CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, FEBRUARY 10, 2021

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of January 27, 2021 Regular Meeting Minutes
      UB Minutes January 27, 2021.pdf

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

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

   The public is invited to attend this meeting via webcast (www.ctubwv.com - Board Meetings - Meeting Agendas and Minutes 2021). The public may also attend the meeting by accessing the following zoom link:
   https://zoom.us/j/95910320953?pwd=dnlKRmpHK0x1U0paalBMNGJYTm1oQT09
   or by calling 1-301-715-8592 and entering the Meeting ID 959 1032 0953 and Passcode 1234.

3. **UNFINISHED BUSINESS**

4. **NEW BUSINESS**
   a. Hale Road and County Green Gravity Sewer Connections to Magnolia Springs
      Hatch Task Order No. 11.pdf
   b. Elevated Tank Cleaning
      Scope of Work.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
      UM Report 02102021.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. February 10, 2021
      Board Report 2.10.21.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY - NEXT MEETING - FEBRUARY 24, 2021 AT 4:00 P.M.**

January 27, 2021

The Charles Town Utility Board held a virtual meeting on January 13, 2021 at 4:00 p.m. Members of the Board present were Daryl Hennessy, Pete Kubic, Jacquelyn Milliron and Tommy Stocks. Also present were Hoy Shingleton and Kristen Stolipher. The Chairman called for changes or corrections to the January 13, 2021 regular meeting minutes. Jacquelyn suggested a few changes. The Board approved the minutes as amended. There were no public comments.

For the first order of business, the Chairman performed the swearing in of, Thomas (Tommy) Stocks with a term ending December 31, 2024. Next discussed was the Route 9 Sewer Project – Change Order No. 8. Kristen noted this change order will extend final payment to February 24th based on the 30-day acceptance of the Northport pump station. The War Admiral pump station has been online for several weeks. Hoy is drafting an agreement for the next meeting regarding some outstanding issues that will be addressed in the Spring when weather permits. Motion by Tommy, second by Jacquelyn, the Board approved the Route 9 Sewer Project Change Order No. 8.

Next, Chris Eckenrode from GDF gave a Presentation on Disinfection Byproducts. Chris prepared an evaluation and assessment on the current disinfection byproduct issues experienced in the distribution system. He recommended that first a Phase I Hydrological Survey be conducted to seek potential for a new groundwater source in addition to the current source. GDF also recommended CTUB to stop recycling backwash water to the head of the plant via an NPDES permit, but a feasibility study should be performed. Chris noted that if those options are not viable, a granular activated carbon filtration system would be the next most cost-effective solution to consider. Motion made by Jacquelyn, second by Pete, the Board directed staff to conduct the Phase I Hydrological Survey and to examine the feasibility of the NPDES permit.

The RK&K Presentation on the Draft Sewer Model was next. John Cole of RK&K provided a review of the model which contained hydraulic model development, collection system hydraulic capacity analysis, assessment of existing conditions of the pump stations, and recommendations for rehabilitation and improvements. Rhiannon Dodge and Bill Gross from RK&K were also present for the discussion. Kristen noted this model can be used in drafting the strategic plan and in developing a 10-year capital improvement plan for infrastructure related projects or upgrades.

RK&K also presented the Manhole Evaluation Report, Task Order No. 14. Rhiannon provided an evaluation was performed on the 65 manholes in two troubled areas in the system to address structural issues and evaluate any I&I issues. There were a number of structures that are in need of immediate repairs due to concrete deterioration from hydrogen sulfide. RK&K suggests the lining of manholes where possible. Motion by Pete, second by Tommy with discussion from Jacquelyn, the Board accepted the recommendations and directed staff to work with RK&K to develop a plan for implementation. Next discussed was RK&K – Task Order 14 Scope of Work Change – Manhole Evaluation. The change order included the evaluation of an additional 200 manholes (5 manholes per 40 pump stations) to not exceed $27,100.00. Motion by Pete, second by Tommy with discussion from Jacquelyn, the Board approved Task Order 14, Change Order No. 1.

The Chairman next opened the floor for discussion on the Legal Services Contract for Rate Equalization and Related Matters. Tim Stranko joined the meeting to review the conflicts of interest concerns that were brought up at the last board meeting. He concluded he did not anticipate any conflicts, but if one did arise, he would recuse himself on that matter. He also requested an opinion from the Office of Disciplinary Council and forward the response to the Kristen once received. Motion by Tommy, second by Pete, the Board approved the legal services contract with Tim Stranko contingent upon a satisfactory response from the Office of Disciplinary Council.

Next discussed was the Class Cost of Service Proposal. Kristen provided that staff reached out to several firms and received a proposal from Gannett Fleming for a sewer class cost of service study, not to exceed $30,000.00. The Chairman noted that per legal counsel, the Board is not required to use a competitive selection process for this particular scope of work. The Chairman speculated this study would not slow down the progress toward rate equalization. Motion by Jacquelyn, second by Pete, the Board approved the class cost of service proposal as submitted.

Under the Utility Manager Report, the Board discussed a Schedule for Capacity Improvement Fee Analysis. Kristen provided a list of steps needed to be taken to fully evaluate the CIF's. One of those steps includes Dewberry initiating and completing a CIF evaluation. Jacquelyn had several questions regarding the calculation of CIF's and how they are being applied. If any deviation from the calculation table in the Tariff is requested, Kristen will bring those issues to the Board for review.

Next, the Approval of Bills was discussed. Motion by Pete, second by Tommy, the Board approved the payment of bills.

The meeting was adjourned at 6:06 p.m. The February 10th regular meeting will be held virtually at 4:00 p.m.

_____ _____

Chairman Secretary

January 20, 2021

H/364168/100-100

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

Subject: Options to Connect Hale Road PS4-4 and County Green PS4-7
Task Order #11 – Magnolia Springs Connections
Engineering Services for Water/Wastewater Systems Upgrades Projects

Dear Kristen,

This task order's scope includes the sewer design of the tie-in connections between the proposed Magnolia Springs Subdivision with the existing Hale Road (PS4-4) and County Green (PS 4-7) pump stations. Currently, the Magnolia Springs sewer system is under construction together with that subdivision's sewer pump station. When that pump station is operational (Spring 2021), the older pump stations Hale Road (PS 4-4) and County Green (PS 4-7) can be decommissioned if the new gravity sewer connections are constructed and approved for use.

Hatch explored multiple options to connecting both pump stations to Magnolia Springs Subdivision. The connection between County Green Pump Station (PS) and MH A82 is basically a difference in alignments so those were not fully explored until the design phase. The different connection alternates are shown on the attached PDF – *PS 4-4 PS 4-7 Connection Alternates V5*.

County Green PS 4-7 Preferred Alternate 7-1

This gravity sewer will run parallel to the existing force main to tie into existing Magnolia Springs manhole A82 as shown on the attached PDF. Manhole A82 and the sewers to the sewer pump station are in place and tested, so when the new Magnolia Springs Pump Station (PS) is approved for operation, the flows to the County Green PS can be diverted to the new pump station and subsequently, this PS can be decommissioned. The engineer's opinion of probably construction cost (OPCC) is $215,000 for this alternate.

A portion of the PS decommissioning cost may be saved by using the CTUB staff. It is assumed that the CTUB staff will also temporarily relocate the force main discharging the sewage from this PS to minimize the potential impact of blasting associated with the gravity sewer construction. A good portion of this sewer is 17-22 feet deep, so rock will be encountered.

Hale Road PS 4-4 Alternates

Multiple alignments were explored to connect this PS with Magnolia Springs. Alternates 4-1 and 4-2 "buck the grade" to reach their connection manhole, but both were originally preferred due to their ability to connect within Phase 1 of their construction. The other alternatives were included

within Phase 3 construction which was anticipated years from now, thereby delaying the decommissioning of PS 4-4. That situation changed after discussion with DR Horton, developer of Magnolia Springs Subdivision, and now the intended connection point for Hale Road PS, manhole B151, is scheduled for Phase 1 construction. That construction schedule revision changed the preferred alternate to Alternative 4-5. Each alternate is discussed briefly below.

Hale Road PS 4-4 Alternate 4-1

This gravity sewer generally follows the alignment of the County Green PS 4-7 force main along the common boundary between County Green and Magnolia Springs subdivisions. It was the preferred alternative because it could be constructed without impacting any sewers of Magnolia Springs and would not create any new easements on the Magnolia Springs lots. The engineer's OPCC for this alternate is $375,000.

Hale Road PS 4-4 Alternate 4-2

This gravity sewer generally follows the alignment of Alternate 4-1 but is shorter as it bisects Lots 44 and 45 to connect to the newly installed sewer within Saber Drive upstream of manhole A100. While less expensive, a new easement encumbering Lots 44 & 45 is needed, plus this alternate impacts existing water services. (This alternate could go between Lots 43 & 44 to avoid the water service relocations at slightly higher cost.) The engineer's OPCC for this alternate is $330,000.

Hale Road PS 4-4 Alternate 4-3

This gravity sewer alternate has the shortest length, but it requires an easement between Lots 51 and 52, which creates easements on both sides of Lot 52 (undesirable) due to the water main between Lots 52 and 53. The proposed sewer within Saber Drive would be constructed deeper to accommodate this connection *(this cost is not included in the cost estimate as it would be constructed by DR Horton)*. The engineer's OPCC for this alternate is $167,000.

