

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

A regular meeting of the Buckhannon Water Board was held on Thursday, November 13, 2025, at 7:30 a.m. in Council Chambers at City Hall. The following were in attendance (GTM is attendance by GoToMeeting):

Robbie Skinner	Mayor	Present - GTM
Randy Sanders	City Recorder	Present
Scott Randall	Board Member	Present
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	Present
Tom O'Neill	City Attorney	Present - GTM

Media: Katie Kuba, My Buckhannon

Guests: Shane Whitehair, Region VII; Tim Ball, Potesta & Associates; Todd Dingess, CPA, Smith Cochran & Hicks, Pllc., and Mark Best.

*City of Buckhannon Water Board Meeting Agenda  
7:30 AM Thursday, November 13 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: 10/09/2025
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
    - i. Approval Requisition No. 1 for Payment from Series 2025 Note Project Fund
    - ii. Approval Resolution 2025-11 Authorizing Payment RFP #1 Invoices Relating to Services funded in part by WV Infrastructure & Jobs Development Council (IJDC)
    - iii. Approval Sweep Resolution 2025-12 Monthly Debt Service Payments on the Bonds to the WV Municipal Bond Commission
    - iv. Authorize Region VII Planning & Development Control of Checks for the WTP Project
    - v. Public Notice of Change in Rates Tari Form No. 12
10. New Business Discussions:
  - a. Approval Purchase John Deere Compact Track Loader through Sourcewell Cooperative Program
11. Report of Events, Correspondence, and Information
  - a. Mt. Hope Water Association Meeting Minutes-September & October 2025
  - b. Adrian P.S.D. Meeting Minutes-September 2025
  - c. Elkins Road P.S.D. Meeting Minutes-October 2025
  - d. Notice of Public Hearing Sent to All Customers of the COB Water Board re; New Water Rates

e. Letter RE: Outage Notification Plan Requirement by WV Public Service Commission

- 12. Board Members’ Remarks and Announcements
- 13. Declaration of Adjournment

Revised 11/10/25

*This agenda was certified by Mayor Robbie Skinner on November 7, 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.*

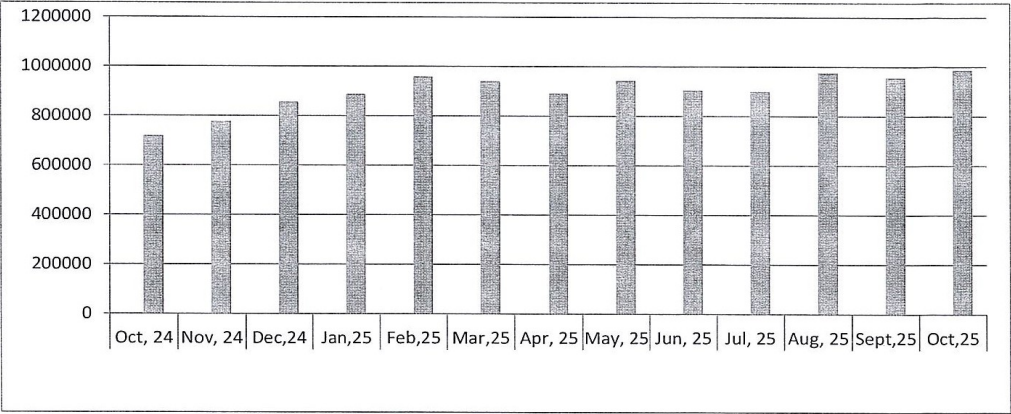
- 1. Call to Order:** At 7:30 a.m., Mayor Robbie Skinner called the November 13, 2025, regular meeting of the Water Board to order.
- 2. Moment of Silent Reflection** – Skinner invited those in attendance to join in silent reflection.
- 3. Pledge of Allegiance** – Recorder Sanders led those in attendance in the Pledge of Allegiance.
- 4. Approval of Previous Meeting Minutes: 10/09/2025–** Mayor Skinner recognized that the meeting minutes of October 9, 2025 were available for consideration and asked for corrections or approval as presented.

**Randall/Rizo motioned to approve the meeting minutes of October 9, 2025 as presented. The motion carried.**

- 5. Public Comment—Motion to Open & Close Requested** – No action needed.
- 6. Recognition of Guests** – Mark Best was recognized. He did not wish to speak at this time.
- 7. Financial Report—Director of Finance Amberle Jenkins** – Mrs. Jenkins reviewed the financial reports for October 2025. A brief Q&A took place.

WATER BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET

Balance October 31, 2025	
Money market & checking	\$ 1,146,561.88
The two Working Capital CD’s to WV Board of Treasury Investment	\$374,274.14
CD Renewed 10-8-25 3.78%(Peoples)	\$296,574.86
CD 348383 renewed 9-11-25 Citizens 4%	\$275,294.74
Savings 2%Depreciation .05%	\$ 1,524.77



Money Market and Checking Trend  
Note: Bond Payments began March 2017 \$22751.66 per mth.  
Water Project Fund \$5,936,848.22

400-WATER

% OF YEAR COMPLETED: 33.33

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	86,367.84	364,185.00	0.00	595,815.00	37.94
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	600,000	62,388.07	257,435.15	0.00	342,564.85	42.91
400-350-000-03 PRIVATE FIRE PROTECTION	16,000	1,447.50	5,810.00	0.00	10,190.00	36.31
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,576,000	150,203.41	627,430.15	0.00	948,569.85	39.81
OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	200,000	13,419.00	56,166.75	0.00	143,833.25	28.08
400-360-000-01 HODGESVILLE PSD (MASTER M	234,000	27,429.25	107,200.50	0.00	126,799.50	45.81
400-360-000-02 ELKINS ROAD PSD (MASTER M	200,000	17,356.25	79,962.50	0.00	120,037.50	39.98
400-360-000-03 ADRIAN PSD (MASTER METER)	233,000	27,644.00	121,818.25	0.00	111,181.75	52.28
TOTAL OUTSIDE DISTRICTS	867,000	85,848.50	365,148.00	0.00	501,852.00	42.12
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	2,321.49	9,135.20	0.00	12,464.80	42.29
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	325.00	1,475.00	0.00	1,925.00	43.38
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	2,646.49	10,610.20	0.00	14,389.80	42.44
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	28,476.15	37,080.87	0.00	4,080.87	112.37
TOTAL OTHER REVENUE	33,500	28,476.15	37,080.87	0.00	3,580.87	110.69
TOTAL REVENUE	2,512,000	267,174.55	1,065,773.66	0.00	1,446,226.34	42.43

11-12-2025 07:55 AM

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

PAGE: 4

400-WATER

% OF YEAR COMPLETED: 33.33

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						
=====						
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	1,846.69	7,225.97	0.00	17,774.03	28.90
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	25,000	1,846.69	7,225.97	0.00	17,774.03	28.90
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	1,846.69	7,271.96	0.00	26,128.04	21.77
WATER PLANT						
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SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	454,000	31,775.64	144,012.99	0.00	309,987.01	31.72
400-642-104-00 FICA TAX	34,731	2,434.16	11,034.80	0.00	23,696.20	31.77



400-WATER

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	46,000	3,515.92	20,094.82	0.00	25,905.18	43.68
400-642-106-00 RETIREMENT	40,860	2,859.81	12,961.20	0.00	27,898.80	31.72
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	575,591	40,585.53	188,103.81	0.00	387,487.19	32.68
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	138,000	11,734.77	46,384.67	0.00	91,615.33	33.61
400-642-221-00 TRAINING & CONTINUED EDUC	2,500	30.00	30.00	0.00	2,470.00	1.20
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	301.08	1,645.97	0.00	5,354.03	23.51
TOTAL CONTRACTUAL SERVICES	147,500	12,065.85	48,060.64	0.00	99,439.36	32.58
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,000	96.15	164.15	207.15	2,628.70	12.38
400-642-342-00 MAINT TREATMENT PLANT BLD	5,000	422.72	518.07	0.00	4,481.93	10.36
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	177.85	788.08	0.00	4,711.92	14.33
400-642-344-00 GENERAL EQUIPMENT MAINTEN	20,000	28.37	3,778.99	3,108.02	13,112.99	34.44
400-642-345-00 UNIFORMS PERSONAL SAFETY	6,000	629.91	3,050.95	0.00	2,949.05	50.85
400-642-346-00 MAINT TREATMENT PLANT EQU	81,000	14,940.39	19,674.69	38.66	61,286.65	24.34
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	4,643.06	5,373.28	0.00	9,626.72	35.82
400-642-348-00 CHEMICAL COSTS	270,000	28,446.73	112,707.78	8,897.50	148,394.72	45.04
400-642-349-00 COMPLIANCE MONITORING	27,000	381.00	3,232.80	20.00	23,747.20	12.05
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	49,766.18	151,447.79	12,271.33	283,780.88	36.59
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	102,417.56	387,612.24	12,271.33	770,707.43	34.16
WATER NEW PLANT PROJ						
COMMODITIES						
400-643-350-00 NEW PLANT PROFESSIONAL SE	0	8,250.00	16,500.00	0.00 (	16,500.00)	0.00
TOTAL COMMODITIES	0	8,250.00	16,500.00	0.00 (	16,500.00)	0.00
TOTAL WATER NEW PLANT PROJ	0	8,250.00	16,500.00	0.00 (	16,500.00)	0.00
WATER LINES						
SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	415,000	35,685.74	163,824.17	0.00	251,175.83	39.48
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	2,739.14	12,580.76	0.00	19,166.24	39.63

