CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, JANUARY 13, 2021

Regular Meeting | **661 South George Street, Charles Town, WV 25414** | **4:00 PM**

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of December 21, 2020 Special Meeting Minutes
   UB Minutes December 21, 2020.pdf

2. **PUBLIC COMMENT**
   This portion of the agenda is designed for members of the general public to share thoughts on items of interest in the community. By law, Board members may ask clarifying questions or discuss procedural matters but are not permitted to discuss the policy merits of any issue unless it is scheduled for discussion.

   Until such time as Governor Justice revokes Executive Order 09-20 or any subsequent executive order that is primarily intended to address the public health emergency and spread of COVID-19 by restricting public gatherings and invoking physical distancing, public access to the meeting room will be restricted. Members of the public may still submit written comments to kstolipher@ctubwv.com that will be read aloud. Up to 20 minutes of time will be allotted for reading public comments.

   The public is invited to attend this meeting via webcast (www.ctubwv.com - Board Meetings - Meeting Agendas and Minutes 2021).

3. **PROJECT UPDATES**
   a. RK&K - Task Order No. 14 Manhole Evaluation Report
   Manhole Evaluation Report.pdf
   b. RK&K - Task Order No. 16 Lloyd's Flat and Moose Lodge
   Task Order No. 16.pdf
   c. Route 9 Sewer Project Resolution No. 11 - Contractor Pay Application No. 011, Hatch Invoices and CTUB Reimbursement
   Pay Application No. 011.pdf
   d. Project Rate Equalization Schedule and Project Update
   Board Presentation on Rates 1-13-20.pdf

4. **MANAGEMENT REPORTS**
   a. Utility Manager Report

UM Report 1-13-21.pdf

i. Legal Services RFQ Response
Proposal 12-15-20.pdf

b. Chairman Report

i. Discussion of Board of Director's Meeting Time Change

ii. Discussion on 2021 Board of Director's Meeting Schedule

iii. Consultant Service Agreement

5. **APPROVAL OF BILLS**
   a. January 13, 2021
   Board Report 1.13.21.pdf

6. **ADJOURNMENT**

7. **INFORMATION ONLY - NEXT MEETING -JANUARY 27, 2021 AT 4:00 P.M.**

December 21, 2020

The Charles Town Utility Board held a virtual special meeting on December 21, 2020 at 4:00 p.m. Members of the Board present were Daryl Hennessy, Jacquelyn Milliron and Tommy Stocks. Duke Pierson and Pete Kubic were absent. Also present were Hoy Shingleton, Kristen Stolipher and April Shultz. The Chairman called for changes or corrections to the November 18, 2020 special meeting minutes. Jacquelyn had one change. The Board approved the minutes as amended. There were no public comments.

First, was a presentation by John Kunkle on the draft Rate Equalization Schedule and Project Update. He provided financial implications for numerous rate equalization scenarios. His calculations were based on June 30, 2020 numbers which represented the first full year of consolidation with Ranson and JCPSD. Mr. Kunkle mentioned the Board should take into consideration the desired debt coverage ratio for the Utility, which he suggested to maintain 130% coverage, consistent with recommendations from CTUB's Municipal financial advisors. Mr. Kunkle's stated that 130% coverage is consistent with the recent financial rating by Moody's. Jacquelyn proposed increasing Charles Town rates to meet Ranson rate and decrease JCPSD rates an estimated 10% to the Ranson rate then have a class cost of service study to investigate what the tiered rates should then be if the Board wished to move forward with tiered rates rather than a single rate. Mr. Kunkle will present these rate equalization scenarios to the City Council in a workshop after this meeting.

Next discussed was the Route 9 Sewer Project Resolution No. 10 – Contractor Pay Application 009, Hatch Invoices, and CTUB Reimbursement. Kristen provided that substantial completion was issued November 30 and final punch list items are in the process of being completed. The Board approved the Route 9 Sewer Project resolution No. 10 with no objections.

The Chairman next opened the floor for discussion on Hatch Task Order No. 4A – Route 9 Sewer Project – Additional Construction Services – Engineering Services for Water/Wastewater Systems Upgrades Project. Kristen noted this is for the extension of the contract for the additional effort through the close out of the project and will be paid from what is left from engineering and the remainder from the contingency line item. The Board approved Task Order No. 4A with no objections.

The Route 9 Tank Charles Town Road – Lumos Lease Agreement was discussed next. Kristen provided the new lease agreement is $250.00 per month with a 4% annual escalator to provide services to Verizon. The Board approved the Lumos Lease Agreement for the Route 9 Tank with no objections.

Due to the City Council Workshop on Rate Equalization at 5:30 p.m., the other items on the agenda would be discussed at the next meeting. Jacquelyn requested a discussion on the CIF tariffs at the next meeting. Next, the Approval of Bills was discussed. The Board approved the payment of bills with no objections, after discussion from Jacquelyn.

The meeting was adjourned at 5:13 p.m. The January 13th regular meeting will be held virtually at 4:00 p.m.

_____ _____

Chairman Secretary

INTRODUCTION

Charles Town Utility Board (CTUB) Staff has noted that sanitary sewer manholes are experiencing concrete deterioration within two known problem areas. The two areas in question include the "bottleneck" along the Evitt's Run Interceptor near the Flowing Springs Pump Station discharge and the Brownville Lane area. At the request of the CTUB, RK&K inspected 65 sanitary sewer manholes in these known problem areas.

The concrete deterioration shown in the sanitary sewer manholes can be attributed to hydrogen sulfide. Hydrogen sulfide is common in sewers with flat slopes, low wastewater velocities, and long detention times, especially in force mains and their discharges. Over time, hydrogen sulfide eats away at the walls of manholes, which leads to corrosion, leaks, groundwater intrusion, exposed rebar, and weakened structure strength.

In addition to concrete deterioration from hydrogen sulfide, inflow and infiltration (I&I) can also become an issue in sewer systems. I&I is the result of excess storm water and groundwater entering the sewer system. Without proper remediation of I&I, costs to pump the excess water as well as treatment costs could increase.

FINDINGS

Overall Rating

During the inspection process, manholes were rated on a 1 to 5 scale: 1 being good condition and 5 being poor condition. Ratings were assigned on the significance of the defects, extent of damage, or amount of wall loss due to deterioration. Ratings and definitions are listed below:

5 – Most significant defect grade
4 – Significant defect grade
3 – Moderate defect grade
2 – Minor to moderate defect grade
1 – Minor or no defect grade

Of the 65 manholes inspected:

- 18 were rated as 5
- 13 were rated as 4
- 13 were rated as 3
- 15 were rated as 2
- 6 were rated as 1

Manholes with a rating of 5 and 4 require immediate attention, and manholes with a rating of 3 will soon require attention. As shown in the Figure on the following page, manholes in worse condition were closer to force main discharges.

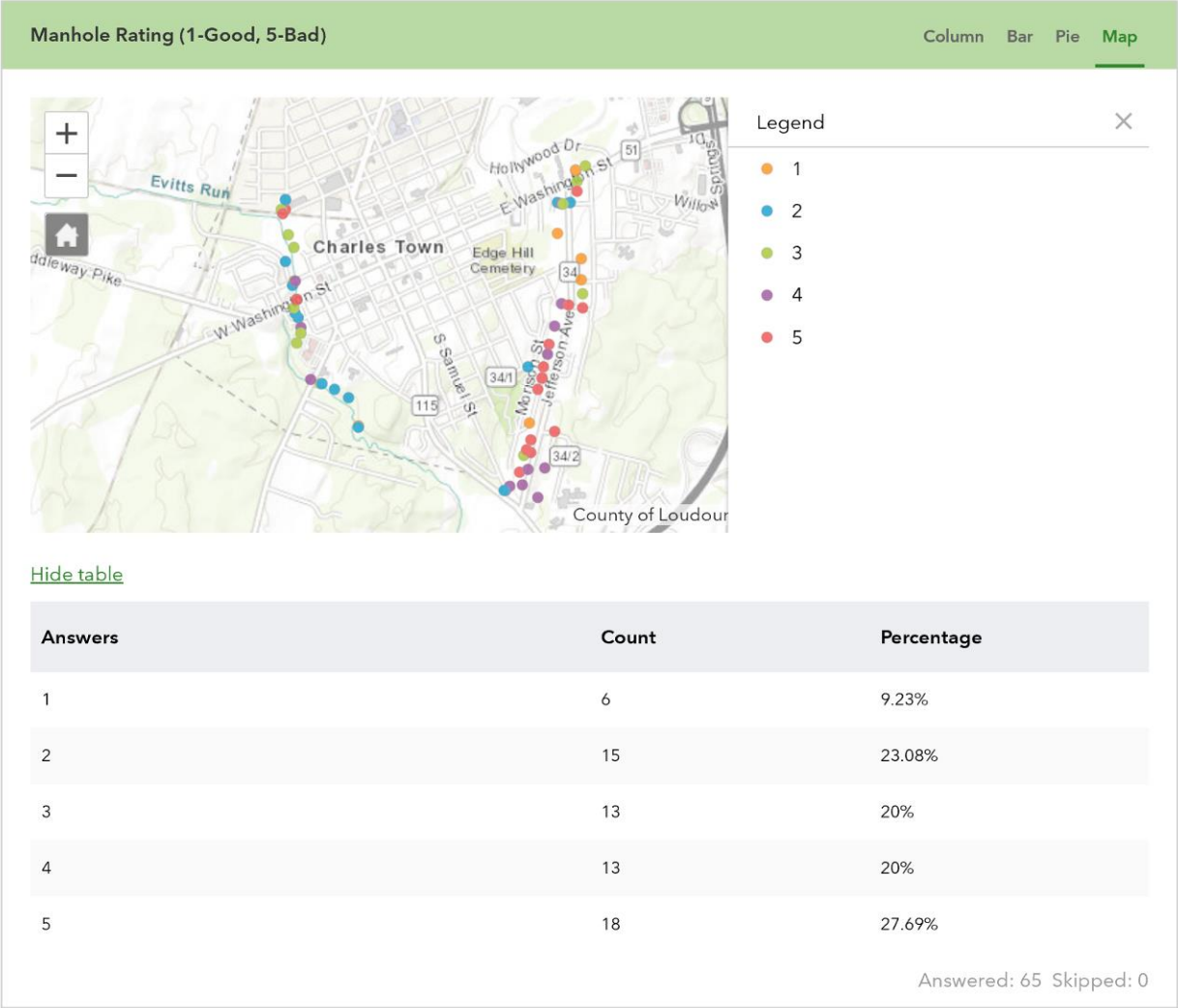


Figure 1 – Manhole Rating

Inflow and Infiltration

During inspections, any indications of inflow or infiltration are typically noted. However, due to the high amount of concrete deterioration in most of the manholes, it was difficult to note any instances of inflow or infiltration.

Miscellaneous Issues

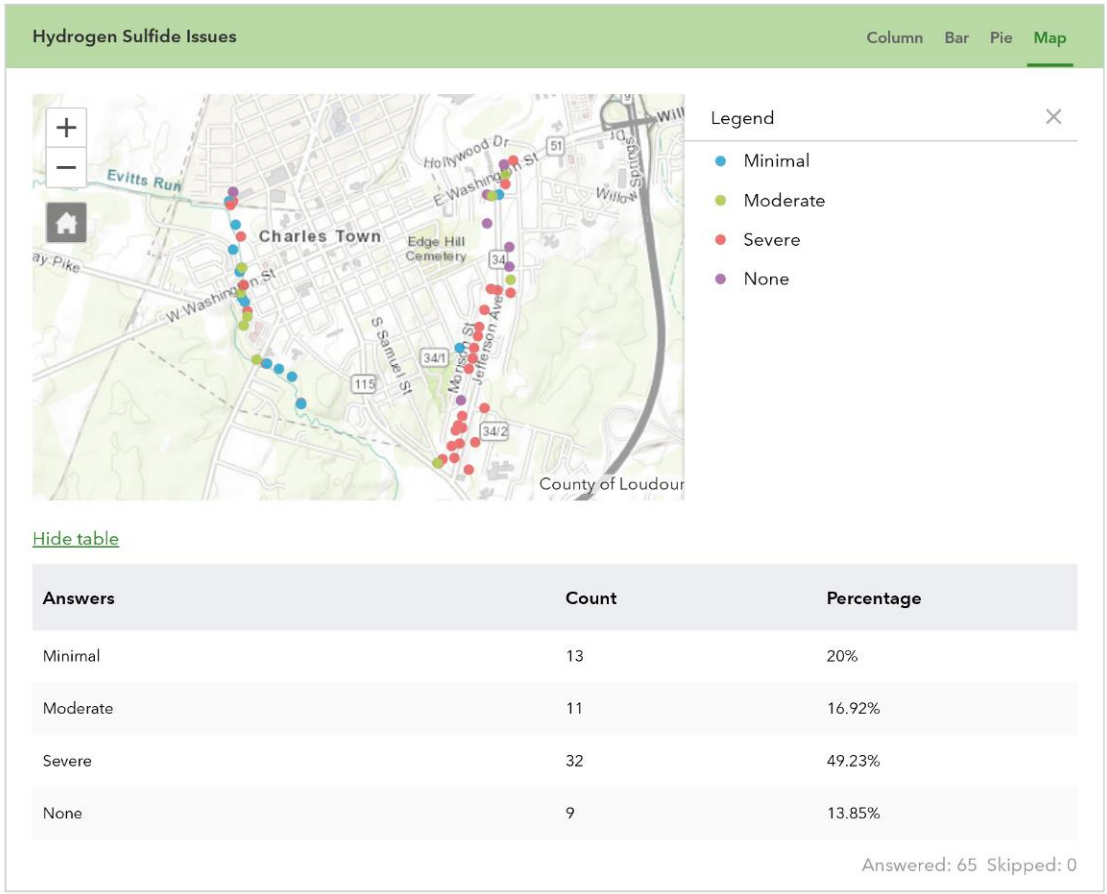
Of the manholes inspected, three (3) were buried under pavement and three (3) were buried under gravel. These manholes will also need risers to bring them up to grade to allow access. Of the manholes inspected, thirty-six (36) had bolted frame and covers with six (6) bolts. Discussions with Charles Town Operators and Staff have indicated that maintaining these manholes is more difficult because access is harder and standard risers cannot be used with these frames. These frames and covers exist throughout the former City of Charles Town Sewer System.



Figure 2 Six-Bolt Covers and Buried Manholes (typ)

Hydrogen Sulfide Issues

During inspections, concrete deterioration from hydrogen sulfide was the most commonly observed issue, as shown in the photos on the following page. More severe hydrogen sulfide conditions were seen closer to force main discharges, with conditions improved downstream, as shown in Figure 5 below.



Answers	Count	Percentage
Minimal	13	20%
Moderate	11	16.92%
Severe	32	49.23%
None	9	13.85%

Answered: 65 Skipped: 0

Figure 3 Hydrogen Sulfide Issues



Figure 4 Concrete Deterioration from Hydrogen Sulfide

RECOMMENDATIONS

Manhole Rehabilitation

RK&K's recommendations for rehabilitation and maintenance include epoxy coating, cement coating/repairs, standard manhole cover/frame installation, manhole replacement, repair bench/invert, reset existing frame and cover, flush/jet main, install riser, and install drop connection.

Various manholes inspected were noted as already being lined. Most of these manholes were lined by PolyCoating Solutions with products specified in an attachment to this report, and the lining is withstanding the hydrogen sulfide. One of these manholes is MH R-251 which was lined by Ranson using unknown products. This lining is not withstanding the hydrogen sulfide. Because of this, RK&K recommends that CTUB continues to utilize PolyCoating Solutions for the manhole lining. Cost estimates for lining are based on utilization and application of these products by PolyCoating Solutions.

The capacity of the sewer line from MH R-252 to MH CT-67 was briefly analyzed utilizing the Sewer Model from Task 05 with current peak dry weather flow conditions. The Model indicated that at current peak conditions, no segments of pipe were surcharged and the maximum depth in all segments is 48.3 percent. Based on these results, it does not appear necessary to increase the capacity of the lines at this time, so lining is recommended.

Cost estimates for rehabilitation are included in the cost estimates attached. Cost estimates have been broken into levels based on severity. Note that bypass pumping will be required for manhole lining, and bypass pumping cost is not included in the cost estimates.

	Cost
Level 5 Manholes (18)	$81,420
Level 4 Manholes (13)	$47,980
Level 3 Manholes (13)	$46,070
Level 2 Manholes (15)	$26,070
Level 1 Manholes (6)	$620
Total	$202,160

Further Manhole Inspection

The Charles Town Utility Board (CTUB) sewer system consists of three separate systems that were combined: the Jefferson County PSD system, the City of Charles Town system, and the City of Ranson system. Within this system, there are 45 pump stations. As described above, hydrogen sulfide issues were discovered at the force main discharges from the Flowing Springs, Race Track, Wendy's, Clarence Drive, and former Euclid Avenue pump stations included in this task. RK&K also inspected the discharge manholes from the Belvedere Heights and County Green Pump Stations and found severe hydrogen sulfide issues in these locations. It is assumed that all pump station discharge manholes within the system may also be experiencing concrete deterioration from hydrogen sulfide. Based on the inspections described above, it is estimated that most hydrogen sulfide deterioration occurs within four manholes of each pump station discharge. RK&K is recommending inspections of the discharge manhole and subsequent 4 manholes for the remaining 40 pump station discharges in the system. RK&K has submitted a Scope of Work Change to CTUB Staff for $27,100 for inspection of these manholes.

