

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

A regular meeting of the Buckhannon Water Board was held on Thursday, October 9, 2025, at 5:00 p.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
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	Present
Tom O'Neill	City Attorney	Present - GTM

Media: Katie Kuba, My Buckhannon

Guests: Shane Whitehair, Region VII; Dave Sharp, Potesta & Associates; Todd Dingess, CPA, Smith Cochran & Hicks, PLLc.

*City of Buckhannon Water Board Meeting Agenda
5:00 PM Thursday, October 9, 2025
Council Chambers | 70 East Main Street*

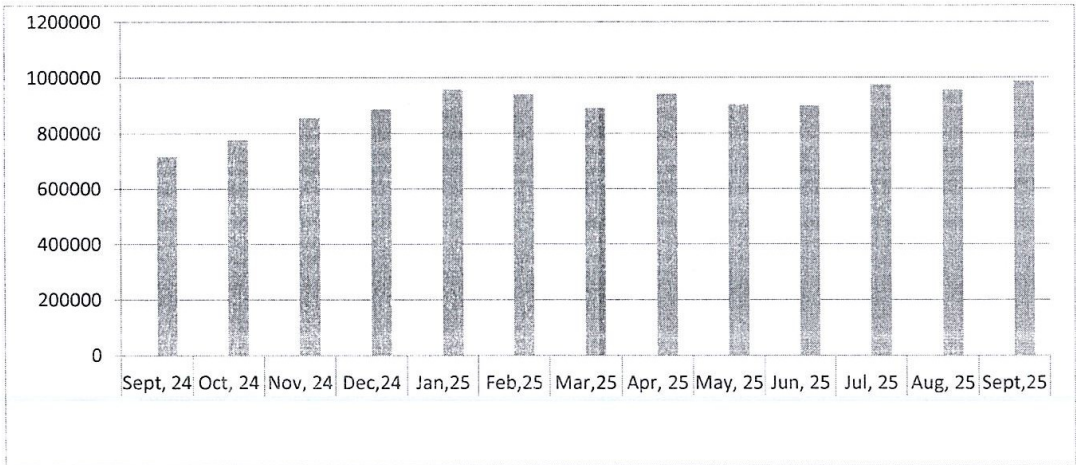
1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Approval of Previous Meeting Minutes: 09/11/2025
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
7. Financial Report – Director of Finance Amberle Jenkins
8. Department Report – Water Department Superintendent, 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 Replacement Project
 - b. City Council Action: Contract Engagement of Steptoe & Johnson PLLC, Cochran & Hicks PLLC, & Region VII Planning & Development
 - c. City Council Action: Ordinance No. 476 Establishing New Water Rates
10. New Business Discussions:
 - a. None
11. Report of Events, Correspondence, and Information
 - a. Mt. Hope Water Association Meeting Minutes - August 2025
 - b. Adrian P.S.D. Meeting Minutes-August 2025
 - c. Hodgesville P.S.D. Meeting Minutes-September 2025
12. Board Members’ Remarks and Announcements
13. Declaration of Adjournment

This agenda was certified by Mayor Robbie Skinner on October 3, 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 5:00 p.m., Mayor Robbie Skinner called the October 9, 2025, regular meeting of the Water Board to order.
- 2. Moment of Silent Reflection** – Skinner invited those in attendance to join in silent reflection.
- 3. Pledge of Allegiance** – Skinner led those in attendance in the Pledge of Allegiance.
- 4. Approval of Previous Meeting Minutes: 09/11/2025**– Mayor Skinner recognized that the meeting minutes of 09/11/2025 were available for consideration and asked for corrections or approval as presented.
- Nestor/Rizo motioned to approve the meeting minutes of 09/11/2025 as presented. The motion carried.**
- 5. Public Comment—Motion to Open & Close Requested** – No action needed.
- 6. Recognition of Guests** – Mayor Skinner recognized Shane Whitehair, Region VII and Todd Dingess, CPA, Smith Cochran & Hicks, Pllc, and Dave Sharp, Potesta & Associates, Inc.
- 7. Financial Report—Director of Finance Amberle Jenkins** – Mrs. Jenkins reviewed the financial reports for September 2025. A brief Q&A took place.

WATER BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Balance September 30, 2025	
Money market & checking	\$ 1,065,529.38
The two Working Capital CD's to WV Board of Treasury Investment	\$374,274.14
CD Renewed 5-6-25 3.98%(Peoples)	\$292,662.11
CD 348383 renews 9-6-25	\$275,294.74
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: 25.00		
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	96,204.51	277,817.16	0.00	682,182.84	28.94
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	600,000	71,275.66	195,047.08	0.00	404,952.92	32.51
400-350-000-03 PRIVATE FIRE PROTECTION	16,000	1,447.50	4,362.50	0.00	11,637.50	27.27
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,576,000	168,927.67	477,226.74	0.00	1,098,773.26	30.28
OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	200,000	15,696.50	42,747.75	0.00	157,252.25	21.37
400-360-000-01 HODGESVILLE PSD (MASTER M	234,000	29,576.75	79,771.25	0.00	154,228.75	34.09
400-360-000-02 ELKINS ROAD PSD (MASTER M	200,000	22,779.00	62,606.25	0.00	137,393.75	31.30
400-360-000-03 ADRIAN PSD (MASTER METER)	233,000	35,501.25	94,174.25	0.00	138,825.75	40.42
TOTAL OUTSIDE DISTRICTS	867,000	103,553.50	279,299.50	0.00	587,700.50	32.21
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	0.00	1,500.00	0.00	9,000.00	14.29
400-368-000-01 RECLASSIFY REVENUE-ARMORY	0	0.00	0.00	0.00	0.00	0.00
400-368-000-02 RECLASSIFY REVENUE	0	0.00	0.00	0.00	0.00	0.00
400-368-100-00 PROJECTS NOT 5.5 RULE	0	0.00	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	0.00	25,504.44	0.00	(15,004.44)	242.90
INTRAFUND CONTR/CHARGES						
400-370-000-01 LATE CHARGES	21,600	2,103.28	6,813.71	0.00	14,786.29	31.54
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	350.00	1,150.00	0.00	2,250.00	33.82
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	2,453.28	7,963.71	0.00	17,036.29	31.85
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	2,324.80	8,604.72	0.00	24,395.28	26.07
TOTAL OTHER REVENUE	33,500	2,324.80	8,604.72	0.00	24,895.28	25.69
TOTAL REVENUE	2,512,000	277,259.25	798,599.11	0.00	1,713,400.89	31.79

400-WATER				% OF YEAR COMPLETED: 25.00		
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT =====						
NON-OPERATING EXPENSES						
400-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
DEPRECIATION =====						
CONTRIBUTIONS						
400-580-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
RESERVIOR MANGMT DAM =====						
SALARIES & BENEFITS						
400-601-103-00 RESERVIOR MANAGEMENT LABO	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
400-601-211-00 UTILITIES - ELEC,GAS,PHON	25,000	1,799.50	5,379.28	0.00	19,620.72	21.52
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	25,000	1,799.50	5,379.28	0.00	19,620.72	21.52
COMMODITIES						
400-601-342-00 MAINTENANCE RIVER INTAKE&	4,400	0.00	45.99	0.00	4,354.01	1.05
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	45.99	0.00	8,354.01	0.55
TOTAL RESERVIOR MANGMT DAM	33,400	1,799.50	5,425.27	0.00	27,974.73	16.24
WATER PLANT =====						
SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	454,000	33,922.14	112,237.35	0.00	341,762.65	24.72
400-642-104-00 FICA TAX	34,731	2,598.37	8,600.64	0.00	26,130.36	24.76

