CHARLES TOWN UTILITY BOARD
AGENDA

MONDAY, DECEMBER 21, 2020

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

REVISED

***NOTE MEETING WAS CHANGED FROM DECEMBER 16TH TO DECEMBER 21ST**

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of November 18, 2020 Special Meeting Minutes
      UB Minutes November 18, 2020.pdf

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

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

   The public is invited to attend this meeting via webcast (www.ctubwv.com - Board Meetings - Meeting Agendas and Minutes 2020).

3. **PROJECT UPDATES**
   a. Rate Equalization Schedule and Project Update - John Kunkle Presentation
      Kunkle.pdf
   b. Route 9 Sewer Project Resolution No. 10 - Contractor Pay Application No. 010, Hatch Invoices and CTUB Reimbursement
      Pay Application No. 10.pdf
   c. HATCH Task Order No. 4A - Route 9 Sewer Project - Additional Construction Services - Engineering Services for Water/Wastewater Systems Upgrades Project
      Task Order No. 4A.pdf

d. RK&K - Task Order No. 14 Manhole Evaluation Report
Manhole Evaluation Report.pdf
e. RK&K - Task Order No. 16 Lloyd's Flat and Moose Lodge Project
Task Order No. 16.pdf
f. Route 9 Tank Charles Town Road - Lumos Lease Agreement
Lumos Lease Agreement.pdf

4. **MANAGEMENT REPORTS**
a. Utility Manager Report
UM Report 12-16-20.pdf
b. Chairman Report
i. Discussion of Board of Director's Meeting Time Change
ii. Discussion on 2021 Board of Director's Meeting Schedule
2021 Meeting Schedule.pdf
iii. Consultant Service Agreement

5. **APPROVAL OF BILLS**
a. December 16, 2020
Board Report 12.16.20.pdf

6. **ADJOURNMENT**

7. **INFORMATION ONLY - NEXT MEETING - JANUARY 13, 2021**

November 18, 2020

The Charles Town Utility Board held a regular meeting on November 18, 2020 at 4:00 p.m. at 661 S. George Street. Members of the Board present were Daryl Hennessy, Duke Pierson, Jacquelyn Milliron and Tommy Stocks. Also present were Kristen Stolipher and April Shultz. The Chairman called for changes or corrections to the October 28, 2020 regular meeting minutes. The Chairman and Jacquelyn both suggested changes. The Board approved the minutes as amended. The Chairman called for changes or corrections to the November 8, 2020 special meeting minutes. The Board approved the minutes as presented. There were no public comments.

Next, discussed was the Route 9 Sewer Project Resolution No. 9 – Contractor Pay Application 009, Hatch Invoices, and CTUB Reimbursement. Kristen provided an update on the project and noted there will be a change order at the next meeting for additional inspections to close out the project. Motion by Tommy, second by Jacquelyn, the Board approved the Route 9 Sewer Project resolution No. 9.

Next, the Chairman opened the floor for discussion on the Tuscawilla Membrane Replacement Basin 3 Resolution No. 1 – Contractor Pay Application No. 001. Kristen updated the Board on the project status of work completed. The plant startup should occur within the next few weeks. Kristen also noted that financing for this project is being provided from the O&M fund and would be reimbursed with bond refunding money or R&R project funding in the form of a bond. By motion from Tommy, second by Jacquelyn, the Board approved Tuscawilla MBR Replacement Basin 3 Resolution No. 1.

The Route 9 Tank Charles Town Road – Verizon 2nd Lease Amendment was discussed next. Kristen provided the lease amendment is to replace a piece of equipment with no change in rent. Hoy has reviewed and saw no issues. Kristen added this process is oversaw by Mike Hofe, as well as structural engineers. Motion by Jacquelyn, second by Tommy, with discussion from Jacquelyn, the Board approved the Verizon 2nd Lease Amendment for the Route 9 Tank.

Next, discussed was the RFQ for Legal Services. Kristen stated that rate equalization will have an aggressive schedule and would like to explore other legal counsel to assist. A draft RFQ for legal services was provided, specifically for rate equalization. Daryl added that rate equalization is a very specific matter and needs the dedication and focus of someone with expertise in this particular process. Duke agreed and stated that Hoy would welcome a helping hand. Jacquelyn had several questions on the advertisement since one was not provided and where it would be advertised. Kristen noted she will draft an advertisement and provide to the Board for review. She also mentioned she would be advertising in the Spirit, per posting requirements, as well as pushing out to other firms across the region. Motion by Duke, second by Tommy, to advertise an RFQ for Legal Services specifically for rate equalization. Jacquelyn amended the motion that selections are brought to the Board. The Board approved the amended motion.

The Chairman next opened the floor for discussion on the December Meeting Schedule – Special Meeting on December 16th. Daryl discussed having a single Board meeting in December due to the holidays. This will also provide another meeting before the City Council rate equalization update workshop on December 21st at 5:30 PM. Daryl also noted that City Council is switching to 100% remote meetings moving forward and would like the Utility Board to do the same. Jacquelyn requested adding an agenda item to the next meeting to discuss a set yearly Board meeting calendar.

Next, the Chairman opened the floor for discussion on the Utility Manager Report. Kristen briefed the Board on this month's efforts and upcoming task orders. Tommy requested adding an

agenda item to the next meeting to discuss time change for meeting. Jacquelyn had several questions on the updates. At this point in the meeting, Duke exited due to another commitment at 4:50pm.

Kristen also provided a high-level update on the rate equalization schedule and future projects. John Kunkle is working with staff on different rate scenarios and the impact each would have on the Utility and its customers. He will brief the Board at the next meeting prior to his presentation to City Council on December 21st. Staff is also working on finalizing the FY20-21 re-budgets and soft costs related to specific projects. Kristen also provided maps laying out multiple projects totaling $7.63 million as well as various funding strategies to help cover the costs.

The Chairman next provided an update on a Utility Board Mission Statement. Daryl shared a draft mission statement with the Board. Motion by Jacquelyn, second by Tommy, the Board approved the Utility Board mission statement as presented with the Chairman voting in favor. Staff will add this to the website.

Next, the Approval of Bills for November 9, 2020 and November 18, 2020 was discussed. By motion from Tommy, second by Jacquelyn, with discussion from Jacquelyn, the Board approved the payment of bills for November 9th and November 18th.

The meeting was adjourned at 6:03 p.m. The December 16th special meeting will be held virtually.

_____ _____

Chairman Secretary

Charles Town Utility Board

Analysis of Debt Service Coverage - Actual

For the year ended June 30, 2020

Revision 4

As of December 9, 2020

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,488,751	6,211,657
Operating Income Available for Debt Service	1,779,515	2,679,997	4,459,512
Debt Service Expenditures:			
Principal Payments on Bond Issues	936,505	1,262,118	2,198,623
Interest Payments on Bond Issues	551,407	427,541	978,948
Total Debt Service Expenditures	1,487,912	1,689,659	3,177,571
Operating Income Available After Bond Debt Service	$ 291,603	$ 990,338	$ 1,281,941
Debt Service Coverage Ratio	119.60%	158.61%	140.34%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (154,771)	$ 483,440	$ 328,670

DRAFT

Charles Town Utility Board

Analysis of Debt Service Coverage - MADS Coverage including 2020A

For the year ended June 30, 2020

Revision 4

As of December 9, 2020

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,488,751	6,211,657
Operating Income Available for Debt Service	1,779,515	2,679,997	4,459,512
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,237,721	2,191,981
Interest Payments on Bond Issues	448,125	325,983	774,108
Total Debt Service Expenditures	1,402,385	1,563,704	2,966,089
Operating Income Available After Bond Debt Service	$ 377,130	$ 1,116,293	$ 1,493,423
Debt Service Coverage Ratio	126.89%	171.39%	150.35%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (43,586)	$ 647,182	$ 603,596

DRAFT

Charles Town Utility Board

Analysis of Debt Service Coverage - MADS Coverage after 2000 A Maturity

For the year ended June 30, 2020

Revision 4

As of December 9, 2020

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,488,751	6,211,657
Operating Income Available for Debt Service	1,779,515	2,679,997	4,459,512
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,288,687	2,242,947
Interest Payments on Bond Issues	448,125	232,066	680,191
Total Debt Service Expenditures	1,402,385	1,520,753	2,923,138
Operating Income Available After Bond Debt Service	$ 377,130	$ 1,159,244	$ 1,536,374
Debt Service Coverage Ratio	126.89%	176.23%	152.56%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (43,586)	$ 703,018	$ 659,433

DRAFT

Charles Town Utility Board

Analysis of Debt Service Coverage - MADS Coverage after 2000 A Maturity with New Project Financing

For the year ended June 30, 2020

Revision 4

As of December 91, 2020

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Bond administrative fees on project debt	-	3,323	3,323
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,492,074	6,214,980
Operating Income Available for Debt Service	1,779,515	2,676,674	4,456,189
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,288,687	2,242,947
Interest Payments on Bond Issues	448,125	232,066	680,191
Principal Payment on Project Debt	-	99,820	99,820
Interest Payments on Project Debt	-	111,886	111,886
Total Debt Service Expenditures	1,402,385	1,732,459	3,134,844
Operating Income Available After Bond Debt Service	$ 377,130	$ 944,215	$ 1,321,345
Debt Service Coverage Ratio	126.89%	154.50%	142.15%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (43,586)	$ 424,477	$ 380,892

Project Financing Estimate:

	Principal	Interest	Admin. Fee	Total
$ 2,600,000 CWSRF .25% interest, .25% administrative fee, 40 years	$ 64,820	$ 6,036	$ 3,323	$ 74,179
$ 4,790,000 Public Bond Issue, 30 years	35,000	105,850	-	140,850
Total	$ 99,820	$ 111,886	$ 3,323	$ 215,029

DRAFT

Charles Town Utility Board

Analysis of Debt Service Coverage - Equalization Coverage

For the year ended June 30, 2020

Revision 4

As of December 9, 2020

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Bond administrative fees on project debt	-	3,323	3,323
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,492,074	6,214,980
Operating Income Available for Debt Service	1,779,515	2,676,674	4,456,189
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,288,687	2,242,947
Interest Payments on Bond Issues	448,125	232,066	680,191
Principal Payment on Project Debt	-	98,820	98,820
Interest Payments on Project Debt	-	111,886	111,886
Total Debt Service Expenditures	1,402,385	1,731,459	3,133,844
Operating Income Available After Bond Debt Service	$ 377,130	$ 945,215	$ 1,322,345
Debt Service Coverage Ratio	126.89%	154.59%	142.20%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (43,586)	$ 425,777	$ 382,192

Potential Rate Adjustments

	Charle Town +5% Former JCPSD -5% W/O Structure Adjustment	Charle Town +5% Former JCPSD Adopt Ranson Rates In Full	Charle Town +5% Former JCPSD Adopt Structure over 8 yrs Top -5%
Amount of Coverage in Excess of 130%	$ 382,192	$ 382,192	$ 382,192
Charles Town Adjustment	110,000	110,000	110,000
Former JCPSD Adjustment	(133,000)	(732,000)	(261,000)
Residual surplus	$ 359,192	$ (239,808)	$ 231,192

DRAFT

Charles Town Utility Board
Cost of Former JCPSD Territory Rate Equalization
For the test year ended June 30, 2020

					Revision 1 Revenue Loss
Former JCPSD Territory Current Rates					
Minimum	Bills	804	$ 33.22	$ 26,708.88	
Flat Rate	Customers	106	58.14	6,162.84	
1st 2,000	Gallons	3,721.0	16.61	61,805.81	
2nd 8,000	Gallons	4,585.3	16.61	76,161.83	
Over 10,000	Gallons	3,448.1	16.61	57,272.94	
				228,112.30	
Number of months				12	
				$ 2,737,347.65	$ -
Former JCPSD Territory Step 1					
Minimum	Bills	804	$ 31.56	$ 25,374.24	
Flat Rate	Customers	106	53.58	5,679.48	
1st 2,000	Gallons	3,721.0	15.78	58,717.38	
2nd 8,000	Gallons	4,585.3	14.68	67,312.20	
Over 10,000	Gallons	3,448.1	14.36	49,514.72	
				206,598.02	
Number of months				12	
				$ 2,479,176.24	(258,171.41)
Former JCPSD Territory Step 2					
Minimum	Bills	804	$ 31.56	$ 25,374.24	
Flat Rate	Customers	106	51.93	5,504.58	
1st 2,000	Gallons	3,721.0	15.78	58,717.38	
2nd 8,000	Gallons	4,585.3	13.58	62,268.37	
Over 10,000	Gallons	3,448.1	12.99	44,790.82	
				196,655.39	
Number of months				12	
				$ 2,359,864.72	(119,311.52)
Former JCPSD Territory Step 3					
Minimum	Bills	804	$ 31.56	$ 25,374.24	
Flat Rate	Customers	106	50.28	5,329.68	
1st 2,000	Gallons	3,721.0	15.78	58,717.38	
2nd 8,000	Gallons	4,585.3	12.48	57,224.54	
Over 10,000	Gallons	3,448.1	11.62	40,066.92	
				186,712.77	
Number of months				12	
				$ 2,240,553.19	(119,311.52)
Former JCPSD Territory Step 4					
Minimum	Bills	804	$ 31.56	$ 25,374.24	
Flat Rate	Customers	106	48.63	5,154.78	
1st 2,000	Gallons	3,721.0	15.78	58,717.38	
2nd 8,000	Gallons	4,585.3	11.38	52,180.71	
Over 10,000	Gallons	3,448.1	10.25	35,343.03	
				176,770.14	
Number of months				12	
				$ 2,121,241.67	(119,311.52)
Total cumulative revenue loss					$ (616,105.98)

DRAFT

Charles Town Utility Board
Analysis of Liquidity
For the years ended June 30, 2020, 2019 and 2018

Revision 1

	2020			2019			2018		
	Water	Sewer	Total	Water	Sewer	Total	Water	Sewer	Total
Cost of service									
Operating expenses	$ 2,722,906	$ 3,488,751	$ 6,211,657	$ 2,637,187	$ 3,539,356	$ 6,176,543	$ 2,636,826	$ 2,435,968	$ 5,072,794
Debt service expenditures	1,487,912	1,689,659	3,177,571	1,470,586	1,369,026	2,839,612	1,446,883	1,252,427	2,699,310
Surplus	291,603	990,338	1,281,941	446,250	454,754	901,004	360,958	205,047	566,005
Total cost of service	4,502,421	6,168,748	10,671,169	4,554,023	5,363,136	9,917,159	4,444,667	3,893,442	8,338,109
Days in year	365	365	365	365	365	365	365	365	365
Average cost of service per day	$ 12,335	$ 16,901	$ 29,236	$ 12,477	$ 14,694	$ 27,170	$ 12,177	$ 10,667	$ 22,844
Cash - unrestricted	$ 682,297	$ 2,097,422	$ 2,779,719	$ 559,450	$ 1,208,965	$ 1,768,415	$ 676,016	$ 245,489	$ 921,505
Average cost of service per day	12,335	16,901	29,236	12,477	14,694	27,170	12,177	10,667	22,844
Days of coverage	55	124	95	45	82	65	56	23	40

DRAFT

CHARLES TOWN UTILITY BOARD
ROUTE 9 SEWER PROJECT

RESOLUTION NO. 10

RESOLUTION OF THE CITY OF CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO THE CONSTRUCTION AND OTHER SERVICES FOR THE ROUTE 9 SEWER PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the City of Charles Town Utility Board has reviewed the invoices attached hereto and incorporated herein by reference relation to the project funded by ROXUL USA, Inc., dba ROCKWOOL under an Alternate Mainline Extension Agreement (WV PSC Case No. 191025-S-PC, approved November 22, 2019) and the Escrow Agreement dated October 11, 2019.

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. 10, and the CTUB Reimbursement per the attached Schedule B (See Column - Resolution No. 10) as summarized below, is hereby authorized and directed.

Vendor	Route 9 Sewer Project
Snyder Environmental Services, Inc.	$490,122.39
HATCH	$0
CTUB Reimbursement	$4,028.50
Total	**$494,150.89**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 16th day of December 2020.