Replace Existing Manhole	MH ID	Depth (feet)	Cost
	R-251	6.4	$ 4,450
	CT-364	6.33	$ 4,450
	CT-336	5.8	$ 4,000
		Replace Existing Manhole Subtotal	$ 12,900
Apply Interior Coating (Epoxy)	MH ID	Depth (feet)	Cost
	CT-423	11.2	$ 5,320
	CT-43	9.4	$ 4,470
	R-251	6.4	$ 3,040
	CT-364	6.33	$ 3,010
	CT-298	7.3	$ 3,470
	CT-336	5.8	$ 2,760
	CT-362	9.9	$ 4,710
	CT-305	7	$ 3,330
	CT-310	5.1	$ 2,430
	CT-327	6.6	$ 3,140
	R-259	10.5	$ 4,990
	CT-306	4.6	$ 2,190
	CT-307	6.2	$ 2,950
	CT-294	13.4	$ 6,370
	CT-303	6	$ 2,850
	CT-302	6.3	$ 3,000
	CT-301	4.5	$ 2,140
	CT-300	4.9	$ 2,330
	CT-48	5.8	$ 2,760
	CT-39	8.1	$ 3,850
	CT-299	6.7	$ 3,190
	CT-313	5	$ 2,380
	CT-312	4.8	$ 2,280
	CT-325	5	$ 2,380
	CT-323	4.9	$ 2,330
	CT-57	5.8	$ 2,760
	CT-311	4.9	$ 2,330
	CT-309	5.5	$ 2,620
	CT-359	12.4	$ 5,890
	CT-293	12.8	$ 6,080
	CT-297	11	$ 5,230
	CT-49	7.6	$ 3,610
	CT-50	4.4	$ 2,090
	CT-45	7.3	$ 3,470
	CT-41	9.2	$ 4,370
	CT-365	3.3	$ 1,570
	CT-363	9.3	$ 4,420
	CT-308	4.2	$ 2,000
	CT-59A	5.7	$ 2,710
	CT-3	7.1	$ 3,380
	CT-2	7.1	$ 3,380
	CT-279	13.6	$ 6,460
	CT-337	9.9	$ 4,710
	CT-46	6.2	$ 2,950
	CT-42	4.5	$ 2,140
	CT-235	7	$ 3,330
	CT-314	7.1	$ 3,380
	CT-67	7.5	$ 3,570
	CT-65	6.25	$ 2,970
	CT-64	6.9	$ 3,280
	CT-59A	6.8	$ 3,230

		Apply Interior Coating (Epoxy) Subtotal	$ 173,600
Apply Interior Coating (Cement)	MH ID		Cost
	CT-282	13	$ 100
		Apply Interior Coating (Cement) Subtotal	$ 100
Install New Standard Frame and Cover	MH ID		Cost
	CT-305		$ 310
	CT-306		$ 310
	CT-307		$ 310
	CT-294		$ 310
	CT-303		$ 310
	CT-302		$ 310
	CT-301		$ 310
	CT-300		$ 310
	CT-364		$ 310
	CT-336		$ 310
	CT-310		$ 310
	CT-327		$ 310
	CT-311		$ 310
	CT-309		$ 310
	CT-359		$ 310
	CT-293		$ 310
	CT-297		$ 310
	CT-299		$ 310
	CT-313		$ 310
	CT-312		$ 310
	CT-323		$ 310
	CT-325		$ 310
	CT-50		$ 310
	R-252		$ 310
	CT-3		$ 310
	CT-2		$ 310
	CT-279		$ 310
	CT-337		$ 310
	CT-365		$ 310
	CT-363		$ 310
	CT-308		$ 310
	CT-59A		$ 310
	CT-282		$ 310
	CT-281		$ 310
	CT-364A		$ 310
	CT-285		$ 310
		Install New Standard Frame and Cover Subtotal	$ 11,160
Repair Bench and/or Invert	MH ID		Cost
	CT-423		$ 500
	CT-303		$ 500
	CT-48		$ 500
	CT-3		$ 500
	CT-47		$ 500
		Repair Bench and/or Invert Subtotal	$ 2,500
Reset Existing Frame and Cover	MH ID		Cost
	CT-57		$ -
		Reset Existing Frame and Cover Subtotal	$ -
Flush/Jet Main	MH ID		Cost

	CT-364		$ -
	CT-279		$ -
	R-249		$ -
		Flush/Jet Main Subtotal	$ -
Install Drop Connection	MH ID		Cost
	CT-327		$ 100
		Install Drop Connection Subtotal	$ 100
Install Riser	MH ID	Height (in.)	Cost
	CT-303	7.5	$ 300
	CT-302	8.5	$ 300
	CT-301	9.5	$ 300
	CT-300	5	$ 300
	CT-359	7	$ 300
	CT-279	4	$ 300
		Install Riser Subtotal	$ 1,800
		TOTAL COST	**$ 202,160**
		LEVEL 5 COST	**$ 81,420**
		LEVEL 4 COST	**$ 47,980**
		LEVEL 3 COST	**$ 46,070**
		LEVEL 2 COST	**$ 26,070**
		LEVEL 1 COST	**$ 620**
		***Bypass Pumping Cost Not Included**	

CHARLES TOWN UTILITY BOARD
WATER/SEWER SYSTEMS UPGRADE PROJECTS

RUMMEL, KLEPPER & KAHL, LLP

TASK NO. 16

PROFESSIONAL ENGINEERING & SURVEYING SERVICES

LLOYD'S FLAT AND MOOSE LODGE PROJECT

December 9, 2020

Being a part of Agreement Between
Charles Town Utility Board and Rummel, Klepper & Kahl, LLP
dated November 13, 2019

This Task No. 16 dated December 9, 2020 to the Agreement between Charles Town Utility Board (CTUB) and Rummel, Klepper, and Kahl, LLP (RK&K) dated November 13, 2019 is to provide professional engineering and surveying services for assisting with the decommissioning of the Lloyd's Flat Pump Station and modifying the Moose Lodge Pump Station as described in the Task 07 Parkview-Woodlawn Report. Decommissioning of the Lloyd's Flat Pump Station will include the construction of approximately 90 LF of 8" gravity sewer line from the existing manhole MH 45 beside the Lloyd's Flat Pump Station to the new Route 9 manhole SMH CH-06 and the abandonment of the existing 6" force main to manhole MH 45A. Modifications to the Moose Lodge Pump Station will include demolition of the existing pump station, installation of a new package pump station, and installation of approximately 1,390 LF of 1.5" force main inside of the existing 6" force main.

Scope of Services

The following summarizes RK&K's services as part of this Task:

1. RK&K will perform a field survey to locate existing rights-of-way and property lines, utilities, topographic features and other relevant information.
2. RK&K will prepare preliminary plans for demolition of the Lloyd's Flat Pump Station, conveyance of sewage from MH 45 to the new Route 9 manhole SMH CH-06, and abandonment of the existing 6" force main to manhole MH 45A.
3. RK&K will prepare preliminary plans for demolition of the existing Moose Lodge Pump Station, installation of a new package pump station, and installation of approximately 1,390 LF of 1.5" force main inside of the existing 6" force main to MH R-3.
4. RK&K will submit the preliminary design to the CTUB Staff for review, approval and authorization to proceed to final design plans.
5. RK&K will prepare the plans in accordance with CTUB sewer design standards.
6. RK&K will perform courthouse research (online) along with preparing the necessary easement plat(s) and description(s) for the project.
7. RK&K will submit the final design to the CTUB Staff for review and approval.

8. RK&K will revise the final design, incorporating review comments.
9. Prior to Construction, RK&K will stake out the proposed gravity sewer alignment to assist CTUB with construction.
10. RK&K will provide Engineering assistance during construction to answer relevant questions from CTUB Staff during construction.
11. RK&K will prepare a scope of work change to this Task to contact environmental review agencies and other stakeholders, if needed, to obtain clearances for construction of project.
12. RK&K will assist, as needed, with bidding for installing a 1.5" force main inside the existing 6" force main from the Moose Lodge Pump Station.

Schedule

Subject to weather and CTUB review time, RK&K anticipates four months to perform the field survey, preparation of drawing, etc. from issuance of notice to proceed.

Estimated Person-Hours per Phase by Category, Engineer's Consultant Costs and Other Direct Costs

A fee derivation is attached as Page 4 which includes RK&K's estimated person-hours by category and other direct costs anticipated to complete the work for this project.

Materials and Resources Required of CTUB

- CTUB will be responsible for providing available mapping to facilitate RK&K's design.
- CTUB will be responsible for any and all construction related materials and equipment.

Estimated Not-To-Exceed Fee

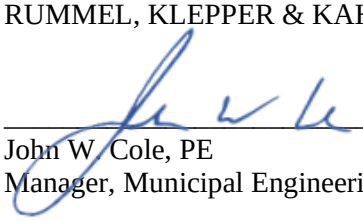
RK&K will provide the scope of services described above at an amount equal to Engineer's Direct Labor Costs times a factor of 2.7 for the services of Engineer's personnel engaged on the Project, plus Reimbursable Expenses. RK&K's current certified payrates for personnel to be assigned to this project is included as Exhibit B to Original Agreement dated November 13, 2019.

The total estimated Not-to-Exceed fee to perform the work is $43,700.00 as shown on RK&K's enclosed fee derivation.

Authorization

This No. 16, Lloyd's Flat and Moose Lodge Project, dated December 9, 2020 and being a part of the Agreement between Charles Town Utility Board and Rummel, Klepper & Kahl, LLP for Engineering Services for Water/Sewer Systems Upgrade Projects dated November 13, 2019, is approved by the following duly authorized officials:

Engineer: RUMMEL, KLEPPER & KAHL, LLP



12/09/2020

John W. Cole, PE — Date
Manager, Municipal Engineering

Owner: Charles Town Utility Board

Daryl Hennessy — Date
Chairman

RUMMEL, KLEPPER KAHL, LLP
FEE DERIVATION
CHARLES TOWN UTILITY BOARD
TASK 16
LLOYD'S FLAT AND MOOSE LODGE PROJECT

December 9, 2020

Scope of Services	Manager	Associate Engineer	Senior Designer	CADD	Senior Survey Technician	Survey Party Chief	Survey Technician	Misc. Exp.	Task Total Hours
Technical Assistance									
Meeting	4	8							**12**
Surveying / Mapping / Easement		8	8		16	32	32	$ 300.00	**96**
Design									
Title Page		0.5		2					**3**
General Notes	1	2		6					**9**
Quanties / R-W Easements		1		4					**5**
Sheet Index		1		4					**5**
Electrical (1 sheets)		4	10						**14**
Lloyd's Flat PS (2 sheets)		16	8						**24**
Moose Lodge PS (4 sheets)		24	64						**88**
Erosion & Sediment Control		4		16					**20**
Traffic Control		4		16					**20**
Details		4		16					**20**
Permitting / Regulatory Review									
DOH	0.5	4		4					**9**
Health	0.5	4		6					**11**
Bidding Assistance	8	24	32						**64**
Construction Assistance	8	12	10			8	8		**46**
Total Hours	**22**	**121**	**132**	**74**	**16**	**40**	**40**	**$ 300.00**	**445**

NTE Cost	**$ 43,700.00**

CHARLES TOWN UTILITY BOARD
ROUTE 9 SEWER PROJECT

RESOLUTION NO. 11

RESOLUTION OF THE CITY OF CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO THE CONSTRUCTION AND OTHER SERVICES FOR THE ROUTE 9 SEWER PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the City of Charles Town Utility Board has reviewed the invoices attached hereto and incorporated herein by reference relation to the project funded by ROXUL USA, Inc., dba ROCKWOOL under an Alternate Mainline Extension Agreement (WV PSC Case No. 191025-S-PC, approved November 22, 2019) and the Escrow Agreement dated October 11, 2019.

a) That none of the items for which payment is proposed to be made has formed the basis for any disbursement theretofore made.

b) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.

c) That each of such costs has been otherwise properly incurred.

d) That the payment for each of the items proposed is due and owing.

NOW, THEREFORE, BE IT RESOLVED the City of Charles Town Utility Board that the payment of the attached Contractor's Application for Payment No. 11, HATCH Invoice No. 90768116 and the CTUB Reimbursement per the attached Schedule B (See Column - Resolution No. 11) as summarized below, is hereby authorized and directed.

Vendor	Route 9 Sewer Project
Snyder Environmental Services, Inc.	$178,416.43
HATCH	$71,215.63
CTUB Reimbursement	$2,097.50
Total	**$251,729.56**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 13th day of January 2021.

By: _____
Daryl Hennessy, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 11

Application Period: 11/26/2020 to 12/30/2020		12/31/2020
To (Owner): **Charles Town Utility Board**	From (Contractor): **Snyder Environmental Services**	Via (Engineer): **Hatch Associates Consultants, Inc.**
Project: **Route 9 Sewer Project Ranson, WV**	Contract:	
Owner's Contract No.:	Contractor's Project No.: 20018	Engineer's Project No.: **H-359787**

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
01		$1,162,000.00
02		$1,177,551.00
03	$902,406.49	
04		$75,000.00
05		$26,160.87
6	$62,514.40	
TOTALS	$964,920.89	$2,440,711.87
NET CHANGE BY CHANGE ORDERS	**-$1,475,790.98**	

1. ORIGINAL CONTRACT PRICE	$	**$8,453,848.00**
2. Net change by Change Orders	$	**-$1,475,790.98**
3. Current Contract Price (Line 1 ± 2)	$	**$6,978,057.02**
4. TOTAL COMPLETED AND STORED TO DATE	$	**$6,951,676.22**
5. RETAINAGE:		
a. 5% X $3,489,028.51 **Work Completed**	$	**$174,451.43**
b. 5% X _____ **Stored Material**	$	
c. Total Retainage (Line 5.a + Line 5.b)	$	**$174,451.43**
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	**$6,777,224.79**
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	**$6,598,808.37**
8. AMOUNT DUE THIS APPLICATION	$	**$178,416.43**
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	**$200,832.23**

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Brandon [signature] Date: 12/31/2020

Payment of: $ 178,416.43
(Line 8 or other - attach explanation of the other amount)

is recommended by: [signature] (Engineer) 1/4/2020 (Date)

Payment of: $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding or Financing Entity (if applicable) _____ (Date)

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Progress Estimate - Unit Price Work **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	11
Application Period:	11/26/2020 to 12/30/2020	Application Date:	12/31/2020
Engineer's Project Number:	H-359787		

