CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, JANUARY 24, 2024

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

CALL TO ORDER

1. APPROVAL OF MINUTES
   a. Approval of January 10, 2024 Regular Meeting Minutes
      2024.01.10 UB MINUTES.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.

3. **UNFINISHED BUSINESS**

4. NEW BUSINESS
   a. Locust Hill Unit Owners Association Request for Deed of Easement
      Locust Hill Request.pdf
   b. Dewberry Valve Assessment Program update
      Valve Assessment Program.pdf
   c. Source Water Protection Plan Update - Dewberry proposal for services
      SWPP Update letter and fee proposal.pdf
   d. Capacity Improvement Fee Discussion requested by Heidi Parker
   e. Industrial User #7 Rockwool Permit Modification request
      IU07 Permit Modification.pdf

5. MANAGER REPORTS
   a. Utility Manager Report
      REVENUE & EXPENSE NOVEMBER.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**

7. **ADJOURNMENT**

8. **INFORMATION ONLY - NEXT MEETING - FEBRUARY 14, 2024 4:00 P.M.**

Charles Town Utility Board
Regular Board Meeting
January 10, 2024

The Charles Town Utility Board held a regular meeting on January 10, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Jeff Whitten, Board Member; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; and Ashley Stottlemyer, Secretary.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of December 13, 2023 Special Meeting Minutes

The Chairman called for changes or corrections to the December 13, 2023 special meeting minutes.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the December 13, 2023 minutes as presented.

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron.

UNFINISHED BUSINESS

Jefferson Crossing Pump Station Evaluation

Last month a request was received from the owner of the Jefferson Crossing Shopping Center to take ownership of a pump station located behind the Martins grocery store. Mrs. Stolipher included in the packet a draft letter to the developer providing a high-level evaluation of the station and the costs associated with necessary upgrades to bring it up to CTUB standards totaling an estimated $55,425.00. Mrs. Stolipher will send the letter and bring back to the Board once a response is received.

Mr. Whitten mentioned the owner is a client of his and will recuse himself from any discussions on this matter.

Action: No action required by the Board.

NEW BUSINESS

Renewal & Replacement Project Resolution No. 15 – Contractor Pay Application No. 15

Mrs. Stolipher included the contractor application for payment no. 15 in the amount of $167,019.32 for work completed.

Action: Motion made by Mr. Whitten, second by Mr. Pierson, the Board unanimously approved Resolution No. 15.

RK&K Collection System Project Update

Rhiannon Dodge from RK&K provided an update on the project relating to scheduling, permitting and an updated project cost of $8,283,000.00. Mrs. Stolipher mentioned the cost progression has been discussed at numerous board meetings and will not affect the current rates. The project is proposed to be complete by March 2026. The Board provided discussions.

Action: No action required by the Board.

RK&K Task Order 19 – Scope of Work Change 5

Rhiannon Dodge presented task order No. 5 to provide wetland delineation services to meet the requirements for the Army Corps of Engineers permit anticipating an additional three months to complete. The total estimate not-to-exceed fee to perform the work is $21,000.00.

Action: Motion made by Mr. Pierson, second by Mr. Stocks, with discussion by the Board, the Board unanimously approved Task Order 19 – Scope of Work change 5.

RK&K Greenfield Forcemain Project – Bid Tabulations and Notice of Award

Mrs. Stolipher provided the bid opening was held on December 21, 2023 and W.F.Delauter & Son, Inc. was the lowest bidder out of the three submissions. The contract price was $953,055.98. Mrs. Stolipher mentioned there have been six project addendums since the initial design and DOH boring modifications which have contributed to the increase in cost estimates. She added the funding for this project will come from Capacity Improvement Fees. John Cole and Mrs. Dodge, from RK&K, were available for questions.

The Board provided discussions. They had concerns regarding the bid estimates and who would ultimately be the lowest bidder if the existing casings can be utilized. Mrs. Stolipher will address this issue with the attorney.

Action: Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the lowest bid from W.F. Delauter not to exceed the bid provided by Greenridge Contractors, Inc. pending review by Council.

Summit Point Utilities

Jared Frederick and Jeff Johnson from Summit Point Raceway, provided a presentation on the Summit Point Raceway facilities and the need for public water and sewer utilities. Jim Linsenmeyer from the WV Economic Development Office and Edwina Benites from the Jefferson County Development Authority were present to promote this endeavor and offer any necessary assistance. The Board provided discussions. Mrs. Stolipher will work with Summit Point, JCDA and the State to explore grant funding opportunities.

Action: No action required by the Board.

NPDES Permit Modifications - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(12) to discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential or to discuss a matter of potential Litigation.

Action: This item was moved to the end of the meeting.

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.

This item will be discussed at the next Board meeting.

Action: This item will be discussed next meeting.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided the water and sewer rate adjustments second readings were passed by City Council on January 2nd and will submit the tariff revisions to the Public Service Commission. She also mentioned the Source Water Protection Plan is required to be updated by May 1, 2024 so she has asked

Dewberry to provide a proposal to complete that work. Mrs. Stolipher will also begin working on updating the sewer strategic plan for adoption in April.

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

Chairman Report

The Chairman thanked Mrs. Stolipher for the work she has put forth towards rate equalization. He also requested the Board provide him with their evaluations on Mrs. Stolipher by January 12th to discuss at the next Board meeting.

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

APPROVAL OF BILLS

January 10, 2024

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

EXECUTIVE SESSION

NPDES Permit Modifications - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(12) to discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential or to discuss a matter of potential Litigation.

Action: **Motion by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved convening into Executive Session at 5:08 P.M. to discuss NPDES permit modifications. Mayor Bob Trainor and Attorney Richard Lewis were invited to the discussions.**

Action: **Motion made by Mr. Pierson, second by Mr. Whitte, the Board unanimously approved returning to public session. Executive session was declared over at 5:45 P.M.**

Mrs. Parker requested adding an agenda item to the next meeting to discuss Capacity Improvement Fee's.

ADJOURNMENT

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

Action: **Motion by Mr. Pierson, second by Mr. Stocks, the Board unanimously adjourned the meeting at 5:47 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, January 24, 2024 at 4:00 P.M. at 661 S. George Street.

_____ _____

John Nissel, Chairman

Ashley Stottlemyer, Secretary

Locust Hill Unit Owners Association, Inc.

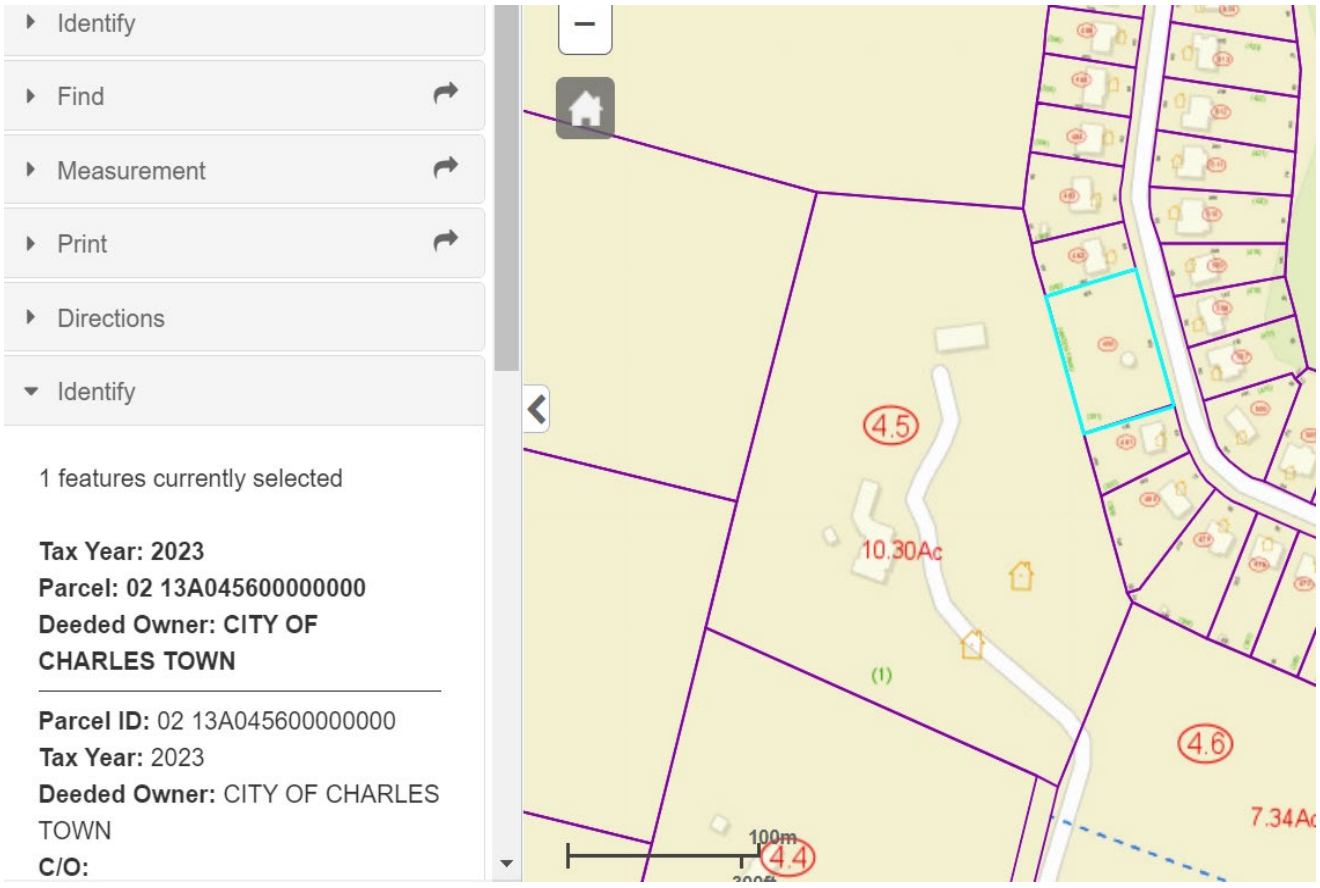
Clagett Management WV VA LLC
115 N. Queen Street, Martinsburg, WV 25420
Office 304-596-6630 FAX 304-596-6635

