CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, FEBRUARY 14, 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 24, 2024 Regular Meeting Minutes
      UB Minutes 01.24.2024.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/86165948329?pwd=E7jRVtTtBZu2L3Lf9kTNCyt4KiD5ED.1

   Meeting ID: 861 6594 8329
   Passcode: 565061
   (301)715-8592

3. **ELECTION OF OFFICERS**

4. **UNFINISHED BUSINESS**

5. **NEW BUSINESS**
   a. Greenfield Forcemain Project - Notice to Proceed
      Owner Agreement.pdf
      Notice to Proceed.pdf
   b. CTUB Water and Sewer Specifications
      CTUB Spec Manual Update 02.6.2024.pdf

6. **MANAGER REPORTS**
   a. Utility Manager Report
      UM Report 02.14.2024.pdf

b. Chairman Report

7. **APPROVAL OF BILLS**
   a. February 14, 2024
      Board Report 02.14.2024.pdf

8. **ADJOURNMENT**

9. **INFORMATION ONLY**
   a. Next Meeting - February 28, 2024 at 4:00 P.M.
   b. CTUB FY2023 Financial Audit
      FY23 Draft Financial Statement.pdf

Charles Town Utility Board
Regular Board Meeting
January 24, 2024

The Charles Town Utility Board held a regular meeting on January 24, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Robert Rodecker, Legal Counsel; and Richard Lewis, Legal Counsel.

Jeff Whitten, Board member, was absent from the meeting with notice.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of January 10, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the January 10, 2023 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the January 10, 2024 minutes as presented.**

PUBLIC COMMENT

Public comment was received from Elizabeth Ricketts, Jacquelyn Milliron and Christine Wimer.

UNFINISHED BUSINESS

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.

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

NEW BUSINESS

Locust Hill Unit Owners Association Request for Deed of Easement

A request from received from the Locust Hill UOA for a deed of easement to install a non-permanent bus shelter on a parcel that is partially occupied by the fenced water tower owned by CTUB. Ms. Renee Sanders of Clagett Management briefed the Board. Mrs. Stolipher mentioned the request would need to be approved by the Board and then forwarded to City Council for approval. She also suggested the easement and plat be drafted by the requester. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the request from the Locust Hill UOA for a deed of easement to be drafted by the UOA for the bus shelter.**

Dewberry Valve Assessment Program Update

Richard Kincheloe from Dewberry provided a brief update on the valve assessment program being developed to ensure valves are exercised regularly in accordance with the American Water Works Association guidance. Once the operating procedure is developed, it will be very beneficial for staff to exercise valves along with the ability to locate all.

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

Source Water Protection Plan Update – Dewberry Proposal for Services

Mrs. Stolipher mentioned the Source Water Protection Plan is required to be updated by May 1, 2024 and has requested Dewberry to provide a proposal to update the plan. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the proposal from Dewberry for $16,000.00 to update the source water protection plan.**

Capacity Improvement Fee Discussion requested by Heidi Parker

Mrs. Parker requested this item after learning of the increase in costs for several project components at the last meeting. She wanted to ensure capacity improvement fee (CIF) amounts are sufficient to cover future projects based on the increase in costs, inflation, etc. Mrs. Stolipher mentioned the water CIF was issued in December 2022 and to be reevaluated in December 2025 and the sewer CIF was issued in April 2022 and to be reevaluated in April 2025. She suggested completing the water and sewer strategic plans first before reevaluating the CIF's as they are the basis for the projects for those calculations. Mrs. Stolipher will bring the strategic plans to the Board for review in April 2024.

Action: **Motion made by Mrs. Parker to have Dewberry refigure the CIF's based on the most recent information available. After discussions, Mrs. Parker amended her original motion, second by Mr. Pierson, the Board unanimously decided to reevaluate in three months the need to have Dewberry reassess the CIF's based on the new water and sewer strategic plans.**

Industrial User #7 Rockwool Permit Modification Request

Mrs. Stolipher provided a request for a modification to CTUB's NPDES permit for Rockwool to increase their maximum daily flow from 17,000 to 30,000 gallons per day. After noticing Rockwool had flow exceedances starting in October 2023, Mrs. Stolipher notified DEP and met with Rockwool to discuss. With an increase in production and the consequences of the water hardness, Rockwool has requested to increase the permitted daily flow. Attorney Richard Lewis briefed the Board on the steps for a modification with WVDEP. Mrs. Stolipher mentioned staff will review the sewer user agreement with Rockwool and evaluate if additional CIF's are applicable.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved to submit the Rockwool NPDES permit modification to WVDEP as presented.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided the Revenue and Expense reports for November and December and mentioned moving the CTUB day to April 19th. She also proposed to provide monthly updates to the City Council to keep them informed of all matters taking place at CTUB. The Board suggested the Chairman provide those updates as he already attends both meetings.

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

Chairman Report

The Chairman had no updates to report.

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

APPROVAL OF BILLS

January 24, 2024

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

EXECUTIVE SESSION

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.

Action: **Motion by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 4:55 P.M. to discuss Utility Manager Performance Evaluation Review. Mayor Bob Trainor was invited to the discussions.**

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved returning to public session. Executive session was declared over at 5:15 P.M.**

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 5:15 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 14, 2024 at 4:00 P.M. at 661 S. George Street.

_____ _____

John Nissel, Chairman

Duke Pierson, Vice Chairman

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

BID FORM FOR CONSTRUCTION CONTRACT

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BID FORM FOR CONSTRUCTION CONTRACT

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 1—OWNER AND BIDDER

1.01 This Bid is submitted to: **Charles Town Utility Board, 661 South George Street, Charles Town, WV 25414**

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2—ATTACHMENTS TO THIS BID

2.01 The following documents are submitted with and made a condition of this Bid:

A. Required Bid security;

B. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;

C. West Virginia Contractor's license;

D. List of References;

E. List of Subcontractors;

F. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions;

G. Free Competitive Bidding Affidavit;

H. Attachment #5 of Region III – Certification of Non-segregated Facilities;

I. EEO Certification;

J. Certificate of Receipt of Addenda of Plans and Specifications;

K. Qualification Statement with Supporting data.

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ARTICLE 3—BASIS OF BID—LUMP SUM BID AND UNIT PRICES

3.01 *Unit Price Bids*

A. Bidder will perform the following Work at the indicated unit prices:

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
1	Mobilization	LS	1	$ 29,129.88	$ 29,129.88
2	Traffic Control	LS	1	$ 15,300.00	$ 15,300.00
3	Erosion and Sediment Control	LS	1	$ 24,985.12	$ 24,985.12
4	Audio Visual Taping	LS	1	$ 1,000.00	$ 1,000.00
5	Pump and Haul Provisions	LS	1	$ 24,991.91	$ 24,991.91
6	6" C900 Class 165 PVC Forcemain	LF	2,450	$ 100.83	$ 247,033.50
7	Forcemain Flushing Connection	EA	2	$ 5,146.27	$ 10,292.54
8	Connect to Proposed Manhole	EA	1	$ 1,762.98	$ 1,762.98
9	4" Diameter Manhole Doghouse (up to 6')	EA	1	$ 7,798.02	$ 7,798.02
10	Manhole Frame and Cover (Watertight)	EA	1	$ 1,140.51	$ 1,140.51
11	12" Steel Casing (Bore & Jack)	LF	150	$ 946.25	$ 141,937.50
12	12" Steel Casing (Open Cut)	LF	50	$ 268.17	$ 13,408.50
13	Air Release Valve	EA	1	$ 10,081.29	$ 10,081.29
14	6" Plug Valve	EA	1	$ 3,071.82	$ 3,071.82
15	6" TEE	EA	1	$ 966.11	$ 966.11
16	Class B Concrete	CY	1	$ 2,596.42	$ 2,596.42
17	Aggregate for Backfill	CY	750	$ 40.35	$ 30,262.50
18	Asphalt Trench Patch (Base)	TON	60	$ 484.56	$ 29,073.60
19	Asphalt Trench Patch (Wearing)	TON	30	$ 708.46	$ 21,253.80
20	Pump Station Flow Meter Installation	LS	1	$ 153,752.79	$ 153,752.79
21	Test Pit Excavation and Refill	EA	3	$ 2,062.83	$ 6,188.49
22	US Route 340 Bore	LF	230	$ 769.69	$ 177,028.70
Total of All Unit Price Bid Items					$ 953,055.98

B. Bidder acknowledges that:

1. each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
2. estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

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3.02 *"DELETED"*

ARTICLE 4—"DELETED"

ARTICLE 5—"DELETED"

ARTICLE 6—TIME OF COMPLETION

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

6.02 **"DELETED"**

6.03 **"DELETED"**

6.04 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

7.01 *Bid Acceptance Period*

A. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

7.02 *Instructions to Bidders*

A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

7.03 *Receipt of Addenda*

A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
October 13, 2023	Addendum 1
October 20, 2023	Addendum 2
November 3, 2023	Addendum 3
December 1, 2023	Addendum 4
December 11, 2023	Addendum 5
December 15, 2023	Addendum 6

ARTICLE 8—BIDDER'S REPRESENTATIONS AND CERTIFICATIONS

8.01 *Bidder's Representations*

A. In submitting this Bid, Bidder represents the following:

1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

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3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.

4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.

5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.

6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.

7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.

8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

8.02 *Bidder's Certifications*

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.

2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.

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3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
   a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
   b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
   c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
   d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

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BIDDER hereby submits this Bid as set forth above:

Bidder:
W. F. Delauter & Son, Inc.
(typed or printed name of organization)

By: *(individual's signature)*

Name: Kirby Delauter
(typed or printed)

Title: President
(typed or printed)

Date: 12/19/2023
(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest: *(individual's signature)*

Name: Jennifer Burriss
(typed or printed)

Title: Secretary
(typed or printed)

Date: 12/19/2023
(typed or printed)

Address for giving notices:

Bidder's Contact:

Name: Kirby Delauter
(typed or printed)

Title: President
(typed or printed)

Phone: 31-447-5881

Email: kirbydelauter@wfdelauter.com

Address: 2 Creamery Way, Emmitsburg, MD 21727

Bidder's Contractor License No.: (if applicable) WV057004

Bidder's Contractor DUNS No.: 002830990

Bidder's Contractor EIN No.: 52-0946490

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RESOLUTIONS OF THE OF THE SOLE DIRECTOR
OF W. F. DELAUTER & SON, INC.

These resolutions of the sole Director of W. F. Delauter & Son, Inc., a Maryland corporation (the "Corporation"), are made as of the effective date of March 30, 2022 (the "Effective Date").

The undersigned, being the sole Director of the Corporation, intends that these resolutions constitute a meeting by unanimous informal action as allowed under Section 2-408(c) of the Corporations and Associations Article of the Annotated Code of Maryland; and the undersigned agrees that the following resolutions and actions are those of the sole Director, and his signatures is attached hereto in order to evidence his waiver of any and all notices and of any right to dissent to the actions hereinbelow taken, and by his signature does hereby consent as follows:

IT IS HEREBY RESOLVED: That the undersigned, being the sole Director of the Corporation does hereby appoint the following individuals as officers of the Corporation, to serve until the next annual meeting of the Directors and thereafter, until their successors are duly elected and qualified:

President.....Kirby E. Delauter
1st Vice President.....William Delauter
2nd Vice President.....Marcus Folger
Secretary.....Jenny Burriss
Treasurer.....Chris Kelly
Assistant Treasurer.....Jenny Burriss

WITNESS the signature of the undersigned, being the sole Director of the Corporation, as of the Effective Date set forth above.

WITNESS:

Kirby E. Delauter

SOLE DIRECTOR

4822-3788-3928, v. 1

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

Prepared By

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

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AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

This Agreement is by and between **Charles Town Utility Board** ("Owner") and **W.F. Delauter & Son, Inc.,** ("Contractor").

Owner and Contractor hereby agree as follows:

ARTICLE 1—WORK

1.01 Bids are for furnishing all labor, materials, and performance of work for the project consisting of upgrading the existing Greenfield force main from a 4" to a 6" and installing a flow meter at the Samuel Street Pump Station, and all other work necessary to complete the project as detailed in the contract documents and specifications.

ARTICLE 2—THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: **Greenfield Force Main Upgrade – Samuel Street Pump Station Flow Meter Installation.**

ARTICLE 3—ENGINEER

3.01 "DELETED"

3.02 The part of the Project that pertains to the Work has been designed by **Rummel, Klepper & Kahl, LLP.**

ARTICLE 4—CONTRACT TIMES

4.01 *Time is of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Days*

A. The Work will be substantially complete within **120** days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within **150** days after the date when the Contract Times commence to run.

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

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1. *Substantial Completion:* Contractor shall pay Owner **$1,000.00** for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.

2. *Completion of Remaining Work:* After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner **$1,000.00** for each day that expires after such time until the Work is completed and ready for final payment.

3. Liquidated damages for failing to timely attain Milestones, Substantial Completion, and final completion are not additive, and will not be imposed concurrently.

B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

4.04 *Special Damages*

A. Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.

B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.

C. The special damages imposed in this paragraph are supplemental to any liquidated damages for delayed completion established in this Agreement.

ARTICLE 5—CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract:

A. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

B. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

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ARTICLE 6—PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments of the Contract Price on the basis of Contractor's Applications for Payment on or about the day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.

a. **95** percent of the value of the Work completed (with the balance being retainage).

b. **95** percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

B. Upon Substantial Completion of the entire construction to be provided under the construction Contract Documents, Owner shall pay an amount sufficient to increase total payments to Contractor to **95** percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less **100** percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Final Payment*

A. Upon final completion and acceptance of the Work, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.

6.04 *Consent of Surety*

A. Owner will not make final payment, or return or release retainage at Substantial Completion or any other time, unless Contractor submits written consent of the surety to such payment, return, or release.

6.05 *Interest*

A. All amounts not paid when due will bear interest at the rate of **5** percent (5%) per annum.

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ARTICLE 7—CONTRACT DOCUMENTS

7.01 *Contents*

A. The Contract Documents consist of all of the following:

1. This Agreement.
2. Bonds:
    a. Performance bond (together with power of attorney).
    b. Payment bond (together with power of attorney).
3. General Conditions.
4. Supplementary Conditions.
5. Specifications as listed in the table of contents of the project manual (copy of list attached).
6. Drawings (not attached but incorporated by reference) consisting of **13** sheets with each sheet bearing the following general title: **Charles Town Utility Board, Greenfield Force Main Upgrade – Samuel Street Pump Station Flow Meter Installation.**
7. Addenda **No. 1** to **No. 6**, inclusive.
8. Exhibits to this Agreement (enumerated as follows):
    a. **NONE**
9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
    a. Notice to Proceed.
    b. Work Change Directives.
    c. Change Orders.
    d. Field Orders.
    e. Warranty Bond, if any.

B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 7.

D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

ARTICLE 8—REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 *Contractor's Representations*

A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:

1. Contractor has examined and carefully studied the Contract Documents, including Addenda.

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2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.

4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.

5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.

6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.

7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.

8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.

9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:

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1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

8.03 *Standard General Conditions*

A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C-700, Standard General Conditions for the Construction Contract (2018), published by the Engineers Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.

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IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on **February 14, 2024** (which is the Effective Date of the Contract).

