CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, APRIL 26, 2023

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of April 12, 2023 Regular Meeting Minutes
      UB Minutes 04.12.23.pdf

2. **PUBLIC COMMENT**
   This portion of the agenda is designed for members of the general public to share thoughts on items of interest in the community. By law, Board members may ask clarifying questions or discuss procedural matters but are not permitted to discuss the policy merits of any issue unless it is scheduled or 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/83887835567?pwd=NUFHNVNwSzBGdmtFN25ZYmMyY0szQT09

   Meeting ID: 838 8783 5567
   Passcode: 074921
   +1 301 715 8592 US

3. **UNFINISHED BUSINESS**
   a. Resolution 2023-04 - Approval of Fiscal Year 2024 Budget
      Resolution 2023-04 FY 2024 Budget.pdf

4. **NEW BUSINESS**
   a. Property Fencing at 842 South George Street
      CTUB - Fence Proposal.pdf
   b. Sewer Vehicle Update and Purchase
      Sewer Vehicle Quotes.pdf
   c. Mower Purchase
      Mower Bids.pdf

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

Revenue & Expense March 2023.pdf

i. Update on Gannett Fleming Efforts

b. Chairman Report

6. **APPROVAL OF BILLS**

a. April 26, 2023

Board Report 04.26.23.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**

a. Dewberry Valve Assessment Proposal

Dewberry Contract.pdf

b. Next Meeting - May 10, 2023 at 4:00 P.M.

Charles Town Utility Board
Regular Board Meeting
April 12, 2023

The Charles Town Utility Board held a regular meeting on April 12, 2023 at 4:00 P.M. Members of the Board present were Robert Trainor, Chairman; Duke Pierson, Vice 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; Ashley Stottlemyer, Secretary and Claire Ath, County Commission Liaison.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of March 22, 2023 Regular Meeting Minutes

The Chairman called for changes or corrections to the March 22, 2023 regular meeting minutes. Mr. Stocks suggested one correction.

Action: **With no objections from the Board, the minutes were unanimously approved as amended.**

PUBLIC COMMENT

The Board received a public comment from Elizabeth Ricketts and Jacqueline Milliron.

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.

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

NEW BUSINESS

Renewal and Replacement Project Resolution No. 6 – Contractor Pay Application No. 6

Mrs. Stolipher provided the contractor submitted an application for payment no. 6 in the amount of $498,898.59 for work completed. She clarified the amount of $498,183.42 that was referenced in a public comment earlier in the meeting was for a change order approved by the Board in February.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved the Contractor Pay Application No. 6.**

Resolution 2023-03 – FY 2023 Budget Revisions

Mrs. Shultz briefed the Board on the minor revisions to the FY 2023 water and sewer operating budgets. Due to several new accounting regulations, certain expenses were reclassed to separate line items. Expenses increased in certain areas, but others decreased due to supply chain issues and staff shortages. She provided the overall budget revisions for FY 2023 were not significant. The Board provided discussion on the revisions.

Action: **Motion made by Mr. Whitten, second by Mr. Pierson, the Board unanimously approved Resolution 2023-03 – FY 2023 Budget Revisions.**

Charles Town Digester Re-Conditioning

Mrs. Stolipher provided that as part of the Renewal and Replacement Project, significant upgrades were included to the digester to properly digest the sludge. Mid-Atlantic Storage Systems, Inc. has provided a proposal with numerous options for interior/exterior repairs to the tank not to exceed $75,000.00. Mrs. Stolipher suggested Mid-Atlantic do an on-site evaluation of the tank and authorize the repairs they propose.

Action: Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the proposal by Mid-Atlantic Storage Systems including the 7 options, not to exceed $75,000.00.

Tuscawilla Golf Course Ponds

Mrs. Stolipher mentioned that CTUB has a contractual agreement with the Locust Hill Golf Course to provide the effluent from the Tuscawilla wastewater treatment plant to the ponds. CTUB is also responsible for a pump at one of the ponds that pumps flow to other ponds within the golf course. Mrs. Stolipher provided that over the past several years, there have been algae issues causing issues with the pond pumps. She found a company, Water IQ Technologies, that uses ultrasound technology for non-chemical algae control. This information has been shared with the owners of the Golf Course and Locust Hill HOA. Mrs. Stolipher believed it is mutually beneficial to agree between the three parties to share the costs and installation of this program. The Board provided discussion and directed Mrs. Stolipher to gather more information to address Board questions.

Action: No action by the Board.

Draft FY 2024 Budget Review

Mrs. Shultz highlighted the changes for the draft FY 2024 water and sewer budgets. The water & sewer department revenues were increased based on the analysis of the actual revenues to date and anticipated growth in certain areas. Expenses increased in total to account for various items approved by the Board, price increases from vendors, and anticipated increases in the future. Mrs. Shultz provided the FY 2024 capital budget includes estimates for the implementation costs for new billing and accounting software and also the addition of asset management program fees. The Board provided discussions. Mrs. Shultz also mentioned the class cost of service study for water should be available for Board review soon. The final draft of the FY 2024 budget will be brought back next meeting for Board approval.

Action: No action required by the Board.

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.

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

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher briefed the Board on this month's sewer and water efforts including lead and copper inventory, meter testing and certifications, VFD installation at the raw water intake, hydrant flushing and updates on the Renewal and Replacement project and the Collection Systems project.

Action: No action required by the Board.

Chairman Report

The Chairman had no updates to report.

Action: No action required by the Board.

APPROVAL OF BILLS

April 12, 2023

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

EXECUTIVE SESSION

Action: **Motion by Mr. Whitten, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 5:16 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.
- 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.

Executive session was over at 5:34 P.M.

Action: **Motion made by Mr. Pierson, second by Mr. Whitten, the Board unanimously approved the hiring of Steptoe & Johnson, PLLC as legal counsel for environmental, bonds, human resource and personnel matters and the hiring of Kay Casto and Chaney, PLLC as legal counsel for legal matters.**

Action: **Motion made by Mr. Whitten, second by Mr. Pierson, the Board unanimously approved the Dewberry Engineering water system valve inventory and assessment proposal.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, April 26, 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 5:36 P.M.

_____ _____

Robert M. Trainor
Chairman

Ashley Stottlemyer
Secretary

Charles Town
Utility Board

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

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. 2023-04
CHARLES TOWN UTILITY BOARD

WHEREAS there is need for the Charles Town Utility Board by and for Water and Sewer operations to adopt Water and Sewer Budgets for Fiscal Year 2024;

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;

NOW, THEREFORE, BE IT RESOLVED, that the Charles Town Utility Board hereby adopts Water and Sewer Budgets for Fiscal Year 2024, dated April 26, 2023.

CHARLES TOWN UTILITY BOARD

_____
Chairman

Attest:

_____

Dated:

Charles Town Utility Board

Fiscal Year 2024 Budget



Charles Town Utility Board
661 S. George Street, Suite 101
Charles Town, West Virginia 25414

FY 2024 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 and amortization expenses are now accurately reported on the income statement and not shown as a budgeted expense.
- 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 has prepared additional schedules with the FY 2024 budget. Capital expenditures and ongoing projects to be completed in FY 2024 are included in the budget. Refer to "Appendix A" for the Capital Improvement Plan that includes capital projects for water and wastewater through year 2031.

DRAFT

CHARLES TOWN UTILITY BOARD
WATER FUND
ANNUAL OPERATING BUDGET
For Year Ending June 30, 2024

	FY 2023 BUDGET Approved 4/12/2023	FY 2024 PROPOSED BUDGET For Approval 4/26/2023
OPERATING REVENUES		
Sales and Services to Customers	$ 4,194,999	$ 4,247,000
Total Operating Revenues	4,194,999	4,247,000
OPERATING 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
Total Operating Expenses	3,151,000	3,232,029
Operating Income (Before Dep Expense)	1,044,000	1,014,971
Depreciation Expense (Non-Cash)	(1,165,000)	(1,165,000)
Operating Income	(121,000)	(150,029)
NON-OPERATING REVENUES (EXPENSES)		
Tank Lot Rental Revenue	550,000	565,000
Interest Income	20,000	23,000
Sinking Fund Income	15,000	20,000
Misc. Water Revenue	65,000	50,000
Interest on Long Term Debt	(445,000)	(425,000)
Total Nonoperating Revenues (Expenses)	205,000	233,000
NET INCOME (LOSS)	**$ 84,000**	**$ 82,971**

DRAFT

CHARLES TOWN UTILITY BOARD
WATER FUND
O&M BUDGET DETAIL
For Year Ending June 30, 2024

