CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, APRIL 13, 2022

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of March 23, 2022 Regular Meeting Minutes
   UB Minutes 3.23.2022.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 Meetings - Meeting Agendas and Minutes 2022) or by accessing the following zoom link:

   https://us06web.zoom.us/j/89356767557?pwd=SVhua2lkejBGQXovOHFPMjhzNVlTdz09

   Meeting ID: 893 5676 7557
   Passcode: 708637
   +1 301 715 8592 US

3. **UNFINISHED BUSINESS**
   a. Distressed Utility Updates - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.
   i. WV PSC Case No. 21-0260-S-DU Shenandoah Junction Public Sewer
   ii. WV PSC Case No. 21-0818-S-DU Cave Road Utilities, LLC

4. **NEW BUSINESS**
   a. Board Meeting Schedule - May 2022
   b. Draft FY 2023 Budget Review

FY 2023 Draft Budget Summary.pdf

c. Wendy's Pump Station Rehabilitation
   Wendy's Pump Station Costs.pdf
d. Hunter Hills Water and Sewer Request
   Hunter Hills Request.pdf
e. Discussion on Project Reimbursement
   Moody's Final Credit Opinion.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
      Utility Manager Report 4.13.2022.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. April 13, 2022
      Board Report 4.13.2022.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - April 27, 2022 at 4:00 PM

March 23, 2022

The Charles Town Utility Board held a regular meeting on March 23, 2022 at 4:00 P.M. Members of the Board present were Bob Trainor, Duke Pierson, Tommy Stocks, Jacquelyn Milliron and Jeff Whitten. Also present were Kristen Stolipher, April Shultz, Hoy Shingleton and Ashley Stottlemyer. The Chairman called for changes or corrections to the March 9, 2022 regular meeting minutes. Jacquelyn suggested changes and with no objections, the Board unanimously approved the minutes as amended. The Board received no public comments.

Next, motion by Duke, second by Tommy, the Board unanimously approved convening into Executive Session to discuss Distressed Utility Updates for Shenandoah Junction Public Sewer (Case No. 21-0260-S-DU) and Cave Road Utilities, LLC (Case No. 21-0818-S-DU) - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters. The Board declared executive session over at 4:31 P.M. No action was taken by the Board.

The Chairman next opened the floor for discussion on the Renewal and Replacement Project Update. Chris Eckenrode of GDF prepared an updated engineer's cost estimate of $7.8 million to include inflation costs. Kristen reviewed the updated draft Schedule B which shows an $8.5 million bond estimate and mentioned these costs could change once bids are received. The Board held discussions. John Kunkle and John Stump answered financial questions from the Board. Motion by Duke, second by Jeff, the Board unanimously approved the revised project costs of $8.5 million.

Next, the Board discussed the Cost-of-Living Adjustment. Last year the City, as well as CTUB, implemented a new process to incorporate a cost-of-living adjustment into the new payscale every July for all employees. That adjustment has gone from 1.4% to 5.8%. Kristen provided that City Council has approved a 3% cost-of-living adjustment, along with a 2.8% one-time salary adjustment for all City employees to equal the 5.8%. She proposed the same adjustment for CTUB employees to stay consistent with the City. Employee evaluations and merit-based raises are done at the end of the calendar year. The Board held discussions. The Board had no objections to the cost-of-living plan as presented.

The Utility Manager Report was next addressed. Kristen briefed the Board on this month's sewer and water efforts including the first reading of the sewer ordinance for the changes to the sewer tariff on March 21st and the second reading on April 4th. Staff is also performing a high number of utility locates for Shentel and GloFiber for the new fiber optics line. She mentioned the Board may want to consider engaging a 3rd party to perform the locates rather than staff or develop a process to charge for CTUB locating services. Kristen informed the Board of the initial lead and copper survey sent out to the 60 customers who participate in the monitoring program. The Board provided questions on the report.

The Chairman had no updates to report. The Board next discussed the Approval of Bills. Motion by Tommy, second by Duke, the Board unanimously approved the payment of bills. With no objections, the Board adjourned the meeting at 5:29 P.M. The April 13th regular meeting will be held beginning at 4:00 P.M.

_____ _____

Chairman Secretary

FY 2023 Draft Budget Summary

Revenues:

The FY 2023 Water & Sewer Department revenues were increased based on our analysis of the actual revenues to date and anticipated growth in certain areas. The water revenues have not increased much in the last few years and the rates will be evaluated in FY 2023. CTUB staff will begin the second phase of rate equalization for sewer in November. Additionally, staff anticipates initiating a review of the water rates in the fall of 2022.

Expenses:

The FY 2023 Water & Sewer Department expenses increased in total to account for various items approved by the board, price increases from our vendors and anticipated increases due to the current economic conditions. The majority of the adjustments consist of typical line-item adjustments (increases/decreases) based the actual expected costs and changes in the previous assumptions.

Due to the current environment, the budget assumptions for the expenses have been challenging compared to prior years and staff anticipates additional price increases and budget revisions in the future.

Changes from FY 2022 to FY 2023:

- Labor accounts were adjusted to include the 3% COLA increase, 2.8% one-time payout and possible merit increases.
- Insurance premiums were adjusted to reflect the increase in FY 2023.
- A full-year of MetLife Disability Insurance.
- Addition of the WV457 Pension Plan.
- Reduction of the WV PERS employer contribution from 10% to 9% in FY 2023.
- Addition of Water tank cleaning for Group 1 in FY 2023.
- Contractual services for the water department were significantly reduced to remove items that were completed in FY 2022 and not anticipated in FY 2023.
- Depreciation expense is a non-cash expense that includes the annual depreciation of our fixed assets. The sewer depreciation expense increased significantly due to the addition of approximately $13 million in assets from the end of FY 2021 and during FY 2022. The major additions consisted of the Rt. 9 lines, War Admiral & Northport pump stations, President's Pointe Phase 1 infrastructure (service laterals, lines, manholes, etc.) and Magnolia Springs Phase 1 infrastructure and pump station. It should be noted that the assets added above were contributed to the utility from the developer, not paid for by CTUB.

The FY 2023 Budget for water & sewer also includes the addition of asset management program fees. Staff has participated in several demos and will be preparing an analysis for the board within the next few months after all of the programs have been evaluated. Please note that this software will be a requirement to obtain project financing in the future.

Finally, the FY 2023 sewer budget includes a significant increase to billing costs due to the contract renewal proposal received from Jefferson Utilities. Staff is in the process of evaluating the costs to prepare the billing in-house vs. the new cost per bill for JUI to continue the billing for their water customers that were previously billed by Ranson and the Former JCPSD. The analysis will be discussed at the April 27th board meeting.

DRAFT

Charles Town Utility Board				
Revenue & Expense Budget				SEWER
For the Period 6/30/22 Budget				
	Budget	Budget	Preliminary	Draft Budget
Title of Account	Ending 6/30/22	At 3/31/2022	At 3/31/2022	Ending 6/30/23
(b)	Approved February 23, 2022			For Approval April 27, 2022
CTUB Service Revenue	$2,340,000	$1,755,000	$1,768,041	$2,400,000
Ranson Revenue	$1,390,000	$1,042,500	$1,062,215	$1,440,000
JCPSD Revenue	$2,460,000	$1,845,000	$1,866,624	$2,485,000
Customer Forfieted Discounts	$40,000	$30,000	$28,301	$40,000
Customer Forfieted Discounts - RA	$27,000	$20,250	$17,235	$25,000
Customer Forfieted Discounts - PSD	$50,000	$37,500	$30,217	$40,000
Misc. Sewer Revenues	$42,000	$31,500	$17,242	$40,000
Interest Income	$8,000	$6,000	$4,901	$8,000
Sinking Fund Income	$3,000	$2,250	$27	$2,000
TOTAL REVENUE	$6,360,000	$4,770,000	$4,794,803	$6,480,000
EXPENSES				
Collection System Expenses				
Supplies & Expense	$20,000	$15,000	$9,201	$20,000
Maint of Service Connections	$50,000	$37,500	$35,551	$50,000
Maint of Collecting & Trans Mains	$300,000	$225,000	$121,275	$250,000
Pumping Expenses				
Operation Labor	$355,000	$266,250	$226,712	$370,000
Power & Fuel	$135,000	$101,250	$83,615	$135,000
Supplies & Expense	$25,000	$18,750	$9,834	$25,000
Maint of Pump Stations	$250,000	$187,500	$120,509	$250,000
Treatment & Disposal Expenses				
Operation Labor	$242,000	$181,500	$168,029	$244,000
Power CT	$130,000	$97,500	$91,850	$130,000
Power TUI	$75,000	$56,250	$58,437	$80,000
Power Deerfield	$10,000	$7,500	$4,931	$10,000
Chemical Treatment Expense CT	$155,000	$116,250	$110,587	$155,000
Chemical Treatment Expense TUI	$20,000	$15,000	$12,909	$20,000
Testing - CT	$35,000	$26,250	$20,941	$35,000
Testing - TUI	$7,000	$5,250	$3,364	$7,000
Supplies & Expense	$102,000	$76,500	$72,680	$102,000
Maint Disposal - Land Application Burns	$120,000	$90,000	$50,299	$120,000
Maint Treatment Plant Equipment CT	$240,000	$180,000	$67,116	$200,000
Maint Treatment Plant Equipment TUI	$80,000	$60,000	$56,763	$90,000
Maint Treatment Plant Equipment Deerfield	$15,000	$11,250	$10,023	$15,000
Customer Accounts Expense				
Salaries & Wages	$212,000	$159,000	$152,390	$212,000
Billing Fees Expense	$90,000	$67,500	$65,957	$150,000
Uncollectible Accounts	$25,000	$18,750	$9,478	$15,000
Admin & General Expenses				
Salaries & Wages	$185,000	$138,750	$124,829	$188,000
Employee Health Insurance & Benefits	$150,000	$112,500	$106,212	$170,000
Pension - PERS	$100,000	$75,000	$66,010	$92,000
Pension - 457 Plan	$0	$0	$0	$14,000
FICA	$77,000	$57,750	$52,234	$78,000
OPEB	$26,000	$19,500	$12,664	$8,000
General Office Supplies & Expense	$135,000	$101,250	$86,591	$135,000
Maintenance of General Property	$35,000	$26,250	$15,563	$35,000
Contractual Services:				
Engineering	$60,000	$45,000	$41,745	$60,000
Accounting	$32,000	$24,000	$27,865	$32,000
Legal	$170,000	$127,500	$113,439	$170,000
Other	$78,000	$58,500	$38,282	$83,000
Transportation	$65,000	$48,750	$49,495	$65,000
Property Insurance	$110,000	$82,500	$66,388	$110,000
Worker's Comp	$36,000	$27,000	$21,688	$32,000
Regulatory Commission Expense	$30,000	$22,500	$7,914	$30,000
Bond Administration Fees	$71,000	$53,250	$25,498	$65,000
Misc. General Expense	$10,000	$7,500	$5,996	$10,000
Depreciation Expense (Non-Cash)	$1,800,000	$1,350,000	$1,350,000	$1,985,000
Interest Long Term Debt	$325,000	$243,750	$163,367	$325,000
Amortization of Debt Discount (Non-Cash)	$57,000	$42,750	$42,750	$57,000
TOTAL EXPENSES	$6,245,000	$4,683,750	$3,980,980	$6,428,998
REVENUE - EXPENSES	**$115,000**	$86,250	$813,823	**$51,000**
Monthly Debt Service Principal & Interest	$124,323			
Annual Debt Service Principal & Interest	$1,491,880			
Leases Principal Outstanding (at March 2022)	$9,604			

