

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

A regular meeting of the Buckhannon Water Board was held on Thursday, August 08, 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
Erasmio Rizo	Board Member	Absent
Kelly Arnold	Water Superintendent	Present
Jay Hollen	City Engineer	Present
Jerry Arnold,	Director of Public Works	Present
Ethan Crosten	Director of Public Works	Absent
Amberle Jenkins	Ass't. Recorder/Director of Finance	Present
Barbara Hinkle	Mayor's Office	Absent
Jerry Myers	COB Water Plant	Absent

Guests: Dave Sharp, Tom Ball (By GTM) of Potesta & Associates, Inc.

***City of Buckhannon Water Board – 7:30 AM at City Hall in Council Chambers
Meeting Agenda for Thursday, August 08, 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 July 2024

D. Department Report

- D.1 Water Department Report-Kelly Arnold
 - Update Emergency Dam Repair
 - Update WST Inspections & Cleaning
 - Update Tennerton Booster Station Project
 - Update Island Avenue Main Line Project
- D.2 ARPA Projects Update
- D.3 FEMA Generator Update-Scope & Budget Revision Approval

E. Correspondence and Information

- E.1 Mt. Hope Water Association Meeting Minutes-June 2024
- E.2 Adrian P.S.D. Meeting Minutes-June 2024
- E.3 Elkins Road P.S.D. Meeting Agenda-August 2024
- E.4 Cybersecurity Assessment Certification
- E.5 Water Storage Tank Inspection & Cleaning Reports
- E.6 Notification letter from Mountain V Oil & Gas, Inc. regarding Aboveground Storage Tanks
- E.7 PSCWV Commission Order 195.91 & 195.80 PSCWV regarding Opt-out Policy for Mediation of Formal Complaint Cases

F. Consent Agenda

- F.1 Approval of Minutes: Regular 07/11/24

G. Strategic Issues for discussion and vote

- G.1 Water Treatment Plant Project Design Task Order No. 101 & Exhibit A (21-0235-101) from Potesta & Associates, Inc.
- G.2 Review & Approval to Accept the Bid Opening Results: Purchase of GPS Equipment & Software Trimble R580 GNSS System Centimeter Kit
- G.3 Authorization to Dispose of 40-year old-Out of Service Transformer

H. Board Member's Comments and Announcements

I. Adjournment

Posted 08/02/2024

A. Call to Order—Mayor 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 None per agenda

Mayor Skinner recognized the presence of Dave Sharp and Tim Ball (by GTM) of Potesta & Associates.

Mayor Skinner opened the floor for discussion, which began with Mr. Sharp, who noted that they didn't have any specific updates to present. Instead, they attended the meeting to entertain any questions the Board may have regarding the Water Treatment Plant Project Design Task Order to be considered.

McCauley/Thomas motioned to move G.1 Water Treatment Plant Project Design Task Order No. 101 & Exhibit A (21-0235-101) from Potesta & Associates, Inc., to the table for discussion and possible vote. The motion carried.

Mr. Hollen noted that he had reviewed the agreement, that all board members and the city attorney had been provided, and that he had no concerns with it. Mr. Sharp provided a brief overview, reiterating that no changes had been made since it was presented last month. Mr. McCauley mentioned that when the City had a large project in the past, the City had a representative oversee the projects. He asked how that would work with this project. Mr. Sharp confirmed that there would be an RPR - Resident Project Representation. Potesta & Associates could provide this person, or the City could appoint someone as the RPR. Mr. Hollen confirmed that the budget is money to pay an RPR provided by Postesta & Associates. Mr. Nestor asked about the referenced budget, asking if there were to be changes to the project as we go along and if the budget would be adjusted to reflect that change. Mr. Sharp confirmed that the budget reflected the proposed project today, but changes could be made, and the budget would be updated at that time.

SUGGESTED FORM OF TASK ORDER

This is Task Order No. 101, consisting of 4 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated **November 18 , 2021**. ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: **July 11, 2024**
- b. Owner: City of Buckhannon
- c. Engineer: Potesta & Associates, Inc.
- d. Specific Project (title): Design of 6.0 MGD Water Treatment Plant
- e. Specific Project (description): Design of a new Water Treatment Plant for City of Buckhannon (including RPR and Construction Administration as needed)
 - Design of Approx. 6.0 MGD WTP located adjacent to the existing WTP utilizing conventional treatment technologies as outlined in the previously completed Water Treatment Plant Feasibility Report prepared by POTESA dated December 11, 2023 – including incorporation of space to accommodate the collection and treatment of PFAS particulates but not including the design of such a system nor design of a belt filter press for sludge disposal.
 - New Intake and Raw Water Pump Station in Buckhannon River
 - Relocation of existing meter shop, parking lot, and garage/shop as well as an existing 12" water line to accommodate new plant location.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:
 - set forth in Part 1—Basic Services of Exhibit A, "Engineer's Services for Task Order," modified for this specific Task Order, and attached to and incorporated as part of this Task Order.
- B. Resident Project Representative (RPR) Services

If the scope of services established in Paragraph 2.A above includes RPR services, then Exhibit D of the Agreement is expressly incorporated in this Task Order by reference only if RPR services are authorized as an additional service of this task order.

C. Designing to a Construction Cost Limit

Does not apply.

D. Other Services

Engineer shall also provide the following services:

None.

E. All of the services included above comprise Basic Services for purposes of Engineer’s compensation under this Task Order.

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are:

- set forth as Additional Services in Part 2—Additional Services, of Exhibit A, “Engineer’s Services for Task Order,” modified for this specific Task Order, and attached to and incorporated as part of this Task Order.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B (as attached to the Agreement between Owner and Engineer for Professional Services dated November 18, 2021), subject to the following:

None.

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services (Part 1 of Exhibit A)	\$4,650,000	
a. Study and Report Phase (Preliminary Engineering Report)	\$150,000	Lump Sum
b. Preliminary Design Phase	\$750,000	Lump Sum
c. Final Design Phase	\$1,500,000	Lump Sum
d. Bidding or Negotiating Phase	\$75,000	Lump Sum
e. Construction Phase		
1) Basic Construction Phase Services	\$525,000	Lump Sum
2) Resident Project Representative (RPR) Services	1,500,000	T&M
f. Post-Construction Phase	\$75,000	Lump Sum
g. Commissioning Phase	\$75,000	Lump Sum
2. Additional Services (Part 2 of Exhibit A)	\$147,500	
a. Geotechnical Engineering	\$50,000	T&M
b. Surveying	\$40,000	T&M
c. Public Service Commission (PSC)	\$2,500	T&M
d. Financing	\$25,000	T&M
e. Environmental Services	\$30,000	T&M
TOTAL	\$4,797,500	

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer’s labor, overhead, profit, reimbursable expenses (if any), and Consultants’ charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order:

Consultants will be obtained for structural, architectural, and MEP. These consultants have not been retained as of the effective date of this Task Order, however, the pricing for these services is included in the basic services identified below.

8. Other Modifications to Agreement and Exhibits:

None.

Attachments:

None.

9. Other Documents Incorporated by Reference:

None.

10. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is **July 11, 2024**.

OWNER: CITY OF BUCKHANNON	ENGINEER: POTESTA & ASSOCIATES, INC.
By: _____	By: _____
Print Name: Robert N. Skinner, III	Print Name: David B. Sharp, PE
_____	_____
Title: Mayor & Water Board Chair	Title: Branch Manager
_____	_____
	Engineer License or Firm's Certificate No. (if required): C00994
	State of: West Virginia
_____	_____
DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:
Name: James S. Hollen III, PE	Name: David B. Sharp, PE
_____	_____
Title: City Engineer	Title: Branch Manager
_____	_____
Address: 70 East Main St, Buckhannon, WV 26201	Address: 125 Lakeview Dr, Morgantown, WV 26508
_____	_____
E-Mail Address: jay.hollen@buckhannonwv.org	E-Mail Address: dsharp@potesta.com
_____	_____
Phone: (304) 472-1651, Ext. 1006	Phone: (304) 329-0770
_____	_____

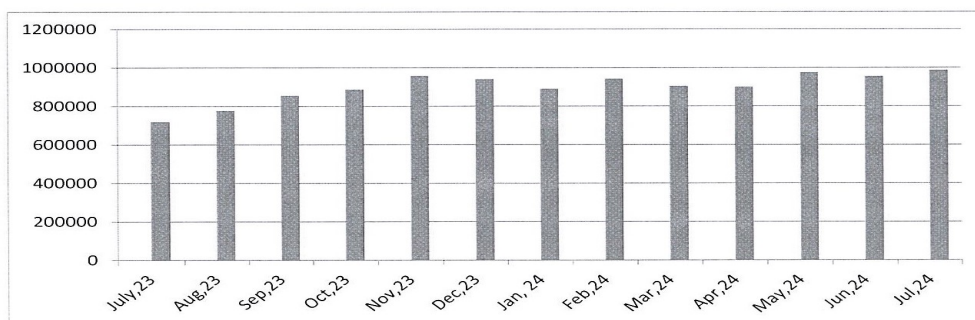
McCauley/Nestor motioned to approve the Water Treatment Plant Project Design Task Order No. 101 & Exhibit A (21-0235-101) from Potesta & Associates, Inc., pending review and approval by the City Attorney. The motion carried.

