CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, APRIL 8, 2020

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   Approval of the March 11, 2020 Regular Meeting Minutes
   UB Minutes March 11, 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.

   Until such time as Governor Justice revokes Executive Order 09-20 or any subsequent executive order that is primarily intended to address the public health emergency and spread of COVID-19 by restricting public gatherings and invoking physical distancing, public access to the meeting room will be restricted. Members of the public may still submit written comments to kstolipher@ctubwv.com that will be read aloud. Up to 20 minutes of time will be allotted for reading public comments.

3. **ACTION ITEM(S)**
   a. Tuscawilla MBR Replacement Basin #2
   i. GDF Presentation of Bids and Recommendation
   GDF Recommendation.pdf
   ii. Notice of Award to H2O Innovation
   Notice of Award.pdf
   iii. Notice to Proceed - To commence on April 15, 2020 (Contingent upon receipt of Payment and Performance Bonds and Certificate of Insurance)
   Notice to Proceed.pdf
   b. Route 9 Sewer Project Draw Resolution No. 2 - Contractor Pay Application No. 002, Hatch Invoice and CTUB Reimbursement
   Draw Resolution- No. 2.pdf
   c. Resolution No. 2020-04 - Resolution to Exempt Charles Town Utility Emergency Responders From the Families First Coronavirus Response Act
   Resolution 2020-04 Emergency Responder Exemption.pdf

4. **REPORTS**
   a. RK&K
   i. RK&K Modified Flowing Springs Project Review & Recommendation
   Modified Flowing Springs Exhibit.pdf
   ii. Beallair/Sleepy Hollow Sewer Request
   Beallair Sleepy Hollow Final Report.pdf

5. **UTILITY MANAGER REPORT**
   a. Status of Emergency Operations

6. **APPROVAL OF BILLS**
   a. Approval of Bills
   04082020.pdf

7. **ADJOURNMENT**

March 11, 2020

The Charles Town Utility Board held a regular meeting on March 11, 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, and April Shultz. The Chairman called for changes or corrections to the February 26, 2020 regular meeting minutes. Jacquelyn provided changes to the minutes. The Board approved the minutes as amended. Public comment was announced. No public comment was received.

Next discussed was Resolution No. 2020-02 – Resolution of the Charles Town Utility Board Petition to the City Council of the City of Charles Town Regarding the Funding of Certain Reserve Accounts Through Municipal Bond Debt Service Reserve Insurance Policies. The Manager briefed the Board on the Resolution that would take money out of the reserve accounts and replace with insurance policies allowing for substantial savings in addition to the reduced principal payments on four bonds being refunded by the 2020 A Bond. Motion by Kevin, second by Duke, with discussion from Jacquelyn, the Board approved Resolution No. 2020-02.

The Chairman next opened the floor for discussion on the Resolution 2020-03 – Resolution of the Charles Town Utility Board Petition to the City Council of the City of Charles Town Supporting the Renewal and Replacement Reimbursement Resolution. The Manager noted this would allow for a future bond issue to reimburse money expended in advance of the Renewal and Replacement project and allowing for engineering to be reimbursed through a bond issue. Motion from Duke, second by Kevin, with discussion from Jacquelyn, the Board approved Resolution 2020-03. The Chairman mentioned the R&R project has implicated a rate increase, but further analysis is required to know how much. The Manager suggested possibly making the April 22 meeting solely about rates or schedule a work session for April 29, 2020.

Next discussed was the Route 9 Sewer Project Notice to Proceed – Bid Alternate 1, Northport Pump Station. Kristen explained that a limited notice to proceed has been issued to Snyder Environmental for all areas besides the DOH right of way. This Notice to Proceed is for the Northport Pump Station and staff will come back with a full Notice to Proceed once the DOH permit is obtained. Motion from Kevin, second by Duke, with discussion from Jacquelyn. Staff reviewed the previously approved change orders for clarification. The Board approved the Notice to Proceed for the Bid Alternate 1, Northport Pump Station.

The Chairman next opened the floor for discussion on Route 9 Sewer Project Draw Resolution No. C – CTUB Reimbursements. The Manager explained this was a reimbursement for soft costs already paid by CTUB from October 1, 2019 to present. Motion from Duke, second by Kevin, with discussions from Jacquelyn, the Board approved Resolution No. C. Next was a discussion on Route 9 Project Draw Resolution No. 1 – Contractor Pay Application No. 001. Kristen noted this Resolution included the costs associated with the contractor bonds and insurance associated with this project. Motion by Kevin, second by Duke, with discussion from Jacquelyn, the Board approved Resolution No. 1.

Under the Chairman's Request agenda item, a Letter of Support for the Safe Drinking Water Collaborative was discussed. Jacquelyn gave a brief overview on the generalized letter of support. The Board will reach out to Hoy to look into any negative impact on supporting this group. The next collaborative meeting is scheduled for March 26 from 10am – 1pm. Kristen next provided an update on the invitation for bids for the one MBR replacement project with bid opening scheduled for March 27. The first progress meeting was also held for the

Route 9 Sewer Project. The Manager also provided an update on the TTHMs and HAA5s violations.

By motion from Kevin, second by Jacquelyn, the Board approved the payment of bills with discussion from Jacquelyn. The next item discussed was Summary of Accomplishments/Review and, Personnel Hiring Action – Possible Executive Session under: the WV State Code Section §6-9A-4(b)(2)(A) – Matters arising from the appointment, employment of an employee. The Chairman invited the Utility Manager to be a part of the session as it was to discuss the process of selecting a new Utility Manager. By motion from Duke, second by Kevin, the Board convened into executive session at 4:59 p.m. The Chairman declared the executive session over at 5:20 p.m.

By motion from Duke, second by Jacquelyn, the March 11, 2020 regular meeting adjourned at 5:21 p.m. The March 25th regular meeting will be held at the CTUB office located at 661 S. George Street.

_____ _____

Chairman Treasurer

GD&F
GWIN
DOBSON &
FOREMAN
CONSULTING ENGINEERS

April 3, 2020

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

RE: Tuscawilla MBR Replacement Project
Award Letter of Recommendation

Dear Mrs. Arnett:

Bid Results

The bidders for the Tuscawilla MBR Replacement project are as follows:

Apparent Low Bidder: Microdyn MBR Systems, LLC, Austin, TX, Apparent Bid: $329,055. The other bid received was from H2O Innovation, Vista, CA, in the amount of $366,180. A total of two (2) bids were submitted.

The Engineer's project estimate was $300,000 to $325,000, however, these number did not include any COVID-19 cost implications. Both bids are considered within reason given the current circumstances.

Bid Evaluation

GD&F reviewed the documents submitted by both bidders and determined both omitted a bid bond. H2O Innovation's representative stated they were unable to secure the bond in time for the bid due date because of the COVID-19 situation, but they have now provided the bid bond. Microdyn said that a Performance Bond could be provided for a said cost; however, it would likely take weeks to obtain. Additionally, Microdyn said that a Bid Bond would not be provided.

The Microdyn bid has many concerning exceptions, including the following items that are NOT included in the bid price:

- Payment and performance bonds
- Startup services
- Equipment training
- Installation of 6" butterfly valves and any related pipework
- Taxes and freight
- Stainless steel piping per the specs. They have included PVC piping.

There was also no mention of detailed design or shop drawings in the proposal and their "Terms and Conditions of Sale" language is ambiguous.

H2O Innovation has provided all information required in the bid instructions/contract specifications. The only exception that H2O Innovation had to the specifications was a WV Contractors License. After consulting with the Board attorney Mr. Shingleton, this requirement can be waived for this project due to the specialty work.

GD&F considers the H2O Innovation proposal to be more "all inclusive" than Microdyn's. The only major exception was that the Performance Bond was only 1 year (not 2 years per the contract documents; however, 1 year is the industry standard). H2O Innovation has a sensitive timeline in their bid, and would need a Notice-of-Award (NOA) by April 15, 2020, to meet their internal deadlines and guarantee their bid price. They plan to have the equipment delivered in June of 2020. I have spoken to Fraser Kent, PhD, of H2O and he informed me that all aspects of the project specifications will be adhered to and that they intend to get the project completed in a successful and timely manner.

GDF also examined the technical qualifications of the bidders. Both seem to have the resources and experience to complete the project.

Recommendation

Given that Microdyn has not and will not furnish a Bid Bond and has failed to meet several aspects of the specifications, they are not deemed the lowest, responsible and responsive bidder, per Specification Section 00200, Instructions to Bidders. Based on the above assessment and evaluation of the bids, we recommend that Charles Town accept H2O Innovation's proposal of $366,180 and execute a Notice-of-Award by April 15, 2020.

If you have any questions, please contact our office at your convenience.

Respectfully submitted,
GWIN, DOBSON & FOREMAN, INC.

