CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, FEBRUARY 26, 2020

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of February 12, 2020 Regular Meeting Minutes
   UB Minutes February 12, 2020.pdf
   b. Approval of February 18, 2020 Special Meeting Minutes
   UB Minutes February 18, 2020.pdf

2. **PUBLIC COMMENT**
   This portion of the agenda is designed for members of the general public to share thoughts on items of interest in the community. By law, Board members may ask clarifying questions or discuss procedural matters but are not permitted to discuss the policy merits of any issue unless it is scheduled for discussion.

3. **PRESENTATION**
   a. Gwin, Dobson & Foreman, Inc. Presentation of Renewal and Replacement Project Summary by Chris Eckenrode, P.E. Senior Project Manager
   Renewal and Replacement Summary 12-16-19.pdf

4. **ACTION ITEM(S)**
   a. Resolution 2020-01 - FY20 Water and Sewer Budget Revisions
   Resolution 2020-01.pdf
   b. Route 9 Sewer Project - Approval of Change Order No. 3 for the Northport Pump Station
   Change Order No. 3.pdf
   c. Route 9 Sewer Project - Approval of Change Order No. 4 for City of Ranson B&O Waiver
   Change Order No. 4.pdf
   d. Hatch Task Order No. 9 - Change Order #1 - Extended Schedule for Presidents Pointe Inspection
   Task Order No. 9.pdf
   e. Tuscawilla MBR Filter Replacement (One of Three) - Approval to Bid
   Invitation for Bids.pdf

f. Summary of Accomplishments / Review and, Personnel Hiring Action - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(2)(A) - Matters arising from the appointment, employment of an employee

5. **REPORT(S)**

a. Utility Manager Report

Report for February 26, 2020.pdf

6. **APPROVAL OF BILLS**

7. **ADJOURNMENT**

February 12, 2020

The Charles Town Utility Board held a regular meeting on February 12, 2020 at 4:00 p.m. at 661 S. George Street. Members of the Board present were Daryl Hennessy, Duke Pierson, Kevin Tester, and Jacquelyn Milliron. Also present were Jane Arnett, Kristen Stolipher, April Shultz and Hoy Shingleton. The Chairman called for changes or corrections to the January 22, 2020 regular meeting minutes. Jacquelyn provided changes to the minutes. The Board approved the minutes as amended. Public comment was received.

The Chairman next opened the floor for discussion on Verizon 2nd Amendment – 6th Avenue (One for One Equipment). Mike Hofe from Wireless Networks, Inc. explained the amendment is for equipment replacement at no charge to the Utility. The monthly rent of $2,389.23 with a yearly 3% escalator will not be affected. By motion from Kevin, second by Duke, the Board approved the Verizon 2nd Amendment for 6th Avenue.

Next discussed was RK&K Task Order No. 04 – Modified Flowing Springs Project. John Cole from RK&K reviewed Task Order No. 04 to provide engineering services for designing modifications to the existing collection system into the new Route 9 Sewer Project, specifically the northern portion of the existing system into the new Route 9 Sewer Project. The task order will evaluate capacity in the existing force main along Shenandoah Junction Road and determine necessary modifications to the system to re-direct flows from both the eastern and western sides of Route 9 to the Route 9 Sewer Project. RK&K will bring back the findings and alternatives to the Board prior to proceeding to the next step. Jacquelyn had several questions regarding the task order and the involvement of the Shenandoah Junction flows. Staff reaffirmed this effort does not involve the purchase of the Shenandoah Junction Public Sewer, Inc. system, but rather is an evaluation of flows and capacity. After a lengthy discussion, Task Order No. 04 was amended to take out any references to the Shenandoah Junction Public Sewer, Inc. and add a condition that the Utility Board will have access to the electronic documents. By motion from Kevin, second by Duke, the Board approved 3-1 the RK&K Task Order No. 04. Jacquelyn opposed the motion.

Next was an update on the February 6, 2020, Safe Drinking Water Collaborative Steering Committee Meeting provided by Jacquelyn. She requested staff provide the collaboration website link on the CTUB website. Their next meeting will be at the end of March. The Chairman next opened the floor for discussion on the Utility Manager report. The Manager provided a draft FY20 budget revision to be presented by Resolution at the next meeting and mentioned that a rate equalization workshop will be scheduled in late March or early April for City Council. Also, the current pay scale is being revised and evaluated by the Personnel Committee to remain competitive with neighboring jurisdictions that includes employees of the City, Police Department, and Utility Board. The Manager also noted the 3rd reading of the 2020A Bond will be at the February 18th City Council meeting and tentative bond closing in March. Staff mentioned the Tuscawilla membrane cost discussions will be held potentially at the next meeting. Staff is working on costs for the first membrane replacement in advance of the Renewal and Replacement project that would replace the other two membranes at the Tuscawilla plant.

By motion from Kevin, second by Duke, the Board approved the payment of bills with discussion from Jacquelyn. The Board discussed and scheduled a special meeting for February 18th at 9:00 a.m. to approve the Notice to Proceed and other contract documents for the Route 9 Sewer Project as well as approving the Norfolk Southern and CSX agreements relating to that

project. All Board members announced that they would be available to attend except Kevin. Hoy would also be unavailable, but would review all the documents prior to the meeting. Staff will draft the agenda and post on February 13th.

The February 12, 2020 regular meeting adjourned at 5:15 p.m. The February 26th meeting will be held at the CTUB office located at 661 S. George Street.

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Chairman Secretary

February 18, 2020

The Charles Town Utility Board held a special meeting on February 18, 2020 at 9:00 a.m. at 661 S. George Street. Members of the Board present were Daryl Hennessey, Pete Kubic and Duke Pierson. Also present were Jane Arnett and Kristen Stolipher. Public comment was announced. No public comment was received.

The Chairman next opened the floor for discussion on the Route 9 Sewer Project. The first item discussed was the Notice of Award to Snyder Environmental Services, Inc. By motion from Duke, second by Pete, the Board approved 3-0, the Notice of Award to Snyder Environmental, Inc. Next discussed was the Agreement between the Owner and the Contractor for Construction Contract (Stipulated Price). By motion from Pete, second by Duke, the Board approved 3-0, the Agreement between the Owner and the Contractor for Construction Contract.

Next discussed for the Route 9 Sewer Project was Change Order No. 1 – Remove Bid Alternate #1. By motion from Duke, second by Pete, the Board approved 3-0, Change Order No. 1 – Remove Bid Alternate #1. Next discussed was Change Order No. 2 with Memorandum of Negotiation for Change Order – Reduced Scope of Work. By motion from Pete, second by Duke, the Board approved 3-0, to approve Change Order No. 2 with Memorandum of Negotiation for Change Order – Reduced Scope of Work. And lastly, the Notice to Proceed for the Route 9 Sewer Project was discussed. By motion from Duke, second by Pete, the Board approved 3-0, the Notice to Proceed for the Route 9 Sewer Project with an effective date of February 24, 2020, contingent upon receipt of the Payment and Performance Bonds and Certificate of Insurance and following Counsel review.

