CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, AUGUST 10, 2022

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of July 29, 2022 Special Meeting Minutes
   UB Minutes 2022.07.29.pdf

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

   The public is invited to attend this meeting in person or via webcast (www.ctubwv.com- Board Meetings - Meeting Agendas and Minutes 2022) or by accessing the following zoom link:

   https://us06web.zoom.us/j/85715876006?pwd=UlpyL2ZkY3JrV3F4YVVrQ05qekpnUT09

   Meeting ID: 857 1587 6006
   Passcode: 271256
   +1 301 715 8592 US

3. **UNFINISHED BUSINESS**
   a. PSC Case Updates - 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.
   i. WV PSC Case No. 21-0260-S-DU Shenandoah Junction Public Sewer
   SJPS Evaluation - July 2022 Revised.pdf
   ii. WV PSC Case No. 21-0818-S-DU Cave Road Utilities, LLC
   Cave Road Sewer Evaluation.pdf
   iii. WV PSC Case No. 22-0370-S-PC-PW Cave Road Utilities, LLC/Jefferson

Utilities, Inc. Transfer of Sewer Utility

vi. WV PSC Case No. 22-0369-W-PC-PW Cave Road Utilities, LLC/Jefferson Utilities, Inc. Transfer of Water Utility

4. **NEW BUSINESS**
   a. Region 9 and Jefferson County Parks and Recreation Request
      Jefferson County Parks and Recreation Request.pdf
   b. Renewal and Replacement Project
   i. Notice of Intent to Award - Alvarez Contractors, Inc.
      Notice of Intent to Award.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
      UM Report 2022.08.10.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. August 10, 2022
      Board Report 8.10.22.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - August 24, 2022 at 4:00 P.M.

July 29, 2022

The Charles Town Utility Board held a special meeting on July 29, 2022 at 4:00 P.M. Members of the Board present were Bob Trainor, Tommy Stocks, Jacquelyn Milliron and Jeff Whitten. Also present were Kristen Stolipher, April Shultz, Ashley Stottlemyer and Hoy Shingleton. The Chairman called for changes or corrections to the July 13, 2022 regular meeting minutes. Jacquelyn suggested changes and with no objections, the Board unanimously approved the minutes as amended. The Board received no public comments.

Next, motion by Jeff, second by Tommy, the Board unanimously approved convening into Executive Session at 4:05 P.M. to discuss the following items:

- PSC Case Updates - 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.
    - WV PSC Case No. 21-0260-S-DU Shenandoah Junction Public Sewer
    - WV PSC Case No. 21-0818-S-DU Cave Road Utilities, LLC
    - WV PSC Case No. 22-0370-S-PC-PW Cave Road Utilities, LLC/Jefferson Utilities, Inc. Transfer of Sewer Utility
    - WV PSC Case No. 22-0369-W-PC-PW Cave Road Utilities, LLC/Jefferson Utilities, Inc. Transfer of Water Utility
    - WV PSC Case No. 22-0574-S-W-P Ranson General Investigation Request

The Board declared executive session over at 4:50 P.M. No action was taken by the Board. The Board next discussed the Shenandoah Junction and Cave Road Utilities, LLC sewer evaluations provided by Gwin Dobson & Foreman (GDF). Kristen mentioned the reports have been updated to reevaluate costs and potential impacts of system acquisitions. Dave Pedersen from GDF was available for questions. John Kunkle also provided revised financial analyses to demonstrate the potential impact to the coverage associated with these project costs. The Board provided questions on the evaluations and analyses. Also briefly discussed by the Board was the Jefferson Utilities, Inc. response letter to the Ranson investigation request at the Public Service Commission.

The Board next discussed a Motorized Portable Camera Purchase. At the last meeting, the Board requested more information on the warranty of the product and the budget options to fund. Kristen provided each of the vendors will provide a one-year warranty and all data will be stored on CTUB servers rather than the Cloud. She also presented a draft Capital Improvement Plan which will be more detailed for both water and sewer at a later meeting. The Board provided discussion on the purchase. Motion by Jacquelyn, second by Jeff, the Board unanimously approved taking the motorized portable camera purchase off the table. Motion by Tommy, second by Jeff, the Board unanimously approved the purchase of the Envirosight Rovver X Camera System with A&H Equipment Company totaling $80,940.00.

The Utility Manager Report was next addressed. Kristen briefed the Board on this month's sewer and water efforts including the City Council meeting on August 1st for the 3rd reading of the BAN ordinance and the IJDC Council meeting on August 3rd and the Water Development Authority meeting on August 8th for the grant request. She mentioned the Board should be able to move forward with the Renewal and Replacement project contract on September 7th. Kristen also attended a tour of the Grundfos manufacturing facility in Texas. The Board provided discussions.

The Chairman provided his last meeting as Chairman will be the August 10th meeting as the new City Manager will attend the second August meeting. Also, the Supplemental Parameters Resolution will be presented at the August 15th City Council meeting to formally approve the Renewal and Replacement project. The Board next discussed the Approval of Bills. With no objections from the Board, the payment of the bills was unanimously approved.

With no objections, the Board adjourned the meeting at 5:40 P.M. The August 10th special meeting will be held beginning at 4:00 P.M.

_____ _____

Chairman Secretary

CHARLES TOWN UTILITY BOARD

CITY OF CHARLES TOWN

JEFFERSON COUNTY, WEST VIRGINIA

SHENANDOAH JUNCTION PUBLIC SEWER EVALUATION

JULY 2022

GD&F
GWIN DOBSON & FOREMAN
ENGINEERS

Introduction

The Charles Town Utility Board (CTUB) is currently evaluating the acquisition of the SJPS system. GD&F attended a meeting with SJPS, the PSC and CTUB on May 20, 2021, which featured a site visit of the SJPS Wastewater Treatment Facility. GD&F has been requested to briefly summarize the existing SJPS system and evaluate CTUB's option to acquire it.

The SJPS system is over 45 years old and serves about 187 customers. They are currently under a DEP Consent Order due to exceeding the daily maximum flow and non-compliance issues pertaining to several NPDES discharge water quality related violations. A case is pending at the WV PSC to determine if SJPS should be considered a distressed utility.

Existing SJPS Treatment Facility

The existing SJPS Treatment Facility is in poor condition and has reached the end of its useful life. The site is congested, is within very close proximity to housing, the infrastructure is deteriorated and the treatment process is inadequate. The aeration system is undersized, the filter media has reached its useful life, the disinfection system is outdated and ineffective and the plant lacks continuous flow metering. The treatment plant also lacks a SCADA system, alarms and an emergency generator. The entire treatment facility would need to be replaced if onsite treatment is considered. The existing Wastewater Treatment Facility has little to no salvage value. It would cost more to decommission the plant than the facility would be worth.

The total estimated cost of a new treatment plant consisting of coarse screening, grit removal, SBR basins, UV disinfection and associated blowers, pumps, pumping, chemical feed, SCADA, instrumentation, telemetry, emergency power, site work, electrical work, etc., is $3-4 million. Given the close proximity to CTUB's existing sewer system, it is not feasible to upgrade the existing SJPS wastewater treatment facility.

Existing SJPS Collection and Conveyance System

SJPS reported that most of the collection system is comprised of 6" PVC gravity pipe, 30-35 reinforced concrete manholes and four (4) pump stations with associated 3"-6" PVC forcemains. There are over two (2) miles of collection system piping; however, no detailed system map currently exists. The pump stations were installed from 1990 to 1996 and some of the pumps and piping are still original. The collection system has been extended and expanded over the years by developers. There are approximately 100 homeowners that have on-lot septic systems, some of which have reportedly failed. Some of these homes would require lateral extensions to connect to the existing collection system. It would ultimately be up to CTUB to decide if these homes would be required to connect to the system following purchase. There are no records kept of potential I&I issues; however, I&I should be considered a concern given the flow exceedances. No recent major upgrades or improvements have reportedly been performed.

All four (4) pump stations need substantial upgrades. The pumps, slide rails, check valves and control panels all need replaced. A telemetry alarm and notification system should be installed along with manual transfer switches and consideration should be given to permanent generators. At a minimum, a readily available portable generator is necessary. Pump station site security measures should be implemented and potential odor control systems should be considered. Smoke testing should be

performed to help determine the extent of I&I and to identify any illegal connections. The gravity lines and forcemains should also be videoed to evaluate their condition.

New Pump Station and Forcemain to CTUB System

The existing SJPS Treatment Facility is located approximately 1,000 feet away from an existing CTUB 6" diameter forcemain. Per a previous report completed by RK&K, the existing CTUB system currently has adequate capacity to handle this additional SJPS flow. A new duplex pump station with wet well and building housing valves, meter, controls and telemetry, along with an emergency generator and related sitework could be constructed at the existing SJPS Treatment Facility site. A new forcemain could also be constructed along the railroad tracks to the existing CTUB forcemain. GD&F estimates that it would cost about $750,000 in construction costs for a new pump station and forcemain to CTUB, including decommissioning the existing SJPS Treatment Facility (estimated to be $450,000).

Recommendation to CTUB

The existing SJPS Treatment Facility should be decommissioned and demolished. The total cost required to perform plant upgrades along with the associated operational and maintenance costs are not feasible.