Owner:

Charles Town Utility Board
(typed or printed name of organization)

By: _____
(individual's signature)

Date: _____
(date signed)

Name: John Nissel
(typed or printed)

Title: Chairman
(typed or printed)

Attest: _____
(individual's signature)

Title: _____
(typed or printed)

Address for giving notices:

Charles Town Utility Board
661 South George Street
Charles Town, WV 25414

Designated Representative:

Name: Kristen Stolipher
(typed or printed)

Title: Utility General Manager
(typed or printed)

Address:

Charles Town Utility
661 South George Street
Charles Town, WV 25414

Phone: 304-784-7080

Email: kstolipher@ctubwv.com

*(If **[Type of Entity]** is a corporation, attach evidence of authority to sign. If **[Type of Entity]** is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)*

Contractor:

W. F. Delauter & Son, Inc
(typed or printed name of organization)

By: _____
(individual's signature)

Date: 1/29/2024
(date signed)

Name: Kirby Delauter
(typed or printed)

Title: President
(typed or printed)

*(If **[Type of Entity]** is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)*

Attest: _____
(individual's signature)

Title: Secretary
(typed or printed)

Address for giving notices:

W. F. Delauter & Son, Inc.
2 Creamery Way
Emmitsburg, MD 21727

Designated Representative:

Name: William Delauter
(typed or printed)

Title: Project Manager/V.P.
(typed or printed)

Address:

W.F. Delauter & Son, Inc.
2 Creamery Way
Emmitsburg, MD 21727

Phone: 301-447-5881

Email: williamdelauter@wfdelauter.com

License No.: _____
(where applicable)

State: _____

**EJCDC® C-520, Agreement between Owner and Contractor for Construction Contract (Stipulated Price).
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EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

NOTICE TO PROCEED

Owner:	Charles Town Utility Board	Owner's Project No.:	
Engineer:	RK&K, LLP	Engineer's Project No.:	19-339-022
Contractor:	W. F. Delauter & Son, Inc.	Contractor's Project No.:	0374-10-20
Project:	Charles Town Utility Board		
Contract Name:	Greenfield FM Upgrade and Samuel Street PS Flow Meter Installation		
Effective Date of Contract:	February 14, 2024		

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on **Feburary 22, 2024** pursuant to Paragraph 4.01 of the General Conditions.

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work will be done at the Site prior to such date.

In accordance with the Agreement:

The number of days to achieve Substantial Completion is **120 days** from the date stated above for the commencement of the Contract Times, resulting in a date for Substantial Completion of _____; and the number of days to achieve readiness for final payment is **150 days** from the commencement date of the Contract Times, resulting in a date for readiness for final payment of _____.

Before starting any Work at the Site, Contractor must comply with the following:

1. Provide name and telephone number of Contacts for emergency situations on weekends, holidays or after hours.
2. Schedule of Submittals and Submittals must be approved by Owner prior to use in the field.
3. Sub-contractors may not be onsite until approved by Owner.
4. Foreman must be approved (provide name and work experience).

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

EJCDC® C-550, Notice to Proceed.
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GWIN
DOBSON &
FOREMAN
CONSULTING ENGINEERS

February 6, 2024

Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

Attn: Kristen M. Stolipher, Utility General Manager

RE: Charles Town Utility Board Water & Sewer System
Specification Manuals Update

Dear Mrs. Stolipher:

Per your request, Gwin, Dobson & Foreman, Inc. (GD&F) is pleased to present the following proposal (Task Order) to assist in revising the Utility Board's Standard Specifications for new/replacement water and sewer services. GD&F will review the existing standards for Water (April 2015) and Sewer (May 2016) and provide recommendations to update to current standards as well as provide details for inclusion in the manuals.

The following services will be provided:

- Review all existing Water and Sewer Rules and Regulations and provide comments
- Review all Water and Sewer Specifications and update accordingly
- Update all water and sewer related drawing details in CAD and pdf format
- Update all applicable attached standards and forms
- Conduct in-person meetings with CTUB to review and update the applicable documents
- Provide summary of major changes made to the documents

Proposed Cost

GD&F will provide the above scope of services for an estimated, not-to-exceed, fee of $35,000. Invoices will be submitted on a monthly basis based on GDF 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/mad
Prop/2024/CTUB_SpecManualUpdate_2-6-24.doc
cc: File

ACCEPTANCE OF PROPOSAL

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

_____ _____

Authorized Representative Date

_____

Attest/Witness

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

MEMORANDUM TO THE BOARD OF DIRECTORS

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: February 14, 2024

- **Customer Counts**
  - Sewer 8,843
  - Water 6,858

- **Water and Sewer Rate Adjustments**
  - Passed 2nd Reading on January 2, 2024
  - Tariffs submitted to WV PSC on January 31st
  - New rate structure anticipated to be implemented in February 2024 upon approval

- **Water and Sewer Strategic Plans**
  - Updates are in progress and drafts expected to be provided to the CTUB Board of Directors and Council in March
  - Adoption of updated plans in April/May 2024

- **Renewal and Replacement project on track for completion in fall 2024**

- **Collection System Project**
  - Easements being obtained
  - Permitting almost complete

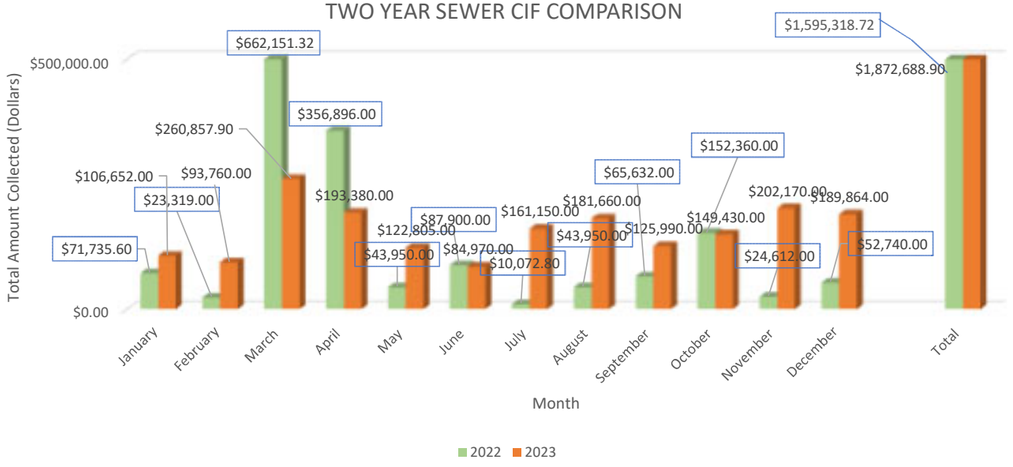
- **Greenfield Forcemain upsizing project**
  - Notice to Proceed expected February 14th
  - Construction will impact travel and residents in Greenfield subdivision.
  - Project schedule to be provided to Council upon receipt from Contractor.

- **Valley Hardware sewer line**
  - Minor temporary impact to downtown parking and sidewalk in front of old Valley Hardware Building during the 2nd week in February while sewer lateral repair is completed.

- **Harvest Hills Concept plan and rezoning request**
  - 1,009 units proposed (Concept plan attached)

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

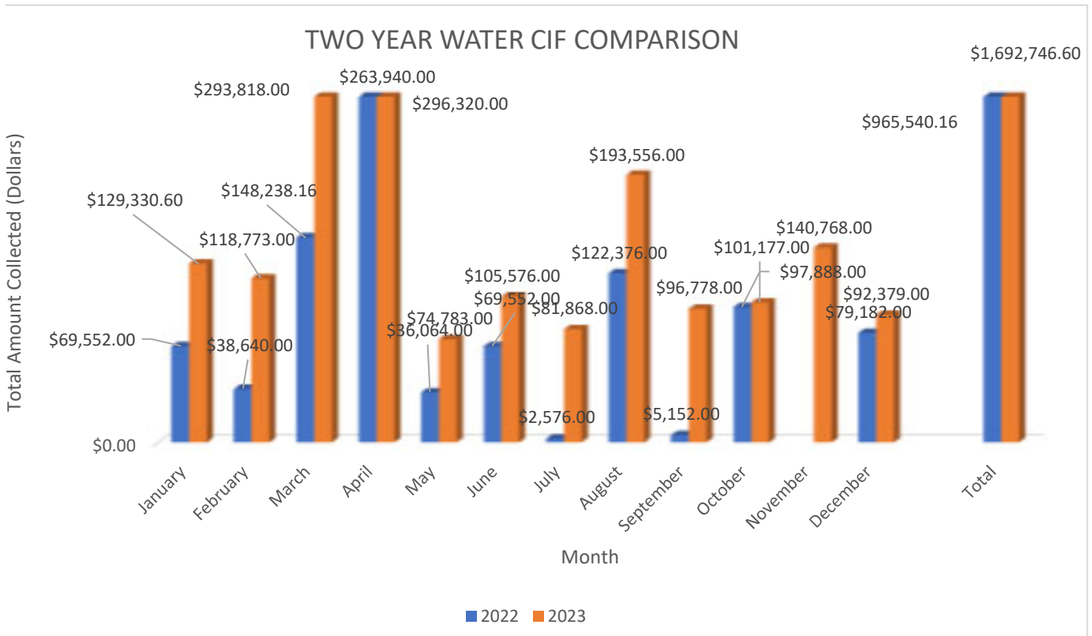
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-24	1.5	86	87.5	$ 289,687.50	$ 33,312.50	$ 256,375.00
Feb-24		11	11	$ 32,230.00		
Mar-24						
Apr-24						
May-24						
Jun-24						
Jul-24						
Aug-24						
Sep-24						
Oct-24						
Nov-24						
Dec-24						
Total 2024	**1.5**	**97**	**98.5**	**$ 321,917.50**	**$ 33,312.50**	**$ 256,375.00**

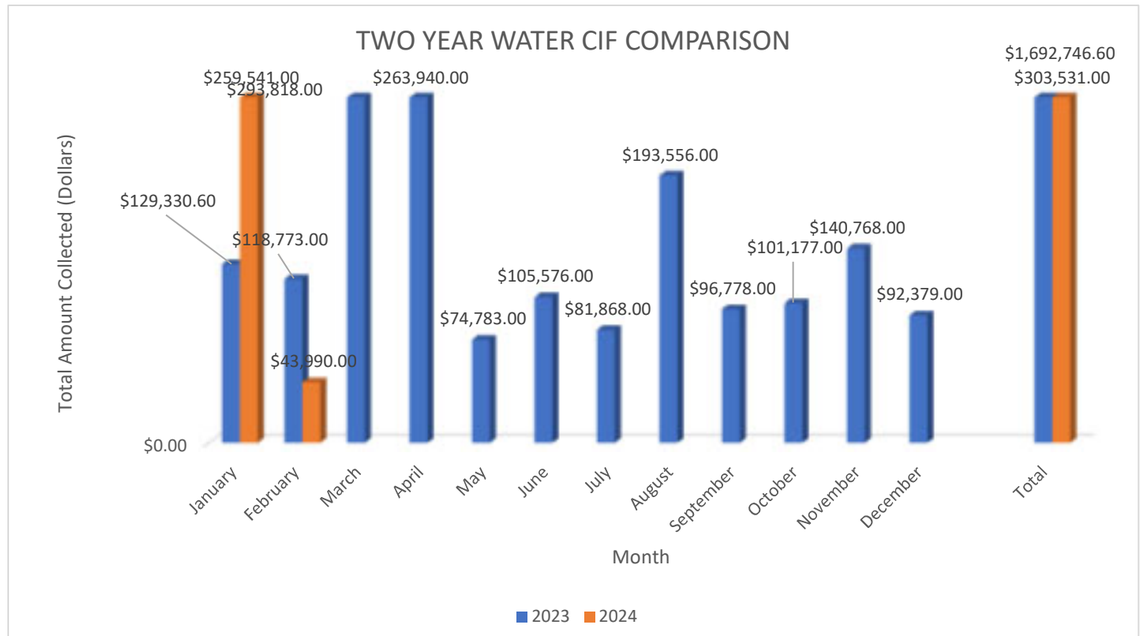


Water CIF Tracking as of February 6, 2024

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

2024 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-24		59	59	$ 259,541.00
Feb-24		10	10	$ 43,990.00
Mar-24				
Apr-24				
May-24				
Jun-24				
Jul-24				
Aug-24				
Sep-24				
Oct-24				
Nov-24				
Dec-24				
Total 2024	**0**	**69**	**69**	**$ 303,531.00**





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	480.27	1.55	1.25	1,250,735	8,338

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	0.23	0.01	0.01	14,023	-

CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.036	0.59	0.005	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	
2022	0.036	1.84	0.005	0.03	31,041	
2023	0.036	1.79	0.005	0.03	31,186	
2024	0.036	0.00	0.01	0.03	30,981	

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

2021		
	Total (MG)	AVERAGE (MG)
JANUARY	50,030,727	1,613,894
FEBRUARY	45,304,029	1,618,001
MARCH	50,881,983	1,641,354
APRIL	49,098,224	1,636,607
MAY	53,910,537	1,739,050
JUNE	53,051,728	1,711,346
JULY	53,198,248	1,716,073
AUGUST	54,959,872	1,772,899
SEPTEMBER	49,200,580	1,587,115
OCTOBER	49,336,781	1,591,509
NOVEMBER	45,777,260	1,476,686
DECEMBER	47,118,143	1,519,940
Annual Total	601,868,112	1,635,373

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		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	48,027,207	1,549,265

2021		
	Total (MG)	AVERAGE (MG)
JANUARY	242,200	7,813
FEBRUARY	203,500	7,268
MARCH	241,800	8,636
APRIL	262,300	8,743
MAY	289,700	9,345
JUNE	276,500	8,919
JULY	302,900	9,771
AUGUST	302,900	9,771
SEPTEMBER	227,800	7,348
OCTOBER	285,100	9,197
NOVEMBER	227,200	7,329
DECEMBER	201,500	6,500
Annual Total	3,063,400	8,387

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		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	234,900	7,577

2021		
	Total (MG)	AVERAGE (MG)
JANUARY	150,900	4,868
FEBRUARY	132,900	4,746
MARCH	145,800	5,207
APRIL	152,900	5,097
MAY	177,900	5,739
JUNE	159,000	5,129
JULY	169,600	5,471
AUGUST	177,300	5,719
SEPTEMBER	175,600	5,665
OCTOBER	176,000	5,677
NOVEMBER	151,200	4,877
DECEMBER	143,000	4,613
Annual Total	1,912,100	5,234

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		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	155,600	5,019

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	36.06	1.16	0.59	590,000	3,933

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	8.61	0.28	0.22	220,000	1,467

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

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	5,400

2021

	Total (MG)	AVERAGE (MG)
JANUARY	35.83	1.22
FEBRUARY	32.98	1.18
MARCH	36.39	1.17
APRIL	34.33	1.18
MAY	33.24	1.07
JUNE	36.24	1.21
JULY	30.99	1.00
AUGUST	29.94	0.97
SEPTEMBER	36.36	1.17
OCTOBER	29.97	0.97
NOVEMBER	30.12	1.00
DECEMBER	35.22	1.21
Annual Total	401.61	1.11

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		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	36.06	1.16

2021

	Total (MG)	AVERAGE (MG)
JANUARY	0.52	0.07
FEBRUARY	2.22	0.08
MARCH	4.22	0.14
APRIL	1.12	0.04
MAY	0.89	0.03
JUNE	3.37	0.11
JULY	3.9	0.13
AUGUST	3.6	0.12
SEPTEMBER	4.53	0.15
OCTOBER	3.94	0.13
NOVEMBER	3.73	0.12
DECEMBER	0.51	0.07
Annual Total	32.55	0.10

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		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	8.61	0.280

CHARLES TOWN UTILITY BOARD
GD&F ENGINEER'S REPORT
FEBRUARY 2024

Charles Town Wastewater Treatment Plant Improvements (R&R Project)

- The Contractor (Alvarez) continues site work near the new Electrical Building. Exterior components to the Centrifuge Building are nearly complete with only pipe penetrations and minor finishes remaining. Mechanical piping and Centrifuge Connections continue inside the Centrifuge Building. Electrical duct banks are also nearing completion and panels are being placed as they arrive.
- The Contractor plans to continue mechanical work inside the Centrifuge building as well floor coatings/wall painting. Site work around the transformer will continue and they expect to complete the piping to the new WAS Vault.
- The current contract times for Substantial Completion is June 24 and Final Completion is September 22, 2024. Alvarez reported additional delays in electrical equipment delivery, but is working with the supplier for a temporary solution to maintain the schedule to the best extent possible.
- GD&F RPR, Dave Gustkey, continues to be present on site full time and coordinate efforts between Alvarez, CTUB, Specialized and City building inspector personnel.
- GD&F has received 126 submittals to date, all of which have been reviewed and returned. O&M manuals are currently being submitted. 41 requests for information (RFI's) have been answered and 13 Work Change Directives have been issued.
- The next Progress Meeting is scheduled for February 29, 2024.
- Alvarez submitted Application for Payment No. 15 in the amount of $132,116.09. This Application has been reviewed and approved by GD&F.
- See below for construction progress photos.

