CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, JULY 22, 2020

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of July 8, 2020 regular meeting minutes
      UB Minutes July 8, 2020.pdf
   b. Approval of July 15, 2020 special meeting minutes
      UB Minutes July 15, 2020.pdf

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

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

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

3. **REPORTS**
   a. RK&K
      Project Summary 07222020.pdf
      Shenandoah Junction Report.pdf

4. **COMMITTEE REPORT**
   a. Update on the June 25, 2020 Safe Drinking Water Collaborative Steering Committee Meeting

5. **APPROVAL OF BILLS**
   Approval of Bills

07222020.pdf

6. **CHAIRMAN UPDATES**
   a. Resolution No. 2020-06 - Jane E. Retirement
      Resolution - Jane E. Arnett.pdf
   b. Possible Executive Session Regarding Alternate Sewer Mainline Agreement Case No. 02-1791-PSD-PC as amended - WV State Code Section §6-9A-4(b) (9) allows executive session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.
   c. Possible Executive Session Regarding Interviews for Utility Manager Position – WV State Code Section §6-9A-4(b)(2)(A) allows executive session to consider matters arising from the appointment, employment of an employee.

7. **ADJOURNMENT**

8. **INFORMATION ONLY - NEXT REGULAR MEETING - AUGUST 12, 2020 AT 4:00 PM**

July 8, 2020

The Charles Town Utility Board held a regular meeting on July 8, 2020 at 4:00 p.m. at 661 S. George Street. Members of the Board present were Daryl Hennessy, Pete Kubic, Jacquelyn Milliron and newly appointed member, Thomas Stocks. Also present were Jane Arnett, Kristen Stolipher, April Shultz and Hoy Shingleton. The Chairman called for changes or corrections to the June 24, 2020 regular meeting minutes. The Chairman had one minor correction. The Board approved the minutes as amended. There were no public comments.

For the first order of business, City of Charles Town Mayor, Bob Trainor, performed swearing in of newly appointed Board Member, Thomas (Tommy) Stocks. Next, motion by Duke, second by Tommy, the Board approved to remove GDF - Owner and Engineer Agreement for Wastewater Treatment Facilities Renewal & Replacement Project from the table to consideration. Kristen noted the engineer, Chris Eckenrode, would be late to the meeting. Motion made by Duke, second by Pete, the Board approved to take up the discussion on the GDF - Owner and Engineer Agreement for Wastewater Treatment Facilities Renewal & Replacement Project when the engineer arrived.

The Board next discussed the Utility Manager Report and the RK&K Task Order exhibit prepared by staff. The map illustrated all 10 RK&K task orders and the area for each scope of work. Jacquelyn had several questions on the map, the motivation for the task orders, and items on the Manager Report. She also asked if there were any updates on rate equalization. The Manager noted that she keeps the Board updated monthly in the reports of what still needs to be done to get there. Duke mentioned Ranson was working with local legislators who are working on getting funding to assist local residents with delinquent payments. The Manager added an RFP was sent out to auditors listed on the State Auditors list for a three-year contract.

By motion from Duke, second by Pete, the Board approved to remove GDF - Owner and Engineer Agreement for Wastewater Treatment Facilities Renewal & Replacement Project from the table to consideration. Chris Eckenrode noted the agreement was revised per the last meetings discussion to increase the Limit of Liability to $2 million. Jacquelyn requested assurance from Hoy that CTUB has followed the 5G process for this project and he confirmed it has. She also requested the RFP for the engineer selection for this project be added to the project documents. Jacquelyn had several questions on the agreement. As part of the original motion, the Board approved the GDF – Owner and Engineer Agreement.

Next discussed was the RK&K-Task Order 10 Jefferson Memorial Park Force Main. Motion by Duke, second by Tommy, to approve RK&K Task Order 10 -Jefferson Memorial Park Force Main. Jacquelyn had several questions regarding the overall plan with all the task orders and explained her major concern was how the task orders would affect rates. Staff discussed flows of the various task orders. The Manager noted this project is not developer specific and needs to be competed whether new flows enter the system in this area or not. The Board approved RK&K Task Order 10. Jacquelyn opposed.

