CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, AUGUST 14, 2024

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of July 24, 2024 Minutes
   UB Minutes 07.24.2024pdf

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

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

   https://us06web.zoom.us/j/87348344411?pwd=bb7DjLF1mPWc1ayYfveSbbM8T8D9iO.1

   Meeting ID: 873 4834 4411
   Passcode: 094060
   (301)715-8592

3. **UNFINISHED BUSINESS**

4. **NEW BUSINESS**
   a. Gwin Dobson Foreman
   i. Renewal and Replacement Pay Application No. 22
   GDF Pay Application No. 22.pdf
   ii. Collection System Project - Construction Administration and RPR Services
   GDF-Construction Admin and Inspection.pdf
   b. CTUB Collection System Project
   i. RK&K Task Order Amendment
   SWC No. 6.pdf
   ii. Authorized Representative Resolution
   Authorized Rep Resolution.pdf
   iii. Proposed Project Costs and Funding (Pre-bid)

Proposed Project Costs and Funding.pdf

c. West Virginia American Water Agenda Item Request
   WVAW Request.pdf
d. Locust Hill Pond Ownership and Responsibilities
   Golf Course Agreements.pdf
e. Employee Policy on Personal Social Media requested by Heidi Parker
f. Personnel Matter requested by Heidi Parker - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(2)(B) - General personnel policy issue.

5. **MANAGER REPORTS**
   a. Utility Manager Report
      UM Report 08.14.2024.pdf
      CTUB Project Overview.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. August 14, 2024
      Board Report 08.14.2024.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of July 24, 2024 Minutes

Attachments:

UB Minutes 07.24.2024pdf

Charles Town Utility Board
Regular Board Meeting
July 24, 2024

The Charles Town Utility Board held a regular meeting on July 24, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Tommy Stocks, Treasurer; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Robert Rodecker, Legal Counsel and Kelvin Upson, Jefferson County Commission Liaison.

Duke Pierson, Vice Chairman, was absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of July 10, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the July 10, 2024 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Stocks, the Board unanimously approved the July 10, 2024 minutes as presented.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron, Elizabeth Ricketts, Renee Sanders and Charles Regle.

NEW BUSINESS

GDF Task Order Amendment No. 3 – Additional RPR Services

Mrs. Stolipher presented Amendment No. 3 to provide additional part-time RPR inspection services for the Renewal & Replacement project for approximately six additional months totaling an estimated $59,901.00. The Board provided discussions.

Action: **Motion made by Mr. Stocks, second by Mrs. Parker, the Board unanimously approved GDF Task Order Amendment No. 3.**

Edmunds and Utility Cloud Presentations

Mrs. Stolipher provided that after countless hours of evaluating software solutions and asset management programs, staff is finally ready to move forward with Edmunds GovTech (utility billing and accounting software) and AMCS (asset management software). Tom Reily from Tek Advisors assisted CTUB staff with evaluating the proposals from each company to ensure they met the needs of CTUB.

Mark Pryzbylkowski with Edmunds and Greg Cantor & Nick Sampson with AMCS gave brief presentations on the overview of their software programs. The Edmunds proposal was a total of $48,450.00 per year with a one-time fee of $63,990.00 and AMCS was a total of $32,500.00 per year with a one-time fee of $40,000.00. Mrs. Stolipher mentioned new software was included and approved in the budget. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Stocks, the Board unanimously approved Edmunds and AMCS proposals as submitted.**

CTUB Collection System Project Update and Schedule

Mrs. Stolipher included an updated project schedule and costs in the packet for the Collection System project which is set to go out to bid next month with construction starting in December 2024. She also mentioned the Flowing Springs pump station upgrade will be bid as a bid alternate as discussed last meeting. The engineers total estimated project costs are $9,582,000 which includes the Flowing Springs pump station upgrade. John Cole with RK&K provided a brief update on the project. The Board and Mr. Upson provided discussions.

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

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher included an update on the Renewal and Replacement Project and the website/newspaper notification of the water plant Chlorine Conversion next month. The Board provided discussions on the notification process to customers including the option of phone calls, website, newspapers, bill messages and/or mailers. The Chairman mentioned he will post the chlorine conversion notification on the City Facebook page, but direct all questions to the CTUB staff.

Mrs. Stolipher also provided she will attend the August 5th City Council meeting to provide various project updates.

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

Chairman Report

The Chairman mentioned the applications for the vacant CTUB board position are due by July 31st.

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

APPROVAL OF BILLS

July 24, 2024

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

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:24 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, August 14, 2024 at 4:00 P.M. at 661 S. George Street.

_____ _____

John Nissel, Chairman

Ashley Stottlemyer, Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting

661 South George Street
Charles Town, WV 25414

Gwin Dobson Foreman

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting

661 South George Street
Charles Town, WV 25414

Renewal and Replacement Pay Application No. 22

Attachments:

GDF Pay Application No. 22.pdf

CHARLES TOWN UTILITY BOARD
2022 RENEWAL AND REPLACEMENT PROJECT

RESOLUTION NO. 22

RESOLUTION OF THE CITY OF CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO THE CONSTRUCTION AND OTHER SERVICES FOR THE 2022 CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the City of Charles Town Utility Board (CTUB) has reviewed the invoices attached hereto and incorporated herein by reference relation to the project:

a) That none of the items for which payment is proposed to be made has formed the basis for any disbursement theretofore made.

b) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.

c) That each of such costs has been otherwise properly incurred.

d) That the payment for each of the items proposed is due and owing.

NOW, THEREFORE, BE IT RESOLVED the City of Charles Town Utility Board that the payment of the attached Contractor's Application for Payment No. 22 as summarized below, is hereby authorized and directed.

Vendor	2022B & 2022C Construction Fund	WDA Funding EEGF Grant	Total
Alvarez Contractors, Inc.	$243,655.09		$243,655.09
Total	**$243,655.09**		**$243,655.09**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 14th day of August, 2024.

By: _____
John Nissel, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 22

	Application Period: 7/01/24-7/31/24	Application Date: 7/31/2024
To (Owner): CHARLES TOWN UTILITY BOARD	From (Contractor): ALVAREZ CONTRACTORS, INC.	Via (Engineer): GWIN, DOBSON & FOREMAN INC.
Project: CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Contract: CONTRACT #1	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
CO 1	$498,183.42	
CO 2	$41,179.57	
CO 3	$90,351.00	
CO 4	$76,494.00	
TOTALS	$706,207.99	
NET CHANGE BY CHANGE ORDERS	**$706,207.99**	

1. ORIGINAL CONTRACT PRICE	$	$10,151,000.00
2. Net change by Change Orders	$	$706,207.99
3. Current Contract Price (Line 1 ± 2)	$	$10,857,207.99
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	$9,674,978.90
5. RETAINAGE:		
a. 5% X $8,853,807.30 Work Completed	$	$442,690.37
b. 5% X $821,171.60 Stored Material	$	$41,058.58
c. Total Retainage (Line 5.a + Line 5.b)	$	$483,748.95
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	$9,191,229.96
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	$8,947,574.87
8. AMOUNT DUE THIS APPLICATION	$	$243,655.09
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	$1,665,978.04

Contractor's Certification

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

Contractor Signature

By: [signature] Date: 7/31/2024

Payment of: $ $243,655.09
(Line 8 or other - attach explanation of the other amount)

is recommended by: [signature] 07/26/2024
(Engineer) (Date)

Payment of: $ $243,655.09
(Line 8 or other - attach explanation of the other amount)

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

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

EJCDC® C-620 Contractor's Application for Payment
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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	22
Application Period:	7/01/24-7/31/24	Application Date:	7/31/2024

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
1	D1 - Moblization/Demob.	$20,000.00	$20,000.00	$0.00	$0.00	$20,000.00	100.0%	$0.00
2	D1 - Bonds/Insurance	$178,000.00	$178,000.00	$0.00	$0.00	$178,000.00	100.0%	$0.00
3	D1 - Video Taping	$4,500.00	$4,500.00	$0.00	$0.00	$4,500.00	100.0%	$0.00
4	D1 - Field Office	$18,000.00	$16,200.00	$360.00	$0.00	$16,560.00	92.0%	$1,440.00
5	D1 - QC Testing (Cash Allowance)	$50,000.00	$17,000.00	$0.00	$0.00	$17,000.00	34.0%	$33,000.00
6	D1 - Submittals/Shop Drawings by ACI	$40,000.00	$38,000.00	$0.00	$0.00	$38,000.00	95.0%	$2,000.00
	DIVISION 2 - SITE WORK							
7	D2 - Sediment & Erosion Control	$20,200.00	$18,382.00	$404.00	$0.00	$18,786.00	93.0%	$1,414.00
	SITE DEMOLITION							
8	D2 - Concrete Pads	$4,100.00	$820.00	$1,640.00	$0.00	$2,460.00	60.0%	$1,640.00
9	D2 - Remove all Ex. Underground Lines at Centrifuge Bldg. Site	$32,900.00	$31,255.00	$0.00	$0.00	$31,255.00	95.0%	$1,645.00
10	D2 - Remove all Ex. Underground Lines at Electrical Bldg. Site	$12,400.00	$12,400.00	$0.00	$0.00	$12,400.00	100.0%	$0.00
11	D2 - Remove Portions of Underground Lines at Ex. Press Bldg.	$4,200.00	$420.00	$0.00	$0.00	$420.00	10.0%	$3,780.00
	STRUCTURES & BUILDING DEMOLITION							
12	D2 - Headworks Building	$40,200.00	$40,200.00	$0.00	$0.00	$40,200.00	100.0%	$0.00
13	D2 - Influent Pump Station & Bypass Pump Set Up	$97,500.00	$97,500.00	$0.00	$0.00	$97,500.00	100.0%	$0.00
14	D2 - UV Equipment	$18,300.00	$16,470.00	$1,830.00	$0.00	$18,300.00	100.0%	$0.00
15	D2 - Plant Drain Pump Station	$14,800.00				$0.00		$14,800.00
16	D2 - Electrical Building by ACI	$7,900.00				$0.00		$7,900.00
17	D2 - Sludge Day Tank & Pump Building	$97,800.00	$97,800.00	$0.00	$0.00	$97,800.00	100.0%	$0.00
18	D2 - Digester Blower Building	$32,500.00	$32,500.00	$0.00	$0.00	$32,500.00	100.0%	$0.00
19	D2 - Sludge Transfer Pump Building	$3,200.00	$2,240.00	$0.00	$0.00	$2,240.00	70.0%	$960.00
20	D2 - Digester Tank	$8,200.00	$8,200.00	$0.00	$0.00	$8,200.00	100.0%	$0.00
21	D2 - SBR	$1,600.00				$0.00		$1,600.00
	EXCAVATION (MAJOR STRUCTURES)							
22	D2 - Centrifuge Building	$38,900.00	$38,900.00	$0.00	$0.00	$38,900.00	100.0%	$0.00
23	D2 - Electrical Building by ACI	$7,800.00	$7,800.00	$0.00	$0.00	$7,800.00	100.0%	$0.00
24	D2 - Blower Pad	$5,100.00	$5,100.00	$0.00	$0.00	$5,100.00	100.0%	$0.00
25	D2 - Generator Pad	$5,200.00	$5,200.00	$0.00	$0.00	$5,200.00	100.0%	$0.00
	BACKFILL (MAJOR STRUCTURES)							
26	D2 - Centrifuge Building	$42,300.00	$42,300.00	$0.00	$0.00	$42,300.00	100.0%	$0.00
	STRUCTURAL STONE							
27	D2 - Centrifuge Building	$13,400.00	$13,400.00	$0.00	$0.00	$13,400.00	100.0%	$0.00
28	D2 - Electrical Building	$5,600.00	$5,600.00	$0.00	$0.00	$5,600.00	100.0%	$0.00
29	D2 - FRP Building	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0%	$0.00
30	D2 - Generator Pad	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0%	$0.00
31	D2 - Blower Pad	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0%	$0.00
	YARD PIPING							

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	22
Application Period:	7/01/24-7/31/24	Application Date:	7/31/2024

A		B	C	D	E	F		G
Schedule of Values Item No.	Description	Scheduled Value ($)	Work Completed: From Previous Application (C+D)	Work Completed: This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
32	D2 - 2" Sch 80 PVC Water Service to Headworks Bldg.	$9,900.00	$9,900.00	$0.00	$0.00	$9,900.00	100.0%	$0.00
33	D2 - 2" Sch 80 PVC Water Service to Centrifuge Bldg.	$25,100.00	$25,100.00	$0.00	$0.00	$25,100.00	100.0%	$0.00
34	D2 - 4" DIP WAS Line from Centrifuge Bldg. to Sanitary Sewer	$16,600.00	$16,600.00	$0.00	$0.00	$16,600.00	100.0%	$0.00
35	D2 - 4" DIP WAS Inlet to Centrifuge Bldg.	$17,400.00	$17,400.00	$0.00	$0.00	$17,400.00	100.0%	$0.00
36	D2 - 4" DIP Sludge Drain Off Line from Digester	$16,800.00	$16,800.00	$0.00	$0.00	$16,800.00	100.0%	$0.00
37	D2 - 4" DIP WAS Line from Centrifuge Bldg. to Digester	$16,700.00	$16,700.00	$0.00	$0.00	$16,700.00	100.0%	$0.00
38	D2 - 6" PVC Drain from Centrifuge Bldg. to Manhole	$16,500.00	$16,500.00	$0.00	$0.00	$16,500.00	100.0%	$0.00
39	D2 - 4" PVC Drain from Centrifuge Bldg. to Manhole	$15,200.00	$15,200.00	$0.00	$0.00	$15,200.00	100.0%	$0.00
40	D2 - 6" DIP Existing System Connection to New T-Valve	$16,700.00	$16,700.00	$0.00	$0.00	$16,700.00	100.0%	$0.00
41	D2 - 8" PVC Drain Line Under Centrifuge Bldg.	$13,500.00	$13,500.00	$0.00	$0.00	$13,500.00	100.0%	$0.00
42	D2 - 24" & 12" HDPE Storm Drain at Centrifuge Bldg.	$58,000.00	$52,200.00	$0.00	$0.00	$52,200.00	90.0%	$5,800.00
43	D2 - 18" HDPE Storm Drain at Electrical Bldg.	$39,000.00	$39,000.00	$0.00	$0.00	$39,000.00	100.0%	$0.00
44	D2 - 10" Stainless Steel Air Line to Digester	$10,900.00	$10,900.00	$0.00	$0.00	$10,900.00	100.0%	$0.00
	YARD STRUCTURES							
45	D2 - 4' Dia. Precast Drain Line Manhole	$3,400.00	$3,400.00	$0.00	$0.00	$3,400.00	100.0%	$0.00
46	D2 - Type G Precast Drop Inlet	$9,200.00	$9,200.00	$0.00	$0.00	$9,200.00	100.0%	$0.00
	FINAL RECLAMATION							
47	D2 - Asphalt Paving	$98,800.00				$0.00		$98,800.00
48	D2 - Final Grading, Seed & Mulch	$5,700.00	$4,275.00	$285.00	$0.00	$4,560.00	80.0%	$1,140.00
	DIVISION 3 - CONCRETE							
	SITE CONCRETE							
49	D3 - Generator Pad	$10,100.00	$10,100.00	$0.00	$0.00	$10,100.00	100.0%	$0.00
50	D3 - FRP Shelter Pad	$9,400.00	$9,400.00	$0.00	$0.00	$9,400.00	100.0%	$0.00
51	D3 - Digester Blower Pad	$28,200.00	$28,200.00	$0.00	$0.00	$28,200.00	100.0%	$0.00
52	D3 - Digester Equipment Pads	$24,900.00	$24,900.00	$0.00	$0.00	$24,900.00	100.0%	$0.00
53	D3 - Sidewalks at Blower Bldg. Area	$10,700.00				$0.00		$10,700.00
54	D3 - Sidewalks at Covered Sludge Storage Area	$11,400.00				$0.00		$11,400.00
	ELECTRICAL BLDG.							
55	D3 - Grade Beams	$38,300.00	$38,300.00	$0.00	$0.00	$38,300.00	100.0%	$0.00
56	D3 - Concrete Pads/SOG	$18,100.00	$18,100.00	$0.00	$0.00	$18,100.00	100.0%	$0.00
57	D3 - Door Stoops/Pads	$12,000.00	$6,000.00	$0.00	$0.00	$6,000.00	50.0%	$6,000.00
58	D3 - Exterior SOG/Sidewalks	$15,400.00	$11,550.00	$0.00	$0.00	$11,550.00	75.0%	$3,850.00
59	D3 - Misc. Equipment Pads	$3,000.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0%	$0.00
	COVERED SLUDGE STORAGE AREA & CENTRIFUGE BLDG.							
60	D3 - Footings, Grade Beams & Walls	$162,000.00	$162,000.00	$0.00	$0.00	$162,000.00	100.0%	$0.00
61	D3 - Thickened SOG at Trench Drains	$22,200.00	$22,200.00	$0.00	$0.00	$22,200.00	100.0%	$0.00
62	D3 - 6" SOG at 2 - Areas	$49,700.00	$49,700.00	$0.00	$0.00	$49,700.00	100.0%	$0.00
63	D3 - Equipment Pads, Containment Curbs & Walls	$15,400.00	$15,400.00	$0.00	$0.00	$15,400.00	100.0%	$0.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	22
Application Period:	7/01/24-7/31/24	Application Date:	7/31/2024

