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
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Winning

City of Chesapeake Sanitary Board Meeting Agenda
August 20, 2024, 6:00 PM
Dr. Lisa E Curry Memorial Annex Building

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1. **Call to Order**
   - The chairperson calls the meeting to order.
   - Roll call of board members.7
   - 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: September 17, 2024, at 6:00 PM

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Agenda – Amended
August 20, 2024, 6:00 PM
Dr. Lisa E Curry Memorial Annex Building

Welcome!

Agenda Change – Prayer & Pledge

Call to Order

Roll Call
- Jason Bowen, Citizen Representative
- Herbert Shearer, Citizen Representative
- Jolinda Perdue, Board Secretary
- Melissa Hill, Mayor & Chair

Review & Motion
- Motion – Approval of Meeting Minutes - July 2024
- Motion – Approval of Financial Statements – July 2024
    - Town of Marmet Invoice – July 2024 – Includes a new rate not authorized

Old Business

1. **Congratulations!!! Jason Kinder, Level I Wastewater Certification**
2. **Discussion** - 1989 Agreement – Town of Chesapeake (WV), Sanitary Board, and Marmet Sanitary Board, Town of Marmet
    - Agreement modification – Request made 8/16/2024
    - Current Situation – Rate Increase & Invoice
    - Next Steps – Counsel Minear
3. **Motion** – Sewer Evaluation SSES Review - Acceptance and Approval with Exclusions
    - Review and approval to ACCEPT the Sewer System Evaluation Survey (SSES) conducted for the City of Chesapeake.
        - **Inspection and Data Collection**: This includes visual inspections of manholes, sewer lines, and other components using tools such as CCTV (closed-circuit television) cameras to identify structural issues, blockages, or signs of deterioration.
        - **2023 - Flow Monitoring**: Installing flow meters to measure the volume and flow rates in different parts of the sewer system. This helps to identify areas with excessive inflow or infiltration.
        - **Condition Assessment**: Evaluating the physical condition of the sewer infrastructure, including pipes, joints, and manholes. This assessment can help determine if repairs or replacements are needed.

- **Inflow and Infiltration Analysis**: Identifying sources of excess water entering the sewer system from external sources, such as stormwater runoff or groundwater. Reducing I&I is important for maintaining system capacity and efficiency.
- **Modeling and Analysis**: Using data collected to create models of the sewer system. These models can simulate different scenarios, such as heavy rainfall, to assess how well the system handles various conditions and to identify potential issues.
- **Opinion of Probable Cost**: Sewer Rehabilitation Costs - $21.7 Million

- **Noted Exclusions**: Compiling the findings into a comprehensive report that outlines the current condition of the sewer system, identifies problems, and provides recommendations for repairs, upgrades, or maintenance activities. Discussion to include the acceptance of the SSES findings, with **exclusions** specified from the scope, such as:
  - Business Analysis - Full evaluation of all consumer and excessive flow customers in the commercial area.
  - Facility Plan and Service Cost Analysis.
  - Comparison of service costs to authorized tariffs for the City of Chesapeake Sanitary Board, as approved by the Town of Chesapeake (WV) and the Sanitary Board Marmet.
  - Review of compliance with the 1989 Agreement governing these aspects
- Internal & w/ Chapman Technical Reviews Complete
  - Bruce Mullins, Regional Intergovernmental Council (RIC) said Phase I must be reduced by $5 Million
- **Motion** to Approve the Acceptance of the Report & Deliverables with Exclusions

New Business

1. **Motion - Approval to Request – 2024 WV PSC Report to be Completed**
   - Sandeep Agarwal, CPA, AC
2. **Discussion** - Floor Open for Board & Citizen Comments

Next Meeting – September 17, 2024 @ 6:00 PM
Motion to Adjourn

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Meeting Minutes
Date: August 20, 2024
Time: 6:00 PM
Location: Dr. Lisa E. Curry Memorial Building Annex

Call to Order: 6:15 PM
Prayer & Pledge of Allegiance – Mayor Hill
Roll Call:

- Jason Bowen, Citizen Representative - **Present**
- Herbert Shearer, Citizen Representative - **Absent**
- Jolinda Perdue, Board Secretary - **Absent**
- Melissa Hill, Mayor & Chair – **Present**

Also in Attendance:

- Counsel Minear, Sanitary Board
- Courtney Spicer, Municipal Engagement Coordinator
- Deborah Hill, Town Recorder & Treasurer