The Chairman next opened the floor for discussion on the Route 9 Sewer Project Draw Resolution No. 05 – Contractor Pay Application No. 005, Hatch Invoices, and CTUB Reimbursement. By motion from Duke, second by Tommy, with discussion from Jacquelyn, the Board approved Resolution No. 05. The Manager added that 70% of the project has been completed and should be concluded in October.

The Chairman next discussed the Approval of Bills. By motion from Jacquelyn, second by Duke, with discussions from Jacquelyn, the Board approved the payment of bills. Next, motion from Duke, second by Pete, the Board convened into Executive Session to discuss an Update on Personnel Hiring

Action relating to the Utility Manager position – Possible Executive Session Under: WV State Code Section §6-9A-4(b)(2)(A) – Matters arising from the appointment, employment of an employee. The Chairman declared the executive session over at 5:45 p.m. Motion by Jacquelyn, second by Duke, the Board approved the scheduling of a Special Meeting on Wednesday, July 15 at 4:00 p.m.

Motion by Duke, second by Tommy, the July 8, 2020 regular meeting adjourned at 5:48 p.m. The July 22nd regular meeting will be held at the CTUB office located at 661 S. George Street.

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Chairman Secretary

July 15, 2020

The Charles Town Utility Board held a special meeting on July 15, 2020 at 4:00 p.m. at 661 S. George Street. Members of the Board present were Daryl Hennessey, Duke Pierson, Jacquelyn Milliron, and Tommy Stocks. No public comment was received.

Next, motion from Duke, second by Tommy, the Board convened into Executive Session to discuss a Personnel Hiring Action – Possible Executive Session Under: WV State Code Section §6-9A-4(b)(2)(A) – Matters arising from the appointment, employment of an employee. The Chairman declared the executive session over at 5:13 p.m. and noted that both Pete Kubic and Hoy Shingleton arrived during Executive Session. Motion by Duke, second by Tommy, the Board approved the scheduling of a Special Meeting on Friday, July 24 at 3:00 p.m. to have preliminary interviews for a Utility Manager.

The July 15, 2020 special meeting adjourned at 5:14 p.m. The July 22nd regular meeting will be held at the CTUB office located at 661 S. George Street.

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Chairman Secretary

Charles Town Utility Board

Project Summary

July 22, 2020

Task 01 – Survey / Plan Review

- Subtask 04 – Briar Run I and Briar Run II Pump Stations
  - Briar Run North Bypass Connection Plan completed and materials ordered
  - Briar Run South Bypass Connection Plan under design
  - On schedule. Estimated submission date 09/02/2020

Task 04 – Modified Flowing Spring Project

- Survey has been completed
- Design is complete
- On schedule. Estimated submission date 07/30/2020

Task 05 – Sewer Model

- All available sewer data entered into GIS to create sewer model
- Requested data for customers from CTUB to estimate sewer flows throughout system
- Sewer model under evaluation
- On schedule. Estimated submission date 11/05/2020

Task 06 – Shenandoah Junction

- Submitted report to the CTUB staff on June 30 for review and comment

Task 07 – Parkview - Woodlawn Project

- Work starting on the approved Scope of Work Change for design efforts for installing gravity line between Parkview PS and Woodlawn PS
- Survey will be completed this week
- Existing easement from JCPSD identified and is being researched by the CTUB
- On schedule. Estimated submission date 07/29/2020

Task 08 – Wilt's MHP Pump Station Demolition

- Under design
- Requested information regarding trailer laterals from CTUB
- On schedule. Estimated submission date 08/19/2020

Task 09 – Beallair Downstream Capacity Analysis

- Evaluating capacity of Breckenridge Pump Station
- Additional flow data being obtained by CTUB Staff. 45 working-day time extension needed to evaluate additional flow data.
- On schedule. Estimated submission date 09/03/2020

Task 10 – Jefferson Memorial Park Force Main

- Scope of Work signed by CTUB on 07/08/2020
- Survey will begin next week
- Estimated submission date 10/01/2020

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

June 30, 2020

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

Re: Charles Town Utility Board
Shenandoah Junction
Top Level Budget

Ms. Arnett,

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

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

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

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

SEWER SERVICE

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

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

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

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

Jefferson High School Pump Station

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

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

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

Shenandoah Junction Pump Station Connection

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

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



Burr Park East Pump Station

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

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

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

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

RECOMMENDATION

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

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

Very truly yours,
RUMMEL, KLEPPER & KAHL, LLP

Rhiannon A. Dodge, EIT
Associate Engineer

John W. Cole, PE
Manager, Municipal Engineering

Enc.

