CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, OCTOBER 28, 2020

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of October 14, 2020 regular meeting minutes
      UB Minutes October 14, 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 2020).

3. **ACTION ITEMS**
   a. GDF - Tuscawilla Membrane Replacement Change Order No. 1
      Change Order No. 1.pdf

4. **UTILITY MANAGER REPORT**
   a. CARES Act Residential Utility Grant Application and Certification
      CARES Act.pdf
   b. Operations Updates
      Operations Report 10282020.pdf

5. **CHAIRMAN UPDATES**
   a. Tariff Application Policy

6. **APPROVAL OF BILLS**
   a. Approval of Bills
      Board Report 10.28.20.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY - NEXT "SPECIAL" MEETING - NOVEMBER 18, 2020 AT 4:00 PM**

October 14, 2020

The Charles Town Utility Board held a regular meeting on October 14, 2020 at 4:00 p.m. at 661 S. George Street. Members of the Board present were Daryl Hennessy, Pete Kubic, Duke Pierson, Jacquelyn Milliron and Tommy Stocks. Also present were Kristen Stolipher, April Shultz and Hoy Shingleton. The Chairman called for changes or corrections to the September 23, 2020 regular meeting minutes. Jacquelyn and the Chairman suggested changes. The Board approved the minutes as amended. There were no public comments.

Next, Dewberry gave a presentation on the Water Model Report. Marty Kazmierczak and Richard Kincheloe of Dewberry provided a brief overview of the updates and evaluations as well as system improvement recommendations to improve water distribution and fire flow suppression systems. The report was an update to a 2015 report, accounting for assets in a more detailed manner as well as hydrant flow testing. Kristen noted that capacity related projects will need to be discussed before Dewberry can move forward on any Capacity Improvement Fee studies.

Next discussed was the Route 9 Sewer Project Resolution No. 8 – Contractor Pay Application No. 008, Hatch Invoices and CTUB Reimbursement. Kristen noted the owner has requested a deduction of the contingency for a casing that was installed under Northport Avenue prior to the sewer project start date. The owner paid for the casing installation out of the water project funds so the road would not be disturbed during the sewer project. By motion from Tommy, second by Pete, with discussion from Jacquelyn, the Board approved the Route 9 Project Draw Resolution No. 8.

The Chairman next opened the floor for discussion on the Telegia Keyes Ferry First Amendment to the License Agreement. Kristen provided the amendment is for a new antenna. She reaffirmed a structural analysis had been completed and the tank could handle the weight of the new equipment. Hoy reviewed the contract and had no issues. By motion from Duke, second by Pete, with discussion from Jacquelyn, the Board approved the first amendment to the License Agreement.

The next item discussed was the Hatch Task Order No. 11 – County Green and Hale Road Pump Station. Kristen explained the task order included the design and all efforts associated with the construction documents for the other two pump station decommissioning's that will tie into the Magnolia Springs development as previously discussed. The decommissioning work may be done inhouse based on the task order findings. Kristen provided a cost savings analysis on the three pump stations over a 10-year period. By motion from Duke, second by Pete, with discussion from Jacquelyn, the Board approved Task Order No. 11. Jacquelyn opposed the motion. She had major concerns with how it will affect rates and the unknown of the total project costs.

Next discussed was the November Meeting Schedule – Special Meeting on November 18th. Due to the holidays next month, the two meetings will be consolidated into one meeting on November 18th at 4:00 pm. Next, the Chairman opened the floor for discussion on the Utility Manager Report. Kristen briefed the Board on this month's efforts and upcoming tasks including an update on property transfer and auctions she has been working with City Council on relating to four properties. The properties include a lot in Westridge Hills (transfer back to the HOA), Patrick Henry Estates (to be auctioned), Orchard Hills (to be auctioned), and two lots in Tuscawilla Hills (to be auctioned). Jacquelyn had several questions on the report.

The Chairman next opened the floor for discussion on the Safe Drinking Water Collaborative. Jacquelyn provided an updated on the collaborative. She also mentioned she is unable to attend all meetings and would be stepping down from the steering committee. She asked if another Board member or staff would like to attend. As no one stepped forward, the Chairman and Jacquelyn will strategize with Tanner on ways to keep updated. Next, the Chairman shared a draft mission statement

that he and Jacquelyn had prepared. He requested the Board review and provide feedback to be discussed at a later meeting.

