CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, MARCH 27, 2024

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of March 13, 2024 Minutes
      UB Minutes 03.13.24.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.

   The Public is invited to attend this meeting in person or via webcast (www.ctubwv.com- Board Meeting - Meeting Agendas and Minutes 2024) or by accessing the following zoom link:

   https://us06web.zoom.us/j/87281662457?pwd=eqGsa0mJRcbsiat4G5yziRVMCY8Yz3.1

   Meeting ID: 872 8166 2457
   Passcode: 186136
   (301)715-8592

3. **UNFINISHED BUSINESS**

4. **NEW BUSINESS**
   a. Rate Summary
      CTUB-WVAW Monthly Bills 03.20.24.pdf
   b. Source Water Protection Grant Application
      2024-25 Swap Grant Application.pdf
   c. Safety Consulting Proposal - Premier Risk Management Solutions, LLC.
      Safety Consulting Service Proposal - 2024.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
      CAP Update.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. March 27, 2024
      Board Report 03.27.24.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - April 10, 2024 at 4:00 P.M.
      CTUB FY 2023 Audit.pdf
      Revenue & Expense Report - January 2024.pdf
      Revenue & Expense Report - February 2024.pdf

Charles Town Utility Board
Regular Board Meeting
March 13, 2024

The Charles Town Utility Board held a regular meeting on March 13, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Jeff Whitten, Board Member; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel and Tricia Jackson, County Commission Liaison.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of February 28, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the February 28, 2024 regular meeting minutes. Mrs. Jackson requested her attendance be recorded in the minutes.

Action: **Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the February 28, 2024 minutes as amended.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron.

NEW BUSINESS

Renewal & Replacement Project Resolution No. 17 – Contractor Pay Application No. 17

Mrs. Stolipher included the contractor application for Payment No. 17 in the amount of $254,947.95 for work completed.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved Resolution No. 17.**

Nexom Inc. Review and Scope of Work

In anticipation of the Renewal and Replacement Project being completed, Mrs. Stolipher requested an assessment on the filters at the Charles Town Plant by Nexom as staff has had numerous issues with the operations of the filters since they were installed in 2015. She provided the assessment and scope of work to get them operational, which will be included in the fiscal year 2025 budget.

Action: **No action required by the Board.**

Discussion on Board Packet Reporting in the Interest of Public Transparency

Mrs. Parker requested staff include the spreadsheet which details the monthly Capital Improvement Fee's paid by development, as well as the expense report and flow data as they have been done in the past. Mr. Whitten suggested a future agenda item relating to what the Board wants included in the board packets. The Board provided discussions.

Action: **Motion made by Mrs. Parker to continue to include the capital improvement fees by subdivision spreadsheet the first meeting of the month and include the revenue and expense report and flow data the second meeting of the month. This motion failed due to lack of a second.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher mentioned a notice went out to WV American water customers regarding a delay in receiving the water meter reads. She also received a notice from WV American on new changes taking place so will bring this discussion back at the new meeting. Mrs. Stolipher is also continuing to update the strategic plan, obtaining easements for the collections project and progression on the Greenfield project. She will also have the water rate comparison requested last meeting at the next board meeting.

Chris Eckenrode provided a brief update on the Renewal and Replacement project, the water plant intake VFD project, the EPA Administrative Order, the Kings Crossing sewer tie-in at the water plant, the Cantor Hollow pump station design, Page Jackson water and sewer service evaluation, Greenfield force main project, the water and sewer specifications and drawings and the odor complaints at the Tuscawilla plant.

Action: No action required by the Board.

Chairman Report

The Chairman had no updates to report.

Action: No action required by the Board.

APPROVAL OF BILLS

March 13, 2024

Action: Motion made by Mr. Stocks, second by Mr. Whitten, the Board unanimously approved the payment of the bills.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 4:50 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, March 27, 2024 at 4:00 P.M. at 661 S. George Street.

_____ _____

John Nissel, Chairman

Ashley Stottlemyer, Secretary

Sewer Utility Monthly Bill Comparison

Consumption	Charles Town Utility Board	WVAW Wastewater (Current rate)
*2,000 gal.	$30.48	$64.02
*2,500 gal.	$36.25	$64.02
3,000 gal.	$42.01	$74.93
4,000 gal.	$53.54	$96.74
5,000 gal.	$65.07	$118.56
6,000 gal.	$76.60	$140.38
7,000 gal.	$88.13	$162.20
8,000 gal.	$99.66	$184.02
9,000 gal.	$111.19	$205.83
10,000 gal.	$122.72	$227.65

1) CTUB Sewer Min - 2,000 gallons per month $30.48
2) WVAW Sewer Min - 2,500 gallons per month $61.42 plus 4.23% WSIC charge.
3) Currently, WVAW has various phase-in sewer rates in Jefferson County (not shown above).
4) WVAW will continue to phase-in their current rate to these customers over the next 2 or 3 years.
5) For discussion purposes only.

Water Utility Monthly Bill Comparison

Consumption	Charles Town Utility Board	WVAW - Former JUI (Phase-in rate)	WVAW Water (Current rate)
*1,500 gal.	$25.68	$37.57	$43.56
*2,000 gal.	$25.68	$45.91	$53.22
3,000 gal.	$38.52	$62.57	$72.53
4,000 gal.	$51.36	$79.23	$91.85
5,000 gal.	$64.20	$95.89	$111.17
6,000 gal.	$77.04	$112.55	$130.48
7,000 gal.	$89.88	$129.22	$149.80
8,000 gal.	$102.72	$145.88	$169.12
9,000 gal.	$115.56	$162.54	$188.43
10,000 gal.	$128.40	$179.20	$207.75

1) CTUB Water Min - 2,000 gallons per month $25.68
2) WVAW Former JUI Min - 1,500 gallons per month $36.05 plus 4.23% DSIC charge.
3) Currently, WVAW has various phase-in water rates in Jefferson County. JUI Phase-in only shown above.
4) WVAW will continue to phase-in their current rate to these customers over the next 2 or 3 years.
5) For discussion purposes only.

CTUB/WVAW Monthly Bill Comparison

Consumption	CTUB Water & Sewer Customer	CTUB Sewer - WVAW Water Customer (Phase-in Rate)
*2,000 gal.	$56.16	$76.39
3,000 gal.	$80.53	$104.58
4,000 gal.	$104.90	$132.77
5,000 gal.	$129.27	$160.96
6,000 gal.	$153.64	$189.15
7,000 gal.	$178.01	$217.35
8,000 gal.	$202.38	$245.54
9,000 gal.	$226.75	$273.73
10,000 gal.	$251.12	$301.92

Example CTUB Water and Sewer Bill Tabulation based on select usage

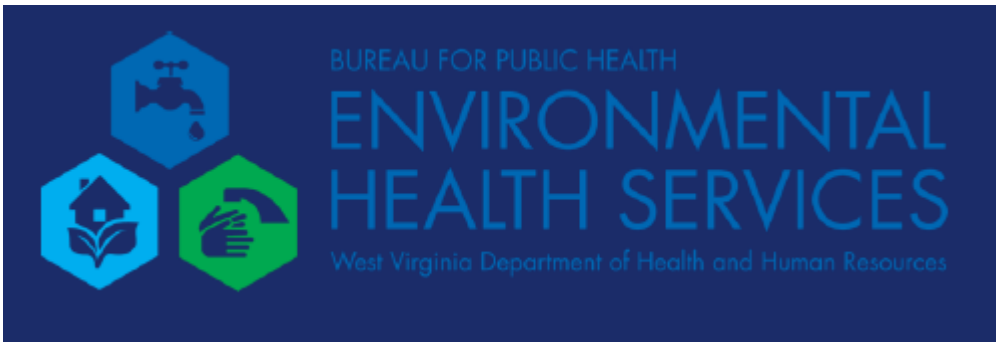
Example Consumption	Water	Sewer	Bill Amount
3,000 gal.	$38.52	$42.01	**$80.53**
6,000 gal.	$77.04	$76.60	**$153.64**
9,000 gal.	$115.56	$111.19	**$226.75**

Example WVAW Water and Sewer Bill Tabulation (using current WVAW Tariff)

Example Consumption	Water	Sewer	Bill Amount
3,000 gal.	$72.53	$74.93	**$147.46**
6,000 gal.	$130.48	$140.38	**$270.86**
9,000 gal.	$188.43	$205.83	**$394.26**

Example Consumption	Difference between CTUB and WVAW Bill Amount per month
3,000 gal.	**$66.93**
6,000 gal.	**$117.22**
9,000 gal.	**$167.51**

2024-2025 Local Source Water Protection Grant Application and Information Packet



Application Deadline: 5:00 PM, March 31, 2024.

West Virginia Department of Health and Human Resources
Bureau for Public Health, Office of Environmental Health Services
2024-2025 Local Source Water Protection Grant

Application and Information Packet

Application Deadline via wvOASIS Vendor Self Service: March 31, 2024 by 5:00 PM

FUNDING AVAILABILITY

The West Virginia Department of Health and Human Resources (WVDHHR), Bureau for Public Health (BPH), Office of Environmental Health Services (OEHS) is pleased to announce the Local Source Water Protection (SWP) Grant Program for Surface and Surface Water Influence Groundwater Water Systems. This grant program is authorized by WV State Code **§16-13C-2(b),** which allows the creation of the drinking water treatment revolving fund to direct the financial management of funds to water systems. Further, West Virginia State Code **§16-1-9d** and West Virginia Legislative Rule **§64-3-15 Public Water Systems** provides for continuation of the Wellhead and Source Water Grant Fund.

The OEHS is responsible for establishing and maintaining the state SWP Program. The SWP program is designed to be community-based, given that local stakeholders are in the best position to decide how to protect their community's water supply. This allows a great deal of flexibility in designing and implementing local SWP programs. The Local Source Water Protection Grants provide funding to selected community public water systems, aiding in the development of their programs and protecting existing or planned surface water sources or surface water influenced groundwater sources.

Funds will be awarded to applicants proposing projects that directly protect sources of public drinking water (see Project Types and Recommendations). Awards to selected applicants proposing eligible projects may not exceed $50,000 each.

Applicants should read this packet carefully. This packet provides:

- Information concerning eligible applicants, submission requirements, example grant activities, and the grantee selection process.
- Instructions for completing the grant application and supporting documents.

ELIGIBILE APPLICANTS

Eligible applicants for SWP Grants are community water systems (CWSs), a group of adjacent CWSs, specifically using surface water influenced groundwater sources, or a not-for-profit contractor working on behalf of a CWS. A CWS is defined by West Virginia Legislative Rule for Public Water Systems **(§64-3-3.4)** as "a public water system which serves at least fifteen (15) service connections used by year-round residents or regularly serves at least twenty-five (25) year-round residents."

Individuals, private firms, unincorporated citizen groups, or county, state, and federal government units, that are not a CWS using surface water or surface water influenced groundwater are **NOT ELIGIBLE** for grants under this program. However, interested parties may enter into working arrangements with an eligible applicant.

Priority will be given to proposals from CWS's who have not received a previous Source Water Protection grant award.

APPLICATION GUIDELINES

Completed applications must be received via the wvOASIS Vendor Self Service (VSS) system by 5:00 pm on March 31, 2024. Applications cannot be hand-delivered, mailed, emailed or faxed.

The submission requirements must be met for an application to be considered for funding.

SUBMISSION REQUIREMENTS

- Applicants must submit one application via the VSS system. NO PAPER COPIES, FAXES OR E-MAILS WILL BE ACCEPTED.
- Project must address active or planned sources for public water systems. Planned source must have at least submitted a preliminary permit application.
- Projects must address and provide for improved protection of a CWS source or improved response in the event a CWS is unable to use a primary source.
- Project work plans must be for proposed projects to be completed within the grant period. Work completed outside of the grant period cannot be funded or reimbursed. (See Non-Allowable Costs for additional funding restrictions).

GRANT ACTIVITIES

The goal of the grant program is to enable CWS to plan or conduct activities that will protect their water system. The following are eligible activities. Activities may be performed individually or in conjunction with others. A number of activities listed may not apply to every water system. Applicants should base their proposal on their water system's specific needs and threats. Activities are in no particular order and there is no guarantee that an application proposing one or more of these activities will automatically be funded.

	ACTIVITIES ELIGIBLE FOR GRANT
Source Water Protection Plan	Preparing and updating a source water protection plan.

	ACTIVITIES ELIGIBLE FOR GRANT
Potential Sources of Significant Contaminant (PSSCs)	Refine or augment PSSC inventory by performing the following activities: search records to identify present and historical PSSCs and land uses that have a potential to impact the source water, conduct general surveys to identify PSSCs and land uses that have a potential to impact the source water; map existing and potential sources of contamination within source water protection area(s); report the investigation results to OEHS; develop a plan to inspect and update inventory regularly. Address specific PSSC's, by performing any or all of the following: conduct an investigation of facilities that have a potential to impact the source water; interview facility owners or operators; request spill prevention and groundwater protection plans; inventory and locate abandoned oil and gas well(s), request inspection reports; request material safety data sheets; work with facilities or local emergency planning representatives to access data provided on TIER II reports; prepare to respond to accidental spills from facilities. Design and develop an implementation strategy to prevent non-point source pollution in the source water protection area, such as a house and farm hazardous waste collection program including herbicides, pesticides, paint products, auto and farm implement products, and cleaning agents. Develop and implement additional best management practices that reduce the risk of source water contamination.
Management Strategies	Further develop and implement management strategies identified in the system's approved source water protection plan. Partner with municipality or county government to incorporate the source water protection plan into a comprehensive environmentally-sensitive land use and development planning program. Develop waste reduction strategies targeted for the source water protection area. Revise or adopt ordinances specifically designed to protect sources of drinking water through measures such as overlay zones and design/performance standards to manage development. Establish or participate in programs for transferring development rights to land outside of the protection area and creating conservation easements. Participate with associated Clean Water Act projects like: water quality standards (WQS) for drinking water use, monitor/assess WQS attainment for drinking water use, integrated watershed planning/implementation, control nonpoint sources and control point sources with permits, enforcement and special initiatives and continuing planning process. Land purchase for conservation easements. (only state funding can be used).

	ACTIVITIES ELIGIBLE FOR GRANT
Contingency Plan & Emergency Response Protocol	Enhance or augment existing public water system and/or local agency Emergency Response Plans to address potential incidents that may impact drinking water quality, including written standard operating procedures and mutual aid agreements. Plan and/or establish an early-warning monitoring system, which may include design of sentinel wells, monitoring equipment, system to store and transfer data continuously, and software to aid in interpreting data (maintenance agreements not covered). Enhance the contingency plan for providing alternative water supplies in the event of contamination of a drinking water source. Update communication plan and consider conducting a table top exercise and providing training to communication team and staff. Identify strategies and prepare a plan to reduce water loss.
Public Awareness	Develop, produce, and circulate public participation and/or educational materials that promote awareness and encourage local support of source water protection efforts, these materials may include: flyers, videos, newsletters, workshops, school curriculum, etc. Develop, prepare, and produce media announcements, such as through websites, social media, news releases, newspaper articles and radio announcements. Conduct educational programs that target identified existing or potential contaminant sources; or link specific pollution issues to local source water concerns. Erect signs that identify the source water protection area or promote the concept of protection, such as storm drain stenciling, construction and placement of road signs.
Security Projects	Install physical security measures to protect a raw water intake or a pumping facility for raw water, directly. Projects pertaining to treatment or distribution are not eligible. Examples of physical security measures include: fences around intakes (may include additional area and structures within reason), gates for well and intake access roads, alarms, signs, cameras, locks and lights for sources. To best demonstrate the purpose, need, and cost effectiveness of the project, MUST PROVIDE A SITE PLAN SHOWING SURFACE INTAKE AND SECURITY FEATURES.

	ACTIVITIES ELIGIBLE FOR GRANT
Other	Perform other activities related to source water protection not listed above. To check the eligibility of activities not listed or for guidance, please contact program personnel: at (304) 558-2981, EEDSourceWaterProtection@wv.gov

Non-Allowable Costs

These costs are not allowed under any circumstances:

- Any pre-award expenses incurred by awarded grantee.
- Costs associated with lobbying.
- Construction, including that of water facilities (ex. treatment plant, storage tank, water line).
- Security measures for any portion of the facility not directly concerning the source water intake(s) or immediate area of the intake(s).
- Development or compliance testing associated with new drinking water sources.
- Any activities related to permitting/regulatory requirements for community water system sources, such as monitoring, with the exception of developing or updating a source water protection plan.
- Entertainment.
- Interest payments.
- Food (except that associated with approved travel).
- Meeting and conference registration fees.
- Indirect Costs unless the grantee has an approved indirect rate or uses a de minimis indirect cost rate.
- Equipment warranties or service agreements.

SELECTION PROCESS

Those applications meeting all submission requirements will be reviewed and prioritized based on need and type of projects. An evaluation will be performed scoring each application, in accordance with the criteria provided below. Applicants will be selected to enter the Subrecipient grant agreement process in order of their ranking.

As authorized under WV State Code (**§16-1-9d**) and West Virginia Legislative Rule (**§64-3-15 Public Water Systems)**, OEHS will prioritize those public water systems where there is the highest probability of contamination of the water source based on the source water protection plans. Priority will also be extended to publicly-owned public water systems over privately-owned public water systems. Also, priority will be given to proposals from CWS's who have not received a previous Source Water Protection grant award.

If selected, applicants will receive a notification which will contain any additional forms necessary to complete the award process. **Notification of award should not be confused with a notice to proceed. Grantees must enter into a formal Grant Agreement with the State of West Virginia before the grant period will begin.**

EVALUATION CRITERIA

Applications will be scored based on the following seven categories. Scores will be based on a 100 point system. The following provides a description of each category and specific criteria that will be considered and the maximum value for each category. One grant activity may qualify for points in multiple categories.

1. **Contamination Probability**
   Is contamination of the source probable? OEHS will evaluate the probability that an applicant's source water may become contaminated. The evaluation will be based on information provided by the applicant to demonstrate specific source vulnerability, from historical source water assessments, and from existing source water protection plans.

2. **Public Ownership**
   Is the water system publicly-owned? According to state code, publicly owned water systems are to be prioritized over privately-owned water systems. Privately-owned water systems are eligible applicants, but will not receive points for this evaluation category.

3. **Justified Activities**
   Are the proposed activities well justified? Applicants should consider the following criteria when planning grant activities and preparing their application:

   a. Does the project initiate, continue, or expand some component of a local SWP program?
   b. Does the project fulfill any recommended activities identified in the Source Water Protection Plan?
   c. Does the project indicate a clear path towards implementation?
   d. Does the project address high risk potential source of significant contamination sources (PSSCs) or critical area in the Source Water Plan Report?

4. **Accomplishing Programmatic Goals**
   How well does the proposed activities meet specific OEHS programmatic goals? Applicants should consider the following criteria when planning grant activities and preparing their application:
   a. Does the proposed project include a task to revise/update the Source Water Protection Plan?
   b. Does the proposed project include activities to update and report PSSC inventories of the protection areas?
   c. Does the proposed project include investigations of facilities or critical areas to increase the understanding of possible chemical contaminants to better prevent or prepare for a contamination event?
   d. Does the proposed project include any activity that would increase a system's ability to respond to an emergency event that poses a threat to public health and safety, including but not limited to expanding communication plans or networks, updating emergency response plans, assessing generator needs, installing early warning monitoring systems, and identifying procedures to sample for spills.

5. **Engaging and Informing Stakeholders**
   Do the proposed activities engage or inform one or more local stakeholder? Stakeholders include local government, local health department, local emergency planners, affected customers, or general public. Engaging stakeholders may be accomplished through planning and implementing the grant activities as a team with stakeholders. Informing stakeholders may be through public outreach and education measures.

6. **Quality of Application**
   Participating in a Subrecipient grant award program requires a capacity to properly document statement of work and budget, manage finances, and accurately report on grant activities. Failing to complete the proper paperwork to result in an award or report on activities will compromise the grant program, as well as the grantee. The quality of the application is expected to demonstrate an applicant's ability to successfully participate in the grant program.

   a. How is the overall quality of the application? (complete, clear, well-reasoned, demonstrating an understanding of SWP concepts and methods)
   b. Does the Statement of Work and Budget Worksheet follow the provided format?
   c. Are there provisions for long-term maintenance of any equipment (ex. monitoring equipment in an early warning system) after grant period has ended at the expense of the grantee?
   d. Is the project cost effective?
   e. If proposing a security project, does the site plan adequately depict surface intake location and security measures?

7. **Previous Awards:**
   Priority will be given to proposals from CWS's who have not received a previous Source Water Protection grant award.

CATEGORY	VALUE
Contamination Probability	20 points
Public Ownership	10 points
Justified Activities	20 points
Accomplishing Programmatic Goals	20 points
Engaging and Informing Stakeholders	10 points
Quality of Application	10 points
Priority will be given to proposals from CWS's who have not received a previous Source Water Protection grant award.	10 points
TOTAL	100 points

West Virginia Department of Health and Human Resources
Office of Environmental Health Services
2024-2025 Local Source Water Protection Grant

APPLICATIONS ARE DUE BY 5:00 PM ON MARCH 31, 2024

VIA THE WVOASIS VENDOR SELF SERVICE SYSTEM

INSTRUCTIONS FOR APPLICATION AND SUPPORTING DOCUMENTS

1. Complete the Local Source Water Protection Grant for Surface Water Systems **Application** form.

2. Complete the **Statement of Work** form for the grant period of service of 7/1/2024 to 6/30/2025.

3. Complete the **Detailed Line Item Budget** form.

4. Complete the **Budget Narrative** Form.

5. Save all the forms as a .PDF and attach them via the VSS system.

The grant awards are intended for a wide range of purposes and services which are to be detailed in a Statement of Work (SOW) and provided as an attachment to the grant agreement. The SOW serves as the basis for defining the program or services that the grantee is to provide and is an essential part of the grant agreement. There are no mandates or limitations on the number of pages required to prepare a quality SOW, however, a concerted effort to limit the information to the pertinent details must be made.

