Thursday
12
Feb 2026

Special Session: Sanitary Board Meeting - January 2025 Reschedule

5:00 PM - 6:00 PM

Town of Chesapeake - Meetings | Microsoft Teams Meeting

Agenda

2026/M6-001 | Special Session: January Sanitary Board Meeting - City of Chesapeake - Rescheduled

Melissa Hill

Rescheduled twice due to weather

- For Information

2026/M6-002 | Call to Order

Melissa Hill

Monthly Meeting Called to Order

- For Information

2026/M6-002.1 | Prayer, Silence & Pledge of Allegiance

Melissa Hill

Silence & Pledge of Allegiance

- For Information

2026/M6-002.2 | Roll Call - Board Members - Quorum

Melissa Hill

- Jason Bowen, Citizen Board Member
- William Bennett, Citizen Board Member
- Jenna Gillenwater, Clerk
- Melissa Hill, Chair

- For Decision

2026/M6-002.3 | Meeting Called to Order

Melissa Hill

Quorum = 2

- For Decision

2026/M6-003 | Approval - Agenda & Meeting Minutes

Melissa Hill

- For Information

2026/M6-003.1 | Agenda - Special Session

Melissa Hill

Council reviews and approves the agenda for regularly scheduled, emergency, or special session meetings.

- For Decision

2026/M6-004 | Partner Introductions

Melissa Hill

Partners & Guests

- For Decision

2026/M6-005 | Ongoing Business

Melissa Hill

These issues require continued discussion, follow-up, or action

- For Information

2026/M6-005.1 | 1989 Agreement - Marmet & Town of Chesapeake (WV)

Melissa Hill

- Administrative Law Judge Decision
- Exceptions to the 10/30/25 Recommended Decision and Brief in Support, filed by Counsel for Town of Chesapeake Sanitary Board
- WV PSC Commissioners

- For Discussion

2026/M6-005.2 | Non-Compliance - Sewer Rehabilitation Project - FY2018 & 2020

Melissa Hill

PER the October 2018 - NPDES Permit - Settlement Agreement
Lift Station #1 Discharge - 2018 and 2020 - System Failure

- Removal of Outfalls by 2028 - Funded by October 2023
- Relocate Lift Stations #1 & #2 and sewer lines
- Replace critical sewer line areas

Status: Project Submitted for Funding
Engineer: Updated Contract - Isaac Fadiga - Burgess & Niple
City Attorney: Proposed Rate Increase = 30%
AMENDED - Motion: Recommendation for Council to approve the new contract to move to design phase

- For Decision

2026/M6-005.3 | Revenue - Excessive Flow - American Chemical

Melissa Hill

- Shared with Counsel for review and initial discussions
- Corporate Counsel and local Representative stated billing stopped for Chesapeake as well as them
- Stopped for City of Chesapeake (WV) in 2020
- Average $100K annual

Decision: Prioritize this additional revenue
Decision: Legal to prioritize all excessive flow companies in the commercial area

Update: Chair reached out to American Chemical - same day response

- Daily production - excessive flow
- January 2026 = 120K+ gallons

Update: Chair mailed letters to all "Industrial" Customers

- Shamblin Stone
- River Point
- Jack's Branch

Billing Rate: Commercial Rate - No "Industrial" Rate in Ordinance

- For Discussion

2026/M6-005.4 | Non-Compliance - MS4 Permit - FY2014-Current

Melissa Hill

WV DEP Letter dated August 1, 2023

- Violations date back to 2014 - Incomplete MS4 Application

Status: MS4 Permit - Applications Open - Submission on track for January 2026
Update: MS4 Permit - $3,413

- For Decision

2026/M6-005.5 | Non-Compliance - Violations - WV DEP Inspection - Permit Renewal - Approved

Melissa Hill

Permit Renewal Approved, but with Violations

- For Discussion

2026/M6-005.6 | Review - Title 150 - Legislative Rule - PSC - Series 5 - Rules for the Government of Sewer Utilities

