CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, DECEMBER 15, 2021

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of November 17, 2021 Regular Meeting Minutes
   2021.11.17 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 2021) or by accessing the following zoom link:

   https://us06web.zoom.us/j/89027556977?pwd=b3BySXRGaExBM2FrNW1vaTNCK29LUT09

   Meeting ID: 890 2755 6977
   Passcode: 116735
   +1 301 715 8592 US

3. **UNFINISHED BUSINESS**
   a. Dewberry - Sewer Capacity Improvement Fee Final Report
   2021.12.08 CTUB Sewer Draft Tech Memo.pdf

4. **NEW 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. Shenandoah Junction Public Sewer
   ii. Cave Road Utilities, LLC

Petition for Cave Road Utilities, LLC.pdf

b. Renewal and Replacement Project/2022 Collection System Project Endorsement
2022 Projects.pdf
c. STH Quote - Submersible Pump for Edmond Road Pump Station
STH Quote.pdf
d. 2022 CTUB Board Meeting Schedule
2022 CTUB Board Meeting Schedule.pdf
e. Resolution No. 2021-05 - Peter F Kubic Proclamation
Resolution 2021-05 Pete Kubic.pdf
f. Utility General Performance Review - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(2)(A) – Matters arising from the appointment, employment of an employee.

5. **MANAGER REPORTS**
   a. Utility Manager Report
   UM Report December 2021.pdf
   Developments.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. December 15, 2021
   2021.12.15 Board Report.pdf

7. **INFORMATION ONLY**
   a. Next Meeting - January 12, 2022 at 4:00 PM

8. **ADJOURNMENT**

November 17, 2021

The Charles Town Utility Board held a regular meeting on November 17, 2021 at 4:00 P.M. Members of the Board present were Daryl Hennessy, Duke Pierson, Tommy Stocks and Jacquelyn Milliron. Also present were Kristen Stolipher, April Shultz, Hoy Shingleton, Ashley Stottlemyer, and County Liaison, Caleb Hudson. The Chairman called for changes or corrections to the October 27, 2021 regular meeting minutes. Jacquelyn suggested changes and with no objections, the Board approved the minutes as amended. The Board received public comments from Councilwoman Elizabeth Ricketts, Mike Tolbert and Stacy Tabb.

The Chairman next opened the floor for discussion on the Capacity Improvement Fee Assumption Review. As a follow up to the discussion at the previous meeting, the Board discussed the size (either 1 million or .6 MGD of expansion) of the future wastewater treatment plant upgrades and the bond terms for such a project. Dewberry prepared a chart to demonstrate the excess capacity of the plant for various size expansions and the corresponding EDUs that connect each year. Kristen provided that she agrees with Dewberry's assessment of looking at a 0.6 MGD expansion with the 30-year buildout. By adding this as an assumption into the CIF calculation, the fee would be an estimated $2,631.00. The Board discussed this particular parameter and decided to move forward with the 0.6 MGD option. Motion by Duke, second by Tommy, the Board approved having Dewberry move forward with the 0.6 MGD plant expansion assumption to calculate the CIF. The Board also discussed debt principal credit methodology in greater detail.

Next on the agenda was the U.S. Cellular Lease Amendment – 6th Avenue Water Tank. Kristen provided the 2nd lease amendment for the 6th Avenue tank will result in an increase of $350 per month retroactive to September 1st. Hoy reviewed the agreement finding no issues. Motion by Tommy, second by Duke, with discussion from the Board, the Board approved the U.S. Cellular Lease Amendment.

The Chairman next opened the floor for discussion on the Xylem Pump Conversion. Kristen mentioned that two portable Godwin pumps were acquired through the consolidation, but are not sewage trash pumps which causes problems when used at pump stations. She received a quote from Godwin to convert both pumps into trash pumps totaling $48,450.00, which is significantly less than purchasing brand new pumps. The Board held a discussion. Motion by Jacquelyn, second by Tommy, the Board approved the Godwin quote to convert the two pumps into sewage trash pumps.

Next, motion by Duke, second by Jacquelyn, the Board approved convening into Executive Session to discuss NPDES Permit WV0022349 Renewal Update – 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. The Board declared executive session over at 5:27 PM. Motion by Duke, second by Tommy, the Board approved advising the attorney to object to the intervenors on the basis they do not have standing in this case.

The Utility Manager Report was next addressed. Kristen briefed the Board on this month's sewer and water efforts. She mentioned the job posting for a utility billing clerk position, that PSC reports are now available on the PSC website and the source water monitoring panel has been installed. Also discussed was the water tank cleaning issue and the budget impact for next year to get the remaining tanks cleaned. Kristen also mentioned the IJDC initiation request was submitted and now staff with

begin working on the application as well as a sewer service request on Shenandoah Junction Road for 160 townhomes. The Board provided feedback on the topics discussed.

Under the Chairman Report, the Chairman provided a brief overview from Robert's Rules of Order on executive session protocol. He also mentioned the performance review of the Utility Manager will be discussed at the December meeting. The Board next discussed the Approval of Bills. Motion by Tommy, second by Duke, with discussion from the Board, the Board approved the payment of bills.

With no objections, the Board adjourned the meeting at 5:55 P.M. The December 15th special meeting will be held beginning at 4:00 p.m.

_____ _____

Chairman Secretary

Dewberry

TECHNICAL MEMORANDUM

WASTEWATER CAPACITY IMPROVEMENT FEE (CIF) ANALYSIS AND BENCHMARKING STUDY

Date: December 8, 2021

To: Ms. Kristen M. Stolipher, Utility General Manager, Charles Town Utility Board (CTUB)

From: Martin A. Kazmierczak, PE, PMP, Senior Project Manager, Senior Associate, Dewberry Engineers, Inc. (Dewberry)

Subject: Wastewater CIF Validation and Benchmarking Study

Background

On March 15, 2019, the Charles Town Utility Board (CTUB) authorized Dewberry Engineers, Inc. (Dewberry) to proceed with a Capacity Improvement Fee (CIF) analysis for the CTUB and a benchmarking study of other similar district's CIFs.

Disclaimer

In evaluating the CIF presented in this report, Dewberry has used "generally accepted" engineering and rate-making principles. This statement, should not, however, be construed as a legal opinion with respect to West Virginia Law. Dewberry recommends that CTUB have appropriate legal counsel review the CIF set forth in this Technical Memorandum for compliance with West Virginia Law.

Overview of Capacity Improvement Fees

Capacity improvement fees are generally defined as follows:

"One time charges assessed against new wastewater (and/or water) customers or developers/builders to recover a proportional share of capital costs incurred to provide capacity for the new utility customers.[1]"

This service capacity may be already constructed, funded, and available in existing facilities, or the service capacity may be planned and included as future capital projects in a capital improvements plan (CIP). The application of such fees has generally occurred in areas that are experiencing relatively rapid growth and development. CIFs seek to recognize equity between historical and new customers where new capital required for expanding a water system to accommodate growth is often more costly per unit of capacity than the historical costs for the original infrastructure benefitting the existing customers. CIFs are generally adopted to add equity so that "growth pays for growth" and so that existing customers do not subsidize new growth through their user rates.[2]

Capacity Fee Evaluation

Dewberry reviewed data provided by CTUB, including the following:

- Planned capital projects currently underway or planned to be implemented over the next 10 years, including sewer main improvements, pump station improvements, and treatment plant improvements and the costs associated with each.
- The anticipated useful life of historical and planned assets.
- The timing of existing and future projected bond issuances.
- The historical cost for projects constructed between 2011 and 2020.

[1] *Water and Wastewater Financing and Pricing,* Chapter 5, George A. Raftelis, CPA, 2015, CRC Press.

[2] Ibid.

While some CIFs use upwards of 20-year planning horizons for future capital projects, CTUB elected to only include projects in a 10-year planning horizon.

Dewberry applied construction cost indices from *Engineering News Record (ENR)* to determine the current asset value for historical assets and to project costs for planned capital projects over the next 10 years. Based on the ENR Index over the last 5 years, a 3.43% annual inflation rate for future construction costs was applied in the CIF evaluation. For historical assets, the asset was also depreciated to account for a reduction in asset value over time. Historical projects that were not undertaken specifically to improve system-wide capacity were not included.

The growth-related percentage for each historical or planned CIP project was determined in consultation with CTUB based upon the project's intended purpose and use.

In aggregate, $31.4 million in non-growth related costs were identified and $42.8 million in growth-related costs as shown in Attachment A. The non-growth related costs are not applied in the CIF determination.

A debt principal credit calculation was performed on existing and future projected bond-financed projects included in the CIF so that new customers paying the CIF are not charged twice – once when the CIF is paid, and a second time when user rates are paid over time to help retire the debt.[3] The debt principal credit calculation is shown in Attachment B and totals $16.9 million at an anticipated weighted average bond interest rate of 2.99 percent. The resulting net growth-related costs (including the credit) are $25.9 million.

Upon implementing the capital improvements, the excess capacity in the sewer system and treatment system will be 1.39 million gallons per day (MGD) based on the CTUB's records. In applying the current flow per EDU of 159 gpd, 8,742 new EDUs are accommodated with the excess capacity available through implementation of the historical and planned projects.

The resulting Capacity Improvement Fee can therefore be determined as follows:

Parameter	Value	Units
Current Sewer & Treatment System Flow	1.46	MGD
Sewer System & Treatment System Design Capacity	2.85	MGD
Excess Capacity Available	1,390,000	gpd
Flow per Equivalent Dwelling Unit (EDU)	159	gpd per EDU
EDUs Supported by Excess Capacity	8,742	EDUs
Growth Related Costs per Capital Improvement Plan	42,820,155	Dollars
Debt Principal Credit	($16,880,903)	Dollars
Net Growth Related Costs	$25,939,252	Dollars
Calculated CIF	$2,967	Per EDU
Calculated CIF	18.66	Per gpd

Under these assumptions, each new residential EDU would be assessed a fee of $2,967. Each commercial or industrial user would be assessed $18.66 per gpd of capacity.

Care should be exercised by CTUB in the exact wording of their CIF resolution to avoid misapplication or misuse.

[3] *Water and Wastewater Financing and Pricing,* Chapter 5, George A. Raftelis, CPA, 2015, CRC Press.

Comparable Sewer Service Providers

Comparable Water Service Providers were reviewed by looking at various utilities within a 50-mile radius of Jefferson County that have implemented a CIF (or similar fee), and those that serve populations generally between 1,000 and 100,000 customers.

Summary of CIFs for Various Sewer Service Providers

Using available public records, Dewberry researched the CIFs in place for sewer service providers and the time periods they went into effect. A table summarizing this information with a list of the sewer service providers and their CIFs is shown in Attachment C.

During Dewberry's research, it was also found that sewer service providers used varying amounts of wastewater discharge for one equivalent dwelling unit (EDU) in the calculations of their CIF. These varying flows per EDU are provided in Attachment C. For ease of comparison, Dewberry calculated a normalized CIF price expressed in terms of cost per gallon per day ($ per gpd) of sewer (the CIF charge divided by the respective flow per EDU) to normalize the fees.

Results

Dewberry found that there are several sewer service providers within the state of West Virginia that currently impose a CIF, such as the City of Martinsburg. Several more sewer service providers from the nearby geographic regions of Virginia and Maryland include, but are not limited to, the City of Frederick, City of Hagerstown, and the Town of Leesburg. The CIFs for these providers ranged from $2,260 to $8,711, with a mean of $4,884, including the proposed CIF for CTUB. Similarly, the normalized price per gpd, based on the service provider's CIF and respective flow per EDU, ranged from $9.04 to $40.00 per gpd, with a mean of $18.06 per gpd.

Dewberry validated the CTUB CIF methodology per AWWA Manual M1 standards and concluded that a CIF of $2,967 per EDU or $18.66 per gpd was appropriate for CTUB (based on 159 gallons as the utility's flow per EDU). Attachment D shows a table and graph of the published CIFs of sewer service providers, ordered least to greatest, in comparison to that of CTUB. Attachment E, similarly, shows a table and a graph of the normalized CIF of these varying sewer service providers, ordered least to greatest, in comparison to that of CTUB.

In summary, the CTUB proposed CIF falls well below the mean CIF value, but aligns closely with the mean normalized CIF price of those identified in the region.

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Attachments

1. **Attachment A – Capacity Improvement Fee Analysis**
2. **Attachment B – Debt Principal Credit Calculation**
3. **Attachment C – Various Sewer Service Providers in the Region and their CIFs**
4. **Attachment D – Various Sewer Service Providers' Published CIFs**
5. **Attachment E – Various Sewer Service Providers' Normalized CIFs**

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Attachment A
Charles Town Utility Board
Wastewater Capacity Improvement Fee Analysis

12/8/2021

Name of Improvement	Year Completed or Proposed	Useful Life Yrs	Total Cost of Project	Local Cost to CTUB	Notes	ENR Factor Relative to 2021	Local Replacement Value	Depreciation Percentage Relative to 2021	Replacement Cost New Less Depreciation	Percent System Improvement	Percent Non-Growth Related	Percent Growth Related	Notes	Value for Local Non-Growth System Improvement	Value for Local Growth Related Improvement
Prior Projects															
Tuscawilla Project	2011	30	$ 15,147,192	$ 15,147,192		1.350	$ 20,448,709	33%	$ 13,632,473	100%	42.0%	58.0%	1	$ 5,725,639	$ 7,906,834
Huntfield Project	2013	30	$ 1,500,000	$ 1,500,000		1.280	$ 1,920,000	27%	$ 1,408,000	100%	64.9%	35.1%	2	$ 913,636	$ 494,364
CTWWTP Phase 1 and Tuscawilla Effluent line	2014	40	$ 5,140,290	$ 5,140,290		1.250	$ 6,425,363	18%	$ 5,300,924	100%	71.4%	28.6%	3	$ 3,786,374	$ 1,514,550
2016 Sewer Projects	2016	40	$ 3,895,000	$ 3,895,000		1.180	$ 4,596,100	13%	$ 4,021,588	100%	65.0%	35.0%		$ 2,614,032	$ 1,407,556
		Sub Total	$ 25,682,482	$ 25,682,482			$ 33,390,172		$ 24,362,984					$ 13,039,680	$ 11,323,304
Current & Future 10-Year CIP Projects (Opinions of Probable Cost)															
CTWWTP Renovation Project	2022	30	$ 7,515,200	$ 7,515,200		1.0343	$ 7,772,971	0%	$ 7,772,971	100%	90%	10%		$ 6,995,674	$ 777,297
Collections System project	2022	30	$ 4,861,000	$ 4,861,000		1.0343	$ 5,027,732	0%	$ 5,027,732	100%	70%	30%		$ 3,519,413	$ 1,508,320
Fairfax Parallel line	2023	40	$ 2,500,000	$ 2,500,000		1.0698	$ 2,674,441	0%	$ 2,674,441	100%	0%	100%		$ -	$ 2,674,441
Evitts Run collector line	2025	40	$ 6,250,000	$ 6,250,000		1.1444	$ 7,152,636	0%	$ 7,152,636	100%	0%	100%		$ -	$ 7,152,636
Collections System Upgrade	2027	40	$ 3,250,000	$ 3,250,000		1.2243	$ 3,978,895	0%	$ 3,978,895	100%	70%	30%		$ 2,785,227	$ 1,193,669
CTWWTP Upgrades and Expansion	2030	30	$ 13,800,000	$ 13,800,000	4	1.3546	$ 18,693,809	0%	$ 18,693,809	100%	10%	90%		$ 1,869,381	$ 16,824,428
Collections Project and Pump Stations Project	2031	30	$ 3,250,000	$ 3,250,000		1.4011	$ 4,553,534	0%	$ 4,553,534	100%	70%	30%		$ 3,187,474	$ 1,366,060
		Sub Total	$ 41,426,200	$ 41,426,200			$ 49,854,020		$ 49,854,020					$ 18,357,168	$ 31,496,851
		Totals	$ 67,108,682	$ 67,108,682			$ 83,244,191		$74,217,004					$ 31,396,849	**$ 42,820,155**

Capacity Improvement Fee Determination		
Current Sewer & Treatment System Flow	1.46	MGD
Sewer System & Treatment System Design Capacity	2.85	MGD
Excess Capacity Available	1,390,000	gpd
Flow per Equivalent Dwelling Unit (EDU)	159	gpd/EDU
EDUs Supported by Excess Capacity	8,742	EDUs
Growth Related Costs per Capital Improv. Plan	$ 42,820,155	
Debt Principal Credit	$ (16,880,903)	(See Attachment B)
Net Growth Related Costs	$ 25,939,252	
Calculated Capacity Improvement Fee	**$ 2,967**	per EDU
Calculated Capacity Improvement Fee	$ 18.66	per gpd

	Year	Capital Costs by Year	Growth Costs by Year
	2022	$ 12,800,704	$ 2,285,617
	2023	$ 2,674,441	$ 2,674,441
	2024	$ -	$ -
	2025	$ 7,152,636	$ 7,152,636
	2026	$ -	$ -
	2027	$ 3,978,895	$ 1,193,669
	2028	$ -	$ -
	2029	$ -	$ -
	2030	$ 18,693,809	$ 16,824,428
	2031	$ 4,553,534	$ 1,366,060
Not Included	2032	$ -	$ -
Not Included	2033	$ -	$ -
Not Included	2034	$ -	$ -
Not Included	2035	$ -	$ -
Not Included	2036	$ -	$ -
	TOTAL	$ 49,854,020	$ 31,496,851

Notes:
1. Based on Current Average Daily Flow of 0.21 MGD and Design Capacity of 0.5 MGD
2. Based on Current Combined Average Daily Flow of 1.46 MGD and Design Capacity of 2.25 MGD
3. Based on Current Average Daily Flow of 1.25 MGD and Design Capacity of 1.75 MGD
4. Based on Future Design Capacity of 2.35 MGD

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Attachment B
Debt Principal Credit Calculation

Year	Total Existing Debt Principal (Growth-Related Portion)	Projected New Debt Principal (Growth-Related Portion)	Total Debt Service Principal (Growth-Related Portion)	Present Value of Net Debt Service (Growth-Related Portion)
2022	$ (392,858)	$ (17,574)	$ (410,432)	$ (410,432)
2023	$ (394,060)	$ (18,277)	$ (412,337)	$ (400,366)
2024	$ (395,290)	$ (19,008)	$ (414,298)	$ (390,592)
2025	$ (396,549)	$ (115,934)	$ (512,483)	$ (469,131)
2026	$ (397,836)	$ (120,572)	$ (518,408)	$ (460,778)
2027	$ (399,154)	$ (125,395)	$ (524,549)	$ (452,700)
2028	$ (400,503)	$ (130,410)	$ (530,913)	$ (444,890)
2029	$ (401,883)	$ (135,627)	$ (537,509)	$ (437,342)
2030	$ (403,295)	$ (386,717)	$ (790,012)	$ (624,127)
2031	$ (404,741)	$ (411,509)	$ (816,250)	$ (626,135)
2032	$ (406,221)	$ (427,970)	$ (834,191)	$ (621,319)
2033	$ (407,736)	$ (445,088)	$ (852,825)	$ (616,757)
2034	$ (409,288)	$ (462,892)	$ (872,179)	$ (612,442)
2035	$ (410,876)	$ (481,407)	$ (892,283)	$ (608,369)
2036	$ (412,502)	$ (500,664)	$ (913,166)	$ (604,531)
2037	$ (414,168)	$ (520,690)	$ (934,858)	$ (600,924)
2038	$ (415,873)	$ (541,518)	$ (957,391)	$ (597,542)
2039	$ (417,620)	$ (563,179)	$ (980,798)	$ (594,379)
2040	$ (419,408)	$ (585,706)	$ (1,005,114)	$ (591,431)
2041	$ (128,395)	$ (609,134)	$ (737,529)	$ (421,379)
2042	$ (130,272)	$ (633,499)	$ (763,771)	$ (423,704)
2043	$ (114,639)	$ (658,839)	$ (773,478)	$ (416,631)
2044	$ (63,768)	$ (685,193)	$ (748,961)	$ (391,713)
2045	$ (65,521)	$ (712,601)	$ (778,122)	$ (395,150)
2046	$ -	$ (741,105)	$ (741,105)	$ (365,425)
2047	$ -	$ (770,749)	$ (770,749)	$ (369,009)
2048	$ -	$ (801,579)	$ (801,579)	$ (372,627)
2049	$ -	$ (833,642)	$ (833,642)	$ (376,282)
2050	$ -	$ (866,988)	$ (866,988)	$ (379,972)
2051	$ -	$ (901,667)	$ (901,667)	$ (383,698)
2052	$ -	$ (880,736)	$ (880,736)	$ (363,910)
2053	$ -	$ (915,965)	$ (915,965)	$ (367,479)
2054	$ -	$ (952,604)	$ (952,604)	$ (371,082)
2055	$ -	$ (678,802)	$ (678,802)	$ (256,747)
2056	$ -	$ (705,954)	$ (705,954)	$ (259,265)
2057	$ -	$ (734,192)	$ (734,192)	$ (261,808)
2058	$ -	$ (763,560)	$ (763,560)	$ (264,375)
2059	$ -	$ (794,102)	$ (794,102)	$ (266,968)
2060	$ -	$ (29,078)	$ (29,078)	$ (9,492)
Total Debt Principal Credit (Growth Related Portion)				**$ (16,880,903)**