The SOW serves as the basis for defining the program or services that the grantee is to provide with the applicable DHHR grant funds. The SOW is essential to all grant agreements and may be read and interpreted by Federal, State and other individuals with diverse backgrounds and responsibilities. Therefore, the SOW must be written so that readers from all levels and disciplines can understand the information that is being conveyed. Investing the time to create a quality SOW will:

a. Enable the grantee and DHHR to clearly define and convey their understanding of programmatic activities and requirements
b. Allow the grantee to accurately budget their award funds
c. Minimize the need for future change orders
d. Provide information to accurately measure and evaluate performance
e. Reduce claims and disputes under the grant agreement
f. Protect DHHR's programmatic, financial, and legal interests

The Spending Unit retains responsibility for ensuring the SOW contained within the grant agreement complies with the requirements prescribed within this directive. The SOW must contain language that clarifies any acronyms used and limit the use of technical terminology when possible. Additionally, all citations and regulations shall be adequately referenced along with information providing the location where the source documents can be found. The Spending Unit shall ensure that the SOW addresses each of the following categories:

A. Introduction/Background (Why)
B. Objectives (What are the expectations)

C. Activities (Who, where, how, and to what extent)
D. Performance Measures (Outputs and tangible results)
E. Timeframes (When)

The Statement Of Work must be written using the following format (the PWS name must be the same as is registered with the WV Secretary of State):

NAME OF PUBLIC WATER SYSTEM
STATEMENT OF WORK

A. Introduction/Background

The introduction shall serve to provide a background or brief purpose of the grant award. This information shall be written in such a way that someone having no prior knowledge of the grant award would be able to understand the program or service being provided by the grantee. General information that should be provided includes, but is not limited to the following:

- Brief description of events that led to the need for the award
- How will the project initiate, continue, or expand on the local SWP Program
- Describe specific source vulnerability to contamination
- Purpose or goals of the program that the grant award will support
- Description of target population that will benefit from the project

B. Objectives

The Statement of Work for each grant agreement must include explicit, measurable performance objectives that state the award requirements. The performance objectives are the basis for the performance evaluation that is required for each grant award. Each performance objective must be expressed as a tangible and measurable goal. A performance objective is a target level of program results and may be expressed as an absolute or as a range of acceptable performance achievements. Performance objectives must be:

- Meaningful, understandable, and clearly communicated
- Realistically achievable
- True indicators of outcome
- Provided as quantifiable amounts

C. Activities

Activities shall be used to clearly define the program objectives, their extent and limitations. The list of activities may also contain variables or conditions contingent upon the grant agreement and provide a clear delineation of the responsibilities between DHHR and the grantee. Activities should not repeat the objectives but should instead provide the sequence of steps necessary to achieve the objectives. General information that may be provided includes:

- Specific tasks or activities that the grantee is to perform
- Extent of the work to be performed

- Steps or phases of the program
- Description of the approach to be used
- Identification of work that is intentionally not encompassed within the scope of the award
- The areas of coverage for regional awards

D. Performance Measures

The performance measures section shall contain a detailed description of what the grantee will provide including the anticipated tangible results and what is expected to be accomplished during the project period. A "Performance Measure" is the tabulation, calculation, or recording of activity or effort and must be expressed in a quantitative or qualitative manner. Performance Measures shall serve as the result of the grantee's adherence to the Scope of Work.

E. Timeframes

The Statement of Work shall describe the timeframe when the agreement should be completed. These timeframes are to be used to measure progress and ultimately evaluate satisfactory completion of the program or award. The maximum allowable timeframe for the Source Water protection Grant Program is one state fiscal year.

3. Create a **Budget**

Provide a **Budget Narrative** and a **Detailed Line-Item Budget** as defined in Appendix A using the included form.

Additional documentation may be requested during the review and approval process. For assistance completing the budget worksheet or an electronic copy of the worksheet, contact program personnel: (304) 558-2981, EEDSourceWaterProtection@wv.gov

West Virginia Department of Health and Human Resources
Office of Environmental Health Services
7/2024 - 6/2025 Local Source Water Protection Grant

Application Form

Project Title: _____

Applicant Organization: _____

Contact Person: _____

Address: _____

_____

Telephone: (day) _____ (evening) _____

(fax) _____ (E-mail) _____

Water System(s) with PWS ID for which source(s) are to be protected:

_____
_____
_____

Grant Amount Requested: $ _____

Total Project Cost: $_____

WV Oasis#: _____

DUNS#: _____

Please provide a brief description of your project (no more than one or two paragraphs).

_____
_____
_____
_____

Please submit along with <u>Statement of Work</u> (make sure you responded to the guidance questions in developing the Statement of Work), <u>Budget Worksheet</u>, <u>Detailed Line-Item Budget</u> and any supporting documentation (ex. letter of support, resumes, maps, photos, designs, and/or graphics as appropriate).

Applicant's failure to provide complete and accurate information may be considered grounds for disqualification. The OEHS reserves the right to ask applicant for additional information to clarify their proposals. The OEHS reserves the right to accept or reject any or all proposals, in whole or in part, if to do so is felt to be in the best interest of the State.

APPENDIX A

Instructions for Preparing the Detailed Line-Item Budget

Budget Worksheets

The West Virginia Department of Health (WVDH) requires that a detailed line-item budget (DLIB) be prepared and approved for all grants and related agreements negotiated with the WVDH. The budget is the responsibility of the Grantee and shall be prepared in accordance with the procedures prescribed in these instructions as well as all applicable Federal and State financial standards, including applicable OMB Cost Principles.

Budget Narrative

In addition to the budget worksheets, all DHHR negotiated grant agreements must contain a Budget Narrative explaining the need/use for each line item in the budget. The budget narrative submitted with the agreement must match the dollar amounts provided on the DLIB and include the calculations supporting the budgeted amount.

General Instructions

The Grantee must provide the relevant information for each line item and enter the total cost for the corresponding row onto the worksheets. The Total Cost column should represent only the WVDH grant funded portion (amount) of the applicable line item. Except for formulas or hourly wages, all amounts should be rounded to the nearest dollar. The worksheets will automatically calculate the totals for each cost category, which should be verified by the Grantee.

If the Grantee needs more space than is provided on the worksheets, they may include an addendum (prepared in the same format) and simply enter the total cost into the applicable cost category on the worksheets.

I. Direct Cost Categories

Federal cost principles define direct costs as those that can be identified specifically with a particular final cost objective, i.e., a particular award, project, service, or other direct activity of the organization. When preparing the Budget, the Grantee should allocate all direct costs into one of the following seven (7) direct cost categories.

A. Personnel

Personnel costs are defined as salaries and wages paid to an employee of the Grantee and directly charged in whole or in part to the WVDH grant.

Position Column: For each employee's salary that is fully or partially charged to the grant, list the employee's name and/or job title.

Salary/Rate Column: For each position listed in the personnel category, provide either the employee's full annual salary or hourly wage. This column shows either the full annual salary, (example: $26,000) of the employee, or the hourly wage (example: $12.50/hr) of the employee. If an hourly rate is used the Salary/Rate column (example: $12.50/hr), then enter the number of hours spent on the grant in the percent of time on grant column (example: 1040).

Percent of time on grant Column: For each position listed in the personnel category provide either the percentage of time to be devoted to the program or projected hours to be spent on the program. An employee may not allocate more than 100% of their time, regardless of hours worked.

Narrative: Attach a position description outlining the responsibilities for each employee listed in the personnel budget category. If not included in the position description, provide a narrative detailing their relationship to the program.

B. Fringe Benefits

Fringe benefits are defined as expenses directly associated with employment and applicable to salaries and wages. Fringe benefits are to be specifically applicable to the employees listed in the personnel budget category and budgeted only for the percentage of time devoted to the program.

Component Column: List each component of fringe benefits budgeted to the grant award. Allowable fringe benefits include contributions to pension plans, health insurance, FICA, unemployment insurance, and worker's compensation.

Base Column: Provide the base salary amount to which fringe benefits rates are applied. (This amount may be less than the budgeted personnel costs when part-time employees are included as part of that category.)

Rate Column: Show the percentage rate for each fringe benefit, when applicable.

- FICA costs cannot exceed 7.65 percent of total salaries.
- The premium for state unemployment insurance is based on the first $12,000 of each positions salary times the organizations contribution rate as determined by the WV Bureau for Employment Programs. For more information on unemployment insurance please visit: http://wvbep.org/bep/uc/hdbkemp.htm#exprating.
- For health insurance and retirement benefits, "carrier rate" may be used.

Narrative: Provided that all components of fringe benefits are listed individually in the corresponding worksheets, the Grantee is not required to submit a narrative for the fringe benefit category.

C. Equipment

Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the Grantee's capitalization level or $5,000. An item that does not meet the capitalization level or that is "expensed" by the organization shall be budgeted in either the "Supplies" or "Other" categories as appropriate.

Item Column: List each item of equipment to be purchased with grant funds.

Item Cost Column: Provide the full cost of each item of equipment that is to be purchased.

WVDH % Column: If the item of equipment is to be only purchased in part with WVDH funds list the percentage of WVDH participation in the final cost.

Narrative: The Grantee shall consult the WVDH regarding the purchase, prior approval, accounting for and administration of equipment. For all approved purchases the narrative shall:

- List each piece of equipment to be purchased and provide description of how it will be used in the program.
- Explain why the equipment is necessary for successful completion of the project.

Note: General use equipment (i.e., vehicles, computers, faxes, etc.) must be used 100% for the proposed program if charged entirely to the grant.

D. Supplies

Supplies include any materials costing below the lesser of the Grantee's capitalization level or $5,000 per unit and that are expended or consumed during the course of the program.

Item Column: List each general classification of material and supplies (e.g., office supplies, postage, training materials) to be purchased with grant funds.

Number Column: Provide the number of each item type to be purchased. Nominal objects and general office supplies need not be broken down into separate items for budgeting but may be broken down into monthly or quarterly estimates. (e.g., office supplies at $150 month for 12 months = $1,800)

Rate Column: For each item listed under supplies, list a corresponding rate or cost.

Narrative: If total material and supply costs exceed $5,000 or 5% of the award, whichever is greater, provide a brief narrative explaining/justifying the costs associated with each individual item type (e.g., office supplies, postage, and training materials). At a minimum, that narrative should:

- Explain the type of supplies to be purchased, or the nature of the expense.
- Provide a breakdown of supplies by quantity and cost per unit if known.
- Indicate basis for estimate of supplies (i.e., historical information).

When total costs do not meet or exceed the threshold provided, the Grantee is not required to submit a narrative for the supplies category.

E. Contractual Costs

Contractual costs include expenditures incurred for obtaining the services of contractors, subgrantees and/or consultants. (Grantees must contact the WVDH for prior approval and specific instructions regarding the sub granting of WVDH awards.)

Name: Provide the name of the contractor or contract/subgrantee organization. Treat each contract or subgrant as a separate item.

Service: State the service(s) to be provided.

Rate: Provide the basis for the contractual costs (i.e. the total hours and hourly rate or the estimated price for the project or service.)

Narrative: List all contractual costs to be paid for with WVDH grant funds including a breakdown by contractors/consultants/subgrantees name (if known), hourly or daily fee, estimated time to be spent on the program, and an estimated total cost for each service.

- Describe the products or services to be obtained and indicate the applicability or necessity of each to the program.
- Provide a separate budget for each subgrant.

F. Construction

Construction consists of costs to support the initial building, large scale modernization or permanent improvement of a facility. No construction costs should be budgeted without prior authorization from the applicable Spending Unit. **(**Specific guidance and instructions will be provided to the Grantee when necessary.)

G. Other

The "other" category includes items that are directly charged, yet not included in one of the above cost categories, including travel. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by Grantee employees who are in travel status on official business of the organization.

Item: List "other" items (e.g., telephone, rent, utilities, or insurance and bonding) by major type. For travel, provide the purpose or reason for the travel expense. (e.g., mileage, training, conference)

Rate: Provide a rate/basis for the computation of each expense. Such costs may be budgeted on an actual cost basis, on a per diem or mileage basis.

Note: Consultant and contractor travel costs should be included in the "Contractual Costs" section.

Narrative: At a minimum, the narrative should:

- Provide a brief description of "other" item, its purpose, and an explanation of how it is necessary for or related to the program.
- Itemize all travel expenses by purpose (e.g., staff training, field interviews, conferences, etc.) and the basis of computation (e.g., X-people to X-day training at $X airfare, $X lodging, $X per-diem).

II. Indirect Cost Category

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. For payment of indirect costs by the WVDH, the Grantee must comply with one of the following three criteria:

- If the Grantee is a direct recipient of Federal Grants, they may have an "Indirect Cost Negotiation Agreement" from their cognizant Federal agency;

- The Grantee may have an approved "Indirect Cost Negotiation Agreement" from another state or local government agency that has agreed to review and approve the Grantee's indirect cost proposal; or

- The Grantee may have a written statement from an independent certified public accounting firm attesting that the indirect cost proposal complies with applicable Federal OMB Cost Principles and provides the basis of the calculated rate.

H. Indirect Costs

Base: Identify the distribution base for calculating the indirect cost rate.

Rate: List the applicable indirect cost rate.

Amount: Provide the dollar amount of indirect costs charged to the award. (For Grantees that charge less than their applicable rate, this should represent the actual amount charged.)

Narrative: If indirect costs are budgeted, provide a short narrative that indicates which one of the three types of WVDH indirect costs criteria have been met.

III. Other Program Funds

I. Cost Sharing or Matching Funds: Requirements for cost sharing and matching are unique to each program and are found in the laws, regulations and provisions specific to those relevant programs and agreements. If the Grantee receives an award subject to cost sharing or matching requirements they shall provide the total amount of those funds in the cost sharing or matching section of the budget worksheets. In situations where the Grantee provides funding that is not a requirement of the grant award, that information may be entered into the "Other Grantee Supplied Funds" section of the worksheets.

Narrative: Provide all relevant details related to the source (cash or in-kind) and applicability of cost sharing or matching funds.

J. Other Grantee Supplied Funds: Other Grantee supplied funds are considered supplemental (not required by authorizing grant legislation) funds provided by the Grantee to operate the program. The reporting of other Grantee supplied funds is not a requirement of the grant award and should only be provided at the discretion of the Grantee.

Narrative: The Grantee may provide any information deemed relevant to the review and approval of the Budget.

K. <u>Program Income:</u> Federal administrative requirements define program income as gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the grant award. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. (Program income does not include the interest that is earned on grant funds prior to their disbursement by the Grantee. Those funds should be administered in accordance with applicable cash management requirements)

If the Grantee anticipates earning any program income resulting from WVDH grant funded activities, the Grantee must notify the applicable Spending unit of such income and include the estimated/projected amounts in the appropriate section of the budget worksheets. For more details and instructions regarding the budgeting and administration of program income, the Grantee should contact their WVDH Spending Unit.
Budget Narrative: Provide all relevant details related to the source and applicability of program income.

IV. Budget Summary

Once the line-item budget has been completed:

1) Verify that the totals for each budget line item (A-H) are equal to the corresponding amounts contained in the Budget Summary form.

2) Verify both the **Total Direct Costs** and **Total Indirect Cost**s.

3) Verify the **Total Grant Award**.

4) If applicable, verify both the amounts entered and the total for Grantee Supplied Funds.

5) If applicable, verify the projected program income.

6) An authorized Grantee representative shall sign and date the Budget Summary form.

7) Attach all addendums, required justifications and narratives for submission to the WVDH.

West Virginia Department of Health and Human Resources

Detailed Line Item Budget

General Information			
1. Grantee Name:			
2. Preparers Name and Title:			
3. Date of Preparation:		4. Period Covered:	
Boxes 5- 8 are to be completed by DHHR Personnel			
5. Grant Agreement Number:		6. Change Order Number:	
7. Original Grant Amount:		8. Revised Grant Amount:	

Complete the following worksheets based on information and procedures provided in the *Instructions for Preparing the WVDHHR Detailed Line Item Budget.*

A. Personnel:

Position	Salary/Rate	Percent of Time on Grant	Total Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
		PERSONNEL TOTAL	

B. Fringe Benefits:

Component	Base	Rate	Total Cost
1.			
2.			
3.			
4.			
5.			
6.			
		FRINGE BENEFIT TOTAL	

C. Equipment :

Item	Item Cost	DHHR %	Total Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		EQUIPMENT TOTAL	

D. Supplies:

Item	Number	Rate	Total Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		SUPPLIES TOTAL	

E. Contractual Costs:

Name	Service	Rate	Total Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		CONTRACTUAL COSTS TOTAL	

F. Construction:

Item	Rate	Total Cost
1.		
2.		
3.		
4.		
	CONSTRUCTION TOTAL	

G. Other:

Item	Rate	Total Cost
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
	OTHER TOTAL	

H. Indirect Costs:

Formula:

Base	Rate	Indirect Costs
1.		
2.		
3.		
4.		
5.		
6.		
	INDIRECT COSTS TOTAL	

BUDGET SUMMARY

When you have completed the budget worksheets, verify the totals transferred for each category to the spaces below.

Budget Category	Amount
A. Personnel	
B. Fringe Benefits	
C. Equipment	
D. Supplies	
E. Contractual Costs	
F. Construction	
G. Other	
Total Direct Costs:	

H. Indirect Costs	
Total Indirect Costs:	

Total Grant Award

The following sections are for informational purposes only.

Grantee Supplied Funds	Amount
I. Cost Sharing or Matching	
J. Other Grantee Supplied Funds (Not a requirement of the Grant award)	

Total Grantee Funds

Program Income	Amount
K. Program Income (Projected)	

Total Program Income

Grantee's Signature: _____ Date: _____

DHHR Approval Signature: _____ Date: _____

(Grantee Name)

BUDGET NARRATIVE/JUSTIFICATION

Beginning date through ending date

A.) Personnel: $0.00

1. Employee Name, Title $0.00 x 0% = **$0.00**
   Status of Employee (i.e. Full Time Employee or Part Time Employee) – Short Job Description as it pertains to the Grant.
2. Etc.

B.) Fringe Benefits: $0.00

1. Social Security/Medicare: 7.65% of $0.00 = **$0.00**
2. Retirement: ____% of $0.00 = **$0.00**
3. Workers' Compensation: ___% of $0.00 = **$0.00**
4. DOP Fees: (calculation) = **$0.00**
5. Insurance: = **$0.00**

Employee Name	% of Time on Grant	Total Insurance	Portion of Insurance
	TOTAL	$0.00	**$0.00**

C.) Equipment: $0.00

1. Equipment Name: $0.00 x 0% = **$0.00**
   Description of equipment as it pertains to the Grant.
2. Etc.

D.) Supplies: $0.00

1. Supplies Name: $0.00 per Quarter or Month Rates = **$0.00**
   Description of supplies as it pertains to the Grant.
2. Etc.

E.) Contractual Costs: $0.00

1. Contractual Costs Name: $0.00 x per month/quarter/year = **$0.00**
   Description of services as it pertains to the Grant.
2. Etc.

F.) Construction: $0.00

Grantee should not list anything in this section unless otherwise prior approved by program and fiscal staff.

G.) Other: **$0.00**

Note: Anything travel related should be broken down into each conference that is attended, meeting attended, etc. as follows:

1. Travel: **$0.00**

Name of Conference/Meeting/Basic Travel, Etc.: # of participants and total $0.00

- Mileage: # of miles one way x 2 x ____ rate per mile = $0.00
- Hotel: $0.00 per night x # of nights x # of participants = $0.00
- Registration: $0.00 per participant x # of participants = $0.00
- Meals: $0.00 per participant x # of days x # of participants = $0.00
- Shuttle/Cab: $0.00 per day x # of days x # of participants = $0.00
- Tolls: $0.00 per day x # of days x # of participants = $0.00
- Per Diem: $0.00 per day x # of days x # of participants = $0.00
- Plane Tickets: $0.00 per ticket x # of participants = $0.00

2. Name of Item: $0.00 x how many = **$0.00**
Description of item as it pertains to the Grant.
3. Etc.

Total Direct Costs: **$0.00**

H.) Indirect Costs: **$0.00**

- Base amount x % = $0.00
- The indirect cost rate was calculated by _____(Name of CPA)_____ and is based on "program portion of personnel and fringe", OR "total direct costs for grant", OR "Other".

Total Grant Award: **$0.00**

Grantee Supplies Funds (Informational Purposes Only): **$0.00**

- Description

Program Income (Informational Purposes Only): **$0.00**

- Description

Did you remember?

The checklist below is for applicant use. Applicants may include additional items with applications that are not listed below. Please see **INSTRUCTIONS FOR APPLICATION** for complete details.

Complete Local Source Water Protection Grant Application Form.

Create a Statement of Work.

Complete the Detailed Line-Item Budget using the provided format.

Prepare a Budget Narrative using the provided format.

APPLICATIONS ARE TO BE RECEIVED NO LATER THAN 5:00 PM, MARCH 31, 2024

Additional documentation may be requested during the review and approval process. For assistance completing the budget worksheet or an electronic copy of the worksheet, contact program personnel: (304) 558-2981, EEDSourceWaterProtection@wv.gov

PREMIER
RISK MANAGEMENT SOLUTIONS

SAFETY CONSULTING CONTRACT PROPOSAL

Charles Town Utility Board

661 S. George Street, Suite 101
Charles Town, WV 25414

Presented by:
Jeff Dixon, CSP
President
Premier Risk Management Solutions, LLC
jeff@premier-rms.com

March 21, 2024

(304) 389-6912
PO Box 1448 Saint Albans, WV 25177
www.premier-rms.com

About Us:

Welcome to Premier Risk Management Solutions, your trusted partner specializing in providing expert guidance to ensure workplace compliance with industry regulations while fostering a culture of safety and health within your organization.

With an unwavering commitment to excellence, our dedicated and experienced Safety Professionals are focused on delivering tailored solutions that align with the unique needs of your organization.

From comprehensive risk assessments to targeted training programs, we are here to empower you with the knowledge and strategies necessary to create a safe, secure, profitable, and thriving work environment.

At Premier Risk Management Solutions, your safety is our top priority, and we are here to support you on your journey towards a safer, more resilient workplace.

Safety isn't just a service – it's our mission. Let us partner with you to elevate your safety standards and enhance the overall success of your organization.



Jeff Dixon, CSP

President – Consultant

Over 20 Years of experience in the Safety, Risk Management and Loss Control Field.

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PREMIER
RISK MANAGEMENT SOLUTIONS

|Professional Services Offered:

Expert Advice: 24/7 available expert advice and resources to employers for safety and loss control needs.

Online Prequalification Services: Provider of ISNetworld, Avetta, Veriforce, Vero, CCS, and all other online prequalification services. 24/7 monitoring to ensure continuous compliance.

Safety Training Program Development: Designing and delivering customized training programs to educate employees on safety protocols, emergency procedures, and industry-specific regulations.

Policy Development: Assisting in the creation and implementation of safety policies and procedures tailored to the organization's needs and industry requirements.

Risk Assessments: Conducting comprehensive evaluations to identify potential hazards and risks within your workplace, allowing for the development of effective risk mitigation strategies.

Compliance Audits: Ensuring that the organization complies with local, state, and federal safety regulations and standards relevant to their industry.

Incident Investigation: Conducting thorough investigations into workplace incidents or accidents to determine their root causes and recommending preventative measures.

Ergonomic Assessments: Evaluating workspaces to identify ergonomic issues that could lead to musculoskeletal disorders and providing recommendations for improvements.

