



CHARLES TOWN UTILITY BOARD AGENDA

WEDNESDAY, SEPTEMBER 25, 2024

Regular Meeting

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

4:00 PM

CALL TO ORDER

1. APPROVAL OF MINUTES

- a. Approval of September 11, 2024 Minutes
[Meeting Minutes 09.11.24 .pdf](#)

2. PUBLIC COMMENT

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

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

<https://us06web.zoom.us/j/82712966179?pwd=yMBYwa6eF8QCDLew41Up7m0S7FX7oS.1>

Meeting ID: 827 1296 6179
Passcode: 859679
(301)715-8592

3. UNFINISHED BUSINESS

4. NEW BUSINESS

- a. GDF Asset Management Assistance
[Asset Management Plan Proposal 09.12.24.pdf](#)
- b. October Board Meeting Schedule
[2024 CTUB Board Meeting Schedule- DRAFT.pdf](#)
- c. Public Service Commission General Investigation - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(12) to discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential or to discuss a matter of potential Litigation.

5. MANAGER REPORTS

- a. Utility Manager Report
[Revenue & Expense August 2024.pdf](#)
- b. Chairman Report

6. **APPROVAL OF BILLS**

- a. September 25, 2024
[Board Report 09.25.24.pdf](#)

7. **ADJOURNMENT**

8. **INFORMATION ONLY**

- a. Next Meeting - October 9, 2024 at 4:00 P.M.



CHARLES TOWN UTILITY BOARD

Wednesday, September 25, 2024

Regular Meeting

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

Approval of September 11, 2024 Minutes

Attachments:

[Meeting Minutes 09.11.24 .pdf](#)

**Charles Town Utility Board
Regular Board Meeting
September 11, 2024**

The Charles Town Utility Board held a regular meeting on September 11, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Heidi Parker, Board Member; and John Maxey, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; and Ashley Stottlemeyer, Secretary.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of August 28, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the August 28, 2024 regular meeting minutes.

Action: Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the August 28, 2024 minutes.

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron.

OLD BUSINESS

Proposed OSA Grant Agreement G250412

Mrs. Stolipher provided the agreement is for the source water protection grant for Gwin Dobson & Foreman to perform a preliminary assessment of the utilities at the Summit Point Raceway site as previously discussed. The grant is in the amount of \$38,000.

Action: Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the OSA Grant Agreement G250412 as presented.

Locust Hill Golf Course Discussion

Action: Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved to remove the Locust Hill Golf Course discussion from the table.

Mrs. Stolipher mentioned the agreement between CTUB and the golf course was drafted and approved when the Tuscawillia Treatment Plant was constructed in 2013 to send treated wastewater effluent into the golf course ponds which results in Chesapeake Bay nutrient credits. The agreement stipulated that CTUB provide 50,000 gallons of flow per day to the ponds which is used for irrigation on the golf course. CTUB is to also maintain two aerators and pump. Mrs. Stolipher stated the Locust Hill HOA brought up issues to the Board back in July so she invited the golf course owner for discussions.

Wayne Clark, owner of Locust Hill Golf Course was present to answer questions and concerns from the Board. He requested CTUB repair an aerator on CTUB pond 7. Mr. Clark mentioned the duckweed and algae issues have been resolved over the last year. Both parties are currently satisfied with the agreement.

Action: No action required by the Board.

NEW BUSINESS

Renewal and Replacement Project Resolution No. 23 – Contractor Pay Application No. 23

Mrs. Stolipher included the contractor application for Payment No. 23 in the amount of \$563,907.67 for work completed.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved Resolution No. 23.

Change Order No. 5 – Storm Sewer

Mrs. Stolipher included Change Order No. 5 which is to replace damaged storm sewer piping that was identified by camera inspections. She mentioned the replacement of the storm sewer was not included in the original scope of work for the project, but will need to be replaced where damaged. Mrs. Stolipher provided the increase of \$27,066.00 for the change order will be paid through the contingency line item.

Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved Change Order No. 5 to replace damaged storm sewer pipes.

Maintenance Building Design

Mrs. Stolipher provide a task order for Gwin Dobson & Foreman to perform conceptual design and cost estimating for a new maintenance building near the Charles Town Wastewater Plant. This will house the jetter truck, maintenance staff and store various materials.

Action: Motion made by Mr. Stocks, second by Mr. Maxey, the Board unanimously approved the task order for maintenance building design.

Red Clover Meadows Alternate Mainline Extension Agreement - Sewer

Mrs. Stolipher included the sewer Alternate Mainline Extension Agreements for the Red Clover Meadows Subdivision located at the intersection of Foal Street and 19th Avenue in Ranson. She will add the number of residential units into the agreement language. Mrs. Stolipher mentioned this development will have a pump station connecting into the force main near the Emergency Services building. The Board provided discussions.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board approved the sewer alternate mainline extension agreement for Red Clover Meadows. Mrs. Parker abstained from voting.

