CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, MAY 13, 2020

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   Approval of the April 8, 2020 Regular Meeting Minutes
   UB Minutes April 8, 2020.pdf

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

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

3. **ACTION ITEM(S)**
   a. Resolution No. 2020-05 - RESOLUTION OF THE CHARLES TOWN UTILITY BOARD - Approval of FY21 Water and Sewer Budgets
      Resolution 2020-05 FY21 Budget.pdf
      FY21 Budget WA.pdf
      FY21 Budget SW.pdf
   b. RK&K Task Order No. 5 - Sewer Model
      RK&K Task Order No. 5.pdf
   c. Route 9 Sewer Project Draw Resolution No. 3 - Contractor Pay Application No. 003, Hatch Invoices and CTUB Reimbursement
      Draw Resolution No. 3.pdf
   d. Route 9 Sewer Project - Change Order No. 05
      Change Order 5.pdf
   e. Sewer User Agreement - USDA
      USDA Sewer User Agreement.pdf

4. **UTILITY MANAGER REPORT**
   a. Utility Manager Report for 05132020 Meeting
      UB Update 0513020 with transaction timeline.pdf

5. **CHAIRMAN'S REQUESTS**
   a. Letter of Support for the Safe Drinking Water Collaborative
      WV Rivers Coalition Packet.pdf
   b. Update on City Council Resolution Regarding Special Emergency Pay
   c. Personnel Hiring Action
   - Update on Search

6. **APPROVAL OF BILLS**

7. **ADJOURNMENT**

April 8, 2020

The Charles Town Utility Board held a regular meeting on April 8, 2020 at 4:00 p.m. at 661 S. George Street. Members of the Board present were Daryl Hennessy, Pete Kubic, Kevin Tester, and Jacquelyn Milliron. Also present were Jane Arnett, Kristen Stolipher, and Hoy Shingleton. The Chairman called for changes or corrections to the March 11, 2020 regular meeting minutes. Hearing none, the Board approved the minutes as presented. Per Jacquelyn's request, the Chairman will add the discussion on a support letter for the Safe Water Drinking Collaboration to the next meeting. No public comment was received.

Next discussed was the Tuscawilla MBR Replacement Basin #2 and the GDF Presentation of Bids and Recommendations. Chris Eckenrode from GDF stated two bids were received; one from Microdyn MBR Systems, LLC and the other from H2O Innovation. After evaluating both bid packets, GDF recommended staff move forward with H2O Innovations in the amount of $366,189.00. Hoy reviewed both packets and agreed with the GDF recommendation to award the bid to H2O Innovation, even though they were not the lowest bidder. The Microdyn bid packet was incomplete. Even though the bids did not include any COVID-19 implications, Chris noted that H2O will honor the bid price as presented. Also noted, these repairs are for Basin #3 not #2. Motion from Pete, second by Jacquelyn, with discussion from Jacquelyn, the Board approved the Notice of Award with H2O Innovation for $366,189.00. Chris also noted he doesn't see an issue getting the performance bond and the certificate of insurance by April 15th. Motion from Pete, second by Kevin, with discussion from Jacquelyn, the Board approved the Notice to Proceed with H2O Innovation to commence on April 15th contingent upon receipt of a signed agreement, payment and performance bonds and certificate of insurance.

The Chairman next opened the floor for discussion on the Route 9 Project Draw Resolution No. 2 – Contractor Pay Application No. 002, Hatch Invoice and CTUB Reimbursement. The Manager explained the Resolution reflects the payment to Snyder Environmental for $1,236,605.34, the Hatch Invoice for $38,068.37 and reimbursement to CTUB for $84,973.05. Jacquelyn had several clarifying questions on the Schedule B which brought up a correction needed to be made on the Resolution for the Hatch invoice. By motion by Kevin, second by Pete, the Board approved Resolution No. 2.

Next discussed Resolution No. 2020-04 – Resolution to Exempt Charles Town Utility Emergency Responders from the Families First Coronavirus Response Act. The Chairman explained the Emergency FMLA Expansion Act and the Emergency Pay leave Act, two types of leave recently passed due to the Coronavirus impact. City Council approved at their April 6th meeting that essential workers are exempt from the leave policies and will be dealt with on a case by case basis. The Manager thanked all CTUB employees who are continuing to work during this time. She explained that staff has split into two teams to keep operations running smoothly. She also mentioned that no staff has been affected by the Federal laws at this time. By motion from Kevin, second by Pete, the Board approved Resolution No. 2020-04.

The Board next heard from John Cole and Rhiannon Dodge from RK&K on their modified Flowing Springs Project findings. At a previous board meeting, the Board took action to review a portion (Burr Park area) of the modified Flowing Springs project. John discussed the route options, not the costs. The Board and staff agreed with John's recommendation to pursue Option 1. John also discussed his analysis on the Beallair/Sleepy Hollow Sewer Request in which he presented three alternatives to provide sewer service. The Manager explained the

next step after briefing the Board is to provide the alternatives to the Developer and then engage in Alternate Mainline Extension Agreement discussions.

The Manager stated the Status of Emergency Operations item under the Utility Manager Report was explained earlier in the meeting. She noted office staff is also working as two crews to limit the number of employees in the office at one time. Jacquelyn requested a copy of the preliminary engineering previously completed by GDF for the wastewater treatment plant. The Chairman explained that GDF is currently working on a more complete report with more accurate numbers consistent with the strategic plan which will be available within the next month.

Motion from Kevin, second by Pete, the Board approved the payment of bills. The April 8, 2020 regular meeting adjourned at 6:10 p.m. The April 22nd regular meeting will be held at the CTUB office located at 661 S. George Street.

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Chairman Secretary

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

UTILITY BOARD

CHAIRMAN
Daryl Hennessy

VICE CHAIRMAN
Pete Kubic

SECRETARY TREASURER
Kevin Tester

City of Ranson
Mayor
Duke Pierson

Jacquelyn Milliron

UTILITY MANAGER
Jane E. Arnett

RESOLUTION NO. 2020-05
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 2021;

WHEREAS it has been determined that certain CITY OF CHARLES TOWN (WEST VIRGINIA) Combined Waterworks and Sewerage System Refunding Revenue Bonds, primarily the 2015 B Bond 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;

WHEREAS certain Prior Bonds meaning, collectively, the Series 1987 B Bonds, the Series 1988 B-1 Bonds, the Series 1988 B-2 Bonds and the Series 1989 B Bonds contain similar requirements and;

WHEREAS, CTUB continues to provide potable water and sanitary sewer service to all customers. CTUB has implemented precautions, such as staggered work shifts and remote work, to protect employees, management and customers and preserve business continuity. CTUB continues to carefully monitor developments and the directives of federal, state and local officials to determine what additional precautions and procedures may need be to be implemented by CTUB in the event of the continued spread of COVID-19 and;

WHEREAS the spread of the new coronavirus named "SARS-CoV-2" and the disease it causes named "coronavirus disease 2019" (abbreviated "COVID-19") has been declared a pandemic by the World Health Organization. COVID- 19 has affected travel, commerce, and financial markets globally and locally. On March 23, 2020, the Governor of the State issued Executive Order 9-20, a general stay-at-home order (the "March 23, 2020 Order") directing all West Virginia residents to stay at home and limit movements outside of their homes beyond essential needs and closing "non-essential businesses." The March 23rd Order specifically excludes utilities from the definition of "non-essential businesses." and;

WHEREAS, further Executive Order 20-20 was issued to implement further measures in the Eastern Panhandle and;

WHEREAS, the continued spread of COVID-19 and its impact on social interaction, travel, economies and financial markets may adversely impact CTUB finances and operations. They (i) may materially adversely affect the ability of CTUB to conduct its operations and/or may materially adversely affect the cost of operations and the revenues generated thereby, (ii) may materially adversely affect financial markets and consequently materially adversely affect the returns on and value of the CTUB's investment portfolio and (iii) may materially adversely affect the secondary market for and value of the Bonds.

NOW THEREFORE, since the full impact of COVID-19 and the scope of any adverse impact on CTUB finances and operations cannot be fully determined at this time, the fiscal year budgets will provide for consistent and ongoing operations with recognition of adverse effects of the aforementioned, being properly presented in the year end actuals.

NOW, THEREFORE, BE IT RESOLVED, that the Charles Town Utility Board hereby adopts Water and Sewer Budgets for Fiscal Year 2021, dated May 13, 2020.

CHARLES TOWN UTILITY BOARD

_____
Chairman Daryl Hennessy

Attest:

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Dated: May 13, 2020

Charles Town Utility Board				
Revenue & Expense Budget				**WATER**
For the Period 6/30/21 Budget				
	Budget	**Budget**	**Actuals**	**Budget**
Title of Account	Ending 6/30/20	At 3/31/2020	At 3/31/2020	Ending 6/30/21
	Adopted Feb 26, 2020			For Approval May 13, 2020
REVENUE				
Metered Sales - Residential	$2,565,000	$1,923,750	$1,913,003	$2,565,000
Metered Sales - Commercial	$1,300,000	$975,000	$958,717	$1,300,000
Metered Sales - GH/CAV	$98,000	$73,500	$71,933	$98,000
Sale for Resale - Bulk Water	$15,000	$11,250	$8,733	$15,000
Forfieted Discounts	$85,000	$63,750	$57,147	$85,000
Misc Service Rev - Reconnection /	$50,000	$37,500	$21,100	$50,000
Ranson Bill & Collect	$10,000	$7,500	$10,682	$10,000
Income - Willowbrook Village Exp	$0	$0		$0
Rents Tank Lot Fee	$480,000	$360,000	$373,589	$495,000
Interest Income	$25,000	$18,750	$23,293	$25,000
Sinking Fund Income	$28,000	$21,000	$17,047	$28,000
Misc Non-Op Rev & R&R	$75,000	$56,250	$67,667	$75,000
TOTAL REVENUE	$4,731,000	$3,548,250	$3,522,913	$4,746,000
EXPENSES				
Operation Labor Water Source	$75,000	$56,250	$45,630	$82,000
Supplies & Expense Intake	$25,000	$18,750	$6,428	$25,000
Maint of Water Intake	$10,000	$7,500	$10,170	$10,000
Operation Labor Pumping	$151,000	$113,250	$99,650	$165,000
Fuel or Power for Pumping	$120,000	$90,000	$93,193	$120,000
Power GH/CAV	$6,000	$4,500	$3,582	$6,000
WTP Supplies & Expense	$10,000	$7,500	$2,626	$8,000
Maintenance and Supplies GH/CA	$18,000	$13,500	$8,543	$15,000
Operation Labor Treatment	$75,000	$56,250	$45,630	$82,000
Chemicals	$125,000	$93,750	$76,630	$115,000
Testing	$26,000	$19,500	$13,696	$26,000
Maint Water Treatment Plant	$75,000	$56,250	$53,707	$75,000
Maintenance Labor	$419,000	$314,250	$298,114	$450,000
Operation Expenses Maintenance	$15,000	$11,250	$8,774	$15,000
Maint Dist Reservior & Standpipes	$85,000	$63,750	$44,686	$85,000
Maint of Mains	$150,000	$112,500	$98,094	$150,000
Maint of Services	$250,000	$187,500	$208,468	$250,000
Maint of Meters	$135,000	$101,250	$109,040	$140,000
Maint of Hydrants	$33,000	$24,750	$17,869	$40,000
Accounting & Collecting Labor	$124,000	$93,000	$89,294	$160,000
Supplies & Expense Accting & Co	$30,000	$22,500	$20,807	$25,000
Uncollectible Accounts	$66,000	$49,500	$63,533	$65,000
Admin & General Salaries	$159,000	$119,250	$109,567	$169,000
Employee Health Insurance & Ben	$150,000	$112,500	$104,703	$150,000
Pension	$100,000	$75,000	$67,687	$112,000
FICA	$78,000	$58,500	$53,663	$85,000
OPEB	$34,000	$25,500	$22,329	$34,000
Office Supplies & Exp City Bank	$100,000	$75,000	$77,802	$100,000
Maintenance of General Plant	$50,000	$37,500	$17,023	$25,000
Outside Services	$75,000	$56,250	$79,423	$75,000
Tranportation Expense	$50,000	$37,500	$26,761	$35,000
Property Insurance	$75,000	$56,250	$58,053	$75,000
Worker's Comp	$25,000	$18,750	$18,511	$25,000
Regulatory Commission Expense	$22,000	$16,500	$5,627	$15,000
Bond Administration Fees	$22,000	$16,500	$4,286	$6,000
Depreciation Expense	$1,090,000	$817,500	$817,500	$1,145,000
Interest on Security Dep		$0	$0	
Interest on LT Debt	$557,000	$417,750	$415,842	$507,000
Amortization Debt Discount	$78,000	$58,500	$58,500	$78,000
TOTAL EXPENSES	$4,688,000	$3,516,000	$3,355,440	$4,745,000
REVENUE - EXPENSES	$43,000	$32,250	$167,473	$1,000
Monthly Debt Service Principal & Interest		$118,425		
Annual Debt Service Principal & Interest		$1,421,094		
Leases Principal Outstanding (at March 2020)		$107,428		
FY20 Working Capital Reserve fully funded				