ACCOUNT DESCRIPTION	FY 2022 ACTUAL	FY 2023 BUDGET Approved 4/12/2023	FY 2024 BUDGET For Approval 4/26/2023
OPERATING 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
TOTAL OPERATING REVENUES	$ 4,053,190	$ 4,194,999	$ 4,247,000
OPERATING EXPENSES			
Water Supply & Treatment			
Materials & Supplies Expense	16,477	15,000	15,000
Maint of Water Source	19,983	20,000	20,000
Salaries & Wages	330,783	360,000	380,129
Power & Fuel	119,074	140,000	140,000
Power & Fuel - GH/CAV	6,462	8,000	8,400
Chemicals	142,717	170,000	170,000
Testing	33,383	55,000	55,000
Material & Supply Expense - WTP	19,954	20,000	25,000
Material & Supply Expense - GH/CAV	3,097	4,000	4,000
Sludge Hauling	-	38,000	39,500
Maint of Water Treatment Plant	99,915	90,000	90,000
Maint of Water Plant - GH/CAV	5,640	5,000	5,000
License Fees & Subscriptions	-	34,000	34,000
Transmission & Distribution - Maintenance			
Salaries & Wages	433,575	390,000	389,144
Material & Supply	15,730	20,000	20,000
Maint of Dist Reservior & Standpipes	67,440	60,000	50,000
Maint of Mains	99,659	120,000	120,000
Maint of Services	142,338	150,000	150,000
Maint of Meters	136,320	200,000	180,000
Maint of Hydrants	4,703	20,000	15,000
Billing & Accounting Expenses			
Salaries & Wages	154,591	170,000	197,629
Billing Expense	12,772	40,000	40,000
License Fees & Subscriptions	-	64,500	64,500
Bad Debt Expense	9,395	10,000	10,000
Administrative & General Expenses			
Salaries & Wages	113,679	125,000	130,607
Director Compensation	-	2,500	2,500

DRAFT

CHARLES TOWN UTILITY BOARD
WATER FUND
O&M BUDGET DETAIL
For Year Ending June 30, 2024

ACCOUNT DESCRIPTION	FY 2022 ACTUAL	FY 2023 BUDGET Approved 4/12/2023	FY 2024 BUDGET For Approval 4/26/2023
Employee Health Insurance & Benefits	151,137	170,000	221,784
Employee Pension Expense - PERS	98,636	93,000	98,776
Payroll Taxes - FICA Tax Expense	79,894	83,000	83,959
OPEB	15,818	12,000	-
Pension - 457 Plan	-	18,000	18,101
General Office Supply & Expense	98,178	60,000	65,000
Maint of Computers - Technology	-	18,000	15,000
Maintenance of General Property	14,879	15,000	15,000
License Fees & Subscriptions	-	20,000	30,000
Contractual Services - Engineering	77,802	15,000	20,000
Contractual Services - Accounting	19,341	25,000	20,000
Contractual Services - Legal	10,066	30,000	20,000
Contractual Services - Other	61,468	20,000	20,000
Rental Expense - Office Building	-	15,000	15,000
Transportation	50,712	75,000	78,000
Property Insurance	74,393	80,000	85,000
Worker's Comp	33,072	35,000	35,000
Regulatory Commission Expense	15,086	20,000	20,000
Misc. General Expense	9,567	10,000	10,000
Bond Administration Fees	5,119	6,000	6,000
TOTAL OPERATING EXPENSES	$ 2,802,856	$ 3,151,000	$ 3,232,029
OPERATING INCOME BEFORE DEP	1,250,333	1,044,000	1,014,971
DEPRECIATION EXPENSE *(Non-cash, not a budgeted O&M expense)*	(1,186,118)	(1,165,000)	(1,165,000)
OPERATING INCOME (LOSS)	**$ 64,215**	**$ (121,000)**	**$ (150,029)**

DRAFT

CHARLES TOWN UTILITY BOARD
WATER FUND
FISCAL YEAR 2024 BOND PAYMENT DETAIL

	Annual
1987 SERIES B REVENUE	$ 10,885
1988 SERIES B REVENUE	14,308
1989 SERIES B REVENUE	3,012
2002 SERIES B REVENUE	72,036
2002 SERIES A REVENUE	93,507
2010 SERIES A REVENUE	55,466
2010 SERIES B REVENUE	6,080
2016 SERIES A REVENUE	428,429
2018 SERIES A-7 REVENUE	35,390
2020 SERIES A REVENUE	206,762
2022 SERIES A REVENUE	457,956
	$ 1,383,831

DRAFT

CHARLES TOWN UTILITY BOARD
WATER FUND
FISCAL YEAR 2024 DEBT SERVICE SUMMARY

DESCRIPTION	BUDGET
BOND PAYMENTS	$1,383,831
LEASES - EQUIPMENT	2,339
LOAN FROM CHARLES TOWN	10,180
RENEWAL & REPLACEMENT FUND 2.5% REVENUE	106,175
	$1,502,525

CHARLES TOWN UTILITY BOARD
WATER FUND
FISCAL YEAR 2024 CAPITAL EXPENDITURE FUND

DESCRIPTION	BUDGET
RENEWAL & REPLACEMENT ACCOUNT (Balance as of 3/31/2023)	789,398
REQUIRED R&R FUND CONTRIBUTIONS (Remainder of FY 2023)	27,963
REQUIRED R&R FUND CONTRIBUTIONS FY 2024	106,175
WATER SURETY POLICY ACCOUNT (Balance as of 3/31/2023)	101,229
CAPITAL IMPROVEMENT FUNDS (Balance as of 3/31/2023)	3,617,854
PROJECTED CIF FUNDING FY 2024	941,386
TOTAL FUNDS AVAILABLE FOR CAPITAL IMPROVEMENTS	**$ 5,584,004**
FY 2024 ANTICIPATED 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	232,900
TOTAL CAPITAL EXPENDITURES	**$ 742,900**

DRAFT

WTP AND DISTRIBUTION SYSTEM CAPITAL IMPROVEMENTS
FY 2024

PROJECT NAME	
PHASE A PROJECTS - APPENDIX A	$ 2,120,000
TOTAL CAPITAL IMPROVEMENT PROJECT	**$ 2,120,000**

1.) Refer to Appendix A for the breakdown of the Phase A water projects that are planned for FY 2024.

CHARLES TOWN UTILITY BOARD
SEWER FUND
ANNUAL OPERATING BUDGET
For Year Ending June 30, 2024

	FY 2023 BUDGET Approved 4/12/2023	FY 2024 PROPOSED BUDGET For Approval 4/26/2023
OPERATING REVENUES		
Sales and Services to Customers	$ 6,419,000	$ 6,496,000
Total Operating Revenues	6,419,000	6,496,000
OPERATING EXPENSES		
Salaries, Wages & Benefits	1,415,000	1,670,800
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	740,500
Total Operating Expenses	4,119,500	4,221,300
Operating Income (Before Dep Expense)	2,299,500	2,274,700
Depreciation Expense (Non-Cash)	(2,042,000)	(2,042,000)
Operating Income	257,500	232,700
NON-OPERATING REVENUES (EXPENSES)		
Misc. Sewer Revenues	25,000	25,000
Interest Income	25,000	27,000
Sinking Fund Income	86,000	90,000
Interest on Long Term Debt	(325,000)	(320,000)
Total Nonoperating Revenues (Expenses)	(189,000)	(178,000)
NET INCOME (LOSS)	**$ 68,500**	**$ 54,700**

DRAFT

CHARLES TOWN UTILITY BOARD
SEWER FUND
O&M BUDGET DETAIL
For Year Ending June 30, 2024

ACCOUNT DESCRIPTION	FY 2022 ACTUAL	FY 2023 BUDGET Approved 4/12/2023	FY 2024 BUDGET For Approval 4/26/2023
OPERATING 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	2,526,000
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	52,000
TOTAL OPERATING REVENUES	6,239,563	6,419,000	6,496,000
OPERATING EXPENSES			
Collection System			
Materials & Supplies Expense	12,379	20,000	20,000
Maint of Service Connections	48,744	50,000	55,000
Maint of Collecting & Trans. Mains	164,145	220,000	220,000
Pump Station Expenses			
Salaries & Wages	306,999	325,000	402,006
Power	111,591	135,000	135,000
Materials & Supplies Expense	16,530	25,000	25,000
Sludge Hauling	-	35,000	40,000
Maint of Pump Stations	191,129	200,000	210,000
Wastewater Treatment & Disposal			
Salaries & Wages	232,759	275,000	313,509
Power - CT Plant	126,830	135,000	135,000
Power - TUI	79,684	90,000	90,000
Power - Deerfield	7,178	10,000	10,000
Chemical Expense - CT	156,784	175,000	175,000
Chemical Expense - TUI	17,927	20,000	20,000
Testing - CT	26,431	35,000	35,000
Testing - TUI	6,191	12,000	12,000
Materials & Supplies Expense	97,379	80,000	80,000
Sludge Hauling - CT	-	4,000	5,000
Sludge Hauling - TUI	-	13,000	13,000
Maint. Burns Farm	74,744	110,000	110,000
Maint. Treatment Plant - CT	118,213	275,000	200,000
Maint. Treatment Plant - TUI	70,802	90,000	90,000
Maint. Treatment Plant - Deerfield	23,875	15,000	15,000
Billing & Accounting Expenses			
Salaries & Wages	200,143	214,000	246,780
Billing Expense	88,263	95,000	60,000

