CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, SEPTEMBER 9, 2020

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of August 13, 2020 special meeting minutes
      UB Minutes August 13, 2020.pdf
   b. Approval of August 19, 2020 special meeting minutes
      UB Minutes August 19, 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. **REPORTS**
   a. Shenandoah Junction Availability Letter - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.
      Shenandoah Junction Availability Letter.pdf
   b. Route 9 NPDES Stormwater Construction Permit
      Route 9 NPDES.pdf

4. **ACTION ITEMS**
   a. Route 9 Sewer Project Resolution No. 7 - Contractor Pay Application No. 007, Hatch Invoices and CTUB Reimbursement
      Resolution No. 7.pdf
   b. Route 9 Sewer Project - Change Order No. 6
      Change Order 6.pdf
   c. Hatch Invoice 90755285 - Magnolia Springs Inspection Services
      Hatch Invoice 90755285.pdf

5. **UTILITY MANAGER REPORT**
   a. Utility Manager Report
      Utility Manager Report 09092020.pdf
   b. Website Update
   i. Historical JCPSD Documents

6. APPROVAL OF BILLS
   Board Report 09-09-20
   Board Report 09.09.20.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY - NEXT MEETING - SEPTEMBER 23, 2020 AT 4:00 PM**

August 13, 2020

The Charles Town Utility Board held a special meeting on August 13, 2020 at 3:00 p.m. at 661 S. George Street. Members of the Board present were Daryl Hennessy, Pete Kubic, Duke Pierson, Jacquelyn Milliron, and Tommy Stocks.

Next, motion from Duke, second by Pete, the Board convened into Executive Session to Consider the Utility Manager Position– Possible Executive Session Under: WV State Code Section §6-9A-4(b)(2)(A) – Matters arising from the appointment, employment of an employee. The Chairman declared the executive session over at 4:01 p.m. Motion by Tommy, second by Duke, the Board clarified the time of the Special Meeting on Wednesday, August 19th to be held at 3:00 p.m.

With no further action, the August 13, 2020 special meeting adjourned at 4:02 p.m.

_____ _____

Chairman Secretary

August 19, 2020

The Charles Town Utility Board held a regular meeting on August 19, 2020 at 3:00 p.m. at 661 S. George Street. Members of the Board present were Daryl Hennessy, Pete Kubic, Duke Pierson, Jacquelyn Milliron and Tommy Stocks. Also present were Jane Arnett, Kristen Stolipher, April Shultz and Hoy Shingleton. The first order of business was the Election of a Treasurer. By motion from Duke, second by Pete, the Board elected Tommy Stocks as Treasurer. This action will grant Tommy signature authority at financial institutions, replacing Kevin Tester and Jane. The Chairman called for changes or corrections to the July 22, 2020 regular meeting minutes. Jacquelyn had one correction. The Board approved the minutes as amended. The Chairman called for changes or corrections to the July 4, 2020 special meeting minutes. The Chairman had one correction. The Board approved the minutes as amended. The Chairman called for changes or corrections to the July 29, 2020 special meeting minutes. With no changes, the Board approved the minutes as presented. The Chairman called for changes or corrections to the August 5, 2020 special meeting minutes. With no changes, the Board approved the minutes as presented. There were no public comments.

The Chairman noted the agenda would be taken out of order as they were waiting for John Cole to join the meeting. The Board next discussed Tate Manor (previously Jefferson Heights South) Water and Sewer Alternate Mainline Extension Agreements. Kristen gave a brief overview of the Tate Manor development which will include 80 units that will flow to the Belvedere pump station which is anticipated to be decommissioned with the Magnolia Springs project. Jacquelyn had several comments and concerns with the agreements. Staff will address some of her concerns prior to submitting to the PSC. By motion from Pete, second by Tommy, the Board approved the Tate Manor Water and Sewer Alternate Mainline Extension Agreements. Jacquelyn opposed the motion based on her concerns discussed.

Next discussed was the Route 9 Project Draw Resolution No. 6 – Contractor Pay Application No. 006, Hatch Invoices and CTUB Reimbursement. Kristen mentioned the completion date has been moved to November 11th due to COVID-19. By motion from Duke, second by Jacquelyn, the Board approved the Route 9 Project Draw Resolution No. 6. The Board next took action on Hatch Task Order #10 – Magnolia Springs Water and Sewer Inspection Services (Pass through to Developer). Kristen explained the task order was for water and sewer inspection services for Phase I of the Magnolia Springs subdivision which will be passed through to the developer. Jacquelyn requested wording be added to the header of the task order referencing this as a pass through to the developer. By motion from Duke, second by Tommy, the Board approved Hatch Task Order #10 as amended.

Next, motion from Duke, second by Pete, the Board convened into Executive Session to discuss Action on Utility General Manager Position – Possible Executive Session Under: WV State Code Section §6-9A-4(b)(2)(A) – Matters arising from the appointment, employment of an employee and Service Agreement - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) – To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial (or other interest of the state or any political subdivision and involving contract matters. The Chairman declared the executive session over at 4:34 p.m. Motion from Duke, seconded by Pete, to approve Kristen Stolipher as the new Utility Manager with discussion from the Board. The Chairman noted the Board did a national search for candidates and performed interviews with applicants from all over the Country. A majority of the Board felt they have a very strong candidate inhouse. Jacquelyn stated she thought another candidate was more qualified for the position. The Board approved Kristen Stolipher as the new Utility Manager 4-1. Jacquelyn opposed.

Also discussed during Executive Session was the employment contract with Kristen. By motion from Pete, second by Tommy, the Board approved the employment contract as proposed. Jacquelyn stated that she voted on the contract based on the position and not the person. The last item discussed in executive session was a service agreement with Jane Arnett as a subcontractor for CTUB to provide transition support for the new Utility Manager on key matters. By motion from Pete, second by Duke, the Board approved the service agreement as amended by the Chairman.

The Board next discussed the RK&K Task Order No. 11 – Maintenance Building. The Manager noted the task order is driven by the one-year timeframe of the surplus proceeds from DSRF bonds. After reviewing all up and coming water projects, staff felt this project was the only one that could meet the one-year timeframe. The task order includes RK&K providing engineering and surveying services for developing a conceptual site layout and floor plan for the existing Maintenance building, which is currently inefficient to the operations. As other Board members have memory of discussing the need in the past, Jacquelyn did not recall this ever being a need. She had many other concerns about spending the bond money on this project when there are other projects that need funding. The Manager reiterated the bond surplus must be spent on a capital water project within the one-year timeframe, which most projects cannot meet. By motion from Tommy, second by Pete, the Board approved RK&K Task Order No. 11 – Maintenance Building.

Next, John Cole of RK&K briefed the Board on the various task orders he is currently working on. Jacquelyn requested flow data relating to each of the task orders if available. The Board next moved onto the discussion for RK&K Task Order 12 – Forrest Avenue/Fairfax Crossing – For informational Purposes Only. Kristen explained this project was a commitment previously discussed by Ranson prior to consolidation. The former Ranson pump station needs to be relocated and RK&K will look at the best location and the costs associated with that. Jacquelyn had questions relating to the funding of this project.

The Chairman opened the floor for discussion on the Utility Manager Report. The Manager identified some critical path projects including rate equalization, NPDES permit renewal, DMR submittals, and the FY2021 budget revision. Pete had a few questions on the report regarding sludge hauling, the MBR project timeline, and customer disconnects. Jacquelyn had questions on the Hydrostructures Report and the contracts/termination protocols.

The Chairman next discussed the Approval of Bills. The Board approved the payment of bills for August 12, 2020 and August 19, 2020, with discussion from Jacquelyn. The Manager provided an update on the City Council August 3, 2020 – Action approving conversion of the debt service reserve funds to a surety bond. She explained that nothing was discussed other than the reading of the resolution which created the amount of money for CTUB to spend. The Chairman added that Council took action to take money out of the reserves and make available for use on capital projects as discussed earlier in the meeting, not directly to a rate reduction. The Chairman next provided an update on the COVID-19 Return to Work Plan for employees. The updated plan provides more guidance on employees who travel, if an employee tests positive, if someone is exposed, and the City parks and Charles Washington Hall protocols.

To close out the meeting, Jane read a thank you speech from her, and her daughter, thanking all she has worked with over the years and congratulated Kristen. The Board thanked her for her service over the last 26 years and welcomed the new Utility Manager, Kristen Stolipher.

The meeting was adjourned at 6:10 p.m. The September 9th regular meeting will be held at the CTUB office located at 661 S. George Street.

_____ _____

Chairman Secretary

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

UTILITY BOARD

CHAIRMAN
Daryl Hennessy

VICE CHAIRMAN
Pete Kubic

TREASURER
Thomas Stocks

INTERIM SECRETARY
Ashley Stottlemyer

City of Ranson
Mayor
Duke Pierson

Jacquelyn Milliron

UTILITY MANAGER
Kristen Stolipher

September 2, 2020

Mr. Lee Snyder
Shenandoah Junction Public Sewer, Inc.
270 Industrial Boulevard
Kearneysville, West Virginia 25430

Re: Shenandoah Junction Public Sewer Service Request

Dear Mr. Snyder:

Pursuant to your request for sewer availability for the subject property located on Shenandoah Junction Road, please refer to the comments below. The request is for 187 residential EDU's to connect to the existing 6" force main along Route 20.

Sewer Service:

RK&K has evaluated the existing force main along Route 20 as well as the Edmond Road Pump Station for capacity. The report from RK&K is attached. It has been determined that the Charles Town Utility Board (CTUB) can furnish sewer service for 187 residential EDU's with all report recommendations being fulfilled by the Shenandoah Junction Public Sewer, Inc. Additionally, the Charles Town system and JCPSD territory Capacity Improvement fees per EDU will be required as detailed in the CTUB Sewer Tariff. The Sewer Capacity Improvement Fees of $3,207.00 per EDU are calculated as follows:

187 EDU * $3,207.00 = $599,709.00.

A copy of the CTUB Rates, Rules and Regulations can be found at: www.ctubwv.com.

If you have any questions, please contact me at (304) 725-2316.

Sincerely,

Kristen M. Stolipher
Utility General Manager

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

June 30, 2020

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

Re: Charles Town Utility Board
Shenandoah Junction
Top Level Budget

Ms. Arnett,

At the request of the Board, RK&K reviewed the available information on the existing sewer collection system and prepared a "top level" budget for providing sewer service to Shenandoah Junction Public Sewer (SJPS) via an interconnection with the existing 6" force main owned by CTUB on Route 20.

The "top level" review is in response to a December 11, 2019 request from SJPS for sewer service. The SJPS is currently under a moratorium whereby prohibiting the utility from expanding sewer service to serve new customers. The December 2019 request consisted of two main points: 1) connection to CTUB's existing collection system, and 2) selling of the SJPS to CTUB.

Enclosed with this letter is a drawing of the proposed modifications to provide sewer service to SJPS, as well as probable construction cost for said conveyance.

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

SEWER SERVICE

Options were considered for connecting SJPS to CTUB's existing system and for selling SJPS to CTUB. The existing 6" force main on Route 20 currently serves the Jefferson High School Pump Station which collects flow from Jefferson High School via gravity, the Driswood Pump Station, and the Job Corps Pump Station.

Analysis below shows that a force main from Shenandoah Junction Public Sewer can be installed with a connection to the existing 6" force main owned by CTUB on Route 20 without any other modifications to the system necessary. The existing 6" force main has adequate capacity to handle the additional flow predicted from Shenandoah Junction Public Sewer.

No due diligence has been performed on the SJPS system due to no requested information on the system being provided by SJPS. Additionally, the SJPS 2018 PSC Report shows a significant net loss as well as a note payable to SES. For this reason, the purchase of SJPS by CTUB is not viable at this time due to lack of available information.