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Charles Town Utility Board				
Revenue & Expense Budget				**WATER**
For the Period 6/30/22				
	Budget	**Budget**	**Preliminary**	**Draft Budget**
Title of Account	Ending 6/30/22	At 3/31/2022	At 3/31/2022	Ending 6/30/23
	Approved February 23, 2022			**For Approval April 27, 2022**
REVENUE				
Metered Sales - Residential	$2,650,000	$1,987,500	$1,954,232	$2,650,000
Metered Sales - Commercial	$1,330,000	$997,500	$978,589	$1,340,000
Metered Sales - GH/CAV	$105,000	$78,750	$74,673	$105,000
Sale for Resale - Bulk Water	$20,000	$15,000	$11,211	$20,000
Forfieted Discounts	$80,000	$60,000	$52,471	$80,000
Misc Service Rev - Reconnection / Tap Fees	$25,000	$18,750	$23,825	$30,000
Rents Tank Lot Fee	$525,000	$393,750	$378,718	$525,000
Interest Income	$8,000	$6,000	$3,508	$8,000
Sinking Fund Income	$2,000	$1,500	$32	$2,000
Misc Non-Operating Revenue	$75,000	$56,250	$64,957	$85,000
Grant Revenue - OEHS SWAP EWM	$0	$0	$46,765	$0
TOTAL REVENUE	$4,820,000	$3,615,000	$3,588,981	$4,845,000
EXPENSES				
Source of Supply & Pumping Expenses				
Supplies & Expense	$15,000	$11,250	$165	$15,000
Maint of Water Source	$20,000	$15,000	$16,823	$20,000
Water Treatment Plant Expenses				
Operation Labor	$340,000	$255,000	$246,553	$350,000
Power & Fuel	$125,000	$93,750	$83,449	$125,000
Power & Fuel - GH/CAV	$6,000	$4,500	$4,202	$6,000
Supplies & Expense	$20,000	$15,000	$10,068	$20,000
Supplies & Expense - GH/CAV	$10,000	$7,500	$2,066	$10,000
Chemicals	$130,000	$97,500	$97,451	$130,000
Testing	$45,000	$33,750	$22,489	$40,000
Maint of Water Treatment Plant	$100,000	$75,000	$73,963	$100,000
Maint of Water Plant - GH/CAV	$10,000	$7,500	$1,925	$10,000
Transmission & Distribution Expenses				
Maintenance Labor	$445,000	$333,750	$330,067	$446,000
Supplies & Expense	$20,000	$15,000	$12,128	$20,000
Maint Dist Reservior & Standpipes	$82,000	$61,500	$66,890	$100,000
Maint of Mains	$150,000	$112,500	$41,397	$150,000
Maint of Services	$200,000	$150,000	$88,104	$200,000
Maint of Meters	$175,000	$131,250	$91,246	$175,000
Maint of Hydrants	$20,000	$15,000	$4,703	$20,000
Customer Accounts Expenses				
Salaries & Wages	$160,000	$120,000	$114,678	$162,000
Supplies & Expense	$25,000	$18,750	$7,951	$20,000
Uncollectible Accounts	$15,000	$11,250	$3,571	$15,000
Administrative & General Expenses				
Salaries & Wages	$120,000	$90,000	$88,663	$125,000
Employee Health Insurance & Benefits	$160,000	$120,000	$113,147	$187,000
Pension - PERS	$107,000	$80,250	$73,786	$97,000
Pension - 457 Plan	$0	$0	$0	$15,000
FICA	$82,000	$61,500	$60,035	$83,000
OPEB	$24,000	$18,000	$13,784	$10,000
General Office Supplies & Expense	$114,000	$85,500	$79,896	$114,000
Maintenance of General Property	$15,000	$11,250	$6,295	$15,000
Contractual Services:				
Engineering	$80,000	$60,000	$63,406	$50,000
Accounting	$20,000	$15,000	$19,816	$20,000
Legal	$15,000	$11,250	$4,266	$15,000
Other	$65,000	$48,750	$48,392	$80,000
Transportation	$45,000	$33,750	$36,335	$55,000
Property Insurance	$80,000	$60,000	$63,486	$80,000
Worker's Comp	$35,000	$26,250	$27,604	$35,000
Regulatory Commission Expense	$20,000	$15,000	$2,282	$20,000
Bond Administration Fees	$6,000	$4,500	$2,769	$6,000
Misc. General Expense	$10,000	$7,500	$4,258	$10,000
Depreciation Expense - (Non-Cash)	$1,180,000	$885,000	$885,000	$1,165,000
Interest on Long Term Debt	$445,000	$333,750	$236,413	$445,000
Amortization Debt Discount (Non-Cash)	$78,000	$58,500	$58,500	$78,000
TOTAL EXPENSES	$4,814,000	$3,610,500	$3,208,023	$4,839,000
REVENUE - EXPENSES	$6,000	$4,500	$380,958	$6,000
Monthly Debt Service Principal & Interest	$115,407			
Annual Debt Service Principal & Interest	$1,384,887			
Leases Principal Outstanding (at March 2022)	$22,129			

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Charles Town Utility Board								
6-Apr-22								
	Cost							
Location	**Pumps**	**Electrical**	**Lining**	**Concrete structures**	**Fencing**	**Excavation**	**Control Panel upgrades/flow meters**	**Estimated Total**
Wendy's	$29,900.00	$9,500.00	N/A	$9,000.00	$4,500.00	$12,500.00	$6,500.00	**$71,900.00**

Notes:
This estimate is continually updated to reflect costs of operations and maintenance costs for recent pump station improvements
This estimate does not include labor, back-up pumps, diesel costs or Core and Main piping materials.

Shafer, Troxell & Howe, Inc
97 D Monocacy Blvd
Frederick MD 21701
United States
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE11903

Date 3/21/2022

Bill To

Charles Town Utility Board
661 South George Street
Suite 101
Charles Town WV 25414
United States

Ship To

Charles Town Utility Board
661 South George Street
Suite 101
Charles Town WV 25414
United States

TOTAL

$29,900.00

Expires: 4/14/2022

Job Number	Job Name	Job Address
40421	Wendys PS / PS 4-2 Grundfos	Charles Town, WV

Account Rep	Bid Date	Engineer	Job Drawings	Terms
Carroll R Holmes				Net 30

Item	Amount
STH Proposal STH Pump Unit Proposal, to Include the Following: Qty.2 Grundfos SE1.30.A40.230 Pump Rated for 600 GPM @ 92 ' TDH 23HP, 3600RPM, 230 V/ 3 PH/60 HZ **Please Confirm Site Voltage** Qty.2 SMART Thermal/Seal Fail Relay Qty.2 Lift Out Rail System(s) (Guide Rails by Contractor) Qty.2 Top Rail Support(s) Qty.2 Intermediate Guide Bracket Qty.2 30ft SS Lifting Chain kit Qty.1 F.O.B. Factory Freight Allowed 12-14 week lead time	$29,900.00

Subtotal	$29,900.00
Tax Total (%)	$0.00
Total	$29,900.00

Shafer, Troxell & Howe, Inc
97 D Monocacy Blvd
Frederick MD 21701
United States
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE11903

Date 3/21/2022

Terms and Conditions:

Dear Valued Customer,

*****Quoted price does not include Federal, State, or Local Sales Tax.*****

Unless specified otherwise, quoted price does not include shipping or freight charges. FOB Shipping Point. Start-up and Warranty will not be provided until complete payment has been received. All terms subject to credit approval. Past due accounts are subject to 2% per month service charge. APR of 24%. All attorney fees and court costs incurred in collection of past due accounts will be added to amount due. The above is accepted subject to the terms as stated. Payment will be issued in accordance with STH terms. I accept a fax or e-mail of this agreement to be as legally binding as an original document. If tax exempt, include a copy of your tax certificate. State law requires us to have a copy on file. Quotes Valid for 30 days.

If, during the performance of the contract, the price of the material significantly increases, through no fault of STH, Inc, the price shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases.

