CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, OCTOBER 27, 2021

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of October 13, 2021 Regular Meeting Minutes
   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/82840137723?pwd=QVdUTGJLWC83c0x3akNIeGNoa241QT09

   Meeting ID: 828 4013 7723
   Passcode: 547438
   +1 301 715 8592 US

3. **UNFINISHED BUSINESS**
   a. Capacity Improvement Fee Assumption Review
   CTUB Sewer 2021 CIF - Rev F - Attachment A.pdf
   CIF Input Parameters.pdf

4. **NEW BUSINESS**
   a. Hollywood Casino Sewer User Agreement
   CTUB Sewer User Agreement - Hollywood Casino.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
   b. Chairman Report
   i. Safe Drinking Water Collaborative Steering Committee

6. **APPROVAL OF BILLS**
   a. October 27, 2021
      Board Report.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - November 17, 2021 at 4:00 PM

October 13, 2021

The Charles Town Utility Board held a regular meeting on October 13, 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 (via Zoom), April Shultz, Hoy Shingleton and Ashley Stottlemyer. The Chairman called for changes or corrections to the September 22, 2021 regular meeting minutes. Jacquelyn suggested changes and with no objections, the Board approved the minutes as amended. The Board received no public comments.

The Chairman next opened the floor for discussion on the Fairfax Boulevard Water and Sewer Alternative Mainline Extension Agreement. Kristen mentioned that Hoy worked with the City of Ranson attorney to revise the agreements based on the comments from the Board. She also provided an exhibit which illustrates 12% of the water line would be providing future related benefits and requested the Board keep this clarification in mind when using CIF's to fund this project. The Board held discussions. Motion by Tommy, second by Duke, with discussions from the Board, to amend the Fairfax Boulevard Water AMEA with the understanding that 12% of the project would be covered by CIF's. Motion by Duke, second by Tommy, the Board approved to amend the motion and add language to the agreement to not exceed $80,000.00 for project costs. The Board approved the amended motion 3-1, Jacquelyn opposed as she did not agree with the 12% calculation.

Next discussed was the Greenhill Task Order. Last month, Kristen provided the scope of work by RK&K would be to evaluate the necessary upgrades needed to serve the Greenhill development. After reviewing the scope and Board Resolution that addresses the Developer Policy, she explained that CTUB is responsible for the analysis from the point of connection to the point of treatment and evaluate any necessary upgrades as a result of the impact of the development. Motion by Pete, second by Duke, with discussion from the Board, to take the agenda item off the table and approve the RK&K task order. The Board approved the motion 3-1, Jacquelyn opposed as she was against raising the debt ceiling in this area without a guarantee on a return.

The Board next held a discussion on the RK&K – Final Facility Plan review. Kristen provided that RK&K has completed the Facility Plan and addressed comments suggested by the Board. Rhiannon from RK&K reviewed the total project costs of $4.8 million. The Board provided additional comments and questions on the plan. Kristen mentioned she has a meeting scheduled with the State to review the prior commitment from the PSD which includes a $2.8 million loan from Clean Water State Revolving Fund with an interest rate of .25% and administrative fee of .25%, plus a $500,000 green grant. Motion by Pete, second by Tommy, the Board approved the submission of the Facility Plan to WV IJDC to begin financing of the collections project.

Next discussed was Dewberry – Capacity Improvement Fee Overview and Update. Marty Kazmierczak and Michael Dewberry from Dewberry provided an overview on sewer CIF's. They gave the Board a brief overview of the growth projections, CIF methods, calculations and example rate approaches by the surrounding utilities. The draft CIF was calculated at $2,121 per EDU based on the future projects, growth, etc. Dewberry will also work on drafting a water CIF once the Water Capital Improvement Planning is complete. The Board provided comments and questions on the presentation. The Board will discuss the assumptions at the November meeting to provide feedback to Dewberry on both the sewer and water fees.

