CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, DECEMBER 11, 2024

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of November 13, 2024 Minutes
      UB Minutes 11.13.24.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/85863447277?pwd=zPdJtlBqjFmjG5tOC2TfeoBusbhalE.1

   Meeting ID: 858 6344 7277
   Passcode: 991987
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. PFAS Discussion
      EPA PFAS Roadmap.pdf
      EPA 2nd Progress Report.pdf
      PFAS Webinar 12-3-24.pdf
      Facilitation Issues PFAS Biosolids.pdf
   b. Summit Point Raceway Evaluation
      Memo to Board re Summit Point being Included in CTUB ZCC 11.27.24.pdf
      Summt Point Grant and Contract.pdf
      Summit Point Raceway - ZCC Road Map.pdf

4. **NEW BUSINESS**
   a Resolution 2024-04 - Thomas Stocks Proclamation
      Resolution 2024-04 - Thomas Stocks.pdf

b. Middleway Water Bottling Facility Discussion
c. Resolution 2024-05 - FY 2025 Budget Revisions
Resolution 2024-05 FY 2025 Budget Revision Draft.pdf
d. Renewal and Replacement Project
i. Resolution No. 26 - Contractor Pay Application No. 26
Pay App 26.pdf
ii. Change Order #7 - FRP Building HVAC
CO #7.pdf
e. Collection System Project
i. Resolution No. 2 - CIF Payment #1
Resolution No. 2 CIF Payment 1.pdf
f. Huntwell Alternate Mainline Extension Agreement
Huntwell AMEA.pdf
g. RFP Solicitation for Utility Communication Specialist
Public Relations RFP.pdf
h. Utility Manager Performance Evaluation Review - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A)- Matters arising from the appointment, employment of an employee.
i. Board Agenda Policy
j. 2025 Board Meeting Schedule
2025 CTUB Board Meeting Schedule.pdf
k. 2025 Holiday Calendar
2025 City of Charles Town Holiday Schedule.pdf

5. **MANAGER REPORTS**
a. Utility Manager Report
UM Report.pdf
Capital Expenditure Report 12.11.24.pdf
Revenue & Expense Report November 2024.pdf
b. Chairman Report

6. **APPROVAL OF BILLS**
a. December 11, 2024
Board Report 12.11.24.pdf

7. **INFORMATION ONLY**
a. Next Meeting - January 8, 2025 at 4:00 P.M.

8. **ADJOURNMENT**

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Approval of November 13, 2024 Minutes

Attachments:

UB Minutes 11.13.24.pdf

Charles Town Utility Board
Special Board Meeting
November 13, 2024

The Charles Town Utility Board held a special meeting on November 13, 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 (Zoom). Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of October 16, 2024 Special Meeting Minutes

The Chairman called for changes or corrections to the October 16, 2024 special meeting minutes.

Action: Motion made by Mr. Stocks, second by Mr. Pierson, the Board unanimously approved the October 16, 2024 minutes.

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron.

John Maxey, Board Member, logged into the meeting on Zoom.

NEW BUSINESS

Renewal and Replacement Project

a. Resolution No. 25 – Contractor Pay No. 25

Mrs. Stolipher included the contractor application for Payment No. 25 in the amount of $314,935.06 for work completed. The project is 96% complete.

Action: Motion made by Mr. Pierson, second by Mr. Stocks, with discussions, the Board unanimously approved Resolution No. 25.

b. Change Order #6

Mrs. Stolipher provided Change Order #6 to extend contract times to substantial completion to January 31, 2025 as a result of numerous material delivery delays. The final payment will be May 1, 2025. Mrs. Stolipher also mentioned the $23,071.00 increase to add level sensors in the waste sludge holding tanks and a plaque for the project.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved Change Order #6.

Summit Point Raceway Evaluation

Mrs. Stolipher mentioned the $38,000 grant for the analysis of the water and wastewater utilities at the Summit Point Raceway. She included the GDF task order to prepare a Sanitary Survey for that effort not to exceed $32,000. The Board provided discussions. Mr. Maxey had a concern with the contract and suggested delaying action on this item until Mr. Rodecker reviews the contract in its entirety. Mrs. Stolipher reviewed the grant process per Mrs. Parker's concerns.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the tabling of this item until next meeting.**

Collection System Project

a. Notice of Award

Mrs. Stolipher provided the Notice of Award for the Collection System Project in the amount of $6,074,000 contingent on the approval of the 3rd Reading and Supplemental Parameters Resolution by City Council on November 18th. The Notice of Award does not include the Flowing Springs pump station upgrade. The Board provided discussions. Mr. Rodecker suggested a date change to the Notice. Mrs. Parker requested a bid sheet with project costs broken down for the public.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the Notice of Award as revised.**

b. Draw Resolution – Pay Application No. 1

Mrs. Stolipher included the pay application for Payment No. 1 in the amount of $40,650 for Bond Council closing costs. The Board provided discussions. Mrs. Parker requested a copy of the CIF transfer.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the Draw Resolution – Pay Application No. 1.**

c. Sweep Resolution

Mrs. Stolipher provided the Sweep Resolution to authorize the Municipal Bond Commission to make the bond payments.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the Sweep Resolution.**

Orchard Hills and Huntwell Pump Stations

Mrs. Stolipher proposed to the Board to run a gravity line approximately 539 feet to connect the existing Orchard Hills pump station, which currently serves 54 homes, to the gravity sewer line in the Huntwell Subdivision. This will allow for the decommissioning of the Orchard Hills pump station which is almost 40 years old with no operational generator. Mrs. Stolipher provided CTUB would be responsible for extending the gravity line for an estimated $60,818 and an estimated cost to reimburse the developer for the upsizing of their pump station to accommodate the Orchard Hills pump station flows totaling $91,516.48. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, to table the item until all associated costs are listed on a single document. Motion fails 2-3. Mr. Stocks, Mr. Pierson and the Chairman voted no.**

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board approved moving forward with the design as discussed. Motion passed 4-1. Mrs. Parker voted no.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided updates on the asset management program as well as various other projects in progress and addressed the public comment on sewer flows due to construction work at

the plant. She also mentioned Dewberry is finalizing the Water Model so then bids can be obtained to evaluate CIF's. Chris Eckenrode from GDF provided an update on the Renewal and Replacement Project.

Action: **No action required by the Board.**

Chairman Report

The Chairman had no updates.

Action: **No action required by the Board.**

APPROVAL OF BILLS

November 13, 2024

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

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 4:50 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, December 11, 2024 at 4:00 P.M. at 661 S. George Street.

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John Nissel
Chairman

Ashley Stottlemyer
Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

PFAS Discussion

Attachments:

EPA PFAS Roadmap.pdf
EPA 2nd Progress Report.pdf
PFAS Webinar 12-3-24.pdf
Facilitation Issues PFAS Biosolids.pdf

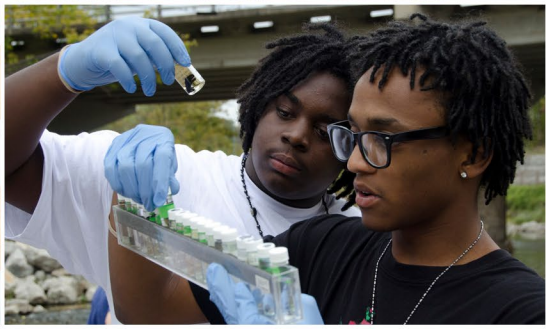
EPA
United States
Environmental Protection
Agency

PFAS Strategic Roadmap: EPA's Commitments to Action 2021–2024









A Note from EPA Administrator Michael S. Regan

For far too long, communities across the United States have been suffering from exposure to PFAS pollution. As the science has continued to develop, we know more now than ever about how PFAS build up in our bodies over long periods of time, and how they can cause adverse health effects that can devastate families. As Secretary of the North Carolina Department of Environmental Quality, I saw this devastation firsthand. For years, the Cape Fear River had been contaminated by these persistent "forever" chemicals. As I spoke with families and concerned citizens, I could feel their suffering and frustration with inaction. I knew my job was going to be trying and complex. But we were able to begin to address this pervasive problem by following the science, following the law, and bringing all stakeholders to the table.

As one of my earliest actions as EPA Administrator, I established the EPA Council on PFAS and charged it with developing an ambitious plan of action to further the science and research, to restrict these dangerous chemicals from getting into the environment, and to immediately move to remediate the problem in communities across the country. EPA's PFAS strategic roadmap is our plan to deliver tangible public health benefits to all people who are impacted by these chemicals—regardless of their zip code or the color of their skin.

Since I've been EPA Administrator, I have become acutely aware of the invaluable and central role EPA has in protecting public health in America. For more than 50 years, EPA has implemented and enforced laws that protect people from dangerous pollution in the air they breathe, the water they drink, and the land that forms the foundation of their communities. At the same time, my experience in North Carolina reinforced that EPA cannot solve these challenges alone. We can only make progress if we work in close collaboration with Tribes, states, localities, and stakeholders to enact solutions that follow the science and stand the test of time. To affect meaningful change, engagement, transparency, and accountability will be critical as we move forward.

This roadmap will not solve our PFAS challenges overnight. But it will turn the tide by harnessing the collective resources and authority across federal, Tribal, state, and local governments to empower meaningful action now.

I want to thank the co-chairs of the EPA Council on PFAS—Radhika Fox, Assistant Administrator for Water, and Deb Szaro, Acting Regional Administrator in Region 1—for their leadership in guiding the development of this strategy.

Let's get to work.



Administrator Michael S. Regan

PFAS Council Members

The following policy and technical leaders serve as members of the EPA Council on PFAS. They have been instrumental in working with their respective offices to develop the Agency's strategy. The Council will continue to coordinate across all EPA offices and Regions to accelerate progress on PFAS.

Co-Chairs

Radhika Fox, Assistant Administrator for Water

Deb Szaro, Acting Regional Administrator, Region 1

Office of the Administrator

John Lucey, Special Assistant to the Administrator

Andrea Drinkard, Senior Advisor to the Deputy Administrator

Office of Air and Radiation

John Shoaff, Director, Air Policy and Program Support

Office of Chemical Safety and Pollution Prevention

Jeffrey Dawson, Science Advisor

Tala Henry, Deputy Director, Pollution Prevention and Toxics

Office of Enforcement and Compliance Assurance

Cyndy Mackey, Director, Site Remediation Enforcement

Karin Leff, Director, Federal Facilities Enforcement

Office of General Counsel

Dawn Messier, Deputy Associate General Counsel, Water

Jen Lewis, Deputy Associate General Counsel, Solid Waste and Emergency Response

Office of Land and Emergency Management

Dana Stalcup, Deputy Director, Superfund Remediation and Technology Innovation

Dawn Banks, Director, Policy Analysis and Regulatory Management

Office of Research and Development

Tim Watkins, Acting Director, Center for Public Health and Environmental Assessment

Susan Burden, PFAS Executive Lead

Office of Water

Jennifer McLain, Director, Ground Water and Drinking Water

Deborah Nagle, Director, Science and Technology

Zachary Schafer, Senior Advisor to the Assistant Administrator

EPA Regions

John Blevins, Acting Regional Administrator, Region 4

Tera Fong, Water Division Director, Region 5

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Introduction

Harmful per- and poly-fluoroalkyl substances (PFAS) are an urgent public health and environmental issue facing communities across the United States. PFAS have been manufactured and used in a variety of industries in the United States and around the globe since the 1940s, and they are still being used today. Because of the duration and breadth of use, PFAS can be found in surface water, groundwater, soil, and air—from remote rural areas to densely-populated urban centers. A growing body of scientific evidence shows that exposure at certain levels to specific PFAS can adversely impact human health and other living things. Despite these concerns, PFAS are still used in a wide range of consumer products and industrial applications.

Every level of government—federal, Tribal, state, and local—needs to exercise increased and sustained leadership to accelerate progress to clean up PFAS contamination, prevent new contamination, and make game-changing breakthroughs in the scientific understanding of PFAS. The EPA Council on PFAS developed this strategic roadmap to lay out EPA's whole-of-agency approach to addressing PFAS. To deliver needed protections for the American people, the roadmap sets timelines by which the Agency plans to take specific actions during the first term of the Biden-Harris Administration. The strategic roadmap builds on and accelerates implementation of policy actions identified in the Agency's 2019 action plan and commits to bolder new policies to safeguard public health, protect the environment, and hold polluters accountable.

The risks posed by PFAS demand that the Agency attack the problem on multiple fronts at the same time. EPA must leverage the full range of statutory authorities to confront the human health and ecological risks of PFAS. The actions described in this document each represent important and meaningful steps to safeguard communities from PFAS contamination. Cumulatively, these actions will build upon one another and lead to more enduring and protective solutions.

EPA's integrated approach to PFAS is focused on three central directives:

- **Research.** Invest in research, development, and innovation to increase understanding of PFAS exposures and toxicities, human health and ecological effects, and effective interventions that incorporate the best available science.
- **Restrict.** Pursue a comprehensive approach to proactively prevent PFAS from entering air, land, and water at levels that can adversely impact human health and the environment.
- **Remediate.** Broaden and accelerate the cleanup of PFAS contamination to protect human health and ecological systems.

The Agency's Approach

EPA's approach is shaped by the unique challenges to addressing PFAS contamination. EPA cannot solve the problem of "forever chemicals" by tackling one route of exposure or one use at a time. Rather, EPA needs to take a lifecycle approach to PFAS in order to make meaningful progress. PFAS pollution is not a legacy issue—these chemicals remain in use in U.S. commerce. As such, EPA cannot focus solely on cleaning up the downstream impacts of PFAS pollution. The Agency needs to also look upstream to prevent new PFAS contamination from entering air, land, and water and exposing communities. As the Agency takes tangible actions both upstream and downstream, EPA will continue to pursue a rigorous scientific agenda to better characterize toxicities, understand exposure pathways, and identify new methods to avert and remediate PFAS pollution. As EPA learns more about the family of PFAS chemicals, the Agency can do more to protect public health and the environment. In all this work, EPA will seek to hold polluters accountable for the contamination they cause and ensure disadvantaged communities equitably benefit from solutions.

Consider the Lifecycle of PFAS

EPA will account for the full lifecycle of PFAS, their unique properties, the ubiquity of their uses, and the multiple pathways for exposure.

PFAS are a group of synthetic chemicals that continue to be released into the environment throughout the lifecycle of manufacturing, processing, distribution in commerce, use, and disposal. Each action in this cycle creates environmental contamination and human and ecological exposure. Exacerbating this challenge is that some PFAS persist in the environment. PFAS are synthesized for many different uses, ranging from firefighting foams, to coatings for clothes and furniture, to food contact substances. Many PFAS are also used in industrial processes and applications, such as in the manufacturing of other chemicals and products. PFAS can be released into the environment during manufacturing and processing as well as during industrial and commercial use. Products known to contain PFAS are regularly disposed of in landfills and by incineration, which can also lead to the release of PFAS. Many PFAS have unique properties that prevent their complete breakdown in the environment, which means that even removing PFAS from contaminated areas can create PFAS-contaminated waste. This is currently unregulated in most cases.

Get Upstream of the Problem

EPA will bring deeper focus to preventing PFAS from entering the environment in the first place—a foundational step to reducing the exposure and potential risks of future PFAS contamination.

Intervening at the beginning of the PFAS lifecycle—before they have entered the environment—is a foundational element of EPA's whole-of-agency approach. While hundreds of individual PFAS compounds are in production and use,[i] a relatively

modest number of industrial facilities produce PFAS feedstock,[ii] and a relatively narrow set of industries directly discharge PFAS into water or soil or generate air emissions in large quantities.[iii] This context helps to pinpoint clear opportunities to restrict releases into the environment. EPA will use its authorities to impose appropriate limitations on the introduction of new unsafe PFAS into commerce and will, as appropriate, use all available regulatory and permitting authorities to limit emissions and discharges from industrial facilities. This approach does not eliminate the need for remediation where releases and exposures have already occurred, but it is a critical step to preventing ongoing concentrated contamination of soil and surface and groundwaters.

Hold Polluters Accountable

EPA will seek to hold polluters and other responsible parties accountable for their actions and for PFAS remediation efforts.

Many communities and ecosystems are continuously exposed to PFAS in soil, surface water, groundwater, and air. Areas can be exposed due to their proximity to industrial sites, airports, military bases, land where biosolids containing PFAS have been applied, and other sites where PFAS have been produced or used and disposed of for specific and repeated purposes. When EPA becomes aware of a situation that poses a serious threat to human health or the environment, the Agency will take appropriate action. For other sites where contamination may have occurred, the presence of certain PFAS in these environments necessitates coordinated action to understand what specific PFAS have been released, locations where they are found, where they may be transported through air, soil, and water in the future, and what remediation is necessary. EPA will seek to hold polluters and other responsible parties accountable for their actions, ensuring that they assume responsibility for remediation efforts and prevent any future releases.

Ensure Science-Based Decision-Making

EPA will invest in scientific research to fill gaps in understanding of PFAS, to identify which additional PFAS may pose human health and ecological risks at which exposure levels, and to develop methods to test, measure, remove, and destroy them.

EPA's decisions regarding PFAS will be grounded in scientific evidence and analysis. The current body of scientific evidence clearly indicates that there are real, present, and significant hazards associated with specific PFAS, but significant gaps remain related to the impacts of other PFAS on human health and in the environment. Regulatory development, either at the state or federal level, would greatly benefit from a deeper scientific understanding of the exposure pathways, toxicities, and potential health impacts of less-studied PFAS. The federal government, states, industry, academia, and nonprofit organizations—with appropriate coordination and resources—have the capability to conduct this necessary research.

EPA is conducting new research to better understand the similar and different characteristics of specific PFAS and whether and how to address groups and categories of PFAS. The Agency is focused on improving its ability to address multiple chemicals at once, thereby accelerating the effectiveness of regulations, enforcement actions, and the tools and technologies needed to remove PFAS from air, land, and water.

To break the cycle of contamination and exposure from PFAS, additional research is needed to identify and/or develop techniques to permanently dispose of or destroy these durable compounds. Government agencies, industry, and private laboratories need tools and validated methods to measure PFAS in air, land, and water to identify pollution sources, demonstrate facility compliance, hold polluters accountable, and support communities during and after cleanups.

Prioritize Protection of Disadvantaged Communities

When taking action on PFAS, EPA will ensure that disadvantaged communities have equitable access to solutions.

Many known and potential sources of PFAS contamination (including military bases, airports, industrial facilities, and waste management and disposal sites) are near low-income communities and communities of color. EPA needs to ensure these affected populations have an opportunity to participate in and influence the Agency's decision-making. This may call for the Agency to seek out and facilitate the communities' engagement by providing culturally appropriate information and accommodations for people with Limited English Proficiency, facilitating community access to public meetings and comment periods, and offering technical assistance to build community-based capacity for participation. EPA's actions need to consider the unique on-the-ground conditions in these communities, such as outdated infrastructure, to help ensure they benefit equitably from policy solutions.

EPA will also collect more data and develop new methodologies to understand PFAS exposure pathways in disadvantaged communities; to what extent PFAS pollution contributes to the cumulative burden of exposures from multiple sources in these communities; and how non-environmental stressors, such as systemic socioeconomic disparities, can exacerbate the impacts of pollution exposure and vice versa.

Goals and Objectives

EPA's comprehensive approach to addressing PFAS is guided by the following goals and objectives.

RESEARCH

Invest in research, development, and innovation to increase understanding of PFAS exposures and toxicities, human health and ecological effects, and effective interventions that incorporate the best available science.

Objectives

- Build the evidence base on individual PFAS and define categories of PFAS to establish toxicity values and methods.
- Increase scientific understanding on the universe of PFAS, sources of environmental contamination, exposure pathways, and human health and ecological effects.
- Expand research on current and emerging PFAS treatment, remediation, destruction, disposal, and control technologies.
- Conduct research to understand how PFAS contribute to the cumulative burden of pollution in communities with environmental justice concerns.

RESTRICT

Pursue a comprehensive approach to proactively prevent PFAS from entering air, land, and water at levels that can adversely impact human health and the environment.

Objectives

- Use and harmonize actions under all available statutory authorities to control and prevent PFAS contamination and minimize exposure to PFAS during consumer and industrial uses.
- Place responsibility for limiting exposures and addressing hazards of PFAS on manufacturers, processors, distributors, importers, industrial and other significant users, dischargers, and treatment and disposal facilities.
- Establish voluntary programs to reduce PFAS use and release.
- Prevent or minimize PFAS discharges and emissions in all communities, regardless of income, race, or language barriers.

REMEDIATE

Broaden and accelerate the cleanup of PFAS contamination to protect human health and ecological systems.

Objectives

- Harmonize actions under all available statutory authorities to address PFAS contamination to protect people, communities, and the environment.
- Maximize responsible party performance and funding for investigations and cleanup of PFAS contamination.
- Help ensure that communities impacted by PFAS receive resources and assistance to address contamination, regardless of income, race, or language barriers.
- Accelerate the deployment of treatment, remediation, destruction, disposal, and mitigation technologies for PFAS, and ensure that disposal and destruction activities do not create new pollution problems in communities with environmental justice concerns.

Key Actions

This section summarizes the bold actions that EPA plans to take from 2021 through 2024 on PFAS, as well as some ongoing efforts thereafter. The actions described in this roadmap are subject to the availability of appropriations and other resources. Each of these actions—led by EPA's program offices—are significant building blocks in the Agency's comprehensive strategy to protect public health and ecosystems by researching, restricting, and remediating PFAS contamination. As EPA takes each of these actions, it also commits to transparent, equitable, and inclusive engagement with all stakeholders to inform the Agency's work.

These are not the only actions underway at EPA, nor will they be the last. As the Agency does more, it will learn more. And as EPA learns more, it will do more. As EPA continues to build the evidence base, as regulatory work matures, and as EPA learns more from its partnerships across the country, the Agency will deliver additional actions commensurate with the urgency and scale of response that the PFAS problem demands.

Office of Chemical Safety and Pollution Prevention

Publish national PFAS testing strategy

Expected Fall 2021

EPA needs to evaluate a large number of PFAS for potential human health and ecological effects. Most PFAS have limited or no toxicity data. To address this data gap, EPA is developing a national PFAS testing strategy to deepen understanding of the impacts of categories of PFAS, including potential hazards to human health and the environment. This will help EPA identify and select PFAS for which the Agency will require testing using Toxic Substances Control Act (TSCA) authorities. In the 2020 National Defense Authorization Act (NDAA), Congress directed EPA to develop a process for prioritizing which PFAS or classes of PFAS should be subject to additional research efforts based on potential for human exposure to, toxicity of, and other available information. EPA will also identify existing test data for PFAS (both publicly available and submitted to EPA under TSCA) that will be considered prior to requiring further testing to ensure adherence to the TSCA goal of reducing animal testing. EPA will use the testing strategy to identify important gaps in existing data and to select representative chemical(s) within identified categories as priorities for additional studies. EPA expects to exercise its TSCA Section 4 order authority to require PFAS manufacturers to conduct and fund the studies. EPA plans to issue the first round of test orders on the selected PFAS by the end of 2021.

Ensure a robust review process for new PFAS

Efforts Ongoing

EPA's TSCA New Chemicals program plays an important gatekeeper role in ensuring the safety of new chemicals, including new PFAS, prior to their entry in U.S. commerce. Where unreasonable

risks are identified as part of the review process, EPA must mitigate those risks before any manufacturing activity can commence. The 2016 TSCA amendments require EPA to review and make a determination regarding the potential risks for each new chemical submission. Since early 2021, EPA has taken steps to ensure that new PFAS are subject to rigorous reviews and appropriate safeguards, including making changes to the policies and processes underpinning reviews and determinations on new chemicals to better align with the 2016 amendments. In addition, EPA has previously allowed some new PFAS to enter the market through low-volume exemptions (LVEs), following an expedited, 30-day review process. In April 2021, the Agency announced that it would generally expect to deny pending and future LVE submissions for PFAS based on the complexity of PFAS chemistry, potential health effects, and their longevity and persistence in the environment. Moving forward, EPA will apply a rigorous premanufacture notice review process for new PFAS to ensure these substances are safe before they enter commerce.

Review previous decisions on PFAS

Efforts Ongoing

EPA is also looking at PFAS that it has previously reviewed through the TSCA New Chemicals program, including those that it reviewed prior to the 2016 TSCA amendments. For example, EPA recently launched a stewardship program to encourage companies to voluntarily withdraw previously granted PFAS LVEs. EPA also plans to revisit past PFAS regulatory decisions and address those that are insufficiently protective. As part of this effort, the Agency could impose additional notice requirements to ensure it can review PFAS before they are used in new ways that might present concerns.

In addition, EPA plans to issue TSCA Section 5(e) orders for existing PFAS for which significant new use notices (e.g., a new manufacturing process for an existing PFAS, or a new use or user) have recently been filed with EPA. The orders would impose rigorous safety requirements as a condition of allowing the significant new use to commence.

More broadly, EPA is planning to improve approaches for overall tracking and enforcement of requirements in new chemical consent orders and significant new use rules (SNURs) to ensure that companies are complying with the terms of those agreements and regulatory notice requirements.

Close the door on abandoned PFAS and uses

Expected Summer 2022

Many existing chemicals (i.e., those that are already in commerce and listed on the TSCA Inventory of chemicals), including PFAS, are currently not subject to any type of restriction under TSCA. In some instances, the chemicals themselves have not been actively manufactured for many years. In others, chemicals may have certain past uses that have been abandoned. Absent restriction, manufacturers are free to begin using those abandoned chemicals or resume those abandoned uses at any time. Under TSCA, by rule, EPA can designate uses of a chemical that are not currently ongoing—and potentially *all* uses associated with an inactive chemical—as "significant new uses." Doing so ensures that an entity must first submit a notice and certain information to EPA before it can resume use of that chemical or use. TSCA then requires EPA to review and make an affirmative determination on the potential risks to health and the environment and to require safety measures to address unreasonable risks before allowing the PFAS use to resume. EPA is considering how it can apply this authority to help address abandoned uses of PFAS as well as future uses of PFAS on the inactive portion of the TSCA Inventory.

Enhance PFAS reporting under the Toxics Release Inventory

Expected Spring 2022

The Toxics Release Inventory (TRI) helps EPA compile data and information on releases of certain chemicals and supports informed decision-making by companies, government agencies, non-governmental organizations, and the public. Pursuant to the 2020 NDAA, certain industry sectors must report certain PFAS releases to TRI. However, certain

exemptions and exclusions remain for those PFAS reporters, which significantly limited the amount of data that EPA received for these chemicals in the first year of reporting.[iv] To enhance the quality and quantity of PFAS information collected through TRI, EPA intends to propose a rulemaking in 2022 to categorize the PFAS on the TRI list as "Chemicals of Special Concern" and to remove the de minimis eligibility from supplier notification requirements for all "Chemicals of Special Concern." EPA will also continue to update the list of PFAS subject to TRI and expects to announce an additional rulemaking to add more PFAS to TRI in 2022, as required by the 2020 NDAA.

Finalize new PFAS reporting under TSCA Section 8

Expected Winter 2022

TSCA Section 8(a)(7) provides authority for EPA to collect existing information on PFAS. In June 2021, EPA published a proposed data-gathering rule that would collect certain information on any PFAS manufactured since 2011, including information on uses, production volumes, disposal, exposures, and hazards. EPA will consider public comments on the proposal and finalize it before January 1, 2023. Ultimately, information received under this rule will enable EPA to better characterize the sources and quantities of manufactured PFAS in the United States and will assist the Agency in its future research, monitoring, and regulatory efforts.

Office of Water

Undertake nationwide monitoring for PFAS in drinking water

Final Rule Expected Fall 2021

The Safe Drinking Water Act (SDWA) establishes a data-driven and risk-based process to assess drinking water contaminants of emerging concern. Under SDWA, EPA requires water systems to conduct sampling for unregulated contaminants every five years. EPA published the proposed Fifth Unregulated Contaminant Monitoring Rule (UCMR 5) in March 2021. As proposed, UCMR 5 would provide new data that is critically needed to improve EPA's understanding of the frequency that 29 PFAS are found in the nation's drinking water systems and at what levels. The proposed UCMR 5 would significantly expand the number of drinking water systems participating in the program, pending sufficient appropriations by Congress. The data gathered from an expanded set of drinking water systems would improve EPA's ability to conduct state and local assessments of contamination, including analyses of potential environmental justice impacts. As proposed, and if funds are appropriated by Congress, all public water systems serving 3,300 or more people and 800 representative public water systems serving fewer than 3,300 would collect samples during a 12-month period from January 2023 through December 2025. EPA is considering comments on the proposed UCMR 5 and preparing a final rule. Going forward, EPA will continue to prioritize additional PFAS for inclusion in UCMR 6 and beyond, as techniques to measure these additional substances in drinking water are developed and validated.

Establish a national primary drinking water regulation for PFOA and PFOS

Proposed Rule Expected Fall 2022, Final Rule Expected Fall 2023

Under the SDWA, EPA has the authority to set enforceable National Primary Drinking Water Regulations (NPDWRs) for drinking water contaminants and require monitoring of public water

supplies. To date, EPA has regulated more than 90 drinking water contaminants but has not established national drinking water regulations for any PFAS. In March 2021, EPA published the Fourth Regulatory Determinations, including a final determination to regulate Perfluorooctanoic acid (PFOA) and Perfluorooctane sulfonic acid (PFOS) in drinking water. The Agency is now developing a proposed NPDWR for these chemicals. As EPA undertakes this action, the Agency is also evaluating additional PFAS and considering regulatory actions to address groups of PFAS. EPA expects to issue a proposed regulation in Fall 2022 (before the Agency's statutory deadline of March 2023). The Agency anticipates issuing a final regulation in Fall 2023 after considering public comments on the proposal. Going forward, EPA will continue to analyze whether NPDWR revisions can improve public health protection as additional PFAS are found in drinking water.

Publish the final toxicity assessment for GenX and five additional PFAS

Expected Fall 2021 and Ongoing

EPA plans to publish the toxicity assessments for two PFAS, hexafluoropropylene oxide dimer acid and its ammonium salt. These two chemicals are known as "GenX chemicals." GenX chemicals have been found in surface water, groundwater, drinking water, rainwater, and air emissions. GenX chemicals are known to impact human health and ecosystems. Scientists have observed liver and kidney toxicity, immune effects, hematological effects, reproductive and developmental effects, and cancer in animals exposed to GenX chemicals. Completing a toxicity assessment for GenX is essential to better understanding its effects on people and the environment. EPA can use this information to develop health advisories that will help communities make informed decisions to better protect human health and ecological wellness. The Office of Research and Development is also currently developing toxicity assessments for five other PFAS—PFBA, PFHxA, PFHxS, PFNA, and PFDA.

Publish health advisories for GenX and PFBS

Expected Spring 2022

PFAS contamination has impacted drinking water quality across the country, including in underserved rural areas and communities of color. SDWA authorizes EPA to develop non-enforceable and non-regulatory drinking water health advisories to help Tribes, states, and local governments inform the public and determine whether local actions are needed to address public health impacts in these communities. Health advisories offer a margin of protection by defining a level of drinking water concentration at or below which lifetime exposure is not anticipated to lead to adverse health effects. They include information on health effects, analytical methodologies, and treatment technologies and are designed to protect all lifestages. EPA will publish health advisories for Perfluorobutane sulfonic acid (PFBS) and GenX chemicals based on final toxicity assessments. The Agency will develop accompanying fact sheets in different languages to facilitate access to information on GenX and other PFAS. Going forward, EPA will develop health advisories as the Agency completes toxicity assessments for additional PFAS.

Restrict PFAS discharges from industrial sources through a multi-faceted Effluent Limitations Guidelines program

Expected 2022 and Ongoing

Effluent Limitations Guidelines (ELGs) are a powerful tool to limit pollutants from entering the nation's waters. ELGs establish national technology-based regulatory limits on the level of specified pollutants in wastewater discharged into surface waters and into municipal sewage treatment facilities. EPA has been conducting a PFAS multi-industry study to inform the extent and nature of PFAS discharges. Based on this study, EPA is taking a proactive approach to restrict PFAS discharges from multiple industrial categories. EPA plans to make significant progress in its ELG regulatory work by the end of 2024. EPA has established timelines for action—whether it is data collection

or rulemaking—on the nine industrial categories in the proposed PFAS Action Act of 2021, as well as other industrial categories such as landfills. EPA's multi-faceted approach entails:

- Undertake rulemaking to restrict PFAS discharges from industrial categories where EPA has the data to do so—including the guidelines for organic chemicals, plastics and synthetic fibers (OCPSF), metal finishing, and electroplating. Proposed rule is expected in Summer 2023 for OCPSF and Summer 2024 for metal finishing and electroplating.
- Launch detailed studies on facilities where EPA has preliminary data on PFAS discharges, but the data are currently insufficient to support a potential rulemaking. These include electrical and electronic components, textile mills, and landfills. EPA expects these studies to be complete by Fall 2022 to inform decision making about a future rulemaking by the end of 2022.
- Initiate data reviews for industrial categories for which there is little known information on PFAS discharges, including leather tanning and finishing, plastics molding and forming, and paint formulating. EPA expects to complete these data reviews by Winter 2023 to inform whether there are sufficient data to initiate a potential rulemaking.
- Monitor industrial categories where the phaseout of PFAS is projected by 2024, including pulp, paper, paperboard, and airports. The results of this monitoring, and whether future regulatory action is needed, will be addressed in the Final ELG Plan 15 in Fall 2022.

Leverage NPDES permitting to reduce PFAS discharges to waterways

Expected Winter 2022

The National Pollutant Discharge Elimination System (NPDES) program interfaces with many pathways by which PFAS travel and are released into the environment and ultimately impact people and water quality. EPA will seek to proactively use existing NPDES authorities to reduce discharges of PFAS at the source and obtain more comprehensive information through monitoring on the sources of PFAS and quantity of PFAS discharged by these sources. EPA will use the effluent monitoring data to inform which industrial categories the Agency should study for future ELGs actions to restrict PFAS in wastewater discharges.

- **Leverage federally-issued NPDES permits to reduce PFAS discharges.**[v] EPA will propose monitoring requirements at facilities where PFAS are expected or suspected to be present in wastewater and stormwater discharges, using EPA's recently published analytical method 1633, which covers 40 unique PFAS. In addition, EPA will propose, as appropriate, that NPDES permits: 1) contain conditions based on product elimination and substitution when a reasonable alternative to using PFAS is available in the industrial process; 2) require best management practices to address PFAS-containing firefighting foams for stormwater permits; 3) require enhanced public notification and engagement with downstream communities and public water systems; and 4) require pretreatment programs to include source control and best management practices to protect wastewater treatment plant discharges and biosolid applications.
- **Issue new guidance to state permitting authorities to address PFAS in NPDES permits.** EPA will issue new guidance recommending that state-issued permits that do not already include monitoring requirements for PFAS use EPA's recently published analytical method 1633, which covers 40 unique PFAS, at facilities where PFAS is expected or suspected to be present in wastewater and stormwater discharges. In addition, the new guidance will recommend the full suite of permitting approaches that EPA will use in federally-issued permits. The guidance will enable communities to work closely with their state permitting authorities to suggest monitoring at facilities suspected of containing PFAS.

Publish multi-laboratory validated analytical method for 40 PFAS

Expected Fall 2022

In September 2021, EPA (in collaboration with the Department of Defense) published a single-laboratory validated method to detect PFAS. The method can measure up to 40 specific PFAS compounds in eight environmental matrices (including wastewater, surface water and biosolids) and has numerous applications, including NPDES compliance monitoring. EPA and DOD are continuing this collaboration to complete a multi-laboratory validation of the method. EPA expects to publish the multi-lab validated method online by Fall 2022. Following the publication of the method, EPA will initiate a rulemaking to propose the promulgation of this method under the Clean Water Act (CWA).

