

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
OCTOBER 10, 2024 – 6:00 P.M.

The Warsaw Town Council held their regular meeting on Thursday, October 10, 2024, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Ogle Forrest Sr., Ralph Self, Jonathan English, Rebecca Hubert, and Mary Beth Bryant. Councilmember absent: Faron Hamblin.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Chief of Police Sean Peterson, Director of Public Works Jesse Schools, and Treasurer & Clerk Julia Blackley-Rice.

Also present: There were 4 others present in the Council Chambers.

**CALL TO ORDER**

Mayor Phelps called the meeting to order at 6:00 p.m. and then led the Pledge of Allegiance.

**APPROVAL OF CONSENT AGENDA:**

Councilman Forrest amended the agenda to add under new business, section c the item Business Loan Application for Teresa's Nails.

Councilman English moved to approve the consent agenda as amended. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Jonathan English	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye		

**PUBLIC COMMENT**

Mayor Phelps opened the floor for public comments. There being none, Mayor Phelps closed the public comment portion of the meeting.

**REPORTS**

**MAYORS REPORT:**

Mayor Phelps deferred his comments until later in the meeting.

**TOWN MANAGERS REPORT:**

Mr. Quesenberry reviewed his report with the Town Council. Mr. Quesenberry's report covered an update to the Rte. 360 road diet, the updated Town website, an update regarding the extension request for the Enterprise zone, Town Bucks program, a tour of the Healthy Harvest

Food Bank, and a recent factory tour of a potential new business. A copy of the Town Manager's report has been attached to these minutes as Attachment 1. After Mr. Quesenberry's explanation of the new Town Bucks program, there was discussion among Councilmembers and the Town Manager on aspects of the program and the inclusion of county residents. Mr. Quesenberry stated the intent of this program is to help stimulate the local businesses as they have stated seeing a drop-off in business last year since the County Bucks program went away. Vice-Mayor Yackel added that he didn't think County residents should be included as this is coming from town resident taxes. After discussion, Mayor Phelps would like to see a post-mortem done after the event to take the Vice-Mayors concerns into account on how to improve the program for next year. The special \$100 Town Bucks would be raffled off and the winners selected by the Town Council. Councilman English stated he would like only Town residents to be eligible for the special raffle and the other Town Councilmembers agreed. Regarding Healthy Harvest Food Bank, Vice-Mayor Yackel asked for more clarification on how the usage would be monitored. Mr. Quesenberry responded with a meter for the influent and effluent. Typically, there would be a separate meter used for water only, like an irrigation meter, but that didn't make sense in this case as some of the water flow does go to the wastewater treatment plant. Vice-Mayor Yackel added that he did like the idea of allowing Town staff a couple of days to volunteer at a local non-profit but didn't want to see it limited to only Healthy Harvest Food Bank. Vice-Mayor Yackel felt employees should be able to volunteer at a local non-profit of their choosing. Mrs. Coates added there are other initiatives the Town is looking to partner with the Food Bank for as well in relation to the Community Market and their hydroponics facility. Councilman Forrest spoke to the concern of cross contamination with the line connections. There needs to be adequate backflow prevention.

#### POLICE REPORT:

Chief Peterson provided the monthly activity report for September to the Town Council at the meeting. A copy of the report has been attached to these minutes as Attachment 2. Following his report, Chief Peterson informed Town Council that the Warsaw PD has started a donation drive for much needed supplies to assist those affected by the hurricane in Southwest Virginia. The deadline for donations has been extended to October 13. Chief Peterson noted that Mr. John Napier has generously donated 20 cases of water and other supplies. In addition to these supplies, Mr. Napier also donated the use of his trailer to haul the donations. Chief Peterson announced that two new police officers have been hired. One full-time officer, Joseph Hayes and one part-time officer, Zach Kues. Last month, two officers were sent to training. Officer Boyington attended Detective Level I training. Officer Carson attended Train the Trainer: Alert Training. Alert Training is the civilian side for active shooter response training. The Warsaw PD has a trainer on staff now and has reached out to local businesses to be able to visit their business and train their staff on how to react. Chief Peterson has also reached out to the School Board Superintendent. Two of our officers are supporting the Bike Fest being held in Colonial Beach as they have requested mutual aid. In return, they will send two officers to us to assist with ChristmasTown. Councilman Self inquired about installing additional signage about merging earlier to give drivers more warning. Mrs. Coates added that these concerns have been brought to David Beale with VDOT. Once the road diet is complete, VDOT will revisit the current signage.