PO #: _____ Date: _____ STH Authorization: _____ Date: _____

Company Name: _____ Date: _____

Authorized:_____ Title: _____

CTUB SEWER SYSTEM RELATIVE TO HUNTER HILLS

N

PumpStation
Gravity
Force Main
Waterline
Parcels selection

0 0.25 0.5 1 Miles

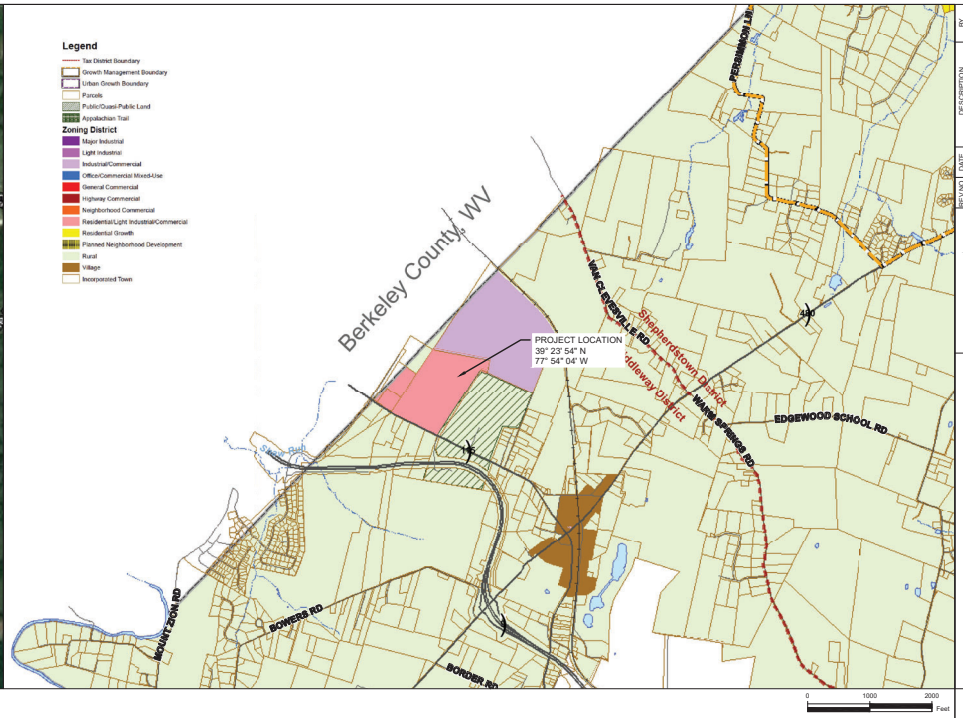
BERKELEY COUNTY

PROPOSED HUNTER HILLS DEVELOPMENT

2.43 miles

NEAREST CTUB SYSTEM





HUNTER HILLS SUBDIVISION

DISTRICT: 07
TAX MAP: 1
PARCEL: 2
DEED BOOK: 1033
PAGE NUMBER: 658
PROP CLASS: F
TAX CLASS: 2
LAND USE: 113 INACTIVE FARM
LOT SIZE: 107 AC

WATER PLAN
KEARNEYSVILLE, WV

OWNER/DEVELOPER INFORMATION

APPLICANT:	ILA PROPERTIES, INC
OWNER:	ERNEST HUNTER , ET AL..
POINT OF CONTACT:	JOSHBEEN GREWAL
ADDRESS:	4115 CHARLES TOWN RD KEARNEYSVILLE, WV 25430
PHONE:	571-438-3612
EMAIL:	ACCOUNTING@JBGBUILDERS.COM

ENGINEERING INFORMATION

COMPANY:	CHEAT ROAD ENGINEERING
POINT OF CONTACT:	GRIFFIN SEPP
ADDRESS:	5011 MID ATLANTIC DR MORGANTOWN, WV 26508
PHONE:	304-212-5480

SHEETS

CS	COVER SHEET
C-500	WATER INDEX
C-501	WATER PLAN
C-502	WATER PLAN
C-503	WATER PLAN
C-504	WATER PLAN
C-505	WATER PLAN
C-506	WATER PLAN
C-507	WATER PLAN
C-508	WATER PLAN
C-509	WATER PLAN
C-510	WATER PLAN
C-511	WATER PROFILE

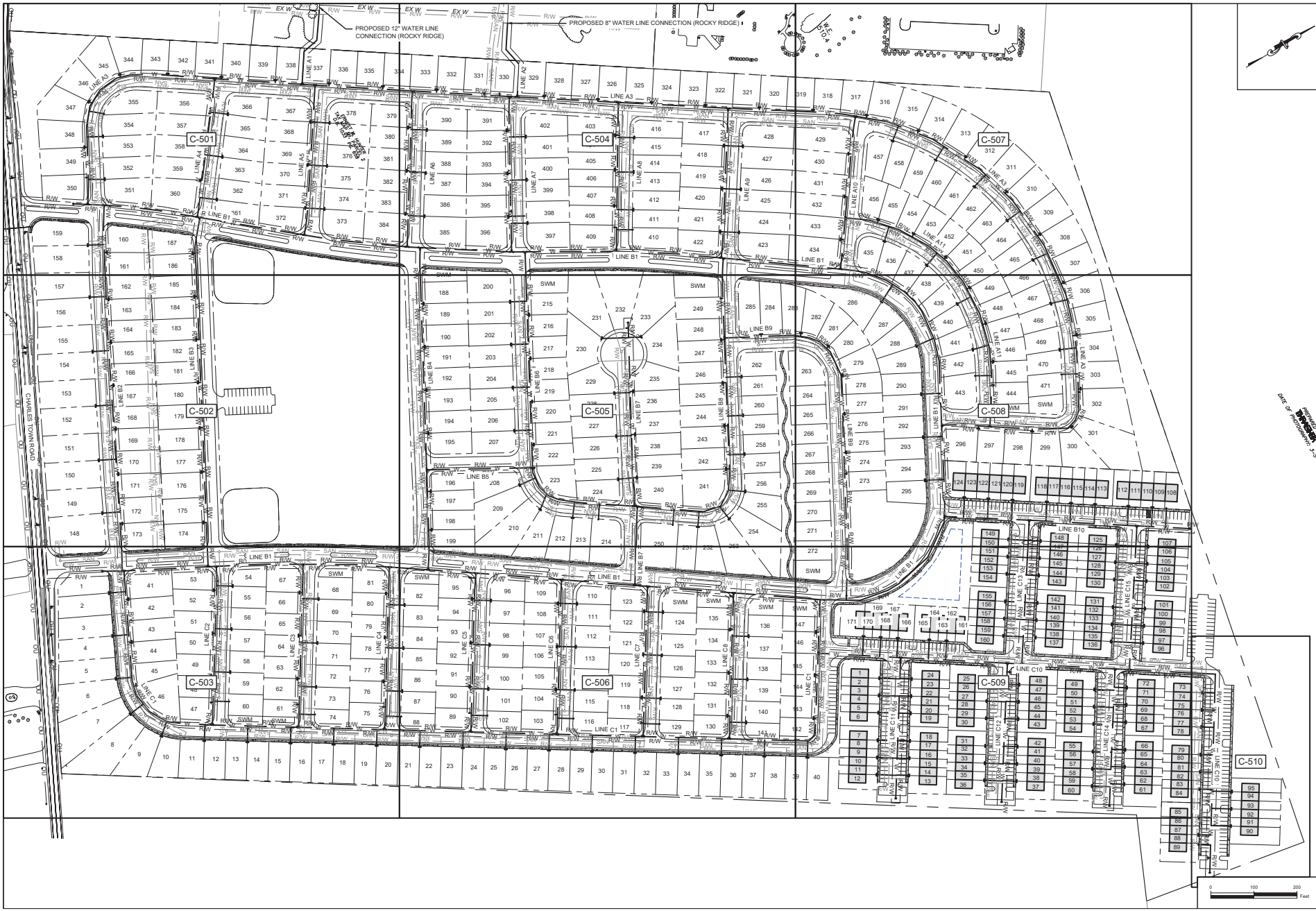
REVNO | DATE | DESCRIPTION | BY

CHEAT ROAD ENGINEERING, INC.
5011 MID ATLANTIC DRIVE
MORGANTOWN, WV 26508
PHONE: (304) 212-5480

HUNTER HILLS SUBDIVISION
DISTRICT: 07 MAP: M1 PARCEL: 2 DB: 1033 PG: 658
PROJECT NO: 21-016-100
DRAWING FILE:

DRAWN BY:	N. PERSINGER	SCALE:	AS SHOWN
CHECKED BY:	G.SEPP	DATE:	April 21, 2021

COVER SHEET
SHEET NUMBER: CS



CHEAT ROAD ENGINEERING, INC.
5011 MID ATLANTIC DRIVE
MORGANTOWN, WV 26508
PHONE: (304) 212-5480

HUNTER HILLS SUBDIVISION
KEARNYSVILLE, WV

PROJECT NO: 20-016
DRAWING FILE:
21-016 WATER SHEETS DWG

DRAWN BY: N. PERSINGER
CHECKED BY: G. SEPP
SCALE: 1" = 100'
DATE: March 1, 2022

REV NO. | DATE | DESCRIPTION | BY

WATER PLAN

SHEET NUMBER:
C-500

Jefferson County
Public Service District

January 6, 2015

Ms. Christine Thiel, PE
Executive Director
Berkeley County Public Service Water District
251 Caperton Blvd.
Martinsburg, WV 25403

Re: Water Service for Hunter Property

Dear Ms. Thiel:

I write today in response to your letter of December 16, 2014 concerning provision of water service for the Hunter Property located in Jefferson County. Jefferson County Public Service District has no objection to having Berkeley County Public Service Water District serve this property as we have no water in this area.

Thanks very much for your request. I appreciate the ongoing positive working arrangement with Berkeley County Public Service Water District.

Sincerely,

Susanne Lawton
General Manager

340 Edmond Road, Suite A · Kearneysville, WV 25430 · 304-725-4647 · Fax: 304-725-5976 · www.jcpsd.com

Berkeley County Public Service Water District
251 Caperton Blvd.
Martinsburg, WV 25403
Phone (304) 267-4600
Fax (304) 267-3864

December 16, 2014

Jefferson County Public Service District
340 Edmond Road, Suite A
Kearneysville, WV 25430

Attn: Susanne Lawton, General Manager

Re: Water Service in Jefferson County

Dear Ms. Lawton,

The Berkeley County Public Service Water District (District) has been contacted by the Hunter family concerning property that they own in Jefferson County on Charles Town Road. They are requesting that their property be served public water from Berkeley County.

The Hunters would like to extend water service from the District's existing main near the Berkeley-Jefferson County line. The water main would extend southeast along Charles Town Road approximately 700 feet into Jefferson County. Enclosed is the Hunter's letter requesting service from Berkeley County and an exhibit that shows the location of the property and its proximity to the District's existing water main.

The District has sufficient capacity and would like to serve the property. Please let us know if the Jefferson County PSD has any objection to this arrangement.

