CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, APRIL 12, 2023

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of March 22, 2023 Regular Meeting Minutes
   2023.03.22 UB Minutes.pdf

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

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

   https://us06web.zoom.us/j/84814495059?pwd=K096UjFrbG5ESkNtazY0ZE9VZCtUdz09

   Meeting ID: 848 1449 5059
   Passcode: 091581
   +1 301 715 8592 US

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

4. **NEW BUSINESS**
   a. Renewal and Replacement Project Resolution No. 6 - Contractor Pay Application No. 6
   Pay App No.6.pdf
   b. Resolution 2023-03 - FY 2023 Budget Revisions

Resolution 2023-03.pdf

c. Draft FY 2024 Budget Review
FY 2024 Draft Budget.pdf

d. Tuscawilla Golf Course Ponds
Ponds Proposal.pdf

e. Charles Town Digester Re-Conditioning
Recondition Proposal.pdf

f. Water System Valve Inventory and Assessment - 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.

5. **MANAGER REPORTS**
   a. Utility Manager Report
   Utility Manager Report.pdf
   April 2023 Engineers Report.pdf
   February Revenue & Expense.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. April 12, 2023
   2023.04.12 Board Report.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - April 26, 2023 at 4:00 P.M.

Charles Town Utility Board
Regular Board Meeting
March 22, 2023

The Charles Town Utility Board held a regular meeting on March 22, 2023 at 4:00 P.M. Members of the Board present were Bob Trainor, Chairman; Tommy Stocks, Treasurer; Jeff Whitten, Board Member and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Hoy Shingleton, Legal Counsel; Ashley Stottlemyer, Secretary and Claire Ath, County Commission Liaison.

Mayor, Bob Trainor was appointed the Interim Chairman until a new Charles Town City Manager is hired.

CALL TO ORDER

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

The Chairman swore in Heidi Parker to serve as a new CTUB board member. She will serve until the term expires on December 31, 2023.

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

APPROVAL OF MINUTES

Approval of March 8, 2023 Regular Meeting Minutes

The Chairman called for changes or corrections to the March 8, 2023 regular meeting minutes.

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

Approval of March 9, 2023 Special Meeting Minutes

The Chairman called for changes or corrections to the March 9, 2023 special meeting minutes.

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

PUBLIC COMMENT

The Board received a public comment from Nicola Bastian.

OLD BUSINESS

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

This item was moved to the end of the meeting.

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

NEW BUSINESS

Precision Pump and Repair – Raw Water Intake Pump

Mrs. Stolipher provided a pump quote for a repair to one of the raw water intake pumps. One of the other pumps was repaired last year. Mrs. Stolipher mentioned this quote amount exceeds the threshold she is permitted to approve.

Action: **Motion made by Mr. Stock, second by Mr. Whitten, the Board unanimously approved the repair to the water intake pump.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher briefed the Board on this month's sewer and water efforts including an update on the PSC cases, the lead and copper EPA mandates currently being addressed and a follow-up on the customer notification policy for emergency situations.

Action: No action required by the Board.

Chairman Report

The Chairman mentioned he will serve as the Interim Chairman until a new Charles Town City Manager is hired.

Action: No action required by the Board.

APPROVAL OF BILLS

March 22, 2023

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

EXECUTIVE SESSION

Action: Motion by Mr. Whitten, second by Mr. Stocks, the Board unanimously approved convening into Executive Session at 4:18 P.M. to discuss the following items:

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

Executive session was over at 4:40 P.M.

The Board received RFP's for legal services and after discussions, will make a decision on this matter at the next meeting.

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, April 12, 2023 at 4:00 P.M. at 661 S. George Street.

There being no further business at this time, the Board adjourned the meeting at 4:41 P.M.

Bob Trainor	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD
2022 RENEWAL AND REPLACEMENT PROJECT

RESOLUTION NO. 6

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. 6 as summarized below, is hereby authorized and directed.

Vendor	**Renewal and Replacement Project at the Charles Town Wastewater Treatment Facility**
Alvarez Contractors, Inc.	$498.898.59
Total	**$498,898.59**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 12th day of April 2023.

By: _____
Robert Trainor, Interim Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 6

Application Period: 3/01/23-3/31/23		Application Date: 3/31/2023
To (Owner): CHARLES TOWN UTILITY BOARD	From (Contractor): ALVAREZ CONTRACTORS, INC.	Via (Engineer): GWIN, DOBSON & FOREMAN INC.
Project: CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Contract: CONTRACT #1	
Owner's Contract No.:	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	
TOTALS	$498,183.42	
NET CHANGE BY CHANGE ORDERS	**$498,183.42**	

1. ORIGINAL CONTRACT PRICE	$	$10,151,000.00
2. Net change by Change Orders	$	$498,183.42
3. Current Contract Price (Line 1 ± 2)	$	$10,649,183.42
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	$1,404,755.10
5. RETAINAGE:		
a. 10% X $1,006,551.00 Work Completed	$	$100,655.10
b. 10% X $398,204.10 Stored Material	$	$39,820.41
c. Total Retainage (Line 5.a + Line 5.b)	$	$140,475.51
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	$1,264,279.59
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	$765,381.00
8. AMOUNT DUE THIS APPLICATION	$	$498,898.59
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	$9,384,903.83

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: _____ Date: 3/31/2023

Payment of: $ $498,898.59
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 3/21/2023
(Engineer) (Date)

Payment of: $ $498,898.59
(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:	6
Application Period:	3/01/23-3/31/23	Application Date:	3/31/2023

			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	$7,560.00	$540.00	$0.00	$8,100.00	45.0%	$9,900.00
5	D1 - QC Testing (Cash Allowance)	$50,000.00	$12,650.00	$0.00	$0.00	$12,650.00	25.3%	$37,350.00
6	D1 - Submittals/Shop Drawings by ACI	$40,000.00	$34,000.00	$0.00	$0.00	$34,000.00	85.0%	$6,000.00
	DIVISION 2 - SITE WORK							
7	D2 - Sediment & Erosion Control	$20,200.00	$15,150.00	$1,010.00	$0.00	$16,160.00	80.0%	$4,040.00
	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	$17,108.00	$10,857.00	$0.00	$27,965.00	85.0%	$4,935.00
10	D2 - Remove all Ex. Underground Lines at Electrical Bldg. Site	$12,400.00	$0.00	$4,960.00	$0.00	$4,960.00	40.0%	$7,440.00
11	D2 - Remove Portions of Underground Lines at Ex. Press Bldg.	$4,200.00				$0.00		$4,200.00
	STRUCTURES & BUILDING DEMOLITION							
12	D2 - Headworks Building	$40,200.00				$0.00		$40,200.00
13	D2 - Influent Pump Station & Bypass Pump Set Up	$97,500.00	$0.00	$39,000.00	$0.00	$39,000.00	40.0%	$58,500.00
14	D2 - UV Equipment	$18,300.00				$0.00		$18,300.00
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	$78,240.00	$19,560.00	$0.00	$97,800.00	100.0%	$0.00
18	D2 - Digester Blower Building	$32,500.00	$19,500.00	$0.00	$0.00	$19,500.00	60.0%	$13,000.00
19	D2 - Sludge Transfer Pump Building	$3,200.00				$0.00		$3,200.00
20	D2 - Digester Tank	$8,200.00	$7,790.00	$0.00	$0.00	$7,790.00	95.0%	$410.00
21	D2 - SBR	$1,600.00				$0.00		$1,600.00
	EXCAVATION (MAJOR STRUCTURES)							
22	D2 - Centrifuge Building	$38,900.00	$13,615.00	$21,395.00	$0.00	$35,010.00	90.0%	$3,890.00
23	D2 - Electrical Building by ACI	$7,800.00				$0.00		$7,800.00
24	D2 - Blower Pad	$5,100.00				$0.00		$5,100.00
25	D2 - Generator Pad	$5,200.00				$0.00		$5,200.00
	BACKFILL (MAJOR STRUCTURES)							
26	D2 - Centrifuge Building	$42,300.00				$0.00		$42,300.00
	STRUCTURAL STONE							
27	D2 - Centrifuge Building	$13,400.00				$0.00		$13,400.00
28	D2 - Electrical Building	$5,600.00				$0.00		$5,600.00
29	D2 - FRP Building	$2,000.00				$0.00		$2,000.00
30	D2 - Generator Pad	$1,500.00				$0.00		$1,500.00
31	D2 - Blower Pad	$1,500.00				$0.00		$1,500.00
	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:	6
Application Period:	3/01/23-3/31/23	Application Date:	3/31/2023

			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				$0.00		$9,900.00
33	D2 - 2" Sch 80 PVC Water Service to Centrifuge Bldg.	$25,100.00				$0.00		$25,100.00
34	D2 - 4" DIP WAS Line from Centrifuge Bldg. to Sanitary Sewer	$16,600.00	$0.00	$0.00	$5,000.00	$5,000.00	30.1%	$11,600.00
35	D2 - 4" DIP WAS Inlet to Centrifuge Bldg.	$17,400.00				$0.00		$17,400.00
36	D2 - 4" DIP Sludge Drain Off Line from Digester	$16,800.00				$0.00		$16,800.00
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				$0.00		$16,500.00
39	D2 - 4" PVC Drain from Centrifuge Bldg. to Manhole	$15,200.00				$0.00		$15,200.00
40	D2 - 6" DIP Existing System Connection to New T-Valve	$16,700.00				$0.00		$16,700.00
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	$0.00	$0.00	$11,475.03	$11,475.03	19.8%	$46,524.97
43	D2 - 18" HDPE Storm Drain at Electrical Bldg.	$39,000.00	$0.00	$0.00	$14,097.00	$14,097.00	36.1%	$24,903.00
44	D2 - 10" Stainless Steel Air Line to Digester	$10,900.00				$0.00		$10,900.00
	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				$0.00		$9,200.00
	FINAL RECLAMATION							
47	D2 - Asphalt Paving	$98,800.00				$0.00		$98,800.00
48	D2 - Final Grading, Seed & Mulch	$5,700.00				$0.00		$5,700.00
	DIVISION 3 - CONCRETE							
	SITE CONCRETE							
49	D3 - Generator Pad	$10,100.00				$0.00		$10,100.00
50	D3 - FRP Shelter Pad	$9,400.00				$0.00		$9,400.00
51	D3 - Digester Blower Pad	$28,200.00				$0.00		$28,200.00
52	D3 - Digester Equipment Pads	$24,900.00				$0.00		$24,900.00
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				$0.00		$38,300.00
56	D3 - Concrete Pads/SOG	$18,100.00				$0.00		$18,100.00
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				$0.00		$3,000.00
	COVERED SLUDGE STORAGE AREA & CENTRIFUGE BLDG.							
60	D3 - Footings, Grade Beams & Walls	$162,000.00				$0.00		$162,000.00
61	D3 - Thickened SOG at Trench Drains	$22,200.00				$0.00		$22,200.00
62	D3 - 6" SOG at 2 - Areas	$49,700.00				$0.00		$49,700.00
63	D3 - Equipment Pads, Containment Curbs & Walls	$15,400.00				$0.00		$15,400.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	6
Application Period:	3/01/23-3/31/23	Application Date:	3/31/2023

			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				$0.00		$4,400.00
	DIVISION 4 - MASONRY							
	CENTRIFUGE BUILDING							
66	D4 - 12" Standard CMU's	$53,000.00				$0.00		$53,000.00
	DIVISION 5 - MISC. METALS							
	SITE							
67	D5 - Permanent Bollards	$7,200.00				$0.00		$7,200.00
68	D5 - Removable Bollards	$12,300.00				$0.00		$12,300.00
	ELECTRICAL BLDG.							
69	D5 - Partition Walls	$69,200.00				$0.00		$69,200.00
70	D5 - Roof/Ceiling Framing	$35,000.00				$0.00		$35,000.00
	CENTRIFUGE BUILDING							
71	D5 - W8 x 28 Steel Lintel	$1,800.00				$0.00		$1,800.00
72	D5 - Monorail Framing	$11,100.00				$0.00		$11,100.00
73	D5 - Covered Storage Framing	$12,900.00				$0.00		$12,900.00
74	D5 - Steel Erection	$25,500.00				$0.00		$25,500.00
75	D5 - Stainless Steel Polymer Fill Station	$4,600.00				$0.00		$4,600.00
	DIVISION 6 - WOOD AND PLASTICS							
	CENTRIFUGE BUILDING							
76	D6 - Wood Trusses & Sheathing	$69,500.00				$0.00		$69,500.00
77	D6 - Wood Framing & Interior Finishes	$53,700.00				$0.00		$53,700.00
78	D6 - FRP Grating & Ladders	$11,700.00				$0.00		$11,700.00
	ELECTRICAL SHELTER							
79	D6 - FRP Shelter Building	$48,600.00				$0.00		$48,600.00
	DIVISION 7 - THERMAL & MOISTURE PROTECTION							
	ELECTRICAL BLDG.							
80	D7 - SSR Roofing & Soffit	$105,900.00				$0.00		$105,900.00
	CENTRIFUGE BUILDING							
81	D7 - SSR Roofing & Soffit	$107,200.00				$0.00		$107,200.00
82	D7 - Corefill Insulation	$2,900.00				$0.00		$2,900.00
83	D7 - EIFS Outsulation	$39,300.00				$0.00		$39,300.00
	DIVISION 8 - DOORS & WINDOWS							
	ELECTRICAL BLDG.							
84	D8 - Hollow Metal Doors, Frames & Hardware	$25,500.00				$0.00		$25,500.00
	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:	6
Application Period:	3/01/23-3/31/23	Application Date:	3/31/2023

A		B	C	D	E	F		G
Schedule of Values Item No.	Description	Scheduled Value ($)	Work Completed: From Previous Application (C+D)	Work Completed: 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				$0.00		$38,900.00
89	D9 - Paint Walls, Floors & Doors	$11,000.00				$0.00		$11,000.00
	CENTRIFUGE BUILDING							
90	D9 - Paint Walls, Floors & Doors	$31,000.00				$0.00		$31,000.00
91	D9 - Chemical Containment	$6,500.00				$0.00		$6,500.00
92	D9 - Piping	$5,700.00				$0.00		$5,700.00
	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	$0.00	$18,920.00	10.0%	$170,280.00
96	D11 - Plant Drain Pump Station Submersible Pumps	$89,400.00	$8,940.00	$0.00	$0.00	$8,940.00	10.0%	$80,460.00
	CENTRIFUGE BUILDING							
97	D11 - Centrifuge System	$619,200.00	$61,920.00	$0.00	$0.00	$61,920.00	10.0%	$557,280.00
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	$0.00	$0.00	$3,450.00	10.0%	$31,050.00
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	$30,390.00	$0.00	$0.00	$30,390.00	10.0%	$273,510.00
	HEADWORKS BUILDING							
103	D11 - Mechanical Bar Screen w/Controls	$159,000.00	$15,900.00	$0.00	$0.00	$15,900.00	10.0%	$143,100.00
104	D11 - Washer/Compactor w/Controls	$85,600.00	$8,560.00	$0.00	$0.00	$8,560.00	10.0%	$77,040.00
105	D11 - Grit Removal System w/Controls	$262,000.00	$26,200.00	$0.00	$0.00	$26,200.00	10.0%	$235,800.00
	EXISTING DIGESTER							
106	D11 - Digester Aeration & Mixing System w/Controls	$670,000.00	$67,000.00	$0.00	$259,425.00	$326,425.00	48.7%	$343,575.00
	EXISTING SBR TANKS							
107	D11 - MCP w/ PLC & Instrumentation	$274,800.00				$0.00		$274,800.00
	DIVISION 13 - SPECIAL CONSTRUCTION							
	SCADA / INTEGRATION							
108	D13 - SCADA, Control Panels, MCC, Field Instrumentation	$765,000.00	$76,500.00	$0.00	$0.00	$76,500.00	10.0%	$688,500.00
	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:	6
Application Period:	3/01/23-3/31/23	Application Date:	3/31/2023

