CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, FEBRUARY 12, 2025

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of January 8, 2025 Minutes
      UB Minutes 01.08.25.pdf
   b. Approval of February 5, 2025 Minutes
      UB Minutes 02.05.25.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 2025) or by accessing the following zoom link:

   https://us06web.zoom.us/j/86912340997?pwd=0EfbnsvG5yJGbS6LF0Ohmn4TA9a9XR.1

   Meeting ID: 869 1234 0997
   Passcode: 897388
   (301)715-8592

3. **ELECTION OF OFFICERS**

4. **UNFINISHED BUSINESS**
   a. Request for Proposals for Public Relations Services
   i Selection Committee
      RFPs Analysis for Public Relations.pdf
   b. Request for Proposals for Capacity Improvement Fee Study
   c. Request for Proposals for PFAS Testing
      RFPs analysis for PFAS.pdf

5. **NEW BUSINESS**
   a. Renewal and Replacement Project - Resolution No. 28 - Contractor Pay

Application No. 28
Pay App 28.pdf

b. 2022 Sewer Collection System Project - Resolution No. 4 - CIF Payment No. 3
Resolution No. 4.pdf

c. DSI Plotter Lease Agreement
Plotter Documentation.pdf

d. Water Treatment Plant Chlorine Room Modifications
Chlorine Room Project.pdf

e. Maintenance Building Project
Maintenance Building Project.pdf

f. Pine Run Ranch Project Request
Pine Run Ranch Request.pdf

g. Discuss the Initiation of Litigation regarding Encroachment in CTUB Service Territory - Possible Executive Session 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 which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

6. **MANAGER REPORTS**
   a. Utility Manager Report
   UM Report.pdf
   Capital Expenditure Report 01.22.25.pdf
   Revenue & Expense December.pdf
   FY24 CTUB Financial Statements.pdf
   CTUB Arbitrage Rebate Certificate - Calculations 12.30.24.pdf
   b. Chairman Report

7. **APPROVAL OF BILLS**
   a January 22, 2025
   Board Report 01.22.25.pdf
   b. February 12, 2025
   Board Report 2.12.25.pdf

8. **ADJOURNMENT**

9. **INFORMATION ONLY**
   a. Next Meeting - February 26, 2025 at 4:00 P.M.

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of January 8, 2025 Minutes

Attachments:

UB Minutes 01.08.25.pdf

Charles Town Utility Board
Regular Board Meeting
January 8, 2025

The Charles Town Utility Board held a regular meeting on January 8, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Heidi Parker, Board Member; John Maxey, Board Member and newly appointed Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of December 10, 2024 Special Meeting Minutes
Approval of December 11, 2024 Regular Meeting Minutes
The Chairman called for changes or corrections to the December 10, 2024 special meeting minutes and the December 11, 2024 regular meeting minutes.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the December 10, 2024 and December 11, 2024 minutes.**

PUBLIC COMMENT

Public comments were received from Lynn Welsh, Tim Smith, Stacey Chapman, Nichole Chapman, Jessie Norris, Sean Franklin, Jacquelyn Milliron, Christine Wimer, Claudia Kerara, Guiliana Brayna, Rebecca Thompson and Don Rebmann.

EXECUTIVE SESSION

Sidewinder Enterprises, LLC. Agreement Review for Water Service, Middleway – Possible Executive Session WV State Code Section §6-9A 4(b)(9) - To consider matters relating to developer agreement and submission to the Public Service Commission.

Action: **Motion by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved convening into Executive Session at 4:30 P.M. to consider matters relating to the developer agreement.**

The Board convened back into public session at 5:13 P.M. The Chairman read a statement into the record regarding the rescinding of his signature on the Sidewinder Enterprises, LLC agreement. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved to rescind the signature from 2024 and table further discussion until a Special Meeting on February 5th to allow continued public comment until that time and publish all related documents/public comments to the CTUB website, and provide details for submitting public comments.**

NEW BUSINESS

Renewal and Replacement Project - Resolution No. 27 – Contractor Pay Application No. 27

Mrs. Stolipher included the contractor application for Payment No. 27 in the amount of $33,105.38 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 27.**

2022 Collection System Project - Resolution No.3 – CIF Payment # 2

Mrs. Stolipher included the pay application for Resolution No. 2 in the amount of $11,751.85 for work completed.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved Resolution No. 3 – CIF Payment # 2.**

2022 Sewer Collection System Project – Business and Occupation Tax Waiver Request

Mrs. Stolipher requested the Board consider submitting a request for a B&O tax waiver with the City of Charles Town and the City of Ranson for work done by the contractor for the project within each City limits.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved submitting a request to Charles Town and Ranson for a B&O tax waiver for the project**

Water and Wastewater Capacity Improvement Fee Study – Gannett Fleming Proposal

Mrs. Stolipher provided the Board committed to reevaluating CIF's in 2025 so she reached out to four firms (Dewberry, Gannett Fleming, TRC and Raftelis) only receiving a proposal from Gannett Fleming totaling $25,000. She mentioned the Board approved reevaluating CIF's every three years. The Board provided discussions and requested an RFP be published in the Spirit newspaper for a CIF study that follows the principle of "growth pays for growth" and adheres to a growth-related cost allocation method.

Action: **Motion made by Mr. Maxey to establish a policy that no CIF amounts be locked in without Board approval from this date forward. After Board discussions, Mr. Maxey withdrew his motion.**

Asbury Block Sewer Project – Geotechnical Proposal

Mrs. Stolipher presented a proposal from GD&F for additional Geophysical Exploration and Geotechnical Engineering Services for the Asbury Church area sanitary sewer improvements project totaling $25,800. The Asbury Church area, the North/George/Liberty block, is in the vicinity of the underground caverns which presents a risk for the project. The Board provided discussions.

Action: **Motion made Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the geotechnical proposal from GD&F.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher suggested moving the January 22nd meeting to February 5th as the Chairman has a conflict that day. She also provided staff is continuing to work on the asset management and billing integration, the RFPs for the public relations and the PFAS testing have been published,

Dewberry is finalizing the Water Model, and the baffle wall installation at the water plant in the upcoming weeks. Mrs. Stolipher also mentioned she needs to obtain two more easements for the Greenfield Project.

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

Chairman Report

The Chairman thanked CTUB staff for assisting with putting up the Christmas tree in front of the Court House and for the quick response to the accident that took out one of the fire hydrants on W. Washington Street.

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

APPROVAL OF BILLS

January 8, 2025

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

EXECUTIVE SESSION

Utility Manager Performance Evaluation Review - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A)- Matters arising from the appointment, employment of an employee

Action: **Motion by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved convening into Executive Session at 5:50 P.M. for the Utility Manager evaluation.**

The Board convened back into public session at 6:25 P.M.

Mrs. Parker requested the table drop document from Mrs. Stolipher be uploaded to the Board packet.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 6:25 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 5, 2025 at 4:00 P.M. at 661 S. George Street.

_____	_____
John Nissel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

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

Approval of February 5, 2025 Minutes

Attachments:

UB Minutes 02.05.25.pdf

Charles Town Utility Board
Special Board Meeting
February 5, 2024

The Charles Town Utility Board held a special meeting on February 5, 2025 at 9:00 A.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Heidi Parker, Board Member; John Maxey, Board Member and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M. He mentioned written comments were received prior to the meeting from Jessie Norris, Kandice Freeman, Robert & Kim Shives, Jerri Tribble and Stacy Chapman.

PUBLIC COMMENT

Public comments were received from Jacquelyn Milliron, Giuliana Broyna, Natalie Grantham Friend, David Tabb, James Grantham, Sean Masterson, Jeff Fischbeck, Alden Roth, Stacey Chapman, Don Redman, Mike Tolbert, Christine Wimer, Rebecca Thompson, John Doyle, Jessie Norris, Nicola Bastin and Cheryl Middleton.

UNFINISHED BUSINESS

Sidewinder Enterprises, LLC. Agreement Review for Water Service, Middleway – Possible Executive Session WV State Code Section §6-9A 4(b)(9) - To consider matters relating to developer agreement and submission to the Public Service Commission.

Mrs. Stolipher provided the original agreement, the redline agreement and final draft. She reviewed the proposed changes. The Board provided discussions.

Action: **Motion made by Mrs. Parker to table the agreement with Sidewinder Enterprises, LLC until questions brought up during the discussion have been answered. The motion failed due to a lack of second.**

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board approved the agreement with Sidewinder Enterprises, LLC as amended and thanked the public for input. Mrs. Parker voted against the motion.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:04 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 12, 2025 at 4:00 P.M. at 661 S. George Street.

_____ _____

John Nissel
Chairman

Ashley Stottlemyer
Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Request for Proposals for Public Relations Services

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

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

Selection Committee

Attachments:

RFPs Analysis for Public Relations.pdf

RFP's for PR Firm - Due by January 17, 2025 at 4:00PM

Firm Name	Contact Info	Address	Date Received	Structure	Worked with Municipal Utilities?	Estimated Costs (depending on more defined scope)	RFP Complete?
Thrasher Engineering	Mary Lemine, MS, Client Marketing Manager 304-848-7032 mlemine@thethrashergroup.com	600 White Oaks Boulevard, Bridgeport WV 26330	1/16/2025	*Over 40 years experience *Wide array of marketing services *6 offices in WV *300+ employees	Yes	Monthly cost $2,800 Website overhaul $8000-$10,000 Public surveys $8,000	Yes
Cooley Public Strategies	Emily Bryan, Founding Principal 615-594-6006 ebryan@cooleyps.com	Northern Virginia Office 1300 Key Drive Alexandria, VA 22302	1/16/2025	*Over 16 years experience *Full service public affairs firm *16-person firm, 45 subcontractors	Yes	Monthly cost $10,000	Yes
Edwards Mangement Consultants, Inc	Christine Edwards, President, CEO 703-349-1412 x 1 Christine@edwardsemc.com	110 South George Street, Suite 1 Charles Town, WV 25414	1/17/2025	*15 years Experience *Expertise in PR, HR Consulting and Strategic Communications *Woman-Owned Small Business *5 full-time employees, 5 external contractors	No	Monthly cost $11,416	Yes

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Request for Proposals for Capacity Improvement Fee Study

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Request for Proposals for PFAS Testing

Attachments:

RFPs analysis for PFAS.pdf

RFP's for PFAS Testing - Due by February 7, 2025 at 4:00PM

Firm Name	Contact Info	Address	Date Received	Structure	Worked with Municipal Utilities?	Estimated Costs	RFP Complete?
Eurofins Lancaster Laboratories Environmental Testing, LLC	Kerri Sachtleben, Principal Project Manager 717-556-7376 Kerri.Sachtlebeny@ET.EurofinsUS.com	2425 New Holland Pike Lancaster, PA 17601	2/6/2025	*Over 60 years experience *PFAS accredited and been providing PFAS testing services since 2010 *Able to analyze up to 14,000 PFAS samples per month *50-acre campus, 532,000 sq ft office/lab space, more than 2,200 employees	Yes	$71,246.00	Yes
A-Zone Environmental Services, LLC	Adrienne Morgan, President 304-724-6458 amorgan@a-zoneenvironmental.com	2181 Berryville Pike Charles Town, WV 25414	2/7/2025 @12:45PM	*Operating since 2004 *Woman and minority-owned *Wide range of staffing and equipment *Experience in PFAS sampling *Partners with SGS who specializes in PFAS testing- Accredited UCMR5 testing	Yes	$6,326.00	Yes
Mountain State Resources & Equipment Co-op	Shawn Kerr, General Manager 814-657-5835 operations@mountainstateresourc.com	951 Canyon Road Morgantown, WV 26508	2/7/2025 @ 1:15PM	*50+ year of combined staff experience in regulatory compliance and PR *relationship with a WV accredited laboratory	Yes	$3,209	Yes

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

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

Renewal and Replacement Project - Resolution No. 28 - Contractor Pay Application No. 28

Attachments:

Pay App 28.pdf

CHARLES TOWN UTILITY BOARD
2022 RENEWAL AND REPLACEMENT PROJECT

RESOLUTION NO. 28

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED the City of Charles Town Utility Board that the payment of the attached Contractor's Application for Payment No. 28 as summarized below, is hereby authorized and directed.

Vendor	2022B & 2022C Construction Fund	Capacity Improvement Fee Fund	Total
Alvarez Contractors, Inc.	$0	$13,945.89	$13,945.89
Total	**$0**	**$13,945.89**	**$13,945.89**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 12th day of February, 2025.

By: _____
John Nissel, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 28

Application Period: 1/01/25-1/31/25		Application Date: 1/31/2025
To (Owner): CHARLES TOWN UTILITY BOARD	From (Contractor): ALVAREZ CONTRACTORS, INC.	Via (Engineer): GWIN, DOBSON & FOREMAN INC.
Project: CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Contract: CONTRACT #1	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
CO 1	$498,183.42	
CO 2	$41,179.57	
CO 3	$90,351.00	
CO 4	$76,494.00	
CO 5	$27,066.00	
CO 6	$23,071.00	
TOTALS	$756,344.99	
NET CHANGE BY CHANGE ORDERS	**$756,344.99**	

1. ORIGINAL CONTRACT PRICE	$	$10,151,000.00
2. Net change by Change Orders	$	$756,344.99
3. Current Contract Price (Line 1 ± 2)	$	$10,907,344.99
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	$10,577,116.73
5. RETAINAGE:		
a. 2% X $10,577,116.73 Work Completed	$	$211,542.33
b. 2% X _____ Stored Material	$	
c. Total Retainage (Line 5.a + Line 5.b)	$	$211,542.33
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	$10,365,574.40
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	$10,351,628.51
8. AMOUNT DUE THIS APPLICATION	$	$13,945.89
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	$541,770.59

Contractor's Certification

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

Contractor Signature

By: [signature]	Date: 1/31/2025

Payment of: $ $13,945.89
(Line 8 or other - attach explanation of the other amount)

is recommended by: [signature] 02/03/2025
(Engineer) (Date)

Payment of: $ $13,945.89
(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 - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	28
Application Period:	1/01/25-1/31/25	Application Date:	1/31/2025

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
1	D1 - Moblization/Demob.	$20,000.00	$20,000.00	$0.00	$0.00	$20,000.00	100.0%	$0.00
2	D1 - Bonds/Insurance	$178,000.00	$178,000.00	$0.00	$0.00	$178,000.00	100.0%	$0.00
3	D1 - Video Taping	$4,500.00	$4,500.00	$0.00	$0.00	$4,500.00	100.0%	$0.00
4	D1 - Field Office	$18,000.00	$17,820.00	$0.00	$0.00	$17,820.00	99.0%	$180.00
5	D1 - QC Testing (Cash Allowance)	$50,000.00	$17,000.00	$0.00	$0.00	$17,000.00	34.0%	$33,000.00
6	D1 - Submittals/Shop Drawings by ACI	$40,000.00	$38,400.00	$400.00	$0.00	$38,800.00	97.0%	$1,200.00
	DIVISION 2 - SITE WORK							
7	D2 - Sediment & Erosion Control	$20,200.00	$19,796.00	$0.00	$0.00	$19,796.00	98.0%	$404.00
	SITE DEMOLITION							
8	D2 - Concrete Pads	$4,100.00	$3,280.00	$820.00	$0.00	$4,100.00	100.0%	$0.00
9	D2 - Remove all Ex. Underground Lines at Centrifuge Bldg. Site	$32,900.00	$31,255.00	$0.00	$0.00	$31,255.00	95.0%	$1,645.00
10	D2 - Remove all Ex. Underground Lines at Electrical Bldg. Site	$12,400.00	$12,400.00	$0.00	$0.00	$12,400.00	100.0%	$0.00
11	D2 - Remove Portions of Underground Lines at Ex. Press Bldg.	$4,200.00	$420.00	$0.00	$0.00	$420.00	10.0%	$3,780.00
	STRUCTURES & BUILDING DEMOLITION							
12	D2 - Headworks Building	$40,200.00	$40,200.00	$0.00	$0.00	$40,200.00	100.0%	$0.00
13	D2 - Influent Pump Station & Bypass Pump Set Up	$97,500.00	$97,500.00	$0.00	$0.00	$97,500.00	100.0%	$0.00
14	D2 - UV Equipment	$18,300.00	$18,300.00	$0.00	$0.00	$18,300.00	100.0%	$0.00
15	D2 - Plant Drain Pump Station	$14,800.00	$14,800.00	$0.00	$0.00	$14,800.00	100.0%	$0.00
16	D2 - Electrical Building by ACI	$7,900.00	$6,320.00	$790.00	$0.00	$7,110.00	90.0%	$790.00
17	D2 - Sludge Day Tank & Pump Building	$97,800.00	$97,800.00	$0.00	$0.00	$97,800.00	100.0%	$0.00
18	D2 - Digester Blower Building	$32,500.00	$32,500.00	$0.00	$0.00	$32,500.00	100.0%	$0.00
19	D2 - Sludge Transfer Pump Building	$3,200.00	$3,200.00	$0.00	$0.00	$3,200.00	100.0%	$0.00
20	D2 - Digester Tank	$8,200.00	$8,200.00	$0.00	$0.00	$8,200.00	100.0%	$0.00
21	D2 - SBR	$1,600.00	$1,600.00	$0.00	$0.00	$1,600.00	100.0%	$0.00
	EXCAVATION (MAJOR STRUCTURES)							
22	D2 - Centrifuge Building	$38,900.00	$38,900.00	$0.00	$0.00	$38,900.00	100.0%	$0.00
23	D2 - Electrical Building by ACI	$7,800.00	$7,800.00	$0.00	$0.00	$7,800.00	100.0%	$0.00
24	D2 - Blower Pad	$5,100.00	$5,100.00	$0.00	$0.00	$5,100.00	100.0%	$0.00
25	D2 - Generator Pad	$5,200.00	$5,200.00	$0.00	$0.00	$5,200.00	100.0%	$0.00
	BACKFILL (MAJOR STRUCTURES)							
26	D2 - Centrifuge Building	$42,300.00	$42,300.00	$0.00	$0.00	$42,300.00	100.0%	$0.00
	STRUCTURAL STONE							
27	D2 - Centrifuge Building	$13,400.00	$13,400.00	$0.00	$0.00	$13,400.00	100.0%	$0.00
28	D2 - Electrical Building	$5,600.00	$5,600.00	$0.00	$0.00	$5,600.00	100.0%	$0.00
29	D2 - FRP Building	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0%	$0.00
30	D2 - Generator Pad	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0%	$0.00
31	D2 - Blower Pad	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0%	$0.00
	YARD PIPING							

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	28
Application Period:	1/01/25-1/31/25	Application Date:	1/31/2025

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
32	D2 - 2" Sch 80 PVC Water Service to Headworks Bldg.	$9,900.00	$9,900.00	$0.00	$0.00	$9,900.00	100.0%	$0.00
33	D2 - 2" Sch 80 PVC Water Service to Centrifuge Bldg.	$25,100.00	$25,100.00	$0.00	$0.00	$25,100.00	100.0%	$0.00
34	D2 - 4" DIP WAS Line from Centrifuge Bldg. to Sanitary Sewer	$16,600.00	$16,600.00	$0.00	$0.00	$16,600.00	100.0%	$0.00
35	D2 - 4" DIP WAS Inlet to Centrifuge Bldg.	$17,400.00	$17,400.00	$0.00	$0.00	$17,400.00	100.0%	$0.00
36	D2 - 4" DIP Sludge Drain Off Line from Digester	$16,800.00	$16,800.00	$0.00	$0.00	$16,800.00	100.0%	$0.00
37	D2 - 4" DIP WAS Line from Centrifuge Bldg. to Digester	$16,700.00	$16,700.00	$0.00	$0.00	$16,700.00	100.0%	$0.00
38	D2 - 6" PVC Drain from Centrifuge Bldg. to Manhole	$16,500.00	$16,500.00	$0.00	$0.00	$16,500.00	100.0%	$0.00
39	D2 - 4" PVC Drain from Centrifuge Bldg. to Manhole	$15,200.00	$15,200.00	$0.00	$0.00	$15,200.00	100.0%	$0.00
40	D2 - 6" DIP Existing System Connection to New T-Valve	$16,700.00	$16,700.00	$0.00	$0.00	$16,700.00	100.0%	$0.00
41	D2 - 8" PVC Drain Line Under Centrifuge Bldg.	$13,500.00	$13,500.00	$0.00	$0.00	$13,500.00	100.0%	$0.00
42	D2 - 24" & 12" HDPE Storm Drain at Centrifuge Bldg.	$58,000.00	$58,000.00	$0.00	$0.00	$58,000.00	100.0%	$0.00
43	D2 - 18" HDPE Storm Drain at Electrical Bldg.	$39,000.00	$39,000.00	$0.00	$0.00	$39,000.00	100.0%	$0.00
44	D2 - 10" Stainless Steel Air Line to Digester	$10,900.00	$10,900.00	$0.00	$0.00	$10,900.00	100.0%	$0.00
	YARD STRUCTURES							
45	D2 - 4' Dia. Precast Drain Line Manhole	$3,400.00	$3,400.00	$0.00	$0.00	$3,400.00	100.0%	$0.00
46	D2 - Type G Precast Drop Inlet	$9,200.00	$9,200.00	$0.00	$0.00	$9,200.00	100.0%	$0.00
	FINAL RECLAMATION							
47	D2 - Asphalt Paving	$98,800.00				$0.00		$98,800.00
48	D2 - Final Grading, Seed & Mulch	$5,700.00	$5,244.00	$0.00	$0.00	$5,244.00	92.0%	$456.00
	DIVISION 3 - CONCRETE							
	SITE CONCRETE							
49	D3 - Generator Pad	$10,100.00	$10,100.00	$0.00	$0.00	$10,100.00	100.0%	$0.00
50	D3 - FRP Shelter Pad	$9,400.00	$9,400.00	$0.00	$0.00	$9,400.00	100.0%	$0.00
51	D3 - Digester Blower Pad	$28,200.00	$28,200.00	$0.00	$0.00	$28,200.00	100.0%	$0.00
52	D3 - Digester Equipment Pads	$24,900.00	$24,900.00	$0.00	$0.00	$24,900.00	100.0%	$0.00
53	D3 - Sidewalks at Blower Bldg. Area	$10,700.00	$10,700.00	$0.00	$0.00	$10,700.00	100.0%	$0.00
54	D3 - Sidewalks at Covered Sludge Storage Area	$11,400.00	$11,400.00	$0.00	$0.00	$11,400.00	100.0%	$0.00
	ELECTRICAL BLDG.							
55	D3 - Grade Beams	$38,300.00	$38,300.00	$0.00	$0.00	$38,300.00	100.0%	$0.00
56	D3 - Concrete Pads/SOG	$18,100.00	$18,100.00	$0.00	$0.00	$18,100.00	100.0%	$0.00
57	D3 - Door Stoops/Pads	$12,000.00	$6,000.00	$0.00	$0.00	$6,000.00	50.0%	$6,000.00
58	D3 - Exterior SOG/Sidewalks	$15,400.00	$15,400.00	$0.00	$0.00	$15,400.00	100.0%	$0.00
59	D3 - Misc. Equipment Pads	$3,000.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0%	$0.00
	COVERED SLUDGE STORAGE AREA & CENTRIFUGE BLDG.							
60	D3 - Footings, Grade Beams & Walls	$162,000.00	$162,000.00	$0.00	$0.00	$162,000.00	100.0%	$0.00
61	D3 - Thickened SOG at Trench Drains	$22,200.00	$22,200.00	$0.00	$0.00	$22,200.00	100.0%	$0.00
62	D3 - 6" SOG at 2 - Areas	$49,700.00	$49,700.00	$0.00	$0.00	$49,700.00	100.0%	$0.00
63	D3 - Equipment Pads, Containment Curbs & Walls	$15,400.00	$15,400.00	$0.00	$0.00	$15,400.00	100.0%	$0.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	28
Application Period:	1/01/25-1/31/25	Application Date:	1/31/2025

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

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	28
Application Period:	1/01/25-1/31/25	Application Date:	1/31/2025

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
86	D8 - Overhead Door (10'x12')	$16,200.00	$16,200.00	$0.00	$0.00	$16,200.00	100.0%	$0.00
87	D8 - Fixed Window	$3,800.00	$3,800.00	$0.00	$0.00	$3,800.00	100.0%	$0.00
	DIVISION 9 - FINISHES							
	ELECTRICAL BLDG.							
88	D9 - ACT Ceiling	$38,900.00	$38,900.00	$0.00	$0.00	$38,900.00	100.0%	$0.00
89	D9 - Paint Walls, Floors & Doors	$11,000.00	$7,700.00	$0.00	$0.00	$7,700.00	70.0%	$3,300.00
	CENTRIFUGE BUILDING							
90	D9 - Paint Walls, Floors & Doors	$31,000.00	$31,000.00	$0.00	$0.00	$31,000.00	100.0%	$0.00
91	D9 - Chemical Containment	$6,500.00	$6,500.00	$0.00	$0.00	$6,500.00	100.0%	$0.00
92	D9 - Piping	$5,700.00	$5,415.00	$285.00	$0.00	$5,700.00	100.0%	$0.00
	DIVISION 10 - SPECIALTIES							
93	D10 - Fire Extinguishers	$400.00	$0.00	$400.00	$0.00	$400.00	100.0%	$0.00
94	D10 - Project Signs	$6,700.00				$0.00		$6,700.00
	DIVISION 11 - EQUIPMENT							
	SITE							
95	D11 - Influent Pump Station - Submersible Pumps	$189,200.00	$189,200.00	$0.00	$0.00	$189,200.00	100.0%	$0.00
96	D11 - Plant Drain Pump Station Submersible Pumps	$89,400.00	$89,400.00	$0.00	$0.00	$89,400.00	100.0%	$0.00
	CENTRIFUGE BUILDING							
97	D11 - Centrifuge System	$619,200.00	$588,240.00	$0.00	$0.00	$588,240.00	95.0%	$30,960.00
98	D11 - Digester Sludge Pump	$30,000.00	$28,500.00	$0.00	$0.00	$28,500.00	95.0%	$1,500.00
99	D11 - Inline Grinder	$34,500.00	$32,775.00	$0.00	$0.00	$32,775.00	95.0%	$1,725.00
100	D11 - Polymer Feed System	$32,900.00	$31,255.00	$0.00	$0.00	$31,255.00	95.0%	$1,645.00
101	D11 - Polymer Bulk Tank	$7,800.00	$7,410.00	$0.00	$0.00	$7,410.00	95.0%	$390.00
	UV BUILDING							
102	D11 - UV System with Controls	$303,900.00	$303,900.00	$0.00	$0.00	$303,900.00	100.0%	$0.00
	HEADWORKS BUILDING							
103	D11 - Mechanical Bar Screen w/Controls	$159,000.00	$159,000.00	$0.00	$0.00	$159,000.00	100.0%	$0.00
104	D11 - Washer/Compactor w/Controls	$85,600.00	$85,600.00	$0.00	$0.00	$85,600.00	100.0%	$0.00
105	D11 - Grit Removal System w/Controls	$262,000.00	$262,000.00	$0.00	$0.00	$262,000.00	100.0%	$0.00
	EXISTING DIGESTER							
106	D11 - Digester Aeration & Mixing System w/Controls	$670,000.00	$636,500.00	$0.00	$0.00	$636,500.00	95.0%	$33,500.00
	EXISTING SBR TANKS							
107	D11 - MCP w/ PLC & Instrumentation	$274,800.00	$261,060.00	$0.00	$0.00	$261,060.00	95.0%	$13,740.00
	DIVISION 13 - SPECIAL CONSTRUCTION							
	SCADA / INTEGRATION							
108	D13 - SCADA, Control Panels, MCC, Field Instrumentation	$765,000.00	$751,938.00	$0.00	$0.00	$751,938.00	98.3%	$13,062.00
	DIVISION 14 - CONVEYING SYSTEMS							
	CENTRIFUGE BUILDING							

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	28
Application Period:	1/01/25-1/31/25	Application Date:	1/31/2025

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

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	28
Application Period:	1/01/25-1/31/25	Application Date:	1/31/2025

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
140	D16 - Emergency Generator - Material	$382,500.00	$382,500.00	$0.00	$0.00	$382,500.00	100.0%	$0.00
141	D16 - Emergency Generator - Labor	$22,700.00	$22,700.00	$0.00	$0.00	$22,700.00	100.0%	$0.00
142	D16 - Devices - Material	$5,600.00	$5,600.00	$0.00	$0.00	$5,600.00	100.0%	$0.00
143	D16 - Devices - Labor	$7,300.00	$7,300.00	$0.00	$0.00	$7,300.00	100.0%	$0.00
144	D16 - Boxes/Troughs - Material	$101,900.00	$101,900.00	$0.00	$0.00	$101,900.00	100.0%	$0.00
145	D16 - Boxes/Troughs - Labor	$59,900.00	$59,900.00	$0.00	$0.00	$59,900.00	100.0%	$0.00
146	D16 - SCADA Equipment Install - Labor	$25,800.00	$25,800.00	$0.00	$0.00	$25,800.00	100.0%	$0.00
147	D16 - Conduit - Material	$380,500.00	$380,500.00	$0.00	$0.00	$380,500.00	100.0%	$0.00
148	D16 - Conduit - Labor	$634,000.00	$634,000.00	$0.00	$0.00	$634,000.00	100.0%	$0.00
149	D16 - Cable - Material	$487,600.00	$487,600.00	$0.00	$0.00	$487,600.00	100.0%	$0.00
150	D16 - Cable - Labor	$358,000.00	$358,000.00	$0.00	$0.00	$358,000.00	100.0%	$0.00
151	D16 - Grounding - Material	$12,000.00	$12,000.00	$0.00	$0.00	$12,000.00	100.0%	$0.00
152	D16 - Grounding - Labor	$20,700.00	$20,700.00	$0.00	$0.00	$20,700.00	100.0%	$0.00
153	D16 - Temporary Electric	$53,500.00	$53,500.00	$0.00	$0.00	$53,500.00	100.0%	$0.00
	BID ALTERNATE A - INFLUENT METERING VAULT							
154	Bonds & Insurance	$2,800.00	$2,800.00	$0.00	$0.00	$2,800.00	100.0%	$0.00
155	Demolition	$14,000.00	$14,000.00	$0.00	$0.00	$14,000.00	100.0%	$0.00
156	Excavation & Backfill	$7,600.00	$7,600.00	$0.00	$0.00	$7,600.00	100.0%	$0.00
157	Precast Concrete Vault	$23,000.00	$23,000.00	$0.00	$0.00	$23,000.00	100.0%	$0.00
158	Piping, Fittings, Valves & Supports	$45,000.00	$45,000.00	$0.00	$0.00	$45,000.00	100.0%	$0.00
159	16" Mag Meter	$14,600.00	$14,600.00	$0.00	$0.00	$14,600.00	100.0%	$0.00
160	Electrical Material	$16,000.00	$16,000.00	$0.00	$0.00	$16,000.00	100.0%	$0.00
161	Electrical Labor	$29,000.00	$29,000.00	$0.00	$0.00	$29,000.00	100.0%	$0.00
	BID ALTERNATE B - WAS METERING VAULT							
162	Bonds & Insurance	$4,400.00	$4,400.00	$0.00	$0.00	$4,400.00	100.0%	$0.00
163	Demolition	$14,700.00	$14,700.00	$0.00	$0.00	$14,700.00	100.0%	$0.00
164	Excavation & Backfill	$10,200.00	$10,200.00	$0.00	$0.00	$10,200.00	100.0%	$0.00
165	Precast Concrete Vault	$21,000.00	$21,000.00	$0.00	$0.00	$21,000.00	100.0%	$0.00
166	Piping, Fittings, Valves & Supports	$65,600.00	$65,600.00	$0.00	$0.00	$65,600.00	100.0%	$0.00
167	Flow Meters	$17,100.00	$17,100.00	$0.00	$0.00	$17,100.00	100.0%	$0.00
168	Misc. Metals	$23,000.00	$16,100.00	$0.00	$0.00	$16,100.00	70.0%	$6,900.00
169	Electrical Material	$33,000.00	$33,000.00	$0.00	$0.00	$33,000.00	100.0%	$0.00
170	Electrical Labor	$46,000.00	$46,000.00	$0.00	$0.00	$46,000.00	100.0%	$0.00
	CHANGE ORDER #1							
171	CHANGE ORDER #1	$498,183.42	$498,183.42	$0.00	$0.00	$498,183.42	100.0%	$0.00
172	CHANGE ORDER #2	$41,179.57	$41,179.57	$0.00	$0.00	$41,179.57	100.0%	$0.00
173	CHANGE ORDER #3	$90,351.00	$90,351.00	$0.00	$0.00	$90,351.00	100.0%	$0.00
174	CHANGE ORDER #4	$76,494.00	$73,544.24	$0.00	$0.00	$73,544.24	96.1%	$2,949.76

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	28
Application Period:	1/01/25-1/31/25	Application Date:	1/31/2025

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
175	CHANGE ORDER #5	$27,066.00				$0.00		$27,066.00
176	CHANGE ORDER #6	$23,071.00	$0.00	$11,535.50	$0.00	$11,535.50	50.0%	$11,535.50
	SubTotal	**$10,907,344.99**	**$10,562,886.23**	**$14,230.50**	**$0.00**	**$10,577,116.73**	**97.0%**	**$330,228.26**

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Stored Material Summary

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT							Application Number:	28		
Application Period:	1/01/25-1/31/25							Application Date:	1/31/2025		
A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section	Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Date (Month/ Year)	Amount ($)	Materials Remaining in Storage ($) (D + E - F)
34, 37, 42, 158, 166	S100204638.001		Inwood shop	CITCO Water - Piping, Valves, Fittings for Yard Piping & Bid Alternates	1/2023	$16,302.08		$16,302.08	8/2024	$16,302.08	
111, 113, 117, 119, 158, 166	S100198279.001		Inwood shop	CITCO Water - Piping, Valves, Fittings for Mechanical Piping & Bid Alternates	1/2023	$33,962.32		$33,962.32	12/2023	$33,962.32	
136	3624349		onsite	Scott Electric - lighting	1/2023	$3,299.00		$3,299.00	3/2023	$3,299.00	
42	S100204638.002		Inwood shop	CITCO Water - Piping, Valves, Fittings for Yard Piping	1/2023	$5,281.95		$5,281.95	9/2023	$5,281.95	
158	S100198279.002		Inwood shop	CITCO Water - Piping, Valves, Fittings for Bid Alternate A	1/2023	$7,075.75		$7,075.75	10/2023	$7,075.75	
138	S6606924.005, S6606924.003		onsite	Schaedler yesco electrical material for gear	2/2023	$2,481.00		$2,481.00	3/2023	$2,481.00	
13	21073974		Inwood shop	ISCO Industries Piping for Bypass pump	2/2023	$6,795.23		$6,795.23	3/2023	$6,795.23	
43	S100207506.001		Inwood shop	CITCO Water - Nyloplast Drain Basins	2/2023	$14,097.00		$14,097.00	4/2023	$14,097.00	
171	483242		Inwood shop	Skyline Steel - H-Piles	3/2023	$62,060.00		$62,060.00	4/2023	$62,060.00	
106	6183.03-.05		Inwood shop	Enviromix, Inc. - Digester Aeration & Mixing Sys w/Controls	3/2023	$259,425.00		$259,425.00	9/2023	$259,425.00	
157,165	MIVC0029470		Inwood shop	Mack Industries - PS Meter Vault, WAS Valve Vault	4/2023	$33,815.00		$33,815.00	12/2023	$33,815.00	
102	902090889		Inwood shop	Veolia UV System	4/2023	$237,600.00		$237,600.00	10/2023	$237,600.00	
117	S100211394.001		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$5,774.80		$5,774.80	12/2023	$5,774.80	
117	S100209868.002		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$4,582.50		$4,582.50	12/2023	$4,582.50	
117	S100198279.004		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$3,386.75		$3,386.75	12/2023	$3,386.75	
111,120	S100209822.004		Inwood shop	CITCO Water - Process Piping for HW Bldg & Inf PS	4/2023	$11,549.36		$11,549.36	9/2024	$11,549.36	
33	S100213814.001		Inwood shop	CITCO Water - Yard Piping for Water Svc to Centrifuge Bldg	4/2023	$5,871.20		$5,871.20	8/2023	$5,871.20	
158	S100211150.003		Inwood shop	CITCO Water - Piping for Bid Alternate A - Inf. Metering Vault	4/2023	$5,581.64		$5,581.64	9/2023	$5,581.64	
105	9865-1, 9865-2		Inwood shop	Envirodyne Systems Inc. - Grit Removal System	4/2023	$70,462.00		$70,462.00	7/2023	$70,462.00	
13	0134274-IN		Inwood shop	Precision Pump & Valve - Pumps for bypass	4/2023	$32,204.00		$32,204.00	5/2023	$32,204.00	
103,104	93254		Inwood shop	Zima Corporation - Bar Screen, Washer/Compactor	4/2023	$165,750.30		$165,750.30	7/2023	$165,750.30	
108	220802-1		Inwood shop	Micro-Tech Designs, Inc. - SCADA equipment	4/2023	$36,698.00		$36,698.00	10/2024	$36,698.00	
106	6183.06		Inwood shop	Enviromix, Inc. - Diffusers, Aeration piping, pipes/supports	5/2023	$77,827.50		$77,827.50	9/2023	$77,827.50	
125,127	683		Inwood shop	B.A. Martin Welding - SS Piping for Digester	5/2023	$18,779.95		$18,779.95	10/2023	$18,779.95	
71-75	1457		Inwood shop	Southern Steel Products Company - Misc. Metals for Cent. Bldg	5/2023	$38,450.00		$38,450.00	2/2024	$38,450.00	
95-96	9261		Inwood shop	Pumpman Pittsburgh - Submersible Pumps	5/2023	$200,809.00		$200,809.00	10/2024	$200,809.00	
105	9865-3		Inwood shop	Envirodyne Systems Inc. - Grit Removal System	6/2023	$134,158.00		$134,158.00	8/2023	$134,158.00	
166	S100198279.005		Inwood shop	CITCO Water - Plug valves	7/2023	$26,796.00		$26,796.00	12/2023	$26,796.00	
106	6183.07		Inwood shop	Enviromix, Inc. - Digester Blowers	7/2023	$181,597.50		$181,597.50	10/2023	$181,597.50	
97	PSI-31936		Inwood shop	Centrisys - Centrifuge System	9/2023	$499,840.00		$499,840.00	1/2024	$499,840.00	
108	220802-2		Inwood shop	Micro-Tech Designs, Inc. - Controls and Instrumentation	9/2023	$14,087.00		$14,087.00	10/2024	$14,087.00	
134	111977-00		Inwood shop	Aircon Engineering - Unit Heaters, Louvers, Split System	9/2023	$26,918.00		$26,918.00	3/2024	$26,918.00	
83	1327		Inwood shop	Kephart Plaster and Stone - EIFS Outsulation	11/2023	$13,000.00		$13,000.00	12/2023	$13,000.00	
78	10033728		Inwood shop	Fibergrate Composite Structures - FRP Ladder	11/2023	$2,975.00		$2,975.00	2/2024	$2,975.00	
166	S100234535.004		Inwood shop	CITCO Water - DI Piping	11/2023	$8,800.61		$8,800.61	12/2023	$8,800.61	
108	220802-3, 4		onsite	Micro-Tech Designs-Float Control Panels, Eff./Drain Pumps	2/2024	$29,479.00		$29,479.00	10/2024	$29,479.00	
108	220802-5		onsite	Micro-Tech Designs - Influent Pump VFD	5/2024	$105,434.00		$105,434.00	10/2024	$105,434.00	
108	220802-6		onsite	Micro-Tech Designs - MCC Panels	5/2024	$413,240.00		$413,240.00	10/2024	$413,240.00	

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Stored Material Summary

Contractor's Application

For (Contract): CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT								Application Number: 28			
Application Period: 1/01/25-1/31/25								Application Date: 1/31/2025			
A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section	Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Date (Month/ Year)	Amount ($)	Materials Remaining in Storage ($) (D + E - F)
174	386790		MSJ site	Waldron of Maryland, Inc. - Exp. Proof Heaters	8/2024	$19,998.00		$19,998.00	10/2024	$19,998.00	
				Totals		**$2,836,244.44**		**$2,836,244.44**		**$2,836,244.44**	

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Date: February 12, 2025

Charles Town Utility Board
2022 Renewal and Replacement Project
Schedule B

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Paid by CTUB from Operating Account 12/18/2024-2/12/2025	Resolution No. 21 Contractor's Application for Payment No. 21	Resolution No. 22 Contractor's Application for Payment No. 22	Resolution No. 23 Contractor's Application for Payment No. 23	Resolution No. 24 Contractor's Application for Payment No. 24	Resolution No. 25 Contractor's Application for Payment No. 25	Resolution No. 26 Contractor's Application for Payment No. 26	Resolution No. 27 Contractor's Application for Payment No. 27	Resolution No. 28 Contractor's Application for Payment No. 28	BALANCE REMAINING
1 **CONSTRUCTION**											
a. Contract	$ 10,151,000.00		$ 439,198.81	$ 240,041.05	$ 555,426.85	$ 122,475.27	$ 294,937.06	$ 91,137.06	$ 33,105.38	$ 2,410.39	$ 500,219.33
b. Construction Contingency 5% - (See note #2, 5, 6, 7, 8, 9 and 10 below	$ 197,438.15										$ 197,438.15
c. Change Order #1 (See note #1 below)	$ 498,183.42										$ -
d. Change Order #2	$ 41,179.57										$ -
e. Change Order #3	$ 90,351.00			$ 3,614.04	$ 5,421.06	$ 2,710.63					$ -
f. Change Order #4	$ 76,494.00		$ 18,359.00		$ 3,059.76	$ 32,127.48	$ 19,998.00	$ -			$ 2,949.76
g. Change Order #5	$ 27,066.00										$ 27,066.00
h. Change Order #6	$ 23,071.00									$ 11,535.50	$ 11,535.50
i. Change Order #7	$ 16,950.28										$ 16,950.28
2 **ENGINEERING SERVICES**											
GDF Engineering fees (including CA and RPR)	$ 760,000.00	$ 4,901.15									$ 5,922.03
Additional RPR inspection (Amendment #2 & #3)	$ 160,000.00	$ 5,970.88									$ 10,516.24
Initial GDF R&R Report	$ 40,082.50										$ -
3 **LEGAL SERVICES**											
a. Local Project Attorney	$ 20,000.00										$ 14,244.00
4 **ADMINISTRATIVE SERVICES**											
a. Project Accountant (CPA)	$ 20,000.00										$ 9,112.50
b. Other Administrative Costs	$ 10,000.00										$ 3,151.74
5 **Total Project Costs Lines 1-6**	**$ 12,131,815.92**	**$ 10,872.03**	**$ 457,557.81**	**$ 243,655.09**	**$ 563,907.67**	**$ 157,313.38**	**$ 314,935.06**	**$ 91,137.06**	**$ 33,105.38**	**$ 13,945.89**	**$ 799,105.53**
B. SOURCES OF FUNDS	**APPROVED PROJECT FUNDING**										
1 PROJECT FUNDS											
Internal Funds & EEG Grant											
a. Capacity Improvement Fees	$ 1,170,163.00				$ (310,424.21)	$ (157,313.38)	$ (314,935.06)	$ (91,137.06)	$ (33,105.38)	$ (13,945.89)	$ 249,302.02
b. Renewal & Replacement (See note #3 & #4 below)	$ 500,000.00										$ 1,816.58
c. Operating Cash	$ 1,515,122.92	$ (10,872.03)									$ 547,986.93
d. EEG Grant Funds	$ 1,966,030.00		$ (134,926.20)								$ -
Total Internal Funds & EEG Grant Funds	**$ 5,151,315.92**										**$ 799,105.53**
Bond Proceeds											
e. 2022B & 2022C Construction Fund Account	**$ 6,980,500.00**		$ (322,631.61)	$ (243,655.09)	$ (253,483.46)						$ -
Total Funds Available	**$ 12,131,815.92**	**$ (10,872.03)**	**$ (457,557.81)**	**$ (243,655.09)**	**$ (563,907.67)**	**$ (157,313.38)**	**$ (314,935.06)**	**$ (91,137.06)**	**$ (33,105.38)**	**$ (13,945.89)**	**$ 799,105.53**

Note #1 - March 1, 2023 this line item was increased to include the full amount of Change Order #1. Internal funds that were previously allocated for the Collection System project will be dedicated to this Change Order. This will require an increase of the requested funds from CWSRF for the Collection System Project.
Note #2 - March 8, 2023 this line item was decreased by $41,179.57 to include the full amount of Change Order #2.
Note #3 - Pay App #7 in the amount of $1,068,229.84 includes $298,910 from Change Order #1. $769,319.84 will be paid from the 2022B and $298,910 will be paid from the Renewal & Replacement Account.
Note #4 - Pay App #8 in the amount of $872,756.88 includes the remaining balance of $199,273.42 from Change Order #1. $673,483.46 will be paid from the 2022B and $199,273.42 will be paid from the Renewal & Replacement Account.
Note #5 - August 23, 2023 this line item was decreased by $90,351 to include the full amount of Change Order #3.
Note #6 - June 26, 2024 this line item was decreased by $76,494 to include the full amount of Change Order #4.
Note #7 - July 24, 2024 this line item was decreased by $35,000 to include a portion of Amendment No. 3 for additional RPR services. The additional RPR line budget item included $25,000 above budget, remaining $35,000 was reduced from contingency.
Note #8 - September 11, 2024 this line item was decreased by $27,066 to include the full amount of Change Order #5.
Note #9 - November 13, 2024 this line item was decreased by $23,071 to include the full amount of Change Order #6.
Note #10 - December 11, 2024 this line item was decreased by $16,950.28 to include the full amount of Change Order #7.

