CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, NOVEMBER 13, 2024

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of October 16, 2024 Minutes
   UB Minutes 10.16.24.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/85008183620?pwd=g6c6l1x1rSN2V1aowbAKaivZTRAMCL.1

   Meeting ID: 850 0818 3620
   Passcode: 804934
   (301)715-8592

3. **UNFINISHED BUSINESS**

4. **NEW BUSINESS**
   a. Renewal and Replacement Project
   i. Resolution No. 25 - Contractor Pay Application No. 25
   Renewal and Replacement Pay App No.25.pdf
   ii. Change Order #6
   CO 6.pdf
   b. Summit Point Raceway Evaluation
   Summit Point Grant and Contract.pdf
   c. Collection System Project
   i. Notice of Award
   Notice of Award.pdf
   ii. Draw Resolution - Pay Application No. 1

Resolution No. 1.pdf

iii. Sweep Resolution
Sweep Resolution -Series 2024 A and Series 2024 B.pdf

d. Orchard Hills and Huntwell Pump Stations
Orchard Hills - Huntwell.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
   UM Report 11.13.24.pdf
   Revenue & Expense September 2024.pdf
   Revenue & Expense October 2024.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. November 13, 2024
   Board Report 11.13.24.pdf

7. **INFORMATION ONLY**
   a. Next Meeting - ~~December 18, 2024 at 4:00 P.M.~~ December 11, 2024 at 4:00 P.M

8. **ADJOURNMENT**

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Approval of October 16, 2024 Minutes

Attachments:

UB Minutes 10.16.24.pdf

Charles Town Utility Board
Special Board Meeting
October 16, 2024

The Charles Town Utility Board held a special meeting on October 16, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Heidi Parker, Board Member; and John Maxey, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Kelvin Upson, County Commission Liaison; 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 September 25, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the September 25, 2024 regular meeting minutes.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the September 25, 2024 minutes.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron.

NEW BUSINESS

Collection System Project Funding Discussion

Mrs. Stolipher mentioned the second bond ordinance reading failed at City Council on October 7th based on several concerns with the funding package. She also provided that bids were received and opened with the lowest bidder for the project coming in about $1 million over the estimate. Mrs. Stolipher reviewed the new funding options per the suggestions of City Council. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the reimbursement of the $664,000 from the CIF account to the operating fund.**

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, with discussions from the Board, the Board unanimously approved the preparation of two options, one including the 2.5% loan and one without, and let City Council make the decision.**

Renewal and Replacement Project Resolution No. 24 – Contractor Pay No. 24

Mrs. Stolipher included the contractor application for Payment No. 24 in the amount of $157,313.38 for work completed.

Action: **Motion made by Mr. Stocks, second by Mr. Pierson, the Board unanimously approved Resolution No. 24.**

GDF Collection System Proposal – Amendment No. 1

Mrs. Stolipher provided the amended agreement per comments from the funding agency for GDF to provide engineering services pertaining to the Collection System Project that was designed by RK&K. The proposed cost did not change. The Board provided discussions.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved Amendment No. 1 to the GDF Collection System agreement.

GDF Water and Sewer Inspection Proposal

Mrs. Stolipher briefed the Board on the GDF proposal regarding assistance in performing on-site inspection services for developer water and sewer systems which will be constructed and then turned over to CTUB. This work will be considered part-time on an as needed basis for an estimated three months of full-time service not to exceed $50,000. Mrs. Stolipher mentioned the costs will be covered by developers as detailed in the alternate mainline extension agreements. The Board provided discussions.

Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the GDF Water and Sewer Inspection proposal as presented.

Ranson Heights Alternate Mainline Sewage Collection System Agreement

Mrs. Stolipher presented the sewer Alternate Mainline Extension Agreement for the Ranson Heights development consisting of 335 units at the intersection of Route 340 and Route 9. The developer will construct all the on-site sewer facilities, including a pump station, which will eventually be turned over to CTUB at no cost. The Board provided discussions.

Action: Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the Ranson Heights Alternate Mainline Sewage Collection System Agreement.

Jefferson High School Pump Repair

Mrs. Stolipher provided a quote from Precision Pump & Valve Service for a pump repair at the Jefferson High School pump station totaling $11, 365.

Action: Motion made by Mr. Maxey, second Mr. Pierson, the Board unanimously approved the pump repair quote from Precision.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided updates on the asset management program as well as various other projects in progress. She also mentioned Mrs. Shultz successfully submitted the Public Service Commission financial reports.

Action: No action required by the Board.

Chairman Report

The Chairman thanked Mrs. Stolipher for updating the funding package for the Collection System Project which will be presented to City Council on October 21st for the first reading.

Action: No action required by the Board.

APPROVAL OF BILLS

October 16, 2024

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

Mrs. Parked thanked CTUB for funding her ability to attend the Public Service Commission board member training in Charleston.

Mr. Maxey presented a motion to the Board regarding PFAS.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, to direct the Utility Manager to obtain bids from qualified contractors to assess the PFAS chemical content of biosolids from the Charles Town treatment plant and of the soil of farms where it has been applied. After discussions from the Board, further information was requested and will be added to the next meeting agenda.**

Action: **Motion was amended by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved to table the PFAS discussion after the appropriate information is provided to all Board members and added to the agenda of a future meeting.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 4:55 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, November 13, 2024 at 4:00 P.M. at 661 S. George Street.

_____ _____

John Nissel, Chairman

Ashley Stottlemyer, Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Renewal and Replacement Project

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Resolution No. 25 - Contractor Pay Application No. 25

Attachments:

Renewal and Replacement Pay App No.25.pdf

CHARLES TOWN UTILITY BOARD
2022 RENEWAL AND REPLACEMENT PROJECT

RESOLUTION NO. 25

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED the City of Charles Town Utility Board that the payment of the attached Contractor's Application for Payment No. 25 as summarized below, is hereby authorized and directed.

Vendor	2022B & 2022C Construction Fund	Capacity Improvement Fee Fund	Total
Alvarez Contractors, Inc.	$0	$314,935.06	$314,935.06
Total	**$0**	**$314,935.06**	**$314,935.06**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 13th day of November, 2024.

By: _____
John Nissel, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 25

	Application Period: 10/01/24-10/31/24	Application Date: 10/31/2024
To (Owner): CHARLES TOWN UTILITY BOARD	From (Contractor): ALVAREZ CONTRACTORS, INC.	Via (Engineer): GWIN, DOBSON & FOREMAN INC.
Project: CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Contract: CONTRACT #1	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
CO 1	$498,183.42	
CO 2	$41,179.57	
CO 3	$90,351.00	
CO 4	$76,494.00	
TOTALS	$706,207.99	
NET CHANGE BY CHANGE ORDERS	**$706,207.99**	

1. **ORIGINAL CONTRACT PRICE**	$	**$10,151,000.00**
2. **Net change by Change Orders**	$	**$706,207.99**
3. **Current Contract Price (Line 1 ± 2)**	$	**$10,857,207.99**
4. **TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)**	$	**$10,436,108.23**
5. **RETAINAGE:**		
a. 2% X $10,436,108.23 **Work Completed**	$	**$208,722.16**
b. 2% X _____ **Stored Material**	$	
c. **Total Retainage (Line 5.a + Line 5.b)**	$	**$208,722.16**
6. **AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**	$	**$10,227,386.07**
7. **LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**	$	**$9,912,451.01**
8. **AMOUNT DUE THIS APPLICATION**	$	**$314,935.06**
9. **BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**	$	**$629,821.92**

Contractor's Certification

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

Contractor Signature

By: _____ Date: 10/31/2024

Payment of: $ $314,935.06
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 10/30/2024
(Engineer) (Date)

Payment of: $ $314,935.06
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)

EJCDC® C-620 Contractor's Application for Payment
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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	25
Application Period:	10/01/24-10/31/24	Application Date:	10/31/2024

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
1	D1 - Moblization/Demob.	$20,000.00	$20,000.00	$0.00	$0.00	$20,000.00	100.0%	$0.00
2	D1 - Bonds/Insurance	$178,000.00	$178,000.00	$0.00	$0.00	$178,000.00	100.0%	$0.00
3	D1 - Video Taping	$4,500.00	$4,500.00	$0.00	$0.00	$4,500.00	100.0%	$0.00
4	D1 - Field Office	$18,000.00	$17,280.00	$180.00	$0.00	$17,460.00	97.0%	$540.00
5	D1 - QC Testing (Cash Allowance)	$50,000.00	$17,000.00	$0.00	$0.00	$17,000.00	34.0%	$33,000.00
6	D1 - Submittals/Shop Drawings by ACI	$40,000.00	$38,000.00	$0.00	$0.00	$38,000.00	95.0%	$2,000.00
	DIVISION 2 - SITE WORK							
7	D2 - Sediment & Erosion Control	$20,200.00	$19,190.00	$404.00	$0.00	$19,594.00	97.0%	$606.00
	SITE DEMOLITION							
8	D2 - Concrete Pads	$4,100.00	$2,460.00	$0.00	$0.00	$2,460.00	60.0%	$1,640.00
9	D2 - Remove all Ex. Underground Lines at Centrifuge Bldg. Site	$32,900.00	$31,255.00	$0.00	$0.00	$31,255.00	95.0%	$1,645.00
10	D2 - Remove all Ex. Underground Lines at Electrical Bldg. Site	$12,400.00	$12,400.00	$0.00	$0.00	$12,400.00	100.0%	$0.00
11	D2 - Remove Portions of Underground Lines at Ex. Press Bldg.	$4,200.00	$420.00	$0.00	$0.00	$420.00	10.0%	$3,780.00
	STRUCTURES & BUILDING DEMOLITION							
12	D2 - Headworks Building	$40,200.00	$40,200.00	$0.00	$0.00	$40,200.00	100.0%	$0.00
13	D2 - Influent Pump Station & Bypass Pump Set Up	$97,500.00	$97,500.00	$0.00	$0.00	$97,500.00	100.0%	$0.00
14	D2 - UV Equipment	$18,300.00	$18,300.00	$0.00	$0.00	$18,300.00	100.0%	$0.00
15	D2 - Plant Drain Pump Station	$14,800.00	$0.00	$14,800.00	$0.00	$14,800.00	100.0%	$0.00
16	D2 - Electrical Building by ACI	$7,900.00				$0.00		$7,900.00
17	D2 - Sludge Day Tank & Pump Building	$97,800.00	$97,800.00	$0.00	$0.00	$97,800.00	100.0%	$0.00
18	D2 - Digester Blower Building	$32,500.00	$32,500.00	$0.00	$0.00	$32,500.00	100.0%	$0.00
19	D2 - Sludge Transfer Pump Building	$3,200.00	$2,560.00	$640.00	$0.00	$3,200.00	100.0%	$0.00
20	D2 - Digester Tank	$8,200.00	$8,200.00	$0.00	$0.00	$8,200.00	100.0%	$0.00
21	D2 - SBR	$1,600.00	$0.00	$528.00	$0.00	$528.00	33.0%	$1,072.00
	EXCAVATION (MAJOR STRUCTURES)							
22	D2 - Centrifuge Building	$38,900.00	$38,900.00	$0.00	$0.00	$38,900.00	100.0%	$0.00
23	D2 - Electrical Building by ACI	$7,800.00	$7,800.00	$0.00	$0.00	$7,800.00	100.0%	$0.00
24	D2 - Blower Pad	$5,100.00	$5,100.00	$0.00	$0.00	$5,100.00	100.0%	$0.00
25	D2 - Generator Pad	$5,200.00	$5,200.00	$0.00	$0.00	$5,200.00	100.0%	$0.00
	BACKFILL (MAJOR STRUCTURES)							
26	D2 - Centrifuge Building	$42,300.00	$42,300.00	$0.00	$0.00	$42,300.00	100.0%	$0.00
	STRUCTURAL STONE							
27	D2 - Centrifuge Building	$13,400.00	$13,400.00	$0.00	$0.00	$13,400.00	100.0%	$0.00
28	D2 - Electrical Building	$5,600.00	$5,600.00	$0.00	$0.00	$5,600.00	100.0%	$0.00
29	D2 - FRP Building	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0%	$0.00
30	D2 - Generator Pad	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0%	$0.00
31	D2 - Blower Pad	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0%	$0.00
	YARD PIPING							

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	25
Application Period:	10/01/24-10/31/24	Application Date:	10/31/2024

A		B	C	D	E	F		G
			Work Completed					
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
32	D2 - 2" Sch 80 PVC Water Service to Headworks Bldg.	$9,900.00	$9,900.00	$0.00	$0.00	$9,900.00	100.0%	$0.00
33	D2 - 2" Sch 80 PVC Water Service to Centrifuge Bldg.	$25,100.00	$25,100.00	$0.00	$0.00	$25,100.00	100.0%	$0.00
34	D2 - 4" DIP WAS Line from Centrifuge Bldg. to Sanitary Sewer	$16,600.00	$16,600.00	$0.00	$0.00	$16,600.00	100.0%	$0.00
35	D2 - 4" DIP WAS Inlet to Centrifuge Bldg.	$17,400.00	$17,400.00	$0.00	$0.00	$17,400.00	100.0%	$0.00
36	D2 - 4" DIP Sludge Drain Off Line from Digester	$16,800.00	$16,800.00	$0.00	$0.00	$16,800.00	100.0%	$0.00
37	D2 - 4" DIP WAS Line from Centrifuge Bldg. to Digester	$16,700.00	$16,700.00	$0.00	$0.00	$16,700.00	100.0%	$0.00
38	D2 - 6" PVC Drain from Centrifuge Bldg. to Manhole	$16,500.00	$16,500.00	$0.00	$0.00	$16,500.00	100.0%	$0.00
39	D2 - 4" PVC Drain from Centrifuge Bldg. to Manhole	$15,200.00	$15,200.00	$0.00	$0.00	$15,200.00	100.0%	$0.00
40	D2 - 6" DIP Existing System Connection to New T-Valve	$16,700.00	$16,700.00	$0.00	$0.00	$16,700.00	100.0%	$0.00
41	D2 - 8" PVC Drain Line Under Centrifuge Bldg.	$13,500.00	$13,500.00	$0.00	$0.00	$13,500.00	100.0%	$0.00
42	D2 - 24" & 12" HDPE Storm Drain at Centrifuge Bldg.	$58,000.00	$52,200.00	$0.00	$0.00	$52,200.00	90.0%	$5,800.00
43	D2 - 18" HDPE Storm Drain at Electrical Bldg.	$39,000.00	$39,000.00	$0.00	$0.00	$39,000.00	100.0%	$0.00
44	D2 - 10" Stainless Steel Air Line to Digester	$10,900.00	$10,900.00	$0.00	$0.00	$10,900.00	100.0%	$0.00
	YARD STRUCTURES							
45	D2 - 4' Dia. Precast Drain Line Manhole	$3,400.00	$3,400.00	$0.00	$0.00	$3,400.00	100.0%	$0.00
46	D2 - Type G Precast Drop Inlet	$9,200.00	$9,200.00	$0.00	$0.00	$9,200.00	100.0%	$0.00
	FINAL RECLAMATION							
47	D2 - Asphalt Paving	$98,800.00				$0.00		$98,800.00
48	D2 - Final Grading, Seed & Mulch	$5,700.00	$4,845.00	$285.00	$0.00	$5,130.00	90.0%	$570.00
	DIVISION 3 - CONCRETE							
	SITE CONCRETE							
49	D3 - Generator Pad	$10,100.00	$10,100.00	$0.00	$0.00	$10,100.00	100.0%	$0.00
50	D3 - FRP Shelter Pad	$9,400.00	$9,400.00	$0.00	$0.00	$9,400.00	100.0%	$0.00
51	D3 - Digester Blower Pad	$28,200.00	$28,200.00	$0.00	$0.00	$28,200.00	100.0%	$0.00
52	D3 - Digester Equipment Pads	$24,900.00	$24,900.00	$0.00	$0.00	$24,900.00	100.0%	$0.00
53	D3 - Sidewalks at Blower Bldg. Area	$10,700.00	$0.00	$10,700.00	$0.00	$10,700.00	100.0%	$0.00
54	D3 - Sidewalks at Covered Sludge Storage Area	$11,400.00	$10,260.00	$1,140.00	$0.00	$11,400.00	100.0%	$0.00
	ELECTRICAL BLDG.							
55	D3 - Grade Beams	$38,300.00	$38,300.00	$0.00	$0.00	$38,300.00	100.0%	$0.00
56	D3 - Concrete Pads/SOG	$18,100.00	$18,100.00	$0.00	$0.00	$18,100.00	100.0%	$0.00
57	D3 - Door Stoops/Pads	$12,000.00	$6,000.00	$0.00	$0.00	$6,000.00	50.0%	$6,000.00
58	D3 - Exterior SOG/Sidewalks	$15,400.00	$11,550.00	$0.00	$0.00	$11,550.00	75.0%	$3,850.00
59	D3 - Misc. Equipment Pads	$3,000.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0%	$0.00
	COVERED SLUDGE STORAGE AREA & CENTRIFUGE BLDG.							
60	D3 - Footings, Grade Beams & Walls	$162,000.00	$162,000.00	$0.00	$0.00	$162,000.00	100.0%	$0.00
61	D3 - Thickened SOG at Trench Drains	$22,200.00	$22,200.00	$0.00	$0.00	$22,200.00	100.0%	$0.00
62	D3 - 6" SOG at 2 - Areas	$49,700.00	$49,700.00	$0.00	$0.00	$49,700.00	100.0%	$0.00
63	D3 - Equipment Pads, Containment Curbs & Walls	$15,400.00	$15,400.00	$0.00	$0.00	$15,400.00	100.0%	$0.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	25
Application Period:	10/01/24-10/31/24	Application Date:	10/31/2024

A		B	C	D	E	F		G
Schedule of Values Item No.	Description	Scheduled Value ($)	Work Completed: From Previous Application (C+D)	Work Completed: This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
64	D3 - Door/Stoop	$8,100.00				$0.00		$8,100.00
	DIGESTER BLDG. & TANK							
65	D3 - Equipment Pads	$4,400.00	$4,400.00	$0.00	$0.00	$4,400.00	100.0%	$0.00
	DIVISION 4 - MASONRY							
	CENTRIFUGE BUILDING							
66	D4 - 12" Standard CMU's	$53,000.00	$53,000.00	$0.00	$0.00	$53,000.00	100.0%	$0.00
	DIVISION 5 - MISC. METALS							
	SITE							
67	D5 - Permanent Bollards	$7,200.00	$4,320.00	$0.00	$0.00	$4,320.00	60.0%	$2,880.00
68	D5 - Removable Bollards	$12,300.00	$10,455.00	$0.00	$0.00	$10,455.00	85.0%	$1,845.00
	ELECTRICAL BLDG.							
69	D5 - Partition Walls	$69,200.00	$69,200.00	$0.00	$0.00	$69,200.00	100.0%	$0.00
70	D5 - Roof/Ceiling Framing	$35,000.00	$35,000.00	$0.00	$0.00	$35,000.00	100.0%	$0.00
	CENTRIFUGE BUILDING							
71	D5 - W8 x 28 Steel Lintel	$1,800.00	$1,800.00	$0.00	$0.00	$1,800.00	100.0%	$0.00
72	D5 - Monorail Framing	$11,100.00	$11,100.00	$0.00	$0.00	$11,100.00	100.0%	$0.00
73	D5 - Covered Storage Framing	$12,900.00	$12,900.00	$0.00	$0.00	$12,900.00	100.0%	$0.00
74	D5 - Steel Erection	$25,500.00	$25,500.00	$0.00	$0.00	$25,500.00	100.0%	$0.00
75	D5 - Stainless Steel Polymer Fill Station	$4,600.00	$4,600.00	$0.00	$0.00	$4,600.00	100.0%	$0.00
	DIVISION 6 - WOOD AND PLASTICS							
	CENTRIFUGE BUILDING							
76	D6 - Wood Trusses & Sheathing	$69,500.00	$69,500.00	$0.00	$0.00	$69,500.00	100.0%	$0.00
77	D6 - Wood Framing & Interior Finishes	$53,700.00	$53,700.00	$0.00	$0.00	$53,700.00	100.0%	$0.00
78	D6 - FRP Grating & Ladders	$11,700.00	$11,700.00	$0.00	$0.00	$11,700.00	100.0%	$0.00
	ELECTRICAL SHELTER							
79	D6 - FRP Shelter Building	$48,600.00	$48,600.00	$0.00	$0.00	$48,600.00	100.0%	$0.00
	DIVISION 7 - THERMAL & MOISTURE PROTECTION							
	ELECTRICAL BLDG.							
80	D7 - SSR Roofing & Soffit	$105,900.00	$100,605.00	$5,295.00	$0.00	$105,900.00	100.0%	$0.00
	CENTRIFUGE BUILDING							
81	D7 - SSR Roofing & Soffit	$107,200.00	$107,200.00	$0.00	$0.00	$107,200.00	100.0%	$0.00
82	D7 - Corefill Insulation	$2,900.00	$2,900.00	$0.00	$0.00	$2,900.00	100.0%	$0.00
83	D7 - EIFS Outsulation	$39,300.00	$37,335.00	$0.00	$0.00	$37,335.00	95.0%	$1,965.00
	DIVISION 8 - DOORS & WINDOWS							
	ELECTRICAL BLDG.							
84	D8 - Hollow Metal Doors, Frames & Hardware	$25,500.00	$25,500.00	$0.00	$0.00	$25,500.00	100.0%	$0.00
	CENTRIFUGE BUILDING							
85	D8 - FRP Door & Window	$16,800.00	$16,800.00	$0.00	$0.00	$16,800.00	100.0%	$0.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	25
Application Period:	10/01/24-10/31/24	Application Date:	10/31/2024

			Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period				
86	D8 - Overhead Door (10'x12')	$16,200.00	$16,200.00	$0.00	$0.00	$16,200.00	100.0%	$0.00
87	D8 - Fixed Window	$3,800.00	$2,850.00	$950.00	$0.00	$3,800.00	100.0%	$0.00
	DIVISION 9 - FINISHES							
	ELECTRICAL BLDG.							
88	D9 - ACT Ceiling	$38,900.00	$38,900.00	$0.00	$0.00	$38,900.00	100.0%	$0.00
89	D9 - Paint Walls, Floors & Doors	$11,000.00	$7,700.00	$0.00	$0.00	$7,700.00	70.0%	$3,300.00
	CENTRIFUGE BUILDING							
90	D9 - Paint Walls, Floors & Doors	$31,000.00	$29,450.00	$0.00	$0.00	$29,450.00	95.0%	$1,550.00
91	D9 - Chemical Containment	$6,500.00	$6,500.00	$0.00	$0.00	$6,500.00	100.0%	$0.00
92	D9 - Piping	$5,700.00	$5,415.00	$0.00	$0.00	$5,415.00	95.0%	$285.00
	DIVISION 10 - SPECIALTIES							
93	D10 - Fire Extinguishers	$400.00				$0.00		$400.00
94	D10 - Project Signs	$6,700.00				$0.00		$6,700.00
	DIVISION 11 - EQUIPMENT							
	SITE							
95	D11 - Influent Pump Station - Submersible Pumps	$189,200.00	$189,200.00	$0.00	$0.00	$189,200.00	100.0%	$0.00
96	D11 - Plant Drain Pump Station Submersible Pumps	$89,400.00	$8,940.00	$80,460.00	$0.00	$89,400.00	100.0%	$0.00
	CENTRIFUGE BUILDING							
97	D11 - Centrifuge System	$619,200.00	$588,240.00	$0.00	$0.00	$588,240.00	95.0%	$30,960.00
98	D11 - Digester Sludge Pump	$30,000.00	$28,500.00	$0.00	$0.00	$28,500.00	95.0%	$1,500.00
99	D11 - Inline Grinder	$34,500.00	$32,775.00	$0.00	$0.00	$32,775.00	95.0%	$1,725.00
100	D11 - Polymer Feed System	$32,900.00	$31,255.00	$0.00	$0.00	$31,255.00	95.0%	$1,645.00
101	D11 - Polymer Bulk Tank	$7,800.00	$7,410.00	$0.00	$0.00	$7,410.00	95.0%	$390.00
	UV BUILDING							
102	D11 - UV System with Controls	$303,900.00	$303,900.00	$0.00	$0.00	$303,900.00	100.0%	$0.00
	HEADWORKS BUILDING							
103	D11 - Mechanical Bar Screen w/Controls	$159,000.00	$159,000.00	$0.00	$0.00	$159,000.00	100.0%	$0.00
104	D11 - Washer/Compactor w/Controls	$85,600.00	$85,600.00	$0.00	$0.00	$85,600.00	100.0%	$0.00
105	D11 - Grit Removal System w/Controls	$262,000.00	$262,000.00	$0.00	$0.00	$262,000.00	100.0%	$0.00
	EXISTING DIGESTER							
106	D11 - Digester Aeration & Mixing System w/Controls	$670,000.00	$636,500.00	$0.00	$0.00	$636,500.00	95.0%	$33,500.00
	EXISTING SBR TANKS							
107	D11 - MCP w/ PLC & Instrumentation	$274,800.00	$247,320.00	$0.00	$0.00	$247,320.00	90.0%	$27,480.00
	DIVISION 13 - SPECIAL CONSTRUCTION							
	SCADA / INTEGRATION							
108	D13 - SCADA, Control Panels, MCC, Field Instrumentation	$765,000.00	$76,500.00	$675,438.00	$0.00	$751,938.00	98.3%	$13,062.00
	DIVISION 14 - CONVEYING SYSTEMS							
	CENTRIFUGE BUILDING							