			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	$7,020.00	$0.00	$0.00	$7,020.00	10.0%	$63,180.00
	DIVISION 15 - MECHANICAL							
	PROCESS PIPING							
111	D15 - Influent PS - DI Pipe, Fittings, Valves & Sch 40 Stilling Well	$49,000.00	$0.00	$0.00	$9,725.85	$9,725.85	19.8%	$39,274.15
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	$0.00	$0.00	$11,305.20	$11,305.20	13.0%	$75,494.80
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				$0.00		$47,200.00
121	D15 - Headworks Bldg. - Sch 80 PVC Drains	$9,000.00				$0.00		$9,000.00
122	D15 - Ex. Digester Bldg. Mixing Sys. Air Comp. Room - 2" SS Air Pipe	$11,600.00				$0.00		$11,600.00
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				$0.00		$43,000.00
125	D15 - Ex. Digester Tank - 10" SS Pipe & Valve Air Supply Line to Mar	$19,500.00				$0.00		$19,500.00
126	D15 - Ex. Digester Tank - Pipe Penetrations to Tank by Mack Ind.	$15,700.00				$0.00		$15,700.00
127	D15 - Digester Blower Pad - 10" & 8" SS Pipe, Fittings & Valves	$15,800.00				$0.00		$15,800.00
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				$0.00		$35,800.00
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				$0.00		$16,700.00
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		$29,900.00
	DIVISION 16 - ELECTRICAL							
	ELECTRICAL WORK BY S&S ELECTRIC							
135	D16 - Electrical Demolition	$163,500.00	$8,175.00	$8,175.00	$0.00	$16,350.00	10.0%	$147,150.00
136	D16 - Lighting - Material	$11,300.00	$0.00	$4,859.00	$0.00	$4,859.00	43.0%	$6,441.00
137	D16 - Lighting - Labor	$8,900.00				$0.00		$8,900.00
138	D16 - Gear - Material	$278,300.00	$5,566.00	$5,566.00	$0.00	$11,132.00	4.0%	$267,168.00
139	D16 - Gear - Labor	$60,900.00				$0.00		$60,900.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	6
Application Period:	3/01/23-3/31/23	Application Date:	3/31/2023

			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		$382,500.00
141	D16 - Emergency Generator - Labor	$22,700.00				$0.00		$22,700.00
142	D16 - Devices - Material	$5,600.00				$0.00		$5,600.00
143	D16 - Devices - Labor	$7,300.00				$0.00		$7,300.00
144	D16 - Boxes/Troughs - Material	$101,900.00				$0.00		$101,900.00
145	D16 - Boxes/Troughs - Labor	$59,900.00				$0.00		$59,900.00
146	D16 - SCADA Equipment Install - Labor	$25,800.00				$0.00		$25,800.00
147	D16 - Conduit - Material	$380,500.00	$0.00	$95,125.00	$0.00	$95,125.00	25.0%	$285,375.00
148	D16 - Conduit - Labor	$634,000.00	$0.00	$31,700.00	$0.00	$31,700.00	5.0%	$602,300.00
149	D16 - Cable - Material	$487,600.00				$0.00		$487,600.00
150	D16 - Cable - Labor	$358,000.00				$0.00		$358,000.00
151	D16 - Grounding - Material	$12,000.00				$0.00		$12,000.00
152	D16 - Grounding - Labor	$20,700.00				$0.00		$20,700.00
153	D16 - Temporary Electric	$53,500.00	$0.00	$2,675.00	$0.00	$2,675.00	5.0%	$50,825.00
	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				$0.00		$14,000.00
156	Excavation & Backfill	$7,600.00				$0.00		$7,600.00
157	Precast Concrete Vault	$23,000.00				$0.00		$23,000.00
158	Piping, Fittings, Valves & Supports	$45,000.00	$0.00	$0.00	$15,329.59	$15,329.59	34.1%	$29,670.41
159	16" Mag Meter	$14,600.00				$0.00		$14,600.00
160	Electrical Material	$16,000.00				$0.00		$16,000.00
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		$10,200.00
165	Precast Concrete Vault	$21,000.00				$0.00		$21,000.00
166	Piping, Fittings, Valves & Supports	$65,600.00	$0.00	$0.00	$2,613.43	$2,613.43	4.0%	$62,986.57
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				$0.00		$33,000.00
170	Electrical Labor	$46,000.00				$0.00		$46,000.00
	CHANGE ORDER #1							
171	CHANGE ORDER #1	$498,183.42	$0.00	$0.00	$62,060.00	$62,060.00	12.5%	$436,123.42
	SubTotal	**$10,649,183.42**	**$761,129.00**	**$245,422.00**	**$398,204.10**	**$1,404,755.10**	**13.2%**	**$9,244,428.32**

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Stored Material Summary

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT							Application Number:	6		
Application Period:	3/01/23-3/31/23							Application Date:	3/31/2023		
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			$16,302.08
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			$33,962.32
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			$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			$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			$14,097.00
171	483242		Inwood shop	Skyline Steel - H-Piles	3/2023		$62,060.00	$62,060.00			$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			$259,425.00

NUCOR®

SKYLINE

Invoice

Reference

Invoice	483242	(USD)
Date	3/17/2023	
Customer ID	PAALV1	

Archive Copy

Issued from:
Skyline Steel - Pennsylvania
5700 Corporate Drive
Suite 660
Pittsburgh, PA 15237

☎ (412) 437-1100
(412) 366-7390

Invoice To:
ALVAREZ CONTRACTORS
ATTN: KATIE ALVAREZ
9022 MOUNTAINBERRY CIRCLE
FREDERICK, MD 21702

Remit-To
Skyline Steel, LLC
24771 Network Place
Chicago, IL 60673-1247

CO 1

Terms of Payment Net 30

General Remarks

INSTRUCTIONS FOR WIRES & OVERNIGHT:
Wire Transfers & ACH:
Skyline Steel LLC, Account # 826 077 992, ABA Routing: 021000021
SWIFT: CHASUS33, JPMorgan Chase Bank N.A.
One Chase Manhattan Plaza, New York, NY 10005

Overnight:
JPMorganChase, 131 S. Dearborn, 6th Floor, Chicago, IL 60603
Attn: Skyline Steel, LLC, Box 24771, (312)-336-2744

Ship-To **ALVAREZ CONTRACTORS, C/O The Charles Town WWTP, 832 South George Street, Charles Town, WV 25414**

Our Order 309444 **Your PO** CT-CO#1 (2/23/2023) **Trade Terms** Freight Incl-CPT(Incoterms 2020) Named Destination

Packing List 312611-1 **On** 3/13/2023 **From** PIT **By** Common Carrier **Ref** SO309444

Item						
1-1	**H-PILE ASTM A572 Gr. 50 Bare HP 12x53 x 20' Attached Points**	**32 PCS**	640'	**33,920 LBS**	Price 39.50/FT	Amount 25,280.00
	Q-59147					
2-1	**H-Pile Point ASTM A148 90/60 12" PAR12-T Attached**	**32 PCS**			155.00/EA	4,960.00

Packing List 312612-1 **On** 3/13/2023 **From** PIT **By** Common Carrier **Ref** SO309444

1-1	**H-PILE ASTM A572 Gr. 50 Bare HP 12x53 x 20' Attached Points**	**32 PCS**	640'	**33,920 LBS**	39.50/FT	25,280.00
	Q-59147					
2-1	**H-Pile Point ASTM A148 90/60 12" PAR12-T Attached**	**32 PCS**			155.00/EA	4,960.00
3-1	**H-PILE ASTM A572 Gr. 50 Bare HP 12x53 x 20'**	**2 PCS**	40'	**2,120 LBS**	39.50/FT	1,580.00
	Q-59147					

Totals	71,432 LBS	**Amount**	62,060.00
		WEST VIRGINIA 6.00%	~~3,723.60~~
		WV-NO TAX2 0.00%	0.00
		WV-NO TAX3 0.00%	0.00
Mthd Pmt Check		**CHARLES TOWN** 1.00%	~~620.60~~
Payment Due On 4/16/2023		**Total Due** (USD)	**~~66,404.20~~**

Inside	Kevin Annichiarico		
Outside	Lorraine Cooper	☎ (412) 437-1107	(412) 366-7390
Taken-by Slp	Sandra Lentz	(412) 437-1100	(412) 366-7390

Archive Copy

EnviroMix Inc.
701 E. Bay Street Suite 502
CHARLESTON, SC 29403 US
+1 8438132028
accounting@enviro-mix.com
www.enviro-mix.com

Invoice

BILL TO	SHIP TO
Alvarez Contractors, Inc Attn: Katie Alvarez PO Box 555 Oakland, MD 21550	Alvarez Contractors 3436 Patterson Mtn. Rd Spring Dale, WV 25986

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
6183.03	02/28/2023	$116,741.25	03/30/2023	Net 30	

P.O. NUMBER
11995

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Air Distribution Components Nozzles, Headers, Piping, Anchors, & Supports	1	129,712.50	129,712.50
	Retainage Retainage	1	-12,971.25	-12,971.25

SUBTOTAL	116,741.25
TAX	0.00
TOTAL	116,741.25
BALANCE DUE	**$116,741.25**

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BILL TO	SHIP TO
Alvarez Contractors, Inc Attn: Katie Alvarez PO Box 555 Oakland, MD 21550	Alvarez Contractors 3436 Patterson Mtn. Rd Spring Dale, WV 25986

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
6183.04	02/28/2023	$100,397.47	03/30/2023	Net 30	

P.O. NUMBER
11995

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Valve Control Panels Valve Module, MCP & Instrumentation	1	111,552.75	111,552.75
	Retainage Retainage	1	-11,155.28	-11,155.28

SUBTOTAL	100,397.47
TAX	0.00
TOTAL	100,397.47
BALANCE DUE	**$100,397.47**

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Invoice

BILL TO	SHIP TO
Alvarez Contractors, Inc Attn: Katie Alvarez PO Box 555 Oakland, MD 21550	Alvarez Contractors 3436 Patterson Mtn. Rd Spring Dale, WV 25986

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
6183.05	02/28/2023	$16,343.77	03/30/2023	Net 30	

P.O. NUMBER
11995

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Air Production:Compressors Compressors	1	18,159.75	18,159.75
	Retainage Retainage	1	-1,815.98	-1,815.98

BALANCE DUE **$16,343.77**

Date: April 12, 2023

Charles Town Utility Board
2022 Renewal and Replacement Project
Schedule B

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Paid by CTUB from Operating Account	Paid by CTUB from Operating Account 6/1/2022-11/7/2022	Paid by CTUB from Operating Account 11/8/2022-12/8/2022	Paid by CTUB from Operating Account 12/9/2022-1/18/2023	Paid by CTUB from Operating Account 1/19/2023-3/8/2023	Paid by CTUB from Operating Account 3/9/2023-4/12/2023	Resolution No. 1 Contractor's Application for Payment No. 1	Resolution No. 2 Contractor's Application for Payment No. 2	Resolution No. 3 Contractor's Application for Payment No. 3	Resolution No. 4 Contractor's Application for Payment No. 4	Resolution No. 5 Contractor's Application for Payment No. 5	Resolution No. 6 Contractor's Application for Payment No. 6	BALANCE REMAINING
1 **CONSTRUCTION**														
a. Contract	$ 10,151,000.00							$ 258,858.00	$ 188,174.70	$ 134,861.40	$ 91,314.99	$ 92,171.91	$ 498,898.59	$ 8,886,720.41
b. Construction Contingency (5%)	$ 507,550.00													$ 507,550.00
c. Change Order #1	$ 498,183.42													$ 498,183.42
2 **ENGINEERING SERVICES**														
GDF Engineering fees (including CA and RPR)	$ 760,000.00	$ 410,782.47	$ 32,115.37	$ 8,829.82	$ 50,270.24	$ 9,027.43	$ 5,867.80							$ 243,106.87
Additional RPR inspection (not yet Board approved)	$ 125,000.00													$ 125,000.00
Initial GDF R&R Report	$ 40,082.50	$ 40,082.50												$ -
3 **LEGAL SERVICES**														
a. Local Project Attorney	$ 20,000.00	$ 544.00	$ 2,312.00											$ 17,144.00
4 **ADMINISTRATIVE SERVICES**														
a. Project Accountant (CPA)	$ 20,000.00	$ 2,937.50	$ 7,400.00											$ 9,662.50
b. Other Administrative Costs	$ 10,000.00	$ 1,190.00	$ 4,196.01											$ 4,613.99
5 **Total Project Costs Lines 1-6**	**$ 12,131,815.92**	**$ 455,536.47**	**$ 46,023.38**	**$ 8,829.82**	**$ 50,270.24**	**$ 9,027.43**	**$ 5,867.80**	**$ 258,858.00**	**$ 188,174.70**	**$ 134,861.40**	**$ 91,314.99**	**$ 92,171.91**	**$ 498,898.59**	**$ 10,291,981.19**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING													
1 PROJECT FUNDS														
a. Capacity Improvement Fees	$ 1,170,163.00													$ 1,170,163.00
b. R&R, Operating Cash, Working Capital (See Note #1 below)	$ 2,015,122.92	$ (455,536.47)	$ (46,023.38)	$ (8,829.82)	$ (50,270.24)	$ (9,027.43)	$ (5,867.80)							$ 1,439,567.78
c. EEG Grant Funds	$ 1,966,030.00													$ 1,966,030.00
Total Internal Funds & EEG Grant Funds	**$ 5,151,315.92**													**$ 4,575,760.78**
d. Bond Proceeds 2022B & 2022C	**$ 6,980,500.00**							$ (258,858.00)	$ (188,174.70)	$ (134,861.40)	$ (91,314.99)	$ (92,171.91)	$ (498,898.59)	**$ 5,716,220.41**
Total Funds Available	**$ 12,131,815.92**	**$ (455,536.47)**	**$ (46,023.38)**	**$ (8,829.82)**	**$ (50,270.24)**	**$ (9,027.43)**	**$ (5,867.80)**	**$ (258,858.00)**	**$ (188,174.70)**	**$ (134,861.40)**	**$ (91,314.99)**	**$ (92,171.91)**	**$ (498,898.59)**	**$ 10,291,981.19**

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 from CWSRF for the Collection System Project.

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

UTILITY BOARD

INTERIM CHAIRMAN
City of Charles Town
Mayor
Bob
Trainor

VICE CHAIRMAN
City of Ranson
Mayor
Duke
Pierson

TREASURER
Thomas
Stocks

SECRETARY
Ashley
Stottlemyer

Board Member
Jefferson
Whitten

Board Member
Heidi
Parker

UTILITY MANAGER
Kristen
Stolipher

RESOLUTION NO. 2023-03
CHARLES TOWN UTILITY BOARD

WHEREAS there is need for the Charles Town Utility Board by and for Water and Sewer operations to adopt revised Water and Sewer Budgets for Fiscal Year 2023;

WHEREAS it has been determined that certain CITY OF CHARLES TOWN (WEST VIRGINIA) Combined Waterworks and Sewerage System Refunding Revenue Bonds require the following:

> Section 6.15.Operating Budget. The Issuer shall annually, at least 30 days preceding the beginning of each Fiscal Year, or at such earlier date required by its charter or the ordinance of the Board, prepare and adopt by resolution a detailed budget of the estimated revenues and expenditures for operation and maintenance of the System during the succeeding Fiscal Year. The Issuer shall mail copies of such annual budget and all resolutions authorizing increased expenditures for operation and maintenance to the Original Purchaser and shall make available such budgets and all resolutions authorizing increased expenditures for operation and maintenance of the System at all reasonable times to the Original Purchaser and to any Holder of Bonds or anyone acting for and in behalf of such Holder who requests the same and;

NOW, THEREFORE, BE IT RESOLVED, that the Charles Town Utility Board hereby adopts revised Water and Sewer Budgets for Fiscal Year 2023, dated April 12, 2023.

CHARLES TOWN UTILITY BOARD

_____
Chairman

Attest:

_____
Dated: April 12, 2023

CHARLES TOWN UTILITY BOARD
WATER FUND
BUDGET REVISION SUMMARY
FISCAL YEAR 2023

ACCOUNT DESCRIPTION	FY 2023 BUDGET Approved 4/27/2022	FY 2023 BUDGET REVISION For Approval 4/12/2023
REVENUES		
Sales and Services to Customers	4,225,000	4,194,999
Non-Operating Revenues	620,000	650,000
TOTAL REVENUES	$ 4,845,000	$ 4,845,000
EXPENSES		
Salaries, Wages & Benefits	1,510,000	1,456,000
Water Supply & Treatment Expenses	476,000	599,000
Transmission & Distribution (Maint)	665,000	570,000
Billing & Accounting Expenses	35,000	114,500
Administrative & General Expenses	465,000	411,500
Non-Operating	445,000	445,000
Non-Cash	1,243,000	1,243,000
TOTAL EXPENSES	$ 4,839,000	$ 4,839,000
REVENUES-EXPENSES	6,000	6,000

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Revenues:

Operating revenues were slightly lower than budgeted in FY 2023 but continue to increase. Non-operating revenues increased because of the increase in the tank lot rents, interest income, and sinking fund income.

Expenses:

The majority of the expenses are reclasses only. Due to new accounting regulations and in an effort to improve expense tracking procedures, the following line items have been added: Sludge Hauling, Licenses & Subscriptions, Computer-IT Expense, and Rental of Buildings. These line items are not new expenses and have not increased. They were included in Contractual Services - Other and Office Expense last fiscal year.

Chemicals & Power for the water treatment plant were the largest increase in expenses and were increased to actual.

Maintenance related items were lower than expected in total but will increase in FY 2024 because of price increases. We are finally receiving the supplies/meters that were ordered months ago.