The Utility Manager Report was next addressed. Kristen briefed the Board on this month's sewer and water efforts including the continued work on the spring and well evaluation for the backup water source, the submission of the R&R sewer project application and a meeting with the property owners of Cave Quarter Estates. She also reported the PSC report was submitted for both water and sewer by

staff and the Hale Road and County Green connections were completed so those pump stations can be decommissioned.

Under the Chairman Report, the Chairman provided an update on the ARPA funding discussion with the County Commission that was held earlier in the day. Jacquelyn provided an update on the Safe Drinking Water Collaborative Steering Committee meeting she attended and requested an agenda item to discuss this at a future meeting. The Board next discussed the Approval of Bills. Motion by Tommy, second by Duke, the Board approved the payment of bills.

With no objections, the Board adjourned the meeting at 5:56p.m. The October 22nd regular meeting will be held beginning at 4:00 p.m.

_____ _____

Chairman Secretary

Attachment A
Charles Town Utility Board
Capacity Improvement Fee Analysis

10/7/2021

Name of Improvement	Year Completed or Proposed	Useful Life Yrs	Total Cost of Project	Local Cost to CTUB	Notes	ENR Factor Relative to 2021	Local Replacement Value	Depreciation Percentage Relative to 2021	Replacement Cost New Less Depreciation	Percent System Improvement	Percent Non-Growth Related	Percent Growth Related	Notes	Value for Local Non-Growth System Improvement	Value for Local Growth Related Improvement
Prior Projects															
Tuscawilla Project	2011	30	$ 15,147,192	$ 15,147,192		1.350	$ 20,448,709	33%	$ 13,632,473	100%	42.0%	58.0%	1	$ 5,725,639	$ 7,906,834
Huntfield Project	2013	30	$ 1,500,000	$ 1,500,000		1.280	$ 1,920,000	27%	$ 1,408,000	100%	64.9%	35.1%	2	$ 913,636	$ 494,364
CTWWTP Phase 1 and Tuscawilla Effluent line	2014	40	$ 5,140,290	$ 5,140,290		1.250	$ 6,425,363	18%	$ 5,300,924	100%	71.4%	28.6%	3	$ 3,786,374	$ 1,514,550
2016 Sewer Projects	2016	40	$ 3,895,000	$ 3,895,000		1.180	$ 4,596,100	13%	$ 4,021,588	100%	65.0%	35.0%		$ 2,614,032	$ 1,407,556
		Sub Total	$ 25,682,482	$ 25,682,482			$ 33,390,172		$ 24,362,984					$ 13,039,680	$ 11,323,304
Current & Future 10-Year CIP Projects (Opinions of Probable Cost)															
Collections System project	2022	40	$ 4,861,000	$ 4,861,000		1.0343	$ 5,027,732	0%	$ 5,027,732	100%	70%	30%		$ 3,519,413	$ 1,508,320
Fairfax Parallel line	2023	40	$ 2,500,000	$ 2,500,000		1.0698	$ 2,674,441	0%	$ 2,674,441	100%	0%	100%		$ -	$ 2,674,441
Evitts Run collector line	2025	40	$ 6,250,000	$ 6,250,000		1.1444	$ 7,152,636	0%	$ 7,152,636	100%	0%	100%		$ -	$ 7,152,636
Collections System Upgrade	2027	40	$ 3,250,000	$ 3,250,000		1.2243	$ 3,978,895	0%	$ 3,978,895	100%	50%	50%		$ 1,989,448	$ 1,989,448
CTWWTP Upgrades	2030	30	$ 18,750,000	$ 18,750,000	4	1.3546	$ 25,399,197	0%	$ 25,399,197	100%	30%	70%		$ 7,619,759	$ 17,779,438
Collections Project and Pump Stations Project	2031	30	$ 3,250,000	$ 3,250,000		1.4011	$ 4,553,534	0%	$ 4,553,534	100%	50%	50%		$ 2,276,767	$ 2,276,767
		Sub Total	$ 38,861,000	$ 38,861,000			$ 48,786,436		$ 48,786,436					$ 15,405,387	$ 33,381,050
		Totals	$ 64,543,482	$ 64,543,482			$ 82,176,608		$73,149,421					$ 28,445,067	**$ 44,704,354**