The Chairman next opened the floor for discussion on Railroad Agreement Approvals for Norfolk Southern License for the Route 9 Sewer Project and the CSX Contract No. CSX866791. By motion from Pete, second by Duke, the Board approved 3-0, the Norfolk Southern License for the Route 9 Sewer Project. By motion from Duke, second by Pete, the Board approved 3-0, the CSX Contract No. CSX866791.

The February 18, 2020 special meeting adjourned at 9:14 a.m. The February 26th regular meeting will be held at the CTUB office located at 661 S. George Street.

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Chairman Vice Chairman

CHARLES TOWN UTILITY BOARD

CITY OF CHARLES TOWN

JEFFERSON COUNTY, WEST VIRGINIA

WASTEWATER TREATMENT FACILITIES

RENEWAL AND REPLACEMENT PROJECT SUMMARY

AUGUST 2019
REVISED DECEMBER 2019

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Introduction

Both the Charles Town and Tuscawilla wastewater treatment facilities, operated by the Charles Town Utility Board, effectively treat wastewater to meet the NPDES effluent limits. While each facility has specific effluent limits for most parameters, the entire system shares an allocation of total nitrogen and total phosphorous. Both facilities have met these effluent limits regularly. Management staff, along with the plant operators, are to be commended on achieving effluent limits given the overall conditions and age of the facilities.

The Charles Town Plant converted a traditional Sequencing Batch Reactor (SBR) process to an Intermittent Cycle Extended Aeration System (ICEAS) in 2001. Sludge processing at the facility includes aerobic digestion and dewatering via a belt filter press. Denitrification filters were also added to the facility in 2016 to reduce overall nitrogen discharge. The plant has a hydraulic capacity of 1.75 million gallons per day (MGD).

The Tuscawilla Plant was placed online in 2013 and utilizes a Membrane Bio-Reactor (MBR) to compliment a Biological Nutrient Removal (BNR) system and has a hydraulic capacity of 0.5 million gallons per day (MGD). The facility currently trucks all waste sludge from Tuscawilla to the Charles Town Plant to be processed and pressed.

Based on the inspection and review of the physical condition of the facilities, discussions with plant personnel, and review of relevant operations information, GD&F has prepared this Renewal and Replacement Project Summary for the Board. Each facility requires significant investment to ensure long term operation and compliance with existing and future discharge regulations. The following summarizes the major items in need of repair and/or replacement at each facility. Estimated project costs are being refined and will be provided early in 2020.

Tuscawilla Facility Replacements

The Tuscawilla Facility currently employs two (2) fine drum screens located at the head of the BNR Building. These screens are located downstream of the Headworks Building, which houses a coarse screen and grit removal system. The drum screens show signs of severe corrosion and overflow when influent flows are in excess of 500,000 GPD. GD&F recommends replacing the existing fine drum screens with a channel type fixed vertical fine screen directly following the coarse screens at the Headworks Building. Replacement of the drum screens with a vertical screen decreases the footprint of the screening operations and allows it to be relocated to the Headworks Building. The screenings from the new screen may then be discharged to the same dumpster as the grit removal system and coarse screen, eliminating the need for the second dumpster. Fixed vertical fine screens will significantly reduce the operation and maintenance costs in that they will not require manual cleaning and have significantly fewer moving parts than the drum screens. All the screening and grit removal facilities would then be centrally located to one (1) building. This would also free up space in the existing drum screen room for other uses such as heating cleaning operations and water softening.

The Membrane Bio-Reactors (MBR) system consistently produces high quality effluent; however, the MBR modules have reached the end of their useful life and are in need of replacement. The membrane manufacturer, Toray, produces a new thinner module which will enable each membrane reactor to double its capacity within the same footprint. Newer designed MBR aeration headers will help eliminate

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sludge buildup on the modules. The newer modules are lighter, more durable, require less cleaning chemicals and less air to operate than the existing modules, thus resulting in a significant reduction in operation and maintenance costs.

Charles Town Facility Replacements

Due to the overall age of the Charles Town Facility, more work is required to ensure efficient operation and discharge. Replacement of the primary screening processes at the facility will result in fewer overflows and decreased operational and maintenance costs in the downstream processes. In addition to replacement, we recommend installation of a fine screen similar to the one proposed at the Tuscawilla Facility. Installation of a fine screen will prevent debris buildup in the downstream process and will make the equipment operate more efficiently. A fine screen will save on maintenance costs due to clogging of pumps and equipment.

The grit removal system is 30 years old and is in dire need of replacement. Parts are no longer available and the compactor is not operational.

The influent pumps, valves and controls are original to plant construction and are showing severe signs of wear. The influent pumps and motors have failed numerous times. The original wiring to the pump control panel was all fed through the same conduit. Some conduits are currently lying exposed on the ground. The concrete is showing signs of corrosion and should be coated. New pumps, valves, level sensors and control panel should be installed to provide a more energy efficient and dependable system.

The UV system at the Charles Town Plant also requires replacement. The system has been prone to flooding which has ruined the ballasts on multiple occasions requiring expensive replacements. A new UV system with panel mounted ballasts will prevent flood damage of the ballasts.

The existing Ashbrook belt filter press has been in operation for 30 years. The press has done an excellent job dewatering of digested sludge with only routine maintenance being performed during its service life. Since sludge from the Tuscawilla WWTP and from the water treatment facility are also processed via the Charles Town Plant belt press, it is vital to plant operations. The existing press requires a PLC replacement and it is being recommended that a new CMU building house the unit. The metal building structure, including roof, are in desperate need of replacement. The Board purchased a used Ashbrook belt filter press that will be installed in a new CMU building and utilized as a backup to the press in service. Rotation of belt filter presses will reduce the replacement of the wear components and provide full redundancy.

The existing dry lime silo feed system associated with the solids handling process has historically been problematic with clogging issues and spilled lime. It is recommended to refurbish the existing lime silo and install a new conveyor system to feed the belt presses.

The main utility disconnect, automatic transfer switch (ATS) and motor control center (MCC) No. 1 are outdated and will be replaced. These improvements will require an addition to the existing MCC Control room based on space limitations and the need to ensure uninterrupted operations during upgrades.

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MCC-1 is considerably aged and availability of replacement components is a concern. MCC-1 also does not allow for expansion of any new equipment.