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	46,000	3,806.52	16,578.90	0.00	29,421.10	36.04
400-642-106-00 RETIREMENT	40,860	3,053.01	10,101.39	0.00	30,758.61	24.72
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	575,591	43,380.04	147,518.28	0.00	428,072.72	25.63
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	138,000	11,379.58	34,649.90	0.00	103,350.10	25.11
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	301.08	1,344.89	0.00	5,655.11	19.21
TOTAL CONTRACTUAL SERVICES	147,500	11,680.66	35,994.79	0.00	111,505.21	24.40
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,000	0.00	68.00	0.00	2,932.00	2.27
400-642-342-00 MAINT TREATMENT PLANT BLD	5,000	95.35	95.35	0.00	4,904.65	1.91
400-642-343-00 VEHICLE MAINTENANCE	2,000	0.00	19.00	0.00	1,981.00	0.95
400-642-343-01 PLANT VEHICLE FUEL	5,500	248.96	610.23	0.00	4,889.77	11.10
400-642-344-00 GENERAL EQUIPMENT MAINTEN	20,000	3,108.02	3,750.62	0.00	16,249.38	18.75
400-642-345-00 UNIFORMS PERSONAL SAFETY	6,000	1,191.93	2,421.04	0.00	3,578.96	40.35
400-642-346-00 MAINT TREATMENT PLANT EQU	81,000	1,646.19	4,734.30	148.47	76,117.23	6.03
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	436.84	730.22	3,554.58	10,715.20	28.57
400-642-348-00 CHEMICAL COSTS	270,000	34,725.86	84,261.05	16,972.25	168,766.70	37.49
400-642-349-00 COMPLIANCE MONITORING	27,000	927.80	2,851.80	0.00	24,148.20	10.56
400-642-350-00 TELEMETRY COSTS	10,000	0.00	1,300.00	0.00	8,700.00	13.00
400-642-399-00 PLANT MISCELLANEOUS	3,000	0.00	840.00	0.00	2,160.00	28.00
TOTAL COMMODITIES	447,500	42,380.95	101,681.61	20,675.30	325,143.09	27.34
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

1,170,59197,441.65285,194.6820,675.30864,721.0226.13

WATER NEW PLANT PROJ

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COMMODITIES						
400-643-350-00 NEW PLANT PROFESSIONAL SE	0	0.00	8,250.00	0.00	(8,250.00)	0.00
TOTAL COMMODITIES	0	0.00	8,250.00	0.00	(8,250.00)	0.00

TOTAL WATER NEW PLANT PROJ

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WATER LINES

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SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	415,000	35,701.74	128,138.43	0.00	286,861.57	30.88
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	2,740.34	9,841.62	0.00	21,905.38	31.00

400-WATER

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-660-105-00 HEALTH INSURANCE	101,200	9,375.84	43,340.94	0.00	57,859.06	42.83
400-660-106-00 RETIREMENT	37,350	3,213.17	11,532.51	0.00	25,817.49	30.88
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	585,297	51,031.09	192,853.50	0.00	392,443.50	32.95
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	38,000	1,007.97	2,950.32	0.00	35,049.68	7.76
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	602.16	2,549.19	0.00	10,450.81	19.61
TOTAL CONTRACTUAL SERVICES	54,000	1,610.13	5,499.51	0.00	48,500.49	10.18
COMMODITIES						
400-660-341-00 OFFICE EXPENSE	5,000	210.75	2,682.25	0.00	2,317.75	53.65
400-660-342-00 MAINTENANCE GARAGE BLDG	4,500	0.00	538.48	0.00	3,961.52	11.97
400-660-343-00 VEHICLE MAINTENANCE	9,000	58.85	1,220.34	0.00	7,779.66	13.56
400-660-343-01 LINE VEHICLE FUEL	15,000	914.06	2,525.02	0.00	12,474.98	16.83
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	136.04	3,419.73	0.00	13,580.27	20.12
400-660-345-00 UNIFORMS-PERSONAL SAFETY	7,000	503.96	1,733.10	0.00	5,266.90	24.76
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	20,000	0.00	804.83	0.00	19,195.17	4.02
400-660-348-00 DISTRIBUTION TANK MAINTEN	5,000	0.00	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	16,489.31	25,928.59	465.94	123,605.47	17.60
400-660-353-00 MAPPING & LINE LOCATING E	8,000	40.30	2,610.68	198.32	5,191.00	35.11
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	241,000	18,353.27	41,475.01	664.26	198,860.73	17.49
NON-OPERATING EXPENSES						
400-660-999-00 TRAN DISTRIB MISCELLANEOU	1,500	0.00	450.92	0.00	1,049.08	30.06
TOTAL NON-OPERATING EXPENSES	1,500	0.00	450.92	0.00	1,049.08	30.06

TOTAL WATER LINES

881,79770,994.49240,278.94664.26640,853.8027.32

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: 25.00					
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						
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SALARIES & BENEFITS						
400-920-101-00 AD & GE SALARIES BOARD	16,800	1,400.00	4,200.00	0.00	12,600.00	25.00
400-920-103-00 AD & GE OFFICE SALARIES	231,000	15,279.23	53,819.21	0.00	177,180.79	23.30
400-920-104-00 FICA TAX	19,000	1,276.50	4,441.24	0.00	14,558.76	23.37
400-920-105-00 HEALTH INSURANCE	20,000	1,756.44	8,243.34	0.00	11,756.66	41.22
400-920-106-00 RETIREMENT	22,302	1,343.68	4,749.41	0.00	17,552.59	21.30
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	309,102	21,055.85	75,453.20	0.00	233,648.80	24.41
CONTRACTUAL SERVICES						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	2,000	122.98	532.65	0.00	1,467.35	26.63
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	227.74	754.81	0.00	1,845.19	29.03
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	5,100	350.72	1,287.46	0.00	3,812.54	25.24
COMMODITIES						
400-920-341-00 MATERIALS & SUPPLIES EXPE	60,000	5,460.96	12,896.84	0.00	47,103.16	21.49
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	187.50	6,028.75	0.00	3,471.25	63.46
400-920-350-00 PROFESSIONAL & LEGAL EXPE	24,751	1,354.17	5,416.68	0.00	19,334.32	21.88
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	8,121.68	21,351.64	0.00	31,748.36	40.21
400-920-353-00 PSC ASSESSMENTS	7,300	0.00	7,645.20	0.00 (	345.20)	104.73
400-920-369-00 CUSTOMER DEP INTEREST PAI	250	0.00	0.00	0.00	250.00	0.00
TOTAL COMMODITIES	165,851	15,124.31	53,339.11	0.00	112,511.89	32.16

400-WATER	% OF YEAR COMPLETED: 25.00					
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	2,047.10	21,901.82	0.00	59,098.18	27.04
TOTAL NON-OPERATING EXPENSES	81,000	2,047.10	21,901.82	0.00	59,098.18	27.04
TOTAL OFFICE/ADMIN	581,053	38,577.98	151,981.59	0.00	429,071.41	26.16
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	22,481.88	67,980.29	0.00	202,419.71	25.14
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	67,980.29	0.00	202,419.71	25.14
TOTAL BOND PAYMENTS	270,400	22,481.88	67,980.29	0.00	202,419.71	25.14
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	157.89	2,091.71	0.00	47,908.29	4.18
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: 25.00

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	157.89	2,091.71	0.00	126,908.29	1.62
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	2,334.00	2,435.51	0.00	47,564.49	4.87
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	2,423.60	8,294.62	0.00	22,805.38	26.67
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: 25.00

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	4,757.60	10,730.13	0.00	220,369.87	4.64
TOTAL CAPITAL/PROJECTS	360,100	4,915.49	12,821.84	0.00	347,278.16	3.56
TOTAL EXPENDITURES	3,297,341	236,210.99	771,932.61	21,339.56	2,504,068.83	24.06
REVENUE OVER/(UNDER) EXPENDITURES	(785,341)	41,048.26	26,666.50	(21,339.56)	(790,667.94)	0.68-