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Charles Town Utility Board				
Revenue & Expense Budget				**SEWER**
For the Period 6/30/21 Budget				
	Budget	**Budget**	**Actuals**	**Budget**
Title of Account	Ending 6/30/20	At 3/31/2020	At 3/31/2020	Ending 6/30/21
(b)	Adopted Feb 26, 2020			For Approval May 13, 2020
Domestic Service Revenue	$2,150,000	$1,612,500	$1,630,376	$2,150,000
Ranson	$1,250,000	$937,500	$958,869	$1,250,000
JCPSD	$2,592,000	$1,944,000	$2,032,779	**$2,592,000**
Customer Forfieted Discounts	$40,000	$30,000	$27,900	$42,000
Customer Forfieted Discounts - RA	$23,000	$17,250	$16,681	$25,000
Customer Forfieted Discounts - PSD $4,000 / mo	$58,000	$43,500	$36,283	$57,000
Misc. Sewer Revenues (Tsf R&R)	$75,000	$56,250	$48,425	$75,000
Interest Income	$36,000	$27,000	$21,370	$30,000
Sinking Fund Income	$24,000	$18,000	$20,310	$24,000
TOTAL REVENUE	$6,248,000	$4,686,000	$4,792,995	$6,245,000
EXPENSES				
Maint of Service Connections	$8,000	$6,000	$15,336	$18,000
Maint of Collecting & Trans Mains CT/RA	$175,000	$131,250	$96,659	$175,000
Maint of Collecting & Trans Mains PSD	$175,000	$131,250	$96,659	$175,000
Collecting / Pumping Labor	$250,000	$187,500	$130,611	$263,000
Power & Fuel Pumping	$105,000	$78,750	$77,025	$105,000
Pumping Supplies & Expense	$40,000	$30,000	$20,612	$40,000
Maint Structures & Improvements Pump Stations	$275,000	$206,250	$258,926	$350,000
Operation Labor Treatment	$300,000	$225,000	$158,583	$258,000
Power	$150,000	$112,500	$93,231	$150,000
Power TUI	$100,000	$75,000	$71,557	$100,000
Chemical Treatment Expense	$170,000	$127,500	$112,287	$170,000
Chemical Treatment Expense TUI	$40,000	$30,000	$18,149	$40,000
Laboratory Supplies & Expense	$45,000	$33,750	$19,285	$45,000
Laboratory Supplies & Expense TUI	$7,000	$5,250	$4,954	$7,000
Operation Supplies & Expense WA	$75,000	$56,250	$26,581	$75,000
Maint Pumping Equipment CT	$40,000	$30,000	$10,013	$40,000
Maint Pumping Equipment TUI	$40,000	$30,000	$23,942	$40,000
Maint Supervision & Engineering Burns	$125,000	$93,750	$75,601	$125,000
Maint Treatment & Disposal Equipment	$200,000	$150,000	$78,184	$200,000
Maint Treatment & Disposal Equipment TUI	$75,000	$56,250	$27,681	$50,000
Billing & Collecting & Accounting	$175,000	$131,250	$122,706	$204,000
Billing Fees Expense	$80,000	$60,000	$58,502	$80,000
Uncollectible Accounts	$63,000	$47,250	$44,295	$63,000
Admin & General Salaries	$214,000	$160,500	$160,893	$222,000
Employee Health Insurance & Benefits	$130,000	$97,500	$85,520	$125,000
Pension	$90,000	$67,500	$59,795	$95,000
FICA	$69,000	$51,750	$46,636	$72,500
OPEB	$30,000	$22,500	$19,824	$28,000
General Office Supplies & Expense	$135,000	$101,250	$81,428	$135,000
Maintenance of General Plant	$35,000	$26,250	$13,428	$35,000
Special Services (Legal/Rates)	$275,000	$206,250	$234,561	$275,000
Transportation	$75,000	$56,250	$35,800	$75,000
Insurance (Property)	$100,000	$75,000	$57,803	$100,000
Worker's Comp	$16,000	$12,000	$10,412	$15,500
Regulatory Commission Expense	$35,000	$26,250	$10,357	$45,000
Bond Admin Fees	$75,000	$56,250	$52,740	$62,000
Misc. General Expense	$10,000	$7,500	$2,392	$10,000
Depreciation Expense	$1,500,000	$1,125,000	$1,125,000	$1,500,000
Interest Security Deposits		$0	$0	
Interest Long Term Debt	$435,000	$326,250	$326,250	$380,000
Amort. of Debt	$57,000	$42,750	$42,750	$57,000
TOTAL EXPENSES	$5,994,000	$4,495,500	$4,006,967	$6,005,000
REVENUE - EXPENSES	**$254,000**	$190,500	$786,027	**$240,000**
Monthly Debt Service Principal & Interest	$130,014			
Annual Debt Service Principal & Interest	$1,560,170			
Leases Principal Outstanding (at March 2020)	$16,584			
FY20 Working Capital Reserve fully funded				

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CHARLES TOWN UTILITY BOARD
WATER/SEWER SYSTEMS UPGRADE PROJECTS

RUMMEL, KLEPPER & KAHL, LLP

TASK NO. 05

PROFESSIONAL ENGINEERING & SURVEYING SERVICES

SEWER MODEL

April 17, 2020

Being a Part of Agreement Between
Charles Town Utility Board and Rummel, Klepper & Kahl, LLP
dated November 13, 2019

Task No. 05 dated April 17, 2020 to the Agreement between Charles Town Utility Board (CTUB) and Rummel, Klepper & Kahl, LLP (RK&K) dated November 13, 2019 is for developing a sanitary sewer hydraulic model of the existing system using Bentley System's SewerCAD Version 10.02.03.03 for use in evaluating future development scenarios. The model will include primarily large gravity and force main sewer lines specified by CTUB in Exhibit 2 and pump stations that have potential for development specified by CTUB in Exhibit 3. The sewer lines specified by CTUB include approximately 30,000 LF of gravity sewer and 150 manholes. The sewer model will be calibrated with actual flow data obtained through flow monitoring by CTUB Staff. The intended outcome is to provide CTUB with an understanding of the system's operational performance, hydraulic limitations and capacity, and ability to handle future growth. The model will be used as a long-term tool for evaluating impacts of proposed development on the collection system.

Scope of Services

The following summarizes RK&K's anticipated scope of services as part of this effort:

Data Collection and Review

1. RK&K will review available mapping and record drawings of the collection system.

2. RK&K will review existing GIS features to determine location accuracy and attribution level.

3. RK&K will import GIS into ESRI Local Government dataset.

4. RK&K will locate geographically and extract attributes from CTUB supplied documents and input into GIS.

5. RK&K will deliver GIS geodatabase of sewer system back to CTUB.

Pump Station Evaluation

6. RK&K will review operational data for each pump station (21 total) included in Exhibit 3, including O&M manuals, pump curves, flow data, and draw down tests.

Existing System Modeling

7. RK&K will model the existing sewer system (approximately 30,000 LF of gravity sewer, 150 manholes, force mains) shown in Exhibit 2 in SewerCAD.

8. RK&K will work with CTUB staff to analyze the existing collection system for calibrating the sewer model. This effort will consist of flow monitoring the existing collection system, estimated at nine (9) different locations throughout the system. RK&K may also review existing water meter usage data and available master plan/comprehensive plan data and plant flow records to assist with flow calibration.

9. RK&K will utilize the flow monitor data to calibrate the sewer model.

10. RK&K will provide an existing system condition flow scenario in the final hydraulic model file. RK&K will also provide an initial preliminary summary of the remaining capacity in the existing system, with the intent of identifying wet weather contributions.

11. RK&K will provide a technical memorandum summarizing the methodology and findings of the hydraulic model.

Digital Files

12. RK&K will provide CTUB with all sewer model documents, figures, and digital files which CTUB can utilize for planning, assessment, and development applications.

Review Meetings

13. RK&K will meet with CTUB Staff to review the sewer model.

Future System Modeling

14. RK&K will submit a scope of work change to this task order for future system modeling to analyze the impacts of potential developments on the capacity of the system.

Schedule

Subject to weather, COVID-19 and CTUB review time, RK&K anticipates 120-working days to create the sewer hydraulic model, conduct flow monitoring, perform existing condition analysis, and prepare a technical memorandum and report from issuance of notice to proceed. 60-working days of which are specific to monitoring/analyzing the existing flows within the collection system to calibrate the sewer model and determine available capacity.

Estimated Person-Hours per Phase by Category, Engineer's Consultant Costs and Other Direct Costs

A fee derivation is attached as Page 4 which includes RK&K's estimated person-hours per Phase by category and other direct costs anticipated to complete the work for this project.

Materials and Resources Required of CTUB

- CTUB will be responsible for providing available mapping in GIS and record drawings to facilitate RK&K's review of the existing collection system.
- CTUB will be responsible for installing temporary flow meters within sewer manholes designated by RK&K over the 45-working day period. Responsibilities also include periodic downloading and processing of data for distribution to RK&K.
- CTUB will be responsible for providing the necessary pump runtime and flow monitoring (if available) for the sewage pump stations.
- CTUB will be responsible for providing the necessary pump O&M manuals for the sewage pump stations.
- CTUB will be responsible for conducting three draw down tests for each pump for the sewage pump stations.
- CTUB will be responsible for providing water usage data and customer counts for the sewersheds being modeled.
- CTUB will be responsible for providing wastewater treatment plant flows.

Estimated Not-To-Exceed Fee

RK&K will provide the scope of services described above at an amount equal to Engineer's Direct Labor Costs times a factor of 2.7 for the services of Engineer's personnel engaged on the Project, plus Reimbursable Expenses. RK&K's current certified payrates for personnel to be assigned to this project is included as Exhibit B to Original Agreement dated November 13, 2019.

The total estimated Not-to-Exceed fee to perform the work is $32,000.00 as shown on RK&K's enclosed fee derivation.

Authorization

This Task No. 05 Sewer Model dated April 17, 2020 and being a part of the Agreement between Charles Town Utility Board and Rummel, Klepper & Kahl, LLP for Engineering Services for Water/Sewer Systems Upgrade Projects dated November 13, 2019, is approved by the following duly authorized officials:

Engineer: RUMMEL, KLEPPER & KAHL, LLP

_____ 04/17/2020

John W. Cole, PE — Date
Manager, Municipal Engineering

Owner: Charles Town Utility Board

_____ _____

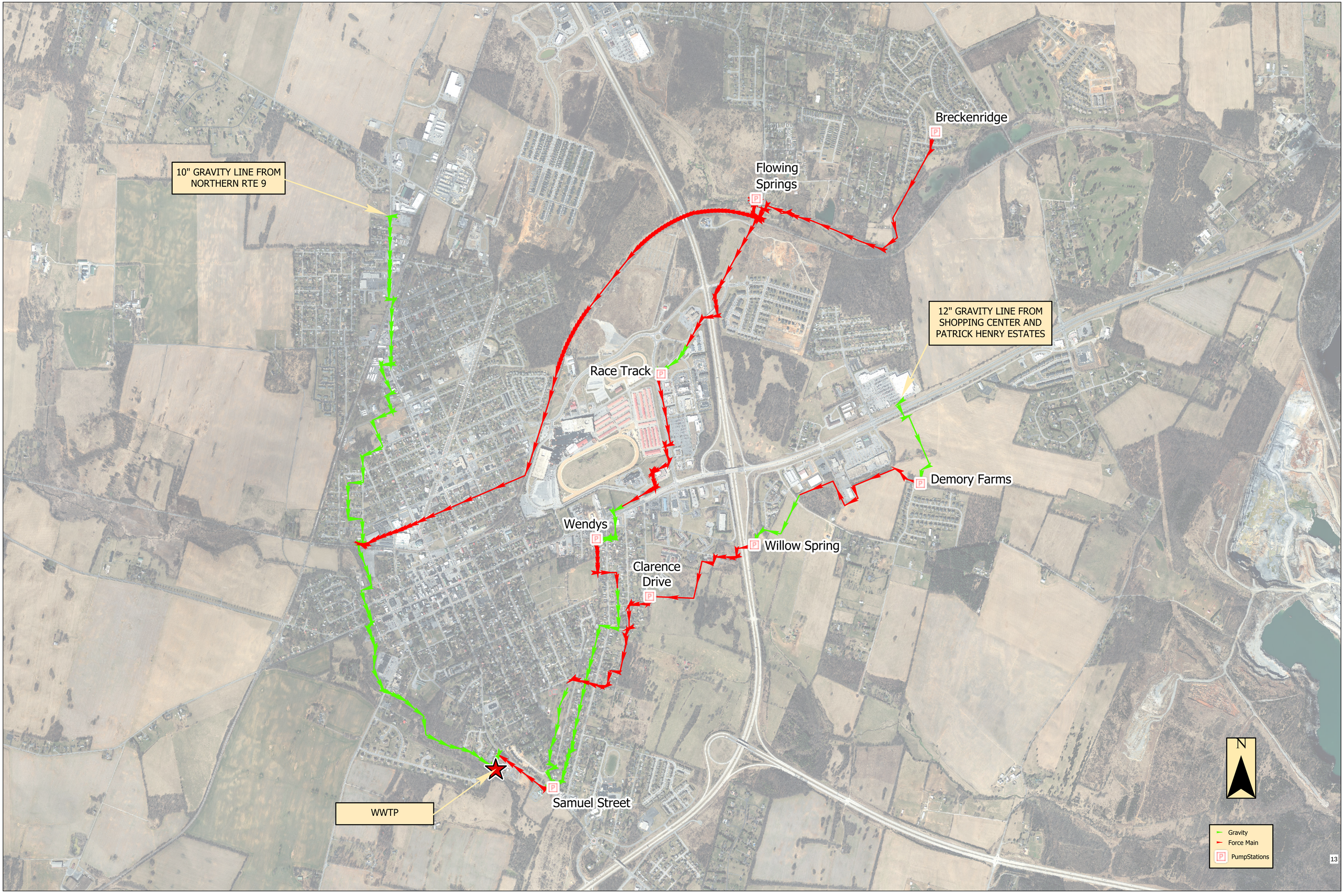
Daryl Hennessy — Date
City Manager, Chairmam