BASF and Tyco Class Action Settlement Discussion and General PFAS Updates - Possible Executive Session Under: WV State Code Section §6- 9A-4(b)(12) – To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential.

Action: This item was moved to the end of the meeting.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided the water and sewer specifications are scheduled to be completed by the end of 2024, the asset management software kickoff is next week, the lead and copper inventory is complete and submitted to the State with no lead service lines or mains located, and the water treatment plant recycle design is in progress. She will also be attending a PFAS webinar next week. She also mentioned the 1st reading of the bond ordinance at the City Council meeting September 16th and the pre-bid construction meeting for the Collection Project is September 18th.

The Chairman suggested adding a notice to the website about the lead and copper inventory findings.

Action: No action required by the Board.

Chairman Report

The Chairman had no updates to report.

Action: No action required by the Board.

APPROVAL OF BILLS

September 11, 2024

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the payment of the bills.

EXECUTIVE SESSION

BASF and Tyco Class Action Settlement Discussion and General PFAS Updates - Possible Executive Session Under: WV State Code Section §6- 9A-4(b)(12) – To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential.

Action: Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved convening into Executive Session at 4:48 P.M. to discuss the BASF and Tyco Class Action Settlement Discussion and General PFAS Updates.

Richard Lewis, legal counsel, and Chris Eckenrode, engineer, were invited to attend the executive session.

Executive session was declared over at 5:45 P.M.

Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved CTUB opting out of the BASF and Tyco Class Action Settlement suit.

Mr. Maxey suggested, and the Board agreed, to making no change to the current quarterly testing unless costs decrease then the Board can readdress at that time.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:46 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, September 25, 2024 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemeyer
Secretary



CHARLES TOWN UTILITY BOARD

Wednesday, September 25, 2024

Regular Meeting

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

GDF Asset Management Assistance

Attachments:

[Asset Management Plan Proposal 09.12.24.pdf](#)



September 12, 2024

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

Attn: Kristen M. Stolipher, Utility General Manager

RE: Charles Town Asset Management Plan Proposal (Task Order)

Dear Mrs. Stolipher:

Per your request, Gwin, Dobson & Foreman, Inc. (GD&F) is pleased to present the following proposal (Task Order) regarding assistance in updating of the Town's Asset Management Plan.

Understanding of the Project

CTUB is looking to develop a new Asset Management Program featuring new software which was recently purchased. This Asset Management Program will feature all assets pertaining to both wastewater treatment facilities, the wastewater collection and conveyance system, the water treatment plant and the water distribution system. GD&F will clearly categorize and compile the necessary information pertaining to the system infrastructure in terms of a list of assets, their ages, condition, monetary value and expected life cycle. GD&F will also help to prepare Work Orders for CTUB staff pertaining to operational and maintenance needs of the various equipment.

Proposed Services

GD&F will provide the following services:

- Coordinate with CTUB personnel and attend onsite meetings to clearly understand scope and expectations.
- Various site visits to all water and wastewater plants, pump stations, storage tanks, etc.
- Review of all available equipment O&M manuals
- Implementing O&M manual requirements into system generated Work Orders
- Importing relevant data for each asset into the computer program in terms of location, age, condition, value, expected life, etc.

Proposed Schedule

GD&F will begin immediately upon written authorization from the Board. Completion timeframe will depend on volume of data entered into program. GD&F will begin with the Charles Town WWTF and expects to have it finished by the end of 2024.

Proposed Cost

The following is a breakdown of Dave Gustkey's expenses associated with the 2024 GD&F hourly rates:

Hourly Rate = \$84.50

Estimated Time = 168 total hours/month X 3 months = 504 hours

Labor Cost = 504 hours X \$84.50/hour = \$42,588

Lodging = \$300 per week X 13 weeks = \$3,900

Meals = \$60/day X 63 days = \$3,780

Mileage = \$0.67/mile X 2,000 miles per month X 3 months = \$4,020

Total Estimated Amount Billed for Three (3) Months of Full-Time Services = \$54,288 (Use \$55,000.00)

GD&F will provide the above scope of services for an estimated, not-to-exceed, fee of 55,000. Invoices will be submitted on a monthly basis based on GDF current standard rates. Payment will be made on an accrued hourly basis plus expenses. The expenses include direct expenses such as mileage, printing/copying, etc. as necessary to complete the services. GD&F proposes to utilize David Gustkey (current WWTF project RPR) for this assignment. Payment is due within thirty (30) days of invoicing.