The Chairman next discussed the Approval of Bills. By motion from Duke, second by Tommy, with discussion from Jacquelyn, the Board approved the payment of bills. Next, motion from Pete, second by Duke, the Board convened into Executive Session to discuss the Burns Farm Agreement Renewal - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters. The Chairman declared the executive session over at 5:55 p.m. Motion from Duke, second by Pete, with discussion from Duke, to approve the Burns Farm Agreement renewal for a two-year period as recommended by staff. Duke amended the motion by clarifying the Board would re-evaluate the budget if needed based on costs. The Board had no objections to the amended motion and approved the motion.

The meeting was adjourned at 5:58 p.m. The October 28th regular meeting will be held at the CTUB office located at 661 S. George Street.

_____ _____

Chairman Secretary

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Change Order No. 1

Date of Issuance:		Effective Date:	October 13, 2020
Owner:	Charles Town Utility Board	Owner's Contract No.:	N/A
Contractor:	H2O Innovation USA, Inc.	Contractor's Project No.:	N/A
Engineer:	Gwin, Dobson & Foreman, Inc.	Engineer's Project No.:	20011
Project:	Tuscawilla Wastewater Treatment Plant Membrane Bioreactor (MBR) Replacement	Contract Name:	Tuscawilla MBR Replacement Basin 3

The Contract is modified as follows upon execution of this Change Order:

Description: Extension in Contract Times due to COVID-19 related delays.

Attachments: *[List documents supporting change]*

CHANGE IN CONTRACT PRICE	**CHANGE IN CONTRACT TIMES** *[note changes in Milestones if applicable]*
Original Contract Price: $_____	Original Contract Times: Substantial Completion: 150 Days Ready for Final Payment: 180 Days days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: $_____	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: $_____	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: $_____	[Increase] [~~Decrease~~] of this Change Order: Substantial Completion: 50 Days Ready for Final Payment: 35 Days days or dates
Contract Price incorporating this Change Order: $_____	Contract Times with all approved Change Orders: Substantial Completion: 200 Days (November 2, 2020) Ready for Final Payment: 215 Days (November 16, 2020) days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: Christopher M. Echerode	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: Senior Project Engineer	Title: CTUB Chairman	Title: Director – Wastewater Projects
Date: 10-13-2020	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____

Title: _____

Public Service Commission
of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Charlotte R. Lane
Chairman

October 9, 2020

West Virginia Utilities:

With the Governor's approval, I am sending a revised version of the CARES Act document titled "Residential Utility Grant Application and Certification."

This should be substituted for the version of that document sent by Governor Justice to West Virginia utilities on October 1, 2020.

Specifically, the revisions define the Eligible Balance for customers as the unpaid amount accumulated for **bill(s) issued** during the Eligible Period of March 1 through July 31, 2020 (rather than "for utility services provided" as stated in the replaced document).

Utilities should use this definition to guide calculations of Eligible Balances sent to customers in the "Residential Utility Grant Application and Certification" document.

The "Residential Utility Grant Application and Certification" document contains a deadline of close-of-business, Thursday, November 12, 2020, for customer submission of the Application to the utility (or Dollar Energy, if applicable).

The utility should complete the information at the top of the "Residential Utility Grant Application and Certification."

The utility also should insert instructions at the bottom of the "Residential Utility Grant Application and Certification" document telling the customer how they should return the Application. For example, stating that the Application should be sent by mail and including the utility's mailing address.

This customer deadline is based on the following schedule. Please note that this schedule is subject to change.

Telephone: (304) 340-0306
CLANE@PSC.STATE.WV.US

On or before, Tuesday, October 20, 2020	Utility sends the Governor's letter and the revised "Residential Utility Grant Application and Certification" to customers.
Thursday, November 12, 2020, close-of-business	Deadline for customer submission of the "Residential Utility Grant Application and Certification" to the utility or Dollar Energy.
Monday, November 30, 2020	Submission of documents by the utility to the grants.wv.gov portal. (See point number 3 of the October 1, 2020 Governor letter to West Virginia Utility Companies.)

Please note that Governor Justice's October 1, 2020 letter to West Virginia Utility Companies, at numbered paragraph 3, describes the information to be submitted in support of each Utility's application for grant funding. All of that documentation and accompanying certification is to be submitted by the Utility electronically through the grants.wv.gov portal.

If you have any questions, please contact Karen Macon, Director, Utilities Division (kmacon@psc.state.wv.us, 304-340-0421) or Dave Acord, Director, Water and Wastewater Division (dacord@psc.state.wv.us, 304-340-0366).