Brief descriptions for each of the various components are as follows:

Jefferson High School Pump Station

The Jefferson High School Pump Station includes two Flygt CP3152.181 pumps with a duty point of 180 GPM and 103' TDH. These pumps were initially designed to pump flow through a 6-inch force main to the Jett's Farm Pump Station, but with the Modified Flowing Spring Project will pump flow through a 6-inch force main to the Burr East Pump Station.

The pumps are over designed for the current conditions, but this change in direction does not result in a change in the design conditions of the pump (the high point in the force main and the length from the pump to the high point remain the same). Also, the addition of flow from Shenandoah Junction to the

same force main does not significantly alter the design conditions of the pump. No modifications to the pumps at the Jefferson High School Pump Station are necessary.

Shenandoah Junction Pump Station Connection

Shenandoah Junction Public Sewer is currently under a moratorium and cannot add any additional customers to its sewer system. SJPS currently serves 166 active EDUs, but has 177 total EDUs within the system. SJPS anticipates a possible addition of 10 customers, but does not foresee any other growth. This number of EDUs corresponds to a peak flow of 80 GPM. The number of EDUs will need to be verified before the connection is made. The pump station will pump all flow received at the exiting WWTP into the existing 6-inch force main on Shenandoah Junction Road via a force main, shown in the Figure below. SJPS will be responsible for the design and construction of the pump station and force main. A flow meter should be installed at the connection to CTUB's system to monitor flow from the SJPS Pump Station for resale purposes. Installing a flow meter will also allow CTUB to monitor the flow from SJPS for inflow and infiltration for further evaluation and potential consideration for future acquisition. Record Drawings from the Harpers Ferry Job Corps Center Wastewater Project from 1998 show that a tee, flanged plug valve, and cap were installed on CTUB's 6" force main to provide a future connection for SJPS. The location of this cap was verified in the field.

The minimum flow in a 6-inch force main is 176 GPM and the maximum flow in a 6-inch force main is 705 GPM. The Jefferson High School Pumps are designed to pump 180 GPM, therefore, the existing 6-inch force main will be able to handle flow from both the Jefferson High School Pump Station and the Shenandoah Junction Pump Station, which is estimated at 80 GPM.



Burr Park East Pump Station

The Burr East Pump Station currently includes two Myers 4VC200M4-23 pumps with a duty point of 265 GPM and 98' TDH. The wet well is 18'-6" deep and 8' in diameter. These pumps were initially designed to pump flow from the Burr West Pump Station, the Burr Industrial Park, and surrounding areas East and West of Route 9 through a 6-inch force main to the Jett's Farm Pump Station. With the Modified Flowing Spring Project, the pumps will pump flow from Jefferson High School and the area East of Route 9 through a new 6-inch force main under Route 9 to the proposed War Admiral Pump Station.

The Modified Flowing Spring Project will result in a change in the design conditions for the pumps at the Burr East Pump Station. The existing pumps will not be sufficient for the new design conditions, and the pumps will have to be replaced. In addition, modifications are necessary at the Burr East Pump Station to change the direction of the force main to pump to the new War Admiral Pump Station. These changes are addressed in the Modified Flowing Spring Project.

To account for existing flow from the Burr East gravity area and the Jefferson High School Pump Station, the Burr East Pump Station pumps would need to be designed to pump approximately 210 GPM. With the addition of the Shenandoah Junction Pump Station, which is estimated at 80 GPM, the Burr East Pump Station pumps would need to be designed to pump approximately 290 GPM.

If no flow is included from SJPS, two non-clog pumps can meet the 210 GPM peak flow. If SJPS flow is included, the same pump and motor combination can be used with an increased impeller size to meet the 290 GPM peak flow. Therefore, the cost to include the 80 GPM from SJPS is negligible, resulting in no added cost to the Modified Flowing Spring Project.

RECOMMENDATION

To provide Shenandoah Junction Public Sewer with sewer service, RK&K's recommendation is that Shenandoah Junction Public Sewer utility install a pump station at the location of the existing Shenandoah Junction Public Sewer Wastewater Treatment Plant and a 3" force main to CTUB's existing valve and tee on the 6" force main on Shenandoah Junction Road. It is further recommended that CTUB installs a flow meter and CTUB be responsible for the flow meter and associated readings. CTUB would agree to provide conveyance and treatment for the SJPS wastewater flow, and SJPS would become a resale customer of CTUB. This project is contingent on and must be constructed after the Modified Flowing Springs project being constructed. The cost of this recommendation is $20,000 for the flow meter as shown in the enclosed cost estimate.

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

Very truly yours,
RUMMEL, KLEPPER & KAHL, LLP

Rhiannon A. Dodge, EIT
Associate Engineer

John W. Cole, PE
Manager, Municipal Engineering

Enc.

CITY OF CHARLES TOWN
CHARLES TOWN UTILITY BOARD
Shenandoah Junction

CONCEPTUAL LEVEL COST ESTIMATE
June 30, 2020

No.	Description	Quantity	Unit	Unit Price	Total Price
	FLOW METER				
	Flow Meter	1	LS	$ 3,500	$ 3,500
	Meter Vault	1	LS	$ 3,500	$ 3,500
	Vault Lid	1	LS	$ 300	$ 300
	Dismantling Joint	1	LS	$ 500	$ 500
	Piping	1	LS	$ 500	$ 500
	Misc. Items	1	LS	$ 500	$ 500
				Construction Subtotal	**$ 8,800**
	Contingency	20%		$	1,760
	TOTAL ESTIMATED CONSTRUCTION COST			**$**	**10,560**
	Soft Costs (Design, Permitting, Surveying, etc.)	30%		**$**	**3,100**
				Say	**$ 20,000**

west virginia department of environmental protection

Division of Waster and Water Management
601 57th Street SE
Charleston West Virginia 25304-2345
Phone: 304-926-0495
Fax: 304-926-0496

Austin Caperton, Cabinet Secretary
dep.wv.gov

September 1, 2020

CITY OF CHARLES TOWN
JANE ARNETT
661 SOUTH GEORGE ST, SUITE 101
CHARLES TOWN, WV 25414

Re: General Permit Registration No.
WVR109958 Reissue Approval
Route 9 Sewer Infrastructure Project
Acres Permitted (21.4)

Dear Permittee:

You are now authorized to operate under General Permit No. WV0115924 to discharge stormwater associated with construction activities. This registration form should be kept with your copy of the General Permit. You should carefully read the contents of the permit and become familiar with all requirements needed to remain in compliance.

Although you should be aware of all the terms and conditions of this permit, we wish to advise you of the following important requirements:

1. In accordance with Section II of the General Permit, you have developed a complete storm water pollution prevention plan. This plan is to be retained on site and be available for review by the Director or the Director's authorized representative as of the date of your coverage by the General Permit, which is the date of this letter.

2. The erosion control measures approved by this Agency for this project shall be maintained in proper condition to individually and collectively perform the functions for which they were designed. In order to ensure the efficiency and proper maintenance of these measures, the permittee shall make sufficiently frequent, periodic inspections to detect any impairment of the designed stability, capacity or environmental requirements of the approved measures. The permittee shall take immediate steps to correct any such impairment found to exist.

3. If this Storm Water Pollution Prevention Plan (SWPPP) proves to be ineffective in controlling erosion and the sediment in storm water discharges associated with industrial/construction activities, or site conditions change, the Permittee shall amend the SWPPP and install appropriate sediment and/or control devices in accordance with Section II of this permit and the application instructions

4. Final stabilization means disturbed areas shall be covered by the appropriate permanent protection. Final stabilization includes: pavement; compacted gravel; permeable pavement/pavers; buildings; stable waterways (riprap, concrete, grass or pipe); a healthy, vigorous stand of perennial grass that uniformly covers at least 70 percent of the ground; stable outlet channels with velocity dissipation which directs site runoff to a natural watercourse; and any other approved structure or material.

Your project has been to public notice and therefore, your registration expires on February 9, 2024.

You will be invoiced for your annual permit fees one month prior to the anniversary date of today's date. Failure to submit the annual fee within 90 days of the due date will render your permit void upon the date you are mailed a certified written notice to that effect.

Issuance of this registration does not authorize any injury to persons or property or invasion of other private rights, or any infringement of federal, state or local law or rules.

The validity of this General Permit Registration is contingent upon payment of the applicable annual permit fee, as required by Chapter 22, Article 11, Section 10 of the Code of West Virginia.

Your efforts toward preventing the degradation of our natural resources are greatly appreciated. If you have any questions, please contact **David A. (Andy) Parsons** at (304) 926-0499 Ext. **43812** or by email at David.A.Parsons@wv.gov

Katheryn Emery
Acting Director
WV DEP-Division of Water & Waste Mgt.
601 57th St SE
Charleston, WV 25304-2345
Phone: (304) 926-0495
Fax: (304) 926-0463

CHARLES TOWN UTILITY BOARD
ROUTE 9 SEWER PROJECT

RESOLUTION NO. 7

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. 07, HATCH Invoice No. 90755283 and the CTUB Reimbursement per the attached Schedule B (See Column - Resolution No. 7) as summarized below, is hereby authorized and directed.

Vendor	Route 9 Sewer Project
Snyder Environmental Services, Inc.	$258,917.35
HATCH	$56,752.25
CTUB Reimbursement	$65,877.25
Total	**$381,546.85**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 9th day of September 2020.

By: _____
Daryl Hennessy, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 07

Application Period: 08/02/2020 to 08/31/2020

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
TOTALS	$902,406.49	$2,440,711.87
NET CHANGE BY CHANGE ORDERS	**-$1,538,305.38**	

		$ **$8,453,848.00**
2. Net change by Change Orders		$ **-$1,538,305.38**
3. Current Contract Price (Line 1 ± 2)		$ **$6,915,542.62**
4. TOTAL COMPLETED AND STORED TO DATE		$ **$5,601,683.12**
5. RETAINAGE:		
a. 10% X $3,457,771.31 **Work Completed**		$ **$345,777.13**
b. 10% X _____ **Stored Material**		$
c. Total Retainage (Line 5.a + Line 5.b)		$ **$345,777.13**
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)		$ **$5,255,905.99**
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)		$ **$4,996,988.64**
8. AMOUNT DUE THIS APPLICATION		$ **$258,917.35**
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)		$ **$1,659,636.63**

Contractor's Certification

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

Contractor Signature

By: Brandon L [signature] Date: 08/31/2020

Payment of: $ 258,917.35
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ September 2, 2020
(Engineer) (Date)