400-WATER

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-660-105-00 HEALTH INSURANCE	101,200	12,953.26	56,294.20	0.00	44,905.80	55.63
400-660-106-00 RETIREMENT	37,350	3,211.74	14,744.25	0.00	22,605.75	39.48
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	585,297	54,589.88	247,443.38	0.00	337,853.62	42.28
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	38,000	1,721.25	4,671.57	0.00	33,328.43	12.29
400-660-221-00 TRAINING & CONTINUED EDUC	3,000	375.00	375.00	0.00	2,625.00	12.50
400-660-226-00 UNEMPLOYMENT/COMPENSATION	13,000	707.44	3,256.63	0.00	9,743.37	25.05
TOTAL CONTRACTUAL SERVICES	54,000	2,803.69	8,303.20	0.00	45,696.80	15.38
COMMODITIES						
400-660-341-00 OFFICE EXPENSE	5,000	451.12	3,133.37	0.00	1,866.63	62.67
400-660-342-00 MAINTENANCE GARAGE BLDG	4,500	69.60	608.08	85.44	3,806.48	15.41
400-660-343-00 VEHICLE MAINTENANCE	9,000	955.50	2,175.84	341.37	6,482.79	27.97
400-660-343-01 LINE VEHICLE FUEL	15,000	1,979.08	4,504.10	0.00	10,495.90	30.03
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	2,798.43	6,218.16	375.29	10,406.55	38.79
400-660-345-00 UNIFORMS-PERSONAL SAFETY	7,000	629.94	2,363.04	0.00	4,636.96	33.76
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	20,000	75.60	880.43	0.00	19,119.57	4.40
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	5,813.12	31,741.71	1,667.78	116,590.51	22.27
400-660-353-00 MAPPING & LINE LOCATING E	8,000	2,750.95	5,361.63	0.00	2,638.37	67.02
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	241,000	15,523.34	56,998.35	2,469.88	181,531.77	24.68
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	881,797	72,916.91	313,195.85	2,469.88	566,131.27	35.80
WATER METERS						
SALARIES & BENEFITS						
400-902-103-00 METER ON/OFF & MAINT LABO	0	0.00	0.00	0.00	0.00	0.00
400-902-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
400-902-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-106-00 RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
400-902-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
400-902-221-00 TRAINING & CONTINUED EDUC	0	0.00	0.00	0.00	0.00	0.00
400-902-226-00 WORKERS COMP/ INSURANCE	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: 33.33

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	5,600.00	0.00	11,200.00	33.33
400-920-103-00 AD & GE OFFICE SALARIES	231,000	15,796.90	69,616.11	0.00	161,383.89	30.14
400-920-104-00 FICA TAX	19,000	1,316.11	5,757.35	0.00	13,242.65	30.30
400-920-105-00 HEALTH INSURANCE	20,000	1,625.46	9,868.80	0.00	10,131.20	49.34
400-920-106-00 RETIREMENT	22,302	1,390.29	6,139.70	0.00	16,162.30	27.53
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	309,102	21,528.76	96,981.96	0.00	212,120.04	31.38
CONTRACTUAL SERVICES						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	2,000	223.47	756.12	0.00	1,243.88	37.81
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	982.55	0.00	1,617.45	37.79
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	5,100	451.21	1,738.67	0.00	3,361.33	34.09
COMMODITIES						
400-920-341-00 MATERIALS & SUPPLIES EXPE	60,000	5,339.43	18,236.27	28.26	41,735.47	30.44
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	0.00	6,028.75	0.00	3,471.25	63.46
400-920-350-00 PROFESSIONAL & LEGAL EXPE	24,751	1,354.17	6,770.85	0.00	17,980.15	27.36
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	3,746.63	25,098.27	0.00	28,001.73	47.27
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	10,440.23	63,779.34	28.26	102,043.40	38.47

400-WATER

% OF YEAR COMPLETED: 33.33

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	182.00	182.00	0.00	19,818.00	0.91
TOTAL CAPITAL OUTLAY	20,000	182.00	182.00	0.00	19,818.00	0.91
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	4,704.56	26,606.38	569.67	53,823.95	33.55
TOTAL NON-OPERATING EXPENSES	81,000	4,704.56	26,606.38	569.67	53,823.95	33.55
TOTAL OFFICE/ADMIN	581,053	37,306.76	189,288.35	597.93	391,166.72	32.68
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	90,462.17	0.00	179,937.83	33.45
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	90,462.17	0.00	179,937.83	33.45
COMMODITIES						
400-970-331-00 BOND PYMT \$6M LOAN PHASE	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 BOND PAYMENTS	270,400	22,481.88	90,462.17	0.00	179,937.83	33.45
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	0.00	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-WATER% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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
400-999-178-00 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	0.00	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	0.00	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	2,466.60	10,761.22	0.00	20,338.78	34.60

400-WATER% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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	1,411.00	1,411.00	0.00	28,589.00	4.70
400-999-682-08	0	0.00	0.00	0.00	0.00	0.00
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	3,877.60	14,607.73	0.00	216,492.27	6.32
TOTAL CAPITAL/PROJECTS	360,100	3,877.60	16,699.44	0.00	343,400.56	4.64
TOTAL EXPENDITURES	3,297,341	249,097.40	1,021,030.01	15,339.14	2,260,971.85	31.43
REVENUE OVER/(UNDER) EXPENDITURES	( 785,341)	18,077.15	44,743.65 (	15,339.14) (	814,745.51)	3.74-

OCTOBER 2025 WATER PAYMENT OF BILLS

\$28,446.73 – PHOENIX SOLUTIONS – CHEMICAL COST

\$2,430.88 – OVIVO USA – FLOC BEARINGS

\$1,850.00 – QUALITY HYDRAULICS-HYDRAULIC CYLINDER REPAIR

\$3,398.65 – CORE & MAIN – SERVICE MATERIALS



FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVIOR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110 088 822 300 OHIO LIFT	1,832.41
		601-211-00	UTILITIES - ELEC,GAS	110 136 713 804 EWMS 262TL	14.28
			TOTAL:		1,846.69
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110 087 859 879 NEW WATR T	10,645.00
	HACH CHEMICAL CO	642-346-00	MAINT TREATMENT PLAN	HACH CONTRACT	12,293.83
	RITE-WAY HEATING & PLUMBING	642-346-00	MAINT TREATMENT PLAN	PCRD-FOOT VALVE	16.19
		642-346-00	MAINT TREATMENT PLAN	HEATER SUPPLIES	51.02
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 9/2/25-10/1/25	301.08
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER OCT 2025 RETIREE'S I	48.00
		642-105-00	HEALTH INSURANCE	WATER OCT 2025 HEALTH INS	3,454.92
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	25.07
		642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	25.12
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	799.41
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	806.16
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	649.44
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	604.80
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	CHEMICALS	16,972.25
		642-348-00	CHEMICAL COSTS	CHEMICALS	11,474.48
	USA BLUE BOOK/ HD SUPPLY FAC	642-347-00	PLANT LAB MAINT & SU	LAB SUPPLIES	3,554.58
		642-347-00	PLANT LAB MAINT & SU	LAB	675.00
	OFFICE OF WATER PROGRAMS CA	642-221-00	TRAINING & CONTINUED	PCRD-PATRICK TENNEY TRAIN	30.00
	ST JOSEPH HOSPITAL OF BUCKHA	642-341-00	OFFICE EXPENSE	LAB TEST JUSTIN ATWELL	68.00
	WALMART STORES INC -BUCKHANN	642-347-00	PLANT LAB MAINT & SU	PCRD-POST IT NOTES BLEACH	391.49
		642-341-00	OFFICE EXPENSE	PCRD-SUPER GLUE DIVIDERS	14.16

FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	999.44
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	973.33
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	233.75
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	227.64
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	SAMPLES	230.00
		642-341-00	OFFICE EXPENSE	PCRD-PHONE HOLSTER	13.99
		642-342-00	MAINT TREATMENT PLAN	PCRD-BIG MAXX HEATER	422.72
		642-344-00	GENERAL EQUIPMENT MA	PCRD-VACUUM PRESSURE GAUGE	28.37
	PACE ANALYTICAL SERVICES LLC	642-347-00	PLANT LAB MAINT & SU	PCRD-NITRILE GLOVES	21.99
		642-349-00	COMPLIANCE MONITORIN	SAMPLES	151.00
		642-105-00	HEALTH INSURANCE	WATER OCT 2025 HSA FEES	13.00
		642-211-00	UTILITIES - ELEC, GA	OCT 25 ANTENNA RENTAL	35.00
	LYNX WV INC	642-211-00	UTILITIES - ELEC, GA	PCRD-AUG 25 CELL PHN & GEO	362.02
		642-211-00	UTILITIES - ELEC, GA	PCRD-SEP 25 CELL PHN & GEO	365.32
	OVIVO USA, LLC	642-346-00	MAINT TREATMENT PLAN	BEARINGS	2,430.88
	FREEDOM AG & ENGERY COOPERAT	642-346-00	MAINT TREATMENT PLAN	A/C	148.47
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	114.06
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	66.71
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	96.47
		642-343-01	PLANT VEHICLE FUEL	WATER AUG 2024 FUEL BILL	177.85
	FLYERS ENERGY LLC	642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS	125.98
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 10-6-25	125.99
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 10-13-25	125.98
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 10-20-25	125.98
	CINTAS	642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 10-27-25	125.98
				10/01/2025 - 10/31/2025	31,775.64
	**PAYROLL EXPENSES			TOTAL:	102,417.56
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110 085 340 724 BRUSHY FO	260.39
		660-211-00	UTILITIES - ELEC,GAS	110 088 895 773 TANK #3	13.73
		660-211-00	UTILITIES - ELEC,GAS	110 117 519 980 2425 BRUSH	10.20
		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	196.99
		660-211-00	UTILITIES - ELEC,GAS	110 085 818 216 DEERCKBOOS	101.79
		660-211-00	UTILITIES - ELEC,GAS	110 085 973 250 RT 3	10.57
		660-211-00	UTILITIES - ELEC,GAS	110 085 813 894 DEERCKTANK	21.90
		660-211-00	UTILITIES - ELEC,GAS	110 100 156 634 ST JOE TOW	17.89
		660-211-00	UTILITIES - ELEC,GAS	110 114 638 833 VICTORIA H	11.07
		660-211-00	UTILITIES - ELEC,GAS	110 117 519 956 2412 RT20	11.00
		660-353-00	MAPPING & LINE LOCAT	GIS SVCS FOR SEPT 25	1,852.50
		660-341-00	OFFICE EXPENSE	WATER COPIER LEASE OCT 25	133.00
		660-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 9/2/25-10/1/25	602.16
		660-221-00	TRAINING & CONTINUED	PCRD-AWWA MEMBERSHIP RENEW	375.00
	AMERICAN WATER WORKS ASSOC	660-105-00	HEALTH INSURANCE	WATER OCT 2025 RETIREE'S I	156.00
		660-105-00	HEALTH INSURANCE	WATER OCT 2025 HEALTH INS	8,764.76
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	25.07
		660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	25.12
	AUTO ZONE	660-343-00	VEHICLE MAINTENANCE	PARTS	669.34
		660-344-00	GENERAL EQUIPMENT MA	OIL	65.78
	VERMEER HEARTLAND	660-344-00	GENERAL EQUIPMENT MA	OIL	74.75
	QUALITY HYDRAULICS INC	660-344-00	GENERAL EQUIPMENT MA	HYDRAULIC CYLINDER REPAIR	900.00
		660-344-00	GENERAL EQUIPMENT MA	HYDRAULIC CYLINDER REPAIR	950.00
	HART OFFICE SOLUTIONS INC	660-341-00	OFFICE EXPENSE	PRINTER	42.58
		660-341-00	OFFICE EXPENSE	PRINTER CONTRACT	45.51



11-12-2025 07:54 AM		DISBURSEMENTS 10-01-25 to 10-31-25			PAGE: 16
FUND: WATER					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	MESSAGE FEES FOR SEPT 25	38.75
	LOWES BUSINESS ACCOUNTS/SYNC	660-347-00	BOOSTER PUMP BLDG EQ	AIRPORT BOOSTER	75.60
	STATE EQUIPMENT INC.	660-344-00	GENERAL EQUIPMENT MA	KUBOTA OIL	109.35
	WV MUNICIPAL LEAGUE	660-226-00	UNEMPLOYMENT/COMPENS	WATER 3RD QTR 2025 UNEMPLO	105.28
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,180.37
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,169.75
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	436.82
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	424.80
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	HYDRANT EXT	775.00
	DISBURSEMENTS ACCOUNT-ALL DE	660-105-00	HEALTH INSURANCE	HSA FUNDS T ROBINSON C KIM	2,000.00
		660-105-00	HEALTH INSURANCE	HSA'S FOR CKIMBLE AND TROB	2,000.00
	SYLVESTER W. LOWTHER	660-344-00	GENERAL EQUIPMENT MA	HOSE REPAIR	53.20
	BUCKHANNON DISCOUNT TIRE INC	660-343-00	VEHICLE MAINTENANCE	FLAT REPAIR	20.00
	CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	PIPE FITTINGS	218.15
		660-352-00	NEW SERVICES, UPGRAD	SERVICE MATERIALS	3,398.65
	WALMART STORES INC -BUCKHANN	660-341-00	OFFICE EXPENSE	PCRD-HAND SOAP PAPER TOWEL	180.04
		660-342-00	MAINTENANCE GARAGE B	PCRD-TRASH BAGS, PLDG POLI	69.60
	DUNCAN PARNELL INC	660-353-00	MAPPING & LINE LOCAT	PCRD-TERRAFLEX YRLY SUBSCR	528.00
		660-353-00	MAPPING & LINE LOCAT	PCRD-TERRAFLEX STANDARD PR	133.38
		660-353-00	MAPPING & LINE LOCAT	WARRANTY	198.32
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,117.78
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,102.18
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	261.41
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	257.77
	AMAZON.COM	660-341-00	OFFICE EXPENSE	PCRD-APC UPS BATTERY REPLA	49.99
		660-352-00	NEW SERVICES, UPGRAD	PCRD-MARKING PAINT TUBING	140.67
		660-352-00	NEW SERVICES, UPGRAD	PCRD-SHOP RAGS	202.10
		660-352-00	NEW SERVICES, UPGRAD	PCRD-PIPE CUTTER PCV CUTTE	30.44
		660-344-00	GENERAL EQUIPMENT MA	PCRD-FIRE HOSES	645.35
		660-352-00	NEW SERVICES, UPGRAD	PCRD-MARKING PAINT	60.32
	PAYFLEX - INSPIRA	660-105-00	HEALTH INSURANCE	WATER OCT 2025 HSA FEES	32.50
	AT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	PCRD-AUG 25 CELL PHN & GEO	362.01
		660-211-00	UTILITIES - ELEC,GAS	PCRD-SEP 25 CELL PHN & GEO	365.31
	WORLD FUEL SERVICES, INC.	660-343-01	LINE VEHICLE FUEL	DIESEL	1,207.53
	IN & OUT TIRE	660-343-00	VEHICLE MAINTENANCE	ALIGNMENT	266.16
	FREEDOM AG & ENGERY COOPERAT	660-352-00	NEW SERVICES, UPGRAD	STRAW	247.79
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	114.07
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	66.71
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	96.48
	FLYERS ENERGY LLC	660-343-01	LINE VEHICLE FUEL	WATER AUG 2024 FUEL BILL	771.55
	CINTAS	660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS	125.99
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 10-6-25	125.98
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 10-13-25	125.99
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 10-20-25	125.99
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 10-27-25	125.99
	NORTH CENTRAL PLUMBING	660-352-00	NEW SERVICES, UPGRAD	INSTALL NEW WATER MAIN	740.00
	**PAYROLL EXPENSES			10/01/2025 - 10/31/2025	35,685.74
				TOTAL:	72,916.91
OFFICE/ADMIN	LEAF	920-341-00	MATERIALS & SUPPLIES	CH COPIER LEASE 11-18-25	170.20
	ENCOVA INSURANCE	920-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 9/2/25-10/1/25	227.74
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER OCT 2025 RETIREE'S I	24.00
		920-105-00	HEALTH INSURANCE	WATER OCT 2025 HEALTH INS	1,594.96
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	512.92

