

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

A regular meeting of the Buckhannon Water Board was held on Thursday, January 09, 2025, 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 - GTM
Randy Sanders	City Recorder	Present
Scott Randall	Board Member	Present
David Thomas	Board Member	Present
Don Nestor	Board Member	Present
Erasmio Rizo	Board Member	Present
Kelly Arnold	Water Superintendent	Present
Jay Hollen	City Engineer	Present
Ethan Crosten	Director of Public Works	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Present
Barbara Hinkle	City Hall Office Manager	Absent
Jerry Myers	COB Water Plant	Absent
Jerry Wamsley	COB Water Plant	Present

Guests: None

*City of Buckhannon Water Board Meeting Agenda  
7:30 AM Thursday, January 09, 2025  
Council Chambers | 70 East Main Street*

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1. Call to Order
2. Moment of Silent Reflection
3. Reciting the Pledge of Allegiance
4. Approval of Previous Meeting Minutes 11/14/2024, 12/12/2024
5. Report of Events, Correspondence, and Information
  - a. See Full Listing in the Water Board Packet
6. Public Comment – Motion to Open & Close Requested
7. Recognition of Guests
  - a.
8. Financial Report – Director of Finance Amberle Jenkins
  - a. December 2024
9. Department Report – Water Department Superintendent Kelly Arnold
  - a. Monthly Water Department Report
  - b. Monthly Chemical Cost Summary Report
  - c. Monthly Unaccounted Water Loss Report
  - d. Update Tennerton Booster Station Project
  - e. Update ARPA Funds
  - f. 49 Update Island Avenue Main – Water Leak Issue
10. Old Business Discussions:
  - a. Water Treatment Plant Project
11. New Business Discussions:
  - a. Lease Agreement between COB & Cequel Communication/Altice RE: Equipment on North Buckhannon Water Tank Hill
  - b. Discussion to Begin the Process to Select Water Department Superintendent Position
12. Board Members' Remarks and Announcements
13. Declaration of Adjournment

This agenda was certified by Mayor Robbie Skinner on Friday, January 3, 2025 \*Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/234619757>, or by phone by calling 872) 240-3212, access code: 234-619-757.

**1. Call to Order:** At 7:30 a.m., Mayor Robbie Skinner, attending by GTM, called the January 09, 2025, meeting of the Water Board to order.

**2. Moment of Silent Reflection** – Mayor Skinner invited those in attendance to join in silent reflection.

**3. Reciting the Pledge of Allegiance** – Recorder Sanders led those in attendance in the Pledge of Allegiance.

**4. Approval of Previous Meeting Minutes: 11/14/2024, 12/12/2024** - Recorder Sanders recognized that the meeting minutes of 11/14/2024 and 12/12/2024 were available for consideration and asked for corrections or approval as presented.

**Nestor/Rizo motioned to approve the meeting minutes of 11/14/2024 and 12/12/2024 as presented. The motion carried.**

**5. Report of Events, Correspondence, and Information** – Recorder Sanders reviewed the following with the Board:

- a. Mt. Hope Water Association Meeting Minutes-December 2024- *The P.S.D.'s meeting minutes were distributed to the board members as information sharing between the COB and the P.S.D's.*

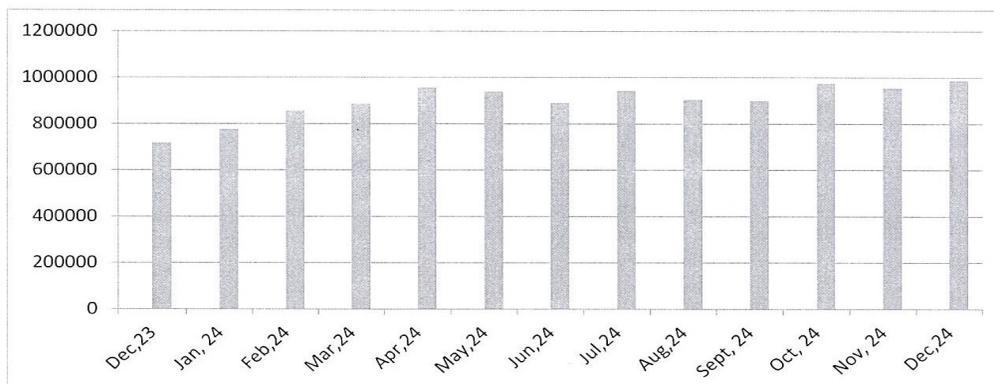
**6. Public Comment—Motion to Open & Close Requested** – As no persons were present to present comments, no action by the Chair was necessary.