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
64	D3 - Door/Stoop	$8,100.00				$0.00		$8,100.00
	DIGESTER BLDG. & TANK							
65	D3 - Equipment Pads	$4,400.00	$4,400.00	$0.00	$0.00	$4,400.00	100.0%	$0.00
	DIVISION 4 - MASONRY							
	CENTRIFUGE BUILDING							
66	D4 - 12" Standard CMU's	$53,000.00	$53,000.00	$0.00	$0.00	$53,000.00	100.0%	$0.00
	DIVISION 5 - MISC. METALS							
	SITE							
67	D5 - Permanent Bollards	$7,200.00	$4,320.00	$0.00	$0.00	$4,320.00	60.0%	$2,880.00
68	D5 - Removable Bollards	$12,300.00	$9,225.00	$1,230.00	$0.00	$10,455.00	85.0%	$1,845.00
	ELECTRICAL BLDG.							
69	D5 - Partition Walls	$69,200.00	$69,200.00	$0.00	$0.00	$69,200.00	100.0%	$0.00
70	D5 - Roof/Ceiling Framing	$35,000.00	$35,000.00	$0.00	$0.00	$35,000.00	100.0%	$0.00
	CENTRIFUGE BUILDING							
71	D5 - W8 x 28 Steel Lintel	$1,800.00	$1,800.00	$0.00	$0.00	$1,800.00	100.0%	$0.00
72	D5 - Monorail Framing	$11,100.00	$11,100.00	$0.00	$0.00	$11,100.00	100.0%	$0.00
73	D5 - Covered Storage Framing	$12,900.00	$12,900.00	$0.00	$0.00	$12,900.00	100.0%	$0.00
74	D5 - Steel Erection	$25,500.00	$25,500.00	$0.00	$0.00	$25,500.00	100.0%	$0.00
75	D5 - Stainless Steel Polymer Fill Station	$4,600.00	$4,600.00	$0.00	$0.00	$4,600.00	100.0%	$0.00
	DIVISION 6 - WOOD AND PLASTICS							
	CENTRIFUGE BUILDING							
76	D6 - Wood Trusses & Sheathing	$69,500.00	$69,500.00	$0.00	$0.00	$69,500.00	100.0%	$0.00
77	D6 - Wood Framing & Interior Finishes	$53,700.00	$53,700.00	$0.00	$0.00	$53,700.00	100.0%	$0.00
78	D6 - FRP Grating & Ladders	$11,700.00	$11,700.00	$0.00	$0.00	$11,700.00	100.0%	$0.00
	ELECTRICAL SHELTER							
79	D6 - FRP Shelter Building	$48,600.00	$48,600.00	$0.00	$0.00	$48,600.00	100.0%	$0.00
	DIVISION 7 - THERMAL & MOISTURE PROTECTION							
	ELECTRICAL BLDG.							
80	D7 - SSR Roofing & Soffit	$105,900.00	$100,605.00	$0.00	$0.00	$100,605.00	95.0%	$5,295.00
	CENTRIFUGE BUILDING							
81	D7 - SSR Roofing & Soffit	$107,200.00	$107,200.00	$0.00	$0.00	$107,200.00	100.0%	$0.00
82	D7 - Corefill Insulation	$2,900.00	$2,900.00	$0.00	$0.00	$2,900.00	100.0%	$0.00
83	D7 - EIFS Outsulation	$39,300.00	$37,335.00	$0.00	$0.00	$37,335.00	95.0%	$1,965.00
	DIVISION 8 - DOORS & WINDOWS							
	ELECTRICAL BLDG.							
84	D8 - Hollow Metal Doors, Frames & Hardware	$25,500.00	$25,500.00	$0.00	$0.00	$25,500.00	100.0%	$0.00
	CENTRIFUGE BUILDING							
85	D8 - FRP Door & Window	$16,800.00	$16,800.00	$0.00	$0.00	$16,800.00	100.0%	$0.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	22
Application Period:	7/01/24-7/31/24	Application Date:	7/31/2024

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
86	D8 - Overhead Door (10'x12')	$16,200.00	$13,770.00	$0.00	$0.00	$13,770.00	85.0%	$2,430.00
87	D8 - Fixed Window	$3,800.00	$2,850.00	$0.00	$0.00	$2,850.00	75.0%	$950.00
	DIVISION 9 - FINISHES							
	ELECTRICAL BLDG.							
88	D9 - ACT Ceiling	$38,900.00	$38,900.00	$0.00	$0.00	$38,900.00	100.0%	$0.00
89	D9 - Paint Walls, Floors & Doors	$11,000.00	$7,700.00	$0.00	$0.00	$7,700.00	70.0%	$3,300.00
	CENTRIFUGE BUILDING							
90	D9 - Paint Walls, Floors & Doors	$31,000.00	$29,450.00	$0.00	$0.00	$29,450.00	95.0%	$1,550.00
91	D9 - Chemical Containment	$6,500.00	$6,500.00	$0.00	$0.00	$6,500.00	100.0%	$0.00
92	D9 - Piping	$5,700.00	$5,415.00	$0.00	$0.00	$5,415.00	95.0%	$285.00
	DIVISION 10 - SPECIALTIES							
93	D10 - Fire Extinguishers	$400.00				$0.00		$400.00
94	D10 - Project Signs	$6,700.00				$0.00		$6,700.00
	DIVISION 11 - EQUIPMENT							
	SITE							
95	D11 - Influent Pump Station - Submersible Pumps	$189,200.00	$18,920.00	$0.00	$140,566.30	$159,486.30	84.3%	$29,713.70
96	D11 - Plant Drain Pump Station Submersible Pumps	$89,400.00	$8,940.00	$0.00	$60,242.70	$69,182.70	77.4%	$20,217.30
	CENTRIFUGE BUILDING							
97	D11 - Centrifuge System	$619,200.00	$557,280.00	$0.00	$0.00	$557,280.00	90.0%	$61,920.00
98	D11 - Digester Sludge Pump	$30,000.00	$28,500.00	$0.00	$0.00	$28,500.00	95.0%	$1,500.00
99	D11 - Inline Grinder	$34,500.00	$32,775.00	$0.00	$0.00	$32,775.00	95.0%	$1,725.00
100	D11 - Polymer Feed System	$32,900.00	$31,255.00	$0.00	$0.00	$31,255.00	95.0%	$1,645.00
101	D11 - Polymer Bulk Tank	$7,800.00	$7,410.00	$0.00	$0.00	$7,410.00	95.0%	$390.00
	UV BUILDING							
102	D11 - UV System with Controls	$303,900.00	$303,900.00	$0.00	$0.00	$303,900.00	100.0%	$0.00
	HEADWORKS BUILDING							
103	D11 - Mechanical Bar Screen w/Controls	$159,000.00	$159,000.00	$0.00	$0.00	$159,000.00	100.0%	$0.00
104	D11 - Washer/Compactor w/Controls	$85,600.00	$85,600.00	$0.00	$0.00	$85,600.00	100.0%	$0.00
105	D11 - Grit Removal System w/Controls	$262,000.00	$262,000.00	$0.00	$0.00	$262,000.00	100.0%	$0.00
	EXISTING DIGESTER							
106	D11 - Digester Aeration & Mixing System w/Controls	$670,000.00	$636,500.00	$0.00	$0.00	$636,500.00	95.0%	$33,500.00
	EXISTING SBR TANKS							
107	D11 - MCP w/ PLC & Instrumentation	$274,800.00	$247,320.00	$0.00	$0.00	$247,320.00	90.0%	$27,480.00
	DIVISION 13 - SPECIAL CONSTRUCTION							
	SCADA / INTEGRATION							
108	D13 - SCADA, Control Panels, MCC, Field Instrumentation	$765,000.00	$76,500.00	$0.00	$598,938.00	$675,438.00	88.3%	$89,562.00
	DIVISION 14 - CONVEYING SYSTEMS							
	CENTRIFUGE BUILDING							

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	22
Application Period:	7/01/24-7/31/24	Application Date:	7/31/2024

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
109	D14 - Hoist & Monorail	$27,700.00				$0.00		$27,700.00
	HEADWORKS BUILDING							
110	D14 - Screw Conveyor	$70,200.00	$66,690.00	$0.00	$0.00	$66,690.00	95.0%	$3,510.00
	DIVISION 15 - MECHANICAL							
	PROCESS PIPING							
111	D15 - Influent PS - DI Pipe, Fittings, Valves & Sch 40 Stilling Well	$49,000.00	$0.00	$0.00	$16,935.80	$16,935.80	34.6%	$32,064.20
112	D15 - Effluent PS- Sch 40 Stilling Well	$3,900.00	$3,900.00	$0.00	$0.00	$3,900.00	100.0%	$0.00
113	D15 - Plant Drain PS - DI Pipe, Fittings, Valves & Sch 40 Stilling Well	$19,500.00	$0.00	$0.00	$4,488.80	$4,488.80	23.0%	$15,011.20
114	D15 - Plan Drain PS - New Top Slab w/Hatch & Vent Pipe	$5,000.00				$0.00		$5,000.00
115	D15 - Plant Drain PS - Portable Hoist w/Socket	$3,000.00				$0.00		$3,000.00
116	D15 - Electrical Bldg- 12" Lug Style BF Valve w/SS Flange Spool	$10,700.00				$0.00		$10,700.00
117	D15 - Centrifuge Bldg. - DI Pipe, Fittings & Valves	$86,800.00	$86,800.00	$0.00	$0.00	$86,800.00	100.0%	$0.00
118	D15 - Centrifuge Bldg. - Sch 80 PVC Polymer Feed System	$27,100.00	$27,100.00	$0.00	$0.00	$27,100.00	100.0%	$0.00
119	D15 - Sludge Transfer Pump Bldg - DI Pipe, Fittings & Valves	$5,700.00	$5,415.00	$285.00	$0.00	$5,700.00	100.0%	$0.00
120	D15 - Headworks Bldg. - DI Pipe, Fittings & Valves	$47,200.00	$47,200.00	$0.00	$0.00	$47,200.00	100.0%	$0.00
121	D15 - Headworks Bldg. - Sch 80 PVC Drains	$9,000.00	$9,000.00	$0.00	$0.00	$9,000.00	100.0%	$0.00
122	D15 - Ex. Digester Bldg. Mixing Sys. Air Comp. Room - 2" SS Air Pip	$11,600.00	$11,600.00	$0.00	$0.00	$11,600.00	100.0%	$0.00
123	D15 - Ex. Digester Bldg. Mixing Sys. Air Comp. Room - 2" Sch 40 PV	$3,200.00	$3,200.00	$0.00	$0.00	$3,200.00	100.0%	$0.00
124	D15 - Ex. Digester Tank - 6" DI Pipe & Fittings w/Elec. Actuated T-Va	$43,000.00	$43,000.00	$0.00	$0.00	$43,000.00	100.0%	$0.00
125	D15 - Ex. Digester Tank - 10" SS Pipe & Valve Air Supply Line to Mar	$19,500.00	$19,500.00	$0.00	$0.00	$19,500.00	100.0%	$0.00
126	D15 - Ex. Digester Tank - Pipe Penetrations to Tank by Mack Ind.	$15,700.00	$15,700.00	$0.00	$0.00	$15,700.00	100.0%	$0.00
127	D15 - Digester Blower Pad - 10" & 8" SS Pipe, Fittings & Valves	$15,800.00	$15,800.00	$0.00	$0.00	$15,800.00	100.0%	$0.00
128	D15 - SBR Tanks - Install Process Sensors & Instrumentation	$12,000.00	$1,200.00	$1,200.00	$0.00	$2,400.00	20.0%	$9,600.00
	PLUMBING							
129	D15 - Headworks Bldg. - Sch 80 PVC Water Pipe, Fittings, Valves, BF	$35,800.00	$35,800.00	$0.00	$0.00	$35,800.00	100.0%	$0.00
130	D15 - Centrifuge Bldg. - Sch 80 PVC Water Pipe, Fittings, Valves, BFF	$46,200.00	$46,200.00	$0.00	$0.00	$46,200.00	100.0%	$0.00
131	D15 - Centrifuge Bldg. - Sch 80 PVC Drain Pipe, Fittings, Floor Drains	$16,700.00	$16,700.00	$0.00	$0.00	$16,700.00	100.0%	$0.00
132	D15 - Centrifuge Bldg. - Plumbing Fixtures & Eyewash/Shower	$32,800.00	$32,800.00	$0.00	$0.00	$32,800.00	100.0%	$0.00
	HVAC							
133	D15 - Electrical Bldg. - Split System HVAC Unit	$22,600.00	$20,340.00	$2,260.00	$0.00	$22,600.00	100.0%	$0.00
134	D15 - Centrifuge Bldg. - Exhaust Fans, Louvers, Unit Heaters	$29,900.00	$26,910.00	$0.00	$0.00	$26,910.00	90.0%	$2,990.00
	DIVISION 16 - ELECTRICAL							
	ELECTRICAL WORK BY S&S ELECTRIC							
135	D16 - Electrical Demolition	$163,500.00	$138,975.00	$3,270.00	$0.00	$142,245.00	87.0%	$21,255.00
136	D16 - Lighting - Material	$11,300.00	$11,300.00	$0.00	$0.00	$11,300.00	100.0%	$0.00
137	D16 - Lighting - Labor	$8,900.00	$4,450.00	$3,115.00	$0.00	$7,565.00	85.0%	$1,335.00
138	D16 - Gear - Material	$278,300.00	$278,300.00	$0.00	$0.00	$278,300.00	100.0%	$0.00
139	D16 - Gear - Labor	$60,900.00	$54,810.00	$0.00	$0.00	$54,810.00	90.0%	$6,090.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	22
Application Period:	7/01/24-7/31/24	Application Date:	7/31/2024