11-12-2025 07:54 AM		DISBURSEMENTS 10-01-25 to 10-31-25			PAGE: 17
FUND: WATER					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	524.05
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	185.19
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	168.11
	BUCKHANNON POSTMASTER	920-999-00	ADM BOARD-BILLING MI	PERMIT #10 POSTAGE	1,000.00
		920-999-00	ADM BOARD-BILLING MI	OCT 2025 BILL ADDRESS RETU	75.00
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES	AA FEES OCT 25	210.94
		920-341-00	MATERIALS & SUPPLIES	SEPT 25 AA FEES	214.78
	THOMAS J O'NEILL	920-350-00	PROFESSIONAL & LEGAL	NOV 25 ATTORNEY FEES	1,354.17
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	SEPT 25 CREDIT CARD FEES	2,459.12
	JERRY HEARD ASSC.	920-999-00	ADM BOARD-BILLING MI	UTILITY BILLS (56,100)	736.95
		920-341-00	MATERIALS & SUPPLIES	COPIER PAPER LEGAL 20# 1 C	22.50
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	589.58
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	477.04
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	137.90
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	111.59
	PAYFLEX - INSPIRA	920-105-00	HEALTH INSURANCE	WATER OCT 2025 HSA FEES	6.50
	LYNX WV INC	920-341-00	MATERIALS & SUPPLIES	BIT DEFENDER ENDPNT SEPT 25	450.00
	AT&T MOBILITY	920-211-00	UTILITIES - ELEC,GAS	PCRD-AUG 25 CELL PHN & GEO	39.90
		920-211-00	UTILITIES - ELEC,GAS	PCRD-SEP 25 CELL PHN & GEO	40.20
	UPSHUR COUNTY CLERK	920-999-00	ADM BOARD-BILLING MI	LIEN LINDA BROWN ESTATED	5.00
	KOMAX LLC	920-341-00	MATERIALS & SUPPLIES	POSTAGE LABELS 500/BOX	15.96
	FP FINANCE PROGRAM	920-999-00	ADM BOARD-BILLING MI	OCT 25 MAILER & INSERT PYM	94.31
	CAPITOL BUSINESS EQUIPMENT I	920-459-00	CAPITAL OUTLAY OFFIC	CHAIRS FOR AMBY'S OFFICE	182.00
	OPTIMUM B2B, DEPT. 1264	920-999-00	ADM BOARD-BILLING MI	OCT 25 CH INTERNET	212.50
	TYLER TECHNOLOGIES INC	920-999-00	ADM BOARD-BILLING MI	UTILITY BILLING AUTO,IVR,S	2,266.57
		920-999-00	ADM BOARD-BILLING MI	BIT DEFENDER ENDPNT SEPT 25	235.32
	ROSSMAN & CO/PCB CORP	920-341-00	MATERIALS & SUPPLIES	SEPT 25 DEBT COLLECTION	39.48
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	119.20
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.17
	HEWLETT PACKARD FINANCIAL SE	920-999-00	ADM BOARD-BILLING MI	PLOTTER RENT AUG 25	78.91
	STRATEGY LLC	920-341-00	MATERIALS & SUPPLIES	BIT DEFENDER ENDPNT SEPT 25	1,750.00
	BEENVERIFIED	920-341-00	MATERIALS & SUPPLIES	PCRD-BACKGROUND CHECK SERV	6.45
	TRAVELERS INSURANCE	920-352-00	PROPERTY INSURANCE	INS PREM AUTO LIAB NOV 25	3,746.63
	**PAYROLL EXPENSES			10/01/2025 - 10/31/2025	17,196.90
				TOTAL:	37,306.76
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOND A PYMT OCT 25	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	TRI-STATE ROOFING & SHEET ME	999-682-07	ROOFING SEAM REPAIR	ROOF REPAIR	1,411.00
	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	25H3G4 2021 RAM 1500	405.28
		999-682-04	SUPERVISOR TRUCK	28M236 2025 TOYOTA TACOMA	504.95
		999-682-04	SUPERVISOR TRUCK	28M239 2025 TOYOTA TACOMA	504.95
		999-682-04	SUPERVISOR TRUCK	28M23G 2025 TOYOTA TACOMA	524.58
		999-682-04	SUPERVISOR TRUCK	28M23M 2025 TOYOTA TACOMA	526.84
				TOTAL:	3,877.60

Nestor/Rizo motioned to accept the October 2025 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 October 2025

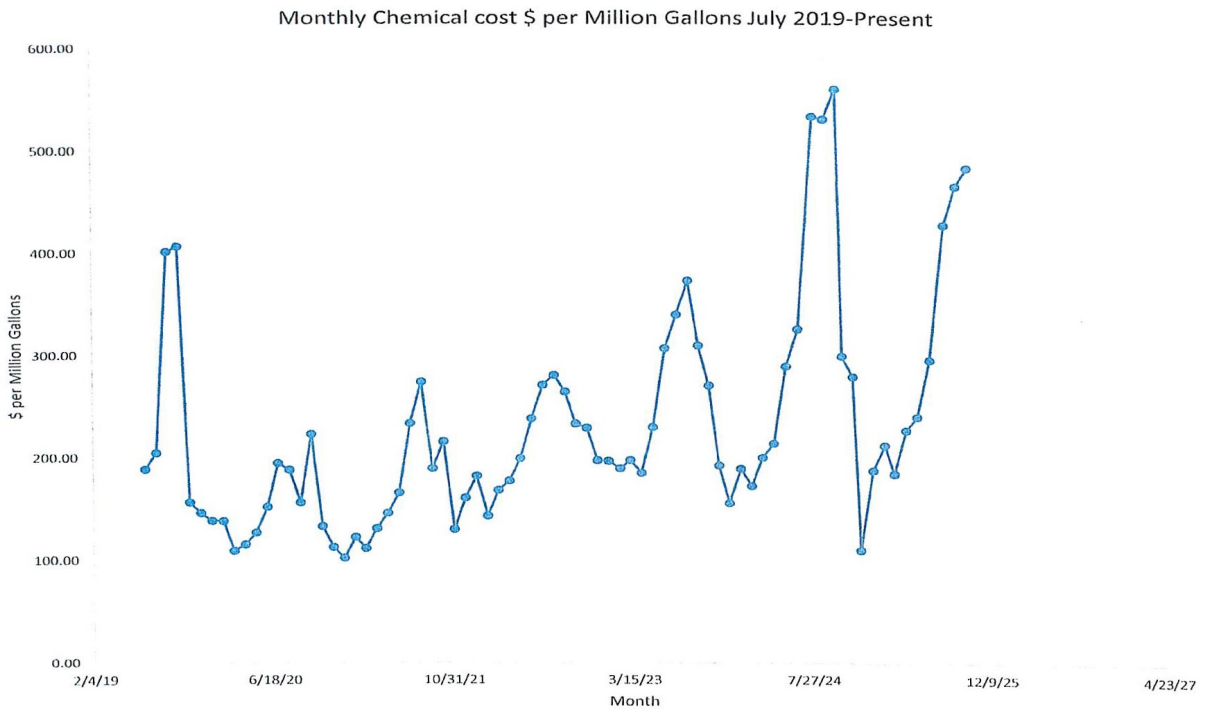
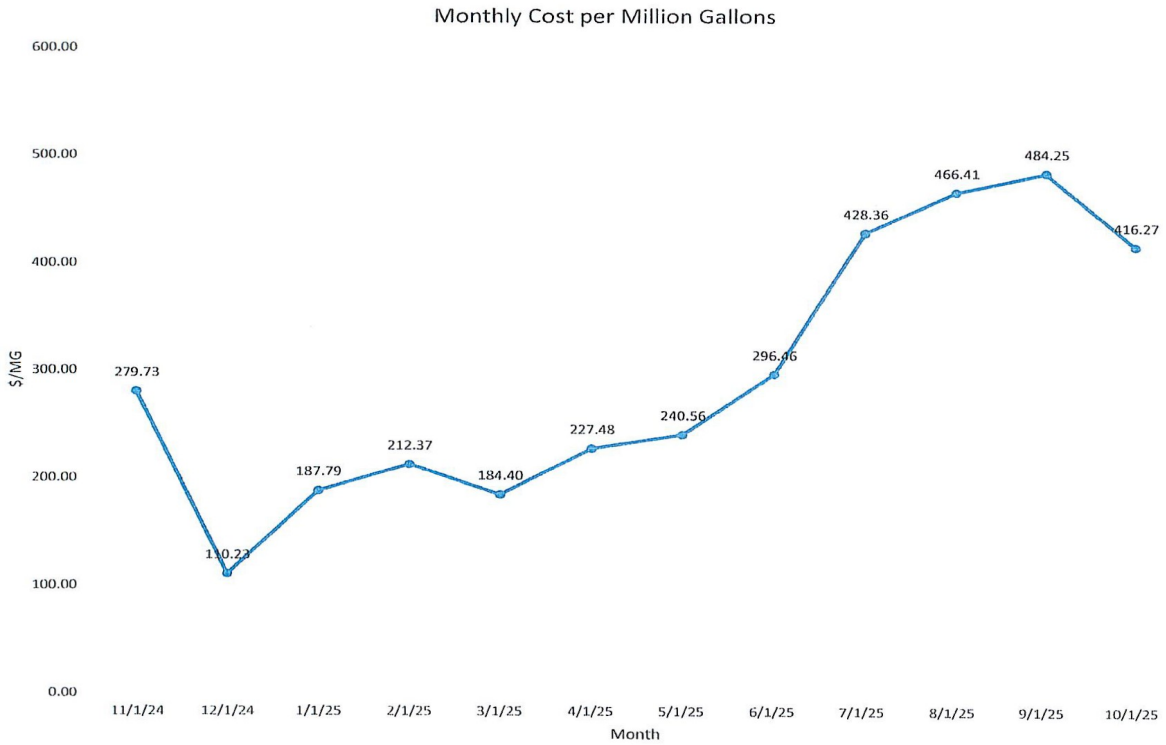
- Water leaks-4
- Weekly safety meetings.
- Locates
- Renewed services-
- New Services-
- Residential meters changed- 1
- Residential meters tested-0
- Maintenance equipment.
- Public Service District meters tested-0
- Meter testing.
- Meter barrel repairs.
- All meters were read in system
- Clearing 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.
- 62.7 million gallons of water treated for month of October at 2.02 million gallons a day.
- Cost per million gallons treated for the month \$416.40
- 25,595 gallons of water sold from the water plant.
- Off & On Reports / Customer service requests answered. - 241
- Non-Payments
- Continue to work on back-flow/cross-conn. Program
- Replaced Hydrant on lumber street at Split Rail Office
- Abandon 2000ft of 4” cast main and 3 hydrants on Meade St.
- Working on Asset Management Plan
- Repaired roof on water plant building
- Kelly’s retirement party scheduled for December 10<sup>th</sup> @ noon.