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

Respectfully submitted,
GWIN, DOBSON & FOREMAN, INC.

Christopher M. Eckenrode

Christopher M. Eckenrode, P.E.
Engineering Manager

CME/mad
Prop/2024/CTUB_AssetMgmtPlan_9-12-24.doc
cc: File

ACCEPTANCE OF PROPOSAL

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

Authorized Representative

Date

Attest/Witness



CHARLES TOWN UTILITY BOARD

Wednesday, September 25, 2024

Regular Meeting

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

October Board Meeting Schedule

Attachments:

[2024 CTUB Board Meeting Schedule- DRAFT.pdf](#)

2024 CTUB Board Meeting Schedule

January 10, 2024

January 24, 2024

February 14, 2024

February 28, 2024

March 13, 2024

March 27, 2024

April 10, 2024

April 24, 2024

May 8, 2024

May 22, 2024

June 12, 2024

June 26, 2024

July 10, 2024

July 24, 2024

August 14, 2024

August 28, 2024

September 11, 2024

September 25, 2024

October 9, 2024

~~October 23, 2024~~

November 13, 2024

December 11, 2024



CHARLES TOWN UTILITY BOARD

Wednesday, September 25, 2024

Regular Meeting

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

Public Service Commission General Investigation - Possible Executive Session
Under: WV State Code Section §6-9A-4(b)(12) to discuss any matter which, by
express provision of federal law or state statute or rule of court is rendered
confidential or to discuss a matter of potential Litigation.



CHARLES TOWN UTILITY BOARD

Wednesday, September 25, 2024

Regular Meeting

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

Utility Manager Report

Attachments:

[Revenue & Expense August 2024.pdf](#)

Charles Town Water Department
Revenue & Expense Summary
8/31/2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
REVENUES				
3,182,000	Metered Sales - Residential	530,333	652,213	121,880
1,525,000	Metered Sales - Commercial	254,167	297,952	43,786
58,000	Metered Sales - Glen Haven/Cavaland	9,667	11,672	2,006
25,000	Sale for Resale - Bulk Water	4,167	17,530	13,363
80,000	Forfeited Discounts	13,333	15,806	2,473
30,000	Misc. Service Rev - Reconnection / Tap Fees	5,000	4,013	(987)
565,000	Tank Lot Rental Income (Non-Operating)	94,167	120,461	26,295
160,000	Interest Income (Non-Operating)	26,667	55,747	29,081
34,000	Sinking Fund Income (Non-Operating)	5,667	-	(5,667)
40,000	Miscellaneous Income (Non-Operating)	6,667	5,281	(1,386)
<u>5,699,000</u>	TOTAL REVENUES	<u>949,833</u>	<u>1,180,677</u>	<u>230,843</u>
EXPENSES				
15,000	WS - Materials & Supplies Expense	2,500	1,406	(1,094)
30,000	WS - Maint of Water Source	5,000	7,166	2,166
441,390	WT - Salaries & Wages - Operations Labor	73,565	81,178	7,613
155,000	WT - Power & Fuel	25,833	23,736	(2,097)
10,000	WT - Power & Fuel - GH/CAV	1,667	1,428	(239)
185,000	WT - Chemical Expense	30,833	41,598	10,764
35,000	WT - Testing	5,833	2,428	(3,405)
30,000	WT - Materials & Supplies Expense	5,000	4,092	(908)
5,000	WT - Materials & Supplies Expense - GH/CAV	833	3,566	2,733
55,000	WT - Sludge Hauling	9,167	5,412	(3,754)
90,000	WT - Maint of Water Treatment Plant	15,000	13,395	(1,605)
10,000	WT - Maint of Water Plant - GH/CAV	1,667	-	(1,667)
20,000	WT - Licenses & Subscriptions	3,333	-	(3,333)
403,960	TD - Salaries & Wages - Maintenance Labor	67,327	95,838	28,511
25,000	TD - Materials & Supplies Expense	4,167	7,084	2,917
50,000	TD - Maint of Dist Reservoir & Standpipes	8,333	470	(7,863)
120,000	TD - Maint of Mains	20,000	10,762	(9,238)
160,000	TD - Maint of Services	26,667	46,926	20,259
240,000	TD - Maint of Meters	40,000	54,741	14,741
50,000	TD - Maint of Hydrants	8,333	16,690	8,356
197,629	CA - Salaries & Wages	32,938	35,119	2,181
65,000	CA - Billing Expense	10,833	-	(10,833)
72,000	CA - Licenses & Subscriptions (includes Sensus)	12,000	24,687	12,687
15,000	CA - Bad Debt Expense	2,500	(178)	(2,678)
139,895	GA - Salaries & Wages	23,316	26,322	3,006
2,500	GA - Director Compensation	417	250	(167)
229,592	GA - Employee Insurance & Benefits	38,265	35,635	(2,630)
106,684	GA - Employee Pension Expense	17,781	20,544	2,763
90,681	GA - Payroll Taxes - FICA Tax Expense	15,114	19,188	4,074
6,936	GA - OPEB (Other Post Employment Benefits)	1,156	1,038	(118)
23,325	GA - Employee 457 Expense	3,887	4,001	113
78,000	GA - Office Supplies & Expense	13,000	22,039	9,039