A					B	C		D		E	F		G
Bid Item Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Work Completed: Quantity Installed this Period	Work Completed: Value of Work Installed This Period	Work Completed: Quantity Installed to Date	Work Completed: Value of Work Installed to Date	Materials PresentlyStored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
100	**MOBILIZATION**												
101	MOBILIZE EQUIPMENT	1.00	LS	$ 300,000.00	$ 300,000.00		$ -	1.00	$300,000.00		$300,000.00	100.0%	$ -
102	BLASTING STAKEOUT	1.00	LS	$ 75,000.00	$ 75,000.00	0	$ -	1.00	$75,000.00		$75,000.00	100.0%	$ -
103	CONSTRUCTION STAKEOUT	1.00	LS	$ 75,000.00	$ 75,000.00	0	$ -	1.00	$75,000.00		$75,000.00	100.0%	$ -
104	VIDEO DOCUMENTATION	1.00	LS	$ 25,000.00	$ 25,000.00	0	$ -	1.00	$25,000.00		$25,000.00	100.0%	$ -
105	SUBMITTALS	1.00	LS	$ 25,000.00	$ 25,000.00		$ -	1.00	$25,000.00		$25,000.00	100.0%	$ -
106	BONDS & INSURANCE	1.00	LS	$ 100,000.00	$ 100,000.00	0	$ -	1.00	$100,000.00		$100,000.00	100.0%	$ -
200	TRAFFIC CONTROL	1.00	LS	$ 27,700.00	$ 27,700.00	0	$ -	1.00	$27,700.00		$27,700.00	100.0%	$ -
300	EROSION AND SEDIMENT CONTROL	1.00	LS	$ 60,000.00	$ 60,000.00	0	$ -	1.00	$60,000.00		$60,000.00	100.0%	$ -
400	GRAVITY SEWER 6" & 8", OPEN CUT	1,085.00	LF	$ 107.00	$ 116,095.00	0	$ -	1101.00	$117,807.00		$117,807.00	101.5%	$ (1,712.00)
500	GRAVITY SEWER 10", OPEN CUT	1,014.00	LF	$ 101.00	$ 102,414.00	0	$ -	1025.00	$103,525.00		$103,525.00	101.1%	$ (1,111.00)
600	GRAVITY SEWER 12", OPEN CUT	3,567.00	LF	$ 119.00	$ 424,473.00	0	$ -	3588.00	$426,972.00		$426,972.00	100.6%	$ (2,499.00)
700	GRAVITY SEWER 15", OPEN CUT	3,776.00	LF	$ 130.00	$ 490,880.00	0	$ -	3776.00	$490,880.00		$490,880.00	100.0%	$ -
800	FORCE-MAIN (6"-4") OPEN CUT	4,149.00	LF	$ 121.00	$ 502,029.00	0	$ -	4122.00	$498,762.00		$498,762.00	99.3%	$ 3,267.00
900	FORCE-MAIN (6"-4") IN EX. RT. 9 CASING	265.00	LF	$ 252.00	$ 66,780.00	0	$ -	265.00	$66,780.00		$66,780.00	100.0%	$ -
1000	FORCE-MAIN (6"-4") AIR VAULT & INTERNALS	6.00	EA	$ 8,370.00	$ 50,220.00	0	$ -	8.00	$66,960.00		$66,960.00	133.3%	$ (16,740.00)
1300	FORCE-MAIN (8"-6"-8") OPEN CUT	11,646.00	LF	$ 93.00	$ 1,083,078.00	0	$ -	11675.00	$1,085,775.00		$1,085,775.00	100.2%	$ (2,697.00)
1400	FORCE-MAIN (8"-6"-8") AIR VAULT & INTERNALS	21.00	EA	$ 8,370.00	$ 175,770.00	0	$ -	21.00	$175,770.00		$175,770.00	100.0%	$ -
1700	FORCE-MAIN MISC. DIP FITTINGS, IF DIRECTED	2,000.00	LBS	$ 7.00	$ 14,000.00	0	$ -						$ 14,000.00
1800	CONCRETE CLASS B, IF DIRECTED	100.00	CY	$ 435.00	$ 43,500.00	0	$ -						$ 43,500.00
1900	CASING 24" BORED, W/ 10" GRAVITY SEWER	62.00	LF	$ 540.00	$ 33,480.00	0	$ -	65.00	$35,100.00		$35,100.00	104.8%	$ (1,620.00)
2000	CASING 24" BORED, W/ 12" GRAVITY SEWER	94.00	LF	$ 532.00	$ 50,008.00	0	$ -	94.00	$50,008.00		$50,008.00	100.0%	$ -
2100	CASING 24" BORED, W/ 6"-4"-6" FORCE-MAINS	130.00	LF	$ 596.00	$ 77,480.00	0	$ -	110.00	$65,560.00		$65,560.00	84.6%	$ 11,920.00
2200	CASING 30" BORED, W/ 15" GRAVITY SEWER	162.00	LF	$ 779.00	$ 126,198.00	0	$ -	166.00	$129,314.00		$129,314.00	102.5%	$ (3,116.00)
2300	CASING 36" BORED, W/ 8"-6"-8" FORCE-MAINS	141.00	LF	$ 692.00	$ 97,572.00	0	$ -	205.00	$141,860.00		$141,860.00	145.4%	$ (44,288.00)
2600	MANHOLE, 4'-DIA. (UP TO 6' DEEP)	44.00	EA	$ 7,630.00	$ 335,720.00	0	$ -	44.00	$335,720.00		$335,720.00	100.0%	$ -
2700	MANHOLE BV-03 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)	1.00	EA	$ 7,500.00	$ 7,500.00	0	$ -	1.00	$7,500.00		$7,500.00	100.0%	$ -
2800	MANHOLE DC-02 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)	1.00	EA	$ 7,500.00	$ 7,500.00	0	$ -	1.00	$7,500.00		$7,500.00	100.0%	$ -
2900	MANHOLE EXTENSION, 4'-DIA.	130.00	VF	$ 167.00	$ 21,710.00	0	$ -	127.10	$21,225.70		$21,225.70	97.8%	$ 484.30
3000	MANHOLE DROP CONNECTION, TYPE A	1.00	EA	$ 3,550.00	$ 3,550.00	0	$ -	1.00	$3,550.00		$3,550.00	100.0%	$ -
3100	MANHOLE DROP CONNECTION, TYPE B	5.00	EA	$ 5,000.00	$ 25,000.00	0	$ -	5.00	$25,000.00		$25,000.00	100.0%	$ -
3200	MANHOLE BV-22, FOR TRANSITION	1.00	EA	$ 13,500.00	$ 13,500.00	0	$ -	1.00	$13,500.00		$13,500.00	100.0%	$ -
3300	MANHOLE CH-20, FOR TRANSITION	1.00	EA	$ 13,500.00	$ 13,500.00	0	$ -	1.00	$13,500.00		$13,500.00	100.0%	$ -
3400	SEWER MARKER	98.00	EA	$ 105.00	$ 10,290.00	14.00	$ 1,470.00	54.00	$5,670.00		$5,670.00	55.1%	$ 4,620.00
3500	CONNECTION TO EX. FACILITIES, AT MANHOLE 11V	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -	1.00	$7,500.00		$7,500.00	100.0%	$ -
3600	CONNECTION TO EX. FACILITIES, AT MANHOLE BV-03	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -	1.00	$7,500.00		$7,500.00	100.0%	$ -
3700	CONNECTION TO EX. FACILITIES, AT MANHOLE DC-02	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -	1.00	$7,500.00		$7,500.00	100.0%	$ -
3800	**PUMP STATION, WAR ADMIRAL**						$ -						$ -
3801	MOBILIZATION	1.00	LS	$ 21,700.00	$ 21,700.00		$ -	1.00	$21,700.00		$21,700.00	100.0%	$ -
3802	EXCAVATION	1.00	LS	$ 120,000.00	$ 120,000.00	0	$ -	1.00	$120,000.00		$120,000.00	100.0%	$ -
3803	SET WET WELL	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -	1.00	$50,000.00		$50,000.00	100.0%	$ -
3804	VALVE VAULT	1.00	LS	$ 75,000.00	$ 75,000.00	0	$ -	1.00	$75,000.00		$75,000.00	100.0%	$ -
3805	BACKFILL	1.00	LS	$ 25,000.00	$ 25,000.00	0	$ -	1.00	$25,000.00		$25,000.00	100.0%	$ -
3806	WET WELL AND VALVE VAULT PIPING	1.00	LS	$ 66,000.00	$ 66,000.00		$ -	1.00	$66,000.00		$66,000.00	100.0%	$ -
3807	AIR INJECTION VAULT & EQUIPMENT	1.00	LS	$ 54,675.00	$ 54,675.00	0	$ -	1.00	$54,675.00		$54,675.00	100.0%	$ -
3808	PUMPS	1.00	LS	$ 195,000.00	$ 195,000.00		$ -	1.00	$195,000.00		$195,000.00	100.0%	$ -
3809	CONTROLS	1.00	LS	$ 110,000.00	$ 110,000.00		$ -	1.00	$110,000.00		$110,000.00		$ -
3810	FETTERVILLE BUILDING	1.00	LS	$ 53,100.00	$ 53,100.00	0	$ -	1.00	$53,100.00		$53,100.00	100.0%	$ 0.00
3811	GENERATOR PAD	1.00	LS	$ 10,000.00	$ 10,000.00	0	$ -	1.00	$10,000.00		$10,000.00	100.0%	$ -
3812	GENERATOR	1.00	LS	$ 67,500.00	$ 67,500.00		$ -	1.00	$67,500.00		$67,500.00	100.0%	$ -
3813	ELECTRIC	1.00	LS	$ 167,500.00	$ 167,500.00		$ -	1.00	$167,500.00		$167,500.00	100.0%	$ -
3814	START UP	1.00	LS	$ 20,000.00	$ 20,000.00	0.10	$ 2,000.00	1.00	$20,000.00		$20,000.00	100.0%	$ -

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Progress Estimate - Unit Price Work **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	11
Application Period:	11/26/2020 to 12/30/2020	Application Date:	12/31/2020
Engineer's Project Number:	H-359787		

A					B	C		D		E	F		G
Bid Item Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Quantity Installed this Period	Value of Work Installed This Period	Quantity Installed to Date	Value of Work Installed to Date	Materials PresentlyStored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
3815	PAVING	1.00	LS	$ 33,000.00	$ 33,000.00		$ -	0.75	$24,750.00		$24,750.00	75.0%	$ 8,250.00
3816	RESTORATION	1.00	LS	$ 22,590.00	$ 22,590.00		$ -	1.00	$22,590.00		$22,590.00	100.0%	$ -
3817	FENCE	1.00	LS	$ 15,000.00	$ 15,000.00		$ -	1.00	$15,000.00		$15,000.00	100.0%	$ -
4000	RESTORATION, STATE (WVDOH) ROAD	290.00	SY	$ 76.00	$ 22,040.00	0	$ -	70.50	$5,358.00		$5,358.00	24.3%	$ 16,682.00
4100	RESTORATION, ASPHALT DRIVEWAY	320.00	SY	$ 62.00	$ 19,840.00	0	$ -	328.00	$20,336.00		$20,336.00	102.5%	$ (496.00)
4200	RESTORATION, ASPHALT BIKE PATH	140.00	SY	$ 315.00	$ 44,100.00	0	$ -	140.00	$44,100.00		$44,100.00	100.0%	$ -
4300	RESTORATION, GRAVEL ROAD OR DRIVE	2,170.00	SY	$ 15.00	$ 32,550.00	0	$ -	2170.00	$32,550.00		$32,550.00	100.0%	$ -
4400	RESTORATION, UNIMPROVED (GRASS) SURFACE	80,460.00	SY	$ 3.00	$ 241,380.00	0	$ -	74946.00	$224,838.00		$224,838.00	93.1%	$ 16,542.00
4500	CULVERT 12" TO 30", OPEN CUT	60.00	LF	$ 150.00	$ 9,000.00	0	$ -	60.00	$9,000.00		$9,000.00	100.0%	$ -
4600	ABANDONMENT OF WATER WELL	1.00	LS	$ 3,000.00	$ 3,000.00		$ -	2.00	$6,000.00		$6,000.00	200.0%	$ (3,000.00)
4700	EXCAVATION AND BACKFILLING BELOW SUBGRADE	500.00	CY	$ 45.00	$ 22,500.00	0	$ -						$ 22,500.00
4800	ALLOWANCE - SINKHOLE REPAIR, SOIL FOR CAP	25.00	CY	$ 30.00	$ 750.00	0	$ -						$ 750.00
4900	ALLOWANCE - SINKHOLE REPAIR, CLASS 10 AGGREGATE	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5000	ALLOWANCE - SINKHOLE REPAIR, CLASS 1 AGGREGATE BAS	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5100	ALLOWANCE - SINKHOLE REPAIR, SPECIAL ROCK FILL	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5200	ALLOWANCE - SINKHOLE REPAIR, RIP-RAP	25.00	CY	$ 75.00	$ 1,875.00	0	$ -						$ 1,875.00
5300	ALLOWANCE - SINKHOLE REPAIR, IMPERVIOUS CORE	500.00	SF	$ 10.00	$ 5,000.00	0	$ -						$ 5,000.00
5400	**PUMP STATION, NORTHPORT**						$ -						$ -
5401	MOBILIZATION	1.00	LS	$ 20,022.00	$ 20,022.00		$ -	1.00	$20,022.00		$20,022.00	100.0%	$ -
5402	EXCAVATION	1.00	LS	$ 100,000.00	$ 100,000.00	0	$ -	1.00	$100,000.00		$100,000.00	100.0%	$ -
5403	SET WET WELL	1.00	LS	$ 30,223.49	$ 30,223.49	0	$ -	1.00	$30,223.49		$30,223.49	100.0%	$ -
5404	VALVE VAULT	1.00	LS	$ 59,400.00	$ 59,400.00	0	$ -	1.00	$59,400.00		$59,400.00	100.0%	$ -
5405	BACKFILL	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -	1.00	$50,000.00		$50,000.00	100.0%	$ -
5406	WET WELL AND VALVE VAULT PIPING	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -	1.00	$50,000.00		$50,000.00	100.0%	$ -
5407	PUMPS	1.00	LS	$ 100,000.00	$ 100,000.00		$ -	1.00	$100,000.00		$100,000.00	100.0%	$ -
5408	CONTROLS	1.00	LS	$ 106,012.00	$ 106,012.00	0	$ -	1.00	$106,012.00		$106,012.00		$ -
5409	FETTERVILLE	1.00	LS	$ 30,000.00	$ 30,000.00	0	$ -	1.00	$30,000.00		$30,000.00	100.0%	$ -
5410	GENERATOR PAD	1.00	LS	$ 10,000.00	$ 10,000.00	0	$ -	1.00	$10,000.00		$10,000.00	100.0%	$ -
5411	GENERATOR	1.00	LS	$ 47,039.00	$ 47,039.00	0	$ -	1.00	$47,039.00		$47,039.00		$ -
5412	ELECTRIC	1.00	LS	$ 146,919.00	$ 146,919.00	0	$ -	1.00	$146,919.00		$146,919.00	100.0%	$ -
5413	ELECTRIC CONDUIT	1,335.00	LF	$ 41.00	$ 54,735.00	0	$ -	1335.00	$54,735.00		$54,735.00		$ -
5414	ELECTRIC VAULT	2.00	EA	$ 2,457.00	$ 4,914.00	0	$ -						$ 4,914.00
5415	START UP	1.00	LS	$ 4,950.00	$ 4,950.00	0.10	$ 495.00	1.00	$4,950.00		$4,950.00	100.0%	$ -
5416	PAVING	1.00	LS	$ 16,822.00	$ 16,822.00		$ -	0.75	$12,616.50		$12,616.50	75.0%	$ 4,205.50
5417	RESTORATION	1.00	LS	$ 54,970.00	$ 54,970.00		$ -	1.00	$54,970.00		$54,970.00	100.0%	$ -
5418	FENCE	1.00	LS	$ 16,400.00	$ 16,400.00		$ -						$ 16,400.00
CO 004	CHANGE ORDER 004 REMOVE B&O TAXES	1.00	LS	$ (75,000.00)	$ (75,000.00)	0	$ -						$ (75,000.00)
CO 005	CHANGE ORDER 005 OPEN CUT CASING	1.00	LS	$ (26,160.87)	$ (26,160.87)	0	$ -	1.00	($26,160.87)		($26,160.87)		$ -
CO 006	CHANGE ORDER 006	1.00	LS	$ 62,514.40	$ 62,514.40	0	$ -	1.00	$62,514.40		$62,514.40		$ -
					$ 6,978,057.02		**$ 3,965.00**		**$ 6,951,676.22**	**$ -**	**$ 6,951,676.22**		**$ 26,380.80**

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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	11
Application Period:	11/26/2020 to 12/30/2020		12/31/2020

A		B	C		D		E				F		G
					Stored Previously								
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
100				**MOBILIZATION**						$ -			$ -
101				MOBILIZE EQUIPMENT						$ -			$ -
102				BLASTING STAKEOUT						$ -			$ -
103				CONSTRUCTION STAKEOUT						$ -			$ -
104				VIDEO DOCUMENTATION						$ -			$ -
105				SUBMITTALS						$ -			$ -
106				BONDS & INSURANCE						$ -			$ -
200				TRAFFIC CONTROL						$ -			$ -
300				EROSION AND SEDIMENT CONTROL									$ -
400				GRAVITY SEWER 6" & 8", OPEN CUT						$ -			$ -
500	3378054		on site	GRAVITY SEWER 10", OPEN CUT	3/2020	$16.00		1014.00	LF	$ 16.00	1025.00	-1%	$ -
600	3376257 3378050		on site	GRAVITY SEWER 12", OPEN CUT	3/2020	$181.00		3567.00	LF	$ 181.00	3588.00	-1%	$ -
700	3376255		on site	GRAVITY SEWER 15", OPEN CUT	3/2020	$21.00		3776.00	LF	$ 21.00	3776.00		$ -
800	3372577		on site	FORCE-MAIN (6"-4") OPEN CUT	3/2020	$24,089.00		4149.00	LF	$ 24,089.00	4122.00	1%	$ -
900				FORCE-MAIN (6"-4") IN EX. RT. 9 CASING						$ -	265.00		$ -
1000				FORCE-MAIN (6"-4") AIR VAULT & INTERNALS						$ -	8.00		$ -
1300	3375294 3375305 3375299 3373509 3373510		on site	FORCE-MAIN (8"-6"-8") OPEN CUT	3/2020	$105,363.00		11646.00	LF	$ 105,363.00	11675.00	0%	$ -
1400	3377020 3377031			FORCE-MAIN (8"-6"-8") AIR VAULT & INTERNALS	3/2020	$29.00		21.00	EA	$ 29.00	21.00		$ -
1700				FORCE-MAIN MISC. DIP FITTINGS, IF DIRECTED						$ -			$ -
1800				CONCRETE CLASS B, IF DIRECTED						$ -			$ -
1900				CASING 24" BORED, W/ 10" GRAVITY SEWER						$ -			$ -
2000				CASING 24" BORED, W/ 12" GRAVITY SEWER						$ -			$ -
2100				CASING 24" BORED, W/ 6"-4"-6" FORCE-MAINS						$ -			$ -
2200	LL223750 LL223616 13885501		on site	CASING 30" BORED, W/ 15" GRAVITY SEWER	3/2020	$21,237.82		162.00	LF	$ 21,237.82	166.00	-2%	$ -
2300	13885502		on site	CASING 36" BORED, W/ 8"-6"-8" FORCE-MAINS	3/2020	$20,250.00		141.00	LF	$ 20,250.00	205.00	-45%	$ -
2600				MANHOLE, 4'-DIA. (UP TO 6' DEEP)									$ -
2700				MANHOLE BV-03 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)		$3.00							$ -
2800				MANHOLE DC-02 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)									$ -
2900				MANHOLE EXTENSION, 4'-DIA.									$ -
3000				MANHOLE DROP CONNECTION, TYPE A									$ -
3100				MANHOLE DROP CONNECTION, TYPE B									$ -
3200				MANHOLE BV-22, FOR TRANSITION									$ -
3300				MANHOLE CH-20, FOR TRANSITION									$ -
3400				SEWER MARKER									$ -
3500				CONNECTION TO EX. FACILITIES, AT MANHOLE 11V									$ -
3600				CONNECTION TO EX. FACILITIES, AT MANHOLE BV-03									$ -
3700				CONNECTION TO EX. FACILITIES, AT MANHOLE DC-02									$ -
3800				**PUMP STATION, WAR ADMIRAL**									$ -
3801				MOBILIZATION									$ -

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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	11
Application Period:	11/26/2020 to 12/30/2020		12/31/2020