#### PUBLIC WORKS REPORT:

The Public Works report was included in the Town Council packets and has been attached to these minutes as Attachment 3. After Mr. Schools, Director of Public Works, completed his report to the Town Council,

#### COUNCIL COMMITTEE REPORT:

No committees met during the month.

PLANNING COMMISSION: No meeting.

NORTHERN NECK REGIONAL JAIL REPORT: Included in packet. Vice-Mayor Yackel reported it was announced at the board meeting that a surprise inspection on the jail's kitchen area was conducted by the Health Department. There were no major problems discovered. Also at the jail board meeting, Captain Lunda presented about the transportation of prisoners.

AMERICAN RESCUE PLAN ACT REPORT: The ARPA report was included in the Council packets. Mr. Quesenberry reviewed the report with the Town Council. Mr. Quesenberry stated he discussed with the Mayor taking the remaining allocation of ARPA funds and earmarking them to be used for the Community Market.

#### OLD BUSINESS

##### PROJECTS UPDATE:

**74 Main Street:** Mrs. Coates reported the asbestos removal is complete. The building permit from the County has been received. The HVAC units have been purchased and the Town staff will be working on the first reimbursement request soon. **The Bounds:** Mrs. Coates stated the permit has been officially closed out with DEQ. Mrs. Coates is working on the final reimbursement request for the project. **VDoT Tap Project:** The Assistant Town Manager reported the punch list is almost complete. The Town has received a final pay request from them. The Town is waiting to receive previous reimbursements from VDoT. **Well Replacement Project:** No update at this time. Plan to move forward with this project in January. **DHCD Housing Project:** Mrs. Coates reported she had a meeting last week and the project is progressing. Mrs. Coates anticipates the project being put out to bid in November. It is anticipated that the substantial rebuilds will be moving forward quickly as they may be using modular homes instead of stick built.

#### NEW BUSINESS:

##### HOUSING REHABILITATION BOARD – APPOINTMENT OF MEMBERS

Mr. Quesenberry reported that a contract has been signed with the NNPDC and an inspector for the housing project. The NNPDC will be the project administrator, and the rehab specialist will be Tian Construction Group. Mr. Quesenberry stated it is required by DHCD for Town Council to appoint a Housing Rehabilitation Board and a copy of the proposed resolution was included in the Town Council Packets. The Housing Rehabilitation Board is proposed to consist of the following members: Mayor Randall L. Phelps, Councilmember Ogle E. Forrest, Sr., Town Manager

Joseph N. Quesenberry, Assistant Town Manager Melissa Coates, and Richmond County Building Inspector Clay Woolard.

Vice-Mayor Yackel moved to approve this resolution and these people to that position. The motion was seconded by Councilman English and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Jonathan English	Aye
Ogle Forrest	Abstain	Mary Beth Bryant	Aye
Ralph Self	Aye		

#### EIP APPLICATION – SCHEDULE ECONOMIC DEVELOPMENT COMMITTEE MEETING

Mr. Quesenberry reported that there is an Economic Incentive Application in the Town Council packet for review, but the Economic Development Committee needs to meet first. After discussion, Mr. Quesenberry will email the committee chair, Councilman English, to set up a meeting date. Mr. Quesenberry provided background information regarding the applicant, Hummingbird Learning Center, LLC. Hummingbird Learning Center is a childcare center that is funded through a childcare subsidy program and out of pocket childcare fees if parents don't qualify for the program.

#### BUSINESS LOAN APPLICATION – TERESA'S NAILS

Mayor Phelps noted that this was a last-minute addition that hit the Town Office this morning and normally would go in front of the economic development committee first. Mr. Quesenberry added that the Town Council did generously allocate \$2,500.00 by way of a beautification grant to Teresa's Nails at the last meeting. With the total amount of work estimated to be \$21,408.00, the business owners met with Town Staff asking for assistance in bridging the gap. They also stated they wanted to be proud of their building, a part of the revitalization of Warsaw, and they wanted their building to be one of the nicer ones on Main Street. This is an application for a proposed loan offering out of the Revolving Loan Fund. The loan terms they have requested are \$10,000 over a 5-year term at a 3% interest rate.

