Monday
27
Jul 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/M18-001 | Sanitary Board Meeting - City of Chesapeake (WV)

Melissa Hill

- For Information

2026/M18-002 | Call to Order

Melissa Hill

- For Information

2026/M18-002.1 | Silence & Pledge of Allegiance

Melissa Hill

- For Information

2026/M18-002.2 | Roll Call - Board Members - Quorum

Melissa Hill

- For Decision

2026/M18-002.3 | Meeting Called to Order

Melissa Hill

- For Decision

2026/M18-003 | Approval - Agenda & Meeting Minutes

Melissa Hill

- For Information

2026/M18-003.1 | Agenda - Monthly Meeting

Melissa Hill

- For Decision

2026/M18-003.2 | Meeting Minutes - Previous Month

Melissa Hill

- For Decision

2026/M18-004 | Approve Financial Reports

Melissa Hill

- For Decision

2026/M18-005 | Partner Introductions

Melissa Hill

- For Decision

2026/M18-006 | Ongoing Business

Melissa Hill

- For Information

2026/M18-006.1 | Review - Title 150 - Legislative Rule - PSC - Series 5 - Rules for the Government of Sewer Utilities - Procedures

Melissa Hill

- For Discussion

2026/M18-006.2 | Non-Compliance - Sewer Rehabilitation Project - FY2018 & 2020

Melissa Hill
Isaac Fadiga

- For Discussion

2026/M18-006.3 | Calibration - Flexim Meters - No Response

- For Decision

2026/M18-006.4 | Non-Compliance - Biohazard Waste Disposal

Melissa Hill

- For Decision

2026/M18-006.5 | Compliance: Residential, Commercial, Industrial Building & Connectivity

Melissa Hill

- For Decision

2026/M18-006.6 | Revenue - Excessive Flow - Industrial Area

Melissa Hill
jkelsh@bowlesrice.com

- For Discussion

2026/M18-006.7 | Non-Compliance - MS4 Permit - FY2014-Current

Melissa Hill

- For Information

2026/M18-006.8 | Proposed 31% Rate Increase

- For Discussion

2026/M18-006.9 | Update - WV DLAP - Town of Chesapeake (WV) Demolition

Melissa Hill

- For Discussion

2026/M18-006.10 | Acquisition: Sewer Cap Supplies

- For Decision

2026/M18-006.11 | 1989 Agreement - Marmet & Town of Chesapeake (WV)

Melissa Hill
jkelsh@bowlesrice.com

- For Discussion

2026/M18-006.12 | FY2026-2027 Budget

- For Decision

2026/M18-006.13 | Acquisition: Utility Billing System

Melissa Hill

- For Decision

2026/M18-007 | New Business

Melissa Hill

- For Information

2026/M18-008 | Ordinance - Sewer Use

jkelsh@bowlesrice.com

- For Discussion

2026/M18-008.1 | SOP - Sewer Utility - Lifecycle Management - City of

Melissa Hill

Chesapeake (WV) Sanitary Board

2026/M18-009 | Utility - Sewer Services

- For Information

2026/M18-009.1 | Compliance: Utility Billing - Property Owner or Tenant on Lease

Melissa Hill

- For Decision

2026/M18-009.2 | Non-Billed & Under-Billed Accounts

Melissa Hill

- For Decision

2026/M18-010 | Adjournment

Melissa Hill

- For Decision

Minutes
Meeting – City Of Chesapeake (WV) Sanitary Board
Town of Chesapeake - Meetings

Date	7/6/2026
Time	6:00 PM - 8:00 PM
Location	Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building
Present	jkelsh@bowlesrice.com, Melissa Hill, Dr Lisa E Curry Memorial Building, Jenna Gillenwater, Jason Bowen
Absent	
Recorder	Jenna Gillenwater

Agenda

1. Call to Order

Chair Melissa Hill called the monthly meeting to order at 5:05 pm. Moment of silence and Pledge of Allegiance were observed.

2. Roll Call

Board Members Present:

Melissa Hill, Chair
Jenna Gillenwater, Treasurer
Jason Bowen, Citizen Board Member
Quorum established (Quorum = 2).

3. Approval of Agenda & Previous Meeting Minutes

Agenda for the monthly meeting was reviewed and approved.

Prior month's meeting minutes were reviewed and approved.

4. Financial Reports – Approval

Board reviewed the previous month's financial reports. Motion to approve – passed.

5. Partner Introductions

Partners and guests were introduced.

6. Ongoing Business

- 1989 Agreement – Marmet & Town of Chesapeake: Awaiting WV PSC review. Executive Session entered under W.Va. Code §6-9A-4(b)(12).

