26-6 and Legislative Rule §60 CSR 6 sections 5.3 and 5.4.

Please contact the Water Use Program with any LQU survey, ESS or related questions by emailing DEP.Water.Use@wv.gov with “LQU Survey” in the subject line. Additional information is also available online <https://dep.wv.gov/WWE/wateruse/AnnualCertification-LargeQuantityUsers/Pages/default.aspx>. We are ready to assist you in completing this requirement. Thank you for your cooperation in support of the LQU report, Water Use Program and Water Resources Protection and Management Act.

Sincerely,



Emiko Hori,
Water Use Program
Division of Water and Waste Management
West Virginia Department of Environmental Protection

E.6 Email: Cybersecurity Advisories CISA, EPA, and FBI Release Top Actions for Securing Water Systems

E.7 Preventive Maintenance & Inspection Report Chlorine Crane

U.S. CRANE, INC.

(513) 530-5252

www.uscraneinc.com

4646 PARK ROAD

FAYETTEVILLE, OH 45118

PREVENTIVE MAINTENANCE AND INSPECTION REPORT			
Monthly	Quarterly	Semi-Annual	Annual <input checked="" type="checkbox"/>
Customer: CITY OF BUCKHANNON		Insp. Date: 2/7/2024	JOB# 33585
Address: WATER DEPT		Crane Type: MONORAIL	Inspector: CG
70 E MAIN ST		Serial #: G02013 / WR3-112-HW D	
BUCKHANNON, WV 26201		Model#: DN-4-45 / WR-6014-3	
Contact: KELLY ARNOLD	Manufacturer: COFFING		
Phone: 304-642-5819	Voltage: 460	Capacity: 3100	
REPORT # <input type="text" value="1"/>	Customer ID#:	Location:	
Items that present safety hazards:			
(These items should be repaired immediately)			
Other items that require immediate attention:			
Additional items that may require repairs:			
Items on which repairs were done during or since inspection by U.S. Crane:			
21,27,58,59			
Summary:			
UNABLE TO VERIFY THAT OSHA REQUIRED LOAD TEST IS ON FILE			
Item numbers, item descriptions, condition, codes, and notes are on the following 2 pages.			

E.8 WV Rural Water Association Notice-Lead Service Line Inventory

E.9 WV Rural Water Association Notice-Senate Bill 819 Backflow Preventers

Call to Action!

Action Alert: Senate Bill 819, which modifies requirements for public water systems or businesses having backflow preventers, has been placed on the agenda in the House Committee on Government Organization for today. The bill states that "the secretary may not promulgate rules that require a public water supply system or business to have backflow prevention assemblies inspected more frequently than once in **10 years**."

WVRWA finds this language deeply concerning as it could potentially compromise the safety and quality of our water supply. We believe it is crucial to maintain stringent inspection protocols to ensure the health and safety of our communities.

What You Can Do: We strongly suggest reaching out to the members of the House Committee on Government Organization ([Click Link Below](#)), to express your concerns regarding this bill. Your voice can make a significant impact in ensuring that our water systems and our communities remain safe. If you have your delegate's cell number and you regularly communicate with them, this method will likely be the most efficient way to deliver your message to the House Committee on Government Organization.

[Click Here For Committee Members](#)
[House Committee on Government Organization](#)

E.10 Article Water Scarcity in the World <https://dropinthebucket.org/water-facts>

E.11 The Pipeline Newsletter from the Public Service Commission of WV-1st Quarter 2024
<http://www.psc.state.wv.us/scripts/pipeline/pipelinenewsletter.cfm>

Discussion took place on some of the above items.

F. Consent Agenda –

F.1 Approval of Minutes: 01/11/24; 02/08/24—Recorder Sanders reported that the minutes for 01/11/24 were unavailable, but the minutes for 02/08/24 had been distributed.

Nestor/McCauley moved to approve the minutes from 02/08/24. The motion carried.

G. Strategic Issues for discussion and vote:

G.1 Approval & Review to Accept the Bid Opening Results: Water Treatment Plant Volumetric Dry Feeders Equipment Purchase #3 – Action taken earlier in the meeting.

G.2 Approval & Review to Accept the Bid Opening Results: Water Treatment Plant Chlorine Alarm System Equipment Purchase #4 – Action taken earlier in the meeting.

G.3 Upgrade Handheld Meter Readers Neptune 360 AMR-Core & Main Maintenance Purchase Agreement – Amberle Jenkins provided an overview of this equipment's need and the related costs, including the trade-in of the older equipment.

Discussion with Harry Dodson of Core and Main
February 2024

Present this to Water Board March 14, 2024

Need to upgrade from Neptune N_Sight to Neptune 360 – support on old Neptune will cease.

Neptune 360 Features

- Enhanced, modern user interface
- Cloud-based, available on any device with Chrome or Edge web browsers and Android or Apple iOS devices
- 24/7 access
- Unlimited user accounts
- 2-year readings and data logs storage
- Hosted by Amazon Web Services
- Regular updates 2 to 4 times per month

We should also upgrade the reading device to a MRX920. We can trade in the Ranger handheld which is 7 years old.

We also should drop the maintenance on the DAP (really old) hand held that we use for service calls. It is very expensive and Harry has told me that if we run into an issue, he can help find us a cheap older handheld to use for service calls.

Trading in your old handhelds will save you \$3,525 per year on maintenance costs.

We need to send back a signed quote by March 29th, so this will be presented to Water Board for approval during the March 14th meeting.

The attached quote has a one-time setup fee of \$2000 and hardware of \$22,925. We will be able to use the tablets that we already own to use with the reading:

This will be built into the budget beginning July 1, 2024.