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

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

2022 Sewer Collection System Project - Resolution No. 4 - CIF Payment No. 3

Attachments:

Resolution No. 4.pdf

CHARLES TOWN UTILITY BOARD
2022 COLLECTION SYSTEM PROJECT
(IJDC #2021S-2041 / CWSRF #C-544686)

RESOLUTION NO. 4
REQUEST FOR PAYMENT #4
(CIF PAYMENT #3)

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

WHEREAS, the Charles Town Utility Board (CTUB), has reviewed the invoices attached hereto and incorporated herein by reference relation to the Project funded in part by the Clean Water State Revolving Fund (CWSRF) and find as follows:

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

b.) 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.) Each of such costs has been otherwise properly incurred; and

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

NOW, THEREFORE, BE IT RESOLVED by the Charles Town Utility Board that the payment of the invoices as summarized below are hereby authorized and directed:

Vendor	CWSRF	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
Kay, Casto, & Chaney	$0	$650.00	$650.00
GD&F Engineers	$0	$12,000.38	$12,000.38
Rummel, Klepper, & Kahl	$0	$4,968.77	$4,968.77
Total	**$0**	**$17,619.15**	**$17,619.15**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 12th day of February, 2025.

By: _____
John Nissel, Chairman

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

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

DSI Plotter Lease Agreement

Attachments:

Plotter Documentation.pdf

Digital Document Solutions, Inc.
Solutions for Your Office

KONICA MINOLTA

SALES ORDER

THIS PURCHASE ORDER IS ISSUED UNDER AEPA CONTRACT # 021-C

114 S. Wineow Street
Cumberland, MD 21502
301-777-7999 Phone
301-777-7906 Fax
800-726-7999 Toll-Free

10210 Governor Lane Boulevard
Suite 2005
Williamsport, MD 21795
301-791-7999 Phone
301-745-8828 Fax
800-726-7999 Toll-Free

117 Olde Farm Office Rd.
Suite 202
Duncansville, PA 16635
814-297-0877 Phone
301-777-7906 Fax
800-726-7999 Toll-Free

303 South Loudon St.
Winchester, VA 22601
301-791-7999 Phone
301-745-8828 Fax
800-726-7999 Toll-Free

Customer Name: City of Charles Town Utility Board Phone: 304.725.2316

Billing Address: 661 South George St. Charles Town, WV 25414

Installation Address: _____

EQUIPMENT/SUPPLIES	QTY	UNIT PRICE	TOTAL PRICE
HP DESIGNJET T2600 *36-inch Multi-Function-Copier/Scanner/Plotter* *Single Roll Feed, PostScript, Touch Screen*	1		

CHECK APPROPRIATE BOX:

☐ **Outright Purchase** –

☑ **Lease** – Equipment will be placed on a **60** month lease. Annual payment to be $**2,844.00** plus tax ($_____). Advance payments of $_____ plus tax ($_____) required in advance. Lease payment check may be made out to_____.

Price	
Tax %	
Balance Due	

COMMENTS:

Lease includes machine, delivery, install and Maintenance Labor Only. All Parts and Supplies sold separately. DSI will return existing device to Leasing Company,charge, once current lease is paid off.

Customer acknowledges that this Sales Order is subject to approval by Document Solutions, Inc. management, and that Document Solutions, Inc. has not made, and is not bound by any oral or written representations made by its sales person which do not appear on this sales order.

Accepted By:	Customer Signature:
Title: VP of Sales	Name Printed:
Sales Person: Joel Tuttle	Title:
Date: 1-17-2025	Date:

First Citizens Bank.

Lease Agreement Number: 1990554

State & Local Government Lease Agreement

This State & Local Government Lease Agreement (the "Lease") contains the terms of your agreement with us. Please read it carefully and ask us any questions you may have. The words **you, your** and **lessee** mean you, our customer. The words **we, us, our** and the **lessor**, mean First-Citizens Bank & Trust Company.

Product/Equipment Description

Quantity	Description	Product/Equipment Address
1	HP DeisgnJet T2600	661 South George St. Charles Town, WV 25414

For additional equipment and accessories, attach addendum.

SUPPLIER: Document Solutions Inc. 114 S. Wineow St. Cumberland, MD 21502

Purchase Option

If no box is checked or if both boxes are checked, the Fair Market Value purchase option will apply:

☒ Fair Market Value
☐ $1.00 Purchase Option ☐ Other ___

Term and Lease

Lease Payment $2,844.00 (plus taxes, if applicable)
Term (Months) 60
Payment Frequency Annual

Variable Payment Schedule if applicable:
(Attach "Payment Schedule Addendum" if necessary)

___ payments @ ___; followed by ___ payments @ ___ followed by
___ payments @ ___; followed by ___ payments @ ___

Payments are due in Advance

Documentation Fee: $75.00 (due with first invoice)

Additional Provisions:

PLEASE NOTE: **Certain state and local government lessees must sign an additional addendum document.**

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What that means for you: When you open an account, we will ask for (i) if you are a legal entity, your name, address, and other information that will allow us to identify you; (ii) if you are an individual, your name, address and date of birth. We may also ask to see your driver's license or other identifying documents.

Lessee

City of Charles Town Utility Board
Lessee Legal Name

Lessee "Doing Business As" Name

Billing Street Address
661 South George St.
Billing City, State, Zip
Charles Town, WV 25414
Billing Contact Name & Phone No.
304.725.2316
Lessee Phone Number (if different from above)

TERMS AND CONDITIONS
BY SIGNING THIS LEASE:

BY SIGNING THIS LEASE: (i) YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ON THE FRONT AND BACK OF THIS LEASE; (ii) YOU AGREE THAT IF A COPY OF THIS LEASE IS SIGNED BY YOU AND THE FRONT OF THE COPY IS DELIVERED TO US BY FACSIMILE TRANSMISSION OR OTHERWISE, TO THE EXTENT ANY PROVISIONS ARE MISSING OR ILLEGIBLE OR CHANGED (AND NOT INITIALED BY BOTH YOU AND US), THE TERMS AND CONDITIONS OF THIS LEASE IN USE ON THE DATE WE RECEIVE THE COPY SIGNED BY YOU WILL BE THE TERMS AND CONDITIONS OF THE LEASE, (iii) YOU AGREE THAT THIS LEASE IS A NET LEASE THAT YOU CANNOT TERMINATE OR CANCEL EXCEPT AS SPECIFICALLY PROVIDED HEREIN, YOU HAVE AN UNCONDITIONAL OBLIGATION TO MAKE ALL PAYMENTS DUE UNDER THIS LEASE, AND YOU CANNOT WITHHOLD, SET OFF OR REDUCE SUCH PAYMENTS FOR ANY REASON; (iv) YOU AGREE THAT YOU WILL USE THE EQUIPMENT ONLY FOR BUSINESS PURPOSES; (v) YOU WARRANT THAT THE PERSON SIGNING THIS LEASE FOR YOU HAS THE AUTHORITY TO DO SO; AND (vi) YOU CONFIRM THAT YOU DECIDED TO ENTER INTO THIS LEASE RATHER THAN PURCHASE THE EQUIPMENT FOR THE TOTAL CASH PRICE. **BOTH PARTIES EXPRESSLY WAIVE TRIAL BY JURY AS TO ALL ISSUES ARISING OUT OF OR RELATED TO THIS LEASE.**

LESSOR: First-Citizens Bank & Trust Company
10201 Centurion Parkway N. #100
Jacksonville, FL 32256

Authorized Signature Date Signed

Printed Name

Print Title

LESSEE SIGNATURE

City of Charles Town Utility Board
Lessee Legal Name

X Authorized Signature X Date Signed

X Print Signer's Name

Print Signer's Title

Federal Tax ID Number

1. LEASE; DELIVERY AND ACCEPTANCE. You agree to lease the products/equipment described on the front of this lease agreement (collectively "Equipment") on the terms and conditions shown on the front and back of this lease ("Lease"). If you have entered into any purchase contract ("Purchase Contract") with any supplier, you assign to us your rights under such Purchase Contract, but none of your obligations (other than the obligation to pay for the Equipment if is accepted by you as stated below and you timely deliver to us such documents and assurances as we request). If you have not entered into a Purchase Contract, you authorize us to enter into a Purchase Contract on your behalf. You will arrange for the delivery of the Equipment to you. When you receive the Equipment, you agree to inspect it to determine if it is in good working order. This term of this Lease will begin on the date when you sign a Delivery and Acceptance Certificate at which time the Equipment will be deemed irrevocably accepted by you and will continue for the number of months specified in this Lease, unless earlier terminated in accordance with Section 16 of this Lease. The first Lease Payment is due on or before the date the Equipment is delivered to you. The remaining Lease Payments will be due on the day of each subsequent month (or such other time period stated on the front of this Lease) designated by us. If any Lease Payment or other amount payable to us is not paid within **10** days of its due date, you will pay us a late charge equal to the greater of (i) **5%** of each late payment or (ii) **$5.00** for each late payment (or such lesser amount as is the maximum amount allowable under applicable law).

2. NO WARRANTIES. We are leasing the Equipment to you **"AS-IS". YOU ACKNOWLEDGE THAT WE DO NOT MANUFACTURE THE EQUIPMENT, WE DO NOT REPRESENT THE MANUFACTURER OR THE SUPPLIER, AND YOU HAVE SELECTED THE EQUIPMENT AND SUPPLIER BASED UPON YOUR OWN JUDGMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE. YOU AGREE THAT REGARDLESS OF CAUSE, WE ARE NOT RESPONSIBLE FOR AND YOU WILL NOT MAKE ANY CLAIM AGAINST US FOR ANY DAMAGES, WHETHER CONSEQUENTIAL, DIRECT, SPECIAL, OR INDIRECT. YOU AGREE THAT NEITHER SUPPLIER NOR ANY SALESPERSON, EMPLOYEE OR AGENT OF SUPPLIER IS OUR AGENT OR HAS ANY AUTHORITY TO SPEAK FOR US OR TO BIND US IN ANY WAY.** We transfer to you for the term of this Lease any warranties made by the manufacturer or Supplier under a Supply Contract.

3. EQUIPMENT LOCATION; USE AND REPAIR; RETURN. You will keep and use the Equipment only at the Equipment Location shown on the front of this Lease. You may not move the Equipment without our prior written consent. At your own cost and expense, you will keep the Equipment eligible for any manufacturer's certification, in compliance with all applicable laws and in good condition and working order, except for ordinary wear and tear. You will not make any alterations, additions or replacements to the Equipment without our prior written consent. All alterations, additions and replacements will become part of the Equipment and our property at no cost or expense to us. We may inspect the Equipment at any reasonable time. Unless you purchase the Equipment in accordance with this Lease, upon termination of this Lease you will immediately deliver the Equipment to us in as good condition as when you received it, except for ordinary wear and tear, to any place in the United States that we tell you. You will pay for all outstanding lease payments, late charges, insurance charges, and our estimated property taxes on the Equipment based upon the prior year's actual property tax, and expenses of deinstalling, crating, shipping, and insuring the Equipment for its full replacement value during shipping. Unless we request return to us, you must retain physical possession of the Equipment through the end of the initial or any renewal lease term.

4. TAXES AND FEES. You are responsible for all sales and use (unless you provide us with an acceptable Sale/Use Tax exemption form), personal property or other taxes relating to the use or ownership of the Equipment, now or hereafter imposed, or assessed by any state, federal or local government or agency. You agree to pay when due, or reimburse us for all taxes, fines or penalties imposed upon the Equipment and, if we elect, you agree to pay us estimated property taxes either with each lease payment or at the end of the lease term as more fully set forth herein. We will file all sales, use and personal property tax returns (unless we notify you otherwise in writing). We do not have to contest any taxes, fines or penalties; however, you may do so provided (a) you do so in your own name and at your expense, (b) the contest will not result in any sort of lien being placed on the Equipment or otherwise jeopardize our rights in any of the Equipment, (c) you pay us for any taxes we remitted to the taxing authorities even though you may be contesting the taxes and indemnify and hold us harmless for any expenses, including legal expenses, we incur as a result of such contest. If we file such personal property tax reports, you will pay property taxes as invoiced by us.

5. LOSS OR DAMAGE. As between you and us, you are responsible for any loss, theft or destruction of, or damage to the Equipment (collectively "Loss") from any cause at all, whether or not insured, until it is delivered to us at the end of this Lease. You are required to make all Lease Payments even if there is a Loss. You must notify us in writing immediately of any Loss. Then, at our option, you will either (a) repair the Equipment so that it is in good condition and working order, eligible for any manufacturer's certification, or (b) pay us the amounts specified in Section 9(b) below.

6. INSURANCE. You will provide and maintain at your expense (a) property insurance against the loss, theft or destruction of, or damage to, the Equipment for its full replacement value, naming us as loss payee, and (b) public liability and third party property insurance, naming us as an additional insured. If you so request and if we give our prior written consent, in lieu of maintaining the insurance described in the preceding sentence, you may self insure against such risks, provided that our interests are protected to the same extent as if the insurance required in clauses (a) and (b) above had been obtained by third party insurance carriers and provided further that such self insurance program is consistent with prudent business practices with respect to insuring such risk. You will give us certificates or other evidence of such insurance on the commencement date of this Lease and at such times as we request. All insurance obtained from a third party insurer will be in a form, amount and with companies acceptable to us, and will provide that we be given **30** days advance notice of any cancellation or material change of such insurance.

7. PURCHASE OPTION; RENEWAL: If (a) you have not terminated this Lease in accordance with Section 15 and (b) no Default has occurred and is continuing under this Lease, you will have the option at the end of the initial or any renewal term to purchase all (but not less than all) of the Equipment at the Purchase Option price shown, plus any applicable taxes. Unless the Purchase Option price is $1.00, you must give us at least 30 days written notice before the end of the initial term, that you will purchase the Equipment or that you will return all the Equipment to us. If you do not give us such written notice or if, having given such notice, you do not purchase or deliver the Equipment in accordance with the terms and conditions of this Lease, this Lease will automatically renew for successive one month terms until you either purchase or deliver the Equipment to us. Each month during a renewal term the Lease Payment will remain the same. We may cancel an automatic renewal term by sending you written notice 10 days prior to such renewal term. If the Fair Market Value Purchase Option has been selected, we will use our reasonable judgment to determine the Equipment's fair market value as configured, in place and installed. You agree that the Fair Market Value is the amount that may reasonably be expected for the installed Equipment in an exchange between a willing buyer and a willing seller, including costs to make the Equipment fully operational. If you do not agree with our determination of the Equipment's in use and in place fair market value, the fair market value (in use and in place) will be determined at your expense by an independent appraiser mutually acceptable to you and us. Upon payment of the Purchase Option price, we shall transfer our interest in the Equipment to you "AS-IS, WHERE IS" without any representation or warranty whatsoever and this Lease will terminate. To secure payment of all amounts due to us, to the extent permitted by law, you grant us a security interest in the Equipment (including any replacements, substitutions, additions, attachments and proceeds). You will keep the Equipment free of all liens and encumbrances. **You authorize us to file financing statement(s) to protect our interest in the Equipment.**

8. DEFAULT. Each of the following is a "Default" under this Lease: (a) you fail to pay any Lease Payment or any other payment within **10** days of its due date; (b) you do not perform any of your other obligations, including but not limited to, providing and maintaining property insurance required under Section 6 of this Lease on the Equipment, under this Lease or in any other agreement with us or with any of our affiliates and this failure continues for **10** days after we have notified you of it; (c) you become insolvent, you dissolve, you assign your assets for the benefit of your creditors, you sell, transfer or otherwise dispose of all or substantially all of your assets, or you enter (voluntarily or involuntarily) any bankruptcy or reorganization proceeding; or (d) any representation or warranty made by you under this Lease or in any instrument you have provided us proves to be incorrect in any material respect.

9. REMEDIES. If a Default occurs, we may do one or more of the following: (a) we may cancel or terminate this Lease and any or all other agreements that we have entered into with you or withdraw any offer of credit; (b) subject to the provisions of Section 16, we may declare an amount equal to all amounts then due under this Lease, and the unpaid principle balance under this Lease as of the due date of the last Lease Payment paid when due and payable, whereupon the same shall be immediately due and payable; (c) we may require you to deliver the Equipment to us as set forth in Section 3; (d) we or our agent may peacefully repossess the Equipment without court order and you will not make any claims against us for damages or trespass or any other reason; and (e) we may exercise any other right or remedy available at law or in equity. **In the event of a dispute arising out of this Lease, the prevailing party shall be entitled to its reasonable collection costs and attorney fees and costs incurred in enforcing or defending this Lease (including attorneys' fees and costs incurred post-judgment).** If we take possession of the Equipment, we may sell or otherwise dispose of it with or without notice, at a public or private sale, and apply the net proceeds (after we have deducted all costs related to the sale or disposition of the Equipment) to the amounts that you owe us. You agree that if notice of sale is required by law to be given, **10** days' notice shall constitute reasonable notice. You will remain responsible for any amounts that are due after we have applied such net proceeds.

10. FINANCE LEASE STATUS. You agree that if Article 2A-Leases of the Uniform Commercial Code applies to this Lease, this Lease will be considered a "finance lease" as that term is defined in Article 2A. By signing this Lease, you agree that either (a) you have reviewed, approved, and received a copy of the Supply Contract or (b) that we have informed you of the identity of the Supplier, that you may have rights under the Supply Contract, and that you may contact the supplier for a description of those rights. **TO THE EXTENT PERMITTED BY APPLICABLE LAW, YOU WAIVE ANY AND ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A.**

11. ASSIGNMENT. YOU MAY NOT ASSIGN, SELL, TRANSFER OR SUBLEASE THE EQUIPMENT OR YOUR INTEREST IN THIS LEASE. We may, without notification to you, sell, assign, or transfer this Lease and our rights in the Equipment. You agree that the new owner will have the same rights and benefits that we have now under this Lease but not our obligations. The rights of the new owner will not be subject to any claim, defense or set-off that you may have against us.

12. INDEMNIFICATION. To the extent not prohibited by applicable law, with respect to any claims, actions, or suits that are made against us as a result of your actions, inactions, negligence or willful misconduct (Claims), you agree to reimburse us for and if we request, to defend us against, any Claims.

13. MISCELLANEOUS. You agree that the terms and conditions contained in this Lease make up the entire agreement between you and us regarding the lease of the Equipment. This Lease is not binding on us until we sign it. Any change in any of the terms and conditions of this Lease must be in writing and signed by us. **You agree, however, that we are authorized, without notice to you, to supply missing information or correct obvious errors in this Lease.** If we delay or fail to enforce any of our rights under this Lease, we will still be entitled to enforce those rights at a later time. All notices shall be given in writing by the party sending the notice and shall be effective when deposited in the U.S. Mail, addressed to the party receiving the notice at its address shown on the front of this Lease (or to any other address specified by that party in writing) with postage prepaid. All of our rights and indemnities will survive the termination of this Lease. it is the express intent of the parties not to violate any applicable usury laws or to exceed the maximum amount of time price differential or interest, as applicable, permitted to be charged or collected by applicable law, and any such excess will be applied to Lease Payments in inverse order of maturity, and any remaining excess will be refunded to you. If you do not perform any of your obligations under this Lease, we have the right, but not the obligation, to take any action or pay any amounts that we believe are necessary to protect our interests. You agree to reimburse us immediately upon our demand for any such amounts that we pay. IF A SIGNED COPY OF THIS LEASE IS DELIVERED TO US BY FACSIMILE TRANSMISSION, IT WILL BE BINDING ON YOU. HOWEVER, WE WILL NOT BE BOUND BY THIS LEASE UNTIL WE ACCEPT IT BY MANUALLY SIGNING IT OR BY PURCHASING THE EQUIPMENT SUBJECT TO THE LEASE, WHICHEVER OCCURS FIRST. YOU WAIVE NOTICE OF OUR ACCEPTANCE AND WAIVE YOUR RIGHT TO RECEIVE A COPY OF THE ACCEPTED LEASE. YOU AGREE THAT, NOTWITHSTANDING ANY RULE OF EVIDENCE TO THE CONTRARY, IN ANY HEARING, TRIAL OR PROCEEDING OF ANY KIND WITH RESPECT TO THIS LEASE, WE MAY PRODUCE A COPY OF THE LEASE TRANSMITTED TO US BY FACSIMILE TRANSMISSION THAT HAS BEEN MANUALLY SIGNED BY US AND SUCH COPY SHALL BE DEEMED TO BE THE ORIGINAL OF THIS LEASE. TO THE EXTENT (IF ANY) THAT THIS LEASE CONSTITUTES CHATTEL PAPER UNDER THE UNIFORM COMMERCIAL CODE, NO SECURITY INTEREST IN THIS LEASE MAY BE CREATED THROUGH THE TRANSFER AND POSSESSION OF ANY COPY OR COUNTERPART HEREOF EXCEPT THE COPY WITH OUR ORIGINAL SIGNATURE. IF YOU DELIVER THIS LEASE TO US BY FACSIMILE TRANSMISSION, YOU ACKNOWLEDGE THAT WE ARE RELYING ON YOUR REPRESENTATION THAT THIS LEASE HAS NOT BEEN CHANGED. If more than one Lessee has signed this Lease, each of you agrees that your liability is joint and several.

14. FUNDING INTENT. You reasonably believe that funds can be obtained to make all Lease Payments during the Term and hereby covenant that your chief executive or administrative officer or the administrative office of yours charged with preparing the budget submitted to your governing body, as applicable, will provide that nothing in this Agreement shall be construed to create a deficiency debt or commitment of revenues other than the current revenues of yours, and provided further that if your governing body elects not to appropriate funds for such payments, **it shall evidence such nonappropriation by omitting funds for such payments due during the applicable fiscal period from the budget it adopts.** It is your intent to make Lease Payments for the full Term if funds are legally available therefore you represent, warrant and covenant to us that the use of the Equipment is essential to its proper, efficient and economic operation. You will provide us with an essential use covenant to us that, among other things, you shall use the Equipment only for its governmental purposes.

15. NONAPPROPRIATION OF FUNDS. In the event sufficient funds are not appropriated and budgeted by your governing body or are not otherwise available in any fiscal period for Lease Payments (or any other amount due hereunder), and provided that you have exhausted all funds legally available for payment of the Lease Payments, then you shall immediately notify us of such occurrence and provide us with evidence of such non-appropriation acceptable to us (e.g., written certification by your legal counsel) and this Agreement shall terminate on the last day of the fiscal period for which funds for Lease Payments are available without penalty or expense to you of any kind whatsoever, except as to the portions of Lease Payments and those expenses associated with your surrender of the Equipment pursuant to Section 3 for which funds shall have been appropriated and budgeted or are otherwise available. Upon such termination, title to the Equipment shall vest with us. This Section 15 will not be construed so as to permit you to terminate this Lease in order to acquire any other equipment or services or to allocate funds directly or indirectly to perform essentially the same application for which the Equipment is intended. Notwithstanding the foregoing, you agree that (a) you will terminate this Lease under the provisions of this section 15 if any funds are appropriated to you, or by you, for the acquisition, retention or operation of other equipment or services performing functions similar to the Equipment for the fiscal period in which such termination would occur; (b) you will not during the term of this Lease give priority in the application of funds to any other functionally similar equipment or services; and (c) to the extent permitted by law, you will not expend or commit any funds for the purchase, acquisition or use of other equipment or services performing functions similar to the Equipment until the fiscal period following the fiscal period for which funds were first not available for the Equipment.

16. AUTHORITY AND AUTHORIZATION. You represent, warrant and covenant to us that: (a) You are a State or political subdivision thereof, as those terms are used in §103 of the Code; (b) You have the power and authority to enter into this Lease; (c) this Lease has been duly authorized, executed and delivered by you and constitutes a valid, legal and binding agreement enforceable against you in accordance with its terms; (d) no further approval, consent or withholding of objections is required from any governmental authority with respect to this Lease; (e) the entering into and performance of this Lease will not violate any judgment, order, law or regulation applicable to you or result in the creation of any lien, charge, security interest or other encumbrance upon the Equipment or your assets; (f) there are no actions, suits or proceedings pending or threatened against or affecting you in any court or before any governmental commission, board or authority, that, if adversely determined, would have a material adverse effect on your ability to perform your obligations under this Lease; (g) the Equipment is tangible personal property and shall not become a fixture or real property under your use thereof; (h) you have complied with all bidding requirements and, where necessary, by due notification have presented the Lease and any ancillary documents for approval and adoption as a valid obligation on your part; (i) you will do or cause to be done all things necessary to preserve and keep the Lease in full force and effect; and (j) it has sufficient appropriations or other funds available to pay all amounts due under the Lease for the then current fiscal period. You shall be deemed to have reaffirmed the representations and warranties set forth in this Section 16 each time you execute a Lease. Contemporaneously with your execution of this Lease, you will complete, execute and provide us with an incumbency certificate (in form satisfactory to us) and an opinion of counsel (in form satisfactory to us) as to the matters set forth in clauses (a) through (h) of this Section 16.

17. GOVERNMENT USE. You represent, warrant and covenant as follows: (a) you shall comply with the information reporting requirements of §149(e) of the internal revenue code of 1986, as amended (code), including but not limited to, the execution (and delivery to us) of information statements requested by us; (b) you shall not do, cause to be done or fail to do any act if such act or failure to act will cause this agreement, or any transaction hereunder, to be an arbitrage bond within the meaning of §148 of the code; (c) you shall not do, cause to be done or fail to do any act if such act or failure to act will cause this agreement, or any transaction hereunder, to be a private activity bond within the meaning of §141 of the code; (d) you shall not do, cause to be done or fail to do any act if such act or failure to act will cause the interest portion of the lease payments to be or become subject to federal income taxation under the code, except as such interest portion may be taken into account as an adjustment in determining the alternative minimum tax and environmental tax imposed on corporations; and (e) you shall be the only entity to own, use or operate the equipment during the term. You shall be deemed to have reaffirmed the representations, warranties and covenants set forth in this section 17 each time it executes any fundamental agreement (as defined in section 16). If you breach any representation, warranty or covenant contained in this lease and, as a result of such breach, the interest portion of any lease payment becomes includable in gross income of any owner thereof for federal income tax purposes, you shall pay us promptly after such determination of taxability and on each lease payment due date thereafter, an additional amount determined by us to compensate us for the loss of such excludability (including, but not limited to, compensation relating to interest expense, penalties or additions to tax), which determination shall be conclusive absent manifest error.

18. CHOICE OF LAW. This Lease shall be governed by the internal laws (as opposed to conflicts of law provisions) of the state in which you are located. If any provision of this Lease or any Equipment or Payment Schedule shall be prohibited by or invalid under that law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Lease or any Equipment or Payment Schedule. This Lease inures to the benefit of and is binding upon the permitted successors or assigns of yours and ours.

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

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

Water Treatment Plant Chlorine Room Modifications

Attachments:

Chlorine Room Project.pdf

CHARLES TOWN UTILITY BOARD
CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

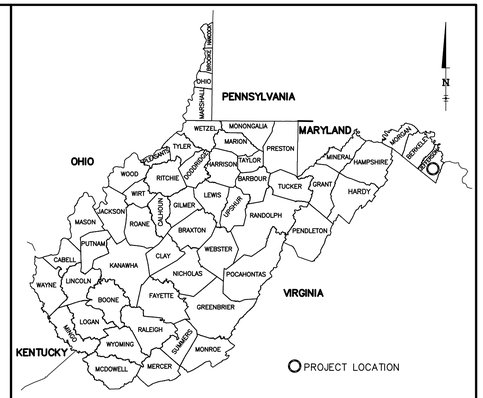
CONTRACT DRAWINGS

for

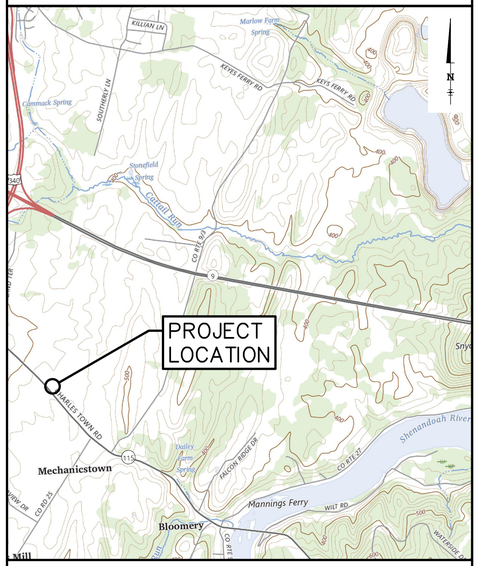
WATER TREATMENT PLANT
CHLORINE GAS SYSTEM
MODIFICATIONS

2025

GD&F
GWIN DOBSON & FOREMAN
ENGINEERS
3121 Fairway Drive
Altoona, PA 16602
814.943.5214
gdfengineers.com



LOCATION MAP
NO SCALE



VICINITY MAP
SCALE: 1" = 2000'

CHARLES TOWN UTILITY BOARD

JOHN NISSEL	CHAIRMAN
KEITH PIERSON	VICE CHAIRMAN
THOMAS STOCKS	TREASURER
JOHN MAXEY	BOARD MEMBER
HEIDI PARKER	BOARD MEMBER

NO.	DATE	DESCRIPTION

REVISIONS

SEAL

COVER SHEET

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT
CHLORINE GAS SYSTEM
MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

GD&F
GWIN DOBSON & FOREMAN
ENGINEERS
3121 Fairway Drive
Altoona, PA 16602
814.943.5214
gdfengineers.com

DATE: 1/14/25	JOB: 21060	SCALE: AS NOTED
FILE: 21060_CS1	DRAWN BY: JSA	CHECKED BY: CME

SHEET NO:
CS-1

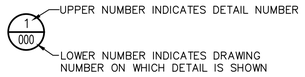
PLOT CREATED: 1/14/2025 9:04 AM
G:\21060\21060_CS1

GENERAL DEMOLITION NOTES (ALL DEMOLITION DRAWINGS):

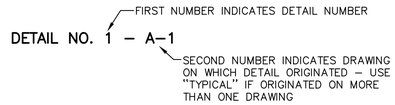
1. THE DEMOLITION DRAWINGS SHOW EXISTING FACILITIES. THIS INFORMATION WAS OBTAINED FROM DESIGN/RECORD DRAWINGS PREPARED AT THE TIME OF CONSTRUCTION AND MAY NOT REPRESENT CONDITIONS EXACTLY AS THEY EXIST AT THE PRESENT. THE FACILITIES ARE DEPICTED BASED UPON THE BEST AVAILABLE KNOWLEDGE OF THEIR CONSTRUCTION. WHEN THE INFORMATION PRESENTED HERE IS USED BY THE CONTRACTOR IN THE DEMOLITION OR MODIFICATION OF THE FACILITIES, ACCURACY AND/OR COMPLETENESS OF THE INFORMATION IS NOT GUARANTEED OR WARRANTED BY THE OWNER AND/OR ENGINEER OR ANY AGENT THEREOF. THE CONTRACTOR SHALL REVIEW THE DRAWINGS PERTAINING TO EXISTING FACILITIES AND DEMOLITION, AND PERFORM THE NECESSARY ON-SITE INSPECTIONS, BEFORE SUBMITTING HIS BID, TO DEVELOP A FULL UNDERSTANDING OF THE SCOPE OF THE DEMOLITION WORK. ANY DEVIATIONS FROM THE INFORMATION DEPICTED ON THE DRAWINGS, FOUND DURING CONSTRUCTION, WILL NOT BE THE BASIS OF A CLAIM FOR ADDITIONAL COMPENSATION. REFER TO SPECIFICATION SECTION: DEMOLITION, FOR DEMOLITION PROCEDURES AND ADDITIONAL REQUIREMENTS.
2. ALL DEMOLITION AND PATCHING WORK SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR UNLESS OTHERWISE NOTED.
3. THE CONTRACTOR IS RESPONSIBLE FOR ALL EQUIPMENT, PIPING AND STRUCTURES AS NEEDED TO MAINTAIN OPERATIONS. COORDINATE WITH THE OWNER AND THE ENGINEER.
4. THE CONTRACTOR SHALL PROVIDE TEMPORARY PIPING, BYPASS PUMPING, VALVES, FITTINGS, APPURTENANCES AND ALL NECESSARY MEANS TO KEEP THE EXISTING FACILITY IN OPERATION DURING CONSTRUCTION.
5. THE CONTRACTOR SHALL MAINTAIN THE INTEGRITY AND CONDITION OF EXISTING CONNECTIONS, FITTINGS AND OTHER MISCELLANEOUS ITEMS USED IN THE NEW DESIGN.
6. ALL PIPES AND CONDUIT THROUGH EXISTING WALLS, CEILINGS, FLOORS, ETC. NOT UTILIZED IN THE NEW DESIGN, SHALL BE PLUGGED AND SEALED. IF THESE PENETRATIONS ARE THROUGH EXISTING FINISHED AND/OR PAINTED WALLS AND CEILINGS, THEY SHALL BE SANDED, PRIMED AND PAINTED TO MATCH EXISTING.
7. CONTRACTOR TO COORDINATE WITH OWNER ON ALL ITEMS MARKED FOR DEMOLITION. OWNER RESERVES THE RIGHT TO KEEP ANY/ALL ITEMS TO BE DEMOLISHED. ALL PIPING, VALVES, FITTINGS, EQUIPMENT AND APPURTENANCES NOT TURNED OVER TO THE OWNER SHALL BE PROPERLY DISPOSED OF BY THE CONTRACTOR AT AN APPROVED FACILITY.
8. CONTRACTOR SHALL PATCH AND PAINT ALL UNUSED CONDUIT AND ELECTRICAL EQUIPMENT OPENINGS TO MATCH EXISTING FINISHES AT THE END OF THE JOB. ALL UNUSED FLOOR PENETRATIONS SHOULD BE FILLED WITH GROUT.
9. CONTRACTOR SHALL REMOVE ALL WIRE, CONDUIT, SUPPORTS AND OTHER APPURTENANCES BACK TO SOURCE OF SUPPLY FOR ALL PROCESS, MECHANICAL AND ELECTRICAL EQUIPMENT BEING REMOVED AND NOT UTILIZED IN THE NEW DESIGN UNLESS OTHERWISE NOTED.
10. ALL DIMENSIONS SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION.

DRAWING NOTE:

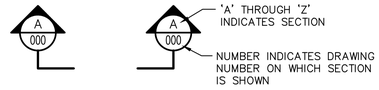
DARK TEXT ITEMS ARE PROPOSED (BY CONTRACTOR) AND LIGHT TEXT ITEMS ARE EXISTING.



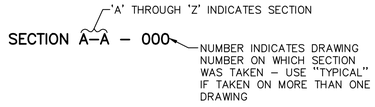
DETAIL DESIGNATION



DETAIL IDENTIFICATION



SECTION LOCATION



SECTION IDENTIFICATION

ABBREVIATIONS:

CONC.	CONCRETE	MISC.	MISCELLANEOUS
℄	CENTERLINE	NO.	NUMBER
D.I.	DUCTILE IRON	NTS	NOT TO SCALE
D.I.M.J.	DUCTILE IRON MECHANICAL JOINT	O.D.	OUTSIDE DIAMETER
DIA.	DIAMETER	O.C.	ON CENTER
EL.	ELEVATION	PSI	POUNDS PER SQUARE INCH
F.F.	FINISHED FLOOR	PVC	POLYVINYL CHLORIDE
FRP	FIBERGLASS REINFORCED PLASTIC	QTY.	QUANTITY
INV.	INVERT	S.S.	STAINLESS STEEL
MAX.	MAXIMUM	SCH.	SCHEDULE
M.J.	MECHANICAL JOINT	TYP.	TYPICAL
MIN.	MINIMUM		

INTERIOR PROCESS PIPING SCHEDULE NOTES:

1. ALL PIPE SYSTEMS SHALL BE FLUSHED, LEAK AND PRESSURE TESTED BEFORE USE. CONSULT WITH ENGINEER FOR REQUIRED TEST PRESSURES. NO LEAKAGE IS ALLOWED ON ANY EXPOSED PIPE SYSTEM.
2. PROVIDE FLANGED COUPLING ADAPTERS AND UNIONS AT A MINIMUM OF ALL PIPE CHANGE IN DIRECTIONS.
3. NO LEAKAGE IS ALLOWED ON ANY EXPOSED PROCESS PIPING SYSTEM DURING TESTING. ALL WATER USED FOR INITIAL PIPE SYSTEM TEST SHALL BE PROVIDED BY OWNER.
4. ROUTE ALL MECHANICAL PROCESS PIPING TO AVOID ELECTRICAL, HVAC, PLUMBING, ETC. AS NEEDED.
5. ALL SCH. 80 PVC PIPING SHALL FEATURE TRUE-UNION VALVES. ALL CHECK VALVES SHALL BE FULL-PORT.
6. ALL TUBING, SPOOL ADAPTERS, SEALS AND GASKETS SHALL BE FULLY COMPATIBLE WITH CHEMICAL BEING USED.
7. ALL PIPING AND CHEMICAL FEED LINE CONDUIT SHALL BE LABELED AND DIRECTION OF FLOW ARROWS SHOULD BE PROVIDED.
8. PROVIDE VINYL SNAP-AROUND CUSTOM PIPE MARKERS. DO NOT PAINT ANY PVC UNLESS OTHERWISE INDICATED.
9. PROVIDE PIPE SUPPORTS AS NEEDED EVEN IF NOT SPECIFICALLY CALLED OUT ON DRAWINGS.
10. PROVIDE GALVANIC ISOLATORS AT ALL DISSIMILAR METAL CONNECTIONS.
11. ALL VALVES SHALL BE PROVIDED WITH AN ID TAG INDICATING LIQUID SERVICE, VALVE TYPE, VALVE NUMBER, NORMAL VALVE POSITION AND PRESSURE SETTING (IF APPLICABLE).
12. DO NOT LOCATE VALVES MORE THAN 6'-0" ABOVE FINISHED FLOOR.

DRAWING INDEX:

COVER SHEET AND GENERAL

CS-1 COVER SHEET
CS-2 DRAWING INDEX, NOTES AND REFERENCES

EXISTING/DEMOLITION

D1 CHLORINE FEED ROOM AND STORAGE ROOM DEMOLITION PLAN
D2 CHLORINE STORAGE ROOM DEMOLITION ELEVATIONS
D3 CHLORINE FEED ROOM DEMOLITION ELEVATIONS

ARCHITECTURAL

A1 CHLORINE FEED ROOM AND STORAGE ROOM ARCHITECTURAL PLAN
A2 SCHEDULES AND DETAILS

MECHANICAL-PROCESS

M1 CHLORINE FEED ROOM AND STORAGE ROOM MECHANICAL PLAN
M2 ELEVATIONS
M3 CHLORINE FEED SYSTEM PIPING SCHEMATIC
M4 DETAILS

HVAC

H1 CHLORINE FEED ROOM AND STORAGE ROOM HVAC PLAN AND SCHEDULES

ELECTRICAL

E1 CHLORINE FEED ROOM AND STORAGE ROOM POWER PLAN
E2 WATER TREATMENT PLANT POWER PLAN
E3 MOTOR CONTROL CENTER (MCC-C) ELEVATION AND SINGLE LINE DIAGRAM
E4 LIGHT FIXTURE SCHEDULE

NO.	DATE	DESCRIPTION

REVISIONS

SEAL

DRAWING INDEX, NOTES AND REFERENCES

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

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FILE: 21060_CS2	DRAWN BY: JSA	CHECKED BY: CME	

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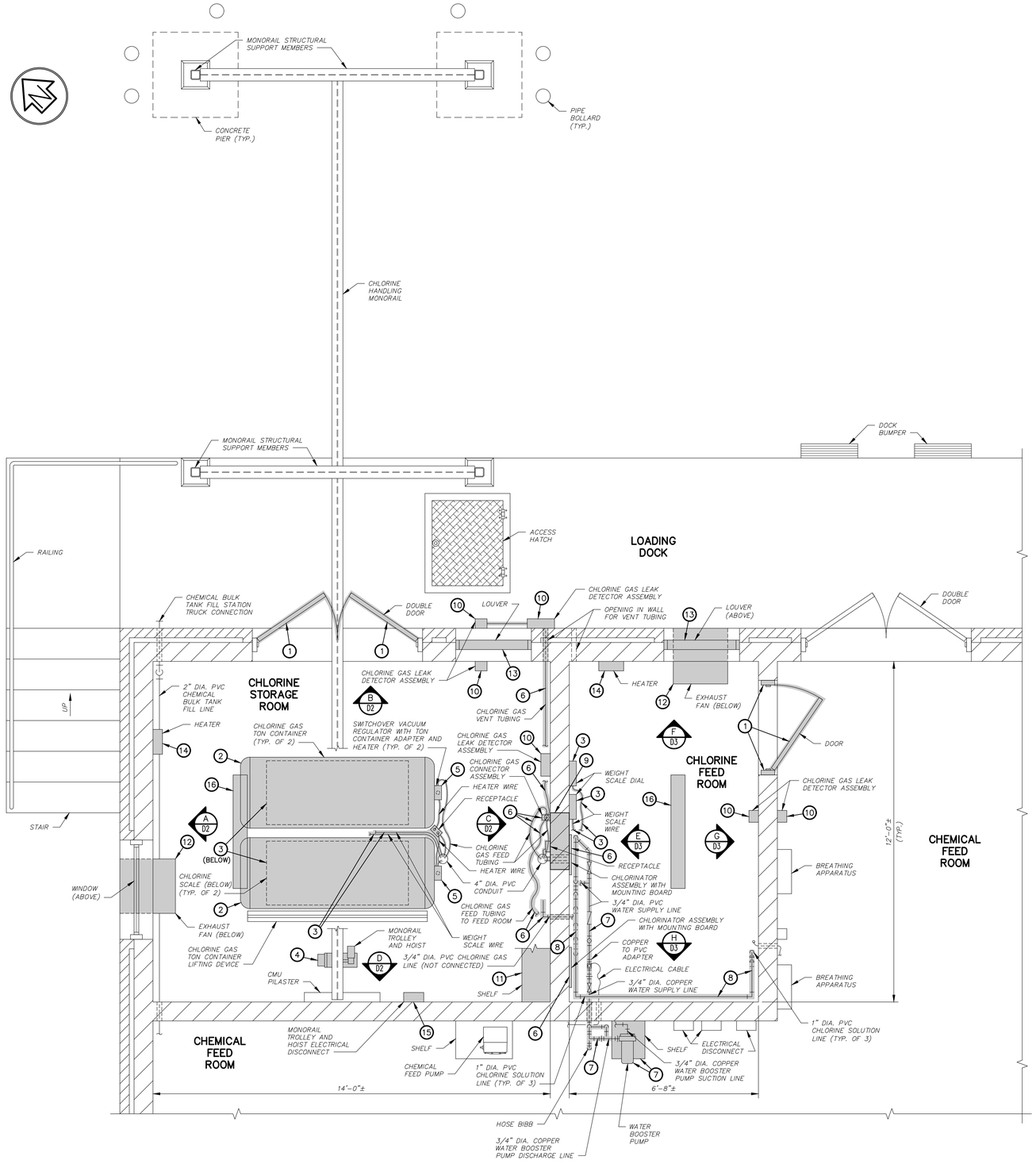

CHLORINE FEED ROOM AND STORAGE ROOM DEMOLITION PLAN

SCALE: 1/2" = 1'-0"

DEMOLITION/SALVAGE NOTES (ALL DEMOLITION DRAWINGS)

1. THE CONTRACTOR SHALL CONSULT WITH THE OWNER BEFORE DEMOLITION, FOR ITEMS TO BE SALVAGED. THE FOLLOWING LIST OF EXISTING ITEMS ARE TO BE REMOVED SO AS NOT TO DAMAGE THEM AND AND TURNED OVER TO THE OWNER. PROTECT AND CAREFULLY TRANSPORT THESE ITEMS TO A STORAGE FACILITY. NOTIFY THE OWNER 7 DAYS IN ADVANCE TO SCHEDULE DELIVERY.
   - A. VACUUM REGULATORS AND HEATERS
   - B. CHLORINE GAS LEAK DETECTORS
   - C. CHLORINATORS
   - D. WATER BOOSTER PUMP
2. THE OWNER RESERVES THE RIGHT TO MODIFY THIS LIST AND ADD TO OR DELETE FROM AT THEIR DISCRETION.