Thank you for your hard work in helping your customers receive the benefit of the CARES Act funds.

Sincerely,

Charlotte R. Lane

Charlotte R. Lane
Chairman

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: Operations Report
DATE: October 28, 2020

ADMINISTRATIVE

JANE ARNETT

- October hours anticipated to be 36 hours.
- Efforts include completion of FY19 Cash Flow
- Consumption Analysis
- Tariff History
- Bond Surety entries

WATER

GDF

- 2020-2021 Local Source Water Protection Grant – WVDHHR Bureau of Public Health – Source Water Monitoring Panel. **Submitted October 1, 2020.**
- Review of disinfection by-products and solutions. Board briefing anticipated November 18, 2020.

Upcoming Tasks-

- Task order for Flushing Program preparation.

SEWER

GDF

- Tuscawilla Membrane Replacement Project
  - Membranes installed. Software, electrical and final start-up in next two weeks.
- Renewal and Replacement Project
  - Preliminary Design underway.

HATCH

- Task 04 - Route 9 Sewer Project Bid and Construction Services
  - 85% complete with remaining work at War Admiral Pump Station and Northport Pump Station.

    - Substantial Completion: November 11th. May need time extension Change Order due to pump delivery delays.
    - Final Payment: January 19th.
- Task 10 - Magnolia Springs Inspection Services (Pass through to developer)
    - Construction in progress

RK&K

- Task Order 05 -Sewer Model
    - Sewer model under development
    - Draw down tests completed by CTUB Staff
    - Customer water usage data requested from CTUB Staff
    - On schedule. Estimated submission date 11/05/2020
- Task 10 – Jefferson Memorial Park Force Main (part of Modified Flowing Springs Project)
    - Two alternatives submitted to CTUB Staff. Design will be completed once alternative is chosen.
- Task 11 – Maintenance Building
    - Survey completed. Task is on hold.
- Task 12 – Forrest Avenue/Fairfax Crossing
    - Flow monitoring requested from CTUB Staff and underway
    - Updated development plans received from Wormald and Piedmont Design Group
    - Estimated submission date 12/18/2020
- Task 13 – Belvedere Pump Station Demolition
    - Survey completed
    - Under design
    - Estimated submission date 02/17/2021
- Task 14 – Manhole Evaluation
    - Inspections underway
    - Scope of Work Change submitted to CTUB Staff for approval

Upcoming Tasks–

- RK&K - Fairfax Crossing Parallel Line
- RK&K Scope Change for Manhole Inspection

- Next Board meeting November 18, 2020 update on 2021 Bond Issue projects overview. Anticipated briefing for City Council on December 7th.

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
50 WATER FUND	42,196.55
60 SEWER FUND	129,037.27
GRAND TOTAL:	171,233.82

TOTAL PAGES: 4

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 171,233.82
Security Deposit Refunds: 564.61