SEPTEMBER 2025 WATER PAYMENT OF BILLS

\$34,725.86 – PHOENIX SOLUTIONS – CHEMICAL COST

\$4,684.24 – FERGUSON WATERWORKS – PIPE, HYMAX, SADDLES, CORPS, 3” CAPS

\$13,427.66 – CORE & MAIN- VALVES, METER PIT LIDS,VALVE BOX,PIPE FITTINGS, COPPER PIPE,BOLT PACKS,4” CAP, SCADA MONITORING MATERIALS SPRUCE FORK METER

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVIOR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110 088 822 306 OHIO LIFT	1,786.06
		601-211-00	UTILITIES - ELEC,GAS	110 136 713 804 EWMS 262TL	13.44
			TOTAL:		1,799.50
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110 087 859 879 NEW WATR T	11,043.73
	A F WENDLING INC	642-347-00	PLANT LAB MAINT & SU	GLOVES	137.78
	RITE-WAY HEATING & PLUMBING	642-346-00	MAINT TREATMENT PLAN	PIPE FITTING	6.65
		642-342-00	MAINT TREATMENT PLAN	THERMOSTAT	95.35
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 8-4-25 TO 9-01-	301.08
	J T MARTIN COMPANY INC	642-346-00	MAINT TREATMENT PLAN	FIRE EXTINGUISHER	502.76
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER SEPT 2025 HEALTH INS	3,454.92
		642-105-00	HEALTH INSURANCE	WATER SEPT 2025 RETIREE'S	48.00
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	WATER GAS 9-11-25	24.87
		642-211-00	UTILITIES - ELEC, GA	WATER GAS 9-11-25	20.00
	LOWES BUSINESS ACCOUNTS/SYNC	642-347-00	PLANT LAB MAINT & SU	PLANT SUPPLIES	299.06
	WV DEPT OF HEALTH	642-349-00	COMPLIANCE MONITORIN	SAMPLE	20.00
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	832.63
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	878.93
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	669.69
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	671.76
	BENNY'S BOOT HILL	642-345-00	UNIFORMS PERSONAL SA	PCRD-BOOTS P.TENNEY E.THOM	331.02
		642-345-00	UNIFORMS PERSONAL SA	PCRD-BOOTS TOM DAVIS	186.99
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	CHEMICALS	21,536.14
		642-348-00	CHEMICAL COSTS	CHEMICALS	13,189.72
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,036.27

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,069.59
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	242.36
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	250.15
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	SAMPLES	230.00
	AMAZON.COM	642-345-00	UNIFORMS PERSONAL SA	PCRD-BOOTS-JUSTIN ATWELL	170.00
	PACE ANALYTICAL SERVICES LLC	642-349-00	COMPLIANCE MONITORIN	TOC	677.80
	USI INSURANCE SERVICES LLC	642-105-00	HEALTH INSURANCE	GROUP BENEFIT 2ND INSTALL	290.60
	PAYFLEX - INSPIRA	642-105-00	HEALTH INSURANCE	WATER SEPT 2025 HSA FEES	13.00
	LYNX WV INC	642-211-00	UTILITIES - ELEC, GA	SEPT 25 ANTENNA RENT WATER	35.00
	OVIVO USA, LLC	642-346-00	MAINT TREATMENT PLAN	COOLING FAN	401.78
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	93.66
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	66.71
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	95.61
	SUMMIT TRANSPORT & ENVIRONME	642-346-00	MAINT TREATMENT PLAN	VAC	735.00
	CUMMINS SALES & SERVICE FAIR	642-344-00	GENERAL EQUIPMENT MA	INDUSTRIAL PRK BS	773.82
		642-344-00	GENERAL EQUIPMENT MA	TENNERTON BS	764.82
		642-344-00	GENERAL EQUIPMENT MA	RAW WATER INTAKE	769.32
		642-344-00	GENERAL EQUIPMENT MA	WTP	800.06
	FLYERS ENERGY LLC	642-343-01	PLANT VEHICLE FUEL	WATER FUEL BILL 8-31-25	248.96
	CINTAS	642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 9-2-25	125.98
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 9-8-25	125.98
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS	125.98
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS	125.98
	**PAYROLL EXPENSES			9/01/2025 - 9/30/2025	33,922.14
				TOTAL:	97,441.65
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110 085 818 216 DEERCKBOOS	82.03
		660-211-00	UTILITIES - ELEC,GAS	110 085 973 250 RT 3	10.42
		660-211-00	UTILITIES - ELEC,GAS	110 085 813 894 DEERCKTANK	20.31
		660-211-00	UTILITIES - ELEC,GAS	110 085 340 724 BRUSHY FO	392.69
		660-211-00	UTILITIES - ELEC,GAS	110 100 156 634 ST JOE TOW	17.43
		660-211-00	UTILITIES - ELEC,GAS	110 114 638 833 VICTORIA H	11.07
		660-211-00	UTILITIES - ELEC,GAS	110 117 519 980 2425 BRUSH	10.00
		660-211-00	UTILITIES - ELEC,GAS	110 117 519 956 2412 RT20	10.71
		660-211-00	UTILITIES - ELEC,GAS	110 088 895 773 TANK #3	12.58
		660-211-00	UTILITIES - ELEC,GAS	110 152 507 908 300 CLKSBG	10.95
		660-211-00	UTILITIES - ELEC,GAS	110 161 992 976 272 DVLPMN	128.92
	LEAF	660-341-00	OFFICE EXPENSE	WATER COPIER PYMT SEPT 25	133.00
	RITE-WAY HEATING & PLUMBING	660-352-00	NEW SERVICES, UPGRAD	PIPE	46.00
	ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 8-4-25 TO 9-01-	602.16
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER SEPT 2025 HEALTH INS	8,753.76
		660-105-00	HEALTH INSURANCE	WATER SEPT 2025 RETIREE'S	168.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	WATER GAS 9-11-25	24.87
		660-211-00	UTILITIES - ELEC,GAS	WATER GAS 9-11-25	20.01
	LESLIE EQUIPMENT CO	660-344-00	GENERAL EQUIPMENT MA	PCRD-1 GALLON HY-GARD OIL	83.05
	HART OFFICE SOLUTIONS INC	660-341-00	OFFICE EXPENSE	PRINTER	39.79
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	MESSAGE FEES FOR AUGUST 25	40.30
	LOWES BUSINESS ACCOUNTS/SYNC	660-344-00	GENERAL EQUIPMENT MA	SHOP SUPPLIES	52.99
	BRUFFEY TRUCKING INC	660-352-00	NEW SERVICES, UPGRAD	STONE	603.25
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,181.72
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,181.85
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	424.80
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	424.80
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	PARTS AND MATERIALS	4,684.24