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

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

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

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

For (Contract):	Route 9 Sewer Project Ranson, WV													
Application Period:	08/02/2020 to 08/31/2020									Application Number:	07			
										Application Date:	8/31/2020			
Engineer's Project Number: H-359787						Work Completed								
A					B	C		D		E	F		G	
Bid Item Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Quantity Installed this Period	Value of Work Installed This Period	Quantity Installed to Date	Value of Work Installed to Date	Materials PresentlyStored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)	
100	**MOBILIZATION**													
101	MOBILIZE EQUIPMENT	1.00	LS	$ 300,000.00	$ 300,000.00	0	$ -	0.90	$270,000.00		$270,000.00	90.0%	$	30,000.00
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	$ -	0.95	$23,750.00		$23,750.00	95.0%	$	1,250.00
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	0.25	$ 6,925.00	1.00	$27,700.00		$27,700.00	100.0%	$	-
300	EROSION AND SEDIMENT CONTROL	1.00	LS	$ 60,000.00	$ 60,000.00	0.10	$ 6,000.00	0.85	$51,000.00		$51,000.00	85.0%	$	9,000.00
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	0	$ -						$	10,290.00
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**					0	$ -						$	-
3801	MOBILIZATION	1.00	LS	$ 21,700.00	$ 21,700.00	0.30	$ 6,510.00	0.90	$19,530.00		$19,530.00	90.0%	$	2,170.00
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	0.25	$ 12,500.00	1.00	$50,000.00		$50,000.00	100.0%	$	-
3804	VALVE VAULT	1.00	LS	$ 75,000.00	$ 75,000.00	0.75	$ 56,250.00	0.75	$56,250.00		$56,250.00	75.0%	$	18,750.00
3805	BACKFILL	1.00	LS	$ 25,000.00	$ 25,000.00	0.25	$ 6,250.00	0.75	$18,750.00		$18,750.00	75.0%	$	6,250.00
3806	WET WELL AND VALVE VAULT PIPING	1.00	LS	$ 66,000.00	$ 66,000.00	0	$ -						$	66,000.00
3807	AIR INJECTION VAULT & EQUIPMENT	1.00	LS	$ 54,675.00	$ 54,675.00	0	$ -	1.00	$54,675.00		$54,675.00	100.0%	$	-
3808	PUMPS	1.00	LS	$ 195,000.00	$ 195,000.00	0	$ -						$	195,000.00
3809	CONTROLS	1.00	LS	$ 110,000.00	$ 110,000.00	0	$ -						$	110,000.00
3810	FETTERVILLE BUILDING	1.00	LS	$ 53,100.00	$ 53,100.00	0.80	$ 42,480.00	0.90	$47,980.00		$47,980.00	90.4%	$	5,120.00
3811	GENERATOR PAD	1.00	LS	$ 10,000.00	$ 10,000.00	0	$ -						$	10,000.00
3812	GENERATOR	1.00	LS	$ 67,500.00	$ 67,500.00	0	$ -						$	67,500.00
3813	ELECTRIC	1.00	LS	$ 167,500.00	$ 167,500.00	0	$ -						$	167,500.00
3814	START UP	1.00	LS	$ 20,000.00	$ 20,000.00	0	$ -						$	20,000.00

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

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	07
Application Period:	08/02/2020 to 08/31/2020	Application Date:	8/31/2020
Engineer's Project Number:	H-359787		

A					B	C		D		E	F		G
						Work Completed							
Bid Item Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Quantity Installed this Period	Value of Work Installed This Period	Quantity Installed to Date	Value of Work Installed to Date	Materials PresentlyStored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
3815	PAVING	1.00	LS	$ 33,000.00	$ 33,000.00	0	$ -						$ 33,000.00
3816	RESTORATION	1.00	LS	$ 22,590.00	$ 22,590.00	0	$ -						$ 22,590.00
3817	FENCE	1.00	LS	$ 15,000.00	$ 15,000.00	0	$ -						$ 15,000.00
4000	RESTORATION, STATE (WVDOH) ROAD	290.00	SY	$ 76.00	$ 22,040.00	0	$ -	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	0	$ -						$ 3,000.00
4700	EXCAVATION AND BACKFILLING BELOW SUBGRADE	500.00	CY	$ 45.00	$ 22,500.00	0	$ -						$ 22,500.00
4800	ALLOWANCE - SINKHOLE REPAIR, SOIL FOR CAP	25.00	CY	$ 30.00	$ 750.00	0	$ -						$ 750.00
4900	ALLOWANCE - SINKHOLE REPAIR, CLASS 10 AGGREGATE	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5000	ALLOWANCE - SINKHOLE REPAIR, CLASS 1 AGGREGATE BAS	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5100	ALLOWANCE - SINKHOLE REPAIR, SPECIAL ROCK FILL	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5200	ALLOWANCE - SINKHOLE REPAIR, RIP-RAP	25.00	CY	$ 75.00	$ 1,875.00	0	$ -						$ 1,875.00
5300	ALLOWANCE - SINKHOLE REPAIR, IMPERVIOUS CORE	500.00	SF	$ 10.00	$ 5,000.00	0	$ -						$ 5,000.00
5400	**PUMP STATION, NORTHPORT**					0	$ -						$ -
5401	MOBILIZATION	1.00	LS	$ 20,022.00	$ 20,022.00	0	$ -	0.90	$18,019.80		$18,019.80	90.0%	$ 2,002.20
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	0.10	$ 3,022.35	1.00	$30,223.49		$30,223.49	100.0%	$ -
5404	VALVE VAULT	1.00	LS	$ 59,400.00	$ 59,400.00	0.75	$ 44,550.00	0.75	$44,550.00		$44,550.00	75.0%	$ 14,850.00
5405	BACKFILL	1.00	LS	$ 50,000.00	$ 50,000.00		$ -	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	$ -						$ 50,000.00
5407	PUMPS	1.00	LS	$ 100,000.00	$ 100,000.00	0.5043	$ 50,430.00	0.50	$50,430.00		$50,430.00	50.4%	$ 49,570.00
5408	CONTROLS	1.00	LS	$ 106,012.00	$ 106,012.00	0	$ -						$ 106,012.00
5409	FETTERVILLE	1.00	LS	$ 30,000.00	$ 30,000.00	0.80	$ 24,000.00	0.80	$24,000.00		$24,000.00	80.0%	$ 6,000.00
5410	GENERATOR PAD	1.00	LS	$ 10,000.00	$ 10,000.00	0	$ -						$ 10,000.00
5411	GENERATOR	1.00	LS	$ 47,039.00	$ 47,039.00	0	$ -						$ 47,039.00
5412	ELECTRIC	1.00	LS	$ 146,919.00	$ 146,919.00	0	$ -						$ 146,919.00
5413	ELECTRIC CONDUIT	1,335.00	LF	$ 41.00	$ 54,735.00	0	$ -	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	$ -						$ 4,950.00
5416	PAVING	1.00	LS	$ 16,822.00	$ 16,822.00	0	$ -						$ 16,822.00
5417	RESTORATION	1.00	LS	$ 54,970.00	$ 54,970.00	0	$ -						$ 54,970.00
5418	FENCE	1.00	LS	$ 16,400.00	$ 16,400.00	0	$ -						$ 16,400.00
CO 004	CHANGE ORDER 004 REMOVE B&O TAXES	1.00	LS	$ (75,000.00)	$ (75,000.00)	0	$ -						$ (75,000.00)
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)		$ -
					$ 6,915,542.62		**$ 258,917.35**		**$5,627,843.99**		**$5,601,683.12**		**$ 1,313,859.50**

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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	07
Application Period:	08/02/2020 to 08/31/2020		8/31/2020

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									

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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	07
Application Period:	08/02/2020 to 08/31/2020		8/31/2020

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				WET WELL AND VALVE VAULT PIPING									
3807				AIR INJECTION VAULT & EQUIPMENT									
3808				PUMPS									
3809				CONTROLS									
3810				FETTERVILLE BUILDING									
3811				GENERATOR PAD									
3812				GENERATOR									
3813				ELECTRIC									
3814				START UP									
3815				PAVING									
3816				RESTORATION									
3817				FENCE									
4000				RESTORATION, STATE (WVDOH) ROAD									
4100				RESTORATION, ASPHALT DRIVEWAY		$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				CONTROLS									
5409				FETTERVILLE									
5410				GENERATOR PAD									
5411				GENERATOR									
5412				ELECTRIC									
5413				ELECTRIC CONDUIT									
5414				ELECTRIC VAULT									
5415				START UP									
5416				PAVING									
5417				RESTORATION									
5418				FENCE									

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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	07
Application Period:	08/02/2020 to 08/31/2020		8/31/2020

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)
						$176,532.97				**$171,186.82**			

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1600 West Carston St, Suite 1
Pittsburgh, PA 15219
Phone: (412) 497-2000

INVOICE

Charles Town Utility Board
661 South George St., Ste. 101
Charles Town, WV 25414
Attn: Kristen Stolipher

Date:	9/2/2020
Invoice No:	90755283
Period Ending:	8/28/2020
Currency:	US Dollar (USD)
Reference:	TASK ORDER 4
Terms of Payment:	Net 30 Days
Customer Number:	113985

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

TO#4 Route 9 Sewer Project, Bid and Construction Services Progress Report – reviewed and processed O&M Manual shop drawings, coordinated on same with Snyder Environmental Services (SES), Specialized Engineering (SE) and CTUB, attended 8/5 and 8/19 progress meetings via conference call and 8/19 site visit, addressed PCOs, requested further information and responded to PCO#4 and #8, reviewed/ commented on minutes, addressed NPPS Sediment Control revisions (diversion ditch around site), coordinated ventilation and electrical layout needs for the Fetterville buildings with Team, addressed WVDEP questions and modified PS drawings and G009, and C044-C046, assisted SES with Ranson Building Permit comments, coordinated with SE CM daily, reviewed and processed SES pay application with SE, SE performed daily coordination with SES on progress, liaison activities between SES and CTUB, coordinated with Triad on (third party) compaction, and performed inspection activities.

Expenses relate to mileage for site visits.

Employee	**HOURS**	**RATE**	**AMOUNT**
Smalley, Jeremy	21.50	$ 120.00	$ 2,580.00
Severn, Guy	7.00	$ 234.00	$ 1,638.00
Travers, Richard	56.00	$ 215.00	$ 12,040.00
Adamowicz, Elizabeth	6.50	$ 234.00	$ 1,521.00
Yearley, Scott	6.50	$ 120.00	$ 780.00
Total Labor			**$ 18,559.00**

Vendor	**INVOICE #**	**AMOUNT**
Specialized Engineering	48403	$ 36,265.00
Scott Yearley Mileage	110880	$ 42.55
Scott Yearley Mileage	113133	$ 42.55
Rick Travers Mileage	110856	$ 29.90
Total Expenses		**$ 36,380.00**

Administration	**BASE**	**RATE**	**AMOUNT**
Total Administration	$ 36,265.00	5%	**$ 1,813.25**

Task Order Budget	**$ 647,683.00**
Task Order Previously Billed	**$ 462,725.64**
Total Invoice	**$ 56,752.25**
Task Order Remaining	**$ 128,205.11**

SPECIALIZED ENGINEERING
Engineers • Geologists • Inspectors
Employee Owned, Client Driven
4845 International Blvd
Suite 104
Frederick, Maryland 21703

Invoice

DATE	INVOICE NO.
08/31/2020	48403

BILL TO
Luke Fischer Hatch 704 Quince Orchard Road Suite 310 Gaithersburg, MD 20878

TERMS	PROJECT	Client's Number
NET 30	**197873 - Route 9 Sewer Infrastructure**	**Route 9 Sewer Infrastructure**

DATE	QTY	DESCRIPTION	RATE	AMOUNT
		Management		
7/27/2020	4.00	Construction Manager	130.00	520.00
7/28/2020	4.00	Construction Manager	130.00	520.00
7/29/2020	4.00	Construction Manager	130.00	520.00
7/30/2020	4.00	Construction Manager	130.00	520.00
7/31/2020	4.00	Construction Manager	130.00	520.00
8/3/2020	4.00	Construction Manager	130.00	520.00
8/4/2020	4.00	Construction Manager	130.00	520.00
8/5/2020	4.00	Construction Manager	130.00	520.00
8/5/2020	1.00	PM - Site Visit	145.00	145.00
8/6/2020	4.00	Construction Manager	130.00	520.00
8/7/2020	4.00	Construction Manager	130.00	520.00
8/10/2020	4.00	Construction Manager	130.00	520.00
8/11/2020	4.00	Construction Manager	130.00	520.00
8/11/2020	1.00	PM - Site Visit	145.00	145.00
8/12/2020	4.00	Construction Manager	130.00	520.00
8/13/2020	4.00	Construction Manager	130.00	520.00
8/14/2020	4.00	Construction Manager	130.00	520.00
8/17/2020	4.00	Construction Manager	130.00	520.00
8/18/2020	4.00	Construction Manager	130.00	520.00
8/18/2020	1.00	PM - Site Visit	145.00	145.00
8/19/2020	4.00	Construction Manager	130.00	520.00
8/20/2020	4.00	Construction Manager	130.00	520.00
8/21/2020	4.00	Construction Manager	130.00	520.00
8/24/2020	4.00	Construction Manager	130.00	520.00
8/25/2020	4.00	Construction Manager	130.00	520.00
8/25/2020	1.00	PM - Site Visit	145.00	145.00
8/26/2020	4.00	Construction Manager	130.00	520.00
8/27/2020	4.00	Construction Manager	130.00	520.00
8/27/2020	1.00	PM - Site Visit	145.00	145.00
8/28/2020	4.00	Construction Manager	130.00	520.00