Review & Motion

- Approval of Meeting Minutes – July 2024
  - Motion – Jason Bowen
    - Mayor Hill Second
    - Questions: None
    - Approved
- Approval of Financial Statements – July 2024
  - Motion – Jason Bowen
    - Mayor Hill Second
    - Questions: None
    - Approved
- Acknowledgement: Town of Marmet Invoice
  - July Invoice received with New Rate Increase
  - Not Authorized by Sanitary Board or Town Council
- Old Business
  - Congratulations!!! Jason Kinder Level I Wastewater Operator Certification
  - Discussion – 1989 Agreement between City of Chesapeake Sanitary Board, and Town of Marmet Sanitary Board
    - Request for Agreement updates submitted to Town of Marmet
    - Nothing received from Town of Marmet
  - Acknowledgement: Internal Review and w/Chapman Technical Reviews Complete

- Motion to Accept the Sewer System Evaluation Survey (SSES) & Deliverables
  - Opinion of Probably Cost
  - Noted Exclusions & Need for additional project(s)
    - Business Analysis
    - Facility Plan
    - Comparison of Service Costs to Authorized Tariff's
    - Agreement Compliance review
  - Motion – Approve the Acceptance of the Report, Deliverables, and known Exclusions
    - Jason Bowen, First
    - Mayor Hill Second
    - Questions: None
    - Approved

- **New Business**
  - Motion – Approval of Request – 2024 WV PSC Report
    - Sandeep Agarwal, CPA, AC
    - Motion:
      - Jason Bowen, First
      - Mayor Hill, Second
      - Questions: None
      - Approved
- **Next Meeting – September 17, 2024, at 6:00 PM**
- **Motion to Adjourn**
  - Jason Bown, First
  - Mayor Hill, second
  - Questions: None
  - Approved

Sanitary Board City of Chesapeake
Income by Customer Summary
August 2024

	Aug 24
Town of Chesapeake	37,708.53
TOTAL	**37,708.53**

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
August 2024

	Aug 24
ADP	159.76
AKBridge Gap LLC	10,000.00
American Water	200.00
Appalachian Power	897.56
Encova Insurance	462.50
Greenbrier Government Solutions	1,935.00
Kanawha PSD	3,189.81
Mountaineer Gas Company	40.01
Optimum Business	439.02
S Agarwal CPA AC	500.00
Terminix	63.60
Town of Chesapeake (Vendor)	123.93
Valtronics Sales	160.56
WV American Water	67.64
TOTAL	18,239.39

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

	Aug 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	345,954.64
Sanitary Board PFA Grant Accoun	1,650.00
Total Checking/Savings	356,106.95
Accounts Receivable	
1020 CUSTOMER A/R	232,778.25
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-109,115.67
Total Accounts Receivable	119,662.58
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	475,869.53
Fixed Assets	
1050 LAND	103,564.00
1055 BUILDINGS	22,782.00
1060 EQUIPMENT	1,222,769.00
1070 ACCUMULATED DEPRECIATION	-1,131,760.64
Total Fixed Assets	217,354.36
TOTAL ASSETS	**693,223.89**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-407.21
Total Accounts Payable	-407.21
Other Current Liabilities	
2002 Payroll Liabilities	1,778.52

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

	Aug 31, 24
Accrual	7,758.25
Direct Deposit Liabilities	-907.54
Total Other Current Liabilities	8,629.23
Total Current Liabilities	8,222.02
Total Liabilities	8,222.02
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	185,702.75
Opening Balance Equity	8,629.44
Retained Earnings	-473,365.36
Net Income	-34,675.04
Total Equity	685,001.87
TOTAL LIABILITIES & EQUITY	**693,223.89**

Sanitary Board City of Chesapeake
Profit & Loss
August 2024

	Aug 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	37,708.53
Total Income	37,708.53
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	642.29
5001 SALARIES-TREATMENT & DISP - Other	7,762.51
Total 5001 SALARIES-TREATMENT & DISP	8,404.80
5003 SANITARY BOARD MEMBER	485.03
5030 WORKERS COMP	462.50
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	67.64
Total 5040 UTILITIES	1,068.81
5060 TELEPHONE	439.02
6005 SUPPLIES	123.93
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	200.00
Total 6600 CUSTOMER ACCT PROCESSING	200.00
9040 REPAIRS & REPAIR PARTS	160.56
Bank Charge	2.00
Contract Services	3,189.81
CPA Services	500.00
GENERAL GOVERNMENT EXPENDITURES	
HR consulting	10,000.00
Total GENERAL GOVERNMENT EXPENDITURES	10,000.00

Sanitary Board City of Chesapeake
Profit & Loss
August 2024

	Aug 24
IT Support	1,935.00
Payroll Processing Fees (ADP)	229.31
Reimbursement	170.35
Total Expense	27,371.12
Net Ordinary Income	10,337.41
Net Income	**10,337.41**