RUMMEL, KLEPPER KAHL, LLP
FEE DERIVATION
CHARLES TOWN UTILITY BOARD
TASK 05
SEWER MODEL

April 17, 2020

Scope of Services	Manager	Project Engineer	Associate Engineer / Engineer	GIS	Misc. Exp.	Task Total Hours
Technical Assistance						
Meetings	8		12			**20**
Pump Station Operational Data Review			63			**63**
Review of Available Data and Mapping			8			**8**
GIS Mapping and Input of Attributes				60		**60**
SewerCAD Set-Up		8	24			**32**
Current Flow Estimates		4	24			**28**
Sewer Model - Existing Conditions		2	8			**10**
Calibrate Sewer Model		8	32			**40**
Technical Memorandum	4	4	16			**24**
Total Hours	**12**	**26**	**187**	**60**	**$ -**	**285**
Hourly Rate (including 2.7 multiplier)	**$ 194.40**	**$ 133.08**	**$ 103.95**	**$ 113.32**		
Total Fee	**$ 2,332.80**	**$ 3,460.16**	**$ 19,438.65**	**$ 6,799.14**	**$ -**	**$ 32,030.75**

NTE Cost	**$ 32,000.00**


10" GRAVITY LINE FROM NORTHERN RTE 9
Breckenridge
Flowing Springs
12" GRAVITY LINE FROM SHOPPING CENTER AND PATRICK HENRY ESTATES
Race Track
Demory Farms
Wendys
Willow Spring
Clarence Drive
WWTP
Samuel Street
N
Gravity
Force Main
PumpStations

TASK NO. 5

SEWER MODEL

EXHIBIT 3 – PUMP STATION EVALUATIONS

The following pump stations will be evaluated for operational performance:

1. Racetrack
2. Breckenridge
3. Job Corps
4. Jefferson High
5. Briar Run I
6. Briar Run II
7. Beallair
8. Wendy's
9. Greenfield
10. Burr Park East
11. Burr West
12. Burr Royal
13. Samuel Street
14. Huntfield
15. Demory
16. Willow Spring
17. Clarence Drive
18. Marlowe Rd/Tractor Supply
19. Flowing Springs
20. 4th Avenue
21. Forrest Street

CHARLES TOWN UTILITY BOARD
ROUTE 9 SEWER PROJECT

RESOLUTION NO. 3

RESOLUTION OF THE CITY OF CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO THE CONSTRUCTION AND OTHER SERVICES FOR THE ROUTE 9 SEWER PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the City of Charles Town Utility Board has reviewed the invoices attached hereto and incorporated herein by reference relation to the project funded by ROXUL USA, Inc., dba ROCKWOOL under an Alternate Mainline Extension Agreement (WV PSC Case No. 191025-S-PC, approved November 22, 2019) and the Escrow Agreement dated October 11, 2019.

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. 003, HATCH Invoice No. 90742814 & 90739805, and the CTUB Reimbursement per the attached Schedule B (See Column - Resolution No. 3) as summarized below, is hereby authorized and directed.

Vendor	Route 9 Sewer Project
Snyder Environmental Services, Inc.	$1,894,374.89
HATCH / Toole Design	$210,109.15
CTUB Reimbursement	$94,171.59
Total	**$2,198,655.63**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 13th day of May 2020.

By: _____
Daryl Hennessy, Chairman

Charles Town Utility Board
Route 9 Sewer Infrastructure Project
Alternate Mainline Extension Agreement (AMEA) / Escrow Agreement

					Resolution No. C	Resolution No. 1	Resolution No. 2	Resolution No. 3	ESCROW DEPOSIT FOR CONSTRUCTION
$10,500,000 Rockwool Escrow Agreement/(AMEA) Reimbursement Schedule B, October, 2019		**REVISED BUDGET**	**Draw (a.) Ranson Reimbursement**	**Draw (b.) CTUB Reimbursement**	**Draw (c.) CTUB Reimbursement 10/1/19-present**	**Contractor's Application for Payment No. 001**	**Contractor's Application for Payment No. 002, Hatch Inv. 90736637, CTUB Reimbursement**	**Contractor's Application for Payment No. 003, Hatch Inv. No. 90739805 & 90742814, CTUB Reimbursement**	**BALANCE REMAINING**
1 **CONSTRUCTION**									
a. Contract 1		6,941,703.49	0.00	0.00	0.00	90,000.00	1,236,605.34	1,894,374.89	3,720,723.26
b. Contingency	9.60%	666,472.51	0.00	0.00	0.00	0.00	0.00	0.00	666,472.51
c. CSX Fees		15,300.00	0.00	16,050.00	5,000.00	0.00	0.00	0.00	-5,750.00
d. N-S Fees		41,600.00	0.00	21,300.00	0.00	0.00	0.00	0.00	20,300.00
e. DOH Bond and Inspection Fees		119,937.00	0.00	19,550.00	0.00	0.00	84,973.05	1,288.27	14,125.68
2 **ENGINEERING SERVICES**									
Task Orders 1 - 8		1,851,567.87	1,084,987.66	102,994.82	10,289.25	0.00	38,068.37	210,109.15	405,118.62
Task Orders Charles Town		56,820.00	0.00	56,820.00	0.00	0.00	0.00	0.00	0.00
3 **LEGAL SERVICES**									
a Local Project Attorney (PSC)		100,000.00	0.00	65,836.78	25,573.71	0.00	0.00	2,730.00	5,859.51
b Permitting / Ord Attorney		215,000.00	0.00	199,514.04	0.00	0.00	0.00	15,485.96	0.00
c RA Attorney Stranko / Luttrell		12,959.40	12,959.40	0.00	0.00	0.00	0.00	0.00	0.00
4 **ADMINISTRATIVE SERVICES**									
b (CPA)		16,723.00	0.00	16,723.00	0.00	0.00	0.00	0.00	0.00
c Other Administrative Costs		2,750.00	0.00	2,750.00	0.00	0.00	0.00	0.00	0.00
5 **LAND COSTS**									
b Easements		324,611.85	0.00	324,611.85	0.00	0.00	0.00	0.00	0.00
SOFT COST CONTINGENCY		74,667.36	0.00	0.00	0.00	0.00	0.00	74,667.36	0.00
Interest on Line of Credit *		59,887.52	59,887.52	0.00	0.00	0.00	0.00	0.00	0.00
Amount Owed Line of Credit			1,157,834.58						
Charles Town's Cost Incurred				826,150.49					
9 Sub Total Lines 1-8		**10,500,000.00**	**1,157,834.58**	**826,150.49**	**40,862.96**	**90,000.00**	**1,359,646.76**	**2,198,655.63**	**4,826,849.58**
ESCROW DEPOSIT UPON AMLEA SUBMITTAL TO WV PSC (Ranson and Charles Town Costs Incurred)									
ESCROW DEPOSIT FOR CONSTRUCTION									**4,826,849.58**

* At 4/08/2020

** Change Order No. 5 for approval at Utility Board meeting on May 13, 2020 will increase amount by $26,160.87 and will be reflected on Pay application at June Board meeting.

Items noted in Green have been updated on 04/10/20. The Revised Budget reflecting total Contract price is consistent with Change Order Number 4 Total Construction Price of $6,941.703.49. Pay application No. 002 included HATCH total invoice of $38,068.37.

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 03

Application Period: 3-28-2020 to 5-1-2020

To (Owner): **Charles Town Utility Board**	From (Contractor): **Snyder Environmental Services**	Via (Engineer): **Hatch Associates Consultants, Inc.**
Project: **Route 9 Sewer Project Ranson, WV**	Contract:	
Owner's Contract No.:	Contractor's Project No.: 20018	Engineer's Project No.: **H-359787**

Application For Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
01		$1,162,000.00
02		$1,177,551.00
03	$902,406.49	
04		$75,000.00
TOTALS	$902,406.49	$2,414,551.00
NET CHANGE BY CHANGE ORDERS	**-$1,512,144.51**	

1. **ORIGINAL CONTRACT PRICE**		**$8,453,848.00**
2. **Net change by Change Orders**		**-$1,512,144.51**
3. **Current Contract Price (Line 1 ± 2)**		**$6,941,703.49**
4. **TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)**		**$3,572,764.15**
5. **RETAINAGE:**		
a. 10% X $3,470,851.75 **Work Completed**		**$347,085.17**
b. 10% X $46,987.48 **Stored Material**		**$4,698.75**
c. **Total Retainage (Line 5.a + Line 5.b)**		**$351,783.92**
6. **AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**		**$3,220,980.23**
7. **LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**		**$1,326,605.34**
8. **AMOUNT DUE THIS APPLICATION**		**$1,894,374.89**
9. **BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**		**$3,720,723.26**

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: Brandon L [signature] Date: 05-06-2020

9519

Payment of: $ 1,894,374.89
(Line 8 or other - attach explanation of the other amount)

is recommended by: [signature] May 7, 2020
(Engineer) (Date)

Payment of: $
(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 - Unit Price Work **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV													
Application Period:	3-28-2020 to 5-1-2020									Application Number:	03			
										Application Date:	5/1/2020			
Contract Information						Work Completed								
A					B	C		D		E	F		G	
Bid Item Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Quantity Installed this Period	Value of Work Installed This Period	Quantity Installed to Date	Value of Work Installed to Date	Materials PresentlyStored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)	
100	**MOBILIZATION**													
101	MOBILIZE EQUIPMENT	1.00	LS	$ 300,000.00	$ 300,000.00	0.60	$ 180,000.00	0.80	$240,000.00		$240,000.00	80.0%	$ 60,000.00	
102	BLASTING STAKEOUT	1.00	LS	$ 75,000.00	$ 75,000.00	0.20	$ 15,000.00	1.00	$75,000.00		$75,000.00	100.0%	$ -	
103	CONSTRUCTION STAKEOUT	1.00	LS	$ 75,000.00	$ 75,000.00	0.40	$ 30,000.00	1.00	$75,000.00		$75,000.00	100.0%	$ -	
104	VIDEO DOCUMENTATION	1.00	LS	$ 25,000.00	$ 25,000.00		$ -	1.00	$25,000.00		$25,000.00	100.0%	$ -	
105	SUBMITTALS	1.00	LS	$ 25,000.00	$ 25,000.00	0.25	$ 6,250.00	0.75	$18,750.00		$18,750.00	75.0%	$ 6,250.00	
106	BONDS & INSURANCE	1.00	LS	$ 100,000.00	$ 100,000.00		$ -	1.00	$100,000.00		$100,000.00	100.0%	$ -	
200	TRAFFIC CONTROL	1.00	LS	$ 27,700.00	$ 27,700.00	0.36	$ 9,972.00	0.50	$13,850.00		$13,850.00	50.0%	$ 13,850.00	
300	EROSION AND SEDIMENT CONTROL	1.00	LS	$ 60,000.00	$ 60,000.00	0.36	$ 21,600.00	0.50	$30,000.00		$30,000.00	50.0%	$ 30,000.00	
400	GRAVITY SEWER 6" & 8", OPEN CUT	1,085.00	LF	$ 107.00	$ 116,095.00	789.00	$ 84,423.00	1036.00	$110,852.00		$110,852.00	95.5%	$ 5,243.00	
500	GRAVITY SEWER 10", OPEN CUT	1,014.00	LF	$ 101.00	$ 102,414.00	16.00	$ 1,616.00	16.00	$1,616.00	$5,281.72	$6,897.72	6.7%	$ 95,516.28	
600	GRAVITY SEWER 12", OPEN CUT	3,567.00	LF	$ 119.00	$ 424,473.00	604.00	$ 71,876.00	604.00	$71,876.00	$21,012.13	$92,888.13	21.9%	$ 331,584.87	
700	GRAVITY SEWER 15", OPEN CUT	3,776.00	LF	$ 130.00	$ 490,880.00	1426.00	$ 185,380.00	3586.00	$466,180.00	$724.12	$466,904.12	95.1%	$ 23,975.88	
800	FORCE-MAIN (6"-4") OPEN CUT	4,149.00	LF	$ 121.00	$ 502,029.00	740.00	$ 89,540.00	3910.00	$473,110.00	$1,387.63	$474,497.63	94.5%	$ 27,531.37	
900	FORCE-MAIN (6"-4") IN EX. RT. 9 CASING	265.00	LF	$ 252.00	$ 66,780.00	0	$ -						$ 66,780.00	
1000	FORCE-MAIN (6"-4") AIR VAULT & INTERNALS	6.00	EA	$ 8,370.00	$ 50,220.00	2.00	$ 16,740.00	2.00	$16,740.00		$16,740.00	33.3%	$ 33,480.00	
1300	FORCE-MAIN (8"-6"-8") OPEN CUT	11,646.00	LF	$ 93.00	$ 1,083,078.00	9519.00	$ 885,267.00	10994.00	$1,022,442.00	$5,898.74	$1,028,340.74	94.9%	$ 54,737.26	
1400	FORCE-MAIN (8"-6"-8") AIR VAULT & INTERNALS	21.00	EA	$ 8,370.00	$ 175,770.00	15.00	$ 125,550.00	15.00	$125,550.00	$2,719.71	$128,269.71	73.0%	$ 47,500.29	
1700	FORCE-MAIN MISC. DIP FITTINGS, IF DIRECTED	2,000.00	LBS	$ 7.00	$ 14,000.00	0	$ -						$ 14,000.00	
1800	CONCRETE CLASS B, IF DIRECTED	100.00	CY	$ 435.00	$ 43,500.00	0	$ -						$ 43,500.00	
1900	CASING 24" BORED, W/ 10" GRAVITY SEWER	62.00	LF	$ 540.00	$ 33,480.00	0	$ -						$ 33,480.00	
2000	CASING 24" BORED, W/ 12" GRAVITY SEWER	94.00	LF	$ 532.00	$ 50,008.00	94.00	$ 50,008.00	94.00	$50,008.00		$50,008.00	100.0%	$ -	
2100	CASING 24" BORED, W/ 6"-4"-6" FORCE-MAINS	130.00	LF	$ 596.00	$ 77,480.00	0	$ -						$ 77,480.00	
2200	CASING 30" BORED, W/ 15" GRAVITY SEWER	162.00	LF	$ 779.00	$ 126,198.00	0	$ -	86.00	$66,994.00	$9,963.42	$76,957.42	61.0%	$ 49,240.58	
2300	CASING 36" BORED, W/ 8"-6"-8" FORCE-MAINS	141.00	LF	$ 692.00	$ 97,572.00	205.00	$ 141,860.00	205.00	$141,860.00		$141,860.00	145.4%	$ (44,288.00)	
2600	MANHOLE, 4'-DIA. (UP TO 6' DEEP)	44.00	EA	$ 7,630.00	$ 335,720.00	15.00	$ 114,450.00	22.00	$167,860.00		$167,860.00	50.0%	$ 167,860.00	
2700	MANHOLE BV-03 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)	1.00	EA	$ 7,500.00	$ 7,500.00	0	$ -						$ 7,500.00	
2800	MANHOLE DC-02 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)	1.00	EA	$ 7,500.00	$ 7,500.00	0	$ -						$ 7,500.00	
2900	MANHOLE EXTENSION, 4'-DIA.	130.00	VF	$ 167.00	$ 21,710.00	63.82	$ 10,657.94	81.01	$13,528.67		$13,528.67	62.3%	$ 8,181.33	
3000	MANHOLE DROP CONNECTION, TYPE A	1.00	EA	$ 3,550.00	$ 3,550.00	1.00	$ 3,550.00	1.00	$3,550.00		$3,550.00	100.0%	$ -	
3100	MANHOLE DROP CONNECTION, TYPE B	5.00	EA	$ 5,000.00	$ 25,000.00	3.00	$ 15,000.00	3.00	$15,000.00		$15,000.00	60.0%	$ 10,000.00	
3200	MANHOLE BV-22, FOR TRANSITION	1.00	EA	$ 13,500.00	$ 13,500.00	0	$ -						$ 13,500.00	
3300	MANHOLE CH-20, FOR TRANSITION	1.00	EA	$ 13,500.00	$ 13,500.00	0	$ -						$ 13,500.00	
3400	SEWER MARKER	98.00	EA	$ 105.00	$ 10,290.00	0	$ -						$ 10,290.00	
3500	CONNECTION TO EX. FACILITIES, AT MANHOLE 11V	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -						$ 7,500.00	
3600	CONNECTION TO EX. FACILITIES, AT MANHOLE BV-03	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -						$ 7,500.00	
3700	CONNECTION TO EX. FACILITIES, AT MANHOLE DC-02	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -						$ 7,500.00	
3800	**PUMP STATION, WAR ADMIRAL**						$ -						$ -	
3801	MOBILIZATION	1.00	LS	$ 21,700.00	$ 21,700.00	0.25	$ 5,425.00	0.25	$5,425.00		$5,425.00	25.0%	$ 16,275.00	
3802	EXCAVATION	1.00	LS	$ 120,000.00	$ 120,000.00	0.10	$ 12,000.00	0.10	$12,000.00		$12,000.00	10.0%	$ 108,000.00	
3803	SET WET WELL	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -						$ 50,000.00	
3804	VALVE VAULT	1.00	LS	$ 75,000.00	$ 75,000.00	0	$ -						$ 75,000.00	
3805	BACKFILL	1.00	LS	$ 25,000.00	$ 25,000.00	0	$ -						$ 25,000.00	
3806	WET WELL AND VALVE VAULT PIPING	1.00	LS	$ 66,000.00	$ 66,000.00	0	$ -						$ 66,000.00	
3807	AIR INJECTION VAULT & EQUIPMENT	1.00	LS	$ 54,675.00	$ 54,675.00	0	$ -						$ 54,675.00	
3808	PUMPS	1.00	LS	$ 195,000.00	$ 195,000.00	0	$ -						$ 195,000.00	
3809	CONTROLS	1.00	LS	$ 110,000.00	$ 110,000.00	0	$ -						$ 110,000.00	
3810	FETTERVILLE BUILDING	1.00	LS	$ 53,100.00	$ 53,100.00	0	$ -						$ 53,100.00	
3811	GENERATOR PAD	1.00	LS	$ 10,000.00	$ 10,000.00	0	$ -						$ 10,000.00	
3812	GENERATOR	1.00	LS	$ 67,500.00	$ 67,500.00	0	$ -						$ 67,500.00	
3813	ELECTRIC	1.00	LS	$ 167,500.00	$ 167,500.00	0	$ -						$ 167,500.00	
3814	START UP	1.00	LS	$ 20,000.00	$ 20,000.00	0	$ -						$ 20,000.00	