Publish updates to PFAS analytical methods to monitor drinking water

Expected Fall 2024

SDWA requires EPA to use scientifically robust and validated analytical methods to assess the occurrence of contaminants of emerging concern, such as an unidentified or newly detected PFAS chemical. EPA will update and validate analytical methods to monitor additional PFAS. First, EPA will review reports of PFAS of concern and seek to procure certified reference standards that are essential for accurate and selective quantitation of emerging PFAS of concern in drinking water samples. EPA will evaluate analytical methods previously published for monitoring PFAS in drinking water (EPA Methods 533 and 537.1) to determine the efficacy of expanding the established target PFAS analyte list to include any emerging PFAS. Upon conclusion of this evaluation, EPA will complete multi-laboratory validation studies and peer review and publish updated EPA PFAS analytical methods for drinking water, making them available to support future drinking water monitoring programs.

Publish final recommended ambient water quality criteria for PFAS

Expected Winter 2022 and Fall 2024

EPA will develop national recommended ambient water quality criteria for PFAS to protect aquatic life and human health. Tribes and states use EPA-recommended water quality criteria to develop water quality standards to protect and restore waters, issue permits to control PFAS discharges, and assess the cumulative impact of PFAS pollution on local communities. EPA will publish recommended aquatic life criteria for PFOA and PFOS and benchmarks for other PFAS that do not have sufficient data to define a recommended aquatic life criteria value. EPA will first develop human health criteria for PFOA and PFOS, taking into account drinking water and fish consumption. This initiative will consider the latest scientific information and will develop human health criteria for additional PFAS when final toxicity assessments are available. Additionally, EPA will support Tribes in developing water quality standards that will protect waters under Tribal jurisdiction under the same framework as waters in adjacent states. Aquatic life criteria are expected in Winter 2022, and human health criteria are expected Fall 2024.

Monitor fish tissue for PFAS from the nation's lakes and evaluate human biomarkers for PFAS

Expected Summer 2022

States and Tribes have highlighted fish tissue data in lakes as a critical information need. Food and water consumption are important pathways of PFAS exposure, and PFAS can accumulate in fish tissue. In fact, EPA monitoring to date shows the presence of PFAS, at varying levels, in approximately 100 percent of fish tested in the Great Lakes and large rivers. In Summer 2022, EPA will collect fish tissue in the National Lakes Assessment for the first national study of PFAS in fish tissue in U.S. lakes. This will provide a better understanding of where PFAS fish tissue contamination is occurring, which

PFAS are involved, and the severity of the problem. The new data will complement EPA's analyses of PFAS in fish tissue and allow EPA to better understand unique impacts on subsistence fishers, who may eat fish from contaminated waterbodies in higher quantities. EPA's preliminary analysis on whether concentrations of certain PFAS compounds in human blood could be associated with eating fish using the Centers for Disease Control and Prevention's National Health and Nutrition Examination Survey (NHANES) data found a positive correlation. Completing this analysis will help make clear the importance of the fish consumption pathway for protecting communities. EPA will continue to pursue collaboration with Tribal and federal partners to investigate this issue of mutual interest.

Finalize list of PFAS for use in fish advisory programs

Expected Spring 2023

EPA will publish a list of PFAS for state and Tribal fish advisory programs that are either known or thought to be in samples of edible freshwater fish in high occurrence nationwide. This list will serve as guidance to state and Tribal fish tissue monitoring and advisory programs so that they know which PFAS to monitor and how to set fish advisories for PFAS that have human health impacts via fish consumption. This information will encourage more robust data collection from fish advisory programs and promote consistency of fish tissue PFAS monitoring results in EPA's publicly accessible Water Quality Portal. By issuing advisories for PFAS, state and Tribal programs can provide high-risk populations, including communities and individuals who depend on subsistence fishing, with more information about how to protect their health.

Finalize risk assessment for PFOA and PFOS in biosolids

Expected Winter 2024

Biosolids, or sewage sludge, from wastewater treatment facilities can sometimes contain PFAS. When spread on agricultural fields, the PFAS can contaminate crops and livestock. The CWA authorizes EPA to set pollutant limits and monitoring and reporting requirements for contaminants in biosolids if sufficient scientific evidence shows that there is potential harm to human health or the environment. A risk assessment is key to determining the potential harm associated with human exposure to chemicals. EPA will complete the risk assessment for PFOA and PFOS in biosolids by Winter 2024. The risk assessment will serve as the basis for determining whether regulation of PFOA and PFOS in biosolids is appropriate. If EPA determines that a regulation is appropriate, biosolids standards would improve the protection of public health and wildlife health from health effects resulting from exposure to biosolids containing PFOA and PFOS.

Office of Land and Emergency Management

Propose to designate certain PFAS as CERCLA hazardous substances

Proposed rule expected Spring 2022; Final rule expected Summer 2023

EPA is developing a Notice of Proposed Rulemaking to designate PFOA and PFOS as Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) hazardous substances. Such designations would require facilities across the country to report on PFOA and PFOS releases that meet or exceed the reportable quantity assigned to these substances. The hazardous substance designations would also enhance the ability of federal, Tribal, state, and local authorities to obtain information regarding the location and extent of releases. EPA or other agencies could also seek cost recovery or contributions for costs incurred for the cleanup. The proposed rulemaking will be available for public comment in Spring 2022. The Agency commits to conducting robust stakeholder engagement with communities near PFAS-contaminated sites.

Issue advance notice of proposed rulemaking on various PFAS under CERCLA

Expected Spring 2022

In addition to developing a Notice of Proposed Rulemaking designating PFOA and PFOS as hazardous substances under CERCLA, EPA is developing an Advance Notice of Proposed Rulemaking to seek public input on whether to similarly designate other PFAS. The Agency may request input regarding the potential hazardous substance designation for precursors to PFAS, additional PFAS, and groups or subgroups of PFAS. The Agency will engage robustly with communities near PFAS-contaminated sites to seek their input and learn about their lived experiences. Going forward, EPA will consider designating additional PFAS as hazardous substances under CERCLA as more specific information related to the health effects of those PFAS and methods to measure them in groundwater are developed.

Issue updated guidance on destroying and disposing of certain PFAS and PFAS-containing materials

Expected by Fall 2023

The 2020 NDAA requires that EPA publish interim guidance on destroying and disposing of PFAS and certain identified non-consumer PFAS-containing materials. It also requires that EPA revise that guidance at least every three years, as appropriate. EPA published the first interim guidance in December 2020 for public comment. It identifies three technologies that are commercially available to either destroy or dispose of PFAS and PFAS-containing materials and outlines the significant uncertainties and information gaps that exist concerning the technologies' ability to destroy or dispose of PFAS while minimizing the migration of PFAS to the environment. The guidance also highlights research that is underway and planned to address some of these information gaps. Furthermore, the interim guidance identifies existing EPA tools, methods, and approaches to characterize and assess the risks to disproportionately impacted people of color and low-income communities living near likely PFAS destruction or disposal sites. EPA's updated guidance will address the public comments and reflect newly published research results. Since the publication of the interim guidance, EPA and other agencies have been conducting relevant research on destruction and disposal technologies. EPA anticipates that additional research data will become available starting in 2022. EPA will update the guidance when sufficient useful information is available and no later than the statutory deadline of December 2023.

Office of Air and Radiation

Build the technical foundation to address PFAS air emissions

Expected Fall 2022 and Ongoing

The Clean Air Act requires EPA to regulate emissions of hazardous air pollutants (HAPs), which are pollutants that are known or suspected to cause cancer or other serious health effects. At present, EPA actively works with Tribal, state, and local governments to reduce air emissions of 187 HAPs to the environment. While PFAS are not currently listed as HAPs under the Clean Air Act, EPA is building the technical foundation on PFAS air emissions to inform future decisions. EPA is conducting ongoing work to:

- Identify sources of PFAS air emissions;
- Develop and finalize monitoring approaches for measuring stack emissions and ambient concentrations of PFAS;
- Develop information on cost-effective mitigation technologies; and
- Increase understanding of the fate and transport of PFAS air emissions to assess their potential for impacting human health via contaminated groundwater and other media pathways.

EPA will use a range of tools, such as EJSCREEN, to determine if PFAS air pollution disproportionately affects communities with environmental justice concerns. Data from other ongoing EPA activities, such as field tests, TRI submissions, and new TSCA reporting and recordkeeping requirements, will help EPA collect additional information on sources and releases. By Fall 2022, EPA will evaluate mitigation options, including listing certain PFAS as hazardous air pollutants and/or pursuing other regulatory and non-regulatory approaches. The Agency will continue to collect necessary supporting technical information on an ongoing basis.

Office of Research and Development

Develop and validate methods to detect and measure PFAS in the environment

Ongoing Actions

Robust, accurate methods for detecting and measuring PFAS in air, land, and water are essential for understanding which PFAS are in the environment and how much are present. These methods are also essential for evaluating the effectiveness of different technologies for removing PFAS from air, land, and water and for implementing future regulations. To date, EPA has developed validated methods to measure 29 PFAS in drinking water and 24 PFAS in groundwater, surface water, and wastewater. EPA has also developed a method for measuring selected PFAS in air emissions. EPA will build on this work by developing additional targeted methods for detecting and measuring specific PFAS and non-targeted methods for identifying unknown PFAS in the environment. EPA also recognizes the need for "total PFAS" methods that can measure the amount of PFAS in environmental samples without identifying specific PFAS. EPA will increase its efforts to develop and, if appropriate, validate "total PFAS" methods, focusing on air emissions, wastewater, and drinking water. Near-term deliverables include:

- Draft total adsorbable fluorine method for wastewater for potential laboratory validation (Fall 2021);
- Draft method for measuring additional PFAS in air emissions (Fall 2022); and
- Draft methods and approaches for evaluating PFAS leaching from solid materials (Fall 2022).

Advance the science to assess human health and environmental risks from PFAS

Ongoing Actions

EPA will expand understanding of the toxicity of PFAS through several ongoing research activities. First, EPA will continue to develop human health toxicity assessments for individual PFAS under EPA's Integrated Risk Information System (IRIS) Program,

and if needed, other fit-for-purpose toxicity values. When combined with exposure information and other important considerations, EPA can use these toxicity assessments to assess potential human health risks to determine if, and when, it is appropriate to address these chemicals. Most PFAS, however, have limited or no toxicity data to inform human health or ecological toxicity assessments. To better understand human health and ecological toxicity across a wider variety of PFAS, EPA will continue to compile and summarize available and relevant scientific information on PFAS and conduct toxicity testing on individual PFAS and PFAS mixtures. This will inform the development and refinement of PFAS categories for hazard assessment. EPA will also conduct research to identify PFAS sources in the outdoor and indoor environment, to characterize PFAS movement through the environment, and to identify the relative importance of different human exposure pathways to PFAS (e.g., ingestion of contaminated food or water, interaction with household articles or consumer products, and inhalation of indoor or outdoor air containing PFAS). EPA also will work to characterize how exposure to PFAS may contribute to cumulative impacts on communities, particularly communities with environmental justice concerns. Near-term deliverables include:

- Identify initial PFAS categories to inform TSCA test orders as part of the PFAS National Testing Strategy (Fall 2021)
- Consolidate and update data on chemical/physical properties, human health toxicity and toxicokinetics, and ecotoxicity (Spring 2022 – Fall 2024)
- Complete draft PFHxS, PFHxA, PFNA, and PFDA IRIS assessments for public comment and peer review (Spring – Fall 2022)
- Complete and publish the final PFBA IRIS assessment (Fall 2022)

Evaluate and develop technologies for reducing PFAS in the environment

Ongoing Actions

EPA needs new data and information on the effectiveness of different technologies and approaches for removing PFAS from the environment and managing PFAS and PFAS-containing materials to inform decisions on drinking water and wastewater treatment, contaminated site cleanup and remediation, air emission controls, and end-of-life materials management. This information is also needed to better ensure that particular treatment and waste management technologies and approaches do not themselves lead to additional PFAS exposures, particularly in overburdened communities where treatment and waste management facilities are often located. Toward that end, EPA will continue efforts to develop approaches for characterizing PFAS in source waters, at contaminated sites, and near PFAS production and treatment/disposal facilities. EPA will also continue to evaluate and develop technologies for drinking water and wastewater treatment, contaminated site remediation, air emission controls, and destruction and disposal of PFAS-containing materials and waste streams. These efforts include conducting laboratory- and pilot-scale studies, which will inform the design of full-scale field studies done in partnership with facilities and states to evaluate real-world applications of different PFAS removal technologies and management approaches.

EPA will prioritize efforts to evaluate conventional thermal treatment of PFAS-containing wastes and air emissions and assess the effectiveness of conventional drinking water and wastewater treatment processes. EPA will also continue to evaluate and advance the application of innovative, non-thermal technologies to treat PFAS waste and PFAS-contaminated materials. Building upon these evaluations, EPA will document the performance of PFAS removal technologies and establish technology-based PFAS categories that identify the list of PFAS that are effectively removed through the application of the associated technology. Near-term deliverables include:

- Collect data to inform the 2023 guidance on destroying and disposing of certain PFAS and PFAS-containing materials (Spring 2022 – Fall 2023);
- Identify initial PFAS categories for removal technologies (Summer 2022); and
- Develop effective PFAS treatment technologies for drinking water systems (Fall 2022).

Cross-Program

Engage directly with affected communities in every EPA Region

Expected Fall 2021 and Ongoing

EPA must fully understand the challenges facing individuals and communities grappling with PFAS contamination to understand their lived experiences and determine the most effective interventions. As recommended by the National Environmental Justice Advisory Council (NEJAC), EPA will meet with affected communities in each EPA Region to hear how PFAS contamination impacts their lives and livelihoods. EPA will use the knowledge from these engagements to inform the implementation of the actions described in this roadmap. EPA will also use the input to develop and share information to reduce potential health risks in the near term and help communities on the path to remediation and recovery from PFAS contamination.

Use enforcement tools to better identify and address PFAS releases at facilities

Ongoing Actions

EPA is initiating actions under multiple environmental authorities—RCRA, TSCA, CWA, SDWA and CERCLA—to identify past and ongoing releases of PFAS into the environment at facilities where PFAS has been used, manufactured, discharged, disposed of, released, and/or spilled. EPA is conducting inspections, issuing information requests, and collecting data to understand the level of contamination and current risks posed by PFAS to surrounding communities and will seek to address threats to human health with all its available tools. For example, EPA's enforcement authorities allow the Agency, under certain circumstances, to require parties responsible for PFAS contamination to characterize the nature and extent of PFAS contamination, to put controls in place to expeditiously limit future releases, and to address contaminated drinking water, soils, and other contaminated media. When EPA becomes aware of a potential imminent and substantial endangerment situation where PFAS poses a threat to human health, the Agency will swiftly employ its expertise to assess the situation and take appropriate action, including using statutorily authorized powers.

Accelerate public health protections by identifying PFAS categories

Expected Winter 2021 and Ongoing

To accelerate EPA's ability to address PFAS and deliver public health protections sooner, EPA is working to break the large, diverse class of PFAS into smaller categories based on similarities across defined parameters (such as chemical structure, physical and chemical properties, and toxicological properties). EPA plans to initially categorize PFAS using two approaches. In the first approach, EPA plans to use toxicity and toxicokinetic data to develop PFAS categories for further hazard assessment and to inform hazard- or risk-based decisions. In the second approach, EPA plans to develop PFAS categories based on removal technologies using existing understanding of treatment, remediation, destruction, disposal, control, and mitigation principles.

EPA plans to use the PFAS categories developed from these two approaches to identify gaps in coverage from either a hazard assessment or removal technology perspective, which will help EPA prioritize future actions to research, restrict, and remediate PFAS. For example, EPA may choose to prioritize research to characterize the toxicity of PFAS that are not being addressed by regulations that require the implementation of removal technologies. Conversely, EPA may prioritize research to evaluate the efficacy of technologies designed to remove PFAS that are included in a hazard-based category with relatively higher toxicities. To support coordination and integration of information across PFAS categories, EPA plans to develop a PFAS categorization database that will capture key characteristics of individual PFAS, including category assignments.

Establish a PFAS Voluntary Stewardship Program

Expected Spring 2022

Reduction of PFAS exposure through regulatory means can take time to develop, finalize, and implement. Moreover, current PFAS regulatory efforts do not extend to all of the approximately 600 PFAS currently in commerce. As a companion to other efforts described in this roadmap, EPA will establish a voluntary stewardship program challenging industry to reduce overall releases of PFAS into the environment. The program, which will not supplant industry's regulatory or compliance requirements, will call on industry to go beyond those requirements by reporting all PFAS releases in order to establish a baseline and then continuing to report to measure progress in reducing releases over time. EPA will validate industry efforts to meet reduction targets and timelines.

Educate the public about the risks of PFAS

Expected Fall 2021 and Ongoing

Addressing PFAS contamination is a critical part of EPA's mission to protect human health and the environment. This important mission cannot be achieved without effectively communicating with communities, individuals, businesses, the media, and Tribal, state, and local partners about the known and potential health risks associated with these chemicals. When EPA communicates risk, it is the Agency's goal to provide meaningful, understandable, and actionable information to many audiences. To accomplish this goal, EPA will make available key explainers that help the public understand what PFAS are, how they are used, and how PFAS can impact their health and their lives. These explainers and other educational materials will be published in multiple languages, and the Agency will work to ensure information reaches targeted communities (including those with limited access to technology and resources).

Issue an annual public report on progress towards PFAS commitments

Winter 2022 and Ongoing

EPA is committed to acting on PFAS with transparency and accountability. On an annual basis, EPA will report to the public on the status of the actions outlined in this roadmap, as well as future actions the Agency may take. EPA will also engage regularly with communities experiencing PFAS contamination, co-regulators, industry, environmental groups, community leaders, and other stakeholders to clearly communicate its actions and to stay abreast of evolving needs.

Conclusion

Every level of government—federal, Tribal, state, and local—needs to exercise increased and sustained leadership to accelerate progress to clean up PFAS contamination, prevent new contamination, and make game-changing breakthroughs in the scientific understanding of PFAS. This strategic roadmap represents the Agency's commitment to the American people on what EPA seeks to deliver from 2021 to 2024.

The risks posed by PFAS demand that the Agency take a whole-of-agency approach to attack the problem from multiple directions. Focusing only on remediating legacy contamination, for example, does nothing to prevent new contamination from occurring. Focusing only on preventing future contamination fails to minimize risks to human health that exist today. To build more enduring, comprehensive, and protective solutions, EPA seeks to leverage its full range of statutory authorities and work with its partners—including other federal agencies, state and Tribal regulators, scientists, industry, public health officials, and communities living with PFAS contamination—to implement this multi-media approach and achieve tangible benefits for human health and the environment.[vi]

Endnotes

[i] Approximately 650 PFAS are currently in commerce under TSCA, roughly half of which were grandfathered into the TSCA inventory.

[ii] EPA has identified 6-8 facilities that produce PFAS feedstock.

[iii] Key industries with significant documented discharges include PFAS production and processing, metal finishing, airports, pulp and paper, landfills, and textile and carpet manufacturing.

[iv] Examples include de minimis exemption, supplier notification requirements, and applicability of those requirements to wastes.

[v] Federally-issued permits are those that EPA issues in MA, NH, NM, DC, territories, federal waters, and Indian Country (and federal facilities in DE, CO, VT, WA).

[vi] This document provides information to the public on how EPA intends to exercise its discretion in implementing statutory and regulatory provisions that apply to PFAS. Those provisions contain legally binding requirements, and this document does not substitute for those statutory and regulatory provisions or regulations, nor is it a regulation itself.

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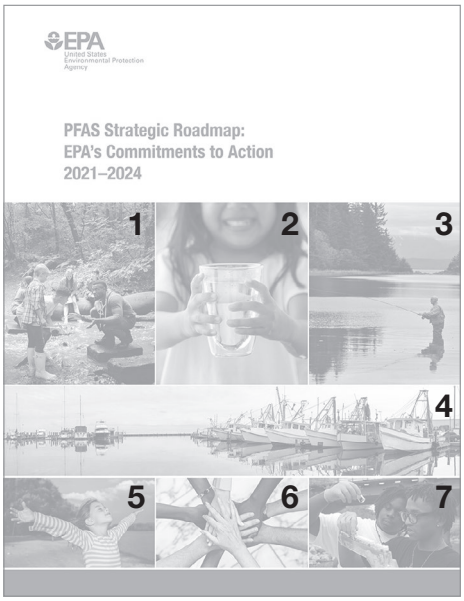

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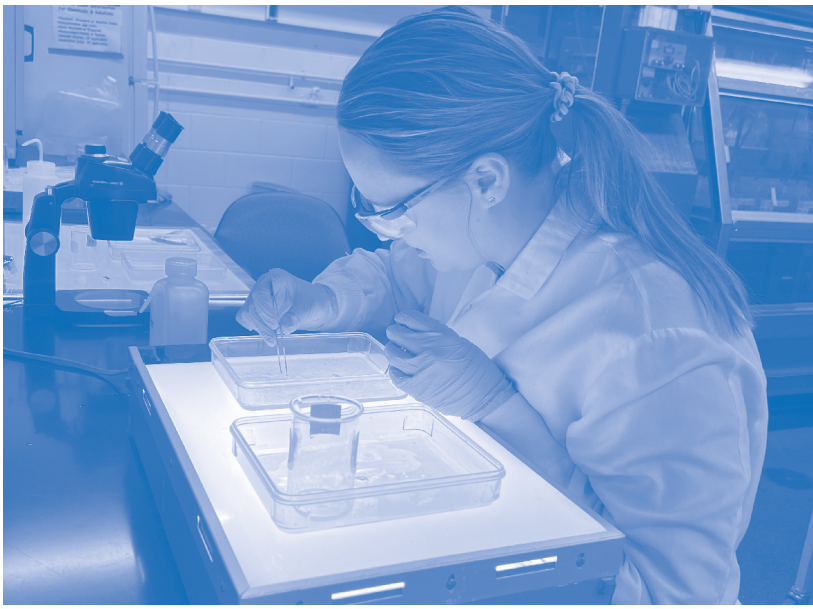
EPA's PFAS Strategic Roadmap: **Second Annual Progress Report**

December 2023









Guided by its October 2021 PFAS Strategic Roadmap, EPA is taking science-based action to comprehensively address PFAS. Two years into implementation of the Roadmap, this is our update to the American people.

Introduction

PFAS, the common term used for per- and poly-fluoroalkyl substances, are an urgent threat to public health and the environment. Communities across the nation are discovering them in their air, land, and water. The science is clear: exposure to certain PFAS poses significant risks to human health, including cancer, even at very low levels. That's why, in 2021, EPA Administrator Michael Regan established the Executive Council on PFAS and multiple offices within the EPA developed the agency's PFAS Strategic Roadmap. The Roadmap is our commitment to the American people to confront PFAS contamination head on—by following the science, leveraging all available tools and authorities, holding polluters accountable, and investing historic resources to protect communities.

The EPA has made significant progress on PFAS over the past two years—delivering on our mission of ensuring that every person in this country has clean air to breathe, safe water to drink, and land to live, play, and farm on that is safe from pollution. The United States does not need to choose between public health, prosperity, and security. These are inextricably connected. Federal and state regulations, state legislative action, and increased public awareness—coupled with unprecedented federal investments enabled by the Bipartisan Infrastructure Law (BIL)—are protecting public health, catalyzing new economic opportunities, driving innovation, creating jobs, and advancing environmental justice across the nation.



EPA Administrator Michael Regan announces the EPA's proposed PFAS National Primary Drinking Water Regulation in March 2023 in Wilmington, North Carolina, alongside state, local, and community leaders.

In its second year of implementation, the EPA has remained focused on the three overarching goals established in the Roadmap:

RESTRICT

Pursuing a comprehensive approach to proactively prevent PFAS from entering air, land, and water at levels that can adversely impact human health and the environment.

REMEDIATE

Broadening and accelerating the cleanup of PFAS contamination to protect human health and ecological systems.

RESEARCH

Investing in research, development, and innovation to increase understanding of PFAS methods, human health and environmental risks, and technologies.

Signature achievements and milestones in 2023 include:

Making PFAS use safer. PFAS can be used responsibly in many critical industries and products. Understanding where and how they are used is key to ensuring protections for people and the environment, and to advancing the science on PFAS used in commerce. The EPA is using the Toxic Substances Control Act (TSCA) and Toxics Release Inventory (TRI) as foundational tools to enhance oversight of new and existing PFAS and to improve data on how PFAS are released and used. Over the last year, the EPA took action to address PFAS chemical safety—including finalizing rules for PFAS reporting, announcing a framework for reviewing new PFAS, proposing to eliminate exemptions for new PFAS and to restrict certain legacy PFAS, and issuing test orders to better understand categories of PFAS.

Holding polluters accountable. The EPA is working to ensure transparency around PFAS releases through characterization and information gathering, to hold polluters financially responsible for treatment and cleanup, and to provide protections for communities facing circumstances that may pose an imminent and substantial endangerment. In the last year, the EPA took important steps to stop PFAS polluters, including specific enforcement actions and adding PFAS as an EPA National Enforcement and Compliance Initiative from 2024-2027. The EPA is also in the final stages of developing a regulation to list perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS) as hazardous substances under CERCLA, the nation's Superfund law, which will give the agency powerful tools to hold polluters accountable. The EPA expects to take final action on this rule in early 2024.

Protecting America's drinking water. Every American deserves safe drinking water. Fulfilling a signature commitment in the Roadmap, the EPA proposed national drinking water standards for six PFAS in March 2023. The standards would set a national floor of protection for every person served by public water systems, regardless of their income or zip code. This rule, when finalized, will save thousands of lives and prevent tens of thousands of avoidable illnesses, including in small, rural, and disadvantaged communities. The EPA expects to finalize the rule in early 2024.

Identifying the scale of exposure through drinking water. Drinking water can be a significant source of a person's exposure to PFAS. To better understand the location and prevalence of PFAS in drinking water, the EPA initiated nationwide monitoring for 29 PFAS at more than 10,000 public water systems under the Unregulated Contaminant Monitoring Rule and announced two quarters of initial results. These results are posted publicly through the EPA's website and made more accessible through their inclusion in the EPA's PFAS Analytic Tools.

Deploying funding to invest in infrastructure projects to address PFAS in water. Many communities will need to install new infrastructure and treatment facilities to address PFAS in drinking water and wastewater. Thanks to President Biden's Bipartisan Infrastructure Law (BIL), the EPA is providing $10 billion to remove PFAS and other emerging contaminants—with more than half of the funds going to small or disadvantaged communities. In 2023, the EPA distributed nearly $1 billion through the BIL State Revolving Fund Emerging Contaminants programs and announced the first $2 billion in grant funding to states, Tribes, and territories through the new Small or Disadvantaged Communities Emerging Contaminants grant program. These programs also advance the Biden Administration's Justice40 Initiative, which set the goal that 40 percent of the benefits of many federal investment programs should flow to communities who

have historically been marginalized by underinvestment and overburdened by pollution.

Turning off the tap for industrial polluters. Addressing the PFAS lifecycle—and how PFAS enter the environment—is central to the EPA's strategy. Restricting point-source discharges from industrial facilities that use PFAS is a significant opportunity to safely remove PFAS pollution before it enters the environment or wastewater streams. The EPA has taken several steps to use Clean Water Act permitting and regulatory authorities to restrict PFAS—including developing rules under the Effluent Limitations Guidelines program to limit PFAS discharges to waterways from PFAS manufacturers, metal finishers, and landfills.

Advancing the science. The EPA has continued to build the scientific foundation on PFAS through research and development. The agency is investing in research to fill gaps in our understanding of PFAS, including research to characterize the toxicity of additional PFAS and mixtures of PFAS; to study the contributions of different sources to people's overall exposure to PFAS; and to develop methods to test, measure, remove, and destroy them.

Incorporating equity and environmental justice into our actions. Over the last year the EPA has worked to deliver on its Roadmap commitment to ensure that all communities have equitable access to solutions, and to integrate recommendations from the National Environmental Justice Advisory Council (NEJAC). The EPA has incorporated a focus on PFAS responses and resources into its PFAS work, while weaving environmental justice analyses into the agency's PFAS regulatory actions, targeting unprecedented infrastructure investments and technical assistance to small and disadvantaged communities, and collecting and releasing data to deepen our understanding of how PFAS may impact communities with environmental justice concerns, including by linking the agency's PFAS Analytic Tools and EJSCREEN, the EPA's environmental justice screening and mapping tool.

Listening to and learn from communities. To inform the EPA's work across a range of PFAS issues, the agency held a series of community engagement sessions in early 2023 in each of its 10 Regions, as well as a session specifically designed to hear from the EPA's Tribal partners. Feedback shared during these sessions, in coordination with recommendations from EPA's NEJAC and Local Government Advisory Committee, continue to inform the agency's policy, infrastructure, and communications work.

The PFAS challenge is broader than can be addressed by the EPA's authorities and resources alone. The agency continues to deepen partnerships with other federal agencies and state and Tribal coregulators to tackle the magnitude and the complexity of PFAS pollution. Through the White House Interagency Policy Committee on PFAS, the EPA is helping to lead interagency efforts to accelerate PFAS cleanup, prevent PFAS contamination in the food system, and address PFAS in federal procurement and supply chains. And the EPA continues to support and learn from states in tackling PFAS contamination, including convening a September 2023 workshop on PFAS risk communications and partnering to address the unique challenge of PFAS in biosolids. Cumulatively, the EPA's work with its federal and state partners is helping to turn the tide on PFAS and to build more enduring, comprehensive, and protective solutions.

Looking ahead, the EPA anticipates continuing the progress on PFAS with several critical actions in 2024, such as finalizing national drinking water standards for several PFAS and taking final action to list certain PFAS as hazardous substances under CERCLA, the nation's Superfund law. The agency also soon expects to issue guidance on destroying and disposing of PFAS, to finalize methods to monitor for PFAS in a wide range of media, and to propose rules designating certain PFAS as hazardous constituents under the Resource Conservation and Recovery Act. The agency also will continue engaging closely with its states, who are actively working to address PFAS issues in their communities. Together, these and other commitments will more effectively protect the American people from the risks posed by PFAS exposure.

One thing is clear: Americans don't have to choose between clear air, land, and water or a prosperous, vibrant, and secure nation. With work on PFAS alternatives advancing; with new markets for technology innovation, services, and jobs in addressing the PFAS challenge; and with strategic, long-term research, planning, and coordination across all levels of government, this second year of progress points to the safe future that every person in this country deserves—and that we will achieve together.

Key Accomplishments

Enhancing Chemical Safety

The EPA committed to leveraging all of its authorities to restrict PFAS, and that begins with responsible use and management of these chemicals within the marketplace. The Toxic Substances Control Act (TSCA) and Toxics Release Inventory (TRI) are foundational tools that the EPA uses to collect information on PFAS used in commerce and to increase transparency so people know how and where these chemicals are being used and released. The EPA is using these authorities to limit use when the agency knows the use presents unreasonable risk, or when the EPA does not have sufficient information to ensure that unreasonable risks will not occur, including to potentially exposed or sensitive populations like young children and older adults.

Over the last year, the EPA has taken several important steps under TSCA and TRI to achieve these goals. The EPA has expanded work under the National PFAS Testing Strategy, which the agency announced alongside the Roadmap in October 2021. The Testing Strategy is a major step toward obtaining information about categories of PFAS, which will help accelerate research and innovation and amplify the effectiveness of regulatory and policy solutions to restrict and remediate PFAS. In the past year, the EPA released its second and third orders under the Testing Strategy to require manufacturers to test chemicals used to make plastics and GenX chemicals, and anticipates more orders in the year ahead.

In May 2023, the EPA proposed a rule to ensure that new PFAS go through a full safety review process before entering commerce, which would eliminate eligibility for exemptions that had allowed some substances to go through an abbreviated analysis. In June 2023, the EPA also announced a framework for evaluating PFAS to ensure that new PFAS, or new uses of existing PFAS, do not pose risks to people's health and the environment before they are approved for use. This framework will distinguish uses that could result in environmental releases—and those with expected human exposures—from those that won't, and will require upfront testing for many PFAS. In December 2023, and consistent with the PFAS evaluation framework, the EPA announced orders prohibiting a company from producing specific, harmful PFAS, which are created as part of its fluorination of high-density polyethylene (HDPE) plastic containers—an action that will protect the public from exposure to dangerous chemicals in the approximately 200 million containers that the company fluorinates annually.

In the Roadmap, the EPA also committed to restricting PFAS by reviewing previous decisions that allowed PFAS uses. As part of this effort, the EPA identified approximately 150 PFAS that had been reviewed through the TSCA new chemicals program, but where the protective requirements imposed on the submitters of those chemicals had not yet been extended to all future manufacturers and processors —creating risks for release and exposure. The EPA proposed a first batch of Significant New Use Rules in December 2022 to require these protections, and expects to propose additional rules for the remainder of this group in the coming months. The EPA is also working to close the door on abandoned PFAS and uses. In January 2023, the EPA proposed an additional rule that would prevent anyone from starting or resuming the manufacture or processing of an estimated 300 "inactive" PFAS that have not been made or used for many years without going through a full notice, review, and, if appropriate, risk management process.



Changeout in progress for a granular activated carbon (GAC) treatment system for PFAS. GAC is a proven technology for removing PFAS from drinking water and is already in use in many communities.

The EPA has also taken final action to collect the largest-ever dataset of PFAS manufactured in the United States. In October 2023, the EPA published a final rule under TSCA that will require all manufacturers and importers of PFAS and PFAS-containing articles in any year since 2011 to report information to the EPA on PFAS uses, production volumes, disposal, exposures, and hazards, and the EPA expects to begin making non-confidential data it receives publicly available in 2025. Also in the past year, the EPA finalized a rule that eliminated an exemption that allowed facilities to avoid reporting PFAS information to TRI when those chemicals are used in small (or *de minimis*) concentrations. TRI data allow communities to learn how facilities in their area are managing listed chemicals. The improved data the EPA will collect will help support informed decision-making by companies, government agencies, non-governmental organizations, and the public.

Safeguarding Drinking Water

Every person deserves to have safe drinking water. That's why, in the past year, the EPA has advanced critical work to protect communities' drinking water from PFAS contamination. In March 2023, the EPA proposed national drinking water standards for six PFAS, fulfilling a foundational commitment in the PFAS Roadmap. This proposed rule leverages the latest science, and builds on state efforts to limit PFAS, by proposing to establish legally enforceable levels for several PFAS known to occur in drinking water. Over time, this rule is anticipated to prevent thousands of avoidable deaths and tens of thousands of illnesses. The EPA anticipates finalizing this rule in early 2024.

In addition, the EPA is currently conducting nationwide drinking water sampling for 29 PFAS in our nation's drinking water systems under the fifth Unregulated Contaminant Monitoring Rule (UCMR 5). Under UCMR 5, the EPA is testing for more PFAS at lower levels in more water systems than ever before. In August 2023, the EPA released the initial UCMR 5 monitoring data on 29 PFAS and announced a subsequent quarter of data in November. Data collected under UCMR 5 will ensure science-based decision-making and help the EPA better understand national-level exposure to these PFAS, and to what extent these PFAS disproportionately impact communities with environmental justice concerns. The EPA will continue to publicly update UCMR results quarterly over the next three years.

