CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, MAY 22, 2024

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of May 8, 2024 Minutes
      UB Minutes 05.08.24.pdf

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

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

   https://us06web.zoom.us/j/83579336766?pwd=Gwk3iKafLHjKNIxb4lUBE0rlUFzTKL.1

   Meeting ID: 835 7933 6766
   Passcode: 285640
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Jefferson Crossing Pump Station Agreement
      PS Agreement - Draft.pdf

4. **NEW BUSINESS**
   a. June Board Meeting Schedule
      June Calendar - Draft.pdf
   c. River Intake Inspection Report
      Inspection Report Spring 2024.pdf
   d. FEMA Funding - Inflow and Infiltration Studies

5. **MANAGER REPORTS**
   a. Utility Manager Report
      RR Progress Report 05.16.24.pdf

Revenue & Expense April 2024.pdf

b. Chairman Report

6. **APPROVAL OF BILLS**
   a. May 22, 2024
      Board Report 5.22.24.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - June 26, 2024 at 4:00 P.M.

Charles Town Utility Board
Regular Board Meeting
May 8, 2024

The Charles Town Utility Board held a regular meeting on May 8, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Jeff Whitten, Board Member; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of April 24, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the April 24, 2024 regular meeting minutes.

Action: **Motion made by Mr. Whitten, second by Mr. Pierson, the Board unanimously approved the April 24, 2024 minutes as presented.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron.

OLD BUSINESS

Sewer Strategic Plan – Draft

Mrs. Stolipher stated she incorporated a majority of the public comments that were submitted. She included a draft for the Board to review. The Board provided discussions on the plan.

Action: **Motion made by Mr. Pierson, second by Mr. Whitten, the Board approved 3-1 the Sewer Strategic Plan with the addition of a table of contents. Mrs. Parker voted against the motion as she expressed her concern over not reviewing capacity improvement fees prior to approval.**

NEW BUSINESS

Renewal and Replacement Project Resolution No. 19 – Contractor Pay Application No. 19

Mrs. Stolipher included the contractor application for Payment No. 19 in the amount of $277,040.90 for work completed. The Board provided discussions. Dave Pedersen and Chris Eckenrode from GDF were available for questions.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved Resolution No. 18.**

GDF Greenfield Forcemain Task Order

Mrs. Stolipher provided the task order is for the redesign effort of the Greenfield Forcemain project as it relates to the issues relating to the boring under WV-340 not to exceed $51,500.00.

Action: **Motion made by Mr. Whitten, second by Mr. Pierson, the Board unanimously approved the GDF Greenfield Forcemain task order dated April 22, 2024 as presented.**

GDF Greenfield Pump Station Upgrades Task Order

Mrs. Stolipher included the task order to assist in the rehabilitation of the mechanical and electrical upgrades for the Greenfield pump station not to exceed $25,000.00.

Action: Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the GDF Greenfield Pump Station upgrades task order as presented.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided updates on the submission of the local Source Water Protection Grant in the amount of $35,000.00 for the Summit Point Raceway facility sanitary survey, the completion of hydrant flushing, the ongoing lead and copper inventory and the finalizing of easements for the Collections Project. She also mentioned she will be giving a presentation at Wright Denny Elementary School on May 16th for Career Day.

Action: No action required by the Board.

Chairman Report

The Chairman congratulated Mrs. Parker on her re-appointment to the Board.

Action: No action required by the Board.

Mrs. Parker stated during her interview with City Council, she was asked if she represented the County of the City. She wanted to clarify that she represented the rate payer and now that rates are equalized, she doesn't see much of a distinction between the customers and brings the perspective of a ratepayer.

APPROVAL OF BILLS

May 8, 2024

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

Jacqueline Milliron had requested the contract amount for the Burns Farm agreement from the last meeting be made public. After speaking with legal counsel, Mrs. Stolipher stated it is within budget, but will get the exact amount as she did not have it readily available.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

Action: Motion by Mr. Pierson, second by Mr. Whitten, the Board unanimously adjourned the meeting at 4:38 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, May 22, 2024 at 4:00 P.M. at 661 S. George Street.

_____ _____

John Nissel, Chairman

Ashley Stottlemyer, Secretary

ACQUISITION AGREEMENT

This Acquisition Agreement ("Agreement") is made this ____ day of _____ 2024, by and between BRIDGE33 CAPITAL , a _____ , (hereinafter referred to as "BRIDGE33"); and the CHARLES TOWN UTILITY BOARD, an agency of the City of Charles Town, West Virginia, a West Virginia municipal corporation, which operates the combined waterwork and sewerage systems of the City of Charles Town, (hereinafter referred to as "CTUB").

WHEREAS, BRIDGE33 is the developer of a retail development known as Jefferson Crossing located at 188 Flowing Springs Road in Charles Town, Jefferson County, West Virginia; and

WHEREAS, BRIDGE33 owns and operates an existing wastewater pump station and associated appurtenances (the pump station and appurtenances are referred to hereinafter as "Facilities") which currently provides service to the Jefferson Crossing development; and

WHEREAS, BRIDGE33 desires to transfer the Facilities to CTUB for CTUB to use to provide sewer service to the Jefferson Crossing development; and

WHEREAS, CTUB has performed an evaluation of the Facilities and determined that the Facilities need to be upgraded to meet CTUB's design and operational standards; and

WHEREAS, CTUB, presented an estimate of the cost of the necessary upgrade and labor to BRIDGE33 to be $53,425.00 ("Cost Estimate"); and

WHEREAS, BRIDGE33 has reviewed the CTUB's Cost Estimate and is willing to pay CTUB to perform the necessary upgrade to the Facilities and upon completion of such upgrade, BRIDGE33 will transfer BRIDGE33's interest in and to the Facilities to CTUB together with the fee title ownership to property on which such Facilities are located.

NOW THEREFORE, in consideration of the undertakings and covenants provided for herein, and for other good and valuable consideration, the receipt of which are hereby acknowledged by each party, the parties hereto agree as follows:

1. The parties hereby agree that within 30 days of the execution of this Agreement, (i) BRIDGE33 shall pay CTUB the Cost Estimate in the amount of $53,425.00, and (ii) CTUB shall commence to construct the upgrade to the Facilities in accordance with CTUB's Cost Estimate. For purposes of clarification, the parties acknowledge and agree that CTUB shall be responsible for any payments, costs, and expenses that exceed the Cost Estimate.

