CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, JULY 24, 2024

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of July 10, 2024 Minutes
      UB Minutes 07.10.24.pdf

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

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

   https://us06web.zoom.us/j/85458276889?pwd=8VLtMUqgP3ZeXH4EHCKf8iIbragwkF.1

   Meeting ID: 854 5827 6889
   Passcode: 474207
   (301)715-8592

3. **UNFINISHED BUSINESS**

4. **NEW BUSINESS**
   a. GDF Task Order Amendment No.3 - Additional RPR Services
      Amendment No. 3.pdf
   b. Edmunds and Utility Cloud Presentations
      Software Proposal.pdf
      Presentation - Edmunds GovTech Utility Cloud 07.18.24.pdf
   c. CTUB Collection System Project Update and Schedule
      Collection System Project.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
      Phase II of CAP Summary 06.30.24.pdf

Thank You Note.pdf

b. Chairman Report

6. **APPROVAL OF BILLS**
   a. July 24, 2024
      Board Report 07.24.24.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - August 14, 2024 at 4:00 P.M.

Charles Town Utility Board
Regular Board Meeting
July 10, 2024

The Charles Town Utility Board held a regular meeting on July 10, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Robert Rodecker, Legal Counsel and Kelvin Upson, Jefferson County Commission Liaison.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of June 26, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the June 26, 2024 regular meeting minutes.

Action: Motion made by Mr. Stocks, second by Mr. Pierson, the Board unanimously approved the June 26, 2024 minutes as presented.

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron and Christine Stadig.

NEW BUSINESS

Gwin Dobson Foreman

i. Renewal and Replacement Project Resolution No. 21 – Contractor Pay Application No. 21

Mrs. Stolipher included the contractor application for Payment No. 21 in the amount of $457,557.81 for work completed. The Board provided discussions. Chris Eckenrode was available for questions.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved Resolution No. 21.

ii. Asbury Church Sewer Main Replacement Task Order

Mrs. Stolipher presented the task order for the design, permit and bid of the gravity sewer line replacement for the Asbury Church vicinity for an estimated fee, not to exceed, $49,000.00. Aging infrastructure in the block of W. North Street, N. Charles Street, W. Liberty Street and George Street has caused constant issues at the Asbury Church which needs to be addressed. The Board provided discussions. Chris Eckenrode was available for questions.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the GDF Task Order for the Asbury Church sewer main replacement.

iii. Wastewater System Analysis

Mrs. Stolipher provided the task order to evaluate the existing wastewater treatment and collection system and provide recommendations for future improvements to keep up with developmental growth for an estimated fee, not to exceed, $55,000.00. GDF will perform a detailed assessment of the facilities, capacity, O&M costs, and wastewater plant expansion

options in the form of a Preliminary Engineering Report. Mrs. Stolipher mentioned the Sewer Strategic Plan detailed plant expansions and/or new plant needs to be done in year 2030-2031. The Board provided discussions and suggested it may be time for staff to go out to bid for engineers using the 5G process as it has been five years since this has occurred.

Action: **Motion made by Mr. Stocks, second by Mr. Pierson, the Board unanimously approved the task order by GDF for a wastewater system analysis.**

iv. Flowing Springs Pump Station Discussion – 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.

Action: **This item was moved to the end of the meeting.**

Advanced Rehabilitation Technology – Manhole Lining

Mrs. Stolipher briefed the Board on the proposal received from Advanced Rehabilitation Technology to prep and line 23 manholes throughout the system totaling $67,900.00. In 2020, RK&K prepared a report to address deteriorating manholes in the system, ranking by severity. Mrs. Stolipher mentioned some of those manholes were addressed in 2022. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the proposal from Advanced Rehabilitation Technology.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided she is waiting for the approval confirmation for the grant to evaluate the water and sewer at the Summit Point Raceway. She also mentioned hydrant painting and lead and copper inventory is ongoing and provided updates on the various sewer projects.

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

Chairman Report

The Chairman mentioned the City is advertising for the vacant CTUB board position and have received no applications to date.

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

APPROVAL OF BILLS

July 10, 2024

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

EXECUTIVE SESSION

Flowing Springs Pump Station Discussion – 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 1 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.

Prior to the Board convening into Executive Session, there was a question from the audience as the reasoning for going into executive session for that agenda item. Mr. Rodecker explained there may be discussion on a potential acquisition price that could be hindered if discussed in public session.

Action: **Motion by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved convening into Executive Session at 4:32 P.M. to discuss the Flowing Springs pump station.**

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved returning to public session. Executive session was declared over at 5:01 P.M.**

The Board recommended Mrs. Stolipher explore other options for the Flowing Springs component of the Collection System Project as a bid alternate.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

Action: **Motion by Mr. Pierson, second by Mr. Stocks, the Board unanimously adjourned the meeting at 5:02 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, July 24, 2024 at 4:00 P.M. at 661 S. George Street.

_____	_____
John Nissel	Ashley Stottlemyer
Chairman	Secretary

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated July 8, 2020.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 3

The Effective Date of this Amendment is: _____.

Background Data

Effective Date of Owner-Engineer Agreement: July 8, 2020

Owner: Charles Town Utility Board

Engineer: Gwin, Dobson & Foreman, Inc.

Project: Wastewater Treatment Facilities Renewal and Replacement Project

Nature of Amendment:

_X_ Additional Services to be performed by Engineer

Description of Modifications:

Provide additional part-time RPR inspection on the project for approximately six (6) months. Refer to attachment, Appendix 1A.

Agreement Summary:

Original agreement amount:	$ 575,000.00
Total Including prior amendments:	$ 860,000.00
This amendment amount:	$ 60,000.00
Adjusted Agreement amount:	$ 920,000.00

Change in time for services (days or date, as applicable): 0

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

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Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:		ENGINEER:	
Charles Town Utility Board		Gwin, Dobson & Foreman, Inc.	
By:		By:	Christopher M. Eckenrode
Print name:		Print name:	Christopher M. Eckenrode, P.E.
Title:		Title:	Engineering Manager
Date Signed:		Date Signed:	7-9-2024

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Please attach the following to Amendment No.2, Exhibit K, of the Owner-Engineer Agreement

Exhibit K
Appendix 1A

Charles Town Wastewater Treatment Facility Improvement Project
Resident Project Representative Services
Estimated Six (6) Month Part-Time RPR Cost Breakdown

The following is a breakdown of RPR expenses associated with the 2024 GD&F hourly rates for part-time (20 hours per week) inspection:

RPR Hourly Rate = $84.50

RPR Estimated Time = 84 total hours/month X 6 months = 504 hours

RPR Cost = 504 hours X $84.50/hour = $42,588

Lodging = $300 per week X 26 weeks = $7,800

Meals = $60/day X 48 days = $2,880

Mileage = $0.67/mile X 1,650 miles per month X 6 months = $6,633

Total Estimated Amount Billed for six (6) months of part-time (20 hours per week) RPR Services = $59,901 (Use $60,000.00)

Financial and Billing Software – Edmunds GovTech
Asset Management Software – AMCS
July 24, 2024

DISCUSSION

Since 2012, the Charles Town Utility Board has used, a now dated version of Tyler (Incode) as the primary financial and billing software. As CTUB has continued to develop, through growth and consolidation of other utilities, so has the volume and complexity of its financial transactions along with the need for additional streamlined solutions, including a comprehensive asset management program.

For the last few years, staff has spent a significant amount of time evaluating Enterprise Resource Planning (ERP) Financial Management Software Solutions and asset management programs. An ERP is a more comprehensive software system used across multiple CTUB functions, including but not limited to budgeting, general ledger, payroll, accounts receivable, accounts payable, cash management, purchase orders, financial reporting and human resources. AMCS, the asset management program enables the utility to maximize their operations, maintenance, and capital expenditure planning.

In reviewing the organization needs of CTUB, staff identified the new ERP system and asset management should meet the following objectives and requirements:

- Consolidate information, link processes and functions, and eliminate separate departmental spreadsheets/Access databases in favor of a single system that integrates CTUB's financial and non-financial applications through a common database.
- Upgrade from outdated menu drive solution to new system with expanded features and capabilities.
- Streamline business processes to take advantage of best practices through automation, integration, and workflows.
- Provide a user-friendly and intuitive user interface to promote system use and productivity.
- Expanded budget, planning tools/capabilities, and capital planning and budgeting.
- Eliminate the need for redundant data entry.
- Eliminate the need for manual input when preparing various financial documents, including the annual budget and preparation of monthly financial reports.
- Improve and/or provide necessary reports and reporting capabilities, and access to data through inquiry or drilldown capabilities.
- Provide interface capabilities with third-party systems.
- Direct integration with CTUB systems, including but not limited to Edmunds, Sensus, GIS, and AMCS (the asset management system.)
- Technical support for implementation phase of project, as well as on-going support during term of service.