Hale Road PS 4-4 Alternate 4-4

This gravity sewer is also one of the shorter alternatives, but it requires an easement between Lots 53 and 54, which creates easements on both sides of Lot 53 (undesirable) due to the water main between Lots 52 and 53. This alternative does not cross the water main within the future Belvedere Drive but is placed within that right-of-way so future sewer impact is possible when that road is constructed. The proposed sewer within Saber Drive would be constructed deeper to accommodate this connection *(not included in the cost estimate as it would be modified constructed by DR Horton)*. The engineer's OPCC for this alternate is $188,000.

Hale Road PS 4-4 Preferred Alternate 4-5

This gravity sewer alternate was made available after discussions with DR Horton where they would construct the Phase 3 segment including manhole B151. This gravity sewer connection will be approximately 12-15' inside the western right-of-way of future Belvedere Drive. There is possible sewer impact when that road is constructed, but an alternate alignment would require purchase of right-of-way/easement from private landowners. The risk during road construction should be minimal. The engineer's OPCC for this alternate is $235,000.

Recommendations

Hatch recommends that:

1. County Green Pump Station (PS 4-7) is decommissioned by installing a new gravity sewer following the Preferred Alternate 7-1 generally as shown on the attached PDF – *PS 4-4 PS 4-7 Connection Alternates V5* at the engineer's OPCC of $215,000 (refer to the OPCC attachment for further detail). This cost assumes that the CTUB staff will first relocate a portion of the force main to avoid conflicts with blasting and secondly, the CTUB staff will remove offsite or salvage existing pump station equipment, abandon the wet well, valve vault and manholes, and stabilize the disturbed area.
2. Hale Road Pump Station (PS 4-4) is decommissioned by installing a new gravity sewer following the Preferred Alternate 4-5 generally as shown on the attached PDF – *PS 4-4 PS 4-7 Connection Alternates V5* at the engineer's OPCC of $235,000 (refer to the OPCC attachment for further detail). This cost assumes that the CTUB staff will remove off site or salvage existing pump station equipment, abandon the wet well and valve vault, and stabilize the disturbed area.

   Alternate 4-5 is recommended over the others because there is little to no impact to the proposed Magnolia Springs Subdivision (i.e., adding easement over lots) as the new sewer will be in a future right-of-way. It is noted that an easement is necessary within the Tate Manor Subdivision, but it is through common/open space. Secondly, the cost over Alternate 4-1, which similarly doesn't require any easements over lots, is significantly less.

Should you have any questions concerning the evaluation findings above, please contact me at 240-751-7002 or Richard.Travers@hatch.com.

Respectfully,



HATCH
Rick Travers, PE
Senior Project Manager

Attachments:
PS 4-4 PS 4-7 Connection Alternates.pdf
Opinions of Construction Cost.pdf

cc: Scott Yearley, Hatch

PS 4-4 PS 4-7 Connection Alternates_V5
January 20, 2021

BAR HARBOR TERRACE
COLLECTOR STREET
50' RIGHT-OF-WAY

SABER DRIVE
COLLECTOR STREET
50' RIGHT-OF-WAY

CHATWELL TERRACE
LOCAL STREET
50' RIGHT-OF-WAY

HEMINGWAY TERRACE
LOCAL STREET
50' RIGHT-OF-WAY

CITIZENS WAY
COLLECTOR STREET
50' RIGHT-OF-WAY

CRESCENT DRIVE

BRUCE DRIVE

ELDON DRIVE

DUNLAP DRIVE

BELVEDERE DRIVE

FUTURE BELVEDERE DRIVE

CHARLES TOWN CORPORATION

CHARLES TOWN DISTRICT

PREFERRED
PS 4-4 Alternate 4-5

PS 4-4 Alternate 4-4

PS 4-4 Alternate 4-3

PS 4-4 Alternate 4-2

PS 4-4 Alternate 4-1

HALE ROAD PS 4-4

COUNTY GREEN PS 4-7

Preferred PS 4-7 Alternate 7-1

MAGNOLIA SPRINGS SUBDIVISION

COUNTY GREEN SUBDIVISION

OPEN SPACE AREA P

OPEN SPACE AREA J

OPEN SPACE AREA K

LOT 59 LOT 58 LOT 57 LOT 56 LOT 55 LOT 54 LOT 53 LOT 52 LOT 51 LOT 50 LOT 49 LOT 48 LOT 47 LOT 46 LOT 45 LOT 44 LOT 43 LOT 42 LOT 41 LOT 40 LOT 39 LOT 38 LOT 37 LOT 36 LOT 34 LOT 33 LOT 32 LOT 31 LOT 30 LOT 29 LOT 28 LOT 27 LOT 26 LOT 25 LOT 24 LOT 23 LOT 22 LOT 21 LOT 20 LOT 19 LOT 18 LOT 17 LOT 16 LOT 15 LOT 14 LOT 13 LOT 12 LOT 11 LOT 10 LOT 9 LOT 8 LOT 7 LOT 6 LOT 5 LOT 4 LOT 3 LOT 2 LOT 1

MVB BANK INC
TM 13, PAR 1
D.B. 1191, PG. 549
ZONED: RESIDENTIAL
LOW DENSITY

JAY H. REID, III
& LOIS J. REID
T.M. 9, PAR. 20
D.B. 781, PG. 640
ZONED: RESIDENTIAL
LOW DENSITY

PAULINE E. ROWE
T.M. 9, PAR. 51
D.B. 300, PG. 126
ZONED: RESIDENTIAL
LOW DENSITY

HOMEOWNER'S ASSOCIATION
OF COUNTY GREEN, INC.
T.M. 9D, PAR. COMM
D.B. 1041, PG. 750
ZONED: RESIDENTIAL
MEDIUM-HIGH DENSITY

OPINIONS OF CONSTRUCTION COST 1/20/2021

PS 4-7 and PS 4-4 Connections to Magnolia Springs Subdivision

PREFERRED Alternate 7-1 - CONNECT TO MAGNOLIA PH. 1 at A82

ITEM	DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL PRICE	
1	MOBILIZATION (`5%)	LS	1	$ 11,000.00	$ 11,000.00	
2	TRAFFIC CONTROL	LS	1	$ -	$ -	
3	EROSION AND SEDIMENT CONTROL	LS	1	$ 2,000.00	$ 2,000.00	
4	GRAVITY SEWER 8", OPEN CUT	LF	400	$ 150.00	$ 60,000.00	
5	MANHOLES, 4'-DIA.	EA	5	$ 10,200.00	$ 51,000.00	
6	DOGHOUSE MH (EX.1 and EX.2)	LS	1	$ 15,000.00	$ 15,000.00	
7	DOGHOUSE MH (before PS)	LS	1	$ 15,000.00	$ 15,000.00	
8	PUMP STATION 4-7 ABANDONMENT	LS	1	$ 20,000.00	$ 20,000.00	
9	RESTORATION	SY	1,800	$ 3.00	$ 5,400.00	
10	20% CONTINGENCY	LS	1	$ 35,900.00	$ 35,900.00	$/LF
				TOTAL	$ 215,300.00	$ 538.25
				SAY	**$ 215,000.00**	

Alternate 4-1 - CONNECT TO MAGNOLIA PH. 1 Upstream of A82

ITEM	DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL PRICE	
1	MOBILIZATION (`5%)	LS	1	$ 19,000.00	$ 19,000.00	
2	TRAFFIC CONTROL	LS	1	$ -	$ -	
3	EROSION AND SEDIMENT CONTROL	LS	1	$ 5,900.00	$ 5,900.00	
4	GRAVITY SEWER 8", OPEN CUT	LF	1,180	$ 150.00	$ 177,000.00	
5	MANHOLES, 4'-DIA.	EA	5	$ 9,000.00	$ 45,000.00	
6	DOGHOUSE MH & INTERCONNECTION, PS 4-4 WEST INFLUENT	LS	1	$ 15,000.00	$ 15,000.00	
7	DOGHOUSE MH & INTERCONNECTION, PS 4-4 SOUTH INFLUENT	LS	1	$ 15,000.00	$ 15,000.00	
8	PUMP STATION 4-4 ABANDONMENT	LS	1	$ 20,000.00	$ 20,000.00	
9	RESTORATION	SY	5,200	$ 3.00	$ 15,600.00	
10	20% CONTINGENCY	LS	1	$ 62,500.00	$ 62,500.00	$/LF
				TOTAL	$ 375,000.00	$ 317.80
				SAY	**$ 375,000.00**	

Alternate 4-2 - CONNECT TO MAGNOLIA PH. 1 (NEAR SABER DR. MH A100)