Melissa Hill

- Review - Monthly Discussion
- Service Deposits Required - Property Owner (1 Month) and Tennant (2 months)
    - Disconnect if no compliance
- Deposit Bank Account - Open
- Confirm Deposit Rate - City Attorney

- For Discussion

2026/M6-006 | New Business

Melissa Hill

New Business not previously discussed

- For Information

2026/M6-006.1 | Matters of Personnel

Certified Wastewater Collector
May result in executive session due to personnel detail discussions

- For Discussion

2026/M6-006.2 | Sewer System Decisions

Melissa Hill

One Year to Phase I Start

- Lift Station #1: Original installation of control panel and pumps did not work properly
- Drawdown Test: Pump #1 working, but not Pump #2 intermittently
    - Caused gate, bearings, and pump overwork issues
    - Caused discharge at Lift Station #1
- Replaced:
    - Pump #1 with pump off the shelf
    - Replacement requires repair - $3K (repair) vs. $25K (new)
- Main Meter:
    - Flexim - Data Errors - Clamp On
        - Check Valve required for read with full pipe
    - Check Valve Delivered - Valtronics
        - Installation - PumpMan - plastic valve requires insulation
    - In-Line Custody & Billing Meters - more accurate
        - Required for Billing
        - Requested Quotes

- Magmeter
  - In front of American Chemical (Residential Waste)
  - Inside shed at Plant - at end of line (Total & Industrial Waste difference)
  - Mr. Peters used to read both meters
  - Last read at plant - 2021
  - Move to Flexim - 2020

- For Discussion

2026/M6-007 | Comments - Board Members

Melissa Hill

Board Members with comments or citizen concerns

- For Discussion

2026/M6-008 | Comments - Citizens

Melissa Hill

- Citizens have 3 minutes - questions will be answered according to agenda
- Not on the agenda - will be considered for next agenda
  - or Council Member will respond personally

- For Discussion

2026/M6-009 | Adjournment

Melissa Hill

Motion to Adjourn Meeting

- For Decision

Date	2/12/2026
Time	5:00 PM - 6:00 PM
Location	Dr. Lisa E. Curry Memorial Building; Dr Lisa E Curry Memorial Building
Present	Jason Bowen, jkelsh@bowlesrice.com, Melissa Hill, Jenna Gillenwater, Dr Lisa E Curry Memorial Building
Absent	
Note Taker	Jenna Gillenwater

Agenda

1. Special Session Overview (2026/M6-001)
Chair Melissa Hill noted that the January Sanitary Board Meeting had been rescheduled twice due to weather.

2. Call to Order (2026/M6-002)
The monthly meeting was officially called to order.

3. Prayer, Silence & Pledge of Allegiance (2026/M6-002.1)
The meeting opened with a moment of silence and the Pledge of Allegiance.

4. Roll Call & Quorum Confirmation (2026/M6-002.2 & 002.3)
Board Members Present:
- Jason Bowen – Citizen Member
- Jenna Gillenwater – Clerk
- Melissa Hill – Chair

A quorum was confirmed (minimum: 2). **Motion approved.**

5. Approval of Agenda & Meeting Minutes (2026/M6-003 & 003.1)
The agenda and prior meeting minutes were reviewed. **Motion to approve—approved unanimously.**

6. Partner Introductions (2026/M6-004)
Partners and guests were introduced.

Ongoing Business (2026/M6-005)

6.1 1989 Agreement – Marmet & Chesapeake (2026/M6-005.1)
The Board discussed the Administrative Law Judge's Recommended Decision (10/30/25), exceptions filed by counsel, and PSC Commissioner review. **Discussion held.**

6.2 Non-Compliance – Sewer Rehabilitation Project FY2018 & 2020 (2026/M6-005.2)
Details were reviewed regarding NPDES settlement requirements, removal of outfalls by 2028, relocation of lift stations, and replacement of critical sewer lines.
Project status: Submitted for funding.
Engineer: Isaac Fadiga – Burgess & Niple.
City Attorney proposed a 30% rate increase.
Motion (amended): Recommend Council approve updated engineering contract to move to design phase — approved.