After discussion, Councilman Forrest moved to grant the business loan. The motion was seconded by Councilman Self and carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Jonathan English	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye		

#### CLOSED SESSION- 2.2-3711 A-5 PROSPECTIVE BUSINESS

Vice-Mayor Yackel moved to enter closed session in accordance with Virginia State Code Section 2.2-3711A (5) as it relates to Prospective Business of the Virginia Freedom of Information Act. The motion was seconded by Councilman Forrest and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Jonathan English	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye		

To re-enter the regular session of the meeting, Council certified by roll call vote that they only discussed matters cited in the motion to enter closed session and legally permitted to be so discussed in the Virginia Freedom of Information Act subsections cited in the motion to enter closed session. The roll call votes are as follows.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Rebecca Hubert	Aye	Jonathan English	Aye
Ogle Forrest	Aye	Mary Beth Bryant	Aye
Ralph Self	Aye		

There was no action out of closed session.

#### CLOSING COMMENTS:

- Councilman English stated the Town looks beautiful. Kudos to staff and the public works teams. The website looks nice and creative. A special thanks to everyone that donated to the hurricane supplies drive, especially to Mr. Napier and his company.
- Councilwoman Hubert thought it was a good meeting and the Town does look so pretty. Its great to ride through Town even with the diet situation. Even being a Morgan Lane resident, it has been smooth. Unfortunately, Councilwoman Hubert is unable to participate in Warsawfest this year but wishes everyone a great day.
- Councilman Self said it was another good meeting and its kind of hard to fathom, but as he gets older it seems like time flies by faster and he feels like the Town was just talking about events happening during the summer and now its time for fall activities. Councilman Self reminded everyone to get out and vote. He said to vote for whomever you think is going to do a good job, but he encourages everyone to get out and vote!
- Councilwoman Bryant thought it was a good meeting. She said it seems strange being here in the dark as she is so used to leaving during the daylight hours. She is looking forward to Saturday.
- Councilman Forrest stated it was a great meeting with good discussion. He added that the council members are here to debate and discuss. Everybody will find common ground if we discuss it. He is looking forward to Christmas Town because he is unable to be here for Warsawfest. He wishes everyone the best of luck in the upcoming election. It has been a please to serve alongside this Council.
- Vice-Mayor Yackel was speaking with Sheriff Balderson of Westmoreland County about the great weather during their fall festival last weekend. It seemed like everyone was in a great mood with the weather because in the past it has been rainy, windy, and/or cold. Looking forward to Warsawfest weekend, we have the same weather temperature forecast for Saturday. He anticipates a good crowd for Saturday's event.

Vice-Mayor Yackel stated it is unfortunate that VDoT decided to resurface Rte. 360 this week when one of the two biggest events of the year is being held.

- Mayor Phelps thought it was a good meeting. Mayor Phelps had a financial meeting with the Town Manager earlier and the budget is looking pretty good. Overall, the expense lines are looking good, and the revenues are looking up. If the meals tax keeps up the current trend, it will be about \$80,000-\$90,000 ahead and that means people are spending money in our Town. It is good to have the discussions about finances because the councils in the past made very smart decisions in acquiring the 800 acres and that was a big deal back then. No matter what happens, these are good conversations to have. Mayor Phelps travels a lot around the state, and he is asked constantly about Warsaw. The billboard ads placed by the Town Manager are being noticed.

Vice-Mayor Yackel inquired about the status of real estate taxes. The real estate tax book was received from the County last week. The plan is for real estate tax bills to be ready for mailing by the end of the month in order to make the billing due date of December 5.

There being no further business, Mayor Phelps adjourned the meeting at 7:23 p.m.

A handwritten signature in blue ink that reads "Julia Blackley-Rice". The signature is written in a cursive style and is positioned above a horizontal line.

Submitted by: Julia Blackley- Rice, Clerk



Joseph N. Quesenberry  
*Town Manager*

Melissa W. Coates  
*Assistant Town Manager*

Julia Blackley - Rice  
*Clerk - Treasurer*

Sean L. Peterson  
*Chief of Police*

Sands Anderson Law Firm  
*Town Attorney*



MEMBERS

Mayor

## Attachment 1

Mayor

Mr. Sr.

blin

Rebecca C. Hubert

Jonathan English

Ralph W. Self

Mary Beth Bryant

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarsaw.com>

### MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 10/10/2024

RE: Town Manager's Report

Dear Council Members,

Please find my Town Manager's report for the month of September and the beginning of October. As always, please let me know if you have any questions or wish to discuss any items in particular.