Total: $ 171,798.43

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 for the R&R Project

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	TESTING: CT WEEKLY	SEWER FUND	SEWER		190.30
	TESTING: CT WEEKLY	SEWER FUND	SEWER		190.30
	TESTING: CT WEEKLY	SEWER FUND	SEWER		193.30
				TOTAL:	1,159.90
RAILROAD MGMT CO, IV LLC	LICENSE FEES: CT PIPE WATE	WATER FUND	WATER		545.88
				TOTAL:	545.88
ROSS H BARE	DEERFIELD	SEWER FUND	SEWER		725.00
	CT WWTP	SEWER FUND	SEWER		700.00
	DEERFIELD	SEWER FUND	SEWER		2,438.00
				TOTAL:	3,863.00
SG PLUMBING, INC.	S SAMUEL: 10/06 - 10/07/20	WATER FUND	WATER		1,875.00
	S GEORGE ST: 10/08/20	WATER FUND	WATER		127.50
	S SAMUEL: 10/08/20	WATER FUND	WATER		127.50
	W 4TH AVE: 10/05/20	SEWER FUND	SEWER		490.00
				TOTAL:	2,620.00
SHENANDOAH SALES & SERVICE, INC.	2011 FORD F-150	WATER FUND	WATER		358.55
	2006 GMC C6500	SEWER FUND	SEWER		2,777.38
				TOTAL:	3,135.93
SNYDER ENVIRONMENTAL SERVICES, INC	COREDRLLD SWR SVC CNNCTNS	SEWER FUND	SEWER		1,457.50
				TOTAL:	1,457.50
STEPTOE & JOHNSON PLLC	CNSTRCTN STRMWTR PRMT ISSU	SEWER FUND	NON-DEPARTMENTAL		55,762.50
	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER		1,760.00
				TOTAL:	57,522.50
GERALD TAYLOR CO., INC.	PUMP/ HAUL	WATER FUND	WATER		656.50
	SUPERVAC/ DISPOSE	SEWER FUND	SEWER		1,971.00
				TOTAL:	2,627.50
CI THORNBURG CO., INC.	TRIMBLE BARCODE SCANNER	WATER FUND	WATER		2,212.42
	WALL CHRGR FOR COMMAND LIN	WATER FUND	WATER		141.63
				TOTAL:	2,354.05
UNIFIRST CORPORATION	WIPER DISPOSAL/REPLACEMENT	WATER FUND	WATER		29.00
	WIPER DISPOSAL/REPLACEMENT	WATER FUND	WATER		29.00
	WIPER DISPOSAL/REPLACEMENT	WATER FUND	WATER		29.00
	WIPER DISPOSAL/REPLACEMENT	SEWER FUND	SEWER		29.00
	WIPER DISPOSAL/REPLACEMENT	SEWER FUND	SEWER		29.00
	WIPER DISPOSAL/REPLACEMENT	SEWER FUND	SEWER		29.00
				TOTAL:	174.00
UNITED BANK	WA/SWR BOND: FAST AGENT AN	WATER FUND	WATER		50.00
				TOTAL:	50.00
USA BLUEBOOK	LOCK, WRENCH, MTR, UV LAMP	SEWER FUND	SEWER		1,307.77
	GLOVES, DISINFECTANT SPRAY	SEWER FUND	SEWER		989.32
				TOTAL:	2,297.09
VITAL SIGNS	VEHICLE DOOR DECALS	WATER FUND	WATER		132.00
	VEHICLE DOOR DECALS	SEWER FUND	SEWER		132.00
				TOTAL:	264.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
DENPRO, INC	CONNECTIVITY ISSUE	WATER FUND	WATER		450.00
				TOTAL:	450.00
DEPT OF ENVIRONMENTAL PROTECTION	GROUNDWATER PROTECTION FEE	SEWER FUND	SEWER		214.80
				TOTAL:	214.80
WV DEPT OF HEALTH & HUMAN SERVICES	WATER TEST FLOURIDE	WATER FUND	WATER		15.00
				TOTAL:	15.00
DOCUMENT SOLUTIONS, INC	INK FOR PLOTTER: BLCK, GRY	WATER FUND	WATER		279.09
				TOTAL:	279.09
ELM SHOES, INC	BOOTS	WATER FUND	WATER		2,759.00
	BOOTS	SEWER FUND	SEWER		1,225.00
				TOTAL:	3,984.00
FERGUSON WATERWORKS	1/2-1 TOPSIDE CLAMP	WATER FUND	WATER		459.27
				TOTAL:	459.27
FIRE SAFETY EQUIPMENT SUPPLY	FIRE EXTNGSHRS: MAINT TRUC	WATER FUND	WATER		440.00
				TOTAL:	440.00
GUTTMAN ENERGY	W/E 10/11/20	WATER FUND	WATER		295.93
	W/E 10/18/20	WATER FUND	WATER		643.04
	W/E 10/11/20	SEWER FUND	SEWER		552.17
	W/E 10/18/20	SEWER FUND	SEWER		547.11
				TOTAL:	2,038.25
