

**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 14, 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
Randy Sanders	City Recorder	Present
Scott Randall	Board Member	Present
David Thomas	Board Member	Absent
Don Nestor	Board Member	Present -GTM
Erasmo Rizo	Board Member	Present
Tommy Rolenson	Water Department 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
Tom O'Neill	City Attorney	Present – GTM

Guests: Shane Whitehair, Region VII; Tim Ball, Potesta & Associates - GTM; Monica Zalaznik, My Buckhannon; Elliott Borris.

*City of Buckhannon Water Board Meeting Agenda  
7:30 AM Thursday, August 14, 2025  
Council Chambers | 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Approval of Previous Meeting Minutes: 07/10/2025
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
  - a. Elliott Borris, Appraiser, Vandalia Real Estate
    - i. Report on the Commercial Real Estate Appraisals
7. Financial Report – Director of Finance Amberle Jenkins
  - a. July 2025
8. Department Report – Water Department Superintendent, Tom Rolenson
  - a. Monthly Water Department Report
  - b. Monthly Chemical Cost Summary Report
  - c. Monthly Unaccounted Water Loss Report
9. Old Business Discussions:
  - a. Water Treatment Plant Project
    - i. City Council Approval on 08/07/25: Request for Proposals to be utilized by the City to solicit proposals from financial institutions and capital markets firms to purchase the City’s proposed not to exceed \$6,000,000 Water Revenue Bond Anticipation Note, Series 2025 (Tax Exempt)
    - ii. Public Hearing on 09/04/2025 7:00 pm 3rd final/reading Ordinance No. 474 Adoption of a Note Authorizing Ordinance of the City which authorizes the issuance by the City of its Water Revenue Bond Anticipation Note, Series 2025 (Tax Exempt) in an amount not to exceed \$6,000,000 for the purpose of financing design, property acquisition and pre-construction activities relating to future improvements to the water works system of the City as well as costs of issuance of such Note and related costs
10. New Business Discussions:
  - a.
11. Report of Events, Correspondence, and Information
  - a. Mt. Hope Water Association Meeting Minutes - June 2025
  - b. Adrian P.S.D. Meeting Minutes-June 2025
  - c. Elkins Road P.S.D. Meeting Minutes-July 2025
  - d. Hodgesville P.S.D. Meeting Minutes-July 2025

12. Board Members’ Remarks and Announcements

13. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on August 8, 2025. Those who participated in this meeting virtually used the following 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 called the August 14, 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. Pledge of Allegiance** – Mayor Skinner led those in attendance in the Pledge of Allegiance.

**4. Approval of Previous Meeting Minutes: 07/10/2025–** Mayor Skinner recognized that the meeting minutes of 07/10/2025 were available for consideration and asked for corrections or approval as presented.

**Randall/Rizo motioned to approve the meeting minutes of 07/10/2025 as presented. The motion carried.**

**5. Public Comment—Motion to Open & Close Requested** – No action needed

**6. Recognition of Guests**

**a. Elliott Borris, Appraiser, Vandalia Real Estate**

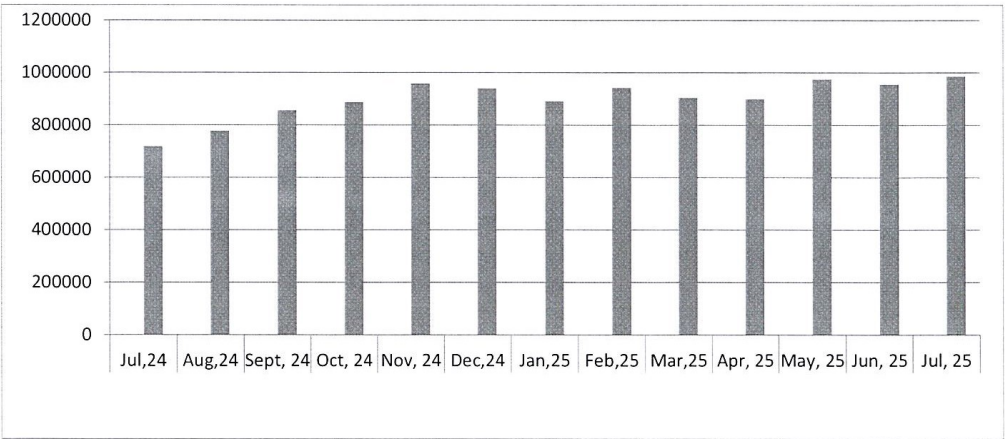
**i. Report on the Commercial Real Estate Appraisals** – Mr. Borris has yet to arrive at the meeting. Deferred until later in the meeting

**7. Financial Report—Director of Finance Amberle Jenkins**

**a. July 2025** - Amberle Jenkins reviewed the financial reports for July 2025.

WATER BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET

Balance July, 2025	
Money market & checking	\$ 1,116,308.50
The two Working Capital CD’s to WV Board of Treasury Investment	\$372,957.15
CD Renewed 6-4-24 4.65%(Peoples)	\$292,662.11
CD 348383 open 8-6-24 4.8% for 7 months	\$266,559.78
Savings 2%Depreciation .05%	\$ 1,524.74



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	960,000	92,174.72	92,174.72	0.00	867,825.28	9.60
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	600,000	57,003.08	57,003.08	0.00	542,996.92	9.50
400-350-000-03 PRIVATE FIRE PROTECTION	16,000	1,457.50	1,457.50	0.00	14,542.50	9.11
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,576,000	150,635.30	150,635.30	0.00	1,425,364.70	9.56
OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	200,000	13,523.25	13,523.25	0.00	186,476.75	6.76
400-360-000-01 HODGESVILLE PSD (MASTER M	234,000	23,834.75	23,834.75	0.00	210,165.25	10.19
400-360-000-02 ELKINS ROAD PSD (MASTER M	200,000	19,905.50	19,905.50	0.00	180,094.50	9.95
400-360-000-03 ADRIAN PSD (MASTER METER)	233,000	30,344.75	30,344.75	0.00	202,655.25	13.02
TOTAL OUTSIDE DISTRICTS	867,000	87,608.25	87,608.25	0.00	779,391.75	10.10
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
400-366-000-03 WATER PLANT PROJECT GRANT	0	0.00	0.00	0.00	0.00	0.00
400-368-000-00 TAP FEES	10,500	750.00	750.00	0.00	9,750.00	7.14
400-368-000-01 RECLASSIFY REVENUE-ARMORY	0	0.00	0.00	0.00	0.00	0.00
400-368-000-02 RECLASSIFY REVENUE	0	0.00	0.00	0.00	0.00	0.00
400-368-100-00 PROJECTS NOT 5.5 RULE	0	24,004.44	24,004.44	0.00	24,004.44	0.00
400-368-100-03 CONTRIB IN AID CONST 5.5R	0	0.00	0.00	0.00	0.00	0.00
400-368-200-00 CAPITALIZE PROJ EQIP CSTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	10,500	24,754.44	24,754.44	0.00	14,254.44	235.76
INTRAFUND CONTR/CHARGES						
400-370-000-01 LATE CHARGES	21,600	2,187.87	2,187.87	0.00	19,412.13	10.13
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	3,400	500.00	500.00	0.00	2,900.00	14.71
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	25,000	2,687.87	2,687.87	0.00	22,312.13	10.75
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	500	0.00	0.00	0.00	500.00	0.00
400-399-000-00 MISC. NONOPERATING INCOME	33,000	3,697.60	3,697.60	0.00	29,302.40	11.20
TOTAL OTHER REVENUE	33,500	3,697.60	3,697.60	0.00	29,802.40	11.04
TOTAL REVENUE	2,512,000	269,383.46	269,383.46	0.00	2,242,616.54	10.72