As it advances regulatory and policy frameworks to address PFAS, the EPA is investing unprecedented levels of funding in treatment infrastructure to remove PFAS from communities' drinking water and wastewater. The EPA is deploying $10 billion in funding made available by President Biden's Bipartisan Infrastructure Law to address PFAS and other emerging contaminants in water. These investments are transformational for cleaning up PFAS and other emerging contaminants in water, especially in small or disadvantaged communities, as part of the Justice40 Initiative. Thanks to these resources, investments by communities from Tucson, Arizona, to Wilmington, Ohio, are developing infrastructure, expanding the market for skilled workers to build and maintain these systems, and catalyzing new innovation and economic opportunities.



Investments in PFAS treatment technologies are catalyzing innovation that will bolster American businesses, workers, and economic growth.

In addition to $4 billion available through the Drinking Water State Revolving Funds, the EPA announced the availability of $2 billion in new grant funding in February 2023 to address emerging contaminants in drinking water specifically in small or disadvantaged communities. These funds will be allocated to states and territories and will promote access to safe and clean water in small, rural, and disadvantaged communities while supporting local economies.

Protecting Clean Water

The EPA continues to prioritize efforts to reduce PFAS discharges to waterways. In December 2022, the EPA released a memo on how state co-regulators can help restrict PFAS at their source through the Clean Water Act's National Pollutant Discharge Elimination System (NPDES) permitting program. The NPDES permitting program is a powerful tool for reducing PFAS discharges into waterways and protecting sources of drinking water.

In January 2023, the EPA released its 15th Effluent Limitations Guidelines Plan (ELG), the latest plan for setting technology-based standards for industries that discharge PFAS. Building on existing rulemaking efforts for PFAS manufacturers and metal finishers, the latest plan announced rulemakings to address discharges from landfills, and a new Publicly Owned Treatment Works Influent Study. This study will collect more robust data on discharges into wastewater streams from a broad range of industries and enable strategic decisions about which industrial categories warrant PFAS ELGs in the future. The EPA will also conduct a detailed study of the textile industry and continue to monitor several key sectors, such as pulp and paper mills and airports, to determine whether additional steps are necessary.

The EPA is also making significant progress to advance the methods needed to detect PFAS in water, and to build knowledge on the levels at which PFAS in surface waters may harm aquatic life and people. The EPA and the Department of Defense are in the final stages of validating a method to test for 40 PFAS in wastewater, surface water, groundwater, soil, biosolids, sediment, landfill leachate, and fish tissue. The EPA expects to finalize EPA Method 1633 in the coming months and intends to start the rulemaking process to formally codify Method 1633 under the Clean Water Act in 2024. In the interim, the EPA recommends its use now in NPDES permits.



The Bipartisan Infrastructure Law provides $10 billion to address PFAS and other emerging contaminants in water. Here, Assistant Administrator for Water and PFAS Executive Council co-chair Radhika Fox highlights a $30 million investment in PFAS drinking water treatment in Tucson, Arizona.

The EPA continues its work to protect aquatic life and human health from PFAS by developing Clean Water Act water quality criteria. The EPA expects to fulfill a Roadmap commitment to issue recommended aquatic life criteria for PFOA and PFOS in the near future. States and Tribes may use these criteria in assessing the impact of PFAS water pollution on local communities and the environment, and in developing water quality standards that serve as a basis to issue permits to limit PFAS discharges. Future EPA efforts will focus on developing similar recommended criteria to protect human health.

The EPA is also working to address PFAS in biosolids and is currently completing risk assessments for PFOA and PFOS for public comment and release in 2024. The EPA is also working to further engage with a wide range of partners in managing biosolids to develop principles and to discuss perspectives on the challenges and opportunities in managing biosolids as awareness of PFAS occurrence in biosolids continues to grow.



EPA scientist Jessica Schlafstein conducts sampling of water sources adjacent to a military installation with known PFAS contamination.

Cleaning Up PFAS Contamination

In 2023, the EPA made significant progress in its efforts to remediate PFAS and hold polluters accountable. In September 2022, the EPA took a critical step forward by proposing to designate PFOA and PFOS as CERCLA hazardous substances, which would improve transparency around releases of these chemicals and help hold responsible parties accountable for cleaning up their contamination. The EPA expects to take final action on this rule in early 2024. At the same time, the EPA is developing a CERCLA enforcement discretion policy on PFAS and has held listening sessions with the public and key stakeholders from a variety of sectors to inform development of this policy.

Soon after announcing the PFAS Strategic Roadmap, the EPA initiated two rulemakings to tackle PFAS contamination under the Resource Conservation and Recovery Act (RCRA), which if finalized will provide federal and state agencies with important tools to clean up PFAS. One proposed rule would designate certain PFAS as "hazardous constituents" under RCRA, which would make these PFAS subject to investigation and cleanup activities at permitted hazardous waste facilities. The second proposed rule would clarify that emerging contaminants such as PFAS can be cleaned up through the RCRA corrective action process. The EPA expects to propose these rules as soon as the interagency reviews are complete.

As our scientific understanding of PFAS evolves, the EPA is also working to update and strengthen the agency's cleanup efforts. In August 2023, the EPA rescinded its 2019 groundwater cleanup guidance for PFOA and PFOS because that guidance's recommendations no longer reflect the best, currently-available science. Instead, the EPA recommended that site managers resume using well-established CERCLA and RCRA processes for making site-specific decisions that can better protect people from PFAS contamination. To that end, the EPA has updated its Regional Screening Level and Regional Removal Management Level tables, which provide risk-based values that help the EPA determine if further attention is warranted or a removal is needed, to include a total of 14 PFAS.

The EPA is also poised to update its 2020 interim guidance on destroying or disposing of PFAS-containing materials and expects to release the guidance in winter 2023. This updated guidance reflects significant advances in research and knowledge by the EPA and the scientific community, filling gaps in our understanding of PFAS destruction and disposal technologies and highlighting remaining uncertainties that require further investigation.

Strengthening the Scientific and Data Foundation

The EPA continues to invest in research, innovation, and data analysis to increase our understanding of PFAS and to provide science to inform decisions at all levels, from local communities to national regulations. Over the past year, EPA researchers published more than 40 papers on PFAS in peer-reviewed scientific journals. These publications present new information on methods for measuring PFAS, human exposure to PFAS, human health and ecological effects of PFAS, treatment of PFAS-contaminated water, and destruction and disposal of PFAS-containing materials. The EPA also updated key data resources—including the EPA's Drinking Water Treatability Database, the ECOTOX Knowledgebase, and the CompTox Chemicals Dashboard—to transparently share new information.

The EPA's researchers are also working with communities to address PFAS science questions important to their lives and livelihoods. This includes several projects with Tribal partners focused on identifying and characterizing the extent of PFAS contamination in water, sediment, fish, and plants near Tribal communities. The EPA researchers are also working to provide small or disadvantaged communities with technical support for drinking water treatment options for emerging contaminants, including PFAS. In July 2023, the EPA proposed additional data collection from facilities that emit PFAS to the air through the Air Emissions Reporting Rule, which would collect detailed PFAS data, enabling more refined air quality and exposure modeling. The EPA expects to finalize the rule in mid-2024.

In 2023, the EPA made significant progress in developing human health toxicity assessments for several PFAS under the Integrated Risk Information System (IRIS) program. This includes releasing the final IRIS assessment for PFHxA, and draft IRIS assessments for PFDA and PFHxS for public comment and peer review. The EPA is also developing and applying new human health assessment approaches to PFAS in order to provide actionable science to decision-makers sooner. As part of these efforts, the EPA released human health toxicity values for PFPrA and lithium bis[(trifluoromethyl)sulfonyl] azanide (also known as HQ-115), two substances that have been detected in surface waters and wastewater at or around PFAS manufacturing facilities.

Finally, the EPA continues to support PFAS research, development, and innovation through its extramural research grants program and the agency's Small Business Innovation Research (SBIR) program. In 2023, the EPA partnered with the U.S. Department of Agriculture to request grant applications for $8 million in funding for research to better understand

EPA'S PFAS ANALYTIC TOOLS

The EPA publicly released its PFAS Analytic Tools in January 2023, providing a transparent and accessible resources that can be used to compile and integrate data on PFAS manufacture, release, and occurrence in communities. The EPA further updated these data tools in September 2023 to add:

- More than 10 years of PFAS emissions data from the Greenhouse Gas Reporting Program
- Over 100,000 recent drinking water monitoring samples from UCMR 5
- Tens of thousands of ambient surface water and fish tissue samples, including studies from the EPA and the U.S. Geological Survey
- Hundreds of new waste manifests that have been identified to likely contain PFAS
- Dozens of incident reports sent to the agency's National Response Center for releases likely containing PFAS
- Discharge monitoring reports for nearly 100 facilities with PFAS effluent monitoring
- Data on federal sites with known or suspected PFAS detections and Superfund sites with PFAS detections
- Data from the Toxics Release Inventory

PFAS uptake in plants and animals, and management of PFAS impacts in agricultural, rural, and Tribal communities. Also in 2023, the EPA requested grant applications for $1.5 million in funding to develop and demonstrate nanosensor technology to detect, monitor, and degrade PFAS in drinking water sources. The EPA looks forward to announcing the grant recipients for both research grant opportunities in 2024. Through its SBIR program, the EPA has provided more than $5.7 million to small businesses developing technologies to detect, treat, and destroy PFAS since 2017, with $200,000 awarded in 2023.



EPA Region 4 environmental engineer Landon Pruitt samples groundwater for PFAS at the Seminole Tribe of Florida's Brighton Reservation.

Holding Polluters Accountable

The EPA continues its proactive approach to use its enforcement tools to better identify and address PFAS releases at facilities where PFAS pose imminent and substantial danger to people and the environment. Earlier this year, the agency announced that "addressing exposure to PFAS" will be one of the EPA's six National Enforcement and Compliance Initiatives for Fiscal Years 2024-2027. The EPA continues to collect information from PFAS manufacturers and users, including federal facilities. In April 2023, the EPA took the first-ever Clean Water Act enforcement action for PFAS discharges at Chemours' Washington Works facility near Parkersburg, West Virginia. Near military installations with known, significant, PFAS contamination, the EPA is sampling private drinking water wells to assess whether alternative drinking water is needed. The EPA continues to ensure federal facilities on the CERCLA National Priorities List are meeting their enforceable Federal Facility Agreement requirements.

The PFAS National Enforcement and Compliance Initiative will work to achieve site characterization, control ongoing releases that pose a threat to human health and the environment, ensure compliance with permits and other agreements to prevent and address PFAS contamination, and address endangerment issues as they arise. As part of the National Enforcement and Compliance Initiative, the EPA expects to expand these enforcement efforts, especially to protect drinking water supplies. Finally, the EPA will focus its enforcement efforts on holding responsible those parties who significantly contribute to the release of PFAS into the environment, such as major manufacturers and PFAS users, federal facilities that are significant sources of PFAS, and other industrial actors.

Partnerships for Progress

Partnering with States

Offices across the EPA's headquarters and 10 Regional offices are focused on increased coordination and collaboration with states and Tribal partners and coregulators. One particular area of emphasis for the EPA and state partners is working to improve communications with the public and local communities, including about the risks of PFAS. In September 2023, the EPA held a workshop with its partners in the Environmental Council of the States (ECOS) and the Association of State and Territorial Health Officials, where participants worked to learn from each other on the challenges and best practices for communicating about PFAS.

Another important area for state-federal partnership is enhanced coordination on PFAS in biosolids. In July 2023, the EPA, ECOS, and the National Association of State Departments of Agriculture developed and released "Joint Principles for Preventing and Managing PFAS in Biosolids." These Principles recognize the unique challenges and uncertainties presented by the presence of PFAS in biosolids, and they highlight the importance of partnership across all levels of government and between environmental and agricultural agencies as the science and policy landscape continues to evolve.

A Whole of Government Approach

As the EPA acts to address PFAS, it does so as a partner in the Biden-Harris Administration's effort to harness the collective tools and capacity of the federal government. The EPA participates in and leads a range of interagency efforts to advance science and knowledge around PFAS health effects, accelerate cleanups and disposal, assess the impacts of PFAS on the nation's food system, and work toward PFAS-free alternatives in federal procurement and supply chains. In March 2023, the White House Council on Environmental Quality released a report highlighting two years of coordinated progress by the Biden-Harris Administration under the Interagency Policy Committee on PFAS. Also in March 2023, the White House Office of Science and Technology Policy's PFAS Strategy Team published a report providing the state of the science on PFAS that summarizes current PFAS research in key strategic areas, including safe removal and destruction of PFAS and alternatives to PFAS that are safer, as well as gaps in PFAS data and knowledge.

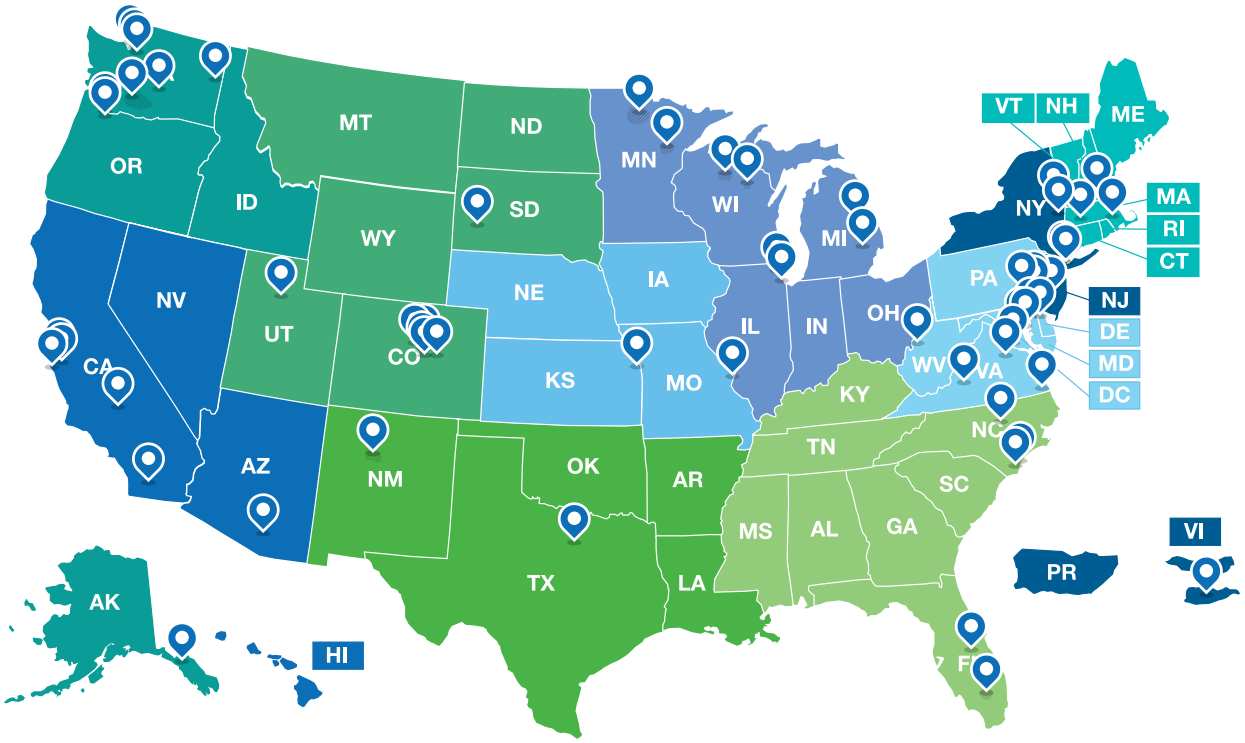


EPA Region 1 Administrator and PFAS Executive Council co-chair David Cash tours a drinking water treatment facility in Portsmouth, New Hampshire, with Senator Jeanne Shaheen and community leaders.

Engaging with Communities

The EPA committed in the PFAS Strategic Roadmap to listening to and learning from people and communities impacted by PFAS contamination. In early 2023, the EPA held a series of community listening sessions in every EPA Region, and another focused on hearing from Tribal communities around the nation. These forums provided a platform for thousands of individuals to share feedback directly with EPA Regional and PFAS Executive Council leaders to inform the implementation of the agency's Roadmap. Participants shared how PFAS have impacted their communities and their lives. Their statements touched on a range of topics, including the need for increased funding, equitable cost considerations for water utilities and consumers, the imperative to hold polluters accountable, increasing education and communication to the public, regulating PFAS in larger groups and categories, evaluating environmental justice concerns, addressing PFAS in biosolids, contamination surrounding military installations, and identifying technologies for cleanup and disposal. The feedback the EPA received during these listening sessions has helped to reinforce and focus the agency's PFAS efforts, in coordination with federal, state, Tribal, and local partners. The EPA is actively responding to these priorities, such as by providing unprecedented funding to addressing PFAS under the Bipartisan Infrastructure Law, holding polluters accountable by designating PFAS as an enforcement and compliance priority, prioritizing collaborative efforts to improve PFAS risk communications, and releasing public tools that improve understanding of PFAS in communities.

In December 2022, the EPA's National Environmental Justice Advisory Council (NEJAC) encouraged the agency to more broadly institutionalize actions to evaluate and address the disproportionate and cumulative effects of PFAS and other pollution on communities with environmental justice concerns. The NEJAC recommended that the agency not only pursue efforts within the three goal areas of the Roadmap (research, restrict, and remediate) but to also focus on both responding to PFAS and the resources required to do so. The EPA is taking these recommendations to heart in its work by building stronger internal PFAS coordination; collaborating with federal, state and Tribal partners on response toolkits and risk communications; and building and sustaining public tools that provide information and resources to communities.



Map depicts EPA Regions and the communities from which the agency received feedback during virtual listening sessions for each Region and for Tribes in early 2023.

Communicating about PFAS risk to communities has been a particular priority of the EPA's Local Government Advisory Committee, which held a PFAS tabletop exercise in May 2023 and made recommendations to the EPA in September 2023 on developing a toolkit for local governments. Pediatric Environmental Health Specialty Units (PEHSUs) supported by the EPA and the Agency for Toxic Substances and Disease Registry have been pursuing PFAS-focused projects in each EPA Region to promote children's health by sharing clinical challenges, providing guidance for clinicians on how discuss PFAS concerns with patients, providing actionable advice for the general public to reduce PFAS exposure, and learning from experts and peers. Feedback from the EPA's listening sessions, the NEJAC, the Local Government Advisory Committee, and others, has been—and will continue to be—integrated into all of the agency's efforts to address PFAS.

Conclusion

The EPA's actions in 2023 demonstrate the Biden-Harris Administration's commitment to protect Americans' health from PFAS. The accomplishments made over the last year are providing transparency, accountability, and tools and resources to support federal, state, Tribal, local, and individual efforts to restrict PFAS and clean up contamination. Collectively, the agency's progress in 2023 sets the stage for final regulatory actions to restrict and remediate PFAS, and to hold polluters accountable.

In 2024, the EPA's work on PFAS will remain laser focused on driving positive change, protecting people and the environment, and catalyzing new economic opportunity.

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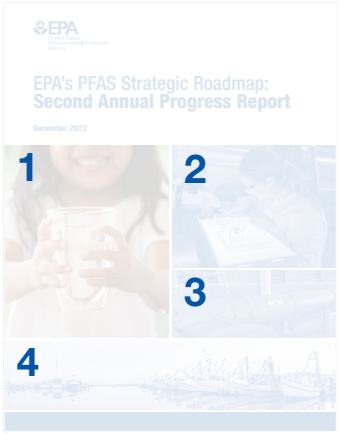

United States
Environmental Protection
Agency

EPA-800-K-23-001
December 2023

zoom Workplace
NACWA Webinar's screen
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Timeline

***Note*: Dates subject to change**

EPA United States Environmental Protection Agency

March 2024
Information Collection Request (ICR)

January 2025
Questionnaire
Voluntary Data Portal (For Non-Participants)

Spring/ Summer 2025
POTW Influent PFAS Study Sampling & Analysis

Summer 2026
Final Report & Public-facing Tool
National Sewage Sludge Survey Sampling & Analysis

2027
National Sewage Sludge Survey Report

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Purpose: POTW Influent PFAS Study

- Collect and analyze nationwide data on industrial discharges of PFAS to the environment.
- Produce a publicly available robust set of data to characterize the type and quantity of PFAS in industrial discharges.
- Identify and prioritize industrial point source categories requiring further study or rulemaking.

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National Sewage Sludge Survey (NSSS)

- 1988-1989 NSSS provided the foundation for developing the 40 CFR Part 503 rule
- 2001 NSSS focused on dioxins and dioxin-like compounds
- 2006-2007 Targeted NSSS focused on emerging contaminants, including pharmaceuticals, personal care products, steroids, and hormones
- Next NSSS focusing on per- and polyfluoroalkyl substances (PFAS)

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Purpose: NSSS

- Collect national data on PFAS in sewage sludge samples from publicly owned treatment works (POTW)
- Inform upcoming risk assessments
- Assess need for future regulations and guidance for sewage sludge

- Note: Sewage sludge sampling is expected to begin in 2026

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PFAS and Biosolids

- EPA's Biosolids Draft Risk Assessment – release pending
- Advocacy to preserve all biosolids management options
  - Federal and state activities
  - Support effect state approaches
- Pretreatment as a piece of the PFAS management puzzle
  - Attracting Congressional Interest (H.R. 8076/S. 4173, to require deadlines for EPA to set pretreatment standards for PFAS)
  - NACWA Emphasizing pretreatment is not a panacea – need greater source control

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December 2024

EPA Document No. 820S24002

Stakeholder Meeting Facilitation for Issues Related to PFAS and Biosolids

Prepared for the U.S. EPA



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Disclaimer

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The EPA typically uses the term “biosolids” to mean sewage sludge treated to meet the requirements in Title 40 of the *Code of Federal Regulations* (CFR) part 503 and intended to be applied to land as a soil amendment. This document summarizes views from participants outside the EPA where the terms are used interchangeably, so for the purposes of this report, “biosolids” means “sewage sludge.”

Purpose of Report

The rise in concern over PFAS in municipal biosolids has created challenges and uncertainties for publicly owned treatment works that rely on the three main biosolids management options: land application, disposal in landfills, and incineration. These concerns have also created challenges for land appliers and solid waste management facilities. Due to the significant challenges facing utilities around the United States associated with the management of municipal biosolids, the US EPA, with input from the National Association of Clean Water Agencies (NACWA) and other stakeholders convened a series of three workshops. These three workshops convened 21 participants representing both wastewater utilities and solid waste organizations ("regulated entities"), state regulators, and the EPA. The original stated purpose of these three workshops, held between October 2023 and May/June 2024 was to:

- Explore the three main management options for biosolids, their benefits and challenges, and their ability to meet capacity and public health needs
- Identify management practices and treatment technologies to address PFAS in biosolids
- Discuss practices for, and gaps in, communication related to PFAS and biosolids

The workshops served to collect information from individual participants on considerations and challenges with managing PFAS in biosolids. No collective advice or recommendations were pursued or received from the meeting process. This document reports the perspectives and contributions that participants shared across the three meetings and one-on-one discussions between the facilitators and meeting participants and does not seek to demonstrate consensus or offer recommendations for action.

Methodology

In August 2023, Ross Strategic was contracted by the US EPA as the third-party facilitator tasked with assisting in the selection of workshop participants, holding one-on-one discussions with individual participants, planning and executing the three workshops, and synthesizing notes across the three workshops to inform this report. Below is a brief description of each of the three methods.

- **Workshop Participation:** Workshop participants were selected by their individual organizations, including the Association of Clean Water Administrators (ACWA), Association of State and Territorial Solid Waste Management Officials (ASTSWMO), Environmental Council of the States (ECOS), National Association of Clean Water Agencies (NACWA), National Association of State Departments of Agriculture (NASDA),

Solid Waste Association of North America (SWANA), and Water Environment Federation (WEF).

- **One-on-One Discussions:** Prior to holding the three workshops, the Ross Strategic team held one-on-one discussions with each of the individual participants. These discussions were meant to gather early perspectives prior to prioritizing workshop agenda topics. For the series of questions utilized during these discussions, see Appendix B: One-on-One Interview Guide. Discussion questions were prioritized based on the individual participant's experience and role.
- **Workshops:** The first two workshops were held virtually and the third was held in person in Washington D.C. The workshop ordering was designed to first focus on challenges, then opportunities to solve the identified challenges, and lastly, opportunities for coordination. Agendas for each of the three workshops can be found in Appendix C: Workshop Agendas.

This report represents perspectives and insights provided from both the one-on-one discussions and across the three workshops.

Perspectives on the Management of Biosolids with Respect to PFAS

PFAS and Biosolids Regulatory Landscape

The EPA "Basics of Biosolids" webpage describes biosolids as the product of the wastewater treatment process. During wastewater treatment the liquids are separated from the solids. Those solids are then treated physically and chemically to produce a semisolid, nutrient-rich product known as biosolids. The EPA goes on to describe that examples of beneficial use include application to agricultural land and reclamation sites (e.g. mining sites). "When applied to land at the appropriate agronomic rate, biosolids provide a number of benefits including nutrient addition, improved soil structure, and water reuse. Land application of biosolids also can have economic and waste management benefits (e.g., conservation of landfill space; reduced demand on non-renewable resources like phosphorus; and a reduced demand for synthetic fertilizers). Biosolids also may be disposed of by incineration, landfilling, or other forms of surface disposal."[1]

Each of the three biosolids management methods (land application, incineration, and landfilling) poses challenges as PFAS are not destroyed during the standard wastewater treatment process. The ability of incineration to destroy PFAS is still under investigation. Landfills may have limited capacity for the acceptance of additional biosolids. The leachate landfills produce is a known source of PFAS released into the environment. In addition, there are concerns with greenhouse gas generation (methane) from the landfilling of biosolids. Land application of biosolids raises concerns about PFAS entering soils, surface water, and groundwater and movement from soil to plants and livestock through grazing. Additionally, in some communities there is interdependence among available management methods, and restricted access to any one management method exacerbates the potential issues with the other method(s).

The EPA regulates the disposal[2] and use of biosolids under 40 CFR Part 503. As of publication, there are no federal pollutant limits for PFAS in biosolids. The EPA is currently conducting a

[1] Basic Information about Biosolids | US EPA

[2] Disposal practices may also be regulated under solid waste or air regulations.

biosolids risk assessment for two PFAS in biosolids: perfluorooctanoic acid (PFOA) and perfluorooctane sulfonic acid (PFOS).[3] The biosolids risk assessment is part of the EPA's PFAS Strategic Roadmap which sets timelines by which the EPA plans to take specific actions to safeguard communities from PFAS contamination.[4] In regard to PFAS testing in biosolids, the EPA has published the final EPA Method 1633.[5] The EPA currently recommends Method 1633 for use in biosolids monitoring alongside other methods such as EPA Method 1621 for aqueous samples.

While the biosolids risk assessment is ongoing, the EPA recommends that states monitor biosolids for PFAS contamination, identify likely industrial discharges of PFAS, and implement industrial pretreatment requirements where appropriate. Doing so will help prevent downstream PFAS contamination and lower the concentration of PFAS in biosolids as described in Section C of the EPA's December 2022 memo entitled "Addressing PFAS Discharges in NPDES Permits and Through the Pretreatment Program and Monitoring Programs."[6]

Actions regarding PFAS not directly related to biosolids but closely related that the EPA has taken recently include: published updated interim PFAS destruction and disposal guidance[7]; adopted National Primary Drinking Water Regulations for six PFAS[8]; proposed regulations that would add nine PFAS as hazardous constituents under the Resource Conservation and Recovery Act[9]; announced through the Effluent Guidelines Program Plan 15 that the EPA will 1) revise the existing Landfills Point Source Category Effluent Limitation Guidelines to address PFAS in landfill leachate and 2) conduct a POTW Influent study that will focus on collecting nationwide PFAS data on industrial discharges to POTWs as well as PFAS monitoring in biosolids.[10]

The EPA is the permitting authority for 41 states and implements a federal biosolids program under 40 CFR 503. In nine states, Arizona, Idaho, Michigan, Ohio, Oklahoma, South Dakota, Texas, Utah and Wisconsin, the state are the authorized NPDES permitting authority for

[3] Risk Assessment of Pollutants in Biosolids | US EPA

[4] PFAS Strategic Roadmap: EPA's Commitments to Action 2021-2024

[5] CWA Analytical Methods for Per- and Polyfluorinated Alkyl Substances (PFAS) | US EPA

[6] Memorandum Addressing PFAS Discharges in NPDES Permits and Through the Pretreatment Program and Monitoring Programs | US EPA

[7] Interim Guidance on the Destruction and Disposal of Perfluoroalkyl and Polyfluoroalkyl Substances and Materials Containing Perfluoroalkyl and Polyfluoroalkyl Substances – Version 2 (2024) | US EPA

[8] 89 Fed. Reg. 32532 (April 26, 2024).

[9] 89 Fed. Reg. 8606 (February 8, 2024).

[10] Current Effluent Guidelines Program Plan | US EPA

biosolids.[11] Regardless of whether a state is the authorized permitting authority, States are not precluded from imposing requirements for the use or disposal of sewage sludge more stringent than the Part 503 rules, or from imposing additional requirements for the use or disposal of sewage sludge.

States have taken a variety of actions to manage PFAS in biosolids either directly affecting biosolids or other types of regulatory actions such as sampling and monitoring requirements. Maine is the only state with a ban on land application of biosolids (Connecticut announced a ban on a land application of biosolids with detectable PFAS shortly after the meetings).[12] New Hampshire, Massachusetts, and Michigan have reporting requirements for monitoring PFAS in biosolids.[13] Michigan has tiered levels for PFOS in sewage sludge for land application that require different actions and has worked to identify industrial releases. While many States have not adopted specific requirements related to PFAS in biosolids, some state regulators have recommended voluntary testing and permittees may be engaged in voluntary monitoring programs to better understand PFAS coming into treatment plants and remaining in biosolids. There are also county, municipal, and other jurisdictions with regulatory authority that can affect biosolids management. This can create a complicated regulatory regime for municipal wastewater utilities to navigate.

The unique challenges and uncertainties presented by PFAS in biosolids were recognized in the Joint Principles for Managing PFAS in Biosolids ("Principles") developed jointly by the EPA, the Environmental Council of the States (ECOS), and the National Association of State Departments of Agriculture (NASDA).[14]

Key Challenges on the Management of Biosolids

The management of biosolids is highly dependent on the location, due to the different constraints, regulatory environments, and capacity of a given municipality, state, or region. The participants at this series of workshops brought their own individual perspectives on challenges they face regarding the management of biosolids. It should be noted that the relative use of the three management options (land application, incineration, and landfilling) varied greatly

[11] NPDES State Program Authority | US EPA

[12] Maine does allow land application of septage and provides exemptions for biosolids for some products like compost or other agricultural products. PFAS in Biosolids: A Review of State Efforts & Opportunities for Action, p. 4 (ECOS 2023)(Available at: PFAS in Biosolids: A Review of State Efforts & Opportunities for Action).

[13] PFAS in Biosolids: A Review of State Efforts & Opportunities for Action. p.8 (ECOS 2023)

[14] Joint Principles for Preventing and Managing PFAS in Biosolids (epa.gov)

amongst the group. Whereas some individuals lived in areas that relied on a mix of all three, others lived in regions where two or only one management option was utilized. Responding to a disruption in the management chain of biosolids due to PFAS is particularly challenging due to interconnectedness of the system, and regional/local constraints. Ultimately, participants stressed that maintaining viability of all three management options relieves stress on the system.

This section outlines cross-cutting challenges that the workgroup participants highlighted, regardless of the mix of management options utilized, as well as specific challenges associated with each of the management options.

Cross-Cutting Challenges

Uncertainty across management options has led to a regulatory patchwork which fills the space of no national standard.

Across all three management options, there is scientific uncertainty. The fate of PFAS in biosolids which are incinerated is still being studied, the risk of land application of biosolids containing PFAS is yet to be fully understood, and technologies to remove PFAS from leachate in landfills and wastewater operations are still being explored and tested for effectiveness. All these unknowns have led many regions and municipalities to respond in different ways to emerging events. Workshop participants often highlight Maine as an example of this, where testing and discovery of PFAS in farming and dairy operations led to the ban of land application of biosolids across the entire state. Participants noted that while individual states implement regulations, biosolids and products derived from biosolids move between and across state lines which can make it complicated for operators to know which rules and regulations to follow. Because states are, in many cases, responding to discrete events, the regulatory environment is varied, creating a patchwork of local ordinances and rules that make it challenging to understand how to manage biosolids with detectible levels of PFAS to minimize risk. Participants hoped that the exposure and risk from biosolids would be viewed in comparison with other PFAS exposure pathways.

Sampling, testing, and monitoring for PFAS in the waste system to date has been constrained by the absence of recommended methods and limited availability of testing facilities.

Determining PFAS concentrations in the wastewater stream is essential to understand the scope and scale of the issue in a municipality. However, participants noted that the challenges associated with identifying and distinguishing PFAS from domestic and industrial sources. Many workshop participants have been working to characterize PFAS in their waste streams through sampling and/or testing from industrial facilities, commercial activities, and in residential areas. This has required dedicated funding to carry out through states or through regular budgets. Costs per sample can be quite high, with one participant noting the cost to be $450 to $550 per sample. However, even if funding is available, it can be a challenge in some regions to find labs

that can conduct the analysis. Some stakeholders have sent samples to colleges, environmental organizations, or non-profits but participants were concerned that the analysis was not always reliable. When participants did have reliable labs to conduct the analysis, the turnaround time could range from 45 days to up to five months. Additionally, though EPA Method 1633 is recommended for use by the EPA for detecting PFAS in biosolids, participants were concerned with the number of labs currently available to run the method.

There is an unaddressed issue related to rural communities that have significant use of private wells – no one has strong purview over monitoring risk associated with private wells. Though not directly related to the responsibilities of water and waste utilities, it is still an important consideration noted by the participants.

Opportunities to test and better understand the presence of PFAS in biosolids is limited by liability concerns across the board.

Sampling, testing, and monitoring for PFAS in biosolids across different media (e.g., landfill leachate, agricultural soils) would help gain a clearer picture of the issue in different regions. In the absence of required monitoring and clear regulatory standards on how to conduct testing and sampling, analyses may be unreliable. Additionally, participants expressed that liability concerns around receiving biosolids with PFAS can disrupt the management chain.

Some workshop participants felt that in the absence of required monitoring for PFAS, there is concern by wastewater operators and landfill operators to begin testing for PFAS in the wastewater, biosolids and landfill leachate. They noted that though it would be good to understand its presence or absence, there are significant liability risks if they do find PFAS in samples. Because there is no national regulatory standard by which to take action and no existing guidance to consistently communicate risk, workshop participants expressed that if they do monitor and find PFAS in samples, it could open the facilities up to public backlash or lawsuits from residents or NGOs in the short-term.

For landfills, participants noted that waste operators may be hesitant to accept potentially contaminated materials. If they do accept contaminated materials, they may have limited options for leachate acceptance by wastewater treatment plants due to due to concerns of liability by wastewater operators. Pre-treating leachate also comes at a significant cost, and landfill operators' decision to accept contaminated waste - and the potential liability that comes with it - may be a cost-benefit decision until clear regulatory standards are put in place. Without contribution of funds by industry (i.e., those who may be driving high PFAS levels) to support treatment, it may not be economically viable and the cost of implementing new treatment technologies would likely be borne by water utility and landfill rate payers.

In the event an agricultural producer has exposure to PFAS in biosolids via land application, the producer may take on liability issues and risk, with a potential need to extensively modify or end agricultural operations. This may lead to a hesitancy to utilize biosolids or hesitancy to

allow testing of their land over time. The participants expressed concern that in the absence of clear regulatory standards and risk of PFAS uptake in agricultural products, any PFAS presence can risk a farmer losing business because of perceived risk or damaged reputation of the operation.