#### 1. Road Diet Update – Route 360

As you can see during your travels within Town, Route 360 repaving is currently underway. Paving should be complete within one more week, and the new markings for the road diet traffic pattern will be permanently installed at that time. If temperatures maintain consistent levels above 40 degrees at night, the Town will be able to install new crosswalks as planned. If not, the project will be delayed until Spring.

#### 2. Website Upgrades

We are pleased to announce that the new Town website is now online! With the former website reaching 10 years old, we are proud to now have the most modern website in the

Region. Please take a moment to review the new website when you can and to pass along any comments or questions that you may have.

### 3. Enterprise Zone Expiration Update

Town staff recently submitted our Enterprise Zone renewal application for Warsaw. According to DHCD records, businesses within the Town and County have received nearly \$1,000,000 in state incentives within the past five (5) years alone, making it the most vital tool in our arsenal for economic development efforts, with Town businesses accounting for well over \$800,000 of that number. The application was arduous, and we learned that we were the only locality to request an extension, meaning Northumberland, Lancaster, and Westmoreland, as well as the various Towns within those Counties, will lose their Enterprise Zone programs as of January 1<sup>st</sup>. If we are approved for renewal, we will be the only locality in outside of the Eastern Shore, Southside, and Southwest Virginia to have this incentive. We hope this program will continue to be a success for our locality.

### 4. Town Bucks Program

Within our budget line of economic development, we have created a Town Bucks program that allocates \$25 per household for 300 households within the Town and County to be able to use at 26 businesses within our community for the holidays. With the popularity of the County program that's now expired, and with the businesses requesting that we do a program like this, we have embarked on this project to help our residents during difficult times, and to help our local businesses by driving commerce and trade. The Town Bucks event will be held Tuesday, October 22<sup>nd</sup>, 2024 at the Warsaw Town Hall from 3PM to 6PM. Please share the word and make sure your neighbors, friends, and family come by Town Hall to retrieve their \$25 Town Bucks voucher! Please see the Town Bucks attached to this report.

### 5. Healthy Harvest Food Bank Tour

Mrs. Coates and I had the pleasure of touring the Healthy Harvest Food Bank facilities this month and were amazed at what an asset this is to our community. Mr. Hazzard and Mrs. Cole did a great job of showing us their operations, educational facilities, etc. Their main concern stems from water and sewer fees, which we're working with them on a solution to meter their effluent versus their water consumption so that we may ensure the fairest billing possible. We're also working with them on a volunteer day, where our staff members volunteer there in lieu of working. We look forward to working on that initiative in the future.

### 6. Factory Tour

Town, County, and PDC Officials recently toured a regional factory in hopes of having them relocate to Warsaw. We are currently working with VEDP on an incentive package and hope to provide updates in the near future.



## 7. Upcoming Events

- a. Trunk-or-Treat will once again be held by the WRCMSP on Thursday, October 31<sup>st</sup> from 5PM to 7PM at the Warsaw Town Park. Both our office staff and I will be handing out candy on behalf of the Town, and our Chief of Police will be handing out candy on behalf of the Police Department. We hope to see a large crowd once again!
- b. Warsaw Fest will be held this Saturday from 9AM to 4PM at the Warsaw Town Park. Please visit the WRC Chamber of Commerce website for more details and for parade registration. A free concert by local favorites Blackthorn Shillelagh will follow the event, to be held at the Oyster Shoals Concert Hall. Town staff and Council members must be at Town Hall prior to 1:25 PM to board the parade float. Parking for staff and Council members may be found at the Town Office.
- c. Christmas Town will be held on Saturday, December 14<sup>th</sup> from 1PM to 9PM. The WRCMSP will be holding a night Christmas Parade at 6PM along their normal parade route on that same day. I will be making a Christmas Town presentation at next month's meeting.
- d. Election Reminder – This is a reminder that the Town Council Election will be held during the State and National Election Day on Tuesday, November 5<sup>th</sup>, 2024. Details are as follows:

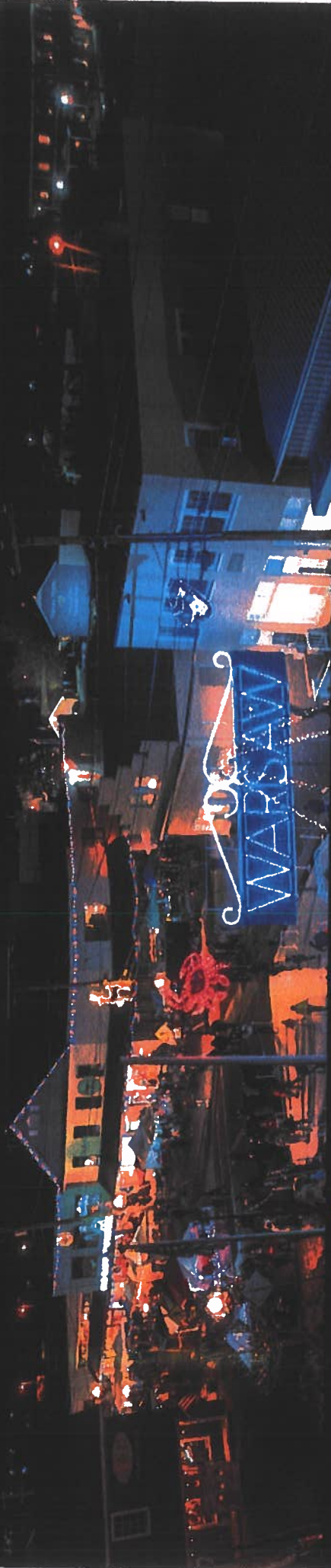
Town Resident Voting Area  
Public Meeting Room  
101 Court Circle  
6AM to 7PM



# TOWN BUCKS



VALID FROM : OCTOBER 22 - DECEMBER 14, 2024



VALUE  
**\$25**

SPONSORED BY THE  
WARSAW TOWN COUNCIL



WARSAW

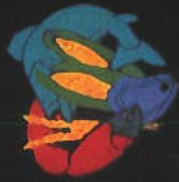
SUPPORTING LOCAL BUSINESSES



804-333-3737



VALID FOR ALL TOWN OF  
WARSAW & RICHMOND  
COUNTY RESIDENTS



WARSAW

# TOWN BUCKS

\$25 TOWN BUCKS GIVEAWAY!  
GOOD AT MOST LOCAL SMALL  
BUSINESSES!

Tuesday, October  
22nd

3PM to 6PM

Pick Up Location  
Warsaw Town Hall  
78 Belle Ville Lane

TOWN BUCKS MAY BE SPENT  
FROM OCTOBER 22ND TO  
DECEMBER 14TH, 2024

FIVE \$100 WINNERS WILL BE  
ANNOUNCED BY TOWN  
COUNCIL!

**SUPPORTING OUR RESIDENTS & BUSINESSES**

Questions? Please call email Ellen Copeland at  
[ecopeland@town.warsaw.va.us](mailto:ecopeland@town.warsaw.va.us)





# Warsaw Police Department

Attachment 2

*From the desk of Chief Sean L. Peterson*



## MONTHLY ACTIVITY REPORT September 1-30, 2024

**Total calls for service: 277**

### Section I: Reportable Incidents (4)

DATE	CASE	OFFENSE	BLK / STREET
9-3-2024	WPD24-000060	18.2-95: Grand Larceny: Firearm, not from a Person	5031 Richmond Road
9-11-2024	WPD24-000061	18.2-57: Assault: (Misdemeanor)	549 Main Street
9-16-2024	WPD24-000062	18.2-60.3: Stalking: Reasonable Fear of Death/Assault/Etc.	164 Wallace Street
9-19-2024	WPD24-000064	18.2-96 Petit Larceny: <\$1000 Not from A Person	6914 Richmond Road

### Section II: Arrests (2)

DATE	CASE	OFFENSE	BLK / STREET
9-9-2024	CAD24-016358	19.2-306. Revocation of suspension of sentence and probation.	471 Main Street
9-15-2024	CAD24-016250	18.2-96 Petit Larceny: <\$1000 Not From A Person	6822 Richmond Road

### Section III: Traffic (123)

Driving on suspended/Revoked License	4
Reckless Driving	3
Distracted Driving	25
Speeding	28
Expired Inspection	8
Expired / Improper VA Tag	5
Town Citations Issued	5
Reportable traffic crashes	1
Town Ordinance Citations	11
Warnings Issued (all)	33

### Section IV: Community Engagement

Neighborhood Select Patrols	223
Business Checks	185
Community Events	1

Joseph N. Quesenberry  
Town Manager

Melissa Coates  
Assistant Town Manager

Julia Blackley – Rice  
Treasurer & Clerk

Sean L. Peterson  
Chief of Police

Sands Anderson Law  
Town Attorney



## Attachment 3

Ogle E. Forrest, Sr.  
Faron H. Hamblin  
Rebecca C. Hubert  
Ralph W. Self

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarsaw.com>

### MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 10/10/2024

RE: Public Works Report

Dear Council Members:

Please find my Public Works Report for the month of September. Please let me know if you have any questions or concerns.

