Sanitary Board City of Chesapeake (WV)

12404 MacCorkle Avenue
Chesapeake, WV 25315
Phone: 304-949-1496
Email: townhall@chesapeakewv.gov
Website: https://chesapeake.wv.gov

Transparency
Respect
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City of Chesapeake Sanitary Board Meeting Agenda
July 16, 2024, 6:00 PM
Dr. Lisa E Curry Memorial Annex Building

1. **Call to Order** 6:05 RB ✓ HS ✓ JP Enroute
   - The chairperson calls the meeting to order.
   - Roll call of board members.
   - Confirmation of quorum.
2. **Approval of Previous Meeting Minutes**
   - Review and approve the minutes from the previous Sanitary Board meeting held on 6/18/2024
3. **Public Comments**
   - Open floor for public comments (limited to 3 minutes per speaker).
4. **Reports**
   - **Sanitary Board Report**
     - Update on ongoing projects.
     - Review of monthly performance metrics.
   - **Financial Report**
     - Presentation of financial status and budget overview.
     - Discussion on expenditure and revenues.
5. **Old Business**
   - Status update on ongoing sanitary improvement projects.
   - Discussion on previously tabled items.
   - Follow-up on action items from previous meetings.
6. **New Business**
   - Introduction of new sanitary initiatives and projects.
   - Review and approval of new contracts and agreements.
   - Consideration of proposals for future sanitary improvements.
   - Discussion on compliance with state and federal regulations.
7. **Maintenance and Operations**
   - Report on recent maintenance activities.
   - Discussion on operational issues and solutions.
   - Planning for upcoming maintenance schedules.
8. **Community Outreach and Education**
   - Planning for community outreach programs.
   - Discussion on public education initiatives related to sanitary services.
9. **Board Member Comments**
   - Open floor for comments and suggestions from board members.
10. **Adjournment**
    - Motion to adjourn the meeting.

Next Scheduled Meeting: August 20, 2024, at 6:00 PM

CHESAPEAKE SANITARY BOARD
REGULAR MEETING
June 18, 2024 at 6:05 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	Absent
Board Secretary:	Jolinda Perdue	Present

A Quorum of the Sanitary Board has Convened.

Citizens Present:	Brian Bowen, Town Administrator
	Debbie Hill, Town Recorder
Prayer:	Melissa J. Hill
Pledge of Allegiance:	All

Sanitary Board Briefing by President/Mayor Hill:

a. Oaths of Office - President/Mayor Hill administered Oaths of Office to Jason Bowen, Board Member and Jolinda Perdue, Secretary. Recorder Hill will contact absent Board member Herbert Shearer to complete his oath.

b. Approval of June 18, 2024, Sanitary Board Agenda.

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

c. May 28, 2024, Minutes were reviewed by Board.

Motion made by Jason Bowen to approve the Sanitary Board Meeting Minutes from May 28, 2024, with no revisions or questions. President/Mayor Melissa Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

d. Discussion regarding the need for internal review of Chapman Technical Sanitary Sewer Evaluation Survey prior to review with Chapman Technical. Secretary Jolinda Perdue will coordinate dates with the Board, and others, as instructed to finalize a date. A Saturday morning review for approximately four hours. A secondary date will also be coordinated with Chapman Technical and Bruce Mullins with the Board, and others, as instructed to finalize formal review date on a Saturday for approximately two hours.

e. President/Mayor Hill discussed the need to procure Architectural/Engineering services for the Sanitary Department. A Request for Procurement (RFP) for the same for FY2025, was posted on Friday June 21, 2024, with a deadline to respond of July 31, 2024, for interested firms.

Motion made by Jason Bowen to approve the RFP for Architectural/Engineering Services. President/Mayor Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

f. An RFQ for Excavation services for Sewer Lift Station Pipe Exposition was posted on May 13, 2024. There were quote submissions from three firms, i.e., A to Z Plumbing, Mullen Plumbing and Ground Breakers Construction, LLC. After careful review and consideration of all quotes and services to be provided A to Z Plumbing was chosen for the project at a total cost of $10,820.00.

Motion made by Jason Bowen to approve the quote for services from A to Z Construction for Excavation Services for Sewer Lift Station Pipe Exposition. President/Mayor Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

g. President/Mayor Hill gave an overview of the joint meeting with the Town of Marmet Sanitary Board and Chesapeake Sanitary Board on June 17, 2024. Individuals present at the meeting were: Mayor Fontalbert, Brian Higginbotham and Marmet Legal Counsel Scott McClure. For Chesapeake, Mayor Hill, Legal Counsel Beth Minear, Town Administrator Brian Bowen, Municipal Engagement Coordinator Courtney Spicer and Sanitary Board Member Jason Bowen.

President/Mayor Hill reflected that the meeting was productive with good rapport. A milestone joint meeting has been scheduled for August 17, 2024.

h. President/Mayor Hill informed Board of two FOIA requests addressed to the Town of Chesapeake and received by the Town.

The first FOIA was from Sanitary Board Member Herbert Shearer and responded to timely by the Town. Mr. Shearer requested the Sanitary Sewer Evaluation Survey completed by Chapman Engineering be made available on a zip drive.

The second FOIA was from an unknown source via an undescriptive email address. The FOIA requested Payroll information for all employees from January 2023 through December 2023, as well as Resumes, personal contact information such as cell phone numbers, email addresses and any wage increase for all employees during the time period requested.