CITY OF CHARLES TOWN
CHARLES TOWN UTILITY BOARD
Shenandoah Junction

CONCEPTUAL LEVEL COST ESTIMATE
June 30, 2020

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

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
XYLEM WATER SOLUTIONS U.S.A., INC.	PUMP, CONTRACT# 202020801	SEWER FUND	SEWER	690.00
			TOTAL:	690.00

FUND TOTALS	
50 WATER FUND	48,442.41
60 SEWER FUND	54,112.46
GRAND TOTAL:	102,554.87

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
SHENANDOAH SALES & SERVICE, INC.	2016 GMC 2500	WATER FUND	WATER		14.00
	1999 INTERNATIONAL-SVC & S	WATER FUND	WATER		603.23
	TUSCAWILLA PUMP	SEWER FUND	SEWER		265.72
				TOTAL:	882.95
T & C INVESTMENTS, LLC	MOVE EXCAVATOR: CT TO RANS	WATER FUND	WATER		150.00
				TOTAL:	150.00
GERALD TAYLOR CO., INC.	SUPERVAC/ HAUL	SEWER FUND	SEWER		2,100.00
	SUPERVAC/ HAUL	SEWER FUND	SEWER		3,225.00
				TOTAL:	5,325.00
CI THORNBURG CO., INC.	4" OMNI T2 100G AMR 10G PU	WATER FUND	WATER		946.56
	SIGMA LC223T LID ONLY W/TR	WATER FUND	WATER		250.00
	CHLORINE	WATER FUND	WATER		903.00
				TOTAL:	2,099.56
TIAA COMMERCIAL FINANCE, INC	COPIER	WATER FUND	NON-DEPARTMENTAL		269.43
				TOTAL:	269.43
TUSCAWILLA HILLS HOA INC	HOA DUES JULY 2020	WATER FUND	WATER		36.00
				TOTAL:	36.00
UNIFIRST CORPORATION	UNIFORMS	WATER FUND	WATER		35.30
	UNIFORMS	WATER FUND	WATER		35.30
	UNIFORMS	WATER FUND	WATER		35.30
	UNIFORMS	WATER FUND	WATER		35.30
	UNIFORMS	SEWER FUND	SEWER		35.29
	UNIFORMS	SEWER FUND	SEWER		35.29
	UNIFORMS	SEWER FUND	SEWER		35.29
	UNIFORMS	SEWER FUND	SEWER		35.29
				TOTAL:	282.36
USA BLUEBOOK	AID KIT,PIPE NPPL, ADAPTER	WATER FUND	WATER		443.30
	ROLLER ASSEMBLY	WATER FUND	WATER		218.27
	PVC PIPE NIPPLE	WATER FUND	WATER		18.00
	VALVE, TUBE ASSMBLY, PIPET	WATER FUND	WATER		273.48
	FIREHOSE, NOZZLE, HEXNIPPL	WATER FUND	WATER		506.60
	PH BUFFER	SEWER FUND	SEWER		85.13
	CLOROX WIPES	SEWER FUND	SEWER		143.23
				TOTAL:	1,688.01
VALLEY CREDIT SERVICE, INC.	JUNE COLLECTIONS	WATER FUND	WATER		366.32
	JUNE COLLECTIONS	SEWER FUND	SEWER		366.31
	PSD COLLECTIONS JUNE	SEWER FUND	SEWER		120.00-
				TOTAL:	612.63
WASTE MANAGEMENT OF WEST VIRGINIA, INC	TUSC MBR RPLCMNT, BASIN#3	SEWER FUND	NON-DEPARTMENTAL		610.34