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
140	D16 - Emergency Generator - Material	$382,500.00	$286,875.00	$0.00	$0.00	$286,875.00	75.0%	$95,625.00
141	D16 - Emergency Generator - Labor	$22,700.00	$13,620.00	$0.00	$0.00	$13,620.00	60.0%	$9,080.00
142	D16 - Devices - Material	$5,600.00	$3,360.00	$560.00	$0.00	$3,920.00	70.0%	$1,680.00
143	D16 - Devices - Labor	$7,300.00	$4,380.00	$730.00	$0.00	$5,110.00	70.0%	$2,190.00
144	D16 - Boxes/Troughs - Material	$101,900.00	$86,615.00	$0.00	$0.00	$86,615.00	85.0%	$15,285.00
145	D16 - Boxes/Troughs - Labor	$59,900.00	$47,920.00	$0.00	$0.00	$47,920.00	80.0%	$11,980.00
146	D16 - SCADA Equipment Install - Labor	$25,800.00	$5,160.00	$0.00	$0.00	$5,160.00	20.0%	$20,640.00
147	D16 - Conduit - Material	$380,500.00	$361,475.00	$0.00	$0.00	$361,475.00	95.0%	$19,025.00
148	D16 - Conduit - Labor	$634,000.00	$602,300.00	$0.00	$0.00	$602,300.00	95.0%	$31,700.00
149	D16 - Cable - Material	$487,600.00	$312,064.00	$126,776.00	$0.00	$438,840.00	90.0%	$48,760.00
150	D16 - Cable - Labor	$358,000.00	$132,460.00	$100,240.00	$0.00	$232,700.00	65.0%	$125,300.00
151	D16 - Grounding - Material	$12,000.00	$5,400.00	$2,400.00	$0.00	$7,800.00	65.0%	$4,200.00
152	D16 - Grounding - Labor	$20,700.00	$9,315.00	$4,140.00	$0.00	$13,455.00	65.0%	$7,245.00
153	D16 - Temporary Electric	$53,500.00	$44,405.00	$2,140.00	$0.00	$46,545.00	87.0%	$6,955.00
	BID ALTERNATE A - INFLUENT METERING VAULT							
154	Bonds & Insurance	$2,800.00	$2,800.00	$0.00	$0.00	$2,800.00	100.0%	$0.00
155	Demolition	$14,000.00	$14,000.00	$0.00	$0.00	$14,000.00	100.0%	$0.00
156	Excavation & Backfill	$7,600.00	$7,600.00	$0.00	$0.00	$7,600.00	100.0%	$0.00
157	Precast Concrete Vault	$23,000.00	$23,000.00	$0.00	$0.00	$23,000.00	100.0%	$0.00
158	Piping, Fittings, Valves & Supports	$45,000.00	$45,000.00	$0.00	$0.00	$45,000.00	100.0%	$0.00
159	16" Mag Meter	$14,600.00	$13,140.00	$0.00	$0.00	$13,140.00	90.0%	$1,460.00
160	Electrical Material	$16,000.00	$16,000.00	$0.00	$0.00	$16,000.00	100.0%	$0.00
161	Electrical Labor	$29,000.00	$29,000.00	$0.00	$0.00	$29,000.00	100.0%	$0.00
	BID ALTERNATE B - WAS METERING VAULT							
162	Bonds & Insurance	$4,400.00	$4,400.00	$0.00	$0.00	$4,400.00	100.0%	$0.00
163	Demolition	$14,700.00				$0.00		$14,700.00
164	Excavation & Backfill	$10,200.00	$7,650.00	$0.00	$0.00	$7,650.00	75.0%	$2,550.00
165	Precast Concrete Vault	$21,000.00	$21,000.00	$0.00	$0.00	$21,000.00	100.0%	$0.00
166	Piping, Fittings, Valves & Supports	$65,600.00	$65,600.00	$0.00	$0.00	$65,600.00	100.0%	$0.00
167	Flow Meters	$17,100.00	$15,390.00	$0.00	$0.00	$15,390.00	90.0%	$1,710.00
168	Misc. Metals	$23,000.00	$16,100.00	$0.00	$0.00	$16,100.00	70.0%	$6,900.00
169	Electrical Material	$33,000.00	$16,500.00	$0.00	$0.00	$16,500.00	50.0%	$16,500.00
170	Electrical Labor	$46,000.00	$23,000.00	$0.00	$0.00	$23,000.00	50.0%	$23,000.00
	CHANGE ORDER #1							
171	CHANGE ORDER #1	$498,183.42	$498,183.42	$0.00	$0.00	$498,183.42	100.0%	$0.00
172	CHANGE ORDER #2	$41,179.57	$41,179.57	$0.00	$0.00	$41,179.57	100.0%	$0.00
173	CHANGE ORDER #3	$90,351.00	$78,605.27	$3,614.04	$0.00	$82,219.31	91.0%	$8,131.69
174	CHANGE ORDER #4	$76,494.00	$18,359.00	$0.00	$0.00	$18,359.00	24.0%	$58,135.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT				Application Number:	22		
Application Period:	7/01/24-7/31/24				Application Date:	7/31/2024		
			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
	SubTotal	**$10,857,207.99**	**$8,597,328.26**	**$256,479.04**	**$821,171.60**	**$9,674,978.90**	**89.1%**	**$1,182,229.09**

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Stored Material Summary

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT							Application Number:	22		
Application Period:	7/01/24-7/31/24							Application Date:	7/31/2024		
A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section	Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Date (Month/ Year)	Amount ($)	Materials Remaining in Storage ($) (D + E - F)
34, 37, 42, 158, 166	S100204638.001		Inwood shop	CITCO Water - Piping, Valves, Fittings for Yard Piping & Bid Alternates	1/2023	$16,302.08		$16,302.08	9/2023	$13,193.08	$3,109.00
111, 113, 117, 119, 158, 166	S100198279.001		Inwood shop	CITCO Water - Piping, Valves, Fittings for Mechanical Piping & Bid Alternates	1/2023	$33,962.32		$33,962.32	12/2023	$22,856.67	$11,105.65
136	3624349		onsite	Scott Electric - lighting	1/2023	$3,299.00		$3,299.00	3/2023	$3,299.00	
42	S100204638.002		Inwood shop	CITCO Water - Piping, Valves, Fittings for Yard Piping	1/2023	$5,281.95		$5,281.95	9/2023	$5,281.95	
158	S100198279.002		Inwood shop	CITCO Water - Piping, Valves, Fittings for Bid Alternate A	1/2023	$7,075.75		$7,075.75	10/2023	$7,075.75	
138	S6606924.005, S6606924.003		onsite	Schaedler yesco electrical material for gear	2/2023	$2,481.00		$2,481.00	3/2023	$2,481.00	
13	21073974		Inwood shop	ISCO Industries Piping for Bypass pump	2/2023	$6,795.23		$6,795.23	3/2023	$6,795.23	
43	S100207506.001		Inwood shop	CITCO Water - Nyloplast Drain Basins	2/2023	$14,097.00		$14,097.00	4/2023	$14,097.00	
171	483242		Inwood shop	Skyline Steel - H-Piles	3/2023	$62,060.00		$62,060.00	4/2023	$62,060.00	
106	6183.03-.05		Inwood shop	Enviromix, Inc. - Digester Aeration & Mixing Sys w/Controls	3/2023	$259,425.00		$259,425.00	9/2023	$259,425.00	
157,165	MIVC0029470		Inwood shop	Mack Industries - PS Meter Vault, WAS Valve Vault	4/2023	$33,815.00		$33,815.00	12/2023	$33,815.00	
102	902090889		Inwood shop	Veolia UV System	4/2023	$237,600.00		$237,600.00	10/2023	$237,600.00	
117	S100211394.001		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$5,774.80		$5,774.80	12/2023	$5,774.80	
117	S100209868.002		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$4,582.50		$4,582.50	12/2023	$4,582.50	
117	S100198279.004		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$3,386.75		$3,386.75	12/2023	$3,386.75	
111,120	S100209822.004		Inwood shop	CITCO Water - Process Piping for HW Bldg & Inf PS	4/2023	$11,549.36		$11,549.36	7/2023	$4,339.41	$7,209.95
33	S100213814.001		Inwood shop	CITCO Water - Yard Piping for Water Svc to Centrifuge Bldg	4/2023	$5,871.20		$5,871.20	8/2023	$5,871.20	
158	S100211150.003		Inwood shop	CITCO Water - Piping for Bid Alternate A - Inf. Metering Vault	4/2023	$5,581.64		$5,581.64	9/2023	$5,581.64	
105	9865-1, 9865-2		Inwood shop	Envirodyne Systems Inc. - Grit Removal System	4/2023	$70,462.00		$70,462.00	7/2023	$70,462.00	
13	0134274-IN		Inwood shop	Precision Pump & Valve - Pumps for bypass	4/2023	$32,204.00		$32,204.00	5/2023	$32,204.00	
103,104	93254		Inwood shop	Zima Corporation - Bar Screen, Washer/Compactor	4/2023	$165,750.30		$165,750.30	7/2023	$165,750.30	
108	220802-1		Inwood shop	Micro-Tech Designs, Inc. - SCADA equipment	4/2023	$36,698.00		$36,698.00			$36,698.00
106	6183.06		Inwood shop	Enviromix, Inc. - Diffusers, Aeration piping, pipes/supports	5/2023	$77,827.50		$77,827.50	9/2023	$77,827.50	
125,127	683		Inwood shop	B.A. Martin Welding - SS Piping for Digester	5/2023	$18,779.95		$18,779.95	10/2023	$18,779.95	
71-75	1457		Inwood shop	Southern Steel Products Company - Misc. Metals for Cent. Bldg	5/2023	$38,450.00		$38,450.00	2/2024	$38,450.00	
95-96	9261		Inwood shop	Pumpman Pittsburgh - Submersible Pumps	5/2023	$200,809.00		$200,809.00			$200,809.00
105	9865-3		Inwood shop	Envirodyne Systems Inc. - Grit Removal System	6/2023	$134,158.00		$134,158.00	8/2023	$134,158.00	
166	S100198279.005		Inwood shop	CITCO Water - Plug valves	7/2023	$26,796.00		$26,796.00	12/2023	$26,796.00	
106	6183.07		Inwood shop	Enviromix, Inc. - Digester Blowers	7/2023	$181,597.50		$181,597.50	10/2023	$181,597.50	
97	PSI-31936		Inwood shop	Centrisys - Centrifuge System	9/2023	$499,840.00		$499,840.00	1/2024	$499,840.00	
108	220802-2		Inwood shop	Micro-Tech Designs, Inc. - Controls and Instrumentation	9/2023	$14,087.00		$14,087.00			$14,087.00
134	111977-00		Inwood shop	Aircon Engineering - Unit Heaters, Louvers, Split System	9/2023	$26,918.00		$26,918.00	3/2024	$26,918.00	
83	1327		Inwood shop	Kephart Plaster and Stone - EIFS Outsulation	11/2023	$13,000.00		$13,000.00	12/2023	$13,000.00	
78	10033728		Inwood shop	Fibergrate Composite Structures - FRP Ladder	11/2023	$2,975.00		$2,975.00	2/2024	$2,975.00	
166	S100234535.004		Inwood shop	CITCO Water - DI Piping	11/2023	$8,800.61		$8,800.61	12/2023	$8,800.61	
108	220802-3, 4		onsite	Micro-Tech Designs-Float Control Panels, Eff./Drain Pumps	2/2024	$29,479.00		$29,479.00			$29,479.00
108	220802-5		onsite	Micro-Tech Designs - Influent Pump VFD	5/2024	$105,434.00		$105,434.00			$105,434.00
108	220802-6		onsite	Micro-Tech Designs - MCC Panels	5/2024	$413,240.00		$413,240.00			$413,240.00

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Stored Material Summary

Contractor's Application

For (Contract): CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT								Application Number: 22			
Application Period: 7/01/24-7/31/24								Application Date: 7/31/2024			
A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section	Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Date (Month/ Year)	Amount ($)	Materials Remaining in Storage ($) (D + E - F)
				Totals		**$2,816,246.44**		**$2,816,246.44**		**$1,995,074.84**	$821,171.60

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Date: August 14, 2024

Charles Town Utility Board
2022 Renewal and Replacement Project
Schedule B

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Paid by CTUB from Operating Account 4/11/2024-5/8/2024	Paid by CTUB from Operating Account 5/9/2024-6/26/2024	Paid by CTUB from Operating Account 6/26/2024-8/14/2024	Resolution No. 16 Contractor's Application for Payment No. 16	Resolution No. 17 Contractor's Application for Payment No. 17	Resolution No. 18 Contractor's Application for Payment No. 18	Resolution No. 19 Contractor's Application for Payment No. 19	Resolution No. 20 Contractor's Application for Payment No. 20	Resolution No. 21 Contractor's Application for Payment No. 21	Resolution No. 22 Contractor's Application for Payment No. 22	BALANCE REMAINING
1 **CONSTRUCTION**												
a. Contract	$ 10,151,000.00				$ 125,791.52	$ 231,456.69	$ 74,676.45	$ 277,040.90	$ 823,882.75	$ 439,198.81	$ 240,041.05	$ 1,599,711.34
b. Construction Contingency 5% - (See note #2, 5, 6 and 7 below)	$ 264,525.43											$ 264,525.43
c. Change Order #1 (See note #1 below)	$ 498,183.42											$ -
d. Change Order #2	$ 41,179.57											$ -
e. Change Order #3	$ 90,351.00				$ 6,324.57	$ 23,491.26	$ 3,614.00				$ 3,614.04	$ 8,131.69
f. Change Order #4	$ 76,494.00									$ 18,359.00		$ 58,135.00
2 **ENGINEERING SERVICES**												
GDF Engineering fees (including CA and RPR)	$ 760,000.00	$ 2,329.80	$ 1,733.14	$ 3,195.72								$ 37,912.41
Additional RPR inspection (Amendment #2 & #3)	$ 160,000.00	$ 12,607.15	$ 20,840.95	$ 25,240.96								$ 60,007.80
Initial GDF R&R Report	$ 40,082.50											$ -
3 **LEGAL SERVICES**												
a. Local Project Attorney	$ 20,000.00											$ 14,244.00
4 **ADMINISTRATIVE SERVICES**												
a. Project Accountant (CPA)	$ 20,000.00											$ 9,112.50
b. Other Administrative Costs	$ 10,000.00											$ 3,151.74
5 **Total Project Costs Lines 1-6**	**$ 12,131,815.92**	**$ 14,936.95**	**$ 22,574.09**	**$ 28,436.68**	**$ 132,116.09**	**$ 254,947.95**	**$ 78,290.45**	**$ 277,040.90**	**$ 823,882.75**	**$ 457,557.81**	**$ 243,655.09**	**$ 2,054,931.91**
B. SOURCES OF FUNDS	**APPROVED PROJECT FUNDING**											
1 PROJECT FUNDS												
Internal Funds & EEG Grant												
a. Capacity Improvement Fees	$ 1,170,163.00											$ 1,170,163.00
b. Renewal & Replacement (See note #3 & #4 below)	$ 500,000.00											$ 1,816.58
c. Operating Cash	$ 1,515,122.92	$ (14,936.95)	$ (22,574.09)	$ (28,436.68)								$ 629,468.87
d. EEG Grant Funds	$ 1,966,030.00				$ (132,116.09)		$ (78,290.45)	$ (277,040.90)	$ (823,882.75)	$ (134,926.20)		$ -
Total Internal Funds & EEG Grant Funds	**$ 5,151,315.92**											**$ 1,801,448.45**
Bond Proceeds												
e. 2022B & 2022C Construction Fund Account	**$ 6,980,500.00**				$ -	$ (254,947.95)	$ -	$ -	$ -	$ (322,631.61)	$ (243,655.09)	**$ 253,483.46**
Total Funds Available	**$ 12,131,815.92**	**$ (14,936.95)**	**$ (22,574.09)**	**$ (28,436.68)**	**$ (132,116.09)**	**$ (254,947.95)**	**$ (78,290.45)**	**$ (277,040.90)**	**$ (823,882.75)**	**$ (457,557.81)**	**$ (243,655.09)**	**$ 2,054,931.91**

Note #1 - March 1, 2023 this line item was increased to include the full amount of Change Order #1. Internal funds that were previously allocated for the Collection System project will be dedicated to this Change Order. This will require an increase of the requested funds from CWSRF for the Collection System Project.
Note #2 - March 8, 2023 this line item was decreased by $41,179.57 to include the full amount of Change Order #2.
Note #3 - Pay App #7 in the amount of $1,068,229.84 includes $298,910 from Change Order #1. $769,319.84 will be paid from the 2022B and $298,910 will be paid from the Renewal & Replacement Account.
Note #4 - Pay App #8 in the amount of $872,756.88 includes the remaining balance of $199,273.42 from Change Order #1. $673,483.46 will be paid from the 2022B and $199,273.42 will be paid from the Renewal & Replacement Account.
Note #5 - August 23, 2023 this line item was decreased by $90,351 to include the full amount of Change Order #3.
Note #6 - June 26, 2024 this line item was decreased by $76,494 to include the full amount of Change Order #4.
Note #7 - July 24, 2024 this line item was decreased by $35,000 to include a portion of Amendment No. 3 for additional RPR services. The additional RPR line budget item included $25,000 above budget, remaining $35,000 was reduced from contingency.

