CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, APRIL 27, 2022

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of April 13, 2022 Regular Meeting Minutes
   2022.04.13 UB Minutes.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/88412178543?pwd=ak5ZNlUxZlF6aVF3ZlhneE5HQmtHQT09

   Meeting ID: 884 1217 8543
   Passcode: 554639
   +1 301 715 8592 US

3. **UNFINISHED BUSINESS**
   a. Discussion on Project Reimbursement
   2022-04-22 Project Reimbursement Options.pdf
   b. 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. Resolution No. 2022-03 - Approval of Fiscal Year 2023 Water and Sewer Budgets
   Resolution 2022-03 Budgets.pdf
b. Renewal and Replacement Schedule and Funding Submission
   2022-04-26 Renewal and Replacement Schedule.pdf
   Congressionally Directed Spending Request.pdf
c. CTUB Customer Billing for sewer customers currently billed by JUI
   2022.04.22 JUI Billing Cost Analysis.pdf
d. Tolbert Complaint Case WV PSC Case No. 22-0265-LRR-WS-C - Possible Executive Session of the Board pursuant to the following statutory exception to the Open Governmental Proceeds Act): WV State Code Section §6-9A-4(b)(12) – To discuss any matter which, by express provision of federal law, or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the Freedom of Information Act, specifically in this case, matters protected by Attorney-Client Privilege.
   2022.04.22 CTUB respond to Final Joint Staff Memo.pdf
   2022.04.22 City Response to Staff memo.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
      Revenue & Expense March.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. April 27, 2022
      2022.04.27 Board Report.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - May 25, 2022 at 4:00 PM

April 13, 2022

The Charles Town Utility Board held a regular meeting on April 13, 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 23, 2022 regular meeting minutes. Jacquelyn suggested one change. Motion by Duke, second by Jeff, the Board unanimously approved the minutes as amended. The Board received no public comments.

The Chairman next opened the floor for discussion on the Board Meeting Schedule – May 2022. Kristen mentioned she will be out of town for the May 11th board meeting and suggested either canceling or rescheduling that meeting. Motion by Duke, second by Tommy, with discussion from the Board, the Board unanimously approved to cancel the May 11th board meeting.

Next, the Board discussed the Draft FY 2023 Budget Review. April highlighted the changes for the draft FY 2023 water and sewer budgets. The Board provided discussions. Staff is also working on a more formal Capital Improvement Plan to track upcoming projects and costs. No action was taken by the Board.

The Board next discussed the Wendy's Pump Station Rehabilitation. Kristen provided this project included replacing the pumps, rewiring of electrical and new control panel, installing additional concrete structures, installing a fence and excavation work. The pump quote from STH was included for approval. Motion by Duke, second by Tommy, with discussion from the Board, the Board unanimously approved the pump quote from STH for the Wendy's pump station.

Next discussed by the Board was the Hunter Hills Water and Sewer Request. Kristen mentioned this subdivision is located on the border of Berkley and Jefferson County. The developer would like to pursue water and sewer with Berkley County as it is not economically feasible for CTUB to serve. They have requested a letter from the Board, as previously done by the PSD, stating there is no objection allowing Berkley County to serve the development. Motion by Duke, second by Tommy, the Board unanimously approved staff drafting a letter with no objection to Berkely County providing water and sewer service to the Hunter Hills property.

The Board next had a discussion on Project Reimbursement. After getting questions from City Council regarding the need for the reimbursement of project costs, Kristen received an opinion from John Kunkle. John recommended the Board receive the reimbursed costs through the Bond issue. The Board provided discussions. Staff will gather more information and bring it back to the Board at the next meeting.

The Utility Manager Report was next addressed. Kristen briefed the Board on this month's sewer and water efforts including drafting a formalized capital improvement plan for water and sewer related projects and fleet maintenance program. She also mentioned that staff has been looking into the conversion costs of various billing and asset management software's. Kristen also discussed the proposed JUI increase for performing the billing of the CTUB sewer customer. The draft water facility plan should be available to the Board within the next month and bidding discussions will begin with GDF for the R&R project. The Board provided questions on the report. The Chairman had no updates to report.

The Board next discussed the Approval of Bills. Motion by Duke, second by Tommy, with discussion from the Board, the Board unanimously approved the payment of bills. 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 6:06 P.M. Motion by Duke, second by Tommy, the Board unanimously approved Hoy to intervene in the purchase of water and sewer for Cave Road Utilities, LLC by Jefferson Utilities. Hoy provided a brief update on the Tolbert PSC case which has been recommended to be dismissed.

With no objections, the Board adjourned the meeting at 6:08 P.M. The April 27th regular meeting will be held beginning at 4:00 P.M.

_____ _____

Chairman Secretary

DRAFT

Charles Town Utility Board
Analysis of Project Reimbursement Options
For the year ended June 30, 2022

	Bond Financing	Bank Financing
Estimated amount of internal funds subject to reimbursement	$ 400,000	$ 400,000
Gross estimated cost (Bond financing - 3.5%, 30 years)(Bank financing - 6%, 6 years)	$ 252,456	$ 144,000
Estimated present value if funds included in bonds	$ (154,773)	$ (118,016)
Estimated present value if funds retained by utility (1% rate of return)	103,231	23,182
Cost of financing	($51,542)	$ (94,834)

Year	Earnings	Year	Expense
1	$ 4,000	1	$ 8,415
2	4,000	2	8,415
3	4,000	3	8,415
4	4,000	4	8,415
5	4,000	5	8,415
6	4,000	6	8,415
7	4,000	7	8,415
8	4,000	8	8,415
9	4,000	9	8,415
10	4,000	10	8,415
11	4,000	11	8,415
12	4,000	12	8,415
13	4,000	13	8,415
14	4,000	14	8,415
15	4,000	15	8,415
16	4,000	16	8,415
17	4,000	17	8,415
18	4,000	18	8,415
19	4,000	19	8,415
20	4,000	20	8,415
21	4,000	21	8,415
22	4,000	22	8,415
23	4,000	23	8,415
24	4,000	24	8,415
25	4,000	25	8,415
26	4,000	26	8,415
27	4,000	27	8,415
28	4,000	28	8,415
29	4,000	29	8,415
30	4,000	30	8,415
	$ 120,000		$ 252,456

Year	Earnings	Year	Expense
1	$ 4,000	1	$ 24,000
2	4,000	2	24,000
3	4,000	3	24,000
4	4,000	4	24,000
5	4,000	5	24,000
6	4,000	6	24,000
	$ 24,000		$ 144,000

Charles Town Utility Board

Project Reimbursement Summary

April 22, 2022

The Charles Town Utility Board's current bond rating is A-1, which was determined by debt service coverage, liquidity, growth, system size, etc. CTUB has been able to achieve and maintain this rating by carefully monitoring and maintaining satisfactory debt service coverage and liquidity. The Board's bond rating could be downgraded if both bond coverage and liquidity fall below satisfactory levels.

Post utility consolidation, the following factors have contributed to a strong financial condition of CTUB; increased cash balances and the ability for CTUB to pursue $15 million for critical projects during a period of inflation with no rate impact to customers:

- Step 1 of rate equalization was completed at the height of the pandemic including maintaining the ability to cover the interim project costs. Step 2 equalization will begin in the fall of 2022.
- CTUB management and staff successfully completed the Rt. 9 project, and the Utility was reimbursed over $800k for costs incurred in past years.
- Staff has coordinated with State agencies resulting in favorable financing for the District's Collection System Project at terms which CTUB would not normally qualify.
- The 2020 Bond refunding decision by CTUB had significant financial results. Certain reserve accounts no longer had to be funded and certain reserve account balances were refunded and used to reduce the project costs of the R&R project and complete replacement of one of the Tuscawilla MBR's.
- The refunding made it possible to defease the 2000A bonds resulting in improved cash flow and debt service coverage.
- The 2022 Bond refunding provided the utility with additional cash flows without extending the term of the original bonds.
- Staff is continuously analyzing outstanding bonds for additional refunding opportunities.
- $3.3 million in internal reserves are being applied to the projects. These reserves include capacity improvement fees, proceeds from the sale of land/Tuscawilla house and other available internal funds.
- Staff continuously analyzes project costs for ways to reduce costs to maintain the ability to finance projects without a rate increase, particularly, if bids are higher than expected.