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Progress Estimate - Unit Price Work **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	03
Application Period:	3-28-2020 to 5-1-2020	Application Date:	5/1/2020

Contract Information						Work Completed							
A					B	C		D		E	F		G
Bid Item Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Quantity Installed this Period	Value of Work Installed This Period	Quantity Installed to Date	Value of Work Installed to Date	Materials PresentlyStored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
3815	PAVING	1.00	LS	$ 33,000.00	$ 33,000.00	0	$ -						$ 33,000.00
3816	RESTORATION	1.00	LS	$ 22,590.00	$ 22,590.00	0	$ -						$ 22,590.00
3817	FENCE	1.00	LS	$ 15,000.00	$ 15,000.00	0	$ -						$ 15,000.00
4000	RESTORATION, STATE (WVDOH) ROAD	290.00	SY	$ 76.00	$ 22,040.00	0	$ -						$ 22,040.00
4100	RESTORATION, ASPHALT DRIVEWAY	320.00	SY	$ 62.00	$ 19,840.00	0	$ -						$ 19,840.00
4200	RESTORATION, ASPHALT BIKE PATH	140.00	SY	$ 315.00	$ 44,100.00	0	$ -						$ 44,100.00
4300	RESTORATION, GRAVEL ROAD OR DRIVE	2,170.00	SY	$ 15.00	$ 32,550.00	0	$ -						$ 32,550.00
4400	RESTORATION, UNIMPROVED (GRASS) SURFACE	80,460.00	SY	$ 3.00	$ 241,380.00	44621.00	$ 133,863.00	61195.00	$183,585.00		$183,585.00	76.1%	$ 57,795.00
4500	CULVERT 12" TO 30", OPEN CUT	60.00	LF	$ 150.00	$ 9,000.00	0	$ -						$ 9,000.00
4600	ABANDONMENT OF WATER WELL	1.00	LS	$ 3,000.00	$ 3,000.00	0	$ -						$ 3,000.00
4700	EXCAVATION AND BACKFILLING BELOW SUBGRADE	500.00	CY	$ 45.00	$ 22,500.00	0	$ -						$ 22,500.00
4800	ALLOWANCE - SINKHOLE REPAIR, SOIL FOR CAP	25.00	CY	$ 30.00	$ 750.00	0	$ -						$ 750.00
4900	ALLOWANCE - SINKHOLE REPAIR, CLASS 10 AGGREGATE	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5000	ALLOWANCE - SINKHOLE REPAIR, CLASS 1 AGGREGATE BAS	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5100	ALLOWANCE - SINKHOLE REPAIR, SPECIAL ROCK FILL	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5200	ALLOWANCE - SINKHOLE REPAIR, RIP-RAP	25.00	CY	$ 75.00	$ 1,875.00	0	$ -						$ 1,875.00
5300	ALLOWANCE - SINKHOLE REPAIR, IMPERVIOUS CORE	500.00	SF	$ 10.00	$ 5,000.00	0	$ -						$ 5,000.00
5400	**PUMP STATION, NORTHPORT**						$ -						$ -
5401	MOBILIZATION	1.00	LS	$ 20,022.00	$ 20,022.00	0	$ -						$ 20,022.00
5402	EXCAVATION	1.00	LS	$ 100,000.00	$ 100,000.00	0	$ -						$ 100,000.00
5403	SET WET WELL	1.00	LS	$ 30,223.49	$ 30,223.49	0	$ -						$ 30,223.49
5404	VALVE VAULT	1.00	LS	$ 59,400.00	$ 59,400.00	0	$ -						$ 59,400.00
5405	BACKFILL	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -						$ 50,000.00
5406	WET WELL AND VALVE VAULT PIPING	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -						$ 50,000.00
5407	PUMPS	1.00	LS	$ 100,000.00	$ 100,000.00	0	$ -						$ 100,000.00
5408	CONTROLS	1.00	LS	$ 106,012.00	$ 106,012.00	0	$ -						$ 106,012.00
5409	FETTERVILLE	1.00	LS	$ 30,000.00	$ 30,000.00	0	$ -						$ 30,000.00
5410	GENERATOR PAD	1.00	LS	$ 10,000.00	$ 10,000.00	0	$ -						$ 10,000.00
5411	GENERATOR	1.00	LS	$ 47,039.00	$ 47,039.00	0	$ -						$ 47,039.00
5412	ELECTRIC	1.00	LS	$ 146,919.00	$ 146,919.00	0	$ -						$ 146,919.00
5413	ELECTRIC CONDUIT	1,335.00	LF	$ 41.00	$ 54,735.00	0	$ -						$ 54,735.00
5414	ELECTRIC VAULT	2.00	EA	$ 2,457.00	$ 4,914.00	0	$ -						$ 4,914.00
5415	START UP	1.00	LS	$ 4,950.00	$ 4,950.00	0	$ -						$ 4,950.00
5416	PAVING	1.00	LS	$ 16,822.00	$ 16,822.00	0	$ -						$ 16,822.00
5417	RESTORATION	1.00	LS	$ 54,970.00	$ 54,970.00	0	$ -						$ 54,970.00
5418	FENCE	1.00	LS	$ 16,400.00	$ 16,400.00	0	$ -						$ 16,400.00
CO 004	CHANGE ORDER 004 REMOVE B&O TAXES	1.00	LS	$ (75,000.00)	$ (75,000.00)	0	$ -						$ (75,000.00)
					$ 6,941,703.49		**$ 2,210,027.94**		**$3,525,776.67**	**$ 46,987.48**	**$ 3,572,764.15**		**$ 3,368,939.34**

EJCDC® C-620 Contractor's Application for Payment
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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	03
Application Period:	3-28-2020 to 5-1-2020		5/1/2020

A		B	C		D		E				F		G
					Stored Previously								
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
100				**MOBILIZATION**									
101				MOBILIZE EQUIPMENT									
102				BLASTING STAKEOUT									
103				CONSTRUCTION STAKEOUT									
104				VIDEO DOCUMENTATION									
105				SUBMITTALS									
106				BONDS & INSURANCE									
200				TRAFFIC CONTROL									
300				EROSION AND SEDIMENT CONTROL			10%						
400				GRAVITY SEWER 6" & 8", OPEN CUT			10%			$0.10			
500	3378054		on site	GRAVITY SEWER 10", OPEN CUT	3/2020		$5,366.40	1014.00	LF	$5,366.40	16.00	98%	$5,281.72
600	3376257 3378050		on site	GRAVITY SEWER 12", OPEN CUT	3/2020	$17,222.40	$8,073.00	3567.00	LF	$25,295.40	604.00	83%	$21,012.13
700	3376255		on site	GRAVITY SEWER 15", OPEN CUT	3/2020	$14,391.00		3776.00	LF	$14,391.00	3586.00	5%	$724.12
800	3372577		on site	FORCE-MAIN (6"-4") OPEN CUT	3/2020	$24,089.00		4149.00	LF	$24,089.00	3910.00	6%	$1,387.63
900				FORCE-MAIN (6"-4") IN EX. RT. 9 CASING									
1000				FORCE-MAIN (6"-4") AIR VAULT & INTERNALS							2.00		
1300	3375294 3375305 3375299 3373509 3373510		on site	FORCE-MAIN (8"-6"-8") OPEN CUT	3/2020	$105,363.00		11646.00	LF	$105,363.00	10994.00	6%	$5,898.74
1400	3377020 3377031			FORCE-MAIN (8"-6"-8") AIR VAULT & INTERNALS	3/2020	$9,519.00		21.00	EA	$9,519.00	15.00	29%	$2,719.71
1700				FORCE-MAIN MISC. DIP FITTINGS, IF DIRECTED									
1800				CONCRETE CLASS B, IF DIRECTED									
1900				CASING 24" BORED, W/ 10" GRAVITY SEWER									
2000				CASING 24" BORED, W/ 12" GRAVITY SEWER									
2100				CASING 24" BORED, W/ 6"-4"-6" FORCE-MAINS									
2200	LL223750 LL223616 13885501		on site	CASING 30" BORED, W/ 15" GRAVITY SEWER	3/2020	$21,237.82		162.00	LF	$21,237.82	86.00	47%	$9,963.42
2300	13885502		on site	CASING 36" BORED, W/ 8"-6"-8" FORCE-MAINS	3/2020	$20,250.00		141.00	LF	$20,250.00	205.00	-45%	
2600				MANHOLE, 4'-DIA. (UP TO 6' DEEP)									
2700				MANHOLE BV-03 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)									
2800				MANHOLE DC-02 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)									
2900				MANHOLE EXTENSION, 4'-DIA.									
3000				MANHOLE DROP CONNECTION, TYPE A									
3100				MANHOLE DROP CONNECTION, TYPE B									
3200				MANHOLE BV-22, FOR TRANSITION									
3300				MANHOLE CH-20, FOR TRANSITION									
3400				SEWER MARKER									
3500				CONNECTION TO EX. FACILITIES, AT MANHOLE 11V									
3600				CONNECTION TO EX. FACILITIES, AT MANHOLE BV-03									
3700				CONNECTION TO EX. FACILITIES, AT MANHOLE DC-02									
3800				**PUMP STATION, WAR ADMIRAL**									
3801				MOBILIZATION									

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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	03
Application Period:	3-28-2020 to 5-1-2020		5/1/2020