Charles Town Water Department
Revenue & Expense Summary
8/31/2024

15,000	GA - Travel, Training, & Education	2,500	2,596	96
10,000	GA - Uniform Expense	1,667	190	(1,477)
22,000	GA - Computer - Technology Expense	3,667	1,329	(2,338)
25,000	GA - Maint. of General Property	4,167	5,450	1,283
20,000	GA - Licenses & Subscriptions	3,333	21,453	18,120
30,000	GA - Contractual Services - Engineering	5,000	1,251	(3,749)
20,000	GA - Contractual Services - Accounting	3,333	-	(3,333)
65,000	GA - Contractual Services - Legal	10,833	829	(10,005)
25,000	GA - Contractual Services - Other	4,167	880	(3,287)
15,300	GA - Rental of Building	2,550	-	(2,550)
72,000	GA - Transportation Expense	12,000	6,650	(5,350)
95,000	GA - Insurance	15,833	21,737	5,903
19,158	GA - Worker's Comp	3,193	5,460	2,267
20,000	GA - Regulatory Commission Expense	3,333	400	(2,933)
6,000	GA - Bond Administration Fees	1,000	-	(1,000)
15,000	GA - Misc. General Expense	2,500	1,197	(1,303)
5,000	Advertising & Publication Expense	833	57	(777)
358,160	Interest on Long Term Debt (Non-Operating)	59,693	-	(59,693)
1,237,073	Depreciation Expense (Non-Cash)	206,179	206,179	-
<u>5,232,283</u>	TOTAL EXPENSES	<u>872,047</u>	<u>882,217</u>	<u>10,169</u>

466,717	Excess (Deficit)	77,786	298,460
---------	------------------	--------	---------

**Board request
5/8/2024*

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating)	344,442
-----------------------------	---------

OPERATING CASH ACCOUNT

Reconciliation to Cash:

Cash Balance @ 6/30/24	644,529
Disbursements To Date	(1,195,038)
Expenses	882,217
Deposits To Date	1,358,493
Revenues	(1,180,677)

OPERATING CASH BALANCE @ 8/31/2024

807,984

807,984	Water
(0)	Operating

**Added to report
in 2019*

OTHER CASH ACCOUNT BALANCES

Water Capacity Improvement Fund	6,309,693
Water Renewal & Replacement Fund	775,628
Water Working Capital Fund	398,733

Charles Town Sewer Department
Revenue & Expense Summary
8/31/2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
REVENUES				
2,650,000	CTUB Service Revenue	441,667	513,849	72,183
1,550,000	Ranson Revenue	258,333	328,892	70,559
2,720,000	JCPSD Revenue	453,333	471,340	18,007
45,000	Customer Forfeited Discounts	7,500	7,595	95
32,000	Customer Forfeited Discounts- RA	5,333	6,243	909
50,000	Customer Forfeited Discounts- PSD	8,333	8,362	29
30,000	Misc. Sewer Revenues (Non-Operating)	5,000	3,225	(1,775)
170,000	Interest Income (Non-Operating)	28,333	67,466	39,133
165,000	Sinking Fund Income (Non-Operating)	27,500	8,511	(18,989)
<u>7,412,000</u>	TOTAL REVENUES	<u>1,235,333</u>	<u>1,415,483</u>	<u>180,150</u>
EXPENSES				
15,000	CS - Materials & Supplies Expense	2,500	959	(1,541)
65,000	CS - Maint of Service Connections	10,833	16,894	6,061
180,000	CS - Maint of Collecting & Trans. Mains	30,000	9,256	(20,744)
513,870	PS - Salaries & Wages	85,645	78,796	(6,849)
140,000	PS - Power & Fuel	23,333	24,882	1,549
25,000	PS - Materials & Supplies Expense	4,167	2,270	(1,896)
65,000	PS - Sludge Hauling	10,833	4,719	(6,114)
180,000	PS - Maint of Pump Stations	30,000	23,137	(6,863)
276,817	TD - Salaries & Wages	46,136	51,240	5,104
150,000	TD - Power - CT Plant	25,000	28,767	3,767
90,000	TD - Power - TUI	15,000	14,179	(821)
10,000	TD - Power - Deerfield	1,667	1,773	107
180,000	TD - Chemical Expense - CT	30,000	10,226	(19,774)
25,000	TD - Chemical Expense - TUI	4,167	427	(3,739)
35,000	TD - Testing - CT	5,833	11,033	5,199
12,000	TD - Testing - TUI	2,000	1,825	(175)
80,000	TD - Materials & Supplies Expense	13,333	16,787	3,454
60,000	TD - Sludge Hauling - TUI	10,000	3,119	(6,882)
110,000	TD - Maint. Burns Farm	18,333	19,656	1,323
230,000	TD - Maint. Treatment Plant - CT	38,333	29,017	(9,316)
150,000	TD - Maint. Treatment Plant - TUI	25,000	15,461	(9,539)
15,000	TD - Maint. Treatment Plant - Deerfield	2,500	13,061	10,561
285,793	CA - Billing & Acct Labor	47,632	49,703	2,071
75,000	CA - Billing Expense	12,500	-	(12,500)
50,000	CA - Licenses & Subscriptions	8,333	24,687	16,353
25,000	CA - Bad Debt Expense	4,167	(157)	(4,323)
218,805	GA - Salaries & Wages	36,468	41,042	4,574
2,500	GA - Director Compensation	417	250	(167)
198,920	GA - Employee Insurance & Benefits	33,153	32,922	(232)
116,801	GA - Employee Pension Expense	19,467	19,312	(155)
99,281	GA - Payroll Taxes - FICA Tax Expense	16,547	16,917	370
6,120	GA - OPEB (Other Post Employment Benefits)	1,020	934	(86)
23,808	GA - Employee 457 Expense	3,968	3,696	(272)