CHARLES TOWN UTILITY BOARD
WATER FUND
FISCAL YEAR 2023 BUDGET REVISION SUMMARY

ACCOUNT DESCRIPTION	FY 2022 ACTUAL	FY 2023 BUDGET 4/27/2022	FY 2023 RE-BUDGET 4/12/2023
REVENUES			
Metered Sales - Residential	2,552,400	2,650,000	2,640,000
Metered Sales - Commercial	1,287,225	1,340,000	1,320,000
Metered Sales - Glen Haven/Cavaland	95,952	105,000	100,000
Bulk Water	17,964	20,000	20,000
Forfieted Discounts	68,449	80,000	80,000
Misc Service Revenue - Reconnection	31,200	30,000	35,000
Tank Lot Rental Revenue (Non-Operating)	523,603	525,000	550,000
Interest Income (Non-Operating)	5,009	8,000	20,000
Sinking Fund Income (Non-Operating)	469	2,000	15,000
Misc. Water Revenue (Non-Operating)	71,609	85,000	65,000
Grant Revenue - OEHS (Non-Operating)	46,765	-	-
TOTAL REVENUES	$ 4,700,645	$ 4,845,000	$ 4,845,000
EXPENSES			
WS - Materials & Supplies Expense	16,477	15,000	15,000
WS - Maint of Water Source	19,983	20,000	20,000
WT - Salaries & Wages	330,783	350,000	360,000
WT - Power	119,074	125,000	140,000
WT - Power - GH/CAV	6,462	6,000	8,000
WT - Chemicals	142,717	130,000	170,000
WT - Testing	33,383	40,000	55,000
WT - Materials & Supplies Expense	19,954	20,000	20,000
WT - Materials & Supplies Expense - GH/CAV	3,097	10,000	4,000
WT - Sludge Hauling	-	-	38,000
WT - Maint of Water Treatment Plant	99,915	100,000	90,000
WT - Maint of Water Plant - GH/CAV	5,640	10,000	5,000
WT - Licenses & Subscriptions	-	-	34,000
TD - Salaries & Wages	433,575	446,000	390,000
TD - Materials & Supplies Expense	15,730	20,000	20,000
TD - Maint of Dist Reservior & Standpipes	67,440	100,000	60,000
TD - Maint of Mains	99,659	150,000	120,000
TD - Maint of Services	142,338	200,000	150,000
TD - Maint of Meters	136,320	175,000	200,000
TD - Maint of Hydrants	4,703	20,000	20,000
CA - Salaries & Wages	154,591	162,000	170,000
CA - Billing Expense	12,772	20,000	40,000
CA - Licenses & Subscriptions (includes Sensus)	-	-	64,500
CA - Bad Debt Expense	9,395	15,000	10,000
GA - Salaries & Wages	113,679	125,000	125,000
GA - Director Compensation	-	-	2,500

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CHARLES TOWN UTILITY BOARD
WATER FUND
FISCAL YEAR 2023 BUDGET REVISION SUMMARY

ACCOUNT DESCRIPTION	FY 2022 ACTUAL	FY 2023 BUDGET 4/27/2022	FY 2023 RE-BUDGET 4/12/2023
GA - Employee Insurance & Benefits	151,137	187,000	170,000
GA - Employee Pension Expense	98,636	97,000	93,000
GA - Payroll Taxes - FICA Tax Expense	79,894	83,000	83,000
GA - OPEB (other post empl. benefits)	15,818	10,000	12,000
GA - Employee 457 Expense	-	15,000	18,000
GA - Office Supplies & Expense	98,178	114,000	60,000
GA - Computer - Technology Expense	-	-	18,000
GA - Maint. of General Property	14,879	15,000	15,000
GA - Licenses & Subscriptions	-	-	20,000
GA - Contractual Services - Engineering	77,802	45,000	15,000
GA - Contractual Services - Accounting	19,341	20,000	25,000
GA - Contractual Services - Legal	10,066	15,000	30,000
GA - Contractual Services - Other	61,468	85,000	20,000
GA - Rental of Building	-	-	15,000
GA - Transportation Expense	50,712	55,000	75,000
GA - Insurance	74,393	80,000	80,000
GA - Worker's Comp	33,072	35,000	35,000
GA - Regulatory Commission Expense	15,086	20,000	20,000
GA - Misc. General Expense	9,567	10,000	10,000
GA - Bond Administration Fees	5,119	6,000	6,000
Interest on Long Term Debt (Non-Operating)	445,578	445,000	445,000
Depreciation Expense (Non-Cash)	1,180,000	1,165,000	1,165,000
Amortization Expense (Non-Cash)	92,470	78,000	78,000
Bond Issuance Cost (Non-Operating)	139,733	-	-
EXPENSES	$ 4,660,637	$ 4,839,000	$ 4,839,000
REVENUES-EXPENSES	40,007	6,000	6,000

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CHARLES TOWN UTILITY BOARD
WATER FUND
FISCAL YEAR 2023 BUDGET vs. ACTUAL DETAIL
For Period Ended March 31, 2023 (DRAFT)

ACCOUNT DESCRIPTION	BUDGET ACTUAL	BUDGET YTD	ACTUAL YTD	VARIANCE YTD	PROPOSED BUDGET ADJs.	PROPOSED RE-BUDGET FY 2023
REVENUES					*(Increase)/Decrease*	
Metered Sales - Residential	2,650,000	1,987,500	1,968,131	(19,369)	10,000	2,640,000
Metered Sales - Commercial	1,340,000	1,005,000	978,961	(26,039)	20,000	1,320,000
Metered Sales - Glen Haven/Cavaland	105,000	78,750	71,366	(7,384)	5,000	100,000
Bulk Water	20,000	15,000	12,754	(2,246)	-	20,000
Forfieted Discounts	80,000	60,000	60,017	17	-	80,000
Misc Service Revenue - Reconnection	30,000	22,500	24,765	2,265	(5,000)	35,000
Tank Lot Rental Revenue (Non-Operating)	525,000	393,750	438,218	44,468	(25,000)	550,000
Interest Income (Non-Operating)	8,000	6,000	13,748	7,748	(12,000)	20,000
Sinking Fund Income (Non-Operating)	2,000	1,500	12,747	11,247	(13,000)	15,000
Misc. Water Revenue (Non-Operating)	85,000	63,750	26,309	(37,441)	20,000	65,000
Grant Revenue - OEHS (Non-Operating)	-	-	11,080	11,080	-	-
TOTAL REVENUES	4,845,000	3,633,750	3,618,097	(15,653)	0	4,845,000
EXPENSES					*Decrease/(Increase)*	
WS - Materials & Supplies Expense	15,000	11,250	2,481	(8,769)	-	15,000
WS - Maint of Water Source	20,000	15,000	11,086	(3,914)	-	20,000
WT - Salaries & Wages	350,000	262,500	272,238	9,738	(10,000)	360,000
WT - Power	125,000	93,750	102,741	8,991	(15,000)	140,000
WT - Power - GH/CAV	6,000	4,500	5,570	1,070	(2,000)	8,000
WT - Chemicals	130,000	97,500	125,672	28,172	(40,000)	170,000
WT - Testing	40,000	30,000	51,733	21,733	(15,000)	55,000
WT - Materials & Supplies Expense	20,000	15,000	20,086	5,086	-	20,000
WT - Materials & Supplies Expense - GH/CAV	10,000	7,500	3,047	(4,453)	6,000	4,000
WT - Sludge Hauling	-	-	27,691	27,691	(38,000)	38,000
WT - Maint of Water Treatment Plant	100,000	75,000	59,234	(15,766)	10,000	90,000
WT - Maint of Water Plant - GH/CAV	10,000	7,500	778	(6,722)	5,000	5,000
WT - Licenses & Subscriptions	-	-	25,500	25,500	(34,000)	34,000
TD - Salaries & Wages	446,000	334,500	315,269	(19,231)	56,000	390,000
TD - Materials & Supplies Expense	20,000	15,000	13,622	(1,378)	-	20,000
TD - Maint of Dist Reservior & Standpipes	100,000	75,000	18,081	(56,919)	40,000	60,000
TD - Maint of Mains	150,000	112,500	66,266	(46,234)	30,000	120,000
TD - Maint of Services	200,000	150,000	75,231	(74,769)	50,000	150,000
TD - Maint of Meters	175,000	131,250	134,022	2,772	(25,000)	200,000
TD - Maint of Hydrants	20,000	15,000	7,849	(7,151)	-	20,000
CA - Salaries & Wages	162,000	121,500	128,947	7,447	(8,000)	170,000
CA - Billing Expense	20,000	15,000	26,626	11,626	(20,000)	40,000
CA - Licenses & Subscriptions (w/ Sensus)	-	-	12,233	12,233	(64,500)	64,500
CA - Bad Debt Expense	15,000	11,250	3,596	(7,654)	5,000	10,000
GA - Salaries & Wages	125,000	93,750	88,249	(5,501)	-	125,000
GA - Director Compensation	-	-	1,750	1,750	(2,500)	2,500
GA - Employee Insurance & Benefits	187,000	140,250	124,529	(15,721)	17,000	170,000
GA - Employee Pension Expense	97,000	72,750	66,400	(6,350)	4,000	93,000
GA - Payroll Taxes - FICA Tax Expense	83,000	62,250	62,215	(35)	-	83,000
GA - OPEB (other post empl. benefits)	10,000	7,500	8,952	1,452	(2,000)	12,000
GA - Employee 457 Expense	15,000	11,250	13,571	2,321	(3,000)	18,000
GA - Office Supplies & Expense	114,000	85,500	53,028	(32,472)	54,000	60,000
GA - Computer - Technology Expense	-	-	10,014	10,014	(18,000)	18,000
GA - Maint. of General Property	15,000	11,250	9,574	(1,676)	-	15,000
GA - Licenses & Subscriptions	-	-	7,021	7,021	(20,000)	20,000
GA - Contractual Services - Engineering	45,000	33,750	11,234	(22,516)	30,000	15,000
GA - Contractual Services - Accounting	20,000	15,000	17,178	2,178	(5,000)	25,000
GA - Contractual Services - Legal	15,000	11,250	22,527	11,277	(15,000)	30,000
GA - Contractual Services - Other	85,000	63,750	12,624	(51,126)	65,000	20,000
GA - Rental of Building	-	-	11,250	11,250	(15,000)	15,000
GA - Transportation Expense	55,000	41,250	55,206	13,956	(20,000)	75,000

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CHARLES TOWN UTILITY BOARD
WATER FUND
FISCAL YEAR 2023 BUDGET vs. ACTUAL DETAIL
For Period Ended March 31, 2023 (DRAFT)

ACCOUNT DESCRIPTION	BUDGET ACTUAL	BUDGET YTD	ACTUAL YTD	VARIANCE YTD	PROPOSED BUDGET ADJs.	PROPOSED RE-BUDGET FY 2023
GA - Insurance	80,000	60,000	74,916	14,916	-	80,000
GA - Worker's Comp	35,000	26,250	27,187	937	-	35,000
GA - Regulatory Commission Expense	20,000	15,000	2,992	(12,008)	-	20,000
GA - Misc. General Expense	10,000	7,500	4,204	(3,296)	-	10,000
GA - Bond Administration Fees	6,000	4,500	4,005	(495)	-	6,000
Interest on Long Term Debt (Non-Operating)	445,000	333,750	331,858	(1,892)	-	445,000
Depreciation Expense (Non-Cash)	1,165,000	873,750	873,750	-	-	1,165,000
Amortization Expense (Non-Cash)	78,000	58,500	58,500	-	-	78,000
EXPENSES	$ 4,839,000	$ 3,629,250	$ 3,462,331	$ (166,919)	$ -	$ 4,839,000
REVENUES-EXPENSES	$ 6,000	$ 4,500	$ 155,766	$ 151,266	$ 0	$ 6,000

WS - Water Source of Supply
WT - Water Treatment (Plant)
TD - Transmission & Distribution (Maint)
CA - Customer Accounting (Billing & Finance)
GA - General & Administrative

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CHARLES TOWN UTILITY BOARD
SEWER FUND
BUDGET REVISION SUMMARY
FISCAL YEAR 2023

ACCOUNT DESCRIPTION	FY 2023 BUDGET Approved 4/27/2022	FY 2023 BUDGET REVISION For Approval 4/12/2023
REVENUES		
Sales and Services to Customers	6,430,000	6,419,000
Non-Operating Revenues	50,000	136,000
TOTAL REVENUES	$ 6,480,000	$ 6,555,000
EXPENSES		
Salaries, Wages & Benefits	1,408,000	1,415,000
Collection System Expenses	320,000	290,000
Pump Station Expenses	410,000	395,000
Wastewater Treatment & Disposal	964,000	1,064,000
Billing & Accounting Expenses	165,000	140,000
Administrative & General Expenses	795,000	815,500
Non-Operating	325,000	325,000
Non-Cash	2,042,000	2,042,000
TOTAL EXPENSES	$ 6,429,000	$ 6,486,500
REVENUES-EXPENSES	51,000	68,500

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Revenues:

Operating revenues for the former Ranson customers were lower than budgeted in FY 2023 but continue to increase. Sinking fund revenue increased significantly because of the interest earned on the 2022B & 2022C construction fund accounts.

Expenses:

The majority of the expenses are reclasses only. Due to new accounting regulations and in an effort to improve expense tracking procedures, the following line items have been added: Sludge Hauling, Licenses & Subscriptions, Computer-IT Expense, and Rental of Buildings. These line items are not new expenses and have not increased. They were included in Contractual Services - Other and Office Expense last fiscal year.

The WWTP maintenance expense was increased to account for the digester repairs at the Charles Town Plant.

Legal & accounting fees increased for sewer due to ongoing cases at the WV PSC.

The collection system and pumping station expenses that were decreased to actual for FY 2023, will be increased for FY 2024 to account for recent price increases.

As with the water fund, some of the expenses were lower than usual due to the availability of supplies. Additionally, there have been several vacant positions throughout the year that will be reflected in FY 2024 budget.

CHARLES TOWN UTILITY BOARD
SEWER FUND
FISCAL YEAR 2023 BUDGET REVISION SUMMARY

ACCOUNT DESCRIPTION	FY 2022 ACTUAL	FY 2023 BUDGET Approved 4/27/2022	FY 2023 RE-BUDGET For Approval 4/12/2023
REVENUES			
CTUB Revenue	2,322,727	2,400,000	2,400,000
Ranson Revenue	1,375,055	1,440,000	1,400,000
JCPSD Revenue	2,442,537	2,485,000	2,500,000
Customer Forfieted Discounts	37,066	40,000	40,000
Customer Forfieted Discounts- RA	22,352	25,000	29,000
Customer Forfieted Discounts- PSD	39,825	40,000	50,000
Misc. Sewer Revenues (Non-Operating)	21,804	40,000	25,000
Interest Income (Non-Operating)	7,283	8,000	25,000
Sinking Fund Income (Non-Operating)	728	2,000	86,000
TOTAL REVENUES	6,269,377	6,480,000	6,555,000
EXPENSES			
CS - Materials & Supplies Expense	12,379	20,000	20,000
CS - Maint of Service Connections	48,744	50,000	50,000
CS - Maint of Collecting & Trans. Mains	164,145	250,000	220,000
PS - Salaries & Wages	306,999	370,000	325,000
PS - Power	111,591	135,000	135,000
PS - Materials & Supplies Expense	16,530	25,000	25,000
PS - Sludge Hauling	-	-	35,000
PS - Maint of Pump Stations	191,129	250,000	200,000
TD - Salaries & Wages	232,759	244,000	275,000
TD - Power - CT Plant	126,830	130,000	135,000
TD - Power - TUI	79,684	80,000	90,000
TD - Power - Deerfield	7,178	10,000	10,000
TD - Chemical Expense - CT	156,784	155,000	175,000
TD - Chemical Expense - TUI	17,927	20,000	20,000
TD - Testing - CT	26,431	35,000	35,000
TD - Testing - TUI	6,191	7,000	12,000
TD - Materials & Supplies Expense	97,379	102,000	80,000
TD - Sludge Hauling - CT	-	-	4,000
TD - Sludge Hauling - TUI	-	-	13,000
TD - Maint. Burns Farm	74,744	120,000	110,000
TD - Maint. Treatment Plant - CT	118,213	200,000	275,000
TD - Maint. Treatment Plant - TUI	70,802	90,000	90,000
TD - Maint. Treatment Plant - Deerfield	23,875	15,000	15,000
CA - Salaries & Wages	200,143	212,000	214,000
CA - Billing Expense	88,263	150,000	95,000
CA - Licenses & Subscriptions	-	-	30,000
CA - Bad Debt Expense	16,230	15,000	15,000
GA - Salaries & Wages	180,454	188,000	200,000
GA - Director Compensation	-	-	2,500
GA - Employee Insurance & Benefits	143,532	170,000	170,000
GA - Employee Pension Expense	90,706	92,000	92,000

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CHARLES TOWN UTILITY BOARD
SEWER FUND
FISCAL YEAR 2023 BUDGET REVISION SUMMARY