Project	197873	Route 9 Sewer Infrastructure	Invoice	48403
		Inspector I		
7/27/2020	8.00	Senior Inspector	115.00	920.00
7/28/2020	8.00	Senior Inspector	115.00	920.00
7/29/2020	8.00	Senior Inspector	115.00	920.00
7/30/2020	8.00	Senior Inspector	115.00	920.00
7/31/2020	8.00	Senior Inspector	115.00	920.00
8/3/2020	8.00	Senior Inspector	115.00	920.00
8/4/2020	8.00	Senior Inspector	115.00	920.00
8/5/2020	12.00	Senior Inspector	115.00	1,380.00
8/6/2020	8.00	Senior Inspector	115.00	920.00
8/7/2020	4.00	Senior Inspector	115.00	460.00
8/10/2020	8.00	Senior Inspector	115.00	920.00
8/11/2020	8.00	Senior Inspector	115.00	920.00
8/12/2020	8.00	Senior Inspector	115.00	920.00
8/13/2020	8.00	Senior Inspector	115.00	920.00
8/14/2020	8.00	Senior Inspector	115.00	920.00
8/17/2020	8.00	Senior Inspector	115.00	920.00
8/18/2020	8.00	Senior Inspector	115.00	920.00
8/19/2020	8.00	Senior Inspector	115.00	920.00
8/20/2020	8.00	Senior Inspector	115.00	920.00
8/21/2020	8.00	Senior Inspector	115.00	920.00
8/24/2020	8.00	Senior Inspector	115.00	920.00
8/25/2020	8.00	Senior Inspector	115.00	920.00
8/26/2020	8.00	Senior Inspector	115.00	920.00
8/27/2020	8.00	Senior Inspector	115.00	920.00
8/28/2020	4.00	Senior Inspector	115.00	460.00
		Total this Invoice	$36,265.00	
		Outstanding Invoices		
		Number Date		
		48264 7/30/2020	24,425.00	
		Total Due to Specialized Engineering	**$60,690.00**	

All Claims and discrepancies must be reported within 30 days of the date of the invoice

Total this Invoice **$36,265.00**

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	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**	**BALANCE REMAINING**
1 **CONSTRUCTION**												
a. Contract 1	6,915,542.62	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	1,659,636.63
b. Construction 7.44%	692,633.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,008.45	42,992.55	62,919.75	514,712.63
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	-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	5,912.79
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	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	151,227.75
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
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	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
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
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
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
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
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
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
Amount Owed Line of Credit		1,157,834.58										
Charles Town's Cost Incurred			826,150.49									
9 Sub Total Lines 1-8	**10,500,000.00**	**1,157,834.58**	**826,150.49**	**40,862.96**	**90,000.00**	**1,359,646.76**	**2,198,655.63**	**1,208,410.92**	**624,030.21**	**267,396.61**	**381,546.85**	**2,345,464.99**
ESCROW DEPOSIT UPON AMLEA SUBMITTAL TO WV PSC (Ranson and Charles Town Costs Incurred)												
ESCROW DEPOSIT FOR CONSTRUCTION												**2,345,464.99**

CHANGE ORDER

Change Order No. **6**

Date of Issuance:	**September 3, 2020**	Effective Date:	**September 9, 2020**
Owner:	**Charles Town Utility Board**	Owner's Contract No.:	
Contractor:	**Snyder Environmental Services, Inc.**	Contractor's Project No.:	
Engineer:	**Hatch Associates Consultants, Inc.**	Engineer's Project No.:	**H-359787**
Project:	**Route 9 Sewer Project**	Contract Name:	**Route 9 Sewer Project**

The Contract is modified as follows upon execution of this Change Order: **Contract Price increase and Contract Time extension based on the Memo of Negotiation with the change order backup attached hereto.**

CHANGE IN CONTRACT PRICE	**CHANGE IN CONTRACT TIMES**
	[note changes in Milestones if applicable]
Original Contract Price:	Original Contract Times:
	Substantial Completion: **210 days**
$ 8,453,848.00	Ready for Final Payment: **270 days**
~~[Increase]~~ [Decrease] from previously approved Change Orders No. 1 to No. 5:	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 5:
	Substantial Completion: **3 days**
$ <1,538,305.38>	Ready for Final Payment: **0 days**
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
	Substantial Completion: **213 days**
$ 6,915,542.62	Ready for Final Payment: **273 days**
[Increase] ~~[Decrease]~~ of this Change Order:	[Increase] ~~[Decrease]~~ of this Change Order:
	Substantial Completion: **32 days**
$ 62,514.40	Ready for Final Payment: **0 days**
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
	Substantial Completion: **245 days (November 11, 2020)**
$ 6,978,057.02	Ready for Final Payment: **305 days (January 19, 2021)**

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By:	By:	By:
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: Sr. Project Manager	Title:	Title:
Date: 9/3/2020	Date:	Date:

MEMORANDUM OF NEGOTIATION
FOR CHANGE ORDER

PROJECT NAME: Route 9 Sewer Project
CONTRACT NO. _____ **CHANGE ORDER NO.** 6 **DATE:** September 3, 2020
LOCATION: City of Charles Town, WV
PARTIES ATTENDING: CTUB, Snyder Environmental Service, Inc., Hatch, and Specialized Engineering

DESCRIPTION OF CHANGE ORDER:

Increase Contract Price by $82,080 and Contract Time by 32 days – COVID delays; Decrease Contract Price by $11,212.70 – HDPE vs. PVC in CSX/Route 9 Casings; Increase Contract Price by $5,008.50 – Safety Grates in Wet Wells and Vaults; Decrease Contract Price by $9,248.40 – Pump Station PLCs; Decrease Contract Price by $12,713.00 – Generator Enclosures; Increase Contract Price by $8,600.00 – Northport PS Fence; (see attached breakdown and PCO responses)

CONTRACTOR'S COMMENTS:

In favor of the individual portions of this change order that increases or decreases the Contract Price and/or Contract Time as noted above and in the attachments.

ENGINEER'S COMMENTS:

In favor of the individual portions of this change order that increases or decreases the Contract Price and/or Contract Time as noted above and in the attachments.

OWNER'S COMMENTS:

In favor of the individual portions of this change order that increases or decreases the Contract Price and/or Contract Time as noted above and in the attachments.

RESULTS:

All parties are agreeable to Change Order No. 6 which increases the Contract Price by $62,514.40 and increases the Contract Time by 32 days – back up materials are attached for reference.

CONTRACT PRICE CHANGE: $62,514.40
CONTRACT TIME CHANGE: 32 days

Signatures of Acceptance

Contractor: _____

Engineer: Richard Travers, PE

Owner: _____

Route 9 Sewer Project
Change Order No. 6

Reference	Contract Price Adjustment	Contract Time Adjustment	Comments
PCO#4 - COVID-19 Delays	$ 82,080.00	32 days	MH installation was based on the deliveries that occurred over a month's time and necessitated many "mini-remobilizations" and restoration efforts. Material suppliers (pre-cast structures, Fetterville buildings, WAPS pumps) were impacted by the COVID-19 pandemic, which resulted in delays in delieveries.
PCO#11 - 4-6 FM Change to HDPE thru CSX/Route 9 Casings	$ (11,212.70)	0 days	When changing the pipe material from PVC to HDPE pipe, there is a credit for restrainer glands (HDPE is one fused pipe) and a credit for spacers (HDPE is laid in the casing without spacers).
PCO#12 - Safety Grates	$ 5,008.50	0 days	Safety grates for structure hatch openings recommended for deep structures (wet wells, valve vaults and meter vault) and not included in the original bid documents.
PCO#13 - PLC Change at both Pump Stations	$ (9,248.40)	0 days	A less expensive PLC was recommended by Micro-Tech Design for today's installation, since the OmniSite will be used instead of a SCADA connection. It is noted that these PLCs will still provide future capabilities to station upgrades.
PCO#14 - Generator Enclosures	$ (12,713.00)	0 days	The specified Level 2 enclosures are replaced with Weather Enclosures to save costs.
PCO#15 - Northport Fence	$ 8,600.00	0 days	Cost reduction of $8,600 to change to chain link fence at Northport PS in CO#3 is not possible due to the City of Ranson code. A picket style fence is required, so the cost reduction is void resulting in an increase in Contract Price.
Totals for Change Order No. 6 =	**$ 62,514.40**	**32 days**	

Contract Price Change

Original Contract	$ 8,453,848.00	
Previous Change Orders	$ (1,538,305.38)	#1 thru #5
Contract Price prior to CO)	$ 6,915,542.62	
Change Order Price	$ 62,514.40	
Current Contract Price	$ 6,978,057.02	(with this change order)

September 3, 2020

H/359787/100, Task 300

Mr. Brandon Duriez, Project Manager
Snyder Environmental Services, Inc.
270 Industrial Boulevard
Kearneysville, WV 25430

Subject: Change Proposal No. 4 (CTUB Change Order No. 6)
Contract Times and Price Changes – COVID-19

Dear Brandon,

We received your request dated April 2, 2020, the updated request, dated May 26, 2020 and the backup information from suppliers received August 5, 2020 for an extension of time associated with the COVID-19 pandemic. Costs associated with the COVID-19 pandemic were outlined in the May 26, 2020 request. Hatch and the Charles Town Utility Board (CTUB) do acknowledge that there has been an impact in the delivery of some materials due to the COVID-19 "shelter-in-place" dictates by each State's governors.

CTUB acknowledges that Snyder Environmental Services (SES) took a proactive approach to installing the gravity pipe without manholes to further this project's progress to meet the CTUB's goals of providing service in the sewershed. This approach to gravity sewer installation is not typical, but the result provided benefits to CTUB (preventing project delays, minimizing land disturbance, reducing time within private properties, and others).

While most of the identified manholes are along the first section of gravity sewer, they were not available in one series of deliveries to allow a single remobilization to install them. The manhole deliveries and installation occurred over approximately one month requiring multiple "mini" remobilizations between active pipe installation elsewhere on the project. Multiple trips to this pipe section also resulted in daily restoration multiple times. After discussions with SES we are satisfied that there is no overlap between the work necessitated by the base contract effort to install the manholes and the extra time identified by this requested change order. During those discussions, SES was willing to accept a "cost only" approach (no 15% markup) to resolving their proposed change request. Therefore, an increase in the Contract Price of $82,080 is recommended.

While the schedule for pipe and manhole installation was impacted by LB Water's and Fi-Hoff Concrete Products' closure between March 21st and May 1st, as well as their startup delays, comparison of the original schedule to the current schedule does not show a full 40-day delay. Further, the pipe and manhole installation, except the connections at the pump stations, were not on the project schedule's critical path to Substantial Completion, so these installations did not impact the overall project schedule.