FY 2025 BUDGET

As part of the Fiscal Year 2025 budget, the Board approved the operating and capital budget for both systems, which included the anticipated annual subscription fees for the financial and billing software to replace Tyler and the asset management program, as well as the one-time implementation fees and additional consulting/project fees (if necessary) for both software solutions.

FINANCIAL AND BILLING SOFTWARE PROPOSAL

The Edmunds Govtech proposal for the purchase of financial and billing software is a total of $112,440, including one-time costs of $63,990 and first-year subscription costs of $48,450. Funding for these costs is covered within the existing budget.

Table 1: Year 1-3 Costs for Edmunds Proposal

Fiscal Year	Future Year	Annual Costs	One Time Costs (Implementation)	Total Annual
FY 2025	Year 1	48,450	63,990	112,440
FY 2026	Year 2	48,450	0	48,450
FY 2027	Year 3	48,450	0	48,450
Total		**$145,350**	**$63,990**	**$209,340**

Table 2: FY 2025 Budget – Edmunds GovTech Proposal

Budget - Line Item Description	FY 2025 Budget	Edmunds Proposal
O& M Budget - License & Subscriptions	60,000	48,450
Capital Budget - Implementation Fees	100,000	63,990
Total	**$160,000**	**$112,440**

ASSET MANAGEMENT SOFTWARE PROPOSAL

The AMCS proposal for the purchase of the asset management software is a total of $72,500, including one-time costs of $40,000 and first-year subscription costs of $32,500. Funding for these costs is covered within the existing budget.

Table 3: Year 1-3 Costs for AMCS Proposal

Fiscal Year	Future Year	Annual Costs	One Time Costs (Implementation)	Total Annual
FY 2025	Year 1	32,500	40,000	72,500
FY 2026	Year 2	32,500	0	32,500
FY 2027	Year 3	32,500	0	32,500
Total		**$97,500**	**$40,000**	**$137,500**

Table 4: FY 2025 Budget – AMCS Proposal

Budget - Line Item Description	FY 2025 Budget	AMCS Proposal
O& M Budget - License & Subscriptions	40,000	32,500
Capital Budget - Implementation Fees	80,000	40,000
Total	**$120,000**	**$72,500**

CURRENT FINANCIAL AND BILLING SOFTWARE

The current annual fees for Tyler and the proposed cost for a few of the additional modules needed is discussion purposes only because it is not comparable to the proposal from Edmunds. At this time, Tyler does not offer the functions and capabilities needed on the current version and the annual costs are more than Edmunds, with less than half of the modules needed. Per the sales representative for Tyler Technologies, CTUB would have to convert all of the data to a new cloud-based version, add additional modules, hosting fees, and implementation fees.

Tyler (Incode)
Current Software Costs

Annual Software License Costs (Tyler)	46,500
Additional Modules - Work Orders, Purchase Orders, Inventory, Fleet	18,100
Annual Costs for Current Software	64,600
One-time Implementation Costs for Additional Modules	24,500
Total	**$ 89,100**

The following chart is a list of the functional components of the new ERP software (Edmunds) compared to the existing financial system:

Module	Existing Financial System - Tyler Incode	Edmunds Govtech - Addition/Enhancements
Administration	Not user-friendly, menu driven module configuration	Viewpoint dashboard, configurable, and more custom reporting options
Accounts Payable	Basic invoice entry and check processing.	Integrated/connected to other system components such as purchase requisitions, purchase orders, and inventory tracking. Review, approvals, and automation within the system.
Accounts Receivable	Dedicated module with limited capabilities. Excel is used for reporting.	Expanded capabilities with custom reporting options.
Billing & Online Customer Modules	Limited set up options, non user-friendly module with info in different areas of the software. Limited online portal for customers. No ability to change the format of billing statements or customer forms. Additional cost to make changes. $10,000 per form. No ability to take customer applications and deposits online. Limited reporting. Customer support is limited. Response time is usually 2-4 days for simple issues with our software.	Integrated/connected to other system components. Work orders, meter changes, etc. will be integrated and tracked. Inventory will be tracked and updated. Mobile app available to field employees. Integrated to GIS mapped system and asset management software. Customer, property, meter, billing information is on one screen. User friendly online portal for customers, ability to for staff to easily notify customers, send notices and information to the community. Custom reporting options and abililty to make changes to forms if needed.
General Ledger & Financial Modules	Limited account, department division codes, and capital expenditure structure codes. Limited reporting and excel is used for 90% of the financial reporting. Annual budgets and monthly financials are prepared in excel.	Additional department division codes, ability to properly build to GL structure, and custom reporting options. Elimination of data entry and formatting financials in excel. Custom reporting options.
Human Resources & Payroll	Standard employee set-up, benefit expense tracking. All other human resources functions are manually tracked in various worksheets in excel and kept in locked filing cabinet. Time sheets are handwritten and manuel entered into Tyler.	Mobile app, electronic time off vacation request processing, automated retro-pay calculations, future pay changes, history tracking of changes. Employee records are kept in one spot within the software. Custom reporting with many options.
Fleet Management	No included in Tyler. Fleet is managed manually in various excel spreadsheets.	Integrated/connected to other system components, as well as the asset management software.
Purchasing & Inventory Management	Not included in Tyler. Staff is currently using multiple different programs to prepare purchase orders and inventory. The information is then entered into various excel worksheets.	Integrated/connected to other system components such as accounts payable and the asset management software. Review, approvals, and history connected within the software.
Work Orders	Not included in Tyler. Staff is currently using multiple different programs to prepare work orders, inventory, etc. The information is then entered into various excel worksheets.	Integrated/connected to other system components such as accounts payable, purchasing, inventory and the asset management software. Review, tracking, and history connected within the software.

edmunds GovTech

ERP Software Purchase Recommendation

7/24/24

Recommendation

Approve the purchase of Edmunds GovTech Utility Billing System

1. The proposed system is believed to be best in class meeting all requirements today along with valuable features needed for future growth.
2. Edmunds has a reputation of quality, customer satisfaction and longevity, passing all necessary due diligence.
3. Strong customer base and peer group for support if needed.
4. The investment is reasonable considering what is already paid today in the business plus the automation and efficiency the system will provide for office and field staff.
5. The time is now to move to a SaaS, hosted model for a system. Highly secure, easy remote access, fully managed by Edmunds. This secure model is industry standard, giving residents security of data and the company a plan of preparedness for unforeseen events where critical systems like this need to be available.
6. Low risk, efficient implementation - Edmunds is ready to begin a project quickly and will successfully install, and train Charles Town Utility Board, driving the project with the Edmunds project team and proven methodology.

Recommendation

Reasons to approve the purchase for the Edmunds GovTech ERP Software:

- **Integration** – No more duplicate entries. All transactions within one system.
- **Audit Trail** – Complete history of transactions and changes.
- **User Setup and Security** – Customize users so they can see the most relevant information.
- **Access** – Mobile / Web solutions for remote work. Communicate more efficiently with Residents and Staff.
- **Transparency** – Departmental access to information.
- **Efficiency** – Get more done in less time.
- **Scalability** – Citizen access, Dashboards and Web Forms for Enterprise-level Governments.
- **Upgrades** – Upgrades and enhancements are always free and implemented at your convenience.
- **Support** – All software solutions are developed, implemented and supported by our in-house employees. We've been in business for nearly half a century, as a trusted partner to help our local government clients every step of the way.

Charles Town Utility Board Summary

- Using Tyler Incode as current provider
  - Issues with Reporting
  - Not User-Friendly
  - Problems with Customer Support
- Around 6,500 accounts
- Bills Water and Sewer
- Sensus Meters
- Has multiple companies for Online Payments
- Around 40 employees
- Purchase Order’s through JobsPlus
- Document Attachment conversion needed
- Timesheets are done in excel and emailed to Clerk
- Interested in pushing eBilling for customers
- Work Orders done by hand
- Advanced user security based on Job Responsibilities is imperative

The EGT Solution

- Cloud/Hosted Environment
- Finance Super Suite
- Electronic Requisitions
- Finance ViewPoint DashBoard
- Utility Billing & Collections
- Utility ViewPoint Dashboard
- Online Service Applications
- Work Orders
- Personnel (Payroll, Human Resources, ESS Portal)
- Inventory Control
- Fleet Maintenance
- Payments (Online Web Portal and IVR Phone Payments)
- Mobile Phone Applications
- ***Utility Cloud Integration for Asset Management***

Edmunds - IMPLEMENTATION & SUPPORT

PRE-IMPLEMENTATION

Client goals are established > Project plan is delivered > Data is converted

IMPLEMENTATION

Detailed status reports > Staff Training >
Support escalation plan is developed

ONGOING SUPPORT

Responsive and reliable support team > Thorough software documentation and resources >
Quarterly Updates > User group conferences

edmunds GovTech

EGT COMPANY OVERVIEW

50+

Years of Local Government Experience

Edmunds GovTech was founded in 1972 by Robert R. Edmunds

2,100+

Local Government Agencies Served

Our client base is diverse and widespread, spanning over 28 states and ranging in population from
<1,000 to >1,000,000