				TOTAL:	610.34
WEST VIRGINIA TRACTOR COMPANY	MISC SUPPLIES FOR WWTP	SEWER FUND	SEWER		944.34
				TOTAL:	944.34
WO GRUBB	33 BOOM TRUCK	SEWER FUND	NON-DEPARTMENTAL		1,911.00
				TOTAL:	1,911.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
INWOOD QUARRY, INC.	#10 STONE PICKUPS: 7/01/20	WATER FUND	WATER		493.57
	#10 STONE PICKUPS: 7/17/20	WATER FUND	WATER		521.20
				TOTAL:	1,014.77
JEFFERSON PUBLISHING COMPANY	JUNE 17 AD: WWT OPRTR	SEWER FUND	SEWER		75.95
	JUNE 24 AD: WWT OPRTR	SEWER FUND	SEWER		75.95
				TOTAL:	151.90
JEFFERSON UTILITIES, INC	12-0820-00	SEWER FUND	SEWER		135.36
	12-0820-00	SEWER FUND	SEWER		45.12
				TOTAL:	180.48
JOHNNY BLUE, INC	CONSTRUCTION W/SANITIZER	SEWER FUND	SEWER		24.75
				TOTAL:	24.75
THE JOURNAL	WWT OPRTR: 6/17 - 6/26/20	SEWER FUND	SEWER		774.38
	ACCOUNTANT : 7/01 - 7/12/2	SEWER FUND	SEWER		750.36
				TOTAL:	1,524.74
JAMES SHERMAN NEWCOMB	FABRICATE BASKET & BROCKET	SEWER FUND	SEWER		1,523.62
				TOTAL:	1,523.62
LOVE 4 GOLF LLC	110 104 407 850	SEWER FUND	SEWER		318.39
	110 104 407 850	SEWER FUND	SEWER		552.02
				TOTAL:	870.41
MISS UTILITY OF WV, INC.	MESSAGE FEES: JUNE	WATER FUND	WATER		126.00
				TOTAL:	126.00
PACE ANALYTICAL SERVICES, LLC	TESTING: UCMR4_SE2_MAY2020	WATER FUND	WATER		621.00
	TESTING: UCMR4_SE2_WK3_JUN	WATER FUND	WATER		418.00
	TESTING: RCUCMR4_SE2_MAY20	WATER FUND	WATER		900.00
	TESTING: CAVALAND QUARTERL	WATER FUND	WATER		10.50
	TESTING: CT WEEKLY	SEWER FUND	SEWER		190.30
	TESTING: CT WEEKLY	SEWER FUND	SEWER		190.30
	TESTING: CT WEEKLY	SEWER FUND	SEWER		190.30
	TESTING: CT SEMIANN	SEWER FUND	SEWER		304.92
				TOTAL:	2,825.32
POTOMAC EDISON	210 000 251 003	WATER FUND	WATER		721.80
	210 000 852 967	WATER FUND	WATER		53.52
	210 000 853 759	WATER FUND	WATER		64.80
	210 000 853 759	WATER FUND	WATER		9,459.53
	210 000 251 003	SEWER FUND	SEWER		3,369.66
				TOTAL:	13,669.31
RK & K ENGINEERS	TO7 PARKVIEW-WOODLAWN PRJC	SEWER FUND	SEWER		1,121.58
				TOTAL:	1,121.58
SG PLUMBING, INC.	WEST 5TH AVE: 6/29 - 7/02/	WATER FUND	WATER		3,445.00
	WEST 5TH AVE: 7/06/20	WATER FUND	WATER		760.00
	EAST 1ST AVE: 7/07/20	WATER FUND	WATER		760.00
