CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, MAY 12, 2021

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of April 28, 2021 Special Meeting Minutes
   UB Minutes April 28, 2021.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.

   Until such time as Governor Justice revokes Executive Order 09-20 or any subsequent executive order that is primarily intended to address the public health emergency and spread of COVID-19 by restricting public gatherings and invoking physical distancing, public access to the meeting room will be restricted. Members of the public may still submit written comments to kstolipher@ctubwv.com that will be read aloud. Up to 20 minutes of time will be allotted for reading public comments.

   The public is invited to attend this meeting via webcast (www.ctubwv.com - Board Meetings - Meeting Agendas and Minutes 2021). The public may also attend the meeting by accessing the following zoom link:
   https://zoom.us/j/98585319330?pwd=WTlwU0RHT255Tll0UmhjaW9JYSs4QT09
   or by calling 1-301-715-8592 and entering the Meeting ID 985 8531 9330 and Passcode 907101.

3. **OLD BUSINESS**

4. **NEW BUSINESS**
   a. American Rescue Plan of 2021 - Discussion on Request for Partnering with the City of Charles Town, City of Ranson and the Jefferson County Commission
   Draft Letter to County Commission Requesting ARPA Funds.pdf
   b. Hollywood Casino - Draft Sewer User Agreement and Permit Modification
   Draft Casino Sewer User Agreement.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
      UM Report 5-12-2021.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. May 12, 2021
      Board Report 5.12.21.pdf

7. **INFORMATION ONLY - NEXT MEETING - MAY 28, 2021 AT 4:00 P.M.**

ADJOURNMENT

April 28, 2021

The Charles Town Utility Board held a virtual workshop on April 28, 2021 from 3:30 p.m. to 4:00 p.m. to review the Fiscal Year 2022 Water and Sewer budget. Members of the Board present were Daryl Hennessy, Pete Kubic, Duke Pierson, and Jacquelyn Milliron. Also present were Hoy Shingleton, Kristen Stolipher, April Shultz, and Ashley Stottlemyer. April provided an overview of the line item changes to the water and sewer budgets for the new fiscal year. The Board provided comments.

The regular meeting began at 4:00 p.m. The Chairman called for changes or corrections to the April 14, 2021 regular meeting minutes. Jacquelyn suggested a change to the minutes. The Board approved the minutes as amended. There were no public comments. Next, John Stump from Steptoe & Johnson, gave a presentation on WV Utilities for the board member training topic this month. Mr. Stump reviewed state law basics and the public finance side of municipalities.

The Chairman next opened the floor for discussion on the 2021-2024 Sewer Strategic Plan. The Chairman noted a briefing of the plan was held at the April 20th City Council meeting and they suggested a more frequent update to the plan rather than a three-year cycle. Kristen mentioned she received comments which have been incorporated into the presented plan as appropriate and agreed with Council on the notion the document be reviewed on an annual basis to capture various changes in the region and system. Jacquelyn was opposed to the plan as written based on statements included in the plan that reference rate payers paying for a $15-$20-million-dollar project theoretically with no cost breakdown provided. She read a statement into the record detailing her dissatisfaction. Kristen noted that capacity upgrades are funded through existing rates as well as a variety of other funding mechanisms. Motion made by Duke, second by Pete, the Board approved the 2021 Sewer Strategic Plan as presented and will review within an 18-month period. Jacquelyn voted against the motion.

The Board next discussed Resolution No. 2021-02 – Approval of Fiscal Year 2022 Water and Sewer Budget. Motion made by Duke, second by Jacquelyn, the Board approved Resolution No. 2021-02. Next, motion by Duke, second by Pete, the Board approved convening into Executive Session to discuss WV PSC Case 21-0260-S-P Shenandoah Junction Public Sewer Review - 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. The Board declared executive session over at 5:21 PM. No action was taken.

The Utility Manager Report was next addressed. Kristen briefed the Board on this month's sewer and water efforts including closing out the Route 9 project and a call to discuss the potential refunding to the state as part of the Rockwool reimbursement pursuant to the AMEA. She also provided before and after pictures of the manhole relining efforts being conducted. Jacquelyn had several questions including tap fees and the notice on the website about individuals on septic tanks getting sewer fees. Kristen provided that some locations in the system may not be getting a sewer charge because they have a drain field, but there are questions as to whether they are in fact connected to the public sewer system. If these customers can provide documentation of a working septic and there is no existing connection to the public system or no public sewer adjacent to their property, then the charge would be forfeited. The Chairman had nothing to report.

The Board next discussed the Approval of Bills. Motion by Duke, second by Pete, with discussion from Jacquelyn, the Board approved the payment of bills. The meeting was adjourned at 5:43 p.m. The May 12th regular meeting will be held virtually beginning at 4:00 p.m.

_____ _____

Chairman Secretary

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

May __, 2021

UTILITY BOARD

CHAIRMAN *Daryl Hennessy*

VICE CHAIRMAN *Pete Kubic*

TREASURER *Thomas Stocks*

INTERIM SECRETARY *Ashley Stottlemyer*

City of Ranson Mayor Duke Pierson

Jacquelyn Milliron

UTILITY MANAGER *Kristen Stolipher*

VIA FIRST CLASS MAIL

The County Commission of Jefferson County
c/o Stephanie Grove, County Administrator
124 E. Washington Street
P.O. Box 250
Charles Town, West Virginia 25414

Re: Funding for Modified Flowing Springs Project

Dear Commissioners and Ms. Grove:

The purpose of this letter is to advise The County Commission of Jefferson County (the "County Commission") of positive developments from the acquisition of the sewer assets of the City of Ranson ("Ranson") and the water and sewer assets of Jefferson County Public Service District (the "District") by the City of Charles Town (the "City"), upcoming capital improvements to the City Sewer System, including the legacy District sewer system, and a request for funding assistance from the County Commission for the upcoming Modified Flowing Springs Project which is now being finalized by the Charles Town Utility Board.

Since the acquisition of the sewer assets of Ranson and the water and sewer assets of the District, CTUB has realized the majority of the cost savings which were anticipated during the discussion of the acquisitions. These cost savings include, but are not limited to, office and administrative overhead, audit expense, professional fees, and shared resources.

The City has undertaken the first step towards "rate equalization" for sewer rates through-out the City Sewer System, which now includes all of the former City of Ranson and District sewer customers, as well as the "legacy" sewer customers of CTUB. The City Council has enacted a sewer rate ordinance which resulted in a 5% increase for the legacy Charles Town customers and a 7.5% decrease for the legacy District customers. CTUB and the City have outlined a four-step plan over the next eight (8) years to equalize rates, accordingly, three additional steps remain.

The City Sewer System is also benefitting from the Route 9 Sewer Project. Prior to the City's acquisition of the District' assets, the District had designed and certificated through the Public Service Commission of West Virginia a capital project to upgrade various components of the District's sewer collection system which was known as the "Flowing Springs Project." The subsequently constructed Route 9 Sewer Project includes several elements of, and negated the need for other upgrades contemplated in, the Flowing Springs Project.

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As a result of the improvements and additions constructed as part of the Route 9 Sewer Project, CTUB has substantially redesigned the Flowing Springs Project which, as a result of such modifications and changes, is now referred to as the "Modified Flowing Springs Project". The modifications and changes to the original project plan have substantially reduced the costs associated with the Project. The original approved Flowing Springs Project was approximately $7.5 million and has been successfully reduced to approximately $4.5 million. These reductions in cost have permitted CTUB to include in the amended project improvements a parallel 10" gravity line through Fairfax Crossing and the relocation of the Forrest Avenue Pump Station, both of which projects were planned by the City of Ranson prior to the acquisition and benefit the entirety of the City Sewer System.

At the time of the acquisition of the District assets by the City, the West Virginia Department of Environmental Protection ("DEP") agreed to transfer the commitment for funding for the Flowing Springs Project which was made to the District to the City in anticipation of the Modified Flowing Springs Project. The DEP funding has very attractive terms (40-year term with 0.25% interest and 0.25% annual administrative fee), for which the City would not currently qualify. The other funding through the United States Department of Agriculture which was committed to the District could not be transferred to the City and has been withdrawn.

The projected cost of the Modified Flowing Springs Project is currently approximately $4,500,000. The DEP funding is currently committed at $3,344,984 which contains two loan components, as detailed in the attached Binding Commitment. The City has requested additional loan dollars from DEP to finance the remainder of the cost of the project, however, as previously stated, the City does not currently qualify for the same terms under the DEP program so it is unclear what terms will be applied to the additional funding if approved.

CTUB has identified additional current post consolidation collection system which benefit each of the "legacy" sections of the City Sewer System, are these are detailed in the table below. These project components have been categorized according to the legacy portion of the City Sewer System in which they are located.