ACCOUNT DESCRIPTION	FY 2022 ACTUAL	FY 2023 BUDGET Approved 4/27/2022	FY 2023 RE-BUDGET For Approval 4/12/2023
GA - Payroll Taxes - FICA Tax Expense	71,979	78,000	79,000
GA - OPEB (other post empl. benefits)	14,566	8,000	12,000
GA - Employee 457 Expense	-	14,000	16,000
GA - Office Supplies & Expense	129,097	135,000	75,000
GA - Computer - Technology Expense	-	-	18,000
GA - Maint. of General Property	28,583	35,000	30,000
GA - Licenses & Subscriptions	-	-	20,000
GA - Contractual Services - Engineering	48,685	60,000	35,000
GA - Contractual Services - Accounting	28,840	32,000	50,000
GA - Contractual Services - Legal	143,648	170,000	250,000
GA - Contractual Services - Other	45,327	83,000	25,000
GA - Rental of Building	-	-	15,000
GA - Transportation Expense	67,391	65,000	85,000
GA - Insurance	90,706	110,000	110,000
GA - Worker's Comp	26,736	32,000	32,000
GA - Regulatory Commission Expense	24,984	30,000	30,000
GA - Misc. General Expense	7,830	10,000	10,000
GA - Bond Administration Fees	51,328	65,000	60,000
Interest on Long Term Debt (Non-Operating)	318,002	325,000	325,000
Interest Expense - Other	60,254	-	-
Depreciation Expense (Non-Cash)	1,859,328	1,985,000	1,985,000
Amortization Expense (Non-Cash)	53,519	57,000	57,000
Loss on Retirement of Assets (Non-Operating)	153,496	-	-
Bond Issuance Costs (Non-Operating)	32,856	-	-
EXPENSES	$ 5,866,797	$ 6,429,000	$ 6,486,500
REVENUES-EXPENSES	402,580	51,000	68,500

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CHARLES TOWN UTILITY BOARD
SEWER FUND
FISCAL YEAR 2023 BUDGET vs. ACTUAL DETAIL
For Period Ended March 31, 2023 (DRAFT)

ACCOUNT DESCRIPTION	BUDGET ACTUAL	BUDGET YTD	ACTUAL YTD	VARIANCE YTD	PROPOSED BUDGET ADJs.	PROPOSED BUDGET 2023	RE- FY
REVENUES					*(Increase)/Decrease*		
CTUB Revenue	2,400,000	1,800,000	1,789,814	(10,186)	-	2,400,000	
Ranson Revenue	1,440,000	1,080,000	1,038,089	(41,911)	40,000	1,400,000	
JCPSD Revenue	2,485,000	1,863,750	1,873,851	10,101		2,500,000	
Customer Forfieted Discounts	40,000	30,000	30,289	289	-	40,000	
Customer Forfieted Discounts- RA	25,000	18,750	21,987	3,237	(4,000)	29,000	
Customer Forfieted Discounts- PSD	40,000	30,000	36,900	6,900	(10,000)	50,000	
Misc. Sewer Revenues (Non-Operating)	40,000	30,000	13,344	(16,656)	15,000	25,000	
Interest Income (Non-Operating)	8,000	6,000	19,306	13,306	(17,000)	25,000	
Sinking Fund Income (Non-Operating)	2,000	1,500	64,409	62,909	(84,000)	86,000	
Gain on Sale of Assets (Non-Operating)	-	-	37,159	37,159	-	-	
TOTAL REVENUES	$ 6,480,000	$ 4,860,000	$ 4,925,147	$ 65,147	$ (60,000)	$ 6,555,000	
EXPENSES					*Decrease/(Increase)*		
CS - Materials & Supplies Expense	20,000	15,000	3,840	(11,160)	-	20,000	
CS - Maint of Service Connections	50,000	37,500	30,635	(6,865)	-	50,000	
CS - Maint of Collecting & Trans. Mains	250,000	187,500	130,099	(57,401)	30,000	220,000	
PS - Salaries & Wages	370,000	277,500	241,755	(35,745)	45,000	325,000	
PS - Power	135,000	101,250	95,960	(5,290)	-	135,000	
PS - Materials & Supplies Expense	25,000	18,750	14,301	(4,449)	-	25,000	
PS - Sludge Hauling	-	-	23,800	23,800	(35,000)	35,000	
PS - Maint of Pump Stations	250,000	187,500	68,468	(119,032)	50,000	200,000	
TD - Salaries & Wages	244,000	183,000	218,561	35,561	(31,000)	275,000	
TD - Power - CT Plant	130,000	97,500	99,134	1,634	(5,000)	135,000	
TD - Power - TUI	80,000	60,000	67,039	7,039	(10,000)	90,000	
TD - Power - Deerfield	10,000	7,500	4,753	(2,747)	-	10,000	
TD - Chemical Expense - CT	155,000	116,250	121,978	5,728	(20,000)	175,000	
TD - Chemical Expense - TUI	20,000	15,000	6,977	(8,023)	-	20,000	
TD - Testing - CT	35,000	26,250	22,052	(4,198)	-	35,000	
TD - Testing - TUI	7,000	5,250	9,740	4,490	(5,000)	12,000	
TD - Materials & Supplies Expense	102,000	76,500	46,957	(29,543)	22,000	80,000	
TD - Sludge Hauling - CT	-	-	3,140	3,140	(4,000)	4,000	
TD - Sludge Hauling - TUI	-	-	12,258	12,258	(13,000)	13,000	
TD - Maint. Burns Farm	120,000	90,000	79,476	(10,524)	10,000	110,000	
TD - Maint. Treatment Plant - CT	200,000	150,000	119,864	(30,136)	(75,000)	275,000	
TD - Maint. Treatment Plant - TUI	90,000	67,500	67,197	(303)	-	90,000	
TD - Maint. Treatment Plant - Deerfield	15,000	11,250	1,131	(10,119)	-	15,000	
CA - Salaries & Wages	212,000	159,000	160,567	1,567	(2,000)	214,000	
CA - Billing Expense	150,000	112,500	69,496	(43,004)	55,000	95,000	
CA - Licenses & Subscriptions	-	-	12,233	12,233	(30,000)	30,000	
CA - Bad Debt Expense	15,000	11,250	11,602	352	-	15,000	
GA - Salaries & Wages	188,000	141,000	149,547	8,547	(12,000)	200,000	
GA - Director Compensation	-	-	1,750	1,750	(2,500)	2,500	
GA - Employee Insurance & Benefits	170,000	127,500	122,710	(4,790)	-	170,000	
GA - Employee Pension Expense	92,000	69,000	64,206	(4,794)	-	92,000	
GA - Payroll Taxes - FICA Tax Expense	78,000	58,500	59,102	602	(1,000)	79,000	
GA - OPEB (other post empl. benefits)	8,000	6,000	8,688	2,688	(4,000)	12,000	
GA - Employee 457 Expense	14,000	10,500	12,474	1,974	(2,000)	16,000	
GA - Office Supplies & Expense	135,000	101,250	54,479	(46,771)	60,000	75,000	
GA - Computer - Technology Expense	-	-	10,014	10,014	(18,000)	18,000	
GA - Maint. of General Property	35,000	26,250	12,426	(13,824)	5,000	30,000	
GA - Licenses & Subscriptions	-	-	4,343	4,343	(20,000)	20,000	
GA - Contractual Services - Engineering	60,000	45,000	22,112	(22,888)	25,000	35,000	
GA - Contractual Services - Accounting	32,000	24,000	38,228	14,228	(18,000)	50,000	
GA - Contractual Services - Legal	170,000	127,500	195,292	67,792	(80,000)	250,000	
GA - Contractual Services - Other	83,000	62,250	17,915	(44,335)	58,000	25,000	
GA - Rental of Building	-	-	11,250	11,250	(15,000)	15,000	
GA - Transportation Expense	65,000	48,750	60,940	12,190	(20,000)	85,000	
GA - Insurance	110,000	82,500	73,986	(8,514)	-	110,000	
GA - Worker's Comp	32,000	24,000	25,096	1,096	-	32,000	

DRAFT

CHARLES TOWN UTILITY BOARD
SEWER FUND
FISCAL YEAR 2023 BUDGET vs. ACTUAL DETAIL
For Period Ended March 31, 2023 (DRAFT)

ACCOUNT DESCRIPTION	BUDGET ACTUAL	BUDGET YTD	ACTUAL YTD	VARIANCE YTD	PROPOSED BUDGET ADJs.	PROPOSED BUDGET 2023	RE- FY
GA - Regulatory Commission Expense	30,000	22,500	6,862	(15,638)	-	30,000	
GA - Misc. General Expense	10,000	7,500	6,871	(630)	-	10,000	
GA - Bond Administration Fees	65,000	48,750	37,401	(11,349)	5,000	60,000	
Interest on Long Term Debt (Non-Operating)	325,000	243,750	153,791	(89,959)	-	325,000	
Depreciation Expense (Non-Cash)	1,985,000	1,488,750	1,488,750	-	-	1,985,000	
Amortization Expense (Non-Cash)	57,000	42,750	42,750	-	-	57,000	
Loss on Retirement of Assets (Non-Operating)	-	-	-	-	-	-	
Bond Issuance Costs (Non-Operating)	-	-	192,863	192,863	-	-	
EXPENSES	$ 6,429,000	$ 4,821,750	$ 4,616,859	$ (204,891)	$ (57,500)	$ 6,486,500	
REVENUES-EXPENSES	$ 51,000	$ 38,250	$ 308,288	$ 270,038	$ (2,500)	$ 68,500	

CS - Collection System
PS - Pump Stations
TD - Wastewater Treatment & Disposal
CA - Customer Accounting (Billing & Finance)
GA - General & Administrative

DRAFT

FY 2024 Draft Budget Summary

Revenues:

The FY 2024 Water & Sewer Department revenues were increased based on our analysis of the actual revenues to date and anticipated growth in certain areas. The water revenues have not increased much in the last few years and the rates are currently being evaluated. CTUB staff will begin discussions on the second phase of sewer rate equalization once the class cost of study evaluation is completed in the next few months.

Expenses:

The FY 2024 Water & Sewer Department expenses increased in total to account for various items approved by the board, price increases from our vendors, and anticipated increases in the future. The budget adjustments consist of the typical line-item adjustments (increases/decreases) based on the actual expected costs and changes utilizing the previous assumptions.

Due to the continuous price fluctuations, the budget assumptions for the expenses have been challenging compared to prior years and staff anticipates additional price increases and budget revisions in the future.

Below are a few of the major changes from FY 2024:

- Labor accounts were adjusted to reflect the 8.7% COLA increase to the current pay scale that was recently approved by the Charles Town City Council, effective July 1, 2023 and annual merit increases.
- Insurance premiums for PEIA were adjusted to reflect the 15.6% increase, effective July 1, 2023.
- Contractual services for sewer were significantly reduced to remove items that were completed in FY 2023 and not anticipated in FY 2024.
- Depreciation expense is a non-cash expense that includes the annual depreciation of our fixed assets. It has been removed from the operating budget in the new budget format as it is a non-cash expense not a “budgeted” expense. Depreciation expense and amortization expenses will be accurately reported on the income statement once the new format is approved and presented at the next board meeting.

The FY 2024 capital budget includes estimates for the implementation costs for new billing and accounting software. The annual costs will not increase from our current software but the implementation costs are considered a one-time capital expenditure. Staff is in the process of finalizing the software evaluations for the board within the next few weeks.

Finally, the FY 2024 for water & sewer also includes the addition of asset management program fees. Staff has participated in several demos last year and has decided to evaluate a few other companies. We will be preparing an analysis for the board in the next few months after all of the programs have been evaluated. Please note that this software will be a requirement to obtain project financing in the future.

Staff will prepare additional schedules to include with the FY 2024 budget at the April 26, 2023 board meeting.

CHARLES TOWN UTILITY BOARD
WATER FUND
ANNUAL OPERATING BUDGET
FISCAL YEAR 2024

ACCOUNT DESCRIPTION	FY 2023 BUDGET REVISION For Approval	FY 2024 PROPOSED BUDGET For Approval
REVENUES		
Sales and Services to Customers	4,194,999	4,209,000
Non-Operating Revenues	650,000	696,000
TOTAL REVENUES	$ 4,845,000	$ 4,905,000
EXPENSES		
Salaries, Wages & Benefits	1,456,000	1,555,129
Water Supply & Treatment Expenses	599,000	605,900
Transmission & Distribution (Maint)	570,000	535,000
Billing & Accounting Expenses	114,500	114,500
Administrative & General Expenses	411,500	421,500
Non-Operating	445,000	425,000
Non-Cash	1,243,000	1,243,000
TOTAL EXPENSES	$ 4,839,000	$ 4,900,029
REVENUES-EXPENSES	6,000	4,971

Preliminary Draft for Discussion Purposes

CHARLES TOWN UTILITY BOARD
WATER FUND
FISCAL YEAR 2024 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ACTUAL FY 2022	PROPOSED RE-BUDGET FY 2023 For Approval 4/12/2023	PROPOSED BUDGET FY 2024 For Approval 4/26/2023
REVENUES			
Metered Sales - Residential	2,552,400	2,640,000	2,664,000
Metered Sales - Commercial	1,287,225	1,320,000	1,340,000
Metered Sales - Glen Haven/Cavaland	95,952	100,000	100,000
Bulk Water	17,964	20,000	20,000
Forfieted Discounts	68,449	80,000	85,000
Misc Service Revenue - Reconnection	31,200	35,000	38,000
Tank Lot Rental Revenue (Non-Operating)	523,603	550,000	565,000
Interest Income (Non-Operating)	5,009	20,000	23,000
Sinking Fund Income (Non-Operating)	469	15,000	20,000
Misc. Water Revenue (Non-Operating)	71,609	65,000	50,000
Grant Revenue - OEHS (Non-Operating)	46,765	-	-
TOTAL REVENUES	$ 4,700,645	$ 4,845,000	$ 4,905,000
EXPENSES			
WS - Materials & Supplies Expense	16,477	15,000	15,000
WS - Maint of Water Source	19,983	20,000	20,000
WT - Salaries & Wages	330,783	360,000	380,129
WT - Power	119,074	140,000	140,000
WT - Power - GH/CAV	6,462	8,000	8,400
WT - Chemicals	142,717	170,000	170,000
WT - Testing	33,383	55,000	55,000
WT - Materials & Supplies Expense	19,954	20,000	25,000
WT - Materials & Supplies Expense - GH/CA	3,097	4,000	4,000
WT - Sludge Hauling	-	38,000	39,500
WT - Maint of Water Treatment Plant	99,915	90,000	90,000
WT - Maint of Water Plant - GH/CAV	5,640	5,000	5,000
WT - Licenses & Subscriptions	-	34,000	34,000
TD - Salaries & Wages	433,575	390,000	389,144
TD - Materials & Supplies Expense	15,730	20,000	20,000
TD - Maint of Dist Reservior & Standpipes	67,440	60,000	50,000
TD - Maint of Mains	99,659	120,000	120,000
TD - Maint of Services	142,338	150,000	150,000
TD - Maint of Meters	136,320	200,000	180,000
TD - Maint of Hydrants	4,703	20,000	15,000
CA - Salaries & Wages	154,591	170,000	197,629
CA - Billing Expense	12,772	40,000	40,000
CA - Licenses & Subscriptions (includes Sen	-	64,500	64,500
CA - Bad Debt Expense	9,395	10,000	10,000

GA - Salaries & Wages	113,679	125,000	130,607
GA - Director Compensation	-	2,500	2,500
GA - Employee Insurance & Benefits	151,137	170,000	221,784
GA - Employee Pension Expense	98,636	93,000	98,776
GA - Payroll Taxes - FICA Tax Expense	79,894	83,000	83,959
GA - OPEB (other post empl. benefits)	15,818	12,000	-
GA - Employee 457 Expense	-	18,000	18,101
GA - Office Supplies & Expense	98,178	60,000	65,000
GA - Computer - Technology Expense	-	18,000	15,000
GA - Maint. of General Property	14,879	15,000	15,000
GA - Licenses & Subscriptions	-	20,000	30,000
GA - Contractual Services - Engineering	77,802	15,000	20,000
GA - Contractual Services - Accounting	19,341	25,000	20,000
GA - Contractual Services - Legal	10,066	30,000	20,000
GA - Contractual Services - Other	61,468	20,000	20,000
GA - Rental of Building	-	15,000	15,000
GA - Transportation Expense	50,712	75,000	78,000
GA - Insurance	74,393	80,000	85,000
GA - Worker's Comp	33,072	35,000	35,000
GA - Regulatory Commission Expense	15,086	20,000	20,000
GA - Misc. General Expense	9,567	10,000	10,000
GA - Bond Administration Fees	5,119	6,000	6,000
Interest on Long Term Debt (Non-Operating)	445,578	445,000	425,000
Depreciation Expense (Non-Cash)	1,180,000	1,165,000	1,165,000
Amortization Expense (Non-Cash)	92,470	78,000	78,000
Bond Issuance Cost (Non-Operating)	139,733	-	-
EXPENSES	$ 4,660,637	$ 4,839,000	$ 4,900,029
REVENUES-EXPENSES	40,007	6,000	4,971