DRAFT

CHARLES TOWN UTILITY BOARD
SEWER FUND
O&M BUDGET DETAIL
For Year Ending June 30, 2024

ACCOUNT DESCRIPTION	FY 2022 ACTUAL	FY 2023 BUDGET Approved 4/12/2023	FY 2024 BUDGET For Approval 4/26/2023
Licenses & Subscriptions	-	30,000	40,000
Bad Debt Expense	16,230	15,000	15,000
Administrative & General Expenses			
Salaries & Wages	180,454	200,000	205,113
Director Compensation	-	2,500	2,500
Employee Insurance & Benefits	143,532	170,000	256,412
Employee Pension Expense	90,706	92,000	105,067
Payroll Taxes - FICA Tax Expense	71,979	79,000	89,307
OPEB (other post empl. benefits)	14,566	12,000	-
Employee 457 Expense	-	16,000	17,608
Office Supplies & Expense	129,097	75,000	75,000
Computer - Technology Expense	-	18,000	18,000
Maint. of General Property	28,583	30,000	30,000
Licenses & Subscriptions	-	20,000	30,000
Contractual Services - Engineering	48,685	35,000	35,000
Contractual Services - Accounting	28,840	50,000	40,000
Contractual Services - Legal	143,648	250,000	180,000
Contractual Services - Other	45,327	25,000	25,000
Rental of Building	-	15,000	15,000
Transportation Expense	67,391	85,000	85,000
Insurance	90,706	110,000	110,000
Worker's Comp	26,736	32,000	35,000
Regulatory Commission Expense	24,984	30,000	30,000
Misc. General Expense	7,830	10,000	10,000
Bond Administration Fees	51,328	60,000	55,000
TOTAL OPERATING EXPENSES	3,389,342	4,119,500	4,221,300
OPERATING INCOME BEFORE DEP	2,850,221	2,299,500	2,274,700
DEPRECIATION EXPENSE	(1,912,847)	(2,042,000)	(2,042,000)
(Non-cash, not a budgeted O&M expense)			
OPERATING INCOME (LOSS)	**$ 937,374**	**$ 257,500**	**$ 232,700**

DRAFT

CHARLES TOWN UTILITY BOARD
SEWER FUND
FISCAL YEAR 2024 BOND PAYMENT DETAIL

	Annual
1988 SERIES B REVENUE	$ 7,588
2010 SERIES C REVENUE	41,668
2010 SERIES D REVENUE	16,668
2011 SERIES A REVENUE	250,373
2013 SERIES A REVENUE	21,262
2014 SERIES A REVENUE	145,782
2016 SERIES B REVENUE	173,400
2018 SERIES A-1 REVENUE	10,917
2018 SERIES A-3 REVENUE	38,302
2018 SERIES A-4 REVENUE	12,612
2018 SERIES A-5 REVENUE	38,496
2018 SERIES A-6 REVENUE	66,832
2018 SERIES B REVENUE	265,538
2020 SERIES A REVENUE	233,157
2022 SERIES A REVENUE	155,650
	$ 1,478,245

DRAFT

CHARLES TOWN UTILITY BOARD
SEWER FUND
FISCAL YEAR 2024 DEBT SERVICE SUMMARY

DESCRIPTION	**BUDGET**
BOND PAYMENTS	$ 1,478,245
LEASES - EQUIPMENT	3,744
LOAN FROM CHARLES TOWN	2,636
RENEWAL & REPLACEMENT FUND 2.5% REVENUE	162,400
	$ 1,647,025

CHARLES TOWN UTILITY BOARD
SEWER FUND
FISCAL YEAR 2024 CAPITAL EXPENDITURE BUDGET

DESCRIPTION	BUDGET
RENEWAL & REPLACEMENT ACCOUNT (Balance as of 3/31/2023)	$ 774,119
REQUIRED R&R FUND CONTRIBUTIONS (Remainder of FY 2023)	44,400
REQUIRED R&R FUND CONTRIBUTIONS FY 2024	162,400
ALLOCATED TO R&R PROJECT FROM R&R FUND	(500,000)
CAPITAL IMPROVEMENT FUNDS (Balance as of 3/31/2023)	4,540,813
PROJECTED FUNDING (Remained of FY 2023)	99,620
PROJECTED FUNDING FY 2024	1,198,370
ALLOCATED TO R&R PROJECT FROM CIF FUNDS	(1,170,163)
ALLOCATED TO COLLECTION SYSTEM PROJECT FROM CIF FUNDS	(2,000,000)
TOTAL FUNDS AVAILABLE FOR CAPITAL IMPROVEMENTS	**$ 3,149,559**
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
COLLECTION SYSTEM REPAIRS/REHABILTATION	125,000
TOTAL CAPITAL EXPENDITURES	**$ 580,000**

WWTP AND COLLECTION SYSTEM CAPITAL IMPROVEMENT PROJECTS
(Current - FY 2024)

PROJECT NAME	
RENEWAL & REPLACEMENT PROJECT	$10,291,891
2022 COLLECTION SYSTEM PROJECT	7,662,113
TOTAL CAPITAL IMPROVEMENT PROJECT EXPENDITURES	**$17,954,004**

1.) Detailed project budgets are tracked in the form Schedule B
2.) Refer to Appendix A for addition information regarding future projects planned through year 2031.

DRAFT

Revised April 18, 2023

Water Treatment and Distribution System Capital Improvements					
Project Number	**Project Name**	**Department**	**Phase A - 2022-2024**	**Phase B - 2025-2027**	**Phase C - 2028-2031**
Main Zone Improvements					
PR-MZ-01	Charles Town RaceTrack	Water		$ 88,000.00	
PR-MZ-02	Fritts & Old Town Ranson	Water			$ 1,295,000.00
PR-MZ-03	Magnolia Springs	Water			$ 1,085,000.00
PR-MZ-04	Church Street	Water		$ 595,000.00	
PR-MZ-05	South George Street	Water		$ 279,000.00	
PR-MZ-06	Water Street	Water		$ 2,400,000.00	
PR-MZ-07	Route 340	Water		$ 1,173,000.00	
PR-MZ-08	Norborne Glebe	Water			$ 7,000.00
PR-MZ-09	5th Street Hydrant	Water	$ 7,000.00		
PR-MZ-10	6th Avenue Hydrant	Water	$ 7,000.00		
PR-MZ-11	South Mildred Street Hydrants	Water	$ 9,000.00		
PR-MZ-12	7th Avenue	Water	$ 35,000.00		
PR-MZ-13	Charles Town Infill	Water			$ 35,000.00
PR-MZ-14	Windmill Crossing	Water			$ 7,000.00
PR-MZ-15	West Avis Hydrant	Water	$ 9,000.00		
PR-MZ-16	West Academy Toe	Water		$ 88,000.00	
PR-MZ-17	Main Zone Maintenance	Water	$ 28,000.00		
Northern High Zone Improvements					
PR-NZ-02	Ameritech Street	Water	$ 333,000.00		
PR-NZ-03	North Mildred Street A	Water		$ 648,000.00	
PR-NZ-04	North Mildred Street B	Water	$ 200,000.00		
PR-NZ-05	East 10th Street	Water		$ 298,000.00	
PR-NZ-06	Burns Street PS Upgrade	Water		$ 3,526,000.00	
PR-NZ-07	Northern High Zone Maintenance	Water	$ 2,000.00		
Huntfield Zone Improvements					
PR-HZ-01	Augustine Avenue PS Discharge	Water			$ 298,000.00
PR-HZ-02	Locust Hill	Water			$ 2,400,000.00
PR-HZ-03	Huntfield	Water		$ 21,000.00	
PR-HZ-04	Roper/Stolipher	Water			$ 1,243,000.00
PR-HZ-05	Augustine Avenue PS Upgrade	Water			$ 780,000.00
PR-HZ-06	Huntfield Zone Maintenance	Water	$ 10,000.00		
Water Treatment Plant and Associated Projects					
PR-WTP-01	Well Development/Spring Source Construction	Water	$ 740,000.00	$ 740,000.00	
PR-WTP-02	Intake Construction Cost	Water			$ 1,265,000.00
PR-WTP-03	WTP Upgrade	Water			$ 17,505,000.00
Water Capital Improvements		**Total**	**$ 1,380,000.00**	**$ 9,856,000.00**	**$ 25,920,000.00**