A		B	C		D		E				F		G
					Stored Previously								
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
3802				EXCAVATION									$ -
3803				SET WET WELL									$ -
3804				VALVE VAULT									$ -
3805				BACKFILL									$ -
3806	111544		SES Shop	WET WELL AND VALVE VAULT PIPING	Sep-20	$2,120.40	$ -	1.00	LS	$ 2,120.40	1.00		$ -
3807				AIR INJECTION VAULT & EQUIPMENT									$ -
3808				PUMPS									
3809	200416-1 200416-3		on site	CONTROLS	Sep-20	$101,426.00	$ -	1.00	LS	$ 101,426.00	1.00		$ -
3810				FETTERVILLE BUILDING									
3811				GENERATOR PAD									
3812	S1-68114		SES Shop	GENERATOR	Sep-20	$67,500.00	$ -	1.00	LS	$ 67,500.00	1.00		$ -
3813	M761044		on site	ELECTRIC	Sep-20	$8,172.13	$ -	1.00	LS	$ 8,172.13	1.00		$ -
3814				START UP									
3815				PAVING									
3816				RESTORATION									
3817				FENCE									
4000				RESTORATION, STATE (WVDOH) ROAD									
4100				RESTORATION, ASPHALT DRIVEWAY		$70.50							
4200				RESTORATION, ASPHALT BIKE PATH		$258.00							
4300				RESTORATION, GRAVEL ROAD OR DRIVE									
4400				RESTORATION, UNIMPROVED (GRASS) SURFACE									
4500				CULVERT 12" TO 30", OPEN CUT		$5,014.00							
4600				ABANDONMENT OF WATER WELL									
4700				EXCAVATION AND BACKFILLING BELOW SUBGRADE									
4800				ALLOWANCE - SINKHOLE REPAIR, SOIL FOR CAP									
4900				ALLOWANCE - SINKHOLE REPAIR, CLASS 10 AGGREGATE									
5000				ALLOWANCE - SINKHOLE REPAIR, CLASS 1 AGGREGATE BAS									
5100				ALLOWANCE - SINKHOLE REPAIR, SPECIAL ROCK FILL									
5200				ALLOWANCE - SINKHOLE REPAIR, RIP-RAP									
5300				ALLOWANCE - SINKHOLE REPAIR, IMPERVIOUS CORE									
5400				**PUMP STATION, NORTHPORT**									
5401				MOBILIZATION									
5402				EXCAVATION		$0.65							
5403				SET WET WELL									
5404				VALVE VAULT									
5405				BACKFILL									
5406				WET WELL AND VALVE VAULT PIPING									
5407				PUMPS									
5408	200416-2		on site	CONTROLS	Sep-20	$81,277.00	$ -	1.00	LS	$ 81,277.00	1.00		$ -
5409				FETTERVILLE									
5410				GENERATOR PAD									
5411	S1-68068 S1-67061		SES Shop	GENERATOR	Sep-20	$39,350.00	$ -	1.00	LS	$ 39,350.00	1.00		$ -
5412				ELECTRIC									
5413				ELECTRIC CONDUIT									
5414				ELECTRIC VAULT									
5415				START UP									
5416				PAVING									

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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	11
Application Period:	11/26/2020 to 12/30/2020		12/31/2020

A		B	C		D		E			F		G
					Stored Previously							
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units	Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
5417				RESTORATION								
5418				FENCE								
						$476,378.50	**$ -**		**$ 471,032.35**			**$ -**

EJCDC® C-620 Contractor's Application for Payment
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1600 West Carson St, Suite 1
Pittsburgh, PA 15219
Phone: (412) 497-2000

INVOICE

Charles Town Utility Board
661 South George St., Ste. 101
Charles Town, WV 25414
Attn: Kristen Stolipher

Date:	1/6/2021
Invoice No:	90768116
Period Ending:	12/25/2020
Currency:	US Dollar (USD)
Reference:	TASK ORDER 4
Terms of Payment:	Net 30 Days
Customer Number:	113985

re: H-359787 On-Call Engineering Services
Project Manager: Richard Travers

TO#4 Route 9 Sewer Project, Bid and Construction Services Progress Report – coordinated with SES and CTUB on Certificate of Substantial Completion and the accompanying punch list; reviewed with Team on Ranson permitting status; prepared a task order amendment for the extension of engineering and inspection services; performed site visit and provided input to SE for additions to punch list; coordinated with SE and CTUB regarding construction issues and updates; reviewed and processed SES pay applications with SE; SE performed daily coordination with SES on progress; liaison activities between SE, SES and CTUB; SE prepared, updated and oversaw the punch list.

Employee	**HOURS**	**RATE**	**AMOUNT**
Severn, Guy	0.50	$ 234.00	$ 117.00
Travers, Richard	43.00	$ 215.00	$ 9,245.00
Yearley, Scott	9.50	$ 120.00	$ 1,140.00
Total Labor			**$ 10,502.00**

Vendor	**INVOICE #**	**AMOUNT**
Specialized Engineering	48865	$ 30,952.50
Specialized Engineering	48987	$ 26,870.00
Total Expenses		**$ 57,822.50**

Administration	**BASE**	**RATE**	**AMOUNT**
Total Administration	$ 57,822.50	5%	**$ 2,891.13**

Task Order Budget	**$ 710,683.00**
Task Order Previously Billed	**$ 619,142.27**
Total Invoice	**$ 71,215.63**
Task Order Remaining	**$ 20,325.10**

SPECIALIZED ENGINEERING
Engineers • Geologists • Inspectors
Employee Owned, Client Driven
4845 International Blvd
Suite 104
Frederick, Maryland 21703

Invoice

DATE	INVOICE NO.
12/30/2020	48987

BILL TO
Luke Fischer Hatch 704 Quince Orchard Road Suite 310 Gaithersburg, MD 20878

TERMS	PROJECT	Client's Number
NET 30	197873 - Route 9 Sewer Infrastructure	Route 9 Sewer Infrastructure

DATE	QTY	DESCRIPTION	RATE	AMOUNT
		Management		
11/30/2020	6.00	Construction Manager	130.00	780.00
12/1/2020	6.00	Construction Manager	130.00	780.00
12/1/2020	1.00	PM - Site Visit	145.00	145.00
12/2/2020	6.00	Construction Manager	130.00	780.00
12/3/2020	6.00	Construction Manager	130.00	780.00
12/3/2020	1.00	PM - Site Visit	145.00	145.00
12/4/2020	6.00	Construction Manager	130.00	780.00
12/4/2020	1.00	PM - Site Visit	145.00	145.00
12/7/2020	6.00	Construction Manager	130.00	780.00
12/8/2020	6.00	Construction Manager	130.00	780.00
12/8/2020	1.00	PM - Site Visit	145.00	145.00
12/9/2020	6.00	Construction Manager	130.00	780.00
12/10/2020	6.00	Construction Manager	130.00	780.00
12/11/2020	6.00	Construction Manager	130.00	780.00
12/11/2020	1.00	PM - Site Visit	145.00	145.00
12/14/2020	6.00	Construction Manager	130.00	780.00
12/15/2020	6.00	Construction Manager	130.00	780.00
12/15/2020	1.00	PM - Site Visit	145.00	145.00
12/16/2020	4.00	Construction Manager	130.00	520.00
12/17/2020	4.00	Construction Manager	130.00	520.00
12/18/2020	6.00	Construction Manager	130.00	780.00
12/18/2020	1.00	PM - Site Visit	145.00	145.00
12/21/2020	6.00	Construction Manager	130.00	780.00
12/22/2020	6.00	Construction Manager	130.00	780.00
12/22/2020	1.00	PM - Site Visit	145.00	145.00
12/23/2020	6.00	Construction Manager	130.00	780.00
		Inspector I		
11/30/2020	8.00	Senior Inspector	115.00	920.00
12/1/2020	8.00	Senior Inspector	115.00	920.00
12/2/2020	8.00	Senior Inspector	115.00	920.00

Project	197873	Route 9 Sewer Infrastructure	Invoice	48987
12/3/2020	8.00	Senior Inspector	115.00	920.00
12/4/2020	6.00	Senior Inspector	115.00	690.00
12/7/2020	4.00	Senior Inspector	115.00	460.00
12/8/2020	4.00	Senior Inspector	115.00	460.00
12/9/2020	4.00	Senior Inspector	115.00	460.00
12/10/2020	4.00	Senior Inspector	115.00	460.00
12/11/2020	8.00	Senior Inspector	115.00	920.00
12/14/2020	6.00	Senior Inspector	115.00	690.00
12/15/2020	6.00	Senior Inspector	115.00	690.00
12/16/2020	6.00	Senior Inspector	115.00	690.00
12/17/2020	6.00	Senior Inspector	115.00	690.00
12/18/2020	6.00	Senior Inspector	115.00	690.00
12/21/2020	4.00	Senior Inspector	115.00	460.00
12/22/2020	4.00	Senior Inspector	115.00	460.00
12/23/2020	6.00	Senior Inspector	115.00	690.00
		Total this Invoice	$26,870.00	

Outstanding Invoices

Number	Date	
48702	11/4/2020	46,522.50
48865	12/2/2020	30,952.50
	Total Due to Specialized Engineering	$104,345.00

All Claims and discrepancies must be reported within 30 days of the date of the invoice

Total this Invoice $26,870.00

SPECIALIZED ENGINEERING
Engineers • Geologists • Inspectors
Employee Owned, Client Driven
4845 International Blvd
Suite 104
Frederick, Maryland 21703

Invoice

DATE	INVOICE NO.
12/02/2020	48865

BILL TO
Luke Fischer Hatch 704 Quince Orchard Road Suite 310 Gaithersburg, MD 20878

TERMS	PROJECT	Client's Number
NET 30	197873 - Route 9 Sewer Infrastructure	Route 9 Sewer Infrastructure

DATE	QTY	DESCRIPTION	RATE	AMOUNT
		Management		
11/2/2020	6.00	Construction Manager	130.00	780.00
11/3/2020	6.00	Construction Manager	130.00	780.00
11/4/2020	6.00	Construction Manager	130.00	780.00
11/4/2020	1.00	PM - Meeting	145.00	145.00
11/4/2020	1.00	PM - Site Visit	145.00	145.00
11/5/2020	6.00	Construction Manager	130.00	780.00
11/6/2020	6.00	Construction Manager	130.00	780.00
11/6/2020	1.00	PM - Site Visit	145.00	145.00
11/9/2020	6.00	Construction Manager	130.00	780.00
11/10/2020	6.00	Construction Manager	130.00	780.00
11/10/2020	1.00	PM - Site Visit	145.00	145.00
11/11/2020	6.00	Construction Manager	130.00	780.00
11/11/2020	2.00	PM - Correspondence	145.00	290.00
11/12/2020	6.00	Construction Manager	130.00	780.00
11/13/2020	6.00	Construction Manager	130.00	780.00
11/13/2020	1.00	PM - Site Visit	145.00	145.00
11/16/2020	6.00	Construction Manager	130.00	780.00
11/16/2020	1.00	PM - Site Visit	145.00	145.00
11/17/2020	6.00	Construction Manager	130.00	780.00
11/18/2020	4.00	Construction Manager	130.00	520.00
11/19/2020	4.00	Construction Manager	130.00	520.00
11/20/2020	6.00	Construction Manager	130.00	780.00
11/23/2020	4.00	Construction Manager	130.00	520.00
11/23/2020	1.00	PM - Site Visit	145.00	145.00
11/24/2020	4.00	Construction Manager	130.00	520.00
11/24/2020	1.00	PM - Meeting	145.00	145.00
11/25/2020	4.00	Construction Manager	130.00	520.00
11/25/2020	1.00	PM - Site Visit	145.00	145.00
		Inspector I		
11/2/2020	8.00	Senior Inspector	115.00	920.00

Project	197873	Route 9 Sewer Infrastructure	Invoice	48865
11/3/2020	8.00	Senior Inspector	115.00	920.00
11/4/2020	8.00	Senior Inspector	115.00	920.00
11/5/2020	6.00	Senior Inspector	115.00	690.00
11/6/2020	4.00	Senior Inspector	115.00	460.00
11/7/2020	5.00	Senior Inspector	115.00	575.00
11/9/2020	6.00	Senior Inspector	115.00	690.00
11/10/2020	8.00	Senior Inspector	115.00	920.00
11/11/2020	8.00	Senior Inspector	115.00	920.00
11/12/2020	8.00	Senior Inspector	115.00	920.00
11/13/2020	5.00	Senior Inspector	115.00	575.00
11/13/2020	3.00	Senior Inspector (OT)	172.50	517.50
11/16/2020	6.00	Senior Inspector	115.00	690.00
11/17/2020	8.00	Senior Inspector	115.00	920.00
11/18/2020	8.00	Senior Inspector	115.00	920.00
11/19/2020	8.00	Senior Inspector	115.00	920.00
11/20/2020	8.00	Senior Inspector	115.00	920.00
11/23/2020	8.00	Senior Inspector	115.00	920.00
11/24/2020	8.00	Senior Inspector	115.00	920.00
11/25/2020	8.00	Senior Inspector	115.00	920.00
11/27/2020	4.00	Senior Inspector	115.00	460.00

Total this Invoice	$30,952.50

Outstanding Invoices

Number	Date	
48702	11/4/2020	46,522.50
Total Due to Specialized Engineering		$77,475.00

All Claims and discrepancies must be reported within 30 days of the date of the invoice

Total this Invoice $30,952.50

Charles Town Utility Board
Route 9 Sewer Infrastructure Project
Alternate Mainline Extension Agreement (AMEA) / Escrow Agreement

				Resolution No. C	Resolution No. 1	Resolution No. 2	Resolution No. 3	Resolution No. 4	Resolution No. 5	Resolution No. 6	Resolution No. 7	Resolution No. 8	Resolution No. 9	Resolution No. 10	Resolution No. 11	ESCROW DEPOSIT FOR CONSTRUCTION
$10,500,000 Rockwool Escrow Agreement/(AMEA) Reimbursement Schedule B, October, 2019	**REVISED BUDGET**	**Draw (a.) Ranson Reimbursement**	**Draw (b.) CTUB Reimbursement**	**Draw (c.) CTUB Reimbursement 10/1/19-present**	**Contractor's Application for Payment No. 001**	**Contractor's Application for Payment No. 002, Hatch Inv. 90736637, CTUB Reimbursement**	**Contractor's Application for Payment No. 003, Hatch Inv. No. 90739805 & 90742814, CTUB Reimbursement**	**Contractor's Application for Payment No. 04, Hatch Inv. No. 90746225**	**Contractor's Application for Payment No. 05, CTUB Reimbursement**	**Contractor's Application for Payment No. 06, Hatch Inv. 90752351, CTUB Reimbursement**	**Contractor's Application for Payment No. 07, Hatch Inv. 90755283, CTUB Reimbursement**	**Contractor's Application for Payment No. 08, Hatch Inv. 90758960, CTUB Reimbursement**	**Contractor's Application for Payment No. 09, Hatch Inv. 90762081, CTUB Reimbursement**	**Contractor's Application for Payment No. 10, CTUB Reimbursement**	**Contractor's Application for Payment No. 11, Hatch Inv. 90768116, CTUB Reimbursement**	**BALANCE REMAINING**
1 **CONSTRUCTION**																
a. Contract 1	6,978,057.02	0.00	0.00	0.00	90,000.00	1,236,605.34	1,894,374.89	1,114,717.05	480,775.05	180,516.31	258,917.35	402,969.65	449,810.33	490,122.39	178,416.43	200,832.23
b. Construction 4.37%	603,350.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,008.45	42,992.55	62,919.75	58,685.95	55,762.50	4,028.50	2,097.50	304,855.78
c. CSX Fees	15,300.00	0.00	16,050.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,750.00
d. N-S Fees	41,600.00	0.00	21,300.00	0.00	0.00	0.00	0.00	0.00	9,789.21	1,640.50	2,957.50	2,769.75	1,640.75	0.00	0.00	1,502.29
e. DOH Bond and Inspection Fees	119,937.00	0.00	19,550.00	0.00	0.00	84,973.05	1,288.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,125.68
2 **ENGINEERING SERVICES**																
Task Orders 1 - 8	1,851,567.87	1,084,987.66	102,994.82	10,289.25	0.00	38,068.37	210,109.15	93,693.87	61,197.50	42,247.25	56,752.25	41,275.75	58,388.63	0.00	71,215.63	-19,652.26
Task Orders Charles Town	56,820.00	0.00	56,820.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 **LEGAL SERVICES**																
a Local Project Attorney (PSC)	100,000.00	0.00	65,836.78	25,573.71	0.00	0.00	2,730.00	0.00	260.00	0.00	0.00	0.00	0.00	0.00	0.00	5,599.51
b Permitting / Ord Attorney	215,000.00	0.00	199,514.04	0.00	0.00	0.00	15,485.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c RA Attorney Stranko / Luttrell	12,959.40	12,959.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 **ADMINISTRATIVE SERVICES**																
b Project Accountant	16,723.00	0.00	16,723.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c Other Administrative Costs	2,750.00	0.00	2,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5 **LAND COSTS**																
b Easements	324,611.85	0.00	324,611.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SOFT COST CONTINGENCY	74,667.36	0.00	0.00	0.00	0.00	0.00	74,667.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest on Line of Credit	59,887.52	59,887.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amount Owed Line of Credit		1,157,834.58														
Charles Town's Cost Incurred			826,150.49													
9 Sub Total Lines 1-8	**10,473,232.00**	**1,157,834.58**	**826,150.49**	**40,862.96**	**90,000.00**	**1,359,646.76**	**2,198,655.63**	**1,208,410.92**	**624,030.21**	**267,396.61**	**381,546.85**	**505,701.10**	**565,602.21**	**494,150.89**	**251,729.56**	**501,513.23**
ESCROW DEPOSIT UPON AMLEA SUBMITTAL TO WV PSC (Ranson and Charles Town Costs Incurred)																
ESCROW DEPOSIT FOR CONSTRUCTION																**501,513.23**

*The construction contingency line item has been reduced by $26,768 to reflect the installation of 120 linear feet of 16" steel casing for a sanitary sewer crossing that was funded by Rockwool during the water line project.

