CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, MARCH 22, 2023

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of March 8, 2023 Regular Meeting Minutes
      2023.03.08 UB Minutes.pdf
   b. Approval of March 9, 2023 Special Meeting Minutes
      2023.03.09 UB Minutes.pdf

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

   The public is invited to attend this meeting in person or via webcast (www.ctubwv.com- Board Meetings - Meeting Agendas and Minutes 2023) or by accessing the following zoom link:

   https://us06web.zoom.us/j/87180184165?pwd=bE5nSFVWV3VxL2Vra2RNY3BGY0w5Zz09

   Meeting ID: 871 8018 4165
   Passcode: 711107
   +1 301 715 8592 US

3. **UNFINISHED BUSINESS**
   a. Legal Services RFP - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

4. **NEW BUSINESS**
   a. Precision Pump and Repair - Raw Water Intake Pump
      Pump Quote.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. March 22, 2023
      2023.03.22 Board Report.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - April 12, 2023 at 4:00 P.M.

Charles Town Utility Board
Regular Board Meeting
March 8, 2023

The Charles Town Utility Board held a regular meeting on March 8, 2023 at 4:00 P.M. Members of the Board present were John Barkley, Duke Pierson, Tommy Stocks and Jeff Whitten. Also present were Kristen Stolipher, April Shultz, Hoy Shingleton and Ashley Stottlemyer.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of February 22, 2023 Regular Meeting Minutes

The Chairman called for changes or corrections to the February 22, 2023 regular meeting minutes.

Action: **Motion by Mr. Stocks, second by Mr. Pierson, the Board unanimously approved the minutes as presented.**

PUBLIC COMMENT

The Board received a public comment from Elizabeth Ricketts and Amanda Stroud.

OLD BUSINESS

Temporary Access Easement Lease Agreement - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

This item was moved to the end of the meeting.

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

Easement Agreement in WVDOH Right-Of-Way - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

This item was moved to the end of the meeting.

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

NEW BUSINESS

Renewal and Replacement Project Resolution No. 5 – Contractor Pay Application No. 5

Mrs. Stolipher provided the contractor submitted an application for payment no. 5 in the amount of $92,171.91. She also included the revised Schedule B with the most recent change order and a modified projected budget for the collections system project.

Action: **Motion by Mr. Whitten, second by Mr. Pierson, the Board unanimously approved the Contractor Pay Application No. 5.**

Legal Services RFP - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

This item was moved to the end of the meeting.

Action: No action required by the Board.

Collection System Project – Senator Manchin Earmark FY 2023

Mrs. Stolipher has been working to pursue a congressionally directed USEPA grant through Senator Manchin and Senator Capito's office for the Collection System Project.

Action: No action required by the Board.

Wastewater Sludge Truck Purchase

Mrs. Stolipher briefed the Board on purchasing a new wastewater sludge truck in roughly the $115,000.00 range. She also revised and provided the Capital Improvement Plan to include this purchase.

Action: Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the purchase of a new wastewater sludge truck.

Discussion on Fiber Installation and Locating

The Board provided discussions on the recent issues of fiber installation and water/sewer line breaks. Mr. Pierson suggested further discussion on this topic in executive session. Mrs. Stolipher would like to coordinate a meeting with the fiber installers to review the process and recent issues. She also addressed concerns from the water main break that occurred on March 7th and further investigation on the public notification issues relating to the event and improvements to the policy. Mrs. Stolipher also mentioned the tremendous amount of support during this incident from CTUB staff, the City of Ranson maintenance staff, Independent Fire Company and fellow neighbors.

Action: No action required by the Board.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher briefed the Board on this month's sewer and water efforts including an update on the PSC cases and an upcoming progress meeting on the Renewal and Replacement Project.

Action: No action required by the Board.

Chairman Report

The Chairman thanked Mrs. Stolipher for providing guidance and information to approach the County Commission for a support letter for the senatorial spending requests.

Action: No action required by the Board.

APPROVAL OF BILLS

March 8, 2023

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

EXECUTIVE SESSION

Action: Motion by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved convening into Executive Session at 4:33 P.M. to discuss the following items:

- Temporary Access Easement Lease Agreement - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

- Easement Agreement in WVDOH Right-Of-Way - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.
- Legal Services RFP - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.
- Discussion on Fiber Installation and Locating

Executive session was over at 5:41 P.M.

Action: **Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the Temporary Access Easement Lease Agreement as submitted.**

INFORMATION ONLY

The next special meeting is scheduled for Thursday, March 9, 2023 at 11:00 A.M. at 661 S. George Street.