10-08-2025 10:06 AM		DISBURSEMENTS 09-01-25 TO 09-30-25			PAGE: 17
FUND: WATER					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	BUCKHANNON DISCOUNT TIRE INC CORE & MAIN LP	660-343-00	VEHICLE MAINTENANCE	PCRD-TIRE REPAIR BACKHOE	58.85
		660-352-00	NEW SERVICES, UPGRAD	PARTS	2,664.18
	660-352-00	NEW SERVICES, UPGRAD	BRASS FITTING	189.60	
	660-352-00	NEW SERVICES, UPGRAD	METER BARREL	616.05	
	660-352-00	NEW SERVICES, UPGRAD	PARTS	4,401.00	
	660-352-00	NEW SERVICES, UPGRAD	PARTS	1,732.60	
	660-352-00	NEW SERVICES, UPGRAD	PARTS	510.79	
	660-352-00	NEW SERVICES, UPGRAD	PARTS	979.44	
	WALMART STORES INC -BUCKHANN	660-341-00	OFFICE EXPENSE	PCRD-PACKING TAPE & DISPEN	37.96
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,110.42
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,110.51
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	259.69
	660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	259.72	
USI INSURANCE SERVICES LLC	660-105-00	HEALTH INSURANCE	GROUP BENEFIT 2ND INSTALL	348.72	
	660-105-00	HEALTH INSURANCE	GROUP BENEFIT 2ND INSTALL	72.86	
PAYFLEX - INSPIRA	660-105-00	HEALTH INSURANCE	WATER SEPT 2025 HSA FEES	32.50	
FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	93.67	
	660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	66.71	
	660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	95.60	
FLYERS ENERGY LLC	660-343-01	LINE VEHICLE FUEL	WATER FUEL BILL 8-31-25	914.06	
CINTAS	660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 9-2-25	125.99	
	660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 9-8-25	125.99	
	660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS	125.99	
	660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS	125.99	
NAYLORS ACE HARDWARE	660-352-00	NEW SERVICES, UPGRAD	PCRD-SHIPPIG FOR WATER ME	62.16	
**PAYROLL EXPENSES			9/01/2025 - 9/30/2025	35,701.74	
			TOTAL:	70,994.49	

10-08-2025 10:06 AM		DISBURSEMENTS 09-01-25 TO 09-30-25			PAGE: 18	
FUND: WATER						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	PAYFLEX - INSPIRA	920-105-00	HEALTH INSURANCE	WATER SEPT 2025 HSA FEES	6.50	
	LYNX WV INC	920-341-00	MATERIALS & SUPPLIES	BIT DEFENDER ENDPPT SEPT 25	450.00	
	KOMAX LLC	920-341-00	MATERIALS & SUPPLIES	INKJET CARTRIDGE	58.50	
	US POSTAL SERVICE (CMRS-FP)	920-999-00	ADM BOARD-BILLING MI	SEPT 25 POSTAGE	250.00	
	FP FINANCE PROGRAM	920-999-00	ADM BOARD-BILLING MI	SEPT 25 MAILER & INSERT PY	94.31	
	OPTIMUM B2B, DEPT. 1264	920-999-00	ADM BOARD-BILLING MI	SEPT 2025 CITY HALL INTERN	212.50	
	ROSSMAN & CO/PCB CORP	920-341-00	MATERIALS & SUPPLIES	AUG 25 DEBT COLLECTION	32.71	
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	98.81	
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.17	
	GARRETT K SUMMERS	920-341-00	MATERIALS & SUPPLIES	BIT DEFENDER ENDPPT SEPT 25	52.50	
	STRATEGY LLC	920-341-00	MATERIALS & SUPPLIES	BIT DEFENDER ENDPPT SEPT 25	1,750.00	
	BEENVERIFIED	920-341-00	MATERIALS & SUPPLIES	PCRD-RECORDS CHECK	8.02	
	TRAVELERS INSURANCE	920-352-00	PROPERTY INSURANCE	INS PREM AUTO LIAB OCT 25	3,746.63	
	COMFORTTECH LLC	920-341-00	MATERIALS & SUPPLIES	HVAC BLOWER BELT	17.86	
	**PAYROLL EXPENSES			9/01/2025 - 9/30/2025	16,679.23	
				TOTAL:	38,577.98	
	BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOND A SEPT 2025 PYM	22,481.88
					TOTAL:	22,481.88
	CAPITAL/PROJECTS	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	25H3G4 2021 RAM 1500	405.28
			999-682-04	SUPERVISOR TRUCK	28M236 2025 TOYOTA TACOMA	504.58
999-682-04			SUPERVISOR TRUCK	28M239 2025 TOYOTA TACOMA	504.58	
999-682-04			SUPERVISOR TRUCK	28M23G 2025 TOYOTA TACOMA	504.58	
999-682-04			SUPERVISOR TRUCK	28M23M 2025 TOYOTA TACOMA	504.58	
CORE & MAIN LP		999-672-00	LEAK DETECTION EQUIP	SPRUCE FORK METER PIT	2,334.00	
FREEDOM AG & ENGERY COOPERAT		999-140-01	MEADE ST / CENTRAL	STRAW & GRASS SEED	157.89	
				TOTAL:	4,915.44	

Nestor/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 September 2025

- Water leaks-4
- Weekly safety meetings.
- Locates
- Renewed service
- New Services-1
- Residential meters changed- 4
- 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.
- 64.5 million gallons of water treated for month of August at 2.15 million gallons a day.
- Cost per million gallons treated for June \$484.13
- 26,355 gallons of water hauled from plant.
- Off & On Reports / Customer service requests answered. - 261
- Non-Payments
- Continue to work on back-flow/cross-conn. Program
- Larchmont Lane project has been completed.
- Large meter testing for the year is near completion.
- Fall Sedimentation Basin cleaning was completed September 3rd.
- Fall hydrant flushing scheduled for Oct. 6th has been postponed due to drought conditions.

b. Monthly Chemical Cost Summary Report –

Month: Sep-25

			Monthly Total	Y-T-D	
Million Gallons Treated:			64.5	201	
Total Chemical Treatment Cost:			31226.57	92328.71	
Cost per Million Gallons:			484.13	459.35	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	2.97	lb	1950	5791.5	13105.5
Chlorine	1.39	lb	1890	2627.1	8594.37
Fluoride	2.2	lb	605	1331	4235
KMnO4	3.65	lb	860.5	3140.825	9968.15
NaMno4	1.4	lb		0	0
Lime	0.23	lb	750	172.5	678.5
Premier Pac	0.517	lb	21744	11241.65	33911.19
Soda Ash	0.510	lb	10700	5457	17294.5
Sodium Hex	2.93	lb	500	1465	4541.5
Smart-Phos	34.13	GAL	0	0	0
				31226.57	92328.71

c. Monthly Unaccounted Water Loss Report –

Unaccounted For Water through June 30, 2026						
		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	69,470,262	1,630,862	1,557,000	24,230,000	35,255,100	9.78%
Sep-25	64,484,292	1,541,889	4,265,310	26,388,500	41,421,400	-14.16%
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:	200,954,954	4,750,404	6,075,640	72,319,500	111,719,800	3.03%

9. Old Business Discussions:

a. Water Treatment Plant Replacement Project - Dave Sharp of Potesta & Associates provided a brief update on their work. Mayor Skinner reviewed the following with the Board Members:

AMORTIZATION SCHEDULE

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$6,000,000.00	10-17-2025	10-17-2028	6300007538	8 / 014	TAA6127	1392	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							
Borrower: THE CITY OF BUCKHANNON 70 EAST MAIN STREET BUCKHANNON, WV 26201-0000			Lender: The Ohio Valley Bank Company Barboursville Office 6431 US Route 60 East Barboursville, WV 25504 (304) 733-0401				
Disbursement Date: October 17, 2025 Interest Rate: 3.890				Repayment Schedule: Single Pay Calculation Method: 30 /360 Actuarial			
Payment Number	Payment Date	Payment Amount	Interest Paid	Principal Paid	Remaining Balance		
1	12-01-2025	29,175.00	29,175.00	0.00	6,000,000.00		
2025 TOTALS:		29,175.00	29,175.00	0.00			
2	03-01-2026	58,350.00	58,350.00	0.00	6,000,000.00		
3	06-01-2026	58,350.00	58,350.00	0.00	6,000,000.00		
4	09-01-2026	58,350.00	58,350.00	0.00	6,000,000.00		
5	12-01-2026	58,350.00	58,350.00	0.00	6,000,000.00		
2026 TOTALS:		233,400.00	233,400.00	0.00			
6	03-01-2027	58,350.00	58,350.00	0.00	6,000,000.00		
7	06-01-2027	58,350.00	58,350.00	0.00	6,000,000.00		
8	09-01-2027	58,350.00	58,350.00	0.00	6,000,000.00		
9	12-01-2027	58,350.00	58,350.00	0.00	6,000,000.00		
2027 TOTALS:		233,400.00	233,400.00	0.00			
10	03-01-2028	58,350.00	58,350.00	0.00	6,000,000.00		
11	06-01-2028	58,350.00	58,350.00	0.00	6,000,000.00		
12	09-01-2028	58,350.00	58,350.00	0.00	6,000,000.00		
13	10-17-2028	6,029,175.00	29,175.00	6,000,000.00	0.00		
2028 TOTALS:		6,204,225.00	204,225.00	6,000,000.00			
TOTALS:		6,700,200.00	700,200.00	6,000,000.00			
NOTICE: This is an estimated loan amortization schedule. Actual amounts may vary if payments are made on different dates or in different amounts.							