**7. Recognition of Guests** – As no guests were present to be recognized, no action by the Chair was necessary.

**8. Financial Report – Director of Finance Amberle Jenkins** – Amby Jenkins presented the current financial reports.

**WATER BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

<b>Balance December 31, 2024</b>	
Money market & checking	\$ 1,035,325.42
The two Working Capital CD's to WV Board of Treasury Investment	\$360,128.38
CD Renewed 6-4-24 4.65%Peoples)	\$286,128.38
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: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>UTILITY BILLINGS</b>						
400-350-000-00 RESIDENTIAL SALES	950,000	88,481.78	550,439.92	0.00	399,560.08	57.94
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	600,000	59,356.90	366,748.82	0.00	233,251.18	61.12
400-350-000-03 PRIVATE FIRE PROTECTION	15,500	1,427.50	8,565.00	0.00	6,935.00	55.26
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,565,500	149,266.18	925,753.74	0.00	639,746.26	59.13
<b>OUTSIDE DISTRICTS</b>						
400-360-000-00 MT HOPE WATER (MASTER MET	200,000	14,121.00	92,060.50	0.00	107,939.50	46.03
400-360-000-01 HODGESVILLE PSD (MASTER M	200,000	23,013.00	151,985.50	0.00	48,014.50	75.99
400-360-000-02 ELKINS ROAD PSD (MASTER M	200,000	18,758.00	106,479.00	0.00	93,521.00	53.24
400-360-000-03 ADRIAN PSD (MASTER METER)	200,000	26,526.00	150,308.50	0.00	49,691.50	75.15
TOTAL OUTSIDE DISTRICTS	800,000	82,418.00	500,833.50	0.00	299,166.50	62.60
<b>GRANTS</b>						
400-366-000-01 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
400-366-000-02 GRANT -BOAT & AIRCOND	0	0.00	0.00	0.00	0.00	0.00
400-368-000-00 TAP FEES	10,500	750.00	9,750.00	0.00	750.00	92.86
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	9,809.88	51,874.21	0.00	( 9,774.21)	123.22
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	10,559.88	61,624.21	0.00	( 9,024.21)	117.16
<b>INTRAFUND CONTR/CHARGES</b>						
400-370-000-01 LATE CHARGES	20,000	2,381.43	14,022.27	0.00	5,977.73	70.11
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	225.00	1,650.00	0.00	350.00	82.50
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	2,606.43	15,672.27	0.00	6,327.73	71.24
<b>OTHER REVENUE</b>						
400-379-000-00 GAIN ON SALE	0	0.00	0.00	0.00	0.00	0.00
400-380-000-00 INTEREST INCOME	1,000	0.00	19,871.70	0.00	( 18,871.70)	1,987.17
400-399-000-00 MISC. NONOPERATING INCOME	33,000	3,384.45	42,059.05	0.00	( 9,059.05)	127.45
TOTAL OTHER REVENUE	34,000	3,384.45	61,930.75	0.00	( 27,930.75)	182.15
<b>TOTAL REVENUE</b>	<b>2,474,100</b>	<b>248,234.94</b>	<b>1,565,814.47</b>	<b>0.00</b>	<b>908,285.53</b>	<b>63.29</b>

400-WATER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>BAD DEBT</b>						
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<b>NON-OPERATING EXPENSES</b>						
400-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL BAD DEBT</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>DEPRECIATION</b>						
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<b>CONTRIBUTIONS</b>						
400-580-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL DEPRECIATION</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>RESERVIOR MANGMT DAM</b>						
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<b>SALARIES &amp; BENEFITS</b>						
400-601-103-00 RESERVIOR MANAGEMENT LABO	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
<b>CONTRACTUAL SERVICES</b>						
400-601-211-00 UTILITIES - ELEC,GAS,PHON	25,000	2,025.92	11,629.23	0.00	13,370.77	46.52
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	25,000	2,025.92	11,629.23	0.00	13,370.77	46.52
<b>COMMODITIES</b>						
400-601-342-00 MAINTENANCE RIVER INTAKE&	4,400	0.00	521.55	0.00	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	0.00	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	0.00	2,069.76	0.00	11,330.24	15.45
<b>TOTAL RESERVIOR MANGMT DAM</b>	<b>38,400</b>	<b>2,025.92</b>	<b>13,698.99</b>	<b>0.00</b>	<b>24,701.01</b>	<b>35.67</b>
<b>WATER PLANT</b>						
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<b>SALARIES &amp; BENEFITS</b>						
400-642-103-00 WATER PUMBERS SALARIES	401,000	29,722.73	182,892.86	0.00	218,107.14	45.61
400-642-104-00 FICA TAX	30,700	2,277.16	14,014.15	0.00	16,685.85	45.65

400-WATER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	45,000	3,229.52	23,792.32	0.00	21,207.68	52.87
400-642-106-00 RETIREMENT	36,100	2,675.05	16,460.39	0.00	19,639.61	45.60
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	512,800	37,904.46	237,159.72	0.00	275,640.28	46.25
<b>CONTRACTUAL SERVICES</b>						
400-642-211-00 UTILITIES - ELEC, GAS, PH	127,000	13,671.52	71,128.55	0.00	55,871.45	56.01
400-642-221-00 TRAINING & CONTINUED EDUC	2,500	0.00	1,244.61	0.00	1,255.39	49.78
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	465.00	3,389.44	0.00	3,610.56	48.42
TOTAL CONTRACTUAL SERVICES	136,500	14,136.52	75,762.60	0.00	60,737.40	55.50
<b>COMMODITIES</b>						
400-642-341-00 OFFICE EXPENSE	3,300	270.78	1,371.51	0.00	1,928.49	41.56
400-642-342-00 MAINT TREATMENT PLANT BLD	6,400	0.00	609.99	0.00	5,790.01	9.53
400-642-343-00 VEHICLE MAINTENANCE	700	0.00	2,185.60	0.00	1,485.60	312.23
400-642-343-01 PLANT VEHICLE FUEL	4,000	603.56	4,853.04	0.00	853.04	121.33
400-642-344-00 GENERAL EQUIPMENT MAINTEN	24,000	1,145.75	7,586.11	0.00	16,413.89	31.61
400-642-345-00 UNIFORMS PERSONAL SAFETY	6,000	490.76	3,653.75	0.00	2,346.25	60.90
400-642-346-00 MAINT TREATMENT PLANT EQU	81,000	4,124.35	62,364.50	1,836.37	16,799.13	79.26
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	164.42	3,124.05	82.59	11,793.36	21.38
400-642-348-00 CHEMICAL COSTS	216,000	17,348.98	172,313.28	0.00	43,686.72	79.77
400-642-349-00 COMPLIANCE MONITORING	23,000	1,614.80	6,014.10	0.00	16,985.90	26.15
400-642-350-00 TELEMETRY COSTS	27,775	0.00	1,252.00	0.00	26,523.00	4.51
400-642-399-00 PLANT MISCELLANEOUS	3,000	46.44	46.44	0.00	2,953.56	1.55
TOTAL COMMODITIES	410,175	25,809.84	265,374.37	1,918.96	142,881.67	65.17
<b>CAPITAL OUTLAY</b>						
400-642-459-00 WATER PLANT CAPITAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER PLANT	1,059,475	77,850.82	578,296.69	1,918.96	479,259.35	54.76