ITEM	DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL PRICE	
1	MOBILIZATION (`5%)	LS	1	$ 16,000.00	$ 16,000.00	
2	TRAFFIC CONTROL	LS	1	$ 1,000.00	$ 1,000.00	
3	EROSION AND SEDIMENT CONTROL	LS	1	$ 4,400.00	$ 4,400.00	
4	GRAVITY SEWER 8", OPEN CUT	LF	870	$ 150.00	$ 130,500.00	
5	MANHOLES, 4'-DIA.	EA	5	$ 9,200.00	$ 46,000.00	
6	DOGHOUSE MH & INTERCONNECTION, PS 4-4 WEST INFLUENT	LS	1	$ 15,000.00	$ 15,000.00	
7	DOGHOUSE MH & INTERCONNECTION, PS 4-4 SOUTH INFLUENT	LS	1	$ 15,000.00	$ 15,000.00	
8	DOGHOUSE MH & INTERCONNECTION, NEAR SABER DR. MH A100	LS	1	$ 15,000.00	$ 15,000.00	
9	PUMP STATION 4-4 ABANDONMENT	LS	1	$ 20,000.00	$ 20,000.00	
10	RESTORATION	SY	3,900	$ 3.00	$ 11,700.00	
11	20% CONTINGENCY	LS	1	$ 54,900.00	$ 54,900.00	$/LF
				TOTAL	$ 329,500.00	$ 378.74
				SAY	**$ 330,000.00**	

Alternate 4-3 - CONNECT TO MAGNOLIA PH. 3 (AT SABER DR. MH B180)

ITEM	DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL PRICE	
1	MOBILIZATION (`5%)	LS	1	$ 9,000.00	$ 9,000.00	
2	TRAFFIC CONTROL	LS	1	$ -	$ -	
3	EROSION AND SEDIMENT CONTROL	LS	1	$ 1,800.00	$ 1,800.00	
4	GRAVITY SEWER 8", OPEN CUT**	LF	350	$ 125.00	$ 43,750.00	
5	MANHOLES, 4'-DIA.	EA	3	$ 8,400.00	$ 25,200.00	
6	DOGHOUSE MH & INTERCONNECTION, PS 4-4 WEST INFLUENT	LS	1	$ 15,000.00	$ 15,000.00	
7	DOGHOUSE MH & INTERCONNECTION, PS 4-4 SOUTH INFLUENT	LS	1	$ 15,000.00	$ 15,000.00	
8	INTERCONNECTION, AT SABER DR. MH B180	LS	1	$ 5,000.00	$ 5,000.00	
9	PUMP STATION 4-4 ABANDONMENT	LS	1	$ 20,000.00	$ 20,000.00	
10	RESTORATION	SY	1,600	$ 3.00	$ 4,800.00	
11	20% CONTINGENCY	LS	1	$ 27,900.00	$ 27,900.00	$/LF
	** $/LF of sewer reduced to $125/LF because depth < 8'			**TOTAL**	$ 167,450.00	$ 478.43
				SAY	**$ 167,000.00**	

Alternate 4-4 - CONNECT TO MAGNOLIA PH. 3 (AT SABER DR. MH B170)

ITEM	DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL PRICE	
1	MOBILIZATION (`5%)	LS	1	$ 9,000.00	$ 9,000.00	
2	TRAFFIC CONTROL	LS	1	$ -	$ -	
3	EROSION AND SEDIMENT CONTROL	LS	1	$ 2,000.00	$ 2,000.00	
4	GRAVITY SEWER 8", OPEN CUT	LF	390	$ 150.00	$ 58,500.00	
5	MANHOLES, 4'-DIA.	EA	3	$ 9,000.00	$ 27,000.00	
6	DOGHOUSE MH & INTERCONNECTION, PS 4-4 WEST INFLUENT	LS	1	$ 15,000.00	$ 15,000.00	
7	DOGHOUSE MH & INTERCONNECTION, PS 4-4 SOUTH INFLUENT	LS	1	$ 15,000.00	$ 15,000.00	
8	INTERCONNECTION, AT SABER DR. MH B170	LS	1	$ 5,000.00	$ 5,000.00	
9	PUMP STATION 4-4 ABANDONMENT	LS	1	$ 20,000.00	$ 20,000.00	
10	RESTORATION	SY	1,700	$ 3.00	$ 5,100.00	
11	20% CONTINGENCY	LS	1	$ 31,300.00	$ 31,300.00	$/LF
				TOTAL	$ 187,900.00	$ 481.79
				SAY	**$ 188,000.00**	

PREFERRED Alternate 4-5 - CONNECT TO MAGNOLIA AT BAR HABOR TERRACE, MH B151

ITEM	DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL PRICE	
1	MOBILIZATION (`5%)	LS	1	$ 12,000.00	$ 12,000.00	
2	TRAFFIC CONTROL	LS	1	$ -	$ -	
3	EROSION AND SEDIMENT CONTROL	LS	1	$ 3,600.00	$ 3,600.00	
4	GRAVITY SEWER 8", OPEN CUT**	LF	730	$ 125.00	$ 91,250.00	
5	MANHOLES, 4'-DIA.	EA	3	$ 8,200.00	$ 24,600.00	
6	INTERCONNECTION, PS 4-4 WEST INFLUENT AT EX. MH 0 (TATE MANOR)	LS	1	$ 15,000.00	$ 15,000.00	
7	DOGHOUSE MH & INTERCONNECTION, PS 4-4 SOUTH INFLUENT	LS	1	$ 15,000.00	$ 15,000.00	
8	INTERCONNECTION, AT BAR HARBOR MH B151	LS	1	$ 5,000.00	$ 5,000.00	
9	PUMP STATION 4-4 ABANDONMENT	LS	1	$ 20,000.00	$ 20,000.00	
10	RESTORATION	SY	3,200	$ 3.00	$ 9,600.00	
11	20% CONTINGENCY	LS	1	$ 39,200.00	$ 39,200.00	$/LF
	** $/LF of sewer reduced to $125/LF because depth < 8'			**TOTAL**	$ 235,250.00	$ 322.26
				SAY	**$ 235,000.00**	

KINSLEY

14702 Crown Lane, Hagerstown, MD 21740

January 20, 2021

CHARLES TOWN UTILITY BOARD
661 SOUTH GEORGE ST, SUITE 101
CHARLES TOWN, WV 25414
(304) 724-7080
Attn: Kristen M. Stolipher

Re: CTUB Gravity Sewer Install

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

Item #	Description	Quantity	Unit	Unit Price	Ext Price
1	General Conditions	1.000	LS	$2,161.00	$2,161.00
2	Stakeout & Survey	1.000	LS	$1,070.00	$1,070.00
3	E&S Controls	1.000	LS	$ 815.00	$ 815.00
4	Gravity Sewer	1.000	LS	$62,499.00	$62,499.00
5	Rock and Blasting	1.000	LS	$21,572.00	$21,572.00
6	Assist Abandonment: Stone & Dress Up	1.000	LS	$2,810.00	$2,810.00
7	Site Restoration	1.000	LS	$3,820.00	$3,820.00
Total:					**$94,747.00**

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, Inc. Our scope of services will be strictly limited to the items as they are listed herein.
2. KCI not responsible for existing utility line relocation.
3. All costs associated with existing utility line relocation for blasting are specifically excluded.
4. This cost proposal assumes existing utilities that may interfere with blasting have been relocated.
5. Pricing based on blasting all proposed sanitary lines. Pricing to be re-evaluated if blasting not feasible.
6. Line item seven includes KCI assisting CTUB with #8 stone not to exceeding 2.5 tons and topsoil dress up of existing line abandonment.
7. This proposal is based off KCI performing all the work described herein. If our scope of work changes, is modified, or is reduced KCI reserves the right to adjust our pricing accordingly.
8. This is a lump sum proposal with KCI being held responsible for the scope of work as described herein. This project will be billed to the owner on a percentage complete basis.

9. CAD file information, building corners, and benchmarks will be provided by others prior to the start of construction.
10. Existing topography shall be field verified by KCI prior to the start of construction. Any discrepancies shall be brought to the owner's attention and will require additional discussion.
11. This proposal was based solely off of the plans listed below. No project specifications have been provided.
12. 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.
13. 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.
14. All project phasing is per the plans listed below. If new phasing is required for this project (drawing revisions, project delays caused by others, etc.), KCI reserves the right to adjust our pricing accordingly.
15. We specifically exclude work involving frozen / wet subgrades or work during periods of inclement weather.
16. This proposal includes the maintenance of all erosion controls while onsite. Should building construction commence on any part of the project prior to site work completion, KCI will be relieved of erosion control maintenance responsibilities for that particular section of the site.
17. The erosion control maintenance included in this proposal will cover all common maintenance items required during a "typical two-year rain event". If the erosion control measures fail due to a poor design, a weather event that exceeds the design criteria, or a severe / high intensity storm that exceeds the above criteria, all work required to stabilize / repair the site will be completed on a T&M basis.
18. All water and sewer shall be installed per local governing specifications as stated at the time of this proposal.
19. Existing overhead power is to be relocated by others prior to KCI mobilization onsite.
20. Rock is classified as solid material that cannot be excavated with a Caterpillar 963 track loader or Caterpillar 336 excavator or equivalent. Mechanically removed rock will be field measured. Trenches that require use of a trench box will have a minimum pay width of 6'.
21. If rock blasting is deemed necessary KCI will provide all labor, equipment, and related materials to perform a safe blasting operation. Our prices include an explosive use permit, licensed blaster, in house seismic records of blasts performed on-site, and all required field coordination.
22. KCI will make every effort to coordinate with our blaster to ensure that the building foundations will be "over shot". However, no additional foundation blasting mobilization / operation included in this proposal.
23. Where rock is encountered we are not responsible for concrete over-runs.
24. Our price is based on full use of demolition debris in the proposed fills (asphalt millings, broken concrete, etc.) which will be properly compacted for structural fill.
25. This proposal is based on the assumption that all on-site materials are suitable for structural fill placement. No importing or exporting of fill materials is included. All soil exchange operations are excluded. Undercutting and subsequent backfilling of soft or yielding subgrade areas will be removed at an extra cost, additional to this proposal
26. This proposal is based on the assumption that all on-site topsoil will be deemed suitable for respread. All excess stripped topsoil is to be stockpiled onsite at a location approved by both the owner and KCI or used as non-structural fill. Excess topsoil will become the responsibility of the owner at the end of the project.
27. This proposal was based on the use of an on-site stockpile area. If this facility becomes unavailable all material will be removed from the site at an extra cost, additional to this proposal.
28. All excess excavated materials as well as clearing debris will become property of the owner.
29. Re-grading / re-working stone base due to damage by others is excluded from this proposal.
30. No work should be assumed to be in our proposal unless specifically noted above.
31. This proposal will remain valid for the period of thirty (30) days following the date of issuance.