Wastewater Treatment and Collection System Capital Improvements					
Project Number	**Project Name**	**Department**	**Phase A - 2022-2024**	**Phase B - 2025-2027**	**Phase C - 2028-2031**
PR-WW-01	Renewal and Replacement Project	Sewer	$ 12,131,815.92		
PR-WW-02	Collection System Project	Sewer	$ 8,250,000.00		
PR-WW-03	Fairfax Parallel Line	Sewer	$ 2,500,000.00		
PR-WW-04	Evitts Run Collector line	Sewer	$ 3,389,000.00		
PR-WW-05	Collections System Upgrade	Sewer		$ 3,250,000.00	
PR-WW-06	CTWWTP Upgrades and Expansion	Sewer			$ 13,800,000.00
PR-WW-07	Collections Project and Pump Stations Project	Sewer			$ 3,250,000.00
PR-WW-08	Manhole Lining, Repair, Rehabilitation	Sewer	$ 75,000.00	$ 100,000.00	$ 100,000.00
	Generator Repair or Replacement	Sewer	$ 50,000.00	$ 50,000.00	$ 50,000.00
	Collection System Repairs/Rehabilitation	Sewer	$ 125,000.00	$ 50,000.00	$ 50,000.00
	Pump Station Repairs/Rehabilitation	Sewer	$ 200,000.00	$ 100,000.00	$ 100,000.00
Sewer Capital Improvement Projects		**Total**	**$ 26,720,815.92**	**$ 3,550,000.00**	**$ 17,350,000.00**



REMOVE EX. WIRE FENCE AND REPLACE WITH NEW FENCE (CHAIN LINK).

Commercial Proposal
(301) 428-9040
MHIC #9615-02

LONG® FENCE

Order No. _____
Date: **4/20/2023**

Long Fence Company, Inc.
2520 Urbana Pike, Ijamsville, Maryland 21754-8624
(301) 662-1600 (Frederick Area) * 1-800-222-9650 (Outside Local Area) * Fax (301-874-2564)
www.longfence.com

Buyer:	**Charles Town Utility Board**	Attn:	**Kristen Stolipher**	Tel:	**304-725-2316**
Address:	**661 S George St., Charles Town, WV 25414**			email:	kstolipher@ctubwv.com
Job Name:	**Water Plant fence**	Address:	**842 S George St., Charles Town, WV 25414**		

Long Fence Company, Inc., herein referred to as Seller proposes to furnish and install the following:
Materials, labor, and installation of 420 LF of 6'h galvanized chain link fence with top rail and bottom tension wire.

Materials to include the following:
Terminal posts- 2-1/2" OD SS40 galvanized pipe
Line posts- 2" OD SS20 galvanized pipe
Top rail and bracing- 1-5/8" OD SS20 galvanized pipe
Bottom tension wire- 7ga coil wire galvanized
Mesh- 2"x9gax72" galvanized fabric
Footers- 36" deep full concrete. Spoils spread onsite.

Owner provides clearing and removal of existing fence.

Total Price- $ 10,535.00 Includes 2% B&O tax.

Exclusions - Layout, fine grading, seeding or sod replacement, clearing of fence line, permits, asbuilts, liability for damage to private utilities, grounding, engineering, materials testing, primary and secondary electrical work, padlocks, any work not specifically described in quote. Wage determinations, compliance fees for outside sourcing of payroll or insurance monitoring, fees for training classes, CCIP, OCIP. Damage to any geogrid products due to the installation of our products.

***** There will be an additional administrative fee of $200.00 for any outside online monitoring services required with this order.**

***** In the event this quote is for leased or rented temporary fence it is expressly understood that this fence will remain the property of Long Fence Company, Inc. and that all fence and gates will be maintained in good condition by the client until such time that the fence is scheduled for pick up or removal by Long Fence. Long Fence is not responsible for removal of any growth that is on fence upon removal. No retention is to be held on temporary fence. All monies are to be paid when fence and gates are installed.**

***** Terms: 50% deposit. Balance due upon completion.**
***** This quote is valid for 14 days.**
***** When Accepting this proposal, please return a signed copy along with your deposit in order to schedule your project.**

LONG FENCE COMPANY, INC. by _____ License No. _____
Wes Jenkins

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____
Print Name & Title: _____ Purchase Order No.: _____

CHARLES TOWN UTILITY BOARD
VEHICLE/DRIVER LIST
Updated 4-21-23

SEWER DEPARTMENT			
DRIVER	**VEHICLE**	**YEAR**	**MILEAGE**
Vacancy			
CC	Ford F350	2012	88,159
AH	Ford F250	2014	149,084
DS	Ford F150	2011	127,721
OR	Ford F250	2014	79,070
BC	Ford Super Duty 350	2019	30,788
RL	Chevy Silverado	2007	83,000
SF	Chevy Silverado	2021	27,000
RS	Chevy Silverado	2022	15,000

MAINTENANCE DEPARTMENT			
DRIVER	**VEHICLE**	**YEAR**	**MILEAGE**
	Dodge Utility Truck	2018	19,405
MW	Ford F350	2011	95,000
WB	Chevy 3500 Silverado	2012	24,041
DE	GMC 2500	2016	58,375
LS	GMC Sierra	2020	25,364
SW	Ford F250	2022	1,514
RP			
JW			

WATER DEPARTMENT			
DRIVER	**VEHICLE**	**YEAR**	**MILEAGE**
CH	Ford F150	2017	35,410
LS	Ford F150	2015	62,204
JC	Ford F250	2003	89,998
CO	Ford F150	2011	120,554
CN			

OFFICE/MANAGEMENT			
KS	Ford F150	2017	35,000
TM	Chevy Silverado	2015	100,750

FIND TRUCKS SELL BLOG DEALERS SERVICE NEW

s > Utility Truck - Service Truck, Plumber Service Truck, Mechanics Truck > FORD > F250 > Pennsylvania > Ephrata > 2021 > See all FORD F250s near Ephrata, PA



Used 2021 FORD Utility Truck - Service Truck, Plumber Service Truck, Mechanics Truck
F250

43,538 Miles Stock # 7150

$61,950

Compare Commercial Loans lendingtree

Contact **Jakobsen Motors**
View Dealer's Website

1-866-394-4876 Text Us

Your Email Address

Hello, I am interested in your
2021 FORD F250 Utility Truck - Service Truck,Plumber Service Truck,Mechanics Truck.

Please contact me at your earliest convenience.
You can reach me at Phone (optional).

Additional Comments

Thank you,

Utility Truck - Service Truck, Plumber Service Truck, Mechanics Truck › FORD › F250 › Pennsylvania › Ephrata › 2020 › See all FORD F250s near Ephrata, PA



Used 2020 FORD Utility Truck - Service Truck, Plumber Service Truck, Mechanics Truck

F250

35,072 Miles Stock # 7123

$55,950

Compare Commercial Loans lendingtree

Contact **Jakobsen Motors**

View Dealer's Website

1-866-394-4876 Text Us

Your Email Address

Hello, I am interested in your
2020 FORD F250 Utility Truck - Service Truck,Plumber Service Truck,Mechanics Truck.

Please contact me | at your earliest convenience .

You can reach me at | Phone (optional) .

Additional Comments

Thank you,

New 2022 FORD Utility Truck - Service Truck - View Dealer's Website
F350 - $60,467

Email | 1-866-974-4190 | TOP



← Back to search results

Estimate Payment | Print

Popularity Stats

New 2022 FORD Utility Truck - Service Truck
F350

Stock # T225832

$60,467

Compare Commercial Loans lendingtree

Contact **Malloy Ford**
View Dealer's Website

1-866-974-4190

Your Email Address

Hello, I am interested in your
2022 FORD F350 Utility Truck - Service Truck.

Please contact me | at your earliest convenience |.
You can reach me at | Phone (optional) |.

Additional Comments

Thank you,

First and Last Name

I would also like to see: ☐ Additional Photos ☐ Video

☑ Include me on exclusive offers, giveaways, and our monthly newsletter.

☐ I'm not a robot



New 2022 FORD Utility Truck - Service Truck
F250

4 Miles Stock # YE69470

$59,999

MSRP

Compare Commercial Loans lendingtree

Contact **Sheehy Ford of Warrenton**

View Dealer's Website

1-877-947-4145 Text Us

Your Email Address

Hello, I am interested in your
2022 FORD F250 Utility Truck - Service Truck.

Please contact me ! at your earliest convenience .

