CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, DECEMBER 13, 2023

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of November 15, 2023 Special Meeting Minutes
      UB Minutes 11.15.23.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/83603954465?pwd=1CbK7y3ritfFFTteIL0u2DmK4TVHx7.1

   Meeting ID: 836 0395 4465
   Passcode: 505308
   +1 301 715 8592 US

3. **UNFINISHED BUSINESS**

4. **NEW BUSINESS**
   a. Renewal & Replacement Project Resolution No. 14 - Contractor Pay Application No. 14
      Pay App No. 14.pdf
   b. 2024 Holiday Schedule
      2024 Holiday Schedule.pdf
   c. 2024 Board Meeting Schedule
      2024 Board Meeting Schedule.pdf
   d. Jefferson Crossing Pump Station Evaluation

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

UM Report 12.13.23.pdf
Engineers Report December 2023.pdf

b. Chairman Report

6. **APPROVAL OF BILLS**
   a. December 13, 2023

7. **INFORMATION ONLY**
   a. Next Meeting - January 10, 2024 at 4:00 P.M.
   b. Revenue & Expense October 2023
      Revenue & Expense October 2023.pdf

8. **ADJOURNMENT**

Charles Town Utility Board
Special Board Meeting
November 15, 2023

The Charles Town Utility Board held a special meeting on November 15, 2023 at 4:00 P.M. Members of the Board present were Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer, Jeff Whitten, Board Member; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; and Ashley Stottlemyer, Secretary. John Nissel, Chairman, was absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of October 26, 2023 Special Meeting Minutes

The Vice Chairman called for changes or corrections to the October 26, 2023 special meeting minutes. With no objections from the Board, the minutes were approved as part of the record.

PUBLIC COMMENT

No public comment was received.

UNFINISHED BUSINESS

Dupont and 3M Class Action Settlement Correspondence - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(12) – To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential.

Action: **Motion made by Mr. Whitten, second by Mrs. Parker, the Board unanimously approved going into executive session to discuss this item at the end of the meeting.**

NEW BUSINESS

Renewal & Replacement Project Resolution No. 13 – Contractor Pay Application No. 13

Mrs. Stolipher included the contractor application for payment no. 13 in the amount of $520,052.35 for work completed.

Action: **Motion made by Mr. Stocks, second by Mr. Whitten, the Board unanimously approved the Contractor Pay Application No. 13.**

Gwin, Dobson & Foreman – Amendment to Owner/Engineer Agreement #2

Mrs. Stolipher provided an amendment to the Owner/Engineer Agreement with GDF to increase the line item for the full-time project representative (on-site inspector) for the Renewal & Replacement project. The $100,000.00 increase is within the previously budgeted amount of $125,000.00, but could potentially be subject to reductions as the inspector could be used on another local project. The Board provided discussions.

Action: **Motion made by Mr. Whitten, second by Mrs. Parker, the Board unanimously approved the Amendment to Owner/Engineer Agreement #2 with GDF with the revision to the wording under the agreement summary as discussed.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided an update on the Greenfield Forcemain project delays due to DOH borings. She also mentioned the roadblock with DEP regarding the funding component for the trail included in the Collection System Project. Because of this, Mrs. Stolipher suggested not moving forward with the trail as it is no longer financially feasible. Mrs. Stolipher also discussed the billing issues relating to the West Virginia American Water transition.

Mr. Whitten informed the Board of a concern brought to his attention from a customer CTUB is obtaining an easement from for the Collections System Project.

Action: No action required by the Board.

Chairman Report

The Chairman was absent from the meeting.

Action: No action required by the Board.

APPROVAL OF BILLS

November 15, 2023

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

EXECUTIVE SESSION

Dupont and 3M Class Action Settlement Correspondence - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(12) – To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential.

The Board convened into Executive Session at 4:16 P.M. to discuss the Dupont and 3M Class Action Settlement Correspondence. Executive session was declared over at 4:22 P.M.

Action: Motion made by Mr. Whitten, second by Mr. Stocks, the Board unanimously approved to opt out of the Dupont and 3M Class Action lawsuit.

ADJOURNMENT

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

Action: Motion by Mr. Stocks, second by Mr. Whitten, the Board unanimously adjourned the meeting at 4:23 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, December 13, 2023 at 4:00 P.M. at 661 S. George Street.

_____	_____
Duke Pierson	Ashley Stottlemyer
Vice Chairman	Secretary

CHARLES TOWN UTILITY BOARD
2022 RENEWAL AND REPLACEMENT PROJECT

RESOLUTION NO. 14

RESOLUTION OF THE CITY OF CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO THE CONSTRUCTION AND OTHER SERVICES FOR THE 2022 CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the City of Charles Town Utility Board (CTUB) has reviewed the invoices attached hereto and incorporated herein by reference relation to the project:

a) That none of the items for which payment is proposed to be made has formed the basis for any disbursement theretofore made.

b) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.

c) That each of such costs has been otherwise properly incurred.

d) That the payment for each of the items proposed is due and owing.

NOW, THEREFORE, BE IT RESOLVED the City of Charles Town Utility Board that the payment of the attached Contractor's Application for Payment No. 14 as summarized below, is hereby authorized and directed.

Vendor	2022B & 2022C Construction Fund	WDA Funding EEGF Grant	Total
Alvarez Contractors, Inc.	$0.00	$519,773.61	$519,773.61
Total	**$0.00**	**$519,773.61**	**$519,773.61**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 13th day of December, 2023.

By: _____
John Nissel, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 14

To (Owner): CHARLES TOWN UTILITY BOARD	Application Period: 11/01/23-11/30/23	Application Date: 11/30/2023
Project: CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	From (Contractor): ALVAREZ CONTRACTORS, INC.	Via (Engineer): GWIN, DOBSON & FOREMAN INC.
Owner's Contract No.:	Contract: CONTRACT #1	
	Contractor's Project No.:	Engineer's Project No.:

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
CO 1	$498,183.42	
CO 2	$41,179.57	
CO 3	$90,351.00	
TOTALS	$629,713.99	
NET CHANGE BY CHANGE ORDERS	**$629,713.99**	

1. ORIGINAL CONTRACT PRICE	$	$10,151,000.00
2. Net change by Change Orders	$	$629,713.99
3. Current Contract Price (Line 1 ± 2)	$	$10,780,713.99
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	$7,112,336.42
5. RETAINAGE:		
a. 5% X $6,644,481.33 Work Completed	$	$332,224.07
b. 5% X $467,855.09 Stored Material	$	$23,392.75
c. Total Retainage (Line 5.a + Line 5.b)	$	$355,616.82
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	$6,756,719.60
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	$6,236,945.99
8. AMOUNT DUE THIS APPLICATION	$	$519,773.61
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	$4,023,994.39

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Katie Alvarez	Date: 11/30/2023

Payment of: $ $519,773.61
(Line 8 or other - attach explanation of the other amount)

is recommended by: Eric Robertson (Engineer) 11/27/2023 (Date)

Payment of: $ $519,773.61
(Line 8 or other - attach explanation of the other amount)

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

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

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	14
Application Period:	11/01/23-11/30/23	Application Date:	11/30/2023

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
1	D1 - Moblization/Demob.	$20,000.00	$20,000.00	$0.00	$0.00	$20,000.00	100.0%	$0.00
2	D1 - Bonds/Insurance	$178,000.00	$178,000.00	$0.00	$0.00	$178,000.00	100.0%	$0.00
3	D1 - Video Taping	$4,500.00	$4,500.00	$0.00	$0.00	$4,500.00	100.0%	$0.00
4	D1 - Field Office	$18,000.00	$11,880.00	$540.00	$0.00	$12,420.00	69.0%	$5,580.00
5	D1 - QC Testing (Cash Allowance)	$50,000.00	$17,000.00	$0.00	$0.00	$17,000.00	34.0%	$33,000.00
6	D1 - Submittals/Shop Drawings by ACI	$40,000.00	$38,000.00	$0.00	$0.00	$38,000.00	95.0%	$2,000.00
	DIVISION 2 - SITE WORK							
7	D2 - Sediment & Erosion Control	$20,200.00	$17,372.00	$0.00	$0.00	$17,372.00	86.0%	$2,828.00
	SITE DEMOLITION							
8	D2 - Concrete Pads	$4,100.00	$205.00	$0.00	$0.00	$205.00	5.0%	$3,895.00
9	D2 - Remove all Ex. Underground Lines at Centrifuge Bldg. Site	$32,900.00	$29,610.00	$0.00	$0.00	$29,610.00	90.0%	$3,290.00
10	D2 - Remove all Ex. Underground Lines at Electrical Bldg. Site	$12,400.00	$12,400.00	$0.00	$0.00	$12,400.00	100.0%	$0.00
11	D2 - Remove Portions of Underground Lines at Ex. Press Bldg.	$4,200.00	$210.00	$0.00	$0.00	$210.00	5.0%	$3,990.00
	STRUCTURES & BUILDING DEMOLITION							
12	D2 - Headworks Building	$40,200.00	$40,200.00	$0.00	$0.00	$40,200.00	100.0%	$0.00
13	D2 - Influent Pump Station & Bypass Pump Set Up	$97,500.00	$97,500.00	$0.00	$0.00	$97,500.00	100.0%	$0.00
14	D2 - UV Equipment	$18,300.00	$1,830.00	$14,640.00	$0.00	$16,470.00	90.0%	$1,830.00
15	D2 - Plant Drain Pump Station	$14,800.00				$0.00		$14,800.00
16	D2 - Electrical Building by ACI	$7,900.00				$0.00		$7,900.00
17	D2 - Sludge Day Tank & Pump Building	$97,800.00	$97,800.00	$0.00	$0.00	$97,800.00	100.0%	$0.00
18	D2 - Digester Blower Building	$32,500.00	$32,500.00	$0.00	$0.00	$32,500.00	100.0%	$0.00
19	D2 - Sludge Transfer Pump Building	$3,200.00				$0.00		$3,200.00
20	D2 - Digester Tank	$8,200.00	$8,200.00	$0.00	$0.00	$8,200.00	100.0%	$0.00
21	D2 - SBR	$1,600.00				$0.00		$1,600.00
	EXCAVATION (MAJOR STRUCTURES)							
22	D2 - Centrifuge Building	$38,900.00	$38,900.00	$0.00	$0.00	$38,900.00	100.0%	$0.00
23	D2 - Electrical Building by ACI	$7,800.00	$7,800.00	$0.00	$0.00	$7,800.00	100.0%	$0.00
24	D2 - Blower Pad	$5,100.00	$5,100.00	$0.00	$0.00	$5,100.00	100.0%	$0.00
25	D2 - Generator Pad	$5,200.00	$5,200.00	$0.00	$0.00	$5,200.00	100.0%	$0.00
	BACKFILL (MAJOR STRUCTURES)							
26	D2 - Centrifuge Building	$42,300.00	$38,070.00	$0.00	$0.00	$38,070.00	90.0%	$4,230.00
	STRUCTURAL STONE							
27	D2 - Centrifuge Building	$13,400.00	$13,400.00	$0.00	$0.00	$13,400.00	100.0%	$0.00
28	D2 - Electrical Building	$5,600.00	$5,600.00	$0.00	$0.00	$5,600.00	100.0%	$0.00
29	D2 - FRP Building	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0%	$0.00
30	D2 - Generator Pad	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0%	$0.00
31	D2 - Blower Pad	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0%	$0.00
	YARD PIPING							