Charles Town Water Plant Intake VFD Project

- S&S has completed the wiring and conduit portion of the new VFDs. They are currently waiting on delivery and installation of the new telemetry system.

EPA Administrative Order

- GD&F has been assisting CTUB as needed with compliance reports, scheduling and project updates in regard to the EPA Administrative Order. GD&F prepared an updated detailed construction project schedule this past month.

Kings Crossing Sewer Tie-in at Water Plant

- GD&F is in the processes of completing designs for the proposed forcemain, pump station, and recycle line for the water plant. Final specifications and bid ready drawings expected in the next 2 months.

Page Jackson Elementary School Water and Sewer Service Evaluation

- GD&F currently performing a high-level water and sewer service evaluation update for the Page Jackson Elementary School.

Greenfield Forcemain Construction Administration

- Scheduled date for Preconstruction Meeting on February 22. The Contractor (Delauter) & GD&F have been in contact regarding initial administrative items such as submittals.

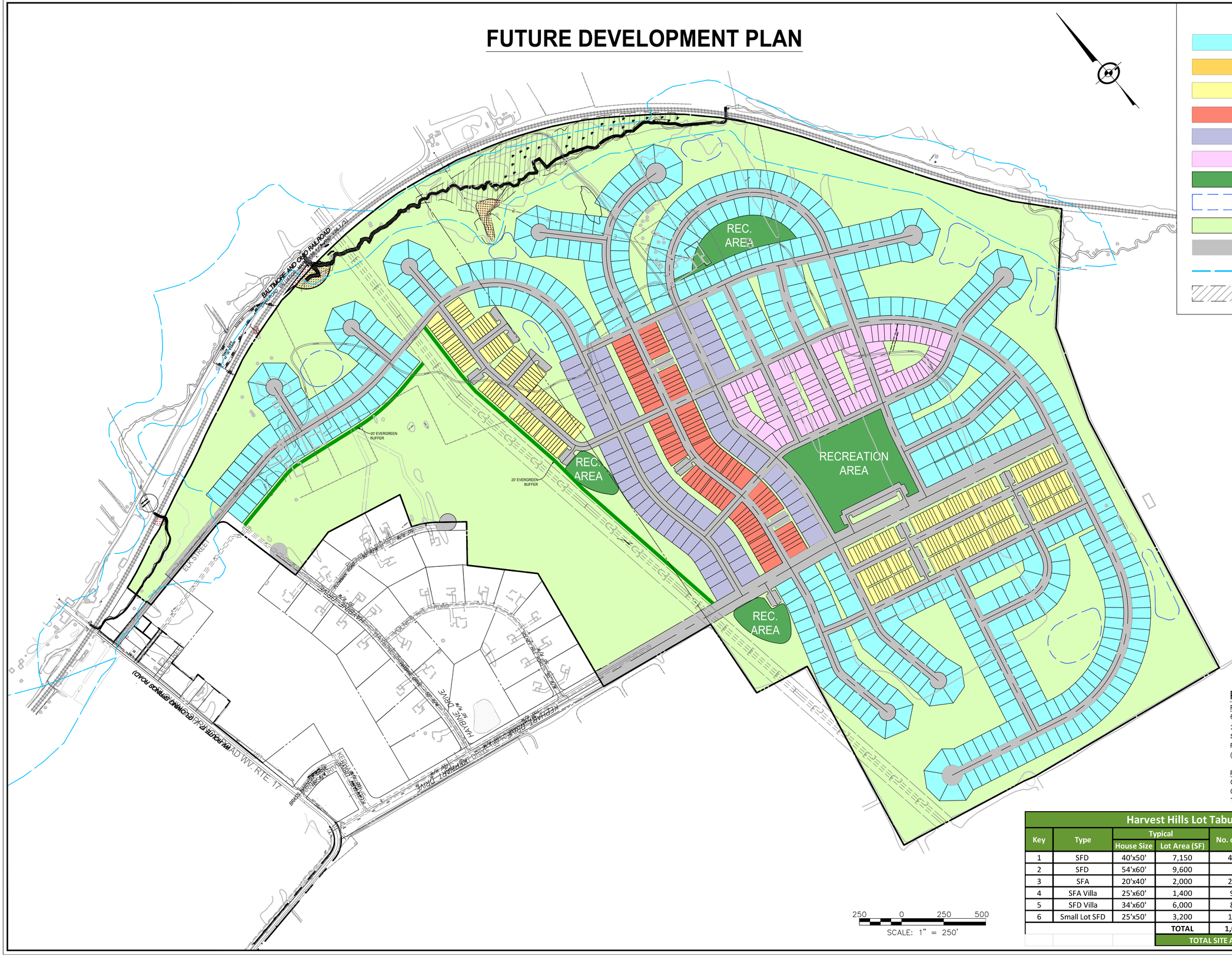


WAS Vault Piping/Backfilling



New Centrifuge Building Exterior Finish

FUTURE DEVELOPMENT PLAN


REC. AREA
RECREATION AREA
REC. AREA
REC. AREA
20' EVERGREEN BUFFER
20' EVERGREEN BUFFER
BALTIMORE AND OHIO RAIL ROAD
EXISTING
WV ROUTE 17/1 (EDWARD SPRINGS ROAD)
WV RTE. 17
HARVEST HILLS DRIVE
HARVEST HILLS DRIVE
HARVEST HILLS DRIVE

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	POLE, TRANMITTER, GREASE C	SEWER FUND	SEWER	1,227.08
	DIPPER 6' HANDLE	SEWER FUND	SEWER	386.85-
			TOTAL:	4,190.43
VITAL SIGNS	DECALS, CARDS	WATER FUND	WATER	165.00
	DECALS, CARDS	WATER FUND	WATER	119.90
	DECALS, CARDS	SEWER FUND	SEWER	165.00
			TOTAL:	449.90
WAKEFIELD & ASSOCIATES INC	JAN COLLECTIONS	WATER FUND	WATER	135.56
	JAN COLLECTIONS	SEWER FUND	SEWER	135.55
			TOTAL:	271.11
WIRELESS NETWORKS GROUP, INC.	MISC SVCS, JAN	WATER FUND	WATER	6,200.00
			TOTAL:	6,200.00
WV AMERICAN WATER	SHUTOFFS & RECONNECTS	SEWER FUND	SEWER	700.00
			TOTAL:	700.00
WV WATER DEVELOPMENT AUTHORITY	#2017-175 INFRSCTR FNDPRJC	SEWER FUND	NON-DEPARTMENTAL	1,373.76
			TOTAL:	1,373.76
XYLEM WATER SOLUTIONS U.S.A., INC.	SVC CLL GODWIN @ RIVER	WATER FUND	WATER	2,929.99
	SUCTION HOSE W/FITTINGS, F	WATER FUND	WATER	1,509.00
	RIVER PUMP PARTS	WATER FUND	WATER	4,056.70
			TOTAL:	8,495.69
ZETA SOLUTIONS, LLC	KEMIRA PAX-XL8	WATER FUND	WATER	11,221.20
			TOTAL:	11,221.20

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

50	WATER FUND	164,741.89
60	SEWER FUND	179,565.82
	GRAND TOTAL:	344,307.71

TOTAL PAGES: 7

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 344,307.71
Mulford Construction, check dated 1/17/2024: 5,570.79
T-Mobile, check dated 1/24/2024: 292.19
City of Ranson, CIF check dated 2/14/2024: 33,312.50

Total: $ 383,483.19

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	FINISH LINE AVE FOOD TRUCK	SEWER FUND	SEWER		2,400.00
				TOTAL:	6,250.00
SHENANDOAH SALES & SERVICE, INC.	WATER VEHICLE INSPECTION	WATER FUND	WATER		19.00
	SEWER VEHICLE REPAIR	SEWER FUND	SEWER		966.92
				TOTAL:	985.92
SOVOS COMPLIANCE, LLC	RPTG UNCLMD PRP ANNUAL	WATER FUND	WATER		350.04
	RPTG UNCLMD PRP ANNUAL	SEWER FUND	SEWER		350.04
				TOTAL:	700.08
STEPTOE & JOHNSON PLLC	GENERAL ENVIRONMENTAL	WATER FUND	WATER		4,125.72
	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER		7,262.00
				TOTAL:	11,387.72
STH, INC.	CONTROLLERS: KINGSXNG PS	SEWER FUND	SEWER		2,990.00
				TOTAL:	2,990.00
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER		755.78
	PUMP / TRANSPORT	WATER FUND	WATER		347.63
	PUMP / TRANSPORT	WATER FUND	WATER		542.93
	PUMP / TRANSPORT	WATER FUND	WATER		303.36
	PUMP / TRANSPORT	SEWER FUND	SEWER		1,049.40
	SUPERVAC	SEWER FUND	SEWER		2,271.32
	SUPERVAC	SEWER FUND	SEWER		1,997.35
	PUMP / TRANSPORT	SEWER FUND	SEWER		1,039.50
	SUPERVAC	SEWER FUND	SEWER		2,098.32
				TOTAL:	10,405.59
THE CI THORNBURG CO, INC.	WTP SCADA DELL TOWER	WATER FUND	WATER		4,828.12
	CHLORINE	WATER FUND	WATER		2,745.00
	SRII TRPL ELEC/HSNG	WATER FUND	WATER		2,956.30
	SRII TRPL	WATER FUND	WATER		3,377.44
	SRII TRPL	WATER FUND	WATER		6,399.40
				TOTAL:	20,306.26
U.S. BANK	OFFICE SUPPLIES	WATER FUND	WATER		1,425.19
	SUBSCRIPTIONS	WATER FUND	WATER		1,151.45
	PMPNG SUPPLIES	WATER FUND	WATER		256.09
	WTP SUPPLIES	WATER FUND	WATER		1,085.61
	GH/CAV SUPPLIES	WATER FUND	WATER		249.24
	MAINT SUPPLIES	WATER FUND	WATER		716.78
	ADVERTISING	WATER FUND	WATER		24.61
	TOOLS EXPENSE	WATER FUND	WATER		485.66
	TRANSPORTATION	WATER FUND	WATER		10.00
	OFFICE SUPPLIES	SEWER FUND	SEWER		1,482.11
	SUBSCRIPTIONS	SEWER FUND	SEWER		1,151.45
	CLLCTN SYSTM SUPPLIES	SEWER FUND	SEWER		271.45
	CLLCTN SYSTM MAINT	SEWER FUND	SEWER		1,236.00
	TRMNT &DSPSL SUPPLIES	SEWER FUND	SEWER		3,007.59
	PMPSTN SUPPLIES	SEWER FUND	SEWER		743.15
	TOOLS EXPENSE	SEWER FUND	SEWER		262.99
				TOTAL:	13,559.37
HD SUPPLY INC	CHMCLS, CRDGRP, GLVS, HYDR	WATER FUND	WATER		2,849.32
	GLOVES	SEWER FUND	SEWER		500.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GRAHAM, STEPHANIE	704-002710-01	WATER FUND	NON-DEPARTMENTAL	44.29
MURPHY, ILMA	705-000880-00	WATER FUND	NON-DEPARTMENTAL	44.42
WORMALD HOME CONSTRU	705-003540-00	WATER FUND	NON-DEPARTMENTAL	44.34
WORMALD HOME CONSTRU	705-003550-00	WATER FUND	NON-DEPARTMENTAL	35.76
BRUNER, JOHN JR	707-000630-00	WATER FUND	NON-DEPARTMENTAL	44.43
O BRIEN, ANGELA	708-001070-01	WATER FUND	NON-DEPARTMENTAL	221.57
LONGERBEAM, TREVOR	708-001580-00	WATER FUND	NON-DEPARTMENTAL	4.37
			TOTAL:	5,792.88
MISS UTILITY OF WV, INC.	MESSAGE FEES: JAN	WATER FUND	WATER	186.78
	MESSAGE FEES: JAN	SEWER FUND	SEWER	186.77
			TOTAL:	373.55
ALYSSA N MURRELL	MISC 1/23/24	SEWER FUND	SEWER	209.24
			TOTAL:	209.24
LOGICAL CONCEPTS, INC	PS MONITORING	SEWER FUND	SEWER	60.36
			TOTAL:	60.36
PACE ANALYTICAL SERVICES, LLC	TESTING: CT MNTHLY	SEWER FUND	SEWER	273.50
	TESTING: WV0022349/001	SEWER FUND	SEWER	245.50
	TESTING: DALB INC IU04	SEWER FUND	SEWER	139.30
	TESTING: WV0022349/002	SEWER FUND	SEWER	154.70
	TESTING: WV0022349/001 CT	SEWER FUND	SEWER	264.20
	TESTING: TUSC WKLY	SEWER FUND	SEWER	154.70
	TESTING: TUSC WKLY	SEWER FUND	SEWER	154.70
	TESTING: CT QRTLY SLDG	SEWER FUND	SEWER	394.00
			TOTAL:	1,780.60
PRECISION PUMP & VALVE SERVICE, INC.	WEG MOTOR	SEWER FUND	SEWER	3,669.00
	TUSC PND BLWR#1 CKVLV	SEWER FUND	SEWER	845.00
	80' OF 2" SS GUARDRAILS	SEWER FUND	SEWER	3,360.00
	2" UPPR GUIDE RAIL BRACKET	SEWER FUND	SEWER	626.00
	DGNSE, RPLC BLWR MTR CTWWT	SEWER FUND	SEWER	2,995.00
	TRBLSHT CNTRLPNL & INSTL S	SEWER FUND	SEWER	4,633.00
			TOTAL:	16,128.00
PYRZ WATER SUPPLY CO, INC	BLUE-WHITE TUBE, INJECTOR	SEWER FUND	SEWER	543.00
			TOTAL:	543.00
CORPORATION OF RANSON	JAN UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	4,034.32
			TOTAL:	4,034.32
FCI GROUP LLC	SEWER VEHICLE OIL CHANGE	SEWER FUND	SEWER	110.76
			TOTAL:	110.76
RK & K ENGINEERS	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL	12,732.58
			TOTAL:	12,732.58
ROSS H BARE	TWWTP FINE SCREENS	SEWER FUND	SEWER	5,082.64
	SVC CLL CTWWTP	SEWER FUND	SEWER	300.00
	SVC CLL TWWTP	SEWER FUND	SEWER	300.00
			TOTAL:	5,682.64
SG PLUMBING, INC.	DUGUP & RPLCD SWR LTRL	SEWER FUND	SEWER	1,850.00
	211 PARK AVE: 2/01/24	SEWER FUND	SEWER	2,000.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	STD PAYABLE	WATER FUND	WATER	345.79
	AD&D PAYABLE	SEWER FUND	SEWER	10.42
	LIFE PAYABLE	SEWER FUND	SEWER	50.39
	LTD PAYABLE	SEWER FUND	SEWER	322.64
	STD PAYABLE	SEWER FUND	SEWER	346.36
			TOTAL:	1,458.01
SECURITY DEPOSIT REFUNDS	101-000960	WATER FUND	NON-DEPARTMENTAL	76.79
	103-001766	WATER FUND	NON-DEPARTMENTAL	57.40
	104-000805	WATER FUND	NON-DEPARTMENTAL	87.34
	104-001140	WATER FUND	NON-DEPARTMENTAL	83.82
	105-000375	WATER FUND	NON-DEPARTMENTAL	77.36
	105-001180	WATER FUND	NON-DEPARTMENTAL	15.79
	106-000055	WATER FUND	NON-DEPARTMENTAL	102.66
	107-000048	WATER FUND	NON-DEPARTMENTAL	42.07
	401-000343	WATER FUND	NON-DEPARTMENTAL	87.41
	401-000344	WATER FUND	NON-DEPARTMENTAL	96.24
	401-000345	WATER FUND	NON-DEPARTMENTAL	60.93
	401-000346	WATER FUND	NON-DEPARTMENTAL	75.05
	401-000347	WATER FUND	NON-DEPARTMENTAL	75.05
	401-000348	WATER FUND	NON-DEPARTMENTAL	85.65
	401-000437	WATER FUND	NON-DEPARTMENTAL	90.22
	401-000438	WATER FUND	NON-DEPARTMENTAL	96.25
	401-000440	WATER FUND	NON-DEPARTMENTAL	74.87
	401-000441	WATER FUND	NON-DEPARTMENTAL	61.02
	401-000442	WATER FUND	NON-DEPARTMENTAL	75.06
	401-000443	WATER FUND	NON-DEPARTMENTAL	48.56
	401-000453	WATER FUND	NON-DEPARTMENTAL	25.62
	401-000455	WATER FUND	NON-DEPARTMENTAL	108.16
	401-000468	WATER FUND	NON-DEPARTMENTAL	82.10
	401-000470	WATER FUND	NON-DEPARTMENTAL	50.32
	401-200347	WATER FUND	NON-DEPARTMENTAL	79.98
	704-003300	WATER FUND	NON-DEPARTMENTAL	41.27
	107-000067	WATER FUND	NON-DEPARTMENTAL	10.01
	108-000053	WATER FUND	NON-DEPARTMENTAL	66.26
	108-000258	WATER FUND	NON-DEPARTMENTAL	69.30
	108-000290	WATER FUND	NON-DEPARTMENTAL	57.53
	201-001380	WATER FUND	NON-DEPARTMENTAL	1,026.25
	204-001495	WATER FUND	NON-DEPARTMENTAL	66.73
	302-000150	WATER FUND	NON-DEPARTMENTAL	36.81
	302-000200	WATER FUND	NON-DEPARTMENTAL	45.52
	401-000379	WATER FUND	NON-DEPARTMENTAL	82.04
	401-000911	WATER FUND	NON-DEPARTMENTAL	24.87
	402-000111	WATER FUND	NON-DEPARTMENTAL	50.64
	402-000378	WATER FUND	NON-DEPARTMENTAL	76.55
	402-000485	WATER FUND	NON-DEPARTMENTAL	24.68
	501-000121	WATER FUND	NON-DEPARTMENTAL	70.06
	502-000114	WATER FUND	NON-DEPARTMENTAL	35.78
	504-500018	WATER FUND	NON-DEPARTMENTAL	30.87
	504-500046	WATER FUND	NON-DEPARTMENTAL	50.62
	506-000060	WATER FUND	NON-DEPARTMENTAL	921.74
	506-000150	WATER FUND	NON-DEPARTMENTAL	665.08
	601-000200	WATER FUND	NON-DEPARTMENTAL	18.84
	701-000790	WATER FUND	NON-DEPARTMENTAL	6.98
	701-003750	WATER FUND	NON-DEPARTMENTAL	14.67
	702-001600	WATER FUND	NON-DEPARTMENTAL	44.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GUTTMAN ENERGY	W/E 1/21/24	WATER FUND	WATER	730.80
	W/E 1/28/24	WATER FUND	WATER	925.66
	W/E 2/04/24	WATER FUND	WATER	535.44
	W/E 1/21/24	SEWER FUND	SEWER	974.97
	W/E 1/28/24	SEWER FUND	SEWER	813.99
	W/E 2/04/24	SEWER FUND	SEWER	895.73
			TOTAL:	4,876.59
GWIN DOBSON & FOREMAN INC	KNGS XNG WTP SLDGEFRCMN TI	WATER FUND	NON-DEPARTMENTAL	2,187.71
	WWTP UPDGRADES	SEWER FUND	NON-DEPARTMENTAL	16,183.75
	CNTR HLLW PS	SEWER FUND	NON-DEPARTMENTAL	2,169.83
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL	312.00
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL	8,594.22
	EPA ADMIN ORDER	SEWER FUND	SEWER	280.80
			TOTAL:	29,728.31
HACH COMPANY	TNT, FLOURIDE	WATER FUND	WATER	906.34
			TOTAL:	906.34
ANDREAS HALE	PER DIEM 3/03 - 3/06/24	SEWER FUND	SEWER	241.50
			TOTAL:	241.50
PROTOUCH COMMUNICATIONS, LLC	JAN SVCS: AFTER-HRS EMERGE	WATER FUND	WATER	235.93
	JAN SVCS: AFTER-HRS EMERGE	SEWER FUND	SEWER	235.94
			TOTAL:	471.87
INWOOD QUARRY, INC.	C1 PICKUPS: 12/20/23	WATER FUND	WATER	268.43
	C1 PICKUPS: 12/20/23	WATER FUND	WATER	268.43
	C1, I10 & I8 PICKUPS: 12/2	WATER FUND	WATER	608.69
	C1, I10 & I8 PICKUPS: 12/2	WATER FUND	WATER	608.69
	C1, I10 & I8 PICKUPS: 1/10	WATER FUND	WATER	713.14
	C1, I10 & I8 PICKUPS: 1/10	WATER FUND	WATER	713.13
	C1 & I10 PICKUPS: 2/05/24	WATER FUND	WATER	742.83
	C1 & I10 PICKUPS: 2/05/24	WATER FUND	WATER	742.83
	C1, I10 & I8 PICKUPS: 12/2	SEWER FUND	SEWER	287.85
	C1, I10 & I8 PICKUPS: 1/10	SEWER FUND	SEWER	647.60
			TOTAL:	5,601.62
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER	487.37
	SHREDDING, STORAGE	SEWER FUND	SEWER	487.37
			TOTAL:	974.74
JAMES RIVER EQUIPMENT	TOWMASTER REPAIR	WATER FUND	WATER	5,206.99
	TOWMASTER REPAIR	SEWER FUND	SEWER	5,206.98
			TOTAL:	10,413.97
JEFFERSON RENTALS	EQUIPMENT RENTAL	WATER FUND	WATER	1,096.31
			TOTAL:	1,096.31
MCKINNEY'S AUTO REPAIR	SEWER TRUCK REPAIR	SEWER FUND	SEWER	587.18
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER	243.31
			TOTAL:	830.49
METLIFE, INC	AD&D PAYABLE	WATER FUND	WATER	10.04
	LIFE PAYABLE	WATER FUND	WATER	48.61
	LTD PAYABLE	WATER FUND	WATER	323.76