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Collection System Project - Construction Administration and RPR Services

Attachments:

GDF-Construction Admin and Inspection.pdf

GD&F
GWIN
DOBSON &
FOREMAN
ENGINEERS

August 2, 2024

Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

Attn: Kristen M. Stolipher, Utility General Manager

RE: RKK Designed Collection System Project WVIJDC No. 2021S-2041
Construction Administration, Start-up and RPR Inspection Services Proposal (Task Order)

Dear Mrs. Stolipher:

Per your request, Gwin, Dobson & Foreman, Inc. (GD&F) is pleased to present the following proposal (Task Order) to provide engineering services pertaining to the Collection System Project which was designed by RK&K. The project features several new gravity sewer lines, force mains and pump stations within the sewer collection system.

Understanding of the Project

RK&K will be responsible for the design and bid phase services for the Collection System Project. The project includes but is not limited to Burr East Pump Station and Force Main, Jett's Farm Pump Station and Force Main, Moose Lodge Pump Station and Force Main, Flowing Springs Pump Station, Forrest Avenue and Lakeland Place Pump Stations, Evitt's Run Interceptor and Jefferson Memorial Park Force Main. GD&F will assume all construction administration, startup and resident project representative (RPR) services for the duration of the project. The proposal will include a construction completion timeframe of 18 months, with 12 months of full-time RPR inspection.

Proposed Services

GD&F will provide the following services:

- Conduct monthly progress meetings and issue meeting minutes including the preconstruction meeting and final walk-through inspection.
- Review all project submittals, requests for information (RFI's), payment applications, etc., submitted by contractor.
- Issue field orders, work change directives, change orders, substantial completion, final completion, etc., to contractor.
- Perform final walk-through inspection, prepare closeout documents, punchlists, etc.
- Provide up to twelve (12) months of full or part-time RPR inspection services.

Services that are not included:

- Design or re-design work
- Permitting
- Surveying
- Easements

Proposed Schedule

GD&F will begin immediately upon written authorization from the Board, once Contractor has been awarded the project. We assume that this will happen within the next six (6) months.

Disclaimer

GD&F will not in any way be held accountable for the RK&K design, permitting, schedule, means and methods of construction and compliance items with respect to the project which they have designed. GD&F will assume that the said project will be constructed per the drawings and specifications, unless otherwise approved by CTUB. If the construction timeframe exceeds 18-months, and/or the full-time RPR timeframe exceeds 12-months, GD&F reserves the right to request additional compensation.

Proposed Cost

GD&F will provide the above scope of services for an estimated, not-to-exceed, fee of $300,000. Invoices will be submitted on a monthly basis based on GDF current standard rates. Payment will be made on an accrued hourly basis plus expenses. The expenses include direct expenses such as mileage, printing/copying, etc. as necessary to complete the services. Payment is due within thirty (30) days of invoicing.

Estimated Engineering Fees:

Construction Administration ($5,000/month)	$90,000
Startup and Closeout Services	$10,000
RPR (12 Month Full-Time $16,750/month)	$200,000
Total Estimated Engineering Cost	**$300,000**

We appreciate the opportunity to submit this proposal. To authorize the services, please complete the following authorization section of this proposal and return a signed copy to our office. If you have any questions, please contact our office at your convenience.

Respectfully submitted,
GWIN, DOBSON & FOREMAN, INC.

Christopher M. Eckenrode

Christopher M. Eckenrode, P.E.,
Engineering Manager

CME/mad
Prop/2024/CTUB_CollectionSysCA&RPR_8-2-24.doc
cc: File

ACCEPTANCE OF PROPOSAL

The Charles Town Utility Board hereby accepts the above service and cost proposal.

_____ _____

Authorized Representative Date

_____

Attest/Witness

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting

661 South George Street
Charles Town, WV 25414

CTUB Collection System Project

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting **661 South George Street**
Charles Town, WV 25414

RK&K Task Order Amendment

Attachments:

SWC No. 6.pdf

CHARLES TOWN UTILITY BOARD
WATER/SEWER SYSTEMS UPGRADE PROJECTS

RUMMEL, KLEPPER & KAHL, LLP

TASK NO. 19
SCOPE OF WORK CHANGE NO. 06

PROFESSIONAL ENGINEERING & SURVEYING SERVICES

2022 COLLECTION SYSTEM PROJECT
REDUCED SCOPE OF SERVICES

August 8, 2024

Being a part of Agreement Between
Charles Town Utility Board and Rummel, Klepper & Kahl, LLP
dated November 13, 2019

This Scope of Work Change No. 06 to Task No. 19 dated August 8, 2024, to the Agreement between Charles Town Utility Board (CTUB) and Rummel, Klepper, and Kahl, LLP (RK&K), is to modify the scope of services included within the previously approved Scope of Work Change No. 1 dated January 18, 2022.

Scope of Services

The scope of services included herein consist of three (3) components. The first component involves revising the new sewer alignment along Evitts Run near W. Congress Street to reduce the permanent and temporary easements needed for the project, continued assistance with easement coordination, and modifying the contract documents to reflect that the work associated with the Flowing Springs Pump Station will be an alternate bid item. CTUB is concerned with the overall construction cost of the project and therefore looking for alternatives to potentially reduce costs in the event construction costs exceed funding availability. RK&K will also work with the WV DEP as the requested modifications to the contract documents for creating alternate bid item(s) will require resubmission to the WV DEP for approval.

The second component involves updating the previously approved engineering fee for the bidding phase services from those previously approved in Scope of Work Change No. 1 based on changes during design phase.

The third component involves reducing RK&K's scope of services to no longer include construction phases assistance as outlined in Scope of Work Change No. 1. At the request of CTUB, RK&K's services will cease following the bidding phase, with construction phases services provided by others. The only exception is that RK&K will assist CTUB with the preparation of the notice of award for submission to the Contractor, preparation of the agreement between CTUB and Contractor, review the contract documents (i.e. bonds, insurance, etc.) received from the Contractor, assist CTUB with the post-bid funding requirements, and preparation of a draft notice to proceed for CTUB to complete.

Although construction phases services will no longer be a part of RK&K's services on the project, as the design engineer, RK&K will be available to address any RFI's received from the Contractor or others overseeing the construction to address the designer's intent. RK&K's fee for this service will be at our standard hourly rate.

Schedule

RK&K anticipates that the bidding phase will take four (4) months to complete, subject to receipt of favorable bids that are within the project budget.

Estimated Person-Hours per Phase by Category, Engineer's Consultant Costs and Other Direct Costs

A fee derivation is attached as Page 4 which includes RK&K's estimated person-hours by category and other direct costs anticipated to complete the work for this project.

Materials and Resources Required of CTUB

- None

Estimated Not-To-Exceed Fee

RK&K will provide the scope of services described above at an amount equal to Engineer's Direct Labor Costs times a factor of 2.8 for the services of Engineer's personnel engaged on the Project, plus Reimbursable Expenses.

The total estimated Not-to-Exceed fee to perform the work is summarized below:

- Additional Engineering Design Efforts $ 11,800.00
- Increase to Bidding Phase Services $ 28,700.00
- Remove Construction Administration Services $ 198,400.00 (negative)
- Remove Construction Inspection Services $ 214,700.00 (negative)

Task Order Summary

Original Task No. 19 (Design Phase):	$ 112,500.00
Net Change for Prior Amendments:	$ 556,390.00
This Amendment Amount:	$ 372,600.00 (negative)
Adjusted Not-to-Exceed Amount:	$ 296,290.00

Authorization

This Scope of Work Change No. 06 to Task No. 19 dated August 8, 2024, and being a part of the Agreement between Charles Town Utility Board and Rummel, Klepper & Kahl, LLP dated November 13, 2019, is approved by the following duly authorized officials:

Engineer: RUMMEL, KLEPPER & KAHL, LLP

_____ 08/08/2024

John W. Cole, PE — Date
Director

Owner: CHARLES TOWN UTILITY BOARD

_____ _____

John Nissel — Date
Chairman

LABOR DERIVATION FOR RK&K -08/08/2024

CTUB 2022 COLLECTION SYSTEM PROJECT - BIDDING PHASE SERVICES

		RK&K Labor Task	Director	Project Manager	Project Engineer	Project Designer	Engineer	Electrical Engineer	Surveyor	Survey Crew 2-man	CADD Operator / Technician	Construction Inspector	Totals
Additional Design Services	1	Updated Documents for Flowing Spring PS Bid Alter.	2	6	2								10
	2	Revise Sewer Alignment (W. Congress St.)		2		8			4				14
	3	Continued Easement Coordination		12		8			16	16			52
		Subtotal - Labor Hours	**2**	**20**	**2**	**16**	**0**	**0**	**20**	**16**	**0**	**0**	**76**
												Subtotal RK&K Fee - Bidding Services	**$ 11,800.00**
												Total Non-Labor Direct Costs	**$ -**
												Total Fee - Bidding Phase	**$ 11,800.00**

		RK&K Labor Task	Director	Project Manager	Project Engineer	Project Designer	Engineer	Electrical Engineer	Surveyor	Survey Crew 2-man	CADD Operator / Technician	Construction Inspector	Totals
Bidding Phase	1	Pre-bid meeting	8	8	8								24
	2	Respond to questions - prepare addendum(s)	2	24	20	12		12					70
	3	Bid opening meeting	8	8	8								24
	4	Review bids - letter of recommendation	4	16									20
	5	Preparation of Conformed Construction Documents		8	16	24	8						56
	6	Assistance with getting project to construction	16	12									28
		Subtotal - Labor Hours	**38**	**76**	**52**	**36**	**8**	**12**	**0**	**0**	**0**	**0**	**222**
												Subtotal RK&K Fee - Construction Administration Phase	**$ 36,400.00**
												Total Non-Labor Direct Costs	**$ 600.00**
												Total Fee - Construction Administration	**$ 37,000.00**

TOTAL ENGINEERING FEE	**$ 48,800.00**

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Authorized Representative Resolution

Attachments:

Authorized Rep Resolution.pdf

AUTHORIZING RESOLUTION

At the _____ meeting of the _____ held on
regularly scheduled or special Government Entity

_____, 20___, _____, has been duly authorized to act
Newly Authorized Person

on and sign on behalf of the _____ any and all federal and state actions
Government Entity

as they relate to planning, design, and/or construction of _____

_____.
description of project

This motion being duly presented and seconded, has been adopted by a _____
quorum or majority

vote and therefore _____ may sign all such documents relative to
Newly Authorized Person

wastewater facilities on behalf of _____ .
Government Entity

Newly Authorized Representative _____
Signature Date

_____
Title

ATTESTED BY:

[Seal] _____ Clerk/Recorder/Secretary
Signature Date

(Attach copy of minutes from meeting.)

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Proposed Project Costs and Funding (Pre-bid)

Attachments:

Proposed Project Costs and Funding.pdf

Collection System Project Growth vs. Non-Growth and funding strategy							
			Feburary 1, 2022	December 12, 2023	Jul-24	Jul-24	Jul-24
Project Name	% Growth Related	% Non-growth related	2022 **Pre-design** Estimate	December 2023 **Final Design**	Total Project Cost	Total Growth Related	Total Non-growth related
Burr East	50	50	$638,660.00	$910,900.00	$910,900.00	$455,450.00	$455,450.00
Moose	30	70	$188,000.00	$426,400.00	$426,400.00	$127,920.00	$298,480.00
Jetts Farm	30	70	$396,880.00	$721,100.00	$721,100.00	$216,330.00	$504,770.00
Lakeland Place	50	50	$821,000.00	$1,257,800.00	$1,257,800.00	$628,900.00	$628,900.00
Jefferson Memorial	100	0	$187,900.00	$332,500.00	$332,500.00	$332,500.00	$0.00
Evitts Run	70	30	$907,100.00	$1,668,400.00	$1,668,400.00	$1,167,880.00	$500,520.00
Flowing Springs Pump Station	80	20	$755,700.00	$2,965,900.00	Not Included		
Total % Growth All projects	59	41					
Total % Growth All but FSPS	55	45					
Construction Estimate			**$3,895,240.00**	**$8,283,000.00**	**$5,317,100.00**		
Engineering, Legal and Soft Costs			$965,760.00	$1,292,000.00	$1,294,965.00		
Total Project Costs			**$4,861,000.00**	**$9,575,000.00**	**$6,612,065.00**		

State EEGF Grant	$1,620,000.00	
CWSRF loan (0.25% + 0.25% admin, 40 year)	$2,844,984.00	
Green Infrastructure loan	$500,000.00	
Total Loans and Grants	**$4,964,984.00**	*

*Note- CTUB has commitment for an additional $216,016.00 CWSRF loan at 2.75% + 0.25% admin, 20 year however it may be more cost effective to utilize internal Renewal and

Total remaining after loans	$1,647,081.00
Non-growth related to be funded by Renewal and Replacement funds	$685,246.20
Growth related to be funded by Capacity Improvement fees and Developer contribution for Lakeland	$908,663.80
Total estimated project cost	**$6,558,894.00**

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting **661 South George Street**
Charles Town, WV 25414

West Virginia American Water Agenda Item Request

Attachments:

WVAW Request.pdf

WEST VIRGINIA
AMERICAN WATER

July 23, 2024

Kristen Stolipher, General Manager
Charles Town Utility Board
661 S. George Street, Suite 101
Charles Town, WV 25414

Re: WVAW / Charles Town Wastewater – Due Diligence Proposal

Dear Kristen,

Please accept this letter as a written indication of West Virginia American Water's ("WVAW") interest in partnering with the Charles Town Utility Board (hereinafter "CTUB" or "City") to collaboratively engage in a due diligence review of the City of Charles Town's sewer assets. At the conclusion of the due diligence review period, it is WVAW's intent to provide the City with a formal offer for consideration, with the City being under no obligation to accept any such offers or other proposals.

The due diligence review process, which we anticipate lasting between two and three months in total, simply involves the sharing of information to allow WVAW to provide Charles Town with an accurate and comprehensive offer. The analysis and costs associated with the review are entirely borne by WVAW and we structure the process to avoid creating any disruptions or unnecessary burdens for the utility.

This collaboration would involve sharing information including, but not limited to, operational data, asset details and a review of their physical condition, financial records, and regulatory compliance documentation. Any information obtained during this process will be kept strictly confidential and used solely for the purpose of conducting the evaluation referenced herein.

The process itself is generally broken into three stages:

- **STAGE 1 – Document Sharing (1 month)**: Staying in regular communication with CTUB-designated representatives, WVAW creates a secure online portal for easy document sharing. WVAW works with the utility to assist with locating and uploading documents to be reviewed. WVAW also coordinates with utility designees to do a guided, one-day, on-site and in-person inspection of the systems.

- **STAGE 2 – Evaluation (1 to 2 months):** WVAW performs a detailed review and analysis of the information provided. This includes a comprehensive system needs study accompanied by a 5-year capital investment plan to determine the most immediate needs of the system, a rate impact study to determine the effect on customer rates, and a financial model to determine debt repayment obligations and potential proceeds to Charles Town.

- **STAGE 3 – Offer Presentation:** WVAW provides the City with a formal written offer in the form of an Asset Purchase Agreement, which will detail the proposed terms and purchase price. WVAW and the City work together to finalize the agreement's terms and other related details while also getting the necessary approvals from pertinent boards and councils, as well as hosting public information sessions and hearings as required or requested.