Without undertaking the steps above, project costs would potentially have to be fully financed (without internal funds) and could resulted in significant rate increases. The recommendation from our professionals, including our rating agency is to fund preliminary engineering, design, and other costs, and be reimbursed through permanent project financing. If liquidity is budgeted as a financing source for a project, it is included as permanent project financing. If interim costs are provided by working capital on a non-permanent basis, they are reimbursed through permanent project financing. This allows for the greatest financial flexibility in funding certain preconstruction project costs.

There is a financial cost for preconstruction costs being included in permanent project financing. However, there is an even greater cost to the utility if it's cash reserves are not maintained. Cash reserves applied to permanent financing of projects have continued to increase with inflation to keep the amount of permanent project financing to a level that will not impact rates. The rating agencies have cautioned CTUB on depleting cash reserves below the current levels as the rating agencies consider current resources to be below optimal amounts. If the bond ratings are downgraded, interest rates are likely to increase, which will significantly surpass the interest expense related to reimbursements included in permanent project financing.

Charles Town
Utility Board

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

INTERIM CHAIRMAN
City of Charles Town
Mayor Bob Trainor

VICE CHAIRMAN
City of Ranson
Mayor
Duke
Pierson

TREASURER
Thomas
Stocks

INTERIM SECRETARY
Ashley
Stottlemyer

County Commission Representative
Jacquelyn
Milliron

Board Member
Jefferson
Whitten

UTILITY MANAGER
Kristen
Stolipher

RESOLUTION NO. 2022-03
CHARLES TOWN UTILITY BOARD

WHEREAS there is need for the Charles Town Utility Board by and for Water and Sewer operations to adopt Water and Sewer Budgets for Fiscal Year 2023;

WHEREAS it has been determined that certain CITY OF CHARLES TOWN (WEST VIRGINIA) Combined Waterworks and Sewerage System Refunding Revenue Bonds require the following:

Section 6.15. Operating Budget. The Issuer shall annually, at least 30 days preceding the beginning of each Fiscal Year, or at such earlier date required by its charter or the ordinance of the Board, prepare and adopt by resolution a detailed budget of the estimated revenues and expenditures for operation and maintenance of the System during the succeeding Fiscal Year. The Issuer shall mail copies of such annual budget and all resolutions authorizing increased expenditures for operation and maintenance to the Original Purchaser and shall make available such budgets and all resolutions authorizing increased expenditures for operation and maintenance of the System at all reasonable times to the Original Purchaser and to any Holder of Bonds or anyone acting for and in behalf of such Holder who requests the same;

NOW, THEREFORE, BE IT RESOLVED, that the Charles Town Utility Board hereby adopts Water and Sewer Budgets for Fiscal Year 2023, dated April 27, 2022.

CHARLES TOWN UTILITY BOARD

_____
Chairman

Attest:

_____

Dated:

Charles Town Utility Board				
Revenue & Expense Budget				**WATER**
For the Period 6/30/23				
	Budget	**Budget**	**Actual**	**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	$3,539	$8,000
Sinking Fund Income	$2,000	$1,500	$32	$2,000
Misc Non-Operating Revenue	$75,000	$56,250	$64,916	$85,000
Grant Revenue - OEHS SWAP EWM	$0	$0	$46,765	$0
TOTAL REVENUE	$4,820,000	$3,615,000	$3,588,971	$4,845,000
EXPENSES				
Source of Supply & Pumping Expenses				
Supplies & Expense	$15,000	$11,250	$1,461	$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	$8,772	$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	$82,182	$114,000
Maintenance of General Property	$15,000	$11,250	$6,295	$15,000
Contractual Services:				
Engineering	$80,000	$60,000	$63,406	$45,000
Accounting	$20,000	$15,000	$20,191	$20,000
Legal	$15,000	$11,250	$4,266	$15,000
Other	$65,000	$48,750	$48,392	$85,000
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	$3,210,684	$4,839,000
REVENUE - EXPENSES	$6,000	$4,500	$378,287	$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			

Charles Town Utility Board				
Revenue & Expense Budget				**SEWER**
For the Period 6/30/23 Budget				
	Budget	**Budget**	**Actual**	**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	$1,049,012	$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	$5,122	$8,000
Sinking Fund Income	$3,000	$2,250	$27	$2,000
TOTAL REVENUE	$6,360,000	$4,770,000	$4,781,822	$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	$88,877	$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	$3,983,265	$6,428,998
REVENUE - EXPENSES	**$115,000**	$86,250	$798,556	**$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			

April 26, 2022

Tentative Renewal and Replacement Bond Ordinance and Bidding Schedule

March 9, 2022 4:00 p.m. CTUB Regular Meeting

- Consideration of Resolution Requesting Issuance of Bonds

April 4, 2022 7:00 p.m. Council Regular Meeting

- First Reading and Adoption of Bond Ordinance

April 19, 2022 7:00 p.m. Council Regular Meeting

- Second Reading and Adoption of Bond Ordinance

April 27, 2022 First Publication in the Spirit of Jefferson and Farmer's Advocate of Notices of Public Hearing for May 16, 2022 for Public Hearing on Bond Ordinance.

April 29, 2022 Advertise for bid. Publication in the Spirit of Jefferson, Builder's Exchange, CTUB website, City of Charles Town website, GDF website.

May 4, 2022

- Second Publication in the Spirit of Jefferson and Farmer's
- First Publication of Bid Advertisement in Spirit of Jefferson

May 11, 2022 First Publication of Bid Advertisement in Spirit of Jefferson

May 16, 2022 7:00 p.m. Council Regular Meeting

- Public Hearing on Bond Ordinance
- Third Reading and Enactment of Bond Ordinance

May 20, 2022

- 10:00 a.m. - Pre-bid Meeting held at CTUB office/Site visit afterwards

June 3, 2022

- 11:00 a.m. - Bid Opening at CTUB office

June 8, 2022

- CTUB Regular Board meeting

June 21, 2022 City Council Special Meeting

- Present final project budget to City Council
- Present Supplemental Parameters Resolution to City Council

June 27-30, 2022 Price Bonds

July 11-15, 2022 Close Bond Issue

August 2, 2022 Bid Expiration

DRAFT

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

April 19, 2022

The Honorable Senator Shelly Moore Capito
500 Virginia Street East
Charleston, WV 25301

Dear Senator Capito:

On behalf of the Charles Town Utility Board (CTUB), we are submitting a Congressionally Directed Spending Request to your office. The project is the 2022 Sewer Collection System Project.

The project is currently in the final stages of design and is anticipated to be bid ready by July 2022. The estimated project cost is $4,861,000. I am writing to verify the application of internal funds for the twenty percent (20%) funding match requirement has been reviewed by our accounting firm and the CTUB Directors. The match will be obtained from the Capacity Improvement Fee account that is expressly for growth related projects, whereby approximately 35% of this project is attributed to additional system capacity.

Thank you for consideration of this vital improvement project for our community and the direct impact it will have on the residential, commercial and industrial customers in Jefferson County, including the cities of Charles Town and Ranson.

