Monday

27

Apr 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/M10-001 | April Sanitary Board Meeting - City of Chesapeake

Melissa Hill

Monthly Meeting convened the 4th Monday

- For Information

2026/M10-002 | Call to Order

Melissa Hill

Monthly Meeting Called to Order

- For Information

2026/M10-002.1 | Silence & Pledge of Allegiance

Melissa Hill

Silence & Pledge of Allegiance

- For Information

2026/M10-002.2 | Roll Call - Board Members - Quorum

Melissa Hill

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

- For Decision

2026/M10-002.3 | Meeting Called to Order

Melissa Hill

Quorum = 2

- For Decision

2026/M10-003 | Approval - Agenda & Meeting Minutes

Melissa Hill

- For Information

2026/M10-003.1 | Agenda - Monthly Meeting

Melissa Hill

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

- For Decision

2026/M10-003.2 | Meeting Minutes - Previous Month

Melissa Hill

Regularly Scheduled Meetings & Special Sessions

- For Decision

2026/M10-004 | Approve Financial Reports

Melissa Hill

Review of Financial Reports - November 2025

- For Decision

2026/M10-005 | Partner Introductions

Melissa Hill

Partners & Guests

- For Decision

2026/M10-005.1 | Welcome! New Partner - WV Rural Water Association

Melissa Hill

Approve Membership Application: Membership Fee & Equipment, Legislative, and Scholarship Donation

Elizabeth "Beth" Fletcher
West Virginia Rural Water
WV Wastewater Technician

- For Decision

2026/M10-006 | Ongoing Business

Melissa Hill

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

- For Information

2026/M10-006.1 | 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

- For Discussion

2026/M10-006.2 | Non-Compliance - Sewer Rehabilitation Project - FY2018 & 2020

Melissa Hill
Isaac Fadiga

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: Isaac Fadiga - Burgess & Niple
Contract Modification: Signed
Boots on the Ground: Surveying & Listening
Reevaluating Phase I Sewer Rehabilitation to include critical pipe areas
Coordinated Meeting: WV Rural Water Association

- For Discussion

2026/M10-006.3 | 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
Onsite Visit: Engineers, Public Works, Sanitation, & Administration
Email: Requesting back copy of invoices - new flows are extremely lower than past. Also, the formula for calculating must be reviewed

- For Discussion

2026/M10-006.4 | 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
Paid Permit Fee

- For Information

2026/M10-006.5 | Non-Compliance - Violations - WV DEP Inspection - Permit Renewal - Approved

Melissa Hill

Permit Renewal Approved, but with Violations

- For Discussion

2026/M10-006.6 | Report - Inflow & Infiltration

Melissa Hill

- Kanawha County School - Chesapeake Elementary - Escalated to Legal for Review & Billing
- Sewer Stormwater Pipe shows on map provided by Kanawha County Board of Education
- Notice of Violation Given
- Response with Map - stated problem solved, but cannot prove

Status: Escalated to Legal
Status: Little to no flow at this time - no flow when school is out
Status: Flow has minimized to low level

- For Discussion

2026/M10-006.7 | Update - WV DLAP - Town of Chesapeake (WV) Demolition

Melissa Hill

- Sewer cap - required per Bid - 21 structures
- 1st 4 structures approved

- For Discussion

2026/M10-006.8 | Update - AccuFund Deployment - No progress

Melissa Hill

- Financials - Reports incorrect compared to QuickBooks

- Financials - Reconciliation - consultant assistance required - incomplete and no communication
- Payroll - Still with ADP

Status: Moved back to QuickBooks

- For Information

2026/M10-006.9 | Non-Compliance - Bad Debt - FY2020 - Current

Melissa Hill

- Will consult with Treasurer
- Sending out collection notices to properties that inquire about service

- For Discussion

2026/M10-006.10 | 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

Verify: Deposit Amounts - 2 months Renters and 1 month property owners

- For Discussion

2026/M10-007 | New Business

Melissa Hill

New Business not previously discussed

- For Information

2026/M10-007.1 | Congratulations!!! Jenna Gillenwater, Class C - Wastewater Collector

