

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

A regular meeting of the Buckhannon Water Board was held on Thursday, January 8, 2026, 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
Tom Rolenso	Water Department Superintendent	Present
Jay Hollen	City Engineer	Present
Ethan Crosten	Director of Public Works	Present
Amberle Jenkins	Asst. Recorder/Director of Finance	Present
Barbara Hinkle	City Hall Office Manager	Absent
Tom O'Neill	City Attorney	Absent

Media: My Buckhannon - GTM

Guests: Todd Dingess – GTM; Tim Ball, Potesta & Associates-GTM; Shane Whitehair – Region VII

*City of Buckhannon Water Board Meeting Agenda
7:30 AM Thursday, January 08, 2026
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: 12/11/2025
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
 - i. Review & Approval for Payment Water Project Invoices-Resolution 2026-01
 - ii. Other Updates & Discussions
10. New Business Discussions:
 - a.
11. Report of Events, Correspondence, and Information
 - a. Mt. Hope Water Association Meeting Minutes November 2025
12. Board Members' Remarks and Announcements
13. Declaration of Adjournment

This agenda was certified by Mayor Robbie Skinner on December 30, 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 January 8, 2026, regular meeting of the Water Board to order.

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

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

4. Approval of Previous Meeting Minutes: 12/11/2025 – Mayor Skinner recognized that the meeting minutes of December 11, 2025, were available for consideration and asked for corrections or approval as presented.

Nestor/Randall moved to approve the meeting minutes of December 11, 2025 as presented. The motion carried.

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

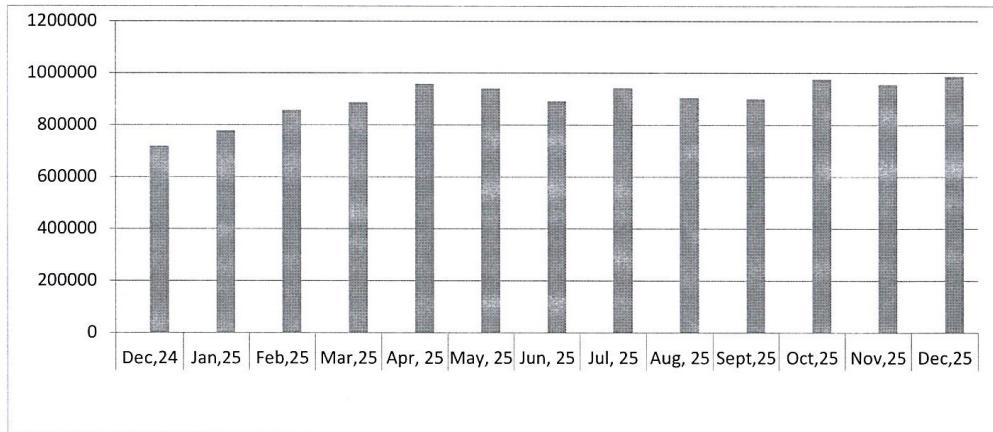
6. Recognition of Guests – No action necessary

7. Financial Report—Director of Finance, Amberle Jenkins – Mrs. Jenkins reviewed the financial reports for December 2025. Board member Don Nestor inquired about higher-than-budgeted water usage reported for both the Hodgesville and Adrian Public Service Districts, and asked if all PSDs were staying current on payments. Amberle Jenkins reported that all PSDs are currently up to date on their accounts. She added that Hodgesville recently experienced system leaks, which likely contributed to the increased usage and corresponding revenue. Nestor also asked about rising health insurance costs reflected in the financial report. Jenkins stated that while there was a small increase last year and another is expected this year, the costs remain manageable and the utility does not anticipate changing providers at this time. Following discussion, the Board took action on the financial reports.

**WATER BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance December 31, 2025	
Money market & checking	\$ 1,134,927.02

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

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

PAGE: 3

400-WATER

% OF YEAR COMPLETED: 50.00

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	88,031.88	541,090.37	0.00	418,909.63	56.36
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	600,000	53,329.39	371,284.68	0.00	228,715.32	61.88
400-350-000-03 PRIVATE FIRE PROTECTION	16,000	1,447.50	8,705.00	0.00	7,295.00	54.41
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,576,000	142,808.77	921,080.05	0.00	654,919.95	58.44
OUTSIDE DISTRICTS						
400-360-000-00 MT HOPE WATER (MASTER MET	200,000	13,096.25	83,792.00	0.00	116,208.00	41.90
400-360-000-01 HODGESVILLE PSD (MASTER M	234,000	30,818.50	165,730.25	0.00	68,269.75	70.82
400-360-000-02 ELKINS ROAD PSD (MASTER M	200,000	17,601.50	116,780.25	0.00	83,219.75	58.39
400-360-000-03 ADRIAN PSD (MASTER METER)	233,000	29,286.25	177,540.50	0.00	55,459.50	76.20
TOTAL OUTSIDE DISTRICTS	867,000	90,802.50	543,843.00	0.00	323,157.00	62.73
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	75,000.00	0.00	(75,000.00)	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	100,504.44	0.00	(90,004.44)	957.19
INTRAFUND CONTR/CHARGES						
400-370-000-01 LATE CHARGES	21,600	2,448.92	14,451.06	0.00	7,148.94	66.90
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	625.00	2,425.00	0.00	975.00	71.32
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	3,073.92	16,876.06	0.00	8,123.94	67.50
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	3,912.75	0.00	(3,412.75)	782.55
400-399-000-00 MISC. NONOPERATING INCOME	33,000	2,050.00	41,439.51	0.00	(8,439.51)	125.57
TOTAL OTHER REVENUE	33,500	2,050.00	45,352.26	0.00	(11,852.26)	135.38
TOTAL REVENUE	2,512,000	238,735.19	1,627,655.81	0.00	884,344.19	64.80