C. Financial Report-Amby Jenkins

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

**WATER BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance July 31, 2024	\$ 1,102,730.43
Money market & checking	
The two Working Capital CD's to WV Board of Treasury Investment	
In late June 2024 balance as of 8-7-24 (note interest of \$1586.18 accrued since investment with WV BTI)	\$358,365.40
CD Renewed 6-4-24 4.65%Peoples)	\$279,548.44
CD 348383 open 8-6-24 4.8% for 7 months	\$266,559.78
Savings 2%Depreciation .05%	\$ 1,524.40



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

400-WATER

% OF YEAR COMPLETED: 08.33

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	95,527.86	95,527.86	0.00	854,472.14	10.06
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	600,000	54,770.19	54,770.19	0.00	545,229.81	9.13
400-350-000-03 PRIVATE FIRE PROTECTION	15,500	1,427.50	1,427.50	0.00	14,072.50	9.21
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,565,500	151,725.55	151,725.55	0.00	1,413,774.45	9.69
OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	200,000	16,412.25	16,412.25	0.00	183,587.75	8.21
400-360-000-01 HODGESVILLE PSD (MASTER M	200,000	29,488.75	29,488.75	0.00	170,511.25	14.74
400-360-000-02 ELKINS ROAD PSD (MASTER M	200,000	15,595.25	15,595.25	0.00	184,404.75	7.80
400-360-000-03 ADRIAN PSD (MASTER METER)	200,000	27,244.25	27,244.25	0.00	172,755.75	13.62
TOTAL OUTSIDE DISTRICTS	800,000	88,740.50	88,740.50	0.00	711,259.50	11.09
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	10,500	3,750.00	3,750.00	0.00	6,750.00	35.71
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	42,100	42,064.33	42,064.33	0.00	35.67	99.92
400-368-100-03 CONTRIB IN AID CONST 5.5R	0	0.00	0.00	0.00	0.00	0.00
400-368-200-00 CAPITALIZE PROJ EQIP CSTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	52,600	45,814.33	45,814.33	0.00	6,785.67	87.10
INTRAFUND CONTR/CHARGES						
400-370-000-01 LATE CHARGES	20,000	2,617.54	2,617.54	0.00	17,382.46	13.09
400-370-000-02 WATER BILLING-NEW SERVICE	0	0.00	0.00	0.00	0.00	0.00
400-370-000-03 CUSTOMER BILL FEES (BANK-S	2,000	300.00	300.00	0.00	1,700.00	15.00
400-370-000-04 C J MARTIN WATER LINE EXT	0	0.00	0.00	0.00	0.00	0.00
400-370-000-05 ATLANTIC CST PIPELINE REV	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTRAFUND CONTR/CHARGES	22,000	2,917.54	2,917.54	0.00	19,082.46	13.26
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	0.00	0.00	1,000.00	0.00
400-399-000-00 MISC. NONOPERATING INCOME	33,000	5,201.89	5,201.89	0.00	27,798.11	15.76
TOTAL OTHER REVENUE	34,000	5,201.89	5,201.89	0.00	28,798.11	15.30
TOTAL REVENUE	2,474,100	294,399.81	294,399.81	0.00	2,179,700.19	11.90

400-WATER

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
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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						
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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	25,000	1,315.80	1,315.80	0.00	23,684.20	5.26
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	25,000	1,315.80	1,315.80	0.00	23,684.20	5.26
COMMODITIES						
400-601-342-00 MAINTENANCE RIVER INTAKE&	4,400	0.00	0.00	521.55	3,878.45	11.85
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	1,548.21	1,548.21	0.00	2,451.79	38.71
400-601-399-00 WATERSHED, DAM MISC	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL COMMODITIES	13,400	1,548.21	1,548.21	521.55	11,330.24	15.45
TOTAL RESERVIOR MANGMT DAM	38,400	2,864.01	2,864.01	521.55	35,014.44	8.82
WATER PLANT						
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SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	401,000	28,530.46	28,530.46	0.00	372,469.54	7.11
400-642-104-00 FICA TAX	30,700	2,186.13	2,186.13	0.00	28,513.87	7.12

400-WATER

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	45,000	8,238.92	8,238.92	0.00	36,761.08	18.31
400-642-106-00 RETIREMENT	36,100	2,567.74	2,567.74	0.00	33,532.26	7.11
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	512,800	41,523.25	41,523.25	0.00	471,276.75	8.10
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	127,000	11,218.77	11,218.77	0.00	115,781.23	8.83
400-642-221-00 TRAINING & CONTINUED EDUC	2,500	43.70	43.70	0.00	2,456.30	1.75
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	753.44	753.44	0.00	6,246.56	10.76
TOTAL CONTRACTUAL SERVICES	136,500	12,015.91	12,015.91	0.00	124,484.09	8.80
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,300	322.61	322.61	200.00	2,777.39	15.84
400-642-342-00 MAINT TREATMENT PLANT BLD	6,400	193.45	193.45	151.05	6,055.50	5.38
400-642-343-00 VEHICLE MAINTENANCE	700	1,083.11	1,083.11	0.00	383.11	154.73
400-642-343-01 PLANT VEHICLE FUEL	4,000	128.67	128.67	0.00	3,871.33	3.22
400-642-344-00 GENERAL EQUIPMENT MAINTEN	24,000	0.00	0.00	78.30	23,921.70	0.33
400-642-345-00 UNIFORMS PERSONAL SAFETY	6,000	837.80	837.80	0.00	5,162.20	13.96
400-642-346-00 MAINT TREATMENT PLANT EQU	81,000	1,934.96	1,934.96	396.39	78,668.65	2.88
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	2,054.28	2,054.28	362.43	12,583.29	16.11
400-642-348-00 CHEMICAL COSTS	216,000	0.00	0.00	28,760.95	187,239.05	13.32
400-642-349-00 COMPLIANCE MONITORING	23,000	5.00	5.00	1,572.20	21,422.80	6.86
400-642-350-00 TELEMETRY COSTS	27,775	0.00	0.00	0.00	27,775.00	0.00
400-642-399-00 PLANT MISCELLANEOUS	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL COMMODITIES	410,175	6,559.88	6,559.88	31,521.32	372,093.80	9.28
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	1,059,475	60,099.04	60,099.04	31,521.32	967,854.64	8.65

WATER LINES
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SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	444,000	33,674.78	33,674.78	0.00	410,325.22	7.58
400-660-103-10 LABOR&BENEFITS CAPITALIZE	0	0.00	0.00	0.00	0.00	0.00
400-660-104-00 FICA TAX	34,000	2,585.08	2,585.08	0.00	31,414.92	7.60
400-660-105-00 HEALTH INSURANCE	95,000	24,382.28	24,382.28	0.00	70,617.72	25.67
400-660-106-00 RETIREMENT	40,000	3,030.74	3,030.74	0.00	36,969.26	7.58
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	613,000	63,672.88	63,672.88	0.00	549,327.12	10.39
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	31,000	2,159.53	2,159.53	0.00	28,840.47	6.97
400-660-221-00 TRAINING & CONTINUED EDUC	2,500	0.00	0.00	0.00	2,500.00	0.00
400-660-226-00 UNEMPLOYMENT/COMPENSATION	13,000	1,317.46	1,317.46	0.00	11,682.54	10.13
TOTAL CONTRACTUAL SERVICES	46,500	3,476.99	3,476.99	0.00	43,023.01	7.48