The existing condition of the SJPS Collection and Conveyance System is largely unknown. The pump stations should be upgraded in terms of the buildings, pumps, piping, controls, electrical, etc. It appears that the I&I is excessive and needs to be addressed. Flow meters should be added at each pump station to trend and record flows. If CTUB were to proceed with a system takeover, CTUB would be responsible for evaluating and correcting the I&I issues. Also, the entire SJPS system should be videoed, mapped in GIS and hydraulically modeled. The most recent cost estimate for this project is attached. Please note that this estimate is preliminary and is subject to revisions and updating for a more detailed study.

SJPS Pump Station and Forcemain Cost Estimate

PRELIMINARY PROBABLE CONSTRUCTION COST ESTIMATE (7-22-2022)

DESCRIPTION	QTY	UNIT	MATERIAL UNIT PRICE	LABOR / EQUIP. UNIT PRICE	O&P UNIT PRICE	MATERIAL COST	LABOR / EQUIP. COST	O&P COST	TOTAL PRICE
Division 1 - General Conditions									
Mobilization/Demobilization	1	LS	$30,000.00	$0.00	$0.00	$30,000.00	$0.00	$0.00	$30,000.00
Bonds and Insurance	1	LS	$15,000.00	$0.00	$0.00	$15,000.00	$0.00	$0.00	$15,000.00
Submittals and O&M Manuals	1	LS	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00
Field Services of Manufacturers' Reps	1	LS	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00
I&I Study	1	LS	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00
General Conditions/PM	1	LS	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00
Division 1 General Total									**$70,000.00**
Division 2- Site Work									
Erosion and Sedimentation Control	1	LS	$1,500.00	$500.00	$300.00	$1,500.00	$500.00	$300.00	$2,300.00
Seed/Mulch/Topsoil	1	Acre	$800.00	$500.00	$195.00	$800.00	$500.00	$195.00	$1,495.00
Stabilized Areas/Paving									
Crushed Stone Entrance Road	60	SY	$35.00	$15.00	$7.50	$2,100.00	$900.00	$450.00	$3,450.00
Geotextile Material	60	SY	$2.50	$1.50	$0.60	$150.00	$90.00	$36.00	$276.00
Stone Subbase Below Slab	35	SY	$35.00	$25.00	$9.00	$1,225.00	$875.00	$315.00	$2,415.00
Site Excavation Earthwork									
Excavation - Pump Station Wet Well/Vault	125	CY	$0.00	$60.00	$9.00	$0.00	$7,500.00	$1,125.00	$8,625.00
Structural Backfill	50	CY	$0.00	$35.00	$5.25	$0.00	$1,750.00	$262.50	$2,012.50
Misc. Site Grading	50	CY	$35.00	$10.50	$6.83	$1,750.00	$525.00	$341.25	$2,616.25
Misc.									
8" High Chain Link Fence	160	LF	$50.00	$20.00	$10.50	$8,000.00	$3,200.00	$1,680.00	$12,880.00
Landscaping	1	LS	$2,000.00	$2,000.00	$600.00	$2,000.00	$2,000.00	$600.00	$4,600.00
New Manhole	1	LS	$3,000.00	$2,000.00	$750.00	$3,000.00	$2,000.00	$750.00	$5,750.00
Site Piping									
8" Diameter Gravity Influent Pipe to Wet Well	200	LF	$80.00	$35.00	$17.25	$16,000.00	$7,000.00	$3,450.00	$26,450.00
4" Diameter HDPE Forcemain to CTUB	1000	LF	$70.00	$30.00	$15.00	$70,000.00	$30,000.00	$15,000.00	$115,000.00
Sewer Tie-in	1	LS	$2,500.00	$2,500.00	$750.00	$2,500.00	$2,500.00	$750.00	$5,750.00
Division 2 Total:									**$194,000.00**
Division 3 - Concrete Wet Well and Vault									
Mat Concrete, Rein. and Placement	10	CY	$200.00	$900.00	$165.00	$2,000.00	$9,000.00	$1,650.00	$12,650.00
Walls/Slab Concrete, Rein. and Placement	25	CY	$200.00	$1,100.00	$195.00	$5,000.00	$27,500.00	$4,875.00	$37,375.00
Slab Control Joint	125	LF	$1.50	$2.50	$0.60	$187.50	$312.50	$75.00	$575.00
Division 3 Total:									**$51,000.00**

SJPS Pump Station and Forcemain Cost Estimate

PRELIMINARY PROBABLE CONSTRUCTION COST ESTIMATE (7-22-2022)

DESCRIPTION	QTY	UNIT	MATERIAL UNIT PRICE	LABOR / EQUIP. UNIT PRICE	O&P UNIT PRICE	MATERIAL COST	LABOR / EQUIP. COST	O&P COST	TOTAL PRICE
Division 5 - Metals									
Aluminum Gutters and Downspouts	10	LF	$40.00	$15.00	$8.25	$400.00	$150.00	$82.50	$632.50
Standing Seam Metal Roofing	25	SF	$25.00	$12.00	$5.55	$625.00	$300.00	$138.75	$1,063.75
Pump Lifting Hoist	1	EA	$1,500.00	$150.00	$247.50	$1,500.00	$150.00	$247.50	$1,897.50
Pipe Supports	1	LS	$3,000.00	$500.00	$525.00	$3,000.00	$500.00	$525.00	$4,025.00
Aluminum Ladders	1	EA	$1,200.00	$250.00	$217.50	$1,200.00	$250.00	$217.50	$1,667.50
Aluminum Hatches	1	EA	$1,250.00	$500.00	$262.50	$1,250.00	$500.00	$262.50	$2,012.50
Division 5 Total:									**$11,000.00**
Division 6 - Wood and Plastics									
Treated Wood Posts and Trusses	1	LS	$6,000.00	$2,000.00	$1,200.00	$6,000.00	$2,000.00	$1,200.00	$9,200.00
Division 6 Total:									**$9,000.00**
Division 9 - Finishes									
Painting/Labeling	1	LS	$1,500.00	$1,500.00	$300.00	$1,500.00	$1,500.00	$300.00	$3,300.00
Division 9 Total:									**$3,000.00**
Division 11 - Equipment									
Main PS Pumps, Rails and Chains	2	EA	$15,000.00	$1,000.00	$1,600.00	$30,000	$2,000	$3,200.00	$35,200.00
Division 11 Total:									**$35,000.00**
Division 13 - Instrumentation									
Main PS Pump Control Panel	1	EA	25,000.00	$5,000.00	$3,000.00	$25,000	$5,000	$3,000.00	$33,000.00
4" Magnetic Flow Meter	5	EA	2,700.00	$500.00	$320.00	$13,500	$2,500	$1,600.00	$17,600.00
Division 13 Total:									**$51,000.00**
Division 15 - Mechanical Piping									
New 4" DI Piping	1	LS	$15,000.00	$3,000.00	$1,800.00	$15,000.00	$3,000.00	$1,800.00	$19,800.00
New 4" DI Fittings	1	LS	$25,000.00	$3,000.00	$2,800.00	$25,000.00	$3,000.00	$2,800.00	$30,800.00
4" Check Valves	10	EA	$2,000.00	$1,000.00	$300.00	$20,000	$10,000	$3,000.00	$33,000.00
4" Plug Valves	10	EA	$1,500.00	$1,000.00	$250.00	$15,000	$10,000	$2,500.00	$27,500.00
Division 15 Total:									**$111,000.00**
Division 16 - Electrical									
New PS Generator and Auto Transfer Switch	1	LS	$30,000.00	$4,000.00	$3,400.00	$30,000.00	$4,000.00	$3,400.00	$37,400.00
New Pump VFDs	2	EA	$6,500.00	$3,000.00	$950.00	$13,000.00	$6,000.00	$1,900.00	$20,900.00
Transformer	1	EA	$1,500.00	$2,500.00	$400.00	$1,500.00	$2,500.00	$400.00	$4,400.00
Primary Service Relocation	1	LS	$15,000.00	$5,000.00	$2,000.00	$15,000.00	$5,000.00	$2,000.00	$22,000.00
Conduit, Fittings and Supports	1	LS	$25,000.00	$1,000.00	$2,600.00	$25,000.00	$1,000.00	$2,600.00	$28,600.00
Wire/Cable	1	LS	$15,000.00	$2,000.00	$1,700.00	$15,000.00	$2,000.00	$1,700.00	$18,700.00
Lights, Boxes, Devices, Covers	1	LS	$3,000.00	$1,500.00	$450.00	$3,000.00	$1,500.00	$450.00	$4,950.00
Site Work/Ductbanks	1	LS	$12,000.00	$2,500.00	$1,450.00	$12,000.00	$2,500.00	$1,450.00	$15,950.00
Manual Transfer Switch	4	EA	$3,000.00	$500.00	$350.00	$12,000.00	$2,000.00	$1,400.00	$15,400.00
Tow Behind Generator	1	EA	$25,000.00	$0.00	$2,500.00	$25,000.00	$0.00	$2,500.00	$27,500.00
Panels	1	LS	$3,500.00	$250.00	$375.00	$3,500.00	$250.00	$375.00	$4,125.00
Telemetry	1	LS	$7,500.00	$200.00	$770.00	$7,500.00	$200.00	$770.00	$8,470.00
Instrumentation	1	LS	$5,000.00	$250.00	$525.00	$5,000.00	$250.00	$525.00	$5,775.00
Division 16 Total:									**$214,000.00**