Jefferson County

Project Name	**Anticipated Project Cost**
Parkview Pump Station Decommission	$190,000.00
Jetts Farm Pump Modifications and Forcemain	$362,300.00
Lloyd's Flat Pump Station Decommission	$59,300.00
Moose Lodge Pump Modifications and Forcemain	$194,200.00
Northern Burr Flow Diversion	$580,600.00
Pump Station Upgrades - Racetrack Pump Station	$100,000.00
Pump Station Upgrades - Wendy's Pump Station	$125,000.00
Total Project Cost	$1,611,400.00
Contingency and Project fees (30%)	$483,420.00
Total JCPSD Territory Project Cost	**$2,094,820.00**

City of Charles Town

Project Name	**Anticipated Project Cost**
Jefferson Memorial Park line	$200,000.00
Total Project Cost	$200,000.00
Contingency and Project fees (30%)	$60,000.00
Total City of Charles Town Territory Project costs	**$260,000.00**

City of Ranson

Project Name	**Anticipated Project Cost**
Flowing Springs Pump Station upgrades	$300,000.00
Fairfax Crossing Parallel Line	$650,000.00
Forrest Street Pump Station Relocation and upgrades	$615,000.00
Total Project Cost	$1,565,000.00
Contingency and Project fees (30%)	$469,500.00
Total City of Ranson Territory Project costs	**$2,034,500.00**

Finally, CTUB is in the process of finalizing design of a significant capital project for improvements to both the Charles Town Sewer Treatment Plant and the Tuscawilla Sewer Treatment Plant. The aggregate cost of these improvements is approximately $5,563,820.00.

In addition to advising the County Commission about the status of, and planned capital projects for, the City Sewer System, the purpose of this letter is to request funding assistance from the County Commission to finance a portion of these capital projects. CTUB understands that the County Commission has been allocated approximately $11 million dollars from the American Rescue Plan Act "ARPA." The recently released guidance clarifies that the ARPA funds may be used for wastewater infrastructure which would be eligible to receive financial assistance through the West Virginia Department of Environmental Projection Clean Water State Revolving Fund ("CWSRF"). We are confident that the sewer infrastructure which CTUB has discussed in this letter is eligible for funding assistance pursuant to the CWSRF program.

Grant funding from the County Commission for a portion of the capital costs of these projects will reduce necessary future rate impacts to CTUB customers and facilitate quicker rate equalization. Additionally, design of the majority of these projects is either complete or nearly complete. These projects can meet the timing requirements for expenditure of the ARP funds. The Interim Final Rule provides that ARPA funds must be "obligated" by no later than December 31, 2024. The "period of performance" for the ARPA funds will run until December 31, 2026.

Thank you for your attention to this letter and consideration of this request. The Board of CTUB would very much appreciate the opportunity to meet with the County Commission to discuss the possibility of working together to bring these important projects to fruition at the lowest cost to the customers.

Very truly yours,

Daryl Hennessy, Chairman
Charles Town Utility Board

SEWER USER AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of May 2021, by and between the Charles Town Utility Board, a West Virginia Municipal Corporation, ("CTUB"), and Hollywood Casino at Charles Town Races ("Hollywood Casino") (collectively, the "Parties").

W I T N E S S E T H:

WHEREAS, CTUB owns, operates and maintains a sewer treatment and collection system in Jefferson County, West Virginia (the "System");

WHEREAS, Hollywood Casino owns and operates a business enterprise in Jefferson County at Charles Town, West Virginia (the "Hollywood Casino Facilities");

WHEREAS, Hollywood Casino has determined that it is in its best interest to utilize CTUB's System for the Hollywood Casino Facilities' sewer treatment needs, and CTUB has agreed to provide limited sewer treatment services to the Hollywood Casino Facilities as defined in the WVDEP Permit Modification; and

WHEREAS, CTUB has caused to be designed and contemplates the acquisition and construction of certain additions and improvements to the System that will allow it to provide sewer treatment services to the Hollywood Casino Facilities.

NOW THEREFORE, in consideration of the Parties' mutual obligations and interests, the covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CTUB and Hollywood Casino agree:

1. General Duty: The Parties acknowledge that operation of the System is subject to West Virginia NPDES permit limitations, terms and conditions and state and federal limitations. Hollywood Casino agrees to conduct its operations in a manner to ensure continued compliance with the WV/NPDES Permit and applicable state and federal law and to ensure that generated wastewaters do not cause treatment plant upsets resulting in added cost burden for operating supplies, utilities, etc., or cause the death (partial or total) of the biological system. Should such upsets occur due to the nature or characteristics of Hollywood Casino wastewater, Hollywood Casino shall pay a proportional share of additional costs to bring operations back to normal equal to the proportion of its cause of the upset.

2. Hollywood Casino agrees that the rates and charges for sewer service will be consistent with the CTUB rate structure. CTUB reserves the right to update its rates and charges from time to time as it deems necessary. CTUB may impose a surcharge to Hollywood Casino's based on unusual characteristics of Hollywood Casino's waste stream. The amount of any surcharge will be based upon the anticipated increased cost for collection and treatment of Hollywood Casino's wastewater.

3. In the event that the Hollywood Casino is required to operate a wastewater treatment facility to comply with the effluent limitations in the CTUB NPDES permit (now or in the future), Hollywood Casino will provide evidence of a Class C Wastewater Operator on site or

contractual arrangement by the party to operate and maintain the Hollywood Casino sewer system.

4. Provide by the 10th of each month, an eDMR inclusive of mandated flow and parameters as directed by the WVDEP under the Industrial User Section of Charles Town's NPDES Permit WV0022349. All sampling shall be conducted in accordance with WVDEP and Bureau of Public Health requirements. All laboratory testing shall be conducted by a West Virginia certified laboratory. All test results shall be provided as supporting documents with the eDMR. CTUB may request that Hollywood Casino utilize the same laboratory as CTUB for eDMR purposes. Upon such request, Hollywood Casino shall utilize the same laboratory as CTUB for eDMR purposes unless Hollywood Casino determines such request as unreasonable.

5. Provide with application to the Board a single copy of the internal and external plumbing plans for the facility for incorporation into the record.

6. CTUB shall not be liable for any damage or failure, or operation and maintenance of, the sewer lines, sewer laterals, forcemains, pumps, sewer collection system or any other equipment or facilities Hollywood Casino constructs or installs upstream of the connection with the CTUB System.

7. CTUB shall not be responsible for any cost associated with th connection from the Hollywood Casino Facilities to the CTUB system.

8. The term of this Agreement shall be twenty (20) years from and including the date on which CTUB begins providing sewer service to the Hollywood Casino Facilities ("Initial Term"). During the Initial Term, the Parties shall review the terms and conditions of this Agreement every five (5) years to determine whether any updates or modifications to this Agreement are necessary. Hollywood Casino agrees that it may not terminate this Agreement during the Initial Term. After expiration of the Initial Term, this Agreement shall automatically renew for successive one (1) year periods unless and until terminated by either party by providing the other party ninety (90) days written notice by certified mail, return receipt requested.

9. Indemnity: Notwithstanding any other provision of this or any other agreement between Hollywood Casino and CTUB, Hollywood Casino shall indemnify, defend (at CTUB's option) and hold CTUB and its directors, officers, employees and agents, harmless from and against any actual or alleged claims, damages, losses, penalties, based on any bodily injury, sickness, disease or death, injury to or destruction of tangible property, or violation of law arising out of the provision of wastewater collection and treatment services to Hollywood Casino hereunder.

10. Fines or Penalties: Any fine or penalty levied by federal, state or local agencies resulting from noncompliance with the WV/NPDES Permit arising from or related to Hollywood Casino's ownership, operation or maintenance of Hollywood Casino's Facilities shall be the sole responsibility of Hollywood Casino.

11. In recognition of the fact that the rights and obligations of the Parties hereunder are individually negotiated and specific to the Parties, this Agreement shall not be assignable by either

party without the consent of the other party, which consent shall not be unreasonably withheld.

12. All notices or other communications provided for or permitted hereunder shall be in writing and shall be served on the Parties at the addresses set forth below. Any such notice shall be given or served by United States certified mail, postage pre-paid, return receipt requested. Notice given in accordance herewith shall be effective upon the earlier to occur of actual delivery to the address of the addressee or refusal of receipt by the addressee (even if such addressee refused delivery thereof). A party's address may be changed by written notice to the other party, but shall not become effective until such notice is actually received. Notices given by counsel for a party shall be deemed given by that party.

Hollywood Casino at Charles Town Races
Attn: Scott Saunders
PO Box 551
Charles Town, WV 25414

Charles Town Utility Board.
Attn: Kristen Stolipher, Utility Manager
661 South George Street, Suite 101
Charles Town, West Virginia 25414

13. This Agreement embodies the entire agreement between the Parties and supersedes all prior agreements and understandings, whether oral or written, express or implied. This Agreement may be modified or supplemented only by a written document signed by an authorized representative of each party.

14. This Agreement shall be governed in all respects by the laws of the State of West Virginia.

15. This Agreement may be signed in counterparts, which together shall constitute one agreement. If this Agreement is signed in counterparts, the Parties shall be bound until each of them has duly executed, or caused to be duly executed, a counterpart of this Agreement.