8-01-2025 02:08 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2025

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	1,844.65	1,844.65	0.00	23,155.35	7.38
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	25,000	1,844.65	1,844.65	0.00	23,155.35	7.38
COMMODITIES						
400-601-342-00 MAINTENANCE RIVER INTAKE&	4,400	0.00	0.00	0.00	4,400.00	0.00
400-601-346-00 WATERSHED MANAGEMENT	0	0.00	0.00	0.00	0.00	0.00
400-601-347-00 MAINTENANCE DAM	4,000	0.00	0.00	0.00	4,000.00	0.00
400-601-399-00 WATERSHED, DAM MISC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	8,400	0.00	0.00	0.00	8,400.00	0.00
TOTAL RESERVIOR MANGMT DAM	33,400	1,844.65	1,844.65	0.00	31,555.35	5.52
WATER PLANT						
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SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	454,000	31,081.96	31,081.96	0.00	422,918.04	6.85
400-642-104-00 FICA TAX	34,731	2,381.28	2,381.28	0.00	32,349.72	6.86



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	46,000	9,069.02	9,069.02	0.00	36,930.98	19.72
400-642-106-00 RETIREMENT	40,860	2,797.38	2,797.38	0.00	38,062.62	6.85
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	575,591	45,329.64	45,329.64	0.00	530,261.36	7.88
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	138,000	11,710.24	11,710.24	0.00	126,289.76	8.49
400-642-221-00 TRAINING & CONTINUED EDUC	2,500	0.00	0.00	0.00	2,500.00	0.00
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	742.73	742.73	0.00	6,257.27	10.61
TOTAL CONTRACTUAL SERVICES	147,500	12,452.97	12,452.97	0.00	135,047.03	8.44
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,000	68.00	68.00	0.00	2,932.00	2.27
400-642-342-00 MAINT TREATMENT PLANT BLD	5,000	0.00	0.00	0.00	5,000.00	0.00
400-642-343-00 VEHICLE MAINTENANCE	2,000	0.00	0.00	0.00	2,000.00	0.00
400-642-343-01 PLANT VEHICLE FUEL	5,500	170.70	170.70	0.00	5,329.30	3.10
400-642-344-00 GENERAL EQUIPMENT MAINTEN	20,000	227.22	227.22	0.00	19,772.78	1.14
400-642-345-00 UNIFORMS PERSONAL SAFETY	6,000	650.93	650.93	0.00	5,349.07	10.85
400-642-346-00 MAINT TREATMENT PLANT EQU	81,000	1,824.00	1,824.00	0.00	79,176.00	2.25
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	228.00	228.00	0.00	14,772.00	1.52
400-642-348-00 CHEMICAL COSTS	270,000	6,181.50	6,181.50	0.00	263,818.50	2.29
400-642-349-00 COMPLIANCE MONITORING	27,000	1,455.00	1,455.00	0.00	25,545.00	5.39
400-642-350-00 TELEMETRY COSTS	10,000	0.00	0.00	0.00	10,000.00	0.00
400-642-399-00 PLANT MISCELLANEOUS	3,000	75.00	75.00	0.00	2,925.00	2.50
TOTAL COMMODITIES	447,500	10,880.35	10,880.35	0.00	436,619.65	2.43
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						
	1,170,591	68,662.96	68,662.96	0.00	1,101,928.04	5.87
WATER NEW PLANT PROJ						
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COMMODITIES						
400-643-350-00 NEW PLANT PROFESSIONAL SE	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER NEW PLANT PROJ						
	0	0.00	0.00	0.00	0.00	0.00
WATER LINES						
=====						
SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	415,000	38,362.40	38,362.40	0.00	376,637.60	9.24
400-660-103-10 LABOR&BENEFITS CAPITALIZE	0	0.00	0.00	0.00	0.00	0.00
400-660-104-00 FICA TAX	31,747	2,948.27	2,948.27	0.00	28,798.73	9.29

400-WATER

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-660-105-00 HEALTH INSURANCE	101,200	26,060.84	26,060.84	0.00	75,139.16	25.75
400-660-106-00 RETIREMENT	37,350	3,452.63	3,452.63	0.00	33,897.37	9.24
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	585,297	70,824.14	70,824.14	0.00	514,472.86	12.10
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	38,000	867.25	867.25	0.00	37,132.75	2.28
400-660-221-00 TRAINING & CONTINUED EDUC	3,000	0.00	0.00	0.00	3,000.00	0.00
400-660-226-00 UNEMPLOYMENT/COMPENSATION	13,000	1,344.87	1,344.87	0.00	11,655.13	10.35
TOTAL CONTRACTUAL SERVICES	54,000	2,212.12	2,212.12	0.00	51,787.88	4.10
COMMODITIES						
400-660-341-00 OFFICE EXPENSE	5,000	2,295.72	2,295.72	0.00	2,704.28	45.91
400-660-342-00 MAINTENANCE GARAGE BLDG	4,500	538.48	538.48	0.00	3,961.52	11.97
400-660-343-00 VEHICLE MAINTENANCE	9,000	1,123.49	1,123.49	0.00	7,876.51	12.48
400-660-343-01 LINE VEHICLE FUEL	15,000	755.28	755.28	0.00	14,244.72	5.04
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	2,621.18	2,621.18	0.00	14,378.82	15.42
400-660-345-00 UNIFORMS-PERSONAL SAFETY	7,000	650.94	650.94	0.00	6,349.06	9.30
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	20,000	367.93	367.93	0.00	19,632.07	1.84
400-660-348-00 DISTRIBUTION TANK MAINTEN	5,000	11.99	11.99	0.00	4,988.01	0.24
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	67.99	67.99	0.00	149,932.01	0.05
400-660-353-00 MAPPING & LINE LOCATING E	8,000	438.83	438.83	1,631.60	5,929.57	25.88
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	241,000	8,871.83	8,871.83	1,631.60	230,496.57	4.36
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						
	881,797	81,908.09	81,908.09	1,631.60	798,257.31	9.47
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