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	25
Application Period:	10/01/24-10/31/24	Application Date:	10/31/2024

			Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period				
109	D14 - Hoist & Monorail	$27,700.00	$27,700.00	$0.00	$0.00	$27,700.00	100.0%	$0.00
	HEADWORKS BUILDING							
110	D14 - Screw Conveyor	$70,200.00	$66,690.00	$0.00	$0.00	$66,690.00	95.0%	$3,510.00
	DIVISION 15 - MECHANICAL							
	PROCESS PIPING							
111	D15 - Influent PS - DI Pipe, Fittings, Valves & Sch 40 Stilling Well	$49,000.00	$49,000.00	$0.00	$0.00	$49,000.00	100.0%	$0.00
112	D15 - Effluent PS- Sch 40 Stilling Well	$3,900.00	$3,900.00	$0.00	$0.00	$3,900.00	100.0%	$0.00
113	D15 - Plant Drain PS - DI Pipe, Fittings, Valves & Sch 40 Stilling Well	$19,500.00	$0.00	$19,500.00	$0.00	$19,500.00	100.0%	$0.00
114	D15 - Plan Drain PS - New Top Slab w/Hatch & Vent Pipe	$5,000.00	$0.00	$5,000.00	$0.00	$5,000.00	100.0%	$0.00
115	D15 - Plant Drain PS - Portable Hoist w/Socket	$3,000.00	$0.00	$3,000.00	$0.00	$3,000.00	100.0%	$0.00
116	D15 - Electrical Bldg- 12" Lug Style BF Valve w/SS Flange Spool	$10,700.00				$0.00		$10,700.00
117	D15 - Centrifuge Bldg. - DI Pipe, Fittings & Valves	$86,800.00	$86,800.00	$0.00	$0.00	$86,800.00	100.0%	$0.00
118	D15 - Centrifuge Bldg. - Sch 80 PVC Polymer Feed System	$27,100.00	$27,100.00	$0.00	$0.00	$27,100.00	100.0%	$0.00
119	D15 - Sludge Transfer Pump Bldg - DI Pipe, Fittings & Valves	$5,700.00	$5,700.00	$0.00	$0.00	$5,700.00	100.0%	$0.00
120	D15 - Headworks Bldg. - DI Pipe, Fittings & Valves	$47,200.00	$47,200.00	$0.00	$0.00	$47,200.00	100.0%	$0.00
121	D15 - Headworks Bldg. - Sch 80 PVC Drains	$9,000.00	$9,000.00	$0.00	$0.00	$9,000.00	100.0%	$0.00
122	D15 - Ex. Digester Bldg. Mixing Sys. Air Comp. Room - 2" SS Air Pipe	$11,600.00	$11,600.00	$0.00	$0.00	$11,600.00	100.0%	$0.00
123	D15 - Ex. Digester Bldg. Mixing Sys. Air Comp. Room - 2" Sch 40 PV	$3,200.00	$3,200.00	$0.00	$0.00	$3,200.00	100.0%	$0.00
124	D15 - Ex. Digester Tank - 6" DI Pipe & Fittings w/Elec. Actuated T-Va	$43,000.00	$43,000.00	$0.00	$0.00	$43,000.00	100.0%	$0.00
125	D15 - Ex. Digester Tank - 10" SS Pipe & Valve Air Supply Line to Mar	$19,500.00	$19,500.00	$0.00	$0.00	$19,500.00	100.0%	$0.00
126	D15 - Ex. Digester Tank - Pipe Penetrations to Tank by Mack Ind.	$15,700.00	$15,700.00	$0.00	$0.00	$15,700.00	100.0%	$0.00
127	D15 - Digester Blower Pad - 10" & 8" SS Pipe, Fittings & Valves	$15,800.00	$15,800.00	$0.00	$0.00	$15,800.00	100.0%	$0.00
128	D15 - SBR Tanks - Install Process Sensors & Instrumentation	$12,000.00	$3,600.00	$1,200.00	$0.00	$4,800.00	40.0%	$7,200.00
	PLUMBING							
129	D15 - Headworks Bldg. - Sch 80 PVC Water Pipe, Fittings, Valves, BF	$35,800.00	$35,800.00	$0.00	$0.00	$35,800.00	100.0%	$0.00
130	D15 - Centrifuge Bldg. - Sch 80 PVC Water Pipe, Fittings, Valves, BFF	$46,200.00	$46,200.00	$0.00	$0.00	$46,200.00	100.0%	$0.00
131	D15 - Centrifuge Bldg. - Sch 80 PVC Drain Pipe, Fittings, Floor Drains	$16,700.00	$16,700.00	$0.00	$0.00	$16,700.00	100.0%	$0.00
132	D15 - Centrifuge Bldg. - Plumbing Fixtures & Eyewash/Shower	$32,800.00	$32,800.00	$0.00	$0.00	$32,800.00	100.0%	$0.00
	HVAC							
133	D15 - Electrical Bldg. - Split System HVAC Unit	$22,600.00	$22,600.00	$0.00	$0.00	$22,600.00	100.0%	$0.00
134	D15 - Centrifuge Bldg. - Exhaust Fans, Louvers, Unit Heaters	$29,900.00	$29,900.00	$0.00	$0.00	$29,900.00	100.0%	$0.00
	DIVISION 16 - ELECTRICAL							
	ELECTRICAL WORK BY S&S ELECTRIC							
135	D16 - Electrical Demolition	$163,500.00	$152,055.00	$4,905.00	$0.00	$156,960.00	96.0%	$6,540.00
136	D16 - Lighting - Material	$11,300.00	$11,300.00	$0.00	$0.00	$11,300.00	100.0%	$0.00
137	D16 - Lighting - Labor	$8,900.00	$8,455.00	$445.00	$0.00	$8,900.00	100.0%	$0.00
138	D16 - Gear - Material	$278,300.00	$278,300.00	$0.00	$0.00	$278,300.00	100.0%	$0.00
139	D16 - Gear - Labor	$60,900.00	$56,028.00	$2,436.00	$0.00	$58,464.00	96.0%	$2,436.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	25
Application Period:	10/01/24-10/31/24	Application Date:	10/31/2024

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
140	D16 - Emergency Generator - Material	$382,500.00	$286,875.00	$95,625.00	$0.00	$382,500.00	100.0%	$0.00
141	D16 - Emergency Generator - Labor	$22,700.00	$13,620.00	$9,080.00	$0.00	$22,700.00	100.0%	$0.00
142	D16 - Devices - Material	$5,600.00	$5,152.00	$112.00	$0.00	$5,264.00	94.0%	$336.00
143	D16 - Devices - Labor	$7,300.00	$6,716.00	$146.00	$0.00	$6,862.00	94.0%	$438.00
144	D16 - Boxes/Troughs - Material	$101,900.00	$93,748.00	$2,038.00	$0.00	$95,786.00	94.0%	$6,114.00
145	D16 - Boxes/Troughs - Labor	$59,900.00	$55,108.00	$1,198.00	$0.00	$56,306.00	94.0%	$3,594.00
146	D16 - SCADA Equipment Install - Labor	$25,800.00	$19,350.00	$2,064.00	$0.00	$21,414.00	83.0%	$4,386.00
147	D16 - Conduit - Material	$380,500.00	$372,890.00	$3,805.00	$0.00	$376,695.00	99.0%	$3,805.00
148	D16 - Conduit - Labor	$634,000.00	$621,320.00	$6,340.00	$0.00	$627,660.00	99.0%	$6,340.00
149	D16 - Cable - Material	$487,600.00	$463,220.00	$9,752.00	$0.00	$472,972.00	97.0%	$14,628.00
150	D16 - Cable - Labor	$358,000.00	$329,360.00	$17,900.00	$0.00	$347,260.00	97.0%	$10,740.00
151	D16 - Grounding - Material	$12,000.00	$11,400.00	$600.00	$0.00	$12,000.00	100.0%	$0.00
152	D16 - Grounding - Labor	$20,700.00	$19,665.00	$207.00	$0.00	$19,872.00	96.0%	$828.00
153	D16 - Temporary Electric	$53,500.00	$50,825.00	$1,070.00	$0.00	$51,895.00	97.0%	$1,605.00
	BID ALTERNATE A - INFLUENT METERING VAULT							
154	Bonds & Insurance	$2,800.00	$2,800.00	$0.00	$0.00	$2,800.00	100.0%	$0.00
155	Demolition	$14,000.00	$14,000.00	$0.00	$0.00	$14,000.00	100.0%	$0.00
156	Excavation & Backfill	$7,600.00	$7,600.00	$0.00	$0.00	$7,600.00	100.0%	$0.00
157	Precast Concrete Vault	$23,000.00	$23,000.00	$0.00	$0.00	$23,000.00	100.0%	$0.00
158	Piping, Fittings, Valves & Supports	$45,000.00	$45,000.00	$0.00	$0.00	$45,000.00	100.0%	$0.00
159	16" Mag Meter	$14,600.00	$14,600.00	$0.00	$0.00	$14,600.00	100.0%	$0.00
160	Electrical Material	$16,000.00	$16,000.00	$0.00	$0.00	$16,000.00	100.0%	$0.00
161	Electrical Labor	$29,000.00	$29,000.00	$0.00	$0.00	$29,000.00	100.0%	$0.00
	BID ALTERNATE B - WAS METERING VAULT							
162	Bonds & Insurance	$4,400.00	$4,400.00	$0.00	$0.00	$4,400.00	100.0%	$0.00
163	Demolition	$14,700.00				$0.00		$14,700.00
164	Excavation & Backfill	$10,200.00	$7,650.00	$0.00	$0.00	$7,650.00	75.0%	$2,550.00
165	Precast Concrete Vault	$21,000.00	$21,000.00	$0.00	$0.00	$21,000.00	100.0%	$0.00
166	Piping, Fittings, Valves & Supports	$65,600.00	$65,600.00	$0.00	$0.00	$65,600.00	100.0%	$0.00
167	Flow Meters	$17,100.00	$15,390.00	$0.00	$0.00	$15,390.00	90.0%	$1,710.00
168	Misc. Metals	$23,000.00	$16,100.00	$0.00	$0.00	$16,100.00	70.0%	$6,900.00
169	Electrical Material	$33,000.00	$29,700.00	$3,300.00	$0.00	$33,000.00	100.0%	$0.00
170	Electrical Labor	$46,000.00	$41,400.00	$0.00	$0.00	$41,400.00	90.0%	$4,600.00
	CHANGE ORDER #1							
171	CHANGE ORDER #1	$498,183.42	$498,183.42	$0.00	$0.00	$498,183.42	100.0%	$0.00
172	CHANGE ORDER #2	$41,179.57	$41,179.57	$0.00	$0.00	$41,179.57	100.0%	$0.00
173	CHANGE ORDER #3	$90,351.00	$90,351.00	$0.00	$0.00	$90,351.00	100.0%	$0.00
174	CHANGE ORDER #4	$76,494.00	$53,546.24	$19,998.00	$0.00	$73,544.24	96.1%	$2,949.76

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT					Application Number: 25			
Application Period: 10/01/24-10/31/24					Application Date: 10/31/2024			
			Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period				
	SubTotal	**$10,857,207.99**	**$9,435,567.23**	**$1,000,541.00**	**$0.00**	**$10,436,108.23**	**96.1%**	**$421,099.76**

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Stored Material Summary

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT							Application Number:	25		
Application Period:	10/01/24-10/31/24							Application Date:	10/31/2024		
A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section	Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Date (Month/ Year)	Amount ($)	Materials Remaining in Storage ($) (D + E - F)
34, 37, 42, 158, 166	S100204638.001		Inwood shop	CITCO Water - Piping, Valves, Fittings for Yard Piping & Bid Alternates	1/2023	$16,302.08		$16,302.08	8/2024	$16,302.08	
111, 113, 117, 119, 158, 166	S100198279.001		Inwood shop	CITCO Water - Piping, Valves, Fittings for Mechanical Piping & Bid Alternates	1/2023	$33,962.32		$33,962.32	12/2023	$33,962.32	
136	3624349		onsite	Scott Electric - lighting	1/2023	$3,299.00		$3,299.00	3/2023	$3,299.00	
42	S100204638.002		Inwood shop	CITCO Water - Piping, Valves, Fittings for Yard Piping	1/2023	$5,281.95		$5,281.95	9/2023	$5,281.95	
158	S100198279.002		Inwood shop	CITCO Water - Piping, Valves, Fittings for Bid Alternate A	1/2023	$7,075.75		$7,075.75	10/2023	$7,075.75	
138	S6606924.005, S6606924.003		onsite	Schaedler yesco electrical material for gear	2/2023	$2,481.00		$2,481.00	3/2023	$2,481.00	
13	21073974		Inwood shop	ISCO Industries Piping for Bypass pump	2/2023	$6,795.23		$6,795.23	3/2023	$6,795.23	
43	S100207506.001		Inwood shop	CITCO Water - Nyloplast Drain Basins	2/2023	$14,097.00		$14,097.00	4/2023	$14,097.00	
171	483242		Inwood shop	Skyline Steel - H-Piles	3/2023	$62,060.00		$62,060.00	4/2023	$62,060.00	
106	6183.03-.05		Inwood shop	Enviromix, Inc. - Digester Aeration & Mixing Sys w/Controls	3/2023	$259,425.00		$259,425.00	9/2023	$259,425.00	
157,165	MIVC0029470		Inwood shop	Mack Industries - PS Meter Vault, WAS Valve Vault	4/2023	$33,815.00		$33,815.00	12/2023	$33,815.00	
102	902090889		Inwood shop	Veolia UV System	4/2023	$237,600.00		$237,600.00	10/2023	$237,600.00	
117	S100211394.001		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$5,774.80		$5,774.80	12/2023	$5,774.80	
117	S100209868.002		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$4,582.50		$4,582.50	12/2023	$4,582.50	
117	S100198279.004		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$3,386.75		$3,386.75	12/2023	$3,386.75	
111,120	S100209822.004		Inwood shop	CITCO Water - Process Piping for HW Bldg & Inf PS	4/2023	$11,549.36		$11,549.36	9/2024	$11,549.36	
33	S100213814.001		Inwood shop	CITCO Water - Yard Piping for Water Svc to Centrifuge Bldg	4/2023	$5,871.20		$5,871.20	8/2023	$5,871.20	
158	S100211150.003		Inwood shop	CITCO Water - Piping for Bid Alternate A - Inf. Metering Vault	4/2023	$5,581.64		$5,581.64	9/2023	$5,581.64	
105	9865-1, 9865-2		Inwood shop	Envirodyne Systems Inc. - Grit Removal System	4/2023	$70,462.00		$70,462.00	7/2023	$70,462.00	
13	0134274-IN		Inwood shop	Precision Pump & Valve - Pumps for bypass	4/2023	$32,204.00		$32,204.00	5/2023	$32,204.00	
103,104	93254		Inwood shop	Zima Corporation - Bar Screen, Washer/Compactor	4/2023	$165,750.30		$165,750.30	7/2023	$165,750.30	
108	220802-1		Inwood shop	Micro-Tech Designs, Inc. - SCADA equipment	4/2023	$36,698.00		$36,698.00	10/2024	$36,698.00	
106	6183.06		Inwood shop	Enviromix, Inc. - Diffusers, Aeration piping, pipes/supports	5/2023	$77,827.50		$77,827.50	9/2023	$77,827.50	
125,127	683		Inwood shop	B.A. Martin Welding - SS Piping for Digester	5/2023	$18,779.95		$18,779.95	10/2023	$18,779.95	
71-75	1457		Inwood shop	Southern Steel Products Company - Misc. Metals for Cent. Bldg	5/2023	$38,450.00		$38,450.00	2/2024	$38,450.00	
95-96	9261		Inwood shop	Pumpman Pittsburgh - Submersible Pumps	5/2023	$200,809.00		$200,809.00	10/2024	$200,809.00	
105	9865-3		Inwood shop	Envirodyne Systems Inc. - Grit Removal System	6/2023	$134,158.00		$134,158.00	8/2023	$134,158.00	
166	S100198279.005		Inwood shop	CITCO Water - Plug valves	7/2023	$26,796.00		$26,796.00	12/2023	$26,796.00	
106	6183.07		Inwood shop	Enviromix, Inc. - Digester Blowers	7/2023	$181,597.50		$181,597.50	10/2023	$181,597.50	
97	PSI-31936		Inwood shop	Centrisys - Centrifuge System	9/2023	$499,840.00		$499,840.00	1/2024	$499,840.00	
108	220802-2		Inwood shop	Micro-Tech Designs, Inc. - Controls and Instrumentation	9/2023	$14,087.00		$14,087.00	10/2024	$14,087.00	
134	111977-00		Inwood shop	Aircon Engineering - Unit Heaters, Louvers, Split System	9/2023	$26,918.00		$26,918.00	3/2024	$26,918.00	
83	1327		Inwood shop	Kephart Plaster and Stone - EIFS Outsulation	11/2023	$13,000.00		$13,000.00	12/2023	$13,000.00	
78	10033728		Inwood shop	Fibergrate Composite Structures - FRP Ladder	11/2023	$2,975.00		$2,975.00	2/2024	$2,975.00	
166	S100234535.004		Inwood shop	CITCO Water - DI Piping	11/2023	$8,800.61		$8,800.61	12/2023	$8,800.61	
108	220802-3, 4		onsite	Micro-Tech Designs-Float Control Panels, Eff./Drain Pumps	2/2024	$29,479.00		$29,479.00	10/2024	$29,479.00	
108	220802-5		onsite	Micro-Tech Designs - Influent Pump VFD	5/2024	$105,434.00		$105,434.00	10/2024	$105,434.00	
108	220802-6		onsite	Micro-Tech Designs - MCC Panels	5/2024	$413,240.00		$413,240.00	10/2024	$413,240.00	

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Stored Material Summary

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT							Application Number:	25		
Application Period:	10/01/24-10/31/24							Application Date:	10/31/2024		
A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section	Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Date (Month/ Year)	Amount ($)	Materials Remaining in Storage ($) (D + E - F)
174	386790		MSJ site	Waldron of Maryland, Inc. - Exp. Proof Heaters	8/2024	$19,998.00		$19,998.00	10/2024	$19,998.00	
				Totals		**$2,836,244.44**		**$2,836,244.44**		**$2,836,244.44**	

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Date: November 13, 2024

Charles Town Utility Board
2022 Renewal and Replacement Project
Schedule B

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Paid by CTUB from Operating Account 6/26/2024-8/14/2024	Paid by CTUB from Operating Account 8/15/2024-10/16/2024	Resolution No. 19 Contractor's Application for Payment No. 19	Resolution No. 20 Contractor's Application for Payment No. 20	Resolution No. 21 Contractor's Application for Payment No. 21	Resolution No. 22 Contractor's Application for Payment No. 22	Resolution No. 23 Contractor's Application for Payment No. 23	Resolution No. 24 Contractor's Application for Payment No. 24	Resolution No. 25 Contractor's Application for Payment No. 25	BALANCE REMAINING
1 **CONSTRUCTION**											
a. Contract	$ 10,151,000.00			$ 277,040.90	$ 823,882.75	$ 439,198.81	$ 240,041.05	$ 555,426.85	$ 122,475.27	$ 294,937.06	$ 626,872.16
b. Construction Contingency 5% - (See note #2, 5, 6, 7 and 8 below)	$ 237,459.43										$ 237,459.43
c. Change Order #1 (See note #1 below)	$ 498,183.42										$ -
d. Change Order #2	$ 41,179.57										$ -
e. Change Order #3	$ 90,351.00						$ 3,614.04	$ 5,421.06	$ 2,710.63		$ -
f. Change Order #4	$ 76,494.00					$ 18,359.00		$ 3,059.76	$ 32,127.48	$ 19,998.00	$ 2,949.76
g. Change Order #5	$ 27,066.00										$ 27,066.00
2 **ENGINEERING SERVICES**											
GDF Engineering fees (including CA and RPR)	$ 760,000.00	$ 3,195.72	$ 7,222.34								$ 30,690.07
Additional RPR inspection (Amendment #2 & #3)	$ 160,000.00	$ 25,240.96	$ 33,520.54								$ 26,487.26
Initial GDF R&R Report	$ 40,082.50										$ -
3 **LEGAL SERVICES**											
a. Local Project Attorney	$ 20,000.00										$ 14,244.00
4 **ADMINISTRATIVE SERVICES**											
a. Project Accountant (CPA)	$ 20,000.00										$ 9,112.50
b. Other Administrative Costs	$ 10,000.00										$ 3,151.74
5 **Total Project Costs Lines 1-6**	**$ 12,131,815.92**	**$ 28,436.68**	**$ 40,742.88**	**$ 277,040.90**	**$ 823,882.75**	**$ 457,557.81**	**$ 243,655.09**	**$ 563,907.67**	**$ 157,313.38**	**$ 314,935.06**	**$ 978,032.92**
B. SOURCES OF FUNDS	**APPROVED PROJECT FUNDING**										
1 PROJECT FUNDS											
Internal Funds & EEG Grant											
a. Capacity Improvement Fees	$ 1,170,163.00							$ (310,424.21)	$ (157,313.38)	$ (314,935.06)	$ 387,490.35
b. Renewal & Replacement (See note #3 & #4 below)	$ 500,000.00										$ 1,816.58
c. Operating Cash	$ 1,515,122.92	$ (28,436.68)	$ (40,742.88)								$ 588,725.99
d. EEG Grant Funds	$ 1,966,030.00			$ (277,040.90)	$ (823,882.75)	$ (134,926.20)					$ -
Total Internal Funds & EEG Grant Funds	**$ 5,151,315.92**										**$ 978,032.92**
Bond Proceeds											
e. 2022B & 2022C Construction Fund Account	**$ 6,980,500.00**			$ -	$ -	$ (322,631.61)	$ (243,655.09)	$ (253,483.46)			$ -
Total Funds Available	**$ 12,131,815.92**	**$ (28,436.68)**	**$ (40,742.88)**	**$ (277,040.90)**	**$ (823,882.75)**	**$ (457,557.81)**	**$ (243,655.09)**	**$ (563,907.67)**	**$ (157,313.38)**	**$ (314,935.06)**	**$ 978,032.92**

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

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Change Order #6

Attachments:

CO 6.pdf

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Change Order No. 6

Date of Issuance:	11/11/2024	Contract Effective Date:	September 8, 2022
Owner:	Charles Town Utility Board	Owner's Contract No.:	1
Contractor:	Alvarez Contractors, Inc.	Contractor's Project No.:	N/A
Engineer:	GD&F Engineers, Inc.	Engineer's Project No.:	20045
Project:	Charles Town WWTF Improvements	Contract Name:	N/A

The Contract is modified for the items shown in the attachments and to extend contract times as a result of material delivery delays.

Attachments: Alvarez Contract Modification 6, dated 11/11/2024
Alvarez Request for Time Extension.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES *[note changes in Milestones if applicable]*
Original Contract Price: $ 10,151,000.00	Original Contract Times: Substantial Completion: June 24, 2024 Ready for Final Payment: September 22, 2024 days or dates
[Increase] [~~Decrease~~] from previously approved Change Orders No. 1 to No. 5 : $ 733,273.99	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 5 : Substantial Completion: 159 days Ready for Final Payment: 90 days days
Contract Price prior to this Change Order: $10,884,273.99	Contract Times prior to this Change Order: Substantial Completion: November 30, 2024 Ready for Final Payment: February 28, 2025 days or dates
[Increase] [~~Decrease~~] of this Change Order: $23,071.00	[Increase] [~~Decrease~~] of this Change Order: Substantial Completion: 62 days Ready for Final Payment: 62 days days or dates
Contract Price incorporating this Change Order: $ 10,907,344.99	Contract Times with all approved Change Orders: Substantial Completion: January 31, 2025 Ready for Final Payment: May 1, 2025 days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: [signature]	By:	By: Gary Walker
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: Senior Env. Engineer	Title:	Title: Vice President
Date: 11/11/2024	Date:	Date: November 11, 2024

Approved by Funding Agency (if applicable)
By: _____ Date:
Title: _____

CHARLES TOWN, WV WWTP IMPROVEMENTS
CONTRACT MODIFICATION # 6
ALVAREZ CONTRACTORS, INC.
WORK CHANGE DIRECTIVES OR REQUEST BY EMAIL FOR CONTRACT MODIFICATIONS
DATE: NOVEMBER 11, 2024

ITEM #	WCD #	ITEM PER WCD OR RFI	QUAN.	UNIT PRICE	TOTAL PRICE
1	# 17	Add Level Sensor in Waste Sludge Holding Tank No. 1 & No. 2	1	$16,497.00	$ 16,497.00
2	# 18	Influent Pump Relay Power **(No Charge)**	1	$0.00	$0.00
3	By Email	Provide & Install Project Bronze Plaque	1	$6,574.00	$6,574.00
		TOTAL CONTRACT MODIFICATION NO. 6			**$ 23,071.00**

DESCRIPTION						
CHARLES TOWN WWTP UPGRADE						
CONTRACT MODIFICATION PROPOSAL - CO # 6, ITEM # 1						
WCD # 17 - Additional Level Sensor in Waste Sludge Holding Tank No. 1 and No. 2						
ALVAREZ CONTRACTORS, INC.						
DATE: September 16, 2024						
Material	Quant.	Unit	Unit Price			Total Price
						$ -
Equipment by Micro-Tech	1	LS	$ 9,752.00			$ 9,752.00
						$ -
						$ -
						$ -
						$ -
						$ -
				Materials Total		**$ 9,752.00**
Labor	# Workers	Hours/Man	Rate			Total Price
						$ -
ACI Project Supt.	1	10	$ 65.26			$ 652.60
On Site Engineer			$ 46.72			$ -
CL I Operator	1	10	$ 66.25			$ 662.50
CL II Operator	1	10	$ 43.56			$ 435.60
CL II Laborer			$ 39.60			$ -
						$ -
				Labor Total		**$ 1,750.70**
Equipment	# Machines	Hours/Mch.	Rate			Total Price
						$ -
Kamatsu Backhoe						$ -
Komatsu Loader						$ -
Compactor						$ -
Misc. Small Tools, Crew Truck	1	10	$ 15.00			$ 150.00
						$ -
				Equipment Total		**$ 150.00**
Subcontracts						Total Price
						$ -
S&S Electric	1	1	$ 2,192.00			$ 2,192.00
						$ -
						$ -
						$ -
				Subcontract Total		$ 2,192.00
				Total Material		$ 9,752.00
				Total Labor		$ 1,750.70
				Total Equipment		$ 150.00
				Sales Tax	0%	$ -
				Total GC Materials, Labor & Equipment		$ 11,652.70
				GC Overhead & Profit	15%	$ 1,747.91
				Total Subcontract		$ 2,192.00
				Subcontract Markup	5%	$ 109.60
				Subtotal		$ 15,702.21
				Bond & Insurance	3%	$ 471.07
				Subtotal		$ 16,173.27
				B&O Tax	2%	$ 323.47
				TOTAL		**$ 16,496.74**

Micro-Tech Designs, Inc.
4312 Black Rock Rd., Suite 1
Hampstead, MD 21074-2641
Phone (410) 239-2885
Fax (410) 239-3736

QUOTE

We're In Control

September 16, 2024

Mr. Gary Walker
Alvarez Contractors
Route 20, Patterson Mountain Rd
P.O. Box 94
Spring Dale, WV 25986
(304) 484-7754
fax:

Re.: Charles Town WWTP Waste Sludge Holding Tanks Level Transducers

Dear Mr. Walker,

We are pleased to quote on the following scope of work for the above project:

See Attached "Scope of Work"

Lot Price $9,752.00

Applicable taxes are not included

The above quotation is valid for 30 days

Micro-Tech Designs, Inc. (MTD) shall not be responsible for any failure to perform, or delay in performance of our obligations resulting from the Covid-19 pandemic or any future epidemic, or any resulting supply chain issues, and the customer/end user shall not be entitled to any damages resulting thereof.