WATER LINES

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SALARIES & BENEFITS

400-660-103-00 T & D LINE CREW SALARIES	444,000	36,488.53	222,359.17	0.00	221,640.83	50.08
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	2,800.48	17,069.44	0.00	16,930.56	50.20
400-660-105-00 HEALTH INSURANCE	95,000	7,203.86	59,525.92	0.00	35,474.08	62.66
400-660-106-00 RETIREMENT	40,000	3,283.98	20,012.39	0.00	19,987.61	50.03
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	613,000	49,776.85	318,966.92	0.00	294,033.08	52.03

CONTRACTUAL SERVICES

400-660-211-00 UTILITIES - ELEC,GAS,PHON	31,000	1,806.03	13,213.24	0.00	17,786.76	42.62
400-660-221-00 TRAINING & CONTINUED EDUC	2,500	0.00	358.00	0.00	2,142.00	14.32
400-660-226-00 UNEMPLOYMENT/COMPENSATION	13,000	465.00	3,953.46	0.00	9,046.54	30.41
TOTAL CONTRACTUAL SERVICES	46,500	2,271.03	17,524.70	0.00	28,975.30	37.69

400-WATER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>COMMODITIES</b>						
400-660-341-00 OFFICE EXPENSE	10,325	278.97	1,423.40	0.00	8,901.60	13.79
400-660-342-00 MAINTENANCE GARAGE BLDG	4,500	386.85	498.46	0.00	4,001.54	11.08
400-660-343-00 VEHICLE MAINTENANCE	8,000	2,140.01	6,386.62	50.68	1,562.70	80.47
400-660-343-01 LINE VEHICLE FUEL	15,000	131.87	2,532.92	0.00	12,467.08	16.89
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	2,761.15	6,205.16	287.66	10,507.18	38.19
400-660-345-00 UNIFORMS-PERSONAL SAFETY	6,000	490.80	2,937.89	0.00	3,062.11	48.96
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	40,000	0.00	10,823.65	0.00	29,176.35	27.06
400-660-348-00 DISTRIBUTION TANK MAINTEN	20,000	0.00	24,819.00	0.00	4,819.00	124.10
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	6,266.17	48,233.45	2,484.94	99,281.61	33.81
400-660-353-00 MAPPING & LINE LOCATING E	12,000	337.50	2,921.76	0.00	9,078.24	24.35
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	283,325	12,793.32	106,782.31	2,823.28	173,719.41	38.69
<b>NON-OPERATING EXPENSES</b>						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,500	0.00	440.90	0.00	1,059.10	29.39
TOTAL NON-OPERATING EXPENSES	1,500	0.00	440.90	0.00	1,059.10	29.39
TOTAL WATER LINES	944,325	64,841.20	443,714.83	2,823.28	497,786.89	47.29

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-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: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>NON-OPERATING EXPENSES</b>						
400-902-999-00 CUST SERVICE-METER READ -	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER METERS	0	0.00	0.00	0.00	0.00	0.00
<b>OFFICE/ADMIN</b>						
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<b>SALARIES &amp; BENEFITS</b>						
400-920-101-00 AD & GE SALARIES BOARD	16,800	1,200.00	8,000.00	0.00	8,800.00	47.62
400-920-103-00 AD & GE OFFICE SALARIES	170,000	12,498.57	82,108.93	0.00	87,891.07	48.30
400-920-104-00 FICA TAX	13,005	1,048.90	6,900.40	0.00	6,104.60	53.06
400-920-105-00 HEALTH INSURANCE	21,000	1,511.44	11,599.20	0.00	9,400.80	55.23
400-920-106-00 RETIREMENT	15,300	1,102.94	7,242.02	0.00	8,057.98	47.33
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	236,105	17,361.85	115,850.55	0.00	120,254.45	49.07
<b>CONTRACTUAL SERVICES</b>						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	2,000	304.67	944.76	0.00	1,055.24	47.24
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	122.40	916.65	0.00	1,683.35	35.26
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	5,100	427.07	1,861.41	0.00	3,238.59	36.50
<b>COMMODITIES</b>						
400-920-341-00 MATERIALS & SUPPLIES EXPE	40,000	3,236.84	34,084.99	3,848.50	2,066.51	94.83
400-920-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-920-347-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-920-348-00 MAINTENANCE & RENT-OFFICE	10,950	0.00	0.00	0.00	10,950.00	0.00
400-920-349-00 AUDITING EXPENSE	6,300	1,250.00	4,564.25	0.00	1,735.75	72.45
400-920-350-00 PROFESSIONAL & LEGAL EXPE	23,500	1,250.00	8,475.00	0.00	15,025.00	36.06
400-920-351-00 ENGINEERING EXPENSE	0	37,500.00	37,500.00	0.00	37,500.00	0.00
400-920-352-00 PROPERTY INSURANCE	53,100	7,499.95	35,619.53	0.00	17,480.47	67.08
400-920-353-00 PSC ASSESSMENTS	6,000	0.00	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	50,736.79	127,521.47	3,848.50	8,730.03	93.77
<b>CAPITAL OUTLAY</b>						
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
<b>NON-OPERATING EXPENSES</b>						
400-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-999-00 ADM BOARD-BILLING MISC	40,000	1,849.64	27,990.03	0.00	12,009.97	69.98
TOTAL NON-OPERATING EXPENSES	40,000	1,849.64	27,990.03	0.00	12,009.97	69.98
TOTAL OFFICE/ADMIN	431,305	70,375.35	273,223.46	3,848.50	154,233.04	64.24