January 9, 2024

Re: City of Charles Town, Parcel 02 13A0456

The Board of Directors for Locust Hill UOA respectfully requests consideration and approval of a deed of easement by the City Council on the the subject parcel to install a non-permanent bus shelter for Jefferson County students residing within Locust Hill UOA. The subject parcel located within Locust Hill UOA that abuts Sawgrass Drive is partially occupied by the fenced water tower maintained and operated by the CTUB, and has served as a bus stop for students for over 10 years.

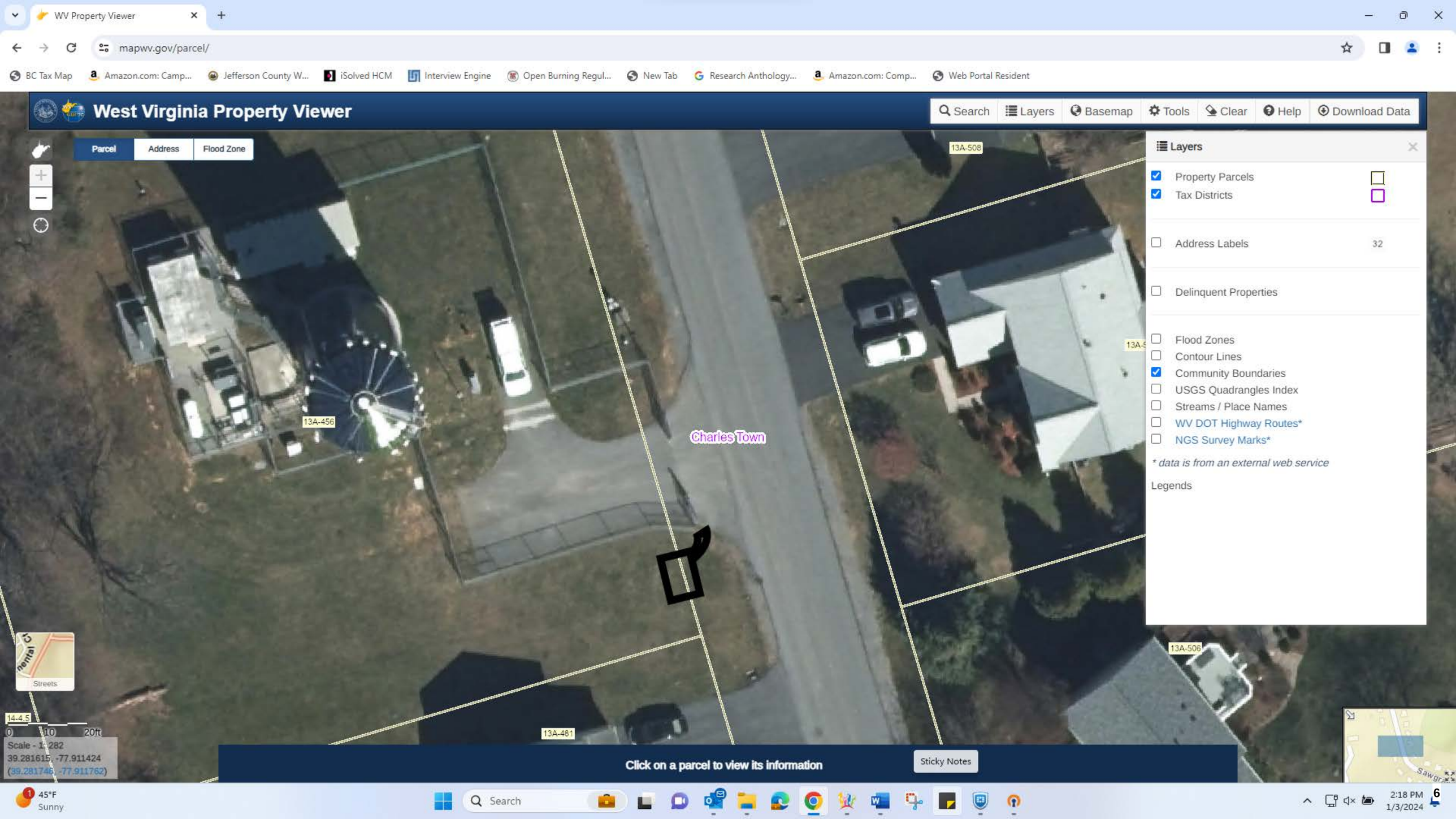
Pending approval by the CTUB and City Council, the Locust Hill UOA Board has approved the purchase and installation of an 8x10 bus salt box style shelter constructed of pressure treated wood, T111 siding stained chestnut brown with black shingle roof with a 16" x 10' bench on the inside for sitting. There could also be a 4'x8' platform to bridge the storm swale, or a gravel path from the asphalt apron to the shelter, if preferred. The site base for the shelter will be landscape timbers filled with crushed stone approximately 8"-12" larger than the dimensions of the bus shelter.



Please advise if a representative of the Association should be present for any meetings that will be scheduled to discuss this request and provide the date/time so we may plan to attend.

On behalf of the Board of Directors for Locust Hill UOA, Inc.

Renee Sanders
Community Manager, CMCA, AMS
rsanders@clagett.com
304-596-6630 x1109


WV Property Viewer
mapwv.gov/parcel/
BC Tax Map
Amazon.com: Camp...
Jefferson County W...
iSolved HCM
Interview Engine
Open Burning Regul...
New Tab
Research Anthology...
Amazon.com: Comp...
Web Portal Resident
West Virginia Property Viewer
Search
Layers
Basemap
Tools
Clear
Help
Download Data
Parcel
Address
Flood Zone
13A-508
13A-456
Charles Town
13A-506
13A-481
Layers
Property Parcels
Tax Districts
Address Labels
32
Delinquent Properties
Flood Zones
Contour Lines
Community Boundaries
USGS Quadrangles Index
Streams / Place Names
WV DOT Highway Routes*
NGS Survey Marks*
* data is from an external web service
Legends
Streets
Scale - 1:282
39.281615, -77.911424
(39.281746, -77.911762)
Click on a parcel to view its information
Sticky Notes
45°F
Sunny
Search
2:18 PM
1/3/2024

Dewberry

Dewberry Engineers Inc.
8401 Arlington Boulevard
Fairfax, VA 22031-4666

703.849.0100
703.849.0118 fax
www.dewberry.com

Date: December 11, 2023
To: Charles Town Utility Board
From: Dewberry Engineers Inc.
Subject: Valve Assessment Program Framework

Program Background

Dewberry has been commissioned by the Charles Town Utility Board (CTUB) to establish a comprehensive valve assessment program in accordance with the guidelines outlined in the American Water Works Association (AWWA) Manual M44, titled "Distribution Valves: Selection, Installation, Field Testing, and Maintenance, Third Edition." The primary aim of this program is to ensure the regular exercising of valves, timely identification of maintenance requirements, and the implementation of effective maintenance procedures. It will further offer insights into recommended workflows to enhance field data collection for CTUB. The accompanying system maps include a prioritized plan for valve operation.

A critical part of maintaining a successful program will be the collection and recording of accurate data. The program will include an excel based tool for recording data that can be tied directly to GIS data. This tool will include databases for Valve Asset Inventory, Valve Consequence Failure Matrix, Valve Probability of Failure Matrix, and a Total Risk Score Matrix.