400-WATER

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
400-660-341-00 OFFICE EXPENSE	10,325	133.00	133.00	0.00	10,192.00	1.29
400-660-342-00 MAINTENANCE GARAGE BLDG	4,500	0.00	0.00	0.00	4,500.00	0.00
400-660-343-00 VEHICLE MAINTENANCE	8,000	0.00	0.00	2,438.49	5,561.51	30.48
400-660-343-01 LINE VEHICLE FUEL	15,000	1,545.67	1,545.67	0.00	13,454.33	10.30
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	0.00	0.00	19.39	16,980.61	0.11
400-660-345-00 UNIFORMS-PERSONAL SAFETY	6,000	121.84	121.84	0.00	5,878.16	2.03
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	40,000	0.00	0.00	0.00	40,000.00	0.00
400-660-348-00 DISTRIBUTION TANK MAINTEN	20,000	17,604.00	17,604.00	0.00	2,396.00	88.02
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	150,000	1,072.54	1,072.54	6,720.96	142,206.50	5.20
400-660-353-00 MAPPING & LINE LOCATING E	12,000	121.55	121.55	0.00	11,878.45	1.01
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	283,325	20,598.60	20,598.60	9,178.84	253,547.56	10.51
NON-OPERATING EXPENSES						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,500	0.00	0.00	0.00	1,500.00	0.00
TOTAL NON-OPERATING EXPENSES	1,500	0.00	0.00	0.00	1,500.00	0.00
TOTAL WATER LINES	944,325	87,748.47	87,748.47	9,178.84	847,397.69	10.26

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

400-WATER

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>NON-OPERATING EXPENSES</u>						
400-902-999-00 CUST SERVICE-METER READ	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER METERS	0	0.00	0.00	0.00	0.00	0.00
<u>OFFICE/ADMIN</u> =====						
<u>SALARIES & BENEFITS</u>						
400-920-101-00 AD & GE SALARIES BOARD	16,800	1,400.00	1,400.00	0.00	15,400.00	8.33
400-920-103-00 AD & GE OFFICE SALARIES	170,000	13,207.25	13,207.25	0.00	156,792.75	7.77
400-920-104-00 FICA TAX	13,005	1,118.41	1,118.41	0.00	11,886.59	8.60
400-920-105-00 HEALTH INSURANCE	21,000	4,446.46	4,446.46	0.00	16,553.54	21.17
400-920-106-00 RETIREMENT	15,300	1,166.72	1,166.72	0.00	14,133.28	7.63
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	236,105	21,338.84	21,338.84	0.00	214,766.16	9.04
<u>CONTRACTUAL SERVICES</u>						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	2,000	98.45	98.45	0.00	1,901.55	4.92
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	548.93	548.93	0.00	2,051.07	21.11
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	5,100	647.38	647.38	0.00	4,452.62	12.69
<u>COMMODITIES</u>						
400-920-341-00 MATERIALS & SUPPLIES EXPE	40,000	6,499.85	6,499.85	0.00	33,500.15	16.25
400-920-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-920-347-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-920-348-00 MAINTENANCE & RENT-OFFICE	10,950	0.00	0.00	0.00	10,950.00	0.00
400-920-349-00 AUDITING EXPENSE	6,300	0.00	0.00	0.00	6,300.00	0.00
400-920-350-00 PROFESSIONAL & LEGAL EXPE	23,500	1,250.00	1,250.00	0.00	22,250.00	5.32
400-920-351-00 ENGINEERING EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-352-00 PROPERTY INSURANCE	53,100	11,006.83	11,006.83	0.00	42,093.17	20.73
400-920-353-00 PSC ASSESSMENTS	6,000	7,277.70	7,277.70	0.00	1,277.70	121.30
400-920-369-00 CUSTOMER DEP INTEREST PAI	250	0.00	0.00	0.00	250.00	0.00
TOTAL COMMODITIES	140,100	26,034.38	26,034.38	0.00	114,065.62	18.58
<u>CAPITAL OUTLAY</u>						
400-920-459-00 CAPITAL OUTLAY OFFICE	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CAPITAL OUTLAY	10,000	0.00	0.00	0.00	10,000.00	0.00
<u>NON-OPERATING EXPENSES</u>						
400-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-999-00 ADM BOARD-BILLING MISC	40,000	11,652.50	11,652.50	38.50	28,309.00	29.23
TOTAL NON-OPERATING EXPENSES	40,000	11,652.50	11,652.50	38.50	28,309.00	29.23
TOTAL OFFICE/ADMIN	431,305	59,673.10	59,673.10	38.50	371,593.40	13.84

400-WATER

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>BAD DEBTS</u> =====						
<u>SALARIES & BENEFITS</u>						
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
<u>BOND PAYMENTS</u> =====						
<u>CONTRACTUAL SERVICES</u>						
400-970-221-00 WATER BOND A 2016	270,400	23,017.33	23,017.33	0.00	247,382.67	8.51
400-970-221-01 WATER BOND 2016 RESERVE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	270,400	23,017.33	23,017.33	0.00	247,382.67	8.51
TOTAL BOND PAYMENTS	270,400	23,017.33	23,017.33	0.00	247,382.67	8.51
<u>CAPITAL/PROJECTS</u> =====						
<u>SALARIES & BENEFITS</u>						
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	220,000	0.00	0.00	375.00	219,625.00	0.17
400-999-140-01 MEADE ST / CENTRAL	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	50,000	1,311.00	1,311.00	0.00	48,689.00	2.62
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	349,000	1,311.00	1,311.00	375.00	347,314.00	0.48
<u>NON-OPERATING EXPENSES</u>						
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-WATER

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-619-00 24 MISC VALVES TO REPLACE	0	0.00	0.00	0.00	0.00	0.00
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	20,000	0.00	0.00	0.00	20,000.00	0.00
400-999-628-00 ST JOE CHECK VALVE SYSTEM	0	0.00	0.00	0.00	0.00	0.00
400-999-665-00 DEPRECIATION FUND (NEW PL	0	0.00	0.00	0.00	0.00	0.00
400-999-666-00 VICTORIA HILL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-667-00 FILTER MEDIA REPLACEMENT	0	0.00	0.00	0.00	0.00	0.00
400-999-668-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
400-999-669-00 EWMS EXP EARLYWARNINGMON	0	0.00	0.00	0.00	0.00	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	50,000	0.00	0.00	0.00	50,000.00	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 MOBILE TRAFFIC CONTROL	50,000	0.00	0.00	0.00	50,000.00	0.00
400-999-682-01 PROPERTY PURCHASE 161 WOO	0	0.00	0.00	0.00	0.00	0.00
400-999-682-02 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-682-03 PLANT PUMP REPAIRS 2023	0	0.00	0.00	0.00	0.00	0.00
400-999-682-04 SUPERVISOR TRUCK	20,836	1,736.28	1,736.28	0.00	19,099.72	8.33
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	25,000	0.00	0.00	0.00	25,000.00	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 VICKSBURG LINE UPGRADE	92,100	40,253.43	40,253.43	0.00	51,846.57	43.71
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

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400-WATER

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-692-00 BACKHOE	0	0.00	0.00	0.00	0.00	0.00
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	342,936	41,989.71	41,989.71	0.00	300,946.29	12.24
TOTAL CAPITAL/PROJECTS	691,936	43,300.71	43,300.71	375.00	648,260.29	6.31
TOTAL EXPENDITURES	3,435,841	276,702.66	276,702.66	41,635.21	3,117,503.13	9.27
REVENUE OVER/(UNDER) EXPENDITURES	(961,741)	17,697.15	17,697.15	(41,635.21)	(937,802.94)	2.49