INTELLIPOINT TECHNOLOGIES, LLC	IT-REGULAR-REMOTE	WATER FUND	WATER		131.25
	IT-REGULAR-REMOTE	WATER FUND	WATER		43.75
				TOTAL:	175.00
INWOOD QUARRY, INC.	#10, C2 PICKUPS: 10/13/20	WATER FUND	WATER		566.03
				TOTAL:	566.03
IXOM WATERCARE INC.	G12 POTABLE TANK MIXER	WATER FUND	WATER		3,500.00
				TOTAL:	3,500.00
JEFFERSON COUNTY HEALTH DEPARTMENT	S.WILLIAMS HEP A&B SHOT2	WATER FUND	WATER		127.00
				TOTAL:	127.00
LOVE 4 GOLF LLC	110 104 407 850	SEWER FUND	SEWER		539.54
				TOTAL:	539.54
MECHANICAL INSULATION LLP	BRECKENRIDGE:INSULATE PIPI	SEWER FUND	SEWER		1,850.00
				TOTAL:	1,850.00
MISS UTILITY OF WV, INC.	MESSAGE FEES: SEPT	WATER FUND	WATER		109.20
				TOTAL:	109.20
LOGICAL CONCEPTS, INC	OMNIBEACON: DEERFIELD PS 1	SEWER FUND	NON-DEPARTMENTAL		3,341.34
	CRYSTLBLL: PARK,MNTR,TSPLY	SEWER FUND	NON-DEPARTMENTAL		11,256.22
				TOTAL:	14,597.56
PACE ANALYTICAL SERVICES, LLC	TESTING: UCMR4_SE8_WK3_SEP	WATER FUND	WATER		418.00
	TESTING: WATER PLANT	WATER FUND	WATER		168.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	BAR SCREEN MOTOR	SEWER FUND	SEWER	594.31
			TOTAL:	594.31
BROY & SON PUMP SERVICE, INC.	LIFT PMP FRM WATNK TO GRND	WATER FUND	WATER	375.00
			TOTAL:	375.00
CAPITAL LIGHTING & SUPPLY LLC	SUPPLIES FOR WWTP	SEWER FUND	SEWER	501.89
			TOTAL:	501.89
CAVCON INC	ACTUATORS	SEWER FUND	NON-DEPARTMENTAL	7,760.00
			TOTAL:	7,760.00
CHARLES TOWN SEWER	SEPTEMBER FUNDING	SEWER FUND	NON-DEPARTMENTAL	14,090.10
			TOTAL:	14,090.10
CHARLES TOWN WATER	SEPTEMBER FUNDING	WATER FUND	NON-DEPARTMENTAL	11,182.84
			TOTAL:	11,182.84
CITY ELECTRIC SUPPLY CO	BURR PARK ELECTRICAL RENO	SEWER FUND	SEWER	401.45
	SUPPLIES FOR PLANT	SEWER FUND	SEWER	41.40
	BURR PARK ELECTRICAL RENO	SEWER FUND	SEWER	19.50
	SUPPLIES FOR PLANT	SEWER FUND	SEWER	58.21
	SUPPLIES FOR WWTP	SEWER FUND	SEWER	157.64
			TOTAL:	678.20
CITY OF CHARLES TOWN	OCT RENT@ 661 S GEORGE ST	WATER FUND	WATER	1,275.00
	LEGAL SVCS JULY 2020	WATER FUND	WATER	68.75
	AUG UTILITIES@661 S GEORGE	WATER FUND	WATER	714.60
	NOV RENT@661 S GEORGE ST	WATER FUND	WATER	1,275.00
	SEPT UTILITIES@661 S GEORG	WATER FUND	WATER	611.87
	OCT RENT@ 661 S GEORGE ST	SEWER FUND	SEWER	1,275.00
	AUG UTILITIES@661 S GEORGE	SEWER FUND	SEWER	714.59
	NOV RENT@661 S GEORGE ST	SEWER FUND	SEWER	1,275.00
	SEPT UTILITIES@661 S GEORG	SEWER FUND	SEWER	611.87
			TOTAL:	7,821.68
CORE & MAIN	RESETTER	WATER FUND	WATER	256.32
	MTRBX, STTR, FRM & CVR	WATER FUND	WATER	7,263.36
	REP CLP, LIBERTY & COURT S	WATER FUND	WATER	140.03
	BUSHING, CAP HUB	SEWER FUND	SEWER	837.00
	SWR PIPE&SDR35, HUNTFIELD	SEWER FUND	SEWER	328.62
	SDR35XDWV ADPT SPXHUB	SEWER FUND	SEWER	75.16
			TOTAL:	8,900.49
COYNE CHEMICAL	AMMONIUM SULFATE 40%	WATER FUND	WATER	1,141.40
	ZETAG 8868FS	SEWER FUND	SEWER	6,454.23
			TOTAL:	7,595.63
C. R. SEMLER, INC.	CNCRT RISRS VARIOUS MANHOL	SEWER FUND	SEWER	1,875.00
			TOTAL:	1,875.00
CSX TRANSPORTATION, INC	TASK#CSX866791,HRZNTL JCK&	SEWER FUND	NON-DEPARTMENTAL	1,268.75
			TOTAL:	1,268.75
DENNIS SALES & SERVICE, INC	1REGAL 216TON MOUNT ANS 2-	WATER FUND	WATER	1,173.84
			TOTAL:	1,173.84