Information contained in this program is in compliance with American Water Works Association (AWWA) Manual M44, Distribution Valves: Selection, Installation, Field Testing, and Maintenance, Third Edition.

Initial Prioritization Methodology

As per the AWWA Manual M44 guidelines, an initial prioritization approach has been formulated for valve exercising. The primary criterion for prioritization will be the size of valves. Three distinct priority levels, namely Priority 1, Priority 2, and Priority 3, have been defined based on the proximity to large water mains. For this initial prioritization, a large water is a water main with a nominal diameter of 10” or larger. Valves are prioritized by proximity as follows:

1. Priority 1 valves are located within 50 ft of a large water main
2. Priority 2 valves are located within 500 ft of a large water main
3. Priority 3 valves are located greater than 500 ft from a large water main

These priority levels will dictate the frequency of valve exercising, with Priority 1 valves being the highest priority and Priority 3 valves requiring less frequent attention. These priorities are visually represented on the Program Maps, with Priority 1 valves denoted in red, Priority 2 in yellow, and Priority 3 in green. Field crews should begin with index grids containing the most high-priority valves and proceed to grids with lower-priority valves. To simplify this process, the index grids are color coded based on the average valve priority within the grid.

Future Prioritization Methodology

As the valve assessment program progresses, it is recommended that the prioritization methodology transition towards a data-driven approach, in line with AWWA Manual M44. Collected data will feed into a risk score tool, which will objectively prioritize valves based on their risk score. Valves with the highest risk scores will be exercised first and most frequently, moving away from size-based prioritization. The tool includes the following sections.

Valve Asset Inventory

In accordance with AWWA Manual M44, the valve asset inventory is a list of each valve and their respective attributes. It has been determined by CTUB that the included attributes can realistically be established. This inventory provides information on each valve's attributes, including size, location, and type. It does not include any risk related data. To avoid data entry inconsistencies, in cell drop down lists have been included. The drop-down options can be edited in future versions of the tool based on Program feedback.

Valve Consequence of Failure Matrix

This matrix evaluates the consequences to the water distribution system should a valve fail. A weighted scoring system (ranging from 1 to 5) assesses four critical aspects of consequence, including Function (30%), Redundancy (40%), Critical Needs (15%), and Community Impact (15%). The resulting Consequence Score is calculated based on these ratings and weight factors, with a high score indicating valves with the most significant negative impact upon failure. Each of the sections are further explained below :

1. Function (30%)
    a. This is a measure of functionality of the valve as it relates to the type of water line the valve serves. Valves located on a transmission main should receive a high score and valves on distribution mains with a low customer count should receive a low score.
2. Redundancy (40%)
    a. This is a measure of the redundancy of the valve. Valves with no redundancy should receive a high score and valves with significant redundancy should receive a high score.
3. Critical Needs (15%)
    a. This is a measure of the critical needs of the valve as it relates to the customers impacted by an outage. High critical impact customers such as hospitals should receive a high ranking and low critical impact customers such as low usage industrial customers should receive a low score.
4. Community (15%)
    a. This is a measure of the community impact to a valve in the event of a failure. Valves with the potential for widespread impact should receive a high rating and valves with a limited impact should receive a low rating.

It should be acknowledged that ratings are subjective to an extent and a clear understanding of each category should be understood among all staff to ensure consistent ratings. To avoid data entry inconsistencies, in cell drop down lists have been included.

Once a rating is entered for each section, an aggregate Consequence Score will be calculated for each valve. This score will range between 0 and 50 and will be calculated by summing the product of each sections rating and weight factor and multiplying the total by 10. A high Consequence Score indicates valves with the highest negative consequences in the event of a failure.

Valve Probability of Failure Matrix

The Probability of Failure Matrix assesses the likelihood of valve failure based on specific attributes, adhering to the AWWA Manual M44 guidelines. Three sections are scored (1 to 5), covering Age (35%), Type (15%), and Work History (50%). The resulting Probability Score indicates the potential for valve failure, with a high score signifying valves at the highest risk. Each of the sections are further discussed as below :

1. Age (35%)
    a. This is a measure of the age of each valve and should be rated as follows:
        i. 60+ years old: 5
        ii. 50-59 years old: 4
        iii. 40-49 years old: 3
        iv. 30-39 years old: 2

v. 20-29 years old: 1
vi. <20 years old: 0

2. Type (15%)
    b. This is the likeliness of failure based on the type of valve with valves known to fail at a higher rate receiving a higher rating. Valves should be rated as follows:
        i. Cone: 5
        ii. Piton: 4
        iii. Gate: 3
        iv. Ball: 2
        v. Butterfly: 1
3. Work History (50%)
    c. This is a measure of the frequency of maintenance work being required by a valve. Valves with a history of repeated maintenance needs should receive a high rating. Valves that have never had required maintenance should receive a low rating.

The Age and Type scores will automatically be calculated based on data entered in the Valve Inventory tab. The work history score will be manually selected. It should be acknowledged that this rating is subjective to an extent and a clear understanding of this category should be understood among all staff to ensure consistent ratings. To avoid data entry inconsistencies, in cell drop down lists have been included.

Once a rating is entered for each section, an aggregate Probability Score will be calculated for each valve. This score will range between 0 and 50 and will be calculated by summing the product of each sections rating and weight factor and multiplying the total by 10. A high Probability Score indicates valves with the highest potential for failure.

Valve Total Risk Score

In accordance with the AWWA Manual M44, the Total Risk Score is employed to determine the new priority for each valve. The Consequence and Probability scores are multiplied to establish a Raw Risk Score, which then determines the priority for each valve as follows:

1. Priority 1 Valves: Top 25% Raw Risk Score
2. Priority 2 Valves: Middle 50% Raw Risk Score
3. Priority 3 Valves: Bottom 25% Raw Risk Score

Maintaining the Priority 1-3 ranking based on percentiles of the Raw Risk Score will help minimize the impact of subjective rating sections.

Standard Operating Procedure

The program's standard operating procedure adheres to the AWWA Manual M44 guidelines. It recommends a three-year cycle for exercising all valves in the system, with Priority 1 valves exercised annually, Priority 2 valves every two years, and Priority 3 valves every three years. During valve exercising and data collection, specific protocols should be followed.

Valve Exercising Preparation

Before testing, field crews are instructed to confirm and record valve locations, type, size, installation year, and accessibility. This information is essential for efficient valve exercising.

Prior to testing, confirm and record the following:

1. Valve Locations
    a. Address
    b. X-Coordinate
    c. Y-Coordinate
2. Valve Manufacturer and Type

3. Valve and Associated Pipe Size
4. Year Installed
5. Valve Accessibility Type (valve box, vault, buried, etc.)

Valve Exercising Protocol

The protocol outlines the steps to be followed for each valve exercising, including initiating with the lowest required torque, addressing difficult-to-operate valves, and recording turning points and torque requirements.

Use the following steps to exercise each valve. When operating a valve, use the lowest torque possible, do not force a valve.

1. Begin with the lowest torque required to turn the valve
2. If the valve is difficult to operate
    a. Apply low torque in the closed, then open, then closed direction up to 20 times to free the valve before increasing torque
    b. Proceed to step 4
3. If the valve is difficult to operate AND hasn't been operated for an extended period
    a. Begin with the lowest amount of torque required to turn the valve in the closed direction moving through 5 to 10 rotations
    b. Reverse (to the open direction) for 2 to 3 rotations
    c. Reverse again (to closed direction) and rotate 5 to 10 more turns
    d. Repeat until full closure is attained
    e. Proceed to step 4
4. Rotate the valve to the fully open position
5. Rotate the valve to the fully closed position and record the total turns and torque required
6. Rotate the valve to the fully open position and record the total turns and torque required

Data Entry Protocol

Field crews are guided on how to collect and enter data into excel-based data collection tools, including the Valve Asset Inventory and Probability of Failure Matrix.

As each valve is exercised, the following data should be collected and entered into the following excel based data collection tools.

1. Valve Asset Inventory
    a. Direction to Close (in-cell dropdown)
    b. Turns required to fully close/open the valve
    c. Torque required to exercise the valve
    d. Mechanism used to exercise the valve
    e. Date of service
2. Consequence of Failure Matrix
    a. Function, Redundancy, Critical Needs and Community ratings (in-cell dropdowns)
3. Probability of Failure Matrix
    a. Work History rating (in-cell dropdown)

Once data is collected, Consequence, Probability, and Total Risk scores are recalculated, and the GIS valves shapefile data is updated. Program Maps, which include revised prioritization, should be reproduced on an annual basis to comply with AWWA Manual M44.