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CORE & MAIN	STOCK	WATER FUND	WATER	622.78
	SETTER, CPLG, BRS INSERT,	WATER FUND	WATER	641.80
	METER IDLER	WATER FUND	WATER	302.67
	BRASS SADDLE	WATER FUND	WATER	141.72
	BALL CORP STOP, BRS SAD, T	WATER FUND	WATER	749.23
	RUBBER METER GASKET	WATER FUND	WATER	111.39
	CLEANOUT PLUG	SEWER FUND	SEWER	139.10
	MTR PIT BULLET, PVC SDR35	SEWER FUND	SEWER	525.12
	TUBING	SEWER FUND	SEWER	548.00
	PVC SDR35, SDR35 CONC.	SEWER FUND	SEWER	438.25
	PVC SDR35	SEWER FUND	SEWER	18.98
			TOTAL:	4,239.04
COYNE CHEMICAL	AMMONIUM SULFATE 40% NSF	WATER FUND	WATER	1,586.00
	CP - 837	WATER FUND	WATER	2,669.43
	AMMONIUM SULFATE 40% NSF	WATER FUND	WATER	1,717.00
	ZETAG 8868 FS	SEWER FUND	SEWER	10,225.89
			TOTAL:	16,198.32
CRYSTAL SPRINGS	MONTHLY SVC@ 661 & 842	WATER FUND	WATER	108.59
	MONTHLY SVC@ 661 & 842	SEWER FUND	SEWER	81.62
			TOTAL:	190.21
D.R. HORTON, INC.	SEWER UPSIZING PER AMEA	SEWER FUND	NON-DEPARTMENTAL	10,000.00
			TOTAL:	10,000.00
DEWBERRY ENGINEERS INC	TO4 VLV ASSMNT PRGM DVLPMN	WATER FUND	NON-DEPARTMENTAL	3,475.00
			TOTAL:	3,475.00
WV DEPT OF HEALTH & HUMAN SERVICES	FLOURIDE TEST	WATER FUND	WATER	15.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER	140.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER	140.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER	40.00
			TOTAL:	335.00
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
EAST MOUNTAIN HEALTH PHYSICIANS, INC	A.SHADE & J.WHITMER HEP B	WATER FUND	WATER	198.00
			TOTAL:	198.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER	1,439.88
	INSTALLMENT	SEWER FUND	SEWER	1,329.12
			TOTAL:	2,769.00
ERM & ASSOCIATES LLC	ESMNT ACQSTN 2023CLLCTNSYS	SEWER FUND	NON-DEPARTMENTAL	8,737.60
			TOTAL:	8,737.60
STEVEN FARIAS	PER DIEM 3/03 - 3/06/24	SEWER FUND	SEWER	241.50
			TOTAL:	241.50
TRISHA S FOWLER	2/07/24	WATER FUND	WATER	100.00
	2/07/24	SEWER FUND	SEWER	100.00
			TOTAL:	200.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
120 WATER AUDIT, INC	PWS, CNSLTAST, KIT	WATER FUND	WATER		13,898.65
	PWS, CNSLTAST, KIT	WATER FUND	WATER		2,701.80
				TOTAL:	16,600.45
3RD TIME TRUCKING	HAULING	WATER FUND	WATER		339.57
	HAULING	WATER FUND	WATER		339.57
	HAULING	SEWER FUND	SEWER		273.91
				TOTAL:	953.05
ALS GROUP USA CORP	TESTING: CT	SEWER FUND	SEWER		6.50
				TOTAL:	6.50
AMERIGAS PROPANE LP	PROPANE: JOB CORPS	SEWER FUND	SEWER		760.18
				TOTAL:	760.18
AUTOZONE	BATTERY, CONVERSION POSTS	SEWER FUND	SEWER		333.46
				TOTAL:	333.46
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	CAPACITOR KITS	SEWER FUND	SEWER		81.40
	SPEED REDUCER FOR TWWTP	SEWER FUND	SEWER		1,110.27
	CRANES LANE PUMP	SEWER FUND	SEWER		5,333.26
				TOTAL:	6,524.93
JP & RF BURNS PARTNERSHIP	JAN LOADS - 58	SEWER FUND	SEWER		10,382.00
				TOTAL:	10,382.00
CARMEUSE LIME & STONE	HYDRATE CHEMICAL BULK	SEWER FUND	SEWER		6,594.40
				TOTAL:	6,594.40
CASTO & HARRIS, INC.	6000 DOOR HANGERS	WATER FUND	WATER		651.65
	6000 DOOR HANGERS	SEWER FUND	SEWER		651.66
				TOTAL:	1,303.31
CHAMPION INDUSTRIES, INC	PRINTING SVCS JAN	WATER FUND	WATER		516.73
	POSTAGE 4 PRINTING SVCS JA	WATER FUND	WATER		1,172.51
	PRINTING SVCS JAN	SEWER FUND	SEWER		516.74
	POSTAGE 4 PRINTING SVCS JA	SEWER FUND	SEWER		1,172.50
				TOTAL:	3,378.48
THE CINCINNATI INSURANCE COMPANY	WVDOT RNWL: 2/24/24 - 2/24	WATER FUND	WATER		928.00
	WVDOT RNWL: 2/24/24 - 2/24	SEWER FUND	SEWER		928.00
				TOTAL:	1,856.00
CITY NATIONAL BANK	LOCKBOX SVCS: JAN	WATER FUND	WATER		135.96
	LOCKBOX SVCS: JAN	SEWER FUND	SEWER		135.96
				TOTAL:	271.92
CITY OF CHARLES TOWN	UB COLLECTIONS JULY	WATER FUND	NON-DEPARTMENTAL		17,361.58
	UB COLLECTIONS JAN	WATER FUND	NON-DEPARTMENTAL		19,005.84
	DEC UTILITIES@ 661 S GEORG	WATER FUND	WATER		628.62
	FEB RENT@ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	MAR RENT@ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	DEC UTILITIES@ 661 S GEORG	SEWER FUND	SEWER		628.61
	FEB RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
	MAR RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
				TOTAL:	42,724.65

CHARLES TOWN UTILITY BOARD

COMPONENT UNIT OF MUNICIPALITY OF CHARLES TOWN

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

APPROVAL DRAFT
FOR DISCUSSION PURPOSES ONLY
J.C. KUNKLE & ASSOCIATES, A.C.

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Charles Town Utility Board
SCHEDULE OF FUNDS INCLUDED IN REPORT
June 30, 2023

BUSINESS-TYPE FUNDS

Major Funds

Water Fund

Sewer Fund

Charles Town Utility Board
BOARD OFFICIALS AND MANAGEMENT
June 30, 2023

		Term Expires
City Manager of Charles Town Chairman	John Nissel	
Mayor of City of Ranson, Vice Chair	Mayor Keith Pierson	12/31/26
Treasurer	Thomas Stocks	12/31/24
Board Member	Heidi Parker	12/31/23
Board Member	Jefferson Whitten	12/31/25
Utility Manager	Kristen Stolipher	
Assistant Utility Manager	April Shultz	
Board Attorney	Robert Rodecker	
Interim Secretary	Ashley Stottlemyer	

APPROVAL DRAFT
FOR DISCUSSION PURPOSES ONLY
J.C. KUNKLE & ASSOCIATES, A.C.

ACCOUNTANT'S COMPILATION REPORT ON FINANCIAL STATEMENTS

Utility Board of Directors
Charles Town Utility Board
Charles Town, West Virginia

Management is responsible for the accompanying basic financial statements of Charles Town Utility Board (the "Utility Board"), a component unit of the Municipality of Charles Town, as of and for the year ended June 30, 2023, and the related notes to financial statements, which collectively comprise the Utility Board's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

We are not independent with respect to Charles Town Utility Board.

Accounting principles generally accepted in the United States of America require that the Management Discussion and Analysis, Schedules of the Utility Board's Proportionate Share of the Collective Net Pension Liability, Schedules of the Utility Board's Pension Plan Contributions, Schedules of the Utility Board's Proportionate Share of the Net OPEB Liability, and Schedules of the Utility Board's OPEB Plan Contributions contained on pages 6 to 11 and pages 43 to 46 be presented to supplement the basic financial statements. Such information is presented for purposes of additional analysis and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. The required supplementary information was subject to our compilation engagement. We have not audited or reviewed the required supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such information.

The introductory information contained on pages 3 and 4 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement, however, we have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any form of assurance on such supplementary information.

Martinsburg, West Virginia
January 31, 2024

The discussion and analysis of the Charles Town Utility Board's (Utility Board) financial performance provides an overview of the Utility Board's financial activities for the fiscal year ended June 30, 2023. Please read it in conjunction with the Utility Board's financial statements.

FINANCIAL HIGHLIGHTS

The Utility Board's net position increased $7.0 million as a result of this year's operations. Net position of the water fund increased $2.9 million compared to the previous year, or 33.7 percent. Net position of the sewer fund increased by $4.1 million, or 12.9 percent compared to the previous year. The water and sewer fund increases are primarily the result of developer contributions including contributions in aid of construction and capacity improvement fees.