If you require further information, please contact me.

Sincerely,

Christine E. Thiel, PE
Executive Director

/attachment

December 3, 2014

Berkeley County Public Service Water District Board of Directors
251 Caperton Boulevard
Martinsburg, WV 25403

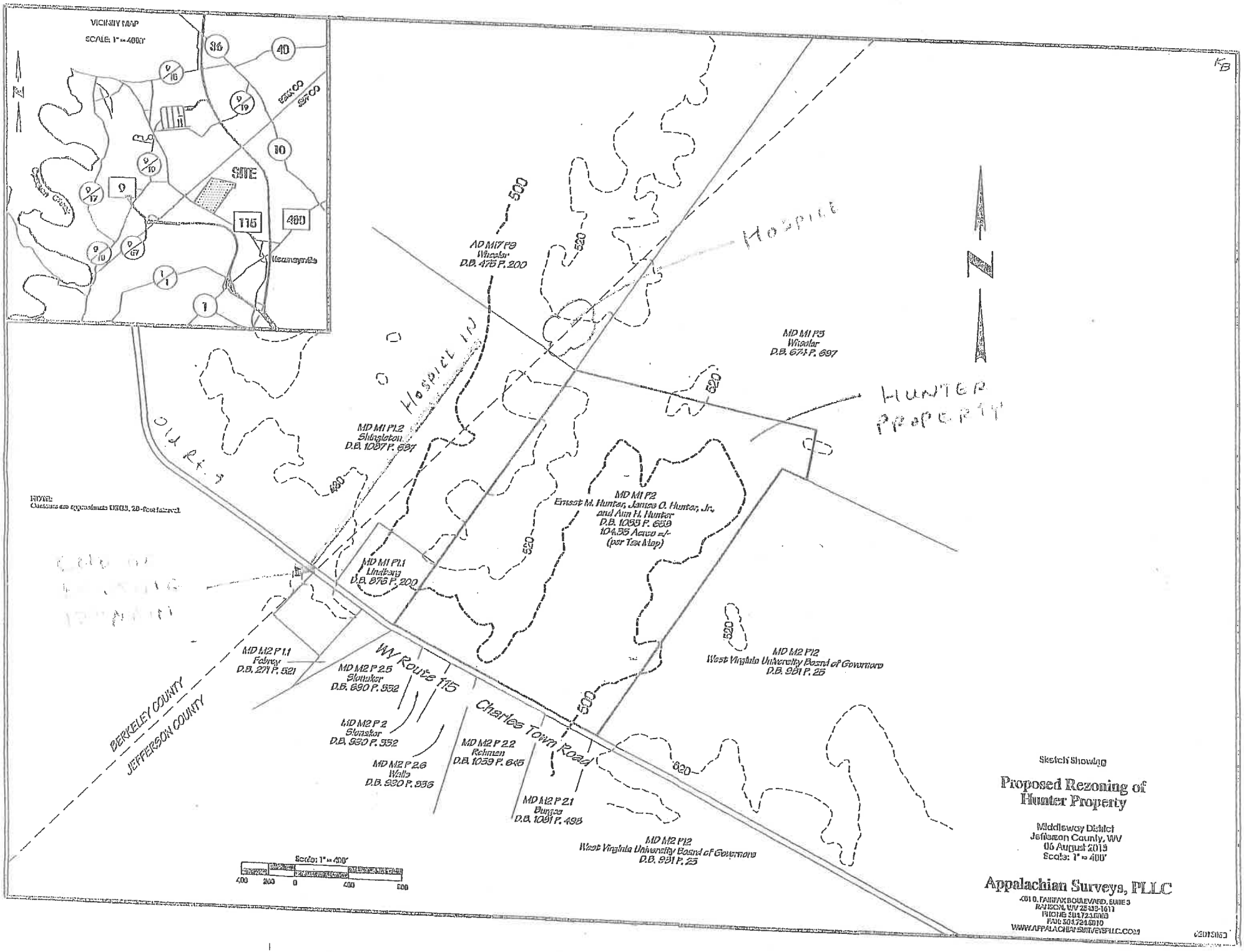
Dear Board of Directors:

We, Ernest M. Hunter, James O. Hunter, Jr. and Ann H. Hunter, are the owners of a 104.55 acre property identified as Tax Map M1, Parcel 2, located in the Middleway District of Jefferson County. We are requesting approval from the BCPSWD Board of Directors to be included in the Berkeley County Public Service Water District service area. The southwest corner of the property is located on the north side of Charles Town Road, WV Route 115, approximately 710 feet east of the Berkeley County, Jefferson County line and the end of an existing BCPSWD 12" water main.

The connection to the existing BCPSWD water main for the future development of the 104.55 acre property is being requested because currently there are no Jefferson County water supply facilities in the vicinity. The plan, costs and easements for the extension of the water main to serve this property would solely be the responsibility of the owners and developers of said property and would need to be approved by the Berkeley County Public Service Water District and its Board of Directors. A drawing showing the location of the property is enclosed.

Sincerely,

James O. Hunter, Jr.
Ann H. Hunter


VICINITY MAP
SCALE: 1" = 4000'
SITE
115
480
Kearneysville
AD M17 P9
Wheeler
D.B. 475 P. 200
MD M1 P3
Wheeler
D.B. 674 P. 697
MD M1 P1.2
Shingleton
D.B. 1087 P. 687
MD M1 P2
Ernest M. Hunter, James O. Hunter, Jr.
and Ann H. Hunter
D.B. 1055 P. 659
104.55 Acres +/-
(per Tax Map)
MD M1 P1.1
Lindberg
D.B. 876 P. 200
MD M2 P1.1
Fabrey
D.B. 271 P. 521
MD M2 P2.5
Slonaker
D.B. 690 P. 552
MD M2 P2
Slonaker
D.B. 930 P. 352
MD M2 P2.6
Walls
D.B. 930 P. 336
MD M2 P2.2
Rehmen
D.B. 1059 P. 645
MD M2 P2.1
Burgee
D.B. 1081 P. 498
MD M2 P12
West Virginia University Board of Governors
D.B. 981 P. 25
MD M2 P12
West Virginia University Board of Governors
D.B. 981 P. 25
WV Route 115
Charles Town Road
Old Rt. 9
Hospice
Hospice In
HUNTER PROPERTY
BERKELEY COUNTY
JEFFERSON COUNTY
NOTE:
Contours are approximate USGS, 20-foot interval.
Scale: 1" = 400'
400 200 0 400 800
Sketch Showing
Proposed Rezoning of
Hunter Property
Middleway District
Jefferson County, WV
06 August 2019
Scale: 1" = 400'
Appalachian Surveys, PLLC
401 S. FAIRFAX BOULEVARD, SUITE 3
RANSON, WV 25438-1611
PHONE 304.724.6060
FAX: 304.724.6010
WWW.APPALACHIANSURVEYSPLLC.COM

MOODY'S INVESTORS SERVICE

CREDIT OPINION
20 December 2021

Rate this Research

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Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

Charles Town (City of) WV Water & Sewer Ent.

Update to credit analysis

Summary

The Charles Town Utility Board (A1 revenue), WV benefits from its location in the easternmost portion of the state with proximity to major employment centers and transportation corridors. As such, the board's service area has seen consistent growth in customers. Favorably, the primarily residential service area is minimally concentrated. The board's debt service coverage and liquidity positions are satisfactory and expected to remain so. The board's somewhat elevated debt burden is offset, to a degree, by strong legal protections for bond holders and the above-average wealth and incomes of its customer base.

Credit strengths

» Above-average service area resident income levels

» Ample drinking water and sewage treatment capacity to handle growth

Credit challenges

» Elevated debt burden

» Small system size

» Below-average days-cash-on-hand

Rating outlook

Outlooks are typically not assigned to local governments with this amount of debt outstanding.

Factors that could lead to an upgrade

» Material and sustained improvement in reserves and debt service coverage

» Continued growth of the service area

Factors that could lead to a downgrade

» Deterioration of reserve levels and narrowing of debt service coverage

» Contraction of the service area

Key indicators

Exhibit 1

Charles Town (City of) WV Water & Sewer Ent.					
System Characteristics					
Asset Condition (Net Fixed Assets / Annual Depreciation)	30 years				
System Size - O&M (in $000s)	$6,173				
Service Area Wealth: MFI % of US median	1.27%				
Legal Provisions					
Rate Covenant (x)	1.15				
Debt Service Reserve Requirement	DSRF funded at lesser of standard 3-prong test (Aa)				
Management					
Rate Management	A				
Regulatory Compliance and Capital Planning	Aa				
Financial Strength					
	2016	2017	2018	2019	2020
Operating Revenue ($000)	$6,605	$7,734	$7,633	$9,194	$10,126
System Size - O&M ($000)	$4,278	$4,638	$4,828	$5,792	$6,173
Net Revenues ($000)	$2,800	$3,589	$3,377	$4,125	$4,590
Net Funded Debt ($000)	$38,071	$40,115	$38,176	$42,533	$40,406
Annual Debt Service ($000)	$2,515	$2,546	$2,908	$3,114	$3,388
Annual Debt Service Coverage (x)	1.1x	1.4x	1.2x	1.3x	1.4x
Cash on Hand	38 days	70 days	70 days	111 days	164 days
Debt to Operating Revenues (x)	5.8x	5.2x	5.0x	4.6x	4.0x

Source: US Census Bureau, Moody's Investors Service, Charles Town WV Water & Sewer Ent. audited financial statements

Profile

The Charles Town Utility Board provides drinking water and sanitary sewer treatment to the cities of Charles Town, Ranson and unincorporated portions of Jefferson County, all of which are located in the eastern-most portion of West Virginia (Aa2 stable). The board's service area is approximately 75 miles from the Washington D.C.-Baltimore metropolitan area.

Detailed credit considerations

Service area and system characteristics: small and growing service area with above-average resident incomes

The Charles Town Utility Board provides drinking water and sewage collection and treatment to a population of approximately 10,200 in communities in the eastern most part of the state of West Virginia.