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

PAGE: 4

400-WATER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
=====						
NON-OPERATING EXPENSES						
400-550-076-00 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	2,019.17	11,100.42	0.00	13,899.58	44.40
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	25,000	2,019.17	11,100.42	0.00	13,899.58	44.40
COMMODITIES						
400-601-342-00 MAINTENANCE RIVER INTAKE&	4,400	42.53	88.52	0.00	4,311.48	2.01
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	42.53	88.52	0.00	8,311.48	1.05
TOTAL RESERVIOR MANGMT DAM	33,400	2,061.70	11,188.94	0.00	22,211.06	33.50
WATER PLANT						
=====						
SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	454,000	42,564.31	218,764.44	0.00	235,235.56	48.19
400-642-104-00 FICA TAX	34,731	3,259.46	16,759.90	0.00	17,971.10	48.26

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400-WATER

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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	27,417.26	0.00	18,582.74	59.60
400-642-106-00 RETIREMENT	40,860	3,051.95	18,910.00	0.00	21,950.00	46.28
400-642-109-00 ADJUST COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	575,591	52,682.24	281,851.60	0.00	293,739.40	48.97
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	138,000	13,204.03	71,477.25	0.00	66,522.75	51.80
400-642-221-00 TRAINING & CONTINUED EDUC	2,500	0.00	90.00	0.00	2,410.00	3.60
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	301.08	2,248.13	0.00	4,751.87	32.12
TOTAL CONTRACTUAL SERVICES	147,500	13,505.11	73,815.38	0.00	73,684.62	50.04
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,000	814.40	1,185.70	0.00	1,814.30	39.52
400-642-342-00 MAINT TREATMENT PLANT BLD	5,000	849.91	1,367.98	0.00	3,632.02	27.36
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	162.07	1,157.81	0.00	4,342.19	21.05
400-642-344-00 GENERAL EQUIPMENT MAINTEN	20,000	0.00	6,887.01	0.00	13,112.99	34.44
400-642-345-00 UNIFORMS PERSONAL SAFETY	6,000	629.95	4,058.87	0.00	1,941.13	67.65
400-642-346-00 MAINT TREATMENT PLANT EQU	81,000	0.00	22,954.20	0.00	58,045.80	28.34
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	293.80	6,048.94	0.00	8,951.06	40.33
400-642-348-00 CHEMICAL COSTS	270,000	10,395.00	147,823.94	0.00	122,176.06	54.75
400-642-349-00 COMPLIANCE MONITORING	27,000	270.00	3,752.80	0.00	23,247.20	13.90
400-642-350-00 TELEMETRY COSTS	10,000	722.00	18,441.08	0.00	(8,441.08)	184.41
400-642-399-00 PLANT MISCELLANEOUS	3,000	68.00	1,407.37	0.00	1,592.63	46.91
TOTAL COMMODITIES	447,500	14,205.13	215,104.70	0.00	232,395.30	48.07
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	80,392.48	570,771.68	0.00	599,819.32	48.76

WATER NEW PLANT PROJ

COMMODITIES						
400-643-350-00 NEW PLANT PROFESSIONAL SE	0	200.00	63,690.28	0.00	(63,690.28)	0.00
TOTAL COMMODITIES	0	200.00	63,690.28	0.00	(63,690.28)	0.00

TOTAL WATER NEW PLANT PROJ 0 200.00 63,690.28 0.00 (63,690.28) 0.00

WATER LINES

SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	415,000	44,193.66	244,308.09	0.00	170,691.91	58.87
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	3,411.41	18,777.54	0.00	12,969.46	59.15

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PAGE: 6

400-WATER

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-660-105-00 HEALTH INSURANCE	101,200	9,028.09	73,928.80	0.00	27,271.20	73.05
400-660-106-00 RETIREMENT	37,350	3,198.60	21,208.98	0.00	16,141.02	56.78
400-660-109-00 ADJUST COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	585,297	59,831.76	358,223.41	0.00	227,073.59	61.20
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC, GAS, PHON	38,000	2,081.00	8,250.64	0.00	29,749.36	21.71
400-660-221-00 TRAINING & CONTINUED EDUC	3,000	0.00	450.00	0.00	2,550.00	15.00
400-660-226-00 UNEMPLOYMENT/COMPENSATION	13,000	616.99	4,475.78	0.00	8,524.22	34.43
TOTAL CONTRACTUAL SERVICES	54,000	2,697.99	13,176.42	0.00	40,823.58	24.40
COMMODITIES						
400-660-341-00 OFFICE EXPENSE	5,000	153.02	3,474.39	0.00	1,525.61	69.49
400-660-342-00 MAINTENANCE GARAGE BLDG	4,500	979.06	1,672.58	0.00	2,827.42	37.17
400-660-343-00 VEHICLE MAINTENANCE	9,000	0.00	2,517.21	0.00	6,482.79	27.97
400-660-343-01 LINE VEHICLE FUEL	15,000	833.74	6,712.63	0.00	8,287.37	44.75
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	3,009.73	10,527.90	0.00	6,472.10	61.93
400-660-345-00 UNIFORMS-PERSONAL SAFETY	7,000	629.90	3,986.51	0.00	3,013.49	56.95
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	20,000	125.80	1,620.85	0.00	18,379.15	8.10
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	1,509.60	0.00	(1,009.60)	301.92
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	621.38	39,827.01	0.00	110,172.99	26.55
400-660-353-00 MAPPING & LINE LOCATING E	8,000	509.20	6,763.03	0.00	1,236.97	84.54
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	241,000	6,861.83	78,623.70	0.00	162,376.30	32.62
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	69,391.58	450,474.45	0.00	431,322.55	51.09
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 ABSENCE	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