Christopher M. Eckenrode

Christopher M. Eckenrode, P.E.
Senior Project Engineer

CME/amk
20011/Ltr/AwardRecomm_4-3-20.doc
cc: File

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

NOTICE OF AWARD

Date of Issuance:	April 8, 2020		
Owner:	Charles Town Utility Board	Owner's Contract No.:	N/A
Engineer:	Gwin, Dobson & Foreman, Inc.	Engineer's Project No.:	20011
Project:	Tuscawilla Wastewater Treatment Plant Membrane Bioreactor (MBR) Replacement	Contract Name:	Tuscawilla MBR Replacement Basin 3
Bidder:	H2O Innovation USA, Inc.		
Bidder's Address:	8900, 109th Avenue N, Suite 1000, Champlin, MN 55316		

TO BIDDER:

You are notified that Owner has accepted your Bid dated [March 27, 2020] for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Tuscawilla Wastewater Treatment Plant Membrane Bioreactor (MBR) Replacement.
The Contract Price of the awarded Contract is: **$ 366,189.00 (Lump Sum)**

[1] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☐ a set of the Drawings will be delivered separately from the other Contract Documents. (N/A)

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner [3] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security *[e.g., performance and payment bonds]* and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): Original hard copies of all Bidding Documents.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: Charles Town Utility Board	Contractor Acknowledgement: (H2O Innovation)
	Contractor:
Authorized Signature	Authorized Signature
By: Daryl Hennessy	By: Fraser Kent, PhD
Title: City Manager	Title: Director – Wastewater Projects
	Date:
Copy: Engineer	Copy: Owner
Contractor	Engineer

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

NOTICE TO PROCEED

Owner:	Charles Town Utility Board	Owner's Contract No.:	N/A
Contractor:	H2O Innovation USA, Inc.	Contractor's Project No.:	
Engineer:	Gwin, Dobson & Foreman, Inc.	Engineer's Project No.:	20011
Project:	Tuscawilla Wastewater Treatment Plant Membrane Bioreactor (MBR) Replacement	Contract Name:	Tuscawilla MBR Replacement Basin 3
		Effective Date of Contract: April 15, 2020	

TO CONTRACTOR:

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on **April 15, 2020**. *See Paragraph 4.01 of the General Conditions*

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work shall be done at the Site prior to such date. In accordance with the Agreement, the number of days to achieve Substantial Completion is **150**, and the number of days to achieve readiness for final payment is **180**.

Before starting any Work at the Site, Contractor must comply with the following:

Contractor shall contact and schedule any and all mobilization equipment and/or materials with the Owner. Contractor shall participate in a pre-construction meeting. Contractor shall provide all executed Contract Documents as required.

Owner: Charles Town Utility Board	Contractor Acknowledgement: H2O Innovation
	Contractor:
Authorized Signature	By: Authorized Signature
By: Daryl Hennessy	Fraser Kent, PhD
	Title: Director – Wastewater Projects
Title: City Manager	
	Date:
Copy: Engineer	Copy: Owner
Contractor	Engineer

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 002

Application Period: 3-11-2020 to 3-27-2020

To (Owner): **Charles Town Utility Board**	From (Contractor): **Snyder Environmental Services**	Via (Engineer): **Hatch Associates Consultants, Inc.**
Project: **Route 9 Sewer Project Ranson, WV**	Contract:	
Owner's Contract No.:	Contractor's Project No.: 20018	Engineer's Project No.: **H-359787**

Application For Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
01		$1,162,000.00
02		$1,177,551.00
03	$902,406.49	
04		$75,000.00
TOTALS	$902,406.49	$2,414,551.00
NET CHANGE BY CHANGE ORDERS	**-$1,512,144.51**	

1. ORIGINAL CONTRACT PRICE			$	**$8,453,848.00**
2. Net change by Change Orders			$	**-$1,512,144.51**
3. Current Contract Price (Line 1 ± 2)			$	**$6,941,703.49**
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)			$	**$1,474,005.93**
5. RETAINAGE:				
a. 10%	**X** $1,315,748.73	**Work Completed**	$	**$131,574.87**
b. 10%	**X** $158,257.20	**Stored Material**	$	**$15,825.72**
c. Total Retainage (Line 5.a + Line 5.b)			$	**$147,400.59**
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)			$	**$1,326,605.34**
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)			$	**$90,000.00**
8. AMOUNT DUE THIS APPLICATION			$	**$1,236,605.34**
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)			$	**$5,615,098.15**

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Brandon L. Snyder Date: 3-27-2020

Payment of: $ 1,236,605.34
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ April 1, 2020
(Engineer) (Date)

Payment of: $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Approved by: _____ _____
Funding or Financing Entity (if applicable) (Date)

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Progress Estimate - Unit Price Work **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	002
Application Period:	3-11-2020 to 3-27-2020	Application Date:	3/27/2020

Contract Information						Work Completed							
A					B	C		D		E	F		G
Bid Item Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Quantity Installed this Period	Value of Work Installed This Period	Quantity Installed to Date	Value of Work Installed to Date	Materials PresentlyStored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
100	**MOBILIZATION**												
101	MOBILIZE EQUIPMENT	1.00	LS	$ 300,000.00	$ 300,000.00	0.20	$ 60,000.00	0.20	$60,000.00		$60,000.00	20.0%	$ 240,000.00
102	BLASTING STAKEOUT	1.00	LS	$ 75,000.00	$ 75,000.00	0.80	$ 60,000.00	0.80	$60,000.00		$60,000.00	80.0%	$ 15,000.00
103	CONSTRUCTION STAKEOUT	1.00	LS	$ 75,000.00	$ 75,000.00	0.60	$ 45,000.00	0.60	$45,000.00		$45,000.00	60.0%	$ 30,000.00
104	VIDEO DOCUMENTATION	1.00	LS	$ 25,000.00	$ 25,000.00	1.00	$ 25,000.00	1.00	$25,000.00		$25,000.00	100.0%	$ -
105	SUBMITTALS	1.00	LS	$ 25,000.00	$ 25,000.00	0.50	$ 12,500.00	0.50	$12,500.00		$12,500.00	50.0%	$ 12,500.00
106	BONDS & INSURANCE	1.00	LS	$ 100,000.00	$ 100,000.00		$ -	1.00	$100,000.00		$100,000.00	100.0%	$ -
200	TRAFFIC CONTROL	1.00	LS	$ 27,700.00	$ 27,700.00	0.14	$ 3,878.00	0.14	$3,878.00		$3,878.00	14.0%	$ 23,822.00
300	EROSION AND SEDIMENT CONTROL	1.00	LS	$ 60,000.00	$ 60,000.00	0.14	$ 8,400.00	0.14	$8,400.00		$8,400.00	14.0%	$ 51,600.00
400	GRAVITY SEWER 6" & 8", OPEN CUT	1,085.00	LF	$ 107.00	$ 116,095.00	247.00	$ 26,429.00	247.00	$26,429.00		$26,429.00	22.8%	$ 89,666.00
500	GRAVITY SEWER 10", OPEN CUT	1,014.00	LF	$ 101.00	$ 102,414.00	0	$ -						$ 102,414.00
600	GRAVITY SEWER 12", OPEN CUT	3,567.00	LF	$ 119.00	$ 424,473.00	0	$ -			$17,222.40	$17,222.40	4.1%	$ 407,250.60
700	GRAVITY SEWER 15", OPEN CUT	3,776.00	LF	$ 130.00	$ 490,880.00	2160.00	$ 280,800.00	2160.00	$280,800.00	$6,158.86	$286,958.86	58.5%	$ 203,921.14
800	FORCE-MAIN (6"-4") OPEN CUT	4,149.00	LF	$ 121.00	$ 502,029.00	3170.00	$ 383,570.00	3170.00	$383,570.00	$5,684.05	$389,254.05	77.5%	$ 112,774.95
900	FORCE-MAIN (6"-4") IN EX. RT. 9 CASING	265.00	LF	$ 252.00	$ 66,780.00	0	$ -						$ 66,780.00
1000	FORCE-MAIN (6"-4") AIR VAULT & INTERNALS	6.00	EA	$ 8,370.00	$ 50,220.00	0	$ -						$ 50,220.00
1300	FORCE-MAIN (8"-6"-8") OPEN CUT	11,646.00	LF	$ 93.00	$ 1,083,078.00	1475.00	$ 137,175.00	1475.00	$137,175.00	$92,018.47	$229,193.47	21.2%	$ 853,884.53
1400	FORCE-MAIN (8"-6"-8") AIR VAULT & INTERNALS	21.00	EA	$ 8,370.00	$ 175,770.00	0	$ -			$6,960.00	$6,960.00	4.0%	$ 168,810.00
1700	FORCE-MAIN MISC. DIP FITTINGS, IF DIRECTED	2,000.00	LBS	$ 7.00	$ 14,000.00		$ -						$ 14,000.00
1800	CONCRETE CLASS B, IF DIRECTED	100.00	CY	$ 435.00	$ 43,500.00	0	$ -						$ 43,500.00
1900	CASING 24" BORED, W/ 10" GRAVITY SEWER	62.00	LF	$ 540.00	$ 33,480.00	0	$ -						$ 33,480.00
2000	CASING 24" BORED, W/ 12" GRAVITY SEWER	94.00	LF	$ 532.00	$ 50,008.00	0	$ -						$ 50,008.00
2100	CASING 24" BORED, W/ 6"-4"-6" FORCE-MAINS	130.00	LF	$ 596.00	$ 77,480.00	0	$ -						$ 77,480.00
2200	CASING 30" BORED, W/ 15" GRAVITY SEWER	162.00	LF	$ 779.00	$ 126,198.00	86.00	$ 66,994.00	86.00	$66,994.00	$9,963.42	$76,957.42	61.0%	$ 49,240.58
2300	CASING 36" BORED, W/ 8"-6"-8" FORCE-MAINS	141.00	LF	$ 692.00	$ 97,572.00	0	$ -			$20,250.00	$20,250.00	20.8%	$ 77,322.00
2600	MANHOLE, 4'-DIA. (UP TO 6' DEEP)	44.00	EA	$ 7,630.00	$ 335,720.00	7.00	$ 53,410.00	7.00	$53,410.00		$53,410.00	15.9%	$ 282,310.00
2700	MANHOLE BV-03 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)	1.00	EA	$ 7,500.00	$ 7,500.00	0	$ -						$ 7,500.00
2800	MANHOLE DC-02 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)	1.00	EA	$ 7,500.00	$ 7,500.00	0	$ -						$ 7,500.00
2900	MANHOLE EXTENSION, 4'-DIA.	130.00	VF	$ 167.00	$ 21,710.00	17.19	$ 2,870.73	17.19	$2,870.73		$2,870.73	13.2%	$ 18,839.27
3000	MANHOLE DROP CONNECTION, TYPE A	1.00	EA	$ 3,550.00	$ 3,550.00	0	$ -						$ 3,550.00
3100	MANHOLE DROP CONNECTION, TYPE B	5.00	EA	$ 5,000.00	$ 25,000.00	0	$ -						$ 25,000.00
3200	MANHOLE BV-22, FOR TRANSITION	1.00	EA	$ 13,500.00	$ 13,500.00	0	$ -						$ 13,500.00
3300	MANHOLE CH-20, FOR TRANSITION	1.00	EA	$ 13,500.00	$ 13,500.00	0	$ -						$ 13,500.00
3400	SEWER MARKER	98.00	EA	$ 105.00	$ 10,290.00	0	$ -						$ 10,290.00
3500	CONNECTION TO EX. FACILITIES, AT MANHOLE 11V	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -						$ 7,500.00
3600	CONNECTION TO EX. FACILITIES, AT MANHOLE BV-03	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -						$ 7,500.00
3700	CONNECTION TO EX. FACILITIES, AT MANHOLE DC-02	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -						$ 7,500.00
3800	**PUMP STATION, WAR ADMIRAL**					0	$ -						$ -
3801	MOBILIZATION	1.00	LS	$ 21,700.00	$ 21,700.00	0	$ -						$ 21,700.00
3802	EXCAVATION	1.00	LS	$ 120,000.00	$ 120,000.00	0	$ -						$ 120,000.00
3803	SET WET WELL	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -						$ 50,000.00
3804	VALVE VAULT	1.00	LS	$ 75,000.00	$ 75,000.00	0	$ -						$ 75,000.00
3805	BACKFILL	1.00	LS	$ 25,000.00	$ 25,000.00	0	$ -						$ 25,000.00
3806	WET WELL AND VALVE VAULT PIPING	1.00	LS	$ 66,000.00	$ 66,000.00	0	$ -						$ 66,000.00
3807	AIR INJECTION VAULT & EQUIPMENT	1.00	LS	$ 54,675.00	$ 54,675.00	0	$ -						$ 54,675.00
3808	PUMPS	1.00	LS	$ 195,000.00	$ 195,000.00	0	$ -						$ 195,000.00
3809	CONTROLS	1.00	LS	$ 110,000.00	$ 110,000.00	0	$ -						$ 110,000.00
3810	FETTERVILLE BUILDING	1.00	LS	$ 53,100.00	$ 53,100.00	0	$ -						$ 53,100.00
3811	GENERATOR PAD	1.00	LS	$ 10,000.00	$ 10,000.00	0	$ -						$ 10,000.00
3812	GENERATOR	1.00	LS	$ 67,500.00	$ 67,500.00	0	$ -						$ 67,500.00
3813	ELECTRIC	1.00	LS	$ 167,500.00	$ 167,500.00	0	$ -						$ 167,500.00
3814	START UP	1.00	LS	$ 20,000.00	$ 20,000.00	0	$ -						$ 20,000.00