You can reach me at : Phone (optional)

Additional Comments

Thank you,

MOWER BIDS			
BID	**AMOUNT**	**Type**	**YEAR**
1	$14,409.00	John Deere	2023
2	$14,099.00	John Deere	2023
3	$13,099.99	Exmark	2023
4	$12,450.00	John Deere	2023

Charles Town Water Department
Revenue & Expense Summary
3/31/2023

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,640,000	Metered Sales - Residential	1,980,000	1,968,131	(11,869)
1,320,000	Metered Sales - Commercial	990,000	978,961	(11,039)
100,000	Metered Sales - Glen Haven/Cavaland	75,000	71,366	(3,634)
20,000	Sale for Resale - Bulk Water	15,000	12,754	(2,246)
80,000	Forfieted Discounts	60,000	60,017	17
35,000	Misc. Service Rev - Reconnection / Tap Fees	26,250	24,765	(1,485)
550,000	Tank Lot Rental Income (Non-Operating)	412,500	438,218	25,718
20,000	Interest Income (Non-Operating)	15,000	13,748	(1,252)
15,000	Sinking Fund Income (Non-Operating)	11,250	12,747	1,497
65,000	Miscellaneous Income (Non-Operating)	48,750	26,309	(22,441)
0	Grant Revenue - OEHS (Non-Operating)	-	11,080	11,080
0	CIF & CAC Revenue (Non-Operating)	-	851,672	851,672
0	Checking Acct @ 6/30/22	-	635,062	635,062
4,845,000	**TOTAL REVENUES**	3,633,750	5,104,831	1,471,081
	EXPENSES			
15,000	WS - Materials & Supplies Expense	11,250	2,481	(8,769)
20,000	WS - Maint of Water Source	15,000	11,086	(3,914)
360,000	WT - Salaries & Wages	270,000	272,238	2,238
140,000	WT - Power	105,000	102,741	(2,259)
8,000	WT - Power - GH/CAV	6,000	5,570	(430)
170,000	WT - Chemicals	127,500	125,672	(1,828)
55,000	WT - Testing	41,250	51,733	10,483
20,000	WT - Materials & Supplies Expense	15,000	20,086	5,086
4,000	WT - Materials & Supplies Expense - GH/CAV	3,000	3,047	47
38,000	WT - Sludge Hauling	28,500	27,691	(809)
90,000	WT - Maint of Water Treatment Plant	67,500	59,234	(8,266)
5,000	WT - Maint of Water Plant - GH/CAV	3,750	778	(2,972)
34,000	WT - Licenses & Subscriptions	25,500	25,500	-
390,000	TD - Salaries & Wages	292,500	315,269	22,769
20,000	TD - Materials & Supplies Expense	15,000	13,622	(1,378)
60,000	TD - Maint of Dist Reservior & Standpipes	45,000	18,081	(26,919)
120,000	TD - Maint of Mains	90,000	66,266	(23,734)
150,000	TD - Maint of Services	112,500	75,231	(37,269)
200,000	TD - Maint of Meters	150,000	134,022	(15,978)
20,000	TD - Maint of Hydrants	15,000	7,849	(7,151)
170,000	CA - Salaries & Wages	127,500	128,947	1,447
40,000	CA - Billing Expense	30,000	26,626	(3,374)
64,500	CA - Licenses & Subscriptions (includes Sensus)	48,375	12,233	(36,142)
10,000	CA - Bad Debt Expense	7,500	3,596	(3,904)
125,000	GA - Salaries & Wages	93,750	88,249	(5,501)
2,500	GA - Director Compensation	1,875	1,750	
170,000	GA - Employee Insurance & Benefits	127,500	124,529	(2,971)
93,000	GA - Employee Pension Expense	69,750	66,400	(3,350)
83,000	GA - Payroll Taxes - FICA Tax Expense	62,250	62,215	(35)

12,000	GA - OPEB (other post empl. benefits)	9,000	8,952	(48)
18,000	GA - Employee 457 Expense	13,500	13,571	71
60,000	GA - Office Supplies & Expense	45,000	53,028	8,028
18,000	GA - Computer - Technology Expense	13,500	10,014	
15,000	GA - Maint. of General Property	11,250	9,574	(1,676)
20,000	GA - Licenses & Subscriptions	15,000	7,021	(7,979)
15,000	GA - Contractual Services - Engineering	11,250	11,234	(17)
25,000	GA - Contractual Services - Accounting	18,750	17,178	(1,572)
30,000	GA - Contractual Services - Legal	22,500	22,527	27
20,000	GA - Contractual Services - Other	15,000	12,624	(2,376)
15,000	GA - Rental of Building	11,250	11,250	-
75,000	GA - Transportation Expense	56,250	55,206	(1,044)
80,000	GA - Insurance	60,000	74,916	14,916
35,000	GA - Worker's Comp	26,250	27,187	937
20,000	GA - Regulatory Commission Expense	15,000	2,992	(12,008)
10,000	GA - Misc. General Expense	7,500	4,204	(3,296)
6,000	GA - Bond Administration Fees	4,500	4,005	(495)
445,000	Interest on Long Term Debt (Non-Operating)	333,750	331,858	(1,892)
1,165,000	Depreciation Expense (Non-Cash)	873,750	873,750	-
78,000	Amortization Expense (Non-Cash)	58,500	58,500	-
4,839,000	**TOTAL EXPENSES**	3,629,250	3,462,330	(166,920)

6,000	Excess (Deficit)	4,500	1,642,500	
	Reconciliation to Cash:			
	Cash Balance @ 6/30/22		635,062	
	Disbursements To Date		(4,070,462)	
	Expenses		3,462,330	
	Deposits To Date		4,147,235	
	Revenues		(5,104,831)	
	CASH BALANCE @ 3/31/2023		711,836	
			711,836	Water Operating
			0	
	Water Capacity Improvement Fees		3,617,854	
	Water Renewal & Replacement		789,398	
	Water Working Capital Fund		384,302	

Charles Town Sewer Department
Revenue & Expense Summary
3/31/2023

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
2,400,000	CTUB Service Revenue	1,800,000	1,789,815	(10,185)
1,400,000	Ranson Revenue	1,050,000	1,030,016	(19,984)
2,500,000	JCPSD Revenue	1,875,000	1,873,851	(1,149)
40,000	Customer Forfieted Discounts	30,000	30,289	289
29,000	Customer Forfieted Discounts- RA	21,750	21,987	237
50,000	Customer Forfieted Discounts- PSD	37,500	36,900	(600)
25,000	Misc. Sewer Revenues (Non-Operating)	18,750	13,344	(5,406)
0	CIF & CAC Revenues (Non-Operating)	-	831,181	831,181
25,000	Interest Income (Non-Operating)	18,750	19,306	556
86,000	Sinking Fund Income (Non-Operating)	64,500	64,409	(91)
0	Gain on Sale of Assets (Non-Operating)	-	37,159	
0	Checking Acct @ 6/30/22	-	2,351,976	2,351,976
6,555,000	**TOTAL REVENUES**	4,916,250	8,100,233	3,146,824
	EXPENSES			
20,000	CS - Materials & Supply Expense	15,000	3,840	(11,160)
50,000	CS - Maint of Service Connections	37,500	30,635	(6,865)
220,000	CS - Maint of Collecting & Trans. Mains	165,000	130,099	(34,901)
325,000	PS - Salaries & Wages	243,750	241,755	(1,995)
135,000	PS - Power & Fuel	101,250	95,960	(5,290)
25,000	PS - Supplies & Expense	18,750	14,301	(4,449)
35,000	PS - Sludge Hauling	26,250	23,800	(2,450)
200,000	PS - Maint of Pump Stations	150,000	68,468	(81,532)
275,000	TD - Salaries & Wages	206,250	218,561	12,311
135,000	TD - Power - CT Plant	101,250	99,134	(2,116)
90,000	TD - Power - TUI	67,500	67,039	(461)
10,000	TD - Power - Deerfield	7,500	4,753	(2,747)
175,000	TD - Chemical Expense - CT	131,250	121,978	(9,272)
20,000	TD - Chemical Expense - TUI	15,000	6,977	(8,023)
35,000	TD - Testing - CT	26,250	22,052	(4,198)
12,000	TD - Testing - TUI	9,000	9,740	740
80,000	TD - Supplies & Expense	60,000	46,957	(13,043)
4,000	TD - Sludge Hauling - CT	3,000	3,140	140
13,000	TD - Sludge Hauling - TUI	9,750	12,258	2,508
110,000	TD - Maint. Burns Farm	82,500	79,476	(3,024)
275,000	TD - Maint. Treatment Plant - CT	206,250	119,864	(86,386)
90,000	TD - Maint. Treatment Plant - TUI	67,500	67,197	(303)
15,000	TD - Maint. Treatment Plant - Deerfield	11,250	1,131	(10,119)
214,000	CA - Salaries & Wages	160,500	160,567	67
95,000	CA - Billing Expense	71,250	69,496	(1,754)
30,000	CA - Licenses & Subscriptions	22,500	12,233	(10,267)
15,000	CA - Bad Debt Expense	11,250	11,602	352

