Monday

23

Mar 2026

Monthly Meeting - City of Chesapeake (WV) Sanitary Board

5:00 PM - 6:00 PM

Town of Chesapeake - Meetings | Dr. Lisa E. Curry Memorial Building; Dr Lisa E Curry Memorial Building

Agenda

2026/M9-001 | March Sanitary Board Meeting - City of Chesapeake

Melissa Hill

- For Information

2026/M9-002 | Call to Order

Melissa Hill

- For Information

2026/M9-002.1 | Silence & Pledge of Allegiance

Melissa Hill

- For Information

2026/M9-002.2 | Roll Call - Board Members - Quorum

Melissa Hill

- For Decision

2026/M9-002.3 | Meeting Called to Order

Melissa Hill

- For Decision

2026/M9-003 | Approval - Agenda & Meeting Minutes

Melissa Hill

- For Information

2026/M9-003.1 | Agenda - Monthly Meeting

Melissa Hill

- For Decision

2026/M9-003.2 | Meeting Minutes - Previous Month

Melissa Hill

- For Decision

2026/M9-004 | Approve Financial Reports

Melissa Hill

- For Decision

2026/M9-005 | Partner Introductions

Melissa Hill

- For Decision

2026/M9-006 | Ongoing Business

Melissa Hill

- For Information

2026/M9-006.1 | 1989 Agreement - Marmet & Town of Chesapeake (WV)

Melissa Hill

- For Discussion

2026/M9-006.2 | Non-Compliance - Sewer Rehabilitation Project - FY2018 & 2020

Melissa Hill

- For Discussion

2026/M9-006.3 | Revenue - Excessive Flow - American Chemical — Melissa Hill

- For Discussion

2026/M9-006.4 | Non-Compliance - MS4 Permit - FY2014-Current — Melissa Hill

- For Information

2026/M9-006.5 | Non-Compliance - Violations - WV DEP Inspection - Permit Renewal - Approved — Melissa Hill

- For Discussion

2026/M9-006.6 | Report - Inflow & Infiltration — Melissa Hill

- For Discussion

2026/M9-006.7 | Update - AccuFund Deployment - No progress — Melissa Hill

- For Information

2026/M9-006.8 | Non-Compliance - Bad Debt - FY2020 - Current — Melissa Hill

- For Discussion

2026/M9-006.9 | Review - Title 150 - Legislative Rule - PSC - Series 5 - Rules for the Government of Sewer Utilities — Melissa Hill

- For Discussion

2026/M9-007 | New Business — Melissa Hill

- For Information

2026/M9-007.1 | Commercial Area - Contact Information Update — Melissa Hill

- For Decision

2026/M9-007.2 | Recommendation - Council - Resolution for Funding

- For Decision

2026/M9-008 | Comments - Board Members — Melissa Hill

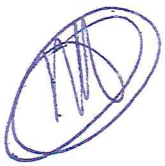
- For Discussion

2026/M9-009 | Comments - Citizens — Melissa Hill

- For Discussion

2026/M9-010 | Adjournment — Melissa Hill

- For Decision



Minutes

Monthly Meeting - City of Chesapeake (WV) Sanitary Board

Town of Chesapeake - Meetings

Date	2/23/2026
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, Ron Petty, Melissa Hill, Jenna Gillenwater, Dr Lisa E Curry Memorial Building
Absent	William Bennett, Nathaniel Hale, Jason Kinder, David Lloyd, Dona Lacy, Wes Dillard, Arianna McLaughlin, Katie Miller, Kathey Miller, Craig Smith, Andrew Roberts
Note Taker	Jenna Gillenwater

Agenda

2026/M7-001 - February Sanitary Board Meeting - City of Chesapeake

The monthly meeting for the City of Chesapeake Sanitary Board is convened as scheduled on the fourth Monday of February. This meeting serves as a regular platform for discussing ongoing and new issues related to the city's sanitary board operations.

2026/M7-002 - Call to Order

The meeting was officially called to order by Melissa Hill, the Chair. The formalities included a moment of silence and the Pledge of Allegiance, followed by a roll call to ensure the presence of board members and the establishment of a quorum. The members present were Jason Bowen, Jenna Gillenwater, and Melissa Hill, confirming a quorum with two members.

2026/M7-002.1 - Silence & Pledge of Allegiance

The meeting began with a moment of silence followed by the Pledge of Allegiance.