JULY 2024 WATER PAYMENT OF BILLS

\$11,136.44 – TYLER TECHNOLOGIES – YEARLY SOFTWARE MAINTENANCE

\$40,103.43 – FERGUSON WATERWORKS – VICKSBURG LINE UPGRADE MATERIALS

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVIOR MANGMT ,DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110088822306 OHIO LIFT STA	1,304.86
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	10.94
	CENTRAL SUPPLY CO	601-347-00	MAINTENANCE DAM	SAND FOR BAGS	1,548.21
			TOTAL:		2,864.01
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	10,945.76
	A F WENDLING INC	642-347-00	PLANT LAB MAINT & SU	RUBBER GLOVES	122.62
	RITE-WAY HEATING & PLUMBING	642-346-00	MAINT TREATMENT PLAN	PARTS FOR WATER STATION	68.67
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 7-1-24 TO 7-1-2	753.44
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER JULY 2024 HEALTH INS	3,089.92
		642-105-00	HEALTH INSURANCE	WATER JULY 2024 RETIREE HE	136.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	25.70
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	37.09
	LOWES BUSINESS ACCOUNTS/SYNC	642-342-00	MAINT TREATMENT PLAN	NOZZLES, CLEANIG	168.45
	WV DEPT OF HEALTH	642-349-00	COMPLIANCE MONITORIN	FLUORIDE SAMPLE JUNE 2024	5.00
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	655.22
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	722.90
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	615.06
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	574.56
	WV RURAL WATER ASSOCIATION	642-347-00	PLANT LAB MAINT & SU	2024 MEMBERSHIP RENEWAL	1,754.72
	DISBURSEMENTS ACCOUNT-ALL DE	642-105-00	HEALTH INSURANCE	WAT JULY HSA'S FOR INSPIRA	5,000.00
	WASTE COLLECTION BOARD	642-342-00	MAINT TREATMENT PLAN	PALLETS	25.00
	WALMART STORES INC -BUCKHAMN	642-221-00	TRAINING & CONTINUED	COFFEE/CREAMER FOR CLASSE	43.70
		642-347-00	PLANT LAB MAINT & SU	LAB SUPPLIES	176.94

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DISBURSEMENTS 7-01-24 TO 7-31-24

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FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
INTERNAL REVENUE SERVICE		642-341-00	OFFICE EXPENSE	OFFICE SUPPLIES	322.61
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	876.52
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	895.24
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	205.00
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	209.37
	PAYFLEX - INSPIRA	642-105-00	HEALTH INSURANCE	WATER JULY 2024 HSA FEES	13.00
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	69.28
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	74.23
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	66.71
	FLYERS ENERGY LLC	642-343-00	VEHICLE MAINTENANCE	WAT MAY 2024 FUEL BILL	1,043.13
		642-343-01	PLANT VEHICLE FUEL	WATER JUNE 2024 FUEL BILL	128.67
	CINTAS	642-345-00	UNIFORMS PERSONAL SA	JULY 2024 WATER UNIFORMS	307.28
		642-345-00	UNIFORMS PERSONAL SA	JULY 2024 WATER UNIFORMS	408.68
		642-346-00	MAINT TREATMENT PLAN	AED	121.84
	**PAYROLL EXPENSES			7/01/2024 - 7/31/2024	1,866.29
				TOTAL:	28,530.46
					60,099.04
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	110.74
		660-211-00	UTILITIES - ELEC,GAS	11008895773 TANK #3	8.36
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	7.50
		660-211-00	UTILITIES - ELEC,GAS	110152507908 300 CLARKSBUR	8.32
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCKTANK	81.83
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	8.07
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCKTANK	20.86
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	1,288.79
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	14.97
		660-211-00	UTILITIES - ELEC,GAS	11014638833 VICTORIA HILL	8.41
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	8.07
		660-211-00	UTILITIES - ELEC,GAS	110161992976 272 DEVELOPMN	275.75
		660-211-00	UTILITIES - ELEC,GAS	110 159 431 912 GARDEN FRE	44.86
	REGION VII PLANNING PDC	660-353-00	MAPPING & LINE LOCAT	JUNE 2024 GIS SERVICES	136.67
	LEAF	660-341-00	OFFICE EXPENSE	PRINTER	133.00
	NEW SERVICES, UPGRAD	660-352-00	HOSE CLAMPS INSERT		38.50
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 7-1-24 TO 7-1-2	1,317.46
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER JULY 2024 HEALTH INS	6,941.78
		660-105-00	HEALTH INSURANCE	WATER JULY 2024 RETIREE HE	408.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	25.71
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	37.09
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	JUNE 2024 MESSAGE FEES	134.88
	LOWES BUSINESS ACCOUNTS/SYNC	660-352-00	NEW SERVICES, UPGRAD	MARKING PAINT	28.44
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,176.34
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,235.20
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1,000.00
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	331.20
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	CORPS	1,005.60
	DISBURSEMENTS ACCOUNT-ALL DE	660-105-00	HEALTH INSURANCE	WAT JULY HSA'S FOR INSPIRA	15,000.00
		660-105-00	HEALTH INSURANCE	WAT JULY HSA'S FOR INSPIRA	2,000.00
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,012.39
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,082.70
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	236.77
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	253.22
PAYFLEX - INSPIRA	660-105-00	HEALTH INSURANCE	WATER JULY 2024 HSA FEES	29.25	
	660-105-00	HEALTH INSURANCE	WATER JULY 2024 HSA FEES	3.25	

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DISBURSEMENTS 7-01-24 TO 7-31-24

PAGE: 15

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
FRONTIER		660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	69.27
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	66.71
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	74.22
	FLYERS ENERGY LLC	660-343-01	LINE VEHICLE FUEL	WAT MAY 2024 FUEL BILL	273.99
		660-343-01	LINE VEHICLE FUEL	WATER JUNE 2024 FUEL BILL	1,271.68
	CINTAS	660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS	121.84
	AQUEOUS INFRASTRUCTURE MANAG	660-348-00	DISTRIBUTION TANK MA	INSPEC&CLEANWATTANKS	17,604.00
	**PAYROLL EXPENSES			7/01/2024 - 7/31/2024	33,674.78
				TOTAL:	87,748.47
	OFFICE/ADMIN	RALSTON PRESS INC	920-341-00	MATERIALS & SUPPLIES	5,000 WINDOW ENVELOPES
LOUDIN INSURANCE AGENCY INC		920-226-00	UNEMPLOYMENT/COMPENS	BOND#5675376DOH8-12-24-8-1	125.00
LEAF		920-999-00	ADM BOARD-BILLING MI	CITY HALL COPIER LEASE JUL	155.50
		920-999-00	ADM BOARD-BILLING MI	CITY HALL AUG 2024 COPIER	155.50
ENCOVA INSURANCE		920-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 7-1-24 TO 7-1-2	423.93
WV PUBLIC EMPLOYEES INSURANC		920-105-00	HEALTH INSURANCE	WATER JULY 2024 HEALTH INS	1,405.96
		920-105-00	HEALTH INSURANCE	WATER JULY 2024 RETIREE HE	34.00
WESTFIELD INSURANCE		920-352-00	PROPERTY INSURANCE	10-01-23 TO 10-01-24 CTRLY	4,761.63
WV PUBLIC EMPLOYEES RETIREME		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	490.26
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	458.65
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	102.37
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	115.44
BUCKHAMNON POSTMASTER		920-999-00	ADM BOARD-BILLING MI	PERMIT #10 POSTAGE	750.00
PUBLIC SERVICE COMMISSION		920-353-00	PSC ASSESSMENTS	WATER BD REV ASSESSMENT 24	7,277.70
PAYROLL ACCOUNT (ALL DEPTS)		920-341-00	MATERIALS & SUPPLIES	JUNE 2024 AA FEES	258.06
DISBURSEMENTS ACCOUNT-ALL DE		920-105-00	HEALTH INSURANCE	WAT JULY HSA'S FOR INSPIRA	3,000.00
THOMAS J O'NEILL		920-350-00	PROFESSIONAL & LEGAL	AUG 2024 ATTY FEE CONTRACT	1,250.00
COLLECTION ACCOUNT		920-341-00	MATERIALS & SUPPLIES	JUNE 2024 CC FEES	2,158.24
GENERAL FUND		920-341-00	MATERIALS & SUPPLIES	JULY 2024 LOC FEES	72.50
JERRY HEARD ASSC.		920-341-00	MATERIALS & SUPPLIES	25-COPIER PAPER	556.59
INTERNAL REVENUE SERVICE		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	408.63
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	497.78
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	95.58
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	116.42
MATTHEW BENDER & CO., INC		920-999-00	ADM BOARD-BILLING MI	WV CODE 2024 SUPP PKG, IND	361.05
PAYFLEX - INSPIRA		920-105-00	HEALTH INSURANCE	WATER JULY 2024 HSA FEES	6.50
LYNX WV INC		920-341-00	MATERIALS & SUPPLIES	JULY 2024 IT SERVICES	425.00
UPSHUR COUNTY CLERK		920-999-00	ADM BOARD-BILLING MI	VERNON BENNETT ESTATE CLAI	5.00
KOMAX LLC		920-999-00	ADM BOARD-BILLING MI	INK CART FOR POSTAGE MACHI	39.57
US POSTAL SERVICE (CMRS-FP)		920-999-00	ADM BOARD-BILLING MI	JULY 2024 POSTAGE	250.00
FP FINANCE PROGRAM		920-341-00	MATERIALS & SUPPLIES	JULY 2024 MAILERS/INSTR PYM	94.31
SHERIFF OF UPSHUR COUNTY		920-999-00	ADM BOARD-BILLING MI	FIRE FEE SUR .051 AC 2-54-	50.00
OPTIMUM B2B, DEPT. 1264		920-341-00	MATERIALS & SUPPLIES	JULY 2024 CITY HALL INTERN	214.62
TYLER TECHNOLOGIES INC		920-999-00	ADM BOARD-BILLING MI	7-1-24/6-30-25 YRLY MINTANC	8,919.30
		920-341-00	MATERIALS & SUPPLIES	UTIL BILL AUTOPAY, IVR, SI	2,158.44
		920-341-00	MATERIALS & SUPPLIES	UTIL BILL NOTIFICATION CAL	58.70
ROSSMAN & CO/PCB CORP		920-341-00	MATERIALS & SUPPLIES	JUNE DEBT COLLECTION	24.88
FRONTIER		920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	74.27
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
GARRETT K SUMMERS		920-341-00	MATERIALS & SUPPLIES	BITDEFENDER ENDPOINT SECUR	8.25
	920-999-00	ADM BOARD-BILLING MI	ASSISTANCE W/CYBER SEC	500.00	
CINTAS	920-999-00	ADM BOARD-BILLING MI	AED AT CITY HALL	466.58	
FORMAX INC	920-341-00	MATERIALS & SUPPLIES	SVC CONTRACT RENEWAL BURST	345.00	
TRAVELERS INSURANCE	920-352-00	PROPERTY INSURANCE	INS PREMIUM AUTO LIAB AUG	3,122.60	