After completing Stage 3 of the process, any agreements reached would then be submitted to the West Virginia Public Service Commission for its review and approval. A potential transaction would close and become final upon the Commission's approval, at which time the purchase price, less payment of any outstanding debts or other obligations, would be wire transferred to an account designated by the City and ownership of the assets would officially change hands.

As part of any offer and eventual agreement and subject to further due diligence review, WVAW anticipates it will offer employment to CTUB's current wastewater employees, in accordance with WVAW's customary screening procedures and employment criteria. Hired employees will receive compensation and benefits aligned to the compensation and benefits provided to similarly situated employees of WVAW.

The ultimate goal of this process is to provide both Charles Town and WVAW with an opportunity to thoroughly assess the benefits of an eventual transaction. We are confident that working together holds the potential to help Charles Town and the surrounding communities meet its ever-evolving wastewater needs.

We greatly appreciate your consideration of this proposal and look forward to working together throughout this process and into the future.

Sincerely,

Brooks H. Crislip
Director of Business Development, WVAW
brooks.crislip@amwater.com
(304) 993-9643

WEST VIRGINIA AMERICAN WATER

DUE DILIGENCE INFORMATION REQUESTS
WASTEWATER

Priority 1

- Asset list and depreciation schedule (including year built/acquired and original cost)
- Loans, bonds, or grants (amount, year received, funding agencies, projects funded)
- Collection system map
- Combined Sewer Overflows (locations, dates of occurrences with duration, etc.)
- Contact information for consulting engineer
- Lift Station information (location, GPM, HP, wet well diameter, year built, etc.)
- List of known system needs
- Notices of Violation, Consent Orders (state and federal)
- Plant information (location, capacity, average daily treatment, etc.)

Priority 2

- Complete Long Term Control Plan
- Historical Discharge Monitoring Reports
- NPDES Permit
- Other Permits (DEP, EPA)
- List of planned projects for the next five years
- Any employee union affiliations
- Employee certifications (CDL, plant operator licenses, etc.)
- List of and copies of pending litigation or other legal actions
- List of pending complaints (PSC formal complaints or informal complaints)

Priority 3

- Historical summary of system (when originally built, major expansions)
- Copy of employee handbook
- Description of employee benefits, including costs
- Organization chart with names and titles (plus any vacancies)

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Locust Hill Pond Ownership and Responsibilities

Attachments:

Golf Course Agreements.pdf

COPY

AGREEMENT

THIS AGREEMENT, made and entered into this 6th day of August, 2013, by and between the **CHARLES TOWN UTILITY BOARD** (the "Utility Board"), of 832 South George Street, Charles Town, WV 25414, and **HHC LOCUST HILL, LLC**, a West Virginia Limited Liability Company ("HHC"), of 100 Cress Creek Drive, Shepherdstown, WV 25443.

RECITALS:

1. The Utility Board owns and operates a sewage system providing sewage collection and treatment services to residents residing in the City of Charles Town, the City of Ranson and Jefferson County (including residents of two subdivisions known as Tuscawilla Hills and Locust Hills).
2. One of the treatment plants owned by the Utility Board is known as the "Tuscawilla Sewage Treatment Plant" (the "Tuscawilla Plant").
3. HHC owns several parcels of real estate it acquired by Deed from CAPX Realty L.L.C., a Delaware Limited Liability Company, by Deed dated September 28, 2004 of record in the Office of the Clerk of the County Commission, Jefferson County, West Virginia in Deed Book 996, at Page 122, and owns and operates the Locust Hill Golf Course (the "Golf Course") upon said parcels of real estate.
4. At the present time, all treated wastewater ("Effluent") is discharged from the Tuscawilla Plant to an irrigation ditch adjacent to the 17th fairway and thence to an irrigation pond owned by HHC adjacent to the fifteenth fairway of the Golf Course, identified as Pond #1.
5. The Effluent discharged to Pond #1 is pumped by HHC from Pond #1 to another pond owned by HHC adjacent to the twelfth green of the Golf Course, identified as Pond #2. Water from Pond #2 then flows by gravity through the Golf Course irrigation system to points and locations throughout the Golf Course and is used by HHC to irrigate the Golf Course, including a pond adjacent to the 3d fairway (pond #7).

6. Even though the Utility Board intends to continue to discharge treated wastewater to Pond #1, it desires to build an Effluent Line from the Tuscawilla Plant to a discharge point adjacent to Evitts Run. A portion of the Effluent Line is designed to pass through a portion of the Golf Course.
7. In addition to the construction of the Effluent line, the Utility Board desires to install a telemetry system adjacent to two of the ponds (Ponds 1 and 7) owned by HHC on the Golf Course to enable the Utility Board to better regulate the flow of Effluent from the treatment plant to either Pond #1 or to Evitts Run.
8. HHC desires to convey to the Utility Board the aeration equipment operating in both Pond #1 and Pond #7as well as easements to allow the Utility Board access to the equipment for all appropriate purposes.
9. The parties desire to enter into this Agreement to define the easements required from HHC by the Utility Board, to define certain assets of HHC to be conveyed to the Utility Board and to define certain responsibilities among the parties relating to liability and other issues.

NOW, THEREFORE, WITNESSETH, that for and consideration of mutual covenants herein contained the parties agree as follows:

1. Recitals. The Recitals set forth herein above in this Agreement are intended by the parties to be a part of this Agreement as set forth herein.

2. Easements. HHC shall convey to the City of Charles Town the following easements:

   a. Construction/permanent easements for the effluent line to be constructed by the utility board. Copies of the easements, including plats and descriptions thereof, are attached to this Agreement as Exhibits "1" and "2".

   b. Easements to (i) maintain, repair and replace the existing pump station, together with the electrical controls and all appurtenances thereto and (ii) to install, maintain, repair and replace a telemetry station, all located near Pond #1.

HHC shall also convey to the City of Charles Town an easement area large enough to accommodate the existing facilities as well as the installation in the future of a second pump. These easements shall also include appropriate access and utility easements to the area. Copies of the proposed easements, including plats and descriptions thereof, are attached to this Agreement as Exhibits "3" and "4".

c. An easement 20 feet in width abutting the high water mark of Pond #1, and completely encircling Pond #1, for the purpose of maintaining, repairing and replacing the aerators presently located in Pond #1.

d. An easement area of sufficient size to maintain, repair and replace the existing electrical control panel adjacent to Pond #7 as well as for the installation, maintenance, repair and replacement of a telemetry station, together with access through the lands of HHC, all as identified on Exhibits "5" and "6" attached hereto.

e. An easement 20 feet in width abutting the high water mark of Pond #7 for the purpose of maintaining, repairing and replacing the existing aerators located in Pond #7.

f. An easement of undetermined width adjacent to and on either side of the irrigation ditch leading from the treatment plant (and adjacent to the 17th tee and fairway) leading to Pond #1 sufficient for the purpose of mowing and removing vegetation within the drainage ditch.

3. Bills of Sale. HHC shall deliver to the City of Charles Town the following bills of sale:

a. A bill of sale conveying to City of Charles Town the existing pump station, together with all appurtenances thereto, located near Pond #1.

b. A bill of sale conveying to the City of Charles Town the electrical panel and all appurtenances thereto, adjacent to Pond #7.

c. A bill of sale conveying to the City of Charles Town the aerators, and all appurtenances thereto, located in Pond #1 and Pond #7.

4. Construction Specifications for Effluent Line. Construction of the Effluent line within the easement areas described in Paragraph 2.a shall be done pursuant to plans and specifications prepared by an engineer licensed in the state of West Virginia selected by the Utility Board. In addition to the normal requirements imposed upon contractors for installing sewer lines the following construction conditions shall be enclosed in the plans and specification:

a. Silt fences will be installed where needed. A barrier fence separating the Golf Course from the easement areas shall be erected prior to construction and shall remain in place until all construction is completed. The barrier fence shall run the entire length of the easement area south of Saint Andrews Drive and shall run from Line __ to Line __ of the easement area north of Saint Andrews Drive as said lines are identified on the plat of said easement area.

b. Any existing cart paths that shall be removed during construction shall be replaced prior to the completion of construction with an underlayment of gravel and a minimum of three inches of asphalt. The plans and specifications for the installation of any cart paths to be damaged or removed and replaced shall include profiles requiring the contractor to finish the final grade with topsoil those areas adjacent to the new cart paths to provide a smooth transition from the cart path to the soil.

c. During the construction period, and until such time as the disturbed cart path areas are repaved as required by Paragraph 3.b., the specifications shall require the construction of temporary gravel cart paths to connect all disturbed

cart path areas to existing undisturbed cart paths to provide a smooth and consistent travel surface for golf carts.

d. HHC shall be considered a "utility" similar to electric, telephone and other utility providers and shall be identified as such in the plans and specifications. The plans and specifications shall require the contractor to contact HHC prior to construction to allow HHC and the contractor to locate all underground irrigation pipes and electrical lines which form a part of the Golf Course irrigation system.

5. Minimum Discharge to Pond #1. The Utility Board agrees that it shall discharge Effluent to Pond #1 and then pump through HHC's irrigation system pipe leading from Pond #1 to Pond #2 adjacent to the twelfth green a minimum of fifty thousand gallons per day (50,000gpd); provided, however, that no discharges shall be made to Pond #1 in situations (weather related or otherwise) likely to cause an overflow of Pond #1 into Bull Skin Run. The Utility Board is not prohibited from pumping more than the minimum number of gallons per day of Effluent from Pond #1 to Pond #2 and the parties affirm and agree that it is the intent of the Utility Board to pump as much of the treated Effluent generated by the Tuscawilla Plant from Pond #1 and thence into the Golf Course irrigation system to receive maximum benefit for nutrient credits through the State of West Virginia's participation in the Chesapeake Bay Initiative.

6. Indemnification of HHC. The Utility Board agrees to indemnify, defend, save and hold harmless HHC its successors and assigns, for, from and against each and every demand, claim, loss, liability, judgment, damage, cost and expense (including, without limitation, interest, penalties, cost, preparation, investigation and the reasonable fees disbursements and expenses of attorneys, accountants and other professional advisors), arising from (i) any untruth of any representation or warranty of the Utility Board herein, (ii) loss of or damage to, or impairment of the property of any third party, which may directly or indirectly arise out of, or result from the Utility Board's negligent acts or omissions or those of any contractor to the Utility Board or by any Sub-Contractor or any person

employed by any one of them in the course of performance of its obligations under this Agreement and against each and every demand, claim, loss, liability, judgment, damage, cost and expense (including, without limitation, interest, penalties, cost, preparation, investigation and the reasonable fees disbursements and expenses of attorneys, accountants and other professional advisors), whatsoever in respect thereof or in relation thereto, (iii) with respect to claims by third parties relating to any personal injury or illness to any person (whether fatal or otherwise) or loss of or damage to, or impairment of the property, arising from any negligent acts, or omissions of the Utility Board, (iv) willful misconduct of the Utility Board, or (v) bad faith of the Utility Board.

7. Surveys. All surveys required to identify any easement areas to be conveyed by HHC to Charles Town shall be at the expense of the Utility Board.

8. Successors. This Contract and the terms and provisions hereof shall inure to the benefit of and be binding upon the parties hereto and their respective legal representatives, successors and assigns wherever the context so requires or admits.

9. Notices. Any notice, request, demand or other communication to be given to either party hereunder, except those required to be delivered at closing, shall be in writing and shall be deemed to be delivered: (i) when received, if hand-delivered (ii) when received when transmitted by facsimile and also delivered by another approved method, or (iii) if sent by mail, three (3) days following deposit of same in a U.S. Postal Service receptacle, postage prepaid, as registered or certified mail, return receipt requested, to the following addresses:

SELLER:

HHC LOCUST HILL, LLC
100 Cress Creek Drive
Shepherdstown, WV 25443

PURCHASER:

CHARLES TOWN UTILITY BOARD
832 South George Street
Charles Town, WV 25414

Copy To:

Law Offices of Hoy Shingleton, L.C.
115 Aikens Center, Suite 24
Martinsburg, WV 25404

10. Consideration; Expenses. All transfers by HHC to Charles Town described in this Agreement shall be without monetary consideration, HHC agreeing that the covenants to be undertaken by the Utility Board described herein are adequate consideration for said transfers. Except as otherwise specifically provided herein, each party to this Agreement shall pay its own expenses (including, without limitation, the fees and expenses of their respective agents, representatives, counsel and accountants) incidental to the preparation and carrying out of this Agreement and the consummation of the transactions identified herein.

11. Time of Essence. Time is of the essence to the performance hereof.

12. Entire Agreement; Amendments. This Agreement supersedes all prior agreements between HHC and the Utility Board or any of their respective affiliates (written or oral) relating to the subject matter, is intended as an entire and complete statement of the terms of the Agreement between the parties, and may be amended or modified only by a written instrument executed by HHC and the Utility Board.

13. Headings. The captions or headings used in this Agreement are for convenience of reference only and shall not be considered in interpreting this Agreement.

14. Mutual Drafting of this Agreement. The parties acknowledge and agree that all parties have participated in the drafting of this Agreement and nothing in this Agreement to the extent any provision hereof is claimed to be ambiguous shall be presumptively construed against any party as the drafter of this Agreement.

15. Extension of Certain Dates. If the final day of any time period specified herein falls upon a Saturday, Sunday or legal holiday under the laws of the State of West Virginia or the United States of America, then, in such event, such date or period of time shall be extended to the next succeeding day which is not a Saturday, Sunday, or legal holiday under the laws of the State of West Virginia or the United States of America.

16. Waiver of Jury Trial. The parties hereby expressly waive trial by jury in any action or proceeding or counterclaim brought by either party hereto against the other party on any and every matter, directly or indirectly arising out of or with respect to the Agreement, including, without limitation, the relationship of HHC and the Utility Board, any statutory remedy and/or claim of injury or damage regarding the Agreement.

17. Governing Law. This Agreement shall be interpreted by the laws of the State of West Virginia.

18. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all such counterparts shall constitute one and the same instrument.

19. Survival. All of the provisions of this Agreement shall survive the consummation of the transactions contemplated herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and date first hereinabove appearing.

SELLER

Date: August 12, 2013

HHC LOCUST HILL, LLC, a West Virginia Limited Liability Company
By: Home Hill Corporation, its Manager

By: Dale Walter
Dale Walter, Vice President

PURCHASER

Date: Aug. 6, 2013

CHARLES TOWN UTILITY BOARD

By: _____

Its: Chairman

Charles Town
Utility Board

832 S. George Street, P.O. Box 359, Charles Town, WV 25414
Phone: (304) 725-2316 ♦ Fax: (304) 725-4313 ♦ Web: www.charlestownutilities.us

JUL 28 2016

July 25, 2016

Locust Hill Unit Owners Association, Inc.
C/o Clagett Management WV VA, LLC
Attn: Renee' Hall
115 N Queen Street
Martinsburg, WV 25401

CHAIRMAN
Dale Mills

UTILITY BOARD

Pete Kubic

Charles W. Kline

Tommy Stocks

Kristen Stolipher

UTILITY MANAGER
Jane E. Arnett

Re: Clarification of the June 20th Board meeting letter

Dear Ms. Hall:

I have been provided a letter written by you on behalf of the Locust Hill Unit Owners Association, Inc. to all property owners in the Locust Hill area. One of the matters discussed in the letter involves the Locust Hill golf course and the irrigation ponds which are part of the golf course.

Neither the City of Charles Town nor the Charles Town Utility Board own any of the ponds located on the golf course. As recorded at Deed Book 1142, Page 654 on June 27, 2014, Love 4 Golf, LLC purchased all of the ponds as part of the description as follows:

> BEING all of Lots D, E, F, G, H, I & the easements appurtenant thereto as shown on the "Final Plat Showing Locust Hill Golf Course Lots C thru K made by PHR&A dated February 14, 1994" and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia in Plat Book 12, at Page 11 thru 11K, LESS AND EXCEPTING all that 0.052 acre parcel of real estate as the same is designated and described in a deed from Locust Hill Links, Inc. to John D. and Nancy D. Alfriend, dated August 13, 1996, which is recorded in the aforesaid Clerk's Office in Deed Book 840, at Page 380.

