CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, JANUARY 12, 2022

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of December 15, 2021 Special Meeting Minutes
   2021.12.15 UB Minutes.pdf

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

   The public is invited to attend this meeting in person or via webcast (www.ctubwv.com- Board Meetings - Meeting Agendas and Minutes 2021) or by accessing the following zoom link:

   https://us06web.zoom.us/j/82831957179?pwd=bkhvL3RzcmYzcWpPczZTc0trWEpFQT09

   Meeting ID: 828 3195 7179
   Passcode: 117605
   +1 301 715 8592 US

3. **SWEARING IN OF NEW BOARD MEMBER**

4. **UNFINISHED BUSINESS**

5. **NEW BUSINESS**
   a. Distressed Utility Updates - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.
   i. Shenandoah Junction Public Sewer
   ii. Cave Road Utilities, LLC

b. Dewberry Water and Wastewater Capacity Improvement Fee Analysis, Amendment No. 1
   Amendment No. 1 CTUB CIF.pdf
c. Sewer Capacity Improvement Fee Implementation Process
   CTUB Sewer CIF - Final Tech Memo.pdf
d. Liquid Engineering Water Tank Maintenance Contract
   Liquid Engineering Contract.pdf
e. Snyder Environmental Services - Water Plant 12" Valve Removal and Installation
   SES Quote.pdf

6. **MANAGER REPORTS**
   a. Utility Manager Report
      UB Manager Report January 2022.pdf
   b. Chairman Report

7. **APPROVAL OF BILLS**
   a. January 12, 2022
      Board Report 1.12.22.pdf

8. **ADJOURNMENT**

INFORMATION ONLY

Next Meeting - January 26, 2022 at 4:00 PM

December 15, 2021

The Charles Town Utility Board held a special meeting on December 15, 2021 at 4:00 P.M. Members of the Board present were Daryl Hennessy, Pete Kubic, Duke Pierson, Tommy Stocks and Jacquelyn Milliron. Also present were Kristen Stolipher, April Shultz, Hoy Shingleton, Ashley Stottlemyer, and County Commission Liaison, Caleb Hudson. The Chairman called for changes or corrections to the November 17, 2021 regular meeting minutes. Jacquelyn suggested changes and with no objections, the Board approved the minutes as amended. The Board received a public comment from Councilwoman Elizabeth Ricketts.

The Chairman next opened the floor for discussion on the Dewberry Sewer Capacity Improvement Fee Final Report. Kristen provided that Dewberry prepared a draft final report for the Sewer CIF calculation, however, just prior to the meeting Dewberry received the 2021 ENR value which adjusted the final proposed CIF value from $2,967.00 to $2,930.00 per EDU. Marty Kazmierczak presented a brief overview on the findings of the sewer CIF report while Kristen briefed the Board on the project modifications that were included in determining the calculation. The Board provided comments on the report. Motion by Pete, second by Duke, with discussion from the Board, the Board approved Dewberry's revised sewer CIF calculation of $2,930.00 with the notion the fee would be reviewed periodically. Jacquelyn voted against the motion.

Next, motion by Duke, second by Pete, the Board approved convening into Executive Session to discuss Distressed Utility Updates for Shenandoah Junction Public Sewer and Cave Road Utilities, LLC - 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 and the Utility General Performance Review - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(2)(A) – Matters arising from the appointment, employment of an employee. The Board declared executive session over at 5:30 PM. Motion by Pete, second by Duke, the Board approved a 4% merit increase starting January 1, 2022 for the Utility Manager.

Next on the agenda was the Renewal and Replacement Project/2022 Collection System Project Endorsement. The Chairman provided that earlier in the month, the project ordinance relating to the Collection System Project and the Renewal and Replacement project went before City Council. A question from Council was raised during those discussions whether the Board was in agreeance with the project ordinance. The Chairman commented the Board has acted on the projects over the past months, but not the total project as proposed to City Council. Motion by Tommy, second by Pete, with discussion from the Board, the Board approved the endorsement of the 2022 Collection System Project and recommend that Charles Town City Council approve the project ordinance, moreover, CTUB supports a financing strategy that may include the use of all existing wastewater CIFs and/or additional cash on hand as supported by CTUB's financial advisors. Motion by Jacquelyn, second by Tommy, with discussion from the Board, the Board approved the endorsement of the Renewal & Replacement Project and recommend that Charles Town City Council approve the project ordinance, moreover, CTUB supports a financing strategy that may include the use of all existing wastewater CIFs and/or additional cash on hand as supported by CTUB's financial advisors. Jacquelyn suggested a future discussion on a protocol or procedural schedule for future projects prior to it going to City Council.

The Chairman next opened the floor for discussion on STH Quote – Submersible Pump for Edmond Road Pump Station. Kristen provided the quote is for the purchase of a new submersible pump at the Edmond Road pump station after the existing pump was damaged in a transformer explosion. Motion by Pete, second by Tommy, the Board approved the purchase of a new pump for the Edmond Road pump station.

Next, the Board discussed the 2022 Board Meeting Schedule. Kristen included the 2022 board meeting schedule in the packet. Motion by Jacquelyn, seconded by Pete, the Board approved the 2022 board meeting schedule as presented.

Next on the agenda was Resolution No. 2021-05 – Peter F. Kubic Proclamation. The Chairman read the resolution into the record honoring Pete and his many years of service to the Utility Board. His term expires at the end of the month and he is not applying for reappointment. By motion from Tommy, second by Jacquelyn, the Board approved Resolution 2021-05.

The Utility Manager Report was next addressed. Kristen briefed the Board on this month's sewer and water efforts. She updated the Board on the recent sewer and/or water availability requests. Kristen will also be attending the City Council meeting on December 20th to provide an update on the water and sewer permitting processes, water quality, etc. On December 3rd, City Council held the first reading of Project ordinance. She also provided the NPDES permit is moving forward and the Lloyd's Flat pump station has been decommissioned. The Board provided questions on the report.

Under the Chairman Report, the Chairman reiterated that Kristen will be before City Council on December 20th to discuss water quality and permits. The Board next discussed the Approval of Bills. Motion by Tommy, second by Pete, with discussion from the Board, the Board approved the payment of bills.

With no objections, the Board adjourned the meeting at 6:12 P.M. The January 12th regular meeting will be held beginning at 4:00 p.m.

_____ _____

Chairman Secretary

Dewberry

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December 29, 2021

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

RE: Water and Wastewater Capacity Improvement Fee (CIF) Analyses and Benchmarking Studies, Amendment No. 1

Dear Ms. Stolipher:

This letter shall serve as Amendment No. 1 to our Agreement executed on April 5, 2019.

Amended Scope of Services:

The scope of services is amended to recognize additional services performed and/or required by Dewberry as described below:

- The CIF Agreement was approved in April 2019. Work was originally anticipated to be completed in 2019 or early 2020 and will now extend into early 2022.
  Added Cost for Two-Year Labor Escalation: $2,500

- The original scope anticipated 2, 2-hour web-ex (Teams) workshops with CTUB to review interim work-products and assumptions. In 2021, at least 8 such conference calls have been conducted and the Water CIF effort is ongoing. By the time the overall effort is completed, an estimated 10 or more conference calls will have been conducted. Several additional conference calls were also conducted in 2019 and 2020.
  Added Cost: $4,000

- Several what-if scenarios: Dewberry evaluated options for a 2.0 MGD CT WWTP expansion, 1.0 MGD expansion, 0.6 MGD expansion and no expansion to determine how different size expansions impacted the CIF.
  Added Cost: $1,000

- Dewberry anticipated completing the water and sewer CIFs concurrently, but due to the manner in which capital improvement plans (CIPs) were developed, they now need to be done sequentially.
  Added Cost for executing CIFs sequentially: $2,000

- The original scope included 2, one-hour, in-person, presentations in Jefferson County. One in-person and two Teams meeting have been conducted to date. At least 2 more in-person meetings including preparation time are anticipated to coordinate with City Council and/or CTUB legal counsel as well as present the Water CIF.
  Added Cost for additional presentations: $2,500

In consideration of the above scope revisions, the Agreement is amended to increase the lump sum fee by $12,000 and services are hereby extended through April 2022 to allow added time for completion of the Water CIF and to support CTUB with needed City Council Approvals. The revised lump sum Agreement amount is now $59,000 allocated as follows: $29,500 for the Water CIF and $29,500 for the Sewer CIF.

All other terms and conditions of the Agreement shall remain the same and in full force and effect.

Acceptance:

Sincerely,



Martin A. Kazmierczak, P.E., PMP
Principal Engineer

The terms and conditions of the above Agreement Amendment are accepted and Dewberry is hereby authorized to proceed with the work as amended.

_____ _____
Signature Date

_____
Printed Name

_____
Title

Dewberry

TECHNICAL MEMORANDUM

WASTEWATER CAPACITY IMPROVEMENT FEE (CIF) ANALYSIS AND BENCHMARKING STUDY

Date: December 29, 2021

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

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

Subject: Wastewater CIF Validation and Benchmarking Study

Background

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

Disclaimer

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

Overview of Capacity Improvement Fees

Capacity improvement fees are generally defined as follows:

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

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

Capacity Fee Evaluation

Dewberry reviewed data provided by CTUB, including the following:

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

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

[2] Ibid.

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

Dewberry applied construction cost indices from *Engineering News Record (ENR)* to determine the current asset value for historical assets and to project costs for planned capital projects over the next 10 years. Based on the ENR Index over the last 5 years, a 3.25% annual inflation rate for future construction costs was applied in the CIF evaluation. For historical assets, the asset was also depreciated to account for a reduction in asset value over time. Historical projects that were not undertaken specifically to improve system-wide capacity were not included.

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

In aggregate, $31.2 million in non-growth related costs were identified and $42.4 million in growth-related costs as shown in Attachment A. The non-growth related costs are not applied in the CIF determination.