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i. City Council Action: Contract Engagement of Steptoe & Johnson PLLC, Cochran & Hicks PLLC, & Region VII Planning & Development



400 White Oaks Boulevard
Bridgeport, WV 26330
(304) 933-8000 (304) 933-8183 Fax
www.stepstoe-johnson.com

Writer's Contact Information
Thomas.Aman@Stepstoe-Johnson.com
304-933-8136

September 9, 2025

The City of Buckhannon
Water Revenue Bond Anticipation Note, Series 2025
(Tax Exempt)

Robbie Skinner, III, Mayor
The City of Buckhannon
70 East Main Street
Buckhannon, West Virginia 26201

Dear Mr. Skinner:

The purpose of this engagement letter is to set forth certain matters concerning the services we will perform as bond counsel to The City of Buckhannon (the "Issuer") in connection with the issuance of the above-referenced Note (the "Note"). We understand that the Note is being issued for the purposes of: (i) paying for costs of design, property acquisition and other preconstruction activities relating to a proposed project to construct a new water treatment plant for the service territory of the Issuer and The Water Board of the City of Buckhannon (the "Board") (the "Project"); and (ii) paying costs of issuance of the Note. We further understand that the Note will be secured by the Surplus Revenues of the water system and the proceeds of permanent loan and or grant funding that will be obtained to construct the new water treatment plant and permanently finance the costs of the Project and will be purchased by the Ohio Valley Bank (the "Purchaser").

In this engagement, and subject to the completion of proceedings to our satisfaction, we expect to perform the following duties:

(1) Render our legal opinion (the "Bond Opinion") regarding the validity and binding effect of the Note and the source of payment and security for the Note, subject to certain limitations which may be expressed in the Bond Opinion, and, if applicable, the exclusion of the interest on the Note from the gross income of the owners thereof for federal income tax purposes.

The City of Buckhannon
September 9, 2025
Page 2

(3) Review legal issues relating to the structure of the Note issue.

Our Note Opinion will be addressed to the Issuer and the Purchaser and will be delivered by us on the date the Note is exchanged for their purchase price or the initial advance thereof (the "Closing").

The Note Opinion will be based on facts and law existing as of its date. In rendering our Note Opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation, and we will assume continuing compliance by the Issuer and the Board with applicable laws relating to the Note. During the course of this engagement, we will rely on you to provide us with complete and timely information on all developments pertaining to any aspect of the Note and their security. We understand that you will direct members of your staff and other employees of the Issuer and the Board to cooperate with us in this regard. In rendering our Bond Opinion, we will expressly rely upon the local counsel of the Issuer as to the local matters of the Issuer. We do not review the financial condition of the Issuer, the feasibility of the Project to be financed with proceeds of the Note or the adequacy of the security provided to Noteholders and we will express no opinion relating thereto.

Our duties in this engagement are limited to those expressly set forth above. Among other things, our duties do not include:

(a) Assisting in the preparation or review of an official statement or any other disclosure document with respect to the Note, or performing an independent investigation to determine the accuracy, completeness or sufficiency of any such document or rendering advice that the official statement or other disclosure document does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements contained therein, in light of the circumstances under which they were made, not misleading.

(b) Preparing requests for tax rulings from the Internal Revenue Service, or no action letters from the Securities and Exchange Commission.

(c) Preparing blue sky or investment surveys with respect to the Bonds.

(d) Drafting state constitutional or legislative amendments.

(e) Pursuing test cases or other litigation.

(f) Making an investigation or expressing any view as to the creditworthiness of the Issuer or the Board or the security provided for the Note.

(g) Assisting in the preparation of, or opining on, a continuing disclosure undertaking pertaining to the Note or, after Closing, providing advice concerning any actions necessary to assure compliance with any continuing disclosure undertaking.

(h) Representing the Issuer or the Board in Internal Revenue Service examinations or inquiries, or Securities and Exchange Commission investigations.

(i) Addressing any other matter not specifically set forth above that is not required to render our Bond Opinion.

(j) After Closing, providing continuing advice to the Issuer, the Board or any other party concerning any actions necessary to assure that interest paid on the Note will continue to be excludable from gross income for federal income tax purposes (*e.g.*, our engagement does not include rebate calculations for the Note).

(k) Serving as a municipal advisor or financial advisor to the Issuer or the Board pursuant to applicable law and regulations of the US Securities and Exchange Commission or the Municipal Securities Rulemaking Board.

Upon execution of this engagement letter, the Issuer will be our client and an attorney-client relationship will exist between us. We understand that the Issuer and the Board will engage other attorneys or law firms to act as local counsel to the Issuer and the Board. We assume that all other parties will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction. We further assume that all other parties understand that in this transaction we represent only the Issuer, we are not counsel to any other party, and we are not acting as "transaction counsel" or as an intermediary among the parties. Our services as bond counsel are limited to those contracted for in this letter; the execution by the Issuer of this engagement letter will constitute an acknowledgment of those limitations. Our representation of the Issuer will not affect, however, our responsibility to render an objective Bond Opinion.

Our representation of the Issuer and the attorney-client relationship created by this engagement letter will be concluded upon issuance of the Note. Nevertheless, subsequent to Closing, we will prepare and distribute to the participants in the transaction a transcript of the proceedings pertaining to the Note.

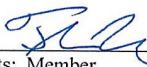
Based upon: (i) our current understanding of the terms, structure, size and schedule of the financing represented by the Note, (ii) the duties we will undertake pursuant to this engagement letter, (iii) the time we anticipate devoting to the financing, and (iv) the responsibilities we will assume in connection therewith, our fee and expenses as bond counsel for this issue will be \$20,000. Such fee may vary: (i) if the principal amount of the Note actually issued differs significantly from the amount committed, (ii) if material changes in the structure of the financing occur, or (iii) if unusual or unforeseen circumstances arise which require a significant increase in our time or responsibility. If, at any time, we believe that circumstances require an adjustment of our original fee estimate, we will consult with you and provide you with an amendment to this engagement letter. Also, in the event interim financing is used, and a formal opinion is requested, we will send you a separate engagement letter. These amounts take into account the time and expenses we have incurred to date working on the issuance of the Note.

If, for any reason, the Note does not close, we will not charge a fee and will not charge for out-of-pocket expenses. Our fee and expenses are usually paid at the Closing out of Note proceeds, and we customarily do not submit any statement until the Closing, which statement will serve as a written statement to you stating the outcome of the matter, *i.e.*, that the Note issue has closed.

At your request, papers and property furnished by you will be returned promptly upon receipt of payment for outstanding fees and client charges. Our own files, including lawyer work product, pertaining to the transaction will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other materials retained by us after the termination of this engagement.