	MARK DR: 7/08/20	WATER FUND	WATER		760.00
	PIPE RACKS @ MAINT BUILDIN	WATER FUND	WATER		1,250.00
				TOTAL:	6,975.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	0.26
CORE & MAIN	TAP VLV, VLV BOX, TAPPNG S	WATER FUND	WATER	2,764.48
	BRS SAD, BALLCORP STOP, TU	WATER FUND	WATER	169.78
	AFC 2504MM MJ RW GV OL L/A	WATER FUND	WATER	653.23
	BALL CORP,BALL CURB,CPLG,C	WATER FUND	WATER	2,686.74
	BELL HARNESS	WATER FUND	WATER	96.58
			TOTAL:	6,370.81
COYNE CHEMICAL	AMMNM SLFT 40%, PTSSM PRMG	WATER FUND	WATER	1,789.61
			TOTAL:	1,789.61
CRYSTAL SPRINGS	MONTHLY SVC@ 661 S GEORGE	WATER FUND	WATER	30.13
	MONTHLY SVC@ 661 S GEORGE	SEWER FUND	SEWER	30.13
			TOTAL:	60.26
CUMMINS, INC	CAVALAND: 6/26/20	WATER FUND	WATER	578.90
	GLEN HAVEN: 6/26/20	WATER FUND	WATER	513.76
	JOBS CORPS: 6/26/20	SEWER FUND	SEWER	194.75
			TOTAL:	1,287.41
DEPT OF ENVIRONMENTAL PROTECTION	WATER TREATMENT PLANT	WATER FUND	WATER	200.00
	RAW WATER INTAKE	WATER FUND	WATER	200.00
	GROUNDWATER ANNUAL FEE	SEWER FUND	SEWER	1,050.00
	TUSCAWILLA PLANT	SEWER FUND	SEWER	200.00
	WASTEWATER PLANT	SEWER FUND	SEWER	200.00
			TOTAL:	1,850.00
DEWBERRY ENGINEERS INC	CTUB WATER MODEL UPDATE	WATER FUND	NON-DEPARTMENTAL	480.00
			TOTAL:	480.00
WV DEPT OF HEALTH & HUMAN SERVICES	WATER TEST FLOURIDE	WATER FUND	WATER	15.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER	100.00
			TOTAL:	115.00
DIGITAL ASSURANCE CERTIFICATION, LLC	CMBN WA & SWR REFND REV BN	WATER FUND	WATER	1,250.00
	CMBN WA & SWR REFND REV BN	SEWER FUND	SEWER	1,250.00
			TOTAL:	2,500.00
FRONTIER COMMUNICATIONS	304-876-9970-121914-4	WATER FUND	WATER	92.21
	304-876-2120-111514-4	WATER FUND	WATER	92.21
	304-876-2594-041306-4	SEWER FUND	SEWER	150.03
			TOTAL:	334.45
GUTTMAN ENERGY	W/E 7/05/2020	WATER FUND	WATER	634.72
	W/E 7/12/2020	WATER FUND	WATER	855.98
	W/E 7/05/2020	SEWER FUND	SEWER	280.57
	W/E 7/12/2020	SEWER FUND	SEWER	271.87
			TOTAL:	2,043.14
GWIN DOBSON & FOREMAN INC	TUSC WWTP 6/01 - 6/27/2020	SEWER FUND	NON-DEPARTMENTAL	1,983.23
			TOTAL:	1,983.23
PROTOUCH COMMUNICATIONS, LLC DBA INTOU	JUNE SVCS: AFTER-HRS EMERG	SEWER FUND	SEWER	213.85
			TOTAL:	213.85