DRAFT

2. The parties hereby agree that upon completion of the upgrade to the Facilities in accordance with CTUB's Cost Estimate, BRIDGE33 shall transfer to CTUB title to the Facilities and the property on which the Facilities are located via special warranty deed together with any necessary easements across Jefferson Crossing property for access and egress to permit proper operation, maintenance, repair and replacement of such Facilities.

3. Following the transfer of the Facilities to CTUB, CTUB will be responsible for the continued operation, maintenance, repair and replacement of the Facilities. Further, CTUB shall be responsible for and assumes any and all payments, obligations, and responsibilities related to the Facilities, including, but not limited to, taxes, insurance (including both general liability and construction), fees and expenses.

4. During the construction to upgrade the Facilities, CTUB and its contractors and subcontracts shall be properly insured for all work. The parties agree BRIDGE33 shall not be liable for any damages, claims, or injuries in, on or around the Facilities during the construction period or resulting from the construction.

5. Upon completion of the upgrades to the Facilities, CTUB shall repair any and all damage(s) to Jefferson Crossing property that result from CTUB's construction/upgrades in and to the Facilities at CTUB's sole cost and expense.

6. BRIDGE33 makes no representations or warranty of any kind whatsoever as it relates to the Facilities.

7. This Agreement is binding upon the parties and their assigns.

8. This Agreement may be executed in any number of counterparts, each of which shall be deemed and original, but all of which together shall constitute one and the same agreement, binding on all parties hereto. Electronic signatures are acceptable and shall be deemed originals.

9. This Agreement shall be governed by the laws of the state where the Facilities are situated.

[remainder of page intentionally left blank – signature page(s) to follow]

DRAFT

WITNESS the following signatures and seals:

BRIDGE33

BY: _____
Name: _____
Title: _____

CHARLES TOWN UTILITY BOARD

BY: _____
Name: _____
Title: CHAIRMAN

DRAFT

Charles Town Utility Board

2023 Utility Calendar

May 2024

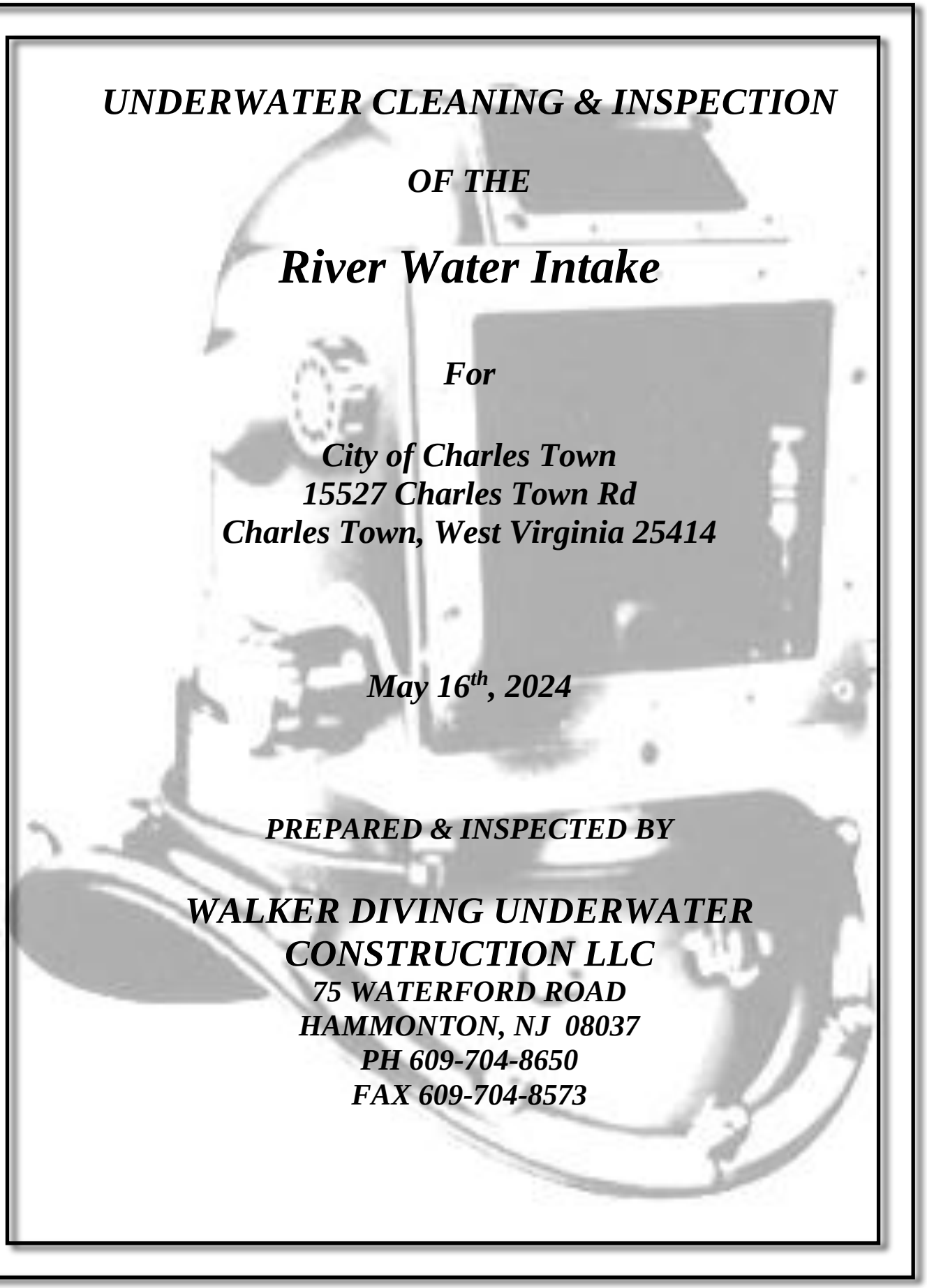
◄ Apr 2024 | Jun 2024 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 BILL DATE	2	3	4
5	6 CUTOFFS	7	8 Board Meeting 4PM	9	10	11
12	13	14 WV Primary Election Day	15 ACH WITHDRAWAL	16	17	18
19	20	21 DUE DATE	22 Board Meeting 4PM	23	24	25
26	27 Memorial Day	28	29	30	31	