If the foregoing terms of this engagement letter are acceptable to you, please so indicate by returning the enclosed copy of this engagement letter signed and dated by an appropriate officer, retaining the original for your files. We look forward to working with you.

STEPTOE & JOHNSON PLLC

By: 
Its: Member

Accepted and Approved:

THE CITY OF BUCKHANNON

By: _____
Its: Mayor

Date: _____

smithcochranhicksP.L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

September 10, 2025

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

Re: Accounting Contract
Water Treatment Plant Replacement
WVIJDC 2024W-2616

Dear Sir:

We are pleased to confirm our understanding of the services we are to provide the City of Buckhannon for the proposed water system improvements project.

We are of the understanding that the City of Buckhannon will improve water service. The City proposes to fund this project with funding more fully described in the West Virginia IJDC Application. As a result of these improvements, the Public Service Commission of West Virginia and the West Virginia IJDC requires that the City submit a Rule 42 Exhibit summarizing the financial activity and projected rate structure. We will prepare our Rule 42 Exhibit based on information provided to us by the consulting engineer, as well as the City. Our obligation is to prepare a mathematically correct exhibit summarizing the financial activity and projecting the rate structure.

Our underlying concern is keeping the user charges at the lowest possible rate. When long-term financing is secured, we will certify that the rates and charges, by the City, are adequate for the debt service requirements and operating and maintenance expense. We will also certify that the books and records of the City are in compliance with the Uniform System of Accounts as prescribed by the PSC.

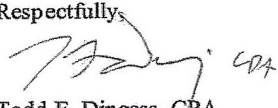
Our fee for the aforementioned services will be based on the time required for rendering the service. The fee will not exceed \$75,000. This fee is based on anticipated cooperation from your personnel and agents as well as the assumption that unexpected circumstances will not be encountered during the engagement.

Delays in project completion, which are not the fault of the accountant or require modifications and adjustments, could justify an increase in the cost ceiling of this agreement. The justification for an extension of the agreement, as well as the amount of the cost increase can be mutually negotiated and agree upon both parties when necessary.

We appreciate the opportunity to be of service to the City of Buckhannon and believe this letter accurately summarizes the significant terms of our agreement. If you have any questions, please let me know. If you agree with the terms of our agreement as described in this letter, please sign below.

Smith, Cochran & Hicks, P.L.L.C. does not discriminate on the basis of age, race and ethnicity and will comply with all state and federal regulations regarding these items.

Respectfully,


Todd F. Dingess, CPA
Partner

Smith, Cochran & Hicks, P.L.L.C.
Certified Public Accountants

Response:

This letter correctly sets for the understanding of the City of Buckhannon.

By: _____
Title: _____
Date: _____

Project Administration Agreement (472)

THIS AGREEMENT entered this _____ day of _____, 2025, by and between the Region VII Planning and Development Council, hereinafter referred to as the "COUNCIL", and the City of Buckhannon, hereinafter referred to as the "CITY".

WHEREAS the CITY has received funding from a bank with the approval of a Bond Anticipation Note (BAN) for the design and preconstruction activities related to its Water Treatment Plant Replacement project. In addition, the CITY is pursuing funding from the USDA Rural Development program, the US Economic Development Administration, and the WV Infrastructure and Jobs Development Council for the construction and implementation of said project, and

WHEREAS the COUNCIL is and will act with CITY as the Fiscal Agent for the WTP Replacement project identified above, and

WHEREAS the CITY desires to engage the COUNCIL to render certain project management, reporting and support services in connection with this project.

NOW THEREFORE the parties do mutually agree as follows:

1. **Scope of Services.** Part II, Scope of Services, is hereby incorporated by reference into this Agreement.
2. **Time of Performance.** All services required and performed hereunder shall be completed no later than December 31, 2032.
3. **Access to Information.** It is agreed that all information, data, reports, and records and/or other information as is existing, available, and necessary for the carrying out of the work outlined above shall be furnished to the COUNCIL by the CITY and its agents. No charge will be made to the COUNCIL for such information and the CITY, and its agents will cooperate with the COUNCIL in every way possible to facilitate the performance of the work described in the Agreement.
4. **Compensation and Method of Payment.** The amount of compensation to be paid hereunder shall not exceed three-hundred thousand dollars (\$300,000.00), of which one-hundred thousand dollars (\$100,000) will be for services associated with the design and preconstruction activities, and two-hundred thousand dollars (\$200,000) will be for the construction and implementation portion of the project.

Should the Project be completed in its entirety prior to the period allowed for its completion, all the COUNCIL's responsibilities and services required under this Agreement be fully completed, and all obligations to the funding agencies are met, full compensation to the COUNCIL in the amount of three-hundred thousand dollars (\$300,000.00) shall be complete at that time.

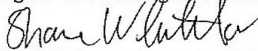
5. **Indemnification.** The COUNCIL shall comply with the requirements of all applicable laws, rules, and regulations, and shall exonerate, indemnify, and hold harmless the CITY and its agents from and against them, and shall assume full responsibility for administering the project identified above.
6. **Miscellaneous Provisions**
 - a. This Agreement shall be construed under and in accord with the laws of the State of West Virginia and all obligations of the parties created hereunder are performable in Upshur County, West Virginia.
 - b. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.
 - c. If one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. All other terms hereof shall remain in full force and effect.
 - d. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
 - e. This Agreement may be amended by mutual agreement of the parties hereto in writing to be attached to and incorporated into this Agreement.
7. **Terms and Conditions.** This Agreement is subject to the provisions titled, "Part III Terms and Conditions" and attached hereto and incorporated by reference herein.

IN WITNESSETH HEREOF, the parties have executed this agreement on or as of the date first written above.

City of Buckhannon

Robert N. Skinner, III, Mayor

Region VII Planning and Development Council



Shane Whitehair, Executive Director

ii. City Council Action: Ordinance No. 476 Establishing New Water Rates

ORDINANCE NO. 476 OF THE CITY OF BUCKHANNON, AN ORDINANCE:
(1) AMENDING ORDINANCES NOS. 207, 228, 342, 369, 392, and 451 OF THE CITY
OF BUCKHANNON, AND (2) SPECIFICALLY ESTABLISHING NEW WATER RATES
FOR WATER DISTRIBUTION SERVICES PROVIDED BY THE
WATER BOARD OF THE CITY OF BUCKHANNON

WHEREAS, the current rates and charges of the Water Board of the City of Buckhannon for providing water distribution services as were previously adopted by City Ordinances No. 207, 228, 342, 369, 392, and 451 are presently insufficient to maintain the high quality of water distribution services offered by the Board and City to the residents of Buckhannon and surrounding Upshur County; and,

WHEREAS, the Board and City have not increased water rates since 2021; and,

WHEREAS, the Board and City's cost of providing water distribution services has increased substantially since 2021, including the future costs of designing and constructing a new water treatment facility which are now deemed crucial; and,

WHEREAS, the City's ability to improve and maintain its water distribution operations, including through the necessary construction of a new water treatment plant, are substantially impeded given current revenues realized from the collection of current rates and charges; and,

WHEREAS, state or federal funding sources require a certain financial contribution – supported by ratepayers – to be contributed to the project by the system; and,

WHEREAS, the Buckhannon municipal water system's rates are currently within the top ten percent of the most affordable water rates in the State of West Virginia, with a ranking of 29th out of the 327 water systems in West Virginia for affordability; and,

WHEREAS, the Board and the City recently requested Todd Dingess, CPA of the Accounting Firm Smith Cochran & Hicks PLLC of Charleston, West Virginia, to perform an independent rate study, which study was undertaken with recommendations being submitted to the Board and City, all as is evidenced by that certain written report dated September 9, 2025, tendered to both the Board and City; and,