By: _____
Daryl Hennessy, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 10

Application Period: 11/1/2020 to 11/25/2020		11/25/2020
To (Owner): **Charles Town Utility Board**	From (Contractor): **Snyder Environmental Services**	Via (Engineer): **Hatch Associates Consultants, Inc.**
Project: **Route 9 Sewer Project Ranson, WV**	Contract:	
Owner's Contract No.:	Contractor's Project No.: 20018	Engineer's Project No.: **H-359787**

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
01		$1,162,000.00
02		$1,177,551.00
03	$902,406.49	
04		$75,000.00
05		$26,160.87
6	$62,514.40	
TOTALS	$964,920.89	$2,440,711.87
NET CHANGE BY CHANGE ORDERS	**-$1,475,790.98**	

1. ORIGINAL CONTRACT PRICE	$	**$8,453,848.00**
2. Net change by Change Orders	$	**-$1,475,790.98**
3. Current Contract Price (Line 1 ± 2)	$	**$6,978,057.02**
4. TOTAL COMPLETED AND STORED TO DATE	$	**$6,947,711.22**
5. RETAINAGE:		
a. 10% X $3,489,028.51 **Work Completed**	$	**$348,902.85**
b. 10% X _____ **Stored Material**	$	
c. Total Retainage (Line 5.a + Line 5.b)	$	**$348,902.85**
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	**$6,598,808.37**
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	**$6,108,685.98**
8. AMOUNT DUE THIS APPLICATION	$	**$490,122.39**
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	**$379,248.65**

Contractor's Certification

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

Contractor Signature

By: Brandon | Date: 12/1/2020

Payment of: $ 490,122.39
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ (Engineer) 12/1/2020 (Date)

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

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

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

© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

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

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	10
Application Period:	11/1/2020 to 11/25/2020	Application Date:	11/25/2020
Engineer's Project Number: H-359787			

A					B	C		D		E	F		G
Bid Item Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Work Completed: Quantity Installed this Period	Work Completed: Value of Work Installed This Period	Work Completed: Quantity Installed to Date	Work Completed: Value of Work Installed to Date	Materials PresentlyStored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
100	**MOBILIZATION**												
101	MOBILIZE EQUIPMENT	1.00	LS	$ 300,000.00	$ 300,000.00	0.10	$ 30,000.00	1.00	$300,000.00		$300,000.00	100.0%	$ -
102	BLASTING STAKEOUT	1.00	LS	$ 75,000.00	$ 75,000.00	0	$ -	1.00	$75,000.00		$75,000.00	100.0%	$ -
103	CONSTRUCTION STAKEOUT	1.00	LS	$ 75,000.00	$ 75,000.00	0	$ -	1.00	$75,000.00		$75,000.00	100.0%	$ -
104	VIDEO DOCUMENTATION	1.00	LS	$ 25,000.00	$ 25,000.00	0	$ -	1.00	$25,000.00		$25,000.00	100.0%	$ -
105	SUBMITTALS	1.00	LS	$ 25,000.00	$ 25,000.00	0.05	$ 1,250.00	1.00	$25,000.00		$25,000.00	100.0%	$ -
106	BONDS & INSURANCE	1.00	LS	$ 100,000.00	$ 100,000.00	0	$ -	1.00	$100,000.00		$100,000.00	100.0%	$ -
200	TRAFFIC CONTROL	1.00	LS	$ 27,700.00	$ 27,700.00	0	$ -	1.00	$27,700.00		$27,700.00	100.0%	$ -
300	EROSION AND SEDIMENT CONTROL	1.00	LS	$ 60,000.00	$ 60,000.00	0	$ -	1.00	$60,000.00		$60,000.00	100.0%	$ -
400	GRAVITY SEWER 6" & 8", OPEN CUT	1,085.00	LF	$ 107.00	$ 116,095.00	0	$ -	1101.00	$117,807.00		$117,807.00	101.5%	$ (1,712.00)
500	GRAVITY SEWER 10", OPEN CUT	1,014.00	LF	$ 101.00	$ 102,414.00	0	$ -	1025.00	$103,525.00		$103,525.00	101.1%	$ (1,111.00)
600	GRAVITY SEWER 12", OPEN CUT	3,567.00	LF	$ 119.00	$ 424,473.00	0	$ -	3588.00	$426,972.00		$426,972.00	100.6%	$ (2,499.00)
700	GRAVITY SEWER 15", OPEN CUT	3,776.00	LF	$ 130.00	$ 490,880.00	0	$ -	3776.00	$490,880.00		$490,880.00	100.0%	$ -
800	FORCE-MAIN (6"-4") OPEN CUT	4,149.00	LF	$ 121.00	$ 502,029.00	0	$ -	4122.00	$498,762.00		$498,762.00	99.3%	$ 3,267.00
900	FORCE-MAIN (6"-4") IN EX. RT. 9 CASING	265.00	LF	$ 252.00	$ 66,780.00	0	$ -	265.00	$66,780.00		$66,780.00	100.0%	$ -
1000	FORCE-MAIN (6"-4") AIR VAULT & INTERNALS	6.00	EA	$ 8,370.00	$ 50,220.00	0	$ -	8.00	$66,960.00		$66,960.00	133.3%	$ (16,740.00)
1300	FORCE-MAIN (8"-6"-8") OPEN CUT	11,646.00	LF	$ 93.00	$ 1,083,078.00	0	$ -	11675.00	$1,085,775.00		$1,085,775.00	100.2%	$ (2,697.00)
1400	FORCE-MAIN (8"-6"-8") AIR VAULT & INTERNALS	21.00	EA	$ 8,370.00	$ 175,770.00	0	$ -	21.00	$175,770.00		$175,770.00	100.0%	$ -
1700	FORCE-MAIN MISC. DIP FITTINGS, IF DIRECTED	2,000.00	LBS	$ 7.00	$ 14,000.00	0	$ -						$ 14,000.00
1800	CONCRETE CLASS B, IF DIRECTED	100.00	CY	$ 435.00	$ 43,500.00	0	$ -						$ 43,500.00
1900	CASING 24" BORED, W/ 10" GRAVITY SEWER	62.00	LF	$ 540.00	$ 33,480.00	0	$ -	65.00	$35,100.00		$35,100.00	104.8%	$ (1,620.00)
2000	CASING 24" BORED, W/ 12" GRAVITY SEWER	94.00	LF	$ 532.00	$ 50,008.00	0	$ -	94.00	$50,008.00		$50,008.00	100.0%	$ -
2100	CASING 24" BORED, W/ 6"-4"-6" FORCE-MAINS	130.00	LF	$ 596.00	$ 77,480.00	0	$ -	110.00	$65,560.00		$65,560.00	84.6%	$ 11,920.00
2200	CASING 30" BORED, W/ 15" GRAVITY SEWER	162.00	LF	$ 779.00	$ 126,198.00	0	$ -	166.00	$129,314.00		$129,314.00	102.5%	$ (3,116.00)
2300	CASING 36" BORED, W/ 8"-6"-8" FORCE-MAINS	141.00	LF	$ 692.00	$ 97,572.00	0	$ -	205.00	$141,860.00		$141,860.00	145.4%	$ (44,288.00)
2600	MANHOLE, 4'-DIA. (UP TO 6' DEEP)	44.00	EA	$ 7,630.00	$ 335,720.00	0	$ -	44.00	$335,720.00		$335,720.00	100.0%	$ -
2700	MANHOLE BV-03 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)	1.00	EA	$ 7,500.00	$ 7,500.00	0	$ -	1.00	$7,500.00		$7,500.00	100.0%	$ -
2800	MANHOLE DC-02 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)	1.00	EA	$ 7,500.00	$ 7,500.00	0	$ -	1.00	$7,500.00		$7,500.00	100.0%	$ -
2900	MANHOLE EXTENSION, 4'-DIA.	130.00	VF	$ 167.00	$ 21,710.00	0	$ -	127.10	$21,225.70		$21,225.70	97.8%	$ 484.30
3000	MANHOLE DROP CONNECTION, TYPE A	1.00	EA	$ 3,550.00	$ 3,550.00	0	$ -	1.00	$3,550.00		$3,550.00	100.0%	$ -
3100	MANHOLE DROP CONNECTION, TYPE B	5.00	EA	$ 5,000.00	$ 25,000.00	0	$ -	5.00	$25,000.00		$25,000.00	100.0%	$ -
3200	MANHOLE BV-22, FOR TRANSITION	1.00	EA	$ 13,500.00	$ 13,500.00	0	$ -	1.00	$13,500.00		$13,500.00	100.0%	$ -
3300	MANHOLE CH-20, FOR TRANSITION	1.00	EA	$ 13,500.00	$ 13,500.00	0	$ -	1.00	$13,500.00		$13,500.00	100.0%	$ -
3400	SEWER MARKER	98.00	EA	$ 105.00	$ 10,290.00	40.00	$ 4,200.00	40.00	$4,200.00		$4,200.00	40.8%	$ 6,090.00
3500	CONNECTION TO EX. FACILITIES, AT MANHOLE 11V	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -	1.00	$7,500.00		$7,500.00	100.0%	$ -
3600	CONNECTION TO EX. FACILITIES, AT MANHOLE BV-03	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -	1.00	$7,500.00		$7,500.00	100.0%	$ -
3700	CONNECTION TO EX. FACILITIES, AT MANHOLE DC-02	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -	1.00	$7,500.00		$7,500.00	100.0%	$ -
3800	**PUMP STATION, WAR ADMIRAL**						$ -						$ -
3801	MOBILIZATION	1.00	LS	$ 21,700.00	$ 21,700.00	0.10	$ 2,170.00	1.00	$21,700.00		$21,700.00	100.0%	$ -
3802	EXCAVATION	1.00	LS	$ 120,000.00	$ 120,000.00	0	$ -	1.00	$120,000.00		$120,000.00	100.0%	$ -
3803	SET WET WELL	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -	1.00	$50,000.00		$50,000.00	100.0%	$ -
3804	VALVE VAULT	1.00	LS	$ 75,000.00	$ 75,000.00	0	$ -	1.00	$75,000.00		$75,000.00	100.0%	$ -
3805	BACKFILL	1.00	LS	$ 25,000.00	$ 25,000.00	0	$ -	1.00	$25,000.00		$25,000.00	100.0%	$ -
3806	WET WELL AND VALVE VAULT PIPING	1.00	LS	$ 66,000.00	$ 66,000.00	0.50	$ 33,000.00	1.00	$66,000.00		$66,000.00	100.0%	$ -
3807	AIR INJECTION VAULT & EQUIPMENT	1.00	LS	$ 54,675.00	$ 54,675.00	0	$ -	1.00	$54,675.00		$54,675.00	100.0%	$ -
3808	PUMPS	1.00	LS	$ 195,000.00	$ 195,000.00	1.00	$ 195,000.00	1.00	$195,000.00		$195,000.00	100.0%	$ -
3809	CONTROLS	1.00	LS	$ 110,000.00	$ 110,000.00	1.00	$ 110,000.00	1.00	$110,000.00		$110,000.00		$ -
3810	FETTERVILLE BUILDING	1.00	LS	$ 53,100.00	$ 53,100.00	0	$ -	1.00	$53,100.00		$53,100.00	100.0%	$ 0.00
3811	GENERATOR PAD	1.00	LS	$ 10,000.00	$ 10,000.00	0	$ -	1.00	$10,000.00		$10,000.00	100.0%	$ -
3812	GENERATOR	1.00	LS	$ 67,500.00	$ 67,500.00	1.00	$ 67,500.00	1.00	$67,500.00		$67,500.00		$ -
3813	ELECTRIC	1.00	LS	$ 167,500.00	$ 167,500.00	0.25	$ 41,875.00	1.00	$167,500.00		$167,500.00	100.0%	$ -
3814	START UP	1.00	LS	$ 20,000.00	$ 20,000.00	0.90	$ 18,000.00	0.90	$18,000.00		$18,000.00	90.0%	$ 2,000.00

EJCDC® C-620 Contractor's Application for Payment
© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	10
Application Period:	11/1/2020 to 11/25/2020	Application Date:	11/25/2020
Engineer's Project Number:	H-359787		

A					B	C		D		E	F		G
Bid Item Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Quantity Installed this Period	Value of Work Installed This Period	Quantity Installed to Date	Value of Work Installed to Date	Materials PresentlyStored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
3815	PAVING	1.00	LS	$ 33,000.00	$ 33,000.00	0.75	$ 24,750.00	0.75	$24,750.00		$24,750.00	75.0%	$ 8,250.00
3816	RESTORATION	1.00	LS	$ 22,590.00	$ 22,590.00	1.00	$ 22,590.00	1.00	$22,590.00		$22,590.00	100.0%	$ -
3817	FENCE	1.00	LS	$ 15,000.00	$ 15,000.00	1.00	$ 15,000.00	1.00	$15,000.00		$15,000.00	100.0%	$ -
4000	RESTORATION, STATE (WVDOH) ROAD	290.00	SY	$ 76.00	$ 22,040.00	0	$ -	70.50	$5,358.00		$5,358.00	24.3%	$ 16,682.00
4100	RESTORATION, ASPHALT DRIVEWAY	320.00	SY	$ 62.00	$ 19,840.00	0	$ -	328.00	$20,336.00		$20,336.00	102.5%	$ (496.00)
4200	RESTORATION, ASPHALT BIKE PATH	140.00	SY	$ 315.00	$ 44,100.00	0	$ -	140.00	$44,100.00		$44,100.00	100.0%	$ -
4300	RESTORATION, GRAVEL ROAD OR DRIVE	2,170.00	SY	$ 15.00	$ 32,550.00	0	$ -	2170.00	$32,550.00		$32,550.00	100.0%	$ -
4400	RESTORATION, UNIMPROVED (GRASS) SURFACE	80,460.00	SY	$ 3.00	$ 241,380.00	0	$ -	74946.00	$224,838.00		$224,838.00	93.1%	$ 16,542.00
4500	CULVERT 12" TO 30", OPEN CUT	60.00	LF	$ 150.00	$ 9,000.00	0	$ -	60.00	$9,000.00		$9,000.00	100.0%	$ -
4600	ABANDONMENT OF WATER WELL	1.00	LS	$ 3,000.00	$ 3,000.00	2.00	$ 6,000.00	2.00	$6,000.00		$6,000.00	200.0%	$ (3,000.00)
4700	EXCAVATION AND BACKFILLING BELOW SUBGRADE	500.00	CY	$ 45.00	$ 22,500.00	0	$ -						$ 22,500.00
4800	ALLOWANCE - SINKHOLE REPAIR, SOIL FOR CAP	25.00	CY	$ 30.00	$ 750.00	0	$ -						$ 750.00
4900	ALLOWANCE - SINKHOLE REPAIR, CLASS 10 AGGREGATE	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5000	ALLOWANCE - SINKHOLE REPAIR, CLASS 1 AGGREGATE BAS	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5100	ALLOWANCE - SINKHOLE REPAIR, SPECIAL ROCK FILL	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5200	ALLOWANCE - SINKHOLE REPAIR, RIP-RAP	25.00	CY	$ 75.00	$ 1,875.00	0	$ -						$ 1,875.00
5300	ALLOWANCE - SINKHOLE REPAIR, IMPERVIOUS CORE	500.00	SF	$ 10.00	$ 5,000.00	0	$ -						$ 5,000.00
5400	**PUMP STATION, NORTHPORT**						$ -						$ -
5401	MOBILIZATION	1.00	LS	$ 20,022.00	$ 20,022.00	0.10	$ 2,002.20	1.00	$20,022.00		$20,022.00	100.0%	$ -
5402	EXCAVATION	1.00	LS	$ 100,000.00	$ 100,000.00	0	$ -	1.00	$100,000.00		$100,000.00	100.0%	$ -
5403	SET WET WELL	1.00	LS	$ 30,223.49	$ 30,223.49	0	$ -	1.00	$30,223.49		$30,223.49	100.0%	$ -
5404	VALVE VAULT	1.00	LS	$ 59,400.00	$ 59,400.00	0	$ -	1.00	$59,400.00		$59,400.00	100.0%	$ -
5405	BACKFILL	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -	1.00	$50,000.00		$50,000.00	100.0%	$ -
5406	WET WELL AND VALVE VAULT PIPING	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -	1.00	$50,000.00		$50,000.00	100.0%	$ -
5407	PUMPS	1.00	LS	$ 100,000.00	$ 100,000.00	0.00	$ (430.00)	1.00	$100,000.00		$100,000.00	100.0%	$ -
5408	CONTROLS	1.00	LS	$ 106,012.00	$ 106,012.00	0	$ -	1.00	$106,012.00		$106,012.00		$ -
5409	FETTERVILLE	1.00	LS	$ 30,000.00	$ 30,000.00	0	$ -	1.00	$30,000.00		$30,000.00	100.0%	$ -
5410	GENERATOR PAD	1.00	LS	$ 10,000.00	$ 10,000.00	0	$ -	1.00	$10,000.00		$10,000.00	100.0%	$ -
5411	GENERATOR	1.00	LS	$ 47,039.00	$ 47,039.00	0	$ -	1.00	$47,039.00		$47,039.00		$ -
5412	ELECTRIC	1.00	LS	$ 146,919.00	$ 146,919.00	0	$ -	1.00	$146,919.00		$146,919.00	100.0%	$ -
5413	ELECTRIC CONDUIT	1,335.00	LF	$ 41.00	$ 54,735.00	0	$ -	1335.00	$54,735.00		$54,735.00		$ -
5414	ELECTRIC VAULT	2.00	EA	$ 2,457.00	$ 4,914.00	0	$ -						$ 4,914.00
5415	START UP	1.00	LS	$ 4,950.00	$ 4,950.00	0.90	$ 4,455.00	0.90	$4,455.00		$4,455.00	90.0%	$ 495.00
5416	PAVING	1.00	LS	$ 16,822.00	$ 16,822.00	0.75	$ 12,616.50	0.75	$12,616.50		$12,616.50	75.0%	$ 4,205.50
5417	RESTORATION	1.00	LS	$ 54,970.00	$ 54,970.00	1.00	$ 54,970.00	1.00	$54,970.00		$54,970.00	100.0%	$ -
5418	FENCE	1.00	LS	$ 16,400.00	$ 16,400.00		$ -						$ 16,400.00
CO 004	CHANGE ORDER 004 REMOVE B&O TAXES	1.00	LS	$ (75,000.00)	$ (75,000.00)	0	$ -						$ (75,000.00)
CO 005	CHANGE ORDER 005 OPEN CUT CASING	1.00	LS	$ (26,160.87)	$ (26,160.87)	0	$ -	1.00	($26,160.87)		($26,160.87)		$ -
CO 006	CHANGE ORDER 006	1.00	LS	$ 62,514.40	$ 62,514.40	0	$ -	1.00	$62,514.40		$62,514.40		$ -
					$ 6,978,057.02		**$ 644,948.70**		**$ 6,947,711.22**	**$ -**	**$ 6,947,711.22**		**$ 30,345.80**

© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	10
Application Period:	11/1/2020 to 11/25/2020		11/25/2020

A		B	C		D		E				F		G
					Stored Previously								
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
100				**MOBILIZATION**						$ -			$ -
101				MOBILIZE EQUIPMENT						$ -			$ -
102				BLASTING STAKEOUT						$ -			$ -
103				CONSTRUCTION STAKEOUT						$ -			$ -
104				VIDEO DOCUMENTATION						$ -			$ -
105				SUBMITTALS						$ -			$ -
106				BONDS & INSURANCE						$ -			$ -
200				TRAFFIC CONTROL						$ -			$ -
300				EROSION AND SEDIMENT CONTROL									$ -
400				GRAVITY SEWER 6" & 8", OPEN CUT						$ -			$ -
500	3378054		on site	GRAVITY SEWER 10", OPEN CUT	3/2020	$16.00		1014.00	LF	$ 16.00	1025.00	-1%	$ -
600	3376257 3378050		on site	GRAVITY SEWER 12", OPEN CUT	3/2020	$181.00		3567.00	LF	$ 181.00	3588.00	-1%	$ -
700	3376255		on site	GRAVITY SEWER 15", OPEN CUT	3/2020	$21.00		3776.00	LF	$ 21.00	3776.00		$ -
800	3372577		on site	FORCE-MAIN (6"-4") OPEN CUT	3/2020	$24,089.00		4149.00	LF	$ 24,089.00	4122.00	1%	$ -
900				FORCE-MAIN (6"-4") IN EX. RT. 9 CASING						$ -	265.00		$ -
1000				FORCE-MAIN (6"-4") AIR VAULT & INTERNALS						$ -	8.00		$ -
1300	3375294 3375305 3375299 3373509 3373510		on site	FORCE-MAIN (8"-6"-8") OPEN CUT	3/2020	$105,363.00		11646.00	LF	$ 105,363.00	11675.00	0%	$ -
1400	3377020 3377031			FORCE-MAIN (8"-6"-8") AIR VAULT & INTERNALS	3/2020	$29.00		21.00	EA	$ 29.00	21.00		$ -
1700				FORCE-MAIN MISC. DIP FITTINGS, IF DIRECTED						$ -			$ -
1800				CONCRETE CLASS B, IF DIRECTED						$ -			$ -
1900				CASING 24" BORED, W/ 10" GRAVITY SEWER						$ -			$ -
2000				CASING 24" BORED, W/ 12" GRAVITY SEWER						$ -			$ -
2100				CASING 24" BORED, W/ 6"-4"-6" FORCE-MAINS						$ -			$ -
2200	LL223750 LL223616 13885501		on site	CASING 30" BORED, W/ 15" GRAVITY SEWER	3/2020	$21,237.82		162.00	LF	$ 21,237.82	166.00	-2%	$ -
2300	13885502		on site	CASING 36" BORED, W/ 8"-6"-8" FORCE-MAINS	3/2020	$20,250.00		141.00	LF	$ 20,250.00	205.00	-45%	$ -
2600				MANHOLE, 4'-DIA. (UP TO 6' DEEP)									$ -
2700				MANHOLE BV-03 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)		$3.00							$ -
2800				MANHOLE DC-02 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)									$ -
2900				MANHOLE EXTENSION, 4'-DIA.									$ -
3000				MANHOLE DROP CONNECTION, TYPE A									$ -
3100				MANHOLE DROP CONNECTION, TYPE B									$ -
3200				MANHOLE BV-22, FOR TRANSITION									$ -
3300				MANHOLE CH-20, FOR TRANSITION									$ -
3400				SEWER MARKER									$ -
3500				CONNECTION TO EX. FACILITIES, AT MANHOLE 11V									$ -
3600				CONNECTION TO EX. FACILITIES, AT MANHOLE BV-03									$ -
3700				CONNECTION TO EX. FACILITIES, AT MANHOLE DC-02									$ -
3800				**PUMP STATION, WAR ADMIRAL**									$ -
3801				MOBILIZATION									$ -

© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	10
Application Period:	11/1/2020 to 11/25/2020		11/25/2020

A		B	C		D		E				F		G
					Stored Previously								
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
3802				EXCAVATION									$ -
3803				SET WET WELL									$ -
3804				VALVE VAULT									$ -
3805				BACKFILL									$ -
3806	111544		SES Shop	WET WELL AND VALVE VAULT PIPING	Sep-20	$2,120.40	$ -	1.00	LS	$ 2,120.40	1.00		$ -
3807				AIR INJECTION VAULT & EQUIPMENT									$ -
3808				PUMPS									
3809	200416-1 200416-3		on site	CONTROLS	Sep-20	$101,426.00	$ -	1.00	LS	$ 101,426.00	1.00		$ -
3810				FETTERVILLE BUILDING									
3811				GENERATOR PAD									
3812	S1-68114		SES Shop	GENERATOR	Sep-20	$67,500.00	$ -	1.00	LS	$ 67,500.00	1.00		$ -
3813	M761044		on site	ELECTRIC	Sep-20	$8,172.13	$ -	1.00	LS	$ 8,172.13	1.00		$ -
3814				START UP									
3815				PAVING									
3816				RESTORATION									
3817				FENCE									
4000				RESTORATION, STATE (WVDOH) ROAD									
4100				RESTORATION, ASPHALT DRIVEWAY		$70.50							
4200				RESTORATION, ASPHALT BIKE PATH		$258.00							
4300				RESTORATION, GRAVEL ROAD OR DRIVE									
4400				RESTORATION, UNIMPROVED (GRASS) SURFACE									
4500				CULVERT 12" TO 30", OPEN CUT		$5,014.00							
4600				ABANDONMENT OF WATER WELL									
4700				EXCAVATION AND BACKFILLING BELOW SUBGRADE									
4800				ALLOWANCE - SINKHOLE REPAIR, SOIL FOR CAP									
4900				ALLOWANCE - SINKHOLE REPAIR, CLASS 10 AGGREGATE									
5000				ALLOWANCE - SINKHOLE REPAIR, CLASS 1 AGGREGATE BAS									
5100				ALLOWANCE - SINKHOLE REPAIR, SPECIAL ROCK FILL									
5200				ALLOWANCE - SINKHOLE REPAIR, RIP-RAP									
5300				ALLOWANCE - SINKHOLE REPAIR, IMPERVIOUS CORE									
5400				**PUMP STATION, NORTHPORT**									
5401				MOBILIZATION									
5402				EXCAVATION		$0.65							
5403				SET WET WELL									
5404				VALVE VAULT									
5405				BACKFILL									
5406				WET WELL AND VALVE VAULT PIPING									
5407				PUMPS									
5408	200416-2		on site	CONTROLS	Sep-20	$81,277.00	$ -	1.00	LS	$ 81,277.00	1.00		$ -
5409				FETTERVILLE									
5410				GENERATOR PAD									
5411	S1-68068 S1-67061		SES Shop	GENERATOR	Sep-20	$39,350.00	$ -	1.00	LS	$ 39,350.00	1.00		$ -
5412				ELECTRIC									
5413				ELECTRIC CONDUIT									
5414				ELECTRIC VAULT									
5415				START UP									
5416				PAVING									

© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	10
Application Period:	11/1/2020 to 11/25/2020		11/25/2020

A		B	C		D		E			F		G
					Stored Previously							
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units	Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
5417				RESTORATION								
5418				FENCE								
						$476,378.50	**$ -**		**$ 471,032.35**			**$ -**

© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

Charles Town Utility Board
Route 9 Sewer Infrastructure Project
Alternate Mainline Extension Agreement (AMEA) / Escrow Agreement

				Resolution No. C	Resolution No. 1	Resolution No. 2	Resolution No. 3	Resolution No. 4	Resolution No. 5	Resolution No. 6	Resolution No. 7	Resolution No. 8	Resolution No. 9	Resolution No. 10	ESCROW DEPOSIT FOR CONSTRUCTION
$10,500,000 Rockwool Escrow Agreement/(AMEA) Reimbursement Schedule B, October, 2019	REVISED BUDGET	Draw (a.) Ranson Reimbursement	Draw (b.) CTUB Reimbursement	Draw (c.) CTUB Reimbursement 10/1/19-present	Contractor's Application for Payment No. 001	Contractor's Application for Payment No. 002, Hatch Inv. 90736637, CTUB Reimbursement	Contractor's Application for Payment No. 003, Hatch Inv. No. 90739805 & 90742814, CTUB Reimbursement	Contractor's Application for Payment No. 04, Hatch Inv. No. 90746225	Contractor's Application for Payment No. 05, CTUB Reimbursement	Contractor's Application for Payment No. 06, Hatch Inv. 90752351, CTUB Reimbursement	Contractor's Application for Payment No. 07, Hatch Inv. 90755283, CTUB Reimbursement	Contractor's Application for Payment No. 08, Hatch Inv. 90758960, CTUB Reimbursement	Contractor's Application for Payment No. 09, Hatch Inv. 90762081, CTUB Reimbursement	Contractor's Application for Payment No. 10, CTUB Reimbursement	BALANCE REMAINING
1 **CONSTRUCTION**															
a. Contract 1	6,978,057.02	0.00	0.00	0.00	90,000.00	1,236,605.34	1,894,374.89	1,114,717.05	480,775.05	180,516.31	258,917.35	402,969.65	449,810.33	490,122.39	379,248.66
b. Construction 4.40%	603,350.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,008.45	42,992.55	62,919.75	58,685.95	55,762.50	4,028.50	306,953.28
c. CSX Fees	15,300.00	0.00	16,050.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,750.00
d. N-S Fees	41,600.00	0.00	21,300.00	0.00	0.00	0.00	0.00	0.00	9,789.21	1,640.50	2,957.50	2,769.75	1,640.75	0.00	1,502.29
e. DOH Bond and Inspection Fees	119,937.00	0.00	19,550.00	0.00	0.00	84,973.05	1,288.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,125.68
2 **ENGINEERING SERVICES**															
Task Orders 1 - 8	1,851,567.87	1,084,987.66	102,994.82	10,289.25	0.00	38,068.37	210,109.15	93,693.87	61,197.50	42,247.25	56,752.25	41,275.75	58,388.63	0.00	51,563.37
Task Orders Charles Town	56,820.00	0.00	56,820.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 **LEGAL SERVICES**															
a Local Project Attorney (PSC)	100,000.00	0.00	65,836.78	25,573.71	0.00	0.00	2,730.00	0.00	260.00	0.00	0.00	0.00	0.00	0.00	5,599.51
b Permitting / Ord Attorney	215,000.00	0.00	199,514.04	0.00	0.00	0.00	15,485.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c RA Attorney Stranko / Luttrell	12,959.40	12,959.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 **ADMINISTRATIVE SERVICES**															
b Project Accountant	16,723.00	0.00	16,723.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c Other Administrative Costs	2,750.00	0.00	2,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5 **LAND COSTS**															
b Easements	324,611.85	0.00	324,611.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SOFT COST CONTINGENCY	74,667.36	0.00	0.00	0.00	0.00	0.00	74,667.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest on Line of Credit	59,887.52	59,887.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amount Owed Line of Credit		1,157,834.58													
Charles Town's Cost Incurred			826,150.49												
9 Sub Total Lines 1-8	**10,473,232.00**	**1,157,834.58**	**826,150.49**	**40,862.96**	**90,000.00**	**1,359,646.76**	**2,198,655.63**	**1,208,410.92**	**624,030.21**	**267,396.61**	**381,546.85**	**505,701.10**	**565,602.21**	**494,150.89**	**753,242.79**
ESCROW DEPOSIT UPON AMLEA SUBMITTAL TO WV PSC (Ranson and Charles Town Costs Incurred)															
ESCROW DEPOSIT FOR CONSTRUCTION															**753,242.79**

*The construction contingency line item has been reduced by $26,768 to reflect the installation of 120 linear feet of 16" steel casing for a sanitary sewer crossing that was funded by Rockwool during the water line project.

November 12, 2020

Ms. Kristen M. Stolipher, Utility Manager
Charles Town Utility Board
832 South George Street
Charles Town, WV 25414

Re: Task Order #4A – Route 9 Sewer Project – Additional Construction Services
Engineering Services for Water/Wastewater Systems Upgrades Projects

Dear Kristen,

We submit our proposal for Task Order #4A to provide additional construction management services associated with the Route 9 Sewer Project. This Task Order includes additional effort that has occurred throughout the project that *unfortunately* the Hatch/Specialized Engineering Team was not able to absorb during this project's duration.

Scope of Services

The additional effort somewhat relates to the additional contract duration of 54 days (20%) added to the original 270-day contract, but also relates to these areas:

- services during bid evaluation and negotiations to align the bid with the available funding,
- quick and early project start required field inspection staff to oversee the additional pipe crews,
- multiple shop drawings that required multiple reviews and quick turnaround (including the Fetterville buildings and its electrical components),
- assistance with permit violations (DEP and Ranson), and
- meetings, coordination and field inspection activities during the additional 54 days.

Proposed Fee

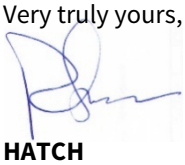
The additional fee requested to complete the project is $63,000.

Terms and Conditions

The Terms and Conditions shall be in accordance with the base contract entitled Agreement between Charles Town Utility Board and Engineer for Engineering Services for Water/Wastewater Systems Upgrades Projects, dated February 21, 2019.

Should you have any questions or require any additional information, please do not hesitate to contact me at 240.751.7002 or by email at richard.travers@hatch.com.