TOTAL CONSTRUCTION COST ESTIMATE:		**$749,000**
	USE:	**$750,000**
SOFT COSTS		
Contingency (5%)	JOB	**$37,500.00**
Eng. Design, Bidding, Permitting, Inspect (12%)	JOB	**$90,000.00**
Administrative (2%)	JOB	**$15,000.00**
TOTAL SOFT COST ESTIMATE:		**$142,500**
	USE:	**$150,000**
TOTAL PROJECT COST ESTIMATE		**$900,000**

CHARLES TOWN UTILITY BOARD

CITY OF CHARLES TOWN

JEFFERSON COUNTY, WEST VIRGINIA

CAVE ROAD PUBLIC SEWER EVALUATION

JUNE 2022

GWIN DOBSON & FOREMAN ENGINEERS

Introduction

The Charles Town Utility Board (CTUB) is currently evaluating the acquisition of the Cave Road Utilities (CRU) sewer system. GD&F attended a meeting with CRU, the PSC and CTUB on April 5, 2022, which featured a site visit of the CRU Wastewater Treatment Facility. GD&F has been requested to briefly summarize the existing CRU system and evaluate CTUB's option to acquire it.

The CRU system is reported to be approximately 45 years old and serves 48 homes. CRU provided recent sampling results indicating they were in compliance with all discharge requirements. However, GD&F was informed that DEP had recently issued discharge limit violations. A case is pending at the WV PSC to determine if CRU should be considered a distressed utility.

Existing CRU Wastewater Treatment Facility

The existing CRU Wastewater Treatment Facility has been maintained adequately, but is in poor condition and has been operated beyond the end of its useful life. The infrastructure is deteriorated and the treatment process is inadequate. Although the system appears to be adequately sized, it lacks a SCADA System and the pumps/piping necessary to digest solids effectively without excessive manpower commitment. The entire treatment facility would need to be replaced if onsite treatment is considered. The existing Wastewater Treatment Facility has some salvage value, but not enough to offset the cost to decommission the plant.

The total estimated cost of a new treatment plant consisting of coarse screening, grit removal, SBR basins, UV disinfection and associated blowers, pumps, pumping, chemical feed, SCADA, instrumentation, telemetry, emergency power, site work, electrical work, etc., is $1,000,000. Additionally, this plant would require increased O&M Costs of approximately $25,000 yearly without considering manpower. Given the relatively close proximity to CTUB's existing sewer system, it is not feasible to upgrade the existing CRU Wastewater Treatment Facility.

Existing CRU Collection and Conveyance System

CRU reported that most of the collection system is comprised of PVC gravity pipe and concrete manholes. Most of the homes already have cleanouts installed; however, several homes did not. The collection system serves the entire Cave Road Development, but no detailed system map currently exists. There is no effluent flow meter for the treatment system, as such there is no way to compare plant treatment vs water usage to determine potential I&I issues. A cursory inspection of the collection system was performed during the site visit and it appeared to be in good condition. No recent major upgrades or improvements have reportedly been performed.

New Pump Station and Forcemain to CTUB System

The existing CRU Treatment Facility is located approximately 6,000 feet away from existing CTUB pump stations. The system serves a very small number of homes and has a compact collection system, as a result, the total inflow expected from this system is insignificant to the overall system capacity. However, an evaluation should be performed to ensure the nearest pump station has available capacity to handle the additional load. A new duplex pump station with wet well and building housing valves, meter, controls and telemetry, along with an emergency generator and related sitework could be constructed at the existing CRU Wastewater Treatment Facility site. A new forcemain would be required

and could be construction along Route 36 and under WV Route 340 to the CTUB Pump Station on Augustine Avenue (approximately 6,000 feet). GD&F estimates that it would cost about $1,530,000 in construction costs for a new pump station and forcemain to CTUB, including demolishing the existing CRU Wastewater Treatment Facility (estimated to be $250,000). The existing CRU Treatment Facility would also need decommissioned and demolished, including all required permitting and legal fees.

Recommendation to CTUB

The existing CRU Wastewater Treatment Facility should be decommissioned and demolished. The total cost required to perform plant upgrades along with the associated operational and maintenance costs are not feasible.

The existing condition of the CRU Collection and Conveyance System is largely unknown. If CTUB were to proceed with a system takeover, CTUB would be responsible for evaluating and correcting the I&I issues. Also, the entire CRU system should be videoed, mapped in GIS and hydraulically modeled. The most recent cost estimate for this project is attached. Please note that this estimate is preliminary and is subject to revisions and updating for a more detailed study.

CRU Pump Station and Forcemain Cost Estimate

PRELIMINARY PROBABLE CONSTRUCTION COST ESTIMATE (7-22-2022)

DESCRIPTION	QTY	UNIT	MATERIAL UNIT PRICE	LABOR / EQUIP. UNIT PRICE	O&P UNIT PRICE	MATERIAL COST	LABOR / EQUIP. COST	O&P COST	TOTAL PRICE
Division 1 - General Conditions									
Mobilization/Demobilization	1	LS	$25,000.00	$0.00	$0.00	$25,000.00	$0.00	$0.00	$25,000.00
Bonds and Insurance	1	LS	$15,000.00	$0.00	$0.00	$15,000.00	$0.00	$0.00	$15,000.00
Submittals and O&M Manuals	1	LS	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00
Field Services of Manufacturers' Reps	1	LS	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00
I&I Study	1	LS	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00
General Conditions/PM	1	LS	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00
Division 1 General Total									**$65,000.00**
Division 2- Site Work									
Erosion and Sedimentation Control	1	LS	$7,000.00	$500.00	$1,125.00	$7,000.00	$500.00	$1,125.00	$8,625.00
Seed/Mulch/Topsoil	2	Acre	$800.00	$500.00	$195.00	$1,600.00	$1,000.00	$390.00	$2,990.00
Stabilized Areas/Paving									
Crushed Stone Entrance Road	60	SY	$35.00	$15.00	$7.50	$2,100.00	$900.00	$450.00	$3,450.00
Geotextile Material	60	SY	$2.50	$1.50	$0.60	$150.00	$90.00	$36.00	$276.00
Stone Subbase Below Slab	35	SY	$35.00	$25.00	$9.00	$1,225.00	$875.00	$315.00	$2,415.00
Site Excavation Earthwork									
Excavation - Pump Station Wet Well	125	CY	$0.00	$60.00	$9.00	$0.00	$7,500.00	$1,125.00	$8,625.00
Structural Backfill	50	CY	$0.00	$35.00	$5.25	$0.00	$1,750.00	$262.50	$2,012.50
Misc. Site Grading	50	CY	$35.00	$10.50	$6.83	$1,750.00	$525.00	$341.25	$2,616.25
Misc.									
8" High Chain Link Fence	60	LF	$50.00	$20.00	$10.50	$3,000.00	$1,200.00	$630.00	$4,830.00
Landscaping	1	LS	$2,000.00	$2,000.00	$600.00	$2,000.00	$2,000.00	$600.00	$4,600.00
New Manhole	1	LS	$3,000.00	$2,000.00	$750.00	$3,000.00	$2,000.00	$750.00	$5,750.00
Site Piping									
6" Diameter Gravity Influent Pipe to Wet Well	50	LF	$80.00	$35.00	$17.25	$4,000.00	$1,750.00	$862.50	$6,612.50
4" Diameter HDPE Forcemain to CTUB	6000	LF	$8.00	$30.00	$5.70	$48,000.00	$180,000.00	$34,200.00	$262,200.00
8" Diameter HDPE Forcemain to CTUB	6000	LF	$70.00	$30.00	$15.00	$420,000.00	$180,000.00	$90,000.00	$690,000.00
Sewer Tie-in	1	LS	$2,500.00	$2,500.00	$750.00	$2,500.00	$2,500.00	$750.00	$5,750.00
Division 2 Total:									**$1,011,000.00**
Division 3 - Concrete Wastewater Tanks									
Mat Concrete, Rein. and Placement	10	CY	$200.00	$900.00	$165.00	$2,000.00	$9,000.00	$1,650.00	$12,650.00
Walls Concrete, Rein. and Placement	25	CY	$200.00	$1,100.00	$195.00	$5,000.00	$27,500.00	$4,875.00	$37,375.00
Slab Control Joint	125	LF	$1.50	$2.50	$0.60	$187.50	$312.50	$75.00	$575.00
Division 3 Total:									**$51,000.00**

CRU Pump Station and Forcemain Cost Estimate

PRELIMINARY PROBABLE CONSTRUCTION COST ESTIMATE (7-22-2022)