WHEREAS, the rate study report was presented by Todd Dingess, CPA of the Accounting Firm Smith Cochran & Hicks PLLC, and discussed by the Water Board during a regularly convened, public meeting of the Board on September 11, 2025, the report urging the Board and City to adopt the rates recommended therein; and,

WHEREAS, the Water Board formally resolved during its regularly convened meeting of September 11, 2025 to immediately recommend to the City Council that the City increase Buckhannon's rates and charges for water distribution services pursuant to the aforesaid rate study, said proposed rate and charge schedule being hereinafter described and set forth pursuant to Article II hereof; and,

WHEREAS, the Council of the City of Buckhannon is authorized pursuant to the statutory provisions of Chapter 8, Article 13, Section 13, and Chapter 24, Article 2,

Section 4b of the West Virginia Code, as amended, to impose by ordinance upon the users of water distribution services, such reasonable rates, fees and charges as shall be collected in the manner specified by ordinance; and,

WHEREAS, the Council of the City of Buckhannon deems the rates and charges proposed by the Water Board of the City of Buckhannon, and as are set out in the aforesaid September 9, 2025 rate study report, and further which rates and charges are described and set forth pursuant to Article II hereof, to be just and reasonable; and,

WHEREAS, in addition to the newly proposed rates and charges included in the aforesaid rate study report, the Water Board further moved to recommend the establishment of or increases in various administrative fees; and,

WHEREAS, the statutory provisions of Chapter 8, Article 11, Section 3, Paragraph (1), and Chapter 8, Article 13, Section 13 of the West Virginia Code, as amended, specifically provide that the collection of fees of any kind by a municipality shall be by ordinance; and,

WHEREAS, the Council of the City of Buckhannon desires in all respects to comply with the statutes of the State of West Virginia and further with the rules of the Public Service Commission of West Virginia, hereinafter referred to as "PSC," insofar as the establishment of new water distribution rates and charges is concerned.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF BUCKHANNON, AS FOLLOWS:

ARTICLE I - FINDINGS OF COUNCIL: The Council of the City of Buckhannon hereby makes the following findings:

(1) The current rates and charges of the Water Board of the City of Buckhannon for providing water distribution services as were previously adopted by City Ordinances No. 207, 228, 342, 369, 392, and 451 are now, based upon the increased costs of providing services, as well as the need to construct a new water treatment facility, insufficient to maintain the high quality of water distribution services offered by the Board and City to the residents of Buckhannon and surrounding Upshur County;

(2) The Board and City have not sought a water rate increase since 2021, although the Board and City's cost of providing water distribution services has increased substantially since 2021;

(3) The Board and City's opportunities to improve and maintain the City's water distribution operations, including its ability to finance the construction of a new water treatment facility, are substantially impeded given current revenues realized from the collection of current rates and charges;

(4) Following the Board and City's request, Todd Dingess, CPA of the Accounting Firm Smith Cochran & Hicks PLLC conducted an independent rate study respecting Buckhannon's water distribution operations, with findings and recommendations being set forth in a written report dated September 9, 2025;

(5) The rate study report was presented by Mr. Dingess during a regularly convened, public meeting of the Water Board also conducted on September 11, 2025;

(6) The rate study, together with the financing and other funding requirements of the water treatment plant construction project, call for the increase of rates over time, in three steps as outlined below; and,

(7) The Board formally moved and resolved during its September 11, 2025 meeting to recommend to the City Council that the City accept the rate recommendations contained in the required rate study, and that the City increase its rates and charges for water distribution services pursuant to the proposed rate and charge schedule described and set forth pursuant to Article II hereof;

(8) The Council considered the Board's recommendation together with the rate study report during its regularly convened public meeting on September 18, 2025, and directed the drafting of the necessary authorizing Ordinance;

(9) The Council of the City of Buckhannon is authorized pursuant to the statutory provisions of Chapter 8, Article 13, Section 13, and Chapter 24, Article 2, Section 4b of the West Virginia Code, as amended, to impose by ordinance upon the users of water distribution services such reasonable rates, fees, and charges as shall be collected in the manner specified in the ordinance;

(10) The Council of the City of Buckhannon deems all rates and charges proposed by the Water Board of the City of Buckhannon to be just and reasonable, and necessary to secure financing for the construction of a new water treatment plant;

(11) The statutory provisions of Chapter 8, Article 11, Section 3, Subsection (1), and Chapter 8, Article 13, Section 13 of the West Virginia Code, as amended, specifically provide that the collection of fees of any kind by a municipality shall be by ordinance; and,

(12) The Council of the City of Buckhannon desires in all respects to comply with all applicable statutes of the State of West Virginia and the rules of the PSC insofar as the establishment of new water distribution rates and charges is concerned.

ARTICLE II - RATE AND CHARGE SCHEDULE: The following rates and charges shall be paid for water distribution services offered by the Water Board of the City of Buckhannon, upon this Ordinance's effectuation, to be charged on and after the dates noted above. (Note: all rates are expressed as monthly charges):

Step 1: Rates to be charged on and after January 1, 2026, until December 31, 2026

TYPE OF CUSTOMER/SERVICE

- | | |
|--|------------------------|
| (1) Users of 0 – 2,000 gallons of water: | \$9.82 / 1,000 gallons |
| (2) Users of 2,000 – 14,000 gallons of water: | \$9.46 / 1,000 gallons |
| (3) Users of 14,000 – 50,000 gallons of water: | \$8.49 / 1,000 gallons |
| (4) Users of more than 50,000 gallons of water: | \$3.91 / 1,000 gallons |
| (5) Minimum Monthly bill according to size of meter installed: | |

(a) 5/8" meter or less	\$19.64
(b) 3/4" meter	\$29.46
(c) 1" meter	\$49.10
(d) 1&1/2" meter	\$98.20
(e) 2" meter	\$157.12
(f) 3" meter	\$294.60
(g) 4" meter	\$491.00
(h) 6" meter	\$982.00

NOTE: No minimum bill will be rendered for less than \$19.64 which is equivalent to 2,000 gallons of water used.

(6) Resale Customer(s): Resale customers shall pay a rate of \$3.01/1,000 gallons regardless as to quantity of gallons of consumed and regardless as to number of meters.

Step 2: Rates to be charged on and after January 1, 2027, until December 31, 2027

TYPE OF CUSTOMER/SERVICE

(1) Users of 0 – 2,000 gallons of water:	\$11.50 / 1,000 gallons
(2) Users of 2,000 – 14,000 gallons of water:	\$11.08 / 1,000 gallons
(3) Users of 14,000 – 50,000 gallons of water:	\$9.94 / 1,000 gallons
(4) Users of more than 50,000 gallons of water:	\$4.58 / 1,000 gallons
(5) Minimum Monthly bill according to size of meter installed:	
(a) 5/8" meter or less	\$23.00
(b) 3/4" meter	\$34.50
(c) 1" meter	\$57.50
(d) 1&1/2" meter	\$115.00
(e) 2" meter	\$184.00
(f) 3" meter	\$345.00
(g) 4" meter	\$575.00
(h) 6" meter	\$1,150.00

NOTE: No minimum bill will be rendered for less than \$23.00 which is equivalent to 2,000 gallons of water used.

(6) Resale Customer(s): Resale customers shall pay a rate of \$3.53/1,000 gallons regardless as to quantity of gallons of consumed and regardless as to number of meters.