A debt principal credit calculation was performed on existing and future projected bond-financed projects included in the CIF so that new customers paying the CIF are not charged twice – once when the CIF is paid, and a second time when user rates are paid over time to help retire the debt.[3] The debt principal credit calculation is shown in Attachment B and totals $16.75 million at an anticipated weighted average bond interest rate of 2.99 percent. The resulting net growth-related costs (including the credit) are $25.6 million.

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

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

Parameter	Value	Units
Current Sewer & Treatment System Flow	1.46	MGD
Sewer System & Treatment System Design Capacity	2.85	MGD
Excess Capacity Available	1,390,000	gpd
Flow per Equivalent Dwelling Unit (EDU)	159	gpd per EDU
EDUs Supported by Excess Capacity	8,742	EDUs
Growth Related Costs per Capital Improvement Plan	42,373,051	Dollars
Debt Principal Credit	($16,754,702)	Dollars
Net Growth Related Costs	$25,618,349	Dollars
Calculated CIF	$2,930	Per EDU
Calculated CIF	18.43	Per gpd

Under these assumptions, each new residential EDU would be assessed a fee of $2,930. Each commercial or industrial user would be assessed $18.43 per gpd of capacity.

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

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

Comparable Sewer Service Providers

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

Summary of CIFs for Various Sewer Service Providers

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

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

Results

Dewberry found that there are several sewer service providers within the state of West Virginia that currently impose a CIF, such as the City of Martinsburg and the Berkeley County Public Service Sewer District. Many other sewer service providers from the nearby geographic regions of Virginia and Maryland include, but are not limited to, the City of Frederick, City of Hagerstown, and the Town of Leesburg. The CIFs for these providers ranged from $2,260 to $8,711, with a mean of $4,881, including the proposed CIF for CTUB. Similarly, the normalized price per gpd, based on the service provider's CIF and respective flow per EDU, ranged from $9.04 to $40.00 per gpd, with a mean of $18.04 per gpd.

Dewberry validated the CTUB CIF methodology per AWWA Manual M1 standards and concluded that a CIF of $2,930 per EDU or $18.43 per gpd was appropriate for CTUB (based on 159 gallons as the utility's flow per EDU). Attachment D shows a table and graph of the published CIFs of sewer service providers, ordered least to greatest, in comparison to that of CTUB. Attachment E, similarly, shows a table and a graph of the normalized CIF of these varying sewer service providers, ordered least to greatest, in comparison to that of CTUB.

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

Attachments

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

Attachment A
Charles Town Utility Board
Wastewater Capacity Improvement Fee Analysis

12/22/2021

Name of Improvement	Year Completed or Proposed	Useful Life Yrs	Total Cost of Project	Local Cost to CTUB	Notes	ENR Factor Relative to 2021	Local Replacement Value	Depreciation Percentage Relative to 2021	Replacement Cost New Less Depreciation	Percent System Improvement	Percent Non-Growth Related	Percent Growth Related	Notes	Value for Local Non-Growth System Improvement	Value for Local Growth Related Improvement
Prior Projects															
Tuscawilla Project	2011	30	$ 15,147,192	$ 15,147,192		1.340	$ 20,297,237	33%	$ 13,531,492	100%	42.0%	58.0%	1	$ 5,683,226	$ 7,848,265
Huntfield Project	2013	30	$ 1,500,000	$ 1,500,000		1.270	$ 1,905,000	27%	$ 1,397,000	100%	64.9%	35.1%	2	$ 906,498	$ 490,502
CTWWTP Phase 1 and Tuscawilla Effluent line	2014	40	$ 5,140,290	$ 5,140,290		1.240	$ 6,373,960	18%	$ 5,258,517	100%	71.4%	28.6%	3	$ 3,756,083	$ 1,502,433
2016 Sewer Projects	2016	40	$ 3,895,000	$ 3,895,000		1.170	$ 4,557,150	13%	$ 3,987,506	100%	65.0%	35.0%		$ 2,591,879	$ 1,395,627
		Sub Total	$ 25,682,482	$ 25,682,482			$ 33,133,347		$ 24,174,514					$ 12,937,687	$ 11,236,828
Current & Future 10-Year CIP Projects (Opinions of Probable Cost)															
CTWWTP Renovation Project	2022	30	$ 7,515,200	$ 7,515,200		1.0325	$ 7,759,444	0%	$ 7,759,444	100%	90%	10%		$ 6,983,500	$ 775,944
Collections System project	2022	30	$ 4,861,000	$ 4,861,000		1.0325	$ 5,018,983	0%	$ 5,018,983	100%	70%	30%		$ 3,513,288	$ 1,505,695
Fairfax Parallel line	2023	40	$ 2,500,000	$ 2,500,000		1.0661	$ 2,665,141	0%	$ 2,665,141	100%	0%	100%		$ -	$ 2,665,141
Evitts Run collector line	2025	40	$ 6,250,000	$ 6,250,000		1.1365	$ 7,102,975	0%	$ 7,102,975	100%	0%	100%		$ -	$ 7,102,975
Collections System Upgrade	2027	40	$ 3,250,000	$ 3,250,000		1.2115	$ 3,937,529	0%	$ 3,937,529	100%	70%	30%		$ 2,756,270	$ 1,181,259
CTWWTP Upgrades and Expansion	2030	30	$ 13,800,000	$ 13,800,000	4	1.3336	$ 18,403,043	0%	$ 18,403,043	100%	10%	90%		$ 1,840,304	$ 16,562,738
Collections Project and Pump Stations Project	2031	30	$ 3,250,000	$ 3,250,000		1.3769	$ 4,474,906	0%	$ 4,474,906	100%	70%	30%		$ 3,132,435	$ 1,342,472
		Sub Total	$ 41,426,200	$ 41,426,200			$ 49,362,019		$ 49,362,019					$ 18,225,796	$ 31,136,223
		Totals	$ 67,108,682	$ 67,108,682			$ 82,495,366		$73,536,534					$ 31,163,483	**$ 42,373,051**

Capacity Improvement Fee Determination		
Current Sewer & Treatment System Flow	1.46	MGD
Sewer System & Treatment System Design Capacity	2.85	MGD
Excess Capacity Available	1,390,000	gpd
Flow per Equivalent Dwelling Unit (EDU)	159	gpd/EDU
EDUs Supported by Excess Capacity	8,742	EDUs
Growth Related Costs per Capital Improv. Plan	$ 42,373,051	
Debt Principal Credit	$ (16,754,702)	(See Attachment B)
Net Growth Related Costs	$ 25,618,349	
Calculated Capacity Improvement Fee	**$ 2,930**	per EDU
Calculated Capacity Improvement Fee	$ 18.43	per gpd

	Year	Capital Costs by Year	Growth Costs by Year
	2022	$ 12,778,427	$ 2,281,639
	2023	$ 2,665,141	$ 2,665,141
	2024	$ -	$ -
	2025	$ 7,102,975	$ 7,102,975
	2026	$ -	$ -
	2027	$ 3,937,529	$ 1,181,259
	2028	$ -	$ -
	2029	$ -	$ -
	2030	$ 18,403,043	$ 16,562,738
	2031	$ 4,474,906	$ 1,342,472
Not Included	2032	$ -	$ -
Not Included	2033	$ -	$ -
Not Included	2034	$ -	$ -
Not Included	2035	$ -	$ -
Not Included	2036	$ -	$ -
	TOTAL	$ 49,362,019	$ 31,136,223