Advanced Technology Integration

In the pursuit of operational excellence, CTUB has embarked on a progressive Valve Assessment Program, guided by the principles outlined in the AWWA Manual M44. A pivotal component of this program is the Valve Inventory process, where current methodologies, relying on cell phones and tablets, have demonstrated efficacy. However, the evolving nature of CTUB's objectives calls for an exploration of cutting-edge technology to augment accuracy, efficiency, and future scalability.

The present approach involves field crews utilizing cell phones and tablets for on-site activities related to valve reconnaissance. This includes gathering XY coordinates, capturing site conditions through photographs, and subsequently transferring this crucial site intelligence to GIS for maintaining valves in a 5-year rotation cycle. Undoubtedly proactive, this method has served well in the initial stages of the Valve Assessment Program.

While the existing approach has its merits, challenges arise in the accuracy of XY coordinate collection, particularly when relying on consumer-grade devices. The limitations of these tools could impede the program's effectiveness as CTUB advances. The implementation of state-of-the-art technologies, such as Trimble GPS devices and the Esri Field Maps application, presents an opportunity to overcome these challenges and elevate the valve assessment program to new heights.

Recommendations

To enhance the accuracy and efficiency of valve information collection in the field, CTUB is encouraged to adopt the following strategies:

1. Trimble GPS Devices:
    a. Integrate Trimble GPS devices into field operations for precise XY coordinate collection.
    b. Leverage the high-accuracy positioning capabilities of Trimble to ensure reliable and consistent spatial data.
    c. Establish comprehensive SOPs for field crews on the effective use of Trimble devices.
2. Esri Field Maps Application
    a. Implement the Esri Field Maps application for seamless data collection and integration with GIS.
    b. Leverage the user-friendly interface and advanced mapping capabilities of Esri Field Maps to enhance field crew productivity.
3. Standard Operating Procedures (SOPs):
    a. Develop comprehensive SOPs specifically tailored for field crews, outlining the use of new technologies.
    b. Provide training and resources to ensure that field crews are adept at utilizing Trimble GPS devices and Esri Field Maps effectively.
    c. Foster a culture of continuous learning and adaptation within the field crews.
4. Real-time Data Entry:
    a. Enable real-time data entry capabilities to streamline the transfer of field-collected information into the GIS system.
    b. Embrace technologies that facilitate instant data synchronization, reducing the lag between field activities and GIS updates.
5. Continuous Training and Evaluation:
    a. Establish a continuous training program to keep field crews updated on the latest technology tools.
    b. Regularly evaluate the effectiveness of the new procedures and technologies through feedback loops and performance assessments.
    c. Ensure seamless communication channels between field crews and GIS

The integration of Trimble GPS devices and Esri Field Maps into CTUB's Valve Assessment Program offers substantial benefits:

1. Enhanced Accuracy:
    a. Improved precision in XY coordinates ensures the reliability of spatial data.
    b. Mitigates discrepancies in valve locations, reducing the margin of error.
2. Efficiency Gains:
    a. Streamlined data entry processes lead to faster updates in the GIS system.
    b. Reduces manual intervention, minimizing the risk of data entry errors.
3. Advanced Mapping:
    a. Utilizing Esri Field Maps enhances visualization and mapping capabilities for better decision-making.
    b. Provides a comprehensive and dynamic view of the distribution system.

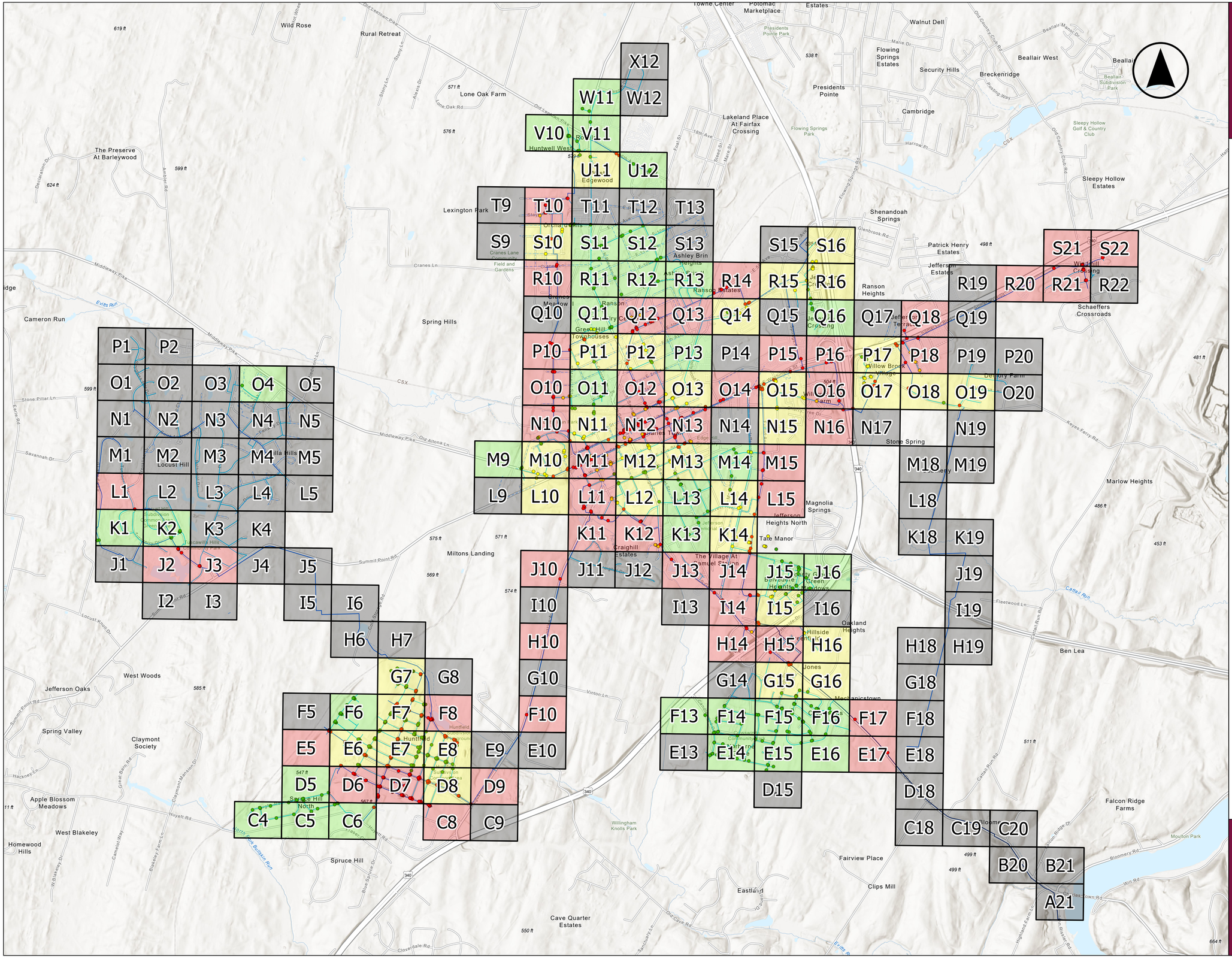
4. Future-Ready Approach:
    a. Embracing cutting-edge technology positions CTUB for continued success as the Valve Assessment Program evolves.
    b. Embraces a forward-thinking mindset, fostering adaptability to emerging technologies.

The seamless integration of Trimble GPS devices and the Esri applications into CTUB's Valve Assessment Program represents not just an upgrade but a strategic investment in operational efficiency, accuracy, and adaptability. The collaborative synergy between field crews and cutting-edge technologies not only addresses existing challenges but positions CTUB as a pioneering force in water utility management. This holistic approach aligns perfectly with CTUB's commitment to excellence, innovation, and sustained advancements in providing a reliable water supply to the community.

Attachments

Attachment A: Valve Assessment Program Index Map
Attachment B: Valve Assessment Program Maps
Attachment C: Valve Assessment Program Priority Matrix

Charles Town Utility Board
Valve Rotation Program
Sheet Index



Map Index Grid

Average Priority
- 3
- 2
- 1
- No Valves

Valve Rotation Priority
- 1
- 2
- 3

Water Main Diameter (in)
- 1 - 4
- 4 - 8
- 8 - 14
- 14 - 20

Dewberry

1 inch equals 1,250 feet

0 1,250 2,500 5,000 Feet

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Public Health
Office of Environmental Health Services

Sherri A. Young, DO, MBA, FAAFP
Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MPH
Commissioner & State Health Officer

January 5, 2024

Charles Town Utility Board
842 S. George Street
Charles Town WV 25404

Re: Source Water Protection Plan Update
Charles Town Utility Board
PWSID: WV3301905
Region 3

In accordance with W.Va.Code §16-1-9c, Source Water Protection Plans (SWPP) are to be updated every three years. The 2021 SWPP updates have been approved. Future SWPP updates are required every three years by submission deadlines staggered by region in accordance with W.Va.Code. §64-3-16. **Region 3 will be required to submit a fully updated SWPP via the SWAP portal no later than May 1, 2024.**

To make the source water protection plan updates more convenient, The Bureau of Public Health, Office of Environmental Health Services has created an online portal to access and update the SWPP. The portal can be accessed via this link: https://apps.wv.gov/OEHS/SourceWater

New users need to go to https://apps.wv.gov/accounts to create a SWPP portal account. New users must also contact us as when you create an account so we can finish your account setup. We will also send you a user guide that will help walk you through the process of using our portal.