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	14
Application Period:	11/01/23-11/30/23	Application Date:	11/30/2023

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
32	D2 - 2" Sch 80 PVC Water Service to Headworks Bldg.	$9,900.00	$9,405.00	$495.00	$0.00	$9,900.00	100.0%	$0.00
33	D2 - 2" Sch 80 PVC Water Service to Centrifuge Bldg.	$25,100.00	$23,845.00	$0.00	$0.00	$23,845.00	95.0%	$1,255.00
34	D2 - 4" DIP WAS Line from Centrifuge Bldg. to Sanitary Sewer	$16,600.00	$16,600.00	$0.00	$0.00	$16,600.00	100.0%	$0.00
35	D2 - 4" DIP WAS Inlet to Centrifuge Bldg.	$17,400.00	$0.00	$12,180.00	$0.00	$12,180.00	70.0%	$5,220.00
36	D2 - 4" DIP Sludge Drain Off Line from Digester	$16,800.00	$16,800.00	$0.00	$0.00	$16,800.00	100.0%	$0.00
37	D2 - 4" DIP WAS Line from Centrifuge Bldg. to Digester	$16,700.00	$0.00	$0.00	$2,000.00	$2,000.00	12.0%	$14,700.00
38	D2 - 6" PVC Drain from Centrifuge Bldg. to Manhole	$16,500.00	$16,500.00	$0.00	$0.00	$16,500.00	100.0%	$0.00
39	D2 - 4" PVC Drain from Centrifuge Bldg. to Manhole	$15,200.00	$15,200.00	$0.00	$0.00	$15,200.00	100.0%	$0.00
40	D2 - 6" DIP Existing System Connection to New T-Valve	$16,700.00	$16,700.00	$0.00	$0.00	$16,700.00	100.0%	$0.00
41	D2 - 8" PVC Drain Line Under Centrifuge Bldg.	$13,500.00				$0.00		$13,500.00
42	D2 - 24" & 12" HDPE Storm Drain at Centrifuge Bldg.	$58,000.00	$46,400.00	$0.00	$0.00	$46,400.00	80.0%	$11,600.00
43	D2 - 18" HDPE Storm Drain at Electrical Bldg.	$39,000.00	$33,150.00	$0.00	$0.00	$33,150.00	85.0%	$5,850.00
44	D2 - 10" Stainless Steel Air Line to Digester	$10,900.00	$10,900.00	$0.00	$0.00	$10,900.00	100.0%	$0.00
	YARD STRUCTURES							
45	D2 - 4' Dia. Precast Drain Line Manhole	$3,400.00				$0.00		$3,400.00
46	D2 - Type G Precast Drop Inlet	$9,200.00	$9,200.00	$0.00	$0.00	$9,200.00	100.0%	$0.00
	FINAL RECLAMATION							
47	D2 - Asphalt Paving	$98,800.00				$0.00		$98,800.00
48	D2 - Final Grading, Seed & Mulch	$5,700.00	$1,140.00	$0.00	$0.00	$1,140.00	20.0%	$4,560.00
	DIVISION 3 - CONCRETE							
	SITE CONCRETE							
49	D3 - Generator Pad	$10,100.00	$10,100.00	$0.00	$0.00	$10,100.00	100.0%	$0.00
50	D3 - FRP Shelter Pad	$9,400.00	$9,400.00	$0.00	$0.00	$9,400.00	100.0%	$0.00
51	D3 - Digester Blower Pad	$28,200.00	$23,970.00	$0.00	$0.00	$23,970.00	85.0%	$4,230.00
52	D3 - Digester Equipment Pads	$24,900.00	$24,900.00	$0.00	$0.00	$24,900.00	100.0%	$0.00
53	D3 - Sidewalks at Blower Bldg. Area	$10,700.00				$0.00		$10,700.00
54	D3 - Sidewalks at Covered Sludge Storage Area	$11,400.00				$0.00		$11,400.00
	ELECTRICAL BLDG.							
55	D3 - Grade Beams	$38,300.00	$38,300.00	$0.00	$0.00	$38,300.00	100.0%	$0.00
56	D3 - Concrete Pads/SOG	$18,100.00	$18,100.00	$0.00	$0.00	$18,100.00	100.0%	$0.00
57	D3 - Door Stoops/Pads	$12,000.00				$0.00		$12,000.00
58	D3 - Exterior SOG/Sidewalks	$15,400.00				$0.00		$15,400.00
59	D3 - Misc. Equipment Pads	$3,000.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0%	$0.00
	COVERED SLUDGE STORAGE AREA & CENTRIFUGE BLDG.							
60	D3 - Footings, Grade Beams & Walls	$162,000.00	$162,000.00	$0.00	$0.00	$162,000.00	100.0%	$0.00
61	D3 - Thickened SOG at Trench Drains	$22,200.00	$22,200.00	$0.00	$0.00	$22,200.00	100.0%	$0.00
62	D3 - 6" SOG at 2 - Areas	$49,700.00	$49,700.00	$0.00	$0.00	$49,700.00	100.0%	$0.00
63	D3 - Equipment Pads, Containment Curbs & Walls	$15,400.00	$0.00	$1,540.00	$0.00	$1,540.00	10.0%	$13,860.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	14
Application Period:	11/01/23-11/30/23	Application Date:	11/30/2023

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
64	D3 - Door/Stoop	$8,100.00				$0.00		$8,100.00
	DIGESTER BLDG. & TANK							
65	D3 - Equipment Pads	$4,400.00	$4,400.00	$0.00	$0.00	$4,400.00	100.0%	$0.00
	DIVISION 4 - MASONRY							
	CENTRIFUGE BUILDING							
66	D4 - 12" Standard CMU's	$53,000.00	$53,000.00	$0.00	$0.00	$53,000.00	100.0%	$0.00
	DIVISION 5 - MISC. METALS							
	SITE							
67	D5 - Permanent Bollards	$7,200.00	$4,320.00	$0.00	$0.00	$4,320.00	60.0%	$2,880.00
68	D5 - Removable Bollards	$12,300.00	$9,225.00	$0.00	$0.00	$9,225.00	75.0%	$3,075.00
	ELECTRICAL BLDG.							
69	D5 - Partition Walls	$69,200.00	$69,200.00	$0.00	$0.00	$69,200.00	100.0%	$0.00
70	D5 - Roof/Ceiling Framing	$35,000.00	$35,000.00	$0.00	$0.00	$35,000.00	100.0%	$0.00
	CENTRIFUGE BUILDING							
71	D5 - W8 x 28 Steel Lintel	$1,800.00	$1,800.00	$0.00	$0.00	$1,800.00	100.0%	$0.00
72	D5 - Monorail Framing	$11,100.00	$11,100.00	$0.00	$0.00	$11,100.00	100.0%	$0.00
73	D5 - Covered Storage Framing	$12,900.00	$12,900.00	$0.00	$0.00	$12,900.00	100.0%	$0.00
74	D5 - Steel Erection	$25,500.00	$24,225.00	$0.00	$0.00	$24,225.00	95.0%	$1,275.00
75	D5 - Stainless Steel Polymer Fill Station	$4,600.00	$0.00	$0.00	$3,000.00	$3,000.00	65.2%	$1,600.00
	DIVISION 6 - WOOD AND PLASTICS							
	CENTRIFUGE BUILDING							
76	D6 - Wood Trusses & Sheathing	$69,500.00	$69,500.00	$0.00	$0.00	$69,500.00	100.0%	$0.00
77	D6 - Wood Framing & Interior Finishes	$53,700.00	$26,850.00	$0.00	$0.00	$26,850.00	50.0%	$26,850.00
78	D6 - FRP Grating & Ladders	$11,700.00	$0.00	$0.00	$2,975.00	$2,975.00	25.4%	$8,725.00
	ELECTRICAL SHELTER							
79	D6 - FRP Shelter Building	$48,600.00	$48,600.00	$0.00	$0.00	$48,600.00	100.0%	$0.00
	DIVISION 7 - THERMAL & MOISTURE PROTECTION							
	ELECTRICAL BLDG.							
80	D7 - SSR Roofing & Soffit	$105,900.00	$100,605.00	$0.00	$0.00	$100,605.00	95.0%	$5,295.00
	CENTRIFUGE BUILDING							
81	D7 - SSR Roofing & Soffit	$107,200.00	$42,880.00	$48,240.00	$0.00	$91,120.00	85.0%	$16,080.00
82	D7 - Corefill Insulation	$2,900.00	$2,900.00	$0.00	$0.00	$2,900.00	100.0%	$0.00
83	D7 - EIFS Outsulation	$39,300.00	$0.00	$5,895.00	$13,000.00	$18,895.00	48.1%	$20,405.00
	DIVISION 8 - DOORS & WINDOWS							
	ELECTRICAL BLDG.							
84	D8 - Hollow Metal Doors, Frames & Hardware	$25,500.00	$17,085.00	$0.00	$0.00	$17,085.00	67.0%	$8,415.00
	CENTRIFUGE BUILDING							
85	D8 - FRP Door & Window	$16,800.00				$0.00		$16,800.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	14
Application Period:	11/01/23-11/30/23	Application Date:	11/30/2023