Very truly yours,



HATCH
Rick Travers, P.E.
Sr. Project Manager

TO#4A Accepted

Approved By: _____ Date: _____

Printed Name: _____ Title: _____

HATCH

Project Staffing and Budget Estimate

Date: ########

Project: TO#4A Route 9 Sewer Project, Additional CM Services **Client: Charles Town Utility Board**

By: Travers

Task No.	Task	Principal**	Sr.Project/ Technical Manager	Project Manager**	Sr. Engineer	Electrical Engineer	Structural Engineer	Technician/ Designer	Professional Engineer**	Construction Manager**	Senior Inspector**	Inspector**	Project Support Tech.**	Total Labor	Subs	Reimb. Allowance	Total Direct	Total
		$195.00	$215.00	$145.00	$156.00	$156.00	$156.00	$120.00	$175.00	$130.00	$115.00	$100.00	$35.00		5%			
														$0		$ -	$0	$0
1	Assist Bid Review, Plan & Spec Modifications (for bid adjustment)		8		16	24	6	32						$12,736		$446	$446	$13,182
2	Project Management & Oversight		36	5	24									$12,209	$223	$427	$651	$12,860
3	On-Site representation								5	36	66		5	$13,320	$666		$666	$13,986
4	Shop Drawing Reviews *		32		24	12								$12,496		$437	$437	$12,933
5	Contract Closeout		40						0	8				$9,640	$482		$482	$10,122
														$0		$0	$0	$0
														$0		$0	$0	$0
														$0		$0	$0	$0
														$0		$0	$0	$0
														$0		$0	$0	$0
	Total Hours	0	116	5	64	36	6	32	5	44	66	0	5	379				
	Total Cost	$0	$24,940	$725	$9,984	$5,616	$936	$3,840	$875	$5,720	$7,590	$0	$175	$60,401	$1,371	$1,310	$2,682	$63,083

* Most time occurred prior to November 2020

** Specialized Engineering staff

TOTAL $63,083

INTRODUCTION

Charles Town Utility Board (CTUB) Staff has noted that sanitary sewer manholes are experiencing concrete deterioration within two known problem areas. The two areas in question include the "bottleneck" along the Evitt's Run Interceptor near the Flowing Springs Pump Station discharge and the Brownville Lane area. At the request of the CTUB, RK&K inspected 65 sanitary sewer manholes in these known problem areas.

The concrete deterioration shown in the sanitary sewer manholes can be attributed to hydrogen sulfide. Hydrogen sulfide is common in sewers with flat slopes, low wastewater velocities, and long detention times, especially in force mains and their discharges. Over time, hydrogen sulfide eats away at the walls of manholes, which leads to corrosion, leaks, groundwater intrusion, exposed rebar, and weakened structure strength.

In addition to concrete deterioration from hydrogen sulfide, inflow and infiltration (I&I) can also become an issue in sewer systems. I&I is the result of excess storm water and groundwater entering the sewer system. Without proper remediation of I&I, costs to pump the excess water as well as treatment costs could increase.

FINDINGS

Overall Rating

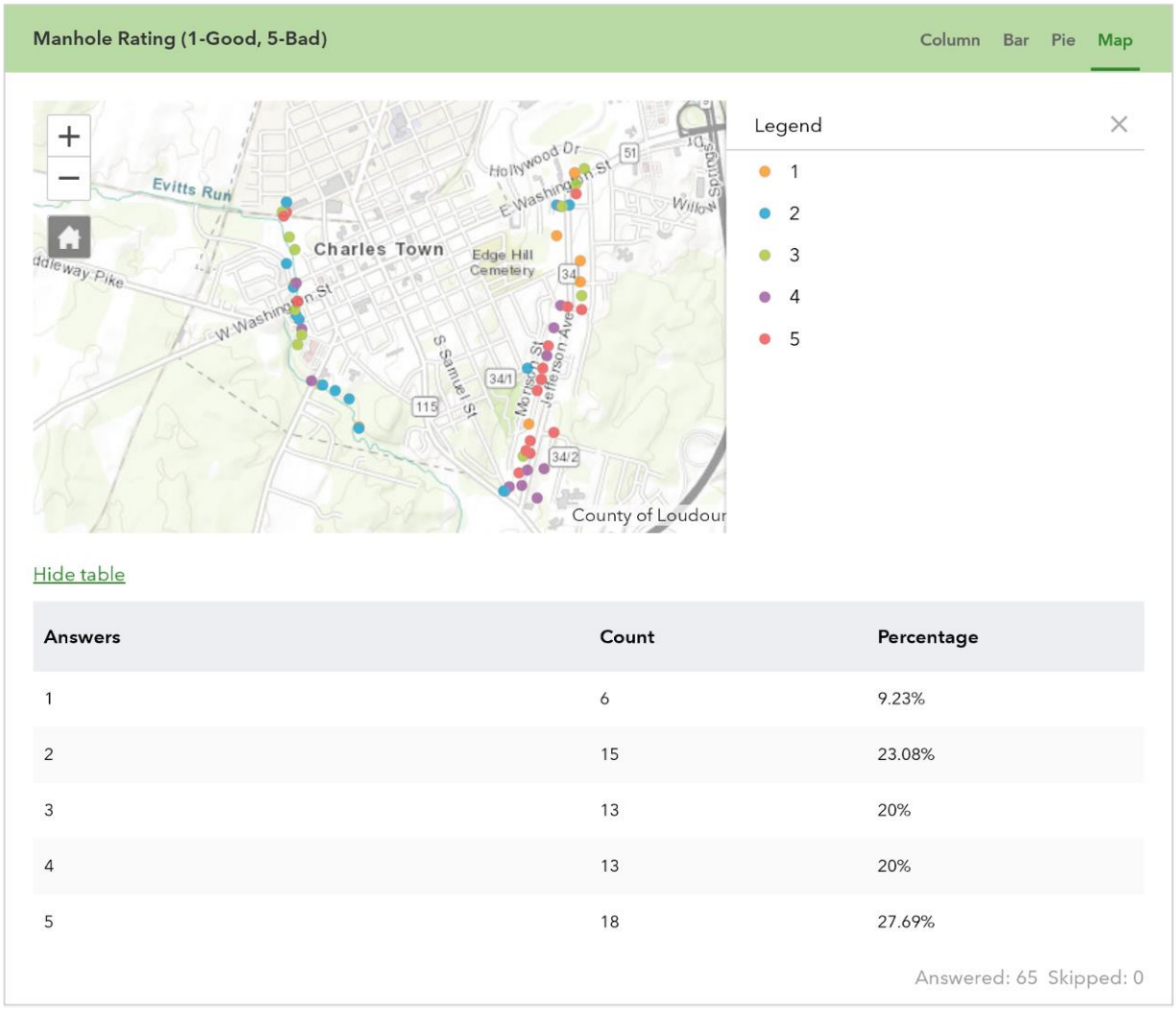
During the inspection process, manholes were rated on a 1 to 5 scale: 1 being good condition and 5 being poor condition. Ratings were assigned on the significance of the defects, extent of damage, or amount of wall loss due to deterioration. Ratings and definitions are listed below:

5 – Most significant defect grade
4 – Significant defect grade
3 – Moderate defect grade
2 – Minor to moderate defect grade
1 – Minor or no defect grade

Of the 65 manholes inspected:

- 18 were rated as 5
- 13 were rated as 4
- 13 were rated as 3
- 15 were rated as 2
- 6 were rated as 1

Manholes with a rating of 5 and 4 require immediate attention, and manholes with a rating of 3 will soon require attention. As shown in the Figure on the following page, manholes in worse condition were closer to force main discharges.



Answers	Count	Percentage
1	6	9.23%
2	15	23.08%
3	13	20%
4	13	20%
5	18	27.69%

Figure 1 – Manhole Rating

Inflow and Infiltration

During inspections, any indications of inflow or infiltration are typically noted. However, due to the high amount of concrete deterioration in most of the manholes, it was difficult to note any instances of inflow or infiltration.

Miscellaneous Issues

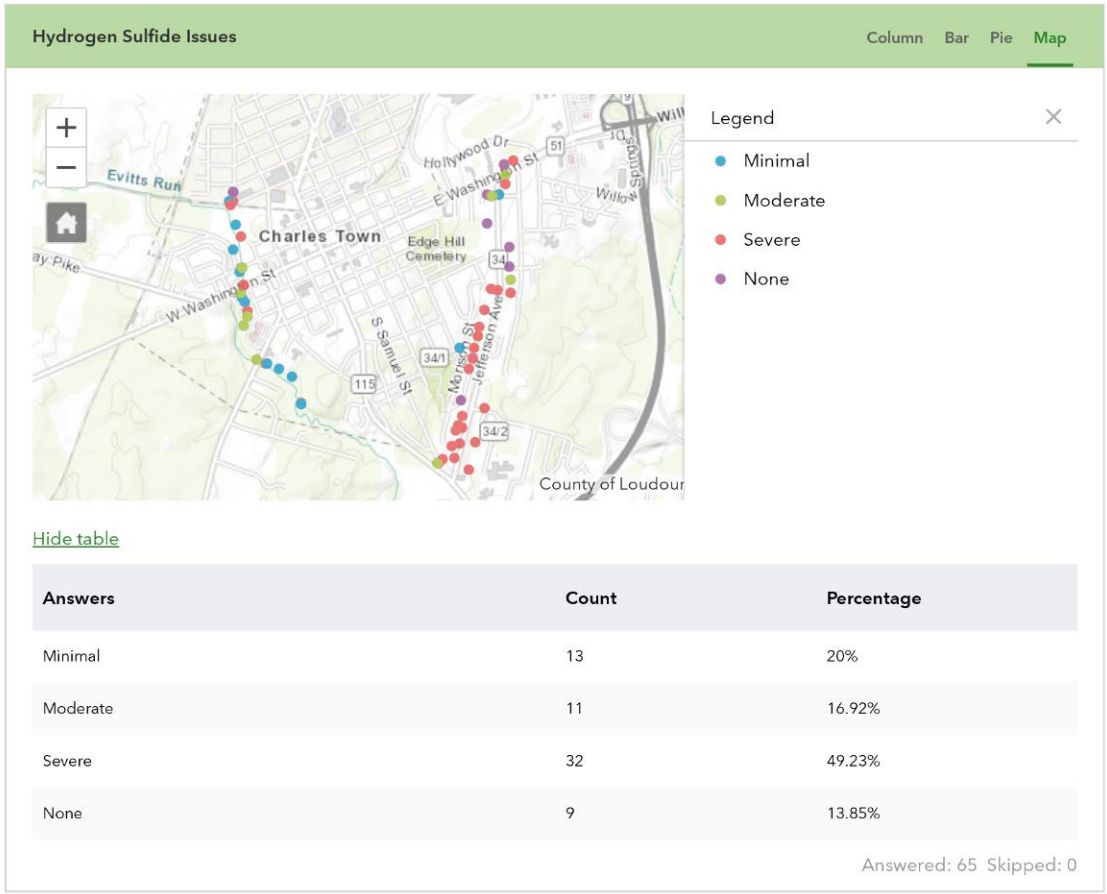
Of the manholes inspected, three (3) were buried under pavement and three (3) were buried under gravel. These manholes will also need risers to bring them up to grade to allow access. Of the manholes inspected, thirty-six (36) had bolted frame and covers with six (6) bolts. Discussions with Charles Town Operators and Staff have indicated that maintaining these manholes is more difficult because access is harder and standard risers cannot be used with these frames. These frames and covers exist throughout the former City of Charles Town Sewer System.



Figure 2 Six-Bolt Covers and Buried Manholes (typ)

Hydrogen Sulfide Issues

During inspections, concrete deterioration from hydrogen sulfide was the most commonly observed issue, as shown in the photos on the following page. More severe hydrogen sulfide conditions were seen closer to force main discharges, with conditions improved downstream, as shown in Figure 5 below.



Answers	Count	Percentage
Minimal	13	20%
Moderate	11	16.92%
Severe	32	49.23%
None	9	13.85%

Answered: 65 Skipped: 0

Figure 3 Hydrogen Sulfide Issues



Figure 4 Concrete Deterioration from Hydrogen Sulfide

RECOMMENDATIONS

Manhole Rehabilitation

RK&K's recommendations for rehabilitation and maintenance include epoxy coating, cement coating/repairs, standard manhole cover/frame installation, manhole replacement, repair bench/invert, reset existing frame and cover, flush/jet main, install riser, and install drop connection.

Various manholes inspected were noted as already being lined. Most of these manholes were lined by PolyCoating Solutions with products specified in an attachment to this report, and the lining is withstanding the hydrogen sulfide. One of these manholes is MH R-251 which was lined by Ranson using unknown products. This lining is not withstanding the hydrogen sulfide. Because of this, RK&K recommends that CTUB continues to utilize PolyCoating Solutions for the manhole lining. Cost estimates for lining are based on utilization and application of these products by PolyCoating Solutions.

The capacity of the sewer line from MH R-252 to MH CT-67 was briefly analyzed utilizing the Sewer Model from Task 05 with current peak dry weather flow conditions. The Model indicated that at current peak conditions, no segments of pipe were surcharged and the maximum depth in all segments is 48.3 percent. Based on these results, it does not appear necessary to increase the capacity of the lines at this time, so lining is recommended.

Cost estimates for rehabilitation are included in the cost estimates attached. Cost estimates have been broken into levels based on severity. Note that bypass pumping will be required for manhole lining, and bypass pumping cost is not included in the cost estimates.

	Cost
Level 5 Manholes (18)	$81,420
Level 4 Manholes (13)	$47,980
Level 3 Manholes (13)	$46,070
Level 2 Manholes (15)	$26,070
Level 1 Manholes (6)	$620
Total	$202,160

Further Manhole Inspection

The Charles Town Utility Board (CTUB) sewer system consists of three separate systems that were combined: the Jefferson County PSD system, the City of Charles Town system, and the City of Ranson system. Within this system, there are 45 pump stations. As described above, hydrogen sulfide issues were discovered at the force main discharges from the Flowing Springs, Race Track, Wendy's, Clarence Drive, and former Euclid Avenue pump stations included in this task. RK&K also inspected the discharge manholes from the Belvedere Heights and County Green Pump Stations and found severe hydrogen sulfide issues in these locations. It is assumed that all pump station discharge manholes within the system may also be experiencing concrete deterioration from hydrogen sulfide. Based on the inspections described above, it is estimated that most hydrogen sulfide deterioration occurs within four manholes of each pump station discharge. RK&K is recommending inspections of the discharge manhole and subsequent 4 manholes for the remaining 40 pump station discharges in the system. RK&K has submitted a Scope of Work Change to CTUB Staff for $27,100 for inspection of these manholes.

Replace Existing Manhole	MH ID	Depth (feet)	Cost
	R-251	6.4	$ 4,450
	CT-364	6.33	$ 4,450
	CT-336	5.8	$ 4,000
		Replace Existing Manhole Subtotal	$ 12,900
Apply Interior Coating (Epoxy)	MH ID	Depth (feet)	Cost
	CT-423	11.2	$ 5,320
	CT-43	9.4	$ 4,470
	R-251	6.4	$ 3,040
	CT-364	6.33	$ 3,010
	CT-298	7.3	$ 3,470
	CT-336	5.8	$ 2,760
	CT-362	9.9	$ 4,710
	CT-305	7	$ 3,330
	CT-310	5.1	$ 2,430
	CT-327	6.6	$ 3,140
	R-259	10.5	$ 4,990
	CT-306	4.6	$ 2,190
	CT-307	6.2	$ 2,950
	CT-294	13.4	$ 6,370
	CT-303	6	$ 2,850
	CT-302	6.3	$ 3,000
	CT-301	4.5	$ 2,140
	CT-300	4.9	$ 2,330
	CT-48	5.8	$ 2,760
	CT-39	8.1	$ 3,850
	CT-299	6.7	$ 3,190
	CT-313	5	$ 2,380
	CT-312	4.8	$ 2,280
	CT-325	5	$ 2,380
	CT-323	4.9	$ 2,330
	CT-57	5.8	$ 2,760
	CT-311	4.9	$ 2,330
	CT-309	5.5	$ 2,620
	CT-359	12.4	$ 5,890
	CT-293	12.8	$ 6,080
	CT-297	11	$ 5,230
	CT-49	7.6	$ 3,610
	CT-50	4.4	$ 2,090
	CT-45	7.3	$ 3,470
	CT-41	9.2	$ 4,370
	CT-365	3.3	$ 1,570
	CT-363	9.3	$ 4,420
	CT-308	4.2	$ 2,000
	CT-59A	5.7	$ 2,710
	CT-3	7.1	$ 3,380
	CT-2	7.1	$ 3,380
	CT-279	13.6	$ 6,460
	CT-337	9.9	$ 4,710
	CT-46	6.2	$ 2,950
	CT-42	4.5	$ 2,140
	CT-235	7	$ 3,330
	CT-314	7.1	$ 3,380
	CT-67	7.5	$ 3,570
	CT-65	6.25	$ 2,970
	CT-64	6.9	$ 3,280
	CT-59A	6.8	$ 3,230