Charles Town Sewer Department
Revenue & Expense Summary
8/31/2024

85,000	GA - Office Supplies & Expense	14,167	22,273	8,107
20,000	GA - Travel, Training, & Education	3,333	2,798	(536)
10,000	GA - Uniform Expense	1,667	243	(1,424)
20,000	GA - Computer - Technology Expense	3,333	1,129	(2,205)
30,000	GA - Maint. of General Property	5,000	-	(5,000)
30,000	GA - Licenses & Subscriptions	5,000	21,453	16,453
35,000	GA - Contractual Services - Engineering	5,833	2,948	(2,885)
30,000	GA - Contractual Services - Accounting	5,000	400	(4,600)
200,000	GA - Contractual Services - Legal	33,333	7,756	(25,577)
25,000	GA - Contractual Services - Other	4,167	880	(3,287)
15,300	GA - Rental of Building	2,550	-	(2,550)
90,000	GA - Transportation Expense	15,000	13,007	(1,993)
110,000	GA - Insurance	18,333	21,737	3,403
17,868	GA - Worker's Comp	2,978	5,652	2,674
30,000	GA - Regulatory Commission Expense	5,000	1,015	(3,985)
55,000	GA - Bond Administration Fees	9,167	-	(9,167)
15,000	GA - Misc. General Expense	2,500	3,250	750
5,000	GA - Advertising & Publication Expense	833	236	(597)
587,147	Interest on Long Term Debt (Non-Operating)	97,858	-	(97,858)
2,205,421	Depreciation Expense (Non-Cash)	367,570	367,570	-
<u>7,325,451</u>	TOTAL EXPENSES	<u>1,220,908</u>	<u>1,039,136</u>	<u>(181,772)</u>

86,549	Excess (Deficit)	14,425	376,347
--------	------------------	--------	---------

***Board request NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**

5/8/2024	CIF Revenue (Non-Operating)	493,119
	Grant Revenue - WDA EEGF	-

OPERATING CASH ACCOUNT

Reconciliation to Cash:

Cash Balance @ 6/30/24	1,798,204
Disbursements To Date	(2,384,497)
Expenses	1,039,136
Deposits To Date	3,386,346
Revenues	(1,908,602)

OPERATING CASH BALANCE @ 8/31/2024

2,800,052

2,800,052 Sewer
Operating
(0)

***Added to report OTHER CASH ACCOUNT BALANCES**

in 2019	Sewer Capacity Improvement Fund	7,975,356
	Sewer Renewal & Replacement Fund	516,799
	Sewer Working Capital Fund	733,740



CHARLES TOWN UTILITY BOARD

Wednesday, September 25, 2024

Regular Meeting

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

Chairman Report



CHARLES TOWN UTILITY BOARD

Wednesday, September 25, 2024

Regular Meeting

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

September 25, 2024

Attachments:

[Board Report 09.25.24.pdf](#)

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
-----------------	-------------	------	------------	--------