ELECTRICAL DEMOLITION NOTES (ALL DEMOLITION DRAWINGS)

1. THE CONTRACTOR SHALL PATCH AND PAINT ALL UNUSED CONDUIT AND ELECTRICAL EQUIPMENT OPENINGS TO MATCH EXISTING FINISHES AT THE END OF THE PROJECT. ALL UNUSED FLOOR PENETRATIONS SHALL BE FILLED WITH GROUT.
2. THE CONTRACTOR SHALL REMOVE ALL WIRE, CONDUIT, SUPPORTS AND OTHER APPURTENANCES BACK TO SOURCE OF SUPPLY FOR ALL PROCESS, MECHANICAL AND ELECTRICAL EQUIPMENT BEING REMOVED.
3. REMOVE AND PROPERLY DISPOSE OF ALL CONDUIT, WIRING, MOTOR STARTERS, SAFETY SWITCHES, LIGHT FIXTURES, LAMPS, JUNCTION BOXES, RECEPTACLE, SWITCHES, INSTRUMENTATION AND ALL APPURTENANCES BEING DEMOLISHED AND NOT UTILIZED IN NEW DESIGN.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING POWER TO ALL EQUIPMENT NECESSARY FOR PLANT OPERATIONS THROUGHOUT CONSTRUCTION. COORDINATE ANY EQUIPMENT OUTAGES WITH OWNER. POWER SHALL BE PROVIDED VIA PORTABLE GENERATOR AS REQUIRED.

DEMOLITION NOTES:

1. REMOVE EXISTING DOOR AND ALL ASSOCIATED HARDWARE. (EXISTING DOOR FRAME ASSEMBLY TO REMAIN)
2. REMOVE EXISTING CHLORINE GAS TON CONTAINER TEMPORARILY FOR INSTALLATION OF NEW CHLORINE SCALE.
3. REMOVE EXISTING CHLORINE SCALE, WEIGHT SCALE WIRE, WEIGHT SCALE DIAL AND ALL ASSOCIATED APPURTENANCES.
4. REMOVE EXISTING MONORAIL TROLLEY AND HOIST.
5. REMOVE EXISTING SWITCHOVER VACUUM REGULATOR WITH TON CONTAINER ADAPTER AND HEATER ASSEMBLY. (FOR CHLORINE GAS TON CONTAINER)
6. REMOVE EXISTING CHLORINE GAS FEED TUBING, VENT TUBING, CONNECTOR ASSEMBLY, DISCONNECTED CHLORINE GAS LINE, CHLORINATOR ASSEMBLY WITH MOUNTING BOARD, VALVES, FITTINGS AND SUPPORTS.
7. REMOVE EXISTING WATER BOOSTER PUMP, PUMP SHELF, WATER BOOSTER PUMP DISCHARGE WATER SUPPLY LINE, HOSE BIBB, SOLENOID VALVE, ADAPTERS, PRESSURE GAUGE, VALVES, FITTINGS AND SUPPORTS. (CUT EXISTING WATER BOOSTER PUMP SUCTION LINE AND PROVIDE NEW COUPLING AND STAINLESS STEEL HOSE BIBB)
8. REMOVE EXISTING CHLORINE SOLUTION LINES, VALVES, FITTINGS AND SUPPORTS. (TO EXISTING CHLORINE INJECTION LOCATIONS)
9. REMOVE PORTION OF EXISTING WALL FOR INSTALLATION OF NEW WINDOW. (REFER TO SHEET NO. A1 AND A2)
10. REMOVE EXISTING CHLORINE GAS LEAK DETECTOR ASSEMBLY AND ALL ASSOCIATED APPURTENANCES.
11. REMOVE EXISTING SHELF AND SUPPORTS.
12. REMOVE EXISTING EXHAUST FAN AND ALL ASSOCIATED APPURTENANCES.
13. REMOVE EXISTING LOUVER AND ALL ASSOCIATED APPURTENANCES.
14. REMOVE EXISTING HEATER AND ALL ASSOCIATED APPURTENANCES.
15. REMOVE ELECTRICAL DISCONNECT.
16. REMOVE LIGHTS.

LEGEND

EXISTING APPURTENANCES TO BE REMOVED/DEMOLISHED

NO.	DATE	DESCRIPTION
		REVISIONS

CHLORINE FEED ROOM AND STORAGE ROOM DEMOLITION PLAN

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

SEAL

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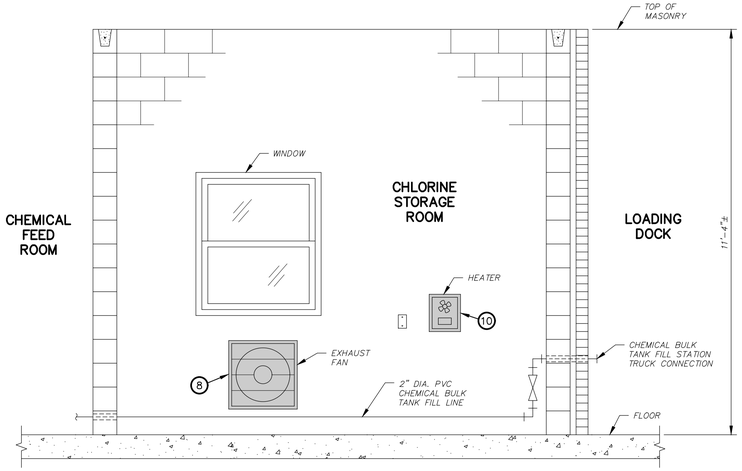
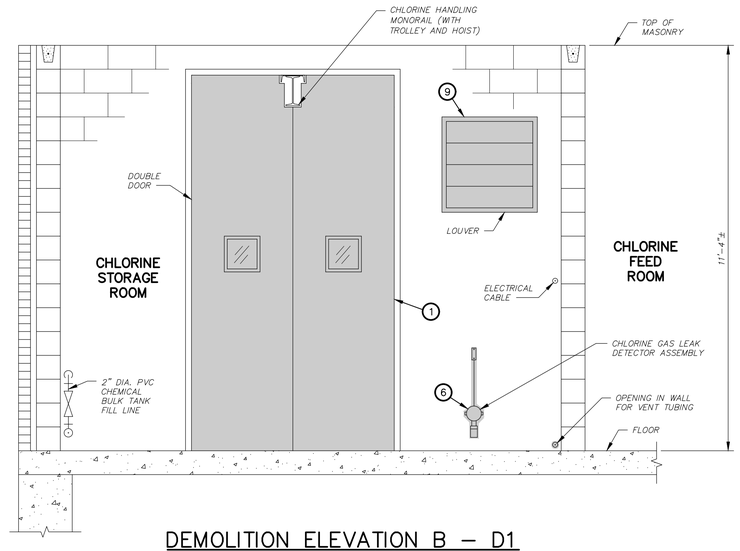


DEMOLITION ELEVATION A – D1

SCALE: 1/2" = 1'-0"



DEMOLITION ELEVATION B – D1

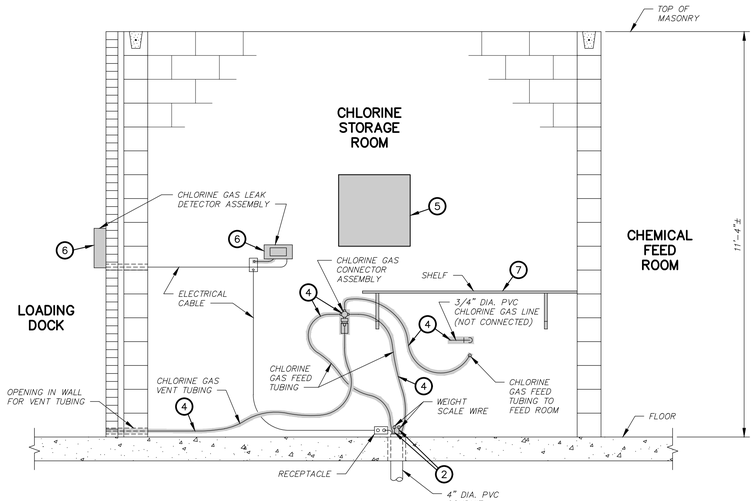
SCALE: 1/2" = 1'-0"

DEMOLITION NOTES:

1. REMOVE EXISTING DOOR AND ALL ASSOCIATED HARDWARE. (EXISTING DOOR FRAME ASSEMBLY TO REMAIN)
2. REMOVE EXISTING CHLORINE SCALE, WEIGHT SCALE WIRE, WEIGHT SCALE DIAL AND ALL ASSOCIATED APPURTENANCES.
3. REMOVE EXISTING MONORAIL TROLLEY AND HOIST.
4. REMOVE EXISTING CHLORINE GAS FEED TUBING, VENT TUBING, CONNECTOR ASSEMBLY, DISCONNECTED CHLORINE GAS LINE, CHLORINATOR ASSEMBLY WITH MOUNTING BOARD, VALVES, FITTINGS AND SUPPORTS.
5. REMOVE PORTION OF EXISTING WALL FOR INSTALLATION OF NEW WINDOW. (REFER TO SHEET NO. A1 AND A2)
6. REMOVE EXISTING CHLORINE GAS LEAK DETECTOR ASSEMBLY AND ALL ASSOCIATED APPURTENANCES.
7. REMOVE EXISTING SHELF AND SUPPORTS.
8. REMOVE EXISTING EXHAUST FAN AND ALL ASSOCIATED APPURTENANCES.
9. REMOVE EXISTING LOUVER AND ALL ASSOCIATED APPURTENANCES.
10. REMOVE EXISTING HEATER AND ALL ASSOCIATED APPURTENANCES.

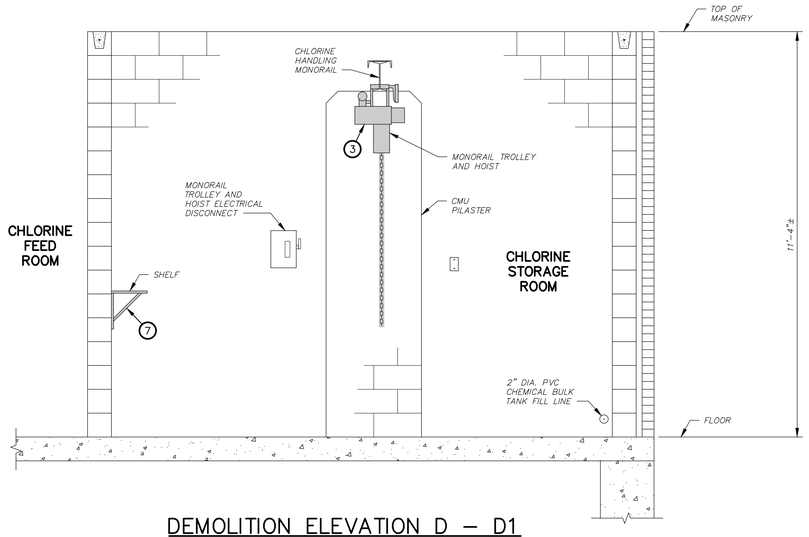
LEGEND

EXISTING APPURTENANCES TO BE REMOVED/DEMOLISHED



DEMOLITION ELEVATION C – D1

SCALE: 1/2" = 1'-0"



DEMOLITION ELEVATION D – D1

SCALE: 1/2" = 1'-0"

NO.	DATE	DESCRIPTION

REVISIONS

CHLORINE STORAGE ROOM
DEMOLITION ELEVATIONS

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT
CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

SEAL

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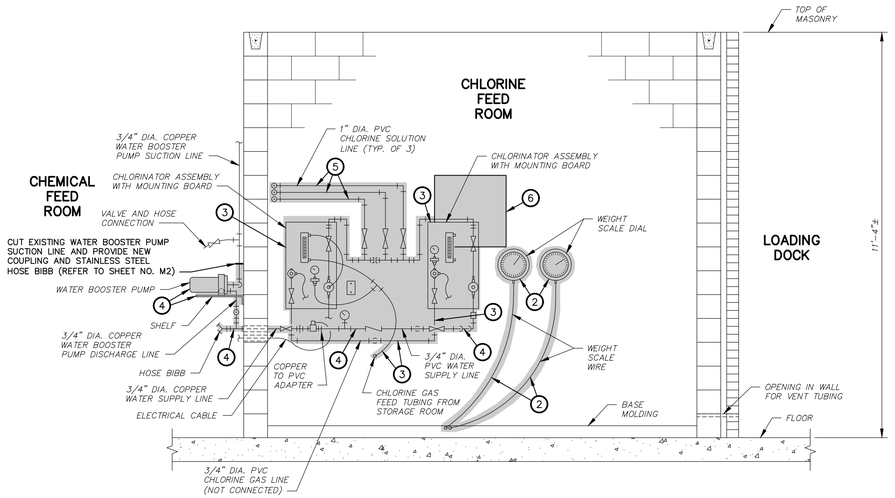
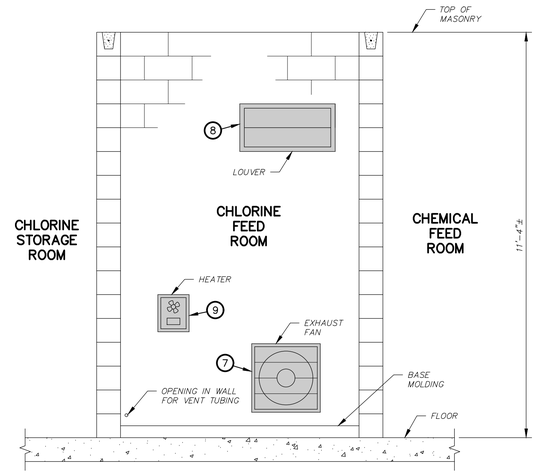


DEMOLITION ELEVATION E – D1
SCALE: 1/2" = 1'–0"



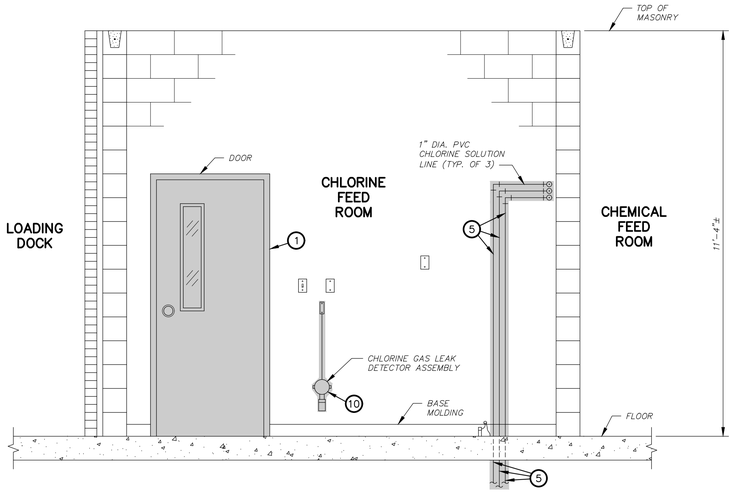
DEMOLITION ELEVATION F – D1
SCALE: 1/2" = 1'–0"

DEMOLITION NOTES:

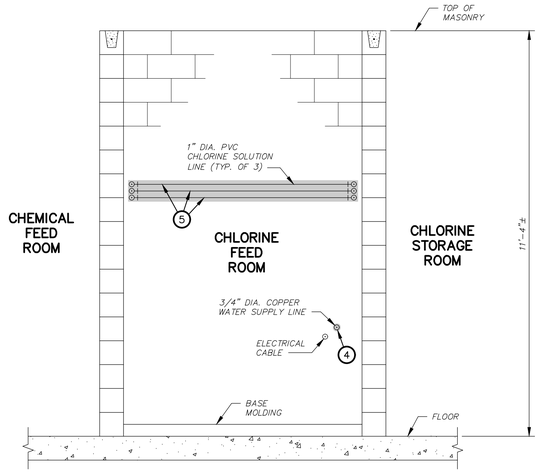
1. REMOVE EXISTING DOOR, FRAME AND ALL ASSOCIATED HARDWARE.
2. REMOVE EXISTING CHLORINE SCALE, WEIGHT SCALE WIRE, WEIGHT SCALE DIAL AND ALL ASSOCIATED APPURTENANCES.
3. REMOVE EXISTING CHLORINE GAS FEED TUBING, VENT TUBING, CONNECTOR ASSEMBLY, DISCONNECTED CHLORINE GAS LINE, CHLORINATOR ASSEMBLY WITH MOUNTING BOARD, VALVES, FITTINGS AND SUPPORTS.
4. REMOVE EXISTING WATER BOOSTER PUMP, PUMP SHELF, WATER BOOSTER PUMP DISCHARGE WATER SUPPLY LINE, HOSE BIBB, SOLENOID VALVE, ADAPTERS, PRESSURE GAUGE, VALVES, FITTINGS AND SUPPORTS. (CUT EXISTING WATER BOOSTER PUMP SUCTION LINE AND PROVIDE NEW COUPLING AND STAINLESS STEEL HOSE BIBB)
5. REMOVE EXISTING CHLORINE SOLUTION LINES, VALVES, FITTINGS AND SUPPORTS. (TO EXISTING CHLORINE INJECTION LOCATIONS)
6. REMOVE PORTION OF EXISTING WALL FOR INSTALLATION OF NEW WINDOW. (REFER TO SHEET NO. A1 AND A2)
7. REMOVE EXISTING EXHAUST FAN AND ALL ASSOCIATED APPURTENANCES.
8. REMOVE EXISTING LOUVER AND ALL ASSOCIATED APPURTENANCES.
9. REMOVE EXISTING HEATER AND ALL ASSOCIATED APPURTENANCES.
10. REMOVE EXISTING CHLORINE GAS LEAK DETECTOR ASSEMBLY AND ALL ASSOCIATED APPURTENANCES.

LEGEND

EXISTING APPURTENANCES TO BE REMOVED/DEMOLISHED



DEMOLITION ELEVATION G – D1
SCALE: 1/2" = 1'–0"



DEMOLITION ELEVATION H – D1
SCALE: 1/2" = 1'–0"

NO.	DATE	DESCRIPTION

REVISIONS

CHLORINE FEED ROOM
DEMOLITION ELEVATIONS

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

SEAL

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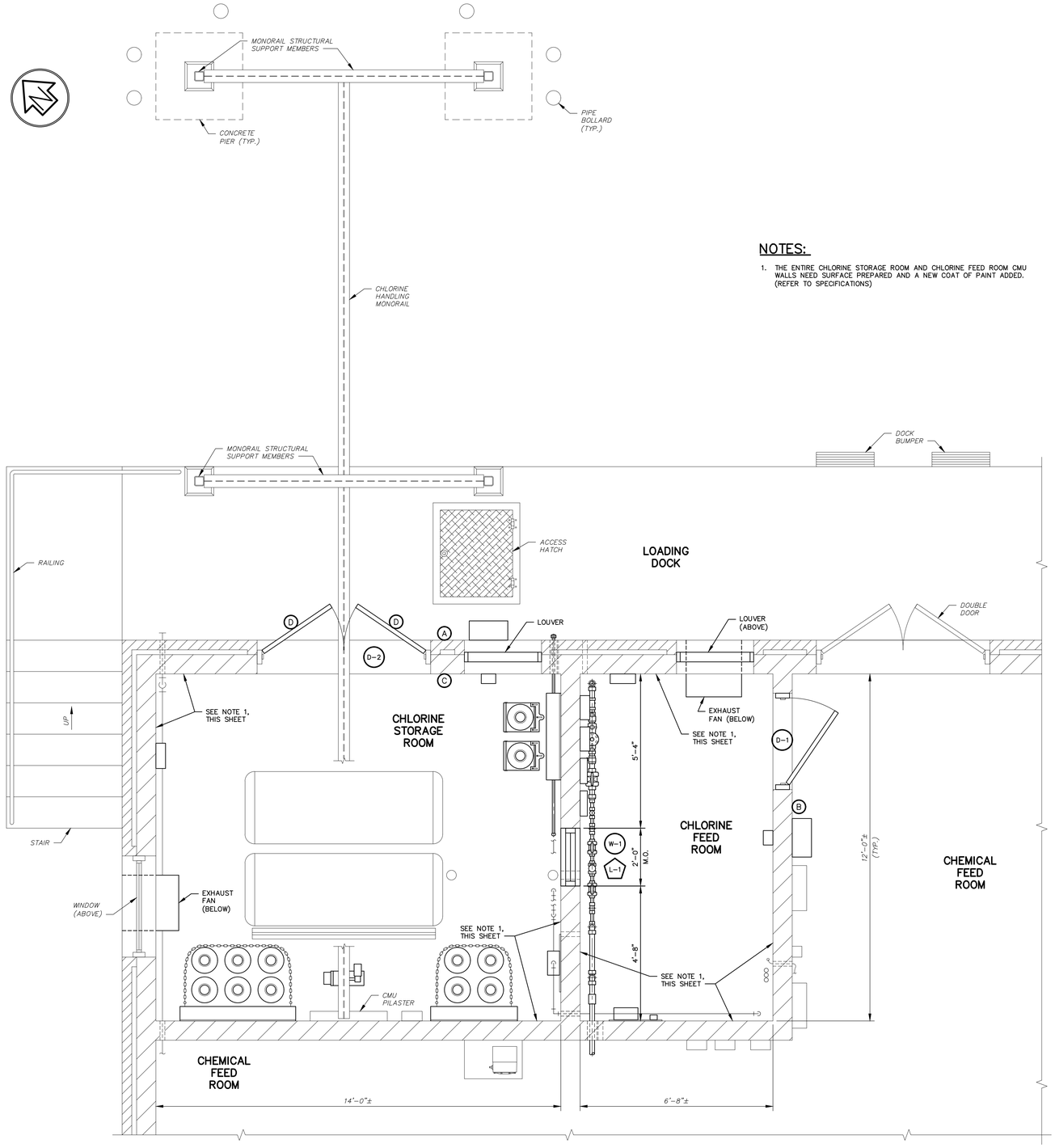

NOTES:

1. THE ENTIRE CHLORINE STORAGE ROOM AND CHLORINE FEED ROOM CMU WALLS NEED SURFACE PREPARED AND A NEW COAT OF PAINT ADDED. (REFER TO SPECIFICATIONS)

CHLORINE FEED ROOM AND STORAGE ROOM ARCHITECTURAL PLAN

SCALE: 1/2" = 1'-0"

SIGNAGE SCHEDULE

I.D.	ROOM/NAME	SIGN TYPE
A	CHLORINE STORAGE ROOM	TYPE 1
B	CHLORINE FEED ROOM	TYPE 1
C	EXIT	TYPE 2
D	DANGER CHLORINE GAS	SIGN TO MATCH EXISTING

SIGNAGE NOTES:

1. TACTILE CHARACTERS SHALL BE RAISED THE REQUIRED 1/32" INCHES FROM SIGN FACE.

2. ALL TEXT SHALL BE ACCOMPANIED BY GRADE 2 BRAILLE. BRAILLE SHALL BE SEPARATED " FROM THE CORRESPONDING RAISED CHARACTERS. GRADE 2 BRAILLE TRANSLATION TO BE PROVIDED BY SIGNAGE MANUFACTURER.

3. ALL LETTERS, NUMBERS AND/OR SYMBOLS SHALL CONTRAST WITH THEIR BACKGROUND. CHARACTERS AND BACKGROUND SHALL HAVE A NON-GLARE FINISH. 2"X REQUIRED LENGTH 3/4" HIGH LETTERS WITH GRADE 2 BRAILLE.

4. PLAQUE MATERIAL SHALL BE MELAMINE PLASTIC LAMINATE, APPROXIMATELY 1/8" THICK WITH CONTRASTING CORE COLOR. THE MELAMINE SHALL BE NON-STATIC, FIRE RETARDANT AND SELF-EXTINGUISHING. THE PLASTIC LAMINATE WILL BE IMPERVIOUS TO MOST ACIDS, ALKALIES, ALCOHOL, SOLVENTS, ABRASIVES AND BOILING WATER.

5. CORNERS: 1/2" RADIUS.

6. COPY POSITION: CC (CENTERED/CENTERED)

7. LETTER FONT STYLES: ARIAL OR UNIVERSAL

8. SIGNS SHALL BE MOUNTED USING VINYL TAPE FOR INTERIOR SIGNS. THE SIGNS SHALL BE MOUNTED ON THE WALL WITH DIMENSION FROM THE FLOOR TO THE CENTER OF THE SIGN TO CONFORM WITH ANSI A117.1 ON THE LATCH SIDE AND ON THE EXTERIOR OF THE EXTERIOR DOORS. THE DISTANCE BETWEEN THE DOOR FRAME AND SIGN SHOULD BE 2" TO CONFORM WITH ANSI A117.1. MOUNTING HEIGHT: 48" MINIMUM TO BASELINE OF LOWEST CHARACTER, 60" MAXIMUM TO BASELINE OF HIGHEST CHARACTER

TYPE 1 – ROOM NAME PLATES – 2"X REQUIRED LENGTH 3/4" HIGH LETTERS WITH GRADE 2 BRAILLE.

TYPE 2 – ROOM EXIT PLATES – 2"X REQUIRED LENGTH 3/4" HIGH LETTERS WITH GRADE 2 BRAILLE. COLOR TO BE SELECTED DURING SUBMITTAL PHASE. PROVIDE PLATES AT INTERIOR SIDE OF ALL EXIT DOORS FROM EACH ROOM AND ALL DOORS LEADING TO THE EXTERIOR.

LEGEND

- (A) SIGNAGE (SEE SCHEDULE, THIS SHEET)
- (D-1) DOOR (SEE DOOR SCHEDULE, SHEET NO. A2)
- (W-1) WINDOW (SEE WINDOW SCHEDULE, SHEET NO. A2)
- (L-1) LINTEL (SEE LINTEL SCHEDULE, SHEET No. A2)
- A.F.F. ABOVE FINISHED FLOOR
- M.O. MASONRY OPENING

NO.	DATE	DESCRIPTION
		REVISIONS

CHLORINE FEED ROOM AND STORAGE ROOM ARCHITECTURAL PLAN

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

SEAL

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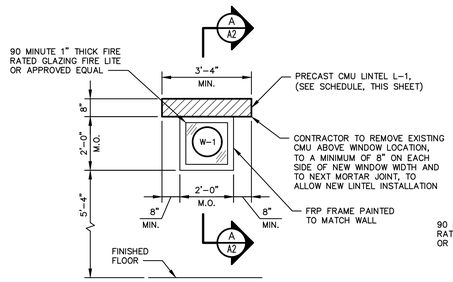
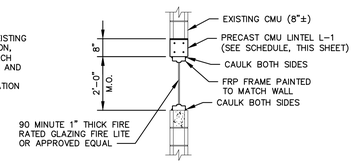
WINDOW SCHEDULE

WINDOW No.	LOCATION/ROOM NAME	SIZE a	SIZE b	SIZE c	REMARKS
W-1	CHLORINE STORAGE ROOM/ CHLORINE FEED ROOM	2'-0"	2'-0"	7'-4"	GAS TIGHT OBSERVATION WINDOW

M.O. – MASONRY OPENING



WINDOW W-1 ELEVATION
SCALE: 3/8" = 1'-0"



SECTION A–A – A2
SCALE: 3/8" = 1'-0"

LINTEL SCHEDULE

L- INDICATES LINTEL LOCATION

MARK	SHAPE	DESCRIPTION	LENGTH	MASONRY OPENING	BEARING	BEARING PLATE A x t x B	REMARKS
L-1	U	STANDARD 8" x 8" WITH (1) #5 BAR	3'-4"	2'-0"	8"	–	FOR USE AT WINDOW W-1 LOCATION

LINTEL NOTE:

1. ALL CMU LINTELS DESIGNED FOR 1.5" BOTTOM CLEAR REINFORCING COVER.
2. CMU LINTELS TO BE GROUTED WITH 4,000 psi CONCRETE.
3. ALL LINTEL BEARINGS SHALL BE GROUTED SOLID FROM THE BEARING ELEVATION TO THE TOP OF FOUNDATION.
4. DISTANCE BETWEEN ADJACENT HORIZONTAL BARS SHALL BE A MINIMUM OF 1" CLEAR.

DOOR SCHEDULE

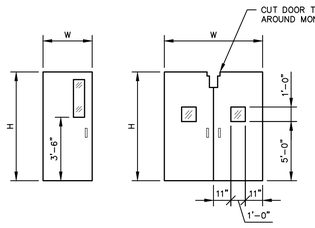
DOOR No.	LOCATION	DOOR SIZE W	DOOR SIZE H	DOOR SIZE T	DOOR MAT.	DOOR TYPE	DOOR GLASS TYPE	FRAME MAT.	FRAME TYPE	FRAME DETAILS JAMB	FRAME DETAILS HEAD	FIRE RATING	HARDWARE SET No.	REMARKS
D-1	CHLORINE FEED ROOM/ CHEMICAL FEED ROOM	3'-0"	7'-2"	1 3/4"	FRP	A	1	FRP	1	–	–	–	–	
D-2	CHLORINE STORAGE ROOM/ EXTERIOR	PR 2'-10"	10'-6"	1 3/4"	HM	B	1	HM	2	EXISTING TO REMAIN	EXISTING TO REMAIN	–	–	

DOOR SCHEDULE NOTES:

1. DOOR SHALL CONFORM TO STEEL DOOR INSTITUTE REFERENCE STANDARDS SDI 100 – STANDARD STEEL DOORS AND FRAMES, AND SDI 105 – RECOMMENDED ERECTION INSTRUCTIONS FOR STEEL FRAMES.
2. GLASS TYPES: (TYPE 1) – 1" TEMPERED INSULATED GLASS.

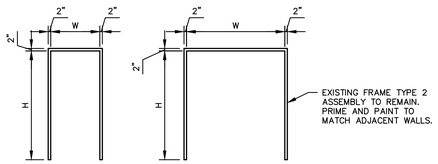
DOOR SCHEDULE ABBREVIATIONS:

SIM = SIMILAR TO JAMB
HM = HOLLOW METAL
FRP = FIBERGLASS REINFORCED PLASTIC
PR = PAIR OF DOORS



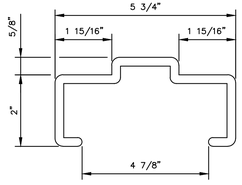
DOOR TYPE A DOOR TYPE B

DOOR TYPES
NO SCALE

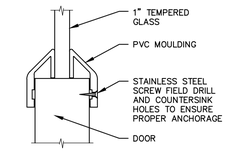


TYPE 1 TYPE 2

FRAME TYPES
NO SCALE



TYPICAL DOOR FRAME
NO SCALE



STANDARD VISION LITE SGL

GLAZING DETAIL
NO SCALE

MONORAIL/HOIST EQUIPMENT SCHEDULE

ITEM	LOCATION	CAPACITY (TONS)	RAIL SPAN (MAX.)	RAIL TYPE BEAM DEPTH	HOIST BEAM HEIGHT	HOIST MODEL	TROLLEY	REMARKS
A	CHLORINE STORAGE ROOM	2	32'-4"±	S10 x 25.4 (EXISTING TO REMAIN)	EXISTING TO REMAIN		ELECTRIC	

1. G-M CONTRACTOR TO PROVIDE ALL POWER CABLE ACCESSORIES FOR ELECTRIC HOISTS AND MOTOR DRIVEN CARRIER FOR A COMPLETE FUNCTIONAL INSTALLATION.
2. ELECTRICAL CONTRACTOR TO PROVIDE A POWER SUPPLY SAFETY SWITCH AND A NEMA 4 JUNCTION BOX AT THE LOCATION INDICATED ON THE ELECTRICAL DRAWINGS.

NO.	DATE	DESCRIPTION

REVISIONS

SCHEDULES AND DETAILS

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

GD&F
GWIN DOBSON & FOREMAN ENGINEERS
3121 Fairway Drive
Altoona, PA 16602
814.943.5214
gdfengineers.com

SEAL

DATE: 1/14/25	JOB: 21060	SCALE: AS NOTED
FILE: 21060_A2	DRAWN BY: JSA	CHECKED BY: CME

SHEET NO: A2

PLOT CREATED: 1/14/2025 9:09 AM
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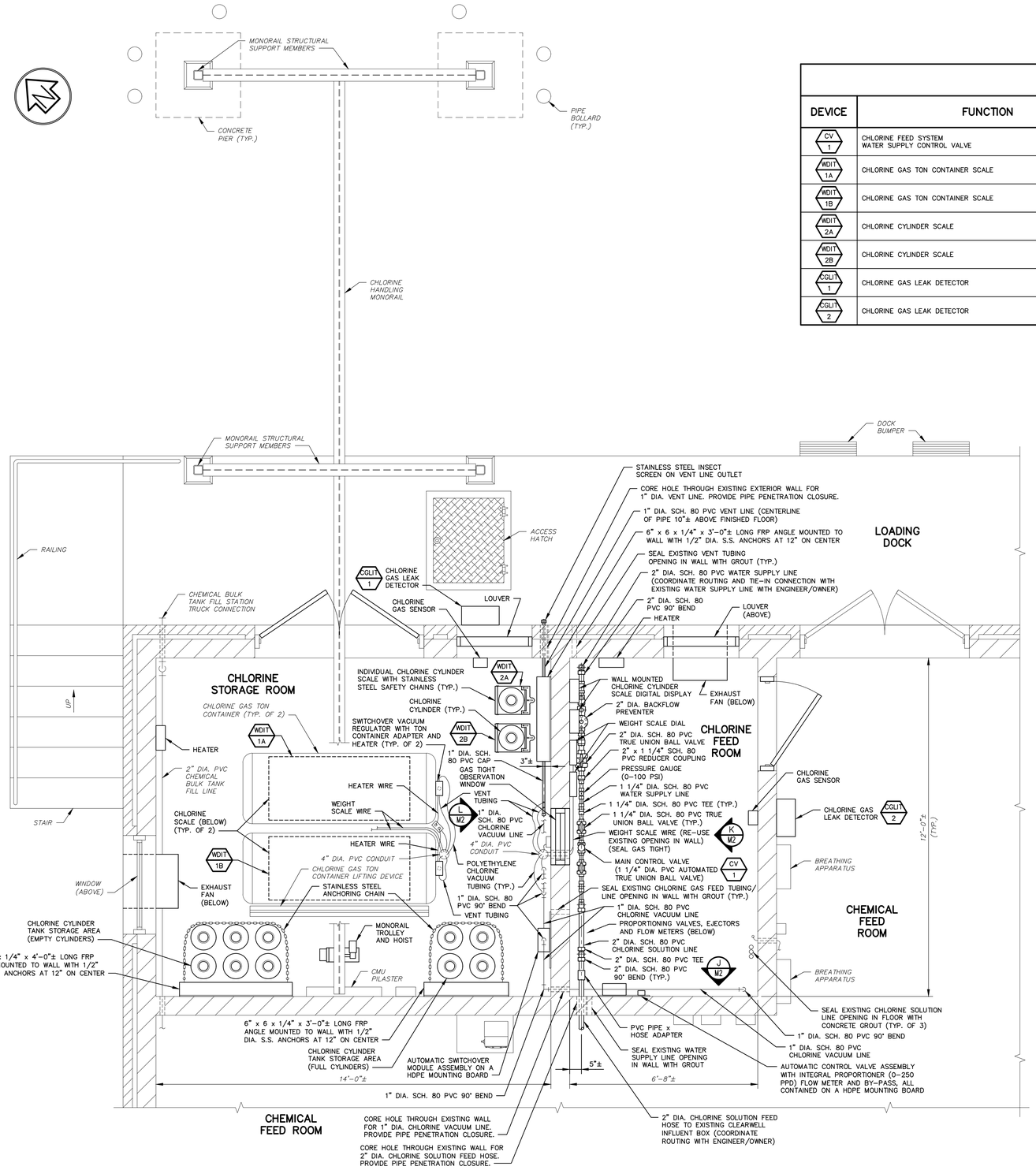

CHLORINE FEED ROOM AND STORAGE ROOM MECHANICAL PLAN

SCALE: 1/2" = 1'-0"

INSTRUMENTATION SCHEDULE

DEVICE	FUNCTION	REMARKS	LOCATION	SPECIFICATION SECTION
CV 1	CHLORINE FEED SYSTEM WATER SUPPLY CONTROL VALVE	1 1/4" DIA. PVC AUTOMATED TRUE UNION BALL VALVE	CHLORINE FEED ROOM (SHEET NO. M1, M2, M3)	43 32 76
WDIT 1A	CHLORINE GAS TON CONTAINER SCALE		CHLORINE STORAGE ROOM (SHEET NO. M1, M3)	43 32 76
WDIT 1B	CHLORINE GAS TON CONTAINER SCALE		CHLORINE STORAGE ROOM (SHEET NO. M1, M3)	43 32 76
WDIT 2A	CHLORINE CYLINDER SCALE		CHLORINE STORAGE ROOM (SHEET NO. M1, M2, M3)	43 32 76
WDIT 2B	CHLORINE CYLINDER SCALE		CHLORINE STORAGE ROOM (SHEET NO. M1, M2, M3)	43 32 76
CGLIT 1	CHLORINE GAS LEAK DETECTOR		CHLORINE STORAGE ROOM (SHEET NO. M1)	43 32 76
CGLIT 2	CHLORINE GAS LEAK DETECTOR		CHLORINE FEED ROOM (SHEET NO. M1)	43 32 76

CHLORINE SOLUTION FEED LINE SCHEDULE

CHLORINE SOLUTION FEED LINE TYPE	CHLORINE SOLUTION INJECTION LOCATION
2" I.D. FLEXIBLE CLEAR NYLON BRAIDED CHEMICAL RESISTANT HOSE WITHOUT ANY SPLICES	EXISTING CLEARWELL INFLUENT BOX

NOTES:

1. SEE SHEET NO. M3 FOR CHLORINE FEED SYSTEM PIPING SCHEMATIC.

INSTRUMENTATION TAG NOTE:

CONTRACTOR SHALL PROVIDE NEW ALUMINUM INSTRUMENTATION TAGS AND/OR NAMEPLATES FOR ALL INSTRUMENTATION.

LEGEND

INSTRUMENTATION DEVICE (SEE INSTRUMENTATION SCHEDULE, THIS SHEET)

NO.	DATE	DESCRIPTION

REVISIONS

SEAL

CHLORINE FEED ROOM AND STORAGE ROOM MECHANICAL PLAN

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

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DATE: 1/14/25	JOB: 21060	SCALE: AS NOTED
FILE: 21060_M1	DRAWN BY: JSA	CHECKED BY: CME

SHEET NO: M1

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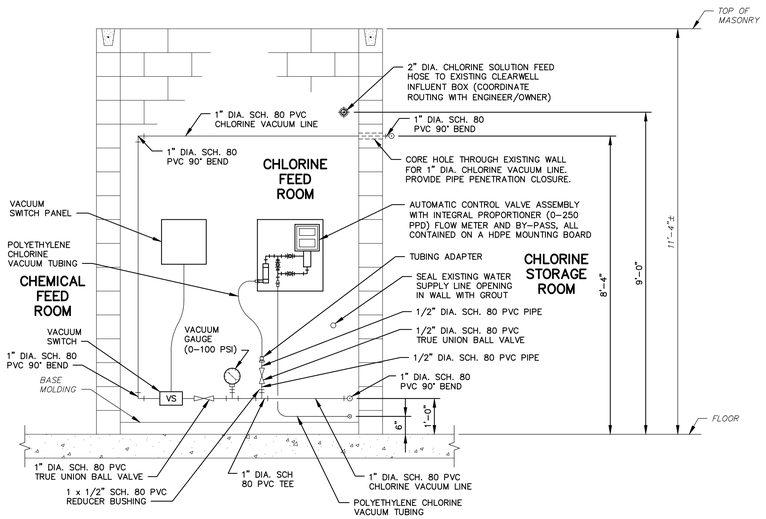
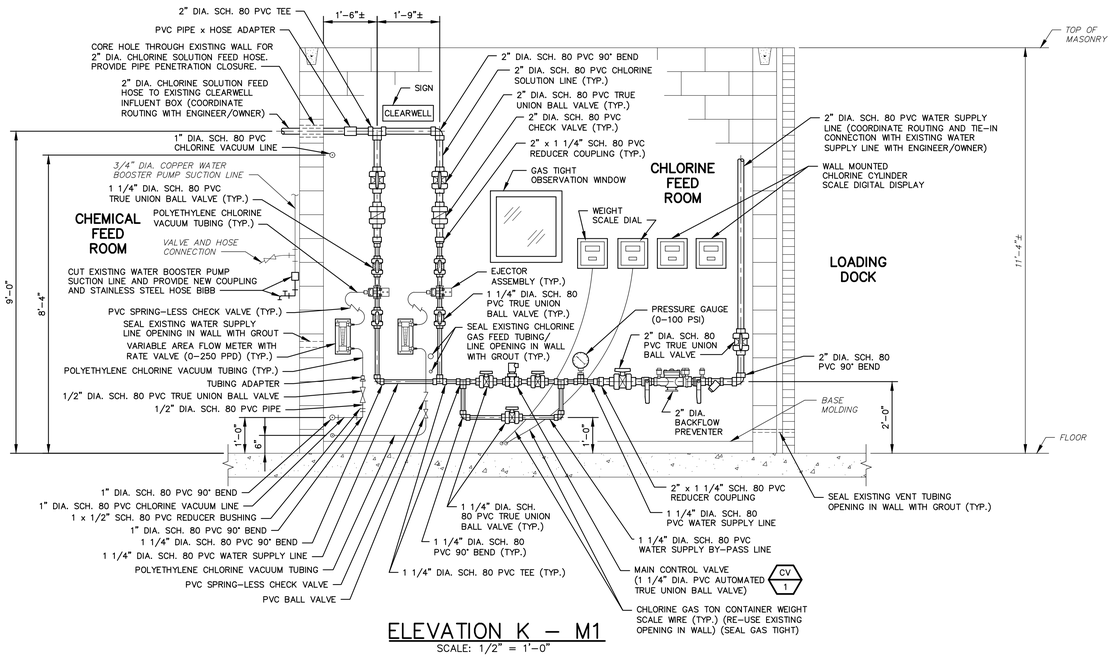
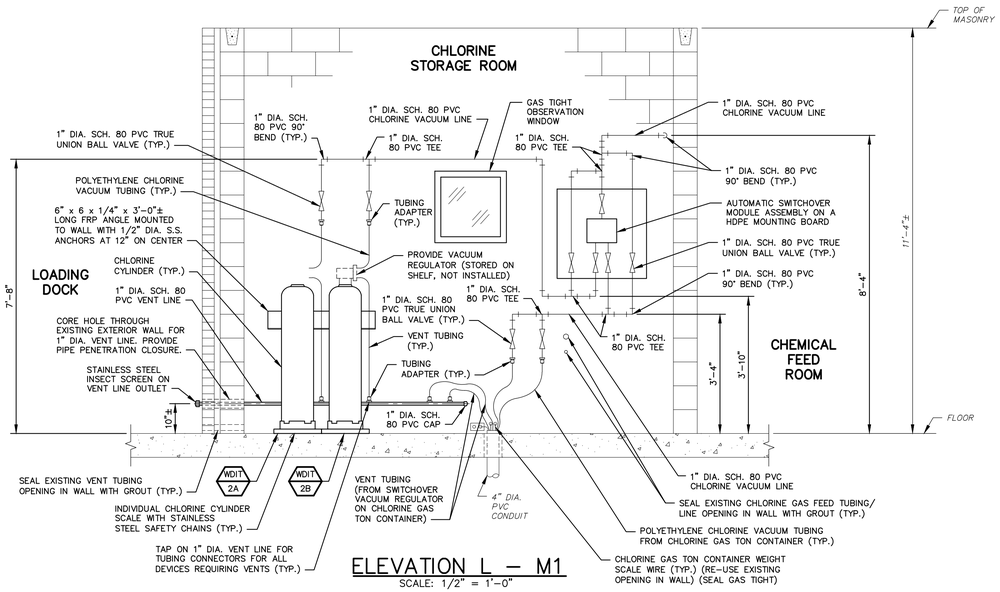


ELEVATION J – M1
SCALE: 1/2" = 1'–0"



ELEVATION K – M1
SCALE: 1/2" = 1'–0"



ELEVATION L – M1
SCALE: 1/2" = 1'–0"

NOTES:

1. SEE SHEET NO. M3 FOR CHLORINE FEED SYSTEM PIPING SCHEMATIC.

LEGEND

INSTRUMENTATION DEVICE
(SEE INSTRUMENTATION SCHEDULE, SHEET M1)

NO.	DATE	DESCRIPTION

REVISIONS

SEAL

ELEVATIONS

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

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SHEET NO: M2

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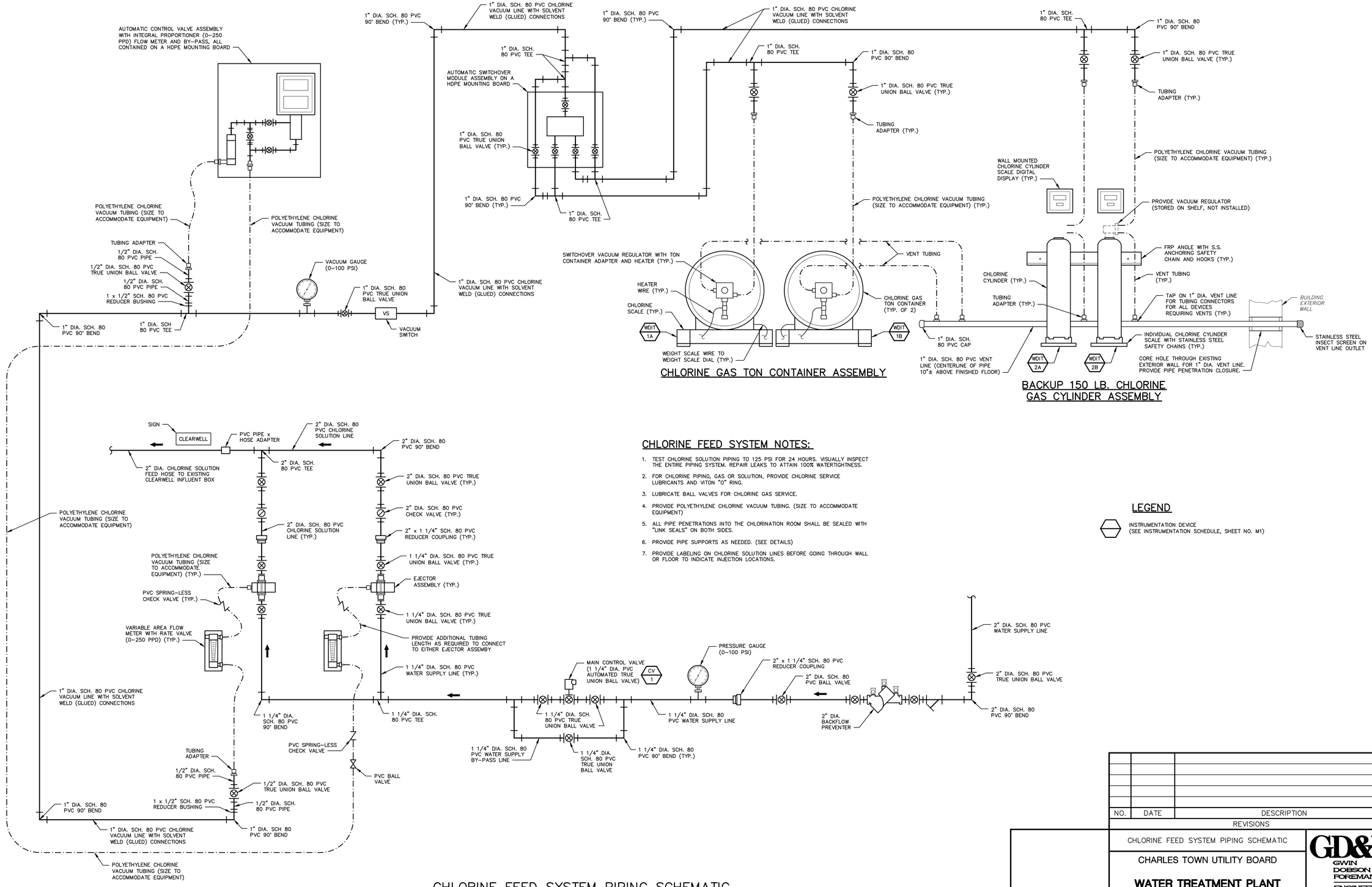

CHLORINE FEED SYSTEM NOTES:

1. TEST CHLORINE SOLUTION PIPING TO 125 PSI FOR 24 HOURS. VISUALLY INSPECT THE ENTIRE PIPING SYSTEM. REPAIR LEAKS TO ATTAIN 100% WATERTIGHTNESS.
2. FOR CHLORINE PIPING, GAS OR SOLUTION, PROVIDE CHLORINE SERVICE LUBRICANTS AND VITON "O" RING.
3. LUBRICATE BALL VALVES FOR CHLORINE GAS SERVICE.
4. PROVIDE POLYETHYLENE CHLORINE VACUUM TUBING. (SIZE TO ACCOMMODATE EQUIPMENT)
5. ALL PIPE PENETRATIONS INTO THE CHLORINATION ROOM SHALL BE SEALED WITH "LINK SEALS" ON BOTH SIDES.
6. PROVIDE PIPE SUPPORTS AS NEEDED. (SEE DETAILS)
7. PROVIDE LABELING ON CHLORINE SOLUTION LINES BEFORE GOING THROUGH WALL OR FLOOR TO INDICATE INJECTION LOCATIONS.