The Source Water Protection Plan User Guide has been updated. The Guide can be located here: https://oehs.wvdhhr.org/media/x2afezdi/swpp-user-guide-2024.pdf

For returning users, SWPP portal user passwords expire every 90 days, so unless you have logged in recently, the first thing you will have to do is reset your password. Email spam filters sometimes catch the password reset email, so be sure to check your email spam folder when resetting it.

A 2023-2024 Confidentiality Agreement is enclosed with this letter. If you have not completed a Confidentiality Agreement within the last 6 months, or if you wish to change the personnel listed on the agreement, please complete, and submit the form.

Should you have any questions pertaining to this letter and its contents, please contact Mr. Reuben J. Gillispie at (304) 352-5003, Reuben.J.Gillispie@wv.gov .

Sincerely,

For Reuben J. Gillispie, Program Manager
Source Water Assessment & Protection

Cc: Jason Frame, Director OEHS
Meredith J. Vance, OEHS EED Director

RETURN TO: DEWBERRY ENGINEERS INC.
8401 Arlington Boulevard
Fairfax, VA 22031
703.560.6366 phone | 703.468.2212 fax

CLIENT: CHARLES TOWN UTILITY BOARD
661 South George Street, Suite 101
Charles Town, WV 25414
304.724.7080 phone

PROJECT INFORMATION

Name: Source Water Protection Plan Update
Dewberry PM: R. Kincheloe
Dewberry BU: 1651
Task Order Number: 05
Task Order Date: January 5, 2024

A. Method of Payment and Contract Amount

The projected hours and estimated fee for this project are summarized in Attachment "A" and shall not exceed $16,500 without written permission from CTUB. Payment will be in accordance with the agreed hourly rate schedule on a monthly basis and based upon actual expenditures for the project.

B. Terms and Conditions

The standard terms and conditions for this Task Order are pursuant to the Engineering Services Agreement (dated September 26, 2018) for Dewberry's Services performed under this Agreement.

C. Description of Services

Services covered by this Task Order will be performed in accordance with the Attachments referenced above. This Task Order supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties. Dewberry will not be required to render services until this Agreement is signed, returned and the applicable retainer, if appropriate, is paid in full. Dewberry is an equal opportunity employer and, as such, complies with Section 202 of Executive Order 11246 as amended.

Authorized Signatures:

CTUB Charles Town Utility Board		ENGINEER Dewberry Engineers Inc.
	Authorized Signature	
Kristen M. Stolipher	Print Name	Richard Kincheloe
Utility General Manager	Title	Senior Associate
	Date	January 5, 2024

PURPOSE OF PROJECT

Dewberry proposes to provide services and support to the Charles Town Utility Board in updating the existing Source Water Protection Plan (SWPP) to meet the May 1, 2024 submittal deadline. Public Notice and public involvement are anticipated to complete this task.

Task 1A – Public Involvement

Dewberry will provide a draft Public Notice to the Client for review and comment. Dewberry will make edits and provide a final version for posting in a local paper or other approved news outlet.

Dewberry will prepare a one-page informational brochure (including a comment section) in electronic PDF format for client review and comment. Dewberry will make any required edits and once approved, Dewberry will provide 50 copies for use at the public meeting and provide the electronic version to the Client for posting on the City website or project page. Dewberry will also prepare a sign-in sheet and directional signs for the meeting. This Task assumes one Dewberry representative will be in attendance.

Task 1B – B. SWPP Update & Updated Database Reviews

Dewberry will utilize the prior SWPP information to reflect changes from the previously approved SWPP, including any process change descriptions. The Protection Team contacts will be updated as necessary to reflect 2024 contact information.

Dewberry will update the Potential Sources of Significant Contamination (PSSC) portion of the previously prepared SWPP to provide updated data reviews within mapped source water protection area to assess recent spills, hazardous or petroleum materials storage areas, and other contamination sources utilizing the EPA EnviroAtlas and other available data to identify potential new sources that could have adverse impacts to the Source Watershed. This is noted as the Prioritization Module in the SWPP system.

Dewberry will update the feasibility study to include any new permits, regulatory changes, and will review Threatened and Endangered (T&E) species databases including the U.S. Fish and Wildlife Service (USFWS) Information Planning and Consultation (IPaC) database to assess if the feasibility study would need to address any newly identified protected species, areas or habitats, and incorporate new cost assumptions as approved by CTUB. If determined to be necessary, Dewberry will also coordinate with West Virginia Division of Natural Resources (DNR).

Dewberry will upload this data to the West Virginia Department of Health and Human Resources (WVDHHR) SWAP Map application to prepare the updated SWPP. If necessary, Dewberry will update the Emergency Response Plan and Early Warning Monitoring system to address potential sources and actions not addressed in the existing SWPP. Dewberry will verify the contacts in the Communications Plan are relevant and update any changes.

It is assumed the Client will provide existing processes and contact data as necessary.

Task 1C – Client Coordination

Dewberry assumes 4 Client coordination meetings in addition to the public involvement included in Task A. Public Involvement. All 4 meetings are assumed to be virtual, for no longer than one hour each.

CONDITIONS

The scope and fee are conditioned on the following:

1. Field data collection is excluded from this task.
2. Dewberry may rely upon the accuracy of the information provided by the CTUB.
3. Due to the unique nature of this assignment, Dewberry's liability shall be limited to the fees paid to it by CTUB for this Task Order.
4. Updated rates for 2024 as listed in Attachment B apply to this and future task orders.
5. This scope of work excludes the following services:
    a. Process modeling, and mapping
    b. Source water delineation and mapping (assumes done previously)
    c. Sampling and analysis
    d. Contingency Plan (assumes done previously and no updates are required)
    e. Public Notice Publication fees
    f. Public Hearing Venue and stenographer fees
    g. Transcript and comment responses based on Public Involvement
    h. Database review fees
    i. Additional databases not noted in the Tasks above
    j. Groundwater source protection planning (assumes not applicable)

ATTACHMENT A

TASK ORDER NUMBER 05 | **CHARLES TOWN UTILITY BOARD, Source Water Protection Plan Update** | 1/5/2024

		Staff-Hours by Work Breakdown Structure							
WBS Item	**Labor Role**	**Sr. Project Manager**	**Senior Engineer**	**Environmental Professional VII**	**Environmental Professional IV**	**Environmental Professional I**	**Admin. Professional**	**Total Hours**	**Total Est. Cost**
	Billing Code	EN9	EN5	OP7	OP4	OP1	AP3		
	Hourly Rate	$305.00	$195.00	$235.00	$170.00	$105.00	$115.00		
1A	Public Involvement	4		4	12	10	2	32	$ 5,480
1B	SWPP Update & Updated Database Reviews	4	8	4	24	16		56	$ 9,480
1C	Client Coordination	2		2	4			8	$ 1,760
								0	$ -
								0	$ -
								0	$ -
	Total Labor Hours	**10**	**8**	**10**	**40**	**26**	**2**	**96**	
	Total Labor Cost	**$ 3,050**	**$ 1,560**	**$ 2,350**	**$ 6,800**	**$ 2,730**	**$ 230**		**$ 16,720**
	Other Direct Costs and Subconsultants								
	Reproduction								
	Other Direct Costs (Travel, Mileage, Misc.)								$ 230
	Subtotal ODCs and Subconsultants								**$ 230**
	Total Estimated Costs								**$ 16,950**