400-WATER	% OF YEAR COMPLETED: 08.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
400-902-342-00 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
NON-OPERATING EXPENSES						
400-902-999-00 CUST SERVICE-METER READ -	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER METERS	0	0.00	0.00	0.00	0.00	0.00
OFFICE/ADMIN						
=====						
SALARIES & BENEFITS						
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	231,000	15,446.18	15,446.18	0.00	215,553.82	6.69
400-920-104-00 FICA TAX	19,000	1,289.26	1,289.26	0.00	17,710.74	6.79
400-920-105-00 HEALTH INSURANCE	20,000	4,861.44	4,861.44	0.00	15,138.56	24.31
400-920-106-00 RETIREMENT	22,302	1,358.72	1,358.72	0.00	20,943.28	6.09
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	309,102	24,355.60	24,355.60	0.00	284,746.40	7.88
CONTRACTUAL SERVICES						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	2,000	246.48	246.48	0.00	1,753.52	12.32
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	299.33	299.33	0.00	2,300.67	11.51
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	5,100	545.81	545.81	0.00	4,554.19	10.70
COMMODITIES						
400-920-341-00 MATERIALS & SUPPLIES EXPE	60,000	3,355.54	3,355.54	0.00	56,644.46	5.59
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	9,500	4,092.50	4,092.50	0.00	5,407.50	43.08
400-920-350-00 PROFESSIONAL & LEGAL EXPE	24,751	2,708.34	2,708.34	0.00	22,042.66	10.94
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	9,483.33	9,483.33	0.00	43,616.67	17.86
400-920-353-00 PSC ASSESSMENTS	7,300	7,195.20	7,195.20	0.00	104.80	98.56
400-920-369-00 CUSTOMER DEP INTEREST PAI	250	0.00	0.00	0.00	250.00	0.00
TOTAL COMMODITIES	165,851	26,834.91	26,834.91	0.00	139,016.09	16.18

400-WATER	% OF YEAR COMPLETED: 08.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
400-920-459-00 CAPITAL OUTLAY OFFICE	20,000	0.00	0.00	0.00	20,000.00	0.00
TOTAL CAPITAL OUTLAY	20,000	0.00	0.00	0.00	20,000.00	0.00
NON-OPERATING EXPENSES						
400-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-999-00 ADM BOARD-BILLING MISC	81,000	16,391.91	16,391.91	0.00	64,608.09	20.24
TOTAL NON-OPERATING EXPENSES	81,000	16,391.91	16,391.91	0.00	64,608.09	20.24
TOTAL OFFICE/ADMIN	581,053	68,128.23	68,128.23	0.00	512,924.77	11.72
BAD DEBTS						
=====						
SALARIES & BENEFITS						
400-955-109-00 BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
BOND PAYMENTS						
=====						
CONTRACTUAL SERVICES						
400-970-221-00 WATER BOND A 2016	270,400	23,016.53	23,016.53	0.00	247,383.47	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	23,016.53	23,016.53	0.00	247,383.47	8.51
TOTAL BOND PAYMENTS	270,400	23,016.53	23,016.53	0.00	247,383.47	8.51
CAPITAL/PROJECTS						
=====						
SALARIES & BENEFITS						
400-999-110-00	0	0.00	0.00	0.00	0.00	0.00
400-999-120-00 METER READER HANDHELD UPG	0	0.00	0.00	0.00	0.00	0.00
400-999-130-00 BOAT&AC GRANT 2020	0	0.00	0.00	0.00	0.00	0.00
400-999-140-00 ISLAND AVE 6" TO REPLACE	0	0.00	0.00	0.00	0.00	0.00
400-999-140-01 MEADE ST / CENTRAL	50,000	1,933.82	1,933.82	0.00	48,066.18	3.87
400-999-143 MEADE-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	0	0.00	0.00	0.00	0.00	0.00
400-999-176-00 LIGHTBURN STREET	75,000	0.00	0.00	0.00	75,000.00	0.00
400-999-177-00 VALLEY GREEN MASTER METER	0	0.00	0.00	0.00	0.00	0.00



400-WATER

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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	0	0.00	0.00	0.00	0.00	0.00
400-999-189-00	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	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	129,000	1,933.82	1,933.82	0.00	127,066.18	1.50
NON-OPERATING EXPENSES						
400-999-602-00 INTAKE LARGE COMPRESSOR	0	0.00	0.00	0.00	0.00	0.00
400-999-612-00 WATER MISC CAPITAL PROJEC	0	0.00	0.00	0.00	0.00	0.00
400-999-613-00 KNOLLWOOD 4" TAP	0	0.00	0.00	0.00	0.00	0.00
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	0	0.00	0.00	0.00	0.00	0.00
400-999-628-00 ST JOE CHECK VALVE SYSTEM	0	0.00	0.00	0.00	0.00	0.00
400-999-665-00 DEPRECIATION FUND (NEW PL	0	0.00	0.00	0.00	0.00	0.00
400-999-666-00 VICTORIA HILL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-667-00 FILTER MEDIA REPLACEMENT	0	0.00	0.00	0.00	0.00	0.00
400-999-668-00 SKID STEER	75,000	0.00	0.00	0.00	75,000.00	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	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	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	0	0.00	0.00	0.00	0.00	0.00
400-999-679-00	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	0	0.00	0.00	0.00	0.00	0.00
400-999-682-01	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	31,100	3,409.50	3,409.50	0.00	27,690.50	10.96
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	30,000	0.00	0.00	0.00	30,000.00	0.00
400-999-682-08	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
400-999-682-09	0	0.00	0.00	0.00	0.00	0.00
400-999-682-10 VICKSBURG LINE UPGRADE	45,000	0.00	0.00	0.00	45,000.00	0.00
400-999-682-11 CHEMICAL PUMP	0	0.00	0.00	0.00	0.00	0.00
400-999-682-12 DEER CREEK LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-683-00 SECURITY GATE	0	0.00	0.00	0.00	0.00	0.00
400-999-684-00	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	0	0.00	0.00	0.00	0.00	0.00
400-999-687-00 FLOW METER TENNERTON	0	0.00	0.00	0.00	0.00	0.00
400-999-688-00 MASTER METERS COLLEGE	0	0.00	0.00	0.00	0.00	0.00
400-999-689-00 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-690-00 EXTRA PUMPS FOR PS	0	0.00	0.00	0.00	0.00	0.00
400-999-691-00 SECURITY FOR TANKS/PS	0	0.00	0.00	0.00	0.00	0.00
400-999-692-00 BACKHOE	0	0.00	0.00	0.00	0.00	0.00
400-999-693-00 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	231,100	3,409.50	3,409.50	0.00	227,690.50	1.48
TOTAL CAPITAL/PROJECTS	360,100	5,343.32	5,343.32	0.00	354,756.68	1.48
TOTAL EXPENDITURES	3,297,341	248,903.78	248,903.78	1,631.60	3,046,805.62	7.60
REVENUE OVER/(UNDER) EXPENDITURES	( 785,341)	20,479.68	20,479.68	( 1,631.60)	( 804,189.08)	2.40-