The replacement and addition of process equipment and instrumentation will require the installation of new wiring and conduit. The influent pump station requires all new wiring and conduit runs. Due to the age and condition of the current SCADA system, as well as the number of control panels and instruments that are not integrated into the SCADA system, a plant-wide SCADA system with new hardware and software will be installed.

Conclusion

This Renewal and Replacement Project is critical in terms of maintaining continuous facility operations, along with maintaining compliance with current and proposed future regulatory requirements. Replacement and upgrading of the facility components are critical to plant operations. These upgrades will result in a reduction of current operation and maintenance costs and will provide more environmentally friendly and safer working environments. These upgrades will assist in automation of the plant which will in turn give the operators more time to perform daily operational and maintenance procedures which will thus prolong the life of the equipment. The Project will incorporate state-of-the-art equipment which will improve the quality of the treated effluent while optimizing system performance. As flows to both facilities continue to increase, the needs for these upgrades become more severe.

Note: Costs are currently being refined for all projects detailed herein. Anticipated to be complete in early 2020.

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Charles Town
Utility Board

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UTILITY BOARD

CHAIRMAN
Daryl Hennessy

VICE CHAIRMAN
Pete Kubic

SECRETARY TREASURER
Kevin Tester

City of Ranson
Mayor
Duke Pierson

Jacquelyn Milliron

UTILITY MANAGER
Jane E. Arnett

RESOLUTION NO. 2020-01
CHARLES TOWN UTILITY BOARD

WHEREAS there is need for the Charles Town Utility Board by and for Water and Sewer operations to adopt revised Water and Sewer Budgets for Fiscal Year 2020;

WHEREAS it has been determined that certain CITY OF CHARLES TOWN (WEST VIRGINIA) Combined Waterworks and Sewerage System Refunding Revenue Bonds, primarily the 2015 B Bond require the following:

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

WHEREAS certain Prior Bonds meaning, collectively, the Series 1987 B Bonds, the Series 1988 B-1 Bonds, the Series 1988 B-2 Bonds, the Series 1989 B Bonds and the Series 1998 Design Bonds contain similar requirements;

NOW, THEREFORE, BE IT RESOLVED, that the Charles Town Utility Board hereby adopts revised Water and Sewer Budgets for Fiscal Year 2020, dated February 26, 2020.

CHARLES TOWN UTILITY BOARD

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Chairman Daryl Hennessy

Attest:

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Dated: February26, 2020

	Charles Town Utility Board				
	Revenue & Expense Budget	WATER			
	For the Period 6/30/20 Budget				
Acct. No.	Title of Account	Budget Ending 6/30/20 Adopted May 9, 2019	Budget Revision Ending 6/30/20 For Approval February 2020	Budget At 12/31/2019 Using February 2020	Actuals At 12/31/2019
	REVENUE				
50-46110	Metered Sales - Residential	$2,515,000	$2,565,000	$1,282,500	$1,290,556
50-46120	Metered Sales - Commercial	$1,250,000	$1,300,000	$650,000	$657,800
50-46140	Metered Sales - GH/CAV	$98,000	$98,000	$49,000	$48,772
50-46610	Sale for Resale - Bulk Water	$10,000	$15,000	$7,500	$8,455
50-47010	Forfieted Discounts	$75,000	$85,000	$42,500	$44,035
50-47110	Misc Service Rev - Reconnection / Tap Fe	$15,000	$50,000	$25,000	$16,510
50-41720	Ranson Bill & Collect	$20,000	$10,000	$5,000	$10,682
50-41802	Rents Tank Lot Fee	$475,500	$480,000	$240,000	$247,226
50-41900	Interest & Dividend Income	$25,000	$25,000	$12,500	$16,235
50-41910	Sinking Fund Income	-	$28,000	$14,000	$12,463
50-42100	Misc Non-Op Rev & R&R	$50,000	$75,000	$37,500	$53,581
	TOTAL REVENUE	$4,533,500	$4,731,000	$2,365,500	$2,406,315
	EXPENSES				
50-5-16010	Operation Labor Water Source	$75,351	$75,000	$37,500	$31,333
50-5-16200	Supplies & Expense Intake	$25,000	$25,000	$12,500	$3,002
50-5-16260	Maint of Water Intake	$10,000	$10,000	$5,000	$1,800
50-5-36010	Operation Labor Pumping	$151,203	$151,000	$75,500	$67,524
50-5-36150	Fuel or Power for Pumping	$140,000	$120,000	$60,000	$58,119
50-5-36151	Power GH/CAV	$5,600	$6,000	$3,000	$2,072
50-5-36200	WTP Supplies & Expense	$10,000	$10,000	$5,000	$1,943
50-5-36201	Maintenance and Supplies GH/CAV	$12,500	$18,000	$9,000	$7,562
50-5-46010	Operation Labor Treatment	$75,351	$75,000	$37,500	$31,333
50-5-46180	Chemicals	$125,000	$125,000	$62,500	$47,910
50-5-46190	Testing	$15,000	$26,000	$13,000	$9,113
50-5-46260	Maint Water Treatment Plant	$75,000	$75,000	$37,500	$41,149
50-5-66010	Maintenance Labor	-	$419,000	$209,500	$198,143
50-5-66011	Meter Reading END	$5,000	$0	$0	$0
50-5-66200	Operation Expenses Maintenance	$10,000	$15,000	$7,500	$7,374
50-5-66260	Maint Dist Reservior & Standpipes	$85,000	$85,000	$42,500	$41,458
50-5-66261	Maint of Mains	$292,000	$150,000	$75,000	$58,615
50-5-66262	Maint of Services	$300,000	$250,000	$125,000	$124,971
50-5-66263	Maint of Meters	$200,000	$135,000	$67,500	$83,884
50-5-66264	Maint of Hydrants	$32,500	$33,000	$16,500	$10,114
50-5-76010	Accounting & Collecting Labor	$93,000	$124,000	$62,000	$60,173
50-5-76200	Supplies & Expense Accting & Collect	$30,000	$30,000	$15,000	$4,999
50-5-76700	Uncollectible Accounts	$20,000	$66,000	$33,000	($409)
50-5-86010	Admin & General Salaries	$187,000	$159,000	$79,500	$79,426
50-5-86040	Employee Health Insurance & Benefits	$145,886	$150,000	$75,000	$73,292
50-5-86041	Pension	$108,544	$100,000	$50,000	$46,095
50-5-86042	FICA	$83,000	$78,000	$39,000	$36,670
50-5-86043	OPEB	$34,270	$34,000	$17,000	$14,937
50-5-86200	Office Supplies & Exp City Bank	$100,200	$100,000	$50,000	$47,685
50-5-86260	Maintenance of General Plant	$50,000	$50,000	$25,000	$11,857
50-5-86360	Outside Services	$75,000	$75,000	$37,500	$38,086
50-5-86500	Tranportation Expense	$50,000	$50,000	$25,000	$13,676
50-5-86570	Property Insurance	$75,000	$75,000	$37,500	$38,923
50-5-86580	Worker's Comp	$30,000	$25,000	$12,500	$12,173
50-5-86670	Regulatory Commission Expense	$22,000	$22,000	$11,000	$4,763
50-5-86671	Bond Administration Fees	$0	$22,000	$11,000	$2,950
50-5-94030	Depreciation Expense	$1,090,000	$1,090,000	$545,000	$545,000
50-5-94270	Interest on Security Dep			$0	$0
50-5-94271	Interest on LT Debt	$548,500	$557,000	$278,500	$278,073
50-5-94282	Amortization Debt Discount	$78,000	$78,000	$39,000	$39,000
	TOTAL EXPENSES	$4,464,905	$4,688,000	$2,344,000	$2,174,787
	REVENUE - EXPENSES	$68,595	$43,000	$21,500	$231,528
	Monthly Debt Service Principal & Interest $124,855			$21,500	
	Annual Debt Service Principal & Interest $1,498,265				
	Leases Principal Outstanding $191,525 (at March 2019)				
	Note: FY19 Working Capital Reserve fully funded				