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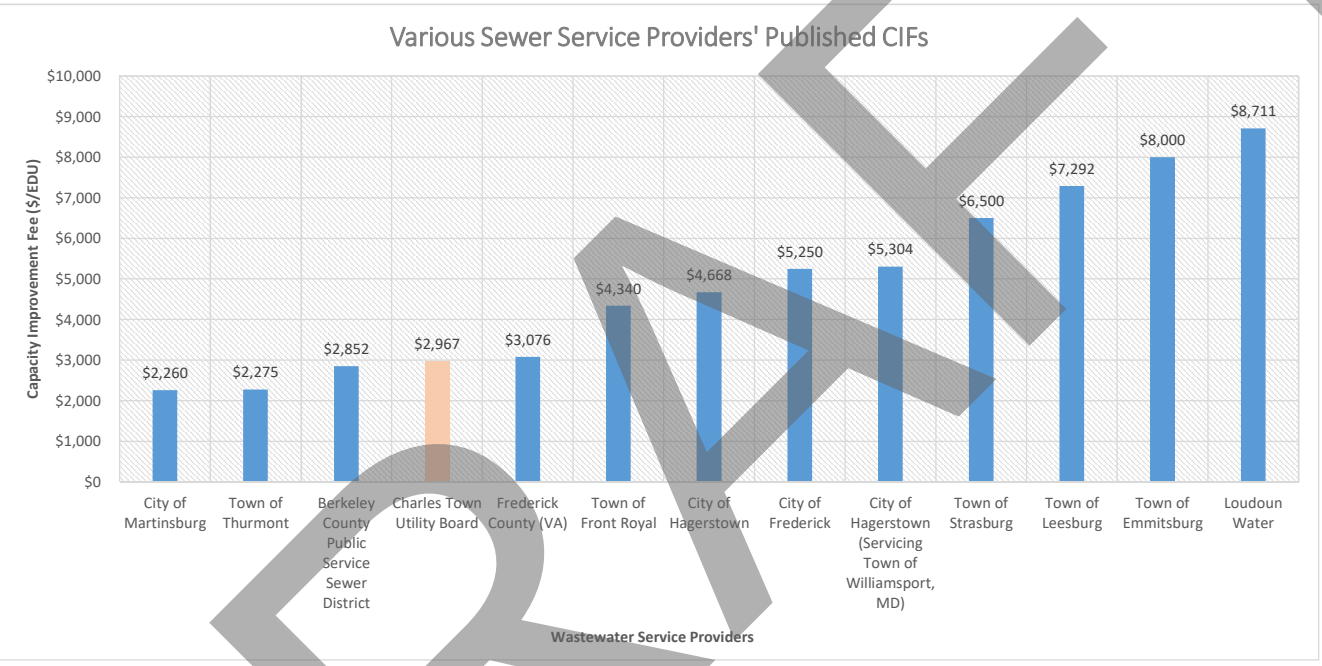
ATTACHMENT C - VARIOUS SEWER SERVICE PROVIDERS IN THE REGION AND THEIR CIFS

Service Provider	Geographic Region	Number of Customers	Effective Date of CIF	Published CIF ($/EDU)	Flow per EDU (gpd)	Normalized CIF ($/gpd)
West Virginia						
Charles Town Utility Board	Jefferson County, WV	8,015	PENDING	$2,967	159	$18.66
Berkeley County Public Service Sewer District	Berkeley County, WV	22,970	May 28, 2019 - Present	$2,852	130	$21.94
City of Martinsburg	Berkeley County, WV	6,500	June 1, 2020 - Present	$2,260	250	$9.04
Maryland						
City of Frederick	Frederick County, MD	48,000	December 5, 2019	$5,250	250	$21.00
City of Hagerstown	Washington County, MD	89,000	July 1, 2020 - Present	$4,668	200	$23.34
City of Hagerstown (Servicing Town of Williamsport, MD)	Washington County, MD	2,139	July 1, 2020 - Present	$5,304	200	$26.52
Town of Thurmont	Frederick County, MD	6,200	2013 - Present	$2,275	250	$9.10
Town of Emmitsburg	Frederick County, MD	2,821	2014 - Present	$8,000	200	$40.00
Virginia						
Frederick County (VA)	Frederick County, VA	16,393	2017 - Present	$3,076	250	$12.30
Town of Strasburg	Shenandoah County, VA	2,479	2017 - Present	$6,500	350	$18.57
Town of Leesburg	Loudoun County, VA	16,038	2015 - Present	$7,292	350	$20.83
Loudoun Water	Loudoun County, VA	82,387	2020 - Present	$8,711	275	$31.68
Town of Front Royal	Warren County, VA	6,000	2013 - Present	$4,340	250	$17.36

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ATTACHMENT D - VARIOUS SEWER SERVICE PROVIDERS' PUBLISHED CIFS

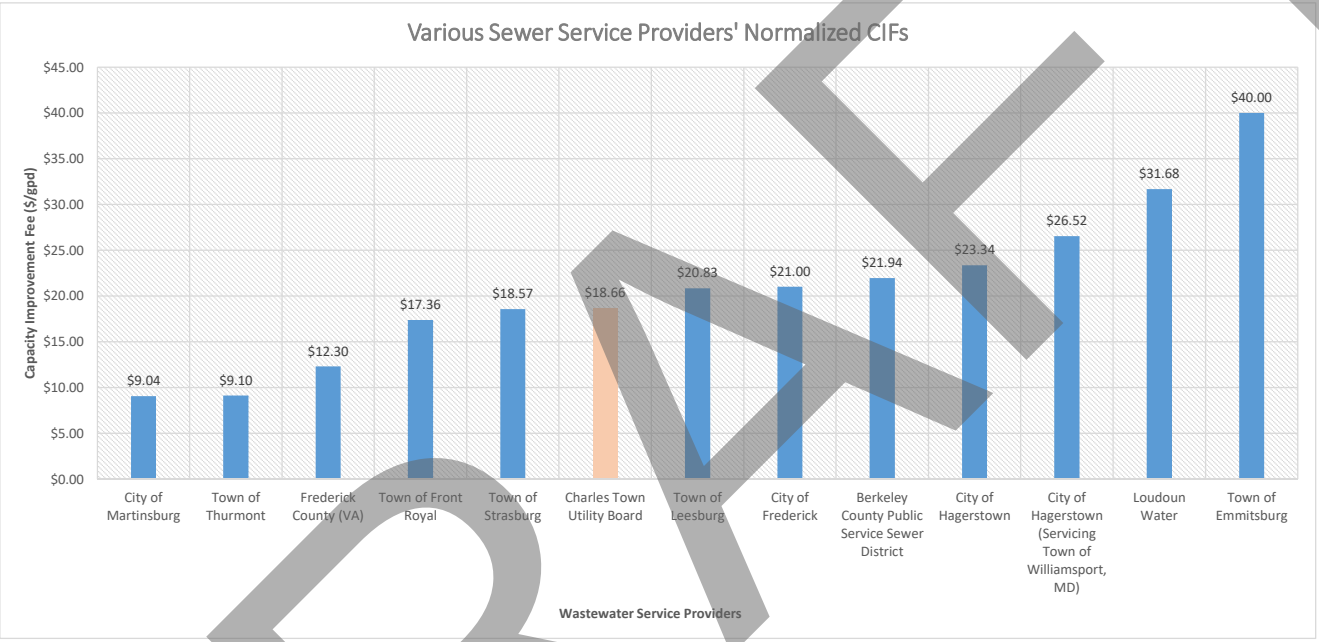
Service Provider	Published CIF ($/EDU)
City of Martinsburg	$2,260
Town of Thurmont	$2,275
Berkeley County Public Service Sewer District	$2,852
Charles Town Utility Board	$2,967
Frederick County (VA)	$3,076
Town of Front Royal	$4,340
City of Hagerstown	$4,668
City of Frederick	$5,250
City of Hagerstown (Servicing Town of Williamsport, MD)	$5,304
Town of Strasburg	$6,500
Town of Leesburg	$7,292
Town of Emmitsburg	$8,000
Loudoun Water	$8,711
Mean Fee:	$4,884



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ATTACHMENT E - VARIOUS SEWER SERVICE PROVIDERS' NORMALIZED CIFS

Service Provider	$/GPD
City of Martinsburg	$9.04
Town of Thurmont	$9.10
Frederick County (VA)	$12.30
Town of Front Royal	$17.36
Town of Strasburg	$18.57
Charles Town Utility Board	$18.66
Town of Leesburg	$20.83
City of Frederick	$21.00
Berkeley County Public Service Sewer District	$21.94
City of Hagerstown	$23.34
City of Hagerstown (Servicing Town of Williamsport, MD)	$26.52
Loudoun Water	$31.68
Town of Emmitsburg	$40.00
Mean Dollars per GPD:	$18.06



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12:49 PM NOV 29 2021 EXEC SEC DIV

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November 23, 2021

VIA E-MAIL: caseinfo@psc.state.wv.us
Connie Graley
Executive Secretary
Public Service Commission
201 Brooks Street
Charleston, WV 25301

Re: Case No. 21-0818-S-P
CAVE ROAD UTILITIES, LLC,
Petition for determination that the Company is a Distressed or Failing Utility Under W.Va. Code § 24-2H-1, et seq.

Dear Ms. Graley:

On behalf of Cave Road Utilities, LLC, attached for filing is a **Petition** for determination that the Company is a Distressed or Failing Utility Under W.Va. Code § 24-2H-1, et seq.

If you have any questions, please contact me.

Sincerely,

David B. Hanna
WV State Bar # 8813
dhanna@hannalawpllc.com

DBH/dh
Enclosure
cc: M. Roper

12:49 PM NOV 29 2021 EXEC SEC DIV

PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON

CASE NO. _____

CAVE ROAD UTILITIES, LLC,
a public utility.
Petition for determination that the Company is a
Distressed or Failing Utility Under W.Va. Code § 24-2H-1, et seq.

PETITION

Comes now Cave Road Utilities, LLC a public utility ("CRU"), and requests that the Commission determine that CRU is a "Distressed" or "Failing" Utility under the Distressed and Failing Utilities Improvement Act (the "Act"), W.Va. Code § 24-2H-6(a); W.Va. Code § 24-2H-1 et seq. In support of its petition, CRU respectfully shows the Commission as follows:

1) CRU is a certificated sewer system serving approximately 47 residential customers located near Charles Town, Jefferson County, West Virginia. See Cave Road Utilities, LLC, Case No. 06-1823-WS-CAN-PW (Recommended Decision, final June 3, 2007). CRU's address is 11065 Middleway Pike, Charles Town, WV 25414.

2) CRU has had several issues with the West Virginia Division of Environmental Protection ("DEP") over the plant's operation and is currently under a consent order with the DEP. Attached as Exhibit A.

3) CRU has determined that its only affordable long-term solution is for the Charles Town Utility Board ("CTUB") to acquire CRU's system and construct a connection to serve CRU's customers.

4) On December 13, 2017, the CTUB expressed support for the acquisition of CRU's wastewater treatment system and represented that it would support CRU through the process, which would ultimately result in the extension of sewage service by CTUB to the CRU facility. See Exh. A, Findings of Fact, para. 2.

5) Without the acquisition of CRU by CTUB, the continuation of sewer service to CRU customers as well as expansion of service to future customers will be in jeopardy – a situation that CRU seeks to avoid.

6) W.Va. Code §24-2H-3(1) defines a "distressed utility" as:

> . . . a water or wastewater utility, that for financial, operational or managerial reasons:
> (1) (A) Is in continual violation of statutory or regulatory standards of the Bureau for Public Health, the Department of Environmental Protection or the commission, which affect the water quality, safety, adequacy, efficiency or reasonableness of the service provided by the water or wastewater utility;
> (B) Fails to comply within a reasonable period of time with any final, nonappealable order of the Department of Environmental Protection, Bureau for Public Health or the commission concerning the safety, adequacy, efficiency or reasonableness of service, including, but not limited to, the availability of water, the potability of water, the palatability of water or the provision of water at adequate volume and pressure and the collection and treatment of wastewater . . .

7) W.Va. Code § 24-2H-3 defines a "capable proximate water or wastewater utility" as "a public utility which regularly provides adequate, safe and reasonable service of the same type as the distressed utility and is situated close enough to the facilities of a distressed utility that operational management is reasonable, financially viable, and nonadverse to the interests of the current customers of the nondistressed utility."

8) CTUB is a public utility authorized to provide sewer service in Jefferson County and maintains facilities in close proximity to the facilities of CRU.

9) CRU and CTUB have discussed CTUB acquiring the assets and customers of CRU. However, there has been no formal proposal or commitment by CTUB or CRU to formally proceed to accomplish a sale of the assets and transfer of customers.

WHEREFORE, Cave Road Utilities, LLC requests that the Commission issue an order initiating a proceeding under the provisions of W.Va. Code § 24-2H-6 to determine whether CRU is a Distressed or Failing utility under the Act. It is further requested that the Commission provide notice to CTUB and to make it a party to the proceeding as a capable proximate utility and to determine their eligibility for funding under W.Va. Code §24-2H-8(e) and other forms of funding that may be available to assist in acquiring the utility assets of CRU by CTUB and constructing the connection between the two systems.

CAVE ROAD UTILITIES, LLC

By Counsel

David B. Hanna, Esq. (WVSB # 8813)
Thomas N. Hanna, Esq. (WVSB # 1581)
Hanna & Hanna, PLLC
P.O. Box 3967
Charleston, WV 25339
dhanna@hannalawpllc.com
thanna@hannalawpllc.com

west virginia department of environmental protection

Environmental Enforcement
601 57th Street SE
Charleston, WV 25304
Telephone: (304) 926-0470 Fax: (304) 926-0488

Herold D. Ward, Cabinet Secretary
dep.wv.gov

July 1, 2021

Cave Road Utilities, LLC
Mark Roper
418 S. Samuel Street
Charles Town, WV 25414

CERTIFIED RETURN RECEIPT REQUESTED
9489 0090 0027 6201 4670 37

Dear Mr. Roper:

Enclosed is DRAFT CONSENT ORDER NUMBER 9988. This action is based upon the investigation and recommendation of the West Virginia Department of Environmental Protection's (WVDEP) Environmental Enforcement unit in response to Cave Road Utilities, LLC violating Chapter 22, Article 11 of the WV State Code at the facility located near Charles Town, Jefferson County, West Virginia. This Draft Consent Order is being offered pursuant to West Virginia State Code 22-11-22(b).

Please review the terms and conditions of this Draft Consent Order and respond within ten (10) days of your receipt. You may accept these terms and conditions by signing and returning the original Consent Order to me at WVDEP, EE, 601 57th Street SE, Charleston, WV 25304. If you wish to meet and discuss this administrative proceeding, respond to David C. Simmons, Assistant Chief Inspector, at the above address or call (304) 926-0470. Should you request a meeting, it will be scheduled within thirty (30) days of your receipt of the Draft Order, if possible.

Upon conclusion of this proceeding and your reaching agreement with the WVDEP on a resolution of the violation(s) contained in the Consent Order, the Consent Order will be subject to the public notice and comment requirements set forth in 47CSR1-7.1. This notice will identify the responsible party, the specific enforcement action to be taken, and the name and address where information on the proposed settlement can be obtained. The WVDEP will consider all comments received during the thirty (30) day comment period and the Consent Order may be subject to change. Should the proposed settlement be modified after the comment period, you have the option of choosing not to enter into the Consent Order.

Pursuant to 47CSR1-6.2, there are provisions to reduce the proposed civil penalty assessment for good faith, cooperation with the Secretary, ability to pay a civil penalty and other factors deemed relevant. Should you desire to pursue these provisions, you should be prepared

to present all necessary supportive information and/or documentation at the scheduled meeting. The WVDEP may request additional information at, or after, the scheduled meeting related to any of the factors considered in the penalty determination whether related to increasing or decreasing the penalty. Also, 47CSR1-6.2 requires the recovery of economic benefit derived from non-compliance. Therefore, you should be prepared to provide all necessary information and/or documentation to address this matter.

Failure to respond to this correspondence as required shall be considered as your refusal to participate in this process. Should you decline to participate, fail to reply, or fail to resolve the matter by consent, this offer will be withdrawn and alternative enforcement action will be pursued.

Jeremy W. Bandy
Chief Inspector

Enclosure

cc: Katheryn Emery, P.E., Acting Director, DWWM (via e-mail)
Harold D. Ward, Cabinet Secretary, WVDEP (via e-mail)
Scott G. Mandirola, Deputy Secretary for External Affairs, WVDEP (via e-mail)
Yogesh Patel, Assistant Director, DWWM/Permits (via e-mail)
Brad Wright, Assistant Chief Inspector, EE/WW (via e-mail)
David C. Simmons, Assistant Chief Inspector, EE (via e-mail)
Laura McGee, Environmental Resources Program Manager, EE (via e-mail)
Robin C. Dolly, Environmental Inspector Supervisor, EE/WW (via e-mail)
Michael Kanehl, Environmental Inspector, EE/WW (via e-mail)
Shyrel Moellendick, MSSS, EE (via e-mail)
Allison Gieda, US EPA, Region III (via e-mail)

west virginia department of environmental protection

Division of Water and Waste Management
601 57th Street SE
Charleston, WV 25304
Phone: (304) 926-0470
Fax: (304) 926-0488

Herold D. Ward, Cabinet Secretary
dep.wv.gov

CONSENT ORDER
ISSUED UNDER THE
WATER POLLUTION CONTROL ACT
WEST VIRGINIA CODE CHAPTER 22, ARTICLE 11

TO: Cave Road Utilities, LLC
Mark Roper
418 S. Samuel Street
Charles Town, WV 25414

DATE: July 1, 2021

ORDER NO.: 9988

INTRODUCTION

This Consent Order is issued by the Director of the Division of Water and Waste Management (hereinafter "Director"), under the authority of West Virginia Code 22-11-1 et seq. to Cave Road Utilities, LLC (hereinafter "Cave Utilities").