Quotation assumes NET 30 payment terms with payment by check. EFT, ACH and Credit Card payments are subject to approval prior to order acceptance. Credit Card payments will be subject to a surcharge of up to 7%. If there are any questions concerning the above, please contact me. I look forward to working with you and your staff on this and future projects.

Sincerely,
Micro-Tech Designs, Inc.

Josh A. Whitney

Micro-Tech Designs, Inc. Standard Terms and Conditions apply to all quotations unless otherwise noted. A copy will be furnished upon request.

Micro-Tech Designs, Inc.
4312 Black Rock Road, Suite 1
Hampstead, MD 21074-1696
Phone (410) 239-2885
Fax (410) 239-3736

We're In Control

Charles Town UV High Level Switch

SCOPE OF WORK

2 - Submersible Level Transducer, 0-18.5ft WC
- Sink Weight
- Cable Hanger
- Dri-Box Enclosure with MP-11 Moisture Protection, SP10 Surge/ Lightening Protector & LCD Loop Powered Display & Zener Barrier for IS Requirements

1 - Lot RIO No.1 and SCADA HMI Integration
1 - Lot Shop Drawings for Approval
1 - Lot Operations and Maintenance Manuals

.....

Notes:

1. *Quotation does not include field installation or wiring of any kind.*
2. *Standard 1-Year warranty applies.*
3. *Offloading of equipment will be the responsibility of the receiving party.*
4. *On-site services are to take place during normal business hours (7am-4pm, Mon-Fri) unless noted otherwise.*
5. *Video recording of training sessions is not included and is subject to approval by the instructor/manufacturer.*
6. *Micro-Tech Designs, Inc. (MTD) shall not be responsible for any failure to perform, or delay in performance of our obligations resulting from the Covid-19 pandemic or any future epidemic, or any resulting supply chain issues, and the customer/end user shall not be entitled to any damages resulting thereof.*
7. *Items or services specifically excluded to be provided by others includes but is not limited to:*
    a. *Conduit/Wire*
    b. *Field Cabling/Interconnect Wiring*

Cancellation Schedule:

In the event of cancellation, either in part or total, the following percentages in reference to the entire purchase order price, or application portions thereof, will apply:

After receipt of order but prior to completed approval drawings/submittals 15%
After approval drawing/submittal completion but prior to release 40%
Prior to fabrication commencement but after major components purchase 60%
After commencement of fabrication but prior to assembly 80%
After commencement of assembly 100%

S & S ELECTRIC, INC.
ELECTRICAL CONSTRUCTION

September 11, 2024

Mr. Gary Walker
Alvarez Contractors, Inc.

Subject: Charlestown WWTP – WCD #017 WAS Vault Transducers

Dear Gary,

Per discussions, I am submitting costs for the following:

- Install two (2) transducers in the WAS vault.
- Provide all necessary conduit, boxes, wire, terminations, grounding, etc.

My price to you is broken down as follows:

• Material	$191.00
• Labor (24 hrs @ $71.46/hour)	$1,715.04
• Markup	$285.96
o Total Credit	***$2,192.00***

I hope this proposal meets with your approval.

Sincerely,

Chip Strietbeck

Chip Strietbeck
President
chip@ssewv.com

File: 3692-CO#15

S&S

PRICING SHEET

JOB Charlestown WWTP Improvements

WORK WO # 17

ESTIMATE NO. 3692

Sheet No. 1 Of Sheets 1

ESTIMATED BY	PRICED BY	EXTENDED BY	CHECKED BY	DATE
				9.11.24

	✓	MATERIAL	QUANTITY	MATERIAL PRICE	PER	MATERIAL EXTENSION	LABOR UNIT	PER	LABOR EXTENSION
1		Mount Transducer	2	20.-	ea.	40.-	4.-	ea.	8.0
2									
3		3/4" AL	30'	1.44	C	44.-	14.-	C	4.8
4		3/4" Hub	4	6.-	ea	24.-	.2	ea	.8
5		3/4" Strap - S.S.	6	5.-	ea	30.-	.2	ea	1.2
6									
7		#16 TSP	50'			20.-	4.-		4.0
8		Splice	2						
9									
10		Checkout	Lot			—			2.0
11									
12									
13									
14									
15									
16									
17									
18									
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21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33		misc	Lot			22.-			3.2
						180.-			24.0

S & S ELECTRIC, INC. MAT. ➤ LABOR ➤

DESCRIPTION						
CHARLES TOWN WWTP UPGRADE						
CONTRACT MODIFICATION PROPOSAL - CO # 6, ITEM # 3						
WCD BY EMAIL - BRONZE PROJECT PLAQUE						
ALVAREZ CONTRACTORS, INC.						
DATE: SEPTEMBER 16, 2024						
Material	Quant.	Unit	Unit Price			Total Price
						$ -
Graphics 22 Signs, Inc. Bronze Plaque	1	LS	$ 4,416.00			$ 4,416.00
Hardware and Fasteners	1	LS	$ 75.00			$ 75.00
						$ -
						$ -
						$ -
						$ -
				Materials Total		**$ 4,491.00**
Labor	# Workers	Hours/Man	Rate			Total Price
						$ -
ACI Project Supt.	1	5	$ 65.26			$ 326.30
On Site Engineer			$ 46.72			$ -
CL I Operator	1	5	$ 66.25			$ 331.25
CL II Operator	1	5	$ 43.56			$ 217.80
CL II Laborer			$ 39.60			$ -
						$ -
				Labor Total		**$ 875.35**
Equipment	# Machines	Hours/Mch.	Rate			Total Price
						$ -
Kamatsu Backhoe						$ -
Komatsu Loader						$ -
Compactor						$ -
Misc. Small Tools, Crew Truck	1	5	$ 15.00			$ 75.00
						$ -
				Equipment Total		**$ 75.00**
Subcontracts						Total Price
						$ -
						$ -
						$ -
						$ -
						$ -
				Subcontract Total		$ -
				Total Material		$ 4,491.00
				Total Labor		$ 875.35
				Total Equipment		$ 75.00
				Sales Tax	0%	$ -
				Total GC Materials, Labor & Equipment		$ 5,441.35
				GC Overhead & Profit	15%	$ 816.20
				Total Subcontract		$ -
				Subcontract Markup	5%	$ -
				Subtotal		$ 6,257.55
				Bond & Insurance	3%	$ 187.73
				Subtotal		$ 6,445.28
				B&O Tax	2%	$ 128.91
				TOTAL		**$ 6,574.18**

GRAPHICS 22 SIGNS, INC.

RE: Charles Town WV WWTP - Bronze Plaque **Bid Date: September 12, 2024**

Thank you for the opportunity to bid on this project!

The following is a bid in reference to the above-mentioned project.
included specification sections:
No specs provided, info from customer email 9/11/24

Description	Quantity
24"x36" Cast Bronze Plaque	1
Exclusions/Exceptions:	
Price excludes any B & O or local taxes. Please ADD if applicable.	
Artwork, if required, to be provided in vectored format (.eps or .ai) file to avoid any	
additional artwork charges.	
Etched photo insert under 10", if larger an ADD will be required	
Installation	

Estimated Shipping & Handling	**$**	**329.00**
Subtotal	**$**	**4,416.00**
0% SALES TAX AMOUNT	**$**	**-**
Total Supply only	**$**	**4,416.00**

Graphics 22 Signs is a DGS and PA Certified WBE

Delivery is based on a maximum of **1** shipment(s)
West Virginia Contractor's License No. is **WV037517**
No Addendums provided/reviewed.

Pricing is good for 30 days.

Should you have any questions please call Ed Leise at 412.422.1125

Graphics 22 Signs, Inc.
5212 Lytle Street Pittsburgh, PA 15207
t: 412.422.1125 f: 412.422.1226
web: www.graphics22signs.com eleise@graphics22signs.com

ALVAREZ CONTRACTORS, INC.

GARY WALKER, VP
P.O. Box 94, Route 20, Patterson Mt. Road
Spring Dale, West Virginia 25986
Phone (304) 484-7754 Fax (304) 484-7062
Email: gwaci@frontier.com

ATTN: Chris M. Eckenrode, P.E.
GWIN, DOBSON & FOREMAN, INC.
3121 Fairway Drive
Altoona, PA 16602

RE: Charles Town WWTP Upgrade
Request for Contract Time Extension

DATE: November 7, 2024

Dear Mr. Eckenrode:

As discussed during our progress meeting today, due to several delays beyond our control, I am requesting an additional 62 calendar day contract time extension for Substantial Completion of the Charles Town WWTP Upgrade project. Also, as we discussed, I am reserving additional time if these uncontrollable delays continued.

Let me know if you need any additional information.

Thanks for your continued cooperation to complete this project.

Sincerely,

Gary Walker

Gary Walker, VP/Project Manager
Alvarez Contractors, Inc.

Cc: Jack Alvarez, ACI CEO
Katie Alvarez, ACI Secretary/Office Manager

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Summit Point Raceway Evaluation

Attachments:

Summit Point Grant and Contract.pdf

GD&F
GWIN
DOBSON &
FOREMAN
CONSULTING ENGINEERS

October 8, 2024

Kristen M. Stolipher, Utility General Manager
Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

RE: Engineering Proposal/Task Order
Sanitary Survey of Water & Sewer Service
Summit Point Raceway

Dear Mrs. Stolipher:

Per your request, Gwin, Dobson & Foreman, Inc. (GD&F) is pleased to present the following proposal (Task Order) to perform a Sanitary Survey of the existing on-lot disposal systems at Summit Point Raceway. The Summit Point Raceway campus consists of several areas of various usage type and potential water/sewer demand. A summary of existing conditions and their assessment, along with recommendations and project cost estimates will be summarized and submitted to the Charles Town Utility Board for use in future planning.

Proposed Cost

GD&F will provide the above scope of services for an estimated, not-to-exceed, fee of $32,000. Invoices will be submitted on a monthly basis based on GD&F current standard rates. Payment will be made on an accrued hourly basis plus expenses. The expenses include direct expenses such as mileage, printing/copying, etc. as necessary to complete the services. Payment is due within thirty (30) days of invoicing.

We appreciate the opportunity to submit this proposal. To authorize the services, please complete the following authorization section of this proposal and return a signed copy to our office. If you have any questions, please contact our office at your convenience.

Respectfully submitted,
GWIN, DOBSON & FOREMAN, INC.

David Pedersen, P.E.
Senior Environmental Engineer

DEP/amb
Prop/2024/CTUB_SPRE_ESP_10-8-24.doc
cc: File

ACCEPTANCE OF PROPOSAL

The Charles Town Utility Board hereby accepts the above service and cost proposal.

Authorized Representative

Date

Attest/Witness

West Virginia Department of HEALTH | West Virginia Health Facilities | HUMAN SERVICES

STATE OF WEST VIRGINIA DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES
GRANT AGREEMENT

[ ] **1.** Federal Sub-recipient Grant Agreement (128) **3.** Agreement Number: G250412

[X] **2.** Other Grant Agreement **4.** wvOASIS Document Id GRNT2500000008

5. Grantee UEI:	**6.** wvOASIS Vendor #: 000000175054	**7.** Date Prepared: 05/17/2024

8. Grantee Name and Address	**9.** Spending Unit Name and Address
CHARLES TOWN UTILITY BOARD 661 S GEORGE ST STE 101 CHARLES TOWN, WV 25414	Bureau for Public Health: Office of Environmental Health Services 350 Capitol Street, Room 206 Charleston, WV 25301
10. Grantee Remittance Name and Address	**11.** Spending Unit Contact Person Name
CHARLES TOWN UTILITY BOARD 661 S GEORGE ST STE 101 CHARLES TOWN, WV 25414	Levandoski, Ashley

12. Auditor's Information

Fund	Sub Fund	Budget Fiscal Year	Department	Unit	Appropriation Unit	Object	Sub Object	Amount
0417	0000	2025	0506	3448	30002	3256	4231	$38,000.00
Function	**Major Program**			**Program**		**Program Period**		
							Total:	$38,000.00

13. Start Date: July 01, 2024	**14.** End Date: June 30, 2025

15. Description of Program

source water protection improvement activities

GRANT AGREEMENT
BETWEEN
THE WEST VIRGINIA DEPARTMENT OF HEALTH
Bureau for Public Health
Office of Environmental Health Services
and
CHARLES TOWN UTILITY BOARD

This Grant Agreement is between the West Virginia Department of Health, Bureau for Public Health Office of Environmental Health Services hereafter "Department" and CHARLES TOWN UTILITY BOARD, hereafter "Grantee." The Grant Agreement is for the provision of source water protection improvement activities as further described in **Exhibit A**.

WHEREAS, the Department has identified a public need;

WHEREAS, the Department has selected the Grantee to implement activities and services as described herein to accomplish a public purpose of support or stimulation authorized by Federal/State statutes and regulations;

WHEREAS, the Department will provide funds as available for these activities and services;

NOW, THEREFORE the parties mutually agree as follows:

I. PROGRAM SERVICES TO BE PROVIDED

1.01 **Scope:**

The Grantee agrees to provide the services and activities under the terms and conditions in the approved Statement of Work attached as **Exhibit A**.

II. GRANT AGREEMENT TERM

2.01 **Term:**

This Grant Agreement shall be effective for the period commencing on 7/1/2024 and ending on 6/30/2025. The Department shall have no obligation for payment of services rendered by the Grantee which are not performed within this specified period.

III. FUNDING

3.01 **Source of Funds:**

3.01(a) The Source of Funds Schedule, attached as **Exhibit B**, identifies the source of funds to be used as payment for the term of this Grant Agreement.

3.01(b) Federal funds are identified by the applicable Catalog of Federal Domestic Assistance (CFDA) numbers and the appropriated federal revenue fund account number(s).

3.01(c) State funds are identified by the specific appropriated general revenue fund and/or appropriated/non-appropriated special revenue fund account number(s).

3.02 **Condition for Receipt of State Funds:**

State funds provided by the Department to the Grantee under this Grant Agreement may not be used by the Grantee as a match or cost-sharing provision to secure other federal monies without prior written approval by the Department.

3.03 **Maximum Amount Available:**

The Department agrees to pay the Grantee a sum not to exceed Thirty Eight Thousand, $38,000.00, dollars for the term of this Grant Agreement. The amount of this Grant Agreement can only change by written agreement which is signed by the parties.

3.04 **Subject to Funds Availability:**

3.04(a) This Grant Agreement is subject to the appropriation and availability of State and/or Federal funds. If the funds are not appropriated as anticipated, or they are otherwise unavailable, the Department reserves the right to reduce or terminate this Grant Agreement upon written notice to the Grantee.

3.04(b) Such reduction or termination shall not be deemed a breach of Grant Agreement by the Department.

3.04(c) Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Agreement.

3.04(d) If termination occurs, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date, provided funds are available.

3.04(e) Upon such termination, the Grantee shall have no right to recover from the Department any actual, general, special, incidental, consequential, or any other damages of any description or amount.

3.05 **Program Income:**

3.05(a) 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) outline specific guidance for the tracking and disposition of any program income generated as a result of funds received under this Grant Agreement.

3.05(b) Except as otherwise provided in Federal awarding agency regulations or the terms and conditions of the award, program income does not include interest on grant funds, nor does it include the receipt of principal on loans, rebates, credits, discounts, etc., or interest earned on any of them. Furthermore, program income does not include taxes, special assessments, levies, and fines raised by governmental recipients.

3.05(c) Grantee agrees to comply with all applicable regulations regarding program income.

IV. AUTHORIZING STATUTES AND REGULATIONS

4.01 **Grantee Uniform Administrative Regulations, (Cost Principles, and Audit Requirements for Federal Awards):**

Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200) establishes uniform administrative requirements, cost principles and audit requirements for Federal awards to non-Federal entities. Subparts B through D of 2 CFR 200 set forth the uniform administrative requirements for grant agreements and for managing Federal grant programs. The Grantee agrees to comply with the uniform administrative requirements set forth within 2 CFR 200 Subparts B through D, regardless of whether the Department is funding this grant award with Federal pass-through dollars, state-appropriated dollars or a combination of both.

4.02 **Statutes and Program Regulations:**

For each federal grant program there are applicable federal statutes and/or codified federal program regulations. Also included are any applicable West Virginia Code citations, administrative rules, and Department policies. A listing of the above information and possible sources for obtaining the information is attached as **Exhibit C**. This information is to be used by the Grantee to determine the manner in which the work is performed under this Grant Agreement.

4.03 **Grantee Responsibility:**

The Grantee is responsible for obtaining the above information. The listing is not to be deemed inclusive, but informative of relevant statutes and regulations.

V. PAYMENT TERMS AND CONDITIONS

5.01 **Payment Methodology:**

The payment methodology guidance and address for invoice submission, attached as **Exhibit D**, shall constitute the manner whereby payments are made by the Department to the Grantee.

5.02 **Budget:**

The Grant Agreement Budget, attached as **Exhibit E,** shall constitute the maximum amount available to the Grantee for work performed under this Grant Agreement.

5.03 **Payment of an Invoice:**

The payment of an invoice by the Department shall not prejudice the Department's right to object to

or question any invoice or matter relating to this Grant Agreement. Such payment by the Department shall not be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs invoiced.

5.04 **Unallowable Costs:**

The Grantee's invoice shall be subject to reduction for amounts included in any invoice or prior payment made which are determined by the Department not to constitute allowable costs on the basis of audits, reviews, or monitoring of this Grant Agreement.

5.05 **Deductions & Withholdings:**

5.05(a) The Department may deduct amounts or withhold payments invoiced by the Grantee under this or any other Grant Agreement between the Grantee and the Department or its operating units if the Grantee fails to comply with any requirements of this Grant Agreement or any other Grant Agreements between the Grantee and the Department or its Bureaus, Offices, Divisions, or other operating units.

5.05(b) Funds withheld due to unsatisfactory program performance or failure to comply with the terms and conditions of this Grant Agreement or any other Grant Agreement between the Department or its other operating units may be restored upon satisfactory completion of the condition that caused the withholding.

VI. STANDARDS FOR FINANCIAL MANAGEMENT

6.01 **Financial Management System:**

6.01(a) The Grantee will maintain an accounting system and a set of accounting records that, at a minimum, allows for the identification of the source of revenue and expenditures related to this Grant Agreement.

6.01(b) All records will be supported by source documentation.

6.01(c) The Grantee's financial and accounting records pertaining to this agreement must be closed out at the end of the Grant Agreement period and must identify any excess revenue over expenditures.

6.02 **Cost Principles:**

Subpart E of 2 CFR 200 establishes principles for determining the allowable costs incurred by non-Federal entities under Federal awards. The Grantee agrees to comply with the cost principles set forth within 2 CFR 200 Subpart E, regardless of whether the Department is funding this grant award with Federal pass-through dollars, state-appropriated dollars or a combination of both.

6.03 **Indirect Costs and Allocation of Costs:**

6.03(a) If the Grantee charges indirect costs to this Grant Agreement, the Grantee shall utilize an indirect cost rate that provides an equitable distribution of indirect expenses and shall

be prepared to substantiate the rate and the basis for the rate by providing the DHHR with one of the following three forms of documentation:

6.03(a)(1) Indirect cost proposal and corresponding negotiated indirect cost rate agreement as issued or otherwise approved by a Federal cognizant agency for indirect costs. "Cognizant agency for indirect costs" means the Federal agency responsible for reviewing, negotiating and approving indirect cost proposals developed under 2 CFR 200 on behalf of all Federal agencies.

6.03(a)(2) Indirect cost proposal and corresponding indirect cost rate agreement (or similar script) as issued or otherwise approved by another State grant-awarding agency that has agreed to review the proposal and negotiate a rate.

6.03(a)(3) Indirect cost proposal that includes the indirect cost rate; the distribution base; a signed certification as outlined within 2 CFR 200; and a written attestation (or similar form of 'assurance) from an independent certified public accountant confirming that the proposal complies with, was prepared in accordance with and addresses all of the requirements of 2 CFR 200.

6.03(b) De Minimis Rate

6.03(b)(1) A Grantee that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs as allowed per 2 CFR 200. "Modified total direct costs" means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first $25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). Modified total direct costs excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward and subcontract in excess of $25,000.

6.03(b)(2) If the Grantee elects to utilize the de minimis rate, the Grantee must utilize the rate consistently for all Federal awards [and for all DHHR awards, regardless of whether said awards are funded with Federal dollars or State appropriated dollars] until such time as the Grantee chooses to negotiate for a rate.

6.03(b)(3) If the Grantee is a government agency that receives more than $35 million of direct Federal funding, the Grantee must submit its indirect cost rate proposal to its cognizant agency for indirect costs and is thus not qualified to utilize the de minimis rate.

VII. AUDITS AND MONITORING

7.01 **Audit Requirements:**

The Grantee agrees that it has reviewed, understands and will comply with the Federal audit requirements of 2 CFR 200 Subpart F as may be applicable; the State accountability requirements of WV Code §12-4-14; and the Grantee Audit Certification and Federal Expenditure Disclosure

(GACFED) requirements referenced within Exhibit F of this grant agreement.

7.02 **Monitoring:**

7.02(a) The Department has a responsibility to monitor the activities of its grantees as necessary to provide reasonable assurance that the Grantee uses these grant funds for intended and authorized purposes; complies with laws, regulations and the provisions of contracts or grant agreements; and achieves performance goals.

7.02(b) Monitoring is the process by which the programmatic and administrative management performance of a grant is continuously reviewed by the awarding agency. Factors that may affect the nature, timing and extent of monitoring activities of the Department include, but are not limited to, the complexities of the program's compliance requirements, the amount (dollar value) of awards, and the Grantee's overall level of risk. There are several types of monitoring activities that may be performed by the Department in relation to this grant including the review of audits, financial and performance reports; the performance of onsite monitoring visits; observing operations; reviewing financial and programmatic records; regular contact; other inquiries concerning program and financial activities; etc.

7.02(c) The Grantee shall fully cooperate and assist the Department or its authorized representative(s) with respect to the monitoring responsibilities and activities referenced herein, or with respect to any and all other monitoring activities deemed necessary and appropriate by the Department at its sole discretion. Notwithstanding the administrative and reporting requirements presently cited within this agreement, the Grantee shall allow for the performance of onsite monitoring reviews by the Department or its authorized representative(s), and agrees to provide any technical assistance, reports, records, documentation and to comply with all requests for information as deemed necessary and appropriate by the Department, at its sole discretion, to fulfill its monitoring responsibilities and objectives. The Department or its authorized representative(s) shall be given full and complete access to all information and personnel related to the performance of this grant agreement to ensure that program activities and costs are consistent with goals and objectives of the grant.

7.02(d) If as a result of its monitoring efforts the Department uncovers deficiencies in the Grantee's administration of this grant or related project/program, the Department shall notify the Grantee in writing of said deficiencies. The Grantee agrees to take immediate and timely corrective action as determined by the Department in an attempt to rectify any identified and reported deficiencies and to resolve the matter to the overall satisfaction and sole discretion of the Department.

7.03 **Failure to Comply:**

Failure to comply with any of the requirements within this [Audits and Monitoring] Section or failure to respond in a timely manner to the Department's request for reports, records, documentation or other information related to monitoring may result in disallowed costs, suspension or termination of funding for this and other grants and contracts with the Department.