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
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400-WATER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>COMMODITIES</u>						
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
<u>NON-OPERATING EXPENSES</u>						
400-902-999-00 CUST SERVICE-METER READ -	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL WATER METERS	0	0.00	0.00	0.00	0.00	0.00
<u>OFFICE/ADMIN</u>						
<u>=====</u>						
<u>SALARIES & BENEFITS</u>						
400-920-101-00 AD & GE SALARIES BOARD	16,800	1,200.00	8,000.00	0.00	8,800.00	47.62
400-920-103-00 AD & GE OFFICE SALARIES	231,000	14,802.50	100,168.51	0.00	130,831.49	43.36
400-920-104-00 FICA TAX	19,000	1,224.73	8,279.30	0.00	10,720.70	43.58
400-920-105-00 HEALTH INSURANCE	20,000	1,756.44	13,250.70	0.00	6,749.30	66.25
400-920-106-00 RETIREMENT	22,302	1,300.79	8,814.41	0.00	13,487.59	39.52
400-920-109-00 ADJUST COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	309,102	20,284.46	138,512.92	0.00	170,589.08	44.81
<u>CONTRACTUAL SERVICES</u>						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	2,000	144.61	940.94	0.00	1,059.06	47.05
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	1,438.03	0.00	1,161.97	55.31
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	5,100	372.35	2,378.97	0.00	2,721.03	46.65
<u>COMMODITIES</u>						
400-920-341-00 MATERIALS & SUPPLIES EXPE	60,000	3,191.95	25,908.69	0.00	34,091.31	43.18
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	6,091.25	0.00	3,408.75	64.12
400-920-350-00 PROFESSIONAL & LEGAL EXPPE	24,751	2,216.67	18,591.69	0.00	6,159.31	75.11
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	7,656.06	36,541.01	0.00	16,558.99	68.82
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	13,064.68	94,777.84	0.00	71,073.16	57.15

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

PAGE: 8

400-WATER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CAPITAL OUTLAY</u>						
400-920-459-00 CAPITAL OUTLAY OFFICE	20,000	258.75	440.75	0.00	19,559.25	2.20
TOTAL CAPITAL OUTLAY	20,000	258.75	440.75	0.00	19,559.25	2.20
<u>NON-OPERATING EXPENSES</u>						
400-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-999-00 ADM BOARD-BILLING MISC	81,000	5,050.85	36,239.41	0.00	44,760.59	44.74
TOTAL NON-OPERATING EXPENSES	81,000	5,050.85	36,239.41	0.00	44,760.59	44.74
TOTAL OFFICE/ADMIN	581,053	39,031.09	272,349.89	0.00	308,703.11	46.87
<u>BAD DEBTS</u>						
<u>=====</u>						
<u>SALARIES & BENEFITS</u>						
400-955-109-00 BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
<u>BOND PAYMENTS</u>						
<u>=====</u>						
<u>CONTRACTUAL SERVICES</u>						
400-970-221-00 WATER BOND A 2016	270,400	22,321.63	135,105.43	0.00	135,294.57	49.97
400-970-221-01 WATER BOND 2016 RESERVE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	270,400	22,321.63	135,105.43	0.00	135,294.57	49.97
<u>COMMODITIES</u>						
400-970-331-00 BOND PYMT \$6M LOAN PHASE	0	19,488.90	48,722.25	0.00	(48,722.25)	0.00
TOTAL COMMODITIES	0	19,488.90	48,722.25	0.00	(48,722.25)	0.00
TOTAL BOND PAYMENTS	270,400	41,810.53	183,827.68	0.00	86,572.32	67.98
<u>CAPITAL/PROJECTS</u>						
<u>=====</u>						
<u>SALARIES & BENEFITS</u>						
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

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-172-00 KENNEDY HYDRANT REPLACEMENT	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	75,000.00	0.00	0.00	100.00
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	2,424.34	16,647.80	0.00	14,452.20	53.53

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CITY OF BUCKHANNON
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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	0.00	2,905.00	0.00	27,095.00	9.68
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	2,424.34	96,988.31	0.00	134,111.69	41.97
TOTAL CAPITAL/PROJECTS	360,100	2,424.34	99,080.02	0.00	261,019.98	27.51
TOTAL EXPENDITURES	3,297,341	235,311.72	1,651,382.94	0.00	1,645,958.06	50.08
REVENUE OVER/(UNDER) EXPENDITURES	(785,341)	3,423.47	(23,727.13)	0.00	(761,613.87)	3.02

DECEMBER 2025 WATER PAYMENT OF BILLS

\$10,395.00 – PHOENIX SOLUTIONS-CHEMICALS

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DISBURSEMENTS 12-01-25 TO 12-31-25