A		B	C		D		E			F			G
					Stored Previously								
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
3802				EXCAVATION									
3803				SET WET WELL		$0.10							
3804				VALVE VAULT									
3805				BACKFILL									
3806				WET WELL AND VALVE VAULT PIPING									
3807				AIR INJECTION VAULT & EQUIPMENT									
3808				PUMPS									
3809				CONTROLS									
3810				FETTERVILLE BUILDING									
3811				GENERATOR PAD									
3812				GENERATOR									
3813				ELECTRIC									
3814				START UP									
3815				PAVING									
3816				RESTORATION									
3817				FENCE									
4000				RESTORATION, STATE (WVDOH) ROAD									
4100				RESTORATION, ASPHALT DRIVEWAY									
4200				RESTORATION, ASPHALT BIKE PATH									
4300				RESTORATION, GRAVEL ROAD OR DRIVE									
4400				RESTORATION, UNIMPROVED (GRASS) SURFACE									
4500				CULVERT 12" TO 30", OPEN CUT									
4600				ABANDONMENT OF WATER WELL									
4700				EXCAVATION AND BACKFILLING BELOW SUBGRADE									
4800				ALLOWANCE - SINKHOLE REPAIR, SOIL FOR CAP									
4900				ALLOWANCE - SINKHOLE REPAIR, CLASS 10 AGGREGATE									
5000				ALLOWANCE - SINKHOLE REPAIR, CLASS 1 AGGREGATE BAS									
5100				ALLOWANCE - SINKHOLE REPAIR, SPECIAL ROCK FILL									
5200				ALLOWANCE - SINKHOLE REPAIR, RIP-RAP									
5300				ALLOWANCE - SINKHOLE REPAIR, IMPERVIOUS CORE									
5400				**PUMP STATION, NORTHPORT**									
5401				MOBILIZATION									
5402				EXCAVATION									
5403				SET WET WELL									
5404				VALVE VAULT									
5405				BACKFILL									
5406				WET WELL AND VALVE VAULT PIPING									
5407				PUMPS									
5408				CONTROLS									
5409				FETTERVILLE									
5410				GENERATOR PAD									
5411				GENERATOR									
5412				ELECTRIC									
5413				ELECTRIC CONDUIT									
5414				ELECTRIC VAULT									
5415				START UP									
5416				PAVING									
5417				RESTORATION									
5418				FENCE									

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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	03
Application Period:	3-28-2020 to 5-1-2020		5/1/2020

A		B	C		D		E			F		G
					Stored Previously							
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
						$212,072.32	**$13,439.60**			**$225,511.72**			**$46,987.48**

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CHANGE ORDER

Change Order No. 5

Date of Issuance:	**May 7, 2020**	Effective Date:	**May 13, 2020**
Owner:	**Charles Town Utility Board**	Owner's Contract No.:	
Contractor:	**Snyder Environmental Services, Inc.**	Contractor's Project No.:	
Engineer:	**Hatch Associates Consultants, Inc.**	Engineer's Project No.:	**H-359787**
Project:	**Route 9 Sewer Project**	Contract Name:	**Route 9 Sewer Project**

The Contract is modified as follows upon execution of this Change Order: **Removal of large slabs of concrete backfill between 174+35 and 176+35 (PCO#5); force main realignment 187+00 to 192+00 (PCO#6); realignment 208+00 to 214+50 (PCO#7); and removal of air injection system.**

CHANGE IN CONTRACT PRICE	**CHANGE IN CONTRACT TIMES** *[note changes in Milestones if applicable]*
Original Contract Price: **$ 8,453,848.00**	Original Contract Times: Substantial Completion: **210 days** Ready for Final Payment: **270 days**
~~[Increase]~~ [Decrease] from previously approved Change Orders No. 1 to No. 4: **$ <1,512,144.51>**	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 4: Substantial Completion: **0 days** Ready for Final Payment: **0 days**
Contract Price prior to this Change Order: **$ 6,941,703.49**	Contract Times prior to this Change Order: Substantial Completion: **210 days** Ready for Final Payment: **270 days**
~~[Increase]~~ [Decrease] of this Change Order: **$ <26,160.87>**	[Increase] ~~[Decrease]~~ of this Change Order: Substantial Completion: **3 days** Ready for Final Payment: **0 days**
Contract Price incorporating this Change Order: **$ 6,915,542.62**	Contract Times with all approved Change Orders: Substantial Completion: **213 days** Ready for Final Payment: **273 days**

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By:	By:	By:
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: Sr. Project Manager	Title:	Title:
Date: 5/7/2020	Date:	Date:

April 13, 2020

H/359787/100, Task 300

Mr. Brandon Duriez, Project Manager
Snyder Environmental Services, Inc.
270 Industrial Boulevard
Kearneysville, WV 25430

Subject: Change Proposal No. 5
Concrete Fill Mitigation

Dear Brandon,

We received your request for the costs associated with the removal of concrete fill between 174+35 and 176+35. We concur that the concrete fill encountered is of an unusual nature, and differs materially from conditions ordinarily encountered and generally recognized as inherent in work of the character provide for in the Contract Documents (GC 5.04.A.4). Therefore, we will recommend approval of a Change Order for the requested cost to change the Contract Price.

Respectfully,



HATCH
Rick Travers, PE
Sr. Project Manager

cc: Kristen Stolipher, CTUB
Jane Arnett, CTUB
Tom Hasker, Specialized Engineering

SNYDER ENVIRONMENTAL SERVICES, INC.
270 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WV 25430
PHONE 304-725-9140 FAX 304-728-7326

April 2, 2020

Hatch Associates Consultants

Richard E. Travers

704 Quince Orchard Road, Suite 310

Gaithersburg MD, 20787

Re: Rt. 9 Sewer Project

Change Proposal No. 05

As it is outlined in the General Conditions Article 11.06 this letter is to formally notify Hatch Associates Consultants that Snyder Environmental Services (SES) is submitting a Change Proposal due to Differing Subsurface or Physical Conditions, Article SC-5.04.4 of the contract documents. These are the costs associated with the removal of large slabs of concrete backfill in the area of 174+35 to 176+35. This included hauling concrete out and hauling suitable material back in for backfill.

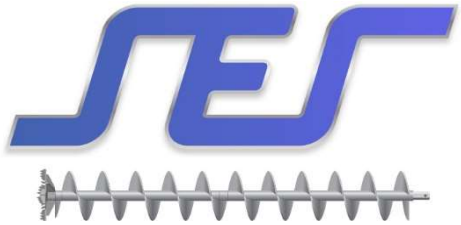
Sincerely,

Chad Duriez



Project Superintendent

Snyder Environmental Services Inc.



SNYDER ENVIRONMENTAL SERVICES

270 Industrial Blvd Kearneysville WV 25430
Phone: 304-725-9140 Fax:304-728-7326
WV Contractors License #WV000270

Concrete Removal 3-24-2020

ITEM	PRICE PER UNIT	UNIT	QUANTITY	TOTAL
Crew	$ 65.00	total man hours	18	$ 1,170.00
Superintendent	$ 75.00	per/hour	2	$ 150.00
Management	$ 110.00	per/hour	2	$ 220.00
JD 330 EX SES#465	$ 140.00	per/hour	5	$ 700.00
JD 544 Loader SES# 1845	$ 70.00	per/hour	5	$ 350.00
Box Truck and Tools SES# 1692	$ 50.00	per/hour	5	$ 250.00
Foreman Truck SES# 185	$ 40.00	per/hour	5	$ 200.00
3rd Time Trucking (2 Trucks)	$ 90.00	total truck hours	10	$ 900.00

subtotal	$	3,940.00
mark up	$	591.00
TOTAL	**$**	**4,531.00**

crew hours charged are:
- entire 6 man crew 2 hours for slowdown
- 2 crew members for loading trucks for 3 additional hours

Snyder Environmental Services Daily Report

Id	723937	
Date	2020-03-24	
Work Description		
Crew Name	Joe Williams Crew	
Foreman	Williams, Joe - OF	**Submitted**
Supervisor	Duriez, Chad - SUP	**Approved**
Supervisor Signature	Signed off by Duriez, Brandon Sunday, March 29th 2020 08:38:48 PM EDT	

Timelogs

User	Clock In	Clock Out	Lunch	Total	Injury	Signature
Eckenrode, Mark - L1	**6:30 AM** ~~*12:04 PM*~~	**6:30 PM** ~~*8:18 PM*~~	30min	**11.50**	No	
Flamm, Brandon - O1	**6:30 AM** ~~*12:04 PM*~~	**6:30 PM** ~~*8:18 PM*~~	30min	**11.50**	No	
Hinds, Justin - O2	**6:30 AM** ~~*12:04 PM*~~	**6:30 PM** ~~*8:18 PM*~~	30min	**11.50**	No	

User	Clock In	Clock Out	Lunch	Total	Injury	Signature
Maines, John - O1	**6:30 AM** ~~12:04 PM~~	**6:30 PM** ~~8:18 PM~~	30min	**11.50**	No	
Tressler, Seth - L1	**6:30 AM** ~~12:04 PM~~	**6:30 PM** ~~8:18 PM~~	30min	**11.50**	No	
Williams, Joe - OF	**6:30 AM** ~~12:04 PM~~	**6:30 PM** ~~8:19 PM~~	30min	**11.50**	No	

Job Details

Job Code	Job Name	Item Code	Item Name	Production Budget	Production Amount Completed To Date	Production Amount Remaining	Production Completed Today
20018	Route 9 Sewer	1300	FORCE-MAIN (8-6-8) OPEN CUT	11646.00 L.F	645.00 L.F	11,001.00 L.F	645 L.F

Items

User	**20018:** 1300	Total
Eckenrode, Mark - L1	11.50	11.50
Flamm, Brandon - O1	11.50	11.50
Hinds, Justin - O2	11.50	11.50
Maines, John - O1	11.50	11.50
Tressler, Seth - L1	11.50	11.50
Williams, Joe - OF	11.50	11.50

Equipment	**20018:** 1300	Total
C1040 403-26 - John Deere 245G Excavator	11.50	11.50
C1040 465-37 - EXCAVATOR - JD330CLC W/IN (83055)	11.50	11.50
C1180 1845-21 - LOADER WHL-06 JD 544J (08809)	10.00	10.00
Rental Rental Trk 6678 - Third Time Trucking	7.50	7.50
Rental Rental Trk 6674 - Third Time Trucking	8.50	8.50
C1010 185-10 - 2011 FORD F350 GY (C05514) JWITT	11.50	11.50
C1015 1692-10 - 2005 MITS FE 16' BX WH (01224)	11.50	11.50

Notes / Photos

20018: Route 9 Sewer

Williams, Joe - OF Foreman

Mar 24th, 2020 12:06 PM

We installed 645’ of fm 8” 6” 8” we also had over 200” of material that had to be hauled out and fill brought in. I had both excavators jump on backfilling to get us caught up. Head shaker had a fitting blowout and won’t be back up till tomorrow around 8am. Borrowed a roller bucket from Johns crew to finish backfilling.



Weather Conditions

Ambient Temperature	Sun	Cloudy	Windy	Rain	Snow	Sleet
51.69 °F		Yes				

Submitted Documents

Document Name	Context	Edited	Required

Made by CrewTracks.com

30

SNYDER ENVIRONMENTAL SERVICES, INC.
270 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WV 25430
PHONE 304-725-9140 FAX 304-728-7326

April 29, 2020

Hatch Associates Consultants

Richard E. Travers

704 Quince Orchard Road, Suite 310

Gaithersburg MD, 20787

Re: Rt. 9 Sewer Project

Change Proposal No. 06

Rick,

The subsurface drill logs done by Specialized Engineering provided at the time of the bid indicated that between Stations 187+00 and 192+00 there would be less than 140' of rock. This is the basis for our Change Proposal #6. Attached you will find a revised spreadsheet showing the increased cost from what was bid to what was actual.

Our Change Proposal for this item is for $6,283.13 and 2 additional contract days.

Sincerely,

Brandon Duriez

Project Manager

Snyder Environmental Services Inc.