Emergency Preparedness Planning: Developing and implementing emergency response plans to ensure the organization is prepared for various crisis situations.

Industrial Hygiene Services: Assessing and managing workplace factors that could affect the health and well-being of employees, such as exposure to hazardous materials, noise, and air quality.

Safety Program Reviews: Periodically reviewing and updating safety programs to ensure they remain effective and aligned with industry best practices.

On-Site Inspections: Conducting on-site inspections to assess safety practices, identify potential issues, and recommend improvements.

Consultation on Safety Technologies: Providing guidance on the adoption and integration of safety technologies and tools to enhance overall safety measures.

Behavior-Based Safety Programs: Implementing programs that focus on influencing and improving employee behaviors related to safety through positive reinforcement and training.

Return to Work Program: Comprehensive programs designed to facilitate the smooth transition of employees immediately back into the workplace after an injury or illness. The primary goal of a Return to Work Program is to support employees in resuming their job responsibilities while ensuring their well-being and considering any necessary accommodations.

Substance Abuse Program Development: Addressing the specific needs of a target population dealing with substance abuse. Key steps include conducting a needs assessment, defining clear goals and objectives, implementing evidence-based interventions, ensuring cultural competence, building collaborations, and continuous monitoring. Staff training, legal considerations, sustainability planning, and adaptability are essential elements for success.

Continuing Education Credit provided as a part of training: Our Safety Professionals can offer CE Credit opportunities for individuals to stay current and adapt to industry changes, contributing to improved job performance. Employers benefit from a more competent and adaptable workforce, while professionals gain networking opportunities and personal growth through ongoing education.

Human Resource Programs and Consultation: Entails creating and advising on strategies to optimize workforce management. Key components include talent acquisition, onboarding, training, performance management, diversity and inclusion, compensation, employee relations, wellness initiatives, legal compliance, consultation services, exit strategies, remote work policies, and upholding ethical standards.

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Benefits of Premier Risk Management

Maximum Reduction in Insurance Cost
Targeted programs will be put in place in an effort to immediately reduce your organization's Incident Rates, Experience Modification Rate (ex. EMR or EMOD) and overall cost of your insurance program.

Cost Savings For Your Bottom Line
Investing in a Safety Professional will lead to long-term cost savings. By identifying and addressing potential safety issues early on, organizations can avoid costly fines, legal fees, and expenses related to workplace accidents.

Expertise & Special Knowledge
A Safety Professional will bring a deep understanding of safety regulations, industry standards, and best practices to your organization. Their specialized knowledge ensures that your organization remains compliant with relevant laws and regulations.

Risk Identification & Mitigation
A Safety Professional conducts thorough risk assessments to identify potential hazards and risks within your workplace. This proactive approach allows for the implementation of effective risk mitigation strategies to prevent accidents and injuries.

Customized Solutions
A Safety Professional will tailor their services to the specific needs of your organization. This customization ensures that safety programs, policies, and training initiatives are aligned with your industry, workplace structure, and unique challenges.

Focused Training & Education
A Safety Professional will develop and deliver targeted training programs to educate employees about safety protocols, emergency procedures, and compliance requirements. This helps create a safety-conscious culture within the organization.

Employee Morale & Productivity
A focus on safety enhances employee morale and job satisfaction. When employees feel secure in their workplace, productivity tends to increase, absenteeism decreases, and turnover rates may be lower.

Reducing Your Liability
By proactively addressing safety concerns, organizations can reduce their liability in the event of accidents or regulatory issues. A Safety Professional assists in creating a documented record of safety efforts, demonstrating a commitment to compliance.

Emergency Preparedness
We help your organization develop and implement emergency response plans, ensuring that employees are well-prepared to handle a crisis. This preparedness can minimize the impact of emergencies on both personnel and business operations.

Continuous Improvement
Commitment to continuous improvement ensures that safety practices evolve with changes in regulations, technology, and industry standards. Including ongoing support, conducting regular reviews, and updates to safety programs.

Third-Party Perspective
This can be valuable in identifying safety issues that may be overlooked by internal staff who are accustomed to the work environment.

Efficient Use of Resources
Hiring a Safety Professional allows for the efficient use of resources, freeing up internal staff to focus on their core responsibilities and providing the ability to hire an expert for your organization at a fraction of the price of a full-time employee.

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PREMIER
RISK MANAGEMENT SOLUTIONS

PROPOSED CONTRACT TERMS

Please sign and return this page via fax, mail, or email to Premier Risk Management Solutions, LLC

Mail
Post Office Box 1448
Saint Albans, WV 25177

Fax
(304) 722-4230
Attn: Jeff Dixon

Electronic Mail
jeff@premier-rms.com

SERVICES
• **Monthly employee safety training sessions including continuing education credit.**
• **Immediate Automobile and Workers Compensation Claim Management.**
• **Examination of Automobile, Workers Compensation, General Liability Claim losses and development of a plan to reduce and eliminate future reoccurrence in cooperation with Charles Town Utility Board Management.**
• **Assistance with Federal and State OSHA requirements.**
• **Participate in periodic claims review meetings.**
• **Immediate Incident Investigation as requested by Client.**
• **Annual CPR/First Aid training with certification as requested by Client.**
• **Annual Defensive Driving Training with certification.**
• **Development and implementation of New Employee Safety Orientation Program. Provide training as directed by Charles Town Utility Board.**
• **Employment training practices for Employees and Supervisors.**
• **Continued Education hours/certificates for Licensed Employees.**
• **Assistance in development and preparation of Safety Training.**
• **Other Training as needed and requested by Client.**
• **Annual audit and update of current risk management and employee safety manuals, policies, and procedures as requested by Client.**
• **Facility Audits and Safety Inspections as requested by Client.**
• **Access to, and training on, the Succeed Risk Management Platform for more effective and efficient use by Charles Town Utility Board employees.**
• **Immediate Safety and HR Resource to all Charles Town Utility Board employees with 24/7 access anytime needed.**
• **Special projects as directed by Charles Town Utility Board management.**
Price does not include Mileage and Travel Expenses. *Mileage will be charged at the 2024 IRS rate per mile from the consultant's home to Charles Town Utility Board work locations as directed by the client. Mileage will only include contract related mileage. Travel expenses will include nightly hotel accommodations, the cost of meals during the time working for and traveling to and from visiting the client.*

Total Fee for Contract Term:	**$12,000 plus travel expenses.**

Select Desired Billing Method:

Payment in Full: _____

Monthly Payment: _____

Quarterly Payment: _____

Contract Term: April 1, 2024 through April 1, 2025:

Charles Town Utility Board Representative:

By: _____

Signature: _____

Title: _____

Date: _____

Premier Risk Management Solutions, LLC Representative:

By: _____

Signature: _____

Title: _____

Date: _____

PREMIER
RISK MANAGEMENT SOLUTIONS

Terms and Conditions of Service
Premier Risk Management Solutions, LLC

1. **Independent Contractor.** Premier will be engaged solely as an independent contractor and neither Premier nor its employees or agents will be considered employees of Client.
2. **Representations and Warranties.**
    a. Premier's services will be of a professional quality; will be performed and provided by suitably qualified, capable, and competent personnel; will conform to generally accepted professional practices; will be performed in a workmanlike manner; and will comply with all applicable federal, state and local laws, rules and regulations.
    b. Premier will not provide legal advice, and it remains the responsibility of the Client to comply with all applicable federal, state and local laws, rules and regulations as they relate to Client's operations.
    c. Any training and/or recommendation provided by Premier will be general and advisory in nature and not warranted to address every risk encountered in Client's operations.
    d. Client will assume all responsibility and risk for reliance upon information provided by Premier; retain responsibility for regulatory compliance and loss control; and agree Premier cannot guarantee Client will not be subject to citations, fines, lawsuits, or other damages.
3. **Indemnification and Limitation of Liability.**
    a. Premier will indemnify Client from and against damages to the extent arising from or relating to any breach of the representations and warranties made by Premier; or any gross negligence or willful misconduct by Premier or its employees or agents.
    b. Not withstanding the foregoing, under no circumstances will Premier's liability to Client exceed $100,000.
    c. Premier will not be held liable for special, incidental, or consequential damages.
4. **Payment.**
    a. Client will pay Premier within 30 days of performance of services.
    b. Client will pay Premier a service charge of 1.5% per month for late payments and any attorney fees incurred by Premier to collect such late payments and/or service charges.
5. **Confidentiality.**
    a. The Parties acknowledge that during the engagement, certain Confidential Information may be shared by and between the Parties. Neither Party will disclose or divulge any Confidential Information to any third-party, without prior written authorization from the other Party.
    b. Confidential Information means any information disclosed by either Party, whether or not expressly marked or designated as confidential, that is non-public, confidential or proprietary in nature, including, without limitation, business, operational, accounting, financial, customer and legal information.
    c. Unless otherwise expressly agreed in writing by the Parties, any training manual, plan, or other material produced by Premier is Confidential Information and will remain the property of Premier.
    d. The Parties' obligations in this Section will survive termination of the engagement.
6. **Non-Solicitation.** The Parties agree that during and for a period of one year following termination of this engagement, neither Party will solicit or hire any employee of the other Party.
7. **Termination.** Either Party may terminate this agreement upon 30 days written notice to the other Party.
8. **Notice.** Any notice will be writing and addressed to such Party at its principal places of business, or to such other address as the Party may hereafter designate in writing and will be by actual delivery thereof to the Party, electronic mail, or registered mail.
9. **Governing Law.** This engagement will be governed by and interpreted in accordance with the laws of the State of West Virginia and any action related thereto will be heard in that venue's State or Federal court.
10. **Assignment.**
    a. Neither Party will assign, transfer or subcontract its rights or duties under this engagement, without the other Party's prior written consent.
    b. The Parties' rights and obligations hereunder will be binding upon and inure to the benefit of their respective personal representatives, heirs, successors, and assigns.
11. **No Waiver.** The failure of either Party to exercise any option permitted or insist upon strict performance of any term herein, will not be construed as a waiver of the right to assert or rely upon any such term or option on any future occasion.
12. **Severability.** If any term of this Agreement is, found to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability will not affect any other term of the engagement, and the remaining terms will be construed as if the invalid, illegal, or unenforceable provision had never been set forth herein.

The following is a detailed description of items completed in reference to Phase I of the CAP along with photograph documentation:

A. Headworks

The existing screen, washer compactor, vortex grit mechanical system, grit pump and grit classifier were demolished in the Headworks Building. The existing water supply piping, control panels and electrical devices associated with the equipment were also demolished. The temporary headworks bypass pumping system was installed and utilized to facilitate new headworks equipment installation. The new perforated plate screen, level sensors, washer compactor and discharge chute were installed including all mechanical components and new water supply piping. The new grit system including mechanical scraper, pump, piping, hopper and dewatering screw conveyor were installed. All new electrical control panels and gear used to power new equipment was installed, including all new wiring and conduit along with underground ductbanks. The headworks equipment was started-up, tested, training was completed and all new equipment is currently being utilized.



New Perforated Plate Screen and Washer Compactor



New Vortex Grit Removal System

B. Electrical Building

The new Electrical Building walls, doors and roof are complete. Drywall is complete and painted and the ceiling grid and lights are installed. The HVAC system has been installed. The new SBR Control Panel and main disconnect have been mounted inside the new Electrical Building. All underground ductbanks have been installed to and from the new Electrical Building. The new Emergency Generator concrete pad and generator have been installed. All underground ductbanks to and from the generator are complete. The 1600 Amp breaker is currently installed.



New Electrical Building and Emergency Generator

C. FRP Shelter

All ductbanks to and from the new FRP Shelter have been installed. The concrete pad has been poured and the bollards installed. The fiberglass structure has been installed including all walls, door and interior lighting. Panel H2, L2, RIO2 and transformer 2 have been installed inside the shelter.



FRP Shelter

D. Sludge Handling

The existing Sludge Holding Tank and Sludge Building have been demolished. The new Sludge Handling Building concrete foundation, underground piping, floor, walls and roof have been completed. All concrete equipment pads and curbs have been poured. The concrete masonry unit (CMU) work including the Exterior Insulated Finish System (E.I.F.S.) is complete. The walls have been painted and the floor coating system is complete. The overhead door has been installed. The walls and ceiling have been insulated. The crane/hoist beams have been installed. The new Centrifuge, In-Line Grinder, Digested Sludge Feed Pump, Conveyor, Polymer Bulk Tank and Polymer Feed System have been installed. All ductile iron and PVC piping and valves have been installed. The potable waterline and appurtenances have been installed. All stormwater piping relocation work near the building is complete. All ductbanks to and from the new Sludge Handling Building are complete. All internal building conduit and wiring is complete including new panels, lights and switches.



New Sludge Handling Building (Exterior)



In-line Grinder and Digested Sludge Feed Pump (Interior)

E. Digester

The existing digester tank piping and diffusers have been demolished. The new concrete digester blower pad has been poured and the two (2) new blowers have been installed along with all new blower piping. The new digester fine bubble membrane diffusers have been installed. The new tank telescoping valve and actuator have been installed. The new Digester Mixing System has been installed including air compressor, receiver tank and all associated piping, control panel and mixing system valve manifold. All ductbanks to and from the digester equipment have been installed.



Digester Diffusers



Digester Blowers

F. UV System

The existing UV banks, controls and electrical have been demolished. The two (2) new UV units have been installed along with the new power supply unit and new UV control panel. All wiring has been complete and the new UV units are currently being utilized.



New UV System

G. Meter Vaults

The new precast concrete influent metering vault has been installed. All underground and vault mechanical piping has been complete including installation of the new magnetic flow meter. The new precast concrete Waste Activated Sludge (WAS) meter vault has been installed. All underground and vault mechanical piping, valves, actuators and meters have been installed. All underground ductbanks to and from the meter vaults have been complete.

H. SBR Basins

All three (3) existing SBR basins were drained and cleaned. The existing SBR basin splitter box weirs have been adjusted. All underground ductanks to the new SBR instrumentation has been completed.

I. Work Not Completed

The existing influent pumps, valves and related instrumentation have not yet been replaced. Also, the new instrumentation for the SBRs have not been installed because they can not be utilized until the SBR control panel is configured and the new SCADA system is online.

The delivery of the Motor Control Center (MCC) No.1 and the Automatic Transfer Switch (ATS) are currently driving the construction schedule. The MCC is scheduled to be shipped to the integrator

(Micro-Tech) on April 24, 2024. Micro-Tech said that they need approximately three (3) months to perform their integration and testing. This means that the MCC will arrive to the site in July or August of 2024. The ATS is currently scheduled to be shipped in late September of 2024. Switchboard No. 1 is scheduled to ship to the site on April 24, 2024. These components are directly related to powering of the Sludge Handling Equipment, Digester Equipment, SBR blowers and Pumps. Until these electrical devices are delivered and installed, several equipment items can not be started-up.

Phase	Category	Description	Projected Completion Date	Status as of March 21, 2024
Work Completion Certification I				
	The City will shall provide EPA with a written certification that the following work has been completed at the Charles Town WWTP	Not applicable	Within thirty (30) calendar days of the Effective Date of the AOC	Complete
	Schedule of completion	Not applicable	Within thirty (30) calendar days of the Effective Date of the AOC	Complete
		Survey and establish control of the Charles Town WWTP construction site	Within thirty (30) calendar days of the Effective Date of the AOC	Complete
		Complete work on the sludge day tank and building demolition	Within thirty (30) calendar days of the Effective Date of the AOC	Complete
		Perform test pitting at the Digester area	Within thirty (30) calendar days of the Effective Date of the AOC	Complete
		Complete digester blower building demolition	Within thirty (30) calendar days of the Effective Date of the AOC	Complete
		Complete underground piping demolition	Within thirty (30) calendar days of the Effective Date of the AOC	Complete
Work Completion Certification II				
	The City shall provide to EPA a written certification, including current photographic documentation with accompanying individual image narrative description, that the following work has been completed at the Charles Town WWTP	Not applicable	Within sixty (60) calendar days of the Effective Date of the AOC	Complete
	Schedule of completion	Not applicable	Within sixty (60) calendar days of the Effective Date of the AOC	Complete
		Install new yard piping	Within sixty (60) calendar days of the Effective Date of the AOC	Complete
		Building earthwork and concrete pad preparation	Within sixty (60) calendar days of the Effective Date of the AOC	Complete
		Install pour blower pad	Within sixty (60) calendar days of the Effective Date of the AOC	Complete
		Fiber-reinforced plastics shelter installation	Within sixty (60) calendar days of the Effective Date of the AOC	Complete
		Install duct banks to protect electrical and data cables	Within sixty (60) calendar days of the Effective Date of the AOC	Complete
Initial Proposed Corrective Action Plan				
	The City shall provide to EPA for review an Initial Proposed Corrective Action Plan (CAP), which meets the requirements set forth in this AOC. The Initial Proposed CAP shall include, at a minimum, plans and schedules for implementing corrective actions at the Charles Town WWTP	Not applicable	Within sixty (60) calendar days of the Effective Date of the AOC	Complete
	Schedule of completion	Not applicable	Within sixty (60) calendar days of the Effective Date of the AOC	Complete
Phase I				
	The City provide a detailed plan and schedule for undertaking, and as required completing, the work encompassed within Phase I	Not applicable	No later than the last business day of the first full calendar quarter following the Effective Date	In progress
	Schedule of completion	Not applicable	No later than the last business day of the first full calendar quarter following the Effective Date	In progress
		Demolish existing screen and washer compactor	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Demolish existing grit system	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Demolish influent pumps, valves and related instrumentation	Scheduled to be completed from October 2023 to November 2023	Scheduled to be completed by September 2024. Delayed due to updated electrical ATS delivery delay. See below.
		Continue Electrical Building construction, including installation of walls, doors, roof, Heating, Ventilation, and, Air Conditioning System (HVAC System), lighting, plumbing (as necessary) and related finishes	No later than the last business day of the first full calendar quarter following the Effective Date	Complete

		Complete work related to demolishing the existing Sludge Holding Tank and the Sludge Building (Existing Sludge Handling Building)	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Continue New Sludge Handling Building construction, including finish pouring foundation, floor slabs, walls and roof	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Begin concrete masonry unit (CMU) block wall installation	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Complete underground electrical component/conduit installation	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Complete installation of concrete pad	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Complete installation of FRP Shelter structure, including and not limited to, flooring, walls, roof, doors and windows (if any)	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Complete installation of new grit removal system, including completion of startup related tasks	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Initiate modifications to aeration portion of aerobic digester system, including installation of all structural work and installation of new equipment	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Initiate and complete construction of Temporary Headworks Bypass System, including all start-up tasks	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Initiate and complete demolition of Existing Headworks System	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Complete installation of New Headworks System, including complete installation of all mechanical components, new headworks screen and washer compactor, including completion of startup related tasks	No later than the last business day of the first full calendar quarter following the Effective Date	Completed new headworks screen, washer compactor and grit system. Replacement of existing influent pumps and piping to be complete by September 2024. Delayed due to updated electrical ATS delivery delay. See below.
		Clean Sequencing Batch Reactor (SBR) basins and complete installation of new instrumentation	Instrumentation is scheduled to be installed from November to December 2023	All three (3) existing SBR basins have been cleaned. Instrumentation scheduled to be installed by September 2024.
		Complete installation of new influent meter vault and piping.	Scheduled to be performed in November 2023.	The precast vault and meter have been placed, piping is complete. Flow meter to be wired into SCADA by September 2024.
		Continue installation of underground duct bank(s) (one or more underground reinforced concrete or metal container(s) used for laying utility lines, such as electric and telecommunication cables)	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Initiate and complete installation of new wiring and controls to new screen, grit system and influent pumps	No later than the last business day of the first full calendar quarter following the Effective Date	Completed wiring to new screen and grit system. Wiring of influent pumps and piping to be complete by September 2024.
		Initiate digester aeration system modifications, including electrical modification tasks	No later than the last business day of the first full calendar quarter following the Effective Date	Complete
		Schedule for ordering and acquiring all new equipment necessary for the completions of work described Phases I-V of the CAP	No later than the last business day of the first full calendar quarter following the Effective Date	In progress
Phase II				
	The City provide a detailed plan and schedule for undertaking, and as required completing, the work encompassed within Phase II	Not applicable	No later than the last business day of the second full calendar quarter following the Effective Date	In progress
	Schedule of completion	Not applicable	No later than the last business day of the second full calendar quarter following the Effective Date	In progress
		Initiate and complete demolition of existing UV system (UV System)	No later than the last business day of the second full calendar quarter following the Effective Date	Complete
		Complete UV System demolition work relating to existing piping and electrical equipment, as necessary to accommodate new piping and electrical equipment	No later than the last business day of the second full calendar quarter following the Effective Date	Complete

		Complete installation of new UV System, including electrical and startup tasks	No later than the last business day of the second full calendar quarter following the Effective Date	Complete
		Complete Electrical Building construction, including installation of walls, doors, roof, HVAC System, lighting, plumbing (as necessary) and related finishes and start-up tasks	Scheduled to be complete by January 2024	Complete
		Initiate installation of new electrical equipment, in coordination with delivery of such equipment, including low and high voltage panels, transformer, motor control center, switchboard, circuit breakers, automatic transfer switch, blower surge panels, SBR panel and remote Input and Output (I/O) panel	Scheduled to be complete by January 2024	Complete
		Complete centrifuge building construction tasks, including completion of CMU block walls, installation of structural steel and roof installation	No later than the last business day of the second full calendar quarter following the Effective Date	Complete
		Initiate installation planning (a.k.a. rough-in tasks) for building plumbing, mechanical and electrical lines	No later than the last business day of the second full calendar quarter following the Effective Date	Complete
		Initiate installation of new doors, windows, lighting installation and HVAC System installation	Scheduled to be installed from December 2023 to January 2024	Complete
		Initiate installation of electrical equipment, in coordination with delivery of such equipment, including panelboards, transformer, variable frequency drives, motor starters and disconnects and remote I/O panel	Electrical equipment scheduled to be installed from October 2023 to January 2024	Complete
		Complete installation of new influent pumps, including installation of level control system, piping and valves	Scheduled to be installed from October to November of 2023	Replacement of influent pumps, valves, instrumentation and control system to be completed September of 2024, due to electrical equipment delays.
		Complete installation of new influent meter valve vault and installation of influent meter, including all start-up tasks	Startup scheduled from October to November of 2023.	Vault work complete with exception of meter startup which is scheduled for September 2024.
		Complete modifications/upgrades to aeration portion of aerobic digester system equipment, including electrical modification tasks and startup of equipment tasks	Temporary startup of New Digester system startup scheduled for November to December of 2023	All mechanical piping inside the new digester tank is complete including installation of telescoping valve, diffusers and piping. New digester blowers and piping is complete. Digester aeration mixing system inside existing Blower Room was completed in January 2024. Wiring/startup to be completed September of 2024.
		Complete installation of underground duct bank(s), necessary for operation of UV system, and continue installation of remaining underground duct bank(s)	No later than the last business day of the second full calendar quarter following the Effective Date	Complete
Phase III				
	The City provide a detailed plan and schedule for undertaking, and as required completing, the work encompassed within Phase III	Not applicable	No later than the last business day of the third full calendar quarter following the Effective Date	Scheduled
	Schedule of completion	Not applicable	No later than the last business day of the third full calendar quarter following the Effective Date	Scheduled
		Complete piping demolition work within the Sludge Transfer Building	Scheduled to be completed in March to April of 2024	Scheduled
		Continue installation of new electrical equipment within the Electrical Building, including, and not limited to, low and high voltage panels, transformer, motor control center, switchboard, circuit breakers, automatic transfer switch, blower surge panels, SBR control panel and related instrumentation and remote I/O panel	Scheduled to be completed in January 2024	The SBR Control Panel has been mounted. Motor Control Center's current expected ship date from factory is May 9, 2024. However, it then needs to get shipped to MicoTech for configuration for about three (3) months. Switchboard No. 1's expected ship date from factory is April 24, 2024. The 1200 and 1600 Amp breakers are onsite with the 1600 Amp breaker being installed. Automatic Transfer Switch is expected to ship in September of 2024.

