CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, SEPTEMBER 23, 2020

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   Approval of September 9, 2020 regular meeting minutes
   UB Minutes September 9, 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. **ACTION ITEMS**
   a. Beallair Sewer Availability Letter
      Beallair Downstream Capacity Report & Draft Letter.pdf
   b. RK&K Task Order No. 13 - Belvedere Pump Station Demolition
      Task Order No. 13.pdf

4. **UTILITY MANAGER REPORT**
   a. Operations Updates
      Operations Report 092320.pdf
   b. NPDES Signature Resolution
      DEP Letter 09152020.pdf

5. **APPROVAL OF BILLS**
   a. Board Report 09232020
      Board Report 9.23.20.pdf

6. **ADJOURNMENT**

7. **INFORMATION ONLY - NEXT MEETING - OCTOBER 14, 2020 AT 4:00 PM**

September 9, 2020

The Charles Town Utility Board held a regular meeting on September 9, 2020 at 4:00 p.m. at 661 S. George Street. Members of the Board present were Daryl Hennessy, Pete Kubic, Duke Pierson, Jacquelyn Milliron and Tommy Stocks. Also present were Kristen Stolipher, April Shultz, Hoy Shingleton and Mike George. The Chairman called for changes or corrections to the August 13, 2020 special meeting minutes. The Board approved the minutes as presented. The Chairman called for changes or corrections to the August 19, 2020 special meeting minutes. Jacquelyn had two corrections. The Board approved the minutes as amended. There were no public comments.

Next, motion from Duke, second by Pete, the Board convened into Executive Session to discuss Shenandoah Junction Availability Letter - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters. The Chairman declared the executive session over at 4:30 p.m. Motion from Duke, seconded by Tommy, to approve the draft availability letter to Shenandoah Junction with discussion from the Board. Kristen noted the letter is in response to the request for sewer service from Shenandoah Junction Public Sewer. The letter addresses the availability of capacity and will be amended to address the sewer plant acquisition request that was in the original request letter from Mr. Snyder. The report to be included with the request letter discusses the lack of information to pursue the plant acquisition. Motion by Jacquelyn, second by Duke to amend the original motion to approve the amended letter. The Board approved the sending of the amended letter.

The Chairman next opened the floor for discussion on the Route 9 NPDES Stormwater Construction Permit. Kristen provided the stormwater permit replaces the order that was received back in March for the Route 9 Sewer Project. This affirms the coverage under the General Permit with the State. Next discussed was the Route 9 Sewer Project Resolution No. 7 – Contractor Pay Application No. 007, Hatch Invoices and CTUB Reimbursement. Kristen mentioned the project is 76% complete and the completion date has been moved to November 11th due to COVID-19. By motion from Duke, second by Tommy, the Board approved the Route 9 Project Draw Resolution No. 7. The Board next took action on Route 9 Sewer Project – Change Order No. 6. Kristen explained the change order reflects the changes in pricing due to various items and extends the contract time by 32 days due to Covid-19 delays. By motion from Tommy, second by Duke, with discussion from Jacquelyn, the Board approved Change Order No. 6. Duke expressed his gratitude toward staff managing the project so well by working within the budget for the project.

The Board next took action on Hatch Invoice 90755285 – Magnolia Springs Inspection Services. Kristen explained the invoice was the first draw for the inspection services contract which will be passed through to the developer. By motion from Pete, second by Duke, to approve Hatch Invoice 90755285 with discussion from Jacquelyn. The Board approved the pass-through invoice. The Chairman opened the floor for discussion on the Utility Manager Report. Kristen reformatted the report and welcomed any feedback as she reviewed the updates. Jacquelyn had several comments and requested adding the customer count and JUI billed customer numbers to the report. Kristen also provided an update on the new CTUB website. She requested comments from the Board prior to going live. The Board also discussed having the PSD historical documents on the new website as an archive and developing a mission statement.

The Chairman next discussed the Approval of Bills. By motion from Duke, second by Pete, with discussion from Jacquelyn, the Board approved the payment of bills. The meeting was adjourned at 5:17 p.m. The September 23rd regular meeting will be held at the CTUB office located at 661 S. George Street.

_____ _____

Chairman Secretary

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

September 16, 2020

Ms. Kristen Stolipher, Utility Manager
Charles Town Utility Board
661 S. George Street
Charles Town, WV 25414

Re: Charles Town Utility Board
Beallair Downstream Capacity Analysis

Ms. Stolipher,

At the request of the Board, RK&K reviewed the available information on the existing sewer collection system between the Beallair Pump Station and the Flowing Springs Pump Station to determine available capacity following a November 19, 2019 sewer service availability request from the Piedmont Design Group, LLC for Beallair Phases 3-6.

Throughout the report, 150 gallons/day per unit is used to calculate flows. This number comes from the residential usage equivalents for capacity improvements fees section in CTUB's Sewer Tariff dated February 3, 2020. Information regarding invert depths, lengths of sewer lines, and pump stations is from GIS mapping, record drawings, and pump station O&M manuals provided by CTUB, which were used as the basis of the evaluation and contingent on the accuracy of the information provided. The remaining capacity in the gravity sewer lines, force mains, and pump stations were calculated using GIS mapping, customer counts provided by CTUB, and water usage of 150 gal/day.

Beallair Pump Station

The Proposed Water and Sewer Plans for Beallair dated May 30, 2005 identifies that the pump station was designed for 304 units with a design pumping rate for the two (2) Myers 4VEX150M4-23 pumps of 204 GPM at 102' TDH. According to pump station logs from Charles Town Utility Board Staff for January to September 2020, the Beallair pump station runs approximately 1.3 hours per day on average and a maximum of 2.4 hours per day. The low run time of the pump station indicates that the station is operating below capacity.

There are currently 111 units constructed in the Beallair subdivision, leading to a peak flow at the Beallair Pump Station of approximately 47 GPM. According to the Piedmont Design Group, LLC request, 304 units were approved in the plan, leading to a peak flow of approximately 127 GPM, which is within the pump's design rate of 204 GPM. The addition of 193 units will increase the pump station's average run time to 3.7 hours/day and peak run time to 14.8 hours/day, assuming a 4.0 peaking factor, which indicates that the station would still be operating below capacity. Therefore, the Beallair Pump Station can handle the flow from Phases 3-6 with no changes made to the pump station.