DESCRIPTION	QTY	UNIT	MATERIAL UNIT PRICE	LABOR / EQUIP. UNIT PRICE	O&P UNIT PRICE	MATERIAL COST	LABOR / EQUIP. COST	O&P COST	TOTAL PRICE
Division 5 - Metals									
Aluminum Gutters and Downspouts	10	LF	$40.00	$15.00	$8.25	$400.00	$150.00	$82.50	$632.50
Standing Seam Metal Roofing	25	SF	$25.00	$12.00	$5.55	$625.00	$300.00	$138.75	$1,063.75
Pump Lifting Hoist	1	EA	$1,500.00	$150.00	$247.50	$1,500.00	$150.00	$247.50	$1,897.50
Pipe Supports	1	LS	$3,000.00	$500.00	$525.00	$3,000.00	$500.00	$525.00	$4,025.00
Aluminum Ladders	1	EA	$1,200.00	$250.00	$217.50	$1,200.00	$250.00	$217.50	$1,667.50
Aluminum Hatches	1	EA	$1,250.00	$500.00	$262.50	$1,250.00	$500.00	$262.50	$2,012.50
Division 5 Total:									**$11,000.00**
Division 6 - Wood and Plastics									
Treated Wood Posts & Trusses	1	LS	$6,000.00	$4,000.00	$1,500.00	$6,000.00	$4,000.00	$1,500.00	$11,500.00
Division 6 Total:									**$12,000.00**
Division 9 - Finishes									
Painting/Labeling	1	LS	$1,500.00	$4,500.00	$600.00	$1,500.00	$4,500.00	$600.00	$6,600.00
Division 9 Total:									**$7,000.00**
Division 11 - Equipment									
Main PS Pumps, Rails and Chains	2	EA	$15,000.00	$1,000.00	$1,600.00	$30,000	$2,000	$3,200.00	$35,200.00
Division 11 Total:									**$35,000.00**
Division 13 - Instrumentation									
Main PS Pump Control Panel	1	EA	15,000.00	$5,000.00	$2,000.00	$15,000	$5,000	$2,000.00	$22,000.00
4" Magnetic Flow Meter	1	EA	2,700.00	$500.00	$320.00	$2,700	$500	$320.00	$3,520.00
Division 13 Total:									**$26,000.00**
Division 15 - Mechanical Piping									
New 4" DI Piping	1	LS	$15,000.00	$3,000.00	$1,800.00	$15,000.00	$3,000.00	$1,800.00	$19,800.00
New 4" DI Fittings	1	LS	$25,000.00	$3,000.00	$2,800.00	$25,000.00	$3,000.00	$2,800.00	$30,800.00
4" Check Valves	2	EA	$2,000.00	$1,000.00	$300.00	$4,000	$2,000	$600.00	$6,600.00
4" Plug Valves	4	EA	$1,500.00	$1,000.00	$250.00	$6,000	$4,000	$1,000.00	$11,000.00
Division 15 Total:									**$68,000.00**
Division 16 - Electrical									
New PS Generator and Auto Transfer Switch	1	LS	$30,000.00	$4,000.00	$3,400.00	$30,000.00	$4,000.00	$3,400.00	$37,400.00
New Pump VFDs	2	EA	$6,500.00	$3,000.00	$950.00	$13,000.00	$6,000.00	$1,900.00	$20,900.00
Transformer	1	EA	$1,500.00	$2,500.00	$400.00	$1,500.00	$2,500.00	$400.00	$4,400.00
Primary Service Relocation	1	LS	$15,000.00	$5,000.00	$2,000.00	$15,000.00	$5,000.00	$2,000.00	$22,000.00
Conduit, Fittings and Supports	1	LS	$25,000.00	$1,000.00	$2,600.00	$25,000.00	$1,000.00	$2,600.00	$28,600.00
Wire/Cable	1	LS	$15,000.00	$2,000.00	$1,700.00	$15,000.00	$2,000.00	$1,700.00	$18,700.00
Lights, Boxes, Devices, Covers	1	LS	$3,000.00	$1,500.00	$450.00	$3,000.00	$1,500.00	$450.00	$4,950.00
Site Work/Ductbanks	1	LS	$12,000.00	$2,500.00	$1,450.00	$12,000.00	$2,500.00	$1,450.00	$15,950.00
Manual Transfer Switch	1	EA	$3,000.00	$500.00	$350.00	$3,000.00	$500.00	$350.00	$3,850.00
Panels	1	LS	$3,500.00	$250.00	$375.00	$3,500.00	$250.00	$375.00	$4,125.00
Telemetry	1	LS	$7,500.00	$200.00	$770.00	$7,500.00	$200.00	$770.00	$8,470.00
Instrumentation	1	LS	$5,000.00	$250.00	$525.00	$5,000.00	$250.00	$525.00	$5,775.00
Division 16 Total:									**$175,000.00**

TOTAL CONSTRUCTION COST ESTIMATE:		**$1,461,000**
	USE:	**$1,460,000**
SOFT COSTS		
Contingency (5%)	JOB	**$73,000.00**
Eng. Design, Bidding, Permitting, Inspect (12%)	JOB	**$175,200.00**
Administrative (2%)	JOB	**$29,200.00**
TOTAL SOFT COST ESTIMATE:		**$277,400**
	USE:	**$280,000**
TOTAL PROJECT COST ESTIMATE		**$1,740,000**

kstolipher

From: Rachel Snavely <rsnavely@region9wv.com>
Sent: Tuesday, August 2, 2022 3:26 PM
To: Jennifer Myers; kstolipher
Cc: David Deamer; Jennifer Wishmyer
Subject: Sam Michaels Sewer Extension

Hi Jennifer and Kristen,

Kristen – Region 9 has been asked to assist Jefferson County Parks and Recreation with obtaining a grant through HB 4566 in the amount of $300,000 for the sewer line at Sam Michaels Park. I understand that Jennifer spoke with you about this project last in November or so. The project will need to go through IJDC, similar to the project we submitted on CTUB's behalf recently. However, since the line will technically be owned by the utility board, CTUB will need to be the applicant, not the park or county.

Jennifer - I spoke with Marie Prezioso this afternoon and she advised to go ahead and initiate the project through IJDC while we wait for the recommendation letter. The IJDC review is a process in and of itself and will take some time.
To get started, the Charles Town Utility Board will need to agree to be the project applicant. We will need to know who the engineer is for the project and also get the contact information for CTUB's accountant, and have a conversation with them about what documentation is required and what they need to do on IJDC's dashboard to initiate the project. Can you please provide their contact information?

Please let us know if there are any additional questions in the meantime.

Thanks!

Rachel Snavely
Executive Director
Eastern Panhandle Regional Planning and Development Council
Region 9 - Serving Berkeley, Jefferson, and Morgan Counties

rsnavely@region9wv.com
304-263-1743
226 Pilot Way, Suite E
Martinsburg, WV 25405

region9wv.com

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It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender.
If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

GD&F
GWIN
DOBSON &
FOREMAN
ENGINEERS

August 2, 2022

Alvarez Contractors, Inc.
Attention: Gary Walker
P.O. Box 94
3436 Patterson Mountain Road
Spring Dale, WV 25986

RE: Notice-of-Intent-to-Award
Charles Town Utility Board
Charles Town Wastewater Treatment Plant Improvements Project

Dear Mr. Walker:

The Charles Town Utility Board approved your June 10, 2022, bid proposal and authorized the issuance of a Notice-of-Intent-to-Award for the Charles Town Wastewater Treatment Plant Improvements Project to Alvarez Contractors, Inc. at a total lump sum price of $10,151,000.00 (Base Bid Plus Add Alternates A and B). Please provide six (6) fully executed copies of the following documents returned within 10 days of receipt of this letter:

a. Agreement (leave undated)
b. Performance Bond
c. Payment Bond
d. Insurance Certificates (according to the Supplemental Conditions)
e. Hold Harmless Agreement

Please make sure that the power of attorney attached to each bond form has the same name and date that appears on the individual bond form. Please return all copies to this office for further processing. **Also, please furnish six (6) copies of the certificate of insurance conforming to the coverages and limits indicated in the supplemental/general conditions (Section 00800, Article 6).**

Provided all documents are in order, Charles Town Utility Board will award the contract, execute all documents and issue a Notice to Proceed on the date of the preconstruction meeting. We will also arrange a preconstruction conference with all project participants in the near future. You may proceed at this time with project submittals, project schedule and a proposed Schedule of Values.

If you have any questions or require additional information, please contact our office at your convenience.

Sincerely,
GWIN, DOBSON & FOREMAN, INC.