		Complete Sludge Handling Building construction work, including, and not limited to, plumbing, mechanical lines, electrical lines, windows, doors, finishes, HVAC installation, lighting installation and related start-up tasks	Scheduled to be completed in April of 2024	All building plumbing and mechanical process piping is complete. All equipment has been installed including centrifuge, sludge pump, grinder, conveyor and polymer feed system.
		Complete installation of new maintenance crane and monorail system	Scheduled to be completed in November of 2023	Completed in December 2023.
		Complete installation of electrical, power and control for any centrifuge related equipment	Scheduled to be completed in March of 2024	Wiring of equipment has begun.
		Complete installation of new sludge handling equipment, including startup tasks, of new centrifuge, pump, grinder, polymer feed system, and conveyor	Equipment startup scheduled for February to April of 2024	Items installed. Startup now scheduled for May-June due to electrical equipment delays.
		Continue installation, including startup tasks, of electrical equipment including panelboards, transformer, variable frequency drives, motor starters and disconnects and remote I/O panel	Scheduled for December of 2023	Panelboards have been installed along with transformers. Some items will be based upon electrical equipment deliveries which are not expected until May 2024.
		Complete installation, including startup tasks, of new sludge transfer pump flow meter and valves	Scheduled for April of 2024	Scheduled
		Complete installation of all underground duct banks, including all necessary piping and wiring tasks	No later than the last business day of the third full calendar quarter following the Effective Date	All underground ductbank conduits are complete. Wiring is currently being pulled. Ongoing
Phase IV				
	The City provide a detailed plan and schedule for undertaking, and as required completing, the work encompassed within Phase IV	Not applicable	No later than the last business day of the fourth full calendar quarter following the Effective Date	Scheduled
	Schedule of completion	Not applicable	No later than the last business day of the fourth full calendar quarter following the Effective Date	Scheduled
		Complete demolition of Waste Activated Sludge (WAS) vault	Scheduled for April 2024 to June 2024	Scheduled
		Continue installation of new electrical equipment within the Electrical Building, including, and not limited to, low and high voltage panels, transformer, motor control center, switchboard, circuit breakers, automatic transfer switch, blower surge panels, SBR control panel and related instrumentation and remote I/O panel	Scheduled to be complete by January 2024	The SBR Control Panel has been mounted. Motor Control Center's current expected ship date from factory is May 9, 2024. However, it then needs to get shipped to MicoTech for configuration for about three (3) months. Switchboard No. 1's expected ship date from factory is April 24, 2024. The 1200 and 1600 Amp breakers are onsite with the 1600 Amp breaker being installed. Automatic Transfer Switch is expected to ship in September of 2024.
		Continue installation of electrical equipment, including panel boards, transformer, variable frequency drives, motor starters and disconnects and remote I/O panel	Scheduled to be complete from October 2023 to December 2023	Some equipment installed. Some items will be based upon electrical equipment deliveries which are not expected until May 2024.
		Initiate and complete installation of a new emergency generator, including startup tasks	Generator startup scheduled for July of 2024	New emergency generator was set in November of 2023. Automatic Transfer Switch not expected until September of 2024 (note that supply chain issues has pushed this out from 40 to 80 weeks of lead-time. The order was released on December 2, 2022.)
		Complete new WAS vault construction, including installation and startup of electrical components	Scheduled for April 2024 to June 2024	New precast WAS vault has been set in place. Mechanical piping is ongoing. Electrical startup scheduled for September 2024.
		Initiate and complete installation of Drain Pump Station Bypass System, including startup tasks	Scheduled for October to December of 2023	Delayed due to electrical equipment delays. Work scheduled for September 2024.
		Complete a Supervisory Control and Data Acquisition System (SCADA System) analysis of: a) all upgrades to the SCADA system, and categorize such upgrades as either appropriate upgrades or necessary upgrades, and b) options for replacement of the SCADA System (SCADA System Upgrades or Replacement Analysis).	Scheduled to begin in June 2024 and extend through October of 2024	Scheduled
Phase V				
	The City provide a detailed plan and schedule for undertaking, and as required completing, the work encompassed within Phase V	Not applicable	No later than the last business day of the fifth full calendar quarter following the Effective Date	Scheduled

	Schedule of completion	Not applicable	No later than the last business day of the fifth full calendar quarter following the Effective Date	Scheduled
		Initiate and complete demolition of previously used emergency generator	Scheduled for July through August of 2024	Scheduled
		Complete all remaining demolition work at the Charles Town WWTP	Scheduled by August of 2024	Scheduled
		Complete installation of all remaining electrical equipment	Scheduled from October 2023 to January of 2024	Delayed due to electrical equipment delays. Scheduled to be completed by September 2024.
		Complete any additional Electrical Building work necessary to ensure practical useability of the building and the equipment in such building	Scheduled to be completed by February of 2024	Delayed due to electrical equipment delays. Scheduled to be completed by September 2024.
		Complete tasks necessary to connect monitoring equipment in the Sludge Handling Building with the main SCADA system	Scheduled to be completed in September of 2024	Scheduled
		Complete any additional Sludge Handling Building and sludge handling equipment work necessary to ensure practical useability of the building and the equipment in such building	Scheduled to be completed in September of 2024	Scheduled
		Complete installation of any and all electrical components, including panelboards, transformer, variable frequency drives, motor starters and disconnects, remote I/O panel and all related start-up tasks	Scheduled to be completed from November 2023 to January 2024	Delayed due to electrical equipment delays. Scheduled to be completed by May-June 2024.
		Complete any additional FRP Shelter Building work necessary to ensure practical useability of the building and the equipment in such building	Scheduled to be completed by January 2024	Delayed due to electrical equipment delays. Scheduled to be completed by May-June 2024.
		Complete installation of new waste activated sludge meter and valve vault	Scheduled to be completed from April 2024 to June 2024	Scheduled
		Complete installation of new emergency generator	See above	Scheduled
		Initiate and complete installation, including startup tasks, of all pumps intended to be part of the new Plant Drain Pump Station	Scheduled to be completed from October to December of 2023	Delayed due to electrical equipment delays. Scheduled to be completed by September 2024.
		Initiate tasks to implement the selected upgrades or replacement work set forth in the SCADA System Upgrades or Replacement Analysis	Scheduled to be completed from June 2024 to October 2024	Scheduled
		Complete Final Exterior Grounds Sitework, including, and not limited to, pavement restoration, grading, sidewalks, bollards and seeding/planting work	Scheduled to be completed in June to September of 2024	Scheduled
		Complete all remaining tasks necessary to achieve substantial completion of all Charles Town WWTP construction and demolition work, including all demobilization activities	Scheduled to be completed from September 2024 to October 2024	Scheduled
Phase VI				
	The City provide a detailed plan and schedule for undertaking, and as required completing, the work encompassed within Phase VI	Not applicable	No later than the last business day of the sixth full calendar quarter following the Effective Date	Scheduled
	Schedule of completion	Not applicable	No later than the last business day of the sixth full calendar quarter following the Effective Date	Scheduled
		Complete debugging of plant, including addressing any issues with SCADA System operation, reports, data collection and analysis, alarms and programming for data collection and analysis	Scheduled to be completed from October 2024 to December of 2024	Scheduled
		Complete training related to Charles Town WWTP operations, including SCADA system operations	Scheduled to be completed from October 2024 to December of 2024	Scheduled
		Complete Charles Town WWTP construction work, including, and not limited to, site restoration, Erosion and Sediment (E&S) control removal, final cleaning, and related punch list items	Scheduled to be completed from October 2024 to December of 2024	Scheduled

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	115.00
STEPTOE & JOHNSON PLLC	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER	2,695.00
			TOTAL:	2,695.00
STH, INC.	DPC-4F DPLX/BCKUP FLOAT CN	SEWER FUND	SEWER	300.00
			TOTAL:	300.00
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER	800.47
	PUMP / TRANSPORT	WATER FUND	WATER	788.64
	TRANSPORT	SEWER FUND	SEWER	1,049.40
	TRANSPORT	SEWER FUND	SEWER	6,497.63
	TRANSPORT	SEWER FUND	SEWER	1,049.40
	SUPERVAC	SEWER FUND	SEWER	4,062.86
			TOTAL:	14,248.40
THE CI THORNBURG CO, INC.	M2 MXU SINGLE PORT TRANSCE	WATER FUND	WATER	1,592.00
	HIGHFIELD STUD & LOCKSEAL	WATER FUND	WATER	157.02
	CHLORINE	WATER FUND	WATER	2,655.00
			TOTAL:	4,404.02
WV AMERICAN WATER	SHUTOFFS & RECONNECTS	SEWER FUND	SEWER	720.00
			TOTAL:	720.00

========== FUND TOTALS ==========

50	WATER FUND	41,272.32
60	SEWER FUND	107,864.74
	GRAND TOTAL:	149,137.06

TOTAL PAGES: 4

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 149,137.06

MSA Safety Inc, check dated 3/13/2024: 518.00

Total: $ 149,655.06

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	702-003850	WATER FUND	NON-DEPARTMENTAL	44.87
	702-003860	WATER FUND	NON-DEPARTMENTAL	44.87
	702-003870	WATER FUND	NON-DEPARTMENTAL	44.87
	702-003900	WATER FUND	NON-DEPARTMENTAL	44.87
	702-003910	WATER FUND	NON-DEPARTMENTAL	44.87
	702-003930	WATER FUND	NON-DEPARTMENTAL	44.86
	703-000060	WATER FUND	NON-DEPARTMENTAL	37.29
	704-000220	WATER FUND	NON-DEPARTMENTAL	42.22
	704-002780	WATER FUND	NON-DEPARTMENTAL	41.12
	704-003090	WATER FUND	NON-DEPARTMENTAL	44.39
	704-003210	WATER FUND	NON-DEPARTMENTAL	44.31
	704-003380	WATER FUND	NON-DEPARTMENTAL	44.33
	704-003400	WATER FUND	NON-DEPARTMENTAL	44.32
	704-003420	WATER FUND	NON-DEPARTMENTAL	44.31
	705-000130	WATER FUND	NON-DEPARTMENTAL	44.29
	705-000880	WATER FUND	NON-DEPARTMENTAL	13.57
	705-003220	WATER FUND	NON-DEPARTMENTAL	213.66
	705-003630	WATER FUND	NON-DEPARTMENTAL	44.33
	706-002520	WATER FUND	NON-DEPARTMENTAL	44.52
	707-000070	WATER FUND	NON-DEPARTMENTAL	44.30
			TOTAL:	1,580.29
MISS UTILITY OF WV, INC.	MESSAGE FEES: FEB	WATER FUND	WATER	206.92
	MESSAGE FEES: FEB	SEWER FUND	SEWER	206.93
			TOTAL:	413.85
LOGICAL CONCEPTS, INC	RPR CRYSTALBALL UNIT 4 PNG	SEWER FUND	SEWER	371.70
			TOTAL:	371.70
PACE ANALYTICAL SERVICES, LLC	TESTING: CT WKLY	SEWER FUND	SEWER	300.00
	TESTING: CT MNTHLY	SEWER FUND	SEWER	322.30
	TESTING: TUSC MNTHLY	SEWER FUND	SEWER	457.90
	TESTING: RCKWL MNTHLY	SEWER FUND	SEWER	318.70
	TESTING: TUSC WKLY	SEWER FUND	SEWER	154.70
	TESTING: CT WKLY	SEWER FUND	SEWER	292.60
	TESTING: CT	SEWER FUND	SEWER	103.70
			TOTAL:	1,949.90
RK & K ENGINEERS	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL	965.28
	TO22 GRNFLD FRC MN UPGRDS	SEWER FUND	NON-DEPARTMENTAL	1,908.48
			TOTAL:	2,873.76
ROSS H BARE	SVCCLL PNGI PS FIX TRNSDUC	SEWER FUND	SEWER	540.00
	SVCCLL BRCKNRDG PS INSTLLS	SEWER FUND	SEWER	240.00
	SVCCLL CTWWTP INFLNTPMP#1	SEWER FUND	SEWER	480.00
	SPARE DCC DUPLEX CONTROLLE	SEWER FUND	SEWER	1,557.51
			TOTAL:	2,817.51
SG PLUMBING, INC.	600 N MILDRED ST: 3/11/24	WATER FUND	WATER	600.00
	602 N MILDRED ST: 3/11/24	WATER FUND	WATER	600.00
	50 GARDEN PL: 3/12/24	WATER FUND	WATER	1,075.00
	604 N MILDRED ST: 3/18/24	WATER FUND	WATER	750.00
	606 N MILDRED ST: 3/18/24	WATER FUND	WATER	750.00
			TOTAL:	3,775.00
SHENANDOAH SALES & SERVICE, INC.	REPAIR VACTOR TRUCK	SEWER FUND	SEWER	115.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL	21,537.64
	CNTR HLLW PS	SEWER FUND	NON-DEPARTMENTAL	1,856.40
	GRNFLD FRCMN UPGRD	SEWER FUND	NON-DEPARTMENTAL	2,216.90
	GRNFLD PS UPGRD	SEWER FUND	NON-DEPARTMENTAL	1,193.40
			TOTAL:	33,661.03
GOTO TECHNOLOGIES USA, INC	LOGMEIN 3/18/24 - 3/17/25	WATER FUND	WATER	840.00
	LOGMEIN 3/18/24 - 3/17/25	SEWER FUND	SEWER	840.00
			TOTAL:	1,680.00
HACH COMPANY	PROBE, SENSOR CAP	SEWER FUND	SEWER	10,047.78
			TOTAL:	10,047.78
INWOOD QUARRY, INC.	C1 & I8 PICKUPS: 3/15/24	WATER FUND	WATER	583.05
	C1 & I8 PICKUPS: 3/15/24	WATER FUND	WATER	583.05
	C1 & I8 PICKUPS: 3/15/24	SEWER FUND	SEWER	316.11
			TOTAL:	1,482.21
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER	366.68
	SHREDDING, STORAGE	WATER FUND	WATER	564.98
	SHREDDING, STORAGE	SEWER FUND	SEWER	366.68
	SHREDDING, STORAGE	SEWER FUND	SEWER	564.99
			TOTAL:	1,863.33
JAMES RIVER EQUIPMENT	EXCAVATOR BUCKET	WATER FUND	WATER	1,275.00
			TOTAL:	1,275.00
KAY CASTO & CHANEY PLLC	GENERAL: THRU 2/29/24	WATER FUND	WATER	441.25
	WTRRATEINCREASE: THRU 2/29	WATER FUND	WATER	32.50
	MDDLWYDVLPMNT: THRU 2/29/2	WATER FUND	WATER	2,047.50
	THRSHR: THRU 2/29/24	WATER FUND	WATER	503.75
	PNGI: THRU 2/29/24	WATER FUND	WATER	48.75
	CLLCTNSYSTM: THRU 2/29/24	SEWER FUND	NON-DEPARTMENTAL	6,353.30
	GENERAL: THRU 2/29/24	SEWER FUND	SEWER	441.25
	SWRRATEINCREASEI: THRU 2/2	SEWER FUND	SEWER	32.50
	THRSHR: THRU 2/29/24	SEWER FUND	SEWER	503.75
	PNGI: THRU 2/29/24	SEWER FUND	SEWER	48.75
			TOTAL:	10,453.30
DAVID KIDWELL JR	SWR LINE WASHINGTON ST	SEWER FUND	SEWER	1,240.00
			TOTAL:	1,240.00
MCKINNEY'S AUTO REPAIR	OIL CHNG & SVC WATER VEHIC	WATER FUND	WATER	170.76
			TOTAL:	170.76
MICRO-TECH DESIGNS, INC.	CTWWTP BLWR PLC TRBLSHTNG	SEWER FUND	SEWER	3,591.79
			TOTAL:	3,591.79
SECURITY DEPOSIT REFUNDS	101-000610	WATER FUND	NON-DEPARTMENTAL	285.63
	701-002100	WATER FUND	NON-DEPARTMENTAL	44.84
	701-002390	WATER FUND	NON-DEPARTMENTAL	44.83
	702-001750	WATER FUND	NON-DEPARTMENTAL	9.35
	702-003790	WATER FUND	NON-DEPARTMENTAL	44.87
	702-003800	WATER FUND	NON-DEPARTMENTAL	44.86
	702-003830	WATER FUND	NON-DEPARTMENTAL	44.87
	702-003840	WATER FUND	NON-DEPARTMENTAL	44.87

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
WILLIAM HOAK	ASPHALT: 2/21/24	WATER FUND	WATER		1,860.00
	ASPHALT: 2/05 & 2/13/24	SEWER FUND	SEWER		5,778.00
	ASPHALT: 2/21/24	SEWER FUND	SEWER		3,760.00
				TOTAL:	11,398.00
APPLE VALLEY TIRE	TRAILER TIRE	WATER FUND	WATER		260.19
				TOTAL:	260.19
ARDEN EQUIPMENT REPAIR, INC.	MISC FOR MOWERS	SEWER FUND	SEWER		101.73
				TOTAL:	101.73
ASSURED PARTNERS	JAN SAFETY MEETING	WATER FUND	WATER		664.15
	JAN SAFETY MEETING	SEWER FUND	SEWER		664.14
				TOTAL:	1,328.29
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	DRISWOOD PS RPR	SEWER FUND	SEWER		235.36
				TOTAL:	235.36
CORE & MAIN	314-268-NL, ROADWAY BOX	WATER FUND	WATER		3,067.33
	314-268-NL, ROADWAY BOX	WATER FUND	WATER		3,067.33
	BRASS NIPPLE	WATER FUND	WATER		96.33
	FIPXPJCTS, FIPXPJCTS CPL	WATER FUND	WATER		112.29
	BRASS NIPPLE, 314-266-NL	WATER FUND	WATER		1,472.19
	WA SVC STOCK	WATER FUND	WATER		2,985.98
	WA SVC STOCK	WATER FUND	WATER		2,985.97
	BELL HARNESS, FOSTER ADPT	WATER FUND	WATER		269.29
	CPLG	SEWER FUND	SEWER		2,201.76
	11TH AVE TAPS	SEWER FUND	SEWER		3,096.96
				TOTAL:	19,355.43
COYNE CHEMICAL	ZETAG 8868 FS	SEWER FUND	SEWER		10,225.89
				TOTAL:	10,225.89
CRYSTAL SPRINGS	MONTHLY SVC@ 661	WATER FUND	WATER		87.99
	MONTHLY SVC@ 661	SEWER FUND	SEWER		87.99
				TOTAL:	175.98
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TEST	WATER FUND	WATER		140.00
				TOTAL:	140.00
EI TECHNICAL SERVICES	CALIBRATED WWTP & TWWTP	SEWER FUND	SEWER		312.20
	CALIBRATED WWTP & TWWTP	SEWER FUND	SEWER		312.20
				TOTAL:	624.40
ERA	PH: WASTEWATER	SEWER FUND	SEWER		199.72
				TOTAL:	199.72
GUTTMAN ENERGY	W/E 3/10/24	WATER FUND	WATER		629.25
	W/E 3/17/24	WATER FUND	WATER		578.22
	W/E 3/10/24	SEWER FUND	SEWER		1,081.20
	W/E 3/17/24	SEWER FUND	SEWER		1,073.77
				TOTAL:	3,362.44
GWIN DOBSON & FOREMAN INC	KNGS XNG WTP SLDGFRCMN TIE	WATER FUND	NON-DEPARTMENTAL		3,372.20
	WA RETAINER SVCS	WATER FUND	WATER		611.00
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL		2,873.49

PERRY
& Associates CPAs
PASSION Beyond the Numbers

CHARLES TOWN UTILITY BOARD
(A Component Unit of the Municipality of Charles Town)
JEFFERSON COUNTY
REGULAR AUDIT
FOR THE YEAR ENDED JUNE 30, 2023

RFP# 23-249

CHARLES TOWN UTILITY BOARD
JEFFERSON COUNTY

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Charles Town Utility Board
SCHEDULE OF FUNDS INCLUDED IN REPORT
June 30, 2023

BUSINESS-TYPE FUNDS

Major Funds

Water Fund

Sewer Fund

Charles Town Utility Board
BOARD OFFICIALS AND MANAGEMENT
June 30, 2023

		Term Expires
City Manager of Charles Town Chairman	John Nissel	
Mayor of City of Ranson, Vice Chair	Mayor Keith Pierson	12/31/26
Treasurer	Thomas Stocks	12/31/24
Board Member	Heidi Parker	12/31/23
Board Member	Jefferson Whitten	12/31/25
Utility Manager	Kristen Stolipher	
Assistant Utility Manager	April Shultz	
Board Attorney	Robert Rodecker	
Interim Secretary	Ashley Stottlemyer	

PERRY
& Associates CPAs

INDEPENDENT AUDITOR'S REPORT

Charles Town Utility Board
Jefferson County
661 South George Street, Suite 101
Charles Town, West Virginia 25414

To the Board of Directors:

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the **Charles Town Utility Board**, Jefferson County, West Virginia (the Utility Board), a component unit of the Municipality of Charles Town, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the Charles Town Utility Board, Jefferson County, West Virginia as of June 30, 2023, and the changes in financial position and cash flows thereof for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Utility Board, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Utility Board's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Utility Board's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Utility Board's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis* and schedules of net pension and other post-employment benefit liabilities and pension and other post-employment benefit contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 12, 2024, on our consideration of the Utility Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Utility Board's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Utility Board's internal control over financial reporting and compliance.



Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio

March 12, 2024

The discussion and analysis of the Charles Town Utility Board's (Utility Board) financial performance provides an overview of the Utility Board's financial activities for the fiscal year ended June 30, 2023. Please read it in conjunction with the Utility Board's financial statements.

FINANCIAL HIGHLIGHTS

The Utility Board's net position increased $7.0 million as a result of this year's operations. Net position of the water fund increased $2.9 million compared to the previous year, or 33.7 percent. Net position of the sewer fund increased by $4.1 million, or 12.9 percent compared to the previous year. The water and sewer fund increases are primarily the result of developer contributions including contributions in aid of construction and capacity improvement fees.

The Utility Board's operating revenues increased $0.4 million to $10.6 million for 2023. Operating expenses increased $1.2 million to $9.8 million for 2023. Water fund operating income decreased $0.2 million to $0.1 million and sewer operating income decreased $0.6 million to $0.7 million for 2023.

The $0.4 million increase in operating revenues is primarily a result of system growth ($0.2 million water and $0.2 million sewer). The $1.2 million increase in operating expenses ($0.4 million water and $0.8 million sewer) is attributed to increases in personnel services ($0.1 million water and $0.3 million sewer), increases in materials and supplies ($0.2 million water and $0.1 million sewer) increases in depreciation expense ($0.3 million sewer), and other expense increases ($0.1 million water and $0.1 million sewer).

By City Council ordinance adopted January 2, 2024, and effective February 16, 2024, the Utility Board equalized its water rates and its sewer rates throughout its service area. The applicable rate adjustments for water are expected to generate an additional $0.6 million in annual revenues. The applicable rate adjustments for sewer are expected to be revenue neutral.

The Utility Board added approximately $8.2 million and $2.2 million in capital assets during 2023 and 2022, respectively. During 2023, approximately $3.9 million was from construction in progress related to the sewer department wastewater treatment plant renewal and replacement project. Also during 2023, the Utility Board added approximately $4.0 million of water and sewer utility plant through developer contributions. During 2022, approximately $1.9 million in water and sewer utility plant was added through developer contributions and advances.

At June 30, 2023, the Utility Board was in the construction phase of its sewer department renewal and replacement project. The estimated cost of the project is $12.1 million with $4.3 million being expended as of June 30, 2023. The project is being financed by a $7.435 million bond issue, grants, and internal funding.

At June 30, 2023, the Utility Board was in the design stage of a sewer department collection system project. The estimated cost of the project is $9.6 million with $0.5 million expended as of June 30, 2023. The project is being financed with a future bond issue, grants, and internal funding.

During 2023, the Utility Board issued $7.435 million of Series 2022 B and C revenue bonds to finance construction of the sewer wastewater treatment plant renewal and replacement project. During 2022, the Utility Board refunded its Series 2015A and 2015B revenue bonds.

FINANCIAL HIGHLIGHTS (continued)

The Utility Board entered into alternate mainline extension agreements with developers. These agreements amounted to approximately $4.0 million and $1.9 million for 2023 and 2022, respectively. Certain developer agreements require repayment based on new customer connections to the main line extension.

The Utility Board made all required contractual payments to the West Virginia Public Employees Retirement System and West Virginia Retiree Health Benefits Trust during 2023 and 2022.

USING THIS ANNUAL REPORT

1. Management's Discussion and Analysis

   The Management's Discussion and Analysis is intended to serve as an introduction to the Utility Board's financial statements. The Utility Board's financial statements and Notes to the Financial Statements included in this report were prepared in accordance with GAAP applicable to governmental entities in the United States of America for proprietary fund types.

2. Financial Statements

   The financial statements are designed to provide readers with a broad overview of the Utility Board's finances, in a manner similar to private-sector business. They consist of the Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, and Statement of Cash Flows.

   The Statement of Net Position presents information on all the Utility Board's assets/deferred outflows and liabilities/deferred inflows with the difference between the two reported as net position. Increases or decreases in net position will serve as a useful indicator of whether the financial position of the Utility Board is improving or deteriorating.

   The Statement of Revenues, Expenses and Changes in Net Position presents information showing how the Utility Board's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in different fiscal periods (e.g., depreciation and earned but unused vacation leave).

   The Statement of Cash Flows presents the Utility Board's sources and uses of cash and changes in cash balances between the current and prior year.

   The basic financial statements report all Utility Board financial activities. The activities are primarily supported by water and sewer user fees. The Utility Board's mission is furthering the preservation of public health, comfort and convenience by providing water and sewer services to the residents of Charles Town, Ranson, territories formerly served by the Jefferson County Public Service District, and other areas in Jefferson County.

USING THIS ANNUAL REPORT (continued)

3. Notes to Financial Statements

The Notes to Financial Statements provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The Notes to Financial Statements can be found in the financial statements mentioned at #2 above.

REPORTING THE UTILITY BOARD AS A WHOLE

The analysis below focuses on net position (Table 1) and changes in net position (Table 2) of the Utility Board's financial activities.

Table 1 - Net Position (in Millions)

	Water		Sewer		Total	
	2023	2022	2023	2022	2023	2022
Current and other assets	$ 13.5	$ 13.3	$ 14.5	$ 9.4	$ 28.0	$ 22.7
Capital assets	19.2	19.0	60.6	55.7	79.8	74.7
Total assets	32.7	32.3	75.1	65.1	107.8	97.4
Deferred outflows of resources	0.4	0.6	0.3	0.4	0.7	1.0
Total assets and deferred outflows of resources	$ 33.1	$ 32.9	$ 75.4	$ 65.5	$ 108.5	$ 98.4
Long-term debt outstanding	$ 15.7	$ 16.6	$ 27.9	$ 21.9	$ 43.6	$ 38.5
Other liabilities	0.4	0.4	11.5	10.9	11.9	11.3
Total liabilities	16.1	17.0	39.4	32.8	55.5	49.8
Deferred inflows of resources	5.5	7.3	0.1	0.9	5.6	8.2
Net position:						
Net investment in capital assets	3.8	2.7	26.3	23.4	30.1	26.1
Restricted	5.3	3.9	5.5	4.7	10.8	8.6
Unrestricted	2.4	2.0	4.1	3.7	6.5	5.7
Total net position	11.5	8.6	35.9	31.8	47.4	40.4
Total liabilities, deferred inflows, and net position	$ 33.1	$ 32.9	$ 75.4	$ 65.5	$ 108.5	$ 98.4

REPORTING THE UTILITY BOARD AS A WHOLE (continued)

The net position of the Utility Board as a whole increased by 17.3 percent ($7.0 million). Unrestricted net position - the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements, increased from $5.7 million at June 30, 2022, to $6.5 million at the end of this year, a 14.0 percent increase.

Water net position increased by $2.9 million or 33.7 percent and sewer net position increased by $4.1 million or 12.9 percent.

By far, the largest portion of the Utility Board's assets reflects its investment in capital assets. The Utility Board uses these capital assets to provide water and sewer services to its customers; consequently, these assets are not available for future spending.

Table 2 - Changes in Net Position (in Millions)

	Water		Sewer		Total	
	2023	2022	2023	2022	2023	2022
Operating revenues	$ 4.2	$ 4.0	$ 6.4	$ 6.2	$ 10.6	$ 10.2
Operating expenses	4.1	3.7	5.7	4.9	9.8	8.6
Operating income	0.1	0.3	0.7	1.3	0.8	1.6
Non-operating revenues (expenses)	0.3	0.1	(0.6)	(0.6)	(0.3)	(0.5)
Changes in net position before capital contributions	0.4	0.4	0.1	0.7	0.5	1.1
Capital contributions	2.5	1.4	4.0	2.5	6.5	3.9
Change in net position	$ 2.9	$ 1.8	$ 4.1	$ 3.2	$ 7.0	$ 5.0

The Utility Board's operating revenues increased $0.4 million. Operating expenses of the water department increased $0.4 million and operating expenses of the sewer department increased $0.8 million. The analysis separately considers the operations of the water and sewer funds.

BUDGETARY HIGHLIGHTS

For the year ended June 30, 2023, budgets were prepared by the Utility Board's management and were approved by the Utility Board of Directors. The budgets were primarily used as a management tool and have no legal stature. The budgets were prepared in accordance with principles used in the preparation of the basic financial statements.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2023, the Utility Board had $79.8 million invested in a broad range of capital assets, including land, structures, machinery and equipment, and water and sewer lines (see Table 3 below). This amount represents a net increase (including additions, disposals, and depreciation) of $5.1 million compared to the previous year.

Table 3 - Capital Assets at Year-End (Net of Depreciation, in Millions)

	2023	2022
Capital assets not depreciated - utility plant (land, easements, and construction in progress)	$ 7.2	$ 3.1
Capital assets depreciated - utility plant	117.8	113.7
Totals	125.0	116.8
Accumulated depreciation	(45.2)	(42.1)
Capital assets, net of depreciation	$ 79.8	$ 74.7
2023 Utility Plant Additions (capital assets being depreciated)		
Water (at cost or estimated fair value excluding accumulated depreciation)		
Transmission and distribution mains		$ 0.7
Services		0.4
Hydrants and other		0.1
Transportation equipment		0.1
		1.3
Sewer (at cost or estimated fair value excluding depreciation)		
Collection plant		3.0
Pumping plant		0.1
Transportation and other		0.1
		3.2
Total 2023 additions to utility plant in service		4.5
2023 utility plant retirements (capital assets being depreciated)		
Water		0.2
Sewer		0.2
Total 2022 utility plant retirements		0.4
Net increase in utility plant (capital assets being depreciated) for 2023		$ 4.1

Debt

At year-end, the Utility Board had $43.6 million in long-term debt outstanding compared to $38.5 million in the previous year.

Table 4 - Outstanding Debt at Year-End (in Millions)

	2023	2022
Lease Liability	$ 0.4	$ 0.4
Loans (Municipality of Charles Town)	0.5	0.5
Bonds	42.7	37.6
	$ 43.6	$ 38.5

The Utility Board issued $7.435 of Series 2022 B&C revenue bonds in 2023 to finance construction of the sewer wastewater treatment plant renewal and replacement project.

The Utility Board refunded its Series 2015A and 2015B bonds through the issuance of Series 2022A bonds during 2022.

The bond debt resulted from issuing revenue bonds for the construction of water and sewer utility plant improvements and acquisition of former JCPSD net assets. These bonds are secured by revenues derived from the combined water and sewer system. Other debt obligations include loans and obligations under financed purchases and leases. More detailed information about the Utility Board's long-term liabilities is presented in the notes to the financial statements.

ECONOMIC FACTORS

The Utility Board's management considered many factors when setting the fiscal-year 2023 budget. One of those factors was the economy. The County's population has a direct impact on the Utility Board's economic growth.

The Utility Board is optimistic about its potential for economic growth in the future. The increasing population, infrastructure improvements, annexation, acquisition of other utilities, and procurement of grants and other funding sources are all positive indicators for continued economic growth of the Utility Board.

CONTACTING THE UTILITY BOARD'S FINANCIAL MANAGEMENT

This financial report is designed to provide citizens, customers, and investors and creditors with a general overview of the Utility Board's finances and to show the Utility Board's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Utility Manager at 661 South George Street, Suite 101, Charles Town, WV 25414.

Charles Town Utility Board
STATEMENT OF NET POSITION
June 30, 2023

ASSETS AND DEFERRED OUTFLOWS

	Water Fund	Sewer Fund	Totals
ASSETS			
CURRENT ASSETS			
Cash	$ 1,138,494	$ 3,463,917	$ 4,602,411
Customer accounts receivable, net of allowances	2,397	107,183	109,580
Lease receivable (current portion)	265,968	-	265,968
Inventory, at cost	153,332	2,357	155,689
Accrued utility revenue	380,134	570,025	950,159
Total current assets	1,940,325	4,143,482	6,083,807
RESTRICTED ASSETS			
Debt service and debt service reserve funds	510,205	338,866	849,071
Construction funds	18,858	4,407,613	4,426,471
Capacity improvement funds	4,067,640	4,912,383	8,980,023
Repair and replacement funds	820,063	318,241	1,138,304
Total restricted assets	5,416,766	9,977,103	15,393,869
CAPITAL ASSETS			
Utility plant in service	38,964,504	80,897,136	119,861,640
Less: accumulated depreciation and amortization	19,866,633	25,267,097	45,133,730
Net utility plant in service	19,097,871	55,630,039	74,727,910
Construction in progress	141,847	4,948,328	5,090,175
Total capital assets	19,239,718	60,578,367	79,818,085
RIGHT TO USE ASSET			
Office facility	242,041	242,041	484,082
Less: accumulated amortization	(43,790)	(43,790)	(87,580)
Total right to use asset	198,251	198,251	396,502
OTHER ASSETS			
Lease receivable (net of current portion)	5,781,363	-	5,781,363
Prepaid bond insurance	90,896	164,118	255,014
Total other assets	5,872,259	164,118	6,036,377
Total assets	32,667,319	75,061,321	107,728,640
DEFERRED OUTFLOWS OF RESOURCES			
Unamortized amounts from refunding of debt	147,523	23,365	170,888
Defined benefit pension plan contribution	85,697	84,192	169,889
Other post employment plan contribution	11,849	11,321	23,170
Collective deferred outflows related to pension plan	152,183	139,437	291,620
Collective deferred outflows related to post employment plan	29,729	24,137	53,866
Total deferred outflows	426,981	282,452	709,433
Total assets and deferred outflows	$ 33,094,300	$ 75,343,773	$ 108,438,073

See notes to financial statements.

Charles Town Utility Board
STATEMENT OF NET POSITION (CONTINUED)
June 30, 2023

LIABILITIES, DEFERRED INFLOWS AND NET POSITION

	Water Fund	Sewer Fund	Totals
CURRENT LIABILITIES (PAYABLE FROM CURRENT ASSETS)			
Accounts payable	$ 48,285	$ 37,342	$ 85,627
Accrued expenses	20,699	22,853	43,552
Customer deposits	108,676	222,892	331,568
Due to other government	-	24,050	24,050
Financed purchases payable	2,257	3,458	5,715
Lease liability	8,027	8,027	16,054
Total current liabilities (payable from current assets)	187,944	318,622	506,566
CURRENT LIABILITIES (PAYABLE FROM RESTRICTED ASSETS)			
Revenue bonds payable	997,449	1,274,818	2,272,267
Accrued revenue bond interest payable	101,573	50,555	152,128
Construction accounts payable	-	456,593	456,593
Customer advances for construction	-	10,498,692	10,498,692
Total current liabilities (payable from restricted assets)	1,099,022	12,280,658	13,379,680
LONG-TERM LIABILITIES (NET OF CURRENT PORTION)			
Revenue bonds payable	14,114,382	26,333,858	40,448,240
Lease liability	203,431	203,431	406,862
Accrued expenses	58,150	48,081	106,231
Loan from Charles Town	383,840	103,163	487,003
Collective net pension liability	92,020	82,604	174,624
Net OPEB liability	10,961	17,801	28,762
Total long-term liabilities	14,862,784	26,788,938	41,651,722
Total liabilities	16,149,750	39,388,218	55,537,968
DEFERRED INFLOWS OF RESOURCES			
Collective deferred inflows related to other post employment benefit plan	89,475	81,378	170,853
Collective deferred inflows related to pension plan	424	6,495	6,919
Collective deferred inflows related to lease receivable	5,438,362	-	5,438,362
Total deferred inflows of resources	5,528,261	87,873	5,616,134
Total liabilities and deferred inflows	21,678,011	39,476,091	61,154,102
NET POSITION			
Net investment in capital assets	3,760,648	26,315,398	30,076,046
Restricted	5,296,335	5,518,935	10,815,270
Unrestricted	2,359,306	4,033,349	6,392,655
Total net position	11,416,289	35,867,682	47,283,971
Total liabilities, deferred inflows and net position	$ 33,094,300	$ 75,343,773	$ 108,438,073

See notes to financial statements.

Charles Town Utility Board

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

For the year ended June 30, 2023

	Water Fund	Sewer Fund	Totals
OPERATING REVENUES			
Sales and services to customers	$ 4,152,875	$ 6,413,244	$ 10,566,119
Total operating revenues	4,152,875	6,413,244	10,566,119
OPERATING EXPENSES			
Personal services	1,280,869	1,242,322	2,523,191
Contractual services	81,320	288,763	370,083
Administrative and general	196,394	317,550	513,944
Materials and supplies	400,459	474,696	875,155
Utilities	148,043	362,200	510,243
Maintenance	613,645	763,477	1,377,122
Technology, license fees and subscriptions	102,518	47,241	149,759
Depreciation and amortization	1,237,073	2,205,421	3,442,494
Total operating expenses	4,060,321	5,701,670	9,761,991
Operating income	92,554	711,574	804,128
NONOPERATING REVENUES (EXPENSES)			
Interest revenue	264,970	193,657	458,627
Interest and fiscal charges	(475,845)	(653,147)	(1,128,992)
Bond issuance costs	-	(192,863)	(192,863)
Gain (loss) on disposition of assets	14,005	6,488	20,493
Rental income	441,715	-	441,715
Miscellaneous revenues	33,484	4,000	37,484
Total nonoperating revenues (expenses)	278,329	(641,865)	(363,536)
Income before contributed capital	370,883	69,709	440,592
CONTRIBUTED CAPITAL	2,476,493	4,023,387	6,499,880
Change in net position	2,847,376	4,093,096	6,940,472
Total net position at beginning of year	8,568,913	31,774,586	40,343,499
Total net position at end of year	$ 11,416,289	$ 35,867,682	$ 47,283,971

See notes to financial statements.

Charles Town Utility Board
STATEMENT OF CASH FLOWS
For the year ended June 30, 2023

	Water Fund	Sewer Fund	Totals
CASH FLOWS FROM OPERATING ACTIVITIES:			
Cash received from customers	$ 4,126,973	$ 6,520,250	$ 10,647,223
Cash paid for operation and maintenance expenses	(3,036,604)	(3,613,806)	(6,650,410)
Net cash provided by operations	1,090,369	2,906,444	3,996,813
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:			
Acquisition and construction of capital assets	(255,794)	(3,908,335)	(4,164,129)
Proceeds from sale of capital assets	14,005	52,159	66,164
Proceeds from revenue bonds and financed purchases	-	7,256,811	7,256,811
Principal paid on revenue bonds and financed purchases	(915,802)	(1,223,039)	(2,138,841)
Interest paid on bonds and financed purchases	(398,162)	(533,929)	(932,091)
Principal paid on lease liability	(7,421)	(7,421)	(14,842)
Interest paid on lease liability	(7,549)	(7,549)	(15,098)
Bond administration fees paid	(5,193)	(51,257)	(56,450)
Bond issuance costs paid	-	(192,863)	(192,863)
Bond insurance paid	-	(77,544)	(77,544)
Advances from other government	-	24,050	24,050
Customer advance deposits (repayments) for construction	-	(99,385)	(99,385)
Decrease (increase) in restricted assets, net	(1,432,564)	(5,290,501)	(6,723,065)
Contributed capital	1,307,051	1,208,562	2,515,613
Net cash used in capital and related financing activities	(1,701,429)	(2,850,241)	(4,551,670)
CASH FLOWS FROM INVESTING ACTIVITIES:			
Interest and miscellaneous non-operating income received	298,454	197,657	496,111
Rental income received	344,452	-	344,452
Repayment of City of Charles Town general fund advances	(10,180)	(2,636)	(12,816)
Net cash provided by investing activities	632,726	195,021	827,747
Net increase in cash and cash equivalents	21,666	251,224	272,890
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	1,116,828	3,212,693	4,329,521
CASH AND CASH EQUIVALENTS AT END OF YEAR	$ 1,138,494	$ 3,463,917	$ 4,602,411

See notes to financial statements.

Charles Town Utility Board
STATEMENT OF CASH FLOWS (CONTINUED)
For the year ended June 30, 2023

	Water Fund	Sewer Fund	Totals
Operating income	$ 92,554	$ 711,574	$ 804,128
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation and amortization expense	1,237,073	2,205,421	3,442,494
Decrease (increase) in receivables	11,683	103,677	115,360
Decrease (increase) in accrued revenues	(29,841)	(53,975)	(83,816)
Decrease (increase) in inventory	(38,338)	(414)	(38,752)
Decrease (increase) in deferred outflows	54,082	40,750	94,832
Increase (decrease) in accounts payable	(51,748)	(5,167)	(56,915)
Increase (decrease) in customer deposits	(7,743)	57,303	49,560
Increase (decrease) in accrued expenses	(5,484)	1,478	(4,006)
Increase (decrease) in collective net pension liability	584,261	602,237	1,186,498
Increase (decrease) in net OPEB liability	19,170	18,514	37,684
Increase (decrease) in deferred inflows	(775,300)	(774,954)	(1,550,254)
Net cash provided by operating activities	$ 1,090,369	$ 2,906,444	$ 3,996,813

SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION

Noncash investing, capital, and financing transactions:			
Construction in progress financed with accounts payable	$ -	$ 456,593	$ 456,593
Utility plant contributed by developer	1,169,442	2,814,825	3,984,267
	$ 1,169,442	$ 3,271,418	$ 4,440,860

RECONCILIATION OF CASH

Cash per statement of net position	$ 1,138,494	$ 3,463,917	$ 4,602,411
Cash per statement of cash flows	$ 1,138,494	$ 3,463,917	$ 4,602,411

See notes to financial statements.

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

NATURE OF BUSINESS

The Charles Town Utility Board (the "Utility Board") is a component unit of the Municipality of Charles Town, West Virginia. The Utility Board's purpose is furthering the preservation of the public health, comfort, and convenience of the residents of Charles Town, Ranson, and other franchised areas of Jefferson County, West Virginia, by providing water and sewer services to customers in its franchise area.

The Utility Board is governed by a board of directors who are appointed by the Municipality of Charles Town (3 appointments), the Jefferson County Commission (1 appointment), and the City of Ranson (1 appointment).

The Utility Board serves 6,612 water customers and 8,477 sewer customers. During the year ended June 30, 2023, the Utility Board's water customers increased by 184 and sewer customers increased by 245.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Governmental Accounting Standards Board is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Significant accounting policies of the Utility Board are described below.

Reporting Entity

For financial reporting purposes, the Utility Board is considered a component unit of the Municipality of Charles Town. The basic criteria for defining the Utility Board as a component unit of the Municipality of Charles Town is the financial interdependence, accountability for fiscal matters, significant influence on operations and ability to designate management.

The Utility Board is a combined water and sewer utility. For purposes of establishing user rates and charges and as required by its revenue bond issues, water and sewer are maintained as separate funds with separate books of account.