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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	002
Application Period:	3-11-2020 to 3-27-2020	Application Date:	3/27/2020

Contract Information						Work Completed							
A					B	C		D		E	F		G
Bid Item Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Quantity Installed this Period	Value of Work Installed This Period	Quantity Installed to Date	Value of Work Installed to Date	Materials PresentlyStored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
3815	PAVING	1.00	LS	$ 33,000.00	$ 33,000.00	0	$ -						$ 33,000.00
3816	RESTORATION	1.00	LS	$ 22,590.00	$ 22,590.00	0	$ -						$ 22,590.00
3817	FENCE	1.00	LS	$ 15,000.00	$ 15,000.00	0	$ -						$ 15,000.00
4000	RESTORATION, STATE (WVDOH) ROAD	290.00	SY	$ 76.00	$ 22,040.00	0	$ -						$ 22,040.00
4100	RESTORATION, ASPHALT DRIVEWAY	320.00	SY	$ 62.00	$ 19,840.00	0	$ -						$ 19,840.00
4200	RESTORATION, ASPHALT BIKE PATH	140.00	SY	$ 315.00	$ 44,100.00	0	$ -						$ 44,100.00
4300	RESTORATION, GRAVEL ROAD OR DRIVE	2,170.00	SY	$ 15.00	$ 32,550.00	0	$ -						$ 32,550.00
4400	RESTORATION, UNIMPROVED (GRASS) SURFACE	80,460.00	SY	$ 3.00	$ 241,380.00	16574.00	$ 49,722.00	16574.00	$49,722.00		$49,722.00	20.6%	$ 191,658.00
4500	CULVERT 12" TO 30", OPEN CUT	60.00	LF	$ 150.00	$ 9,000.00	0	$ -						$ 9,000.00
4600	ABANDONMENT OF WATER WELL	1.00	LS	$ 3,000.00	$ 3,000.00	0	$ -						$ 3,000.00
4700	EXCAVATION AND BACKFILLING BELOW SUBGRADE	500.00	CY	$ 45.00	$ 22,500.00	0	$ -						$ 22,500.00
4800	ALLOWANCE - SINKHOLE REPAIR, SOIL FOR CAP	25.00	CY	$ 30.00	$ 750.00	0	$ -						$ 750.00
4900	ALLOWANCE - SINKHOLE REPAIR, CLASS 10 AGGREGATE	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5000	ALLOWANCE - SINKHOLE REPAIR, CLASS 1 AGGREGATE BAS	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5100	ALLOWANCE - SINKHOLE REPAIR, SPECIAL ROCK FILL	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5200	ALLOWANCE - SINKHOLE REPAIR, RIP-RAP	25.00	CY	$ 75.00	$ 1,875.00	0	$ -						$ 1,875.00
5300	ALLOWANCE - SINKHOLE REPAIR, IMPERVIOUS CORE	500.00	SF	$ 10.00	$ 5,000.00	0	$ -						$ 5,000.00
5400	**PUMP STATION, NORTHPORT**					0	$ -						$ -
5401	MOBILIZATION	1.00	LS	$ 20,022.00	$ 20,022.00	0	$ -						$ 20,022.00
5402	EXCAVATION	1.00	LS	$ 100,000.00	$ 100,000.00	0	$ -						$ 100,000.00
5403	SET WET WELL	1.00	LS	$ 30,223.49	$ 30,223.49	0	$ -						$ 30,223.49
5404	VALVE VAULT	1.00	LS	$ 59,400.00	$ 59,400.00	0	$ -						$ 59,400.00
5405	BACKFILL	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -						$ 50,000.00
5406	WET WELL AND VALVE VAULT PIPING	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -						$ 50,000.00
5407	PUMPS	1.00	LS	$ 100,000.00	$ 100,000.00	0	$ -						$ 100,000.00
5408	CONTROLS	1.00	LS	$ 106,012.00	$ 106,012.00	0	$ -						$ 106,012.00
5409	FETTERVILLE	1.00	LS	$ 30,000.00	$ 30,000.00	0	$ -						$ 30,000.00
5410	GENERATOR PAD	1.00	LS	$ 10,000.00	$ 10,000.00	0	$ -						$ 10,000.00
5411	GENERATOR	1.00	LS	$ 47,039.00	$ 47,039.00	0	$ -						$ 47,039.00
5412	ELECTRIC	1.00	LS	$ 146,919.00	$ 146,919.00	0	$ -						$ 146,919.00
5413	ELECTRIC CONDUIT	1,335.00	LF	$ 41.00	$ 54,735.00	0	$ -						$ 54,735.00
5414	ELECTRIC VAULT	2.00	EA	$ 2,457.00	$ 4,914.00	0	$ -						$ 4,914.00
5415	START UP	1.00	LS	$ 4,950.00	$ 4,950.00	0	$ -						$ 4,950.00
5416	PAVING	1.00	LS	$ 16,822.00	$ 16,822.00	0	$ -						$ 16,822.00
5417	RESTORATION	1.00	LS	$ 54,970.00	$ 54,970.00	0	$ -						$ 54,970.00
5418	FENCE	1.00	LS	$ 16,400.00	$ 16,400.00	0	$ -						$ 16,400.00
CO 004	CHANGE ORDER 004 REMOVE B&O TAXES	1.00	LS	$ (75,000.00)	$ (75,000.00)	0	$ -						$ (75,000.00)
					$ 6,941,703.49		**$ 1,215,748.73**		**$ 1,315,748.73**	**$ 158,257.20**	**$ 1,474,005.93**		**$ 5,467,697.56**