SNYDER ENVIRONMENTAL SERVICES INC.
270 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WV 25430
PHONE 304-725-9140 FAX 304-728-7326

ACTUAL COST FOR BREAKING ROCK AND INSTALLING 8-6-8 FORCEMAIN BETWEEN STATION 187+00 TO 192+00

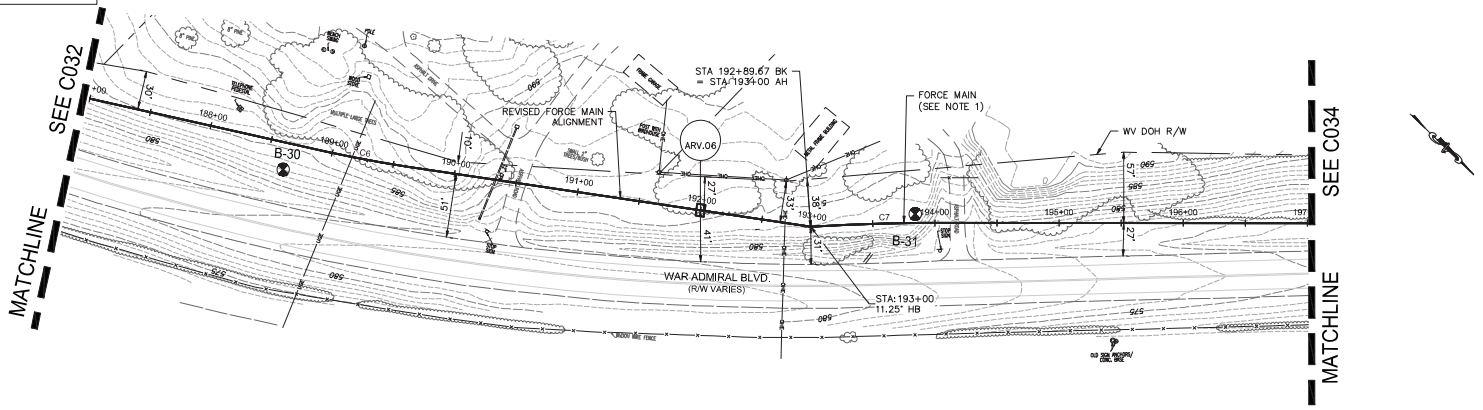
ITEM	PRICE PER UNIT	UNIT	QUANTITY	SUBTOTAL	MARKUP	TOTAL
Foreman	$ 70.00	HR	9	$ 630.00	15%	$ 724.50
Operator	$ 65.00	HR	57.5	$ 3,737.50	15%	$ 4,298.13
Crew Truck	$ 40.00	HR	13	$ 520.00	15%	$ 598.00
Box Truck	$ 20.00	HR	16	$ 320.00	15%	$ 368.00
40 Ton Excavator	$ 150.00	HR	25.5	$ 3,825.00	15%	$ 4,398.75
20 Ton Excavator	$ 110.00	HR	11	$ 1,210.00	15%	$ 1,391.50
Breaker	$ 65.00	HR	25.5	$ 1,657.50	15%	$ 1,906.13
Wheel Loader	$ 85.00	HR	13	$ 1,105.00	15%	$ 1,270.75
Rental Truck	$ 85.00	HR	9.5	$ 807.50	15%	$ 928.63
Superintendent	$ 75.00	HR	2	$ 150.00	15%	$ 172.50
Management	$ 110.00	HR	2	$ 220.00	15%	$ 253.00
Re-Alignment Survey	$ 2,475.00	EA	1	$ 2,475.00	5%	$ 2,598.75
					ACTUAL COST	**$ 18,908.63**

BID COST FOR INSTALLING 8-6-8 FORCEMAIN BETWEEN STATION 187+00 TO 192+00

Foreman	$ 70.00	HR	12.5	$ 875.00	15%	$ 1,006.25
Operator	$ 65.00	HR	37.5	$ 2,437.50	15%	$ 2,803.13
Crew Truck	$ 40.00	HR	12.5	$ 500.00	15%	$ 575.00
Box Truck	$ 20.00	HR	6.25	$ 125.00	15%	$ 143.75
40 Ton Excavator	$ 150.00	HR	12.5	$ 1,875.00	15%	$ 2,156.25
20 Ton Excavator	$ 110.00	HR	12.5	$ 1,375.00	15%	$ 1,581.25
Wheel Loader	$ 85.00	HR	12.5	$ 1,062.50	15%	$ 1,221.88
Superintendent	$ 75.00	HR	4	$ 300.00	15%	$ 345.00
Drill & Blast	$ 19.00	FT	140	$ 2,660.00	5%	$ 2,793.00
					BID COST	**$ 12,625.50**

ADDITIONAL COST OVER ESTIMATE $ 6,283.13

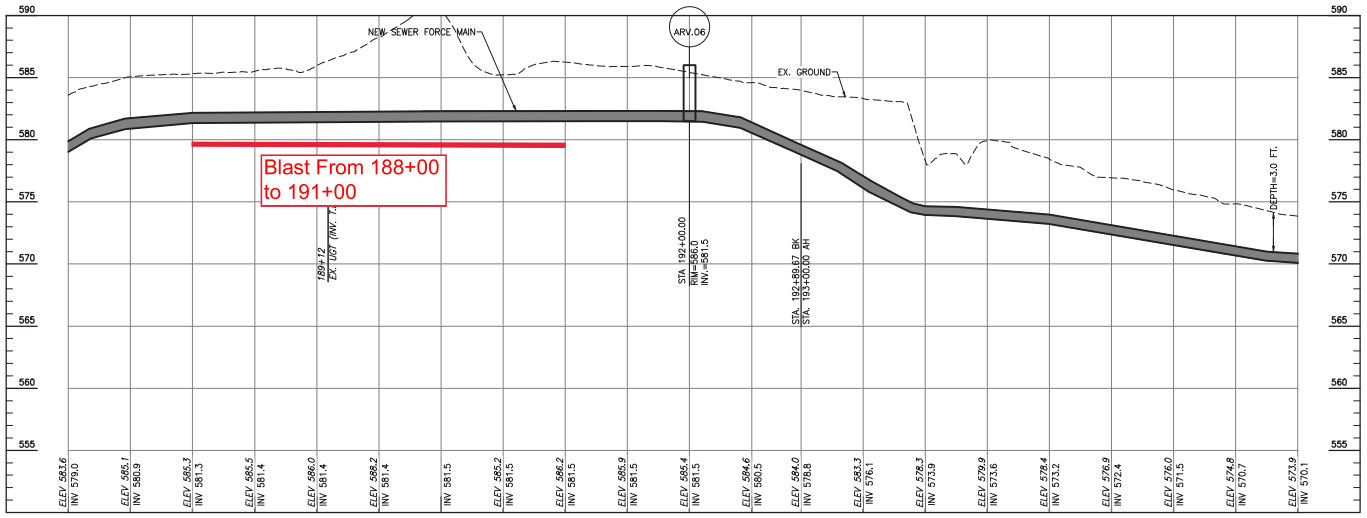
DWG. No. H355558-00000-227-216-C033



NOTE:

1. FORCE-MAIN CONSISTS OF THREE (3) PARALLEL PIPELINES (8"-6"-8"). ALIGNMENT AND STATIONING SHOWN ON PLAN REPRESENT THE MIDDLE PIPE. PROFILE SHOW OUTER PIPES. OUTER PIPES SHALL HAVE THE SAME TYPE OF FITTINGS AS CALLED FOR THE MIDDLE PIPE, AND THE LOCATION OF THESE FITTINGS SHALL BE FIELD-ADJUSTED TO MAINTAIN PIPE CLEARANCE. SEE DETAIL S-3B ON C050 FOR TRENCH AND CLEARANCE INFORMATION.

PLAN



PROFILE

GRAPHIC SCALE
1"= 50 ' (HORZ.)
1"= 5 ' (VERT.)

ISSUED FOR CONSTRUCTION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF TOOLE DESIGN GROUP("CLIENT") AND IS ISSUED PURSUANT TO THE AGREEMENT FOR DESIGNING 2 - ROUTE 9 INFRASTRUCTURE PROJECT, DATED 12-28-2017 BETWEEN CLIENT AND HATCH CHESTER AND THE AGREEMENT WITH CHARLESTOWN UTILITY BOARD ("CLIENT") FOR TASK ORDER #1 - [ ] AND CONSTRUCTION SERVICES, DATED 5-2-2019. UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF RELIANCE ON THIS DRAWING BY ANY PARTY OTHER THAN CLIENT FOR THE PURPOSES FOR WHICH THIS DRAWING WAS PREPARED. ANY USE OF REUSE, WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY HATCH, FOR THE PURPOSE INTENDED BY CLIENT OR A THIRD PARTY SHALL BE AT CLIENT'S OR THAT THIRD PARTY'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO HATCH. ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH

RICHARD E. TRAVERS
REGISTERED
13303
STATE OF WEST VIRGINIA
PROFESSIONAL ENGINEER

RICHARD E. TRAVERS
NAME
13303
ENG REG NUMBER
REG. PROFESSIONAL

No.	DESCRIPTION	BY	CHK'D	DATE
0	ISSUED FOR CONSTRUCTION	EUA	RET	03/26/2020

REVISIONS

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	J. MALDONADO		5-2018
DESIGNER	S. YEARLEY		5-2018
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER	R.TRAVERS		5-2018

DRAWING APPROVAL STATUS:

DRAWING No. | DRAWING TITLE
REFERENCE DRAWINGS

ROUTE 9 SEWER PROJECT
RANSON, WEST VIRGINIA

FORCE MAIN LINE 1
STA 187+00 TO STA 197+00
PLAN AND PROFILE

SCALE	DWG. No.	SHEET. No.	REV
1"=50' OR AS NOTED	C033	30 OF 83	0

SHEET SIZE: D

DATE: 3/24/2020 7:50 PM

C:\pwworking\hl\adam851101\d0258161\H355558-00000-227-227-C031-C041.dwg

April 30, 2020

H/359787/100, Task 300

Mr. Brandon Duriez, Project Manager
Snyder Environmental Services, Inc.
270 Industrial Boulevard
Kearneysville, WV 25430

Subject: Change Proposal No. 7
DOH Realignment 208+00 to 214+50

Dear Brandon,

We received your request sent via email April 7, 2020 for the costs associated with the DOH realignment request and the conflicts with the existing water main. After discussions and further information provided related to the water main's horizontal and vertical location and new location of the force mains' centerline alignment at 212+75 to 214+50± (force mains' centerline moved further off edge of War Admiral Boulevard at the direction of the DOH Inspector), Hatch issued the realignment on drawing C035 on April 22,2020.

The realignment results in the need to install two 40-foot long casing pipes for the 8-6-8 force mains using the open cut method of installation because these sewer mains will be located over the existing water main. These casings are similar (depth and length) to the "open cut" casings originally shown on the bid plans (Casings 4, 5, and 6). Therefore, Bid Item No. 25 Casing 34" Open Cut, w/ 8"-6"-8" Force-Mains with a Bid Unit Price of $290.00/linear foot is applicable. We will recommend approval of a Change Order to the Contract Price in the amount of $23,200.00 ($290/LF x 80 LF).

Respectfully,

HATCH
Rick Travers, PE
Sr. Project Manager

cc: Kristen Stolipher, CTUB
Jane Arnett, CTUB
Tom Hasker, Specialized Engineering

704 Quince Orchard Road, Suite 310, Gaithersburg, MD 20878

SNYDER ENVIRONMENTAL SERVICES, INC.
270 INDUSTRIAL BOULEVARD
KEARNEYSVILLE, WV 25430
PHONE 304-725-9140 FAX 304-728-7326

April 7, 2020

Hatch Associates Consultants

Richard E. Travers

704 Quince Orchard Road, Suite 310

Gaithersburg MD, 20787

Re: Rt. 9 Sewer Project

Change Proposal No. 07

As it is outlined in the General Conditions Article 11.06 this letter is to formally notify Hatch Associates Consultants that Snyder Environmental Services (SES) is submitting a Change Proposal for costs associated with Alignment Changes due to recently constructed waterline on drawing page CO35. After field review there will be 2 waterline crossings on this page. The crossings along with the new alignment have been highlighted on the drawing page attached to this letter. SES is submitting to install the pipe at these crossings through the a 36" open cut casing in both of these areas. The pipe in question would go over the top of the existing waterline in both areas and following prices reflect this. The following unit prices would change if the line would need to be deepened to go under the pipe in either area.

$320 per/ft for installation of 36" casing pipe. This includes spacers and end seals.

40' estimated total quantity

Sincerely,

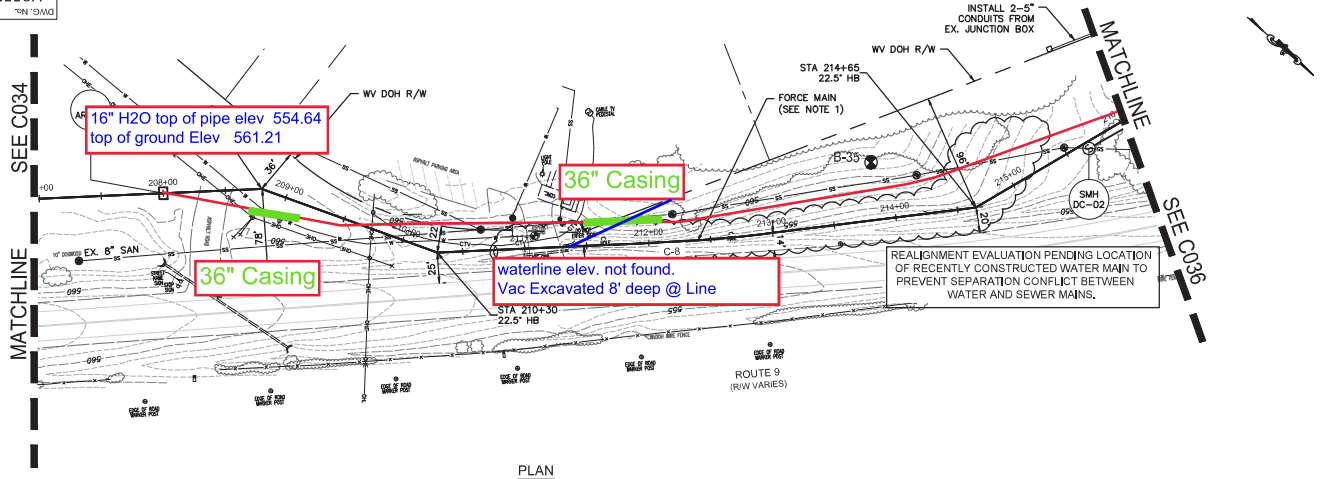
Chad Duriez



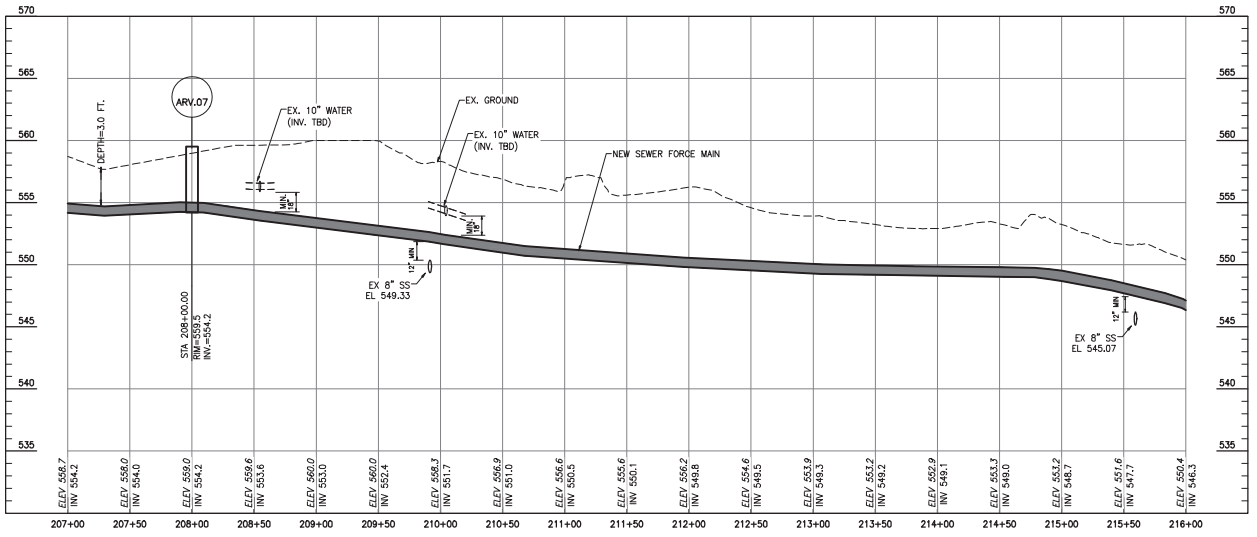
Project Superintendent

Snyder Environmental Services Inc.

