

**MINUTES FOR THE WATER BOARD
OF THE CITY OF FAIRMONT UTILITIES
HELD AT E. BRUCE MCDANIEL COMPLEX, MORRIS PARK
FAIRMONT, WEST VIRGINIA ON JANUARY 22, 2026**

REGULAR MEETING

MEMBERS PRESENT: Travis Blosser and James Decker

OTHERS PRESENT: John Carson - Utility Manager, Mark Moore - Utility Controller, Tom Shriver – Engineering Department and Martha Bragg - Billing Manager

The meeting was called to order by Travis Blosser, at 3:00 p.m.

BOARD MINUTES:

The minutes from the last meeting, November 20, 2025, were read by members. James Decker made a motion to approve the minutes as submitted, Travis Blosser second the motion.

Minutes were approved unanimously.

CITIZEN'S PETITION:

No citizen petitions.

MANAGER'S REPORT:

John begins with the manager's report by updating the board on the analytical results, stating the total water treated for the month of December was 175,613,820 gallons with an average per day of 5,664,962 gallons. The monthly Insight report continues to show everything is working as intended. There are no current issues to report.

Engineering Update:

Tom Shriver begins his engineering report by giving updates on current and/or pending projects.

Friendly's – This is a water line extension that is currently being worked on by Tom Chickerell. This line extension will be approximately 600 feet of 2-inch line.

South Gate – This is a small development going in past White Hall. The revised plans are currently under review.

Rayford Acres – The flushing for Rayford Acres is coming up. The sampling will be taken on February 2, 2026. There has been work being done due to the weather.

Windmill Park – There are plans for upgrades to be completed at Windmill Park. The staff has been working with the Planning Department to locate the water and sewer lines.

The Landing at Saint Johns - The property behind the old Arbors, on Watson Hill, has been purchased and being developed into 40 new residential lots.

Water Treatment Plant

John reports there is work continuing to be done with CEC task on for the reservoir. The bathymetric survey on the reservoir has been completed. This is used to get the current volume of the reservoir and then estimating the potential volume once the work is completed. CEC is also working on the numbers and paths for the raw water line upgrade, as well as the design work for the route 250-line upgrade.

AMR Project/UAW

Excellent work continues with the water loss control and all departments involved. The current unaccounted-for water is at 24%. Over the past several months, the field service crews have been working through a large amount of leak repairs due to the cold weather temperatures.

Misc. Updates/Review

John updated the board on his meeting with the WV Health Department, last month, stating the health department was very pleased with the work that was done and submitted the lead and copper reports. The tank projects have been completed but there now seems to be an electrical issue at the Watson tank. eSolutions has been called in to work on this issue. The Pleasant Valley water line replacement project has started. John passed around photos and updated on the progress. The information needed for the Route 250 project, caused by the flooding this past June, has been submitted to FEMA for reimbursement. There was a 24-inch line break, a main feed from the filtration plant, by the interstate. This repair took two days. John gave a lot of credit to the field service crews, filtration and engineering for their team work on this repair. The State DOH worked well with our crews. Lastly, John gave a brief update on the MWQA meeting he attended last week, stating there was very good conversations pertaining to rail road right of way lease agreements and work being done to pass a bill where rates could be increased due to inflation.

Goals and Objectives

A copy of the January 2026 Goals & Objectives Report was enclosed in the board packet for review.

FINANCIAL REPORT

Mark begins his report by updating the board on the current status of the resale customers. Tri-County called stating a \$30,000.00 payment will be made on their account next week. This is what they are roughly giving us each month, which covers their current bill plus around \$3,000.00 to the rears. Martha talked with Michelle, at the City of Mannington, who stated they would be paying \$27,000.00 today. The Town of Grant Town is again at a zero balance.

Fairmont Utilities has received approval from the state to use a QR code on the bills for the annual CCR report, Consumer Confidence Report. The CCR report is the water quality report we are required to send our customers each year. By using the QR code on the bill, this will be a cost savings. The QR code will stay on the bill so that customers are able to view it any time. Customers will also have the ability to call in and request a hard copy to be mailed.

Moving on to the current financials. Mark reports there is \$1,182,000.00 million in the operating account. As a reminder, the Pleasant Valley project has started, there is roughly \$200,000.00 remaining to be paid on the tank project and a few other items going down the list. Mark states he has set up a meeting with Robert Kozel, with John's approval, to transfer \$500,000.00 from investments to the operating account. Mark also states that over the past couple years Phil Nuce, with Bennett and Dobbins, has been reviewing the books on the water side, just like he does with sewer. Over the past few months, in addition to his monthly audit, Phil has meet with myself and Martha to learn the month end process. There is numerous check list to aid in the month end and day to day processes. Mark then explained an issue found with the utility tax/bucket transfers to other accounts and how the money was transferred to the correct funds. The finance director, Priscilla Hamilton, reviewed and

approved how the correction was made. Travis commented that he would expect a few reporting issues due to just converting over to a new billing software. John also commented that Spry Point, the software company, even commented they had never worked in WV prior to this conversion and had never billed for that many services on one bill. Mark then passed out a list that consisted of items he wanted to make sure everyone was aware of before his last day. The list consisted of items Mark is currently working on or that was on his radar list.

The income statement is for two months. A change was made in November for the ARPA funds received from Priscilla. There should be additional funds moving forward. The water sales are a little over budget, the expenses are still under budget. The current debt coverage is at 2.28. We are halfway through the budget with revenue sitting at 58% and expenses at 47%. The only change these past few months in the operating and investment accounts has been the interest earned. As you can see from the cash report, money has been moving out steadily for projects. Mark gave a brief update on these items. The capitalization done over the past few months were for an air dryer, entrainment pump and furnace for here at the plant. There was also a vehicle code scanner purchased and the Woods Boat House project. The debt analysis looks good and the budget is balanced. The revenue and expenses are included in the packet.

James Decker made a motion to approve the financials, Travis Blosser second the motion, financial were approved.

NEW BUSINESS

No new business.

EXECUTIVE SESSION

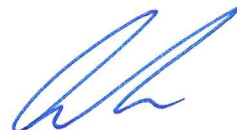
No items for executive session.

QUESTIONS & OPEN DISCUSSIONS

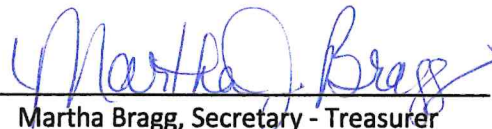
John congratulated Mark on his upcoming retirement and wished him well. John also told Mark that he appreciated everything he has done for the water utility. Travis also commented that he appreciated everything Mark has done for the Utility as well. Mark said he appreciates the comments and it has been an honor to work with everyone.

James Decker made a motion to adjourn the meeting, Travis Blosser second the motion. Meeting was adjourned at 3:40 pm.

The date for the next Water Board Meeting is set for Thursday, February 26, 2026 at 3:00 p.m. in the Conference Room at the E. Bruce McDaniel Complex, Morris Park, Fairmont West Virginia.



Travis Blosser, City Manager



Martha Bragg, Secretary - Treasurer