FINDINGS OF FACT

In support of this Order, the Director hereby finds the following:

1. Cave Utilities operates a wastewater treatment system located near Charles Town, Jefferson County, West Virginia. Cave Utilities was reissued WV/NPDES Water Pollution Control Permit No. WV0103110, Registration No. WVG550636, on September 1, 2016 and May 12, 2021.

2. On December 13, 2017, Charles Town Utility Board expressed support for the acquisition of the aforementioned wastewater treatment system by the City of Charles Town. In the correspondence, Charles Town Utility Board represented that it would support Cave Utilities through the process, which would be beneficial to all parties. Charles Town Utility Board proposed an Alternate Main Line Extension Agreement for the project, which would ultimately result in the extension of sewage service to the Cave Utilities facility. Section B.4 of Cave Utilities' WV/NPDES permit requires connection to a municipal or public service district sewage collection when one becomes available.

3. On June 28, 2019, West Virginia Department of Environmental Protection (WVDEP) personnel spoke with Cave Utilities' designated Wastewater Treatment Plant Operator by telephone. During the discussion, WVDEP personnel requested that the wastewater treatment system's cathodic protection inspection be completed six (6) months before renewal of the WV/NPDES permit. The Operator represented that he was in communication with Charles Town Utility Board regarding connection of the Cave Utilities facility to the Charles Town Utility Board's collection system.

4. On June 29, 2020, WVDEP personnel conducted an inspection of the facility. During the inspection, violations of the following sections of the WV/NPDES permit were observed and documented:

    a. Appendix A.I.8 – Cave Utilities failed to provide information which was requested by WVDEP personnel. Specifically, Cave Utilities did not provide WVDEP personnel with a cathodic protection inspection or a valid Class S certificate for its Wastewater Treatment Plant Operator.
    b. Appendix A.II.1 – Cave Utilities failed to properly operate and maintain the facility. Specifically: the plant's blocks were separating, which resulted in a leak; the plant was rusted; the clarifier skimmer was not functioning, and solids were flowing over the weir; a sump pump with a leaking hose was being utilized to transfer floating material to the digester, resulting in wastewater flowing onto the ground; and there was discolored water in the dechlorination feeder box.
    c. Section B.22 – There were exposed electrical wires in wet locations that did not conform to local code.

    As a result of the aforementioned violations, Notice of Violation (NOV) Nos. w20-19-061-mkk and 20-19-059-mkk were issued to Cave Utilities.

5. On March 22, 2021, WVDEP personnel conducted an inspection of the facility. During the inspection, violations of the following sections of the WV/NPDES permit were observed and documented:

    a. Section B.26 - Cave Utilities failed to test the wastewater treatment system's cathodic protection and conduct required anode pack inspections.
    b. Appendix A.1.8 - Cave Utilities failed to provide information which was requested by WVDEP personnel. Specifically, Cave Utilities did not provide WVDEP personnel with a cathodic protection inspection or a valid Class S certificate for its Wastewater Treatment Plant Operator.
    c. Appendix A.II.1 – Cave Utilities failed to properly operate and maintain the facility. Specifically, the plant was rusted, the water in the aeration basin was black, and the water in the clarifier was cloudy.

    As a result of the aforementioned violations, NOV Nos. w21-19-028-mkk, w21-19-031-mkk, and w21-19-032-mkk were issued to Cave Utilities.

6. On June 19, 2021, WVDEP personnel conducted a review of facility records from the time period of April 1, 2019 through March 31, 2021. During this review, the following

violations of the terms and conditions of Cave Utilities' WV/NPDES permit were observed:

a. Section A.1A - Six (6) exceedances of Cave Utilities' permit parameters were observed and documented (Table One). These exceedances can be further defined as:
   i. Minor violations-two (2)
   ii. Moderate violations-four (4)
b. Section B.2 – Cave Utilities failed to submit Discharge Monitoring Reports (DMRs) for 2nd Qtr 2020.
c. Section B.3 – Cave Utilities failed to submit the following seven (7) DMRs within the required timeframe: 3rd Qtr 2019 (received July 28, 2020), 4th Qtr 2019 (received July 28, 2020), 1st Qtr 2020 (received July 28, 2020), 2nd Qtr 2020 (received October 2, 2020), 3rd Qtr 2020 (received May 5, 2021), 4th Qtr 2020 (received May 3, 2021), and 1st Qtr 2021 (received May 5, 2021).
d. Section C.5 – Cave Utilities failed to submit the 2019 and 2020 sewage sludge management reports.
e. Section B.6 – Cave Utilities failed to have a plant operator who possessed a valid Class S certificate for Wastewater Treatment Plant Operators. The certificate for the plant operator identified on Cave Utilities' March 15, 2021 WV/NPDES permit reissuance application had been expired since October 31, 2014.

ORDER FOR COMPLIANCE

Now, therefore, in accordance with West Virginia State Code 22-11-1 et seq., it is hereby agreed between the parties, and ORDERED by the Director:

1. Cave Utilities shall immediately take all measures to initiate compliance with all terms and conditions of its WV/NPDES permit.

2. Within twenty (20) days of the effective date of this Order, Cave Utilities shall submit for approval a proposed plan of corrective action and schedule, outlining action items and completion dates for how and when Cave Utilities will achieve compliance with all terms and conditions of its WV/NPDES permit. The plan of corrective action shall include, but not be limited to, the following:

   a. Provisions for retaining a Wastewater Treatment Plant Operator with a valid Class S certificate and for providing WVDEP with a copy of the certificate.
   b. A schedule of milestones for connecting the Cave Utilities facility to the Charles Town Utility Board collection system.
   c. Detailed interim operation and maintenance measures that will be undertaken by Cave Utilities until such time when the facility is connected to the Charles Town Utility Board collection system.

   The plan of corrective action shall make reference to WV/NPDES Permit No. WV0103110, Registration No. WVG550636, and Order No. 9988. The plan of corrective action shall be submitted to:

Chief Inspector
Environmental Enforcement - Mail Code #031328
WVDEP
601 57th Street SE
Charleston, WV 25304

Upon approval, the plan of corrective action and schedule shall be incorporated into and become part of this Order, as if fully set forth herein. Failure to submit an approvable plan of corrective action and schedule or failure to adhere to the approved schedule is a violation of this Order.

3. Because of Cave Utilities' permit violations, Cave Utilities shall be assessed a civil administrative penalty of thirty-three thousand nine hundred eighty dollars ($33,980) to be paid to the West Virginia Department of Environmental Protection for deposit in the Water Quality Management Fund within thirty (30) days of the effective date of this Order. Payments made pursuant to this paragraph are not tax-deductible for purposes of State or federal law. **Payment shall include a reference to the Order No. and shall be mailed to:**

Chief Inspector
Environmental Enforcement - Mail Code #031328
WV-DEP
601 57th Street SE
Charleston, WV 25304

OTHER PROVISIONS

1. Cave Utilities hereby waives its right to appeal this Order under the provisions of West Virginia State Code 22-11-21. Under this Order, Cave Utilities agrees to take all actions required by the terms and conditions of this Order and consents to and will not contest the Director's jurisdiction regarding this Order. However, Cave Utilities does not admit to any factual and legal determinations made by the Director and reserves all rights and defenses available regarding liability or responsibility in any proceedings regarding Cave Utilities other than proceedings, administrative or civil, to enforce this Order.

2. The Director reserves the right to take further action if compliance with the terms and conditions of this Order does not adequately address the violations noted herein and reserves all rights and defenses which he may have pursuant to any legal authority, as well as the right to raise, as a basis for supporting such legal authority or defenses, facts other than those contained in the Findings of Fact.

3. If any event occurs which causes delay in the achievement of the requirements of this Order, Cave Utilities shall have the burden of proving that the delay was caused by circumstances beyond its reasonable control which could not have been overcome by due diligence (i.e., force majeure). Force majeure shall not include delays caused or contributed to by the lack of sufficient funding. Within three (3) working days after Cave Utilities becomes aware of such a delay, notification shall be provided to the

Director/Chief Inspector and Cave Utilities shall, within ten (10) working days of initial notification, submit a detailed written explanation of the anticipated length and cause of the delay, the measures taken and/or to be taken to prevent or minimize the delay, and a timetable by which Cave Utilities intends to implement these measures. If the Director agrees that the delay has been or will be caused by circumstances beyond the reasonable control of Cave Utilities (i.e., force majeure), the time for performance hereunder shall be extended for a period of time equal to the delay resulting from such circumstances. A force majeure amendment granted by the Director shall be considered a binding extension of this Order and of the requirements herein. The determination of the Director shall be final and not subject to appeal.

4. Compliance with the terms and conditions of this Order shall not in any way be construed as relieving Cave Utilities of the obligation to comply with any applicable law, permit, other order, or any other requirement otherwise applicable. Violations of the terms and conditions of this Order may subject Cave Utilities to additional penalties and injunctive relief in accordance with the applicable law.

5. The provisions of this Order are severable and should a court or board of competent jurisdiction declare any provisions to be invalid or unenforceable, all other provisions shall remain in full force and effect.

6. This Order is binding on Cave Utilities, its successors and assigns.

7. This Order shall terminate upon Cave Utilities' notification of full compliance with the "Order for Compliance" and verification of this notification by WVDEP.

_____ _____

Mark Roper
Cave Road Utilities, LLC

Date

Public Notice begin: _____

Date

Public Notice end: _____

Date

_____ _____

Katheryn Emery, P.E., Acting Director
Division of Water and Waste Management

Date

Director/Chief Inspector and Cave Utilities shall, within ten (10) working days of initial notification, submit a detailed written explanation of the anticipated length and cause of the delay, the measures taken and/or to be taken to prevent or minimize the delay, and a timetable by which Cave Utilities intends to implement these measures. If the Director agrees that the delay has been or will be caused by circumstances beyond the reasonable control of Cave Utilities (i.e., force majeure), the time for performance hereunder shall be extended for a period of time equal to the delay resulting from such circumstances. A force majeure amendment granted by the Director shall be considered a binding extension of this Order and of the requirements herein. The determination of the Director shall be final and not subject to appeal.

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_____ _____

Mark Roper
Cave Road Utilities, LLC

Date

Public Notice begin:

_____

Date

Public Notice end:

_____

Date

_____ _____

Katheryn Emery, P.E., Acting Director
Division of Water and Waste Management

Date

Base Penalty Calculation

(pursuant to 47CSR1-6.1)

Responsible Party: Cave Road Utilities, LLC **Receiving Stream:** Evitts Run

Treatment System Design Maximum Flow: 0.016 **MGD**

Treatment System Actual Average Flow: _____ **MGD** (if known)

Enter FOF# and rate each finding as to Potential and Extent.

1)	Potential for Harm Factor	Factor Range	FOF# 4b	4c	5a	5c	6ai	6aii	6b	6c	6d	6e			
a)	Amount of Pollutant Released	1 to 3	1	1	1	1	1	1	1	1	1	1			
b)	Toxicity of Pollutant	0 to 3	1	1	1	1	1	1	0	0	0	1			
c)	Sensitivity of the Environment	0 to 3	1	1	1	1	1	1	0	0	0	1			
d)	Length of Time	1 to 3	1	1	1	2	1	1	1	1	1	3			
e)	Actual Exposure and Effects thereon	0 to 3	1	1	1	1	1	1	0	0	0	1			
	Average Potential for Harm Factor		1	1	1	1.2	1	1	0.4	0.4	0.4	1.4	No	No	No
2)	**Extent of Deviation Factor**	**Factor Range**													
	Degree of Non-Compliance	1 to 3	3	3	3	3	1	2	3	1	3	3			

Potential for Harm Factors:

1)c - Sensitivity of the Environment Potentially Affected (0 for "dead" stream)

1)d - Length of Time of Violation

1)e - Actual Human/Environmental Exposure and Resulting Effects thereon

Examples/Guidance:

Note: Rate as 1 for Minor, 2 for Moderate and 3 for Major. Rate as 0 if it does not apply.

Minor = exceedance of permit limit by <=40% for Avg. Monthly or <=100% for Daily Max., exceed numeric WQ standard by <= 100%, or report doesn't contain some minor information.

Moderate = exceedance of permit limit by >= 41% and <= 300% for Avg. Monthly , >= 101% and <= 600% for Daily Max., exceed numeric WQ standard by >= 101% and <= of 600% or report doesn't fully address intended subject matter.

Major = exceedance of permit limit by >= 301% for Avg. Monthly, >= 601% for Daily Max., exceed numeric WQ standard by >= 601%, failure to submit a report, failure to obtain a permit, failure to report a spill, etc. Note that a facility in SNC should be rated as major for length of time and degree of non-compliance.

Narrative WQ standard violations - case-by-case.

Continue rating Findings of Facts (FOF) here, if necessary. Otherwise, continue on Page 3.

1)	Potential for Harm Factor	Factor Range	FOF#												
a)	Amount of Pollutant Released	1 to 3													
b)	Toxicity of Pollutant	0 to 3													
c)	Sensitivity of the Environment	0 to 3													
d)	Length of Time	1 to 3													
e)	Actual Exposure and Effects thereon	0 to 3													
	Average Potential for Harm Factor		No	No	No	No	No	No	No	No	No	No	No	No	No
2)	**Extent of Deviation Factor**	**Factor Range**													
	Degree of Non-Compliance	1 to 3													

		Extent of Deviation from Requirement		
		Major	**Moderate**	**Minor**
Potential for Harm to Human Health or the Environment	**Major**	$8,000 to $10,000	$6,000 to $8,000	$5,000 to $6,000
	Moderate	$4,000 to $5,000	$3,000 to $4,000	$2,000 to $3,000
	Minor	$1,500 to $2,000	$1,000 to $1,500	Up to $1,000

FOF #	Potential for Harm	Extent of Deviation	Penalty	Multiple Factor	Base Penalty
4b	Minor	Major	$2,000	1	$2,000
4c	Minor	Major	$2,000	1	$2,000
5a	Minor	Major	$2,000	1	$2,000
5c	Moderate	Major	$4,200	1	$4,200
6ai	Minor	Minor	$1,000	2	$2,000
6aii	Minor	Moderate	$1,500	4	$6,000
6b	Minor	Major	$1,700	1	$1,700
6c	Minor	Minor	$400	7	$2,800
6d	Minor	Major	$1,700	2	$3,400
6e	Moderate	Major	$4,400	1	$4,400
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
0	FALSE	FALSE	FALSE	1	$0
Total Base Penalty					$30,500

Penalty Adjustment Factors

(pursuant to 47CSR1-6.2)

Penalty Adjustment Factor

6.2.b.1 - Degree of or absence of willfulness and/or negligence - 0% to 30% increase
6.2.b.4 - Previous compliance/noncompliance history - 0% to 100% increase - based upon review of last three (3) years - Warning = maximum of 5% each, N.O.V. = maximum of 10% each, previous Order = maximum of 25% each - Consistent DMR violations for <1 year = 10% maximum, for >1 year but <2 years = 20% maximum, for >2 years but <3 years = 30% maximum, for >3 years = 40 % maximum

6.2.b.6 - Economic benefits derived by the responsible party (increase to be determined)

6.2.b.7 - Public Interest (increase to be determined)

6.2.b.8 - Loss of enjoyment of the environment (increase to be determined)

6.2.b.9 - Staff investigative costs (increase to be determined)
6.2.b.10 - Other factors

Size of Violator: 0 - 50% decrease

NOTE: This factor is not available to discharges that are causing a water quality violation. This factor does not apply to a commercial or industrial facility that employees or is part of a corporation that employees more than 100 individuals.

Avg. Daily WW Discharge Flow (gpd)	% Reduction Factor
< 5,000	50
5,000 to 9,999	40
10,000 to 19,999	30
20,000 to 29,999	20
30,000 to 39,999	10
40,000 to 99,999	5
> 100,000	0

Additional Other factors to be determined for increases or decreases on a case-by-case basis.

Public Notice Costs (cost for newspaper advertisement)
6.2.b.2 - Good Faith - 10% decrease to 10% increase
6.2.b.3 - Cooperation with the Secretary - 0% to 10% decrease
6.2.b.5 - Ability to pay a civil penalty - 0% to 100% decrease

Base Penalty Adjustments

(pursuant to 47CSR1-6.2)

Penalty Adjustment Factor	% Increase	% Decrease	Base Penalty Adjustments
6.2.b.1 - Willfulness and/or negligence -	10		$3,050
6.2.b.4 - Compliance/noncompliance history -			$0
6.2.b.6 - Economic benefits - (flat monetary increase)	$400		$400
6.2.b.7 - Public Interest - (flat monetary increase)			$0
6.2.b.8 - Loss of enjoyment - (flat monetary increase)			$0
6.2.b.9 - Investigative costs - (flat monetary increase)			$0
6.2.b.10 - Other factors (size of violator)			$0
6.2.b.10 - Additional Other Factors - Increase (flat monetary increase)			$0
6.2.b.10 - Additional Other Factors - Decrease (flat monetary decrease)			$0
Public Notice Costs (flat monetary increase)	$30		$30
6.2.b.2 - Good Faith - Increase			$0
6.2.b.2 - Good Faith - Decrease			$0
6.2.b.3 - Cooperation with the Secretary			$0
6.2.b.5 - Ability to Pay			$0
Penalty Adjustments			**$3,480**
Penalty =			**$33,980**

Estimated Economic Benefit Item	Estimated Benefit ($)
Monitoring & Reporting	$200
Installation & Maintenance of Pollution Control Equipment	
O&M expenses and cost of equipment/materials needed for compliance	$200
Permit Application or Modification	
Competitive Advantage	
Estimated Economic Benefit	**$400**
Comments: Avoided cost of sampling/submittal of one quarter of DMRs ($200). Avoided cost of Class S Wastewater Treatment Plant Operator course and license ($200).	

Table One: Cave Road Utilities LLC DMR Exceedance Summary

Outlet 001 DMR Exceedances - AVG. MONTHLY - April 1, 2019 to March 31, 2021						Degree of non-compliance		
Date	Parameter	Units	Permitted avg. monthly	Reported avg. monthly	% Exceedance	Min	Mod	Maj
3/2020	BOD	mg/L	30	58.5	95%	-	X	-
6/2019	Total Suspended Solids	mg/L	30	67	123%	-	X	-
3/2020	Total Suspended Solids	mg/L	30	49	63%	-	X	-
3/2020	Fecal Coliform	cnts/100mL	200	600	200%	-	X	-

Outlet 001 DMR Exceedances - MAX. DAILY - April 1, 2019 to March 31, 2021						Degree of non-compliance		
Date	Parameter	Units	Permitted max. daily	Reported max. daily	% Exceedance	Min	Mod	Maj
6/2019	Total Suspended Solids	mg/L	60	67	12%	X	-	-
3/2020	Fecal Coliform	Cnts/100mL	400	600	50%	X	-	-

Outlet 001 Totals	Degree of non-compliance		
	Min	Mod	Maj
	2	4	0

VERIFICATION

State of West Virginia

County of Jefferson:

Mark Roper, President of Cave Road Utilities, LLC, being duly sworn, says that the facts and allegations contained in the attached Petition are true, except so far as they are stated to be on information, and that so far as they are stated to be on information, he believes them to be true.

Mark Roper

Taken, sworn to and subscribed before me this 23rd day of November 2021.