Maintaining public trust of utility systems requires consistent communication on risk.

Poor risk communication can negatively influence public perception and drive fast reactions in relation to the management of biosolids. Many participants spoke about how public perception has harmed agricultural business and could create liability for users of biosolids. Participants often stressed that consumers may find it difficult to understand the PFAS in products they use at home can translate to broader risks from PFAS in other parts of the product life cycle (i.e., biosolids or landfill leachate). As we continue to better understand biosolids land application through ongoing studies, such as research by the EPA and others to better understand PFAS uptake by crops, participants noted that ongoing and consistent communication with the public is key to maintaining trust and understanding of how management professionals are working to reduce risk to users of biosolids.

Communication must be targeted at a variety of audiences, including utility customers, state and local governments, industry, non-residential contributors to wastewater treatment plants (e.g., schools), and farmers. This is going to require tailoring information that is accurate and relevant to each individual audience's interests. Currently, communication of risk associated with biosolids falls on wastewater operators and other users and disposal managers, who are already time constrained within their existing responsibilities and roles. Without clear, consistent messaging on risk of PFAS in biosolids, there may be domino effects that impact the whole system. At present many utilities undertake proactive communications designed to educate their customers and stakeholders on actions being taken on PFAS, where a given facility's PFAS concentrations may fall within the range of facilities and media across the region, as well as information on exposure pathways and how to reduce exposure, and the ability of utilities and customers to reduce their use of PFAS-containing materials. Utilities are aware of and working to educate their customers as the public perception of potential PFAS contamination may influence farmers to halt their use of biosolids, which would reduce demand for biosolids and lead to a need to find other disposal options. In the event that there is low risk associated with land application of biosolids, this needs to be communicated to prevent public pressure to remove it as an option. In the event there is a significant human health risk associated with land application of biosolids, this needs to be well understood and communicated with relevant stakeholders.

Without proper source control, PFAS will continue to enter the waste system for years to come.

A significant theme across all three workshops was the pressing and urgent need for source control of PFAS, which has commonly been in consumer products and industry for decades. Without limiting or removing PFAS from products that are destined for wastewater utilities or landfills (which ultimately enter wastewater utilities though leachate), it will continue to enter the wastewater treatment system. It is worth highlighting stakeholders acknowledged that even if PFAS were to stop being used in products, legacy PFAS would still need to work their way through the wastewater treatment system for a significant period of time. Utilizing treatment and removal technologies was often described as a costly "short-term" fix to the larger issues of PFAS in products and industrial discharges.

Source control begins with understanding source contributions from industrial, commercial, and residential sources. Identifying sources of PFAS in the waste systems offers opportunities to understand the scope and scale of the problem. Examples of methods to identify sources are provided below. However, source identification and control have their own associated challenges. Namely, the scale of testing and monitoring needed for PFAS requires financial and human resources. Participants felt that resources are already constrained and to undertake this type of endeavor across municipalities and states would require dedicated funding flows, either from PFAS manufacturers and users or from other means, such as state legislatures.

A second issue, particularly in the case of residential source contribution, is that even if sources, such as school cleaning programs or carpet cleaning are identified, the role wastewater and landfill operators can play is limited. The operators can participate in education and communication, which some noted they are already doing, but it is not a long-term fix. As long as PFAS continue to be in products, wastewater operators and landfill operators will continue to receive inputs of these "forever chemicals" with few options for reducing these inputs.

Land Application Challenges

Land application bans have the potential to disrupt waste management systems, as risks are still being better understood.

Participants in workshops noted that their primary role is to provide services (i.e., solid waste management and wastewater treatment) to communities and managing risk to the public is a core component of their work. Multiple participants spoke about existing biosolids programs which distribute biosolids to farmland. In some cases, farmers are paid to take the product, and in other cases farmers pay a comparatively low price for it (as opposed to traditional fertilizers). In either case, biosolids programs take these actions to reduce volumes going to landfill and save costs by avoiding tipping fees. Balancing risk with the benefits the waste system provides is a challenge, particularly in the face of biosolids land application bans which require significant adjustment of waste flows. State regulators described programs they have developed to

investigate biosolids and pursue source control approaches in order to maintain land application. Some participants discussed that because EPA has yet to set limits and provide enough information on risk from PFAS in biosolids, individual states have had to respond with a patchwork of regulatory frameworks. In the workshops it was suggested that given the public perception and perceived liability of PFAS in biosolids in particular in the land application context, it is essential that EPA provide information on limits based on science and with transparency about why certain decisions are made. One participant noted that Part 503 regulations have risk-based levels for several constituents in biosolids already that are related to management practices, and this type of framework can be helpful as it allows practitioners to think of the relative risk of land application and ultimately use it as a tool for communication. As mentioned above, participants want to maintain their management options for biosolids which includes the option to land apply. In order to do this, it is essential that risk of land application is well understood to best maintain it as a management option and protect public health to the fullest extent.

Landfill Challenges

Landfill capacity across different regions and opportunities to site new landfills are limited

Limited landfill capacity was often cited as a significant challenge during one-on-one discussions with participants and was noted as the most likely challenge to impact the long-term viability of landfill management in the workshops. The amount of space available in existing landfills is constrained and biosolids destined for landfills need to either be dried to reduce volume (which takes a lot of energy) or add bulky materials to stabilize it (which takes more space). Participants noted that though volume reduction can be a solution in the short-term, it will not solve the long-term issue of limited landfill capacity and does not reduce the amount of PFAS going into the landfill. Some facilities need to add bulky dry material for stability, which creates more volume and further constrains landfill capacity. In some cases, landfill operators can only accept a certain percentage of sewage sludge in their intake and certain areas of the country are struggling to obtain sufficient landfill space for other solid waste disposal. Adding to the limited space in existing landfills, the opportunity to site landfills, particularly in population dense regions like the Northeast, is constrained by public disinterest and lack of land availability.

Landfilling biosolids is already utilized as a backup option by some participants in the event of incinerator shutdowns or an inability to land apply (e.g., treatment train disruptions). As landfill capacity declines and other management options became less available to waste management professionals, it could create a serious disruption in the waste management system. From the perspective of landfill operators in the workshops, it is the responsibility of states and communities to resolve the larger issue of waste generation and disposal/recycling plans.

Handling of PFAS containing materials is unstandardized and removing PFAS from the system will require significant infrastructure investment

The procedures for accepting and handling PFAS-containing materials are not standardized, but rather reflect an individual landfill's operating plans. When incineration and land application are not available, states are faced with limited management options. In some cases, no more than 10% of the total waste stream of these landfills can be sewage sludge and the ratio of bulking material needed for sewage sludge can vary by landfill. Some stakeholders' landfills were seeking to impose a limit on biosolids being taken in to reduce PFAS intake, but this approach could prove tricky to implement and may not reduce the total amount of PFAS entering the system. For example, participants shared that household items (e.g., couches) sent to landfills can contain higher concentrations of PFAS – orders of magnitude higher than the limits that are being proposed by states, localities, or landfills for biosolids. Finally, several participants, as a method for managing PFAS, mentioned solidifying PFAS and placing them in the landfill and discharging leachate into deep injection wells. The absence of standardized methods for handling solid waste and PFAS contained in solid waste has led to a patchwork of methods across states and individual landfill operations that may or may not be effective at managing the issue.

Leachate management is a significant challenge and the movement of leachate between wastewater operations and landfills can be circular. Leachate is produced via the landfill, goes to wastewater treatment plants, and can return to the landfill in biosolids. Leachate generated by landfills can contain high amounts of PFAS that can be removed through treatment, though not through traditional wastewater treatment. Current landfill leachate treatments are still being researched for effectiveness of PFAS destruction. Though cycling of leachate between wastewater utilities and landfills can keep the circular waste system in place (if all biosolids are landfilled and not land applied), it does not address the need to reduce PFAS from upstream sources. Restrictions on discharging leachate to POTWs, because of concerns related to PFAS in biosolids, runs the risk of further complicating biosolids management.

Technology to remove or destroy PFAS in leachate is developing, and coordination between POTWs that need landfill capacity to dispose of their biosolids, and landfills that need leachate acceptance will facilitate development of leachate treatment. While there were a number of treatment technologies discussed, the top three technologies shared were foam fractionation, reverse osmosis, and granular activated carbon (GAC). Pilot programs on foam fractionation were discussed. Foam fractionation operates by PFAS attaching to the head of microbubbles formed in the foam. It works best for longer chains of PFAS but not necessary for short chains. Another pilot foam fractionation for leachate project involves the distribution of $10 million over the next five years within a state to test the treatment method's effectiveness and application to leachate and support regular maintenance activities. Despite its promise, the end life of the foam is often returned to the landfill, and one stakeholder expressed concern that this will result in just moving the problem further down the line. Other promising efforts are working with GAC with leachate. However, there are tradeoffs such that GAC works quite well, but it has limited storage capacity and must be replaced. Reverse osmosis has high removal efficiency; however, it generates a concentrated end product that then needs to be managed.

There are new planning tools becoming available that can model PFAS entering the wastewater plant and evaluate cost and environmental issues at each management decision point. One stakeholder demonstrated undertaking this planning process with a municipality which allowed them to evaluate combinations of landfilling and land applying and take into consideration leachate treatment and PFAS disposal costs. This approach allows the entity to truly consider the management of the PFAS throughout its lifecycle from the time it enters the wastewater treatment plant. Using innovative planning tools like this to coordinate PFAS management between POTWs and the other stakeholders will be a critical in the future but is not currently a widely available approach.

Incineration Challenges

The fate of PFAS in incinerated biosolids is uncertain

Multiple participants noted that there is a significant amount of uncertainty around air emissions, deposition, and whether PFAS are fully destroyed in sewage sludge incineration. Ultimately, it is unknown whether many incinerators operate at a high enough temperature or residence times to achieve full PFAS destruction. PFAS could also be ending up in ash or the air. Participants felt that improved testing methodologies for incinerators, further research on PFAS and air emissions, and better understanding of fate and transport of PFAS via incineration would be beneficial to alleviate this challenge.

Incinerators may be unreliable, costly to maintain, and opportunity to build new incinerators is limited

Multiple participants noted that incinerators are often old, and subject to frequent shutdowns for maintenance. The unreliability of incinerators as a consistent management practice is challenging as biosolids will often need to be managed with a different option during these times. On top of that, incinerators operate at high temperatures (800 – 1700 degrees F), which results in high energy use and costs. While some regions favorably utilize incinerators, it is not often viable for regions that do not readily have the available infrastructure. Incinerators are not only expensive to run, but associated permitting and building of new incineration facilities is costly. In addition, getting permits approved for new facilities is challenging given air emissions standards for pollutants other than PFAS. If a state does have incinerators already, retrofitting with new technologies can be very costly. Participants were not aware of federal infrastructure funding for incineration waste management.

Opportunities in PFAS Biosolids Management

Though there are significant hurdles regarding the management of biosolids with or without the added complication of PFAS, the workshops also clarified a few significant opportunities to better manage the situation. In general, there was a large interest in continued coordination

and learning among the group to continue understanding how individuals are responding to PFAS in the waste stream across the United States. The opportunities described were both collaborative in nature and technical and are outlined below. This section highlights opportunities elucidated by the workshop participants that are cross-cutting and applicable to all three management options and one that is specifically a technical solution that could be pursued.

Clear analytical methods and procedures for sampling, testing, and monitoring can enable better management and source control of PFAS

Many participants identified information gathering about PFAS levels and sources in their wastewater streams as an important tactic in positioning themselves to make decisions about current PFAS management strategies, reducing sources of PFAS, preparing for an unknown regulatory landscape, and improving their communication with stakeholders. Approaches to testing and monitoring differ among POTWs, but all are focused on gathering as much information possible given resource constraints, to either reduce PFAS levels in biosolids, prepare for future reductions, or be responsive to regulator and public requests for information.

Multiple stakeholders used a process of identifying industrial sources of PFAS in their waste streams through sampling and/or testing. Two stakeholders took a ranking approach to their sampling and testing processes. One stakeholder from a POTW described their ranking approach which started with testing over 150 industrial facilities and their effluent. Concentrations of PFAS in effluent and the volume of total mass released from facilities were then utilized to rank facilities in terms of priority. A similar approach expressed by another participant involved testing municipalities' influent, and then prioritizing facilities into rankings of low, medium, and high. PFAS-specific plans can be developed for medium and high priority facilities. This stakeholder and the municipalities are looking to understand what potential industrial users are within the collection system.

Another participant provided information about a PFAS source identification approach that utilized standard industrial classification (SIC) codes for industrial discharges. Annual sampling and testing at industrial facilities can be identified by SIC codes. Another participant conveyed an early risk program that involved monitoring industries that discharge into indirect potable reuse facilities and targets facilities that are discharging a range of chemicals/pollutants, including PFAS.

A key point raised by multiple stakeholders is the importance of maintaining good relationships with industries contributing to the waste stream as they go through efforts to identify and reduce sources of PFAS into the collection system, particularly in the context of not having defined regulatory limits for industries' discharges. One stakeholder stated that leaning into areas of mutual benefit and collaboration can support this effort, and another participant referenced utilizing agreements of understanding to reduce PFAS in the absence of requirements/regulations.

Testing and identifying residential sources of PFAS in the waste stream is an important source of information for a POTW; however, sampling and identifying residential contributions of PFAS can be challenging given the number of homes, potential other sources (e.g., commercial entities not classified as industrial), and facilities in a given area. One participant found that testing for PFAS in various residential community sewer systems found differences by up to three orders of magnitude, even when there was not an identified industrial contribution. Two stakeholders mentioned that levels can be influenced by the presence of schools or hotels, particularly when janitorial waste is not containerized. One stakeholder is working with schools and hotels to better contain their waste, in particular when those facilities use septic systems, in order to reduce any potential contamination of nearby wells.

The suggestion was made by one stakeholder that a national database on residential sources, providing information such as the PFAS levels found with numbers and sizes of homes, would be helpful to municipalities so they could extrapolate testing results from other locations to reduce the amount of time and money on residential source testing.

Monitoring Costs

Monitoring for PFAS--sampling, testing, generating data, and reporting data--and identifying their sources from waste streams takes time and financial resources. Alternative approaches to financing PFAS sampling, testing and monitoring that were used by participants included:

- Engaging in a cost share with the state and region.
- Testing is done at the cost of the POTW for existing dischargers, while new contributors are responsible for paying for their own PFAS testing.
- Obtaining funding through state legislation for monitoring with biosolid permit holders.
- Working with research institutions that want to develop PFAS data.
- Adding PFAS monitoring and pre-treatment language to NPDES or state permits.

Stakeholders noted that communicating with POTW customers and PFAS contributors now will be an advantage towards compliance with any potential future regulations. Challenges around testing, sampling and monitoring in addition to cost include reliable trained sample takers and turnaround times for labs that can use the appropriate methods. In some cases, utilities are hesitant to conduct monitoring voluntarily due to potential liability ramifications. Though participants noted they are striving for transparency when they do conduct sampling and analytical detection and data generation it can be challenging, particularly when sampling land application sites, to avoid negative impacts to agricultural producers. Other stakeholders have been utilizing monitoring data to educate and inform legislators and the public about the current state of the prevalence of PFAS.

Coordinating on clear, consistent communication can assure the public of safety and build trust

Every individual participant highlighted that they are involved in communicating about PFAS and biosolids to their communities. Stakeholders noted that there is not enough public awareness of the necessity for waste management infrastructure and the potential consequences of PFAS regulations on existing systems. However, there is an opportunity to educate communities on the role of clean water systems and the importance of environmental protection as a catalyst for raising public awareness. Improved communications on PFAS in biosolids is seen as a critical component of all future scenarios for managing PFAS in biosolids.

Critical audiences for communications include the entire range of stakeholders: the general public, utility customers, utility employees, septage haulers, community groups, policy makers, state regulators, farmers, well owners, and the media. Information sought- by the general public and ratepayers and important for building trust and transparency include: information on risk, and providing information that is most critical for residents, such as actions being taken on PFAS by different utilities, where a given WWTP may fall within the range of WWTPs across a broader region with regard to PFAS levels, and the benefits/services provided by utilities to the public. Additionally, information on public exposure pathways and how to reduce exposure, and the ability of utility and customers to reduce their use of PFAS-containing materials are communications that can inform the public and reduce the overall need for management of PFAS in biosolids. Communications for POTWs should focus on technical information, available resources and tools (e.g., map of state resources available to address PFAS, training materials and protocols on sampling, information on classes to perform sampling compliant with permit conditions) and providing a space to contribute data from monitoring and testing efforts at different facilities. Communications for policy makers (legislators) should focus on presenting the challenges of limited management options, resources and methods available to regulators, and the results of investigations and assessments. Communications for farmers should focus on describing what PFAS is and how much is generally contained in the biosolids they are accepting in order to maintain flexibility in managing crops and maintaining viability of farms. Communications for well owners should focus on how to test their well or apply for a state funded well sample, and information about how to understand what the sample means. A communication tool offered to customers, community groups, and the public as well as policymakers and media is tours at facilities and demonstration gardens.

The media plays an important role in conveying information about local governmental actions to communities, and the POTW and media relationship is very important. If a relationship can be developed where the media trusts the POTW or state regulators as source of information, when there is an event relating to PFAS and biosolids, the POTW as an expert on the topic can get its information out to the public quickly and the media would trust that the information is accurate.

Messaging consistency and coordination between the EPA, states, and POTWs offers opportunities to provide clear, consistent information that can inform decision-making by policy makers and the public, while creating an understanding of the dynamic challenges that currently exist for managing PFAS in biosolids.

Continued coordination between the EPA, states, and POTWs can help everyone better manage and respond to the issue of PFAS in biosolids.

All stakeholders in the workshops expressed a desire for continued coordination— between the EPA and states; the EPA, states and POTWs; and POTW-POTW. Collaboration regarding new and emerging technologies for PFAS management, biosolids processing, testing, sampling and monitoring, source reduction, and communications are all topics where there is interest for POTWs to continue learning from each other. Coordination with the EPA could be centered on maintaining consistent messaging to the public, both before and after the EPA's PFOA/PFOS biosolids risk assessment is finalized. There is some concern amongst stakeholders on how to provide consistent and transparent communication around what a risk assessment does and does not do, and how it relates or not to regulatory limits. Continued coordination with the EPA, states, and POTW could be used to provide information sheets and messaging that POTWs could utilize in communicating with customers, farmers, and the public.

Given the public perception and perceived liability of PFAS in biosolids, it is essential that coordinated messaging from the EPA and utilities provides information based on sound science, while being transparent about why certain decisions are being made.

Conclusion

The dialogue in this workshop series provided an important opportunity for participants across the regulated and regulator communities to better understand from each other how to navigate current uncertainties, to share knowledge and expertise, and to identify efforts needed to maintain the range of options to manage municipal biosolids that contain PFAS safely and effectively. The experiential and anecdotal information from participants on challenges in managing PFAS in biosolids provided critical insight into the day-to-day practicalities involved with managing this material in the current regulatory and social context, as well as the challenges of longer-term decision-making and planning that must be undertaken with limited information on the future regulatory environment. The discussions illustrated the balance among the three management options and the series of consequences that affect that balance when one option becomes restricted.

The experiences offered by participants demonstrated that continued communication, collaboration, and coordination will be crucial as sustainable pathways for managing biosolids, including safely addressing PFAS, continue to be developed. Monitoring, source control, and continued innovation are essential activities to maintaining all three management options and are all strategies that will be facilitated by coordination and communication. Participants

identified coordination on collecting and managing information related to PFAS in biosolids as an opportunity for data collection to benefit the larger regulator and regulated community. Building trust and relationships between the key parties will be critical during the next phase of biosolids management as the risk profile and potential regulatory framework is developed. Good relationships and communication will facilitate effective implementation of any future regulatory structures with sensitivity to impacts to current approaches. As PFAS concerns have grown across communities and in the public consciousness, communication with stakeholders such as those represented in this convening is critical. However, additional communication with other federal and state agencies, industry sectors, communities and local governments, and advocates will be essential to ensure the public has accurate and comprehensive information. This broader coordination and communication will help the regulated, regulator, and potentially impacted communities navigate biosolids management in the future.

Appendix A: Workshop Participants

The following list includes participants that joined the workshops, either virtually or in-person, and their professional affiliation. This list does not include individuals who joined the workshop in an observer capacity.

Participant	**Affiliation**
Anthony Drouin	New Hampshire Department of Environmental Services
Arie Kremen	Tetra Tech
Brent Herring	KC Water
Chris Peot	DC Water
David Tobias	U.S. EPA
Emy Liu	Iowa Department of Natural Resources (Formerly); U.S. EPA (Currently)
Haley Falconer	City of Boise
Ivan Cooper	Civil & Environmental Consultants, Inc.
Martin Robinson	U.S. EPA
Jamie Heisig-Mitchell	Hampton Roads Sanitation District
Sec. Jeff Witte	New Mexico Department of Agriculture
Jen Lichtensteiger	New England Interstate Pollution Control Agency
Kasey Kathan	Vermont DEC
Kerry Callahan	ASTSWMO
Maggie Macomber	Charlotte Water
Matt Klasen	U.S. EPA
Mickey Conway	Metro Water Recovery (CO)
Millie Garcia-Serrano	Massachusetts Department of Environmental Protection
Rick Burns	NTH Consultants
Rob Devlin	South Carolina DHEC
Sally Rowland	NY State Department of Environmental Conservation
Scott Firmin	Portland Water District (ME)
Sherry Bock	Minnesota Pollution Control Agency
Stephanie Kammer	Michigan EGLE
Susanne Miller	Maine DEP
Tom Sigmund	NEW Water (Green Bay, WI)

Appendix B: One-on-One Interview Guide

Note: The following questions explored the three main biosolids management options: land application, incineration, and disposal in landfills. Interviews focused on the questions related to management options or issues with which participants were most familiar. At the start of the interview, questions were prioritized to best utilize the time.

Interview Questions

1. How do you and your sector most acutely experience the PFAS in municipal biosolids issue?
2. What are the two or three most important conversations you think we should have?

Management Option: Land Application

3. From your perspective, how would you characterize the current state of land application of biosolids?
4. How would you characterize the long-term viability of land application of biosolids? What could weaken the long-term viability of land application of biosolids? What could strengthen it?
5. What thoughts do you have (or have you heard) regarding the public health impacts of land application of PFAS-containing biosolids? What practices are you aware of that can help mitigate these concerns?
6. What are important conversations regulators and regulated entities need to have regarding land application of biosolids?
7. What opportunities exist for land application of biosolids? What would have to happen to maximize this opportunity?

Management Option: Disposal in Landfills

8. From your perspective, how would you characterize the current state of biosolids (sewage sludge) management in landfills?
9. How would you characterize the long-term viability of landfilling biosolids? What could weaken the long-term viability of landfilling biosolids? What could strengthen it?
10. What thoughts do you have regarding the public health impacts of landfilling biosolids? What practices are you aware of that can help mitigate these concerns?

11. What are important conversations regulators and regulated entities need to have regarding landfilling biosolids?
12. What opportunities exist for landfilling biosolids? What would have to happen to maximize this opportunity?

Management Option: Incineration

13. From your perspective, how would you characterize the current state of the incineration of biosolids (through sewage sludge incineration)?
14. How would you characterize the long-term viability of this management by the incineration of biosolids? What could weaken the long-term viability of incineration of biosolids? What could strengthen it?
15. What thoughts do you have regarding the public health impacts of incineration? What practices are you aware of that can help mitigate those concerns?
16. What are important conversations regulators and regulated entities need to have regarding the incineration of biosolids?
17. What opportunities exist for the incineration of biosolids? What would have to happen to maximize this opportunity?

Overarching Questions

18. From your perspective, what are the 1-2 most important factors or considerations for addressing PFAS in municipal biosolids by the EPA?
19. From your perspective, what are the 1-2 most important factors or considerations for addressing PFAS in municipal biosolids for State Regulators?
20. From your perspective, what are the 1-2 most important factors or considerations for addressing PFAS in municipal biosolids by wastewater system operators?
21. From your perspective, what are the 1-2 most important factors or considerations for addressing PFAS in municipal biosolids by the waste management professionals?
22. From your perspective, what critical gaps exist in current communication practices related to PFAS and biosolids? Do you have any suggestions of how to best fill these gaps?
23. What questions and/or additional information do you have for EPA and/or other actors engaged in this process?

Appendix C: Workshop Agendas

PFAS in Municipal Biosolids Workshop #1 Agenda

On October 25, 2023, from 11:30am – 4:30pm EST, EPA convened a virtual workshop to discuss challenges and opportunities related to the management of PFAS in biosolids. The workshop participants represent state regulators and wastewater and waste management regulated entities and three EPA participants. The workshop also included observers.

October 30th 11:00am - 4:30 pm

11:00 am Welcome, Get Settled, Ground Rules, and Agenda Review

11:10 am Icebreaker Exercise (25 mins)

11:35 am Current EPA Activities and Timeline (30 presentation + 15 Q/A)

- EPA share with workshop participants the current timing and status of key PFAS and Biosolids related work.
    - Risk Assessment Work
    - Source Reduction and Pre-Treatment
    - The national picture of management options/current practices.
    - PFAS work in other parts of EPA that are connected to our workshop.

12:20 pm Landfill Challenges: Root Causes, Impacts, and Strategies for Managing Uncertainty

- In plenary, participants will answer a series of poll questions about challenges, root causes, impacts, and strategies for managing uncertainty with the landfill management option. Workshop participants will dissect and discuss poll results.

1:35 pm Break

1:55 pm Land Application Challenges: Root Causes, Impacts, and Strategies for Managing Uncertainty

- In breakout groups, participants will discuss challenges, root causes, impacts, and strategies for managing uncertainty of the land application management option.

3:30 pm Incineration Challenges: Root Causes, Impacts, and Strategies for Managing Uncertainty

- In plenary, participants will answer a series of poll questions about challenges, root causes, impacts, and strategies for managing uncertainty. Workshop participants will dissect and discuss poll results.

4:15 pm Next Steps

PFAS in Municipal Biosolids Workshop #2 Agenda

On March 19 and 20, 2024, from 11:30am – 4:30pm EDT, U.S. EPA's Office of Water convened a second virtual workshop to discuss participants' individual feedback on the challenges and opportunities related to the management of PFAS in biosolids. The workshop participants represent state regulators, wastewater and waste management regulated entities, and three EPA participants. The workshop also included a number of observers.

March 19th 1130a-430p ET

11:30a	**Networking, Welcome, and Agenda Review**
11:50a	**Source Control and Source Reduction Strategies** Strategies for managing industrial sources ○ What strategies has your city/municipality used to identify industrial users discharging PFAS? ○ If/how do wastewater treatment facilities use industrial user inventories to address the PFAS challenge? ○ How have you attempted to reduce the amount of PFAS received from those industrial sources? If so, how? ○ What barriers exist for Control Authorities (POTW, state, or EPA), to more aggressively pursue reductions from industrial users? Strategies for managing domestic sources ○ What monitoring strategies have you used to identify/mitigate PFAS in the waste stream? ○ What strategies have wastewater treatment plants used to manage domestic sources?
1:10p	**Progress on other EPA PFAS efforts since 1st Workshop** *A.* EPA Presentation on Relevant PFAS Roadmap actions + Q&A ○ Recent EPA PFAS Roadmap Actions ○ EPA Methods 1621 and 1633 ▪ ELG program updates
2:00p	**Break**

2:30p	**Strategies for Managing PFAS Leachate** A. For landfills collecting leachate ○ What technologies are you using, considering, or heard of others using for leachate containing PFAS? Please consider both monitoring and treatment technologies. B. Source management ○ To what extent are landfills considering strategic handling of PFAS-containing materials? Wastewater Treatment and Leachate ○ What strategies are wastewater treatment operators using to manage leachate that may contain PFAS? ○ How are wastewater treatment and landfill operators coordinating/cooperating to more effectively manage leachate containing PFAS?
3:30p	**Strategies for Managing Landfill Capacity** A. Strategies for managing volume of PFAS-containing biosolids ○ How does the presence of PFAS in biosolids change your volume reduction approach? B. Other ○ In states where capacity is an acute issue (i.e., Northeastern US), what conversations are wastewater operators and landfill operators having with regard to accepting biosolids? Does this conversation play out differently in other parts of the country?
4:30p	**Adjourn**

March 20th 1130a-430p E

11:30a	**Communications: Messaging, Tools, and Strategies (Breakouts)** Prior to breakouts polling: Audiences and Communications needs 2 breakout groups. Each breakout will meet for 30 mins on each topic. Breakout Round #1: Key Messaging ○ What are key messages for the audiences and communication needs to improve understanding of risk due to PFAS in municipal biosolids? ○ What are the key messages for the audiences and communication needs to improve public understanding of biosolids?

	Breakout Round #2: Tools/Strategies ○ What tools or strategies does the biosolids community as a whole need to most effectively reach their desired audiences? ○ What specific tools or strategies do specific segments of the community need (e.g., regulators, wastewater treatment operators, landfill operators, etc.)?
12:45p	**Breakout Report Out**
1:15p	**Sampling and Monitoring Strategies** A. Approaches and Best Practices ○ What challenges and successes have states/municipalities had in establishing a sampling and monitoring approach? ▪ Experience with EPA Methods 1633 and 1621 and other methods ▪ Finding labs ▪ Cost ▪ Other B. Incentivizing Sampling and Monitoring ○ How do you align the incentives so that wastewater treatment operators, landfill operators, and operators of incinerators voluntarily implement sampling and monitoring strategies? How can communications support this?
2:15p	**Break**
2:45p	**Cost and Financing** A. Treatment ○ What financing approaches or cost considerations could wastewater treatment operators consider in pursuing solutions to better understand concentrations and reduce PFAS in biosolids? ○ What financing approaches could municipalities, states, and/or EPA take to facilitate wastewater treatment operators to pursue solutions to better understand concentrations and reduce PFAS in biosolids (e.g., financing programs, partnerships, other?)? B. Disposal or Beneficial Use ○ What financing approaches or cost considerations could landfill operators, incinerators, or land applicators consider, respectively, to manage the challenge of PFAS in biosolids (e.g., understand concentrations, reduce PFAS in biosolids, other?)?
3:45p	**Engaging Other Stakeholders** • What can workshop participants do to support engaging other stakeholders?
4:15p	**Wrap Up and Next Steps**

4:30p	**Adjourn**

PFAS in Municipal Biosolids Workshop #3 Agenda

On May 29 -30, 2024, U.S. EPA's Office of Water convened a third in-person workshop to discuss participants' individual feedback on the challenges and opportunities related to the management of PFAS in biosolids. The workshop was held at the Environmental Council of the States headquarters in Washington DC, and workshop participants represent state regulators, wastewater and waste management regulated entities, and three EPA participants.

May 29th 9:00am – 4:30 pm

9:00 am **Welcome, Get Settled, and Agenda Review (10 min)**

9:10 am **Scenario Breakouts: Round 1 (90 minutes)**

Table top exercise in which participants will work through a scenario and actions that would be taken in the event of a pre-determined PFAS level at a POTW. The participants will break into two groups and work through the same scenario. The Facilitation Team will provide an overview of the exercise prior to breaking into groups. Participants will have a short period of time to read and think through the scenario prior to discussing as a group.

10:40 am **Break (15 minutes)**

10:55 am **Breakout Report out and Discussion (60 minutes)**

11:55 am **Lightning Talks (20 minutes)**

Two individuals will give a lightning talk for 10-14 minutes, and we will have 5-10 minutes for questions.

12:15 pm **Lunch (75 minutes)**

1:30 pm **Lightning Talks (25 minutes)**

Three individuals will give a lightning talk for 15-20 minutes, and we will have 10-20 minutes for questions.

1:55 pm **Scenario Breakouts: Round 2 (65 minutes)**

This second scenario breakout session will follow the same format as the morning session, in which groups will be presented with a scenario. Participants will break into group sand work through the table top exercise.

3:00 pm **Break (10 minutes)**

3:10 pm **Breakout Report Out and Discussion (35 minutes)**

3:45 pm **Lightning Talks (25 minutes)**

Three individuals will give a lightning talk for 15-20 minutes, and we will have 10-20 minutes for questions.

4:10 pm **Agenda Day 2 Preview and Close Out**

May 30th 8:30am – 12:30 pm

9:00 am **Welcome, Get Settled, and Agenda Review (10 minutes)**

9:10 am **Communications Show and Tell (70 minutes)**

Participants will present on a communications product their organization uses that they particularly like and talk through what seems to work about it. Everyone will be encouraged to share a product.

10:20 am **Break (10 minutes)**

10:30 am **Workshopping a Communications Product (90 minutes)**

After the Facilitation Team provides directions, the group will self-select into 2-4 different groups to talk through key messages, audiences, and dissemination tactics.

12:00 pm **EPA Closing Remarks, Next Steps, and Meeting Close Out**

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Summit Point Raceway Evaluation

Attachments:

Memo to Board re Summit Point being Included in CTUB ZCC 11.27.24.pdf
Summt Point Grant and Contract.pdf
Summit Point Raceway - ZCC Road Map.pdf

MEMORANDUM

TO: KRISTEN STOLIPHER

FROM: ROBERT R. RODECKER

SUBJECT: GRANT AGREEMENT FOR SOURCE WATER PROTECTION ACTIVITIES STUDY FOR SUMMIT POINT

DATE: DECEMBER 3, 2024

At the November 13, 2024 meeting of the Charles Town Utility Board ("CTUB"), Board Member Maxey requested a legal opinion regarding the impact upon CTUB of executing a grant agreement with the Bureau of Public Health, Office of Environmental Health Services ("OES") which had been approved by the Board, and executed by the Chairman of the Board, on September 11, 2024.

The request for a legal opinion arose during the discussion of the execution of an agreement with Gwin, Dobson & Foreman, Inc. ("GD&F") to perform a Sanitary Survey of the existing on-lot disposal systems at Summit Point Raceway ("Summit Point") which will be paid for out of the OES grant.

Mr. Maxey requested an opinion regarding certain language in paragraph A of Exhibit A to the grant agreement. That paragraph, which is the Introduction and Background paragraph for the Statement of Work for which the grant funds are being provided, states in part as follows:

> **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**. (Emphasis added)

Specifically, Mr. Maxey questioned whether the work to be performed would commit CTUB to adding Summit Point into CTUB's zone of critical concern.

The term zone of critical concern ("ZCC") is referred to in CTUB's Source Water Protection Plan ("SWPP") which was submitted earlier this year as follows.

> The ZCC for a public surface water supply is a corridor along streams within the watershed that warrant more detailed scrutiny due to its proximity to the surface water intake and the intake's

> susceptibility to potential contaminants within that corridor. The ZCC is determined using a mathematical model that accounts for stream flows, gradient and area topography. The length of the ZCC is based on a five-hour time-of travel of water in the streams to the water intake, plus an additional one-quarter mile below the water intake. The width of the zone of critical concern is 1,000 feet measured horizontally from each bank of the principal stream, and five hundred feet measured horizontally from each bank of the tributaries draining into the principal stream.[1]

CTUB's ZCC was attached as Attachment A-4 to its SWPP. A copy of that document is attached hereto with the location of Summit Point marked on it. Based upon the information provided by the Staff of CTUB, Summit Point is not located within the ZCC.

Based upon the foregoing, it is my opinion that the results of the work to be performed by GD&F and paid for by the grant to CTUB from OES will not result in the inclusion of Summit Point in CTUB's ZCC.

[1] See, Source Water Protection Plan Charles Town Utilities at Section 6.0 (April 2024).

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 Department of Health Facilities | West Virginia Department of 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, 2024.

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

EXHIBIT A
STATEMENT OF WORK

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.