Additional capacity for the planned 132 units within Phase 6 has been requested. The additional 132 customers would increase the total number of housing units within the subdivision to 436, leading to a peak flow of approximately 182 GPM, which is within the pump's design rate of 204 GPM. The addition of 132 units will increase the pump station's average run time to 5.3 hours/day and peak run time to 21.2 hours/day with a 4.0 peaking factor, which indicates that the station would still be operating below capacity. Therefore, the Beallair Pump Station can handle the flow from the additional 132 units in Phase 6 with no changes made to the pump station.

Breckenridge Gravity Sewer

An analysis of the Breckenridge Gravity Sewer between the discharge manhole from the Beallair Pump Station and the Breckenridge Pump Station was conducted. The table found on *Page 5* provides the results of the analysis showing that the gravity sewer between the discharge manhole from the Beallair Pump Station and

the Breckenridge Pump Station has adequate capacity for the 436 proposed units served by the Beallair Pump Station, the 200 proposed units in the Aspen Greens Subdivision, and the existing units in the subdivisions.

Breckenridge Pump Station

The Breckenridge Pump Station serves the Breckenridge Subdivision, the Beallair Subdivision, and the subdivisions to the west. The Breckenridge Pump Station currently utilizes two Myers 4VC300M4-43 pumps with a duty point of 600 GPM at 86.64' TDH.

Based on pump station logs from Charles Town Utility Board Staff for January to September of 2020, the Breckenridge pump station runs an average of approximately 4.5 hours per day and a maximum of 7.6 hours/day. The total pump run time indicates that the pump station is not overwhelmed with the current flow. Based on the current operation of the station, adding an additional 193 approved and 132 unapproved units to the Beallair Pump Station will not require an increase in the pump's design conditions as the gallons per minute entering the Breckenridge pump station from the Beallair Pump Station will not change (capped at 204 GPM), as no changes to the Beallair Pump Station will be required as previously mentioned.

Four scenarios were analyzed to determine the effect on the Breckenridge pump station: 1) 304 total Beallair units, 2) 436 total Beallair units, 3) 304 total Beallair units and 200 Aspen Greens units, 4) 436 total Beallair units and 200 Aspen Greens units.

Scenario 1

With the addition of 193 approved units from the Beallair Subdivision (Phases 1-5), leading to a total of 304 units at the Beallair Subdivision, the average pump station run time of the Breckenridge pump station will increase to 5.3 hours/day. This indicates that the pump station would still be operating below capacity. At the buildout of 304 Beallair units, a peaking factor of 6.5 will be available.

Scenario 2

With the addition of 193 approved units and 132 additional units at the Beallair Subdivision (Phases 1-6), leading to a total of 436 units from the Beallair Subdivision, the average Breckenridge pump station run time will increase to 5.9 hours/day. This indicates that the pump station would still be operating below capacity. At the buildout of 436 Beallair units, a peaking factor of 4.5 will be available.

Scenario 3

With the addition of the 200 proposed units at Aspen Greens and the 193 approved units from the Beallair Subdivision (Phases 1-5), the average Breckenridge pump station run time will increase to 6.2 hours/day. This indicates that the pump station would still be operating below capacity. At the buildout of 304 Beallair units and 200 Aspen Greens units, a peaking factor of 3.9 will be available. A peaking factor between 3.5 and 4.0 is typical for this size station based on industry standards, therefore the 3.9 is on the higher end of the threshold.

Scenario 4

With the addition of the 200 proposed units at Aspen Greens, the 193 approved units and the 132 additional units at the Beallair Subdivision (Phases 1-6), the average Breckenridge pump station run time will increase to 6.7 hours/day. This indicates that the pump station would still be operating below capacity. At the full buildout of 436 Beallair units and 200 Aspen Greens units, a peaking factor of only 3.6 will be available. A peaking factor between 3.5 and 4.0 is typical for this size station based on industry standards, therefore the 3.6 is on the lower end of the threshold.

Based on the various scenarios, the Breckenridge Pump Station can handle the flow from the Beallair Pump Station serving 436 units (Phases 1-6), the proposed 200 units in the Aspen Greens Subdivision, and the existing subdivisions in the near future. Although the pump station can handle this flow at the maximum buildout, it is not ideal as the peaking factor is approaching the lower 3.5 range, therefore the pumps may need to be replaced with larger pumps if maximum buildout occurs in the future.

CONCLUSION

RK&K's March 17, 2020 report of the Beallair Subdivision recommended that a new line and pump station be constructed from the Beallair Subdivision to the manhole by Walmart to serve both the subdivision and the proposed Sleepy Hollow Subdivision. This recommendation was based on limited information about the Breckenridge Pump Station operation. Since the March 17, 2020 report, CTUB has provided daily pump run times for both the Beallair and Breckenridge Pump Stations. In addition, CTUB has provided additional flow monitoring data for the existing gravity system and record drawings for the Beallair and Breckenridge Subdivisions.

RK&K's conclusion is that CTUB's existing system, including the Beallair Pump Station, the Breckenridge Subdivision Gravity Sewer, and the Breckenridge Pump Station can accommodate the additional flow from the previously approved Phases 3-5 and the proposed 200 units in Aspen Greens at this time. Therefore, it is RK&K's recommendation that CTUB can approve Piedmont Design Group's request for sewer service for the previously approved Beallair Phases 3-5 as a new pump station and sewer line are not necessary to serve Phases 3-5 requested by the Piedmont Design Group, LLC.

JCPSD had previously approved AMLEAs for Phases 1-5 for Beallair and 200 Aspen Greens. The analysis above confirms that there is adequate capacity in the system for the previously approved phases, however, additional requests such as Phase 6 may require pump station or pump modifications. In order to maintain a peaking factor closer to 4.0 for future unapproved development, the pumps at the Breckenridge Pump Station will need to be modified or replaced to increase pumping capacity. The existing 8" force main from Breckenridge will be able to accommodate flow from larger pumps. RK&K recommends that the development and the run times at the Breckenridge Pump Station continue to be monitored.