Charles Town Sewer Department
Revenue & Expense Summary
3/31/2023

200,000	GA - Salaries & Wages	150,000	149,547	(453)
2,500	GA - Director Compensation	1,875	1,750	(125)
170,000	GA - Employee Insurance & Benefits	127,500	122,586	(4,914)
92,000	GA - Employee Pension Expense	69,000	64,206	(4,794)
79,000	GA - Payroll Taxes - FICA Tax Expense	59,250	59,102	(148)
12,000	GA - OPEB (other post empl. benefits)	9,000	8,688	(312)
16,000	GA - Employee 457 Expense	12,000	12,474	474
75,000	GA - Office Supplies & Expense	56,250	54,479	(1,771)
18,000	GA - Computer - Technology Expense	13,500	10,014	(3,486)
30,000	GA - Maint. of General Property	22,500	12,426	(10,074)
20,000	GA - Licenses & Subscriptions	15,000	4,343	(10,657)
35,000	GA - Contractual Services - Engineering	26,250	22,112	(4,138)
50,000	GA - Contractual Services - Accounting	37,500	38,228	728
250,000	GA - Contractual Services - Legal	187,500	195,292	7,792
25,000	GA - Contractual Services - Other	18,750	17,915	(835)
15,000	GA - Rental of Building	11,250	11,250	-
85,000	GA - Transportation Expense	63,750	60,940	(2,810)
110,000	GA - Insurance	82,500	73,986	(8,514)
32,000	GA - Worker's Comp	24,000	25,096	1,096
30,000	GA - Regulatory Commission Expense	22,500	6,711	(15,789)
10,000	GA - Misc. General Expense	7,500	6,871	(630)
60,000	GA - Bond Administration Fees	45,000	37,401	(7,599)
325,000	Interest on Long Term Debt (Non-Operating)	243,750	153,791	(89,959)
1,985,000	Depreciation Expense (Non-Cash)	1,488,750	1,488,750	-
57,000	Amortization Expense (Non-Cash)	42,750	42,750	-
-	Bond Issuance Costs (Non-Operating)	-	192,863	192,863
6,486,500	**TOTAL EXPENSES**	4,864,875	4,616,583	(441,155)
68,500	**Excess (Deficit)**	51,375	3,483,650	

	Reconciliation to Cash:		
	Cash Balance @ 6/30/22	2,351,976	
	Disbursements To Date	(5,589,138)	
	Expenses	4,616,583	
	Deposits To Date	5,886,411	
	Revenues	(8,100,233)	
	CASH BALANCE 3/31/2023	2,649,249	
		2,649,249	Sewer Operating
		(0)	
	Sewer Capacity Improvement Fees	4,542,334	
	Sewer Renewal & Replacement	774,443	
	Sewer Working Capital Fund	707,184	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	1,097.50
STEPTOE & JOHNSON PLLC	GENERAL EMPLOYER COUNSELIN	WATER FUND	WATER	1,847.75
			TOTAL:	1,847.75
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER	378.42
	VAC / TRANSPORT	WATER FUND	WATER	705.12
	TRANSPORT	SEWER FUND	SEWER	1,993.86
	PUMP / TRANSPORT	SEWER FUND	SEWER	839.52
	SUPERVAC LIFT STATIONS	SEWER FUND	SEWER	2,635.92
			TOTAL:	6,552.84
HD SUPPLY INC	BOTTLE NALGENE HDPE 500ML	SEWER FUND	SEWER	229.65
			TOTAL:	229.65
XYLEM WATER SOLUTIONS U.S.A., INC.	BRECKENRIDGE PS	SEWER FUND	SEWER	4,942.55
			TOTAL:	4,942.55

FUND TOTALS	
50 WATER FUND	159,733.05
60 SEWER FUND	96,086.12
GRAND TOTAL:	255,819.17

TOTAL PAGES: 4

APPROVED BY: _____

APPROVED BY: _____

This Packet:	$ 255,819.17
Security Deposit Refund:	52.16
Bulk Water Overpayment Refund:	1.70
City of Ranson:	39,048.75
Total:	$ 294,921.78

Note:

Highlighted invoice is to be reimbursed with Water Surety Account;

Highlighted invoice is to be reimbursed with Capacity Improvement Fees

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KM ELECTRICAL SOLUTIONS LLC	HEATER FOR SHOP	WATER FUND	WATER	1,600.00
			TOTAL:	1,600.00
MCKINNEY'S AUTO REPAIR	WATER EQUIPMENT REPAIR	WATER FUND	WATER	50.50
	WATER VEHICLE INSPECTION	WATER FUND	WATER	14.00
	SEWER VEHICLE REPAIR	SEWER FUND	SEWER	1,188.44
			TOTAL:	1,252.94
DONALD MICKEY	4/14,4/17 MWNG SMMTPT& PLY	WATER FUND	WATER	137.50
	4/14,4/17 MWNG SMMTPT& PLY	SEWER FUND	SEWER	137.50
			TOTAL:	275.00
MICRO-TECH DESIGNS, INC.	RADIO REPAIR	WATER FUND	WATER	3,531.00
			TOTAL:	3,531.00
MID ATLANTIC STORAGE SYSTEMS	RCNDTN INTR TNKSMS,INSTL S	SEWER FUND	SEWER	28,427.00
			TOTAL:	28,427.00
MISS UTILITY OF WV, INC.	MESSAGE FEES: MAR	WATER FUND	WATER	365.40
			TOTAL:	365.40
THOMAS NALLS	MAR TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,832.91
			TOTAL:	3,832.91
LOGICAL CONCEPTS, INC	PS MONITORING 2023	SEWER FUND	SEWER	114.94
			TOTAL:	114.94
PACE ANALYTICAL SERVICES, LLC	TESTING: TUSC QRTLY	SEWER FUND	SEWER	538.90
	TESTING: CT QRTLY	SEWER FUND	SEWER	314.30
	TESTING: CT WKLY	SEWER FUND	SEWER	87.90
	TESTING: CT WKLY	SEWER FUND	SEWER	225.70
	TESTING: TUSC WKLY	SEWER FUND	SEWER	135.80
	TESTING: RT QRTLY	SEWER FUND	SEWER	108.90
	TESTING: RCKWL MNTHLY	SEWER FUND	SEWER	356.80
			TOTAL:	1,768.30
CORPORATION OF RANSON	MAR UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	3,528.68
			TOTAL:	3,528.68
RK & K ENGINEERS	TO19 2021 CLLCTNSYSTM PRJC	SEWER FUND	NON-DEPARTMENTAL	13,972.57
	TO22 GRNFLD FRC MN UPGRDS	SEWER FUND	NON-DEPARTMENTAL	5,035.38
			TOTAL:	19,007.95
S&S ELECTRIC INC	INTAKE VFD PROJECT	WATER FUND	NON-DEPARTMENTAL	82,419.30
			TOTAL:	82,419.30
SG PLUMBING, INC.	YORK RD 4/13/23	WATER FUND	WATER	925.00
	PRESTON ST: 4/13/23	WATER FUND	WATER	650.00
	PRESTON ST: 4/13/23	WATER FUND	WATER	2,150.00
	S CHURCH ST	WATER FUND	WATER	1,375.00
			TOTAL:	5,100.00
SHENANDOAH SALES & SERVICE, INC.	WATER VEHICLE SERVICE	WATER FUND	WATER	154.26
	WATER VEHICLE SERVICE	WATER FUND	WATER	125.00
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER	626.75
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER	191.49