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		920-352-00	PROPERTY INSURANCE	INS PREMIUM AUTO LIAB JUL 7/01/2024 - 7/31/2024	3,122.60 14,607.25
	**PAYROLL EXPENSES			TOTAL:	59,673.10
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	BUKW116AUP12 24-25 FEE	535.45
		970-221-00	WATER BOND A 2016	WATER BOND A PYMT JULY 202	22,481.88
				TOTAL:	23,017.33
CAPITAL/PROJECTS	WV DEPT OF HEALTH	999-682-10	VICKSBURG LINE UPGRA	PERMIT APP CMH DEVELOPMENT	150.00
	FERGUSON WATERWORKS	999-173-00	MEADE - COLLEGE TO C	L04-335 MEADE STREET	1,311.00
		999-682-10	VICKSBURG LINE UPGRA	MATERIAL FOR VICKSBURG	40,103.43
	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	25H3G4 21 RAM 1500 LEASE P	405.28
		999-682-04	SUPERVISOR TRUCK	23W5D4 2021 NISSAN LEASE P	322.35
		999-682-04	SUPERVISOR TRUCK	23W5D8 2021 NISSAN LEASE P	364.29
		999-682-04	SUPERVISOR TRUCK	23W5DC 2021 NISSAN LEASE P	322.18
		999-682-04	SUPERVISOR TRUCK	23W5DG 2021 NISSAN LEASE P	322.18
				TOTAL:	43,300.71

Mrs. Jenkins did provide an update on a recent Cybersecurity Review and the Risk Mitigation Plan. Due to the topic's sensitive nature, it was merely an overview with a discussion. The issue was recommended to be presented to the City's Technology Committee.

Nestor/Thomas made the motion to accept the July 2024 financial report. Motion carried.

D. Department Report

D.1 Water Department Report—Kelly Arnold explained that there had been a larger water loss this past month due to several since-repaired leaks. He reported that chemical costs have risen sharply, attributed to the dry weather and the need for additional treatment. He discussed the testing for plastics and that our results were good. He spoke about the recommendations for certain repairs to the current plant. Jerry Arnold provided additional context, noting that they will do anything critical. A report on Meade Street included a significant increase in fire hydrant flow tests after the new lines were run. They have moved to the Island Avenue project but will return soon to finish the tie-ins on Meade.

He also provided the following general report to the Board:

CITY OF BUCKHANNON WATER DEPARTMENT Monthly Report for July 2024

- Water leaks-3
- Weekly safety meetings.
- Locates.
- Renewed service – 0
- New Services-1
- Residential meters changed-43
- Residential meters tested-0
- Meter change out.
- Meade St. main line complete still need to transfer services.
- Flow test on hydrants
- New Tennerton booster station start up still need SCADA work .
- Island Ave. dam.
- Water tank inspection recommendations.
- Tie in Meade and Latham St.
- Island Ave. started.
- PEFAS samples good.
- Cleared brush on right of ways.
- Valve boxes on Main St.
- Lead and copper.
- 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.
- 72.5 million gallons of water treated for month of July 2.33 million a day.
- Cost per million gallons treated for July \$534.26
- 41,840 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered. - 365
- 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-24	72,343,370	1,527,706	12,416,000	21,467,600	35,496,200	1.98%
Aug-24						#DIV/0!
Sep-24						#DIV/0!
Oct-24						#DIV/0!
Nov-24						#DIV/0!
Dec-24						#DIV/0!
Jan-25						#DIV/0!
Feb-25						#DIV/0!
Mar-25						#DIV/0!
Apr-25						#DIV/0!
May-25						#DIV/0!
Jun-25						#DIV/0!
Totals:	72,343,370	1,527,706	12,416,000	21,467,600	35,496,200	1.98%

Month:	Jul-24					
				Monthly Total	Y-T-D	
Million Gallons Treated:				72.3	72.3	
Total Chemical Treatment Cost:				38627.495	38627.5	
Cost per Million Gallons:				534.26687	534.2669	
	Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
	Carbon	2.76	lb	4150	11454	11454
	Chlorine	1.39	lb	2560	3558.4	3558.4
	Fluoride	2.2	lb	275	605	605
	KMnO4	3.65	lb	1140	4161	4161
	NaMno4	1.4	lb		0	0
	Lime	0.23	lb	1350	310.5	310.5
	Premier Pac	0.455	lb	22109	10059.6	10059.6
	Soda Ash	0.470	lb	14300	6721	6721
	Sodium Hex	2.93	lb	600	1758	1758
	Smart-Phos	14.16	GAL		0	0
					38627.5	38627.5

D.2 ARPA Projects Update—City Engineer Jay Hollen had no new updates.

PROJECTED COSTS TO DATE

City of Buckhannon
 American Rescue Plan Act (ARPA)
 Infrastructure Expenditures To Date - Engineering through January 31, 2024 and Construction through July 26, 2024

Allocated Money: \$2,382,456.67

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	\$96,715.82	\$671,800.95	\$671,800.95
2	North Locust Street - Base Bid	50	\$177,650.00	\$134,863.65	\$128,535.60	\$128,535.60
	North Locust Street - Add Alternate 1	50	\$0.00	\$0.00	\$284,840.24	\$284,840.24
2.5	Legal Ads	-	\$1,000.00	\$835.69	\$0.00	\$0.00
a.) Sanitary Sewer Subtotals:			\$630,212.50	\$232,415.16	\$1,085,176.79	\$1,085,176.79

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		\$1,085,176.79	\$1,085,176.79
d.) Sewer Consultant Engineering Fees (@ 8.5%):			\$99,808.06		\$242,023.63	\$242,023.63
e.) Sewer Projects Total (c. + d.):			\$1,274,020.56	\$1,191,228.34	\$1,327,200.42	\$1,327,200.42
					-\$135,972.09	-\$135,972.09

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	\$134,205.00	\$134,205.00
4a	Tennerton WST Rehabilitation Legal Ads	-	\$1,000.00	\$1,582.03	\$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	-	\$43,689.69	\$197,079.30	\$271,150.00
8	Tennerton BS Building	5,544	\$106,250.00	\$43,689.68	\$155,896.97	\$175,700.00
9	Chemical Feeders at WTP	22,241	\$150,000.00	\$0.00	\$155,936.00	\$155,936.00
10	Filter Media at WTP	22,241	\$25,500.00	\$0.00	\$0.00	\$0.00
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	\$118,961.40	\$776,410.02	\$870,283.75
g.) Water Consultant Engineering Fees:			\$100,509.75		\$118,961.40	\$118,961.40
h.) Water Projects Total (f. + g.):			\$1,181,259.75	\$1,191,228.34	\$895,371.42	\$989,245.15
					\$295,856.92	\$201,983.19
COB Projects Improvements (e. + h.):			\$2,455,280.31		\$2,222,571.84	\$2,316,445.57
Contingency (@ 10%):			\$245,528.03		\$222,257.18	\$0.00
Total COB Project Improvements:			\$2,700,808.34		\$2,444,829.02	\$2,316,445.57
Overrun / Underrun:			-\$318,351.67		-\$62,372.35	\$66,011.11

D.3 FEMA Generator Update-Scope & Budget Revision Approval – This will be addressed at a future meeting.