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.
Request for Service from Piedmont Design Group
Beallair Pump Station Flow Calculations
Beallair Pump Station Pump Run Time Calculations
Breckenridge Pump Station Pump Run Time Calculations
Breckenridge Gravity Sewer Calculations
Breckenridge Pump Station AMLEA
Aspen Greens AMLEA
Breckenridge Gravity Alignment Display
Draw Down Tests for Beallair and Breckenridge Pump Stations
2020 Operator Pump Station Logs for Beallair and Breckenridge Pump Stations
O&M Manuals for Beallair and Breckenridge Pump Stations
CTUB Tariff Section on Usage
Beallair Pump Station Record Drawing
Breckenridge Pump Station Record Drawing

Beallair Pump Station Flow Calculations

Current: $111\ units * \frac{150\frac{gal}{day}}{unit} * 4.0\ peak\ factor * \frac{day}{1440\ min} = 46.25\ GPM$

Approved: $304\ units * \frac{150\frac{gal}{day}}{unit} * 4.0\ peak\ factor * \frac{day}{1440\ min} = 126.67\ GPM$

Requested: $436\ units * \frac{150\frac{gal}{day}}{unit} * 4.0\ peak\ factor * \frac{day}{1440\ min} = 181.67\ GPM$

Beallair Pump Station Pump Run Time Calculations

Pump Flow Rate: 204 GPM
Avg. Current Run Time: 1.3 hrs/day
Max. Current Run Time: 2.4 hrs/day
Current Units: 111

Avg. Current Daily Flow: (1.3 hrs/day) x (204 GPM) x (60 min./hr.) = 15,912 GPD
10-State Standard Flow per Unit: 150 GPD/unit
10-State Standard Projected Current Daily Flow: (111 Units) x (150 GPD/unit) = 16,650 GPD
Avg. Current Flow per Unit: 15,912 GPD / 111 = 143 GPD/unit
Industry Standard Peaking Factor: 4.0
Current Actual Operating Peak Factor: (Max. Current Run Time) / (Avg. Current Run Time)
(2.4 hrs/day) / (1.3 hrs/day) = 1.85
Current Available Peak Factor: (24 hrs) / (1.3 hrs) = 18.5

304 Units:
- Avg. Daily Flow: (304 units) x (150 GPD/unit) = 45,600 GPD
- Avg. Run Time: (45,600 GPD) / (204 GPM) / (60 min./hr.) = 3.7 hrs./day
- Max. Run Time @ current operating peak factor of 1.85: (3.7 hrs) x (1.85) = 6.9 hrs./day
- Max. Run Time @ 4.0 Peak Factor: (3.7 hrs) x (4) = 14.8 hrs./day
- Available Peak Factor: (24 hrs) / (3.7 hrs) = 6.5

436 Units:
- Avg. Daily Flow: (436 units) x (150 GPD/unit) = 65,400 GPD
- Avg. Run Time: (65,400 GPD) / (204 GPM) / (60 min./hr.) = 5.3 hrs./day
- Max. Run Time @ current operating peak factor of 1.85: (5.3 hrs) x (1.85) = 9.8 hrs./day
- Max. Run Time @ 4.0 Peak Factor: (5.3 hrs) x (4) = 21.2 hrs./day
- Available Peak Factor: (24 hrs) / (5.3 hrs) = 4.5

Breckenridge Pump Station Pump Run Time Calculations

Pump Flow Rate: 600 GPM
Avg. Current Run Time: 4.5 hrs/day
Max. Current Run Time: 7.6 hrs/day

Avg. Current Daily Flow: (4.5 hrs/day) x (600 GPM) x (60 min./hr.) = 162,000 GPD ****Includes current 15,912 GPD from Bellair****
Industry Standard Peaking Factor: 3.5 to 4.0
Current Actual Operating Peak Factor: (Max. Current Run Time) / (Avg. Current Run Time)
(7.6 hrs/day) / (4.5 hrs/day) = 1.69
Current Available Peak Factor: (24 hrs) / (4.5 hrs) = 5.3

Scenario 1: 304 Units from Bellair:
Avg. Daily Flow: (162,000 GPD – 15,912 GPD) + (45,600 GPD) = 191,688 GPD
Avg. Run Time: (191,688 GPD) / (600 GPM) / (60 min./hr.) = 5.3 hrs./day
Max. Run Time @ current operating peak factor of 1.69: (5.3 hrs.) x (1.69) = 9.0 hrs./day
Max Run Time @ 4.0 Peak Factor: (5.3 hrs.) x (4) = 21.2 hrs./day
Available Peak Factor: (24 hrs) / (5.3 hrs) = 4.5

Scenario 2: 436 Units from Bellair:
Avg. Daily Flow: (162,000 GPD – 15,912 GPD) + (65,400 GPD) = 211,488 GPD
Avg. Run Time: (211,488 GPD) / (600 GPM) / (60 min./hr.) = 5.9 hrs./day
Max. Run Time @ current operating peak factor of 1.69: (5.9 hrs.) x (1.69) = 10.0 hrs./day
Max. Run Time @ 4.0 Peak Factor: (5.9 hrs.) x (4) = 23.6 hrs./day
Available Peak Factor: (24 hrs) / (5.9 hrs) = 4.1

Scenario 3: 304 Units from Bellair + 200 Units from Aspen Greens:
Avg. Daily Flow: (191,688 GPD) + (200 Units x 150 GPD/Unit) = 221,688 GPD
Avg. Run Time: (221,688 GPD) / (600 GPM) / (60 min./hr.) = 6.2 hrs./day
Max. Run Time @ current operating peak factor of 1.69: (6.2 hrs.) x (1.69) = 10.5 hrs./day
Max. Run Time @ 4.0 Peak Factor: (6.2 hrs.) x (4) = 24.8 hrs./day ******Exceeds 24 hrs/day******
Available Peak Factor: (24 hrs) / (6.2 hrs) = 3.9

Scenario 4: 436 Units from Bellair + 200 Units from Aspen Greens:
Avg. Daily Flow: (211,488 GPD) + (200 Units x 150 GPD/Unit) = 241,488 GPD
Avg. Run Time: (241,488 GPD) / (600 GPM) / (60 min./hr.) = 6.7 hrs./day
Max. Run Time @ current operating peak factor of 1.69: (6.7 hrs.) x (1.69) = 11.3 hrs./day
Max. Run Time @ 4.0 Peak Factor: (6.7 hrs.) x (4) = 26.8 hrs./day ******Exceeds 24 hrs/day******
Available Peak Factor: (24 hrs) / (6.7 hrs) = 3.6