Melissa Hill

- For Discussion

2026/M10-007.2 | Proposed 30% Rate Increase

Rate Review - Sewer Suggested 30% Increase

- Stormwater System - Need Sewer Stormwater System Separation - runoff has infiltrated the sewer system in residential area
- Loss of Commercial Outside Billing - 2020 - Average $8,000 per month (still validating)
- Unmetered Flow - Commercial Area (still validating)
    - **Monthly Flow:** 1,000,000 gallons/month
    - **Daily Average Flow: ≈ 33,333 GPD**
    - **Equivalent: ≈ 0.033 MGD**
- Sewer Services - Due to the cost of "actual cost" of providing service, rehabilitation project (7%), excessive flow, and unmetered flow
    - Evaluating Phase I Rehabilitation
    - Project Team will meet - Engineering, CPA, RIC, Legal, Operations, & Board
    - Residential, Commercial, & Industrial Customer Review
- Garbage Collection - 30% Increase - Landfill Tipping Fees and Livable Wages
    - Initial increase - $40 per ton to $98.10 per ton
    - Now - $52.12 per ton
- Decision must be made within next 3 months

- For Discussion

2026/M10-007.3 | Schedule Public Hearing - Recommendation

Isaac Fadiga

Recommendation to Council for Public Hearing for Sewer Rehabilitation

- For Decision

2026/M10-007.4 | Back Billing Customers - Received Service

Melissa Hill

Decision:

- Customer H: received the service but did not bill - 2020-2023.
- Customer V: Operations communicated exempt status - 2023 - Feb. 2026 when Kanawha PSD billed.

- For Decision

2026/M10-007.5 | Operations Report

Melissa Hill

Lift Stations
Lines
Staffing

- For Discussion

2026/M10-008 | Comments - Board Members

Melissa Hill

Board Members with comments or citizen concerns

- For Discussion

2026/M10-009 | 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/M10-010 | Adjournment

Melissa Hill

Motion to Adjourn Meeting

- For Decision

Minutes

Monthly Meeting - City of Chesapeake (WV) Sanitary Board

Town of Chesapeake - Meetings

Date	3/23/2026
Time	5:00 PM - 6:00 PM
Location	Dr. Lisa E. Curry Memorial Building; Dr Lisa E Curry Memorial Building
Present	jkelsh@bowlesrice.com, , Melissa Hill, Jenna Gillenwater, Dr Lisa E Curry Memorial Building,
Recorder	Jenna Gillenwater

Agenda

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

2026/M9-002 - Call to Order

The meeting opened at 5:20 PM. After the opening formalities, attendance was reviewed and the board noted that a quorum was not present because one member was expected to arrive late.

The group clarified that the meeting could still be opened for discussion, but no formal decisions could be made. That limitation shaped the remainder of the session, which proceeded as an informational review of agenda topics rather than a voting meeting.

2026/M9-002.1 - Silence & Pledge of Allegiance

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

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

Roll call identified Jenna Gillenwater, Melissa Hill, Isaac Fadiga and James Kelsh. During the attendance review, it was noted that a quorum was not present.

2026/M9-002.3 - Meeting Called to Order

The chair confirmed that the meeting would be opened for discussion despite the absence of a quorum. The board expressly stated that it would not take formal action or make decisions during this session.

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

Because a quorum was not present, the board did not move forward with formal approval items. The agenda and prior meeting minutes were instead deferred until the next formal meeting.

2026/M9-003.1 - Agenda - Monthly Meeting

The agenda was acknowledged and used to guide discussion, but no formal approval was taken because the board did not have a quorum.

2026/M9-003.2 - Meeting Minutes - Previous Month

Approval of the previous meeting minutes was postponed to the next meeting at which a quorum is present.

2026/M9-004 - Approve Financial Reports

The financial discussion focused on improving reporting and stabilizing the board's financial position, with profit-and-loss reporting beginning to come together more clearly despite remaining work. The board discussed the audit and rate structure needed to support project financing, noting that the June 30, 2025 audit must be completed in time for funding closing anticipated around this time next year, while the June 30, 2026 audit would not yet be needed. The current rate draft was described as a blueprint targeting a 30 percent increase in revenue, but that estimate was said to depend on a weakened revenue structure with very limited income from four industrial customers on the west side of town. The utility was reported to have operated in the red during the last fiscal year, although average monthly expenses in the current fiscal year have been below the previous year's level, and an audit request for proposals was expected soon after the April budget revision.

2026/M9-005 - Partner Introductions

A brief welcome was offered to a returning participant, but no structured partner introduction round or substantive discussion was recorded under this item.

2026/M9-006 - Ongoing Business

The largest portion of the meeting was devoted to ongoing business. Because no quorum was present, the board used this section to review legal, financial, compliance, operational, and funding matters without taking formal action.

Discussion covered the pending 1989 agreement matter, sewer rehabilitation funding and survey work, excessive-flow revenue concerns, MS4 and inspection-related compliance issues, inflow and infiltration matters, the stalled AccuFund rollout, bad debt and deposit policy gaps, and the need for future council-facing resolutions tied to funding and procurement.