June 2024

◄ May 2024 | Jul 2024 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 BILL DATE
2	3 CUTOFFS	4	5	6	7	8
9	10	11	12 ~~Board Meeting 4PM~~	13	14	15
16	17 ACH WITHDRAWAL	18	19 Juneteenth	20 West Viginia Day	21 DUE DATE	22
23	24	25	26 Board Meeting 4PM	27	28	29
30						



UNDERWATER CLEANING & INSPECTION

OF THE

River Water Intake

For

City of Charles Town
15527 Charles Town Rd
Charles Town, West Virginia 25414

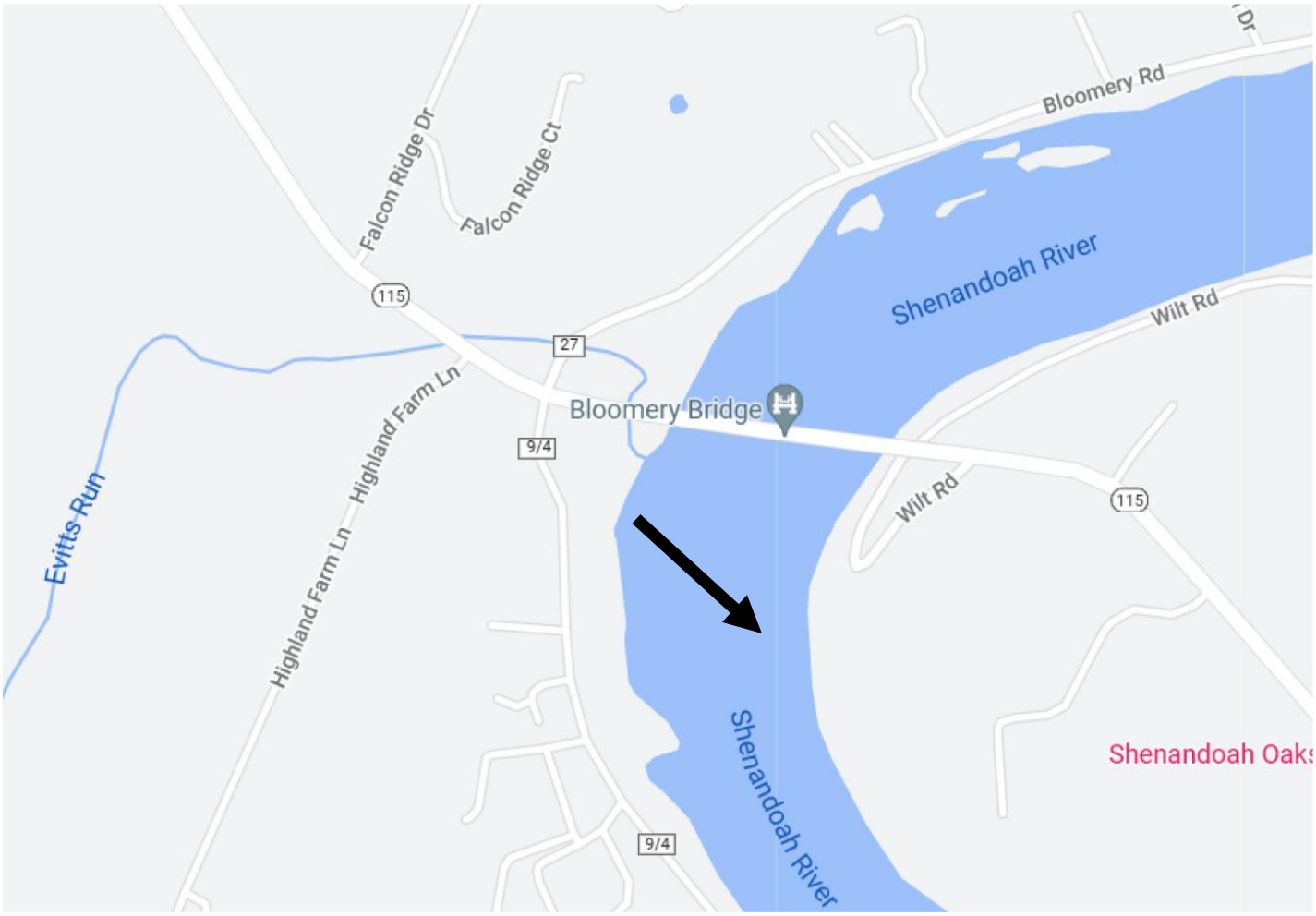
May 16th, 2024

PREPARED & INSPECTED BY

WALKER DIVING UNDERWATER CONSTRUCTION LLC

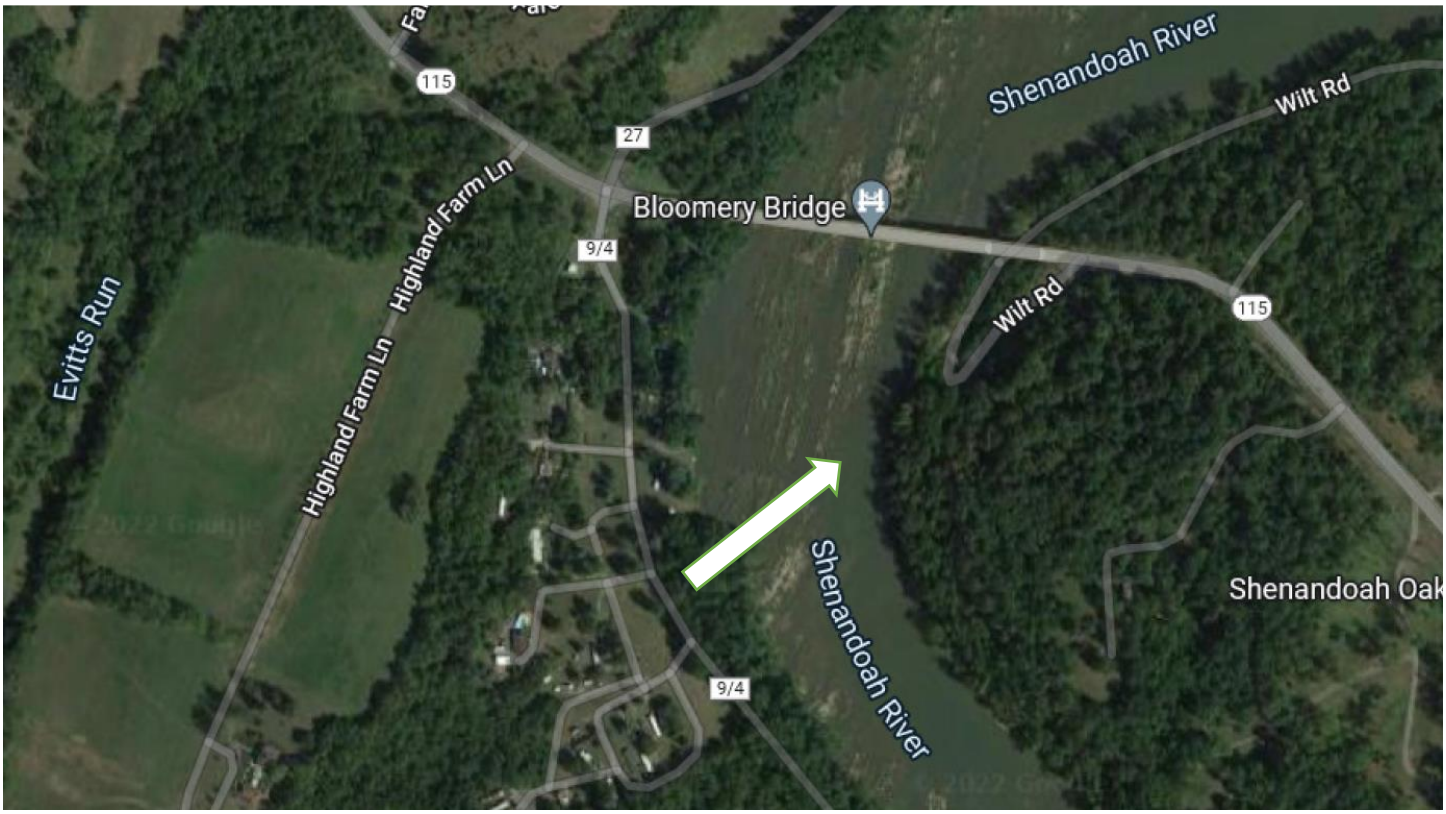
75 WATERFORD ROAD
HAMMONTON, NJ 08037
PH 609-704-8650
FAX 609-704-8573

Underwater Cleaning and Inspection of the River Water Intake for The City of Charles Town, West Virginia



Map view of approximate locations

Underwater Cleaning and Inspection of the River Water Intake for The City of Charles Town, West Virginia



Aerial view of approximate location

The Commercial Diving Experts™

WALKER DIVING

UNDERWATER CONSTRUCTION

Underwater Cleaning & Inspection of the Water Intake at City of Charles Town, WV

Date: May 16, 2024

Location: Shenandoah River – Charles Town, West Virginia

Weather: Chilly, 40 Degrees Fahrenheit

INTRODUCTION

Walker Diving Underwater Construction, LLC was contracted by The City of Charles Town to perform an underwater cleaning and inspection of the river water intake structure. The cleaning and inspection were conducted on May 7, 2024 utilizing a 3-man dive team. Diving operations were performed with commercial surface supplied diving equipment and constant two-way communications in accordance with IAW ADCI standards.

INSPECTION