The board's primary source of drinking water is the Shenandoah River, from which it can draw up to 3.0 million gallons per day (MGD). While the board has capacity to treat up to 2.8 MGD, average daily use is approximately 1.6 MGD, providing the board with adequate capacity to handle current capacity as well as anticipated future needs. The board provides sanitary sewer treatment to customers through two treatment plants, the Charles Town Treatment Plant and the Tuscawilla Treatment Plant. Combined, these facilities provide the board with the capacity to treat 2.25 MGD. Given the boards average treatment of 1.25 MGD, it has ample capacity to handle additional growth.

The utility board has seen steady growth in customers. Since 2010 the water system's customer base has increased by approximately 1,000 accounts to 6,301 in 2021. The sewer system has also grown steadily and in 2021 had 8,031 accounts. For both systems, residential accounts make up the majority of operating revenues and both systems had minimal revenue concentration associated

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with its top users. In fiscal 2020, residential water customers accounted for 66.6% of revenue and the top ten customers represented just 9.2% of water sales. For the sewer system, residential accounts made up 72.1% of operating revenues and top ten customers represented just 6.6% of operating revenues.

The utility board's service area benefits from its location in the eastern portion of the state, relatively close to the Washington D.C.-Baltimore metropolitan area with ready access to major transportation corridors. Management has noted that it expects continued residential growth given a number of smaller developments underway. Additionally, the wealth and income profile of the board's service area is above-average with median family income at 164.1% and 126.6% of state and national medians.

Debt service coverage and liquidity: satisfactory coverage and liquidity levels

Debt service coverage was satisfactory at 1.35x in fiscal year 2020, and the board has consistently operated with satisfactory coverage and margins. While the board is examining future capital needs, it does not have near-term plans to issue new debt.

Debt service coverage of approximately 1.3x is solid for a municipal utility of this size, though somewhat below the 1.8x median for combined water and sewer systems with similar ratings. We consider debt service coverage to be a material credit factor as it indicates the ability of the utility to handle unexpected expenditures as well as planned capital improvement spending without needing to draw on reserves. Stronger coverage indicates a greater degree of budgetary flexibility.

In fiscal 2019 the board acquired the City of Ranson sewer system and the Jefferson County Public Service District (PSD). As both of these systems had been bulk customers, there were minimal operational changes, however the acquisition did allow for the realization of savings associated with greater economies of scale. Additionally, the acquisitions prompted the board to initiate a rate study with a goal of equalizing rates across the system while considering future capital needs. In the current fiscal year (FY 2022) the board increased rates of the original system by approximately 5.0% while decreasing rates within the former Jefferson County PSD by approximately 7.5%. Management notes that further rate increases are expected in order to achieve a uniform rate structure across the system.

Liquidity

The Charles Town Utility Board's current cash reserves total $2.8 million and there is no significant variance in cash balances from month to month. While the cash balance represents a satisfactory 164 days' cash on hand and is an improvement over prior years, it is well below the liquidity position of similarly rated water and sewer utilities. The board has a formally adopted policy to maintain at least 45 days cash on hand, which is line with the state's public service commission guidance. Given growth in its service area and stable operations, we expect the districts cash position to remain stable for the near term.

Debt and legal covenants: elevated debt burden and manageable pension liabilities

The board's debt outstanding is somewhat elevated at $39.4 million representing 3.9x operating revenue, moderately higher than the sector median. Amortization of principal is somewhat slow with 52.0% of principal retired within ten years. Given that amortization is slower than average and that the board expects to issue approximately $10 million in the near term, for new capital improvements, we expect the debt burden to remain somewhat elevated.

Legal provisions provide adequate protection to bondholders. The bonds are secured by a net revenue pledge and the district has covenanted to set rates such that net revenues provide at least 1.15x coverage of maximum annual debt service. Additional parity debt may be issued provided rate covenants were satisfied by net revenues in any 12 consecutive months out of the last 18 months plus the estimated average increase in annual net revenues to be received in each of the three succeeding years after completion of the improvements being financed. Additionally, the Series 2022 A bonds will be secured by a debt service reserve funded at the lesser of 10% of principal, MADs or 1.25x average annual debt service, the standard three pronged test.

Legal security

Debt service on the Series 2022 A bonds is supported by a senior lien on the gross revenues of the utility board.

Debt structure

All of the board's debt is fixed rate and amortizes over the long term.

Debt-related derivatives

The board is not party to any interest rate swaps or other derivative agreements.

Pensions and OPEB

The board makes contributions to the West Virginia Public Employees Retirement System, a multi-empoyer, defined benefit pension plan. The board's three-year average adjusted net pension liability (ANPL), based on a 3.51% discount rate or assumed return on pension assets, was $4.7 million as of fiscal 2020. In comparison, on a GASB basis the board reported an unfunded pension liability of approximately $260,000 based on a discount rate of 7.5%. In fiscal 2020 the board's made pension contributions totaling approximately $177,000 which was well in excess of our "tread water" indicator, the amount required to prevent reported net pension liabilities from growing assuming realization of all actuarial assumptions.

The board funds retiree healthcare (OPEB) on a pay-as-you-go basis. In fiscal 2020, OPEB payments totaled approximately $52,000.

ESG considerations

Environmental

There are no environmental considerations that are material to the credit quality of the utility board. Data from Moody's affiliate Four Twenty Seven illustrate that Jefferson County, where the utility board is located, is at high risk for extreme rainfall events.

Social

Social considerations factored into the rating include the demographic profile of the utility board's service area. Most notably, resident incomes within the service area are above-average and the area's population of approximately 56,000 has been steadily increasing in recent years.

Governance

The utility is governed by a five member board appointed by the City of Charles Town. Board members are appointed to staggered six-year terms. Charles Town Utility Board benefits from detailed budget practices and a ten-year capital improvement plan. The district has made careful strategic acquisitions in recent years and we expect prudent management practices to continue.

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

MEMORANDUM TO THE BOARD OF DIRECTORS

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: April 13, 2022

ADMINISTRATIVE

- Customer Counts
  - Sewer 8,249 (2,044 billed by JUI)
  - Water 6,377
- Capital Improvement Plan preparation
- Asset Management/Billing Software
- JUI Billing Agreement

WATER

- Water Facility Plan update
  - GDF and Dewberry DRAFT reports to be presented to the Board in April/May

SEWER

- 2022 Renewal and Replacement Project updates

INFORMATION

- **Capacity Improvement Fee collection: See attached.**
- **Water and Wastewater Plant flows: See attached.**

Customer Name	Location	Lot Number	CIF Date Paid	Number of Sewer EDUs	Sewer CIF Amount Paid	Number of Water EDU's	Water CIF Amount Paid
Wormald	Beallair	134	1/11/2022	1	$ 3,207.00		
Gordon	Burr West - TeMa	20-21	1/11/2022	1.5	$ 4,810.50		
Leonard, Dave	10th Avenue	A-C	1/13/2022	2	$ 2,254.00	2	$ 5,152.00
Lennar	Norborne Glebe	304-317	1/20/2022	14	$ 44,898.00	14	$ 36,064.00
Dan Ryan	Tate Manor	30-40	1/24/2022	11	$ 12,397.00	11	$ 28,336.00
Wormald	Beallair	136	1/25/2022	1	$ 3,207.00		
Sheetz	Burr Park	13-14	1/25/2022	0.03	$ 962.10		
Wormald	Beallair	153-154	2/8/2022	2	$ 6,414.00		
Roper	418 S Charles St		2/16/2022	1	$ 1,127.00	1	$ 2,576.00
Dan Ryan	Huntfield	858-871	2/25/2022	14	$ 15,778.00	14	$ 36,064.00
Wormald	Beallair	143, 145	3/8/2022	2	$ 6,414.00		
Integrity Engineering	Sheetz-Augustine Avenue		3/14/2022	16.66	$ 66,673.32	16.66	$ 42,916.16
Dan Ryan	Tate Manor	41-46	3/11/2022	6	$ 6,762.00	6	$ 15,456.00
Lutman	Maple Ave	2-3	3/15/2022	1	$ 1,127.00	1	$ 2,576.00
Lutman	Higgs Blvd	23-28	3/15/2022	6	$ 6,762.00	6	$ 15,456.00
Lutman	Maple Ave (Apt)	2-3	3/16/2022	1	$ 1,127.00	1	$ 2,576.00
Lutman	Pacel 2 MLK Blvd		3/16/2022	2	$ 2,254.00	2	$ 5,152.00
Lennar	Norborne Glebe	1-14	3/17/2022	14	$ 44,898.00	14	$ 36,064.00
Washington Landing L	Washington Landing (270 Apt Units, Clubhouse, Pool		3/24/2022	129.93	$ 519,720.00		
Washington Landing L	Washington Landing (Building 100, Clubhouse)		3/24/2022			22.69	$ 28,042.00
Wormald	Beallair	148, 151	3/25/2022	2	$ 6,414.00		
3.4 Homes WV	115 Park Avenue		4/1/2022	3	$ 3,381.00		
Dan Ryan Builders	Huntfield	614	4/4/2022	1	$ 1,127.00	1	$ 2,576.00
			Total	**232.12**	$ 761,713.92	**112.35**	$ 259,006.16

Charles Town Utility Board
2022 Capacity Improvement Fee Collections/EDU for Sewer

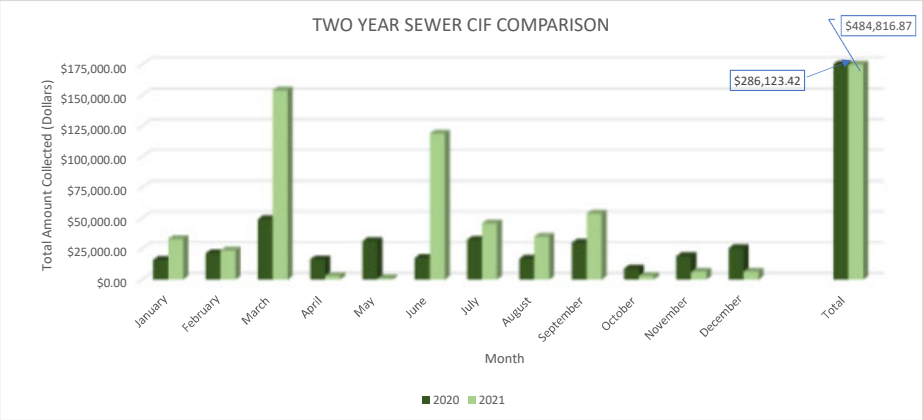
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-22	1.53	29	30.53	$ 71,735.60		$ 71,735.60
Feb-22		17	17	$ 23,319.00		$ 23,319.00
Mar-22	146.59	34	180.59	$ 662,151.32		$ 662,151.32
Apr-22		4	4	$ 4,508.00		$ 4,508.00
May-22			0			$ -
Jun-22			0			$ -
Jul-22			0			$ -
Aug-22			0			$ -
Sep-22			0			$ -
Oct-22			0			$ -
Nov-22			0			$ -
Dec-22			0			$ -
Total 2022	**1.53**	**50**	**232.12**	**$ 761,713.92**	**$ -**	**$ 761,713.92**