Basis of Presentation

The accounting policies of the Utility Board conform to accounting principles generally accepted in the United States of America as applicable to enterprise funds of governmental units. The Utility Board accounts for its operations in a manner similar to those often found in the private sector. The measurement focus is based upon the determination of net income. The costs (including depreciation) of providing utility services to customers on a continuing basis are recovered primarily through user charges. Periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control and accountability.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Revenues and expenses of the Utility Board are accounted for within two funds, both of which are enterprise funds. The Utility Board uses the accrual basis of accounting for its enterprise funds, under which revenues are recognized when they are earned and expenses are recognized when they are incurred.

Operating revenues and expenses consist of those revenues and expenses that result from the ongoing principal operations of the Utility Board. Operating revenues consist primarily of charges for services. Non-operating revenues and expenses consist of those revenues and expenses that are related to financing and investing types of activities and result from nonexchange or ancillary activities.

When both restricted and unrestricted resources are available for use, it is the Utility Board's policy to use restricted resources first, and then the unrestricted resources as needed. See Note 1 for information describing restricted assets.

Utility Plant

Utility plant purchased or acquired under capital leases by the Utility Board is stated at cost and utility plant contributed to the Utility Board by developers and customers is stated at fair market value at the time received. Depreciation is provided on all utility plant in service based on the estimated useful lives, which range from 5 to 50 years, using the straight-line method.

The Utility Board's policy for capitalization of property, plant, and equipment is as follows:

Equipment	$ 15,000
Real Property	
Land	$ 1
Land improvements	$ 15,000
Buildings (Structures)	$ 1
Construction in Progress	$ 15,000

Expenditures for repairs and upgrading which materially add to the value or life of an asset are capitalized. Other maintenance and repair costs are expensed as incurred.

Interest cost incurred before the end of a construction period is recognized as an expense in the period in which the cost is incurred.

The depreciation and amortization expense on assets acquired under financed purchases and leasing arrangements is included with deprecation and amortization expense on owned assets.

Cash and Cash Equivalents

For purposes of reporting the statement of cash flows, the Utility Board considers all unrestricted cash accounts and all highly liquid unrestricted debt instruments purchased with an original maturity of three months or less, to be cash equivalents.

Cash and cash equivalents at June 30, 2023 includes deposits of $20,341,650 at four banks. Deposits are FDIC insured and deposits in excess of FDIC limits are 100% collateralized with securities held by the financial institution in the name of the Utility Board.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Restricted Assets

Assets whose use is limited include:

Debt service and debt service reserve funds represent funds required by debt covenants under the various debt ordinances. These funds are to be used to pay bond interest and principal.

Construction funds represent funds held by banks as trustees under bond ordinances or under developer contractual arrangements. These funds are to be used solely for payment of costs associated with the Utility Board's ongoing construction projects.

Capacity improvement funds are established by ordinance. Capacity improvement funds are kept apart from all other funds. Withdrawals and disbursements are made for improvements and upgrades to the system that maintain or increase capacity to service customers.

The repair and replacement funds represent funds held by a bank under the Utility Board's bond ordinances. Withdrawals may be made for replacement and emergency repairs.

Accounts Receivable and Bad Debts

The Utility Board's management periodically analyzes delinquent accounts of the water and sewer funds and uses the allowance method for accounting for bad debts. No allowance for doubtful accounts was deemed necessary by management at June 30, 2023. At June 30, 2023, accounts receivable for the water and sewer funds were $2,397 and $107,183, respectively, net of the allowance for doubtful accounts.

Revenue Recognition and Customer Rates and Charges

The Utility Board's policy is to recognize revenue on the accrual basis. The Utility Board accrues revenue earned but not billed. Revenue accrued but not billed for the water and sewer funds at June 30, 2023 were $380,134 and $570,025, respectively.

Management has completed customer rate equalization for the Utility Board's total franchise territory as of January 2, 2023. Water rates are expected to increase by an average of 13% and sewer rates are expected to be revenue neutral.

Deferred Outflows and Inflows of Resources

A deferred outflow of resources represents a consumption of net assets applicable to a future reporting period and will not be recognized as an expense until then. Deferred outflows from the refunding of debt will be recognized as interest expense in the appropriate reporting period. Deferred outflows related to the Utility Board's defined benefit pension and OPEB plans will be recognized based on actuarial determinations.

A deferred inflow of resources represents an acquisition of net assets applicable to a future reporting period and will not be recognized as revenue until then. Deferred inflows related to the Utility Board's defined benefit pension and OPEB plans will be recognized based on actuarial determinations. Deferred inflows related to leases receivable will be recognized on a straight-line basis over the terms of the related leases.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Advance Refunding of Debt

Deferred amounts resulting from advance refunding of debt are being amortized by the straight-line method over the life of the new debt.

Income Taxes

The Utility Board is exempt from federal and state income taxes as a subdivision of the Municipality of Charles Town.

Inventories

Inventories consist of expendable supplies and are accounted for on a first-in first-out basis. Inventories approximate fair market value at June 30, 2023.

Compensated Absences

The Utility Board's policy is to permit employees to accumulate earned but unused vacation benefits. The Utility Board fully recognizes the liability related to compensated absences in the funds. For the water and sewer funds, compensated absences at June 30, 2023, amounted to $58,150 and $48,081, respectively.

Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Nonexchange Transactions

The Utility Board follows GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions* (Statement 33), which establishes accounting and reporting guidelines for government entities that gives (or receives) value without directly receiving (or giving) equal value in return. The Utility Board receives voluntary nonexchange transactions from donations of cash, property, lines and improvements. In addition, the Utility Board receives various capital grants from federal and state agencies. These donations are considered capital contributions in the Statement of Revenues, Expenses and Changes in Net Position.

Customer Deposits

Customer deposits are refunded after bills for service have been paid on time for twelve consecutive months.

Net Position

Net position presents the difference between assets/deferred outflows and liabilities/deferred inflows in the statement of net position. Net investment in capital assets is reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when legal limitations are imposed on its use by legislation or external restrictions by creditors, grantors, laws or regulations of other governments. Unrestricted net position is net position that does not meet the definition of "net investment in capital assets, or restricted net position."

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Interfund Transactions

Interfund transactions are reflected in the financial statements, as applicable, and recorded through “due to/due from” asset and liability accounts.

Pension

For purposes of measuring the net pension liability and deferred outflows/inflows of the resources related to the pension, and pension expense (offset), information about the fiduciary net position of the Utility Board’s Public Retirement System (PERS) and additions to/deduction from the Plan’s fiduciary net position have been determined on the same basis as they are reported by the PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability and deferred outflows/inflows of the resources related to OPEB, and OPEB expense (offset), information about the fiduciary net position of the West Virginia Retiree Health Benefits Trust (RHBT) and additions to/deductions from the RHBT’s fiduciary net position have been determined on the same basis as they are reported by the RHBT. RHBT recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 2 - NEW ACCOUNTING PRONOUNCEMENT ADOPTED

The Utility Board has adopted the following GASB Pronouncement during the fiscal year ended June 30, 2023:

GASB Statement No. 91, *Conduit Debt Obligations* seeks to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* aims to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements. This Statement also provides guidance for accounting and financial reporting for availability payment arrangements.

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, is to provide guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset-an intangible asset-and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended.

NOTE 3 - NEW ACCOUNTING PRONOUNCEMENTS

GASB Statement No. 100, *Summary of Accounting Changes and Error Corrections - An Amendment of GASB Statement No. 62*, aims to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions of assessing accountability. Statement 100 will be effective for fiscal year ending June 30, 2024.

GASB Statement No. 101, *Compensated Absences*, aims to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. Statement 101 will be effective for fiscal year ending June 30, 2025.

The Utility Board has not yet determined the effect these Statements will have on its financial statements.

NOTE 4 - FAIR VALUE OF FINANCIAL INSTRUMENTS

The Utility Board holds no investments and does not have an investment policy. The carrying amounts of the Utility Board's financial assets and liabilities approximate their fair value.

NOTE 5 - CASH

Cash consists of the following accounts and amounts at June 30, 2023:

	Water	Sewer	Total
Petty cash	$ 175	$ 125	$ 300
Operation and maintenance accounts	650,665	2,544,101	3,194,766
Security deposit accounts	102,821	211,528	314,349
Working capital reserve accounts	384,833	708,163	1,092,996
	$ 1,138,494	$ 3,463,917	$ 4,602,411

NOTE 6 - LEASES RECEIVABLE

Beginning in the year ended June 30, 2016, the Utility Board has entered into multiple cellular equipment right to use agreements for space on the Utility Board's water standpipes. The remaining terms of the lease agreements range from 2024-2050. Payments required under the lease agreements are variable based on the specific terms contained in the agreements. Minimum payments due the Utility Board for the next five years are as follows:

Year	Amount
2024	$ 477,625
2025	468,948
2026	465,909
2027	479,280
2028	493,585
	$ 2,385,347

Leases receivable were calculated using a discount rate of 3.5%. Leases receivable amounted to $6,047,331 at June 30, 2023. Collective deferred inflows related to the leases amount to $5,438,362 at June 30, 2023. The deferred inflows are being recognized in nonoperating revenues based on the terms of the leases using the straight-line method. The Utility Board recognized $391,055 of lease revenue and $221,939 of interest income on leases during the year ended June 30, 2023, which is included in nonoperating revenues in the Statement of Revenues, Expenses, and Changes in Financial Position.

NOTE 7 - CAPITAL ASSETS

	Balance at June 30, 2022	Other Additions	Reductions	Balance at June 30, 2023
Capital Assets Not Depreciated				
Land and land rights	$ 2,065,609	$ -	$ -	$ 2,065,609
Construction in progress	1,032,379	4,144,033	(86,237)	5,090,175
Total Capital Assets Not Depreciated	3,097,988	4,144,033	(86,237)	7,155,784
Capital Assets Depreciated				
Utility plant in service	113,685,279	4,489,011	(378,259)	117,796,031
Less accumulated depreciation	(42,090,667)	(3,421,322)	378,259	(45,133,730)
Net Capital Assets Depreciated	71,594,612	1,067,689	-	72,662,301
Total Capital Assets	$74,692,600	$ 5,211,722	$ (86,237)	$ 79,818,085
Depreciation Expense	$ 3,421,322			

NOTE 8 - RIGHT TO USE ASSET

Changes in right to use asset as of June 30, 2023 is as follows:

	Balance 6/30/2022	Increase	Decrease	Balance 6/30/2023
Right to use asset - office facility	$484,082	$ -	$ -	$ 484,082
Less: accumulated amortization	(66,408)	(21,172)	-	(87,580)
Total net right to use asset	$417,674	$ (21,172)	$ -	$ 396,502

Amortization expense amounted to $21,172 for the year ended June 30, 2023.

NOTE 9 - LONG-TERM DEBT

The following is a summary of bonds payable at June 30, 2023:

Bonds Payable - Water Fund

Issue	Maturity Date	Interest Rates	Balance June 30, 2022	Additions	Payments	Balance June 30, 2023	Due Within One Year
1987B	2026	0.00%	$ 54,424	$ -	$ 10,885	$ 43,539	$ 10,885
1988B	2028	0.00%	100,144	-	14,308	85,836	14,308
1989B	2029	0.00%	24,099	-	3,012	21,087	3,012
2002A	2039	5.80%	800,725	-	26,403	774,322	27,935
2002B	2042	0.00%	1,870,129	-	93,506	1,776,623	93,507
2010A	2031	2.00%	444,223	-	46,933	397,290	47,878
2010B	2031	2.00%	48,685	-	5,144	43,541	5,248
2016A	2046	1.60%-4.50%	6,715,000		180,000	6,535,000	180,000
2018A-7	2046	0.50%	776,343	-	31,568	744,775	31,726
2020A	2043	2.00%-2.25%	1,990,450	-	164,500	1,825,950	166,850
2022A	2033	.63%-1.63%	3,188,000	-	337,350	2,850,650	416,100
Total Bonds Payable			$ 16,012,222	$ -	$ 913,609	15,098,613	$ 997,449
					Unamortized Premiums/ Discounts, Net	13,218	
						$ 15,111,831	

NOTE 9 - LONG-TERM DEBT (continued)

Bonds Payable - Water Fund (continued)

Maturities of water bonds payable for years succeeding June 30, 2023, are as follows:

Year	Principal	Interest	Total
2024	$ 997,449	$ 376,358	$ 1,373,807
2025	1,013,648	358,160	1,371,808
2026	1,020,315	343,292	1,363,607
2027	1,004,150	327,419	1,331,569
2028	935,632	309,928	1,245,560
2029-2033	3,574,289	1,280,352	4,854,641
2034-2038	2,547,550	849,496	3,397,046
2039-2043	2,726,446	454,563	3,181,009
2044-2046	1,279,134	90,433	1,369,567
	$ 15,098,613	$ 4,390,001	$ 19,488,614

Bonds Payable - Sewer Fund

Issue	Maturity Date	Interest Rates	Balance June 30, 2022	Additions	Payments	Balance June 30, 2023	Due Within One Year
1988B	2028	0.00%	$ 53,100	$ -	$ 7,588	$ 45,512	$ 7,588
2010C	2041	0.00%	791,652	-	41,668	749,984	41,668
2010D	2041	0.00%	316,652	-	16,668	299,984	16,668
2011A	2041	0.00%	4,757,082	-	250,373	4,506,709	250,373
2013A	2044	0.50%	447,445	-	19,060	428,385	19,156
2014A	2046	0.50%	3,262,727	-	129,712	3,133,015	130,361
2016B	2046	1.50%-4.00%	3,710,000	-	50,000	3,660,000	50,000
2018A-1	2029	0.00%	76,423	-	10,917	65,506	10,917
2018A-3	2038	1.00%	565,675	-	32,768	532,907	33,097
2018A-4	2030	0.00%	97,743	-	12,612	85,131	12,612
2018A-5	2032	0.00%	365,712	-	38,496	327,216	38,496
2018A-6	2039	0.00%	1,102,728	-	66,832	1,035,896	66,832
2018B	2033	2.25%-3.50%	2,535,000	-	185,000	2,350,000	190,000
2020A	2043	2.00%-2.25%	2,244,550		185,500	2,059,050	188,150
2022A	2033	.63%-1.63%	1,192,000	-	137,650	1,054,350	153,900
2022B	2052	4.00%-4.375%	-	5,620,000	-	5,620,000	-
2022C	2036	4.40%-5.50%	-	1,815,000	35,000	1,780,000	65,000
Total Bonds Payable			$ 21,518,489	$ 7,435,000	$ 1,219,844	$ 27,733,645	$ 1,274,818
				Unamortized Premiums/ Discounts, Net		(124,969)	
						$ 27,608,676	

NOTE 9 - LONG-TERM DEBT (continued)

Bonds Payable - Sewer Fund

Maturities of sewer bonds payable for years succeeding June 30, 2023, are as follows:

Year	Principal	Interest	Total
2024	$ 1,274,818	$ 603,946	$ 1,878,764
2025	1,292,549	587,147	1,879,696
2026	1,309,937	571,124	1,881,061
2027	1,325,283	553,361	1,878,644
2028	1,357,237	534,282	1,891,519
2029-2033	6,684,741	2,319,368	9,004,109
2034-2038	5,132,091	1,683,425	6,815,516
2039-2043	4,382,601	1,193,445	5,576,046
2044-2048	3,124,388	675,532	3,799,920
2049-2052	1,850,000	194,493	2,044,493
	$ 27,733,645	$ 8,916,123	$ 36,649,768

Certain of the water and sewer revenue bonds require administrative fees to be paid to the governmental issuers and/or the Municipal Bond Commission. Administrative and service fees amounted to $5,192 and $51,257 for the water and sewer funds, respectively, for the year ended June 30, 2023. Administrative fees are not considered interest expense for rate establishment purposes and are not included in the above maturity schedules.

The water and sewer bond issues are secured by a lien on the revenues derived from the system and a statutory mortgage lien on the system.

The covenants contained in the water and sewer bond issues include a required debt service coverage ratio of 115%. The Utility Board met the required coverage for the year ended June 30, 2023.

The water and sewer bond issues require monthly deposits to the renewal and replacement fund equal to 2-1/2% of monthly gross revenues. The Utility Board's deposits, including necessary expenditures for renewals and replacements, exceeded this requirement for the year ended June 30, 2023.

NOTE 10 - FINANCED PURCHASES

The Charles Town Utility Board financed various equipment and vehicles under financed purchase agreements expiring at various times. The assets and liabilities under the financed purchases are recorded at their present value of the minimum purchase payments.

The financed purchase obligations are secured by the purchased equipment and vehicles. Depreciation of financed purchases is included in depreciation expense for the year ended June 30, 2023.

		Water Fund	Sewer Fund	
		Remaining Minimum (net of interest)	Remaining Minimum (net of interest)	
Financed Purchases	Expiration	Payments	Payments	Total
Various utility improvements, equipment, and vehicles	2024			
Total financed purchases payable at June 30, 2023		$ 2,257	$ 3,458	$ 5,715
Less: Current portion due in upcoming year		(2,257)	(3,458)	(5,715)
Long-term financed purchases payable at June 30, 2023 (net of current portion)		$ -	$ -	$ -

Estimated minimum future water financed purchase payments as of June 30, 2023 are as follows:

Year	Principal	Interest	Total
2024	$ 2,257	$ 83	$ 2,340
	$ 2,257	$ 83	$ 2,340

Estimated minimum future sewer financed purchase payments as of June 30, 2023 are as follows:

Year	Principal	Interest	Total
2024	$ 3,458	$ 286	$ 3,744
	$ 3,458	$ 286	$ 3,744

NOTE 11 - LEASE COMMITMENT

The Utility Board entered into a facility lease agreement with the Municipality of Charles Town on April 1, 2019, which expires on June 1, 2042. Monthly rental payments of $2,550 are required during the term of the lease including principal and interest at 3.5%. The related liability under the lease was $422,916 at June 30, 2023. The Utility Board recognized $15,098 of interest expense during the year ended June 30, 2023.

The following is a schedule of future minimum lease payments under the lease:

Year	Principal	Interest	Total
2024	$ 16,054	$ 14,546	$ 30,600
2025	16,625	13,975	30,600
2026	17,216	13,384	30,600
2027	17,828	12,772	30,600
2028	18,463	12,137	30,600
2029-2033	102,642	50,358	153,000
2034-2038	122,241	30,759	153,000
2039-2042	111,847	8,004	119,851
	$ 422,916	$ 155,935	$ 578,851

NOTE 12 - CHANGES IN LONG-TERM LIABILITIES OTHER THAN BONDS

	Balance June 30, 2022	Additions	Reductions	Balance June 30, 2023
Financed purchases payable	$ 11,101	$ -	$ 5,386	$ 5,715
Leases	437,758	-	14,842	422,916
Loan from Charles Town	499,819	-	12,816	487,003
Accrued compensated absences	110,021	-	3,790	106,231
Collective net pension liability (asset)	(1,011,874)	1,689,526	503,028	174,624
Net other post employment benefit liability (asset)	(8,922)	265,525	227,841	28,762
Total	$ 37,903	$ 1,955,051	$ 767,703	$ 1,225,251

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN

Plan Description, Contribution Information, and Funding Policies

The Utility Board participates in the West Virginia Public Employees Retirement System (PERS), a state-wide, cost-sharing, multiple-employer defined benefit plan on behalf of Utility Board employees. The system is administered by agencies of the State of West Virginia and funded by contributions from participants, employers, and State appropriations, as necessary.

PERS is administered by the Consolidated Public Retirement Board (CPRB), which acts as a common investment and administrative agent for all of the participating employers. CPRB issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CPRB website at www.wvretirement.com.

The following is a summary of eligibility factors, contribution methods, and benefit provisions:

Eligibility to participate:	All Utility Board full-time employees, except those covered by other pension plans
Authority establishing contribution obligations and benefit provisions:	West Virginia State Code Section 5-10d
Tier 1 Plan member's contribution rate:	4.50% (Employees hired before July 1, 2015)
Tier 2 Plan member's contribution rate:	6.00% (Employees hired after July 1, 2015)
Utility Board's contribution rate:	9.00% for fiscal year 2023
Period required to vest:	5 years for Tier 1 and 10 years for Tier 2
Benefits and eligibility for distribution:	<u>Tier 1</u> A member who has attained age 60 and has earned 5 years or more of contributing service or age 55 if the sum of his/her age plus years of credited service is equal to or greater than 80. The final average salary (three highest consecutive years in the last 15) times the years of service times 2% equals the annual retirement benefit. <u>Tier 2</u> Qualification for normal retirement is age 62 with 10 years of service or at least age 55 plus service years equal to 80 or greater. The final average salary is the average of the five consecutive highest annual earnings years out of the last fifteen years. The final average salary times the years of service times 2% equals the annual retirement benefit.
Deferred retirement portion:	No
Provisions for:	
Cost of living	No
Death benefits	Yes

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Trend Information

Fiscal Year	Annual Pension Cost	Percentage Contributed
2023	$169,889	100%
2022	$189,341	100%
2021	$183,928	100%

PERS issues a publicly available financial report that includes financial statements and required supplementary information. That information may be obtained by writing to the Public Employees' Retirement System, 4101 MacCorkle Avenue, SE, Charleston, WV 25304.

Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pension

At June 30, 2023, the Utility Board reported the following liability for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021, rolled forward to the measurement date of June 30, 2022. The Utility Board's proportion of the net pension liability was based on a projection of the Utility Board's long-term share of contributions to the pension plan relative to the projected contributions of all participating governments, actuarially determined. At June 30, 2023, the Utility Board reported the following proportion:

Amount for proportionate share of net pension liability	$ 174,624
Percentage for proportionate share of net pension liability	0.117261%
Increase/(decrease) % from prior proportion measured	0.002005%

For the year ended June 30, 2023, the Utility Board recognized the following pension expense:

	Water	Sewer	Total
Pension expense	$41,786	$41,052	$82,838

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pension (continued)

The Utility Board reported deferred outflows of resources and deferred inflows of resources related to the pension plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on pension plan investments	$ 105,297	$ -
Difference between expected and actual experience	66,991	-
Changes in proportion and differences between Utility Board contributions and proportionate share of contributions	4,399	6,495
Change in assumptions	114,933	424
Utility Board contributions subsequent to the measurement date	169,889	-
	$ 461,509	$ 6,919

The amount reported as deferred outflows of resources related to the pension plan resulting from Utility Board contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the pension plan will be recognized in pension expense as follows:

Year ended June 30	
2024	$ 110,969
2025	8,923
2026	(110,819)
2027	275,628
Total	$ 284,701

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of July 1, 2021, and rolled forward to June 30, 2022, which is the measurement date, using the following actuarial assumptions, applied to all periods included in the measurement.