The critical path to completion was, and currently is, tied to the installation of the Fetterville building at War Admiral Pump Station (WAPS), the WAPS pumps (currently planned for delivery October 9th), and the electrical contractor's pump station installations. The current schedule shows that Substantial Completion will be reached November 11, 2020 or 32 days after the October 10, 2020 Substantial Completion established by Change Order No. 5 (added 3 days to the previous Substantial Completion date of October 7, 2020).

We believe that you and the Snyder Team are focused on this project schedule's critical path and with that focus, we believe the November 11, 2020 Substantial Completion date is achievable. Therefore, we recommend that the Contract Time is extended 32 days to November 11, 2020 for Substantial Completion and January 10, 2021 for Ready for Final Payment (no Contract Time extension of the 60 days between Substantial Completion and Ready for Final Payment).

We will prepare the Change Order paperwork showing $82,080 in Contract Price and 32 days increase in Contract Time. We will send this via email for your signature and subsequently, the change order will be processed at the next CTUB meeting. If you have any questions, please contact us at your earliest convenience.

Respectfully,

HATCH
Rick Travers, PE
Sr. Project Manager

Attachments: Change Proposal No. 4, dated 5/26/2020
Additional Backup (LB Water, Fi-Hoff Concrete Products, Grundfos & Fetterville Buildings)
Route 9 Sewer Schedule, dated 8/7/2020

cc: Kristen Stolipher, CTUB
Tom Hasker, Specialized Engineering
Larry Trotta, Snyder Environmental Services
Lee Snyder, Snyder Environmental Services

SNYDER ENVIRONMENTAL SERVICES, INC.
270 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WV 25430
PHONE 304-725-9140 FAX 304-728-7326

May 26, 2020

Hatch Associates Consultants

Richard E. Travers

704 Quince Orchard Road, Suite 310

Gaithersburg MD, 20787

Re: Rt. 9 Sewer Project

Change Proposal No. 04

As a continuation of our Change Proposal No. 4 for the time and costs associated with the Covid-19 pandemic we submit the following:

- We are proposing a 40-day extension of time. Two of our major suppliers are from Pennsylvania which was shut down March 21st and did not reopen until May 1st. The mandated shutdown created a ripple effect of delays beginning with submittals and continuing clear through receiving the products. This has directly affected our ability to complete the Project within the Contracted time.
- We are proposing to be compensated $94,392.00 for the costs associated with the Covid-19 shutdown. Attached is a breakdown showing the average cost per manhole. The cost includes but is not limited to the remobilization, re-excavation, installation of the manhole with connecting to the previously installed gravity sewer. Also included is the additional restoration and the cost to go back and install the frames and covers.

Sincerely,

Brandon Duriez



Snyder Environmental Services Inc.

SNYDER ENVIRONMENTAL SERVICES INC.
270 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WV 25430
PHONE 304-725-9140 FAX 304-728-7326

AVERAGE ADDITIONAL COST INCURRED DUE TO COVID-19 FOR INSTALLING AND RESTORING EACH MANHOLE

ITEM	PRICE PER UNIT	UNIT	QUANTITY	TOTAL
Foreman	$ 70.00	HR	8	$ 560.00
Operator (3)	$ 65.00	HR	24	$ 1,560.00
Crew Truck	$ 40.00	HR	8	$ 320.00
Box Truck	$ 20.00	HR	8	$ 160.00
40 Ton Excavator	$ 150.00	HR	8	$ 1,200.00
20 Ton Excavator	$ 110.00	HR	8	$ 880.00
Wheel Loader	$ 85.00	HR	8	$ 680.00
Track Loader	$ 100.00	HR	8	$ 800.00
Dump Truck	$ 85.00	HR	8	$ 680.00
			SUBTOTAL	$ 6,840.00

The Covid-19 delay effected the installation of 12 manholes. (CH-10 through CH-20 AND BV-22)

ADDITIONAL COST FOR 12 MANHOLES	$ 82,080.00
15% OVERHEAD	$ 12,312.00
TOTAL	**$ 94,392.00**

SNYDER ENVIRONMENTAL SERVICES, INC.
270 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WV 25430
PHONE 304-725-9140 FAX 304-728-7326

May 26, 2020

Hatch Associates Consultants

Richard E. Travers

704 Quince Orchard Road, Suite 310

Gaithersburg MD, 20787

Re: Rt. 9 Sewer Project

Bell Restraint Credit

Mr. Travers,

We can extend a credit in the amount of $1,646.70 for the 22 - 6” bell restraints and the 22 4” bell restraints which are no longer needed between stations 408+71 and 413+25.

Sincerely,

Brandon Duriez



Snyder Environmental Services Inc.

SNYDER ENVIRONMENTAL SERVICES, INC.
270 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WV 25430
PHONE 304-725-9140 FAX 304-728-7326

REQUEST FOR INFORMATION

Date: April 15, 2020

Engineer Group: Hatch Engineering

704 Quince Orchard Rd., Suite 310

Gaithersburg, MD. 20878 / Phone # 240-751-7002

Attention: Richard Travers, P.E.

R.F.I.: # 8

Rte. 9 Sewer Project City of Ranson, WV.

Re: HDPE Option

Mr. Travers,

We request using 4 and 6-inch IPS DR17 HDPE between STA 408+71 and 413+25. We have included a cut sheet.

Due to the depth of the design at station 408+87 and the complexity of crossing under the concrete encased electrical duct bank we believe this approach will best serve CTUB. If ridged pipe is used, we would need to install fittings at a depth of over 15'. This could cause a future maintenance issue for CTUB. It would be our suggestion to deflect the HDPE up to manageable depth then transition to a mechanical joint making the turn towards the East. This approach also would eliminate the fittings that may be needed between the Route 9 casing and CSX casing. Below is the credit we can offer for eliminating the casing spacers.

- Casing #10 – 130-foot bore under CSX Railroad: 27 spacers @ $110.00 ea. = $2,970.00
- Existing sleeve under Rt. 9 Bypass – 295-foot sleeve: 60 spacers @ $110.00 = $6,600.00

Grand Total = $9,570.00

Thank you,

Brandon Duriez

Snyder Environmental Services, Inc.

304-725-9140

August 29, 2020

H/359787/100, Task 300

Mr. Larry Trotta, Project Manager
Snyder Environmental Services, Inc.
270 Industrial Boulevard
Kearneysville, WV 25430

Subject: Change Proposal No. 12
Contract Price Change – Safety Grate Additions

Dear Larry,

We received your proposed change request dated August 12, 2020 for the addition of safety grates at both pump stations in the amount of $5,485.50 and the backup provided by L/B Water Service, Inc. The L/B Water backup is not the detailed backup requested, but based on earlier conversations with the supplier, Halliday Products, we believe the $4,770.00 cost acceptable because the hatches are noted as 'non-stock'.

We note that this proposed change order's SES markup is $238.50 or 5% and not the 15% presented, because this is work performed by a subconsultant. Therefore, the increase in the Contract Price for the safety grates is $5,008.50 ($4,770.00 + $238.50), which is a difference from the amount submitted. No change in the Contract Time is recommended.

We will prepare the Change Order paperwork for your signature and subsequent processing at the next CTUB meeting. If you have any questions, please contact us at your earliest convenience.

Respectfully,

HATCH
Rick Travers, PE
Sr. Project Manager

Attachments: Change Proposal 12, dated 8/12/2020
L/B Water Service Inc. Backup

cc: Kristen Stolipher, CTUB
Tom Hasker, Specialized Engineering
Brandon Duriez, Snyder Environmental Services
Lee Snyder, Snyder Environmental Services

SNYDER ENVIRONMENTAL SERVICES, INC.
270 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WV 25430
PHONE 304-725-9140 FAX 304-728-7326

August 12, 2020

Hatch Associates Consultants

Richard E. Travers

704 Quince Orchard Road, Suite 310

Gaithersburg MD, 20787

Re: Rt. 9 Sewer Project

Change Proposal 12

Mr. Travers,

Request for change order for the purchase of Halliday safety grates at each pump station.

Please see attached proposal

LB Waters Proposal	$4770.00
Mark -up	$715.50
Total Proposal	$5485.50

Sincerely,

L Trotta

Project Manager

Snyder Environmental Services Inc.

August 29, 2020

H/359787/100, Task 300

Mr. Larry Trotta, Project Manager
Snyder Environmental Services, Inc.
270 Industrial Boulevard
Kearneysville, WV 25430

Subject: Change Proposal No. 13
Contract Price Change – MTD PLC Changes

Dear Larry,

We received your credit change request dated August 12, 2020 for the revisions to the PLCs at both pump stations in the amount of $8,808 and the backup provided by MTD received on August 21, 2020. The MTD backup does show that the credit is not equal at the two pump stations.

We note that while this is a credit change order, there is still a SES markup applicable. The markup would be $440.40 or 5% because this is work performed by a subconsultant. Therefore, the total credit for the PLC revisions is $9,248.40. No change in the Contract Time is recommended.

We will prepare the Change Order paperwork for your signature and subsequent processing at the next CTUB meeting. If you have any questions, please contact us at your earliest convenience.

Respectfully,

HATCH
Rick Travers, PE
Sr. Project Manager

Attachments: Change Proposal No. 13, dated 8/12/2020
Marked Up MTD Quote, original date 4/15/2020

cc: Kristen Stolipher, CTUB
Tom Hasker, Specialized Engineering
Brandon Duriez, Snyder Environmental Services
Lee Snyder, Snyder Environmental Services

SNYDER ENVIRONMENTAL SERVICES, INC.
270 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WV 25430
PHONE 304-725-9140 FAX 304-728-7326

August 12, 2020

Hatch Associates Consultants

Richard E. Travers

704 Quince Orchard Road, Suite 310

Gaithersburg MD, 20787

Re: Rt. 9 Sewer Project

Change Proposal 13

Mr. Travers,

Request for credit change order for revised PLC system. Credit of ($4,404) per pump station.

Total credit ($8,808)

Sincerely,

L Trotta

Project Manager

Snyder Environmental Services Inc.

August 29, 2020

H/359787/100, Task 300

Mr. Larry Trotta, Project Manager
Snyder Environmental Services, Inc.
270 Industrial Boulevard
Kearneysville, WV 25430

Subject: Change Proposal No. 14
Contract Price Change – Generator Enclosures

Dear Larry,

We received your credit change request dated August 12, 2020 to change the generator enclosures from the specified Level 2 (noise) enclosure to a weather enclosure for both pump stations.

We note that the backup received from Cummins representative, David Collins, did not reflect your credit change order. But, an earlier conversation with David Collins makes your credit proposed acceptable. No specific SES markup was shown, but we believe the credit change order in the amount of $12,713.00 is acceptable. No change in the Contract Time is recommended.

We will prepare the Change Order paperwork for your signature and subsequent processing at the next CTUB meeting. If you have any questions, please contact us at your earliest convenience.

Respectfully,

HATCH
Rick Travers, PE
Sr. Project Manager

Attachments: Change Proposal 14, dated 8/12/2020

cc: Kristen Stolipher, CTUB
Tom Hasker, Specialized Engineering
Brandon Duriez, Snyder Environmental Services
Lee Snyder, Snyder Environmental Services

SNYDER ENVIRONMENTAL SERVICES, INC.
270 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WV 25430
PHONE 304-725-9140 FAX 304-728-7326

August 12, 2020

Hatch Associates Consultants

Richard E. Travers

704 Quince Orchard Road, Suite 310

Gaithersburg MD, 20787

Re: Rt. 9 Sewer Project

Change Proposal 14

Mr. Travers,

Request for credit change order. Supply and install Generator weather enclosure in lieu of level 2 sound protection.

Northport	($3,313)
War Admiral	($9,400)
Total Credit	($12,713)

Sincerely,

L Trotta

Project Manager

Snyder Environmental Services Inc.