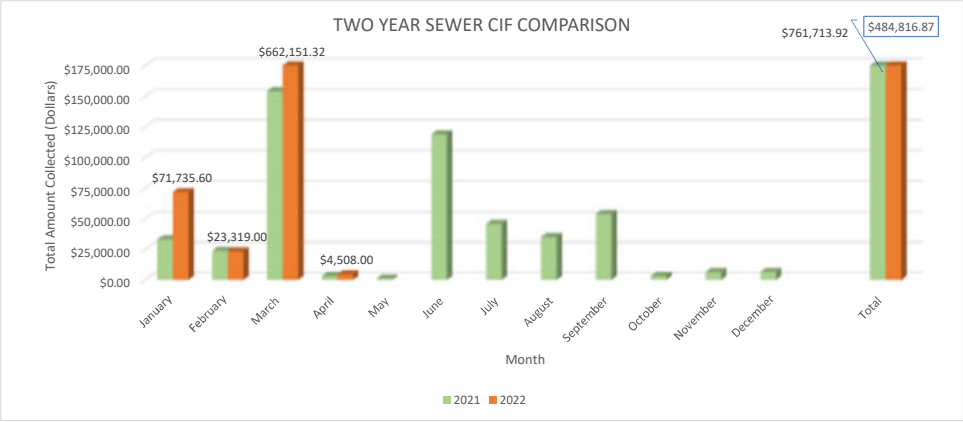
Charles Town Utility Board
2022 Capacity Improvement Fee Collections/EDU for Water

Month	Commercial	Residential	Total Number of EDU's	Total Water CIF
Jan-22		27	27	$ 69,552.00
Feb-22		15	15	$ 38,640.00
Mar-22	39.35	30	69.35	$ 148,238.16
Apr-22		1	1	$ 2,576.00
May-22			0	
Jun-22			0	
Jul-22			0	
Aug-22			0	
Sep-22			0	
Oct-22			0	
Nov-22			0	
Dec-22			0	
Total 2021	**39.35**	**73**	**112.35**	**$ 259,006.16**

Charles Town Utility Board 2021 Capacity Improvement Fee Collections/EDU for Sewer						
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-21		22	22	$ 33,114.00		$ 33,114.00
Feb-21		21	21	$ 33,417.00	$ 9,750.00	$ 23,667.00
Mar-21		32	136.7	$ 154,023.33		$ 154,023.33
Apr-21		1	1	$ 3,207.00		$ 3,207.00
May-21		1	1	$ 1,127.00		$ 1,127.00
Jun-21	36	3	39	$ 118,833.00		$ 118,833.00
Jul-21		37	37	$ 45,859.00		$ 45,859.00
Aug-21	9.22	3	12.22	$ 35,029.54		$ 35,029.54
Sep-21		44	44	$ 53,748.00		$ 53,748.00
Oct-21		1	1	$ 3,207.00		$ 3,207.00
Nov-21		2	2	$ 6,414.00		$ 6,414.00
Dec-21		4	4	$ 6,588.00		$ 6,588.00
Total 2021	**45.22**	**124**	**320.92**	**$494,566.87**	**$9,750.00**	**$484,816.87**

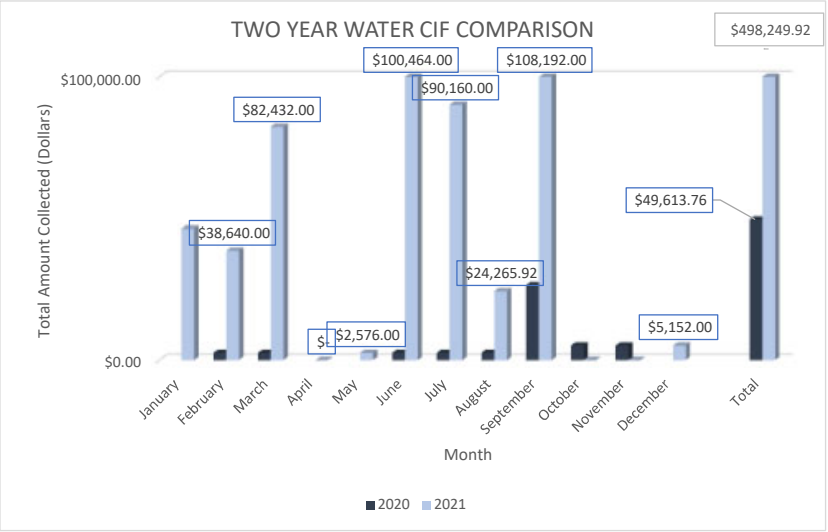
Charles Town Utility Board 2022 Capacity Improvement Fee Collections/EDU for Sewer						
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-22	**1.53**	29.03	30.56	$ 71,735.60		$ 71,735.60
Feb-22		17	17	$ 23,319.00		$ 23,319.00
Mar-22	146.59	34	180.59	$ 662,151.32		$ 662,151.32
Apr-22		4	4	$ 4,508.00		$ 4,508.00
May-22						
Jun-22						
Jul-22						
Aug-22						
Sep-22						
Oct-22						
Nov-22						
Dec-22						
Total 2022	**1.53**	**50**	**232.15**	**$761,713.92**	**$0.00**	**$761,713.92**

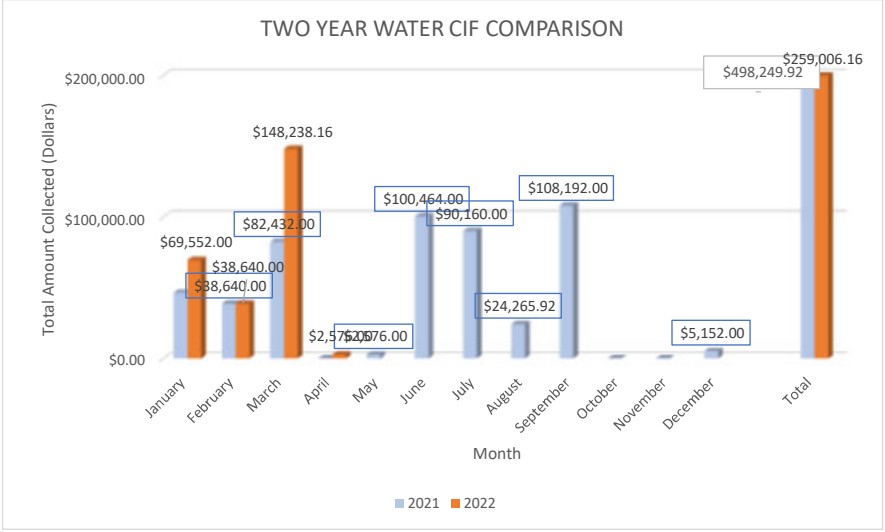




Charles Town Utility Board 2021 Capacity Improvement Fee Collections/EDU for Water				
Month	Commercial	Residential	Total Number of EDU's	Total Water CIF
Jan-21		18	18	$ 46,368.00
Feb-21		15	15	$ 38,640.00
Mar-21		32	32	$ 82,432.00
Apr-21				$ -
May-21		1	1	$ 2,576.00
Jun-21	36	3	39	$ 100,464.00
Jul-21		35	35	$ 90,160.00
Aug-21	7.42	2	9.42	$ 24,265.92
Sep-21		42	42	$ 108,192.00
Oct-21				$ -
Nov-21				$ -
Dec-21		2	2	$ 5,152.00
Total 2021	**43.42**	**108**	**193.42**	**$ 498,249.92**

Charles Town Utility Board 2022 Capacity Improvement Fee Collections/EDU for Water				
Month	Commercial	Residential	Total Number of EDU's	Total Water CIF
Jan-22		27	27	$ 69,552.00
Feb-22		15	15	$ 38,640.00
Mar-22	39.35	30	69.35	$ 148,238.16
Apr-22		1	1	$ 2,576.00
May-22				
Jun-22				
Jul-22				
Aug-22				
Sep-22				
Oct-22				
Nov-22				
Dec-22				
Total 2022	**39.35**	**73**	**112.35**	**$ 259,006.16**





CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	4,667
2016	1.75	419	1.14	0.61	610,000	4,067
2017	1.75	393	1.08	0.67	670,000	4,467
2018	1.75	491	1.34	0.41	410,000	2,733
2019	1.75	459	1.26	0.49	490,000	3,267
2020	1.75	419.7	1.15	0.60	603,333	4,022
2021	1.75	401.61	1.11	0.64	637,500	4,250
2022	1.75	104.33	1.16	0.59	590,000	3,933

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2015	0.5	48	0.13	0.37	370,000	2,467
2016	0.5	49	0.13	0.37	370,000	2,467
2017	0.5	48	0.14	0.36	360,000	2,400
2018	0.5	78	0.21	0.29	290,000	1,933
2019	0.5	55.24	0.15	0.35	350,000	2,333
2020	0.5	1.09	0.16	0.34	340,000	2,267
2021	0.5	32.55	0.10	0.40	400,833	2,672
2022	0.5	4.34	0.05	0.45	453,333	3,022

Total EDU's available between CT and Tuscawilla	
2015	7,133
2016	6,533
2017	6,867
2018	4,667
2019	5,600
2020	6,289
2021	6,922
2022	6,956

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

2021		
	Total	AVERAGE
JANUARY	35.83	1.22
FEBRUARY	32.98	1.18
MARCH	36.39	1.17
APRIL	34.33	1.18
MAY	33.24	1.07
JUNE	36.24	1.21
JULY	30.99	1.00
AUGUST	29.94	0.97
SEPTEMBER	36.36	1.17
OCTOBER	29.97	0.97
NOVEMBER	30.12	1.00
DECEMBER	35.22	1.21
Annual Total	401.61	1.11