EJCDC® C-620 Contractor's Application for Payment
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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	002
Application Period:	3-11-2020 to 3-27-2020	Application Date:	3/27/2020

A		B	C		D		E				F		G
					Stored Previously								
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
100				**MOBILIZATION**									
101				MOBILIZE EQUIPMENT									
102				BLASTING STAKEOUT									
103				CONSTRUCTION STAKEOUT									
104				VIDEO DOCUMENTATION									
105				SUBMITTALS									
106				BONDS & INSURANCE									
200				TRAFFIC CONTROL									
300				EROSION AND SEDIMENT CONTROL									
400				GRAVITY SEWER 6" & 8", OPEN CUT									
500				GRAVITY SEWER 10", OPEN CUT									
600	3376257		on site	GRAVITY SEWER 12", OPEN CUT	3/2020		$17,222.40	3567.00	LF	$17,222.40		100%	$17,222.40
700	3376255		on site	GRAVITY SEWER 15", OPEN CUT	3/2020		$14,391.00	3776.00	LF	$14,391.00	2160.00	43%	$6,158.86
800	3372577		on site	FORCE-MAIN (6"-4") OPEN CUT	3/2020		$24,089.00	4149.00	LF	$24,089.00	3170.00	24%	$5,684.05
900				FORCE-MAIN (6"-4") IN EX. RT. 9 CASING									
1000				FORCE-MAIN (6"-4") AIR VAULT & INTERNALS									
1300	3375294 3375305 3375299 3373509 3373510		on site	FORCE-MAIN (8"-6"-8") OPEN CUT	3/2020		$105,363.00	11646.00	LF	$105,363.00	1475.00	87%	$92,018.47
1400	3377020 3377031			FORCE-MAIN (8"-6"-8") AIR VAULT & INTERNALS	3/2020		$6,960.00	21.00	EA	$6,960.00		100%	$6,960.00
1700				FORCE-MAIN MISC. DIP FITTINGS, IF DIRECTED									
1800				CONCRETE CLASS B, IF DIRECTED									
1900				CASING 24" BORED, W/ 10" GRAVITY SEWER									
2000				CASING 24" BORED, W/ 12" GRAVITY SEWER									
2100				CASING 24" BORED, W/ 6"-4"-6" FORCE-MAINS									
2200	LL223750 LL223616 13885501		on site	CASING 30" BORED, W/ 15" GRAVITY SEWER	3/2020		$21,237.82	162.00	LF	$21,237.82	86.00	47%	$9,963.42
2300	13885502		on site	CASING 36" BORED, W/ 8"-6"-8" FORCE-MAINS	3/2020		$20,250.00	141.00	LF	$20,250.00		100%	$20,250.00
2600				MANHOLE, 4'-DIA. (UP TO 6' DEEP)									
2700				MANHOLE BV-03 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)									
2800				MANHOLE DC-02 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)									
2900				MANHOLE EXTENSION, 4'-DIA.									
3000				MANHOLE DROP CONNECTION, TYPE A									
3100				MANHOLE DROP CONNECTION, TYPE B									
3200				MANHOLE BV-22, FOR TRANSITION									
3300				MANHOLE CH-20, FOR TRANSITION									
3400				SEWER MARKER									
3500				CONNECTION TO EX. FACILITIES, AT MANHOLE 11V									
3600				CONNECTION TO EX. FACILITIES, AT MANHOLE BV-03									
3700				CONNECTION TO EX. FACILITIES, AT MANHOLE DC-02									
3800				**PUMP STATION, WAR ADMIRAL**									
3801				MOBILIZATION									
3802				EXCAVATION									

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					Stored Previously								
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
3803				SET WET WELL									
3804				VALVE VAULT									
3805				BACKFILL									
3806				WET WELL AND VALVE VAULT PIPING									
3807				AIR INJECTION VAULT & EQUIPMENT									
3808				PUMPS									
3809				CONTROLS									
3810				FETTERVILLE BUILDING									
3811				GENERATOR PAD									
3812				GENERATOR									
3813				ELECTRIC									
3814				START UP									
3815				PAVING									
3816				RESTORATION									
3817				FENCE									
4000				RESTORATION, STATE (WVDOH) ROAD									
4100				RESTORATION, ASPHALT DRIVEWAY									
4200				RESTORATION, ASPHALT BIKE PATH									
4300				RESTORATION, GRAVEL ROAD OR DRIVE									
4400				RESTORATION, UNIMPROVED (GRASS) SURFACE									
4500				CULVERT 12" TO 30", OPEN CUT									
4600				ABANDONMENT OF WATER WELL									
4700				EXCAVATION AND BACKFILLING BELOW SUBGRADE									
4800				ALLOWANCE - SINKHOLE REPAIR, SOIL FOR CAP									
4900				ALLOWANCE - SINKHOLE REPAIR, CLASS 10 AGGREGATE									
5000				ALLOWANCE - SINKHOLE REPAIR, CLASS 1 AGGREGATE BAS									
5100				ALLOWANCE - SINKHOLE REPAIR, SPECIAL ROCK FILL									
5200				ALLOWANCE - SINKHOLE REPAIR, RIP-RAP									
5300				ALLOWANCE - SINKHOLE REPAIR, IMPERVIOUS CORE									
5400				**PUMP STATION, NORTHPORT**									
5401				MOBILIZATION									
5402				EXCAVATION									
5403				SET WET WELL									
5404				VALVE VAULT									
5405				BACKFILL									
5406				WET WELL AND VALVE VAULT PIPING									
5407				PUMPS									
5408				CONTROLS									
5409				FETTERVILLE									
5410				GENERATOR PAD									
5411				GENERATOR									
5412				ELECTRIC									
5413				ELECTRIC CONDUIT									
5414				ELECTRIC VAULT									
5415				START UP									
5416				PAVING									
5417				RESTORATION									
5418				FENCE									

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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	002
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A		B	C		D		E				F		G
					Stored Previously								
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
							$209,513.22			**$209,513.22**			**$158,257.20**

EJCDC® C-620 Contractor's Application for Payment
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1600 West Carston St, Suite 1
Pittsburgh, PA 15219
Phone: (412) 497-2000

INVOICE

Charles Town Utility Board
832 South George Street
Charles Town, WV 25414
Attn: Jane Arnett

Date:	3/10/2020
Invoice No:	90736637
Period Ending:	2/28/2020
Currency:	US Dollar (USD)
Reference:	TASK ORDER 4
Terms of Payment:	Net 30 Days
Customer Number:	113985

re: H-359787 On-Call Engineering Services
Project Manager: Richard Travers

TO#4 Route 9 Sewer Project, Bid and Construction Services Progress Report - prepared for and led pre-bid meeting, prepared Addenda #1 & #2, attended bid opening, coordinated with CTUB on bid evaluations (compare line items, experience), modified specs per bid addenda, created award paperwork (agreement and attachments), discussed different cost savings options internally and with CTUB, coordinated with Snyder Environmental Services (SES) possible savings, requested DOH to allow eliminating casings along War Admiral, reviewed modifications to Northport PS wet well, created NOA/NTP/CO forms, coordinated with First Energy and SES on single phase service, attended Special and regular CTUB meetings, discussed pump changes with STH (Carroll), reviewed some shop drawings (waiting for NTP before issuing reviews), met with Specialized Engineering and CTUB to review processes and responsibilities, prepared sketch for Blossman Gas driveway (FM installs), led pre-construction meeting, modified plans to address DEP comments, met with CTUB on CO#3 & #4.

Printing expenses relate to printing bid documents and associated FedEx charges for shipments to bidders and others and include the credits for the bidders' payment for the bid documents.

Employee	**HOURS**		**RATE**		**AMOUNT**
Travers, Richard	91.50	$	215.00	$	19,672.50
Fuentes, Bany	1.00	$	120.00	$	120.00
Valko, George	8.00	$	156.00	$	1,248.00
Guy Severn	8.00	$	234.00	$	1,872.00
Dailena Saucedo	3.00	$	120.00	$	360.00
Jeremy Smalley	2.00	$	120.00	$	240.00
Adamowicz, Elizabeth	2.00	$	234.00	$	468.00
Yearley, Scott	110.00	$	120.00	$	13,200.00
Total Labor				$	37,180.50

Vendor	INVOICE #	AMOUNT
EGI Printing	559068	$ 1,512.00
EGI Printing	563261	$ 110.89
External Printing Refund	N/A	$ (1,030.00)
FedEx	686901105	$ 122.34
FedEx	687572943	$ 107.58
FedEx	689463273	$ 38.38
Richard Travers Mileage	90767	$ 26.68
Total Expenses		$ 887.87

Total Invoice	**$ 38,068.37**

Charles Town Utility Board
Route 9 Sewer Infrastructure Project
Alternate Mainline Extension Agreement (AMEA) / Escrow Agreement, Revised 4/08/2020