VIII. REPORTS AND RECORDS

8.01 **Required Reports:**

The Grantee certifies that it will comply with all applicable reporting and record retention requirements the source of which may be Federal and State laws, programmatic regulations, public policy and/or administrative requirements. References to these requirements and further guidance may be found in the general terms and conditions of this grant agreement as well as the attached exhibits.

8.02 **Record Retention:**

8.02(a) Grantee shall retain all financial records, supporting documents, statistical records, and all other records pertinent to this Grant Agreement for a period of three years from the date of submission of the final expenditure report or payment of final invoice.

8.02(b) If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

8.02(c) Records for equipment acquired with Federal funds shall be retained for three years after final disposition.

8.03 **Access to Records:**

8.03(a) The Department and its Inspector General, Federal awarding agency and its Inspector General, Comptroller General of the United States, State Auditors, program monitors, or any duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of the Grantee, in order to make audits, examinations, excerpts, transcripts and copies of such documents.

8.03(b) This right also includes timely and reasonable access to the Grantee's past and present personnel for the purpose of interviewing and discussing matters related to such documents.

8.03(c) The rights of access are not limited to the required retention period, but shall last as long as records are retained.

8.03(d) Grantee waives any confidentiality, privacy privilege, or proprietary defenses regarding audits or monitoring.

IX. STANDARD TERMS AND CONDITIONS

9.01 **Required Approvals:**

The Department is not bound by this Grant Agreement until it is approved and signed by the appropriate Department and/or State officials in accordance with applicable West Virginia State laws and regulations.

9.02 **Modifications:**

9.02(a) Formal Grant Agreement modifications and change orders will be negotiated by the Department and the Grantee to address changes including, but not limited to, the terms and

conditions, costs, or scope of work included under this Grant Agreement.

9.02(b) As soon as possible after receipt of a written change request, but in no event more than thirty (30) days, the Grantee shall provide the Department a written statement verifying the change has no price impact on the Grant Agreement. If there is a price change, Grantee shall provide a description of the price increase or decrease involved in implementing the change.

9.02(c) The Department agrees to provide a modification, if approved, within thirty (30) days of receipt of Grantee's written statement.

9.02(d) No changes in scope to the project are authorized or are to be implemented by Grantee until a written change order is received and approved in writing by the Department and other applicable agencies.

9.03 **Termination:**

9.03(a) Any change in Federal and/or State law which significantly alters Grantee's required activity, or any change in the availability of funds shall be viewed as binding and shall warrant good faith renegotiation of the provisions of the Grant Agreement that are affected. This change in circumstance includes suspension, termination, or reduction by the federal grantor agency of the grant to the Department under which this Grant Agreement is made. If such renegotiation proves unsuccessful within ten (10) days, the Grant Agreement may be terminated upon written notice of either party to the other party at least thirty (30) days before termination.

9.03(b) This Grant Agreement may be cancelled by either party at any time with or without cause, upon thirty (30) days notice in writing, and delivered by mail or in person.

9.03(c) Upon default, as defined below, the Department shall give Grantee twenty (20) days written Notice of Default and Right to Cure. If the default has not been cured within such twenty day period, then this Grant Agreement shall terminate automatically upon its own terms without further notice or demand. Default shall include Grantee's:

9.03(c)(1) Failure to fulfill for any reason in a timely and proper manner its obligations under this Grant Agreement in the Department's sole determination;

9.03(c)(2) Failure for any reason to comply with such additional conditions as may be lawfully applied by the federal grantor agency to the Grantee and Department;

9.03(c)(3) Failure to demonstrate compliance with any corrective action plans approved by the Department.

The Department expressly reserves all remedies at law and equity, including without limitation, the right to seek all appropriate relief upon the filing of a voluntary or involuntary petition for Grantee's reorganization or liquidation under any bankruptcy or insolvency laws providing for the relief for debtors.

9.03(d) In the event of any termination, all property and finished or unfinished documents, data, and studies prepared by Grantee under this Grant Agreement shall be disposed of according to directive of the federal awarding agency and the Department, and Grantee may be entitled to compensation for any nonreimbursed expenses reasonable and necessary incurred in satisfactory performance of

the Grant Agreement.

9.03(e) Notwithstanding the above, Grantee shall not be relieved of the liability to the Department for any damages sustained by the Department by virtue of any breach of the Grant Agreement by Grantee. The Department within its sole discretion may withhold payments due the Grantee under this Grant Agreement, or withhold payments due under any other grant agreement between the Grantee and Department or its operating units as payment for damages. The Department within its sole discretion may use the withheld amounts as security to cover unliquidated damages sustained by the Department as reasonably estimated by the Department until such time as the exact amount of damages due the Department from the Grantee is agreed upon or otherwise determined.

9.03(f) The Department shall provide Grantee with notice, in writing, of conditions endangering performance. If after such notice Grantee fails to remedy the conditions contained in the notice within the time period contained in the notice, the Department shall issue an order to stop all work immediately. The Department shall be obligated only for services rendered and accepted before the date of the notice of termination.

9.04 **Assignment:**

Grantee shall not modify, convey, sell, transfer, assign, delegate, or otherwise dispose of the Grant Agreement or any portion thereof or of any right, title or interest therein without the prior written consent of the Department. This provision includes potential assignment of the Grant Agreement due to change in ownership of the firm.

9.05 **Subgranting:**

The Grantee shall not enter into a subgrant agreement for any of the work performed under this Grant Agreement without obtaining the prior written approval of the Department. If subgrant agreements are approved by the Department, they shall contain, at a minimum, sections of this Grant Agreement pertaining to Indemnity Conflicts of Interest, Lobbying, Nondiscrimination, Audit Requirements, Public Notice and any other State and/or Federal requirements.

9.06 **Completeness:**

9.06(a) This Grant Agreement is complete and contains the entire understanding between the parties relating to this Grant Agreement.

9.06(b) This Grant Agreement supersedes all prior understandings, representations, negotiations, and agreements between the parties written or oral.

9.06(c) If there is a conflict between any of the terms of this Grant Agreement as specified in Sections I through XVI and **Exhibit A**, the terms of Section I through XVI shall govern.

9.07 **Severability:**

If any terms and conditions of this Grant Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in effect. To this end, the terms and conditions of this Grant Agreement are declared severable.

9.08 **Ownership of Information, Software and Data:**

9.08(a) Within the scope of confidentiality provision in this Grant Agreement and governing laws, the Department and Grantee shall share joint ownership of all information and data developed, derived, documented or furnished by Grantee and/or the Department under this Grant Agreement.

9.08(b) Within the scope of confidentiality provision in this Grant Agreement and governing laws, the Department and Grantee shall both have unlimited, non-exclusive rights to use, disclose, duplicate or publish for any purpose whatsoever, the results of activities under this Grant Agreement.

9.08(c) All software must include application programs in the most current version, systems instructions, all data files in the current versions, user and operational manuals and other documentation, system and program documentation describing the most current version, network configuration and control documentation, training programs and material in the operational plans and products developed, and all specialized or specially modified operation system software and specially developed programs, including utilities, software and documentation which are required for or used in the operation of any software developed and/or purchased.

9.08(d) All computer equipment and software that interfaces with the Department's equipment and software shall meet or exceed Department standards.

9.09 **Licensure and Registrations:**

The Grantee certifies that it is registered and licensed to do business in the State of West Virginia. The Grantee and its employees and all sub-grantees shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.

9.10 **Department Right of Approval:**

The Department shall have the right in its sole discretion to refuse to permit any employee of the Grantee, or employee of an approved agent, assignee, or subcontractor of the Grantee, to be located at a Department work location, or to provide services to the Department or its clientele pursuant to this Grant Agreement.

X. COMMUNICATIONS AND CONTACTS:

10.01 **Contacts:**

A list identifying contact persons for each party is attached as **Exhibit H.**

10.02 **Notices:**

Any notice, request, demand, communication required under this Grant Agreement shall be in writing and shall be deemed sufficiently given upon delivery, if delivered by hand (signed receipt obtained), or three (3) days after posting if properly addressed and sent certified mail return receipt requested. These notices shall become effective on the date of receipt or the date specified within the notice, whichever comes later.

10.03 **Party Changes:**

Each party shall provide a written notice of changes in contact persons, address, telephone, fax numbers, and email addresses.

XI. PROCUREMENT AND PROPERTY STANDARDS

11.01 **Procurement Standards:**

11.01 The grantee must use its own documented procurement procedures which reflect applicable state and local laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 CFR Part 200.317- 200.326.

11.02 **Property Standards (Property, Equipment and Supplies):**

11.02(a) Grantee is bound by and agrees to comply with the property standards set forth in 2 CFR 200.310-200.316, regardless of whether the Department is funding this grant award with Federal pass-through dollars, state-appropriated dollars or a combination of both.

11.03 **Prior Approval for Equipment and other Capital Expenditures:**

Capital expenditures for general purpose equipment; special purpose equipment; and improvements to land, buildings, or equipment which materially increase their value are unallowable except with the prior written approval of the Department and must be included as a separate budgetary line item in **Exhibit E** of this grant agreement. Further regulations regarding the acquisition, disposition and overall accounting for property and equipment are delineated in 2 CFR 200.439. Additionally, the grantee shall be bound by any special terms, conditions or restrictions regarding capital expenditures for property and equipment as disclosed in **Exhibit K** of this grant agreement.

XII. INDEPENDENT GRANTEE:

12.01 **Relationship:**

12.01(a) The relationship of the Grantee to the Department will be that of an independent grantee and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this Grant Agreement.

12.01(b) Grantee shall be responsible for selecting, supervising, and compensating individuals employed pursuant to the terms of this Grant Agreement.

12.01(c) Neither the Grantee nor any employees or contractors of the Grantee shall be deemed to be employees of the Department for any purposes whatsoever, and neither the Grantee nor any employees or contractors of the Grantee shall be eligible to participate in any benefit program unless such program is specifically available to the Grantee by the State of West Virginia as a separate, distinct and stand alone benefit not arising from the Department and this grant agreement.

12.01(d) Grantee shall be exclusively responsible for the payment to its employees and contractors of all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, compliance with the wage and hour law and all other employment laws.

XIII. INDEMNIFICATION AND HOLD HARMLESS:

13.01 Indemnification and Hold Harmless:

Grantee shall indemnify and hold harmless the Department, its Bureaus, Offices, Commissions, State of West Virginia, its officers, agents, subcontractors and employees of each entity from and against any and all loss, damage, liability and from any claims for damages arising from bodily injury, including death, which may be sustained or claimed to be sustained by any person, including employees of Grantee or its subcontractors or agents, and from any damages to property, including loss of use, and including property of the Department and State of West Virginia, caused by or arising out of or claimed to have been caused or to have arisen out of an act or omission of Grantee or its agents, employees or subcontractors in connection with the performance of this Grant Agreement, or caused by or arising out of or claimed to have been caused or to have arisen out of the concurrent negligence of Grantee, its agents and employees, in connection with the performance of this Grant Agreement, whether or not insured against; provided, however, that the foregoing indemnification will not cover loss, damage or liability arising from the sole negligence of the Department, its agents and employees; and Grantee shall at its own cost and expense defend any claim, suit, action, or proceeding, whether groundless or not, which may be commenced against the Department or State of West Virginia, and Grantee shall pay all judgments which may be recovered in any such actions, claims, proceedings or suits and defray any and all expenses, including costs and attorneys fees, which may be incurred as a result of such actions, claims, proceedings or suits. Notwithstanding the foregoing, in the event of such actions, claims, proceedings or suits, the Department shall be entitled, if it so elects, to representation by attorneys of its own selection. The obtaining by the Grantee of a release or discharge of liability running to the Grantee shall not diminish nor affect in any way the rights of the Department and the obligation of the Grantee.

If Grantee is an agency or instrumentality of the state of West Virginia, this section is not applicable to this Grant Agreement or any other Grant Agreement issued by the Department. If Grantee is an agency or instrumentality of a state other than the state of West Virginia; is a local government located within or outside the state of West Virginia, as the term "local government" is defined in 2 CFR 200.64; or is a nonprofit organization operating within or outside the state of West Virginia, as the term "nonprofit organization" is defined in 2 CFR 200.70, this section is applicable.

XIV. ASSURANCES & PUBLIC POLICY REQUIREMENTS

14.01 Assurances:

14.01(a) **Conflicts of Interest:** The Grantee attests that it, its officers or members, employees, or subgrantees presently have no interest and shall not acquire any interest, direct or indirect which would conflict or compromise in any manner the performance of services. The Grantee further attests that during the performance of the Grant Agreement, the Grantee shall periodically question its officers, members and employees concerning such interests. Any such interest discovered shall be promptly presented in detail to the Department. The Grantee will establish safeguards to

prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.

14.01(b) **Transactions with Affiliated Business Entities or Relatives:** Grantee will make a full disclosure in writing to the Department any corporation, partnership, sole proprietorship, or other business entity of any kind which is a wholly or partially owned entity of the Grantee or whose relatives supply goods or services to Grantee or work for or provide services to Grantee.

14.01(c)**No Debt Requirement:** Grantee certifies it has thoroughly reviewed its business activities and accounts after reading **Exhibit I** (attached), and Grantee hereby assures the Department that Grantee and all its related parties do not owe any debt.

14.02 **Public Policy Requirements:**

14.02(a) **Certification Regarding Debarment & Suspension:** Grantee certifies that no entity, agency, or person associated with the Grantee is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension."

14.02(b) **Certification of Compliance with Environmental Tobacco Smoke/Pro Children Act of 1994:** Grantee certifies compliance with Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the Grantee certifies that it will comply with the requirements of the Act.

The Grantee further agrees that it will require the language of this certification be included in any subgrants which contain provisions for the children's services and that all subgrantees shall certify accordingly.

The Public Health Service strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

14.02(c)**Certification of a Drug Free Workplace:** In accordance with Public Law 100-690 Drug-Free Workplace Act of 1988 the Grantee certifies the following requirements for a drug free workplace will be provided and/or maintained with a good faith effort including, at a minimum, having a policy statement and an ongoing drug awareness program. If such a policy and practice have not been established heretofore, Grantee agrees to do so within thirty (30) calendar days after the beginning of this Grant Agreement.

Grantee agrees to publish a statement notifying employees that the unlawful manufacture,

distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition. Grantee also agrees to make it a requirement that each employee who will be engaged in the provision of service under this Grant Agreement be given a copy of this statement and that each such employee understand that, as a condition of employment, the employee will abide by the terms of the statement.

Grantee also agrees to establish and/or maintain an ongoing drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, any available drug counseling or rehabilitation, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

14.02(d) **Certifications Related to Lobbying:** Grantee shall not endorse or support any candidate running for partisan political office. No federal or state funds under this Grant Agreement shall be expended to support any legislative lobbying efforts of Grantee related to specific legislation. Grantee shall certify that no federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress , an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, Grantee shall immediately complete and submit a disclosure form to report lobbying.

Grantee shall require that the language of this certification be included in the award documents for all subawards at all tiers (including, but not limited to subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Grant Agreement was made. Submission of this certification is a prerequisite for making and entering into this Grant Agreement imposed under 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty.

14.02(e) **Civil Rights:** Grantee shall comply with all Federal and State laws, rules and regulations that prohibit any unlawful discrimination or violations of civil rights. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 - 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L 91-616), as amended, relating to nondiscrimination

on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal and State assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to this grant. The Grantee shall insert a similar provision in all subcontracts and subawards for activities covered under this Grant Agreement.

14.02(f) **Program Fraud Civil Remedies Act:** The authorized official signing for the Grantee certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees the Grantee organization will comply with all terms and conditions of the Grant Agreement.

XV. OTHER TERMS AND CONDITIONS

15.01 **Confidentiality of Records:**

Strict standards of confidentiality of records and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) shall be maintained in accordance with State and Federal laws. Attached **Exhibits J and L** (if applicable) more fully explain these requirements and must be followed by the Grantee. It is expressly understood and agreed that obligations set forth in this section shall survive the termination of this Grant Agreement.

15.02 **No Waiver/Strict Performance Required:**

Failure by any party to this Grant Agreement to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Agreement shall be deemed to have been waived, modified, deleted except by a written amendment signed by the parties.

15.03 **Titles, Tense:**

In construing this Grant Agreement, whenever appropriate, the singular tense shall be deemed to mean the plural and vice-versa. Titles of sections and paragraphs used herein are for the purpose of facilitating ease of reference only and shall not be construed to be a part of this Grant Agreement.

15.04 **State and Federal Compliance:**

The Grantee shall comply with all applicable State and Federal laws and regulations in the performance of this Grant Agreement.

15.05 **Department Liability:**

The Department shall have no liability except as specifically provided in this Grant Agreement.

15.06 **Organization and/or Personnel Changes:**

Grantee agrees to inform the Department of any changes of key personnel or organizational structure affecting the operation of the Grantee agency.

15.07 **Taxes and Obligations:**

Grantee certifies it is current on all taxes and obligations due the federal, state, and local governments.

15.08 **Public Notice:**

Grantee shall give credit in any publicity, printed materials, programs, and press releases as follows: "This program is being presented with financial assistance as a grant from the West Virginia Department of Health and Human Resources."

15.09 **Information Technology Policies:**

Grantees that have access to Department data systems or use the Department's Wide Area network (WAN) agree to comply with all of the Department's Information Technology Policies, including, but not limited to, the Information Technology Resource Policy and the Hardware/Software Policy. Grantee agrees to only use these systems for activities related to the work performed under this Grant Agreement.

XVI. SPECIAL TERMS AND CONDITIONS

16.01 Any special terms and conditions required as a condition for receiving and expending funds under this Grant Agreement are attached as **Exhibit K**.

16.01(a) If any of these special terms and conditions required by federal statute, codified federal regulation, applicable West Virginia Code citations, administrative rules, or Department policies conflict with any other terms and conditions of this Grant Agreement, the special terms and conditions shall control.

16.01(b) If the special terms and conditions conflict with federal statutes, codified federal regulations, applicable West Virginia Code citations, administrative rules, or Department policies, such special terms and conditions are void.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be signed and dated as shown below.

FOR CHARLES TOWN UTILITY BOARD

Grantee Authorized Signature: _____ *Date:* 9-11-24

Printed Name and Title: JOHN S. NISSEL / CITY MANAGER

Taken, sworn and subscribed before me this 11th *day of* September, *20*24.

Notary Public Signature: _____

My Commission Expires: August 13, 2025

ASHLEY N. STOTTLEMYER
Notary Public Official Seal
State of West Virginia
My Comm. Expires Aug 13, 2025
661 S. George Street Charles Town WV 25414

FOR THE DEPARTMENT OF HEALTH

_____ 9/12/2024
Date

A. Introduction/Background

West Virginia State Code 16-1 requires that any public water utility required to file a source water protection plan (SWPP) shall submit an updated SWPP at least every three years or when there is a substantial change in the potential sources of significant contamination within the identified zone of critical concern. The Department of Health and Human Resources, working in collaboration with the Department of Environmental Protection and the Division of Homeland Security and Emergency Management, shall compile an inventory of all potential sources of significant contamination (PSSC) contained within a public water system's (PWS) zone of critical concern. The PWS is required to update the PSSC inventory when the SWPP is updated.

B. Objectives

The goal of this project is to update the Charles Town Utility Board PSSC inventory including a newly discovered group of septic tanks at Summit Point Raceway. As part of the updates, communicate with the upstream PSSC threats and provide public outreach information and materials.

C. Activities

Update the PSSC inventory and the communications plan and provide public outreach information. The work will be done within the Charles Town Utility Board watershed area in Jefferson County, West Virginia.

D. Performance Measures

Complete the SWPP and PSSC updates and include these improvements in the next required update to the Source Water Protection Plan for the public water system.

E. Timeframes

July 1, 2024 to June 30, 2025.

EXHIBIT B
SOURCE OF FUNDS SCHEDULE

The Department estimates the funds for this Grant Agreement shall be paid from the following federal and/or state sources:

FEDERAL FUNDS			
1. CFDA Number	2. Account Number (Fund/Appropriation Unit)	3. Grant Name	4. Amount
TOTAL FEDERAL FUNDS			

STATE FUNDS		
5. Fund/Appropriation Unit	6. Fund/Appropriation Unit Name	7. Amount
0417/30002	Environmental Health Services	$38,000.00
TOTAL STATE FUNDS		**$38,000.00**

STATE FUNDS		
(Appropriation Type - Special Revenue: Appropriated or Unappropriated)		
8. Account Numbers (Fund/Appropriation Unit)	9. Fund/Appropriation Unit Name	10. Amount
TOTAL STATE FUNDS		

TOTAL FEDERAL AND STATE FUNDS	$38,000.00

If at the end of the Grant Agreement period the Department determines the funding sources for all payments to the Grantee for this Grant Agreement are different than reflected above, a revised Source of Funds Schedule shall be sent to the Grantee by the Department that reflects the final source of funds.

FFATA

As stated in the Addendum to this grant agreement, the Grantee must comply with the Federal Funding Accountability and Transparency Act of 2006.

Health Insurance Portability and Accountability Act

"Health Insurance Portability and Accountability Act of 1996, Public Law 104 - 191, 110 Stat. 1936 (1996) (HIPAA) and regulations promulgated thereunder (HIPAA Regulations)."

West Virginia Nonprofit Corporation Act

"West Virginia Nonprofit Corporation Act, W. Va. Code 31E-1-101 through 31E-8-856, if applicable.
http://www.wvlegislature.gov/WVCODE/code.cfm?chap=31E&art=1

WV Code §12-4-14

In accordance with WV Code §12-4-14, referenced in Exhibit F of this grant agreement, a Grantee seeking a State grant must provide verification that they have filed all reports and sworn statements of expenditures for prior State grants received. Therefore, in accordance with WV Code §12-4-14 and Section 8.1.1 of CSR §155-09, the following assurance is hereby incorporated into this grant agreement for the purpose of providing the required certification:

"Under penalty of law for false swearing (West Virginia Code §61-5-3), Grantee certifies that by signing this grant agreement on the signature page that Grantee and all related parties have filed all reports for State grants received as required under West Virginia Code §12-4-14."

Grantee Executive Responsibility and Accountability

If a grantee is required to comply with any audit or monitoring procedures described in this grant, or if the grantee receives any other audit reports or findings (including but not limited to IRS, FBI, EPA, DOD, DOC, SEC, OSHA, DOJ, DOT, OCR, FTC or other regulatory audits), the grantee's President, Chief Executive Officer, or Executive Director (whichever is applicable, hereafter President) shall insure that the following occurs:

(1) that the grantee's officers, responsible financial personnel (including grantee's internal and external accountants and CPAs), Board of Directors, and lawyer(s) timely receive a complete copy of the above described audits, findings and monitoring reports with exhibits, and

(2) that after a review by them, the President shall make an inquiry to them whether they have any other information, knowledge or facts indicating that the grant funds were not spent in accordance with the grant agreement, other than those disclosures previously made to any internal auditors, external auditors, regulatory authorities and to the DEPARTMENT, and

(3) that if the President learns from his inquiry of new information, knowledge or facts indicating the grant funds were not spent in accordance with the grant agreement, he shall report immediately his new findings to the DEPARTMENT, appropriate internal and external auditors and the appropriate regulatory authorities, and

(4) that the DEPARTMENT will receive a copy of any audit report, or finding by a regulatory agency related or unrelated to this grant (including but not limited to any report, audit or finding from any regulatory agency or oversight organization that criticizes the grantee's operation, purchasing practices, delivery of services, staff salaries, personnel practices, and programs, including but not limited to, for example, the IRS, FBI, EPA, DOD, DOC, SEC, OSHA, DOJ, DOT, OCR, FTC, and other investigative federal and state agencies, etc). If there is any doubt as to whether to "self disclose" and send a copy of any such audit or report to the DEPARTMENT, it is the grantee's responsibility to seek timely written clarification from the DEPARTMENT.

Under penalty of law for false swearing (W.VA. CODE 61-5-3), DEPARTMENT in its discretion may request from time to time that the grantee's President provide a written letter of assurance to the DEPARTMENT that he has complied with the above requirements. The DEPARTMENT may request facts relating to such compliance, such as dates and other particulars of such compliance. If such assurance letters are requested, the grantee's President shall provide to the DEPARTMENT this written assurance no later than ten (10) days from the date on the written request.

The DEPARTMENT may also request the President to certify in writing within ten (10) days of DEPARTMENT's written request to him that the grantee has adequate controls to detect and prevent misuse of grant funds and accounting fraud. The grantee shall provide written proof, satisfactory to the DEPARTMENT, of the exact nature of these controls. If the DEPARTMENT determines in its sole discretion that the grantee's controls are inadequate, the grantee shall institute controls that are adequate to satisfy the DEPARTMENT within thirty (30) days of the DEPARTMENT's written notification of the inadequacy.

If the grantee refuses to provide such written assurances, or provides unsatisfactory written assurances, the DEPARTMENT in its sole discretion may terminate this grant and withhold the grant funds until a satisfactory assurance is received.

The fact that the DEPARTMENT did not request written assurances for any past period does not waive or otherwise change the grantee's continuing obligation to comply timely with the above disclosure and inquiry obligations and to provide written assurances satisfactory to DEPARTMENT. In other words, these disclosure and reporting duties are deemed a continuing duty regardless of whether the DEPARTMENT requests a written letter of assurance of compliance. It is the grantee's responsibility to make any appropriate self disclosures and to comply with this requirement, and then be able to document such compliance if and when requested by the DEPARTMENT.