	Charles Town Utility Board				
	Revenue & Expense Budget	SEWER			
	For the Period 6/30/20 Budget Revision				
		Budget	Budget Revision	Budget	Actuals
Acct.	Title of Account	Ending 6/30/20	Ending 6/30/20	At 12/31/2019	At 12/31/2019
No.	(b)	Adopted May 9, 2019	for Approval February 202	Using February 2020	
60-40100	Domestic Service Revenue	$2,110,000	$2,150,000	$1,075,000	$1,098,051
61-40100 - 110	Ranson	$1,078,000	$1,250,000	$625,000	$610,717
62-40810	JCPSD $216,000 / month	$2,536,000	$2,592,000	$1,296,000	$1,390,430
60-41200	Customer Forfieted Discounts	$36,400	$40,000	$20,000	$21,126
61-41200	Customer Forfieted Discounts - RA	$19,600	$23,000	$11,500	$12,233
62-41200	Customer Forfieted Discounts - PSD $4,000 / m	$48,000	$58,000	$29,000	$30,434
60-41500	Misc. Sewer Revenues (Tsf R&R)	$15,000	$75,000	$37,500	$43,763
60-41900	Interest Income	$0	$36,000	$18,000	$29,691
60-42500	Sinking Fund Income	$25,000	$24,000	$12,000	$7,852
	TOTAL REVENUE	$5,868,000	$6,248,000	$3,124,000	$3,244,298
	EXPENSES				
60-6-17260	Maint of Service Connections	$5,000	$8,000	$4,000	$231
60-6-17261	Maint of Collecting & Trans Mains CT/RA	$89,000	$175,000	$87,500	$71,729
60-6-17261	Maint of Collecting & Trans Mains PSD	$87,500	$175,000	$87,500	$71,729
60-6-37010	Collecting / Pumping Labor	$168,000	$250,000	$125,000	$89,848
60-6-37150	Power & Fuel Pumping	$95,000	$105,000	$52,500	$50,463
60-6-37200	Pumping Supplies & Expense	$15,000	$40,000	$20,000	$17,651
60-6-37260	Maint Structures & Improvements Pump Station	$125,000	$275,000	$137,500	$126,821
60-6-57010	Operation Labor Treatment	$377,000	$300,000	$150,000	$111,420
60-6-57150	Power	$165,000	$150,000	$75,000	$57,086
60-6-57151	Power TUI	$120,000	$100,000	$50,000	$53,774
60-6-57180	Chemical Treatment Expense	$170,000	$170,000	$85,000	$58,875
60-6-57181	Chemical Treatment Expense TUI	$60,000	$40,000	$20,000	$18,149
60-6-57190	Laboratory Supplies & Expense	$45,000	$45,000	$22,500	$13,659
60-6-57191	Laboratory Supplies & Expense TUI	$10,000	$7,000	$3,500	$4,273
60-6-57200	Operation Supplies & Expense WA	$75,000	$75,000	$37,500	$21,162
60-6-57260	Maint Pumping Equipment CT	$50,000	$40,000	$20,000	$3,036
60-6-57261	Maint Pumping Equipment TUI	$50,000	$40,000	$20,000	$8,971
60-6-57262	Maint Supervision & Engineering Burns	$125,000	$125,000	$62,500	$41,001
60-6-57263	Maint Treatment & Disposal Equipment	$225,000	$200,000	$100,000	$56,632
60-6-57264	Maint Treatment & Disposal Equipment TUI	$150,000	$75,000	$37,500	$22,373
60-6-77010	Billing & Collecting & Accounting	$170,000	$175,000	$87,500	$83,593
60-6-77220	Billing Fees Expense	$44,000	$80,000	$40,000	$38,444
60-6-77700	Uncollectible Accounts	$35,000	$63,000	$31,500	($285)
60-6-87010	Admin & General Salaries	$240,000	$214,000	$107,000	$102,375
60-6-87040	Employee Health Insurance & Benefits	$129,620	$130,000	$65,000	$58,135
60-6-87041	Pension	$88,100	$90,000	$45,000	$40,408
60-6-87042	FICA	$67,500	$69,000	$34,500	$31,620
60-6-87043	OPEB	$30,240	$30,000	$15,000	$13,272
60-6-87200	General Office Supplies & Expense	$145,000	$135,000	$67,500	$50,704
60-6-87260	Maintenance of General Plant	$35,000	$35,000	$17,500	$8,445
60-6-87360	Special Services (Legal/Rates)	$300,000	$275,000	$137,500	$136,143
60-6-87500	Transportation	$100,000	$75,000	$37,500	$22,140
60-6-87570	Insurance (Property)	$100,000	$100,000	$50,000	$38,673
60-6-87580	Worker's Comp	$20,000	$16,000	$8,000	$6,847
60-6-87670	Regulatory Commission Expense	$97,814	$35,000	$17,500	$1,848
60-6-87671	Bond Admin Fees	$3,186	$75,000	$37,500	$35,647
60-6-87750	Misc. General Expense	$10,000	$10,000	$5,000	$1,529
60-6-94030	Depreciation Expense	$1,441,040	$1,500,000	$750,000	$750,000
60-6-94270	Interest Security Deposits			$0	$0
60-6-94271	Interest Long Term Debt *	$498,000	$435,000	$217,500	$215,174
60-6-94280	Amort. of Debt	$57,000	$57,000	$28,500	$28,500
	TOTAL EXPENSES	$5,818,000	$5,994,000	$2,997,000	$2,562,094
	REVENUE - EXPENSES	**$50,000**	**$254,000**	$127,000	$682,204
	Monthly Debt Service Principal & Interest $155,432 (Includes PSD)			$127,000	
	Annual Debt Service Principal & Interest $1,865,186				
	Lease Principals Outstanding $0				
	Note: Working Capital Reserve Fund fully funded				