				Resolution No. C	Resolution No. 1	Resolution No. 2	ESCROW DEPOSIT FOR CONSTRUCTION
$10,500,000 Rockwool Escrow Agreement/(AMEA) Reimbursement Schedule B, October, 2019	REVISED BUDGET	Draw (a.) Ranson Reimbursement	Draw (b.) CTUB Reimbursement	Draw (c.) CTUB Reimbursement 10/1/19-present	Contractor's Application for Payment No. 001	Contractor's Application for Payment No. 002, Hatch Inv. 90736637, CTUB Reimbursement	BALANCE REMAINING
1 **CONSTRUCTION**							
a. Contract 1	6,869,685.00	0.00	0.00	0.00	90,000.00	1,236,605.34	5,543,079.66
b. Construction 10.75%	738,491.00	0.00	0.00	0.00	0.00	0.00	738,491.00
c. CSX Fees	15,300.00	0.00	16,050.00	5,000.00	0.00	0.00	-5,750.00
d. N-S Fees	41,600.00	0.00	21,300.00	0.00	0.00	0.00	20,300.00
e. DOH Bond and Inspection Fees	119,937.00	0.00	19,550.00	0.00	0.00	84,973.05	15,413.95
2 **ENGINEERING SERVICES**							
Task Orders 1 - 8	1,851,567.87	1,084,987.66	102,994.82	10,289.25	0.00	37,180.50	616,115.64
Task Orders Charles Town	56,820.00	0.00	56,820.00	0.00	0.00	0.00	0.00
3 **LEGAL SERVICES**							
a Local Project Attorney (PSC)	100,000.00	0.00	65,836.78	25,573.71	0.00	0.00	8,589.51
b Permitting / Ord Attorney	215,000.00	0.00	199,514.04	0.00	0.00	0.00	15,485.96
c RA Attorney Stranko / Luttrell	12,959.40	12,959.40	0.00	0.00	0.00	0.00	0.00
4 **ADMINISTRATIVE SERVICES**							
b Project Accountant	16,723.00	0.00	16,723.00	0.00	0.00	0.00	0.00
c Other Administrative Costs	2,750.00	0.00	2,750.00	0.00	0.00	0.00	0.00
5 **LAND COSTS**							
b Easements	324,611.85	0.00	324,611.85	0.00	0.00	0.00	0.00
SOFT COST CONTINGENCY	74,667.36	0.00	0.00	0.00	0.00	0.00	74,667.36
Interest on Line of Credit *	59,887.52	59,887.52	0.00	0.00	0.00	0.00	0.00
Amount Owed Line of Credit		1,157,834.58					
Charles Town's Cost Incurred			826,150.49				
9 Sub Total Lines 1-8	**10,500,000.00**	**1,157,834.58**	**826,150.49**	**40,862.96**	**90,000.00**	**1,358,758.89**	**7,026,393.08**
ESCROW DEPOSIT UPON AMLEA SUBMITTAL TO WV PSC (Ranson and Charles Town Costs Incurred)							
ESCROW DEPOSIT FOR CONSTRUCTION							**7,026,393.08**

* At 4/08/2020

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

RESOLUTION NO. 2020-04

A RESOLUTION TO EXEMPT CHARLES TOWN UTILITY BOARD EMERGENCY RESPONDERS FROM THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

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

WHEREAS, on March 16, 2020, Governor Jim Justice declared a state of emergency for all counties in West Virginia to allow agencies to coordinate and create necessary measures to prepare for and respond to the outbreak of respiratory disease caused by a novel coronavirus now known as COVID-19; and

WHEREAS, on March 23, 2020 Governor Jim Justice issued Executive Order 09-20, which declares and orders West Virginians to stay-at-home unless performing an essential activity and that all non-essential businesses within the state to temporarily cease operations as a means for slowing the spread of COVID-19; and

WHEREAS, the intent of the Executive Order is to ensure the maximum number of people self-isolate in their places of residence to the greatest extent feasible, while enabling essential services to continue; and

WHEREAS, Jefferson County Board of Education has announced that Jefferson County schools remain closed for the remainder of the 2019-2020 school year and many other childcare providers are closed due to the Governor's Executive Order 09-20 provisions limiting gathering sizes to no more than ten persons and maintaining social distancing to at least six feet; and

WHEREAS, on April 1, 2020, a federal law called the Families First Coronavirus Response Act (FFCRA) went into effect for all employers with fewer than 500 employees creating two, new categories of temporary leave; the Emergency Family and Medical Leave Expansion Act (EFMLEA) and Emergency Paid Leave Act (EPSLA); to help slow the spread of COVID-19 and assist employees with related health and childcare issues; and

WHEREAS, the EMFLA entitles most employees who cannot work (or telework) up to twelve (12) weeks of leave, some unpaid and other paid at two-thirds an employee's regular rate of pay, to care for a son or daughter under 18 years of age if the child's school or place of care has been closed, or the childcare provider is unavailable due to a public health emergency; and

WHEREAS, the EPSLA entitles all qualifying employees who cannot work (or telework) up to eighty (80) hours of paid leave if the employee:

(1) is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
(2) has been advised by a health care provider to self-quarantine related to COVID-19;
(3) is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

(4) is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
(5) is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
(6) is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

WHEREAS, both the EFMLA and EPSLA allow the employer to exempt emergency responders, including law enforcement officers, public works employees, and others, from receiving benefits under the Act if they are needed to provide essential services such as public safety, infrastructure, and sanitation services; and

WHEREAS, Charles Town Utility Board public works employees, and utility plant operators and maintenance workers are all essential employees who cannot work from home to provide critical public safety, infrastructure, and sanitation services; and

WHEREAS, the customers of the Charles Town Utility Board rely on the work of these professionals to provide essential public services; and

WHEREAS, the Charles Town Utility Board understands the hardship that this exemption could present for some workers and their families during this public health emergency and remains committed to ensuring each employee is treated fairly and receives the assistance needed to provide health childcare services for themselves and their family.

NOW, THEREFORE BE IT RESOLVED, that the Charles Town Utility Board exempts its essential public works employees from eligibility of EFMLA benefits as well as the EPSLA benefits pursuant to qualification paragraphs (1) and (5), to ensure that the customers of the Charles Town Utility Board continue to receive essential public safety, infrastructure, and sanitation services; and

NOW, THEREFORE LET IT BE FURTHER RESOLVED, that all Charles Town Utility Board employees exercising entitlements under the FFCRA should be prepared to provide supervisors with appropriate documentation supporting qualifying conditions; and

NOW, THEREFORE LET IT BE FURTHER RESOLVED, that the Charles Town Utility Board authorizes the Utility Manager to approve other leave benefits within the limitations of existing policies and budgetary resources, for exempted employees on a case-by-case basis to meet emergency childcare and other health care related needs; and

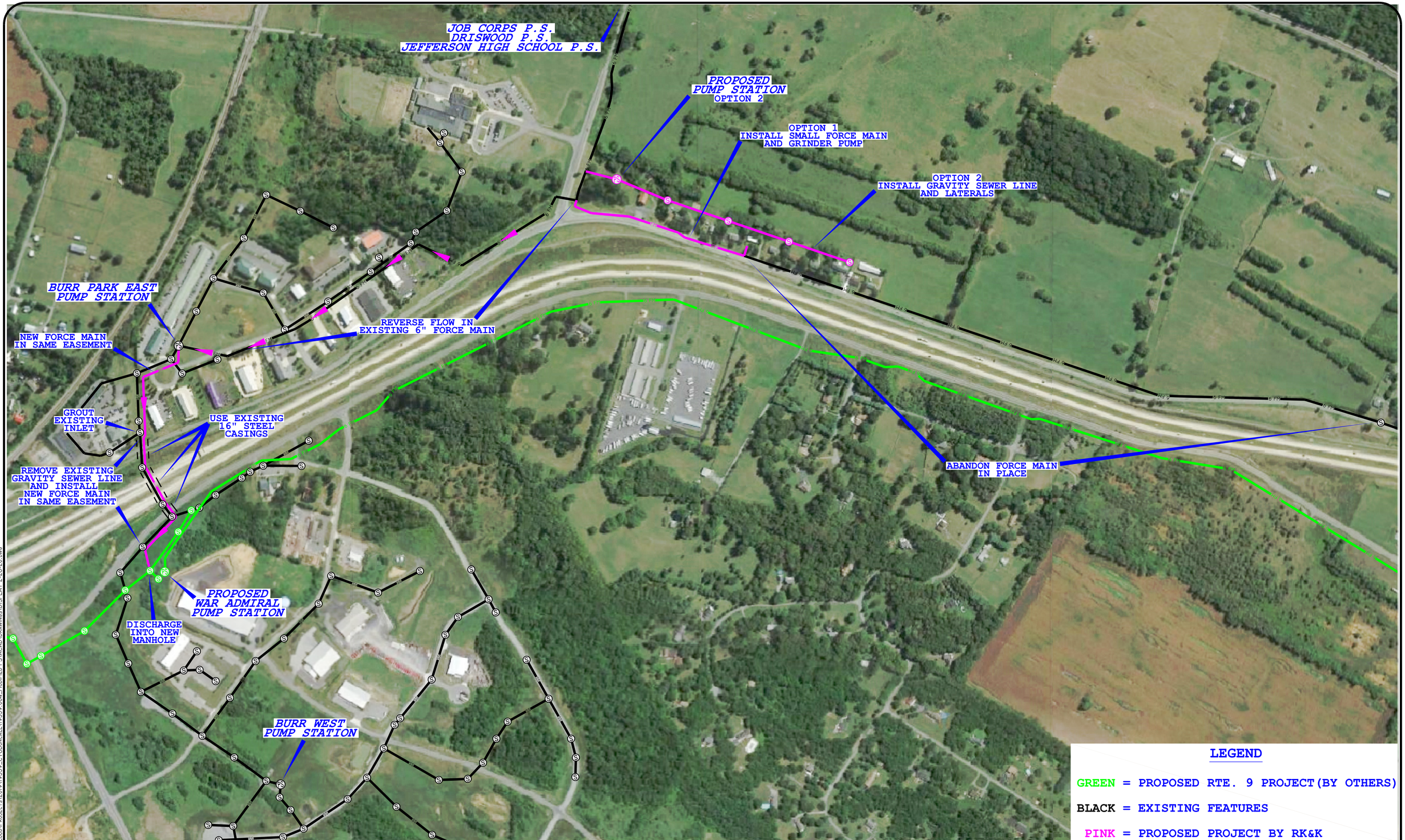
Adopted the _____ day of _____, 2020.