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FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
RESERVIOR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110 088 822 306 OHIO LIFT	1,984.25
		601-211-00	UTILITIES - ELEC,GAS	110 136 713 804 EWMS 262TL	34.92
	LOWES BUSINESS ACCOUNTS/SYNC	601-342-00	MAINTENANCE RIVER IN PLMBNG SPPLS-CHEMFED PMP		42.53
			TOTAL:		2,061.70
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110 087 859 879 NEW WATR T	11,852.66
	ENCOVA INSURANCE	642-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 11.2-12.1 2025	301.08
WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER DEC 2025 HEALTH INS	3,454.92	
	642-105-00	HEALTH INSURANCE	WATER DEC 2025 RETIREES	48.00	
MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	356643-423105 WOOD ST	167.62	
	642-211-00	UTILITIES - ELEC, GA	265523-309439 WOOD ST NEW	870.25	
LOWES BUSINESS ACCOUNTS/SYNC	642-342-00	MAINT TREATMENT PLAN	LMBER-TEMP DCK OVR FLTR4	390.25	
	642-347-00	PLANT LAB MAINT & SU	RCK SLT,BCKT&LID,PPR TWL	62.12	
	642-342-00	MAINT TREATMENT PLAN	DOOR SWEEP	15.18	
WV DEPT OF HEALTH	642-349-00	COMPLIANCE MONITORIN	FLUORIDE TST 11.5.25	20.00	
	642-349-00	COMPLIANCE MONITORIN	FLUORIDE TEST 12.2.25	20.00	
WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	831.07	
	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	912.54	
	642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	623.64	
	642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	684.70	
MISSION COMMUNICATIONS, LLC	642-350-00	TELEMETRY COSTS	SRVCE CNTRCT 97329-EWS-2	722.00	
PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	2 TN CHLRNE,2 TOTES PPAC	5,955.00	
	642-348-00	CHEMICAL COSTS	PPAC, SODA ASH(CHEMICALS)	4,440.00	
ST JOSEPH HOSPITAL OF BUCKHA	642-399-00	PLANT MISCELLANEOUS	LAB TEST T. WOOD	68.00	
INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,540.00	

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DISBURSEMENTS 12-01-25 TO 12-31-25

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FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,101.65
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCH	360.17
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCH	257.64
CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	BACT SAMPLES DEC 2025	230.00	
AMAZON.COM	642-342-00	MAINT TREATMENT PLAN	PCRD-NATURAL GAS HEATER	444.48	
	642-347-00	PLANT LAB MAINT & SU	PCRD-GLOVES	53.97	
	642-347-00	PLANT LAB MAINT & SU	PCRD-DUST MASKS CARTRIDGES	177.71	
USI INSURANCE SERVICES LLC	642-105-00	HEALTH INSURANCE	GROUP BNFT 3RD INSTM 2025	290.60	
PAYFLEX - INSPIRA	642-105-00	HEALTH INSURANCE	WATER DEC 2025 HSA FEES	13.00	
LYNX WV INC	642-211-00	UTILITIES - ELEC, GA	ANTENNA RENTAL DEC 2025	35.00	
FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	115.32	
	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	
FLYERS ENERGY LLC	642-343-01	PLANT VEHICLE FUEL	WATER FUEL BILL NOV 2025	162.07	
CINTAS	642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORM 11.21.25	125.99	
	642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORM 12.1.25	125.99	
	642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORM 12.8.25	125.99	
	642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORM 12.15.25	125.99	
	642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 12.19.25	125.99	
STRATEGY LLC	642-341-00	OFFICE EXPENSE	1 APC SMART UPS BTTRS	814.40	
**PAYROLL EXPENSES			12/01/2025 - 12/31/2025		
			TOTAL:	42,564.31	
			TOTAL:	80,392.48	

WATER NEW PLANT PROJEC BORRIS PROFESSIONAL SERVICES 643-350-00

NEW PLANT PROFESSION APPRAISAL RESP WOOD ST

200.00

TOTAL: 200.00

WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110 085 340 724 BRUSHY FO	269.46
		660-211-00	UTILITIES - ELEC,GAS	110 088 895 773 TANK #3	15.73
		660-211-00	UTILITIES - ELEC,GAS	110 117 519 980 2425 BRUSH	11.43
		660-211-00	UTILITIES - ELEC,GAS	110 152 507 908 300 CLKSBG	12.76
		660-211-00	UTILITIES - ELEC,GAS	110 085 818 216 DEERCKBOOS	166.10
		660-211-00	UTILITIES - ELEC,GAS	110 085 973 250 RT 3	12.86
		660-211-00	UTILITIES - ELEC,GAS	110 085 813 894 DEERCKTANK	39.08
		660-211-00	UTILITIES - ELEC,GAS	110 100 156 634 ST JOE TOW	18.79
		660-211-00	UTILITIES - ELEC,GAS	110 114 638 833 VICTORIA H	14.14
		660-211-00	UTILITIES - ELEC,GAS	110 117 519 956 2412 RT20	12.58
		660-211-00	UTILITIES - ELEC,GAS	110 161 992 976 272 DVLPMN	191.69
REGION VII PLANNING PDC	660-353-00	MAPPING & LINE LOCAT	WAT GIS SVCS NOV 2025	487.50	
LEAF	660-341-00	OFFICE EXPENSE	WATER COPIER LSE DEC 2025	133.00	
RITE-WAY HEATING & PLUMBING	660-342-00	MAINTENANCE GARAGE B	TOILET SUPPLY LINE	5.99	
	660-352-00	NEW SERVICES, UPGRAD	2" IPS BALL VALVE	99.45	
	660-352-00	NEW SERVICES, UPGRAD	2" COPPER IP MALE CPLNGS	92.80	
ENCOVA INSURANCE	660-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 11.2-12.1 2025	602.16	
WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER DEC 2025 HEALTH INS	8,402.76	
	660-105-00	HEALTH INSURANCE	WATER DEC 2025 RETIREES	168.00	
MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	356643-423105 WOOD ST	167.62	
	660-211-00	UTILITIES - ELEC,GAS	265523-309439 WOOD ST NEW	870.25	
AUTO ZONE	660-344-00	GENERAL EQUIPMENT MA	DIESEL EXHAUST FLUID	11.63	
	660-344-00	GENERAL EQUIPMENT MA	SERVICE PARTS-TRCKS	850.46	
CAPITAL DOORS INC.	660-342-00	MAINTENANCE GARAGE B	GRGE DR TRSH SPRNG RLCEM	823.60	
NAPA-ANTOWER AUTO SUPPLY	660-344-00	GENERAL EQUIPMENT MA	2 FUEL FILTER	44.84	
MISS UTILITY OF WEST VIRGINI	660-353-00	MAPPING & LINE LOCAT	NOV 2025 811 LOCATE FEES	21.70	
LOWES BUSINESS ACCOUNTS/SYNC	660-342-00	MAINTENANCE GARAGE B	PAINT SUPPLIES	149.47	
	660-352-00	NEW SERVICES, UPGRAD	PCRD-WASHERS	4.68	