The Utility Board's operating revenues increased $0.4 million to $10.6 million for 2023. Operating expenses increased $1.2 million to $9.8 million for 2023. Water fund operating income decreased $0.2 million to $0.1 million and sewer operating income decreased $0.6 million to $0.7 million for 2023.

The $0.4 million increase in operating revenues is primarily a result of system growth ($0.2 million water and $0.2 million sewer). The $1.2 million increase in operating expenses ($0.4 million water and $0.8 million sewer) is attributed to increases in personnel services ($0.1 million water and $0.3 million sewer), increases in materials and supplies ($0.2 million water and $0.1 million sewer) increases in depreciation expense ($0.3 million sewer), and other expense increases ($0.1 million water and $0.1 million sewer).

By City Council ordinance adopted January 2, 2024, and effective February 16, 2024, the Utility Board equalized its water rates and its sewer rates throughout its service area. The applicable rate adjustments for water are expected to generate an additional $0.6 million in annual revenues. The applicable rate adjustments for sewer are expected to be revenue neutral.

The Utility Board added approximately $8.2 million and $2.2 million in capital assets during 2023 and 2022, respectively. During 2023, approximately $3.9 million was from construction in progress related to the sewer department wastewater treatment plant renewal and replacement project. Also during 2023, the Utility Board added approximately $4.0 million of water and sewer utility plant through developer contributions. During 2022, approximately $1.9 million in water and sewer utility plant was added through developer contributions and advances.

At June 30, 2023, the Utility Board was in the construction phase of its sewer department renewal and replacement project. The estimated cost of the project is $12.1 million with $4.3 million being expended as of June 30, 2023. The project is being financed by a $7.435 million bond issue, grants, and internal funding.

At June 30, 2023, the Utility Board was in the design stage of a sewer department collection system project. The estimated cost of the project is $9.6 million with $0.5 million expended as of June 30, 2023. The project is being financed with a future bond issue, grants, and internal funding.

During 2023, the Utility Board issued $7.435 million of Series 2022 B and C revenue bonds to finance construction of the sewer wastewater treatment plant renewal and replacement project. During 2022, the Utility Board refunded its Series 2015A and 2015B revenue bonds.

FINANCIAL HIGHLIGHTS (continued)

The Utility Board entered into alternate mainline extension agreements with developers. These agreements amounted to approximately $4.0 million and $1.9 million for 2023 and 2022, respectively. Certain developer agreements require repayment based on new customer connections to the main line extension.

The Utility Board made all required contractual payments to the West Virginia Public Employees Retirement System and West Virginia Retiree Health Benefits Trust during 2023 and 2022.

USING THIS ANNUAL REPORT

1. Management's Discussion and Analysis

   The Management's Discussion and Analysis is intended to serve as an introduction to the Utility Board's financial statements. The Utility Board's financial statements and Notes to the Financial Statements included in this report were prepared in accordance with GAAP applicable to governmental entities in the United States of America for proprietary fund types.

2. Financial Statements

   The financial statements are designed to provide readers with a broad overview of the Utility Board's finances, in a manner similar to private-sector business. They consist of the Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, and Statement of Cash Flows.

   The Statement of Net Position presents information on all the Utility Board's assets/deferred outflows and liabilities/deferred inflows with the difference between the two reported as net position. Increases or decreases in net position will serve as a useful indicator of whether the financial position of the Utility Board is improving or deteriorating.

   The Statement of Revenues, Expenses and Changes in Net Position presents information showing how the Utility Board's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in different fiscal periods (e.g., depreciation and earned but unused vacation leave).

   The Statement of Cash Flows presents the Utility Board's sources and uses of cash and changes in cash balances between the current and prior year.

   The basic financial statements report all Utility Board financial activities. The activities are primarily supported by water and sewer user fees. The Utility Board's mission is furthering the preservation of public health, comfort and convenience by providing water and sewer services to the residents of Charles Town, Ranson, territories formerly served by the Jefferson County Public Service District, and other areas in Jefferson County.

USING THIS ANNUAL REPORT (continued)

3. Notes to Financial Statements

The Notes to Financial Statements provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The Notes to Financial Statements can be found in the financial statements mentioned at #2 above.

REPORTING THE UTILITY BOARD AS A WHOLE

The analysis below focuses on net position (Table 1) and changes in net position (Table 2) of the Utility Board's financial activities.

Table 1 - Net Position (in Millions)

	Water		Sewer		Total	
	2023	2022	2023	2022	2023	2022
Current and other assets	$ 13.5	$ 13.3	$ 14.5	$ 9.4	$ 28.0	$ 22.7
Capital assets	19.2	19.0	60.6	55.7	79.8	74.7
Total assets	32.7	32.3	75.1	65.1	107.8	97.4
Deferred outflows of resources	0.4	0.6	0.3	0.4	0.7	1.0
Total assets and deferred outflows of resources	$ 33.1	$ 32.9	$ 75.4	$ 65.5	$ 108.5	$ 98.4
Long-term debt outstanding	$ 15.7	$ 16.6	$ 27.9	$ 21.9	$ 43.6	$ 38.5
Other liabilities	0.4	0.4	11.5	10.9	11.9	11.3
Total liabilities	16.1	17.0	39.4	32.8	55.5	49.8
Deferred inflows of resources	5.5	7.3	0.1	0.9	5.6	8.2
Net position:						
Net investment in capital assets	3.8	2.7	26.3	23.4	30.1	26.1
Restricted	5.3	3.9	5.5	4.7	10.8	8.6
Unrestricted	2.4	2.0	4.1	3.7	6.5	5.7
Total net position	11.5	8.6	35.9	31.8	47.4	40.4
Total liabilities, deferred inflows, and net position	$ 33.1	$ 32.9	$ 75.4	$ 65.5	$ 108.5	$ 98.4

REPORTING THE UTILITY BOARD AS A WHOLE (continued)

The net position of the Utility Board as a whole increased by 17.3 percent ($7.0 million). Unrestricted net position - the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements, increased from $5.7 million at June 30, 2022, to $6.5 million at the end of this year, a 14.0 percent increase.

Water net position increased by $2.9 million or 33.7 percent and sewer net position increased by $4.1 million or 12.9 percent.

By far, the largest portion of the Utility Board's assets reflects its investment in capital assets. The Utility Board uses these capital assets to provide water and sewer services to its customers; consequently, these assets are not available for future spending.

Table 2 - Changes in Net Position (in Millions)

	Water		Sewer		Total	
	2023	2022	2023	2022	2023	2022
Operating revenues	$ 4.2	$ 4.0	$ 6.4	$ 6.2	$ 10.6	$ 10.2
Operating expenses	4.1	3.7	5.7	4.9	9.8	8.6
Operating income	0.1	0.3	0.7	1.3	0.8	1.6
Non-operating revenues (expenses)	0.3	0.1	(0.6)	(0.6)	(0.3)	(0.5)
Changes in net position before capital contributions	0.4	0.4	0.1	0.7	0.5	1.1
Capital contributions	2.5	1.4	4.0	2.5	6.5	3.9
Change in net position	$ 2.9	$ 1.8	$ 4.1	$ 3.2	$ 7.0	$ 5.0

The Utility Board's operating revenues increased $0.4 million. Operating expenses of the water department increased $0.4 million and operating expenses of the sewer department increased $0.8 million. The analysis separately considers the operations of the water and sewer funds.

BUDGETARY HIGHLIGHTS

For the year ended June 30, 2023, budgets were prepared by the Utility Board's management and were approved by the Utility Board of Directors. The budgets were primarily used as a management tool and have no legal stature. The budgets were prepared in accordance with principles used in the preparation of the basic financial statements.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2023, the Utility Board had $79.8 million invested in a broad range of capital assets, including land, structures, machinery and equipment, and water and sewer lines (see Table 3 below). This amount represents a net increase (including additions, disposals, and depreciation) of $5.1 million compared to the previous year.

Table 3 - Capital Assets at Year-End (Net of Depreciation, in Millions)

	2023	2022
Capital assets not depreciated - utility plant (land, easements, and construction in progress)	$ 7.2	$ 3.1
Capital assets depreciated - utility plant	117.8	113.7
Totals	125.0	116.8
Accumulated depreciation	(45.2)	(42.1)
Capital assets, net of depreciation	$ 79.8	$ 74.7
2023 Utility Plant Additions (capital assets being depreciated)		
Water (at cost or estimated fair value excluding accumulated depreciation)		
Transmission and distribution mains		$ 0.7
Services		0.4
Hydrants and other		0.1
Transportation equipment		0.1
		1.3
Sewer (at cost or estimated fair value excluding depreciation)		
Collection plant		3.0
Pumping plant		0.1
Transportation and other		0.1
		3.2
Total 2023 additions to utility plant in service		4.5
2023 utility plant retirements (capital assets being depreciated)		
Water		0.2
Sewer		0.2
Total 2022 utility plant retirements		0.4
Net increase in utility plant (capital assets being depreciated) for 2023		$ 4.1

Debt

At year-end, the Utility Board had $43.6 million in long-term debt outstanding compared to $38.5 million in the previous year.

Table 4 - Outstanding Debt at Year-End (in Millions)

	2023	2022
Lease Liability	$ 0.4	$ 0.4
Loans (Municipality of Charles Town)	0.5	0.5
Bonds	42.7	37.6
	$ 43.6	$ 38.5

The Utility Board issued $7.435 of Series 2022 B&C revenue bonds in 2023 to finance construction of the sewer wastewater treatment plant renewal and replacement project.

The Utility Board refunded its Series 2015A and 2015B bonds through the issuance of Series 2022A bonds during 2022.

The bond debt resulted from issuing revenue bonds for the construction of water and sewer utility plant improvements and acquisition of former JCPSD net assets. These bonds are secured by revenues derived from the combined water and sewer system. Other debt obligations include loans and obligations under financed purchases and leases. More detailed information about the Utility Board's long-term liabilities is presented in the notes to the financial statements.

ECONOMIC FACTORS

The Utility Board's management considered many factors when setting the fiscal-year 2023 budget. One of those factors was the economy. The County's population has a direct impact on the Utility Board's economic growth.

The Utility Board is optimistic about its potential for economic growth in the future. The increasing population, infrastructure improvements, annexation, acquisition of other utilities, and procurement of grants and other funding sources are all positive indicators for continued economic growth of the Utility Board.

CONTACTING THE UTILITY BOARD'S FINANCIAL MANAGEMENT

This financial report is designed to provide citizens, customers, and investors and creditors with a general overview of the Utility Board's finances and to show the Utility Board's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Utility Manager at 661 South George Street, Suite 101, Charles Town, WV 25414.

Charles Town Utility Board
STATEMENT OF NET POSITION
June 30, 2023

ASSETS AND DEFERRED OUTFLOWS

	Water Fund	Sewer Fund	Totals
ASSETS			
CURRENT ASSETS			
Cash	$ 1,138,494	$ 3,463,917	$ 4,602,411
Customer accounts receivable, net of allowances	2,397	107,183	109,580
Lease receivable (current portion)	265,968	-	265,968
Inventory, at cost	153,332	2,357	155,689
Accrued utility revenue	380,134	570,025	950,159
Total current assets	1,940,325	4,143,482	6,083,807
RESTRICTED ASSETS			
Debt service and debt service reserve funds	510,205	338,866	849,071
Construction funds	18,858	4,407,613	4,426,471
Capacity improvement funds	4,067,640	4,912,383	8,980,023
Repair and replacement funds	820,063	318,241	1,138,304
Total restricted assets	5,416,766	9,977,103	15,393,869
CAPITAL ASSETS			
Utility plant in service	38,964,504	80,897,136	119,861,640
Less: accumulated depreciation and amortization	19,866,633	25,267,097	45,133,730
Net utility plant in service	19,097,871	55,630,039	74,727,910
Construction in progress	141,847	4,948,328	5,090,175
Total capital assets	19,239,718	60,578,367	79,818,085
RIGHT TO USE ASSET			
Office facility	242,041	242,041	484,082
Less: accumulated amortization	(43,790)	(43,790)	(87,580)
Total right to use asset	198,251	198,251	396,502
OTHER ASSETS			
Lease receivable (net of current portion)	5,781,363	-	5,781,363
Prepaid bond insurance	90,896	164,118	255,014
Total other assets	5,872,259	164,118	6,036,377
Total assets	32,667,319	75,061,321	107,728,640
DEFERRED OUTFLOWS OF RESOURCES			
Unamortized amounts from refunding of debt	147,523	23,365	170,888
Defined benefit pension plan contribution	85,697	84,192	169,889
Other post employment plan contribution	11,849	11,321	23,170
Collective deferred outflows related to pension plan	152,183	139,437	291,620
Collective deferred outflows related to post employment plan	29,729	24,137	53,866
Total deferred outflows	426,981	282,452	709,433
Total assets and deferred outflows	$ 33,094,300	$ 75,343,773	$ 108,438,073

See accountant's compilation report and notes to financial statements.

Charles Town Utility Board
STATEMENT OF NET POSITION (CONTINUED)
June 30, 2023

LIABILITIES, DEFERRED INFLOWS AND NET POSITION

	Water Fund	Sewer Fund	Totals
CURRENT LIABILITIES (PAYABLE FROM CURRENT ASSETS)			
Accounts payable	$ 48,285	$ 37,342	$ 85,627
Accrued expenses	20,699	22,853	43,552
Customer deposits	108,676	222,892	331,568
Due to other government	-	24,050	24,050
Financed purchases payable	2,257	3,458	5,715
Lease liability	8,027	8,027	16,054
Total current liabilities (payable from current assets)	187,944	318,622	506,566
CURRENT LIABILITIES (PAYABLE FROM RESTRICTED ASSETS)			
Revenue bonds payable	997,449	1,274,818	2,272,267
Accrued revenue bond interest payable	101,573	50,555	152,128
Construction accounts payable	-	456,593	456,593
Customer advances for construction	-	10,498,692	10,498,692
Total current liabilities (payable from restricted assets)	1,099,022	12,280,658	13,379,680
LONG-TERM LIABILITIES (NET OF CURRENT PORTION)			
Revenue bonds payable	14,114,382	26,333,858	40,448,240
Lease liability	203,431	203,431	406,862
Accrued expenses	58,150	48,081	106,231
Loan from Charles Town	383,840	103,163	487,003
Collective net pension liability	92,020	82,604	174,624
Net OPEB liability	10,961	17,801	28,762
Total long-term liabilities	14,862,784	26,788,938	41,651,722
Total liabilities	16,149,750	39,388,218	55,537,968
DEFERRED INFLOWS OF RESOURCES			
Collective deferred inflows related to other post employment benefit plan	89,475	81,378	170,853
Collective deferred inflows related to pension plan	424	6,495	6,919
Collective deferred inflows related to lease receivable	5,438,362	-	5,438,362
Total deferred inflows of resources	5,528,261	87,873	5,616,134
Total liabilities and deferred inflows	21,678,011	39,476,091	61,154,102
NET POSITION			
Net investment in capital assets	3,760,648	26,315,398	30,076,046
Restricted	5,296,335	5,518,935	10,815,270
Unrestricted	2,359,306	4,033,349	6,392,655
Total net position	11,416,289	35,867,682	47,283,971
Total liabilities, deferred inflows and net position	$ 33,094,300	$ 75,343,773	$ 108,438,073

See accountant's compilation report and notes to financial statements.