Any correspondence required as a result of Grantee Executive Responsibility and Accountability provisions above can be submitted to:

Office of Internal Control and Policy Development
Office of Shared Administration
West Virginia Departments of Health, Health Facilities and Human Services
One Davis Square, Suite 401
Charleston, WV 25301

Pursuant to CFR 200.331 the below information is being provided to indicate the Federal Award Identification Number (FAIN) and the Federal Award Date.

Grant Name	FAIN	Start Date	End Date

EXHIBIT D
PAYMENT METHODOLOGY - SCHEDULE OF PAYMENTS - MULTIPLE RECONCILIATIONS

After receipt of the fully executed Grant Agreement, the Grantee will submit invoices pursuant to the Schedule of Payments provided for in this exhibit. Each invoice must bear the original signature of the Grantee's agency head or person designated as responsible for the invoicing. Such invoices must be submitted as an original with **Zero (0)** copies and must conform to the Department's invoicing instructions.

Invoices are to be submitted to the address below:

Bureau for Public Health: Office of Environmental Health Services
350 Capitol Street, Room 206
Charleston, WV 25301

Schedule of Payments

Date	Amount
7/15/2024	$7,600.00
10/15/2024	$8,360.00
1/15/2025	$9,500.00
4/15/2025	$12,540.00
TOTAL	$38,000.00

The Grantee understands that invoices submitted prior to the full execution of the Grant Agreement and the issuance of the Grant Agreement will not be honored and that invoices submitted with mistakes and/or omissions will be returned.

EXHIBIT D
PAYMENT METHODOLOGY - SCHEDULE OF PAYMENTS - MULTIPLE RECONCILIATIONS

Requests by the Grantee for payment shall be limited to the minimum amount needed and be timed to be in accordance with the actual, immediate cash requirements of the Grantee in carrying out the purpose of the approved program or project. The timing and amount of the cash payment shall be as close as is administratively feasible to the actual disbursements by the Grantee for direct program costs and the proportionate share of any allowable indirect costs.

Reports reconciling payments received and actual expenditures incurred will be submitted in accordance with Exhibit G reporting requirements. Scheduled payments may be adjusted in subsequent months based on the financial information contained in the reports.

A final report reconciling total payments received and actual expenditures incurred for the term of this agreement must be submitted to the Department as specified in Exhibit G. Any payments received in excess of actual expenditures must be returned to the Department.

EXHIBIT E
GRANTEE BUDGET

Budget Category	Amount
A. Personnel	$35,000.00
B. Fringe Benefits	
C. Equipment	
D. Supplies	$1,000.00
E. Contractual Costs	
F. Construction	
G. Other	$2,000.00
Total Direct Costs	$38,000.00

H. Indirect Costs	
Total Indirect Costs	

Total Grant Award	**$38,000.00**

For informational purposes only:

I. Grantee Supplied Match /Certified Match	
J. Other Grantee Supplied Funds	

K. Program Income (Projected)	

L. Indirect Cost Rate %	0.00%
M. Cost Distribution Base	
N. Rate Substantiation	

EXHIBIT F
FEDERAL AUDIT REQUIREMENTS – STATE ACCOUNTABILITY REQUIREMENTS
GRANTEE AUDIT CERTIFICATION AND FEDERAL EXPENDITURE DISCLOSURE

F.1. Federal Audit Requirements: Grantees that expend $750,000 or more during their fiscal year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR 200 Subpart F (Audit Requirements). The audit must be completed and the reporting package required by 2 CFR 200 Subpart F shall be submitted to the Office of Internal Control and Policy Development, Division of Compliance and Monitoring at the address referenced below within the earlier of 30 days after receipt of the auditor's report(s) or nine months after the Grantee's fiscal year end.

F.2. Grantee Audit Certification and Federal Expenditure Disclosure (GACFED) form: The Departments developed a Grantee Audit Certification and Federal Expenditure Disclosure (GACFED) form to track the Grantee's total Federal award expenditures and to ensure that its Grantees comply with the Federal audit requirements of 2 CFR 200 Subpart F. Specifically, the GACFED form provides the Department with precise information related to a Grantee's Federal award activity in advance of the single audit due date. The Grantee shall submit the GACFED form to the Office of Internal Control and Policy Development, Division of Compliance and Monitoring at the address referenced below within 60 days after the Grantee's fiscal year end.

F.3. West Virginia Code §12-4-14: West Virginia Code Chapter 12, Article 4, Section 14 (§12-4-14) sets forth grant-related accountability requirements enacted by the West Virginia Legislature. West Virginia Code §12-4-14 requires any person, corporation, partnership, association, individual or other legal entity that receives one or more State grants in the amount of $50,000 or more in the aggregate in a State's fiscal year to file with the grantor(s) a "report" of the disbursement of the State grant funds. Grantees must submit the required report(s) referenced in West Virginia Code §12-4-14 to the Office of Internal Control and Policy Development, Division of Compliance and Monitoring within two years after the end of the fiscal year in which the Department disbursed the State grants to the Grantee. According to the Code, if the Grantee's fiscal year differs from the State's fiscal year (July 1 through June 30), the Grantee must file required reports within two years after the end of the Grantee's fiscal year following the State fiscal year in which the funds were disbursed.

F.4. Source of Funds: The relevant audit and reporting requirements expressed within this Exhibit and applicable to Department Grantees are generally contingent upon the collective award amounts and related requirements attached to the original funding source. Therefore, it is imperative that both Grantees and their external auditors know the original source of grant funds in order to properly plan, procure and perform an audit or attestation service or to otherwise meet applicable reporting requirements referenced within this Exhibit. In addition to this grant agreement, Grantees should review all other individual award documents, regardless of grantor, when determining the most efficient and effective means to meet the submission requirements referenced within this grant agreement and possibly attached to other grant awards. Please note that the source of funds schedule, attached to the grant agreement as Exhibit B, identifies the source (origin) of funds to be used as payment for the term of this grant. Federal funding retains its identity even when it is sub-granted (passed-through) to other organizations; hence, Federal funds are identified in the source of funds schedule within this grant agreement by the applicable Catalog of Federal Domestic Assistance (CFDA) number(s) and the appropriated Federal revenue fund account number(s). State funds are identified by the specific appropriated general revenue fund and/or appropriated/non-appropriated special revenue fund account number(s).

F.5. Address for Submission: Grantees shall submit all audits, reports and supporting information and documentation, whether directly stated or implicitly referenced within this Exhibit, to the following address:

WV Departments of Health, Health Facilities and Human Services
Office of Internal Control and Policy Development
Division of Compliance and Monitoring
One Davis Square, Suite 401
Charleston, WV 25301

Questions pertaining to this Exhibit may be directed to the Office of Internal Control and Policy Development, Division of Compliance and Monitoring at 304-558-9919 or via facsimile to 304-558-2269.

F.6. Penalties for Noncompliance: In cases of the Grantee's inability or unwillingness to comply with the audit, reporting and disclosure requirements referenced within this Exhibit, the Departments shall take appropriate action against the Grantee via one or more of the following sanctioning measures: withholding grant funds, suspending grant payments, terminating grant awards, debarring the Grantee from receiving future grants.

F.7. Grantee Audit Compliance Guide / Internet Links: The Departments developed a Grantee Audit Compliance Guide to further describe and to assist its grantees in complying with the audit, reporting and related disclosure requirements applicable to Departments grant awards. The Grantee Audit Compliance Guide is posted on the Internet and may be accessed by going to http://www.wvdhhr.org/oamr/GranteeAuditComplianceGuide/Index.html. In addition to the Grantee Audit Compliance Guide, the Department webpage includes a copy of the GACFED form required by Section F.2 of this Exhibit, links to certain regulatory documents such as 2 CFR 200 Subpart F, OMB Circular A-133 and WV Code §12-4-14, and various other forms and tools to ensure compliance with the requirements referenced herein. The Grantee Audit Compliance Guide applies specifically to recipients of grant awards (Grantees) from the Departments and must be read in its entirety to gain a complete and thorough understanding of the individual audit and reporting requirements applicable to Department grant agreements.

EXHIBIT G
REQUIRED REPORTS

Failure to provide the Department with the required reports may result in suspension of payments or termination of this grant agreement. All reports must be signed and dated by the appropriate authorized representative.

Financial Reports
A report reconciling payments received and actual expenditures incurred will be submitted following the timeframes indicated in the table below.

Title/Number	Due Date
JULY - SEPT 2024	10/15/2024
OCT - DEC 2024	01/15/2025
JAN - MARCH 2025	04/15/2025
APRIL - JUNE 2025	07/15/2025

Any payments received in excess of actual expenditures must be returned to the Department.
To assure the Department that expenditures are proper and in accordance with the terms and conditions of the award and approved project budgets, the Grantee shall complete a Sworn Statement of Expenditures form, signed by an official authorized to legally bind the Grantee, and shall submit the form within 15 calendar days after the grant period. A copy of the form is located here:
www.wvdhhr.org/oamr/GranteeAuditComplianceGuide

Grantee agrees to submit the financial reports/Sworn Statement of Expenditures to:

WV Department of Health Services
Central Finance Unit: Office of Subrecipient Grants
350 Capitol St, Room 205
Charleston, WV, 25301

Additional Reports Information
Grantee agrees to submit quarterly progress reports; reports shall include progress made on all goals outlined in Exhibit A for the reporting period, detailed below:

Reporting Period: July 1, 2024 through September 30, 2024; report due October 15, 2024.
Reporting Period: October 1, 2024 through December 31, 2024; report due January 15, 2025.
Reporting Period: January 1, 2025 through March 31, 2025; report due April 15, 2025.
Reporting Period: April 1, 2025 through June 30, 2025; report due July 15, 2025.

The final report, due July 15, 2025, will certify that the project has been completed.
Grantee agrees to submit progress reports to:

Office of Environmental Health Services
Attention: Brian Carr
350 Capitol Street Room 313
Charleston, WV 25301-3713

Exhibit H
Contacts

Grantee Contacts

Name	Address	Telephone	Fax	Email
Stolipher, Kristen M.	661 South George Street Charles Town, WV 25414	(304) 724-7080		kstolipher@ctubwv.com

Department Contacts

Name	Address	Telephone	Fax	Email
Burdette, Sara	350 Capitol Street Rm206 Charleston, WV 25305	304-352-4831		sara.a.burdette@wv.gov
Carr, Brian A.	350 Capitol St, Room 313 Charleston, WV 25301	(304) 356-4298		Brian.A.Carr@wv.gov

EXHIBIT I
NO DEBT REQUIREMENT

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

Exception: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Definitions:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor, so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

Under penalty of law for false swearing (West Virginia Code §61-5-3), Grantee certifies that by signing this grant agreement on the signature page that Grantee and all related parties do not owe any debts.

EXHIBIT J
CONFIDENTIALITY

Not applicable to this agreement

EXHIBIT K
SPECIAL TERMS AND CONDITIONS

Not applicable to this agreement

ADDENDUM
(Federal Funding Accountability and Transparency Act)

1. **Purpose and Summary**

The purpose of this Addendum is to ensure that recipients of grant awards from the West Virginia Departments of Health, Health Facilities, and Human Services understand their responsibilities under the Code of Federal Regulations at Title 2, Part 25 ("Universal Identifier and System for Award Management") and Title 2, Part 170 ("Reporting Subaward and Executive Compensation Information"), both parts of which were issued under the authority of the Federal Funding Accountability and Transparency Act (Pub. L. 109-282; 31 U.S.C. 6102).

2. **Unique Entity ID**

On April 4, 2022, the federal government stopped using the DUNS number to uniquely identify entities. Now, entities doing business with the federal government use the Unique Entity ID created in SAM.gov. Entities no longer have to go to a third-party website (i.e., Dun and Bradstreet) to obtain the identifier. This transition allows the federal government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. As part of this transition, the DUNS number has been removed from SAM.gov. If your organization is registered in SAM.gov (active or not), your Unique Entity ID has already been assigned and is viewable in SAM.gov. The Unique Entity ID is located on your entity registration record.

If your organization is not registered in SAM.gov, you can still receive a Unique Entity ID. (Subrecipients of federal funds are not required to complete full SAM registration to obtain a Unique Entity ID). Additional information about registration procedures or getting a Unique Entity ID for your organization without having to complete an entity registration may be found at the SAM internet site currently at https://www.sam.gov.

No entity may receive a subaward from the Department until the entity has provided its Unique Entity ID to the Department. For purposes of this Department grant award, entities are not required to obtain an active SAM registration (i.e., not required to complete full SAM registration) but must obtain a Unique Entity ID.

3. **Federal Funding Accountability and Transparency Act**

The Federal Funding Accountability and Transparency Act, hereinafter referred to as FFATA, is an Act of Congress that requires full disclosure to the public of all entities or organizations receiving Federal funds. The FFATA directed the U.S. Office of Management and Budget (OMB) to ensure the existence and operation of a single searchable website, accessible to the public at no cost, which includes for each Federal award:

a. The amount of the award.
b. Information including transaction type, funding agency, the North American Industry Classification System Code or Catalog of Federal Domestic Assistance number (where applicable), program source, and an award title descriptive of the purpose of each funding action.
c. The name and location of the recipient and the primary location of performance.
d. A unique identifier of the recipient and any parent agency (Unique Entity ID).
e. Any other relevant information specified by the OMB.

4. **Department Reporting to the Federal Government**

The Department, as a primary recipient of Federal grants awards, is ultimately responsible for reporting on all data required by the FFATA, including the following data elements related to its subrecipient Grantees:

a. Subrecipient Unique Entity ID
b. Subaward number
c. Subrecipient legal name
d. Subrecipient DBA name
e. Subrecipient location
f. Subrecipient congressional district
g. Subrecipient type
h. Amount of subaward
i. Total subaward funds disbursed
j. Subaward date
k. Subrecipient primary place of performance
l. Congressional district for primary performance location
m. Subrecipient officer names and compensation of the top five officials, if applicable
n. Information on subrecipient vendors

5. **Subrecipient (Grantee) Information Form - Office of Shared Administration Finance A-1000**

Instead of requiring its Grantees to report directly to the Federal government on the aforementioned data, the Department will gather the necessary information from its Grantees for compilation and reporting to the Federal government in a comprehensive and cumulative manner. To achieve these objectives and ensure consistent accounting treatment for these Federal funds, the Department developed a standardized form (Office of Shared Administration Finance A-1000) in which its Grantees shall be required to complete and submit to the Department during the negotiation (pre-award) stage of the grant cycle. The Department will not process the Grant Agreement or commit any of the funds related thereto until the Grantee submits a signed copy of the Subrecipient (Grantee) Information Form.

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Collection System Project

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Notice of Award

Attachments:

Notice of Award.pdf

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

NOTICE OF AWARD

Date of Issuance:	**October 25, 2024**		
Owner:	Charles Town Utility Board	Owner's Project No.:	CWSRF: C-544686 IJDC No. 2021S-2041
Engineer:	RK&K, LLP	Engineer's Project No.:	19339.019
Project:	2022 Collection System Project		
Contract Name:			
Bidder:	HRI, Inc.		
Bidder's	1750 West College Avenue, State College, PA 16801		

You are notified that Owner has accepted your Bid dated **September 15, 2024** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Furnishing all labor, materials, equipment, and performance of work for the Charles Town Utility Board, 2022 Collection System Project. This contract consists of work for improvements to the Burr East Pump Station and force main, the Moose Lodge Pump Station and force main, the Jett's Farm Pump Station and force main, and the Flowing Springs Pump Station. Also included is the decommissioning of the Forrest Avenue and 11th Street Pump Stations, construction of the Lakeland Place Pump Station and force main, extension of the Clarence Drive Pump Station force main, and replacement of the Evitt's Run Gravity Line. Major items include force main slip lining, force main installation, gravity installation, bypass pumping, pump station demolition, manhole installation, manhole lining, various pump station modifications, pump station construction, and all other appurtenances and incidentals to complete the work as more fully shown in the Plans and Specifications prepared by Rummel, Klepper & Kahl, LLP.

The Contract Price of the awarded Contract is **$6,074,000.00 (Six Million, Seventy-Four Thousand Dollars and no/100)**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Six (6) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award or has been transmitted or made available to Bidder electronically.

☒ Three (3) sets of Plans and Specifications will be delivered separately from the other Contract Document.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Engineer **six (6)** counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): **NONE**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

EJCDC® C-510, Notice of Award.
Copyright© 2018 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner:	**Charles Town Utility Board**
By *(signature)*:	
Name *(printed)*:	John Nissel
Title:	Chairman

Copy: Engineer

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Draw Resolution - Pay Application No. 1

Attachments:

Resolution No. 1.pdf

DRAFT

CHARLES TOWN UTILITY BOARD
2022 COLLECTION SYSTEM PROJECT

RESOLUTION NO. 01
(For Pay Requisition #1)

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

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

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

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

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

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

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

Vendor	CWSRF	Capacity Improvement Fee Fund	Total Approved for Payment
Steptoe & Johnson PLLC	$40,000.00	$0	$40,000
United Bank	$650.00	$0	$650.00
Total	**$40,650.00**	**$0**	**$40,650.00**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 13th day of November, 2024.

By: _____
John Nissel, Chairman

DRAFT

SRF PAYMENT REQUISITION FORM

1. LOAN RECIPIENT/VENDOR: 175054
NAME: Charles Town Utility Board
ADDRESS: 101 E Washington St
Charles Town, WV 25414
FEIN: 32-0280357
DUNS: 010728588
UEI: GXZTJN971WA5

2. INVOICE #: C-544686-2025-01

3. REQUEST NUMBER: 1

4. INVOICE PERIOD COVERED BY THIS REQUEST (12/10/2024)
FROM: (12/10/2024) TO: (12/10/2024)

5. % of PHYSICAL CONSTRUCTION COMPLETION 0%

CLASSIFICATION	A) APPROVED BUDGET	B) PREVIOUS APPROVED	C) THIS REQUEST	D) TOTAL COLUMNS B&C	E) AGENCY USE ONLY	
					LOAN $	PF $
1) CONSTRUCTION	$3,216,650.00			$0.00		
2) CONTINGENCY	$303,700.00			$0.00		
3) EQUIPMENT				$0.00		
4) ENGINEERING a. Planning				$0.00		
b. Design				$0.00		
c. Construction Basic				$0.00		
d. RPR / Inspection				$0.00		
e. Post Construction				$0.00		
f. Special Services				$0.00		
5) LEGAL				$0.00		
6) ACCOUNTING				$0.00		
7) ADMINISTRATIVE				$0.00		
8) PERMITS				$0.00		
9) LOAN REPAYMENT				$0.00		
10) PLATS				$0.00		
11) LAND/EASEMENTS				$0.00		
12) (space as needed)				$0.00		
13) CLOSING COSTS	$40,650.00		$40,650.00	$40,650.00		
14) SUBTOTAL	$3,561,000.00	$0.00	$40,650.00	$40,650.00		
15) LESS PREVIOUSLY PAID				$0.00		
16) REQUEST AMOUNT				$40,650.00		

17) _____ _____
AUTHORIZED SIGNATURE DATE
TYPED OR PRINTED NAME AND TITLE

18) _____ _____
PERSON PREPARING FORM SIGNATURE DATE
April Shultz, Assistant Utility Manager
TYPED OR PRINTED NAME AND TITLE

AGENCY USE ONLY:

THIS REQUEST APPROVED BY: **WV DEPARTMENT OF ENVIRONMENTAL PROTECTION**

_____ _____
PROJECT REVIEWER DATE
TYPED OR PRINTED NAME

_____ _____
AUTHORIZED OFFICER DATE
TYPED OR PRINTED NAME

CHARLESTON, WEST VIRGINIA 25326

IN ACCOUNT WITH

STEPTOE & JOHNSON PLLC

Attorneys at Law

FEIN 55-0286140

December 10, 2024

City of Charles Town
Sewer Revenue Bonds, Series 2024 A, Series 2024 B and Series 2024 C

Services as Bond Counsel and Out-of-pocket expenses	$40,000
TOTAL DUE	$40,000

Wiring Instructions

The Huntington National Bank

Routing Number: 044 000024
Account Number: 1521200171
Account Name: Steptoe & Johnson PLLC Reserve account
Bank Address: The Huntington National Bank
7 Easton Oval
Columbus, OH 43216 USA
Contact: 304 348-4501
Swift Code: HUNTUS33.

144220.00052

23971546.1

UNITED BANK
WEST VIRGINIA'S BANK

I N V O I C E

Date: December 10, 2024

Tso: City of Charles Town

Re: City of Charles Town
Sewer Revenue Bonds, Series 2024 A
(West Virginia CWSRF Program);
Sewer Revenue Bonds, Series 2024 B
(West Virginia CWSRF Program);and
Sewer Revenue Bonds, Series 2024 C
(West Virginia CWSRF Program/Forgivable)

Amount Due: $650.00

Please remit to United Bank
Attn: Corporate Trust Dept
514 Market Street, 4th Floor
Parkersburg, WV 26101

Date: November 13, 2024

Charles Town Utility Board
2022 Sewer Collection System Project
Schedule B - Internal Purposes Only

			Resolution No. 1	
A. COST OF PROJECT	**APPROVED CONSTRUCTION BUDGET**	**Paid by CTUB from Internal Funds**	**CWSRF Payment Requisition No. 1**	**BALANCE REMAINING**
1 **CONSTRUCTION**				
a. Contract	$ 6,074,000.00	$ -	$ -	$ 6,074,000.00
2 **CONSTRUCTION CONTINGENCY**				
a. Construction Contingency	$ 303,700.00	$ -	$ -	$ 303,700.00
3 **LEGAL SERVICES**				
a. Project Attorney	$ 140,000.00	$ 137,264.09	$ -	$ 2,735.91
4 **ACCOUNTING SERVICES**				
a. Project Account - CPA	$ 30,000.00	$ 18,262.50	$ -	$ 11,737.50
5 **ENGINEERING SERVICES**				
a. RK&K Engineering fees	$ 596,090.00	$ 565,565.83	$ -	$ 30,524.17
b. GDF Engineering (Construction Admin & RPR)	$ 300,000.00	$ -	$ -	$ 300,000.00
6 **ADMINISTRATIVE SERVICES**				
a. Other Administrative Costs	$ 10,000.00	$ 5,377.14	$ -	$ 4,622.86
7 **LANDS/EASEMENTS**				
a. Easements	$ 50,600.00	$ 47,325.00	$ -	$ 3,275.00
b. R/W Agent	$ 102,135.00	$ 100,690.72	$ -	$ 1,444.28
c. Permits	$ 7,000.00	$ 1,000.00	$ -	$ 6,000.00
d. Plats	$ 11,385.00	$ 10,828.00	$ -	$ 557.00
8 Sub Total Line 1-7	**$ 7,624,910.00**	**$ 886,313.28**	**$ -**	**$ 6,738,596.72**
B. COST OF FINANCING				
9 Registrar Fees	$ 650.00	$ -	$ 650.00	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ 40,000.00	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**	**$ -**	**$ 40,650.00**	**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 7,665,560.00**	**$ 886,313.28**	**$ 40,650.00**	**$ 6,738,596.72**

B. SOURCES OF FUNDS	**APPROVED PROJECT FUNDING**			
1 INTERNAL FUNDS				
a. Capacity Improvement Fees	$ 3,027,560.00	$ (886,313.28)	$ -	$ 2,141,246.72
1 Subtotal Internal Funds	**$ 3,027,560.00**	**$ (886,313.28)**	**$ -**	**$ 2,141,246.72**
2 GRANT FUNDS				
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ 1,077,000.00
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ 500,000.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ 1,577,000.00**
3 BOND ISSUE				
a. CWSRF Loan (1%, 40 Year)	$ 2,844,984.00	$ -	$ (40,650.00)	$ 2,804,334.00
b. CWSRF Loan (3%, 20 Year)	$ 216,016.00	$ -	$ -	$ 216,016.00
3 Subtotal Bond Issue	**$ 3,061,000.00**	**$ -**	**$ (40,650.00)**	**$ 3,020,350.00**
4 Total Sources of Funds Line 1-3	**$ 7,665,560.00**	**$ (886,313.28)**	**$ (40,650.00)**	**$ 6,738,596.72**

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Sweep Resolution

Attachments:

Sweep Resolution -Series 2024 A and Series 2024 B.pdf

SWEEP RESOLUTION

City of Charles Town Series 2024 A and Series 2024 B

WHEREAS, the City of Charles Town (the "Issuer") is a governmental body and political subdivision of West Virginia;

WHEREAS, the Issuer has issued bonds, as more specifically set forth on Exhibit A, attached hereto and incorporated herein by reference (the "Bonds");

WHEREAS, the Issuer makes monthly debt service payments on the Bonds by check to the West Virginia Municipal Bond Commission (the "MBC") which in turn pays the owners of the Bonds and deposits funds in the reserve accounts;

WHEREAS, the MBC may accept such monthly payments by electronic funds transfer thereby eliminating delay in payments and lost checks;

WHEREAS, Pursuant to Chapter 13, Article 3, Section 5a, the MBC has established fees for its services (the "MBC Fee"); and

WHEREAS, the Issuer find and determines that it is in the best interest of the Issuer, its citizens and the owners of the Bonds that the monthly debt service and reserve fund payments be made by electronic transfer with the State Treasurer **sweeping** the Issuer's account.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1) The monthly debt service payments on the Bonds, as set forth in Exhibit A, shall be made to the MBC by electronic transfer by the State Treasurer from the accounts set forth in Exhibit A in such form and at such directions as are provided by the MBC.

2) The Chairman and General Manager are hereby authorized to sign and execute all such documents as are necessary to facilitate the electronic transfer of the Bond debt service and reserve fund payments.

3) This resolution shall be effective immediately upon adoption.