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

The board received a short update on the pending matter connected to the 1989 agreement. Counsel indicated that questions remain outstanding and that no firm deadline has been issued.

It was also noted that the delay was not unexpected. The explanation offered was that the commission had been occupied while the Legislature was in session and had likely not yet turned full attention back to this case.

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

The sewer rehabilitation project was discussed as a major compliance and funding priority. Isaac was reported to have been on site, and surveying activity had begun. The board tied current project planning to the funding timetable, emphasizing that the June 30, 2025 audit must be completed to support closing on funding expected about this time next year.

The funding discussion was closely linked to rates. The current draft was described as a working blueprint for a 30 percent revenue increase, but speakers cautioned that the structure remains incomplete because it still relies on a revenue model that does not adequately capture industrial usage on the west side of town. The board also noted that, once the numbers are better defined, it will need to bring a recommendation forward for a rate increase to council.

Later discussion returned to the scale and history of capital planning. A prior rehabilitation concept had been projected at 19.7 million dollars, which was described as unrealistic for the town's circumstances. The current effort was framed instead as a more achievable recapitalization project, including reference to roughly 1.5 million dollars tied to temporary sewer line replacement and related rehabilitation needs. Speakers stressed that they did not want to seek large appropriations without first understanding the project requirements, the SSES-related materials, and the specific work the town could reasonably afford.

2026/M9-006.3 - Revenue - Excessive Flow - American Chemical

Revenue from excessive flow in the commercial area remained a concern. The discussion noted that the town is receiving very little income from four industrial customers on the west side, and that improving that revenue picture is part of the broader rate and financial strategy.

American Chemical was mentioned specifically. The update indicated that a representative had been back on the ground, but although he could provide some numbers, he had not been able to review the historical figures at the corporate level. The board also noted later in the meeting that contact had been made with both Jack's Branch and American Chemical as part of ongoing commercial-area outreach.

2026/M9-006.4 - Non-Compliance - MS4 Permit - FY2014-Current

The board reviewed the MS4 permit issue as one of the principal outstanding compliance problems. It was stated that the permit fee has been paid and that the permit itself had been identified by DEP as the number-one violation because the town did not yet have an MS4 permit in place.

The discussion also reflected uncertainty around the application window and timing. The application was described as due in April, but it was also acknowledged that no application was yet available at the time of discussion. The item remained active as a compliance matter requiring continued follow-through.

2026/M9-006.5 - Non-Compliance - Violations - WV DEP Inspection - Permit Renewal - Approved

The DEP inspection findings were discussed in detail. The board acknowledged that the town remained in violation regarding outfalls because, even if permits had once existed, DEP had required their removal and the town had gone beyond the allowed removal period. A drawdown test performed by PumpMan reportedly showed that actual pressure ranges at a lift station did not match what the existing readings suggested, reinforcing the view that the system had never been fully deployed or monitored as it should have been.

2026/M9-006.6 - Report - Inflow & Infiltration

The inflow and infiltration discussion was brief but linked to broader property-specific follow-up. The board noted that the current project could help evaluate certain properties tied to excessive flow and that the county schools matter would be checked again.

The conversation also referenced about 1.4 million gallons in connection with flow concerns and the possibility that additional submissions in town may still need to be addressed. This item remained part of the board's continuing review rather than a resolved operational issue.

2026/M9-006.7 - Update - AccuFund Deployment - No progress

The AccuFund deployment was reviewed as unsuccessful. The board stated that the software had been deployed but never properly reconciled, leaving the system unusable for reliable accounting purposes. As a result, the town returned to QuickBooks at the end of October, and Sandeep re-entered the records there so reconciliation could occur and financial reports could at least be produced.

2026/M9-006.8 - Non-Compliance - Bad Debt - FY2020 - Current

Bad debt was discussed as a growing financial problem. The board said that, from 2020 to the present, unpaid sewer charges had accumulated substantially and that the books now reflect well over 70,000 dollars in debt. It was also noted that, because sewer billing is separate, some balances remained outside PSD collection activity.

A specific example was raised involving a customer with a bill of roughly 3,000 dollars. The board believed that amount did not reflect normal usage because the resident had been ill and away from the home, while a water leak had gone unaddressed. That example led into a broader discussion about the need for clearer policies on payment plans, adjustments, and enforcement so arrangements do not extend too long without structure.

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

Policy and compliance issues under Title 150 were discussed in connection with deposits and customer account administration. The board observed that, although applications and related forms had been put in place, deposits historically had not actually been collected despite the requirement to do so.