b. Monthly Chemical Cost Summary Report –

Month:        Oct-25

			Monthly Total	Y-T-D	
Million Gallons Treated:			62.7	263.7	
Total Chemical Treatment Cost:			26108.9	118437.6	
Cost per Million Gallons:			416.4099	449.1377	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	2.97 lb		1500	4455	17560.5
Chlorine	1.39 lb		1755	2439.45	11033.82
Fluoride	2.2 lb		605	1331	5566
KMnO4	3.65 lb		727	2653.55	12621.7
NaMnO4	1.4 lb			0	0
Lime	0.23 lb		600	138	816.5
Premier Pac	0.55 lb		14808	8144.4	42055.59
Soda Ash	0.510 lb		10750	5482.5	22777
Sodium Hex	2.93 lb		500	1465	6006.5
Smart-Phos	34.13 GAL		0	0	0
				26108.9	118437.6





c. Monthly Unaccounted Water Loss Report –

Water Loss With Running Annual Average							
11/24 to 10/25							
	Produced (a.)	Plant Loss (b.)	Distribution Loss (c.)	Sold to City (d.)	Sold to PSDs (e.)	Percent Loss	Running Annual Avg
11/1/24	71,298,617	1,647,368	2,137,562	24,907,900	32,195,900	14.60%	13.23%
12/1/24	77,523,374	1,501,233	10,517,510	21,381,300	32,967,200	14.39%	12.81%
1/1/25	80,305,753	1,524,952	11,572,314	20,223,200	33,369,000	16.96%	13.49%
2/1/25	63,174,035	1,077,171	395,562	24,286,100	41,819,300	-6.97%	12.43%
3/1/25	64,545,848	1,223,476	456,500	19,738,500	32,773,800	16.04%	12.72%
4/1/25	59,064,465	1,127,714	2,060,000	21,367,800	34,099,200	0.69%	11.58%
5/1/25	61,968,954	1,203,391	40,000	21,302,900	30,267,100	14.77%	11.42%
6/1/25	61,861,503	1,437,644	491,000	21,657,000	33,270,600	8.09%	12.33%
7/1/25	67,000,400	1,577,653	253,330	21,701,000	35,043,300	12.57%	11.36%
8/1/25	69,470,262	1,630,862	1,557,000	24,230,000	35,255,100	9.78%	10.09%
9/1/25	64,484,292	1,541,889	4,265,310	26,388,500	41,421,400	-14.16%	7.89%
10/1/25	62,721,183	1,328,368	1,247,325	21,987,100	34,339,400	6.09%	7.74%
Totals:	803,418,686	16,821,721	34,993,413	269,171,300	416,821,300		



## 9. Old Business Discussions:

**a. Water Treatment Plant Replacement Project** - Mayor Skinner asked Recorder Sanders to present the following to the Board for consideration.

**i.. Approval Requisition No. 1 for Payment from Series 2025 Note Project Fund** –Amberle Jenkins provided an overview of the item to the Board for consideration. A Q&A followed, which included Shane Whitehair of Region VII.

\$6,000,000

The City of Buckhannon

Water Revenue Bond Anticipation Note, Series 2025 (Tax-Exempt)

### **REQUISITION FOR PAYMENT FROM SERIES 2025 NOTE PROJECT FUND**

#### **REQUISITION NO. 1**

The Water Board of the City of Buckhannon, a public corporation and an administrative unit of The City of Buckhannon (collectively, the “Issuer”), by its duly authorized Representative, hereby certifies, in connection with this Requisition for Payment from the Series 2025 Note Project Fund (the “Requisition”) under an Ordinance duly enacted by the Issuer on September 4, 2025, as supplemented by a Supplemental Resolution duly adopted by the Issuer on September 4, 2025, and Certificate of Determinations dated October 17, 2025 (collectively, the "Note Legislation"), that:

1. Terms used herein and not otherwise defined herein shall have the meanings given such terms in the Note Legislation.

2. The amount requested to be disbursed by this Requisition: (a) is a portion of the Costs of the Project authorized for funding under the Note Legislation, (b) includes only payment for work, materials, equipment and other costs that constitute capital costs of the Project which have been incurred and remain unpaid or which have been paid by the Issuer and qualify for reimbursement, and (c) has not been previously paid to the party in which payment is requested to be made or reimbursed to the Issuer.

3. There has not been filed with or served upon the Issuer any notice of claim of lien, right to a lien or attachment upon, or claims affecting the right of any person, firm or corporation named herein, to receive payment of any of the amounts payable to any of the persons named herein, that has not been released or will not be released simultaneously with the payment of such obligation.

4. This statement and all exhibits hereto, including **Schedule I**, shall be conclusive evidence of the facts and statements set forth herein and shall constitute full warrant, protection and authority for the actions taken pursuant hereto.

5. JPMorgan Chase Bank, N.A., as depository bank for the Project Fund with respect to the Series 2025 Note (the “Depository Bank”) and acts in this transaction at the direction of the Issuer and has no knowledge or responsibility for reviewing any requisition or determining the appropriateness of any payment. If relying upon requisitions submitted by email or facsimile, any responsibility for fraud or loss shall be the sole responsibility of the Issuer and the Noteholder and Depository Bank shall have no responsibility or liability.