August 29, 2020

H/359787/100, Task 300

Mr. Larry Trotta, Project Manager
Snyder Environmental Services, Inc.
270 Industrial Boulevard
Kearneysville, WV 25430

Subject: Change Proposal No. 15
Contract Price Change – Northport Pump Station Fence

Dear Larry,

We received the Potomac Deck and Fence (PDF) proposal to install the fencing at the two pump stations. Originally, the original bid of the 8-foot high steel picket fence was changed to 6-foot high chain link fence (CLF) with barbed wire as a cost savings measure in CO#3 in the amount of $8,600. It was determined that the City of Ranson will not allow CLF with barbed wire, so we must change from the CLF back to a picket fence.

Since the PDF quote of $26,000 was greater than allocation of $25,000 identified in CO#3, the cost to change back to a picket fence will be the full $8,600. No SES markup is appropriate because that was part of the CO#3 cost savings originally provided by SES. Therefore, Hatch will recommend a Contract Price increase in the amount of $8,600.00. No change in the Contract Time is appropriate.

We will prepare the Change Order paperwork for your signature and subsequent processing at the next CTUB meeting. If you have any questions, please contact us at your earliest convenience.

Respectfully,

HATCH
Rick Travers, PE
Sr. Project Manager

Attachments: Potomac Deck and Fence Proposal, dated 8/27/2020

cc: Kristen Stolipher, CTUB
Tom Hasker, Specialized Engineering
Brandon Duriez, Snyder Environmental Services
Lee Snyder, Snyder Environmental Services

1600 West Carston St, Suite 1
Pittsburgh, PA 15219
Phone: (412) 497-2000

INVOICE

Charles Town Utility Board
661 South George St., Ste. 101
Charles Town, WV 25414
Attn: Kristen Stolipher

Date:	9/2/2020
Invoice No:	90755285
Period Ending:	8/28/2020
Currency:	US Dollar (USD)
Reference:	TASK ORDER 10
Terms of Payment:	Net 30 Days
Customer Number:	113985

re: H-363705 Magnolia Springs - Pass through to Developer
Project Manager: Richard Travers

TO #10 Magnolia Springs Inspection Progress Report – Attended pre-construction meeting on August 19th, met onsite with contractor, performed part-time inspection August 28th, prepared memo for to review use of "final" pumps on Day 1 (task requested at pre-construction meeting and beyond original scope of work), explored possible connections for Belvedere Heights PS as none were included within the plan set (beyond original scope of work), coordinated with CTUB on any issues arising during system installation.

Employee	**HOURS**	**RATE**	**AMOUNT**
Travers, Richard	6.00	$ 260.00	$ 1,560.00
Yearley, Scott	19.00	$ 182.00	$ 3,458.00
Total Labor			**$ 5,018.00**

Vendor	**INVOICE #**	**AMOUNT**
Specialized Engineering	48404	$ 750.00
Total Expenses		**$ 750.00**

Administration	**BASE**	**RATE**	**AMOUNT**
Total Administration	$ 750.00	5%	**$ 37.50**

Task Order Budget	**$ 67,600.00**
Task Order Previously Billed	**$ -**
Total Invoice	**$ 5,805.50**
Task Order Remaining	**$ 61,794.50**

SPECIALIZED ENGINEERING
Engineers • Geologists • Inspectors
Employee Owned, Client Driven
4845 International Blvd
Suite 104
Frederick, Maryland 21703

Invoice

DATE	INVOICE NO.
08/31/2020	48404

BILL TO
Luke Fischer Hatch 704 Quince Orchard Road Suite 310 Gaithersburg, MD 20878

TERMS	PROJECT	Client's Number
NET 30	**208257 - Magnolia Springs Subdivision**	**Magnolia Springs Subdivision**

DATE	QTY	DESCRIPTION	RATE	AMOUNT
8/19/2020	1.00	PM - Meeting	145.00	145.00
8/27/2020	1.00	PM - Site Visit	145.00	145.00
8/28/2020	4.00	Senior Inspector	115.00	460.00

All Claims and discrepancies must be reported within 30 days of the date of the invoice

Total this Invoice **$750.00**

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: September 9, 2020

ADMINISTRATIVE

- Efforts underway to finalize year-end financials. PSC Report due September 30, 2020.
- Audit RFP results submitted to State Auditor's office. Perry & Associates, CPAs, A.C. was lowest bid.
- Reserve funds received deposited August 26, 2020
  - Water Account: $244,255.99
  - Sewer Account: $448,942.24
- T-Mobile purchase of Shentel. Potential impact to rent a Sawgrass and 6th Avenue Tanks in 2021.
- WV PSC Board Member Training Virtual Seminar – September 18th. Daryl, Kristen, April and Jackie are registered.

WATER

- 2020-2021 Local Source Water Protection Grant – WVDHHR Bureau of Public Health – Source Water Monitoring Panel.

SEWER

- **Route 9 Sewer Project:**
  - 76% complete with remaining work at War Admiral Pump Station and Northport Pump Station.
  - Buildings delivered week of August 19, 2020.
  - Pump delivery scheduled for Northport, September 2020 and War Admiral, October 2020.
  - Substantial Completion: November 11th.
  - Final Payment: January 19th.
- **Smoke Testing Efforts: See attached update.**
- **Tuscawilla MBR #3 Replacement:**
  - Filters delivered July 14, 2020.
  - Contractor to be onsite mid-September.
- **Renewal and Replacement Project:**
  - GD&F has completed the site survey at both the Charles Town and Tuscawilla WWTP's. The survey base maps are currently being generated for each site and should be completed this week.
  - GD&F has initiated preliminary design for the new headworks fine screens at Tuscawilla. CAD drawings were received from the manufacturer.

- GD&F has begun the preliminary design for the new headworks and UV system at Charles Town. CAD drawings were received regarding the headworks screen and UV system.
- GD&F plans to make a site visit the week of September 7, 2020, to obtain detailed field measurements and photographs at both treatment facilities.
- GD&F plans to prepare conceptual layout drawings of the new equipment for Charles Town Utility Board review at the end of September.
- GD&F would like to take Charles Town to at least 1 existing plant for a tour that features the proposed Kusters screens.

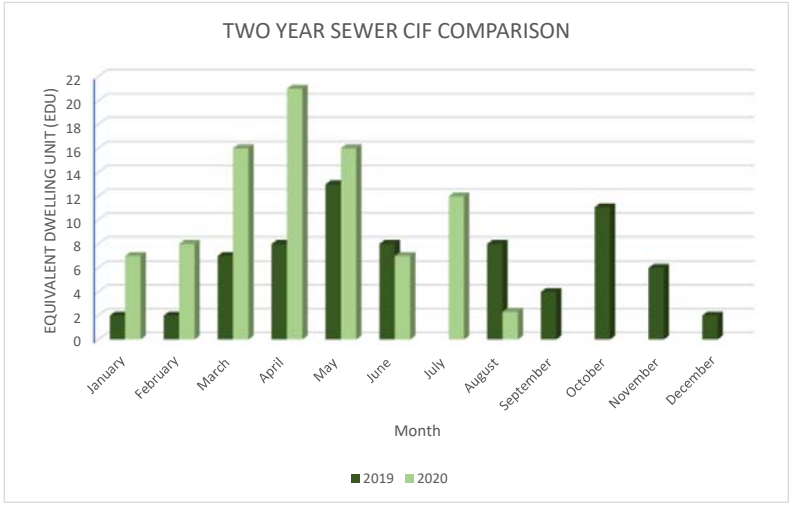
INFORMATION

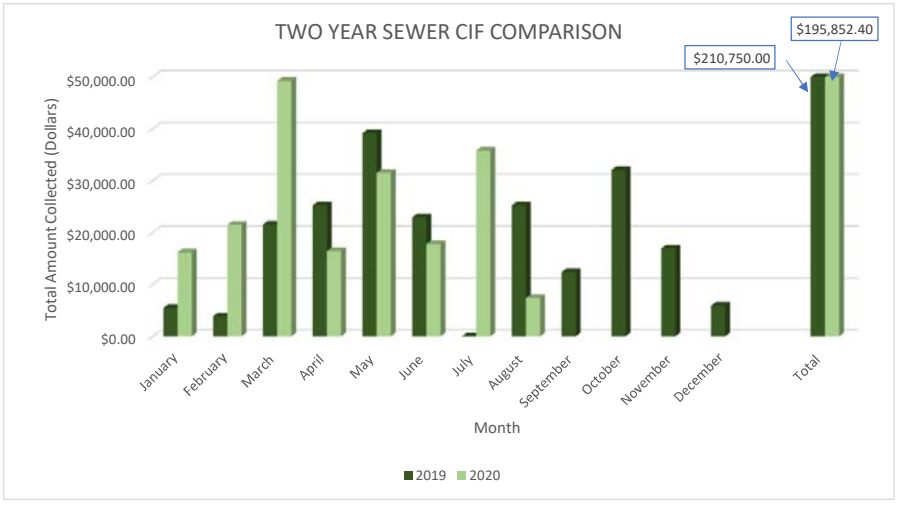
- **Capacity Improvement Fee collection: See attached.**
  - (TO BE PRESENTED AT FIRST MEETING OF EACH MONTH REFLECTING PRIOR MONTH DATA)
- **Water and Sewer Treatment Plant Flows: See attached.**
  - (TO BE PRESENTED AT FIRST MEETING OF EACH MONTH REFLECTING PRIOR MONTH DATA)

CTUB Smoke Testing Inspection Summary Report							Updated 8/31/2020
Smoke Testing Area	**Total**	**MH's w/ smoke coming from pick holes**	**MH's w/ Significant Issues**	**Total Inspected**	**Total Completed**	**Percent Inspected**	**Percent Completed**
Total							
Manholes	384	241	143	131	77	92%	54%
Cleanouts	200	n/a	n/a	115	79	58%	40%
Locust Hills							
Manholes	152	135	17	17	5	100%	29%
Cleanouts	62	n/a	n/a	62	46	100%	74%
Tuscawilla							
Manholes	110	57	53	52	30	98%	57%
Cleanouts	10	n/a	n/a	10	4	100%	40%
Orchard Hills							
Manholes	20	2	18	18	10	100%	56%
Cleanouts	20	n/a	n/a	20	14	100%	70%
SW Ranson							
Manholes	71	24	47	44	32	94%	68%
Cleanouts	47	n/a	n/a	23	15	49%	32%
PS 4-4							
Manholes	31	23	8	0	0	0%	0%
Cleanouts	61	n/a	n/a	0	0	0%	0%

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**

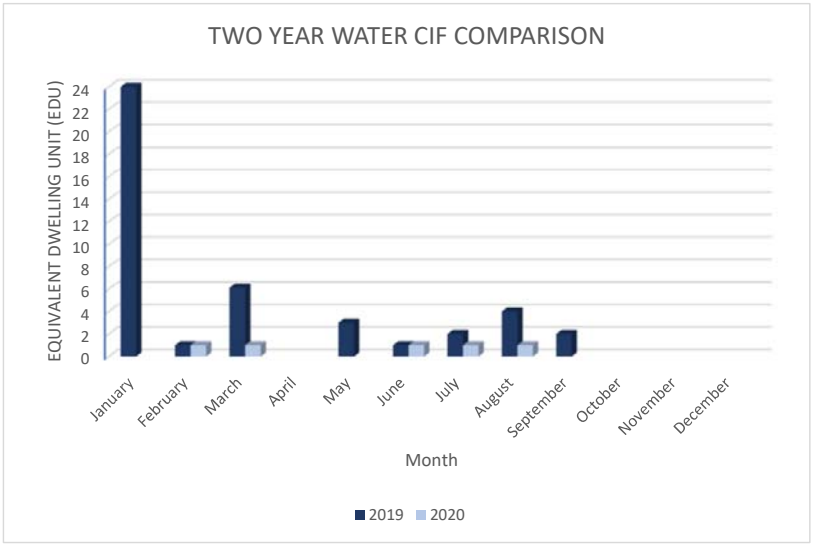
Charles Town Utility Board 2020 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-20		7	7	$21,084.00	$4,875.00	$16,209.00
Feb-20		8	8	$24,746.00	$3,250.00	$21,496.00
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		12	12	$35,754.00		$35,754.00
Aug-20		2.31	2.31	$7,419.00		$7,419.00
Sep-20						
Oct-20						
Nov-20						
Dec-20						
Total 2020	**1**	**86**	**89.31**	**$259,227.40**	**$63,375.00**	**$195,852.40**