JULY 2025 WATER PAYMENT OF BILLS

\$25,000.00 – DISBURSEMENT ACCT – PAYFLEX 2025-26 HSA FEE

\$6,181.50 – PHOENIX SOLUTIONS – CHEMICAL COST

\$1,435.00 – PACE ANALYTICAL SERVICES – BAC-T SAMPLES

\$2,507.28 – LOWES –TOOL BOXES FOR NEW TACOMAS

\$6,745.20 – PUBLIC SERVICE COMMISSION – 2025-26 REVENUE ASSESSMENT

\$4,092.50 – DAVID L HOWELL CPA- AUDIT 2025 FINANCIAL STATEMENT

\$12,129.30 – TYLER TECHNOLOGIES- YEARLY MAINTENANCE FEE

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DISBURSEMENTS 07-01-25 TO 07-31-25

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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	1,830.93
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	13.72
				TOTAL:	1,844.65
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	11,210.50
	A F WENDLING INC	642-344-00	GENERAL EQUIPMENT MA	PAPER TOWEL	43.60
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 JULY 25	742.73
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER JULY 2025 RETIREE'S	48.00
		642-105-00	HEALTH INSURANCE	WATER JULY 2025 HEALTH INS	3,717.42
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	WATER GAS 7-14-25	34.62
		642-211-00	UTILITIES - ELEC, GA	WATER GAS 7-14-25	20.00
	LOWES BUSINESS ACCOUNTS/SYNC	642-344-00	GENERAL EQUIPMENT MA	TOOLS	138.06
		642-344-00	GENERAL EQUIPMENT MA	TUBING	45.56
		642-349-00	COMPLIANCE MONITORIN	FLUORIDE SAMPLE	20.00
	WV DEPT OF HEALTH	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	641.54
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	707.96
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	781.34
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	666.54
	DISBURSEMENTS ACCOUNT-ALL DE	642-105-00	HEALTH INSURANCE	WATER 2025-26 HSA PAYFLEX	5,000.00
	COMMUNITY CARE OF WV	642-399-00	PLANT MISCELLANEOUS	PRE-EMPLOYMENT PHYS-T ROBI	75.00
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	CHEMICALS	6,181.50
	PRECISION PUMP & VALVE SERVI	642-346-00	MAINT TREATMENT PLAN	FINISH THOMPSON PUMP 24-05	1,824.00
	ST JOSEPH HOSPITAL OF BUCKHA	642-341-00	OFFICE EXPENSE	LAB TEST KELLY ARNOLD	68.00

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DISBURSEMENTS 07-01-25 TO 07-31-25

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FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WALMART STORES INC -BUCKHANN	642-347-00	PLANT LAB MAINT & SU	PLANT SUPPLIES	181.68
		642-347-00	PLANT LAB MAINT & SU	DISTILLED WATER	5.04
		642-347-00	PLANT LAB MAINT & SU	PLANT SUPPLIES	41.28
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	981.63
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	948.30
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	229.57
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	221.78
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	BACT SAMPLE	230.00
	PACE ANALYTICAL SERVICES LLC	642-349-00	COMPLIANCE MONITORIN	SAMPLES	1,205.00
	USI INSURANCE SERVICES LLC	642-105-00	HEALTH INSURANCE	GROUP BENEFIT 1ST INSTALL	290.60
	PAYFLEX - INSPIRA	642-105-00	HEALTH INSURANCE	WATER JULY 2025 HSA FEES	13.00
	LYNX WV INC	642-211-00	UTILITIES - ELEC, GA	WATER ANTENNA RENT JULY 25	35.00
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	93.94
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	66.71
		642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	93.95
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	66.71
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	88.81
	FLYERS ENERGY LLC	642-343-01	PLANT VEHICLE FUEL	WASTE FUEL BILL JUNE 2025	170.70
	CINTAS	642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 7-1-25	134.95
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 7-7-25	134.95
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 7-14-25	127.21
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS	126.91
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS	126.91
	**PAYROLL EXPENSES			7/01/2025 - 7/31/2025	31,081.96
				TOTAL:	68,662.96
WATER LINES	BUCKHANNON UTIL BOARDS	660-347-00	BOOSTER PUMP BLDG EQ	TENN BOOSTER DEMO MATERIAL	26.52
	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCKBOOSTER	86.94
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 3	10.57
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCKTANK	20.88
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	18.34
		660-211-00	UTILITIES - ELEC,GAS	110114638833 VICTORIA HILL	10.92
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 20 S	10.71
		660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	131.63
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	11.58
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	10.00
		660-211-00	UTILITIES - ELEC,GAS	110152507908 300 CLARKSBUR	11.26
		660-211-00	UTILITIES - ELEC,GAS	110161992976 272 DEVELOPMN	79.69
	A F WENDLING INC	660-341-00	OFFICE EXPENSE	BAGS OF ICE	161.19
	REGION VII PLANNING PDC	660-353-00	MAPPING & LINE LOCAT	GIS SERV JUNE25 WTR	390.00
	RITE-WAY HEATING & PLUMBING	660-347-00	BOOSTER PUMP BLDG EQ	PLUMBING SUPPLIES	88.91
		660-347-00	BOOSTER PUMP BLDG EQ	PLUMBING SUPPLIES	40.94
		660-347-00	BOOSTER PUMP BLDG EQ	PLUMBING SUPPLIES	9.58
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 JULY 25	1,344.87
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER JULY 2025 RETIREE'S	144.00
		660-105-00	HEALTH INSURANCE	WATER JULY 2025 HEALTH INS	8,462.76
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	WATER GAS 7-14-25	34.61
		660-211-00	UTILITIES - ELEC,GAS	WATER GAS 7-14-25	20.01
	AUTO ZONE	660-343-00	VEHICLE MAINTENANCE	BATTERY	160.99
	HART OFFICE SOLUTIONS INC	660-341-00	OFFICE EXPENSE	WTR COPIER OVERAGES	42.93
		660-341-00	OFFICE EXPENSE	PRINTER CONTRACT	47.43
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	MESSAGE FEES FOR JUNE 25	48.83
	LOWES BUSINESS ACCOUNTS/SYNC	660-342-00	MAINTENANCE GARAGE B	PAINT	88.78
		660-344-00	GENERAL EQUIPMENT MA	TOOL BOXES	2,507.22



FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CRISS SALES & SERVICE WV PUBLIC EMPLOYEES RETIREME  WV RURAL WATER ASSOCIATION  DISBURSEMENTS ACCOUNT-ALL DE  INTERNAL REVENUE SERVICE  IWORO USI INSURANCE SERVICES LLC  PAYFLEX - INSPIRA FREEDOM AG & ENGERY COOPERAT  FRONTIER  FLYERS ENERGY LLC CINTAS    **PAYROLL EXPENSES	660-341-00	OFFICE EXPENSE	VELCRO STRIPS	4.73
		660-342-00	MAINTENANCE GARAGE B	WINDOW	449.70
		660-344-00	GENERAL EQUIPMENT MA	TRIMMER	113.90
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,301.92
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,295.17
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	424.80
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	430.74
		660-341-00	OFFICE EXPENSE	WVRWA 2025 RENEWL-KELLY AR	45.94
		660-341-00	OFFICE EXPENSE	WV RWA VOTING MEMBRSHRP 202	1,993.50
		660-105-00	HEALTH INSURANCE	WATER 2025-26 HSA PAYFLEX	15,000.00
		660-105-00	HEALTH INSURANCE	WATER 2025-26 HSA PAYFLEX	2,000.00
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,195.00
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,194.44
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	279.48
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	279.35
		660-343-00	VEHICLE MAINTENANCE	FLEET MGMT PKG JULY 25- JU	962.50
		660-105-00	HEALTH INSURANCE	GROUP BENEFIT 1ST INSTALL	348.72
		660-105-00	HEALTH INSURANCE	GROUP BENEFIT 1ST INSTALL	72.86
		660-105-00	HEALTH INSURANCE	WATER JULY 2025 HSA FEES	32.50
		660-352-00	NEW SERVICES, UPGRAD	GRASS SEED	67.99
		660-348-00	DISTRIBUTION TANK MA	GATE BOLT	11.99
		660-347-00	BOOSTER PUMP BLDG EQ	GRASS KILLER	201.98
		660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	93.95
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	66.71
		660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	93.94
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	66.71
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	88.80
		660-343-01	LINE VEHICLE FUEL	WASTE FUEL BILL JUNE 2025	755.28
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 7-1-25	134.95
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 7-7-25	134.95
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 7-14-25	127.22
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS	126.91
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS	126.91
				7/01/2025 - 7/31/2025	38,362.40
				TOTAL:	81,908.09
OFFICE/ADMIN	LOUDIN INSURANCE AGENCY INC LEAF ENCOVA INSURANCE WV PUBLIC EMPLOYEES INSURANC  WESTFIELD INSURANCE TATE COMMUNICATIONS WV PUBLIC EMPLOYEES RETIREME   BUCKHANNON POSTMASTER PUBLIC SERVICE COMMISSION PAYROLL ACCOUNT (ALL DEPTS) DISBURSEMENTS ACCOUNT-ALL DE THOMAS J O'NEILL  COLLECTION ACCOUNT	920-226-00	UNEMPLOYMENT/COMPENS	WATER & SAN BONDS-DOH	125.00
		920-341-00	MATERIALS & SUPPLIES	CH COPIER LEASE 7-24-25	162.34
		920-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 JULY 25	174.33
		920-105-00	HEALTH INSURANCE	WATER JULY 2025 RETIREE'S	24.00
		920-105-00	HEALTH INSURANCE	WATER JULY 2025 HEALTH INS	1,699.96
		920-352-00	PROPERTY INSURANCE	JULY 25 QUARTERLY PAYMENT	4,375.05
		920-341-00	MATERIALS & SUPPLIES	SECURITY SYSTEM WORK	37.50
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	490.08
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	516.19
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	184.87
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	167.58
		920-999-00	ADM BOARD-BILLING MI	PERMIT #10 POSTAGE	1,000.00
		920-353-00	PSC ASSESSMENTS	WATER BD REV ASSESSMENT 25	6,745.20
		920-341-00	MATERIALS & SUPPLIES	JUNE 25 AA FEES	212.72
		920-105-00	HEALTH INSURANCE	WATER 2025-26 HSA PAYFLEX	3,000.00
		920-350-00	PROFESSIONAL & LEGAL	AUG 25 ATTORNEY FEES	1,354.17
		920-350-00	PROFESSIONAL & LEGAL	JULY 25 ATTORNEY FEES	1,354.17
		920-341-00	MATERIALS & SUPPLIES	JUNE 25 CREDIT CARD FEES	2,381.95
	GENERAL FUND CORE & MAIN LP DAVID L HOWELL CPA WALMART STORES INC -BUCKHANN  INTERNAL REVENUE SERVICE    MATTHEW BENDER & CO., INC USI INSURANCE SERVICES LLC PAYFLEX - INSPIRA LYNX WV INC US POSTAL SERVICE (CMRS-FP) FP FINANCE PROGRAM SHERIFF OF UPSHUR COUNTY OPTIMUM B2B, DEPT. 1264 TYLER TECHNOLOGIES INC   ROSSMAN & CO/PCB CORP FRONTIER  GARRETT K SUMMERS HEWLETT PACKARD FINANCIAL SE STRATEGY LLC FORMAX INC TRAVELERS INSURANCE  **PAYROLL EXPENSES	920-341-00	MATERIALS & SUPPLIES	JULY 25 LOC FEES	72.50
		920-999-00	ADM BOARD-BILLING MI	HANDHELD MAINTENANCE	400.00
		920-349-00	AUDITING EXPENSE	AUDIT 2025 FINANCIAL STATE	4,092.50
		920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	42.81
		920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	46.10
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	573.64
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	471.24
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	134.16
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	110.22
		920-999-00	ADM BOARD-BILLING MI	WV CODE 25 SUPP PKG,INDEX,	424.77
		920-105-00	HEALTH INSURANCE	GROUP BENEFIT 1ST INSTALL	130.98
		920-105-00	HEALTH INSURANCE	WATER JULY 2025 HSA FEES	6.50
		920-353-00	PSC ASSESSMENTS	IT SERVICES JULY 25	450.00
		920-999-00	ADM BOARD-BILLING MI	JULY 25 POSTAGE	250.00
		920-999-00	ADM BOARD-BILLING MI	JULY 25 MAILER & INSERT PY	94.30
		920-999-00	ADM BOARD-BILLING MI	FIRE FEE SUR .051 02-5H-62	50.00
		920-999-00	ADM BOARD-BILLING MI	JULY 25 CH INTERNET	214.63
		920-999-00	ADM BOARD-BILLING MI	YEARLY MAINT 7-1-25 TO 6-3	9,638.01
		920-999-00	ADM BOARD-BILLING MI	UTIL BILL AUTO PAY, IVR, S	2,330.94
		920-999-00	ADM BOARD-BILLING MI	UTILITY BILL NOTIFICATION	160.35
		920-341-00	MATERIALS & SUPPLIES	JUNE 25 DEBT COLLECTION	6.50
		920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	99.06
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.17
		920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	99.07
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
		920-341-00	MATERIALS & SUPPLIES	BIT DEF ENDPY SEC JULY 25	48.12
		920-999-00	ADM BOARD-BILLING MI	PLOTTER RENT JULY 2025	78.91
		920-999-00	ADM BOARD-BILLING MI	JULY 25 IT CONTRACT	1,750.00
		920-341-00	MATERIALS & SUPPLIES	SVC CNTRCT RENWL BURSTER 2	345.00
		920-352-00	PROPERTY INSURANCE	INS PREM AUTO LIAB AUG 25	3,746.63
		920-352-00	PROPERTY INSURANCE	INS PREM AUTO LIAB JULY 25	1,361.65
				7/01/2025 - 7/31/2025	16,846.18
				TOTAL:	68,128.23
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	BURW116AUP12 25-26 FEE	534.65
		970-221-00	WATER BOND A 2016	WATER BOND A PYMT JULY 25	22,481.88
				TOTAL:	23,016.53
CAPITAL/PROJECTS	BRUFFEY TRUCKING INC FERGUSON WATERWORKS ENTERPRISE FM TRUST	999-140-01	MEADE ST / CENTRAL	STONE	581.50
		999-140-01	MEADE ST / CENTRAL	2'' PIPE	1,352.32
		999-682-04	SUPERVISOR TRUCK	23W5DC 2021 NISSAN LEASE P	111.30
		999-682-04	SUPERVISOR TRUCK	25H3G4 2021 RAM 1500	405.28
		999-682-04	SUPERVISOR TRUCK	28M23M 2025 TOYOTA TACOMA	723.23
		999-682-04	SUPERVISOR TRUCK	28M236 2025 TOYOTA TACOMA	723.23
		999-682-04	SUPERVISOR TRUCK	28M239 2025 TOYOTA TACOMA	723.23
		999-682-04	SUPERVISOR TRUCK	28M239 2025 TOYOTA TACOMA	723.23
		999-682-04	SUPERVISOR TRUCK	28M23G 2025 TOYOTA TACOMA	723.23
				TOTAL:	5,343.32