Dave Pedersen, P.E.
Senior Environmental Engineer

Enclosures
CME/amk
20045/Ltr/Alvarez_NOI_8-2-2022.doc
cc: Kristen Stolipher, CTUB
File

Charles Town Utility Board

661 S. George Street, Suite 101 Charles Town, WV 25414
Phone: (304) 725-2316 ♦ Fax: (304) 725-7150 ♦ Web: www.ctubwv.com

MEMORANDUM TO THE BOARD OF DIRECTORS

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: August 10, 2022

ADMINISTRATIVE

- Customer Counts
  - Sewer 8,306 (2,064 billed by JUI)
  - Water 6,486
- West Virginia Rural Water Conference – August 13th through 17th

WATER

- Hydrant flushing on-going

SEWER

- Renewal and Replacement Project updates
  - 3rd Reading and Public Hearing on BAN passed 8/1/22
  - Grant updates
  - Supplemental Parameters Resolution for funding scheduled 8/15/22
- RK&K Collection System Project updates expected on 8/24/22

Customer Name	Location	Lot Number	CIF Date Paid	Number of Sewer EDUs	Sewer CIF Amount Paid	Number of Water EDU's	Water CIF Amount Paid
Wormald	Beallair	134	1/11/2022	1	$ 3,207.00		
Gordon	Burr West - TeMa	20-21	1/11/2022	1.5	$ 4,810.50		
Leonard, Dave	10th Avenue	A-C	1/13/2022	2	$ 2,254.00	2	$ 5,152.00
Lennar	Norborne Glebe	304-317	1/20/2022	14	$ 44,898.00	14	$ 36,064.00
Dan Ryan	Tate Manor	30-40	1/24/2022	11	$ 12,397.00	11	$ 28,336.00
Wormald	Beallair	136	1/25/2022	1	$ 3,207.00		
Sheetz	Burr Park	13-14	1/25/2022	0.03	$ 962.10		
Wormald	Beallair	153-154	2/8/2022	2	$ 6,414.00		
Roper	418 S Charles St		2/16/2022	1	$ 1,127.00	1	$ 2,576.00
Dan Ryan	Huntfield	858-871	2/25/2022	14	$ 15,778.00	14	$ 36,064.00
Wormald	Beallair	143, 145	3/8/2022	2	$ 6,414.00		
Integrity Engineering	Sheetz-Augustine Avenue		3/14/2022	16.66	$ 66,673.32	16.66	$ 42,916.16
Dan Ryan	Tate Manor	41-46	3/11/2022	6	$ 6,762.00	6	$ 15,456.00
Lutman	Maple Ave	2-3	3/15/2022	1	$ 1,127.00	1	$ 2,576.00
Lutman	Higgs Blvd	23-28	3/15/2022	6	$ 6,762.00	6	$ 15,456.00
Lutman	Maple Ave (Apt)	2-3	3/16/2022	1	$ 1,127.00	1	$ 2,576.00
Lutman	Pacel 2 MLK Blvd		3/16/2022	2	$ 2,254.00	2	$ 5,152.00
Lennar	Norborne Glebe	1-14	3/17/2022	14	$ 44,898.00	14	$ 36,064.00
Washington Landing L	Washington Landing (270 Apt Units, Clubhouse, Pool		3/24/2022	129.93	$ 519,720.00		
Washington Landing L	Washington Landing (Building 100, Clubhouse)		3/24/2022			22.69	$ 28,042.00
Wormald	Beallair	148, 151	3/25/2022	2	$ 6,414.00		
3.4 Homes WV	115 Park Avenue		4/1/2022	3	$ 3,381.00		
Dan Ryan Builders	Huntfield	614	4/4/2022	1	$ 1,127.00	1	$ 2,576.00
DRH	Magnolia Springs	16-17, 29-31, 50-51	4/6/2022	7	$ 7,889.00	7	$ 18,032.00
Lennar	Norborne Glebe	15-31, 273-277, 280-281	4/7/2022	24	$ 76,968.00	24	$ 61,824.00
Dan Ryan Builders	Huntfield	615	4/8/2022	1	$ 2,930.00	1	$ 2,576.00
Wormald	Beallair	59, 137, 146, 147, 155	4/8/2022	5	$ 14,650.00		
DRH	Magnolia Springs	1, 11-12, 15, 49, 52, 54-57, 60-64, 79-83, 90	4/13/2022			21	$ 54,096.00
Dan Ryan Builders	Huntfield	884-887	4/14/2022	4	$ 11,720.00	4	$ 10,304.00
Stanley Martin	Presidents Pointe	77-96	4/18/2022	20	$ 91,100.00		
Washington Landing L	Washington Landing (Building 200, 300)		4/21/2022			23.03	$ 59,328.00
DRH	Magnolia Springs	53	4/25/2022	1	$ 2,930.00	1	$ 2,576.00
DRH	Magnolia Springs	1, 11-12, 15, 49, 52, 54-57, 60-64, 79-83, 90	4/25/2022	21	$ 61,530.00		
DRH	Magnolia Springs	16-17, 29-31, 50-51	4/25/2022	7	$ 12,621.00		
Roper	406 S Charles St, 418 S Lawrence St, 423 S Lawrence St		4/26/2022	3	$ 8,790.00	3	$ 7,728.00
Lennar	Norborne Glebe	269-272, 282-285	4/28/2022	8	$ 23,440.00	8	$ 20,608.00
Dan Ryan	Tate Manor	47-52, 59-63	4/28/2020	11	$ 32,230.00	11	$ 28,336.00
Wormald	Beallair	156	5/13/2022	1	$ 2,930.00		
DRH	Magnolia Springs	13	5/16/2022	1	$ 2,930.00	1	$ 2,576.00
DRH	Magnolia Springs	14, 59	5/23/2022	2	$ 5,860.00	2	$ 5,152.00
DHR	Magnolia Springs	58, 65, 76-78, 85, 172-174, 177-178	5/26/2022	11	$ 32,230.00	11	$ 28,336.00
Dan Ryan Builders	Huntfield	623	6/6/2022	1	$ 2,930.00	1	$ 2,576.00
Dan Ryan Builders	Huntfield	622	6/8/2022	1	$ 2,930.00	1	$ 2,576.00
F&A Builders	307 E. 11th Avenue		6/10/2022	1	$ 2,930.00	1	$ 2,576.00
Pearson Smith Realty	Lot Adjacent 704 N Reymann St		6/10/2022	1	$ 2,930.00	1	$ 2,576.00
Lennar	Norborne Glebe	289-298	6/13/2022	10	$ 29,300.00	10	$ 25,760.00
DRH	Magnolia Springs	171, 176, 178	6/16/2022	3	$ 8,790.00	3	$ 7,728.00
Wormald	Beallair	58	6/22/2022	1	$ 2,930.00		
DHR	Magnolia Springs	87, 170	6/27/2022	2	$ 5,860.00	2	$ 5,152.00
Wormald	Beallair	158, 159	6/29/2022	2	$ 5,860.00		
Lennar	Norborne Glebe	286-288, 299-303	6/30/2022	8	$ 23,440.00	8	$ 20,608.00
Gordon	Burr West Business Park	6	7/1/2022	0.04	$ 1,282.80		
Wormald	Beallair	135	7/8/2022	1	$ 2,930.00		
Dan Ryan Builders	Aspen Greens	76	7/14/2022	1	$ 2,930.00		
Salgato	Eagle Drive	12	7/22/2022	1	$ 2,930.00	1	$ 2,576.00
DRH	Magnolia Springs	84, 86, 88, 89, 175, 180-183, 185, 186	8/3/2022	11	$ 32,230.00	11	$ 28,336.00
			Total	**403.16**	$ 1,282,664.72	**268.38**	$ 660,942.16

Charles Town Utility Board
2022 Capacity Improvement Fee Collections/EDU for Sewer

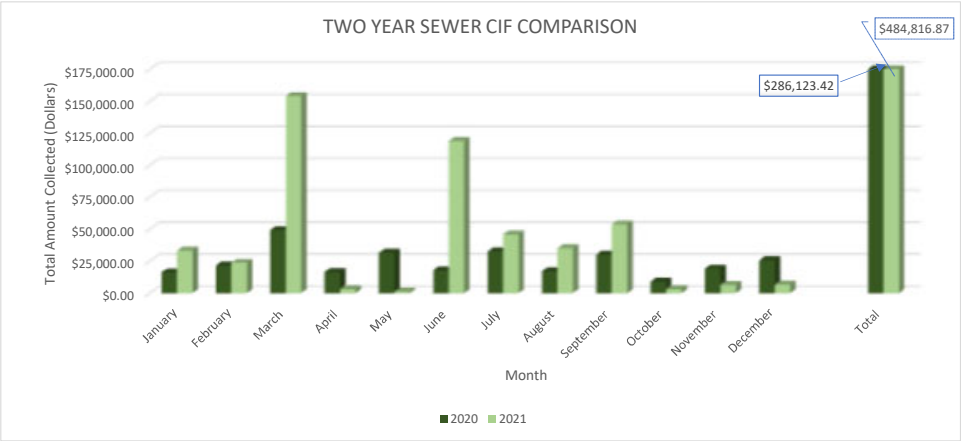
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-22	1.53	29	30.53	$ 71,735.60		$ 71,735.60
Feb-22		17	17	$ 23,319.00		$ 23,319.00
Mar-22	146.59	34	180.59	$ 662,151.32		$ 662,151.32
Apr-22		116	116	$ 351,306.00	$ 32,500.00	$ 318,806.00
May-22		15	15	$ 43,950.00		$ 43,950.00
Jun-22		30	30	$ 87,900.00		$ 87,900.00
Jul-22	0.04	3	3.04	$ 10,072.80		$ 10,072.80
Aug-22		11	11	$ 32,230.00		$ 32,230.00
Sep-22			0			$ -
Oct-22			0			$ -
Nov-22			0			$ -
Dec-22			0			$ -
Total 2022	**148.16**	**244**	**403.16**	**$ 1,282,664.72**	**$ 32,500.00**	**$ 1,250,164.72**