EXHIBIT C
STATUTES AND PROGRAM REGULATIONS

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.

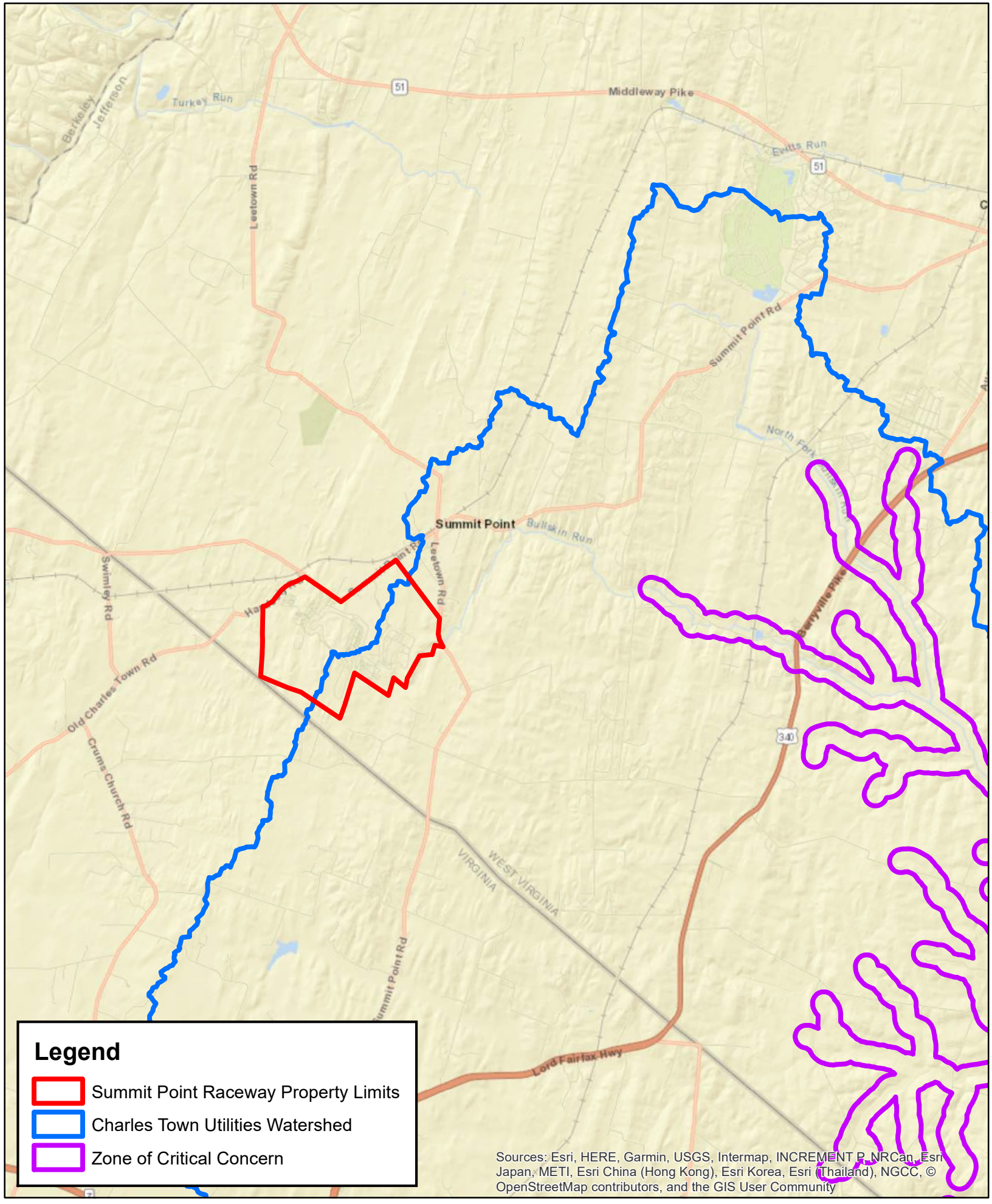
4. **Department Reporting to the Federal Government**

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.



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

Dewberry

0 0.325 0.65 1.3 Miles

N W E S

DATE	TITLE
December 2024	Summit Point Raceway - ZCC
WV3301905 - Jefferson County	

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Resolution 2024-04 - Thomas Stocks Proclamation

Attachments:

Resolution 2024-04 - Thomas Stocks.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

RESOLUTION NO. 2024-04
RESOLUTION OF THE CHARLES TOWN UTILITY BOARD

THOMAS (TOMMY) STOCKS

UTILITY BOARD

CHAIRMAN
City of Charles Town City Manager John Nissel

VICE CHAIRMAN
City of Ranson Mayor Duke Pierson

TREASURER
Thomas Stocks

SECRETARY
Ashley Stottlemyer

Board Member Heidi Parker

Board Member John Maxey

UTILITY MANAGER
Kristen Stolipher

WHEREAS, Thomas (Tommy) Stocks has dedicated over twenty years of his life dedicated to his community, first as Honorable Councilman and second as a long-standing appointee to the Charles Town Utility Board; and

WHEREAS, Tommy has been a valued and respected member of the Charles Town Utility Board and his community for many years, including most recently serving as Treasurer; and

WHEREAS, Consistently, Tommy has maintained the highest standards of professionalism and dedication when strongly defending and supporting this Utility; and

WHEREAS, Tommy's common-sense approach has added to the stability of utility operations and continued growth at the most economical rates for all customers; and

WHEREAS, Through his years of service to this Utility and its employees, Tommy has supported many successful Capital Improvement projects that allow for the continued provision of reliable service to the growing number of customers in the system; and

WHEREAS, Tommy has been an active and caring Board member ensuring that he always stopped in to the office and facilities to greet the staff and show his support for the critical work they do; and

NOW, THEREFORE, BE RESOLVED, That the Charles Town Utility Board offers its sincerest appreciation to Tommy Stocks for his outstanding commitment and contribution to the Charles Town Utility Board, its employees, and its ratepayers.

AND FURTHER BE IT RESOLVED, That the Charles Town Utility Board hereby adopts Resolution No. 2024-04 to express its thanks and genuine gratitude to Tommy Stocks.

_____
Chairman John Nissel

Attest:

_____
Kristen Stolipher, Utility Manager

Dated: December 11, 2024

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Middleway Water Bottling Facility Discussion

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Resolution 2024-05 - FY 2025 Budget Revisions

Attachments:

Resolution 2024-05 FY 2025 Budget Revision Draft.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

UTILITY BOARD

CHAIRMAN
City of Charles Town City Manager John Nissel

VICE CHAIRMAN
City of Ranson Mayor Duke Pierson

TREASURER
Thomas Stocks

SECRETARY
Ashley Stottlemyer

Board Member Heidi Parker

Board Member John Maxey

UTILITY MANAGER
Kristen Stolipher

RESOLUTION NO. 2024-05
CHARLES TOWN UTILITY BOARD

WHEREAS, there is need for the Charles Town Utility Board by and for Water and Sewer operations to adopt revised Water and Sewer Budgets for Fiscal Year 2025;

WHEREAS, it has been determined that certain CITY OF CHARLES TOWN (WEST VIRGINIA) Combined Waterworks and Sewerage System Refunding Revenue Bonds require the following:

> Section 6.15.Operating Budget. The Issuer shall annually, at least 30 days preceding the beginning of each Fiscal Year, or at such earlier date required by its charter or the ordinance of the Board, prepare and adopt by resolution a detailed budget of the estimated revenues and expenditures for operation and maintenance of the System during the succeeding Fiscal Year. The Issuer shall mail copies of such annual budget and all resolutions authorizing increased expenditures for operation and maintenance to the Original Purchaser and shall make available such budgets and all resolutions authorizing increased expenditures for operation and maintenance of the System at all reasonable times to the Original Purchaser and to any Holder of Bonds or anyone acting for and in behalf of such Holder who requests the same and;

NOW, THEREFORE, BE IT RESOLVED, that the Charles Town Utility Board hereby adopts revised Water and Sewer Budgets for Fiscal Year 2025, dated December 11, 2024.

CHARLES TOWN UTILITY BOARD

_____
Chairman

Attest:

_____
Dated: December 11, 2024

FY 2025 Operation & Maintenance Budget Revision

The operating budget for fiscal year 2025 was approved by the Board on April 24, 2024. Due to significant system growth, rate adjustments prior to the preparation of the budget, and restructuring of certain departments, the staff recommended a budget review after the first quarter of the year to re-evaluate revenues, personnel expenses, and other related expenses.

Revenues:
The increase in operating revenues is primarily a result of system growth. The average number of customers have increased by 225 for water and 420 for sewer since the beginning of the fiscal year and continue to increase.

- Water revenues were adjusted to reflect the full year of the rate increase as well as additional revenues expected from new customers. (The rate increase included future debt service for upcoming water projects.)

- Sewer revenues were adjusted to reflect the additional revenues expected from new customers.

Expenses:
The fiscal year 2025 Water & Sewer Department expenses increased in total to account for various items approved by the Board, price increases from our vendors, and anticipated increases in the near future. The budget adjustments consist of the typical line-item adjustments (increases/decreases) based on the actual expected costs and changes utilizing the previous assumptions.

Below are the major increases and changes this year:

- Water treatment plant expenses were increased due to repairs at the intake and an increase in the price and quantity of chemicals needed at the plant. The plant production increased dramatically over prior years due to drought conditions and an extensive leak that was subsequently repaired.

- Maintenance expenses were the most significant increase this year because of the number of meters that have been added to our system as well as the meters that were backordered from last year. Meters are finally coming in as they are ordered for the first time since 2020. (2) vacant positions were filled, and (1) additional position was added this year.

- Wastewater treatment plant expenses increased due to power at the plant and increase the wages to reflect (1) additional position added mid-year.

- Billing and accounting expenses for water and sewer increased due to the increase in the number of customers and the addition of (1) part-time employee. The credit card processing fees were reclassed to a separate line item under billing expenses from office expense under administrative expense.

- Admin expenses for water and sewer include increases for the benefits, taxes, training, etc. related to the additional staff needed.

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Charles Town Utility Board
Water Fund
Operating Budget Revision
For the year ending June 30, 2025

	FY 2025 BUDGET Approved 4/24/2024	FY 2025 PROPOSED BUDGET (For approval 12/11/2024)
OPERATING REVENUES		
Sales and Services to Customers	$ 4,900,000	$ 5,765,000
Total Operating Revenues	4,900,000	5,765,000
OPERATING EXPENSES		
Salaries, Wages, and Benefits	1,684,250	1,890,988
Contractual Services	140,000	155,000
Administrative and General	245,800	250,800
Material and Supplies	438,000	564,000
Utilities	165,000	165,000
Maintenance	830,000	1,010,000
License Fees and Subscriptions	134,000	152,000
Total Operating Expenses	3,637,050	4,187,788
Operating Income (before dep expense)	1,262,950	1,577,212
Depreciation Expense (non-cash)	(1,237,073)	(1,328,615)
Operating Income	25,877	248,597
NON-OPERATING REVENUES (EXPENSES)		
Tank Lot Rental Revenue	565,000	565,000
Interest Income	160,000	270,000
Sinking Fund Income	34,000	34,000
Misc. Water Revenue	40,000	40,000
Interest on Long Term Debt	(358,160)	(358,160)
Total Non-Operating Revenues (Expenses)	440,840	550,840
NET INCOME (LOSS)	$ 466,717	$ 799,437

Charles Town Utility Board
Water Fund
Annual Budget Comparison
For the year ending June 30, 2025

	FY 2023 ACTUAL	FY 2024 REVISION	*Preliminary* FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 REVISION	FY 25 & REV VARIANCE
OPERATING REVENUES						
Metered Sales - Residential	$ 2,631,779	$ 2,915,000	$ 3,025,393	$ 3,182,000	$ 3,740,000	$ 558,000
Metered Sales - Commercial	1,297,903	1,400,000	1,461,607	1,525,000	1,800,000	275,000
Metered Sales - Glen Haven/Cavaland	93,582	88,000	84,292	58,000	65,000	7,000
Bulk Water	20,879	24,000	35,883	25,000	40,000	15,000
Customer Penalties	77,641	80,000	76,042	80,000	90,000	10,000
Misc Service Revenue - Reconnection	31,090	28,500	28,240	30,000	30,000	-
TOTAL OPERATING REVENUES	**4,152,875**	**4,535,500**	**4,711,457**	**4,900,000**	**5,765,000**	**865,000**
OPERATING EXPENSES						
Water Supply & Treatment						
Materials & Supplies	3,711	15,000	13,927	15,000	15,000	-
Maint of Water Source	13,337	30,000	27,555	30,000	60,000	30,000
Salaries & Wages	356,132	380,129	388,548	441,390	484,096	42,706
Power & Fuel	139,912	150,000	144,743	155,000	155,000	-
Power & Fuel - GH/CAV	8,131	8,400	8,017	10,000	10,000	-
Chemicals	168,802	185,000	195,690	185,000	235,000	50,000
Testing	55,512	35,000	24,515	35,000	30,000	(5,000)
Material & Supplies - WTP	23,911	30,000	28,340	30,000	30,000	-
Material & Supplies - GH/CAV	3,957	4,000	5,433	5,000	6,500	1,500
Sludge Hauling	39,672	45,000	44,066	55,000	55,000	-
Maint of Water Treatment Plant	78,922	90,000	77,695	90,000	90,000	-
Maint of Water Plant - GH/CAV	1,579	10,000	10,265	10,000	10,000	-
License Fees & Subscriptions	25,701	25,000	14,267	20,000	20,000	-
Total Water Supply & Treatment	919,280	1,007,529	983,062	1,081,390	1,200,596	119,206
Transmission & Distribution - Maint						
Salaries & Wages	384,205	389,144	402,964	403,960	512,125	108,165
Materials & Supplies	18,382	25,000	19,234	25,000	30,000	5,000
Maint of Dist Reservior & Standpipes	25,738	50,000	29,646	50,000	40,000	(10,000)
Maint of Mains	115,918	120,000	133,090	120,000	120,000	-
Maint of Services	142,239	160,000	160,065	160,000	195,000	35,000
Maint of Meters	174,843	240,000	177,165	240,000	360,000	120,000
Maint of Hydrants	26,565	50,000	61,185	50,000	50,000	-
Total Tranmission & Distribution	887,889	1,034,144	983,350	1,048,960	1,307,125	258,165
Billing & Accounting Expenses						
Salaries & Wages	167,573	197,629	182,380	197,629	205,055	7,426
Billing Expense	38,645	65,000	42,912	65,000	75,500	10,500
Credit Card Processing Fees	-	-	-	-	112,000	112,000
License Fees & Subscriptions	46,466	64,500	17,120	72,000	82,000	10,000
Bad Debt Expense	5,986	15,000	27,168	15,000	15,000	-
Total Billing & Accounting	258,669	342,129	269,579	349,629	489,555	139,926
Administrative & General Expenses						
Salaries & Wages	115,470	130,607	136,385	139,895	147,399	7,504
Director Compensation	2,375	2,500	2,500	2,500	2,500	-
Employee Insurance & Benefits	160,399	178,000	173,005	229,592	229,592	-
Employee Pension - PERS	41,786	98,776	95,026	106,684	121,381	14,697
Payroll Taxes - FICA	79,534	83,959	85,296	90,681	103,365	12,684
OPEB	(61,995)	-	-	6,936	7,140	204
Employee Pension - 457 Plan	17,792	22,101	19,617	23,325	23,325	-
Office Supplies & Expense	66,249	78,000	89,641	78,000	30,000	(48,000)
Travel, Training, & Education	-	6,500	5,225	15,000	20,000	5,000

Charles Town Utility Board
Water Fund
Annual Budget Comparison
For the year ending June 30, 2025

	FY 2023 ACTUAL	FY 2024 REVISION	*Preliminary* FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 REVISION	FY 25 & REV VARIANCE
Uniform Expense	-	8,000	6,540	10,000	15,000	5,000
Computers - Technology	15,635	22,000	20,253	22,000	22,000	-
Maintenance of General Property	16,123	25,000	24,080	25,000	30,000	5,000
License Fees & Subscriptions	14,715	30,000	15,170	20,000	28,000	8,000
Contractual Services - Engineering	15,269	25,000	21,944	30,000	30,000	-
Contractual Services - Accounting	17,178	20,000	19,525	20,000	25,000	5,000
Contractual Services - Legal	27,756	65,000	53,806	65,000	65,000	-
Contractual Services - Other	21,117	20,000	16,930	25,000	35,000	10,000
Rental of Office Building	-	15,300	15,300	15,300	15,300	-
Transportation Expense	73,448	68,000	63,578	72,000	72,000	-
Property Insurance	74,916	85,000	83,976	95,000	95,000	-
Worker's Comp	32,896	26,000	16,858	19,158	22,510	3,352
Regulatory Commission Expense	12,793	20,000	19,127	20,000	25,000	5,000
Misc. General Expense	10,149	10,000	8,255	15,000	15,000	-
Advertising & Publication Expense	3,805	4,000	3,657	5,000	5,000	-
Bond Administration Fees	5,193	6,000	5,298	6,000	6,000	-
Total Administrative & General	762,602	1,049,742	1,000,994	1,157,072	1,190,512	33,441
TOTAL OPERATING EXPENSES	**2,828,440**	**3,433,544**	**3,236,986**	**3,637,050**	**4,187,788**	**550,738**
Operating Income (before Depreciation)	1,324,435	1,101,956	1,474,470	1,262,950	1,577,212	314,262
Depreciation/Amort Exp (Non-cash, not budgeted)	(1,237,073)	(1,237,073)	(1,328,615)	(1,237,073)	(1,328,615)	91,542
OPERATING INCOME (LOSS)	**87,362**	**(135,117)**	**145,855**	**25,877**	**248,597**	**405,804**
NON-OPERATING REVENUES						
Tank Lot Rental Revenue	566,391	565,000	614,922	565,000	565,000	-
Interest Income	23,891	145,000	205,679	160,000	270,000	110,000
Sinking Fund Income	19,139	28,000	33,043	34,000	34,000	-
Misc. Water Revenue	33,484	35,000	33,464	40,000	40,000	-
Grant Revenue	11,080	-	-	-	-	-
Bond Issuance Costs	-	-	3,500	-	-	-
Gain on Sale of Assets	14,005	-	-	-	-	-
Interest on Long-Term Debt	(395,146)	(376,358)	(373,157)	(358,160)	(358,160)	-
TOTAL NON-OPERATING REVENUES	**272,844**	**396,642**	**517,451**	**440,840**	**550,840**	**110,000**
NET INCOME (LOSS)	**$ 360,206**	**$ 261,525**	**$ 663,306**	**$ 466,717**	**$ 799,437**	**$ 515,804**

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Charles Town Utility Board
Water Fund
O&M Budget vs. Actual
For Period Ended November 30, 2024

ACCOUNT DESCRIPTION	APPROVED BUDGET FY 2025	BUDGET YTD	ACTUAL YTD	VARIANCE YTD	PROPOSED BUDGET FY 2025	VARIANCE
OPERATING REVENUES						
Metered Sales - Residential	3,182,000	1,325,833	1,550,081	224,248	3,740,000	558,000
Metered Sales - Commercial	1,525,000	635,417	754,942	119,526	1,800,000	275,000
Metered Sales - Glen Haven/Cavaland	58,000	24,167	27,335	3,168	65,000	7,000
Bulk Water	25,000	10,417	22,445	12,028	40,000	15,000
Customer Penalties	80,000	33,333	35,732	2,399	90,000	10,000
Misc Service Revenue - Reconnection	30,000	12,500	7,917	(4,583)	30,000	-
TOTAL OPERATING REVENUES	**$ 4,900,000**	**$ 2,041,667**	**$ 2,398,452**	**$ 356,785**	**$ 5,765,000**	**$ 865,000**
OPERATING EXPENSES						
WS - Materials & Supplies	15,000	6,250	6,004	(246)	15,000	-
WS - Maint of Water Source	30,000	12,500	20,315	7,815	60,000	30,000
WT - Salaries & Wages	441,390	183,913	191,529	7,616	484,096	42,706
WT - Power	155,000	64,583	59,268	(5,316)	155,000	-
WT - Power - GH/CAV	10,000	4,167	3,195	(971)	10,000	-
WT - Chemicals	185,000	77,083	96,486	19,403	235,000	50,000
WT - Testing	35,000	14,583	8,013	(6,571)	30,000	(5,000)
WT - Materials & Supplies	30,000	12,500	12,493	(7)	30,000	-
WT - Materials & Supplies - GH/CAV	5,000	2,083	2,547	464	6,500	1,500
WT - Sludge Hauling	55,000	22,917	15,288	(7,629)	55,000	-
WT - Maint of Water Treatment Plant	90,000	37,500	15,753	(21,747)	90,000	-
WT - Maint of Water Plant - GH/CAV	10,000	4,167	1,648	(2,518)	10,000	-
WT - Licenses & Subscriptions	20,000	8,333	201	(8,132)	20,000	-
TD - Salaries & Wages	403,960	168,317	210,385	42,068	512,125	108,165
TD - Materials & Supplies	25,000	10,417	10,432	16	30,000	5,000
TD - Maint of Dist Reservior & Standpipes	50,000	20,833	1,209	(19,624)	40,000	(10,000)
TD - Maint of Mains	120,000	50,000	28,197	(21,803)	120,000	-
TD - Maint of Services	160,000	66,667	78,422	11,755	195,000	35,000
TD - Maint of Meters	240,000	100,000	184,059	84,059	360,000	120,000
TD - Maint of Hydrants	50,000	20,833	17,340	(3,494)	50,000	-
CA - Salaries & Wages	197,629	82,345	78,449	(3,896)	205,055	7,426
CA - Billing Expense	65,000	27,083	30,732	3,649	75,500	10,500
CA - Credit Card Processing Fees	-	-	41,705	41,705	112,000	112,000
CA - Licenses & Subscriptions (w/ Sensus)	72,000	30,000	26,796	(3,204)	82,000	10,000
CA - Bad Debt Expense	15,000	6,250	4,565	(1,685)	15,000	-
GA - Salaries & Wages	139,895	58,290	58,871	582	147,399	7,504
GA - Director Compensation	2,500	1,042	800	(242)	2,500	-
GA - Employee Insurance & Benefits	229,592	95,664	89,901	(5,762)	229,592	-
GA - Employee Pension Expense	106,684	44,452	45,766	1,315	121,381	14,697
GA - Payroll Taxes - FICA Tax Expense	90,681	37,784	42,941	5,157	103,365	12,684
GA - OPEB	6,936	2,890	2,628	(262)	7,140	204
GA - Employee 457 Expense	23,325	9,719	9,140	(579)	23,325	-
GA - Office Supplies & Expense	78,000	32,500	11,200	(21,300)	30,000	(48,000)
GA - Travel, Training, & Education	15,000	6,250	8,133	1,883	20,000	5,000
GA - Uniform Expense	10,000	4,167	5,481	1,314	15,000	5,000
GA - Computer - Technology	22,000	9,167	2,169	(6,997)	22,000	-
GA - Maint. of General Property	25,000	10,417	9,838	(578)	30,000	5,000
GA - Licenses & Subscriptions	20,000	8,333	22,478	14,145	28,000	8,000

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Charles Town Utility Board
Water Fund
O&M Budget vs. Actual
For Period Ended November 30, 2024

ACCOUNT DESCRIPTION	APPROVED BUDGET FY 2025	BUDGET YTD	ACTUAL YTD	VARIANCE YTD	PROPOSED BUDGET FY 2025	VARIANCE
GA - Contractual Services - Engineering	30,000	12,500	2,725	(9,775)	30,000	-
GA - Contractual Services - Accounting	20,000	8,333	4,535	(3,798)	25,000	5,000
GA - Contractual Services - Legal	65,000	27,083	4,436	(22,647)	65,000	-
GA - Contractual Services - Other	25,000	10,417	2,200	(8,217)	35,000	10,000
GA - Rental of Building	15,300	6,375	6,375	-	15,300	-
GA - Transportation Expense	72,000	30,000	22,266	(7,734)	72,000	-
GA - Insurance	95,000	39,583	43,914	4,330	95,000	-
GA - Worker's Comp	19,158	7,983	8,346	363	22,510	3,352
GA - Regulatory Commission Expense	20,000	8,333	2,133	(6,200)	25,000	5,000
GA - Misc. General Expense	15,000	6,250	2,891	(3,359)	15,000	-
GA - Advertising & Publication Expense	5,000	2,083	57	240	5,000	-
GA - Bond Administration Fees	6,000	2,500	977	(1,523)	6,000	-
TOTAL OPERATING EXPENSES	**$ 3,637,050**	**$ 1,515,438**	**$ 1,555,234**	**$ 42,064**	**$ 4,187,788**	**$ 550,738**

WS - Water Source of Supply
WT - Water Treatment (Plant)
TD - Transmission & Distribution (Maint)
CA - Customer Accounting (Billing & Finance)
GA - General & Administrative

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Charles Town Utility Board
Sewer Fund
Operating Budget Revision
For the year ending June 30, 2025

	FY 2025 BUDGET (Approved 4/24/2024)	FY 2025 PROPOSED BUDGET (For approval 12/11/2024)
OPERATING REVENUES		
Sales and Services to Customers	$ 7,047,000	$ 7,740,000
Total Operating Revenues	7,047,000	7,740,000
OPERATING EXPENSES		
Salaries, Wages, and Benefits	1,788,083	1,866,655
Contractual Services	290,000	300,000
Administrative and General	317,500	322,500
Material and Supplies	562,300	637,300
Utilities	390,000	430,000
Maintenance	1,085,000	1,135,000
License Fees and Subscriptions	100,000	125,000
Total Operating Expenses	4,532,883	4,816,455
Operating Income (before dep expense)	2,514,117	2,923,545
Depreciation Expense (non-cash)	(2,205,421)	(2,411,199)
Operating Income	308,696	512,345
NON-OPERATING REVENUES (EXPENSES)		
Misc. Sewer Revenues	30,000	30,000
Interest Income	170,000	325,000
Sinking Fund Income	165,000	50,000
Interest on Long Term Debt	(587,147)	(587,147)
Total Non-Operating Revenues (Expenses)	(222,147)	(182,147)
NET INCOME (LOSS)	$ 86,549	$ 330,198

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Charles Town Utility Board
Sewer Fund
Annual Budget Comparison
For the year ending June 30, 2025

	FY 2023 ACTUAL	FY 2024 REVISION	*Preliminary* FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 REVISION	FY 25 & REV VARIANCE
OPERATING REVENUES						
CTUB Revenue	$ 2,386,475	$ 2,600,000	$ 2,667,291	$ 2,650,000	$ 3,042,000	$ 392,000
Ranson Revenue	1,380,961	1,500,000	1,555,313	1,550,000	1,845,000	295,000
JCPSD Revenue	2,513,120	2,660,000	2,652,226	2,720,000	2,720,000	-
Customer Penalties	40,989	42,000	40,927	45,000	45,000	-
Customer Penalties - RA	29,204	30,000	31,473	32,000	38,000	6,000
Customer Penalties - PSD	48,949	52,000	47,396	50,000	50,000	-
TOTAL OPERATING REVENUES	**6,399,697**	**6,884,000**	**6,994,627**	**7,047,000**	**7,740,000**	**693,000**
OPERATING EXPENSES						
Collection System						
Materials & Supplies	16,561	15,000	7,234	15,000	15,000	-
Maint of Service Connections	15,674	65,000	59,082	65,000	90,000	25,000
Maint of Collecting & Trans. Mains	202,377	180,000	158,140	180,000	180,000	-
Total Collection System	234,612	260,000	224,456	260,000	285,000	25,000
Pumping System						
Salaries & Wages	322,237	402,006	404,828	513,870	513,870	-
Power	125,274	140,000	140,430	140,000	155,000	15,000
Materials & Supplies	18,444	25,000	17,971	25,000	25,000	-
Sludge Hauling	38,216	65,000	64,256	65,000	65,000	-
Maint of Pump Stations	120,047	180,000	172,729	180,000	180,000	-
Total Pumping System	624,217	812,006	800,214	923,870	938,870	15,000
Wastewater Treatment & Disposal						
Salaries & Wages	268,744	313,509	310,311	276,817	297,257	20,440
Power - CT Plant	139,034	150,000	156,502	150,000	175,000	25,000
Power - TUI	91,713	90,000	84,816	90,000	90,000	-
Power - Deerfield	6,179	10,000	6,932	10,000	10,000	-
Chemical Expense - CT	177,471	180,000	146,595	180,000	180,000	-
Chemical Expense - TUI	6,977	25,000	26,160	25,000	25,000	-
Testing - CT	30,144	35,000	36,059	35,000	45,000	10,000
Testing - TUI	14,304	12,000	10,880	12,000	12,000	-
Materials & Supplies	77,336	80,000	66,128	80,000	80,000	-
Sludge Hauling - CT	4,703	-	-	-	-	-
Sludge Hauling - TUI	22,633	60,000	48,858	60,000	60,000	-
Maint. Burns Farm	114,560	110,000	110,631	110,000	120,000	10,000
Maint. Treatment Plant - CT	183,209	240,000	278,559	230,000	230,000	-
Maint. Treatment Plant - TUI	102,802	145,000	130,480	150,000	150,000	-
Maint. Treatment Plant - Deerfield	1,672	15,000	17,215	15,000	30,000	15,000
License Fees & Subscriptions	-	-	-	-	15,000	15,000
Total Wastewater Treatment & Disposal	1,241,482	1,465,509	1,430,126	1,423,817	1,519,257	95,440
Billing & Accounting Expenses						
Salaries & Wages	211,963	246,780	240,435	285,793	307,992	22,199
Billing Expense	86,603	75,000	49,748	75,000	85,000	10,000
Credit Card Processing Fees	-	-	-	-	110,000	110,000
License Fees & Subscriptions	20,090	40,000	17,120	50,000	60,000	10,000
Bad Debt Expense	14,723	25,000	23,555	25,000	25,000	-
Total Billing & Accounting	333,379	386,780	330,858	435,793	587,992	152,199
Administrative & General Expenses						

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Charles Town Utility Board
Sewer Fund
Annual Budget Comparison
For the year ending June 30, 2025

	FY 2023 ACTUAL	FY 2024 REVISION	*Preliminary* FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 REVISION	FY 25 & REV VARIANCE
Salaries & Wages	191,897	205,113	209,241	218,805	227,276	8,471
Director Compensation	2,375	2,500	2,500	2,500	2,500	-
Employee Insurance & Benefits	142,750	210,000	175,123	198,920	198,920	-
Employee Pension - PERS	41,052	105,067	102,733	116,801	122,304	5,503
Payroll Taxes - FICA	76,339	89,307	89,434	99,281	104,150	4,869
OPEB	(59,230)	-	-	6,120	6,120	-
Employee Pension - 457 Plan	16,205	20,000	18,408	23,808	23,808	-
Office Supplies & Expense	67,884	85,000	91,733	85,000	30,000	(55,000)
Travel, Training, & Education	15,545	12,000	13,050	20,000	30,000	10,000
Uniform Expense	3,952	6,500	5,953	10,000	15,000	5,000
Computers - Technology	13,614	20,000	16,145	20,000	20,000	-
Maintenance of General Property	23,135	30,000	33,244	30,000	30,000	-
License Fees & Subscriptions	13,537	30,000	11,935	30,000	30,000	-
Contractual Services - Engineering	24,850	35,000	27,188	35,000	35,000	-
Contractual Services - Accounting	37,950	30,000	18,325	30,000	30,000	-
Contractual Services - Legal	214,365	180,000	94,436	200,000	200,000	-
Contractual Services - Other	11,599	15,000	7,475	25,000	35,000	10,000
Rental of Office Building	-	15,300	15,300	15,300	15,300	-
Transportation Expense	84,099	90,000	93,999	90,000	90,000	-
Property Insurance	73,986	110,000	83,876	110,000	110,000	-
Worker's Comp	30,365	25,000	15,565	17,868	19,958	2,090
Regulatory Commission Expense	19,383	30,000	32,506	30,000	35,000	5,000
Misc. General Expense	12,084	15,000	11,220	15,000	15,000	-
Advertising & Publication Expense	4,801	3,000	3,294	5,000	5,000	-
Bond Administration Fees	51,257	55,000	50,876	55,000	55,000	-
Total Administrative & General	1,113,794	1,418,787	1,223,556	1,489,403	1,485,336	(4,067)
TOTAL OPERATING EXPENSES	**3,547,485**	**4,343,081**	**4,009,211**	**4,532,883**	**4,816,455**	**283,572**
Operating Income (before Depreciation)	2,852,212	2,540,919	2,985,416	2,514,117	2,923,545	409,428
Depreciation/Amort Exp (Non-cash, not budgeted)	(2,205,421)	(2,205,421)	(2,411,199)	(2,205,421)	(2,411,199)	(205,778)
OPERATING INCOME (LOSS)	**646,791**	**335,498**	**574,216**	**308,696**	**512,345**	**203,650**
NON-OPERATING REVENUES (EXPENSES)						
Misc. Sewer Revenues	17,547	30,000	23,448	30,000	30,000	-
Interest Income	35,020	162,000	247,714	170,000	325,000	155,000
Sinking Fund Income	158,637	160,000	176,315	165,000	50,000	(115,000)
Bond Issuance Costs	(192,863)	-	-	-	-	-
Gain on Sale of Assets	52,159	-	-	-	-	-
Loss on Retirement of Assets	(45,671)	-	(76,360)	-	-	-
Interest Expense - Other	-	-	-	-	-	-
Interest on Long-term Debt	(559,831)	(603,946)	(602,679)	(587,147)	(587,147)	-
TOTAL NON-OPERATING REVENUES (EXP)	**(535,003)**	**(251,946)**	**(231,561)**	**(222,147)**	**(182,147)**	**40,000**
NET INCOME (LOSS)	**$ 111,788**	**$ 83,552**	**$ 342,655**	**$ 86,549**	**$ 330,198**	**$ 243,650**

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Charles Town Utility Board
Sewer Fund
O&M Budget vs. Actual
For Period Ended November 30, 2024

ACCOUNT DESCRIPTION	APPROVED BUDGET FY 2025	BUDGET YTD	ACTUAL YTD	VARIANCE YTD	PROPOSED RE-BUDGET FY 2025	VARIANCE
OPERATING REVENUES						
CTUB Revenue	$ 2,650,000	$ 1,104,167	$ 1,245,307	$ 141,140	$ 3,042,000	392,000
Ranson Revenue	1,550,000	$ 645,833	777,925	$ 132,091	1,845,000	295,000
JCPSD Revenue	2,720,000	$ 1,133,333	1,124,949	$ (8,384)	2,720,000	-
Customer Penalties	45,000	$ 18,750	17,731	$ (1,019)	45,000	-
Customer Penalties - RA	32,000	$ 13,333	14,556	$ 1,223	38,000	6,000
Customer Penalties - PSD	50,000	$ 20,833	17,795	$ (3,038)	50,000	-
TOTAL OPERATING REVENUES	**$ 7,047,000**	**$ 2,936,250**	**$ 3,198,263**	**$ 262,013**	**$ 7,740,000**	**$ 693,000**
OPERATING EXPENSES						
CS - Materials & Supplies	15,000	6,250	3,814	(2,436)	15,000	-
CS - Maint of Service Connections	65,000	27,083	37,585	10,502	90,000	25,000
CS - Maint of Collecting & Trans. Mains	180,000	75,000	11,296	(63,704)	180,000	-
PS - Salaries & Wages	513,870	214,113	177,553	(36,560)	513,870	-
PS - Power	140,000	58,333	62,410	4,076	155,000	15,000
PS - Materials & Supplies	25,000	10,417	7,227	(3,189)	25,000	-
PS - Sludge Hauling	65,000	27,083	16,581	(10,502)	65,000	-
PS - Maint of Pump Stations	180,000	75,000	45,254	(29,746)	180,000	-
TD - Salaries & Wages	276,817	115,340	118,043	2,703	297,257	20,440
TD - Power - CT Plant	150,000	62,500	71,485	8,985	175,000	25,000
TD - Power - TUI	90,000	37,500	35,264	(2,236)	90,000	-
TD - Power - Deerfield	10,000	4,167	2,694	(1,472)	10,000	-
TD - Chemical Expense - CT	180,000	75,000	40,904	(34,096)	180,000	-
TD - Chemical Expense - TUI	25,000	10,417	5,493	(4,924)	25,000	-
TD - Testing - CT	35,000	14,583	16,990	2,407	45,000	10,000
TD - Testing - TUI	12,000	5,000	4,894	(106)	12,000	-
TD - Materials & Supplies	80,000	33,333	33,418	85	80,000	-
TD - Sludge Hauling - TUI	60,000	25,000	6,955	(18,045)	60,000	-
TD - Maint. Burns Farm	110,000	45,833	49,140	3,307	120,000	10,000
TD - Maint. Treatment Plant - CT	230,000	95,833	75,568	(20,266)	230,000	-
TD - Maint. Treatment Plant - TUI	150,000	62,500	50,605	(11,895)	150,000	-
TD - Maint. Treatment Plant - Deerfield	15,000	6,250	15,455	9,205	30,000	15,000
TD - Licenses & Subscriptions	-	-	-	-	15,000	15,000
CA - Salaries & Wages	285,793	119,080	108,784	(10,297)	307,992	22,199
CA - Billing Expense	75,000	31,250	30,732	(518)	85,000	10,000
CA - Credit Card Processing Fees	-	-	41,705	41,705	110,000	110,000
CA - Licenses & Subscriptions	50,000	20,833	26,796	5,962	60,000	10,000
CA - Bad Debt Expense	25,000	10,417	7,079	(3,338)	25,000	-
GA - Salaries & Wages	218,805	91,169	92,295	1,126	227,276	8,471
GA - Director Compensation	2,500	1,042	800	(242)	2,500	-
GA - Employee Insurance & Benefits	198,920	82,883	80,481	(2,402)	198,920	-
GA - Employee Pension Expense	116,801	48,667	42,927	(5,740)	122,304	5,503
GA - Payroll Taxes - FICA Tax Expense	99,281	41,367	38,074	(3,293)	104,150	4,869
GA - OPEB	6,120	2,550	2,370	(180)	6,120	-
GA - Employee 457 Expense	23,808	9,920	8,432	(1,488)	23,808	-
GA - Office Supplies & Expense	85,000	35,417	10,770	(24,647)	30,000	(55,000)
GA - Travel, Training, & Education	20,000	8,333	12,702	4,369	30,000	10,000
GA - Uniform Expense	10,000	4,167	3,892	(275)	15,000	5,000
GA - Computer - Technology Expense	20,000	8,333	1,969	(6,364)	20,000	-

DRAFT

Charles Town Utility Board
Sewer Fund
O&M Budget vs. Actual
For Period Ended November 30, 2024

ACCOUNT DESCRIPTION	APPROVED BUDGET FY 2025	BUDGET YTD	ACTUAL YTD	VARIANCE YTD	PROPOSED RE-BUDGET FY 2025	VARIANCE
GA - Maint. of General Property	30,000	12,500	7,767	(4,733)	30,000	-
GA - Licenses & Subscriptions	30,000	12,500	24,812	12,312	30,000	-
GA - Contractual Services - Engineering	35,000	14,583	5,769	(8,814)	35,000	-
GA - Contractual Services - Accounting	30,000	12,500	2,510	(9,990)	30,000	-
GA - Contractual Services - Legal	200,000	83,333	14,234	(69,099)	200,000	-
GA - Contractual Services - Other	25,000	10,417	2,200	(8,217)	35,000	10,000
GA - Rental of Building	15,300	6,375	6,375	-	15,300	-
GA - Transportation Expense	90,000	37,500	28,650	(8,850)	90,000	-
GA - Insurance	110,000	45,833	43,914	(1,920)	110,000	-
GA - Worker's Comp	17,868	7,445	8,316	871	19,958	2,090
GA - Regulatory Commission Expense	30,000	12,500	4,885	(7,615)	35,000	5,000
GA - Misc. General Expense	15,000	6,250	5,231	(1,019)	15,000	-
GA - Advertising & Publication Expense	5,000	2,083	632	(1,451)	5,000	-
GA - Bond Administration Fees	55,000	22,917	11,994	(10,923)	55,000	-
TOTAL OPERATING EXPENSES	**$ 4,532,883**	**$ 1,888,701**	**$ 1,565,723**	**$ (322,979)**	**$ 4,816,455**	**$ 283,572**

CS - Collection System
PS - Pump Stations
TD - Wastewater Treatment & Disposal
CA - Customer Accounting (Billing & Finance)
GA - General & Administrative

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Renewal and Replacement Project

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Resolution No. 26 - Contractor Pay Application No. 26

Attachments:

Pay App 26.pdf

CHARLES TOWN UTILITY BOARD
2022 RENEWAL AND REPLACEMENT PROJECT

RESOLUTION NO. 26

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. 26 as summarized below, is hereby authorized and directed.