The conversation focused on the need for clearer procedures, including how long payment plans should run and how deposit rules should be applied. The board referred to the expected deposit structure of one month for property owners and two months for renters, while also noting that the town needs better written policy support and reference material for those requirements. This item was left as an ongoing policy-development issue rather than a finalized procedural change.

2026/M9-007 - New Business

New business centered on commercial-area outreach and the need for a council resolution tied to funding. The discussion also broadened into procurement expectations, DEP funding conditions, and prior grant and appropriations efforts.

2026/M9-007.1 - Commercial Area - Contact Information Update

The board reported renewed contact with commercial-area entities, specifically Jax Branch and American Chemical. This was presented as part of continuing efforts to improve communication and better understand usage, billing, and revenue questions in the commercial corridor.

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

The board discussed the need to place a funding resolution before council at the next meeting because appropriations support requires council-level action. Speakers indicated that this recommendation should have been brought forward earlier, but agreed that the matter now needs to be framed clearly for council consideration. Counsel noted that state purchasing rules do not directly govern the town, although DEP funding expectations and state practices can still be influential. The present approach was described as telling the town's own story more clearly, using outside guidance where needed, and making sure the cost of service and project support structure are properly documented before moving ahead.

2026/M9-008 - Comments - Board Members

2026/M9-009 - Comments - Citizens

A brief closing exchange invited any remaining questions or information from those present, but no substantive citizen-comment discussion was recorded.

2026/M9-010 - Adjournment

The discussion concluded at 5:53 PM. No formal motion to adjourn was recorded during the no-quorum session.

Sanitary Board City of Chesapeake
Profit & Loss
March 2026

	Mar 26
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	42,128.75
Total Income	42,128.75
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	239.06
5001 SALARIES-TREATMENT & DISP - Other	2,458.61
Total 5001 SALARIES-TREATMENT & DISP	2,697.67
5003 SANITARY BOARD MEMBER	349.87
5030 WORKERS COMP	483.00
5040 UTILITIES	
Electricity Station #1	1,320.23
Electricity Station #4	81.46
Gas	93.42
Water	70.47
Total 5040 UTILITIES	1,565.58
5060 TELEPHONE	300.00
5080 LIABILITY INSURANCE	11,467.74
6025 LEGAL FEES	9,920.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	280.00
Total 6600 CUSTOMER ACCT PROCESSING	280.00
9040 REPAIRS & REPAIR PARTS	550.00
Bank Charge	2.00
Contract Services Billing	1,665.29
Contract Services Data Usage	111.00
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	3,313.32
Wastewater Treatmnent (Marmet)	15,751.36
Total HEALTH & SANITATION EXPENDITURE	19,064.68
IT Support	1,125.30

Sanitary Board City of Chesapeake
Profit & Loss
March 2026

	Mar 26
Payroll Processing Fees (ADP)	167.12
Reimbursement	14.30
Total Expense	49,763.55
Net Ordinary Income	-7,634.80
Net Income	**-7,634.80**

Sanitary Board City of Chesapeake
Income by Customer Summary
March 2026

	Mar 26
Town of Chesapeake	42,128.75
TOTAL	42,128.75

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
March 2026

	Mar 26
ADP	167.12
American Water	391.00
Appalachian Power	862.79
Bowles Rice LLP	9,934.30
City National Bank	2.00
Encova Insurance	483.00
Greenbrier Government Solutions	1,125.30
Kanawha PSD	1,665.29
Mountaineer Gas Company	93.42
Optimum Business	300.00
Roto Rooter Plumbers	550.00
Town of Marmet	19,064.68
WV American Water	70.47
WV Corp	11,467.74
TOTAL	**46,177.11**

Sanitary Board City of Chesapeake
Balance Sheet
As of March 31, 2026

	Mar 31, 26
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	44,896.08
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	53,423.39
Accounts Receivable	
1020 CUSTOMER A/R	454,549.21
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-110,145.68
Total Accounts Receivable	340,403.53
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	393,926.92
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	**668,546.01**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	31,676.11
Total Accounts Payable	31,676.11
Other Current Liabilities	
2002 Payroll Liabilities	
2019 WVUC	-365.69
2002 Payroll Liabilities - Other	1,982.17
Total 2002 Payroll Liabilities	1,616.48

Sanitary Board City of Chesapeake
Balance Sheet
As of March 31, 2026

	Mar 31, 26
Accrual	-0.03
Total Other Current Liabilities	1,616.45
Total Current Liabilities	33,292.56
Total Liabilities	33,292.56
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	-52,936.02
Total Equity	635,253.45
TOTAL LIABILITIES & EQUITY	**668,546.01**