400-WATER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>BAD DEBTS</b>						
=====						
<b>SALARIES &amp; BENEFITS</b>						
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
<b>BOND PAYMENTS</b>						
=====						
<b>CONTRACTUAL SERVICES</b>						
400-970-221-00 WATER BOND A 2016	270,400	22,481.88	135,426.73	0.00	134,973.27	50.08
400-970-221-01 WATER BOND 2016 RESERVE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	270,400	22,481.88	135,426.73	0.00	134,973.27	50.08
TOTAL BOND PAYMENTS	270,400	22,481.88	135,426.73	0.00	134,973.27	50.08
<b>CAPITAL/PROJECTS</b>						
=====						
<b>SALARIES &amp; BENEFITS</b>						
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	689.00	46,569.46	0.00	173,430.54	21.17
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	0.00	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	689.00	47,880.46	0.00	301,119.54	13.72
<b>NON-OPERATING EXPENSES</b>						
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: 50.00

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 STATT	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	18,992.02	0.00	1,007.98	94.96
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	5,800.00	29,000.00	0.00	21,000.00	58.00
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	1,762.62	9,461.80	0.00	11,374.20	45.41
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	0.00	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

400-WATER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-692-00 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	7,562.62	97,707.25	0.00	245,228.75	28.49
TOTAL CAPITAL/PROJECTS	691,936	8,251.62	145,587.71	0.00	546,348.29	21.04
TOTAL EXPENDITURES	3,435,841	245,826.79	1,589,948.41	8,590.74	1,837,301.85	46.53
REVENUE OVER/(UNDER) EXPENDITURES	( 961,741)	2,408.15	( 24,133.94)	( 8,590.74)	( 929,016.32)	3.40

DECEMBER 2024 WATER PAYMENT OF BILLS

**\$2,628.66 – GRAINGER – HEATER FOR CHEMICAL ROOM**

**\$17,325.98 – PHOENIX SOLUTIONS – CHEMICALS**

**\$4,200.00 – CORE & MAIN – STAND A LONE METER**

**\$37,500.00 – POTESTA & ASSOCIATES – ENGINEERING REPORT FOR NEW WATER PLANT**

**\$5,800.00 – A&A SAFETY – TRAFFIC CONTROL SIGNAL RENTAL**

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	1,991.63
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	34.29
				TOTAL:	2,025.92
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	12,585.02
	RITE-WAY HEATING & PLUMBING	642-344-00	GENERAL EQUIPMENT MA	PARTS FOR HEATER	82.92
		642-344-00	GENERAL EQUIPMENT MA	THERMOSTAT	55.69
		642-344-00	GENERAL EQUIPMENT MA	PART FOR HEATER	12.78
		642-346-00	MAINT TREATMENT PLAN	FLEX LINE	27.18
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 11/4/24 - 12/1/	465.00
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER DEC 2024 HEALTH INS	2,789.92
		642-105-00	HEALTH INSURANCE	WATER DEC 2024 RETIREE'S I	136.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	125.01
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	236.60
	GRAINGER	642-346-00	MAINT TREATMENT PLAN	HEATER	2,628.66
	LOWES BUSINESS ACCOUNTS/SYNC	642-344-00	GENERAL EQUIPMENT MA	DRILL BITS	9.56
		642-344-00	GENERAL EQUIPMENT MA	MATERIAL FOR FLAG POLE LI	35.68
		642-344-00	GENERAL EQUIPMENT MA	HEATER, GLOVES	532.91
		642-347-00	PLANT LAB MAINT & SU	CLEANING SUPPLIES	146.64
		642-344-00	GENERAL EQUIPMENT MA	FLAG POLE LIGHT	216.35
	WV DEPT OF HEALTH	642-349-00	COMPLIANCE MONITORIN	FLUORIDE SAMPLE	20.00
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	605.86
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	762.79

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	595.13
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	711.27
	MISSION COMMUNICATIONS, LLC	642-346-00	MAINT TREATMENT PLAN	EWS	1,252.00
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	CHEMICALS	6,771.48
		642-348-00	CHEMICAL COSTS	CHEMICALS	10,554.50
	ST JOSEPH HOSPITAL OF BUCKHA	642-341-00	OFFICE EXPENSE	LAB TEST RUSSELL ROBINSON	67.00
		642-341-00	OFFICE EXPENSE	LAB TEST KELLY ARNOLD	67.00
	WALMART STORES INC -BUCKHAMN	642-399-00	PLANT MISCELLANEOUS	COFFEE/CREAMER	46.44
		642-346-00	MAINT TREATMENT PLAN	CARBON MON DETECTORS	89.68
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	828.58
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,016.97
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	193.77
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	237.84
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	BAC-T NOV 24	230.00
		642-349-00	COMPLIANCE MONITORIN	BAC-T	230.00
		642-348-00	CHEMICAL COSTS	BAC-T	23.00
	AMAZON.COM	642-341-00	OFFICE EXPENSE	PCRD- PRINTER TONER	136.78
	PACE ANALYTICAL SERVICES LLC	642-349-00	COMPLIANCE MONITORIN	SOC	414.00
		642-349-00	COMPLIANCE MONITORIN	STAGE 2 SAMPLES	549.10
		642-349-00	COMPLIANCE MONITORIN	TOC	171.70
	USI INSURANCE SERVICES LLC	642-105-00	HEALTH INSURANCE	GROUP BENEFIT 3RD INST 202	290.60
	PAYFLEX - INSPIRA	642-105-00	HEALTH INSURANCE	WATER NOV 2024 HSA FEES	13.00
	LYNX WV INC	642-211-00	UTILITIES - ELEC, GA	WATER DEC 24 EQUIP RENTAL	35.00
	ZORO.COM	642-346-00	MAINT TREATMENT PLAN	PCRD-FEEDER PARTS	126.83
	AT&T MOBILITY	642-211-00	UTILITIES - ELEC, GA	PCRD-NOV 2024 CELL PHN & G	362.56
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	93.56
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	66.71
		642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	93.56
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	66.71
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	6.79
	FLYERS ENERGY LLC	642-343-01	PLANT VEHICLE FUEL	WATER AUG 2024 FUEL BILL	603.56
	CINTAS	642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 12-02-24	122.69
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 12-09-24	122.69
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 12-16-24	122.69
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 12-23-24	122.69
	NAYLORS ACE HARDWARE	642-347-00	PLANT LAB MAINT & SU	PCRD-POSTAGE TO SHIP BACK	17.78
	**PAYROLL EXPENSES			12/01/2024 - 12/31/2024	29,722.73
				TOTAL:	77,850.82