Sincerely,

Kristen Stolipher
General Manager

UTILITY BOARD

INTERIM CHAIRMAN
City of Charles Town
Mayor Bob Trainor

VICE CHAIRMAN
City of Ranson
Mayor Duke Pierson

TREASURER
Thomas Stocks

INTERIM SECRETARY
Ashley Stottlemyer

County Commission Representative
Jacquelyn Milliron

Board Member
Jefferson Whitten

UTILITY MANAGER
Kristen Stolipher

2022 Collection Systems Project	
DESCRIPTION	**TOTAL COST**
Route 9- Northern Region Improvements	
RK&K Task 7 - Parkview MHP Pump Station Decommission	To be completed in-house (Cost $190,000)
RK&K Task 7 Jett's Farm Option 2: PS and FM Modifications	$360,800.00
RK&K Task 7 Lloyd's Flat Pump Station Decommission	To be completed in-house (Cost $59,300)
RK&K Task 7 Moose Lodge Option 2: Forcemain and PS Mod.	$170,900.00
RK&K Task 4 Northern/Burr Flow Diversion	$580,600.00
Route 9 - Northern Region Improvements Total	**$1,112,300.00**
Eastern Region Improvements	
Upgrades to Existing Pump Station 3-6	To be completed in-house (Cost $100,000)
Upgrades to Existing Pump Station 4-2	To be completed in-house (Cost $125,000)
Eastern Region Improvements Total	**$0.00**
Miscellaneous Improvements	
Evitts Run Collector	$824,600.00
RK&K Task 10 Jefferson Memorial Park forcemain	$170,800.00
Upgrade Existing Ranson FS PS	$687,000.00
Miscellaneous Improvements Sub-Total	**$1,682,400.00**
Ranson Improvements	
Forrest Avenue Pump Station Relocation plus growth	$746,300.00
Ranson Improvements Total	**$746,300.00**
Construction Sub-Total	**$3,541,000.00**
Contingency (±10%)	$354,100.00
TOTAL CONSTRUCTION COST	$3,895,100.00
PROFESSIONAL FEES - Engineering, Accounting, Legal, etc.	$965,900.00
TOTAL PROJECT COST	**$4,861,000.00**

SHELLEY MOORE CAPITO
United States Senator for West Virginia

Congressionally Directed Spending Request Form

The following form, along with any supplemental information, must be **completed and submitted by Wednesday, April 20, 2022 – late requests will not be considered.** Please fill out this form in its entirety. If submitted to the Committee on your behalf, **portions of this form will be made public**. Please contact Addie Bassali with any questions at addie_bassali@capito.senate.gov

Requesting Entity

* Legal Name of Government Entity or Non-Profit Organization

Charles Town Utility Board

* First Name of Contact in WV

Kristen

* Last Name of Contact in WV

Stolipher

* Address of Contact in WV

661 South George Street

Address

Suite 101

* City

Charles Town

* State

West Virginia

* Zip

25414

* Email

kstolipher@ctubwv.com

* Phone

304 - 724-7080

* County

Jefferson

Non-Profit EIN

32-0280357

Representation by an Outside Organization (if applicable)

First Name

Megan

Last Name

Diehl

Company

Eastern Panhandle Regional Planning and Development Council

Address

226 Pilot Way, ste. E

City

Martinsburg

State

West Virginia

Zip

25405

Email

mdiehl@region9wv.com

Phone

304-263-1743

Project Information

* Title of Project

Charles Town Utility Board 2022 Collection System Project

* Select Subcommittee

Interior, Environment, and Related Agencies

Interior, Environment, and Related Agencies

CW: EPA, STAG, Clean Water SRF, Clean Water CDS

Is the project on the state's most recently finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan?

No

Is the project eligible under SRF guidelines?

Yes

What is the project purpose?

Wastewater

How will the project help the recipient meet applicable water standards

If the planning area continues to grow at the rates experienced in the past ten years, non-implementation of this project could affect the surface water and groundwater quality of Jefferson County.

Is this project primarily to support existing water needs or to support future growth?

Existing water needs

Is this request seeking funding for planning and design, construction, or both?

Construction

Is the Project Recipient

Public water system

Is the amount requested scalable to a lower amount and if so, what is the minimum amount?

No

Please list any funding received from federal appropriations, including the fiscal year and source of funding

N/A

Does the community have a financing plan certified by an authorized local official demonstrating how it will cover the matching funds of 20% or more? What is the anticipated non-federal sources of funding for this project?

Yes - See attached

* Project Location

Jefferson County, WV and encompasses the City of Ranson and the City of Charles Town

* Project Purpose

The proposed project includes improvements to the sewer collection system to improve both efficiency and performance.

* Project Description (250 words or less)

The overall project will relieve the Old Town Ranson gravity sewer system of flow, will accommodate the flows through Jefferson Park and the Evitt's Run Interceptor, and will reduce operation and maintenance costs with the decommissioning of pump stations.

The Charles Town Utility Board (CTUB) sewer system consists of three wastewater treatment plants, over 100 miles of gravity sewer lines, over 25 miles of force main, and 47 pump stations. A comprehensive evaluation of CTUB's collection system was conducted to determine improvements needed within the system. A Sewer Model indicated areas of concern with the existing system peak dry weather flows and wet weather flows. These areas included the Old Town Ranson gravity line, the Evitts Run Interceptor between the Flowing Springs Pump Station discharge and the CTWWTP, and the Park Interceptor through Jefferson Memorial Park.

Many of the pump stations within the system are in poor condition due to age and hydrogen sulfide within the system. Decommissioning of pump stations to consolidate the three systems has been a focus of the CTUB. Decommissioning reduces operation and maintenance costs, including the cost of electric for each pump station. Decommissioning of pump stations also reduced the amount of hydrogen sulfide in the system, which has deteriorated many manholes. In addition, the installation of the Route 9 sewer project to serve ROXUL will impact the capacity of some of the pump stations. The project will be 100% designed and bid ready Fall 2022.

* Project Impact to West Virginia (250 words or less)

The replacement and refurbishment of sewer lines in this area will reduce the risk of sanitary sewer overflows and provide a more reliable water system for the community. The replacement of sewer lines will reduce the risk of pipe failure. These failures can cause damage to the environment if not managed. If the planning area continues to grow at the rates experienced in the past ten years, non-implementation of this project could affect the surface water and groundwater quality of Jefferson County. This would be due to the increased number of septic tanks installed or additional point source discharges of package treatment plants. It is natural to assume that the more septic water infiltrates into the ground, the greater the chance for groundwater deterioration. It should be noted that most of Jefferson County is underlain by carbonate bedrock which has undergone karstification. Chemicals can quickly be carried from the surface through conduits in the bedrock into the groundwater. From there, they can move quickly to streams, springs, and water wells.

Funding Information

* FY23 Funding Request

3116080

* Total Project Cost

3895100

* Project Budget

Construction Costs: $3,895,100.00
See budget spreadsheet

* Are you submitting this request to another member?

No

If so, which member?

N/A

* Have you requested a CDS for this project before?

No

If so, how much was awarded?

N/A

* Does the project meet the criteria listed in the CDS guidance?

Yes

Attach relevant documents here

Remove Letters of Support.pdf (595019 bytes)

Remove CTUB FINAL FP 02-01-2022.pdf (767272 bytes)

Remove Match Committment Letter and Construction Budget.pdf (136949 bytes)

Submit

SHELLEY MOORE CAPITO
United States Senator for West Virginia

Congressionally Directed Spending Request Form

The following form, along with any supplemental information, must be **completed and submitted by Wednesday, April 20, 2022 – late requests will not be considered.** Please fill out this form in its entirety. If submitted to the Committee on your behalf, **portions of this form will be made public**. Please contact Addie Bassali with any questions at addie_bassali@capito.senate.gov

Summary of Information

Please reach out to Addie Bassali if you have any questions at addie_bassali@capito.senate.gov

Requesting Entity	Kristen Stolipher Charles Town Utility Board 661 South George Street Suite 101 Charles Town WV 25414 kstolipher@ctubwv.com P: 304 - 724-7080
County	Jefferson
Non-Profit EIN	32-0280357
Representation by an Outside Organization (if applicable)	Megan Diehl Eastern Panhandle Regional Planning and Development Council 226 Pilot Way, ste. E Martinsburg WV 25405 mdiehl@region9wv.com P: 304-263-1743
Title of Project	Charles Town Utility Board 2022 Collection System Project
Select Subcommittee	Interior, Environment, and Related Agencies
Interior,	CW: EPA, STAG, Clean Water SRF, Clean Water CDS