32. 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.

33. If Kinsley 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, or by fire, unusual delay in deliveries, unavoidable casualties or other causes beyond Kinsley's control, including weather conditions not reasonably predictable, then the time for completion shall be extended by change order for such reasonable time as the parties shall agree.
34. Payments due and unpaid shall bear interest from the date payment is due at the prime rate of M&T Bank plus two percent (2%); provided however, the interest rate shall not be less than six (6%) percent. In addition, Owner is responsible for all collection costs incurred by Kinsley, including, but not limited to, reasonable attorneys' fees and court costs.
35. 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.

General Conditions

1. Bonds, permits, and inspection fees (DOT, township, railroad, and utility)
2. Third party testing agency / CQA
3. Builders risk insurance
4. Engineering including final as-built documents
5. Concrete monuments
6. Preparation of a "hold down" grading plan / CAD file manipulation
7. Geotechnical services, soil testing, and road bearing reports
8. Temporary construction fence, staging areas, barricades, encloses, and tire wash rack stations
9. Temporary utilities, facilities, and job trailers for other trades
10. Temporary laydown areas, crane roads, and ramps into the building
11. Traffic control for work in the above scope of work

Demolition

12. All vertical demolition work
13. Removal of existing debris from the site
14. Removal of underground tanks / contaminated materials
15. Cleaning of existing pipe
16. Relocation / adjusting of underground utilities, overhead utilities, and associated structures
17. Capping, abandonment, or grouting of existing utilities
18. Capping, abandonment, or grouting of monitoring / water wells

Earthwork

19. Excavation, disposal, or replacement of unsuitable soils
20. Handling / disposal of spoil materials for other trades
21. Handling / disposal of hazardous or contaminated materials
22. Importing / exporting of fill materials
23. Importing / exporting of topsoil
24. Topsoil screening or amendments
25. Importing clay for sediment pond cores / cut-off trenches
26. Final lot grading / topsoil installation
27. Re-grading due to damage by others
28. Subgrade stabilization including, but not limited to, discing, aeration, liming, soil cement, geo-grid installation, and undercutting & replacement with suitable materials
29. Engineered shoring, soil nailing, etc.
30. Well pointing, excessive dewatering, etc. (beyond 2" pump capabilities)
31. Dewatering for other trades
32. Winter conditions such as removal of frost and high moisture content in earthen materials
33. Snow removal
34. Sink hole remediation

Utilities

35. Existing utility relocation is specifically excluded
36. Utility work within 5' of the building
37. Dry utility line installation, trenching, and restoration
38. Conduit crossings, conduit duct-banks, and concrete encasement
39. Flushing / video of sanitary sewer system
40. Pump stations and associated work
41. Over excavation or unsuitable soil remediation below trench subgrade

BID DOCUMENTS

This proposal is based upon information obtained from the following:

- Plan: "1-2-PLAN-PROFILE-C01.pdf) prepared by HATCH dated 12/2020

UNIT PRICES

1.	Blasting: Mobilization (if not already on site)	Add: $3,200.00 / lump sum
2.	Pre-Blast Surveys(if not already done)	Add: $10,000.00 / lump sum
3.	Blasting: Drill and Operator (wait time/test drilling)	Add: $215.00 / hour
4.	Blasting: Blasting Crew (wait time/Cancellation)	Add: $390.00 / hour

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

Sincerely,

Kinsley Construction, Inc.

Allen Pettner
Project Engineer

Ph: (240)313-4900
Email: apettner@kinsleyconstruction.com

TERMS AND CONDITIONS

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

If accepted, Owner and Kinsley Construction, Inc. 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: _____

KINSLEY

14702 Crown Lane, Hagerstown, MD 21740

February 5, 2021

CHARLES TOWN UTILITY BOARD
661 SOUTH GEORGE ST, SUITE 101
CHARLES TOWN, WV 25414
(304) 724-7080
Attn: Kristen M. Stolipher

Re: CTUB Tate Manor Sanitary

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

Item #	Description	Quantity	Unit	Unit Price	Ext Price
				CTUB TATE MANOR SANITARY	
4	General Conditions	1.000	LS	$ 500.00	$ 500.00
6	Stakeout & Survey	1.000	LS	$1,070.00	$1,070.00
8	E&S Controls	1.000	LS	$1,963.00	$1,963.00
10	Sanitary Sewer	1.000	LS	$59,156.00	$59,156.00
12	Rock and Blasting	1.000	LS	$16,184.00	$16,184.00
14	Site Restoration	1.000	LS	$5,216.00	$5,216.00
				SUBTOTAL CTUB TATE MANOR SANITARY	**$84,089.00**
				ADD: MOBILIZATION	
18	Mobilization	1.000	LS	$1,660.00	$1,660.00
Total:					**$85,749.00**

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, Inc. Our scope of services will be strictly limited to the items as they are listed herein.
2. KCI not responsible for existing utility line relocation.
3. All costs associated with existing utility line relocation for blasting are specifically excluded.
4. This cost proposal assumes existing utilities that may interfere with blasting have been relocated.
5. Pricing based on blasting all proposed sanitary lines. Pricing to be re-evaluated if blasting not feasible.

6. E&S Control plans/details were not provided. Silt Fence on down side of project area was assumed.
7. This proposal is based off KCI performing all the work described herein. If our scope of work changes, is modified, or is reduced KCI reserves the right to adjust our pricing accordingly.
8. This is a lump sum proposal with KCI being held responsible for the scope of work as described herein. This project will be billed to the owner on a percentage complete basis.
9. CAD file information, building corners, and benchmarks will be provided by others prior to the start of construction.
10. Existing topography shall be field verified by KCI prior to the start of construction. Any discrepancies shall be brought to the owner's attention and will require additional discussion.
11. This proposal was based solely off of the plans listed below. No project specifications have been provided.
12. 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.
13. Added mobilization not needed if KCI equipment/crew is currently on site at time of work.
14. 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.
15. All project phasing is per the plans listed below. If new phasing is required for this project (drawing revisions, project delays caused by others, etc.), KCI reserves the right to adjust our pricing accordingly.
16. We specifically exclude work involving frozen / wet subgrades or work during periods of inclement weather.
17. This proposal includes the maintenance of all erosion controls while onsite. Should building construction commence on any part of the project prior to site work completion, KCI will be relieved of erosion control maintenance responsibilities for that particular section of the site.
18. The erosion control maintenance included in this proposal will cover all common maintenance items required during a "typical two-year rain event". If the erosion control measures fail due to a poor design, a weather event that exceeds the design criteria, or a severe / high intensity storm that exceeds the above criteria, all work required to stabilize / repair the site will be completed on a T&M basis.
19. All water and sewer shall be installed per local governing specifications as stated at the time of this proposal.
20. Existing overhead power is to be relocated by others prior to KCI mobilization onsite.
21. Rock is classified as solid material that cannot be excavated with a Caterpillar 963 track loader or Caterpillar 336 excavator or equivalent. Mechanically removed rock will be field measured. Trenches that require use of a trench box will have a minimum pay width of 6'.
22. If rock blasting is deemed necessary KCI will provide all labor, equipment, and related materials to perform a safe blasting operation. Our prices include an explosive use permit, licensed blaster, in house seismic records of blasts performed on-site, and all required field coordination.
23. KCI will make every effort to coordinate with our blaster to ensure that the building foundations will be "over shot". However, no additional foundation blasting mobilization / operation included in this proposal.
24. Where rock is encountered we are not responsible for concrete over-runs.
25. Our price is based on full use of demolition debris in the proposed fills (asphalt millings, broken concrete, etc.) which will be properly compacted for structural fill.
26. This proposal is based on the assumption that all on-site materials are suitable for structural fill placement. No importing or exporting of fill materials is included. All soil exchange operations are excluded. Undercutting and subsequent backfilling of soft or yielding subgrade areas will be removed at an extra cost, additional to this proposal
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36. 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.