2026/M7-002.2 - Roll Call - Board Members - Quorum

Roll call was conducted to ensure the presence of board members. The members present were Jason Bowen, Jenna Gillenwater, and Melissa Hill, confirming a quorum with two members.

2026/M7-002.3 - Meeting Called to Order

The meeting was called to order, confirming the presence of a quorum with two members.

2026/M7-003 - Approval - Agenda & Meeting Minutes

The board reviewed and approved the agenda for the current meeting and the minutes from the previous month's meeting. Melissa Hill highlighted that there was a special session in February, and the minutes for that session were included for review. The motion to approve the minutes began by Jason Bowen and seconded by Melissa Hill passed unanimously. The financial statements for December and January were also discussed, with Melissa noting unexpected cash flow issues and significant expenditures on legal fees and lift station maintenance. The board approved the financial statements after a brief discussion.

2026/M7-003.1 - Agenda - Monthly Meeting

The council reviewed and approved the agenda for the regularly scheduled, emergency, or special session meetings.

2026/M7-003.2 - Meeting Minutes - Previous Month

The minutes from the regularly scheduled meetings and special sessions of the previous month were reviewed and approved.

2026/M7-004 - Approve Financial Reports

The financial reports for November 2025 were reviewed. Melissa Hill noted discrepancies in cash flow and highlighted significant expenditures, including legal fees and maintenance costs for Lift Station 1. The board discussed the financial challenges and the need for careful monitoring of expenses. The financial reports were approved after addressing any questions from the board members. The motion to approve was started by Jason Bowen and seconded by Melissa Hill.

2026/M7-005 - Partner Introductions

The meeting included introductions of partners and guests present. Specific details about the partners and guests were not provided in the transcript, but their presence was acknowledged.

2026/M7-006 - Ongoing Business

Several ongoing issues were discussed, requiring continued attention and action.

2026/M7-006.1 - 1989 Agreement - Marmet & Town of Chesapeake (WV)

The board is awaiting a review from the Public Service Commission (PSC) regarding the 1989 agreement with Marmet and the Town of Chesapeake. No new developments were reported.

2026/M7-006.2 - Non-Compliance - Sewer Rehabilitation Project - FY2018 & 2020

Isaac Fadiga, the engineer, provided an update on the sewer rehabilitation project. The project, which addresses non-compliance issues from the 2018 and 2020 fiscal years, includes removing outfalls by 2028 and relocating lift stations and sewer lines. The project has been submitted for funding, and a contract modification has been signed.

2026/M7-006.3 - Revenue - Excessive Flow - American Chemical

The board discussed the issue of excessive flow from American Chemical. Historical billing discrepancies were identified, with past bills showing significant payments for excessive flow. The board decided to prioritize additional revenue from excessive flow companies in the commercial area and to conduct onsite visits with engineers and public works representatives to assess the situation.

Decision: The board decided to prioritize additional revenue from excessive flow companies in the commercial area.

2026/M7-006.4 - Non-Compliance - MS4 Permit - FY2014-Current

The board reviewed a letter from the WV DEP dated August 1, 2023, highlighting violations dating back to 2014 due to an incomplete MS4 application. The status of the MS4 permit application is on track for submission in January 2026, and the permit fee has been paid.

2026/M7-006.5 - Non-Compliance - Violations - WV DEP Inspection - Permit Renewal - Approved

The board noted that the permit renewal was approved, albeit with violations. Specific details of the violations were not discussed in the transcript.

2026/M7-006.6 - Report - Inflow & Infiltration

The board discussed issues related to inflow and infiltration, particularly at Kanawha County School - Chesapeake Elementary. The matter has been escalated to legal for review and billing. The school provided a map indicating the problem was resolved, but verification is pending. Current status shows minimal flow, especially when the school is not in session.

2026/M7-006.7 - Update - WV DLAP - Town of Chesapeake (WV) Demolition

An update was provided on the WV DLAP demolition project in the Town of Chesapeake. The project requires sewer capping for 21 structures, with the first four structures already approved.

2026/M7-006.8 - Update - AccuFund Deployment - No progress

The deployment of AccuFund has seen no progress. Financial reports generated by AccuFund were incorrect compared to QuickBooks, and reconciliation efforts with a consultant were incomplete. Consequently, the board decided to revert to QuickBooks for financial management.

