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Transparency
Respect
Winning

Sanitary Board City of Chesapeake

Monthly Meeting Agenda
When: **Tuesday, April 16, 2024**
Time: **6:00 PM**
Where: **Town of Chesapeake Municipal Court Room**

I. Call to Order
- Roll Call
- Determination of Quorum

II. Approval of Previous Meeting Minutes
- Review and Approval of Minutes from the March 2024 Meeting

III. Public Comments
- Open Floor for Public Comments (Limited to 3 minutes per person)

IV. Reports
1. **Chairperson's Report**
   - Overview of Current Projects and Initiatives
   - Update on Any Pending Matters
2. **CEO's Report**
   - Operational Updates
   - Status of Key Projects
   - Budgetary Overview
3. **Financial Report**
   - Review of Financial Statements
   - Discussion on Budget Allocation and Expenditure
4. **Legal Reports**
   - Current Situation & Advise

V. Old Business
1. **Status Update on Previous Action Items**
2. **Discussion on Ongoing Projects**
3. **Any Pending Issues Requiring Resolution**

VI. New Business
1. **Proposal for Facility Management**
   - Presentation and Discussion
   - Consideration of Action

VII. Announcements
- Upcoming Events or Important Dates

VIII. Adjournment
- Next Meeting Date and Time
- Motion to Adjourn

Posted _____ 4/13/24

Sanitary Board City of Chesapeake
Balance Sheet
As of March 31, 2024

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
1011 MONEY MARKET - TREASURER	-228.44
CITY NATIONAL BANK SAN BD 2714	293,298.74
Total Checking/Savings	301,572.61
Accounts Receivable	
1020 CUSTOMER A/R	305,669.77
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	220.00
Total Accounts Receivable	301,889.77
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	603,562.38
Fixed Assets	
1050 LAND	103,564.00
1055 BUILDINGS	22,782.00
1060 EQUIPMENT	1,209,019.00
1070 ACCUMULATED DEPRECIATION	-1,131,760.64
Total Fixed Assets	203,604.36
TOTAL ASSETS	**807,166.74**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	23,227.78
Total Accounts Payable	23,227.78
Other Current Liabilities	
2002 Payroll Liabilities	6,062.21

Sanitary Board City of Chesapeake
Balance Sheet
As of March 31, 2024

	Mar 31, 24
2005 FEDERAL W/H	26,987.35
2010 STATE W/H	3,276.46
2025 ACCRUED SUTA	1,320.66
Direct Deposit Liabilities	-923.44
Equipment Loan (Poca Valley)	-2,442.27
Total Other Current Liabilities	34,280.97
Total Current Liabilities	57,508.75
Total Liabilities	57,508.75
Equity	
3000 INVESMENT IN CAPITAL ASSET	279,809.00
3005 CONTRIBUTION-CONSTRUCTION	313,336.00
3010 SMALL CITIES BLOCK GRANT	162,464.08
3015 MUNICIPAL CONTRIBUTIONS	243,101.00
Capital Contribution (PFA Grant	124,132.90
Opening Balance Equity	8,629.44
Retained Earnings	-428,600.44
Net Income	46,786.01
Total Equity	749,657.99
TOTAL LIABILITIES & EQUITY	**807,166.74**

Sanitary Board City of Chesapeake
Profit & Loss
March 2024

	Mar 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	36,807.52
Total Income	36,807.52
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	597.40
5001 SALARIES-TREATMENT & DISP - Other	5,604.75
Total 5001 SALARIES-TREATMENT & DISP	6,202.15
5003 SANITARY BOARD MEMBER	1,286.90
5025 SEWAGE DISPOSAL	16,789.98
5040 UTILITIES	
Electricity- General	93.86
Electricity Sewer Pump	139.03
Electricity Station #1	548.26
Electricity Station #3	348.11
Electricity Station #4	107.19
Gas	98.19
Janitorial	435.17
Pest Control	63.60
Total 5040 UTILITIES	1,833.41
5060 TELEPHONE	161.51
6005 SUPPLIES	1,198.72
6025 LEGAL FEES	1,152.00
Bank Charge	2.00
Contract Services	1,907.51
CPA Services	450.00
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	3,360.05
Total HEALTH & SANITATION EXPENDITURE	3,360.05
Payroll Processing Fees (ADP)	77.30
Reimbursement	50.00
Total Expense	34,471.53
Net Ordinary Income	2,335.99
Net Income	**2,335.99**

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
March 2024

	Mar 24
American Water	301.60
AMG Network	62.00
Appalachian Power	1,236.45
Clean Star Janitorial	435.17
Kanawha PSD	1,543.91
LOWES	396.72
Minear Law Offices, PLLC	1,152.00
Mountaineer Gas Company	98.19
Optimum Business	161.51
S Agarwal CPA AC	500.00
Smith & Loveless Inc.	802.00
Terminix	63.60
Town of Marmet	20,150.03
TOTAL	**26,903.18**

CHESAPEAKE SANITARY BOARD
REGULAR MEETING
April 16, 2024 at 6:04 p.m.

Call To Order: Melissa J. Hill, President/Mayor
Roll Call by Secretary Jolinda Perdue:

President/Mayor:	Melissa J. Hill	Present
Citizen Board Member:	Jason Bowen	Present
Citizen Board Member:	Herbert Shearer	Present
Board Secretary:	Jolinda Perdue	Present

A Quorum of the Sanitary Board has Convened.

Citizens Present:	Stephen "P.J." Johnson
Prayer:	Melissa J. Hill
Pledge of Allegiance:	All

Sanitary Board Briefing by President/Mayor Hill:

a. Approval of April 16, 2024, Sanitary Board Agenda.