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	10.86
		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	194.91
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	11.44
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	12.01
		660-211-00	UTILITIES - ELEC,GAS	110152507908 300 CLARKSBUR	12.33
		660-211-00	UTILITIES - ELEC,GAS	110161992976 272 DEVELOPMN	284.88
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCCKBOOSTER	129.95
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	11.13
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCCKTANK	33.85
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	18.06
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	13.52
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	10.00
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	11.59
	REGION VII PLANNING PDC	660-353-00	MAPPING & LINE LOCAT	GIS SERVICES OCT-NOV 24	260.00

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	LEAF	660-341-00	OFFICE EXPENSE	WATER DEPT COPIER LEASE DE	133.00
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCM6007140 11/4/24 - 12/1/	465.00
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER DEC 2024 HEALTH INS	6,341.78
		660-105-00	HEALTH INSURANCE	WATER DEC 2024 RETIREE'S I	408.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	125.01
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	236.60
	LESLIE EQUIPMENT CO	660-344-00	GENERAL EQUIPMENT MA	HYD. HOSE	237.16
		660-344-00	GENERAL EQUIPMENT MA	FILTERS	305.30
	AUTO ZONE	660-344-00	GENERAL EQUIPMENT MA	OIL, FILTERS	328.30
		660-343-00	VEHICLE MAINTENANCE	TRUCK MAINT.	764.65
		660-343-00	VEHICLE MAINTENANCE	TRUCK MAINT.	115.36
		660-344-00	GENERAL EQUIPMENT MA	JACK AND STANDS	289.98
	NAPA-AMTOWER AUTO SUPPLY	660-344-00	GENERAL EQUIPMENT MA	FUEL FILTERS	67.29
	HART OFFICE SOLUTIONS INC	660-341-00	OFFICE EXPENSE	COPIER OVERAGES	38.98
	MICROSOFT STORE	660-341-00	OFFICE EXPENSE	PCRD-MICROSOFT OFFICE	106.99
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	NOV 24 MESSAGE FEES	77.50
	LOWES BUSINESS ACCOUNTS/SYNC	660-342-00	MAINTENANCE GARAGE B	SOAP, LYSOL, AIR FRESHER	188.54
		660-342-00	MAINTENANCE GARAGE B	BOARDS	22.64
	STATE EQUIPMENT INC.	660-344-00	GENERAL EQUIPMENT MA	MATERIAL TO SERVICE EQUIP	556.93
		660-344-00	GENERAL EQUIPMENT MA	MATERIAL TO SERVICE EQUIP	162.64
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,428.52
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,233.56
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	328.50
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	293.40
	SYLVESTER W. LOWTHER	660-344-00	GENERAL EQUIPMENT MA	HYDE HOSE JD BACKHOE	622.70
	BUCKHANNON DISCOUNT TIRE INC	660-343-00	VEHICLE MAINTENANCE	TIRES FOR CREW TRUCK	1,260.00
	CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	STANDALONE (REF PO#23-0099	4,200.00
		660-352-00	NEW SERVICES, UPGRAD	U BRANCH	503.23
		660-352-00	NEW SERVICES, UPGRAD	SERVICE LINE MATERIAL	1,562.94
	TRIPLE K KUSTOMZ	660-344-00	GENERAL EQUIPMENT MA	CREW TRUCK ALIGNMENT	74.89
	WALMART STORES INC -BUCKHAMN	660-342-00	MAINTENANCE GARAGE B	TOILET PAPER/TOWELS	175.67
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,214.22
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,055.45
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	283.98
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	246.83
	AMAZON.COM	660-344-00	GENERAL EQUIPMENT MA	PCRD- AMERICAN FLAGS	115.96
	USI INSURANCE SERVICES LLC	660-105-00	HEALTH INSURANCE	GROUP BENEFIT 3RD INST 202	348.72
		660-105-00	HEALTH INSURANCE	GROUP BENEFIT 3RD INST 202	72.86
	PAYFLEX - INSPIRA	660-105-00	HEALTH INSURANCE	WATER NOV 2024 HSA FEES	32.50
	AT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	PCRD-NOV 2024 CELL PHN & G	362.56
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	93.56
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	66.71
		660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	93.56
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	66.71
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	6.79
	FLYERS ENERGY LLC	660-343-01	LINE VEHICLE FUEL	WATER AUG 2024 FUEL BILL	131.87
	CINTAS	660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 12-02-24	122.70
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 12-09-24	122.70
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 12-16-24	122.70
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 12-23-24	122.70