My commission expires on the 4th day of December, 2024

Notary Public

OFFICIAL SEAL
STATE OF WEST VIRGINIA
NOTARY PUBLIC
Hidelisa Miranda
904 Martin Luther King Jr. Blvd Charles Town, WV 25414
My Commission Expires December 04, 2024

2022 COLLECTION SYSTEM PROJECT

Current Time: 12/3/2021

N

Northport PS

Northern/Burr Flow Diversion

Burr Park East (5-1)

War Admiral PS

Burr West (5-2)

Burr, Royal (5-3)

Jefferson High (3-9)

Job Corps (3-8)

Driswood (3-14)

Jetts Farm Pumpstation and Forcemain Modifications

Jetts Farm (1-10)

Parkview (1-157) Little

Woodlawn MHP (1-11) Big

Parkview MHP Pumpstation Decommission

Briar Run 2 (3-11)

Lloyd's Flats (1-12)

Lloyd's Flat Pumpstation Decommission

Briar Run 1 (3-10)

Cambridge

Breckenridge (3-7)

Beallair (3-13)

Moose Lodge Pumpstation and Forcemain Modifications

Moose Lodge (1-12A)

Upgrade Ex. Flowing Springs PS

Flowing Springs

Wilts MHP (2-306)

Orchard Hills (2-13)

Forrest St. PS Relocation & Infrastructure Upgrade

Forrest Street

11th Avenue

Cranes Lane (2-14)

Ashley Brin

Racetrack (3-6)

Marlowe Rd (Tractor Supply)

Upgrade Ex. 3-6 PS

Martins

4th Avenue

Sheetz

Demory

Original (Little) Demory

Evitts Run Collector

Wendy's (4-2)

Willow Spring

Upgrade Ex. 4-2 PS

Clarence Drive

Genesis

Jefferson Memorial Park Forcemain

Weirick Street

Craig Hill

Belvedere Heights (4-4)

County Green (4-7)

Samuel Street

Citizens Fire Co

Belvedere

Hillside

Greenfield (4-5)

Route 9 Alignment
Ex. Gravity
Ex. Forcemain
Ex. Pump Station
Decommissioned Pump Station CTUB

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**
2021/2022 Renewal and Replacement Projects (Treatment Plant)	
Charles Town Plant	$6,100,000
Total Renewal and Replacement Construction Cost	**$6,100,000**
Contingency (±10%)	**$610,000**
TOTAL CONSTRUCTION COST	**$6,710,000**
PROFESSIONAL FEES - Engineering, Accounting, Legal, etc.	**$805,200**
Total Renewal and Replacement Project	**$7,515,200**

Charles Town Utility Board
Analysis of Liquidity
For the years ended June 30, 2021, 2020 and 2019

	2021			2020			2019		
	Water	Sewer	Total	Water	Sewer	Total	Water	Sewer	Total
Cost of service									
Operating expenses	$ 2,719,628	$ 3,445,558	$ 6,165,186	$ 2,722,906	$ 3,488,751	$ 6,211,657	$ 2,637,187	$ 3,539,356	$ 6,176,543
Debt service expenditures	1,320,078	1,656,610	2,976,688	1,487,912	1,689,659	3,177,571	1,470,586	1,369,026	2,839,612
Surplus	597,585	1,128,095	1,725,680	291,603	990,338	1,281,941	446,250	454,754	901,004
Total cost of service	4,637,291	6,230,263	10,867,554	4,502,421	6,168,748	10,671,169	4,554,023	5,363,136	9,917,159
Days in year	365	365	365	365	365	365	365	365	365
Average cost of service per day	$ 12,705	$ 17,069	$ 29,774	$ 12,335	$ 16,901	$ 29,236	$ 12,477	$ 14,694	$ 27,170
Cash - unrestricted	$ 866,611	$ 2,750,611	$ 3,617,222	$ 682,297	$ 2,097,422	$ 2,779,719	$ 559,450	$ 1,208,965	$ 1,768,415
Average cost of service per day	12,705	17,069	29,774	12,335	16,901	29,236	12,477	14,694	27,170
Days of coverage	68	161	121	55	124	95	45	82	65

Charles Town Utility Board

Analysis of Debt Service Coverage - Actual

For the year ended June 30, 2021

As of December 3, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,945,888	$ 6,762,143	$ 11,708,031
Modification to Revenues:			
Interest	(7,960)	(10,632)	(18,592)
Gain on sale of assets	(47,562)	(50,749)	(98,311)
CIF & CAC Revenues	(253,075)	(470,499)	(723,574)
Operating Revenues	4,637,291	6,230,263	10,867,554
Expenses	4,458,172	6,236,850	10,695,022
Modifications to Expenses:			
Depreciation and amortization expense	(1,250,724)	(1,817,881)	(3,068,605)
Bond issuance costs	(113,021)	(175,063)	(288,084)
Loss on disposition of assets	-	(559,000)	(559,000)
Pension expense	(67,417)	(66,904)	(134,321)
Pension contractual payments	92,315	91,613	183,928
OPEB expense	58,378	54,840	113,218
OPEB contractual payments	28,215	26,505	54,720
Interest on Long Term Debt	(486,290)	(345,402)	(831,692)
Operating Expenses Net of Non-cash Items and Interest Expense	2,719,628	3,445,558	6,165,186
Operating Income Available for Debt Service	1,917,663	2,784,705	4,702,368
Debt Service Expenditures:			
Principal Payments on Bond Issues	845,593	1,324,066	2,169,659
Interest Payments on Bond Issues	474,485	332,544	807,029
Total Debt Service Expenditures	1,320,078	1,656,610	2,976,688
Operating Income Available After Bond Debt Service	$ 597,585	$ 1,128,095	$ 1,725,680
Debt Service Coverage Ratio	145.27%	168.10%	157.97%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ 201,562	$ 631,112	$ 832,674

Observations:
Monthly customer revenues have increased by approximately $ 8,000 per month (July-Oct.) in FY'22.

Charles Town Utility Board

Analysis of Debt Service Coverage - MADS Coverage Existing Debt

For the year ended June 30, 2021

As of December 3, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,945,888	$ 6,762,143	$ 11,708,031
Modification to Revenues:			
Interest	(7,960)	(10,632)	(18,592)
Gain on Sale of Assets	(47,562)	(50,749)	(98,311)
CIF & CAC Revenues	(253,075)	(470,499)	(723,574)
Operating Revenues	4,637,291	6,230,263	10,867,554
Expenses	4,458,172	6,236,850	10,695,022
Modifications to Expenses:			
Depreciation and amortization expense	(1,250,724)	(1,817,881)	(3,068,605)
Bond issuance costs	(113,021)	(175,063)	(288,085)
Loss on disposition of assets	-	(559,000)	(559,000)
Pension expense	(67,417)	(66,904)	(134,321)
Pension contractual payments	92,315	91,613	183,928
OPEB expense	58,378	54,840	113,218
OPEB contractual payments	28,215	26,505	54,720
Interest on Long Term Debt	(486,290)	(345,402)	(831,692)
Operating Expenses Net of Non-cash Items and Interest Expense	2,719,627	3,445,558	6,165,185
Operating Income Available for Debt Service	1,917,664	2,784,705	4,702,369
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,288,687	2,242,947
Interest Payments on Bond Issues	448,125	232,066	680,191
Total Debt Service Expenditures	1,402,385	1,520,753	2,923,138
Operating Income Available After Bond Debt Service	$ 515,279	$ 1,263,952	$ 1,779,231
Debt Service Coverage Ratio	136.74%	183.11%	160.87%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ 94,563	$ 807,726	$ 902,290

Observations:
Monthly customer revenues have increased by approximately $ 8,000 per month (July-Oct.) in FY'22.
Although a combined system, MADS calculated separately for water and sewer (done for cost of service purposes).

Charles Town Utility Board

Analysis of Debt Service Coverage - MADS Coverage Including Proposed 2015 A&B Refunding

For the year ended June 30, 2021

As of December 3, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,945,888	$ 6,762,143	$ 11,708,031
Modification to Revenues:			
Interest	(7,960)	(10,632)	(18,592)
Gain on Sale of Assets	(47,562)	(50,749)	(98,311)
CIF & CAC Revenues	(253,075)	(470,499)	(723,574)
Operating Revenues	4,637,291	6,230,263	10,867,554
Expenses	4,458,172	6,236,850	10,695,022
Modifications to Expenses:			
Depreciation and amortization expense	(1,250,724)	(1,817,881)	(3,068,605)
Bond issuance costs	(113,021)	(175,063)	(288,085)
Loss on disposition of assets	-	(559,000)	(559,000)
Pension expense	(67,417)	(66,904)	(134,321)
Pension contractual payments	92,315	91,613	183,928
OPEB expense	58,378	54,840	113,218
OPEB contractual payments	28,215	26,505	54,720
Interest on Long Term Debt	(486,290)	(345,402)	(831,692)
Operating Expenses Net of Non-cash Items and Interest Expense	2,719,627	3,445,558	6,165,185
Operating Income Available for Debt Service	1,917,664	2,784,705	4,702,369
Debt Service Expenditures:			
Principal Payments on Bond Issues	944,910	1,233,457	2,178,367
Interest Payments on Bond Issues	439,977	261,555	701,532
Total Debt Service Expenditures	1,384,887	1,495,012	2,879,899
Operating Income Available After Bond Debt Service	$ 532,777	$ 1,289,693	$ 1,822,470
Debt Service Coverage Ratio	138.47%	186.27%	163.28%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ 117,311	$ 841,190	$ 958,500

Observations:
Monthly customer revenues have increased by approximately $ 8,000 per month (July-Oct.) in FY'22.
Although a combined system, MADS calculated separately for water and sewer (done for cost of service purposes).
Refunding is expected to be accomplished in early 2022.

Charles Town Utility Board

Analysis of Debt Service Coverage - MADS Coverage Including Proposed 2015 A&B Refunding and Collection System Project Proposed Financing

For the year ended June 30, 2021

As of December 3, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,945,888	$ 6,762,143	$ 11,708,031
Modification to Revenues:			
Interest	(7,960)	(10,632)	(18,592)
Gain on Sale of Assets	(47,562)	(50,749)	(98,311)
CIF & CAC Revenues	(253,075)	(470,499)	(723,574)
Operating Revenues	4,637,291	6,230,263	10,867,554
Expenses	4,458,172	6,236,850	10,695,022
Modifications to Expenses:			
Depreciation and amortization expense	(1,250,724)	(1,817,881)	(3,068,605)
Bond issuance costs	(113,021)	(175,063)	(288,085)
Loss on disposition of assets	-	(559,000)	(559,000)
Pension expense	(67,417)	(66,904)	(134,321)
Pension contractual payments	92,315	91,613	183,928
OPEB expense	58,378	54,840	113,218
OPEB contractual payments	28,215	26,505	54,720
Interest on Long Term Debt	(486,290)	(345,402)	(831,692)
Administrative fees on Collection System Project Financing	-	4,192	4,192
Operating Expenses Net of Non-cash Items and Interest Expense	2,719,627	3,449,750	6,169,377
Operating Income Available for Debt Service	1,917,664	2,780,513	4,698,177
Debt Service Expenditures:			
Principal Payments on Bond Issues	944,910	1,370,221	2,315,131
Interest Payments on Bond Issues	439,977	236,711	676,688
Total Debt Service Expenditures	1,384,887	1,606,932	2,991,819
Operating Income Available After Bond Debt Service	$ 532,777	$ 1,173,581	$ 1,706,358
Debt Service Coverage Ratio	138.47%	173.03%	157.03%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ 117,311	$ 691,502	$ 808,812

Observations:

Monthly customer revenues have increased by approximately $ 8,000 per month (July-Oct.) in FY'22.

Although a combined system, MADS calculated separately for water and sewer (done for cost of service purposes).

Refunding is expected to be accomplished in early 2022.

Proposed collection system project financing:

Internal funds	$ 1,300,000	CIFS
CWSRF	500,000	Green Grant
CWSRF	2,844,984	Loan, 40 years, .25% interest, .25% administrative fee
CWSRF	216,016	Loan, 20 years, 2.50% interest, .50% administrative fee
Total project financing	$ 4,861,000	

Charles Town Utility Board

Analysis of Debt Service Coverage - MADS Coverage Including Proposed 2015 A&B Refunding,
Collection System Project Proposed Financing, and Renewal and Replacement Projct Proposed Financing

For the year ended June 30, 2021

As of December 3,2021

	Water Department	Sewer Department	Total
Revenues	$ 4,945,888	$ 6,762,143	$ 11,708,031
Modification to Revenues:			
Interest	(7,960)	(10,632)	(18,592)
Gain on Sale of Assets	(47,562)	(50,749)	(98,311)
CIF & CAC Revenues	(253,075)	(470,499)	(723,574)
Operating Revenues	4,637,291	6,230,263	10,867,554
Expenses	4,458,172	6,236,850	10,695,022
Modifications to Expenses:			
Depreciation and amortization expense	(1,250,724)	(1,817,881)	(3,068,605)
Bond issuance costs	(113,021)	(175,063)	(288,085)
Loss on disposition of assets	-	(559,000)	(559,000)
Pension expense	(67,417)	(66,904)	(134,321)
Pension contractual payments	92,315	91,613	183,928
OPEB expense	58,378	54,840	113,218
OPEB contractual payments	28,215	26,505	54,720
Interest on Long Term Debt	(486,290)	(345,402)	(831,692)
Administrative fees on Collection System Project Financing	-	4,192	4,192
Operating Expenses Net of Non-cash Items and Interest Expense	2,719,627	3,449,750	6,169,377
Operating Income Available for Debt Service	1,917,664	2,780,513	4,698,177
Debt Service Expenditures:			
Principal Payments on Bond Issues	944,910	1,395,221	2,340,131
Interest Payments on Bond Issues	439,977	455,836	895,813
Total Debt Service Expenditures	1,384,887	1,851,057	3,235,944
Operating Income Available After Bond Debt Service	$ 532,777	$ 929,456	$ 1,462,233
Debt Service Coverage Ratio	138.47%	150.21%	145.19%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ 117,311	$ 374,139	$ 491,450

Observations:
Monthly customer revenues have increased by approximately $ 8,000 per month (July-Oct.) in FY'22.
Although a combined system, MADS calculated separately for water and sewer (done for cost of service purposes).
Refunding is expected to be accomplished in early 2022.

Proposed collection system project financing:

Internal funds	$ 1,300,000	CIFS
CWSRF	500,000	Green Grant
CWSRF	2,844,984	Loan, 40 years, .25% interest, .25% administrative fee
CWSRF	216,016	Loan, 20 years, 2.50% interest, .50% administrative fee
Total project financing	$ 4,861,000	

Proposed renewal and replacement project financing:

Internal funds	$ 868,121
Public Bond Issue ($7,500,000 construction fund)	7,805,000
Total project financing including $ 305,000 of soft costs	8,673,121
Contingency (pervasive uncertainties COVID-19)	(1,157,921)
Current probable project cost	$ 7,515,200

Prepared by J.C. Kunkle and Associates, A.C.
12/3/2021 1:57 PM
S:\John_Excel\Charles Town Utility Board - Analysis of Debt and Debt Service - 2021

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

Quote

Quote # QTE13566

Date 11/23/2021

Bill To

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

Ship To

TOTAL

$13,120.00

Expires: 12/30/2021

Job Number	Job Name	Job Address
50426	CTUB Pump Station 5-1 -- Grundfos Submersible	Charles Town, WV

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

Item	Quantity	Rate	Amount
STH Proposal Qty.1 Grundfos Submersible Sewage Pump Model SE1.30.A40.230.2.52S.C.EX.61R Rated for 265 GPM @ 98'+ TDH 23HP, 3450 RPM, 230V/460V/3PH/60Hz Motor Dual Mechanical, Cartridge Seal, Sil/Car Lower Seal Faces 50' Power Cable Qty.1 Grundfos Seal Thermal Relay (please specify 24VDC or 120VAC control circuit power) Qty.1 Freight Included Notes: -Pump Lead Time: In Stock 1-2 Weeks for Delivery ADDER: STH Startup Supervision $600.00	1	$13,120.00	$13,120.00

Subtotal	$13,120.00
Tax Total (%)	$0.00
Total	$13,120.00

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

Quote

Quote # QTE13566

Date 11/23/2021

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: _____

2022 CTUB Board Meeting Schedule

January 12, 2022

January 26, 2022

February 9, 2022

February 23, 2022

March 9, 2022

March 23, 2022

April 13, 2022

April 27, 2022

May 11, 2022

May 25, 2022

June 8, 2022

June 22, 2022

July 13, 2022

July 27, 2022

August 10, 2022

August 24, 2022

September 14, 2022

September 28, 2022

October 12, 2022

October 26, 2022

November 16, 2022

December 14, 2022

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

UTILITY BOARD

CHAIRMAN
Daryl Hennessy

VICE CHAIRMAN
Pete Kubic

TREASURER
Thomas Stock

INTERIM SECRETARY
Ashley Stottlemyer

City of Ranson
Mayor
Duke Pierson

Jacquelyn Milliron

UTILITY MANAGER
Kristen Stolipher

RESOLUTION NO. 2021-05
RESOLUTION OF THE CHARLES TOWN UTILITY BOARD

PETER F. KUBIC

WHEREAS, Peter F. Kubic (Pete) has spent over twenty years of his life as a long-standing appointee to the Charles Town Utility Board; and

WHEREAS, Pete has been a valued and respected member of the Charles Town Utility Board and his community for many years, including serving as the Vice Chairman; and

WHEREAS, Consistently, Pete has provided the highest standards of professionalism and dedication when strongly defending and supporting this Utility; and

WHEREAS, Pete's common-sense approach has added to the stability of utility operations and continued growth at the most economical rates for all customers;

WHEREAS, Pete played an instrumental role in the successful completion of consolidation of utilities, resulting in major financial benefits and operational efficiencies for the Charles Town Utility Board; and

WHEREAS, Through his years of service to this Utility and its employees, Pete's energy and resolve, for making the Charles Town Utility Board an outstanding utility, serves as an example to fellow Board members and the entire staff who acknowledge and appreciate his many contributions;

NOW, THEREFORE, BE RESOLVED, That the Charles Town Utility Board offers its sincerest appreciation to Peter F. Kubic for his outstanding commitment and contribution to the Charles Town Utility Board, its employees, and its ratepayers.

AND FURTHER BE IT RESOLVED, That the Charles Town Utility Board hereby adopts Resolution No. 2021-05 to express its thanks and genuine gratitude to Peter F. Kubic.