6. The total amount requested to be disbursed pursuant to this Requisition is \$63,250. As set forth in the invoices attached hereto, of the total amount of such disbursement:

- (a) \$8,250 is to be paid to the Issuer as reimbursement to the Issuer for an invoice or statement previously paid by the Issuer; and
- (b) \$55,000 is to be paid to a third party payee that is not affiliated with the Issuer or on a joint basis to the Issuer and such a third party payee with respect to an expense previously incurred.

In either event, the amount set forth herein is supported by the attached copies of invoices or statements.

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly authorized Representative this October 17, 2025.

THE WATER BOARD OF THE  
CITY OF BUCKHANNON

  
Chairman

**Randall/Rizo moved to approve Requisition No. 1 for Payment from Series 2025 Note Project Fund. The motion carried.**

ii. Approval Resolution 2025-11 Authorizing Payment RFP #1 Invoices Relating to Services funded in part by WV Infrastructure & Jobs Development Council (IJDC) - Shane Whitehair provided an overview of the item to the Board for consideration.

RESOLUTION 2025-11

RESOLUTION  
of the  
BUCKHANNON WATER BOARD, BUCKHANNON, WEST VIRGINIA

APPROVING INVOICES RELATING TO SERVICES  
for the  
WATER TREATMENT PLANT IMPROVEMENTS PROJECT  
IJDC PROJECT # 2024W-2616  
RFP #1  
and  
AUTHORIZING PAYMENT THEREOF

WHEREAS, the Buckhannon Water Board has reviewed the invoices attached hereto and incorporated herein by reference relating to the Water Treatment Plant Improvements funded in part by the WV Infrastructure & Jobs Development Council (IJDC) Preliminary Funding Assistance (PFA) Grant and the City of Buckhannon’s local funds and find as follows:

- A. That none of the items for which payment is proposed to be made has been requested from another funding source;
- B. That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the Project;
- C. That each of such costs has been otherwise properly incurred;
- D. That the payment for each of the items proposed is due and owed.

NOW, THEREFORE, BE IT RESOLVED that the Buckhannon Water Board hereby approves and authorizes payment of the following invoices:

Vendor	Invoice #	Invoice Date	Local Funds	IJDC PFA Grant	BAN	Total
Potesta & Associates	169543	12/19/2024	\$18,750.00	\$18,750.00		\$37,500.00
Potesta & Associates	169839	02/24/2025	\$18,750.00	\$18,750.00		\$37,500.00
Potesta & Associates	170208	04/30/2025	\$11,250.00	\$11,250.00		\$22,500.00
Potesta & Associates	170053	03/31/2025	\$18,750.00	\$18,750.00		\$37,500.00
Potesta & Associates	170564	06/27/2025	\$7,500.00	\$7,500.00		\$15,000.00
		TOTALS:	\$75,000.00	\$75,000.00		\$150,000.00

ADOPTED BY the Buckhannon Water Board at a meeting held on the 13 day of November 2025

Buckhannon Water Board  
By: Robert N. Skinner III, Mayor

Rizo/Nestor motioned to approve Resolution 2025-11 Authorizing Payment RFP #1 Invoices Relating to Services funded in part by WV Infrastructure & Jobs Development Council (IJDC). The motion carried.

iii. Approval Sweep Resolution 2025-12 Monthly Debt Service Payments on the Bonds to the WV Municipal Bond Commission – Amberle Jenkins provided an overview of the item to the Board for consideration.



## SWEEP RESOLUTION

**WHEREAS**, The City of Buckhannon (the “Issuer”) is a governmental body and political subdivision of West Virginia;

**WHEREAS**, the Issuer has issued bonds, as more specifically set forth on Exhibit A, attached hereto and incorporated herein by reference (the “Bonds”) for the purpose of financing additions, betterments and improvements to the Issuer’s public waterworks system (the “System”), or refinancing bonds issued for such purpose;

**WHEREAS**, The Water Board of the City of Buckhannon (the “Board”) is responsible for the operation and maintenance of the System, including, but not limited to, the collection of rates and charges from the customers of the System;

**WHEREAS**, the Board, on behalf of the Issuer, makes monthly debt service payments on the Bonds to the West Virginia Municipal Bond Commission (the “MBC”) which in turn pays the owners of the Bonds and deposits funds in the reserve accounts;

**WHEREAS**, the MBC may accept such monthly payments by electronic funds transfer thereby eliminating delay in payments and lost checks;

**WHEREAS**, pursuant to Chapter 13, Article 3, Section 5a, the MBC has established fees for its services (the “MBC Fee”); and

**WHEREAS**, the Board finds and determines that it is in the best interest of the Issuer and the Board, the customers of the System and the owners of the Bonds that the monthly debt service and reserve fund payments be made by electronic transfer with the State Treasurer **sweeping** the Board’s account.

### NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

- 1) The monthly debt service payments on the Bonds, as set forth in Exhibit A, shall be made to the MBC by electronic transfer by the State Treasurer from the accounts set forth in Exhibit A in such form and at such directions as are provided by the MBC.
- 2) The Chairman and Secretary are hereby authorized to sign and execute all such documents as are necessary to facilitate the electronic transfer of the Bond debt service and reserve fund payments.
- 3) This resolution shall be effective immediately upon adoption.

Adopted this 17<sup>th</sup> day of October, 2025.

THE WATER BOARD OF THE  
CITY OF BUCKHANNON

  
Chairman

**Rizo/Randall motioned to approve Sweep Resolution 2025-12 Monthly Debt Service Payments on the Bonds to the WV Municipal Bond Commission. The motion carried.**

**iv. Authorize Region VII Planning & Development Control of Checks for the WTP Project - - Amberle Jenkins and Shane Whitehair provided an overview of the item to the Rizo/Randall motioned to authorize Region VII Planning & Development to have control of checks for the WTP Project as presented. The motion carried.**

**v. Public Notice of Change in Rates Tariff Form No. 12 - Amberle Jenkins and Todd Dingess, CPA, Smith Cochran & Hicks, PLLC., provided an overview of the item to the Board for consideration. No action was necessary.**



**Tariff Form No. 12**  
**(Tariff Rule 23.1 et seq.)**  
**PUBLIC NOTICE OF CHANGE IN RATES BY NON-LRR MUNI UTILITY**

NOTICE is hereby given that the City of Buckhannon-Water Board, a public utility, has adopted by ordinance #476 at 7:00 pm on November 6, 2025 a tariff containing increased rates, tolls and charges for furnishing Water service to 3,964 customers in the City of Buckhannon and communities in Upshur County and Public Service District that serve parts of Randolph County.

The proposed increased rates and charges will become effective January 1, 2026 for Step 1; January 1, 2027 for Step 2; and January 1, 2028 for Step 3, unless otherwise ordered by the Public Service Commission and will produce approximate annual additional revenues, and percentage increases as described below. The average monthly bill for the various classes of customers will be changed as follows:

**STEP 1**

The proposed increased rates and charges will become effective January 1, 2026 unless ordered by the Public Service Commission (the “Commission”) and will produce approximately \$574,673 annually in additional revenues, an increase of 20.62%

	\$ Increase	% Increase
Residential (3,400 gallons)	\$ 5.62	20.62%
Commercial (10,000 gallons)	\$ 16.32	20.66%
Public authority (14,000 gallons)	\$ 22.80	20.66%
Sale for Resale (per 1,000 gallons)	\$ .51	20.40%

**STEP 2**

The proposed increased rates and charges will become effective January 1, 2027 unless ordered by the Public Service Commission (the “Commission”) and will produce approximately \$574,674 annually in additional revenues, an increase of 17.12%

	\$ Increase	% Increase
Residential (3,400 gallons)	\$ 5.63	17.12%
Commercial (10,000 gallons)	\$ 16.32	17.12%
Public authority (14,000 gallons)	\$ 22.80	17.12%
Sale for Resale (per 1,000 gallons)	\$ .52	17.28%

**STEP 3**

The proposed increased rates and charges will become effective January 1, 2028 unless ordered by the Public Service Commission (the “Commission”) and will produce approximately \$574,674 annually in additional revenues, an increase of 14.61%

	\$ Increase	% Increase
Residential (3,400 gallons)	\$ 5.63	14.61%
Commercial (10,000 gallons)	\$ 16.28	14.58%
Public authority (14,000 gallons)	\$ 22.80	14.62%
Sale for Resale (per 1,000 gallons)	\$ .52	14.73%

Resale customers of the City of Buckhannon-Water Boad include Adrian Public Service District; Mount Hope Water Association; Elkins Road Public Service District and Hodgesville Public Service District.