Step 3: Rates to be charged on and after January 1, 2028

TYPE OF CUSTOMER/SERVICE

(1) Users of 0 – 2,000 gallons of water:	\$13.18 / 1,000 gallons
(2) Users of 2,000 – 14,000 gallons of water:	\$12.70 / 1,000 gallons
(3) Users of 14,000 – 50,000 gallons of water:	\$11.39 / 1,000 gallons

(4) Users of more than 50,000 gallons of water: \$5.25 / 1,000 gallons

(5) Minimum Monthly bill according to size of meter installed:

(a) 5/8" meter or less	\$26.36
(b) 3/4" meter	\$39.54
(c) 1" meter	\$65.90
(d) 1&1/2" meter	\$131.80
(e) 2" meter	\$210.88
(f) 3" meter	\$395.40
(g) 4" meter	\$659.00
(h) 6" meter	\$1,318.00

NOTE: No minimum bill will be rendered for less than \$13.02 which is equivalent to 2,000 gallons of water used.

(6) Resale Customer(s): Resale customers shall pay a rate of \$4.05/1,000 gallons regardless as to quantity of gallons of consumed and regardless as to number of meters.

The following charges remain unchanged from enactment of Ordinance No. 451

(7) Bulk Water Customer(s): Bulk water customers shall pay the greater of the rate appearing above per thousand gallons purchased, or \$25.00. (new)

(8) Delayed Payment Penalty*: See note below.

(9) Tap/service connection fee**: 3/4" = \$750.00 (unchanged)
1" = \$1,000.00 (unchanged)
Larger than 1" = at actual installation cost. Tap fees for fire service protection shall be the Board's actual cost of materials and labor to bring the connection to the customer's property line as set forth in the WV PSC's rules and regs. (unchanged)

(10) Disconnection/Reconnection service charge: \$50.00 per occurrence will be charged whenever the water is turned off for violations of rules, non-payment of bills or at the request of the customer for maintenance on the customer's side of the meter. (unchanged)

(11) Returned Payment Charge***: See note below.

(12) Leak adjustment****: \$0.50/1,000 gallons (increase)

(13) Security Deposit: Not to exceed two-twelfths (2/12) of the annual estimated charge for residential service, or one-sixth (1/6) of annual estimated charge for commercial service, or \$50.00 whichever is greater. (unchanged)

(14) Private hydrant/fire protection fee: \$10.00 per month per hydrant and \$10.00 per fire service connection 4" or less. The monthly rate for each fire service connection greater than 4" is \$20.00. (unchanged)

(15) Meter & associated components damaged by customer (includes radio read components): At actual repair & installation cost. (unchanged)

(16) Re-reading of meter at customer request: \$25.00 (unchanged)

Note: Any customer may request the Water Board to re-read the customer's water meter if the customer believes the meter reading was inaccurate. Any customer may request a meter re-reading once every 12 months at no charge to the customer. If any customer requests additional re-readings within any 12-month period, and the re-reading or re-readings substantiate that the initial reading was accurate, the customer then shall be charged \$25.00 for each additional re-reading. The customer shall not be charged if the initial reading is determined to have been inaccurate by more than five percent (5%).

(17) Meter test \$75.00 (unchanged)

Note: Any customer may request the Water Board to test the customer's water meter to determine the meter's accuracy. The customer shall pay \$75.00 for the meter test in advance of the test. In accordance with Rule 6.5 of the PSC's Water Rules, if upon testing, the meter is determined to be more than two percent (2%) average in error, the meter test fee shall be promptly refunded to the customer. If the meter is not found to be more than two percent (2%) in error, the City shall retain the meter test fee advanced by the customer for the test.

(18) Meter reinstallation \$100.00 (unchanged)

Note: In any event when a water meter is removed by the Water Board to prevent a customer from unlawfully obtaining water following a customer's service being disconnected by the Water Board for customer non-payment, the customer shall pay a water reinstallation fee of \$100.00 before the meter is reinstalled and water service is reinstated. This fee shall be in addition to any other reconnection fees.

*Delayed Payment Penalty - The above schedule is net. On all accounts not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

**Tap/service connection fee - This tap fee will be charged to all customers who apply for service outside of a certificate proceeding before the PSC for each new tap to the service.

***Returned payment charge - A service charge equal to \$25.00 will be imposed upon any customer whose check, EFT, ACH, or credit card payment of charges is returned by the financial institution processing payment.

****Leak adjustment - This amount shall be used when a bill reflects unusual consumption which can be attributed to eligible leakage on the customer's side of the

meter. This rate shall be applied to all such consumption above the customer's historical usage.

ARTICLE III - AUTHORITY OF MAYOR TO FILE ANY APPLICATIONS, TARIFF MODIFICATIONS AND/OR OTHER DOCUMENTS WITH THE WEST VIRGINIA PUBLIC SERVICE COMMISSION: The Mayor of the City of Buckhannon is authorized to prepare and file, and/or cause to be prepared and filed, any necessary applications, tariff modifications or other documents with the West Virginia Public Service Commission, and generally to assure the City of Buckhannon's compliance with the West Virginia Public Service Commission's rules and regulations respecting water distribution operations by a municipality. The provisions of Ordinances No. 207, 228, 342, 369, 392, 451, or any other ordinances of the City of Buckhannon addressing water distribution services are hereby amended pursuant to the provisions hereof.

ARTICLE IV - PREVIOUS WATER DISTRIBUTION ORDINANCES: Any other provisions of Ordinances No. 207, 228, 342, 369, 392, 451, or any other ordinance of the City of Buckhannon addressing water distribution services and not expressly amended pursuant to this Ordinance No. 476, remain in full force and legal effect, except for those rates, charges, and ordinance provisions which are expressly amended hereby.

ARTICLE V - PUBLIC SERVICE COMMISSION AND WATER BOARD RULES AND REGULATIONS: This Ordinance is adopted by the City of Buckhannon to comply with all rules of the West Virginia Public Service Commission. Notwithstanding this intention, this Ordinance shall not prohibit the Water Board of the City of Buckhannon from establishing, applying and/or amending from time to time, the Board's own rules and regulations which are not inconsistent with PSC rules and regulations, and which Board-established rules and regulations are promulgated to facilitate the administration and operation of the City's water distribution system.

ARTICLE VI - SEVERABILITY: In the event that any provision(s) of this Ordinance is determined to be unconstitutional or invalid by a court exercising competent jurisdiction, such determination shall not affect the validity of this Ordinance as a whole or the provisions thereof which are not specifically held to be unconstitutional or invalid other than that provision(s) which is specifically determined to be unconstitutional or invalid.

ARTICLE VII - EFFECTIVE DATE: Pursuant to Chapter 24, Article 2, Section 4b, Paragraph (b) of the West Virginia Code, as amended, this Ordinance shall be deemed effective immediately following forty-five (45) days from the third (3rd) reading, passage and adoption by the Council of the City of Buckhannon, i.e., December 21, 2025.

FIRST READING:	October 2, 2025
SECOND READING:	October 16, 2025
THIRD READING, PASSAGE AND ADOPTION:	November 6, 2025

Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 476 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on November 6, 2025.

Randall H. Sanders, City Recorder

10. New Business Discussions: None

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

a. Mt. Hope Water Association Meeting Minutes – August 2025

b. Adrian P.S.D. Meeting Minutes – August 2025

c. Hodgesville P.S.D. Meeting Minutes - September 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.

12. Board Members' Remarks and Announcements: There were no additional comments.

a. Special Water Board Meeting with the Public Service Districts 10/09/25 6:30pm

At 5:13 p.m., Randall/Nestor motioned to move into an Executive Session per WV Code § 6-9A-4 Property Matters. The motion carried.

At 5:49 p.m., Nestor/Rizo motioned to leave the Executive Session. The motion carried.

Mayor Skinner noted that the Board had exited an Executive Session to discuss property matters at 5:49 and that no decisions had been made during the session.

13. Declaration of Adjournment

At 5:50 p.m. Randall motioned to adjourn.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