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DISBURSEMENTS 12-01-25 TO 12-31-25

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FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	STATE EQUIPMENT INC.	660-344-00	GENERAL EQUIPMENT MA	SERVICE PARTS-CASE BCKHE	294.70
		660-344-00	GENERAL EQUIPMENT MA	KBTA TRCTR MNTNE(OIL&PRTS	112.17
	WV MUNICIPAL LEAGUE	660-226-00	UNEMPLOYMENT/COMPENS	WATER 4TH QTR 2025 UNEMPL	14.83
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,174.83
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,153.10
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	439.79
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	430.88
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	REPAIR CLAMP	263.35
	TRACTOR SUPPLY CREDIT PLAN	660-344-00	GENERAL EQUIPMENT MA	PCRD-BIBS & JACKET T.ROBIN	279.98
	THE SIGN GUY LLC	660-347-00	BOOSTER PUMP BLDG EQ	SIGNS-BOOSTER STTNS	124.40
	CRITES ELECTRICAL SUPPLY INC	660-347-00	BOOSTER PUMP BLDG EQ	4 WSHRS, 4 RDCNG WSHR	1.40
	WALMART STORES INC -BUKHANN	660-341-00	OFFICE EXPENSE	PCRD-PKG TAPE PLY SHEET BI	20.02
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,669.90
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,094.90
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	390.55
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	256.06
	AMAZON.COM	660-352-00	NEW SERVICES, UPGRAD	PCRD-REED PUMP BATTERY ADA	44.22
	UST INSURANCE SERVICES LLC	660-105-00	HEALTH INSURANCE	GROUP BNFT 3RD INSTN 2025	348.72
		660-105-00	HEALTH INSURANCE	GROUP BNFT 3RD INSTN 2025	72.86
	PAYFLEX - INSPIRA	660-105-00	HEALTH INSURANCE	WATER DEC 2025 HSA FEES	35.75
	A&A SAFETY	660-344-00	GENERAL EQUIPMENT MA	18" BAR, 18" CHAIN FOR SAW	1,402.00
	FREEDOM AG & ENERY COOPERAT	660-344-00	GENERAL EQUIPMENT MA	LP GAS PROPANE FILL	13.95
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	115.32
		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 FUEL BILL NOV 2025	833.74
	CINTAS	660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORM 11.21.25	125.98
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORM 12.1.25	125.98
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORM 12.8.25	125.98
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORM 12.15.25	125.98
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 12.19.25	125.98
	NAYLORS ACE HARDWARE	660-352-00	NEW SERVICES, UPGRAD	PCRD-POSTAGE TO RETURN MET	116.88
	**PAYROLL EXPENSES			12/01/2025 - 12/31/2025	44,193.66
					69,391.58
				TOTAL:	

OFFICE/ADMIN	LEAF	920-999-00	ADM BOARD-BILLING MI CH COPIER LEASE 12.18.25	170.20
		920-999-00	ADM BOARD-BILLING MI CH PRNTR RNT DUE 1.18.26	170.20
	ENCOVA INSURANCE	920-226-00	UNEMPLOYMENT/COMPENS WCN6007140 11.2-12.1 2025	227.74
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE WATER DEC 2025 HEALTH INS	1,594.96
		920-105-00	HEALTH INSURANCE WATER DEC 2025 RETIREES	24.00
	DINN BROS	920-999-00	ADM BOARD-BILLING MI PCRD-RETIRE PLAQUE KELLY A	140.70
	WESTFIELD INSURANCE	920-352-00	PROPERTY INSURANCE 2NDQTR PYMENT10.1.2025-10.	3,842.33
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT WV RETIREMENT CONTRIBUTION	508.24
		920-106-00	RETIREMENT WV RETIREMENT CONTRIBUTION	510.71
		920-106-00	RETIREMENT WV RETIRE TIER2 CONTRIBUTI	149.82
		920-106-00	RETIREMENT WV RETIRE TIER2 CONTRIBUTI	132.02
	BUKHANNON POSTMASTER	920-999-00	ADM BOARD-BILLING MI PERMIT #10 POSTAGE	1,000.00
	PAYROLL ACCOUNT (ALL DEPTS)	920-341-00	MATERIALS & SUPPLIES NOV 25 AA FEES	192.85
	THOMAS J O'NEILL	920-350-00	PROFESSIONAL & LEGAL JAN 2026 ATTORNEY FEES	1,354.17
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES NOV 25 CC FEES	2,711.32
	INDEED.COM	920-999-00	ADM BOARD-BILLING MI PCRD-OFFICE CLERK AD	60.86
	JERRY HEARD ASSC.	920-341-00	ADM BOARD-BILLING MI PCRD-OFFICE CLERK AD	76.77
	INTERNAL REVENUE SERVICE	920-104-00	MATERIALS & SUPPLIES TAX FORMS 2025	174.19
			FICA TAX FICA WITHHELD AND MATCHED	549.60