===== FUND TOTALS =====				
50	WATER FUND	67,770.36		
60	SEWER FUND	111,424.42		

	GRAND TOTAL:	179,194.78		

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

	This Packet:	\$ 179,194.78
A.Hale, check dated 9/13/2024:		324.50
S.Farias, check dated 9/13/2024:		324.50
DHHR, check dated 9/19/2024:		<u>300.00</u>
	Total:	\$ 180,143.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RUMMEL, KLEPPER & KAHL, LLP	TO19 2021 CLLCTNSYSTM PRJC SEWER FUND		NON-DEPARTMENTAL	<u>11,490.01</u>
			TOTAL:	11,490.01
ROSS H BARE	ORCHARD HILLS PS SVC CLL SEWER FUND		SEWER	<u>360.00</u>
			TOTAL:	360.00
SHENANDOAH SALES & SERVICE, INC.	VAC TRUCK SERVICE & REPAIR SEWER FUND		SEWER	1,001.60
	VAC TRUCK REPAIR SEWER FUND		SEWER	293.86
	DUMP TRUCK REPAIR SEWER FUND		SEWER	<u>139.50</u>
			TOTAL:	1,434.96
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT WATER FUND		WATER	162.72
	PUMP / TRANSPORT WATER FUND		WATER	831.60
	PUMP / TRANSPORT WATER FUND		WATER	878.85
	SUPERVAC SEWER FUND		SEWER	<u>2,478.15</u>
			TOTAL:	4,351.32
THE CI THORNBURG CO, INC.	SRII TRPL METER WATER FUND		WATER	9,702.60
	TRANSCIEVER WATER FUND		WATER	10,862.23
	TRANSCIEVER WATER FUND		WATER	<u>7,227.67</u>
			TOTAL:	27,792.50
DERICK TITUS	PER DIEM 8/19 - 8/23/24 SEWER FUND		SEWER	<u>280.25</u>
			TOTAL:	280.25
COLORADO DEPT OF TREASURY	UNCLAIMED PROPERTY RY 2024 WATER FUND		NON-DEPARTMENTAL	<u>62.30</u>
			TOTAL:	62.30
TREASURER OF VIRGINIA	UNCLAIMED PROPERTY RY 2024 WATER FUND		NON-DEPARTMENTAL	<u>176.74</u>
			TOTAL:	176.74
WEST VIRGINIA STATE TREASURER'S OFFICE	UNCLAIMED PROPERTY RY 2024 WATER FUND		NON-DEPARTMENTAL	<u>676.12</u>
			TOTAL:	676.12
UNITED BANK	FOR PERIOD ENDING 8/31/24 SEWER FUND		SEWER	1,550.00
	FOR PERIOD ENDING 8/31/24 SEWER FUND		SEWER	<u>1,550.00</u>
			TOTAL:	3,100.00
HHD SUPPLY INC	FLOURIDE WATER FUND		WATER	180.45
	GLOVES SEWER FUND		SEWER	<u>696.23</u>
			TOTAL:	876.68
WV WATER DEVELOPMENT AUTHORITY	#2017-175 INFRSCTR FNDPRJC SEWER FUND		NON-DEPARTMENTAL	<u>2,335.25</u>
			TOTAL:	2,335.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	701-004220	WATER FUND	NON-DEPARTMENTAL	43.94
	701-004230	WATER FUND	NON-DEPARTMENTAL	43.94
	701-004240	WATER FUND	NON-DEPARTMENTAL	43.94
	702-004310	WATER FUND	NON-DEPARTMENTAL	15.73
	702-004330	WATER FUND	NON-DEPARTMENTAL	43.95
	702-004340	WATER FUND	NON-DEPARTMENTAL	43.95
	702-004360	WATER FUND	NON-DEPARTMENTAL	42.78
	702-004370	WATER FUND	NON-DEPARTMENTAL	43.95
	713-000156	WATER FUND	NON-DEPARTMENTAL	18.93
	713-000157	WATER FUND	NON-DEPARTMENTAL	68.93
	702-001940	WATER FUND	NON-DEPARTMENTAL	43.98
	702-004330	WATER FUND	NON-DEPARTMENTAL	18.91
	702-004370	WATER FUND	NON-DEPARTMENTAL	18.91
	703-002035	WATER FUND	NON-DEPARTMENTAL	246.53
	703-002046	WATER FUND	NON-DEPARTMENTAL	43.95
	703-002048	WATER FUND	NON-DEPARTMENTAL	43.95
	703-002050	WATER FUND	NON-DEPARTMENTAL	43.95
	703-002053	WATER FUND	NON-DEPARTMENTAL	43.95
	703-002055	WATER FUND	NON-DEPARTMENTAL	43.95
	703-002056	WATER FUND	NON-DEPARTMENTAL	43.95
	703-002057	WATER FUND	NON-DEPARTMENTAL	43.95
	703-002177	WATER FUND	NON-DEPARTMENTAL	43.96
	703-002200	WATER FUND	NON-DEPARTMENTAL	43.96
	703-002035	WATER FUND	NON-DEPARTMENTAL	1.26
	703-002046	WATER FUND	NON-DEPARTMENTAL	18.91
	704-002870	WATER FUND	NON-DEPARTMENTAL	5.68
	704-002890	WATER FUND	NON-DEPARTMENTAL	44.58
	705-002960	WATER FUND	NON-DEPARTMENTAL	19.52
	706-000480	WATER FUND	NON-DEPARTMENTAL	74.83
	709-000070	WATER FUND	NON-DEPARTMENTAL	10.70
	709-000077	WATER FUND	NON-DEPARTMENTAL	18.93
			TOTAL:	1,667.24
MISS UTILITY OF WV, INC.	MESSAGE FEES: AUG	WATER FUND	WATER	238.70
	MESSAGE FEES: AUG	SEWER FUND	SEWER	238.70
			TOTAL:	477.40
PACE ANALYTICAL SERVICES, LLC	TESTING: WV0022349/IU02	SEWER FUND	SEWER	318.70
	TESTING: TUSC WKLY	SEWER FUND	SEWER	142.10
	TESTING: CT WKLY	SEWER FUND	SEWER	264.20
	TESTING: CT MNTHLY	SEWER FUND	SEWER	343.30
	TESTING: TUSC MNTHLY	SEWER FUND	SEWER	501.00
	TESTING: WV0022349	SEWER FUND	SEWER	103.70
	TESTING: DEERFIELD	SEWER FUND	SEWER	324.00
	TESTING: WV0022349	SEWER FUND	SEWER	318.70
	TESTING: TUSC WKLY	SEWER FUND	SEWER	142.10
	TESTING: CT WKLY	SEWER FUND	SEWER	314.90
			TOTAL:	2,772.70
PREMIER RISK MANAGEMENT SOLUTIONS, LLC	SAFETY CNSLTNG: 8/01 - 8/3	WATER FUND	WATER	741.59
	SAFETY CNSLTNG: 8/01 - 8/3	SEWER FUND	SEWER	741.60
			TOTAL:	1,483.19
PUMPMAN PITTSBURGH	LOVIBOND XD 7000 REAGENTS	SEWER FUND	SEWER	1,133.62
			TOTAL:	1,133.62