Legal Counsel Beth Minear prepared responses to both requests.

i. President/Mayor Hill briefed the Board on a sewer issue with resident Emily McMillion wherein McMillion has alleged that the cause of her sewer problem is due to the fault of the Sanitary Department. The Sanitary Department, upon further investigation, determined the issue was on the customer's side of the sewer line. Ms. McMillion has filed a claim with the Town's Insurance carrier. Ms. McMillion obtained the Town's insurance policy information through a former town council member who contacted a current town council member. The current town council member provided the insurance policy information without the knowledge of Sanitary Chair/Mayor Melissa Hill. The status of Ms. McMillion's claim is pending.

j. President/Mayor Hill advised that Greenbrier Government Solutions will be the new IT company overseeing domain hosting, Microsoft 365 implementation for both Town and Sanitary. AMG Technology was the previous IT company.

k. President/Mayor Hill reviewed the Sanitary Board Profit and Loss Report and Balance Sheet as of May 31, 2024, with the Board. Questions about the reports concerning payments to Marmet for flows and bond payments not showing up in the report for May were asked. President/Mayor Hill advised she would research with Accountant Agrawal and provide an answer.

Motion made by Jason Bowen to accept the financial reports for May 2024, with questions. President/Mayor Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

c. Public Comments

None

MEETING ADJOURNED at 7:26 p.m.

Motion by Board Member Jason Bowen was made to adjourn the meeting.
President/Mayor Hill 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, July 16, 2024, at 6:00 p.m. at the Dr. Lisa Curry Memorial Annex.

Please sign and return this page via mail, or email to AKBridge the Gap, LLC

Mail

AKBridge the Gap, LLC
31 Carriage Road
Charleston, WV 25314

Electronic Mail

ashley.burton@akbridgethegap.com
Melissa.Fuentes@assuredpartners.com

Services	Fee:	Check or Initial
• **Employee Handbook and Policy Review & Development**	**$3,000**	_____
• **Addendum to Handbook & Policy with Organizational Plan for Police Department**	**$1,000**	_____
• **Development of Job Descriptions and Review of Positions' Exempt/Non-Exempt Classification**	**$1,000**	_____
• **Development of Vacation/Sick Leave Plan and Policy**	**$1,000**	_____
• **City-wide Harassment/Discrimination Training** (2 sessions)	**$2,000**	_____
• **Annual HR Consulting Retainer** ($1,000/month for 12 months)	**$12,000**	_____

Contract payment can be made in full upon acceptance.
Payment for consulting can be paid in full or in biannual or quarterly installments in advance:

Select Desired Billing: ☐ **Payment in Full** ☐ **Biannual payments** ☐ **Quarterly payments**

Contract Term: August 1, 2024 through August 1, 2025

AKBridge the Gap reserves the right to charge additional fees for additional services performed outside of services listed above.

Town of Chesapeake Representative:

Name: _____

Signature: _____

Title: _____

Date: _____

AKBridge the Gap, LLC
Risk Management Representative:

By: _____

Signature: _____

Title: _____

Date: _____

5 APPENDIX B: PRICING

This agreement is based on the following information agreed upon by you. Any changes to this information require an updated service agreement.

SERVICES SUPPORTED BY THIS AGREEMENT

The following are covered by this agreement:

Description	QTY	Discounted Price	Extended Price
Device Monitoring with Patch Management – Per Device	20	$9.00	$180.00
Endpoint Detection & Response – Per Device	20	$7.50	$150.00
Workstation Backup – Per Device, 100GB Pooled Storage[1]	20	$22.00	$440.00
Microsoft 365 GCC Backup – Per User, 1TB Pooled Storage[1]	20	$5.00	$100.00
Network Monitoring/Inventory - Per Location	2	$150.00	$300.00
Technical Support - PC/Office Devices	20	$20.00	$400.00
Technical Support - Network Infrastructure – Per Location	2	$150.00	$300.00
Technical Support – Business Applications[2]		Time and Material	
Monthly Reoccurring Total			**$1,870.00**
MSP Implementation Fee			**$2,000.00**

[1]Pooled storage is multiplied per user/device. Additional storage utilized above the total pooled is charged at $0.02 per GB.

[2]Business applications outside of the Microsoft Application Suite are supported ad hoc and will incur a time and materials charge determined by rates found in Appendix C.

Since part of this service agreement includes device support, CLIENT is responsible for informing Greenbrier of changes to the number of devices within five (5) business days.

Additional devices added to the program after this agreement is initiated will have an incremental cost per month per device. The monthly pricing will be automatically updated with the additional devices.

Proprietary Information - Use or disclosure of content is subject to restrictions on the title page.

4 APPENDIX A: CONTACT INFORMATION

ACCOUNT MANAGER

Your Greenbrier Account Manager is Nathan Johnson. Please contact him if you wish to make any changes to or ask questions about your service agreement. You can contact your account manager in the following ways:

Telephone: 888-600-4447

Cell: 304-767-1366

Email: njohnson@ggswv.com

CLIENT INFORMATION

The primary CLIENT contact is:

NAME: Melissa Hill
ADDRESS: 12404 MacCorkle Ave
Chesapeake, WV 25315
PHONE: 304-949-1496
E-MAIL: Mhill@Chesapeakewv.gov

Changes to this agreement may only be requested by the persons named above. It is the responsibility of the CLIENT to notify Greenbrier of changes to the contact person.