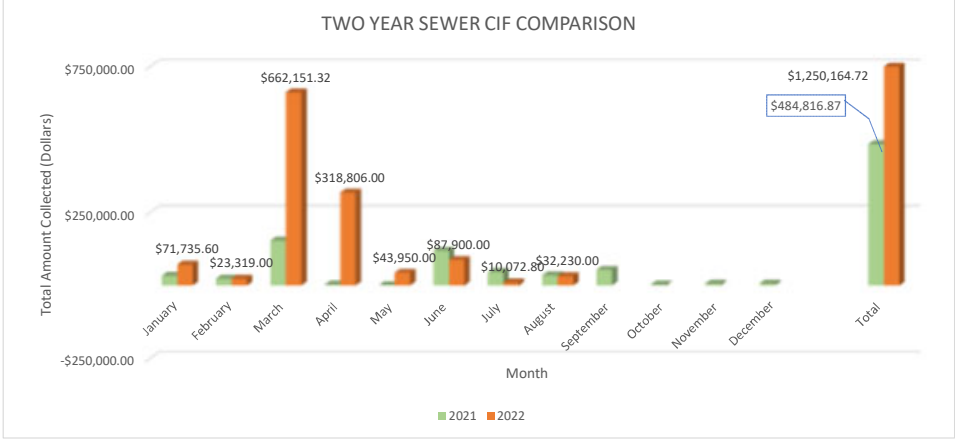
Charles Town Utility Board
2022 Capacity Improvement Fee Collections/EDU for Water

Month	Commercial	Residential	Total Number of EDU's	Total Water CIF
Jan-22		27	27	$ 69,552.00
Feb-22		15	15	$ 38,640.00
Mar-22	39.35	30	69.35	$ 148,238.16
Apr-22	23.03	81	104.03	$ 267,984.00
May-22		14	14	$ 36,064.00
Jun-22		27	27	$ 69,552.00
Jul-22		1	1	$ 2,576.00
Aug-22		11	11	$ 28,336.00
Sep-22			0	
Oct-22			0	
Nov-22			0	
Dec-22			0	
Total 2021	**62.38**	**206**	**268.38**	**$ 660,942.16**

Charles Town Utility Board 2021 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-21		22	22	$ 33,114.00		$ 33,114.00
Feb-21		21	21	$ 33,417.00	$ 9,750.00	$ 23,667.00
Mar-21		32	136.7	$ 154,023.33		$ 154,023.33
Apr-21		1	1	$ 3,207.00		$ 3,207.00
May-21		1	1	$ 1,127.00		$ 1,127.00
Jun-21	36	3	39	$ 118,833.00		$ 118,833.00
Jul-21		37	37	$ 45,859.00		$ 45,859.00
Aug-21	9.22	3	12.22	$ 35,029.54		$ 35,029.54
Sep-21		44	44	$ 53,748.00		$ 53,748.00
Oct-21		1	1	$ 3,207.00		$ 3,207.00
Nov-21		2	2	$ 6,414.00		$ 6,414.00
Dec-21		4	4	$ 6,588.00		$ 6,588.00
Total 2021	**45.22**	**124**	**320.92**	**$494,566.87**	**$9,750.00**	**$484,816.87**

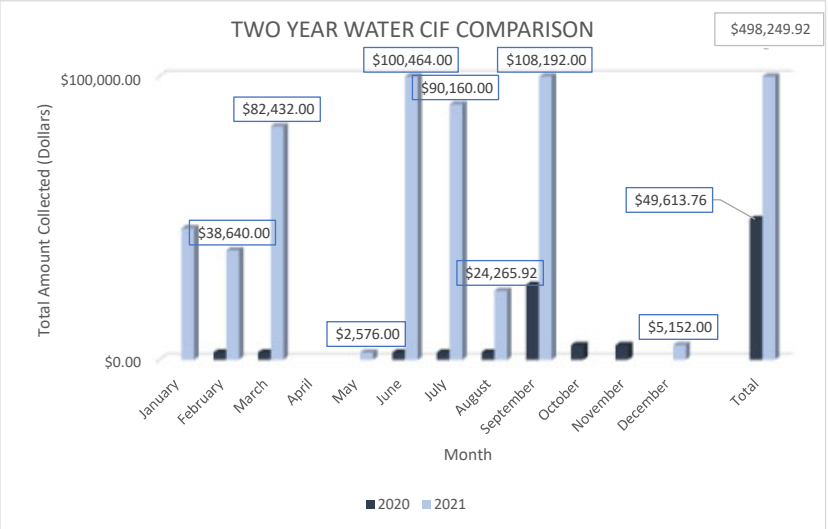
Charles Town Utility Board 2022 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-22	1.53	29.03	30.56	$ 71,735.60		$ 71,735.60
Feb-22		17	17	$ 23,319.00		$ 23,319.00
Mar-22	146.59	34	180.59	$ 662,151.32		$ 662,151.32
Apr-22		116	116	$ 351,306.00	$ 32,500.00	$ 318,806.00
May-22		15	15	$ 43,950.00		$ 43,950.00
Jun-22		30	30	$ 87,900.00		$ 87,900.00
Jul-22	0.04	3	3.04	$ 10,072.80		$ 10,072.80
Aug-22		11	11	$ 32,230.00		$ 32,230.00
Sep-22						
Oct-22						
Nov-22						
Dec-22						
Total 2022	**1.57**	**210**	**403.19**	**$1,282,664.72**	**$32,500.00**	**$1,250,164.72**

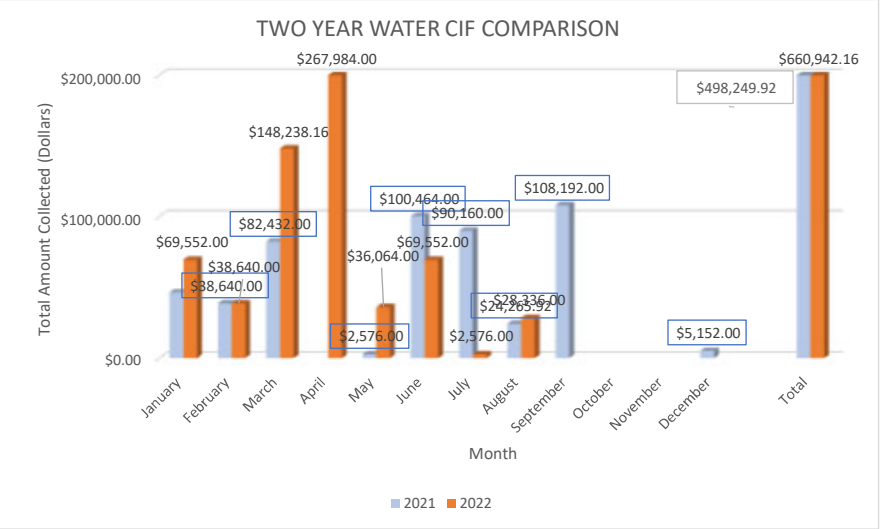




Charles Town Utility Board 2021 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-21		18	18	$ 46,368.00
Feb-21		15	15	$ 38,640.00
Mar-21		32	32	$ 82,432.00
Apr-21				
May-21		1	1	$ 2,576.00
Jun-21	36	3	39	$ 100,464.00
Jul-21		35	35	$ 90,160.00
Aug-21	7.42	2	9.42	$ 24,265.92
Sep-21		42	42	$ 108,192.00
Oct-21				
Nov-21				
Dec-21		2	2	$ 5,152.00
Total 2021	**43.42**	**108**	**193.42**	**$ 498,249.92**

Charles Town Utility Board 2022 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-22		27	27	$ 69,552.00
Feb-22		15	15	$ 38,640.00
Mar-22	39.35	30	69.35	$ 148,238.16
Apr-22	23.03	81	104.03	$ 267,984.00
May-22		14	14	$ 36,064.00
Jun-22		27	27	$ 69,552.00
Jul-22		1	1	$ 2,576.00
Aug-22		11	11	$ 28,336.00
Sep-22				
Oct-22				
Nov-22				
Dec-22				
Total 2022	**62.38**	**206**	**268.38**	**$ 660,942.16**





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	419.7	1.15	0.60	603,333	4,022
2021	1.75	401.61	1.11	0.64	637,500	4,250
2022	1.75	232.85	1.10	0.65	650,000	4,333

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	0.5	1.09	0.16	0.34	340,000	2,267
2021	0.5	32.55	0.10	0.40	400,833	2,672
2022	0.5	27.74	0.13	0.37	370,000	2,467

Total EDU's available between CT and Tuscawilla	
2015	7,133
2016	6,533
2017	6,867
2018	4,667
2019	5,600
2020	6,289
2021	6,922
2022	6,800

2020		
	Total	AVERAGE
JANUARY	39.05	1.26
FEBRUARY	36.74	1.27
MARCH	36.76	1.19
APRIL	33.32	1.11
MAY	35.50	1.15
JUNE	33.44	1.11
JULY	34.45	1.11
AUGUST	32.65	1.05
SEPTEMBER	32.43	1.08
OCTOBER	33.91	1.09
NOVEMBER	33.49	1.12
DECEMBER	37.96	1.22
Annual Total	419.7	1.15