2022		
	Total	AVERAGE
JANUARY	37.25	1.20
FEBRUARY	33.8	1.21
MARCH	33.28	1.07
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	104.33	1.16

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

2021		
	Total	AVERAGE
JANUARY	0.52	0.07
FEBRUARY	2.22	0.08
MARCH	4.22	0.14
APRIL	1.12	0.04
MAY	0.89	0.03
JUNE	3.37	0.11
JULY	3.9	0.13
AUGUST	3.6	0.12
SEPTEMBER	4.53	0.15
OCTOBER	3.94	0.13
NOVEMBER	3.73	0.12
DECEMBER	0.51	0.07
Annual Total	32.55	0.10

2022		
	Total	AVERAGE
JANUARY	0	0
FEBRUARY	0	0
MARCH	4.34	0.14
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	4.34	0.05

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03498	1,034,980	6,900
2020	2.8	615.64	1.68	1.12	1,117,946	7,453
2021	2.8	601.87	1.64	1.16	1,164,627	7,764
2022	2.8	139.69	1.56	1.24	1,240,982	8,273

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

2021		
	Total	AVERAGE
JANUARY	50,030,727	1,613,894
FEBRUARY	45,304,029	1,618,001
MARCH	50,881,983	1,641,354
APRIL	49,098,224	1,636,607
MAY	53,910,537	1,739,050
JUNE	53,051,728	1,711,346
JULY	53,198,248	1,716,073
AUGUST	54,959,872	1,772,899
SEPTEMBER	49,200,580	1,587,115
OCTOBER	49,336,781	1,591,509
NOVEMBER	45,777,260	1,476,686
DECEMBER	47,118,143	1,519,940
Annual Total	601,868,112	1,635,373

2022		
	Total	AVERAGE
JANUARY	47,918,736	1,545,766
FEBRUARY	43,703,896	1,580,853
MARCH	48,063,482	1,550,435
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	139,686,114	1,559,018

GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	3.06	0.01	0.01	13,213	-
2022	0.0216	0.57	0.01	0.02	15,427	-

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

2021		
	Total	AVERAGE
JANUARY	242,200	7,813
FEBRUARY	203,500	7,268
MARCH	241,800	8,636
APRIL	262,300	8,743
MAY	289,700	9,345
JUNE	276,500	8,919
JULY	302,900	9,771
AUGUST	302,900	9,771
SEPTEMBER	227,800	7,348
OCTOBER	285,100	9,197
NOVEMBER	227,200	7,329
DECEMBER	201,500	6,500
Annual Total	3,063,400	8,387

2022		
	Total	AVERAGE
JANUARY	204,300	6,590
FEBRUARY	178,600	5,761
MARCH	191,200	6,168
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	574,100	6,173

CAVALAND WATER PLANT FLOW DATA					
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)
2020	0.036	0.59	0.00	0.03	31,210
2021	0.036	1.91	0.01	0.03	30,766
2022	0.036	0.41	0.00	0.03	31,617

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

2021		
	Total	AVERAGE
JANUARY	150,900	4,868
FEBRUARY	132,900	4,746
MARCH	145,800	5,207
APRIL	152,900	5,097
MAY	177,900	5,739
JUNE	159,000	5,129
JULY	169,600	5,471
AUGUST	177,300	5,719
SEPTEMBER	175,600	5,665
OCTOBER	176,000	5,677
NOVEMBER	151,200	4,877
DECEMBER	143,000	4,613
Annual Total	1,912,100	5,234

2021		
	Total	AVERAGE
JANUARY	150,100	4,842
FEBRUARY	127,200	4,103
MARCH	130,300	4,203
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	407,600	4,383

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
50 WATER FUND	155,626.41
60 SEWER FUND	141,679.77
GRAND TOTAL:	297,306.18

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 297,306.18
Security Deposit refunds: 3,547.98

Total: $ 300,854.16

Note:

Highlighted is for the Collection System Project;

Highlighted to be reimbursed from Water Surety Account

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	TOLBERT 3/01 - 3/29/22	WATER FUND	WATER	1,088.00
	2022 B/C BONDS 3/08/22	WATER FUND	WATER	136.00
	R&R 2022 3/15 & 3/16/22	SEWER FUND	NON-DEPARTMENTAL	442.00
	GENERAL 3/09 - 3/23/22	SEWER FUND	SEWER	952.00
	TOLBERT 3/01 - 3/29/22	SEWER FUND	SEWER	1,088.00
	2022 B/C BONDS 3/08/22	SEWER FUND	SEWER	136.00
	SHEN JCT 3/11 & 3/14/22	SEWER FUND	SEWER	204.00
			TOTAL:	4,998.00
SNYDER ENVIRONMENTAL SERVICES, INC	BUTTERFLY VALVES @ WTP	WATER FUND	NON-DEPARTMENTAL	2,940.00
			TOTAL:	2,940.00
SPRINT	MONTHLY CELL SERVICE	WATER FUND	WATER	186.64
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	238.68
			TOTAL:	425.32
STEPTOE & JOHNSON PLLC	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER	14,393.75
	GENERAL EMPLOYER COUNSELIN	SEWER FUND	SEWER	1,827.50
			TOTAL:	16,221.25
GERALD TAYLOR CO., INC.	VAC / TRANSPORT	WATER FUND	WATER	246.24
	VAC / TRANSPORT	WATER FUND	WATER	554.04
	VAC / TRANSPORT	WATER FUND	WATER	297.95
	SUPERVAC	SEWER FUND	SEWER	2,353.32
			TOTAL:	3,451.55
THE CI THORNBURG CO, INC.	SENSUS (YR 4)	WATER FUND	WATER	25,607.00
	CRO5/8"SRIITRPLREGSTR	WATER FUND	WATER	375.43
	CHLORINE	WATER FUND	WATER	1,740.00
			TOTAL:	27,722.43
VITAL SIGNS	PS SIGNS: MAGSPRGS, GFLDST	SEWER FUND	SEWER	70.00
			TOTAL:	70.00
WAKEFIELD & ASSOCIATES INC	MAR COLLECTIONS	WATER FUND	WATER	228.50
	MAR COLLECTIONS	SEWER FUND	SEWER	228.50
			TOTAL:	457.00
WIRELESS NETWORKS GROUP, INC.	MISC SVCS, MAR	WATER FUND	WATER	7,950.00
			TOTAL:	7,950.00
WV WATER DEVELOPMENT AUTHORITY	#2017-175 INFRSTRCTR FNDPR	SEWER FUND	NON-DEPARTMENTAL	444.14
			TOTAL:	444.14

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	190.79
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER	253.22
	SHREDDING, STORAGE	SEWER FUND	SEWER	253.23
			TOTAL:	506.45
JAMES RIVER EQUIPMENT	HYDQCKCNCTCPLR, HYDRLCFLD	WATER FUND	WATER	274.09
			TOTAL:	274.09
JNO S SOLENBERGER & CO., INC	PORTABLE PMPS & CAMLOCK FI	SEWER FUND	SEWER	1,852.68
	PORTABLE PMPS & CAMLOCK FI	SEWER FUND	SEWER	124.15
			TOTAL:	1,976.83
KROHNE INC	OPTISNDDUALCHNNLULTRASNDMT	WATER FUND	WATER	5,371.57
			TOTAL:	5,371.57
L/B WATER SERVICE, INC	GASKET, NUT, BOLT	WATER FUND	WATER	79.69
	12"PRATTBF2LGGD BTTRFLYVLV	SEWER FUND	SEWER	10,192.44
			TOTAL:	10,272.13
METLIFE, INC	AD&D PAYABLE	WATER FUND	WATER	9.94
	LIFE PAYABLE	WATER FUND	WATER	48.08
	LTD PAYABLE	WATER FUND	WATER	350.06
	STD PAYABLE	WATER FUND	WATER	360.14
	AD&D PAYABLE	SEWER FUND	SEWER	8.66
	LIFE PAYABLE	SEWER FUND	SEWER	41.92
	LTD PAYABLE	SEWER FUND	SEWER	280.94
	STD PAYABLE	SEWER FUND	SEWER	298.04
			TOTAL:	1,397.78
THOMAS NALLS	MAR TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,518.48
			TOTAL:	3,518.48
LOGICAL CONCEPTS, INC	DRFLD PS	SEWER FUND	SEWER	122.70
	FLWNGSPRGS,GRNFLDSTH4-5,BU	SEWER FUND	SEWER	427.00
			TOTAL:	549.70
PACE ANALYTICAL SERVICES, LLC	TESTING: WTP	WATER FUND	WATER	49.50
	TESTING: WV0022349/001 WKL	SEWER FUND	SEWER	218.00
	TESTING: RCKWL MNTHLY	SEWER FUND	SEWER	232.00
	TESTING: WV0022349/001 CT	SEWER FUND	SEWER	175.00
	TESTING: CT MNTHLY	SEWER FUND	SEWER	218.00
	TESTING: FCL RESMPL WV3301	SEWER FUND	SEWER	28.00
	TESTING: TUSC MNTHLY	SEWER FUND	SEWER	306.00
	TESTING: WV0022349/001 WKL	SEWER FUND	SEWER	177.00
	TESTING: WV0022349/002 WKL	SEWER FUND	SEWER	90.00
	TESTING: INDSTRL USRS	SEWER FUND	SEWER	57.00
	TESTING: WV0022349/001 WKL	SEWER FUND	SEWER	149.00
			TOTAL:	1,699.50
RK & K ENGINEERS	TO12FOREST AVE/FAIRFAX CRS	SEWER FUND	NON-DEPARTMENTAL	6,758.72
	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL	11,790.85
	TO 20 FRITZ PRPRTY RVW	SEWER FUND	SEWER	1,272.41
			TOTAL:	19,821.98
LAW OFFICES OF HOY SHINGLETON, L.C.	GENERAL 3/09 - 3/23/22	WATER FUND	WATER	952.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	BACTERIOLOGICAL TEST	WATER FUND	WATER		120.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		100.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		40.00
				TOTAL:	620.00
M L WILSON LLC	CONCRETE WTP	WATER FUND	WATER		9,639.00
				TOTAL:	9,639.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER		2,733.12
	INSTALLMENT	SEWER FUND	SEWER		2,522.88
				TOTAL:	5,256.00
FIFTH THIRD BANK	PCARD 4726	WATER FUND	WATER		1,135.03
	PCARD 4726	WATER FUND	WATER		666.89
	PCARD 4726	WATER FUND	WATER		1,163.33
	PCARD 4726	WATER FUND	WATER		717.70
	PCARD 4726	WATER FUND	WATER		705.50
	PCARD 4726	WATER FUND	WATER		620.91
	PCARD 4726	WATER FUND	WATER		468.10
	PCARD 4726	WATER FUND	WATER		15.96
	PCARD 4726	SEWER FUND	SEWER		1,181.37
	PCARD 4726	SEWER FUND	SEWER		1,440.84
	PCARD 4726	SEWER FUND	SEWER		711.60
	PCARD 4726	SEWER FUND	SEWER		6,263.17
	PCARD 4726	SEWER FUND	SEWER		620.91
	PCARD 4726	SEWER FUND	SEWER		614.89
	PCARD 4726	SEWER FUND	SEWER		63.72
	PCARD 4726	SEWER FUND	SEWER		1,150.64
				TOTAL:	17,540.56
FRONTIER COMMUNICATIONS	304-876-9970-121914-4	WATER FUND	WATER		91.20
	304-876-2120-111514-4	WATER FUND	WATER		91.20
				TOTAL:	182.40
GUTTMAN ENERGY	W/E 3/20/22	WATER FUND	WATER		635.88
	W/E 3/27/22	WATER FUND	WATER		957.99
	W/E 4/03/22	WATER FUND	WATER		707.23
	W/E 3/20/22	SEWER FUND	SEWER		1,422.21
	W/E 3/27/22	SEWER FUND	SEWER		980.28
	W/E 4/03/22	SEWER FUND	SEWER		924.96
				TOTAL:	5,628.55
GASKINS SERVICES LLC	REPAIR@ 103 BRIN DR	SEWER FUND	SEWER		886.00
				TOTAL:	886.00
GOTO TECHNOLOGIES USA, INC	LOGMEIN 3/18/22 - 3/17/23	WATER FUND	WATER		840.00
	LOGMEIN 3/18/22 - 3/17/23	SEWER FUND	SEWER		840.00
				TOTAL:	1,680.00
HACH COMPANY	SPANDNS2 FLUORIDE RGT,ACCU	WATER FUND	WATER		208.08
	AAKTO REAGENT SET CHLORINE	WATER FUND	WATER		488.22
	TOC TNT	WATER FUND	WATER		604.83
				TOTAL:	1,301.13
PROTOUCH COMMUNICATIONS, LLC	MAR SVCS: AFTER-HRS EMERGE	WATER FUND	WATER		95.40
	MAR SVCS: AFTER-HRS EMERGE	SEWER FUND	SEWER		95.39