99%

Client Retention Rate

We build long-lasting relationships with those we serve because we care about their success

edmunds GovTech

Edmunds GovTech Cost

Year 1 Investment	Amount Due
Subscription Fees (100%)	$43,650.00
Implementation Fees (50%)	$15,070.00
Hosting Fees (100%)	$4,800.00
Conversion Fees (50%)	$16,925.00
Upon Contract Execution: Payment 1	**$80,445.00**
Implementation Fees (25%)	$7,535.00
Conversion Fees (25%)	$8,462.50
60 Days After Contract Execution: Payment 2	**$15,997.50**
Implementation Fees (25%)	$7,535.00
Conversion Fees (25%)	$8,462.50
60 Days After Go-Live: Payment 3	**$15,997.50**
Total Year 1 Investment	**$112,440.00**

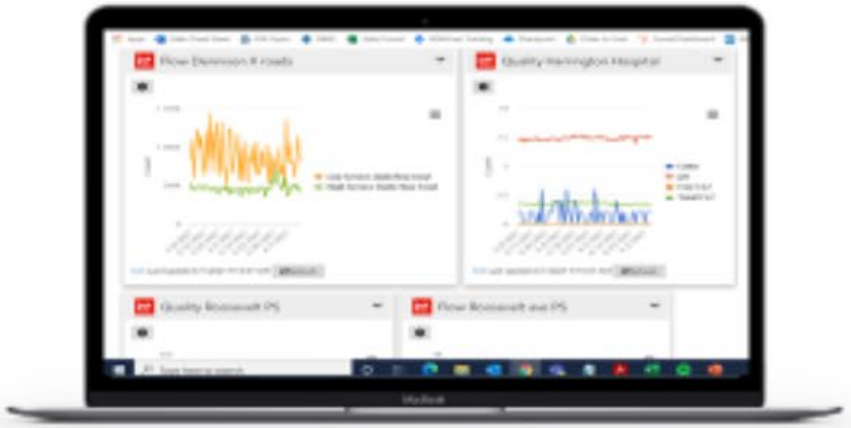
Year 2-3 Investment	Amount Due
Subscription Fees (100%)	$43,650.00
Hosting Fees (100%)	$4,800.00
Annual Payment	**$48,450.00**

edmunds GovTech

utilitycloud

Your full-stack operations management platform

So much more than CMMS



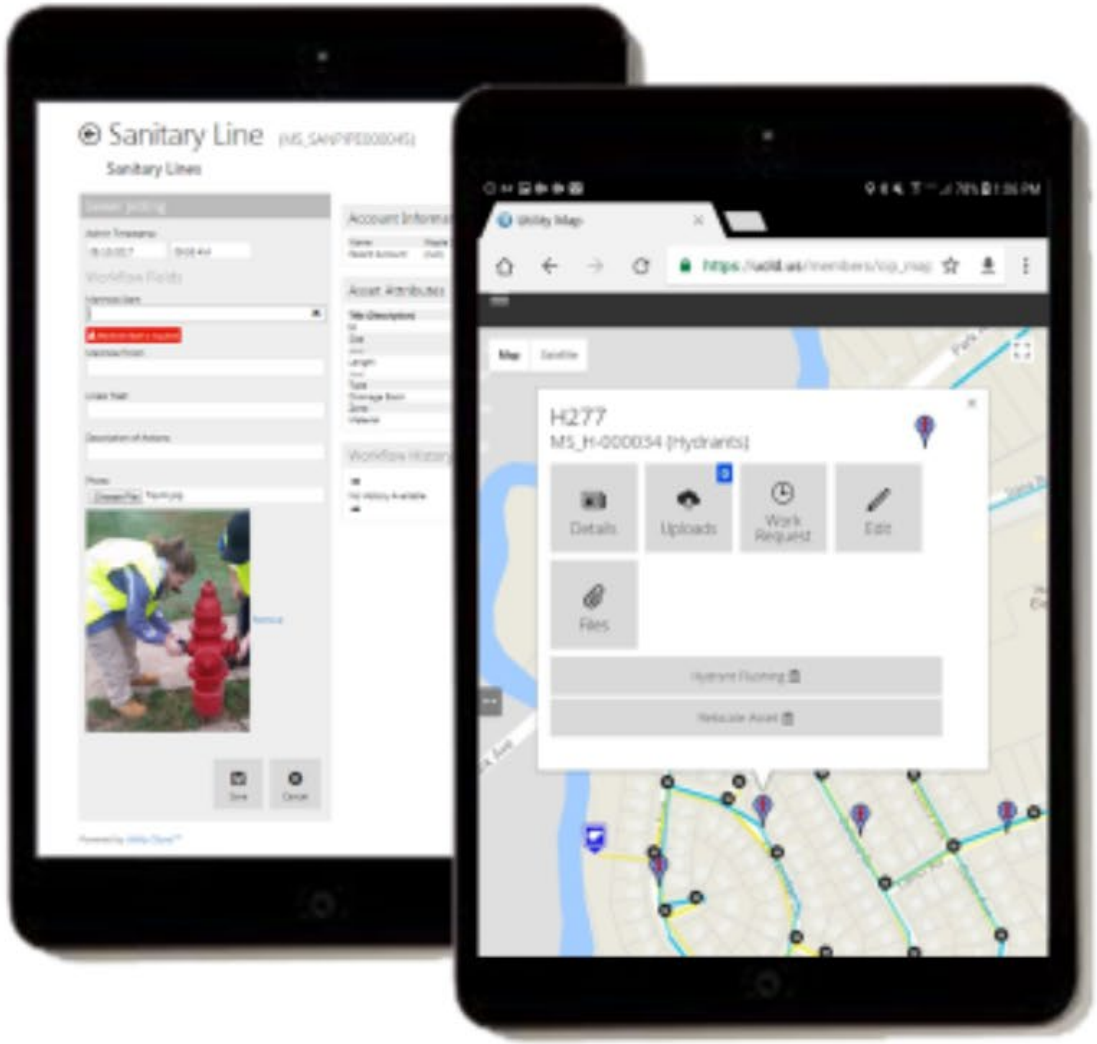
Leverage Data From	On your	For the purposes of
People	Plant and field assets	Workforce and Maintenance Management
Asset Database	Water / Wastewater	Asset Management
GIS	Sub-components	Compliance Reporting
Contractors	Unique Assets	Optimization and Analysis
IoT Sensors		
Other Systems (Edmunds, 311, Etc)		

utilitycloud in one picture:

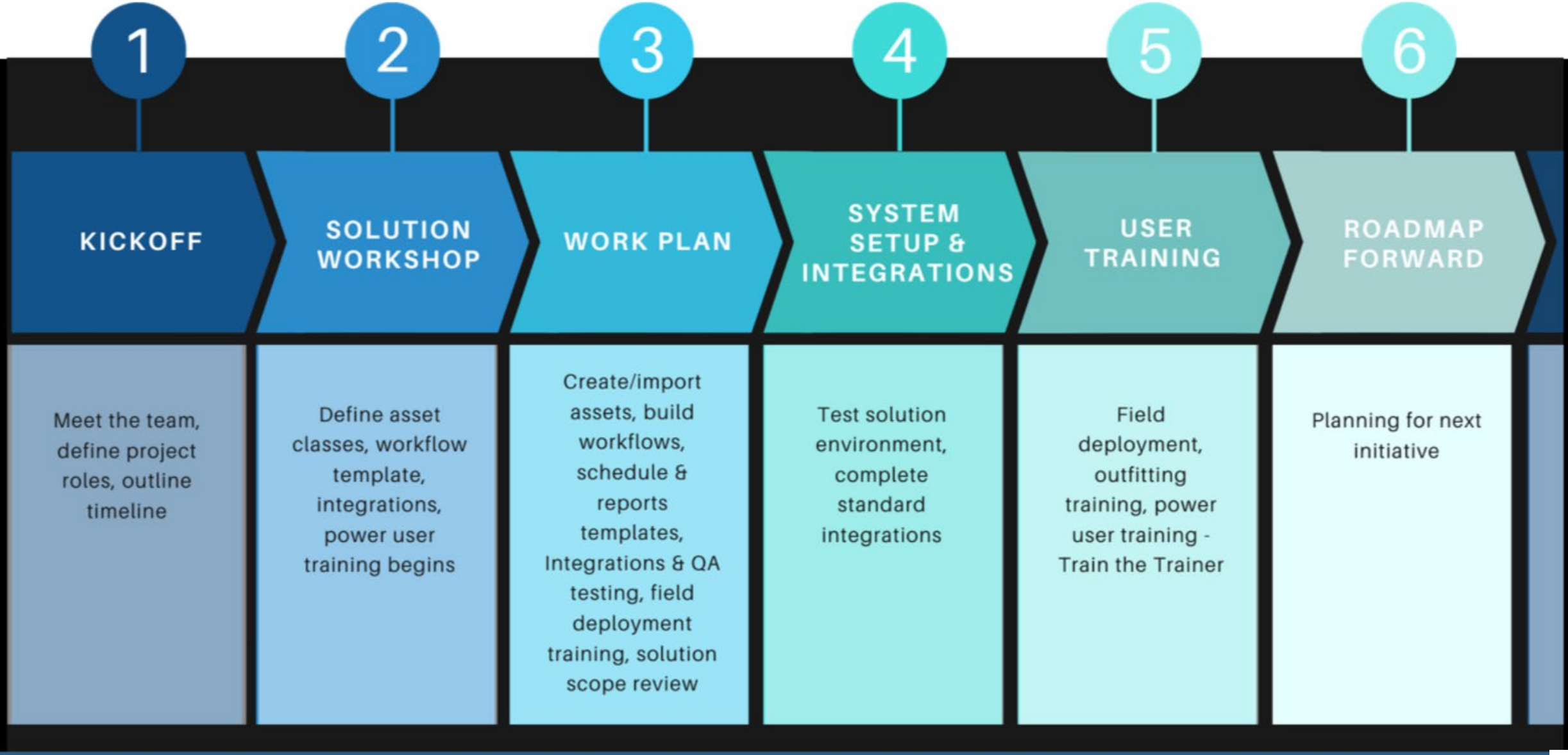


DATA TABLE

TEMPERATURE	105	RAIN 0.32	INCHES
TOTALIZER X 1000	TIME: 08:12	1355632	GALLONS
FLOW RATE		837	GPM
DAILY VOLUME:			GALLONS
ELECTRIC METER X 640	7400	7397.16	KWH
EFFLUENT pH/TEMP:	TEMPERATURE 13.5 °C	7.33	S.U.
OPERATING TIME (LEAD PUMP)		49668.87	HR
OPERATING TIME (LAG PUMP)		4453.1	HR
OPERATING WELL (circle one)		PW-2	PW-3
TOTALIZER X 1000	TIME: 08:03	4066472	GALLONS
DAILY VOLUME:			GALLONS
FLOW RATE		468	GPM
ELECTRIC METER X 120		2149.68	KWH
PUBLIC WATER METER	TIME: 09:29	31242770	FT³
WATER PRESSURE	INF 87	78	PSI
WATER ELEVATION	106	FEET ½	IN
pH/TEMP.	TEMP: °C	5.96	S.U.
LEFT ELECTRIC METER X 1200		2579	KWH
RIGHT ELECTRIC METER X 1200		5220	KWH
PRIMARY PUMP TOTALIZER (X1000)	235288.7	FLOW RATE (gpm) 348	
PRIMARY PUMP HOUR METER RUNTIME		24311.9	HR
TOTE#1			GALLONS



Implementation Journey



AMCS Utility Cloud: Enterprise Platform

	Enterprise
Includes:	Platform subscription 20 user seats
Features Included:	
• Form Builder	Unlimited
• Advanced Custom Reporting	Unlimited
• Maps	☑
• Inspections and work orders	☑
• In-App Analytics	☑
• Offline Work	☑
• Business Intelligence Standard	☑
• Open API	☑
• Inventory Module	☑
• ESRI Integration	☑
• Business Intelligence Custom	☑
• Machine Connect / SCADA	☑
• 8-1-1 Integration	☑
• Daily Routing Optimization	☑
• Quentic Health & Safety	☑

- All Contracts are Standard 3-year Agreements, invoiced annually
- Updates, Upgrades, Patches and Major Versions Releases
- Access to Client Success Team & Client Support
- Additional 5 user seat packages available for $5,000 / year

AMCS Utility Cloud Value Drivers

Value Driver	Benefits
Accelerate Top-Line Growth	•Improve operator and admin productivity •Reduce unplanned downtime or service outages
Deliver Environmental Sustainability	•Prioritize work schedules and prevent rework, reducing driving time and emissions
Improve Operational Efficiency and Drive Margin Expansion	•Shift from reactive to proactive maintenance •Reduce overtime work caused by downtime •Prevent rework due to missing information or bad data •Reduce manual data entry for admin staff
Reduce Business and Operational Risk (Finance, IT, Legal, Safety and Governance)	•Improve operational, asset, and environmental data quality •Streamline compliance and regulatory reporting •Document institutional knowledge in SOPs to lessen impact of employee turnover and an aging workforce

Utility Cloud: Enterprise Platform Pricing for CTUB

Item	List Price Per Year	Term (Years)	Invoice Frequency	Total List Price Contract Value	Year 1 Total	Year 2 Total	Year 3 Total
Enterprise Platform Subscription(incl. 20 users)	$30,000	3	Annual	$90,000	$30,000	$30,000	$30,000
Additional User Packs (incl. 5 users)	$2,500	3	Annual	$7,500	$2,500	$2,500	$2,500
Implementation	$40,000		One-Time	$40,000	$40,000	$0	$0

Terms: $72,500 in Year 1 and $32,500 in years 2 and 3
Quote Valid thru 7/31/2024

Platform subscription includes access to first 20 user seats. The user pack included in this proposal is for 5 users bringing the total to 25. Further additional user packs are available as needed at $5,000 per each 5 seats.

Software as a Service (SaaS) Contract Start Date: 8/1/2024 (Estimated)

Invoicing Frequency: Annually

Term: The term of this Agreement will commence on 8/1/2024 and continue until 8/1/2027 unless terminated by either party. Term will auto renew if not terminated or canceled.

- Contract: 3-year Agreement
- Invoiced Annually
- Updates, Upgrades, and Major Versions Releases
- Access to Client Success Team
- Access to Client Support Services

Enterprise Package Includes
- Business Intelligence Custom
- Machine Connect / SCADA
- 8-1-1 Integration
- Daily Routing Optimization
- Quentic Health & Safety

CHARLES TOWN UTILITY BOARD
2022 Sewer Collection System Project

RK&K Project No. 19339.019
IJDC Project No. 2021S-2041
CWSRF Project No. C544686

Project Schedule
July 19, 2024

1. Request Approval to Advertise – August 2024
    a. CWSRF
    b. WDA
2. Advertisement (30 days)
    a. 1st Advertisement – September 4, 2024
    b. 2nd Advertisement – September 11, 2024
3. **Pre-Bid Meeting – September 18, 2024 @ 1:00pm**
4. 1st Addendum – September 20, 2024
5. Final Questions Due – September 27, 2024
6. Final Addendum – October 2, 2024
7. **Bid Opening – October 8, 2024 @ 1:00pm**
8. Notice of Award issued – October 9, 2024 (tentative)
9. Bond Closing – December 13, 2024
10. Pre-Construction Meeting – December 18, 2024
11. Notice to Proceed – December 30, 2024
12. Start Construction (18 months) – December 30, 2024
    a. Monthly Progress Meetings – TBD
13. Complete Construction – June 2026

VIA EMAIL

June 24, 2024

Katheryn Emery, PE, Program Manager
West Virginia Department of Environmental Protection
Division of Water and Waste Management
State Revolving Fund Program
601 57th Street, SE
Charleston, WV 25304

RE: Charles Town Utility Board
2022 Collection System Project
CWSRF Project No. C-544686 (IJDC 2021S-2041)

Dear Kathy:

On behalf of the Charles Town Utility Board (CTUB), enclosed for review and consideration are the following documents:

- Project Schedule dated 06/20/2024
- Construction Cost Estimate dated June 2024
- Draft Schedule B dated 06/20/2024
- Drawdown Schedule dated 06/20/2024
- Cash Flow Statement based on 2023 data

With the enclosed, CTUB is requesting a Binding Commitment from the CWSRF for the $3,561,000 in project funding as noted within the enclosed Draft Schedule B consisting of:

- $ 2,844,984.00 CWSRF Loan (0.25% + 0.25% admin, 40yr)
- $ 216,016.00 CWSRF Loan (2.75% + 0.25% admin, 20yr)
- $ 500,000.00 CWSRF "Green" Principal Forgiveness

It is RK&K's understanding that the $2,844,984 CWSRF Loan has already been committed.

The remaining funding for the $9,582,000 estimated project will consist of EEGF from WDA and internal CTUB funds. The terms for the above CWSRF funding are based on the FY24 IUP. The proposed user rates will equal $46.62/3,400 gal which equates to 0.80% of the 2020MHI for the Town of Ranson ($69,544/yr) which is where the majority of the project is located.

A total of 39 easements are needed for the project. Currently, CTUB has obtained 27 and is working with their rights-of-way agent on obtaining the remaining which are anticipated to be completed in July.