There being no further business at this time, the Board adjourned the meeting at 5:42 P.M.

Action: **Motion by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the motion to adjourn.**

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Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Special Board Meeting
March 9, 2023

The Charles Town Utility Board held a special meeting on March 9, 2023 at 11:00 A.M. Members of the Board present were John Barkley, Duke Pierson, Tommy Stocks and Jeff Whitten. Also present were Kristen Stolipher, April Shultz and Ashley Stottlemyer.

CALL TO ORDER

Chairman John Barkley called the meeting to order at 11:00 A.M.

PUBLIC COMMENT

The Board received a no public comment.

NEW BUSINESS

Renewal and Replacement Project

- Change Order No. 2 – FRP Shelter Dimension Revision & Relocation of Electrical Equipment and Conduits

Chris Eckenrode, of Gwin Dobson Foreman, presented Change Order No. 2 to expand the FRP Shelter and associated concrete pad to accommodate increased sizes of electrical equipment and relocating equipment in the new electrical room to accommodate these increased sizes of equipment. The Board provided discussions. Mrs. Stolipher mentioned this request is time sensitive as the quote is only valid until March 14th. This request came in after the March 8th regular meeting agenda was posted. Mr. Eckenrode also provided a brief update on the progress of the project.

Action: Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved Change Order No. 2 as submitted.

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, March 22, 2023 at 4:00 P.M. at 661 S. George Street.

There being no further business at this time, the Board adjourned the meeting at 11:14 A.M.

Action: Motion by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the motion to adjourn.

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Chairman

Ashley Stottlemyer
Secretary

Sales Quote

PRECISION
PUMP & VALVE SERVICE
QUALITY WORKS HARDER

517 Old Goff Mountain Road
Charleston, WV 25313
(304) 776-1710

Quotation Number: 0134865
Revision: 0.00
Date: 2/16/2023
Salesperson: WAYNE RUSSELL

Consolidated Green Tag Center

Quoted To:

661SOUTH GEORGE STREET
SUITE 101
Charles Town, WV 25414

Quoted By: STEPHANIE BERGER

SHIP VIA	F.O.B.	PAYMENT TERMS
		STRICT 30 DAYS

We are pleased to quote the item(s) listed below. Please refer to this Quotation Number 0134865 when ordering. We thank you for this opportunity.

W/T #	ITEM NO.	DESCRIPTION	Qty	U/M	UNIT PRICE	AMOUNT
001	KSPM	AMERICAN MARSH MODEL# 14WCZ-3WL S/N 199095 VERTICAL TURBINE REPAIR PRICE INCLUDES: 1) Pipe, COL WL 2. (3) COLLET 3. (4) ORING 4. (1) SAND CAP, SUCT 5. (3) Cplg Line 6. (2) Cplg Line 7. (4) BUSH, CSG 8. (1) BUSH, S.PC. 9. (1) BUSH, TOP 10. (2) INSERT HUB Neoprene Rubber 11. (1) HDSFT ASY 1.500XMISC LG 416SFT 52.50"-10 TPI bottom end 12. (1) SFT LN 1.687 MISC 416SS 74" with 1.50" -10 turndown one end 13. (1) SFT LN 1.687 MISC 416SS 57.375"-10 TPI 14. (1) SFT LN 1.687X120.000 10T 416SS 120 inches 15. (1) SFT WL 1.937 MISC 416SS 63" X 1-11/16"-10 turn down 16. (1) COMPLETE STUFF BOX ASSEMBLY FOR DEMING DISCHARGE HEAD LEAD TIME: 2-3 WEEKS ARO	1	EACH	19,926.31	19,926.31

FOB factory point of shipment - no freight allowed. Prices quoted are subject to acceptance by purchase order within thirty (30) days from the date of this Quotation. No taxes are included in the price. No terms and conditions specified or preprinted on any customer purchase order or other form of acceptance shall add to or modify these terms and conditions unless they are **specifically** agreed to in writing. We reserve the right to correct any errors that may be contained in this proposal, clerical or otherwise.