RECEIVED JUL 15 2024



U.S. Department of Homeland Security
 Federal Emergency Management Agency
 Region 3

One Independence Mall
 615 Chestnut Street, 6th floor
 Philadelphia, PA 19106-4404



FEMA

July 5, 2024

Ann Urling
 Governor's Authorized Representative
 West Virginia Emergency Management Division (WVEMD)
 1700 MacCorkle Avenue, SE, 6th Floor
 Charleston, WV 25314

Re: **Amendment Approval
 FEMA-4273-DR-WV-0036
 City of Buckhannon (Upshur County) (3) Back-Up Generators and (3) Transfer Switches
 Hazard Mitigation Grant Program (HMGP)**

Governor's Authorized Representative Urling:

I am pleased to inform you that the scope and budget revision requested for the **FEMA-4273-DR-WV-0036 City of Buckhannon (Upshur County) (3) Back-Up Generators and (3) Transfer Switches Project** has been approved. With this project, the City of Buckhannon, Upshur County, will install three (3) emergency back-up generators; one at each of the following locations: Wastewater Treatment Plant (39.006641, -80.215133); Raw Water Intake (39.977625, -80.221622); and at the Public Safety complex (38.993130, -80.226418). This amendment approval pertains to the installation of one (1) emergency back-up generator at the following location: Raw Water Intake (38.977625, -80.221622).

In a letter dated February 9, 2024, your office requested a budget and scope of work adjustment that include changes to the generator platform design to increase the size of the concrete pad (from 25'6"X17'8"X1" to 29'X20'X2"), add additional lateral and diagonal bracing to the generator platform, and install a steel handrail around the generator platform to comply with the International Building Codes adopted by the city.

E. Correspondence and Information—Mayor Skinner reviewed the following with the Board; some items were discussed.

E.1 Mt. Hope Water Association Meeting Minutes-June 2024

Mt Hope Water Association Minutes
Board of Directors Regular June Meeting – 6/17/2024

The Regular Board of Directors Meeting of the Mt Hope Water Association was held on Monday, June 17, 2024, 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, Debbie 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, reviewed, and approved. The Truck Report, and Mt Hope Monthly Report was presented and reviewed. The Water Loss Report was also presented and reviewed. Jeff presented the Operator's Report. The leak adjustments were approved, a motion was made by Nicholas, motion carried. The board discussed the breached deferred payment agreement with a customer. A motion was made by Nicholas to give the customer a "one-time" chance to reinstate the original agreement, motion passed.

The Water Improvement Project was briefly discussed. The first construction meeting with the board, engineer and contractors will be Thursday, June 20 at 3:00 pm at the Mt Hope Water Association office. Laurie mentioned to the board that she is keeping track of unreimbursed expenses, to later submit for payment.

Bennett & Dobbins will send us a proposal to complete our Annual Report for 23-24. The repair to Foxmill Drive has been completed by Atlas. A motion was made by Debbie to send the invoice to Wolfe's Excavating, if not paid, it will be taken to the magistrate, motion carried.

Laurie told the board December 30, 2024 would be her last day of employment if they were in agreement. The long notice was given in case a change for compensation was needed for the Annual Meeting, when the by-laws are amended. The board asked that she consider staying on as Secretary/Treasurer and the manager position would be given to someone else. Details will be worked out in the coming months.

There being no further business, President Tenney adjourned the meeting at 7:24 pm, motion carried.

Secretary/Treasurer - Laurie Adams

E.2 Adrian P.S.D. Meeting Minutes-June 2024

Adrian Public Service District
June 6, 2024
Monthly Board Meeting

Present from Adrian PSD: *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 Carolyn Douglas, Vice Chairman.

Minutes of the **May 2, 2024 Board meeting** were read. Kelly made a motion to approve the minutes and Carolyn seconded. Motion carried.

Minutes of the **May 15, 2024 Project meeting** were read. Kelly made a motion to approve the minutes and Carolyn seconded. Motion carried.

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

Old Business

- None

New Business

- None

Items for Discussion/Action/Approval

- Norma requested the board perform annual employee compensation review. The board tabled request for discussion at special meeting to include Chairman.
- Norma advised UCMR5 Public Notification mailers sent to customers, and 2023 Consumer Confidence Report completed.
- Norma informed the board tariff rate increase Step 1 effective June 3, 2024 to be implemented on the June billing cycle.
- Norma notified the board of directors of Cybersecurity Vulnerability Assessment-Public Service Commission requirement. Norma requested appointment for assessment with the Environmental Protection Agency.
- Norma gave an update on maintenance building interior completion and driveway paving shop/maintenance area completed.

Maintenance Report

- Installed three new taps/three new ready for completion.
- Repaired service leak at Rt 20, Gould Road, and Kanawha Head.
- Installed gas lines at Health Clinic and Helvetia Tank generators.
- Running pumps manually at Health Clinic and Helvetia Tank.
- Filled tank last month both sides.
- CITCO three quarter completed new programming to be finished next week.
- Site work started at Helvetia Tank. Will complete Pickens site in two weeks.
- Ed completing new maintenance building with insulation, interior siding, installation of gas lines and electrical.
- Painted hydrants.
- Davis electric repaired ON/OFF buttons outside chlorine room not functioning at Health Clinic.
- Tested generator at Beechtown after new pump and wiring upgrade during power outage.
- June 17, 2024 Mid-Atlantic Storage Systems at Salem Ridge Tank for reconditioning. Brought in Pneumatic tank for temporary switch over.

Office Report

- None

Adjournment

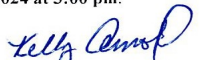
The meeting adjourned at 4:00 pm.

The next **board meeting** will be **July 3, 2024 at 3:00 pm.**
The next **project meeting** will be **June 18, 2024 at 3:00 pm.**

Board of Directors

Paul Spencer, Chairman


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.

**Adrian Public Service District
June 18, 2024
Phase VIII Project Meeting**

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

Visitors: *Trey Hornor, P.E. President Hornor Brothers Engineering
Cary Wallace, Program Coordinator, Region VII
Stacy Karickhoff, Area Specialist/Rural Development/USDA
Doug Heater, Superintendent, Pro Contracting
Casey Karn, Project Manager, Mid-Atlantic Storage Systems via phone*

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 (**98.5% complete as of May 31, 2024**). 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, Hovertown and Carter. All lines complete to Pickens. Health Clinic Booster Station installed and operational. Waterline tested and filled Helvetia Tank. Power installed at Pickens Tank, Helvetia Tank and Metzner Booster Station. Pickens waterlines tested and Bacteria sampled. Pickens customers up and running. Woodford hooking up generators. Fencing, site grading are complete. Telemetry still necessary for completion.
- **Contract 1-Pro Contracting reached closed out contract.**
- **Contract 2-Pro Contracting reached substantial completion June 14, 2024.**
- **Contract 3-Mid Atlantic Storage Systems need telemetry, site work and Chandler gate for completion.**
- Norma requested approval of **Resolution No. 18 of the Phase VIII water extension project**. Kelly made a motion to approve, and Paul seconded the motion. Motion carried.
- Norma advised she completed publication for 2024 fleet truck bid as a Class II legal advertisement to be purchased by excess contingency if availability. Approved by USDA, Stacy Karickhoff.