Capacity Improvement Fee Determination

Current Sewer & Treatment System Flow	1.46	MGD
Sewer System & Treatment System Design Capacity	3.25	MGD
Excess Capacity Available	1,790,000	gpd
Flow per Equivalent Dwelling Unit (EDU)	159	gpd/EDU
EDUs Supported by Excess Capacity	11,258	EDUs
Growth Related Costs per Capital Improv. Plan	$ 44,704,354	
Debt Principal Credit	$ (20,826,804)	(See Attachment B)
Net Growth Related Costs	$ 23,877,549	
Calculated Capacity Improvement Fee	**$ 2,121**	per EDU
Calculated Capacity Improvement Fee	$ 13.34	per gpd

	Year	Capital Costs by Year	Growth Costs by Year
	2022	$ 5,027,732	$ 1,508,320
	2023	$ 2,674,441	$ 2,674,441
	2024	$ -	$ -
	2025	$ 7,152,636	$ 7,152,636
	2026	$ -	$ -
	2027	$ 3,978,895	$ 1,989,448
	2028	$ -	$ -
	2029	$ -	$ -
	2030	$ 25,399,197	$ 17,779,438
	2031	$ 4,553,534	$ 2,276,767
Not Included	2032	$ -	$ -
Not Included	2033	$ -	$ -
Not Included	2034	$ -	$ -
Not Included	2035	$ -	$ -
Not Included	2036	$ -	$ -
	TOTAL	$ 48,786,436	$ 33,381,050

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 2.75 MGD

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Key Input Parameters

Parameter	Model Value	Impact on CIF
Capital Cost of Projects and Year Built	See Attachment A	
Growth-Related Percentage for each Project	See Attachment A (0-100%)	↑ Growth Percentage → CIF ↑
Cost Adjustments to 2021	Based on Engineering News Record (ENR) Index Values for each of the last 20 years	
Excess Treatment Capacity	1.79 Million Gallons per Day	↑ Excess Capacity → CIF ↓
Cost Adjustments to Future Years	3.43% per year (Based on ENR Values over the last 5 years)	↑ ENR Index Increase → CIF ↑
Useful Life of Asset (for Depreciation)	30-40 years depending on asset	↑ Useful Life → CIF ↑
Connection Rate per Year (Equivalent Dwelling Units, EDUs)	284 EDUs per Year	↑ EDUs/Year → CIF ↑
Flow per Equivalent Dwelling Unit	159 gallons per day per EDU	↑ Flow/EDU → CIF ↑
Weighted Average Bond Rate—Historical	Ranges From 0% (e.g., Tuscawilla) To 2.75% (2016 Sewer Projects)	↑ Bond Rate → CIF ↑
Projected Bond Rate—Future Projects	4.0%	↑ Flow/EDU → CIF ↑

SEWER USER AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of October 2021, by and between the Charles Town Utility Board, a West Virginia Municipal Corporation, ("CTUB"), and Hollywood Casino at Charles Town Races ("Hollywood Casino") (collectively, the "Parties").

W I T N E S S E T H:

WHEREAS, CTUB owns, operates and maintains a sewer treatment and collection system in Jefferson County, West Virginia (the "System");

WHEREAS, Hollywood Casino owns and operates a business enterprise in Jefferson County at Charles Town, West Virginia (the "Hollywood Casino Facilities");

WHEREAS, Hollywood Casino has determined that it is in its best interest to utilize CTUB's System for the Hollywood Casino Facilities' sewer treatment needs, and CTUB has agreed to provide limited sewer treatment services to the Hollywood Casino Facilities as defined in the WVDEP Permit Modification; and

WHEREAS, Hollywood Casino has designed or will design facilities necessary to measure and convey its Industrial Wastewater to a CTUB pump station owned and operated by CTUB on Marshall Street in Ranson. Hollywood Casino will construct, own, operate and maintain said facilities that deliver its Industrial Wastewater to the CTUB pump station.