Adopted this 13th day of November, 2024.

_____

Chairman

EXHIBIT A

List each bond issue and the last four digits of the Bank account number from which the electronic transfer will be made.

Bond Issue	Bank Information (last 4 digits)
SEWER BONDS:	
Series 1988 A Bonds	5485
Series 2010 C Bonds	5485
Series 2010 D Bonds	5485
Series 2011 A Bonds	5485
Series 2011 B Bonds	5485
Series 2012 A Bonds	5485
Series 2013 A Bonds	5485
Series 2014 A Bonds	5485
Series 2016 B Bonds	5485
Series 2018 A Bonds	5485
Series 2018 B Bonds	5485
Series 2018 A-3 Bonds	5485
Series 2018 A-4 Bonds	5485
Series 2018 A-5 Bonds	5485
Series 2018 A-6 Bonds	5485
Series 2022 B Bonds	5485
Series 2022 C Bonds	5485

Series 2024 A Bonds	5485
Series 2024 B Bonds	5485

WATER BONDS:

Series 1987 B Bonds	5485
Series 1988 B-2 Bonds	5485
Series 1989 B Bonds	5485
Series 2002 A Bonds	5485
Series 2002 B Bonds	5485
Series 2010 A Bonds	5485
Series 2010 B Bonds	5485
Series 2016 A Bonds	5485

SPLIT BETWEEN WATER & SEWER:

Series 2020 A Bonds	5485
Series 2022 A Bonds	5485

Required:

Email for main contact: Kristen Stolipher, General Manager (kstolipher@ctubwv.com)

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Orchard Hills and Huntwell Pump Stations

Attachments:

Orchard Hills - Huntwell.pdf


N
Moose Lodge
(1-12A)
77
1335
1316
PROPOSED HUNTWELL WEST
PUMPSTATION (765 EDU)
PROPOSED 539 L.F. OF 8"
GRAVITY TO CONNECT TO
HUNTWELL WEST
Orchard
(2-13)
EXISTING ORCHARD HILLS PS
(54 EDU)
PumpStation
Gravity
Force Main
Orchard Hills PS Customers (54)
82

MORRIS & RITCHIE ASSOCIATES, INC.

ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS,
AND LANDSCAPE ARCHITECTS

To: Charles Town Utility Board
661 S. George Street
Charles Town, WV 25414

Reference: Huntwell West Phase 2 Pump Station

The Huntwell West Pump Station Site Plan was approved on September 27, 2024 which provides sanitary sewer service for ultimate buildout of Huntwell West subdivision (765 units) and 54 existing houses from Orchard Hills subdivision with the decommissioning of existing SPS #13 for a total of 819 units.

Total Unit / Flow breakdown as follows:

	Units	Flow
Huntwell West Phase 2	221	49,725
Huntwell West Phase 3	237	53,325
Huntwell West Phase 4	307	69,075
Orchard Hills SPS #13	54	12,150
Average Daily Flow (GPD)		184,275

The developer Huntwell WV, LLC is responsible for the construction of this pump station. Kinsley Construction provided the attached construction cost estimate totaling $1,388,000 which is a single lump sum fee.

Fee per unit/flow breakdown:
$1,388,000 / 819 units = $1,694.75 per unit
$1,388,000 / 184,275 ADF = $7.53 ADF

CTUB portion:
54 Orchard Hills units x $1,694.75 = $91,516.48
12,150 Orchard Hills flow x $7.53 = $91,516.48

Respectfully

Todd Heck

Todd Heck – Principal

KINSLEY CONSTRUCTION
18642 Crestwood Drive
Hagerstown, MD 21742
kinsleyconstruction.com
(240) 373-4900

October 15, 2024

Huntwell WV LLC
PO Box 1875
Martinsburg, WV 25402

Attn: Hunter Wilson

RE: Huntwell Pump Station Breakdown

SCOPE OF SERVICES

DESCRIPTION	QUANTITY	UNIT	AMOUNT
GENERAL CONDITIONS/MOB/MISC ITEMS	1.00	LS	69,860.00
EXCAVATE & INSTALLATION OF WET WELL	1.00	LS	132,715.00
PUMPS AND CONTROLS	1.00	LS	304,518.00
INSTALL VALVE VAULT	1.00	LS	128,572.00
INSTALL FLOW METER MH	1.00	LS	52,238.00
INSTALL PUMPSTATION PIPING	1.00	LS	300,545.00
GENERATOR AND PAD	1.00	LS	149,400.00
ELECTRICAL	1.00	LS	113,369.00
ELECTRICAL SHELTER	1.00	LS	45,683.00
INSTALL FENCE	1.00	LS	29,226.00
INSTALL PORTABLE HOIST SOCKETS	1.00	EA	36,888.00
GRADE AND INSTALL 6" GRAVEL IN PS AREA	1.00	LS	5,732.00
START UP	1.00	EA	7,179.00
MH E1A AND CONNECTION TO SITE SEWER	1.00	LS	7,350.00
6” FORCE MAIN TO PS FENCE	1.00	LS	4,725.00
BASE SUB-TOTAL			**1,388,000.00**

KINSLEY CONSTRUCTION
18642 Crestwood Drive
Hagerstown, MD 21742
kinsleyconstruction.com
(240) 373-4900

September 19, 2024

Charles Town Utility Board
661 S. George Street
Suite 101
Charles Town, WV

Attn: Travis Markley

RE: Huntwell Ph 2 Offsite Sewer

Kinsley Construction LLC is pleased to submit a proposal to provide all labor, equipment, and materials required to complete the above referenced project as outlined herein.

SCOPE OF SERVICES

OFFSITE SANITARY SEWER				
City of Ranson B&O Tax	1.000	LS	$1,330.00	$1,330.00
Tree Clearing	1.000	LS	$2,300.00	$2,300.00
Silt Fence Install & Remove	160.000	LF	$ 7.30	$1,168.00
Strip Topsoil	90.000	CY	$ 5.00	$ 450.00
8" SDR-35 Pipe	540.000	LF	$ 60.00	$32,400.00
48" DIA Manhole	3.000	EA	$3,720.00	$11,160.00
Tie Pump Station Lines to New Manhole	2.000	EA	$2,370.00	$4,740.00
Demo Ex. Pump Station	1.000	LS	$4,520.00	$4,520.00
Testing	1.000	LS	$1,700.00	$1,700.00
Respread Topsoil	90.000	CY	$ 5.00	$ 450.00
Permanent Seed w/o Prep	400.000	SY	$ 1.50	$ 600.00
Subtotal				**$60,818.00**

NOTES AND CLARIFICATIONS

1. This proposal will be attached to the contract as a means of clarification describing the items of work to be completed by Kinsley Construction. Our scope of services will be strictly limited to the items as they are listed herein.
2. This proposal is based off Kinsley Construction performing all the work described herein. If our scope of work changes, is modified, or is reduced Kinsley Construction reserves the right to adjust our pricing accordingly.
3. This is a lump sum proposal with Kinsley Construction being held responsible for the scope of work as described herein. This project will be billed to the owner on a percentage complete basis.
4. All work to be completed in a workmanlike manner according to standard practices. This proposal is based on open shop wages. All work is to be completed during regular work hours Monday through Friday.
5. This proposal is based on one mobilization with continuous uninterrupted work until the end of the project. If multiple mobilizations are required to complete this project due to circumstances out of our control those costs will be billed at an extra cost, additional to this proposal.
6. We figured silt fence running on the lower side for E&S protection.
7. Stripping topsoil was figured as pushing to one side and then replacing after completion.
8. The offsite disturbance was figured as being permanent seeded without prep.
9. All sanitary sewer shall be installed per CTUB specifications as stated at the time of this proposal.

10. Per a meeting with CTUB, CTUB will handle all bypass pumping during tie into the pump station. Kinsley will handle demolition of the existing pump station and tying M4D manhole into the existing lines.
11. Rock removal is not included and will be field measured and billed at the unit rate in addition to this proposal.
12. No work should be assumed to be in our proposal unless specifically noted above.
13. This proposal will remain valid for the period of thirty (30) days following the date of issuance.
14. If conditions are encountered at the site which are subsurface or otherwise concealed, or are unknown or of an unusual nature that differ materially from those ordinarily found to exist and are generally recognized as inherent in construction activities of the character provided for in this Proposal, then notice shall be given to Owner promptly before such conditions are disturbed. After investigation, if conditions differ materially and cause an increase or decrease in Kinsley's cost of, or time required for, performance of any part of the Work, Kinsley shall be permitted to request an equitable adjustment in the Contract Sum or time for completion, or both.
15. If Kinsley Construction is delayed at any time in the commencement or progress of the work by act or neglect of the Owner or by changes ordered in the work, unusual delay in deliveries, force majur, work stoppages, or other unavoidable casualties or causes beyond Kinsley's control / acts of god; both schedule and pricing must be negotiable and adjusted as required.
16. Currently Kinsley Construction can make no guarantees that the materials included in this quote can be purchased at the current rates included in this proposal until contract is received and until materials are ordered. Kinsley Construction will make every effort to hold current bid material prices. Once a contract is signed, we will lock in material prices from our suppliers and any difference at that point will result in a contract adjustment.
17. This proposal is based on mutual agreement of contract terms.

EXCLUSIONS

The following items of work are **excluded** from this proposal. This list is for clarification purposes only and additional exclusions may be in place based on the above scope of services.

1. Bonds, permits, and inspection fees
2. Third party testing agency / CQA
3. Builders risk insurance
4. Geotechnical services, soil testing, and road bearing reports
5. Temporary construction fence, staging areas, barricades, encloses, and tire wash rack stations
6. Removal of existing buried and hidden from plain site debris off the project site.
7. Removal of contaminated materials
8. Cleaning of existing pipe
9. Rock excavation / breaking / downsizing
10. Excavation, disposal, or replacement of unsuitable soils
11. Handling / disposal of hazardous or contaminated materials
12. Topsoil screening or amendments
13. Sink hole remediation
14. Video of sanitary sewer system
15. Bypass Pumping for tie In (Provided by CTUB)
16. Flowable fill used for utility trenches
17. Premium, select, stone, or engineered backfill used for utility trenches
18. Over excavation or unsuitable soil remediation below trench subgrade
19. Grass maintenance, watering, and mowing

BID DOCUMENTS

This proposal is based upon information obtained from the following:

- Huntwell West Ph 2 Construction Plans, 79 sheets, Prepared by Morris & Ritchie Associates dated 7-10-2024.

Thank you for the opportunity to provide a proposal for this project. If you have any questions related to this proposal, please do not hesitate to contact me.

Sincerely,



Tim Friese II
Site Estimator
Kinsley Construction LLC

Phone: 240-313-4900
Email: Tfriese@kinsleyconstruction.com

TERMS AND CONDITIONS

The prices, conditions, and specifications contained herein are satisfactory and are hereby accepted. Kinsley Construction LLC is authorized to do the work as specified herein. Work shall not commence until Owner has accepted this proposal. Kinsley Construction LLC may withdraw this proposal if not accepted within thirty (30) days.

If accepted, Owner and Kinsley Construction LLC shall enter into a contract incorporating the prices, conditions, and specifications contained herein with additional terms and conditions acceptable to Owner and Contractor or this Proposal shall be a Contract between the parties hereto and shall represent the entire and integrated agreement between the parties hereto, superseding prior negotiations, representations or agreements, either written or oral. This contract may be amended or modified only by a modification or change order signed by both parties. Kinsley and the Owner respectively bind themselves, their partners, successors, assigns and legal representatives to the other party hereto and to partners, successors, assigns and legal representatives of such other party in respect to covenants, agreements and obligations contained in this Contract.

Accepted By: _____

Signature: _____

Date: _____

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

- UM Report 11.13.24.pdf
- Revenue & Expense September 2024.pdf
- Revenue & Expense October 2024.pdf

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

MEMORANDUM TO THE BOARD OF DIRECTORS

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: November 13, 2024

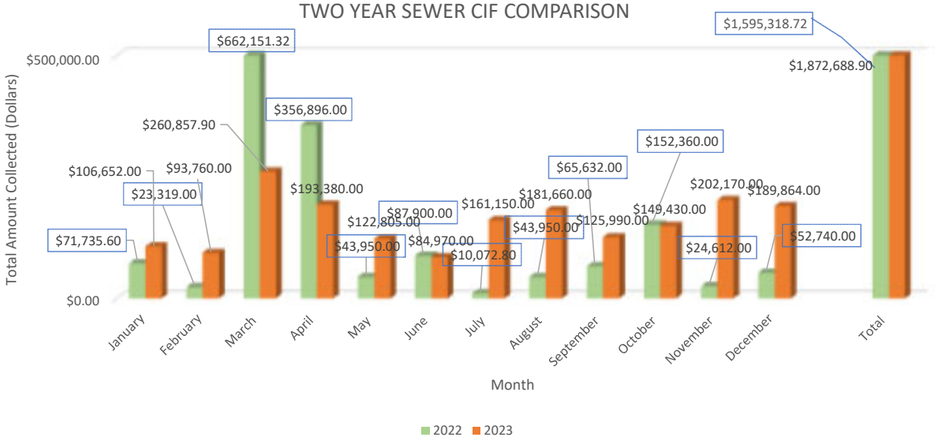
- **Customer Counts**
  - Sewer 9,479
  - Water 7,200

- **Administrative**
  - Utility Cloud and Edmunds software population and integration on-going

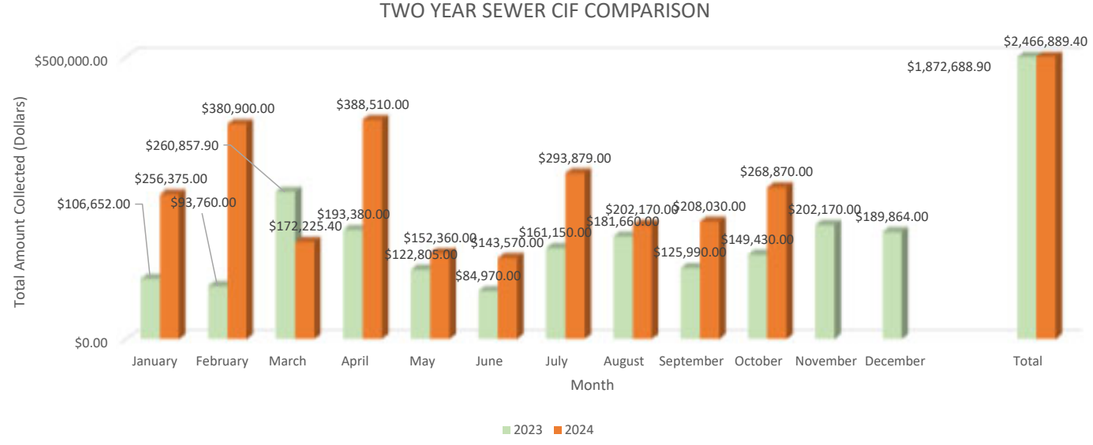
- **Water**

  Dewberry finalizing Water Model update
- **Sewer**
  - Renewal and Replacement Project
  - Collection System Project
  - Greenfield Forcemain – Design complete, permitting in progress
  - North/George/Liberty block project – survey complete – field investigation in progress

Charles Town Utility Board 2023 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-23		36.4	36.4	$ 116,402.00	$ 9,750.00	$ 106,652.00
Feb-23		32	32	$ 93,760.00		$ 93,760.00
Mar-23	4.03	85	89.03	$ 286,906.65	$ 26,048.75	$ 260,857.90
Apr-23		66	66	$ 206,380.00	$ 13,000.00	$ 193,380.00
May-23	5.19	36	41.19	$ 139,380.00	$ 17,550.00	$ 122,805.00
Jun-23		29	29	$ 84,970.00		$ 84,970.00
Jul-23		55	55	$ 237,525.00	$ 76,375.00	$ 161,150.00
Aug-23		62	62	$ 202,785.00	$ 21,125.00	$ 181,660.00
Sep-23		43	43	$ 156,865.00	$ 30,875.00	$ 125,990.00
Oct-23		51	51	$ 191,680.00	$ 42,250.00	$ 149,430.00
Nov-23		69	69	$ 237,920.00	$ 35,750.00	$ 202,170.00
Dec-23	33	32	65	$ 196,364.00	$ 6,500.00	$ 189,864.00
Total 2023	**42.02**	**491.4**	**638.42**	**$ 2,150,937.65**	**$ 279,223.75**	**$ 1,872,688.90**



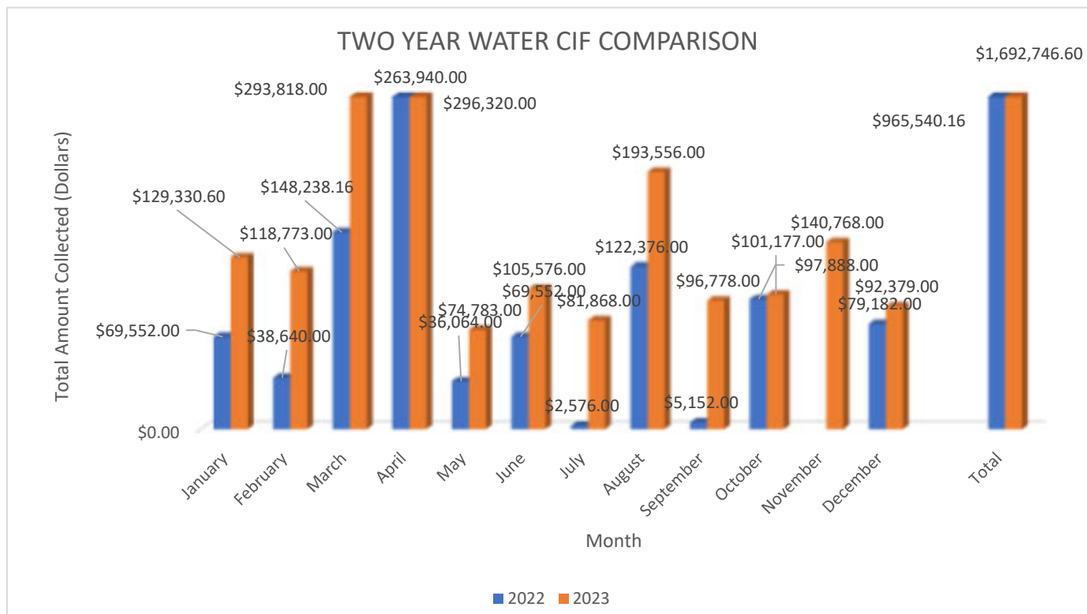
Charles Town Utility Board 2024 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-24	1.5	86	87.5	$ 289,687.50	$ 33,312.50	$ 256,375.00
Feb-24		130	130	$ 458,900.00	$ 78,000.00	$ 380,900.00
Mar-24	6.78	52	58.78	$ 181,975.40	$ 9,750.00	$ 172,225.40
Apr-24	25	107	132	$ 438,885.00	$ 50,375.00	$ 388,510.00
May-24		52	52	$ 175,110.00	$ 22,750.00	$ 152,360.00
Jun-24		49	49	$ 182,570.00	$ 39,000.00	$ 143,570.00
Jul-24		100.3	100.3	$ 345,879.00	$ 52,000.00	$ 293,879.00
Aug-24		69	69	$ 226,545.00	$ 24,375.00	$ 202,170.00
Sep-24		71	71	$ 234,030.00	$ 26,000.00	$ 208,030.00
Oct-24	14	70	84	$ 278,620.00	$ 9,750.00	$ 268,870.00
Nov-24						
Dec-24						
Total 2024	**47.28**	**646.3**	**833.58**	**$ 2,812,201.90**	**$ 345,312.50**	**$ 2,466,889.40**

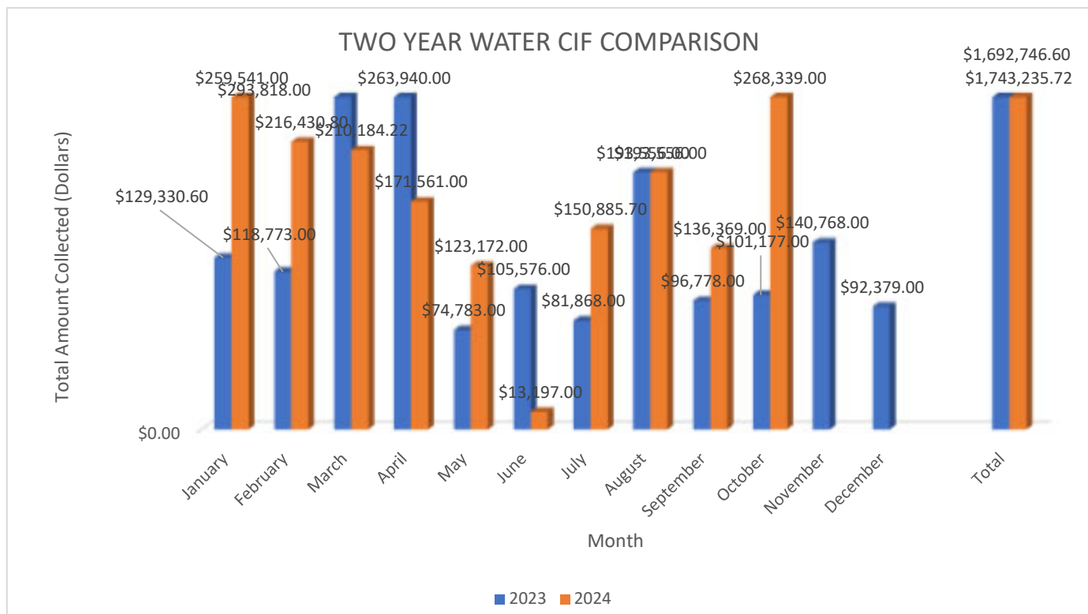


Water CIF Tracking as of November 1, 2024

2023 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-23		30.4	30.4	$ 129,330.60
Feb-23		27	27	$ 118,773.00
Mar-23		81.5	81.5	$ 293,818.00
Apr-23		60	60	$ 263,940.00
May-23		17	17	$ 74,783.00
Jun-23		24	24	$ 105,576.00
Jul-23	24.95	4	28.95	$ 81,868.00
Aug-23		44	44	$ 193,556.00
Sep-23		22	22	$ 96,778.00
Oct-23		23	23	$ 101,177.00
Nov-23		32	32	$ 140,768.00
Dec-23		21	21	$ 92,379.00
Total 2023	**24.95**	**362.9**	**410.85**	**$ 1,692,746.60**

2024 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-24		59	59	$ 259,541.00
Feb-24		49.2	49.2	$ 216,430.80
Mar-24	6.78	41	47.78	$ 210,184.22
Apr-24		39	39	$ 171,561.00
May-24		28	28	$ 123,172.00
Jun-24		3	3	$ 13,197.00
Jul-24		34.3	34.3	$ 150,885.70
Aug-24		44	44	$ 193,556.00
Sep-24		31	31	$ 136,369.00
Oct-24		61	61	$ 268,339.00
Nov-24				
Dec-24				
Total 2024	**6.78**	**328.5**	**396.28**	**$ 1,743,235.72**





CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	4,667
2016	1.75	419	1.14	0.61	610,000	4,067
2017	1.75	393	1.08	0.67	670,000	4,467
2018	1.75	491	1.34	0.41	410,000	2,733
2019	1.75	459	1.26	0.49	490,000	3,267
2020	1.75	419.7	1.15	0.60	603,333	4,022
2021	1.75	401.61	1.11	0.64	637,500	4,250
2022	1.75	387.15	1.06	0.69	687,500	4,583
2023	1.75	382.28	1.06	0.69	694,167	4,628
2024	1.75	364	1.32	0.43	426,000	2,840

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	0.5	48	0.13	0.37	370,000	2,467
2016	0.5	49	0.13	0.37	370,000	2,467
2017	0.5	48	0.14	0.36	360,000	2,400
2018	0.5	78	0.21	0.29	290,000	1,933
2019	0.5	55.24	0.15	0.35	350,000	2,333
2020	0.5	1.09	0.16	0.34	340,000	2,267
2021	0.5	32.55	0.10	0.40	400,833	2,672
2022	0.5	62.8	0.17	0.33	328,333	2,189
2023	0.5	83.78	0.23	0.27	270,000	1,800
2024	0.5	57.78	0.19	0.31	309,000	2,060

Total EDU's available between CT and Tuscawilla	
2015	7,133
2016	6,533
2017	6,867
2018	4,667
2019	5,600
2020	6,289
2021	6,922
2022	6,772
2023	6,428
2024	4,900

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

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

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

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	36.06	1.16
FEBRUARY	34.43	1.19
MARCH	38.99	1.26
APRIL	38.08	1.27
MAY	37.15	1.2
JUNE	32.9	1.1
JULY	34.51	1.11
AUGUST	41.05	2.63
SEPTEMBER	35.37	1.18
OCTOBER	35.46	1.14
NOVEMBER		
DECEMBER		
Annual Total	364	1.32

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

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

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	8.61	0.28
FEBRUARY	8.25	0.28
MARCH	6.28	0.2
APRIL	5.05	0.17
MAY	4.64	0.15
JUNE	5.25	0.18
JULY	4.91	0.16
AUGUST	5.42	0.18
SEPTEMBER	4.87	0.16
OCTOBER	4.5	0.15
NOVEMBER		
DECEMBER		
Annual Total	57.78	0.191

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03	1,034,980	6,900
2020	2.8	615.64	1.68	1.12	1,117,946	7,453
2021	2.8	601.87	1.64	1.16	1,164,627	7,764
2022	2.8	588.97	1.60	1.20	1,204,163	8,028
2023	2.8	602.24	1.63	1.17	1,168,256	7,788
2024	2.8	4,865.85	1.58	1.22	1,215,089	8,101

GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	3.06	0.01	0.01	13,213	-
2022	0.0216	2.70	0.01	0.01	14,335	-
2023	0.0216	2.99	0.01	0.01	13,573	-
2024	0.0216	2.26	0.01	0.01	14,354	-

CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.036	0.59	0.005	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	
2022	0.036	1.84	0.005	0.03	31,041	
2023	0.036	1.79	0.005	0.03	31,186	
2024	0.036	0.00	0.01	0.03	30,960	

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

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

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

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	48,027,207	1,549,265
FEBRUARY	44,217,320	1,579,190
MARCH	46,432,344	1,497,818
APRIL	44,552,042	1,437,163
MAY	46,432,344	1,497,818
JUNE	52,695,168	1,699,844
JULY	55,816,216	1,800,523
AUGUST	51,158,016	1,650,259
SEPTEMBER	48,673,792	1,570,122
OCTOBER	48,580,272	1,567,106
NOVEMBER		
DECEMBER		
Annual Total	486,584,721	1,584,911

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

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

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	234,900	7,577
FEBRUARY	182,100	5,874
MARCH	206,200	6,250
APRIL	224,200	7,232
MAY	210,000	6,774
JUNE	257,889	8,319
JULY	306,700	9,894
AUGUST	217,900	7,029
SEPTEMBER	203,900	6,577
OCTOBER	215,000	6,935
NOVEMBER		
DECEMBER		
Annual Total	2,258,789	7,246

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

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

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	155,600	5,019
FEBRUARY	135,000	4,355
MARCH	148,800	4,750
APRIL	155,700	5,023
MAY	153,600	4,955
JUNE	164,300	5,300
JULY	178,100	5,745
AUGUST	177,200	5,716
SEPTEMBER	151,800	4,897
OCTOBER	144,000	4,645
NOVEMBER		
DECEMBER		
Annual Total	1,564,100	5,040

Charles Town Water Department
Revenue & Expense Summary
September 30, 2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,182,000	Metered Sales - Residential	795,500	966,305	170,805
1,525,000	Metered Sales - Commercial	381,250	450,744	69,494
58,000	Metered Sales - Glen Haven/Cavaland	14,500	17,154	2,654
25,000	Sale for Resale - Bulk Water	6,250	18,897	12,647
80,000	Forfieted Discounts	20,000	23,428	3,428
30,000	Misc. Service Rev - Reconnection / Tap Fees	7,500	5,223	(2,277)
565,000	Tank Lot Rental Income (Non-Operating)	141,250	179,854	38,604
160,000	Interest Income (Non-Operating)	40,000	83,120	43,120
34,000	Sinking Fund Income (Non-Operating)	8,500	9,005	505
40,000	Miscellaneous Income (Non-Operating)	10,000	6,419	(3,581)
5,699,000	**TOTAL REVENUES**	1,424,750	1,760,148	335,398
	EXPENSES			
15,000	WS - Materials & Supplies Expense	3,750	1,853	(1,897)
30,000	WS - Maint of Water Source	7,500	7,826	326
441,390	WT - Salaries & Wages - Operations Labor	110,348	115,362	5,015
155,000	WT - Power & Fuel	38,750	36,516	(2,234)
10,000	WT - Power & Fuel - GH/CAV	2,500	2,076	(424)
185,000	WT - Chemical Expense	46,250	52,940	6,690
35,000	WT - Testing	8,750	4,451	(4,299)
30,000	WT - Materials & Supplies Expense	7,500	8,148	648
5,000	WT - Materials & Supplies Expense - GH/CAV	1,250	2,393	1,143
55,000	WT - Sludge Hauling	13,750	8,271	(5,479)
90,000	WT - Maint of Water Treatment Plant	22,500	13,072	(9,428)
10,000	WT - Maint of Water Plant - GH/CAV	2,500	1,648	(852)
20,000	WT - Licenses & Subscriptions	5,000	201	(4,799)
403,960	TD - Salaries & Wages - Maintenance Labor	100,990	133,234	32,244
25,000	TD - Materials & Supplies Expense	6,250	8,470	2,220
50,000	TD - Maint of Dist Reservior & Standpipes	12,500	723	(11,777)
120,000	TD - Maint of Mains	30,000	22,702	(7,298)
160,000	TD - Maint of Services	40,000	47,400	7,400
240,000	TD - Maint of Meters	60,000	112,407	52,407
50,000	TD - Maint of Hydrants	12,500	17,340	4,840
197,629	CA - Salaries & Wages	49,407	49,157	(250)
65,000	CA - Billing Expense	16,250	369	(15,881)
-	CA - Credit Card Processing Fees	-	25,750	25,750
72,000	CA - Licenses & Subscriptions (includes Sensus)	18,000	24,754	6,754
15,000	CA - Bad Debt Expense	3,750	4,287	537
139,895	GA - Salaries & Wages	34,974	36,916	1,942
2,500	GA - Director Compensation	625	425	(200)
229,592	GA - Employee Insurance & Benefits	57,398	54,341	(3,057)
106,684	GA - Employee Pension Expense	26,671	29,123	2,452
90,681	GA - Payroll Taxes - FICA Tax Expense	22,670	26,858	4,187
6,936	GA - OPEB (Other Post Employment Benefits)	1,734	1,560	(174)

Charles Town Water Department
Revenue & Expense Summary
September 30, 2024

23,325	GA - Employee 457 Expense	5,831	5,739	(92)
78,000	GA - Office Supplies & Expense	19,500	6,903	(12,597)
15,000	GA - Travel, Training, & Education	3,750	4,042	292
10,000	GA - Uniform Expense	2,500	722	(1,778)
22,000	GA - Computer - Technology Expense	5,500	2,169	(3,331)
25,000	GA - Maint. of General Property	6,250	6,030	(220)
20,000	GA - Licenses & Subscriptions	5,000	21,800	16,800
30,000	GA - Contractual Services - Engineering	7,500	2,123	(5,377)
20,000	GA - Contractual Services - Accounting	5,000	800	(4,200)
65,000	GA - Contractual Services - Legal	16,250	3,916	(12,334)
25,000	GA - Contractual Services - Other	6,250	1,320	(4,930)
15,300	GA - Rental of Building	3,825	-	(3,825)
72,000	GA - Transportation Expense	18,000	10,130	(7,870)
95,000	GA - Insurance	23,750	43,414	19,664
19,158	GA - Worker's Comp	4,790	5,823	1,033
20,000	GA - Regulatory Commission Expense	5,000	1,123	(3,877)
6,000	GA - Bond Administration Fees	1,500	977	(523)
15,000	GA - Misc. General Expense	3,750	1,334	(2,416)
5,000	Advertising & Publication Expense	1,250	57	(1,193)
358,160	Interest on Long Term Debt (Non-Operating)	89,540	124,839	35,299
1,237,073	Depreciation Expense (Non-Cash)	309,268	309,268	-
5,232,283	**TOTAL EXPENSES**	1,308,071	1,403,103	95,032
466,717	Excess (Deficit)	116,679	357,045	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating)	480,811

OPERATING CASH ACCOUNT
Reconciliation to Cash:

Cash Balance @ 6/30/24	644,529	
Disbursements To Date	(1,712,891)	
Expenses	1,403,103	
Deposits To Date	1,979,676	
Revenues	(1,760,148)	
OPERATING CASH BALANCE @ 9/30/2024	911,314	
	911,314	Water Operating
	-	

Added to report in 2019

OTHER CASH ACCOUNT BALANCES

Water Capacity Improvement Fund	6,466,885
Water Renewal & Replacement Fund	748,189
Water Working Capital Fund	400,035

Charles Town Sewer Department
Revenue & Expense Summary
9/30/2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,650,000	CTUB Service Revenue	662,500	762,078	99,578
1,550,000	Ranson Revenue	387,500	483,840	96,340
2,720,000	JCPSD Revenue	680,000	695,963	15,963
45,000	Customer Forfieted Discounts	11,250	11,486	236
32,000	Customer Forfieted Discounts- RA	8,000	9,292	1,292
50,000	Customer Forfieted Discounts- PSD	12,500	12,151	(349)
30,000	Misc. Sewer Revenues (Non-Operating)	7,500	3,806	(3,694)
170,000	Interest Income (Non-Operating)	42,500	100,140	57,640
165,000	Sinking Fund Income (Non-Operating)	41,250	18,892	(22,358)
7,412,000	**TOTAL REVENUES**	1,853,000	2,097,649	244,649
	EXPENSES			
15,000	CS - Materials & Supplies Expense	3,750	1,198	(2,552)
65,000	CS - Maint of Service Connections	16,250	16,894	644
180,000	CS - Maint of Collecting & Trans. Mains	45,000	9,579	(35,421)
513,870	PS - Salaries & Wages	128,468	107,826	(20,641)
140,000	PS - Power & Fuel	35,000	38,938	3,938
25,000	PS - Materials & Supplies Expense	6,250	3,156	(3,094)
65,000	PS - Sludge Hauling	16,250	9,843	(6,407)
180,000	PS - Maint of Pump Stations	45,000	35,170	(9,830)
276,817	TD - Salaries & Wages	69,204	72,974	3,770
150,000	TD - Power - CT Plant	37,500	43,036	5,536
90,000	TD - Power - TUI	22,500	21,288	(1,212)
10,000	TD - Power - Deerfield	2,500	2,114	(386)
180,000	TD - Chemical Expense - CT	45,000	20,452	(24,548)
25,000	TD - Chemical Expense - TUI	6,250	3,832	(2,418)
35,000	TD - Testing - CT	8,750	13,284	4,534
12,000	TD - Testing - TUI	3,000	2,752	(248)
80,000	TD - Materials & Supplies Expense	20,000	22,043	2,043
60,000	TD - Sludge Hauling - TUI	15,000	4,054	(10,946)
110,000	TD - Maint. Burns Farm	27,500	29,302	1,802
230,000	TD - Maint. Treatment Plant - CT	57,500	45,392	(12,108)
150,000	TD - Maint. Treatment Plant - TUI	37,500	19,728	(17,772)
15,000	TD - Maint. Treatment Plant - Deerfield	3,750	14,543	10,793
285,793	CA - Billing & Acct Labor	71,448	68,307	(3,142)
75,000	CA - Billing Expense	18,750	369	(18,381)
-	CA - Credit Card Processing Fees	-	25,750	25,750
50,000	CA - Licenses & Subscriptions	12,500	24,754	12,254
25,000	CA - Bad Debt Expense	6,250	6,851	601
218,805	GA - Salaries & Wages	54,701	57,561	2,859
2,500	GA - Director Compensation	625	425	(200)
198,920	GA - Employee Insurance & Benefits	49,730	48,478	(1,252)
116,801	GA - Employee Pension Expense	29,200	27,042	(2,158)
99,281	GA - Payroll Taxes - FICA Tax Expense	24,820	23,504	(1,317)
6,120	GA - OPEB (Other Post Employment Benefits)	1,530	1,398	(132)

Charles Town Sewer Department
Revenue & Expense Summary
9/30/2024

23,808	GA - Employee 457 Expense	5,952	5,184	(768)
85,000	GA - Office Supplies & Expense	21,250	7,243	(14,007)
20,000	GA - Travel, Training, & Education	5,000	5,878	878
10,000	GA - Uniform Expense	2,500	243	(2,257)
20,000	GA - Computer - Technology Expense	5,000	1,969	(3,031)
30,000	GA - Maint. of General Property	7,500	745	(6,755)
30,000	GA - Licenses & Subscriptions	7,500	21,800	14,300
35,000	GA - Contractual Services - Engineering	8,750	4,905	(3,845)
30,000	GA - Contractual Services - Accounting	7,500	1,200	(6,300)
200,000	GA - Contractual Services - Legal	50,000	10,844	(39,156)
25,000	GA - Contractual Services - Other	6,250	1,320	(4,930)
15,300	GA - Rental of Building	3,825	-	(3,825)
90,000	GA - Transportation Expense	22,500	19,286	(3,214)
110,000	GA - Insurance	27,500	43,414	15,914
17,868	GA - Worker's Comp	4,467	5,987	1,520
30,000	GA - Regulatory Commission Expense	7,500	4,235	(3,265)
55,000	GA - Bond Administration Fees	13,750	11,994	(1,756)
15,000	GA - Misc. General Expense	3,750	3,551	(199)
5,000	GA - Advertising & Publication Expense	1,250	632	(618)
587,147	Interest on Long Term Debt (Non-Operating)	146,787	5,514	(141,272)
2,205,421	Depreciation Expense (Non-Cash)	551,355	551,355	-
7,325,451	**TOTAL EXPENSES**	1,831,363	1,529,140	(302,223)
86,549	Excess (Deficit)	21,637	568,509	

***Board request 5/8/2024**	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating)	701,149	
	Grant Revenue - WDA EEGF	-	

OPERATING CASH ACCOUNT
Reconciliation to Cash:

	Cash Balance @ 6/30/24	1,798,204
	Disbursements To Date	(3,497,252)
	Expenses	1,529,140
	Deposits To Date	4,617,519
	Revenues	(2,798,798)
	OPERATING CASH BALANCE @ 9/30/2024	2,918,471
		2,918,471 Sewer Operating
		(0)

***Added to report in 2019**	**OTHER CASH ACCOUNT BALANCES**	
	Sewer Capacity Improvement Fund	7,870,165
	Sewer Renewal & Replacement Fund	528,537
	Sewer Working Capital Fund	736,136

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

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,182,000	Metered Sales - Residential	1,060,667	1,266,169	205,503
1,525,000	Metered Sales - Commercial	508,333	605,205	96,872
58,000	Metered Sales - Glen Haven/Cavaland	19,333	22,381	3,047
25,000	Sale for Resale - Bulk Water	8,333	20,184	11,851
80,000	Forfieted Discounts	26,667	29,411	2,745
30,000	Misc. Service Rev - Reconnection / Tap Fees	10,000	6,627	(3,373)
565,000	Tank Lot Rental Income (Non-Operating)	188,333	215,814	27,481
160,000	Interest Income (Non-Operating)	53,333	110,780	57,447
34,000	Sinking Fund Income (Non-Operating)	11,333	9,005	(2,328)
40,000	Miscellaneous Income (Non-Operating)	13,333	11,413	(1,920)
5,699,000	**TOTAL REVENUES**	1,899,667	2,296,990	397,323
	EXPENSES			
15,000	WS - Materials & Supplies Expense	5,000	1,853	(3,147)
30,000	WS - Maint of Water Source	10,000	20,315	10,315
441,390	WT - Salaries & Wages - Operations Labor	147,130	150,962	3,832
155,000	WT - Power & Fuel	51,667	47,225	(4,442)
10,000	WT - Power & Fuel - GH/CAV	3,333	2,645	(688)
185,000	WT - Chemical Expense	61,667	73,093	11,426
35,000	WT - Testing	11,667	7,338	(4,329)
30,000	WT - Materials & Supplies Expense	10,000	8,714	(1,286)
5,000	WT - Materials & Supplies Expense - GH/CAV	1,667	2,547	880
55,000	WT - Sludge Hauling	18,333	11,631	(6,702)
90,000	WT - Maint of Water Treatment Plant	30,000	13,923	(16,077)
10,000	WT - Maint of Water Plant - GH/CAV	3,333	1,648	(1,685)
20,000	WT - Licenses & Subscriptions	6,667	201	(6,465)
403,960	TD - Salaries & Wages - Maintenance Labor	134,653	171,460	36,806
25,000	TD - Materials & Supplies Expense	8,333	9,671	1,337
50,000	TD - Maint of Dist Reservior & Standpipes	16,667	957	(15,709)
120,000	TD - Maint of Mains	40,000	26,443	(13,557)
160,000	TD - Maint of Services	53,333	71,385	18,052
240,000	TD - Maint of Meters	80,000	133,975	53,975
50,000	TD - Maint of Hydrants	16,667	17,340	673
197,629	CA - Salaries & Wages	65,876	62,720	(3,156)
65,000	CA - Billing Expense	21,667	30,386	8,719
-	CA - Credit Card Processing Fees	-	33,800	33,800
72,000	CA - Licenses & Subscriptions (includes Sensus)	24,000	26,705	2,705
15,000	CA - Bad Debt Expense	5,000	4,358	(642)
139,895	GA - Salaries & Wages	46,632	47,510	879
2,500	GA - Director Compensation	833	675	(158)
229,592	GA - Employee Insurance & Benefits	76,531	72,453	(4,078)
106,684	GA - Employee Pension Expense	35,561	37,593	2,032
90,681	GA - Payroll Taxes - FICA Tax Expense	30,227	34,731	4,504
6,936	GA - OPEB (Other Post Employment Benefits)	2,312	2,118	(194)

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

23,325	GA - Employee 457 Expense	7,775	7,470	(305)
78,000	GA - Office Supplies & Expense	26,000	9,896	(16,104)
15,000	GA - Travel, Training, & Education	5,000	5,739	739
10,000	GA - Uniform Expense	3,333	5,329	1,996
22,000	GA - Computer - Technology Expense	7,333	2,169	(5,164)
25,000	GA - Maint. of General Property	8,333	9,019	686
20,000	GA - Licenses & Subscriptions	6,667	22,226	15,559
30,000	GA - Contractual Services - Engineering	10,000	2,725	(7,275)
20,000	GA - Contractual Services - Accounting	6,667	4,535	(2,132)
65,000	GA - Contractual Services - Legal	21,667	3,916	(17,750)
25,000	GA - Contractual Services - Other	8,333	1,760	(6,573)
15,300	GA - Rental of Building	5,100	5,100	-
72,000	GA - Transportation Expense	24,000	17,369	(6,632)
95,000	GA - Insurance	31,667	43,914	12,247
19,158	GA - Worker's Comp	6,386	6,807	421
20,000	GA - Regulatory Commission Expense	6,667	2,033	(4,634)
6,000	GA - Bond Administration Fees	2,000	977	(1,023)
15,000	GA - Misc. General Expense	5,000	1,498	(3,502)
5,000	Advertising & Publication Expense	1,667	57	(1,610)
358,160	Interest on Long Term Debt (Non-Operating)	119,387	124,839	5,453
1,237,073	Depreciation Expense (Non-Cash)	412,358	412,358	-
5,232,283	**TOTAL EXPENSES**	1,744,094	1,816,114	72,020
466,717	Excess (Deficit)	155,572	480,875	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating)	678,766

OPERATING CASH ACCOUNT
Reconciliation to Cash:

Cash Balance @ 6/30/24	644,529	
Disbursements To Date	(2,221,507)	
Expenses	1,816,114	
Deposits To Date	2,541,199	
Revenues	(2,296,990)	
OPERATING CASH BALANCE @ 10/31/2024	964,221	
	964,221	Water Operating
	-	

Added to report in 2019

OTHER CASH ACCOUNT BALANCES

Water Capacity Improvement Fund	6,685,856
Water Renewal & Replacement Fund	777,081
Water Working Capital Fund	401,308

Charles Town Sewer Department
Revenue & Expense Summary
10/31/2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,650,000	CTUB Service Revenue	883,333	1,007,254	123,921
1,550,000	Ranson Revenue	516,667	632,208	115,541
2,720,000	JCPSD Revenue	906,667	921,026	14,359
45,000	Customer Forfieted Discounts	15,000	14,645	(355)
32,000	Customer Forfieted Discounts- RA	10,667	11,905	1,239
50,000	Customer Forfieted Discounts- PSD	16,667	14,983	(1,683)
30,000	Misc. Sewer Revenues (Non-Operating)	10,000	10,470	470
170,000	Interest Income (Non-Operating)	56,667	134,854	78,187
165,000	Sinking Fund Income (Non-Operating)	55,000	20,449	(34,551)
7,412,000	**TOTAL REVENUES**	2,470,667	2,767,794	297,127
	EXPENSES			
15,000	CS - Materials & Supplies Expense	5,000	3,603	(1,397)
65,000	CS - Maint of Service Connections	21,667	27,594	5,928
180,000	CS - Maint of Collecting & Trans. Mains	60,000	9,716	(50,284)
513,870	PS - Salaries & Wages	171,290	138,124	(33,166)
140,000	PS - Power & Fuel	46,667	51,357	4,690
25,000	PS - Materials & Supplies Expense	8,333	3,679	(4,655)
65,000	PS - Sludge Hauling	21,667	12,117	(9,550)
180,000	PS - Maint of Pump Stations	60,000	43,647	(16,353)
276,817	TD - Salaries & Wages	92,272	93,978	1,706
150,000	TD - Power - CT Plant	50,000	56,731	6,731
90,000	TD - Power - TUI	30,000	28,559	(1,441)
10,000	TD - Power - Deerfield	3,333	2,419	(915)
180,000	TD - Chemical Expense - CT	60,000	30,678	(29,322)
25,000	TD - Chemical Expense - TUI	8,333	3,832	(4,501)
35,000	TD - Testing - CT	11,667	14,208	2,542
12,000	TD - Testing - TUI	4,000	3,604	(396)
80,000	TD - Materials & Supplies Expense	26,667	30,974	4,307
60,000	TD - Sludge Hauling - TUI	20,000	5,094	(14,906)
110,000	TD - Maint. Burns Farm	36,667	38,584	1,917
230,000	TD - Maint. Treatment Plant - CT	76,667	53,146	(23,520)
150,000	TD - Maint. Treatment Plant - TUI	50,000	33,072	(16,928)
15,000	TD - Maint. Treatment Plant - Deerfield	5,000	15,224	10,224
285,793	CA - Billing & Acct Labor	95,264	87,264	(8,001)
75,000	CA - Billing Expense	25,000	30,386	5,386
-	CA - Credit Card Processing Fees	-	33,800	33,800
50,000	CA - Licenses & Subscriptions	16,667	26,705	10,039
25,000	CA - Bad Debt Expense	8,333	6,694	(1,639)
218,805	GA - Salaries & Wages	72,935	74,242	1,307
2,500	GA - Director Compensation	833	675	(158)
198,920	GA - Employee Insurance & Benefits	66,307	64,081	(2,226)
116,801	GA - Employee Pension Expense	38,934	34,720	(4,213)
99,281	GA - Payroll Taxes - FICA Tax Expense	33,094	30,177	(2,917)
6,120	GA - OPEB (Other Post Employment Benefits)	2,040	1,860	(180)

Charles Town Sewer Department
Revenue & Expense Summary
10/31/2024

23,808	GA - Employee 457 Expense	7,936	6,726	(1,210)
85,000	GA - Office Supplies & Expense	28,333	9,500	(18,834)
20,000	GA - Travel, Training, & Education	6,667	10,347	3,681
10,000	GA - Uniform Expense	3,333	3,440	106
20,000	GA - Computer - Technology Expense	6,667	1,969	(4,697)
30,000	GA - Maint. of General Property	10,000	1,070	(8,930)
30,000	GA - Licenses & Subscriptions	10,000	24,559	14,559
35,000	GA - Contractual Services - Engineering	11,667	5,769	(5,897)
30,000	GA - Contractual Services - Accounting	10,000	2,510	(7,490)
200,000	GA - Contractual Services - Legal	66,667	10,844	(55,823)
25,000	GA - Contractual Services - Other	8,333	1,760	(6,573)
15,300	GA - Rental of Building	5,100	5,100	-
90,000	GA - Transportation Expense	30,000	23,024	(6,976)
110,000	GA - Insurance	36,667	43,914	7,247
17,868	GA - Worker's Comp	5,956	6,895	939
30,000	GA - Regulatory Commission Expense	10,000	4,235	(5,765)
55,000	GA - Bond Administration Fees	18,333	11,994	(6,340)
15,000	GA - Misc. General Expense	5,000	3,721	(1,279)
5,000	GA - Advertising & Publication Expense	1,667	632	(1,034)
587,147	Interest on Long Term Debt (Non-Operating)	195,716	5,514	(190,201)
2,205,421	Depreciation Expense (Non-Cash)	735,140	735,140	-
7,325,451	**TOTAL EXPENSES**	2,441,817	2,009,207	(432,610)
86,549	Excess (Deficit)	28,850	758,587	

***Board request 5/8/2024**	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating)	947,269	
	Grant Revenue - WDA EEGF	-	

OPERATING CASH ACCOUNT
Reconciliation to Cash:

	Cash Balance @ 6/30/24	1,798,204
	Disbursements To Date	(4,206,939)
	Expenses	2,009,207
	Deposits To Date	5,406,749
	Revenues	(3,715,063)
	OPERATING CASH BALANCE @ 10/31/2024	2,998,014
		2,998,014 Sewer Operating
		(0)

***Added to report in 2019**	**OTHER CASH ACCOUNT BALANCES**	
	Sewer Capacity Improvement Fund	7,975,456
	Sewer Renewal & Replacement Fund	562,198
	Sewer Working Capital Fund	738,478

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

November 13, 2024

Attachments:

Board Report 11.13.24.pdf

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
WAKEFIELD & ASSOCIATES INC	OCT COLLECTIONS	WATER FUND	WATER		265.39
	OCT COLLECTIONS	SEWER FUND	SEWER		265.38
				TOTAL:	530.77
STEVE WILLIAMS JR	PER DIEM: 12/08 - 12/13/24	WATER FUND	WATER		374.00
				TOTAL:	374.00
WV AMERICAN WATER	SHUTOFFS & RECONNECTS	SEWER FUND	NON-DEPARTMENTAL		940.00
				TOTAL:	940.00
WV BUREAU OF PUBLIC HEALTH	S.FARIAS CLSS S WW CERT	SEWER FUND	SEWER		100.00
	D.TITUS CLSS S WW CERT	SEWER FUND	SEWER		100.00
				TOTAL:	200.00
XYLEM WATER SOLUTIONS U.S.A., INC.	HOSE & O-RING	WATER FUND	WATER		4,150.90
				TOTAL:	4,150.90
ZETA SOLUTIONS, LLC	KEMIRA PAX-XL8	WATER FUND	WATER		12,117.60
				TOTAL:	12,117.60