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
86	D8 - Overhead Door (10'x12')	$16,200.00				$0.00		$16,200.00
87	D8 - Fixed Window	$3,800.00				$0.00		$3,800.00
	DIVISION 9 - FINISHES							
	ELECTRICAL BLDG.							
88	D9 - ACT Ceiling	$38,900.00	$19,450.00	$0.00	$0.00	$19,450.00	50.0%	$19,450.00
89	D9 - Paint Walls, Floors & Doors	$11,000.00	$5,500.00	$0.00	$0.00	$5,500.00	50.0%	$5,500.00
	CENTRIFUGE BUILDING							
90	D9 - Paint Walls, Floors & Doors	$31,000.00	$3,100.00	$0.00	$0.00	$3,100.00	10.0%	$27,900.00
91	D9 - Chemical Containment	$6,500.00				$0.00		$6,500.00
92	D9 - Piping	$5,700.00	$1,425.00	$1,425.00	$0.00	$2,850.00	50.0%	$2,850.00
	DIVISION 10 - SPECIALTIES							
93	D10 - Fire Extinguishers	$400.00				$0.00		$400.00
94	D10 - Project Signs	$6,700.00				$0.00		$6,700.00
	DIVISION 11 - EQUIPMENT							
	SITE							
95	D11 - Influent Pump Station - Submersible Pumps	$189,200.00	$18,920.00	$0.00	$140,566.30	$159,486.30	84.3%	$29,713.70
96	D11 - Plant Drain Pump Station Submersible Pumps	$89,400.00	$8,940.00	$0.00	$60,242.70	$69,182.70	77.4%	$20,217.30
	CENTRIFUGE BUILDING							
97	D11 - Centrifuge System	$619,200.00	$526,320.00	$0.00	$75,000.00	$601,320.00	97.1%	$17,880.00
98	D11 - Digester Sludge Pump	$30,000.00	$3,000.00	$0.00	$0.00	$3,000.00	10.0%	$27,000.00
99	D11 - Inline Grinder	$34,500.00	$3,450.00	$25,875.00	$0.00	$29,325.00	85.0%	$5,175.00
100	D11 - Polymer Feed System	$32,900.00	$3,290.00	$0.00	$0.00	$3,290.00	10.0%	$29,610.00
101	D11 - Polymer Bulk Tank	$7,800.00	$780.00	$0.00	$0.00	$780.00	10.0%	$7,020.00
	UV BUILDING							
102	D11 - UV System with Controls	$303,900.00	$303,900.00	$0.00	$0.00	$303,900.00	100.0%	$0.00
	HEADWORKS BUILDING							
103	D11 - Mechanical Bar Screen w/Controls	$159,000.00	$159,000.00	$0.00	$0.00	$159,000.00	100.0%	$0.00
104	D11 - Washer/Compactor w/Controls	$85,600.00	$85,600.00	$0.00	$0.00	$85,600.00	100.0%	$0.00
105	D11 - Grit Removal System w/Controls	$262,000.00	$262,000.00	$0.00	$0.00	$262,000.00	100.0%	$0.00
	EXISTING DIGESTER							
106	D11 - Digester Aeration & Mixing System w/Controls	$670,000.00	$636,500.00	$0.00	$0.00	$636,500.00	95.0%	$33,500.00
	EXISTING SBR TANKS							
107	D11 - MCP w/ PLC & Instrumentation	$274,800.00	$27,480.00	$0.00	$0.00	$27,480.00	10.0%	$247,320.00
	DIVISION 13 - SPECIAL CONSTRUCTION							
	SCADA / INTEGRATION							
108	D13 - SCADA, Control Panels, MCC, Field Instrumentation	$765,000.00	$76,500.00	$0.00	$50,785.00	$127,285.00	16.6%	$637,715.00
	DIVISION 14 - CONVEYING SYSTEMS							
	CENTRIFUGE BUILDING							

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	14
Application Period:	11/01/23-11/30/23	Application Date:	11/30/2023

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
109	D14 - Hoist & Monorail	$27,700.00				$0.00		$27,700.00
	HEADWORKS BUILDING							
110	D14 - Screw Conveyor	$70,200.00	$56,160.00	$0.00	$0.00	$56,160.00	80.0%	$14,040.00
	DIVISION 15 - MECHANICAL							
	PROCESS PIPING							
111	D15 - Influent PS - DI Pipe, Fittings, Valves & Sch 40 Stilling Well	$49,000.00	$0.00	$0.00	$16,935.80	$16,935.80	34.6%	$32,064.20
112	D15 - Effluent PS- Sch 40 Stilling Well	$3,900.00				$0.00		$3,900.00
113	D15 - Plant Drain PS - DI Pipe, Fittings, Valves & Sch 40 Stilling Well	$19,500.00	$0.00	$0.00	$4,488.80	$4,488.80	23.0%	$15,011.20
114	D15 - Plan Drain PS - New Top Slab w/Hatch & Vent Pipe	$5,000.00				$0.00		$5,000.00
115	D15 - Plant Drain PS - Portable Hoist w/Socket	$3,000.00				$0.00		$3,000.00
116	D15 - Electrical Bldg- 12" Lug Style BF Valve w/SS Flange Spool	$10,700.00				$0.00		$10,700.00
117	D15 - Centrifuge Bldg. - DI Pipe, Fittings & Valves	$86,800.00	$8,680.00	$34,720.00	$25,049.25	$68,449.25	78.9%	$18,350.75
118	D15 - Centrifuge Bldg. - Sch 80 PVC Polymer Feed System	$27,100.00				$0.00		$27,100.00
119	D15 - Sludge Transfer Pump Bldg - DI Pipe, Fittings & Valves	$5,700.00	$0.00	$0.00	$684.20	$684.20	12.0%	$5,015.80
120	D15 - Headworks Bldg. - DI Pipe, Fittings & Valves	$47,200.00	$47,200.00	$0.00	$0.00	$47,200.00	100.0%	$0.00
121	D15 - Headworks Bldg. - Sch 80 PVC Drains	$9,000.00	$9,000.00	$0.00	$0.00	$9,000.00	100.0%	$0.00
122	D15 - Ex. Digester Bldg. Mixing Sys. Air Comp. Room - 2" SS Air Pip	$11,600.00	$1,160.00	$4,640.00	$0.00	$5,800.00	50.0%	$5,800.00
123	D15 - Ex. Digester Bldg. Mixing Sys. Air Comp. Room - 2" Sch 40 PV	$3,200.00				$0.00		$3,200.00
124	D15 - Ex. Digester Tank - 6" DI Pipe & Fittings w/Elec. Actuated T-Va	$43,000.00	$43,000.00	$0.00	$0.00	$43,000.00	100.0%	$0.00
125	D15 - Ex. Digester Tank - 10" SS Pipe & Valve Air Supply Line to Mar	$19,500.00	$19,500.00	$0.00	$0.00	$19,500.00	100.0%	$0.00
126	D15 - Ex. Digester Tank - Pipe Penetrations to Tank by Mack Ind.	$15,700.00	$15,700.00	$0.00	$0.00	$15,700.00	100.0%	$0.00
127	D15 - Digester Blower Pad - 10" & 8" SS Pipe, Fittings & Valves	$15,800.00	$15,800.00	$0.00	$0.00	$15,800.00	100.0%	$0.00
128	D15 - SBR Tanks - Install Process Sensors & Instrumentation	$12,000.00				$0.00		$12,000.00
	PLUMBING							
129	D15 - Headworks Bldg. - Sch 80 PVC Water Pipe, Fittings, Valves, BF	$35,800.00	$35,800.00	$0.00	$0.00	$35,800.00	100.0%	$0.00
130	D15 - Centrifuge Bldg. - Sch 80 PVC Water Pipe, Fittings, Valves, BFF	$46,200.00				$0.00		$46,200.00
131	D15 - Centrifuge Bldg. - Sch 80 PVC Drain Pipe, Fittings, Floor Drains	$16,700.00	$14,195.00	$0.00	$0.00	$14,195.00	85.0%	$2,505.00
132	D15 - Centrifuge Bldg. - Plumbing Fixtures & Eyewash/Shower	$32,800.00				$0.00		$32,800.00
	HVAC							
133	D15 - Electrical Bldg. - Split System HVAC Unit	$22,600.00				$0.00		$22,600.00
134	D15 - Centrifuge Bldg. - Exhaust Fans, Louvers, Unit Heaters	$29,900.00	$0.00	$0.00	$26,918.00	$26,918.00	90.0%	$2,982.00
	DIVISION 16 - ELECTRICAL							
	ELECTRICAL WORK BY S&S ELECTRIC							
135	D16 - Electrical Demolition	$163,500.00	$114,450.00	$8,175.00	$0.00	$122,625.00	75.0%	$40,875.00
136	D16 - Lighting - Material	$11,300.00	$11,300.00	$0.00	$0.00	$11,300.00	100.0%	$0.00
137	D16 - Lighting - Labor	$8,900.00				$0.00		$8,900.00
138	D16 - Gear - Material	$278,300.00	$153,065.00	$27,830.00	$0.00	$180,895.00	65.0%	$97,405.00
139	D16 - Gear - Labor	$60,900.00	$13,398.00	$1,827.00	$0.00	$15,225.00	25.0%	$45,675.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	14
Application Period:	11/01/23-11/30/23	Application Date:	11/30/2023