The intake system consists of two (2) Johnson screens located upstream and downstream of each other, which attaches to the water intake pipe. Both the upstream and downstream intake screens were 100% covered in a soft marine growth, approximately 2" deep. The debris was removed by the diver during the cleaning phase. The screens observed show no signs apparent damage or corrosion, with all hardware intact and secure. The structure is braced on the rock bottom utilizing 1" thick U-Bolts. The air burst line, which attaches to the downstream screen is laying on the rock bottom with no known supports or anchoring system. The air burst line attached to the system utilizing a 4-bolt flange. The hardware on the flange is in poor condition with section loss on the threads exceeding 50% loss. The Johnson screens attach to the water intake pipe utilizing a 16-bolt flange, consisting of all stainless-steel hardware, which was intact, secure and in good condition. The water intake piping leading into the pumphouse observed exhibits 15% coating loss of the anticorrosion paint, with minor corrosion, with no pitting. No video recording was done due to very low visibility in the river.

RECOMMENDATIONS

- Replace the four (4) bolts on the air burst flange to 316 stainless steel bolts, washers and nuts.
- Continue with semi-annual or annual inspection and cleaning of the river water intake screen to allow screen to continue to perform as designed.

Respectfully Submitted,

Steve Klein

Steve Klein
Director of Diving
sklein@walkerdiving.com

Progress Report Charles Town 16 May 24

Centrifuge Building:

Installing vinyl ceiling in loading area

Prep for floor sealer

Electrical Building Addition:

Installing endwall and door

Installing trough to bypass missing ATS

FRP Building:

Installing conduit to panels

Digester Air Compressor Bldg:

N/A

Digester Blowers:

N/A

WAS Valve Vault:

N/A

Site:

Prep for concrete between electrical buildings and sidewalk at digester blowers

Electrical at influent meter vault

Generator:

N/A

Control Building:

N/A

David Gustkey




LIME
STORAGE
SILO




EATON
Pow-R-Line® Xpert
Switchboard
MAIN
NOTICE

Charles Town Water Department
Revenue & Expense Summary
4/30/2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,915,000	Metered Sales - Residential	2,429,167	2,409,796	(19,371)
1,400,000	Metered Sales - Commercial	1,166,667	1,155,548	(11,118)
88,000	Metered Sales - Glen Haven/Cavaland	73,333	77,855	4,522
24,000	Sale for Resale - Bulk Water	20,000	22,063	2,063
80,000	Forfieted Discounts	66,667	63,430	(3,237)
28,500	Misc. Service Rev - Reconnection / Tap Fees	23,750	22,660	(1,090)
565,000	Tank Lot Rental Income (Non-Operating)	470,833	426,713	(44,121)
145,000	Interest Income (Non-Operating)	120,833	151,813	30,980
28,000	Sinking Fund Income (Non-Operating)	23,333	25,506	2,172
35,000	Miscellaneous Income (Non-Operating)	29,167	35,042	5,875
-	CIF Revenue (Non-Operating)	-	1,568,642	1,568,642
5,308,500	**TOTAL REVENUES**	4,423,750	5,959,067	1,535,317
	EXPENSES			
15,000	WS - Materials & Supplies Expense	12,500	12,434	(66)
30,000	WS - Maint of Water Source	25,000	17,780	(7,220)
380,129	WT - Salaries & Wages - Operations Labor	316,774	313,906	(2,868)
150,000	WT - Power & Fuel	125,000	118,407	(6,593)
8,400	WT - Power & Fuel - GH/CAV	7,000	6,278	(723)
185,000	WT - Chemical Expense	154,167	156,673	2,506
35,000	WT - Testing	29,167	14,248	(14,919)
30,000	WT - Materials & Supplies Expense	25,000	25,751	751
4,000	WT - Materials & Supplies Expense - GH/CAV	3,333	2,789	(544)
45,000	WT - Sludge Hauling	37,500	35,599	(1,901)
90,000	WT - Maint of Water Treatment Plant	75,000	53,484	(21,516)
10,000	WT - Maint of Water Plant - GH/CAV	8,333	9,177	843
25,000	WT - Licenses & Subscriptions	20,833	14,267	(6,566)
389,144	TD - Salaries & Wages - Maintenance Labor	324,287	324,009	(278)
25,000	TD - Materials & Supplies Expense	20,833	15,637	(5,197)
50,000	TD - Maint of Dist Reservior & Standpipes	41,667	25,397	(16,270)
120,000	TD - Maint of Mains	100,000	102,664	2,664
160,000	TD - Maint of Services	133,333	120,593	(12,740)
240,000	TD - Maint of Meters	200,000	192,233	(7,767)
50,000	TD - Maint of Hydrants	41,667	37,638	(4,028)
197,629	CA - Salaries & Wages	164,691	148,592	(16,099)
65,000	CA - Billing Expense	54,167	42,510	(11,657)
64,500	CA - Licenses & Subscriptions (includes Sensus)	53,750	43,988	(9,762)
15,000	CA - Bad Debt Expense	12,500	9,911	(2,589)
130,607	GA - Salaries & Wages	108,839	110,282	1,443
2,500	GA - Director Compensation	2,083	2,000	(83)
178,000	GA - Employee Insurance & Benefits	148,333	143,852	(4,481)
98,776	GA - Employee Pension Expense	82,313	77,248	(5,065)
83,959	GA - Payroll Taxes - FICA Tax Expense	69,966	69,269	(697)
22,101	GA - Employee 457 Expense	18,417	16,615	(1,802)

Charles Town Water Department
Revenue & Expense Summary
4/30/2024

78,000	GA - Office Supplies & Expense	65,000	74,526	9,526
6,500	GA - Travel, Training, & Education	5,417	4,080	(1,337)
8,000	GA - Uniform Expense	6,667	5,816	(851)
22,000	GA - Computer - Technology Expense	18,333	19,569	1,235
25,000	GA - Maint. of General Property	20,833	22,947	2,114
30,000	GA - Licenses & Subscriptions	25,000	10,486	(14,514)
25,000	GA - Contractual Services - Engineering	20,833	14,153	(6,681)
20,000	GA - Contractual Services - Accounting	16,667	18,875	2,208
65,000	GA - Contractual Services - Legal	54,167	52,538	(1,629)
20,000	GA - Contractual Services - Other	16,667	15,605	(1,062)
15,300	GA - Rental of Building	12,750	11,475	(1,275)
68,000	GA - Transportation Expense	56,667	52,771	(3,896)
85,000	GA - Insurance	70,833	83,976	13,143
26,000	GA - Worker's Comp	21,667	15,416	(6,250)
20,000	GA - Regulatory Commission Expense	16,667	5,856	(10,810)
6,000	GA - Bond Administration Fees	5,000	4,123	(877)
10,000	GA - Misc. General Expense	8,333	5,442	(2,891)
4,000	Advertising & Publication Expense	3,333	3,120	(213)
376,358	Interest on Long Term Debt (Non-Operating)	313,632	319,138	5,506
1,237,073	Depreciation Expense (Non-Cash)	1,030,894	1,030,894	-
-	Amortization Expense (Non-Cash)	-	-	-
5,046,975	**TOTAL EXPENSES**	4,205,813	4,034,037	(171,776)
	Less: CIF Revenue		(1,568,642)	
261,525	Excess (Deficit)	217,937	356,388	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/23		650,664	
	Disbursements To Date		(5,006,304)	
	Expenses		4,034,037	
	Deposits To Date		4,910,053	
	Revenues		(4,390,425)	
	CASH BALANCE @ 4/30/2024		554,413	
			554,413	Water Operating
			(0)	
	Water Capacity Improvement Fees		5,745,794	
	Water Renewal & Replacement		779,435	
	Water Working Capital Fund		393,237	