CHARLES TOWN UTILITY BOARD
WATER FUND
FISCAL YEAR 2024 CAPITAL EXPENDITURE FUND
(Non-Project Related Capital Expenditures)

DESCRIPTION	BUDGET
RENEWAL & REPLACEMENT ACCOUNT (Balance as of 3/31/2023)	789,398
REQUIRED R&R FUND CONTRIBUTIONS FY 2024	105,225
WATER SURETY POLICY ACCOUNT (Balance as of 3/31/2023)	101,229
CAPITAL IMPROVEMENT FUNDS (Balance as of 3/31/2023)	3,617,854
TOTAL FUNDS AVAILABLE FOR CAPITAL IMPROVEMENTS	**$ 4,613,705**

CAPITAL EXPENDITURES

ASSET MANAGEMENT SOFTWARE IMPLEMENTATION	35,000
BILLING & ACCOUNTING SOFTWARE IMPLEMENTATION	25,000
FLEET TRUCKS	150,000
VALVE MAINTENANCE TRAILER	100,000
SAFETY EQUIPMENT	50,000
METER REPLACEMENT	150,000
WTP RIVER INTAKE VFD INSTALLATION	240,550
TOTAL CAPITAL EXPENDITURES	**$ 750,550**

CHARLES TOWN UTILITY BOARD
SEWER FUND
ANNUAL OPERATING BUDGET
FISCAL YEAR 2024

ACCOUNT DESCRIPTION	FY 2023 BUDGET REVISION For Approval 4/12/2023	FY 2023 PROPOSED BUDGET For Approval 4/26/2023
REVENUES		
Sales and Services to Customers	6,419,000	6,493,000
Non-Operating Revenues	136,000	137,500
TOTAL REVENUES	$ 6,555,000	$ 6,630,500
EXPENSES		
Salaries, Wages & Benefits	1,415,000	1,627,300
Collection System Expenses	290,000	295,000
Pump Station Expenses	395,000	410,000
Wastewater Treatment & Disposal	1,064,000	990,000
Billing & Accounting Expenses	140,000	115,000
Administrative & General Expense	815,500	750,500
Non-Operating	325,000	320,000
Non-Cash	2,042,000	2,042,000
TOTAL EXPENSES	$ 6,486,500	$ 6,549,800
REVENUES-EXPENSES	68,500	80,700

Preliminary Draft for Discussion Purposes

CHARLES TOWN UTILITY BOARD
SEWER FUND
FISCAL YEAR 2024 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ACTUAL FY 2022	PROPOSED RE-BUDGET FY 2023 For Approval 4/12/2023	PROPOSED BUDGET FY 2024 For Approval 4/26/2023
REVENUES			
CTUB Revenue	2,322,727	2,400,000	2,432,000
Ranson Revenue	1,375,055	1,400,000	1,414,000
JCPSD Revenue	2,442,537	2,500,000	2,524,000
Customer Forfieted Discounts	37,066	40,000	42,000
Customer Forfieted Discounts- RA	22,352	29,000	30,000
Customer Forfieted Discounts- PSD	39,825	50,000	51,000
Misc. Sewer Revenues (Non-Operating)	21,804	25,000	25,000
Interest Income (Non-Operating)	7,283	25,000	26,500
Sinking Fund Income (Non-Operating)	728	86,000	86,000
TOTAL REVENUES	6,269,377	6,555,000	6,630,500
EXPENSES			
CS - Materials & Supplies Expense	12,379	20,000	20,000
CS - Maint of Service Connections	48,744	50,000	55,000
CS - Maint of Collecting & Trans. Mains	164,145	220,000	220,000
PS/CS - Salaries & Wages	306,999	325,000	400,147
PS - Power	111,591	135,000	135,000
PS - Materials & Supplies Expense	16,530	25,000	25,000
PS - Sludge Hauling	-	35,000	40,000
PS - Maint of Pump Stations	191,129	200,000	210,000
TD - Salaries & Wages	232,759	275,000	311,092
TD - Power - CT Plant	126,830	135,000	135,000
TD - Power - TUI	79,684	90,000	90,000
TD - Power - Deerfield	7,178	10,000	10,000
TD - Chemical Expense - CT	156,784	175,000	175,000
TD - Chemical Expense - TUI	17,927	20,000	20,000
TD - Testing - CT	26,431	35,000	35,000
TD - Testing - TUI	6,191	12,000	12,000
TD - Materials & Supplies Expense	97,379	80,000	80,000
TD - Sludge Hauling - CT	-	4,000	5,000
TD - Sludge Hauling - TUI	-	13,000	13,000
TD - Maint. Burns Farm	74,744	110,000	110,000
TD - Maint. Treatment Plant - CT	118,213	275,000	200,000
TD - Maint. Treatment Plant - TUI	70,802	90,000	90,000
TD - Maint. Treatment Plant - Deerfield	23,875	15,000	15,000
CA - Salaries & Wages	200,143	214,000	246,780

CHARLES TOWN UTILITY BOARD
SEWER FUND
FISCAL YEAR 2024 BUDGET SUMMARY

ACCOUNT DESCRIPTION	ACTUAL FY 2022	PROPOSED RE-BUDGET FY 2023 For Approval 4/12/2023	PROPOSED BUDGET FY 2024 For Approval 4/26/2023
CA - Billing Expense	88,263	95,000	60,000
CA - Licenses & Subscriptions	-	30,000	40,000
CA - Bad Debt Expense	16,230	15,000	15,000
GA - Salaries & Wages	180,454	200,000	168,834
GA - Director Compensation	-	2,500	2,500
GA - Employee Insurance & Benefits	143,532	170,000	260,000
GA - Employee Pension Expense	90,706	92,000	101,417
GA - Payroll Taxes - FICA Tax Expense	71,979	79,000	86,204
GA - OPEB (other post empl. benefits)	14,566	12,000	-
GA - Employee 457 Expense	-	16,000	17,827
GA - Office Supplies & Expense	129,097	75,000	75,000
GA - Computer - Technology Expense	-	18,000	18,000
GA - Maint. of General Property	28,583	30,000	30,000
GA - Licenses & Subscriptions	-	20,000	30,000
GA - Contractual Services - Engineering	48,685	35,000	35,000
GA - Contractual Services - Accounting	28,840	50,000	50,000
GA - Contractual Services - Legal	143,648	250,000	180,000
GA - Contractual Services - Other	45,327	25,000	25,000
GA - Rental of Building	-	15,000	15,000
GA - Transportation Expense	67,391	85,000	85,000
GA - Insurance	90,706	110,000	110,000
GA - Worker's Comp	26,736	32,000	35,000
GA - Regulatory Commission Expense	24,984	30,000	30,000
GA - Misc. General Expense	7,830	10,000	10,000
GA - Bond Administration Fees	51,328	60,000	55,000
Interest on Long Term Debt (Non-Operating)	318,002	325,000	320,000
Interest Expense - Other	60,254	-	-
Depreciation Expense (Non-Cash)	1,859,328	1,985,000	1,985,000
Amortization Expense (Non-Cash)	53,519	57,000	57,000
Loss on Retirement of Assets (Non-Operating	153,496	-	-
Bond Issuance Costs (Non-Operating)	32,856	-	-
EXPENSES	$ 5,866,797	$ 6,486,500	$ 6,549,800
REVENUES-EXPENSES	402,580	68,500	80,700

CHARLES TOWN UTILITY BOARD
SEWER FUND
FISCAL YEAR 2024 CAPITAL EXPENDITURE FUND
(Non-Project Related Capital Expenditures)

DESCRIPTION	BUDGET
RENEWAL & REPLACEMENT ACCOUNT (Balance as of 3/31/2023)	774,119
REQUIRED R&R FUND CONTRIBUTIONS FY 2024	162,325
CAPITAL IMPROVEMENT FUNDS (Balance as of 3/31/2023)	4,540,813
TOTAL FUNDS AVAILABLE FOR CAPITAL IMPROVEMENTS	**$ 5,477,257**

CAPITAL EXPENDITURES

ASSET MANAGEMENT SOFTWARE IMPLEMENTATION	35,000
BILLING & ACCOUNTING SOFTWARE IMPLEMENTATION	25,000
FLEET TRUCKS	80,000
STANDARD WORK FLEET	60,000
OFFICE STANDARD FLEET	20,000
REPLACEMENT PUMPS	100,000
MANHOLE SUPPLIES FOR REHAB	75,000
PUMP STATION REPAIRS/REHABILITATION	200,000
GENERATORS/BACK-UP	100,000
COLLECTION SYSTEM REPAIRS/REHABILTATION	125,000
TOTAL CAPITAL EXPENDITURES	**$ 820,000**

Control and Eliminate Algae and Biofilm

Without Chemicals

Proposal Prepared for:

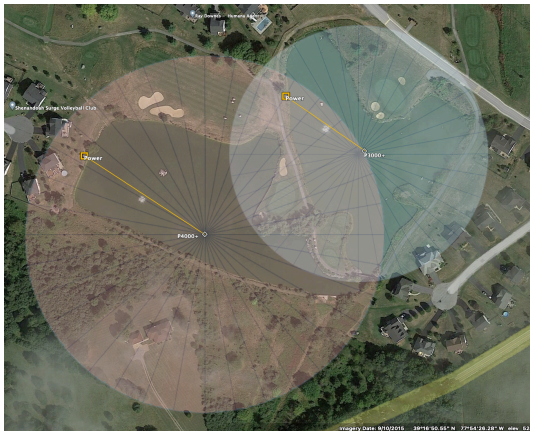
Date: March 24, 2023

Prepared by:
Ryan Carter
Sales Development Rep.
WaterIQ Technologies Inc
Cell: 904-669-5082
Email: Ryancarter@wateriqtech.com

February 25, 2023

Thank you for your continued interest in using **WaterIQ Technologies (WIQ)** ultrasound technology for non-chemical algae control in the lake. Per our discussion, here is a proposal for using the new Pulsar family of units for helping to control and prevent algae in the lakes.

Pending Final Electrical Location/Cable Length



[See below for Pricing]

Maintenance: WaterIQ Technologies recommends monthly cleaning of the transducer head. This includes checking the system, and wiping the transducer head off with a soft cloth. Very simple and can be completed by the customer. No additional service plan or charges necessary.

- (1) Pulsar 3000+ Unit – IoT Enabled –
  - Installation Kit: Float, Cable, Solar Panel, and other accessories
  - IoT Subscription included at $500 per year per Pulsar Unit
  - 100-meter cable
- (1) Pulsar 4000+ Unit – IoT Enabled –
  - Installation Kit: Float, Cable, Solar Panel, and other accessories
  - IoT Subscription included at $500 per year per Pulsar Unit
  - 120-meter cable

Purchase Price:

- $13,635– taxes and shipping not included

Why Use Ultrasound Technology for Algae Control

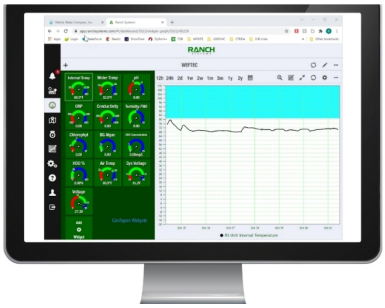
- Reduce the need for chemicals
- Cost Effective
- Reduce and prevent algae blooms
- Works in harmony with other aquatic wildlife and plants
- Effectively treat 120 acres of blue-green algae with a single unit
- Works effectively with other algae control methods such as aeration and bacteria
- ROI in less than 2 years

How Ultrasound Works

WaterIQ Technologies ultrasound devices function by generating and broadcasting a specific sound frequency ranges through the water that are destructive to algae. With over 18 years of experience matching ultrasound technology products with customers, WaterIQ Technologies has seen great success in the reduction of over 95% of varying algae and up to 99% of diatoms in water across the globe. This reduction prevents new growth and is an effective non-chemical option to promote a more sustainable and healthier environment.

- Ultrasound was introduced for algae control in the late 1990's
- Is used in various pond and reservoir applications in over 100 countries
- Helps Restore your water ecosystem, **without chemicals**
- **Monitor your ultrasound units remotely with ease from your handheld device or computer!**





WaterIQ Technologies . 238 Bridge Street, Unit B, Northampton, MA 01060

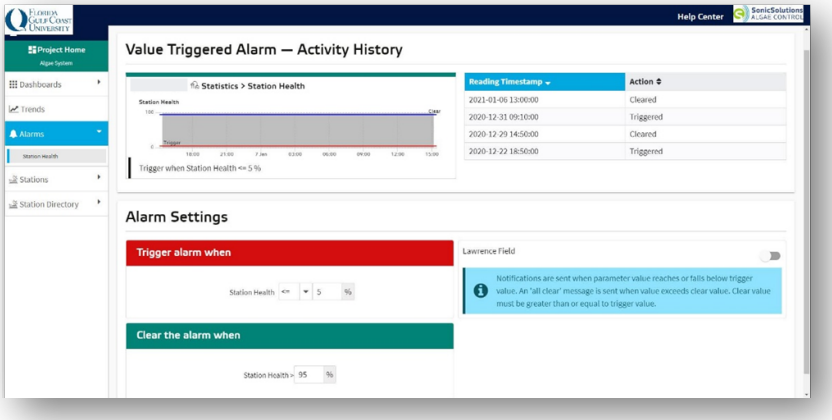
www.wateriqtech.com PH: (866) KO-ALGAE

WaterIQ Technologies

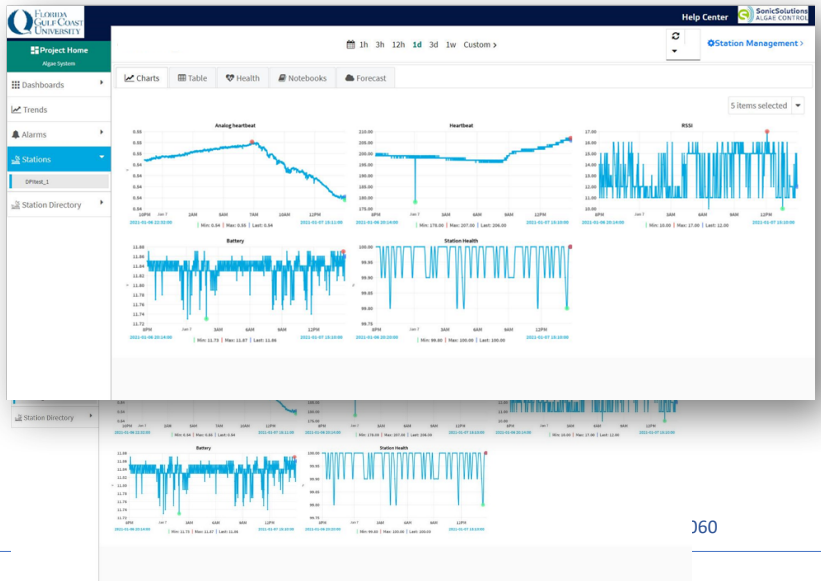
Telemetry System

Set Alarms so you know when a unit is not functioning properly

- Track Battery Status (solar)
- Track Ultrasound unit functionality
- Track GPS Location of the unit



Set up and Customize your Dashboard with your own Logo and URL



Benefits of the New Pulsar Family of Units – The Next Generation of Ultrasonic Technology

The Pulsar have Upgraded the Circuit Boards

This allows the ultrasound unit to hit each of the 2000 frequencies with exact precision! When the occurs, the ultrasound units are extremely accurate, and it ensures a more efficient and effective impact. Prior generations do not have the same.

Improved Ceramic Coating on Each Transducer Head

Biofilm will accumulate on all ultrasonic units. The ceramic coating deters this for happening and it does so in a way that does not have any moving, easy to break, parts

Top-Grade Connectors

Common failure with any electrical components are with input connections. We have re-engineered the Pulsar Family to be 100% potted, with IP 69 rated connectors which are the most durable marine tested in the industry. This will greatly reduce field failure when compared to other ultrasound units.

Water Cooled Units

The Transducers have water cooled plates, resulting in no overheating, which was a common failure among other ultrasound units

FAQs

How long can I expect to wait to see results?

A Blue-Green algae, (Cyanobacteria, Microcystis, etc) can take approximately 7-14 days to get under control and reduce. A Green Algae (Spirogyra, Ultotrix, etc) can take longer, some can be 3-4 weeks, others can take up towards 3 months. This will also depend on how far along the algae bloom is when the units are installed.

Is ultrasound effective on all types of algae?

WIQ units are effective on 95% of the algae we have tested over the past 18+ years. There are over 2 million species and subspecies of algae, and not all of them have been tested. WIQ has encountered a handful of algae that ultrasound is not as effective in controlling, and therefore we request that an algae identification be performed prior to installation. We want to make sure ultrasound is proper solutions for your application.

What happens to the algae when it starts to die?

Ultrasound is effective not only in affecting the current algae in the water, but also in preventing additional algae growth, but inhibiting its reproductive cycle. The affected algae in the water will drop of out sunlight, to the bottom of the application, and effective starve to death (lack of sunlight), and become a food source for other organisms and bacteria.

Will ultrasound allow for lysing of the cell?