LEGEND

INSTRUMENTATION DEVICE
(SEE INSTRUMENTATION SCHEDULE, SHEET NO. M1)

NO.	DATE	DESCRIPTION

REVISIONS

CHLORINE FEED SYSTEM PIPING SCHEMATIC

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

SEAL

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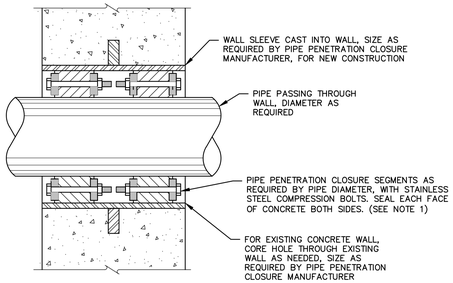
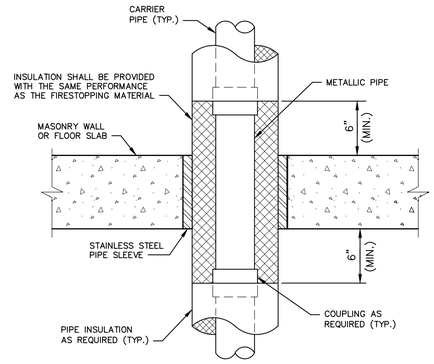


NOTES:

1. PIPE PENETRATION CLOSURE SEGMENTS AS MANUFACTURED BY "LINK SEAL" OR APPROVED EQUAL.
2. WALL SLEEVE MATERIAL SHALL BE SCHEDULE 40 TYPE 304 OR 316 STAINLESS STEEL.

TYPICAL PIPE PENETRATION CLOSURE THROUGH SLAB OR WALL

NO SCALE

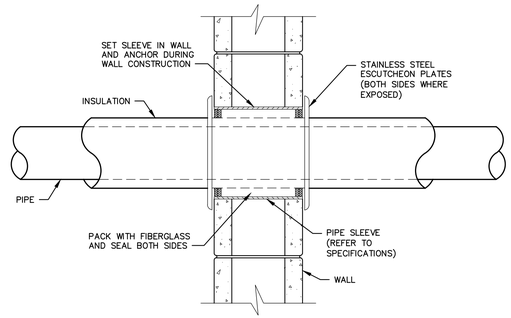


NOTE:

1. PIPE SLEEVE SHALL BE SIZED TO PROVIDE 1/4" ANNULAR SPACE. PROVIDE LINK-SEAL WHERE SPECIFIED.

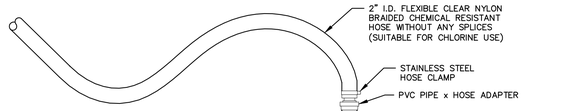
TYPICAL CONCRETE FLOOR OR MASONRY WALL PENETRATION FOR INSULATED OR NON-INSULATED, ABOVE GRADE PIPING

NO SCALE



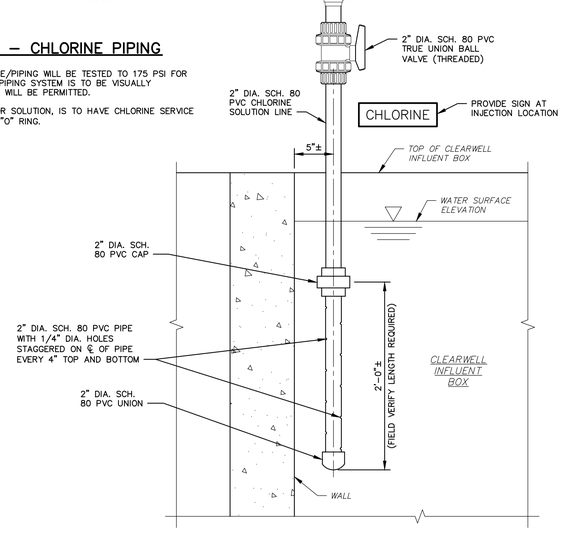
PIPE SLEEVE THRU INTERIOR WALL

NO SCALE



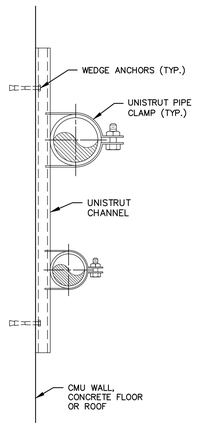
GENERAL NOTES – CHLORINE PIPING

1. CHLORINE SOLUTION HOSE/PIPING WILL BE TESTED TO 175 PSI FOR 24 HOURS. THE ENTIRE PIPING SYSTEM IS TO BE VISUALLY INSPECTED. NO LEAKAGE WILL BE PERMITTED.
2. CHLORINE PIPING, GAS OR SOLUTION, IS TO HAVE CHLORINE SERVICE LUBRICANTS AND VITON "O" RING.



CHEMICAL DIFFUSER FOR CHLORINE GAS CHEMICAL FEED DETAIL

NO SCALE



NOTE:

1. UNISTRUT CHANNELS AND CLAMPS SHALL BE FRP.

FRP UNISTRUT PIPE BRACKET DETAIL

NO SCALE

PS-1

NO.	DATE	DESCRIPTION

REVISIONS

SEAL

DETAILS

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

DATE: 1/14/25	JOB: 21060	SCALE: AS NOTED
FILE: 21060_M4	DRAWN BY: JSA	CHECKED BY: CME

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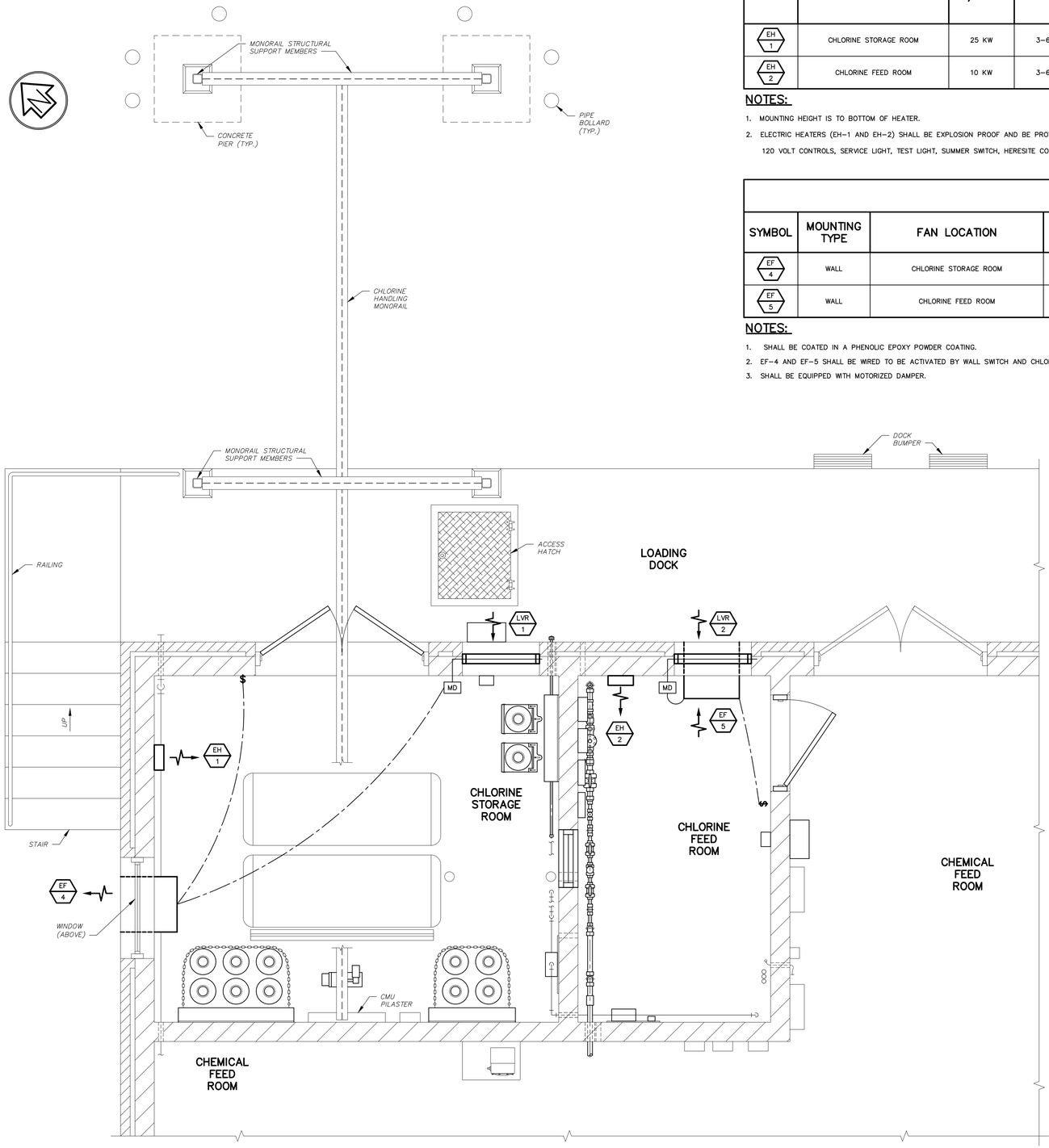

CHLORINE FEED ROOM AND STORAGE ROOM HVAC PLAN

SCALE: 1/2" = 1'-0"

ELECTRIC HEATERS

SYMBOL	AREA SERVED	HP/WATTS	ELECTRICAL	INPUT KW	OUTPUT KW	TEMP RISE F°	MOUNTING HEIGHT	THERMAL EFFICIENCY	AMPS	MAKE / MODEL	WEIGHT	SPECS	REMARKS
EH 1	CHLORINE STORAGE ROOM	25 KW	3-60-480V	25	25	31	8'-0"	100%	30.1	CHROMALOX HD3D-2500	90	23 82 39	-
EH 2	CHLORINE FEED ROOM	10 KW	3-60-480V	10	10	28	8'-0"	100%	12	CHROMALOX HD3D-1000	60	23 82 39	-

NOTES:

1. MOUNTING HEIGHT IS TO BOTTOM OF HEATER.
2. ELECTRIC HEATERS (EH-1 AND EH-2) SHALL BE EXPLOSION PROOF AND BE PROVIDED WITH INTERNAL EXPLOSION PROOF WALL MOUNTED ADJUSTABLE THERMOSTAT, HERESITE CORROSIVE RESISTANCE MOUNTING KIT, BUILT-IN FUSED DISCONNECT, 120 VOLT CONTROLS, SERVICE LIGHT, TEST LIGHT, SUMMER SWITCH, HERESITE CORROSION RESISTANCE COATING ON ALL HEATER PARTS AND ACCESSORIES.

EXHAUST FAN SCHEDULE

SYMBOL	MOUNTING TYPE	FAN LOCATION	SYSTEM CFM	FAN CFM (MAX.)	DRIVE	STATIC PRESSURE	HP/ WATTS	ELECT. CHAR.	CONTROL TYPE	MAKE/MODEL	SPEC	REMARKS
EF 4	WALL	CHLORINE STORAGE ROOM	1905	1905	BELT	.25"	3/4	1-60-115V	SWITCH/SENSOR	PENNBARRY FX10B	23 34 00	TO BE PLACED IN EXISTING WALL OPENING
EF 5	WALL	CHLORINE FEED ROOM	910	910	BELT	.25"	1/2	1-60-115V	SWITCH/SENSOR	PENNBARRY FX08B	23 34 00	TO BE PLACED IN EXISTING WALL OPENING

NOTES:

1. SHALL BE COATED IN A PHENOLIC EPOXY POWDER COATING.
2. EF-4 AND EF-5 SHALL BE WIRED TO BE ACTIVATED BY WALL SWITCH AND CHLORINE SENSOR.
3. SHALL BE EQUIPPED WITH MOTORIZED DAMPER.

LOUVER/DAMPER SCHEDULE

SYMBOL	DIMENSIONS (IN.) WIDTH	DIMENSIONS (IN.) HEIGHT	CFM	CONTROL	INTAKE/ EXHAUST	INTERLOCK WITH	MAKE MODEL	(QTY) ACTUATOR MANUFACTURER/ MODEL	SPEC.	REMARKS
LVR 1	32	32	1905	SWITCH	INTAKE	EF-4	ARROW FS-271	(1) BELIMO LF-120 (-S)	23 37 00	TO BE PLACED WITHIN EXISTING WALL OPENING.
LVR 2	32	24	910	SWITCH	INTAKE	EF-5	ARROW FS-271	(1) BELIMO LF-120 (-S)	23 37 00	TO BE PLACED WITHIN EXISTING WALL OPENING.

NOTES:

1. LOUVERS SHALL BE PROVIDED WITH FACTORY APPLIED KYNAR FINISH PER SPECIFICATIONS UNLESS NOTED OTHERWISE. COLOR SHALL BE SELECTED AND APPROVED BY THE OWNER'S REPRESENTATIVE.
2. MOTOR OPERATED DAMPERS SHALL BE 120 VOLT, 2 POSITION SPRING RETURN.
3. LOUVERS SHALL BE PROVIDED WITH INSECT SCREEN AND BIRD SCREEN.
4. PROVIDE LOUVERS WITH EXTENDED SILLS AS NEEDED, LOUVERS SHALL BE MOUNTED FLUSH WITH EXTERIOR OF BUILDINGS.
5. ALL LOUVERS OPENINGS SHALL BE CAREFULLY COORDINATED WITH THE ARCHITECTURAL PLANS. T.O.L. IS TOP OF LOUVER LOCATION ABOVE THE FINISHED FLOOR, (SEE DETAILS).
6. CONTRACTOR SHALL PROVIDE THERMOSTAT, ALL LOW VOLTAGE CONTROL WIRING AND CONDUIT PER DIVISION 26 SPECIFICATIONS.

LEGEND

- HVAC EQUIPMENT (SEE SCHEDULES, SHEET Nos. H80, H81)
- MD — MOTORIZED DAMPER
- XXX — ROOM NUMBER
- DIRECTION OF AIR FLOW
- $ — SWITCH

NO.	DATE	DESCRIPTION
		REVISIONS

CHLORINE FEED ROOM AND STORAGE ROOM HVAC PLAN AND SCHEDULES

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

SEAL

DATE: 1/14/25 | JOB: 21060 | SCALE: AS NOTED

FILE: 21060_H1 | DRAWN BY: RLN | CHECKED BY: RPC

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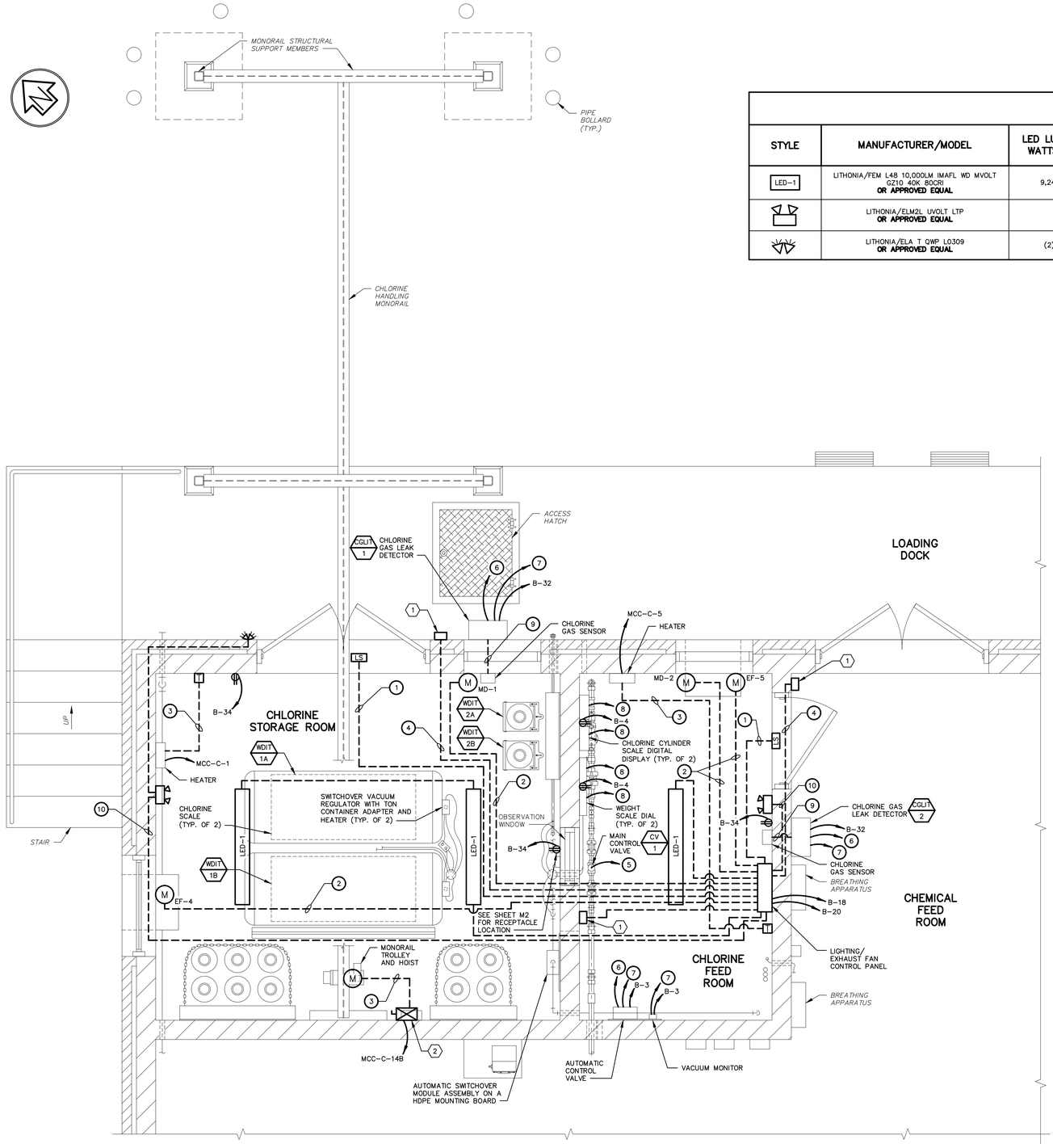

CHLORINE FEED ROOM AND STORAGE ROOM POWER PLAN

SCALE: 1/2" = 1'-0"

LED – LIGHT FIXTURE SCHEDULE

STYLE	MANUFACTURER/MODEL	LED LUMENS/KELVIN TEMP/ WATTS/COLOR RENDERING	DRIVER	MOUNTING	DESCRIPTION
LED-1	LITHONIA/FEM L48 10,000LM IMAFL WD MVOLT GZ10 40K 80CRI **OR APPROVED EQUAL**	9,248LM/4000K/62W/80 CRI	120V, 0-10V DIMMING	SURFACE	LOW PROFILE, SURFACE MOUNT, ENCLOSED AND GASKETED INDUSTRIAL LED FIXTURE.
	LITHONIA/ELM2L UVOLT LTP **OR APPROVED EQUAL**	(2) – 1.2 WATT LED LAMPS	120 VAC	SURFACE	LED EMERGENCY LIGHT FIXTURE WITH AIMABLE OPTICS, LITHIUM IRON PHOSPHATE BATTERY FOR 90 MINUTES OF EMERGENCY POWER
	LITHONIA/ELA T QWP L0309 **OR APPROVED EQUAL**	(2) – LED REMOTE LAMPS	9.6 VOLT	SURFACE	LED DUAL HEAD REMOTE EMERGENCY LIGHT, NEMA 4X RATED, SEALED BEAM

GENERAL NOTE:

1. PROVIDE CONDUIT AND WIRE AS REQUIRED FOR FINAL CONNECTIONS TO PROPOSED LIGHTING.
2. EMERGENCY LIGHTING SHALL BE CONNECTED AHEAD OF LIGHTING CONTACTOR.

PLAN NOTES:

1. PROVIDE TWO (2)–#14 CONDUCTORS IN ONE (1)–3/4" CONDUIT.
2. PROVIDE TWO (2)–#12 CONDUCTORS AND ONE (1)–#12 GROUND IN ONE (1)–3/4" CONDUIT.
3. PROVIDE THREE (3)–#12 CONDUCTORS AND ONE (1)–#12 GROUND IN ONE (1)–3/4" CONDUIT.
4. PROVIDE FOUR (4)–#14 CONDUCTORS IN ONE (1)–3/4" CONDUIT.
5. PROVIDE TWO (2)–#12 CONDUCTORS AND ONE (1)–#12 GROUND IN ONE (1)–3/4" CONDUIT TO SCADA PANEL.
6. PROVIDE TWO (2)–#16 TSP IN ONE (1)–3/4" CONDUIT TO SCADA PANEL.
7. PROVIDE TWO (2)–#14 CONDUCTORS IN ONE (1)–3/4" CONDUIT TO SCADA PANEL.
8. PROVIDE ONE (1)–#16 TSP IN ONE (1)–3/4" CONDUIT TO SCADA PANEL.
9. PROVIDE ONE (1)–#16 TSP IN ONE (1)–3/4" CONDUIT.
10. PROVIDE TWO (2)–#12 CONDUCTORS AND ONE (1)–#12 GROUND FROM PROPOSED FIXTURE TO LIGHTING/EXHAUST FAN CONTROL PANEL.

EQUIPMENT NOTES:

1. PUSHBUTTON STATION WITH PILOT LIGHT. SEE CHLORINE ROOM LIGHTING/EXHAUST FAN CONTROL SCHEMATIC ON SHEET E4.
2. 480V, 30A, 3 POLE, NON-FUSED SAFETY SWITCH, NEMA 4x ENCLOSURE.

NO.	DATE	DESCRIPTION
		REVISIONS

CHLORINE FEED ROOM AND STORAGE ROOM POWER PLAN

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

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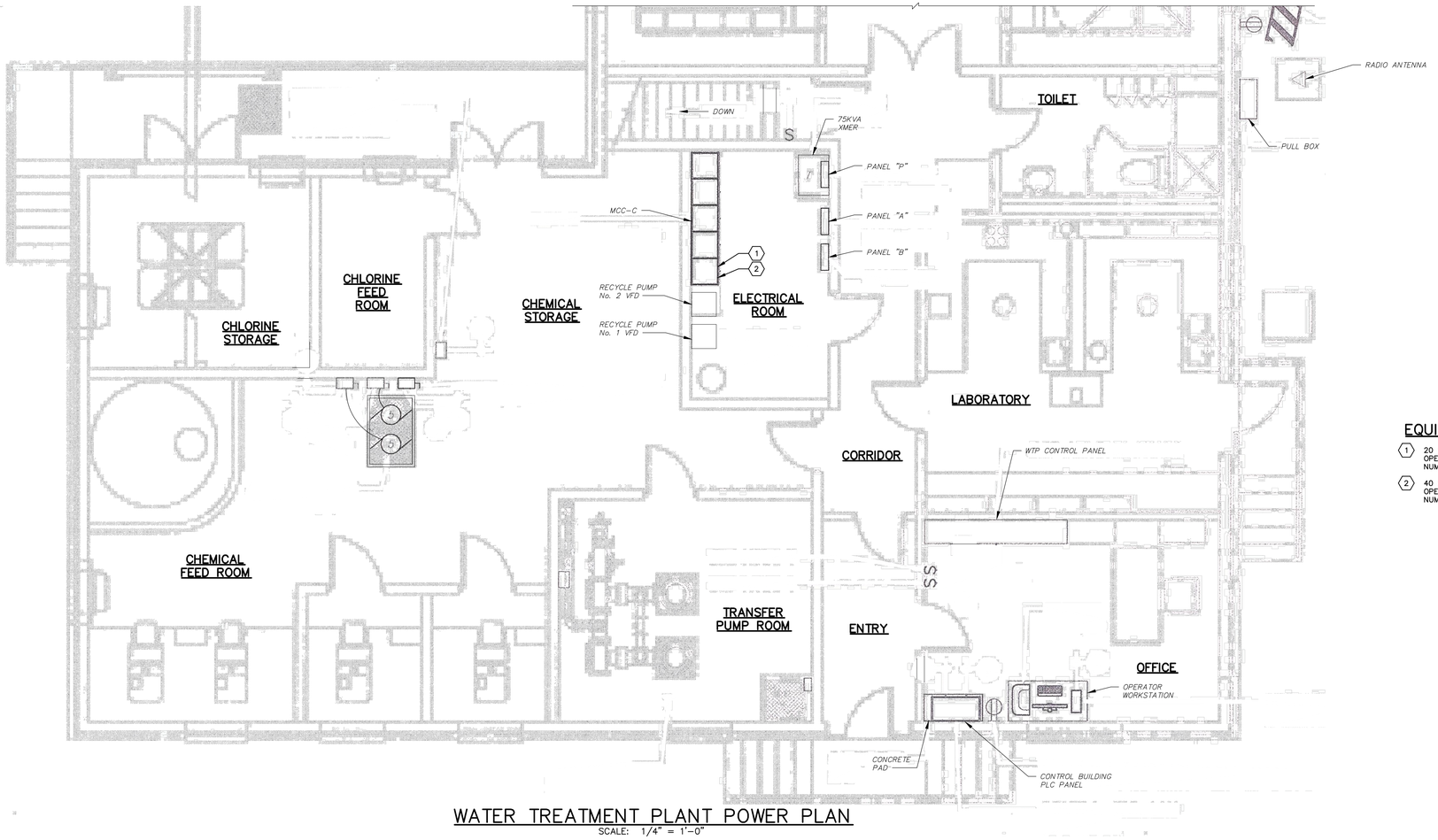

WATER TREATMENT PLANT POWER PLAN

SCALE: 1/4" = 1'-0"

EQUIPMENT NOTES:

1. 20 AMP FEEDER CIRCUIT BREAKER REPLACEMENT MCC BUCKET WITH NORMALLY OPEN AUXILIARY CONTACTS AND VERTICAL GROUND STAB. MANUFACTURER CATALOG NUMBER: **2193F-AKB-311GM-79UT-98**
2. 40 AMP FEEDER CIRCUIT BREAKER REPLACEMENT MCC BUCKET WITH NORMALLY OPEN AUXILIARY CONTACTS AND VERTICAL GROUND STAB. MANUFACTURER CATALOG NUMBER: **2193F-AKB-34TGM-79UT-98**

PANEL "B" — *42 SPACE* — *200 AMP MAIN CIRCUIT BREAKER – 200 AMP BUS* — *120/208 VOLT – 3 PHASE – 4 WIRE*

LOCATION: ELECTRICAL ROOM (WATER TREATMENT PLANT)

No.	AMPS	POLE	CIRCUIT	CONDUIT QUANTITY – SIZE	No. – SIZE OF CONDUCTORS	No.	AMPS	POLE	CIRCUIT	CONDUIT QUANTITY – SIZE	No. – SIZE OF CONDUCTORS
1	20	1	REC CHEMICAL STORAGE			2	20	1	LIGHTS – CHEM STORAGE		
3	20	1	**CHLORINE SMART VALVE, VACUUM MONITOR**	**(1) – 3/4"**	**(3) – #12 COND. (1) – #12 GND.**	4	20	1	**CHLORINE SCALES**	**(1) – 3/4"**	**(3) – #12 COND. (1) – #12 GND.**
5	20	1	SPARE DOWNSTAIRS			6	20	1	LIGHTS – ELEC ROOM		
7	20	1	REC CHEM FEED ROOM HEATER			8	20	1	RECYCLE PUMP OVERTEMP/SEAL FAIL RELAYS	(1) – 3/4"	(3) – #12 COND. (1) – #12 GND.
9	20	1	SPARE DOWNSTAIRS			10	20	1	FIT-001 AND TUIT-001	(1) – 3/4"	(3) – #12 COND. (1) – #12 GND.
11	20	1	SPARE DOWNSTAIRS			12	20	1	EX FAN CHEM FEED ROOM		
13	20	1	EF-1 IN FILTER			14	20	1	REC – LAB		
15	20	1	FLUORIDE FEEDER			16	20	1	SPARE – CEILING		
17	20	1	POWER HEAT TAPE EM SHOWER			18	20	1	**EXHAUST FANS/LOUVERS – CHLORINE ROOMS**	**(1) – 3/4"**	**(3) – #12 COND. (1) – #12 GND.**
19	20	1	SODA ASH			20	20	1	**LIGHTING/EXHAUST FAN CONTROL PANEL – CHLORINE ROOMS**	**(1) – 3/4"**	**(3) – #12 COND. (1) – #12 GND.**
21	20	1	POLE LIGHT FEED, MAG METER			22	20	1	REC – CHEM STORAGE		
23	20	1	CARBON FEED			24	20	1	ELEC RM REC		
25	20	1	SECURITY CAM REC			26	20	1	EX FAN – LAB		
27	20	1	TURBIDITY METER			28	20	1	REC AIR COMP		
29	20	1	OUTSIDE LIGHT			30	20	1	DOWNSTAIRS LIGHT		
31	20	1	REC – BASEMENT			32	**20**	**1**	**LEAK DETECTORS – CHLORINE ROOMS**	**(1) – 3/4"**	**(3) – #12 COND. (1) – #12 GND.**
33	20	1	REC – CHEM STORAGE			34	**20**	**1**	**RECEPTACLES – CHLORINE ROOMS**	**(1) – 3/4"**	**(3) – #12 COND. (1) – #12 GND.**
35	20	1	SPARE			36	20	1	REC – OUTSIDE		
37	20	1	SPARE			38	20	1	RELAY FOR CHEM FEED		
39 / 41	20	2	HEATER – TOILET			40 / 42	20	2	WATER HEATER		

NO.	DATE	DESCRIPTION
		REVISIONS

WATER TREATMENT PLANT POWER PLAN

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

SEAL

DATE: 1/14/25 | JOB: 21060 | SCALE: AS SHOWN

FILE: 21060_E2 | DRAWN BY: HRO | CHECKED BY: LMP

SHEET NO: E2

GD&F GWIN DOBSON & FOREMAN ENGINEERS
3121 Fairway Drive
Altoona, PA 16602
814.943.5214
gdfengineers.com

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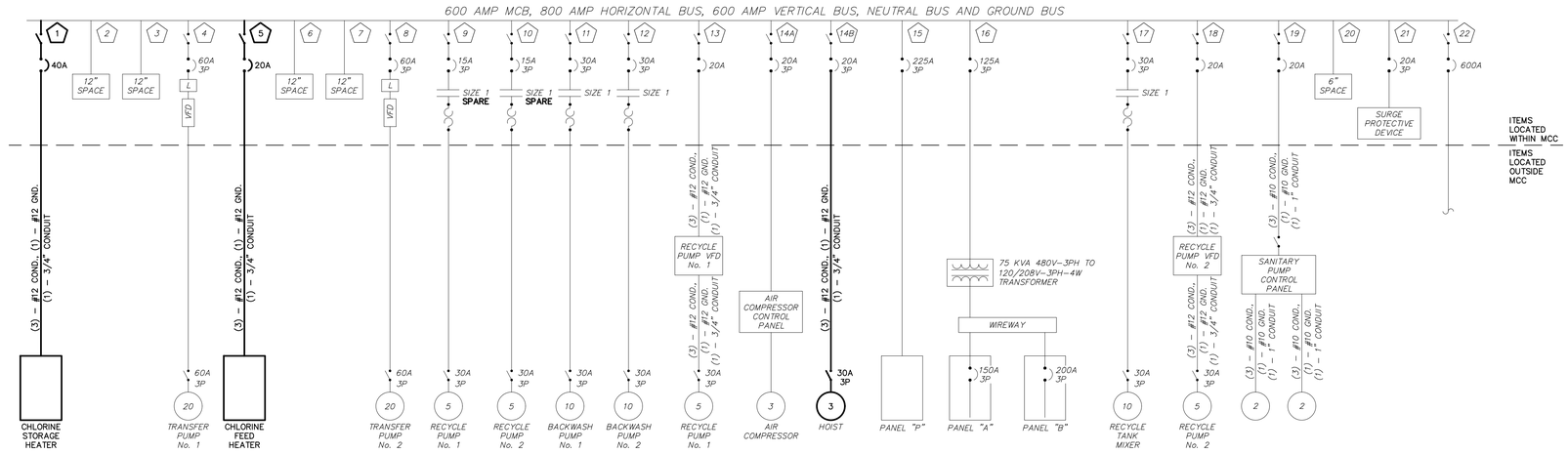
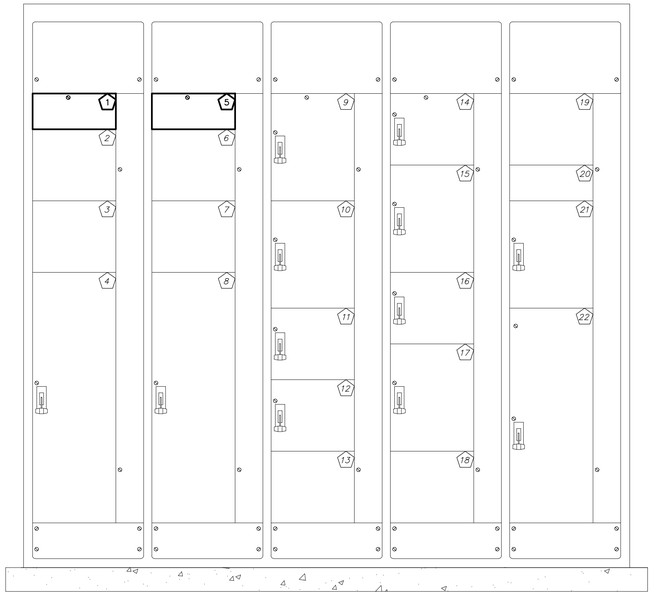


MOTOR CONTROL SCHEDULE (MCC–C)

MCC LOCATION	DESCRIPTION	SIZE	MOTOR STARTER TYPE
1	CHLORINE STORAGE HEATER	40A	BREAKER
2	12" SPACE		
3	12" SPACE		
4	TRANSFER PUMP No. 1	20 HP	VFD
5	CHLORINE FEED HEATER	20A	BREAKER
6	12" SPACE		
7	12" SPACE		
8	TRANSFER PUMP No. 2	20 HP	VFD
9	RECYCLE PUMP No. 1	5 HP	FVNR
10	RECYCLE PUMP No. 2	5 HP	FVNR
11	BACKWASH PUMP No. 1	10 HP	FVNR
12	BACKWASH PUMP No. 2	10 HP	FVNR
13	RECYCLE PUMP VFD No. 1	20A	
14A	AIR COMPRESSOR		
14B	HOIST		
15	PANEL "P"		BREAKER
16	75 KVA TRANSFORMER		
17	RECYCLE TANK MIXER	10 HP	FVNR
18	RECYCLE PUMP VFD No. 2	20A	
19	SANITARY PUMP CONTROL PANEL	20A	
20	6" SPACE		
21	SURGE PROTECTIVE DEVICE		
22	600A MAIN BREAKER		

EXISTING MOTOR CONTROL CENTER MCC–C SINGLE LINE DIAGRAM MODIFICATIONS

(LOCATED IN ELECTRICAL ROOM)



FRONT ELEVATION – EXISTING MOTOR CONTROL CENTER MCC–C MODIFICATIONS

NO SCALE

GENERAL NOTE:

1. CONTRACTOR IS RESPONSIBLE FOR COORDINATING WITH MANUFACTURER TO ENSURE PROPOSED MCC BUCKET SIZES MATCH THE DESIGN DOCUMENTS.

LEGEND

- (1) — MOTOR CONTROL CENTER MOUNTING UNIT NUMBER
- SSRVS — 3 PHASE, 480 VOLT REDUCED VOLTAGE SOLID STATE SOFT START UNIT
- T — 3 POLE THERMAL MAGNETIC CIRCUIT BREAKER DISCONNECT
- E_T — 3 POLE ELECTRONIC TRIP CIRCUIT BREAKER DISCONNECT FRAME SIZE AND TRIP SETTING
- 3 POLE NON–FUSED SAFETY SWITCH (AMPERAGE RATING AS NOTED)
- F — 3 POLE FUSED SAFETY SWITCH (AMPERAGE RATING AS NOTED)
- VFD — 3 PHASE, 480 VOLT, VARIABLE FREQUENCY DRIVE WITH INTEGRAL CIRCUIT BREAKER WITHIN COMPARTMENT
- R — 3 PHASE, 480 VOLT, FULL VOLTAGE REVERSING STARTER (CONTACTOR AND OVERLOADS)
- 3 PHASE, 480 VOLT, FULL VOLTAGE CONTACTOR
- 3 PHASE, 480 VOLT, FULL VOLTAGE NON–REVERSING (FVNR) STARTER (CONTACTOR AND OVERLOADS)
- L — LINE REACTOR
- F — LOAD REACTOR
- (3) – TIME–DELAY FUSES
- (5) — ELECTRIC MOTOR HORSEPOWER AS DESIGNATED IN SINGLE LINE DIAGRAM
- (7.5) — 3 PHASE, 480 VOLT, FULL VOLTAGE, NEW NON–REVERSING STARTER INTEGRAL TO PROCESS EQUIPMENT CONTROL PANEL
- (2) — DENOTES A VFD WITH INTEGRAL LINE REACTOR LOCATED IN COMPARTMENT ABOVE DRIVE

NO.	DATE	DESCRIPTION
		REVISIONS

MOTOR CONTROL CENTER (MCC–C) ELEVATION AND SINGLE LINE DIAGRAM

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

SEAL

DATE: 1/14/25 | JOB: 21060 | SCALE: AS SHOWN

FILE: 21060_E3 | DRAWN BY: HRO | CHECKED BY: LMP

SHEET NO: E3

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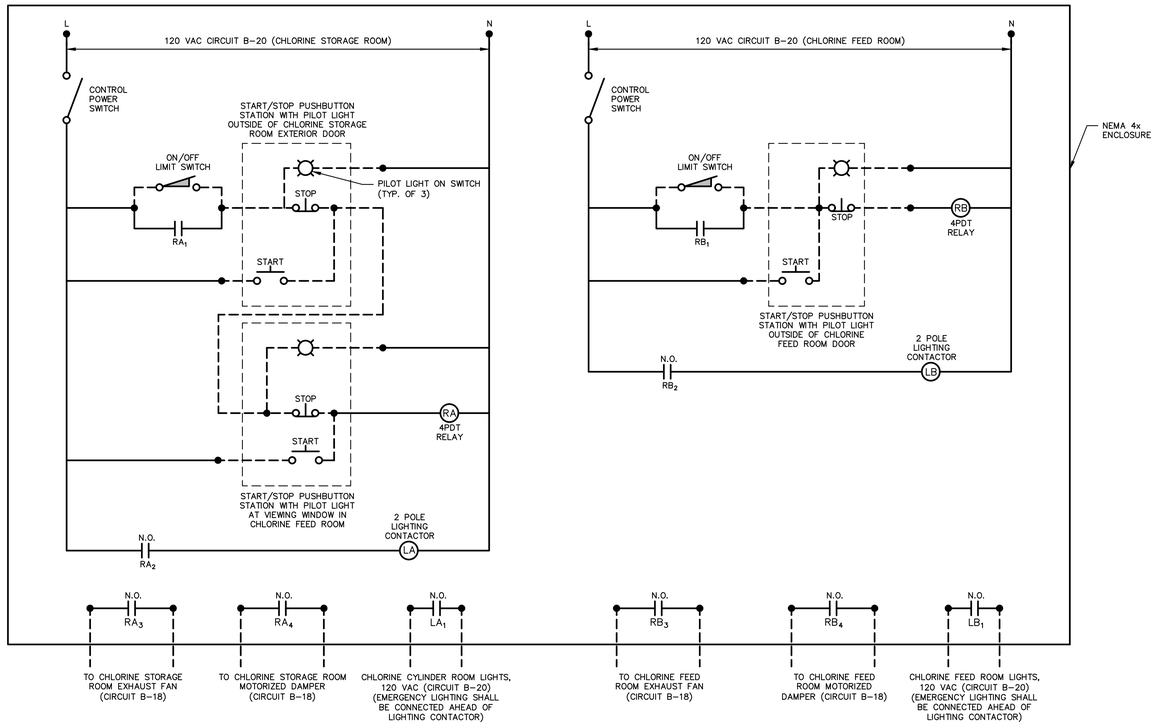

NOTES:

1. LIMIT SWITCH TO BE LOCATED INSIDE OF THE EXTERIOR ENTRY DOOR, ALLEN BRADLEY, TYPE 801, OR APPROVED EQUAL.
2. ON/OFF PUSH BUTTON STATION WITH PILOT LIGHT TO BE ALLEN BRADLEY 800H-2Tx12 OR APPROVED EQUAL, COORDINATE WIRING WITH LIMIT SWITCH.
3. CONTROLS TO BE ENCLOSED IN NEMA 4x ENCLOSURE.
4. ALL WIRE TERMINATIONS SHALL BE MADE ON TERMINAL STRIPS WITHIN THE ENCLOSURE.
5. PROVIDE A STICKER ON THE INSIDE COVER OF THE ENCLOSURE WHICH READS AS FOLLOWS: "**WARNING** MULTIPLE POWER SOURCES SUPPLY THIS ENCLOSURE" THE STICKER SHALL LIST EACH POWER SOURCE.