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
140	D16 - Emergency Generator - Material	$382,500.00	$0.00	$286,875.00	$0.00	$286,875.00	75.0%	$95,625.00
141	D16 - Emergency Generator - Labor	$22,700.00	$0.00	$11,350.00	$0.00	$11,350.00	50.0%	$11,350.00
142	D16 - Devices - Material	$5,600.00	$560.00	$0.00	$0.00	$560.00	10.0%	$5,040.00
143	D16 - Devices - Labor	$7,300.00	$730.00	$0.00	$0.00	$730.00	10.0%	$6,570.00
144	D16 - Boxes/Troughs - Material	$101,900.00	$76,425.00	$0.00	$0.00	$76,425.00	75.0%	$25,475.00
145	D16 - Boxes/Troughs - Labor	$59,900.00	$32,945.00	$1,198.00	$0.00	$34,143.00	57.0%	$25,757.00
146	D16 - SCADA Equipment Install - Labor	$25,800.00				$0.00		$25,800.00
147	D16 - Conduit - Material	$380,500.00	$285,375.00	$0.00	$0.00	$285,375.00	75.0%	$95,125.00
148	D16 - Conduit - Labor	$634,000.00	$348,700.00	$12,680.00	$0.00	$361,380.00	57.0%	$272,620.00
149	D16 - Cable - Material	$487,600.00	$58,512.00	$4,876.00	$0.00	$63,388.00	13.0%	$424,212.00
150	D16 - Cable - Labor	$358,000.00	$42,960.00	$3,580.00	$0.00	$46,540.00	13.0%	$311,460.00
151	D16 - Grounding - Material	$12,000.00	$3,000.00	$240.00	$0.00	$3,240.00	27.0%	$8,760.00
152	D16 - Grounding - Labor	$20,700.00	$5,175.00	$0.00	$0.00	$5,175.00	25.0%	$15,525.00
153	D16 - Temporary Electric	$53,500.00	$40,125.00	$1,070.00	$0.00	$41,195.00	77.0%	$12,305.00
	BID ALTERNATE A - INFLUENT METERING VAULT							
154	Bonds & Insurance	$2,800.00	$2,800.00	$0.00	$0.00	$2,800.00	100.0%	$0.00
155	Demolition	$14,000.00	$14,000.00	$0.00	$0.00	$14,000.00	100.0%	$0.00
156	Excavation & Backfill	$7,600.00	$7,600.00	$0.00	$0.00	$7,600.00	100.0%	$0.00
157	Precast Concrete Vault	$23,000.00	$20,700.00	$0.00	$0.00	$20,700.00	90.0%	$2,300.00
158	Piping, Fittings, Valves & Supports	$45,000.00	$40,500.00	$0.00	$0.00	$40,500.00	90.0%	$4,500.00
159	16" Mag Meter	$14,600.00	$13,140.00	$0.00	$0.00	$13,140.00	90.0%	$1,460.00
160	Electrical Material	$16,000.00	$1,600.00	$0.00	$0.00	$1,600.00	10.0%	$14,400.00
161	Electrical Labor	$29,000.00				$0.00		$29,000.00
	BID ALTERNATE B - WAS METERING VAULT							
162	Bonds & Insurance	$4,400.00	$4,400.00	$0.00	$0.00	$4,400.00	100.0%	$0.00
163	Demolition	$14,700.00				$0.00		$14,700.00
164	Excavation & Backfill	$10,200.00	$0.00	$5,100.00	$0.00	$5,100.00	50.0%	$5,100.00
165	Precast Concrete Vault	$21,000.00	$0.00	$10,500.00	$8,000.00	$18,500.00	88.1%	$2,500.00
166	Piping, Fittings, Valves & Supports	$65,600.00	$0.00	$0.00	$38,210.04	$38,210.04	58.2%	$27,389.96
167	Flow Meters	$17,100.00				$0.00		$17,100.00
168	Misc. Metals	$23,000.00				$0.00		$23,000.00
169	Electrical Material	$33,000.00	$3,300.00	$0.00	$0.00	$3,300.00	10.0%	$29,700.00
170	Electrical Labor	$46,000.00				$0.00		$46,000.00
	CHANGE ORDER #1							
171	CHANGE ORDER #1	$498,183.42	$498,183.42	$0.00	$0.00	$498,183.42	100.0%	$0.00
172	CHANGE ORDER #2	$41,179.57	$41,179.57	$0.00	$0.00	$41,179.57	100.0%	$0.00
173	CHANGE ORDER #3	$90,351.00	$30,719.34	$5,421.00	$0.00	$36,140.34	40.0%	$54,210.66
	SubTotal	**$10,780,713.99**	**$6,113,569.33**	**$530,912.00**	**$467,855.09**	**$7,112,336.42**	**66.0%**	**$3,668,377.57**

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Stored Material Summary

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT							Application Number:	14		
Application Period:	11/01/23-11/30/23							Application Date:	11/30/2023		
A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section	Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Date (Month/ Year)	Amount ($)	Materials Remaining in Storage ($) (D + E - F)
34, 37, 42, 158, 166	S100204638.001		Inwood shop	CITCO Water - Piping, Valves, Fittings for Yard Piping & Bid Alternates	1/2023	$16,302.08		$16,302.08	9/2023	$11,193.08	$5,109.00
111, 113, 117, 119, 158, 166	S100198279.001		Inwood shop	CITCO Water - Piping, Valves, Fittings for Mechanical Piping & Bid Alternates	1/2023	$33,962.32		$33,962.32	10/2023	$8,253.84	$25,708.48
136	3624349		onsite	Scott Electric - lighting	1/2023	$3,299.00		$3,299.00	3/2023	$3,299.00	
42	S100204638.002		Inwood shop	CITCO Water - Piping, Valves, Fittings for Yard Piping	1/2023	$5,281.95		$5,281.95	9/2023	$5,281.95	
158	S100198279.002		Inwood shop	CITCO Water - Piping, Valves, Fittings for Bid Alternate A	1/2023	$7,075.75		$7,075.75	10/2023	$7,075.75	
138	S6606924.005, S6606924.003		onsite	Schaedler yesco electrical material for gear	2/2023	$2,481.00		$2,481.00	3/2023	$2,481.00	
13	21073974		Inwood shop	ISCO Industries Piping for Bypass pump	2/2023	$6,795.23		$6,795.23	3/2023	$6,795.23	
43	S100207506.001		Inwood shop	CITCO Water - Nyloplast Drain Basins	2/2023	$14,097.00		$14,097.00	4/2023	$14,097.00	
171	483242		Inwood shop	Skyline Steel - H-Piles	3/2023	$62,060.00		$62,060.00	4/2023	$62,060.00	
106	6183.03-.05		Inwood shop	Enviromix, Inc. - Digester Aeration & Mixing Sys w/Controls	3/2023	$259,425.00		$259,425.00	9/2023	$259,425.00	
157,165	MIVC0029470		Inwood shop	Mack Industries - PS Meter Vault, WAS Valve Vault	4/2023	$33,815.00		$33,815.00	11/2023	$25,815.00	$8,000.00
102	902090889		Inwood shop	Veolia UV System	4/2023	$237,600.00		$237,600.00	10/2023	$237,600.00	
117	S100211394.001		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$5,774.80		$5,774.80			$5,774.80
117	S100209868.002		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$4,582.50		$4,582.50			$4,582.50
117	S100198279.004		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$3,386.75		$3,386.75			$3,386.75
111,120	S100209822.004		Inwood shop	CITCO Water - Process Piping for HW Bldg & Inf PS	4/2023	$11,549.36		$11,549.36	7/2023	$4,339.41	$7,209.95
33	S100213814.001		Inwood shop	CITCO Water - Yard Piping for Water Svc to Centrifuge Bldg	4/2023	$5,871.20		$5,871.20	8/2023	$5,871.20	
158	S100211150.003		Inwood shop	CITCO Water - Piping for Bid Alternate A - Inf. Metering Vault	4/2023	$5,581.64		$5,581.64	9/2023	$5,581.64	
105	9865-1, 9865-2		Inwood shop	Envirodyne Systems Inc. - Grit Removal System	4/2023	$70,462.00		$70,462.00	7/2023	$70,462.00	
13	0134274-IN		Inwood shop	Precision Pump & Valve - Pumps for bypass	4/2023	$32,204.00		$32,204.00	5/2023	$32,204.00	
103,104	93254		Inwood shop	Zima Corporation - Bar Screen, Washer/Compactor	4/2023	$165,750.30		$165,750.30	7/2023	$165,750.30	
108	220802-1		Inwood shop	Micro-Tech Designs, Inc. - SCADA equipment	4/2023	$36,698.00		$36,698.00			$36,698.00
106	6183.06		Inwood shop	Enviromix, Inc. - Diffusers, Aeration piping, pipes/supports	5/2023	$77,827.50		$77,827.50	9/2023	$77,827.50	
125,127	683		Inwood shop	B.A. Martin Welding - SS Piping for Digester	5/2023	$18,779.95		$18,779.95	10/2023	$18,779.95	
71-75	1457		Inwood shop	Southern Steel Products Company - Misc. Metals for Cent. Bldg	5/2023	$38,450.00		$38,450.00	10/2023	$35,450.00	$3,000.00
95-96	9261		Inwood shop	Pumpman Pittsburgh - Submersible Pumps	5/2023	$200,809.00		$200,809.00			$200,809.00
105	9865-3		Inwood shop	Envirodyne Systems Inc. - Grit Removal System	6/2023	$134,158.00		$134,158.00	8/2023	$134,158.00	
166	S100198279.005		Inwood shop	CITCO Water - Plug valves	7/2023	$26,796.00		$26,796.00			$26,796.00
106	6183.07		Inwood shop	Enviromix, Inc. - Digester Blowers	7/2023	$181,597.50		$181,597.50	10/2023	$181,597.50	
97	PSI-31936		Inwood shop	Centrisys - Centrifuge System	9/2023	$499,840.00		$499,840.00	10/2023	$424,840.00	$75,000.00
108	220802-2		Inwood shop	Micro-Tech Designs, Inc. - Controls and Instrumentation	9/2023	$14,087.00		$14,087.00			$14,087.00
134	111977-00		Inwood shop	Aircon Engineering - Unit Heaters, Louvers, Split System	9/2023	$26,918.00		$26,918.00			$26,918.00
83	1327		Inwood shop	Kephart Plaster and Stone - EIFS Outsulation	11/2023		$13,000.00	$13,000.00			$13,000.00
78	10033728		Inwood shop	Fibergrate Composite Structures - FRP Ladder	11/2023		$2,975.00	$2,975.00			$2,975.00
166	S100234535.004		Inwood shop	CITCO Water - DI Piping	11/2023		$8,800.61	$8,800.61			$8,800.61
				Totals		**$2,243,317.83**	**$24,775.61**	**$2,268,093.44**		**$1,800,238.35**	$467,855.09