Breckenridge Gravity Sewer

Breckenridge Gravity Sewer								
u/s MH	d/s MH	pipe dia. (in)	u/s inv	d/s inv	LF	Q Available (GPM)	Q Total (GPM)	Capacity Remaining (GPM)
BK-24	BK-25	8	454.33	451.42	153	750.0	209.8	540.2
BK-25	BK-26	8	451.42	448.87	200	614.1	211.9	402.2
BK-26	BK-27	8	448.77	448.22	110	384.5	213.2	171.4
BK-27	BK-28	8	448.11	447.43	135	386.0	214.4	171.6
BK-28	BK-29	8	447.33	442.02	189	911.6	216.5	695.1
BK-29	BK-33	8	441.27	440.24	346	296.7	222.3	74.4
BK-33	BK-40	8	432.34	431.52	154	396.8	238.6	158.3
BK-40	BK-44	8	431.49	430.67	169	378.8	245.3	133.6
BK-44	BK-53	8	430.62	427.7	555	394.5	270.3	124.2
BK-53	BK-52	10	427.7	426.08	153	1014.6	707.7	307.0
BK-52	PS	18	425.88	425.63	48	3411.7	818.9	2592.8

Charles Town
Utility Board

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

UTILITY BOARD

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Kristen Stolipher

September 24, 2020

Mr. Mike Wiley
Vice President
The Wormald Companies & Piedmont Design Group, LLC.
5283 Corporate Drive, Suite 300
Frederick, Maryland 21703

Re: Beallair Development, Phases 1-5 Sewer Availability Request

Dear Mr. Wiley:

Pursuant to your request for sewer availability for the subject property located on Old Country Club Road, please refer to the comments below. The request was for Phases 1-6 of the Beallair Development.

Sewer Service:

To date the Developer has an approved AMLEA through the West Virginia Public Service Commission (WV PSC) for Phases 1-5 of the development. RK&K has evaluated the existing downstream conveyance system through Breckenridge for capacity to serve Phases 1-6 of the Beallair totaling 433 cumulative units. The report from RK&K is attached. It has been determined that the Charles Town Utility Board (CTUB) can furnish sewer service for Phases 1-5 of the Beallair subdivision totaling 301 residential EDU's. Any future development within the Beallair subdivision will require an amendment to the AMLEA and approval by the WV PSC. Future development may also require upgrades or improvements to the downstream conveyance system on-site or off-site.

Additionally, the Charles Town system and JCPSD territory Capacity Improvement Fees per EDU will be required as detailed in the CTUB Sewer Tariff. The Sewer Capacity Improvement Fees are $3,207.00 per EDU and will be required per residential unit.

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

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

Sincerely,

Kristen M. Stolipher
Utility General Manager

DRAFT

PIEDMONT
DESIGN GROUP
5283 Corporate Drive, Suite 300
Frederick · Maryland 21701
(P) 301-695-6614 · (F) 301-695-6645
www.piedmontdesigngroup.com

November 19, 2019

Ms. Kristen M. Stolipher, Assistant Utility Manager
City of Charles Town Utility Board
661 S. George Street, Suite 101
Charles Town, West Virginia 25414

Re: The Community of Beallair Phases 3 – 6 (**Project**)
Request for Sewer Service

Dear Mrs. Stolipher:

On behalf of Beallair Homes, LLC (**Owner**), a wholly-owned subsidiary of The Wormald Companies, LLC, we are requesting additional sewer taps from the Charles Town Utility Board (**CTUB**) for the Project. Per our meeting at your office on November 5, 2019, we discussed the Owner's intent to record lots for Phase 3 of the Project.

The project is comprised of the following residential units and their approval status:

	# Units					# Units Approved in Plan			
Phase	Detached	Attached	Total	% of Total	Cumulative	Community Impact Statement	Preliminary Plan	Water & Sewer Plan	Final Plat
1	39	10	49	11.3%	49	49	49	49	49
2	66	18	84	19.4%	133	84	84	84	84
3A	26	0	26	6.0%	159	26	0	26	0
3	31	22	53	12.2%	212	53	53	53	0
4	44	0	44	10.2%	256	44	0	44	0
5	45	0	45	10.4%	301	45	0	45	0
6	0	132	132	30.5%	433	132	14	14	0
Total	**251**	**182**	**433**	**100.0%**		**433**	**200**	**315**	**133**

Per our discussion, the Owner's near-term needs would be taps for all Phase 3 and 3A lots, and then taps for Phases 4-6 over the next 3-5 years subject to market response.

We understand there may be limited capacity in CTUB's[1] transmission system between the Project and CTUB's Wastewater Treatment Plant (WWTP) through the Breckenridge Sewage Pumping Station (SPS). This issue was to be alleviated by the Jefferson County Public Sewer Service District's (**JCPSSD**) Flowing Springs Transmission Project (**FSTP**) which CTUB has now 'inherited'. You mentioned you were going to engage a consultant to study alternatives to the FSTP due to the potential change in need, location and cost.

Note we also represent the owners of the former Sleepy Hollow Golf Course property (**Sleepy Hollow**). Sleepy Hollow is also interested in commencing development, but the composition of residential and/or commercial components and unit counts are unknown at this time. The Project and Sleepy Hollow are both in need of conveyance and treatment capacity but have been stalled due to the uncertainties of service availability and CTUB's focus directed toward resolving issues for the Rockwool Project. In order for the Owner and Sleepy Hollow to make an informed decision to continue with development, we ask that CTUB determines as soon as possible:

1. Available conveyance capacity between the Project and the WWTP;
2. Available treatment capacity at the WWTP; and
3. Options to the FSTP and timing if CTUB undertakes that project in any form.

We trust the answers can be derived quickly and are available to assist in any way to expedite this request. If you have any questions, feel free to email me at mike.wiley@wormald.com or call me at (301) 695-6614 x104.

Sincerely,
PIEDMONT DESIGN GROUP, LLC



Michael T. Wiley, PE, Prof LS
Vice President

cc: Ed Wormald, PE
Bob Barrick, PE
Ali Boddy, PE
Todd Abe
Ed Scott
Harvey Nusbaum, Esq.
Tacey Himelfarb, Esq.