DRAFT

DRAFT 1/13/2021 - Charles Town Utility Board
Current Monthly Sewer Bill Analysis
For the year ended June 30, 2020

Current CTUB Tariff
3-Tier Rate Structure

Gallons	Rate per 1,000
Min Bill < 2,000	$28.14
1st 2,000 gallons	$14.07
Next 8,000 gallons	$10.12
Over 10,000 gallons	$9.20

Current Ranson Tariff
3-Tier Rate Structure

Gallons	Rate per 1,000
Min Bill < 2,000	$29.58
1st 2,000 gallons	$14.79
Next 8,000 gallons	$10.64
Over 10,000 gallons	$9.67

Current JCPSD Tariff
Single Tier Rate Structure

Gallons	Rate per 1,000
Min Bill < 2,000	$33.22
Per 1,000 gallons	$16.61

Current Rate Structure

		Total Sewer Charge per Month		
		CTUB	Ranson	JCPSD
	Gallons per Month			
	0-2,000	$28.14	$29.58	$33.22
**Residential Average*	3,500	$43.32	$45.54	$58.14
	6,000	$68.62	$72.14	$99.66
	8,000	$88.86	$93.42	$132.88
	10,000	$109.10	$114.70	$166.10
	12,000	$127.50	$134.04	$199.32
**Commercial Average*	18,000	$182.70	$192.06	$298.98
	30,000	$293.10	$308.10	$498.30
	40,000	$385.10	$404.80	$664.40

Represents largest amount of CTUB customer base (residential and commercial)

Notes:
1) Residential customer average 3,500-4,000 gallons per month & commercial customer average 18,000 per month

DRAFT

DRAFT - Charles Town Utility Board
Forecast of Rate Equalization
Test Year ended June 30, 2020

OPTION 1 - CTUB/Ranson Equalized, JCPSD Tariff 5% Decrease w/o Tiering Adjustment or 5% Decrease Adopt Tiering Structure over 8 years

Sewer Charge per Month

	CTUB/Ranson	JCPSD Current	**Option 1A** Single Tier - 5% JCPSD Decrease		**Option 1B** Adopt 3-Tier 5% JCPSD Decrease	**FORECAST OF FUTURE TIERED STEP RATE REDUCTIONS**		
					Step 1	Step 2	Step 3	Step 4 CTUB/Ranson/JCPSD Rate **
Gallons per Month								
0-2,000	$29.58	$33.22	$31.56		**$31.56**	$31.56	$31.56	$31.56
3,500	$45.54	$58.14	$55.23		**$53.58**	$51.93	$50.28	$48.63
6,000	$72.14	$99.66	$94.68		**$90.28**	$85.88	$81.48	$77.08
8,000	$93.42	$132.88	$126.24		**$119.64**	$113.04	$106.44	$99.84
10,000	$114.70	$166.10	$157.80		**$149.00**	$140.20	$131.40	$122.60
12,000	$134.04	$199.32	$189.36		**$177.72**	$166.18	$154.64	$143.10
18,000	$192.06	$298.98	$284.04		**$263.88**	$244.12	$224.36	$204.60
30,000	$308.10	$498.30	$473.40		**$436.20**	$400.00	$363.80	$327.60
40,000	$404.80	$664.40	$631.20		**$579.80**	$529.90	$480.00	$430.10
			$353,892.00		**$232,892.00**	** Residual 6% rate differential to be resolved between Steps 2 and 4.		
			Residual Surplus		**Residual Surplus**			

OPTION 2 - CTUB/Ranson Equalized and JCPSD Tariff 7.5% Decrease w/o Tiering Adjustment or 7.5% Decrease Adopt Tiering Structure over 8 years

Sewer Charge per Month

	CTUB/Ranson	JCPSD Current	**Option 2A** Single Tier - 7.5% JCPSD Decrease		**Option 2B** Adopt 3-Tier Structure 7.5% JCPSD Decrease	**FORECAST OF FUTURE TIERED STEP RATE REDUCTIONS**		
					Step 1	Step 2	Step 3	Step 4 CTUB/Ranson/JCPSD Rate **
Gallons per Month								
0-2,000	$29.58	$33.22	$30.72		**$30.72**	$30.72	$30.72	$30.72
3,500	$45.54	$58.14	$53.76		**$52.16**	$50.54	$48.92	$47.30
6,000	$72.14	$99.66	$92.16		**$87.88**	$83.56	$79.24	$74.92
8,000	$93.42	$132.88	$122.88		**$116.46**	$109.98	$103.50	$97.02
10,000	$114.70	$166.10	$153.60		**$145.04**	$136.40	$127.76	$119.12
12,000	$134.04	$199.32	$184.32		**$173.00**	$161.60	$150.18	$139.20
18,000	$192.06	$298.98	$276.48		**$256.88**	$237.20	$217.44	$199.44
30,000	$308.10	$498.30	$460.80		**$424.64**	$388.40	$351.96	$319.92
40,000	$404.80	$664.40	$614.40		**$564.44**	$514.40	$464.06	$420.32
			$284,892.00		**$166,892.00**	** Residual 3.5% rate differential to be resolved between Steps 2 and 4.		
			Residual Surplus		**Residual Surplus**			

OPTION 3 - CTUB/Ranson Equalized, JCPSD Tariff 10.96% Decrease w/o Tiering Adjustment or 10.96% Decrease Adopt Tiering Structure over 8 years

Sewer Charge per Month

	CTUB/Ranson	JCPSD Current	**Option 3A** 10.96% JCPSD Decrease Single Tier		**Option 3B** Adopt 3 - Tier Structure 10.96% JCPSD Decrease	**FORECAST OF FUTURE TIERED STEP RATE REDUCTIONS**		
					Step 1	Step 2	Step 3	Step 4 CTUB/Ranson/JCPSD Rate
Gallons per Month								
0-2,000	$29.58	$33.22	$29.58		$29.58	$29.58	$29.58	$29.58
3,500	$45.54	$58.14	$51.77		$50.21	$48.66	$47.10	$45.54
6,000	$72.14	$99.66	$88.74		$84.58	$80.46	$76.30	$72.14
8,000	$93.42	$132.88	$118.32		$112.08	$105.90	$99.66	$93.42
10,000	$114.70	$166.10	$147.90		$139.58	$131.34	$123.02	$114.70
12,000	$134.04	$199.32	$177.48		$166.50	$155.60	$144.62	$134.04
18,000	$192.06	$298.98	$266.22		$247.26	$228.38	$209.42	$192.06
30,000	$308.10	$498.30	$443.70		$408.78	$373.94	$339.02	$308.10
40,000	$404.80	$664.40	$591.60		$543.38	$495.24	$447.02	$404.80
			$190,892.00		**$76,892.00**			
			Residual Surplus		**Residual Surplus**			

Notes:
1) Residential customer average 3,500-4,000 gallons per month & commercial customer average 18,000 per month.
2) A Class Cost of Service will be performed after Step 1 which may alter the future forecast of tiered step rates.
3) The forecast of future tiered step rate reductions is an esimtate and may change due to economic, cash flow or other factors.

Rate Equalization Recommendations

Rate equalization has an impact on each and every CTUB sewer customer. An added complexity is the equalization of three different utility rates and one having a significantly different rate structure (JCPSD single tier). The Charles Town and City of Ranson rate structures follow the tiered rate approach consistent with the WVPSC Commodity-Demand method which most water and sewer utilities follow in West Virginia. The Commodity-Demand method makes significant use of peak demand factors by customer class and isolates costs that are purely volume related and customer driven. Demand factors are significantly different for customer classes (i.e. residential, commercial). Peaking factors generally significantly decline when comparing the residential class to the commercial and other classes. This approach is the WVPSC recommended, most conventional and fairest for systems with multiple and material customer classes. The importance of this discussion on tiering is that the most practical and needed approach to rate equalization will be to transition the JCPSD single tier structure in a stepped manner to the multiple tiered structures of the City of Charles Town and City of Ranson. In addition to the recommendations below, CTUB staff and its financial advisors recommend maintaining a minimum debt/service coverage ratio of 130% for the combined utility moving forward.

Recommended Option: The following are the recommendations from CTUB staff and John Kunkle:

1) **Take an initial step to transition JCPSD single tier structure to a multiple tier structure.**
2) **Take an initial step to increase Charles Town rates by 5% to equalize with Ranson rates.**
3) **Adopt the tiered structure approach with initial decrease of JCPSD by 7.5% and plan to equalize tiers over an 8-year period (4 steps).**
4) **Implement an annual review of stepped approach to determine residual surplus and ability to accelerate rate equalization.**
5) **Perform a cost-of-service study to identify most appropriate rate structure and rate equality between the customer classes.**

Advantages:

- Providing adequate/conservative sewer surplus and providing financial resources for projects under evaluation.
- Addresses noticeable reduction of bills for majority of customers that fall into average use classes and adjusts tiers to reflect this reduction.
- Achieves rate equalization more quickly than initial 5% increase for CT and 5% decrease for JCPSD and reflects the professional judgment that the JCPSD tariff will ultimately be tiered under a class cost of service study.
- More quickly achieves goal of a single, unified multiple tiered rate structure.
- Saves JCPSD Territory customers $324,000 annually.

Alternative Option: An alternative to the recommended option above is a more aggressive option which is evaluated below:

1) **Take an initial step to transition JCPSD single tier structure to multiple tier structure.**
2) **Take an initial step to increase Charles Town rates by 5% to equalize with Ranson rates.**
3) **Adopt a tiered structure approach with initial decrease of JCPSD by 10.96% that would set the JCPSD 1st tier rate to the Ranson and Charles Town 1st tier rate.**
4) **Implement an annual review of stepped approach to determine residual surplus and ability to accelerate rate equalization.**
5) **Perform a cost-of-service study to identify most appropriate rate structure and rate equality between the customer classes.**

Staff and Mr. Kunkle have discussed this more aggressive option and provide the following:

Advantages:

- Achieves rate equalization more quickly than the recommended option above.
- Saves JCPSD Territory customers $414,000 annually.

Disadvantages:

- In order to maintain the desired 130% Debt/Service Coverage ratio for the combined utility, there would be a more immediate need for Council to approve a rate increase for water at a minimum of 2.5%. This does not discount the fact that there have been discussions that the Water System will likely see a water increase within the next year or so, regardless of the discussion in this context. The consideration for those CTUB customers receiving both water and sewer is that this option would increase Charles Town combined bills by a much more material amount.
- Does not leave the Utility with adequate combined surplus without the water increase.

**Note that the Charles Town water and sewer rates were last increased in 2016.

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Charles Town Utility Board

Analysis of Debt Service Coverage - Actual

For the year ended June 30, 2020

Revision 6

As of January 6, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,488,751	6,211,657
Operating Income Available for Debt Service	1,779,515	2,679,997	4,459,512
Debt Service Expenditures:			
Principal Payments on Bond Issues	936,505	1,262,118	2,198,623
Interest Payments on Bond Issues	551,407	427,541	978,948
Total Debt Service Expenditures	1,487,912	1,689,659	3,177,571
Operating Income Available After Bond Debt Service	$ 291,603	$ 990,338	$ 1,281,941
Debt Service Coverage Ratio	119.60%	158.61%	140.34%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (154,771)	$ 483,440	$ 328,670

Prepared by J.C. Kunkle and Associates, A.C.

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Charles Town Utility Board

Analysis of Debt Service Coverage - MADS Coverage including 2020A

For the year ended June 30, 2020

Revision 6

As of January 6, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,488,751	6,211,657
Operating Income Available for Debt Service	1,779,515	2,679,997	4,459,512
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,237,721	2,191,981
Interest Payments on Bond Issues	448,125	325,983	774,108
Total Debt Service Expenditures	1,402,385	1,563,704	2,966,089
Operating Income Available After Bond Debt Service	$ 377,130	$ 1,116,293	$ 1,493,423
Debt Service Coverage Ratio	126.89%	171.39%	150.35%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (43,586)	$ 647,182	$ 603,596

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Charles Town Utility Board

Analysis of Debt Service Coverage - MADS Coverage after 2000 A Maturity

For the year ended June 30, 2020

Revision 6

As of January 6, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,488,751	6,211,657
Operating Income Available for Debt Service	1,779,515	2,679,997	4,459,512
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,288,687	2,242,947
Interest Payments on Bond Issues	448,125	232,066	680,191
Total Debt Service Expenditures	1,402,385	1,520,753	2,923,138
Operating Income Available After Bond Debt Service	$ 377,130	$ 1,159,244	$ 1,536,374
Debt Service Coverage Ratio	126.89%	176.23%	152.56%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (43,586)	$ 703,018	$ 659,433

Prepared by J.C. Kunkle and Associates, A.C.
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Charles Town Utility Board

Analysis of Debt Service Coverage - MADS Coverage after 2000 A Maturity with New Project Financing

For the year ended June 30, 2020

Revision 6

As of January 6, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Bond administrative fees on project debt	-	3,323	3,323
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,492,074	6,214,980
Operating Income Available for Debt Service	1,779,515	2,676,674	4,456,189
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,288,687	2,242,947
Interest Payments on Bond Issues	448,125	232,066	680,191
Principal Payment on Project Debt	-	99,820	99,820
Interest Payments on Project Debt	-	111,886	111,886
Total Debt Service Expenditures	1,402,385	1,732,459	3,134,844
Operating Income Available After Bond Debt Service	$ 377,130	$ 944,215	$ 1,321,345
Debt Service Coverage Ratio	126.89%	154.50%	142.15%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (43,586)	$ 424,477	$ 380,892

Project Financing Estimate:

	Principal	Interest	Admin. Fee	Total
$ 2,600,000 CWSRF .25% interest, .25% administrative fee, 40 years	$ 64,820	$ 6,036	$ 3,323	$ 74,179
$ 4,790,000 Public Bond Issue, 30 years	35,000	105,850	-	140,850
Total	$ 99,820	$ 111,886	$ 3,323	$ 215,029

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Charles Town Utility Board

Analysis of Debt Service Coverage - Equalization Coverage - Old Options

For the year ended June 30, 2020

Revision 6

As of January 6, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Bond administrative fees on project debt	-	3,323	3,323
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,492,074	6,214,980
Operating Income Available for Debt Service	1,779,515	2,676,674	4,456,189
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,288,687	2,242,947
Interest Payments on Bond Issues	448,125	232,066	680,191
Principal Payment on Project Debt	-	99,820	99,820
Interest Payments on Project Debt	-	111,886	111,886
Total Debt Service Expenditures	1,402,385	1,732,459	3,134,844
Operating Income Available After Bond Debt Service	$ 377,130	$ 944,215	$ 1,321,345
Debt Service Coverage Ratio	126.89%	154.50%	142.15%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (43,586)	$ 424,477	$ 380,892

Potential Rate Adjustments

	Charle Town +5% Former JCPSD -5% W/O Structure Adjustment	Charle Town +5% Former JCPSD Adopt Ranson Rates In Full	Charle Town +5% Former JCPSD Adopt Structure over 8 yrs Top -5%
Amount of Coverage in Excess of 130%	$ 380,892	$ 380,892	$ 380,892
Charles Town Adjustment	110,000	110,000	110,000
Former JCPSD Adjustment	(137,000)	(732,000)	(258,000)
Residual surplus	$ 353,892	$ (241,108)	$ 232,892

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Charles Town Utility Board

Analysis of Debt Service Coverage - Equalization Coverage - New Options

For the year ended June 30, 2020

Revision 6

As of January 6, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Bond administrative fees on project debt	-	3,323	3,323
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,492,074	6,214,980
Operating Income Available for Debt Service	1,779,515	2,676,674	4,456,189
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,288,687	2,242,947
Interest Payments on Bond Issues	448,125	232,066	680,191
Principal Payment on Project Debt	-	99,820	99,820
Interest Payments on Project Debt	-	111,886	111,886
Total Debt Service Expenditures	1,402,385	1,732,459	3,134,844
Operating Income Available After Bond Debt Service	$ 377,130	$ 944,215	$ 1,321,345
Debt Service Coverage Ratio	126.89%	154.50%	142.15%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (43,586)	$ 424,477	$ 380,892

Potential Rate Adjustments

Non-tiering Adjustment

	Charles Town +5% Former JCPSD -5% W/O Structure Adjustment	Charles Town +2.5% Former JCPSD -5% W/O Structure Adjustment	Charles Town +5% Former JCPSD -7.5% W/O Structure Adjustment	Charles Town +2.5% Former JCPSD -7.5% W/O Structure Adjustment	Charles Town +5% Former JCPSD -10.9% W/O Structure Adjustment	Charles Town +2.5% Former JCPSD -10.9% W/O Structure Adjustment
Amount of Coverage in Excess of 130%	$ 380,892	$ 380,892	$ 380,892	$ 380,892	$ 380,892	$ 380,892
Charles Town Adjustment	110,000	55,000	110,000	55,000	110,000	55,000
Former JCPSD Adjustment	(137,000)	(137,000)	(206,000)	(206,000)	(300,000)	(300,000)
Residual surplus	$ 353,892	$ 298,892	$ 284,892	$ 229,892	$ 190,892	$ 135,892

Tiering Adjustment

	Charles Town +5% Former JCPSD Adopt Structure over 8 yrs. Top -5%	Charles Town +2.5% Former JCPSD Adopt Structure over 8 yrs. Top -5%	Charles Town +5% Former JCPSD Adopt Structure over 8 yrs. Top -7.5%	Charles Town +2.5% Former JCPSD Adopt Structure over 8 yrs. Top -7.5%	Charles Town +5% Former JCPSD Adopt Structure over 8 yrs. Top -10.9%	Charles Town +2.5% Former JCPSD Adopt Structure over 8 yrs. Top -10.9%
Amount of Coverage in Excess of 130%	$ 380,892	$ 380,892	$ 380,892	$ 380,892	$ 380,892	$ 380,892
Charles Town Adjustment	110,000	55,000	110,000	55,000	110,000	55,000
Former JCPSD Adjustment	(258,000)	(258,000)	(324,000)	(324,000)	(414,000)	(414,000)
Residual surplus	$ 232,892	$ 177,892	$ 166,892	$ 111,892	$ 76,892	$ 21,892

Charles Town
Utility Board
661 S. George Street, Suite 101 Charles Town, WV 25414
Phone: (304) 725-2316 ♦ Fax: (304) 725-7150 ♦ Web: www.ctubwv.com

MEMORANDUM TO THE BOARD OF DIRECTORS

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: January 13, 2021

ADMINISTRATIVE

- Property transfer/auction – Date to be determined
- Customer Counts
  - Sewer 8,005 (1,907 billed by JUI)
  - Water 6,316
- Strategic Plan schedule
- Safety Training
- Board Member Training/Steptoe training

WATER

- Public Notice issued on violation
- GDF is finalizing their study on disinfection by-products. Board review January 27, 2021.