EJCDC® C-620 Contractor's Application for Payment
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CITCO WATER

Invoice

INVOICE DATE	INVOICE NUMBER
11/06/2023	S100234535.004

REMIT TO:
CITCO Water
P.O. Box 632059
CINCINNATI, OH 45263

BILL TO:

ALVAREZ CONTRACTORS INC.
P O BOX 555
OAKLAND, MD 21550

SHIP TO:

ALVAREZ CONTRACTORS INC.
CHARLES TOWN WWTP PROJECT
24 SHOWTIME DRIVE
INWOOD, WV 25428

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON
24115	10.20.23 EMAIL RELEA	12500	WV Contractor

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
Alan Morrison	ROUTE 68 EAST	NET 30 DAYS	11/06/2023	10/20/2023

ORDER QTY	SHIP QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
4ea	4ea	3"X5'0" CL/53 DIP FXPE CL/PRIMED WITH TNEMEC N140 POTA-POX (MK. 1-800,3-813)	734.060/ea	2936.24
2ea	2ea	^3"X6'6" CL/53 DIP FXPE CL/PRIMED WITH TNEMEC N140 POTA-POX (MK. 801,802)	927.721/ea	1855.44
1ea	1ea	^3"X4'6" CL/53 DIP FXPE CL/PRIMED WITH TNEMEC N140 POTA-POX (MK. 803)	669.754/ea	669.75
1ea	1ea	^3"X3'6" CL/53 DIP FXPE CL/PRIMED WITH TNEMEC N140 POTA-POX (MK. 804)	540.771/ea	540.77
2ea	2ea	^3"X2'0" CL/53 DIP FXPE CL/PRIMED WITH TNEMEC N140 POTA-POX (MK. 805,806)	347.296/ea	694.59
1ea	1ea	^3"X6'0" CL/53 DIP FXF CL/PRIMED WITH TNEMEC N140 POTA-POX (MK. 807)	961.274/ea	961.27

Subtotal	
S&H Charges	
Tax	
Payments	
Amount Due	

Printed By: SIMJAN on 11/8/2023 2:12:27 PM

CITCO WATER

Invoice

INVOICE DATE	INVOICE NUMBER
11/06/2023	S100234535.004

REMIT TO:
CITCO Water
P.O. Box 632059
CINCINNATI, OH 45263

PAGE NO.
2 of 2

BILL TO:

ALVAREZ CONTRACTORS INC.
P O BOX 555
OAKLAND, MD 21550

SHIP TO:

ALVAREZ CONTRACTORS INC.
CHARLES TOWN WWTP PROJECT
24 SHOWTIME DRIVE
INWOOD, WV 25428

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON
24115	10.20.23 EMAIL RELEA		WV Contractor

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
Alan Morrison	ROUTE 68 EAST	NET 30 DAYS	11/06/2023	10/20/2023

ORDER QTY	SHIP QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
3ea	3ea	^3"X1'3" CL/53 DIP FXF CL/PRIMED WITH TNEMEC N140 POTA-POX (MK. 809) 11-06-2023 10:00:33 AM Ron Ron	380.849/ea	1142.55

Invoice is due by 12/06/2023

Past Due invoices may be subject to 1.50% late charge.
See Remit-to address change above.

Subtotal	8800.61
S&H Charges	0.00
Tax	0.00
Payments	0.00
Amount Due	8800.61

Printed By: SIMJAN on 11/8/2023 2:12:27 PM

FIBERGRATE COMPOSITE STRUCTURES INC
5151 BELTLINE RD
SUITE 1212
DALLAS, TX 75254
PH * FAX
Remit Payment to: P.O. Box 931944
Cleveland, OH 44193

INVOICE	
Invoice Number	100 / 10033728
Invoice Date	11-21-2023
Terms	AR Net 30
Due Date	12-21-2023

Bill To

ALVAREZ CONTRACTORS INC.
9022 MOUNTAINBERRY CIRCLE
FREDERICK, MD 21702

06610

Ship to

ALVAREZ CONTRACTORS
C/O CHARLES TOWN WWTP
842 S. GEORGE ST.
CHARLES TOWN, WV 25414

Purchase Order No.	Customer No.	Sales Order No.	Order Date	Sales Rep
06610	BP0005536	720005538	08-22-2023 09:28	1075

Item Number	Description	UOM	Ordered	Shipped	Back Order	Unit Price	Extended Price
FABMSC	Fabricated Project	lot	1.0000	1.0000	0.0000	2,975.00	2975.00

Sub-Total	Freight	G.S.T. / T.P.S. Tax 1	H.S.T. Tax 2	P.S.T. / T.V.Q. Sales Tax	Total USD
2975.00	0.00			0.00 ✓	2975.00

Please state with your payment 100 / 10033728
Delivery Terms Quoted, FOB Point of Origin

SOY INK

KEPHART PLASTER & STONE

P.O. Box 3
Wallaceton, PA 16876
814-342-3484
800-750-8455

JOB WORK ORDER

No. 001327

CUSTOMER'S ORDER NO.	PHONE 304-484-7754	MECHANIC	HELPER	DATE OF ORDER 11-20-2023
BILL TO				STARTING DATE 11/20/23
ADDRESS ALVEREZ CONTRACTORS, INC				ORDER TAKEN BY TW
CITY PO BOX 94, 3436 PATTERSON MTN RD				☐ DAY WORK ☒ CONTRACT ☐ EXTRA
JOB NAME AND LOCATION SPRING DALE, WV 25986				
CHARLES TOWN WWTP				JOB PHONE

DESCRIPTION OF WORK

2200 SQ FT OF 2" EIFS TO NEW BLDG

$40,000 —

11/20 - BILL FOR MATERIALS 13,000 —

THANK YOU

TK

TOTAL MATERIALS	13 000 —
TOTAL LABOR	
TAX	
TOTAL AMOUNT	$13 000 00

DATE COMPLETED / /

WORK ORDERED BY

☐ No one home ☐ Total amount due for above work or ☐ Total billing to be mailed after completion of work

Signature

I hereby acknowledge the satisfactory completion of the above described work.