Randall/Rizo motioned to accept the financial reports as presented. The motion carried.

8. Department Report – Tommy Rolenson provided the following reports:



a. Monthly Water Department Report

CITY OF BUCKHANNON WATER DEPARTMENT  
Monthly Report for July 2025

- Water leaks-2
- Weekly safety meetings.
- Locates
- Renewed service
- New Services-0
- Residential meters changed- 14
- Residential meters tested-0
- 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
- Maintenance booster stations.
- GPS valves, services, hydrants, and leaks for past year.
- 67 million gallons of water treated for month of July at 2.16 million gallons a day.
- Cost per million gallons treated for June \$428.36
- 46,070 gallons of water hauled from plant.
- Off & On Reports / Customer service requests answered. - 319
- Non-Payments
- Continue to work on back-flow/cross-conn. Program
- Crew is working on Meade St. project changing services from old 4” cast line to new 6” pvc.
- Rite-of Way and Low-Pressure Waiver Agreements.  
505 (Willaims) and 690 (Ellis) Larchmont Lane

b. Monthly Chemical Cost Summary Report

Month: Jul-25

				Monthly Total	Y-T-D
Million Gallons Treated:				67	67
Total Chemical Treatment Cost:				28700.435	28700.44
Cost per Million Gallons:				428.3647	428.3647
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	2.76	lb	950	2622	2622
Chlorine	1.39	lb	2068	2874.52	2874.52
Fluoride	2.2	lb	660	1452	1452
KMnO4	3.65	lb	900.5	3286.825	3286.825
NaMno4	1.4	lb		0	0
Lime	0.23	lb	1250	287.5	287.5
Premier Pac	0.51	lb	22009	11224.59	11224.59
Soda Ash	0.490	lb	11200	5488	5488
Sodium Hex	2.93	lb	500	1465	1465
Smart-Phos	14.16	GAL	0	0	0
				28700.44	28700.44

c. Monthly Unaccounted Water Loss Report

Unaccounted For Water through June 30, 2025						
		Plant	Distribution	Sold to	Sold to	Percent
	Produced (a.)	Loss (b.)	Loss (c.)	City (d.)	PSDs (e.)	Loss
Jul-25	67,000,400	1,577,653	253,330	21,701,000	35,043,300	12.57%
Aug-25						#DIV/0!
Sep-25						#DIV/0!
Oct-25						#DIV/0!
Nov-25						#DIV/0!
Dec-25						#DIV/0!
Jan-26						#DIV/0!
Feb-26						#DIV/0!
Mar-26						#DIV/0!
Apr-26						#DIV/0!
May-26						#DIV/0!
Jun-26						#DIV/0!
Totals:	67,000,400	1,577,653	253,330	21,701,000	35,043,300	12.57%

9. Old Business Discussions:

**Water Treatment Plant Project** – Mayor Skinner reviewed the following with the Board. No action was necessary.

**a. Water Treatment Plant Project**

**City Council Approval on 08/07/25: Request for Proposals to be utilized by the City to solicit proposals from financial institutions and capital markets firms to purchase the City’s proposed not-to-exceed \$6,000,000 Water Revenue Bond Anticipation Note, Series 2025 (Tax-Exempt).**