_____
Chairman Daryl Hennessy

Attest:

_____
Kristen Stolipher, Utility Manager

Dated: December 15, 2021

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: December 15, 2021

ADMINISTRATIVE

- Customer Counts
  - Sewer 8,215 (2,038 billed by JUI)
  - Water 6,378

- Utility Availability
  - Flynn-Jefferson Terrace – 176 single family residential units and 264 townhome units
  - Red Clover Meadows – 250 single family residential units
  - Shenandoah Springs Phases 2A, 2B and 3 – 539 single family residential units

WATER

- Lead and Copper reporting

SEWER

- NPDES Permit
- City Council meeting December 3 – First reading of Project ordinance
- Lloyd's Flat pump station decommissioned

INFORMATION

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

Charles Town Water Department
Revenue & Expense Summary
10/31/2021

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,740,000	Metered Sales - Residential	913,333	907,548	(5,786)
1,210,000	Metered Sales - Commercial	403,333	460,503	57,170
105,000	Metered Sales - Glen Haven/Cavaland	35,000	35,769	769
15,000	Sale for Resale - Bulk Water	5,000	9,797	4,797
80,000	Forfieted Discounts	26,667	23,641	(3,026)
25,000	Misc. Service Rev - Reconnection / Tap Fees	8,333	5,775	(2,558)
515,000	Tank Lot Rental Income	171,667	195,768	24,101
8,000	Interest Income	2,667	1,704	(963)
2,000	Sinking Fund Income	667	12	(655)
75,000	Miscellaneous Income	25,000	18,879	(6,121)
0	Grant Revenue - OEHS SWAP EWM	-	46,765	46,765
0	CIF & CAC Revenue	-	222,618	222,618
0	Checking Acct @ 6/30/21	-	551,603	551,603
4,775,000	**TOTAL REVENUES**	1,591,667	2,480,382	888,715
	EXPENSES			
82,000	Operation Labor - SOS Pumping	27,333	26,741	(592)
20,000	Supplies & Expense	6,667	165	(6,502)
20,000	Maint of Water Source	6,667	-	(6,667)
246,000	Operation Labor - WTP	82,000	87,864	5,864
125,000	Power & Fuel - WTP	41,667	36,705	(4,962)
6,000	Power & Fuel - WTP GH/CAV	2,000	878	(1,122)
20,000	Supplies & Expense - WTP	6,667	4,170	(2,497)
10,000	Supplies & Expense - GH/CAV	3,333	1,141	(2,193)
120,000	Chemicals	40,000	43,538	3,538
45,000	Testing	15,000	6,797	(8,203)
90,000	Maint Water Treatment Plant	30,000	17,389	(12,611)
10,000	Maint of Water Plant - GH/CAV	3,333	-	(3,333)
440,000	Maintenance Labor	146,667	147,386	719
20,000	Supplies & Expense - Maint	6,667	4,299	(2,367)
75,000	Maint Dist Reservior & Standpipes	25,000	11,539	(13,461)
150,000	Maint of Mains	50,000	8,124	(41,876)
200,000	Maint of Services	66,667	55,919	(10,748)
175,000	Maint of Meters	58,333	26,099	(32,235)
25,000	Maint of Hydrants	8,333	3,489	(4,844)
170,000	Accounting & Collecting Labor	56,667	53,415	(3,252)
30,000	Supplies & Expense - Acct & Collect	10,000	1,747	(8,253)
30,000	Bad Debt Expense	10,000	171	(9,829)
115,000	Admin & General Salaries	38,333	47,707	9,373
156,000	Employee Insurance & Benefits	52,000	48,031	(3,969)
106,000	Employee Pension Expense	35,333	35,491	157
81,000	Payroll Taxes - FICA Tax Expense	27,000	28,005	1,005
30,000	OPEB (other post empl benefits)	10,000	7,138	(2,862)

Charles Town Water Department
Revenue & Expense Summary
10/31/2021

114,000	Office Supplies & Other Expense	38,000	38,932	932
15,000	Maintenance of General Property	5,000	3,129	(1,871)
10,000	Contractual Services - Engineering	3,333	2,595	(738)
20,000	Contractual Services - Accounting	6,667	1,325	(5,342)
15,000	Contractual Services - Legal	5,000	1,808	(3,192)
60,000	Contractual Services - Other	20,000	13,990	(6,010)
40,000	Transportation Expense	13,333	10,959	(2,374)
75,000	Property Insurance	25,000	45,466	20,466
45,000	Injuries & Damages	15,000	14,025	(975)
20,000	Regulatory Commission Expense	6,667	1,305	(5,362)
6,000	Bond Administration Fees	2,000	989	(1,011)
10,000	Misc General Expense	3,333	1,724	(1,609)
1,180,000	Depreciation Expense	393,333	393,333	(0)
480,000	Interest on Long Term debt	160,000	132,397	(27,603)
78,000	Amortization - Bond Discount	26,000	26,000	-
4,765,000	**TOTAL EXPENSES**	1,588,333	1,391,922	(196,411)

10,000	Excess (Deficit)	3,333	1,088,460	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/21		551,603	
	Disbursements To Date		(1,634,114)	
	Expenses		1,391,922	
	Deposits To Date		1,894,482	
	Revenues		(2,480,382)	
	CASH BALANCE @ 10/31/2021		811,971	
			811,971	Water Operating
			-	
	Water Capacity Improvement Fees		1,927,787	
	Water Renewal & Replacement		727,132	
	Water Working Capital Fund		357,136	

Charles Town Sewer Department
Revenue & Expense Summary
10/31/2021

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,310,000	CTUB Service Revenue	770,000	815,100	45,100
1,330,000	Sewer Service Revenue - Ranson	443,333	495,857	52,524
2,376,000	Sewer Service Revenue - JCPSD	792,000	857,376	65,376
40,000	Customer Forfieted Discounts	13,333	12,612	(721)
27,000	Customer Forfieted Discounts- RA	9,000	7,566	(1,434)
50,000	Customer Forfieted Discounts- PSD	16,667	13,891	(2,776)
42,000	Misc. Sewer Revenues	14,000	4,496	(9,504)
0	CIF & CAC Revenues	-	141,051	141,051
8,000	Interest Income	2,667	2,509	(157)
3,000	Sinking Fund Income	1,000	8	(993)
0	Checking Acct @ 6/30/21	-	2,046,245	2,046,245
6,186,000	**TOTAL REVENUES**	2,062,000	4,396,711	2,334,711
	EXPENSES			
20,000	Supplies & Expense	6,667	6,815	148
18,000	Maint of Service Connections	6,000	17,823	11,823
300,000	Maint of Collecting & Trans. Mains	100,000	51,741	(48,259)
336,000	Operation Labor	112,000	110,042	(1,958)
120,000	Power & Fuel	40,000	35,909	(4,091)
25,000	Supplies & Expense	8,333	7,473	(860)
250,000	Maint of Pump Stations	83,333	71,814	(11,520)
230,000	Operation Labor	76,667	78,071	1,404
130,000	Power - CT Plant	43,333	38,112	(5,221)
75,000	Power - TUI	25,000	21,938	(3,062)
10,000	Power - Deerfield	3,333	464	(2,869)
150,000	Chemical Expense - CT	50,000	50,063	63
20,000	Chemical Expense - TUI	6,667	4,990	(1,676)
30,000	Laboratory Supplies & Expense - CT	10,000	15,529	5,529
5,000	Laboratory Supplies & Expense - TUI	1,667	2,117	451
95,000	Supplies & Expense	31,667	33,492	1,825
120,000	Maint. Burns Farm	40,000	19,332	(20,668)
240,000	Maint. Treatment Plant - CT	80,000	19,892	(60,108)
80,000	Maint. Treatment Plant - TUI	26,667	14,892	(11,774)
15,000	Maint. Treatment Plant - Deerfield	5,000	4,194	(806)
212,000	Billing, Collecting & Accounting Labor	70,667	68,451	(2,216)
85,000	Billing Fees Expense	28,333	29,309	975
35,000	Bad Debt Expense	11,667	5,904	(5,763)
180,000	Admin. & General Salaries	60,000	47,707	(12,293)
130,000	Employee Insurance & Benefits	43,333	45,087	1,754
98,000	Employee Pension Expense	32,667	30,991	(1,675)
75,000	Payroll Taxes - FICA Tax Expense	25,000	23,951	(1,049)
26,000	OPEB (other post empl. benefits)	8,667	6,434	(2,233)
135,000	Office Supplies & Expense	45,000	43,810	(1,190)
35,000	Maint. of General Property	11,667	5,740	(5,927)

Charles Town Sewer Department
Revenue & Expense Summary
10/31/2021

60,000	Contractual Services - Engineering	20,000	18,490	(1,510)
32,000	Contractual Services - Accounting	10,667	6,475	(4,192)
130,000	Contractual Services - Legal	43,333	60,816	17,483
78,000	Contractual Services - Other	26,000	16,527	(9,473)
55,000	Transportation Expense	18,333	17,083	(1,250)
100,000	Insurance	33,333	48,368	15,034
36,000	Worker's Comp	12,000	11,020	(980)
30,000	Regulatory Commission Expense	10,000	2,707	(7,293)
71,000	Bond Administration Fees	23,667	12,481	(11,186)
10,000	Misc. General Expense	3,333	1,865	(1,469)
1,800,000	Depreciation Expense	600,000	600,000	-
345,000	Interest on Long Term Debt	115,000	6,318	(108,682)
57,000	Amort. Of Debt Discount & Expense	19,000	19,000	-
6,084,000	**TOTAL EXPENSES**	2,028,000	1,733,237	(294,763)
102,000	**Excess (Deficit)**	34,000	2,663,474	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/21		2,046,245	
	Disbursements To Date		(2,088,073)	
	Expenses		1,733,237	
	Deposits To Date		2,216,004	
	Revenues		(4,396,711)	
	CASH BALANCE 10/31/2021		2,174,176	
			2,174,176	Sewer Operating
			0	
	Sewer Capacity Improvement Fees		2,472,964	
	Sewer Renewal & Replacement		600,748	
	Sewer Working Capital Fund		704,651	

Charles Town Water Department
Revenue & Expense Summary
11/30/2021

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,740,000	Metered Sales - Residential	1,141,667	1,118,316	(23,350)
1,210,000	Metered Sales - Commercial	504,167	572,314	68,148
105,000	Metered Sales - Glen Haven/Cavaland	43,750	43,804	54
15,000	Sale for Resale - Bulk Water	6,250	10,455	4,205
80,000	Forfieted Discounts	33,333	29,155	(4,179)
25,000	Misc. Service Rev - Reconnection / Tap Fees	10,417	7,975	(2,442)
515,000	Tank Lot Rental Income	214,583	264,264	49,681
8,000	Interest Income	3,333	2,074	(1,259)
2,000	Sinking Fund Income	833	12	(821)
75,000	Miscellaneous Income	31,250	27,802	(3,448)
0	Grant Revenue - OEHS SWAP EWM	-	46,765	46,765
0	CIF & CAC Revenue	-	222,618	222,618
0	Checking Acct @ 6/30/21	-	551,603	551,603
4,775,000	**TOTAL REVENUES**	1,989,583	2,897,159	907,576
	EXPENSES			
82,000	Operation Labor - SOS Pumping	34,167	31,290	(2,877)
20,000	Supplies & Expense	8,333	165	(8,168)
20,000	Maint of Water Source	8,333	-	(8,333)
246,000	Operation Labor - WTP	102,500	107,310	4,810
125,000	Power & Fuel - WTP	52,083	47,836	(4,247)
6,000	Power & Fuel - WTP GH/CAV	2,500	1,188	(1,312)
20,000	Supplies & Expense - WTP	8,333	4,625	(3,708)
10,000	Supplies & Expense - GH/CAV	4,167	1,328	(2,839)
120,000	Chemicals	50,000	59,273	9,273
45,000	Testing	18,750	7,672	(11,078)
90,000	Maint Water Treatment Plant	37,500	21,175	(16,325)
10,000	Maint of Water Plant - GH/CAV	4,167	-	(4,167)
440,000	Maintenance Labor	183,333	178,141	(5,192)
20,000	Supplies & Expense - Maint	8,333	5,564	(2,770)
75,000	Maint Dist Reservior & Standpipes	31,250	44,849	13,599
150,000	Maint of Mains	62,500	8,264	(54,236)
200,000	Maint of Services	83,333	58,478	(24,855)
175,000	Maint of Meters	72,917	31,740	(41,176)
25,000	Maint of Hydrants	10,417	3,489	(6,927)
170,000	Accounting & Collecting Labor	70,833	64,847	(5,987)
30,000	Supplies & Expense - Acct & Collect	12,500	1,897	(10,603)
30,000	Bad Debt Expense	12,500	(490)	(12,990)
115,000	Admin & General Salaries	47,917	54,187	6,270
156,000	Employee Insurance & Benefits	65,000	62,139	(2,861)
106,000	Employee Pension Expense	44,167	42,612	(1,555)
81,000	Payroll Taxes - FICA Tax Expense	33,750	33,611	(139)
30,000	OPEB (other post empl benefits)	12,500	8,772	(3,728)

Charles Town Water Department
Revenue & Expense Summary
11/30/2021

114,000	Office Supplies & Other Expense	47,500	43,756	(3,744)
15,000	Maintenance of General Property	6,250	3,348	(2,902)
10,000	Contractual Services - Engineering	4,167	7,295	3,129
20,000	Contractual Services - Accounting	8,333	3,425	(4,908)
15,000	Contractual Services - Legal	6,250	1,808	(4,442)
60,000	Contractual Services - Other	25,000	15,954	(9,046)
40,000	Transportation Expense	16,667	13,646	(3,021)
75,000	Property Insurance	31,250	47,271	16,021
45,000	Injuries & Damages	18,750	14,025	(4,725)
20,000	Regulatory Commission Expense	8,333	1,555	(6,779)
6,000	Bond Administration Fees	2,500	989	(1,511)
10,000	Misc General Expense	4,167	1,724	(2,443)
1,180,000	Depreciation Expense	491,667	491,667	0
480,000	Interest on Long Term debt	200,000	132,397	(67,603)
78,000	Amortization - Bond Discount	32,500	32,500	-
4,765,000	**TOTAL EXPENSES**	1,985,417	1,691,324	(294,093)

10,000	Excess (Deficit)	4,167	1,205,836	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/21		551,603	
	Disbursements To Date		(2,078,708)	
	Expenses		1,691,324	
	Deposits To Date		2,370,710	
	Revenues		(2,897,159)	
	CASH BALANCE @ 11/30/2021		843,605	
			843,605	Water Operating
			(0)	
	Water Capacity Improvement Fees		1,942,467	
	Water Renewal & Replacement		736,876	
	Water Working Capital Fund		366,847	

Charles Town Sewer Department
Revenue & Expense Summary
11/30/2021

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,310,000	CTUB Service Revenue	962,500	1,006,641	44,141
1,330,000	Sewer Service Revenue - Ranson	554,167	609,366	55,199
2,376,000	Sewer Service Revenue - JCPSD	990,000	1,059,759	69,759
40,000	Customer Forfieted Discounts	16,667	16,001	(665)
27,000	Customer Forfieted Discounts- RA	11,250	9,632	(1,618)
50,000	Customer Forfieted Discounts- PSD	20,833	17,073	(3,760)
42,000	Misc. Sewer Revenues	17,500	6,402	(11,098)
0	CIF & CAC Revenues	-	147,465	147,465
8,000	Interest Income	3,333	3,047	(287)
3,000	Sinking Fund Income	1,250	8	(1,243)
0	Checking Acct @ 6/30/21	-	2,046,245	2,046,245
6,186,000	**TOTAL REVENUES**	2,577,500	4,921,637	2,344,137
	EXPENSES			
20,000	Supplies & Expense	8,333	7,042	(1,292)
18,000	Maint of Service Connections	7,500	19,458	11,958
300,000	Maint of Collecting & Trans. Mains	125,000	59,787	(65,213)
336,000	Operation Labor	140,000	133,504	(6,496)
120,000	Power & Fuel	50,000	46,280	(3,720)
25,000	Supplies & Expense	10,417	8,345	(2,072)
250,000	Maint of Pump Stations	104,167	75,442	(28,724)
230,000	Operation Labor	95,833	95,548	(286)
130,000	Power - CT Plant	54,167	47,381	(6,786)
75,000	Power - TUI	31,250	28,238	(3,012)
10,000	Power - Deerfield	4,167	972	(3,195)
150,000	Chemical Expense - CT	62,500	65,915	3,415
20,000	Chemical Expense - TUI	8,333	4,990	(3,343)
30,000	Laboratory Supplies & Expense - CT	12,500	17,809	5,309
5,000	Laboratory Supplies & Expense - TUI	2,083	2,933	850
95,000	Supplies & Expense	39,583	41,800	2,217
120,000	Maint. Burns Farm	50,000	24,881	(25,119)
240,000	Maint. Treatment Plant - CT	100,000	23,448	(76,552)
80,000	Maint. Treatment Plant - TUI	33,333	27,236	(6,097)
15,000	Maint. Treatment Plant - Deerfield	6,250	4,294	(1,956)
212,000	Billing, Collecting & Accounting Labor	88,333	83,269	(5,065)
85,000	Billing Fees Expense	35,417	36,391	974
35,000	Bad Debt Expense	14,583	5,949	(8,635)
180,000	Admin. & General Salaries	75,000	62,982	(12,018)
130,000	Employee Insurance & Benefits	54,167	58,088	3,921
98,000	Employee Pension Expense	40,833	38,344	(2,490)
75,000	Payroll Taxes - FICA Tax Expense	31,250	29,596	(1,654)
26,000	OPEB (other post empl. benefits)	10,833	8,164	(2,669)
135,000	Office Supplies & Expense	56,250	48,498	(7,752)
35,000	Maint. of General Property	14,583	5,740	(8,843)

Charles Town Sewer Department
Revenue & Expense Summary
11/30/2021

60,000	Contractual Services - Engineering	25,000	39,330	14,330
32,000	Contractual Services - Accounting	13,333	10,300	(3,033)
130,000	Contractual Services - Legal	54,167	64,229	10,062
78,000	Contractual Services - Other	32,500	20,342	(12,159)
55,000	Transportation Expense	22,917	22,212	(705)
100,000	Insurance	41,667	49,786	8,119
36,000	Worker's Comp	15,000	11,020	(3,980)
30,000	Regulatory Commission Expense	12,500	2,337	(10,163)
71,000	Bond Administration Fees	29,583	12,481	(17,102)
10,000	Misc. General Expense	4,167	2,463	(1,704)
1,800,000	Depreciation Expense	750,000	750,000	-
345,000	Interest on Long Term Debt	143,750	6,318	(137,432)
57,000	Amort. Of Debt Discount & Expense	23,750	23,750	-
6,084,000	**TOTAL EXPENSES**	2,535,000	2,126,890	(408,110)
102,000	**Excess (Deficit)**	42,500	2,794,747	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/21		2,046,245	
	Disbursements To Date		(2,499,152)	
	Expenses		2,126,890	
	Deposits To Date		2,757,584	
	Revenues		(4,921,637)	
	CASH BALANCE 11/30/2021		2,304,677	
			2,304,677	Sewer Operating
			-	
	Sewer Capacity Improvement Fees		2,479,736	
	Sewer Renewal & Replacement		614,065	
	Sewer Working Capital Fund		704,732	