During review of this request, should there be any questions, please do not hesitate to reach out to Kristen Stolipher or myself.

Sincerely,
Rummel, Klepper & Kahl, LLP

John W. Cole, PE
Director

Enclosure
cc: CTUB
Wayne Morgan, IJDC
Marie Prezioso, WDA
John Kunkle, CPA
file

CHARLES TOWN UTILITY BOARD
2022 Sewer Collection System Project

RK&K Project No. 19339.019
IJDC Project No. 2021S-2041
CWSRF Project No. C544686

Project Schedule
June 20, 2024

1. Plans & Specs.
    a. Final Submission – December 2023
    b. Final Approval – February 2024
2. Permitting
    a. C&H Clearance – obtained
    b. DEP E&S – obtained
    c. DEP Minor Mod – anticipate July 2024
    d. DOH – anticipate July 2024
    e. ACOE – anticipate July 2024
    f. DNR – obtained
3. Easements
    a. 39 Easements required – 27 obtained
4. Binding Commitment
    a. CWSRF $2.8M Loan – obtained
    b. CWSRF $0.2M Loan – anticipate July 2024
    c. CWSRF “Green” – anticipate July 2024
    d. WDA – obtained
    e. CTUB CIF – in-place
    f. CTUB Working Capital – in-place
5. Bidding
    a. Request Approval to Advertise – August 2024
    b. Bid Opening – September 2024
    c. Notice of Award – December 2024
6. Construction
    a. Notice to Proceed – January 2025
    b. Construction (18 months) – June 2026

No.	Description	Quantity	Unit	Unit Price	Total Price
	CTUB 2022 COLLECTION SYSTEM PROJECT - JUNE 2024 ESTIMATE				
1	Mobilization	1	LS	$ 150,000	$ 150,000
2	Traffic Control	1	LS	$ 150,000	$ 150,000
3	Audio Visual Taping	1	LS	$ 15,000	$ 15,000
4	Erosion and Sediment Control	1	LS	$ 75,000	$ 75,000
5	Burr East PS Demolition	1	LS	$ 27,500	$ 27,500
6	Moose Lodge PS Demolition	1	LS	$ 11,000	$ 11,000
7	Jett's Farm PS Demolition	1	LS	$ 11,000	$ 11,000
8	Flowing Springs PS Demolition	1	LS	$ 66,000	$ 66,000
9	Forrest Street PS Demolition	1	LS	$ 13,200	$ 13,200
10	11th Avenue PS Demolition	1	LS	$ 13,200	$ 13,200
11	Burr East PS	1	LS	$ 388,300	$ 388,300
12	Moose Lodge PS	1	LS	$ 255,200	$ 255,200
13	Jett's Farm PS	1	LS	$ 281,600	$ 281,600
14	Flowing Springs PS	1	LS	$ 2,563,000	$ 2,563,000
15	Lakeland PS	1	LS	$ 738,100	$ 738,100
16	Grinder Pump 1	1	LS	$ 8,800	$ 8,800
17	Grinder Pump 2	1	LS	$ 8,800	$ 8,800
18	Bypass Pump - Burr East PS	1	LS	$ 88,000	$ 88,000
19	Bypass Pump - Jett's Farm PS	1	LS	$ 55,000	$ 55,000
20	Bypass Pump - Samuel Street PS	1	LS	$ 5,500	$ 5,500
21	Bypass Pump - Flowing Springs PS	1	LS	$ 55,000	$ 55,000
22	Bypass Pump - Forrest Ave. PS	1	LS	$ 5,000	$ 5,000
23	Bypass Pump - 11th Street PS	1	LS	$ 5,000	$ 5,000
24	Bypass Pump - Evitt's Run	1	LS	$ 82,500	$ 82,500
25	Pump and Haul - Moose Lodge PS	1	LS	$ 11,000	$ 11,000
26	Pump and Haul - Evitt's Run Interceptor	1	LS	$ 55,000	$ 55,000
27	Pump and Haul - Magnolia Springs PS	1	LS	$ 5,500	$ 5,500
28	Pump and Haul - Clarence Drive PS	1	LS	$ 5,500	$ 5,500
29	4" SDR 35 PVC Sewer	100	LF	$ 40	$ 4,000
30	6" SDR 35 PVC Sewer (D<8')	20	LF	$ 70	$ 1,400
31	8" SDR 35 PVC Sewer (D<8')	1,100	LF	$ 80	$ 88,000
32	8" SDR 35 PVC Sewer (8'<D<12')	200	LF	$ 100	$ 20,000
33	8" SDR 35 PVC Sewer (D<12')	200	LF	$ 120	$ 24,000
34	10" SDR 35 PVC Sewer (D<8')	600	LF	$ 130	$ 78,000
35	12" SDR 35 PVC Sewer	80	LF	$ 140	$ 11,200
36	30" SDR 35 PVC Sewer	2,000	LF	$ 500	$ 1,000,000
37	6" C900 Class 165 PVC FM	2,200	LF	$ 80	$ 176,000
38	4" C900 Class 165 PVC FM	2,800	LF	$ 40	$ 112,000
39	2" SDR 9 HDPE FM (Slip Line)	1,400	LF	$ 30	$ 42,000
40	1.5" SDR 9 IPS HDPE FM (Slip Line)	900	LF	$ 25	$ 22,500
41	1.25" SDR 9 IPS HDPE FM	1,200	LF	$ 30	$ 36,000
42	4' Diameter Manhole (up to 6')	19	EA	$ 7,500	$ 142,500
43	4' Diameter Manhole Extension	50	VF	$ 500	$ 25,000
44	4' Diameter Doghouse Manhole (Up to 6')	10	EA	$ 8,000	$ 80,000
45	Manhole Frame and Cover - Highway	26	EA	$ 1,000	$ 26,000
46	Manhole Frame and Cover - Watertight	5	EA	$ 1,000	$ 5,000
47	Inside Drop Connection	5	EA	$ 2,500	$ 12,500
48	Connect to Existing	10	EA	$ 5,000	$ 50,000
49	Mainline Cleanout	1	EA	$ 1,900	$ 1,900
50	Air Release Vacuum Combination Valve Assembly	4	EA	$ 7,000	$ 28,000
51	Flushing Valve	4	EA	$ 7,000	$ 28,000
52	Burr East FM Connection	1	LS	$ 11,000	$ 11,000
53	Jett's Farm FM Connection	1	LS	$ 11,000	$ 11,000
54	Manhole Riser Extension	5	VF	$ 500	$ 2,500
55	Internal Manhole Lining	90	VF	$ 500	$ 45,000
56	6" SDR 35 PVC Lateral	200	LF	$ 60	$ 12,000
57	Reconnect Lateral Service Connection	16	EA	$ 700	$ 11,200
58	8" x 6" Wye	14	EA	$ 250	$ 3,500
59	12" Steel Casing Open Cut	80	LF	$ 110	$ 8,800
60	16" Steel Casing Open Cut	80	LF	$ 120	$ 9,600
61	48" Steel Casing Open Cut	80	LF	$ 1,500	$ 120,000
62	Test Pit Excavation and Refill	7	EA	$ 2,000	$ 14,000
63	Launching/Receiving Pit	7	EA	$ 1,000	$ 7,000
64	Asphalt Trench Patch (Base)	80	TON	$ 200	$ 16,000
65	Asphalt Trench Patch (Wearing)	50	TON	$ 210	$ 10,500
66	Aggregate for Backfill	900	CY	$ 60	$ 54,000
67	Flowable FIll	50	CY	$ 200	$ 10,000
68	Remove Manhole	13	EA	$ 1,000	$ 13,000
69	Concrete Curb Repair	10	LF	$ 100	$ 1,000
70	Concrete Driveway Repair	10	CY	$ 200	$ 2,000
71	Miscellaneous Dip Fittings	500	LB	$ 10	$ 5,000
72	Class B Concrete	50	CY	$ 6	$ 300
73	Shoring - Augustine Avenue	1	LS	$ 50,000	$ 50,000
			Construction Subtotal		**$ 7,530,100**
	Construction Contingency	10%		$	752,900
	ESTIMATED CONSTRUCTION COST			**$**	**8,283,000**