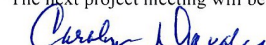
Adjournment

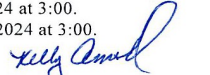
The meeting adjourned at 4:00

Board of Directors


Paul Spencer, Chairman

The next board meeting will be July 3, 2024 at 3:00.
The next project meeting will be July 17, 2024 at 3:00.


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.

E.3 Elkins Road P.S.D. Meeting Agenda-August 2024

**ELKINS ROAD PUBLIC SERVICE DISTRICT
Agenda**

Meeting	Regular Monthly Meeting	Start Time	5:00 PM
Date	Tuesday, August 6, 2024	Place	P.S.D. Office 133 Fallen Road, Buckhannon
Meeting Called to Order by Chairperson			5:00 PM
Pledge of Allegiance			
Roll Call Introduce Board of Directors			
Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose			
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;			
System Operator-David Wamsley			
Recognize Current Customers			
Approval of Minutes -July 2, 2024 Regular Monthly Meeting			Vote
Treasurer Report/Payment of Bills for August/bal of July Invoices			Vote
ITEMS FOR DISCUSSION			
ARPA Sand Run Estates/Ridgeview Update			
Review/approve Invoice from CTG			
Joey Loudin - East Ridge Estates Update			Vote
Maintenance Report			
Maintenance Issues			
Date & Time of September 2024 Meeting - Tuesday, September 3, 2024 @ 5:00 pm			
Adjournment			Vote

Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the meeting or as time permits in between other items on agenda. Please ask to be added so we can be sure to address you. Thank you for your patience!!!! ☺

E.4 Cybersecurity Assessment Certification

PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON

CASE No. 24-0460-PWD-W-GI
CASE No. 24-0461-PSD-S-GI

GENERAL INVESTIGATION INTO CYBERSECURITY
OF WATER AND SEWER UTILITIES

CYBERSECURITY ASSESSMENT CERTIFICATION

Pursuant to the Commission Order entered on May 16, 2024, in Case Nos. 24-0460-PWD-W-GI and 24-0461-PSD-S-GI, Water Board - City of Buckhannon (Utility Name) provides the following cybersecurity assessment certification.

Utility Name: Water Board - City of Buckhannon

ADDRESS: 70 E Main St., Buckhannon, WV 26201

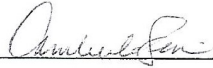
PHONE NUMBER: 304-472-1430

Date of Cybersecurity Assessment: July 26, 2024

Person or Company Completing Assessment: EPA - James Cady (Harsley Witten Group Inc)

Type of Assessment (self or third party):

I, Amberle Jenkins - Assistant Recorder (name of certifying person) hereby certify that the public utility system named above has conducted or reviewed and updated an annual cybersecurity assessment.

Signature of Owner or Operator:  Date: 7-26-2024

COMPLETED AND SUBMITTED TO:

Office of the Executive Secretary
Public Service Commission of West Virginia
201 Brooks Street
PO Box 812
Charleston, WV 25323

E.5 Water Storage Tank Inspection & Cleaning Reports- Aquous Infrastructure Management: Clow Tank, Deer Creek Tank, North Buckhannon Tank, Tennerton Tank, Victoria Hill Tank #1, & Victoria Hill Tank #2. Reports are on file at City Hall – City Engineer’s office.

E.6 Notification letter from Mountain V Oil & Gas, Inc. regarding Aboveground Storage Tanks



PO Box 904
Buckhannon WV 26201

Office: 304-472-1613
Fax: 304-842-0016


July 16, 2024

Dear Buckhannon Water Board,

I am writing to you to notify you that Mountain V Oil and Gas operates oil and gas wells in your area that are associated with regulated AST's (aboveground storage tank). These tanks contain produced fluid and are in the immediate area of a public body of water. The fire diamond and other information about the site and its hazards are located on the tank within visual site when arriving to the location.

If you have any questions please call the number at the bottom of this page.

Thank you,


Levi Fox
Environmental Supervisor
304-203-7555
lfox@mountainvoilandgas.com

E.7 PSCWV Commission Order 195.91 & 195.80 PSCWV regarding Opt-out Policy for Mediation of Formal Complaint Cases

PUBLIC SERVICE COMMISSION OF WEST VIRGINIA CHARLESTON

At as session of the PUBLIC SERVICE COMMISSION OF WEST VIRGINIA in the City of Charleston on the 2nd day of August 2024.

GENERAL ORDER NO. 195.91
General Order regarding mediation opt-out policy.

GENERAL ORDER NO. 195.80
General Order regarding processing of immediate referral cases.

COMMISSION ORDER

This Order reopens these proceedings to implement (1) an opt-out policy for mediation of formal complaint cases brought by commercial customers against water, sewer, electric, gas, cable and telephone utilities, and (2) automatic referral of these cases to the Administrative Law Judge (ALJ) Division.

BACKGROUND

The Commission offers parties to certain cases the opportunity to participate in mediation.¹ Mediation continues to be an effective, efficient and cost saving tool for resolution of disputes. Also, mediation has been shown to resolve cases within 30-40 days while litigation often takes much longer. In light of the success of mediation, the Commission elected to require mediation for formal complaints brought by residential customers against water, sewer, electric, gas, cable, and

ORDER

IT IS THEREFORE ORDERED that General Order Nos. 195.91 and 195.80 are reopened.

IT IS FURTHER ORDERED that effective fourteen days from the date of this Order, an opt-out mediation policy is adopted in lieu of an opt-in mediation policy for all formal complaints filed by a commercial entity against water, sewer, electric, gas, cable, and telephone utilities, except for cases with statutory decision deadlines.

IT IS FURTHER ORDERED that the opt-out mediation policy shall not apply to complaint cases with statutory decision deadlines such as residential complaints against locally rate regulated utilities which are governed by W. Va. Code § 24-2-1(b)(7).

IT IS FURTHER ORDERED that implementation of mediation opt-out and mandatory mediation as ordered herein shall have no impact on the handling of requests for interim relief. Interim relief orders issued by an Administrative Law Judge or by the Commission will remain in full force and effect during mediation.

IT IS FURTHER ORDERED that immediate referral of all formal complaints filed by a commercial entity against water, sewer, electric, gas, cable, and telephone utilities shall commence after the date of this Order.

IT IS FURTHER ORDERED that effective after the date of this Order, the Executive Secretary and the Administrative Law Judge Division shall apply the procedure listed in the January 2, 2020 Order in General Order No. 195.80 to all formal complaints filed by a commercial entity against a water, sewer, electric, gas, cable, or telephone utility, or a motor carrier.

IT IS FURTHER ORDERED that pursuant to W. Va. Code § 24-1-4, the Commission's Division of Administrative Law Judges and the Executive Secretary are designated to exercise the powers and perform the duties as set forth above.

IT IS FURTHER ORDERED that upon entry of this Order, these matters are removed from the Commission's docket of open cases.

F. Consent Agenda –

F.1 Approval of Minutes: Regular 07/11/24– Mayor Skinner asked for any comments or corrections or a motion to approve the minutes as presented.

Nestor/McCauley moved to approve the minutes from the Regular 07/11/24. The motion carried.

G. Strategic Issues for discussion and vote:

G.1 Water Treatment Plant Project Design Task Order No. 101 & Exhibit A (21-0235-101) from Potesta & Associates, Inc. – Action taken earlier in the meeting.

G.2 Review & Approval to Accept the Bid Opening Results: Purchase of GPS Equipment & Software Trimble R580 GNSS System Centimeter Kit – Jay Hollen provided an overview and noted that even though the bid package was sent to six vendors, we only received one bid, which was from Duncan-Parnell at a bid price of \$18,262.01. He recommended that we accept this bid.

June 17, 2024

**City of Buckhannon
Purchase Of GPS
Equipment And
Software Request for
Bids Letter**

To All Prospective Bidders,

The City of Buckhannon, West Virginia (City) is requesting bids from qualified firms to provide a GPS Equipment Package, the necessary operating & GIS software and all necessary appurtenances, hereinafter referred to as the Project, for the City.