Attest:

_____
Daryl Hennessy
Board Chairman

Attest:

_____
Kevin Tester
Secretary/Treasurer



LEGEND

GREEN = PROPOSED RTE. 9 PROJECT(BY OTHERS)

BLACK = EXISTING FEATURES

PINK = PROPOSED PROJECT BY RK&K

RK&K
P: 304.788.3370
159 Plaza Drive | Keyser, WV 26726
Engineers | Construction Managers | Planners | Scientists
www.rkk.com
Responsive People | Creative Solutions

PROJECT NO.	19339.004
DATE	MARCH 17, 2020
DESIGNED	RAD
DRAWN	DGH
CHECKED	JWC

REVISIONS

CHARLES TOWN UTILITY BOARD
661 S. GEORGE ST.
CHARLES TOWN, WV 25414

MODIFIED FLOWING SPRING PROJECT

PROPOSED LAYOUT

DRAWING NO.....
OF.....

\\AD.RKK.COM\FS1\CLOUDPROJECTS\2019\19339.CTUBONCALL\19339.004_MODIFIED FS\ACAD\DRAWINGS\DISPLAY 2-26-20.DWG

159 Plaza Drive | Keyser, WV 26726 | P 304.788.3370 | F 304.788.3577 | www.rkk.com

March 26, 2020

Ms. Jane Arnett, Utility Manager
Charles Town Utility Board
661 S. George Street
Charles Town, WV 25414

Re: Charles Town Utility Board
Beallair
Top Level Budget

Ms. Arnett,

At the request of the Board, RK&K briefly reviewed the available information on the existing sewer collection system and prepared a "top level" budget for extending sewer service to the proposed Beallair and Sleepy Hollow Subdivisions.

Enclosed with this letter is a drawing of three options for conveying sewage from the Beallair and Sleepy Hollow Subdivisions to the Charles Town WWTP as well as probable construction cost for said conveyances. Please note that the cost estimates only include the cost of the lines to the property and excludes the cost of the infrastructure within each of the properties. Cost of the pump stations are excluded from the estimates as well.

In addition to conveying sewage from the Beallair and Sleepy Hollow Subdivisions, RK&K was asked to evaluate the existing collection system between the Subdivisions and the Charles Town WWTP to determine available capacity. This effort consisted of both flow monitoring the existing gravity collection system and reviewing O&M Manuals and draw down tests for the Beallair, Breckenridge, Demory Farms, Willow Springs, Clarence Drive, and Samuel Street pump stations.

Below is a summary of RK&K's findings:

SEWER SERVICE

As shown on the enclosed documents, three options were evaluated for conveying sewage from the proposed Beallair and Sleepy Hollow Subdivisions to the Charles Town WWTP. The Beallair Subdivision was evaluated for each proposed phase detailed in the letter from Piedmont Design Group dated November 19, 2019. The composition of properties and unit counts for the Sleepy Hollow Subdivision are unknown at this time. Three options for conveyance of sewage from the Beallair pump station to the manhole by Walmart were evaluated. In addition, each option includes upgrading the Clarence Drive pump station force main through the Park as the downstream infrastructure is undersized. Brief descriptions for each of the various options are as follows:

Conveyance Through Park – Recommended by RK&K

The three options evaluated involve discharge of sewage into the manhole by Walmart. From this point, sewage is conveyed to the Demory Farms pump station, to the Willow Springs pump station, to the Clarence Drive pump station, to a 10" gravity line through the Park, to the Samuel Street pump station, to the Charles Town WWTP. Capacity of each pump station and capacity in the lines between each of the pump stations were evaluated. It was noted that the 10" gravity sewer line from MH CT 325 (the discharge manhole from the Clarence Drive pump station) to the Samuel Street pump station would not be capable of handling the current flow from the Beallair Subdivision without increasing the alignment's capacity.

Various options were considered, including a parallel gravity line through the Park. This option would not be feasible due to property boundaries, existing features, and the cost to install a new gravity line and manholes.

The chosen modification consists of the construction of a 6" sewer force main from the end of the existing force main on Forrest Avenue, parallel to the existing 10" gravity sewer through the Park, branching off to parallel Samuel Street to discharge in MH CT 187 near the Samuel Street pump station. The 10" gravity sewer line between MH CT 187 and the pump station will be replaced with a 16" gravity line. Overall, the cost of sewage conveyance through the Park is $350,000 as identified within the enclosed cost estimates. This modification is necessary for each of the options listed below.

Option 1 – Recommended by RK&K

This option consists of the construction of 8,800 LF of 6" sewer force main between the Beallair pump station to the manhole by Walmart, as shown on the enclosed drawing. The proposed force main crosses the railroad tracks, runs along the former Sleepy Hollow Golf Course property line, and parallels US 340 where it discharges into the manhole by Walmart. The cost of sewage conveyance for the Beallair and Sleepy Hollow Subdivisions for Option 1 is $930,000, and the cost of sewage conveyance through the Park is $350,000 as identified within the enclosed cost estimates. Overall, the cost for Option 1 is $1,280,000.

Option 2

This option consists of the construction of 10,100 LF of 6" sewer force main between the Beallair pump station to the manhole by Walmart, as shown on the enclosed drawing. The proposed force main crosses the railroad tracks at the existing golf cart path crossing, runs along WV 24, and turns to parallel US 340 where it discharges into the manhole by Walmart. The cost of sewage conveyance for the Beallair and Sleepy Hollow Subdivisions for Option 2 is $1,090,000, and the cost of sewage conveyance through the Park is $350,000 as identified within the enclosed cost estimates. Overall, the cost for Option 2 is $1,440,000.

Option 3

This option consists of the construction of 9,300 LF of 6" sewer force main between the Beallair pump station to the manhole by Walmart, as shown on the enclosed drawing. The proposed force main crosses the railroad tracks at the existing golf cart path crossing, parallels the railroad tracks and the Nathan Frederick Farming and Leasing LLC property line where it discharges into the manhole by Walmart. The cost of sewage conveyance for the Beallair and Sleepy Hollow Subdivisions for Option 3 is $990,000, and the cost of sewage conveyance through the Park is $350,000 as identified within the enclosed cost estimate. Overall, the cost for Option 3 is $1,340,000.

TIMING / RECOMMENDATION

It is recommended that Option 1 is chosen for conveying sewage from the Beallair Subdivision to the manhole by Walmart. This option involves the shortest amount of force main, involves the least amount of disturbance to existing roads, and is the least expensive option.

The 10" gravity line through the Park is currently undersized for the existing flows and will not be capable of handling the additional flow from the Beallair pump station. Because of this, it is recommended that the new 6" force main through the Park and 16" gravity line to the Samuel Street pump station are constructed prior to the installation of the new 6" Option 1 force main from the Beallair pump station to the Walmart manhole.

The Beallair pump station currently discharges into the gravity system in the Breckenridge Subdivision, which flows into the Breckenridge pump station. It has been noted that the Breckenridge pump station currently experiences heavy flows at all times of the day and night and according to draw down tests is pumping at its capacity. Because of this, it is recommended that the new 6" Option 1 force main from the Beallair pump station to the manhole by Walmart is constructed prior to the installation of taps for the Phase 3 lots. Replacement of the pumps and modifications to the pump station will be necessary prior to installing the new 6" Option 1 force main. The new 6" Option 1 force main and pumps will be capable of handling the remaining Beallair Phases up to Phase 6.

Any future development in the Sleepy Hollow Area will require replacement of the pumps with larger pumps and modifications at the Beallair pump station to handle the additional capacity. Future development in this area will be able to utilize the new 6" Option 1 force main.

During the Board's review, should you have any questions or require additional information, please do not hesitate to contact me at 304.788.3370 or rdodge@rkk.com.

Very truly yours,
RUMMEL, KLEPPER & KAHL, LLP

Rhiannon A. Dodge, EIT
Associate Engineer

John W. Cole, PE
Manager, Municipal Engineering

Enc.