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	W/E 9/15/24	SEWER FUND	SEWER	1,609.17
	W/E 9/15/24	SEWER FUND	SEWER	<u>21.89</u>
			TOTAL:	3,746.04
GWIN DOBSON & FOREMAN INC	STNDRD SPECS UPDATE	WATER FUND	WATER	871.39
	GRNFLD PS UPGRADES	SEWER FUND	NON-DEPARTMENTAL	2,004.60
	GRNFLD FRCMN SMLST FLWMTR	SEWER FUND	NON-DEPARTMENTAL	11,973.80
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL	3,380.00
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL	22,499.21
	ASBRYCHRCH SWRMN RPLCMNT	SEWER FUND	NON-DEPARTMENTAL	8,911.81
	STNDRD SPECS UPDATE	SEWER FUND	SEWER	871.39
	WW RETAINER SVCS	SEWER FUND	SEWER	<u>1,085.50</u>
			TOTAL:	51,597.70
GRAINGER	JACKHAMMER HOSE	SEWER FUND	SEWER	<u>286.41</u>
			TOTAL:	286.41
DUSTIN GREGORY	PER DIEM 9/30 - 10/01/24	WATER FUND	WATER	<u>103.25</u>
			TOTAL:	103.25
HIGH HORIZONS FARM, INC.	STRAW	WATER FUND	WATER	<u>100.00</u>
			TOTAL:	100.00
PROTOUCH COMMUNICATIONS, LLC	AUG SVCS: AFTER-HRS EMERGE	WATER FUND	WATER	67.36
	AUG SVCS: AFTER-HRS EMERGE	SEWER FUND	SEWER	<u>67.36</u>
			TOTAL:	134.72
INWOOD QUARRY, INC.	C2 & I8 PICKUPS: 9/18/24	WATER FUND	WATER	457.77
	C2 & I8 PICKUPS: 9/18/24	WATER FUND	WATER	457.77
	C2 & I8 PICKUPS: 9/18/24	SEWER FUND	SEWER	<u>323.39</u>
			TOTAL:	1,238.93
JEFFERSON PUBLISHING COMPANY	9/4 & 9/11 ADS: CLLCTNSYSB	SEWER FUND	SEWER	<u>396.18</u>
			TOTAL:	396.18
KAY CASTO & CHANEY PLLC	GENERAL: THRU 8/31/24	WATER FUND	WATER	3,087.50
	CLLCTNSYSYM: THRU 8/31/24	SEWER FUND	NON-DEPARTMENTAL	6,115.50
	GENERAL: THRU 8/31/24	SEWER FUND	SEWER	<u>3,087.50</u>
			TOTAL:	12,290.50
CARSON KLOCKMANN	MILEAGE 9/17/24	WATER FUND	WATER	<u>136.68</u>
			TOTAL:	136.68
MCKINNEY'S AUTO REPAIR	SEWER VEHICLE SERVICE	SEWER FUND	SEWER	<u>135.54</u>
			TOTAL:	135.54
SECURITY DEPOSIT REFUNDS	701-001260	WATER FUND	NON-DEPARTMENTAL	18.91
	701-001260	WATER FUND	NON-DEPARTMENTAL	43.97
	701-002090	WATER FUND	NON-DEPARTMENTAL	18.92
	701-004010	WATER FUND	NON-DEPARTMENTAL	43.95
	701-004020	WATER FUND	NON-DEPARTMENTAL	3.97
	701-004030	WATER FUND	NON-DEPARTMENTAL	43.95
	701-004040	WATER FUND	NON-DEPARTMENTAL	43.96
	701-004050	WATER FUND	NON-DEPARTMENTAL	43.96
	701-004150	WATER FUND	NON-DEPARTMENTAL	43.95
	701-004160	WATER FUND	NON-DEPARTMENTAL	33.35