Environment, and Related Agencies	
Is the project on the state's most recently finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan?	No
Is the project eligible under SRF guidelines?	Yes
What is the project purpose?	Wastewater
How will the project help the recipient meet applicable water standards	If the planning area continues to grow at the rates experienced in the past ten years, non-implementation of this project could affect the surface water and groundwater quality of Jefferson County.
Is this project primarily to support existing water needs or to support future growth?	Existing water needs
Is this request seeking funding for planning and design, construction, or both?	Construction
Is the Project Recipient	Public water system
Is the amount requested scalable to a lower amount and if so, what is the minimum amount?	No
Please list any funding received from federal appropriations, including the fiscal year and source of funding	N/A
Does the community have a financing plan certified by an authorized local official demonstrating how it will cover the matching funds of 20% or more? What	Yes - See attached

is the anticipated non-federal sources of funding for this project?	
Project Location	Jefferson County, WV and encompasses the City of Ranson and the City of Charles Town
Project Purpose	The proposed project includes improvements to the sewer collection system to improve both efficiency and performance.
Project Description (250 words or less)	The overall project will relieve the Old Town Ranson gravity sewer system of flow, will accommodate the flows through Jefferson Park and the Evitt's Run Interceptor, and will reduce operation and maintenance costs with the decommissioning of pump stations. The Charles Town Utility Board (CTUB) sewer system consists of three wastewater treatment plants, over 100 miles of gravity sewer lines, over 25 miles of force main, and 47 pump stations. A comprehensive evaluation of CTUB's collection system was conducted to determine improvements needed within the system. A Sewer Model indicated areas of concern with the existing system peak dry weather flows and wet weather flows. These areas included the Old Town Ranson gravity line, the Evitts Run Interceptor between the Flowing Springs Pump Station discharge and the CTWWTP, and the Park Interceptor through Jefferson Memorial Park. Many of the pump stations within the system are in poor condition due to age and hydrogen sulfide within the system. Decommissioning of pump stations to consolidate the three systems has been a focus of the CTUB. Decommissioning reduces operation and maintenance costs, including the cost of electric for each pump station. Decommissioning of pump stations also reduced the amount of hydrogen sulfide in the system, which has deteriorated many manholes. In addition, the installation of the Route 9 sewer project to serve ROXUL will impact the capacity of some of the pump stations. The project will be 100% designed and bid ready Fall 2022.
Project Impact to West Virginia (250 words or less)	The replacement and refurbishment of sewer lines in this area will reduce the risk of sanitary sewer overflows and provide a more reliable water system for the community. The replacement of sewer lines will reduce the risk of pipe failure. These failures can cause damage to the environment if not managed. If the planning area continues to grow at the rates experienced in the past ten years, non-implementation of this project could affect the surface water and groundwater quality of Jefferson County. This would be due to the increased number of septic tanks installed or additional point source discharges of package treatment plants. It is natural to assume that the more septic water infiltrates into the ground, the greater the chance for groundwater deterioration. It should be noted that most of Jefferson County is underlain by carbonate bedrock which has undergone karstification. Chemicals can quickly be carried from

	the surface through conduits in the bedrock into the groundwater. From there, they can move quickly to streams, springs, and water wells.
FY23 Funding Request	3116080
Total Project Cost	3895100
Project Budget	Construction Costs: $3,895,100.00 See budget spreadsheet
Are you submitting this request to another member?	No
If so, which member?	N/A
Have you requested a CDS for this project before?	No
If so, how much was awarded?	N/A
Does the project meet the criteria listed in the CDS guidance?	Yes
Attach relevant documents here	

OFFICE OF THE MAYOR
ROBERT M. TRAINOR

The Golden Rule City

April 19, 2022

Senator Shelley Moore Capito
United States Senate
172 Russell Senate Office Building
Washington D.C. 20510

Re: Congressionally Directed Spending Request - Charles Town Utility Board 2022 Collection System Project

Dear Senator Capito:

It is my pleasure to convey strong support of the Congressional Direct Spending application put forth by Charles Town Utility Board (CTUB) for the implementation of their 2022 Sewer Collection System Project.

The intent of the project is to address critical infrastructure improvements within the sanitary sewerage collection system, that will improve energy efficiency, reduce overall operating costs, and most importantly will enhance our ability to protect public health and safeguard the environment of Jefferson County. The project includes improvements to the Burr East Pump Station, the Moose Lodge Pump Station, the Jett's Farm Pump Station and force main, and the Flowing Springs Pump Station. Also included in the Project is the decommissioning of the Forrest Avenue and 11th Street Pump Stations, construction of the Lakeland Place Pump Station, extension of the Clarence Drive Pump Station force main through Jefferson Memorial Park, and upgrade of the Evitt's Run gravity line.

I support the proposed 2022 Sewer Collection System Project as it aligns with the mission of the CTUB, through the City of Charles Town, to provide safe and reliable water and sewer services to the citizens of Charles Town and Jefferson County, while exercising optimal fiscal and environmental stewardship.

If you have any further questions about their qualifications, please don't hesitate to contact me at (304) 283-2946.

Sincerely,

Robert M. Trainor
Mayor
City of Charles Town

101 E. WASHINGTON STREET, CHARLES TOWN, WV 25414

Region 9 SERVING BERKELEY, JEFFERSON, & MORGAN COUNTIES

Senator Shelley Moore Capito
United States Senate
172 Russell Senate Office Building
Washington D.C. 20510

April 19, 2022

RE: Charles Town Utility Board 2022 Collection System Project

To the Honorable Shelley Moore Capito:

I am writing on behalf of the Eastern Panhandle Regional Planning and Development Council to convey our strong support of the Congressional Direct Spending application put forth by Charles Town Utility Board for the implementation of their 2022 Collection System Project. This project would be an excellent selection for an earmark, as it is near full design and will be ready for bid.

The intent of the project is to reduce sewer flow in the Old Town Ranson gravity sewer system and address various necessary infrastructure improvements within the sanitary sewerage collection system. The project includes improvements to the Burr East Pump Station, the Moose Lodge Pump Station, the Jett's Farm Pump Station and force main, and the Flowing Springs Pump Station. Also included in the Project is the decommissioning of the Forrest Avenue and 11th Street Pump Stations, construction of the Lakeland Place Pump Station, extension of the Clarence Drive Pump Station force main through Jefferson Memorial Park, and upgrade of the Evitt's Run gravity line.

The 2022 Collection System Project aligns squarely within our regional CEDS. Specifically, this project fits within Objective 1.B.: To improve, expand, and preserve existing water/sewer infrastructure. The Charles Town Utility Board serves the cities of Charles Town, Ranson, and parts of Jefferson County, affecting both residential and business districts alike. Due to this project affecting such a large percentage of Jefferson County's population and its readiness for bid and construction, I would like to reiterate the regional council's support for this earmark request.

If you have any further questions about this project, please don't hesitate to contact me.

Respectfully,

Rachel Snavely
Executive Director

Charles Town Utility Board
FY 2023 Billing Cost Analysis
4/22/2022

Average # of JUI Customers with CTUB Sewer	*2040*
Option 1 - Approve Proposed Contract from JUI	
Current Annual Contract - $3.50 per Bill	$85,680.00
Proposed Annual Current Contract - $5.50 per Bill (3% Yearly Increase)	$134,640.00
Estimated Annual Increase	**$48,960.00**

Option 2 - CTUB Purchases Monthly Meters Readings from JUI & Bills JUI Customers In-House	
Estimates Based on Current Prices (Subject to Change)	
	Estimated Costs
Proposed Annual Current Contract - $2.00 per Meter Reading (3% Yearly Increase)	$48,960.00
CTUB Estimated Annual Cost for Additional Statement/Pastdue Notice Preparation & Mailing - $.76 per Bill	$18,604.80
CTUB Estimated Annual Cost for Additional Payment Processing Fees - $.71 per Bill (50% of Customers)	$9,302.40
Estimated Cost to Fill Vacant Position to Provide Customer Service for (Current & Additional JUI Customers)	$53,601.04
***Includes Base Salary & Benefits (Insurance, Metlife, PERS, 457 Plan, and FICA)*	
Estimated Annual Cost	**$130,468.24**

	FY 2023
Option 1 - JUI Billing Costs	$134,640.00
Option 2 - CTUB Billing Costs	$130,468.24

09:17 AM APR 22 2022 EXEC SEC DIV

Law Offices of Hoy Shingleton, L.C.
115 Aikens Center, Suite 24
Martinsburg, WV 25404

304-262-4773 Telephone
304-262-4775 Fax

shinglet@comcast.net

April 22, 2022

Karen Buckley, Acting Executive Secretary
Public Service Commission of West Virginia
201 Brooks Street
Charleston, WV 25301

Re: ***Charles Town Utility Board / Michael Edwin Tolbert***
Case No. 22-0265-LRR-WS-C

Dear Ms. Buckley:

Enclosed please find the Response of the Charles Town Utility Board to Final Joint Staff Memorandum to be filed in the above referenced case.