		Apply Interior Coating (Epoxy) Subtotal	$ 173,600
Apply Interior Coating (Cement)	MH ID		Cost
	CT-282	13	$ 100
		Apply Interior Coating (Cement) Subtotal	$ 100
Install New Standard Frame and Cover	MH ID		Cost
	CT-305		$ 310
	CT-306		$ 310
	CT-307		$ 310
	CT-294		$ 310
	CT-303		$ 310
	CT-302		$ 310
	CT-301		$ 310
	CT-300		$ 310
	CT-364		$ 310
	CT-336		$ 310
	CT-310		$ 310
	CT-327		$ 310
	CT-311		$ 310
	CT-309		$ 310
	CT-359		$ 310
	CT-293		$ 310
	CT-297		$ 310
	CT-299		$ 310
	CT-313		$ 310
	CT-312		$ 310
	CT-323		$ 310
	CT-325		$ 310
	CT-50		$ 310
	R-252		$ 310
	CT-3		$ 310
	CT-2		$ 310
	CT-279		$ 310
	CT-337		$ 310
	CT-365		$ 310
	CT-363		$ 310
	CT-308		$ 310
	CT-59A		$ 310
	CT-282		$ 310
	CT-281		$ 310
	CT-364A		$ 310
	CT-285		$ 310
		Install New Standard Frame and Cover Subtotal	$ 11,160
Repair Bench and/or Invert	MH ID		Cost
	CT-423		$ 500
	CT-303		$ 500
	CT-48		$ 500
	CT-3		$ 500
	CT-47		$ 500
		Repair Bench and/or Invert Subtotal	$ 2,500
Reset Existing Frame and Cover	MH ID		Cost
	CT-57		$ -
		Reset Existing Frame and Cover Subtotal	$ -
Flush/Jet Main	MH ID		Cost

	CT-364		$ -
	CT-279		$ -
	R-249		$ -
		Flush/Jet Main Subtotal	$ -
Install Drop Connection	MH ID		Cost
	CT-327		$ 100
		Install Drop Connection Subtotal	$ 100
Install Riser	MH ID	Height (in.)	Cost
	CT-303	7.5	$ 300
	CT-302	8.5	$ 300
	CT-301	9.5	$ 300
	CT-300	5	$ 300
	CT-359	7	$ 300
	CT-279	4	$ 300
		Install Riser Subtotal	$ 1,800
		TOTAL COST	**$ 202,160**
		LEVEL 5 COST	**$ 81,420**
		LEVEL 4 COST	**$ 47,980**
		LEVEL 3 COST	**$ 46,070**
		LEVEL 2 COST	**$ 26,070**
		LEVEL 1 COST	**$ 620**
		***Bypass Pumping Cost Not Included**	

CHARLES TOWN UTILITY BOARD
WATER/SEWER SYSTEMS UPGRADE PROJECTS

RUMMEL, KLEPPER & KAHL, LLP

TASK NO. 16

PROFESSIONAL ENGINEERING & SURVEYING SERVICES

LLOYD'S FLAT AND MOOSE LODGE PROJECT

December 9, 2020

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

This Task No. 16 dated December 9, 2020 to the Agreement between Charles Town Utility Board (CTUB) and Rummel, Klepper, and Kahl, LLP (RK&K) dated November 13, 2019 is to provide professional engineering and surveying services for assisting with the decommissioning of the Lloyd's Flat Pump Station and modifying the Moose Lodge Pump Station as described in the Task 07 Parkview-Woodlawn Report. Decommissioning of the Lloyd's Flat Pump Station will include the construction of approximately 90 LF of 8" gravity sewer line from the existing manhole MH 45 beside the Lloyd's Flat Pump Station to the new Route 9 manhole SMH CH-06 and the abandonment of the existing 6" force main to manhole MH 45A. Modifications to the Moose Lodge Pump Station will include demolition of the existing pump station, installation of a new package pump station, and installation of approximately 1,390 LF of 1.5" force main inside of the existing 6" force main.

Scope of Services

The following summarizes RK&K's services as part of this Task:

1. RK&K will perform a field survey to locate existing rights-of-way and property lines, utilities, topographic features and other relevant information.
2. RK&K will prepare preliminary plans for demolition of the Lloyd's Flat Pump Station, conveyance of sewage from MH 45 to the new Route 9 manhole SMH CH-06, and abandonment of the existing 6" force main to manhole MH 45A.
3. RK&K will prepare preliminary plans for demolition of the existing Moose Lodge Pump Station, installation of a new package pump station, and installation of approximately 1,390 LF of 1.5" force main inside of the existing 6" force main to MH R-3.
4. RK&K will submit the preliminary design to the CTUB Staff for review, approval and authorization to proceed to final design plans.
5. RK&K will prepare the plans in accordance with CTUB sewer design standards.
6. RK&K will perform courthouse research (online) along with preparing the necessary easement plat(s) and description(s) for the project.
7. RK&K will submit the final design to the CTUB Staff for review and approval.

8. RK&K will revise the final design, incorporating review comments.
9. Prior to Construction, RK&K will stake out the proposed gravity sewer alignment to assist CTUB with construction.
10. RK&K will provide Engineering assistance during construction to answer relevant questions from CTUB Staff during construction.
11. RK&K will prepare a scope of work change to this Task to contact environmental review agencies and other stakeholders, if needed, to obtain clearances for construction of project.
12. RK&K will assist, as needed, with bidding for installing a 1.5" force main inside the existing 6" force main from the Moose Lodge Pump Station.

Schedule

Subject to weather and CTUB review time, RK&K anticipates four months to perform the field survey, preparation of drawing, etc. from issuance of notice to proceed.

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

- CTUB will be responsible for providing available mapping to facilitate RK&K's design.
- CTUB will be responsible for any and all construction related materials and equipment.

Estimated Not-To-Exceed Fee

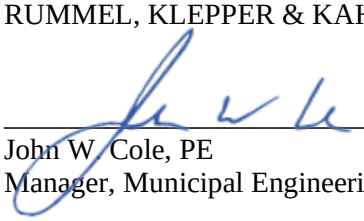
RK&K will provide the scope of services described above at an amount equal to Engineer's Direct Labor Costs times a factor of 2.7 for the services of Engineer's personnel engaged on the Project, plus Reimbursable Expenses. RK&K's current certified payrates for personnel to be assigned to this project is included as Exhibit B to Original Agreement dated November 13, 2019.

The total estimated Not-to-Exceed fee to perform the work is $43,700.00 as shown on RK&K's enclosed fee derivation.

Authorization

This No. 16, Lloyd's Flat and Moose Lodge Project, dated December 9, 2020 and being a part of the Agreement between Charles Town Utility Board and Rummel, Klepper & Kahl, LLP for Engineering Services for Water/Sewer Systems Upgrade Projects dated November 13, 2019, is approved by the following duly authorized officials:

Engineer: RUMMEL, KLEPPER & KAHL, LLP



12/09/2020

John W. Cole, PE
Manager, Municipal Engineering

Date

Owner: Charles Town Utility Board

Daryl Hennessy
Chairman

Date

RUMMEL, KLEPPER KAHL, LLP
FEE DERIVATION
CHARLES TOWN UTILITY BOARD
TASK 16
LLOYD'S FLAT AND MOOSE LODGE PROJECT

December 9, 2020

Scope of Services	Manager	Associate Engineer	Senior Designer	CADD	Senior Survey Technician	Survey Party Chief	Survey Technician	Misc. Exp.	Task Total Hours
Technical Assistance									
Meeting	4	8							**12**
Surveying / Mapping / Easement		8	8		16	32	32	$ 300.00	**96**
Design									
Title Page		0.5		2					**3**
General Notes	1	2		6					**9**
Quanties / R-W Easements		1		4					**5**
Sheet Index		1		4					**5**
Electrical (1 sheets)		4	10						**14**
Lloyd's Flat PS (2 sheets)		16	8						**24**
Moose Lodge PS (4 sheets)		24	64						**88**
Erosion & Sediment Control		4		16					**20**
Traffic Control		4		16					**20**
Details		4		16					**20**
Permitting / Regulatory Review									
DOH	0.5	4		4					**9**
Health	0.5	4		6					**11**
Bidding Assistance	8	24	32						**64**
Construction Assistance	8	12	10			8	8		**46**
Total Hours	**22**	**121**	**132**	**74**	**16**	**40**	**40**	**$ 300.00**	**445**

NTE Cost	**$ 43,700.00**

LICENSE AGREEMENT FOR EQUIPMENT SPACE

This LICENSE AGREEMENT FOR EQUIPMENT SPACE (the "Agreement") is made and entered into as of the __4__ day of _____December_____, 2020 (the "Effective Date"), by and between The City of Charles Town, a municipal corporation, (hereafter known as "LICENSOR"), with an address at 101 East Washington Street, Charles Town, WV 25414, and LUMOS NETWORKS OF WEST VIRGINIA INC. dba SEGRA, a Virginia Corporation, (hereafter known as "LICENSEE"), having an office at One Lumos Plaza, Waynesboro, VA 22980.

WITNESSETH

WHEREAS, LICENSOR owns a communications water tank facility located at 1376 Charles Town Rd, Charles Town, WV and more particularly described in Exhibit A, attached hereto and by this reference made a part hereof (the "Property"); and

WHEREAS, LICENSEE wishes to install and operate the Equipment (as such term is hereinafter defined) within the Property at a location which is acceptable to the LICENSOR, and LICENSOR is amenable to granting a license to LICENSEE to so utilize space within the Property in accordance with the terms and provisions hereof.

NOW, THEREFORE, in consideration of the foregoing recitals and the covenants and agreements herein contained and the agreement of LICENSEE to pay the hereinafter stated license fee, the parties hereto agree as follows:

1. The initial term of the Agreement shall be for a Five (5) years, beginning on the Effective Date and ending on the 5th anniversary of the Effective Date (unless terminated at an earlier date in accordance with the terms hereof). The term of this Agreement shall automatically be extended for so long as LICENSEE is providing services through the Equipment to any tenants, licensee or occupants of the Property or Property, unless LICENSEE notifies LICENSOR in writing, sent by certified mail, return receipt requested to the address for LICENSOR set forth in Section 22 hereof (or such other address LICENSOR may subsequently provide LICENSEE) that LICENSEE has elected to terminate this Agreement, whereupon this Agreement shall terminate. LICENSEE may terminate this License at any time if it ceases to serve tenants, licensee or occupants of the Property upon one hundred eighty (180) days prior written notice to LICENSOR.

2. LICENSEE shall pay to LICENSOR a monthly license fee of: (a) $250 per month to allow for their Equipment placement related to their connection to T-Mobile, or other initial tenant, who currently has an

installation at the water tank; and (b) $100 per month for each additional tenant that connects to, accesses or otherwise utilizes the Equipment to receive interconnection or other services from the LICENSEE. With regard to each tenant that connects to, accesses or otherwise utilizes the Equipment to receive the interconnection services described in subsections (a) or (b) of this Section 2 or any other services, the license fees due to LICENSOR with regard to such tenant connection, access or use shall be due and payable on the first of each month during the term of the Agreement, commencing with the first day of the month immediately following the month in which the such tenant connects to, accesses or utilizes the Equipment (provided that the first license fee payment due hereunder with regard to such tenant connection, access or use will include a prorated monthly rental amount for the number of days from the date upon which such tenant connects to, accesses or otherwise utilizes the Equipment to the end of the month in which such connection to, access to or use of the Equipment occurs). The monthly license fee shall be increased by four percent (4%) the first anniversary date thereafter, including during all renewal terms elected by the LICENSEE pursuant to paragraph one hereof.

3. LICENSEE may install, operate, and maintain, at LICENSEE's sole expense and risk, the following equipment at the Property:

   (a) One Neutral Host Fiber Cabinet, and associated power and fiber splice boxes no taller than seven (7) feet which shall be located entirely in the following described leased area on a galvanized H Frame, along with associated conduit and wiring, measuring no more than five (5) feet by seven (7) feet (collectively, the "Equipment"). The location of the Equipment within the Property shall be acceptable to and determined by LICENSOR (the "Equipment Area"), as described on Exhibit C hereto.

   (b) The parties hereto covenant and agree that LICENSOR shall not be responsible or liable to LICENSEE or any third party for the content of any material transmitted over or through said Equipment. LICENSEE shall indemnify and hold harmless LICENSOR for any damages, liabilities, costs, losses or other expenses suffered by LICENSOR directly or indirectly by the content of any material transmitted over or through LICENSEE's Equipment.

4. LICENSEE shall install and maintain its Equipment at the Property in accordance with the technical requirements and specifications set forth in Exhibit B, attached hereto and by this reference made a part hereof. Under no circumstances will any of the Equipment damage or otherwise interfere with the equipment and facilities of LICENSOR and its subtenants and other licensees at the Property. If any such interference

or damage occurs, LICENSEE shall repair or eliminate the same, as applicable, promptly upon LICENSOR's demand therefor, in addition to any other rights or remedies that LICENSOR may have hereunder or at law or in equity.

5. LICENSOR may, in its sole discretion, designate a management company to operate and manage the Property. LICENSOR shall notify LICENSEE of any such designation, and LICENSEE shall cooperate fully with LICENSOR's authorized management company.

6. LICENSEE, its designated maintenance company, and their respective authorized employees and agents, shall have a 24 hour a day, 7 day a week right of access to the Equipment and the Equipment Area as is required for the operation or maintenance of the Equipment, at no charge for such access, provided that the appointment of any such maintenance company shall have been approved in advance by LICENSOR. Such right of access does not obligate LICENSOR to supply its own personnel to unlock the Property or to supervise or standby while installation or repair work on the Equipment, including, but not limited to, the installation or repair of telephone circuits, is being conducted by or on behalf of LICENSEE. LICENSEE, its designated maintenance company, and their authorized employees and agents agree to comply with all reasonable procedures which may be established by LICENSOR or its designated agent for obtaining or recording access to the Property, provided that the access rights of LICENSEE expressed in this Section 6 shall not be materially impaired by such procedures.

7. Any improvements to the Equipment which increase the size of the Equipment Area shall be undertaken only with the express written approval of LICENSOR or its designated agent, which shall not be unreasonably withheld, conditioned or delayed, together with any adjustments in the licensee fee agreed upon by the parties, and shall be made at LICENSEE's sole expense. LICENSEE will maintain the Equipment and the Equipment Area in good and clean condition, reasonable wear and tear and casualty not caused by LICENSEE excepted. LICENSEE shall use the Property exclusively for the purpose of constructing, maintaining and operating the Equipment to provide the telecommunications interconnection services contemplated hereby.

8. The electrical cost associated with the operation of LICENSEE's Equipment shall be LICENSEE's exclusive responsibility, and LICENSEE shall pay for all electricity utilized by the Equipment. If so requested by LICENSOR, LICENSEE will cause a separate meter for LICENSEE's electrical usage to be installed at the Property at LICENSEE's sole expense.

9. LICENSEE agrees to obtain all licenses and permits required for its operation of the Equipment and its activities on the Property, and to comply at its sole cost and expense with all federal, state, and local laws and regulations applicable to its operations on and at the Property. At the request of LICENSOR, LICENSEE shall provide to LICENSOR such evidence of LICENSEE's compliance with all state, federal and local laws and regulations applicable to LICENSEE's operations on and at the Property as LICENSOR may reasonably request. LICENSOR agrees, at no expense to LICENSOR, to cooperate with LICENSEE in making application for and obtaining all licenses, permits and any and all other necessary approvals that may be required for LICENSEE'S installation and operation of the Equipment at the Property.

10. LICENSEE shall not be responsible for ordinary repairs required to the Property, except for repairs required because of the fault or negligence of LICENSEE or its designated maintenance company, or the agents, contractors or employees of LICENSEE or its designated maintenance company (collectively, the "Licensee Parties"). In the event that any of the Licensee Parties cause any damage to the Property, LICENSEE shall pay LICENSOR on demand the costs incurred by LICENSOR to repair such damage to the Property. At the conclusion of the term of this Agreement, or upon the earlier termination of this Agreement in accordance with the terms hereof, LICENSEE will remove all of its Equipment and other property located at the Property and will surrender the Property to LICENSOR, in good order and condition, excepting ordinary wear and tear, repairs that LICENSOR in obligated to make pursuant to the terms hereof, damage by fire (not caused by LICENSEE), the elements or acts of God, and LICENSOR's negligence. In the event LICENSEE does not remove such Equipment and other property from the Property within thirty (30) days of the expiration or termination of this Agreement, LICENSOR may take possession of, and remove the Equipment and other property, or as much thereof as LICENSOR may desire to remove, without being guilty of trespass or tort or otherwise liable to LICENSEE in any manner whatsoever.

11. Indemnification:

(a) LICENSEE shall indemnify and hold harmless LICENSOR, and its officers, employees, managers, members and agents, from and against any loss, damage, liability, claim, and expense, including costs of enforcement and reasonable attorneys' fees, occasioned by, growing out of, or arising in connection with the Equipment or LICENSEE's and its employees', maintenance company's, contractors' and agents' operations and activities at the Property, except for any loss, damage, liability, claim, and/or expense resulting

from the negligent acts or omissions of LICENSOR or its agents, contractors or employees.