No, ultrasound does not *burst* or rupture the algae cell. So for a toxic algae bloom, the sound waves gently *implode* the cells, causing them to sink out of sunlight, but without disrupting the outside cell wall. Ultrasound can prevent the cells from fully maturing, and therefore reaching a full toxic state.

Where are the units manufactured?
WaterIQ Technologies units are proudly manufactured in the US, in Johnson City, TN. We have sales offices in MA, CT, South Carolina, and FL, and have 20 distributors and reps throughout the world.

What is the lead time for getting units?
Product will ship in 10-14 days from placing the order for a standard order size. Ask your sales representative for a more accurate lead time for larger orders.

Mid Atlantic Storage Systems, Inc.
QUALITY ERECTORS OF AQUASTORE® ,& tecStore™ TANK SYSTEMS

P R O P O S A L
 # X-2914, April 7, 2023

Charles Town Utility Board
c/o Ms. Kristen M. Stolipher
661 South George Street, Suite 101
Charles Town, WV 25414
PH.: 304-724-7080
Email: kstolipher@ctubwv.com

This PROPOSAL is offered to **Charles Town Utility Board,** hereafter called the BUYER, by Mid Atlantic Storage Systems, Inc., hereafter called the SELLER, for the following improvements/repairs to be made to the existing Aquastore glass-coated, bolted-steel storage tank as manufactured by CST Storage, Inc. of Dekalb, IL.

TANK OWNER : Charles Town Utility Board; Charles Town, WV

REFERENCE : Model 5930 SSTT (59'dia. x 30' tall – 575,000 gallons) – MIP # 8051560 and installed by Mid Atlantic Storage Systems back in 2005

SCOPE OF WORK – INTERIOR

Option # 1 – Mid Atlantic Storage Systems, Inc. proposes to recondition / recaulk ALL of the horizontal and vertical **interior** tank seams and bottom manway on the existing Aquastore glass-coated, bolted-steel industrial storage tank. The sealant is used to ensure that the tank is "liquid tight", as well as to protect the panel sheet edges from corrosion. Over time, the sealant degrades and needs to be reapplied. An interior recondition is typically required sooner than an exterior recondition. Unlike an exterior recondition, an interior recondition requires the tank to remain out of service for approx. 5 - 7 days in order for the sealant to properly cure.

Option # 2 - Mid Atlantic Storage Systems, Inc. proposes to provide and install new sacrificial anode bars on the inside floor of the existing Aquastore glass-coated, bolted-steel water storage tank. The exact number of anode bars is determined by the conductivity of the stored water and the size of the tank. A tank of this size normally takes (3) anode bars. The sacrificial anode bars are part of a new NSF approved cathodic protection system, which may not have been available at the time that the above referenced tank was originally installed. The anode bars assist with protecting the tank interior wetted surfaces from excessive corrosion.

Option # 3 – Mid Atlantic Storage Systems, Inc. proposes to **inspect** the interior of the tank and repair any other misc. minor glass chips, etc.. in the tank coating using the std. tank sealer to prevent potential corrosion, etc..

SCOPE OF WORK – EXTERIOR

Option # 4 – Mid Atlantic Storage Systems, Inc. proposes to complete an exterior "chemical wash" of the roof and tank sidewalls with a mild solution of muriatic acid in order to remove as much of the existing streaking as possible and restore the exterior appearance.

Option # 5 – Mid Atlantic Storage Systems, Inc. proposes to recondition / recaulk ALL of the horizontal and vertical **exterior** tank seams, bottom manway, and roof assembly on the existing Aquastore glass-coated, bolted-steel industrial storage tank. The sealant is used to protect the panel sheet edges from corrosion. Over time, the sealant degrades and needs to be reapplied in order to protect the sheet edges.

Option # 6 – Mid Atlantic Storage Systems, Inc. proposes to provide and install approximately 11,200 new exterior protective bolt caps with sealer to cover the exterior tank fasteners (i.e. nuts and washers) of the existing Aquastore glass-coated, bolted-steel industrial storage tank. The bolt caps assist with protecting the exterior nut and washer from corrosion, and also provides a more aesthetically pleasing exterior tank appearance.

Option # 7 – Mid Atlantic Storage Systems, Inc. proposes to inspect the exterior of the tank and repair any misc. minor glass chips, etc. in the tank coating using the standard tank sealer to prevent potential corrosion, etc.

ITEMS SPECIFICALLY NOT INCLUDED IN THIS PROPOSAL AND/OR BY OTHERS

1) The BUYER is responsible for providing free, clear and easy access to the tank site for our trucks.
2) The BUYER shall provide sufficient space adjacent to and around the tank site for Seller's access and equipment.
3) The BUYER is responsible for providing a well-drained, level and prepared tank site to include access roads; site clearing, grading; leveling; drainage; erosion control, brush removal.
4) The BUYER is responsible for completely draining and thoroughly cleaning the primary tank interiors. Thorough cleaning requires power wash of all sidewall panel faces and edges and removal of all "gray water" and stored matter from tank floor. Tanks will need to remain out of service for the duration of recondition process.
5) Final grading, seeding, mulching, fencing, or other site restoration work.
6) The BUYER is responsible for any pipe or appurtenance relocation, and price does NOT include any tank or roof penetration nozzles/boots or relocation of platforms, electrical, etc.
7) Special permits/ Special licenses from federal/state/local agencies and/or related inspection fees, confined space permits, etc...

LABOR & EQUIPMENT FOR TANK MODIFICATIONS

1) Open-shop, **non-prevailing wage labor**, materials, & tools will be provided by Mid Atlantic Storage Systems, Inc.
2) All LABOR offered in this PROPOSAL will be performed by SELLER, an authorized dealer of Engineered Storage Products Co. using our FACTORY CERTIFIED & TRAINED crews regularly engaged in the installation of AQUASTORE® tank systems.

COMPLETION

Varies depending upon weather, crew availability, etc.…

INSURANCE

SELLER has $2 MM Comprehensive General Liability coverage.

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BONDS

This PROPOSAL does not include the supply of, or associated cost of a performance and payment bond. If bonds are required please increase the total PRICE of this PROPOSAL by 1.5%.

TAX

Sales or Use Tax is NOT included for this project. (Taxes extra if required.) Please provide Tax Exemption Certificate.

PRICE
The total PRICE for Labor, Materials, and Equipment offered herein is:

Option 1 – $ 26,789
Option 2 – $ 1,638 ($546/ea.)
Option 3 – No Charge
Option 4 - $ 8,023
Option 5 - $ 26,789
Option 6 - $ 10,636
Option 7 – No Charge

Note: The customer may pick and choose ALL or a combination of the above.

TERMS
The PRICE is to be remitted net 30 days on monthly invoices submitted for materials delivered to the jobsite and work performed during that month. NOTE: a 1.25% monthly (15% annual) service charge will be accessed on past due accounts. Price retainage is not acceptable.

VALIDITY
The PRICE is valid for your written acceptance no later than **July 7, 2023**. Beyond these times **SELLER** reserves the right to revise pricing as necessary.

RESCHEDULING FEE
A $ 2,500 Rescheduling Fee will be applied to any tank recondition project that is cancelled by the tank owner within 7 days of an agreed upon start date. However, this fee will be waived if Mid Atlantic is able to reschedule the rehab crew to another project with no delay in their work schedule.

The above referenced tank is approximately 18 years old.

We appreciate the opportunity to provide you with this PROPOSAL and look forward to your favorable acceptance.

Sincerely,

Ryan Lynch

Ryan Lynch
Inside Service Manager

BUYER ACCEPTANCE
The undersigned accepts this PROPOSAL and all its terms and conditions as a binding contract subject only to the approval of the credit of the BUYER by the SELLER which shall not be unreasonably withheld.

COMPANY: _____

BY:_____ TITLE:_____

SIGNATURE:_____ DATE:_____

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: April 12, 2023

ADMINISTRATIVE

- Customer Counts
  - Sewer 8,501
  - Water 6,550

WATER

- Lead and Copper Inventory on-going
- Meter testing and certifications
- VFD Installation underway
- Hydrant Flushing scheduled April 15th through June 30th
- Hydrant painting efforts scheduled for Summer 2023

SEWER

- **Renewal and Replacement project**
  - Project update attached
- **Collection system project update**

Location	Lot Number	CIF Date Paid	Number of Sewer EDUs	Sewer CIF Amount Paid	Number of Water EDU's	Water CIF Amount Paid
Shenandoah Springs	5, 6	1/10/2023	2	$ 9,110.00		
Beckwith/Shutter		1/10/2023	4	$ 11,720.00	4	$ 17,596.00
Norborne Glebe	T015-T021, T068-T074	1/20/2023	14	$ 41,020.00	14	$ 61,586.00
Aspen Greens	75	1/20/2023	1	$ 2,930.00		
Lennar	1-4	1/20/2023	4	$ 18,220.00		
Tate Manor	75-80	1/26/2023	6	$ 17,580.00	6	$ 26,394.00
Tate Manor	70-74	1/26/2023	5	$ 14,650.00	6	$ 21,995.00
Norborne Glebe	T022-T034	2/9/2023	13	$ 38,090.00	13	$ 57,187.00
Huntfield	322-328	2/8/2023	7	$ 20,510.00	7	$ 30,793.00
Aspen Greens	51, 70, 83	2/8/2023	3	$ 8,790.00		
Huntfield	554-558	2/9/2023	5	$ 14,650.00	5	$ 21,995.00
Aspen Greens	69	2/22/2023	1	$ 2,930.00		
Aspen Greens	48	2/23/2023	1	$ 2,930.00		
Huntfield	625	2/24/2023	1	$ 2,930.00	1	$ 4,399.00
Huntfield	376	2/28/2023	1	$ 2,930.00	1	$ 4,399.00
Aspen Greens	50	3/3/2023	1	$ 2,930.00		
Norborne Glebe	253-259	3/3/2023	7	$ 20,510.00	7	$ 30,793.00
Norborne Glebe	T035-T041, T055-T060	3/3/2023	13	$ 38,090.00	13	$ 57,187.00
Aspen Greens	53, 71	3/14/2023	2	$ 5,860.00		
Magnolia Springs	188-194	3/14/2023	7	$ 20,510.00		
Beallair	215	3/14/2023	1	$ 2,930.00		
Presidents Pointe	97-104	3/14/2023	8	$ 36,440.00		
Inferno Brewery	13	3/15/2023	4.03	$ 18,356.65		
Norborne Glebe	T042-T054, T061-T067	3/21/2023	20	$ 58,600.00	20	$ 87,980.00
Huntwell West	1,5,6,7	3/21/2023	4	$ 11,720.00		
Huntwell West	3,4,8,9,10	3/22/2023	5	$ 14,650.00		
Washington Landing 700,800,900		3/24/2023			35.5	$ 91,464.00
Aspen Greens	67, 72, 81	3/28/2023	3	$ 8,790.00		
Huntfield	469	3/28/2023	1	$ 2,930.00	1	$ 4,399.00
Beallair	216, 232, 303	3/28/2023	3	$ 8,790.00		
Aspen Greens	55	3/30/2023	1	$ 2,930.00		
Presidents Pointe	105-108	3/31/2023	4	$ 18,220.00		
		Total	**152.03**	$ 481,246.65	**133.5**	$ 518,167.00

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

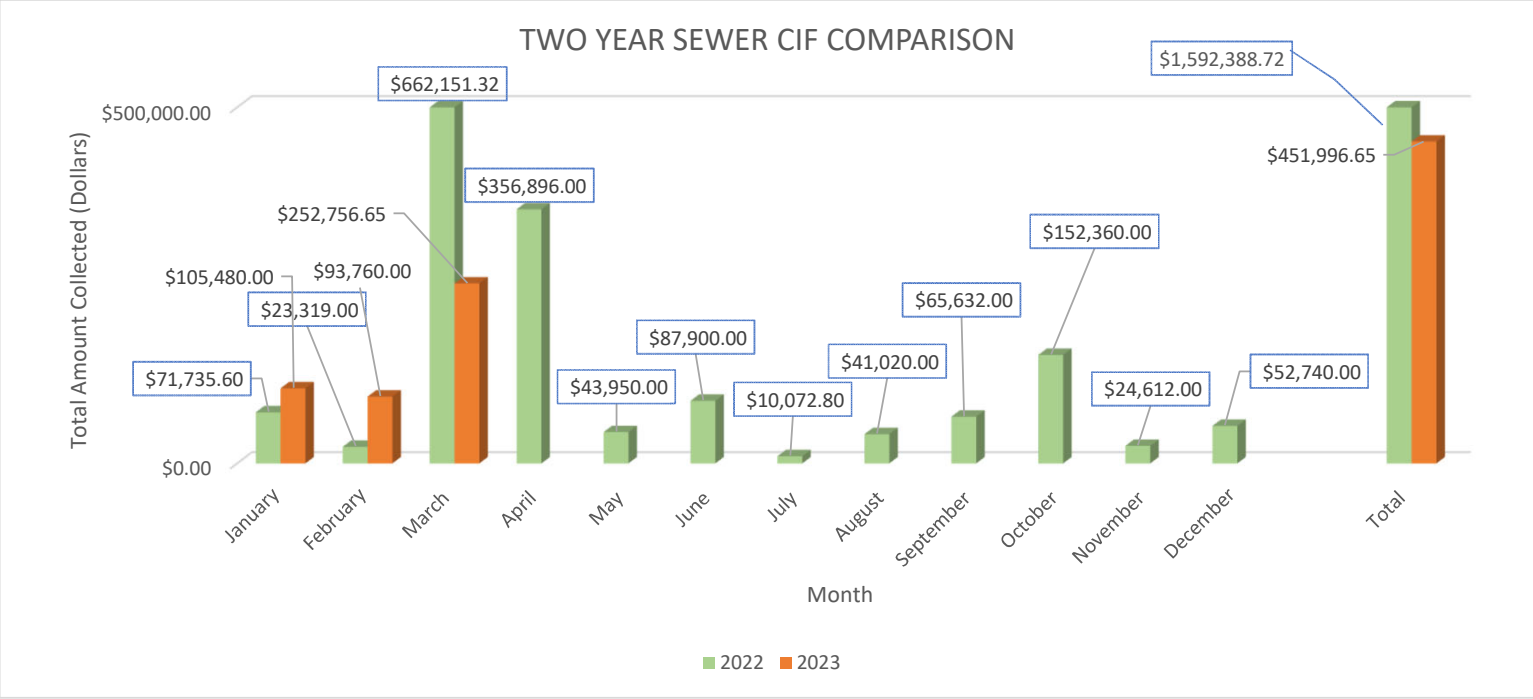
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-23		36	36	$ 115,230.00	$ 9,750.00	$ 105,480.00
Feb-23		32	32	$ 93,760.00		$ 93,760.00
Mar-23	4.03	80	84.03	$ 272,256.65	$ 19,500.00	$ 252,756.65
Apr-23						$ -
May-23						$ -
Jun-23						$ -
Jul-23						$ -
Aug-23						$ -
Sep-23						$ -
Oct-23						$ -
Nov-23						$ -
Dec-23						$ -
Total 2023	**4.03**	**148**	**152.03**	**$ 481,246.65**	**$ 29,250.00**	**$ 451,996.65**

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

Month	Commercial	Residential	Total Number of EDU's	Total Water CIF
Jan-23		30	30	$ 127,571.00
Feb-23		27	27	$ 118,773.00
Mar-23		76.5	76.5	$ 271,823.00
Apr-23				
May-23				
Jun-23				
Jul-23				
Aug-23				
Sep-23				
Oct-23				
Nov-23				
Dec-23				
Total 2023	**0**	**133.5**	**133.5**	**$ 518,167.00**