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	PM: CLARENCE DR PS	SEWER FUND	SEWER		503.13
	PM: DEMORYFARMS PS	SEWER FUND	SEWER		503.13
				TOTAL:	3,733.96
WV DEPT OF HEALTH & HUMAN SERVICES	FLOURIDE TEST	WATER FUND	WATER		15.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		120.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		100.00
				TOTAL:	235.00
STEVEN FARIAS	PER DIEM 5/14 - 5/19/23	SEWER FUND	SEWER		324.50
				TOTAL:	324.50
FASTENAL	3/8-16X1 1/4S/S HCS	SEWER FUND	SEWER		8.51
				TOTAL:	8.51
TRISHA S FOWLER	4/11/23	WATER FUND	WATER		100.00
	4/11/23	SEWER FUND	SEWER		100.00
				TOTAL:	200.00
FRONTIER COMMUNICATIONS	304-876-9970-121914-4	WATER FUND	WATER		111.50
	304-876-2120-111514-4	WATER FUND	WATER		111.50
				TOTAL:	223.00
GUTTMAN ENERGY	W/E 4/16/23	WATER FUND	WATER		481.13
	W/E 4/16/23	SEWER FUND	SEWER		1,203.89
	W/E 4/16/23	SEWER FUND	SEWER		29.17
				TOTAL:	1,714.19
GANNETT FLEMING VALUATION & RATE CONSU	WA & WW COST SVC STUDY	WATER FUND	WATER		3,845.00
	WA & WW COST SVC STUDY	SEWER FUND	SEWER		3,845.00
				TOTAL:	7,690.00
GRAINGER	DOOR CLOSER	SEWER FUND	SEWER		2,006.37
				TOTAL:	2,006.37
ANDREAS HALE	PER DIEM 5/14 - 5/19/23	SEWER FUND	SEWER		324.50
				TOTAL:	324.50
INWOOD QUARRY, INC.	I8 & C1 & I10: 4/11/23	WATER FUND	WATER		905.68
	C1 & I8 PICKUPS: 4/12/23	WATER FUND	WATER		267.27
	I8 & C1 & I10 PICKUPS: 4/1	SEWER FUND	SEWER		331.33
	C1 & I8 PICKUPS: 4/12/23	SEWER FUND	SEWER		316.48
				TOTAL:	1,820.76
JAMES RIVER EQUIPMENT	500HR SVC-9'11"L-ARM/20"RU	WATER FUND	WATER		2,175.58
	REPAIR BACKHOE 410G	WATER FUND	WATER		1,669.76
				TOTAL:	3,845.34
JEFFERSON PUBLISHING COMPANY	4/5 & 4/12 ADS: HYDRNT FLS	WATER FUND	WATER		46.86
	2/22 AD: WW CHF OPRTR	SEWER FUND	SEWER		76.45
				TOTAL:	123.31
KABLE EXCAVATING, LLC	305 & 307 E 11TH AVE PRJCT	WATER FUND	WATER		2,643.90
	305 & 307 E 11TH AVE PRJCT	SEWER FUND	SEWER		2,643.89
				TOTAL:	5,287.79

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
ANTIETAM ELECTRIAL CONTRACTORS, INC	WTP MISC RPRS	WATER FUND	WATER		1,851.68
				TOTAL:	1,851.68
CHAMPION INDUSTRIES, INC	PRINTING SVCS MAR	WATER FUND	WATER		333.36
	PRINTING SVCS MAR	WATER FUND	WATER		902.62
	POSTAGE FOR PRINTING SVCS	WATER FUND	WATER		2,725.27
	PRINTING SVCS MAR	SEWER FUND	SEWER		333.35
	PRINTING SVCS MAR	SEWER FUND	SEWER		902.62
	POSTAGE FOR PRINTING SVCS	SEWER FUND	SEWER		2,725.26
				TOTAL:	7,922.48
CITY OF CHARLES TOWN	UB COLLECTIONS MAR	WATER FUND	NON-DEPARTMENTAL		16,987.68
				TOTAL:	16,987.68
COMPRESSED AIR SERVICES, INC.	COMPRESSOR SVC LABOR	WATER FUND	WATER		942.85
	CMPRSR UNLDR VLV SVC	WATER FUND	WATER		652.44
				TOTAL:	1,595.29
CONTROL SYSTEMS, INC	WTP RPR MAU	WATER FUND	WATER		502.01
	FLWNGSPGS PS RPR HEATPMP	SEWER FUND	SEWER		648.00
	TWWTP RPR OA UNIT	SEWER FUND	SEWER		310.00
				TOTAL:	1,460.01
CORE & MAIN	LEGT-4300NL3/4BRZCPLGPJCTS	WATER FUND	WATER		633.12
	L84-33NL3/490BND,313-234NL	WATER FUND	WATER		3,141.30
	18X3MSMTRBXXTNSN,18X6MSMTR	WATER FUND	WATER		2,010.12
	LEG-T4300NL3/4BRZCPLG,314-	WATER FUND	WATER		1,344.66
	FAST-730-6A 6X6 SS TAP SLV	WATER FUND	WATER		1,198.84
	1-1/2X4BRSSNPPL, 2BRSSCPLG	WATER FUND	WATER		502.46
	VBHC74-15W-44-44NL 1" SETT	WATER FUND	WATER		651.18
	314-257NL, 314-258NL	WATER FUND	WATER		3,037.04
	FC202-979-CC38X3/4CCDISADD	WATER FUND	WATER		237.77
	TEE, NPPL, MTRPTBLLT, STTR	WATER FUND	WATER		2,781.54
	PLSTCMTRTL,MDDLRNG,CMNT,PR	SEWER FUND	SEWER		2,142.29
	30DA FEMALE X FEMALE ALUM	SEWER FUND	SEWER		2,003.26
	889-080PPVCSCH80NPPL,1889-	SEWER FUND	SEWER		128.92
				TOTAL:	19,812.50
COYNE CHEMICAL	AMMONIUM SULFATE 40% NSF	WATER FUND	WATER		1,476.80
	ZETAG 8868 FS	SEWER FUND	SEWER		10,225.89
				TOTAL:	11,702.69
CREAMER'S WRECKER SERVICE, LLC	UNLOCK SEWER DUMP TRUCK	SEWER FUND	SEWER		85.00
				TOTAL:	85.00
CRETEX SPECIALTY PRODUCTS, INC	MANHOLE RISERS	SEWER FUND	SEWER		725.69
				TOTAL:	725.69
CRYSTAL SPRINGS	MONTHLY SVC@ 661 & 842	WATER FUND	WATER		135.60
	MONTHLY SVC@ 661 & 842	SEWER FUND	SEWER		109.61
				TOTAL:	245.21
CUMMINS, INC	PM: HUNTFIELD BOOSTER	WATER FUND	WATER		492.16
	PM: BURNS ST BS	WATER FUND	WATER		809.53
	PM: CRAIGHILL LS	SEWER FUND	SEWER		441.33
	PM: CTWWTP	SEWER FUND	SEWER		984.68

RETURN TO: DEWBERRY ENGINEERS INC.
8401 Arlington Boulevard
Fairfax, VA 22031
703.560.6366 phone | 703.468.2212 fax

CLIENT: CHARLES TOWN UTILITY BOARD
661 South George Street, Suite 101
Charles Town, WV 25414
304.724.7080 phone

PROJECT INFORMATION

Name: Valve Assessment Program Development
Dewberry PM: R. Kincheloe
Dewberry BU: 1651
Task Order Number: 04
Task Order Date: April 6, 2023

A. Method of Payment and Contract Amount

The projected hours and estimated fee for this project are summarized in Attachment "A" and shall not exceed $29,700 without written permission from CTUB. Payment will be in accordance with the agreed hourly rate schedule on a monthly basis and based upon actual expenditures for the project.

B. Terms and Conditions

The standard terms and conditions for this Task Order are pursuant to the Engineering Services Agreement (dated September 26, 2018) for Dewberry's Services performed under this Agreement.

C. Description of Services

Services covered by this Task Order will be performed in accordance with the Attachments referenced above. This Task Order supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties. Dewberry will not be required to render services until this Agreement is signed, returned and the applicable retainer, if appropriate, is paid in full. Dewberry is an equal opportunity employer and, as such, complies with Section 202 of Executive Order 11246 as amended.

Authorized Signatures:

CTUB Charles Town Utility Board		ENGINEER Dewberry Engineers Inc.
Kristen Stolipher	Authorized Signature	
Kristen M. Stolipher	Print Name	Richard Kincheloe
Utility General Manager	Title	Senior Associate | Principal Engineer
4/13/23	Date	April 6, 2023

PURPOSE OF PROJECT

The purpose of this Task Order is to develop a framework for a valve assessment program as a best management practice so that valves are exercised regularly and maintenance items are identified and addressed in a proactive manner. This task will include the collection and review of available data sources and the consolidation of these data sources into one dataset. Dewberry will also provide a technical memorandum with recommendations on suggested workflows to aid CTUB in field data collection and a prioritized plan for valve operation moving forward.

PHASE 1 – REPORT PHASE

Task 1A – Team Chartering Meeting and Progress Meetings

A Team Chartering Meeting will be held with CTUB staff to discuss project goals, objectives, requirements, schedule, and other coordination issues. A meeting agenda will be provided prior to the meeting and, following the meeting, a summary shall be prepared to highlight all key issues and decisions discussed.

The project includes two other progress meetings to review interim progress and obtain clarifications.