SEWER

- **Route 9 Sewer Project:**
  - Substantial Completion issued November 30, 2020. Final Payment date February 7, 2021.
- **Tuscawilla MBR #3 Replacement:**
  - Start-up scheduled for January 12, 2021.
- **NPDES Permit Renewal**
  - Permit Renewal application is complete and was submitted on December 28, 2020.
- **Renewal and Replacement Project:**
  - Electrical Engineers onsite January 6, 7, and 8th. GDF will have Preliminary design in January with presentation for the Board.

INFORMATION

- **Capacity Improvement Fee collection: See attached.**
- **Water and Sewer Treatment Plant Flows: See attached.**

Customer Name	Location	Lot Number	CIF Date Paid	Number of Sewer EDUs	Sewer CIF Amount Paid	Number of Water EDU's	Water CIF Amount Paid
K. Hovnanian	Shenandoah Springs	3M	1/9/2020	1	$ 2,752.00		
K. Hovnanian	Shenandoah Springs	7M	1/9/2020	1	$ 2,752.00		
Dan Ryan Builders	Aspen Greens	29	1/17/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	30	1/17/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	31	1/17/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	40	1/17/2020	1	$ 3,207.00		
K. Hovnanian	Shenandoah Springs	11M	1/30/2020	1	$ 2,752.00		
Dan Ryan Builders	Aspen Greens	35	2/5/2020	1	$ 3,207.00		
Dan Ryan Builders	Briar Run	313-316	2/19/2020	4	$ 12,828.00		
K. Hovnanian	Shenandoah Springs	12M	2/27/2020	1	$ 2,752.00		
K. Hovnanian	Shenandoah Springs	14M	2/27/2020	1	$ 2,752.00		
Hayslette	Jefferson Ave	3A	2/28/2020	1	$ 3,207.00	1	$ 2,576.00
Dan Ryan Builders	Briar Run	333-336	3/18/2020	4	$ 12,828.00		
Dan Ryan Builders	Aspen Greens	5	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	24	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	26	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	28	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	33	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	34	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	38	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	39	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	43	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	45	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	46	3/18/2020	1	$ 3,207.00		
F & A Builders	E. Liberty Street	32	3/25/2020	1	$ 1,127.00	1	$ 2,576.00
Dan Ryan Builders	Aspen Greens	32	4/2/2020	1	$ 3,207.00		
Blackford	8879 Charles Town Road		4/28/2020	1	$ 3,207.00		
Stanley Martin	Presidents Pointe	1-7	4/28/2020	7	$ 19,264.00		
Stanley Martin	Presidents Pointe	10-15	4/28/2020	6	$ 16,512.00		
Stanley Martin	Presidents Pointe	16-21	4/28/2020	6	$ 16,512.00		
Stanley Martin	Presidents Pointe	22-28	5/8/2020	7	$ 19,264.00		
Stanley Martin	Presidents Pointe	29-36	5/29/2020	8	$ 22,016.00		
Wormald	Beallair	106	5/29/2020	1	$ 3,207.00		
Lutman	Maple Avenue	4-8	6/16/2020	1	$ 1,127.00	1	$ 2,576.00
Devil's Due Distillery	Burr West	32	6/22/2020	0.2	$ 641.40		
Dan Ryan Builders	Briar Run	382-386	6/25/2020	5	$ 16,035.00		
Stanley Martin	Presidents Pointe	71-76	7/2/2020	6	$ 16,512.00		
RC Bent	Jefferson Terrace	16/17	7/21/2020			1	$ 2,576.00
Dan Ryan Builders	Briar Run	317-320	7/30/2020	4	$ 12,828.00		
Dan Ryan Builders	Briar Run	329	7/30/2020	1	$ 3,207.00		
Nella Constructors	100 Shenandoah Jct-DG		8/13/2020	0.31	$ 1,005.00		
Mark Roper	Jefferson Ave	2	8/20/2020	1	$ 3,207.00	1	$ 2,576.00
Dan Ryan Builders	Briar Run	328, 330-332	8/27/2020	4	$ 12,828.00		
Dan Ryan Builders	Beallair	107	9/21/2020	1	$ 3,207.00		
Shade	Sawmill Court		9/22/2020	1	$ 3,207.00		
Stanley Martin	Presidents Pointe	37-42	9/30/2020	6	$ 16,512.00		
Arbys	490 Euclid Ave, Suite 102		9/30/2020	8.26	$ 9,309.02	8.26	$ 21,277.76
Lutman	Parcel 58 Sawmill Ct		9/30/2020	1	$ 3,207.00		
Lutman	322 A N. Mildred St		9/30/2020	1	$ 1,127.00	1	$ 2,576.00
Lutman	Lot 19 Euclid Ave		9/30/2020	1	$ 3,207.00	1	$ 2,576.00
Lutman	322 B, 324B N. Mildred St		10/6/2020	2	$ 2,254.00	2	$ 5,152.00
Stanley Martin	Presidents Pointe	65-70	10/13/2020	6	$ 16,512.00		
Stanley Martin	Presidents Pointe	43-50	11/10/2020	8	$ 22,016.00		
Stanley Martin	Presidents Pointe	57-64	11/10/2020	8	$ 22,016.00		
Salgato	W. Washington Street	47	11/10/2020	1	$ 1,127.00	1	$ 2,576.00
McGuinn	843 Keyes Ferry Road		11/12/2020			1	$ 2,576.00
Dan Ryan Builders	Briar Run	321-324	12/4/2020	4	$ 12,828.00		
Dan Ryan Builders	Briar Run	325-327, 390	12/14/2020	4	$ 12,828.00		
			Totals =	**142.77**	**$ 394,998.42**	**19.26**	**$ 49,613.76**

Charles Town Utility Board
2020 Capacity Improvement Fee Collections/EDU for Sewer

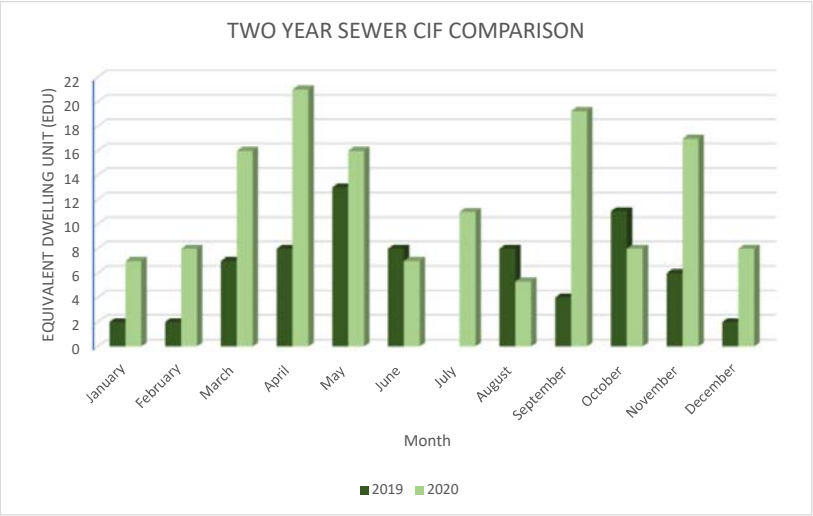
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-20		7	7	$ 21,084.00	$ 4,875.00	$ 16,209.00
Feb-20		8	8	$ 24,746.00	$ 3,250.00	$ 21,496.00
Mar-20		16	16	$ 49,232.00		$ 49,232.00
Apr-20		21	21	$ 58,702.00	$ 42,250.00	$ 16,452.00
May-20		16	16	$ 44,487.00	$ 13,000.00	$ 31,487.00
Jun-20	1	6	7	$ 17,803.40		$ 17,803.40
Jul-20		11	11	$ 32,547.00		$ 32,547.00
Aug-20		5.31	5.31	$ 17,040.00		$ 17,040.00
Sep-20		19.26	19.26	$ 39,776.02	$ 9,750.00	$ 30,026.02
Oct-20		8	8	$ 18,766.00	$ 9,750.00	$ 9,016.00
Nov-20		17	17	$ 45,159.00	$ 26,000.00	$ 19,159.00
Dec-20		8	8	$ 25,656.00		$ 25,656.00
Total 2020	**1**	**137**	**143.57**	**$ 394,998.42**	**$ 108,875.00**	**$ 286,123.42**

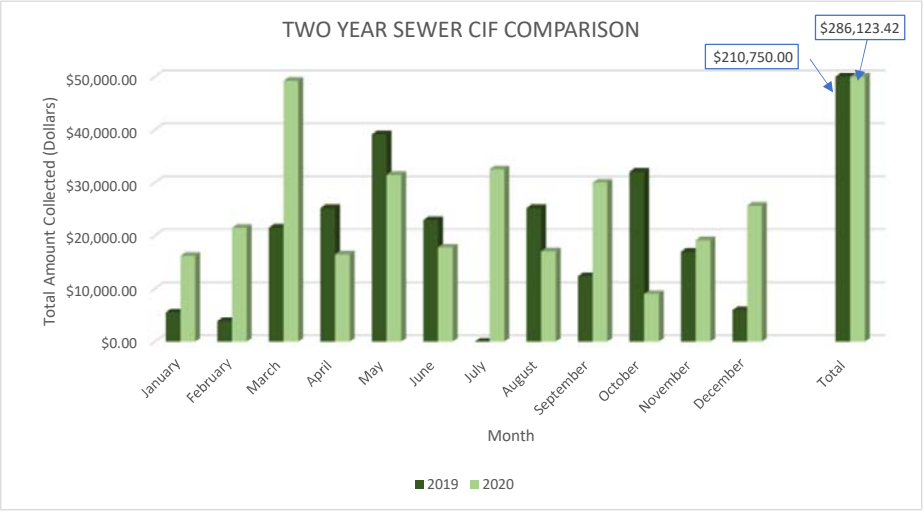
Charles Town Utility Board
2020 Capacity Improvement Fee Collections/EDU for Water

Month	Commercial	Residential	Total Number of EDU's	Total Water CIF
Jan-20				
Feb-20		1	1	$ 2,576.00
Mar-20		1	1	$ 2,576.00
Apr-20				
May-20				
Jun-20		1	1	$ 2,576.00
Jul-20		1	1	$ 2,576.00
Aug-20		1	1	$ 2,576.00
Sep-20		10.26	10.26	$ 26,429.76
Oct-20		2	2	$ 5,152.00
Nov-20		2	2	$ 5,152.00
Dec-20				
Total 2020	**0**	**19**	**19.26**	**$ 49,613.76**

Charles Town Utility Board 2019 Capacity Improvement Fee Collections/EDU for Sewer				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF**
January		2	2	$5,504.00
February		2	2	$3,879.00
March		7	7	$21,539.00
April		8	8	$25,201.00
May		13	13	$39,156.00
June		8	8	$22,926.00
July				$0.00
August		8	8	$25,201.00
September		4	4	$12,373.00
October	1.06	10	11.06	$32,045.00
November		6	6	$16,967.00
December		2	2	$5,959.00
Total	**1.06**	**70**	**71.06**	**$ 210,750.00**

Charles Town Utility Board 2020 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-20		7	7	$21,084.00	$4,875.00	$16,209.00
Feb-20		8	8	$24,746.00	$3,250.00	$21,496.00
Mar-20		16	16	$49,232.00		$49,232.00
Apr-20		21	21	$58,702.00	$42,250.00	$16,452.00
May-20		16	16	$44,487.00	$13,000.00	$31,487.00
Jun-20	1	6	7	$17,803.40		$17,803.40
Jul-20		11	11	$32,547.00		$ 32,547.00
Aug-20		5.31	5.31	$17,040.00		$ 17,040.00
Sep-20		19.26	19.26	$39,776.02	$9,750.00	$ 30,026.02
Oct-20		8	8	$18,766.00	$9,750.00	$ 9,016.00
Nov-20		17	17	$45,159.00	$26,000.00	$ 19,159.00
Dec-20		8	8	$25,656.00		$ 25,656.00
Total 2020	**1**	**137**	**143.57**	**$394,998.42**	**$108,875.00**	**$286,123.42**

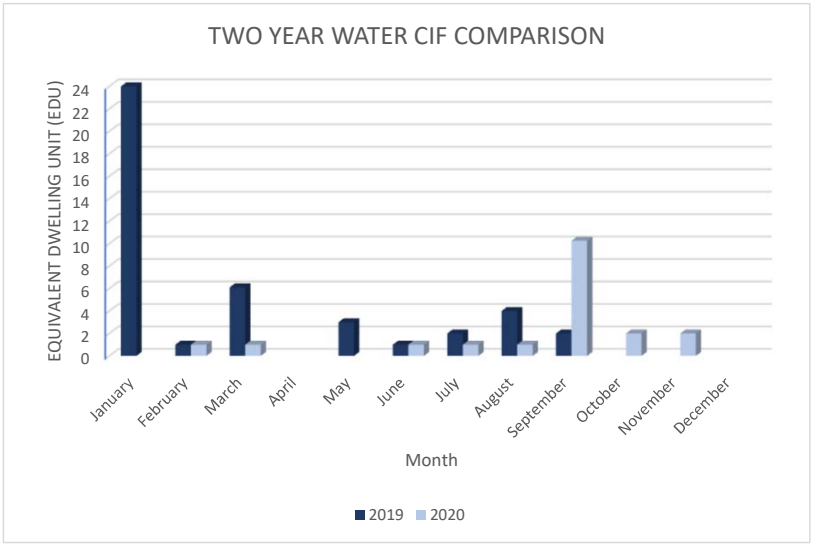


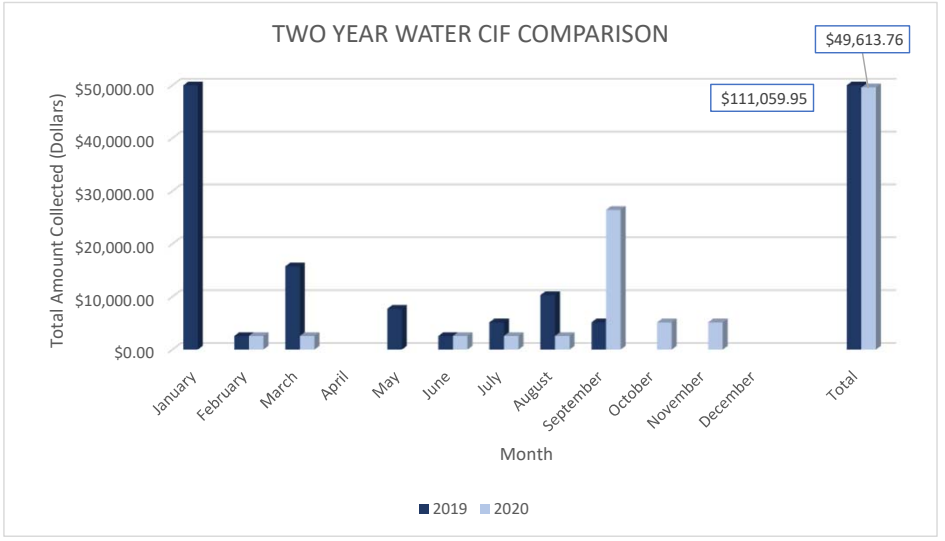


As of January 1, 2021
Water CIF Tracking

Charles Town Utility Board 2019 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
January	24		24	$ 61,824.00
February		1	1	$ 2,576.00
March	5.11	1	6.11	$ 15,747.95
April				
May		3	3	$ 7,728.00
June	1		1	$ 2,576.00
July	2		2	$ 5,152.00
August		4	4	$ 10,304.00
September		2	2	$ 5,152.00
October				
November				
December				
Total	**32.11**	**11**	**43.11**	**$ 111,059.95**

Charles Town Utility Board 2020 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-20				
Feb-20		1	1	$ 2,576.00
Mar-20		1	1	$ 2,576.00
Apr-20				
May-20				
Jun-20		1	1	$ 2,576.00
Jul-20		1	1	$ 2,576.00
Aug-20		1	1	$ 2,576.00
Sep-20		10.26	10.26	$ 26,429.76
Oct-20		2	2	$ 5,152.00
Nov-20		2	2	$ 5,152.00
Dec-20				
Total 2020	**0**	**19**	**19.26**	**$ 49,613.76**





CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	4,667
2016	1.75	419	1.14	0.61	610,000	4,067
2017	1.75	393	1.08	0.67	670,000	4,467
2018	1.75	491	1.34	0.41	410,000	2,733
2019	1.75	459	1.26	0.49	490,000	3,267
2020	1.75	419.7	1.15	0.60	603,333	4,022