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
AMERIGAS	TANK RENTAL: SPRUCE HILL N	SEWER FUND	SEWER		52.98
	TANK RENTAL: CRANES LN	SEWER FUND	SEWER		106.00
	TANK RENTAL: FLOWNG SPRG	SEWER FUND	SEWER		61.03
	TANK RENTAL: JOB CORPS	SEWER FUND	SEWER		840.20
	TANK RENTAL: CRANES LN	SEWER FUND	SEWER		486.44
	TANK RENTAL: BRUCE DR	SEWER FUND	SEWER		445.82
				TOTAL:	1,992.47
BUSINESS CARD	5472 0636 0426 2754	WATER FUND	WATER		179.79
	5472 0636 0426 2754	WATER FUND	WATER		85.00
	5472 0636 0426 2754	WATER FUND	WATER		13.91
	5472 0636 0426 2754	SEWER FUND	SEWER		2,323.00
				TOTAL:	2,601.70
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	STARTING SWITCH	SEWER FUND	SEWER		400.00
	DRISWOOD: RPR GRNDR PMP	SEWER FUND	SEWER		855.31
	JOB CORPS REPAIR PUMP	SEWER FUND	SEWER		595.70
				TOTAL:	1,851.01
C & S WET TAPPING	4" WET TAP & TESTING SLEEV	WATER FUND	WATER		600.00
				TOTAL:	600.00
CAPITAL LIGHTING & SUPPLY LLC	SQD 9001AS2	SEWER FUND	SEWER		149.68
	EMT 034E, EMT 100E	SEWER FUND	SEWER		72.60
	WIC TFFN,WIC THHN, BRA M21	SEWER FUND	SEWER		1,202.18
	SQD DF103V	SEWER FUND	SEWER		142.29
	SQD VCF0	SEWER FUND	SEWER		671.40
	STL-CTY C105AL-1-1/2	SEWER FUND	SEWER		79.91
	SQD DF103V	SEWER FUND	SEWER		189.72
	S-STRUT 103-3/4-EG, S-STRU	SEWER FUND	SEWER		9.33
	S-STRUT AB205-EG, S-STRUT	SEWER FUND	SEWER		54.22
	STL-CTY C105AL-3/4, STL-CT	SEWER FUND	SEWER		230.38
	SERVICE CHARGES	SEWER FUND	SEWER		11.97
	CAT L-18-120-L, CAT L-7-50	SEWER FUND	SEWER		464.38
	ILSCO PBTS-2-1/0	SEWER FUND	SEWER		244.56
	SERVICE CHARGES	SEWER FUND	SEWER		59.62
				TOTAL:	3,582.24
CHARLES TOWN SEWER	JUNE FUNDING	SEWER FUND	NON-DEPARTMENTAL		12,342.32
				TOTAL:	12,342.32
CHARLES TOWN WATER	JUNE FUNDING	WATER FUND	NON-DEPARTMENTAL		8,855.99
				TOTAL:	8,855.99
CITY ELECTRIC SUPPLY CO	SMT3000C- BATTERY BACKUP	SEWER FUND	SEWER		2,381.43
				TOTAL:	2,381.43
CITY OF CHARLES TOWN	JULY RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		2,550.00
	MAY UTILITIES@ 661 S GEORG	SEWER FUND	SEWER		1,068.15
				TOTAL:	3,618.15
COMCAST BUSINESS	8299 31 008 0138502	SEWER FUND	SEWER		192.04
				TOTAL:	192.04
CONSOLIDATED PUBLIC RETIREMENT BOARD	EMPLOYER REPORT CORRECTION	WATER FUND	WATER		0.08
	EMPLOYER REPORT CORRECTION	SEWER FUND	SEWER		0.18

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

RESOLUTION NO. 2020-06

JANE E. ARNETT

UTILITY BOARD

CHAIRMAN
Daryl Hennessy

VICE CHAIRMAN/ INTERIM TREASURER
Pete Kubic

INTERIM SECRETARY
Ashley Stottlemyer

City of Ranson
Mayor
Duke Pierson

Jacquelyn Milliron

UTILITY MANAGER
Jane E. Arnett

WHEREAS, Jane E. Arnett has served the City of Charles Town since November 28, 1994; and

WHEREAS, during this time she has served the City of Charles Town as both City Manager and Charles Town Utility Board Manager with distinction and dedication; and

WHEREAS, she has brought great knowledge, passion, and compassion to her roles in service to the City; and

WHEREAS, she is considered a friend who has earned the admiration and respect of her colleagues and staff for her dedication, professionalism and hard work.

NOW, THEREFORE, BE RESOLVED, upon Jane E. Arnett's retirement, the Charles Town Utility Board takes great pleasure in recognizing the significant achievements made over her many years of service to the City of Charles Town.

The Board hereby adopts this resolution, dated July 22, 2020

CHARLES TOWN UTILITY BOARD

_____
Chairman Daryl Hennessy

Attest:

_____
Vice-Chairman, Pete Kubic