Charles Town does have several easements conveyed to it by HHC Locust Hill LLC. Some of these easements concern an effluent line recently constructed by Charles Town running from the treatment plant to a point behind the 3rd green, allowing for discharge of treated waste water effluent into Evitts Run. Other easements allow Charles Town to discharge treated effluent into a wetlands area which passes by the 17th tee, then beneath the road and discharging into the pond adjacent to the 15th fairway (Pond 1). See easement deeds recorded in Deed Book 1128, pages 527, 534, 542, 548 and 554. Charles Town discharges on average one hundred twenty thousand (120,000) gallons of treated wastewater per day into Pond 1 adjacent to the 15th fairway. Water from that pond is then pumped to the pond (Pond 2) in front of the 12th tee. Water flows by gravity from that pond to the other ponds on the golf course or is used solely by the Locust Hill golf course for irrigation, but originating from Pond 2.

Your letter then references the Chesapeake Bay Water Act. To clarify, the City of Charles Town is legally bound only by its National Pollutant Discharge Elimination System (NPDES) Permit. This permit is under the jurisdiction of the West Virginia Division of Environmental Protection and prescribes a total pounds limitation for nitrogen and phosphorus only. The golf course is not required to use any of the average one hundred twenty thousand (120,000) gallons discharged from the wastewater treatment plant, however, by doing so, this use is a benefit for both the golf course and Charles Town.

The chemicals used in the golf course ponds are solely the responsibility of the owner of the Locust Hill golf course. The golf course ponds receive treated wastewater that is tested prior to entering the Pond 1. The aeration being used is for the benefit of the aquatic life.

Please feel free to contact me with any further questions you may have about the operation of the water and sewer systems within the Locust Hill community.

Very truly yours,

Jane Arnett

Jane Arnett, Utility Manager
Charles Town Utility Board

cc: Wayne Clark

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting

661 South George Street
Charles Town, WV 25414

Employee Policy on Personal Social Media requested by Heidi Parker

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting

661 South George Street
Charles Town, WV 25414

Personnel Matter requested by Heidi Parker - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(2)(B) - General personnel policy issue.

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

UM Report 08.14.2024.pdf
CTUB Project Overview.pdf

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: August 14, 2024

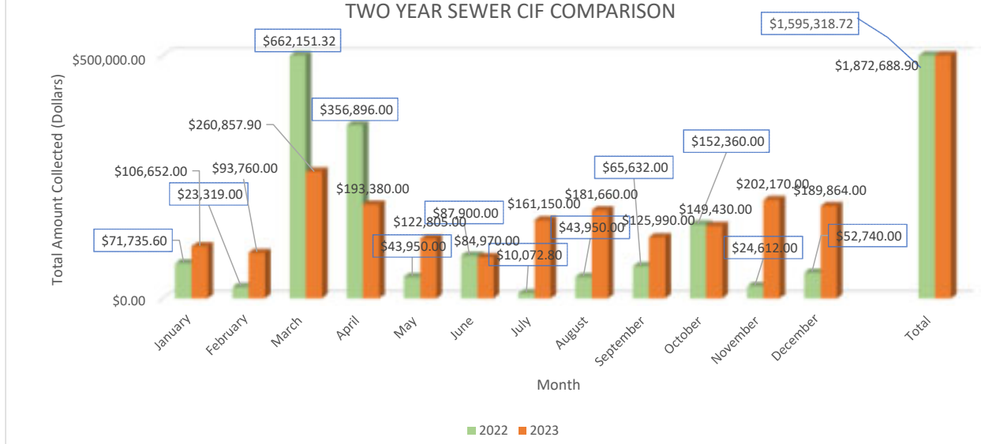
- **Customer Counts**
  - Sewer 9,162
  - Water 7,030

- **Administrative**
  - Water and Sewer Specifications 40% complete – anticipated to be complete end of 2024

- **Water**
  - Lead and Copper Inventory on-going and on track for completion October 2024

- **Sewer**
  - Renewal and Replacement Project
  - Collection System Project
  - Greenfield Forcemain – design work in progress
  - North/George/Liberty block project – survey work in progress

Charles Town Utility Board 2023 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-23		36.4	36.4	$ 116,402.00	$ 9,750.00	$ 106,652.00
Feb-23		32	32	$ 93,760.00		$ 93,760.00
Mar-23	4.03	85	89.03	$ 286,906.65	$ 26,048.75	$ 260,857.90
Apr-23		66	66	$ 206,380.00	$ 13,000.00	$ 193,380.00
May-23	5.19	36	41.19	$ 139,380.00	$ 17,550.00	$ 122,805.00
Jun-23		29	29	$ 84,970.00		$ 84,970.00
Jul-23		55	55	$ 237,525.00	$ 76,375.00	$ 161,150.00
Aug-23		62	62	$ 202,785.00	$ 21,125.00	$ 181,660.00
Sep-23		43	43	$ 156,865.00	$ 30,875.00	$ 125,990.00
Oct-23		51	51	$ 191,680.00	$ 42,250.00	$ 149,430.00
Nov-23		69	69	$ 237,920.00	$ 35,750.00	$ 202,170.00
Dec-23	33	32	65	$ 196,364.00	$ 6,500.00	$ 189,864.00
Total 2023	**42.02**	**491.4**	**638.42**	**$ 2,150,937.65**	**$ 279,223.75**	**$ 1,872,688.90**

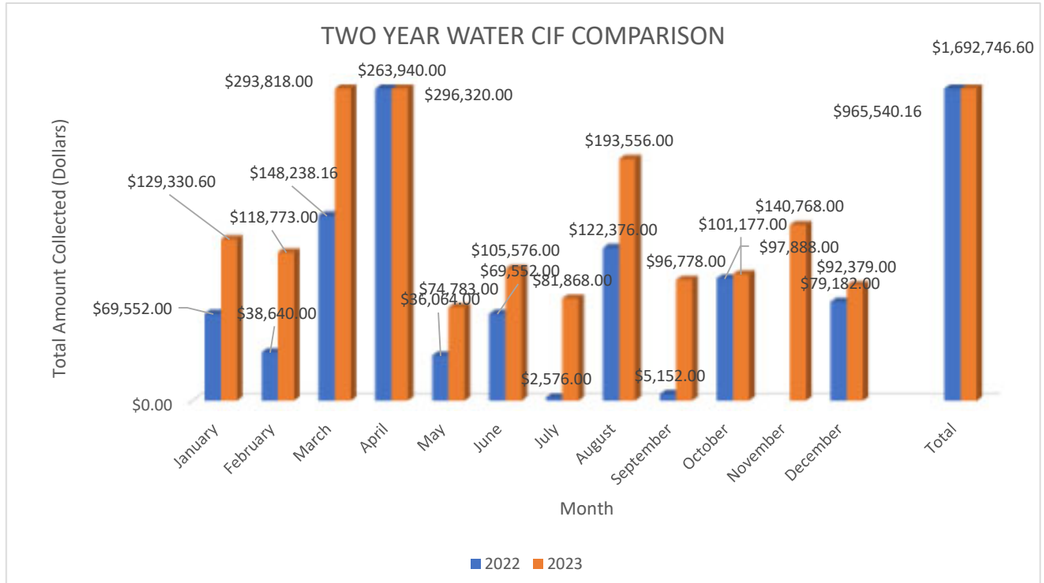


Charles Town Utility Board 2024 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-24	1.5	86	87.5	$ 289,687.50	$ 33,312.50	$ 256,375.00
Feb-24		130	130	$ 458,900.00	$ 78,000.00	$ 380,900.00
Mar-24	6.78	52	58.78	$ 181,975.40	$ 9,750.00	$ 172,225.40
Apr-24	25	107	132	$ 438,885.00	$ 50,375.00	$ 388,510.00
May-24		52	52	$ 175,110.00	$ 22,750.00	$ 152,360.00
Jun-24		49	49	$ 182,570.00	$ 39,000.00	$ 143,570.00
Jul-24		88.3	88.3	$ 297,719.00	$ 39,000.00	$ 258,719.00
Aug-24		21	21	$ 71,280.00	$ 9,750.00	$ 61,530.00
Sep-24						
Oct-24						
Nov-24						
Dec-24						
Total 2024	**33.28**	**564.3**	**618.58**	**$ 2,096,126.90**	**$ 281,937.50**	**$ 1,814,189.40**

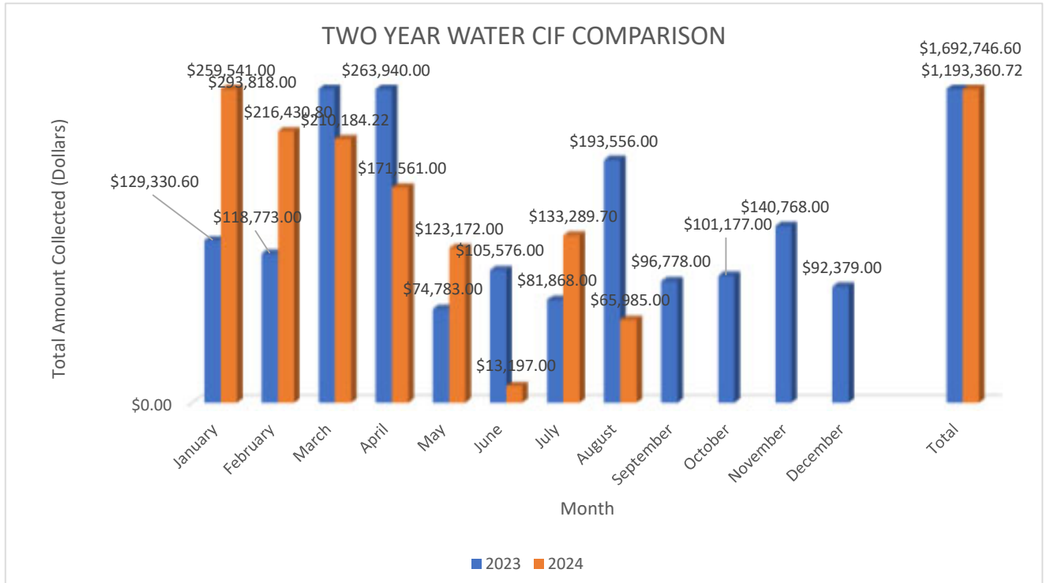


Water CIF Tracking as of August 8, 2024

2023 Capacity Improvement Fee Collections/EDU for Water					
Month	Commercial	Residential	Total Number of EDU's	Total Water CIF	
Jan-23		30.4	30.4	$	129,330.60
Feb-23		27	27	$	118,773.00
Mar-23		81.5	81.5	$	293,818.00
Apr-23		60	60	$	263,940.00
May-23		17	17	$	74,783.00
Jun-23		24	24	$	105,576.00
Jul-23	24.95	4	28.95	$	81,868.00
Aug-23		44	44	$	193,556.00
Sep-23		22	22	$	96,778.00
Oct-23		23	23	$	101,177.00
Nov-23		32	32	$	140,768.00
Dec-23		21	21	$	92,379.00
Total 2023	**24.95**	**362.9**	**410.85**	**$**	**1,692,746.60**



2024 Capacity Improvement Fee Collections/EDU for Water					
Month	Commercial	Residential	Total Number of EDU's	Total Water CIF	
Jan-24		59	59	$	259,541.00
Feb-24		49.2	49.2	$	216,430.80
Mar-24	6.78	41	47.78	$	210,184.22
Apr-24		39	39	$	171,561.00
May-24		28	28	$	123,172.00
Jun-24		3	3	$	13,197.00
Jul-24		30.3	30.3	$	133,289.70
Aug-24		15	15	$	65,985.00
Sep-24					
Oct-24					
Nov-24					
Dec-24					
Total 2024	**6.78**	**264.5**	**271.28**	**$**	**1,193,360.72**



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 (MGD)	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03	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
2022	2.8	588.97	1.60	1.20	1,204,163	8,028
2023	2.8	602.24	1.63	1.17	1,168,256	7,788
2024	2.8	3,381.73	1.58	1.22	1,219,769	8,132

GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	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	-
2022	0.0216	2.70	0.01	0.01	14,335	-
2023	0.0216	2.99	0.01	0.01	13,573	-
2024	0.0216	1.62	0.01	0.01	14,183	-

CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.036	0.59	0.005	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	
2022	0.036	1.84	0.005	0.03	31,041	
2023	0.036	1.79	0.005	0.03	31,186	
2024	0.036	0.00	0.01	0.03	30,979	

Legend:
MGD= Million gallons per day
MG=million gallons
gpd= gallons per day
EDU= Equivalent Dwelling Unit (150 gpd)

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	47,918,736	1,545,766
FEBRUARY	43,703,896	1,560,853
MARCH	48,063,482	1,550,435
APRIL	47,294,978	1,525,644
MAY	49,834,352	1,607,560
JUNE	49,111,936	1,584,256
JULY	51,919,787	1,674,832
AUGUST	51,872,384	1,673,303
SEPTEMBER	50,844,952	1,640,160
OCTOBER	50,572,280	1,631,364
NOVEMBER	47,643,899	1,536,900
DECEMBER	50,188,260	1,618,976
Annual Total	588,968,942	1,595,837

2023		
	Total (MG)	AVERAGE (MG)
JANUARY	50,324,969	1,623,386
FEBRUARY	44,512,256	1,589,723
MARCH	51,243,776	1,653,025
APRIL	49,507,092	1,597,003
MAY	51,882,496	1,673,629
JUNE	51,245,216	1,653,071
JULY	53,546,017	1,727,291
AUGUST	53,866,467	1,737,628
SEPTEMBER	51,067,174	1,647,328
OCTOBER	49,781,275	1,605,848
NOVEMBER	47,073,432	1,518,498
DECEMBER	48,189,312	1,554,494
Annual Total	602,239,482	1,631,744

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	48,027,207	1,549,265
FEBRUARY	44,217,320	1,579,190
MARCH	46,432,344	1,497,818
APRIL	44,552,042	1,437,163
MAY	46,432,344	1,497,818
JUNE	52,695,168	1,699,844
JULY	55,816,216	1,800,523
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	338,172,641	1,580,231

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	204,300	6,590
FEBRUARY	178,600	5,761
MARCH	191,200	6,168
APRIL	222,000	7,161
MAY	237,300	7,655
JUNE	286,600	9,245
JULY	301,600	9,729
AUGUST	262,800	8,477
SEPTEMBER	221,600	7,148
OCTOBER	236,700	7,635
NOVEMBER	215,200	6,942
DECEMBER	144,500	4,661
Annual Total	2,702,400	7,265

2023		
	Total (MG)	AVERAGE (MG)
JANUARY	233,300	7,526
FEBRUARY	184,300	5,945
MARCH	218,200	7,039
APRIL	234,800	7,574
MAY	264,800	8,542
JUNE	268,900	8,674
JULY	325,100	10,487
AUGUST	281,300	9,074
SEPTEMBER	265,600	8,568
OCTOBER	233,900	7,545
NOVEMBER	242,500	7,823
DECEMBER	233,500	7,532
Annual Total	2,986,200	8,027

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	234,900	7,577
FEBRUARY	182,100	5,874
MARCH	206,200	6,250
APRIL	224,200	7,232
MAY	210,000	6,774
JUNE	257,889	8,319
JULY	306,700	9,894
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	1,621,989	7,417

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	150,100	4,842
FEBRUARY	127,200	4,103
MARCH	130,300	4,203
APRIL	141,600	4,568
MAY	145,000	4,677
JUNE	155,500	5,016
JULY	173,500	5,597
AUGUST	167,200	5,394
SEPTEMBER	138,500	4,468
OCTOBER	144,300	4,655
NOVEMBER	145,300	4,687
DECEMBER	226,300	7,300
Annual Total	1,844,800	4,959