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2015	0.5	48	0.13	0.37	370,000	2,467
2016	0.5	49	0.13	0.37	370,000	2,467
2017	0.5	48	0.14	0.36	360,000	2,400
2018	0.5	78	0.21	0.29	290,000	1,933
2019	0.5	55.24	0.15	0.35	350,000	2,333
2020	0.5	1.09	0.16	0.34	340,000	2,267

Total EDU's available between CT and Tuscawilla	
2015	7,133
2016	6,533
2017	6,867
2018	4,667
2019	5,600
2020	6,289

2018		
	Total	AVERAGE
JANUARY	32.66	1.05
FEBRUARY	30.25	1.08
MARCH	32.34	1.04
APRIL	31.04	1.04
MAY	52.19	1.68
JUNE	39.84	1.33
JULY	39.86	1.29
AUGUST	43.63	1.41
SEPTEMBER	42.24	1.41
OCTOBER	45.50	1.47
NOVEMBER	50.36	1.68
DECEMBER	50.97	1.64
Annual Total	490.87	1.34

2019		
	Total	AVERAGE
JANUARY	51.37	1.66
FEBRUARY	43.72	1.56
MARCH	44.32	1.43
APRIL	37.29	1.24
MAY	45.1	1.45
JUNE	33.83	1.13
JULY	39.09	1.26
AUGUST	33.33	1.08
SEPTEMBER	30.89	1.03
OCTOBER	32.86	1.06
NOVEMBER	30.65	1.02
DECEMBER	36.55	1.18
Annual Total	459	1.26

2020		
	Total	AVERAGE
JANUARY	39.05	1.26
FEBRUARY	36.74	1.27
MARCH	36.76	1.19
APRIL	33.32	1.11
MAY	35.50	1.15
JUNE	33.44	1.11
JULY	34.45	1.11
AUGUST	32.65	1.05
SEPTEMBER	32.43	1.08
OCTOBER	33.91	1.09
NOVEMBER	33.49	1.12
DECEMBER	37.96	1.22
Annual Total	419.7	1.15

2018		
	Total	AVERAGE
JANUARY	4.00	0.13
FEBRUARY	3.52	0.13
MARCH	3.71	0.12
APRIL	3.79	0.13
MAY	6.29	0.20
JUNE	8.27	0.28
JULY	5.97	0.19
AUGUST	7.42	0.24
SEPTEMBER	8.94	0.30
OCTOBER	7.10	0.23
NOVEMBER	10.90	0.36
DECEMBER	8.31	0.27
Annual Total	78.22	0.21

2019		
	Total	AVERAGE
JANUARY	6.25	0.2
FEBRUARY	4.98	0.18
MARCH	7.53	0.24
APRIL	5.28	0.18
MAY	7.88	0.25
JUNE	3.75	0.12
JULY	4.2	0.14
AUGUST	3.75	0.12
SEPTEMBER	3.64	0.12
OCTOBER	3.97	0.13
NOVEMBER	3.66	0.12
DECEMBER	0.35	0.01
Annual Total	55.24	0.15

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST	1.09	0.16
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	1.09	0.16

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03498	1,034,980	6,900
2020	2.8	615.64	1.68	1.12	1,117,946	7,453

2019		
	Total	AVERAGE
JANUARY	52,264,325	1,685,946
FEBRUARY	48,901,884	1,746,496
MARCH	52,112,735	1,681,056
APRIL	51,316,538	1,710,551
MAY	56,973,829	1,837,865
JUNE	55,111,832	1,837,061
JULY	57,587,563	1,857,663
AUGUST	58,291,878	1,880,383
SEPTEMBER	53,642,580	1,788,086
OCTOBER	54,262,184	1,750,393
NOVEMBER	50,656,056	1,688,535
DECEMBER	53,202,360	1,716,205
Annual Total	644,323,764	1,765,020

2020		
	Total	AVERAGE
JANUARY	53,689,445	1,731,918
FEBRUARY	49,700,448	1,713,809
MARCH	51,009,216	1,645,459
APRIL	46,966,864	1,565,562
MAY	50,753,036	1,637,195
JUNE	52,587,142	1,752,905
JULY	54,394,477	1,754,661
AUGUST	54,972,785	1,773,316
SEPTEMBER	50,996,141	1,699,871
OCTOBER	51,222,251	1,652,331
NOVEMBER	49,014,344	1,633,811
DECEMBER	50,338,278	1,623,815
Annual Total	615,644,427	1,682,054

GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	283,900	9,158
OCTOBER	265,000	8,548
NOVEMBER	250,800	8,360
DECEMBER	243,500	7,855
Annual Total	1,043,200	8,480

CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.036	0.59	0.00	0.03	31,210	

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	141,900	4,577
OCTOBER	140,300	4,526
NOVEMBER	151,500	5,050
DECEMBER	155,200	5,006
Annual Total	588,900	4,790

ATTORNEY TIM STRANKO, PLLC
424 Park Street
MORGANTOWN, WV 26501
304.288.7538/TStranko@wvcitylaw.com

West Virginia Bar ID# 7236

15 December 2020

Kristen Stolipher
Utility General Manager
661 South George Street, Suite 101
Charles Town WV 25414
Via e-mail kstolipher@ctubwv.com

RE*:* **Legal Services Proposal**

Dear Ms. Stolipher:

Attached please find a proposal from my firm to provide the Utility Board with legal services. I trust that you will agree that my training, experience and abilities make me a great match to join the CTUB team.

I look forward to our work together in service to the Board and its ratepayers.

Happy holidays and all the best for continued excellence in 2021!

Truly yours,

Tim

Timothy P. Stranko
Managing Member

Enclosures:
Proposal
Exhibit A: Resume
Exhibit B: Certificate of good standing

Charles Town Utility Board Proposal for Legal Services

15 December 2020

1. ***Firm name: Attorney Tim Stranko, PLLC***

   I organized as a PLLC in 2016 after serving as a partner (member) of two large West Virginia law firms. This arrangement allows me to focus solely upon representation of public sector clients without the significant overhead costs imposed by larger firms.

2. ***Contact Information***:

   Attorney Tim Stranko, PLLC
   424 Park Street
   Morgantown WV 26501
   304-288-7538
   TStranko@wvcitylaw.com

3. ***Serving Attorney***:

   I will provide 24/7 comprehensive legal services to the Board, General Manager and Staff.

4. ***Education and experience***:

   Please see my resume, attached at Exhibit A. My engineering education and experience as a public servant attorney and executive leader allow me to be a pragmatic, constructive and effective member of the Board's leadership team.

5/6. ***Three current public utility/municipal clients and services provided*:**

Clarksburg Water Board
Al Cox, President 304-216-5251
General Counsel, providing comprehensive legal services to the Water Board and management/staff

City of Westover/Westover Sanitary Board
Dave Johnson, Mayor and Chair 304-685-4200
City Attorney and General Counsel, providing *comprehensive legal services to City Council, the Sanitary Board and management/staff*

Putnam Public Service District
Mike McNulty, General Manager 304-419-3286
Legal Counsel, providing legal services to the PSD Board and management

7. ***My legal philosophy (great question!)****:*

Counsel to a public sector enterprise is a public servant, but not an elected or appointed official. The public sector attorney has a duty to provide these officials accurate, experienced and well-considered legal advice and management support to execute lawful decisions of the governing body. Ultimately, Counsel serves and is responsible to the Ratepayers, both present and future.

In consolidating twelve private utilities to create the Morgantown Utility Board's Cheat Lake Division, I found the key to establishing a successful regional public utility is effective and succinct fact-based advocacy, with focus upon public health and the water environment, ratepayer cost and the organizational efficiencies of economy of scale and scope.

I am an experienced, enthusiastic and credible advisor and teammate to accomplish these ends.

8. ***Actions against CTUB in past five years***:

None. I do not represent parties adverse to any public utility or other public sector entity.

9. ***Three largest utility projects in past five years***:

Client: Raleigh County Public Service District
Task/Outcome: Merger of Raleigh County PSDs, including rate design, management and governance planning.

Client: Morgantown Utility Board
Task/Outcome: Serve as Local Counsel and project team member for $101M wastewater project and $47M water project

Client: City of Ranson
Task/Outcome: Conveyance of the Ranson sewer utility to CTUB

10. ***Potential conflicts of interest:***

A conflict of interest exists when representation of one client would be directly adverse to the interests of another client, or where there is a risk that work for one client may be limited by obligations to another.

I serve as City Attorney for Ranson. This proposal is made with consent of the City because neither I nor the City leadership can foresee a matter where the two entities would be adverse. On the contrary, a successful regional utility is, in many ways, a partnership between the serving utility and those political subdivisions within its service area.

While serving as Counsel to Morgantown Utility Board, I also served as City Attorney for Westover, a City located within the MUB service area. There was no conflict or near conflict during the seven years of dual representation, and both entities enjoyed close, cordial and mutually supportive relations as a result of this arrangement.

11. ***Malpractice Insurance:***

My firm maintains professional lawyer's liability insurance in the amount of $2M per claim and $2M aggregate, underwritten by ALPS Property and Casualty Insurance Company. (Policy # ALPS 20437-4). Liability coverage in these amounts or more will be continued uninterrupted throughout my practice.

12. ***West Virginia professional legal and business licensing:***

My firm is registered by the West Virginia Secretary of State as a professional limited liability company (eff. 9/1/2016). My certificate of good standing, issued by the West Virginia Bar Association, is attached at Exhibit B.

13/14. ***Grievances or lawsuits against Applicant:***

None.

15. ***Business license***

If appointed, my firm will acquire and maintain a Charles Town business license.

Attachments:

Exhibit A: Resume

Exhibit B: WV Bar Certificate of Good Standing

CHARLES TOWN UTILITY BAORD

Proposed Fee Schedule for Legal Services – Utilities

The following rates are proposed for Legal Services – Utilities to CTUB by the firm listed below:

General Legal Advice and Representation: $250
(per hour rate)

Other Fees and Expenses (please explain):

Travel costs are billed at prevailing IRS mileage rate. No charge for travel time for two trips per month; Additional trips billed at $100/hour. Costs advanced are billed as incurred. Hourly rate work is billed in increments of 15 minutes.

I, Timothy P. Stranko, Managing Member of Attorney Tim Stranko, PLLC and acting on behalf of this West Virginia limited liability company, certify that I have reviewed and fully understand the CTUB Request for Qualifications for Legal Services. I further certify and swear that the information submitted in response to the Request for Qualifications is a true, correct and complete representation of the firm's ability to provide such services.

Timothy P. Stranko 15 December 2020

TIMOTHY P. STRANKO
424 Park Street
Morgantown, WV 26501
304-288-7538
TStranko@wvcitylaw.com

CURRENT OCCUPATION

Managing Member, Attorney Tim Stranko, PLLC

General civil law practice, with emphasis upon West Virginia public sector clients. A review of representative clients and experience is attached at Exhibit 1.

PRIOR OCCUPATIONS

Member, Steptoe & Johnson PLLC
Member, Kay, Casto & Cheney, PLLC
General Counsel (In-House), Morgantown Utility Board
Adjunct Faculty, West Virginia University College of Business and Economics
Quality Control Engineer and Statistician, Michelin Tire Company
U.S. Army Enlisted and Commissioned service (Lieutenant Colonel (Ret), U. S. Army)

EDUCATION

United States Military Academy (BS, Civil Engineering)
University of Pittsburgh School of Law (JD)
West Virginia University (MBA)
United States Army Command and General Staff College (Graduate)
United States Army Engineer Officer Advanced Course (Graduate)
United States Army Infantry Officed Advanced Course (Graduate)
United States Army Airborne, Ranger and Light Fighter Schools (Graduate)
Unites States Army Inspector General School (Graduate)
Eagle Scout, Boy Scouts of America

VOLUNTEER ACTIVITIES

Commissioner, City of Morgantown Planning Commission (3rd term)
Vice-Chair, Campus Neighborhood Revitalization Corporation ("Sunnyside Up")
Member, Morgantown Land Reuse and Preservation Agency
Past President and former Director, United Way of Monongalia and Preston Counties
Director, West Virginia Rural Water Association
Founding Director, West Virginia Municipal Water Quality Association
Public Member, West Virginia Infrastructure and Jobs Development Council
Public Member, WVDEP TMDL Advisory Board

Exhibit 1
Timothy P. Stranko

Representative Municipal/Public Utility Clients:

Beckley Sanitary Board
Bluefield
Clarksburg Water Board
Elkins
Huntington Sanitary Board
Lewisburg
Martinsburg
Morgantown Utility Board
Moundsville
Parkersburg Utility Board
Putnam Public Service District
Raleigh County Public Service District
Randolph County Commission
Ranson
St. Albans
Upshur County Commission
Vienna
Weirton
Weston
Westover
Westover Sanitary Sewer Board
Wheeling
Williamson

WV Clean Water Coalition, Inc. (Chesapeake Bay municipal compliance coalition)
West Virginia Municipal League, Inc.
West Virginia Rural Water Association, Inc.
West Virginia Infrastructure and Jobs Development Council (Public Member)

Lead Counsel/Advocate:

Utility rate ordinances: Participate as public utility Lead Counsel in all phases of utility rate making and advocacy, including rate design, local advocacy, municipal rate ordinances and regulatory filings. Defend rate challenges before the Public Service Commission.

Public debt: Propose, evaluate, and serve as facilitator and Local Counsel for public borrowings to fund public infrastructure capital projects, including non-taxable and taxable bond issues and tax increment financing.

Utility consolidation: Serve as Counsel for acquired and acquiring utilities; Negotiate combinations and prepare conveying documents; Obtain regulatory approval of combinations.

Municipal annexation: Plan and execute municipal annexations, including annexations by petition and minor boundary adjustments.

Municipal stormwater: Draft and advocate enabling ordinances, rate design and regulations for creation and operation of municipal stormwater utilities.

Legislative Advocacy: Perform general lobbying duties for the Municipal League, Rural Water Association and individual public sector clients. Initial draftsman and lead Legislative advocate for:

HB 2877 (2001): Establishing municipal stormwater utilities and rate authority
SB 454 (2004): Enabling municipal powers to cease water pollution
SB 245 (2011): Chesapeake Bay funding and compliance
SB 234 (2015): Utility deregulation

Eminent domain: Prepare and litigate to conclusion public utility and municipal condemnations.

Municipal charters: Draft or amend municipal charters, including initial drafting, advocacy and process management.

Civil advocacy: Represent utilities and cities before the West Virginia Supreme Court, West Virginia Circuit Courts, Federal District Courts, West Virginia County Commissions, the West Virginia Environmental Quality Board; the West Virginia Public Service Commission; the West Virginia Ethics Commission and the West Virginia Bureau of Employment Programs.

WEST VIRGINIA STATE BAR

Certificate of Good Standing

Timothy P. Stranko - WVSB ID# 7236

This is to certify that, according to the records of the West Virginia State Bar, Timothy P. Stranko, of Morgantown, WV, was admitted to practice law by the Supreme Court of Appeals of WV on September 30, 1996.

According to the records of the West Virginia State Bar, as of December 14, 2020, Timothy P. Stranko is currently an Active Member in good standing with the West Virginia State Bar.