The increases shown are based on averages of all customers in the indicated class. Individual customers may receive increases that are greater or less than average. Furthermore, the requested rates and charges are only a proposal and are subject to change (increases or

decreases) by the Public Service Commission in its review of this filing. The Commission shall review and approve or modify the increased rates only upon the filing of a petition within thirty (30) days of the adoption of the ordinance changing said rates or charges, by:

(1) Any customer aggrieved by the changed rates or charges who presents to the Commission a petition signed by not less than twenty-five percent of the customers served by such municipally operated public utility; or

(2) Any customer who is served by a municipally operated utility and who resides outside the corporate limits and who is affected by the change in said rates or charges and who presents to the Commission a petition alleging discrimination between customers within and without the municipal boundaries. Said petition shall be accompanied by evidence of discrimination; or

(3) Any customer or group of customers of a municipally utility who are affected by said change in rates who reside within the municipal boundaries and who present a petition to the Commission alleging discrimination between said customer or group of customers and other customers of the municipal utility. Said petition shall be accompanied by evidence of discrimination.

All petitions should be addressed to the Executive Secretary, Public Service Commission of West Virginia, 201 Brooks Street, P. O. Box 812, Charleston, West Virginia 25323.

A complete copy of the proposed rates, as well as a representative of the utility to provide any information requested concerning it, is available to all customers, prospective customers, or their agents at any of the following offices of the utility.

Buckhannon City Hall  
70 E Main Street  
Buckhannon, WV 26201

A copy of the proposed rates is available for public inspection at the office of the Executive Secretary of the Public Service Commission at 201 Brooks Street, P. O. Box 812, Charleston, West Virginia 25323.

(Posted in lobby of City Hall on November 7, 2025)

Mayor Skinner thanked Shane Whitehair, Tim Ball, and, Todd Dingess, CPA, for their work on all aspects of this Water Treatment Plant project.

Recorder Sanders recognized Mark Best who provided an overview of a handout that he had distributed to the Board Members. Mr. Best has researched PSC rules allowing long-term R&R fund accumulation. He is suggesting the Board consider incremental rate increases (e.g., \$25,000/month over decades) to avoid large hikes; example: \$25,000/month for 30 years = \$21 million reserve. His proposal noted that his would not be done immediately but be for future consideration (e.g., 2029 incremental increase of \$0.33 per thousand gallons). A discussion took place.

Mark Best: Overview of Repair and Replacement (R&R) Funds for Water Utilities under WV PSC

The West Virginia Public Service Commission (PSC) oversees public utilities, including municipally owned water systems like the City of Buckhannon's, to ensure reliable service, financial stability, and infrastructure maintenance.

While there isn't a single, centralized "R&R fund" maintained by the PSC itself, West Virginia law—particularly West Virginia Code § 8-13-14 and PSC Rule 150-3 (governing water and sewer utilities)—requires political subdivisions (e.g., cities) to establish and maintain dedicated refurbishment and replacement reserves as part of their financial planning. These reserves are often referred to as R&R funds in utility contexts and are specifically earmarked for capital improvements, such as replacing aging water treatment plants, pipelines, or other critical infrastructure.

Key Features of R&R Funds for Water Utilities

**Purpose:** These funds are segregated from operating budgets and other reserves (e.g., working capital or debt service) to finance the repair, renewal, or full replacement of assets that have reached the end of their useful life. For water treatment infrastructure, this could include upgrading filtration systems, constructing new plants, or replacing lead service lines to comply with federal EPA standards under the Safe Drinking Water Act. The goal is proactive maintenance to avoid emergencies, rate shocks, and service disruptions.

#### Requirements:

Municipal water utilities must maintain R&R reserves at levels approved by the PSC, typically based on depreciation schedules and asset inventories. For example, PSC Rule 150-3 requires utilities to submit annual financial reports showing reserve balances and planned expenditures.

Funds are built through PSC-approved rate structures, such as surcharges (e.g., a "Distribution System Improvement Charge" or DSIC, similar to the 5.98% surcharge approved for West Virginia American Water in 2023 to fund \$31 million in mains replacements).

Reserves must be "prudent and in the public interest," with PSC audits ensuring no commingling with general funds.

**Applicability to Municipalities:** As a municipally owned utility, Buckhannon's water system falls under PSC jurisdiction for rate-making and financial oversight. The city's Harley A. Brown Memorial Water Plant, which treats up to 2 million gallons daily from the Buckhannon River, is a prime candidate for R&R funding, especially given its age and the need for upgrades to meet ongoing EPA contaminant testing (e.g., for E. coli or emerging pollutants).

**Integration with Broader Funding:** R&R reserves often leverage state and federal programs, such as the West Virginia Clean Water State Revolving Fund (SRF) or USDA Rural Development loans/grants, which provide low-interest financing for plant replacements. In FY2025, the SRF allocated funds for pipe repairs and onsite system upgrades with terms up to 10 years. EPA's \$69.7 million infusion to West Virginia in 2024 further bolsters these for drinking water projects.

#### City of Buckhannon's Context

Buckhannon's water utility serves ~4,000–8,000 customers and is ranked among West Virginia's most affordable (top 10% as of 2020 PSC data), with consistent compliance on water quality. However, the city is actively addressing aging infrastructure: In mid-2025, officials announced a \$47 million overhaul, including a new water treatment plant and pipeline replacements, projected to raise average monthly bills by \$15+ to fund construction and transition costs. This project aligns directly with R&R principles, as the utility operates as a separate "enterprise fund" prohibited from using revenues for non-water purposes (per WV Code § 8-13-14). PSC approval will be required for the rate hikes to build the necessary reserves.

#### How the City of Buckhannon Can "Sign Up" for R&R Funding to Replace Water Treatment Infrastructure

Municipalities like Buckhannon don't "sign up" for a PSC-maintained fund per se—rather, they establish and grow their own R&R reserve through PSC-regulated processes. The PSC acts as the approver and overseer, ensuring funds are dedicated to projects like the proposed plant replacement. Here's a step-by-step guide based on PSC procedures (Rules 150-3 and general rate case filings):

##### Conduct an Asset Inventory and Needs Assessment:

The city's Water Board (overseen by the City Council) should inventory assets (e.g., via engineering studies) to justify R&R needs. For Buckhannon, this could build on the 2025 \$47M plan, estimating the plant's remaining useful life and replacement costs.

Engage consultants (e.g., Region VII Planning & Development Council, as referenced in recent discussions) for a feasibility study. This identifies eligible expenditures and projects a reserve buildup timeline.

##### File a Rate Case or DSIC Application with the PSC:

Submit a formal application to the PSC (via their e-filing portal at [psc.state.wv.us](https://psc.state.wv.us)) for rate adjustments to fund the R&R reserve. Include:

Financial statements showing current reserves (Buckhannon achieved PSC-recommended levels in 2018).

A multi-year infrastructure plan detailing the water treatment replacement (e.g., \$47M phased project).

Proposed surcharges or rate hikes (e.g., 10–20% phased increases) to accumulate funds without overburdening ratepayers.



PSC staff and the Consumer Advocate Division review for affordability; public hearings allow input. Approval typically takes 6–12 months, as seen in Buckhannon's 2007 water rate case.

Integrate with State/Federal Matching Funds:

Apply for SRF loans/grants through the WV DEP's Division of Water & Waste Management ([dep.wv.gov/WWE/SRF](http://dep.wv.gov/WWE/SRF)). Buckhannon's project qualifies for low/zero-interest loans to match R&R contributions.

Explore USDA Rural Development programs ([rd.usda.gov/wv](http://rd.usda.gov/wv)), which offer up to \$150,000 emergency grants or revolving loans for water systems in areas like Buckhannon (population ~5,000).

PSC approval is often a prerequisite for these, as it verifies the utility's financial health.

Implement and Report:

Once approved, collect funds via bills and expend only on approved projects (e.g., new plant construction). Annual PSC filings track usage.

For Buckhannon, post-approval could start in late 2025/early 2026, aligning with ongoing council updates.

Potential Challenges and Tips

Rate Impacts: Increases must be justified; Buckhannon's historically low rates (37th most affordable in 2020) provide buffer, but public buy-in via town halls is key.

Timeline: Start now—PSC dockets for similar projects (e.g., Wilderness PSD) show 3–5 years from filing to completion.