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

Attachment B
Debt Principal Credit Calculation

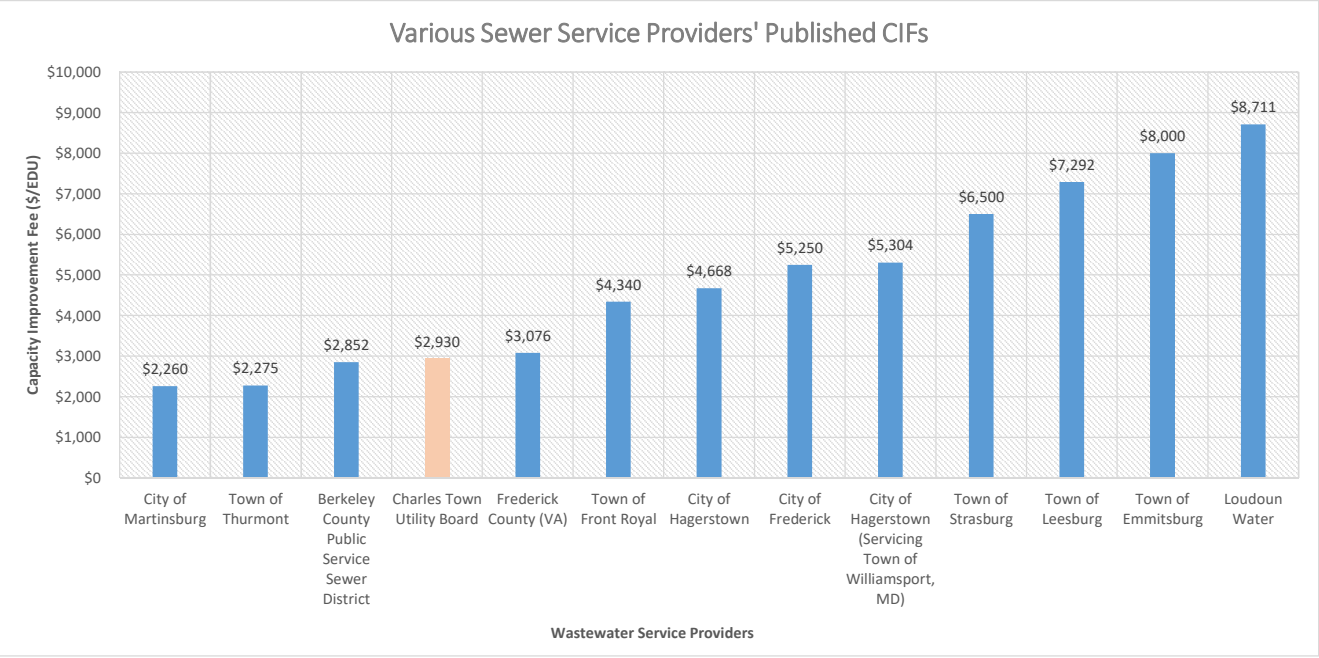
Year	Total Existing Debt Principal (Growth-Related Portion)	Projected New Debt Principal (Growth-Related Portion)	Total Debt Service Principal (Growth-Related Portion)	Present Value of Debt Service Principal (Growth-Related Portion)
2022	$ (392,858)	$ (17,503)	$ (410,361)	$ (410,361)
2023	$ (394,060)	$ (18,203)	$ (412,263)	$ (400,295)
2024	$ (395,290)	$ (18,931)	$ (414,221)	$ (390,519)
2025	$ (396,549)	$ (115,557)	$ (512,106)	$ (468,786)
2026	$ (397,836)	$ (120,179)	$ (518,015)	$ (460,429)
2027	$ (399,154)	$ (124,986)	$ (524,140)	$ (452,348)
2028	$ (400,503)	$ (129,986)	$ (530,488)	$ (444,534)
2029	$ (401,883)	$ (135,185)	$ (537,068)	$ (436,982)
2030	$ (403,295)	$ (382,313)	$ (785,608)	$ (620,648)
2031	$ (404,741)	$ (406,696)	$ (811,437)	$ (622,442)
2032	$ (406,221)	$ (422,964)	$ (829,185)	$ (617,591)
2033	$ (407,736)	$ (439,882)	$ (847,619)	$ (612,992)
2034	$ (409,288)	$ (457,478)	$ (866,765)	$ (608,640)
2035	$ (410,876)	$ (475,777)	$ (886,653)	$ (604,530)
2036	$ (412,502)	$ (494,808)	$ (907,310)	$ (600,655)
2037	$ (414,168)	$ (514,600)	$ (928,768)	$ (597,009)
2038	$ (415,873)	$ (535,184)	$ (951,057)	$ (593,589)
2039	$ (417,620)	$ (556,591)	$ (974,211)	$ (590,387)
2040	$ (419,408)	$ (578,855)	$ (998,264)	$ (587,400)
2041	$ (128,395)	$ (602,009)	$ (730,404)	$ (417,309)
2042	$ (130,272)	$ (626,090)	$ (756,362)	$ (419,593)
2043	$ (114,639)	$ (651,133)	$ (765,772)	$ (412,480)
2044	$ (63,768)	$ (677,179)	$ (740,946)	$ (387,521)
2045	$ (65,521)	$ (704,266)	$ (769,787)	$ (390,917)
2046	$ -	$ (732,436)	$ (732,436)	$ (361,151)
2047	$ -	$ (761,734)	$ (761,734)	$ (364,692)
2048	$ -	$ (792,203)	$ (792,203)	$ (368,269)
2049	$ -	$ (823,891)	$ (823,891)	$ (371,880)
2050	$ -	$ (856,847)	$ (856,847)	$ (375,527)
2051	$ -	$ (891,121)	$ (891,121)	$ (379,210)
2052	$ -	$ (869,997)	$ (869,997)	$ (359,473)
2053	$ -	$ (904,797)	$ (904,797)	$ (362,998)
2054	$ -	$ (940,989)	$ (940,989)	$ (366,558)
2055	$ -	$ (667,689)	$ (667,689)	$ (252,544)
2056	$ -	$ (694,396)	$ (694,396)	$ (255,021)
2057	$ -	$ (722,172)	$ (722,172)	$ (257,522)
2058	$ -	$ (751,059)	$ (751,059)	$ (260,047)
2059	$ -	$ (781,102)	$ (781,102)	$ (262,597)
2060	$ -	$ (28,351)	$ (28,351)	$ (9,254)
Total Debt Principal Credit (Growth Related Portion)			**$**	**(16,754,702)**

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

Service Provider	Geographic Region	Number of Customers	Effective Date of CIF	Published CIF ($/EDU)	Flow per EDU (gpd)	Normalized CIF ($/gpd)
West Virginia						
Charles Town Utility Board	Jefferson County, WV	8,015	PENDING	$2,930	159	$18.43
Berkeley County Public Service Sewer District	Berkeley County, WV	22,970	May 28, 2019 - Present	$2,852	130	$21.94
City of Martinsburg	Berkeley County, WV	6,500	June 1, 2020 - Present	$2,260	250	$9.04
Maryland						
City of Frederick	Frederick County, MD	48,000	December 5, 2019	$5,250	250	$21.00
City of Hagerstown	Washington County, MD	89,000	July 1, 2020 - Present	$4,668	200	$23.34
City of Hagerstown (Servicing Town of Williamsport, MD)	Washington County, MD	2,139	July 1, 2020 - Present	$5,304	200	$26.52
Town of Thurmont	Frederick County, MD	6,200	2013 - Present	$2,275	250	$9.10
Town of Emmitsburg	Frederick County, MD	2,821	2014 - Present	$8,000	200	$40.00
Virginia						
Frederick County (VA)	Frederick County, VA	16,393	2017 - Present	$3,076	250	$12.30
Town of Strasburg	Shenandoah County, VA	2,479	2017 - Present	$6,500	350	$18.57
Town of Leesburg	Loudoun County, VA	16,038	2015 - Present	$7,292	350	$20.83
Loudoun Water	Loudoun County, VA	82,387	2020 - Present	$8,711	275	$31.68
Town of Front Royal	Warren County, VA	6,000	2013 - Present	$4,340	250	$17.36

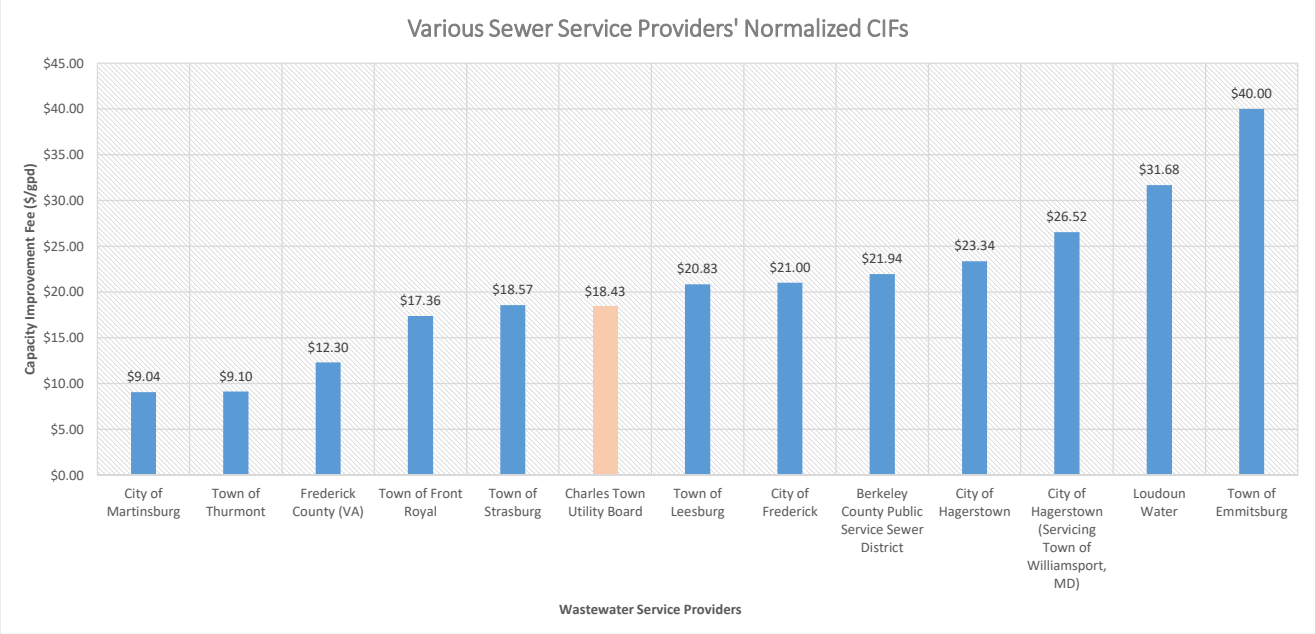
ATTACHMENT D - VARIOUS SEWER SERVICE PROVIDERS' PUBLISHED CIFS

Service Provider	Published CIF ($/EDU)
City of Martinsburg	$2,260
Town of Thurmont	$2,275
Berkeley County Public Service Sewer District	$2,852
Charles Town Utility Board	$2,930
Frederick County (VA)	$3,076
Town of Front Royal	$4,340
City of Hagerstown	$4,668
City of Frederick	$5,250
City of Hagerstown (Servicing Town of Williamsport, MD)	$5,304
Town of Strasburg	$6,500
Town of Leesburg	$7,292
Town of Emmitsburg	$8,000
Loudoun Water	$8,711
Mean Fee:	$4,881



ATTACHMENT E - VARIOUS SEWER SERVICE PROVIDERS' NORMALIZED CIFS

Service Provider	$/GPD
City of Martinsburg	$9.04
Town of Thurmont	$9.10
Frederick County (VA)	$12.30
Town of Front Royal	$17.36
Town of Strasburg	$18.57
Charles Town Utility Board	$18.43
Town of Leesburg	$20.83
City of Frederick	$21.00
Berkeley County Public Service Sewer District	$21.94
City of Hagerstown	$23.34
City of Hagerstown (Servicing Town of Williamsport, MD)	$26.52
Loudoun Water	$31.68
Town of Emmitsburg	$40.00
Mean Dollars per GPD:	$18.04



LIQUID ENGINEERING CORPORATION

Fax – (406) 651-0120

Proposal Number
56945
Please reference the Proposal Number above on all Purchase Orders issued.

Scope of Work – Potable Water Reservoir Maintenance Contract

This Potable Water System Proposal is made this date, by and between **Charles Town Water Department** of the state of **West Virginia**, (hereinafter "Client") and **Liquid Engineering Corporation, of Billings, MT**, (hereinafter "LEC"). LEC will provide all labor, specialty equipment and insurance to evaluate your facilities.