JWO-860-3
PRINTED IN U.S.A



2022 Renewal and Replacement Project
Schedule B

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Paid by CTUB from Operating Account 10/12/2023-11/15/2023	Paid by CTUB from Operating Account 11/16/2023-12/13/2023	Resolution No. 10 Contractor's Application for Payment No. 10	Resolution No. 11 Contractor's Application for Payment No. 11	Resolution No. 12 Contractor's Application for Payment No. 12	Resolution No. 13 Contractor's Application for Payment No. 13	Resolution No. 14 Contractor's Application for Payment No. 14	BALANCE REMAINING
1 **CONSTRUCTION**									
a. Contract	$ 10,151,000.00			$ 883,714.54	$ 258,654.49	$ 872,951.21	$ 511,920.76	$ 514,352.61	$ 3,969,783.73
b. Construction Contingency 5% - (See note #2 & #5 below)	$ 376,019.43								$ 376,019.43
c. Change Order #1 (See note #1 below)	$ 498,183.42								$ -
d. Change Order #2	$ 41,179.57				$ 41,179.57				$ -
e. Change Order #3	$ 90,351.00					$ 22,587.75	$ 8,131.59	$ 5,421.00	$ 54,210.66
2 **ENGINEERING SERVICES**									
GDF Engineering fees (including CA and RPR)	$ 760,000.00	$ 35,689.89	$ 13,033.75						$ 56,975.33
Additional RPR inspection	$ 125,000.00								$ 125,000.00
Initial GDF R&R Report	$ 40,082.50								$ -
3 **LEGAL SERVICES**									
a. Local Project Attorney	$ 20,000.00	$ 2,751.25							$ 14,392.75
4 **ADMINISTRATIVE SERVICES**									
a. Project Accountant (CPA)	$ 20,000.00	$ 200.00							$ 9,112.50
b. Other Administrative Costs	$ 10,000.00								$ 3,151.74
5 **Total Project Costs Lines 1-6**	**$ 12,131,815.92**	**$ 38,641.14**	**$ 13,033.75**	**$ 883,714.54**	**$ 299,834.06**	**$ 895,538.96**	**$ 520,052.35**	**$ 519,773.61**	**$ 4,608,646.14**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING								
1 PROJECT FUNDS									
Internal Funds & EEG Grant									
a. Capacity Improvement Fees	$ 1,170,163.00								$ 1,170,163.00
b. Renewal & Replacement (See note #3 & #4 below)	$ 500,000.00								$ 1,816.58
c. Operating Cash	$ 1,515,122.92	$ (38,641.14)	$ (13,033.75)						$ 748,672.74
d. EEG Grant Funds	$ 1,966,030.00							$ (519,773.61)	$ 1,446,256.39
Total Internal Funds & EEG Grant Funds	**$ 5,151,315.92**								**$ 3,366,908.71**
Bond Proceeds									
e. 2022B & 2022C Construction Fund Account	**$ 6,980,500.00**			$ (883,714.54)	$ (299,834.06)	$ (895,538.96)	$ (520,052.35)	$ -	**$ 1,241,737.43**
Total Funds Available	**$ 12,131,815.92**	**$ (38,641.14)**	**$ (13,033.75)**	**$ (883,714.54)**	**$ (299,834.06)**	**$ (895,538.96)**	**$ (520,052.35)**	**$ (519,773.61)**	**$ 4,608,646.14**

Note #1 - March 1, 2023 this line item was increased to include the full amount of Change Order #1. Internal funds that were previously allocated for the Collection System project will be dedicated to this Change Order. This will require an increase of the requested funds fro
Note #2 - March 8, 2023 this line item was decreased by $41,179.57 to include the full amount of Change Order #2.
Note #3 - Pay App #7 in the amount of $1,068,229.84 includes $298,910 from Change Order #1. $769,319.84 will be paid from the 2022B and $298,910 will be paid from the Renewal & Replacement Account.
Note #4 - Pay App #8 in the amount of $872,756.88 includes the remaining balance of $199,273.42 from Change Order #1. $673,483.46 will be paid from the 2022B and $199,273.42 will be paid from the Renewal & Replacement Account.
Note #5 - August 23, 2023 this line item was decreased by $90,351 to include the full amount of Change Order #3.

2024 HOLIDAY CALENDAR – City of Charles Town

New Year's Day	**Monday, January 1**
Martin Luther King, Jr. Day	**Monday, January 15**
President's Day	**Monday, February 19**
West Virginia Primary Election Day	**Tuesday, May 14**
Memorial Day	**Monday, May 27**
Juneteenth	**Wednesday, June 19**
West Virginia Day	**Thursday, June 20**
Independence Day	**Thursday, July 4**
Labor Day	**Monday, September 2**
Columbus Day/Indigenous Peoples' Day	**Monday, October 14**
Election Day	**Tuesday, November 5**
Veteran's Day	**Monday, November 11**
Thanksgiving	**Thursday, November 28**
Lincoln's Day	**Friday, November 29**
Christmas	**Wednesday, December 25**

2024 CTUB Board Meeting Schedule

January 10, 2024

January 24, 2024

February 14, 2024

February 28, 2024

March 13, 2024

March 27, 2024

April 10, 2024

April 24, 2024

May 8, 2024

May 22, 2024

June 12, 2024

June 26, 2024

July 10, 2024

July 24, 2024

August 14, 2024

August 28, 2024

September 11, 2024

September 25, 2024

October 9, 2024

October 23, 2024

November 13, 2024

December 11, 2024

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

MEMORANDUM TO THE BOARD OF DIRECTORS

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: December 13, 2023

ADMINISTRATIVE

- Customer Counts
  - Sewer 8,720
  - Water 6,769

- **Water and Sewer Rate Adjustments**
  - Passed 1st Reading on December 4, 2023
  - Publication December 20, 2023 in the Spirit and on website
  - 2nd Reading January 2, 2024

WATER

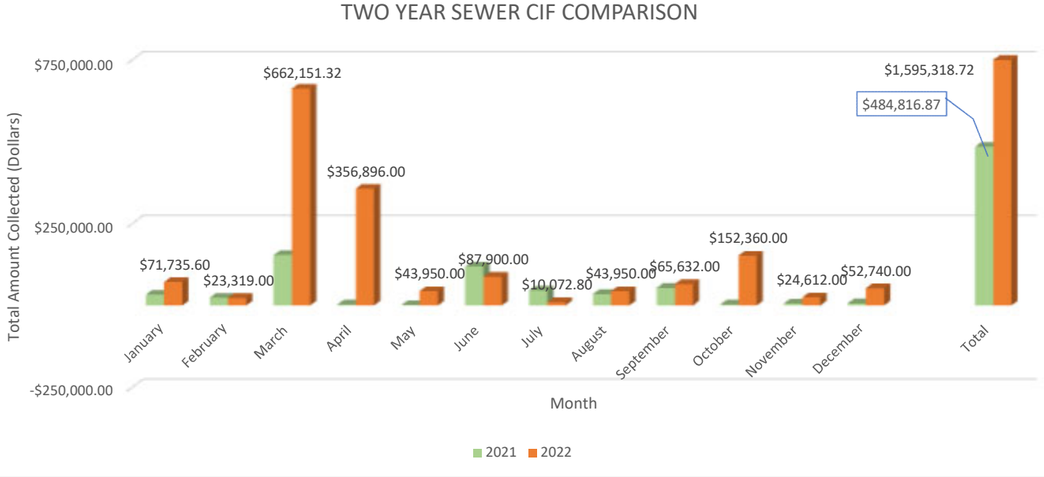
- Water plant updates
- Potomac Farms

SEWER

- Greenfield Forcemain
- Collection System Project
- Renewal and Replacement update (attached)

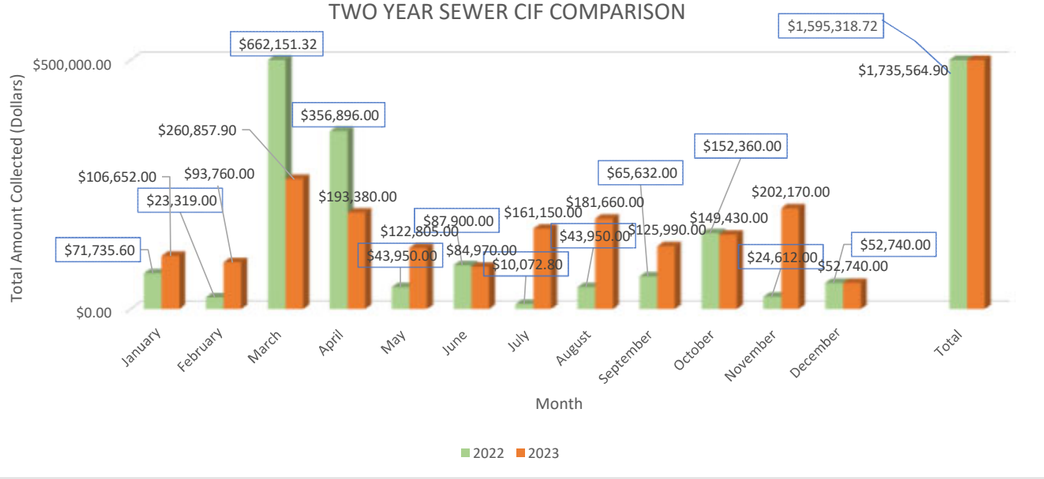
Charles Town Utility Board
2022 Capacity Improvement Fee Collections/EDU for Sewer

Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-22	1.53	29	30.53	$ 71,735.60		$ 71,735.60
Feb-22	0	17	17	$ 23,319.00		$ 23,319.00
Mar-22	146.59	34	180.59	$ 662,151.32		$ 662,151.32
Apr-22	0	129	129	$ 389,396.00	$ 32,500.00	$ 356,896.00
May-22	0	15	15	$ 43,950.00		$ 43,950.00
Jun-22	0	30	30	$ 87,900.00		$ 87,900.00
Jul-22	0.04	3	3.04	$ 10,072.80		$ 10,072.80
Aug-22	0	15	15	$ 43,950.00		$ 43,950.00
Sep-22	0.4	22	22.4	$ 90,007.00	$ 24,375.00	$ 65,632.00
Oct-22	0	52	52	$ 175,110.00	$ 22,750.00	$ 152,360.00
Nov-22	0	8	8.4	$ 24,612.00		$ 24,612.00
Dec-22	0	18	18	$ 52,740.00		$ 52,740.00
Total 2022	**148.56**	**335.40**	**520.96**	**$ 1,674,943.72**	**$ 79,625.00**	**$ 1,595,318.72**