Standard Hourly Billing Rate Schedule

Dewberry	Hourly Rates
Professional	
Principal	$350.00
Architect I,II,III	$110.00, $125.00, $145.00
Architect IV,V,VI	$165.00, $185.00, $205.00
Architect VII,VIII,IX	$230.00, $250.00, $280.00
Interior Designer I,II,III,IV	$100.00, $120.00, $130.00, $165.00
Engineer I,II,III	$115.00, $135.00, $155.00
Engineer IV,V,VI	$170.00, $195.00, $225.00
Engineer VII,VIII,IX	$250.00, $275.00, $305.00
Geographer/GIS I,II,III	$95.00, $105.00, $125.00
Geographer/GIS IV,V,VI	$145.00, $165.00, $185.00
Geographer/GIS VII,VIII,IX	$215.00, $250.00, $290.00
Professional I,II,III	$105.00, $125.00, $150.00
Professional IV,V,VI	$170.00, $190.00, $210.00
Professional VII,VIII,IX	$235.00, $260.00, $290.00
Technical	
Designer I,II,III	$110.00, $135.00, $160.00
Designer IV,V,VI	$180.00, $200.00, $220.00
CADD Technician I,II,III,IV,V	$80.00, $100.00, $120.00, $140.00, $175.00
Surveyor I,II,III	$68.00, $83.00, $98.00
Surveyor IV,V,VI	$115.00, $125.00, $145.00
Surveyor VII,VIII,IX	$160.00, $190.00, $235.00
Technical I,II,III	$85.00, $105.00, $130.00
Technical IV,V,VI	$140.00, $155.00, $180.00
Emergency Management	
Emergency Management I, II, III	$85.00, $110.00, $140.00
Emergency Management IV, V, VI	$170.00, $220.00, $280.00
Construction	
Construction Professional I,II,III	$125.00, $155.00, $185.00
Construction Professional IV,V,VI,VII	$215.00, $240.00, $285.00, $320.00
Inspector I,II,III	$85.00, $110.00, $140.00
Inspector IV,V,VI,VII	$160.00, $180.00, $205.00, $240.00
Survey Field Crews	
Fully Equipped 1, 2, 3 Person Crews	$145.00, $175.00, $230.00
With Laser Scanner 1, 2 Person	$195.00, $225.00
Administration	
Admin Professional I,II,III,IV	$70.00, $95.00, $115.00, $145.00
Non-Labor Direct Costs	Cost + 15%

** Company Confidential and Proprietary

ROCKWOOL

01/18/2024

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

Re: Request for Permit Modification

Dear **Ms. Stolipher,**

ROCKWOOL hereby requests that the Charles Town Utility Board apply for a modification of its NPDES permit to allow an increase in the maximum daily flow from our facility.

Please find attached a description of the process and necessary changes.

Sincerely,

Mark Graves
Director of Operations.

Facility Description and Details of the Reverse Osmosis System

ROCKWOOL consists of a 338,000-sqaure-foot manufacturing facility on 130 acres located at 665 Northport Avenue, Kearneysville in Jefferson County, West Virginia. The plant produces mineral wool insulation for building insulation, customized solutions for industrial applications and similar applications.

The input water for this facility comes from West Virginia American Water (WVAM) formerly known as Jefferson Utilities, Inc. (JUI). Water used in the industrial manufacturing process is primarily for cooling and is recirculated until evaporated. There is no discharge from the manufacturing process area.

Water that is discharged to the non-domestic wastewater stream does not contact any portion of the manufacturing processes. The plant processes that will discharge non-domestic wastewater are the effluent from the Reverse Osmosis (RO) Process and effluent from the Water Softening Process.

The RO Process takes water from West Virginia American Water and further purify it by sending the water through a water softener, carbon filter and then through the RO unit. The RO permeate water is used within the manufacturing process where ultra filtered water is necessary and ultimately used as cooling water and evaporated.

The RO Process shown in the simplified diagram below, is a water treatment process that removes constituents such as metals and salts from the WVAM supplied water by using pressure to force water molecules through a semipermeable membrane. During this process, the constituents are filtered out as the RO reject stream. In the reject stream the original WVAM constituents are concentrated compared to incoming WVAM supply but nothing is added from the manufacturing process.

Due to the hardness of the WVAM supply, as much as 450ppm, an additional separate softener unit is used for manufacturing processes and is ultimately evaporated. The effluent from the softening process is water softener waste only and added salt from the softening process with no water from the manufacturing process added.

Effluent from the RO Process provides a maximum effluent stream of 26,000 gallons per day. Effluent from the separate Water Softening Process provides a maximum effluent stream of 4,000 gallons per day. Effluent from both processes will be discharged to the Charles Town WWTP. The non-domestic wastewater discharge will be metered and sampled on-site before entering the common waste stream which is pumped out via an on-site pump station.

Prior to plant construction it was estimated that the facility will discharge a maximum of fourteen thousand nine hundred (14,900) gallons of non-domestic water per day. The facility was granted a maximum of seventeen thousand (17000) gallons per day via permit No 0022349.

A review of the as built systems that encompass the Reverse Osmosis process was conducted and the attached Water Balance Diagram which provides an overview of water flow in this facility. ROCKWOOL has not added any other water consumers to our system/facility since the submission of the original permit application.

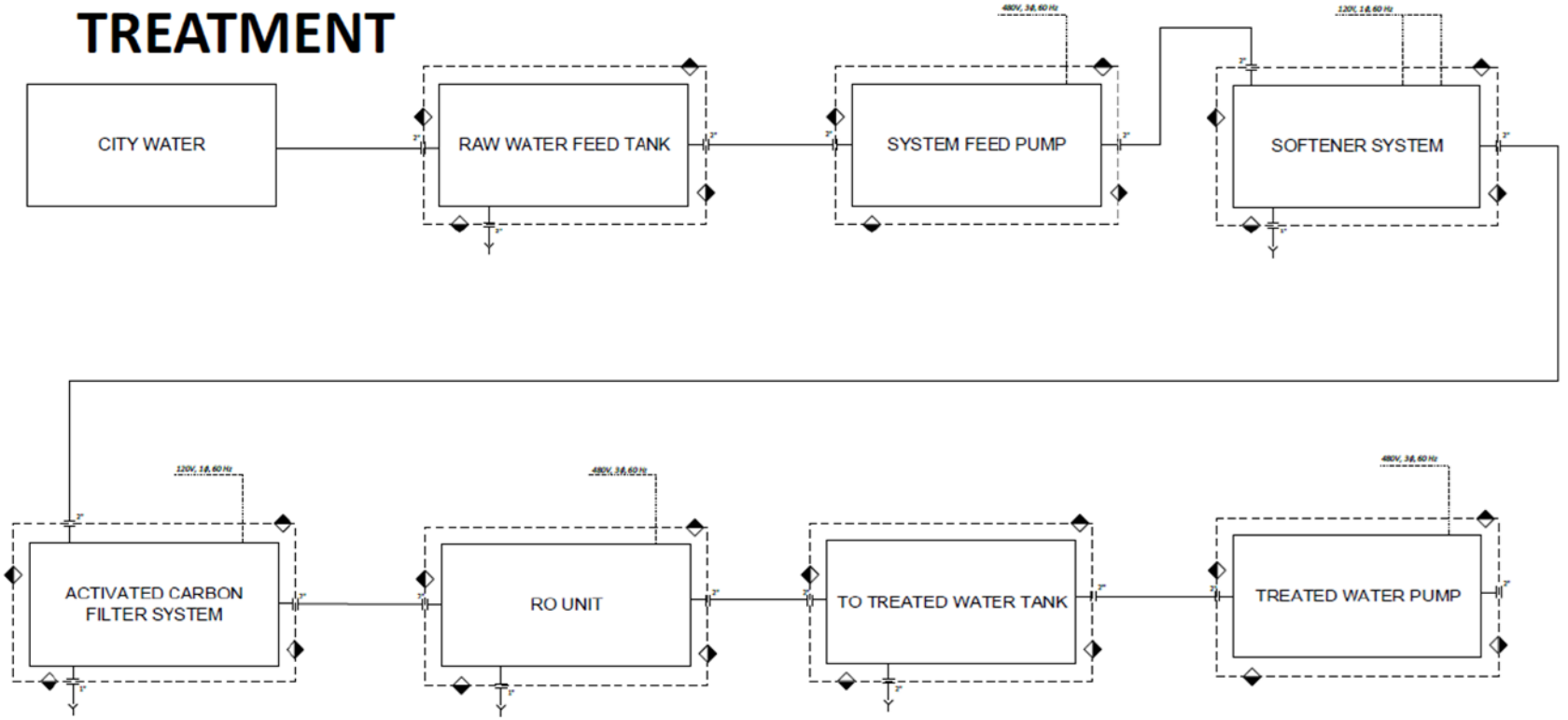
As a result of the water received from WVAM, ROCKWOOL has no other option but to regenerate more water for use within our process. Incoming water quality from the WVAM is not measured by the facility, however, we found that the RO system is forced to purify more water from the utility so that it can be utilized for cooling of our systems.

Increased presence of personnel on site will also contribute to per day discharge from our sanitary systems. This is not something that ROCKWOOL can quantify in terms of gallons, but it is a contributing factor to the overall volume being discharged to Charles Town Utility Board.

The mass loading was calculated based on the available flow rates and we found that a maximum of 30,000 gpd will be discharged as non-domestic wastewater. The remaining portion will leave the facility through evaporation.