DWG. No. H355558-00000-227-216-C035



PLAN



PROFILE

NOTE:

1. FORCE-MAIN CONSISTS OF THREE (3) PARALLEL PIPELINES (8'-6'-8'). ALIGNMENT AND STATIONING SHOWN ON PLAN REPRESENT THE MIDDLE PIPE. PROFILE SHOW OUTER PIPES. OUTER PIPES SHALL HAVE THE SAME TYPE OF FITTINGS AS CALLED FOR THE MIDDLE PIPE, AND THE LOCATION OF THESE FITTINGS SHALL BE FIELD-ADJUSTED TO MAINTAIN PIPE CLEARANCE. SEE DETAIL S-3B ON C050 FOR TRENCH AND CLEARANCE INFORMATION.

GRAPHIC SCALE
1"= 50 ' (HORZ.)
50 25 0 50
5 2.5 0 5
1"= 5 ' (VERT.)

RICHARD E. TRAVERS
REGISTERED
13303
STATE OF WEST VIRGINIA
PROFESSIONAL ENGINEER

RICHARD E. TRAVERS
NAME
13303
ENG REG NUMBER
REG. PROFESSIONAL

ISSUED FOR CONSTRUCTION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF TODOE DESIGN GROUP ("CLIENT") AND IS ISSUED PURSUANT TO THE AGREEMENT FOR TASK ORDER NO. 2 - ROUTE 9 INFRASTRUCTURE PROJECT, DATED 12-18-2017 BETWEEN CLIENT AND HATCH CHESTER AND THE AGREEMENT WITH CHARLES TOWN UTILITY BOARD ("CLIENT") FOR TASK ORDER NO. - DATED AND CONSTRUCTION DEPENDENT DATED 0/0/2019. UNAUTHORIZED USE OF THIS DRAWING BY ANY PERSON OR ENTITY OTHER THAN CLIENT IS PROHIBITED. HATCH DOES NOT ACCEPT ANY LIABILITY FOR ANY UNAUTHORIZED USE OF THIS DRAWING. ANY UNAUTHORIZED REPRODUCTION OR TRANSMISSION OF THIS DRAWING BY ANY THIRD PARTY IN ANY MODIFICATION OR MEDIUM OF THIS DRAWING BY CLIENTS, AND ALL THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFLECTED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

No.	DESCRIPTION	BY	CHK'D	DATE
0	ISSUED FOR CONSTRUCTION	EUA	RET	03/26/2020

HATCH

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	J. MALDONADO		5-2018
DESIGNER	S. YEARLEY		5-2018
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER	R.TRAVERS		5-2018

DRAWING APPROVAL STATUS:

RANSON West Virginia

ROUTE 9 SEWER PROJECT
RANSON, WEST VIRGINIA

FORCE MAIN LINE 1
STA 207+00 TO STA 216+00
PLAN AND PROFILE

SCALE	DWG. No.	SHEET. No.	REV
1"=50' OR AS NOTED	C035	32 OF 83	0

SHEET SIZE: D

DRAWING No. | DRAWING TITLE
REFERENCE DRAWINGS

REVISIONS

DATE: 3/24/2020 7:51 PM

C:\www.oik\ng\li\adam\851102\d02581161\H355558-00000-227-271-C031-C041.dwg

Travers, Richard

From: William Landsaw <WLandsaw@snyderenv.com>
Sent: Wednesday, April 29, 2020 1:34 PM
To: Travers, Richard
Cc: Brandon Duriez; Kristen Stolipher; Tom Hasker
Subject: RE: Air Injection vault reduction

This is the latest and greatest.
There are older but this is the latest and last reduction

Thank you

From: Travers, Richard <richard.travers@hatch.com>
Sent: Wednesday, April 29, 2020 12:59 PM
To: William Landsaw <WLandsaw@snyderenv.com>
Cc: Brandon Duriez <BDuriez@snyderenv.com>; Kristen Stolipher <kstolipher@ctubwv.com>; Tom Hasker <thasker@specializedengineering.com>
Subject: RE: Air Injection vault reduction

Bill, this is the last email I found regarding the air injection system costs. Is there another that I didn't find? I'm gathering costs associated with the next project change order ad want to make sure it is the latest.

Thanks,

Rick Travers, PE
Sr. Project Manager
Cell: 240-751-7002

HATCH
www.hatch.com

From: William Landsaw <WLandsaw@snyderenv.com>
Sent: Thursday, March 26, 2020 8:43 AM
To: George Burke <GBurke@snyderenv.com>; William Landsaw <WLandsaw@snyderenv.com>; Brandon Duriez <BDuriez@snyderenv.com>; Lawrence Trotta <ltrotta@snyderenv.com>; Lee Snyder <LSnyder@snyderenv.com>; kstolipher@ctubwv.com; Jane Arnett <jarnett@ctubwv.com>; Travers, Richard <richard.travers@hatch.com>
Subject: Air Injection vault reduction

Good morning,
Below is the break down for the air injection vault reduction price.
As discussed the price for the removal of the air injection vault and its components and the building size reduction.
Schedule of value number

38.7	AIR INJECTION VAULT	$-54,675.00
38.9	FETTERVILLE BUILDING	$-5,500.00

Total reduction	$-60,175.00

William Landsaw
Snyder Environmental Services, Inc
270 Industrial Boulevard
Kearneysville, WV 25430
C (856) 625-7807
O (304) 725-9140 x204
F (304) 728-7326
Wlandsaw@snyderenv.com
www.snyderenv.com
www.facebook.com/snyderenv/



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Route 9 Sewer Project
Change Order No. 5

Reference	Contract Price Adjustment	Contract Time Adjustment	Comments
PCO#5 - Concrete Backfill	$ 4,531.00	1 day	unforeseen conditions - concrete backfill is not expected as typical excavation
PCO#6r - Realignment 187+00 to 192+00	$ 6,283.13	2 days	WVDOH field request to realign after clearing (move off edge of slope)
PCO#7 - Realignment 208+00 to 214+50	$ 23,200.00	0 days	Conflict with ex. 16" W; design plans were different from actual installation, plus this water main was extended to adjacent site after design
Air Injection System Removal	$ (60,175.00)	0 days	CTUB requested removal for cost savings; additional flows from Jetts Farm PS (flows east of Route 9) will minimize any potential odor issues
Totals for Change Order No. 5 =	**$ (26,160.87)**	**3 days**	

Contract Price Change

Original Contract	$ 8,453,848.00	
Previous Change Orders	$ (1,512,144.51)	#1 thru #4
Contract Price prior to CO)	$ 6,941,703.49	
Change Order Price	$ (26,160.87)	
Current Contract Price	$ 6,915,542.62	(with this change order)

SEWER USER AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____ 2020, by and between the Charles Town Utility Board, a West Virginia Municipal Corporation, ("CTUB"), and United States Department of Agriculture Appalachian Fruit Research Station, a federal government agency ("USDA") (collectively, the "Parties").

W I T N E S S E T H:

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

WHEREAS, USDA owns and operates an agricultural fruit research laboratory in Jefferson County, West Virginia (the "USDA Facility");

WHEREAS, USDA wishes to continue to utilize CTUB's System for the USDA Facility's sewer treatment needs, and CTUB has agreed to continue to provide sewer treatment services to the USDA Facility; and

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

1. General Duty: The Parties acknowledge that the USDA Facility's wastewater discharges to the CTUB System are subject to West Virginia NPDES permit WV0084361 ("Permit") requirements and conditions. USDA agrees to conduct its operations in a manner to ensure continued compliance with the Permit and applicable state and federal law and to ensure that generated wastewaters do not cause treatment plant upsets resulting in added cost burden for operating supplies, utilities, etc., or cause the death (partial or total) of the biological system. Should such upsets occur due to the nature or characteristics of wastewater from the USDA Facility, USDA shall pay a proportional share of additional costs to bring operations back to normal equal to the proportion of its cause of the upset.

2. USDA agrees that the rates and charges for sewer service will be consistent with the former JCPSD rate structure. CTUB reserves the right to update its rates and charges from time to time as it deems necessary. CTUB may impose a reasonable surcharge on USDA in the event that future changes to the USDA Facility's waste streams are demonstrated to cause increased cost to CTUB for the treatment of the USDA Facility's wastewater. The amount of any surcharge will be based upon the increased cost for collection and treatment of the USDA Facility's wastewater.

3. The CTUB will provide USDA with written notice of any changes in pretreatment or sampling requirements by the CTUB for the USDA Facility at least two years prior to the effective date of such changes.

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

5. The term of this Agreement shall be from the date on which it is signed by both Parties through the expiration of the current Permit ("Initial Term"). This agreement may be revised when a new NPDES permit covering the USDA Facility becomes effective. USDA agrees that it will not terminate this Agreement during the Initial Term. After expiration of the Initial Term, this Agreement shall automatically renew for successive one (1) year periods unless and until terminated by either Party by providing the other party ninety (90) days written notice by certified mail, return receipt requested.

6. Subject to available funding, USDA agrees to reimburse CTUB for the reasonable costs of repairing or replacing any CTUB equipment or facilities that may be damaged as a result of unpermitted discharges from USDA's facility.

7. In recognition of the fact that the rights and obligations of the Parties hereunder are individually negotiated and specific to the Parties, this Agreement shall not be assignable by either party without the consent of the other party, which consent shall not be unreasonably withheld.

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

United States Department of Agriculture
Appalachian Fruit Research Station
Attn: Ms. Stephanie Kreger
2217 Wiltshire Road
Kearneysville, WV 25430

Charles Town Utility Board
Attn: Jane Arnett, Utility Manager
661 South George Street, Suite 101
Charles Town, West Virginia 25414

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

10. This Agreement shall be governed by the laws of the State of West Virginia.

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

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

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

[*Signature Page Follows*]

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

Charles Town Utility Board

_____
By: Daryl Hennessey
Its: Chairman

United States Department of Agriculture
Appalachian Fruit Research Station

TRACY LESKEY

Digitally signed by TRACY LESKEY
Date: 2020.04.30 12:24:42 -04'00'

_____
By: Dr. Tracy C. Leskey
Its: Station Director

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON; to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____ 2020, by Daryl Hennessey, who is the Chairman of the Charles Town Utility Board.

My commission expires: _____.

_____
Notary Public

[SEAL]

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON; to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____ 2020, by _____, who is the _____ of USDA.

My commission expires: _____.

_____
Notary Public

[SEAL]

CHARLES TOWN UTILITY BOARD
661 S. George Street, Ste 101
Charles Town, WV 25414

DATE: May 8, 2020
TO: Utility Board Members
FROM: Jane Arnett, Utility Manager
REFERENCE: Information for the May 13, 2020 Utility Board meeting

==========

WATER

Lead and copper sampling efforts for 2020 beginning. Sixty sites tested in February, all well below the lead action level of 15 parts per billion (ppb).

SEWER

- The Route 9 Infrastructure Project is approximately 50% complete. Pipeline work is over 80% complete. Project completion still on track for September / October 2020.
- Smoke testing completed with report from Hydrostructures received. Efforts to date approximately 25% complete with limited staff.
- Parkview Pump Station rehab started February 13, 2020 and completed March 10, 2020. Clarence Drive pump station decommission is progressing (25% complete) but slowed with limited staff.
- CIF Sewer Evaluation – Pending sewer model.
- Renewal and Replacement Project Summary – Preliminary Engineering Report to be presented on 5/27/2020.
- Rehabilitation of <u>one</u> MBR (one of three) – Notice to Proceed dated April 27, 2020.

ACCOUNTING

Audit issued January 15, 2020, with no findings, received by DAC January 24, 2020. Preparing to advertise for new audit firm (3-year cycle).

Resolution 2020-05 – FY21 Budgets Revision on agenda for approval. Since the full impact of COVID-19 and the scope of any adverse impact on CTUB finances and operations cannot be fully determined at this time, the fiscal year budgets provide for consistent and ongoing operations with recognition of adverse effects, being properly presented in the year end actuals.

As part of the rate equalization efforts, attached is a revised Compass timeline for the 2020A Bond to be presented to City Council on June 2, 2020 for final passage. Preliminary Official Statement provided to BAM, April 24, 2020.

Fixed Asset software implementation ongoing, prior to implementation of new Work Order system.

INFORMATION

Formal requests for water and sewer service received from:

Magnolia Springs Alternate Mainline Sewage Collection System Agreement filed with the West Virginia Public Service Commission (WV PSC Case No. 19-1027-S-PC). Approved January 13, 2020.

Fairfax Crossing – Sewer (459 EDUs), Jefferson Heights South – Water and Sewer (80 EDUs)

Sewer – Piedmont Letter dated November 19, 2019 and Shenandoah Junction Public Sewer dated December 11, 2019.