Charles Town Utility Board
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
For the year ended June 30, 2023

	Water Fund	Sewer Fund	Totals
OPERATING REVENUES			
Sales and services to customers	$ 4,152,875	$ 6,413,244	$ 10,566,119
Total operating revenues	4,152,875	6,413,244	10,566,119
OPERATING EXPENSES			
Personal services	1,280,869	1,242,322	2,523,191
Contractual services	81,320	288,763	370,083
Administrative and general	196,394	317,550	513,944
Materials and supplies	400,459	474,696	875,155
Utilities	148,043	362,200	510,243
Maintenance	613,645	763,477	1,377,122
Technology, license fees and subscriptions	102,518	47,241	149,759
Depreciation and amortization	1,237,073	2,205,421	3,442,494
Total operating expenses	4,060,321	5,701,670	9,761,991
Operating income	92,554	711,574	804,128
NONOPERATING REVENUES (EXPENSES)			
Interest revenue	264,970	193,657	458,627
Interest and fiscal charges	(475,845)	(653,147)	(1,128,992)
Bond issuance costs	-	(192,863)	(192,863)
Gain (loss) on disposition of assets	14,005	6,488	20,493
Rental income	441,715	-	441,715
Miscellaneous revenues	33,484	4,000	37,484
Total nonoperating revenues (expenses)	278,329	(641,865)	(363,536)
Income before contributed capital	370,883	69,709	440,592
CONTRIBUTED CAPITAL	2,476,493	4,023,387	6,499,880
Change in net position	2,847,376	4,093,096	6,940,472
Total net position at beginning of year	8,568,913	31,774,586	40,343,499
Total net position at end of year	$ 11,416,289	$ 35,867,682	$ 47,283,971

See accountant's compilation report and notes to financial statements.

Charles Town Utility Board
STATEMENT OF CASH FLOWS
For the year ended June 30, 2023

	Water Fund	Sewer Fund	Totals
CASH FLOWS FROM OPERATING ACTIVITIES:			
Cash received from customers	$ 4,126,973	$ 6,520,250	$ 10,647,223
Cash paid for operation and maintenance expenses	(3,036,604)	(3,613,806)	(6,650,410)
Net cash provided by operations	1,090,369	2,906,444	3,996,813
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:			
Acquisition and construction of capital assets	(255,794)	(3,908,335)	(4,164,129)
Proceeds from sale of capital assets	14,005	52,159	66,164
Proceeds from revenue bonds and financed purchases	-	7,256,811	7,256,811
Principal paid on revenue bonds and financed purchases	(915,802)	(1,223,039)	(2,138,841)
Interest paid on bonds and financed purchases	(398,162)	(533,929)	(932,091)
Principal paid on lease liability	(7,421)	(7,421)	(14,842)
Interest paid on lease liability	(7,549)	(7,549)	(15,098)
Bond administration fees paid	(5,193)	(51,257)	(56,450)
Bond issuance costs paid	-	(192,863)	(192,863)
Bond insurance paid	-	(77,544)	(77,544)
Advances from other government	-	24,050	24,050
Customer advance deposits (repayments) for construction	-	(99,385)	(99,385)
Decrease (increase) in restricted assets, net	(1,432,564)	(5,290,501)	(6,723,065)
Contributed capital	1,307,051	1,208,562	2,515,613
Net cash used in capital and related financing activities	(1,701,429)	(2,850,241)	(4,551,670)
CASH FLOWS FROM INVESTING ACTIVITIES:			
Interest and miscellaneous non-operating income received	298,454	197,657	496,111
Rental income received	344,452	-	344,452
Repayment of City of Charles Town general fund advances	(10,180)	(2,636)	(12,816)
Net cash provided by investing activities	632,726	195,021	827,747
Net increase in cash and cash equivalents	21,666	251,224	272,890
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	1,116,828	3,212,693	4,329,521
CASH AND CASH EQUIVALENTS AT END OF YEAR	$ 1,138,494	$ 3,463,917	$ 4,602,411

See accountant's compilation report and notes to financial statements.

Charles Town Utility Board
STATEMENT OF CASH FLOWS (CONTINUED)
For the year ended June 30, 2023

	Water Fund	Sewer Fund	Totals
Operating income	$ 92,554	$ 711,574	$ 804,128
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation and amortization expense	1,237,073	2,205,421	3,442,494
Decrease (increase) in receivables	11,683	103,677	115,360
Decrease (increase) in accrued revenues	(29,841)	(53,975)	(83,816)
Decrease (increase) in inventory	(38,338)	(414)	(38,752)
Decrease (increase) in deferred outflows	54,082	40,750	94,832
Increase (decrease) in accounts payable	(51,748)	(5,167)	(56,915)
Increase (decrease) in customer deposits	(7,743)	57,303	49,560
Increase (decrease) in accrued expenses	(5,484)	1,478	(4,006)
Increase (decrease) in collective net pension liability	584,261	602,237	1,186,498
Increase (decrease) in net OPEB liability	19,170	18,514	37,684
Increase (decrease) in deferred inflows	(775,300)	(774,954)	(1,550,254)
Net cash provided by operating activities	$ 1,090,369	$ 2,906,444	$ 3,996,813
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION			
Noncash investing, capital, and financing transactions:			
Construction in progress financed with accounts payable	$ -	$ 456,593	$ 456,593
Utility plant contributed by developer	1,169,442	2,814,825	3,984,267
	$ 1,169,442	$ 3,271,418	$ 4,440,860
RECONCILIATION OF CASH			
Cash per statement of net position	$ 1,138,494	$ 3,463,917	$ 4,602,411
Cash per statement of cash flows	$ 1,138,494	$ 3,463,917	$ 4,602,411

See accountant's compilation report and notes to financial statements.

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

NATURE OF BUSINESS

The Charles Town Utility Board (the "Utility Board") is a component unit of the Municipality of Charles Town, West Virginia. The Utility Board's purpose is furthering the preservation of the public health, comfort, and convenience of the residents of Charles Town, Ranson, and other franchised areas of Jefferson County, West Virginia, by providing water and sewer services to customers in its franchise area.

The Utility Board is governed by a board of directors who are appointed by the Municipality of Charles Town (3 appointments), the Jefferson County Commission (1 appointment), and the City of Ranson (1 appointment).

The Utility Board serves 6,612 water customers and 8,477 sewer customers. During the year ended June 30, 2023, the Utility Board's water customers increased by 184 and sewer customers increased by 245.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Governmental Accounting Standards Board is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Significant accounting policies of the Utility Board are described below.

Reporting Entity

For financial reporting purposes, the Utility Board is considered a component unit of the Municipality of Charles Town. The basic criteria for defining the Utility Board as a component unit of the Municipality of Charles Town is the financial interdependence, accountability for fiscal matters, significant influence on operations and ability to designate management.

The Utility Board is a combined water and sewer utility. For purposes of establishing user rates and charges and as required by its revenue bond issues, water and sewer are maintained as separate funds with separate books of account.

Basis of Presentation

The accounting policies of the Utility Board conform to accounting principles generally accepted in the United States of America as applicable to enterprise funds of governmental units. The Utility Board accounts for its operations in a manner similar to those often found in the private sector. The measurement focus is based upon the determination of net income. The costs (including depreciation) of providing utility services to customers on a continuing basis are recovered primarily through user charges. Periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control and accountability.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Revenues and expenses of the Utility Board are accounted for within two funds, both of which are enterprise funds. The Utility Board uses the accrual basis of accounting for its enterprise funds, under which revenues are recognized when they are earned and expenses are recognized when they are incurred.

Operating revenues and expenses consist of those revenues and expenses that result from the ongoing principal operations of the Utility Board. Operating revenues consist primarily of charges for services. Non-operating revenues and expenses consist of those revenues and expenses that are related to financing and investing types of activities and result from nonexchange or ancillary activities.

When both restricted and unrestricted resources are available for use, it is the Utility Board's policy to use restricted resources first, and then the unrestricted resources as needed. See Note 1 for information describing restricted assets.

Utility Plant

Utility plant purchased or acquired under capital leases by the Utility Board is stated at cost and utility plant contributed to the Utility Board by developers and customers is stated at fair market value at the time received. Depreciation is provided on all utility plant in service based on the estimated useful lives, which range from 5 to 50 years, using the straight-line method.

The Utility Board's policy for capitalization of property, plant, and equipment is as follows:

Equipment	$ 15,000
Real Property	
Land	$ 1
Land improvements	$ 15,000
Buildings (Structures)	$ 1
Construction in Progress	$ 15,000

Expenditures for repairs and upgrading which materially add to the value or life of an asset are capitalized. Other maintenance and repair costs are expensed as incurred.

Interest cost incurred before the end of a construction period is recognized as an expense in the period in which the cost is incurred.

The depreciation and amortization expense on assets acquired under financed purchases and leasing arrangements is included with deprecation and amortization expense on owned assets.

Cash and Cash Equivalents

For purposes of reporting the statement of cash flows, the Utility Board considers all unrestricted cash accounts and all highly liquid unrestricted debt instruments purchased with an original maturity of three months or less, to be cash equivalents.

Cash and cash equivalents at June 30, 2023 includes deposits of $20,341,650 at four banks. Deposits are FDIC insured and deposits in excess of FDIC limits are 100% collateralized with securities held by the financial institution in the name of the Utility Board.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Restricted Assets

Assets whose use is limited include:

Debt service and debt service reserve funds represent funds required by debt covenants under the various debt ordinances. These funds are to be used to pay bond interest and principal.

Construction funds represent funds held by banks as trustees under bond ordinances or under developer contractual arrangements. These funds are to be used solely for payment of costs associated with the Utility Board's ongoing construction projects.

Capacity improvement funds are established by ordinance. Capacity improvement funds are kept apart from all other funds. Withdrawals and disbursements are made for improvements and upgrades to the system that maintain or increase capacity to service customers.

The repair and replacement funds represent funds held by a bank under the Utility Board's bond ordinances. Withdrawals may be made for replacement and emergency repairs.

Accounts Receivable and Bad Debts

The Utility Board's management periodically analyzes delinquent accounts of the water and sewer funds and uses the allowance method for accounting for bad debts. No allowance for doubtful accounts was deemed necessary by management at June 30, 2023. At June 30, 2023, accounts receivable for the water and sewer funds were $2,397 and $107,183, respectively, net of the allowance for doubtful accounts.

Revenue Recognition and Customer Rates and Charges

The Utility Board's policy is to recognize revenue on the accrual basis. The Utility Board accrues revenue earned but not billed. Revenue accrued but not billed for the water and sewer funds at June 30, 2023 were $380,134 and $570,025, respectively.

Management has completed customer rate equalization for the Utility Board's total franchise territory as of January 2, 2023. Water rates are expected to increase by an average of 13% and sewer rates are expected to be revenue neutral.

Deferred Outflows and Inflows of Resources

A deferred outflow of resources represents a consumption of net assets applicable to a future reporting period and will not be recognized as an expense until then. Deferred outflows from the refunding of debt will be recognized as interest expense in the appropriate reporting period. Deferred outflows related to the Utility Board's defined benefit pension and OPEB plans will be recognized based on actuarial determinations.

A deferred inflow of resources represents an acquisition of net assets applicable to a future reporting period and will not be recognized as revenue until then. Deferred inflows related to the Utility Board's defined benefit pension and OPEB plans will be recognized based on actuarial determinations. Deferred inflows related to leases receivable will be recognized on a straight-line basis over the terms of the related leases.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Advance Refunding of Debt

Deferred amounts resulting from advance refunding of debt are being amortized by the straight-line method over the life of the new debt.

Income Taxes

The Utility Board is exempt from federal and state income taxes as a subdivision of the Municipality of Charles Town.

Inventories

Inventories consist of expendable supplies and are accounted for on a first-in first-out basis. Inventories approximate fair market value at June 30, 2023.

Compensated Absences

The Utility Board's policy is to permit employees to accumulate earned but unused vacation benefits. The Utility Board fully recognizes the liability related to compensated absences in the funds. For the water and sewer funds, compensated absences at June 30, 2023, amounted to $58,150 and $48,081, respectively.

Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Nonexchange Transactions

The Utility Board follows GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions* (Statement 33), which establishes accounting and reporting guidelines for government entities that gives (or receives) value without directly receiving (or giving) equal value in return. The Utility Board receives voluntary nonexchange transactions from donations of cash, property, lines and improvements. In addition, the Utility Board receives various capital grants from federal and state agencies. These donations are considered capital contributions in the Statement of Revenues, Expenses and Changes in Net Position.

Customer Deposits

Customer deposits are refunded after bills for service have been paid on time for twelve consecutive months.

Net Position

Net position presents the difference between assets/deferred outflows and liabilities/deferred inflows in the statement of net position. Net investment in capital assets is reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when legal limitations are imposed on its use by legislation or external restrictions by creditors, grantors, laws or regulations of other governments. Unrestricted net position is net position that does not meet the definition of "net investment in capital assets, or restricted net position."

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Interfund Transactions

Interfund transactions are reflected in the financial statements, as applicable, and recorded through "due to/due from" asset and liability accounts.

Pension

For purposes of measuring the net pension liability and deferred outflows/inflows of the resources related to the pension, and pension expense (offset), information about the fiduciary net position of the Utility Board's Public Retirement System (PERS) and additions to/deduction from the Plan's fiduciary net position have been determined on the same basis as they are reported by the PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability and deferred outflows/inflows of the resources related to OPEB, and OPEB expense (offset), information about the fiduciary net position of the West Virginia Retiree Health Benefits Trust (RHBT) and additions to/deductions from the RHBT's fiduciary net position have been determined on the same basis as they are reported by the RHBT. RHBT recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 2 - NEW ACCOUNTING PRONOUNCEMENT ADOPTED

The Utility Board has adopted the following GASB Pronouncement during the fiscal year ended June 30, 2023:

GASB Statement No. 91, *Conduit Debt Obligations* seeks to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* aims to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements. This Statement also provides guidance for accounting and financial reporting for availability payment arrangements.

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, is to provide guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset-an intangible asset-and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended.

NOTE 3 - NEW ACCOUNTING PRONOUNCEMENTS

GASB Statement No. 100, *Summary of Accounting Changes and Error Corrections - An Amendment of GASB Statement No. 62*, aims to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions of assessing accountability. Statement 100 will be effective for fiscal year ending June 30, 2024.

GASB Statement No. 101, *Compensated Absences*, aims to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. Statement 101 will be effective for fiscal year ending June 30, 2025.

The Utility Board has not yet determined the effect these Statements will have on its financial statements.

NOTE 4 - FAIR VALUE OF FINANCIAL INSTRUMENTS

The Utility Board holds no investments and does not have an investment policy. The carrying amounts of the Utility Board's financial assets and liabilities approximate their fair value.

NOTE 5 - CASH

Cash consists of the following accounts and amounts at June 30, 2023:

	Water	Sewer	Total
Petty cash	$ 175	$ 125	$ 300
Operation and maintenance accounts	650,665	2,544,101	3,194,766
Security deposit accounts	102,821	211,528	314,349
Working capital reserve accounts	384,833	708,163	1,092,996
	$ 1,138,494	$ 3,463,917	$ 4,602,411

NOTE 6 - LEASES RECEIVABLE

Beginning in the year ended June 30, 2016, the Utility Board has entered into multiple cellular equipment right to use agreements for space on the Utility Board's water standpipes. The remaining terms of the lease agreements range from 2024-2050. Payments required under the lease agreements are variable based on the specific terms contained in the agreements. Minimum payments due the Utility Board for the next five years are as follows:

Year	Amount
2024	$ 477,625
2025	468,948
2026	465,909
2027	479,280
2028	493,585
	$ 2,385,347

Leases receivable were calculated using a discount rate of 3.5%. Leases receivable amounted to $6,047,331 at June 30, 2023. Collective deferred inflows related to the leases amount to $5,438,362 at June 30, 2023. The deferred inflows are being recognized in nonoperating revenues based on the terms of the leases using the straight-line method. The Utility Board recognized $391,055 of lease revenue and $221,939 of interest income on leases during the year ended June 30, 2023, which is included in nonoperating revenues in the Statement of Revenues, Expenses, and Changes in Financial Position.