16. The Parties acknowledge that their respective counsel have reviewed and revised this Agreement and hereby agree that the normal rule of construction—to the effect that any ambiguities are to be resolved against the drafting party—shall not be employed in interpretation of this Agreement or any exhibits or amendments hereto.

17. The failure by either of the Parties to enforce against the other any term or provision of this Agreement shall not be deemed a waiver of such party's right to enforce against the other party the same or any other such term or provision in the future.

[*Signature Page Follows*]

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In witness hereof, the Parties have signed this Agreement as of the day and year first written above.

Charles Town Utility Board

_____
By: Kristen Stolipher
Its: Utility Manager

Hollywood Casino at Charles Town Races

_____
By: _____
Its: _____

DRAFT

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON; to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____ 2021, by Kristen Stolipher, who is the Utility Manager of the Charles Town Utility Board.

My commission expires: _____.

_____
Notary Public

[SEAL]

DRAFT

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON; to-wit:

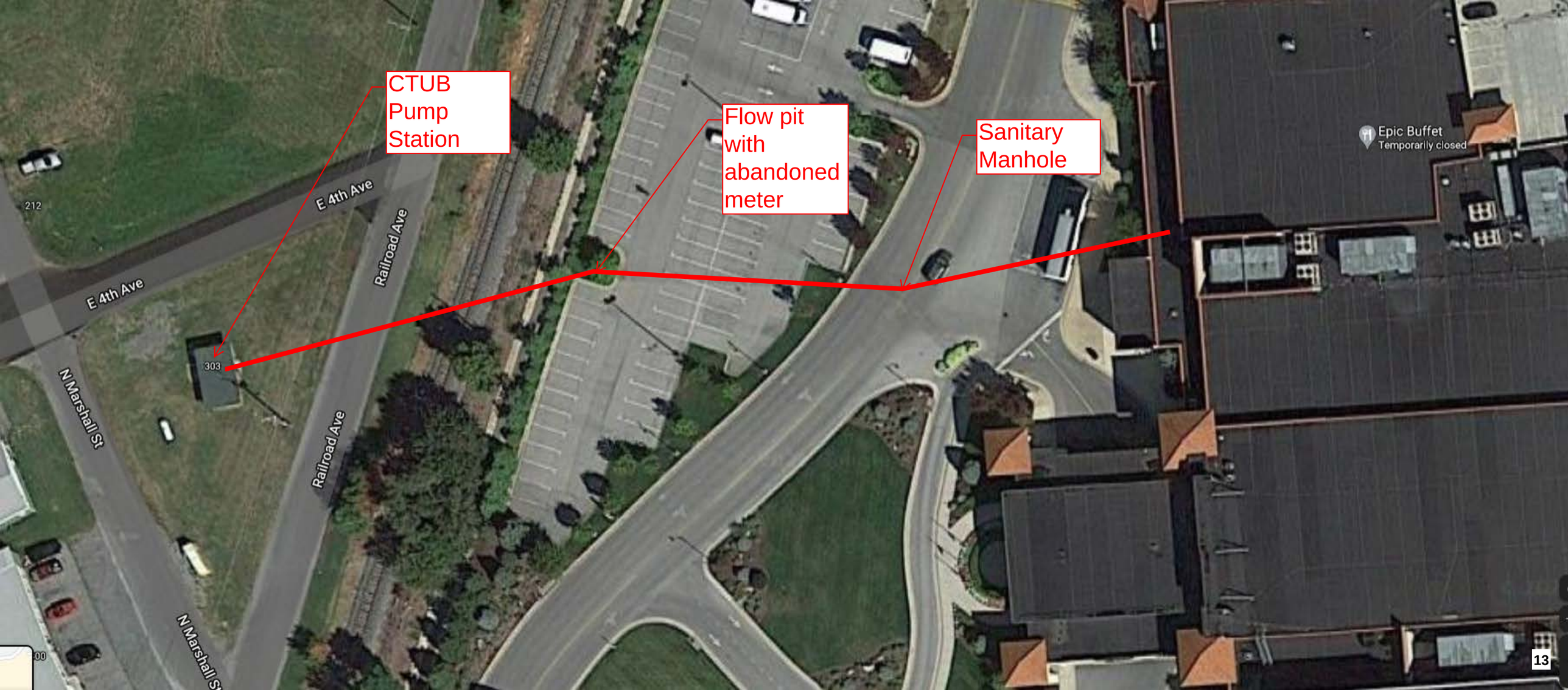
The foregoing instrument was acknowledged before me this _____ day of _____ 2021, by _____, who is the designated representative of Hollywood Casino at Charles Town Races.

My commission expires: _____.

_____
Notary Public

[SEAL]

DRAFT


CTUB Pump Station
Flow pit with abandoned meter
Sanitary Manhole
E 4th Ave
Railroad Ave
N Marshall St
212
303
Epic Buffet
Temporarily closed
13

dep	**Applicant: CHARLES TOWN, CITY OF** **Reference ID: WV0022349 Modification for IU03 (04/23/2021)** **Status: New**	**Type: Modify Existing NPDES Permit** **Permit ID: WV0022349** **Printed: May. 07, 2021 2:12 PM**

Sections I - III: Facility Information

Applicant's Name:
CHARLES TOWN, CITY OF

Permit Number:
WV0022349

I. NAME OF FACILITY:
Charles Town Wastewater Treatment Plant

Attention:
KRISTEN STOLIPHER

II. FACILITY CONTACT

A. Name (last, first, and title)
STOLIPHER, KRISTEN

Title
UTILITY GENERAL MANAGER

Email Address
kstolipher@ctubwv.com

B. Phone (area code & number): 304-724-7080 (###-###-####)

III. FACILITY MAILING ADDRESS

A. Street or Post Office Box:

Address Line 1: 661 SOUTH GEORGE STREET, SUITE 101

Address Line 2:

B. City or Town: CHARLES TOWN

Country: United States of America

State: West Virginia

Zip: 25414 PostalCode Ref.

Section IV: Facility Location

IV. FACILITY LOCATION

A. Street, Route No. or other specific identifier: 842 South George Street

B. City, Town or Nearest Post Office: CHARLES TOWN

C. County: Jefferson

D. Zip: 25414 PostalCode Ref.

Directions to Site:
FROM DOWNTOWN CHARLES TOWN TAKE ROUTE 115 SOUTH TOWARDS THE ROUTE 340 BY-PASS AND THE WASTEWATER TREATMENT PLANT IS LOCATED APPROXIMATELY ¾ MILE ON THE RIGHT DIES OF ROUTE 115 AT 842 SOUTH GEORGE STREET.

Section V: Modification of Existing Permit

V. MODIFICATION OF EXISTING PERMIT

A. The applicant must present a detailed description with supporting drawings, water analyses, etc. as to exactly what modification is being applied for. A schedule of compliance (completion of final plans, commencement and completion of construction, operational level date, etc.), beginning at the time of permit modification issuance must also be provided where applicable. ○ Paper ◉ Electronic ○ Not Applicable

B. Description of proposed modification

The purpose of the proposed modification is to accept non-domestic wastewater from water softener regeneration from PNGI Charles Town Gaming LLC, Hollywood Casino at Charles Town Races as described below in the Pretreatment Section: Industrial Users (IU) section of this application.

Section VI: Certification

VI. CERTIFICATION (see instructions)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME AND OFFICIAL TITLE:

Name: Kristen Stolipher

Title: Utility General Manager

B. SIGNATURE: _____

C. DATE SIGNED: 5/5/2021

Please Print, Sign, Scan and attach this document rather than mailing as a wet ink signature is no longer required.

Form: Statement For Billing, Class I

The Charles Town, City of , of which I am an
name of company or facility
authorized representative, has applied for a West Virginia National Pollutant Discharge Elimination System permit from the West Virginia Department of Environmental Protection, Division of Water and Waste Management. Under the West Virginia Legislative Rules, Title 47, Series 10, Section 12.1.c.2, the costs of publishing a Class I legal advertisement are to be paid by the applicant who must also send the certificate of publication to the Division of Water and Waste Management within twenty (20) days after publication..

The Charles Town, City of , hereby agrees to pay
name of company or facility
the cost of such legal advertisement. The publishing newspaper should send the certificate of publication and bill to:

Company or Facility name and address:

Name:	Charles Town, City of
Address Line 1:	842 South George Street
Address Line 2:	
Country:	United States of America
City:	Charles Town
State:	West Virginia
Zip:	25414 PostalCode Ref.

Kristen Stolipher (authorized representative) 304-724-7080 (###-###-####) (area code phone number)

_____
Signature of Authorized Representative

Sworn and subscribed to before me this_____ day of _____ , 20_____.

_____
Notary Public

_____
Commission Expires

Sections 1, 3: IU Information

1. Name of Industrial User (IU):	Hollywood Casino at Charles Town Races
2. Mailing Address of IU:	
Address Line 1:	PO Box 551
Address Line 2:	
City:	Charles Town
Country:	United States of America
State:	West Virginia
Zip:	25414 PostalCode Ref.
Authorized Official Representing IU:	
Official Name:	Scott Saunders
Official Phone:	304-724-4205 (###-###-####)
Official Email:	scott.saunders@pngaming.com

Sections 2, 4: IU Facility

3. Facility Address of IU

Address Line 1:	750 Hollywood Drive
Address Line 2:	
City:	Charles Town
County:	Jefferson
State:	West Virginia
Zip:	25414 PostalCode Ref.