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AUTOZONE	MAINT VEHICLE SUPPLIES	WATER FUND	WATER	210.24
			TOTAL:	210.24
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	TWWTP SCRNS SPDRDCR RBLD	SEWER FUND	SEWER	505.90
	BELTS: PARK PS	SEWER FUND	SEWER	136.08
			TOTAL:	641.98
CLAYTON SHICH	6" TAP 261 EUCLID AVE	WATER FUND	WATER	650.00
			TOTAL:	650.00
CHARLES TOWN SEWER	AUG FUNDING	SEWER FUND	NON-DEPARTMENTAL	18,955.98
			TOTAL:	18,955.98
CHARLES TOWN WATER	AUG FUNDING	WATER FUND	NON-DEPARTMENTAL	14,389.72
			TOTAL:	14,389.72
CITY NATIONAL BANK	LOCKBOX SVCS: AUG	WATER FUND	WATER	25.00
	LOCKBOX SVCS: AUG	SEWER FUND	SEWER	25.00
			TOTAL:	50.00
COMCAST BUSINESS	8299 31 011 0534977	WATER FUND	WATER	139.27
	8299 31 011 0190689	WATER FUND	WATER	309.26
	8299 31 008 0243229	SEWER FUND	SEWER	253.55
			TOTAL:	702.08
CORE & MAIN	CPLG	WATER FUND	WATER	670.08
	BRASS REDUCER	WATER FUND	WATER	45.19
	METER PIT	WATER FUND	WATER	1,473.12
	BALL CURB, BALL CORP	WATER FUND	WATER	1,069.20
	BALL CORP	WATER FUND	WATER	785.26
	SS BAND	WATER FUND	WATER	132.99
	CPLG	WATER FUND	WATER	83.38
	TEE	WATER FUND	WATER	323.92
			TOTAL:	4,583.14
COYNE CHEMICAL	AMMONIUM SULFATE 40% NSF	WATER FUND	WATER	1,586.00
	HYDROFLUOSILICIC ACID 23%	WATER FUND	WATER	1,475.91
	CONTAINER RETURNS	WATER FUND	WATER	30.00
			TOTAL:	3,031.91
WILLIAM CROSS	PER DIEM 8/19 - 8/23/24	SEWER FUND	SEWER	280.25
			TOTAL:	280.25
DEWBERRY ENGINEERS INC	TO8 WATER MODEL UPDATE	WATER FUND	NON-DEPARTMENTAL	4,645.00
			TOTAL:	4,645.00
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TEST	WATER FUND	WATER	138.00
			TOTAL:	138.00
STEVEN FARIAS	PER DIEM 10/21 - 10/25/24	SEWER FUND	SEWER	280.25
			TOTAL:	280.25
GUTTMAN ENERGY	W/E 9/08/24	WATER FUND	WATER	261.23
	W/E 9/15/24	WATER FUND	WATER	697.06
	W/E 9/08/24	SEWER FUND	SEWER	1,109.94
	W/E 9/08/24	SEWER FUND	SEWER	46.75



CHARLES TOWN UTILITY BOARD

Wednesday, September 25, 2024

Regular Meeting

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

Next Meeting - October 9, 2024 at 4:00 P.M.