Charles Town Sewer Department
Revenue & Expense Summary
4/30/2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,600,000	CTUB Service Revenue	2,166,667	2,168,405	1,738
1,500,000	Ranson Revenue	1,250,000	1,249,244	(756)
2,660,000	JCPSD Revenue	2,216,667	2,252,187	35,520
42,000	Customer Forfieted Discounts	35,000	34,574	(426)
30,000	Customer Forfieted Discounts- RA	25,000	26,879	1,879
52,000	Customer Forfieted Discounts- PSD	43,333	40,261	(3,072)
30,000	Misc. Sewer Revenues (Non-Operating)	25,000	29,449	4,449
162,000	Interest Income (Non-Operating)	135,000	180,217	45,217
160,000	Sinking Fund Income (Non-Operating)	133,333	153,459	20,126
-	Grant Revenue - WDA EEGF	-	730,180	730,180
-	CIF & CAC Revenues (Non-Operating)	-	2,208,274	2,208,274
7,236,000	**TOTAL REVENUES**	6,030,000	9,073,128	3,043,128
	EXPENSES			
15,000	CS - Materials & Supplies Expense	12,500	6,641	(5,859)
65,000	CS - Maint of Service Connections	54,167	43,797	(10,369)
180,000	CS - Maint of Collecting & Trans. Mains	150,000	107,012	(42,988)
402,006	PS - Salaries & Wages	335,005	330,770	(4,235)
140,000	PS - Power & Fuel	116,667	116,893	226
25,000	PS - Materials & Supplies Expense	20,833	15,496	(5,337)
65,000	PS - Sludge Hauling	54,167	53,492	(675)
180,000	PS - Maint of Pump Stations	150,000	129,219	(20,781)
313,509	TD - Salaries & Wages	261,258	263,716	2,459
150,000	TD - Power - CT Plant	125,000	125,708	708
90,000	TD - Power - TUI	75,000	69,675	(5,325)
10,000	TD - Power - Deerfield	8,333	3,846	(4,488)
180,000	TD - Chemical Expense - CT	150,000	136,369	(13,631)
25,000	TD - Chemical Expense - TUI	20,833	18,094	(2,739)
35,000	TD - Testing - CT	29,167	29,112	(55)
12,000	TD - Testing - TUI	10,000	8,531	(1,469)
80,000	TD - Materials & Supplies Expense	66,667	55,332	(11,335)
60,000	TD - Sludge Hauling - TUI	50,000	44,363	(5,637)
110,000	TD - Maint. Burns Farm	91,667	88,068	(3,599)
240,000	TD - Maint. Treatment Plant - CT	200,000	229,560	29,560
145,000	TD - Maint. Treatment Plant - TUI	120,833	102,121	(18,713)
15,000	TD - Maint. Treatment Plant - Deerfield	12,500	13,591	1,091
246,780	CA - Billing & Acct Labor	205,650	194,154	(11,496)
75,000	CA - Billing Expense	62,500	49,206	(13,294)
40,000	CA - Licenses & Subscriptions	33,333	16,820	(16,513)
25,000	CA - Bad Debt Expense	20,833	18,175	(2,658)
205,113	GA - Salaries & Wages	170,928	172,746	1,818
2,500	GA - Director Compensation	2,083	2,000	(83)
210,000	GA - Employee Insurance & Benefits	175,000	146,982	(28,018)
105,067	GA - Employee Pension Expense	87,556	85,432	(2,123)

Charles Town Sewer Department
Revenue & Expense Summary
4/30/2024

89,307	GA - Payroll Taxes - FICA Tax Expense	74,422	74,445	23
20,000	GA - Employee 457 Expense	16,667	15,625	(1,041)
85,000	GA - Office Supplies & Expense	70,833	76,268	5,435
12,000	GA - Travel, Training, & Education	10,000	11,859	1,859
6,500	GA - Uniform Expense	5,417	4,952	(465)
20,000	GA - Computer - Technology Expense	16,667	15,720	(947)
30,000	GA - Maint. of General Property	25,000	18,020	(6,980)
30,000	GA - Licenses & Subscriptions	25,000	7,802	(17,198)
35,000	GA - Contractual Services - Engineering	29,167	17,735	(11,432)
30,000	GA - Contractual Services - Accounting	25,000	17,225	(7,775)
180,000	GA - Contractual Services - Legal	150,000	75,887	(74,113)
15,000	GA - Contractual Services - Other	12,500	5,990	(6,510)
15,300	GA - Rental of Building	12,750	11,475	(1,275)
90,000	GA - Transportation Expense	75,000	72,151	(2,849)
110,000	GA - Insurance	91,667	83,976	(7,691)
25,000	GA - Worker's Comp	20,833	14,234	(6,600)
30,000	GA - Regulatory Commission Expense	25,000	10,009	(14,991)
55,000	GA - Bond Administration Fees	45,833	37,276	(8,557)
15,000	GA - Misc. General Expense	12,500	8,368	(4,132)
3,000	GA - Advertising & Publication Expense	2,500	1,239	(1,261)
603,946	Interest on Long Term Debt (Non-Operating)	503,288	308,911	(194,377)
2,205,421	Depreciation Expense (Non-Cash)	1,837,851	1,837,851	-
-	Amortization Expense (Non-Cash)	-	-	-
7,152,448	**TOTAL EXPENSES**	5,960,373	5,403,941	(556,433)
	Less: CIF Revenue & Grant Revenue		(2,938,455)	
83,552	Excess (Deficit)	69,627	730,733	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/23		2,544,101	
	Disbursements To Date		(10,287,304)	
	Expenses		5,403,941	
	Deposits To Date		10,459,248	
	Revenues		(6,134,674)	
	CASH BALANCE 4/30/2024		2,716,044	
			2,716,044	Sewer Operating
			(0)	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========		
50	WATER FUND	68,498.06
60	SEWER FUND	118,054.22
	GRAND TOTAL:	186,552.28

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

This Packet:	$ 186,552.28
City of Charles Town, check dated 5/08/2024:	18,603.05
City of Ranson, check dated 5/08/2024:	3,909.10
Thomas Nalls, check dated 5/09/2024:	7,874.02
Alvarez Contractors, check dated 5/13/2024:	78,290.45
Total:	$ 295,228.90