CHANGE ORDER

Change Order No. 3

Date of Issuance:	**February 26, 2020**	Effective Date:	**February 26, 2020**
Owner:	**Charles Town Utility Board**	Owner's Contract No.:	
Contractor:	**Snyder Environmental Services, Inc.**	Contractor's Project No.:	
Engineer:	**Hatch Associates Consultants, Inc.**	Engineer's Project No.:	**H-359787**
Project:	**Route 9 Sewer Project**	Contract Name:	**Route 9 Sewer Project**

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

Description: **Increase Scope of Work as defined in the attached "Northport Pump Station Revised Bid", dated 2/24/2020.**

Attachments: **Northport Pump Station Revised Bid – 2/24/2020**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
	[note changes in Milestones if applicable]
Original Contract Price:	Original Contract Times:
	Substantial Completion: **210 days**
$ 8,453,848.00	Ready for Final Payment: **270 days**
~~[Increase]~~ [Decrease] from previously approved Change Orders No. 1 to No. 2:	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 2:
	Substantial Completion: **0 days**
$ <2,339,551.00>	Ready for Final Payment: **0 days**
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
	Substantial Completion: **210 days**
$ 6,114,297.00	Ready for Final Payment: **270 days**
[Increase] ~~[Decrease]~~ of this Change Order:	[Increase] [Decrease] of this Change Order:
	Substantial Completion: **0 days**
$ 902,406.49	Ready for Final Payment: **0 days**
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
	Substantial Completion: **210 days**
$ 7,016,703.49	Ready for Final Payment: **270 days**

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

MEMORANDUM OF NEGOTIATION
FOR CHANGE ORDER

PROJECT NAME: Route 9 Sewer Project
CONTRACT NO. _____ **CHANGE ORDER NO.** 3 **DATE:** February 26, 2020
LOCATION: City of Charles Town, WV
PARTIES ATTENDING: Snyder Environmental Service, Inc. and CTUB Staff

DESCRIPTION OF CHANGE ORDER:

As identified in Change Order No. 3

CONTRACTOR'S COMMENTS (Price Proposal):

In favor of the Change Order

ENGINEER'S COMMENTS:

In favor of the Change Order

OWNER'S COMMENTS:

In favor of the Change Order

RESULTS:

All parties are agreeable to Change Order #3 which increases the contract amount by $902,406.49
As identified by the yellow highlighted Bid Items on the attached "Northport Pump Station Revised Bid, dated 2/24/2020 – attached for reference.

TIME CHANGE: 0 days

Signatures of Acceptance

Contractor: _____

Engineer: Richard Travers, PE

Owner: _____

NORTHPORT PUMP STATION BREAK OUT 2/24/2020

Biditem	Description	NEW Bid Quantity	Unit	NEW Bid Price	ORIGINAL Bid Total	PROPOSED
1	ODOR CONTROL	1.000	LS	$ 7,300.00	$ 7,300.00	$7,300.00
	odor control removal					($7,300.00)
2	SURVEYING-SUB	1.000	LS	$ 1,482.00	$ 1,482.00	$1,482.00
3	EROSION CONTROL	300.000	LF	$ 63.00	$ 18,900.00	$18,900.00
4	EXCAVATION AND SET WET WELL, VALVE VAULT AND BACK	1.000	LS	$ 153,437.00	$ 153,437.00	$153,437.00
	WETWELL	1.000	ea	$ 22,950.00		($6,788.51)
	EPOXY				$ -	($16,425.00)
					$ -	$0.00
5	INSTALATION OF VALE VAULT& WET WELL PIPING	1.000	LS	$ 171,760.00	$ 171,760.00	$171,760.00
	DAVIT CRANE	1.000		$ -		($7,000.00)
	VALVE VAULT	1.000		$ 50,892.00		($5,720.00)
6	METER VAULT	1.000	LS		$ 8,773.00	$ 8,773.00
	REMOVE FLOW METER AND VAULT					($8,773.00)
7	PUMPS & CONTROLS	1.000	LS		$ 275,659.00	$275,659.00
	controler	1.000		$ 80,310.00		($40,377.00)
	pumps			$ 50,430.00		($46,270.00)
	vfd					$17,000.00
					$ -	$0.00
8	GENERATOR PAD	1.000	LS	$ 53,539.00	$ 53,539.00	$53,539.00
	3 PHASE TO SINGLE PHASE					$3,500.00
9	ELECTRICAL	1.000	LS		$ 198,169.00	$198,169.00
	reductions	1.000		$ 137,881.00		($14,250.00)
	FETTERVILLE			$ 7,650.00		($7,000.00)
10	ELECTRICAL CONDUIT	1,335.000	LF	$ 41.00	$ 144,566.00	$144,566.00
						($89,831.00)
11	ELECTRICAL VAULT	2.000	EA		$ 14,742.00	$14,742.00
						($9,828.00)
12	PUMP STATION START UP	1.000	LS		$ 4,950.00	$4,950.00
13	BIO-SWALE	1.000	LS		$ 10,073.00	$10,073.00
	Removal of Bio-swale					($10,073.00)
14	ASPHALT PAVING	1.000	LS		$ 16,822.00	$16,822.00
15	RESTORATION	2,575.000	SY		$ 51,500.00	$51,500.00
	SMALLER DIA TREES				$ -	($1,858.00)
16	IRRIGATING TREES	1.000	LS		$ 5,328.00	$5,328.00
17	FENCE	1.000	LS		$ 25,000.00	$25,000.00
	CHAIN LINK OPTION				$ -	($8,600.00)
					$ 1,162,000.00	**$902,406.49**
					TOTAL REDUCTION	**$259,593.51**

CHANGE ORDER

Change Order No. 4

Date of Issuance:	**February 26, 2020**	Effective Date:	**February 26, 2020**
Owner:	**Charles Town Utility Board**	Owner's Contract No.:	
Contractor:	**Snyder Environmental Services, Inc.**	Contractor's Project No.:	
Engineer:	**Hatch Associates Consultants, Inc.**	Engineer's Project No.:	**H-359787**
Project:	**Route 9 Sewer Project**	Contract Name:	**Route 9 Sewer Project**