NOW THEREFORE, in consideration of the Parties' mutual obligations and interests, the covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CTUB and Hollywood Casino agree:

1. General Duty: The Parties acknowledge that operation of the System is subject to West Virginia NPDES permit limitations, terms and conditions and state and federal limitations. Hollywood Casino agrees to conduct its operations in a manner to ensure continued compliance with the WV/NPDES Permit and applicable state and federal law and to ensure that generated wastewaters do not cause treatment plant upsets resulting in added cost burden for operating supplies, utilities, etc., or cause the death (partial or total) of the biological system. Should such upsets occur due to the nature or characteristics of Hollywood Casino wastewater, Hollywood Casino shall pay a proportional share of additional costs to bring operations back to normal equal to the proportion of its cause of the upset.

2. Hollywood Casino agrees that the rates and charges for sewer service will be consistent with CTUB's sewer tariff on file with the Public Service Commission of West Virginia. Upon prior written notice, CTUB may impose a surcharge to Hollywood Casino based on unusual characteristics of Hollywood Casino's waste stream. The amount of any surcharge will be based upon the anticipated increased cost for collection and treatment of Hollywood Casino's wastewater.

3. In the event that the Hollywood Casino is required to operate a wastewater treatment facility to comply with the effluent limitations in the CTUB NPDES permit (now or in the future), Hollywood Casino will provide evidence of a Class C Wastewater Operator on site or contractual arrangement by the party to operate and maintain the Hollywood Casino sewer system.

4. Provide by the 10th of each month, an eDMR inclusive of mandated flow and parameters as directed by the WVDEP under the Industrial User Section of Charles Town's NPDES Permit WV0022349. All sampling shall be conducted in accordance with WVDEP and Bureau of Public Health requirements. All laboratory testing shall be conducted by a West Virginia certified laboratory. All test results shall be provided as supporting documents with the eDMR. CTUB may request that Hollywood Casino utilize the same laboratory as CTUB for eDMR purposes. Upon such request, Hollywood Casino shall utilize the same laboratory as CTUB for eDMR purposes unless Hollywood Casino determines such request as unreasonable.

5. Provide with application to the Board a single copy of the internal and external plumbing plans for the facility for incorporation into the record.

6. CTUB shall not be liable for any damage or failure, or operation and maintenance of, the sewer lines, sewer laterals, forcemains, pumps, sewer collection system or any other equipment or facilities Hollywood Casino constructs or installs upstream of the connection with the CTUB System.

7. CTUB shall not be responsible for any cost associated with the connection from the Hollywood Casino Facilities to the CTUB system.

8. The term of this Agreement shall be two (2) years from and including the date on which CTUB begins providing sewer service to the Hollywood Casino Facilities ("Initial Term"). After expiration of the Initial Term, this Agreement shall automatically renew for successive one (1) year periods unless and until terminated by either party by providing the other party ninety (90) days written notice by certified mail, return receipt requested.

9. Indemnity: Notwithstanding any other provision of this or any other agreement between Hollywood Casino and CTUB, Hollywood Casino shall indemnify, defend (at CTUB's option) and hold CTUB and its directors, officers, employees and agents, harmless from and against any actual or alleged claims, damages, losses, penalties, based on any bodily injury, sickness, disease or death, injury to or destruction of tangible property, or violation of law arising out of the provision of wastewater collection and treatment services to Hollywood Casino hereunder.

10. Fines or Penalties: Any fine or penalty levied by federal, state or local agencies resulting from noncompliance with the WV/NPDES Permit arising from or related to Hollywood Casino's ownership, operation or maintenance of Hollywood Casino's Facilities shall be the sole responsibility of Hollywood Casino.