General Conditions

1. Bonds, permits, and inspection fees (DOT, township, railroad, and utility)
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37. Dry utility line installation, trenching, and restoration
38. Conduit crossings, conduit duct-banks, and concrete encasement
39. Flushing / video of sanitary sewer system
40. Pump stations and associated work
41. Over excavation or unsuitable soil remediation below trench subgrade

BID DOCUMENTS

This proposal is based upon information obtained from the following:

- Plan: "1-2-PLAN-PROFILE-C02.pdf" prepared by HATCH dated 12/2020

UNIT PRICES

1.	Blasting: Mobilization (if not already on site)	Add: $3,200.00 / lump sum
2.	Pre-Blast Surveys(if not already done)	Add: $10,000.00 / lump sum
3.	Blasting: Drill and Operator (wait time/test drilling)	Add: $215.00 / hour
4.	Blasting: Blasting Crew (wait time/Cancellation)	Add: $390.00 / hour

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

Sincerely,

Kinsley Construction, Inc.

Allen Pettner
Project Engineer

Ph: (240)313-4900
Email: apettner@kinsleyconstruction.com

TERMS AND CONDITIONS

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If accepted, Owner and Kinsley Construction, Inc. 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: _____

Change Order Pricing

2786 Martinsburg Pike

Stephenson, Virginia 22656

Contact: **Ted L. Winters**

Phone: **540-662-4008**

Fax: **540-662-4330**

Quote To:	D.R.A	Job Name:	Tate Manor Offsite sewer
Attention:	Matt Stare		Change Order #04
Phone:		Date:	1/27/2021
Fax:			

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
460	Offsite Sewer	1.00	LS	89,000.00	89,000.00
GRAND TOTAL					**$89,000.00**

LIQUID ENGINEERING CORPORATION

Fax – (406) 651-0120

Proposal Number
55791

Please reference the Proposal Number above on all Purchase Orders issued.

Scope of Work - In-Service Clean & Inspect

This Potable Water System Proposal is made this date, by and between **Charles Town Water Department** of the state of **West Virginia**, (hereinafter "Client") and **Liquid Engineering Corporation, of Billings, MT**, (hereinafter "LEC"). LEC will provide all labor, specialty equipment and insurance to evaluate your facilities.

In-Service Inspection

Interior and exterior inspections will review structural, sanitary, safety, security and any installed coating conditions. Reporting will be provided based on water tank inspection criteria, referencing applicable OSHA, EPA, AWWA, TCEQ and NFPA requirements. Minimum items examined will include ladders, shell, roof, vent, manways, welds, seams, foundation, anchors, safety systems, hatches, external overflow and plumbing.

Underwater interior video documentation will be completed with real-time closed circuit high-resolution color underwater video equipment. All pertinent findings will be recorded on DVD format (including dive maintenance technician's findings and narrative summary).

Services will include detailed interior video documentation of the potable water tank(s) / clearwell(s) as described on page two (2).

Underwater Operations – All Dive Maintenance Technicians and associated in-tank equipment are fully disinfected in accordance with AWWA Standard C652-02. All system entries will be conducted in accordance with applicable OSHA regulations pertaining to Diving and Confined Space; including 1910.401 thru 1910.441. Specialty equipment may include but is not limited to; appropriate OSHA climbing and personal fall protection, AWWA and ADCI approved commercial diving equipment dedicated to in-service potable water operations.

In-Service Cleaning

In-service removal of accumulated bottom sediment is accomplished using LEC's proprietary HydroDyne™ cleaning equipment. Normal cleaning prices provided include removal of sediment accumulations up to the first three inches (3") in depth or cubic yards given on reservoir information breakout.[1] Material that cannot be vacuumed with LEC's HydroDyne™ (e.g., concrete, gravel, misc. materials or compact sediment requiring the use of a hand nozzle), is considered debris.[2]

For normal cleaning operations client shall make available an approved discharge location (sewer, cofferdam, etc.) within 300' of the reservoir access hatch. (Site-specific discharge recommendations can be provided by LEC upon request).

Deliverable – Prioritization Schedule

The deliverable provided on site will consist of LEC's on site report, summary recommendations and Immediate Needs Assessment™, which documents discrepancies that require urgent action, and is supplemented by the interior DVD documentation.

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Proposal Number
55791
Please reference the Proposal Number above on all Purchase Orders issued.

Assumptions - Based upon information obtained via the systems interview conducted for your facility, the following assumptions were made. Should conditions vary from those stated, additional charges could apply.

- Prior to arrival, and during underwater operations, water level in tanks/clearwells to remain full.[3]
- Client's Point-of-Contact will be available for access, as well as authorization of any additional requested work.
- Facilities are accessible with LEC's standard truck/trailer combo (overall length – Crew Cab = 23' / Trailer = 22').[4]
- Access into tanks/clearwells are sufficient for man entry (i.e. 24" dia), with no obstructions in the hatchway.
- Exterior inspections will be performed from the ground, installed ladders, and exterior roof while utilizing installed ANSI & OSHA-certified personal fall protection equipment, without additional scaffolding or rigging.
- There are no special discharge requirements (i.e. long distances / permits).

Miscellaneous

All services provided by LEC will be completed in a professional workmanlike manner according to the Terms and Conditions of this Proposal. Any alteration or deviation from the Terms and Conditions of this Proposal, or additional services, involving additional costs, will be completed only upon written authorization by Client or Client's Authorized Representative.

This Proposal is contingent upon weather, delays or other matters beyond LEC's control. Client will carry fire, tornado, and other necessary insurance. LEC will provide all other required insurance coverage, including, but not limited to, General Liability, Employer Liability and Workmen's Compensation Insurance during all operations (certificate of insurance available upon request).

Reservoir Information

Tank	Capacity	Dimensions	Type		Cubic Yards Included
6th Ave. Standpipe	350,000	100' high x 25' dia	Steel , – o/g		4.5 (3 inches)
Avis Street	500,000	75' high x 36' dia	Steel , – o/g		9 (3 inches)
Clearwell	1,000,000	30' high x 70' dia	Concrete – o/g		34.5 (3 inches)
Huntfield	263,000	170' to the top	Steel - elevated		15 (3 inches)
Keyes Ferry	500,000	147' to the top	Steel - elevated		33 (3 inches)
Locust Hill	500,000	140' high x 25' dia	Steel welded – o/g		N/A
NHZ	1,000,000	110' high x 25' dia	Steel welded – o/g		4.5 (3 inches)
Route 9	500,000	90' to the top	Steel welded - elevated		33 (3 inches)

Scope of work for Locust Hill is inspect only. - Per OSHA 1910.425 (b)(2) inspection will be to a maximum of 100 feet of water depth (adjusted). LEC Dive Technicians will perform a Job Hazard Analysis prior to entry into the reservoir to review for safe diver entry and extraction. Water depth will be coordinated with the utility based on actual tank configuration and onsite conditions; however, the inspection may be limited due to the maximum depth consideration. In this event, the technician may not make it completely to the floor. Inspection will proceed to the maximum 100 depth and representative findings will be viewed from above the floor level.

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Proposal Number
55791
Please reference the Proposal Number above on all Purchase Orders issued.

Costing

Cleaning / Inspection & Reporting	**$ 16,200.00**

It is the client's responsibility to ensure all transmitting antenna that create unsafe working conditions for LEC employees are deenergized prior to the start of LEC operations in accordance with OSHA Non-Ionizing Radiation protection guidelines as found in 29 CFR 1910.97.

(*Prior written approval will be obtained from Client's Authorized Representative for any additional charges outside the Scope described herein).*

1. Bottom sediment in excess of three inches or cubic yards stated above will be removed at $3,185.00 per day.
2. Debris removal will be charged at a rate of $3,185.00 per day.
3. Unscheduled delays, which are a direct result of the utility's obligations (i.e. access and water level), may incur standby/mobilization charges.
4. Access requiring portable set-up (i.e. truck only), will incur an additional setup/tear-down charge.

Pricing above does not include Local, State or Franchise Taxes - if any.

This Proposal, when executed by both parties, shall constitute a binding agreement between the parties. The persons signing on behalf of Client and LEC hereby represent and certify that they are fully empowered to bind the respective parties to this Contract. Client acknowledges that payment for onsite work is due and payable **Net 30 upon completion of on site work.** Progress billing will be applied on any contract whose duration is longer than ten (10) days. A finance charge on past-due accounts is computed at a periodic rate of 1.5% per month, which is an annual percentage rate of 18%.

In the event Liquid Engineering Corporation is required to bring suit to enforce its rights under this Agreement, to collect any and all payments due and owing under this Agreement, or to otherwise determine, protect or enforce its rights and remedies under the Agreement or at law or equity, Liquid Engineering Corporation will be entitled to recover from the client its reasonable attorney's fees, expert fees, costs and expenses incurred in connection therewith.

Charles Town Water Department
661 S. George Street
Charles Town, WV 25414

Accepted & Agreed per Costing Breakdown
Attached Hereto and by Reference Included Here Under

By: _____

Title: _____

Date: _____

LIQUID ENGINEERING CORPORATION
P.O. Box 80230
Billings, MT 59108

(800) 438-2187 Voice / **(406) 651-0120 Fax**

By: Fred Muller - **Fred Muller**

Title: **President**

Date: **December 28, 2020**

Note: This proposal may be withdrawn if not accepted within 90 days from the above LEC signature date.