4&5. Facility Contact Information:

Name:	Erich Zimny
Phone:	304-724-4202 (###-###-####)
Email:	Erich.Zimny@pngaming.com

Sections 6 - 9: IU Water Information

6. Has the non-domestic wastewater from this IU been previously regulated or permitted?
   (●) Yes ( ) No
   If Yes, by whom? WVDEP WV/NPDES Permit No. WV0105856
7. IU's Standard Industrial classification (SIC) Code: 7010, 7999
8. Is the IU classified as a Categorical User according to 40 CFR 403?
   ( ) Yes (●) No ( ) Unknown
   If Yes, list Category from 40 CFR 405-471:
9. Give a description of the activities and processes performed at the IU's facility that contribute to the non-domestic wastewater. Please attach MSDSs of materials used. If this is a modification to an existing IU, describe the nature of the proposed modification.

The non-domestic wastewater that will be discharged to CTUB is the backwash from the facility's three water softener systems. This backwash occurs when the water softeners go through a regeneration cycle.

The discharge will be no more than 4,000 gallons per day, with a chloride concentration anticipated to be equal to or less than 17,000 mg/L.

A Flow Schematic and a Safety Data Sheet for the salt used in the

Sections 10 - 13: IU Water Data

10. Is the subject non-domestic wastewater pretreated by the IU?
    ( ) Yes (●) No
    If Yes, describe method(s) of pretreatment. Be as specific as possible.

11. Provide the MAXIMUM Daily Flow of non-domestic wastewater to the POTW from this IU.
    Maximum Daily Flow Rate: 4,000 GPD (●) Measured ( ) Estimated
12. If this IU is an existing discharger already regulated by the existing NPDES permit, review the previous 12 months of monitoring data for this IU and answer the following:
    Average Flow Rate (Last 12 Months): N/A GPD
    Has the POTW submitted all of the required reports and analytical data of the IU to the WV DEP? ( ) Yes (●) No
    Has the IU been inspected by the POTW in the past 12 months? ( ) Yes (●) No
13. List any other additional information. (Such as instances of noncompliance by the IU)

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: May 12, 2021

ADMINISTRATIVE

- Property transfer/auction – March 27, 2021
  - Tuscawilla House $185,000 – Closed. Payment received
  - Patrick Henry Parcel $30,000 – Closing scheduled for Tuesday May 11, 2021
- Customer Counts
  - Sewer 8,046 (1,961 billed by JUI)
  - Water 6,286

WATER

GDF

- GD&F has been working on obtaining quotes and cost estimates for various small improvements such as new VFDs for intake pumps, filter control valve replacement, etc. These projects are expected to be funded by the $244,000 surety money on the water side which must be spent by August 2021.
- GD&F completed the site survey from the WTP to Evitts Run for design of the new NPDES discharge line. The survey base map will be completed this week. GD&F needs the Utility to line locate the existing raw water transmission main from the intake.
- GD&F has been coordinating the Phase II hydrogeological ERT testing with Terracon. Terracon completed field testing (placing a cable and small metal stakes into ground) at all three (3) potential well sites. It will take two (2) weeks to process the data and generate a report.

SEWER

GDF

- GD&F has begun preliminary engineering for the new centrifuge and sludge digestion upgrades. It is recommended to have Centrisys (centrifuge manufacturer) perform a one-week pilot study to determine the effectiveness of the proposed sludge handling equipment and also to get the operators familiar with how the system operates. The cost to the Utility would be $5,000 plus temporary mechanical and electrical connections.
- Mechanical and electrical design is ongoing. A new generator is required to operate the new digester and solids handling equipment.

RK&K

19339.007 SOWC2 Jett's Farm
Survey for this project will be completed on 05/05
Site visit to pump stations has been completed
Design on the pump station and force main will begin on 05/10
Project on track to be completed by 07/14 and will be included in overall CTUB project

19339.010 Jefferson Memorial Park Force Main
Verification for alignment received from CTUB Staff
Survey for this project will be completed on 05/05
Easements should not be required
Design for force main will be completed by 05/31 and will be included in overall CTUB project

19339.012 Forrest Avenue/Fairfax Crossing
Report will be completed after verification from CTUB Staff for chosen alignment
Scope of Work Change will be submitted to CTUB Staff for design
Project will be included in overall CTUB project

19339.014 Manhole Evaluation
All downstream force main manholes have been inspected
Additional manholes are being inspected for I&I in the main part of Charles Town
Project on track to be completed and report submitted to CTUB by 06/07

19339.015 Fairfax Crossing Parallel Line
Manholes have been inspected to verify depths and as-builts have been received from Jefferson Utilities
Various options are being evaluated. Report with cost estimates will be submitted to CTUB Staff by 05/31
Scope of Work Change will be submitted to CTUB Staff for design
Project will be included in overall CTUB project

19339.016 Lloyd's Flat/Moose Lodge
Survey is completed
Easements are completed and will be sent to CTUB Staff
Project on track to be completed by 05/20
Moose Lodge portion of project will be included in overall CTUB project

19339.017 Facility Plan
Site visit to pump station, etc has been completed
Project on track to be completed by 07/14

Dewberry

- Sewer Capacity Improvement Fee information has been sent to Dewberry for initial evaluation.

INFORMATION

- **Capacity Improvement Fee collection: See attached.**
- **Water and Sewer Treatment Plant Flows: See attached.**
- **Smoke Testing update: See attached.**

Charles Town Utility Board

Analysis of Debt Service Coverage - MADS Coverage after 2000 A Maturity with New Project Financing

For the year ended June 30, 2020

Revision 8

As of April 15, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Bond administrative fees on project debt	-	5,101	5,101
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,493,852	6,216,758
Operating Income Available for Debt Service	1,779,515	2,674,896	4,454,411
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,288,687	2,242,947
Interest Payments on Bond Issues	448,125	232,066	680,191
Principal Payment on Project Debt	-	129,962	129,962
Interest Payments on Project Debt	-	121,965	121,965
Total Debt Service Expenditures	1,402,385	1,772,680	3,175,065
Operating Income Available After Bond Debt Service	$ 377,130	$ 902,216	$ 1,279,346
Debt Service Coverage Ratio	126.89%	150.90%	140.29%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (43,586)	$ 370,412	$ 326,827

Project Financing Estimate:

	Principal	Interest	Admin. Fee	Total
$ 4,000,000 CWSRF .25% interest, .25% administrative fee, 40 years	$ 99,962	$ 9,284	$ 5,101	$ 114,347
$ 4,795,000 Public Bond Issue, 30 years	30,000	112,681	-	142,681
Total	$ 129,962	$ 121,965	$ 5,101	$ 257,028

Revision 8 Change in Surplus:

Surplus in Excess of 130% Per Above	**$ 326,827**
Revision 6 Surplus in Excess of 130%	**380,892**
Reduction in Excess Surplus	**(54,066)**
Revision 6 Excess Surplus Under Recommended Rates	**166,892**
Remaining Surplus in Excess of 130%	**$ 112,827**

Prepared by J.C. Kunkle and Associates, A.C.
4/15/2021 9:00 AM
S:\John_Excel\Charles Town Utility Board - Analysis of Debt and Debt Service - 2020

Charles Town Utility Board

Analysis of Debt Service Coverage - MADS Coverage after 2000 A Maturity with New Project Financing

For the year ended June 30, 2020

Revision 6

As of January 6, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Bond administrative fees on project debt	-	3,323	3,323
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,492,074	6,214,980
Operating Income Available for Debt Service	1,779,515	2,676,674	4,456,189
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,288,687	2,242,947
Interest Payments on Bond Issues	448,125	232,066	680,191
Principal Payment on Project Debt	-	99,820	99,820
Interest Payments on Project Debt	-	111,886	111,886
Total Debt Service Expenditures	1,402,385	1,732,459	3,134,844
Operating Income Available After Bond Debt Service	$ 377,130	$ 944,215	$ 1,321,345
Debt Service Coverage Ratio	126.89%	154.50%	142.15%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (43,586)	$ 424,477	$ 380,892

Project Financing Estimate:

	Principal	Interest	Admin. Fee	Total
$ 2,600,000 CWSRF .25% interest, .25% administrative fee, 40 years	$ 64,820	$ 6,036	$ 3,323	$ 74,179
$ 4,790,000 Public Bond Issue, 30 years	35,000	105,850	-	140,850
Total	$ 99,820	$ 111,886	$ 3,323	$ 215,029