Vendor	2022B & 2022C Construction Fund	Capacity Improvement Fee Fund	Total
Alvarez Contractors, Inc.	$0	$91,137.06	$91,137.06
Total	**$0**	**$91,137.06**	**$91,137.06**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 11th day of December, 2024.

By: _____
John Nissel, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 26

Application Period: 11/01/24-11/30/24		Application Date: 11/30/2024
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	
CO 5	$27,066.00	
CO 6	$23,071.00	
TOTALS	$756,344.99	
NET CHANGE BY CHANGE ORDERS	**$756,344.99**	

1. ORIGINAL CONTRACT PRICE	$	$10,151,000.00
2. Net change by Change Orders	$	$756,344.99
3. Current Contract Price (Line 1 ± 2)	$	$10,907,344.99
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	$10,529,105.23
5. RETAINAGE:		
a. 2% X $10,529,105.23 Work Completed	$	$210,582.10
b. 2% X _____ Stored Material	$	
c. Total Retainage (Line 5.a + Line 5.b)	$	$210,582.10
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	$10,318,523.13
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	$10,227,386.07
8. AMOUNT DUE THIS APPLICATION	$	$91,137.06
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	$588,821.86

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: 11/30/2024

Payment of: $ $91,137.06
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 11/27/2024
(Engineer) (Date)

Payment of: $ $91,137.06
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

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

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	26
Application Period:	11/01/24-11/30/24	Application Date:	11/30/2024

			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	$17,460.00	$180.00	$0.00	$17,640.00	98.0%	$360.00
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	$19,594.00	$0.00	$0.00	$19,594.00	97.0%	$606.00
	SITE DEMOLITION							
8	D2 - Concrete Pads	$4,100.00	$2,460.00	$820.00	$0.00	$3,280.00	80.0%	$820.00
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	$14,800.00	$0.00	$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	$3,200.00	$0.00	$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	$528.00	$912.00	$0.00	$1,440.00	90.0%	$160.00
	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:	26
Application Period:	11/01/24-11/30/24	Application Date:	11/30/2024

			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)
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	$5,130.00	$0.00	$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	$10,700.00	$0.00	$0.00	$10,700.00	100.0%	$0.00
54	D3 - Sidewalks at Covered Sludge Storage Area	$11,400.00	$11,400.00	$0.00	$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:	26
Application Period:	11/01/24-11/30/24	Application Date:	11/30/2024

			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)
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	$105,900.00	$0.00	$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:	26
Application Period:	11/01/24-11/30/24	Application Date:	11/30/2024

			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)
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	$3,800.00	$0.00	$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	$89,400.00	$0.00	$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	$13,740.00	$0.00	$261,060.00	95.0%	$13,740.00
	DIVISION 13 - SPECIAL CONSTRUCTION							
	SCADA / INTEGRATION							
108	D13 - SCADA, Control Panels, MCC, Field Instrumentation	$765,000.00	$751,938.00	$0.00	$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:	26
Application Period:	11/01/24-11/30/24	Application Date:	11/30/2024

			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)
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	$19,500.00	$0.00	$0.00	$19,500.00	100.0%	$0.00
114	D15 - Plan Drain PS - New Top Slab w/Hatch & Vent Pipe	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	100.0%	$0.00
115	D15 - Plant Drain PS - Portable Hoist w/Socket	$3,000.00	$3,000.00	$0.00	$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	$4,800.00	$6,000.00	$0.00	$10,800.00	90.0%	$1,200.00
	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	$156,960.00	$3,270.00	$0.00	$160,230.00	98.0%	$3,270.00
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	$8,900.00	$0.00	$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	$58,464.00	$2,436.00	$0.00	$60,900.00	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:	26
Application Period:	11/01/24-11/30/24	Application Date:	11/30/2024

			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	$382,500.00	$0.00	$0.00	$382,500.00	100.0%	$0.00
141	D16 - Emergency Generator - Labor	$22,700.00	$22,700.00	$0.00	$0.00	$22,700.00	100.0%	$0.00
142	D16 - Devices - Material	$5,600.00	$5,264.00	$336.00	$0.00	$5,600.00	100.0%	$0.00
143	D16 - Devices - Labor	$7,300.00	$6,862.00	$438.00	$0.00	$7,300.00	100.0%	$0.00
144	D16 - Boxes/Troughs - Material	$101,900.00	$95,786.00	$6,114.00	$0.00	$101,900.00	100.0%	$0.00
145	D16 - Boxes/Troughs - Labor	$59,900.00	$56,306.00	$3,594.00	$0.00	$59,900.00	100.0%	$0.00
146	D16 - SCADA Equipment Install - Labor	$25,800.00	$21,414.00	$3,096.00	$0.00	$24,510.00	95.0%	$1,290.00
147	D16 - Conduit - Material	$380,500.00	$376,695.00	$3,805.00	$0.00	$380,500.00	100.0%	$0.00
148	D16 - Conduit - Labor	$634,000.00	$627,660.00	$6,340.00	$0.00	$634,000.00	100.0%	$0.00
149	D16 - Cable - Material	$487,600.00	$472,972.00	$14,628.00	$0.00	$487,600.00	100.0%	$0.00
150	D16 - Cable - Labor	$358,000.00	$347,260.00	$10,740.00	$0.00	$358,000.00	100.0%	$0.00
151	D16 - Grounding - Material	$12,000.00	$12,000.00	$0.00	$0.00	$12,000.00	100.0%	$0.00
152	D16 - Grounding - Labor	$20,700.00	$19,872.00	$828.00	$0.00	$20,700.00	100.0%	$0.00
153	D16 - Temporary Electric	$53,500.00	$51,895.00	$0.00	$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	$0.00	$14,700.00	100.0%	$0.00
164	Excavation & Backfill	$10,200.00	$7,650.00	$1,020.00	$0.00	$8,670.00	85.0%	$1,530.00
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	$33,000.00	$0.00	$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	$73,544.24	$0.00	$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:	26
Application Period:	11/01/24-11/30/24	Application Date:	11/30/2024

			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				
175	CHANGE ORDER #5	$27,066.00				$0.00		$27,066.00
176	CHANGE ORDER #6	$23,071.00				$0.00		$23,071.00
	SubTotal	**$10,907,344.99**	**$10,436,108.23**	**$92,997.00**	**$0.00**	**$10,529,105.23**	**96.5%**	**$378,239.76**

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Stored Material Summary

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT							Application Number:	26		
Application Period:	11/01/24-11/30/24							Application Date:	11/30/2024		
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: 26			
Application Period: 11/01/24-11/30/24								Application Date: 11/30/2024			
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: December 11, 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 8/15/2024-10/16/2024	Paid by CTUB from Operating Account 10/17/2024-12/18/2024	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	Resolution No. 26 Contractor's Application for Payment No. 26	BALANCE REMAINING
1 **CONSTRUCTION**											
a. Contract	$ 10,151,000.00			$ 823,882.75	$ 439,198.81	$ 240,041.05	$ 555,426.85	$ 122,475.27	$ 294,937.06	$ 91,137.06	$ 535,735.10
b. Construction Contingency 5% - (See note #2, 5, 6, 7, 8 and 9 below)	$ 214,388.43										$ 214,388.43
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
h. Change Order #6	$ 23,071.00										$ 23,071.00
2 **ENGINEERING SERVICES**											
GDF Engineering fees (including CA and RPR)	$ 760,000.00	$ 7,222.34	$ 12,257.26								$ 18,432.81
Additional RPR inspection (Amendment #2 & #3)	$ 160,000.00	$ 33,520.54	$ 2,787.44								$ 23,699.82
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**	**$ 40,742.88**	**$ 15,044.70**	**$ 823,882.75**	**$ 457,557.81**	**$ 243,655.09**	**$ 563,907.67**	**$ 157,313.38**	**$ 314,935.06**	**$ 91,137.06**	**$ 871,851.16**
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)	$ (91,137.06)	$ 296,353.29
b. Renewal & Replacement (See note #3 & #4 below)	$ 500,000.00										$ 1,816.58
c. Operating Cash	$ 1,515,122.92	$ (40,742.88)	$ (15,044.70)								$ 573,681.29
d. EEG Grant Funds	$ 1,966,030.00			$ (823,882.75)	$ (134,926.20)						$ -
Total Internal Funds & EEG Grant Funds	**$ 5,151,315.92**										**$ 871,851.16**
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**	**$ (40,742.88)**	**$ (15,044.70)**	**$ (823,882.75)**	**$ (457,557.81)**	**$ (243,655.09)**	**$ (563,907.67)**	**$ (157,313.38)**	**$ (314,935.06)**	**$ (91,137.06)**	**$ 871,851.16**

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.
Note #9 - November 13, 2024 this line item was decreased by $23,071 to include the full amount of Change Order #6.

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Change Order #7 - FRP Building HVAC

Attachments:

CO #7.pdf

DESCRIPTION						
CHARLES TOWN WWTP UPGRADE **CONTRACT MODIFICATION PROPOSAL - CO # 7, ITEM # 1** **WCD NO. 19 - FRP SHELTER AC UNIT** **ALVAREZ CONTRACTORS, INC.** **DATE: NOVEMBER 20, 2024**						
Material	Quant.	Unit	Unit Price			Total Price
						$ -
Materials for FRP Repair	1	LS	$ 825.00			$ 825.00
						$ -
Shipping Overlooked on CO # 6	1	LS	$ 329.00			$ 329.00
						$ -
						$ -
						$ -
				Materials Total		**$ 1,154.00**
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
						$ -
M.S. Johnston Company	1	1	$ 9,365.00			$ 9,365.00
S&S Electric	1	1	$ 2,655.00			$ 2,655.00
						$ -
						$ -
				Subcontract Total		$ 12,020.00
				Total Material		$ 1,154.00
				Total Labor		$ 1,750.70
				Total Equipment		$ 150.00
				Sales Tax	0%	$ -
				Total GC Materials, Labor & Equipment		$ 3,054.70
				GC Overhead & Profit	15%	$ 458.21
				Total Subcontract		$ 12,020.00
				Subcontract Markup	5%	$ 601.00
				Subtotal		$ 16,133.91
				Bond & Insurance	3%	$ 484.02
				Subtotal		$ 16,617.92
				B&O Tax	2%	$ 332.36
				TOTAL		**$ 16,950.28**

M.S. JOHNSTON COMPANY
Contractors – Engineers
13261 Pennsylvania Avenue – Hagerstown, MD 21742
P: 301.733.1066 F: 301.797.9675
estimate@msjohnston.com
MD-HVACR-01-5141 VA-2701-037722A WV-007742

PROPOSAL

To: Alvarez Contractors, Inc.

Attn: Gary Walker

Job Name/No.: Charles Town WWTP
Location: Charles Town WV
Phone/Fax:
Email:
Date: November 20, 2024

We hereby submit specifications and estimates for:

Work Change Directive No. 18

1)One 3 ton ductless split system heat pump using a wall mounted evaporator
2)Drip pan with drain piping under the wall evaporator to protect whatever is below it
3)Pre-formed pad and pump-up legs under the condensing unit
4)Refrigerant and condensate drain piping
5)Control wiring for wall controller mounted below the evaporator
6)Evacuate, test, charge and start the system
7)One year service including the manufacturer's ten year parts warranty
8)Tax

For The Sum Of $ 9,365.00

Not Included

1)Power wiring and disconnects including the back feed wiring for the evaporator
2)Patching of the building

There are no warranties which extend beyond the description on the face of this agreement. The Seller shall not be liable for any consequential damage and its liability is limited solely to a repair of the defective material under the terms of any written warranty provided in connection with this contract.

M.S. Johnston Co., Inc. offers Annual HVAC Maintenance Services. Please ask your Project Manager for further details.

We Propose hereby to furnish material and labor – complete in accordance with these specifications, for the sum of:
dollars ($)

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature Clifford Cowden

Note: This proposal may be withdrawn by us if not accepted within ___ days.

Visa and Master Card will be accepted. Please add 3% to contract price when this form of payment is used.

Acceptance of Proposal – The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____ Signature _____ Date _____

S & S ELECTRIC, INC.
ELECTRICAL CONSTRUCTION

October 24, 2024

Mr. Gary Walker
Alvarez Contractors, Inc.

Subject: Charlestown WWTP – WCD #019 FRP Shelter AC Unit

Dear Gary,

Per discussions, I am submitting costs for the following:

- Provide breaker and disconnect for new AC unit.
- Provide all necessary conduit, boxes, wire, terminations, grounding, etc.

My price to you is broken down as follows:

• Material	$1,165.23
• Labor (16 hrs @ $71.46/hour)	$1,143.36
• Markup	$346.41
o Total Credit	***$2,655.00***

I hope this proposal meets with your approval.

Sincerely,

Chip Strietbeck

Chip Strietbeck
President
chip@ssewv.com

File: 3692-CO#16

S&S

PRICING SHEET

JOB Charlestown WWTP Improvements

WORK WCD # 019

ESTIMATE NO. 3692

Sheet No. ____ Of Sheets ____

ESTIMATED BY	PRICED BY	EXTENDED BY	CHECKED BY	DATE
				10 23 24

	✓	MATERIAL	QUANTITY	MATERIAL PRICE	PER	MATERIAL EXTENSION	LABOR UNIT	PER	LABOR EXTENSION
1		2p 30A CB	1			8.1-	1.0	ea	1.0
2									
3		2p 30A Disconn.	1			44.00	3.0	ea	3.0
4		Fuses	.2			9.20			
5		3/4" PVC	40'			32.73	6-	C	2.4
6		3/4" Hub	6				.1	ea	.6
7		3/4" Strap	6				.1		.6
8		3/4" Conduit	1				.2		.2
9		#10 THHN	300'				8'	M	2.4
10		Terms	18	.10	ea	1.80	.5	ea	.9
11									
12		3/4" Sealtite	10'			1.-	2-	ea	2.0
13		3/4" Connector	2						
14									
15		1 5/8" Strut	10'						
16		Hardware	Lot			1.-			
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33		Misc	Lot			30-			2.9

S & S ELECTRIC, INC. MAT. ➤ 116.52 LABOR ➤ 16.0

Capital Electric
A Sonepar Company

CAPITAL ELECTRIC
86 WINEOW STREET
CUMBERLAND,MD 21502-3535
301-777-0060 ***Fax*** **301-777-0259**

bo.bryant@capitalelectricsupply.com

Quotation

QUOTE DATE	QUOTE NUMBER
10/24/24	S056767428
PAGE NO.	
1 of 1	

QUOTE TO:
S & S ELECTRIC, INC.
2252 FRANKFORT HWY
RIDGELEY, WV 26753-7025
304-738-9406

SHIP TO:
S & S ELECTRIC, INC.
2252 FRANKFORT HWY
RIDGELEY, WV 26753-7025
304-738-9406

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	QUOTED TO
114934	CHANGE ORDER		CHIP

SALESPERSON	SHIP VIA	FREIGHT ALLOWED	EXPIRATION DATE
BO BRYANT	CU50 AL,GA,PR,MO	No	11:59pm ET 11/08/24

ORDER QTY	UPC	DESCRIPTION	UNIT PRICE	U	EXT PRICE
40ft	98006006002	PVC 034P 3/4IN SCH40 PVC PIPE	66.180	c	26.47
6ea	98006006202	PVCFIT 034P MA 3/4 PVC COND MALE ADAPTER	58.750	c	3.53
6ea	78101102590	B-LINE B2009PASS4 3/4 PIPE CLMP	536.900	c	32.21
1ea	98006006542	PVCFIT 034P LB 3/4 PVC TYPE LB CONDUIT BODY	585.260	c	5.85
10ft	98005002343	SLTITE. 034UA-RL1000 3/4 UA/UL L-TITE 1000FT REEL	408.100	c	40.81
2ea	78456431075	CRS LTB75 3/4 STR L/T CONN	481.070	c	9.62
10ft	78101121330	B-LINE B22SH-120GLV 1-5/8IN D GALV 12GA HALF SLOT 10FT	392.730	c	39.27
500ft	98010023000	WIC THHN 10 STR BLK 500R	415.930	m	207.97

TERMS & CONDITIONS **TAXES NOT INCLUDED**

All transactions are subject to and exclusively governed by our Terms and Conditions of Sale, which are incorporated herein and available at: https://www.capitalelectricsupply.com/terms#sale. Additional or conflicting terms are rejected, void, and of no force or effect.

Subtotal	**365.73**
S&H CHGS	**0.00**
Amount Due	**365.73**

SCHAEDLER YESCO DISTRIBUTION -BR15
70 BURRELL PLAZA
LOWER BURRELL, PA 15068-2719
412-363-1800 Fax 412-363-5809

Quotation

QUOTE DATE	QUOTE NUMBER
10/24/24	S7697601

REMIT TO:
Schaedler Yesco Distribution
3982 Paxton St
PO BOX 4990
HARRISBURG PA 17111-0990

PAGE NO. 1

QUOTE TO:
S&S ELECTRIC INC
2252 FRANKFORT HIGHWAY
RIDGELEY, WV 26753-7025

SHIP TO:
S&S ELECTRIC INC
2252 FRANKFORT HIGHWAY
RIDGELEY, WV 26753-7025

Fax 304-738-3251

CUSTOMER NUMBER	JOB NAME	REQUESTED BY
70029	CHARLES TOWN WCD#019 -	Chip Strietbeck

WRITER	SHIP VIA	TERMS	SHIP DATE	IS FREIGHT ALLOWED?
JOHN J VENTU	1UPS	2% 10th Net 60		No

ORDER QTY	DESCRIPTION	UNIT PRICE	NET AMOUNT
1EA	CH QBHW2030 QBHW breaker 2 pole 30 amp	81.000EA	81.00
1EA	CH DH221FWK HDST, 30 A, NEMA 4X, 240 V, 2-POLE FACTORY NON-STOCK, NON-RETURNABLE	668.500EA	668.50
2EA	MERSEN TR30R 30AMP 250VAC/160VDC CLASS RK5 TIME-DELAY CURRENT LIMITING FUSE REJECTION TYPE	4.100EA	8.20
	SHIPMENT LEAD-TIME: 1. BREAKER AND FUSES ARE STOCKED AT SYD. 2. NEMA 4X 304SS SAFETY SWITCH WILL BE 4-6 WEEKS.		
	TAXES NOT INCLUDED		
	If you have any questions regarding this quotation, please contact John J via email at jventurella@sydist.com or via phone at extension 4517.		
	Unless prior arrangements are made, customer is required to pick up or take delivery of order within 90 days of notification that the order is in stock at an SYD location. NOW STOCKING EATON AT OUR WESTERN PA BRANCHES		

Prices are pre-tax and are firm for 30 days unless noted. Pipe and wire prices valid for 24 hours. Due to tariffs, lighting prices valid for 7 days. Availability may differ at time of order. Returns may result in a restocking charge. See www.sydist.com for our Terms.

Subtotal	**757.70**
Bid Total	**757.70**

RE: Charles Town FRP Bldg.

From: Joel Schroyer (jschroyer@bissnussinc.com)

To: gwaci@frontier.com

Cc: rknoxaci@gmail.com

Date: Wednesday, November 13, 2024 at 03:02 PM EST

Hi Gary,

EFC can make an insulated panel the same size as the opening that would have the same colored sheeting material to match both the interior and exterior colors. They can make it a little smaller than exact size of the opening so you can silicone it in place or they can make it with an 1-1/2" flange on the outside so you can screw it in place. Either way the cost of the panel is $825.00 including shipping and would take about 4 weeks for delivery.

Before proceeding, EFC asks that the dimensions of the opening be confirmed.

Let me know if you have any questions.

Thank you,

Joel Schroyer
BissNuss Inc.
412-527-0520

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.

Overlooked in CO#6

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

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Collection System Project

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Resolution No. 2 - CIF Payment #1

Attachments:

Resolution No. 2 CIF Payment 1.pdf

CHARLES TOWN UTILITY BOARD
2022 COLLECTION SYSTEM PROJECT
(IJDC #2021S-2041 / CWSRF #C-544686)

RESOLUTION NO. 2
REQUEST FOR PAYMENT #2
(CIF PAYMENT #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 invoices as summarized below are hereby authorized and directed:

Vendor	CWSRF	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
Kay, Casto, & Chaney	$0	$812.50	$812.50
J.C. Kunkle & Associates	$0	$3,950.00	$3,950
Rummel, Klepper, & Kahl	$0	$10,166.61	$10,166.61
Gwin, Dopson, & Forman	$0	$1,325.80	$1,325.80
Piedmont Design Group	$0	$1,071.00	$1,071.50
Total	**$0**	**$17,325.91**	**$17,325.91**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 11th day of December, 2024.

By: _____
John Nissel, Chairman

Date: December 11, 2024

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

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Paid from CTUB Internal CIF Funds (Prior to Closing)	Resolution No. 1 Request for Payment (RFP) # 1 CWSRF # 1	Resolution No. 2 Request for Payment (RFP) # 2 CIF # 1	BALANCE REMAINING
1 **CONSTRUCTION**					
a. Contract	$ 6,074,000.00	$ -	$ -		$ 6,074,000.00
2 **CONSTRUCTION CONTINGENCY**					
a. Construction Contingency - (See note #1)	$ 303,684.00	$ -	$ -		$ 303,684.00
3 **LEGAL SERVICES**					
a. Project Attorney	$ 140,000.00	$ 137,264.09	$ -	$ 812.50	$ 1,923.41
4 **ACCOUNTING SERVICES**					
a. Project Account - CPA	$ 30,000.00	$ 18,262.50	$ -	$ 3,950.00	$ 7,787.50
5 **ENGINEERING SERVICES**					
a. RK&K Engineering fees	$ 596,090.00	$ 565,565.83	$ -	$ 10,166.61	$ 20,357.56
b. GDF Engineering (Construction Admin & RPR)	$ 300,000.00	$ -	$ -	$ 1,325.80	$ 298,674.20
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 - (See note #2)	$ 100,690.72	$ 100,690.72	$ -	$ -	$ -
c. Permits - (See note #2)	$ 6,859.28	$ 1,000.00	$ -	$ -	$ 5,859.28
d. Plats - (See note #2)	$ 12,970.00	$ 10,828.00	$ -	$ 1,071.00	$ 1,071.00
8 Sub Total Line 1-7	**$ 7,624,894.00**	**$ 886,313.28**	**$ -**	**$ 17,325.91**	**$ 6,721,254.81**
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	**$ 7,665,544.00**	**$ 886,313.28**	**$ 40,650.00**	**$ 17,325.91**	**$ 6,721,254.81**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Paid from CTUB Internal CIF Funds (Prior to Closing)	Request for Payment (RFP) # 1 CWSRF # 1	Request for Payment (RFP) # 2 CIF # 1	BALANCE REMAINING
1 INTERNAL FUNDS					
a. Capacity Improvement Fees	$ 3,027,560.00	$ (886,313.28)	$ -	$ (17,325.91)	$ 2,123,920.81
1 Subtotal Internal Funds	**$ 3,027,560.00**	**$ (886,313.28)**	**$ -**	**$ (17,325.91)**	**$ 2,123,920.81**
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)	$ 216,000.00	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ (40,650.00)**	**$ -**	**$ 3,020,334.00**
4 Total Sources of Funds Line 1-3	**$ 7,665,544.00**	**$ (886,313.28)**	**$ (40,650.00)**	**$ (17,325.91)**	**$ 6,721,254.81**

Note #1 - 12/10/2024 - The CWSRF loan in the amount of $216,016 was shown as $216,000 on the closing documentation. Per the State, the CWSRF loan and the total project costs line items on the Schedule B were reduced by $16.00 to correct the error.

Note #2 - 12/11/2024 - Line item R/W Agent was decreased by $1,444.28 to actual, line item Permits was decreased by $140.72, and the line item for Plats was increased by $1,585.00.

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Huntwell Alternate Mainline Extension Agreement

Attachments:

Huntwell AMEA.pdf

ALTERNATE MAINLINE SEWAGE COLLECTION SYSTEM AGREEMENT

THIS AGREEMENT (the "Agreement") is made and effective this _____ day of _____, 2024, by and between the **CITY OF CHARLES TOWN, by and through the CHARLES TOWN UTILITY BOARD,** (hereafter, "CTUB") and Huntwell WV, LLC. (hereafter " the DEVELOPER").

WHEREAS, CTUB has been authorized by City Ordinance Chapter 13, Article II to develop sewage collection and treatment facilities throughout its service area, together with vicinity residents and businesses, with public sewer service; and

WHEREAS, CTUB wishes to make public sewage collection and treatment facilities available to the greatest number of residential, commercial and industrial customers located within the service area as expeditiously as possible; and,

WHEREAS, the DEVELOPER is planning to develop certain lands known as Huntwell West Subdivision (the "Development") located within CTUB's service territory within Jefferson County for residential development; and,

WHEREAS, the Development will be located along Route 115 near the intersection of Old Leetown Pike; and,

WHEREAS, the DEVELOPER intends to construct on-site and off-site sewage collection systems on, in the area near to, or adjacent to the Development as approved by CTUB on the Development's Preliminary Plat including approximately 1,742 feet of 8" sanitary force main, 8,844 feet of 8" sewer to the point of connection to the existing CTUB sewer system, along with the associated service laterals and manholes (the "Sewage Collection Systems") to service 553 single family residential lots and 409 townhome lots, which will connect to the sewage collection and pumping system of the CTUB; and

WHEREAS, CTUB has coordinated with the Developer to increase the sizing of the proposed pump station within the Development to accommodate flow from an additional existing 54 Orchard Hills dwelling units not located within the Development to benefit the CTUB Sewage Collection System and allow for the decommissioning by CTUB of the existing Orchard Hills Pump Station to reduce operation and maintenance costs; and

WHEREAS, the pro-rata impact per equivalent dwelling unit solely for the benefit of CTUB has been calculated at $91,516.48 based on the total flow and the flow from the Orchard Hills pump station; and

WHEREAS, the construction of the Development will include gravity sewer lines on-site

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and gravity sewer connections to the boundary of the Huntwell Development for the benefit of CTUB to connect adjacent existing customers and allow for decommissioning of the Orchard Hills pump station; and

WHEREAS, CTUB is responsible for the decommissioning of the Orchard Hills pump station and connection of off-site existing customers to the gravity connection provided by the Developer; and

WHEREAS, it is in the best interest of the future users of the Development to have public sewer collection facilities available: and

WHEREAS, the Developer has read Rule 7.4 of the Public Service Commission's (Commission) Rules for the Government of Sewer Utilities that became effective on March 25, 2023, in its entirety, understands the Rule and chooses to enter into this alternate main line extension agreement.

WHEREAS, the Developer and CTUB have agreed that the Developer will only receive a reimbursement by CTUB of the pro-rata impact for the benefit of the CTUB Sewage Collection System in the amount of $91,516.48; and

NOW, THEREFORE, for and in consideration of the covenants and agreements set forth herein, and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the BOARD and the DEVELOPER agree:

ARTICLE I
DESIGN AND REGULATORY APPROVAL

Section 1.01. The DEVELOPER hereby agrees to employ qualified professional engineers to design the on-site and off-site sewage collection system for the DEVELOPER'S project, as described in general herein. All designs will be developed at the DEVELOPER'S expense and comply with CTUB'S Sewer System Specifications. All designs shall be reviewed and approved by CTUB's engineer prior to submission to the West Virginia Bureau for Public Health and the West Virginia Division of Environmental Protection for permits to construct and prior to the commencement of construction. Neither CTUB or its engineers or agents shall bear any financial or any other responsibility for the design and construction of the Sewage Collection System.

Section 1.02. The DEVELOPER shall, at its own expense, submit the plans and specifications to the appropriate State, Federal, and local agencies for their approval. Any changes in the plans and specifications required by the governmental agencies shall be subject to the approval of CTUB. If requested, plans and specifications shall be submitted to the Commission for review.

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ARTICLE II

CONSTRUCTION AND INSPECTION

Section 2.01. The DEVELOPER will construct the entire sewer pumping and collection system under this Agreement, including but not limited to, all main lines, service lines, pumping facilities, or other necessary appurtenances, for all residential, commercial, or other customers, either proposed or existing, on-site and off-site as approved by CTUB on the Development's Preliminary Plat at the DEVELOPER'S expense. All construction shall be done in accordance with the approved plans and specifications for the Development and CTUB's current specifications. The DEVELOPER shall obtain, at its own expense, with the cooperation and support of CTUB, all necessary permits, authorizations and approvals of State, Federal, and local agencies during the construction phase and shall make such changes as are required by said agencies during this phase and such changes shall not be subject to further approval by CTUB.

Section 2.02. The DEVELOPER shall, with the cooperation and support of CTUB, obtain all necessary rights-of-way, real property, easements and take all other such actions, including but not limited to, legal action, as are necessary to complete the Sewer Collection System, at the DEVELOPER'S own expense. CTUB shall, at the request of the DEVELOPER, take such actions as are permitted by law to aid in obtaining the necessary rights of way, real property or easements on land not owned by the DEVELOPER, including, but not limited to, legal actions. The cost of said actions requested by the DEVELOPER, including amounts paid to property owners for the required real estate and easements as well as all litigation costs and taken by CTUB shall be borne by the DEVELOPER.

Section 2.03. Prior to the substantial completion of the construction of the Sewage Collection System or phase thereof, CTUB shall have the right to inspect and approve the system of phase thereof to ensure that: (1) sewage will be satisfactorily transported from the Development in accordance with the terms of this Agreement and all applicable statutes, rules, and regulations legally applicable to CTUB; (2) infiltration will be minimized; (3) illegal and improper sources of inflow are eliminated; and (4) the system was constructed using sound engineering and construction standards, and using materials in compliance with CTUB's standards and specifications.

Section 2.04. CTUB shall have the right to inspect all work of the DEVELOPER, and its contractors, during all phases of construction to insure adequate installation of the system. The DEVELOPER shall pay CTUB for its construction inspection services. All fees shall be paid by the DEVELOPER to CTUB within fifteen (15) days of the date of the preconstruction meeting.

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Inspection services shall be no more than $1,500.00 per week for full-time inspection services for water and sewer installation.

Section 2.05. At the conclusion of construction, The DEVELOPER shall provide to CTUB a complete set of reproducible copies of the record drawings of the completed construction for the mainline extension, signed and sealed by the engineer who prepared the plans. Also, the DEVELOPER shall provide CTUB with executed easements for all sewer mains. SEWER SERVICE FROM THE MAINLINE EXTENSION COVERED BY THIS AGREEMENT WILL NOT BE GRANTED UNTIL THE "RECORD DRAWINGS" AND THE EXECUTED EASEMENTS ARE RECEIVED BY CTUB.