Maintenance Purchase Authorization for
City of Buckhannon
\$30,706.00

SECTION 2: PLEASE INITIAL MAINTENANCE TO BE PURCHASED. PO NUMBERS ARE OPTIONAL.

Initial		
AS	Software License Renewal	\$7,781.00
AS	Hardware Maintenance	\$22,925.00

Please initial items that are to be purchased. Maintenance is offered with software only or software and hardware.
Software is to be paid in full at time of renewal.
Separate invoices will be issued for hardware and software. You may use one PO number for both.

Software License Renewal Purchase Order Number** 100244

Hardware Maintenance Purchase Order Number** 100244

** PO numbers may be created when you receive the invoice.

Signature _____ Date _____

SECTION 3: PLEASE INDICATE WHEN YOU WANT TO RECEIVE THE INVOICES

AS X Upgrade us to 360 Before March 29th

AS X Invoice Now

AS X Invoice AFTER July 1st

SECTION 4: SELECT BIENNIAL PAYMENT OPTION FOR HARDWARE MAINTENANCE, IF DESIRED.

Hardware Invoice Payment Option

If you would like to have the hardware maintenance invoiced biannually (July and December), please sign below.

Each invoice for hardware maintenance will total	\$	11,462.50
A surcharge of 2% will be added to each invoice totaling	\$	229.25
Total invoice	\$	11,691.75

Software option is to be paid in full at time of renewal.

Acceptance Signature - Invoice Payment Option _____ Date _____

STEP 5: SUBMIT ACCEPTANCE FORM (PAGE 2 ONLY)

Please sign page two and if possible, scan it and email to me at Harry.Dodson@CoreandMain.com or HDMeterGuy@gmail.com.

- Fine Print**
- The maintenance period is in effect from July 1st through June 30th.
 - Purchase orders received after July 1st will be made retroactive to July 1st.
 - Maintenance fees cannot be prorated unless the warranty expires during the maintenance period.
 - Repairs will be done at the prevailing rate if a maintenance contract is not in effect at the time of the repair request.
 - HD Supply can no longer accept POs for maintenance upon request for hardware repair.
 - Maintenance does not cover batteries, antennas, lost parts, or damage due to abuse and/or neglect.
 - The deadline for responding to this quote is August 30th, 2024.



NEPTUNE HARDWARE AND SOFTWARE
MAINTENANCE QUOTE

Account : City of Buckhannon
Contact: Amby Jenkins
Ship to: 70 East Main St
Buckhannon, WV 26201
Email: amby.jenkins@buckhannonwv.org

Start Date: 7/1/2024
End Date: 6/30/2025

SECTION 1: PLEASE VERIFY THE HARDWARE SERIAL NUMBERS BELOW.
If any errors are found, please contact Harry at 304.677.0715 immediately.

SOFTWARE				
Product #	Product Description	Quantity	Months	Price
13980-104	Neptune 360 AMR	4,413	12	\$5,781.00
13980-001	Neptune 360 AMR One Time Setup Fee	1		\$2,000.00
			SW Total	\$7,781.00

HARDWARE					
Product #	Description	Serial Number	Quant	Months	Cost
.13302-000	R900 Bluetooth Belt Clip	BC3366		12	\$425.00
.13655-300	MRX920 Mobile Data Collector	Purchase	1*	\$11,000 EA	\$9,500.00
.13302-100	R900 Belt Clip Transceiver	Purchase	2**	\$7,000 EA	\$13,000.00

*Pricing includes discount for Ranger handheld trade in.
**Pricing for 2 Belt Clips includes discount for DAP handheld trade in.

This is not an Invoice!

HW Total \$22,925.00

Grand Total \$30,706.00

If you have any questions regarding this quote, please call:
Harry at 304.677.0715

Thomas/Nestor moved to approve the costs of upgrading the handheld meter readers Neptune 360 AMR—Core & Main Maintenance Purchase Agreement. The motion carried.

G.4 Draft Water Board Budget FY 2024-2025 – Addressed earlier in the meeting.

G.5 To Set Date/Time/Location of Special Meeting with P.S.D.’s; (a) Regular Water Board Meeting Date of Thursday, April 11, 2024, Time Change to 4:30 PM; (b) COB Water Board Special Meeting with the P.S.D’s to be held on Thursday, April 11, 2024, at 6:00 PM at City Hall
- Mayor Skinner led a discussion regarding these items and recommended approval by the board.

McCauley/Thomas moved to approve the time change to 4:30 PM of the Regular Water Board Meeting on Thursday, April 11, 2024. The motion carried.

McCauley/Thomas moved to approve scheduling the next COB Water Board Special Meeting with the P.S.Ds for Thursday, April 11, 2024, at 6:00 PM at City Hall. The motion carried.

H. Board Member's Comments and Announcements

- **Don Nestor:** Mr. Nestor had no future comments.
- **Dave McCauley:** Mr. McCauley recommended that we keep in mind that Jerry Arnold will be retiring soon and that we need to search for his replacement.
- **Erasmo Rizo:** Mr. Rizo was absent.
- **Dave Thomas:** Mr. Thomas spoke more about the earlier presentation on the water bill charges for Mr. Gillum and hopes there is some relief for him that is in line with our tariff.
- **Recorder Sanders:** Mr. Sanders had no further comments.
- **Jay Hollen:** Mr. Hollen reported on upcoming bids for the cleaning of the water tanks for this season.

I. Adjournment

At 8:32 AM, Nestor made a motion to adjoin.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____