Charles Town Utility Board

Analysis of Debt Service Coverage - Equalization Coverage - New Options

For the year ended June 30, 2020

Revision 6

As of January 6, 2021

	Water Department	Sewer Department	Total
Revenues	$ 4,582,880	$ 6,465,366	$ 11,048,246
Modification to Revenues:			
Interest	(44,947)	(47,503)	(92,450)
CIF & CAC Revenues	(35,512)	(249,115)	(284,627)
Operating Revenues	4,502,421	6,168,748	10,671,169
Expenses	4,446,543	5,443,194	9,889,737
Modifications to Expenses:			
Depreciation and amortization expense	(1,159,387)	(1,557,388)	(2,716,775)
Pension expense	(57,341)	(55,161)	(112,502)
Pension contractual payments	89,942	86,984	176,926
OPEB expense	(7,822)	(7,503)	(15,325)
OPEB contractual payments	28,461	27,300	55,761
Interest on Long Term Debt	(617,490)	(448,675)	(1,066,165)
Bond administrative fees on project debt	-	3,323	3,323
Operating Expenses Net of Non-cash Items and Interest Expense	2,722,906	3,492,074	6,214,980
Operating Income Available for Debt Service	1,779,515	2,676,674	4,456,189
Debt Service Expenditures:			
Principal Payments on Bond Issues	954,260	1,288,687	2,242,947
Interest Payments on Bond Issues	448,125	232,066	680,191
Principal Payment on Project Debt	-	99,820	99,820
Interest Payments on Project Debt	-	111,886	111,886
Total Debt Service Expenditures	1,402,385	1,732,459	3,134,844
Operating Income Available After Bond Debt Service	$ 377,130	$ 944,215	$ 1,321,345
Debt Service Coverage Ratio	126.89%	154.50%	142.15%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%
Amount of Coverage in Excess of 130%	$ (43,586)	$ 424,477	$ 380,892

Potential Rate Adjustments

Non-tiering Adjustment

	Charles Town +5% Former JCPSD -5% W/O Structure Adjustment	Charles Town +2.5% Former JCPSD -5% W/O Structure Adjustment	Charles Town +5% Former JCPSD -7.5% W/O Structure Adjustment	Charles Town +2.5% Former JCPSD -7.5% W/O Structure Adjustment	Charles Town +5% Former JCPSD -10.9% W/O Structure Adjustment	Charles Town +2.5% Former JCPSD -10.9% W/O Structure Adjustment
Amount of Coverage in Excess of 130%	$ 380,892	$ 380,892	$ 380,892	$ 380,892	$ 380,892	$ 380,892
Charles Town Adjustment	110,000	55,000	110,000	55,000	110,000	55,000
Former JCPSD Adjustment	(137,000)	(137,000)	(206,000)	(206,000)	(300,000)	(300,000)
Residual surplus	$ 353,892	$ 298,892	$ 284,892	$ 229,892	$ 190,892	$ 135,892

Tiering Adjustment

	Charles Town +5% Former JCPSD Adopt Structure over 8 yrs. Top -5%	Charles Town +2.5% Former JCPSD Adopt Structure over 8 yrs. Top -5%	Charles Town +5% Former JCPSD Adopt Structure over 8 yrs. Top -7.5%	Charles Town +2.5% Former JCPSD Adopt Structure over 8 yrs. Top -7.5%	Charles Town +5% Former JCPSD Adopt Structure over 8 yrs. Top -10.9%	Charles Town +2.5% Former JCPSD Adopt Structure over 8 yrs. Top -10.9%
Amount of Coverage in Excess of 130%	$ 380,892	$ 380,892	$ 380,892	$ 380,892	$ 380,892	$ 380,892
Charles Town Adjustment	110,000	55,000	110,000	55,000	110,000	55,000
Former JCPSD Adjustment	(258,000)	(258,000)	(324,000)	(324,000)	(414,000)	(414,000)
Residual surplus	$ 232,892	$ 177,892	$ 166,892	$ 111,892	$ 76,892	$ 21,892

Customer Name	Location	Lot Number	CIF Date Paid	Number of Sewer EDUs	Sewer CIF Amount Paid	Number of Water EDU's	Water CIF Amount Paid
Dan Ryan Builders	Tate Manor	1-6	1/4/2021	6	$ 6,762.00	6	$ 15,456.00
Dan Ryan Builders	Briar Run	387-389, 391	1/4/2021	4	$ 12,828.00		
Dan Ryan Builders	Tate Manor	7-12	1/25/2021	6	$ 6,762.00	6	$ 15,456.00
Dan Ryan Builders	Tate Manor	13-18	1/25/2021	6	$ 6,762.00	6	$ 15,456.00
Stanley Martin	Presidents Pointe	51-56	2/12/2021	6	$ 16,512.00		
DRH	Magnolia Springs	38-41	2/17/2021	4	$ 10,304.00	4	$ 4,508.00
Dan Ryan Builders	Tate Manor	19-24	2/24/2021	6	$ 6,762.00	6	$ 15,456.00
Dan Ryan Builders	Tate Manor	25-29	2/24/2021	5	$ 5,635.00	5	$ 12,880.00
DRH	Magnolia Springs	21,23, 32-35, 42-48	3/5/2021	13	$ 33,488.00	13	$ 14,651.00
DRH	Magnolia Springs	22	3/12/2021	1	$ 1,127.00	1	$ 2,576.00
DRH	Magnolia Springs	8-10, 18-20, 24-28, 36-37, 66-70	3/17/2021	18	$ 20,286.00	18	$ 46,368.00
Rockwool	Rockwool		3/31/2021	104.7	$ 117,959.33		
R&D Investments	17 Clems Drive		4/21/2021	1	$ 3,207.00		
			Total	**180.7**	$ 248,394.33	**65**	$ 142,807.00

Charles Town Utility Board
2021 Capacity Improvement Fee Collections/EDU for Sewer

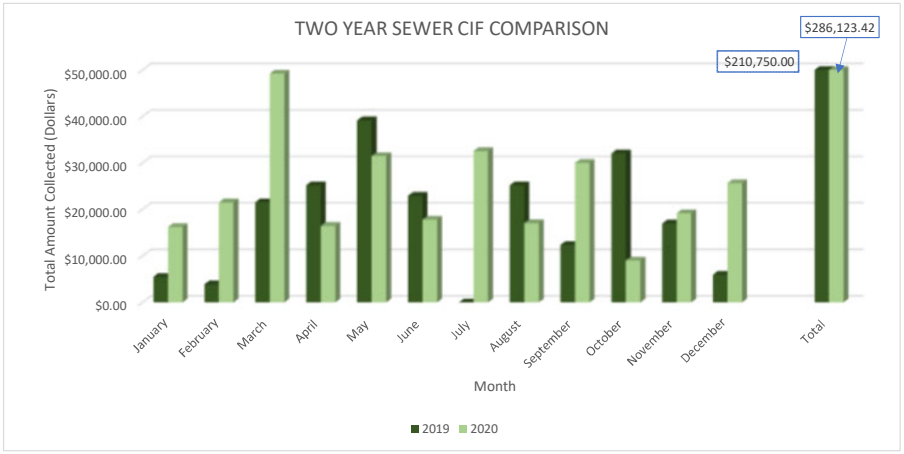
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-21		22	22	$ 33,114.00		$ 33,114.00
Feb-21		21	21	$ 39,213.00	$ 9,750.00	$ 29,463.00
Mar-21		32	136.7	$ 172,860.33		$ 172,860.33
Apr-21		1	1	$ 3,207.00		$ 3,207.00
May-21						$ -
Jun-21						$ -
Jul-21						$ -
Aug-21						$ -
Sep-21						$ -
Oct-21						$ -
Nov-21						$ -
Dec-21						
Total 2021	**0**	**76**	**180.7**	**$ 248,394.33**	**$ 9,750.00**	**$ 238,644.33**

Charles Town Utility Board
2021 Capacity Improvement Fee Collections/EDU for Water

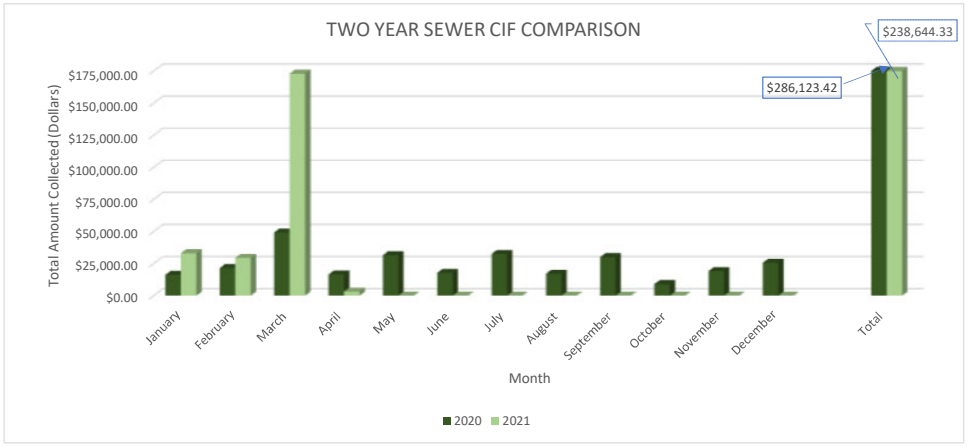
Month	Commercial	Residential	Total Number of EDU's	Total Water CIF
Jan-21		18	18	$ 46,368.00
Feb-21		15	15	$ 32,844.00
Mar-21		32	32	$ 63,595.00
Apr-21				
May-21				
Jun-21				
Jul-21				
Aug-21				
Sep-21				
Oct-21				
Nov-21				
Dec-21				
Total 2021	**0**	**65**	**65**	**$ 142,807.00**