Motion made by Jason Bowen to approve the Sanitary Board Agenda. Herbert Shearer seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

b. March 19, 2024 Minutes were summarized by Chairman Hill, indicating the attached Agenda from March 19, 2024 showed highlights of items covered. Summarization presented by Chairman Hill as follows for March 19, 2024:

1. Discussion with Laura Cox: The board approved appropriations for the sanitary board based on the evaluation received. Senator Manchin's appropriation portal was also open at that time. Manchin appropriation request was due on Monday, March 18, 2024, and that deadline was not met due to not having two letters of recommendation. An email was also sent to Laura Cox concerning ceasing conversations with Chapman Technical until Chapman Technical submits final Sewer Evaluation Report.
2. West Virginia American Water: A letter was sent to WVAW from counsel Minear on March 15, 2024, concerning inflow at 118th Street and Cotton Alley.
3. New Business & Property on 114th Street: The board discussed a property acquired by Town of Chesapeake/Sanitary Board on 114th street which is currently an eyesore. The property, earmarked for the expansion of lift station one, will either be remodeled or demolished as part of the system's rehabilitation. Funds need to be in the budget to
4. Financial Reports & Staff Updates: Counsel Minear provided updates on her work with Chapman Technical and West Virginia American Water, including land rights surveys. The need for a chief engineer and environmental compliance officers was discussed and is being researched by Counsel Minear.
5. Property Requisition & Nonprofits: The board is working with nonprofits to assist anyone dislocated, squatting, or homeless due to property requisition.

6. Town Budget: The forecasted budget for the Town of Chesapeake of $810,000 was incorrect. The fiscal year 2025 budget, which is clear with the auditor's office, is actually $1.26 million. The levy was set to be approved that evening.
7. Announcements: The board organized a spaghetti dinner for seniors to sign up for smoke alarms with the Red Cross.
8. The date of the next meeting was confirmed for April 16, 2024.

Motion made by Jason Bowen to approve the Sanitary Board Meeting Minutes from March 19, 2024, with no revisions or questions. Herbert Shear seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

c. Public Comments

1. Board member Shearer stated he had a question concerning the sanitation workers who pick up garbage in the Sanitary trucks instead of the Packer truck. Addressing his understanding that the Town and Sanitary Board are not to intermingle funds. Chairman Hill responded "Waste management is waste management. You also find that the intermingling of funds has been such for the Town of Chesapeake for the last, at least, 12 years. So, we are breaking that apart."

2. Board Member Shearer also inquired about the pump stations working, noticing the red alert lights. Chairman Hill addressed his inquiry, stating that the pumps fluctuated up and down with levels of groundwater inflow, and stated that they are attended to by Sanitary workers when this occurs. The town has a busted system with an approximate 72% infiltration rate, according to statistics, and this problem didn't just start this year. Citizen Steven "P.J." Johnson responded that the "whole reason for the evaluation survey was that storm waters run in your sewer drains and it's not supposed to be that way." Discussions concerning Clerks from previous administrations oversaw operations for Public Works and the Sewer System. The Sanitary Board has never had formal operations management. The management was reactive, not proactive.

3. Board Member Shearer inquired about receipt of the Smoke Test results from Chapman Technical. Chairman Hill advised that the full evaluation report was emailed to all Board Members for review and he could find a copy in his Sanitary Board email.

4. Chairman Hill advised the Board that we are continuing to work with Chapman Technical to bring together the Final Report. Operations will review the final report and conduct a gap analysis between what's in the evaluation versus items that didn't make it into the evaluation. A full analysis is needed before requests for funding can begin.

5. Chairman Hill advised that Sanitary employee Donald Joe Beech has been released as an employee, due to an incident with a citizen and the removal of some materials from a non-public area which was captured on video. Mr. Beech was given the option to come before the Board this evening and chose not to do so.

6. Chairman Hill advised that she met with the Executive Director of Kanawha Public Service District concerning the utility billing that is contracted with KPSD. Currently

funds collected by KPSD on behalf of the Sanitary Board and Town, are deposited into a Town bank account. Historically, the funds transferred from this account were made by telephone to the allocated bank account that corresponded to the fees collected. That has now changed, and the Sanitary Board now invoices the Town of Chesapeake for sewer fees collected by the Town through KPSD. The Town then pays that invoice to the Sanitary Board, and it is deposited into the Sanitary Bank Account.

7. Chairman Hill gave the CEO Reports indicating the state audits have begun for fiscal years 2021, 2022 and 2023. WV Public Service Commission Reports were addressed. Chairman Hill asked Jolinda Perdue to give a brief description to the Board of what information was included in the annual PSC reports.

8. Chairman Hill updated the Board concerning ongoing communication with Board Counsel, Beth Minear and Marmet Counsel Scott McClure concerning the 1990 and 2009 Bonds. Counsel Minear will update at the next Sanitary Board Meeting.

9. Chairman Hill reviewed the March 2024 Profit & Loss quick books summary with the Board. Errors were noted in quick books due to incorrect General Journal entries that were made prior to this administration. Accountant Sandeep has not been able to reconcile Sanitary due to these entries, which legally he cannot change or adjust.

Motion made by Jason Bowen to accept the financial statements as submitted, knowing there are errors that are coming from previous quick book entries that cannot be altered. Herbert Shear seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

<u>MEETING ADJOURNED</u> at 7:06 p.m.

Motion by Board Member Jason Bowen was made to adjourn the meeting.
Board Member Herbert Shearer seconded the motion.
President/Mayor Hill called for a vote, with all "ayes" approving the meeting be adjourned until the next regular meeting to be held on Tuesday, May 21, 2024, at 6:00 p.m. at the Dr. Lisa Curry Memorial Annex.

_____ _____

Melissa J. Hill
President/Mayor
____ day of May, 2024.

Jolinda Perdue
Secretary
____ day of May, 2024.