Very truly yours,

Hoy G. Shingleton, Jr., Esquire

HGS/kms
Enclosure

09:47 AM APR 22 2022 EXEC SEC DIV

PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON

CASE NO. 22-0265-LRR-WS-C

MICHAEL EDWIN TOLBERT

Complainant,

v.

CHARLES TOWN UTILITY BOARD

Respondent.

RESPONSE OF THE CHARLES TOWN UTILITY BOARD TO FINAL JOINT STAFF MEMORANDUM

Now comes the Charles Town Utility Board, by counsel, and responds to Staff's Final Joint Staff Memorandum and states as follows:

1. Charles Town Utility Bord (CTUB) has reviewed both the Final Joint Staff Memorandum and the Response by the City of Charles Town previously filed in this matter, and states that it agrees with the conclusions reached by Staff and with the Response by the City of Charles Town.

Submitted this 22nd day of April, 2022.

CHARLES TOWN UTILITY BOARD
By Counsel

Hoy G. Shingleton, Jr.
WV Bar # 3378
115 Aikens Center, Suite 24
Martinsburg, WV 25404
Phone (304) 262-4773
Fax (304) 262-4775
Shinglet@comcast.net

CERTIFICATE OF SERVICE

I, Hoy G. Shingleton, Jr., counsel for the Charles Town Utility Board, do hereby certify that a copy of the foregoing "Response of the Charles Town Utility Board to Final Joint Staff Memorandum" has been served this 22nd day of April, 2022, upon the following in the manner indicated:

VIA Email:

Michael Edwin Tolbert
858 West Washington Street
Charles Town, WV 25414
mtolbertdc@yahoo.com

Lucas R. Head, Staff Attorney
Public Service Commission
201 Brooks Street
Charleston, WV 25301
lhead@psc.state.wv.us

Michael J. Funk
Steptoe & Johnson PLLC
1250 Edwin Miller Blvd
Suite 300
Martinsburg, WV 25404
michael.funk@steptoe-johnson.com

Hoy G. Shingleton, Jr.
WV State Bar No. 3378

03:02 PM MAR 21 2022 EXEC SEC DIV

STEPTOE & JOHNSON PLLC
ATTORNEYS AT LAW

1250 Edwin Miller Boulevard, Suite 300
Martinsburg, WV 25404
(304) 263-6991 (304) 262-3541 Fax
www.steptoe-johnson.com

Writer's Contact Information
304-671-5583
michael.funk@steptoe-johnson.com

21 April 2022

Via E-Mail (caseinfo@psc.state.wv.us)

Karen Buckley, Acting Executive Secretary
Public Service Commission of West Virginia
201 Brooks Street
Charleston, WV 25323

Re: Michael Edwin Tolbert v. City of Charles Town (Water/Sewer)
Case No. 22-0265-LRR-WS-C

Dear Ms. Buckley:

Enclosed please find the Response of the City of Charles Town to be filed in the referenced case.

Thank you for your attention. Please call if you have any questions.

Sincerely yours,

Michael J. Funk, Esq.

Enclosure

cc: Michael Edwin Tolbert
Lucas Head, Staff Attorney

14609415v1

03:02 PM APR 21 2022 EXEC SEC DIV

STATE OF WEST VIRGINIA
PUBLIC SERVICE COMMISSION
CHARLESTON

MICHAEL EDWIN TOLBERT,
Charles Town, Jefferson County,

Complainant,

v. **Case No.: 22-0265-LRR-WS-C**

CITY OF CHARLES TOWN,
a West Virginia municipal corporation
and municipal utility,

Defendant.

RESPONSE OF THE CITY OF CHARLES TOWN

COMES NOW the Defendant, City of Charles Town ("Defendant City"), by and through its attorneys, Michael J. Funk, Esquire, Todd M. Swanson, Esquire, and the law firm of Steptoe & Johnson PLLC, and for its Response to the Commission Legal Staff's Initial and Final Joint Staff Memorandum issued on April 13, 2022 ("Staff's Memorandum"), states as follows:

BACKGROUND

Defendant City owns and operates a combined waterworks and sewerage system (the "System") pursuant to Chapter 8, Article 20 of the West Virginia Code ("the "Code"). Pursuant to the authority and provisions of Section 8-20-18 of the Code, Defendant City's Council did, by ordinance enacted March 16, 1998 (the "CTUB Ordinance", a copy of which, as amended to date, is attached as Attachment B to the Complaint), create the City of Charles Town Utility Board ("CTUB") and invest it with authority for the supervision and control of the System.

The Complaint designated CTUB as the named defendant in this matter. CTUB, by and through its separate counsel, filed an Answer on March 14, 2022. As stated in the Answer, CTUB does not, and cannot, speak for Defendant City.

The Commission's Procedural Order issued March 23, 2022, reflects "City of Charles Town" as the named defendant. Given the same, Defendant City was preparing a Supplemental Answer to the Complaint when Staff's Memorandum was issued. In light of Staff's Memorandum and the presiding Deputy Chief Administrative Law Judge's ("Deputy Chief ALJ's") Procedural Order issued April 13, 2022, inviting responses to Staff's Memorandum, Defendant City instead submits this Response in lieu of a separate Supplemental Answer, while reserving the right to submit a separate Supplemental Answer if deemed necessary or, in the alternative, reserving the right that this Response be deemed a separate Supplemental Answer to hereafter be further supplemented if deemed necessary.

RESPONSE OF DEFENDANT CITY

Defendant City fully supports and agrees with Staff's Memorandum and the recommendations made therein and accordingly requests that the Deputy Chief ALJ dismiss this matter and cancel the hearing scheduled for June 22, 2022, for the reasons set forth in Staff's Memorandum and those below:

1. As alleged by Complainant, Defendant City's Council did, by ordinance enacted May 18, 2020, revise the CTUB Ordinance such that Subsection 147.01(b) thereof now provides that "governance and oversight" of the System is vested in the Charles Town Utility Board of Directors (the "CTUB Board") and that Subsection 147.01(c) thereof now provides that "supervision, management, control and operation" of the System is vested in a CTUB Manager (the "CTUB Manager"). However, Complainant conveniently omits and ignores provisions of the CTUB Ordinance that establish the respective roles of the CTUB Board and the CTUB Manager and clarify that no improper delegation of powers and duties to the CTUB Manager has occurred, as follow:

a. Subsection 147.01(c) of the CTUB Ordinance vests supervision, management, control, and operation of the System in the CTUB Manager, but with the express limitation that the CTUB Manager "**shall be accountable to the Directors**" (emphasis added).[1] Hence, the CTUB Manager's supervision, management, control, and operation of the System is at all times subject to the CTUB Board's supervision, control, and oversight. The language simply effects a limited delegation of powers to facilitate the System's operation on a day-to-day basis – all as overseen by the CTUB Board.

b. Section 147.05 of the CTUB Ordinance sets forth powers and duties. Subsection 147.05(a) provides as follows:

> (a) The Board of Directors shall have the power to set all policies related to the governance, oversight, and operations of the System. The Board of Directors shall also have the power to recommend to City Council tariff changes, capital projects, and borrowings. The Manager and staff will assist the Board of Directors by providing technical advice on such matters to City Council. The Manager and staff will also be responsible for implementing policies and developing procedures to carry out the directives established by the Board of Directors.