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

50	WATER FUND	143,086.57
60	SEWER FUND	454,996.01
	GRAND TOTAL:	598,082.58

TOTAL PAGES: 8

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 598,082.58
WVDHHR, check dated 10/03/2024: 1,625.79

Total: $ 599,708.37

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	SUPERVAC	SEWER FUND	SEWER		2,139.50
	TRANSPORT	SEWER FUND	SEWER		1,029.60
				TOTAL:	9,982.47
TEK ADVISORS LLC	IT CONSULTING	WATER FUND	WATER		440.00
	IT CONSULTING	SEWER FUND	SEWER		440.00
				TOTAL:	880.00
THE CI THORNBURG CO, INC.	SRII TRPL	WATER FUND	WATER		3,614.93
	SRII	WATER FUND	WATER		3,712.00
	SRII TRPL	WATER FUND	WATER		7,733.00
	SRII METER STRAINER	WATER FUND	WATER		225.00
	SRII BOTTOM PLATE GASKET	WATER FUND	WATER		250.00
	CHLORINE	WATER FUND	WATER		3,784.11
	RADIO PIT LID	WATER FUND	WATER		3,111.24
	MXU SINGLE PORT TRANSCEIVE	WATER FUND	WATER		10,746.00
	SRII TRPL	WATER FUND	WATER		9,716.56
	OMNI	WATER FUND	WATER		3,095.40
	OMNI	WATER FUND	WATER		2,211.00
				TOTAL:	48,199.24
HENRY TWAROG	PER DIEM: 11/17 - 11/22/24	SEWER FUND	SEWER		374.00
				TOTAL:	374.00
U.S. BANK	OFFICE SUPPLIES	WATER FUND	WATER		849.61
	SUBSCRIPTIONS	WATER FUND	WATER		252.36
	WTP SUPPLIES	WATER FUND	WATER		1,072.26
	MAINT SUPPLIES	WATER FUND	WATER		550.85
	METERS MAINT	WATER FUND	WATER		17.87
	TRAINING	WATER FUND	WATER		1,280.08
	UNIFORM EXPENSE	WATER FUND	WATER		151.43
	TRANSPORTATION	WATER FUND	WATER		1,705.15
	GENERAL EXPENSE	WATER FUND	WATER		3.55
	WORK-IN-PROGRESS	SEWER FUND	NON-DEPARTMENTAL		147.59-
	OFFICE SUPPLIES	SEWER FUND	SEWER		870.61
	SUBSCRIPTIONS	SEWER FUND	SEWER		252.38
	PMPSTN SUPPLIES	SEWER FUND	SEWER		1,323.01
	TRMNT &DSPSL SUPPLIES	SEWER FUND	SEWER		1,280.84
	DRFLD MAINT	SEWER FUND	SEWER		230.54
	TRAINING	SEWER FUND	SEWER		667.00
	UNIFORM EXPENSE	SEWER FUND	SEWER		452.30
	TRANSPORTATION	SEWER FUND	SEWER		89.60
	GENERAL EXPENSE	SEWER FUND	SEWER		3.55
				TOTAL:	10,905.40
HD SUPPLY INC	CHEMKEY, TUBE ASSMBLY, VAL	WATER FUND	WATER		671.43
	ARM ROLLER FOR PUMPS	WATER FUND	WATER		98.42
	REAGENT, CHEMKEY, ROLLER,	WATER FUND	WATER		903.19
	CHEMKEY	WATER FUND	WATER		676.00
	TUBE ASSEMBLY	WATER FUND	WATER		48.67
	GREASE SCRAPER, DIPPER, FL	SEWER FUND	SEWER		696.00
	GREASE SCRAPER, DIPPER, FL	SEWER FUND	SEWER		860.87
				TOTAL:	3,954.58
VITAL SIGNS	DECALS, PS SIGN	SEWER FUND	SEWER		370.00
				TOTAL:	370.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PETTY CASH @ 661 S GEORGE ST	PETTY CASH- MISC RECEIPTS	WATER FUND	WATER	48.42
	PETTY CASH- MISC RECEIPTS	WATER FUND	WATER	69.99
	PETTY CASH- MISC RECEIPTS	SEWER FUND	SEWER	27.76
	PETTY CASH- MISC RECEIPTS	SEWER FUND	SEWER	50.00
	PETTY CASH- MISC RECEIPTS	SEWER FUND	SEWER	15.00
			TOTAL:	211.17
PIEDMONT DESIGN GROUP, LLC	6/19 - 10/15/2024	SEWER FUND	NON-DEPARTMENTAL	10,828.00
			TOTAL:	10,828.00
PRECISION PUMP & VALVE SERVICE, INC.	PM: BLOWERS	SEWER FUND	SEWER	5,855.00
	KUNKLE VALVE	SEWER FUND	SEWER	1,428.00
	PM: BLOWERS	SEWER FUND	SEWER	9,500.00
			TOTAL:	16,783.00
PREMIER RISK MANAGEMENT SOLUTIONS, LLC	SFTY CNCLTNG: 10/01 - 10/3	WATER FUND	WATER	739.70
	SFTY CNCLTNG: 10/01 - 10/3	SEWER FUND	SEWER	739.70
			TOTAL:	1,479.40
PUMPMAN PITTSBURGH	TUSC: INSPECTION 1 OF 3	SEWER FUND	SEWER	1,560.00
			TOTAL:	1,560.00
CORPORATION OF RANSON	OCT UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	4,438.03
			TOTAL:	4,438.03
RUMMEL, KLEPPER & KAHL, LLP	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL	5,426.44
			TOTAL:	5,426.44
ROBERTS OXYGEN COMPANY, INC.	YEARLY RENTAL RENEWAL	WATER FUND	WATER	385.00
	YEARLY RENTAL RENEWAL	WATER FUND	WATER	1,320.00
			TOTAL:	1,705.00
ROSS H BARE	SVC CLL TWWTP	SEWER FUND	SEWER	996.90
			TOTAL:	996.90
SHENANDOAH AIR CONDITIONING & HEATING,	A/C UNIT REPAIR	SEWER FUND	SEWER	793.00
			TOTAL:	793.00
SHENANDOAH SALES & SERVICE, INC.	JETTER TRUCK REPAIR	SEWER FUND	SEWER	309.01
	DUMP TRUCK REPAIR	SEWER FUND	SEWER	319.69
			TOTAL:	628.70
SHERIFF OF JEFFERSON COUNTY	2025 CNTYWIDE 4" AERIAL IM	WATER FUND	WATER	1,250.00
	2025 CNTYWIDE 4" AERIAL IM	SEWER FUND	SEWER	1,250.00
			TOTAL:	2,500.00
STH, INC.	JOB CORPS PS	SEWER FUND	NON-DEPARTMENTAL	728.00-
	JOB CORPS PS	SEWER FUND	NON-DEPARTMENTAL	6,485.00
			TOTAL:	5,757.00
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER	1,061.13
	PUMP / TRANSPORT	WATER FUND	WATER	835.88
	PUMP / TRANSPORT	WATER FUND	WATER	899.68
	PUMP / TRANSPORT	WATER FUND	WATER	860.16
	SUPERVAC LIFT STATIONS	SEWER FUND	SEWER	2,324.92
	TRANSPORT	SEWER FUND	SEWER	831.60

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	504-900026	WATER FUND	NON-DEPARTMENTAL	46.06
	506-000515	WATER FUND	NON-DEPARTMENTAL	86.19
	514-150133	WATER FUND	NON-DEPARTMENTAL	64.49
	514-150196	WATER FUND	NON-DEPARTMENTAL	64.51
	701-000250	WATER FUND	NON-DEPARTMENTAL	18.92
	701-001600	WATER FUND	NON-DEPARTMENTAL	11.06
	701-004090	WATER FUND	NON-DEPARTMENTAL	43.96
	701-004100	WATER FUND	NON-DEPARTMENTAL	43.96
	701-004110	WATER FUND	NON-DEPARTMENTAL	43.96
	701-004120	WATER FUND	NON-DEPARTMENTAL	43.96
	701-004130	WATER FUND	NON-DEPARTMENTAL	43.96
	702-004400	WATER FUND	NON-DEPARTMENTAL	43.95
	713-000169	WATER FUND	NON-DEPARTMENTAL	18.92
	713-000172	WATER FUND	NON-DEPARTMENTAL	1.27
	702-003320	WATER FUND	NON-DEPARTMENTAL	12.92
	703-002053	WATER FUND	NON-DEPARTMENTAL	18.92
	703-002054	WATER FUND	NON-DEPARTMENTAL	18.91
	704-001840	WATER FUND	NON-DEPARTMENTAL	19.52
	705-000440	WATER FUND	NON-DEPARTMENTAL	19.54
	705-000440	WATER FUND	NON-DEPARTMENTAL	19.52
	705-001000	WATER FUND	NON-DEPARTMENTAL	19.53
	707-002610	WATER FUND	NON-DEPARTMENTAL	29.43
	708-001170	WATER FUND	NON-DEPARTMENTAL	19.54
	708-001580	WATER FUND	NON-DEPARTMENTAL	44.71
	708-001640	WATER FUND	NON-DEPARTMENTAL	38.83
	710-000059	WATER FUND	NON-DEPARTMENTAL	18.91
	710-000061	WATER FUND	NON-DEPARTMENTAL	18.91
			TOTAL:	4,063.13
MISS UTILITY OF WV, INC.	MESSAGE FEES: NOV	WATER FUND	WATER	210.80
	MESSAGE FEES: NOV	SEWER FUND	SEWER	210.80
			TOTAL:	421.60
LOGICAL CONCEPTS, INC	PS MONITORING	SEWER FUND	SEWER	333.00
			TOTAL:	333.00
PACE ANALYTICAL SERVICES, LLC	TESTING: CT WKLY	SEWER FUND	SEWER	314.90
	TESTING: AVW IU05	SEWER FUND	SEWER	139.30
	TESTING: RCKWL	SEWER FUND	SEWER	318.70
	TESTING: WWTP	SEWER FUND	SEWER	103.70
	TESTING: CT WKLY	SEWER FUND	SEWER	264.20
	TESTING: TUSC WKLY	SEWER FUND	SEWER	292.60
	TESTING: CT WKLY	SEWER FUND	SEWER	264.20
	TESTING: WV0022349/IU07	SEWER FUND	SEWER	112.40
	TESTING: CT WKLY	SEWER FUND	SEWER	264.20
	TESTING: TUSC WKLY	SEWER FUND	SEWER	142.10
	TESTING: CT QRTLY SLUDGE	SEWER FUND	SEWER	394.00
	TESTING: TUSC WKLY	SEWER FUND	SEWER	142.10
	TESTING: CT WKLY	SEWER FUND	SEWER	264.20
			TOTAL:	3,016.60
PATTON BUILDING SERVICES INC	CLEANING OCT	WATER FUND	WATER	124.95
	CLEANING OCT	WATER FUND	WATER	229.08
	CLEANING OCT	SEWER FUND	SEWER	249.90
	CLEANING OCT	SEWER FUND	SEWER	229.07
			TOTAL:	833.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	107-000025	WATER FUND	NON-DEPARTMENTAL	89.82
	107-000078	WATER FUND	NON-DEPARTMENTAL	46.35
	108-000204	WATER FUND	NON-DEPARTMENTAL	71.69
	108-000206	WATER FUND	NON-DEPARTMENTAL	88.55
	108-000214	WATER FUND	NON-DEPARTMENTAL	49.40
	108-000215	WATER FUND	NON-DEPARTMENTAL	25.04
	108-000217	WATER FUND	NON-DEPARTMENTAL	58.02
	108-000218	WATER FUND	NON-DEPARTMENTAL	63.45
	108-000225	WATER FUND	NON-DEPARTMENTAL	96.10
	108-000281	WATER FUND	NON-DEPARTMENTAL	88.89
	109-000023	WATER FUND	NON-DEPARTMENTAL	71.04
	109-000024	WATER FUND	NON-DEPARTMENTAL	42.05
	109-000033	WATER FUND	NON-DEPARTMENTAL	43.90
	109-000035	WATER FUND	NON-DEPARTMENTAL	52.32
	109-100006	WATER FUND	NON-DEPARTMENTAL	70.91
	109-100007	WATER FUND	NON-DEPARTMENTAL	38.46
	109-100175	WATER FUND	NON-DEPARTMENTAL	84.56
	401-000271	WATER FUND	NON-DEPARTMENTAL	36.83
	401-000780	WATER FUND	NON-DEPARTMENTAL	96.32
	201-001255	WATER FUND	NON-DEPARTMENTAL	10.85
	201-001320	WATER FUND	NON-DEPARTMENTAL	240.38
	202-000173	WATER FUND	NON-DEPARTMENTAL	40.93
	204-000330	WATER FUND	NON-DEPARTMENTAL	37.75
	205-000340	WATER FUND	NON-DEPARTMENTAL	37.77
	205-000995	WATER FUND	NON-DEPARTMENTAL	51.12
	401-000468	WATER FUND	NON-DEPARTMENTAL	72.95
	402-000186	WATER FUND	NON-DEPARTMENTAL	44.90
	403-001507	WATER FUND	NON-DEPARTMENTAL	85.86
	504-900003	WATER FUND	NON-DEPARTMENTAL	71.08
	504-900035	WATER FUND	NON-DEPARTMENTAL	46.31
	514-150136	WATER FUND	NON-DEPARTMENTAL	87.72
	514-150140	WATER FUND	NON-DEPARTMENTAL	60.84
	514-150143	WATER FUND	NON-DEPARTMENTAL	38.66
	514-150144	WATER FUND	NON-DEPARTMENTAL	66.38
	514-150153	WATER FUND	NON-DEPARTMENTAL	34.97
	514-150154	WATER FUND	NON-DEPARTMENTAL	25.74
	514-150156	WATER FUND	NON-DEPARTMENTAL	23.88
	514-150157	WATER FUND	NON-DEPARTMENTAL	20.48
	514-150159	WATER FUND	NON-DEPARTMENTAL	9.12
	514-150160	WATER FUND	NON-DEPARTMENTAL	12.81
	514-150192	WATER FUND	NON-DEPARTMENTAL	58.16
	703-002040	WATER FUND	NON-DEPARTMENTAL	12.87
	703-002042	WATER FUND	NON-DEPARTMENTAL	12.87
	703-002043	WATER FUND	NON-DEPARTMENTAL	12.87
	703-002044	WATER FUND	NON-DEPARTMENTAL	12.87
	703-002052	WATER FUND	NON-DEPARTMENTAL	12.87
	703-002221	WATER FUND	NON-DEPARTMENTAL	283.24
	710-000060	WATER FUND	NON-DEPARTMENTAL	18.94
	710-000063	WATER FUND	NON-DEPARTMENTAL	18.94
	710-000066	WATER FUND	NON-DEPARTMENTAL	18.94
	710-000068	WATER FUND	NON-DEPARTMENTAL	18.94
	710-000070	WATER FUND	NON-DEPARTMENTAL	18.93
	710-000190	WATER FUND	NON-DEPARTMENTAL	18.93
	710-000192	WATER FUND	NON-DEPARTMENTAL	18.93
	710-000193	WATER FUND	NON-DEPARTMENTAL	18.93
	710-000194	WATER FUND	NON-DEPARTMENTAL	18.93

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
ISAAC M. SEE	SEWER DUMP TRUCK SERVICE	SEWER FUND	SEWER		1,533.79
	SEWER DUMP TRUCK REPAIR	SEWER FUND	SEWER		4,385.54
	JETTER TRUCK REPAIR	SEWER FUND	SEWER		804.14
				TOTAL:	6,723.47
PROTOUCH COMMUNICATIONS, LLC	OCT SVCS: AFTER-HRS EMERGE	WATER FUND	WATER		90.31
	OCT SVCS: AFTER-HRS EMERGE	SEWER FUND	SEWER		90.31
				TOTAL:	180.62
INWOOD QUARRY, INC.	C2 & I10 & I8 PICKUPS: 10/	WATER FUND	WATER		770.67
	C2 & I10 & I8 PICKUPS: 10/	WATER FUND	WATER		770.67
	C2 & I10 & I8 PICKUPS: 10/	SEWER FUND	SEWER		328.19
				TOTAL:	1,869.53
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER		733.55
	SHREDDING, STORAGE	SEWER FUND	SEWER		733.54
				TOTAL:	1,467.09
JAMES RIVER EQUIPMENT	LOADER REPAIR	SEWER FUND	SEWER		6,201.87
				TOTAL:	6,201.87
JEFFERSON RENTALS	TS-700 REPAIRS	WATER FUND	WATER		219.37
	LOADER FOR BELT PRESS	SEWER FUND	SEWER		1,153.63
				TOTAL:	1,373.00
KAY CASTO & CHANEY PLLC	GENERAL: THRU 9/30/24	WATER FUND	WATER		520.00
	CLLCTNSYSTM: THRU 9/30/24	SEWER FUND	NON-DEPARTMENTAL		58.90
	GENERAL: THRU 9/30/24	SEWER FUND	SEWER		1,332.50
	WVAW: THRU 9/30/24	SEWER FUND	SEWER		2,057.50
				TOTAL:	3,968.90
MCKINNEY'S AUTO REPAIR	WATER TRUCK SERVICE	WATER FUND	WATER		152.59
	WATER TRUCK SERVICE	WATER FUND	WATER		105.66
	WATER TRUCK SERVICE	WATER FUND	WATER		45.45
	WATER TRUCK SERVICE	WATER FUND	WATER		19.00
	UTLTY MNGR TRCK INSPECT	SEWER FUND	SEWER		19.00
	SEWER TRUCK SERVICE	SEWER FUND	SEWER		139.54
				TOTAL:	481.24
METLIFE, INC	AD&D PAYABLE	WATER FUND	WATER		10.54
	LIFE PAYABLE	WATER FUND	WATER		56.06
	LTD PAYABLE	WATER FUND	WATER		341.95
	STD PAYABLE	WATER FUND	WATER		427.40
	AD&D PAYABLE	SEWER FUND	SEWER		9.92
	LIFE PAYABLE	SEWER FUND	SEWER		52.84
	LTD PAYABLE	SEWER FUND	SEWER		294.74
	STD PAYABLE	SEWER FUND	SEWER		368.17
				TOTAL:	1,561.62
SECURITY DEPOSIT REFUNDS	101-000266	WATER FUND	NON-DEPARTMENTAL		39.33
	101-001820	WATER FUND	NON-DEPARTMENTAL		53.41
	101-001830	WATER FUND	NON-DEPARTMENTAL		3.04
	102-000190	WATER FUND	NON-DEPARTMENTAL		64.31
	103-000490	WATER FUND	NON-DEPARTMENTAL		61.75
	103-001540	WATER FUND	NON-DEPARTMENTAL		20.16
	104-000960	WATER FUND	NON-DEPARTMENTAL		36.41

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
COYNE CHEMICAL	AMMONIUM SULFATE 40% NSF	WATER FUND	WATER		2,764.66
	AMMONIUM SULFATE 40% NSF	WATER FUND	WATER		1,717.00
	CONTAINER RETURNS	WATER FUND	WATER		20.00-
	CP - 837	WATER FUND	WATER		3,030.00
	CES PACL 2035	SEWER FUND	SEWER		1,660.50
	ZETAG 8868 FS	SEWER FUND	SEWER		10,225.89
	SODIUM HYPOCHLORITE 15%	SEWER FUND	SEWER		854.80
				TOTAL:	20,232.85
CRYSTAL SPRINGS	MONTHLY SVC@ 661 & 842	WATER FUND	WATER		136.39
	MONTHLY SVC@ 661 & 842	SEWER FUND	SEWER		102.42
				TOTAL:	238.81
CSX TRANSPORTATION, INC	ANNUAL PIPELINE FEES	WATER FUND	WATER		100.00
				TOTAL:	100.00
CUMMINS, INC	PM: FLWNGSPRGS	SEWER FUND	SEWER		533.50
	PM: JETTS FARM	SEWER FUND	SEWER		533.50
				TOTAL:	1,067.00
D.R. HORTON, INC.	SEWER UPSIZING PER AMEA	SEWER FUND	NON-DEPARTMENTAL		10,000.00
				TOTAL:	10,000.00
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TEST	WATER FUND	WATER		115.00
				TOTAL:	115.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER		1,539.20
	INSTALLMENT	SEWER FUND	SEWER		1,420.80
				TOTAL:	2,960.00
ERA	PH: WASTEWATER	SEWER FUND	SEWER		199.72
				TOTAL:	199.72
GUTTMAN ENERGY	W/E 10/13/24	WATER FUND	WATER		745.57
	W/E 10/20/24	WATER FUND	WATER		350.80
	W/E 11/03/24	WATER FUND	WATER		387.01
	W/E 10/27/24	WATER FUND	WATER		799.38
	W/E 11/10/24	WATER FUND	WATER		587.04
	W/E 10/13/24	SEWER FUND	SEWER		1,147.40
	W/E 10/13/24	SEWER FUND	SEWER		65.39
	W/E 10/20/24	SEWER FUND	SEWER		1,085.93
	W/E 10/20/24	SEWER FUND	SEWER		33.09
	W/E 11/03/24	SEWER FUND	SEWER		1,521.04
	W/E 11/03/24	SEWER FUND	SEWER		45.36
	W/E 10/27/24	SEWER FUND	SEWER		771.75
	W/E 11/10/24	SEWER FUND	SEWER		836.52
				TOTAL:	8,376.28
GRAINGER	HOIST CONTROLLER	WATER FUND	WATER		239.49
				TOTAL:	239.49
GREENRIDGE CONTRACTORS INC	NEW SEWER LATERAL	SEWER FUND	SEWER		9,991.20
				TOTAL:	9,991.20
ANDREAS HALE	PER DIEM: 12/09 - 12/13/24	SEWER FUND	SEWER		374.00
				TOTAL:	374.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
120 WATER INC	TEST	WATER FUND	WATER	218.16
			TOTAL:	218.16
3RD TIME TRUCKING	HAULING	WATER FUND	WATER	358.40
	HAULING	WATER FUND	WATER	358.40
	HAULING	SEWER FUND	SEWER	138.81
			TOTAL:	855.61
ALS GROUP USA CORP	TESTING: GH	WATER FUND	WATER	341.35
			TOTAL:	341.35
ALVAREZ CONTRACTORS, INC	WWTP PROJECT	SEWER FUND	NON-DEPARTMENTAL	314,935.06
			TOTAL:	314,935.06
IRVIN DUANE SHUTLER	MILDRED & REYMANN LEAK DET	WATER FUND	WATER	625.00
			TOTAL:	625.00
AMERIGAS PROPANE LP	TANK RENTAL: FLWNG SPRGS	SEWER FUND	SEWER	139.80
	PROPANE: JEFF AVE	SEWER FUND	SEWER	813.42
	PROPANE: SPRUCE HILL	SEWER FUND	SEWER	772.57
			TOTAL:	1,725.79
AUTOZONE	WINTER FUEL STABILIZER	SEWER FUND	SEWER	690.90
	JETTS FARM PS GNRTR BATTER	SEWER FUND	SEWER	207.62
			TOTAL:	898.52
JP & RF BURNS PARTNERSHIP	OCT LOADS - 58	SEWER FUND	SEWER	10,556.00
			TOTAL:	10,556.00
CITY NATIONAL BANK	LOCKBOX SVCS: OCT	WATER FUND	WATER	110.92
	LOCKBOX SVCS: OCT	SEWER FUND	SEWER	110.92
			TOTAL:	221.84
CITY OF CHARLES TOWN	UB COLLECTIONS OCT	WATER FUND	NON-DEPARTMENTAL	21,122.41
	NOV RENT@ 661 S GEORGE ST	WATER FUND	WATER	1,275.00
	NOV RENT@ 661 S GEORGE ST	SEWER FUND	SEWER	1,275.00
			TOTAL:	23,672.41
CORE & MAIN	WATER STOCK	WATER FUND	WATER	1,620.84
	WATER STOCK	WATER FUND	WATER	3,984.04
	METER PIT	WATER FUND	WATER	1,927.86
	METER PIT	WATER FUND	WATER	1,473.12-
	90 BEND MIPXPJCTS	WATER FUND	WATER	180.60
	MONITOR LID	WATER FUND	WATER	249.31
	CPLG, BRSS NPL, BALLCURB,	WATER FUND	WATER	756.03
	CPLG, BRSS NPL, BALLCURB,	WATER FUND	WATER	756.04
	C-44-34-NL	WATER FUND	WATER	245.04
	C-44-34-NL	WATER FUND	WATER	245.04
	RUBBER MTR GASKET	WATER FUND	WATER	310.00
	MCL115RG LID ONLY	WATER FUND	WATER	1,590.00
	BALL CURB FIPT	WATER FUND	WATER	424.39
	BALL CURB FIPT	WATER FUND	WATER	424.40
	CPLG MIPXPJ PVC	WATER FUND	WATER	155.79
	3/4 TEE PJ	WATER FUND	WATER	161.96
			TOTAL:	11,558.22

CHARLES TOWN UTILITY BOARD

Wednesday, November 13, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - ~~December 18, 2024 at 4:00 P.M.~~ December 11, 2024 at 4:00 P.M