Charles Town Utility Board - 2022 Sewer Collection System Project

DRAFT

IJDC PROJECT 2021S-2041 **CWSRF Project C544686** **6/20/2024**

A. COST OF PROJECT	TOTAL	CWSRF Loan (0.25%, 0.25% admin, 40yr)	CWSRF Loan (2.75%, 0.25% admin, 20yr)	CWSRF "Green" Principal Forgiveness	Capacity Improvement Fee	CTUB Internal Funding Contribution	Economic Enhancement Grant
	9,582,000.00	**2,844,984.00**	**216,016.00**	**500,000.00**	**3,347,200.00**	**1,053,800.00**	**1,620,000.00**
1 Construction							
a. Contract 1	7,530,100.00	2,829,734.00	200,766.00	500,000.00	2,379,600.00	0.00	1,620,000.00
2 Construction Contingency	752,900.00	0.00	0.00	0.00	752,900.00	0.00	0.00
3 Legal	115,000.00	0.00	0.00	0.00	0.00	115,000.00	0.00
4 Accountant (Kunkle)	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
5 Technical Services							
a Study and Report	58,500.00	0.00	0.00	0.00	0.00	58,500.00	0.00
b. Preliminary Design	168,720.00	0.00	0.00	0.00	0.00	168,720.00	0.00
c Final Design	218,480.00	0.00	0.00	0.00	0.00	218,480.00	0.00
d Bidding and Negotiation	8,300.00	0.00	0.00	0.00	0.00	8,300.00	0.00
e Eng. During Construction	198,400.00	0.00	0.00	0.00	0.00	198,400.00	0.00
f Project Inspection	214,700.00	0.00	0.00	0.00	214,700.00	0.00	0.00
g Special Services							
i. Geotechnical	18,990.00	0.00	0.00	0.00	0.00	18,990.00	0.00
ii. Land Surveys & Easement	47,700.00	0.00	0.00	0.00	0.00	47,700.00	0.00
iii. Engineering Surveys	30,700.00	0.00	0.00	0.00	0.00	30,700.00	0.00
iv. Funding Applications	4,200.00	0.00	0.00	0.00	0.00	4,200.00	0.00
6 Administration							
a Project Administrator	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b Other Admin (legal ads, conf calls)	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
7 Lands / Easements							
a Easements	26,600.00	0.00	0.00	0.00	0.00	26,600.00	0.00
b R/W Agent	102,135.00	0.00	0.00	0.00	0.00	102,135.00	0.00
8 Permits	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
9 Project Contingency	4,075.00	0.00	0.00	0.00	0.00	4,075.00	0.00
10 Sub Total line 1 thru 9	**9,541,500.00**	**2,829,734.00**	**200,766.00**	**500,000.00**	**3,347,200.00**	**1,043,800.00**	**1,620,000.00**
B. Cost of Financing							
11 Registrar Fees	500.00	250.00	250.00	0.00	0.00	0.00	0.00
12 Bond Counsel (S&J)	40,000.00	15,000.00	15,000.00	0.00	0.00	10,000.00	0.00
13 Sub Total Cost of Financing	40,500.00	15,250.00	15,250.00	0.00	0.00	10,000.00	0.00
14 Total Project Cost (Line 10+ Line 15)	**9,582,000.00**	**2,844,984.00**	**216,016.00**	**500,000.00**	**3,347,200.00**	**1,053,800.00**	**1,620,000.00**
C. SOURCES OF OTHER FUNDS							
15 State Grant (EEGF)	1,620,000.00	0.00	0.00	0.00	0.00	0.00	1,620,000.00
16 Federal Grant (CWSRF)	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00
17 Capital Improvement Fee	3,347,200.00	0.00	0.00	0.00	3,347,200.00	0.00	0.00
18 Internal Funding Contribution	1,053,800.00	0.00	0.00	0.00	0.00	1,053,800.00	0.00
19 City APRA Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20 Total Grants	6,521,000.00	0.00	0.00	500,000.00	3,347,200.00	1,053,800.00	1,620,000.00
21 Total Bond Issue	**3,061,000.00**	**2,844,984.00**	**216,016.00**	**0.00**	**0.00**	**0.00**	**0.00**
22 Total Project Funding (Line 20 + Line 21)	**9,582,000.00**						

Charles Town Utility Board

RK&K, LLP

Charles Town Utility Board
2022 Sewer Collection System Project
CWSRF FUNDING (C-544686)
DRAWDOWN SCHEDULE
June 20, 2024

MONTH	Budget	Loan Closing	Construction Period												TOTAL
		0	1	2	3	4	5	6	7	8	9	10 through 17	18	19	
CWSRF Funding															
Loan (1%, 40yr)	$ 2,844,984.00														
Activity															
Construction	$ 2,829,734.00	$ -	$ 353,700.00	$ 353,700.00	$ 353,700.00	$ 353,700.00	$ 353,700.00	$ 353,700.00	$ 353,700.00	$ 353,834.00	$ -	$ -	$ -	$ -	$ 2,829,734.00
Construction Cont.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Engineering															
* Study & Report	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* Bidding	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* Construction Eng	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* RPR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* Special Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accounting	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bond Counsel	$ 15,250.00	$ 15,250.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 15,250.00
TOTALS		**$ 15,250.00**	**$ 353,700.00**	**$ 353,700.00**	**$ 353,700.00**	**$ 353,700.00**	**$ 353,700.00**	**$ 353,700.00**	**$ 353,700.00**	**$ 353,834.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,844,984.00**

MONTH	Budget	Loan Closing	Construction Period												TOTAL
		0	1	2	3	4	5	6	7	8	9	10 through 17	18	19	
CWSRF Funding															
Loan (3%, 20yr)	$ 216,016.00														
Activity															
Construction	$ 200,766.00	$ -	$ 50,200.00	$ 50,200.00	$ 50,200.00	$ 50,166.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 200,766.00
Construction Cont.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Engineering															
* Study & Report	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* Bidding	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* Construction Eng	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* RPR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* Special Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accounting	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bond Counsel	$ 15,250.00	$ 15,250.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 15,250.00
TOTALS		**$ 15,250.00**	**$ 50,200.00**	**$ 50,200.00**	**$ 50,200.00**	**$ 50,166.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 216,016.00**

MONTH	Budget	Loan Closing	Construction Period												TOTAL
		0	1	2	3	4	5	6	7	8	9	10 through 17	18	19	
CWSRF Funding															
"Green" Grant	$ 500,000.00														
Activity															
Construction	$ 500,000.00	$ -	$ -	$ -	$ -	$ 34.00	$ 50,200.00	$ 50,200.00	$ 50,200.00	$ 50,066.00	$ 299,300.00	$ -	$ -	$ -	$ 500,000.00
Construction Cont.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Engineering															
* Study & Report	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* Bidding	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* Construction Eng	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* RPR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
* Special Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accounting	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bond Counsel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTALS		**$ -**	**$ -**	**$ -**	**$ -**	**$ 34.00**	**$ 50,200.00**	**$ 50,200.00**	**$ 50,200.00**	**$ 50,066.00**	**$ 299,300.00**	**$ -**	**$ -**	**$ -**	**$ 500,000.00**

Charles Town Utility Board

Analysis of Debt Service Coverage - Actual and Actual Including Collection System Project

For the year ended June 30, 2023

As of June 21, 2024	Actual			
	Water Department	Sewer Department	Total	Maximum w/Project
Revenues	$ 7,383,542	$ 10,640,776	$ 18,024,318	
Modification to Revenues:				
Interest	(264,970)	(193,657)	(458,627)	
Rental income	(441,715)	-	(441,715)	
Rental receipts	566,391	-	566,391	
Gain on Sale of Assets	(14,005)	(6,488)	(20,493)	
Miscellaneous non-operating income	(33,484)	(4,000)	(37,484)	
CIF & CAC Revenues	(2,476,493)	(4,023,387)	(6,499,880)	
Operating Revenues	4,719,266	6,413,244	11,132,510	
Expenses	4,536,166	6,547,680	11,083,846	
Modifications to Expenses:				
Depreciation and amortization expense	(1,237,073)	(2,205,421)	(3,442,494)	
Bond issuance costs	-	(192,863)	(192,863)	
Rental payments on office lease	15,300	15,300	30,600	
Pension expense	(41,786)	(41,052)	(82,838)	
Pension contractual payments	85,697	84,192	169,889	
OPEB expense	61,995	59,230	121,225	
OPEB contractual payments	11,849	11,321	23,170	
Interest on Long Term Debt	(475,845)	(653,147)	(1,128,992)	
Administrative and service fees	5,192	51,257	56,449	
Operating Expenses Net of Non-cash Items and Interest Expense	2,961,495	3,676,498	6,637,993	
Operating Income Available for Debt Service	1,757,771	2,736,747	4,494,518	$ 4,490,606 ($ 3,912 Admin. Fees)
Debt Service Expenditures:				
Principal Payments on Bond Issues	913,610	1,219,845	2,133,455	
Interest Payments on Bond Issues	398,014	533,380	931,394	
Total Debt Service Expenditures	1,311,624	1,753,225	3,064,849	3,359,085
Operating Income Available After Bond Debt Service	$ 446,147	$ 983,522	$ 1,429,669	$ 1,131,521
Debt Service Coverage Ratio	134.01%	156.10%	146.65%	133.69%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ 52,660	$ 457,554	$ 510,214	$ 123,795

Residential sewer bill for 3,400 gallons of usage	$ 46.62
Residential sewer bill for 4,000 gallons of usage	$ 53.54
Residential sewer bill for 4,500 gallons of usage	$ 59.31

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

i. Piping, Electrical and Ultraviolet (UV) Systems Demolition and Replacement Work

The existing UV bulbs, ballasts, mounting frames, power distribution centers, piping, instrumentation, wiring and conduit have been demolished. The two (2) new UV units have been installed along with the new power supply unit and new UV control panel. All conduit, wiring and instrumentation has been complete and the new UV units have been started up and successfully tested. The new UV units are currently being utilized.

ii. Electrical Building Work

The new Electrical Building walls, doors and roof are complete including insulation. Interior drywall is complete and has been primed and finish painted. The acoustical tile ceiling grid and panels have been installed along with the lights. The HVAC and plumbing systems have been installed. Backfilling, grading and concrete sidewalks are complete. The new SBR Control Panel, main disconnect, panel L, transformer XL, MCC1, Switchboard 1, circuit breakers and remote I/O panel No. 1 have been installed inside the new Electrical Building. All underground ductbanks have been installed to and from the new Electrical Building. Wire is currently being pulled and terminated at the electrical devices.