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Proposal Number
55791
Please reference the Proposal Number above on all Purchase Orders issued.

Billing / Invoice Requirements

Please return Accounting / Billing information to Fax – (406) 651-0120 or web@liquidengineering.com

Customer Name: **Charles Town Water Department, WV**

_____

Contact for Accounting/Billing

Name:_____ Title: _____

Phone: _____

Preferred Delivery Method: ____Fax, ____Email, ____Postal Mail ____Other _____

Is a Purchase Order required? ____ Yes, ____ No (Please forward PO when issued)

Fax: _____

Email: _____

Address _____

City _____ State _____ Zip Code _____

Additional Notes/Instructions:

_____

_____

_____

_____

_____

_____

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

MEMORANDUM TO THE BOARD OF DIRECTORS

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: February 5, 2021

ADMINISTRATIVE

- Property transfer/auction – March auction
- Customer Counts
  - Sewer 8,016 (1,940 billed by JUI)
  - Water 6,316
- Strategic Plan schedule
- Safety Plan
- Board Member Training/Steptoe training
- Budget updates

WATER

- Phase 1 Hydrogeologic Study
- NPDES permit

SEWER

- **Route 9 Sewer Project:**
  - Substantial Completion issued November 30, 2020. Final Payment date February 24, 2021.
- **Renewal and Replacement Project:**
  - GDF will present status at February 24th Board meeting.

INFORMATION

- **Capacity Improvement Fee collection: See attached.**
- **Water and Sewer Treatment Plant Flows: See attached.**

Customer Name	Location	Lot Number	CIF Date Paid	Number of Sewer EDUs	Sewer CIF Amount Paid	Number of Water EDU's	Water CIF Amount Paid
Dan Ryan Builders	Tate Manor	1-6	1/4/2021	6	$ 6,762.00	6	$ 15,456.00
Dan Ryan Builders	Briar Run	387-389, 391	1/4/2021	4	$ 12,828.00		
Dan Ryan Builders	Tate Manor	7-12	1/25/2021	6	$ 6,762.00	6	$ 15,456.00
Dan Ryan Builders	Tate Manor	13-18	1/25/2021	6	$ 6,762.00	6	$ 15,456.00
			Total	**22**	$ 33,114.00	**18**	$ 46,368.00

Charles Town Utility Board
2021 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-21		22	22	$ 33,114.00		$ 33,114.00
Feb-21						$ -
Mar-21						$ -
Apr-21						$ -
May-21						$ -
Jun-21						$ -
Jul-21						$ -
Aug-21						$ -
Sep-21						$ -
Oct-21						$ -
Nov-21						$ -
Dec-21						
Total 2021	**0**	**22**	**22**	**$ 33,114.00**	**$ -**	**$ 33,114.00**

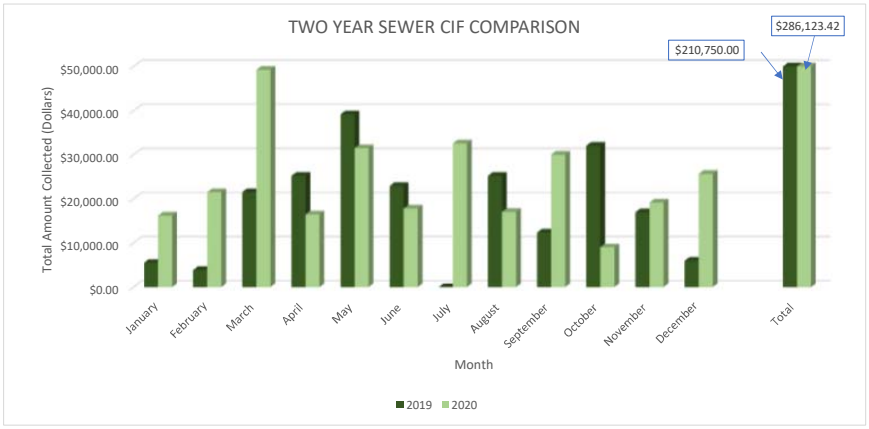
Charles Town Utility Board
2021 Capacity Improvement Fee Collections/EDU for Water

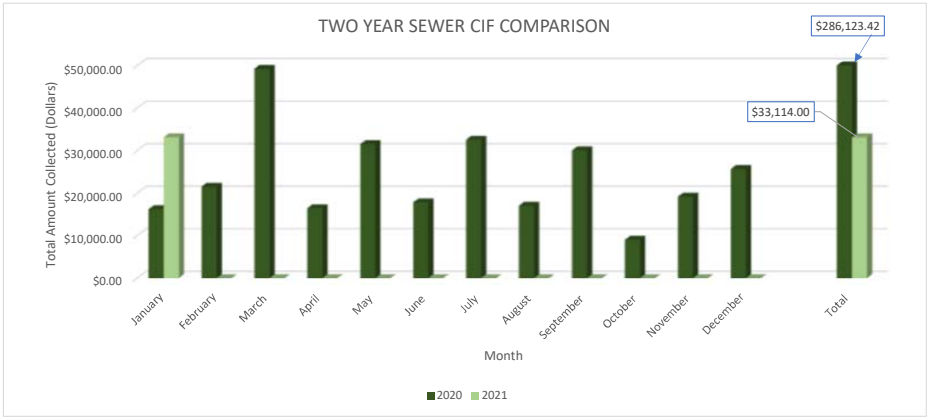
Month	Commercial	Residential	Total Number of EDU's	Total Water CIF
Jan-21		18	18	$ 46,368.00
Feb-21				
Mar-21				
Apr-21				
May-21				
Jun-21				
Jul-21				
Aug-21				
Sep-21				
Oct-21				
Nov-21				
Dec-21				
Total 2021	**0**	**18**	**18**	**$ 46,368.00**

As of February 5, 2021
Sewer CIF Tracking

Charles Town Utility Board 2020 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-20		7	7	$21,084.00	$4,875.00	$16,209.00
Feb-20		8	8	$24,746.00	$3,250.00	$21,496.00
Mar-20		16	16	$49,232.00		$49,232.00
Apr-20		21	21	$58,702.00	$42,250.00	$16,452.00
May-20		16	16	$44,487.00	$13,000.00	$31,487.00
Jun-20	1	6	7	$17,803.40		$17,803.40
Jul-20		11	11	$32,547.00		$ 32,547.00
Aug-20		5.31	5.31	$17,040.00		$ 17,040.00
Sep-20		19.26	19.26	$39,776.02	$9,750.00	$ 30,026.02
Oct-20		8	8	$18,766.00	$9,750.00	$ 9,016.00
Nov-20		17	17	$45,159.00	$26,000.00	$ 19,159.00
Dec-20		8	8	$25,656.00		$ 25,656.00
Total 2020	**1**	**137**	**143.57**	**$394,998.42**	**$108,875.00**	**$286,123.42**

Charles Town Utility Board 2021 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-21		22	22	$33,114.00		$33,114.00
Feb-21						$0.00
Mar-21						$0.00
Apr-21						$0.00
May-21						$0.00
Jun-21						$0.00
Jul-21						$ -
Aug-21						$ -
Sep-21						$ -
Oct-21						$ -
Nov-21						$ -
Dec-21						$ -
Total 2021	**0**	**22**	**22**	**$33,114.00**	**$0.00**	**$33,114.00**