MTW/mtw/W:\BEALLAIR (BA)\2 - Correspondence (Originating From)\2.1 RKW\2.1.1 Letter Correspondence - Transmittals - Faxes\2019\LTR - Stolipher (Request for Service).docx

[1] Part of which was formerly the JCPSSD's system

CHARLES TOWN UTILITY BOARD
WATER/SEWER SYSTEMS UPGRADE PROJECTS

RUMMEL, KLEPPER & KAHL, LLP

TASK NO. 13

PROFESSIONAL ENGINEERING & SURVEYING SERVICES

BELVEDERE PUMP STATION DEMOLITION

September 8, 2020

Being a part of Agreement Between
Charles Town Utility Board and Rummel, Klepper & Kahl, LLP
dated November 13, 2019

This Task No. 13 dated September 8, 2020 to the Agreement between Charles Town utility Board (CTUB) and Rummel, Klepper, and Kahl, LLP (RK&K) dated November 13, 2019 is to provide professional engineering and surveying services for assisting with the decommissioning of the Belvedere Pump Station located at 248 Belvedere Drive.

Scope of Services

The following summarizes RK&K's services as part of this Task:

1. RK&K will perform a field survey to locate existing rights-of-way and property lines, utilities, topographic features and other relevant features.

2. RK&K will review operational data of the Belvedere Pump Station to determine amount of flow to be conveyed. This effort will consist of reviewing pump run time, flow data, draw down tests, and O&M manual for the Belvedere Pump Station.

3. RK&K will work with CTUB employees to analyze the existing collection system to determine available capacity. This effort will consist of flow monitoring the existing gravity collection system.

4. RK&K will review operational data of the County Green pump station to determine available capacity. This effort will consist of reviewing pump run time, flow data, draw down tests, and O&M manual for the County Green Pump Station.

5. Assuming available capacity, RK&K will prepare preliminary plans for demolition of the Belvedere Pump Station and conveyance of sewage to the County Green gravity collection system.

6. RK&K will submit the preliminary design to the Charles Town Staff for review, approval and authorization to proceed to final design and contract plans.

7. RK&K will contact environmental review agencies and other stakeholders, if needed, to obtain clearances for construction of project.

8. RK&K will conduct courthouse research to ascertain property ownership and existing rights-of-way.

9. RK&K will prepare plat(s) and description(s) for the easements necessary for construction of the project.

10. RK&K will stake out the proposed easements.

11. Prior to Construction, RK&K will stake out the proposed gravity sewer alignment to assist CTUB in constructing.

12. RK&K will provide construction phase assistance to CTUB staff addressing questions during construction.

Schedule

RK&K anticipates 90 working days to perform the field survey, preparation of drawing showing the proposed alignment and easements, and permitting from issuance of notice to proceed. 30 working days of which are specific to monitoring/analyzing the existing flows within the existing collection system.

Estimated Person-Hours per Phase by Category, Engineer's Consultant Costs and Other Direct Costs

A fee derivation is attached as Page 4 which includes RK&K's estimated person-hours per Phase by category and other direct costs anticipated to complete the work for this project.

Materials and Resources Required of CTUB

- CTUB will be responsible for providing available mapping to facilitate RK&K's review of the existing collection system.
- CTUB will be responsible for installing temporary flow meters within sewer manholes designated by RK&K over the 30-working day period. Responsibilities also include periodic downloading and processing of data for distribution to RK&K.
- CTUB will be responsible for providing the necessary pump runtime and flow monitoring (if available) for the Belvedere Pump Station and the County Green Pump Station.
- CTUB will be responsible for providing the O&M manual for the pumps at the Belvedere Pump Station and the County Green Pump Station.
- CTUB will be responsible for conducting three draw down tests on each pump at the Belvedere Pump Station and the County Green Pump Station.
- CTUB will be responsible for any and all construction related materials and equipment.

Estimated Not-To-Exceed Fee

RK&K will provide the scope of services described above at an amount equal to Engineer's Direct Labor Costs times a factor of 2.7 for the services of Engineer's personnel engaged on the Project, plus Reimbursable Expenses. RK&K's current certified payrates for personnel to be assigned to this project is included as Exhibit B to Original Agreement dated November 13, 2019. RK&K's fee is based on CTUB personnel doing the construction activity.

The total estimated Not-to-Exceed fee to perform the work is $13,200.00 as shown on RK&K's enclosed fee derivation.

Authorization

This Task No. 13, Belvedere Pump Station Decommission, dated September 8, 2020 and being a part of the Agreement between Charles Town Utility Board and Rummel, Klepper & Kahl, LLP for Engineering Services for Water/Sewer Systems Upgrade Projects dated November 13, 2019, is approved by the following duly authorized officials:

Engineer: RUMMEL, KLEPPER & KAHL, LLP

_____ 9/8/2020

John W. Cole, PE — Date
Manager, Municipal Engineering

Owner: Charles Town Utility Board

_____ _____

Daryl Hennesy — Date
Chairman

RUMMEL, KLEPPER KAHL, LLP
FEE DERIVATION
CHARLES TOWN UTILITY BOARD
TASK 13
BELVEDERE PUMP STATION DECOMMISSION

September 8, 2020

Scope of Services	Manager	Engineer / Associate Engineer	CADD	Professional Surveyor	Survey Technician - Office	Survey Party Chief	Survey Technician	Misc. Exp.	Task Total Hours
Technical Assistance									
Field Survey				2		8	8		**18**
Review Operational Data		10							**10**
Analysis of Existing System		10							**10**
Design Efforts	2	20	30					$ 200.00	**52**
Easements				2	10	4	4		**20**
Construction Stake-out					2	4	4	$ 100.00	**10**
Construction Assistance	6	4							**10**
Review Meeting (phone)	2	2							**4**
Total Hours	**10**	**46**	**30**	**4**	**12**	**16**	**16**	**$ 300.00**	**134**
Hourly Rate (including 2.7 multiplier)	**$ 210.00**	**$ 104.00**	**$ 90.00**	**$ 120.00**	**$ 68.00**	**$ 66.00**	**$ 55.00**		
Total Fee	**$ 2,100.00**	**$ 4,784.00**	**$ 2,700.00**	**$ 480.00**	**$ 816.00**	**$ 1,056.00**	**$ 880.00**	**$ 300.00**	**$ 13,116.00**

NTE Cost	$ 13,200.00

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

MEMORANDUM TO THE BOARD OF DIRECTORS

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Operations Report
DATE: September 9, 2020

ADMINISTRATIVE

JANE ARNETT

- September hours anticipated to be 48 hours.
- Efforts include review and analysis of consumption data
- Evaluation and review of address master to bill counts
- Reconciliation of adjustments
- PSC Report review and assistance

WATER

GDF

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

DEWBERRY

- Task Order 2 - On-call Water Model Assistance approved on 9/18/20 in the amount of $7,500.