MCC1, Switchboard 1, SBR Control Panel and Remote I/O Panel

iii. New Sludge Handling Building Construction and Equipment Installation Work

The new Sludge Handling Building concrete foundation, underground piping, floor, walls and roof have been completed. All concrete equipment pads and curbs have been poured. The concrete masonry unit (CMU) work including the Exterior Insulated Finish System (E.I.F.S.) is complete. The walls have been painted and the floor coating system is complete. The man door and overhead door have been installed. The walls and ceiling have been insulated and the vinyl ceilings have been installed. The crane/hoist beams have been installed. The new Centrifuge, In-Line Grinder, Digested Sludge Feed Pump, Conveyor, Polymer Bulk Tank and Polymer Feed System have been installed. All ductile iron and PVC piping, instrumentation and valves have been installed and painted. The potable waterline including all plumbing valves and appurtenances have been installed including eyewash and sink. All HVAC exhaust fans, louvers, and heaters have been installed. The covered sludge storage area, including roof is complete. All aluminum gutters and downspouts have been installed. All stormwater piping relocation work near the building is complete. All ductbanks to and from the new Sludge Handling Building are complete. All internal building conduit and wiring is complete including new panels, lights and switches. Wiring to the instrumentation and equipment is ongoing.



Polymer Bulk Tank, Feed System and Plumbing



Covered Sludge Storage Area and Conveyor

iv. FRP Shelter Work

All ductbanks to and from the new FRP Shelter have been installed. The concrete pad has been poured and the bollards installed. The fiberglass structure has been installed including all walls, door, interior lighting, heater and AC unit. Panel H2 and L2, transformer 2, remote I/O panel No. 2, backup float control panels, influent pump VFDs and effluent pump starters have been installed inside the shelter. Wiring is currently being pulled and terminated to the panels and transformer.



New Influent and Effluent Pump VFDs and Starters



Panels, Transformer 2 and Remote I/O Panel 2

v. Equipment Replacement Work

The new precast concrete influent metering vault has been installed and backfilled. All underground and interior vault mechanical piping and ductbanks have been complete including installation of the new magnetic flow meter, painting and miscellaneous metals installation.



New Influent Meter Vault, Bypass Fitting and Ductbanks

vi. Phase II Miscellaneous Work

The new concrete digester blower pad and sidewalks have been poured and the two (2) new blowers have been installed along with all welded stainless steel piping and supports. The new digester fine bubble membrane diffusers have been installed inside the tank. The new tank telescoping valve and actuator have been installed. The new digester mixing system has been installed including air compressor, receiver tank and all associated piping, valves and appurtenances, control panel and mixing system valve manifold. All ductbanks to and from the digester equipment have been installed. Wires are currently being pulled and terminated at the devices and equipment.

Phase II Work Not Completed

The existing influent pumps, valves and related instrumentation have not yet been replaced. This work can not be performed until the utility company transfers primary power to the new transformer. This work is scheduled to take place in the month of July 2024. Also, the new Automatic Transfer Switch needs installed so that the plant will have backup power to the new equipment. The new Automatic Transfer Switch is currently scheduled to ship to the site on September 30, 2024.

From: Alissa Meeks
To: Kristen Stolipher
Cc: John Nissel; Bob Trainor
Subject: Thank You
Date: Friday, July 19, 2024 10:18:53 AM

Hi, Kristen –

Happy Friday. I simply wanted to THANK YOU for allowing your crew to aid our maintenance department in yesterday's house boarding at 418 E. Washington Street. They were all prompt in the request response, extremely professional, and most importantly, willingly lending a hand to a situation that was less than ideal. In all my time with the City and entering homes of varying conditions, this house was by far the worst I've ever seen. Never once did I hear anyone complaint about lending a hand and was more than willing to help. Please extend a sincere thank you to those members. Their willingness to help expedited securing this house that would have otherwise taken multiple days.

Please feel free to share this letter of appreciation with your board on a job well done and an appreciation of sharing resources.

Have a great weekend.

Alissa J. Meeks
Director of Community Development
City of Charles Town
101 E. Washington Street, Charles Town, WV 25414
Direct: 304-724-3253
Email: ameeks@charlestownwv.us

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER	596.32
	PUMP / TRANSPORT	WATER FUND	WATER	781.20
	TRANSPORT	SEWER FUND	SEWER	1,039.50
			TOTAL:	2,417.02
THE CI THORNBURG CO, INC.	TRANSCEIVER	WATER FUND	WATER	5,313.74
	3" OMNI	WATER FUND	WATER	361.40
	SRII TRPL	WATER FUND	WATER	2,086.80
	SRII TRPL METER	WATER FUND	WATER	3,130.20
	SRII TRPL METER	WATER FUND	WATER	3,130.20
			TOTAL:	14,022.34
DERICK TITUS	PER DIEM 8/19 - 8/23/24	SEWER FUND	SEWER	200.00
			TOTAL:	200.00
ROBERT K TRITT	EASEMENT AGREEMENT	SEWER FUND	NON-DEPARTMENTAL	7,000.00
			TOTAL:	7,000.00
HD SUPPLY INC	TRANSMITTER, THERMOMETER	SEWER FUND	SEWER	897.54
	TRANSMITTER, THERMOMETER	SEWER FUND	SEWER	326.79
			TOTAL:	1,224.33
WV BUREAU OF EMPLOYMENT PROGRAMS	BENEFITS FOR QTR 6/30/24	SEWER FUND	SEWER	612.00
			TOTAL:	612.00
WV WATER DEVELOPMENT AUTHORITY	#2017-175 INFRSCTR FNDPRJC	SEWER FUND	NON-DEPARTMENTAL	1,139.69
			TOTAL:	1,139.69
XYLEM WATER SOLUTIONS U.S.A., INC.	4" GODWIN RAMP	SEWER FUND	SEWER	3,550.00
			TOTAL:	3,550.00