2023		
	Total (MG)	AVERAGE (MG)
JANUARY	134,900	4,352
FEBRUARY	122,700	3,958
MARCH	140,000	4,516
APRIL	143,100	4,616
MAY	153,400	4,948
JUNE	166,200	5,361
JULY	166,400	5,368
AUGUST	170,400	5,497
SEPTEMBER	163,600	5,277
OCTOBER	140,600	4,535
NOVEMBER	143,200	4,619
DECEMBER	146,400	4,723
Annual Total	1,790,900	4,814

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	155,600	5,019
FEBRUARY	135,000	4,355
MARCH	148,800	4,750
APRIL	155,700	5,023
MAY	153,600	4,955
JUNE	164,300	5,300
JULY	178,100	5,745
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	1,091,100	5,021

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 (MGD)	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
2022	1.75	387.15	1.06	0.69	687,500	4,583
2023	1.75	382.28	1.06	0.69	694,167	4,628
2024	1.75	252.12	1.18	0.57	565,714	3,771

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	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	0.10	0.40	400,833	2,672
2022	0.5	62.8	0.17	0.33	328,333	2,189
2023	0.5	83.78	0.23	0.27	270,000	1,800
2024	0.5	42.99	0.20	0.30	297,143	1,981

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	6,922
2022	6,772
2023	6,428
2024	5,752

Legend:
MGD= Million gallons per day
MG=million gallons
gpd= gallons per day
EDU= Equivalent Dwelling Unit (150 gpd)

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	37.25	1.20
FEBRUARY	33.8	1.21
MARCH	33.28	1.07
APRIL	32.98	1.1
MAY	35.86	1.16
JUNE	29.9	1.00
JULY	29.78	0.96
AUGUST	30.19	1.01
SEPTEMBER	29.62	0.96
OCTOBER	29.02	0.94
NOVEMBER	30.09	1.00
DECEMBER	35.38	1.14
Annual Total	387.15	1.06

2023		
	Total (MG)	AVERAGE (MG)
JANUARY	36.55	1.21
FEBRUARY	28.96	1.03
MARCH	30.46	1.02
APRIL	29.52	0.98
MAY	30.78	0.99
JUNE	29.64	0.99
JULY	31.2	1.01
AUGUST	29.96	1.00
SEPTEMBER	33.38	1.11
OCTOBER	33.02	1.07
NOVEMBER	33.61	1.12
DECEMBER	35.2	1.14
Annual Total	382.28	1.06

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	36.06	1.16
FEBRUARY	34.43	1.19
MARCH	38.99	1.26
APRIL	38.08	1.27
MAY	37.15	1.2
JUNE	32.9	1.1
JULY	34.51	1.11
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	252.12	1.18

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	0	0
FEBRUARY	0	0
MARCH	4.34	0.14
APRIL	4.68	0.16
MAY	6.03	0.19
JUNE	6.21	0.21
JULY	6.48	0.21
AUGUST	7.01	0.23
SEPTEMBER	7.11	0.24
OCTOBER	7.27	0.23
NOVEMBER	6.94	0.23
DECEMBER	6.73	0.22
Annual Total	62.8	0.17

2023		
	Total (MG)	AVERAGE (MG)
JANUARY	7.3	0.24
FEBRUARY	6.38	0.23
MARCH	6.41	0.21
APRIL	6.13	0.20
MAY	6.30	0.20
JUNE	6.89	0.23
JULY	7.31	0.24
AUGUST	7.7	0.25
SEPTEMBER	6.98	0.23
OCTOBER	6.92	0.22
NOVEMBER	7.22	0.24
DECEMBER	8.24	0.27
Annual Total	83.78	0.230

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	8.61	0.28
FEBRUARY	8.25	0.28
MARCH	6.28	0.2
APRIL	5.05	0.17
MAY	4.64	0.15
JUNE	5.25	0.18
JULY	4.91	0.16
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	42.99	0.203

CTUB Project Updates

August 14, 2024

Renewal and Replacement Project

1. Total Contract amount $10,857,207.99
2. Balance to finish $1,665.978.04
   a. 89.1% complete
   b. $299,525.43 remaining in contingency
3. See attached summary for detailed updates on work completed and items remaining.
4. Facility tour to be scheduled upon completion of paving and site clean-up, anticipated Fall 2024.
5. Substantial Completion estimated November 2024.
6. On-schedule and within engineers estimate of cost.

Collection System Project

1. Final easement acquisition and permits anticipated by August 19th
2. Project advertisement for bid September 2024
3. Bid Opening October 2024
4. Start Construction December 2024
5. Current Engineer's Estimate of Construction Cost: $5,317,100 *
   a. * Estimate does not include upgrades to the Flowing Springs Pump Station. The Board has evaluated alternatives to the current design upgrade and determined that there is a more cost-effective approach. CTUB will evaluate the upgrade to the Flowing Springs Pump Station in 2025.
6. Project includes the following improvements to the sanitary sewer collection and pumping system:
   a. Burr East Pump Station
   b. Moose Lodge Pump Station
   c. Jett's Farm Pump Station
   d. Forrest Street Pump Station demolition

e. 11th Avenue Pump Station demolition
f. Lakeland Place (new pump station)
g. Evitt's Run Gravity Collector line (2,000' new install)

7. Funding includes:

$2,844,984.00 CWSRF loan (0.25% + 0.25% admin, 40 yr)

$216,016.00 CWSRF loan (2.75% + 0.25% admin, 20 yr) (* may not be utilized in favor of utilizing internal R&R and CIF funds)

$500,000.00 Green infrastructure principal forgiveness grant

$1,620,000.00 State EEGF Grant

$910,000 Capacity Improvement Fees

$745,000.00 Renewal and Replacement Funds

Collection System Project Costs and Timeline of project changes

1. Pursuant to the attached costs estimates the following is the timeline and cost fluctuations over time:

2. **February 1, 2022** Facility Plan Pre-design:

Construction Sub-total: $3,895,240

Soft Costs, Engineering and Legal: $965,760

Total Estimate: $4,861,000

3. Regular Board Meeting **September 14, 2022** 30% Cost Estimate Update

Construction Sub-total: $5,974,500

Soft Costs, Engineering and Legal: $1,013,500

Total Estimate: $6,988,000

4. Special Board Meeting **January 18, 2023** 60% Cost Estimate Update

Construction Sub-total: $7,048,000

Soft Costs, Engineering and Legal: $1,202,000

Total Estimate: $8,250,000

5. Final Design Report **December 12, 2023**

Construction Sub-total: $8,283,000

Soft Costs, Engineering and Legal: $1,292,000

Total Estimate: $9,575,000

6. Current Project Estimate **July 2024** with Flowing Springs Pump Station as add-alternate:

Construction Sub-total: $5,317,100

Soft-Costs, Engineering and Legal: $1,300,000

Total Estimate: $6,617,100.00

7. See attachments 1-4 for detailed estimates and correlating Board meeting dates.

Lead and Copper Rule Revision Compliance

1. Compliance with EPA Lead and Copper Rule Revision (LCRR) required by October 16, 2024.
2. CTUB has evaluated over 90 miles of watermain and 6,196 public and private service lines. The remaining 830 public and private service lines will be completed by September 15th.
3. There are currently 1,724 galvanized private service lines and 4,472 non-lead lines. Galvanized lines will need to be replaced by the property owner in accordance with EPA guidelines set after the October deadline.
4. No lead service lines or goosenecks have been identified within the system to date.

Upcoming Water Projects

1. Water Model Update –In-progress
2. Water Capital project outline for Public Bond issue finalized in Fall 2024. CTUB will present projects to City Council for approval of pursuit of public bond issue (no rate increase anticipated). These are renewal and replacement as well as growth related projects that have been anticipated for several years.
3. 2025 – Capacity Improvement Fee assessment once the Water Model and necessary project outline is finalized.
4. Water Treatment Plant Capacity Preliminary Engineering Report to be evaluated in 2025.

Upcoming Sewer Projects

1. Preliminary Engineering report for Wastewater Treatment Expansion – In-progress
2. North Street- Liberty Street-Charles Street- George Street Sewer Improvement project – Renewal and Replacement of aging lines
3. Greenfield Forcemain and Pump Station upgrade (Capacity Improvement) Project – In-progress will be to bid within 2 months.
4. 2025 Sewer Capacity Improvement Fee assessment with completion of PER for Wastewater Plant Expansion
5. Job Corps Pump Station Upgrade

Upcoming Miscellaneous Projects

1. Software Upgrade of Utility Billing, Accounting and Asset Management Software. Will increase ability for tracking and managing projects as well as assets and maintenance.

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, August 14, 2024

Regular Meeting

661 South George Street
Charles Town, WV 25414

August 14, 2024

Attachments:

Board Report 08.14.2024.pdf

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========		
50	WATER FUND	180,655.84
60	SEWER FUND	453,368.61
	GRAND TOTAL:	634,024.45

TOTAL PAGES: 8

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 634,024.45
T-Mobile, check dated 7/24/2024: 283.68
City of Ranson, CIF check dated 8/14/2024: 50,375.00

Total: $ 684,683.13

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	MAINT METERS	WATER FUND	WATER		89.87
	WTP SUPPLIES	WATER FUND	WATER		859.67
	GH/CAV SUPPLIES	WATER FUND	WATER		1,821.01
	MAINT SUPPLIES	WATER FUND	WATER		1,581.38
	TECH SUPPLIES	WATER FUND	WATER		491.50
	TRANSPORTATION	WATER FUND	WATER		15.38
	OFFICE SUPPLIES	SEWER FUND	SEWER		1,596.37
	SUBSCRIPTIONS	SEWER FUND	SEWER		24.50
	CLLCTN SYSTM	SEWER FUND	SEWER		53.04
	TRMNT &DSPSL SUPPLIES	SEWER FUND	SEWER		2,485.79
	TECH SUPPLIES	SEWER FUND	SEWER		491.47
	DEERFIELD MAINT	SEWER FUND	SEWER		158.29
	PMPSTN SUPPLIES	SEWER FUND	SEWER		546.80
	TWWTP MAINT	SEWER FUND	SEWER		607.85
	GEN EXPENSE	SEWER FUND	SEWER		176.44
	TRANSPORTATION	SEWER FUND	SEWER		15.37
				TOTAL:	12,971.63
HD SUPPLY INC	FLEXFLO PUMP	WATER FUND	WATER		1,474.57
	VALVE	WATER FUND	WATER		512.40
	SPGT, ADPTR, TUBEASSMBLY,	WATER FUND	WATER		367.28
	DISCHARGE HOSE	WATER FUND	WATER		75.49
	DISCHARGE HOSE	WATER FUND	WATER		885.32
				TOTAL:	3,315.06
VITAL SIGNS	DECALS	WATER FUND	WATER		132.00
	DECALS	SEWER FUND	SEWER		297.00
				TOTAL:	429.00
WAKEFIELD & ASSOCIATES INC	JULY COLLECTIONS	WATER FUND	WATER		156.60
	JULY COLLECTIONS	SEWER FUND	SEWER		156.60
				TOTAL:	313.20
WV AMERICAN WATER	SHUTOFFS & RECONNECTS	SEWER FUND	NON-DEPARTMENTAL		880.00
				TOTAL:	880.00
WV BUREAU OF PUBLIC HEALTH	S.FARIAS CLSS II WW CERT	SEWER FUND	SEWER		150.00
	A.HALE CLSS II WW CERT	SEWER FUND	SEWER		150.00
				TOTAL:	300.00
ZETA SOLUTIONS, LLC	KAMIRA PAX-XL8	WATER FUND	WATER		11,880.00
				TOTAL:	11,880.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	PETTY CASH- MISC RECEIPTS	SEWER FUND	SEWER	11.00
			TOTAL:	126.52
PREMIER RISK MANAGEMENT SOLUTIONS, LLC	SAFETY CNSLTNG: 7/01 - 7/3	WATER FUND	WATER	751.55
	SAFETY CNSLTNG: 7/01 - 7/3	SEWER FUND	SEWER	751.55
			TOTAL:	1,503.10
QUALITY FENCE & DECK CO	GATE OPENING TRANSMITTERS	WATER FUND	WATER	315.00
	GATE OPENING TRANSMITTERS	SEWER FUND	SEWER	315.00
	LITTLE DEMORY FENCE REPAIR	SEWER FUND	SEWER	1,600.00
	SEWER PLANT GATE	SEWER FUND	SEWER	750.00
			TOTAL:	2,980.00
CORPORATION OF RANSON	JULY UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	4,336.82
			TOTAL:	4,336.82
MARK ROPER	EASEMENT AGREEMENT	SEWER FUND	NON-DEPARTMENTAL	3,000.00
			TOTAL:	3,000.00
ROSS H BARE	GREENFIELD PS TRBLSHT	SEWER FUND	SEWER	300.00
	CTWWTP SVC CLL	SEWER FUND	SEWER	780.96
	SVC CALL TWWTP	SEWER FUND	SEWER	1,140.00
			TOTAL:	2,220.96
SG PLUMBING, INC.	527 E WASHINGTON ST: 7/29/	WATER FUND	WATER	1,300.00
	620 MORDINGTON AVE: 7/30/2	WATER FUND	WATER	1,300.00
	210 N WEST ST: 7/31/24	WATER FUND	WATER	1,075.00
	TWWTP: 7/23/24	SEWER FUND	SEWER	273.90
			TOTAL:	3,948.90
SHENANDOAH SALES & SERVICE, INC.	VAC TRUCK REPAIR	SEWER FUND	SEWER	592.33
			TOTAL:	592.33
STH, INC.	RPLC PACKING	WATER FUND	WATER	2,010.00
	JOB CORPS PUMPS	SEWER FUND	NON-DEPARTMENTAL	29,182.50
	FLOATS FOR MISC PS	SEWER FUND	SEWER	730.00
			TOTAL:	31,922.50
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER	889.27
	PUMP / TRANSPORT	WATER FUND	WATER	1,074.15
	PUMP / TRANSPORT	WATER FUND	WATER	520.80
	PUMP / TRANSPORT	WATER FUND	WATER	292.95
	TRANSPORT	SEWER FUND	SEWER	1,039.50
	SUPERVAC	SEWER FUND	SEWER	2,452.32
			TOTAL:	6,268.99
TEK ADVISORS LLC	IT CONSULTING	WATER FUND	WATER	440.00
	IT CONSULTING	SEWER FUND	SEWER	440.00
			TOTAL:	880.00
THE CI THORNBURG CO, INC.	SRII TRPL	WATER FUND	WATER	7,578.34
	CHLORINE	WATER FUND	WATER	2,882.81
			TOTAL:	10,461.15
U.S. BANK	OFFICE SUPPLIES	WATER FUND	WATER	1,932.40
	SUBSCRIPTIONS	WATER FUND	WATER	24.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	702-004140	WATER FUND	NON-DEPARTMENTAL	43.95
	702-004150	WATER FUND	NON-DEPARTMENTAL	43.95
	702-004160	WATER FUND	NON-DEPARTMENTAL	43.96
	702-004170	WATER FUND	NON-DEPARTMENTAL	43.95
	702-004180	WATER FUND	NON-DEPARTMENTAL	43.95
	702-004190	WATER FUND	NON-DEPARTMENTAL	43.95
	702-004200	WATER FUND	NON-DEPARTMENTAL	43.95
	702-004210	WATER FUND	NON-DEPARTMENTAL	41.60
	702-004240	WATER FUND	NON-DEPARTMENTAL	43.96
	702-004300	WATER FUND	NON-DEPARTMENTAL	15.73
	702-004320	WATER FUND	NON-DEPARTMENTAL	43.95
	702-002650	WATER FUND	NON-DEPARTMENTAL	38.09
	703-000080	WATER FUND	NON-DEPARTMENTAL	299.23
	703-002216	WATER FUND	NON-DEPARTMENTAL	50.01
	705-001000	WATER FUND	NON-DEPARTMENTAL	26.15
	705-003600	WATER FUND	NON-DEPARTMENTAL	44.61
	705-003640	WATER FUND	NON-DEPARTMENTAL	35.36
	705-003680	WATER FUND	NON-DEPARTMENTAL	44.57
	706-002130	WATER FUND	NON-DEPARTMENTAL	19.54
	707-000270	WATER FUND	NON-DEPARTMENTAL	44.72
	707-000660	WATER FUND	NON-DEPARTMENTAL	8.83
			TOTAL:	4,530.30
MISS UTILITY OF WV, INC.	MESSAGE FEES: JULY	WATER FUND	WATER	182.90
	MESSAGE FEES: JULY	SEWER FUND	SEWER	182.90
			TOTAL:	365.80
THOMAS NALLS	JULY TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,937.01
			TOTAL:	3,937.01
NEXOM (US), INC	FILTER INSPECTION	SEWER FUND	SEWER	4,473.00
			TOTAL:	4,473.00
LOGICAL CONCEPTS, INC	PS MONITORING	SEWER FUND	SEWER	333.00
			TOTAL:	333.00
PACE ANALYTICAL SERVICES, LLC	TESTING: CT WKLY	SEWER FUND	SEWER	270.80
	TESTING: CT QRTLY	SEWER FUND	SEWER	375.40
	TESTING: CT	SEWER FUND	SEWER	144.00
	TESTING: TUSC	SEWER FUND	SEWER	145.80
	TESTING: TUSC WKLY	SEWER FUND	SEWER	161.30
	TESTING: CT WKLY	SEWER FUND	SEWER	264.90
	TESTING: IU02/WV0022349	SEWER FUND	SEWER	214.70
			TOTAL:	1,576.90
PARKSON CORPORATION	DRIVE SPROCKET	SEWER FUND	SEWER	4,227.19
			TOTAL:	4,227.19
PATTON BUILDING SERVICES INC	CLEANING JULY	WATER FUND	WATER	124.95
	CLEANING JULY	WATER FUND	WATER	229.08
	CLEANING JULY	SEWER FUND	SEWER	249.90
	CLEANING JULY	SEWER FUND	SEWER	229.07
			TOTAL:	833.00
PETTY CASH @ 661 S GEORGE ST	PETTY CASH- MISC RECEIPTS	WATER FUND	WATER	69.46
	PETTY CASH- MISC RECEIPTS	SEWER FUND	SEWER	46.06