Anita R. Casey, Esquire
Executive Director
The West Virginia State Bar

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VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
50 WATER FUND	87,148.97
60 SEWER FUND	418,964.74
GRAND TOTAL:	506,113.71

TOTAL PAGES: 7

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 506,113.71
Security Deposit Refunds: 1,194.39

Total: $ 507,308.10

Note:

Highlighted invoices to be reimbursed by the Route 9 Sewer Project Escrow Account;

Highlighted invoices to be reimbursed for the Tuscawilla MBR Project - Basin #3;

Highlighted invoices to be reimbursed by the developer

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	GENERAL EMPLOYER COUNSELIN	SEWER FUND	SEWER		307.75
				TOTAL:	3,817.75
ASHLEY STOTTLEMYER	CELL REIMBRSMNT 7/1-12/31/	WATER FUND	WATER		75.00
	CELL REIMBRSMNT 7/1-12/31/	SEWER FUND	SEWER		75.00
				TOTAL:	150.00
GERALD TAYLOR CO., INC.	PUMP/ TRANSPORT	WATER FUND	WATER		673.67
	PUMP/ TRANSPORT	WATER FUND	WATER		479.75
	PUMP/ TRANSPORT	WATER FUND	WATER		227.25
	PUMP/ TRANSPORT	WATER FUND	WATER		866.58
	SUPERVAC WET WELLS	SEWER FUND	SEWER		1,414.14
				TOTAL:	3,661.39
THE CI THORNBURG CO, INC.	COMMAND LINK REPAIR	WATER FUND	WATER		1,020.00
	DUAL PORT TRANSCEIVER UNIT	WATER FUND	WATER		1,671.31
	CHLORINE	WATER FUND	WATER		903.00
				TOTAL:	3,594.31
TUSCAWILLA HILLS HOA INC	HOA DUES JAN 2021	WATER FUND	WATER		36.00
				TOTAL:	36.00
TYLER TECHNOLOGIES	MAINT: FEB 2/01/21 - 1/31/	WATER FUND	WATER		10,301.44
	MAINT: FEB 2/01/21 - 1/31/	SEWER FUND	SEWER		10,301.44
				TOTAL:	20,602.88
UNITED BANK	WA/SWR BOND: FAST AGENT AN	WATER FUND	WATER		50.00
				TOTAL:	50.00
USA BLUEBOOK	METER IDLER, LONG HNDL DIP	WATER FUND	WATER		674.94
	DISINFECTANT SPRAY	SEWER FUND	SEWER		319.90
	SUPPIES WWTP	SEWER FUND	SEWER		857.69
	LEVER HOIST	SEWER FUND	SEWER		444.95
				TOTAL:	2,297.48
VALLEY CREDIT SERVICE, INC.	PSD NOV COLLECTIONS	SEWER FUND	SEWER		243.79
				TOTAL:	243.79
WIRELESS NETWORKS GROUP, INC.	MISC SERVICES	WATER FUND	WATER		675.00
				TOTAL:	675.00
WV CONSOLIDATED PUBLIC RETIREMENT BOAR	RETIREMENT PAYABLE CORRECT	WATER FUND	WATER		38.47
	RETIREMENT PAYABLE CORRECT	SEWER FUND	SEWER		38.47
				TOTAL:	76.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	5,331.67
OSCAR REYES	CELL REIMBRSMNT 7/1-12/31/	SEWER FUND	SEWER	150.00
			TOTAL:	150.00
RK & K ENGINEERS	TO10 JEFFRSN MMRL FRC MAIN	SEWER FUND	NON-DEPARTMENTAL	103.95
	TO12 FOREST AVE/FAIRFAX CR	SEWER FUND	NON-DEPARTMENTAL	2,476.17
	TO13 DECOMM BELVEDERE PS	SEWER FUND	NON-DEPARTMENTAL	4,982.85
	TO1 SUB5 CONGRESS/ALVIS AL	SEWER FUND	SEWER	493.43
	TO14 MNHLEVAL@EVITTS/BRWNV	SEWER FUND	SEWER	831.60
			TOTAL:	8,888.00
ROSS H BARE	RANSON PS #2 PMP	SEWER FUND	SEWER	750.00
	CTWWTP #4 BLWR	SEWER FUND	SEWER	750.00
			TOTAL:	1,500.00
SHENANDOAH SALES & SERVICE, INC.	2017 FORD F150	WATER FUND	WATER	14.00
	2011 FORD F-150	WATER FUND	WATER	334.32
	SVC @ TUSC	SEWER FUND	SEWER	611.80
	SVC @ TUSC	SEWER FUND	SEWER	265.72
	2013 FORD F-250 ROBBIE'S T	SEWER FUND	SEWER	1,007.81
	2012 FORD F350	SEWER FUND	SEWER	462.77
	TUSC SVC CALL-GODWIN PUMP	SEWER FUND	SEWER	829.47
	2011 FORD F-150 BRAKES	SEWER FUND	SEWER	371.88
	SVC @ TUSCAWILLA	SEWER FUND	SEWER	265.72
	JOHN DEERE SVC CALL	SEWER FUND	SEWER	85.00
			TOTAL:	4,248.49
LAW OFFICES OF HOY SHINGLETON, L.C.	ROXUL 12/30/20	SEWER FUND	NON-DEPARTMENTAL	97.50
	2021 PROJECT 12/02/20	SEWER FUND	SEWER	585.00
	GENERAL 12/15 - 12/21/20	SEWER FUND	SEWER	845.00
			TOTAL:	1,527.50
ROBBIE SHIPE	CELL REIMBRSMNT 7/1-12/31/	SEWER FUND	SEWER	150.00
			TOTAL:	150.00
APRIL SHULTZ	CELL REIMBRSMNT 7/1-12/31/	WATER FUND	WATER	75.00
	CELL REIMBRSMNT 7/1-12/31/	SEWER FUND	SEWER	75.00
			TOTAL:	150.00
SNYDER ENVIRONMENTAL SERVICES, INC	CNTCTR AP#11 RT9 PRJCT	SEWER FUND	NON-DEPARTMENTAL	178,416.43
			TOTAL:	178,416.43
SPRINT	MONTHLY CELL SERVICE	WATER FUND	WATER	195.68
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	54.48
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	155.68
			TOTAL:	405.84
MICHAEL CRAIG STARLIPER	JETTS FARM REPAIR: 12/29-1	SEWER FUND	SEWER	1,650.00
			TOTAL:	1,650.00
DAVID STAUBS	CELL REIMBRSMNT 7/1-12/31/	SEWER FUND	SEWER	150.00
			TOTAL:	150.00
STEPTOE & JOHNSON PLLC	CNSTRCTN STRMWTR PRMT ISSU	SEWER FUND	NON-DEPARTMENTAL	2,000.00
	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER	1,510.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	EQUIPMENT RENTAL	SEWER FUND	SEWER	300.00
			TOTAL:	2,388.49
JOHN P PLACE, INC.	SERVICE MAINT CTWWTP	SEWER FUND	SEWER	1,375.00
	SERVICE MAINT MOUNTAINEER	SEWER FUND	SEWER	995.00
	SERVICE MAINT PARK LS	SEWER FUND	SEWER	1,100.00
			TOTAL:	3,470.00
JOHNNY BLUE, INC	WOODLAWN PROJECT	SEWER FUND	SEWER	149.24
			TOTAL:	149.24
THE JOURNAL	AD:QLFCTNS/LGLSVCS 11/30-1	WATER FUND	WATER	217.27
	AD:QLFCTNS/LGLSVCS 11/30-1	SEWER FUND	SEWER	217.27
			TOTAL:	434.54
KABLE EXCAVATING, LLC	HAUL STN: QUARRY 2 PINEVIE	SEWER FUND	SEWER	1,577.84
			TOTAL:	1,577.84
KROHNE INC	ORDER 270084133 S&H	SEWER FUND	NON-DEPARTMENTAL	108.98
			TOTAL:	108.98
MAGAHA, INC.	WTP BOOSTER PMP: 10/26/20	WATER FUND	WATER	225.00
	CT WTP & TUSC: 10/27, 11/3	SEWER FUND	NON-DEPARTMENTAL	150.00
	TUSC PLANT: 10/26 - 11/02/	SEWER FUND	NON-DEPARTMENTAL	2,062.50
	COUNTY GREEN: 10/30/20	SEWER FUND	SEWER	150.00
			TOTAL:	2,587.50
TRAVIS MARKLEY	CELL REIMBRSMNT 7/1-12/31/	SEWER FUND	SEWER	150.00
			TOTAL:	150.00
DAVID MARTIN	CELL REIMBRSMNT 7/1-12/31/	WATER FUND	WATER	75.00
	CELL REIMBRSMNT 7/1-12/31/	SEWER FUND	SEWER	75.00
			TOTAL:	150.00
MISSION COMMUNICATIONS, INC.	11TH, 4TH AVE PS	SEWER FUND	SEWER	694.80
			TOTAL:	694.80
THOMAS NALLS	DEC TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,443.48
			TOTAL:	3,443.48
NB & C ENGINEERING SERVICES, LLC	STRUCTURAL ANALYSIS	WATER FUND	WATER	1,100.00
			TOTAL:	1,100.00
LOGICAL CONCEPTS, INC	MONITORING LIFT& PUMP STAT	SEWER FUND	SEWER	468.00
			TOTAL:	468.00
PACE ANALYTICAL SERVICES, LLC	TESTING: WATER PLANT	WATER FUND	WATER	195.00
	TESTING: WATER PLANT	WATER FUND	WATER	663.00
	TESTING: CT WEEKLY	SEWER FUND	SEWER	182.87
	TESTING: CT WEEKLY	SEWER FUND	SEWER	190.30
	TESTING: CT FARM	SEWER FUND	SEWER	257.85
	TESTING: CT WEEKLY	SEWER FUND	SEWER	199.98
			TOTAL:	1,689.00
CORPORATION OF RANSON	NOV UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	2,617.47
	DEC UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	2,714.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	PCARD 4726	WATER FUND	WATER		196.59
	PCARD 4726	WATER FUND	WATER		1,949.00
	PCARD 4726	SEWER FUND	NON-DEPARTMENTAL		1,855.00
	PCARD 4726	SEWER FUND	SEWER		1,826.98
	PCARD 4726	SEWER FUND	SEWER		168.00
	PCARD 4726	SEWER FUND	SEWER		1,392.92
	PCARD 4726	SEWER FUND	SEWER		56.34
	PCARD 4726	SEWER FUND	SEWER		3,125.00
	PCARD 4726	SEWER FUND	SEWER		1,949.00
	PCARD 4726	SEWER FUND	SEWER		138.75
				TOTAL:	16,967.28
GUTTMAN ENERGY	W/E 10/04/20	WATER FUND	WATER		236.30
	W/E 11/29/20	WATER FUND	WATER		172.69
	W/E 12/13/20	WATER FUND	WATER		316.60
	W/E 12/20/20	WATER FUND	WATER		183.41
	W/E 12/27/20	WATER FUND	WATER		129.24
	W/E 1/03/21	WATER FUND	WATER		545.70
	W/E 10/04/20	SEWER FUND	SEWER		610.22
	W/E 11/29/20	SEWER FUND	SEWER		934.29
	W/E 12/13/20	SEWER FUND	SEWER		540.05
	W/E 12/20/20	SEWER FUND	SEWER		756.38
	W/E 12/27/20	SEWER FUND	SEWER		459.84
	W/E 1/03/21	SEWER FUND	SEWER		583.18
				TOTAL:	5,467.90
HACH COMPANY	CHEMICALS WTP	WATER FUND	WATER		1,803.56
	CHEMICALS WTP	WATER FUND	WATER		203.00
	CHEMICALS WTP	WATER FUND	WATER		738.42
				TOTAL:	2,744.98
HATCH ASSOCIATES CONSULTANTS, INC.	TO10 H-363705 MAGNOLIA SPR	SEWER FUND	NON-DEPARTMENTAL		24,529.25
	TO4 H-359787 RT 9 PRJCT	SEWER FUND	NON-DEPARTMENTAL		71,215.63
				TOTAL:	95,744.88
MELANIE HEATHER	CELL REIMBRSMNT 7/1-12/31/	WATER FUND	WATER		150.00
				TOTAL:	150.00
HOME DEPOT CREDIT SERVICES	HOME DEPOT CARD 6054	SEWER FUND	SEWER		566.03
				TOTAL:	566.03
PROTOUCH COMMUNICATIONS, LLC DBA INTOU	NOV,DEC SVCS:AFTER-HRS EMR	WATER FUND	WATER		475.85
				TOTAL:	475.85
INWOOD QUARRY, INC.	#8 STONE PICKUP: 1/05/21	WATER FUND	WATER		281.19
				TOTAL:	281.19
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER		172.16
	SHREDDING, STORAGE	SEWER FUND	SEWER		172.15
				TOTAL:	344.31
J/R'S PLUMBING	LBR,MTRLS:N MARSHLL, E 13T	SEWER FUND	SEWER		1,170.83
				TOTAL:	1,170.83
JAMES RIVER EQUIPMENT	RPLC TIRES ON BACKHOE	WATER FUND	WATER		1,788.49
	EQUIPMENT RENTAL	SEWER FUND	SEWER		300.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
COYNE CHEMICAL	AMMONIUM SULFATE,HYDROFLUO	WATER FUND	WATER		2,278.75
	ZETAG 8868FS	SEWER FUND	SEWER		6,454.23
	CES PACL 2000	SEWER FUND	SEWER		11,024.00
	ZETAG 8868FS	SEWER FUND	SEWER		6,454.23
				TOTAL:	26,211.21
CRYSTAL SPRINGS	MONTHLY SVC@ 661 S GEORGE	WATER FUND	WATER		26.51
	MONTHLY SVC@ 661 S GEORGE	SEWER FUND	SEWER		26.51
				TOTAL:	53.02
CUMMINS, INC	HUNTFIELD BSTR-CLNT HTR	WATER FUND	WATER		881.51
	MOOSE LODGE- BSTR HTR	SEWER FUND	SEWER		1,151.76
	WOODLAWN-MULT REPAIRS	SEWER FUND	SEWER		2,065.37
	JEFFERSON HIGH-CLNT HTR	SEWER FUND	SEWER		1,083.65
	JEFFERSON HIGH-MULT REPAIR	SEWER FUND	SEWER		4,254.97
	CRANES LN-BREAKER INSTALLE	SEWER FUND	SEWER		469.31
	CRANES LN-INSPECTION	SEWER FUND	SEWER		165.25
	BEALLAIR ESTS- FULL PM SVC	SEWER FUND	SEWER		364.48
	BELVEDERE HEIGHTS- FULL PM	SEWER FUND	SEWER		243.25
	BURR OFFICE PARK-FULL PM S	SEWER FUND	SEWER		358.91
	CRANES LN-FULL PM SVC	SEWER FUND	SEWER		263.00
	4TH AVE PS- FULL PM SVC	SEWER FUND	SEWER		543.38
	JEFFERSON HIGH-FULL PM SVC	SEWER FUND	SEWER		389.06
	JETTS FARM- FULL PM SVC	SEWER FUND	SEWER		368.91
	JOB CORPS- FULL PM SVC	SEWER FUND	SEWER		358.91
	MOOSE LODGE- FULL PM SVC	SEWER FUND	SEWER		297.49
	ORCHARD HILLS- FULL PM SVC	SEWER FUND	SEWER		309.49
	RACE TRACK- FULL PM SVC	SEWER FUND	SEWER		309.49
	SH#1- FULL PM SVC	SEWER FUND	SEWER		411.73
	SH#2- FULL PM SVC	SEWER FUND	SEWER		411.73
	WOODLAWN MHP- FULL PM SVC	SEWER FUND	SEWER		285.74
	JOB CORPS- FULL PM SVC	SEWER FUND	SEWER		358.91
				TOTAL:	15,346.30
DELL MARKETING L.P.	OPTIPLEX 5080 SFF BTX	WATER FUND	WATER		1,056.99
	OPTIPLEX 5080 SFF BTX	SEWER FUND	SEWER		1,056.99
				TOTAL:	2,113.98
WV DEPT OF HEALTH & HUMAN SERVICES	FLOURIDE TEST	WATER FUND	WATER		15.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		100.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		160.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		100.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		140.00
				TOTAL:	515.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER		3,717.12
	INSTALLMENT	SEWER FUND	SEWER		2,090.88
				TOTAL:	5,808.00
ERA	PH, WASTEWATER	SEWER FUND	SEWER		251.13
				TOTAL:	251.13
FIFTH THIRD BANK	PCARD 4726	WATER FUND	WATER		1,827.08
	PCARD 4726	WATER FUND	WATER		314.53
	PCARD 4726	WATER FUND	WATER		187.52
	PCARD 4726	WATER FUND	WATER		1,980.57

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
KERRY B KRICKLER	GARAGE DOOR INSTALLATION	SEWER FUND	SEWER		4,050.00
	J CHNL INSTL & SIDING REAT	SEWER FUND	SEWER		450.00
				TOTAL:	4,500.00
AMERIGAS	TANK RENTAL: DEERFIELD	SEWER FUND	SEWER		110.00
				TOTAL:	110.00
ASSURED PARTNERS	3RD QTR PCKG INSTALLMENT	WATER FUND	WATER		12,929.01
	3RD QTR PCKG INSTALLMENT	WATER FUND	WATER		1,425.00
	3RD QTR PCKG INSTALLMENT	WATER FUND	WATER		806.50
	3RD QTR PCKG INSTALLMENT	SEWER FUND	SEWER		12,929.00
	3RD QTR PCKG INSTALLMENT	SEWER FUND	SEWER		1,425.00
	3RD QTR PCKG INSTALLMENT	SEWER FUND	SEWER		806.50
				TOTAL:	30,321.01
AUTOZONE	BATTERIES: DEERFIELD PLNT&	SEWER FUND	SEWER		359.07
				TOTAL:	359.07
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	BRECKENRIDGE PUMP REPAIR	SEWER FUND	SEWER		2,304.11
				TOTAL:	2,304.11
JP & RF BURNS PARTNERSHIP	DEC LOADS - 48	SEWER FUND	SEWER		8,544.00
				TOTAL:	8,544.00
CITY ELECTRIC SUPPLY CO	JETTFRM PS-WIRING,JNCTNBX	SEWER FUND	SEWER		1,617.81
				TOTAL:	1,617.81
CITY NATIONAL BANK	LOCKBOX SERVICES DEC	WATER FUND	WATER		1,690.73
	LOCKBOX SERVICES DEC	WATER FUND	WATER		738.28
	LOCKBOX SERVICES DEC	SEWER FUND	SEWER		1,690.73
	LOCKBOX SERVICES DEC	SEWER FUND	SEWER		738.28
				TOTAL:	4,858.02
CITY OF CHARLES TOWN	UB COLLECTIONS - DEC	WATER FUND	NON-DEPARTMENTAL		15,294.58
	NOV UTILITIES@ 661 S GEORG	WATER FUND	WATER		496.48
	JAN RENT@ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	NOV UTILITIES@ 661 S GEORG	SEWER FUND	SEWER		496.47
	JAN RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
				TOTAL:	18,837.53
CLIFFS CLEANING SERVICE	DEC CLEANING	WATER FUND	WATER		125.00
	DEC CLEANING	WATER FUND	WATER		456.25
	DEC CLEANING	SEWER FUND	SEWER		200.00
	DEC CLEANING	SEWER FUND	SEWER		100.00
	DEC CLEANING	SEWER FUND	SEWER		456.25
				TOTAL:	1,337.50
COLLIN COLE	CELL REIMBRSMNT 7/1-12/31/	SEWER FUND	SEWER		150.00
				TOTAL:	150.00
CORE & MAIN	VBHC42-12WNL	WATER FUND	WATER		222.53
	FLANGE PACKS 4 MISC PS	SEWER FUND	SEWER		1,117.20
	PVC SDR35 SWR, GSKT& CAPS,	SEWER FUND	SEWER		400.66
	PIPES, ADPT SPXHUB, SEALS,	SEWER FUND	SEWER		1,037.04
				TOTAL:	2,777.43