#### -WWTP

#### Monthly Numbers

Average daily influent flow for September – 186,200 gal. A decrease of 11,300 gals. from the month of August average daily flow.

Maximum influent flow for August – 204,000 gals. A decrease of 21,400 gal. from the month of August max flow.

For September, the average effluent Total Nitrogen (TN) concentration was 2.72 mg/l, within the limits of our permit.

For September, the average effluent Total Phosphorus (TP) concentration was 0.28 mg/l within the limits of our permit.

#### Monthly Operations and Maintenance

The Treatment Plant filter compressor motor was replaced, and compressor was returned to service. Plant Staff continues to work diligently on the treatment plant site appearance.

Plant Operators conducted our daily process control testing on the SBRs.

Ordered our necessary laboratory supplies.

Completed and submitted our monthly operations report.

Joseph N. Quesenberry  
Town Manager

Melissa Coates  
Assistant Town Manager

Julia Blackley – Rice  
Treasurer & Clerk

Sean L. Peterson  
Chief of Police

Sands Anderson Law  
Town Attorney



## COUNCIL MEMBERS

Randall L. Phelps - Mayor

Paul G. Nacker - 1<sup>st</sup> Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarsaw.com>

The Treatment Plant Staff assisted with residential trash collection and recording water meter readings. Plant effluent samples taken and tested for the month of September met all requirements as to our permit discharge limits.

### -Water Department

Attached you will find the Water Loss Report, for the month of September we are at a 2% water loss.

Department staff did daily chlorine check of all four wells, along with two random samples each day throughout town.

Staff also completed state selected bacteria samples, all results came back absent.

Water department also check sewage/pump stations each day.

Started gathering materials for servicing/MA on all Town owned generators.

Began work on the upcoming Warsaw Fest parade float.

### -Refuse Department

For the month of August town staff made 18 trips to the landfill totaling 143.19 tons or 286,380 pounds of trash.

Truck #10 had a hydraulic leak, and the tailgate sensor had to be adjusted, staff fixed, and truck is back on the road.

### -Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Replaced all summer banners with fall.

Grass cutting the median strips, along with all Town owned facilities.

Watering of all hanging baskets and flowerpots.

Took care of the bathrooms and grounds of the Town Park.

Replaced all hanging baskets plants with winter plantings.

Preparing for fall decorations and gearing up for Warsaw Fest.



# Monthly Water Loss Report

Water System: **Town Of Warsaw**

For the Month of: **September**

Year: **2024**

**Water Produced this month:**

**6,268,400** gallons

**Water Purchased this month:**

gallons

**A: Total Water Produced and Purchased =**

**6,268,400** gallons

Bulk Water Sales

**6,114,708** gallons

**Total Sold =**

**6,114,708** gallons

**B: Difference: (Produced+Purchased) - Sold =**

**153,692** gallons

**% Difference =**

**2 % total water  
loss**

**Gallons of Water Accounted For:**

Breaks (Estimated Total)

**0** gallons

Hydrant Flushing

**0** gallons

Storage Tank/Clearwell overflow

**0** gallons

Fire Hydrant Use

**0** gallons

Fire Department Use

**3,000** gallons

Leak adjustments

**0** gallons

Maintenance shop

**0** gallons

Sewer jetting

**0** gallons

Town watering flowers

**2,000** gallons

Office/Police Dept.

**8,000** gallons

Pool

**0** gallons

Amount in storage tanks

**0** gallons

gallons

**C: Total Gallons Accounted For =**

**13,000** gallons

**Loss: Unaccounted-for Water: (B-C) =**

**140,692** gallons

**% Loss: Unaccounted-for Water: (B-C)/A % =**

**2 % unaccounted  
- for loss**

**Gallons / Day Loss =**

**30** days in billing period

**Gallons / Minute Loss =**

**4,690** gallons/day

**3** gallons/min.

This spreadsheet is a product of the Technical Assistance Center for Water Quality at Western Kentucky University and the Kentucky Rural Water Association. Feel free to contact us at (270) 745-5948 or at <http://water.wku.edu/>. This spreadsheet may be freely distributed. Please let us know if you use it, like it, or have suggestions for improvement!