6.3 Revenue – Excessive Flow / American Chemical (2026/M6-005.3)
- Billing stopped in 2020 for both the City and American Chemical.
- Average lost revenue estimated at $100K annually.
- Chair contacted American Chemical; daily excessive flow in January 2026 exceeded 120K gallons.
- Letters issued to all industrial customers.

Board prioritized restarting excessive flow revenue; legal counsel to pursue compliance.
(Discussion item.)

6.4 Non-Compliance – MS4 Permit FY2014–Current (2026/M6-005.4)
- Violations documented by WV DEP (letter dated Aug 1, 2023).
- MS4 application submission remains on schedule for January 2026.
- Fee update: $3,413.

Motion related to MS4 compliance—approved.

6.5 WV DEP Inspection – Permit Renewal Approved with Violations (2026/M6-005.5)
Violations were reviewed and discussed.

6.6 Title 150 PSC Rule Review – Monthly Review (2026/M6-005.6)
Topics included:
- Property owner and tenant deposit requirements
- Disconnect policy for non-payment
- Dedicated deposit bank account

• Rate confirmation needed from City Attorney
Discussion continued.

New Business (2026/M6-006)

6.1 Personnel Matters – Certified Wastewater Collector (2026/M6-006.1)
Discussion held; may require executive session.

6.2 Sewer System Decisions (2026/M6-006.2)
Reviewed operational issues, including:
• Lift Station #1 pump failures and replacements
• Drawdown test findings
• Main meter (Flexim) errors and need for check valve
• Installation requirements by PumpMan
• Consideration of in-line custody and billing meters
• Requested quotes for Magmeter installation
Discussion held.

Adjournment (2026/M6-009)

A motion to adjourn was made and approved. The meeting concluded.

Sanitary Board City of Chesapeake
Profit & Loss
November 2025

	Nov 25
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	32,411.27
Total Income	32,411.27
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	442.97
5001 SALARIES-TREATMENT & DISP - Other	5,790.46
Total 5001 SALARIES-TREATMENT & DISP	6,233.43
5003 SANITARY BOARD MEMBER	432.19
5030 WORKERS COMP	485.50
5040 UTILITIES	
Electricity Station #1	80.85
Electricity Station #2	36.01
Electricity Station #3	88.17
Electricity Station #4	60.23
Electricity Station #5	114.53
Gas	49.71
Pest Control	70.40
Water	44.72
Total 5040 UTILITIES	544.62
5060 TELEPHONE	241.95
6005 SUPPLIES	940.41
6050 Postage	95.23
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	260.00
Total 6600 CUSTOMER ACCT PROCESSING	260.00
Bank Charge	2.00
Contract Services Billing	1,567.89
Contract Services Data Usage	119.80
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	3,313.32
Wastewater Treatmnent (Marmet)	6,870.52
Total HEALTH & SANITATION EXPENDITURE	10,183.84
IT Support	1,075.30

Sanitary Board City of Chesapeake
Profit & Loss
November 2025

	Nov 25
Payroll Processing Fees (ADP)	180.97
Reconciliation Discrepancies	0.10
Total Expense	22,363.23
Net Ordinary Income	10,048.04
Net Income	**10,048.04**

Sanitary Board City of Chesapeake
Income by Customer Summary
November 2025

	Nov 25
Town of Chesapeake	32,411.27
TOTAL	32,411.27

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
November 2025

	Nov 25
ADP	180.97
American Water	379.80
Appalachian Power	379.79
City National Bank	2.00
Encova Insurance	485.50
Greenbrier Government Solutions	1,075.30
Kanawha PSD	1,567.89
Mountaineer Gas Company	49.71
Optimum Business	241.95
Terminix	70.40
Town of Marmet	10,183.84
WV American Water	44.72
TOTAL	**14,661.87**