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	
Dan Ryan Builders	Tate Manor	1-6	1/4/2021	6	$ 6,762.00	6	$ 15,456.00	
Dan Ryan Builders	Briar Run	387-389, 391	1/4/2021	4	$ 12,828.00			
Dan Ryan Builders	Tate Manor	7-12	1/25/2021	6	$ 6,762.00	6	$ 15,456.00	
Dan Ryan Builders	Tate Manor	13-18	1/25/2021	6	$ 6,762.00	6	$ 15,456.00	
Stanley Martin	Presidents Pointe	51-56	2/12/2021	6	$ 16,512.00			
DRH	Magnolia Springs	38-41	2/17/2021	4	$ 4,508.00	4	$ 10,304.00	$ 38,640.00
Dan Ryan Builders	Tate Manor	19-24	2/24/2021	6	$ 6,762.00	6	$ 15,456.00	
Dan Ryan Builders	Tate Manor	25-29	2/24/2021	5	$ 5,635.00	5	$ 12,880.00	
DRH	Magnolia Springs	21,23, 32-35, 42-48	3/5/2021	13	$ 14,651.00	13	$ 33,488.00	
DRH	Magnolia Springs	22	3/12/2021	1	$ 1,127.00	1	$ 2,576.00	
DRH	Magnolia Springs	8-10, 18-20, 24-28, 36-37, 66-70	3/17/2021	18	$ 20,286.00	18	$ 46,368.00	
Rockwool	Rockwool		3/31/2021	104.7	$ 117,959.33			
R&D Investments	17 Clems Drive		4/21/2021	1	$ 3,207.00			
Salgato	West Washington Street	45	5/28/2021	1	$ 1,127.00	1	$ 2,576.00	
Lutman	2 Sunlite Dr- Tuscawilla		6/15/2021	1	$ 1,127.00	1	$ 2,576.00	
Uniwest	Jefferson Xing Apartments	7	6/23/2021	36	$ 115,452.00	36	$ 92,736.00	
Jenkins	100 Center Street		6/30/2021	1	$ 1,127.00	1	$ 2,576.00	
Jenkins	203 E 7th Ave		6/30/2021	1	$ 1,127.00	1	$ 2,576.00	
DRH	Magnolia Springs	71-73, 101-102, 114-122, 125-133, 135, 138, 140-145	7/29/2021	35	$ 39,445.00	35	$ 90,160.00	
Wormald	Beallair	142	7/30/2021	1	$ 3,207.00			
Wormald	Beallair	67	7/30/2021	1	$ 3,207.00			
Sudhir Rana	West Burr Industrial Park	5	8/2/2021	1.8	$ 5,772.60			
DHR	Magnolia Springs	134, 139	8/4/2021	2	$ 2,254.00	2	$ 5,152.00	
Wormald	Beallair	149	8/13/2021	1	$ 3,207.00			
McGuire	71 Jefferson Crossing Way (Laundromat)		8/30/2021	7.42	$ 23,795.94	7.42	$ 19,113.92	
Wormald	Beallair	157	9/8/2021	1	$ 3,207.00			
Wormald	Beallair	144	9/17/2021	1	$ 3,207.00			
DRH	Magnolia Springs	74-75, 91-99, 100, 103-113, 123-124, 136-137, 150-164	9/22/2021	42	$ 47,334.00	42	$ 108,192.00	
Wormald	Beallair	139	10/15/2021	1	$ 3,207.00			
Wormald	Beallair	141	11/5/2021	1	$ 3,207.00			
Salgato	Iris Way - Beallair	11D	11/17/2021	1	$ 3,207.00			
			Total	**316.92**	$ 487,978.87	**191.42**	$ 493,097.92	

Charles Town Utility Board
2021 Capacity Improvement Fee Collections/EDU for Sewer

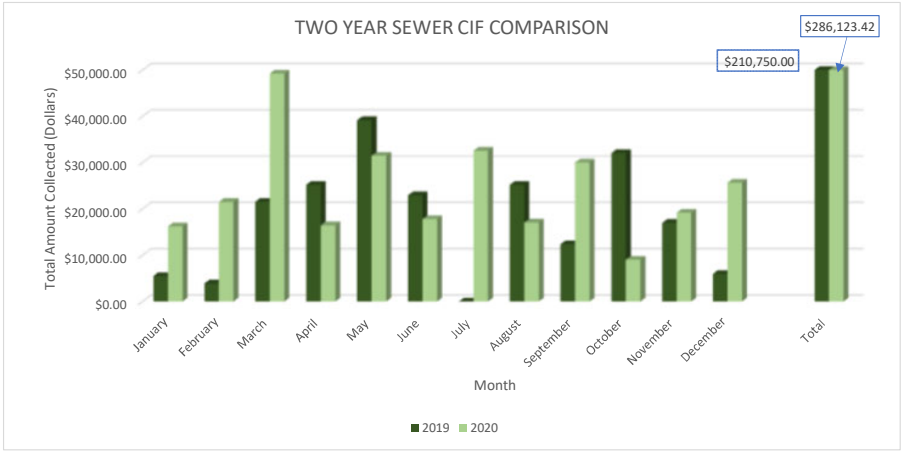
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-21		22	22	$ 33,114.00		$ 33,114.00
Feb-21		21	21	$ 33,417.00	$ 9,750.00	$ 23,667.00
Mar-21		32	136.7	$ 154,023.33		$ 154,023.33
Apr-21		1	1	$ 3,207.00		$ 3,207.00
May-21		1	1	$ 1,127.00		$ 1,127.00
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						
Total 2021	**45.22**	**120**	**316.92**	**$ 487,978.87**	**$ 9,750.00**	**$ 478,228.87**

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		0	0	$ -
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				
Total 2021	**43.42**	**106**	**191.42**	**$ 493,097.92**

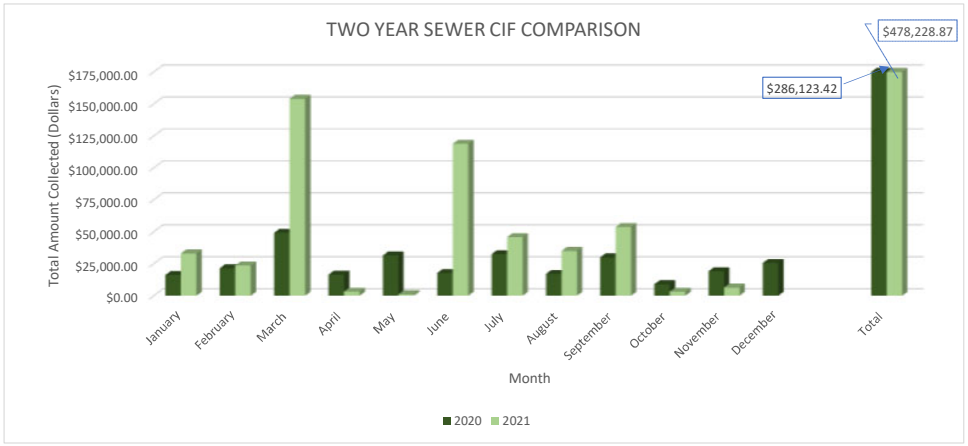
Charles Town Utility Board
2020 Capacity Improvement Fee Collections/EDU for Sewer

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



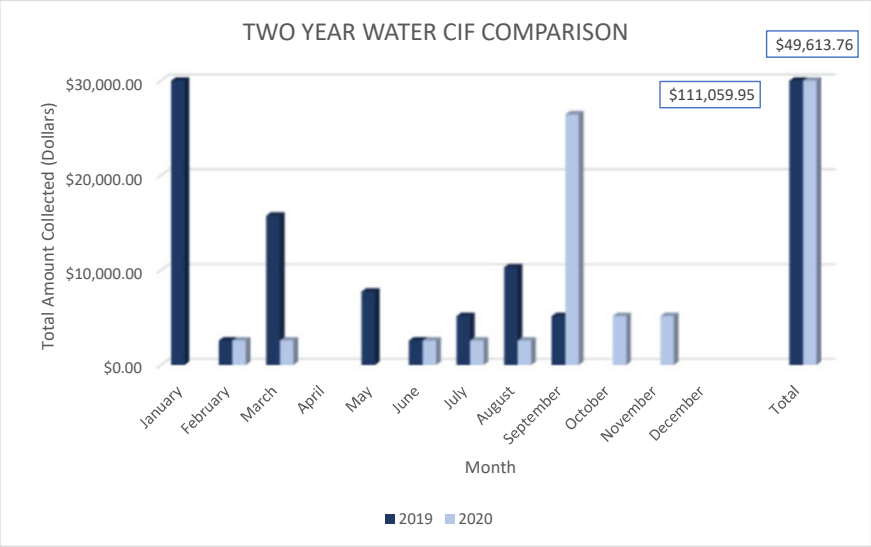
Charles Town Utility Board
2021 Capacity Improvement Fee Collections/EDU for Sewer

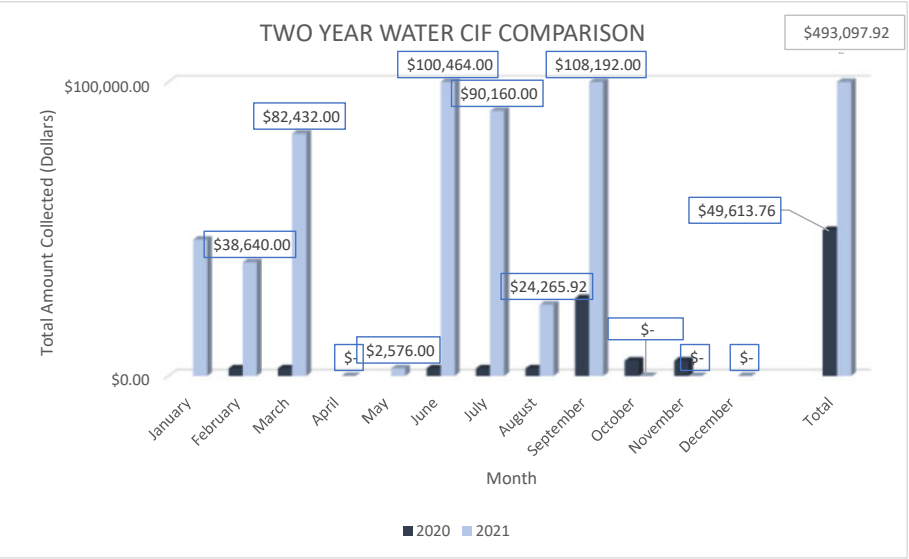
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-21		22	22	$ 33,114.00		$ 33,114.00
Feb-21		21	21	$ 33,417.00	$ 9,750.00	$ 23,667.00
Mar-21		32	136.7	$ 154,023.33		$ 154,023.33
Apr-21		1	1	$ 3,207.00		$ 3,207.00
May-21		1	1	$ 1,127.00		$ 1,127.00
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						
Total 2021	**45.22**	**120**	**316.92**	**$487,978.87**	**$9,750.00**	**$478,228.87**



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

Charles Town Utility Board 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				$ -
Total 2021	**43.42**	**106**	**191.42**	**$ 493,097.92**





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	366.39	1.10	0.65	646,364	4,309

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	32.04	0.101818182	0.398181818	398,182	2,655

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	

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

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

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		
Annual Total	366.39	1.10

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

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

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		
Annual Total	32.04	0.10

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	554.75	1.65	1.15	1,154,133	7,694

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

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

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		
Annual Total	554,749,969	1,645,867

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	2.86	0.01	0.01	13,042	-

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

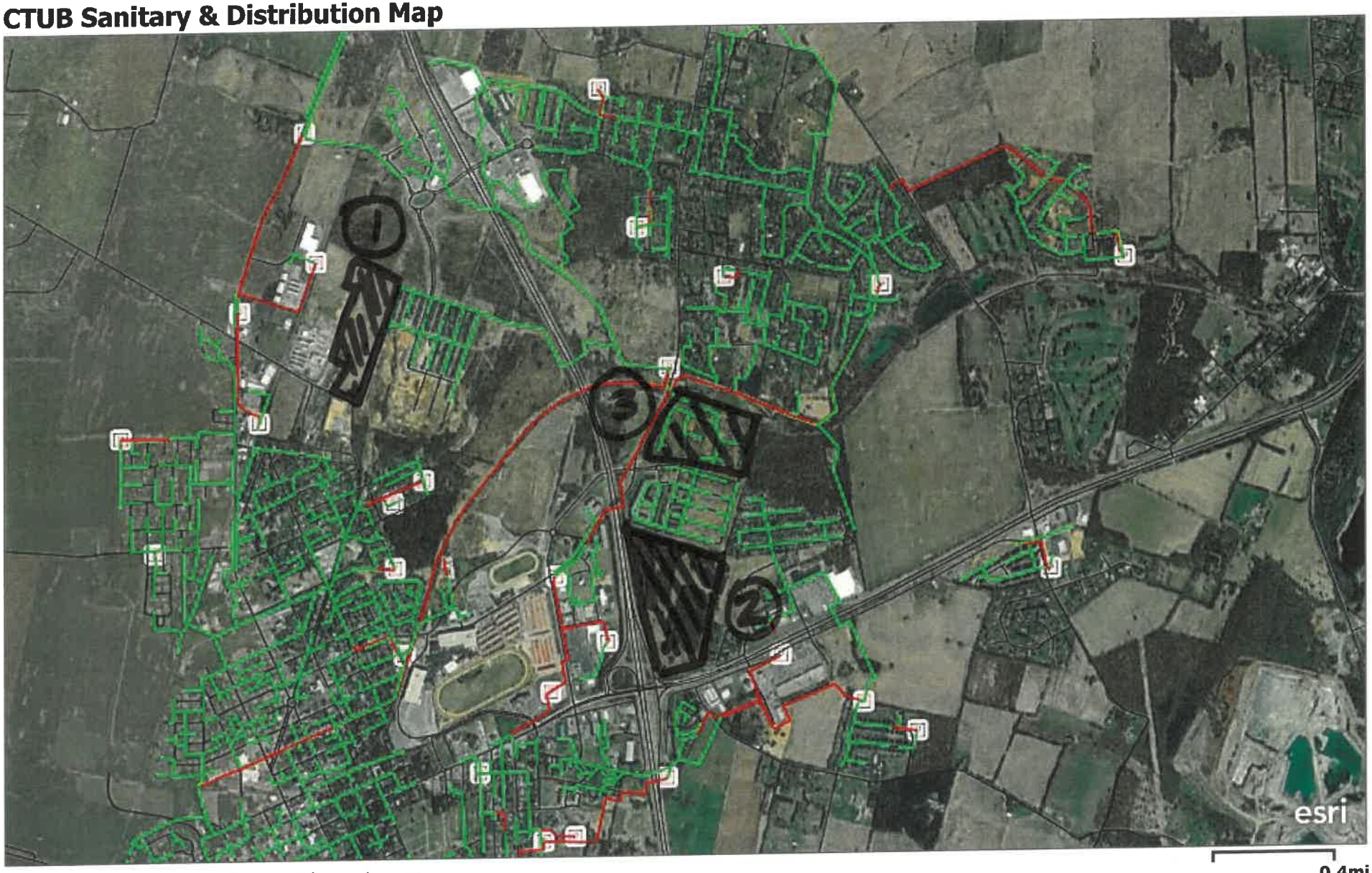
2021		
	Total	AVERAGE
JANUARY	242,200	7,813
FEBRUARY	203,500	7,268
MARCH	241,800	8,636
APRIL	262,300	8,743
MAY	289,700	9,345
JUNE	276,500	8,919
JULY	302,900	9,771
AUGUST	302,900	9,771
SEPTEMBER	227,800	7,348
OCTOBER	285,100	9,197
NOVEMBER	227,200	7,329
DECEMBER		
Annual Total	2,861,900	8,558

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	1.77	0.01	0.03	30,709	

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		
Annual Total	1,769,100	5,291

CTUB Sanitary & Distribution Map



pipe,manholes, pumpstations, roads, customers

County of Loudoun, Maxar

kstolipher

From: Taylor, Devon <dtaylor@mragta.com>
Sent: Tuesday, December 7, 2021 5:10 PM
To: tmarkley
Cc: kstolipher
Subject: Red Clover Meadows
Attachments: RCM Exhibit 10-06-21.pdf

Good Afternoon Travis,

Can you please provide a service availability letter for the parcel (19-08-0008-0009) located west of Foal Street? Please see attached pdf showing a rough layout.

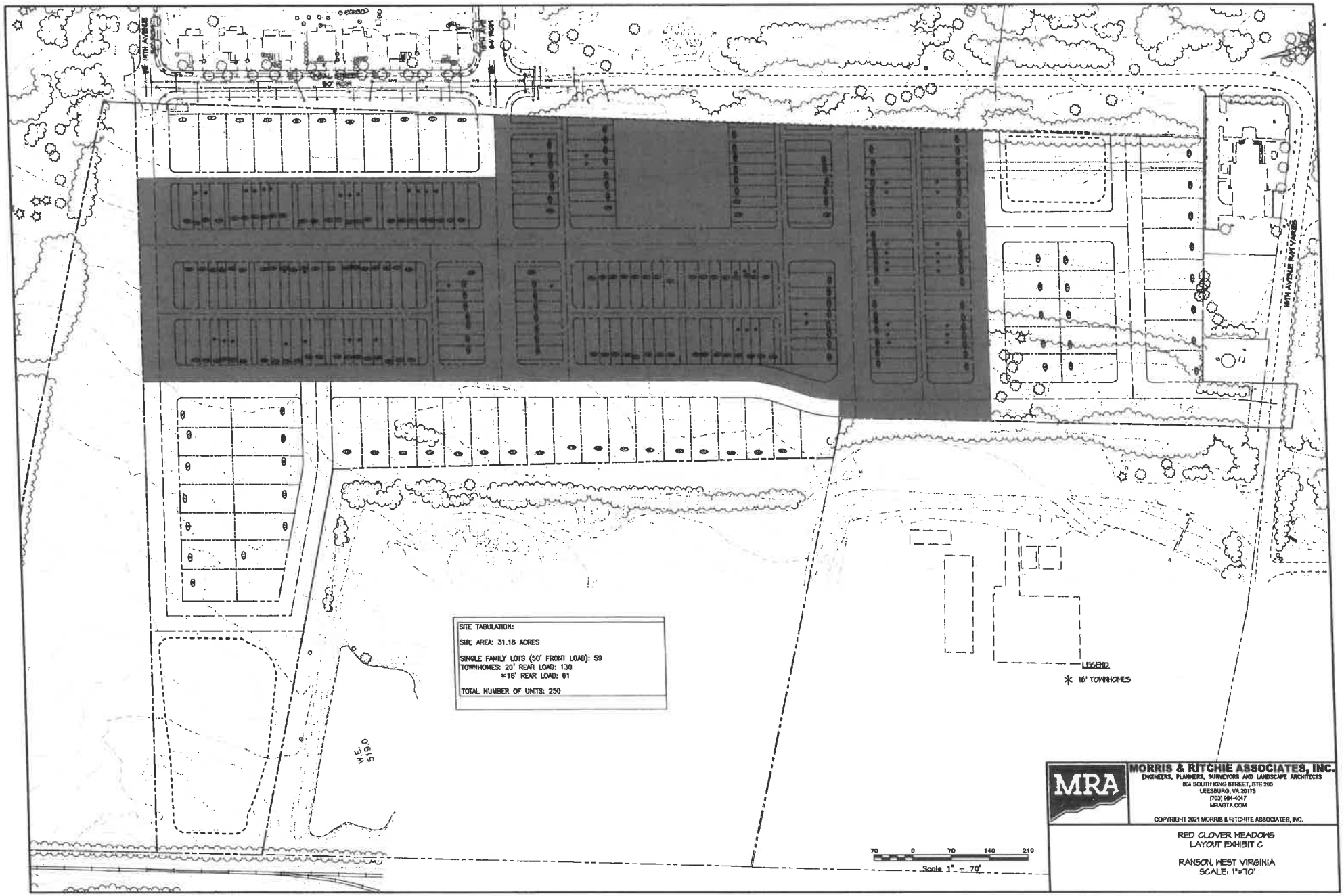
Thanks,
Devon Taylor

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604 South King Street, Suite 200, Leesburg, VA 20175
Tel: 703-994-4047 | **www.mragta.com**

Services: Planners • Architects • Landscape Architects
Civil & Structural Engineers • Surveyors

Offices: Abingdon, Baltimore, Laurel & Towson, MD
Leesburg, VA • Georgetown & New Castle, DE • Raleigh, NC

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SITE TABULATION:
SITE AREA: 31.18 ACRES
SINGLE FAMILY LOTS (50' FRONT LOAD): 59
TOWNHOMES: 20' REAR LOAD: 130
*16' REAR LOAD: 61
TOTAL NUMBER OF UNITS: 250
LEGEND
* 16' TOWNHOMES
70 0 70 140 210
Scale 1" = 70'
MRA
MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
804 SOUTH KING STREET, STE 200
LEESBURG, VA 20175
(703) 994-4047
MRAGTA.COM
COPYRIGHT 2021 MORRIS & RITCHITE ASSOCIATES, INC.
RED CLOVER MEADOWS
LAYOUT EXHIBIT C
RANSON, WEST VIRGINIA
SCALE: 1"=70'

kstolipher

From: Taylor, Devon <dtaylor@mragta.com>
Sent: Monday, November 8, 2021 10:54 AM
To: tmarkley; kstolipher
Subject: Flynn-Jefferson Availability Letter Request
Attachments: Flynn-Jefferson Layout Exhibit 09-15-21.pdf

Travis/Kristen,

We are working on a residential subdivision plan for the parcel located south of the Shenandoah Springs Subdivision at the northeast corner of Route 340 and Route 9. Please see the attached exhibit for the proposed layout. Can you please provide an availability letter at your earliest convenience?
Let me know if any additional information is needed at this time.