This agreement covers the following CLIENT locations:

Site Number	Address	Phone	Contact
1 City Hall/Annex	12404 MacCorkle Ave, Chesapeake, WV 25315		
2 City Yard	11425 MacCorkle Ave, Chesapeake, WV 25315		

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Sanitary Board City of Chesapeake
Income by Customer Detail
April through June 2024

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
Town of Chesapeake									
Invoice	04/30/2024	11	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		37,356.84	37,356.84
Invoice	05/31/2024	12	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		34,588.38	71,945.22
Invoice	06/30/2024	13	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		34,329.17	106,274.39
Total Town of Chesapeake							0.00	106,274.39	106,274.39
TOTAL							**0.00**	**106,274.39**	**106,274.39**

Sanitary Board City of Chesapeake
Profit & Loss
April 2024

	Apr 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	72,891.52
Total Income	72,891.52
Expense	
5001 SALARIES-TREATMENT & DISP	6,332.14
5003 SANITARY BOARD MEMBER	747.93
5040 UTILITIES	1,473.39
5060 TELEPHONE	323.02
6005 SUPPLIES	679.25
6025 LEGAL FEES	1,152.00
Bank Charge	2.00
Contract Services	366.00
CPA Services	450.00
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	3,360.05
Wastewater Treatmnent (Marmet)	16,789.98
Total HEALTH & SANITATION EXPENDITURE	20,150.03
Payroll Processing Fees (ADP)	146.85
Reimbursement	50.00
Total Expense	31,872.61
Net Ordinary Income	41,018.91
Net Income	**41,018.91**

Sanitary Board City of Chesapeake
Profit & Loss
May 2024

	May 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	37,356.84
Total Income	37,356.84
Expense	
5001 SALARIES-TREATMENT & DISP	8,660.45
5003 SANITARY BOARD MEMBER	565.77
5040 UTILITIES	1,628.67
5060 TELEPHONE	161.51
6025 LEGAL FEES	2,714.00
6600 CUSTOMER ACCT PROCESSING	140.00
9040 REPAIRS & REPAIR PARTS	320.00
Bank Charge	2.00
Contract Services	3,264.54
CPA Services	450.00
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	3,360.05
Wastewater Treatmnent (Marmet)	15,796.86
Total HEALTH & SANITATION EXPENDITURE	19,156.91
Interest Paid on Equipment Loan	-866.67
Late Fees	3.04
Payroll Processing Fees (ADP)	133.94
Professional Services	1,000.00
Reimbursement	72.66
Total Expense	37,406.82
Net Ordinary Income	-49.98
Net Income	-49.98

Sanitary Board City of Chesapeake
Profit & Loss
June 2024

	Jun 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	34,588.38
Total Income	34,588.38
Expense	
5001 SALARIES-TREATMENT & DISP	6,550.66
5003 SANITARY BOARD MEMBER	458.12
5040 UTILITIES	1,169.54
6025 LEGAL FEES	1,072.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	320.00
Total 6600 CUSTOMER ACCT PROCESSING	320.00
Bank Charge	2.00
Contract Services	1,747.29
CPA Services	450.00
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	3,360.05
Wastewater Treatmnent (Marmet)	9,927.30
Total HEALTH & SANITATION EXPENDITURE	13,287.35
Payroll Processing Fees (ADP)	146.85
Reimbursement	50.00
Total Expense	25,253.81
Net Ordinary Income	9,334.57
Net Income	**9,334.57**

Sanitary Board City of Chesapeake
Balance Sheet
As of June 30, 2024

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	357,198.82
Accounts Receivable	263,327.42
Other Current Assets	100.00
Total Current Assets	620,626.24
Fixed Assets	217,354.36
TOTAL ASSETS	837,980.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	15,231.96
Total Accounts Payable	15,231.96
Other Current Liabilities	
2002 Payroll Liabilities	1,616.98
Accrual	7,758.25
Total Other Current Liabilities	9,375.23
Total Current Liabilities	24,607.19
Total Liabilities	24,607.19
Equity	813,373.41
TOTAL LIABILITIES & EQUITY	837,980.60

Sanitary Board City of Chesapeake
Profit & Loss
June 2023 through June 2024

	Jun '23 - Jun 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	539,509.91
Total Income	539,509.91
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	9,329.10
5001 SALARIES-TREATMENT & DISP - Other	54,615.20
Total 5001 SALARIES-TREATMENT & DISP	63,944.30
5003 SANITARY BOARD MEMBER	6,323.89
5010 AUTO & TRUCK EXPENSE	387.30
5025 SEWAGE DISPOSAL	-45,421.06
5040 UTILITIES	
Electricity- General	1,138.63
Electricity Lift Station	85.24
Electricity Sewer Plant	58.41
Electricity Sewer Pump	1,040.14
Electricity Station #1	7,103.56
Electricity Station #2	94.26
Electricity Station #3	4,361.02
Electricity Station #4	1,214.19
Electricity Station #5	604.72
Gas	781.71
Janitorial	435.17
Pest Control	574.84
Water	816.32
5040 UTILITIES - Other	420.74
Total 5040 UTILITIES	18,728.95
5060 TELEPHONE	1,657.05
6005 SUPPLIES	5,784.51
6020 TAXES & FEES	-2,979.12
6025 LEGAL FEES	8,746.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	2,820.00
6600 CUSTOMER ACCT PROCESSING - Other	0.00
Total 6600 CUSTOMER ACCT PROCESSING	2,820.00
8000 OTHER EXPENSES	-7,765.92
9040 REPAIRS & REPAIR PARTS	27,379.81
Bank Charge	14.00
Contract Services	15,868.27

Sanitary Board City of Chesapeake
Profit & Loss
June 2023 through June 2024

	Jun '23 - Jun 24
Contract Services Billing	18,264.47
Contract Services Data Usage	1,506.20
CPA Services	6,675.00
ENGINEERING	-10,667.10
GENERAL GOVERNMENT EXPENDITURES	
404 UTILITIES	-243.81
Total GENERAL GOVERNMENT EXPENDITURES	-243.81
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	70,704.78
Wastewater Treatmnent (Marmet)	139,328.69
Water - Source of Supply	0.00
Total HEALTH & SANITATION EXPENDITURE	210,033.47
Interest Paid on Equipment Loan	0.00
Late Fees	13.93
Payroll Expenses	21,821.41
Payroll Processing Fees (ADP)	1,358.63
Professional Services	29,625.00
PSC	1,160.93
Reconciliation Discrepancies	-25.00
Reimbursement	196.68
Taxes	0.00
Utilities	-378.45
Total Expense	374,829.34
Net Ordinary Income	164,680.57
Other Income/Expense	
Other Income	
4010 INTEREST INCOME	261.66
Total Other Income	261.66
Net Other Income	261.66
Net Income	**164,942.23**