Actuarial cost method	Individual entry age normal cost with level percentage of payroll
Asset valuation method	Fair value
Amortization method	Level dollar, fixed period
Amortization period	Through Fiscal Year 2035
Actuarial assumptions:	
Investment rate of return	7.25%
Projected salary increases	3.60-6.75%%, including inflation
Inflation rate	2.75%
Discount rate	7.25%
Mortality rates	Active-100% of Pub-2010 General Employees table, below-median, headcount weighted, projected with scale MP-2018 Retired healthy males - 108% of Pub-2010 General Retiree Male table, below-median, headcount weighted, projected with scale MP-2018 Retired healthy females - 122% of Pub-2010 General Retiree Female table, below-median, headcount weighted, projected with scale MP-2018 Disabled males - 118% of Pub 2010 General/ Teachers Disabled Male table, below-median headcount weighted, projected with scale MP-2018 Disabled females - 117% of Pub 2010 General/ Teachers Disabled Male table, below-median headcount weighted, projected with scale MP-2018
Withdrawal rates	
State	2.28-45.63%%
Non-state	2.50-35.88%%
Disability rates	0.005-0.0540%%
Retirement rates	12 - 100%%
Date range in most recent experience study	2015-2020 - Economic assumptions; 2013-2018 - All other assumptions

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Actuarial Assumptions (continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which estimates of expected real rates of returns (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Rates summarized in the following table as of June 30, 2022, include the inflation component and were used for the defined benefit plan:

Asset Class	Long-Term Expected Rate of Return	PERS Target Asset Allocation
US Equity	5.3%	27.50%
International Equity	6.1%	27.50%
Private Equity	9.5%	10.00%
Fixed Income	2.2%	15.00%
Real Estate	6.5%	10.00%
Hedge Funds	3.8%	10.00%
		100.00%

Discount Rate

The discount rate used to measure the total pension liability was 7.25 percent for the defined benefit plan. The projection of cash flows used to determine the discount rate assumed that employer contributions will continue to follow the current funding policies. Based on those assumptions, the fiduciary net position for the defined benefit pension plan was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rates of return on pension plan investments were applied to all periods of projected benefit payments to determine the total pension liability of the plan.

The following chart presents the sensitivity of the net pension liability to changes in the discount rate, calculated using the discount rates as used in the actuarial evaluation, and what the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	1% Decrease 6.25%	Current Discount Rate 7.25%	1% Increase 8.25%
Utility Board's proportionate share of net pension liability	$ (1,235,606)	$ (174,624)	$ 733,423

Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report available at the Consolidated Public Retirement Board's website at www.wvretirement.com. That information can also be obtained by writing to the West Virginia Consolidated Public Retirement Board, 4101 MacCorkle Avenue SE, Charleston, WV 25304.

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Summary of Deferred Outflow/Inflow Balances

	Total	Water	Sewer
Difference between expected and actual experience	$ 66,991	$ 37,179	$ 29,812
Net difference between projected and actual earnings on pension plan investments	105,297	53,115	52,182
Changes in proportion and differences between Utility Board contributions and proportionate share of contributions	(2,096)	4,399	(6,495)
Change in assumptions	114,509	57,066	57,443
Utility Board contributions subsequent to the measurement date	169,889	85,697	84,192
	$ 454,590	$ 237,456	$ 217,134

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)

General Information about the OPEB Plan

Plan Description

The Utility Board contributes to the West Virginia Other Postemployment Benefit Plan (The Plan), a cost-sharing, multiple-employer defined benefit postemployment healthcare plan. The financial activities of the Plan are accounted for in the West Virginia Retiree Health Benefit Trust Fund (RHBT), a fiduciary fund of the State of West Virginia. The Plan is administered by a combination of the West Virginia Public Employees Insurance Agency (PEIA) and the RHBT staff. Plan benefits are established and revised by PEIA and the RHBT management with approval of the Finance Board. The Finance Board is comprised of nine members. Finance Board members are appointed by the Governor, serve a term of four years and are eligible for reappointment. The State Department of Administration cabinet secretary serves as Chairman of the Board. Four members represent labor, education, public employees and public retirees. The four remaining members represent the public at large. The Plan had approximately 43,000 policyholders and 64,000 covered lives at June 30, 2022. The RHBT audited financial statements and actuarial reports can be found on the PEIA website at www.peia.wv.gov. You can also submit your questions in writing to the West Virginia Public Employees Insurance Agency, 601 57th Street, SE, Suite 2, Charleston WV 25304.

Benefits Provided

The Plan provides medical, prescription drug insurance and life insurance. The medical and prescription drug insurance is provided through two options: 1) Self-Insured Preferred Provider Benefit Plan (primarily for non-Medicare-eligible retirees and spouses) and 2) External Managed Care Organizations (primarily for Medicare-eligible retirees and spouses).

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

Contributions

Paygo premiums are established by the Finance Board annually. All participating employers are required by statute to contribute this premium to the RHBT at the established rate for every active policyholder per month. The active premiums subsidized the retirees' health care by approximately $89 million for the fiscal year ended June 30, 2022. Contributions to the OPEB plan from the Utility Board were as follows:

Year	Water	Sewer	Total
2023	$ 11,849	$ 11,321	$ 23,170
2022	$ 15,818	$ 14,566	$ 30,384
2021	$ 28,215	$ 26,505	$ 54,720

OPEB Liabilities, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2023, the Utility Board reported a liability of $10,961 and $17,801 for the water and sewer funds, respectively, for its proportionate share of the net OPEB liability. The net OPEB liability, deferred inflows and outflows of resources, and OPEB expense (offset) were determined by an actuarial valuation date as of June 30, 2021, rolled forward to June 30, 2022, which is the measurement date. The Utility Board's proportion of the net OPEB liability was based on a projection of the Utility Board's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating governments, actuarially determined. At June 30, 2022, the Utility Board's proportionate share was 0.025842103%, which was a decrease of 0.004164762% from its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the Utility Board recognized OPEB expense (offset) of $(61,995) and $(59,230) for the water and sewer funds, respectively.

The Utility Board reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in proportion and differences between Utility Board contributions and proportionate share of contributions	$ 30,957	$ 60,469
Change in assumptions	18,445	73,079
Net difference between projected and actual investment earnings on OPEB plan investments	4,464	-
Difference between expected and actual experience	-	36,692
Reallocation of opt-out employer change in proportionate share	-	613
District contributions subsequent to the measurement date	23,170	-
	$ 77,036	$ 170,853

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

***OPEB Liabilities, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB* (continued)**

The amount reported as deferred outflows of resources related to OPEB resulting from Utility Board contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability (asset) in the year ending June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense (offset) as follows:

Year Ended June 30:	
2024	$ (103,699)
2025	(13,542)
2026	(10,923)
2027	11,177
Total	$ (116,987)

Actuarial Assumptions

The total OPEB liability was determined by an actuarial valuation as of June 30, 2021, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified.

Inflation rate	2.25%
Wage inflation	2.75%
Salary increases	Dependent upon pension system, ranging from 2.75% to 5.18%, including inflation.
Investment rate of return	6.65%, net of OPEB plan investment expense, including inflation.
Healthcare cost trend rates	Trend rate for pre-Medicare per capita costs of 7.0% for plan year end 2023, decreasing by 0.50% for two years then by 0.25% each year thereafter, until ultimate trend rate of 4.25% is reached in plan year end 2032. Trend rate for Medicare per capita costs of 8.83% for plan year end 2023, decreasing ratably each year thereafter, until 4.25% is reached in plan year 2032.
Actuarial Cost Method	Entry age normal

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

OPEB Liabilities, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (continued)

Actuarial Assumptions (continued)

Amortization Method	Level percentage of payroll, closed
Remaining Amortization Period	20 year closed period as of June 30, 2017
Asset Valuation Method	Market value
Mortality Rates	Post Retirement: TRS: Pub-2010 General Healthy Retiree Mortality Tables projected with MP-2019 and scaling factors of 100% for males and 108% for females. PERS: Pub-2010 Below-Median Income General Healthy Retiree Mortality Tables projected with MP-2019 and scaling factors of 106% for males and 113% for females. Troopers A and B: Pub-2010 Public Safety Healthy Retiree Mortality Tables projected with scale MP-2019 and scaling factors of 100% for males and females. Pre Retirement: TRS: Pub-2010 General Employee Mortality Tables projected with MP-2019. PERS: Pub-2010 Below-Median Income General Employee Mortality Tables projected with MP-2019. Troopers A and B: Pub-2010 Public Safety Employee Mortality Tables projected with MP-2019.

The actual assumptions used in the valuation were based on the results of an actuarial experience study for the period July 1, 2015 through June 30, 2020.

The long-term rates of return on OPEB plan investments are determined using a building-block method in which estimates of future real rates of returns (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentages and by adding expected inflation. The strategic asset allocation consists of 55% equity, 15% fixed income, 10% private equity, 10% hedge fund and 10% real estate invested. Short-term assets used to pay current year benefits and expenses are invested with the WVBTI. Best estimates of long-term geometric rates are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return
Global Equity	4.80%
Core Plus Fixed Income	2.10%
Core Real Estate	4.10%
Hedge Fund	2.40%
Private Equity	6.80%

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

***OPEB Liabilities, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB* (continued)**

Discount Rate

A single discount rate of 6.65% was used to measure the OPEB liability. This single discount rate was based on the expected rate of return on OPEB plan investments of 6.65%. The projection of cash flows used to determine this single discount rate assumed that employer contributions will be made in accordance with prefunding and investment policies. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability. Discount rates are subject to change between measurement dates.

Sensitivity of the Utility Board's Proportionate Share of the Net OPEB Liability (Asset) to Changes in the Discount Rate

The following chart presents the Utility Board's proportionate share of the net OPEB liability (asset), as well as what the proportionate share of the net OPEB liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current discount rate:

	1% Decrease 5.65%	Discount Rate 6.65%	1% Increase 7.65%
Net OPEB Liability (Asset)	$ 73,929	$ 28,762	$ (9,986)

Sensitivity of the Utility Board's Proportionate Share of the Net OPEB Liability (Asset) to Changes in the Healthcare Cost Trend Rates

The following chart presents the Utility Board's proportionate share of the net OPEB liability, as well as what the proportionate share of the net OPEB liability (asset) would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates described in the actuarial assumptions:

	1% Decrease	Healthcare Cost Trend Rates	1% Increase
Net OPEB Liability (Asset)	$ (16,351)	$ 28,762	$ 82,144

OPEB Plan Fiduciary Net Position

Detailed information about the OPEB plan's fiduciary net position is available in the separately issued financial report available at the West Virginia Public Employee Insurance Agency's website at peia.wv.gov. That information can also be obtained by writing to the West Virginia Public Employee Insurance Agency, 601 57th Street, Suite 2, Charleston, WV 25304.

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

***OPEB Liabilities, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB* (continued)**

Summary of Deferred Outflow/Inflow Balances

	Total	Water	Sewer
Difference between expected and actual experience	$ (36,692)	$ (18,145)	$ (18,547)
Net difference between projected and actual earnings on OPEB plan investments	4,464	2,283	2,181
Changes in proportion and differences between Utility Board contributions and proportionate share of contributions	(29,512)	(20,572)	(8,940)
Change in assumptions	(54,634)	(23,056)	(31,578)
Reallocation of opt-out employer change in proportionate share	(613)	(256)	(357)
Utility Board contributions subsequent to the measurement date	23,170	11,849	11,321
	$ (93,817)	$ (47,897)	$ (45,920)

NOTE 15 - RISK MANAGEMENT

The Utility Board is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Utility Board participates in several risk management programs administered by the State of West Virginia.

NOTE 16 - LOAN FROM MUNICIPALITY OF CHARLES TOWN

The Municipality of Charles Town loaned the Utility Board $640,795 to finance certain water and sewer construction projects. The loans bear no interest and are generally being repaid over a 50 year term. Annual required loan payments amount to $12,816. The loan balances are $383,840 and $103,163 for the water and sewer departments, respectively, at June 30, 2023.

NOTE 17 - RESTRICTED NET ASSETS

Restricted net assets reflect that portion of total net assets legally or contractually segregated for a specific future use. The following amounts represent restricted net assets at June 30, 2023:

Cash and temporary investments	
Debt service and debt service reserve funds	$ 849,071
Repair and replacement funds	1,138,304
Capacity improvement funds	8,980,023
Accrued interest	(152,128)
Total	$ 10,815,270

NOTE 18 - COMMITMENTS AND CONTINGENCIES

Alternate Mainline Extension Agreements

The Utility Board has entered into alternate mainline extension agreements with customers (developers) for certain sewer improvements to provide sewer service to the customers (developers). The customers (developers) have agreed to pay for the improvements and the Utility Board is required to reimburse the customers (developers) to the extent that new connections are made to the improvements during specified time periods. After the time periods lapse, remaining customer advance balances will be converted to contributed capital.

Customer advances for construction under alternate mainline extension agreements amounted to $10,498,692 at June 30, 2023. The Utility Board reimbursed $99,384 of advances to customers (developers) under the agreements for the year ended June 30, 2023.

NOTE 19 - CONTRIBUTED CAPITAL

A summary of contributed capital for the year ended June 30, 2023 is as follows:

	Water	Sewer	Total
Capacity improvement fees received from customers and developers	$1,295,971	$1,208,563	$2,504,534
Contributed capital received from customers, developers, and grantor agencies	1,180,522	2,814,824	3,995,346
Total	$2,476,493	$4,023,387	$6,499,880

NOTE 20 - SUBSEQUENT EVENTS

The Utility Board has evaluated all subsequent events through March 12, 2024, the date the financial statements were available to be issued.

The Utility Board through the Charles Town City Council equalized water and sewer user rates by approval of a municipal ordinance on January 2, 2024. Average water rates are expected to increase 13% and average sewer rates are expected to be revenue neutral.

REQUIRED SUPPLEMENTARY INFORMATION

Charles Town Utility Board
SCHEDULES OF THE UTILITY BOARD'S PROPORTIONATE SHARE OF THE COLLECTIVE NET PENSION LIABILITY (ASSET)
June 30, 2023

Public Employees Retirement System
Last 10 Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Utility Board's proportionate share of the net pension liability (%)	0.117261%	0.115256%	0.114800%	0.105962%	0.122021%	0.091775%	0.09351%	0.0858%	0.0802%
Utility Board's proportionate share of the net pension liability (asset) ($)	$ 174,624	$ (1,011,874)	$ 606,914	$ 260,340	$ 315,120	$ 396,145	$ 859,464	$ 479,022	$ 295,926
Utility Board's covered payroll	$ 1,887,662	$ 1,898,244	$ 1,839,277	$ 1,764,571	$ 1,777,610	$ 1,249,466	$ 1,244,131	$ 1,289,097	$ 1,163,400
Utility Board's proportionate share of net pension liability (asset) as a % of its covered payroll	9.25%	-53.31%	33.00%	14.75%	17.73%	31.71%	69.08%	37.16%	25.44%
Plan fiduciary net position as a percentage of the total pension liability (asset)	98.17%	111.07%	92.89%	96.99%	96.33%	99.56%	86.11%	91.29%	93.98%

Note: This data will be presented prospectively until ten years is accumulated.
The amounts presented for each fiscal year were determined as of June 30th.

Charles Town Utility Board
SCHEDULES OF THE UTILITY BOARD'S PENSION PLAN CONTRIBUTIONS
June 30, 2023

Public Employees Retirement System
Last 10 Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution	$ 234,177	$ 189,824	$ 183,928	$ 176,926	$ 155,565	$ 137,439	$ 149,296	$ 174,028	$ 162,876
Contributions in relation to the contractually required contribution	(234,177)	(189,824)	(183,928)	(176,926)	(155,565)	(137,439)	(149,296)	(174,028)	(162,876)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Utility Board's covered payroll	$ 1,887,662	$ 1,898,244	$ 1,839,277	$ 1,764,571	$ 1,555,646	$ 1,249,446	$ 1,244,131	$ 1,289,097	$ 1,163,400
Contributions as a percentage of covered payroll	12.4%	10.0%	10.0%	10.0%	10.0%	11.0%	12.0%	13.5%	14.0%

Note: This data will be presented prospectively until ten years is accumulated.
The amounts presented for each fiscal year were determined as of June 30th.

Charles Town Utility Board
SCHEDULES OF THE UTILITY BOARD'S PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)
For the year ended June 30, 2023

Public Employees Insurance Agency

	2023	2022	2021	2020	2019	2018	2017
Utility Board's proportion of the net OPEB liability (asset)	0.025842103%	0.030006865%	0.028943312%	0.026558014%	0.028583397%	0.018956336%	0.022773022%
Utility Board's proportionate share of the net OPEB liability (asset)	$ 28,762	$ (8,922)	$ 127,840	$ 511,370	$ 613,238	$ 466,134	$ 565,528
Utility Board's covered-employee payroll	$ 1,887,662	$ 1,898,244	$ 1,839,277	$ 1,764,571	$ 1,777,610	$ 1,248,678	$ 1,173,454
Utility Board's proportionate share of the net OPEB liability (asset) as a percentage of its covered-employee payroll	1.52%	-0.47%	6.95%	28.98%	34.50%	37.33%	48.19%
Plan fiduciary net position as a percentage of the total OPEB liability (asset)	93.59%	101.81%	73.49%	39.69%	30.98%	25.10%	21.64%

Note - This data will be presented prospectively until ten years is accumulated.
The amounts presented for each fiscal year were determined as of June 30th.

Charles Town Utility Board
SCHEDULES OF THE UTILITY BOARD OPEB PLAN CONTRIBUTIONS
For the year ended June 30, 2023

Public Employees Insurance Agency

	2023	2022	2021	2020	2019	2018	2017
Contractually required contribution	$ 23,170	$ 30,384	$ 54,720	$ 55,761	$ 55,081	$ 41,772	$ 38,936
Contributions in relation to the contractually required contribution	(23,170)	(30,384)	(54,720)	(55,761)	(55,081)	(41,772)	(38,936)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Utility Board's covered-employee payroll	$ 1,887,662	$ 1,898,244	$ 1,839,277	$ 1,764,571	$ 1,555,565	$ 1,248,678	$ 1,173,454
Contributions as a percentage of covered-employee payroll	1.23%	1.60%	2.98%	3.16%	3.54%	3.35%	3.32%

Note - This data will be presented prospectively until ten years is accumulated.
The amounts presented for each fiscal year were determined as of June 30th.

Charles Town Utility Board
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
For the Year Ended June 30, 2023

PENSION DATA

A. Changes in Benefit Terms

Legislation passed during the 2015 Legislative session created a second tier of retirement benefits for those hired for the first time and first becoming a member of PERS on or after July 1, 2015 (Tier II). For tier II employees, normal retirement is a member who has attained age 62 and has earned 10 years or more of contributing service. The final average salary (five highest consecutive years in the last 15) times the years of service times 2% equals the annual retirement benefit.

B. Changes in Assumptions

The actuarial assumptions for mortality, withdrawal rates, disability rates, salary scales, and non-contributory service loads that were used in the total Pension liability calculation were changed from June 30, 2019 to June 30, 2020, to reflect the most recent experience study for July 1, 2013 through June 30, 2018.

C. Net Pension Liability

The components of the net pension liability as of June 30, 2022, are as follows (in thousands):

Total Pension Liability	$	(8,150,369)
Plan Fiduciary Net Position		8,007,329
Net Pension (Asset) Liability	$	(143,040)
Plan Fiduciary Net Position as a percentage of the total pension liability		98.24%

OPEB DATA

A. Subsequent Events

RHBT had significant savings with the Humana contract renewal beginning fiscal years 2022 through 2025. In addition to the Humana contract savings, RHBT experienced favorable investment returns in fiscal year 2021, resulting in an excess in the premium stabilization reserve. RHBT is passing on these savings to PEIA active employers. There will be no PAYGO billed in fiscal year 2024. The 5-year financial plan, which was passed by the Board in December 2021, originally had PAYGO to be billed at $20M for fiscal year 2024.

For fiscal year ending June 30, 2025 financial reporting, many OPEB eligible Employers will see $0 OPEB contributions and a $0 OPEB liability (asset) on the GASB 75 Schedules of Employer OPEB Allocations and OPEB Amounts by Employer.

The OPEB liability (asset) is allocated to all OPEB eligible employers based on OPEB contributions. These contributions include PAYGO, Retiree Leave Conversion (Health & Life) and Non-Participating billings for a given fiscal year. For fiscal year 2024, there will be $0 billed in PAYGO leaving only the remaining contribution types to be allocated. Many OPEB eligible Employers are billed PAYGO only. These Employers will have $0 OPEB contributions resulting in a $0 OPEB liability (asset) on the schedules for fiscal year 2025 (based on FY 2024 contributions), resulting in the remaining Employers that do have other types of OPEB contributions absorbing the entire OPEB liability (asset). Based off the current year schedules, approximately 413 out of the 700+ Employers have only PAYGO billings as contributions.

OPEB DATA (continued)

B. Net OPEB Liability

Total OPEB Liability	$ 1,736,270,764
Plan Fiduciary Net Position	(1,624,972,000)
Net OPEB (Asset) Liability	$ 111,298,764
Plan Fiduciary Net Position as a percentage of the total OPEB liability	93.59%

The total OPEB liability as of June 30, 2022 increased $92,982 from June 30, 2021. The key factors which caused the change include:

- Decrease due to normal cost, benefit payments and interest
- Decrease due to demographic experience
- Decrease due to changes in assumptions
- Increase due to updated capped subsidy rates, per capita costs, trend rates and methods

C. Changes in Assumptions

- General/price inflation - Decrease price inflation rate from 2.75% to 2.25%.
- Discount rate - Decrease discount rate from 7.15% to 6.65%.
- Wage inflation - Decrease wage inflation from 4.00% to 2.75%.
- OPEB retirement - Develop explicit retirement rates for members who are eligible to retire with health care benefits and elect health care coverage.
- Waived annuitant termination - Develop explicit waived termination rates for members who are eligible to retire with health care benefits but waive health coverage.
- SAL conversion - Develop explicit SAL conversion rates for members who are eligible to convert sick and annual leave (SAL) balances at retirement and convert SAL balances into OPEB benefits.
- Lapse/re-entry - Develop net lapse/re-entry rates for members who either lapse coverage after electing health care coverage or elect health care coverage after waiving coverage.
- Other demographic assumptions - Develop termination, disability, and mortality rates based on experience specific to OPEB covered group.
- Salary increase - Develop salary increase assumptions based on experience specific to the OPEB covered group.