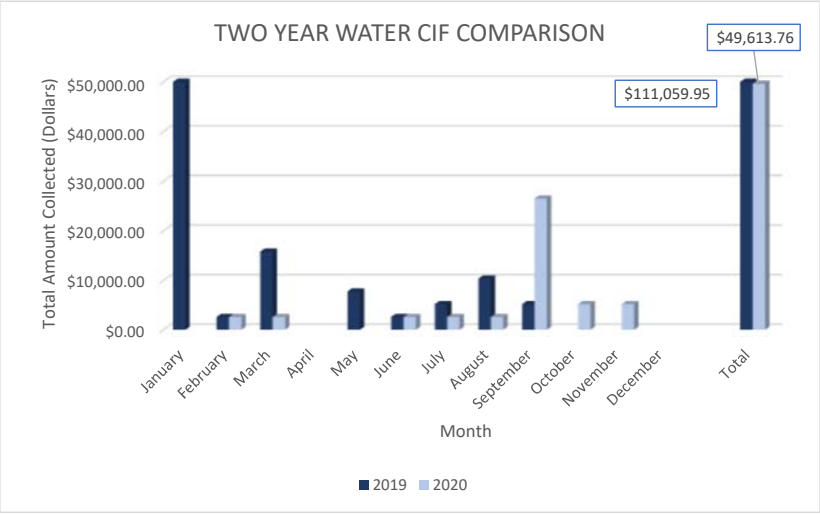


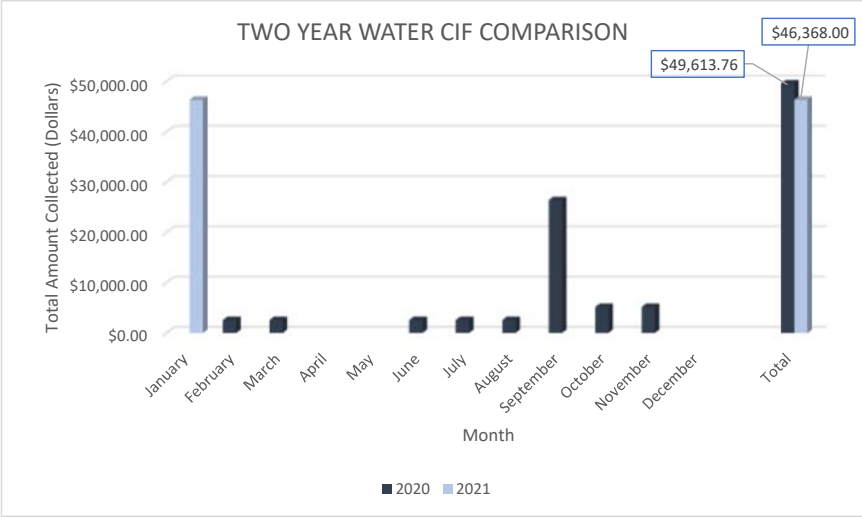


As of February 5, 2021
Water CIF Tracking

Charles Town Utility Board 2020 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-20				
Feb-20		1	1	$ 2,576.00
Mar-20		1	1	$ 2,576.00
Apr-20				
May-20				
Jun-20		1	1	$ 2,576.00
Jul-20		1	1	$ 2,576.00
Aug-20		1	1	$ 2,576.00
Sep-20		10.26	10.26	$ 26,429.76
Oct-20		2	2	$ 5,152.00
Nov-20		2	2	$ 5,152.00
Dec-20				
Total 2020	**0**	**19**	**19.26**	**$ 49,613.76**

Charles Town Utility Board 2021 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-21		18	18	$ 46,368.00
Feb-21				
Mar-21				
Apr-21				
May-21				
Jun-21				
Jul-21				
Aug-21				
Sep-21				
Oct-21				
Nov-21				
Dec-21				
Total 2021	**0**	**18**	**18**	**$ 46,368.00**





CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	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	35.83	1.22	0.53	530,000	3,533

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	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	0.512	0.11	0.39	390,000	2,600

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
2020	

2019		
	Total	AVERAGE
JANUARY	51.37	1.66
FEBRUARY	43.72	1.56
MARCH	44.32	1.43
APRIL	37.29	1.24
MAY	45.1	1.45
JUNE	33.83	1.13
JULY	39.09	1.26
AUGUST	33.33	1.08
SEPTEMBER	30.89	1.03
OCTOBER	32.86	1.06
NOVEMBER	30.65	1.02
DECEMBER	36.55	1.18
Annual Total	459	1.26

2020		
	Total	AVERAGE
JANUARY	39.05	1.26
FEBRUARY	36.74	1.27
MARCH	36.76	1.19
APRIL	33.32	1.11
MAY	35.50	1.15
JUNE	33.44	1.11
JULY	34.45	1.11
AUGUST	32.65	1.05
SEPTEMBER	32.43	1.08
OCTOBER	33.91	1.09
NOVEMBER	33.49	1.12
DECEMBER	37.96	1.22
Annual Total	419.7	1.15

2021		
	Total	AVERAGE
JANUARY	35.83	1.22
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	35.83	1.22

2019		
	Total	AVERAGE
JANUARY	6.25	0.2
FEBRUARY	4.98	0.18
MARCH	7.53	0.24
APRIL	5.28	0.18
MAY	7.88	0.25
JUNE	3.75	0.12
JULY	4.2	0.14
AUGUST	3.75	0.12
SEPTEMBER	3.64	0.12
OCTOBER	3.97	0.13
NOVEMBER	3.66	0.12
DECEMBER	0.35	0.01
Annual Total	55.24	0.15

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST	1.09	0.16
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	1.09	0.16

2021		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST	0.512	0.11
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	0.512	0.11

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	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03498	1,034,980	6,900
2020	2.8	615.64	1.68	1.12	1,117,946	7,453
2021	2.8	50.03	1.61	1.19	1,186,106	7,907

2019		
	Total	AVERAGE
JANUARY	52,264,325	1,685,946
FEBRUARY	48,901,884	1,746,496
MARCH	52,112,735	1,681,056
APRIL	51,316,538	1,710,551
MAY	56,973,829	1,837,865
JUNE	55,111,832	1,837,061
JULY	57,587,563	1,857,663
AUGUST	58,291,878	1,880,383
SEPTEMBER	53,642,580	1,788,086
OCTOBER	54,262,184	1,750,393
NOVEMBER	50,656,056	1,688,535
DECEMBER	53,202,360	1,716,205
Annual Total	644,323,764	1,765,020

2020		
	Total	AVERAGE
JANUARY	53,689,445	1,731,918
FEBRUARY	49,700,448	1,713,809
MARCH	51,009,216	1,645,459
APRIL	46,966,864	1,565,562
MAY	50,753,036	1,637,195
JUNE	52,587,142	1,752,905
JULY	54,394,477	1,754,661
AUGUST	54,972,785	1,773,316
SEPTEMBER	50,996,141	1,699,871
OCTOBER	51,222,251	1,652,331
NOVEMBER	49,014,344	1,633,811
DECEMBER	50,338,278	1,623,815
Annual Total	615,644,427	1,682,054

2021		
	Total	AVERAGE
JANUARY	50,030,727	1,613,894
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	50,030,727	1,613,894

GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	0.24	0.01	0.01	13,787	-

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	283,900	9,158
OCTOBER	265,000	8,548
NOVEMBER	250,800	8,360
DECEMBER	243,500	7,855
Annual Total	1,043,200	8,480

2021		
	Total	AVERAGE
JANUARY	242,200	7,813
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	242,200	7,813

CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.036	0.59	0.00	0.03	31,210	
2021	0.036	0.15	0.00	0.03	31,132	

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	141,900	4,577
OCTOBER	140,300	4,526
NOVEMBER	151,500	5,050
DECEMBER	155,200	5,006
Annual Total	588,900	4,790

2021		
	Total	AVERAGE
JANUARY	150,900	4,868
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	150,900	4,868

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

FUND TOTALS		
50	WATER FUND	60,334.70
60	SEWER FUND	87,181.24
	GRAND TOTAL:	147,515.94

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 147,515.94
Security Deposit Refunds: 1,258.68

Total: $ 148,774.62

Note:

Highlighted invoices to be reimbursed by the Route 9 Sewer Project Escrow Account