Sanitary Board City of Chesapeake
Balance Sheet
As of November 30, 2025

	Nov 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	87,180.49
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	95,707.80
Accounts Receivable	
1020 CUSTOMER A/R	368,445.60
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-34,365.46
Total Accounts Receivable	330,080.14
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	425,887.94
Fixed Assets	
1050 LAND	103,564.00
1055 BUILDINGS	22,782.00
1060 EQUIPMENT	1,234,667.00
1070 ACCUMULATED DEPRECIATION	-1,131,760.64
Property Acquisition(75%Share)	45,366.73
Total Fixed Assets	274,619.09
TOTAL ASSETS	**700,507.03**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	22,117.07
Total Accounts Payable	22,117.07
Other Current Liabilities	
2002 Payroll Liabilities	1,616.48

Sanitary Board City of Chesapeake
Balance Sheet
As of November 30, 2025

	Nov 30, 25
Accrual	-0.03
Total Other Current Liabilities	1,616.45
Total Current Liabilities	23,733.52
Total Liabilities	23,733.52
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	-504,852.80
Net Income	-11,415.96
Total Equity	676,773.51
TOTAL LIABILITIES & EQUITY	**700,507.03**

Sanitary Board City of Chesapeake
Profit & Loss
December 2025

	Dec 25
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	37,672.23
Total Income	37,672.23
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	441.31
5001 SALARIES-TREATMENT & DISP - Other	5,768.83
Total 5001 SALARIES-TREATMENT & DISP	6,210.14
5003 SANITARY BOARD MEMBER	432.19
5030 WORKERS COMP	485.50
5040 UTILITIES	
Gas	99.54
Water	49.19
Total 5040 UTILITIES	148.73
5060 TELEPHONE	239.95
5080 LIABILITY INSURANCE	5,733.87
6025 LEGAL FEES	23,764.50
9040 REPAIRS & REPAIR PARTS	3,000.00
Bank Charge	2.00
Contract Services Billing	1,559.26
Contract Services Data Usage	120.00
CPA Services	1,350.00
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	3,313.32
Wastewater Treatmnent (Marmet)	11,971.10
Total HEALTH & SANITATION EXPENDITURE	15,284.42
IT Support	1,195.30
Payroll Processing Fees (ADP)	180.97
PUMPS	1,435.00
Total Expense	61,141.83
Net Ordinary Income	-23,469.60
Net Income	**-23,469.60**

Sanitary Board City of Chesapeake
Income by Customer Summary
December 2025

	Dec 25
Town of Chesapeake	37,672.23
TOTAL	37,672.23

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
December 2025

	Dec 25
ADP	180.97
American Water	120.00
Bowles Rice LLP	23,764.50
City National Bank	2.00
Encova Insurance	485.50
Greenbrier Government Solutions	1,075.30
Kanawha PSD	1,559.26
Kevin Caldwell	3,000.00
Mountaineer Gas Company	99.54
Optimum Business	239.95
Precision Pump	1,435.00
S Agarwal CPA AC	1,470.00
Town of Marmet	15,284.42
WV American Water	49.19
WV Corp	5,733.87
TOTAL	54,499.50

Sanitary Board City of Chesapeake
Balance Sheet
As of December 31, 2025

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	72,970.53
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	81,497.84
Accounts Receivable	
1020 CUSTOMER A/R	406,117.83
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-72,473.45
Total Accounts Receivable	329,644.38
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	411,242.22
Fixed Assets	
1050 LAND	103,564.00
1055 BUILDINGS	22,782.00
1060 EQUIPMENT	1,234,667.00
1070 ACCUMULATED DEPRECIATION	-1,131,760.64
Property Acquisition(75%Share)	45,366.73
Total Fixed Assets	274,619.09
TOTAL ASSETS	**685,861.31**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	30,940.95
Total Accounts Payable	30,940.95
Other Current Liabilities	
2002 Payroll Liabilities	1,616.48

Sanitary Board City of Chesapeake
Balance Sheet
As of December 31, 2025

	Dec 31, 25
Accrual	-0.03
Total Other Current Liabilities	1,616.45
Total Current Liabilities	32,557.40
Total Liabilities	32,557.40
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	-504,852.80
Net Income	-34,885.56
Total Equity	653,303.91
TOTAL LIABILITIES & EQUITY	**685,861.31**