CITY OF CHARLES TOWN
CHARLES TOWN UTILITY BOARD
Beallair

CONCEPTUAL LEVEL COST ESTIMATE

March 26, 2020

No.	Description	Quantity	Unit	Unit Price	Total Price
	OPTION 1				
	Mobilization	1	LS	$ 18,000	$ 18,000
	Erosion & Sediment Control	1	LS	$ 14,000	$ 14,000
	6" SDR 21 PVC Force Main	8,800	LF	$ 45	$ 396,000
	Air Release Valve Assembly	10	EA	$ 3,500	$ 35,000
	Flushing Valve	1	EA	$ 3,500	$ 3,500
	System Tie-in Connection	1	EA	$ 1,000	$ 1,000
	Test Pit Excavation and Refill	3	EA	$ 800	$ 2,400
	12" Steel Casing (Bore & Jack)	50	LF	$ 225	$ 11,250
	12" Steel Casing (Open Cut)	30	LF	$ 100	$ 3,000
	Miscellaneous Items (Asphalt, etc.)	1	LS	$ 44,000	$ 44,000
	Stream Crossing	1	EA	$ 3,000	$ 3,000
			Construction Subtotal		**$ 531,200**
	Contingency	20%		$	106,240
	TOTAL ESTIMATED CONSTRUCTION COST*			**$**	**637,440**
	Soft Costs (Design, Permitting, Surveying, etc.)	30%		**$**	**191,200**
	Easements and Acquisition			**$**	**100,000**
				Say	**$ 930,000**

* Please note that these are concept drawings and cost estimates and do not limit options for the Beallair site. As an overview, the concepts do not represent construction drawings, alignments, easements, pump stations or any development, expansion options.

CONCEPTUAL LEVEL COST ESTIMATE
March 26, 2020

No.	Description	Quantity	Unit	Unit Price	Total Price
	OPTION 2				
	Mobilization	1	LS	$ 21,000	$ 21,000
	Erosion & Sediment Control	1	LS	$ 16,000	$ 16,000
	6" SDR 21 PVC Force Main	10,100	LF	$ 45	$ 454,500
	Air Release Valve Assembly	10	EA	$ 3,500	$ 35,000
	Flushing Valve	1	EA	$ 3,500	$ 3,500
	System Tie-in Connection	1	EA	$ 1,000	$ 1,000
	Test Pit Excavation and Refill	5	EA	$ 800	$ 4,000
	12" Steel Casing (Bore & Jack)	80	LF	$ 225	$ 18,000
	12" Steel Casing (Open Cut)	120	LF	$ 100	$ 12,000
	Miscellaneous Items (Asphalt, etc.)	1	LS	$ 51,000	$ 51,000
	Stream Crossing	1	EA	$ 3,000	$ 3,000
	Traffic Control	1	LS	$ 5,000	$ 5,000
				Construction Subtotal	**$ 624,000**
	Contingency	20%		$	124,800
	TOTAL ESTIMATED CONSTRUCTION COST*			**$**	**748,800**
	Soft Costs (Design, Permitting, Surveying, etc.)	30%		**$**	**224,600**
	Easements and Acquisition			**$**	**115,000**
				Say	**$ 1,090,000**

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CONCEPTUAL LEVEL COST ESTIMATE
March 26, 2020

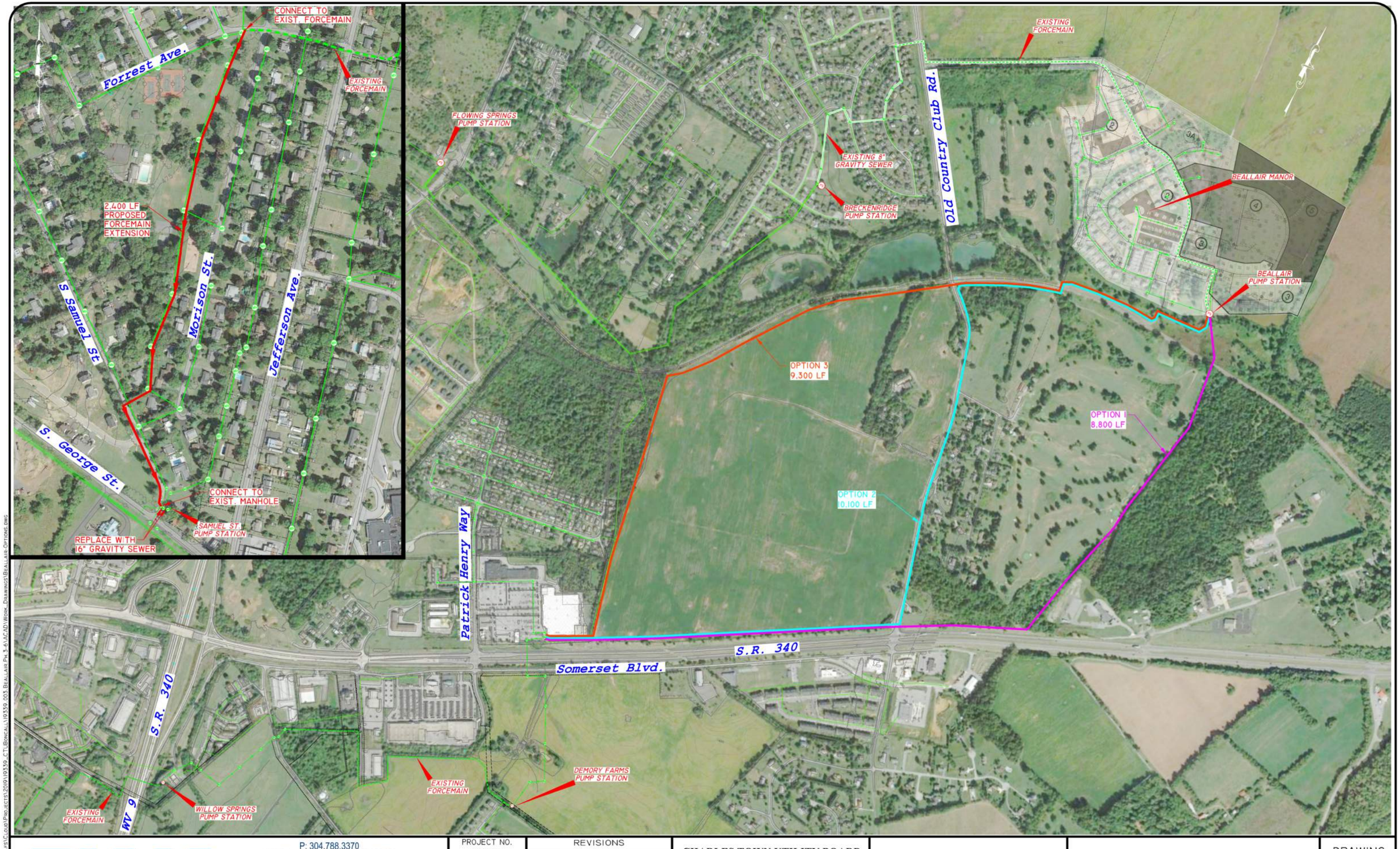
No.	Description	Quantity	Unit	Unit Price	Total Price
	OPTION 3				
	Mobilization	1	LS	$ 19,000	$ 19,000
	Erosion & Sediment Control	1	LS	$ 14,000	$ 14,000
	6" SDR 21 PVC Force Main	9,300	LF	$ 45	$ 418,500
	Air Release Valve Assembly	9	EA	$ 3,500	$ 31,500
	Flushing Valve	1	EA	$ 3,500	$ 3,500
	System Tie-in Connection	1	EA	$ 1,000	$ 1,000
	Test Pit Excavation and Refill	3	EA	$ 800	$ 2,400
	12" Steel Casing (Bore & Jack)	80	LF	$ 225	$ 18,000
	12" Steel Casing (Open Cut)	60	LF	$ 100	$ 6,000
	Miscellaneous Items (Asphalt, etc.)	1	LS	$ 47,000	$ 47,000
	Stream Crossing	1	EA	$ 3,000	$ 3,000
			Construction Subtotal		**$ 563,900**
	Contingency	20%		$	112,780
	TOTAL ESTIMATED CONSTRUCTION COST*			**$**	**676,680**
	Soft Costs (Design, Permitting, Surveying, etc.)	30%		**$**	**203,000**
	Easements and Acquisition			**$**	**106,000**
				Say	**$ 990,000**

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CONCEPTUAL LEVEL COST ESTIMATE
March 26, 2020

No.	Description	Quantity	Unit	Unit Price	Total Price
	CONVEYANCE				
	Mobilization	1	LS	$ 5,000	$ 5,000
	Erosion & Sediment Control	1	LS	$ 4,000	$ 4,000
	6" SDR 21 PVC Force Main	2,400	LF	$ 45	$ 108,000
	16" SDR 35 PVC Gravity Sewer	50	LF	$ 75	$ 3,750
	Combination Air Release Vacuum Break	1	EA	$ 3,500	$ 3,500
	Flushing Valve	1	EA	$ 3,500	$ 3,500
	System Tie-in Connection	6	EA	$ 1,000	$ 6,000
	Test Pit Excavation and Refill	2	EA	$ 800	$ 1,600
	12" Steel Casing (Open Cut)	120	LF	$ 100	$ 12,000
	Miscellaneous Items (Asphalt, etc.)	1	LS	$ 12,000	$ 12,000
				Construction Subtotal	**$ 159,400**
	Contingency	20%		$	31,880
	TOTAL ESTIMATED CONSTRUCTION COST*			**$**	**191,280**
	Soft Costs (Design, Permitting, Surveying, etc.)	30%		**$**	**57,400**
	Easements and Acquisition			**$**	**100,000**
				Say	**$ 350,000**

* Please note that these are concept drawings and cost estimates and do not limit options for the Beallair site. As an overview, the concepts do not represent construction drawings, alignments, easements, pump stations or any development, expansion options.