(b) LICENSOR shall indemnify and hold harmless LICENSEE, and its officers, employees, managers, members and agents, from and against any loss, damage, liability, claim, and expense, including costs of enforcement and reasonable attorneys' fees, occasioned by, growing out of, or arising in connection with LICENSOR's and its employees', contractors' and agents' operations and activities at the Property, except for any loss, damage, liability, claim, and/or expense resulting from the negligent acts or omissions of LICENSEE or its agents, maintenance company, contractors or employees.

(c) In no event, shall either party hereto be liable for any consequential or incidental damages, including but not limited to, loss of profits or revenues, cost of capital, cost of substitute facilities or services, or downtime costs, or claims of LICENSEE's customers or advertisers for any damages, except for liability arising out of such party's gross negligence or willful misconduct.

12. LICENSEE shall, at its sole cost, procure and maintain during the entire term of this Agreement the following insurance:

(a) Workers Compensation - with statutory limits and Employers Liability limits required by the specific state in which the Property are located.

(b) Comprehensive General Liability Insurance - with a combined single limit for bodily injury and property damage of $1,000,000 each occurrence/$2,000,000 aggregate.

(c) Automobile Liability Insurance - with limits for bodily injury of $1,000,000 for combined single limit.

(d) Umbrella Liability Insurance with a combined single limit of not less than $5,000,000.

LICENSOR shall be listed as an additional insured under such policies of insurance. LICENSEE shall furnish to LICENSOR, within sixty (60) days after the execution of this Agreement, a Certificate(s) of Insurance, evidencing that the above-described insurance coverages are in effect, that is acceptable to LICENSOR. The above-described policies shall provide that LICENSOR is entitled to thirty (30) days notice prior to cancellation of the policy. LICENSEE shall be responsible for adequate insurance coverage of its Equipment to be installed upon the Property, as LICENSOR shall not be responsible for any claim, damage, or loss

to said Equipment whatsoever, including, but not limited to, damage by fire, the elements and/or acts of God.

13. LICENSEE shall pay, as an additional license fee due hereunder, the entire amount of any increase in real estate taxes levied against the Property that are specifically attributable to the Equipment constructed/installed thereon by LICENSEE. Payment shall be made to LICENSOR by LICENSEE upon presentation to LICENSEE of a copy of the tax bills evidencing the increase attributable to the LICENSEE's installation of the Equipment at the Property and evidence of LICENSOR's payment thereof. LICENSEE shall be exclusively responsible for and shall pay when due all personal property taxes assessed against the Equipment and/or LICENSEE.

14. LICENSOR hereby represents and warrants that LICENSOR possesses good and sufficient leasehold title and interest in and to the Property and easement interest in the parcel of property underlying the right of way and the utility easement to the Property, and has full authority to enter into, and execute this Agreement. LICENSOR will not during the term of this Agreement interfere with LICENSEE's activities on the Property that are expressly permitted hereunder. Any breach of these warranties which preclude the LICENSEE's use of said Property to install and operate the Equipment in accordance with the terms hereof shall entitle LICENSEE to terminate this Agreement.

15. LICENSEE will not during the term of this Agreement interfere with LICENSOR's activities on and/or use of the Property and/or the activities on and/or use of the Property by LICENSOR's subtenants and other licensees. Any breach of this Section 15 shall entitle LICENSOR to terminate this Agreement after notice and an opportunity to cure as provided in Section 17; provided, however, the LICENSOR may terminate this license upon failure by the LICENSEE to pay any license fees due within ten (10) days after the due date.

16. This License may not be sold, assigned or transferred by LICENSEE without the prior written consent of LICENSOR, which consent will not be unreasonably withheld, conditioned or delayed. Such consent shall not be required for an assignment of this Agreement by LICENSEE to an affiliate of LICENSEE, or to a successor in interest to LICENSEE through consolidation, merger or reorganization, or to a purchaser of all or substantially all of the assets of or equity interests in LICENSEE. In no event shall LICENSEE have the right to sublet all or any portion of the Equipment or the Equipment Area (other than to allow the tower tenants at the Property to connect their transmission lines to the Equipment). LICENSOR reserves the right to assign, transfer, mortgage or otherwise encumber all or any of the Property and/or its rights, title

and interests in and to this Agreement without the consent of LICENSEE. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors, heirs and assigns, subject to the other terms of this Section 16.

17. Either party may terminate this Agreement forthwith in the event of a material default of any covenant, condition or term hereof by the other party, which default is not cured within thirty (30) days of the defaulting party's receipt of written notice of such default from the non-defaulting party.

18. LICENSOR shall bear the risk of loss or damage to the Property except for loss or damage due to the acts of LICENSEE or its employees or independent contractors. LICENSEE shall bear the risk of loss or damage to the Equipment or Equipment Area except for loss or damage due to the acts of LICENSOR or its employees or independent contractors. LICENSOR shall not be liable to LICENSEE or any third-party for failure to provide the use of the Equipment Area to LICENSEE or for any damage to or destruction of the Equipment due to acts of God, acts of any third parties, acts of civil or military authorities, labor disputes, the taking of the Property by eminent domain or other causes beyond the reasonable control of LICENSOR. LICENSEE hereby covenants and agrees that it will not use any material quantity of any hazardous materials at the Property in violation of any applicable laws, regulations or ordinances.

19. LICENSOR and LICENSEE agree that if any provision of this Agreement is contrary to, prohibited by, or deemed invalid under applicable laws or regulations, such provisions shall be deemed omitted to the extent so contrary, prohibited or invalid, but the remainder of this Agreement shall not be invalidated and shall remain in full force and effect.

20. Any notice or demand required or permitted to be given hereunder shall be signed by the party (or the party's attorney) giving the same, and shall be deemed given when mailed, if mailed by certified mail, return receipt requested, or by overnight delivery, addressed:

in the case of LICENSOR to:

The City of Charles Town
101 East Washington Street
Charles Town, WV 25414
Site: WV-002 – Charles Town Road Water Tank

and in the case of LICENSEE to:

Lumos Networks Inc.
One Lumos Plaza
Waynesboro, Virginia 22980
ATTN: Rhonda Avellone

21. This Agreement shall be governed by and construed in accordance with the laws of the State of West Virginia.

22. This Agreement contains the entire agreement of the parties hereto with regard to the subject matter hereof, and supersedes all prior agreements and understanding, oral or written, between the parties hereto with regard to the subject matter hereof. This Agreement may not be modified, amended or supplemented except by a written instrument signed by both of the parties hereto.

23. A Memorandum of License may be recorded by LICENSEE confirming the (i) effectiveness of this Agreement, (ii) the expiration date of the initial term of the Agreement, (iii) the duration of any renewal terms of the Agreement, and/or other terms contained in this Agreement.

24. Waiver of a breach of any provision hereof under any circumstances will not constitute a waiver of any subsequent breach of such provision, or of a breach of any other provision of this Agreement.

25. This Agreement creates a license only and LICENSEE hereby acknowledges and agrees that it does not own or otherwise possess, and shall not claim at any time, any real property interest or estate of any kind or extent whatsoever in the Property by virtue of this Agreement or LICENSEE's use of the Equipment located at the Property pursuant hereto. Nothing herein contained shall be construed as constituting a partnership, joint venture or agency between LICENSOR and LICENSEE.

End of text, remainder of page blank. Signatures follow on next page.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

LICENSOR:

THE CITY OF CHARLES TOWN
A Municipal Corporation

By: _____

Name: _____

Title: _____

LICENSEE:

Lumos Networks of West Virginia Inc. dba Segra, a Virginia Corporation

By: _____

Name: _____

Title: _____

EXHIBIT "A"

PROPERTY DESCRIPTION

The Premises is located in the Charles Town District of Jefferson County, West Virginia, and are more particularly described and/or depicted as follows:

BEING all of Lot 391 as the same is designated and described on a plat entitled, "Final Plat Showing Lot 391 & Lot "A" Residue Locust Hill," made by Appalachian Surveys of West Virginia, LLC, dated September 6, 2002, the plat being recorded in the Office of the Clerk of the County Commissioner of Jefferson County, West Virginia in Map Book 19 at Page 74, together with a non-exclusive right of way for access to and from the property over the streets and roads of Tuscawilla Hills Subdivision, Locust Hill Subdivision and the 50-foot access easement as shown on the aforesaid plat.

EXHIBIT "B"

Equipment Specifications

I. General Information

(a) LICENSEE shall furnish, at LICENSOR's request, the following information prior to the installation of the Equipment:

1. Copies of all FCC licenses and/or construction permits for such Equipment.
2. Certificate(s) of Insurance naming LICENSOR as an additional insured.
3. All technical information pertaining to the Equipment to be installed, including operating frequencies.

(b) The following will not be permitted at the Property without the written consent of the LICENSOR:

1. Any equipment that is not FCC approved.
2. Open rack mounted receivers and transmitters.
3. Transmitter outputs without a harmonic filter and antenna matching circuitry.

II. Receivers

(a) All stand alone receivers included in the Equipment must be tagged with LICENSEE's name, equipment model number, equipment serial number and equipment operating frequency.

III. Installation Procedures

(a) All construction and installation of the Equipment and any related cables, wiring at the Property, and any physical changes to the Property in connection with the installation or operation of the Equipment, shall be done at LICENSEE's sole expense and by a contractor that is approved in advance by LICENSOR, such approval not to be unreasonably withheld, conditioned or delayed.

IV. Miscellaneous

(a) All installations must be performed in a neat and workmanlike manner.

EXHIBIT "B" (Cont.)

(b) LICENSOR reserves the right to rescind any of these rules and regulations and to make such other and additional rules and regulations if in its judgment, from time to time, the same are required for the safety, protection, care and cleanliness of the Property, the operation thereof, the preservation of good order therein, and the protection and comfort of LICENSOR and its subtenant and licensees, including, but not limited to, LICENSEE, and their respective agents, employees and contractors. Such rules and regulations, when made and with written notice thereof given to LICENSEE, shall be binding upon LICENSEE in a manner as if originally herein prescribed. LICENSEE shall cooperate fully with LICENSOR with regard to and shall comply with, and shall cause its employees, agents and contractors to comply with, all of the above and as well as future rules and regulations by LICENSOR pertaining to the Property.

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: December 16, 2020

ADMINISTRATIVE

- Property transfer/auction – Advertisement December 2020.
- Customer Counts
  - Sewer 8,013 (1,906 billed by JUI)
  - Water 6,307
- CARES Act Reimbursement

WATER

- GDF is finalizing their study on disinfection by-products. Board review January 2021.

SEWER

- **Route 9 Sewer Project:**
  - Substantial Completion issued December 30, 2020. Pump Station start-up complete. Flows online December 14.
- **Tuscawilla MBR #3 Replacement:**
  - Start-up scheduled after January 1.
- **NPDES Permit Renewal**
  - Permit Renewal application is complete. Internal review underway prior to submission before December 31, 2020.
- **Renewal and Replacement Project:**
  - Site visit cancelled due to COVID. Virtual meeting scheduled before the end of the year to evaluate options and design.

INFORMATION

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

Customer Name	Location	Lot Number	CIF Date Paid	Number of Sewer EDUs	Sewer CIF Amount Paid	Number of Water EDU's	Water CIF Amount Paid
K. Hovnanian	Shenandoah Springs	3M	1/9/2020	1	$ 2,752.00		
K. Hovnanian	Shenandoah Springs	7M	1/9/2020	1	$ 2,752.00		
Dan Ryan Builders	Aspen Greens	29	1/17/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	30	1/17/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	31	1/17/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	40	1/17/2020	1	$ 3,207.00		
K. Hovnanian	Shenandoah Springs	11M	1/30/2020	1	$ 2,752.00		
Dan Ryan Builders	Aspen Greens	35	2/5/2020	1	$ 3,207.00		
Dan Ryan Builders	Briar Run	313-316	2/19/2020	4	$ 12,828.00		
K. Hovnanian	Shenandoah Springs	12M	2/27/2020	1	$ 2,752.00		
K. Hovnanian	Shenandoah Springs	14M	2/27/2020	1	$ 2,752.00		
Hayslette	Jefferson Ave	3A	2/28/2020	1	$ 3,207.00	1	$ 2,576.00
Dan Ryan Builders	Briar Run	333-336	3/18/2020	4	$ 12,828.00		
Dan Ryan Builders	Aspen Greens	5	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	24	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	26	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	28	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	33	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	34	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	38	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	39	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	43	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	45	3/18/2020	1	$ 3,207.00		
Dan Ryan Builders	Aspen Greens	46	3/18/2020	1	$ 3,207.00		
F & A Builders	E. Liberty Street	32	3/25/2020	1	$ 1,127.00	1	$ 2,576.00
Dan Ryan Builders	Aspen Greens	32	4/2/2020	1	$ 3,207.00		
Blackford	8879 Charles Town Road		4/28/2020	1	$ 3,207.00		
Stanley Martin	Presidents Pointe	1-7	4/28/2020	7	$ 19,264.00		
Stanley Martin	Presidents Pointe	10-15	4/28/2020	6	$ 16,512.00		
Stanley Martin	Presidents Pointe	16-21	4/28/2020	6	$ 16,512.00		
Stanley Martin	Presidents Pointe	22-28	5/8/2020	7	$ 19,264.00		
Stanley Martin	Presidents Pointe	29-36	5/29/2020	8	$ 22,016.00		
Wormald	Beallair	106	5/29/2020	1	$ 3,207.00		
Lutman	Maple Avenue	4-8	6/16/2020	1	$ 1,127.00	1	$ 2,576.00
Devil's Due Distillery	Burr West	32	6/22/2020	0.2	$ 641.40		
Dan Ryan Builders	Briar Run	382-386	6/25/2020	5	$ 16,035.00		
Stanley Martin	Presidents Pointe	71-76	7/2/2020	6	$ 16,512.00		
RC Bent	Jefferson Terrace	16/17	7/21/2020			1	$ 2,576.00
Dan Ryan Builders	Briar Run	317-320	7/30/2020	4	$ 12,828.00		
Dan Ryan Builders	Briar Run	329	7/30/2020	1	$ 3,207.00		
Nella Constructors	100 Shenandoah Jct-DG		8/13/2020	0.31	$ 1,005.00		
Mark Roper	Jefferson Ave	2	8/20/2020	1	$ 3,207.00	1	$ 2,576.00
Dan Ryan Builders	Briar Run	328, 330-332	8/27/2020	4	$ 12,828.00		
Dan Ryan Builders	Beallair	107	9/21/2020	1	$ 3,207.00		
Shade	Sawmill Court		9/22/2020	1	$ 3,207.00		
Stanley Martin	Presidents Pointe	37-42	9/30/2020	6	$ 16,512.00		
Arbys	490 Euclid Ave, Suite 102		9/30/2020	8.26	$ 9,309.02	8.26	$ 21,277.76
Lutman	Parcel 58 Sawmill Ct		9/30/2020	1	$ 3,207.00		
Lutman	322 A N. Mildred St		9/30/2020	1	$ 1,127.00	1	$ 2,576.00
Lutman	Lot 19 Euclid Ave		9/30/2020	1	$ 3,207.00	1	$ 2,576.00
Lutman	322 B, 324B N. Mildred St		10/6/2020	2	$ 2,254.00	2	$ 5,152.00
Stanley Martin	Presidents Pointe	65-70	10/13/2020	6	$ 16,512.00		
Stanley Martin	Presidents Pointe	43-50	11/10/2020	8	$ 22,016.00		
Stanley Martin	Presidents Pointe	57-64	11/10/2020	8	$ 22,016.00		
Salgato	W. Washington Street	47	11/10/2020	1	$ 1,127.00	1	$ 2,576.00
McGuinn	843 Keyes Ferry Road		11/12/2020			1	$ 2,576.00
Dan Ryan Builders	Briar Run	321-324	12/4/2020	4	$ 12,828.00		
			Totals =	**138.77**	**$ 382,170.42**	**19.26**	**$ 49,613.76**

Charles Town Utility Board
2020 Capacity Improvement Fee Collections/EDU for Sewer

Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-20		7	7	$ 21,084.00	$ 4,875.00	$ 16,209.00
Feb-20		8	8	$ 24,746.00	$ 3,250.00	$ 21,496.00
Mar-20		16	16	$ 49,232.00		$ 49,232.00
Apr-20		21	21	$ 58,702.00	$ 42,250.00	$ 16,452.00
May-20		16	16	$ 44,487.00	$ 13,000.00	$ 31,487.00
Jun-20	1	6	7	$ 17,803.40		$ 17,803.40
Jul-20		11	11	$ 32,547.00		$ 32,547.00
Aug-20		5.31	5.31	$ 17,040.00		$ 17,040.00
Sep-20		19.26	19.26	$ 39,776.02	$ 9,750.00	$ 30,026.02
Oct-20		8	8	$ 18,766.00	$ 9,750.00	$ 9,016.00
Nov-20		17	17	$ 45,159.00	$ 26,000.00	$ 19,159.00
Dec-20		4	4	$ 12,828.00		$ 12,828.00
Total 2020	**1**	**133**	**139.57**	**$ 382,170.42**	**$ 108,875.00**	**$ 273,295.42**

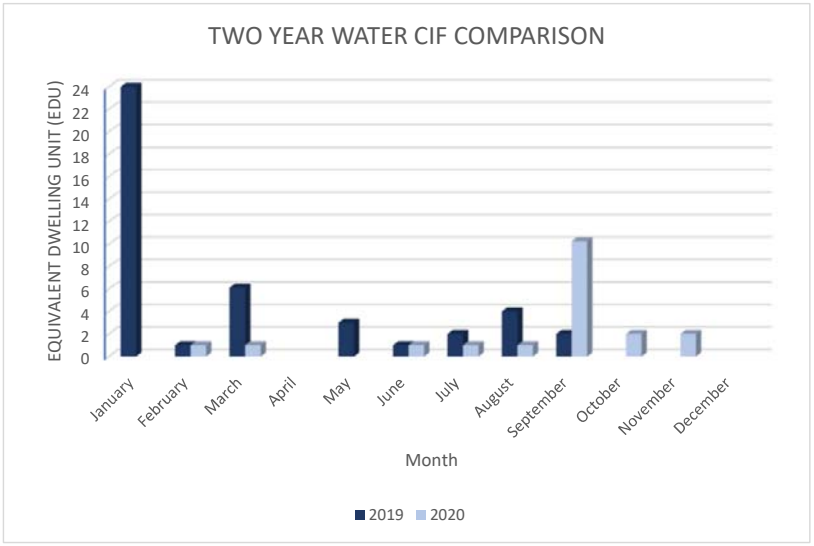
Charles Town Utility Board
2020 Capacity Improvement Fee Collections/EDU for Water

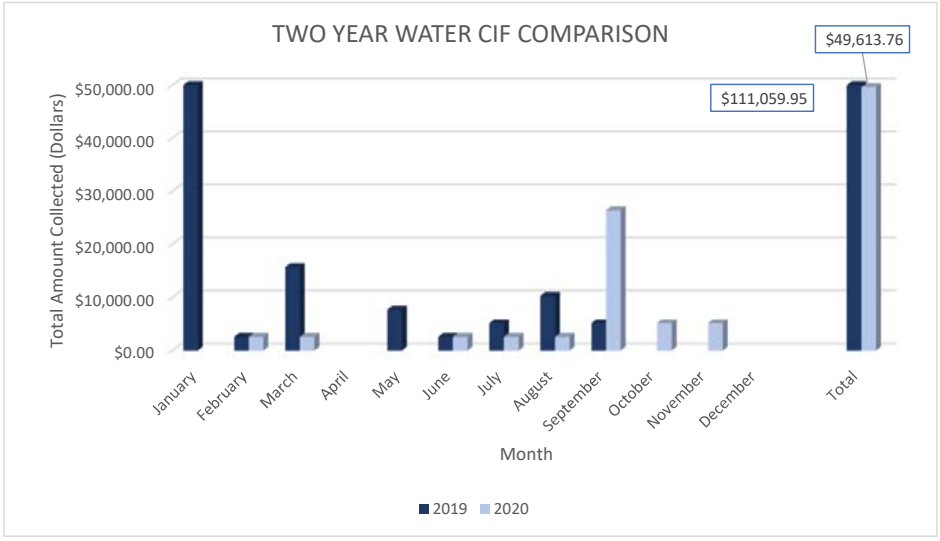
Month	Commercial	Residential	Total Number of EDU's	Total Water CIF
Jan-20				
Feb-20		1	1	$ 2,576.00
Mar-20		1	1	$ 2,576.00
Apr-20				
May-20				
Jun-20		1	1	$ 2,576.00
Jul-20		1	1	$ 2,576.00
Aug-20		1	1	$ 2,576.00
Sep-20		10.26	10.26	$ 26,429.76
Oct-20		2	2	$ 5,152.00
Nov-20		2	2	$ 5,152.00
Dec-20	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

As of December 9, 2020
Water CIF Tracking

Charles Town Utility Board 2019 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
January	24		24	$ 61,824.00
February		1	1	$ 2,576.00
March	5.11	1	6.11	$ 15,747.95
April				
May		3	3	$ 7,728.00
June	1		1	$ 2,576.00
July	2		2	$ 5,152.00
August		4	4	$ 10,304.00
September		2	2	$ 5,152.00
October				
November				
December				
Total	**32.11**	**11**	**43.11**	**$ 111,059.95**

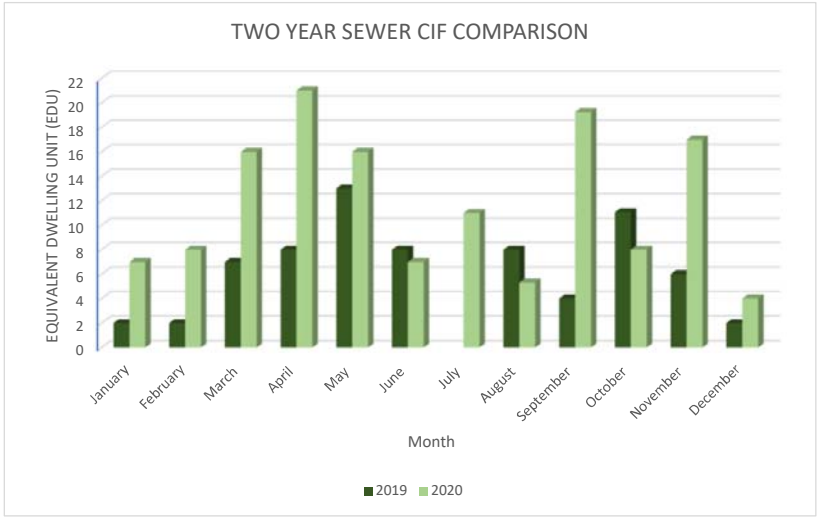
Charles Town Utility Board 2020 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-20				
Feb-20		1	1	$ 2,576.00
Mar-20		1	1	$ 2,576.00
Apr-20				
May-20				
Jun-20		1	1	$ 2,576.00
Jul-20		1	1	$ 2,576.00
Aug-20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

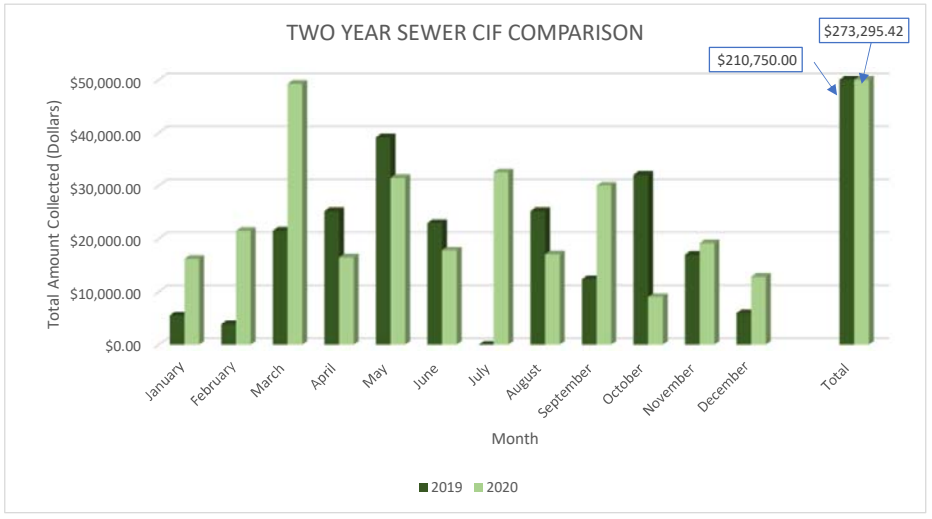




Charles Town Utility Board 2019 Capacity Improvement Fee Collections/EDU for Sewer				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF**
January		2	2	$5,504.00
February		2	2	$3,879.00
March		7	7	$21,539.00
April		8	8	$25,201.00
May		13	13	$39,156.00
June		8	8	$22,926.00
July				$0.00
August		8	8	$25,201.00
September		4	4	$12,373.00
October	1.06	10	11.06	$32,045.00
November		6	6	$16,967.00
December		2	2	$5,959.00
Total	**1.06**	**70**	**71.06**	**$ 210,750.00**

Charles Town Utility Board 2020 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-20		7	7	$21,084.00	$4,875.00	$16,209.00
Feb-20		8	8	$24,746.00	$3,250.00	$21,496.00
Mar-20		16	16	$49,232.00		$49,232.00
Apr-20		21	21	$58,702.00	$42,250.00	$16,452.00
May-20		16	16	$44,487.00	$13,000.00	$31,487.00
Jun-20	1	6	7	$17,803.40		$17,803.40
Jul-20		11	11	$ 32,547.00		$ 32,547.00
Aug-20		5.31	5.31	$ 17,040.00		$ 17,040.00
Sep-20		19.26	19.26	$ 39,776.02	$ 9,750.00	$ 30,026.02
Oct-20		8	8	$ 18,766.00	$ 9,750.00	$ 9,016.00
Nov-20		17	17	$ 45,159.00	$ 26,000.00	$ 19,159.00
Dec-20		4	4	$ 12,828.00		$ 12,828.00
Total 2020	**1**	**133**	**139.57**	**$382,170.42**	**$108,875.00**	**$273,295.42**





CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03498	1,034,980	6,900
2020	2.8	565.31	1.69	1.11	1,112,651	7,418

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

2020		
	Total	AVERAGE
JANUARY	53,689,445	1,731,918
FEBRUARY	49,700,448	1,713,809
MARCH	51,009,216	1,645,459
APRIL	46,966,864	1,565,562
MAY	50,753,036	1,637,195
JUNE	52,587,142	1,752,905
JULY	54,394,477	1,754,661
AUGUST	54,972,785	1,773,316
SEPTEMBER	50,996,141	1,699,871
OCTOBER	51,222,251	1,652,331
NOVEMBER	49,014,344	1,633,811
DECEMBER		
Annual Total	565,306,149	1,687,349

GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.0216	0.80	0.01	0.01	12,911	

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	283,900	9,158
OCTOBER	265,000	8,548
NOVEMBER	250,800	8,360
DECEMBER		
Annual Total	799,700	8,689

CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.036	0.43	0.00	0.03	31,282	

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	141,900	4,577
OCTOBER	140,300	4,526
NOVEMBER	151,500	5,050
DECEMBER		
Annual Total	433,700	4,718

CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

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

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	Total Available (EDU's)
2015	0.5	48	0.13	0.37	370,000	2,467
2016	0.5	49	0.13	0.37	370,000	2,467
2017	0.5	48	0.14	0.36	360,000	2,400
2018	0.5	78	0.21	0.29	290,000	1,933
2019	0.5	55.24	0.15	0.35	350,000	2,333
2020				0	-	-

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

2018		
	Total	AVERAGE
JANUARY	32.66	1.05
FEBRUARY	30.25	1.08
MARCH	32.34	1.04
APRIL	31.04	1.04
MAY	52.19	1.68
JUNE	39.84	1.33
JULY	39.86	1.29
AUGUST	43.63	1.41
SEPTEMBER	42.24	1.41
OCTOBER	45.50	1.47
NOVEMBER	50.36	1.68
DECEMBER	50.97	1.64
Annual Total	490.87	1.34

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

2020		
	Total	AVERAGE
JANUARY	39.05	1.26
FEBRUARY	36.74	1.27
MARCH	36.76	1.19
APRIL	33.32	1.11
MAY	35.50	1.15
JUNE	33.44	1.11
JULY	34.45	1.11
AUGUST	32.65	1.05
SEPTEMBER	32.43	1.08
OCTOBER	33.91	1.09
NOVEMBER	33.49	1.12
DECEMBER		
Annual Total	381.74	1.14

2018		
	Total	AVERAGE
JANUARY	4.00	0.13
FEBRUARY	3.52	0.13
MARCH	3.71	0.12
APRIL	3.79	0.13
MAY	6.29	0.20
JUNE	8.27	0.28
JULY	5.97	0.19
AUGUST	7.42	0.24
SEPTEMBER	8.94	0.30
OCTOBER	7.10	0.23
NOVEMBER	10.90	0.36
DECEMBER	8.31	0.27
Annual Total	78.22	0.21

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

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

2021 CTUB Board Meeting Schedule

January 13, 2021

January 27, 2021

February 10, 2021

February 24, 2021

March 10, 2021

March 24, 2021

April 14, 2021

April 28, 2021

May 12, 2021

May 26, 2021

June 9, 2021

June 23, 2021

July 14, 2021

July 28, 2021

August 11, 2021

August 25, 2021

September 8, 2021

September 22, 2021

October 13, 2021

October 27, 2021

* November 17, 2021

* December 15, 2021

*= Dates modified from Regular 2nd and 4th Wednesday due to holidays.

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
50 WATER FUND	149,225.10
60 SEWER FUND	681,914.59
GRAND TOTAL:	831,139.69

TOTAL PAGES: 7

APPROVED BY: _____

APPROVED BY: _____

This Packet:	$ 831,139.69
Security Deposit Refunds:	2,251.82
Total:	$ 833,391.51

Note:

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

Highlighted invoices to be reimbursed for the Tuscawilla MBR Project - Basin #3;

Highlighted invoices to be reimbursed for the R&R Project;

Highlighted invoice reimbursed by the developer

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	CONCRETE: 11/23/20	WATER FUND	WATER		540.00
	PAVING: 9/04, 11/03, 11/06	SEWER FUND	SEWER		8,750.00
	PAVING: 11/10/20	SEWER FUND	SEWER		1,680.00
	PAVING: 11/18/20	SEWER FUND	SEWER		1,155.00
	CONCRETE: 11/23/20	SEWER FUND	SEWER		1,080.00
				TOTAL:	32,510.00
US POSTAL SERVICE	ANNUAL PO BOX SVC FEE	WATER FUND	WATER		74.00
	ANNUAL PO BOX SVC FEE	SEWER FUND	SEWER		74.00
				TOTAL:	148.00
USA BLUEBOOK	REDINGTON 2-HOLE RECT HOUR	SEWER FUND	SEWER		101.85
				TOTAL:	101.85
VALLEY CREDIT SERVICE, INC.	NOV COLLECTIONS	WATER FUND	WATER		492.24
	NOV COLLECTIONS	SEWER FUND	SEWER		492.23
				TOTAL:	984.47
MICHAEL B VENTERS	CONSULTING FEE, DEC	SEWER FUND	SEWER		725.00
				TOTAL:	725.00
VITAL SIGNS	DECALS FOR HARD HATS	WATER FUND	WATER		12.50
	DECALS FOR HARD HATS	SEWER FUND	SEWER		12.50
				TOTAL:	25.00
ROBERT H WAGER COMPANY, INC	SAMUEL ST LIFT STATION	SEWER FUND	SEWER		7,433.54
				TOTAL:	7,433.54
WIRELESS NETWORKS GROUP, INC.	MISC SVCS, NOV	WATER FUND	WATER		10,470.00
				TOTAL:	10,470.00
WV DEPARTMENT OF TRANSPORTATION	PRMT APPLCTN: WESCOTT DR	SEWER FUND	SEWER		1,937.75
				TOTAL:	1,937.75
OFFICE OF THE GOVERNOR	RETURN WVCARES GRANT FUNDS	WATER FUND	NON-DEPARTMENTAL		2,871.89
				TOTAL:	2,871.89