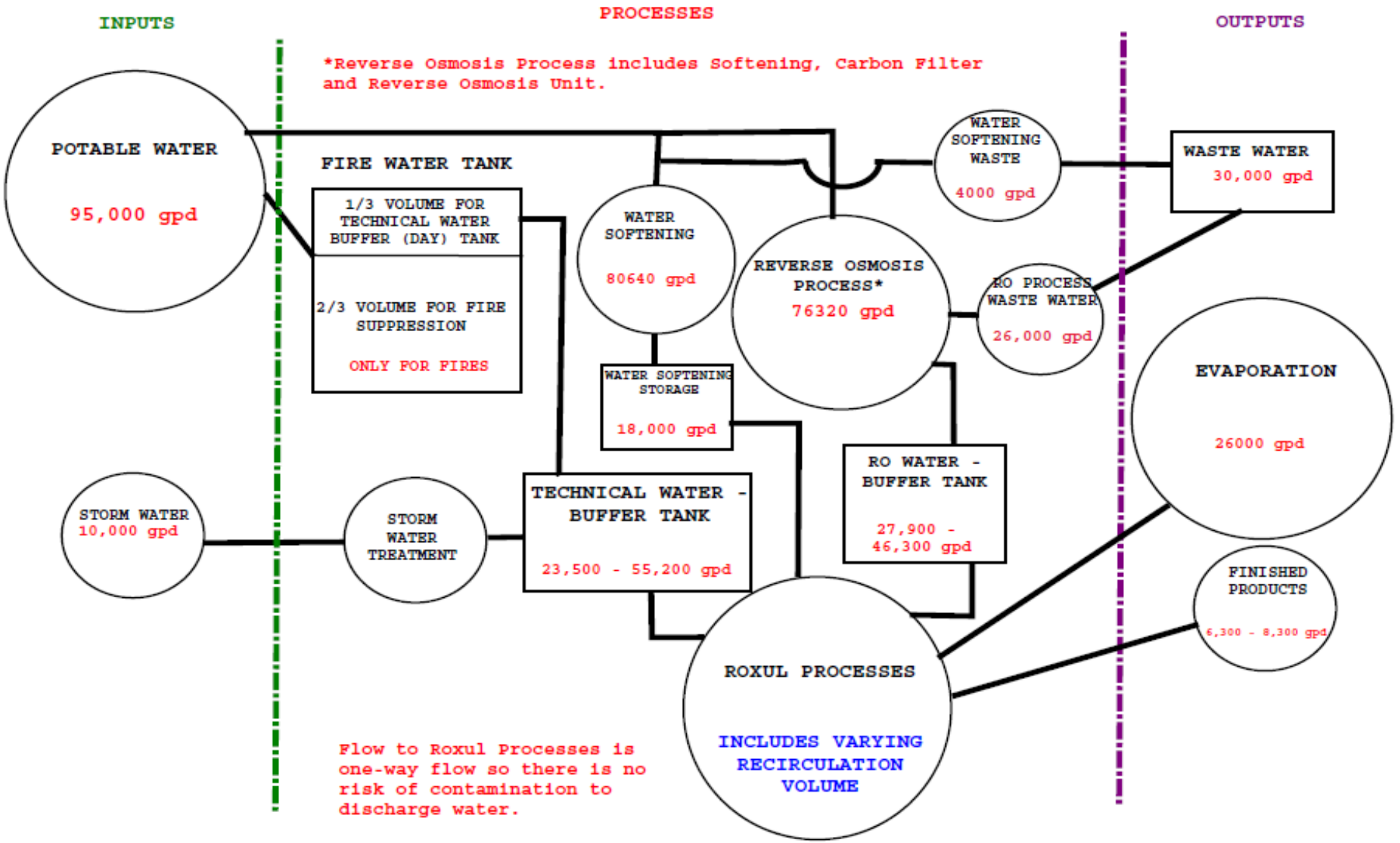
The source water for the facility will be provided by WVAM.

PROCESS FLOW DIAGRAM FOR WATER TREATMENT



ROCKWOOL

ROCKWOOL's WATER BALANCE DIAGRAM



West Virginia Department of Environmental Protection

Personal Information Policy Statement

We will process your personal information (email address, mailing address and/or telephone number) in accordance with the State of West Virginia's Privacy Policy for appropriate and customary business purposes. Your personal information may be disclosed to other State agencies or third parties in the normal course of business or as needed to comply with statutory or regulatory requirements, including Freedom of Information Act requests. The Division of Water and Waste Management will appropriately secure your personal information. If you have any questions about our use of your personal information, please contact the DEP's Chief Privacy officer at depprivacyofficer@wv.gov.

PRETREATMENT SECTION: INDUSTRIAL USERS (IU)

NOTE: COMPLETE THIS SECTION FOR <u>EACH</u> INDUSTRIAL DISCHARGER. MAKE ADDITIONAL COPIES FOR ADDITIONAL IUS. ALL FIELDS ARE REQUIRED TO BE FILLED OUT.

1. Name of Industrial User (IU): ROXUL USA Inc. d/b/a ROCKWOOL

2. Facility Address of IU : 665 Northport Avenue, Kearneysville, WV 25430

3. Mailing Address of IU : 665 Northport Avenue, Kearneysville, WV 25430

4. Name of IU Facility Contact: Stacey Phillips

5. Telephone Number of IU Facility Contact: (681) 247-0824

6. Has the non-domestic wastewater from this IU been previously regulated or permitted?

   (✘) Yes (☐) No

   If so, by whom? West Virginia Department of Environmental Protection

7. IU's Standard Industrial Classification (SIC) Code: 3296

8. Is the IU classified as a Categorical User according to 40 CFR 403?

   (☐) Yes (✘) No Unknown (☐)

   If so, list Category from 40 CFR 405-471.

9. Give a description of the activities and processes performed at the IU's facility that contribute to the non-domestic wastewater. Please attach MSDSs of materials used. If this is a modification to an existing IU, describe the nature of the proposed modification.

The plant produces mineral wool insulation for buildings.The facility receives makeup water from West Virginia American Water and the makeup water must be filtered through a reverse osmosis and water softening system before it can be used by the manufacturing facility. Once it is filtered, the water is used in the manufacturing process primarily for cooling and then recirculated until evaporated. Non-domestic wastewater stream does not contact any part of the manufacturing process. Prior to plant construction, our estimated flow rate was 14,900gpd. A review of the as built facility shows that the Reverse Osmosis process and non-domestic wastewater provides a maximum effluent stream of 30,000gpd. No additonal water consumers were installed since initial permit application.

PRETREATMENT SECTION: INDUSTRIAL USERS (IU) Continued

NOTE: COMPLETE THIS SECTION FOR <u>EACH</u> INDUSTRIAL DISCHARGER. MAKE ADDITIONAL COPIES FOR ADDITIONAL IUS. ALL FIELDS ARE REQUIRED TO BE FILLED OUT.

10. Is the subject non-domestic wastewater pretreated by the IU?

( ) Yes (✘) No

If so, describe method(s) of pretreatment. Be as specific as possible. _____

11. Provide the MAXIMUM Daily Flow of non-domestic wastewater to the POTW from this IU.

Maximum Daily Flow Rate: 30,000 GPD ( ) Measured (✘) Estimated

12. If this IU is an existing discharger already regulated by the existing NPDES permit, review the previous 12 months of monitoring data for this IU and answer the following:

Average Flow Rate (Last 12 Months): _____ GPD

Has the POTW submitted all of the required reports and analytical data of the IU to the WV DEP? (✘) Yes ( ) No

Has the IU been inspected by the POTW in the past 12 months? (✘) Yes ( ) No

13. List any other additional information. (Such as instances of noncompliance by the IU)

The months of September, October and November in calendar year 2023 the Industrial User had several days exceeding the maximum daily flow paramters. The maximum daily flow for the Industrial User is 17,000 gpd. The IU in September had a maximum daily flow of 51,472 GPD, October maximum daily flow of 25,538 GPD and November maximum daily flow was 25,766 GPD.