The Contract is modified as follows upon execution of this Change Order: **Reduce Scope of Work to remove B&O Taxes for City of Ranson in the amount of $75,000.**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
	[note changes in Milestones if applicable]
Original Contract Price:	Original Contract Times:
	Substantial Completion: **210 days**
$ 8,453,848.00	Ready for Final Payment: **270 days**
~~[Increase]~~ [Decrease] from previously approved Change Orders No. 1 to No. 3:	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 3:
	Substantial Completion: **0 days**
$ <1,437,144.51>	Ready for Final Payment: **0 days**
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
	Substantial Completion: **210 days**
$ 7,016,703.49	Ready for Final Payment: **270 days**
~~[Increase]~~ [Decrease] of this Change Order:	[Increase] [Decrease] of this Change Order:
	Substantial Completion: **0 days**
$ <75,000.00>	Ready for Final Payment: **0 days**
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
	Substantial Completion: **210 days**
$ 6,941,703.49	Ready for Final Payment: **270 days**

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

HATCH

704 Quince Orchard Road, Suite 310
Gaithersburg, MD 20878

P: 301-840-1030
F: 412-809-6611

January 30, 2020

Ms. Kristen M. Stolipher, Assistant Utility Manager
Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

Re: Engineering Services for Water/Wastewater Systems Upgrades Projects
Task Order #9 – Presidents Pointe Inspection
Change Order #1 – Extended Schedule

Dear Kristen,

We are pleased to submit Change Order #1 to add additional effort due to an extended construction schedule to Task Order #9, where Specialized Engineering is performing inspection services of the sanitary sewer lines at Presidents Pointe subdivision. The approved Task Order assumed a construction schedule of only 10 weeks, but the actual installation and testing has extended the schedule to 20 weeks.

It should also be noted that Specialized Engineering personnel, while being budget conscious were able to tailor inspection efforts to extend the original budget as long as possible by utilizing good communication with the contractor personnel and therefore, reducing the budget impact of the schedule extension.

Scope of Services

No change to the original Scope of Services is anticipated with this Change Order #1. Hatch engaged Specialized Engineering to provide technical personnel to perform field inspection services and their construction inspection staff will provide periodic inspection services (6 hours/day) as requested for the installation of the proposed main line sewer piping and structures. This work will be conducted under the direction of a WV Professional Engineer and their project manager coordinating field staff. Reports and test results will be posted on Specialized Engineering's web-based reporting system in a timely manner for access by any authorized member of the project team.

Schedule

The remainder of the inspection services will be performed based on the Contractor's current installation and testing schedule. The completion of the effort is expected in early February.

Proposed Fee

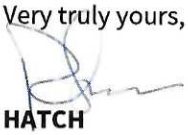
The estimated fee for this Change Order #1 for Task Order #9 is $19,700 with the effort invoiced in accordance with the attached breakdown. This estimate is based on the current status of the installation which was extended due to the contractor's sanitary sewer installation activities schedule, and partially due to the time associated with re-inspection of required line pressure tests that initially did not meet the requirements.

Terms and Conditions

The Terms and Conditions shall be in accordance with the base contract entitled Agreement between Charles Town Utility Board and Engineer for Engineering Services for Water/Wastewater Systems Upgrades Projects, dated February 21, 2019.

Should you have any questions or require any additional information, please do not hesitate to contact me at 240.751.7002 or by email at richard.travers@hatch.com.

Very truly yours,



HATCH
Rick Travers, P.E.
Sr. Project Manager

TO#9 Fee Estimate Breakdown

TO#9 Accepted – Stanley Martin Homes

Approved By: _____ Date: _____

Printed Name: _____ Title: _____

TO#9 Accepted – Charles Town Utility Board

Approved By: _____ Date: _____

Printed Name: _____ Title: _____

HATCH

Project Duration: 20 weeks revised
5 months revised

Project Staffing and Budget Estimate (2019 Standard Rates)

Date: 1/30/2020

Project: TO#9 Presidents Pointe Inspection
Change Order #1 - Extended Schedule

Client: Charles Town Utility Board

By: Travers

Task No.	Task	Principal**	Sr. Project/ Technical Manager	Project/ Technical Manager	Sr. Engineer	Engineer	Junior Engineer	Sr. Technician/ Designer	Professional Engineer (P.E.)**	Project Manager**	Construction Manager**	Senior Inspector**	Inspector**	Admin. Assistant**	Total Labor	Subs	Reimb. Allowance	Total Direct	Total
		$342.00	$260.00	$234.00	$182.00	$156.00	$118.00	$138.00	$175.00	$145.00	$130.00	$115.00	$100.00	$35.00					
1	Management Coordination & Monthly Invoicing		4									112			$13,920		$644	$644	$14,564
2	Field Inspections/Reporting														$0		$0	$0	$0
3	Engineering Report Review									18					$2,610		$131	$131	$2,741
4	Report Processing													7	$245		$12	$12	$257
5															$0		$0	$0	$0
6															$0		$0	$0	$0
7															$0		$0	$0	$0
8															$0		$0	$0	$0
9															$0		$0	$0	$0
															$0		$0	$0	$0
	Contingency (10% Extra Hours)	0	0	0	0	0	0	0	0	2	0	11	0	1	$1,590		$0	$0	$1,590
	Project Management (0%, 2.5%, 0%)	0	2	0	0	--	--	--	0	0	--	--	--	--	$520		$0	$0	$520
	Total Hours	0	6	0	0	0	0	0	0	20	0	123	0	8	157				
	Total Cost	$0	$1,560	$0	$0	$0	$0	$0	$0	$2,900	$0	$14,145	$0	$280	$18,885	$0	$787	$787	$19,672

** Specialized Engineering staff

SAY	$19,700

1. Fee Inclusion Summary *(Related to Scope of Services)* :
   - Inspector Labor
   - Project Management Coordination
   - Project Engineering Report Reviews
   - Administrative/Clerical Charges
2. Fee Exclusion Summary *(Related to Scope of Services)* :
   - All overtime beyond 40-hour weeks plus evenings, weekends, and holidays
   - Attendance at pre-construction meetings and meetings related to deficient work
   - Pre-Construction, Shop/Plant testing and inspections
   - Cancel-on-Arrival Visits; Construction Management services; Inspections related to house connections; Observation or testing of backfill operations; Full-time inspection
   - Additional or re-tests as directed by members of the design team (owner, owner's representative, developer, architect, engineer, and/or contractor, or related to deficient work).
3. Field personnel rates are invoiced with a four (4) hour minimum on site charge per base contract agreement.
4. Work hours that are beyond 40-hours weekly, evening/night shift and holiday work will be charged at 1.5 times the standard rate per the base contract agreement.