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RK & K ENGINEERS	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL	430.92
			TOTAL:	430.92
ROSS H BARE	CTWWTP SVC CLL	SEWER FUND	SEWER	360.00
			TOTAL:	360.00
SHENANDOAH SALES & SERVICE, INC.	REPAIR SEWER VEHICLE	SEWER FUND	SEWER	898.30
			TOTAL:	898.30
STH, INC.	INTKE PS GLANDS DIAGNOSTIC	WATER FUND	WATER	340.00
	CRANES LN PS	SEWER FUND	SEWER	826.80
			TOTAL:	1,166.80
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER	570.45
	PUMP / TRANSPORT	WATER FUND	WATER	1,038.38
	TRANSPORT	SEWER FUND	SEWER	944.46
	SUPERVAC	SEWER FUND	SEWER	1,983.63
			TOTAL:	4,536.92
TEK ADVISORS LLC	CNSLTNG: 4/01 - 5/01/24	WATER FUND	WATER	440.00
	CNSLTNG: 4/01 - 5/01/24	SEWER FUND	SEWER	440.00
			TOTAL:	880.00
THE CI THORNBURG CO, INC.	TRANSCEIVER	WATER FUND	WATER	10,885.06
	CARBON SLURRY	WATER FUND	WATER	1,070.00
			TOTAL:	11,955.06
UNITED BANK	FOR PERIOD ENDING 8/31/23	SEWER FUND	SEWER	1,550.00
	FOR PERIOD ENDING 8/31/23	SEWER FUND	SEWER	1,550.00
			TOTAL:	3,100.00
HD SUPPLY INC	PHOSVER	WATER FUND	WATER	210.76
	GLOVES	SEWER FUND	SEWER	682.50
	STEEL TOE BOOTS	SEWER FUND	SEWER	53.95
			TOTAL:	947.21
VITAL SIGNS	DECALS	WATER FUND	WATER	192.50
	DECALS	SEWER FUND	SEWER	27.50
			TOTAL:	220.00
XYLEM WATER SOLUTIONS U.S.A., INC.	SUCTION HOSE	SEWER FUND	SEWER	2,344.80
			TOTAL:	2,344.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
J.C. KUNKLE & ASSOCIATES, A.C.	PROFF SVCS: 1/01 - 4/30/24	WATER FUND	WATER	650.00
	PROFF SVCS: 1/01 - 4/30/24	SEWER FUND	NON-DEPARTMENTAL	1,800.00
	PROFF SVCS: 1/01 - 4/30/24	SEWER FUND	SEWER	1,100.00
			TOTAL:	3,550.00
MARYLAND TRANSPORTATION AUTHORITY	TOLL	WATER FUND	WATER	3.39
			TOTAL:	3.39
MCKINNEY'S AUTO REPAIR	SERVICE MAINT VEHICLE	WATER FUND	WATER	154.76
	SERVICE SEWER VEHICLE	SEWER FUND	SEWER	606.15
			TOTAL:	760.91
SECURITY DEPOSIT REFUNDS	701-001590	WATER FUND	NON-DEPARTMENTAL	43.93
	701-003320	WATER FUND	NON-DEPARTMENTAL	18.91
	701-003900	WATER FUND	NON-DEPARTMENTAL	43.96
	701-003910	WATER FUND	NON-DEPARTMENTAL	43.95
	701-003920	WATER FUND	NON-DEPARTMENTAL	43.95
	701-003940	WATER FUND	NON-DEPARTMENTAL	43.95
	701-003950	WATER FUND	NON-DEPARTMENTAL	43.95
	702-003990	WATER FUND	NON-DEPARTMENTAL	43.94
	702-004010	WATER FUND	NON-DEPARTMENTAL	43.94
	702-004100	WATER FUND	NON-DEPARTMENTAL	43.94
	702-000030	WATER FUND	NON-DEPARTMENTAL	44.10
	703-002208	WATER FUND	NON-DEPARTMENTAL	43.94
	703-002209	WATER FUND	NON-DEPARTMENTAL	43.94
	703-002210	WATER FUND	NON-DEPARTMENTAL	43.94
	703-002211	WATER FUND	NON-DEPARTMENTAL	43.94
	703-002214	WATER FUND	NON-DEPARTMENTAL	43.94
	703-002215	WATER FUND	NON-DEPARTMENTAL	43.94
	704-001070	WATER FUND	NON-DEPARTMENTAL	63.64
	704-003410	WATER FUND	NON-DEPARTMENTAL	44.57
	707-000520	WATER FUND	NON-DEPARTMENTAL	44.68
	708-000830	WATER FUND	NON-DEPARTMENTAL	14.14
			TOTAL:	889.19
MISS UTILITY OF WV, INC.	MESSAGE FEES: APR	WATER FUND	WATER	266.60
	MESSAGE FEES: APR	SEWER FUND	SEWER	266.60
			TOTAL:	533.20
NACWA	FY2024 MEMBERSHIP DUES	WATER FUND	WATER	400.00
	FY2024 MEMBERSHIP DUES	SEWER FUND	SEWER	400.00
			TOTAL:	800.00
PACE ANALYTICAL SERVICES, LLC	TESTING: CT WKLY	SEWER FUND	SEWER	293.10
	TESTING: TUSC WKLY	SEWER FUND	SEWER	161.30
	TESTING: WV0022349	SEWER FUND	SEWER	318.70
	TESTING: TUSC MNTHLY	SEWER FUND	SEWER	449.50
	TESTING: CT MNTHLY	SEWER FUND	SEWER	337.20
			TOTAL:	1,559.80
PREMIER RISK MANAGEMENT SOLUTIONS, LLC	SAFETY CNSLTNG: 4/01 - 4/3	WATER FUND	WATER	758.78
	SAFETY CNSLTNG: 4/01 - 4/3	SEWER FUND	SEWER	758.77
			TOTAL:	1,517.55
QUALITY FENCE & DECK CO	GATES @ 842	SEWER FUND	NON-DEPARTMENTAL	9,500.00
			TOTAL:	9,500.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	PM: WATER PLANT	WATER FUND	WATER		847.36
	PM: HUNTFIELD	SEWER FUND	SEWER		744.48
	PM: S SAMUEL	SEWER FUND	SEWER		460.98
				TOTAL:	4,088.84
DEWBERRY ENGINEERS INC	TO5 SRC WA PRTCTN PLN	WATER FUND	WATER		2,925.00
	TO6 WA MTR GEOCODING	WATER FUND	WATER		405.00