In-Service Inspection

Interior and exterior inspections will review structural, sanitary, safety, security and any installed coating conditions. Reporting will be provided based on water tank inspection criteria, referencing applicable OSHA, EPA, AWWA, TCEQ and NFPA requirements. Minimum items examined will include ladders, shell, roof, vent, manways, welds, seams, foundation, anchors, safety systems, hatches, external overflow and plumbing.

Underwater interior video documentation will be completed with real-time closed circuit high-resolution color underwater video equipment. All pertinent findings will be recorded on DVD format (including dive maintenance technician's findings and narrative summary).

Services will include detailed interior video documentation of the potable water tank(s) / clearwell(s) as described on page two (2).

Underwater Operations – All Dive Maintenance Technicians and associated in-tank equipment are fully disinfected in accordance with AWWA Standard C652-02. All system entries will be conducted in accordance with applicable OSHA regulations pertaining to Diving and Confined Space; including 1910.401 thru 1910.441. Specialty equipment may include but is not limited to; appropriate OSHA climbing and personal fall protection, AWWA and ADCI approved commercial diving equipment dedicated to in-service potable water operations.

In-Service Cleaning (Locust Hill will not be cleaned)

In-service removal of accumulated bottom sediment is accomplished using LEC's proprietary HydroDyne™ cleaning equipment. Normal cleaning prices provided include removal of sediment accumulations up to the first three inches (3") in depth or cubic yards given on reservoir information breakout.[1] Material that cannot be vacuumed with LEC's HydroDyne™ (e.g., concrete, gravel, misc. materials or compact sediment requiring the use of a hand nozzle), is considered debris.[2]

For normal cleaning operations client shall make available an approved discharge location (sewer, cofferdam, etc.) within 300' of the reservoir access hatch. (Site-specific discharge recommendations can be provided by LEC upon request).

Deliverable – Prioritization Schedule

The deliverable provided on site will consist of LEC's checklists, summary recommendations and Immediate Needs Assessment™, which documents discrepancies that require urgent action, and is supplemented by the interior DVD documentation.

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LIQUID ENGINEERING CORPORATION

Proposal Number
56945
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Assumptions - Based upon information obtained via the systems interview conducted for your facility, the following assumptions were made. Should conditions vary from those stated, additional charges could apply.

- Prior to arrival, and during underwater operations, water level in tanks/clearwells to remain full.[3]
- Client's Point-of-Contact will be available for access, as well as authorization of any additional requested work.
- Facilities are accessible with LEC's standard truck/trailer combo (overall length – Crew Cab = 23' / Trailer = 22').[4]
- Access into tanks/clearwells are sufficient for man entry (i.e. 24" dia), with no obstructions in the hatchway.
- Exterior inspections will be performed from the ground, installed ladders, and exterior roof while utilizing installed ANSI & OSHA-certified personal fall protection equipment, without additional scaffolding or rigging.
- There are no special discharge requirements (i.e. long distances / permits).

Miscellaneous

All services provided by LEC will be completed in a professional workmanlike manner according to the Terms and Conditions of this Proposal. Any alteration or deviation from the Terms and Conditions of this Proposal, or additional services, involving additional costs, will be completed only upon written authorization by Client or Client's Authorized Representative.

This Proposal is contingent upon weather, delays or other matters beyond LEC's control. Client will carry fire, tornado, and other necessary insurance. LEC will provide all other required insurance coverage, including, but not limited to, General Liability, Employer Liability and Workmen's Compensation Insurance during all operations (certificate of insurance available upon request).

Term of Contract

LEC agrees to provide the scheduled potable water tank or clearwell maintenance services described above on a revolving basis as stated below, starting in 2022 until the expiration of this Contract, in 2024.

This Contract will provide for three (3) scheduled maintenance dispatches to be completed in calendar years 2022, 2023 and 2024. [Scheduling will be coordinated each maintenance year to provide a mutually acceptable timeframe.]

Tank Group 1 Information 2022

Tank	Capacity	Dimensions	Type	Cubic Yards Included
Keyes Ferry	500,000	147' to the top	Steel welded - elevated	33 (3 inches)
Locus Hill **Inspect Only**	500,000	140' high x 25' dia	Steel welded – o/g	N/A
Route 9	500,000	90' to the top	Steel welded - elevated	33 (3 inches)

Tank Group 2 Information 2023

Tank	Capacity	Dimensions	Type	Cubic Yards Included
6th Avenue Elevated	350,000	Less than 200' to the top	Steel welded - elevated	21 (3 inches)
6th Avenue Standpipe	350,000	100' high x 25' dia	Steel welded – o/g	4.5 (3 inches)

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LIQUID ENGINEERING CORPORATION

Proposal Number
56945
Please reference the Proposal Number above on all Purchase Orders issued.

Tank Group 3 Information 2024

Tank	Capacity	Dimensions	Type	Cubic Yards Included
Huntfield	263,000	170' to the top	Steel welded - elevated	15 (3 inches)
NHZ	1,000,000	110' high x 25' dia	Steel welded – o/g	4.5 (3 inches)

Maintenance Dispatch Year	Tank / Group	Unit Cost
2022	1	$ 5,610.00 / Year
2023	2	$ 4,590.00 / Year
2024	3	$ 4,520.00 / Year
	Total Cost – Maintenance Contract	**$ 14,720.00**

It is the client's responsibility to ensure all transmitting antenna that create unsafe working conditions for LEC employees are deenergized prior to the start of LEC operations in accordance with OSHA Non-Ionizing Radiation protection guidelines as found in 29 CFR 1910.97.

(Prior written approval will be obtained from Client's Authorized Representative for any additional charges outside the Scope described herein).

1. Bottom sediment in excess of three inches or cubic yards stated above will be removed at $3,185.00 per day.
2. Debris removal will be charged at a rate of $3,185.00 per day.
3. Unscheduled delays, which are a direct result of the utility's obligations (i.e. access and water level), may incur standby charges.
4. Access requiring portable set-up (i.e. truck only), will incur an additional setup/tear-down charge.

Pricing above does not include Local, State or Franchise Taxes - if any.

This Proposal, when executed by both parties, shall constitute a binding agreement between the parties. The persons signing on behalf of Client and LEC hereby represent and certify that they are fully empowered to bind the respective parties to this Contract. Client acknowledges that payment is due and payable **Net 30 upon completion of on site work.** Progress billing will be applied on any contract whose duration is longer than ten (10) days. A finance charge on past-due accounts is computed at a periodic rate of 1.5% per month, which is an annual percentage rate of 18%.

In the event Liquid Engineering Corporation is required to bring suit to enforce its rights under this Agreement, to collect any and all payments due and owing under this Agreement, or to otherwise determine, protect or enforce its rights and remedies under the Agreement or at law or equity, Liquid Engineering Corporation will be entitled to recover from the client its reasonable attorney's fees, expert fees, costs and expenses incurred in connection therewith.

Charles Town Water Department
661 S. George Street
Charles Town, WV 25414

Accepted & Agreed per Costing Breakdown
Attached Hereto and by Reference Included Here Under

By: _____

Title: _____

Date: _____

LIQUID ENGINEERING CORPORATION
P.O. Box 80230
Billings, MT 59108

(800) 438-2187 Voice / **(406) 651-0120 Fax**

By: Fred Muller **- Fred Muller**

Title: **President**

Date: **November 12, 2021**

Note: This proposal may be withdrawn if not accepted within 90 days from the above LEC signature date.

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LIQUID ENGINEERING CORPORATION

Proposal Number
56945
Please reference the Proposal Number above on all Purchase Orders issued.

Billing / Invoice Requirements

Please return Accounting / Billing information to Fax – (406) 651-0120 or web@liquidengineering.com

Customer Name: **Charles Town Water Department, WV**

_____

Contact for Accounting/Billing

Name:_____ Title: _____

Phone: _____

Preferred Delivery Method: ____Fax, ____Email, ____Postal Mail ____Other _____

Is a Purchase Order required? ____ Yes, ____ No (Please forward PO when issued)

Fax: _____

Email: _____

Address _____

City _____ State _____ Zip Code _____

Additional Notes/Instructions:

_____

_____

_____

_____

_____

_____

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SNYDER ENVIRONMENTAL SERVICES INC

270 INDUSTRIAL BLVD
KEARNEYSVILLE, WV 25430
Contact: **LISA MILLER**
Phone: **304.725.9140 x235**
Fax:

Quote To: CTUB

Phone:
Fax:

Job Name: REMOVE & REPLACE (4) 12" VALVE
Date of Plans: 12/03/2021
Revision Date:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1000	MOBILIZATION & SCAFFOLD	1.00	LS	4,350.00	4,350.00
2000	REMOVE & REPLACE 12" VALVES	4.00	EA	3,075.00	12,300.00
3000	REMOVE & REPLACE AIR TUBING	1.00	LS	2,940.00	2,940.00

GRAND TOTAL **$19,590.00**

NOTES:

SPECIAL PROVISIONS

Unless a lump sum price is to be paid for the foregoing work and is clearly so stated, it is understood and agreed that the unit price item quantities referred to above are estimates only and that payment shall be made at the stated unit prices on the actual quantities of work performed by SES.

TERMS AND CONDITIONS

Payment in full for all work performed hereunder during any month shall be made not later than the tenth day of the month next following. Final and complete payment for all work performed hereunder shall be made not later than fifteen (15) days after the completion of such work. Interest at the highest legal rate under the laws of the jurisdiction in which the Contract is executed or one and one-half percent (1 1/2%) per month, whichever is less, shall be charged and paid on all unpaid balances from the due date to the date we receive payment. You agree to pay in full all costs and expenses incurred by SES in collecting the amounts owed by you under the Agreement, including any and all court costs and attorney's fees. Payments received will be applied against open items on unpaid invoices in an order and sequence determined by SES in its sole discretion. Any monies paid to you for our work shall be held in trust for our benefit.