Task 1B – Review of Existing Valve Information

For the purposes of this project, the following information to be furnished by the CTUB will generally consist of:

- Current GIS data
- Available record drawings
- Work orders related to valve repairs
- Maps with valve know valve locations

To facilitate sharing of such information, Dewberry will create a SharePoint site for the storage of key project information for collaboration among the CTUB, Dewberry, and other authorized stakeholders.

Dewberry will identify data gaps as they become apparent in the analysis and will provide recommendations for field verification.

Task 1C – Valve Assessment Framework

Dewberry will consolidate available data including existing GIS maps and record drawings and compile a single, updated map. Once the datasets have been consolidated, Dewberry will lead a workshop with CTUB staff to review the consolidated valve mapping and identify additional values to be included in the registry. Dewberry will assign numbers to all valves and approximate sizes based on existing waterline GIS data. The GIS map will include fields to document the following information:

1. Source data
2. Manufacturer
3. Valve Type
4. Valve size
5. Approximate number of turns to fully open/close (based on size)
6. Close Direction
7. Install Date
8. Condition
9. Maintenance
10. Inspection

Dewberry will leverage the consolidated valve information and develop a standard operating procedure for exercising valves. This framework will include a standard form for completing the field activities to support data capture and program advancement. Recommendations will be provided for additional consideration to automate the data collection to include recommended equipment.

Dewberry will develop a methodology for prioritizing data collection and valve operation. The data collection will support future efforts to verify valve location for improvements to the program. Prioritization will include an excel based tool to score and rank valves based on multiple factors. These factors will be determined at the project kick-off and team chartering meeting but will generally be based on attributes captured in GIS. The valve operation will include groupings of valves to programmatically operate all valves on a regular basis.

Task 1D – Technical Memorandum

The tasks mentioned above will be summarized in a Summary Report and will include the following:

- Summary of data collection
- Water distribution system and valve locations map
- Valves Identified and their respective data source
- Recommendation for additional data collection
- Recommendations for prioritized valve operation
- Recommendations for equipment to support these efforts under future phases of the program

Dewberry will prepare a draft technical memorandum and conduct a review meeting with CTUB. CTUB comments will be addressed by Dewberry in a final technical memorandum. PDF format will be used for the draft report. Three hard copies and a PDF will be provided for the final report along with associated GIS files.

PHASE 2 -- DESIGN PHASE

NOT INCLUDED UNDER THIS TASK ORDER.

PHASE 3 – PERMIT PHASE

NOT INCLUDED UNDER THIS TASK ORDER.

PHASE 4 – BIDDING PHASE

NOT INCLUDED UNDER THIS TASK ORDER.

PHASE 5 – CONSTRUCTION PHASE

NOT INCLUDED UNDER THIS TASK ORDER.

PHASE 6 – OPERATIONAL PHASE

NOT INCLUDED UNDER THIS TASK ORDER.

CONDITIONS

The scope and fee are conditioned on the following:

1. Field data collection is excluded from this task.
2. Procurement of equipment is excluded from this task.
3. Dewberry may rely upon the accuracy of the information provided by the CTUB.
4. Due to the unique nature of this assignment, Dewberry's liability shall be limited to the fees paid to it by CTUB for this Task Order.
5. Updated rates for 2023 as listed in Attachment B apply to this and future task orders.

ATTACHMENT A

TASK ORDER NUMBER 04 **CHARLES TOWN UTILITY BOARD, Valve Assessment Program Development** 4/6/2023

		Staff-Hours by Work Breakdown Structure							
WBS Item	**Labor Role**	**Sr. Project Manager**	**Technical Director**	**Senior Engineer**	**Staff Engineer**	**Sr. GIS Professional**	**Admin. Professional**	**Total Hours**	**Total Est. Cost**
	Billing Code	EN9	EN9	EN6	EN3	GIS5	AP3		
	Hourly Rate	$280.00	$280.00	$215.00	$150.00	$160.00	$115.00		
1A	Team Chartering Meeting and Progress Meetings	4	2	8			4	18	$ 3,860
1B	Review of Existing Valve Information	4	2	8	40			54	$ 9,400
1C	Valve Assessment Framework	4	3	24	24			55	$ 10,720
1D	Technical Memorandum	4	2	8	8	4		26	$ 5,240
								0	$ -
								0	$ -
	Total Labor Hours	**16**	**9**	**48**	**72**	**4**	**4**	**153**	
	Total Labor Cost	**$ 4,480**	**$ 2,520**	**$ 10,320**	**$ 10,800**	**$ 640**	**$ 460**		**$ 29,220**
	Other Direct Costs and Subconsultants								
	SDS Testing Costs								
	Reproduction								
	Other Direct Costs (Travel, Mileage, Misc.)								$ 480
	Subtotal ODCs and Subconsultants								**$ 480**
	Total Estimated Costs								**$ 29,700**

Dewberry

Attachment B
Dewberry 2023 Rates and Fees
City of Charles Town Utility Board

DEWBERRY	HOURLY RATES
PROFESSIONAL	
Principal	$330.00
Architect I, II, III	$100.00, $120.00, $135.00
Architect IV, V, VI	$150.00, $170.00, $190.00
Architect VII, VIII, IX	$210.00, $230.00, $255.00
Interior Designer I, II, III, IV	$92.00, $110.00, $125.00, $150.00
Engineer I, II, III	$115.00, $130.00, $150.00
Engineer IV, V, VI	$165.00, $185.00, $215.00
Engineer VII, VIII, IX	$240.00, $255.00, $280.00
Geographer/GIS I, II, III	$90.00, $105.00, $120.00
Geographer/GIS IV, V, VI	$140.00, $160.00, $175.00
Geographer/GIS VII, VIII, IX	$200.00, $230.00, $270.00
Professional I, II, III	$100.00, $120.00, $140.00
Professional IV, V, VI	$165.00, $180.00, $195.00
Professional VII, VIII, IX	$215.00, $240.00, $265.00
TECHNICAL	
Designer I, II, III	$110.00, $130.00, $150.00
Designer IV, V, VI	$170.00, $190.00, $210.00
CADD Technician I, II, III, IV, V	$80.00, $100.00, $120.00, $135.00, $165.00
Surveyor I, II, III	$68.00, $83.00, $98.00
Surveyor IV, V, VI	$112.00, $125.00, $140.00
Surveyor VII, VIII, IX	$160.00, $185.00, $220.00
Technical I, II, III	$85.00, $100.00, $120.00
Technical IV, V, VI	$130.00, $145.00, $165.00
EMERGENCY MANAGEMENT	
Emergency Management I, II, III	$80.00, $100.00, $130.00
Emergency Management IV, V, VI	$165.00, $215.00, $280.00
CONSTRUCTION	
Construction Professional I, II, III	$125.00, $150.00, $180.00
Construction Professional IV, V, VI, VIII	$200.00, $230.00, $265.00, $300.00
Inspector I, II, III	$85.00, $110.00, $130.00
Inspector IV, V, VI, VII	$150.00, $165.00, $190.00, $220.00
SURVEY FIELD CREWS	
Fully Equipped 1, 2, 3, 4 Person Crews	$145.00, $175.00, $220.00, $265.00
With Laser Scanner 1, 2 Person	$195.00, $225.00
ADMINISTRATION	
Admin Professional I, II, III, IV	$70.00, $90.00, $115.00, $145.00

COMPANY CONFIDENTIAL AND PROPRIETARY: USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO RESTRICTIONS.

B. Direct Expenses **

Item	Rate
Automobile Mileage (Company or Personal Car)	Federal GSA POV Mileage Rate
Reproduction Costs (Reports and Major Documents)	Actual Cost
Parking	Actual Cost
Tolls	Actual Cost
Taxi	Actual Cost
Airfare	Actual Cost
Automobile Rental	Actual Cost
Lodging (While Traveling for Project)	Actual Cost (Not to exceed $195/night)
Meals (While Traveling for Project)	Actual Cost
Shipping or Postage	Actual Cost
Special Equipment/Supplies	Actual Cost
Program Controls Software	Actual Cost

C. Subconsultants

Subconsultants will be billed at cost plus 10% using their current labor rates or unit costs in effect at the time of the Task Order.

Notes:

*These rates will be updated in writing by Dewberry on an annual basis and become effective on the contract anniversary date each year. Annual increases in Direct Labor Rates shall be limited to the increase in the DC-MDVA-WV Consumer Price Index (CPI-U) during the immediately preceding reporting period or as otherwise negotiated between Dewberry and the Charles Town Utility Board.

**Rates for Other Direct Costs will be updated in writing by Dewberry on an annual basis and become effective on the contract anniversary date. Automobile mileage shall be based on the federal GSA mileage rate.

COMPANY CONFIDENTIAL AND PROPRIETARY: USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO RESTRICTIONS.