Sanitary Board City of Chesapeake
Profit & Loss
June 2023 through June 2024

	Jun '23 - Jun 24
Contract Services Billing	18,264.47
Contract Services Data Usage	1,506.20
CPA Services	6,675.00
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4010 INTEREST INCOME	261.66
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April through June 2024

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City of Chesapeake Sanitary Board Meeting Agenda
July 16, 2024, 6:00 PM
Dr. Lisa E Curry Memorial Annex Building

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   - The chairperson calls the meeting to order.
   - Roll call of board members.
   - Confirmation of quorum.
2. **Approval of Previous Meeting Minutes**
   - Review and approve the minutes from the previous Sanitary Board meeting held on 6/18/2024
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   - Open floor for public comments (limited to 3 minutes per speaker).
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10. **Adjournment**
    - Motion to adjourn the meeting.

Next Scheduled Meeting: August 20, 2024, at 6:00 PM

Please sign and return this page via mail, or email to AKBridge the Gap, LLC

Mail

AKBridge the Gap, LLC
31 Carriage Road
Charleston, WV 25314

Electronic Mail

ashley.burton@akbridgethegap.com
Melissa.Fuentes@assuredpartners.com

Services	Fee:	Check or Initial
• **Employee Handbook and Policy Review & Development**	**$3,000**	_____
• **Addendum to Handbook & Policy with Organizational Plan for Police Department**	**$1,000**	_____
• **Development of Job Descriptions and Review of Positions' Exempt/Non-Exempt Classification**	**$1,000**	_____
• **Development of Vacation/Sick Leave Plan and Policy**	**$1,000**	_____
• **City-wide Harassment/Discrimination Training** (2 sessions)	**$2,000**	_____
• **Annual HR Consulting Retainer** ($1,000/month for 12 months)	**$12,000**	_____

Contract payment can be made in full upon acceptance.
Payment for consulting can be paid in full or in biannual or quarterly installments in advance:

Select Desired Billing: ☐ **Payment in Full** ☐ **Biannual payments** ☐ **Quarterly payments**

Contract Term: August 1, 2024 through August 1, 2025

AKBridge the Gap reserves the right to charge additional fees for additional services performed outside of services listed above.

Town of Chesapeake Representative:

Name: _____

Signature: _____

Title: _____

Date: _____

AKBridge the Gap, LLC
Risk Management Representative:

By: _____

Signature: _____

Title: _____

Date: _____

5 APPENDIX B: PRICING

This agreement is based on the following information agreed upon by you. Any changes to this information require an updated service agreement.

SERVICES SUPPORTED BY THIS AGREEMENT

The following are covered by this agreement:

Description	QTY	Discounted Price	Extended Price
Device Monitoring with Patch Management – Per Device	20	$9.00	$180.00
Endpoint Detection & Response – Per Device	20	$7.50	$150.00
Workstation Backup – Per Device, 100GB Pooled Storage[1]	20	$22.00	$440.00
Microsoft 365 GCC Backup – Per User, 1TB Pooled Storage[1]	20	$5.00	$100.00
Network Monitoring/Inventory - Per Location	2	$150.00	$300.00
Technical Support - PC/Office Devices	20	$20.00	$400.00
Technical Support - Network Infrastructure – Per Location	2	$150.00	$300.00
Technical Support – Business Applications[2]		Time and Material	
Monthly Reoccurring Total			$1,870.00
MSP Implementation Fee			$2,000.00

[1]Pooled storage is multiplied per user/device. Additional storage utilized above the total pooled is charged at $0.02 per GB.

[2]Business applications outside of the Microsoft Application Suite are supported ad hoc and will incur a time and materials charge determined by rates found in Appendix C.

Since part of this service agreement includes device support, CLIENT is responsible for informing Greenbrier of changes to the number of devices within five (5) business days.

Additional devices added to the program after this agreement is initiated will have an incremental cost per month per device. The monthly pricing will be automatically updated with the additional devices.

Proprietary Information - Use or disclosure of content is subject to restrictions on the title page.

4 APPENDIX A: CONTACT INFORMATION

ACCOUNT MANAGER

Your Greenbrier Account Manager is Nathan Johnson. Please contact him if you wish to make any changes to or ask questions about your service agreement. You can contact your account manager in the following ways:

Telephone: 888-600-4447

Cell: 304-767-1366

Email: njohnson@ggswv.com

CLIENT INFORMATION

The primary CLIENT contact is:

NAME: Melissa Hill
ADDRESS: 12404 MacCorkle Ave
Chesapeake, WV 25315
PHONE: 304-949-1496
E-MAIL: Mhill@Chesapeakewv.gov

Changes to this agreement may only be requested by the persons named above. It is the responsibility of the CLIENT to notify Greenbrier of changes to the contact person.

This agreement covers the following CLIENT locations:

Site Number	Address	Phone	Contact
1 City Hall/Annex	12404 MacCorkle Ave, Chesapeake, WV 25315		
2 City Yard	11425 MacCorkle Ave, Chesapeake, WV 25315		

Proprietary Information - Use or disclosure of content is subject to restrictions on the title page.