We shall not become obligated to perform the work called for under this Contract until your credit has been checked and approved by our Credit Department. This Proposal and Contract shall be null and void if your credit is not approved. If credit conditions become unsatisfactory at any time prior to our completion of the work hereunder, we shall be furnished adequate security upon our request. To the extent that you fail to provide adequate security, we may stop work.

This document is the full agreement between us, regardless of any prior proposals or communications. Any deviations from the specifications or modification of the terms of this Contract and any extra or incidental work, or reductions in work, shall be set forth in writing and signed by both parties prior to making of such change. Any increase or decrease in the Contract price resulting from such change shall be included in such writing. If a time is set for the performance of work, and if, in our judgment, such change or other circumstances beyond our reasonable control will increase the time necessary for our performance, we will be granted a reasonable extension of time.

We will provide and pay for Worker's Compensation Insurance covering our employees, as well as General Liability and Property Damage Insurance. You agree to carry General Liability and Property Damage Insurance sufficient to protect yourself

against any and all claims and liabilities arising from the performance of the work, including but not limited to claims arising under your agreement to indemnify and hold harmless under this Contract. We will also assume responsibility for the collection and payment of Social Security and State Unemployment Taxes applicable to our employees.

We shall be provided with suitable access to the work area. If our work is dependent upon or must be undertaken in conjunction with the work of others, such work shall be so performed and completed as to permit us to perform our work hereunder in a normal uninterrupted single-shift operation

Unless a time for the performance of our work is specified, we shall undertake the work in the course of our normal operating schedule. We shall not be liable for any failure to undertake or complete the work for causes beyond our control, and we may suspend the work for causes beyond our control, including but not limited to fire, flood or other casualty; the presence on or beneath the work site of utilities, facilities, substances, or objects, including but not limited to any substance that in our opinion is hazardous or toxic or the reporting, remediation, or clean-up of which is required by any law or regulation (together "subsurface conditions"); labor disputes or other disagreements; and accidents or other mishaps whether affecting this work or other operations in which we are involved, directly or indirectly.

We shall not be responsible for, and you agree to indemnify and hold us harmless from any suit, claim, liability, cost or expense arising from or in anyway related to: sidewalks, driveways or other improvements located within our work area or designated areas of access, and to adjacent property and improvements; subsurface conditions; and any and all other alleged damages to persons or property, including but not limited to personal injury and death, arising from the performance of the work, unless such alleged damages arise from our sole negligence. You agree to indemnify and protect us and save us harmless from any and all loss, damage, costs, expenses and attorney's fees suffered or incurred on account of your breach of any obligation or covenant of this Contract. It is further understood that we shall not be responsible for any damage to or deterioration of any work whether completed or in process, resulting from any cause or causes beyond our control, including but not limited to design, failure of sub grade or other subsurface conditions, or failure or inadequacy of any labor or materials not furnished or installed by us, whether or not such conditions, or failure or inadequacy was or could have been known at the time our work was undertaken or performed under adverse weather conditions. You agree that the proper jurisdiction and venue for adjudication concerning this Contract is Jefferson County, West Virginia, and you waive any right to jurisdiction and venue in any other place.

If the foregoing meets with your acceptance, please acknowledge acceptance by signing in the space provided and return all copies hereof to us for signatures. Upon its receipt and execution by SES, it is understood the foregoing, including the terms and conditions, will constitute the full and complete agreement between us. The person signing for you below represents that he or she is fully authorized to enter into this Agreement.

This proposal expires thirty (30) days from the date hereof, but may be accepted at any later date at the sole option of SES.

AGREED AND ACCEPTED:

_____ Snyder Environmental Services, Inc.
(Firm Name)

By _____ By _____
Lee Snyder, President

_____
(Printed / Typed Name & Title)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT WILLIAM LANDSAW AT 304.725.9140 X204

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

MEMORANDUM TO THE BOARD OF DIRECTORS

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: January 12, 2022

ADMINISTRATIVE

- Customer Counts
  - Sewer 8,240 (2,038 billed by JUI)
  - Water 6,387

WATER

- Water Strategic Plan update
- Grant update

SEWER

- 2022 Collection System Project/Renewal and Replacement Project updates
  - City Council meeting January 3 – Second Reading and Public Hearing
  - Project Ordinance update and revised schedule
  - Project Funding

INFORMATION

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

Customer Name	Location	Lot Number	CIF Date Paid	Number of Sewer EDUs	Sewer CIF Amount Paid	Number of Water EDU's	Water CIF Amount Paid	
Dan Ryan Builders	Tate Manor	1-6	1/4/2021	6	$ 6,762.00	6	$ 15,456.00	
Dan Ryan Builders	Briar Run	387-389, 391	1/4/2021	4	$ 12,828.00			
Dan Ryan Builders	Tate Manor	7-12	1/25/2021	6	$ 6,762.00	6	$ 15,456.00	
Dan Ryan Builders	Tate Manor	13-18	1/25/2021	6	$ 6,762.00	6	$ 15,456.00	
Stanley Martin	Presidents Pointe	51-56	2/12/2021	6	$ 16,512.00			
DRH	Magnolia Springs	38-41	2/17/2021	4	$ 4,508.00	4	$ 10,304.00	$ 38,640.00
Dan Ryan Builders	Tate Manor	19-24	2/24/2021	6	$ 6,762.00	6	$ 15,456.00	
Dan Ryan Builders	Tate Manor	25-29	2/24/2021	5	$ 5,635.00	5	$ 12,880.00	
DRH	Magnolia Springs	21,23, 32-35, 42-48	3/5/2021	13	$ 14,651.00	13	$ 33,488.00	
DRH	Magnolia Springs	22	3/12/2021	1	$ 1,127.00	1	$ 2,576.00	
DRH	Magnolia Springs	8-10, 18-20, 24-28, 36-37, 66-70	3/17/2021	18	$ 20,286.00	18	$ 46,368.00	
Rockwool	Rockwool		3/31/2021	104.7	$ 117,959.33			
R&D Investments	17 Clems Drive		4/21/2021	1	$ 3,207.00			
Salgato	West Washington Street	45	5/28/2021	1	$ 1,127.00	1	$ 2,576.00	
Lutman	2 Sunlite Dr- Tuscawilla		6/15/2021	1	$ 1,127.00	1	$ 2,576.00	
Uniwest	Jefferson Xing Apartments	7	6/23/2021	36	$ 115,452.00	36	$ 92,736.00	
Jenkins	100 Center Street		6/30/2021	1	$ 1,127.00	1	$ 2,576.00	
Jenkins	203 E 7th Ave		6/30/2021	1	$ 1,127.00	1	$ 2,576.00	
DRH	Magnolia Springs	71-73, 101-102, 114-122, 125-133, 135, 138, 140-149	7/29/2021	35	$ 39,445.00	35	$ 90,160.00	
Wormald	Beallair	142	7/30/2021	1	$ 3,207.00			
Wormald	Beallair	67	7/30/2021	1	$ 3,207.00			
Sudhir Rana	West Burr Industrial Park	5	8/2/2021	1.8	$ 5,772.60			
DHR	Magnolia Springs	134, 139	8/4/2021	2	$ 2,254.00	2	$ 5,152.00	
Wormald	Beallair	149	8/13/2021	1	$ 3,207.00			
McGuire	71 Jefferson Crossing Way (Laundromat)		8/30/2021	7.42	$ 23,795.94	7.42	$ 19,113.92	
Wormald	Beallair	157	9/8/2021	1	$ 3,207.00			
Wormald	Beallair	144	9/17/2021	1	$ 3,207.00			
DRH	Magnolia Springs	74-75, 91-99, 100, 103-113, 123-124, 136-137, 150-164	9/22/2021	42	$ 47,334.00	42	$ 108,192.00	
Wormald	Beallair	139	10/15/2021	1	$ 3,207.00			
Wormald	Beallair	141	11/5/2021	1	$ 3,207.00			
Salgato	Iris Way - Walnut Grove	11D	11/17/2021	1	$ 3,207.00			
Wormald	Beallair	138	12/3/2021	1	$ 3,207.00			
Smith	George Street Extension		12/7/2021	2	$ 2,254.00	1	$ 2,576.00	
Davis	S. Buchannon Street		12/13/2021	1	$ 1,127.00	1	$ 2,576.00	
			Total	**320.92**	$ 494,566.87	**193.42**	$ 498,249.92	

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

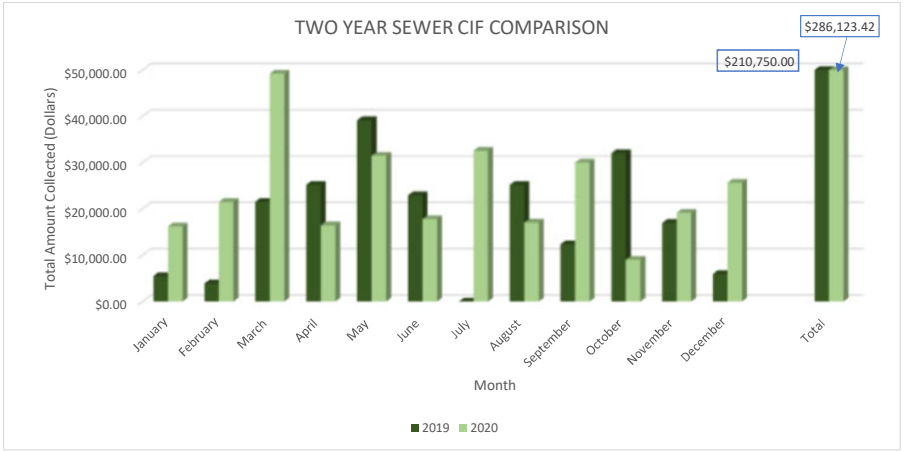
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-21		22	22	$ 33,114.00		$ 33,114.00
Feb-21		21	21	$ 33,417.00	$ 9,750.00	$ 23,667.00
Mar-21		32	136.7	$ 154,023.33		$ 154,023.33
Apr-21		1	1	$ 3,207.00		$ 3,207.00
May-21		1	1	$ 1,127.00		$ 1,127.00
Jun-21	36	3	39	$ 118,833.00		$ 118,833.00
Jul-21		37	37	$ 45,859.00		$ 45,859.00
Aug-21	9.22	3	12.22	$ 35,029.54		$ 35,029.54
Sep-21		44	44	$ 53,748.00		$ 53,748.00
Oct-21		1	1	$ 3,207.00		$ 3,207.00
Nov-21		2	2	$ 6,414.00		$ 6,414.00
Dec-21		4	4	$ 6,588.00		$ 6,588.00
Total 2021	**45.22**	**124**	**320.92**	**$ 494,566.87**	**$ 9,750.00**	**$ 484,816.87**