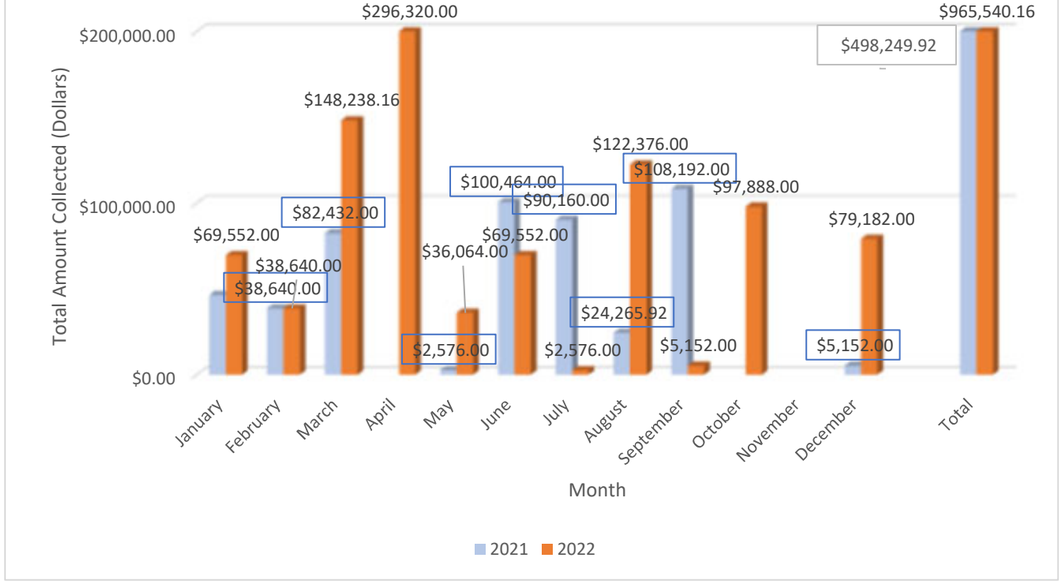
Charles Town Utility Board
2023 Capacity Improvement Fee Collections/EDU for Sewer

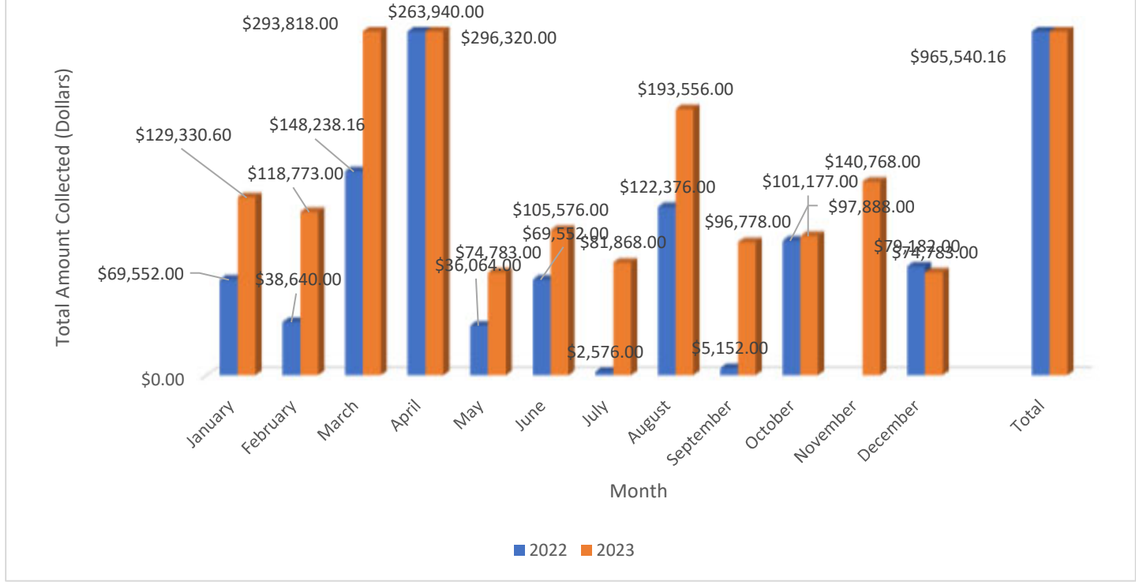
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-23		36.4	36.4	$ 116,402.00	$ 9,750.00	$ 106,652.00
Feb-23		32	32	$ 93,760.00		$ 93,760.00
Mar-23	4.03	85	89.03	$ 286,906.65	$ 26,048.75	$ 260,857.90
Apr-23		66	66	$ 206,380.00	$ 13,000.00	$ 193,380.00
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		18	18	$ 52,740.00		$ 52,740.00
Total 2023	**9.22**	**477.4**	**591.62**	**$ 2,007,313.65**	**$ 272,723.75**	**$ 1,735,564.90**



Charles Town Utility Board 2022 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-22		27	27	$ 69,552.00
Feb-22		15	15	$ 38,640.00
Mar-22	39.35	30	69.35	$ 148,238.16
Apr-22	23.03	92	115.03	$ 296,320.00
May-22		14	14	$ 36,064.00
Jun-22		27	27	$ 69,552.00
Jul-22		1	1	$ 2,576.00
Aug-22	36	12	47.5	$ 122,376.00
Sep-22		2	2	$ 5,152.00
Oct-22	0	38	38	$ 97,888.00
Nov-22	0	0	0	
Dec-22	0	18	18	$ 79,182.00
Total 2022	**97.88**	**238**	**373.88**	**$ 965,540.16**

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		17	17	$ 74,783.00
Total 2023	**24.95**	**358.9**	**406.85**	**$ 1,675,150.60**





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	347.08	1.05	0.70	701,818	4,679

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	75.54	0.23	0.27	273,636	1,824

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	6,503

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	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		
Annual Total	347.08	1.05

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		
Annual Total	75.54	0.226

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	554.05	1.50	1.30	1,297,797	8,652

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		0
Annual Total	554,050,170	1,502,203

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	0.00	0.00	0.02	21,600	-

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		0
Annual Total	2,752,700	7,400

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	0.00	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	
2022	0.036	0.00	0.00	0.03	31,041	
2023	0.036	0.00	0.00	0.04	36,000	

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		0
Annual Total	1,644,500	4,421

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

CHARLES TOWN UTILITY BOARD
GD&F ENGINEER'S REPORT
DECEMBER 13, 2023

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

- The Contractor (Alvarez) completed metal roof panel construction and installation of the new overhead door at the new centrifuge building. The centrifuge building façade work has begun along with interior ductile iron piping. Excavation for the new transformer pad and storm lines has begun. The new waste activated sludge meter vault has been set in place. The old UV System has been demolished since the new system has been running successfully. S&S Electric set the new emergency generator.
- The Contractor plans to install the conveyor and continue with sludge piping at the centrifuge building and complete the building façade. They plan to complete the waste activated sludge piping and ductbank. They plan to continue work on the transformer and grounding loop.
- The current contract times for Substantial Completion is June 24 and Final Completion is September 22, 2024. Alvarez reported that per their most recent project schedule, the anticipated final completion date is mid to late September 2024, meaning that they continue to makeup time on the schedule.
- GD&F requested pricing to add a high level float switch to the UV channel.
- 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 1, 2024, since the contractor will be off almost two (2) weeks over the holidays.
- Alvarez submitted Application for Payment No. 14 in the amount of $519,773.61. 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 (expected delivery is January 2024).

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 has completed the site plan drawings for the new forcemain and pump station along with the meter vault. Mechanical drawings of the recycle line and new submersible pumps are complete. GDF to profile new recycle line to sludge thickener tank this month. Electrical design upcoming.

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.