Upcoming Tasks-

- Task order for Flushing Program preparation.
- Task for review of disinfection by-products and solutions.

SEWER

GDF

- Tuscawilla Membrane Replacement Project
  - Contractor onsite September 29, 2020.
- Renewal and Replacement Project
  - Survey complete. Base maps are currently being generated.
  - Preliminary design underway.
  - Site visit September 16, 2020 to obtain detailed field measurements and photographs at both treatment facilities.

HATCH

- Task 04 - Route 9 Sewer Project Bid and Construction Services
    - 76% complete with remaining work at War Admiral Pump Station and Northport Pump Station.
    - Substantial Completion: November 11th.
    - Final Payment: January 19th.
- Task 10 - Magnolia Springs Inspection Services (Pass through to developer)
    - Construction in progress

RK&K

- Task Order 05 -Sewer Model
    - All available sewer data entered into GIS to create sewer model
    - Sewer model under development
    - Draw down tests requested from CTUB Staff – (to be completed by end of October)

- Task 07 – Parkview - Woodlawn Project (part of Modified Flowing Springs Project)
    - Easement staked out and easement documents sent to CTUB Staff on 09/08/2020
- Task 08 – Wilt's MHP Pump Station Demolition
    - Easement staked out. Documents to be sent to CTUB Staff the week of 09/21/2020
- Task 09 – Beallair Downstream Capacity Analysis (part of Modified Flowing Springs Project)
    - Submitted to CTUB Staff on 09/16/2020
- Task 10 – Jefferson Memorial Park Force Main (part of Modified Flowing Springs Project)
    - Two alternatives submitted to CTUB Staff. Design will be completed once alternative is chosen.
- Task 11 – Maintenance Building
    - Survey completed. Concept plan being prepared
- Task 12 – Forrest Avenue/Fairfax Crossing
    - Flow monitoring requested from CTUB Staff and underway
    - Updated development plans requested from Wormald and Piedmont Design Group
- Task 13 – Belvedere Pump Station Demolition
    - Task Order to be presented for approval by CTUB Board on 09/23/2020 Meeting
- Task 14 – Manhole Evaluation
    - Approved on 9/18/20 in the amount of $9,900.00.

Upcoming Tasks–

- Task order for Decommissioning of County Green Pump Station
- Task order for Decommissioning of Hale Road Pump Station

Charles Town
Utility Board

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

UTILITY BOARD

CHAIRMAN
Daryl Hennessy

VICE CHAIRMAN
Pete Kubic

TREASURER
Thomas Stocks

INTERIM SECRETARY
Ashley Stottlemyer

City of Ranson
Mayor
Duke Pierson

Jacquelyn Milliron

UTILITY MANAGER
Kristen Stolipher

September 15, 2020

West Virginia Division of Environmental Protection
Division of Water and Waste Management
Permitting and Engineering Branch
601 57th Street SE
Charleston, WV 25304

Re: NPDES Discharge Monitoring Reports

To Whom It May Concern:

The City of Charles Town Mayor and Council passed the attached resolution, authorizing Kristen Stolipher, Utility Manager, to sign all permits, modifications and required reports with regard to the City of Charles Town Sewer Department and the Wastewater Treatment Plants. Previously, by letter dated June 24, 2010, the Charles Town Utility Board informed the agency of Jane E. Arnett having this signatory authority. This is to inform that Jane E. Arnett has since retired.

In the event of an absence by the Utility Manager, her authorized agent is Joe Burris, Chief Operator, and Ashley Stottlemyer, HR Manager, as authorized in the attached resolution.

Please do not hesitate to call if you have questions.

Regards,

Kristen Stolipher
Utility Manager

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

RESOLUTION

NPDES Permit Authorization – Charles Town Utility Board

WHEREAS, the City of Charles Town Mayor and City Council recognize the regulatory authority of the West Virginia Division of Environmental Protection; and

WHEREAS, the City of Charles Town currently holds WV/NPDES Permit #WV0022349, WV/NPDES Permit #WV0084361 and UIC Permit #1432-15-037, and

WHEREAS, the City of Charles Town Mayor and City Council recognize the need for a certain official to serve in an authorized capacity to sign all permits, modifications, and required reports with regard to the City of Charles Town Sewer Department and the Wastewater Treatment Plants.

NOW, THEREFORE, BE IT RESOLVED, that the City of Charles Town Mayor and City Council hereby advise the West Virginia Department of Environmental Protection, Office of Water Resources that Kristen Stolipher, Utility General Manager, has been authorized as agent to sign for the City of Charles Town in all permits, modifications, and required reports with regard to the City of Charles Town Sewer Department and Wastewater Treatment Plants. In the event of an absence by the Utility General Manager, her authorized agents are Joe Burris and Ashley Stottlemyer.

Adopted the 8th day of SEPTEMBER, 2020 and effective October 1, 2020.

Robert M. Trainor
Mayor

Attest:

Daryl Hennessy
City Manager/Clerk

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	58.00
VITAL SIGNS	TRUCK DECALS	WATER FUND	WATER	165.00
	BUSINESS CARDS FOR KRISTEN	SEWER FUND	SEWER	69.95
	TRUCK DECALS	SEWER FUND	SEWER	165.00
			TOTAL:	399.95
WV BUREAU OF PUBLIC HEALTH	J.BURRIS CLASS III CERTIFI	SEWER FUND	SEWER	175.00
			TOTAL:	175.00

FUND TOTALS	
50 WATER FUND	71,351.42
60 SEWER FUND	71,846.86
GRAND TOTAL:	143,198.28

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

Note:

Highlighted invoices to be reimbursed by the Route 9 Sewer Project Escrow Account;
Highlighted invoices to be reimbursed for the Tuscawilla MBR Project - Basin #3;
Highlighted invoices to be reimbursed for the R&R Project