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FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	442.97
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	128.56
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	103.60
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES PCRD-COLORED COPY PAPER	21.90	
		920-341-00	MATERIALS & SUPPLIES PCRD-OFFICE SUPPLIES	28.00	
		920-341-00	MATERIALS & SUPPLIES PCRD-TRASH BAGS	13.51	
		920-341-00	MATERIALS & SUPPLIES PCRD-FILE FOLDERS CUPS TRA	13.67	
		920-341-00	MATERIALS & SUPPLIES PCRD-FOAM CUPS	4.26	
	USI INSURANCE SERVICES LLC	920-105-00	HEALTH INSURANCE GROUP BNFT 3RD INSTN 2025	130.98	
	PAYFLEX - INSPIRA	920-105-00	HEALTH INSURANCE WATER DEC 2025 HSA FEES	6.50	
	LYNX WV INC	920-999-00	ADM BOARD-BILLING MI IT SERVICES DEC 25	450.00	
	JEREMY DRENNEN, CPA	920-350-00	PROFESSIONAL & LEGAL FY 25 FINANCIALS	550.00	
		920-350-00	PROFESSIONAL & LEGAL FY 25 FINANCIALS	312.50	
	FP MAILING SOLUTIONS	920-999-00	ADM BOARD-BILLING MI PCRD-POSTAGE BY PHONE	258.75	
		920-999-00	ADM BOARD-BILLING MI PCRD-POSTAGE BY PHONE	258.75	
	US POSTAL SERVICE (CMRS-FP)	920-999-00	ADM BOARD-BILLING MI DEC 2025 POSTAGE BY PHONE	250.00	
	FP FINANCE PROGRAM	920-999-00	ADM BOARD-BILLING MI DEC 2025 MAILER & INSERT P	94.30	
	OPTIMUM B2B, DEPT. 1264	920-999-00	ADM BOARD-BILLING MI DEC 2025 CH INTERNET	212.50	
	ROSSMAN & CO/PCB CORP	920-341-00	MATERIALS & SUPPLIES DEBT CLLCTN NOV 2025	9.05	
	SAMS CLUB	920-341-00	MATERIALS & SUPPLIES PCRD-PAPER TOWELS	15.70	
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS 472-1651-101515-4 CITY HAL	120.44	
		920-211-00	UTILITIES - ELEC,GAS 304-003-2273-060600-4	24.17	
	HEWLETT PACKARD FINANCIAL SE	920-999-00	ADM BOARD-BILLING MI DEC 2025 PLOTTER RNT	78.91	
		920-999-00	ADM BOARD-BILLING MI JAN 2026 PLOTTER RNT	78.91	
	STRATEGY LLC	920-999-00	ADM BOARD-BILLING MI DEC 2025 IT CONTRACT	1,750.00	
		920-459-00	CAPITAL OUTLAY OFFIC RPLCE CMRA CNCL CHMBRS	258.75	
	BEENVERIFIED	920-341-00	MATERIALS & SUPPLIES PCRD-MNTLY BACKGROUND CK	7.50	
	TRAVEVERERS INSURANCE	920-352-00	PROPERTY INSURANCE INS PREM AUTO LIA DEC 2025	3,813.73	
	**PAYROLL EXPENSES			12/01/2025 - 12/31/2025	16,002.50
			TOTAL:		39,031.09
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016 DEC 2025 WAT BOND A PYMT	22,321.63	
		970-331-00	BOND PYMT \$6M LOAN P NEW WAT PLANT DEC 2025 BON	19,488.90	
			TOTAL:		41,810.53
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	504.95	
		999-682-04	SUPERVISOR TRUCK 28M239 2025 TOYOTA TACOMA	504.95	
		999-682-04	SUPERVISOR TRUCK 28M23G 2025 TOYOTA TACOMA	504.58	
		999-682-04	SUPERVISOR TRUCK 28M23M 2025 TOYOTA TACOMA	504.58	
			TOTAL:		2,424.34

Randall/Rizo moved to accept the December 2025 Financial Reports as presented. The motion carried.