PERRY
& Associates CPAs

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Charles Town Utility Board
Jefferson County
661 South George Street, Suite 101
Charles Town, West Virginia 25414

To the Board of Directors:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the **Charles Town Utility Board**, Jefferson County, (the Utility Board), a component unit of the Municipality of Charles Town, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Utility Board's basic financial statements and have issued our report thereon dated March 12, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Utility Board's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Utility Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Utility Board's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Utility Board's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Utility Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Utility Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Utility Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio

March 12, 2024

Charles Town Water Department
Revenue & Expense Summary
1/31/2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,664,000	Metered Sales - Residential	1,554,000	1,694,481	140,481
1,340,000	Metered Sales - Commercial	781,667	807,948	26,281
100,000	Metered Sales - Glen Haven/Cavaland	58,333	57,886	(447)
20,000	Sale for Resale - Bulk Water	11,667	19,384	7,718
85,000	Forfieted Discounts	49,583	44,992	(4,591)
38,000	Misc. Service Rev - Reconnection / Tap Fees	22,167	18,475	(3,692)
565,000	Tank Lot Rental Income (Non-Operating)	329,583	306,623	(22,960)
23,000	Interest Income (Non-Operating)	13,417	79,040	65,624
20,000	Sinking Fund Income (Non-Operating)	11,667	18,084	6,418
50,000	Miscellaneous Income (Non-Operating)	29,167	21,033	(8,134)
-	CIF & CAC Revenue (Non-Operating)	-	992,461	992,461
4,905,000	**TOTAL REVENUES**	2,861,250	4,060,408	1,199,158
	EXPENSES			
15,000	WS - Materials & Supplies Expense	8,750	1,810	(6,940)
20,000	WS - Maint of Water Source	11,667	16,084	4,417
380,129	WT - Salaries & Wages - Operations Labor	221,742	214,064	(7,678)
140,000	WT - Power & Fuel	81,667	78,876	(2,791)
8,400	WT - Power & Fuel - GH/CAV	4,900	3,231	(1,669)
170,000	WT - Chemical Expense	99,167	94,616	(4,551)
55,000	WT - Testing	32,083	9,084	(23,000)
25,000	WT - Materials & Supplies Expense	14,583	16,463	1,880
4,000	WT - Materials & Supplies Expense - GH/CAV	2,333	1,770	(563)
39,500	WT - Sludge Hauling	23,042	26,232	3,190
90,000	WT - Maint of Water Treatment Plant	52,500	34,130	(18,370)
5,000	WT - Maint of Water Plant - GH/CAV	2,917	2,990	73
34,000	WT - Licenses & Subscriptions	19,833	201	(19,632)
389,144	TD - Salaries & Wages - Maintenance Labor	227,001	224,060	(2,941)
20,000	TD - Materials & Supplies Expense	11,667	8,758	(2,909)
50,000	TD - Maint of Dist Reservior & Standpipes	29,167	17,395	(11,772)
120,000	TD - Maint of Mains	70,000	32,842	(37,158)
150,000	TD - Maint of Services	87,500	121,038	33,538
180,000	TD - Maint of Meters	105,000	132,920	27,920
15,000	TD - Maint of Hydrants	8,750	33,834	25,084
197,629	CA - Salaries & Wages	115,284	100,839	(14,444)
40,000	CA - Billing Expense	23,333	32,070	8,737
64,500	CA - Licenses & Subscriptions (includes Sensus)	37,625	15,995	(21,630)
10,000	CA - Bad Debt Expense	5,833	4,448	(1,386)
130,607	GA - Salaries & Wages	76,187	74,353	(1,835)
2,500	GA - Director Compensation	1,458	1,275	(183)
221,784	GA - Employee Insurance & Benefits	129,374	102,221	(27,153)
98,776	GA - Employee Pension Expense	57,619	52,456	(5,164)
83,959	GA - Payroll Taxes - FICA Tax Expense	48,976	47,365	(1,611)
18,101	GA - Employee 457 Expense	10,559	11,337	778

Charles Town Water Department
Revenue & Expense Summary
1/31/2024

65,000	GA - Office Supplies & Expense	37,917	44,464	6,547
-	GA - Travel, Training, & Education	-	2,807	2,807
-	GA - Uniform Expense	-	5,466	5,466
15,000	GA - Computer - Technology Expense	8,750	14,112	5,362
15,000	GA - Maint. of General Property	8,750	8,532	(218)
30,000	GA - Licenses & Subscriptions	17,500	3,022	(14,478)
20,000	GA - Contractual Services - Engineering	11,667	7,685	(3,981)
20,000	GA - Contractual Services - Accounting	11,667	7,125	(4,542)
20,000	GA - Contractual Services - Legal	11,667	40,279	28,613
20,000	GA - Contractual Services - Other	11,667	15,065	3,398
15,000	GA - Rental of Building	8,750	8,925	175
78,000	GA - Transportation Expense	45,500	40,040	(5,460)
85,000	GA - Insurance	49,583	62,301	12,718
35,000	GA - Worker's Comp	20,417	11,093	(9,324)
20,000	GA - Regulatory Commission Expense	11,667	3,306	(8,360)
6,000	GA - Bond Administration Fees	3,500	2,782	(718)
10,000	GA - Misc. General Expense	5,833	4,831	(1,002)
-	Advertising & Publication Expense	-	2,102	2,102
425,000	Interest on Long Term Debt (Non-Operating)	247,917	191,857	(56,060)
1,165,000	Depreciation Expense (Non-Cash)	679,583	679,583	-
-	Amortization Expense (Non-Cash)	-	-	-
4,822,029	**TOTAL EXPENSES**	2,812,850	2,668,133	(144,717)
82,971	Excess (Deficit)	48,400	1,392,275	

Reconciliation to Cash:

Cash Balance @ 6/30/23	650,664	
Disbursements To Date	(3,401,063)	
Expenses	2,668,133	
Deposits To Date	3,460,184	
Revenues	(4,060,408)	
CASH BALANCE @ 1/31/2024	709,785	
	709,785	Water Operating
	(0)	

Charles Town Sewer Department
Revenue & Expense Summary
1/31/2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,432,000	CTUB Service Revenue	1,418,667	1,520,088	101,422
1,414,000	Ranson Revenue	824,833	881,967	57,134
2,526,000	JCPSD Revenue	1,473,500	1,631,247	157,747
42,000	Customer Forfieted Discounts	24,500	24,376	(124)
30,000	Customer Forfieted Discounts- RA	17,500	19,271	1,771
52,000	Customer Forfieted Discounts- PSD	30,333	29,631	(703)
25,000	Misc. Sewer Revenues (Non-Operating)	14,583	17,992	3,409
27,000	Interest Income (Non-Operating)	15,750	95,226	79,476
90,000	Sinking Fund Income (Non-Operating)	52,500	122,539	70,039
-	Grant Revenue - WDA EEGF	-	519,774	519,774
-	CIF & CAC Revenues (Non-Operating)	-	1,266,639	1,266,639
6,638,000	**TOTAL REVENUES**	3,872,167	6,128,750	2,256,583
	EXPENSES			
20,000	CS - Materials & Supplies Expense	11,667	2,547	(9,120)
55,000	CS - Maint of Service Connections	32,083	26,311	(5,773)
220,000	CS - Maint of Collecting & Trans. Mains	128,333	58,405	(69,928)
402,006	PS - Salaries & Wages	234,503	216,290	(18,213)
135,000	PS - Power & Fuel	78,750	91,171	12,421
25,000	PS - Materials & Supplies Expense	14,583	9,333	(5,251)
40,000	PS - Sludge Hauling	23,333	35,959	12,625
210,000	PS - Maint of Pump Stations	122,500	76,032	(46,468)
313,509	TD - Salaries & Wages	182,880	180,290	(2,590)
135,000	TD - Power - CT Plant	78,750	68,352	(10,398)
90,000	TD - Power - TUI	52,500	38,735	(13,765)
10,000	TD - Power - Deerfield	5,833	2,073	(3,760)
175,000	TD - Chemical Expense - CT	102,083	75,718	(26,365)
20,000	TD - Chemical Expense - TUI	11,667	16,057	4,390
35,000	TD - Testing - CT	20,417	16,934	(3,483)
12,000	TD - Testing - TUI	7,000	5,369	(1,631)
80,000	TD - Materials & Supplies Expense	46,667	37,651	(9,016)
5,000	TD - Sludge Hauling - CT	2,917	1,964	(953)
13,000	TD - Sludge Hauling - TUI	7,583	16,375	8,792
110,000	TD - Maint. Burns Farm	64,167	54,774	(9,393)
200,000	TD - Maint. Treatment Plant - CT	116,667	148,595	31,929
90,000	TD - Maint. Treatment Plant - TUI	52,500	82,073	29,573
15,000	TD - Maint. Treatment Plant - Deerfield	8,750	602	(8,148)
246,780	CA - Billing & Acct Labor	143,955	131,614	(12,341)
60,000	CA - Billing Expense	35,000	36,507	1,507
40,000	CA - Licenses & Subscriptions	23,333	15,851	(7,482)
15,000	CA - Bad Debt Expense	8,750	6,542	(2,208)
205,113	GA - Salaries & Wages	119,649	116,723	(2,926)
2,500	GA - Director Compensation	1,458	1,275	(183)
256,412	GA - Employee Insurance & Benefits	149,574	102,825	(46,749)

Charles Town Sewer Department
Revenue & Expense Summary
1/31/2024

105,067	GA - Employee Pension Expense	61,289	57,126	(4,163)
89,307	GA - Payroll Taxes - FICA Tax Expense	52,096	50,005	(2,090)
17,608	GA - Employee 457 Expense	10,271	10,511	240
75,000	GA - Office Supplies & Expense	43,750	46,254	2,504
-	GA - Travel, Training, & Education	-	7,123	7,123
-	GA - Uniform Expense	-	4,734	4,734
18,000	GA - Computer - Technology Expense	10,500	15,092	4,592
30,000	GA - Maint. of General Property	17,500	9,919	(7,581)
30,000	GA - Licenses & Subscriptions	17,500	5,499	(12,001)
35,000	GA - Contractual Services - Engineering	20,417	3,104	(17,312)
40,000	GA - Contractual Services - Accounting	23,333	5,475	(17,858)
180,000	GA - Contractual Services - Legal	105,000	50,793	(54,207)
25,000	GA - Contractual Services - Other	14,583	5,450	(9,133)
15,000	GA - Rental of Building	8,750	8,925	175
85,000	GA - Transportation Expense	49,583	50,583	999
110,000	GA - Insurance	64,167	62,301	(1,866)
35,000	GA - Worker's Comp	20,417	10,242	(10,174)
30,000	GA - Regulatory Commission Expense	17,500	1,782	(15,718)
55,000	GA - Bond Administration Fees	32,083	25,201	(6,882)
10,000	GA - Misc. General Expense	5,833	7,860	2,027
-	GA - Advertising & Publication Expense	-	1,212	1,212
320,000	Interest on Long Term Debt (Non-Operating)	186,667	303,262	116,595
2,042,000	Depreciation Expense (Non-Cash)	1,191,167	1,191,167	-
-	Amortization Expense (Non-Cash)	-	-	-
6,583,300	**TOTAL EXPENSES**	3,840,259	3,606,566	(233,693)
54,700	**Excess (Deficit)**	31,908	2,522,184	

Reconciliation to Cash:		
Cash Balance @ 6/30/23	2,544,101	
Disbursements To Date	(7,818,248)	
Expenses	3,606,566	
Deposits To Date	8,082,061	
Revenues	(6,128,750)	
CASH BALANCE 1/31/2024	2,807,914	
	2,807,914	Sewer Operating
	0	
Sewer Capacity Improvement Fees	6,237,644	
Sewer Renewal & Replacement	398,606	
Sewer Working Capital Fund	716,315	

Charles Town Water Department
Revenue & Expense Summary
2/29/2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,664,000	Metered Sales - Residential	1,776,000	1,930,151	154,151
1,340,000	Metered Sales - Commercial	893,333	917,757	24,424
100,000	Metered Sales - Glen Haven/Cavaland	66,667	66,034	(632)
20,000	Sale for Resale - Bulk Water	13,333	20,239	6,906
85,000	Forfieted Discounts	56,667	51,953	(4,714)
38,000	Misc. Service Rev - Reconnection / Tap Fees	25,333	22,145	(3,188)
565,000	Tank Lot Rental Income (Non-Operating)	376,667	352,343	(24,324)
23,000	Interest Income (Non-Operating)	15,333	101,530	86,196
20,000	Sinking Fund Income (Non-Operating)	13,333	18,084	4,751
50,000	Miscellaneous Income (Non-Operating)	33,333	22,132	(11,201)
-	CIF & CAC Revenue (Non-Operating)	-	1,208,892	1,208,892
4,905,000	**TOTAL REVENUES**	3,270,000	4,711,261	1,441,261
	EXPENSES			
15,000	WS - Materials & Supplies Expense	10,000	6,123	(3,877)
20,000	WS - Maint of Water Source	13,333	19,289	5,955
380,129	WT - Salaries & Wages - Operations Labor	253,419	243,305	(10,115)
140,000	WT - Power & Fuel	93,333	91,476	(1,857)
8,400	WT - Power & Fuel - GH/CAV	5,600	4,290	(1,310)
170,000	WT - Chemical Expense	113,333	129,718	16,384
55,000	WT - Testing	36,667	12,280	(24,386)
25,000	WT - Materials & Supplies Expense	16,667	22,007	5,340
4,000	WT - Materials & Supplies Expense - GH/CAV	2,667	2,020	(647)
39,500	WT - Sludge Hauling	26,333	29,809	3,476
90,000	WT - Maint of Water Treatment Plant	60,000	44,819	(15,181)
5,000	WT - Maint of Water Plant - GH/CAV	3,333	8,194	4,860
34,000	WT - Licenses & Subscriptions	22,667	14,267	(8,400)
389,144	TD - Salaries & Wages - Maintenance Labor	259,429	254,070	(5,359)
20,000	TD - Materials & Supplies Expense	13,333	9,869	(3,464)
50,000	TD - Maint of Dist Reservior & Standpipes	33,333	25,195	(8,138)
120,000	TD - Maint of Mains	80,000	73,106	(6,894)
150,000	TD - Maint of Services	100,000	97,457	(2,543)
180,000	TD - Maint of Meters	120,000	164,667	44,667
15,000	TD - Maint of Hydrants	10,000	33,834	23,834
197,629	CA - Salaries & Wages	131,753	114,461	(17,292)
40,000	CA - Billing Expense	26,667	35,686	9,020
64,500	CA - Licenses & Subscriptions (includes Sensus)	43,000	16,231	(26,769)
10,000	CA - Bad Debt Expense	6,667	7,495	828
130,607	GA - Salaries & Wages	87,071	84,618	(2,453)
2,500	GA - Director Compensation	1,667	1,500	(167)
221,784	GA - Employee Insurance & Benefits	147,856	116,291	(31,565)
98,776	GA - Employee Pension Expense	65,851	59,782	(6,069)
83,959	GA - Payroll Taxes - FICA Tax Expense	55,973	53,788	(2,184)
18,101	GA - Employee 457 Expense	12,067	12,873	806

Charles Town Water Department
Revenue & Expense Summary
2/29/2024

65,000	GA - Office Supplies & Expense	43,333	54,650	11,316
-	GA - Travel, Training, & Education	-	3,361	3,361
-	GA - Uniform Expense	-	5,466	5,466
15,000	GA - Computer - Technology Expense	10,000	18,940	8,940
15,000	GA - Maint. of General Property	10,000	15,155	5,155
30,000	GA - Licenses & Subscriptions	20,000	4,173	(15,827)
20,000	GA - Contractual Services - Engineering	13,333	7,685	(9,160)
20,000	GA - Contractual Services - Accounting	13,333	15,375	(5,648)
20,000	GA - Contractual Services - Legal	13,333	48,603	2,042
20,000	GA - Contractual Services - Other	13,333	15165	35,270
15,000	GA - Rental of Building	10,000	10,200	200
78,000	GA - Transportation Expense	52,000	43,134	(8,866)
85,000	GA - Insurance	56,667	63,229	6,562
35,000	GA - Worker's Comp	23,333	12,533	(10,800)
20,000	GA - Regulatory Commission Expense	13,333	4,656	(8,677)
6,000	GA - Bond Administration Fees	4,000	2,782	(1,218)
10,000	GA - Misc. General Expense	6,667	5,194	(1,473)
-	Advertising & Publication Expense	-	2,127	2,127
425,000	Interest on Long Term Debt (Non-Operating)	283,333	191,941	(91,393)
1,165,000	Depreciation Expense (Non-Cash)	776,667	776,667	-
-	Amortization Expense (Non-Cash)	-	-	-
4,822,029	**TOTAL EXPENSES**	3,214,686	3,089,557	(125,129)
82,971	Excess (Deficit)	55,314	1,621,704	

Reconciliation to Cash:

Cash Balance @ 6/30/23	650,664	
Disbursements To Date	(3,919,663)	
Expenses	3,089,557	
Deposits To Date	3,935,829	
Revenues	(4,711,261)	
CASH BALANCE @ 2/29/2024	666,830	
	666,830	Water Operating
	(0)	
Water Capacity Improvement Fees	5,347,681	
Water Renewal & Replacement	806,801	
Water Working Capital Fund	390,540	

Charles Town Sewer Department
Revenue & Expense Summary
2/29/2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,432,000	CTUB Service Revenue	1,621,333	1,735,435	114,101
1,414,000	Ranson Revenue	942,667	999,686	57,019
2,526,000	JCPSD Revenue	1,684,000	1,858,054	174,054
42,000	Customer Forfieted Discounts	28,000	28,444	444
30,000	Customer Forfieted Discounts- RA	20,000	22,209	2,209
52,000	Customer Forfieted Discounts- PSD	34,667	33,380	(1,287)
25,000	Misc. Sewer Revenues (Non-Operating)	16,667	20,360	3,694
27,000	Interest Income (Non-Operating)	18,000	121,263	103,263
90,000	Sinking Fund Income (Non-Operating)	60,000	131,000	71,000
-	Grant Revenue - WDA EEGF	-	519,774	519,774
-	CIF & CAC Revenues (Non-Operating)	-	1,647,539	1,647,539
6,638,000	**TOTAL REVENUES**	4,425,333	7,117,144	2,691,810
	EXPENSES			
20,000	CS - Materials & Supplies Expense	13,333	3,005	(10,328)
55,000	CS - Maint of Service Connections	36,667	37,613	946
220,000	CS - Maint of Collecting & Trans. Mains	146,667	65,732	(80,934)
402,006	PS - Salaries & Wages	268,004	247,733	(20,271)
135,000	PS - Power & Fuel	90,000	103,430	13,430
25,000	PS - Materials & Supplies Expense	16,667	10,376	(6,291)
40,000	PS - Sludge Hauling	26,667	42,643	15,976
210,000	PS - Maint of Pump Stations	140,000	96,028	(43,972)
313,509	TD - Salaries & Wages	209,006	204,858	(4,149)
135,000	TD - Power - CT Plant	90,000	83,834	(6,166)
90,000	TD - Power - TUI	60,000	38,735	(21,265)
10,000	TD - Power - Deerfield	6,667	2,342	(4,325)
175,000	TD - Chemical Expense - CT	116,667	92,539	(24,128)
20,000	TD - Chemical Expense - TUI	13,333	16,057	2,723
35,000	TD - Testing - CT	23,333	21,089	(2,244)
12,000	TD - Testing - TUI	8,000	8,086	86
80,000	TD - Materials & Supplies Expense	53,333	43,841	(9,492)
5,000	TD - Sludge Hauling - CT	3,333	1,964	(1,369)
13,000	TD - Sludge Hauling - TUI	8,667	23,669	15,002
110,000	TD - Maint. Burns Farm	73,333	65,156	(8,177)
200,000	TD - Maint. Treatment Plant - CT	133,333	158,139	24,806
90,000	TD - Maint. Treatment Plant - TUI	60,000	98,359	38,359
15,000	TD - Maint. Treatment Plant - Deerfield	10,000	7,882	(2,118)
246,780	CA - Billing & Acct Labor	164,520	149,709	(14,811)
60,000	CA - Billing Expense	40,000	40,822	822
40,000	CA - Licenses & Subscriptions	26,667	15,851	(10,815)
15,000	CA - Bad Debt Expense	10,000	13,963	3,963
205,113	GA - Salaries & Wages	136,742	132,730	(4,013)
2,500	GA - Director Compensation	1,667	1,500	(167)
256,412	GA - Employee Insurance & Benefits	170,941	130,503	(40,438)

Charles Town Sewer Department
Revenue & Expense Summary
2/29/2024

105,067	GA - Employee Pension Expense	70,044	65,236	(4,808)
89,307	GA - Payroll Taxes - FICA Tax Expense	59,538	57,083	(2,454)
17,608	GA - Employee 457 Expense	11,738	11,948	209
75,000	GA - Office Supplies & Expense	50,000	56,323	6,323
18,000	GA - Computer - Technology Expense	12,000	15,092	3,092
30,000	GA - Maint. of General Property	20,000	15,126	(4,874)
30,000	GA - Licenses & Subscriptions	20,000	6,886	(13,114)
35,000	GA - Contractual Services - Engineering	23,333	3,385	(19,948)
40,000	GA - Contractual Services - Accounting	26,667	13,725	(12,942)
180,000	GA - Contractual Services - Legal	120,000	69,449	(50,551)
25,000	GA - Contractual Services - Other	16,667	5,550	(11,117)
15,000	GA - Rental of Building	10,000	10,200	200
85,000	GA - Transportation Expense	56,667	58,268	1,601
110,000	GA - Insurance	73,333	63,229	(10,104)
35,000	GA - Worker's Comp	23,333	11,572	(11,762)
30,000	GA - Regulatory Commission Expense	20,000	3,032	(16,968)
55,000	GA - Bond Administration Fees	36,667	25,201	(11,465)
10,000	GA - Misc. General Expense	6,667	8,025	1,359
-	GA - Advertising & Publication Expense	-	1,212	1,212
320,000	Interest on Long Term Debt (Non-Operating)	213,333	303,262	89,928
2,042,000	Depreciation Expense (Non-Cash)	1,361,333	1,361,333	-
-	Amortization Expense (Non-Cash)	-	-	-
6,583,300	**TOTAL EXPENSES**	4,388,867	4,123,322	(265,545)
54,700	**Excess (Deficit)**	36,466	2,993,822	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/23		2,544,101	
	Disbursements To Date		(8,707,293)	
	Expenses		4,123,322	
	Deposits To Date		8,790,446	
	Revenues		(7,117,144)	
	CASH BALANCE 2/29/2024		2,627,253	
			2,627,253	Sewer Operating
			(0)	
	Sewer Capacity Improvement Fees		6,606,038	
	Sewer Renewal & Replacement		427,455	
	Sewer Working Capital Fund		718,663	