As of May 5, 2021
Sewer CIF Tracking

Charles Town Utility Board 2020 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-20		7	7	$21,084.00	$4,875.00	$16,209.00
Feb-20		8	8	$24,746.00	$3,250.00	$21,496.00
Mar-20		16	16	$49,232.00		$49,232.00
Apr-20		21	21	$58,702.00	$42,250.00	$16,452.00
May-20		16	16	$44,487.00	$13,000.00	$31,487.00
Jun-20	1	6	7	$17,803.40		$17,803.40
Jul-20		11	11	$32,547.00		$ 32,547.00
Aug-20		5.31	5.31	$17,040.00		$ 17,040.00
Sep-20		19.26	19.26	$39,776.02	$9,750.00	$ 30,026.02
Oct-20		8	8	$18,766.00	$9,750.00	$ 9,016.00
Nov-20		17	17	$45,159.00	$26,000.00	$ 19,159.00
Dec-20		8	8	$25,656.00		$ 25,656.00
Total 2020	**1**	**137**	**143.57**	**$394,998.42**	**$108,875.00**	**$286,123.42**



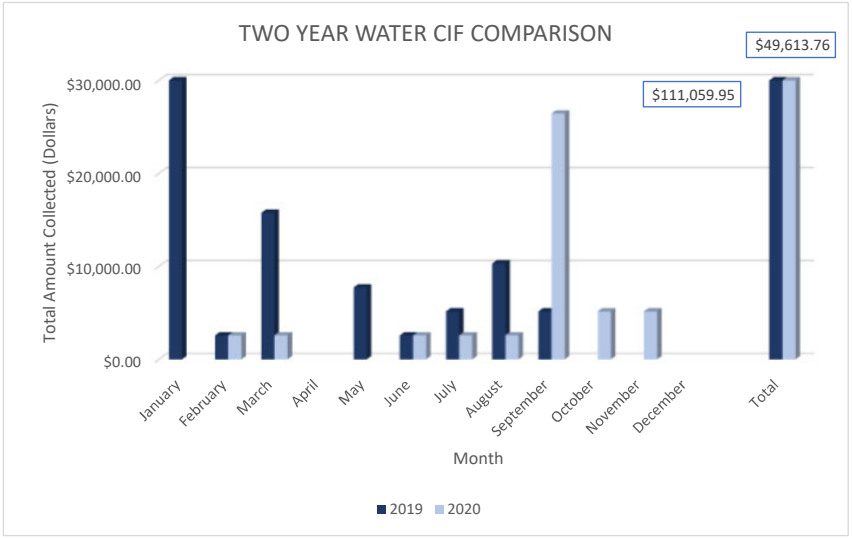
Charles Town Utility Board 2021 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-21		22	22	$33,114.00		$33,114.00
Feb-21		21	21	$39,213.00	$9,750.00	$29,463.00
Mar-21		32	136.7	$172,860.33		$172,860.33
Apr-21		1	1	$3,207.00		$3,207.00
May-21						$0.00
Jun-21						$0.00
Jul-21						$ -
Aug-21						$ -
Sep-21						$ -
Oct-21						$ -
Nov-21						$ -
Dec-21						$ -
Total 2021	**0**	**76**	**180.7**	**$248,394.33**	**$9,750.00**	**$238,644.33**

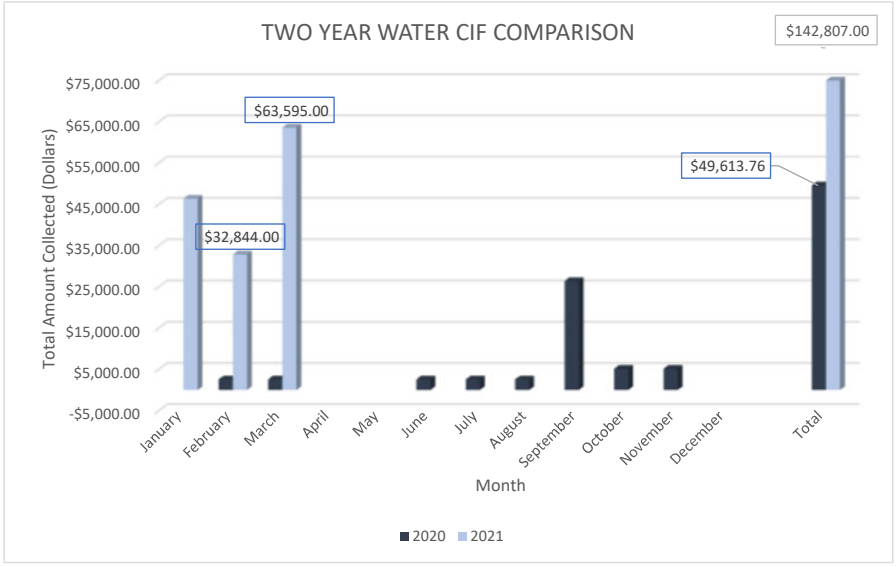


As of May 5, 2021
Water CIF Tracking

Charles Town Utility Board 2020 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-20				
Feb-20		1	1	$ 2,576.00
Mar-20		1	1	$ 2,576.00
Apr-20				
May-20				
Jun-20		1	1	$ 2,576.00
Jul-20		1	1	$ 2,576.00
Aug-20		1	1	$ 2,576.00
Sep-20		10.26	10.26	$ 26,429.76
Oct-20		2	2	$ 5,152.00
Nov-20		2	2	$ 5,152.00
Dec-20				
Total 2020	**0**	**19**	**19.26**	**$ 49,613.76**

Charles Town Utility Board 2021 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-21		18	18	$ 46,368.00
Feb-21		15	15	$ 32,844.00
Mar-21		32	32	$ 63,595.00
Apr-21				
May-21				
Jun-21				
Jul-21				
Aug-21				
Sep-21				
Oct-21				
Nov-21				
Dec-21				
Total 2021	**0**	**65**	**65**	**$ 142,807.00**





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	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03498	1,034,980	6,900
2020	2.8	615.64	1.68	1.12	1,117,946	7,453
2021	2.8	195.31	1.63	1.17	1,172,536	7,817

2019		
	Total	AVERAGE
JANUARY	52,264,325	1,685,946
FEBRUARY	48,901,884	1,746,496
MARCH	52,112,735	1,681,056
APRIL	51,316,538	1,710,551
MAY	56,973,829	1,837,865
JUNE	55,111,832	1,837,061
JULY	57,587,563	1,857,663
AUGUST	58,291,878	1,880,383
SEPTEMBER	53,642,580	1,788,086
OCTOBER	54,262,184	1,750,393
NOVEMBER	50,656,056	1,688,535
DECEMBER	53,202,360	1,716,205
Annual Total	644,323,764	1,765,020

2020		
	Total	AVERAGE
JANUARY	53,689,445	1,731,918
FEBRUARY	49,700,448	1,713,809
MARCH	51,009,216	1,645,459
APRIL	46,966,864	1,565,562
MAY	50,753,036	1,637,195
JUNE	52,587,142	1,752,905
JULY	54,394,477	1,754,661
AUGUST	54,972,785	1,773,316
SEPTEMBER	50,996,141	1,699,871
OCTOBER	51,222,251	1,652,331
NOVEMBER	49,014,344	1,633,811
DECEMBER	50,338,278	1,623,815
Annual Total	615,644,427	1,682,054

2021		
	Total	AVERAGE
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		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	195,314,963	1,627,464

GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	0.95	0.01	0.01	13,485	-

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	283,900	9,158
OCTOBER	265,000	8,548
NOVEMBER	250,800	8,360
DECEMBER	243,500	7,855
Annual Total	1,043,200	8,480

2021		
	Total	AVERAGE
JANUARY	242,200	7,813
FEBRUARY	203,500	7,268
MARCH	241,800	8,636
APRIL	262,300	8,743
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	949,800	8,115

CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	Total Available (gpd)	
2020	0.036	0.59	0.00	0.03	31,210	
2021	0.036	0.58	0.00	0.03	31,020	

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	141,900	4,577
OCTOBER	140,300	4,526
NOVEMBER	151,500	5,050
DECEMBER	155,200	5,006
Annual Total	588,900	4,790

2021		
	Total	AVERAGE
JANUARY	150,900	4,868
FEBRUARY	132,900	4,746
MARCH	145,800	5,207
APRIL	152,900	5,097
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	582,500	4,980

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	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	139.53	1.19	0.56	562,500	3,750

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily	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	8.08	0.0825	0.4175	417,500	2,783