LEGEND:

- FIELD WIRING OUTSIDE OF ENCLOSURE
- WIRING WITHIN ENCLOSURE

CHLORINE ROOMS – LIGHTING/EXHAUST FAN (EF-4, EF-5 & MOTORIZED DAMPERS) CONTROLS

NO SCALE

NO.	DATE	DESCRIPTION

REVISIONS

LIGHT FIXTURE SCHEDULE

CHARLES TOWN UTILITY BOARD

WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATIONS

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

SEAL

GD&F
GWIN DOBSON & FOREMAN ENGINEERS
3121 Fairway Drive
Altoona, PA 16602
814.943.5214
gdfengineers.com

SHEET NO: E4

DATE: 1/14/25	JOB: 21060	SCALE: AS NOTED
FILE: 21060_E4	DRAWN BY: HRO	CHECKED BY: LMP

PLOT CREATED: 7/14/2025 9:08 AM

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Charles Town Utility Board

Water Treatment Plant Chlorine Gas System Modifications

Project #: 21060
Date: 1/13/2025

Item Description	Quantity	Units	Material Cost per Qty.	Labor Cost Per Qty.	Sub Cost	Cost Per Activity
Mobilization / Demobilization						
Mobilization / Demobilization	1	LS		$ 5,000.00	$ 5,000.00	
Bonding and Insurances	1	LS		$ 4,000.00	$ 4,000.00	
Startup	1	LS		$ 5,000.00	$ 5,000.00	
Submittals and O&M Manuals	1	LS		$ 2,000.00	$ 2,000.00	
General Conditions	1	LS		$ 5,000.00	$ 5,000.00	
Dumpster/Disposal	1	LS		$ 2,000.00	$ 2,000.00	
						$ 23,000.00
Site Demolition						
Door's/Frames/Hardware	2	EA		$ 1,500.00	$ 3,000.00	
Scale and Hardware Removal	2	EA		$ 600.00	$ 1,200.00	
Hoist/Trolly Removal	1	EA		$ 500.00	$ 500.00	
Chlorine Gas Equipment	1	EA		$ 600.00	$ 600.00	
Gas Suction Lines Valves and Supports	1	EA		$ 300.00	$ 300.00	
Gas Leak Detection Assembly	1	EA		$ 300.00	$ 300.00	
Water Booster Pump	1	EA		$ 300.00	$ 300.00	
Exhaust System and Hardware	1	EA		$ 400.00	$ 400.00	
Heating Unit and Hardware	1	EA		$ 500.00	$ 500.00	
Portion of Wall (New Window Area)	1	EA		$ 2,500.00	$ 2,500.00	
Removal of Shelving and Supports	1	EA		$ 300.00	$ 300.00	
Wall Core Drilling	1	EA		$ 2,500.00	$ 2,500.00	
Electrical Demolition	1	EA		$ 2,500.00	$ 2,500.00	
						$ 14,900.00
Signage						
Chlorine Storage Room Sign	1	EA	$ 75.00	$ 100.00	$ 175.00	
Chlorine Feed Room Sign	1	EA	$ 75.00	$ 100.00	$ 175.00	
Exit Signage	1	EA	$ 75.00	$ 100.00	$ 175.00	
Danger Chlorine Gas Signage	2	EA	$ 75.00	$ 100.00	$ 350.00	
						$ 875.00
Door/Window						
Chlorine Feed Rm (D-1)	1	EA	$ 3,000.00	$ 1,000.00	$ 4,000.00	
Hardware	1	EA	$ 500.00	$ 750.00	$ 1,250.00	
Chlorine Storage Rm (D-2)	2	EA	$ 5,000.00	$ 1,500.00	$ 13,000.00	
Lintel (L-1)/Hardware	1	EA	$ 750.00	$ 1,500.00	$ 2,250.00	
Window (W-1)	1	EA	$ 500.00	$ 1,000.00	$ 1,500.00	
Window Hardware/Casing	1	EA	$ 250.00	$ 750.00	$ 1,000.00	
						$ 23,000.00
Monorail/Hoist						
Hardware (Supports, Beam and Trolly)	1	EA	$ 1,000.00	$ 5,000.00	$ 6,000.00	
Modification of Door/Frame	1	EA	$ 1,000.00	$ 1,500.00	$ 2,500.00	
Installation and Finishing (paint)	1	LS	$ 500.00	$ 2,000.00	$ 2,500.00	
						$ 11,000.00
Equipment and Instrumentation						
Ton Cylinder Adapter	2	EA	$ 600.00	$ 250.00	$ 1,700.00	
250 PPD Automatic Switchovers w/Regulator, Etc.	2	EA	$ 3,200.00	$ 500.00	$ 7,400.00	
250 PPD Automatic Control Valve Assembly	1	EA	$ 3,600.00	$ 500.00	$ 4,100.00	
2-150 LB Chlorinator Switchovers	2	EA	$ 500.00	$ 100.00	$ 1,200.00	
Vacuum Monitor	1	EA	$ 950.00	$ 250.00	$ 1,200.00	

Dual Scale for 150 Pound Cylinders	1	EA	$ 3,625.00	$ 250.00	$ 3,875.00		
Ejector Assemblies	2	EA	$ 650.00	$ 250.00	$ 1,800.00		
Diaphragm Check Valves	2	EA	$ 210.00	$ 50.00	$ 520.00		
Remote Meter Panels	2	EA	$ 750.00	$ 150.00	$ 1,800.00		
Emergency KIT A	1	EA	$ 3,200.00	$ -	$ 3,200.00		
Emergency KIT B	1	EA	$ 3,300.00	$ -	$ 3,300.00		
Spare Parts	1	LS	$ 2,000.00	$ -	$ 2,000.00		
Leak Detector and Sensor	1	EA	$ 2,100.00	$ 500.00	$ 2,600.00		
150 LB Cylinder Scales	1	EA	$ 3,625.00	$ 250.00	$ 3,875.00		
1-Ton Cylinder Scales	2	EA	$ 4,500.00	$ 250.00	$ 9,500.00		
Scale Indicators	1	EA	$ 2,800.00	$ 250.00	$ 3,050.00		
1-Ton Lifting Bar	1	EA	$ 1,750.00	$ -	$ 1,750.00		
Chlorine Wrench	1	EA	$ 75.00	$ -	$ 75.00		
1-Ton Cylinder Storage Rollers	2	EA	$ 1,100.00	$ 250.00	$ 2,700.00		
PVC Automatic Ball Valve	1	EA	$ 1,500.00	$ 250.00	$ 1,750.00		
2" Backflow Preventer	1	EA	$ 2,500.00	$ 500.00	$ 3,000.00		
Piping and Supports	1	LS	$ 6,000.00	$ 2,000.00	$ 8,000.00		
Exhaust Fans	2	EA	$ 4,500.00	$ 1,500.00	$ 12,000.00		
Electric Heaters	2	EA	$ 5,500.00	$ 1,500.00	$ 14,000.00		
Louvers	2	EA	$ 2,500.00	$ 500.00	$ 6,000.00		
						$	**100,395.00**
Electrical							
Wiring and Conduit	1	LS	$ 3,500.00	$ 10,000.00	$ 13,500.00		
Disconnects	1	EA	$ 2,000.00	$ 750.00	$ 2,750.00		
Unistrut and Supports	1	LS	$ 2,000.00	$ 3,500.00	$ 5,500.00		
Wiring Devices	1	LS	$ 4,000.00	$ 2,000.00	$ 6,000.00		
Lighting	1	LS	$ 6,000.00	$ 1,500.00	$ 7,500.00		
						$	**35,250.00**
Finishes							
Wall Patching	1	LS	$ 1,500.00	$ 500.00	$ 2,000.00		
Window Trim	1	EA	$ 250.00	$ 200.00	$ 450.00		
Door Trim	2	EA	$ 250.00	$ 200.00	$ 900.00		
Wall Painting	1	LS	$ 1,500.00	$ 1,500.00	$ 3,000.00		
						$	**6,350.00**
					Total Estimated Cost:	**$**	**214,770.00**

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

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

Maintenance Building Project

Attachments:

Maintenance Building Project.pdf

LEGEND *EXISTING*

- ROAD RIGHT-OF-WAY
- PROPERTY LINE
- PAVED ROAD
- STABILIZED
- WATERLINE (W)
- GAS LINE (G)
- UNDERGROUND ELECTRIC (U/E)
- UNDERGROUND CONDUIT (C)
- SANITARY SEWER LINE (SS)
- STORM SEWER LINE (ST)
- STORM SEWER LINE (12" AND LARGER)
- FENCE (X)
- TREELINE
- CONTOUR (1')
- CONTOUR (5') 1220
- SURVEY CONTROL POINT (CP)
- UTILITY POLE (UP)
- LIGHT POLE (LP)
- STORM SEWER CATCH BASIN
- UTILITY MANHOLE
- WATER VALVE (WV)
- FIRE HYDRANT (FH)

LEGEND PROPOSED

- BITUMINOUS PAVING
- WATERLINE (W)
- UNDERGROUND ELECTRIC (U/E)
- SANITARY SEWER (SS)

N

PROPOSED MAINTENANCE BUILDING
APPROXIMATELY 40'-3" x 68'-5"

NEW BITUMINOUS PAVING

SOUTH GEORGE STREET (S.R. 115)

SOUTH GEORGE STREET EXT. (S.R. 115/2)

60' WIDE MUNICIPAL RIGHT-OF-WAY

CITY OF CHARLES TOWN
TAX ID 03 8002300000000
DB 935 PG 27

CITY OF CHARLES TOWN
TAX ID 03 8000100000000
DB 131 PG 409
DB 1053 PG 222

CITY OF CHARLES TOWN
TAX ID 02 1000030003000
DB 1053 PG 222

CHARLES TOWN BOARD OF PARK & RECREATION COMM
TAX ID 03 SAPARK0000000
DB 1240 PG 252

CHARLES TOWN CITY LIMITS
JEFFERSON COUNTY JURISDICTION

BUILDING
TRAILER
SHED
STABILIZED
WOODS
TREELINE
FENCE
RETAINING WALL
ELEC. BOX
WATER METER
U/E
SS
W
ASPHALT
SIGN
GATE
2" WATER METERS(2)
18" PINE
20" PINE
24" PINE
15" PINE
4" TREE
6" TREE
12" STUMP
2" UP
UTILITY RISER
GUY WIRE
GUY
SBR BASIN NO. 1
SBR BASIN NO. 2
SBR BASIN NO. 3
SPLITTER BOX
BLOWER/ELECTRICAL BUILDING
FF EL. 470.48
WASTE SLUDGE HOLDING TANK NO. 1
WASTE SLUDGE HOLDING TANK NO. 2
WASTE SLUDGE HOLDING TANK NO. 3
INFLUENT PUMP STATION
EFFLUENT WATER SUMP
UV DISINFECTION CHANNEL
HEADWORKS BUILDING
FF EL. 473.48
CONTROL BUILDING
FF EL. 470.62
STORAGE BUILDING
FF EL. 476.59
SERVICE WATER BUILDING
THICKENED SLUDGE DAY TANK
GENERATOR
SLUDGE PUMP BUILDING
DIGESTER TANK
DIGESTER BLOWER BUILDING
FF EL. 471.97
SLUDGE LOADING AREA
BELT FILTER PRESS BUILDING
FF EL. 472.08
POTABLE WATER BOOSTER PUMP
LIME SILO
GARAGE
FF EL. 471.21
EFFLUENT PUMP STATION
CHARLES TOWN CITY LIMITS
JEFFERSON COUNTY JURISDICTION
CARBON STORAGE AND FEED BUILDING
PAC STORAGE
PAC FEED BUILDING
POST-EQ TANK
VALVE VAULT
DENITRIFICATION FILTER UNIT
ELECTRICAL BUILDING
COMPRESSOR BUILDING

GRAPHIC SCALE
−30 0 15 30 60 120
1 inch = 30 ft.

NO.	DATE	DESCRIPTION

REVISIONS

SEAL

PRELIMINARY PROPOSED SITE PLAN

CHARLES TOWN UTILITY BOARD

CHARLES TOWN MAINTENANCE BUILDING

CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

GD&F
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3121 Fairway Drive
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814.943.5214
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DATE: 10/1/24	JOB: 24057	SCALE: AS SHOWN
FILE: 24057_001	DRAWN BY: LLH	CHECKED BY: CME

SHEET NO: 1

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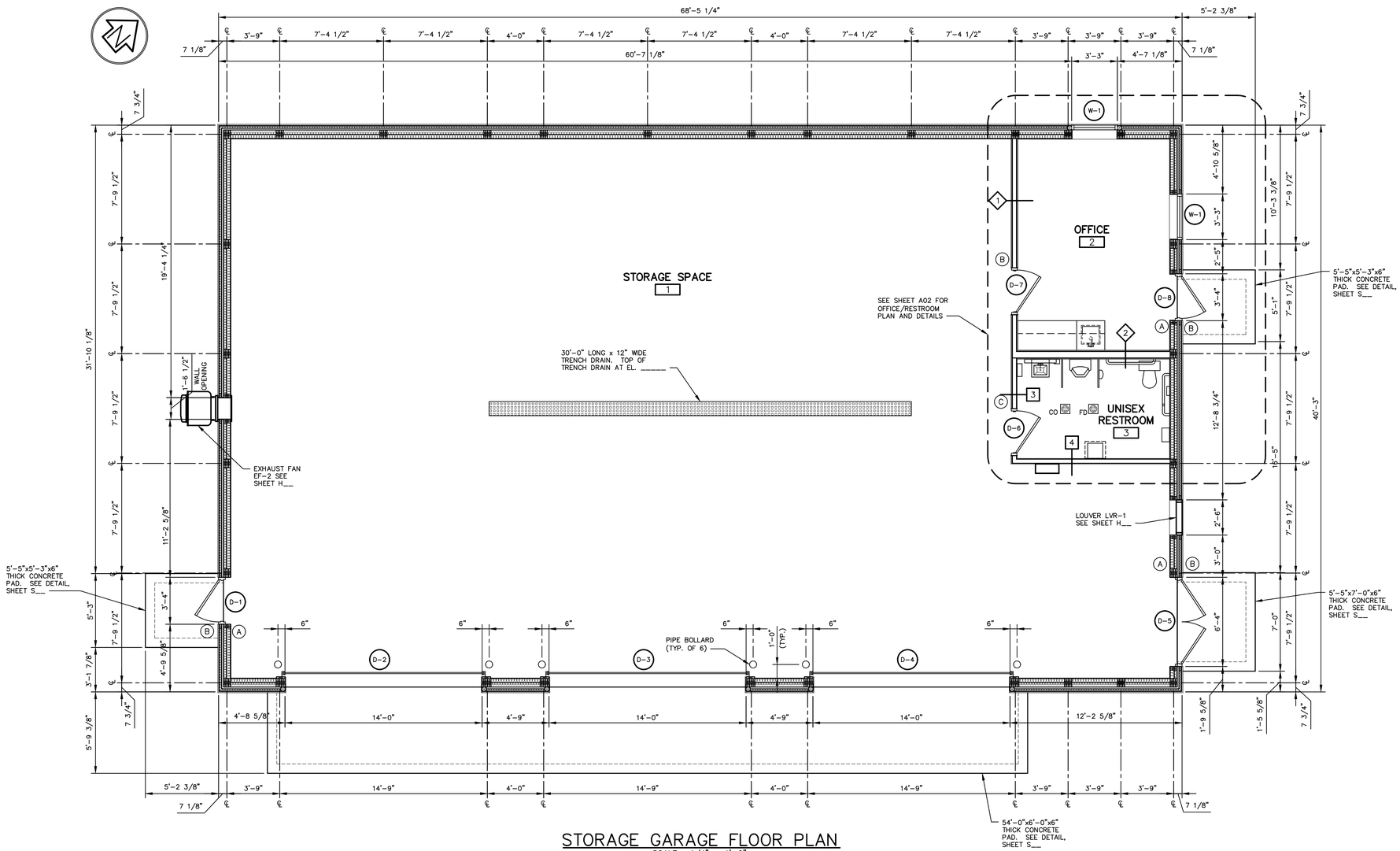

STORAGE GARAGE FLOOR PLAN

SCALE: 1/4" = 1'-0"

IBC 2018 CODE ANALYSIS TABLE

USE AND OCCUPANCY CLASSIFICATION	ROOM 1 (STORAGE SPACE) GROUP S-2 (LOW-HAZARD STORAGE)
	ROOM 2 (OFFICE) GROUP B (BUSINESS)
	ROOMS 3 (RESTROOM) ACCESSORY
TYPE OF CONSTRUCTION	V-B
BUILDING HEIGHT	1 STORY, OVERALL HEIGHT = 22'-10"±
TOTAL DESIGNED OCCUPANCY	3 OCCUPANTS
MAXIMUM TRAVEL DISTANCE TO EXIT	>100'-0"
MINIMUM NUMBER OF EXITS	MINIMUM 2 PER STORY, 3 PROVIDED
FIRE EXTINGUISHERS: A MINIMUM OF 1 WITH A 2A RATING IS PROVIDED FOR EACH AREA (SEE PLAN) IN ACCORDANCE WITH TABLE 906.3(1) OF THE IFC 2018	
ITEMS TO BE STORED ARE LIMITED TO THE ITEMS IDENTIFIED UNDER IBC 2018 311.3 AND INCLUDE TEMPORARY VEHICLE PARKING AND METAL PARTS (PIPE, APPURTENANCES, ETC.,)	

AREA SCHEDULE

ROOM No.	ROOM NAME	AREA (SQUARE FEET)
1	STORAGE SPACE	2,292
2	OFFICE	162
3	UNISEX RESTROOM	77
TOTAL GROSS AREA		2,768

SIGNAGE SCHEDULE

ID	SIGN WORDING	QUANTITY
A	EXIT	3
B	(ROOM NAME)	4
C	UNISEX RESTROOM	1
NOTE: 2" HIGH SIGNS, 4'-0" TO THE BOTTOM x AS LONG AS NEEDED FOR ROOM TITLE		

LEGEND

- A.F.F. — ABOVE FINISHED FLOOR
- FD — FLOOR DRAIN
- CO — CLEANOUT
- 1 — ROOM AREA NUMBER
- FE — FIRE EXTINGUISHER
- D-1 — DOOR (SEE DOOR SCHEDULE, SHEET No. A___)
- W-1 — WINDOW (SEE SCHEDULE AND DETAILS, SHEET No. A___)
- A — SIGNAGE (SEE SCHEDULE, THIS SHEET)
- WALL TYPE (TWO HOUR RATED FIRE BARRIER), (SEE SHEET A___)
- WALL TYPE (SEE SHEET A___)
- EMBEDDED TRENCH DRAIN (SEE PLUMBING PLANS)

NO.	DATE	DESCRIPTION

REVISIONS

SEAL

STORAGE GARAGE FLOOR PLAN

CHARLES TOWN UTILITY BOARD

CHARLES TOWN MAINTENANCE BUILDING

CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

GD&F
GWIN DOBSON & FOREMAN ENGINEERS
3121 Fairway Drive
Altoona, PA 16602
814.943.5214
gdfengineers.com

DATE:	JOB: 24057	SCALE: AS SHOWN
FILE: 24057_A01	DRAWN BY: RLN	CHECKED BY: CME

SHEET NO: A01

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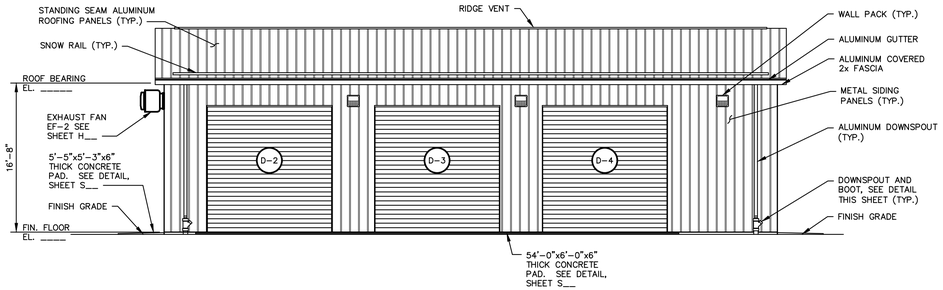
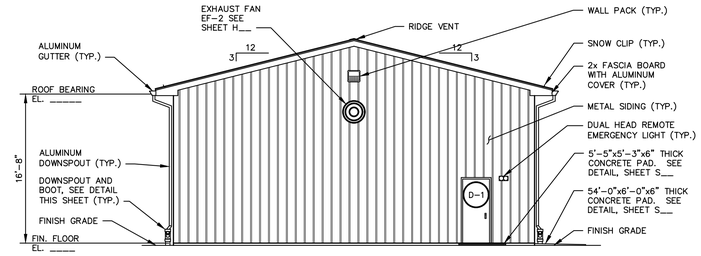


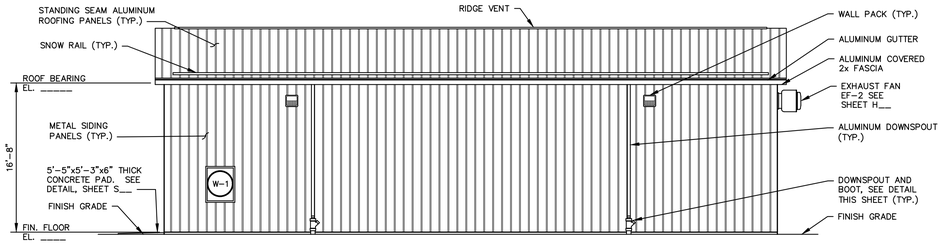
GARAGE STORAGE BUILDING SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



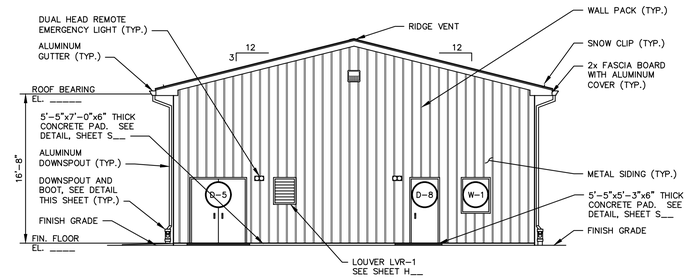
GARAGE STORAGE BUILDING WEST ELEVATION

SCALE: 1/8" = 1'-0"



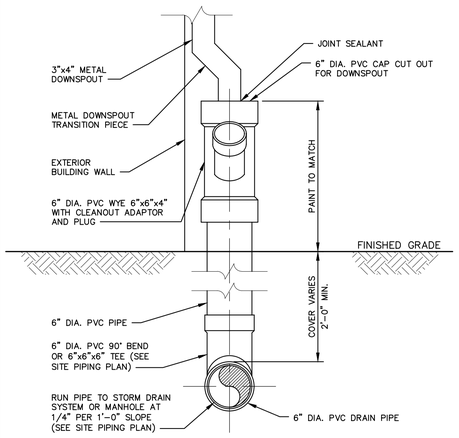
GARAGE STORAGE BUILDING NORTH ELEVATION

SCALE: 1/8" = 1'-0"



GARAGE STORAGE BUILDING EAST ELEVATION

SCALE: 1/8" = 1'-0"



NOTE:
PAINT EXPOSED ABOVE GRADE PVC PIPE TO MATCH DOWNSPOUT COLOR.

DOWNSPOUT AND STORM DRAIN DETAIL

NO SCALE

NO.	DATE	DESCRIPTION

REVISIONS

EXTERIOR ELEVATIONS

CHARLES TOWN UTILITY BOARD

CHARLES TOWN MAINTENANCE BUILDING

CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

SEAL

DATE:	JOB: 24057	SCALE: AS SHOWN
FILE: 24057_A03	DRAWN BY: RLN	CHECKED BY: CME

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A03

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Charles Town Maintenance Building

Engineer's Opinion of Probable Construction Cost Estimate

Project: 24057
Date: 11/19/2024

Item Description	Quantity	Units	Material Cost per Qty.	Labor Cost Per Qty.	Sub Cost	Cost Per Activity
Mobilization / Demobilization						
Mobilization / Demobilization	1	LS		$ 20,000.00	$ 20,000.00	
Bonding and Insurances	1	LS		$ 18,000.00	$ 18,000.00	
General Conditions	1	LS		$ 20,000.00	$ 20,000.00	
Site Surveying	1	LS		$ 2,000.00	$ 2,000.00	
Concrete Testing	1	LS		$ 2,000.00	$ 2,000.00	
Paving Testing	1	LS		$ 1,000.00	$ 1,000.00	
Dumpster	1	LS		$ 5,000.00	$ 5,000.00	**$ 68,000.00**
Site Demolition						
Topsoil Demo / Clearing / Grubbing	0	SY			$ -	
Hauling Spoils		CY (TBD)			$ -	
E&S Controls (Sock/fence)	250	Ft	$ 5.00	$ 1.00	$ 1,500.00	**$ 1,500.00**
Construction Entrance						
Excavation	110	CY		$ 25.00	$ 2,750.00	
Geotextile	110	SY	$ 0.50	$ 0.50	$ 110.00	
Aggregates	40	Ton	$ 45.00	$ 50.00	$ 3,800.00	**$ 6,660.00**
Temp Utilities						
Temp Power Pole	1	LS		$ 500.00	$ 500.00	
Temp Meter	1	LS		$ 500.00	$ 500.00	
Installation	1	LS		$ 1,000.00	$ 1,000.00	
Construction Restroom	1	LS		$ 2,000.00	$ 2,000.00	**$ 4,000.00**
Building Pad Prep						
Grading and Excavation	312	SY		$ 22.43	$ 6,998.16	
Proof Rolling	312	SY		$ 2.88	$ 898.56	
Underslab Utility Excavation	TBD	CY			$ 8,000.00	
Underslab Utility Layout	1	LS		$ 500.00	$ 500.00	
Utility Rough In	1	LS		$ 4,500.00	$ 4,500.00	
Utility Bedding / Aggregate	20	CY	$ 45.00	$ 25.00	$ 1,400.00	
Trench Drain (30'x12")	30	Ft	$ 60.00	$ 20.00	$ 2,400.00	
Base Aggregate	75	CY	$ 45.00	$ 25.00	$ 5,250.00	
Base Aggregate Compaction	312	SY		$ 3.00	$ 936.00	
Misc.		LS			$ 5,000.00	**$ 35,882.72**
Structural Post						
Structural Post Excavation	33	EA	$ 50.00	$ 50.00	$ 3,300.00	
Treated Post	33	EA	$ 200.00		$ 6,600.00	
Post Base Installation	33	EA		$ 50.00	$ 1,650.00	
Post Concrete	8	CY	$ 250.00		$ 2,000.00	**$ 13,550.00**
Foundation Concrete Slab						
Forming	1	LS	$ 4,000.00	$ 5,000.00	$ 9,000.00	
Moisture Barrier	312	SY		$ 1.50	$ 468.00	
Rigid Foamboard Insulation Skirting	30	EA	$ 25.00	$ 66.00	$ 2,730.00	
#5 Rebar (8"OC)	300	EA	$ 25.00	$ 1.00	$ 7,800.00	
Turndown Slab Concrete	35	CY	$ 200.00	$ 150.00	$ 12,250.00	
8" Concrete Slab	85	CY	$ 200.00	$ 150.00	$ 29,750.00	
Misc.	1	LS		$ 5,000.00	$ 5,000.00	**$ 66,998.00**
Exterior Walls						

Treated 2"x8"x10' Skirtboard	23	EA	$ 15.00	$ 5.00	$ 460.00		
Treated 2"x4"x10' Girts (24" OC)	162	EA	$ 9.00	$ 5.00	$ 2,268.00		
Treated 2"x10" (2)	54	EA	$ 25.00	$ 10.00	$ 1,890.00		
Metal Flashing at Base	210	LF	$ 4.00	$ 5.00	$ 1,890.00		
5/8" Plywood	113	EA	$ 55.00	$ 5.00	$ 6,780.00		
Rigid Insulation	113	EA	$ 60.00	$ 5.00	$ 7,345.00		
Aluminum Metal Siding Panels	3612	SF	$ 18.00	$ 8.00	$ 93,912.00		
2"x4" Framing	1	LS		$ 10,000.00	$ 10,000.00		
Interior 1/2" PVC Interlocking Liner Panel	3600	SF	$ 5.00	$ 5.00	$ 36,000.00	**$**	**160,545.00**
Exterior Doors							
(2) 3'-4" Man Doors, Frames and Hardware	2	EA	$ 2,500.00	$ 150.00	$ 5,300.00		
Treated 2"x4"	12	EA	$ 9.00	$ 5.00	$ 168.00		
Treated 2"x6" Header	4	EA	$ 10.00	$ 5.00	$ 60.00		
(1) Double Swing Man Door	1	EA	$ 2,000.00	$ 500.00	$ 2,500.00		
Treated 2"x4"	8	EA	$ 9.00	$ 5.00	$ 112.00		
Treated 2"x6" Header	3	EA	$ 10.00	$ 5.00	$ 45.00		
(3) 14'x14' Roll up Door	3	EA	$ 7,000.00	$ 2,000.00	$ 27,000.00		
Door Framing	1	LS		$ 1,000.00	$ 1,000.00		
Misc.	1	EA		$ 2,000.00	$ 2,000.00	**$**	**38,185.00**
Exterior Exhaust/Windows							
Treated 2"x6" (Jack/King/Cripple)	20	EA	$ 20.00	$ 5.00	$ 500.00		
Treated 2"x6" (Headers)	10	EA	$ 20.00	$ 5.00	$ 250.00		
Window	2	EA	$ 750.00	$ 250.00	$ 2,000.00		
Misc.	1	LS		$ 500.00	$ 500.00	**$**	**3,250.00**
Roofing							
Trusses, Hurricane ties	42	EA	$ 800.00	$ 200.00	$ 42,000.00		
2"x4"x16' Purlins (2'OC)	120	EA	$ 9.00	$ 5.00	$ 1,680.00		
2"x8" Facia board with Aluminum Cover	220	LF	$ 2.00	$ 1.00	$ 660.00		
Standing Seam Aluminum Roofing Panels	3,400	SF	$ 18.00	$ 8.00	$ 88,400.00		
Ridge Vent	65	LF		$ 17.64	$ 1,146.60		
Snow/Ice Breakers	60	EA		$ 60.00	$ 3,600.00		
Aluminum Drip Edge	225	LF		$ 5.50	$ 1,237.50		
Vented Vinyl Soffit	28	SY		$ 100.00	$ 2,800.00		
Aluminum Gutters	140	LF	$ 35.00	$ 5.00	$ 5,600.00		
Downspouts	4	EA	$ 125.00	$ 125.00	$ 1,000.00		
Crane Rental	2	Days		$ 2,000.00	$ 4,000.00	**$**	**152,124.10**
Main Garage Interior Ceiling							
R38 Batt or blanket Insulation	3600	SF	$ 2.25	$ 2.00	$ 15,300.00		
2"x4"x16' (2'OC) Sleepers	150	EA	$ 9.00	$ 5.00	$ 2,100.00		
Vinyl Soffit Ceiling	3600	SF	$ 2.50	$ 2.00	$ 16,200.00		
Man Lift Rental	2	Week		$ 1,000.00	$ 2,000.00	**$**	**35,600.00**
Interior Office, Restroom, Utility Room Walls							
2"x4" Wall Studs	125	EA	$ 9.00	$ 5.00	$ 1,750.00		
Treated 2x4 bottom plate w/ moisture barrier	150	LF	$ 9.00	$ 5.00	$ 2,100.00		
2"x4" Double Top Plate	344	LF	$ 9.00	$ 5.00	$ 4,816.00		
Ceiling Joist 2"x8"	21	EA	$ 11.00	$ 5.00	$ 336.00		
Wall Insulation R-15	800	SF	$ 1.50	$ 1.00	$ 2,000.00		
Ceiling Insulation R-38 Batt or Blanket Insulation	315	SF	$ 3.50	$ 1.00	$ 1,417.50		
Interior Doors and Frames	2	EA	$ 1,500.00	$ 500.00	$ 4,000.00		
5/8" Gypsum Board	1200	SF		$ 1.01	$ 1,212.00		
Drywall Finishing	1200	SF		$ 2.02	$ 2,424.00		
Prime/Paint	800	SF		$ 2.79	$ 2,232.00		
Office Tile Floor	200	SF		$ 12.50	$ 2,500.00		
Cove Base	186	LF		$ 4.30	$ 799.80		
Misc.				$ 3,000.00	$ -	**$**	**25,587.30**
Interior Fixtures							
Office Vanity/Sink	1	EA		$ 1,000.00	$ 1,000.00		
Restroom Vanity/Sink	1	EA		$ 1,000.00	$ 1,000.00		

Restroom Toilet	1	EA		$ 500.00	$ 500.00		
Restroom Urinal	1	EA		$ 500.00	$ 500.00		
Restroom ADA Handrailing	1	LS		$ 400.00	$ 400.00		
Restroom Dividers	2	EA		$ 200.00	$ 400.00		
Water Heater	1	EA		$ 2,000.00	$ 2,000.00		
Accessories	1	EA		$ 2,000.00	$ 2,000.00		
Plumbing	1	LS		$ 5,000.00	$ 5,000.00	**$**	**12,800.00**
Stormwater 330' 6" SDR35							
Downspout Cleanouts	4	Ea	$ 200.00	$ 100.00	$ 1,200.00		
Stormwater Trench Excavation	98	CY		$ 25.00	$ 2,450.00		
Stormwater SDR 35 (pipe/fittings)	330	LF	$ 8.00	$ 5.00	$ 4,290.00		
Stormwater Trench Select Backfill/Compaction	98	CY	$ 45.00	$ 5.00	$ 4,900.00	**$**	**12,840.00**
Water Tie In 155'							
Excavation	46	CY	$ 45.00	$ 25.00	$ 3,220.00		
Pipe/Fittings (1"Pex)	155	LF/EA	$ 2.00	$ 5.00	$ 1,085.00		
Meter Pit/ Frost Proof Lid/ Meter Setter	1	EA		$ 2,000.00	$ 2,000.00		
Select Backfill/Compaction	46	CY	$ 45.00	$ 25.00	$ 3,220.00		
Misc.	1	LS		$ 1,500.00	$ 1,500.00	**$**	**11,025.00**
Sanitary 135'							
Excavation	40	CY	$ 45.00	$ 25.00	$ 2,800.00		
Pipe/Fittings	135	LF	$ 7.00	$ 5.00	$ 1,620.00		
Cleanout	2	EA		$ 100.00	$ 200.00		
Select Backfill/Compaction	40	CY	$ 45.00	$ 25.00	$ 2,800.00		
Misc.	1	EA		$ 1,000.00	$ 1,000.00	**$**	**8,420.00**
Electrical/Communications 50'							
Excavation	15	CY	$ 45.00	$ 25.00	$ 1,050.00		
Conduit/Fittings/Wire	50	LF	$ 3.00	$ 2.00	$ 250.00		
Meter Socket	1	EA		$ 500.00	$ 500.00		
Comm Conduit/Wire	60	LF		$ 33.33	$ 2,000.00		
Select Backfill/Compaction	15	CY	$ 45.00	$ 25.00	$ 1,050.00		
Misc.	1	EA		$ 2,000.00	$ 2,000.00	**$**	**6,850.00**
Exterior Concrete Sidewalks							
Bollard Excavation	6	CY	$ 45.00	$ 25.00	$ 420.00		
Bollard Pipe / Cover / Installation	12	EA	$ 200.00	$ 25.00	$ 2,700.00		
Bollard Concrete	6	CY	$ 250.00	$ 25.00	$ 1,650.00		
Bollard Cover/Paint	12	EA	$ 110.00	$ 5.00	$ 1,380.00		
Dowelling Rebar	94	EA	$ 15.00	$ 25.00	$ 3,760.00		
Base Aggregate	10.5	CY	$ 45.00	$ 25.00	$ 735.00		
Forming	4	EA		$ 1,000.00	$ 4,000.00		
Concrete	10.5	CY	$ 250.00	$ 250.00	$ 5,250.00		
Finishing	4	LS		$ 375.00	$ 1,500.00		
Stripping Forms	4	EA		$ 100.00	$ 400.00		
Misc.	1	EA		$ 1,000.00	$ 1,000.00	**$**	**22,795.00**
Paving							
Base Prep	1250	SY	$ 5.00	$ 5.00	$ 12,500.00		
Geotextile	1250	SY	$ 0.50	$ 0.50	$ 1,250.00		
Base Aggregate	209	CY	$ 45.00	$ 25.00	$ 14,630.00		
4" 25MM Base Asphalt	275	Ton	$ 100.00	$ 50.00	$ 41,250.00		
2" 9.5MM Wearing Course	138	Ton	$ 100.00	$ 50.00	$ 20,700.00		
Milling Existing	147	SY		$ 50.00	$ 7,350.00		
Tack Coat	25	Gal	$ 10.00	$ 25.00	$ 875.00		
Overlay 2" 9.5MM	16	Ton	$ 100.00	$ 100.00	$ 3,200.00		
Compaction	1250	SY		$ 1.20	$ 1,500.00		
Cold Joint Sealing	1	LS		$ 500.00	$ 500.00	**$**	**103,755.00**
Restoration							
E&S Controls Removal	1	LS		$ 500.00	$ 500.00		
Topsoil	1	CY		$ 1,500.00	$ 1,500.00		

Seeding	1	EA		$ 500.00	$ 500.00		
Mulching	1	SY		$ 500.00	$ 500.00		
Misc.	1	EA		$ 1,000.00	$ 1,000.00	**$**	**4,000.00**
HVAC							
Main Garage Heating Units	4	EA	$ 3,500.00	$ 500.00	$ 16,000.00		
Office/Restroom Mini Split Unit	1	EA	$ 3,000.00	$ 1,500.00	$ 4,500.00		
Exhaust Fans and Louvers	2	EA	$ 3,500.00	$ 2,000.00	$ 11,000.00	**$**	**31,500.00**
Electrical							
Main Panel	1	LS	$ 2,500.00	$ 2,000.00	$ 4,500.00		
Conduit and Wire	1	LS	$ 10,000.00	$ 6,000.00	$ 16,000.00		
Lights and Switches	1	LS	$ 12,000.00	$ 4,000.00	$ 16,000.00		
Receptacles and Security	1	LS	$ 6,000.00	$ 2,000.00	$ 8,000.00		
Conduit and Wiring to Plumbing and HVAC	1	LS	$ 2,500.00	$ 1,500.00	$ 4,000.00	**$**	**48,500.00**

Total Estimated Cost: $ 874,367.12

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

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

Pine Run Ranch Project Request

Attachments:

Pine Run Ranch Request.pdf

PINE RUN RANCH LLC **CHARLES TOWN UTILITY BOARD**

January 28, 2025

Hello,

Pine Run Ranch LLC (PRR) is seeking approval for Water and Sewer through Berkeley County PSSD since CTUB and American Water do not (under my research/knowledge) have the infrastructure in my area to support proposed plans for the property at **500 Febrey Road Kearneysville WV 25438.**

After initial research it was made known that the neighborhood next to the property (Quail Ridge) is receiving Water and Sewer through BCPSSD. This neighborhood is partially in Jefferson County WV. PRR is seeking to tie into the existing infrastructure to be used for future development of a small commercial lot that is currently being surveyed for subdivision.

Below are attachments of the general location of the property off of Rt 9 right at the Berkeley / Jefferson County line. Additionally, the first page of the surveyed area for the roughly 7-acre commercial lot.

Please let me know if there are any questions.