Power to make policy is exclusively reserved to the CTUB Board and only the CTUB Board can recommend significant matters to Defendant City's Council. In contrast to those significant powers reserved to the CTUB Board, the CTUB Manager has a subservient role in providing assistance to the CTUB Board and implementing policies and developing procedures to carry out the CTUB Board's directives.

c. Subsection 147.05(c) provides that the CTUB Manager collects amounts billed for utility services but specifies that disbursements and accounts shall be ordered

[1] Subsection 147.05(b) parallels Subsection 147.01(c) in expressly providing that the CTUB Manager is accountable to the CTUB Board relative to the CTUB Manager's supervision, management, control, and operation of the System.

paid only upon approval of the CTUB Board. That is, the ministerial task of collecting funds falls to the CTUB Manager while the discretionary responsibility of disbursing and paying out funds is reserved to the CTUB Board.

d. Subsection 147.05(d) provides that the CTUB Manager may prepare and negotiate contracts, agreements, and matters but only after initial consultation with the CTUB Board and subject to final review and approval of the CTUB Board. Again, the ministerial task, negotiating agreements, is delegated to the CTUB Manager but the actual decision whether to enter an agreement is reserved to the CTUB Board.

e. Subsection 147.06(a), in providing that: "The Board of Directors shall employ, discharge, and fix the compensation of the Manager," reserves ultimate supervision, control, and oversight to the CTUB Board. The CTUB Board can discharge and replace the CTUB Manager at any time, thus ensuring the CTUB Board's control and oversight of the CTUB Manager and ability to rectify any undesired actions or inactions.

When these provisions are considered, it is apparent that no overbroad delegation of supervision or control to the CTUB Manager occurs because the CTUB Manager is at all times, and in all matters, subject to the supervision, control, and oversight of the CTUB Board. Ultimate control and responsibility for the System remains in the CTUB Board. The CTUB Manager merely administers the day-to-day operations of the System.

2. The Complaint repeatedly refers to bifurcated and fiduciary authority/language but fails to specify the relevance of such to Complainant's grievances. Section 18-16-5(b) of the Code (made applicable under Section 8-20-18(a)) expressly authorizes the CTUB Board to employ a manager and such other employees as the CTUB Board determines necessary in the execution of its powers and duties, to do such work as the CTUB Board may direct. The statute certainly contemplates that tasks necessary to performance of those powers and duties will be assigned to a manager and other employees, and the same is obviously permitted.

3. Being a revision of the prior ordinance, the current CTUB Ordinance obviously differs from the earlier version. It also is not identical to the ordinances of other West Virginia cities. However, that is wholly irrelevant because no form of ordinance is dictated by applicable law. More importantly, the current CTUB Ordinance is fully compliant with applicable laws and is functionally consistent with Defendant City's prior ordinance and the ordinances of other West Virginia cities with respect to the relative roles of a utility board and utility manager.

4. Complainant states in Section 2(b) of the Complaint that "[r]ecent unsettling events have raised questions over the control and oversight of the City's utility," but utterly fails to state what those purported events involved or what questions they purportedly raised.

5. Complaint implies in Section 2(b) that Defendant City's Council "deviate[d] from decades of state utility law and effectively vest[ed] great powers, possibly fiduciary authority in a single position, that the City Council neither hired nor appointed." Again, Complainant offers nothing in explanation other than the fact that Defendant City revised the CTUB Ordinance. As discussed in detail above, the revisions to the CTUB Ordinance are compliant with all applicable law (and do not "deviate from decades of state utility law"), properly reserve supervision, control,

and oversight of the System to the CTUB Board, and do not "effectively vest great powers, possibly fiduciary authority, in [the CTUB Manager or] a single position, that the City Council neither hired nor appointed." Both the CTUB Board's powers and duties regarding the ultimate supervision, control, and oversight of the System, and the CTUB Manager's limited authority due to the CTUB Board's supervision – essentially being the day-to-day management and operation of the System, are the same as they were prior to the revisions to the CTUB Ordinance made in May of 2020.

6. Complainant also states in Section 2(b) that Defendant City's Council purposefully diminished the powers and authority of the CTUB Board in May of 2020. Complainant is wrong. The CTUB Board retains all power and authority it possessed prior to the revision of the CTUB Ordinance in May of 2020.

7. In summary, Defendant City has not violated the laws of the State of West Virginia governing public utility business.

WHEREFORE, Defendant City respectfully requests that the Deputy Chief ALJ dismiss the Complaint, cancel the hearing scheduled for June 22, 2022, and grant such other and further relief as he deems just and proper.

CITY OF CHARLES TOWN, a West Virginia municipal corporation and municipal utility,

By Counsel:

/s/ Michael J. Funk

Michael J. Funk (WV Bar No. 6031)
Todd M. Swanson (WV Bar No. 10509)
STEPTOE & JOHNSON PLLC
1250 Edwin Miller Blvd., Suite 300
Martinsburg West Virginia 25404
Tel.: (304) 262-3522
michael.funk@steptoe-johnson.com
todd.swanson@steptoe-johnson.com

STATE OF WEST VIRGINIA
PUBLIC SERVICE COMMISSION
CHARLESTON

MICHAEL EDWIN TOLBERT,
Charles Town, Jefferson County,

Complainant,

v. **Case No.: 22-0265-LRR-WS-C**

CITY OF CHARLES TOWN,
a West Virginia municipal corporation
and municipal utility,

Defendant.

CERTIFICATE OF SERVICE

I certify that on the 21st day of April, 2022, I caused the foregoing "RESPONSE OF THE CITY OF CHARLES TOWN" to be served upon the following *pro se* party and upon the following member of the Commission's Legal Staff via e-mail to the following e-mail addresses:

Michael Edwin Tolbert
mtolbertdc@yahoo.com

Lucas R. Head, Staff Attorney
lhead@psc.state.wv.us

/s/ Michael J. Funk
Michael J. Funk (WV Bar No. 6031)

Charles Town Water Department
Revenue & Expense Summary
3/31/2022

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,650,000	Metered Sales - Residential	1,987,500	1,954,232	(33,268)
1,330,000	Metered Sales - Commercial	997,500	978,589	(18,911)
105,000	Metered Sales - Glen Haven/Cavaland	78,750	74,673	(4,077)
20,000	Sale for Resale - Bulk Water	15,000	11,211	(3,789)
80,000	Forfieted Discounts	60,000	52,471	(7,529)
25,000	Misc. Service Rev - Reconnection / Tap Fees	18,750	23,825	5,075
525,000	Tank Lot Rental Income	393,750	378,718	(15,032)
8,000	Interest Income	6,000	3,539	(2,461)
2,000	Sinking Fund Income	1,500	32	(1,468)
75,000	Miscellaneous Income	56,250	64,916	8,666
0	Grant Revenue - OEHS SWAP EWM	-	46,765	46,765
0	CIF & CAC Revenue	-	484,200	484,200
0	Checking Acct @ 6/30/21	-	551,603	551,603
4,820,000	**TOTAL REVENUES**	3,615,000	4,624,774	1,009,774
	EXPENSES			
15,000	Supplies & Expense	11,250	1,461	(9,789)
20,000	Maint of Water Source	15,000	16,823	1,823
340,000	Operation Labor - WTP	255,000	246,553	(8,447)
125,000	Power & Fuel - WTP	93,750	83,449	(10,301)
6,000	Power & Fuel - WTP GH/CAV	4,500	4,202	(298)
20,000	Supplies & Expense - WTP	15,000	8,772	(6,228)
10,000	Supplies & Expense - GH/CAV	7,500	2,066	(5,434)
10,000	Maint of Water Plant - GH/CAV	7,500	1,925	(5,575)
130,000	Chemicals	97,500	97,451	(49)
45,000	Testing	33,750	22,489	(11,261)
100,000	Maint Water Treatment Plant	75,000	73,963	(1,037)
445,000	Maintenance Labor	333,750	330,067	(3,683)
20,000	Supplies & Expense - Maint	15,000	12,128	(2,872)
82,000	Maint Dist Reservior & Standpipes	61,500	66,890	5,390
150,000	Maint of Mains	112,500	41,397	(71,103)
200,000	Maint of Services	150,000	88,104	(61,896)
175,000	Maint of Meters	131,250	91,246	(40,004)
20,000	Maint of Hydrants	15,000	4,703	(10,297)
160,000	Accounting & Collecting Labor	120,000	114,678	(5,322)
25,000	Supplies & Expense - Acct & Collect	18,750	7,951	(10,799)
15,000	Bad Debt Expense	11,250	3,571	(7,679)
120,000	Admin & General Salaries	90,000	88,663	(1,337)
160,000	Employee Insurance & Benefits	120,000	113,147	(6,853)
107,000	Employee Pension Expense	80,250	73,786	(6,464)
82,000	Payroll Taxes - FICA Tax Expense	61,500	60,035	(1,465)