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11. In recognition of the fact that the rights and obligations of the Parties hereunder are individually negotiated and specific to the Parties, this Agreement shall not be assignable by either party without the consent of the other party, which consent shall not be unreasonably withheld.

12. All notices or other communications provided for or permitted hereunder shall be in writing and shall be served on the Parties at the addresses set forth below. Any such notice shall be given or served by United States certified mail, postage pre-paid, return receipt requested. Notice given in accordance herewith shall be effective upon the earlier to occur of actual delivery to the address of the addressee or refusal of receipt by the addressee (even if such addressee refused delivery thereof). A party's address may be changed by written notice to the other party, but shall not become effective until such notice is actually received. Notices given by counsel for a party shall be deemed given by that party.

Hollywood Casino at Charles Town Races
Attn: Scott Saunders
PO Box 551
Charles Town, WV 25414

Charles Town Utility Board.
Attn: Kristen Stolipher, Utility Manager
661 South George Street, Suite 101
Charles Town, West Virginia 25414

13. This Agreement embodies the entire agreement between the Parties and supersedes all prior agreements and understandings, whether oral or written, express or implied. This Agreement may be modified or supplemented only by a written document signed by an authorized representative of each party.

14. This Agreement shall be governed in all respects by the laws of the State of West Virginia.

15. This Agreement may be signed in counterparts, which together shall constitute one agreement. If this Agreement is signed in counterparts, the Parties shall be bound until each of them has duly executed, or caused to be duly executed, a counterpart of this Agreement.

16. The Parties acknowledge that their respective counsel have reviewed and revised this Agreement and hereby agree that the normal rule of construction—to the effect that any ambiguities are to be resolved against the drafting party—shall not be employed in interpretation of this Agreement or any exhibits or amendments hereto.

17. The failure by either of the Parties to enforce against the other any term or provision of this Agreement shall not be deemed a waiver of such party's right to enforce against the other party the same or any other such term or provision in the future.

[*Signature Page Follows*]

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In witness hereof, the Parties have signed this Agreement as of the day and year first written above.

Charles Town Utility Board

_____
By: Kristen Stolipher
Its: Utility Manager

Hollywood Casino at Charles Town Races

_____
By: _____
Its: _____

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STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON; to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____ 2021, by Kristen Stolipher, who is the Utility Manager of the Charles Town Utility Board.

My commission expires: _____.

_____
Notary Public

[SEAL]

DRAFT

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON; to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____ 2021, by _____, who is the designated representative of Hollywood Casino at Charles Town Races.

My commission expires: _____.

_____
Notary Public

[SEAL]

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VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 224,230.03
Security Deposit refund: 87.98

Total: $ 224,318.01

Note:

Highlighted invoice to be reimbursed for the R&R Project

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	FORD F350- OIL CHANGE	SEWER FUND	SEWER		143.82
	FORD F150- OIL CHANGE	SEWER FUND	SEWER		136.47
	JETTER- WINTERIZE	SEWER FUND	SEWER		105.00
				TOTAL:	1,859.46
STEPTOE & JOHNSON PLLC	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER		17,038.52
	GENERAL EMPLOYER COUNSELIN	SEWER FUND	SEWER		405.00
				TOTAL:	17,443.52
STH, INC.	FORREST PS	SEWER FUND	SEWER		2,061.00
				TOTAL:	2,061.00
GERALD TAYLOR CO., INC.	VAC / TRANSPORT	WATER FUND	WATER		743.68
	VAC / TRANSPORT	WATER FUND	WATER		454.82
	VAC / PUMP	WATER FUND	WATER		950.14
	VAC / TRANSPORT	WATER FUND	WATER		236.34
	SUPERVAC LIFT STATIONS	SEWER FUND	SEWER		2,132.00
	TRANSPORT WW	SEWER FUND	SEWER		386.88
				TOTAL:	4,903.86
THE CI THORNBURG CO, INC.	SETTER BALL VALVE	WATER FUND	WATER		471.57
	ADAPTER, COMP COUPLING	WATER FUND	WATER		588.85
				TOTAL:	1,060.42
USA BLUEBOOK	HYMAX COUPLINGS	SEWER FUND	SEWER		3,214.93
	GLOVES, MASKS, SKIMMING NE	SEWER FUND	SEWER		2,692.69
	GLOVES	SEWER FUND	SEWER		247.52
	GLOVES	SEWER FUND	SEWER		247.52
				TOTAL:	6,402.66
VALLEY CREDIT SERVICE, INC.	SEPT COLLECTIONS	WATER FUND	WATER		685.67
	SEPT COLLECTIONS	SEWER FUND	SEWER		685.67
	PSD SEPT COLLECTIONS	SEWER FUND	SEWER		130.02
				TOTAL:	1,501.36