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

a. Monthly Water Department Report -

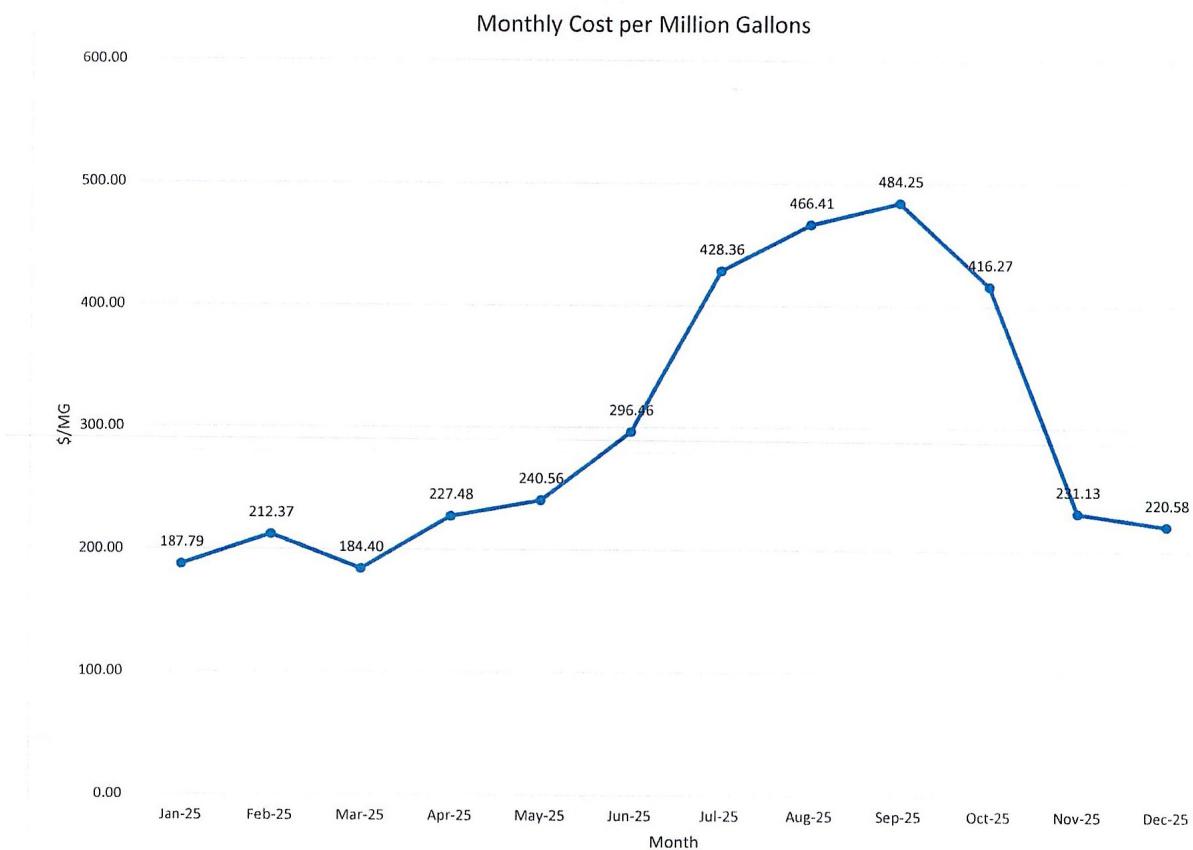
CITY OF BUCKHANNON WATER DEPARTMENT
Monthly Report for December 2025

- Water leaks-4
- Weekly safety meetings.
- Locates
- Renewed services-
- New Services-
- Residential meters changed- 3
- 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.
- 74.43 million gallons of water treated for the month of December at 2.4 million gallons per day.
- Cost per million gallons treated for December \$220.58
- 6,700 gallons of water hauled from plant.
- Off & On Reports / Customer service requests answered. - 214
- Non-Payments
- Continue to work on back-flow/cross-conn. Program
- Water Plant roof leaking above filter 2&4. We had to remove the ceiling tile above both filters.
- Crack in filter #2 wall. Jay, Ethan, Jerry, and I met and discussed possible solutions.
- Replaced pump #1 at Airport Booster Station.
- Yearly equipment service and maintenance.
- Working on Asset Management Plan

b. Monthly Chemical Cost Summary Report -

Month: Dec-25

		Monthly			
		Total		Y-T-D	
Million Gallons Treated:		74.43		400.43	
Total Chemical Treatment Cost:		16416.32		149260.1	
Cost per Million Gallons:		220.5605		372.7495	
Chemical	Cost	Unit	Amount Used (lbs)	Monthly Cost	Y-T-D Cost
Carbon	2.97 lb		0	0	17857.5
Chlorine	1.39 lb		1501	2086.39	15041.19
Fluoride	2.2 lb		605	1331	8107
KMnO4	3.65 lb		319.5	1166.175	15132.9
NaMnO4	1.4 lb			0	0
Lime	0.23 lb		900	207	1092.5
Premier Pac	0.55 lb		10975	6036.25	52735.49
Soda Ash	0.510 lb		7800	3978	30503.5
Sodium Hex	2.93 lb		550	1611.5	8790
Smart-Phos	14.16 GAL		0	0	0
				16416.32	149260.1



c. Monthly Unaccounted Water Loss Report –

Water Loss With Running Annual Average
January 2025 to December 2025

	Produced (a.)	Plant Loss (b.)	Distribution Loss (c.)	Sold to City (d.)	Sold to PSDs (e.)	Percent Loss	Running Annual Avg
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%	11.45%
7/1/25	67,000,400	1,577,653	253,330	21,701,000	35,043,300	12.57%	12.33%
8/1/25	69,470,262	1,630,862	1,557,000	24,230,000	35,255,100	9.78%	11.36%
9/1/25	64,484,292	1,541,889	4,265,310	26,388,500	41,421,400	-14.16%	9.39%
10/1/25	62,721,183	1,328,368	1,247,325	21,987,100	34,339,400	6.09%	7.74%
11/1/25	62,328,804	1,222,927	10,440	21,740,000	35,157,000	6.74%	7.08%
12/1/25	74,425,033	1,345,972	848,619	19,658,600	36,321,000	21.84%	7.70%
Totals:	791,350,532	16,242,019	23,197,400	264,280,700	423,136,200		