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	BRCKNRDG PS B PUMP	SEWER FUND	SEWER		175.00
	TUSC WWTP AUMA ACTUATOR	SEWER FUND	SEWER		625.00
				TOTAL:	7,274.00
SG PLUMBING, INC.	CONGRESS ST: 10/14/20	WATER FUND	WATER		895.00
	GEORGE ST: 10/15/20	WATER FUND	WATER		760.00
	NEWINGTON CT: 11/10/20	WATER FUND	WATER		340.00
	KEYS FERRY RD: 12/02/20	WATER FUND	WATER		85.00
	MILDRED ST: 11/17 - 11/18/	SEWER FUND	SEWER		1,690.00
	SAWMILL CT: 11/19 - 11/25/	SEWER FUND	SEWER		2,180.00
				TOTAL:	5,950.00
SHENANDOAH SALES & SERVICE, INC.	2011 FORD F-150	WATER FUND	WATER		34.00
	TRAILER	SEWER FUND	SEWER		1,337.36
	ROBBY'S FORD F250	SEWER FUND	SEWER		714.72
	SERVICE AT TUSCAWILLA	SEWER FUND	SEWER		265.72
				TOTAL:	2,351.80
LAW OFFICES OF HOY SHINGLETON, L.C.	GENERAL 10/31 - 11/30/20	SEWER FUND	SEWER		1,212.50
	RATE 11/30/20	SEWER FUND	SEWER		97.50
				TOTAL:	1,310.00
SNYDER ENVIRONMENTAL SERVICES, INC	CNTCR AP#10 RT 9 PRJCT	SEWER FUND	NON-DEPARTMENTAL		490,122.39
				TOTAL:	490,122.39
SPRINT	MONTHLY CELL SERVICE	WATER FUND	WATER		260.39
	MONTHLY CELL SERVICE	SEWER FUND	SEWER		71.35
	MONTHLY CELL SERVICE	SEWER FUND	SEWER		311.93
				TOTAL:	643.67
STEPTOE & JOHNSON PLLC	GENERAL FINANCING/REGULATO	WATER FUND	WATER		5,561.25
	GENERAL FINANCING/REGULATO	SEWER FUND	SEWER		5,561.25
				TOTAL:	11,122.50
GERALD TAYLOR CO., INC.	PUMP/ TRANSPORT	WATER FUND	WATER		935.26
	PUMP/ TRANSPORT	WATER FUND	WATER		462.58
	PUMP/ TRANSPORT	WATER FUND	WATER		303.00
	PUMP/ TRANSPORT	WATER FUND	WATER		522.17
	PUMP/ TRANSPORT	WATER FUND	WATER		260.58
	SUPERVAC/ PUMP	SEWER FUND	SEWER		1,774.50
				TOTAL:	4,258.09
THE CI THORNBURG CO, INC.	SRII EXCHNG CHMBR, SRII TR	WATER FUND	WATER		4,501.20
	THREAD PROTECTOR, END PLUG	WATER FUND	WATER		86.67
	DUAL PORT TRANSCEIVER UNIT	WATER FUND	WATER		1,670.66
	ABS 08776016 START KIT FOR	SEWER FUND	SEWER		229.84
				TOTAL:	6,488.37
TUSCAWILLA HILLS HOA INC	HOA DUES DEC 2020	WATER FUND	WATER		36.00
				TOTAL:	36.00
US PAVING, LLC	PAVING: 9/25 - 10/09/20	WATER FUND	WATER		7,620.00
	PAVING: 11/05/20	WATER FUND	WATER		5,010.00
	PAVING: 11/10/20	WATER FUND	WATER		855.00
	PAVING: 11/18/20	WATER FUND	WATER		3,765.00
	PAVING: 11/13/20	WATER FUND	WATER		2,055.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
JEFFERSON PUBLISHING COMPANY	LGL SVCS ADS: 11/25, 12/02	WATER FUND	WATER		45.57
	LGL SVCS ADS: 11/25, 12/02	SEWER FUND	SEWER		45.57
				TOTAL:	91.14
JEFFERSON RENTALS	SKIDGRAPPLE	SEWER FUND	SEWER		853.17
				TOTAL:	853.17
JEFFERSON UTILITIES, INC	12-0820-00	SEWER FUND	SEWER		135.36
	12-0820-00	SEWER FUND	SEWER		45.12
				TOTAL:	180.48
JENKINS TREE SERVICE	RMV TREES@ WOODLAWN TP	SEWER FUND	SEWER		5,500.00
				TOTAL:	5,500.00
JNO S SOLENBERGER & CO., INC	PARTS FOR PUMP STATIONS	SEWER FUND	SEWER		767.45
				TOTAL:	767.45
KABLE EXCAVATING, LLC	HAUL STONE TO PARKVIEW	SEWER FUND	SEWER		6,956.23
	LOADER 963C	SEWER FUND	SEWER		2,380.00
	#8 STONE & DELIVERED TO PA	SEWER FUND	SEWER		1,008.66
				TOTAL:	10,344.89
KROHNE INC	ORDER 270084082 S&H	SEWER FUND	NON-DEPARTMENTAL		168.16
				TOTAL:	168.16
J.C. KUNKLE & ASSOCIATES, A.C.	PROFF SVCS: EOY WATER	WATER FUND	WATER		5,000.00
	PROFF SVCS 8/01 - 11/30/20	WATER FUND	WATER		1,450.00
	PROFF SVCS: EOY SEWER	SEWER FUND	SEWER		7,000.00
	PROFF SVCS 8/01 - 11/30/20	SEWER FUND	SEWER		4,000.00
				TOTAL:	17,450.00
MISS UTILITY OF WV, INC.	MESSAGE FEES: NOV	WATER FUND	WATER		133.00
				TOTAL:	133.00
THOMAS NALLS	NOV TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL		3,443.48
				TOTAL:	3,443.48
LOGICAL CONCEPTS, INC	MONITORING LIFT& PUMP STAT	SEWER FUND	SEWER		468.00
				TOTAL:	468.00
PACE ANALYTICAL SERVICES, LLC	TESTING: UCMR_SE4_NOV2020	WATER FUND	WATER		1,521.00
	TESTING: WATER PLANT	WATER FUND	WATER		878.00
	TESTING: WATER PLANT	WATER FUND	WATER		195.00
	TESTING: WATER PLANT	WATER FUND	WATER		875.00
	TESTING: CT WEEKLY	SEWER FUND	SEWER		216.83
				TOTAL:	3,685.83
RK & K ENGINEERS	TO5 SEWER MODEL	SEWER FUND	NON-DEPARTMENTAL		725.54
	TO12 FOREST AVE/FAIRFAX CR	SEWER FUND	NON-DEPARTMENTAL		2,401.79
	TO13 DECOMM BELVEDERE PS	SEWER FUND	NON-DEPARTMENTAL		1,436.00
	TO1 SUB5 CONGRESS/ALVIS AL	SEWER FUND	SEWER		3,313.71
	TO14 MNHLEVAL@EVITTS/BRWNV	SEWER FUND	SEWER		2,186.92
				TOTAL:	10,063.96
ROSS H BARE	TUSC WWTP AUMA ACTULATORS	SEWER FUND	NON-DEPARTMENTAL		1,600.00
	BRCKNRDG PS UPGRD	SEWER FUND	SEWER		4,874.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	PCARD 4726	SEWER FUND	SEWER	168.00
	PCARD 4726	SEWER FUND	SEWER	916.01
	PCARD 4726	SEWER FUND	SEWER	68.85
	PCARD 4726	SEWER FUND	SEWER	812.35
	PCARD 4726	SEWER FUND	SEWER	235.75
	PCARD 4726	SEWER FUND	SEWER	55.22
			TOTAL:	11,237.08
FRONTIER COMMUNICATIONS	304-876-9970-121914-4	WATER FUND	WATER	92.53
	304-876-2120-111514-4	WATER FUND	WATER	92.53
			TOTAL:	185.06
GUTTMAN ENERGY	W/E 11/22/20	WATER FUND	WATER	433.16
	W/E 12/06/20	WATER FUND	WATER	404.49
	W/E 11/22/20	SEWER FUND	SEWER	1,119.54
	W/E 12/06/20	SEWER FUND	SEWER	875.30
			TOTAL:	2,832.49
GWIN DOBSON & FOREMAN INC	WA & WW RETAINER SVCS	SEWER FUND	NON-DEPARTMENTAL	673.60
	TUSC WWTP MBRN BIORCTR RPL	SEWER FUND	NON-DEPARTMENTAL	362.83
	WWTP UPGRADE	SEWER FUND	NON-DEPARTMENTAL	14,103.45
			TOTAL:	15,139.88
HACH COMPANY	SUPPLIES FOR WTP	WATER FUND	WATER	1,040.52
	SUPPLIES FOR WTP	WATER FUND	WATER	971.00
	SVC PRTNRSP RNWL	SEWER FUND	SEWER	12,635.00
			TOTAL:	14,646.52
HATCH ASSOCIATES CONSULTANTS, INC.	TO10 H-363705 MAGNOLIA SPR	SEWER FUND	NON-DEPARTMENTAL	14,836.00
	TO11 H-364168 CNNCTCNS MAG	SEWER FUND	SEWER	2,528.75
			TOTAL:	17,364.75
HIGH HORIZONS FARM, INC.	STRAW	WATER FUND	WATER	150.00
			TOTAL:	150.00
HOLTZMAN OIL CORP	CHEVRON RANDO FOR WWTP	SEWER FUND	SEWER	249.90
			TOTAL:	249.90
INDUSTRIAL CHEM LABS, INC	LIFT STATION DEGREASER	SEWER FUND	SEWER	111.36
			TOTAL:	111.36
INWOOD QUARRY, INC.	#8 STONE PICKUPS: 11/23/20	WATER FUND	WATER	460.92
	#8 STONE, C2 PICKUPS: 11/2	WATER FUND	WATER	536.54
	#10 STONE PICKUPS: 11/25/2	WATER FUND	WATER	332.69
	#8,#10,C2,M5 PICKUPS: 12/0	WATER FUND	WATER	572.59
	#8 STONE PICKUPS: 12/09/20	WATER FUND	WATER	92.49
			TOTAL:	1,995.23
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER	165.46
	SHREDDING, STORAGE	SEWER FUND	SEWER	165.45
			TOTAL:	330.91
JAMES RIVER EQUIPMENT	EQUIPMENT RENTAL	SEWER FUND	SEWER	300.00
	EQUIPMENT RENTAL	SEWER FUND	SEWER	3,200.00
			TOTAL:	3,500.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	NOV CLEANING	SEWER FUND	SEWER		365.00
				TOTAL:	1,155.00
COMCAST BUSINESS	8299 31 008 0138502	WATER FUND	WATER		96.50
	8299 31 008 0138502	SEWER FUND	SEWER		96.50
				TOTAL:	193.00
CORE & MAIN	METER SUPPLIES	WATER FUND	WATER		6,067.40
	MISC SUPPLIES	WATER FUND	WATER		2,178.52
	HYMAX FLG ADPT	WATER FUND	WATER		1,510.08
	MONITOR LID, MIDDLE RING,	WATER FUND	WATER		1,724.24
	SERVICE BOX IMP	WATER FUND	WATER		409.92
	CPLG, PIPE, LIDCOVER, PVC	WATER FUND	WATER		1,697.80
	MISC SUPPLIES	SEWER FUND	SEWER		773.68
	MISC SUPPLIES FOR WWTP	SEWER FUND	SEWER		1,297.37
	PLUG VLV, FLG TEE, SCH40,	SEWER FUND	SEWER		2,834.77
				TOTAL:	18,493.78
COYNE CHEMICAL	AMMONIUM SULFATE 40%	WATER FUND	WATER		1,141.40
	CP - 837	WATER FUND	WATER		2,760.00
	ZETAG 8868FS	SEWER FUND	SEWER		6,454.23
				TOTAL:	10,355.63
CRYSTAL SPRINGS	MONTHLY SVC@ 661 S GEORGE	WATER FUND	WATER		26.50
	MONTHLY SVC@ 661 S GEORGE	SEWER FUND	SEWER		26.49
				TOTAL:	52.99
CUMMINS, INC	DEMORY FARMS: 10/30/20	SEWER FUND	SEWER		726.41
	SAMUEL LS 45: 11/09/20	SEWER FUND	SEWER		552.06
				TOTAL:	1,278.47
WV DEPT OF HEALTH & HUMAN SERVICES	WATER TEST FLOURIDE	WATER FUND	WATER		15.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		120.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		140.00
				TOTAL:	275.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER		3,717.12
	INSTALLMENT	SEWER FUND	SEWER		2,090.88
				TOTAL:	5,808.00
FASTENAL	SUPPLIES FOR PUMP STATIONS	SEWER FUND	SEWER		1,137.19
				TOTAL:	1,137.19
FERGUSON US HOLDINGS, INC	AQUA TAP PRO-2 KIT	WATER FUND	WATER		3,295.20
				TOTAL:	3,295.20
FIFTH THIRD BANK	PCARD 4726	WATER FUND	WATER		1,501.79
	PCARD 4726	WATER FUND	WATER		436.76
	PCARD 4726	WATER FUND	WATER		3,369.14
	PCARD 4726	WATER FUND	WATER		44.99
	PCARD 4726	WATER FUND	WATER		97.48
	PCARD 4726	WATER FUND	WATER		1,345.37
	PCARD 4726	WATER FUND	WATER		168.50
	PCARD 4726	WATER FUND	WATER		146.97
	PCARD 4726	SEWER FUND	NON-DEPARTMENTAL		54.87
	PCARD 4726	SEWER FUND	SEWER		1,815.03

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ABSOLUTE HOLDINGS GROUP	PBLC NTC: DSGN,PRNT,MAIL,P	WATER FUND	WATER	3,898.00
			TOTAL:	3,898.00
AMERIGAS	TNK RNTL: JEFFERSON HIGH S	SEWER FUND	SEWER	110.00
	TNK RNTL: RT 9W	SEWER FUND	SEWER	40.85
			TOTAL:	150.85
JANE ARNETT	CONSULTING SVCS DEC 2020	WATER FUND	WATER	1,500.00
	CONSULTING SVCS DEC 2020	SEWER FUND	SEWER	1,500.00
			TOTAL:	3,000.00
AUTOZONE	PRESTONE DEXCOOL	WATER FUND	WATER	16.35
			TOTAL:	16.35
B. A. MARTIN CERTIFIED WELDING, LLC	SHENANDOAH RIVER INTAKE	WATER FUND	WATER	1,815.00
			TOTAL:	1,815.00
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	PUMP REPAIR AT HUNTFIELD P	SEWER FUND	SEWER	8,608.95
			TOTAL:	8,608.95
JP & RF BURNS PARTNERSHIP	OCT LOADS: RATE ADJUSTMENT		SEWER	215.00
	NOV LOADS - 39		SEWER	6,942.00
			TOTAL:	7,157.00
CEDARCHEM, LLC	2,000G CEDARCLEAR 1757	WATER FUND	WATER	8,865.78
			TOTAL:	8,865.78
CHARLES TOWN SEWER	NOVEMBER FUNDING	SEWER FUND	NON-DEPARTMENTAL	12,785.47
			TOTAL:	12,785.47
CHARLES TOWN WATER	NOVEMBER FUNDING	WATER FUND	NON-DEPARTMENTAL	9,219.21
			TOTAL:	9,219.21
CITY ELECTRIC SUPPLY CO	SINGLE POLE THERMOSTAT	WATER FUND	WATER	105.00
	HORIZONTAL DOWNFLOW UNI	WATER FUND	WATER	795.00
			TOTAL:	900.00
CITY NATIONAL BANK	LOCKBOX SERVICES NOV	WATER FUND	WATER	1,632.49
	LOCKBOX SERVICES NOV	WATER FUND	WATER	729.56
	LOCKBOX SERVICES NOV	SEWER FUND	SEWER	1,632.48
	LOCKBOX SERVICES NOV	SEWER FUND	SEWER	729.56
			TOTAL:	4,724.09
CITY OF CHARLES TOWN	UB COLLECTIONS - NOV	WATER FUND	NON-DEPARTMENTAL	16,159.64
	CARPET CLEANING@ 661 11/11	WATER FUND	WATER	240.00
	OCT UTILITIES@ 661 S GEORG	WATER FUND	WATER	554.02
	OCT UTILITIES@ 661 S GEORG	WATER FUND	WATER	554.01
	DEC RENT @661 S GEORGE ST	WATER FUND	WATER	1,275.00
	CARPET CLEANING@ 661 11/11	SEWER FUND	SEWER	240.00
	DEC RENT @661 S GEORGE ST	SEWER FUND	SEWER	1,275.00
			TOTAL:	20,297.67
CLIFFS CLEANING SERVICE	NOV CLEANING	WATER FUND	WATER	125.00
	NOV CLEANING	WATER FUND	WATER	365.00
	NOV CLEANING	SEWER FUND	SEWER	200.00
	NOV CLEANING	SEWER FUND	SEWER	100.00