THE WATER BOARD  
OF THE CITY OF BUCKHANNON

RESOLUTION 2025-03

A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE DESIGN AND OTHER PRE-CONSTRUCTION ACTIVITIES FOR IMPROVEMENTS TO BE CONSTRUCTED TO THE PUBLIC WATERWORKS SYSTEM OPERATED BY THE BOARD (THE “PROJECT”); THE ISSUANCE BY THE CITY OF BUCKHANNON OF ITS WATER REVENUE BOND ANTICIPATION NOTE, IN ONE OR MORE SERIES, IN AN AGREGGATE PRINCIPAL AMOUNT NOT TO EXCEED \$6,000,000 TO BE PURCHASED BY A FINANCIAL INSTITUTION OR INSTITUTIONS TO BE SELECTED BY SUPPLEMENTAL REOLUTION OR CERTIFICATE OF DETERMINATIONS OF THE CITY (THE “NOTE”) IN ORDER TO PAY COSTS OF THE PROJECT, COSTS OF ISSUANCE OF THE NOTE AND RELATED COSTS; APPROVING THE EXECUTION AND DELIVERY OF ALL DOCUMENTS RELATING TO THE ISSUANCE OF THE NOTE AND THE PROJECT; REQUESTING ENACTMENT BY THE CITY OF ORDINANCES AUTHORIZING AND APPROVING THE ACQUISITION OF THE PROJECT AND THE ISSUANCE OF THE NOTE; AND MAKING OTHER PROVISIONS AS TO THE NOTE.

WHEREAS, the municipal waterworks system (the “System”) of The City of Buckhannon (the “City”) is operated, maintained and managed by The Water Board of the City of Buckhannon (the “Board”);

WHEREAS, the Board deems it necessary and desirable for the health and welfare of the customers of the System that the Board acquire, construct and equip certain extensions, additions, betterments and

improvements to the System consisting of design and pre-construction activities, specifically including but not limited to some or all of the following, engineering, legal, accounting, appraisal and project administration services, land and easement acquisition and related activities in connection with the acquisition and construction of improvements to the waterworks system, and all appurtenant facilities (collectively, the “Project”);

WHEREAS, the Board proposes the issuance by the City of its Water Revenue Bond Anticipation Note, in one or more series, in an aggregate principal amount not to exceed \$6,000,000 (the “Note”) in order to pay costs of the Project, costs of issuance of the Note and related costs;

WHEREAS, the Note is proposed to be purchased by a financial institution or institutions to be identified by Supplemental Resolution or Certificate of Determinations of the City (the “Purchaser”) pursuant to one or more commitment letters to be issued by such Purchaser (the “Commitment Letter”);

WHEREAS, the Note is planned to be payable solely from and secured by the proceeds of bonds proposed to be issued by the City in the future and/or grants committed to the City and available to permanently finance the Project as well as the construction of the improvements to the System which are the subject of the Project (collectively, the “Permanent Financing”) and a first lien on Surplus Revenues (as defined and described in the Note Ordinance”); and

WHEREAS, the Board desires to proceed with all reasonable dispatch with the acquisition of the Project; the issuance by the City of the Note for the purpose of financing costs of the Project as well as costs of issuance of the Note and related costs; to request the City to proceed with all necessary approvals to authorize the Project, including those approvals required by Chapter 24, Article 2, Section 11 of the West Virginia Code (a “Project Ordinance”), to authorize the City to issue the Note (the “Note Ordinance”) and to provide water rates and charges for the System as necessary and appropriate to provide for the repayment of the Note as well as repayment of the Permanent Financing (the “Water Rate Ordinance”); and the execution and delivery by the appropriate officers of the Board of all documents which are necessary in connection with the Project and the Construction Project, the issuance by the City of the Note and all sources of Permanent Financing for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE WATER BOARD OF THE CITY OF BUCKHANNON AS FOLLOWS:

Section 1. The Board hereby authorizes and approves the acquisition of the Project as a necessary step to the acquisition and construction of improvements to the System which are anticipated to include a new Water Treatment Plant which is anticipated to include but not be limited to the acquisition of real property, new raw water intake, raw water pumping station, chemical storage and feed facilities, rapid mixers, flocculation and sedimentation basins, filters, clearwells, high service pumping station, onsite hypochlorite generation and disinfection, wastewater settling and recycling facilities, laboratory and operation/administration spaces and related treatment processes/facilities, demolition of existing plant structures, replacement, upgrade and/or addition of various transmission and distribution pipelines, water booster stations, water storage tanks and other facilities throughout the service area of the utility, together with all appurtenant facilities (the “Construction Project”);

Section 2. The Board requests that the City enact a Project Ordinance pursuant to Chapter 24, Article 2, Section 11 of the West Virginia Code prior to undertaking the Construction Project which would authorize the undertaking of the Construction Project and set forth the water rates and charges which will be in place to pay costs associated with the Construction Project as well as the operating expenses of the System and debt service on all obligations of the System.

Section 3. The Board requests that the City (i) enact the Note Ordinance, substantially in the form attached hereto as **Exhibit A** with such amendments as may be approved by the City, and (ii) issue the Note, in one or more series, in an aggregate principal amount not to exceed \$6,000,000 for the purpose of financing costs of the Project, the payment of costs of issuance of the Note and related costs in accordance with Chapter 8, Article 19 of the West Virginia Code of 1931, as amended, the City Charter of the City and other applicable provisions of law.

Section 4. The Board authorizes the City to sell the Note to the Purchaser in a private placement transaction after soliciting proposals from various financial institutions for the purchase of same.

Section 5. The Board authorizes the submission of applications by the Board or the City, as appropriate in the circumstances, to appropriate funding agencies for grant and loan funding for the Construction Project and repayment of the Note, including but not limited to U.S. Economic Development Administration, Congressionally Directed Spending, United States Department of Agriculture, West Virginia Water Development Authority, West Virginia Department of Environmental Protection, West Virginia Infrastructure and Jobs Development Council and other State and federal funding sources (collectively, the “Permanent Funding”),



compliance with the terms of all funding agreements to which the Board is or may become a party with respect to such Permanent Funding and the utilization of such Permanent Funding to pay costs of the Construction Project and repayment of the Note.

Section 6. The Board authorizes and requests that the City enact, at the appropriate time, a Water Rate Ordinance providing water rates and charges for the System as necessary and appropriate to provide for the repayment of the Note, as well as repayment of the Permanent Financing and the costs of operation and maintenance of the System.