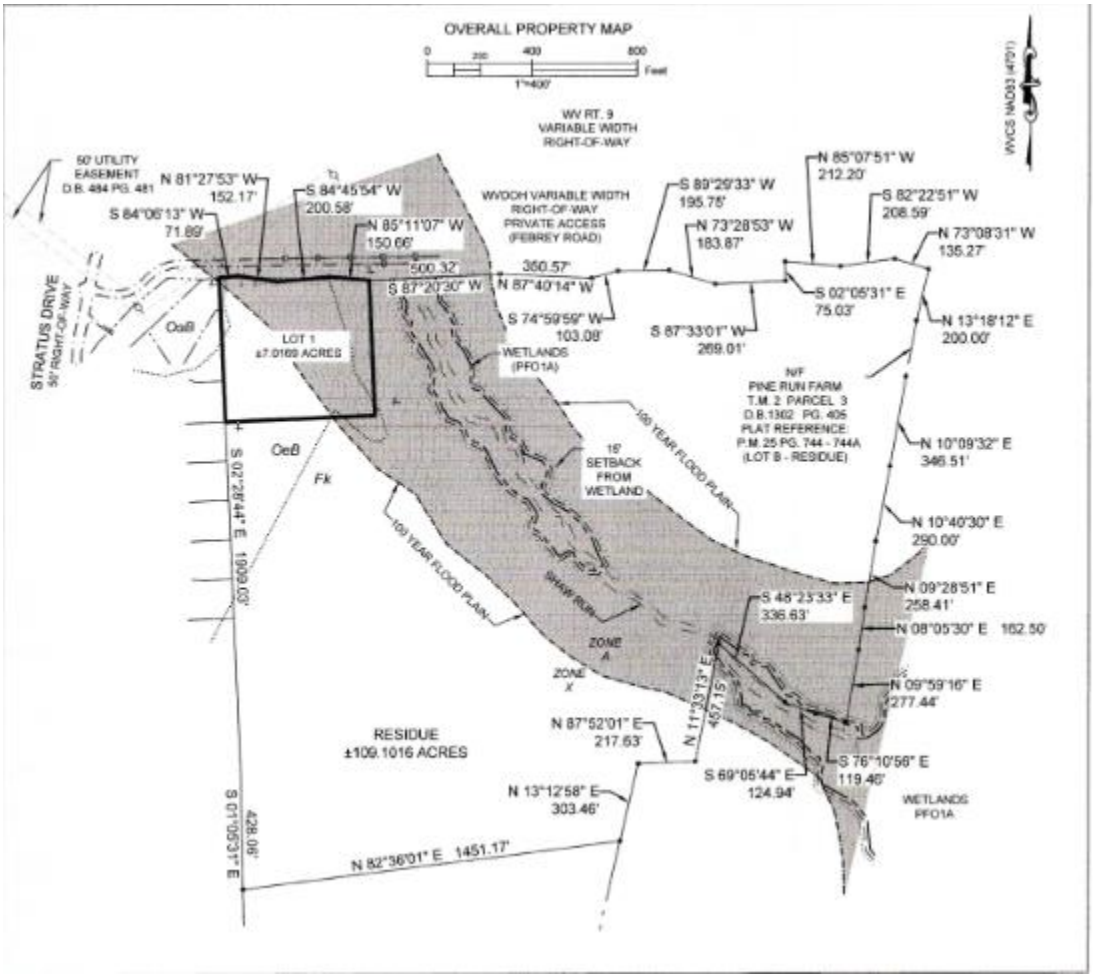
V/r

Elliott A Kletter

PINE RUN RANCH LLC **CHARLES TOWN UTILITY BOARD**



PINE RUN RANCH LLC **CHARLES TOWN UTILITY BOARD**



CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Discuss the Initiation of Litigation regarding Encroachment in CTUB Service Territory - Possible Executive Session 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 which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

- UM Report.pdf
- Capital Expenditure Report 01.22.25.pdf
- Revenue & Expense December.pdf
- FY24 CTUB Financial Statements.pdf
- CTUB Arbitrage Rebate Certificate - Calculations 12.30.24.pdf

Charles Town Utility Board

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

MEMORANDUM TO THE BOARD OF DIRECTORS

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: February 12, 2025

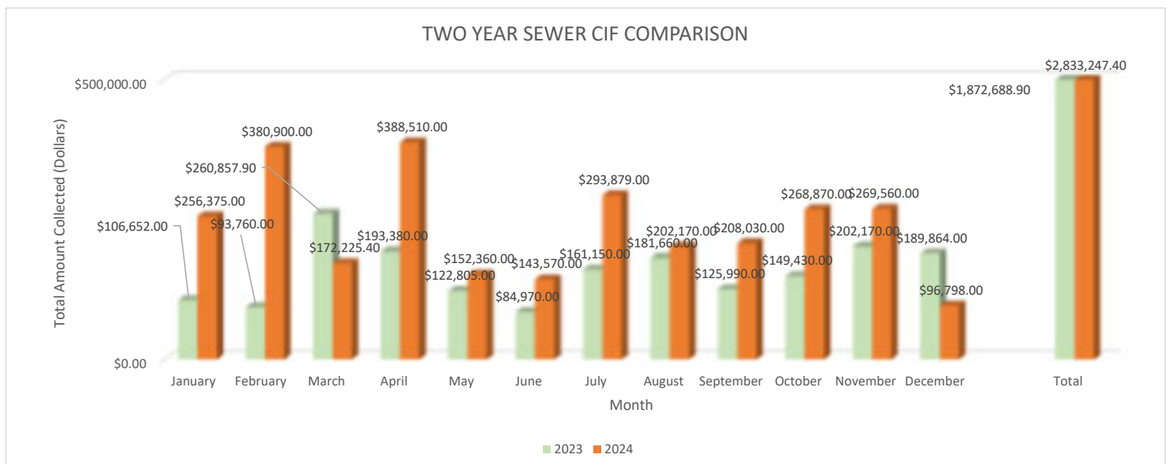
- **Customer Counts**
  - Sewer 9,719
  - Water 7,265

- **Administrative**
  - Utility Cloud and Edmunds software population and integration on-going
  - RFP for Public Relations and Communications Services – three (3) submissions received
  - RFP for Capacity Improvement Fee Study – No submissions received
  - RFP for Biosolids testing for PFAS – due February 7, 2024

- **Water**
  - Dewberry finalizing Water Model update
  - Baffle Wall installation scheduled week of February 13th

- **Sewer**
  - Renewal and Replacement Project
  - Collection System Project
  - Greenfield Forcemain – Design complete, two (2) easements to be obtained
  - North/George/Liberty block project – survey complete – field investigation in progress

Charles Town Utility Board 2024 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-24	1.5	86	87.5	$ 289,687.50	$ 33,312.50	$ 256,375.00
Feb-24		130	130	$ 458,900.00	$ 78,000.00	$ 380,900.00
Mar-24	6.78	52	58.78	$ 181,975.40	$ 9,750.00	$ 172,225.40
Apr-24	25	107	132	$ 438,885.00	$ 50,375.00	$ 388,510.00
May-24		52	52	$ 175,110.00	$ 22,750.00	$ 152,360.00
Jun-24		49	49	$ 182,570.00	$ 39,000.00	$ 143,570.00
Jul-24		100.3	100.3	$ 345,879.00	$ 52,000.00	$ 293,879.00
Aug-24		69	69	$ 226,545.00	$ 24,375.00	$ 202,170.00
Sep-24		71	71	$ 234,030.00	$ 26,000.00	$ 208,030.00
Oct-24	14	70	84	$ 278,620.00	$ 9,750.00	$ 268,870.00
Nov-24		92	92	$ 295,560.00	$ 26,000.00	$ 269,560.00
Dec-24	2.6	26	28.6	$ 96,798.00		$ 96,798.00
Total 2024	**49.88**	**764.3**	**954.18**	**$ 3,204,559.90**	**$ 371,312.50**	**$ 2,833,247.40**



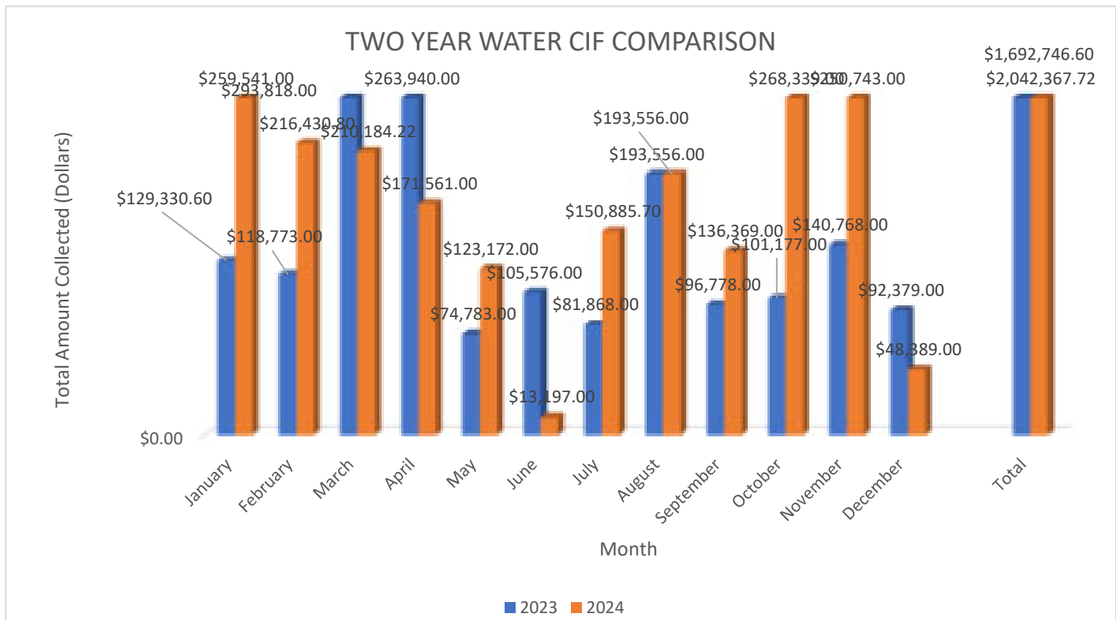
Charles Town Utility Board 2025 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-25	1	123	124	$ 402,960.00	$ 45,500.00	$ 357,460.00
Feb-25		2	2	$ 5,860.00		$ 5,860.00
Mar-25						
Apr-25						
May-25						
Jun-25						
Jul-25						
Aug-25						
Sep-25						
Oct-25						
Nov-25						
Dec-25						
Total 2025	**1**	**125**	**126**	**$ 408,820.00**	**$ 45,500.00**	**$ 363,320.00**

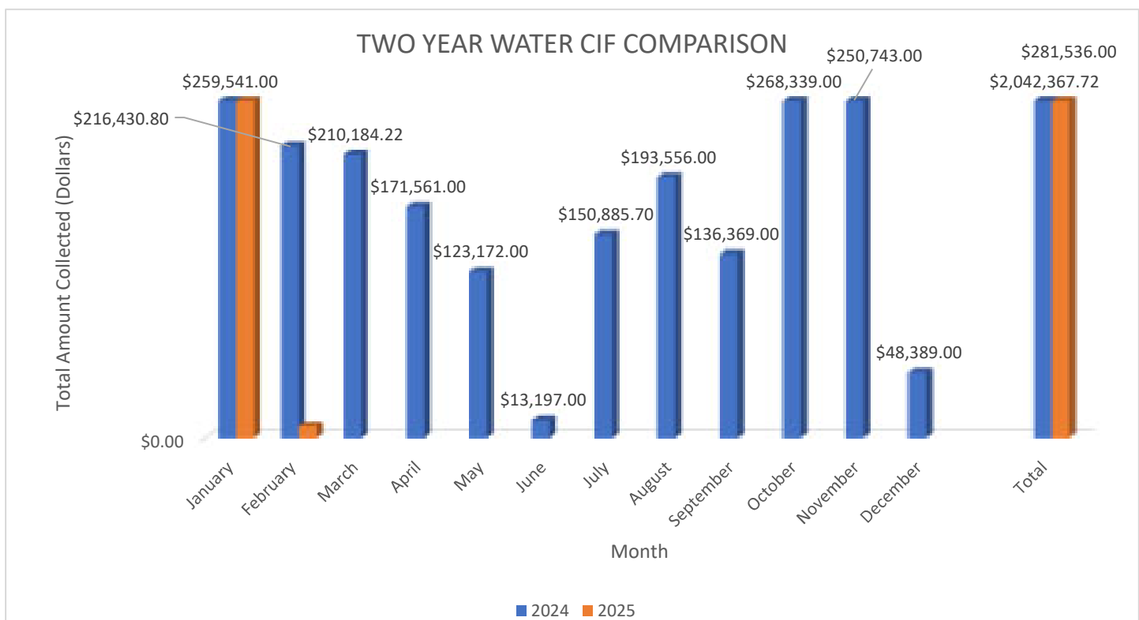


Water CIF Tracking as of February 6, 2025

2024 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-24		59	59	$ 259,541.00
Feb-24		49.2	49.2	$ 216,430.80
Mar-24	6.78	41	47.78	$ 210,184.22
Apr-24		39	39	$ 171,561.00
May-24		28	28	$ 123,172.00
Jun-24		3	3	$ 13,197.00
Jul-24		34.3	34.3	$ 150,885.70
Aug-24		44	44	$ 193,556.00
Sep-24		31	31	$ 136,369.00
Oct-24		61	61	$ 268,339.00
Nov-24		57	57	$ 250,743.00
Dec-24		11	11	$ 48,389.00
Total 2024	**6.78**	**396.5**	**464.28**	**$ 2,042,367.72**

2025 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-24		62	62	$ 272,738.00
Feb-24		2.0	2	$ 8,798.00
Mar-24				
Apr-24				
May-24				
Jun-24				
Jul-24				
Aug-24				
Sep-24				
Oct-24				
Nov-24				
Dec-24				
Total 2025	**0**	**64**	**64**	**$ 281,536.00**





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 (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	4,667
2016	1.75	419	1.14	0.61	610,000	4,067
2017	1.75	393	1.08	0.67	670,000	4,467
2018	1.75	491	1.34	0.41	410,000	2,733
2019	1.75	459	1.26	0.49	490,000	3,267
2020	1.75	419.7	1.15	0.60	603,333	4,022
2021	1.75	401.61	1.11	0.64	637,500	4,250
2022	1.75	387.15	1.06	0.69	687,500	4,583
2023	1.75	382.28	1.06	0.69	694,167	4,628
2024	1.75	431.85	1.30	0.45	453,333	3,022

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	0.5	48	0.13	0.37	370,000	2,467
2016	0.5	49	0.13	0.37	370,000	2,467
2017	0.5	48	0.14	0.36	360,000	2,400
2018	0.5	78	0.21	0.29	290,000	1,933
2019	0.5	55.24	0.15	0.35	350,000	2,333
2020	0.5	1.09	0.16	0.34	340,000	2,267
2021	0.5	32.55	0.10	0.40	400,833	2,672
2022	0.5	62.8	0.17	0.33	328,333	2,189
2023	0.5	83.78	0.23	0.27	270,000	1,800
2024	0.5	66.68	0.18	0.32	316,667	2,111
2025	0.5	0	0.00	0.50	500,000	3,333

Total EDU's available between CT and Tuscawilla	
2015	7,133
2016	6,533
2017	6,867
2018	4,667
2019	5,600
2020	6,289
2021	6,922
2022	6,772
2023	6,428
2024	5,133
2025	3,333

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

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

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

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	36.06	1.16
FEBRUARY	34.43	1.19
MARCH	38.99	1.26
APRIL	38.08	1.27
MAY	37.15	1.2
JUNE	32.9	1.1
JULY	34.51	1.11
AUGUST	41.05	2.63
SEPTEMBER	35.37	1.18
OCTOBER	35.46	1.14
NOVEMBER	35.48	1.22
DECEMBER	32.37	1.1
Annual Total	431.85	1.30

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	38.98	1.26
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	38.98	1.26

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

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

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	8.61	0.28
FEBRUARY	8.25	0.28
MARCH	6.28	0.2
APRIL	5.05	0.17
MAY	4.64	0.15
JUNE	5.25	0.18
JULY	4.91	0.16
AUGUST	5.42	0.18
SEPTEMBER	4.87	0.16
OCTOBER	4.5	0.15
NOVEMBER	4.41	0.15
DECEMBER	4.49	0.14
Annual Total	66.68	0.183

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	4.9	0.16
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	4.9	0.160

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03	1,034,980	6,900
2020	2.8	615.64	1.68	1.12	1,117,946	7,453
2021	2.8	601.87	1.64	1.16	1,164,627	7,764
2022	2.8	588.97	1.60	1.20	1,204,163	8,028
2023	2.8	602.24	1.63	1.17	1,168,256	7,788
2024	2.8	579.85	1.57	1.23	1,228,525	8,190
2025	2.8	49.08	1.58	1.22	1,216,714	8,111

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

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

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	48,027,207	1,549,265
FEBRUARY	44,217,320	1,579,190
MARCH	46,432,344	1,497,818
APRIL	44,552,042	1,437,163
MAY	46,432,344	1,497,818
JUNE	52,695,168	1,699,844
JULY	55,816,216	1,800,523
AUGUST	51,158,016	1,650,259
SEPTEMBER	48,673,792	1,570,122
OCTOBER	48,580,272	1,567,106
NOVEMBER	46,786,184	1,509,232
DECEMBER	46,480,137	1,499,359
Annual Total	579,851,042	1,571,475

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	49,081,856	1,583,286
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	49,081,856	1,583,286

GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	3.06	0.01	0.01	13,213	-
2022	0.0216	2.70	0.01	0.01	14,335	-
2023	0.0216	2.99	0.01	0.01	13,573	-
2024	0.0216	2.68	0.01	0.01	14,441	-
2025	0.0216	0.00	0.00	0.02	21,600	-

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

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

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	234,900	7,577
FEBRUARY	182,100	5,874
MARCH	206,200	6,250
APRIL	224,200	7,232
MAY	210,000	6,774
JUNE	257,889	8,319
JULY	306,700	9,894
AUGUST	217,900	7,029
SEPTEMBER	203,900	6,577
OCTOBER	215,000	6,935
NOVEMBER	211,300	6,816
DECEMBER	205,400	6,626
Annual Total	2,675,489	7,159

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	229,800	7,413
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	229,800	7,413

CAVALAND WATER PLANT FLOW DATA					
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)
2020	0.036	0.59	0.005	0.03	31,210
2021	0.036	1.91	0.01	0.03	30,766
2022	0.036	1.84	0.005	0.03	31,041
2023	0.036	1.79	0.005	0.03	31,186
2024	0.036	0.00	0.00	0.03	31,006
2025	0.036	0.00	0.00	0.04	36,000

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

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

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	155,600	5,019
FEBRUARY	135,000	4,355
MARCH	148,800	4,750
APRIL	155,700	5,023
MAY	153,600	4,955
JUNE	164,300	5,300
JULY	178,100	5,745
AUGUST	177,200	5,716
SEPTEMBER	151,800	4,897
OCTOBER	144,000	4,645
NOVEMBER	134,900	4,352
DECEMBER	160,300	5,171
Annual Total	1,859,300	4,994

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	137,900	4,448
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	137,900	4,448

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

Charles Town Utility Board
Water Fund
Capital Expenditure Report
January 22, 2025

ANTICIPATED CAPITAL EXPENDITURES	FY 2025 BUDGET	YTD ACTUAL	YTD VARIANCE
Fleet and Related Equipment	150,000	-	150,000
Specialized Equipment (Escavator, Mowers, etc)	50,000	-	50,000
Safety Equipment	50,000	-	50,000
Meter Replacement	150,000	-	150,000
WTP Repair/Replacement	60,000	-	60,000
Distribution System Repair/Replacement	45,000	-	45,000
General Property Repair/Replacement	30,000	-	30,000
Misc. Repairs/Replacements/Equipment	40,000	-	40,000
Asset Management Software Implementation	40,000	20,000	20,000
Billing/Accounting Software Implementation	50,000	23,996	26,004
Emergency/Contingency Repairs - Equipment	25,000	-	25,000
TOTAL CAPITAL EXPENDITURES	**$ 690,000**	**$ 43,996**	**$ 646,004**

Capital Disbursements:

VENDOR	DATE	AMOUNT
AMCS Group Inc. (Asset Management Software)	8/14/2024	20,000.00
Edmunds Govtech Inc. (Billing & Accounting Software)	8/28/2024	15,997.50
Edmunds Govtech Inc. (Billing & Accounting Software)	10/16/2024	7,998.75
TOTAL DISBURSEMENTS		**$ 43,996.25**

Charles Town Utility Board
Sewer Fund
Capital Expenditure Report
January 22, 2025

ANTICIPATED CAPITAL EXPENDITURES	FY 2025 BUDGET	YTD ACTUAL	YTD VARIANCE
Fleet and Related Equipment	160,000	103,038	56,962
Specialized Equipment (Escavator, Mowers, etc)	30,000	-	30,000
Safety Equipment	50,000	-	50,000
Manhole Lining Replair/Rehabilitation	75,000	59,496	15,504
WWTP Repair/Replacement	50,000	-	50,000
Collection System Repair/Replacement	60,000	-	60,000
Pump Station Repair/Repairment	100,000	-	100,000
General Property Repair/Replacement	30,000	-	30,000
Misc. Repairs/Replacements/Equipment	40,000	-	40,000
Asset Management Software Implementation	40,000	20,000	20,000
Billing/Accounting Software Implementation	50,000	23,996	26,004
Emergency/Contingency Repairs - Equipment	25,000	-	25,000
TOTAL CAPITAL EXPENDITURES	**$ 710,000**	**$ 206,530**	**$ 503,470**

Capital Disbursements:

VENDOR	DATE	AMOUNT
AMCS Group Inc. (Asset Management Software)	8/14/2024	20,000.00
Edmunds Govtech Inc. (Billing & Accounting Software)	8/28/2024	15,997.50
Edmunds Govtech Inc. (Billing & Accounting Software)	10/16/2024	7,998.75
Ted Britt Ford F-150	12/11/2024	45,766.09
Ted Britt Ford F-250	12/11/2024	57,272.16
Advanced Rehab Technology	12/11/2024	59,495.96
TOTAL DISBURSEMENTS		**$ 206,530.46**

Charles Town Water Department
Revenue & Expense Summary
December 31, 2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,740,000	Metered Sales - Residential	1,870,000	1,827,083	(42,917)
1,800,000	Metered Sales - Commercial	900,000	903,675	3,675
65,000	Metered Sales - Glen Haven/Cavaland	32,500	32,046	(454)
40,000	Sale for Resale - Bulk Water	20,000	23,505	3,505
90,000	Forfieted Discounts	45,000	41,554	(3,446)
30,000	Misc. Service Rev - Reconnection / Tap Fees	15,000	13,152	(1,848)
565,000	Tank Lot Rental Income (Non-Operating)	282,500	279,317	(3,183)
270,000	Interest Income (Non-Operating)	135,000	165,684	30,684
34,000	Sinking Fund Income (Non-Operating)	17,000	18,390	1,390
40,000	Miscellaneous Income (Non-Operating)	20,000	34,233	14,233
-	Gain on Sale of Assets	-	8,160	8,160
6,674,000	**TOTAL REVENUES**	3,337,000	3,346,800	9,800
	EXPENSES			
15,000	WS - Materials & Supplies Expense	7,500	6,289	(1,211)
60,000	WS - Maint of Water Source	30,000	29,891	(109)
484,096	WT - Salaries & Wages - Operations Labor	242,048	226,165	(15,883)
155,000	WT - Power & Fuel	77,500	70,982	(6,518)
10,000	WT - Power & Fuel - GH/CAV	5,000	3,756	(1,244)
235,000	WT - Chemical Expense	117,500	103,938	(13,562)
30,000	WT - Testing	15,000	9,423	(5,577)
30,000	WT - Materials & Supplies Expense	15,000	16,870	1,870
6,500	WT - Materials & Supplies Expense - GH/CAV	3,250	2,686	(564)
55,000	WT - Sludge Hauling	27,500	18,562	(8,938)
90,000	WT - Maint of Water Treatment Plant	45,000	39,464	(5,536)
10,000	WT - Maint of Water Plant - GH/CAV	5,000	5,062	62
20,000	WT - Licenses & Subscriptions	10,000	8,326	(1,674)
512,125	TD - Salaries & Wages - Maintenance Labor	256,063	248,039	(8,024)
30,000	TD - Materials & Supplies Expense	15,000	11,261	(3,739)
40,000	TD - Maint of Dist Reservior & Standpipes	20,000	23,440	3,440
120,000	TD - Maint of Mains	60,000	30,226	(29,774)
195,000	TD - Maint of Services	97,500	79,862	(17,638)
360,000	TD - Maint of Meters	180,000	205,666	25,666
50,000	TD - Maint of Hydrants	25,000	17,340	(7,660)
205,055	CA - Salaries & Wages	102,528	92,486	(10,041)
75,500	CA - Billing Expense	37,750	43,512	5,762
112,000	CA - Credit Card Processing Fees	56,000	49,782	(6,218)
82,000	CA - Licenses & Subscriptions (includes Sensus)	41,000	26,920	(14,080)
15,000	CA - Bad Debt Expense	7,500	6,877	(623)
147,399	GA - Salaries & Wages	73,700	69,466	(4,234)
2,500	GA - Director Compensation	1,250	925	(325)
229,592	GA - Employee Insurance & Benefits	114,796	108,303	(6,493)
121,381	GA - Employee Pension Expense	60,691	54,386	(6,305)
103,365	GA - Payroll Taxes - FICA Tax Expense	51,683	50,413	(1,270)

Charles Town Water Department
Revenue & Expense Summary
December 31, 2024

7,140	GA - OPEB (Other Post Employment Benefits)	3,570	3,188	(382)
23,325	GA - Employee 457 Expense	11,662	10,836	(827)
30,000	GA - Office Supplies & Expense	15,000	13,608	(1,392)
20,000	GA - Travel, Training, & Education	10,000	8,881	(1,119)
15,000	GA - Uniform Expense	7,500	5,775	(1,725)
22,000	GA - Computer - Technology Expense	11,000	2,320	(8,680)
30,000	GA - Maint. of General Property	15,000	11,506	(3,494)
28,000	GA - Licenses & Subscriptions	14,000	14,631	631
30,000	GA - Contractual Services - Engineering	15,000	12,941	(2,059)
25,000	GA - Contractual Services - Accounting	12,500	4,535	(7,965)
65,000	GA - Contractual Services - Legal	32,500	5,671	(26,829)
35,000	GA - Contractual Services - Other	17,500	2,640	(14,860)
15,300	GA - Rental of Building	7,650	7,650	-
72,000	GA - Transportation Expense	36,000	24,080	(11,920)
95,000	GA - Insurance	47,500	43,914	(3,587)
22,510	GA - Worker's Comp	11,255	9,885	(1,370)
25,000	GA - Regulatory Commission Expense	12,500	3,383	(9,117)
6,000	GA - Bond Administration Fees	3,000	2,770	(230)
15,000	GA - Misc. General Expense	7,500	3,033	(4,467)
5,000	Advertising & Publication Expense	2,500	778	(1,722)
358,160	Interest on Long Term Debt (Non-Operating)	179,080	180,320	1,240
1,328,615	Depreciation Expense (Non-Cash)	664,308	664,308	-
5,874,563	**TOTAL EXPENSES**	2,937,282	2,696,971	(240,311)
799,437	Excess (Deficit)	399,718	649,829	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating)	977,898	

OPERATING CASH ACCOUNT
Reconciliation to Cash:

Cash Balance @ 6/30/24	644,529	
Disbursements To Date	(3,216,190)	
Expenses	2,696,971	
Deposits To Date	3,650,110	
Revenues	(3,346,800)	
OPERATING CASH BALANCE @ 12/31/2024	1,078,449	
	1,078,449	Water Operating
	-	

Added to report in 2019

OTHER CASH ACCOUNT BALANCES

Water Capacity Improvement Fund	7,025,894
Water Renewal & Replacement Fund	818,549
Water Working Capital Fund	403,691

Charles Town Sewer Department
Revenue & Expense Summary
12/31/2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,042,000	CTUB Service Revenue	1,521,000	1,474,663	(46,337)
1,845,000	Ranson Revenue	922,500	831,235	(91,265)
2,720,000	JCPSD Revenue	1,360,000	1,435,027	75,027
45,000	Customer Forfieted Discounts	22,500	20,751	(1,749)
38,000	Customer Forfieted Discounts- RA	19,000	17,404	(1,596)
50,000	Customer Forfieted Discounts- PSD	25,000	20,747	(4,253)
30,000	Misc. Sewer Revenues (Non-Operating)	15,000	14,864	(136)
325,000	Interest Income (Non-Operating)	162,500	189,834	27,334
50,000	Sinking Fund Income (Non-Operating)	25,000	32,686	7,686
8,145,000	**TOTAL REVENUES**	4,072,500	4,037,212	(35,288)
	EXPENSES			
15,000	CS - Materials & Supplies Expense	7,500	4,204	(3,296)
90,000	CS - Maint of Service Connections	45,000	37,585	(7,415)
180,000	CS - Maint of Collecting & Trans. Mains	90,000	13,606	(76,394)
513,870	PS - Salaries & Wages	256,935	208,924	(48,011)
155,000	PS - Power & Fuel	77,500	73,879	(3,621)
25,000	PS - Materials & Supplies Expense	12,500	8,788	(3,712)
65,000	PS - Sludge Hauling	32,500	18,978	(13,523)
180,000	PS - Maint of Pump Stations	90,000	72,372	(17,628)
297,257	TD - Salaries & Wages	148,629	138,070	(10,558)
175,000	TD - Power - CT Plant	87,500	85,933	(1,567)
90,000	TD - Power - TUI	45,000	42,298	(2,702)
10,000	TD - Power - Deerfield	5,000	2,972	(2,028)
180,000	TD - Chemical Expense - CT	90,000	40,904	(49,096)
25,000	TD - Chemical Expense - TUI	12,500	7,979	(4,521)
45,000	TD - Testing - CT	22,500	18,126	(4,374)
12,000	TD - Testing - TUI	6,000	5,698	(302)
80,000	TD - Materials & Supplies Expense	40,000	37,207	(2,793)
60,000	TD - Sludge Hauling - TUI	30,000	9,014	(20,986)
120,000	TD - Maint. Burns Farm	60,000	57,148	(2,852)
230,000	TD - Maint. Treatment Plant - CT	115,000	87,628	(27,372)
150,000	TD - Maint. Treatment Plant - TUI	75,000	62,785	(12,215)
30,000	TD - Maint. Treatment Plant - Deerfield	15,000	15,515	515
15,000	TD - Licenses & Subscriptions	7,500	10,608	3,108
307,992	CA - Billing & Acct Labor	153,996	128,908	(25,088)
85,000	CA - Billing Expense	42,500	43,512	1,012
110,000	CA - Credit Card Processing Fees	55,000	49,782	(5,218)
60,000	CA - Licenses & Subscriptions	30,000	26,920	(3,080)
25,000	CA - Bad Debt Expense	12,500	11,589	(911)
227,276	GA - Salaries & Wages	113,638	108,814	(4,824)
2,500	GA - Director Compensation	1,250	925	(325)
198,920	GA - Employee Insurance & Benefits	99,460	96,237	(3,223)
122,304	GA - Employee Pension Expense	61,152	50,828	(10,324)
104,150	GA - Payroll Taxes - FICA Tax Expense	52,075	44,822	(7,253)

Charles Town Sewer Department
Revenue & Expense Summary
12/31/2024

6,120	GA - OPEB (Other Post Employment Benefits)	3,060	2,830	(230)
23,808	GA - Employee 457 Expense	11,904	10,128	(1,776)
30,000	GA - Office Supplies & Expense	15,000	13,723	(1,277)
30,000	GA - Travel, Training, & Education	15,000	15,741	741
15,000	GA - Uniform Expense	7,500	5,181	(2,319)
20,000	GA - Computer - Technology Expense	10,000	2,120	(7,880)
30,000	GA - Maint. of General Property	15,000	8,183	(6,817)
30,000	GA - Licenses & Subscriptions	15,000	14,481	(519)
35,000	GA - Contractual Services - Engineering	17,500	17,109	(391)
30,000	GA - Contractual Services - Accounting	15,000	2,510	(12,490)
200,000	GA - Contractual Services - Legal	100,000	54,445	(45,555)
35,000	GA - Contractual Services - Other	17,500	2,640	(14,860)
15,300	GA - Rental of Building	7,650	7,650	-
90,000	GA - Transportation Expense	45,000	33,657	(11,343)
110,000	GA - Insurance	55,000	43,914	(11,087)
19,958	GA - Worker's Comp	9,979	9,737	(242)
35,000	GA - Regulatory Commission Expense	17,500	6,135	(11,365)
55,000	GA - Bond Administration Fees	27,500	24,860	(2,640)
15,000	GA - Misc. General Expense	7,500	6,285	(1,215)
5,000	GA - Advertising & Publication Expense	2,500	1,247	(1,253)
587,147	Interest on Long Term Debt (Non-Operating)	293,574	293,952	378
2,411,199	Depreciation Expense (Non-Cash)	1,205,600	1,205,600	-
7,814,801	**TOTAL EXPENSES**	3,907,401	3,404,683	(502,717)
330,199	Excess (Deficit)	165,099	632,529	

***Board request 5/8/2024**	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating)	1,324,067	
	Grant Revenue - WDA EEGF	-	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/24	1,798,204	
	Disbursements To Date	(5,978,957)	
	Expenses	3,404,683	
	Deposits To Date	8,021,707	
	Revenues	(5,361,279)	
	OPERATING CASH BALANCE @ 12/31/2024	3,840,954	
		3,840,954	Sewer Operating
		(0)	
***Added to report in 2019**	**OTHER CASH ACCOUNT BALANCES**		
	Sewer Capacity Improvement Fund	7,049,320	
	Sewer Renewal & Replacement Fund	644,030	
	Sewer Working Capital Fund	742,862	

CHARLES TOWN UTILITY BOARD

COMPONENT UNIT OF MUNICIPALITY OF CHARLES TOWN

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2024

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Charles Town Utility Board
SCHEDULE OF FUNDS INCLUDED IN REPORT
June 30, 2024

BUSINESS-TYPE FUNDS

Major Funds

Water Fund

Sewer Fund

Charles Town Utility Board
BOARD OFFICIALS AND MANAGEMENT
June 30, 2024

		Term Expires
City Manager of Charles Town Chairman	John Nissel	
Mayor of City of Ranson, Vice Chair	Mayor Keith Pierson	12/31/26
Treasurer	Thomas Stocks	12/31/24
Board Member	Heidi Parker	12/31/27
Board Member	Jefferson Whitten (resigned)	06/10/24
Utility Manager	Kristen Stolipher	
Assistant Utility Manager	April Shultz	
Board Attorney	Robert Rodecker	
Interim Secretary	Ashley Stottlemyer	

J.C. Kunkle & Associates, A.C.
CERTIFIED PUBLIC ACCOUNTING & CONSULTING

ACCOUNTANT'S COMPILATION REPORT ON FINANCIAL STATEMENTS

Utility Board of Directors
Charles Town Utility Board
Charles Town, West Virginia

Management is responsible for the accompanying basic financial statements of Charles Town Utility Board (the "Utility Board"), a component unit of the Municipality of Charles Town, as of and for the year ended June 30, 2024, and the related notes to financial statements, which collectively comprise the Utility Board's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

We are not independent with respect to Charles Town Utility Board.

Accounting principles generally accepted in the United States of America require that the Management Discussion and Analysis, Schedules of the Utility Board's Proportionate Share of the Collective Net Pension Liability (Asset), Schedules of the Utility Board's Pension Plan Contributions, Schedules of the Utility Board's Proportionate Share of the Net OPEB Liability (Asset), and Schedules of the Utility Board's OPEB Plan Contributions contained on pages 6 to 11 and pages 41 to 46 be presented to supplement the basic financial statements. Such information is presented for purposes of additional analysis and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. The required supplementary information was subject to our compilation engagement. We have not audited or reviewed the required supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such information.

The introductory information contained on pages 3 and 4 and schedule of expenditures of federal awards contained on pages 48 and 49 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement, however, we have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any form of assurance on such supplementary information.

J.C. Kunkle & Associates, A.C.

Martinsburg, West Virginia
January 13, 2025

164 Lina Lane ▪ Martinsburg, WV 25405
304/263-9299 ▪ Fax 304/267-7032 ▪ e-mail: jckunkle@jckunkleassociates.com
MEMBER: AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

The discussion and analysis of the Charles Town Utility Board's (Utility Board) financial performance provides an overview of the Utility Board's financial activities for the fiscal year ended June 30, 2024. Please read it in conjunction with the Utility Board's financial statements.

FINANCIAL HIGHLIGHTS

The Utility Board's net position increased $8.4 million as a result of this year's operations. Net position of the water fund increased $2.4 million compared to the previous year, or 20.9 percent. Net position of the sewer fund increased by $6.0 million, or 16.7 percent compared to the previous year. The water and sewer fund increases are primarily the result of an increasing customer base, water and sewer rate changes effective February 16, 2024, developer and grant contributions including a federal grant, and capacity improvement fees.

The Utility Board's operating revenues increased $1.1 million to $11.7 million for 2024. Operating expenses increased $0.8 million to $10.6 million for 2024. Water fund operating income increased $0.2 million to $0.3 million and sewer operating income increased $0.1 million to $0.8 million for 2024.

The $1.1 million increase in operating revenues is primarily a result of system growth and a change in water and sewer rates ($0.5 million water and $0.6 million sewer). The $0.8 million increase in operating expenses ($0.3 million water and $0.5 million sewer) is attributed to increases in personnel services ($0.2 million water and $0.2 million sewer), increases in maintenance ($0.1 million water and $0.2 million sewer) and increases in depreciation expense ($0.1 million sewer).

By City Council ordinance adopted January 2, 2024, and effective February 16, 2024, the Utility Board equalized its water rates and its sewer rates throughout its service area. The applicable rate adjustments for water were expected to generate an additional 13 percent in annual water revenues. The applicable rate adjustments for sewer were expected to be revenue neutral.

The Utility Board added approximately $7.7 million and $8.2 million in capital assets during 2024 and 2023, respectively. During 2024, approximately $5.8 million was from construction in progress related to the sewer department's wastewater treatment plant renewal and replacement and collection system projects. Also during 2024, the Utility Board added approximately $1.1 million of sewer utility plant through developer contributions. During 2023, approximately $3.9 million was added from sewer construction in progress related to the sewer projects and $4.0 million in water and sewer utility plant was added through developer contributions and advances.

At June 30, 2024, the Utility Board was in the construction phase of its sewer department renewal and replacement project. The estimated cost of the project is $12.1 million with $9.9 million being expended as of June 30, 2024. The project is being financed by a $7.435 million bond issue, grants, and internal funding.

At June 30, 2024, the Utility Board was in the design and preconstruction stage of a sewer department collection system project. The estimated cost of the project is $7.7 million with $0.8 million expended as of June 30, 2024. The project is being financed with $3.1 million of future bond issues, grants, and internal funding.

During 2024, the Utility Board issued no fixed debt.

During 2023, the Utility Board issued $7.435 million of Series 2022 B and C revenue bonds to finance construction of the sewer wastewater treatment plant renewal and replacement project.

FINANCIAL HIGHLIGHTS (continued)

The Utility Board entered into alternate mainline extension agreements with developers. These agreements amounted to approximately $1.1 million and $4.0 million for 2023 and 2022, respectively. Certain developer agreements require repayment based on new customer connections to the main line extension.

The Utility Board made all required contractual payments to the West Virginia Public Employees Retirement System and West Virginia Retiree Health Benefits Trust during 2023 and 2022.

USING THIS ANNUAL REPORT

1. Management's Discussion and Analysis

   The Management's Discussion and Analysis is intended to serve as an introduction to the Utility Board's financial statements. The Utility Board's financial statements and Notes to the Financial Statements included in this report were prepared in accordance with GAAP applicable to governmental entities in the United States of America for proprietary fund types.

2. Financial Statements

   The financial statements are designed to provide readers with a broad overview of the Utility Board's finances, in a manner similar to private-sector business. They consist of the Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, and Statement of Cash Flows.

   The Statement of Net Position presents information on all the Utility Board's assets/deferred outflows and liabilities/deferred inflows with the difference between the two reported as net position. Increases or decreases in net position will serve as a useful indicator of whether the financial position of the Utility Board is improving or deteriorating.

   The Statement of Revenues, Expenses and Changes in Net Position presents information showing how the Utility Board's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in different fiscal periods (e.g. Depreciation and earned but unused vacation leave).

   The Statement of Cash Flows presents the Utility Board's sources and uses of cash and changes in cash balances between the current and prior year.

   The basic financial statements report all Utility Board financial activities. The activities are primarily supported by water and sewer user fees. The Utility Board's mission is furthering the preservation of public health, comfort and convenience by providing water and sewer services to the residents of Charles Town, Ranson, territories formerly served by the Jefferson County Public Service District, and other areas in Jefferson County.

USING THIS ANNUAL REPORT (continued)

3. Notes to Financial Statements

The Notes to Financial Statements provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The Notes to Financial Statements can be found in the financial statements mentioned at #two above.

REPORTING THE UTILITY BOARD AS A WHOLE

The analysis below focuses on net position (Table 1) and changes in net position (Table 2) of the Utility Board's financial activities.

Table 1 - Net Position (in Millions)

	Water		Sewer		Total	
	2024	2023	2024	2023	2024	2023
Current and other assets	$ 15.2	$ 13.5	$ 14.3	$ 14.5	$ 29.5	$ 28.0
Capital assets	18.7	19.2	65.4	60.6	84.1	79.8
Total assets	33.9	32.7	79.7	75.1	113.6	107.8
Deferred outflows of resources	0.2	0.4	0.2	0.3	0.4	0.7
Total assets and deferred outflows of resources	$ 34.1	$ 33.1	$ 79.9	$ 75.4	$ 114.0	$ 108.5
Long-term debt outstanding	$ 14.7	$ 15.7	$ 26.7	$ 27.9	$ 41.4	$ 43.6
Other liabilities	0.4	0.4	11.3	11.5	11.7	11.9
Total liabilities	15.1	16.1	38.0	39.4	53.1	55.5
Deferred inflows of resources	5.1	5.5	-	0.1	5.1	5.6
Net position:						
Net investment in capital assets	4.2	3.8	30.2	26.3	34.4	30.1
Restricted	7.2	5.3	8.3	5.5	15.5	10.8
Unrestricted	2.5	2.4	3.4	4.1	5.9	6.5
Total net position	13.9	11.5	41.9	35.9	55.8	47.4
Total liabilities, deferred inflows, and net position	$ 34.1	$ 33.1	$ 79.9	$ 75.4	$ 114.0	$ 108.5

REPORTING THE UTILITY BOARD AS A WHOLE (continued)

The net position of the Utility Board as a whole increased by 17.7 percent ($8.4 million). Unrestricted net position - the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements, decreased from $6.5 million at June 30, 2023, to $5.9 million at the end of this year, a 9.2 percent decrease.

Water net position increased by $2.4 million or 20.9 percent and sewer net position increased by $6.0 million or 16.7 percent.

By far, the largest portion of the Utility Board's assets reflects its investment in capital assets. The Utility Board uses these capital assets to provide water and sewer services to its customers; consequently, these assets are not available for future spending.

Table 2 - Changes in Net Position (in Millions)

	Water		Sewer		Total	
	2024	2023	2024	2023	2024	2023
Operating revenues	$ 4.7	$ 4.2	$ 7.0	$ 6.4	$ 11.7	$ 10.6
Operating expenses	4.4	4.1	6.2	5.7	10.6	9.8
Operating income	0.3	0.1	0.8	0.7	1.1	0.8
Non-operating revenues (expenses)	0.4	0.3	(0.4)	(0.6)	-	(0.3)
Changes in net position before capital contributions	0.7	0.4	0.4	0.1	1.1	0.5
Capital contributions	1.7	2.5	5.6	4.0	7.3	6.5
Change in net position	$ 2.4	$ 2.9	$ 6.0	$ 4.1	$ 8.4	$ 7.0

The Utility Board's operating revenues increased $1.1 million. Operating expenses of the water department increased $0.3 million and operating expenses of the sewer department increased $0.5 million. The analysis separately considers the operations of the water and sewer funds.

BUDGETARY HIGHLIGHTS

For the year ended June 30, 2024, budgets were prepared by the Utility Board's management and were approved by the Utility Board of Directors. The budgets were primarily used as a management tool and have no legal stature. The budgets were prepared in accordance with principles used in the preparation of the basic financial statements.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2024, the Utility Board had $84.1 million invested in a broad range of capital assets, including land, structures, machinery and equipment, and water and sewer lines (see Table 3 below). This amount represents a net increase (including additions, disposals, and depreciation) of $4.3 million compared to the previous year.

Table 3 - Capital Assets at Year-End (Net of Depreciation, in Millions)

	2024	2023
Capital assets not depreciated - utility plant (land, easements, and construction in progress)	$ 13.2	$ 7.2
Capital assets depreciated - utility plant	119.5	117.8
Totals	132.7	125.0
Accumulated depreciation	(48.6)	(45.2)
Capital assets, net of depreciation	$ 84.1	$ 79.8

2024 Utility Plant Additions (capital assets being depreciated)

Water (at cost or estimated fair value excluding accumulated depreciation	
Meters	$ 0.1
Transportation equipment	0.3
	0.4
Sewer (at cost or estimated fair value excluding depreciation)	
Collection plant	1.1
Treatment and disposal plant	0.1
Transportation and other	0.2
	1.4
Total 2024 additions to utility plant in service	1.8
2024 utility plant retirements (capital assets being depreciated)	
Water	0.1
Sewer	-
Total 2024 utility plant retirements	0.1
Net increase in utility plant (capital assets being depreciated) for 2024	$ 1.7

Debt

At year-end, the Utility Board had $41.4 million in long-term debt outstanding compared to $43.6 million in the previous year.

Table 4 - Outstanding Debt at Year-End (in Millions)

	2024	2023
Lease Liability	$ 0.4	$ 0.4
Loans (Municipality of Charles Town)	0.5	0.5
Bonds	40.5	42.7
	$ 41.4	$ 43.6

The Utility Board issued no fixed debt during 2024.

The Utility Board issued $7.435 of Series 2022 B&C revenue bonds in 2023 to finance construction of the sewer wastewater treatment plant renewal and replacement project.

The bond debt resulted from issuing revenue bonds for the construction of water and sewer utility plant improvements and acquisition of former JCPSD net assets. These bonds are secured by revenues derived from the combined water and sewer system. Other debt obligations include loans and obligations under financed purchases and leases. More detailed information about the Utility Board's long-term liabilities is presented in the notes to the financial statements.

ECONOMIC FACTORS

The Utility Board's management considered many factors when setting the fiscal-year 2024 budget. One of those factors was the economy. The County's population has a direct impact on the Utility Board's economic growth.

The Utility Board is optimistic about its potential for economic growth in the future. The increasing population, infrastructure improvements, annexation, acquisition of other utilities, and procurement of grants and other funding sources are all positive indicators for continued economic growth of the Utility Board.

CONTACTING THE UTILITY BOARD'S FINANCIAL MANAGEMENT

This financial report is designed to provide citizens, customers, and investors and creditors with a general overview of the Utility Board's finances and to show the Utility Board's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Utility Manager at 661 South George Street, Suite 101, Charles Town, WV 25414.

Charles Town Utility Board
STATEMENT OF NET POSITION
June 30, 2024

ASSETS AND DEFERRED OUTFLOWS

	Water Fund	Sewer Fund	Totals
ASSETS			
CURRENT ASSETS			
Cash	$ 1,146,489	$ 2,756,194	$ 3,902,683
Customer accounts receivable, net of allowances	9,959	143,935	153,894
Lease receivable (current portion)	268,563	-	268,563
Inventory, at cost	129,851	4,896	134,747
Prepaid insurance	24,407	24,197	48,604
Accrued utility revenue	462,532	605,273	1,067,805
Total current assets	2,041,801	3,534,495	5,576,296
RESTRICTED ASSETS			
Debt service and debt service reserve funds	545,464	376,794	922,258
Construction funds	-	1,091,222	1,091,222
Construction grants receivable	-	958,809	958,809
Capacity improvement funds	5,922,508	7,498,696	13,421,204
Repair and replacement funds	808,743	481,194	1,289,937
Total restricted assets	7,276,715	10,406,715	17,683,430
CAPITAL ASSETS			
Utility plant in service	39,254,884	82,307,730	121,562,614
Less: accumulated depreciation and amortization	20,976,673	27,619,088	48,595,761
Net utility plant in service	18,278,211	54,688,642	72,966,853
Construction in progress	367,346	10,772,239	11,139,585
Total capital assets	18,645,557	65,460,881	84,106,438
RIGHT TO USE ASSET			
Office facility	242,041	242,041	484,082
Less: accumulated amortization	(54,375)	(54,375)	(108,750)
Total right to use asset	187,666	187,666	375,332
OTHER ASSETS			
Lease receivable (net of current portion)	5,536,042	-	5,536,042
Prepaid bond insurance	85,326	154,969	240,295
Collective net pension asset	1,643	3,145	4,788
Net OPEB asset	22,618	13,944	36,562
Total other assets	5,645,629	172,058	5,817,687
Total assets	33,797,368	79,761,815	113,559,183
DEFERRED OUTFLOWS OF RESOURCES			
Unamortized amounts from refunding of debt	85,553	2,137	87,690
Defined benefit pension plan contribution	95,026	102,733	197,759
Collective deferred outflows related to pension plan	59,643	48,522	108,165
Collective deferred outflows related to post employment plan	9,385	4,926	14,311
Total deferred outflows	249,607	158,318	407,925
Total assets and deferred outflows	$ 34,046,975	$ 79,920,133	$ 113,967,108

See accountant's compilation report and notes to financial statements.

Charles Town Utility Board
STATEMENT OF NET POSITION (CONTINUED)
June 30, 2024

LIABILITIES, DEFERRED INFLOWS AND NET POSITION

	Water Fund	Sewer Fund	Totals
CURRENT LIABILITIES (PAYABLE FROM CURRENT ASSETS)			
Accounts payable	$ 70,409	$ 54,664	$ 125,073
Accrued expenses	55,569	51,099	106,668
Customer deposits	115,319	230,908	346,227
Lease liability (current portion)	8,312	8,312	16,624
Total current liabilities (payable from current assets)	249,609	344,983	594,592
CURRENT LIABILITIES (PAYABLE FROM RESTRICTED ASSETS)			
Revenue bonds payable (current portion)	1,013,648	1,292,549	2,306,197
Accrued revenue bond interest payable	98,288	49,003	147,291
Construction accounts payable	2,800	550,198	552,998
Customer advances for construction	-	10,375,235	10,375,235
Total current liabilities (payable from restricted assets)	1,114,736	12,266,985	13,381,721
LONG-TERM LIABILITIES (NET OF CURRENT PORTION)			
Revenue bonds payable (net of current portion)	13,101,152	25,048,525	38,149,677
Lease liability (net of current portion)	195,118	195,118	390,236
Accrued expenses	67,138	56,259	123,397
Loan from Charles Town	373,660	100,527	474,187
Total long-term liabilities	13,737,068	25,400,429	39,137,497
Total liabilities	15,101,413	38,012,397	53,113,810
DEFERRED INFLOWS OF RESOURCES			
Collective deferred inflows related to other post employment benefit plan	38,363	32,433	70,796
Collective deferred inflows related to pension plan	-	83	83
Collective deferred inflows related to lease receivable	5,062,332	-	5,062,332
Total deferred inflows of resources	5,100,695	32,516	5,133,211
Total liabilities and deferred inflows	20,202,108	38,044,913	58,247,021
NET POSITION			
Net investment in capital assets	4,154,297	30,143,878	34,298,175
Restricted	7,178,427	8,307,681	15,486,108
Unrestricted	2,512,143	3,423,661	5,935,804
Total net position	13,844,867	41,875,220	55,720,087
Total liabilities, deferred inflows and net position	$ 34,046,975	$ 79,920,133	$ 113,967,108

See accountant's compilation report and notes to financial statements.