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	

2019		
	Total	AVERAGE
JANUARY	51.37	1.66
FEBRUARY	43.72	1.56
MARCH	44.32	1.43
APRIL	37.29	1.24
MAY	45.1	1.45
JUNE	33.83	1.13
JULY	39.09	1.26
AUGUST	33.33	1.08
SEPTEMBER	30.89	1.03
OCTOBER	32.86	1.06
NOVEMBER	30.65	1.02
DECEMBER	36.55	1.18
Annual Total	459	1.26

2020		
	Total	AVERAGE
JANUARY	39.05	1.26
FEBRUARY	36.74	1.27
MARCH	36.76	1.19
APRIL	33.32	1.11
MAY	35.50	1.15
JUNE	33.44	1.11
JULY	34.45	1.11
AUGUST	32.65	1.05
SEPTEMBER	32.43	1.08
OCTOBER	33.91	1.09
NOVEMBER	33.49	1.12
DECEMBER	37.96	1.22
Annual Total	419.7	1.15

2021		
	Total	AVERAGE
JANUARY	35.83	1.22
FEBRUARY	32.98	1.18
MARCH	36.39	1.17
APRIL	34.33	1.18
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	139.53	1.19

2019		
	Total	AVERAGE
JANUARY	6.25	0.2
FEBRUARY	4.98	0.18
MARCH	7.53	0.24
APRIL	5.28	0.18
MAY	7.88	0.25
JUNE	3.75	0.12
JULY	4.2	0.14
AUGUST	3.75	0.12
SEPTEMBER	3.64	0.12
OCTOBER	3.97	0.13
NOVEMBER	3.66	0.12
DECEMBER	0.35	0.01
Annual Total	55.24	0.15

2020		
	Total	AVERAGE
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST	1.09	0.16
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	1.09	0.16

2021		
	Total	AVERAGE
JANUARY	0.52	0.07
FEBRUARY	2.22	0.08
MARCH	4.22	0.14
APRIL	1.12	0.04
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	8.08	0.08

CTUB Smoke Testing Inspection Summary Report							Updated 5/5/2021
Smoke Testing Area	**Total**	**MH's w/ smoke coming from pick holes**	**MH's w/ Significant Issues**	**Total Inspected**	**Total Completed**	**Percent Inspected**	**Percent Completed**
Total							
Manholes	384	225	164	161	113	98%	69%
Cleanouts	200	n/a	n/a	209	163	105%	82%
Locust Hills							
Manholes	152	135	17	17	7	100%	41%
Cleanouts	62	n/a	n/a	62	46	100%	74%
Tuscawilla							
Manholes	110	57	53	52	36	98%	68%
Cleanouts	10	n/a	n/a	10	4	100%	40%
Orchard Hills							
Manholes	20	2	18	18	17	100%	94%
Cleanouts	20	n/a	n/a	20	14	100%	70%
SW Ranson							
Manholes	76	24	52	51	38	98%	73%
Cleanouts	47	n/a	n/a	47	39	100%	83%
PS 4-4							
Manholes	31	7	24	23	15	96%	63%
Cleanouts	61	n/a	n/a	70	60	115%	98%

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	5/8" TRPL 100G CONVRSN RGS	WATER FUND	WATER		6,675.00
	SRII TRPL 100G PL/BTM 5WH	WATER FUND	WATER		1,537.56
	5/8" SRII TRPL RGSTR, SRII	WATER FUND	WATER		3,427.32
	5/8" SRII TRPL 100G CNVRSN	WATER FUND	WATER		2,099.29
	5/8" SRII TRPL 100G CNVRSN	WATER FUND	WATER		2,736.75
	5/8" SRII EXCHNG SHMR RCKS	WATER FUND	WATER		1,945.09
	5/8" SRII TRPL, SRII EXHG	WATER FUND	WATER		6,263.94
				TOTAL:	31,359.95
VALLEY CREDIT SERVICE, INC.	APR COLLECTIONS	WATER FUND	WATER		546.10
	APR COLLECTIONS	SEWER FUND	SEWER		546.10
	PSD APR COLLECTIONS	SEWER FUND	SEWER		160.58
				TOTAL:	1,252.78
VITAL SIGNS	DECALS,SIGNS,BUSINESSCARDS	WATER FUND	WATER		110.00
	DECALS,SIGNS,BUSINESSCARDS	WATER FUND	WATER		34.98
	DECALS,SIGNS,BUSINESSCARDS	SEWER FUND	SEWER		110.00
	DECALS,SIGNS,BUSINESSCARDS	SEWER FUND	SEWER		105.00
	DECALS,SIGNS,BUSINESSCARDS	SEWER FUND	SEWER		34.97
				TOTAL:	394.95
WIRELESS NETWORKS GROUP, INC.	MISC SVCS, APR	WATER FUND	WATER		405.00
				TOTAL:	405.00

FUND TOTALS	
50 WATER FUND	126,092.32
60 SEWER FUND	78,434.59
GRAND TOTAL:	204,526.91

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 204,526.91

Security Deposit Refunds: 1,030.13

Total: $ 205,557.04

Note:

Highlighted invoices to be reimbursed by the Route 9 Sewer Project Escrow Account;