Net Quote:	19,926.31
Freight:	0.00
Sales Tax:	0.00
Quote Total:	19,926.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

FUND TOTALS		
50	WATER FUND	64,442.75
60	SEWER FUND	133,757.96
	GRAND TOTAL:	198,200.71

TOTAL PAGES: 4

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 198,200.71

Security Deposit Refunds, checks dated 3/08/2023: 5,992.88

US Bank, check dated 3/09/2023: 99.00

Reliable Home Improvement, check dated 3/09/2023: 7,350.00

Total: $ 211,642.59

Note:

Highlighted invoices are for the R&R Project

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PERRY & ASSOCIATES, CPA'S	PREPARATION OF AUDIT YE 20	WATER FUND	WATER	3,475.00
	PREPARATION OF AUDIT YE 20	SEWER FUND	SEWER	3,475.00
			TOTAL:	6,950.00
CORPORATION OF RANSON	FEB UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	3,719.82
			TOTAL:	3,719.82
RK & K ENGINEERS	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL	32,255.77
	TO22 GRNFLD FRC MN UPGRDS	SEWER FUND	NON-DEPARTMENTAL	6,448.68
			TOTAL:	38,704.45
SG PLUMBING, INC.	ROPER LOT 1	WATER FUND	WATER	825.00
	ROPER LOT 2	WATER FUND	WATER	825.00
	23 BROOKLINE	WATER FUND	WATER	1,300.00
	ROPER LOT 1	SEWER FUND	SEWER	825.00
	ROPER LOT 2	SEWER FUND	SEWER	825.00
			TOTAL:	4,600.00
STH, INC.	XFR PUMP FOR GOLF COURSE	SEWER FUND	SEWER	9,950.00
			TOTAL:	9,950.00
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER	254.66
	PUMP / TRANSPORT	WATER FUND	WATER	778.28
	VAC LIFT STATIONS	SEWER FUND	SEWER	2,192.64
			TOTAL:	3,225.58
THE CI THORNBURG CO, INC.	CHLORINE	WATER FUND	WATER	2,340.00
			TOTAL:	2,340.00
HD SUPPLY INC	BOOTS HIP 36' HIGH STEEL T	WATER FUND	WATER	231.91
	THERMOMETER, PARABLOCKDEOD	SEWER FUND	SEWER	214.25
	THERMOMETER, PARABLOCKDEOD	SEWER FUND	SEWER	494.24
			TOTAL:	940.40
WV DEPT OF TRANSPORTATION	A.HALE CDL APPLICATION	SEWER FUND	SEWER	93.75
			TOTAL:	93.75
ZETA SOLUTIONS, LLC	KEMIRA PAX-XL8	WATER FUND	WATER	12,528.00
			TOTAL:	12,528.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
EAST MOUNTAIN HEALTH PHYSICIANS, INC	D.MOLER HEP A & B VACS	WATER FUND	WATER		200.00
				TOTAL:	200.00
ELM SHOES, INC	BOOTS FOR MAINTENANCE	WATER FUND	WATER		276.77
				TOTAL:	276.77
FIDELITY ENGINEERING LLC	HNTFLD PS RPLC COIL CNTRL	SEWER FUND	SEWER		5,611.00
				TOTAL:	5,611.00
TRISHA S FOWLER	3/07, 3/09, 3/14, 3/16/23	WATER FUND	WATER		462.50
	3/07, 3/09, 3/14, 3/16/23	SEWER FUND	SEWER		462.50
				TOTAL:	925.00
FRONTIER COMMUNICATIONS	304-876-9970-121914-4	WATER FUND	WATER		113.54
	304-876-2120-111514-4	WATER FUND	WATER		114.53
				TOTAL:	228.07
GUTTMAN ENERGY	W/E 3/05/23	WATER FUND	WATER		1,027.35
	W/E 3/12/23	WATER FUND	WATER		693.58
	W/E 3/05/23	SEWER FUND	SEWER		1,119.16
	W/E 3/12/23	SEWER FUND	SEWER		939.82
				TOTAL:	3,779.91
GWIN DOBSON & FOREMAN INC	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL		4,668.55
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL		1,199.25
	WW RETAINER SVCS	SEWER FUND	SEWER		577.20
	CAVE RD ASSESSMENT	SEWER FUND	SEWER		548.85