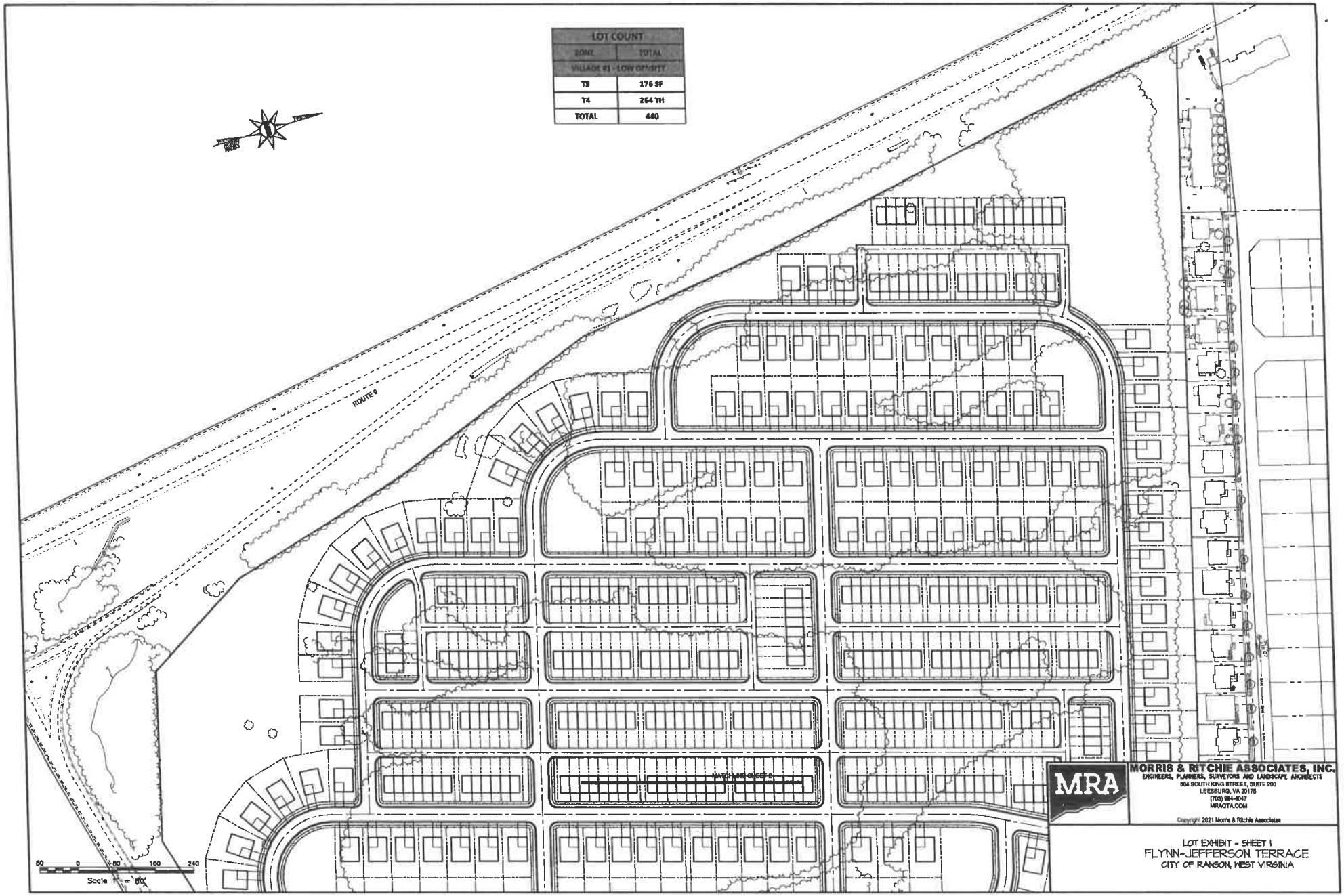
Thanks,
Devon Taylor

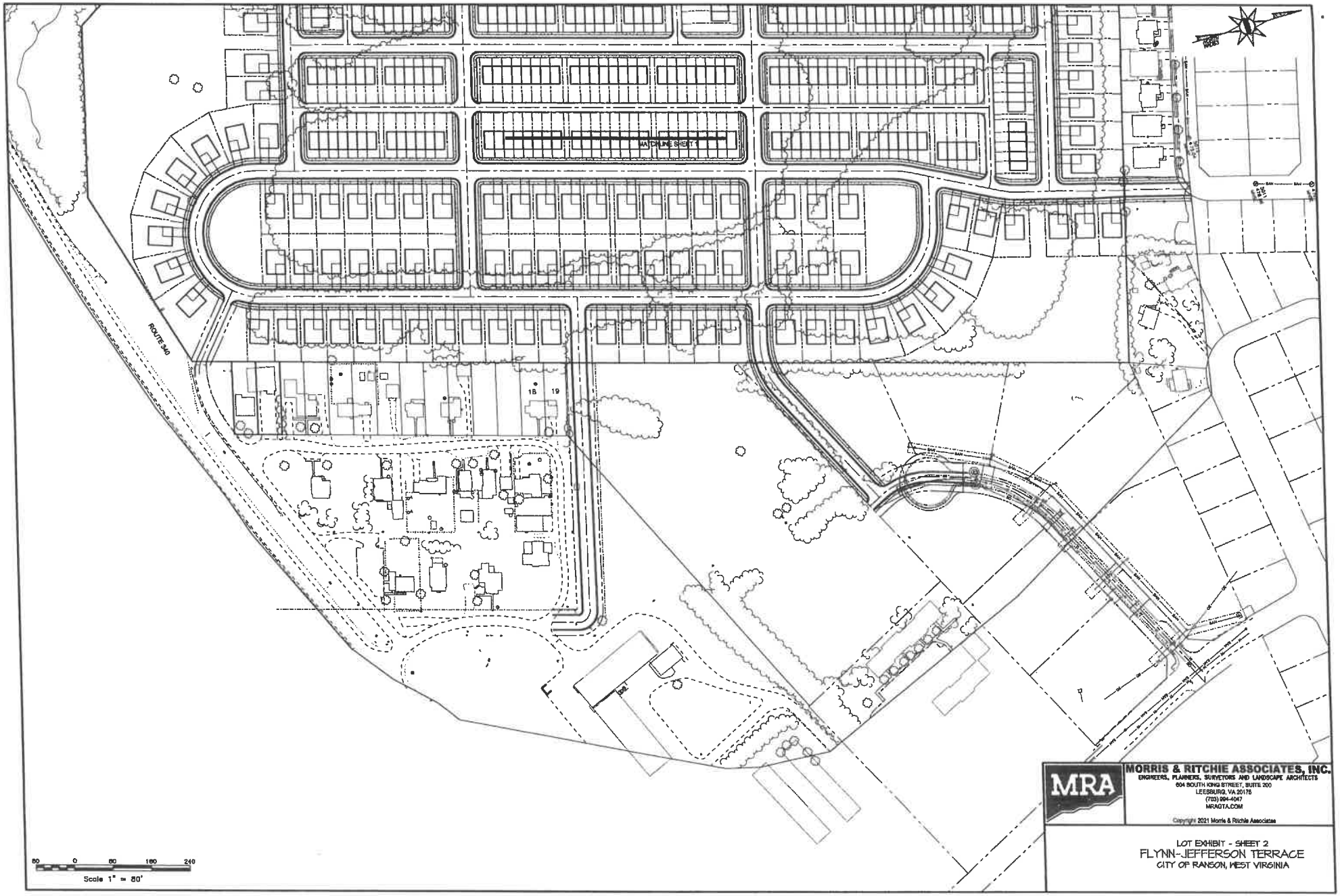
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LOT COUNT
ZONE
TOTAL
VILLAGE #1 - LOW DENSITY
T3
176 SF
T4
264 TH
TOTAL
440
ROUTE 9
MATCHLINE SHEET 2
80 0 80 160 240
Scale 1" = 80'
MRA
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ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
804 SOUTH KING STREET, SUITE 200
LEESBURG, VA 20175
(703) 984-4047
MRAGTA.COM
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LOT EXHIBIT - SHEET 1
FLYNN-JEFFERSON TERRACE
CITY OF RANSON, WEST VIRGINIA


MATCHLINE SHEET 1
ROUTE 340
18
19
Scale 1" = 80'
MRA
MORRIS & RITCHIE ASSOCIATES, INC.
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604 SOUTH KING STREET, SUITE 200
LEESBURG, VA 20175
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LOT EXHIBIT - SHEET 2
FLYNN-JEFFERSON TERRACE
CITY OF RANSON, WEST VIRGINIA

kstolipher

From: tmarkley
Sent: Monday, November 29, 2021 12:48 PM
To: Taylor, Devon
Cc: kstolipher
Subject: RE: Shenandoah Springs Availability Letter
Attachments: Shenandoah Springs Phases 2A-2B-3_ Availability letter.pdf

Hi Devon,

Please find attached a letter of availability for the remaining phases of the Shenandoah Springs subdivision. Let me know if this will work for your needs.

Kindest Regards,

Travis Markley
Charles Town Utility Board
Engineering Technician
304-725-2316 office

Confidentiality Notice: The information contained in this e-mail and any attached documents may be confidential or legally privileged. It is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message. Please note that the sender accepts no responsibility for viruses and it is your responsibility to scan this e-mail and attachments (if any). No contracts may be concluded on behalf of the sender by means of electronic communications unless expressly stated to the contrary.

From: Taylor, Devon <dtaylor@mragta.com>
Sent: Monday, November 29, 2021 11:52 AM
To: tmarkley <tmarkley@ctubwv.com>
Subject: Shenandoah Springs Availability Letter

Hi Travis,

Can you please provide an availability letter for the entire future Shenandoah Springs subdivision? See attached for the future phases. The City is requesting one at this time. Please let me know if you need any further information.

Thanks,
Devon Taylor

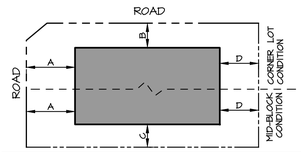
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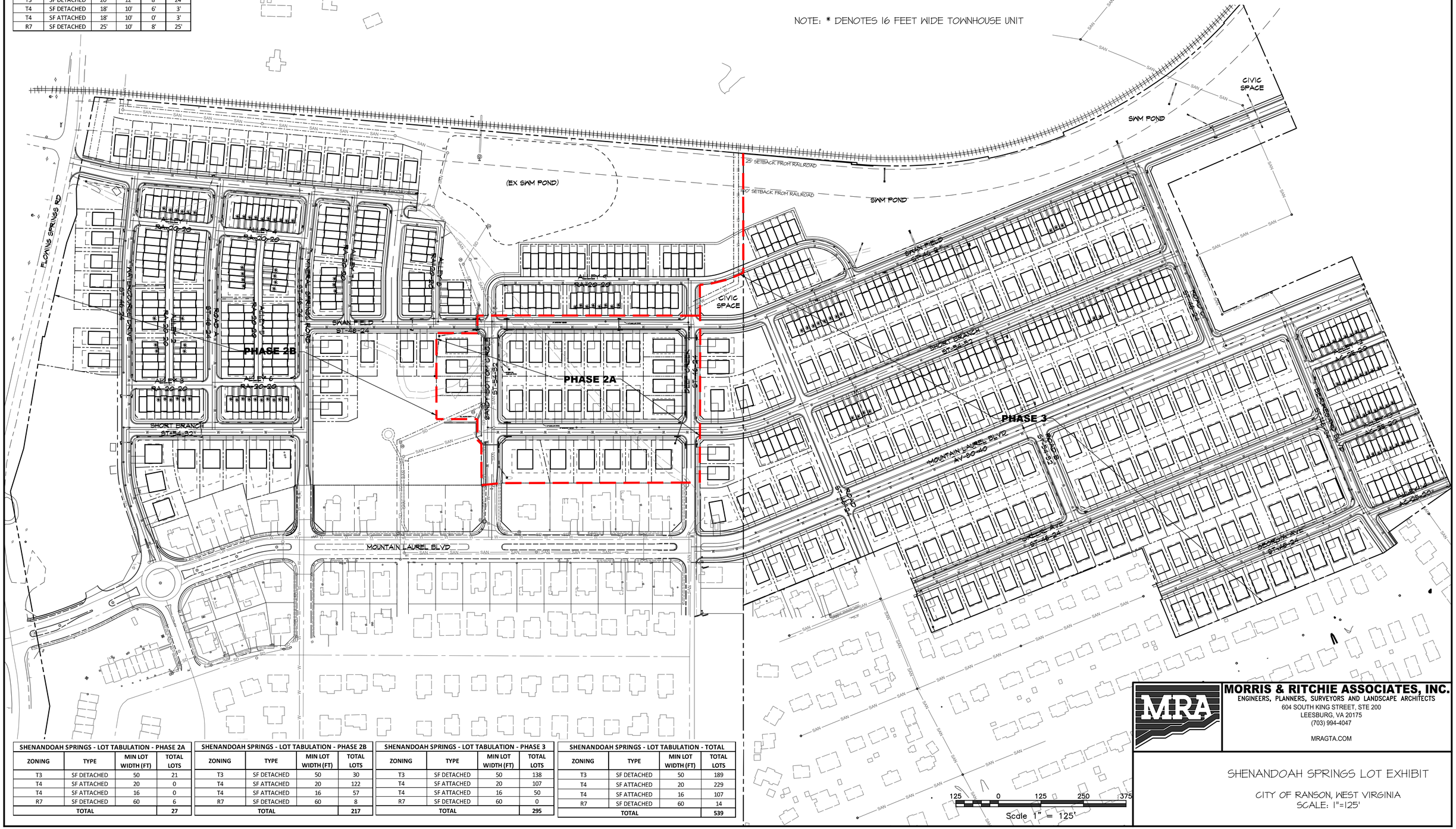
MRA – Since 1979

BUILDING SETBACKS



SETBACK TABLE					
ZONING	TYPE	FRONT (A)	FRONT (B)	SIDE (C)	REAR (D)
T3	SF DETACHED	20'	12'	8'	24'
T4	SF DETACHED	18'	10'	6'	3'
T4	SF ATTACHED	18'	10'	0'	3'
R7	SF DETACHED	25'	10'	8'	25'

NOTE: * DENOTES 16 FEET WIDE TOWNHOUSE UNIT



SHENANDOAH SPRINGS - LOT TABULATION - PHASE 2A			
ZONING	TYPE	MIN LOT WIDTH (FT)	TOTAL LOTS
T3	SF DETACHED	50	21
T4	SF ATTACHED	20	0
T4	SF ATTACHED	16	0
R7	SF DETACHED	60	6
TOTAL			27

SHENANDOAH SPRINGS - LOT TABULATION - PHASE 2B			
ZONING	TYPE	MIN LOT WIDTH (FT)	TOTAL LOTS
T3	SF DETACHED	50	30
T4	SF ATTACHED	20	122
T4	SF ATTACHED	16	57
R7	SF DETACHED	60	8
TOTAL			217

SHENANDOAH SPRINGS - LOT TABULATION - PHASE 3			
ZONING	TYPE	MIN LOT WIDTH (FT)	TOTAL LOTS
T3	SF DETACHED	50	138
T4	SF ATTACHED	20	107
T4	SF ATTACHED	16	50
R7	SF DETACHED	60	0
TOTAL			295

SHENANDOAH SPRINGS - LOT TABULATION - TOTAL			
ZONING	TYPE	MIN LOT WIDTH (FT)	TOTAL LOTS
T3	SF DETACHED	50	189
T4	SF ATTACHED	20	229
T4	SF ATTACHED	16	107
R7	SF DETACHED	60	14
TOTAL			539

125 0 125 250 375
Scale 1" = 125'

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
604 SOUTH KING STREET, STE 200
LEESBURG, VA 20175
(703) 994-4047
MRAGTA.COM

SHENANDOAH SPRINGS LOT EXHIBIT

CITY OF RANSON, WEST VIRGINIA
SCALE: 1"=125'

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
US POSTAL SERVICE	ANNUAL PO BOX SVC FEE	WATER FUND	WATER		94.00
	ANNUAL PO BOX SVC FEE	SEWER FUND	SEWER		94.00
				TOTAL:	188.00
USA BLUEBOOK	PUMP HEAD COVER, TUBE ASSM	WATER FUND	WATER		313.35
	FLEX COUPLING CLAY	SEWER FUND	SEWER		83.50
				TOTAL:	396.85
WEST VIRGINIA TRACTOR COMPANY	FLEXIBLE HOSETOTANK, DEBRI	SEWER FUND	SEWER		1,346.66
	HYDRAULIC CYLNDR FOR JETTE	SEWER FUND	SEWER		1,501.43
				TOTAL:	2,848.09
WIRELESS NETWORKS GROUP, INC.	MISC SVCS, NOV	WATER FUND	WATER		2,500.00
				TOTAL:	2,500.00
WV BUREAU OF PUBLIC HEALTH	B.CARPER CLASS I CERTIFICA	WATER FUND	WATER		62.50
	B.CARPER CLASS I CERTIFICA	SEWER FUND	SEWER		62.50
				TOTAL:	125.00
WV WATER DEVELOPMENT AUTHORITY	#2017-175 INFRSTRCTR FNDPR	SEWER FUND	NON-DEPARTMENTAL		467.06
				TOTAL:	467.06
XYLEM DEWATERING SOLUTIONS, INC	FLOAT SWITCH, EXTRA FOR PL	SEWER FUND	SEWER		1,628.84
	PRIMEGUARD FLOAT SET W/65'	SEWER FUND	SEWER		400.00
				TOTAL:	2,028.84

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

50	WATER FUND	163,690.25
60	SEWER FUND	226,753.55
	GRAND TOTAL:	390,443.80

TOTAL PAGES: 7

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 390,443.80
Security Deposit refunds: 2,240.32
City of Charles Town, check dated 11/17/2021: 15,700.19
Corporation of Ranson, check dated 11/17/2021: 3,124.54

Total: $ 411,508.85

Note:

Highlighted invoices to be reimbursed for the R&R Project;