New Emergency Generator



New Centrifuge Building

Charles Town Water Department
Revenue & Expense Summary
10/31/2023

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,664,000	Metered Sales - Residential	888,000	1,000,818	112,818
1,340,000	Metered Sales - Commercial	446,667	469,830	23,164
100,000	Metered Sales - Glen Haven/Cavaland	33,333	35,115	1,781
20,000	Sale for Resale - Bulk Water	6,667	14,160	7,493
85,000	Forfieted Discounts	28,333	25,850	(2,483)
38,000	Misc. Service Rev - Reconnection / Tap Fees	12,667	11,275	(1,392)
565,000	Tank Lot Rental Income (Non-Operating)	188,333	188,690	356
23,000	Interest Income (Non-Operating)	7,667	19,103	11,437
20,000	Sinking Fund Income (Non-Operating)	6,667	8,106	1,439
50,000	Miscellaneous Income (Non-Operating)	16,667	16,458	(209)
0	CIF & CAC Revenue (Non-Operating)	-	476,309	476,309
4,905,000	**TOTAL REVENUES**	1,635,000	2,265,713	630,713
	EXPENSES			
15,000	WS - Materials & Supplies Expense	5,000	1,042	(3,958)
20,000	WS - Maint of Water Source	6,667	2,700	(3,966)
380,129	WT - Salaries & Wages - Operations Labor	126,710	126,233	(477)
140,000	WT - Power & Fuel	46,667	45,318	(1,349)
8,400	WT - Power & Fuel - GH/CAV	2,800	1,629	(1,171)
170,000	WT - Chemical Expense	56,667	62,752	6,085
55,000	WT - Testing	18,333	4,582	(13,752)
25,000	WT - Materials & Supplies Expense	8,333	4,982	(3,352)
4,000	WT - Materials & Supplies Expense - GH/CAV	1,333	1,048	(286)
39,500	WT - Sludge Hauling	13,167	14,068	901
90,000	WT - Maint of Water Treatment Plant	30,000	9,377	(20,623)
5,000	WT - Maint of Water Plant - GH/CAV	1,667	-	(1,667)
34,000	WT - Licenses & Subscriptions	11,333	201	(11,132)
389,144	TD - Salaries & Wages - Maintenance Labor	129,715	132,765	3,050
20,000	TD - Materials & Supplies Expense	6,667	4,796	(1,871)
50,000	TD - Maint of Dist Reservior & Standpipes	16,667	16,145	(522)
120,000	TD - Maint of Mains	40,000	14,497	(25,503)
150,000	TD - Maint of Services	50,000	81,583	31,583
180,000	TD - Maint of Meters	60,000	66,345	6,345
15,000	TD - Maint of Hydrants	5,000	26,926	21,926
197,629	CA - Salaries & Wages	65,876	59,379	(6,497)
40,000	CA - Billing Expense	13,333	21,879	8,546
64,500	CA - Licenses & Subscriptions (includes Sensus)	21,500	2,012	(19,488)
10,000	CA - Bad Debt Expense	3,333	4,934	1,600
130,607	GA - Salaries & Wages	43,536	44,094	558
2,500	GA - Director Compensation	833	825	(8)
221,784	GA - Employee Insurance & Benefits	73,928	61,949	(11,979)
98,776	GA - Employee Pension Expense	32,925	31,099	(1,827)
83,959	GA - Payroll Taxes - FICA Tax Expense	27,986	28,001	15
18,101	GA - Employee 457 Expense	6,034	6,708	674

Charles Town Water Department
Revenue & Expense Summary
10/31/2023

65,000	GA - Office Supplies & Expense	21,667	23,884	2,217
15,000	GA - Computer - Technology Expense	5,000	5,043	43
15,000	GA - Maint. of General Property	5,000	2,882	(2,118)
30,000	GA - Licenses & Subscriptions	10,000	1,830	(8,170)
20,000	GA - Contractual Services - Engineering	6,667	1,571	(5,096)
20,000	GA - Contractual Services - Accounting	6,667	6,850	183
20,000	GA - Contractual Services - Legal	6,667	10,523	3,856
20,000	GA - Contractual Services - Other	6,667	14,385	7,718
15,000	GA - Rental of Building	5,000	2,550	(2,450)
78,000	GA - Transportation Expense	26,000	22,750	(3,250)
85,000	GA - Insurance	28,333	41,554	13,221
35,000	GA - Worker's Comp	11,667	6,747	(4,920)
20,000	GA - Regulatory Commission Expense	6,667	2,985	(3,681)
6,000	GA - Bond Administration Fees	2,000	981	(1,019)
10,000	GA - Misc. General Expense	3,333	2,193	(1,140)
0	Advertising & Publication Expense	-	240	240
425,000	Interest on Long Term Debt (Non-Operating)	141,667	127,350	(14,317)
1,165,000	Depreciation Expense (Non-Cash)	388,333	388,333	-
0	Amortization Expense (Non-Cash)	-	-	-
4,822,029	**TOTAL EXPENSES**	1,607,343	1,540,519	(66,824)
82,971	Excess (Deficit)	27,657	725,194	

Reconciliation to Cash:

Cash Balance @ 6/30/23	650,664	
Disbursements To Date	(1,911,631)	
Expenses	1,540,519	
Deposits To Date	1,966,305	
Revenues	(2,265,713)	
CASH BALANCE @ 9/30/2023	705,339	
	705,339	Water Operating
	(0)	
Water Capacity Improvement Fees	4,554,504	
Water Renewal & Replacement	864,938	
Water Working Capital Fund	385,775	

Charles Town Sewer Department
Revenue & Expense Summary
10/31/2023

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,432,000	CTUB Service Revenue	810,667	878,381	67,714
1,414,000	Ranson Revenue	471,333	517,860	46,526
2,526,000	JCPSD Revenue	842,000	970,888	128,888
42,000	Customer Forfieted Discounts	14,000	14,135	135
30,000	Customer Forfieted Discounts- RA	10,000	11,109	1,109
52,000	Customer Forfieted Discounts- PSD	17,333	18,623	1,290
25,000	Misc. Sewer Revenues (Non-Operating)	8,333	16,036	7,703
27,000	Interest Income (Non-Operating)	9,000	26,264	17,264
90,000	Sinking Fund Income (Non-Operating)	30,000	87,056	57,056
0	CIF & CAC Revenues (Non-Operating)	-	615,300	615,300
6,638,000	**TOTAL REVENUES**	2,212,667	3,155,653	942,986
	EXPENSES			
20,000	CS - Materials & Supplies Expense	6,667	1,245	(5,422)
55,000	CS - Maint of Service Connections	18,333	22,458	4,125
220,000	CS - Maint of Collecting & Trans. Mains	73,333	30,364	(42,969)
402,006	PS - Salaries & Wages	134,002	129,519	(4,483)
135,000	PS - Power & Fuel	45,000	43,756	(1,244)
25,000	PS - Materials & Supplies Expense	8,333	7,141	(1,192)
40,000	PS - Sludge Hauling	13,333	23,691	10,358
210,000	PS - Maint of Pump Stations	70,000	31,601	(38,399)
313,509	TD - Salaries & Wages	104,503	110,573	6,070
135,000	TD - Power - CT Plant	45,000	43,888	(1,112)
90,000	TD - Power - TUI	30,000	25,711	(4,289)
10,000	TD - Power - Deerfield	3,333	1,298	(2,036)
175,000	TD - Chemical Expense - CT	58,333	52,382	(5,952)
20,000	TD - Chemical Expense - TUI	6,667	10,846	4,180
35,000	TD - Testing - CT	11,667	12,611	944
12,000	TD - Testing - TUI	4,000	3,002	(998)
80,000	TD - Materials & Supplies Expense	26,667	22,792	(3,875)
5,000	TD - Sludge Hauling - CT	1,667	1,687	20
13,000	TD - Sludge Hauling - TUI	4,333	11,233	6,899
110,000	TD - Maint. Burns Farm	36,667	36,337	(330)
200,000	TD - Maint. Treatment Plant - CT	66,667	80,683	14,017
90,000	TD - Maint. Treatment Plant - TUI	30,000	52,645	22,645
15,000	TD - Maint. Treatment Plant - Deerfield	5,000	306	(4,694)
246,780	CA - Billing & Acct Labor	82,260	77,078	(5,182)
60,000	CA - Billing Expense	20,000	26,135	6,135
40,000	CA - Licenses & Subscriptions	13,333	2,012	(11,322)
15,000	CA - Bad Debt Expense	5,000	6,964	1,964
205,113	GA - Salaries & Wages	68,371	69,117	746
2,500	GA - Director Compensation	833	825	(8)
256,412	GA - Employee Insurance & Benefits	85,471	63,721	(21,750)
105,067	GA - Employee Pension Expense	35,022	34,605	(417)

Charles Town Sewer Department
Revenue & Expense Summary
10/31/2023

89,307	GA - Payroll Taxes - FICA Tax Expense	29,769	29,914	145
17,608	GA - Employee 457 Expense	5,869	6,294	425
75,000	GA - Office Supplies & Expense	25,000	24,814	(186)
18,000	GA - Computer - Technology Expense	6,000	2,640	(3,360)
30,000	GA - Maint. of General Property	10,000	6,632	(3,368)
30,000	GA - Licenses & Subscriptions	10,000	1,681	(8,319)
35,000	GA - Contractual Services - Engineering	11,667	780	(10,887)
40,000	GA - Contractual Services - Accounting	13,333	5,200	(8,133)
180,000	GA - Contractual Services - Legal	60,000	34,952	(25,049)
25,000	GA - Contractual Services - Other	8,333	4,960	(3,373)
15,000	GA - Rental of Building	5,000	2,550	(2,450)
85,000	GA - Transportation Expense	28,333	27,009	(1,324)
110,000	GA - Insurance	36,667	41,554	4,887
35,000	GA - Worker's Comp	11,667	6,229	(5,438)
30,000	GA - Regulatory Commission Expense	10,000	1,719	(8,281)
55,000	GA - Bond Administration Fees	18,333	12,157	(6,177)
10,000	GA - Misc. General Expense	3,333	4670	1,337
0	GA - Advertising & Publication Expense	-	522	522
320,000	Interest on Long Term Debt (Non-Operating)	106,667	5,784	(100,883)
2,042,000	Depreciation Expense (Non-Cash)	680,667	680,667	-
0	Amortization Expense (Non-Cash)	-	-	-
6,583,300	**TOTAL EXPENSES**	2,194,433	1,936,953	(257,481)
54,700	**Excess (Deficit)**	18,233	1,218,700	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/23		2,544,101	
	Disbursements To Date		(4,954,941)	
	Expenses		1,936,953	
	Deposits To Date		5,102,363	
	Revenues		(3,155,653)	
	CASH BALANCE 10/31/2023		2,691,523	
			2,691,523	Sewer Operating
			0	
	Sewer Capacity Improvement Fees		5,526,148	
	Sewer Renewal & Replacement		348,491	
	Sewer Working Capital Fund		709,896	