FUND TOTALS	
50 WATER FUND	48,628.38
60 SEWER FUND	175,601.65
GRAND TOTAL:	224,230.03

TOTAL PAGES: 3

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	W/E 10/10/21	SEWER FUND	SEWER	1,065.28
	W/E 10/17/21	SEWER FUND	SEWER	540.64
			TOTAL:	2,560.02
GWIN DOBSON & FOREMAN INC	WA RETAINER SVCS	WATER FUND	WATER	884.06
	WWTP UPGRADE	SEWER FUND	NON-DEPARTMENTAL	43,121.34
			TOTAL:	44,005.40
HACH COMPANY	NITRATE, TNT	SEWER FUND	SEWER	268.68
	AMMONIA, TNT, NITRATE	SEWER FUND	SEWER	1,558.31
			TOTAL:	1,826.99
HATCH ASSOCIATES CONSULTANTS, INC.	TO11 H-364168 CNNCTCNS MAG	SEWER FUND	SEWER	3,056.76
			TOTAL:	3,056.76
HIGH HORIZONS FARM, INC.	BUNDLE STRAW	WATER FUND	WATER	100.00
			TOTAL:	100.00
JEFFERSON CO MAGISTRATE COURT	T&T 507000205 CVL CMPLNT	SEWER FUND	SEWER	55.00
	T&T 507000205 FEE TO SERVE	SEWER FUND	SEWER	25.00
			TOTAL:	80.00
DONALD MICKEY	OCT MOWNG SMMT PT & PLYGRN	WATER FUND	WATER	125.00
	OCT MOWNG SMMT PT & PLYGRN	SEWER FUND	SEWER	125.00
			TOTAL:	250.00
LOGICAL CONCEPTS, INC	BELVEDERE HEIGHTS	SEWER FUND	SEWER	9.67
			TOTAL:	9.67
PACE ANALYTICAL SERVICES, LLC	TESTING: TUSC WEEKLY	SEWER FUND	SEWER	85.85
	TESTING: ROCKWOOL MONTHLY	SEWER FUND	SEWER	214.27
	TESTING: TUSC WEEKLY	SEWER FUND	SEWER	85.85
	TESTING: CT WEEKLY	SEWER FUND	SEWER	173.19
			TOTAL:	559.16
PETTY CASH @ 661 S GEORGE ST	PETTY CASH- MISC RECEIPTS	WATER FUND	WATER	28.50
	PETTY CASH- MISC RECEIPTS	WATER FUND	WATER	5.00
	PETTY CASH- MISC RECEIPTS	SEWER FUND	SEWER	103.22
	PETTY CASH- MISC RECEIPTS	SEWER FUND	SEWER	21.95
			TOTAL:	158.67
RK & K ENGINEERS	TO7 JETTSFARM PS MODIFICAT	SEWER FUND	NON-DEPARTMENTAL	2,666.49
	TO12FOREST AVE/FAIRFAX CRS	SEWER FUND	NON-DEPARTMENTAL	9,341.48
	TO17 DEVELOPMENT FACILITY	SEWER FUND	NON-DEPARTMENTAL	2,012.49
	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL	8,427.85
			TOTAL:	22,448.31
ROSS H BARE	SVC CLL: TRCTR SPPLY PS	SEWER FUND	SEWER	4,892.30
	CHK UV LIGHTS @ CTWWTP	SEWER FUND	SEWER	725.00
			TOTAL:	5,617.30
SHENANDOAH SALES & SERVICE, INC.	DUMP TRUCK-SCREW	WATER FUND	WATER	37.40
	DUMP TRUCK- MISSING BOLT	WATER FUND	WATER	99.85
	VAC TRUCK-HYDRAULIC	SEWER FUND	SEWER	310.56
	WELD LIME SCREW	SEWER FUND	SEWER	367.00
	DUMP TRUCK-EBRAKE CABLE	SEWER FUND	SEWER	659.36