The successful Bidder shall adhere to the following Project requirements:

1. The successful Bidder shall provide all necessary services, including the purchase & delivery of the equipment & software, training on both the equipment & software and all warranty services, for a complete-in-place, fully-functional GPS Equipment Package that is compatible with the City's existing GPS equipment and software.
2. By submitting a Bid, each Bidder acknowledges that they have included in their respective sealed bid a sum to cover the purchase & delivery of and all necessary training of all equipment, software and necessary appurtenances included in this Request for Bids Letter.
3. All equipment, software and necessary appurtenances shall be delivered to the site in an undamaged condition. All damaged equipment, software and/or necessary appurtenances shall be replaced by the Bidder at no additional cost to the City and replacement equipment, software and/or necessary appurtenances shall delivered to the City Engineer within four (4) weeks of the initial delivery date.
4. Subsequently, if the damaged equipment, software and/or necessary appurtenances requires replacement, the warranty period for all equipment, software and/or necessary appurtenances shall begin on the date that all undamaged equipment, software and/or necessary appurtenances is received by, and approved by, the City Engineer (i.e. the warranty period for the GPS equipment package (the Project) shall begin on the same day).
5. Payment by the City shall be made within (30) days of the final acceptance of the GPS Equipment Package, pending approval by the City Engineer of the submitted invoice(s).
6. The Project is a Unit Price and Lump Sum project that takes into accounts the purchase & delivery costs of equipment, software and necessary appurtenances, including all labor, Overhead & Profit and other miscellaneous expenses.
7. If alternate equipment, software and/or necessary appurtenances are being submitted, the appropriate engineering specification data sheets are to be provided to the City Engineer no less than ten (10) business days prior to the Bid Opening. The alternate equipment shall meet or exceed the minimum requirements of the equipment and software specified in Item 9. below.
8. Bids submitted with alternate equipment but no supporting engineering / specification data sheets shall be considered non-compliant and shall be rejected.
9. The Base Bid shall be based on the following:
 - A. Trimble R580 Centimeter Kit (the Unit), which shall include, at a minimum, the following:
 - a. Trimble R580 RTK Rover / Receiver with the following minimum capabilities:
 - i. A Dual Band GNSS Receiver with the following:
 1. Post processing accuracy of 1-3 cm (<1").
 2. Real-Time accuracy between 1-3 cm (<1") to 75 cm (30"), depending on source.
 - ii. NMEA System.
 - iii. The Unit shall be capable of pairing with the City's smartphones, tablets and laptops, regardless of the device's operating system and/or platform.
 - iv. The Unit shall be IP65-rated.
 - v. The Unit shall be capable of tracking the full range of GNSS satellite constellations.
 - vi. The Unit shall have the following connectivity capabilities:
 1. USB (minimum of 2.0).

- 2. Bluetooth.
 - 3. Wi-Fi.
 - vii. The Unit shall come with a dual battery charger, a power supply cable and two (2) batteries.
 - viii. The Unit shall come with a vehicle power adaptor / cable for the dual battery charger.
 - ix. The Unit shall be compatible with the West Virginia Department of Transportation – Divisions of Highway’s (WVDOH) Real Time Network (RTN) system.
 - B. Two meter (2m) Carbon Fiber Telescoping Range Pole and Carrying Bag.
 - C. Quick Release Carbon Fiber Bipod Stand.
 - D. RAM X-Grip Pole-mount Quick Release Bracket Assembly (or a City Engineer-approved equal), to include the following:
 - a. Double Socket Arm.
 - b. Adjustable Diameter Pole Attachment Bracket (shall be compatible with the 2m Carbon Fiber Telescoping Range Pole).
 - c. Phone Mount, adjustable from 2.5” to 5.75”.
 - d. Tablet Mount, adjustable from 6.25” to 8.10”.
 - E. Customizable Hard Carrying Case (shall house the R580 Unit, Quick Release Bracket Assembly, Dual Battery Charger and (2) batteries at a minimum).
 - F. Software – TerraFlex Advanced Subscription.
 - G. Hardware Bundle One Year Extended Warranty, for a total of two (2) years [first year initial warranty and (1) year extended warranty], which shall include all hardware included in the Trimble R580 RTK Rover / Receiver Kit (the Unit), including Items 9.A. through 9.E. above.
 - H. Firmware Maintenance Extension for one (1) additional year, for a total of two (2) years [first year initial warranty and (1) year extended warranty].
10. All incidental costs associated with the equipment and software shall be included in the Lump Sum costs associated with Item 9.A through 9.H above and shall not be an additional reimbursable expense.
11. The Contract Length of the Project for delivery of all equipment, software and necessary appurtenances is sixty (60) calendar days from issuance of the Notice to Proceed from the City Engineer.

The type & quantity of the equipment, software, warranty requirements, etc., including the technical specifications and additional information related to the Project, is available to all interested parties.

All interested parties should contact James S. “Jay” Hollen, III, City Engineer for the City of Buckhannon, via telephone ((304) 472-1651, extension 1006) or via email (jay.hollen@buckhannonwv.org) for additional information and the Request for Bids Letter. All clarifications, questions or comments regarding the Project must be submitted in writing and either mailed, faxed or emailed to the address below. No clarifications and questions will be accepted after 4:00 PM EST on July 3, 2024.

Sealed bids should be clearly labeled on the envelope as “City of Buckhannon GPS Equipment and Software Bid” and may be either hand delivered or mailed to the following address:

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

All sealed bids must be received by 1:30 PM EST on July 18, 2024, at which time the received bids will be opened and publicly read aloud at the regularly-scheduled Water Board meeting.

The City reserves the right to reject any and all bids, to award the Project to 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 contract at any time due to noncompliance with the City’s expectations of the Project.

If you have any questions or comments regarding this Request for Bids Letter, please contact me at your convenience at (304) 472-1651, Extension 1006 or via email at jay.hollen@buckhannonwv.org.

Sincerely,

James S. Hollen, III. PE
 City Engineer

Attachment: Data Sheet – Trimble R580
 GNSS Receiver - 2024 Data
 Sheet – Trimble TerraFlex
 Software - 2024 Official Bid
 Form

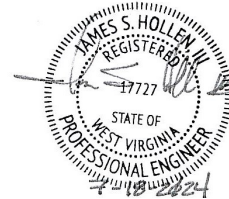
c: Robert N. Skinner, III – Mayor
 & Water Board Chair Water
 Board Members
 Jerry Arnold – Director
 of Public Works Kelly
 Arnold – Water
 Department Supervisor
 Engineering Files

City of Buckhannon
 Purchase of Water Department GPS Equipment and Software

Bid Opening Sign-In and Results Sheet - July 18, 2024 at 1:30 PM EST

Name	Company	Email Address	Contact Phone Number	Base Bid - GPS Equipment and Software
Kelly Arnold	City of Buckhannon, WV	kelly.arnold@buckhannonwv.org	304-472-2530	
Jerry Wamsley	City of Buckhannon, WV	jerry.wamsley@buckhannonwv.org	304-472-2530	
Barb Hinkle	City of Buckhannon, WV	barbara.hinkle@buckhannonwv.org	304-472-1651, x1022	
	Duncan-Parnell	kennie.harris@duncan-parnell.com	804-588-2511	\$18,262.01

Based upon the review of the bid received, the Apparent Low Bidder is Duncan-Parnell with a bid of \$18,262.01.



McCauley/Thomas motioned to accept Duncan-Parnell's bid of \$18,262.01 for the GPS Equipment & Software Trimble R580 GNSS System Centimeter Kit. The motion carried.

G.3 Authorization to Dispose of 40-year old-Out of Service Transformer —Kelly Arnold provided an overview of this item and the recommended disposal process.

Nestor/McCauley motioned to dispose of the 40-year-old “out of service” transformer as scrap. The motion carried.

H. Board Member's Comments and Announcements

- **Dave Thomas:** Mr. Thomas thanked everyone for their great work.
- **Dave McCauley:** Mr. McCauley asked for an update on any property matters, but there were none. He mentioned raw water storage that we need to keep in mind.
- **Don Nestor:** Mr. Nestor appreciated that, as a Water Board and the Water Department, when something needs to be repaired and/or addressed, it is done so appropriately.
- **Erasmus Rizo:** Mr. Rizo was absent.
- **Recorder Sanders:** Mr. Sanders had no further comments.

- **Mayor Skinner:** Mayor Skinner had no further comments.

I. Adjournment

At 8:26 AM, Nestor made a motion to adjoin.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____