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
GERALD TAYLOR CO., INC.	PUMP/ TRANSPORT	WATER FUND	WATER		1,307.50
	VAC/ TRANSPORT FOR WTP	WATER FUND	WATER		1,237.25
	SUPERVAC LIFT STATIONS	SEWER FUND	SEWER		1,803.00
				TOTAL:	4,347.75
TUSCAWILLA HILLS HOA INC	HOA DUES FEB 2021	WATER FUND	WATER		36.00
				TOTAL:	36.00
UNITED BANK	ANNUAL FEE 1/01/20 - 12/31	WATER FUND	WATER		50.00
				TOTAL:	50.00
USA BLUEBOOK	GLVES, LFTNGSWNG, FLWSWTCH	SEWER FUND	SEWER		1,857.11
	GLOVES	SEWER FUND	SEWER		1,204.80
	SUBMERS CAGED LEVEL TRANSM	SEWER FUND	SEWER		1,464.35
				TOTAL:	4,526.26
MIKE WEAVER	DENTAL / VISION REIMBURSEM	WATER FUND	NON-DEPARTMENTAL		88.66
				TOTAL:	88.66
RON WIDMYER	REIMBRS INV# 50151	SEWER FUND	SEWER		383.00
	REIMBRS INV# 48634	SEWER FUND	SEWER		365.23
				TOTAL:	748.23
WIRELESS NETWORKS GROUP, INC.	MISC SVCS, JAN	WATER FUND	WATER		2,747.50
				TOTAL:	2,747.50
WV BUREAU OF PUBLIC HEALTH	K.STOLIPHER CLASS I CERTIF	WATER FUND	WATER		62.50
	K.STOLIPHER CLASS I CERTIF	SEWER FUND	SEWER		62.50
				TOTAL:	125.00
WV DEPARTMENT OF TRANSPORTATION	PERMIT FOR SEWER LINE	SEWER FUND	SEWER		337.00
				TOTAL:	337.00
WV RURAL WATER ASSOCIATION	K.STOLIPHER VOTING DUES	WATER FUND	WATER		2,500.00
	K.STOLIPHER VOTING DUES	SEWER FUND	SEWER		2,500.00
				TOTAL:	5,000.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MISSION COMMUNICATIONS, INC.	PARK, SAMUELS, MTNR PS'S	SEWER FUND	SEWER	1,474.20
			TOTAL:	1,474.20
THOMAS NALLS	JAN TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,443.48
			TOTAL:	3,443.48
LOGICAL CONCEPTS, INC	MONITORING LIFT& PUMP STAT	SEWER FUND	SEWER	468.00
			TOTAL:	468.00
PACE ANALYTICAL SERVICES, LLC	TESTING: WATER PLANT	WATER FUND	WATER	1,113.00
	TESTING: GLEN HAVEN ANNUAL	WATER FUND	WATER	13.50
	TESTING: CAVALAND QRTLY	WATER FUND	WATER	13.50
	TESTING: CT WEEKLY	SEWER FUND	SEWER	199.98
	TESTING: CT WEEKLY	SEWER FUND	SEWER	199.98
	TESTING: CT WEEKLY	SEWER FUND	SEWER	190.30
	TESTING: UIC JEFFERSON CO	SEWER FUND	SEWER	269.50
	TESTING: CT WEEKLY	SEWER FUND	SEWER	190.30
	TESTING: TUSC WEEKLY	SEWER FUND	SEWER	207.41
			TOTAL:	2,397.47
PETTY CASH @ 661 S GEORGE ST	PETTY CASH- MISC RECEIPTS	WATER FUND	WATER	64.30
	PETTY CASH- MISC RECEIPTS	WATER FUND	WATER	29.51
	PETTY CASH- MISC RECEIPTS	WATER FUND	WATER	3.60
	PETTY CASH- MISC RECEIPTS	SEWER FUND	SEWER	89.75
	PETTY CASH- MISC RECEIPTS	SEWER FUND	SEWER	66.53
			TOTAL:	253.69
ANDREA WARE	CTUB LOGO EMBROIDERY	WATER FUND	WATER	696.50
	CTUB LOGO EMBROIDERY	SEWER FUND	SEWER	696.50
			TOTAL:	1,393.00
CORPORATION OF RANSON	JAN UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	2,728.53
			TOTAL:	2,728.53
SHENANDOAH SALES & SERVICE, INC.	SERVICE TUSC PUMP	SEWER FUND	SEWER	444.46
	FORD F-250	SEWER FUND	SEWER	827.91
	SVC TUSC PUMP	SEWER FUND	SEWER	280.72
	GMC SIERRA	SEWER FUND	SEWER	170.75
			TOTAL:	1,723.84
LAW OFFICES OF HOY SHINGLETON, L.C.	ROXUL 1/11 - 1/29/21	SEWER FUND	NON-DEPARTMENTAL	1,755.00
	GENERAL 1/12 - 1/28/21	SEWER FUND	SEWER	2,145.00
			TOTAL:	3,900.00
SPRINT	MONTHLY CELL SERVICE	WATER FUND	WATER	196.00
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	65.11
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	155.99
			TOTAL:	417.10
MICHAEL CRAIG STARLIPER	ELECTRICAL:OMNI 1/15 & 1/2	SEWER FUND	SEWER	1,120.00
			TOTAL:	1,120.00
STEPTOE & JOHNSON PLLC	CNSTRCTN STRMWTR PRMT ISSU	SEWER FUND	NON-DEPARTMENTAL	10,122.25
	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER	5,626.25
	GENERAL EMPLOYER COUNSELIN	SEWER FUND	SEWER	395.00
			TOTAL:	16,143.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	236.26
CSX TRANSPORTATION, INC	TASK#CSX866791,HRZNTL JCK&	SEWER FUND	NON-DEPARTMENTAL	2,070.41
			TOTAL:	2,070.41
WV DEPT OF HEALTH & HUMAN SERVICES	FLOURIDE TEST	WATER FUND	WATER	15.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER	120.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER	100.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER	40.00
			TOTAL:	275.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER	3,252.48
	INSTALLMENT	SEWER FUND	SEWER	2,555.52
			TOTAL:	5,808.00
FIFTH THIRD BANK	PCARD 4726	WATER FUND	WATER	1,803.99
	PCARD 4726	WATER FUND	WATER	314.89
	PCARD 4726	WATER FUND	WATER	915.80
	PCARD 4726	WATER FUND	WATER	64.44
	PCARD 4726	WATER FUND	WATER	401.61
	PCARD 4726	WATER FUND	WATER	25.56
	PCARD 4726	SEWER FUND	SEWER	1,803.86
	PCARD 4726	SEWER FUND	SEWER	614.32
	PCARD 4726	SEWER FUND	SEWER	1,165.20
	PCARD 4726	SEWER FUND	SEWER	75.91
			TOTAL:	7,185.58
GUTTMAN ENERGY	W/E 1/10/21	WATER FUND	WATER	344.05
	W/E 1/24/21	WATER FUND	WATER	219.17
	W/E 1/31/21	WATER FUND	WATER	477.86
	W/E 1/10/21	SEWER FUND	SEWER	661.31
	W/E 1/24/21	SEWER FUND	SEWER	719.24
	W/E 1/31/21	SEWER FUND	SEWER	769.44
			TOTAL:	3,191.07
HACH COMPANY	CHEMICALS WWTP	SEWER FUND	SEWER	783.15
	CHEMICALS WWTP	SEWER FUND	SEWER	258.90
	CHEMICALS FOR WWTP	SEWER FUND	SEWER	39.89
			TOTAL:	1,081.94
HIGH HORIZONS FARM, INC.	BUNDLE STRAW	WATER FUND	WATER	150.00
			TOTAL:	150.00
PROTOUCH COMMUNICATIONS, LLC DBA INTOU	JAN SVCS: AFTER-HOURS EMER	WATER FUND	WATER	168.27
			TOTAL:	168.27
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER	269.21
	SHREDDING, STORAGE	SEWER FUND	SEWER	269.21
			TOTAL:	538.42
JAMES RIVER EQUIPMENT	EQUIPMENT RENTAL	SEWER FUND	SEWER	3,200.00
	SERVICE	SEWER FUND	SEWER	1,269.99
			TOTAL:	4,469.99
MCKINNEY'S AUTO REPAIR	TIRE REPAIR 2015 CHEVY COL	WATER FUND	WATER	30.00
			TOTAL:	30.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ALLY	AGREEMENT# 024001730176	WATER FUND	NON-DEPARTMENTAL	12,174.94
	AGREEMENT# 024001730176	WATER FUND	WATER	1,156.68
			TOTAL:	13,331.62
APPLE VALLEY TIRE	TIRES & CHANGE & DISPOSAL	WATER FUND	WATER	684.60
	FLAT REPAIR	SEWER FUND	SEWER	26.37
			TOTAL:	710.97
B.A. MARTIN CERTIFIED WELDING, LLC	LIMESILO REPAIR @ CT PLANT	SEWER FUND	SEWER	540.00
			TOTAL:	540.00
JP & RF BURNS PARTNERSHIP	JAN LOADS - 63	SEWER FUND	SEWER	11,214.00
			TOTAL:	11,214.00
CARMEUSE LIME & STONE	HYDRATE CHEMICAL BULK	SEWER FUND	SEWER	4,340.65
			TOTAL:	4,340.65
CINCINNATI FINANCIAL CORP	T.STOCKS BOND 2/24/21- 2/2	WATER FUND	WATER	928.00
	T.STOCKS BOND 2/24/21- 2/2	SEWER FUND	SEWER	928.00
			TOTAL:	1,856.00
CITY ELECTRIC SUPPLY CO	BURR PARK SUPPLIES	SEWER FUND	SEWER	53.99
			TOTAL:	53.99
CITY NATIONAL BANK	LOCKBOX SERVICES: JAN	WATER FUND	WATER	1,593.12
	LOCKBOX SERVICES: JAN	WATER FUND	WATER	703.80
	LOCKBOX SERVICES: JAN	SEWER FUND	SEWER	1,593.11
	LOCKBOX SERVICES: JAN	SEWER FUND	SEWER	703.80
			TOTAL:	4,593.83
CITY OF CHARLES TOWN	UB COLLECTIONS - JAN	WATER FUND	NON-DEPARTMENTAL	16,127.43
			TOTAL:	16,127.43
CLIFFS CLEANING SERVICE	JAN CLEANING	WATER FUND	WATER	125.00
	JAN CLEANING	WATER FUND	WATER	365.00
	JAN CLEANING	SEWER FUND	SEWER	200.00
	JAN CLEANING	SEWER FUND	SEWER	100.00
	JAN CLEANING	SEWER FUND	SEWER	365.00
			TOTAL:	1,155.00
COMCAST BUSINESS	8299 31 008 0243229	WATER FUND	WATER	144.75
	8299 31 008 0243229	SEWER FUND	SEWER	144.74
			TOTAL:	289.49
CORE & MAIN	PVC PIPE, CEMENT, PRIMER/C	SEWER FUND	SEWER	1,712.16
	PIPE, ADPT, TEE, FLG ACC R	SEWER FUND	SEWER	3,831.50
	PVC SWR PIPE	SEWER FUND	SEWER	1,489.52
			TOTAL:	7,033.18
COYNE CHEMICAL	AMMONIUM SULFATE 40%	WATER FUND	WATER	1,141.40
	ZETAG 8868FS	SEWER FUND	SEWER	6,454.23
			TOTAL:	7,595.63
CRYSTAL SPRINGS	MONTHLY SVC@ WWTP	WATER FUND	WATER	56.38
	MONTHLY SVC@ 661 S GEORGE	WATER FUND	WATER	89.94
	MONTHLY SVC@ 661 S GEORGE	SEWER FUND	SEWER	89.94