Resources: Contact PSC's Water Division at (304) 340-0300 or [water@psc.state.wv.us](mailto:water@psc.state.wv.us) for pre-filing guidance. For SRF, reach WV DEP at (304) 926-0499. Buckhannon's Water Superintendent (Burl Smith or successor) can lead internally.

This process ensures sustainable funding for infrastructure like the new plant, protecting public health while keeping rates viable. For case-specific advice, the city should consult PSC staff directly.

A little math and lesson on compounding interest

Starting with zero dollars on January 1, 2029, deposit \$25000 per month at 3% interest. show results for 10, 20, 30, 40 and 50 years

GPT-4o mini

To calculate the future value of a series of monthly deposits with interest compounded monthly, we can use the future value of an annuity formula:

Where:

- = future value
- = monthly deposit (\$25,000)
- = monthly interest rate (annual rate / 12 = 0.03 / 12)
- = total number of deposits (years × 12)

Parameters

- Monthly deposit (): **\$25,000**
- Monthly interest rate (): **0.0025** (which is **3% / 12**)

Now, let's calculate the future values for 10, 20, 30, 40, and 50 years to see the result of the deposits.

Future Values Calculation

YEARS	TOTAL DEPOSITS	FUTURE VALUE
10	120	\$3,711,027.31
20	240	\$10,555,875.16

YEARS	TOTAL DEPOSITS	FUTURE VALUE
30	360	\$21,546,068.09
40	480	\$37,571,367.56
50	600	\$60,122,728.87

How much to raise rates on January 1, 2029

If a utility sells 2500000 gallons per day, how much would rates need to be increased per 1000 gallons to save 25000 per month

To determine how much the rates need to be increased per 1,000 gallons to save **\$25,000 per month** for a utility that sells **2,500,000 gallons per day**, we can break down the problem as follows:

Step 1: Calculate Monthly Sales in Gallons

- 1. **Daily Sales:** 2,500,000 gallons
- 2. **Monthly Sales:**

Step 2: Calculate Rate Increase Needed

To find the needed increase in rates:

- 1. **Monthly Savings Goal:** \$25,000
- 2. **Rate Increase Required:**

Step 3: Convert to Per 1,000 Gallons

- 1. Compute the rate increase per gallon:
- 2. Convert to rate per 1,000 gallons:

Conclusion

The utility would need to increase rates by approximately **33.33 cents per 1,000 gallons** to save **\$25,000 per month**.

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10. New Business Discussions:

**a. Approval Purchase John Deere Compact Track Loader through Sourcewell Cooperative Program** – Water Department Superintendent Tom Rolenson provided an overview reporting the purchase price through Sourcewell Cooperative Purchasing Program. would be \$75,000.

**Randall/Nestor motioned to approve the purchase of the John Deere Compact Track Loader through Sourcewell Cooperative Purchasing Program for \$75,000. The motioned carried.**

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

**a. Mt. Hope Water Association Meeting Minutes-September & October 2025**

**b. Adrian P.S.D. Meeting Minutes-September 2025**

**c. Elkins Road P.S.D. Meeting Minutes-October 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.*

**d. Notice of Public Hearing Sent to All Customers of the COB Water Board re; New Water Rates**

BUCKHANNON, WV 26201

NOTICE OF PUBLIC HEARING OF THE COUNCIL OF THE CITY  
OF BUCKHANNON AND OF PROPOSED ADOPTION OF ORDINANCE  
BY THE COUNCIL OF THE CITY OF BUCKHANNON

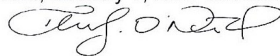
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TO: All customers of the City of Buckhannon Water Board

Pursuant to Chapter 24, Article 2, Section 4b of the West Virginia Code, as amended, notice is hereby given to all customers of the City of Buckhannon Water Board that the Council of the City of Buckhannon proposes the third (3<sup>rd</sup>) reading and adoption of Ordinance No. 476 of the City of Buckhannon, the subject matter and general title of which more particularly appears in said Ordinance as "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".

A public hearing on Ordinance No. 476 will be held by the Council of the City of Buckhannon on Thursday, November 6, 2025 at 7:00 p.m. o'clock at Buckhannon City Hall, 70 East Main Street, Buckhannon, Upshur County, West Virginia. The City Council proposes the third (3<sup>rd</sup>) reading, passage and adoption of Ordinance No. 476 during the regularly scheduled City Council meeting to be held on Thursday, November 6, 2025 immediately following the adjournment of the aforesaid public hearing, also to be held at Buckhannon City Hall. A reasonable number of copies of the proposed Ordinance No. 476 are on file at City Hall. Any member of the public may inspect Ordinance No. 476 during the regular business hours of City Hall.

All interested persons may appear at the public hearing on November 6, 2025 and be heard with respect to the proposed adoption of Ordinance No. 476. The proposed effective dates of the rate increases will be January 1, 2026, January 1, 2027 and January 1, 2028.



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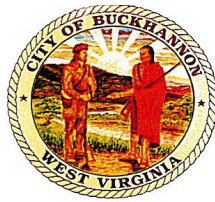
Thomas J. O'Neill, City Attorney

Posted 10/17/25

Water Board – City of Buckhannon  
70 E Main St  
Buckhannon WV 26201  
304-472-1430

## e. Letter RE: Outage Notification Plan Requirement by WV Public Service Commission

City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201



Phone: 304.472.1651  
TDD: 304.472.9550  
Fax: 304.472.0934

WV Public Service Commission  
201 Brooks Street  
Charleston WV 25301

Attention: Karen Buckley- Executive Secretary

Fax: 304-340-0325

RE: General Order 266 AND 267

Ms. Buckley:

The City of Buckhannon received General Order 266 AND 267 from the WV Public Service Commission.

As of today, NOVEMBER 6, 2025, have been updated since the plan that was sent to the Public Service Commission in February 2025.

Procedures currently in place:

- Water and Sewer and Waste Collection service personnel notify office personnel of planned or unplanned water and sewer and garbage service outages with the relevant information and location of disruption that is needed to notify the customers of the disruption of service.
- Notification messages contain
  - a. Who is sending the notification. City of Buckhannon, Water Board or Sanitary Board or Waste Collection Board.
  - b. The areas that are affected by the outage.
  - c. The approximate duration of the outage.
  - d. The type of outage ie.. Water, Sewer or Garbage
- Notifications of planned or unplanned water and sewer and garbage service outages are sent out by phone, email and text as soon as possible to customers in the affected area.
- Notifications are also posted on the City of Buckhannon Facebook page.
- Notifications are sent to the local Upshur County Office of Emergency Services. They use a service call NIXLE to notify residents of any emergency situation.
- Notification is made to the Buckhannon Fire Department.

Customer Contact Information

- Customers that pay through our website were already required to enter an email address to register for this function. These emails have been entered into our current billing system. An email was sent in March 2025, asking customers if they want to provide a phone number for text messages. Our current billing software has the ability to send notifications by phone and text, but does not have the ability to send notifications by email. However, since emails were available through the online payment portal, we can select emails associated with accounts that would be affected by a planned or unplanned outage and send mass emails to those customers.
- Billing personnel also placed a notice on the utility bill requesting customers to contact the office to provide contact information if they want to be notified in case of a water emergency. This notice will be placed on bills periodically to remind customers of this service.

If you have any questions or need further information regarding these procedures, please let me know.

Respectfully,

Amberle Jenkins  
Director of Finance and Administration  
City of Buckhannon

12. Board Members’ Remarks and Announcements:

**Scott Randall:** Mr. Randall appreciated Mark Best’s research; he also thanked Todd Dingess, Tim Ball, and Shane Whitehair for their ongoing support.

**Erasmio Rizo;** No further comments.

**Don Nestor:** Mr. Nestor expressed appreciation for staff efforts; congratulated Kelly Arnold on his retirement.

**Mayor Skinner:** Nothing further.

**Recorder Sanders:** Mr. Sanders appreciated Mark Best’s research; he also thanked Todd Dingess, Tim Ball, and Shane Whitehair for their participation in the recent public hearings and the P.S.D. meeting.

**At 8:06 a.m., Randall/Rizo motioned to move into an Executive Session per WV Code § 6-9A-4 Property Matters. The motion carried.**

**At 8:44 a.m., Rizo/Randall 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 8:44 a.m., and that no decisions had been made during the session.

13. Declaration of Adjournment

**At 8:44 a.m., Rizo motioned to adjourn the regular session.**

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

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