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	134.40
NACWA	FY 2021 MEMBERSHIP DUES	SEWER FUND	SEWER	750.00
			TOTAL:	750.00
PACE ANALYTICAL SERVICES, LLC	TESTING: UCMR4_SE5_WK1_AUG	WATER FUND	WATER	418.00
	TESTING: CT WEEKLY	SEWER FUND	SEWER	190.30
	TESTING: CT WEEKLY	SEWER FUND	SEWER	190.30
			TOTAL:	798.60
RK & K ENGINEERS	TO9 BEALLAIR DWNSTRM CAP A	SEWER FUND	NON-DEPARTMENTAL	2,569.46
	TO7 PARKVIEW-WOODLAWN	SEWER FUND	SEWER	738.99
			TOTAL:	3,308.45
SG PLUMBING, INC.	JEFFERSON AVE: 9/01/20	WATER FUND	WATER	625.00
	EAST 3RD AVE: 9/02/20	WATER FUND	WATER	625.00
	PATRICK HENRY WAY: 9/03/20	WATER FUND	WATER	85.00
	DUNLAP DR: 9/08/20	WATER FUND	WATER	135.00
	BERKELEY CT: 9/08/20	WATER FUND	WATER	625.00
	HILLSIDE VET: 9/10/20	WATER FUND	WATER	760.00
	NEW CASTLE DR: 9/11/20	WATER FUND	WATER	490.00
	BOUNDARY ST: 9/14 - 9/16/2	WATER FUND	WATER	1,115.00
	10TH AVE: 9/15/20	WATER FUND	WATER	220.00
	APPLE TREE: 9/17/20	WATER FUND	WATER	490.00
	N LAWRENCE ST: 9/17/20	WATER FUND	WATER	355.00
	TORREY PINES: 9/18/20	WATER FUND	WATER	490.00
	NEWINGTON CT: 9/18/20	WATER FUND	WATER	405.00
			TOTAL:	6,420.00
SHENANDOAH SALES & SERVICE, INC.	2017 FORD F-150	WATER FUND	WATER	88.82
	2011 FORD F-150	WATER FUND	WATER	323.24
	2017 FORD F-150	WATER FUND	WATER	97.61
	TRAILER JETTER	SEWER FUND	SEWER	181.20
	SERVICE @ TUSCAWILLA	SEWER FUND	SEWER	265.72
	2013 FORD F-250	SEWER FUND	SEWER	324.83
	2006 GMC SIERRA	SEWER FUND	SEWER	631.94
	HITACHI	SEWER FUND	SEWER	102.00
			TOTAL:	2,015.36
GERALD TAYLOR CO., INC.	SLUDGE PUMP/ HAUL	WATER FUND	WATER	404.00
	SLUDGE PUMP/ HAUL	WATER FUND	WATER	656.50
			TOTAL:	1,060.50
CI THORNBURG CO., INC.	HOSE CLAMP	WATER FUND	WATER	55.28
	TUBING	WATER FUND	WATER	91.00
	5/8" SRII TRPL 100G CONVRS	WATER FUND	WATER	619.60
	5/8" SRII EXCNG CHMBR, CRO	WATER FUND	WATER	1,189.49
	5/8" SRII EXCNG CHMBR, CRO	WATER FUND	WATER	2,260.70
	5/8" SRII EXCNG CHMBR, CRO	WATER FUND	WATER	727.51
	CRO 5/8" SRII TRPL 100G CN	WATER FUND	WATER	820.88
	5/8" SRII TRPL 100G CONVER	WATER FUND	WATER	955.35
	PIPE, LUBRICANT, WYE, ELL	SEWER FUND	SEWER	3,330.70
			TOTAL:	10,050.51
UNIFIRST CORPORATION	UNIFORMS	WATER FUND	WATER	29.00
	UNIFORMS	SEWER FUND	SEWER	29.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	941.97
FERGUSON WATERWORKS	ALCOHOL WIPES	SEWER FUND	SEWER	189.80
			TOTAL:	189.80
FORD MOTOR CREDIT CO, LLC	2-2017 FORD F-150 TRUCK	WATER FUND	NON-DEPARTMENTAL	10,788.54
	2-2017 FORD F-150 TRUCK	WATER FUND	WATER	981.54
			TOTAL:	11,770.08
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	154.28
			TOTAL:	338.70
GUTTMAN ENERGY	W/E 9/06/20	WATER FUND	WATER	290.73
	W/E 9/13/20	WATER FUND	WATER	221.23
	W/E 9/06/20	SEWER FUND	SEWER	463.75
	W/E 9/13/20	SEWER FUND	SEWER	560.05
			TOTAL:	1,535.76
GWIN DOBSON & FOREMAN INC	TUSC WWTP MBRN BIORCTR RPL	SEWER FUND	NON-DEPARTMENTAL	805.35
	WWTP UPGRADE	SEWER FUND	NON-DEPARTMENTAL	10,619.76
			TOTAL:	11,425.11
INSIGHT PUBLIC SECTOR, INC	NETGEAR SWITCHES 5 & 16 PO	WATER FUND	WATER	185.41
			TOTAL:	185.41
INWOOD QUARRY, INC.	I10 PICKUP: 9/18/20	WATER FUND	WATER	447.95
			TOTAL:	447.95
JEFFERSON COUNTY COMMISSION	AMBLNC FEE: OLD TUSC OFFIC	SEWER FUND	SEWER	90.00
	AMBLNC FEE: SEWER TREATMEN	SEWER FUND	SEWER	90.00
	AMBLNC FEE: TUSC WWTP	SEWER FUND	SEWER	90.00
			TOTAL:	270.00
JEFFERSON PUBLISHING COMPANY	ACCTNT AD 7/08/20 UNPAID B	WATER FUND	WATER	0.15
	ACCTNT AD 7/08/20 UNPAID B	SEWER FUND	SEWER	0.15
			TOTAL:	0.30
JEFFERSON UTILITIES, INC	12-0820-00	SEWER FUND	SEWER	135.36
	12-0820-00	SEWER FUND	SEWER	45.12
			TOTAL:	180.48
JNO S SOLENBERGER & CO., INC	SUPPLIES FOR LIFT STATIONS	SEWER FUND	SEWER	706.96
			TOTAL:	706.96
JAMES SHERMAN NEWCOMB	SHN2- DIAMOND PLATE	SEWER FUND	SEWER	157.19
			TOTAL:	157.19
KABLE EXCAVATING, LLC	BACKHOE MOVE: 6TH TO BRIAR	SEWER FUND	SEWER	190.00
			TOTAL:	190.00
DONALD MICKEY	MOWING SUMMIT PT MR. MICKE	SEWER FUND	SEWER	250.00
			TOTAL:	250.00
MISS UTILITY OF WV, INC.	MESSAGE FEES: AUG	WATER FUND	WATER	134.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
CINCINNATI FINANCIAL CORP	T.STOCKS TREASURER BOND	WATER FUND	WATER		60.00
	T.STOCKS TREASURER BOND	SEWER FUND	SEWER		60.00
				TOTAL:	120.00
CITY ELECTRIC SUPPLY CO	HORIZON ACCESSORIES-HANGER	WATER FUND	WATER		1,523.32
	SUPPLIES FOR WATER PLANT	WATER FUND	WATER		108.89
	HORIZON ACCESSORIES-HANGER	WATER FUND	WATER		9.95
	SUPPLIES FOR WWTP	SEWER FUND	SEWER		46.61
				TOTAL:	1,688.77
COASTTEC	APC RPLCMNT BATTPCKG/BCKUP	WATER FUND	WATER		370.38
				TOTAL:	370.38
COMCAST BUSINESS	8299 31 008 0138502	WATER FUND	WATER		96.49
	8299 31 008 0138502	SEWER FUND	SEWER		96.48
				TOTAL:	192.97
CORE & MAIN	MTRTILE, CSTR, MNTRFLG, MD	WATER FUND	WATER		2,987.68
	TAP VLV, MJ TEE, 2506MM	WATER FUND	WATER		2,367.81
	VLVBX, HEXNUT, ROD, DUCLUG	WATER FUND	WATER		312.40
	MJRWGVOL, GSKT, VLVBX, UFR	WATER FUND	WATER		1,686.54
	PVC PIPE, UFR1500-CA-4-U,	WATER FUND	WATER		618.06
	PVC PIPE, MJ22-1/2	WATER FUND	WATER		491.60
				TOTAL:	8,464.09
COYNE CHEMICAL	AMMONIUM SULFATE 40%	WATER FUND	WATER		1,141.40
	ZETAG 8868FS	SEWER FUND	SEWER		6,454.23
	SODIUM HYPOCHLORITE 15%, P	SEWER FUND	SEWER		1,179.76
				TOTAL:	8,775.39
CRYSTAL SPRINGS	MONTHLY SVC@ 661 S GEORGE	WATER FUND	WATER		22.39
	MONTHLY SVC@ 661 S GEORGE	SEWER FUND	SEWER		22.38
				TOTAL:	44.77
CSX TRANSPORTATION, INC	TASK#CSX866791, ENG	SEWER FUND	NON-DEPARTMENTAL		372.00
				TOTAL:	372.00
DELL MARKETING L.P.	DELL LATITUDE 5510	WATER FUND	WATER		1,366.81
	ACCOUNTING COMPUTER	WATER FUND	WATER		1,516.36
	2 DELL COMPUTERS SEWER	SEWER FUND	SEWER		2,417.92
				TOTAL:	5,301.09
WV DEPT OF HEALTH & HUMAN SERVICES	WATER TEST FLOURIDE	WATER FUND	WATER		15.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		160.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		100.00
				TOTAL:	275.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER		5,235.84
	INSTALLMENT	SEWER FUND	SEWER		2,945.16
				TOTAL:	8,181.00
ERA	PH	SEWER FUND	SEWER		151.36
				TOTAL:	151.36
EXCEL COMMUNICATIONS	WARRANTY RENEWAL	WATER FUND	WATER		470.99
	WARRANTY RENEWAL	SEWER FUND	SEWER		470.98