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			12/01/2024 - 12/31/2024	36,488.53
				TOTAL:	64,841.20
OFFICE/ADMIN	LEAF	920-341-00	MATERIALS & SUPPLIES	DEC 24 COPIER LEASE	162.34
	ENCOVA INSURANCE	920-226-00	UNEMPLOYMENT/COMPENS	WCM6007140 11/4/24 - 12/1/	61.33
	POTESTA & ASSOCIATES INC	920-351-00	ENGINEERING EXPENSE	ENG REPORT NEW WATER PT	37,500.00
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER DEC 2024 HEALTH INS	1,305.96
		920-105-00	HEALTH INSURANCE	WATER DEC 2024 RETIREE'S I	68.00
	HART OFFICE SOLUTIONS INC	920-999-00	ADM BOARD-BILLING MI	STAPLES	19.48
	WESTFIELD INSURANCE	920-352-00	PROPERTY INSURANCE	10-1-24 TO 10-1-25 QTRLY P	4,377.35
	WV MUNICIPAL LEAGUE	920-226-00	UNEMPLOYMENT/COMPENS	WATER 4TH QTR 2024 UNEMPLO	61.07
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	422.49
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	476.25
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	106.67
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	97.53
	BUCKHANNON POSTMASTER	920-999-00	ADM BOARD-BILLING MI	PERMIT #10 POSTAGE	1,000.00
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	NOV 24 AA FEES	182.91
	THOMAS J O'NEILL	920-350-00	PROFESSIONAL & LEGAL	JAN 2025 ATTORNEY FEES	1,250.00
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	NOV 24 CREDIT CARD FEES	2,506.40
	INDEED.COM	920-999-00	ADM BOARD-BILLING MI	PCRD-CLERICAL AD	107.48
	GENERAL FUND	920-341-00	MATERIALS & SUPPLIES	NOV 24 LOC FEES	72.50
	DAVID L HOWELL CPA	920-349-00	AUDITING EXPENSE	24 AUDIT BILL #2	1,250.00
	WALMART STORES INC -BUCKHANN	920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	19.35
		920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	38.38
		920-341-00	MATERIALS & SUPPLIES	PCRD-TOTES & SCOTCH GUARD	26.18
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	454.43
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	395.64
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	106.28
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	92.55
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-TAPE DISP DESK ACCESS	17.07
		920-341-00	MATERIALS & SUPPLIES	PCRD-4 DRAWER FILING CABIN	51.99
		920-341-00	MATERIALS & SUPPLIES	PCRD-3 DRAWER FILING CABIN	22.00
		920-341-00	MATERIALS & SUPPLIES	PCRD-TAPE DISP FILE FOLDER	11.30
		920-341-00	MATERIALS & SUPPLIES	PCRD-PAPER TOWELS BATTERIE	64.99
	USI INSURANCE SERVICES LLC	920-105-00	HEALTH INSURANCE	GROUP BENEFIT 3RD INST 202	130.98
	PAYFLEX - INSPIRA	920-105-00	HEALTH INSURANCE	WATER NOV 2024 HSA FEES	6.50
	AT&T MOBILITY	920-211-00	UTILITIES - ELEC,GAS	PCRD-NOV 2024 CELL PHN & G	58.89
	UPSHUR COUNTY CLERK	920-999-00	ADM BOARD-BILLING MI	RELEAS LIEN MELISS CASTO	12.00
	US POSTAL SERVICE (CMRS-FP)	920-999-00	ADM BOARD-BILLING MI	DECEMBER 2024 POSTAGE	250.00
	FP FINANCE PROGRAM	920-999-00	ADM BOARD-BILLING MI	DEC 24 MAILER & INSERT PYM	107.31
	OPTIMUM B2B, DEPT. 1264	920-999-00	ADM BOARD-BILLING MI	DEC 24 CITY HALL INTERNET	214.63
	TYLER TECHNOLOGIES INC	920-999-00	ADM BOARD-BILLING MI	EPSN THML RCT JAN-JUN 25 M	59.83
	ROSSMAN & CO/PCB CORP	920-341-00	MATERIALS & SUPPLIES	NOV 24 DEBT COLLECTION	13.30
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	98.71
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
		920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	98.71
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
	GARRETT K SUMMERS	920-341-00	MATERIALS & SUPPLIES	DEC 24 BITDEF ENDPRT SECURI	48.13
	HEMLETT PACKARD FINANCIAL SE	920-999-00	ADM BOARD-BILLING MI	PLOTTER RENTAL DEC 24	78.91
	TRAVELERS INSURANCE	920-352-00	PROPERTY INSURANCE	INS PREM AUTO LIAB DEC 202	3,122.60

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			12/01/2024 - 12/31/2024	13,698.57
				TOTAL:	70,375.35
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOND DEC 24	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	BRUFFEY TRUCKING INC	999-140-00	ISLAND AVE 6" TO REP STONE		601.50
	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	23W5D4 2021 NISSAN LEASE P	327.19
		999-682-04	SUPERVISOR TRUCK	23W5D8 2021 NISSAN LEASE P	370.05
		999-682-04	SUPERVISOR TRUCK	23W5DC 2021 NISSAN LEASE P	327.01
		999-682-04	SUPERVISOR TRUCK	23W5DG 2021 NISSAN LEASE P	327.01
		999-682-04	SUPERVISOR TRUCK	25H3G4 2021 RAM 1500	411.36
	A&A SAFETY	999-682-00	MOBILE TRAFFIC CONTR	SIGNAL LIGHT	5,800.00
	FREEDOM AG & ENGERY COOPERAT	999-140-00	ISLAND AVE 6" TO REP STRAW		87.50
				TOTAL:	8,251.62

Several board members had questions that were all answered satisfactorily during discussions.

**Nestor/Thomas motioned to accept the financial reports as presented. The motion carried.**

**9. Department Report – Kelly Arnold provided the following reports:**

- a. **Monthly Water Department Report** – See the report. Mr. Arnold discussed the three water leaks contributing to the YTD water loss of 14.71%. The leaks were on Meadow Street, E Victoria Street, and the larger one on Shawnee Drive.