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	480.39
KM ELECTRICAL SOLUTIONS LLC	RMVL T-STAT, NEW CNDUIT &	SEWER FUND	SEWER	3,200.00
	HUNTFIELD PS REPAIR	SEWER FUND	SEWER	2,439.00
			TOTAL:	5,639.00
METLIFE, INC	AD&D PAYABLE	WATER FUND	WATER	10.71
	LIFE PAYABLE	WATER FUND	WATER	57.01
	LTD PAYABLE	WATER FUND	WATER	344.74
	STD PAYABLE	WATER FUND	WATER	431.05
	AD&D PAYABLE	SEWER FUND	SEWER	9.13
	LIFE PAYABLE	SEWER FUND	SEWER	48.59
	LTD PAYABLE	SEWER FUND	SEWER	274.25
	STD PAYABLE	SEWER FUND	SEWER	341.49
			TOTAL:	1,516.97
SECURITY DEPOSIT REFUNDS	102-000192	WATER FUND	NON-DEPARTMENTAL	3.91
	102-000240	WATER FUND	NON-DEPARTMENTAL	3.13
	103-000541	WATER FUND	NON-DEPARTMENTAL	34.28
	103-000640	WATER FUND	NON-DEPARTMENTAL	1.58
	103-001255	WATER FUND	NON-DEPARTMENTAL	61.36
	104-001530	WATER FUND	NON-DEPARTMENTAL	89.61
	105-000965	WATER FUND	NON-DEPARTMENTAL	101.57
	105-001180	WATER FUND	NON-DEPARTMENTAL	90.64
	105-001624	WATER FUND	NON-DEPARTMENTAL	64.60
	106-001640	WATER FUND	NON-DEPARTMENTAL	14.44
	106-001825	WATER FUND	NON-DEPARTMENTAL	78.38
	108-000168	WATER FUND	NON-DEPARTMENTAL	61.67
	108-000188	WATER FUND	NON-DEPARTMENTAL	56.29
	109-000018	WATER FUND	NON-DEPARTMENTAL	95.67
	109-000019	WATER FUND	NON-DEPARTMENTAL	99.71
	704-003320	WATER FUND	NON-DEPARTMENTAL	75.09
	704-003320	WATER FUND	NON-DEPARTMENTAL	78.16
	301-000320	WATER FUND	NON-DEPARTMENTAL	38.42
	401-000870	WATER FUND	NON-DEPARTMENTAL	63.77
	403-001252	WATER FUND	NON-DEPARTMENTAL	27.68
	504-000287	WATER FUND	NON-DEPARTMENTAL	37.88
	504-200030	WATER FUND	NON-DEPARTMENTAL	81.11
	504-500081	WATER FUND	NON-DEPARTMENTAL	36.03
	506-000505	WATER FUND	NON-DEPARTMENTAL	58.74
	514-150101	WATER FUND	NON-DEPARTMENTAL	3.13
	514-150120	WATER FUND	NON-DEPARTMENTAL	64.51
	514-150126	WATER FUND	NON-DEPARTMENTAL	64.49
	514-150129	WATER FUND	NON-DEPARTMENTAL	196.95
	514-150168	WATER FUND	NON-DEPARTMENTAL	90.42
	514-150183	WATER FUND	NON-DEPARTMENTAL	110.69
	514-150185	WATER FUND	NON-DEPARTMENTAL	98.86
	514-150187	WATER FUND	NON-DEPARTMENTAL	7.18
	703-002051	WATER FUND	NON-DEPARTMENTAL	40.89
	703-002216	WATER FUND	NON-DEPARTMENTAL	34.14
	703-002220	WATER FUND	NON-DEPARTMENTAL	1,067.23
	514-150173	WATER FUND	NON-DEPARTMENTAL	57.09
	701-003410	WATER FUND	NON-DEPARTMENTAL	44.02
	701-003960	WATER FUND	NON-DEPARTMENTAL	43.95
	701-004080	WATER FUND	NON-DEPARTMENTAL	43.94
	701-004170	WATER FUND	NON-DEPARTMENTAL	145.08

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
WV DEPT OF HEALTH & HUMAN SERVICES	FLOURIDE TEST	WATER FUND	WATER		20.00
	FLOURIDE TEST	WATER FUND	WATER		20.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		161.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		92.00
				TOTAL:	293.00
ERM & ASSOCIATES LLC	ESMNT ACQSTN 2023CLLCTNSYS	SEWER FUND	NON-DEPARTMENTAL		4,506.80
				TOTAL:	4,506.80
GUTTMAN ENERGY	W/E 7/21/24	WATER FUND	WATER		716.78
	W/E 7/28/24	WATER FUND	WATER		644.19
	W/E 8/04/24	WATER FUND	WATER		1,344.77
	W/E 7/21/24	SEWER FUND	SEWER		1,232.87
	W/E 7/28/24	SEWER FUND	SEWER		750.79
	W/E 8/04/24	SEWER FUND	SEWER		1,210.23
				TOTAL:	5,899.63
GWIN DOBSON & FOREMAN INC	STNDRD SPECS UPDATE	WATER FUND	WATER		549.25
	WA RETAINER SVCS	WATER FUND	WATER		702.00
	GRNFLD FRCMN SMLST FLWMTR	SEWER FUND	NON-DEPARTMENTAL		10,882.67
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL		1,180.40
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL		8,185.44
	CNTRHLLW PS	SEWER FUND	NON-DEPARTMENTAL		253.50
	STNDRD SPECS UPDATE	SEWER FUND	SEWER		549.25
	WW RETAINER SVCS	SEWER FUND	SEWER		1,123.20
	EPA ADMIN ORDER	SEWER FUND	SEWER		1,123.20
				TOTAL:	24,548.91
GRAINGER	GLEN HAVEN	WATER FUND	WATER		161.64
	GLEN HAVEN	WATER FUND	WATER		87.94
				TOTAL:	249.58
INTELLIPOINT TECHNOLOGIES, LLC	IT-REGULAR-REMOTE	WATER FUND	WATER		200.00
				TOTAL:	200.00
PROTOUCH COMMUNICATIONS, LLC	JUL SVCS: AFTER-HRS EMERGE	WATER FUND	WATER		170.47
	JUL SVCS: AFTER-HRS EMERGE	SEWER FUND	SEWER		170.47
				TOTAL:	340.94
INWOOD QUARRY, INC.	C2 PICKUP: 7/29/24	WATER FUND	WATER		147.32
	C2 PICKUP: 7/29/24	WATER FUND	WATER		147.32
	C2 & I10 PICKUPS: 7/30/24	WATER FUND	WATER		307.78
	C2 & I10 PICKUPS: 7/30/24	WATER FUND	WATER		307.78
				TOTAL:	910.20
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER		878.25
	SHREDDING, STORAGE	SEWER FUND	SEWER		878.25
				TOTAL:	1,756.50
JEFFERSON PUBLISHING COMPANY	7/17 NOTICES	SEWER FUND	SEWER		92.14
				TOTAL:	92.14
JEFFERSON RENTALS	SCAFFOLDING	SEWER FUND	SEWER		125.42
				TOTAL:	125.42
CARSON KLOCKMANN	MILEAGE 8/04 - 8/09/24	WATER FUND	WATER		480.39

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	120.00
CITY NATIONAL BANK	LOCKBOX SVCS: JULY	WATER FUND	WATER	127.00
	LOCKBOX SVCS: JULY	SEWER FUND	SEWER	127.00
			TOTAL:	254.00
CITY OF CHARLES TOWN	UB COLLECTIONS JULY	WATER FUND	NON-DEPARTMENTAL	21,318.97
	MAY & JUN RENT @ 661 S GEO	WATER FUND	WATER	2,550.00
	MAY & JUN RENT @ 661 S GEO	SEWER FUND	SEWER	2,550.00
			TOTAL:	26,418.97
COMCAST BUSINESS	8299 31 011 0537814	WATER FUND	WATER	144.10
	8299 31 011 0190689	WATER FUND	WATER	315.44
	8299 31 008 0138502	WATER FUND	WATER	189.79
	8299 31 011 0534977	WATER FUND	WATER	207.31
	8299 31 007 0037375	WATER FUND	WATER	310.35
	8299 31 008 0138502	SEWER FUND	SEWER	189.78
			TOTAL:	1,356.77
CORE & MAIN	WTP STOCK	WATER FUND	WATER	3,203.76
	10" WATER LINE	WATER FUND	WATER	376.03
	EUCLID AVE HYDRANT	WATER FUND	WATER	4,672.00
	BRASS NIPPLE	WATER FUND	WATER	51.66
	FLANGE-TYTE II SBR	WATER FUND	WATER	113.08
	EXTENSION KIT	WATER FUND	WATER	2,510.00
	STOCK	WATER FUND	WATER	748.51
	STOCK	WATER FUND	WATER	1,613.94
	CPLG FIPXPJ	WATER FUND	WATER	65.31
	MONITOR RING ONLY PR	WATER FUND	WATER	815.28
	LITTLE DEMORY PS	SEWER FUND	SEWER	1,255.66
	DEERFIELD PLANT	SEWER FUND	SEWER	680.78
	SEWER STOCK	SEWER FUND	SEWER	1,435.94
	SEWER STOCK	SEWER FUND	SEWER	715.26
	METER TILE	SEWER FUND	SEWER	807.26
			TOTAL:	19,064.47
COYNE CHEMICAL	ZETAG 8868 FS	SEWER FUND	SEWER	10,225.89
	SODIUM HYPOLCHLORITE 15%	SEWER FUND	SEWER	427.40
			TOTAL:	10,653.29
CRYSTAL SPRINGS	MONTHLY SVC @ 661 & 842	WATER FUND	WATER	132.40
	MONTHLY SVC @ 661 & 842	SEWER FUND	SEWER	105.42
			TOTAL:	237.82
CUMMINS, INC	SAMUEL PS REPAIR	SEWER FUND	SEWER	1,501.61
			TOTAL:	1,501.61
D.R. HORTON, INC.	SEWER UPSIZING PER AMEA	SEWER FUND	NON-DEPARTMENTAL	10,000.00
			TOTAL:	10,000.00
DELL MARKETING L.P.	COMPUTER FOR CONFERENCE RO	WATER FUND	WATER	637.19
	COMPUTER FOR CONFERENCE RO	SEWER FUND	SEWER	637.18
			TOTAL:	1,274.37
DENNIS SALES & SERVICE, INC	WTP RGLTR SVC	WATER FUND	WATER	1,502.88
			TOTAL:	1,502.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3RD TIME TRUCKING	HAULING	WATER FUND	WATER	206.99
	HAULING	WATER FUND	WATER	206.99
	HAULING	WATER FUND	WATER	71.12
	HAULING	WATER FUND	WATER	71.12
	HAULING	WATER FUND	WATER	141.96
	HAULING	WATER FUND	WATER	141.96
	HAULING	SEWER FUND	SEWER	133.56
			TOTAL:	973.70
44 COLLEGE READY FOUNDATION	EASEMENT AGREEMENT	SEWER FUND	NON-DEPARTMENTAL	14,000.00
			TOTAL:	14,000.00
WILLIAM HOAK	ASPHALT: 5/09/24	WATER FUND	WATER	5,860.00
	ASPHALT: 5/13/24	WATER FUND	WATER	4,440.00
	ASPHALT: 5/16/24	WATER FUND	WATER	4,290.00
	ASPHALT: 6/04/24	WATER FUND	WATER	3,840.00
	ASPHALT: 6/04/24	WATER FUND	WATER	3,600.00
	ASPHALT: 6/07/24	WATER FUND	WATER	6,210.00
	ASPHALT & CONCRETE: 6/19/2	WATER FUND	WATER	4,800.00
	ASPHALT: 5/13/24	SEWER FUND	SEWER	4,590.00
	ASPHALT: 5/16/24	SEWER FUND	SEWER	3,960.00
	ASPHALT & CONCRETE: 6/19/2	SEWER FUND	SEWER	590.00
	MANHOLE: 6/19/24	SEWER FUND	SEWER	800.00
			TOTAL:	42,980.00
ALVAREZ CONTRACTORS, INC	WWTP PROJECT	SEWER FUND	NON-DEPARTMENTAL	243,655.09
			TOTAL:	243,655.09
AMCS GROUP INC	ASSET MNGMNT SOFTWARE	WATER FUND	NON-DEPARTMENTAL	20,000.00
	FIELD SERVICE	WATER FUND	WATER	16,250.00
	ASSET MNGMNT SOFTWARE	SEWER FUND	NON-DEPARTMENTAL	20,000.00
	FIELD SERVICE	SEWER FUND	SEWER	16,250.00
			TOTAL:	72,500.00
AMERIGAS PROPANE LP	TANK RENTAL: GH MASON DR	WATER FUND	WATER	130.30
	TANK RENTAL: 832 S GEORGE	WATER FUND	WATER	160.53
	TANK RENTAL: BEALLAIR	SEWER FUND	SEWER	164.65
			TOTAL:	455.48
APPARATAUS REPAIR & ENGINEERING, INC	CTWTP KIT INSTALL & PMP RE	WATER FUND	WATER	4,441.43
			TOTAL:	4,441.43
ARDEN EQUIPMENT REPAIR, INC.	BLADE, SWITCH, JUMPER	SEWER FUND	SEWER	152.44
			TOTAL:	152.44
AUTOZONE	VAPOR AIR CHUCK	WATER FUND	WATER	6.29
			TOTAL:	6.29
JP & RF BURNS PARTNERSHIP	JULY LOADS - 55	SEWER FUND	SEWER	10,010.00
			TOTAL:	10,010.00
CHARLES TOWN PLUMBING LLC	SWR LATERAL SAMUEL/CONGRES	SEWER FUND	SEWER	7,300.00
			TOTAL:	7,300.00
THE CINCINNATI INSURANCE COMPANY	T.STOCKS BOND 8/19/24-8/19	WATER FUND	WATER	60.00
	T.STOCKS BOND 8/19/24-8/19	SEWER FUND	SEWER	60.00