NOTE 7 - CAPITAL ASSETS

	Balance at June 30, 2022	Other Additions	Reductions	Balance at June 30, 2023
Capital Assets Not Depreciated				
Land and land rights	$ 2,065,609	$ -	$ -	$ 2,065,609
Construction in progress	1,032,379	4,144,033	(86,237)	5,090,175
Total Capital Assets Not Depreciated	3,097,988	4,144,033	(86,237)	7,155,784
Capital Assets Depreciated				
Utility plant in service	113,685,279	4,489,011	(378,259)	117,796,031
Less accumulated depreciation	(42,090,667)	(3,421,322)	378,259	(45,133,730)
Net Capital Assets Depreciated	71,594,612	1,067,689	-	72,662,301
Total Capital Assets	$74,692,600	$ 5,211,722	$ (86,237)	$ 79,818,085
Depreciation Expense	$ 3,421,322			

NOTE 8 - RIGHT TO USE ASSET

Changes in right to use asset as of June 30, 2023 is as follows:

	Balance 6/30/2022	Increase	Decrease	Balance 6/30/2023
Right to use asset - office facility	$484,082	$ -	$ -	$ 484,082
Less: accumulated amortization	(66,408)	(21,172)	-	(87,580)
Total net right to use asset	$417,674	$ (21,172)	$ -	$ 396,502

Amortization expense amounted to $21,172 for the year ended June 30, 2023.

NOTE 9 - LONG-TERM DEBT

The following is a summary of bonds payable at June 30, 2023:

Bonds Payable - Water Fund

Issue	Maturity Date	Interest Rates	Balance June 30, 2022	Additions	Payments	Balance June 30, 2023	Due Within One Year
1987B	2026	0.00%	$ 54,424	$ -	$ 10,885	$ 43,539	$ 10,885
1988B	2028	0.00%	100,144	-	14,308	85,836	14,308
1989B	2029	0.00%	24,099	-	3,012	21,087	3,012
2002A	2039	5.80%	800,725	-	26,403	774,322	27,935
2002B	2042	0.00%	1,870,129	-	93,506	1,776,623	93,507
2010A	2031	2.00%	444,223	-	46,933	397,290	47,878
2010B	2031	2.00%	48,685	-	5,144	43,541	5,248
2016A	2046	1.60%-4.50%	6,715,000		180,000	6,535,000	180,000
2018A-7	2046	0.50%	776,343	-	31,568	744,775	31,726
2020A	2043	2.00%-2.25%	1,990,450	-	164,500	1,825,950	166,850
2022A	2033	.63%-1.63%	3,188,000	-	337,350	2,850,650	416,100
Total Bonds Payable			$ 16,012,222	$ -	$ 913,609	15,098,613	$ 997,449
				Unamortized Premiums/ Discounts, Net		13,218	
						$ 15,111,831	

NOTE 9 - LONG-TERM DEBT (continued)

Bonds Payable - Water Fund (continued)

Maturities of water bonds payable for years succeeding June 30, 2023, are as follows:

Year	Principal	Interest	Total
2024	$ 997,449	$ 376,358	$ 1,373,807
2025	1,013,648	358,160	1,371,808
2026	1,020,315	343,292	1,363,607
2027	1,004,150	327,419	1,331,569
2028	935,632	309,928	1,245,560
2029-2033	3,574,289	1,280,352	4,854,641
2034-2038	2,547,550	849,496	3,397,046
2039-2043	2,726,446	454,563	3,181,009
2044-2046	1,279,134	90,433	1,369,567
	$ 15,098,613	$ 4,390,001	$ 19,488,614

Bonds Payable - Sewer Fund

Issue	Maturity Date	Interest Rates	Balance June 30, 2022	Additions	Payments	Balance June 30, 2023	Due Within One Year
1988B	2028	0.00%	$ 53,100	$ -	$ 7,588	$ 45,512	$ 7,588
2010C	2041	0.00%	791,652	-	41,668	749,984	41,668
2010D	2041	0.00%	316,652	-	16,668	299,984	16,668
2011A	2041	0.00%	4,757,082	-	250,373	4,506,709	250,373
2013A	2044	0.50%	447,445	-	19,060	428,385	19,156
2014A	2046	0.50%	3,262,727	-	129,712	3,133,015	130,361
2016B	2046	1.50%-4.00%	3,710,000	-	50,000	3,660,000	50,000
2018A-1	2029	0.00%	76,423	-	10,917	65,506	10,917
2018A-3	2038	1.00%	565,675	-	32,768	532,907	33,097
2018A-4	2030	0.00%	97,743	-	12,612	85,131	12,612
2018A-5	2032	0.00%	365,712	-	38,496	327,216	38,496
2018A-6	2039	0.00%	1,102,728	-	66,832	1,035,896	66,832
2018B	2033	2.25%-3.50%	2,535,000	-	185,000	2,350,000	190,000
2020A	2043	2.00%-2.25%	2,244,550		185,500	2,059,050	188,150
2022A	2033	.63%-1.63%	1,192,000	-	137,650	1,054,350	153,900
2022B	2052	4.00%-4.375%	-	5,620,000	-	5,620,000	-
2022C	2036	4.40%-5.50%	-	1,815,000	35,000	1,780,000	65,000
Total Bonds Payable			$ 21,518,489	$ 7,435,000	$ 1,219,844	$ 27,733,645	$ 1,274,818
				Unamortized Premiums/ Discounts, Net		(124,969)	
						$ 27,608,676	

NOTE 9 - LONG-TERM DEBT (continued)

Bonds Payable - Sewer Fund

Maturities of sewer bonds payable for years succeeding June 30, 2023, are as follows:

Year	Principal	Interest	Total
2024	$ 1,274,818	$ 603,946	$ 1,878,764
2025	1,292,549	587,147	1,879,696
2026	1,309,937	571,124	1,881,061
2027	1,325,283	553,361	1,878,644
2028	1,357,237	534,282	1,891,519
2029-2033	6,684,741	2,319,368	9,004,109
2034-2038	5,132,091	1,683,425	6,815,516
2039-2043	4,382,601	1,193,445	5,576,046
2044-2048	3,124,388	675,532	3,799,920
2049-2052	1,850,000	194,493	2,044,493
	$ 27,733,645	$ 8,916,123	$ 36,649,768

Certain of the water and sewer revenue bonds require administrative fees to be paid to the governmental issuers and/or the Municipal Bond Commission. Administrative and service fees amounted to $5,192 and $51,257 for the water and sewer funds, respectively, for the year ended June 30, 2023. Administrative fees are not considered interest expense for rate establishment purposes and are not included in the above maturity schedules.

The water and sewer bond issues are secured by a lien on the revenues derived from the system and a statutory mortgage lien on the system.

The covenants contained in the water and sewer bond issues include a required debt service coverage ratio of 115%. The Utility Board met the required coverage for the year ended June 30, 2023.

The water and sewer bond issues require monthly deposits to the renewal and replacement fund equal to 2-1/2% of monthly gross revenues. The Utility Board's deposits, including necessary expenditures for renewals and replacements, exceeded this requirement for the year ended June 30, 2023.

NOTE 10 - FINANCED PURCHASES

The Charles Town Utility Board financed various equipment and vehicles under financed purchase agreements expiring at various times. The assets and liabilities under the financed purchases are recorded at their present value of the minimum purchase payments.

The financed purchase obligations are secured by the purchased equipment and vehicles. Depreciation of financed purchases is included in depreciation expense for the year ended June 30, 2023.

Financed Purchases	Expiration	Water Fund Remaining Minimum (net of interest) Payments	Sewer Fund Remaining Minimum (net of interest) Payments	Total
Various utility improvements, equipment, and vehicles	2024			
Total financed purchases payable at June 30, 2023		$ 2,257	$ 3,458	$ 5,715
Less: Current portion due in upcoming year		(2,257)	(3,458)	(5,715)
Long-term financed purchases payable at June 30, 2023 (net of current portion)		$ -	$ -	$ -

Estimated minimum future water financed purchase payments as of June 30, 2023 are as follows:

Year	Principal	Interest	Total
2024	$ 2,257	$ 83	$ 2,340
	$ 2,257	$ 83	$ 2,340

Estimated minimum future sewer financed purchase payments as of June 30, 2023 are as follows:

Year	Principal	Interest	Total
2024	$ 3,458	$ 286	$ 3,744
	$ 3,458	$ 286	$ 3,744

NOTE 11 - LEASE COMMITMENT

The Utility Board entered into a facility lease agreement with the Municipality of Charles Town on April 1, 2019, which expires on June 1, 2042. Monthly rental payments of $2,550 are required during the term of the lease including principal and interest at 3.5%. The related liability under the lease was $422,916 at June 30, 2023. The Utility Board recognized $15,098 of interest expense during the year ended June 30, 2023.

The following is a schedule of future minimum lease payments under the lease:

Year	Principal	Interest	Total
2024	$ 16,054	$ 14,546	$ 30,600
2025	16,625	13,975	30,600
2026	17,216	13,384	30,600
2027	17,828	12,772	30,600
2028	18,463	12,137	30,600
2029-2033	102,642	50,358	153,000
2034-2038	122,241	30,759	153,000
2039-2042	111,847	8,004	119,851
	$ 422,916	$ 155,935	$ 578,851

NOTE 12 - CHANGES IN LONG-TERM LIABILITIES OTHER THAN BONDS

	Balance June 30, 2022	Additions	Reductions	Balance June 30, 2023
Financed purchases payable	$ 11,101	$ -	$ 5,386	$ 5,715
Leases	437,758	-	14,842	422,916
Loan from Charles Town	499,819	-	12,816	487,003
Accrued compensated absences	110,021	-	3,790	106,231
Collective net pension liability (asset)	(1,011,874)	1,689,526	503,028	174,624
Net other post employment benefit liability (asset)	(8,922)	265,525	227,841	28,762
Total	$ 37,903	$ 1,955,051	$ 767,703	$ 1,225,251

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN

Plan Description, Contribution Information, and Funding Policies

The Utility Board participates in the West Virginia Public Employees Retirement System (PERS), a state-wide, cost-sharing, multiple-employer defined benefit plan on behalf of Utility Board employees. The system is administered by agencies of the State of West Virginia and funded by contributions from participants, employers, and State appropriations, as necessary.

PERS is administered by the Consolidated Public Retirement Board (CPRB), which acts as a common investment and administrative agent for all of the participating employers. CPRB issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CPRB website at www.wvretirement.com.

The following is a summary of eligibility factors, contribution methods, and benefit provisions:

Eligibility to participate:	All Utility Board full-time employees, except those covered by other pension plans
Authority establishing contribution obligations and benefit provisions:	West Virginia State Code Section 5-10d
Tier 1 Plan member's contribution rate:	4.50% (Employees hired before July 1, 2015)
Tier 2 Plan member's contribution rate:	6.00% (Employees hired after July 1, 2015)
Utility Board's contribution rate:	9.00% for fiscal year 2023
Period required to vest:	5 years for Tier 1 and 10 years for Tier 2
Benefits and eligibility for distribution:	Tier 1 A member who has attained age 60 and has earned 5 years or more of contributing service or age 55 if the sum of his/her age plus years of credited service is equal to or greater than 80. The final average salary (three highest consecutive years in the last 15) times the years of service times 2% equals the annual retirement benefit. Tier 2 Qualification for normal retirement is age 62 with 10 years of service or at least age 55 plus service years equal to 80 or greater. The final average salary is the average of the five consecutive highest annual earnings years out of the last fifteen years. The final average salary times the years of service times 2% equals the annual retirement benefit.
Deferred retirement portion:	No
Provisions for:	
Cost of living	No
Death benefits	Yes

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Trend Information

Fiscal Year	Annual Pension Cost	Percentage Contributed
2023	$169,889	100%
2022	$189,341	100%
2021	$183,928	100%

PERS issues a publicly available financial report that includes financial statements and required supplementary information. That information may be obtained by writing to the Public Employees' Retirement System, 4101 MacCorkle Avenue, SE, Charleston, WV 25304.

Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pension

At June 30, 2023, the Utility Board reported the following liability for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021, rolled forward to the measurement date of June 30, 2022. The Utility Board's proportion of the net pension liability was based on a projection of the Utility Board's long-term share of contributions to the pension plan relative to the projected contributions of all participating governments, actuarially determined. At June 30, 2023, the Utility Board reported the following proportion:

Amount for proportionate share of net pension liability	$ 174,624
Percentage for proportionate share of net pension liability	0.117261%
Increase/(decrease) % from prior proportion measured	0.002005%

For the year ended June 30, 2023, the Utility Board recognized the following pension expense:

	Water	Sewer	Total
Pension expense	$41,786	$41,052	$82,838

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pension (continued)

The Utility Board reported deferred outflows of resources and deferred inflows of resources related to the pension plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on pension plan investments	$ 105,297	$ -
Difference between expected and actual experience	66,991	-
Changes in proportion and differences between Utility Board contributions and proportionate share of contributions	4,399	6,495
Change in assumptions	114,933	424
Utility Board contributions subsequent to the measurement date	169,889	-
	$ 461,509	$ 6,919

The amount reported as deferred outflows of resources related to the pension plan resulting from Utility Board contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the pension plan will be recognized in pension expense as follows:

Year ended June 30	
2024	$ 110,969
2025	8,923
2026	(110,819)
2027	275,628
Total	$ 284,701

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of July 1, 2021, and rolled forward to June 30, 2022, which is the measurement date, using the following actuarial assumptions, applied to all periods included in the measurement.

Actuarial cost method	Individual entry age normal cost with level percentage of payroll
Asset valuation method	Fair value
Amortization method	Level dollar, fixed period
Amortization period	Through Fiscal Year 2035
Actuarial assumptions:	
Investment rate of return	7.25%
Projected salary increases	3.60-6.75%%, including inflation
Inflation rate	2.75%
Discount rate	7.50%
Mortality rates	Active-100% of Pub-2010 General Employees table, below-median, headcount weighted, projected with scale MP-2018 Retired healthy males - 108% of Pub-2010 General Retiree Male table, below-median, headcount weighted, projected with scale MP-2018 Retired healthy females - 122% of Pub-2010 General Retiree Female table, below-median, headcount weighted, projected with scale MP-2018 Disabled males - 118% of Pub 2010 General/ Teachers Disabled Male table, below-median headcount weighted, projected with scale MP-2018 Disabled females - 117% of Pub 2010 General/ Teachers Disabled Male table, below-median headcount weighted, projected with scale MP-2018
Withdrawal rates	
State	2.28-45.63%%
Non-state	2.50-35.88%%
Disability rates	0.005-0.0540%%
Retirement rates	12 - 100%%
Date range in most recent experience study	2015-2020 - Economic assumptions; 2013-2018 - All other assumptions

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Actuarial Assumptions (continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which estimates of expected real rates of returns (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Rates summarized in the following table as of June 30, 2022, include the inflation component and were used for the defined benefit plan:

Asset Class	Long-Term Expected Rate of Return	PERS Target Asset Allocation
US Equity	5.8%	27.50%
International Equity	7.7%	27.50%
Private Equity	8.8%	10.00%
Fixed Income	3.3%	15.00%
Real Estate	6.1%	10.00%
Hedge Funds	4.4%	10.00%
		100.00%

Discount Rate

The discount rate used to measure the total pension liability was 7.25 percent for the defined benefit plan. The projection of cash flows used to determine the discount rate assumed that employer contributions will continue to follow the current funding policies. Based on those assumptions, the fiduciary net position for the defined benefit pension plan was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rates of return on pension plan investments were applied to all periods of projected benefit payments to determine the total pension liability of the plan.

The following chart presents the sensitivity of the net pension liability to changes in the discount rate, calculated using the discount rates as used in the actuarial evaluation, and what the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	1% Decrease 6.25%	Current Discount Rate 7.25%	1% Increase 8.25%
Utility Board's proportionate share of net pension liability	$ (1,235,606)	$ (174,624)	$ 733,423

Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report available at the Consolidated Public Retirement Board's website at www.wvretirement.com. That information can also be obtained by writing to the West Virginia Consolidated Public Retirement Board, 4101 MacCorkle Avenue SE, Charleston, WV 25304.