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
ABSOLUTE HOLDINGS GROUP	DESIGN & PRINTING	WATER FUND	WATER		890.00
				TOTAL:	890.00
AMERIGAS	TANK RENTAL: BEALLAIR	SEWER FUND	SEWER		134.00
	TANK RENTAL: JOB CORPS RD	SEWER FUND	SEWER		470.86
				TOTAL:	604.86
AUTOZONE	DIESEL EXHAUST FLUID PEAK	WATER FUND	WATER		50.00
	BATTERY FOR MIKE'S TRUCK	WATER FUND	WATER		279.28
				TOTAL:	329.28
B. A. MARTIN CERTIFIED WELDING, LLC	WELDING, CTWWTP& HNTFLD PS	SEWER FUND	SEWER		150.00
	WELDING, CTWWTP& HNTFLD PS	SEWER FUND	SEWER		150.00
				TOTAL:	300.00
BUSINESS CARD	5472 0636 0426 2754	WATER FUND	WATER		16.95
	5472 0636 0426 2754	WATER FUND	WATER		999.00
	5472 0636 0426 2754	WATER FUND	WATER		215.00
	5472 0636 0426 2754	WATER FUND	WATER		43.87
	5472 0636 0426 2754	SEWER FUND	SEWER		349.32
	5472 0636 0426 2754	SEWER FUND	SEWER		481.50
	5472 0636 0426 2754	SEWER FUND	SEWER		215.00
				TOTAL:	2,320.64
BENTLEY SYSTEMS, INC.	WATERCAD STANDALONE PIPES	WATER FUND	WATER		1,913.84-
	WATERCAD STANDALONE PIPES	WATER FUND	WATER		6,445.92
				TOTAL:	4,532.08
B.E.S. TECHNOLOGY, INC	WEB REDESIGN - 75%	WATER FUND	WATER		3,187.50
	WEB REDESIGN - 75%	SEWER FUND	SEWER		3,187.50
				TOTAL:	6,375.00
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	GODWIN PUMP REPAIR	SEWER FUND	SEWER		209.55
				TOTAL:	209.55
C & S WET TAPPING	6" WATER TAP	WATER FUND	WATER		600.00
				TOTAL:	600.00
CAPITAL LIGHTING & SUPPLY LLC	FUSED TFMR, MIDGET FUSE	SEWER FUND	SEWER		724.56
				TOTAL:	724.56
CARMEUSE LIME & STONE	HYDRATE CHEMICAL BULK	SEWER FUND	SEWER		4,182.05
				TOTAL:	4,182.05
CASTO & HARRIS, INC.	2500 LASER CKS YELLOW #132	WATER FUND	WATER		149.42
	2500 LASER CKS YELLOW #132	SEWER FUND	SEWER		149.41
				TOTAL:	298.83
CAVCON INC	MOTOR, SAR07.2/AC01.2	SEWER FUND	SEWER		9,474.66
				TOTAL:	9,474.66
CHARLES TOWN SEWER	AUGUST FUNDING	SEWER FUND	NON-DEPARTMENTAL		13,489.41
				TOTAL:	13,489.41
CHARLES TOWN WATER	AUGUST FUNDING	WATER FUND	NON-DEPARTMENTAL		11,170.06
				TOTAL:	11,170.06