Sanitary Board City of Chesapeake
Income by Customer Detail
April through June 2024

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
Town of Chesapeake									
Invoice	04/30/2024	11	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		37,356.84	37,356.84
Invoice	05/31/2024	12	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		34,588.38	71,945.22
Invoice	06/30/2024	13	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		34,329.17	106,274.39
Total Town of Chesapeake							0.00	106,274.39	106,274.39
TOTAL							**0.00**	**106,274.39**	**106,274.39**

Sanitary Board City of Chesapeake
Profit & Loss
April 2024

		Apr 24
Ordinary Income/Expense		
Income		
4000 SEWAGE FEES		72,891.52
Total Income		72,891.52
Expense		
5001 SALARIES-TREATMENT & DISP		6,332.14
5003 SANITARY BOARD MEMBER		747.93
5040 UTILITIES		1,473.39
5060 TELEPHONE		323.02
6005 SUPPLIES		679.25
6025 LEGAL FEES		1,152.00
Bank Charge		2.00
Contract Services		366.00
CPA Services		450.00
HEALTH & SANITATION EXPENDITURE		
Town of Marmet	3,360.05	
Wastewater Treatmnent (Marmet)	16,789.98	
Total HEALTH & SANITATION EXPENDITURE		20,150.03
Payroll Processing Fees (ADP)		146.85
Reimbursement		50.00
Total Expense		31,872.61
Net Ordinary Income		41,018.91
Net Income		41,018.91

Sanitary Board City of Chesapeake
Profit & Loss
May 2024

	May 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	37,356.84
Total Income	37,356.84
Expense	
5001 SALARIES-TREATMENT & DISP	8,660.45
5003 SANITARY BOARD MEMBER	565.77
5040 UTILITIES	1,628.67
5060 TELEPHONE	161.51
6025 LEGAL FEES	2,714.00
6600 CUSTOMER ACCT PROCESSING	140.00
9040 REPAIRS & REPAIR PARTS	320.00
Bank Charge	2.00
Contract Services	3,264.54
CPA Services	450.00
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	3,360.05
Wastewater Treatmnent (Marmet)	15,796.86
Total HEALTH & SANITATION EXPENDITURE	19,156.91
Interest Paid on Equipment Loan	-866.67
Late Fees	3.04
Payroll Processing Fees (ADP)	133.94
Professional Services	1,000.00
Reimbursement	72.66
Total Expense	37,406.82
Net Ordinary Income	-49.98
Net Income	**-49.98**

Sanitary Board City of Chesapeake
Profit & Loss
June 2024

	Jun 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	34,588.38
Total Income	34,588.38
Expense	
5001 SALARIES-TREATMENT & DISP	6,550.66
5003 SANITARY BOARD MEMBER	458.12
5040 UTILITIES	1,169.54
6025 LEGAL FEES	1,072.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	320.00
Total 6600 CUSTOMER ACCT PROCESSING	320.00
Bank Charge	2.00
Contract Services	1,747.29
CPA Services	450.00
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	3,360.05
Wastewater Treatmnent (Marmet)	9,927.30
Total HEALTH & SANITATION EXPENDITURE	13,287.35
Payroll Processing Fees (ADP)	146.85
Reimbursement	50.00
Total Expense	25,253.81
Net Ordinary Income	9,334.57
Net Income	9,334.57

Sanitary Board City of Chesapeake
Profit & Loss
June 2023 through June 2024

	Jun '23 - Jun 24
Contract Services Billing	18,264.47
Contract Services Data Usage	1,506.20
CPA Services	6,675.00
ENGINEERING	-10,667.10
GENERAL GOVERNMENT EXPENDITURES	
404 UTILITIES	-243.81
Total GENERAL GOVERNMENT EXPENDITURES	-243.81
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	70,704.78
Wastewater Treatmnent (Marmet)	139,328.69
Water - Source of Supply	0.00
Total HEALTH & SANITATION EXPENDITURE	210,033.47
Interest Paid on Equipment Loan	0.00
Late Fees	13.93
Payroll Expenses	21,821.41
Payroll Processing Fees (ADP)	1,358.63
Professional Services	29,625.00
PSC	1,160.93
Reconciliation Discrepancies	-25.00
Reimbursement	196.68
Taxes	0.00
Utilities	-378.45
Total Expense	374,829.34
Net Ordinary Income	164,680.57
Other Income/Expense	
Other Income	
4010 INTEREST INCOME	261.66
Total Other Income	261.66
Net Other Income	261.66
Net Income	**164,942.23**

Sanitary Board City
of Chesapeake (WV)

12404 MacCorkle Avenue
Chesapeake, WV 25315
Phone: 304-949-1496
Email: townhall@chesapeakewv.gov
Website: https://chesapeake.wv.gov

Transparency
Respect
Winning

Meeting Minutes
July 16, 2024, 6:00 PM
Dr. Lisa E Curry Memorial Annex Building

Meeting Minutes

- Meeting called to order – 6:05 PM
- Moment of Silence
- Pledge of Allegiance – Chair Hill

Roll Call

- Jason Bowen – Present
- Herbert Shearer – Present
- Jolinda Perdue – stuck in traffic
- Mayor / Chair Hill – Presiding

In Attendance

- Brian Bowen, Town Administrator & Code Enforcement
- Debbie Hill, Recorder & Treasurer
- Beth Minear, Counsel
- Ashley Burton, HR Consultant
- Ryan Loftus, Greenbrier Government Solutions

Meeting Minutes Approved

- Bowen 1st, Shearer 2nd – no questions on the motion – moved

Swearing in Herb Shearer – Debbie Hill, Recorder

- Ratified all past actions

Partner Introductions:

- IT Partner – Ryan Loftus, Greenbrier Government Solutions
- HR Partner – Ashley Burton, AK Bridget the Gap Consulting

Coordinating SSES Final Review

- Internal & w/Chapman Technical
- Past Board Members invited

Working to fully install Flexim Meters – Internal Project – Flexim Representative will calibrate and certify

Sanitary Board City of Chesapeake (WV)