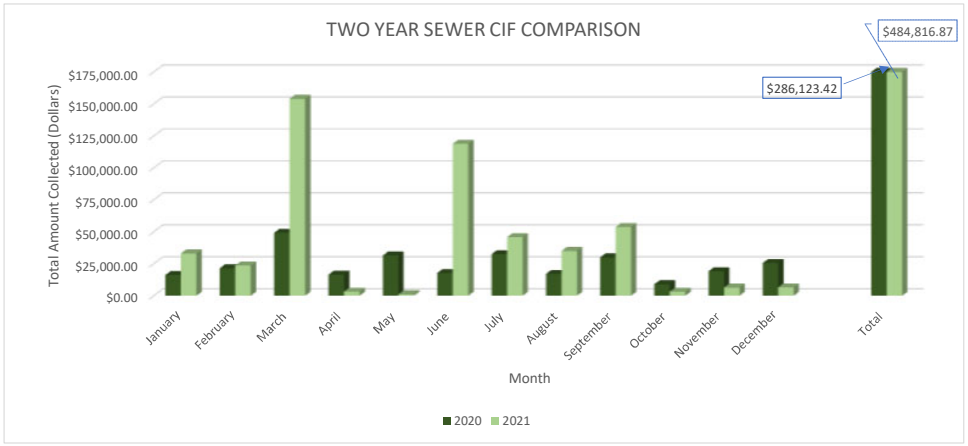
Charles Town Utility Board
2021 Capacity Improvement Fee Collections/EDU for Water

Month	Commercial	Residential	Total Number of EDU's	Total Water CIF
Jan-21		18	18	$ 46,368.00
Feb-21		15	15	$ 38,640.00
Mar-21		32	32	$ 82,432.00
Apr-21		0	0	$ -
May-21		1	1	$ 2,576.00
Jun-21	36	3	39	$ 100,464.00
Jul-21		35	35	$ 90,160.00
Aug-21	7.42	2	9.42	$ 24,265.92
Sep-21		42	42	$ 108,192.00
Oct-21				
Nov-21				
Dec-21		2	2	$ 5,152.00
Total 2021	**43.42**	**108**	**193.42**	**$ 498,249.92**

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

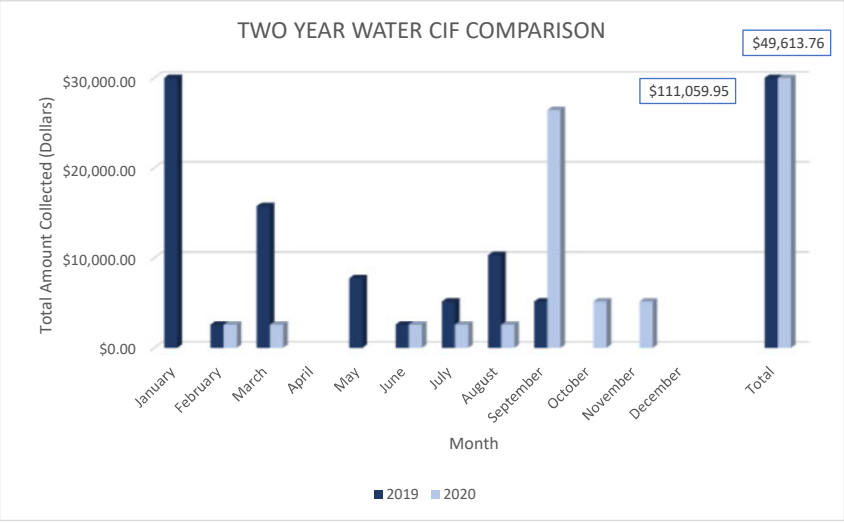
Charles Town Utility Board 2021 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-21		22	22	$ 33,114.00		$ 33,114.00
Feb-21		21	21	$ 33,417.00	$ 9,750.00	$ 23,667.00
Mar-21		32	136.7	$ 154,023.33		$ 154,023.33
Apr-21		1	1	$ 3,207.00		$ 3,207.00
May-21		1	1	$ 1,127.00		$ 1,127.00
Jun-21	36	3	39	$ 118,833.00		$ 118,833.00
Jul-21		37	37	$ 45,859.00		$ 45,859.00
Aug-21	9.22	3	12.22	$ 35,029.54		$ 35,029.54
Sep-21		44	44	$ 53,748.00		$ 53,748.00
Oct-21		1	1	$ 3,207.00		$ 3,207.00
Nov-21		2	2	$ 6,414.00		$ 6,414.00
Dec-21		4	4	$ 6,588.00		$ 6,588.00
Total 2021	**45.22**	**124**	**320.92**	**$494,566.87**	**$9,750.00**	**$484,816.87**

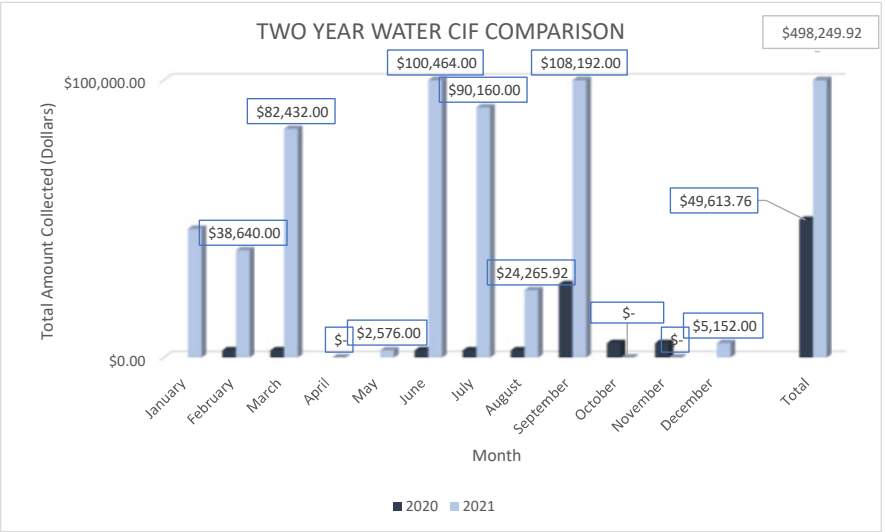




Charles Town Utility Board 2020 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-20				
Feb-20		1	1	$ 2,576.00
Mar-20		1	1	$ 2,576.00
Apr-20				
May-20				
Jun-20		1	1	$ 2,576.00
Jul-20		1	1	$ 2,576.00
Aug-20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

Charles Town Utility Board 2021 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-21		18	18	$ 46,368.00
Feb-21		15	15	$ 38,640.00
Mar-21		32	32	$ 82,432.00
Apr-21				$ -
May-21		1	1	$ 2,576.00
Jun-21	36	3	39	$ 100,464.00
Jul-21		35	35	$ 90,160.00
Aug-21	7.42	2	9.42	$ 24,265.92
Sep-21		42	42	$ 108,192.00
Oct-21				$ -
Nov-21				$ -
Dec-21		2	2	$ 5,152.00
Total 2021	**43.42**	**108**	**193.42**	**$ 498,249.92**





CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	4,667
2016	1.75	419	1.14	0.61	610,000	4,067
2017	1.75	393	1.08	0.67	670,000	4,467
2018	1.75	491	1.34	0.41	410,000	2,733
2019	1.75	459	1.26	0.49	490,000	3,267
2020	1.75	419.7	1.15	0.60	603,333	4,022
2021	1.75	401.61	1.11	0.64	637,500	4,250

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2015	0.5	48	0.13	0.37	370,000	2,467
2016	0.5	49	0.13	0.37	370,000	2,467
2017	0.5	48	0.14	0.36	360,000	2,400
2018	0.5	78	0.21	0.29	290,000	1,933
2019	0.5	55.24	0.15	0.35	350,000	2,333
2020	0.5	1.09	0.16	0.34	340,000	2,267
2021	0.5	32.55	0.099166667	0.400833333	400,833	2,672

Total EDU's available between CT and Tuscawilla	
2015	7,133
2016	6,533
2017	6,867
2018	4,667
2019	5,600
2020	6,289
2021	

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

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

2021		
	Total	AVERAGE
JANUARY	35.83	1.22
FEBRUARY	32.98	1.18
MARCH	36.39	1.17
APRIL	34.33	1.18
MAY	33.24	1.07
JUNE	36.24	1.21
JULY	30.99	1.00
AUGUST	29.94	0.97
SEPTEMBER	36.36	1.17
OCTOBER	29.97	0.97
NOVEMBER	30.12	1.00
DECEMBER	35.22	1.21
Annual Total	401.61	1.11

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

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

2021		
	Total	AVERAGE
JANUARY	0.52	0.07
FEBRUARY	2.22	0.08
MARCH	4.22	0.14
APRIL	1.12	0.04
MAY	0.89	0.03
JUNE	3.37	0.11
JULY	3.9	0.13
AUGUST	3.6	0.12
SEPTEMBER	4.53	0.15
OCTOBER	3.94	0.13
NOVEMBER	3.73	0.12
DECEMBER	0.51	0.07
Annual Total	32.55	0.10

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03498	1,034,980	6,900
2020	2.8	615.64	1.68	1.12	1,117,946	7,453
2021	2.8	601.87	1.64	1.16	1,164,627	7,764