Highlighted invoice to be reimbursed for the R&R Project

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CORPORATION OF RANSON	APR UB COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	2,621.95
			TOTAL:	2,621.95
RK & K ENGINEERS	TO7 JETTFARM PS MODIFICATI	SEWER FUND	NON-DEPARTMENTAL	784.20
	TO15 FAIRFAX XING PARALLEL	SEWER FUND	NON-DEPARTMENTAL	5,012.72
	TO16 LLYOD'S FLAT& MOOSE L	SEWER FUND	NON-DEPARTMENTAL	2,769.69
	TO17 DEVELOPMENT FACILITY	SEWER FUND	NON-DEPARTMENTAL	4,186.29
	TO14 MNHLEVAL@EVITTS/BRWNV	SEWER FUND	SEWER	5,470.31
			TOTAL:	18,223.21
ROSS H BARE	TUSC PMP SVC CALL	SEWER FUND	SEWER	300.00
	CTWWTP SVC BASIN#1	SEWER FUND	SEWER	500.00
			TOTAL:	800.00
SG PLUMBING, INC.	DOUGLAS DR 4/26/21	WATER FUND	WATER	1,500.00
			TOTAL:	1,500.00
SHENANDOAH SALES & SERVICE, INC.	2016 GMC2500: OILCHNG, SVC	WATER FUND	WATER	94.83
	2017 FORDF150:OILCHNG,AIRF	WATER FUND	WATER	141.38
	2015 FORDF150: OILCHNG, SV	WATER FUND	WATER	125.16
	2011 FORDF150: MISC	WATER FUND	WATER	148.82
	2006 CHEVY2500:OILCHNG,SVC	SEWER FUND	SEWER	209.35
	2006 GMC C6500: OILCHNG, S	SEWER FUND	SEWER	255.65
			TOTAL:	975.19
LAW OFFICES OF HOY SHINGLETON, L.C.	ROXUL 4/14 - 4/20/21	SEWER FUND	NON-DEPARTMENTAL	260.00
	GENERAL 4/05 - 4/15/21	SEWER FUND	SEWER	682.50
	SHENANDOAHJCT SWR 4/12-4/2	SEWER FUND	SEWER	2,307.50
			TOTAL:	3,250.00
SPRINT	MONTHLY CELL SERVICE	WATER FUND	WATER	207.76
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	54.51
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	155.08
			TOTAL:	417.35
STAPLES ADVANTAGE	ADOBE ACROBAT T.MARKLEY	WATER FUND	WATER	234.03
	ADOBE ACROBAT T.MARKLEY	SEWER FUND	SEWER	234.03
			TOTAL:	468.06
DAVID STAUBS	PER DIEM: CLASS II WW 6/7-	SEWER FUND	SEWER	247.50
			TOTAL:	247.50
STEPTOE & JOHNSON PLLC	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER	1,405.00
	GENERAL EMPLOYER COUNSELIN	SEWER FUND	SEWER	298.75
			TOTAL:	1,703.75
TIMOTHY P STRANKO	RATEMAKING/GENERAL APR '21	SEWER FUND	SEWER	437.50
			TOTAL:	437.50
GERALD TAYLOR CO., INC.	SLUDGE PUMP/ HAUL	WATER FUND	WATER	504.37
	SLUGE PUMP/ TRANSPORT	WATER FUND	WATER	427.49
	SUPERVAC	SEWER FUND	SEWER	1,102.94
	SUPERVAC	SEWER FUND	SEWER	1,990.92
			TOTAL:	4,025.72
THE CI THORNBURG CO, INC.	5/8" TRPL 100G CONVRSN RGS	WATER FUND	WATER	6,675.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
HACH COMPANY	AA KTO, AA REAGENT SET, SP	WATER FUND	WATER		1,413.64
	REAGENT SET, SILICA LR 10M	WATER FUND	WATER		81.29
	TOC, TNT+, LR	WATER FUND	WATER		392.00
	SVC PRTNRSHP RNWL 5/7-11/1	WATER FUND	WATER		8,323.49
				TOTAL:	10,210.42
PROTOUCH COMMUNICATIONS, LLC	APR SVCS: AFTER-HOURS EMER	WATER FUND	WATER		98.18
				TOTAL:	98.18
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER		233.00
	SHREDDING, STORAGE	SEWER FUND	SEWER		232.99
				TOTAL:	465.99
JAMES RIVER EQUIPMENT	EQUIPMENT RENTAL	SEWER FUND	SEWER		3,200.00
				TOTAL:	3,200.00
JEFFERSON UTILITIES, INC	12-0820-00	SEWER FUND	SEWER		45.12
	12-0820-00	SEWER FUND	SEWER		135.36
				TOTAL:	180.48
JOHN DEERE FINANCIAL	PAY OFF LEASE	WATER FUND	WATER		15,989.75
				TOTAL:	15,989.75
THE JOURNAL	SWR RTE ORDNC: 4/14 - 4/21	SEWER FUND	SEWER		75.38
				TOTAL:	75.38
JAMES SHERMAN NEWCOMB	RPR JCK ON PMP TRLR	SEWER FUND	SEWER		120.00
				TOTAL:	120.00
DONALD MICKEY	MOWING SUMMIT PT& PLYGRND	SEWER FUND	SEWER		250.00
				TOTAL:	250.00
MICRO-TECH DESIGNS, INC.	WARADMIRAL&NORTHPORT FLTBC	SEWER FUND	SEWER		5,921.00
				TOTAL:	5,921.00
THOMAS NALLS	APRIL TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL		3,485.26
				TOTAL:	3,485.26
NH & A	VIRUS SOFTWARE	WATER FUND	WATER		232.21
	VIRUS SOFTWARE	SEWER FUND	SEWER		232.21
				TOTAL:	464.42
LOGICAL CONCEPTS, INC	JACKRABBIT,FLWNGSPRGS MONI	SEWER FUND	SEWER		443.00
				TOTAL:	443.00
PACE ANALYTICAL SERVICES, LLC	TESTING: CAVALAND QUARTERL	WATER FUND	WATER		13.50
	TESTING: CT QUARTERLY SLUD	SEWER FUND	SEWER		192.00
	TESTING: CT WEEKLY	SEWER FUND	SEWER		189.47
	TESTING: ROCKWELL MONTHLY	SEWER FUND	SEWER		211.27
	TESTING: JCPSD IU04 QUARTE	SEWER FUND	SEWER		74.52
	TESTING: WV3301905-SOC'S	SEWER FUND	SEWER		625.00
				TOTAL:	1,305.76
PRECISION PUMP & VALVE SERVICE, INC.	PLLD VTPMP, DISASSMBLD	SEWER FUND	SEWER		2,290.00
				TOTAL:	2,290.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	11,492.98
CUMMINS, INC	AUGUSTINE AVE: DIAG OIL LE	WATER FUND	WATER	999.96
	BURNS ST: RPLC FLPMP LN &	WATER FUND	WATER	1,034.45
	BURR OFFPRK:RPLC MISC ITEM	SEWER FUND	SEWER	2,864.08
	BEALLAIRESTS: RPLC BRGRPH	SEWER FUND	SEWER	1,771.11
	DEMORYFARM: MAINTENANCE	SEWER FUND	SEWER	209.36
	CNTYGRN: RPLC BLT	SEWER FUND	SEWER	463.25
			TOTAL:	7,342.21
WV DEPT OF HEALTH & HUMAN SERVICES	FLOURIDE TEST	WATER FUND	WATER	15.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER	100.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER	40.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER	120.00
			TOTAL:	275.00
EAST MOUNTAIN HEALTH PHYSICIANS, INC	S.WILLIAMS 4/05/21 INJCTNF	WATER FUND	WATER	20.00
			TOTAL:	20.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER	3,256.40
	INSTALLMENT	SEWER FUND	SEWER	2,558.60
			TOTAL:	5,815.00
FASTENAL	S/S HCS 7/8, S/S HCS 5/8	SEWER FUND	SEWER	292.76
	S/S HCS 3/4-10X2 3//4	SEWER FUND	SEWER	64.08
			TOTAL:	356.84
FERGUSON US HOLDINGS, INC	MAX ADPT COUP	SEWER FUND	SEWER	618.30
			TOTAL:	618.30
FIFTH THIRD BANK	PCARD 4726	WATER FUND	WATER	1,159.77
	PCARD 4726	WATER FUND	WATER	698.39
	PCARD 4726	WATER FUND	WATER	383.08
	PCARD 4726	WATER FUND	WATER	430.00
	PCARD 4726	WATER FUND	WATER	8,839.00
	PCARD 4726	WATER FUND	WATER	992.00
	PCARD 4726	SEWER FUND	NON-DEPARTMENTAL	6,517.25
	PCARD 4726	SEWER FUND	SEWER	1,159.71
	PCARD 4726	SEWER FUND	SEWER	1,552.75
	PCARD 4726	SEWER FUND	SEWER	461.02
	PCARD 4726	SEWER FUND	SEWER	892.17
	PCARD 4726	SEWER FUND	SEWER	24.00
			TOTAL:	23,109.14
FRONTIER COMMUNICATIONS	304-876-2120-111514-4	WATER FUND	WATER	95.21
	304-876-9970-121914-4	WATER FUND	WATER	95.21
			TOTAL:	190.42
GUTTMAN ENERGY	W/E 4/25/21	WATER FUND	WATER	803.35
	W/E 5/02/21	WATER FUND	WATER	461.49
	W/E 4/25/21	SEWER FUND	SEWER	693.90
	W/E 5/02/21	SEWER FUND	SEWER	541.37
			TOTAL:	2,500.11
H & W CONSTRUCTION COMPANY INC	CRANE & OPERATOR 4/27/21	SEWER FUND	NON-DEPARTMENTAL	1,690.70
			TOTAL:	1,690.70

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
AMERIGAS	TANK RENTAL: OFF JEFF AVE	SEWER FUND	SEWER		681.55
				TOTAL:	681.55
APPLE VALLEY TIRE	SERVICE CALL (SEALRIM,AIR,	WATER FUND	WATER		148.50
				TOTAL:	148.50
ARDEN EQUIPMENT REPAIR, INC.	2 SETS 0 TURN TIRES	WATER FUND	WATER		1,200.00
	2 SETS 0 TURN TIRES	SEWER FUND	SEWER		1,200.00
				TOTAL:	2,400.00
AUTOZONE	CHRIS H TRUCK BELT	WATER FUND	WATER		23.99
				TOTAL:	23.99
BENTLEY SYSTEMS, INC.	WATERCAD STANDALONE PIPES	WATER FUND	WATER		3,703.50
				TOTAL:	3,703.50
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	MOTOR FOR CTWWTP	SEWER FUND	SEWER		299.16
				TOTAL:	299.16
BLUE LINE PRESSURE WASHING, LLC	GH/CAV WSHNG,GTTRCLNOUT	WATER FUND	WATER		950.00
				TOTAL:	950.00
BROY & SON PUMP SERVICE, INC.	REPAIR: WA SYS PMP OFF CRV	WATER FUND	WATER		200.00
				TOTAL:	200.00
CHARLES TOWN UTILITY BOARD	APRIL FUNDING	WATER FUND	NON-DEPARTMENTAL		8,192.41
				TOTAL:	8,192.41
CITY NATIONAL BANK	LOCKBOX SERVICES: APRIL	WATER FUND	WATER		1,628.28
	LOCKBOX SERVICES: APRIL	WATER FUND	WATER		710.76
	LOCKBOX SERVICES: APRIL	SEWER FUND	SEWER		1,628.27
	LOCKBOX SERVICES: APRIL	SEWER FUND	SEWER		710.76
				TOTAL:	4,678.07
CITY OF CHARLES TOWN	UB COLLECTIONS - APRIL	WATER FUND	NON-DEPARTMENTAL		15,421.90
				TOTAL:	15,421.90
CLIFFS CLEANING SERVICE	APRIL CLEANING	WATER FUND	WATER		125.00
	APRIL CLEANING	WATER FUND	WATER		365.00
	APRIL CLEANING	SEWER FUND	SEWER		200.00
	APRIL CLEANING	SEWER FUND	SEWER		100.00
	APRIL CLEANING	SEWER FUND	SEWER		365.00
				TOTAL:	1,155.00
COMCAST BUSINESS	8299 31 008 0138502	WATER FUND	WATER		116.78
	8299 31 008 0138502	SEWER FUND	SEWER		116.77
				TOTAL:	233.55
CORE & MAIN	MEGAFLANGE	SEWER FUND	SEWER		302.20
	EBAA MEGAFLANGE 2106	SEWER FUND	SEWER		143.83
				TOTAL:	446.03
COYNE CHEMICAL	CP - 837	WATER FUND	WATER		2,760.00
	AMMONIUM SULFATE 40%	WATER FUND	WATER		1,141.40
	HYDROFLUOILICIC ACID 23% W	WATER FUND	WATER		1,137.35
	ZETAG 8868FS	SEWER FUND	SEWER		6,454.23