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
AMERIGAS	TANK RENTAL: CRESCENT DR	SEWER FUND	SEWER		219.98
				TOTAL:	219.98
ASSURED PARTNERS	2ND QTR PCKG INSTLLMNT	WATER FUND	WATER		15,543.51
	2ND QTR PRFSNL INSTLLMNT	WATER FUND	WATER		1,189.00
	2ND QTR EXCSS INSTLLMNT	WATER FUND	WATER		880.50
	ADD 3 PS	WATER FUND	WATER		7.98
	2ND QTR PCKG INSTLLMNT	SEWER FUND	SEWER		15,543.50
	2ND QTR PRFSNL INSTLLMNT	SEWER FUND	SEWER		1,189.00
	2ND QTR EXCSS INSTLLMNT	SEWER FUND	SEWER		880.50
	ADD 3 PS	SEWER FUND	SEWER		2,909.98
	SEPT MILEAGE, LODGING, MEA	SEWER FUND	SEWER		647.00
				TOTAL:	38,790.97
AUTOZONE	ANTIFREEZE/COOLANT	WATER FUND	WATER		12.66
				TOTAL:	12.66
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	TUSCAWILLA PUMP REPAIR	SEWER FUND	SEWER		1,256.88
				TOTAL:	1,256.88
CHARLES TOWN SEWER	AUGUST FUNDING	SEWER FUND	NON-DEPARTMENTAL		14,447.28
	SEPTEMBER FUNDING	SEWER FUND	NON-DEPARTMENTAL		14,136.56
				TOTAL:	28,583.84
CHARLES TOWN WATER	AUGUST FUNDING	WATER FUND	NON-DEPARTMENTAL		11,243.13
	SEPTEMBER FUNDING	WATER FUND	NON-DEPARTMENTAL		10,479.72
				TOTAL:	21,722.85
CITY OF CHARLES TOWN	NOV RENT @ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	SEPT UTILITIES@ 661 S GEOR	WATER FUND	WATER		621.98
	NOV RENT @ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
	SEPT UTILITIES@ 661 S GEOR	SEWER FUND	SEWER		621.97
				TOTAL:	3,793.95
COMPRESSED AIR SERVICES, INC.	COMPRESSOR SVC LBR, DRYR K	WATER FUND	WATER		526.98
				TOTAL:	526.98
CORE & MAIN	SEWER REPAIR ON WASHINGTON	SEWER FUND	SEWER		277.72
				TOTAL:	277.72
COYNE CHEMICAL	CES PACL 2000	SEWER FUND	SEWER		12,656.70
				TOTAL:	12,656.70
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TESTING	WATER FUND	WATER		20.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		20.00
				TOTAL:	40.00
EAST MOUNTAIN HEALTH PHYSICIANS, INC	HEP A VACCINE&	WATER FUND	WATER		256.00
				TOTAL:	256.00
FRONTIER COMMUNICATIONS	304-876-2120-111514-4	WATER FUND	WATER		93.47
	304-876-9970-121914-4	WATER FUND	WATER		93.47
				TOTAL:	186.94
GUTTMAN ENERGY	W/E 10/10/21	WATER FUND	WATER		725.33
	W/E 10/17/21	WATER FUND	WATER		228.77