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

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

2021		
	Total	AVERAGE
JANUARY	50,030,727	1,613,894
FEBRUARY	45,304,029	1,618,001
MARCH	50,881,983	1,641,354
APRIL	49,098,224	1,636,607
MAY	53,910,537	1,739,050
JUNE	53,051,728	1,711,346
JULY	53,198,248	1,716,073
AUGUST	54,959,872	1,772,899
SEPTEMBER	49,200,580	1,587,115
OCTOBER	49,336,781	1,591,509
NOVEMBER	45,777,260	1,476,686
DECEMBER	47,118,143	1,519,940
Annual Total	601,868,112	1,635,373

GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	3.06	0.01	0.01	13,213	-

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	283,900	9,158
OCTOBER	265,000	8,548
NOVEMBER	250,800	8,360
DECEMBER	243,500	7,855
Annual Total	1,043,200	8,480

2021		
	Total	AVERAGE
JANUARY	242,200	7,813
FEBRUARY	203,500	7,268
MARCH	241,800	8,636
APRIL	262,300	8,743
MAY	289,700	9,345
JUNE	276,500	8,919
JULY	302,900	9,771
AUGUST	302,900	9,771
SEPTEMBER	227,800	7,348
OCTOBER	285,100	9,197
NOVEMBER	227,200	7,329
DECEMBER	201,500	6,500
Annual Total	3,063,400	8,387

CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.036	0.59	0.00	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	141,900	4,577
OCTOBER	140,300	4,526
NOVEMBER	151,500	5,050
DECEMBER	155,200	5,006
Annual Total	588,900	4,790

2021		
	Total	AVERAGE
JANUARY	150,900	4,868
FEBRUARY	132,900	4,746
MARCH	145,800	5,207
APRIL	152,900	5,097
MAY	177,900	5,739
JUNE	159,000	5,129
JULY	169,600	5,471
AUGUST	177,300	5,719
SEPTEMBER	175,600	5,665
OCTOBER	176,000	5,677
NOVEMBER	151,200	4,877
DECEMBER	143,000	4,613
Annual Total	1,912,100	5,234

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	DEC COLLECTIONS	WATER FUND	WATER		110.76
	PSD NOV COLLECTIONS	SEWER FUND	SEWER		24.63
	NOV COLLECTIONS	SEWER FUND	SEWER		268.55
	DEC COLLECTIONS	SEWER FUND	SEWER		110.76
				TOTAL:	783.26
MIKE WEAVER	CELL REIMBURSEMENT	WATER FUND	WATER		150.00
				TOTAL:	150.00
WIRELESS NETWORKS GROUP, INC.	MISC SVCS, DEC	WATER FUND	WATER		7,430.00
				TOTAL:	7,430.00

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

50	WATER FUND	117,351.73
60	SEWER FUND	342,537.81
	GRAND TOTAL:	459,889.54

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 459,889.54
Security Deposit refunds: 786.27

Total: $ 460,675.81

Note:

Highlighted invoice to be reimbursed for the R&R Project

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	268.00
APRIL SHULTZ	CELL REIMBURSEMENT	WATER FUND	WATER	75.00
	CELL REIMBURSEMENT	SEWER FUND	SEWER	75.00
			TOTAL:	150.00
SPRINT	MONTHLY CELL SERVICE	WATER FUND	WATER	196.68
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	243.12
			TOTAL:	439.80
DAVID STAUBS	CELL REIMBURSEMENT	SEWER FUND	SEWER	150.00
			TOTAL:	150.00
STEPTOE & JOHNSON PLLC	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER	25,067.26
			TOTAL:	25,067.26
STH, INC.	GRINDERPUMP FOR WILTS MHP	SEWER FUND	SEWER	1,965.00
			TOTAL:	1,965.00
ASHLEY STOTTLEMYER	CELL REIMBURSEMENT	WATER FUND	WATER	75.00
	CELL REIMBURSEMENT	SEWER FUND	SEWER	75.00
			TOTAL:	150.00
GERALD TAYLOR CO., INC.	VAC / TRANSPORT	WATER FUND	WATER	450.45
	VAC / TRANSPORT	WATER FUND	WATER	248.10
	VAC / TRANSPORT	WATER FUND	WATER	304.11
	VAC / TRANSPORT	WATER FUND	WATER	266.38
	VAC / TRANSPORT	WATER FUND	WATER	1,096.42
	VAC / TRANSPORT	WATER FUND	WATER	294.97
	PUMP / TRANSPORT	SEWER FUND	SEWER	383.16
	WW TRANSPORTED	SEWER FUND	SEWER	509.85
	WW TRANSPORTED	SEWER FUND	SEWER	611.82
			TOTAL:	4,165.26
THE CI THORNBURG CO, INC.	SRC WTR MNTRNG PNL & PRGRM	WATER FUND	NON-DEPARTMENTAL	4,785.10
			TOTAL:	4,785.10
TYLER TECHNOLOGIES	PO RMVL K4F0N7	WATER FUND	WATER	1,680.00
	RMVL K4F0N7	WATER FUND	WATER	4,300.75-
	MAINT: 2/01/22 - 1/31/23	WATER FUND	WATER	10,142.32
	PO RMVL K4F0N7	SEWER FUND	SEWER	1,680.00
	RMVL K4F0N7	SEWER FUND	SEWER	4,300.76-
	MAINT: 2/01/22 - 1/31/23	SEWER FUND	SEWER	10,142.32
			TOTAL:	15,043.13
USA BLUEBOOK	GLOVES,GREASE SCRAPER,VLVB	SEWER FUND	SEWER	204.76
	GLOVES,GREASE SCRAPER,VLVB	SEWER FUND	SEWER	1,186.10
	GLOVES	SEWER FUND	SEWER	580.61
	GLOVES	SEWER FUND	SEWER	580.61
	GLOVES	SEWER FUND	SEWER	300.20
	GLOVES	SEWER FUND	SEWER	553.11
	GLOVES, BALLAST REPLACEMEN	SEWER FUND	SEWER	368.66
	GLOVES, BALLAST REPLACEMEN	SEWER FUND	SEWER	216.81
			TOTAL:	3,990.86
WAKEFIELD & ASSOCIATES INC	NOV COLLECTIONS	WATER FUND	WATER	268.56

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MISS UTILITY OF WV, INC.	MESSAGE FEES: NOV	WATER FUND	WATER	306.60
			TOTAL:	306.60
JOHN MURPHY, JR	CELL REIMBURSEMENT	SEWER FUND	SEWER	150.00
			TOTAL:	150.00
THOMAS NALLS	DEC TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,518.48
			TOTAL:	3,518.48
LOGICAL CONCEPTS, INC	FLWNGSPRGS,GRNFLDSTH 4-5,B	SEWER FUND	SEWER	393.00
			TOTAL:	393.00
PACE ANALYTICAL SERVICES, LLC	TESTING: PWSID# 3301905	WATER FUND	WATER	663.00
	TESTING: CT WKLY	SEWER FUND	SEWER	173.19
	TESTING: CT WKLY	SEWER FUND	SEWER	187.18
	TESTING: ROCKWOOL MNTHLY	SEWER FUND	SEWER	214.27
	TESTING: USERS QRTLY	SEWER FUND	SEWER	48.99
	TESTING: UIC-1432-15-037	SEWER FUND	SEWER	225.34
	TESTING: PROCESS CONTROL O	SEWER FUND	SEWER	161.12
	TESTING: RCKWL MNTHLY	SEWER FUND	SEWER	214.27
	TESTING: CT WKLY	SEWER FUND	SEWER	186.00
	TESTING: RACETRACK QRTLY	SEWER FUND	SEWER	44.30
			TOTAL:	2,117.66
PRECISION PUMP & VALVE SERVICE, INC.	DERMINE VERTICLE TURBINE A	SEWER FUND	NON-DEPARTMENTAL	17,488.00
			TOTAL:	17,488.00
OSCAR REYES	CELL REIMBURSEMENT	SEWER FUND	SEWER	150.00
			TOTAL:	150.00
ROSS H BARE	RCCOLA PS MISC PRTS/MTRLS	SEWER FUND	SEWER	1,428.46
			TOTAL:	1,428.46
SG PLUMBING, INC.	506 E LIBERTY ST	WATER FUND	WATER	1,688.30
			TOTAL:	1,688.30
SHENANDOAH SALES & SERVICE, INC.	WATER TRUCK: OILCHNG & SVC	WATER FUND	WATER	134.60
	WATER TRUCK: OILCHNG & SVC	WATER FUND	WATER	120.25
	DUMP TRUCK INSPECTION	WATER FUND	WATER	14.00
	WATER TRUCK: SENSORS & OIL	WATER FUND	WATER	927.08
	WATER TRUCK: OIL CHANGE	WATER FUND	WATER	581.99
	SEWER CRANE TRUCK: WELDING	SEWER FUND	SEWER	90.40
	GODWIN@ BRECKENRIDGE	SEWER FUND	SEWER	390.13
	VA TRUCK: FITTING REPAIR	SEWER FUND	SEWER	63.99
	SEWER TRUCK: BRAKES	SEWER FUND	SEWER	204.34
	SEWER TRUCK: RPLC LIGHTS	SEWER FUND	SEWER	73.30
			TOTAL:	2,600.08
LAW OFFICES OF HOY SHINGLETON, L.C.	2021 REFINANCE 12/10- 12/1	WATER FUND	WATER	341.25
	GENERAL 12/2 - 12/18/21	SEWER FUND	SEWER	1,592.50
	SHEN JCT SEWER 12/2 & 12/1	SEWER FUND	SEWER	195.00
	2021 REFINANCE 12/10- 12/1	SEWER FUND	SEWER	341.25
			TOTAL:	2,470.00
ROBBIE SHIPE	CELL REIMBURSEMENT	SEWER FUND	SEWER	150.00
	PRDIEM: CLSS III MTHPRP	SEWER FUND	SEWER	118.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	W/E 12/19/21	WATER FUND	WATER		400.42
	W/E 12/26/21	WATER FUND	WATER		681.05
	W/E 1/2/22	WATER FUND	WATER		567.09
	W/E 12/21/21	SEWER FUND	SEWER		1,076.45
	W/E 12/19/21	SEWER FUND	SEWER		1,398.77
	W/E 12/26/21	SEWER FUND	SEWER		923.68
	W/E 1/2/22	SEWER FUND	SEWER		843.86
				TOTAL:	7,069.17
GWIN DOBSON & FOREMAN INC	WWTP UPGRADE	SEWER FUND	NON-DEPARTMENTAL		2,410.16
				TOTAL:	2,410.16
HACH COMPANY	SPADNS2 FLUORIDE RGT, ACCU	WATER FUND	WATER		261.60
	SERVICE PARTNERSHIP RENEWA	WATER FUND	WATER		17,467.00
	SERVICE PARTNERSHIP RENEWA	SEWER FUND	SEWER		9,127.00
				TOTAL:	26,855.60
PROTOUCH COMMUNICATIONS, LLC	DEC SVCS: AFTER-HRS EMERGE	WATER FUND	WATER		165.38
				TOTAL:	165.38
INWOOD QUARRY, INC.	C2 PICKUPS: 12/29/21	WATER FUND	WATER		604.89
	C2 & I8 PICKUPS: 1/04/22	WATER FUND	WATER		765.02
				TOTAL:	1,369.91
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER		531.18
	SHREDDING, STORAGE	SEWER FUND	SEWER		531.17
				TOTAL:	1,062.35
JEFFERSON PUBLISHING COMPANY	12/15 NOTICE: SWR SYS IMPR	SEWER FUND	SEWER		471.18
				TOTAL:	471.18
JNO S SOLENBERGER & CO., INC	FITTING, STRAPPING, BUCKLE	SEWER FUND	SEWER		545.73
				TOTAL:	545.73
KABLE EXCAVATING, LLC	LOADER 963C 12/02/21	WATER FUND	WATER		765.00
	LLOYD'S PROJECT MATERIAL	SEWER FUND	SEWER		7,377.72
				TOTAL:	8,142.72
J.C. KUNKLE & ASSOCIATES, A.C.	PROFF SVCS 11/01 - 11/30/2	WATER FUND	WATER		4,588.00
	PROFF SVCS 11/01 - 11/30/2	SEWER FUND	SEWER		9,962.00
				TOTAL:	14,550.00
TRAVIS MARKLEY	CELL REIMBURSEMENT	WATER FUND	WATER		75.00
	CELL REIMBURSEMENT	SEWER FUND	SEWER		75.00
				TOTAL:	150.00
DAVID MARTIN	CELL REIMBURSEMENT	WATER FUND	WATER		75.00
	CELL REIMBURSEMENT	SEWER FUND	SEWER		75.00
				TOTAL:	150.00
MCKINNEY'S AUTO REPAIR	WATER TRUCK ANTIFREEZE	WATER FUND	WATER		25.18
	OIL WATER TRUCK	WATER FUND	WATER		9.99
				TOTAL:	35.17
MID ATLANTIC STORAGE SYSTEMS	120' LIFT FOR REPAIR ON TA	WATER FUND	WATER		2,012.70
				TOTAL:	2,012.70