NOTE 13 - EMPLOYEE RETIREMENT SYSTEM AND PLAN (continued)

Summary of Deferred Outflow/Inflow Balances

	Total	Water	Sewer
Difference between expected and actual experience	$ 66,991	$ 37,179	$ 29,812
Net difference between projected and actual earnings on pension plan investments	105,297	53,115	52,182
Changes in proportion and differences between Utility Board contributions and proportionate share of contributions	(2,096)	4,399	(6,495)
Change in assumptions	114,509	57,066	57,443
Utility Board contributions subsequent to the measurement date	169,889	85,697	84,192
	$ 454,590	$ 237,456	$ 217,134

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)

General Information about the OPEB Plan

Plan Description

The Utility Board contributes to the West Virginia Other Postemployment Benefit Plan (The Plan), a cost-sharing, multiple-employer defined benefit postemployment healthcare plan. The financial activities of the Plan are accounted for in the West Virginia Retiree Health Benefit Trust Fund (RHBT), a fiduciary fund of the State of West Virginia. The Plan is administered by a combination of the West Virginia Public Employees Insurance Agency (PEIA) and the RHBT staff. Plan benefits are established and revised by PEIA and the RHBT management with approval of the Finance Board. The Finance Board is comprised of nine members. Finance Board members are appointed by the Governor, serve a term of four years and are eligible for reappointment. The State Department of Administration cabinet secretary serves as Chairman of the Board. Four members represent labor, education, public employees and public retirees. The four remaining members represent the public at large. The Plan had approximately 43,000 policyholders and 64,000 covered lives at June 30, 2022. The RHBT audited financial statements and actuarial reports can be found on the PEIA website at www.peia.wv.gov. You can also submit your questions in writing to the West Virginia Public Employees Insurance Agency, 601 57th Street, SE, Suite 2, Charleston WV 25304.

Benefits Provided

The Plan provides medical, prescription drug insurance and life insurance. The medical and prescription drug insurance is provided through two options: 1) Self-Insured Preferred Provider Benefit Plan (primarily for non-Medicare-eligible retirees and spouses) and 2) External Managed Care Organizations (primarily for Medicare-eligible retirees and spouses).

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

Contributions

Paygo premiums are established by the Finance Board annually. All participating employers are required by statute to contribute this premium to the RHBT at the established rate for every active policyholder per month. The active premiums subsidized the retirees' health care by approximately $89 million for the fiscal year ended June 30, 2022. Contributions to the OPEB plan from the Utility Board were as follows:

Year	Water	Sewer	Total
2023	$ 11,849	$ 11,321	$ 23,170
2022	$ 15,818	$ 14,566	$ 30,384
2021	$ 28,215	$ 26,505	$ 54,720

OPEB Liabilities, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2023, the Utility Board reported a liability of $10,961 and $17,801 for the water and sewer funds, respectively, for its proportionate share of the net OPEB liability. The net OPEB liability, deferred inflows and outflows of resources, and OPEB expense (offset) were determined by an actuarial valuation date as of June 30, 2021, rolled forward to June 30, 2022, which is the measurement date. The Utility Board's proportion of the net OPEB liability was based on a projection of the Utility Board's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating governments, actuarially determined. At June 30, 2022, the Utility Board's proportionate share was 0.025842103%, which was a decrease of 0.004164762% from its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the Utility Board recognized OPEB expense (offset) of $(61,995) and $(59,230) for the water and sewer funds, respectively.

The Utility Board reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in proportion and differences between Utility Board contributions and proportionate share of contributions	$ 30,957	$ 60,469
Change in assumptions	18,445	73,079
Net difference between projected and actual investment earnings on OPEB plan investments	4,464	-
Difference between expected and actual experience	-	36,692
Reallocation of opt-out employer change in proportionate share	-	613
District contributions subsequent to the measurement date	23,170	-
	$ 77,036	$ 170,853

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

***OPEB Liabilities, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB* (continued)**

The amount reported as deferred outflows of resources related to OPEB resulting from Utility Board contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability (asset) in the year ending June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense (offset) as follows:

Year Ended June 30:	
2024	$ (103,699)
2025	(13,542)
2026	(10,923)
2027	11,177
Total	$ (116,987)

Actuarial Assumptions

The total OPEB liability was determined by an actuarial valuation as of June 30, 2021, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified.

Inflation rate	2.25%
Wage inflation	2.75%
Salary increases	Dependent upon pension system, ranging from 2.75% to 5.18%, including inflation.
Investment rate of return	6.65%, net of OPEB plan investment expense, including inflation.
Healthcare cost trend rates	Trend rate for pre-Medicare per capita costs of 7.0% for plan year end 2023, decreasing by 0.50% for two years then by 0.25% each year thereafter, until ultimate trend rate of 4.25% is reached in plan year end 2032. Trend rate for Medicare per capita costs of 8.83% for plan year end 2023, decreasing ratably each year thereafter, until 4.25% is reached in plan year 2032.
Actuarial Cost Method	Entry age normal

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

OPEB Liabilities, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (continued)

Actuarial Assumptions (continued)

Amortization Method	Level percentage of payroll, closed
Remaining Amortization Period	20 year closed period as of June 30, 2017
Asset Valuation Method	Market value
Mortality Rates	Post Retirement: TRS: Pub-2010 General Healthy Retiree Mortality Tables projected with MP-2019 and scaling factors of 100% for males and 108% for females. PERS: Pub-2010 Below-Median Income General Healthy Retiree Mortality Tables projected with MP-2019 and scaling factors of 106% for males and 113% for females. Troopers A and B: Pub-2010 Public Safety Healthy Retiree Mortality Tables projected with scale MP-2019 and scaling factors of 100% for males and females. Pre Retirement: TRS: Pub-2010 General Employee Mortality Tables projected with MP-2019. PERS: Pub-2010 Below-Median Income General Employee Mortality Tables projected with MP-2019. Troopers A and B: Pub-2010 Public Safety Employee Mortality Tables projected with MP-2019.

The actual assumptions used in the valuation were based on the results of an actuarial experience study for the period July 1, 2015 through June 30, 2020.

The long-term rates of return on OPEB plan investments are determined using a building-block method in which estimates of future real rates of returns (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentages and by adding expected inflation. The strategic asset allocation consists of 55% equity, 15% fixed income, 10% private equity, 10% hedge fund and 10% real estate invested. Short-term assets used to pay current year benefits and expenses are invested with the WVBTI. Best estimates of long-term geometric rates are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return
Global Equity	4.80%
Core Plus Fixed Income	2.10%
Core Real Estate	4.10%
Hedge Fund	2.40%
Private Equity	6.80%

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

***OPEB Liabilities, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB* (continued)**

Discount Rate

A single discount rate of 6.65% was used to measure the OPEB liability. This single discount rate was based on the expected rate of return on OPEB plan investments of 6.65%. The projection of cash flows used to determine this single discount rate assumed that employer contributions will be made in accordance with prefunding and investment policies. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability. Discount rates are subject to change between measurement dates.

Sensitivity of the Utility Board's Proportionate Share of the Net OPEB Liability (Asset) to Changes in the Discount Rate

The following chart presents the Utility Board's proportionate share of the net OPEB liability (asset), as well as what the proportionate share of the net OPEB liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current discount rate:

	1% Decrease 5.65%	Discount Rate 6.65%	1% Increase 7.65%
Net OPEB Liability (Asset)	$ 73,929	$ 28,762	$ (9,986)

Sensitivity of the Utility Board's Proportionate Share of the Net OPEB Liability (Asset) to Changes in the Healthcare Cost Trend Rates

The following chart presents the Utility Board's proportionate share of the net OPEB liability, as well as what the proportionate share of the net OPEB liability (asset) would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates described in the actuarial assumptions:

	1% Decrease	Healthcare Cost Trend Rates	1% Increase
Net OPEB Liability (Asset)	$ (16,351)	$ 28,762	$ 82,144

OPEB Plan Fiduciary Net Position

Detailed information about the OPEB plan's fiduciary net position is available in the separately issued financial report available at the West Virginia Public Employee Insurance Agency's website at peia.wv.gov. That information can also be obtained by writing to the West Virginia Public Employee Insurance Agency, 601 57th Street, Suite 2, Charleston, WV 25304.

NOTE 14 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)

***OPEB Liabilities, OPEB Expense (Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB* (continued)**

Summary of Deferred Outflow/Inflow Balances

	Total	Water	Sewer
Difference between expected and actual experience	$ (36,692)	$ (18,145)	$ (18,547)
Net difference between projected and actual earnings on OPEB plan investments	4,464	2,283	2,181
Changes in proportion and differences between Utility Board contributions and proportionate share of contributions	(29,512)	(20,572)	(8,940)
Change in assumptions	(54,634)	(23,056)	(31,578)
Reallocation of opt-out employer change in proportionate share	(613)	(256)	(357)
Utility Board contributions subsequent to the measurement date	23,170	11,849	11,321
	$ (93,817)	$ (47,897)	$ (45,920)

NOTE 15 - RISK MANAGEMENT

The Utility Board is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Utility Board participates in several risk management programs administered by the State of West Virginia.

NOTE 16 - LOAN FROM MUNICIPALITY OF CHARLES TOWN

The Municipality of Charles Town loaned the Utility Board $640,795 to finance certain water and sewer construction projects. The loans bear no interest and are generally being repaid over a 50 year term. Annual required loan payments amount to $12,816. The loan balances are $383,840 and $103,163 for the water and sewer departments, respectively, at June 30, 2023.

NOTE 17 - RESTRICTED NET ASSETS

Restricted net assets reflect that portion of total net assets legally or contractually segregated for a specific future use. The following amounts represent restricted net assets at June 30, 2023:

Cash and temporary investments	
Debt service and debt service reserve funds	$ 849,071
Repair and replacement funds	1,138,304
Capacity improvement funds	8,980,023
Accrued interest	(152,128)
Total	$ 10,815,270

NOTE 18 - COMMITMENTS AND CONTINGENCIES

Alternate Mainline Extension Agreements

The Utility Board has entered into alternate mainline extension agreements with customers (developers) for certain sewer improvements to provide sewer service to the customers (developers). The customers (developers) have agreed to pay for the improvements and the Utility Board is required to reimburse the customers (developers) to the extent that new connections are made to the improvements during specified time periods. After the time periods lapse, remaining customer advance balances will be converted to contributed capital.

Customer advances for construction under alternate mainline extension agreements amounted to $10,498,692 at June 30, 2023. The Utility Board reimbursed $99,384 of advances to customers (developers) under the agreements for the year ended June 30, 2023.

NOTE 19 - CONTRIBUTED CAPITAL

A summary of contributed capital for the year ended June 30, 2023 is as follows:

	Water	Sewer	Total
Capacity improvement fees received from customers and developers	$1,295,971	$1,208,563	$2,504,534
Contributed capital received from customers, developers, and grantor agencies	1,180,522	2,814,824	3,995,346
Total	$2,476,493	$4,023,387	$6,499,880

NOTE 20 - SUBSEQUENT EVENTS

The Utility Board has evaluated all subsequent events through January 31, 2024, the date the financial statements were available to be issued.

The Utility Board through the Charles Town City Council equalized water and sewer user rates by approval of a municipal ordinance on January 2, 2024. Average water rates are expected to increase 13% and average sewer rates are expected to be revenue neutral.

REQUIRED SUPPLEMENTARY INFORMATION

Charles Town Utility Board
SCHEDULES OF THE UTILITY BOARD'S PROPORTIONATE SHARE OF THE COLLECTIVE NET PENSION LIABILITY (ASSET)
June 30, 2023

Public Employees Retirement System
Last 10 Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Utility Board's proportionate share of the net pension liability (%)	0.117261%	0.115256%	0.114800%	0.105962%	0.122021%	0.091775%	0.09351%	0.0858%	0.0802%
Utility Board's proportionate share of the net pension liability (asset) ($)	$ 174,624	$(1,011,874)	$ 606,914	$ 260,340	$ 315,120	$ 396,145	$ 859,464	$ 479,022	$ 295,926
Utility Board's covered-employee payroll	$ 1,887,662	$ 1,898,244	$1,839,277	$1,764,571	$1,777,610	$ 1,249,466	$1,244,131	$ 1,289,097	$ 1,163,400
Utility Board's proportionate share of net pension liability (asset) as a % of its covered-employee payroll	9.25%	-53.31%	33.00%	14.75%	17.73%	31.71%	69.08%	37.16%	25.44%
Plan fiduciary net position as a percentage of the total pension liability (asset)	98.17%	111.07%	92.89%	96.99%	96.33%	99.56%	86.11%	91.29%	93.98%

Note: This data will be presented prospectively until ten years is accumulated.
The amounts presented for each fiscal year were determined as of June 30th.

Charles Town Utility Board
SCHEDULES OF THE UTILITY BOARD'S PENSION PLAN CONTRIBUTIONS
June 30, 2023

Public Employees Retirement System
Last 10 Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution	$ 234,177	$ 189,824	$ 183,928	$ 176,926	$ 155,565	$ 137,439	$ 149,296	$ 174,028	$ 162,876
Contributions in relation to the contractually required contribution	(234,177)	(189,824)	(183,928)	(176,926)	(155,565)	(137,439)	(149,296)	(174,028)	(162,876)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Utility Board's covered-employee payroll	$ 1,887,662	$ 1,898,244	$ 1,839,277	$ 1,764,571	$ 1,555,646	$ 1,249,446	$ 1,244,131	$ 1,289,097	$ 1,163,400
Contributions as a percentage of covered-employee payroll	12.4%	10.0%	10.0%	10.0%	10.0%	11.0%	12.0%	13.5%	14.0%

Note: This data will be presented prospectively until ten years is accumulated.
The amounts presented for each fiscal year were determined as of June 30th.

Charles Town Utility Board
SCHEDULES OF THE UTILITY BOARD'S PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)
For the year ended June 30, 2023

Public Employees Insurance Agency

	2023	2022	2021	2020	2019	2018	2017
Utility Board's proportion of the net OPEB liability (asset)	0.025842103%	0.030006865%	0.028943312%	0.026558014%	0.028583397%	0.018956336%	0.022773022%
Utility Board's proportionate share of the net OPEB liability (asset)	$ 28,762	$ (8,922)	$ 127,840	$ 511,370	$ 613,238	$ 466,134	$ 565,528
Utility Board's covered-employee payroll	$ 1,887,662	$ 1,898,244	$ 1,839,277	$ 1,764,571	$ 1,777,610	$ 1,248,678	$ 1,173,454
Utility Board's proportionate share of the net OPEB liability (asset) as a percentage of its covered-employee payroll	1.52%	-0.47%	6.95%	28.98%	34.50%	37.33%	48.19%
Plan fiduciary net position as a percentage of the total OPEB liability (asset)	93.59%	101.81%	73.49%	39.69%	30.98%	25.10%	21.64%

Note - This data will be presented prospectively until ten years is accumulated.
The amounts presented for each fiscal year were determined as of June 30th.

Charles Town Utility Board
SCHEDULES OF THE UTILITY BOARD OPEB PLAN CONTRIBUTIONS
For the year ended June 30, 2023

Public Employees Insurance Agency

	2023	2022	2021	2020	2019	2018	2017
Contractually required contribution	$ 23,170	$ 30,384	$ 54,720	$ 55,761	$ 55,081	$ 41,772	$ 38,936
Contributions in relation to the contractually required contribution	(23,170)	(30,384)	(54,720)	(55,761)	(55,081)	(41,772)	(38,936)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Utility Board's covered-employee payroll	$ 1,887,662	$ 1,898,244	$ 1,839,277	$ 1,764,571	$ 1,555,565	$ 1,248,678	$ 1,173,454
Contributions as a percentage of covered-employee payroll	1.23%	1.60%	2.98%	3.16%	3.54%	3.35%	3.32%

Note - This data will be presented prospectively until ten years is accumulated.
The amounts presented for each fiscal year were determined as of June 30th.