				TOTAL:	6,993.85
HACH COMPANY	TOC, TNT810	WATER FUND	WATER		596.95
				TOTAL:	596.95
JEFFERSON UTILITIES, INC	READINGS/SHUTOFFS FEB	SEWER FUND	SEWER		2,362.20
				TOTAL:	2,362.20
KAY CASTO & CHANEY PLLC	PSC RPRSNT: THRU 2/28/23	SEWER FUND	SEWER		12,754.22
				TOTAL:	12,754.22
DAVID KIDWELL JR	544 S MILDRED ST	WATER FUND	WATER		1,250.00
	544 S MILDRED ST	SEWER FUND	SEWER		1,250.00
				TOTAL:	2,500.00
KM ELECTRIC LLC	VARIOUS WORK TWWTP	SEWER FUND	SEWER		4,100.00
				TOTAL:	4,100.00
MCKINNEY'S AUTO REPAIR	WATER VEHICLE INSPECTION	WATER FUND	WATER		14.00
				TOTAL:	14.00
MISS UTILITY OF WV, INC.	MESSAGE FEES: FEB	WATER FUND	WATER		523.60
				TOTAL:	523.60
PACE ANALYTICAL SERVICES, LLC	TESTING: CT WKLY	SEWER FUND	SEWER		225.70
	TESTING: TUSC WKLY	SEWER FUND	SEWER		135.80
	TESTING: CT INDSTRL	SEWER FUND	SEWER		87.90
				TOTAL:	449.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
NEAL O NILSEN	OFFICE 365 BASIC - 23 USER	WATER FUND	WATER		69.00
	OFFICE 365 BASIC - 23 USER	WATER FUND	WATER		69.00
	OFFICE 365 BASIC - 23 USER	WATER FUND	WATER		69.00
	OFFICE 365 BASIC - 23 USER	WATER FUND	WATER		69.00
	CHANGES 5/2020 - 2/2023	WATER FUND	WATER		1,037.50
	OFFICE 365 BASIC - 23 USER	SEWER FUND	SEWER		69.00
	OFFICE 365 BASIC - 23 USER	SEWER FUND	SEWER		69.00
	OFFICE 365 BASIC - 23 USER	SEWER FUND	SEWER		69.00
	OFFICE 365 BASIC - 23 USER	SEWER FUND	SEWER		69.00
	CHANGES 5/2020 - 2/2023	SEWER FUND	SEWER		1,037.50
				TOTAL:	2,627.00
CAVCON INC	GS50.3 FOR BLOWER CTWWTP	SEWER FUND	SEWER		1,374.88
				TOTAL:	1,374.88
CHAMPION INDUSTRIES, INC	PRINTING SVCS FEB	WATER FUND	WATER		339.30
	PRINTING SVCS FEB	WATER FUND	WATER		918.72
	POSTAGE FOR PRINTING SVC F	WATER FUND	WATER		2,771.86
	PRINTING SVCS FEB	SEWER FUND	SEWER		339.30
	PRINTING SVCS FEB	SEWER FUND	SEWER		918.72
	POSTAGE FOR PRINTING SVC F	SEWER FUND	SEWER		2,771.85
				TOTAL:	8,059.75
CHARLES TOWN SEWER	FEB FUNDING	SEWER FUND	NON-DEPARTMENTAL		14,837.21
				TOTAL:	14,837.21
CHARLES TOWN WATER	FEB FUNDING	WATER FUND	NON-DEPARTMENTAL		9,922.48
				TOTAL:	9,922.48
CITY OF CHARLES TOWN	UB COLLECTIONS FEB	WATER FUND	NON-DEPARTMENTAL		16,288.90
				TOTAL:	16,288.90
CLIFFS CLEANING SERVICE	FEB CLEANING	WATER FUND	WATER		125.00
	FEB CLEANING	WATER FUND	WATER		365.00
	FEB CLEANING	SEWER FUND	SEWER		200.00
	FEB CLEANING	SEWER FUND	SEWER		100.00
	FEB CLEANING	SEWER FUND	SEWER		365.00
				TOTAL:	1,155.00
COMPRESSED AIR SERVICES, INC.	PM FOR COMPRESSOR	WATER FUND	WATER		572.50
				TOTAL:	572.50
CORE & MAIN	4PVCSDR35SWRPIPE, APB14125	SEWER FUND	SEWER		1,057.22
	93-DADJCISERVBOXCOMPIMP, 4	SEWER FUND	SEWER		2,121.46
				TOTAL:	3,178.68
COYNE CHEMICAL	ZETAG 8868 FS	SEWER FUND	SEWER		10,225.89
				TOTAL:	10,225.89
DEPT OF ENVIRONMENTAL PROTECTION	GRNDWTR,SLUDGE,WVNPDESFEES	SEWER FUND	SEWER		5,316.45
				TOTAL:	5,316.45
WV DEPT OF HEALTH & HUMAN SERVICES	FLOURIDE TEST	WATER FUND	WATER		15.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		260.00
				TOTAL:	275.00