SECTION 00100
INVITATION FOR BIDS (DRAFT)

Sealed bids will be received by the Charles Town Utility Board for the Tuscawilla Wastewater Treatment Plant Membrane Bioreactor (MBR) Replacement until 4:00 P.M., prevailing local time, on March 27, 2020 at the Charles Town Utility Board Office at 661 South George Street, Suite 101, Charles Town, WV 25414, at which time, date and place such Bids will be publicly opened and read aloud. The project consists of the replacement of the double stacked membrane bioreactor (MBR) flat sheet membrane elements, frames, aeration diffusers, element blocks, permeate manifolds, permeate tubes and associated piping and valves in a single filtration basin.

Bidding Documents including specifications are on-file and available for review during normal business hours (Monday thru Friday, 8:00 A.M. to 5:00 P.M.) at the offices of Gwin, Dobson & Foreman, Inc., Consulting Engineers, 3121 Fairway Drive, Altoona, PA 16602 and may be examined or requested between the hours of 8:00 A.M. to 5:00 P.M. Phone 814-943-5214, Fax 814-943-8494. Sets of documents may be obtained electronically at no charge. Electronic copies of the Contract Documents may be obtained from the engineer, Christopher M. Eckenrode, via email ceckenrode@gdfengineers.com. Addenda, if any, will be issued to only those persons names and addresses that are on record as having obtained the Contract Documents. Bidding documents including specifications and addenda must be obtained directly from the Engineer for a bid to be considered.

The Successful Bidder will be required to comply with any and all applicable local and State of West Virginia rules, regulations, and laws, including but not limited to the West Virginia Drug Free Workplace Act.

Each bid must be accompanied by a certified check or bank; or Bid Bond naming as payee or obligee, as applicable, the Charles Town Utility Board in the amount of ten percent (10%) of the total amount of the bid as security for proper execution of the Agreement and submitting other documents as required by the Bidding Documents. The Successful Bidder will be required to execute the Agreement and to furnish performance and payment bonds, each of said bonds to be in the amount of one hundred percent (100%) of the Contract Price, all in the respective forms provided in the Bidding Documents. The Contractor also will be required to furnish evidence of insurance coverage as required by the Bidding Documents. No refund will be given for returned documents.

All bonds shall be executed by sureties named in the current list, "Companies Holding Certificates of Authority as Acceptable Sureties in Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (as amended) by the Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department and shall be acceptable to the Charles Town Utility Board and the State of West Virginia. The surety executing bonds must be licensed in West Virginia to transact surety insurance, and to be authorized to transact business in the State of West Virginia.

The successful bidder will be required to possess a valid State of West Virginia Contractor's License.

The requirements for bidders and contractors are explained in the Specifications.

All Bids shall be in a sealed envelope and plainly marked as follows:

CHARLES TOWN UTILITY BOARD
661 SOUTH GEORGE STREET, SUITE 101
CHARLES TOWN, WV 25414

BID FOR: TUSCAWILLA WASTEWATER TREATMENT PLANT MEMBRANE BIOREACTOR (MBR) REPLACEMENT

The Charles Town Utility Board reserves the right to reject any or all bids or parts thereof or items therein, to waive any defects or irregularities in the Bids, and to accept any Bid which, in its judgment, is for its best interest.

Bids shall remain open for a period of ninety (90) days from the date of Bid opening unless award is delayed by a required approval from a governmental agency, the sale of bonds, or the award of a grant or grants, in which event the Bids shall remain open for a period of one hundred twenty (120) days from the date of Bid opening.

CHARLES TOWN UTILITY BOARD
661 S. George Street, Ste 101
Charles Town, WV 25414

DATE: February 21, 2020
TO: Utility Board Members
FROM: Jane Arnett, Utility Manager
REFERENCE: Information for the February 26, 2020 Utility Board meeting

==========

WATER

Lead and copper sampling efforts for 2020 beginning. Sixty sites tested in February (awaiting results).

SEWER

- The Route 9 Infrastructure Project bid opening held January 21, 2020 at 3:00 p.m. as publicly noticed. Following February 18, 2020, Special Meeting, and review by Counsel of the Payment and Performance Bonds and Insurance, the Notice to Proceed was issued on February 24, 2020 to Snyder Environmental Services, Inc.
- Smoke testing completed with report from Hydrostructures received. Efforts to date approximately **20%** complete.
- Parkview Pump Station rehab started February 13, 2020. Clarence Drive pump station decommission to follow.
- CIF Sewer Evaluation – Pending bid for sewer model.
- Renewal and Replacement Project Summary – To be presented on 2/26/2020.
- Rehabilitation of one MBR (one of three) is being presented on 2/26/2020 for bid approval prior to the Renewal and Replacement Project.
- Under Permit Modification No. 9, to clarify and modify: "to recognize the capability to interchangeably transfer wastewater flows between the Charles Town wastewater treatment plant and the Tuscawilla wastewater treatment plant, as needed for treatment and discharge". By definition, interchangeably is to put each of (two things) in the place of the other such that wastewater flows from Charles Town can flow to Tuscawilla and flows from Tuscawilla can flow to Charles Town. Flows at Charles Town continue to remain below 1.75 mgd.
- Further clarification of nutrient parameters, by NPDES Permit, are nitrogen and phosphorus only. Since Permit issuance in 2016, annual monitoring and reporting of nutrient pounds have been well below the permitted limits.

ACCOUNTING

Audit issued January 15, 2020, with no findings, received by DAC January 24, 2020.
Resolution 2020-01 – FY20 Budget Revision on agenda for approval. Two reductions to the former JCPSD rate(s) have occurred. The impact of the 1st reduction is included within FY20. The 2nd impact will be included with the FY21 budget presented to the Board in May.

INFORMATION

Formal requests for water and sewer service received from:
Magnolia Springs Alternate Mainline Sewage Collection System Agreement filed with the West Virginia Public Service Commission (WV PSC Case No. 19-1027-S-PC).
Fairfax Crossing – Sewer (459 EDUs), Jefferson Heights South – Water and Sewer (80 EDUs)
Sewer – Piedmont Letter dated November 19, 2019 and Shenandoah Junction Public Sewer dated December 11, 2019.

TRACKING

January 2020 Bill Count = 6,252. 10 Day = 1,436 (1/23/20). 24 Hour Notices = 462 (335 by phone 1/8/20). Cutoffs = 56 (1/14/20) @ $50.00. Average daily gallons (gpd) of water treated at the WTP = 1.73 mgd. Average gpd wastewater treated = 1.26 mgd.

December 2019 Bill Count = 6,284. 10 Day = 1,307 (12/24/19). 24 Hour Notices = 581 (414 by phone 12/4/19). Cutoffs = 94 (12/10/19) @ $25.00. Average gpd of water treated at the WTP = 1.72 mgd. Average gpd wastewater treated = 1.18 mgd.