Charles Town Utility Board

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

For the year ended June 30, 2024

	Water Fund	Sewer Fund	Totals
OPERATING REVENUES			
Sales and services to customers	$ 4,711,457	$ 7,014,475	$ 11,725,932
Total operating revenues	4,711,457	7,014,475	11,725,932
OPERATING EXPENSES			
Personal services	1,434,087	1,493,280	2,927,367
Contractual services	112,205	147,424	259,629
Administrative and general	206,619	319,801	526,420
Materials and supplies	444,525	515,875	960,400
Utilities	152,760	388,680	541,440
Maintenance	719,981	960,079	1,680,060
Technology, license fees and subscriptions	93,977	45,199	139,176
Depreciation and amortization	1,260,657	2,373,605	3,634,262
Total operating expenses	4,424,811	6,243,943	10,668,754
Operating income	286,646	770,532	1,057,178
NONOPERATING REVENUES (EXPENSES)			
Interest revenue	451,270	424,029	875,299
Interest and fiscal charges	(453,686)	(698,423)	(1,152,109)
Gain (loss) on disposition of assets	3,500	(76,360)	(72,860)
Rental income	402,374	-	402,374
Miscellaneous revenues	33,463	3,602	37,065
Total nonoperating revenues (expenses)	436,921	(347,152)	89,769
Income before contributed capital	723,567	423,380	1,146,947
CONTRIBUTED CAPITAL	1,705,011	5,584,158	7,289,169
Change in net position	2,428,578	6,007,538	8,436,116
Total net position at beginning of year	11,416,289	35,867,682	47,283,971
Total net position at end of year	$ 13,844,867	$ 41,875,220	$ 55,720,087

See accountant's compilation report and notes to financial statements.

Charles Town Utility Board
STATEMENT OF CASH FLOWS
For the year ended June 30, 2024

	Water Fund	Sewer Fund	Totals
CASH FLOWS FROM OPERATING ACTIVITIES:			
Cash received from customers	$ 4,628,141	$ 6,950,491	$ 11,578,632
Cash paid for operation and maintenance expenses	(3,162,476)	(3,913,113)	(7,075,589)
Net cash provided by operations	1,465,665	3,037,378	4,503,043
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:			
Acquisition and construction of capital assets	(653,111)	(6,038,006)	(6,691,117)
Proceeds from sale of capital assets	3,500	-	3,500
Disposition of capital assets	-	(76,360)	(76,360)
Principal paid on revenue bonds and financed purchases	(999,705)	(1,278,276)	(2,277,981)
Interest paid on bonds and financed purchases	(376,441)	(604,231)	(980,672)
Principal paid on lease liability	(8,027)	(8,027)	(16,054)
Interest paid on lease liability	(7,273)	(7,273)	(14,546)
Bond administration fees paid	(5,298)	(50,876)	(56,174)
Advances (repayments) from (to) other government	-	(24,213)	(24,213)
Customer advance deposit repayments for construction	-	(123,457)	(123,457)
Decrease (increase) in restricted assets, net	(1,859,949)	529,197	(1,330,752)
Contributed capital	1,705,011	3,511,426	5,216,437
Net cash used in capital and related financing activities	(2,201,293)	(4,170,096)	(6,371,389)
CASH FLOWS FROM INVESTING ACTIVITIES:			
Interest and miscellaneous non-operating income received	272,283	427,631	699,914
Rental income received	481,520	-	481,520
Repayment of City of Charles Town general fund advances	(10,180)	(2,636)	(12,816)
Net cash provided by investing activities	743,623	424,995	1,168,618
Net increase (decrease) in cash and cash equivalents	7,995	(707,723)	(699,728)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	1,138,494	3,463,917	4,602,411
CASH AND CASH EQUIVALENTS AT END OF YEAR	$ 1,146,489	$ 2,756,194	$ 3,902,683

See accountant's compilation report and notes to financial statements.

Charles Town Utility Board
STATEMENT OF CASH FLOWS (CONTINUED)
For the year ended June 30, 2024

	Water Fund	Sewer Fund	Totals
Operating income	$ 286,646	$ 770,532	$ 1,057,178
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation and amortization expense	1,260,657	2,373,605	3,634,262
Decrease (increase) in receivables	(7,561)	(36,752)	(44,313)
Decrease (increase) in accrued revenues	(82,398)	(35,248)	(117,646)
Decrease (increase) in prepaid expenses	(24,407)	(24,197)	(48,604)
Decrease (increase) in inventory	23,482	(2,539)	20,943
Decrease (increase) in deferred outflows	115,404	102,906	218,310
Increase (decrease) in accounts payable	22,119	17,482	39,601
Increase (decrease) in customer deposits	6,643	8,016	14,659
Increase (decrease) in accrued expenses	43,858	36,424	80,282
Increase (decrease) in collective net pension liability (asset)	(93,663)	(85,749)	(179,412)
Increase (decrease) in net OPEB liability (asset)	(33,579)	(31,745)	(65,324)
Increase (decrease) in deferred inflows	(51,536)	(55,357)	(106,893)
Net cash provided by operating activities	$ 1,465,665	$ 3,037,378	$ 4,503,043
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION			
Noncash investing, capital, and financing transactions:			
Contributed capital financed with grant receivable	$ -	$ 958,809	$ 958,809
Utility plant financed with accounts payable	2,800	550,198	552,998
Utility plant contributed by developer	-	1,113,923	1,113,923
	$ 2,800	$ 2,622,930	$ 2,625,730
RECONCILIATION OF CASH			
Cash per statement of net position	$ 1,146,489	$ 2,756,194	$ 3,902,683
Cash per statement of cash flows	$ 1,146,489	$ 2,756,194	$ 3,902,683

See accountant's compilation report and notes to financial statements.

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

NATURE OF BUSINESS

The Charles Town Utility Board (the "Utility Board") is a component unit of the Municipality of Charles Town, West Virginia. The Utility Board's purpose is furthering the preservation of the public health, comfort, and convenience of the residents of Charles Town, Ranson, and other franchised areas of Jefferson County, West Virginia, by providing water and sewer services to customers in its franchise area.

The Utility Board is governed by a board of directors who are appointed by the Municipality of Charles Town (3 appointments), the Jefferson County Commission (1 appointment), and the City of Ranson (1 appointment).

The Utility Board serves 7,030 water customers and 9,090 sewer customers. During the year ended June 30, 2024, the Utility Board's water customers increased by 418 and sewer customers increased by 613.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Governmental Accounting Standards Board is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Significant accounting policies of the Utility Board are described below.

Reporting Entity

For financial reporting purposes, the Utility Board is considered a component unit of the Municipality of Charles Town. The basic criteria for defining the Utility Board as a component unit of the Municipality of Charles Town is the financial interdependence, accountability for fiscal matters, significant influence on operations and ability to designate management.

The Utility Board is a combined water and sewer utility. For purposes of establishing user rates and charges and as required by its revenue bond issues, water and sewer are maintained as separate funds with separate books of account.

Basis of Presentation

The accounting policies of the Utility Board conform to accounting principles generally accepted in the United States of America as applicable to enterprise funds of governmental units. The Utility Board accounts for its operations in a manner similar to those often found in the private sector. The measurement focus is based upon the determination of net income. The costs (including depreciation) of providing utility services to customers on a continuing basis are recovered primarily through user charges. Periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control and accountability.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Revenues and expenses of the Utility Board are accounted for within two funds, both of which are enterprise funds. The Utility Board uses the accrual basis of accounting for its enterprise funds, under which revenues are recognized when they are earned and expenses are recognized when they are incurred.

Operating revenues and expenses consist of those revenues and expenses that result from the ongoing principal operations of the Utility Board. Operating revenues consist primarily of charges for services. Non-operating revenues and expenses consist of those revenues and expenses that are related to financing and investing types of activities and result from nonexchange or ancillary activities.

When both restricted and unrestricted resources are available for use, it is the Utility Board's policy to use restricted resources first, and then the unrestricted resources as needed. See Note 1 for information describing restricted assets.

Utility Plant

Utility plant purchased or acquired under financing arrangements by the Utility Board is stated at cost and utility plant contributed to the Utility Board by developers and customers is stated at fair market value at the time received. Depreciation is provided on all utility plant in service based on the estimated useful lives, which range from 5 to 50 years, using the straight-line method.

The Utility Board's policy for capitalization of property, plant, and equipment is as follows:

Equipment	$ 15,000
Real Property	
Land	$ 1
Land improvements	$ 15,000
Buildings (Structures)	$ 1
Construction in Progress	$ 15,000

Expenditures for repairs and upgrading which materially add to the value or life of an asset are capitalized. Other maintenance and repair costs are expensed as incurred.

Interest cost incurred before the end of a construction period is recognized as an expense in the period in which the cost is incurred.

The depreciation and amortization expense on assets acquired under financed purchases and leasing arrangements is included with deprecation and amortization expense on owned assets.

Cash and Cash Equivalents

For purposes of reporting the statement of cash flows, the Utility Board considers all unrestricted cash accounts and all highly liquid unrestricted debt instruments purchased with an original maturity of three months or less, to be cash equivalents.

Cash and cash equivalents at June 30, 2024 includes deposits of $20,819,907 at four banks. Deposits are FDIC insured and deposits in excess of FDIC limits are 100% collateralized with securities held by the financial institution in the name of the Utility Board.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Restricted Assets

Assets whose use is limited include:

Debt service and debt service reserve funds represent funds required by debt covenants under the various debt ordinances. These funds are to be used to pay bond interest and principal.

Construction funds represent funds held by banks as trustees under bond ordinances or under developer contractual arrangements. These funds are to be used solely for payment of costs associated with the Utility Board's ongoing construction projects.

Construction grants receivable represent amounts reimbursable under grant agreements for costs incurred by the Utility Board for an on-going construction project.

Capacity improvement funds are established by ordinance. Capacity improvement funds are kept apart from all other funds. Withdrawals and disbursements are made for improvements and upgrades to the system that maintain or increase capacity to service customers.

The repair and replacement funds represent funds held by a bank under the Utility Board's bond ordinances. Withdrawals may be made for replacement and emergency repairs.

Accounts Receivable and Bad Debts

The Utility Board's management periodically analyzes delinquent accounts of the water and sewer funds and uses the allowance method for accounting for bad debts. No allowance for doubtful accounts was deemed necessary by management at June 30, 2024. At June 30, 2024, accounts receivable for the water and sewer funds were $9,959 and $143,935, respectively, net of the allowance for doubtful accounts.

Revenue Recognition and Customer Rates and Charges

The Utility Board's policy is to recognize revenue on the accrual basis. The Utility Board accrues revenue earned but not billed. Revenue accrued but not billed for the water and sewer funds at June 30, 2024 were $462,532 and $605,273, respectively.

Deferred Outflows and Inflows of Resources

A deferred outflow of resources represents a consumption of net assets applicable to a future reporting period and will not be recognized as an expense until then. Deferred outflows from the refunding of debt will be recognized as interest expense in the appropriate reporting period. Deferred outflows related to the Utility Board's defined benefit pension and OPEB plans will be recognized based on actuarial determinations.

A deferred inflow of resources represents an acquisition of net assets applicable to a future reporting period and will not be recognized as revenue until then. Deferred inflows related to the Utility Board's defined benefit pension and OPEB plans will be recognized based on actuarial determinations. Deferred inflows related to leases receivable will be recognized on a straight-line basis over the terms of the related leases.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Advance Refunding of Debt

Deferred amounts resulting from advance refunding of debt are being amortized by the straight-line method over the life of the new debt.

Income Taxes

The Utility Board is exempt from federal and state income taxes as a subdivision of the Municipality of Charles Town.

Inventories

Inventories consist of expendable supplies and are accounted for on a first-in first-out basis. Inventories approximate fair market value at June 30, 2024.

Compensated Absences

The Utility Board's policy is to permit employees to accumulate earned but unused vacation benefits. The Utility Board fully recognizes the liability related to compensated absences in the funds. For the water and sewer funds, compensated absences at June 30, 2024, amounted to $67,138 and $56,259, respectively.

Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Nonexchange Transactions

The Utility Board follows GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions* (Statement 33), which establishes accounting and reporting guidelines for government entities that gives (or receives) value without directly receiving (or giving) equal value in return. The Utility Board receives voluntary nonexchange transactions from donations of cash, property, lines and improvements. In addition, the Utility Board receives various capital grants from federal and state agencies. These grants and donations are considered capital contributions in the Statement of Revenues, Expenses and Changes in Net Position.

Customer Deposits

Customer deposits are refunded after bills for service have been paid on time for twelve consecutive months.

Net Position

Net position presents the difference between assets/deferred outflows and liabilities/deferred inflows in the statement of net position. Net investment in capital assets is reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when legal limitations are imposed on its use by legislation or external restrictions by creditors, grantors, laws or regulations of other governments. Unrestricted net position is net position that does not meet the definition of "net investment in capital assets, or restricted net position."

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Interfund Transactions

Interfund transactions are reflected in the financial statements, as applicable, and recorded through "due to/due from" asset and liability accounts.

Pension

For purposes of measuring the net pension asset and deferred outflows/inflows of the resources related to the pension, and pension expense (offset), information about the fiduciary net position of the Utility Board's Public Retirement System (PERS) and additions to/deduction from the Plan's fiduciary net position have been determined on the same basis as they are reported by the PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB asset and deferred outflows/inflows of the resources related to OPEB, and OPEB expense (offset), information about the fiduciary net position of the West Virginia Retiree Health Benefits Trust (RHBT) and additions to/deductions from the RHBT's fiduciary net position have been determined on the same basis as they are reported by the RHBT. RHBT recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 2 - NEW ACCOUNTING PRONOUNCEMENT ADOPTED

The Utility Board has adopted the following GASB Pronouncement during the fiscal year ended June 30, 2024:

GASB Statement No. 100, *Summary of Accounting Changes and Error Corrections - An Amendment of GASB Statement No. 62*, enhances accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions of assessing accountability.

NOTE 3 - NEW ACCOUNTING PRONOUNCEMENTS

GASB Statement No. 101, *Compensated Absences*: This statement updates the recognition and measurement guidance for compensated absences and amends certain previously required disclosures. The requirements of this Statement are effective for reporting periods beginning after December 15, 2023.

GASB Statement No. 102, *Certain Risk Disclosures*: This statement defines and requires governments to disclose the risks related to concentrations of inflows of outflows of resources. The requirements of this Statement are effective for reporting periods beginning after June 15, 2024.

GASB Statement No. 103, *Financial Reporting Model Improvements*: This statement improves key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability as well as addresses certain application issues. The requirements of this Statement are effective for reporting periods beginning after June 15, 2025.

The Utility Board has not determined the effects these GASB Statements may have on prospective financial statements.

NOTE 4 - FAIR VALUE OF FINANCIAL INSTRUMENTS

The Utility Board holds no investments and does not have an investment policy. The carrying amounts of the Utility Board's financial assets and liabilities approximate their fair value.

NOTE 5 - CASH

Cash consists of the following accounts and amounts at June 30, 2024:

	Water	Sewer	Total
Petty cash	$ 175	$ 125	$ 300
Operation and maintenance accounts	644,529	1,798,204	2,442,733
Security deposit accounts	105,832	229,240	335,072
Working capital reserve accounts	395,953	728,625	1,124,578
	$ 1,146,489	$ 2,756,194	$ 3,902,683

NOTE 6 - LEASES RECEIVABLE

Beginning in the year ended June 30, 2016, the Utility Board has entered into multiple cellular equipment right to use agreements for space on the Utility Board's water standpipes. The remaining terms of the lease agreements range from 2025-2050. Payments required under the lease agreements are variable based on the specific terms contained in the agreements. Minimum payments due the Utility Board for the next five years are as follows:

Year	Amount
2025	$ 471,724
2026	468,439
2027	481,885
2028	496,269
2029	510,522
	$ 2,428,839

Leases receivable were calculated using a discount rate of 3.5%. Leases receivable amounted to $5,804,605 at June 30, 2024. Collective deferred inflows related to the leases amount to $5,062,332 at June 30, 2024. The deferred inflows are being recognized in nonoperating revenues based on the terms of the leases using the straight-line method. The Utility Board recognized $401,618 of lease revenue and $212,549 of interest income on leases during the year ended June 30, 2024, which is included in nonoperating revenues in the Statement of Revenues, Expenses, and Changes in Financial Position.

NOTE 7 - CAPITAL ASSETS

	Balance at June 30, 2023	Other Additions	Reductions	Balance at June 30, 2024
Capital Assets Not Depreciated				
Land and land rights	$ 2,065,609	$ -	$ -	$ 2,065,609
Construction in progress	5,090,175	6,159,038	(109,628)	11,139,585
Total Capital Assets Not Depreciated	7,155,784	6,159,038	(109,628)	13,205,194
Capital Assets Depreciated				
Utility plant in service	117,796,031	1,852,035	(151,061)	119,497,005
Less accumulated depreciation	(45,133,730)	(3,613,092)	151,061	(48,595,761)
Net Capital Assets Depreciated	72,662,301	(1,761,057)	-	70,901,244
Total Capital Assets	$79,818,085	$ 4,397,981	$ (109,628)	$ 84,106,438
Depreciation Expense	$ 3,613,092			

NOTE 7 - CAPITAL ASSETS (continued)

The Utility Board has the following active construction projects as of June 30, 2024:

Project	Estimated Costs	Costs Incurred
Renewal and Replacement Project (Sewer Plant)	$ 12,131,816	$ 9,850,586
Sewer Collection System Project	$ 7,665,544	$ 784,891

The above projects are being funded by bond proceeds, grant proceeds, and internal funding.

NOTE 8 - RIGHT TO USE ASSET

Changes in right to use asset as of June 30, 2024 is as follows:

	Balance 6/30/2023	Increase	Decrease	Balance 6/30/2024
Right to use asset - office facility	$484,082	$ -	$ -	$ 484,082
Less: accumulated amortization	(87,580)	(21,170)	-	(108,750)
Total net right to use asset	$396,502	$ (21,170)	$ -	$ 375,332

Amortization expense amounted to $21,170 for the year ended June 30, 2024.

NOTE 9 - LONG-TERM DEBT

The following is a summary of bonds payable at June 30, 2024:

Bonds Payable - Water Fund

Issue	Maturity Date	Interest Rates	Balance June 30, 2023	Additions	Payments	Balance June 30, 2024	Due Within One Year
1987B	2026	0.00%	$ 43,539	$ -	$ 10,885	$ 32,654	$ 10,885
1988B	2028	0.00%	85,836	-	14,308	71,528	14,308
1989B	2029	0.00%	21,087	-	3,012	18,075	3,012
2002A	2039	5.80%	774,322	-	27,935	746,387	29,555
2002B	2042	0.00%	1,776,623	-	93,506	1,683,117	93,507
2010A	2031	2.00%	397,290	-	47,878	349,412	48,843
2010B	2031	2.00%	43,541	-	5,248	38,293	5,353
2016A	2046	1.60%-4.50%	6,535,000		180,000	6,355,000	185,000
2018A-7	2046	0.50%	744,775	-	31,726	713,049	31,885
2020A	2043	2.00%-2.25%	1,825,950	-	166,850	1,659,100	171,550
2022A	2033	0.63%-1.63%	2,850,650	-	416,100	2,434,550	419,750
Total Bonds Payable			$ 15,098,613	$ -	$ 997,448	14,101,165	$ 1,013,648
				Unamortized Premiums/ Discounts, Net		13,635	
						$ 14,114,800	

NOTE 9 - LONG-TERM DEBT (continued)

Bonds Payable - Water Fund (continued)

Maturities of water bonds payable for years succeeding June 30, 2024, are as follows:

Year	Principal	Interest	Total
2025	$ 1,013,648	$ 358,160	$ 1,371,808
2026	1,020,315	343,292	1,363,607
2027	1,004,150	327,419	1,331,569
2028	935,632	309,928	1,245,560
2029	904,274	290,674	1,194,948
2030-2034	3,146,215	1,193,049	4,339,264
2035-2039	2,629,081	767,578	3,396,659
2040-2044	2,588,776	378,791	2,967,567
2045-2046	859,074	44,752	903,826
	$ 14,101,165	$ 4,013,643	$ 18,114,808

Bonds Payable - Sewer Fund

Issue	Maturity Date	Interest Rates	Balance June 30, 2023	Additions	Payments	Balance June 30, 2024	Due Within One Year
1988B	2028	0.00%	$ 45,512	$ -	$ 7,588	$ 37,924	$ 7,588
2010C	2041	0.00%	749,984	-	41,668	708,316	41,668
2010D	2041	0.00%	299,984	-	16,668	283,316	16,668
2011A	2041	0.00%	4,506,709	-	250,373	4,256,336	250,373
2013A	2044	0.50%	428,385	-	19,156	409,229	19,251
2014A	2046	0.50%	3,133,015	-	130,361	3,002,654	131,014
2016B	2046	1.50%-4.00%	3,660,000	-	50,000	3,610,000	50,000
2018A-1	2029	0.00%	65,506	-	10,917	54,589	10,917
2018A-3	2038	1.00%	532,907	-	33,097	499,810	33,430
2018A-4	2030	0.00%	85,131	-	12,612	72,519	12,612
2018A-5	2032	0.00%	327,216	-	38,496	288,720	38,496
2018A-6	2039	0.00%	1,035,896	-	66,832	969,064	66,832
2018B	2033	2.25%-3.50%	2,350,000	-	190,000	2,160,000	195,000
2020A	2043	2.00%-2.25%	2,059,050	-	188,150	1,870,900	193,450
2022A	2033	.63%-1.63%	1,054,350	-	153,900	900,450	155,250
2022B	2052	4.00%-4.375%	5,620,000	-	-	5,620,000	-
2022C	2036	4.40%-5.50%	1,780,000	-	65,000	1,715,000	70,000
Total Bonds Payable			$ 27,733,645	$ -	$ 1,274,818	$ 26,458,827	$ 1,292,549
				Unamortized Premiums/ Discounts, Net		(117,753)	
						$ 26,341,074	

NOTE 9 - LONG-TERM DEBT (continued)

Bonds Payable - Sewer Fund

Maturities of sewer bonds payable for years succeeding June 30, 2024, are as follows:

Year	Principal	Interest	Total
2025	$ 1,292,549	$ 587,147	$ 1,879,696
2026	1,309,937	571,124	1,881,061
2027	1,325,283	553,361	1,878,644
2028	1,357,237	534,282	1,891,519
2029	1,353,033	513,454	1,866,487
2030-2034	6,315,742	2,184,097	8,499,839
2035-2039	5,116,378	1,581,911	6,698,289
2040-2044	4,159,511	1,096,432	5,255,943
2045-2049	2,814,157	572,190	3,386,347
2050-2052	1,415,000	118,181	1,533,181
	$ 26,458,827	$ 8,312,179	$ 34,771,006

Certain of the water and sewer revenue bonds require administrative and service fees to be paid to the governmental issuers and/or the Municipal Bond Commission. Administrative and service fees amounted to $5,298 and $50,876 for the water and sewer funds, respectively, for the year ended June 30, 2024. Administrative and service fees are not considered interest expense for rate establishment purposes and are not included in the above maturity schedules.

The water and sewer bond issues are secured by a lien on the revenues derived from the system and a statutory mortgage lien on the system.

The covenants contained in the water and sewer bond issues include a required debt service coverage ratio of 115%. The Utility Board met the required coverage for the year ended June 30, 2024.

The water and sewer bond issues require monthly deposits to the renewal and replacement fund equal to 2-1/2% of monthly gross revenues. The Utility Board's deposits, including necessary expenditures for renewals and replacements, exceeded this requirement for the year ended June 30, 2024.

NOTE 10 - FINANCED PURCHASES

The Charles Town Utility Board had financed various equipment and vehicles under financed purchase agreements. All of the agreements had expired on or before June 30, 2024. The assets and liabilities under the financed purchases were recorded at their present value of the minimum purchase payments.

NOTE 11 - LEASE COMMITMENT

The Utility Board entered into a facility lease agreement with the Municipality of Charles Town on April 1, 2019, which expires on June 1, 2042. Monthly rental payments of $2,550 are required during the term of the lease including principal and interest at 3.5%. The related liability under the lease was $406,860 at June 30, 2024. The Utility Board recognized $14,546 of interest expense during the year ended June 30, 2024.

The following is a schedule of future minimum lease payments under the lease:

Year	Principal	Interest	Total
2025	$ 16,624	$ 13,976	$ 30,600
2026	17,216	13,384	30,600
2027	17,828	12,772	30,600
2028	18,463	12,137	30,600
2029	19,119	11,481	30,600
2030-2034	106,293	46,707	153,000
2035-2039	126,589	26,411	153,000
2040-2042	84,728	4,522	89,250
	$ 406,860	$ 141,390	$ 548,250

NOTE 12 - CHANGES IN LONG-TERM LIABILITIES OTHER THAN BONDS

	Balance June 30, 2023	Additions	Reductions	Balance June 30, 2024
Financed purchases payable	$ 5,715	$ -	$ 5,715	$ -
Leases	422,916	-	16,056	406,860
Loan from Charles Town	487,003	-	12,816	474,187
Accrued compensated absences	106,231	17,166	-	123,397
Collective net pension liability (asset)	174,624	375,455	554,867	(4,788)
Net other post employment benefit liability (asset)	28,762	100,667	165,991	(36,562)
Total	$ 1,225,251	$ 493,288	$ 755,445	$ 963,094

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN

Plan Description, Contribution Information, and Funding Policies

The Utility Board participates in the West Virginia Public Employees Retirement System (PERS), a state-wide, cost-sharing, multiple-employer defined benefit plan on behalf of Utility Board employees. The system is administered by agencies of the State of West Virginia and funded by contributions from participants, employers, and State appropriations, as necessary.

PERS is administered by the Consolidated Public Retirement Board (CPRB), which acts as a common investment and administrative agent for all of the participating employers. CPRB issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CPRB website at www.wvretirement.com.

The following is a summary of eligibility factors, contribution methods, and benefit provisions:

Eligibility to participate:	All Utility Board full-time employees, except those covered by other pension plans
Authority establishing contribution obligations and benefit provisions:	West Virginia State Code Section 5-10d
Tier 1 Plan member's contribution rate:	4.50% (Employees hired before July 1, 2015)
Tier 2 Plan member's contribution rate:	6.00% (Employees hired after July 1, 2015)
Utility Board's contribution rate:	9.00% for fiscal year 2024
Period required to vest:	5 years for Tier 1 and 10 years for Tier 2
Benefits and eligibility for distribution:	Tier 1 A member who has attained age 60 and has earned 5 years or more of contributing service or age 55 if the sum of his/her age plus years of credited service is equal to or greater than 80. The final average salary (three highest consecutive years in the last 15) times the years of service times 2% equals the annual retirement benefit. Tier 2 Qualification for normal retirement is age 62 with 10 years of service or at least age 55 plus service years equal to 80 or greater. The final average salary is the average of the five consecutive highest annual earnings years out of the last fifteen years. The final average salary times the years of service times 2% equals the annual retirement benefit.
Deferred retirement portion:	No
Provisions for:	
Cost of living	No
Death benefits	Yes

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Trend Information

Fiscal Year	Annual Pension Cost	Percentage Contributed
2024	$197,759	100%
2023	$169,889	100%
2022	$189,341	100%

PERS issues a publicly available financial report that includes financial statements and required supplementary information. That information may be obtained by writing to the Public Employees' Retirement System, 4101 MacCorkle Avenue, SE, Charleston, WV 25304.

Pension Asset, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pension

At June 30, 2024, the Utility Board reported the following asset for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2023, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of June 30, 2022, rolled forward to the measurement date of June 30, 2023. The Utility Board's proportion of the net pension asset was based on a projection of the Utility Board's long-term share of contributions to the pension plan relative to the projected contributions of all participating governments, actuarially determined. At June 30, 2024, the Utility Board reported the following proportion:

Amount for proportionate share of net pension asset	$ 4,788
Percentage for proportionate share of net pension asset	0.106830%
Increase/(decrease) % from prior proportion measured	(0.010431)%

For the year ended June 30, 2024, the Utility Board recognized the following pension expense:

	Water	Sewer	Total
Pension expense	$81,316	$79,888	$161,204

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Pension Asset, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pension (continued)

The Utility Board reported deferred outflows of resources and deferred inflows of resources related to the pension plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on pension plan investments	$ 29,095	$ -
Difference between expected and actual experience	40,553	-
Changes in proportion and differences between Utility Board contributions and proportionate share of contributions	7,548	83
Change in assumptions	30,969	-
Utility Board contributions subsequent to the measurement date	197,759	-
	$ 305,924	$ 83

The amount reported as deferred outflows of resources related to the pension plan resulting from Utility Board contributions subsequent to the measurement date will be recognized as a increase of the net pension asset in the year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the pension plan will be recognized in pension expense as follows:

Year ended June 30	
2025	$ 74,460
2026	29,707
2027	3,915
Total	$ 108,082

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of July 1, 2022, and rolled forward to June 30, 2023, which is the measurement date, using the following actuarial assumptions, applied to all periods included in the measurement.

Actuarial cost method	Individual entry age normal cost with level percentage of payroll
Asset valuation method	Fair value
Amortization method	Level dollar, fixed period
Amortization period	Through Fiscal Year 2035
Actuarial assumptions:	
Investment rate of return	7.25%
Projected salary increases	3.60-6.75%%, including inflation
Inflation rate	2.75%
Discount rate	7.25%
Mortality rates	Active-100% of Pub-2010 General Employees table, below-median, headcount weighted, projected with scale MP-2018 Retired healthy males - 108% of Pub-2010 General Retiree Male table, below-median, headcount weighted, projected with scale MP-2018 Retired healthy females - 122% of Pub-2010 General Retiree Female table, below-median, headcount weighted, projected with scale MP-2018 Disabled males - 118% of Pub 2010 General/ Teachers Disabled Male table, headcount weighted, projected generationally with scale MP-2018 Disabled females - 117% of Pub 2010 General/ Teachers Disabled Male table, headcount weighted, projected generationally with scale MP-2018
Withdrawal rates	
State	2.28-45.63%%
Non-state	2.50-35.88%%
Disability rates	0.005-0.0540%%
Retirement rates	12 - 100%%
Date range in most recent experience study	2015-2020 - Economic assumptions; 2013-2018 - All other assumptions

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Actuarial Assumptions (continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which estimates of expected real rates of returns (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Rates summarized in the following table as of June 30, 2023, include the inflation component and were used for the defined benefit plan:

Asset Class	Long-Term Expected Rate of Return	PERS Target Asset Allocation
US Equity	6.5%	27.50%
International Equity	9.1%	27.50%
Private Equity	9.2%	10.00%
Fixed Income	4.3%	15.00%
Real Estate	5.8%	10.00%
Hedge Funds	4.6%	10.00%
		100.00%

Discount Rate

The discount rate used to measure the total pension liability was 7.25 percent for the defined benefit plan. The projection of cash flows used to determine the discount rate assumed that employer contributions will continue to follow the current funding policies. Based on those assumptions, the fiduciary net position for the defined benefit pension plan was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rates of return on pension plan investments were applied to all periods of projected benefit payments to determine the total pension liability of the plan.

The following chart presents the sensitivity of the net pension asset to changes in the discount rate, calculated using the discount rates as used in the actuarial evaluation, and what the net pension asset would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	1% Decrease 6.25%	Current Discount Rate 7.25%	1% Increase 8.25%
Utility Board's proportionate share of net pension asset (liability)	$ (992,469)	$ 4,788	$ 846,291

Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report available at the Consolidated Public Retirement Board's website at www.wvretirement.com. That information can also be obtained by writing to the West Virginia Consolidated Public Retirement Board, 4101 MacCorkle Avenue SE, Charleston, WV 25304.

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Summary of Deferred Outflow/Inflow Balances

	Total	Water	Sewer
Difference between expected and actual experience	$ 40,553	$ 23,843	$ 16,710
Net difference between projected and actual earnings on pension plan investments	29,095	14,677	14,418
Changes in proportion and differences between Utility Board contributions and proportionate share of contributions	7,465	5,987	1,478
Change in assumptions	30,969	15,833	15,136
Utility Board contributions subsequent to the measurement date	197,759	95,026	102,733
	$ 305,841	$ 155,366	$ 150,475

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)

General Information about the OPEB Plan

Plan Description

The Utility Board contributes to the West Virginia Other Postemployment Benefit Plan (The Plan), a cost-sharing, multiple-employer defined benefit postemployment healthcare plan. The financial activities of the Plan are accounted for in the West Virginia Retiree Health Benefit Trust Fund (RHBT), a fiduciary fund of the State of West Virginia. The Plan is administered by a combination of the West Virginia Public Employees Insurance Agency (PEIA) and the RHBT staff. Plan benefits are established and revised by PEIA and the RHBT management with approval of the Finance Board. The Finance Board is comprised of ten members. Finance Board members are appointed by the Governor, serve a term of four years and are eligible for reappointment. The State Department of Administration cabinet secretary serves as Chairman of the Board. One member represents the hospitals, one member represents the non-hospital care providers, four members represent labor, education, public employees and public retirees and the four remaining members represent the public at large. The Plan had approximately 43,000 policyholders and 63,000 covered lives at June 30, 2023. The RHBT audited financial statements and actuarial reports can be found on the PEIA website at www.peia.wv.gov. You can also submit your questions in writing to the West Virginia Public Employees Insurance Agency, 601 57th Street, SE, Suite 2, Charleston WV 25304.

Benefits Provided

The Plan provides medical, prescription drug insurance and life insurance. The medical and prescription drug insurance is provided through two options: 1) Self-Insured Preferred Provider Benefit Plan (primarily for non-Medicare-eligible retirees and spouses) and 2) External Managed Care Organizations (primarily for Medicare-eligible retirees and spouses).

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

Contributions

Paygo premiums are established by the Finance Board annually. All participating employers are required by statute to contribute this premium to the RHBT at the established rate for every active policyholder per month. The active premiums subsidized the retirees' health care by approximately $60 million for the fiscal year ended June 30, 2023. Contributions to the OPEB plan from the Utility Board were as follows:

Year	Water	Sewer	Total
2024	$ -	$ -	$ -
2023	11,849	11,321	23,170
2022	15,818	14,566	30,384

OPEB Asset, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2024, the Utility Board reported an asset of $22,618 and $13,944 for the water and sewer funds, respectively, for its proportionate share of the net OPEB asset. The net OPEB asset, deferred inflows and outflows of resources, and OPEB expense (offset) were determined by an actuarial valuation date as of June 30, 2022, rolled forward to June 30, 2023, which is the measurement date. The Utility Board's proportion of the net OPEB asset was based on a projection of the Utility Board's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating governments, actuarially determined. At June 30, 2023, the Utility Board's proportionate share was 0.023104081%, which was a decrease of 0.002738022% from its proportion measured as of June 30, 2022.

For the year ended June 30, 2024, the Utility Board recognized OPEB expense (offset) of $(52,284) and $(49,953) for the water and sewer funds, respectively.

The Utility Board reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in proportion and differences between Utility Board contributions and proportionate share of contributions	$ 4,229	$ 28,504
Change in assumptions	10,082	20,399
Net difference between projected and actual investment earnings on OPEB plan investments	-	610
Difference between expected and actual experience	-	21,283
District contributions subsequent to the measurement date	-	-
	$ 14,311	$ 70,796

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

***OPEB Asset, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB* (continued)**

The amount reported as deferred outflows of resources related to OPEB resulting from Utility Board contributions subsequent to the measurement date will be recognized as an increase of the net OPEB asset in the year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense (offset) as follows:

Year Ended June 30:	
2025	$ (28,566)
2026	(26,221)
2027	(337)
2028	(1,361)
Total	$ (56,485)

Actuarial Assumptions

The total OPEB liability was determined by an actuarial valuation as of June 30, 2022, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified.

Inflation rate	2.50%
Wage inflation	2.75%
Salary increases	Dependent upon pension system, ranging from 2.75% to 5.18%, including inflation.
Investment rate of return	7.40%, net of OPEB plan investment expense, including inflation.
Healthcare cost trend rates	Trend rate for pre-Medicare and Medicare per capita costs of 7.0% medical and 8.0% drug. The trends increase over four years to 9.0% and 9.5%, respectively. The trends then decrease linearly for 5 years until ultimate trend rate of 4.50% is reached in plan year end 2032.
Actuarial Cost Method	Entry age normal

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

OPEB Asset, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (continued)

Actuarial Assumptions (continued)

Amortization Method	Level percentage of payroll, closed
Remaining Amortization Period	20 year closed period as of June 30, 2017
Asset Valuation Method	Market value
Mortality	Post Retirement: Pub-2010 General Healthy Retiree Mortality Tables (100% males, 108% females) projected with MP-2021 for TRS. Pub-2010 General Below Median Healthy Retiree Tables (106% males, 113% females) projected with MP-2021 for PERS. Pub-2010 Public Safety Healthy Retiree Mortality Tables (100% males, 100% females) projected with Scale MP-2021 for Troopers A and B. Pre Retirement: Pub-2010 General Employee Mortality Tables (100% males, 100% females) projected with Scale MP-2021 for TRS. Pub-2010 Below-Median Income General Employee Mortality Tables projected with Scale MP-2021 for PERS. Pub-2010 Public Safety Employee Mortality Tables projected with Scale MP-2021 for Troopers A & B.

The actual assumptions used in the valuation were based on the results of an actuarial experience study for the period July 1, 2015 through June 30, 2020.

The long-term rates of return on OPEB plan investments are determined using a building-block method in which estimates of future real rates of returns (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentages and by adding expected inflation. The strategic asset allocation consists of 45% equity, 15% fixed income, 6% private credit and income, 12% private equity, 10% hedge fund and 12% real estate invested. Short-term assets used to pay current year benefits and expenses are invested with the WVBTI. Best estimates of long-term geometric rates are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return
Equity	7.4%
Fixed Income	3.9%
Private Credit and Income	7.4%
Real Estate	7.2%
Hedge Fund	4.5%
Private Equity	10%

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

OPEB Asset, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (continued)

Discount Rate

A single discount rate of 7.40% was used to measure the total OPEB liability. This single discount rate was based on the expected rate of return on OPEB plan investments of 7.40%. The projection of cash flows used to determine this single discount rate assumed that employer contributions will be made in accordance with prefunding and investment policies. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability. Discount rates are subject to change between measurement dates.

Sensitivity of the Utility Board's Proportionate Share of the Net OPEB Asset to Changes in the Discount Rate

The following chart presents the Utility Board's proportionate share of the net OPEB asset, as well as what the proportionate share of the net OPEB asset would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current discount rate:

	1% Decrease 6.40%	Discount Rate 7.40%	1% Increase 8.40%
Net OPEB Asset	$ (6,186)	$ (36,562)	$ (69,876)

Sensitivity of the Utility Board's Proportionate Share of the Net OPEB Asset to Changes in the Healthcare Cost Trend Rates

The following chart presents the Utility Board's proportionate share of the net OPEB asset, as well as what the proportionate share of the net OPEB liability (asset) would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates described in the actuarial assumptions:

	1% Decrease	Healthcare Cost Trend Rates	1% Increase
Net OPEB Liability (Asset)	$ (93,138)	$ (36,562)	$ 30,718

OPEB Plan Fiduciary Net Position

Detailed information about the OPEB plan's fiduciary net position is available in the separately issued financial report available at the West Virginia Public Employee Insurance Agency's website at peia.wv.gov. That information can also be obtained by writing to the West Virginia Public Employee Insurance Agency, 601 57th Street, Suite 2, Charleston, WV 25304.

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

OPEB Asset, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (continued)

Summary of Deferred Outflow/Inflow Balances

	Total	Water	Sewer
Difference between expected and actual experience	$ (21,283)	$ (10,265)	$ (11,018)
Net difference between projected and actual earnings on OPEB plan investments	(610)	(312)	(298)
Changes in proportion and differences between Utility Board contributions and proportionate share of contributions	(24,275)	(18,009)	(6,266)
Change in assumptions	(10,317)	(392)	(9,925)
Utility Board contributions subsequent to the measurement date	-	-	-
	$ (56,485)	$ (28,978)	$ (27,507)

NOTE 15 - RISK MANAGEMENT

The Utility Board is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Utility Board participates in several risk management programs administered by the State of West Virginia.

NOTE 16 - LOAN FROM MUNICIPALITY OF CHARLES TOWN

The Municipality of Charles Town loaned the Utility Board $640,795 to finance certain water and sewer construction projects. The loans bear no interest and are generally being repaid over a 50 year term. Annual required loan payments amount to $12,816. The loan balances are $373,660 and $100,527 for the water and sewer departments, respectively, at June 30, 2024.

NOTE 17 - RESTRICTED NET ASSETS

Restricted net assets reflect that portion of total net assets legally or contractually segregated for a specific future use. The following amounts represent restricted net assets at June 30, 2024:

Cash and temporary investments	
Debt service and debt service reserve funds	$ 922,258
Repair and replacement funds	1,289,937
Capacity improvement funds	13,421,204
Accrued interest	(147,291)
Total	$ 15,486,108

NOTE 18 - COMMITMENTS AND CONTINGENCIES

Alternate Mainline Extension Agreements

The Utility Board has entered into alternate mainline extension agreements with customers (developers) for certain sewer improvements to provide sewer service to the customers (developers). The customers (developers) have agreed to pay for the improvements and the Utility Board is required to reimburse the customers (developers) to the extent that new connections are made to the improvements during specified time periods. After the time periods lapse, remaining customer advance balances will be converted to contributed capital.

Customer advances for construction under alternate mainline extension agreements amounted to $10,375,235 at June 30, 2024. The Utility Board reimbursed $123,457 of advances to customers (developers) under the agreements for the year ended June 30, 2024.

NOTE 19 - CONTRIBUTED CAPITAL

A summary of contributed capital for the year ended June 30, 2024 is as follows:

	Water	Sewer	Total
Capacity improvement fees received from customers and developers	$1,705,011	$2,504,204	$4,209,215
Contributed capital received from customers, developers, and grantor agencies	-	3,079,954	3,079,954
Total	$1,705,011	$5,584,158	$7,289,169

NOTE 20 - SUBSEQUENT EVENTS

The Utility Board has evaluated all subsequent events through January 13, 2025, the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

Charles Town Utility Board
SCHEDULES OF THE UTILITY BOARD'S PROPORTIONATE SHARE OF THE COLLECTIVE NET PENSION LIABILITY (ASSET)
June 30, 2024

Public Employees Retirement System
Last 10 Fiscal Years

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Utility Board's proportionate share of the net pension liability (asset) (%)	0.106830%	0.117261%	0.115256%	0.114800%	0.105962%	0.122021%	0.091775%	0.09351%	0.0858%	0.0802%
Utility Board's proportionate share of the net pension liability (asset) ($)	$ (4,788)	$ 174,624	$(1,011,874)	$ 606,914	$ 260,340	$ 315,120	$ 396,145	$ 859,464	$ 479,022	$ 295,926
Utility Board's covered-employee payroll	$ 2,144,733	$ 1,887,662	$ 1,898,244	$ 1,839,277	$ 1,764,571	$ 1,777,610	$ 1,249,466	$ 1,244,131	$ 1,289,097	$ 1,163,400
Utility Board's proportionate share of net pension liability (asset) as a % of its covered-employee payroll	-0.22%	9.25%	-53.31%	33.00%	14.75%	17.73%	31.71%	69.08%	37.16%	25.44%
Plan fiduciary net position as a percentage of the total pension liability	100.05%	98.17%	111.07%	92.89%	96.99%	96.33%	99.56%	86.11%	91.29%	93.98%

Note: The amounts presented for each fiscal year were determined as of June 30th.

Charles Town Utility Board
SCHEDULES OF THE UTILITY BOARD'S PENSION PLAN CONTRIBUTIONS
June 30, 2024

Public Employees Retirement System
Last 10 Fiscal Years

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution	$ 197,759	$ 169,889	$ 189,824	$ 183,928	$ 176,926	$ 155,565	$ 137,439	$ 149,296	$ 174,028	$ 162,876
Contributions in relation to the contractually required contribution	(197,759)	(169,889)	(189,824)	(183,928)	(176,926)	(155,565)	(137,439)	(149,296)	(174,028)	(162,876)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Utility Board's covered-employee payroll	$ 2,144,733	$ 1,887,662	$ 1,898,244	$ 1,839,277	$ 1,764,571	$ 1,555,646	$ 1,249,446	$ 1,244,131	$ 1,289,097	$ 1,163,400
Contributions as a percentage of covered-employee payroll	9.2%	9.0%	10.0%	10.0%	10.0%	10.0%	11.0%	12.0%	13.5%	14.0%

Note: The amounts presented for each fiscal year were determined as of June 30th.