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

- Water leaks-3
- Weekly safety meetings.
- Locates.
- Renewed service – 0
- New Services-0
- Residential meters changed-5
- Residential meters tested-0
- Meter change out.
- Changed out meter at Buckhannon Manor.
- Cleared brush on right of ways.
- Worked on heaters in plant.
- Maintenance equipment.
- 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.
- Cleaning out valve boxes
- Repair meter barrels
- Maintenance booster stations.
- GPS valves, services, leaks for past year.
- 77.5 million gallons of water treated for month of December 2.50 million a day.
- Cost per million gallons treated for December \$381.59
- 7,815 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered. - 180
- Non-Payments
- Continue to work on back-flow/cross-conn. Program.
- Maintenance equipment.

**b. Monthly Chemical Cost Summary Report**—See the report. Mr. Arnold noted the cost was down due to a better water supply. The new feeder was discussed, noting that it doesn't work as efficiently as the older one.

Month:	Dec-24						
				Monthly Total		Y-T-D	
<b>Million Gallons Treated:</b>				77.5		436.4	
<b>Total Chemical Treatment Cost:</b>				8545.6		166529.4	
<b>Cost per Million Gallons:</b>				110.2658		381.5981	
Chemical	Cost	Unit	Amount Used (lbs)		Monthly Cost		Y-T-D Cost
Carbon	1.064	lb	0		0		41262
Chlorine	0.375	lb	1720		645		16431.23
Fluoride	0.55	lb	440		242		3993
KMnO4	3.00	lb	127.5		382.5		17037.45
NaMnO4	1.4	lb			0		0
Lime	0.15	lb	1150		172.5		1805.5
Premier Pac	0.35	lb	11391		3986.85		46603.97
Soda Ash	0.295	lb	7150		2109.25		29745.25
Sodium Hex	1.55	lb	650		1007.5		9651
Smart-Phos	14.16	GAL	0		0		0
					8545.6		166529.4

**c. Monthly Unaccounted Water Loss Report** - The leaks are mentioned in the Monthly Water Department Report.

<b>Unaccounted For Water through June 30, 2025</b>						
		<b>Plant</b>	<b>Distribution</b>	<b>Sold to</b>	<b>Sold to</b>	<b>Percent</b>
	<b>Produced (a.)</b>	<b>Loss (b.)</b>	<b>Loss (c.)</b>	<b>City (d.)</b>	<b>PSDs (e.)</b>	<b>Loss</b>
Jul-24	72,343,370	1,527,706	12,416,000	21,467,600	35,496,200	<b>1.98%</b>
Aug-24	72,710,012	1,597,420	542,000	21,599,300	33,351,000	<b>21.48%</b>
Sep-24	69,231,067	1,572,032	150,000	23,848,600	37,118,800	<b>9.45%</b>
Oct-24	73,367,603	1,541,758	1,078,000	22,514,900	29,204,300	<b>25.94%</b>
Nov-24	71,298,617	1,647,368	2,137,562	24,907,900	32,195,900	<b>14.60%</b>
Dec-24	77,523,374	1,501,233	10,517,510	21,381,300	32,967,200	<b>14.39%</b>
Jan-25						<b>#DIV/0!</b>
Feb-25						<b>#DIV/0!</b>
Mar-25						<b>#DIV/0!</b>
Apr-25						<b>#DIV/0!</b>
May-25						<b>#DIV/0!</b>
Jun-25						<b>#DIV/0!</b>
<b>Totals:</b>	<b>436,474,043</b>	<b>9,387,517</b>	<b>26,841,072</b>	<b>135,719,600</b>	<b>200,333,400</b>	<b>14.71%</b>

- d. **Update Tennerton Booster Station Project** – Mr. Arnold reported that the Tennerton Booster Station is running. Jay Hollen noted that Contract B is complete. Contract A is still open.
- e. **Update ARPA Funds**—It still looks like we will have approximately \$100,000 left over to use for the design costs of the new Water Plant.
- f. **Update Island Avenue Main Line Project**—Amby Jenkins and Jerry Wamsley provided an overview of the 49 Island Avenue Main Water Leak Issue, including how the initial line break occurred per the Sanitary Department and the following repairs by the Water Department. They also explained the adjustments (credits) made to their account. The Water Department did not pay an external plumber’s bill that was presented. The account owner was not present; no further action was necessary.

**10. Old Business Discussions:**

- a. **Water Treatment Plant Project** – No discussion was necessary, but Jay Hollen presented a brief overview. All parties are on schedule with their work.

**New Business Discussions:**

- a. **Lease Agreement between COB & Cequel Communication/Altice RE: Equipment on North Buckhannon Water Tank Hill**—Amby Jenkins provided an overview of the current lease and the request for a new extended lease. While the city signed the current lease for \$1,250 per month (\$15,000 annually), the tenant never countersigned it. Furthermore, the tenant has only been paying \$1,200 monthly (\$14,400 annually). The tenant recently contacted us with a proposal for a 25-year lease that is outlined in the packet. A discussion took place. There was no interest by the board or the city in entering into a long-term lease; therefore, Amby Jenkins was asked to let Cequel Communication/Altice know that we are only interested in a lease that falls in line with their franchise agreement. (Indexed as City Agreement City A356 Expires 05/31/2030)

**Thomas/Randall motioned to authorize Amby Jenkins and Mayor Skinner to continue negotiating with Cequel Communication/Altice RE: Equipment on North Buckhannon Water Tank Hill, noting that the board is only interested in a lease that expires on the same date as the current Cequel Communication/Altice franchise agreement with the City of Buckhannon and for \$15,000 annually. The motion carried.**

- b. **Discussion to Begin the Process to Select Water Department Superintendent Position**—The board discussed selecting a person to fill the position when Kelly Arnold leaves. Kelly Arnold recommends the board consider selecting a current Water Department employee, Tommy Rolenson. Ethan Crosten, the Director of Public Works, also noted that Tommy Robinson would be an excellent choice. Recorder Sanders pointed out that another board had a recommended person but still opened the position up to applications from the public as well. Mayor Skinner reiterated the same point as Mr. Sanders. While the Mayor, Recorder, and Board members had high praise for Mr. Rolenson, all agreed that the process established by the Waste Collection Board should be followed. Mr. Crosten asked the Board not to drag out the process.