CIF Collections – See attached report.

Hydrants – Ranson = 38 Charles Town = 137 County = 19 Private = 193 Race Track = 19

Meters – Testing Requirements: 6" & 4" Every Year, 3" Every 3 Years, 2", 1 ½" & 1" Every 5 Years, 5/8" Every 10 Years. Total Meters 6,489 @ 2/5/2020:

	6"	4"	3"	2"	1 ½"	1"	5/8"
Meters to Test	1	10	2	28	27	59	4,189
Meters Tested	2	0	3	35	12	9	2,112

west virginia department of environmental protection

Division of Water and Waste Management
601 57th Street SE
Charleston, WV 25304
Phone (304) 926-0495
Fax (304) 926-0497

Austin Caperton, Cabinet Secretary
dep.wv.gov

November 19, 2019

Jane E. Arnett, Utility Manager
City of Charles Town, Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

CERTIFIED RETURN RECEIPT REQUESTED

Re: WV/NPDES Permit No. WV0022349
Modification No. 9

Dear Ms. Arnett:

This correspondence shall serve as Modification No. 9 of your existing WV/NPDES Water Pollution Control Permit No. WV0022349, issued the 21st day of July 2016.

After review and consideration of the information submitted on, and with, Permit Modification Application No. WV0022349-I, on the 25th day of October 2019, and other relevant information, the subject WV/NPDES Water Pollution Control Permit is, hereby, modified to recognize the capability to interchangeably transfer wastewater flows between the Charles Town wastewater treatment plant and the Tuscawilla wastewater treatment plant, as needed for treatment and discharge.

Enclosed is revised page 27 of 42 with amendments to Section C. This document shall supersede, as designated, the one currently in your possession, and should be appropriately incorporated into your existing WV/NPDES Water Pollution Control Permit.

All other terms and conditions of the subject WV/NPDES Water Pollution Control Permit shall remain unchanged and in effect.

Sincerely,

Katheryn Emery

Katheryn Emery, P. E.
Acting Director

Promoting a healthy environment.

KDE:jdm

cc: Environmental Inspector Supervisor (Jefferson County)
Environmental Inspector (Jefferson County)
United States Environmental Protection Agency, Region 3

Enclosure

Section C - Other Requirements

37. b. Results shall be reported in terms of chronic toxic units (TUc) and shall be submitted with the corresponding monthly Discharge Monitoring Report (DMR).

TUc= 100/NOEC
Where NOEC (or NOEL) is No Observed Effect Concentration (or Level), which is expressed as percent (volume) effluent in dilution water.
For Example, if NOEC is 10%, TUc= 100/10=10

When the effluent demonstrates no toxicity at 100% effluent (no observed effect), the permittee may report zero TUc.

c. The monitoring required, herein, shall be conducted in accordance with the sample collection, preservation, and analytical procedures specified in 40 CFR 136.

d. In addition to the monitoring data reporting requirements of 40 CFR 136, the exact age of the test organisms at the initiation of the test shall be reported. Values of less than or equal to 24 hours are acceptable for Pimephales Promelas, fathead minnow. The range of the Ceriodaphnia Dubia used must be reported as a range in hours. All Ceriodaphnia Dubia used in the test must be less than 24 hours of age at test commencement. The age difference between the youngest and oldest Ceriodaphnia Dubia used in the test must not exceed eight (8) hours.

e. The chronic toxicity testing shall be performed on a semiannual basis. The first chronic toxicity testing shall be carried out within one (1) month from the start-up the new WWTP for Outlet 002. There shall be a minimum of five (5) months between required sampling events.

f. If chronic effluent toxicity testing exceeds a trigger value of 2 TUc, the permittee shall immediately resample and test the effluent. This shall be performed within 30 days of the initial demonstration of trigger value prescribed herein. Copies of the retesting results shall be provided to the Director immediately upon completion of the test.

g. If the second test is below the trigger value, chronic effluent toxicity testing shall continue in accordance with the requirements, as prescribed herein. However, if the second test shows another exceedance, the Director shall impose further requirements, as may be necessary, in order to obtain address effluent toxicity.

h. The Director may impose further requirements should the chronic effluent toxicity testing results demonstrate toxicity.

38. These facilities are equipped to transfer wastewater flow between the existing Charles Town wastewater treatment plant and the existing Tuscawilla wastewater treatment plant, interchangeably, as needed for treatment and discharge.

a. This mode of operation shall not result in exceedances of the effluent discharge limitations of the permit.

b. While the agency is understanding of the necessity for this mode of operation, the permittee may not raise the acknowledgement being granted, herein, as an affirmative defense to any violations unrelated to the implementation of this mode of operation. In the event any violations occur that the permittee asserts that such acknowledgement is an affirmative defense, the burden shall be on the permittee to show that the violations occurred as a result of the mode of operation. The permittee must show that its actions were reasonably anticipated to minimize the discharge of all pollutants during any mode of operation implementation procedure.

c. Further, the acknowledgement being granted, herein, is not intended to approve exceedances of the effluent discharge limitations. This acknowledgement is directed toward providing the permittee with an opportunity to implement the mode of operation, while coordinating the provisions of the WV/NPDES Water Pollution Control Permit, in an effort to circumvent any violations. Any violation of an effluent discharge limitation resultant to the implementation of the mode of operation shall be reviewed in accordance with the provisions of Section 38.b.

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

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
K. Hovnanian	Shenandoah Springs	3M	1/9/2020	1	$ 2,752.00		
K. Hovnanian	Shenandoah Springs	7M	1/9/2020	1	$ 2,752.00		
Dan Ryan Builders	Aspen Greens	29	1/17/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	30	1/17/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	31	1/17/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	40	1/17/2020	1	$ 3,207.00		
K. Hovnanian	Shenandoah Springs	11M	1/30/2020	1	$ 2,752.00		
Dan Ryan Builders	Aspen Greens	35	2/5/2020	1	$ 3,207.00		
Dan Ryan Builders	Briar Run	313-316	2/19/2020	4	$ 12,828.00		
			Totals =	12	$ 37,119.00	0	$ -

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

Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF
Jan-20		7	7	$ 21,084.00
Feb-20		5	5	$ 16,035.00
Mar-20				
Apr-20				
May-20				
Jun-20				
Jul-20				
Aug-20				
Sep-20				
Oct-20				
Nov-20				
Dec-20				
Total 2020	0	12	12	$ 37,119.00

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				
Mar-20				
Apr-20				
May-20				
Jun-20				
Jul-20				
Aug-20				
Sep-20				
Oct-20				
Nov-20				
Dec-20				
Total 2020	0	0	0	$ -