Section 7. The Chair and General Manager, as appropriate, of the Board are authorized to execute and deliver all documents that may be necessary in connection with the Project and the Construction Project by the Board, the issuance of the Note by the City, and all Permanent Funding that may be obtained for the Construction Project and the Secretary of the Board is authorize to impress the seal of the Board thereon and attest the same, as appropriate, including but not limited to a Direct Debit Authorization form for automated withdraw of funds from Board accounts to pay debt service on the Note.

Section 8. The Board hereby approves the engagement by the City of Steptoe & Johnson PLLC as bond counsel for the issuance of the Note and authorizes the execution and delivery of such engagement letters as may be necessary or desirable in connection therewith.

Section 9. This Resolution shall be effective immediately upon adoption.

Adopted this July 10, 2025.

By:   
Chair, The Water Board of the City  
Of Buckhannon

CERTIFICATION

The undersigned hereby certifies that they are the duly qualified and acting SECRETARY of THE WATER BOARD OF THE CITY OF BUCKHANNON, and that the foregoing resolution is a true, accurate and complete copy of the resolution duly adopted by The Water Board of the City of Buckhannon at a regular meeting of the Board held on July 10, 2025, pursuant to proper notice, at which meeting a quorum was present and acting throughout, which resolution has not been amended, modified or rescinded and is in full force and effect as of the date hereof.

Dated: July 10, 2025.

  
Secretary

EXHIBIT A

[Form of Note Ordinance]

(Attached Hereto)

**THE CITY OF BUCKHANNON  
(WEST VIRGINIA)**

**WATER REVENUE BOND ANTICIPATION NOTE, SERIES 2025 (TAX EXEMPT)**

**NOTE ORDINANCE NO. 474**

**ii. Public Hearing on 09/04/2025 7:00 pm 3rd final/reading Ordinance No. 474 Adoption of a Note Authorizing Ordinance of the City which authorizes the issuance by the City of its Water Revenue Bond Anticipation Note, Series 2025 (Tax Exempt) in an amount not to exceed \$6,000,000 for the purpose of financing design, property acquisition and pre-construction activities relating to future improvements to the water works system of the City as well as costs of issuance of such Note and related costs.**

## NOTICE OF PUBLIC HEARING

A public hearing will be held on the following-entitled Ordinance at a regular meeting of the City Council of The City of Buckhannon (the "City") to be held on Thursday, September 4, 2025, at 7:00 p.m. (or as soon thereafter as the matter may be heard) in the Council Chambers, City Hall, 70 East Main Street, Buckhannon, West Virginia, and at such hearing any person interested may appear before the City and present protests, and all protests and suggestions shall be heard by the City and it shall then take such actions as it shall deem proper in the premises upon an Ordinance entitled:

ORDINANCE AUTHORIZING THE DESIGN AND UNDERTAKING OF PRE-CONSTRUCTION ACTIVITIES FOR IMPROVEMENTS AND EXTENSIONS TO THE EXISTING PUBLIC WATERWORKS SYSTEM AND TEMPORARILY FINANCING OF THE COST THEREOF, NOT OTHERWISE PROVIDED, AND PAYING COSTS OF ISSUANCE AND RELATED COSTS, THROUGH THE ISSUANCE OF THE WATER REVENUE BOND ANTICIPATION NOTE, SERIES 2025 (TAX EXEMPT) OF THE CITY OF BUCKHANNON IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT MORE THAN \$6,000,000; PROVIDING FOR THE RIGHTS AND REMEDIES OF, AND THE SECURITY FOR, THE REGISTERED OWNER OF SUCH NOTE; AUTHORIZING THE EXECUTION AND DELIVERY OF A TAX CERTIFICATE, A TAX COMPLIANCE POLICY AND OTHER DOCUMENTS; AUTHORIZING THE SALE AND PROVIDING FOR THE TERMS AND PROVISIONS OF SUCH NOTE AND ADOPTING OTHER PROVISIONS RELATING THERETO.

The above quoted title of the Ordinance describes generally the contents thereof and the purposes of the Bond Anticipation Note (the "Series 2025 BAN") contemplated thereby. The City contemplates the issuance of the Series 2025 BAN described in the Ordinance. The proceeds of the Series 2025 BAN will be used to (i) pay the costs of design, property acquisition and pre-construction activities relating to future improvements to the waterworks system of the City (the "Project"); and (ii) pay certain costs of issuance of the Series 2025 BAN and related costs. The Series 2025 BAN is payable solely from surplus revenues to be derived from the waterworks system of the City which is operated by The Water Board of the City of Buckhannon as well as the proceeds of grants or loans obtained by the City to permanently finance the costs of the Project. No taxes may at any time be levied by the City for the payment of the Series 2025 BAN or the interest thereon.

The above-entitled Ordinance was approved and adopted on second reading by the City Council on August 7, 2025. A certified copy of the above-entitled Ordinance is on file with the City Clerk of the City for review by interested parties during regular office hours.

Following the public hearing, the City Council of the City intends to enact the Ordinance upon final reading.

By: /s/ Randy Sanders  
City Recorder

### **10. New Business Discussions:**

#### **a. None**

Mayor Skinner asked for updates on the financing and grant applications, and a brief update was given by both Tim Ball of Potesta & Associates and Shane Whitehair of Region VII.

**11. Report of Events, Correspondence, and Information** – Mayor Skinner reviewed the following with the Board Members.

- a. Mt. Hope Water Association Meeting Minutes – June 2025**
- b. Adrian P.S.D. Meeting Minutes-June 2025**
- c. Elkins Road P.S.D. Meeting Minutes-July 2025**
- d. Hodgesville P.S.D. Meeting Minutes - July 2025**

*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*

Referencing back to Recognition of Guests, Mayor Skinner introduced Elliott Borris, Appraiser, Vandalia Real Estate, to provide a report on Commercial Real Estate Appraisals. The mayor also asked for a motion to enter into an Executive Session per WV Code § 6-9A-4 Property Matters.

**At 7:43 a.m., Randall/Rizo motioned to move into an Executive Session per WV Code § 6-9A-4 Property Matters. The motion carried.**

**At 8:34 a.m., Thomas/Rizo motioned to leave the Executive Session. The motion carried.**

Mayor Skinner noted that the Board had exited an Executive Session per WV Code § 6-9A-4 Property Matters and that no decisions had been made during the session.

**12. Board Members’ Remarks and Announcements** – No remarks were given.

**13. Declaration of Adjournment**

**At 8:35 a.m., Thomas motioned to adjourn.**

**Mayor Robert N. Skinner III** \_\_\_\_\_

**City Recorder Randall H. Sanders** \_\_\_\_\_