Section 2.06. At all times during the construction of said sewer system, the DEVELOPER shall maintain sole ownership of said sewer system.

Section 2.07. The DEVELOPER shall complete the mainline extension covered by this Agreement within five (5) years from the date of this Agreement. Failure to do so may make this Agreement null and void as to any uncompleted portions of the mainline extension. CTUB reserves the right to require the DEVELOPER to enter into a new agreement, have a design review and secure new permitting for the completion of the Project if sufficient proof can be demonstrated that rules, regulations or surrounding conditions have changed during the five (5) year time frame. Any new agreement will require Commission approval.

ARTICLE III

TRANSFER OF OWNERSHIP

Section 3.01. Upon completion of the construction of the Sewage Collection System, or phase thereof, or parts of phases thereof at the discretion of CTUB, the DEVELOPER shall, with the cooperation and support of CTUB, obtain such State, Federal, and local certifications, authorizations, or approvals as required, at the DEVELOPER'S expense. After said certifications, authorizations or approvals are obtained, and the Sewage Collection System or phase thereof is completed in all respects, the DEVELOPER shall provide CTUB written notice of said completion. As used in this and subsequent Sections, "completed in all respects" includes, but is not limited to: (i) the system or phase thereof being physically complete; (ii) all testing performed by the certifying engineer; (iii)all electrical and mechanical systems inspected and certified by approved factory authorized representatives of the manufacturers; (iv) all systems or phase thereof having passed component validation, start-up and demonstration periods and training performed; (v) all engineers, material men, contractors and subcontractors of the DEVELOPER being paid for their

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work on said system or phase thereof; (vi) all rights of way, real property and easements required for the operation of the Sewage Collection System or phase thereof are acquired; (vii) all legal disputes regarding the Sewerage Collection System being materially resolved; and (viii) no outstanding liens on the Sewage Collection System or phase thereof existing.

Section 3.02. Upon receipt of the written notice described in Section 3.01, CTUB shall have thirty (30) days to inspect said Sewage Collection System or phase thereof and run such tests, at CTUB's sole expense, as CTUB feels are appropriate and necessary to determine that the Sewage Collection System or phase thereof has been properly designed and constructed using sound engineering and construction standards. Within the thirty (30) day period, CTUB shall provide the DEVELOPER, in writing, a list of repairs which CTUB reasonably believes are required to cause the Sewage Collection System or phase thereof to comply with the plans and specifications previously approved by CTUB, as may have been modified by the changes required by any applicable State or Federal agency or other City department, and a list of other actions, which the DEVELOPER must take so that the system or phase thereof is completed in all respects in accordance with the approved plans. The DEVELOPER, at the DEVELOPER's own expense, shall make said reasonable repairs and once said repairs have been made, the DEVELOPER will provide CTUB with an additional written notice set forth in Section 3.01 and CTUB shall have the same rights as it had upon receipt of the initial notice. The DEVELOPER shall not connect any businesses or structures to the sewer system or phase thereof until it has been fully tested by the engineer and CTUB and all repairs required by CTUB have been made. Notwithstanding the foregoing, if CTUB does not inspect the Sewage Collection System or phase thereof within thirty (30) days after receipt of the written notice described in Section 3.01., CTUB's right to such inspection shall terminate.

Section 3.03. If after receipt of the notice set forth in Section 3.01, CTUB determines that the Sewage Collection System or phase thereof is completed in all respects, the DEVELOPER shall deliver, and CTUB shall accept, ownership of the Sewage Collection System or phase thereof and any additional required off-site Sewage Collection System necessary to connect to the sewage collection and pumping system built as part of the Development, including rights-of-way, and all real property and easements necessary for the ownership, operation and maintenance of the Sewage Collection System or phase thereof and any required additional off-site sewage collection and pumping system. The transfer of ownership shall occur no late than fifteen (15) days after the expiration of the CTUB's right of inspection and testing, set forth in Section 3.02. At that time of the transfer of ownership of the Sewage Collection System or phase thereof to CTUB, to the extent

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that any of the DEVELOPER'S funds are bonded or subject to a letter of credit tied to the Sewage Collection System or phase thereof, DEVELOPER shall retain ownership in such funds and such funds shall be automatically returned to the DEVELOPER upon the termination of any such bond or letter of credit.

Section 3.04. Ownership of the Sewage Collection System or phase thereof and any required, additional off-site collection and pumping systems shall be transferred by the DEVELPER to CTUB prior to connection to the sewage facilities built by the DEVELOPER as part of the Development.

Section 3.05. Prior to the transfer of ownership of the Sewage Collection System or phase thereof to CTUB, when the DEVELOPER applies for a building permit to construct a residential, commercial or industrial building in the Development, the DEVELOPER shall pay to CTUB (i) a non-refundable tap and inspection fee pursuant to approved CTUB tariff and (ii) a non-refundable capacity improvement fee pursuant to the approved CTUB tariff. Payments shall be made on the same date the DEVELOPER applies for a building permit to construct the residential, commercial or industrial building in the Development, which will result in said additional Customer. Notwithstanding the foregoing, CTUB shall only be entitled to retain a DEVELOPER tap or connection fee if CTUB, using its own resources, actually installs or inspects the tap and/or connection line and physically connects or inspects the connection to the customer's service. Once CTUB collects a tap or connection fee in accordance with the terms of this Agreement, CTUB shall not be permitted to collect from the customer any additional tap or service connection fee. CTUB shall only be permitted to collect one tap or connection fee per service connection in accordance with its Tariff on file with the Commission. CTUB's right to either retain the DEVELOPER's tap or connection fee deposit or to assess a tap or connection fee from a customer is contingent upon CTUB installing the tap and/or connection line, which physically connects a customer's service to the DEVELOPER's collection system.

ARTICLE IV

DEVELOPER REIMBURSEMENT

Section 4.01. Developer will only receive a reimbursement by CTUB of the pro-rata impact per equivalent dwelling unit for the off-site existing units that will be connected to the Development in the amount of $91,516.48. The payment will be made in a single lump sum payment within 30 days of the completion of the construction of the Development Pump Station and the acceptance of flows from the off-site existing 54 Orchard Hills dwelling units. CTUB will not reimburse the Developer for the cost of installation, or any other costs associated with the installation and

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construction of the Sewage Collection System (other than noted above). Developer expressly waives any right to reimbursement under the PSC Rules and Regulations for the Government of Sewer Utilities, 150 CSR 5, Rule 7.4, a copy of which is attached hereto as Exhibit A, and made a part hereof, and understand that CTUB's extension of service outlined in the Agreement herein shall be construed as an exemption to Rule 7.4. The Developer will collect reimbursement through appropriate pricing of real estate within its Development.

Section 4.02. Not later than fifteen (15) business days following the time of the transfer of ownership of the Sewage Collection System or phase thereof as provided in Article III, Developer shall provide CTUB with an itemized accounting of the costs of the Sewage Collection System or phase thereof. The costs shall include, but not limited to, labor, materials, engineering fees and costs of permits. CTUB shall have a right to review copies of the records of Developer relating to the development of the Sewage Collection System and Developer shall, at the request of CTUB, provide CTUB with copies of all invoices relating to the development of the Sewage Collection System or phase thereof. CTUB shall verify the total cost of the Sewage Collection System or phase thereof and shall give notice in writing to Developer of CTUB's calculation of the total cost of the Sewage Collection System or phase thereof (the "Project Cost").

ARTICLE V

CONDITIONS PRECEDENT

Section 5.01. This Agreement and the respective obligations of the parties are expressly conditioned upon the decision by the DEVELOPER, such decision to be made in the sole and absolute discretion of the DEVELOPER, to commence construction of the Development and upon the written approval of this Agreement by the Commission.

Section 5.02. The DEVELOPER waives the right to receive an estimate of the cost of the extension.

Section 5.03. As a condition to obtaining a main extension, the DEVELOPER shall grant CTUB the necessary easements which would allow CTUB to make future extensions into unserved areas. Such future extensions shall not adversely affect the intended use of the Developer's Property nor shall Developer incur any additional cost for granting of said easement or construction within the easement(s).The granting of the necessary easements by the Developer to CTUB shall be made without CTUB being required to pay additional consideration for the additional easements to the DEVELOPER, but shall be in such locations as shown on the approved Preliminary Plat for the Country Club Commons Development. CTUB has the right to further extend mains from and beyond the terminus of the mains constructed pursuant to this Agreement. In such an event, the

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DEVELOPER shall not be entitled to any refund for the connection of customers to such extension.

ARTICLE VI

SUBSEQUENT CONNECTIONS

Section 6.01. The DEVELOPER agrees that after the transfer of the ownership of the Sewage Collection System, or any portion thereof, to CTUB, the DEVELOPER shall be assessed, to the extent DEVELOPER owns the property for which a connection is requested, for each new connection upon the issuance of a sewer availability letter (i) a non-refundable tap and inspection fee pursuant to approved CTUB tariff and (ii) a non-refundable capacity improvement fee pursuant to the approved CTUB tariff. Payments shall be made on the same date the DEVELOPER applies for a building permit to construct the residential, commercial or industrial building in the Development, which will result in said additional Customer. Notwithstanding the foregoing, CTUB shall only be entitled to retain a DEVELOPER tap or connection fee if CTUB, using its own resources, actually installs or inspects the tap and/or connection line and physically connects or inspects the connection to the customer's service. Once CTUB collects a tap or connection fee in accordance with the terms of this Agreement, CTUB shall not be permitted to collect from the customer any additional tap or service connection fee. CTUB shall only be permitted to collect one tap or connection fee per service connection in accordance with its Tariff on file with the Commission. CTUB's right to either retain DEVELOPER's tap or connection fee deposit or to assess a tap or connection fee from a customer is contingent upon CTUB installing the tap and/or connection line, which physically connects a customer's service to the DEVELOPER's collection system.

Section 6.02. The DEVELOPER hereby agrees that in the event that the DEVELOPER transfers, prior to completion, any portion of DEVELOPER'S land in the Development to any individual, corporation or other entity who will continue to engage in development of said land as contemplated by this Agreement, resulting in additional customers for CTUB, the DEVELOPER shall require, as a term of said transfer, that said individual, corporation or other entity assume the obligations of this Agreement. Any transfer shall be confirmed by a written notarized document.

ARTICLE VII

REPRESENTATIONS AND WARRANTIES

Section 7.01. The parties represent and warrant that the execution, delivery and performance of this agreement by them has been duly authorized and this agreement constitutes a valid and binding obligation of the parties in force full and accordance with its terms.

Section 7.02. The DEVELOPER represents and warrants that the Sewage Collection System

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or phase thereof will be designed and constructed in a proper workmanlike manner using sound principles of engineering and construction. The DEVELOPER hereby warrants DEVELOPER'S work on the Sewage Collection System's or phase thereof electrical and mechanical components, pump stations and treatment facilities for one (1) year from the date of the transfer of ownership of the Sewage Collection System or phase thereof to CTUB and, during such period, will make such repairs at the DEVELOPER'S expense, as are needed to maintain the Sewage Collection System or phase thereof in a proper operating condition in accordance with the approved plans therefore. CTUB will be responsible for reasonable maintenance of the system according to sound operating procedures and manufacturer's recommendations. The DEVELOPER will not be responsible for repairs due to CTUB failing to reasonably maintain the system.

Section 7.03. Upon notice from CTUB that all construction and testing requirements have been met, DEVELOPER shall post a one (1) year warranty bond in an amount sufficient to replace the system or phase thereof constructed by the DEVELOPER. The amount of the bond shall be 100-percent of the cost of the improvements to be bonded at that time, and shall be for a period of 365 days that will begin on the date ownership of the On-Site and Off-Site Sewage Collection System or phase thereof is transferred to CTUB, At the conclusion of such one (1) year period, any warranty bond with respect to the Sewage Collection System or phase thereof shall automatically terminate and all bonded funds shall automatically be returned to the DEVELOPER.

ARTICLE VIII
MISCELLANEOUS PROVISIONS

Section 8.01. This Agreement shall in no manner alter or affect presently existing rates, charges, minimums or tariffs of CTUB and the same rates, fees, charges, minimums and tariffs shall apply uniformly to all customers of CTUB. This Agreement shall at all times be subordinate to any present or future trust indentures or other similar liens on the assets of CTUB, and the parties hereto recognize the priority of any such obligations and upon occurrence of default or assumption of operation and control by the trustee or holders of the bonds of CTUB this Agreement shall be subordinate to such obligations.

Section 8.02. Nothing in this Agreement shall be construed to make CTUB or its engineer and agents liable or responsible for any obligations of the DEVELOPER.

Section 8.03. The DEVELOPER hereby agrees to save and indemnify and keep harmless CTUB, its engineer and agents against all liability claims and judgments or demands for damages arising from accidents to third persons occurring prior to date of the transfer of the ownership of the Sewage Collection System or phase thereof to CTUB, or to property owned by third persons

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occasioned by the DEVELOPER, its agents, employees, contractors and subcontractors, and against all claims for damages arising from accidents to the DEVELOPER, its agents, employees, contractors and sub-contractors, occasioned by third persons occurring prior to the date of the transfer of the Sewage Collection System to CTUB, except for those legally attributable to CTUB, its engineer or agents, other than the DEVELOPER, or employees of CTUB. The DEVELOPER will defend any and all suits that may be brought against CTUB on account of any such accidents (except those legally attributable to CTUB, its engineer or agents, other than Developer, or employees of CTUB) and will make good to, and reimburse, CTUB for any reasonable, out-of-pocket expenditures (including, but not limited to reasonable legal fees and expenses) that CTUB may make by reason of such accidents.

Section 8.04. The DEVELOPER hereby agrees to save and indemnify and keep harmless CTUB, its engineer and agents from all claims, demands, causes of action, or suits of whatever nature arising out of the labor and materials used by the DEVELOPER and their contractors or sub-contractors, and from all laborers', materialmen's and mechanics' liens upon the Sewage Collection System or upon the property upon which the Sewage Collection System is located arising out of the labor and materials used by the DEVELOPER and its contractors or sub-contractors, and the DEVELOPER shall keep the Sewage Collection System or phase thereof and said property free and clear of all liens, claims and encumbrances until the time of the transfer of ownership of the Sewage Collection System or phase thereof to CTUB.

Section 8.05. Upon transfer of the ownership of the Sewage Collection System or phase thereof to CTUB, nothing in this Agreement shall be construed to provide the DEVELOPER with any ownership or other interest in the Sewage Collection System or phase thereof which will become the exclusive property of CTUB, or with a right to be reimbursed by CTUB for any and all construction cost, except as provided in this Agreement.

Section 8.06. The DEVELOPER hereby agrees to not pursue any lawsuit, cause of action, or claim of any kind against CTUB regarding insufficient sewage treatment capacity.

Section 8.07. This Agreement constitutes the entire Agreement between CTUB and the DEVELOPER with respect to the matters addressed and may be amended only in a subsequent writing executed by both parties. Any amendment to this Agreement should be submitted to the Commission for review and/or approval.

Section 8.08. This Agreement may not be assigned by CTUB without the prior written consent of the other party. The DEVELOPER may assign this Agreement without the consent of

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CTUB if the DEVELOPER sells all or any portion of the Development.

Section 8.09. The article and section headings in this Agreement are merely for the convenient reference of the parties and shall not affect the meaning or interpretation of this Agreement.

CHARLES TOWN UTILITY BOARD

By:_____

Its: _____

ATTEST:

_____

HUNTWELL WV, LLC.

By:_____

Its: _____

ATTEST:

_____

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EXHIBIT A

PUBLIC SERVICE COMMISSION RULE 7.4

Public Service Commission of West Virginia Rules and Regulations for the Government of Sewer Utilities, 150CSR7, Rule 7.4, Extension of Mains

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EXHIBIT B

DEVELOPER'S PROJECT

The Sewage Collection System to be constructed by Developer is described in the attached pages.

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PHASE 3
±237 LOTS

PHASE 4
±307 LOTS

PHASE 2
TOTAL
242 LOTS

PHASE 1
175 LOTS

PHASE I
21-106-CD

CARRIE ROAD

BRAXTON AVENUE
51-54-36

PRESEMAN STREET
51-54-36

SHERMAN AVENUE
51-54-36

HUNNELL WEST AVENUE
51-60-36

GERRY STREET
51-54-36

HONROE AVENUE
51-54-36

THORNTON AVENUE
51-50-28

ANTHONY STREET
51-50-28

AQUATIC BERM

ALICE CT
(40' R/W)

STILES WAY
(40' R/W)

ROBERT DR
(40' R/W)

CIRCLE CT
(40' R/W)

APPLE TREE DR
(40' R/W)

OLD LIBERTY ROAD
(PUBLIC ROW VARIES)

N 89° 30' 30" W
2646.58

N 86° 53' 15" E
915.63

S 87° 07' 09" W
1857.65

S 87° 07' 37" E
1075.94

S 87° 07' 44" E
671.37

Scale 1" = 100'

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

RFP Solicitation for Utility Communication Specialist

Attachments:

Public Relations RFP.pdf

PUBLIC NOTICE
CHARLES TOWN UTILITY BOARD
REQUEST FOR PROPOSAL FOR
PUBLIC RELATIONS AND COMMUNICATION SERVICES

The City of Charles Town, West Virginia, by and through its Utility Board is seeking proposals for professional services from qualified firms to provide Public Relations and Communications Services.

CTUB is seeking a firm that has the capability to work in collaboration with the CTUB Board of Directors and Staff to develop proactive public relations programs that strategically help maintain and/or improve the provision of information and communications on Public Utility, Environmental, Social and other related items to the public. The firm should have proven experience in local media relations, customer relations, organizational marketing, website and social media management, and issues/crisis communications. Experience specifically related to Municipal Utilities is preferred but not required.

The contract is anticipated to begin on March 1, 2025, for a period of one (1) year with the potential for extension thereafter.

The terms, conditions, attachments and all other forms in this RFP package are due by or before 4:00 pm on Friday, January 17, 2025. RFP's received after the due date and time will not be considered.

Please submit <u>three (3) copies</u> of all requested information to:
Charles Town Utility Board
661 S. George Street, Suite 101
Charles Town, WV 25414

Copies of the Public Relations and Communications Services Request for Proposal Document are available at the Charles Town Utility Board office as listed at the address above or email Ashley Stottlemyer at astottlemyer@ctubwv.com.

The City of Charles Town, by and through its Utility Board will afford full opportunity for minority business enterprise to submit a show of interest in response to this invitation and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age handicap or national origin in the contract award and reserves the right to accept or reject any/or all proposals.

CTUB reserves the right to modify or cancel this Request for Proposals (RFP) and/or the project; to reject any or all proposals; and to waive any or all irregularities. This RFP does not obligate CTUB to award a contract for the project or to reimburse any costs associated with the preparation of any proposal.

<u>Proposal Requirements</u>

Responses are to be concise, specific and straightforward. All pertinent information is to be contained in the response. Each response is to include the following:

Item 1 – Qualifications of the Organization: How long in business, location(s), size of staff, qualifications or current personnel.

Item 2- Information pertinent to the respondent's background and experience relative to this project, public relations experience with a utility provider and/or public entity.

Item 3- List of current clients.

Item 4- Three (3) references.

Item 5 - Submit a case study of a public relations program the firm has completed for a comparable client, including challenge presented, a description of the program implemented and any subsequent results. Please include contact information for the client.

Item 6- Firm Name, Address and Telephone number and email addresses.

Item 7 - Main Contact person.

Item 8 - Respondent's size and organizational structure.

Item 9- Resumes of personnel to be assigned to the project.

Item 10 - Fee proposal, include a breakdown of all fees for each task. The fee breakdown should be summarized with a total monthly cost to CTUB.

Information Requests

All questions and requests for information are to be directed to the designated CTUB Contact Person, Ashley Stottlemyer at (304) 885-0010 or astottlemyer@ctubwv.com.

Proposals will be accepted until 4:00 p.m. on Friday, January 17, 2025. Three (3) copies of each proposal are to be delivered to 661 South George Street, Suite 101, Charles Town, West Virginia, 25414 to the attention of Kristen Stolipher, Utility Manager. Proposals received after this time will not be considered and will be returned unopened. All proposals being mailed (including Federal Express, UPS, Priority Mail, etc.) or hand-delivered shall be directed to the attention of Kristen Stolipher, Utility Manager, in a sealed envelope and be clearly marked on the outside of the mailing or hand delivered envelope as follows: **"RFP Proposal – Public Relations and Communication Services."**

Evaluation and Selection

All proposals will be evaluated by a small in-house committee made up of at least two (2) CTUB Directors and two (2) CTUB staff members familiar with the project. Interviews and/or presentations of the proposals will be requested if needed. The proposals will be evaluated based on the criteria listed above.

The final scope of work and fee will be negotiated with the selected vendor. All firms submitting proposals will be notified of the selection results.

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CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Performance Evaluation Review - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A)- Matters arising from the appointment, employment of an employee.

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Board Agenda Policy

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

2025 Board Meeting Schedule

Attachments:

2025 CTUB Board Meeting Schedule.pdf

2025 CTUB Board Meeting Schedule

January 8, 2025

January 22, 2025

February 12, 2025

February 26, 2025

March 12, 2025

March 26, 2025

April 9, 2025

April 23, 2025

May 14, 2025

May 28, 2025

June 11, 2025

June 25, 2025

July 9, 2025

July 23, 2025

August 13, 2025

August 27, 2025

September 10, 2025

September 24, 2025

October 8, 2025

October 22, 2025

November 12, 2025

December 10, 2025

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

2025 Holiday Calendar

Attachments:

2025 City of Charles Town Holiday Schedule.pdf

2025 HOLIDAY CALENDAR – City of Charles Town

New Year's Day	**Wednesday, January 1**
Martin Luther King, Jr. Day	**Monday, January 20**
President's Day	**Monday, February 17**
City Election Day	**Thursday, May 22**
Memorial Day	**Monday, May 26**
Juneteenth	**Thursday, June 19**
West Virginia Day	**Friday, June 20**
Independence Day	**Friday, July 4**
Labor Day	**Monday, September 1**
Columbus Day/Indigenous Peoples' Day	**Monday, October 13**
Veteran's Day	**Tuesday, November 11**
Thanksgiving	**Thursday, November 27**
Lincoln's Day	**Friday, November 28**
Christmas Day	**Thursday, December 25**

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

UM Report.pdf
Capital Expenditure Report 12.11.24.pdf
Revenue & Expense Report November 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: December 11, 2024

- **Customer Counts**
  - Sewer 9,580
  - Water 7,233

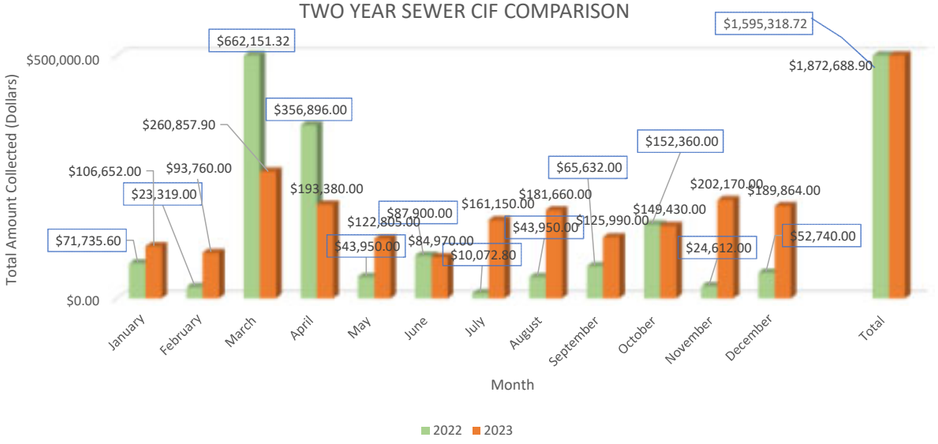
- **Administrative**
  - Utility Cloud and Edmunds software population and integration on-going

- **Water**

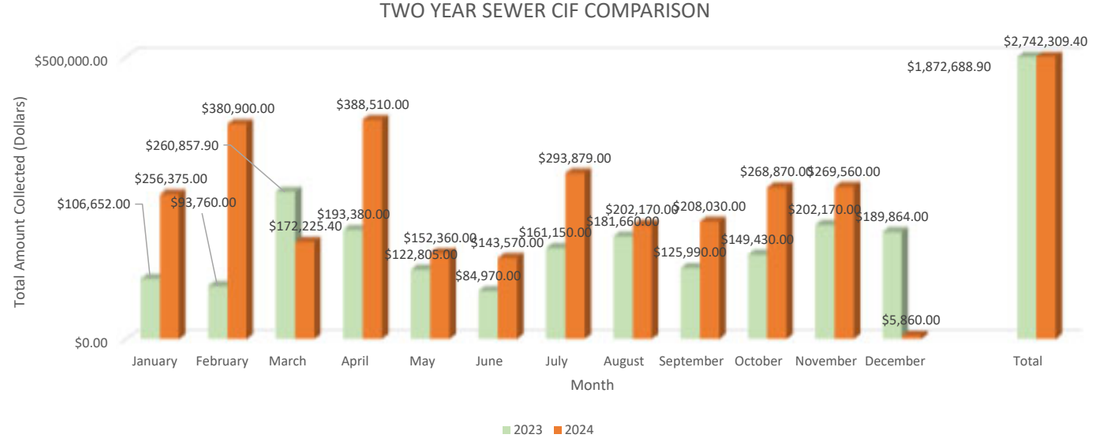
  Dewberry finalizing Water Model update
  Baffle Wall installation to be scheduled in next several weeks

- **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

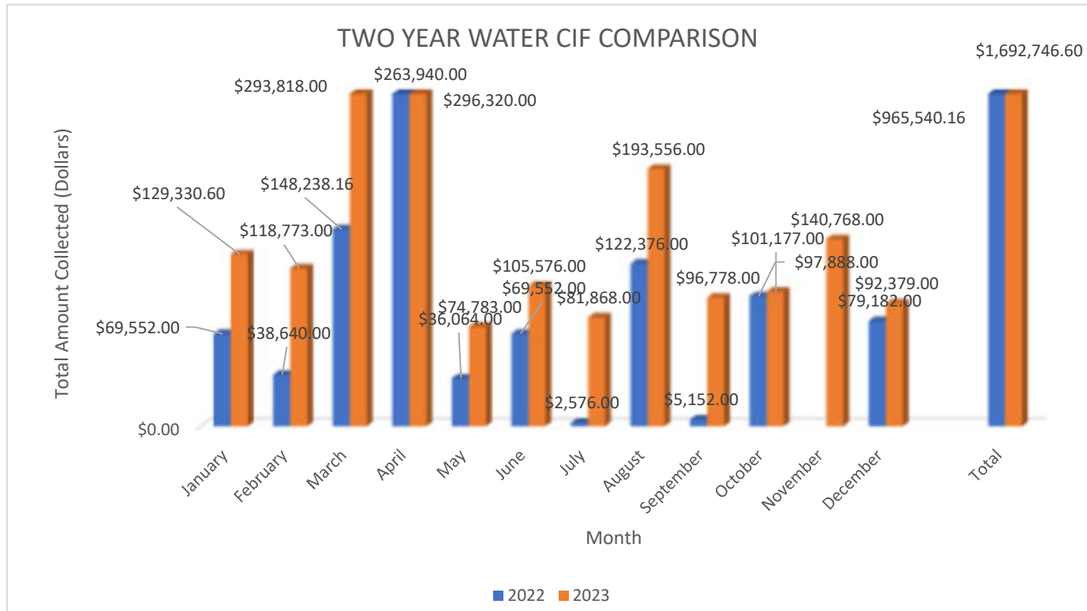
Charles Town Utility Board 2023 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-23		36.4	36.4	$ 116,402.00	$ 9,750.00	$ 106,652.00
Feb-23		32	32	$ 93,760.00		$ 93,760.00
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**



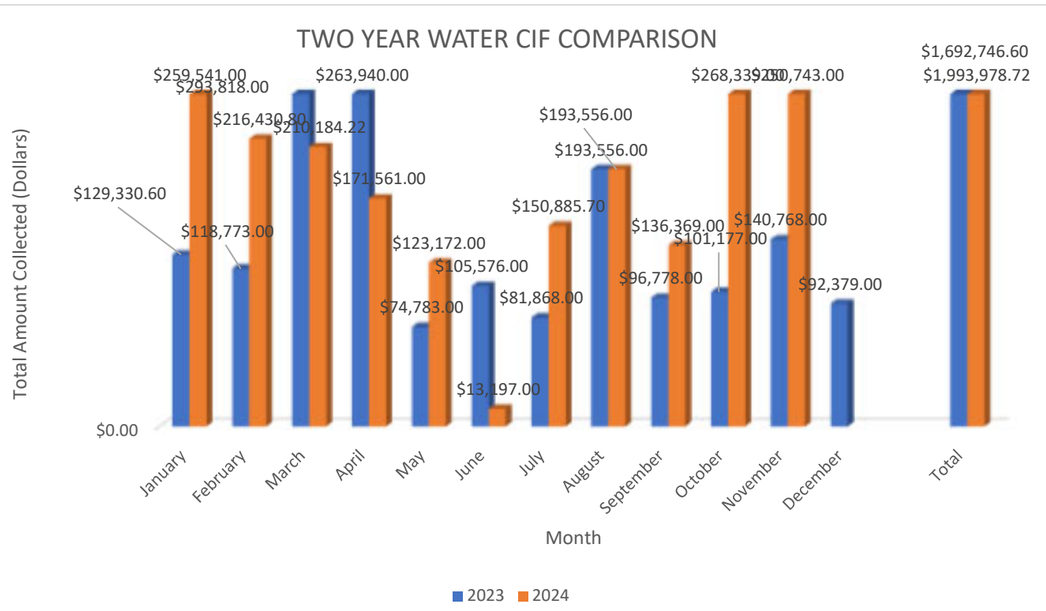
Charles Town Utility Board 2024 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-24	1.5	86	87.5	$ 289,687.50	$ 33,312.50	$ 256,375.00
Feb-24		130	130	$ 458,900.00	$ 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		92	92	$ 295,560.00	$ 26,000.00	$ 269,560.00
Dec-24		2	2	$ 5,860.00		$ 5,860.00
Total 2024	**47.28**	**740.3**	**927.58**	**$ 3,113,621.90**	**$ 371,312.50**	**$ 2,742,309.40**



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		57	57	$ 250,743.00
Dec-24				
Total 2024	**6.78**	**385.5**	**453.28**	**$ 1,993,978.72**



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	399.48	1.31	0.44	435,455	2,903

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	62.19	0.19	0.31	312,727	2,085

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	4,988

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	35.48	1.22
DECEMBER		
Annual Total	399.48	1.31

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	4.41	0.15
DECEMBER		
Annual Total	62.19	0.187

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	5,333.71	1.58	1.22	1,221,969	8,146

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	2.47	0.01	0.01	14,393	-

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	0.00	0.03	31,022	

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	46,786,184	1,509,232
DECEMBER		
Annual Total	533,370,905	1,578,031

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	211,300	6,816
DECEMBER		
Annual Total	2,470,089	7,207

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	134,900	4,352
DECEMBER		
Annual Total	1,699,000	4,978

Charles Town Utility Board
Sewer Fund
Capital Expenditure Report
December 11, 2024

ANTICIPATED CAPITAL EXPENDITURES	FY 2025 BUDGET	YTD ACTUAL	YTD VARIANCE
Fleet and Related Equipment	160,000	101,867	58,133
Specialized Equipment (Escavator, Mowers, etc)	30,000	-	30,000
Safety Equipment	50,000	-	50,000
Manhole Lining Replair/Rehabilitation	75,000	59,496	15,504
WWTP Repair/Replacement	50,000	-	50,000
Collection System Repair/Replacement	60,000	-	60,000
Pump Station Repair/Repairment	100,000	-	100,000
General Property Repair/Replacement	30,000	-	30,000
Misc. Repairs/Replacements/Equipment	40,000	-	40,000
Asset Management Software Implementation	40,000	20,000	20,000
Billing/Accounting Software Implementation	50,000	15,998	34,003
Emergency/Contingency Repairs - Equipment	25,000	-	25,000
TOTAL CAPITAL EXPENDITURES	**$ 710,000**	**$ 197,360**	**$ 512,640**

Capital Disbursements:

VENDOR	DATE	AMOUNT
AMCS Group Inc. (Asset Management Software)	8/14/2024	20,000.00
Edmunds Govtech Inc. (Billing & Accounting Software)	8/28/2024	15,997.50
Ted Britt Ford F-150	12/11/2024	44,594.46
Ted Britt Ford F-250	12/11/2024	57,272.16
Advanced Rehab Technology	12/11/2024	59,495.96
TOTAL DISBURSEMENTS		**$ 197,360.08**

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

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,182,000	Metered Sales - Residential	1,325,833	1,550,081	224,248
1,525,000	Metered Sales - Commercial	635,417	754,942	119,526
58,000	Metered Sales - Glen Haven/Cavaland	24,167	27,335	3,168
25,000	Sale for Resale - Bulk Water	10,417	22,445	12,028
80,000	Forfieted Discounts	33,333	35,732	2,399
30,000	Misc. Service Rev - Reconnection / Tap Fees	12,500	7,917	(4,583)
565,000	Tank Lot Rental Income (Non-Operating)	235,417	234,131	(1,286)
160,000	Interest Income (Non-Operating)	66,667	120,475	53,809
34,000	Sinking Fund Income (Non-Operating)	14,167	9,005	(5,162)
40,000	Miscellaneous Income (Non-Operating)	16,667	20,056	3,389
5,699,000	**TOTAL REVENUES**	2,374,583	2,782,119	407,536
	EXPENSES			
15,000	WS - Materials & Supplies Expense	6,250	6,004	(246)
30,000	WS - Maint of Water Source	12,500	20,315	7,815
441,390	WT - Salaries & Wages - Operations Labor	183,913	191,529	7,616
155,000	WT - Power & Fuel	64,583	59,268	(5,316)
10,000	WT - Power & Fuel - GH/CAV	4,167	3,195	(971)
185,000	WT - Chemical Expense	77,083	96,486	19,403
35,000	WT - Testing	14,583	8,013	(6,571)
30,000	WT - Materials & Supplies Expense	12,500	12,493	(7)
5,000	WT - Materials & Supplies Expense - GH/CAV	2,083	2,547	464
55,000	WT - Sludge Hauling	22,917	15,288	(7,629)
90,000	WT - Maint of Water Treatment Plant	37,500	15,753	(21,747)
10,000	WT - Maint of Water Plant - GH/CAV	4,167	1,648	(2,518)
20,000	WT - Licenses & Subscriptions	8,333	201	(8,132)
403,960	TD - Salaries & Wages - Maintenance Labor	168,317	210,385	42,068
25,000	TD - Materials & Supplies Expense	10,417	10,432	16
50,000	TD - Maint of Dist Reservior & Standpipes	20,833	1,209	(19,624)
120,000	TD - Maint of Mains	50,000	28,197	(21,803)
160,000	TD - Maint of Services	66,667	78,422	11,755
240,000	TD - Maint of Meters	100,000	184,059	84,059
50,000	TD - Maint of Hydrants	20,833	17,340	(3,494)
197,629	CA - Salaries & Wages	82,345	78,449	(3,897)
65,000	CA - Billing Expense	27,083	30,732	3,649
-	CA - Credit Card Processing Fees	-	41,705	41,705
72,000	CA - Licenses & Subscriptions (includes Sensus)	30,000	26,796	(3,204)
15,000	CA - Bad Debt Expense	6,250	4,565	(1,685)
139,895	GA - Salaries & Wages	58,290	58,871	582
2,500	GA - Director Compensation	1,042	800	(242)
229,592	GA - Employee Insurance & Benefits	95,664	89,901	(5,762)
106,684	GA - Employee Pension Expense	44,452	45,766	1,315
90,681	GA - Payroll Taxes - FICA Tax Expense	37,784	42,941	5,157
6,936	GA - OPEB (Other Post Employment Benefits)	2,890	2,628	(262)