12404 MacCorkle Avenue
Chesapeake, WV 25315
Phone: 304-949-1496
Email: townhall@chesapeakewv.gov
Website: https://chesapeake.wv.gov

Transparency
Respect
Winning

Meeting with Marmet

- Reworking 1989 Agreement – Ongoing
- Making list of negotiation points by August 16, 2024 – COB
- Asset Management – would like to use for the Town of Chesapeake (WV)

Sanitary Board Team

- Nathaniel Hale was grandfathered into certification, but never notified. Requirements have changed.
- Jason Kinder, C Certification
- Sending both to training for Level I Certification in Elkins, WV in August
- Vergil Holstein – heavy equipment
- A-Z Plumbing – Contractor for excavation for Flexim installation
- A-Z Plumbing – Assisted at McMillion property

Twin Towns – friendly meeting is what we desire. Want to continue a good rapport and working together

Concerns Filed

- McMillion – Nancy Ave – Denied

Sewer/Sanitation Service requires 24/7/365 availability

- Technology will be used to enable this capability

Financial Statement Review

- April – June 2024 – Profit & Loss, Balance Sheet, & Income Statements

Motions

- Approval to pay 50% of Human Resources & Information Technology Contracts
    - Bowen 1st, Shearer 2nd
        - No questions on the motion – Moved
- Approval to Accept Financial Statements
    - Bowen 1st, Shearer 2nd
        - No questions on the motion – Moved
- Approval to Adjourn Meeting
    - Bowen 1st, Shearer 2nd
        - No questions on the motion – Moved

Sanitary Board City of Chesapeake
Income by Customer Summary
July 2024

	Jul 24
Town of Chesapeake	37,708.53
TOTAL	37,708.53

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
July 2024

	Jul 24
A to Z Plumbing LLC	6,500.00
ADP	141.69
American Water	321.60
Appalachian Power	897.56
City National Bank	2.00
Core & Main	972.40
Kanawha PSD	1,584.89
LOWES	199.06
Minear Law Offices, PLLC	1,472.00
Mountaineer Gas Company	40.01
Optimum Business	219.51
S Agarwal CPA AC	3,825.00
Terminix	63.60
WV American Water	50.20
Wyndham	1,176.00
TOTAL	17,465.52

Sanitary Board City of Chesapeake
Profit & Loss
July 2024

	Jul 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	37,708.53
Total Income	37,708.53
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	562.56
5001 SALARIES-TREATMENT & DISP - Other	6,654.85
Total 5001 SALARIES-TREATMENT & DISP	7,217.41
5003 SANITARY BOARD MEMBER	458.12
5040 UTILITIES	
Electricity Sewer Plant	63.88
Electricity Station #1	331.27
Electricity Station #2	29.51
Electricity Station #3	340.90
Electricity Station #4	46.29
Electricity Station #5	85.71
Gas	40.01
Pest Control	63.60
Water	50.20
Total 5040 UTILITIES	1,051.37
5060 TELEPHONE	219.51
6005 SUPPLIES	1,171.46
6025 LEGAL FEES	1,472.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	200.00
Total 6600 CUSTOMER ACCT PROCESSING	200.00
9040 REPAIRS & REPAIR PARTS	6,500.00
Bank Charge	2.00
Contract Services	1,584.89
Contract Services Data Usage	121.60
CPA Services	3,825.00
Payroll Processing Fees (ADP)	141.69
Travel Expenses	1,676.00
Total Expense	25,641.05
Net Ordinary Income	12,067.48
Net Income	**12,067.48**

SOLD BY
DUNBAR WV
Branch - 515
2825 Fairlawn Ave
Dunbar WV 25064

PHONE # 304 768 0086

CORE&MAIN®
Local Knowledge
Local Experience
Local Service, Nationwide®

PROMISED: 7/09/24
FILLED BY: MB
CHECKED BY:
REVIEWED BY:
ENTERED BY: KELLEY BRAGG - 515

07/09/2024 01:22 PM PAGE 1
151743

CASH TICKET V222426

CUSTOMER PICKUP

SOLD TO
CASH SALE
515 - DUNBAR WV
NWW 515-CHARLESTON,WV
2825 FAIRLAWN AVE
DUNBAR WV 25064 1030
CUS PH# 304 768 0086

SHIP TO
CASH SALE
Branch - 515
2825 Fairlawn Ave
Dunbar WV 25064

SPECIAL INSTRUCTIONS/COMMENTS:

BRANCH NO.	DATE ORDERED	DATE SHIPPED	PURCHASE ORDER NO.	JOB NAME	JOB NUMBER	DELIVERY METHOD: OUR TRUCK	DELIVERY METHOD: CUSTOMER PICK UP	DELIVERY METHOD: DIRECT	DELIVERY METHOD: SHIPPED	BILL OF LADING NO.	SHIPPED VIA	SALESMAN
515	7/09/24	7/12/24	SEE BELOW				X					H15

BIN LOCATION	PRODUCT CODE	DESCRIPTION	QTY ORDERED	QTY SHIPPED	BACK ORDERED	UNIT PRICE	PER	AMOUNT
	CUSTOMER PO# -	TOWN OF CHESAPEAKE						
Y05 B01 S33	1336ADWFS20	36 N12 F2648 STIB SOLID 20' DUAL WALL 36850020DW *REF 1.00 PC *	20	20		48.62	FT	972.40
		WEIGHT: 19.6200 LB						
		TOTAL WEIGHT: 392.40						

CASH SALES ARE FINAL

END OF ORDER

MERCHANDISE SUBTOTAL	TAX	TAX AMOUNT	FREIGHT	DELIVERY	HANDLING	RESTOCKING	MISCELLANEOUS	TOTAL SALE
972.40	6.000	.00	.00	.00	.00	.00	.00	972.40

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit http://tandc.coreandmain.com/.