Charles Town Water Department
Revenue & Expense Summary
11/30/2022

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,650,000	Metered Sales - Residential	1,104,167	1,101,591	(2,576)
1,340,000	Metered Sales - Commercial	558,333	557,614	(719)
105,000	Metered Sales - Glen Haven/Cavaland	43,750	41,599	(2,151)
20,000	Sale for Resale - Bulk Water	8,333	10,911	2,577
80,000	Forfieted Discounts	33,333	34,526	1,192
30,000	Misc. Service Rev - Reconnection / Tap Fees	12,500	10,175	(2,325)
525,000	Tank Lot Rental Income	218,750	290,797	72,047
8,000	Interest Income	3,333	5,113	1,779
2,000	Sinking Fund Income	833	2,061	1,228
85,000	Miscellaneous Income	35,417	10,675	(24,742)
0	Grant Revenue - OEHS SWAP EWM	-	11,080	11,080
0	CIF & CAC Revenue	-	230,568	230,568
0	Checking Acct @ 6/30/22	-	635,062	635,062
4,845,000	**TOTAL REVENUES**	2,018,750	2,941,771	923,021
	EXPENSES			
15,000	Supplies & Expense	6,250	9,606	3,356
20,000	Maint of Water Source	8,333	1,480	(6,853)
350,000	Operation Labor - WTP	145,833	151,937	6,103
125,000	Power & Fuel - WTP	52,083	57,737	5,654
6,000	Power & Fuel - WTP GH/CAV	2,500	1,624	(876)
130,000	Chemicals	54,167	70,567	16,400
40,000	Testing	16,667	14,726	(1,941)
20,000	Supplies & Expense - WTP	8,333	14,039	5,706
10,000	Supplies & Expense - GH/CAV	4,167	1,505	(2,662)
100,000	Maint of Water Treatment Plant	41,667	22,176	(19,491)
10,000	Maint of Water Plant - GH/CAV	4,167	-	(4,167)
446,000	Maintenance Labor	185,833	181,866	(3,967)
20,000	Supplies & Expense - Maint	8,333	8,149	(184)
100,000	Maint Dist Reservior & Standpipes	41,667	12,030	(29,637)
150,000	Maint of Mains	62,500	19,740	(42,760)
200,000	Maint of Services	83,333	36,684	(46,650)
175,000	Maint of Meters	72,917	61,453	(11,464)
20,000	Maint of Hydrants	8,333	2,953	(5,380)
162,000	Accounting & Collecting Labor	67,500	71,672	4,172
20,000	Supplies & Expense - Acct & Collect	8,333	4,748	(3,585)
15,000	Bad Debt Expense	6,250	(565)	(6,815)
125,000	Admin & General Salaries	52,083	48,954	(3,129)
187,000	Employee Insurance & Benefits	77,917	69,143	(8,774)
97,000	Employee Pension Expense	40,417	36,738	(3,679)
83,000	Payroll Taxes - FICA Tax Expense	34,583	35,051	468
10,000	OPEB (other post empl benefits)	4,167	4,986	819
15,000	Employee 457 Expense	6,250	7,121	871

Charles Town Water Department
Revenue & Expense Summary
11/30/2022

114,000	Office Supplies & Other Expense	47,500	42,384	(5,116)
15,000	Maintenance of General Property	6,250	6,801	551
45,000	Contractual Services - Engineering	18,750	10,559	(8,191)
20,000	Contractual Services - Accounting	8,333	3,800	(4,533)
15,000	Contractual Services - Legal	6,250	7,100	850
85,000	Contractual Services - Other	35,417	23,816	(11,600)
55,000	Transportation Expense	22,917	31,525	8,608
80,000	Property Insurance	33,333	39,414	6,081
35,000	Injuries & Damages	14,583	13,605	(979)
20,000	Regulatory Commission Expense	8,333	2,349	(5,984)
6,000	Bond Administration Fees	2,500	985	(1,515)
10,000	Misc General Expense	4,167	1,379	(2,788)
1,165,000	Depreciation Expense	485,417	485,417	0
445,000	Interest on Long Term debt	185,417	129,719	(55,697)
78,000	Amortization of Debt Discount & Exp	32,500	32,500	-
4,839,000	**TOTAL EXPENSES**	2,016,250	1,777,470	(238,780)

6,000	Excess (Deficit)	2,500	1,164,301	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/22		635,062	
	Disbursements To Date		(2,231,489)	
	Expenses		1,777,470	
	Deposits To Date		2,334,117	
	Revenues		(2,941,771)	
	CASH BALANCE @ 11/30/2022		737,690	
			737,690	Water Operating
			0	
	Water Capacity Improvement Fees		2,991,923	
	Water Renewal & Replacement		808,565	
	Water Working Capital Fund		383,681	

Charles Town Sewer Department
Revenue & Expense Summary
11/30/2022

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,400,000	CTUB Service Revenue	1,000,000	1,006,253	6,253
1,440,000	Sewer Service Revenue - Ranson	600,000	588,597	(11,403)
2,485,000	Sewer Service Revenue - JCPSD	1,035,417	1,055,251	19,834
40,000	Customer Forfieted Discounts	16,667	16,441	(226)
25,000	Customer Forfieted Discounts- RA	10,417	10,274	(143)
40,000	Customer Forfieted Discounts- PSD	16,667	17,329	663
40,000	Misc. Sewer Revenues	16,667	8,686	(7,981)
0	CIF & CAC Revenues	-	294,373	294,373
8,000	Interest Income	3,333	7,395	4,062
2,000	Sinking Fund Income	833	1,526	693
0	Checking Acct @ 6/30/22	-	2,351,976	2,351,976
6,480,000	**TOTAL REVENUES**	2,700,000	5,358,102	2,658,102
	EXPENSES			
20,000	CS - Supplies & Expense	8,333	1,529	(6,804)
50,000	CS - Maint of Service Connections	20,833	4,599	(16,234)
250,000	CS - Maint of Collecting & Trans. Mains	104,167	111,420	7,253
370,000	PS - Operation Labor	154,167	129,714	(24,453)
135,000	PS - Power & Fuel	56,250	46,749	(9,501)
25,000	PS - Supplies & Expense	10,417	5,912	(4,505)
250,000	PS - Maint of Pump Stations	104,167	54,173	(49,994)
244,000	T&D - Operation Labor	101,667	121,399	19,732
130,000	T&D - Power - CT Plant	54,167	50,001	(4,166)
80,000	T&D - Power - TUI	33,333	30,933	(2,401)
10,000	T&D - Power - Deerfield	4,167	2,891	(1,276)
155,000	T&D - Chemical Expense - CT	64,583	53,094	(11,490)
20,000	T&D - Chemical Expense - TUI	8,333	3,488	(4,845)
35,000	T&D - Testing - CT	14,583	15,384	800
7,000	T&D - Testing - TUI	2,917	6,308	3,392
102,000	T&D - Supplies & Expense	42,500	51,910	9,410
120,000	T&D - Maint. Burns Farm	50,000	35,979	(14,021)
200,000	T&D - Maint. Treatment Plant - CT	83,333	32,508	(50,825)
90,000	T&D - Maint. Treatment Plant - TUI	37,500	21,692	(15,808)
15,000	T&D - Maint. Treatment Plant - Deerfield	6,250	1,024	(5,226)
212,000	CA - Billing, Collecting & Accounting Lab	88,333	91,544	3,211
150,000	CA - Billing Fees Expense	62,500	37,553	(24,948)
15,000	CA - Bad Debt Expense	6,250	5,448	(802)
188,000	G&A Admin. & General Salaries	78,333	87,363	9,029
170,000	Employee Insurance & Benefits	70,833	68,105	(2,728)
92,000	Employee Pension Expense	38,333	35,462	(2,872)
78,000	Payroll Taxes - FICA Tax Expense	32,500	32,914	414
8,000	OPEB (other post empl. benefits)	3,333	4,884	1,551
14,000	Employee 457 Expense	5,833	6,559	725
135,000	Office Supplies & Expense	56,250	45,517	(10,733)

Charles Town Sewer Department
Revenue & Expense Summary
11/30/2022

35,000	Maint. of General Property	14,583	3,215	(11,369)
60,000	Contractual Services - Engineering	25,000	9,601	(15,399)
32,000	Contractual Services - Accounting	13,333	11,250	(2,083)
170,000	Contractual Services - Legal	70,833	101,649	30,815
83,000	Contractual Services - Other	34,583	7,550	(27,034)
65,000	Transportation Expense	27,083	31,127	4,044
110,000	Insurance	45,833	39,195	(6,639)
32,000	Worker's Comp	13,333	12,558	(775)
30,000	Regulatory Commission Expense	12,500	1,158	(11,342)
65,000	Bond Administration Fees	27,083	12,319	(14,764)
10,000	Misc. General Expense	4,167	1,965	(2,202)
1,985,000	Depreciation Expense	827,083	827,083	(0)
325,000	Interest on Long Term Debt	135,417	6,052	(129,365)
57,000	Amort. Of Debt Discount & Expense	23,750	23,750	-
0	Bond Issuance Costs	-	198,767	198,767
6,429,000	**TOTAL EXPENSES**	2,678,750	2,483,292	(394,225)
51,000	**Excess (Deficit)**	21,250	2,874,810	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/22		2,351,976	
	Disbursements To Date		(2,733,616)	
	Expenses		2,483,292	
	Deposits To Date		3,021,058	
	Revenues		(5,358,102)	
	CASH BALANCE 11/30/2022		2,639,419	
			2,639,419	Sewer Operating
			0	
	Sewer Capacity Improvement Fees		4,006,813	
	Sewer Renewal & Replacement		769,636	
	Sewer Working Capital Fund		706,042	