	TO5 SRC WA PRTCTN PLN	WATER FUND	WATER		2,625.00
	TO7 CTUB ONCALL SUPPORT	SEWER FUND	SEWER		2,856.00
				TOTAL:	8,811.00
WV DEPT OF HEALTH & HUMAN SERVICES	FLOURIDE TEST	WATER FUND	WATER		20.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		138.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		138.00
				TOTAL:	296.00
EJ USA, INC.	UND FRM, UND FR, FR 10", U	SEWER FUND	SEWER		7,133.45
				TOTAL:	7,133.45
GUTTMAN ENERGY	W/E 5/05/24	WATER FUND	WATER		717.43
	W/E 5/12/24	WATER FUND	WATER		1,000.70
	W/E 5/05/24	SEWER FUND	SEWER		1,221.22
	W/E 5/05/24	SEWER FUND	SEWER		52.78
	W/E 5/12/24	SEWER FUND	SEWER		933.57
	W/E 5/12/24	SEWER FUND	SEWER		63.70
				TOTAL:	3,989.40
GWIN DOBSON & FOREMAN INC	KNGS XNG WTP SLDGFRCMN TIE	WATER FUND	NON-DEPARTMENTAL		7,826.39
	WA RETAINER SVCS	WATER FUND	WATER		678.60
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL		1,222.24
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL		253.50
	CNTR HLLW PS	SEWER FUND	NON-DEPARTMENTAL		4,807.40
	WW RETAINER SVCS	SEWER FUND	SEWER		1,648.40
				TOTAL:	16,436.53
INWOOD QUARRY, INC.	C2 PICKUPS: 5/09/24	WATER FUND	WATER		441.16
	C2 PICKUPS: 5/09/24	WATER FUND	WATER		441.17
				TOTAL:	882.33
JAMES RIVER EQUIPMENT	33" TRENCH	WATER FUND	WATER		2,714.96
	33" TRENCH	SEWER FUND	SEWER		2,714.95
				TOTAL:	5,429.91
KAY CASTO & CHANEY PLLC	GENERAL: THRU 4/30/24	WATER FUND	WATER		861.25
	MDDLWYDVLPMNT: THRU 4/30/2	WATER FUND	WATER		162.50
	CLLCTNSYSTM: THRU 4/30/24	SEWER FUND	NON-DEPARTMENTAL		10,461.80
	CLLCTNSYSTM: THRU 4/30/24	SEWER FUND	NON-DEPARTMENTAL		12,285.00
	GENERAL: THRU 4/30/24	SEWER FUND	SEWER		861.25
				TOTAL:	24,631.80
CARSON KLOCKMANN	MILEAGE 5/02 - 5/03/24	WATER FUND	WATER		291.45
				TOTAL:	291.45
KM ELECTRICAL SOLUTIONS LLC	CTU GATE CNTRL	SEWER FUND	NON-DEPARTMENTAL		1,329.00
				TOTAL:	1,329.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
3RD TIME TRUCKING	C1 & I10 PICKUPS: 4/12/24	WATER FUND	WATER		370.44
	C1 & I10 PICKUPS: 4/12/24	WATER FUND	WATER		370.44
	C2 & I10 PICKUPS: 4/26/24	WATER FUND	WATER		495.71
	C2 & I10 PICKUPS: 4/26/24	WATER FUND	WATER		495.70
				TOTAL:	1,732.29
ADT LLC	WTP&RVRINTK: SVC6/1/24-5/3	WATER FUND	WATER		727.68
	WTP&RVRINTK: SVC6/1/24-5/3	WATER FUND	WATER		727.68
				TOTAL:	1,455.36
ARDEN EQUIPMENT REPAIR, INC.	MAINT JD ZERO TURN	SEWER FUND	SEWER		710.38
	MAINT Z-TRAC 60" DECK	SEWER FUND	SEWER		2,525.73
	STRING TRIMMER	SEWER FUND	SEWER		195.87
				TOTAL:	3,431.98
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	CTWWTP MOTORS & SPD RDCRS	SEWER FUND	SEWER		9,340.40
	BELTS FOR PARK PS	SEWER FUND	SEWER		117.30
				TOTAL:	9,457.70
CHARLES TOWN SEWER	APR FUNDING	SEWER FUND	NON-DEPARTMENTAL		14,589.67
				TOTAL:	14,589.67
CHARLES TOWN WATER	APR FUNDING	WATER FUND	NON-DEPARTMENTAL		11,543.05
				TOTAL:	11,543.05
CHS TRAFFIC CONTROL SERVICES, INC.	FLAGGERS 213 E 5TH AVE	SEWER FUND	SEWER		1,245.00
				TOTAL:	1,245.00
CITY OF CHARLES TOWN	MAR UTILITIES@ 661 S GEORG	WATER FUND	WATER		652.42
	MAR UTILITIES@ 661 S GEORG	SEWER FUND	SEWER		652.41
				TOTAL:	1,304.83
CLERK OF COURTS	TITLE 2011 FORD F350	SEWER FUND	SEWER		15.00
				TOTAL:	15.00
CORE & MAIN	MTR PIT BLLT, FRM&CVR, CPL	WATER FUND	WATER		5,414.92
	MTR PIT BLLT, FRM&CVR, CPL	WATER FUND	WATER		2,449.12
	EAGLE AVE HYDRANT	WATER FUND	WATER		2,166.10
	BEND FIPXPJCT	WATER FUND	WATER		112.29
	BRS SAD	WATER FUND	WATER		307.44
	METER TILE	WATER FUND	WATER		403.63
	SWR SDL, SS STRAP, CLEANOU	SEWER FUND	SEWER		4,966.44
	CPLG, SWR PIPE	SEWER FUND	SEWER		1,305.20
	CPLG	SEWER FUND	SEWER		1,709.10
				TOTAL:	18,834.24
COYNE CHEMICAL	CES PACL 2040, MICRO C2000	SEWER FUND	SEWER		3,466.20
				TOTAL:	3,466.20
CRYSTAL SPRINGS	MONTHLY SVC@ 661 & 842	WATER FUND	WATER		121.58
	MONTHLY SVC@ 661 & 842	SEWER FUND	SEWER		81.62
				TOTAL:	203.20
CUMMINS, INC	PM: CAV	WATER FUND	WATER		463.40
	PM: JOHN RISSLER	WATER FUND	WATER		847.36
	PM: HUNTFIELD	WATER FUND	WATER		725.26