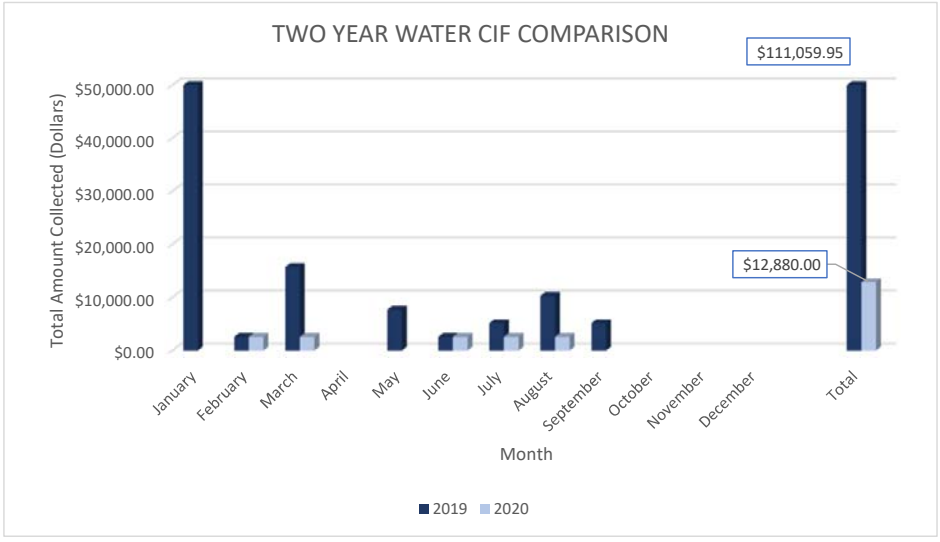




Charles Town Utility Board 2019 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
January	24		24	$ 61,824.00
February		1	1	$ 2,576.00
March	5.11	1	6.11	$ 15,747.95
April				
May		3	3	$ 7,728.00
June	1		1	$ 2,576.00
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				
Oct-20				
Nov-20				
Dec-20				
Total 2020	**0**	**5**	**5**	**$ 12,880.00**





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	3,267
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		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	281.91	1.16

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

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	414.07	1.70	1.10	1,103,147	7,354

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		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	414,073,413	1,696,853

Charles Town Utility Board
661 S. George St., Ste. 101
Charles Town, WV 25414
PWS ID #: WV3301905

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Notice To Consumer

PWS ID #: WV3301905



IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Exceeded Maximum Contaminant Level (MCL) for Total Trihalomethanes (TTHMs)

CHARLES TOWN UTILITIES, WV3301905

Our water system recently violated a drinking water standard. Although this is not an emergency, you, as our customers have the right to know what happened, what you should do, and what we are doing to correct the situation.

We routinely monitor for the presence of drinking water contaminants. Test results between 4/1/2020 and 6/30/2020 show that our system exceeds the standard or maximum contaminant level (MCL) for Total Trihalomethanes.

The average level of Total Trihalomethanes over the last four quarters was 83.0 µg/L at the WEST HALL DRIVE, TUSCAWILLA HILLS location. The standard for Total Trihalomethanes is 80.0µg/L.

What should I do?

You do not need to use an alternative (e.g. bottled) water supply. However, if you have specific health concerns, it is recommended that you consult with your doctor.

What does this mean?

This is not an immediate risk. If it had been, you would have been notified immediately. However, some people who drink water containing Total Trihalomethanes (TTHM's) in excess of the MCL over many years may have an increased risk of getting cancer.

What happened? What is being done?

The Charles Town Utility Board collected samples from the WEST HALL DRIVE, Tuscawilla Hills area that showed elevated levels of Total Trihalomethanes over the last 2 quarters of 2019. The first two quarters of 2020 results were under the MCL. Since the average of 4 quarters is reported, the average number is still higher than the standard or maximum contaminant level (MCL) for Total Trihalomethanes (80.0µg/L).

The Charles Town Utility Board changed to chloramination treatment on January 2, 2020, intended to reduce the TTHMs to below the MCL.

For more information, please contact **Chris Hutzler** *at* **304-725-3761** *or* **661 S. George Street, Ste 101, Charles Town, WV 25414.**

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools and businesses.) You can do this by posting this notice in a public place or distributing copies by hand or mail.