V222426151743

RECEIVED BY SIGNATURE:

PRINT NAME HERE:

RECEIVED
JUL 12 2024

Town of Marmet

Sanitary Board

PO Box 15216

Marmet WV 25365-0216

Phone: 304-949-2241
Fax: 304-949-2761

Chesapeake Sanitary Board
12404 MacCorkle Avenue
Chesapeake WV 25315

RE: WV Municipal Bond Commission Payment July 2024

Bond-1		
	MAM-S-1-90-A-KA-12	$1,980.15
	MAM-S-1-90-A-KA-12	$ 29.24
		$2,009.39
Bond-2		
	MAM-S-1-09-A-KA-12	$1.257.20
TOTAL		$3,266.59

Thank you,

David T. Fontalbert
Mayor

A 10% LATE FEE CHARGE FOR ALL PAYMENTS RECEIVED AFTER THE LAST DAY OF THE MONTH.

Month : Jul-24

Operator: Brian Higginbotham

	Marmet Chesapeake Wastewater Treatment Plant											
	Chesapeake			Praxair			Marmet		Total Plant Flow			Rain
Date	Flow MGD	Totalizer	GPD	Flow MGD	Totalizer	GPD	MGD	GPD	Flow MGD	Totalizer	GPD	Fall
31		372588592			20293230					565415		0.16
1	0.103	372691603	103,011	0.001	20294008	778	0.193	193,211	0.297	565712	297,000	0.21
2	0.078	372769927	78,324	0.001	20294693	685	0.104	103,991	0.183	565895	183,000	0.00
3	0.069	372839363	69,436	0.001	20295244	551	0.143	143,013	0.213	566108	213,000	0.00
4	0.069	372908557	69,194	0.000	20295600	356	0.113	113,450	0.183	566291	183,000	0.00
5	0.205	373113310	204,753	0.002	20298023	2,423	0.368	367,824	0.575	566866	575,000	1.51
6	0.097	373210311	97,001	0.001	20299122	1,099	0.250	249,900	0.348	567214	348,000	0.03
7	0.080	373290702	80,391	0.001	20299935	813	0.146	145,796	0.227	567441	227,000	0.00
8	0.079	373369209	78,507	0.000	20300312	377	0.151	151,116	0.230	567671	230,000	0.00
9	0.074	373443169	73,960	0.000	20300729	417	0.125	124,623	0.199	567870	199,000	0.00
10	0.072	373514960	71,791	0.000	20300921	192	0.136	136,017	0.208	568078	208,000	0.00
11	0.069	373583924	68,964	0.001	20301468	547	0.134	134,489	0.204	568282	204,000	0.02
12	0.065	373648605	64,681	0.001	20302393	925	0.119	119,394	0.185	568467	185,000	0.00
13	0.065	373713142	64,537	0.000	20302565	172	0.128	128,291	0.193	568660	193,000	0.00
14	0.062	373775524	62,382	0.001	20303112	547	0.115	115,071	0.178	568838	178,000	0.00
15	0.066	373841209	65,685	0.000	20303526	414	0.143	142,901	0.209	569047	209,000	0.05
16	0.060	373901658	60,449	0.001	20304116	590	0.137	136,961	0.198	569245	198,000	0.00
17	0.207	374109116	207,458	0.001	20305395	1,279	0.277	277,263	0.486	569731	486,000	1.27
18	0.137	374246553	137,437	0.000	20305744	349	0.246	246,214	0.384	570115	384,000	0.29
19	0.092	374338746	92,193	0.002	20307597	1,853	0.205	204,954	0.299	570414	299,000	0.02
20	0.081	374419898	81,152	0.001	20308324	727	0.151	151,121	0.233	570647	233,000	0.00
21	0.076	374496027	76,129	0.000	20308722	398	0.185	185,473	0.262	570909	262,000	0.00
22	0.077	374573189	77,162	0.000	20308875	153	0.147	146,685	0.224	571133	224,000	0.00
23	0.099	374672674	99,485	0.001	20309783	908	0.183	182,607	0.283	571416	283,000	0.22
24	0.164	374836360	163,686	0.001	20311055	1,272	0.293	293,042	0.458	571874	458,000	0.45
25	0.142	374978482	142,122	0.001	20312019	964	0.189	188,914	0.332	572206	332,000	0.10
26	0.101	375079057	100,575	0.000	20312313	294	0.169	169,131	0.270	572476	270,000	0.00
27	0.090	375169155	90,098	0.001	20313318	1,005	0.166	165,897	0.257	572733	257,000	0.00
28	0.075	375244212	75,057	0.001	20313854	536	0.116	116,407	0.192	572925	192,000	0.00
29	0.079	375322794	78,582	0.001	20314768	914	0.178	177,504	0.257	573182	257,000	0.02
30	0.077	375399923	77,129	0.001	20315496	728	0.176	176,143	0.254	573436	254,000	0.11
31	0.073	375472999	73,076	0.001	20316258	762	0.188	188,162	0.262	573698	262,000	0.03
Total	2.884		2,884,407	0.023		23,028	5.376	5,375,565	8.283		8,283,000	4.33
AVG.	*0.095*		94844	*0.001*		*737*	*0.173*	*172,634*	*0.268*		*268,214*	*0.140*
MAX	0.207		207,458			2,423		367,824	0.575		575,000	1.51