2021		
	Total	AVERAGE
JANUARY	35.83	1.22
FEBRUARY	32.98	1.18
MARCH	36.39	1.17
APRIL	34.33	1.18
MAY	33.24	1.07
JUNE	36.24	1.21
JULY	30.99	1.00
AUGUST	29.94	0.97
SEPTEMBER	36.36	1.17
OCTOBER	29.97	0.97
NOVEMBER	30.12	1.00
DECEMBER	35.22	1.21
Annual Total	401.61	1.11

2022		
	Total	AVERAGE
JANUARY	37.25	1.20
FEBRUARY	33.8	1.21
MARCH	33.28	1.07
APRIL	32.98	1.1
MAY	35.86	1.16
JUNE	29.9	1.00
JULY	29.78	0.96
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	232.85	1.10

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

2021		
	Total	AVERAGE
JANUARY	0.52	0.07
FEBRUARY	2.22	0.08
MARCH	4.22	0.14
APRIL	1.12	0.04
MAY	0.89	0.03
JUNE	3.37	0.11
JULY	3.9	0.13
AUGUST	3.6	0.12
SEPTEMBER	4.53	0.15
OCTOBER	3.94	0.13
NOVEMBER	3.73	0.12
DECEMBER	0.51	0.07
Annual Total	32.55	0.10

2022		
	Total	AVERAGE
JANUARY	0	0
FEBRUARY	0	0
MARCH	4.34	0.14
APRIL	4.68	0.16
MAY	6.03	0.19
JUNE	6.21	0.21
JULY	6.48	0.21
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	27.74	0.13

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	615.64	1.68	1.12	1,117,946	7,453
2021	2.8	601.87	1.64	1.16	1,164,627	7,764
2022	2.8	337.85	1.58	1.22	1,218,665	8,124

2020		
	Total	AVERAGE
JANUARY	53,689,445	1,731,918
FEBRUARY	49,700,448	1,713,809
MARCH	51,009,216	1,645,459
APRIL	46,966,864	1,565,562
MAY	50,753,036	1,637,195
JUNE	52,587,142	1,752,905
JULY	54,394,477	1,754,661
AUGUST	54,972,785	1,773,316
SEPTEMBER	50,996,141	1,699,871
OCTOBER	51,222,251	1,652,331
NOVEMBER	49,014,344	1,633,811
DECEMBER	50,338,278	1,623,815
Annual Total	615,644,427	1,682,054

2021		
	Total	AVERAGE
JANUARY	50,030,727	1,613,894
FEBRUARY	45,304,029	1,618,001
MARCH	50,881,983	1,641,354
APRIL	49,098,224	1,636,607
MAY	53,910,537	1,739,050
JUNE	53,051,728	1,711,346
JULY	53,198,248	1,716,073
AUGUST	54,959,872	1,772,899
SEPTEMBER	49,200,580	1,587,115
OCTOBER	49,336,781	1,591,509
NOVEMBER	45,777,260	1,476,686
DECEMBER	47,118,143	1,519,940
Annual Total	601,868,112	1,635,373

2022		
	Total	AVERAGE
JANUARY	47,918,736	1,545,766
FEBRUARY	43,703,896	1,580,853
MARCH	48,063,482	1,550,435
APRIL	47,294,978	1,525,644
MAY	49,834,352	1,607,560
JUNE	49,111,936	1,584,256
JULY	51,919,787	1,674,832
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	337,847,167	1,581,335

GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	3.06	0.01	0.01	13,213	-
2022	0.0216	1.32	0.01	0.01	14,503	-

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	283,900	9,158
OCTOBER	265,000	8,548
NOVEMBER	250,800	8,360
DECEMBER	243,500	7,855
Annual Total	1,043,200	8,480

2021		
	Total	AVERAGE
JANUARY	242,200	7,813
FEBRUARY	203,500	7,268
MARCH	241,800	8,636
APRIL	262,300	8,743
MAY	289,700	9,345
JUNE	276,500	8,919
JULY	302,900	9,771
AUGUST	302,900	9,771
SEPTEMBER	227,800	7,348
OCTOBER	285,100	9,197
NOVEMBER	227,200	7,329
DECEMBER	201,500	6,500
Annual Total	3,063,400	8,387

2022		
	Total	AVERAGE
JANUARY	204,300	6,590
FEBRUARY	178,600	5,761
MARCH	191,200	6,168
APRIL	222,000	7,161
MAY	237,300	7,655
JUNE	286,600	9,245
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	1,320,000	7,097

CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.036	0.59	0.00	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	
2022	0.036	0.85	0.00	0.03	31,432	

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	141,900	4,577
OCTOBER	140,300	4,526
NOVEMBER	151,500	5,050
DECEMBER	155,200	5,006
Annual Total	588,900	4,790

2021		
	Total	AVERAGE
JANUARY	150,900	4,868
FEBRUARY	132,900	4,746
MARCH	145,800	5,207
APRIL	152,900	5,097
MAY	177,900	5,739
JUNE	159,000	5,129
JULY	169,600	5,471
AUGUST	177,300	5,719
SEPTEMBER	175,600	5,665
OCTOBER	176,000	5,677
NOVEMBER	151,200	4,877
DECEMBER	143,000	4,613
Annual Total	1,912,100	5,234

2022		
	Total	AVERAGE
JANUARY	150,100	4,842
FEBRUARY	127,200	4,103
MARCH	130,300	4,203
APRIL	141,600	4,568
MAY	145,000	4,677
JUNE	155,500	5,016
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	849,700	4,568

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
50 WATER FUND	104,285.67
60 SEWER FUND	86,753.70
GRAND TOTAL:	191,039.37

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 191,039.37

Security Deposit Refunds: 2,658.50

Security Deposit Refund, check dated 7/29/2022: 165.76

Total: $ 193,863.63

Note:

Highlighted invoices are for the R&R Project

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	25,953.00
CORPORATION OF RANSON	JULY UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	2,967.24
			TOTAL:	2,967.24
ROSS H BARE	SVC CALL TWWTP	SEWER FUND	SEWER	240.00
	SVC CLL: FS,5-1,5-3,TWWTP	SEWER FUND	SEWER	1,020.00
			TOTAL:	1,260.00
LAW OFFICES OF HOY SHINGLETON, L.C.	CAVE RD 7/01 - 7/29/22	WATER FUND	WATER	647.00
	HUNTWELL 7/01 - 7/15/22	WATER FUND	WATER	306.00
	GENERAL 7/07 - 7/14/22	SEWER FUND	SEWER	1,054.00
	CAVE RD 7/01 - 7/29/22	SEWER FUND	SEWER	4,691.00
	HUNTWELL 7/01 - 7/15/22	SEWER FUND	SEWER	306.00
	SHEN JCT 7/27 & 7/28/22	SEWER FUND	SEWER	442.00
			TOTAL:	7,446.00
STEPTOE & JOHNSON PLLC	GENERAL EMPLOYER COUNSELIN	WATER FUND	WATER	322.50
	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER	1,915.00
			TOTAL:	2,237.50
KRISTEN STOLIPHER	PERDIEM & FUEL EXPNS 7/27-	SEWER FUND	SEWER	243.00
			TOTAL:	243.00
SUEZ TREATMENT SOLUTIONS, INC	LMP 58" ARC 18" PGTLMCUV	SEWER FUND	SEWER	1,365.00
			TOTAL:	1,365.00
GERALD TAYLOR CO., INC.	VAC / TRANSPORT	WATER FUND	WATER	1,064.88
			TOTAL:	1,064.88
THE CI THORNBURG CO, INC.	2"OMNI	WATER FUND	WATER	2,960.00
	CHLORINE	WATER FUND	WATER	2,340.00
			TOTAL:	5,300.00
WAKEFIELD & ASSOCIATES INC	JULY COLLECTIONS	WATER FUND	WATER	115.93
	JULY COLLECTIONS	SEWER FUND	SEWER	115.94
			TOTAL:	231.87
WIRELESS NETWORKS GROUP, INC.	MISC SVCS, JULY	WATER FUND	WATER	5,450.00
			TOTAL:	5,450.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
HACH COMPANY	ORTHOPHOSPHATE, FLUORIDE,	WATER FUND	WATER		972.98
				TOTAL:	972.98
HIGH HORIZONS FARM, INC.	BUNDLE STRAW	WATER FUND	WATER		100.00
				TOTAL:	100.00
PROTOUCH COMMUNICATIONS, LLC	JULY SVCS: AFTER-HRS EMERG	WATER FUND	WATER		81.11
	JULY SVCS: AFTER-HRS EMERG	SEWER FUND	SEWER		81.11
				TOTAL:	162.22
INWOOD QUARRY, INC.	I10 & C2 PICKUPS: 8/01/22	WATER FUND	WATER		392.41
	C2 PICKUPS: 8/02/22	WATER FUND	WATER		505.29
				TOTAL:	897.70
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER		326.92
	SHREDDING, STORAGE	SEWER FUND	SEWER		326.93
				TOTAL:	653.85
JOHN P PLACE, INC.	MTNR, PRK, 4TH PS'S	SEWER FUND	SEWER		125.36
				TOTAL:	125.36
L/B WATER SERVICE, INC	12" BUTTERFLY VALVE HANDWH	WATER FUND	WATER		1,400.00
				TOTAL:	1,400.00
METLIFE, INC	AD&D PAYABLE	WATER FUND	WATER		9.06
	LIFE PAYABLE	WATER FUND	WATER		43.82
	LTD PAYABLE	WATER FUND	WATER		312.00
	STD PAYABLE	WATER FUND	WATER		325.19
	AD&D PAYABLE	SEWER FUND	SEWER		9.54
	LIFE PAYABLE	SEWER FUND	SEWER		46.18
	LTD PAYABLE	SEWER FUND	SEWER		317.50
	STD PAYABLE	SEWER FUND	SEWER		331.33
				TOTAL:	1,394.62
NB & C ENGINEERING SERVICES, LLC	STRCTRL ANALYSIS 6TH AVE W	WATER FUND	WATER		1,100.00
				TOTAL:	1,100.00
LOGICAL CONCEPTS, INC	FLNGSPRGS,GRNFLDSTH4-5,BUR	SEWER FUND	SEWER		427.00
				TOTAL:	427.00
PACE ANALYTICAL SERVICES, LLC	MONTHLY CELL SERVICE	WATER FUND	WATER		186.78
	TESTING: PROCESS CONTROL	SEWER FUND	SEWER		253.04
	TESTING: CT & TUSC & ROCKW	SEWER FUND	SEWER		821.01
	TESTING: CT & TUSC & ROCKW	SEWER FUND	SEWER		471.32
	TESTING: JCPSD IU04Q	SEWER FUND	SEWER		89.05
	TESTING: PROCESS CONTROL	SEWER FUND	SEWER		160.73
	TESTING: CT PRCSS CNTRL	SEWER FUND	SEWER		160.73
	TESTING: CT	SEWER FUND	SEWER		210.68
	TESTING: CT	SEWER FUND	SEWER		64.07
	MONTHLY CELL SERVICE	SEWER FUND	SEWER		238.86
				TOTAL:	2,656.27
POLY COATING SOLUTIONS LLC	MNHLRHB MH303, MH43, MH294	SEWER FUND	SEWER		7,831.00
	MNHLRHB CT46,CT45,CT423,CT	SEWER FUND	SEWER		9,840.00
	MANHOLE REHAB CT3	SEWER FUND	SEWER		2,460.00
	MANHOLE REHAB MH423	SEWER FUND	SEWER		5,822.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	JULY CLEANING	SEWER FUND	SEWER		200.00
	JULY CLEANING	SEWER FUND	SEWER		100.00
	JULY CLEANING	SEWER FUND	SEWER		365.00
				TOTAL:	1,155.00
COMCAST BUSINESS	8299 31 008 0138502	WATER FUND	WATER		181.01
	8299 31 008 0138502	SEWER FUND	SEWER		181.01
				TOTAL:	362.02
CORE & MAIN	TST-4TEETAPSADDLE, KRYLONS	WATER FUND	WATER		146.61
	MPT12123/4MALEXBARBED,S70-	WATER FUND	WATER		449.89
	S70-6036X3/4CCBRSSADDLEF/P	WATER FUND	WATER		78.01
	MPT12123/4MALEXBARBED	WATER FUND	WATER		378.40
	1X100'CTSPETUBING250PSIPE	WATER FUND	WATER		136.00
	MC31366"FMLBWYRXFLG,8X6FLG	SEWER FUND	SEWER		821.86
	PVCSDR35, PVCSDR26	SEWER FUND	SEWER		2,317.23
	L44-33NL3/4PJCTS90BND,L84-	SEWER FUND	SEWER		183.00
				TOTAL:	4,511.00
D.R. HORTON, INC.	SEWER UPSIZING PER AMEA	SEWER FUND	NON-DEPARTMENTAL		7,500.00
				TOTAL:	7,500.00
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TEST	WATER FUND	WATER		140.00
				TOTAL:	140.00
EJ USA, INC.	M222-242-334,M122-242-345,	SEWER FUND	SEWER		1,932.81
				TOTAL:	1,932.81
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER		2,855.32
	INSTALLMENT	SEWER FUND	SEWER		2,635.68
				TOTAL:	5,491.00
FIFTH THIRD BANK	PCARD 4726	WATER FUND	WATER		850.43
	PCARD 4726	WATER FUND	WATER		802.94
	PCARD 4726	WATER FUND	WATER		779.81
	PCARD 4726	WATER FUND	WATER		543.57
	PCARD 4726	SEWER FUND	SEWER		849.14
	PCARD 4726	SEWER FUND	SEWER		2,930.20
	PCARD 4726	SEWER FUND	SEWER		697.45
	PCARD 4726	SEWER FUND	SEWER		764.94
	PCARD 4726	SEWER FUND	SEWER		32.75
	PCARD 4726	SEWER FUND	SEWER		347.24
	PCARD 4726	SEWER FUND	SEWER		543.57
	PCARD 4726	SEWER FUND	SEWER		684.31
				TOTAL:	9,826.35
GUTTMAN ENERGY	W/E 7/31/22	WATER FUND	WATER		776.06
	W/E 7/31/22	SEWER FUND	SEWER		1,409.40
	W/E 7/31/22	SEWER FUND	SEWER		75.12
				TOTAL:	2,260.58
GWIN DOBSON & FOREMAN INC	WWTP UPGRADE	SEWER FUND	NON-DEPARTMENTAL		444.15
	IJDC FUNDING APPLICATION	SEWER FUND	NON-DEPARTMENTAL		1,656.46
	SHENJCT SWR EVAL	SEWER FUND	SEWER		501.15
	CAVE RD ASSESSMENT	SEWER FUND	SEWER		2,104.41
				TOTAL:	4,706.17

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
120 WATER AUDIT, INC	PWS EXPRT & CNSLTAST & KIT	WATER FUND	WATER		12,488.50
	PWSPRO & KIT	WATER FUND	WATER		10,056.00
				TOTAL:	22,544.50
ALEXANDER ENTERPRISES LLC	MISC REPAIRS & PATCHES	WATER FUND	WATER		7,950.00
	MISC REPAIRS & PATCHES	SEWER FUND	SEWER		1,950.00
				TOTAL:	9,900.00
AMERIGAS	TANK RENTAL: GLEN HAVEN	WATER FUND	WATER		130.30
	TANK RENTAL: BEALLAIR	SEWER FUND	SEWER		164.65
				TOTAL:	294.95
APPARATAUS REPAIR & ENGINEERING, INC	SVC CALL FOR RIVER INTAKE	WATER FUND	WATER		9,606.25
				TOTAL:	9,606.25
ARDEN EQUIPMENT REPAIR, INC.	IGNITION MODULE	SEWER FUND	SEWER		36.49
	TRIMMER SERVICE KIT, HOSE	SEWER FUND	SEWER		54.47
				TOTAL:	90.96
BROY & SON PUMP SERVICE, INC.	CTWWTP WELL PUMP	SEWER FUND	SEWER		1,638.00
				TOTAL:	1,638.00
JP & RF BURNS PARTNERSHIP	JULY LOADS - 41	SEWER FUND	SEWER		7,339.00
				TOTAL:	7,339.00
BUSINESS RADIO LICENSING	PROCESSING FEE FCC WPWC603	WATER FUND	WATER		110.00
				TOTAL:	110.00
CHAMPION INDUSTRIES, INC	PRINTING SVCS JULY	WATER FUND	WATER		674.96
	PRINTING SVCS JULY	WATER FUND	WATER		249.28
	POSTAGE 4 PRINTING SVCS JU	WATER FUND	WATER		1,975.30
	PRINTING SVCS JULY	SEWER FUND	SEWER		674.96
	PRINTING SVCS JULY	SEWER FUND	SEWER		249.27
	POSTAGE 4 PRINTING SVCS JU	SEWER FUND	SEWER		1,975.31
				TOTAL:	5,799.08
CHARLES TOWN UTILITY BOARD	JUNE FUNDING	WATER FUND	NON-DEPARTMENTAL		12,480.32
				TOTAL:	12,480.32
THE CINCINNATI INSURANCE COMPANY	T.STOCKS BOND 8/19/22-8/19	WATER FUND	WATER		60.00
	T.STOCKS BOND 8/19/22-8/19	SEWER FUND	SEWER		60.00
				TOTAL:	120.00
CITY NATIONAL BANK	LOCKBOX MAINT: JULY	WATER FUND	WATER		107.08
	LOCKBOX MAINT: JULY	SEWER FUND	SEWER		107.08
				TOTAL:	214.16
CITY OF CHARLES TOWN	UB COLLECTIONS JULY	WATER FUND	NON-DEPARTMENTAL		16,112.30
	AUG RENT@ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	JUNE UTILITIES@ 661 S GEOR	WATER FUND	WATER		473.22
	AUG RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
	JUNE UTILITIES@ 661 S GEOR	SEWER FUND	SEWER		473.21
				TOTAL:	19,608.73
CLIFFS CLEANING SERVICE	JULY CLEANING	WATER FUND	WATER		125.00
	JULY CLEANING	WATER FUND	WATER		365.00