This notice is being sent to you by: **CHARLES TOWN UTILITY BOARD**

State Water System ID #: **WV3301905**
Date Distributed: **September 4, 2020**



VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
AMERIGAS	TANK RENTAL: GLEN HAVEN	WATER FUND	WATER		279.30
	TANK RENTAL: APPLE TREE	SEWER FUND	SEWER		178.00
				TOTAL:	457.30
APPLE VALLEY TIRE	TIRES & TIRE CHANGE	WATER FUND	WATER		1,008.60
				TOTAL:	1,008.60
JANE ARNETT	CONSULTING SVCS SEPT 2020	WATER FUND	WATER		1,500.00
	CONSULTING SVCS SEPT 2020	SEWER FUND	SEWER		1,500.00
				TOTAL:	3,000.00
NEAL O NILSEN	OFFICE 365 BASIC - 23 USER	WATER FUND	WATER		69.00
	OFFICE 365 BASIC - 23 USER	SEWER FUND	SEWER		69.00
				TOTAL:	138.00
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	BRECKENRIDGE-FLOWSERVE PUM	SEWER FUND	SEWER		1,534.50
				TOTAL:	1,534.50
BURNS FARM	AUG LOADS - 35	SEWER FUND	SEWER		6,090.00
				TOTAL:	6,090.00
CAPITAL LIGHTING & SUPPLY LLC	REPAIR AT MAINTENANCE SHOP	WATER FUND	WATER		19.13
	BRA-BMP21, BRA-M21-187-C-3	SEWER FUND	SEWER		550.33
	BRA-M21-375-C-342	SEWER FUND	SEWER		156.24
	BRA-M21-750-595-RD	SEWER FUND	SEWER		61.70
	BUSS KTK-R-2, SQD 9070TF20	SEWER FUND	SEWER		362.28
				TOTAL:	1,149.68
CEDARCHEM, LLC	2,000G CEDARCLEAR 1757	WATER FUND	WATER		8,778.00
				TOTAL:	8,778.00
CITY ELECTRIC SUPPLY CO	ELECTRIC INSTALL OF TBG UN	WATER FUND	WATER		164.86
	SUPPLIES FOR SHN2	SEWER FUND	SEWER		460.00
				TOTAL:	624.86
CITY NATIONAL BANK	LOCKBOX SERVICES AUG	WATER FUND	WATER		1,621.11
	LOCKBOX SERVICES AUG	WATER FUND	WATER		728.60
	LOCKBOX SERVICES AUG	SEWER FUND	SEWER		1,621.11
	LOCKBOX SERVICES AUG	SEWER FUND	SEWER		728.60
				TOTAL:	4,699.42
CITY OF CHARLES TOWN	UB COLLECTIONS - AUG	WATER FUND	NON-DEPARTMENTAL		18,315.81
	SEPT RENT@ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	UTILITIES@661 S GEORGE ST	WATER FUND	WATER		524.75
	LEGAL SVCS: MAY 2020	WATER FUND	WATER		206.25
	SEPT RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
	UTILITIES@661 S GEORGE ST	SEWER FUND	SEWER		524.74
				TOTAL:	22,121.55
CLIFFS CLEANING SERVICE	AUG CLEANING	WATER FUND	WATER		125.00
	AUG CLEANING	WATER FUND	WATER		365.00
	AUG CLEANING	SEWER FUND	SEWER		200.00
	AUG CLEANING	SEWER FUND	SEWER		100.00
	AUG CLEANING	SEWER FUND	SEWER		365.00
				TOTAL:	1,155.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
CORE & MAIN	CC BRS SAD	WATER FUND	WATER		139.85
	SETTER	WATER FUND	WATER		1,903.90
	TUBING,MTR CVR,FRM&CVR,BRS	WATER FUND	WATER		1,226.10
	BRS SAD	WATER FUND	WATER		73.82
	SETTER	WATER FUND	WATER		2,775.46
	VALVE BOX RISER	WATER FUND	WATER		183.66
	FRAME& COVER, METER BOX	WATER FUND	WATER		1,786.20
	MJ45, UFR1500, TAPSLV, TAP	WATER FUND	WATER		739.50
	BAND, BALLCORP	WATER FUND	WATER		181.40
	FLG, TAP VLV, HYD 4'0"B	WATER FUND	WATER		1,985.74
	FLG, TAP VLV, HYD 4'0"B	WATER FUND	WATER		2,150.00
	BAND, BALL CORP	WATER FUND	WATER		463.37
	LINK SEAL	SEWER FUND	SEWER		364.24
	SWR CAPS	SEWER FUND	SEWER		70.61
	FLG ACC, PLUG	SEWER FUND	SEWER		537.76
	4" FEMALE TYPE B	SEWER FUND	SEWER		427.45
				TOTAL:	15,009.06
C. R. SEMLER, INC.	BRIAR RUN SOUTH PS	SEWER FUND	SEWER		6,080.00
				TOTAL:	6,080.00
CSX TRANSPORTATION, INC	HRZNTL JCK &BORE STEEL CSN	SEWER FUND	NON-DEPARTMENTAL		2,769.75
				TOTAL:	2,769.75
DELL MARKETING L.P.	CONSOLE W/KEYBOARD	WATER FUND	WATER		964.94
				TOTAL:	964.94
DEPT OF ENVIRONMENTAL PROTECTION	GROUNDWATER ANNUAL FEE	SEWER FUND	SEWER		525.00
				TOTAL:	525.00
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TESTING	WATER FUND	WATER		120.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		100.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		40.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		100.00
				TOTAL:	360.00
FIFTH THIRD BANK	XXXX XXXX XXXX 4726	WATER FUND	WATER		3,735.63
	XXXX XXXX XXXX 4726	WATER FUND	WATER		97.48
	XXXX XXXX XXXX 4726	WATER FUND	WATER		151.51
	XXXX XXXX XXXX 4726	WATER FUND	WATER		167.21
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		3,735.62
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		1,070.37
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		443.73
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		47.86
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		139.07
				TOTAL:	9,588.48
GUTTMAN ENERGY	W/E 8/16/2020	WATER FUND	WATER		667.57
	W/E 8/23/2020	WATER FUND	WATER		702.23
	W/E 8/30/2020	WATER FUND	WATER		842.44
	W/E 8/16/2020	SEWER FUND	SEWER		484.29
	W/E 8/23/2020	SEWER FUND	SEWER		340.15
	W/E 8/30/2020	SEWER FUND	SEWER		264.92
				TOTAL:	3,301.60
HACH COMPANY	CHLORINE, FLOURIDE	WATER FUND	WATER		721.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	CHLORINE	WATER FUND	WATER	598.50
	FLOURIDE	WATER FUND	WATER	237.60
			TOTAL:	1,557.69
HATCH ASSOCIATES CONSULTANTS, INC.	TO4 H-359787 RT9 PROJECT	SEWER FUND	NON-DEPARTMENTAL	56,752.25
	TO10 H-363705 MAGNOLIA SPR	SEWER FUND	NON-DEPARTMENTAL	5,805.50 ****
			TOTAL:	62,557.75
HOLIDAY INN EXPRESS	LODGING R.SHIPE 10/25-10/3	SEWER FUND	SEWER	689.96
			TOTAL:	689.96
HOME DEPOT CREDIT SERVICES	6035 3220 2465 6054	WATER FUND	WATER	1,540.87
	6035 3220 2465 6054	WATER FUND	WATER	2,106.56
	6035 3220 2465 6054	WATER FUND	WATER	133.19-
	6035 3220 2465 6054	SEWER FUND	SEWER	213.42
	6035 3220 2465 6054	SEWER FUND	SEWER	705.23-
			TOTAL:	3,022.43
INSIGHT PUBLIC SECTOR, INC	4PORT USB DVI KVM SWITCH	WATER FUND	WATER	151.78
			TOTAL:	151.78
PROTOUCH COMMUNICATIONS, LLC DBA INTOU	AUG SVCS: AFTER-HRS EMERGE	WATER FUND	WATER	130.75
			TOTAL:	130.75
INWOOD QUARRY, INC.	C2 PICKUPS: 8/14/20	WATER FUND	WATER	598.40
			TOTAL:	598.40
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER	165.46
	SHREDDING, STORAGE	SEWER FUND	SEWER	165.45
			TOTAL:	330.91
JOHN P PLACE, INC.	SUPPLIES MOUNTAINEER PS	SEWER FUND	SEWER	1,090.22
			TOTAL:	1,090.22
MAGAHA, INC.	LOCUST HILL, WATER PLANT	WATER FUND	WATER	337.50
	SHN2 ORDR & RCV MATERIAL	SEWER FUND	SEWER	187.50
	TUSC PLANT FILTER REPAIR	SEWER FUND	SEWER	225.00
	CT PLANT MEETINGS, PLANNIN	SEWER FUND	SEWER	600.00
	SHN2 & JOB CORPS & DRISWOO	SEWER FUND	SEWER	5,115.00
			TOTAL:	6,465.00
MASTERDRY, LLC	814 N REYMANN ST DAMAGE	SEWER FUND	SEWER	3,211.88
			TOTAL:	3,211.88
DONALD MICKEY	MOWING SUMMIT PT& PLAYGROU	SEWER FUND	SEWER	250.00
			TOTAL:	250.00
THOMAS NALLS	AUG TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,443.48
			TOTAL:	3,443.48
NB & C ENGINEERING SERVICES, LLC	MAPPING & ANALYSIS	WATER FUND	WATER	2,500.00
	ANALYSIS	WATER FUND	WATER	1,100.00
	MOUNT MOD DRAWINGS	WATER FUND	WATER	1,100.00
			TOTAL:	4,700.00
LOGICAL CONCEPTS, INC	MONITORING LIFT & PUMP STA	SEWER FUND	SEWER	468.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	468.00
PACE ANALYTICAL SERVICES, LLC	TESTING: PB/CU PWSID#WV330	WATER FUND	WATER	1,851.60
	TESTING: TUSC MONTHLY	SEWER FUND	SEWER	190.30
	TESTING: CT WEEKLY	SEWER FUND	SEWER	199.98
	TESTING: TUSC WEEKLY	SEWER FUND	SEWER	85.85
	TESTING: CT WEEKLY	SEWER FUND	SEWER	141.05
	TESTING: CT WEEKLY	SEWER FUND	SEWER	190.30
	TESTING: QUARTLY WV3301905	SEWER FUND	SEWER	663.00
			TOTAL:	3,322.08
PETTY CASH @ 661 S GEORGE ST	PETTY CASH-MISC RECEIPTS	WATER FUND	WATER	54.18
	PETTY CASH-MISC RECEIPTS	WATER FUND	WATER	17.59
	PETTY CASH-MISC RECEIPTS	WATER FUND	WATER	22.22
	PETTY CASH-MISC RECEIPTS	SEWER FUND	SEWER	54.17
	PETTY CASH-MISC RECEIPTS	SEWER FUND	SEWER	62.66
			TOTAL:	210.82
RAILROAD MGMT CO, IV LLC	RANSON, PIPE WATER LICNSE	WATER FUND	WATER	529.98
			TOTAL:	529.98
CORPORATION OF RANSON	AUG GARBAGE	WATER FUND	NON-DEPARTMENTAL	146.70
	AUG UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	3,252.00
			TOTAL:	3,398.70
RK & K ENGINEERS	TO4 MODIFIED FLOWING SPRNG	SEWER FUND	NON-DEPARTMENTAL	3,831.57
	TO5 SEWER MODEL	SEWER FUND	NON-DEPARTMENTAL	4,581.73
	TO9 BEALLAIR DWNSTRM CAP A	SEWER FUND	NON-DEPARTMENTAL	2,027.84
	JEFFRSN MMRL PRK FRC MAIN	SEWER FUND	NON-DEPARTMENTAL	8,700.35
	TO12 FOREST AVE/FAIRFAX XI	SEWER FUND	NON-DEPARTMENTAL	926.10
	TO1 BRIAR RUN 1&2	SEWER FUND	SEWER	692.55
	TO8 WILTS MHP PS DEMO	SEWER FUND	SEWER	3,102.30
			TOTAL:	23,862.44
SG PLUMBING, INC.	SWALLOW CT: 8/17/20	WATER FUND	WATER	575.00
	VALLEY BRANCH DR: 8/18-8/1	WATER FUND	WATER	1,200.00
	LIBERTY ST: 8/20-8/21/20	WATER FUND	WATER	1,605.00
	EAST 4TH AVE: 8/24/20	WATER FUND	WATER	490.00
	S GEORGE ST: 8/24/20	WATER FUND	WATER	355.00
	AUGUSTINE AVE: 8/25/20	WATER FUND	WATER	85.00
	MALLARD CT: 8/25/20	WATER FUND	WATER	490.00
	BLAZE PIZZA: 8/25/20	WATER FUND	WATER	418.96
	SPANISH BAY CT: 8/26/20	WATER FUND	WATER	490.00
	AUGUSTINE AVE: 8/26/20	WATER FUND	WATER	355.00
	JEFFERSON AVE: 8/27-8/28/2	SEWER FUND	SEWER	930.00
			TOTAL:	6,993.96
SHENANDOAH SALES & SERVICE, INC.	94 FORD	WATER FUND	WATER	286.39
	TRAILER	SEWER FUND	SEWER	1,082.35
	TUSCAWILLA PUMP	SEWER FUND	SEWER	265.72
			TOTAL:	1,634.46
LAW OFFICES OF HOY SHINGLETON, L.C.	GENERAL 8/07-8/29/20	SEWER FUND	SEWER	2,632.50
			TOTAL:	2,632.50
SNYDER ENVIRONMENTAL SERVICES, INC	CNTCR AP#07 RES#7, RT 9 PR	SEWER FUND	NON-DEPARTMENTAL	258,917.35

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	258,917.35
SPRINT	MONTHLY CELL SERVICE	WATER FUND	WATER	290.95
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	137.09
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	199.78
			TOTAL:	627.82
STEPTOE & JOHNSON PLLC	CNSTRCTN STRMWTR PRMT ISSU	SEWER FUND	NON-DEPARTMENTAL	62,919.75
	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER	616.25
			TOTAL:	63,536.00
GERALD TAYLOR CO., INC.	SLUDGE PUMP/ HAUL	WATER FUND	WATER	404.00
	SUPERVAC/ HAUL	WATER FUND	WATER	429.25
	SUPERVAC/ HAUL	WATER FUND	WATER	244.42
	SUPERVAC/ DISPOSE	SEWER FUND	SEWER	861.36
	SUPERVAC/ DISPOSE	SEWER FUND	SEWER	1,774.50
			TOTAL:	3,713.53
CI THORNBURG CO., INC.	CHLORINE	WATER FUND	WATER	840.00
	CTS COMP, NIPPLE, COUPLING	WATER FUND	WATER	666.79
	NIPPLE, SETTER BALL VALVE	WATER FUND	WATER	774.22
	HEX BUSHING, NIPPLE	WATER FUND	WATER	85.62
	GRINDER PUMP	SEWER FUND	SEWER	1,565.00
	FLANGE SOCKET COUPLING	SEWER FUND	SEWER	293.45
			TOTAL:	4,225.08
TUSCAWILLA HILLS HOA INC	HOA DUES SEPT 2020	WATER FUND	WATER	36.00
			TOTAL:	36.00
UNIFIRST CORPORATION	UNIFORMS	WATER FUND	WATER	29.00
	UNIFORMS	WATER FUND	WATER	29.00
	UNIFORMS	WATER FUND	WATER	29.00
	UNIFORMS	SEWER FUND	SEWER	29.00
	UNIFORMS	SEWER FUND	SEWER	29.00
	UNIFORMS	SEWER FUND	SEWER	29.00
			TOTAL:	174.00
URBAN ENGINEERING & ASSOCIATES, INC.	CSX STTLMNT SRVY NRTHPRT A	SEWER FUND	NON-DEPARTMENTAL	2,957.50
			TOTAL:	2,957.50
US PAVING, LLC	PAVING: 8/05/20	WATER FUND	WATER	6,894.00
	PAVING: 8/05/20	WATER FUND	WATER	2,550.00
	PAVING: 8/06/20	WATER FUND	WATER	3,030.00
	PAVING: 8/07/20	WATER FUND	WATER	7,812.00
	PAVING: 8/11/20	WATER FUND	WATER	1,050.00
	PAVING: 8/11/20	SEWER FUND	SEWER	2,595.00
			TOTAL:	23,931.00
USA BLUEBOOK	CIK	WATER FUND	WATER	10.49
	FEED PUMP, CENTRIFUGAL PUM	WATER FUND	WATER	1,848.00
	CENTRIFUGAL PUMP	WATER FUND	WATER	819.95
	SAFETY GLASSES, TRAFFIC CO	SEWER FUND	SEWER	1,670.44
	CABLE	SEWER FUND	SEWER	962.35
			TOTAL:	5,311.23
VALLEY CREDIT SERVICE, INC.	AUG COLLECTIONS	WATER FUND	WATER	300.04

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	AUG COLLECTIONS	SEWER FUND	SEWER	300.03
	PSD AUG COLLECTIONS	SEWER FUND	SEWER	77.00
			TOTAL:	677.07
MICHAEL B VENTERS	CONSULTING FEE, SEPT	SEWER FUND	SEWER	725.00
			TOTAL:	725.00
WALKER DIVING UNDERWATER CONSTRUCTION	DIVE CREW 8/13/20	WATER FUND	WATER	5,663.00
			TOTAL:	5,663.00
WASTE MANAGEMENT OF WEST VIRGINIA, INC	TUSC MEMBRANE REPLACEMENT	SEWER FUND	NON-DEPARTMENTAL	123.54
	TUSC MEMBRANE REPLACEMENT	SEWER FUND	NON-DEPARTMENTAL	1,246.31
			TOTAL:	1,369.85
WEST VIRGINIA TRACTOR COMPANY	O-RINGS, SEALS, V-RINGS, C	SEWER FUND	SEWER	77.92
			TOTAL:	77.92
WIRELESS NETWORKS GROUP, INC.	MISC SVCS, AUG	WATER FUND	WATER	11,190.00
			TOTAL:	11,190.00

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

50	WATER FUND	128,128.07
60	SEWER FUND	475,613.21
	GRAND TOTAL:	603,741.28

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 603,471.28
Security Deposit Refunds: 1,530.28

Total: $ 605,271.56

Note:

****Invoice to be reimbursed by developer;
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