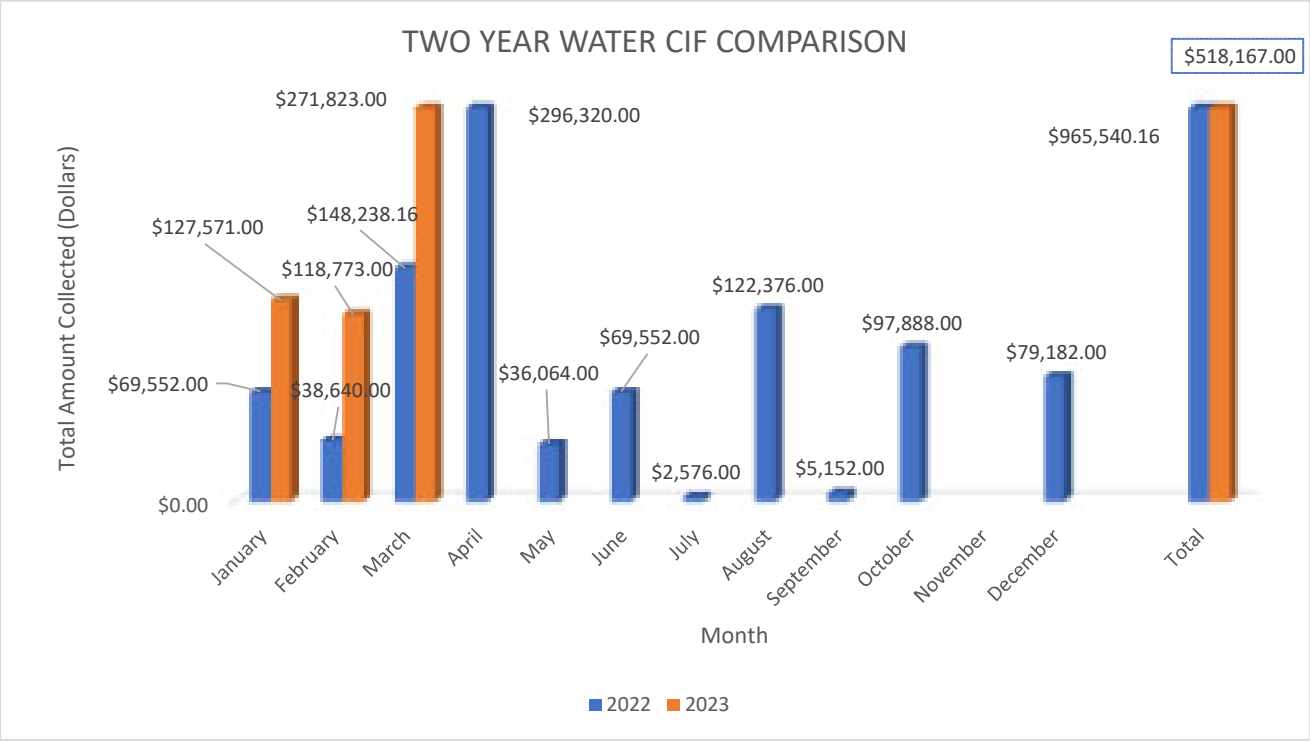
Sewer CIF Tracking as of April 3, 2023

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	36	$ 115,230.00	$ 9,750.00	$ 105,480.00
Feb-23		32	32	$ 93,760.00		$ 93,760.00
Mar-23	4.03	80	84.03	$ 272,256.65	$ 19,500.00	$ 252,756.65
Apr-23						
May-23						
Jun-23						
Jul-23						
Aug-23						
Sep-23						
Oct-23						
Nov-23						
Dec-23						
Total 2023	**4.03**	**148**	**152.03**	**$481,246.65**	**$29,250.00**	**$451,996.65**



Water CIF Tracking as of April 3, 2023

2023 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-22		30	30	$ 127,571.00
Feb-22		27	27	$ 118,773.00
Mar-22		76.5	76.5	$ 271,823.00
Apr-22				
May-22				
Jun-22				
Jul-22				
Aug-22				
Sep-22				
Oct-22				
Nov-22				
Dec-22				
Total 2023	**0**	**134**	**133.5**	**$ 518,167.00**



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	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	95.97	1.09	0.66	663,333	4,422

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	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	20.09	0.23	0.27	273,333	1,822

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	6,244

2021		
	Total	AVERAGE
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	AVERAGE
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	AVERAGE
JANUARY	36.55	1.21
FEBRUARY	28.96	1.03
MARCH	30.46	1.02
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	95.97	1.09

2021		
	Total	AVERAGE
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	AVERAGE
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	AVERAGE
JANUARY	7.3	0.24
FEBRUARY	6.38	0.23
MARCH	6.41	0.21
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	20.09	0.22666667

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	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	0.00	0.00	2.80	2,800,000	18,667

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	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	AVERAGE
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	AVERAGE
JANUARY	50,324,969	1,623,386
FEBRUARY	44,512,256	1,589,723
MARCH	51,243,776	1,653,025
APRIL		0
MAY		0
JUNE		0
JULY		0
AUGUST		0
SEPTEMBER		0
OCTOBER		0
NOVEMBER		0
DECEMBER		0
Annual Total	146,081,001	405,511

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	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	AVERAGE
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	AVERAGE
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	AVERAGE
JANUARY	233,300	7,526
FEBRUARY	184,300	5,945
MARCH	218,200	7,039
APRIL		0
MAY		0
JUNE		0
JULY		0
AUGUST		0
SEPTEMBER		0
OCTOBER		0
NOVEMBER		0
DECEMBER		0
Annual Total	635,800	1,709

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	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	AVERAGE
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	AVERAGE
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	AVERAGE
JANUARY	134,900	4,352
FEBRUARY	122,700	3,958
MARCH	140,000	4,516
APRIL		0
MAY		0
JUNE		0
JULY		0
AUGUST		0
SEPTEMBER		0
OCTOBER		0
NOVEMBER		0
DECEMBER		0
Annual Total	397,600	1,069

CHARLES TOWN UTILITY BOARD
GD&F ENGINEER'S REPORT
APRIL 15, 2023

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

- The Contractor (Alvarez) has completed demolition of the sludge holding tank and is working on installing the building foundation system. Excavation for the Electrical Building Addition is in progress. The Electrical Subcontractor has been identifying duct banks and performing demolition as allowable.
- GD&F RPR, Dave Gustkey, continues to be present on site full time and coordinate efforts between Alvarez and CTUB personnel.
- GD&F has received 89 submittals to date, 11 are currently outstanding. 25 requests for information (RFI's) have been submitted to date and 1 is currently under review.
- The next Progress Meeting is scheduled for the first Thursday in May.
- Alvarez submitted Application for Payment No. 6 in the amount of $498,898.59. This Application has been reviewed and approved by GD&F. This Application is presented in Resolution No. 004.

GD&F
GWIN DOBSON & FOREMAN ENGINEERS

Charles Town Water Department
Revenue & Expense Summary
2/28/2023

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,650,000	Metered Sales - Residential	1,766,667	1,759,769	(6,898)
1,340,000	Metered Sales - Commercial	893,333	875,934	(17,399)
105,000	Metered Sales - Glen Haven/Cavaland	70,000	63,885	(6,115)
20,000	Sale for Resale - Bulk Water	13,333	12,295	(1,038)
80,000	Forfieted Discounts	53,333	52,921	(412)
30,000	Misc. Service Rev - Reconnection / Tap Fees	20,000	21,890	1,890
525,000	Tank Lot Rental Income (Non-Operating)	350,000	392,810	42,810
8,000	Interest Income (Non-Operating)	5,333	11,310	5,977
2,000	Sinking Fund Income (Non-Operating)	1,333	7,048	5,715
85,000	Miscellaneous Income (Non-Operating)	56,667	14,194	(42,472)
0	Grant Revenue - OEHS (Non-Operating)	-	11,080	11,080
0	CIF & CAC Revenue (Non-Operating)	-	557,854	557,854
0	Checking Acct @ 6/30/22	-	635,062	635,062
4,845,000	**TOTAL REVENUES**	3,230,000	4,416,053	1,186,053
	EXPENSES			
15,000	WS - Materials & Supplies Expense	10,000	2,481	(7,519)
20,000	WS - Maint of Water Source	13,333	11,086	(2,247)
350,000	WT - Salaries & Wages	233,333	246,650	13,316
125,000	WT - Power	83,333	89,854	6,521
6,000	WT - Power - GH/CAV	4,000	4,507	507
130,000	WT - Chemicals	86,667	107,007	20,341
40,000	WT - Testing	26,667	50,528	23,861
20,000	WT - Materials & Supplies Expense	13,333	18,764	5,431
10,000	WT - Materials & Supplies Expense - GH/CAV	6,667	2,819	(3,848)
0	WT - Sludge Hauling	-	23,755	23,755
100,000	WT - Maint of Water Treatment Plant	66,667	58,662	(8,005)
10,000	WT - Maint of Water Plant - GH/CAV	6,667	778	(5,889)
0	WT - Licenses & Subscriptions	-	25,500	25,500
446,000	TD - Salaries & Wages	297,333	285,953	(11,381)
20,000	TD - Materials & Supplies Expense	13,333	11,835	(1,499)
100,000	TD - Maint of Dist Reservior & Standpipes	66,667	17,643	(49,023)
150,000	TD - Maint of Mains	100,000	46,130	(53,870)
200,000	TD - Maint of Services	133,333	66,594	(66,740)
175,000	TD - Maint of Meters	116,667	97,300	(19,366)
20,000	TD - Maint of Hydrants	13,333	7,849	(5,484)
162,000	CA - Salaries & Wages	108,000	116,440	8,440
20,000	CA - Billing Expense	13,333	22,596	9,263
0	CA - Licenses & Subscriptions (includes Sensus)	-	12,233	12,233
15,000	CA - Bad Debt Expense	10,000	3,721	(6,279)
125,000	GA - Salaries & Wages	83,333	80,854	(2,479)
187,000	GA - Employee Insurance & Benefits	124,667	110,797	(13,869)
97,000	GA - Employee Pension Expense	64,667	56,711	(7,956)

Charles Town Water Department
Revenue & Expense Summary
2/28/2023

83,000	GA - Payroll Taxes - FICA Tax Expense	55,333	53,378	(1,955)
10,000	GA - OPEB (other post empl. benefits)	6,667	7,902	1,235
15,000	GA - Employee 457 Expense	10,000	11,505	1,505
114,000	GA - Office Supplies & Expense	76,000	56,395	(19,605)
0	GA - Maint. of General Property	-	5,432	5,432
15,000	GA - Licenses & Subscriptions	10,000	9,468	(532)
0	GA - Contractual Services - Engineering	-	738	738
45,000	GA - Contractual Services - Accounting	30,000	11,234	(18,767)
20,000	GA - Contractual Services - Legal	13,333	13,425	92
15,000	GA - Contractual Services - Other	10,000	9,310	(690)
85,000	GA - Rental of Building	56,667	11,724	(44,943)
55,000	GA - Transportation Expense	36,667	49,709	13,043
80,000	GA - Insurance	53,333	55,739	2,405
35,000	GA - Worker's Comp	23,333	25,026	1,693
20,000	GA - Regulatory Commission Expense	13,333	2,366	(10,967)
10,000	GA - Misc. General Expense	6,667	4,039	(2,628)
6,000	GA - Bond Administration Fees	4,000	2,659	(1,341)
445,000	Interest on Long Term Debt (Non-Operating)	296,667	202,288	(94,378)
1,165,000	Depreciation Expense (Non-Cash)	776,667	776,667	0
78,000	Amortization Expense (Non-Cash)	52,000	52,000	-
4,839,000	**TOTAL EXPENSES**	3,226,000	2,940,048	(285,952)

6,000	Excess (Deficit)	4,000	1,476,005	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/22		635,062	
	Disbursements To Date		(3,583,034)	
	Expenses		2,940,048	
	Deposits To Date		3,698,146	
	Revenues		(4,416,053)	
	CASH BALANCE @ 2/28/2023		750,174	
			750,173	Water Operating
			0	
	Water Capacity Improvement Fees		3,322,670	
	Water Renewal & Replacement		779,143	
	Water Working Capital Fund		384,138	

Charles Town Sewer Department
Revenue & Expense Summary
2/28/2023

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,400,000	CTUB Service Revenue	1,600,000	1,603,299	3,299
1,440,000	Ranson Revenue	960,000	921,658	(38,342)
2,485,000	JCPSD Revenue	1,656,667	1,670,550	13,884
40,000	Customer Forfieted Discounts	26,667	26,989	322
25,000	Customer Forfieted Discounts- RA	16,667	18,828	2,161
40,000	Customer Forfieted Discounts- PSD	26,667	32,468	5,801
40,000	Misc. Sewer Revenues (Non-Operating)	26,667	10,825	(15,842)
0	CIF & CAC Revenues (Non-Operating)	-	544,275	544,275
8,000	Interest Income (Non-Operating)	5,333	16,626	11,293
2,000	Sinking Fund Income (Non-Operating)	1,333	57,875	56,542
0	Gain on Sale of Assets (Non-Operating)	-	37,159	
0	Checking Acct @ 6/30/22	-	2,351,976	2,351,976
6,480,000	**TOTAL REVENUES**	4,320,000	7,292,527	2,935,368
	EXPENSES			
20,000	CS - Materials & Supply Expense	13,333	3,656	(9,677)
50,000	CS - Maint of Service Connections	33,333	23,385	(9,949)
250,000	CS - Maint of Collecting & Trans. Mains	166,667	120,815	(45,852)
370,000	PS - Salaries & Wages	246,667	215,233	(31,434)
135,000	PS - Power & Fuel	90,000	84,427	(5,573)
25,000	PS - Supplies & Expense	16,667	13,705	(2,961)
0	PS - Sludge Hauling	-	19,688	19,688
250,000	PS - Maint of Pump Stations	166,667	61,539	(105,128)
244,000	TD - Salaries & Wages	162,667	201,741	39,074
130,000	TD - Power - CT Plant	86,667	85,301	(1,365)
80,000	TD - Power - TUI	53,333	57,195	3,862
10,000	TD - Power - Deerfield	6,667	4,306	(2,361)
155,000	TD - Chemical Expense - CT	103,333	111,752	8,419
20,000	TD - Chemical Expense - TUI	13,333	6,977	(6,357)
35,000	TD - Testing - CT	23,333	20,623	(2,711)
7,000	TD - Testing - TUI	4,667	8,201	3,535
102,000	TD - Supplies & Expense	68,000	85,036	17,036
0	TD - Sludge Hauling - CT	-	3,140	3,140
0	TD - Sludge Hauling - TUI	-	9,283	9,283
120,000	TD - Maint. Burns Farm	80,000	67,841	(12,159)
200,000	TD - Maint. Treatment Plant - CT	133,333	70,576	(62,758)
90,000	TD - Maint. Treatment Plant - TUI	60,000	48,356	(11,644)
15,000	TD - Maint. Treatment Plant - Deerfield	10,000	1,024	(8,976)
212,000	CA - Salaries & Wages	141,333	146,281	4,947
150,000	CA - Billing Expense	100,000	63,104	(36,896)
0	CA - Licenses & Subscriptions	-	12,233	12,233
15,000	CA - Bad Debt Expense	10,000	11,708	1,708
188,000	GA - Salaries & Wages	125,333	137,023	11,690
170,000	GA - Employee Insurance & Benefits	113,333	110,632	(2,701)

Charles Town Sewer Department
Revenue & Expense Summary
2/28/2023

92,000	GA - Employee Pension Expense	61,333	55,221	(6,112)
78,000	GA - Payroll Taxes - FICA Tax Expense	52,000	51,102	(898)
8,000	GA - OPEB (other post empl. benefits)	5,333	7,848	2,515
14,000	GA - Employee 457 Expense	9,333	10,654	1,320
135,000	GA - Office Supplies & Expense	90,000	57,045	(32,955)
0	GA - Computer - Technology Expense	-	5,432	5,432
35,000	GA - Maint. of General Property	23,333	12,426	(10,907)
0	GA - Licenses & Subscriptions	-	3,030	3,030
60,000	GA - Contractual Services - Engineering	40,000	20,986	(19,014)
32,000	GA - Contractual Services - Accounting	21,333	34,475	13,142
170,000	GA - Contractual Services - Legal	113,333	168,945	55,611
83,000	GA - Contractual Services - Other	55,333	16,700	(38,634)
65,000	GA - Transportation Expense	43,333	54,914	11,581
110,000	GA - Insurance	73,333	54,809	(18,525)
32,000	GA - Worker's Comp	21,333	23,101	1,768
30,000	GA - Regulatory Commission Expense	20,000	1,546	(18,454)
10,000	GA - Misc. General Expense	6,667	6,706	39
65,000	GA - Bond Administration Fees	43,333	25,163	(18,170)
325,000	Interest on Long Term Debt (Non-Operating)	216,667	147,873	(68,794)
1,985,000	Depreciation Expense (Non-Cash)	1,323,333	1,323,333	(0)
57,000	Amortization Expense (Non-Cash)	38,000	38,000	-
0	Bond Issuance Costs (Non-Operating)	-	192,863	192,863
6,429,000	**TOTAL EXPENSES**	4,286,000	4,116,948	(361,914)
51,000	**Excess (Deficit)**	34,000	3,175,579	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/22		2,351,976	
	Disbursements To Date		(4,891,377)	
	Expenses		4,116,948	
	Deposits To Date		5,195,064	
	Revenues		(7,292,527)	
	CASH BALANCE 2/28/2023		2,655,664	
			2,655,664	Sewer Operating
			(0)	
	Sewer Capacity Improvement Fees		4,270,105	
	Sewer Renewal & Replacement		759,282	
	Sewer Working Capital Fund		706,884	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WV DEPT OF TRANSPORTATION	A.HALE CDL APPLICATION	SEWER FUND	SEWER	32.50
			TOTAL:	32.50
WV WATER DEVELOPMENT AUTHORITY	#2017-175 INFRSTRCTR FNDPR	SEWER FUND	NON-DEPARTMENTAL	1,103.01
			TOTAL:	1,103.01