Highlighted invoices to be reimbursed from Water Surety Account

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	WATER TRUCK-SERVICE	WATER FUND	WATER		141.42
	WATER-HAMMER	WATER FUND	WATER		77.25
	SEWER TRUCK- NEW TIRES	SEWER FUND	SEWER		640.29
	VAC TRUCK-SERVICE CALL	SEWER FUND	SEWER		796.69
	WATER PUMP: SEWER	SEWER FUND	SEWER		919.68
	GODWIN SVC'D & OIL CHNG'D	SEWER FUND	SEWER		350.83
	GODWIN SVC'D & OIL CHNG'D	SEWER FUND	SEWER		414.87
	WELD TAB ON MANHOLE COVER	SEWER FUND	SEWER		275.00
	GODWIN SVC'D & OIL CHNG'D	SEWER FUND	SEWER		337.59
	SEWER GODWIN	SEWER FUND	SEWER		354.33
				TOTAL:	4,943.73
LAW OFFICES OF HOY SHINGLETON, L.C.	GENERAL 10/29 - 11/29/21	WATER FUND	WATER		292.50
	SHEN JCT 11/12/21	SEWER FUND	SEWER		162.50
	GENERAL 10/29 - 11/29/21	SEWER FUND	SEWER		1,755.00
				TOTAL:	2,210.00
SPRINT	MONTHLY CELL SERVICE	WATER FUND	WATER		196.68
	MONTHLY CELL SERVICE	SEWER FUND	SEWER		220.72
				TOTAL:	417.40
STEPTOE & JOHNSON PLLC	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER		2,713.00
				TOTAL:	2,713.00
STH, INC.	SS LIFTING BAIL W/HARDWARE	SEWER FUND	SEWER		540.00
	DEERFIELD PLANT- PUMPS	SEWER FUND	SEWER		2,600.00
				TOTAL:	3,140.00
GERALD TAYLOR CO., INC.	VAC / TRANSPORT	WATER FUND	WATER		735.28
	VAC / TRANSPORT	WATER FUND	WATER		525.20
	VAC / TRANSPORT	WATER FUND	WATER		294.40
	VAC / TRANSPORT	WATER FUND	WATER		354.74
	VAC / TRANSPORT	WATER FUND	WATER		502.46
	SUPERVAC LIFT STATIONS	SEWER FUND	SEWER		1,296.10
	WW TRANSPORTED	SEWER FUND	SEWER		677.04
	SUPERVAC / DISPOSE	SEWER FUND	SEWER		2,406.59
				TOTAL:	6,791.81
THE CI THORNBURG CO, INC.	2" OMNI C2 100G AMR 1G PUL	WATER FUND	WATER		5,473.93
	5/8" SRII EXHNG CHMBR, 2"	WATER FUND	WATER		9,650.00
	CHLORINE	WATER FUND	WATER		1,378.00
	AUTOGUN AG6590 LOANER	WATER FUND	WATER		19.68
				TOTAL:	16,521.61
UNITED BANK	WATER/SEWER BOND	WATER FUND	WATER		50.00
				TOTAL:	50.00
US PAVING, LLC	10/04/21 PAVING	WATER FUND	WATER		2,640.00
	10/04/21 PAVING	WATER FUND	WATER		3,075.00
	10/01/21 PAVING	SEWER FUND	SEWER		5,225.00
	10/04/21 PAVING	SEWER FUND	SEWER		540.00
	10/13-10/15/21 PAVING	SEWER FUND	SEWER		7,130.00
	10/18-10/19/21 CONCRETE	SEWER FUND	SEWER		2,300.00
	11/12 - 11/23/21 PAVING	SEWER FUND	SEWER		9,315.00
	11/18 - 11/24/21 CONCRETE,	SEWER FUND	SEWER		3,170.00
				TOTAL:	33,395.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JOHN MURPHY, JR	WVBPH CLSS I WW CERT	SEWER FUND	SEWER	125.00
			TOTAL:	125.00
THOMAS NALLS	NOV TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,518.48
			TOTAL:	3,518.48
NB & C ENGINEERING SERVICES, LLC	STRUCTURAL ANALYSIS CT RD	WATER FUND	WATER	1,100.00
	STRUCTURAL ANALYSIS 6TH AV	WATER FUND	WATER	1,100.00
			TOTAL:	2,200.00
LOGICAL CONCEPTS, INC	FLWNGSPRGS,GRNFLDSTH 4-5,B	SEWER FUND	SEWER	418.00
			TOTAL:	418.00
PACE ANALYTICAL SERVICES, LLC	TESTING: CAV QRTLY	WATER FUND	WATER	25.00
	TESTING: CT INDUSTRIAL	SEWER FUND	SEWER	44.28
	TESTING: CT WKLY	SEWER FUND	SEWER	189.47
	TESTING: PROCESS CONTROL O	SEWER FUND	SEWER	201.40
	TESTING: TUSC WKLY	SEWER FUND	SEWER	85.85
	TESTING: CT WKLY	SEWER FUND	SEWER	173.19
	TESTING: TUSC WKLY	SEWER FUND	SEWER	85.85
	TESTING: CT INDUSTRIAL	SEWER FUND	SEWER	44.28
	TESTING: TUSC WKLY	SEWER FUND	SEWER	82.85
	TESTING: CT WKLY	SEWER FUND	SEWER	161.12
	TESTING: CTWWTP	SEWER FUND	SEWER	161.12
	TESTING: CT WKLY	SEWER FUND	SEWER	173.19
	TESTING: CT WKLY	SEWER FUND	SEWER	201.40
	TESTING: TUSC WKLY	SEWER FUND	SEWER	85.85
	TESTING: CT WKLY	SEWER FUND	SEWER	173.19
			TOTAL:	1,888.04
PETTY CASH @ 661 S GEORGE ST	PETTY CASH- MISC RECEIPTS	WATER FUND	WATER	90.94
	PETTY CASH- MISC RECEIPTS	SEWER FUND	SEWER	80.63
			TOTAL:	171.57
R&L LANDSCAPES, INC	2ND SVC 2021 CONTRACT	WATER FUND	WATER	1,050.00
	2ND SVC 2021 CONTRACT	SEWER FUND	SEWER	1,050.00
			TOTAL:	2,100.00
CORPORATION OF RANSON	NOV UB COLLECTION	WATER FUND	NON-DEPARTMENTAL	2,860.06
			TOTAL:	2,860.06
RK & K ENGINEERS	TO5 SEWER MODEL	SEWER FUND	NON-DEPARTMENTAL	5,561.35
	TO12 FOREST AVE/FAIRFAX CR	SEWER FUND	NON-DEPARTMENTAL	6,394.51
	TO12FOREST AVE/FAIRFAX CRS	SEWER FUND	NON-DEPARTMENTAL	4,138.05
	TO17 DEVELOPMENT FACILITY	SEWER FUND	NON-DEPARTMENTAL	5,263.02
	TO17 DEVELOPMENT FACILITY	SEWER FUND	NON-DEPARTMENTAL	638.85
	TO18 WNDY'S PS UPGRADE	SEWER FUND	NON-DEPARTMENTAL	3,617.00
	TO18 WNDY'S PS UPGRADE	SEWER FUND	NON-DEPARTMENTAL	3,371.41
	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL	9,331.17
	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL	4,975.31
			TOTAL:	43,290.67
ROSS H BARE	BARDANE PS: SVC CALL	SEWER FUND	SEWER	200.00
			TOTAL:	200.00
SHENANDOAH SALES & SERVICE, INC.	SLUDGE TRUCK-SERVICE CALL	WATER FUND	WATER	635.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GWIN DOBSON & FOREMAN INC	WWTP UPGRADE	SEWER FUND	NON-DEPARTMENTAL	5,135.40
	TUSC WWTP MBR	SEWER FUND	SEWER	1,464.02
			TOTAL:	6,599.42
MICHAEL GOODE	REIMB MULT PRCH 11/9-11/10	SEWER FUND	SEWER	1,576.13
			TOTAL:	1,576.13
GRAINGER	AUGER, DRAIN CLEANING MIT-	SEWER FUND	SEWER	268.63
	DRAIN CLEANING MIT-LEFT	SEWER FUND	SEWER	30.24
			TOTAL:	298.87
HACH COMPANY	DESICCANT CARTRIDGE TU5300	WATER FUND	WATER	1,553.80
	CL17SC COLORIMETRIC CHLORI	WATER FUND	WATER	3,397.84
			TOTAL:	4,951.64
INTELLIPOINT TECHNOLOGIES, LLC	CONTINUITY CARE, OFFSITE B	WATER FUND	WATER	6,053.70
			TOTAL:	6,053.70
PROTOUCH COMMUNICATIONS, LLC	NOV SVCS: AFTER-HRS EMERGE	WATER FUND	WATER	126.94
			TOTAL:	126.94
INWOOD QUARRY, INC.	C1 PICKUPS: 12/02/21	WATER FUND	WATER	442.72
			TOTAL:	442.72
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER	243.46
	SHREDDING, STORAGE	SEWER FUND	SEWER	243.46
			TOTAL:	486.92
J/R'S PLUMBING	CONGRESS ST: CLEANOUT INST	SEWER FUND	SEWER	1,250.00
			TOTAL:	1,250.00
JNO S SOLENBERGER & CO., INC	FITTING, GASKET, COUPLING,	SEWER FUND	SEWER	817.96
			TOTAL:	817.96
JOHN P PLACE, INC.	MAINT @ TWWTP	SEWER FUND	SEWER	650.00
	MAINT @ PARK PS	SEWER FUND	SEWER	1,100.00
	MAINT @ MOUNTAINEER PS	SEWER FUND	SEWER	995.00
	MAINT @ 4TH AVE PS	SEWER FUND	SEWER	1,375.00
			TOTAL:	4,120.00
THE JOURNAL	ACCTNGCLRK AD	WATER FUND	WATER	335.00
	ACCTNGCLRK AD	SEWER FUND	SEWER	335.00
			TOTAL:	670.00
KABLE EXCAVATING, LLC	EXCAVATING FOR LLYODS FLAT	SEWER FUND	SEWER	7,962.28
			TOTAL:	7,962.28
L/B WATER SERVICE, INC	12"BTTRFLYVLVW/MT71PNEUMAT	WATER FUND	NON-DEPARTMENTAL	45,963.38
	12INPRATTBF2 LGGD BTTRFLY	SEWER FUND	SEWER	10,174.36
			TOTAL:	56,137.74
MCKINNEY'S AUTO REPAIR	TRUCK BULBS	WATER FUND	WATER	16.84
			TOTAL:	16.84
MICRO-TECH DESIGNS, INC.	WARADMRL&FWNGSPRG PS PRGMM	SEWER FUND	SEWER	8,525.00
			TOTAL:	8,525.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	MOOSE LODGE: RPLC BATTERY	SEWER FUND	SEWER		150.69
	JEFFERSON HS: RPLC BATTERY	SEWER FUND	SEWER		204.15
	JOB CORPS: RPLC BTTRY& BLC	SEWER FUND	SEWER		1,516.68
	RACE TRACK: PM SVC	SEWER FUND	SEWER		318.77
				TOTAL:	12,750.95
DEWBERRY ENGINEERS INC	WA & WW CIFS: THRU 10/29/2	SEWER FUND	SEWER		2,350.00
	TO3 CAPITAL IMPVMNT PLANNI	SEWER FUND	SEWER		13,295.00
				TOTAL:	15,645.00
WV DEPT OF HEALTH & HUMAN SERVICES	ALGAE BLOOM TEST	WATER FUND	WATER		280.00
	FLOURIDE TEST	WATER FUND	WATER		15.00
	FLOURIDE TEST	WATER FUND	WATER		15.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		140.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		100.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		40.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		40.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		40.00
				TOTAL:	670.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER		2,943.36
	INSTALLMENT	SEWER FUND	SEWER		2,312.64
				TOTAL:	5,256.00
FIFTH THIRD BANK	PCARD 4726	WATER FUND	WATER		1,220.52
	PCARD 4726	WATER FUND	WATER		1,418.71
	PCARD 4726	WATER FUND	WATER		586.94
	PCARD 4726	WATER FUND	WATER		2,094.44
	PCARD 4726	SEWER FUND	SEWER		1,220.52
	PCARD 4726	SEWER FUND	SEWER		1,750.20
	PCARD 4726	SEWER FUND	SEWER		358.99
	PCARD 4726	SEWER FUND	SEWER		26.90
	PCARD 4726	SEWER FUND	SEWER		1,438.08
	PCARD 4726	SEWER FUND	SEWER		312.47
				TOTAL:	10,427.77
OFFICE OF THE STATE FIRE MARSHAL	WWTP UPGRADE	SEWER FUND	NON-DEPARTMENTAL		552.00
				TOTAL:	552.00
FREDERICKTOWNE LABS INC	TESTING: FECAL ONLY	SEWER FUND	SEWER		50.00
	TESTING: FECAL ONLY	SEWER FUND	SEWER		50.00
				TOTAL:	100.00
FRONTIER COMMUNICATIONS	304-876-9970-121914-4	WATER FUND	WATER		93.47
	304-876-2120-111514-4	WATER FUND	WATER		93.47
				TOTAL:	186.94
GUTTMAN ENERGY	W/E 11/14/21	WATER FUND	WATER		145.75
	W/E 11/21/21	WATER FUND	WATER		754.15
	W/E 11/28/21	WATER FUND	WATER		159.58
	W/E 12/05/21	WATER FUND	WATER		491.70
	W/E 11/14/21	SEWER FUND	SEWER		767.25
	W/E 11/21/21	SEWER FUND	SEWER		1,151.57
	W/E 11/28/21	SEWER FUND	SEWER		1,126.41
	W/E 12/05/21	SEWER FUND	SEWER		943.47
				TOTAL:	5,539.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
CITY NATIONAL BANK	LOCKBOX SERVICES: NOV	WATER FUND	WATER		1,650.60
	LOCKBOX SERVICES: NOV	WATER FUND	WATER		724.76
	LOCKBOX SERVICES: NOV	SEWER FUND	SEWER		1,650.59
	LOCKBOX SERVICES: NOV	SEWER FUND	SEWER		724.76
				TOTAL:	4,750.71
CITY OF CHARLES TOWN	UB COLLECTIONS NOV	WATER FUND	NON-DEPARTMENTAL		16,161.13
	DEC RENT@ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	OCT UTILITIES@ 661 S GEORG	WATER FUND	WATER		570.35
	DEC RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
	OCT UTILITIES@ 661 S GEORG	SEWER FUND	SEWER		570.35
				TOTAL:	19,851.83
CLEARVIEW TREE SERVICES	TREERMVL @ SAMUEL ST PS	SEWER FUND	SEWER		1,800.00
				TOTAL:	1,800.00
CLIFFS CLEANING SERVICE	NOV CLEANING	WATER FUND	WATER		125.00
	NOV CLEANING	WATER FUND	WATER		456.25
	NOV CLEANING	SEWER FUND	SEWER		200.00
	NOV CLEANING	SEWER FUND	SEWER		100.00
	NOV CLEANING	SEWER FUND	SEWER		456.25
				TOTAL:	1,337.50
COMCAST BUSINESS	8299 31 008 0138502	WATER FUND	WATER		116.98
	8299 31 008 0138502	SEWER FUND	SEWER		116.97
				TOTAL:	233.95
CORE & MAIN	860-56-0054-16 2 HYMAX CPL	WATER FUND	WATER		651.76
	HYMAX CPLG	WATER FUND	WATER		325.88
	C8433NL, L4433NL, C1433NL,	WATER FUND	WATER		3,812.10
	C1433NL, C8633NL, 5312 CLM	WATER FUND	WATER		189.25
				TOTAL:	4,978.99
COYNE CHEMICAL	AMMONIUM SULFATE 40% NSF	WATER FUND	WATER		1,729.00
	CP - 837	WATER FUND	WATER		2,760.00
	ZETAG 8868FS	SEWER FUND	SEWER		7,933.09
				TOTAL:	12,422.09
CRYSTAL SPRINGS	MONTHLY SVC@ 661 S GEORGE	WATER FUND	WATER		55.72
	MONTHLY SVC@ 661 S GEORGE	SEWER FUND	SEWER		55.72
				TOTAL:	111.44
CUMMINS, INC	4TH AVE: FULL PM SVC	SEWER FUND	SEWER		559.68
	BEALLAIR ESTS: FULL PM SVC	SEWER FUND	SEWER		375.41
	JEFFERSON HS: FULL PM SVC	SEWER FUND	SEWER		400.73
	MOOSE LODGE: FULL PM SVC	SEWER FUND	SEWER		306.41
	SHN2: FULL PM SVC	SEWER FUND	SEWER		424.08
	JOB CORPS: GENERATOR REPAI	SEWER FUND	SEWER		5,553.69
	CRANES LN: PM SVC	SEWER FUND	SEWER		270.89
	DEERFIELD PS: PM SVC	SEWER FUND	SEWER		366.42
	JETTS FARM: PM SVC	SEWER FUND	SEWER		379.98
	BURR OFFICE PARK: PM SVC	SEWER FUND	SEWER		369.68
	JOB CORPS: PM SVC	SEWER FUND	SEWER		369.68
	SHN#1: PM SVC	SEWER FUND	SEWER		424.08
	WENDY'S: PM SVC	SEWER FUND	SEWER		465.62
	WOODLAWN MHP: PM SVC	SEWER FUND	SEWER		294.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
AMERIGAS	TANK RENTAL: JEFFERSON HIG	SEWER FUND	SEWER		113.30
	TANK RENTAL: FLWNG SPRNG	SEWER FUND	SEWER		531.91
				TOTAL:	645.21
APPLE VALLEY TIRE	TIRE DUMP TRUCK	WATER FUND	WATER		120.50
	SEWER TRUCK FLAT REPAIR	SEWER FUND	SEWER		28.25
				TOTAL:	148.75
ARDEN EQUIPMENT REPAIR, INC.	WTRPMP FOR MAINT TRAILER	WATER FUND	WATER		569.00
				TOTAL:	569.00
ASSURED PARTNERS	SEPT RISK MGMNT SVC	WATER FUND	WATER		400.00
	OCT MILEAGE, LODGING EXPNS	WATER FUND	WATER		301.18
	SEPT RISK MGMNT SVC	SEWER FUND	SEWER		400.00
	OCT MILEAGE, LODGING EXPNS	SEWER FUND	SEWER		301.19
				TOTAL:	1,402.37
AUTOZONE	FILTERS FOR PORTABLE GENER	SEWER FUND	SEWER		26.18
				TOTAL:	26.18
B.E.S. TECHNOLOGY, INC	ANNUAL WEBSITE HOSTING	WATER FUND	WATER		750.00
	ANNUAL WEBSITE HOSTING	SEWER FUND	SEWER		750.00
				TOTAL:	1,500.00
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	TUSC WWTP	SEWER FUND	SEWER		1,256.88
	SAMUEL ST PS	SEWER FUND	SEWER		4,064.68
	PONDS TUSC	SEWER FUND	SEWER		1,063.84
				TOTAL:	6,385.40
JP & RF BURNS PARTNERSHIP	NOV LOADS - 37	SEWER FUND	SEWER		6,623.00
				TOTAL:	6,623.00
CARMEUSE LIME & STONE	HYDRATE CHEMICAL BULK	SEWER FUND	SEWER		533.17-
	HYDRATE CHEMICAL BULK	SEWER FUND	SEWER		4,130.46
	HYDRATE CHEMICAL BULK	SEWER FUND	SEWER		182.98-
	HYDRATE CHEMICAL BULK	SEWER FUND	SEWER		263.82
				TOTAL:	3,678.13
CHARLES TOWN SEWER	NOVEMBER FUNDING	SEWER FUND	NON-DEPARTMENTAL		12,962.51
				TOTAL:	12,962.51
CHARLES TOWN UTILITY BOARD	WATER NOV FUNDING	WATER FUND	NON-DEPARTMENTAL		11,461.05
				TOTAL:	11,461.05
CHARLES TOWN WATER	NOVEMBER FUNDING	WATER FUND	NON-DEPARTMENTAL		10,419.14
				TOTAL:	10,419.14
CHS TRAFFIC CONTROL SERVICES, INC.	TRFFCCNTRL WASHINGTON ST J	SEWER FUND	SEWER		800.00
				TOTAL:	800.00
CITIBANK, N.A.	PRONOUNCEMENT	WATER FUND	NON-DEPARTMENTAL		1,503.18
				TOTAL:	1,503.18
CITY ELECTRIC SUPPLY CO	CTWWTP	SEWER FUND	SEWER		160.46
				TOTAL:	160.46