Charles Town Water Department
Revenue & Expense Summary
3/31/2022

24,000	OPEB (other post empl benefits)	18,000	13,784	(4,216)
114,000	Office Supplies & Other Expense	85,500	82,182	(3,318)
15,000	Maintenance of General Property	11,250	6,295	(4,955)
80,000	Contractual Services - Engineering	60,000	63,406	3,406
20,000	Contractual Services - Accounting	15,000	20,191	5,191
15,000	Contractual Services - Legal	11,250	4,266	(6,984)
65,000	Contractual Services - Other	48,750	48,392	(358)
45,000	Transportation Expense	33,750	36,335	2,585
80,000	Property Insurance	60,000	63,486	3,486
35,000	Injuries & Damages	26,250	27,604	1,354
20,000	Regulatory Commission Expense	15,000	2,282	(12,718)
6,000	Bond Administration Fees	4,500	2,769	(1,731)
10,000	Misc General Expense	7,500	4,258	(3,242)
1,180,000	Depreciation Expense	885,000	885,000	-
445,000	Interest on Long Term debt	333,750	236,413	(97,337)
78,000	Amortization - Bond Discount	58,500	58,500	-
4,814,000	**TOTAL EXPENSES**	3,610,500	3,210,684	(399,816)

6,000	Excess (Deficit)	4,500	1,414,091	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/21		551,603	
	Disbursements To Date		(3,944,297)	
	Expenses		3,210,684	
	Deposits To Date		4,126,636	
	Revenues		(4,624,774)	
	CASH BALANCE @ 3/31/2022		733,942	
			733,942	Water Operating

Charles Town Sewer Department
Revenue & Expense Summary
3/31/2022

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,340,000	CTUB Service Revenue	1,755,000	1,768,041	13,041
1,390,000	Sewer Service Revenue - Ranson	1,042,500	1,049,012	6,512
2,460,000	Sewer Service Revenue - JCPSD	1,845,000	1,866,624	21,624
40,000	Customer Forfieted Discounts	30,000	28,301	(1,699)
27,000	Customer Forfieted Discounts- RA	20,250	17,235	(3,015)
50,000	Customer Forfieted Discounts- PSD	37,500	30,217	(7,283)
42,000	Misc. Sewer Revenues	31,500	17,242	(14,258)
0	CIF & CAC Revenues	-	911,258	911,258
8,000	Interest Income	6,000	5,122	(878)
3,000	Sinking Fund Income	2,250	27	(2,223)
0	Checking Acct @ 6/30/21	-	2,046,245	2,046,245
6,360,000	**TOTAL REVENUES**	4,770,000	7,739,325	2,969,325
	EXPENSES			
20,000	Supplies & Expense	15,000	9,201	(5,799)
50,000	Maint of Service Connections	37,500	35,551	(1,949)
300,000	Maint of Collecting & Trans. Mains	225,000	121,275	(103,725)
355,000	Operation Labor	266,250	226,712	(39,538)
135,000	Power & Fuel	101,250	83,615	(17,635)
25,000	Supplies & Expense	18,750	9,834	(8,916)
250,000	Maint of Pump Stations	187,500	120,509	(66,991)
242,000	Operation Labor	181,500	168,029	(13,471)
130,000	Power - CT Plant	97,500	91,850	(5,650)
75,000	Power - TUI	56,250	58,437	2,187
10,000	Power - Deerfield	7,500	4,931	(2,569)
155,000	Chemical Expense - CT	116,250	110,587	(5,663)
20,000	Chemical Expense - TUI	15,000	12,909	(2,091)
35,000	Testing - CT	26,250	20,941	(5,309)
7,000	Testing - TUI	5,250	3,364	(1,886)
102,000	Supplies & Expense	76,500	72,680	(3,820)
120,000	Maint. Burns Farm	90,000	50,299	(39,701)
240,000	Maint. Treatment Plant - CT	180,000	67,116	(112,884)
80,000	Maint. Treatment Plant - TUI	60,000	56,763	(3,237)
15,000	Maint. Treatment Plant - Deerfield	11,250	10,023	(1,227)
212,000	Billing, Collecting & Accounting Labor	159,000	152,390	(6,610)
90,000	Billing Fees Expense	67,500	65,957	(1,543)
25,000	Bad Debt Expense	18,750	9,478	(9,272)
185,000	Admin. & General Salaries	138,750	124,829	(13,921)
150,000	Employee Insurance & Benefits	112,500	106,212	(6,288)
100,000	Employee Pension Expense	75,000	66,010	(8,990)
77,000	Payroll Taxes - FICA Tax Expense	57,750	52,234	(5,516)
26,000	OPEB (other post empl. benefits)	19,500	12,664	(6,836)

Charles Town Sewer Department
Revenue & Expense Summary
3/31/2022

135,000	Office Supplies & Expense	101,250	88,877	(12,373)
35,000	Maint. of General Property	26,250	15,563	(10,687)
60,000	Contractual Services - Engineering	45,000	41,745	(3,255)
32,000	Contractual Services - Accounting	24,000	27,865	3,865
170,000	Contractual Services - Legal	127,500	113,439	(14,061)
78,000	Contractual Services - Other	58,500	38,282	(20,218)
65,000	Transportation Expense	48,750	49,495	745
110,000	Insurance	82,500	66,388	(16,112)
36,000	Worker's Comp	27,000	21,688	(5,312)
30,000	Regulatory Commission Expense	22,500	7,914	(14,586)
71,000	Bond Administration Fees	53,250	25,498	(27,752)
10,000	Misc. General Expense	7,500	5,996	(1,504)
1,800,000	Depreciation Expense	1,350,000	1,350,000	-
325,000	Interest on Long Term Debt	243,750	163,367	(80,383)
0	Interest Expense	-	59,888	59,888
57,000	Amort. Of Debt Discount & Expense	42,750	42,750	-
6,245,000	**TOTAL EXPENSES**	4,683,750	4,043,152	(640,598)
115,000	**Excess (Deficit)**	86,250	3,696,172	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/21		2,046,245	
	Disbursements To Date		(4,566,419)	
	Expenses		4,043,152	
	Deposits To Date		4,893,281	
	Revenues		(7,739,325)	
	CASH BALANCE 3/31/2022		2,373,107	
			2,373,107	Sewer Operating
			0	
	Sewer Capacity Improvement Fees		2,598,196	
	Sewer Renewal & Replacement		654,162	
	Sewer Working Capital Fund		704,947	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ROSS H BARE	CTWWTP RPLC MTR STRTR	SEWER FUND	SEWER	330.00
	CTWWTP RPLC ACTUTRS BSNS1&	SEWER FUND	SEWER	1,255.00
			TOTAL:	1,585.00
SHENANDOAH SALES & SERVICE, INC.	WA VHCL INSPCTN	WATER FUND	WATER	14.00
	WA & SWR VHCL SRV	WATER FUND	WATER	72.32
	SWR GDWN SVC	SEWER FUND	SEWER	486.97
	SWR VHCL	SEWER FUND	SEWER	78.00
	SWR GNRTR SVC	SEWER FUND	SEWER	251.04
	SWR GDWN SVC	SEWER FUND	SEWER	1,173.87
	WA & SWR VHCL SRV	SEWER FUND	SEWER	72.32
			TOTAL:	2,148.52
STH, INC.	WENDYS PS	SEWER FUND	NON-DEPARTMENTAL	1,880.00
			TOTAL:	1,880.00
GERALD TAYLOR CO., INC.	VAC / TRANSPORT	WATER FUND	WATER	748.57
	PUMP / TRANSPORT	WATER FUND	WATER	786.56
	TRANSPORT	SEWER FUND	SEWER	647.46
			TOTAL:	2,182.59
THE CI THORNBURG CO, INC.	RBLD KTS	WATER FUND	WATER	3,322.34
			TOTAL:	3,322.34
XYLEM DEWATERING SOLUTIONS, INC	HLM80M TO CD150M CNVRSN	SEWER FUND	NON-DEPARTMENTAL	21,403.00
			TOTAL:	21,403.00