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	VBHC72-12W-44-33NL 5/8X3/4	WATER FUND	WATER		3,049.80
				TOTAL:	4,857.77
COYNE CHEMICAL	AMMONIUM SULFATE 40%	WATER FUND	WATER		1,183.00
	CP 837	WATER FUND	WATER		2,760.00
	AMMONIUM SULFATE, HYDROFLU	WATER FUND	WATER		2,346.35
	ZETAG 8868 FS	SEWER FUND	SEWER		8,483.36
				TOTAL:	14,772.71
CRYSTAL SPRINGS	MONTHLY SVC@ 661 S GEORGE	WATER FUND	WATER		44.85
	MONTHLY SVC@ 661 S GEORGE	SEWER FUND	SEWER		44.84
				TOTAL:	89.69
D.R. HORTON, INC.	GRVTYSWR INSTLL 4-7 DECOMM	SEWER FUND	NON-DEPARTMENTAL		96,299.00
	GRVTY SWR CNNCT TATE MANOR	SEWER FUND	NON-DEPARTMENTAL		86,112.00
				TOTAL:	182,411.00
DEWBERRY ENGINEERS INC	WA & WW CIFS: THRU 11/26/2	WATER FUND	WATER		4,700.00
	WA & WW CIFS: THRU 11/26/2	SEWER FUND	SEWER		2,350.00
				TOTAL:	7,050.00
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLGICAL TEST	WATER FUND	WATER		120.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		100.00
	BACTERIOLGICAL TEST	WATER FUND	WATER		100.00
				TOTAL:	320.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER		2,943.36
	INSTALLMENT	SEWER FUND	SEWER		2,312.64
				TOTAL:	5,256.00
ENVIRONMENTAL SYSTEMS RESEARCH INSTITU	MAPNG YRLY MNT: 4/1/22-3/3	SEWER FUND	SEWER		1,500.00
				TOTAL:	1,500.00
FIFTH THIRD BANK	PCARD 4726	WATER FUND	WATER		1,654.37
	PCARD 4726	WATER FUND	WATER		1,081.14
	PCARD 4726	WATER FUND	WATER		1,130.08
	PCARD 4726	WATER FUND	WATER		169.53
	PCARD 4726	WATER FUND	WATER		227.71
	PCARD 4726	WATER FUND	WATER		86.48
	PCARD 4726	WATER FUND	WATER		299.40
	PCARD 4726	WATER FUND	WATER		26.65
	PCARD 4726	SEWER FUND	NON-DEPARTMENTAL		3,700.00
	PCARD 4726	SEWER FUND	SEWER		2,460.38
	PCARD 4726	SEWER FUND	SEWER		915.23
	PCARD 4726	SEWER FUND	SEWER		135.36
	PCARD 4726	SEWER FUND	SEWER		66.44
	PCARD 4726	SEWER FUND	SEWER		23.24
	PCARD 4726	SEWER FUND	SEWER		986.63
	PCARD 4726	SEWER FUND	SEWER		105.66
				TOTAL:	13,068.30
FRONTIER COMMUNICATIONS	304-876-9970-121914-4	WATER FUND	WATER		91.79
	304-876-2120-111514-4	WATER FUND	WATER		91.79
				TOTAL:	183.58
GUTTMAN ENERGY	W/E 12/21/21	WATER FUND	WATER		1,177.85

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
AMERIGAS	TANK RENTAL: SOUTH PAW	SEWER FUND	SEWER		136.99
	TANK RENTAL: DEERFIELD	SEWER FUND	SEWER		113.30
				TOTAL:	250.29
APPLIED INDUSTRIAL TECHNOLOGIES	FINISHED BORE	SEWER FUND	SEWER		362.99
	AIR FILTERS FOR TWWTP	SEWER FUND	SEWER		327.09
				TOTAL:	690.08
ASSURED PARTNERS	3RD QTR PCKG INSTLMNT	WATER FUND	WATER		15,023.17
	3RD QTR PRFSSNL INSTLLMNT	WATER FUND	WATER		1,189.00
	3RD QTR EXCSS INSTLLMNT	WATER FUND	WATER		880.50
	ADDCITY AS AI: EFFCTV 12/1	WATER FUND	WATER		25.64
	3RD QTR PCKG INSTLMNT	SEWER FUND	SEWER		15,023.16
	3RD QTR PRFSSNL INSTLLMNT	SEWER FUND	SEWER		1,189.00
	3RD QTR EXCSS INSTLLMNT	SEWER FUND	SEWER		880.50
	ADDCITY AS AI: EFFCTV 12/1	SEWER FUND	SEWER		25.64
				TOTAL:	34,236.61
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	ROTATING ASSEMBLY REBUILDS	SEWER FUND	SEWER		865.00
	MIXER AT TUSC	SEWER FUND	SEWER		3,222.22
				TOTAL:	4,087.22
JP & RF BURNS PARTNERSHIP	DEC LOADS - 54	SEWER FUND	SEWER		9,666.00
				TOTAL:	9,666.00
BRODY CARPER	CELL REIMBURSEMENT	SEWER FUND	SEWER		150.00
				TOTAL:	150.00
CHARLES TOWN UTILITY BOARD	WATER DECEMBER FUNDING	WATER FUND	NON-DEPARTMENTAL		9,669.32
				TOTAL:	9,669.32
CITY NATIONAL BANK	LOCKBOX SERVICES: DEC	WATER FUND	WATER		1,681.09
	LOCKBOX SERVICES: DEC	WATER FUND	WATER		722.36
	LOCKBOX SERVICES: DEC	SEWER FUND	SEWER		1,681.09
	LOCKBOX SERVICES: DEC	SEWER FUND	SEWER		722.36
				TOTAL:	4,806.90
CITY OF CHARLES TOWN	JAN RENT@ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	NOV UTILITIES@ 661 S GEORG	WATER FUND	WATER		459.80
	JAN RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
	NOV UTILITIES@ 661 S GEORG	SEWER FUND	SEWER		459.80
				TOTAL:	3,469.60
CLIFFS CLEANING SERVICE	DEC CLEANING	WATER FUND	WATER		125.00
	DEC CLEANING	WATER FUND	WATER		365.00
	DEC CLEANING	SEWER FUND	SEWER		200.00
	DEC CLEANING	SEWER FUND	SEWER		100.00
	DEC CLEANING	SEWER FUND	SEWER		365.00
				TOTAL:	1,155.00
COMCAST BUSINESS	8299 31 008 0138502	WATER FUND	WATER		180.58
	8299 31 008 0138502	SEWER FUND	SEWER		180.57
				TOTAL:	361.15
CORE & MAIN	CPLG, INSRT, SETTER, FRAME	WATER FUND	WATER		1,557.10
	FC202-1438-CC3, FB1000-3NL	WATER FUND	WATER		250.87