FUND TOTALS	
50 WATER FUND	61,011.51
60 SEWER FUND	95,146.98
GRAND TOTAL:	156,158.49

TOTAL PAGES: 4

APPROVED BY: _____

APPROVED BY: _____

This Packet:	$ 156,158.49
All American Paving, check dated 7/10/2024:	2,800.00
Comcast Business, checks dated 7/12/2024:	1,325.50
Cincinnati Insurance Co., check dated 7/16/2024:	1,000.00
Total:	$ 161,283.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	703-002214	WATER FUND	NON-DEPARTMENTAL	18.92
	703-002217	WATER FUND	NON-DEPARTMENTAL	18.92
	705-000930	WATER FUND	NON-DEPARTMENTAL	19.52
	706-001820	WATER FUND	NON-DEPARTMENTAL	56.43
	708-000420	WATER FUND	NON-DEPARTMENTAL	19.52
	709-000072	WATER FUND	NON-DEPARTMENTAL	91.84
	709-000139	WATER FUND	NON-DEPARTMENTAL	9.52
			TOTAL:	1,864.11
MISS UTILITY OF WV, INC.	MESSAGE FEES: JUNE	WATER FUND	WATER	216.23
	MESSAGE FEES: JUNE	SEWER FUND	SEWER	216.22
			TOTAL:	432.45
PACE ANALYTICAL SERVICES, LLC	TESTING: CT WKLY	SEWER FUND	SEWER	292.60
	TESTING: CT MNTHLY	SEWER FUND	SEWER	337.20
	TESTING: CT WKLY	SEWER FUND	SEWER	314.90
	TESTING: OUTFALL 002	SEWER FUND	SEWER	2,874.80
	TESTING: OUTFALL 001	SEWER FUND	SEWER	2,874.80
	TESTING: WV0022349	SEWER FUND	SEWER	249.30
	TESTING: WV0022349/IU01	SEWER FUND	SEWER	214.70
	TESTING: WV0022349/IU02	SEWER FUND	SEWER	318.70
	TESTING: TUSC QRTLY	SEWER FUND	SEWER	610.30
	TESTING: TUSC WKLY	SEWER FUND	SEWER	154.70
	TESTING: CT WKLY	SEWER FUND	SEWER	270.80
	TESTING: CT QRTLY	SEWER FUND	SEWER	358.10
	TESTING: IU05	SEWER FUND	SEWER	139.30
	TESTING: CT WKLY	SEWER FUND	SEWER	264.20
	TESTING: TUSC WKLY	SEWER FUND	SEWER	154.70
			TOTAL:	9,429.10
PREMIER RISK MANAGEMENT SOLUTIONS, LLC	SAFETY CNSLTNG: 6/01 - 6/3	WATER FUND	WATER	752.67
	SAFETY CNSLTNG: 6/01 - 6/3	SEWER FUND	SEWER	752.67
			TOTAL:	1,505.34
RUMMEL, KLEPPER & KAHL, LLP	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL	2,012.23
			TOTAL:	2,012.23
ROSS H BARE	BEALLAIR PS SVC CALL	SEWER FUND	SEWER	6,350.88
			TOTAL:	6,350.88
SG PLUMBING, INC.	221 N SEMINARY ST: 7/18/24	WATER FUND	WATER	900.00
			TOTAL:	900.00
SHENANDOAH SALES & SERVICE, INC.	SEWER TRAILER REPAIR	SEWER FUND	SEWER	319.14
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER	173.34
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER	177.49
			TOTAL:	669.97
ROBBIE SHIPE	PER DIEM 8/05 - 8/08/24	SEWER FUND	SEWER	206.50
			TOTAL:	206.50
STEPTOE & JOHNSON PLLC	GENERAL EMPLOYER COUNSELIN	WATER FUND	WATER	487.50
			TOTAL:	487.50
STH, INC.	DEERFIELD PUMPS	SEWER FUND	SEWER	5,955.00
			TOTAL:	5,955.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
				TOTAL:	214.80
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TEST	WATER FUND	WATER		138.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		138.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		138.00
				TOTAL:	414.00
EAST MOUNTAIN HEALTH PHYSICIANS, INC	MULT VACCINES JUNE	WATER FUND	WATER		468.00
	MULT VACCINES JUNE	SEWER FUND	SEWER		333.00
				TOTAL:	801.00
IDALIA FRANCO	REIMBURSE 7/19/24 INVOICE	SEWER FUND	SEWER		275.60
				TOTAL:	275.60
GUTTMAN ENERGY	W/E 7/07/24	WATER FUND	WATER		652.41
	W/E 7/14/24	WATER FUND	WATER		994.77
	W/E 7/07/24	SEWER FUND	SEWER		1,190.58
	W/E 7/14/24	SEWER FUND	SEWER		1,056.60
	W/E 7/14/24	SEWER FUND	SEWER		37.25
				TOTAL:	3,931.61
JAMES RIVER EQUIPMENT	TRACKS INSTALLED	WATER FUND	WATER		3,870.82
				TOTAL:	3,870.82
KAY CASTO & CHANEY PLLC	GENERAL: THRU 6/30/24	WATER FUND	WATER		146.25
	CLLCTNSYSTM: THRU 6/30/24	SEWER FUND	NON-DEPARTMENTAL		6,389.53
	GENERAL: THRU 6/30/24	SEWER FUND	SEWER		763.75
	WVAW: THRU 6/30/24	SEWER FUND	SEWER		119.00
	CONTRACTR ISSUES: THRU 6/3	SEWER FUND	SEWER		6,613.60
				TOTAL:	14,032.13
CAROLINE ALEXANDRA KEYS	APPRAISAL	SEWER FUND	NON-DEPARTMENTAL		4,500.00
				TOTAL:	4,500.00
MCKINNEY'S AUTO REPAIR	WATER VEHICLE SERVICE	WATER FUND	WATER		146.33
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER		141.54
				TOTAL:	287.87
SECURITY DEPOSIT REFUNDS	103-000040	WATER FUND	NON-DEPARTMENTAL		61.18
	104-000530	WATER FUND	NON-DEPARTMENTAL		23.38
	203-001325	WATER FUND	NON-DEPARTMENTAL		305.49
	301-000130	WATER FUND	NON-DEPARTMENTAL		2.54
	701-003930	WATER FUND	NON-DEPARTMENTAL		43.96
	701-003990	WATER FUND	NON-DEPARTMENTAL		265.04
	702-004220	WATER FUND	NON-DEPARTMENTAL		43.95
	702-004230	WATER FUND	NON-DEPARTMENTAL		43.95
	702-004260	WATER FUND	NON-DEPARTMENTAL		43.95
	702-004270	WATER FUND	NON-DEPARTMENTAL		56.88
	702-004280	WATER FUND	NON-DEPARTMENTAL		43.95
	702-004290	WATER FUND	NON-DEPARTMENTAL		43.95
	702-002030	WATER FUND	NON-DEPARTMENTAL		259.69
	703-002032	WATER FUND	NON-DEPARTMENTAL		75.77
	703-002033	WATER FUND	NON-DEPARTMENTAL		185.08
	703-002034	WATER FUND	NON-DEPARTMENTAL		43.95
	703-002213	WATER FUND	NON-DEPARTMENTAL		42.78
	703-002225	WATER FUND	NON-DEPARTMENTAL		43.95

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
ACCUTECH INSTRUMENTATION INC	TELEDYNE	SEWER FUND	SEWER		2,642.00
	TELEDYNE	SEWER FUND	SEWER		895.00
				TOTAL:	3,537.00
B.E.S. TECHNOLOGY, INC	WEBSITE DEVELOPMENT	WATER FUND	WATER		871.38
	WEBSITE DEVELOPMENT	SEWER FUND	SEWER		871.37
				TOTAL:	1,742.75
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	PUMPS FOR DEERFIELD	SEWER FUND	SEWER		5,459.76
	PARK PS BELTS	SEWER FUND	SEWER		231.90
				TOTAL:	5,691.66
CHARLES TOWN SEWER	JUNE FUNDING	SEWER FUND	NON-DEPARTMENTAL		15,722.37
				TOTAL:	15,722.37
CHARLES TOWN WATER	JUNE FUNDING	WATER FUND	NON-DEPARTMENTAL		12,339.07
				TOTAL:	12,339.07
COMCAST BUSINESS	8299 31 007 0037375	WATER FUND	WATER		287.79
	8299 31 011 0522683	WATER FUND	WATER		562.79
				TOTAL:	850.58
CORE & MAIN	FS-313	WATER FUND	WATER		180.91
	BALLCORP, METER PIT, FRAME	WATER FUND	WATER		1,628.61
	BALLCORP, METER PIT, FRAME	WATER FUND	WATER		3,012.67
	BALLCORP, METER PIT, FRAME	WATER FUND	WATER		1,621.61
	SS BAND EPXY	WATER FUND	WATER		337.08
	CPLG, BLLCRB, NIPPL, BOXRI	WATER FUND	WATER		1,233.80
	BRASS BUSHING	WATER FUND	WATER		19.41
	BUSHING	WATER FUND	WATER		40.08
	BUSHING, BALLCORP	WATER FUND	WATER		611.70
	SS BAND, BALLCORP	SEWER FUND	SEWER		206.41
	504 SAMUEL ST	SEWER FUND	SEWER		696.48
				TOTAL:	9,588.76
CORNET INC	HYDRANT REPAIR TUSC	WATER FUND	WATER		7,193.27
				TOTAL:	7,193.27
COYNE CHEMICAL	CP - 837	WATER FUND	WATER		4,616.00
				TOTAL:	4,616.00
WILLIAM CROSS	PER DIEM 8/19 - 8/23/24	SEWER FUND	SEWER		200.00
				TOTAL:	200.00
CRYSTAL SPRINGS	MONTHLY SVC @ 661 & 842	WATER FUND	WATER		142.39
	MONTHLY SVC @ 661 & 842	SEWER FUND	SEWER		89.43
				TOTAL:	231.82
CUMMINS, INC	PM: CLARENCE DR	SEWER FUND	SEWER		533.26
	BURR OFFICE PARK PS TRBLSH	SEWER FUND	SEWER		1,069.23
	4TH AVE PS TRBLSHT	SEWER FUND	SEWER		1,275.31
	TWWTP BLCK HTR TRBLSHT	SEWER FUND	SEWER		1,684.63
	SHN#1 PS TRBLSHT	SEWER FUND	SEWER		1,576.49
				TOTAL:	6,138.92
DEPT OF ENVIRONMENTAL PROTECTION	DEERFIELD PRMTRNWL: GRNDWT	SEWER FUND	SEWER		214.80