Charles Town Utility Board
SCHEDULES OF THE UTILITY BOARD'S PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)
For the year ended June 30, 2024

Public Employees Insurance Agency

	2024	2023	2022	2021	2020	2019	2018	2017
Utility Board's proportion of the net OPEB liability (asset)	0.023104081%	0.025842103%	0.030006865%	0.028943312%	0.026558014%	0.028583397%	0.018956336%	0.022773022%
Utility Board's proportionate share of the net OPEB liability (asset)	$ (36,562)	$ 28,762	$ (8,922)	$ 127,840	$ 511,370	$ 613,238	$ 466,134	$ 565,528
Utility Board's covered-employee payroll	$ 2,144,733	$ 1,887,662	$ 1,898,244	$ 1,839,277	$ 1,764,571	$ 1,777,610	$ 1,248,678	$ 1,173,454
Utility Board's proportionate share of the net OPEB liability (asset) as a percentage of its covered-employee payroll	-1.70%	1.52%	-0.47%	6.95%	28.98%	34.50%	37.33%	48.19%
Plan fiduciary net position as a percentage of the total OPEB liability	100.05%	93.59%	101.81%	73.49%	39.69%	30.98%	25.10%	21.64%

Note - This data will be presented prospectively until ten years is accumulated.
The amounts presented for each fiscal year were determined as of June 30th.

Charles Town Utility Board
SCHEDULES OF THE UTILITY BOARD OPEB PLAN CONTRIBUTIONS
For the year ended June 30, 2024

Public Employees Insurance Agency

	2024	2023	2022	2021	2020	2019	2018	2017
Contractually required contribution	$ -	$ 23,170	$ 30,384	$ 54,720	$ 55,761	$ 55,081	$ 41,772	$ 38,936
Contributions in relation to the contractually required contribution	-	(23,170)	(30,384)	(54,720)	(55,761)	(55,081)	(41,772)	(38,936)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Utility Board's covered-employee payroll	$2,144,733	$1,887,662	$1,898,244	$1,839,277	$1,764,571	$1,555,565	$1,248,678	$1,173,454
Contributions as a percentage of covered-employee payroll	0.00%	1.23%	1.60%	2.98%	3.16%	3.54%	3.35%	3.32%

Note - This data will be presented prospectively until ten years is accumulated.
The amounts presented for each fiscal year were determined as of June 30th.

PENSION DATA

PERS

A. Changes in Benefit Terms

Legislation passed during the 2015 Legislative session created a second tier of retirement benefits for those hired for the first time and first becoming a member of PERS on or after July 1, 2015 (Tier II). For tier II employees, normal retirement is a member who has attained age 62 and has earned 10 years or more of contributing service. The final average salary (five highest consecutive years in the last 15) times the years of service times 2% equals the annual retirement benefit.

B. Changes in Assumptions

The actuarial assumptions for mortality, withdrawal rates, disability rates, salary scales, and non-contributory service loads that were used in the total Pension liability calculation were changed from June 30, 2019 to June 30, 2020, to reflect the most recent experience study for July 1, 2013 through June 30, 2018.

The actuarial assumptions for the discount rate and salary scales that were used in the total pension liability calculations were changed from June 30, 2023 to June 30, 2021, to reflect the most recent assumptions experience study for July 1, 2015 through June 30, 2020.

C. Net Pension (Asset) Liability

The components of the net pension liability as of June 30, 2023, are as follows (in thousands):

Total Pension Liability	$	(8,396,617)
Plan Fiduciary Net Position		8,401,099
Net Pension (Asset) Liability	$	4,482
Plan Fiduciary Net Position as a percentage of the total pension liability		100.05%

OPEB DATA

A. Subsequent Events

RHBT had significant savings with the Humana contract renewal beginning fiscal years 2022 through 2025. In addition to the Humana contract savings, RHBT experienced favorable investment returns in fiscal year 2021, resulting in an excess in the premium stabilization reserve. RHBT is passing on these savings to PEIA active employers. There will be no PAYGO billed in fiscal year 2024. The 5-year financial plan, which was passed by the Board in December 2021, originally had PAYGO to be billed at $20M for fiscal year 2024.

For fiscal year ending June 30, 2025 financial reporting, many OPEB eligible Employers will see $0 OPEB contributions and a $0 OPEB liability (asset) on the GASB 75 Schedules of Employer OPEB Allocations and OPEB Amounts by Employer.

OPEB DATA (continued)

The OPEB liability (asset) is allocated to all OPEB eligible employers based on OPEB contributions. These contributions include PAYGO, Retiree Leave Conversion (Health & Life) and Non-Participating billings for a given fiscal year. For fiscal year 2024, there will be $0 billed in PAYGO leaving only the remaining contribution types to be allocated. Many OPEB eligible Employers are billed PAYGO only. These Employers will have $0 OPEB contributions resulting in a $0 OPEB liability (asset) on the schedules for fiscal year 2025 (based on FY 2024 contributions), resulting in the remaining Employers that do have other types of OPEB contributions absorbing the entire OPEB liability (asset). Based off the current year schedules, approximately 413 out of the 700+ Employers have only PAYGO billings as contributions.

B. Net OPEB Liability

Total OPEB Liability	$ 1,637,416,883
Plan Fiduciary Net Position	(1,795,666,000)
Net OPEB (Asset) Liability	$ (158,249,117)
Plan Fiduciary Net Position as a percentage of the total OPEB liability	109.66%

During the plan year ending June 30, 2022, the actuarial accrued liability increased from $1.710 billion as of June 30, 2021, to $1,725 billion as of June 30, 2022. The key factors which caused the change in actuarial liability include:

- Increase due to normal cost, benefit payments, and interest: $26.7 million;
- Decrease due to demographic experience: $(5.1) million; and
- Decrease due to change in Healthcare-Related Assumptions, Methods, and Adjustments: $(6.3) million.
- Increase due to updated capped subsidy rates, per capita costs, trend rates and methods

C. Changes in Assumptions

- Discount rate - increase discount rate from 6.65% to 7.40%.

OTHER SUPPLEMENTARY INFORMATION

Charles Town Utility Board
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the year ended June 30, 2024

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Federal ALN Number	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. DEPARTMENT OF TREASURY			
Pass-through Program from State of West Virginia			
COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027	N/A	$ 1,966,030
Total U.S. Department of Treasury			1,966,030
Total expenditures of federal awards			$ 1,966,030

NOTE A - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Charles Town Utility Board under programs of the federal government for the year ended June 30, 2024. Because the Schedule presents only a selected portion of the operations of the Charles Town Utility Board, it is not intended to and does not present either the financial position or changes in net position of the Charles Town Utility Board.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting in accordance with U.S. Generally Accepted Accounting Principles

NOTE C - PASS-THROUGH ENTITIES

Certain federal awards are received through federal or state pass-through entities.

NOTE D - INDIRECT COST RATE

The Charles Town Utility Board does not use the 10% de minimis indirect cost rate. The Board does not charge indirect expenses to federal grants.

DECKER & COMPANY PLLC
CERTIFIED PUBLIC ACCOUNTING
Warm Springs Business Center • 64 Warm Springs Avenue • Martinsburg, WV 25404

December 30, 2024

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

Enclosed are the Charles Town Utility Board's arbitrage rebate certificate and calculations as required by the CTUB's Combined Waterworks and Sewerage System Revenue Bonds, Series 2022 B Bond Ordinance. The originals should be mailed as soon as possible in the envelopes addressed. Copies are enclosed for your files.

For the computation period September 7, 2022 through November 30, 2024, there is no rebatable arbitrage payment due to the federal government.

If you have any questions, please call me at (304) 263-0200. I appreciate the opportunity to be of service to the CTUB.

Sincerely,

Decker & Company PLLC

David W. Decker

David W. Decker, CPA
Member

Enclosures

DECKER & COMPANY PLLC
CERTIFIED PUBLIC ACCOUNTING

Warm Springs Business Center • 64 Warm Springs Avenue • Martinsburg, WV 25404

December 30, 2024

Carty & Company, Inc.
300 Summers Street, Suite 1500
Charleston, WV 25301

To Whom It May Concern:

Enclosed is a copy of the Charles Town Utility Board's ("CTUB") arbitrage rebate certificate as required by the CTUB's Combined Waterworks and Sewerage System Revenue Bonds, Series 2022 B.

If you have any questions, please call me at (304) 263-0200.

Sincerely,

Decker & Company PLLC

David W. Decker

David W. Decker, CPA
Member

Enclosures

DECKER & COMPANY PLLC
CERTIFIED PUBLIC ACCOUNTING
Warm Springs Business Center • 64 Warm Springs Avenue • Martinsburg, WV 25404

CERTIFICATE AS TO ARBITRAGE REBATE

To the Members of the Charles Town Utility Board

Pursuant to the Charles Town Utility Board's ("CTUB") Combined Waterworks and Sewerage System Revenue Bonds, Series 2022 B Bond Ordinance, the CTUB is required to calculate, annually, the rebatable arbitrage, determined in accordance with Section 148 (f) of the US Internal Revenue Code, 1986, as amended. Under Code Section 148(f)(4)(A)(ii), the earnings of the Combined Waterworks and Sewerage System Revenue Bonds, Series 2022 B debt service fund are exempt from arbitrage rebate. We have performed the annual and final computation period arbitrage rebate calculations (see attached) for the construction funds account proceeds under rebate requirements in Section 148(f) of the U.S. Internal Revenue Code, 1986, as amended. The Combined Waterworks and Sewerage System Revenue Bonds, Series 2022 B did not provide for any reserve fund proceeds. To the District's knowledge, no event has occurred during the arbitrage rebate period which would make the Combined Waterworks and Sewerage System Revenue Bonds, Series 2022 B, subject to rebate. Therefore, we hereby certify that for the installment computation period ended November 30, 2024, no arbitrage rebate or penalty in lieu of arbitrage rebate is due the United States Government for the Charles Town Utility Board's Combined Waterworks and Sewerage System Revenue Bonds, Series 2022 B.

This certificate is being executed and delivered pursuant to Section 148(f) of the Internal Revenue Code of 1986, as amended, and the temporary and permanent regulations promulgated thereunder or under any predecessor thereto (the "Code"). We are familiar with the facts, circumstances and estimates contained in the bond transcript therein certified and are authorized to execute and deliver this certificate. This certificate may be relied upon as the certificate of the Charles Town Utility Board (the "Issuer").

The Issuer has not been notified by the Internal Revenue Service of any listing or proposed listing of it as an issuer the certification of which may not be relied upon by holders of obligations of the issuer or that there is any disqualification of the Issuer by the Internal Revenue Service because a certification made by the Issuer contains a material misrepresentation.

This certification is based on facts, circumstances, estimates and expectations of the Issuer in existence at November 30, 2024, the arbitrage rebate installment computation date, and to the best of our knowledge and belief, the expectations of the Issuer are reasonable.

Decker & Company PLLC

December 30, 2024

Charles Town Utility Board
Arbitrage Rebate Calculations
July 1, 2022 - November 30, 2024

Combined Waterworks and Sewerage System Revenue Bonds, Series 2022 B
Construction Funds Account

Gross earnings for the period ended June 30, 2023				$ 82,760.50
Less: Annual computation credit				(1,400.00)
Net earnings for the period ended June 30, 2023				81,360.50
Balance of investment -	07/01/22	$ -		
	07/31/22	-		
	08/31/22	-		
	09/30/22	5,242,288.44		
	10/31/22	5,242,976.13		
	11/30/22	4,987,659.49		
	12/31/22	4,805,788.27		
	01/31/23	4,678,386.70		
	02/28/23	4,596,634.68		
	03/31/23	4,515,499.51		
	04/30/23	4,032,673.89		
	05/31/23	3,277,772.90		
Balance of investment -	06/30/23	2,750,000.00		
Average balance		4,412,968.00		
Bond yield			4.358%	(192,317.15)
Excess earnings/rebate amount for the period ended June 30, 2023				$ (110,956.65)

Gross earnings for the year ended June 30, 2024				$ 109,926.92
Less: Annual computation credit				(1,400.00)
Net earnings for the year ended June 30, 2024				108,526.92
Balance of investment -	7/1/2023	$ 2,750,000.00		
	7/31/2023	2,633,236.16		
	8/31/2023	2,215,520.99		
	9/30/2023	1,933,150.66		
	10/31/2023	1,941,121.01		
	11/30/2023	1,428,650.37		
	12/31/2024	1,438,415.77		
	1/31/2024	1,277,005.72		
	2/29/2024	1,285,301.17		
	3/31/2024	1,076,618.53		
	4/30/2024	1,081,766.44		
	5/31/2024	1,086,371.11		
	6/30/2024	1,091,151.87		
Average balance		1,633,716.14		

Charles Town Utility Board
Arbitrage Rebate Calculations
July 1, 2022 - November 30, 2024

Combined Waterworks and Sewerage System Revenue Bonds, Series 2022 B
Construction Funds Account (Continued)

Bond yield			4.358%	(71,197.35)
Excess earnings/rebate amount for the year ended June 30, 2024				$ 37,329.57
Gross earnings for the period ended November 30, 2024				$ 14,038.28
Less: Annual computation credit				(1,400.00)
Net earnings for the period ended November 30, 2024				12,638.28
Balance of investment -	7/1/2024	$ 1,091,151.87		
	7/31/2024	773,240.54		
	8/31/2024	533,446.66		
	9/30/2024	282,787.77		
	10/31/2024	284,344.61		
	11/30/2024	285,490.45		
Average balance		541,743.65		
Bond yield			4.358%	(23,609.19)
Excess earnings/rebate amount for the period ended November 30, 2024				$ (10,970.91)

Charles Town Utility Board
Arbitrage Rebate Calculation
November 30, 2024

Combined Waterworks and Sewerage System Revenue Bonds, Series 2022 B
Construction Funds Account
Final Computation Period

Date	Receipts (Payments)	FV 4.358%
9/7/2022	(5,242,288.44)	($5,766,421.84)
6/30/2023	82,760.50	89,491.74
6/30/2023	(1,400.00)	(1,487.70)
6/30/2024	109,926.92	114,323.79
6/30/2024	(1,400.00)	(1,425.57)
11/30/2024	14,038.28	14,038.28
11/30/2024	(1,400.00)	(1,400.00)
11/30/2024	285,490.45	285,490.45
Excess (deficit) of the future value of receipts over the future value of payments		$ (5,267,390.85)

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

January 22, 2025

Attachments:

Board Report 01.22.25.pdf

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========		
50	WATER FUND	61,673.00
60	SEWER FUND	85,395.71
	GRAND TOTAL:	147,068.71

TOTAL PAGES: 3

APPROVED BY: _____

APPROVED BY: _____

This Packet:	$ 147,068.71
Bulk Water Overpayment Refunds, checks dated 1/14/2025:	171.54
Security Deposit Refunds, checks dated 1/14/2025:	630.44
Total:	$ 147,870.69

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ROBERT LYNN KERSHNER	SVC CALL CTWWTP	SEWER FUND	SEWER	910.00
			TOTAL:	910.00
CARSON KLOCKMANN	PER DIEM 2/10 - 2/11/25	WATER FUND	WATER	102.00
			TOTAL:	102.00
MISS UTILITY OF WV, INC.	MESSAGE FEES: DEC	WATER FUND	WATER	335.58
	MESSAGE FEES: DEC	SEWER FUND	SEWER	335.57
			TOTAL:	671.15
THOMAS NALLS	DEC TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,995.51
			TOTAL:	3,995.51
PACE ANALYTICAL SERVICES, LLC	TESTING: CT WKLY	SEWER FUND	SEWER	264.20
	TESTING: TUSC WKLY	SEWER FUND	SEWER	142.10
	TESTING: TUSC WKLY	SEWER FUND	SEWER	142.10
	TESTING: CT WKLY	SEWER FUND	SEWER	264.20
			TOTAL:	812.60
PHONETICS, INC	GH/CAV ETHERNET RNWL	WATER FUND	WATER	166.80
			TOTAL:	166.80
SHADE EQUIPMENT COMPANY, INC.	SNOW PLOW ASSMBLY	SEWER FUND	SEWER	178.00
			TOTAL:	178.00
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER	279.84
			TOTAL:	279.84
THE CI THORNBURG CO, INC.	CHLORINE	WATER FUND	WATER	2,804.11
			TOTAL:	2,804.11
HENRY TWAROG	PER DIEM 2/09 - 2/14/25	SEWER FUND	SEWER	374.00
			TOTAL:	374.00
TYLER TECHNOLOGIES	ERP PRO	WATER FUND	WATER	14,121.89
	ERP PRO	SEWER FUND	SEWER	14,121.89
			TOTAL:	28,243.78
HD SUPPLY INC	PUMP	WATER FUND	WATER	1,478.74
			TOTAL:	1,478.74
WV AMERICAN WATER	SHUTOFFS & RECONNECTS	SEWER FUND	NON-DEPARTMENTAL	980.00
			TOTAL:	980.00
ZETA SOLUTIONS, LLC	DELPAC 2500	WATER FUND	WATER	7,690.80
			TOTAL:	7,690.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMERIGAS PROPANE LP	TANK RENTAL: SOUTH PAW	SEWER FUND	SEWER	168.41
			TOTAL:	168.41
AUTOZONE	MISC FOR MAINT TRUCK	WATER FUND	WATER	114.86
			TOTAL:	114.86
CHAMPION INDUSTRIES, INC	PRINTING SVCS DEC	WATER FUND	WATER	1,347.90
	POSTAGE 4 PRINTING SVCS DE	WATER FUND	WATER	3,417.23
	PRINTING SVCS DEC	SEWER FUND	SEWER	1,347.90
	POSTAGE 4 PRINTING SVCS DE	SEWER FUND	SEWER	3,417.22
			TOTAL:	9,530.25
CHARLES TOWN SEWER	DEC FUNDING	SEWER FUND	NON-DEPARTMENTAL	37,413.20
			TOTAL:	37,413.20
CHARLES TOWN WATER	DEC FUNDING	WATER FUND	NON-DEPARTMENTAL	15,326.73
			TOTAL:	15,326.73
CITY OF CHARLES TOWN	DEC UTILITIES@ 661 S GEORG	WATER FUND	WATER	915.75
	JAN RENT@ 661 S GEORGE ST	WATER FUND	WATER	1,275.00
	DEC UTILITIES@ 661 S GEORG	SEWER FUND	SEWER	915.74
	JAN RENT@ 661 S GEORGE ST	SEWER FUND	SEWER	1,275.00
			TOTAL:	4,381.49
CORE & MAIN	TRAFFIC KIT	WATER FUND	WATER	3,083.88
	PIPE, SDR35	SEWER FUND	SEWER	2,267.10
	PIPE	SEWER FUND	SEWER	132.00
			TOTAL:	5,482.98
COYNE CHEMICAL	HYDROFLUOSILICIC ACID 23%	WATER FUND	WATER	1,475.91
			TOTAL:	1,475.91
D.R. HORTON, INC.	SEWER UPSIZING PR AMEA DEC	SEWER FUND	NON-DEPARTMENTAL	10,000.00
	SEWER UPSIZING PR AMEA JAN	SEWER FUND	NON-DEPARTMENTAL	10,000.00
			TOTAL:	20,000.00
DEWBERRY ENGINEERS INC	TO8 WATER MODEL UPDATE	WATER FUND	NON-DEPARTMENTAL	2,617.50
			TOTAL:	2,617.50
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TEST	WATER FUND	WATER	299.00
			TOTAL:	299.00
EAST MOUNTAIN HEALTH PHYSICIANS, INC	D.TITUS HEP A&B VACCINES	SEWER FUND	SEWER	184.00
			TOTAL:	184.00
GUTTMAN ENERGY	W/E 1/05/25	WATER FUND	WATER	416.98
	W/E 1/05/25	SEWER FUND	SEWER	465.09
			TOTAL:	882.07
DUSTIN GREGORY	PER DIEM 2/3 - 2/7/25	WATER FUND	WATER	207.00
	PER DIEM 2/10 - 2/11/25	WATER FUND	WATER	102.00
			TOTAL:	309.00
PROTOUCH COMMUNICATIONS, LLC	DEC SVCS: AFTER-HRS EMERGE	WATER FUND	WATER	97.99
	DEC SVCS: AFTER-HRS EMERGE	SEWER FUND	SEWER	97.99
			TOTAL:	195.98

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

February 12, 2025

Attachments:

Board Report 2.12.25.pdf

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	CHEMKEY	WATER FUND	WATER		669.23
	TNT, SPOON, POLE	SEWER FUND	SEWER		221.83
	TNT, SPOON, POLE	SEWER FUND	SEWER		881.41
	SVC BOX COMBO KEY, GLOVES	SEWER FUND	SEWER		267.22
	SVC BOX COMBO KEY, GLOVES	SEWER FUND	SEWER		639.77
	WRENCH	SEWER FUND	SEWER		171.95
				TOTAL:	4,097.16
VITAL SIGNS	DECALS	SEWER FUND	SEWER		165.00
				TOTAL:	165.00
WV AMERICAN WATER	SHUTOFFS & RECONNECTS	SEWER FUND	NON-DEPARTMENTAL		580.00
	USAGE DATA - 2,742	SEWER FUND	SEWER		548.40
				TOTAL:	1,128.40
WV RURAL WATER ASSOCIATION	MEMBERSHIP DUES	WATER FUND	WATER		2,500.00
	MEMBERSHIP DUES	SEWER FUND	SEWER		2,500.00
				TOTAL:	5,000.00
XYLEM WATER SOLUTIONS U.S.A., INC.	SVC GODWIN PUMP	SEWER FUND	SEWER		3,298.44
				TOTAL:	3,298.44

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

50	WATER FUND	145,215.60
60	SEWER FUND	244,866.77
	GRAND TOTAL:	390,082.37

TOTAL PAGES: 8

APPROVED BY: _____

APPROVED BY: _____

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
DXP ENTERPRISES, INC	FOR PARK, MNTNR, 4TH PS	SEWER FUND	SEWER		1,920.65
				TOTAL:	1,920.65
T-MOBILE	MONTHLY CELL SERVICE	WATER FUND	WATER		111.46
	MONTHLY CELL SERVICE	SEWER FUND	SEWER		189.67
				TOTAL:	301.13
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER		590.63
	PUMP / TRANSPORT	WATER FUND	WATER		773.76
	PUMP / TRANSPORT	WATER FUND	WATER		439.75
	PUMP / TRANSPORT	WATER FUND	WATER		1,185.04
	TRANSPORT	SEWER FUND	SEWER		823.68
	TRANSPORT	SEWER FUND	SEWER		1,853.28
	VAC WET WELL	SEWER FUND	SEWER		2,263.58
	SUPERVAC	SEWER FUND	SEWER		2,380.00
	SUPERVAC	SEWER FUND	SEWER		2,740.88
				TOTAL:	13,050.60
TEK ADVISORS LLC	IT CONSULTING	WATER FUND	WATER		440.00
	IT CONSULTING	SEWER FUND	SEWER		440.00
				TOTAL:	880.00
THE CI THORNBURG CO, INC.	SRII TRPL	WATER FUND	WATER		8,347.20
				TOTAL:	8,347.20
DERICK TITUS	PER DIEM: 2/24 - 2/28/25	SEWER FUND	SEWER		374.00
				TOTAL:	374.00
HENRY TWAROG	PER DIEM: 2/24 - 2/28/25	SEWER FUND	SEWER		374.00
				TOTAL:	374.00
U.S. BANK	OFFICE_SUPPLIES	WATER FUND	WATER		1,790.24
	SUBSCRIPTIONS	WATER FUND	WATER		416.39
	INTAKE_SUPPLIES	WATER FUND	WATER		274.27
	WTP_SUPPLIES	WATER FUND	WATER		648.99
	GH/CAV_SUPPLIES	WATER FUND	WATER		287.66
	MAINT_SUPPLIES	WATER FUND	WATER		878.74
	MAINT_METERS	WATER FUND	WATER		59.13
	TRAINING	WATER FUND	WATER		278.56
	UNIFORM_EXPENSE	WATER FUND	WATER		830.91
	TRANSPORTATION	WATER FUND	WATER		409.06
	ADVERTISING	WATER FUND	WATER		57.23
	OFFICE_SUPPLIES	SEWER FUND	SEWER		1,409.38
	SUBSCRIPTIONS	SEWER FUND	SEWER		2,166.44
	CLLCTN_SYSTM_SUPPLIES	SEWER FUND	SEWER		850.09
	PMPSTN_SUPPLIES	SEWER FUND	SEWER		627.44
	TRMNT_&_DSPSL_SUPPLIES	SEWER FUND	SEWER		2,495.46
	TRAINING	SEWER FUND	SEWER		390.00
	UNIFORM_EXPENSE	SEWER FUND	SEWER		42.00
	TRANSPORTATION	SEWER FUND	SEWER		867.79
	MISC_GNRL_EXPNS	SEWER FUND	SEWER		111.96
				TOTAL:	14,891.74
HD SUPPLY INC	PROBE	WATER FUND	WATER		627.86
	HYDRANT DIFFUSERCHEMKEY	WATER FUND	WATER		127.15
		WATER FUND	WATER		490.74

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	PS MONITORING	SEWER FUND	SEWER		129.51
	PS MONITORING	SEWER FUND	SEWER		333.00
				TOTAL:	9,231.85
PARKSON CORPORATION	SHAFT,WHEEL,SPROCKET,RING,	SEWER FUND	SEWER		8,215.67
				TOTAL:	8,215.67
PATTON BUILDING SERVICES INC	CLEANING JAN	WATER FUND	WATER		416.50
	CLEANING JAN	SEWER FUND	SEWER		416.50
				TOTAL:	833.00
PETTY CASH @ 661 S GEORGE ST	MISC RECEIPTS	WATER FUND	WATER		43.94
	MISC RECEIPTS	WATER FUND	WATER		68.89
	MISC RECEIPTS	SEWER FUND	SEWER		31.65
	MISC RECEIPTS	SEWER FUND	SEWER		68.89
	MISC RECEIPTS	SEWER FUND	SEWER		15.00
				TOTAL:	228.37
PRECISION PUMP & VALVE SERVICE, INC.	REPAIR CONTROL MEG MOTOR	SEWER FUND	SEWER		5,100.00
	TRBLSHT VERTICLE TURBINE	SEWER FUND	SEWER		3,550.00
	CTWWTP ROOTS BLOWER	SEWER FUND	SEWER		2,496.00
				TOTAL:	11,146.00
PREMIER RISK MANAGEMENT SOLUTIONS, LLC	SFTY CNSLTNG: 1/01 - 1/31/	WATER FUND	WATER		766.96
	SFTY CNSLTNG: 1/01 - 1/31/	SEWER FUND	SEWER		766.97
				TOTAL:	1,533.93
PUMPMAN PITTSBURGH	WAR ADMIRAL PS REPAIR	SEWER FUND	SEWER		5,967.00
	WAR ADMIRAL PS REPAIR	SEWER FUND	SEWER		6,189.00
				TOTAL:	12,156.00
QUALITY FENCE & DECK CO	10 SWALLOW CT 1/27/25	SEWER FUND	SEWER		1,800.00
				TOTAL:	1,800.00
CORPORATION OF RANSON	JAN UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL		4,250.32
				TOTAL:	4,250.32
FCI GROUP LLC	SEWER VEHICLE TIRES	SEWER FUND	SEWER		1,077.36
				TOTAL:	1,077.36
RUMMEL, KLEPPER & KAHL, LLP	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL		4,968.77
				TOTAL:	4,968.77
SHADE EQUIPMENT COMPANY, INC.	SNOW PLOW ATTACHMENT	SEWER FUND	SEWER		3,062.90
				TOTAL:	3,062.90
SHENANDOAH SALES & SERVICE, INC.	SAFETY HATCH SEWER VEHICLE	SEWER FUND	SEWER		357.00
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER		209.69
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER		175.97
	PLOW TROUBLESHOOT	SEWER FUND	SEWER		1,130.62
				TOTAL:	1,873.28
STEPTOE & JOHNSON PLLC	GENERAL EMPLOYER COUNSELIN	WATER FUND	WATER		406.25
	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER		18,025.64
				TOTAL:	18,431.89

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	108-000005	WATER FUND	NON-DEPARTMENTAL	46.10
	108-000219	WATER FUND	NON-DEPARTMENTAL	67.15
	108-000243	WATER FUND	NON-DEPARTMENTAL	53.10
	108-000003	WATER FUND	NON-DEPARTMENTAL	31.55
	109-000026	WATER FUND	NON-DEPARTMENTAL	1.74
	109-000034	WATER FUND	NON-DEPARTMENTAL	44.03
	109-000049	WATER FUND	NON-DEPARTMENTAL	77.60
	109-000050	WATER FUND	NON-DEPARTMENTAL	77.60
	109-000053	WATER FUND	NON-DEPARTMENTAL	72.33
	109-000054	WATER FUND	NON-DEPARTMENTAL	64.76
	109-000055	WATER FUND	NON-DEPARTMENTAL	64.96
	109-100011	WATER FUND	NON-DEPARTMENTAL	77.62
	401-000362	WATER FUND	NON-DEPARTMENTAL	78.29
	401-000548	WATER FUND	NON-DEPARTMENTAL	72.94
	401-000792	WATER FUND	NON-DEPARTMENTAL	200.75
	401-000795	WATER FUND	NON-DEPARTMENTAL	54.78
	401-000796	WATER FUND	NON-DEPARTMENTAL	26.14
	109-000039	WATER FUND	NON-DEPARTMENTAL	54.36
	109-100002	WATER FUND	NON-DEPARTMENTAL	81.43
	111-000226	WATER FUND	NON-DEPARTMENTAL	17.17
	111-000235	WATER FUND	NON-DEPARTMENTAL	22.55
	201-001400	WATER FUND	NON-DEPARTMENTAL	46.81
	201-001565	WATER FUND	NON-DEPARTMENTAL	8.76
	202-000215	WATER FUND	NON-DEPARTMENTAL	66.37
	204-000172	WATER FUND	NON-DEPARTMENTAL	42.74
	204-001050	WATER FUND	NON-DEPARTMENTAL	43.87
	401-000028	WATER FUND	NON-DEPARTMENTAL	17.17
	401-000127	WATER FUND	NON-DEPARTMENTAL	87.02
	401-000414	WATER FUND	NON-DEPARTMENTAL	78.18
	402-000186	WATER FUND	NON-DEPARTMENTAL	44.90
	502-000075	WATER FUND	NON-DEPARTMENTAL	53.79
	504-500022	WATER FUND	NON-DEPARTMENTAL	287.00
	514-150091	WATER FUND	NON-DEPARTMENTAL	36.89
	514-150093	WATER FUND	NON-DEPARTMENTAL	31.53
	514-150094	WATER FUND	NON-DEPARTMENTAL	29.76
	514-150096	WATER FUND	NON-DEPARTMENTAL	31.53
	514-150147	WATER FUND	NON-DEPARTMENTAL	63.73
	703-002179	WATER FUND	NON-DEPARTMENTAL	445.52
	514-150149	WATER FUND	NON-DEPARTMENTAL	67.26
	514-150151	WATER FUND	NON-DEPARTMENTAL	63.67
	514-150159	WATER FUND	NON-DEPARTMENTAL	65.50
	703-000100	WATER FUND	NON-DEPARTMENTAL	75.12
	709-000013	WATER FUND	NON-DEPARTMENTAL	100.09
	709-000059	WATER FUND	NON-DEPARTMENTAL	34.14
	709-000068	WATER FUND	NON-DEPARTMENTAL	3.74
	709-000136	WATER FUND	NON-DEPARTMENTAL	34.14
	709-000217	WATER FUND	NON-DEPARTMENTAL	34.14
	709-000220	WATER FUND	NON-DEPARTMENTAL	50.02
	704-000550	WATER FUND	NON-DEPARTMENTAL	14.25
			TOTAL:	4,548.12
THOMAS NALLS	JAN TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,995.51
			TOTAL:	3,995.51
LOGICAL CONCEPTS, INC	CRYSTAL BALL & SVC	SEWER FUND	SEWER	8,669.34
	REACTIVATION PS MONITORING	SEWER FUND	SEWER	100.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	CLLCNTNSYSTM: THRU 12/31/2	SEWER FUND	NON-DEPARTMENTAL	650.00
	GENERAL: THRU 12/31/24	SEWER FUND	SEWER	1,462.50
			TOTAL:	7,215.00
ROBERT LYNN KERSHNER	MAGNOLIA PS SVC CALL	SEWER FUND	SEWER	260.00
	SVC CLL TRCTRSPPLY PS	SEWER FUND	SEWER	520.00
			TOTAL:	780.00
CARSON KLOCKMANN	PER DIEM: 2/25 - 2/26/25	WATER FUND	WATER	102.00
	MILEAGE: 1/28/25	WATER FUND	WATER	476.00
			TOTAL:	578.00
KM ELECTRICAL SOLUTIONS LLC	WA INTK STRCTR LGHTNG	WATER FUND	WATER	3,088.00
	CTWWTP LIGHTING	SEWER FUND	SEWER	3,050.00
			TOTAL:	6,138.00
J.C. KUNKLE & ASSOCIATES, A.C.	PROFF SVC FYE 2024	WATER FUND	WATER	9,250.00
	PROFF SVC FYE 2024	SEWER FUND	SEWER	9,250.00
			TOTAL:	18,500.00
MCKINNEY'S AUTO REPAIR	WATER VEHICLE SERVICE	WATER FUND	WATER	145.54
	WATER VEHICLE SERVICE	WATER FUND	WATER	153.53
	SERVICE SEWER VEHICLE	SEWER FUND	SEWER	130.53
	SERVICE SEWER VEHICLE	SEWER FUND	SEWER	120.54
			TOTAL:	550.14
METLIFE, INC	AD&D PAYABLE	WATER FUND	WATER	11.77
	LIFE PAYABLE	WATER FUND	WATER	62.66
	LTD PAYABLE	WATER FUND	WATER	350.25
	STD PAYABLE	WATER FUND	WATER	438.19
	AD&D PAYABLE	SEWER FUND	SEWER	10.55
	LIFE PAYABLE	SEWER FUND	SEWER	56.14
	LTD PAYABLE	SEWER FUND	SEWER	306.91
	STD PAYABLE	SEWER FUND	SEWER	384.00
			TOTAL:	1,620.47
MICRO-TECH DESIGNS, INC.	ENGNRNGHRS CTWWTP	SEWER FUND	SEWER	549.25
	ENGNRNGHRS TWWTP	SEWER FUND	SEWER	676.00
			TOTAL:	1,225.25
SECURITY DEPOSIT REFUNDS	101-000095	WATER FUND	NON-DEPARTMENTAL	42.41
	101-000340	WATER FUND	NON-DEPARTMENTAL	63.74
	102-000190	WATER FUND	NON-DEPARTMENTAL	64.31
	102-000895	WATER FUND	NON-DEPARTMENTAL	81.63
	102-001445	WATER FUND	NON-DEPARTMENTAL	139.46
	102-001620	WATER FUND	NON-DEPARTMENTAL	67.39
	102-002028	WATER FUND	NON-DEPARTMENTAL	31.01
	103-000185	WATER FUND	NON-DEPARTMENTAL	65.00
	104-001140	WATER FUND	NON-DEPARTMENTAL	90.60
	105-001305	WATER FUND	NON-DEPARTMENTAL	92.25
	106-000800	WATER FUND	NON-DEPARTMENTAL	97.11
	106-000975	WATER FUND	NON-DEPARTMENTAL	185.51
	106-001080	WATER FUND	NON-DEPARTMENTAL	29.81
	106-001815	WATER FUND	NON-DEPARTMENTAL	92.41
	108-000001	WATER FUND	NON-DEPARTMENTAL	46.38
	108-000003	WATER FUND	NON-DEPARTMENTAL	114.51

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	W/E 1/19/25	WATER FUND	WATER	1,853.24
	W/E 1/26/25	WATER FUND	WATER	1,442.34
	W/E 2/02/25	WATER FUND	WATER	1,467.71
	W/E 1/12/25	SEWER FUND	SEWER	1,147.57
	W/E 1/19/25	SEWER FUND	SEWER	1,150.98
	W/E 1/26/25	SEWER FUND	SEWER	1,121.88
	W/E 1/26/25	SEWER FUND	SEWER	11.77
	W/E 2/02/25	SEWER FUND	SEWER	861.43
			TOTAL:	9,810.41
GWIN DOBSON & FOREMAN INC	WWTP MAIN BUILDING	WATER FUND	NON-DEPARTMENTAL	455.00
	STNDRD SPECS UPDATE	WATER FUND	WATER	1,776.45
	CT ASST MNGMNT PLAN	WATER FUND	WATER	2,572.57
	WW SYS PRELIM ENGNR RPRT	SEWER FUND	NON-DEPARTMENTAL	1,946.25
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL	5,970.88
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL	4,901.15
	ASBRYCHRCH SWRMN RPLCMNT	SEWER FUND	NON-DEPARTMENTAL	8,762.00
	WWTP MAIN BUILDING	SEWER FUND	NON-DEPARTMENTAL	455.00
	DVLPR WA/SWR SYS INSTL SVC	SEWER FUND	NON-DEPARTMENTAL	717.60
	SNTRY SRVY SMMTPT RCWY	SEWER FUND	NON-DEPARTMENTAL	3,869.72
	WW CLCTN SYS PRJCT	SEWER FUND	NON-DEPARTMENTAL	10,506.86
	WW CLCTN SYS PRJCT	SEWER FUND	NON-DEPARTMENTAL	1,493.52
	STNDRD SPECS UPDATE	SEWER FUND	SEWER	1,776.45
	WW RETAINER SVCS	SEWER FUND	SEWER	2,224.32
	EPA ADMIN ORDER	SEWER FUND	SEWER	443.30
	CT ASST MNGMNT PLAN	SEWER FUND	SEWER	2,572.58
			TOTAL:	50,443.65
GENERATION AIR CONDITIONING AND HEATIN	SVC CALL FLWNG SPRGS PS	SEWER FUND	SEWER	460.00
			TOTAL:	460.00
ISAAC M. SEE	DUMP TRUCK TIRES	SEWER FUND	SEWER	4,150.60
			TOTAL:	4,150.60
INTELLIPOINT TECHNOLOGIES, LLC	IT-REGULAR-REMOTE	WATER FUND	WATER	150.00
			TOTAL:	150.00
PROTOUCH COMMUNICATIONS, LLC	JAN SVCS: AFTER-HRS EMERGE	WATER FUND	WATER	135.70
	JAN SVCS: AFTER-HRS EMERGE	SEWER FUND	SEWER	135.71
			TOTAL:	271.41
INWOOD QUARRY, INC.	C2 & I10 & I8 PICKUPS: 1/1	WATER FUND	WATER	1,055.38
	C2 & I10 & I8 PICKUPS: 1/1	WATER FUND	WATER	1,055.37
	C2 & I10 & I8 PICKUPS: 1/1	SEWER FUND	SEWER	352.85
			TOTAL:	2,463.60
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER	643.71
	SHREDDING, STORAGE	SEWER FUND	SEWER	643.72
			TOTAL:	1,287.43
JEFFERSON RENTALS	SAW SVC MAINT	WATER FUND	WATER	118.89
			TOTAL:	118.89
KAY CASTO & CHANEY PLLC	GENERAL: THRU 12/31/24	WATER FUND	WATER	1,170.00
	MIDDLEWAY: THRU 12/31/24	WATER FUND	WATER	3,705.00
	GRIMES LN: THRU 12/31/24	WATER FUND	WATER	227.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	FEB RENT@ 661 S GEORGE ST	SEWER FUND	SEWER	1,275.00
			TOTAL:	23,001.54
CORE & MAIN	BRS SAD	WATER FUND	WATER	63.98
	TAP, SLEEVE, VALVE BOX W/L	WATER FUND	WATER	5,047.74
	SLEEVE	WATER FUND	WATER	1,366.08
	BAND, BALLCORPSTOP, TUBE,	WATER FUND	WATER	313.44
	BAND, BALLCORPSTOP, TUBE,	WATER FUND	WATER	212.60
	IMP, UFR1500-CA-8-OS-U	WATER FUND	WATER	1,083.38
	TUBE, SS BAND, BALLCORPSTO	WATER FUND	WATER	267.74
	TUBE, SS BAND, BALLCORPSTO	WATER FUND	WATER	3,231.55
	TUBE, SS BAND, BALLCORPSTO	WATER FUND	WATER	2,037.46
	UNI-FLG	SEWER FUND	SEWER	530.06
	TUBE, SS BAND, BALLCORPSTO	SEWER FUND	SEWER	267.74
			TOTAL:	14,421.77
COYNE CHEMICAL	AMMONIUM SULFATE 40% NSF	WATER FUND	WATER	1,586.00
	ZETAG 8868 FS	SEWER FUND	SEWER	10,432.24
	MICRO C2000	SEWER FUND	SEWER	1,805.40
	CONTAINER RETURNS	SEWER FUND	SEWER	90.00-
			TOTAL:	13,733.64
CRYSTAL SPRINGS	MNTHLY SVC@ 661 S GEORGE S	WATER FUND	WATER	71.44
	MNTHLY SVC@ 661 S GEORGE S	SEWER FUND	SEWER	71.44
			TOTAL:	142.88
CUMMINS, INC	TRBLSHT WENDYS PS	SEWER FUND	SEWER	1,621.93
	REPAIR: CLARENCE PS	SEWER FUND	SEWER	1,686.67
			TOTAL:	3,308.60
D.R. HORTON, INC.	SEWER UPSIZING PER AMEA	SEWER FUND	NON-DEPARTMENTAL	10,000.00
			TOTAL:	10,000.00
DEWBERRY ENGINEERS INC	TO5 SRC WA PRTCTN PLN	WATER FUND	WATER	1,145.00
			TOTAL:	1,145.00
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TEST	WATER FUND	WATER	161.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER	23.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER	138.00
			TOTAL:	322.00
DODSON SEPTIC SERVICES, LLC	CLEAN SCUM LAYER @ PS	SEWER FUND	SEWER	300.00
			TOTAL:	300.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER	1,539.20
	INSTALLMENT	SEWER FUND	SEWER	1,420.80
			TOTAL:	2,960.00
FREDERICKTOWNE LABS INC	TESTING: VARIOUS LOCATIONS	SEWER FUND	SEWER	724.00
	TESTING: VARIOUS LOCATIONS	SEWER FUND	SEWER	2,164.25
			TOTAL:	2,888.25
FRONT ROYAL FORD	MAINTENANCE TRUCK REPAIR	WATER FUND	WATER	2,195.49
			TOTAL:	2,195.49
GUTTMAN ENERGY	W/E 1/12/25	WATER FUND	WATER	753.49

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3RD TIME TRUCKING	HAULING	WATER FUND	WATER	430.89
	HAULING	WATER FUND	WATER	430.88
	HAULING	SEWER FUND	SEWER	280.98
			TOTAL:	1,142.75
WILLIAM HOAK	ASPHALT: 9/16 & 9/17/24	WATER FUND	WATER	8,400.00
	ASPHALT & CONCRETE:10/9& 1	WATER FUND	WATER	4,185.00
	ASPHALT & CONCRETE:10/9& 1	WATER FUND	WATER	5,730.00
	ASPHALT: 11/27/24	WATER FUND	WATER	9,200.00
	ASPHALT: 12/31/24	WATER FUND	WATER	1,215.00
	ASPHALT: 12/31/24	SEWER FUND	SEWER	4,785.00
			TOTAL:	33,515.00
ALVAREZ CONTRACTORS, INC	WWTP PROJECT	SEWER FUND	NON-DEPARTMENTAL	13,945.89
			TOTAL:	13,945.89
AMERIGAS PROPANE LP	PROPANE: 303 S MARSHALL ST	SEWER FUND	SEWER	312.97
			TOTAL:	312.97
ANTIETAM ELECTRICAL CONTRACTORS, INC	LIGHT @ RIVER INTAKE	WATER FUND	WATER	410.51
			TOTAL:	410.51
APPLE VALLEY TIRE	DUMP TRUCK TIRE	WATER FUND	WATER	589.31
			TOTAL:	589.31
ARDEN EQUIPMENT REPAIR, INC.	WA PUMP	WATER FUND	WATER	650.00
			TOTAL:	650.00
AUTOZONE	BATTERY FOR MINI EXCAVATOR	WATER FUND	WATER	148.11
	WIPERS, BONES BLKOUT	SEWER FUND	SEWER	89.57
			TOTAL:	237.68
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	MOTOR FOR PARK PS	SEWER FUND	SEWER	810.00
			TOTAL:	810.00
JP & RF BURNS PARTNERSHIP	JAN LOADS - 19	SEWER FUND	SEWER	3,458.00
	DEC LOADS - 53	SEWER FUND	SEWER	9,646.00
			TOTAL:	13,104.00
CLAYTON SHICH	4" TAP, NEW DAYCARE	WATER FUND	WATER	450.00
			TOTAL:	450.00
CASTO & HARRIS, INC.	6000 DOOR HANGERS	WATER FUND	WATER	731.36
	6000 DOOR HANGERS	SEWER FUND	SEWER	731.35
			TOTAL:	1,462.71
THE CINCINNATI INSURANCE COMPANY	WVDOT RNWL: 2/24/25 - 2/24	WATER FUND	WATER	928.00
	WVDOT RNWL: 2/24/25 - 2/24	SEWER FUND	SEWER	928.00
			TOTAL:	1,856.00
CITY NATIONAL BANK	LOCKBOX SVCS: JAN	WATER FUND	WATER	116.12
	LOCKBOX SVCS: JAN	SEWER FUND	SEWER	116.12
			TOTAL:	232.24
CITY OF CHARLES TOWN	UB COLLECTIONS JAN	WATER FUND	NON-DEPARTMENTAL	20,451.54
	FEB RENT@ 661 S GEORGE ST	WATER FUND	WATER	1,275.00

CHARLES TOWN UTILITY BOARD

Wednesday, February 12, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - February 26, 2025 at 4:00 P.M.