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

50	WATER FUND	51,537.36
60	SEWER FUND	168,104.37
	GRAND TOTAL:	219,641.73

TOTAL PAGES: 3

APPROVED BY: _____

APPROVED BY: _____

Note:

Highlighted is for the R&R Project;

Highlighted to be reimbursed by Tate Manor

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	W/E 4/17/22	WATER FUND	WATER	768.19
	W/E 4/10/22	SEWER FUND	SEWER	1,152.50
	W/E 4/17/22	SEWER FUND	SEWER	874.65
			TOTAL:	3,905.16
GWIN DOBSON & FOREMAN INC	WA SYS FACILITY PLAN UPDAT	WATER FUND	WATER	955.00
	WWTP UPGRADE	SEWER FUND	NON-DEPARTMENTAL	6,616.34
	TUSC WWTP MBR	SEWER FUND	SEWER	1,636.60
			TOTAL:	9,207.94
HACH COMPANY	DBNITRITE,TNT	SEWER FUND	SEWER	685.85
			TOTAL:	685.85
INWOOD QUARRY, INC.	C2 PICKUPS: 4/19/22	WATER FUND	WATER	757.35
	C2 PICKUPS: 4/20/22	WATER FUND	WATER	318.37
			TOTAL:	1,075.72
J/R'S PLUMBING	203 HALE ST	WATER FUND	WATER	1,400.00
			TOTAL:	1,400.00
KM ELECTRICAL SOLUTIONS LLC	TWWTP	SEWER FUND	SEWER	800.00
			TOTAL:	800.00
J.C. KUNKLE & ASSOCIATES, A.C.	PROFF SVCS 1/01 - 3/31/22	WATER FUND	WATER	575.00
	PROFF SVCS 1/01 - 3/31/22	SEWER FUND	NON-DEPARTMENTAL	825.00
	PROFF SVCS 1/01 - 3/31/22	SEWER FUND	NON-DEPARTMENTAL	2,075.00
	PROFF SVCS 1/01 - 3/31/22	SEWER FUND	SEWER	575.00
			TOTAL:	4,050.00
L/B WATER SERVICE, INC	12" PRATT BF2 LGGD BTTRFLY	SEWER FUND	SEWER	10,199.00
			TOTAL:	10,199.00
MCKINNEY'S AUTO REPAIR	WATER TRUCK	WATER FUND	WATER	196.56
			TOTAL:	196.56
MICRO-TECH DESIGNS, INC.	ENGNRNG TEAMVWRASST	SEWER FUND	SEWER	2,821.00
			TOTAL:	2,821.00
MISS UTILITY OF WV, INC.	MESSAGE FEES: MAR	WATER FUND	WATER	620.20
			TOTAL:	620.20
PACE ANALYTICAL SERVICES, LLC	TESTING: GH ANNL	WATER FUND	WATER	17.00
	TESTING: WV0022349/002TUSC	SEWER FUND	SEWER	100.00
	TESTING: WV0022349/001 WKL	SEWER FUND	SEWER	177.00
	TESTING: WV0022349/002 TUS	SEWER FUND	SEWER	100.00
	TESTING: CT QRTLY	SEWER FUND	SEWER	247.00
	TESTING: INDSTRL QRTLY	SEWER FUND	SEWER	59.00
	TESTING: TUSC QRTLY	SEWER FUND	SEWER	469.00
	TESTING: RCKWL MNTHLY	SEWER FUND	SEWER	232.00
			TOTAL:	1,401.00
RL BENTLEY MACHINERY REPAIR & SERVICE,	TWWTP ARCMPRSSR PRTS	SEWER FUND	SEWER	1,923.85
			TOTAL:	1,923.85
CORPORATION OF RANSON	MAR UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	2,866.96
			TOTAL:	2,866.96

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
ALEXANDER ENTERPRISES LLC	MISC REPAIRS & PATCHES	WATER FUND	WATER		500.00
	MISC REPAIRS & PATCHES	SEWER FUND	SEWER		5,200.00
				TOTAL:	5,700.00
ASSURED PARTNERS	FEB RISK MNGMNT SVCS	WATER FUND	WATER		400.00
	FEB COURSE, MILEAGE	WATER FUND	WATER		245.70
	FEB RISK MNGMNT SVCS	SEWER FUND	SEWER		400.00
	FEB COURSE, MILEAGE	SEWER FUND	SEWER		245.70
				TOTAL:	1,291.40
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	TWWTP R37AM143 W/STNLS SHF	SEWER FUND	SEWER		943.69
	WOODLAWN PS PMP RPR	SEWER FUND	SEWER		2,078.30
				TOTAL:	3,021.99
CHARLES TOWN SEWER	MARCH FUNDING	SEWER FUND	NON-DEPARTMENTAL		12,712.57
				TOTAL:	12,712.57
CHARLES TOWN UTILITY BOARD	SEC DEP XFR 6/16/21-3/31/2	WATER FUND	NON-DEPARTMENTAL		8,087.61
	SEC DEP XFR 6/16/21-3/31/2	SEWER FUND	NON-DEPARTMENTAL		12,172.05
				TOTAL:	20,259.66
CHARLES TOWN WATER	MARCH FUNDING	WATER FUND	NON-DEPARTMENTAL		8,981.96
				TOTAL:	8,981.96
CITY ELECTRIC SUPPLY CO	NWLVL SNSR RDOUTS CHEMTNKS	WATER FUND	WATER		20.00
	TWWTP 40WDIM HEWLLPCK BRNZ	SEWER FUND	SEWER		190.00
				TOTAL:	210.00
CITY OF CHARLES TOWN	UB COLLECTIONS MAR	WATER FUND	NON-DEPARTMENTAL		16,471.63
				TOTAL:	16,471.63
CORE & MAIN	S90-6036X3/4CCBRSSAD,12GAX	WATER FUND	WATER		1,848.00
	PORTABLE PUMPS	SEWER FUND	SEWER		1,038.18
				TOTAL:	2,886.18
COYNE CHEMICAL	CESPACL2040, SODIUMHYPOCHL	SEWER FUND	SEWER		1,994.85
	CONTAINER RETURN	SEWER FUND	SEWER		135.00-
	CONTAINER RETURN	SEWER FUND	SEWER		45.00-
	ZETAG 8868 FS	SEWER FUND	SEWER		8,483.36
				TOTAL:	10,298.21
CRYSTAL SPRINGS	MONTHLY SVC@ 661 S GEORGE	WATER FUND	WATER		79.22
	MONTHLY SVC@ 661 S GEORGE	SEWER FUND	SEWER		79.22
				TOTAL:	158.44
D.R. HORTON, INC.	SEWER UPSIZING PER AMEA	SEWER FUND	NON-DEPARTMENTAL		7,500.00
	TM PRORATA SHR SWR UPSZNG	SEWER FUND	NON-DEPARTMENTAL		56,100.00
				TOTAL:	63,600.00
WV DEPT OF HEALTH & HUMAN SERVICES	FLOURIDE TEST	WATER FUND	WATER		15.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		80.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		180.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		100.00
				TOTAL:	375.00
GUTTMAN ENERGY	W/E 4/10/22	WATER FUND	WATER		1,109.82