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

23,325	GA - Employee 457 Expense	9,719	9,140	(579)
78,000	GA - Office Supplies & Expense	32,500	11,200	(21,300)
15,000	GA - Travel, Training, & Education	6,250	8,133	1,883
10,000	GA - Uniform Expense	4,167	5,481	1,314
22,000	GA - Computer - Technology Expense	9,167	2,169	(6,997)
25,000	GA - Maint. of General Property	10,417	9,838	(578)
20,000	GA - Licenses & Subscriptions	8,333	22,478	14,145
30,000	GA - Contractual Services - Engineering	12,500	2,725	(9,775)
20,000	GA - Contractual Services - Accounting	8,333	4,535	(3,798)
65,000	GA - Contractual Services - Legal	27,083	4,436	(22,647)
25,000	GA - Contractual Services - Other	10,417	2,200	(8,217)
15,300	GA - Rental of Building	6,375	6,375	-
72,000	GA - Transportation Expense	30,000	22,266	(7,734)
95,000	GA - Insurance	39,583	43,914	4,330
19,158	GA - Worker's Comp	7,983	8,346	363
20,000	GA - Regulatory Commission Expense	8,333	2,133	(6,200)
6,000	GA - Bond Administration Fees	2,500	977	(1,523)
15,000	GA - Misc. General Expense	6,250	2,891	(3,359)
5,000	Advertising & Publication Expense	2,083	57	(2,027)
358,160	Interest on Long Term Debt (Non-Operating)	149,233	124,839	(24,394)
1,237,073	Depreciation Expense (Non-Cash)	515,447	515,447	-
5,232,283	**TOTAL EXPENSES**	2,180,118	2,195,521	15,403
466,717	Excess (Deficit)	194,465	586,599	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating)	929,509

OPERATING CASH ACCOUNT
Reconciliation to Cash:

Cash Balance @ 6/30/24	644,529	
Disbursements To Date	(2,681,023)	
Expenses	2,195,521	
Deposits To Date	3,048,894	
Revenues	(2,782,119)	
OPERATING CASH BALANCE @ 11/30/2024	1,012,400	
	1,012,400	Water Operating
	0	

Added to report in 2019

OTHER CASH ACCOUNT BALANCES

Water Capacity Improvement Fund	6,942,093
Water Renewal & Replacement Fund	796,086
Water Working Capital Fund	401,308

Charles Town Sewer Department
Revenue & Expense Summary
11/30/2024

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,650,000	CTUB Service Revenue	1,104,167	1,245,307	141,140
1,550,000	Ranson Revenue	645,833	777,925	132,091
2,720,000	JCPSD Revenue	1,133,333	1,124,949	(8,384)
45,000	Customer Forfieted Discounts	18,750	17,731	(1,019)
32,000	Customer Forfieted Discounts- RA	13,333	14,556	1,223
50,000	Customer Forfieted Discounts- PSD	20,833	17,795	(3,038)
30,000	Misc. Sewer Revenues (Non-Operating)	12,500	15,044	2,544
170,000	Interest Income (Non-Operating)	70,833	142,475	71,641
165,000	Sinking Fund Income (Non-Operating)	68,750	20,449	(48,301)
7,412,000	**TOTAL REVENUES**	3,088,333	3,376,231	287,897
	EXPENSES			
15,000	CS - Materials & Supplies Expense	6,250	3,814	(2,436)
65,000	CS - Maint of Service Connections	27,083	37,585	10,502
180,000	CS - Maint of Collecting & Trans. Mains	75,000	11,296	(63,704)
513,870	PS - Salaries & Wages	214,113	177,553	(36,560)
140,000	PS - Power & Fuel	58,333	62,410	4,076
25,000	PS - Materials & Supplies Expense	10,417	7,227	(3,189)
65,000	PS - Sludge Hauling	27,083	16,581	(10,502)
180,000	PS - Maint of Pump Stations	75,000	45,254	(29,746)
276,817	TD - Salaries & Wages	115,340	118,043	2,703
150,000	TD - Power - CT Plant	62,500	71,485	8,985
90,000	TD - Power - TUI	37,500	35,264	(2,236)
10,000	TD - Power - Deerfield	4,167	2,694	(1,472)
180,000	TD - Chemical Expense - CT	75,000	40,904	(34,096)
25,000	TD - Chemical Expense - TUI	10,417	5,493	(4,924)
35,000	TD - Testing - CT	14,583	16,990	2,407
12,000	TD - Testing - TUI	5,000	4,894	(106)
80,000	TD - Materials & Supplies Expense	33,333	33,418	85
60,000	TD - Sludge Hauling - TUI	25,000	6,955	(18,045)
110,000	TD - Maint. Burns Farm	45,833	49,140	3,307
230,000	TD - Maint. Treatment Plant - CT	95,833	75,568	(20,266)
150,000	TD - Maint. Treatment Plant - TUI	62,500	50,605	(11,895)
15,000	TD - Maint. Treatment Plant - Deerfield	6,250	15,455	9,205
285,793	CA - Billing & Acct Labor	119,080	108,784	(10,297)
75,000	CA - Billing Expense	31,250	30,732	(518)
-	CA - Credit Card Processing Fees	-	41,705	41,705
50,000	CA - Licenses & Subscriptions	20,833	26,796	5,962
25,000	CA - Bad Debt Expense	10,417	7,079	(3,338)
218,805	GA - Salaries & Wages	91,169	92,295	1,126
2,500	GA - Director Compensation	1,042	800	(242)
198,920	GA - Employee Insurance & Benefits	82,883	80,481	(2,402)
116,801	GA - Employee Pension Expense	48,667	42,927	(5,740)
99,281	GA - Payroll Taxes - FICA Tax Expense	41,367	38,074	(3,293)
6,120	GA - OPEB (Other Post Employment Benefits)	2,550	2,370	(180)

Charles Town Sewer Department
Revenue & Expense Summary
11/30/2024

23,808	GA - Employee 457 Expense	9,920	8,432	(1,488)
85,000	GA - Office Supplies & Expense	35,417	10,770	(24,647)
20,000	GA - Travel, Training, & Education	8,333	12,702	4,369
10,000	GA - Uniform Expense	4,167	3,892	(275)
20,000	GA - Computer - Technology Expense	8,333	1,969	(6,364)
30,000	GA - Maint. of General Property	12,500	7,767	(4,733)
30,000	GA - Licenses & Subscriptions	12,500	24,812	12,312
35,000	GA - Contractual Services - Engineering	14,583	5,769	(8,814)
30,000	GA - Contractual Services - Accounting	12,500	2,510	(9,990)
200,000	GA - Contractual Services - Legal	83,333	14,234	(69,099)
25,000	GA - Contractual Services - Other	10,417	2,200	(8,217)
15,300	GA - Rental of Building	6,375	6,375	-
90,000	GA - Transportation Expense	37,500	28,650	(8,850)
110,000	GA - Insurance	45,833	43,914	(1,920)
17,868	GA - Worker's Comp	7,445	8,316	871
30,000	GA - Regulatory Commission Expense	12,500	4,885	(7,615)
55,000	GA - Bond Administration Fees	22,917	11,994	(10,923)
15,000	GA - Misc. General Expense	6,250	5,231	(1,019)
5,000	GA - Advertising & Publication Expense	2,083	632	(1,451)
587,147	Interest on Long Term Debt (Non-Operating)	244,645	5,514	(239,130)
2,205,421	Depreciation Expense (Non-Cash)	918,925	918,925	-
7,325,451	**TOTAL EXPENSES**	3,052,271	2,490,162	(562,109)
86,549	Excess (Deficit)	36,062	886,068	

***Board request 5/8/2024**	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating)	1,237,339	
	Grant Revenue - WDA EEGF	-	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/24	1,798,204	
	Disbursements To Date	(5,171,184)	
	Expenses	2,490,162	
	Deposits To Date	7,204,365	
	Revenues	(4,613,570)	
	OPERATING CASH BALANCE @ 11/30/2024	3,831,385	
		3,831,385	Sewer Operating
		(0)	
***Added to report in 2019**	**OTHER CASH ACCOUNT BALANCES**		
	Sewer Capacity Improvement Fund	7,080,613	
	Sewer Renewal & Replacement Fund	604,612	
	Sewer Working Capital Fund	739,083	

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

December 11, 2024

Attachments:

Board Report 12.11.24.pdf

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	CHEMKEY, TNT	WATER FUND	WATER	745.45
	PLUG	SEWER FUND	SEWER	194.46
	AMMONIA, GLOVES, TNT, NITR	SEWER FUND	SEWER	1,393.52
			TOTAL:	5,539.02
WAKEFIELD & ASSOCIATES INC	NOV COLLECTIONS	WATER FUND	WATER	25.99
	NOV COLLECTIONS	SEWER FUND	SEWER	26.00
			TOTAL:	51.99
WIRELESS NETWORKS GROUP, INC.	MISC SVCS, DEC	WATER FUND	WATER	21,900.00
			TOTAL:	21,900.00
WV AMERICAN WATER	SHUTOFFS & RECONNECTS	SEWER FUND	NON-DEPARTMENTAL	840.00
			TOTAL:	840.00
WV BUREAU OF PUBLIC HEALTH	H.TWAROG CLSS C WW CERT	SEWER FUND	SEWER	100.00
			TOTAL:	100.00
HOIST & CRANE REPAIR INC	HUNTFIELD PS HOIST LABOR	SEWER FUND	SEWER	7,494.98
			TOTAL:	7,494.98

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

50	WATER FUND	216,885.20
60	SEWER FUND	422,443.17
	GRAND TOTAL:	639,328.37

TOTAL PAGES: 8

APPROVED BY: _____

APPROVED BY: _____

This Packet:	$ 639,328.37
CT Sewer R&R, check dated 11/13/2024:	39,337.72
CT Water R&R, check dated 11/13/2024:	18,369.91
WV Water Development Auth., EFT dated 11/13/2024:	3,185.48
Security Deposit Refund, check dated 11/18/2024:	125.15
Ted Britt Ford, check dated 11/26/2024:	57,272.16
Ted Britt Ford, check dated 11/26/2024:	44,594.46
Champion Industries, check dated 12/02/2024:	41.88
Dept. Environmental Protection, check dated 12/02/2024:	150.00
East Mtn. Health Physicians, check dated 12/02/2024:	208.00
Pace Analytical Services, check dated 12/02/2024:	134.60
City of Ranson, CIF check dated 12/11/2024:	26,000.00
Total:	$ 828,747.73

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	PUMP / TRANSPORT	WATER FUND	WATER		747.97
	PUMP / TRANSPORT	WATER FUND	WATER		573.87
	PUMP / TRANSPORT	WATER FUND	WATER		266.95
	PUMP / TRANSPORT	WATER FUND	WATER		836.95
	TRANSPORT	SEWER FUND	SEWER		1,029.60
	TRANSPORT	SEWER FUND	SEWER		1,029.60
	SUPERVAC	SEWER FUND	SEWER		2,096.44
				TOTAL:	7,429.94
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 CHAMBER, RBBR METER G	WATER FUND	WATER		3,732.00
	CHLORINE	WATER FUND	WATER		2,804.11
	TRANSCEIVER	WATER FUND	WATER		7,173.36
	SETTER BALL	WATER FUND	WATER		5,882.40
				TOTAL:	19,591.87
HENRY TWAROG	MILEAGE 11/22/24	SEWER FUND	SEWER		440.86
				TOTAL:	440.86
ULINE INC	DUMPING HOPPER & LID & CAS	SEWER FUND	SEWER		2,874.22
				TOTAL:	2,874.22
U.S. BANK	OFFICE SUPPLIES	WATER FUND	WATER		1,469.25
	SUBSCRIPTIONS	WATER FUND	WATER		277.47
	INTAKE SUPPLIES	WATER FUND	WATER		284.27
	WTP SUPPLIES	WATER FUND	WATER		425.10
	GH/CAV SUPPLIES	WATER FUND	WATER		139.27
	WTP SUPPLIES	WATER FUND	WATER		115.06
	MAINT SUPPLIES	WATER FUND	WATER		794.11
	SERVICES MAINT	WATER FUND	WATER		122.85
	UNIFORM EXPENSE	WATER FUND	WATER		294.42
	TCHNLGY EXPENSE	WATER FUND	WATER		150.99
	TRANSPORTATION	WATER FUND	WATER		100.96
	ADVERTISING	WATER FUND	WATER		720.83
	OFFICE SUPPLIES	SEWER FUND	SEWER		1,633.74
	SUBSCRIPTIONS	SEWER FUND	SEWER		277.49
	PMPSTN SUPPLIES	SEWER FUND	SEWER		485.00
	TRMNT &DSPSL SUPPLIES	SEWER FUND	SEWER		1,833.82
	TWWTP MAINT	SEWER FUND	SEWER		6,545.47
	DRFLD MAINT	SEWER FUND	SEWER		59.94
	TRAINING	SEWER FUND	SEWER		2,190.42
	UNIFORM EXPENSE	SEWER FUND	SEWER		1,250.94
	TCHNLGY EXPENSE	SEWER FUND	SEWER		151.00
	TRANSPORTATION	SEWER FUND	SEWER		15.00
	GENERAL EXPENSE	SEWER FUND	SEWER		912.85
	ADVERTISING	SEWER FUND	SEWER		614.88
				TOTAL:	20,865.13
US POSTAL SERVICE	ANNUAL PO BOX SVC FEE	WATER FUND	WATER		116.00
	ANNUAL PO BOX SVC FEE	SEWER FUND	SEWER		116.00
				TOTAL:	232.00
HD SUPPLY INC	CHEMKEY, TNT, SULFURIC ACI	WATER FUND	WATER		3,205.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	TESTING: TUSC MNTHLY	SEWER FUND	SEWER	355.50
	TESTING: CT MNTHLY	SEWER FUND	SEWER	314.90
	TESTING: TUSC WKLY	SEWER FUND	SEWER	142.10
	TESTING: CT WKLY	SEWER FUND	SEWER	264.20
	TESTING: TUSC WKLY	SEWER FUND	SEWER	164.40
	TESTING: TUSC WKLY	SEWER FUND	SEWER	142.10
	TESTING: WV0022349/IU01	SEWER FUND	SEWER	103.70
			TOTAL:	1,805.60
PATTON BUILDING SERVICES INC	CLEANING NOV	WATER FUND	WATER	416.50
	CLEANING NOV	SEWER FUND	SEWER	416.50
			TOTAL:	833.00
PIEDMONT DESIGN GROUP, LLC	10/16 - 11/26/2024	SEWER FUND	NON-DEPARTMENTAL	1,071.00
			TOTAL:	1,071.00
PRECISION PUMP & VALVE SERVICE, INC.	JOB CORPS PS PIPING/RAILS	SEWER FUND	NON-DEPARTMENTAL	8,395.00
	JOB CORPS PS BASES/PIPING/	SEWER FUND	NON-DEPARTMENTAL	8,480.00
	JEFF HGH PS FLYGT IMPLLR R	SEWER FUND	SEWER	11,365.00
			TOTAL:	28,240.00
PREMIER RISK MANAGEMENT SOLUTIONS, LLC	SFTY CNSLTNG: 11/01 - 11/3	WATER FUND	WATER	747.96
	SFTY CNSLTNG: 11/01 - 11/3	SEWER FUND	SEWER	747.96
			TOTAL:	1,495.92
CORPORATION OF RANSON	NOV UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	3,966.02
			TOTAL:	3,966.02
RUMMEL, KLEPPER & KAHL, LLP	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL	10,166.61
			TOTAL:	10,166.61
ROSS H BARE	TWWTP WALL HTRS SVC CLL	SEWER FUND	SEWER	480.00
			TOTAL:	480.00
SG PLUMBING, INC.	174 DOUGLAS DR: 11/12/24	WATER FUND	WATER	1,400.00
	500 S CHURCH ST: 11/21/24	WATER FUND	WATER	750.00
			TOTAL:	2,150.00
SHENANDOAH SALES & SERVICE, INC.	WATER VEHICLE SERVICE	WATER FUND	WATER	509.94
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER	402.89
			TOTAL:	912.83
STEPTOE & JOHNSON PLLC	GENERAL EMPLOYER COUNSELIN	WATER FUND	WATER	731.25
	GENERAL EMPLOYER COUNSELIN	WATER FUND	WATER	243.75
	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER	13,560.00
	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER	24,106.55
			TOTAL:	38,641.55
STH, INC.	BACKUP FLOAT CONTROL	SEWER FUND	SEWER	300.00
			TOTAL:	300.00
T-MOBILE	MONTHLY CELL SERVICE	WATER FUND	WATER	111.46
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	531.27
			TOTAL:	642.73
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER	848.56

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	109-100013	WATER FUND	NON-DEPARTMENTAL	68.46
	204-000680	WATER FUND	NON-DEPARTMENTAL	101.42
	205-001445	WATER FUND	NON-DEPARTMENTAL	59.65
	402-000486	WATER FUND	NON-DEPARTMENTAL	12.30
	503-000005	WATER FUND	NON-DEPARTMENTAL	100.00
	504-500036	WATER FUND	NON-DEPARTMENTAL	27.42
	504-900002	WATER FUND	NON-DEPARTMENTAL	52.96
	514-150139	WATER FUND	NON-DEPARTMENTAL	65.54
	514-150155	WATER FUND	NON-DEPARTMENTAL	26.14
	710-000101	WATER FUND	NON-DEPARTMENTAL	50.00
	710-000184	WATER FUND	NON-DEPARTMENTAL	18.94
	710-000191	WATER FUND	NON-DEPARTMENTAL	16.57
	712-000016	WATER FUND	NON-DEPARTMENTAL	18.93
	712-000017	WATER FUND	NON-DEPARTMENTAL	7.18
	712-000018	WATER FUND	NON-DEPARTMENTAL	18.93
	514-150140	WATER FUND	NON-DEPARTMENTAL	35.54
	514-150141	WATER FUND	NON-DEPARTMENTAL	38.64
	514-150143	WATER FUND	NON-DEPARTMENTAL	20.73
	514-150193	WATER FUND	NON-DEPARTMENTAL	56.53
	701-004050	WATER FUND	NON-DEPARTMENTAL	18.92
	702-000620	WATER FUND	NON-DEPARTMENTAL	50.36
	703-002205	WATER FUND	NON-DEPARTMENTAL	50.02
	704-000310	WATER FUND	NON-DEPARTMENTAL	44.59
	704-002770	WATER FUND	NON-DEPARTMENTAL	44.67
	705-000400	WATER FUND	NON-DEPARTMENTAL	14.10
	705-003410	WATER FUND	NON-DEPARTMENTAL	75.17
	707-003040	WATER FUND	NON-DEPARTMENTAL	126.99
	708-000380	WATER FUND	NON-DEPARTMENTAL	567.33
	709-000061	WATER FUND	NON-DEPARTMENTAL	18.94
	709-000094	WATER FUND	NON-DEPARTMENTAL	13.04
	710-000062	WATER FUND	NON-DEPARTMENTAL	18.91
	710-000066	WATER FUND	NON-DEPARTMENTAL	18.91
	710-000068	WATER FUND	NON-DEPARTMENTAL	18.91
	713-000171	WATER FUND	NON-DEPARTMENTAL	18.93
	713-000176	WATER FUND	NON-DEPARTMENTAL	18.92
	713-000181	WATER FUND	NON-DEPARTMENTAL	18.93
	713-000317	WATER FUND	NON-DEPARTMENTAL	18.93
	713-000319	WATER FUND	NON-DEPARTMENTAL	18.93
	713-000324	WATER FUND	NON-DEPARTMENTAL	43.95
	713-000325	WATER FUND	NON-DEPARTMENTAL	43.95
	713-000326	WATER FUND	NON-DEPARTMENTAL	43.95
	725-000037	WATER FUND	NON-DEPARTMENTAL	39.53
	725-000038	WATER FUND	NON-DEPARTMENTAL	39.53
			TOTAL:	3,457.95
MT ELECTRONICS, INC	LOCATOR	SEWER FUND	SEWER	2,310.00
			TOTAL:	2,310.00
THOMAS NALLS	OCT TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	4,031.51
	NOV TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,995.51
			TOTAL:	8,027.02
LOGICAL CONCEPTS, INC	PS MONITORING	SEWER FUND	SEWER	333.00
			TOTAL:	333.00
PACE ANALYTICAL SERVICES, LLC	TESTING: ROCKWOOL IU02/WV0	SEWER FUND	SEWER	318.70

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KAY CASTO & CHANEY PLLC	GENERAL: THRU 10/31/24	WATER FUND	WATER	260.00
	CLLCTNSYSTM: THRU 10/31/24	SEWER FUND	NON-DEPARTMENTAL	812.50
	GENERAL: THRU 10/31/24	SEWER FUND	SEWER	1,797.50
	WVAW: THRU 10/31/24	SEWER FUND	SEWER	65.00
	HNTWLL AMLEA: THRU 10/31/2	SEWER FUND	SEWER	682.50
			TOTAL:	3,617.50
ROBERT LYNN KERSHNER	WTP SVC CALL	WATER FUND	WATER	195.00
	FOREST ST PS SVC CALL	SEWER FUND	SEWER	130.00
	JOB CORPS PS WIRE-IN OMNI	SEWER FUND	SEWER	440.00
	TWWTP SVC CALL	SEWER FUND	SEWER	195.00
	CTWWTP SVC CALL	SEWER FUND	SEWER	195.00
			TOTAL:	1,155.00
J.C. KUNKLE & ASSOCIATES, A.C.	PROFF SVCS: 10/01 - 11/30/	SEWER FUND	NON-DEPARTMENTAL	3,950.00
			TOTAL:	3,950.00
MCKINNEY'S AUTO REPAIR	SEWER VEHICLE REPAIR	SEWER FUND	SEWER	1,422.53
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER	145.54
			TOTAL:	1,568.07
METLIFE, INC	CARPER	WATER FUND	WATER	3.92
	CARPER	WATER FUND	WATER	49.29-
	AD&D PAYABLE	WATER FUND	WATER	10.84
	LIFE PAYABLE	WATER FUND	WATER	57.67
	LTD PAYABLE	WATER FUND	WATER	344.25
	STD PAYABLE	WATER FUND	WATER	430.39
	AD&D PAYABLE	SEWER FUND	SEWER	10.24
	LIFE PAYABLE	SEWER FUND	SEWER	54.53
	LTD PAYABLE	SEWER FUND	SEWER	299.83
	STD PAYABLE	SEWER FUND	SEWER	374.80
			TOTAL:	1,537.18
SECURITY DEPOSIT REFUNDS	101-000390	WATER FUND	NON-DEPARTMENTAL	33.65
	101-000590	WATER FUND	NON-DEPARTMENTAL	83.33
	101-000605	WATER FUND	NON-DEPARTMENTAL	26.10
	101-000895	WATER FUND	NON-DEPARTMENTAL	90.90
	101-000950	WATER FUND	NON-DEPARTMENTAL	62.06
	101-001050	WATER FUND	NON-DEPARTMENTAL	63.73
	101-001080	WATER FUND	NON-DEPARTMENTAL	4.62
	102-000850	WATER FUND	NON-DEPARTMENTAL	80.09
	107-000037	WATER FUND	NON-DEPARTMENTAL	56.44
	108-000205	WATER FUND	NON-DEPARTMENTAL	56.62
	108-000207	WATER FUND	NON-DEPARTMENTAL	98.73
	108-000208	WATER FUND	NON-DEPARTMENTAL	56.63
	711-000067	WATER FUND	NON-DEPARTMENTAL	13.77
	109-000009	WATER FUND	NON-DEPARTMENTAL	56.15
	109-000026	WATER FUND	NON-DEPARTMENTAL	90.23
	109-000027	WATER FUND	NON-DEPARTMENTAL	74.08
	109-000028	WATER FUND	NON-DEPARTMENTAL	68.83
	109-000029	WATER FUND	NON-DEPARTMENTAL	54.44
	109-100012	WATER FUND	NON-DEPARTMENTAL	22.84
	401-000377	WATER FUND	NON-DEPARTMENTAL	16.30
	109-000030	WATER FUND	NON-DEPARTMENTAL	63.21
	109-000031	WATER FUND	NON-DEPARTMENTAL	61.44
	109-000032	WATER FUND	NON-DEPARTMENTAL	41.47

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	W/E 11/17/24	SEWER FUND	SEWER	889.80
	W/E 11/24/24	SEWER FUND	SEWER	1,184.34
	W/E 12/01/24	SEWER FUND	SEWER	437.59
			TOTAL:	3,714.72
GASKINS SERVICES LLC	TOPSOIL	WATER FUND	WATER	1,050.00
			TOTAL:	1,050.00
GWIN DOBSON & FOREMAN INC	WWTP MAINT BUILDING	WATER FUND	NON-DEPARTMENTAL	2,844.73
	WWTP MAINT BUILDING	WATER FUND	NON-DEPARTMENTAL	1,062.75
	WTP CHLORINE ROOM UPGRADES	WATER FUND	NON-DEPARTMENTAL	16,646.80
	STNDRD SPECS UPDATE	WATER FUND	WATER	395.92
	CT ASST MNGMNT PLAN	WATER FUND	WATER	6,300.94
	STNDRD SPECS UPDATE	WATER FUND	WATER	1,854.97
	CT ASST MNGMNT PLAN	WATER FUND	WATER	1,664.49
	GRNFLD FRCMN SMLST FLWMTR	SEWER FUND	NON-DEPARTMENTAL	953.18
	WW SYS PRELIM ENGNR RPRT	SEWER FUND	NON-DEPARTMENTAL	2,030.71
	DVLPR WA&SWR SYS INSTLTN S	SEWER FUND	NON-DEPARTMENTAL	1,293.50
	WWTP MAINT BUILDING	SEWER FUND	NON-DEPARTMENTAL	2,844.72
	WW CLCTN SYS PRJCT	SEWER FUND	NON-DEPARTMENTAL	1,325.80
	ASBRYCHRCH SWRMN RPLCMNT	SEWER FUND	NON-DEPARTMENTAL	1,058.20
	GRNFLD PS UPGRADES	SEWER FUND	NON-DEPARTMENTAL	6,875.31
	GRNFLD PS UPGRADES	SEWER FUND	NON-DEPARTMENTAL	2,046.20
	WW SYS PRELIM ENGNR RPRT	SEWER FUND	NON-DEPARTMENTAL	6,194.84
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL	7,212.70
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL	7,609.63
	WWTP MAINT BUILDING	SEWER FUND	NON-DEPARTMENTAL	1,062.75
	ASBRYCHRCH SWRMN RPLCMNT	SEWER FUND	NON-DEPARTMENTAL	4,973.95
	STNDRD SPECS UPDATE	SEWER FUND	SEWER	395.91
	CT ASST MNGMNT PLAN	SEWER FUND	SEWER	6,300.94
	EPA ADMIN ORDER	SEWER FUND	SEWER	561.60
	WW RETAINER SVCS	SEWER FUND	SEWER	561.60
	STNDRD SPECS UPDATE	SEWER FUND	SEWER	1,854.97
	CT ASST MNGMNT PLAN	SEWER FUND	SEWER	1,664.49
			TOTAL:	87,591.60
HACH COMPANY	SVC PRTNRSHP RNWL	WATER FUND	WATER	19,107.00
	SVC PRTNRSHP RNWL	WATER FUND	WATER	3,414.00
	SVC PRTNRSHP RNWL	WATER FUND	WATER	9,576.00
	SVC PRTNRSHP RNWL	SEWER FUND	SEWER	161.20-
			TOTAL:	31,935.80
HIGH HORIZONS FARM, INC.	STRAW BUNDLE	WATER FUND	WATER	110.00
			TOTAL:	110.00
PROTOUCH COMMUNICATIONS, LLC	NOV SVCS: AFTER-HRS EMERGE	WATER FUND	WATER	124.41
	NOV SVCS: AFTER-HRS EMERGE	SEWER FUND	SEWER	124.41
			TOTAL:	248.82
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER	561.48
	SHREDDING, STORAGE	SEWER FUND	SEWER	561.48
			TOTAL:	1,122.96
JAMES RIVER EQUIPMENT	331G NEW BATTERY	WATER FUND	WATER	1,136.59
			TOTAL:	1,136.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	23,164.58
CORE & MAIN	BALL CURB, BRASS NIPPLE	WATER FUND	WATER	57.17
	BALL CURB, BRASS NIPPLE	WATER FUND	WATER	57.17
	RUBBER METER WASHER	WATER FUND	WATER	96.00
	SETTER, MIPXPJ, TUBE, CPLG	WATER FUND	WATER	2,516.72
	SETTER, MIPXPJ, TUBE, CPLG	WATER FUND	WATER	1,149.58
	CPLG	WATER FUND	WATER	979.44
			TOTAL:	4,856.08
COYNE CHEMICAL	AMMONIUM SULFATE 40% NSF	WATER FUND	WATER	1,586.00
	HYDROFLUOSILICIC ACID 23%	WATER FUND	WATER	3,061.91
	CES PACL 2040	SEWER FUND	SEWER	2,576.80
	CONTAINER RETURNS	SEWER FUND	SEWER	90.00-
			TOTAL:	7,134.71
CRYSTAL SPRINGS	MONTHLY SVC@ 661 & 842	WATER FUND	WATER	129.40
	MONTHLY SVC@ 661 & 842	SEWER FUND	SEWER	89.43
			TOTAL:	218.83
CUMMINS, INC	PM: JOBS CORPS	SEWER FUND	SEWER	533.50
	PM: RACE TRACK	SEWER FUND	SEWER	350.56
	PM: MOOSE LODGE	SEWER FUND	SEWER	350.56
	PM: NORTHPORT PS	SEWER FUND	SEWER	752.56
	PM: WAR ADMIRAL PS	SEWER FUND	SEWER	972.96
	PM: BURR PARK	SEWER FUND	SEWER	533.50
	PM: WOODLAWN MHP	SEWER FUND	SEWER	350.56
	PM: MAGNOLIA SPGS PS	SEWER FUND	SEWER	792.09
	PM: 4TH AVE PS	SEWER FUND	SEWER	751.94
	PM: CRANES LN	SEWER FUND	SEWER	314.83
	PM: BEALLAIR ESTS	SEWER FUND	SEWER	350.56
	PM: WENDYS	SEWER FUND	SEWER	533.50
			TOTAL:	6,587.12
DEWBERRY ENGINEERS INC	TO8 WATER MODEL UPDATE	WATER FUND	NON-DEPARTMENTAL	2,945.00
			TOTAL:	2,945.00
WV DEPT OF HEALTH & HUMAN SERVICES	FLOURIDE TEST	WATER FUND	WATER	20.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER	69.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER	138.00
			TOTAL:	227.00
DIGITAL ASSURANCE CERTIFICATION, LLC	DISSEMINATION SVC & STORAG	WATER FUND	WATER	1,250.00
	DISSEMINATION SVC & STORAG	SEWER FUND	SEWER	1,250.00
			TOTAL:	2,500.00
DODSON SEPTIC SERVICES, LLC	TRANSPORT	SEWER FUND	SEWER	300.00
			TOTAL:	300.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER	1,539.20
	INSTALLMENT	SEWER FUND	SEWER	1,420.80
			TOTAL:	2,960.00
GUTTMAN ENERGY	W/E 11/17/24	WATER FUND	WATER	318.55
	W/E 11/24/24	WATER FUND	WATER	670.77
	W/E 12/01/24	WATER FUND	WATER	213.67

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADVANCED REHABILITATION TECHNOLOGY LTD	MANHOLE LINING PROJECT	SEWER FUND	NON-DEPARTMENTAL	43,909.96
	MANHOLE LINING PROJECT	SEWER FUND	NON-DEPARTMENTAL	15,586.00
			TOTAL:	59,495.96
ALS GROUP USA CORP	TESTING	WATER FUND	WATER	328.00
	TESTING	WATER FUND	WATER	855.00
			TOTAL:	1,183.00
ALVAREZ CONTRACTORS, INC	WWTP PROJECT	SEWER FUND	NON-DEPARTMENTAL	91,137.06
			TOTAL:	91,137.06
AMERIGAS PROPANE LP	PROPANE: RT 9 W	SEWER FUND	SEWER	201.83
	TANK RENTAL: JHS	SEWER FUND	SEWER	139.80
			TOTAL:	341.63
ANTIETAM ELECTRICAL CONTRACTORS, INC	HEATERS & THERMOSTAT	WATER FUND	WATER	4,294.34
			TOTAL:	4,294.34
AUTOZONE	HIGH SCHOOL PS BATTERY	SEWER FUND	SEWER	137.99
	MOOSE PS BATTERY	SEWER FUND	SEWER	134.99
	WIPERS, SOCKET, GLOVES	SEWER FUND	SEWER	67.98
	WIPERS, SOCKET, GLOVES	SEWER FUND	SEWER	37.78
	BATTERY DEERFIELD PS	SEWER FUND	SEWER	129.99
			TOTAL:	508.73
JP & RF BURNS PARTNERSHIP	NOV LOADS - 44	SEWER FUND	SEWER	8,008.00
			TOTAL:	8,008.00
CEM	PM: ANNUAL CALIBRATION	SEWER FUND	SEWER	2,800.00
			TOTAL:	2,800.00
CHAMPION INDUSTRIES, INC	PRINTING SVCS OCT	WATER FUND	WATER	1,410.89
	POSTAGE 4 PRINTING SVCS OC	WATER FUND	WATER	3,446.24
	PRINTING SVCS NOV	WATER FUND	WATER	2,218.96
	POSTAGE 4 PRINTING SVCS NO	WATER FUND	WATER	5,588.55
	PRINTING SVCS OCT	SEWER FUND	SEWER	1,410.89
	POSTAGE 4 PRINTING SVCS OC	SEWER FUND	SEWER	3,446.24
	PRINTING SVCS NOV	SEWER FUND	SEWER	2,218.96
	POSTAGE 4 PRINTING SVCS NO	SEWER FUND	SEWER	5,588.55
			TOTAL:	25,329.28
CHARLES TOWN SEWER	NOV FUNDING	SEWER FUND	NON-DEPARTMENTAL	44,925.34
			TOTAL:	44,925.34
CHARLES TOWN WATER	NOV FUNDING	WATER FUND	NON-DEPARTMENTAL	18,369.91
			TOTAL:	18,369.91
CITY NATIONAL BANK	LOCKBOX SVCS: NOV	WATER FUND	WATER	115.16
	LOCKBOX SVCS: NOV	SEWER FUND	SEWER	115.16
			TOTAL:	230.32
CITY OF CHARLES TOWN	UB COLLECTIONS NOV	WATER FUND	NON-DEPARTMENTAL	20,439.58
	DEC RENT@ 661 S GEORGE ST	WATER FUND	WATER	1,275.00
	FLU SHOTS 2024	WATER FUND	WATER	87.50
	DEC RENT@ 661 S GEORGE ST	SEWER FUND	SEWER	1,275.00
	FLU SHOTS 2024	SEWER FUND	SEWER	87.50

CHARLES TOWN UTILITY BOARD

Wednesday, December 11, 2024

Special Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - January 8, 2025 at 4:00 P.M.