Thomas/Randall motioned that the job will be advertised for two weeks starting today, with interviews scheduled immediately following. The motion carried unanimously.

**CITY OF BUCKHANNON**  
**Water Department Superintendent**

**GENERAL PURPOSE**

*Performs a variety of technical and supervisory functions for the Water Board of the City of Buckhannon.*

**REPORTING RELATIONSHIPS**

*Supervision Received: The Water Department Superintendent works under the general and broad policy guidance of the Water Board and the Director of Public Works.*

*Supervision Exercised: The Water Superintendent provides general supervision over department employees and department functions.*

**ESSENTIAL FUNCTIONS**

*Supports all functions of the Water Department including Water Distribution, Water Plant, Booster Stations, Water tanks.*

*Directs all Water Department, employees by assigning tasks and work schedules.  
Responsible for all functions of the department's daily operation.*

*Prepares bid specifications for Water Department trucks, equipment and facilities;  
Reviews operations and rates for maximum efficiency.*

*Coordinate's Water-related activities with other city departments and outside agencies; works with other departments in carrying out of Water Department functions for the city; participates with city staff and outside agencies in the review of development activities and city projects; supports other city departments as needed and/or directed.*

*Assists with the selection and supervision of all newly hired employees. Assists in annual budget preparation; monitors expenditures in the Water Department; advises regarding equipment, personnel and materials needs for the Water Department; assists the Public Works Director with the preparation of the City's Capital Improvement Plan.*

*Participates in the long- and short-term planning activities of Water Department; makes recommendations and reports to the Water Board; reviews and prepares facility reports and submits them to the appropriate regulatory agency; attends public meetings and provides recommendations and input; prepares presentation materials; represents the City in meetings with the public and other public entities, Addresses customer complaints and service inquiries, all at the direction of the Public Works Director and the Water Board.*

*Works closely with the Zoning officer to mitigate problems relative to Water Department issues.*

**MINIMUM QUALIFICATIONS**

**A. Education and Experience**

1. Minimum of 10 years' experience in a related field.
2. Experience with Water Plant and Water Distribution.

**B. Required Knowledge, Skills and Abilities**

1. Knowledge of the modern principles, practices, methods, materials and

*techniques of Water Department as applied to private and public works, both residential and commercial applications.*

2. *Knowledge of employee management and administration; working knowledge of capital improvement planning and budgeting.*
3. *Ability to use a full range of computer programs, equipment and materials as applied to Water Department, including word processing and spreadsheet applications; ability to organize and maintain information and records, ability to motivate, supervise and evaluate subordinates; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with employees, other departments and agencies, and the public.*

**C. Special Qualifications (License, Certifications, etc.)**

1. *Must possess a valid West Virginia driver's license.*
2. *Knowledge of mechanical and electrical principles of equipment.*
3. *Have a Minimum of a Class 1 Plant Operator License and be able to obtain a Class 3 License within 5 years of hire.*
4. *Must possess a Water Distribution License.*
5. *Must Possess Backflow License.*
6. *Must possess Electrical back ground in repair of SCADA systems as well as trouble shooting other electrical issues associated with a Water Plant or Water Distribution system*
7. *Be able to operate equipment.*

**D. Work Environment and Physical Demands**

*The Water Department Superintendent may work in variable weather and traffic conditions and other potentially hazardous circumstances with the use of safety equipment. The Superintendent performs moderate labor. Tasks regularly include walking, standing, stooping, sitting, reaching, climbing and lifting (50 lbs.). Talking, hearing and seeing are necessary for performing most essential duties. Common eye, hand and finger dexterity is required for most essential functions.*

*Resumes will be accepted until January 24, 2025*

*The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons, and employs without regard to any individual's creed, race, color, ethnicity, national origin, religion, gender, age, handicap, familial status, or sexual orientation.*

**Board Members' Remarks and Announcements**

**Don Nestor:** Mr. Nestor discussed the recent fires in California and the weakness in some water flow throughout California. He is concerned about Valley Green Apartments. He recommends that the City, even though it is private property, continue pursuing the effort to make sure that the owners of the Valley Green Apartments comply with having proper hydrant flows. We can even try to get the State Fire Marshall involved. He also suggested that the city work closely with the Upshur County Commission, the Upshur County Development Authority, and the Upshur County Airport to determine the future developments in the county that we should know about in planning our new Water Plant. He highly recommends that we work closely with all the entities to determine the water needs and to collaborate appropriately.

**Erasmio Rizo:** Mr. Rizo spoke about the times' uncertainty, the need for quality water, and its proper treatment. He recommends that we continue to value the stability of our water plant and keep the employees that can continue with the stability that has been established.

**Scott Randall:** Mr. Randall feels confident about our water department's stability and the quality of our employees. He looks forward to the interviews and is appreciative that we are taking those steps.

**Dave Thomas:** Mr. Thomas felt this meeting was very objective and sound. He agrees that we need to work closer with the County Commission.

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

**Recorder Sanders:** Recorder Sanders complimented the departments on cultivating talent from within. He is also comfortable accepting applications and allowing the person ultimately accepted to have the board's mandate of confidence.

No other comments were offered.

**At 9:12 a.m., Thomas made a motion to adjourn.**

**Mayor Robert N. Skinner III**

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**City Recorder Randall H. Sanders**

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