2026/M7-006.9 - Non-Compliance - Bad Debt - FY2020 - Current

The board discussed ongoing issues with bad debt from FY2020 to the present. They plan to consult with the Treasurer and send out collection notices to properties inquiring about service.

2026/M7-006.10 - Review - Title 150 - Legislative Rule - PSC - Series 5 - Rules for the Government of Sewer Utilities

The board conducted a monthly review of Title 150 - Legislative Rule - PSC - Series 5, which governs sewer utilities. Discussions included service deposits required from property owners and tenants, with a focus on verifying deposit amounts and ensuring compliance with the rules. The board also discussed the need to open a deposit bank account.

2026/M7-007 - New Business

New business items were introduced for discussion.

2026/M7-007.1 - Operations Report

The operations report focused on Lift Stations #1 and #3. Specific details of the report were not provided in the transcript, but ongoing maintenance and operational issues were likely discussed.

2026/M7-008 - Comments - Board Members

Board members were given the opportunity to make comments or raise citizen concerns. No specific comments from board members were detailed in the transcript.

2026/M7-009 - Comments - Citizens

Citizens were allowed three minutes to ask questions, which would be answered according to the agenda. Questions not on the agenda would be considered for the next meeting or addressed personally by a council member. Specific citizen comments were not included in the transcript.

2026/M7-010 - Adjournment

The meeting was adjourned following a motion to adjourn, which was seconded and passed unanimously.

Sanitary Board City of Chesapeake
Profit & Loss
February 2026

	Feb 26
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	38,713.90
Total Income	38,713.90
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	434.57
5001 SALARIES-TREATMENT & DISP - Other	4,457.20
Total 5001 SALARIES-TREATMENT & DISP	4,891.77
5003 SANITARY BOARD MEMBER	432.19
5030 WORKERS COMP	485.50
5040 UTILITIES	
Electricity- General	104.07
Electricity Station #2	79.88
Electricity Station #3	524.36
Electricity Station #5	149.15
Gas	152.84
Water	44.72
Total 5040 UTILITIES	1,055.02
5060 TELEPHONE	239.95
6005 SUPPLIES	193.79
6025 LEGAL FEES	2,879.23
9040 REPAIRS & REPAIR PARTS	450.00
Bank Charge	2.00
Contract Services Billing	1,639.96
Contract Services Data Usage	120.60
CPA Services	550.00
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	3,313.32
Wastewater Treatmnent (Marmet)	11,348.67
Total HEALTH & SANITATION EXPENDITURE	14,661.99
IT Support	
Sofwares & Apps	60.00
IT Support - Other	1,250.30
Total IT Support	1,310.30

Sanitary Board City of Chesapeake
Profit & Loss
February 2026

	Feb 26
Late Fees	1.24
Payroll Processing Fees (ADP)	342.98
Total Expense	29,256.52
Net Ordinary Income	9,457.38
Net Income	**9,457.38**

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
February 2026

	Feb 26
ADP	342.98
American Water	120.60
Appalachian Power	857.46
Bowles Rice LLP	2,879.23
City National Bank	2.00
Encova Insurance	485.50
Greenbrier Government Solutions	1,250.30
Kanawha PSD	1,639.96
Kevin Caldwell	450.00
Mountaineer Gas Company	154.08
Optimum Business	239.95
S Agarwal CPA AC	610.00
Town of Marmet	14,661.99
WV American Water	44.72
TOTAL	**23,738.77**

Sanitary Board City of Chesapeake
Balance Sheet
As of February 28, 2026

	Feb 28, 26
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	67,882.87
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	76,410.18
Accounts Receivable	
1020 CUSTOMER A/R	448,917.31
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-110,145.68
Total Accounts Receivable	334,771.63
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	411,281.81
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	**685,900.90**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	33,831.20
Total Accounts Payable	33,831.20
Other Current Liabilities	
2002 Payroll Liabilities	1,616.48

Sanitary Board City of Chesapeake
Balance Sheet
As of February 28, 2026

	Feb 28, 26
Accrual	-0.03
Total Other Current Liabilities	1,616.45
Total Current Liabilities	35,447.65
Total Liabilities	35,447.65
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	-37,736.22
Total Equity	650,453.25
TOTAL LIABILITIES & EQUITY	**685,900.90**