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RK&K

P: 304.788.3370
159 Plaza Drive | Keyser, WV 26726
Engineers | Construction Managers | Planners | Scientists
www.rkk.com
Responsive People | Creative Solutions

PROJECT NO.	19339.002
DATE	3/17/2020
DESIGNED	RAD
DRAWN	RAS
CHECKED	JWC

REVISIONS

CHARLES TOWN UTILITY BOARD
661 S. GEORGE ST.
CHARLES TOWN, WV 25414

BELLAIR/SLEEPY HOLLOW PLAN REVIEW

DRAWING
NO.....
OF.....

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
BURNS FARM	MARCH LOADS - 62	SEWER FUND	SEWER		10,726.00
				TOTAL:	10,726.00
CITY NATIONAL BANK	LOCKBOX SERVICES	WATER FUND	WATER		1,359.39
	LOCKBOX SERVICES	WATER FUND	WATER		629.88
	LOCKBOX SERVICES	SEWER FUND	SEWER		1,359.39
	LOCKBOX SERVICES	SEWER FUND	SEWER		629.88
				TOTAL:	3,978.54
CITY OF CHARLES TOWN	UB COLLECTIONS MARCH	WATER FUND	NON-DEPARTMENTAL		15,606.40
	APR RENT@ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	FEB UTILITIES@ 661 S GEORG	WATER FUND	WATER		531.68
	APR RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
	FEB UTILITIES@ 661 S GEORG	SEWER FUND	SEWER		531.67
				TOTAL:	19,219.75
CLIFFS CLEANING SERVICE	MARCH CLEANING	WATER FUND	WATER		125.00
	MARCH CLEANING	WATER FUND	WATER		456.25
	MARCH CLEANING	SEWER FUND	SEWER		200.00
	MARCH CLEANING	SEWER FUND	SEWER		100.00
	MARCH CLEANING	SEWER FUND	SEWER		456.25
				TOTAL:	1,337.50
CORE & MAIN	SETTER	WATER FUND	WATER		2,748.98
	MTR CPLG PCK, FLNG KIT	WATER FUND	WATER		291.92
	BEVEL, BEVEL PRO DRILL ADP	SEWER FUND	SEWER		175.82
				TOTAL:	3,216.72
COYNE CHEMICAL	AMMONIUM SULFATE 40%	WATER FUND	WATER		1,141.40
	ZETAG 8868FS	SEWER FUND	SEWER		8,509.75
				TOTAL:	9,651.15
CRYSTAL SPRINGS	MONTHLY SVC@661 S GEORGE S	WATER FUND	WATER		3.83
	MONTHLY SVC@661 S GEORGE S	SEWER FUND	SEWER		3.83
				TOTAL:	7.66
CSX TRANSPORTATION, INC	ANNUAL PIPELINE FEES	WATER FUND	WATER		142.98
	2YR FEE - PIPELINE	WATER FUND	WATER		100.00
				TOTAL:	242.98
CUMMINS, INC	DEMORY FARMS PUMP STN 3/20	SEWER FUND	SEWER		457.98
	HUNTFIELD LIFT STN 3/20/20	SEWER FUND	SEWER		657.68
	HUNTFIELD BOOSTER 3/19/20	SEWER FUND	SEWER		285.51
	4TH AVE BATTERIES 3/20/20	SEWER FUND	SEWER		521.01
				TOTAL:	1,922.18
WV DEPT OF HEALTH & HUMAN SERVICES	WATER TEST: FLOURIDE	WATER FUND	WATER		15.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		100.00
				TOTAL:	115.00
EJ USA, INC.	UND FR, UND FRM, UND SAN S	SEWER FUND	SEWER		1,990.98
				TOTAL:	1,990.98
FASTENAL	TRUBLT,S/S FW,S/S FHN,S/S	SEWER FUND	SEWER		968.69
				TOTAL:	968.69

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
FIFTH THIRD BANK	XXXX XXXX XXXX 4726	WATER FUND	WATER		2,124.17
	XXXX XXXX XXXX 4726	WATER FUND	WATER		109.50
	XXXX XXXX XXXX 4726	WATER FUND	WATER		2,090.00
	XXXX XXXX XXXX 4726	WATER FUND	WATER		1,808.00
	XXXX XXXX XXXX 4726	WATER FUND	WATER		920.98
	XXXX XXXX XXXX 4726	WATER FUND	WATER		100.11
	XXXX XXXX XXXX 4726	WATER FUND	WATER		302.33
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		502.55
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		830.74
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		149.10
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		2,124.17
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		289.50
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		920.97
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		121.06
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		15.69
				TOTAL:	12,408.87
GUTTMAN ENERGY	W/E 3/22/2020	WATER FUND	WATER		694.10
	W/E 3/29/2020	WATER FUND	WATER		460.17
	W/E 3/22/2020	SEWER FUND	SEWER		236.49
	W/E 3/29/2020	SEWER FUND	SEWER		298.15
				TOTAL:	1,688.91
HATCH ASSOCIATES CONSULTANTS, INC.	TO#4 RESLTN 2, RT 9 PROJEC	SEWER FUND	NON-DEPARTMENTAL		38,068.37
				TOTAL:	38,068.37
HOME DEPOT CREDIT SERVICES	6035 3220 2465 6054	WATER FUND	WATER		109.08
	6035 3220 2465 6054	WATER FUND	WATER		134.18
	6035 3220 2465 6054	SEWER FUND	SEWER		1,523.74
				TOTAL:	1,767.00
PROTOUCH COMMUNICATIONS, LLC DBA INTOU	MAR SVCS: AFTER-HOURS EMER	WATER FUND	WATER		83.20
				TOTAL:	83.20
INWOOD QUARRY, INC.	C2, I10 PICKUPS: 3/23/20	WATER FUND	WATER		660.29
				TOTAL:	660.29
IRON MOUNTAIN, INC	STORAGE, SHREDDING	WATER FUND	WATER		337.54
	STORAGE, SHREDDING	SEWER FUND	SEWER		337.54
				TOTAL:	675.08
JAMES RIVER EQUIPMENT	EUCLID P.S. DECOMMISSION	SEWER FUND	NON-DEPARTMENTAL		1,000.00
	EUCLID P.S. DECOMMISSION	SEWER FUND	NON-DEPARTMENTAL		2,288.61
				TOTAL:	3,288.61
THOMAS NALLS	MARCH TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL		3,411.22
				TOTAL:	3,411.22
LOGICAL CONCEPTS, INC	MONITORING LIFT& PUMP STAT	SEWER FUND	SEWER		493.00
				TOTAL:	493.00
PACE ANALYTICAL SERVICES, LLC	TESTING: WTP	WATER FUND	WATER		1,596.00
	TESTING: CT QUARTERLY SLUD	SEWER FUND	SEWER		211.91
	TESTING: CT WEEKLY	SEWER FUND	SEWER		190.30
	TESTING: CT WEEKLY	SEWER FUND	SEWER		190.30
				TOTAL:	2,188.51

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
POTOMAC EDISON	210 001 251 003	WATER FUND	WATER	680.82
	210 000 853 007	SEWER FUND	SEWER	1,709.08
	210 001 251 003	SEWER FUND	SEWER	4,024.99
			TOTAL:	6,414.89
CORPORATION OF RANSON	MAR GARBAGE	WATER FUND	NON-DEPARTMENTAL	65.68
	MAR UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	2,735.20
			TOTAL:	2,800.88
ROSS H BARE	JETT FARM REWIRING	SEWER FUND	SEWER	800.00
			TOTAL:	800.00
SG PLUMBING, INC.	4TH AVENUE 3/16/20	WATER FUND	WATER	220.00
			TOTAL:	220.00
SHENANDOAH SALES & SERVICE, INC.	05 FORD CRANE TRUCK	SEWER FUND	SEWER	580.82
	TUSC PUMP	SEWER FUND	SEWER	265.72
			TOTAL:	846.54
SNYDER ENVIRONMENTAL SERVICES, INC	CNTCR AP#002, RES 2, RT9 P	SEWER FUND	NON-DEPARTMENTAL	1,236,605.34
			TOTAL:	1,236,605.34
STH, INC.	SHN PS#2	SEWER FUND	SEWER	7,005.00
	JETTS FARM	SEWER FUND	SEWER	3,416.00
			TOTAL:	10,421.00
GERALD TAYLOR CO., INC.	WASTEWATER HAUL	SEWER FUND	SEWER	1,116.00
			TOTAL:	1,116.00
CI THORNBURG CO., INC.	SENSUS ANNL RNI SAAS FEE S	WATER FUND	WATER	13,444.00
	CTS COMP & ADAPTERS	WATER FUND	WATER	923.93
	CHLORINE	WATER FUND	WATER	800.00
	COUPLINGS	SEWER FUND	SEWER	916.84
			TOTAL:	16,084.77
TUSCAWILLA HILLS HOA INC	HOA DUES APR 2020	WATER FUND	WATER	36.00
			TOTAL:	36.00
MICHAEL B VENTERS	CONSULTING FEE, APRIL	SEWER FUND	SEWER	725.00
			TOTAL:	725.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

FUND TOTALS		
50	WATER FUND	58,374.21
60	SEWER FUND	1,335,806.42
	GRAND TOTAL:	1,394,180.63

TOTAL PAGES: 4

APPROVED BY:

APPROVED BY:

This Packet:	$1,394,180.63
Security Deposit Refunds:	$2,083.51
City of Ranson:	$3,250.00
Total:	**$1,399,514.14**

****** **Highlighted invoices to be reimbursed by the Route 9 Sewer Project Escrow Account**