General Department Report: Mr. Rolenson reported additional roof leaks above Filters No. 2 and No. 4, requiring the removal of ceiling tiles in those areas. Staff does not plan to reinstall the tiles until the roof can be repaired, when weather conditions allow. He also noted an active wall leak in Filter Bed No. 2. City Engineer Jay Hollen reported that a crack previously repaired in 2012 has reappeared. He emphasized that the issue does not appear to be structural; rather, the waterproof coating applied during the 2012 repairs was inadvertently removed, allowing water to penetrate the old crack. Allegheny Restoration inspected the site and confirmed the crack poses no structural concern and can be repaired. Their estimated project cost is \$15,620, including a \$3,500 mobilization fee, \$5,888 for port-injection materials, and \$6,200 for reapplying the cementitious waterproof coating. The port-injection material is a reactive chemical that follows water paths and seals cracks upon contact. This estimate also includes an additional repair to a separate crack on the exterior of Filter Bed No. 1, identified by staff during the inspection. Hollen noted that this secondary issue appears to be related to weather exposure behind a 2016 concrete repair. Hollen stated that even if Filter Bed No. 2 were temporarily taken offline, the plant could still meet water demand using the remaining three filters, though it would require additional operator effort. He expressed that the quoted cost is reasonable given post-COVID material increases and is expected to remain within the stated budget. A Q&A with Board members followed.

Mr. Rolenson reported that a pump at the Airport Booster Station failed, but staff replaced it with

one of the two spare pumps on hand. The crew has also been completing annual service and maintenance on all equipment, and work continues on the utility's asset management plan. He had no further updates. The recently failed pump was attributed to age. Board members briefly discussed whether to budget for an additional spare pump, since only one remains. Mr. Rolenson doesn't feel that it is necessary at this time.

9. Old Business Discussions:

a. Water Treatment Plant Replacement Project – Mayor Skinner recognized Tim Ball of Potesta & Associates, who provided the following report: Potesta has shifted its primary focus to preparing the USDA loan application for the Water Treatment Plant Project. He has begun reviewing the application requirements and assembling the necessary documentation, noting that the process will take some time. Ball also stated that the Water Department staff have requested the addition of several pipeline segments in the Route 20 corridor. He described these proposed additions as beneficial, as they would strengthen the new transmission line and improve system performance by creating additional interconnections with the existing distribution network. However, Potesta is evaluating the potential cost impacts, as the added scope may challenge the overall project budget. Cost estimates and options for incorporating the additions while remaining within budget are currently under review.

City Engineer Jay Hollen reported that a water leak discovered at the unoccupied Novelis building just before Christmas revealed deficiencies in the interconnection and bypass capabilities within the affected area. Staff determined that there was no effective way to isolate or reroute water during such incidents. Following an on-site review by Tom Rolenson and Jerry Walmsley, and further discussions between Hollen and Rolenson, a preliminary layout has been developed to address these interconnection and bypass needs. Hollen noted that any additions to the project scope raise questions about funding, as current water rates and project budgets were established based on the original project submission. He stated that guidance from Region VII would be needed regarding how such additions could be financed. Region VII Director Shane Whitehair advised that no decision can be made until cost estimates for the proposed additions are known. If the cost is manageable, it may be possible to absorb it within the existing project budget. If the cost is substantial, the Board will need to determine whether to adjust priorities, consider future rate changes, or defer the work. He reminded the Board that any change to the project's scope or cost would require resubmission to the IJDC for review and approval.

i. Review & Approval for Payment Water Project Invoices-Resolution 2026-01 – Shane Whitehair reported that the current requisition includes two invoices from Potesta for preliminary design work on the Water Treatment Plant Project. The first invoice, dated November 30, 2025, totals \$17,936.08, and the second, dated December 31, 2025, totals \$19,796.00, for a combined total of \$37,732.08.

Rizo/Randall moved to approve the payment of the Water Project Invoices-Resolution 2026-01 as presented. The motion carried.

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 #2
and
AUTHORIZING PAYMENT THEREOF

WHEREAS, the City of Buckhannon Water Board has reviewed the invoices attached hereto and incorporated herein by reference relating to the Water Treatment Plant Improvements project funded in part by the Water Revenue Bond Anticipation Note, Series 2025, a 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	171545	11/30/2025			\$17,936.08	\$17,936.08
Potesta & Associates	171669	12/31/2025			\$19,796.00	\$19,796.00
			TOTALS:		\$37,732.08	\$37,732.08

ADOPTED BY the Buckhannon Water Board at a meeting held on the 8th day of January 2026.

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

ii. Other Updates & Discussions – Nothing further was offered for discussion.

10. New Business Discussions:

a. None

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

a. Mt. Hope Water Association Meeting Minutes November 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:

Scott Randall: Mr. Randall wished all a Happy New Year.

Erasmo Rizo: Mr. Rizo had no further comments.

Don Nestor: Mr. Nestor expressed his appreciation for the Water Department's work, noting the importance of maintaining a reliable water supply. He commended staff for both their daily efforts—such as addressing leaks and routine operations—and their long-term planning. Nestor contrasted the City's well-functioning system with other communities that have experienced prolonged service disruptions, stating that Buckhannon has much to be proud of. He thanked past and present staff for their continued commitment to providing dependable service.

Recorder Sanders: Mr. Sanders noted that an Executive Session to discuss property matters had been requested.

Mayor Skinner: Mayor Skinner asked for a motion to enter an Executive Session under West Virginia Code §6-9A-4 to discuss property matters.

At 7:59 a.m., Rizo/Nestor moved that we enter into an Executive Session under West Virginia Code §6-9A-4 to discuss property matters. The motion carried.

At 8:03 a.m., Nestor/Randall moved that we leave the Executive Session. The motion carried.

Mayor Skinner noted that at 8:03 a.m., the Board had left the Executive Session where no decisions were made. At 8:04 a.m., he then called for a motion to adjourn the Water Board meeting.

13. Declaration of Adjournment

At 8:04 a.m., Rizo moved to adjourn from the regular session.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____