- Non-Compliance – Sewer Rehabilitation Project (FY2018 & 2020): Multiple system failures, engineering updates, Phase I reevaluation.
- Revenue – Excessive Flow (Industrial Area): Site visits completed, invoice history requested.
- MS4 Permit Non-Compliance (2014–Current): DEP violations, NOI approved.
- WV DEP Inspection – Permit Renewal with Violations: Renewal approved; violations noted.
- Inflow & Infiltration – Chesapeake Elementary: Escalated to legal review; minimal flow observed.
- WV DLAP – Demolition Project: Sewer caps required, vendor replaced, progress underway.
- Bad Debt Non-Compliance (FY2020–Current): Collections underway; write-off list pending.
- PSC Legislative Rule Title 150 – Series 5: Deposit requirements reviewed; monthly compliance.
- Flexim Meter Calibration – No Response: FOIA requested; Executive Session held.

7. New Business

- Proposed 31% Rate Increase – Sewer & Garbage: Rate analysis and factors reviewed; decision in 3 months.
- Back Billing – Customer Accounts: Legal opinion prohibits back billing; multiple accounts discussed.
- Biohazard Waste Disposal – Non-Compliance: Abatement required; PPE ordered.
- Personnel Review – August Meeting: Department requires minimum of 3 certified employees.
- FY2026–2027 Budget: Reviewed; decision pending.
- Acquisition – Sewer Cap Supplies: Supplies needed for sewer infrastructure.
- Acquisition – Utility Billing System: New system required for delinquent and industrial billing.
- Billing Compliance – All Properties by July 1, 2026: Corrections made; back billing and ordinance review needed.
- Building Compliance – Residential, Commercial, Industrial: Multiple compliance touchpoints reviewed.
- Utility Billing – Property Owner or Tenant: Requirements clarified.
- Utility Theft Reports – Water Consumption Without Service: Investigation procedures required.

8. Adjournment

Motion to adjourn carried. Meeting concluded.

Sanitary Board City of Chesapeake
Profit & Loss
June 2026

	Jun 26
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	36,753.70
Total Income	36,753.70
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	439.66
5001 SALARIES-TREATMENT & DISP - Other	5,747.20
Total 5001 SALARIES-TREATMENT & DISP	6,186.86
5003 SANITARY BOARD MEMBER	349.87
5030 WORKERS COMP	969.00
5040 UTILITIES	
Electricity- General	399.08
Electricity Station #1	413.30
Electricity Station #2	35.81
Electricity Station #3	64.43
Electricity Station #4	88.21
Electricity Station #5	315.65
Gas	41.61
Pest Control	70.40
Total 5040 UTILITIES	1,428.49
5080 LIABILITY INSURANCE	6,272.00
6005 SUPPLIES	433.68
Bank Charge	2.00
Contract Services Billing	1,632.98
CPA Services	550.00
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	6,626.64
Wastewater Treatmnent (Marmet)	19,628.10
Total HEALTH & SANITATION EXPENDITURE	26,254.74
IT Support	10,060.00
Payroll Processing Fees (ADP)	170.50
PSC	1,268.65
Total Expense	55,578.77
Net Ordinary Income	-18,825.07
Net Income	**-18,825.07**

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
June 2026

	Jun 26
ADP	170.50
Appalachian Power	1,316.48
City National Bank	2.00
Encova Insurance	969.00
Fastenal Company	433.68
GovPilot	10,000.00
Kanawha PSD	1,632.98
Mountaineer Gas Company	41.61
Public Service Commission of WV	1,268.65
S Agarwal CPA AC	610.00
Terminix	70.40
Town of Marmet	26,254.74
WV Corp	6,272.00
TOTAL	**49,042.04**

Sanitary Board City of Chesapeake
Income by Customer Summary
June 2026

	Jun 26
Town of Chesapeake	36,753.70
TOTAL	36,753.70

Sanitary Board City of Chesapeake
Balance Sheet
As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	48,754.59
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	57,281.90
Accounts Receivable	
1020 CUSTOMER A/R	486,143.78
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-146,260.61
Total Accounts Receivable	335,883.17
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	393,265.07
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	**667,884.16**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	38,722.64
Total Accounts Payable	38,722.64
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 June 30, 2026

	Jun 30, 26
Accrual	-0.03
Total Other Current Liabilities	1,616.45
Total Current Liabilities	40,339.09
Total Liabilities	40,339.09
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	-60,644.40
Total Equity	627,545.07
TOTAL LIABILITIES & EQUITY	**667,884.16**