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

50	WATER FUND	130,618.35
60	SEWER FUND	627,125.32
	GRAND TOTAL:	757,743.67

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

This Packet:	$ 757,743.67
Security Deposit Refunds:	6,071.01
Security Deposit Refunds, checks dated 3/22/2023:	146.95
Carahsoft, check dated 3/22/2023:	4,970.34
T.Markley, check dated 3/22/2023:	103.49
Security Deposit Refunds, checks dated 3/28/2023:	6,107.11
WV DOT, checks dated 4/05/2023:	514.90
Total:	$ 775,657.47

Note:

Highlighted invoices are for the R&R Project

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
SPRINT	MONTHLY CELL SERVICE	WATER FUND	WATER		133.89
	MONTHLY CELL SERVICE	SEWER FUND	SEWER		201.89
				TOTAL:	335.78
STEPTOE & JOHNSON PLLC	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER		1,452.50
	GENERAL EMPLOYER COUNSELIN	SEWER FUND	SEWER		162.50
				TOTAL:	1,615.00
GERALD TAYLOR CO., INC.	VAC / TRANSPORT	WATER FUND	WATER		798.47
	VAC / TRANSPORT	WATER FUND	WATER		826.37
	PUMP / TRANSPORT	WATER FUND	WATER		1,049.20
	VAC LIFT STATIONS	SEWER FUND	SEWER		2,647.75
	TRANSPORT	SEWER FUND	SEWER		741.51
	VAC PIT	SEWER FUND	SEWER		1,562.63
				TOTAL:	7,625.93
PAYMENTUS CORPORATION	ANNUAL HOSTING FEE	WATER FUND	WATER		6,652.00
	ANNUAL HOSTING FEE	SEWER FUND	SEWER		6,652.00
				TOTAL:	13,304.00
THE CI THORNBURG CO, INC.	SENSUS (YR 5)	WATER FUND	WATER		26,376.00
	5/8"X3/4" SRII TRPL 100G P	WATER FUND	WATER		1,912.88
	CHLORINE	WATER FUND	WATER		2,340.00
				TOTAL:	30,628.88
U.S. BANK	PCARD 9146	WATER FUND	WATER		2,117.71
	PCARD 9146	WATER FUND	WATER		130.97
	PCARD 9146	WATER FUND	WATER		223.66
	PCARD 9146	WATER FUND	WATER		994.35
	PCARD 9146	WATER FUND	WATER		185.48
	PCARD 9146	WATER FUND	WATER		666.46
	PCARD 9146	WATER FUND	WATER		258.16
	PCARD 9146	WATER FUND	WATER		994.28
	PCARD 9146	SEWER FUND	SEWER		2,039.32
	PCARD 9146	SEWER FUND	SEWER		130.96
	PCARD 9146	SEWER FUND	SEWER		1,376.99
	PCARD 9146	SEWER FUND	SEWER		273.60
	PCARD 9146	SEWER FUND	SEWER		1,408.23
	PCARD 9146	SEWER FUND	SEWER		618.17
	PCARD 9146	SEWER FUND	SEWER		183.13
				TOTAL:	11,601.47
HD SUPPLY INC	GLOVES,TNT835,TNT839,WDEMT	SEWER FUND	SEWER		1,678.77
	GLOVES	SEWER FUND	SEWER		1,038.36
				TOTAL:	2,717.13
WAKEFIELD & ASSOCIATES INC	MAR COLLECTIONS	WATER FUND	WATER		140.40
	MAR COLLECTIONS	SEWER FUND	SEWER		140.40
				TOTAL:	280.80
WEST VIRGINIA TRACTOR COMPANY	SWIVEL 3/4 IN 90DEGREE, 6"	SEWER FUND	SEWER		829.11
				TOTAL:	829.11
WIRELESS NETWORKS GROUP, INC.	MISC SVCS, DEC & MAR	WATER FUND	WATER		573.75
				TOTAL:	573.75

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	AD&D PAYABLE	SEWER FUND	SEWER		8.98
	LIFE PAYABLE	SEWER FUND	SEWER		43.47
	LTD PAYABLE	SEWER FUND	SEWER		265.34
	STD PAYABLE	SEWER FUND	SEWER		282.48
				TOTAL:	1,257.46
MICRO-TECH DESIGNS, INC.	TRBLSHT TWWTP BNRBLWRS	SEWER FUND	SEWER		169.00
	ENGNRG HRS CRRCTN JANCTRPR	SEWER FUND	SEWER		169.00
				TOTAL:	338.00
LOGICAL CONCEPTS, INC	PS MONITORING 2023	SEWER FUND	SEWER		107.86
				TOTAL:	107.86
PACE ANALYTICAL SERVICES, LLC	TESTING: CT WKLY	SEWER FUND	SEWER		225.70
	TESTING: TUSC WKLY	SEWER FUND	SEWER		135.80
	TESTING: RCKWL MNTHLY	SEWER FUND	SEWER		356.80
	TESTING: CT WKLY	SEWER FUND	SEWER		225.70
	TESTING: TUSC WKLY	SEWER FUND	SEWER		135.80
	TESTING: TUSC WKLY	SEWER FUND	SEWER		135.80
	TESTING: CT WKLY	SEWER FUND	SEWER		225.70
	TESTING: TUSC QRTLY	SEWER FUND	SEWER		538.90
	TESTING: CT QRTLY	SEWER FUND	SEWER		314.30
	TESTING: CT WKLY	SEWER FUND	SEWER		225.70
	TESTING: TUSC WKLY	SEWER FUND	SEWER		135.80
	TESTING: JCPSD IU04 QRTLY	SEWER FUND	SEWER		114.80
				TOTAL:	2,770.80
ROSS H BARE	RPLC CHEMICAL PUMP	SEWER FUND	SEWER		540.00
				TOTAL:	540.00
SG PLUMBING, INC.	MTR TSTNG RM@ MAINT SHOP	WATER FUND	WATER		2,637.68
	311 AMBROSE DR	WATER FUND	WATER		1,225.00
	406 E 11TH AVE	WATER FUND	WATER		1,350.00
				TOTAL:	5,212.68
SHENANDOAH SALES & SERVICE, INC.	SVC CALL CTWWTP GENERATOR	SEWER FUND	SEWER		509.98
	SEWER VEHICLE	SEWER FUND	SEWER		130.00
	SEWER VEHICLE	SEWER FUND	SEWER		162.00
	SEWER VEHICLE	SEWER FUND	SEWER		173.77
	SEWER VEHICLE	SEWER FUND	SEWER		368.65
	SEWER TRAILER	SEWER FUND	SEWER		349.89
				TOTAL:	1,694.29
SHERIFF OF JEFFERSON COUNTY	'23 CNTYWIDE 4" AERIAL IMA	WATER FUND	WATER		1,250.00
	'23 CNTYWIDE 4" AERIAL IMA	SEWER FUND	SEWER		1,250.00
				TOTAL:	2,500.00
LAW OFFICES OF HOY SHINGLETON, L.C.	GENERAL 3/08 - 3/28/23	WATER FUND	WATER		493.00
	EASEMENTS 3/03 & 3/08/23	WATER FUND	WATER		612.00
	GENERAL 3/08 - 3/28/23	SEWER FUND	SEWER		493.00
	WVAW 3/06/23	SEWER FUND	SEWER		680.00
				TOTAL:	2,278.00
SNYDER ENVIRONMENTAL SERVICES, INC	3" VALVE REPLACEMENT	WATER FUND	NON-DEPARTMENTAL		4,600.00
				TOTAL:	4,600.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
TRISHA S FOWLER	3/21, 3/28, 4/04/23	WATER FUND	WATER		250.00
	3/21, 3/28, 4/04/23	SEWER FUND	SEWER		250.00
				TOTAL:	500.00
GUTTMAN ENERGY	W/E 3/19/23	WATER FUND	WATER		593.40
	W/E 3/26/23	WATER FUND	WATER		449.78
	W/E 4/02/23	WATER FUND	WATER		556.03
	W/E 4/09/23	WATER FUND	WATER		806.60
	W/E 3/19/23	SEWER FUND	SEWER		1,031.15
	W/E 3/26/23	SEWER FUND	SEWER		740.46
	W/E 4/02/23	SEWER FUND	SEWER		1,112.58
	W/E 4/09/23	SEWER FUND	SEWER		1,104.31
	W/E 4/09/23	SEWER FUND	SEWER		46.35
				TOTAL:	6,440.66
GANNETT FLEMING VALUATION & RATE CONSU	WA & WW COST SVC STUDY	WATER FUND	WATER		2,585.00
	WA & WW COST SVC STUDY	SEWER FUND	SEWER		1,325.00
				TOTAL:	3,910.00
GASKINS SERVICES LLC	TOPSOIL DELIVERY	WATER FUND	WATER		749.00
	TOPSOIL DELIVERY	SEWER FUND	SEWER		749.00
				TOTAL:	1,498.00
GWIN DOBSON & FOREMAN INC	WA RETAINER SVCS	WATER FUND	WATER		1,161.43
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL		10,666.43
	WWTP UPGRADES	SEWER FUND	NON-DEPARTMENTAL		15,356.25
				TOTAL:	27,184.11
PROTOUCH COMMUNICATIONS, LLC	MAR SVCS: AFTER-HRS EMERGE	WATER FUND	WATER		180.02
	MAR SVCS: AFTER-HRS EMERGE	SEWER FUND	SEWER		180.01
				TOTAL:	360.03
INWOOD QUARRY, INC.	I8 & I10 & C2 PICKUPS	WATER FUND	WATER		1,398.78
				TOTAL:	1,398.78
JEFFERSON UTILITIES, INC	READINGS/SHUTOFFS MAR	SEWER FUND	SEWER		1,930.80
				TOTAL:	1,930.80
JNO S SOLENBERGER & CO., INC	TUSC CHEM PUMP LINES	SEWER FUND	SEWER		197.51
				TOTAL:	197.51
THE JOURNAL	WW OPERATOR ADS	SEWER FUND	SEWER		1,876.54
				TOTAL:	1,876.54
KM ELECTRICAL SOLUTIONS LLC	METER AREA @MAINT SHOP	WATER FUND	WATER		2,625.00
	WENDYS PS	SEWER FUND	SEWER		3,800.00
				TOTAL:	6,425.00
MCKINNEY'S AUTO REPAIR	DUMP TRUCK SERVICE	WATER FUND	WATER		238.60
	SEWER VEHICLE	SEWER FUND	SEWER		537.83
				TOTAL:	776.43
METLIFE, INC	AD&D PAYABLE	WATER FUND	WATER		9.00
	LIFE PAYABLE	WATER FUND	WATER		43.53
	LTD PAYABLE	WATER FUND	WATER		293.07
	STD PAYABLE	WATER FUND	WATER		311.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	MAR CLEANING	WATER FUND	WATER		365.00
	MAR CLEANING	SEWER FUND	SEWER		100.00
	MAR CLEANING	SEWER FUND	SEWER		365.00
				TOTAL:	955.00
COMPRESSED AIR SERVICES, INC.	COMPRESSOR SVC LABOR	WATER FUND	WATER		1,292.70
				TOTAL:	1,292.70
CORE & MAIN	FS1-696-12.5 6X12-1/2REPCL	WATER FUND	WATER		5,159.88
	FC202-1438-CC712X2CCDISADD	WATER FUND	WATER		2,893.52
	5-1/4VOB62BHYD4'0"B6MJ3WNS	WATER FUND	WATER		3,200.00
	B11-44NL1BALLCURBFIPT,C86-	WATER FUND	WATER		271.50
	C87-77NLCPLG, C84-33NL3/4M	WATER FUND	WATER		1,088.26
	STTRQCKNT,MTRPTBLLT,FRM&CV	WATER FUND	WATER		5,745.82
	IDLER-2-NL5/8X3/4METERIDLE	WATER FUND	WATER		67.26
	C84-33NL 3/4" PJ CTSXMIP A	WATER FUND	WATER		302.28
	FOR VBHH77-15BHC-11-77NL C	WATER FUND	WATER		2,324.67
	MAX 4 CLAY/DI/AC/CI/PD CPL	SEWER FUND	SEWER		2,100.00
	4X6SDR35CONCINCRSRGXSP,CB-	SEWER FUND	SEWER		393.70
	4X6 SDR35 CONC INCREASER G	SEWER FUND	SEWER		201.55
	4X6 SDR35 CONC.INCREASER G	SEWER FUND	SEWER		40.31
				TOTAL:	23,788.75
COYNE CHEMICAL	AMMONIUMSULFATE40%NSF,CP-8	WATER FUND	WATER		4,080.46
				TOTAL:	4,080.46
CRYSTAL SPRINGS	MONTHLY SVC@ 661 S GEORGE	WATER FUND	WATER		151.19
	MONTHLY SVC@ 661 S GEORGE	SEWER FUND	SEWER		103.24
				TOTAL:	254.43
CSX TRANSPORTATION, INC	ANNUAL PIPELINE FEES	WATER FUND	WATER		166.99
				TOTAL:	166.99
CUMMINS, INC	TWWTP- ENGINE BATTERY ALAR	SEWER FUND	SEWER		1,363.22
	DMRYFRMS NOCRNK,NOSTRT TRB	SEWER FUND	SEWER		1,331.64
	DEMORY FARMS PS SVC	SEWER FUND	SEWER		2,823.43
				TOTAL:	5,518.29
D.R. HORTON, INC.	SEWER UPSIZING PER AMEA	SEWER FUND	NON-DEPARTMENTAL		7,500.00
				TOTAL:	7,500.00
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TEST	WATER FUND	WATER		60.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		100.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		180.00
				TOTAL:	340.00
EJ USA, INC.	MH CT-216	SEWER FUND	SEWER		604.78
				TOTAL:	604.78
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER		2,855.32
	INSTALLMENT	SEWER FUND	SEWER		2,635.68
				TOTAL:	5,491.00
FERGUSON US HOLDINGS, INC	12"X15' FLGXPE SPOOL	SEWER FUND	NON-DEPARTMENTAL		4,040.89
				TOTAL:	4,040.89

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
3RD TIME TRUCKING	HAULING	WATER FUND	WATER		193.10
	HAULING	WATER FUND	WATER		270.00
	HAULING	WATER FUND	WATER		1,472.51
	HAULING	SEWER FUND	SEWER		229.84
				TOTAL:	2,165.45
A. DUIE PYLE, INC	TWWTP PIPE FREIGHT	SEWER FUND	SEWER		514.70
				TOTAL:	514.70
WILLIAM HOAK	PAVING 2/13/23	WATER FUND	WATER		3,900.00
	PAVING 2/13/23	WATER FUND	WATER		1,530.00
	PAVING 2/23/23	WATER FUND	WATER		2,700.00
	PAVING 2/20/23	WATER FUND	WATER		4,950.00
	PAVING 2/13/23	SEWER FUND	SEWER		1,530.00
	PAVING 2/13/23	SEWER FUND	SEWER		2,700.00
	PAVING 2/23/23	SEWER FUND	SEWER		2,700.00
	PAVING 2/20/23	SEWER FUND	SEWER		4,950.00
				TOTAL:	24,960.00
ALS GROUP USA CORP	TESTING	WATER FUND	WATER		766.00
				TOTAL:	766.00
ALVAREZ CONTRACTORS, INC	WWTP PROJECT	SEWER FUND	NON-DEPARTMENTAL		498,898.59
				TOTAL:	498,898.59
AMERIGAS	TANK RENTAL: SPRUCE HILL	SEWER FUND	SEWER		164.65
				TOTAL:	164.65
APPLE VALLEY TIRE	SWR VEHICLE FLAT REPAIR PA	SEWER FUND	SEWER		28.25
				TOTAL:	28.25
ARDEN EQUIPMENT REPAIR, INC.	LAWN EQUIPMENT	SEWER FUND	SEWER		694.10
				TOTAL:	694.10
AUTOZONE	SEWER VEHICLE FLOOR MAT	SEWER FUND	SEWER		48.17
				TOTAL:	48.17
BLUE RIDGE MTN VOLUNTEER FIRE CO	BULK WATER OVERPAYMENT	WATER FUND	NON-DEPARTMENTAL		1,367.53
				TOTAL:	1,367.53
JP & RF BURNS PARTNERSHIP	MAR LOADS - 71	SEWER FUND	SEWER		12,709.00
				TOTAL:	12,709.00
CITY NATIONAL BANK	LOCKBOX SVCS: MAR	WATER FUND	WATER		141.32
	LOCKBOX SVCS: MAR	SEWER FUND	SEWER		141.32
				TOTAL:	282.64
CITY OF CHARLES TOWN	ANNUAL LOAN PAYMENT	WATER FUND	NON-DEPARTMENTAL		10,180.00
	APR RENT@ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	FEB UTILITIES@ 661 S GEORG	WATER FUND	WATER		650.50
	ANNUAL LOAN PAYMENT	SEWER FUND	NON-DEPARTMENTAL		2,636.00
	APR RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
	FEB UTILITIES@ 661 S GEORG	SEWER FUND	SEWER		650.49
				TOTAL:	16,666.99
CLIFFS CLEANING SERVICE	MAR CLEANING	WATER FUND	WATER		125.00