Total GPD	8,283,000

TOTAL DUE FOR JULY 2024 2,884,407 = $5,047.71

MARMET/CHESAPEAKE 2023-2024 TREATMENT FEE CALCULATIIONS

DATE	CHESAPEAKE	PRAXAIR	MARMET	TOTAL
Jul-23	8,159,360	123,104	9,730,536	18,013,000
Aug-23	5,778,146	118,541	9,044,313	14,941,000
Sep-23	6,672,822	127,656	11,996,522	18,797,000
Oct-23	2,983,652	66,091	8,561,257	11,611,000
Nov-23	4,753,197	13,762	7,747,041	12,514,000
Dec-23	6,255,778	13,567	9,934,655	16,204,000
Jan-24	9,823,066	45,505	11,421,429	21,290,000
Feb-24	9,557,953	37,075	9,563,972	19,159,000
Mar-24	9,379,880	23,298	9,414,822	18,818,000
Apr-24	8,825,066	24,684	8,225,250	17,075,000
May-24	5,568,324	30,018	6,936,658	12,535,000
Jun-24	4,114,420	23,757	4,726,823	8,865,000
TOTAL	81,871,664		107,303,278	189,174,942

NEW RATES FOR CHESAPEAKE for 07/01/2024-06/30/2025

332,005.76/365=909.60

189,174,942/365=518,287.51

909.60/518,287.51 = $1.75

BOND SERVICE RATE

MARMET	57%
CHESAPEAKE	43%

BOND 1

	MARMET	CHESAPEAKE	TOTAL
MAM-S-90-A-KA-12	$ 2,624.85	$ 1,980.15	$ 4,605.00
MAM-S-90-B-KA-12	$ 38.76	$ 29.24	$ 68.00
TOTAL	$ 2,663.61	$ 2,009.39	$ 4,673.00

MARMET/CHESAPEAKE 2024-2025 TREATMENT FEE CALCULATIONS

BOND 2

	MARMET	CHESAPEAKE	TOTAL
MAM-S-A-KA-12	$ 3,611.18	$ 1,257.20	$ 4,868.38
TOTAL	$ 3,611.18	$ 1,257.20	$ 4,868.38

AI Research Notes

In West Virginia, the authorization and regulation of sewer system costs, including those passed through to customers, are outlined in the West Virginia Code. The relevant sections typically include:

1. West Virginia Code §24-2-1 - General Powers of the Public Service Commission (PSC)
    - This section outlines the PSC's authority to regulate utilities, including sewer services, and ensure that rates are just and reasonable.
2. West Virginia Code §24-2-3 - Regulation of Utility Rates
    - This section discusses the procedures for setting and adjusting utility rates, including the pass-through of costs to customers.
3. West Virginia Code §24-2-4 - Rate Schedules and Tariffs
    - This section details the requirements for filing rate schedules and tariffs with the PSC, including the inclusion of O&M costs.
4. West Virginia Code §24-2-4a - Rates and Charges for Sewerage Systems
    - Specific provisions related to sewerage systems, including guidelines for rate adjustments and the treatment of O&M costs.
5. West Virginia Code §24-3-1 - Definitions and Provisions Relating to Public Utilities
    - Definitions and general provisions relevant to the regulation of public utilities, including sewer services.

West Virginia Code §24-2-4a provides specific guidelines and regulations related to the rates and charges for sewerage systems. This section addresses various aspects of how sewer rates can be set, adjusted, and managed to ensure they are reasonable and in compliance with state regulations. Here's an expanded overview of its key provisions:

West Virginia Code §24-2-4a - Rates and Charges for Sewerage Systems

1. **Rate Setting and Adjustments**
    - The Public Service Commission (PSC) has the authority to set and adjust rates for sewerage systems to ensure they are adequate to cover the costs of providing sewer services.
    - Utilities must provide detailed documentation supporting their proposed rates and adjustments, including a clear breakdown of operational and maintenance costs, capital expenditures, and other relevant factors.
2. **Cost Pass-Through**
    - Sewerage system operators may pass through certain costs to customers, provided these costs are necessary for the operation and maintenance of the system. This includes:
        - **Operational Costs:** Routine maintenance, utilities, labor, and supplies.
        - **Maintenance Costs:** Emergency repairs and ongoing upkeep.
        - **Regulatory Costs:** Expenses related to compliance with state and federal regulations.
3. **Rate Review Process**
    - The PSC reviews and approves rate changes based on the documentation and justification provided by the sewerage system operator.

- Public hearings may be conducted to gather input from stakeholders and ensure transparency in the rate-setting process.

4. **Rate Structures**
   - The PSC may establish guidelines for the structure of sewer rates, including fixed charges, volumetric charges, and other rate design elements.
   - The structure must be designed to promote fairness and efficiency, ensuring that rates are equitable for all customers and reflect the cost of service provision.
5. **Revenue Requirements**
   - Sewerage system operators must demonstrate that their proposed rates will generate sufficient revenue to cover all reasonable and necessary costs associated with operating the system.
   - This includes operating and maintenance expenses, debt service, and capital improvements.
6. **Reporting and Compliance**
   - Operators are required to maintain accurate records of all costs and revenues and to submit periodic reports to the PSC.
   - The PSC may audit these records to ensure compliance with rate-setting regulations and to verify that costs passed through to customers are legitimate.
7. **Consumer Protections**
   - The code provides provisions to protect consumers from unreasonable rate increases and ensures that any adjustments are transparent and justifiable.
   - Mechanisms are in place for consumers to challenge rate increases or seek redress if they believe charges are unfair or incorrect.
8. **Rate Adjustment Procedures**
   - Procedures for adjusting rates, including the necessary filings and documentation required by the PSC.
   - Operators must follow prescribed procedures for notifying customers of rate changes and providing explanations for adjustments.
9. **Capital Improvement Costs**
   - Guidelines on how capital improvement costs may be included in the rate base and passed through to customers. Typically, these costs are treated separately from routine O&M costs but may be included in rate cases if they impact the overall cost of service.

For the most current and detailed information, reviewing the actual text of West Virginia Code §24-2-4a and any related regulations or PSC orders is recommended. This section ensures that sewerage system rates are fair, transparent, and aligned with the cost of providing essential sewer services.