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	W5TH AVE WA	WATER FUND	WATER		7,720.00
	W 5TH AVE WA	WATER FUND	WATER		1,378.26
	W 5TH AVE WA	WATER FUND	WATER		2,332.28
	VLVBX RSR IMP	WATER FUND	WATER		139.80
	S70-2032X3/4CCBRSSADF/PVCO	WATER FUND	WATER		168.35
	3VALVEBOXRISERIMP	WATER FUND	WATER		157.36
	DEERFIELD: CPLG, 3/4" SSGV	SEWER FUND	SEWER		1,789.00
	DEERFIELD: SSGV	SEWER FUND	SEWER		1,500.00
	SEWER REPAIRS: PIPE,CLNOUT	SEWER FUND	SEWER		5,052.24
	SV30276TE014 1-1/2"SSGVTHD	SEWER FUND	SEWER		3,425.00
	MAX4CLAY/DI/AC/CI/PLCPLG4.	SEWER FUND	SEWER		2,185.88
	SV30276TE0141.5"SSGVTHDBID	SEWER FUND	SEWER		3,542.00
				TOTAL:	51,560.61
COYNE CHEMICAL	AMMONIUMSULFATE40%, CP-837	WATER FUND	WATER		3,249.36
	AMMNMSLFT40%,HDRFLSLCACD23	WATER FUND	WATER		2,346.35
				TOTAL:	5,595.71
CRYSTAL SPRINGS	MONTHLY SVC@ WWTP	WATER FUND	WATER		14.94
	MONTHLY SVC@ 661 S GEORGE	WATER FUND	WATER		127.47
	MONTHLY SVC@ 661 S GEORGE	SEWER FUND	SEWER		127.47
				TOTAL:	269.88
CSX TRANSPORTATION, INC	ANNUAL PIPELINE FEES	WATER FUND	WATER		157.16
	ANNUAL PIPELINE FEES	WATER FUND	WATER		100.00
				TOTAL:	257.16
CUMMINS, INC	PM: GLENHAVEN	WATER FUND	WATER		524.04
	PM: CLARENCE DR PS	SEWER FUND	SEWER		498.74
	PM: CRAIGHILL LS	SEWER FUND	SEWER		440.48
	PM: CTWWTP	SEWER FUND	SEWER		956.56
	PM: DEMORY FARMS PS	SEWER FUND	SEWER		471.72
	PM: FLWNG SPRGS PS	SEWER FUND	SEWER		695.69
	PM: HUNTFIELD LS	SEWER FUND	SEWER		695.69
	BURR OP: TBLSHT HGHENGN TE	SEWER FUND	SEWER		356.40
	PM: S SAMUEL LS	SEWER FUND	SEWER		428.48
	PM: TWWTP	SEWER FUND	SEWER		1,510.23
	PM: WLLWSPRG PS	SEWER FUND	SEWER		443.93
	PM: BURNS ST BS	SEWER FUND	SEWER		668.10
	PM: CAVALAND	SEWER FUND	SEWER		590.48
	WENDY'S: RPR 3/28/22	SEWER FUND	SEWER		1,449.11
	PM: HUNTFIELD BSTR	SEWER FUND	SEWER		477.83
	PM: JOHN RISSLER	SEWER FUND	SEWER		686.91
	JETTSFRM: RPLC PRSSR SWTCH	SEWER FUND	SEWER		702.00
	PM: WWTP @ 832	SEWER FUND	SEWER		821.10
				TOTAL:	12,417.49
DELL MARKETING L.P.	SSDSATAMXDUSE6GBPS512E2.5I	WATER FUND	WATER		1,757.02
				TOTAL:	1,757.02
DEPT OF ENVIRONMENTAL PROTECTION	WWTP LAB CERT RNWL 2022-20	SEWER FUND	SEWER		80.00
				TOTAL:	80.00
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TEST	WATER FUND	WATER		60.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		200.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		100.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
AMERIGAS	TANK RENTAL: SPRUCE HILL	SEWER FUND	SEWER		164.65
				TOTAL:	164.65
ARDEN EQUIPMENT REPAIR, INC.	LAWNMOWER PARTS	SEWER FUND	SEWER		394.81
				TOTAL:	394.81
ASSURED PARTNERS	4TH QTR PCKG INSTLLMNT	WATER FUND	WATER		15,543.49
	4TH QTR PRFSNL INSTLLMNT	WATER FUND	WATER		1,188.50
	4TH QTR EXCSS INSTLLMNT	WATER FUND	WATER		880.00
	4TH QTR PCKG INSTLLMNT	SEWER FUND	SEWER		15,543.49
	4TH QTR PRFSNL INSTLLMNT	SEWER FUND	SEWER		1,188.50
	4TH QTR EXCSS INSTLLMNT	SEWER FUND	SEWER		880.00
				TOTAL:	35,223.98
AUTOZONE	ANTIFREEZE, BULBS	WATER FUND	WATER		27.94
				TOTAL:	27.94
JP & RF BURNS PARTNERSHIP	MAR LOADS - 48	SEWER FUND	SEWER		8,592.00
	LIME FOR BURNS FARM	SEWER FUND	SEWER		1,891.00
				TOTAL:	10,483.00
CHARLES TOWN UTILITY BOARD	MARCH FUNDING	WATER FUND	NON-DEPARTMENTAL		14,079.93
				TOTAL:	14,079.93
CITY ELECTRIC SUPPLY CO	TUSCAWILLA WWTP	SEWER FUND	SEWER		343.24
				TOTAL:	343.24
CITY NATIONAL BANK	LOCKBOX SVCS: MAR	WATER FUND	WATER		1,668.93
	LOCKBOX SVCS: MAR	WATER FUND	WATER		721.88
	LOCKBOX SVCS: MAR	SEWER FUND	SEWER		1,668.92
	LOCKBOX SVCS: MAR	SEWER FUND	SEWER		721.88
				TOTAL:	4,781.61
CITY OF CHARLES TOWN	114 W LIB SWM-ADDL PIPE WO	WATER FUND	WATER		775.00
	APR RENT@ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	FEB UTILITIES@ 661 S GEORG	WATER FUND	WATER		539.77
	114 W LIB SWM-ADDL PIPE WO	SEWER FUND	SEWER		775.00
	APR RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
	FEB UTILITIES@ 661 S GEORG	SEWER FUND	SEWER		539.76
				TOTAL:	5,179.53
CLIFFS CLEANING SERVICE	MAR CLEANING	WATER FUND	WATER		125.00
	MAR CLEANING	WATER FUND	WATER		456.25
	MAR CLEANING	SEWER FUND	SEWER		200.00
	MAR CLEANING	SEWER FUND	SEWER		100.00
	MAR CLEANING	SEWER FUND	SEWER		456.25
				TOTAL:	1,337.50
COMCAST BUSINESS	8299 31 008 0138502	WATER FUND	WATER		179.75
	8299 31 008 0138502	SEWER FUND	SEWER		179.74
				TOTAL:	359.49
CORE & MAIN	FBC-500 4BELLJTREPCLP	WATER FUND	WATER		217.57
	W 5TH ST WA	WATER FUND	WATER		7,093.20
	W 5TH AVE WA	WATER FUND	WATER		5,292.54
	W 5TH AVE WA	WATER FUND	WATER		9,567.13