TRACKING

April 2020 Bill Count = 6,265. Average daily gallons (gpd) of water treated at the WTP = 1.57. Average gpd wastewater treated = 1.11 mgd.

March 2020 Bill Count = 6,255. Average daily gallons (gpd) of water treated at the WTP = 1.65. Average gpd wastewater treated = 1.19 mgd.

February 2020 Bill Count = 6,271. 10 Day = 1,247 (2/25/20), 24 Hour Notices = 396 (243 by phone 2/6/20). Cutoffs = 50 (2/11/20) @ $50.00. Average daily gallons (gpd) of water treated at the WTP = 1.71. Average gpd wastewater treated = 1.27mgd.

Hydrants – Ranson = 38 Charles Town = 137 County = 19 Private = 193 Race Track = 19

Meters – Testing Requirements: 6" & 4" Every Year, 3" Every 3 Years, 2", 1 ½" & 1" Every 5 Years, 5/8" Every 10 Years. Total Meters 6,488 @ 5/6/2020:

	6"	4"	3"	2"	1 ½"	1"	5/8"
Meters to Test	1	10	2	28	27	59	4,190
Meters Tested	2	0	3	35	12	9	2,110

City of Charles Town, West Virginia
Combined Waterworks & Sewerage System Refunding Revenue Bonds, Series 2020
(Transaction Timeline)

04/24/20	Updated POS	BC, I, UC
	Send POS to Rating Agency and Bond Insurer	MA
Week of 5/11	Bond Rating Call	ALL
05/21/20	Bond Rating Released	R
Week of 5/25	Underwriter Due Diligence Call	ALL
06/02/20	Supplemental Parameters & Surety Policy Resolution	I
	POS Completion	BC
06/03/20	Disseminate POS to Potential Investors	U
06/10/20	Pricing of Bonds	I, MA, U
	Pre-Closing Document Signing (Held in Escrow)	I, BC
	Notice of Redemption	BC
07/01/20	Closing of Bonds	ALL
07/01/20	Bond Insurance and Surety Policy Released	BC
07/10/20	Discharge Refunded Bonds	MBC

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Key Date **Holiday**

I	Issuer - City of Charles Town, West Virginia
BC	Bond and Disclosure Counsel - Steptoe & Johnson
MA	Municipal Advisor - Compass Municipal Advisors, LLC
MBC	Municipal Bond Commission
U	Underwriter - Crews & Associates
UC	Underwriter's Counsel - Jackson Kelly
R	Rating Agency - Moody's Investor Service
BI	Bond Insurer - Build America Mutual

WEST VIRGINIA RIVERS

March 18, 2020

Daryl Hennessy, City Manager, Chairman
Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

Dear Chairman Hennessy,

Thank you for the opportunity to provide additional information in response to your conversation at the March 11th meeting regarding the Safe Water Conservation Collaborative.

Firstly, I apologize for being unable to attend that meeting in-person to answer these questions directly. Secondly, we acknowledge that in response to recent declarations regarding the COVID-19 virus, the City of Charles Town has closed the city hall and municipal building, which undoubtedly has strained staff capacity and resources.

We appreciate and share your due diligence for social distancing, and therefore respectfully request the opportunity to present the following information as a line-item at the next appropriate CTUB meeting that is open to the public.

Upon review of the recorded meeting, there were three main questions that arose out of the conversation, as summarized below, which the attachments on the following pages will answer:

1. **For what program/project are we requesting a Letter of Support?** WV Rivers Coalition is the host partner for the Safe Water Conservation Collaborative, of which a CTUB representative sits on the Steering Committee. Our mission is "*Protecting Drinking Water through Land Conservation*". We have submitted a pre-proposal to the Network for Landscape Conservation's "Catalyst Fund" for a two-year grant up to $25,000 to facilitate a strategic planning process. If our pre-proposal is selected to move forward, we'll need to submit a full proposal by May 29th that "*demonstrate[s] commitment to the proposal from Partnership leadership. A support letter from the Partnership leadership body (and signed by at least three participating partner organizations) will be requested if an application reaches the full proposal stage.*" The draft letter of support that we provided at the March 11th meeting was intended as a template to start the conversation, and if signed by CTUB, would only be used for this specific grant opportunity. Additional information, including a PDF copy of our Catalyst Fund pre-proposal and example letters of support we've received from the Shepherdstown Water & Sanitary Board and Berkeley County Farmland Protection Board, are attached on the following pages.

2. **Is our land conservation strategy aligned with CTUB's overall mission and service strategy?** First and foremost, land conservation is a voluntary practice. Our aim is to

identify high-value properties and then engage those landowners in conversations about the benefits of land conservation for them as a landowner and for protecting our drinking water sources. The core of our work is source water protection, in alignment with strategies identified in source water protection plans throughout the eastern panhandle. Our process for prioritizing high-value land is summarized on the following pages, with full documentation on our website at safewatercollaborative.org. This process, referred to as our GIS Prioritization Model (v1), was developed by local conservation organizations, such as Jefferson County Farmland Protection Board, Jefferson County Historic Landmarks Commission, and other key partners listed as an attachment below and on our website. We are actively seeking community feedback on how we can more accurately prioritize high-value land in future iterations of this model via a digital survey on our website's home page.

3. **Is WV Rivers Coalition, and subsequently the Safe Water Conservation Collaborative, a fair-weather partner?** Our Executive Director, Angie Rosser, has provided an additional letter as an attachment to this document that thoroughly answers this question. As an organization, we seek to protect rivers and streams for all of their uses, including as sources of our drinking water supplies. Our role with partnerships like the Collaborative is to support CTUB and other water utilities in identifying and creating opportunities for community-based source water protection actions to further our shared goals for safe, clean drinking water. We have intentionally engaged water utility representatives in serving at the core of the Collaborative on the Steering Committee, as the partnership as a whole can only succeed with sincere engagement from water utilities such as CTUB.

We understand the need for on-going communications and transparency so that as partners we can build the trust necessary for a true partnership. We appreciate the opportunity for continuing to work together with CTUB on the Safe Water Conservation Collaborative and building our trust as partners.

Thank you for your service and we look forward to presenting this information as a line-item at the next appropriate CTUB meeting that is open to the public.

Sincerely,

Tanner Haid, Eastern Panhandle Field Coordinator

Network for Landscape CONSERVATION

Advancing the Practice of Conservation at the Landscape Scale

LANDSCAPE CONSERVATION CATALYST FUND
Request for Proposals: 2020 Funding Round
February 3, 2020

I. OVERVIEW

The Network for Landscape Conservation (Network) is pleased to release this Request for Proposals (RFP) for the 2020 funding round of the Landscape Conservation Catalyst Fund. The purpose of the Landscape Conservation Catalyst Fund is to accelerate the pace of conservation at scale across the United States through targeted support of collaborative Landscape Conservation. This Fund is made possible through the generous support of the Doris Duke Charitable Foundation and the William and Flora Hewlett Foundation.

The Catalyst Fund will provide approximately $335,000 in funding through competitive grants in 2020. Partnerships may request a one- or two-year grant of $10,000 to $25,000.

The Catalyst Fund is open to any Landscape Conservation Partnership in the United States. All interested applicants should review this RFP—as well as the supplemental Applicant Guidance Document—to determine their fit with the Fund and how to submit a strong proposal. A portion of the Fund is reserved specifically for Indigenous-led Partnerships that work to advance Indigenous landscape conservation priorities. Specific guidance for Indigenous-led Partnerships is noted in appropriate locations throughout this RFP, and is also summarized in Section 2 of the Applicant Guidance Document.

Key dates in the 2020 funding round are as follows:

2020 Activity	**Date**
RFP release	Monday, February 3rd
Pre-proposals due	Friday, March 13th
Pre-proposal decisions	Friday, May 1st
Full proposals due	Friday, May 29th
Catalyst grants announced	On or before Tuesday, September 1st

II. PURPOSE OF THE FUND

The purpose of the Landscape Conservation Catalyst Fund is to accelerate the pace of conservation at scale across the United States through targeted support of collaborative Landscape Conservation. The Catalyst Fund specifically supports key collaborative processes and activities to build critical capacity and forward conservation momentum in Landscape Conservation Partnerships.

The Catalyst Fund was established in recognition that:

- Working at the landscape scale—the scale nature functions—is the only effective way to tackle pressing challenges such as climate change, habitat loss, and landscape fragmentation;
- Extensive and enduring collaboration is essential to achieving successful conservation across whole landscapes; and
- It takes dedicated time and resources to build and sustain such collaboration, and this is not possible without directing sufficient funding specifically for this purpose—yet funding to directly support collaboration is scarce and difficult to acquire.

III. FUND PRIORITIES

PRIORITY: LANDSCAPE CONSERVATION PARTNERSHIPS
The Catalyst Fund directs funding to Landscape Conservation Partnerships, defined, for the purposes of this RFP, as:

- ***Place-based***: The Partnership has defined a geographically explicit area of focus—a landscape—that is sufficiently large in scale to span political boundaries and encompass a diversity of landowner types, conservation issues, jurisdictions, and stakeholder interests.
- ***Focused on a Shared, Long-term Conservation Vision****:* The Partnership has articulated a long-term, holistic vision—encompassing people and nature—for the ecological health and resilience of the defined landscape, with clearly identified conservation goals and outcomes.
- ***Collaboratively Governed***: Although one organization may play a lead convening or coordination role in the Partnership, a formal or informal governance structure or decision-making process fosters collaborative leadership and ensures participatory engagement of a diversity of partners.
- ***Inclusive****:* The Partnership emphasizes inclusive outreach and dialogue with a breadth of stakeholders on the landscape to build a holistic vision (and action) informed by multiple interests and perspectives.
- ***Informed:*** The Partnership is committed to building the shared foundation of knowledge necessary to achieve its goals, and is rigorous in utilizing ecological, cultural, traditional, and/or social information to inform its work.

See the Applicant Guidance Document for more on the Landscape Conservation Partnership definition, and to determine if your initiative is an appropriate fit.

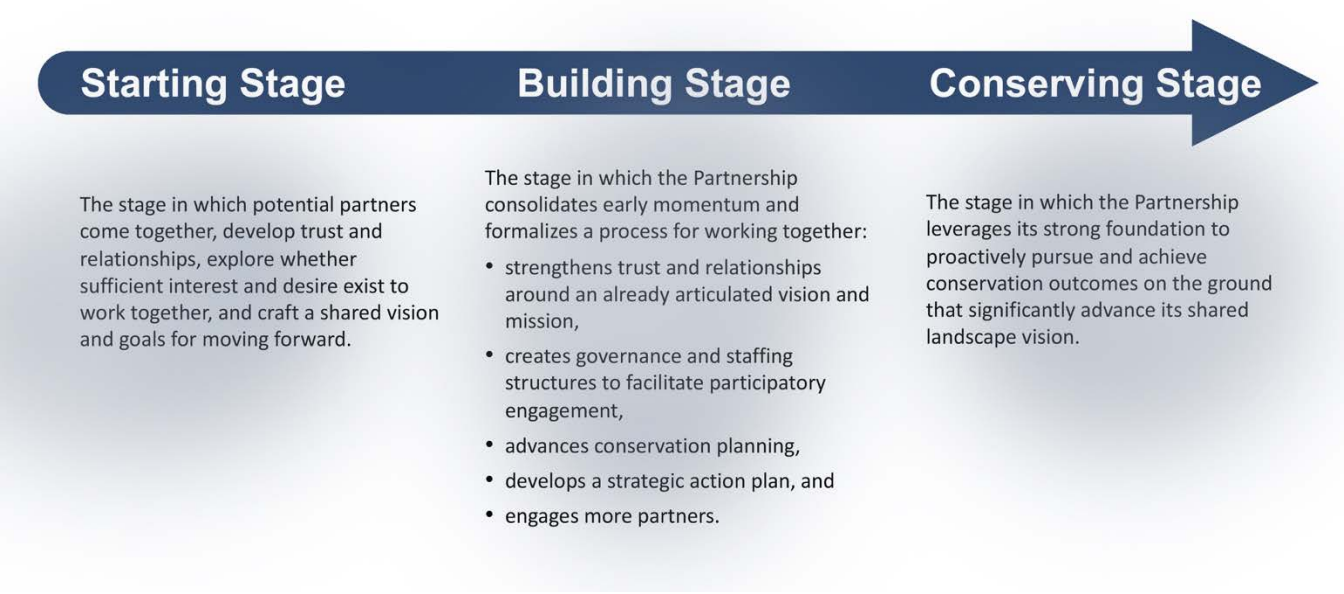
PRIORITY: PARTNERSHIPS IN THE "BUILDING" STAGE
The Catalyst Fund prioritizes Partnerships that are at the strategic point in Partnership development of navigating the transition from collective vision to collective action. We call this,

for the purposes of this RFP, the "Building" Stage. *See* Figure 1 to understand the Building Stage of Partnership development.

Proposals from "Conserving" Stage Partnerships may be considered in exceptional situations where the outcomes of the grant period will be of significant value to the broader landscape conservation field. Proposals from Partnerships in the "Starting" Stage will not be considered at this time. Applicants interested in applying on behalf of a Conserving Stage Partnership should contact the Catalyst Fund Manager prior to applying.

See the Applicant Guidance Document for greater detail on the stages of Partnership development and the Fund's priorities around the Building Stage.

FIGURE 1: Generalized Stages of Partnership Development
The below figure depicts the common progression of development for successful Landscape Conservation Partnerships, based on analysis of the field. There is not one cookie-cutter solution to building a Partnership however, and each group must evolve in its own way and at its own pace. Note that the figure represents a generalized depiction: in practice the stages may not be entirely discrete and rather represent more of a continuum. Further, the relationship between various stages is not necessarily linear, and Partnerships may find themselves doubling back or working in multiple stages simultaneously. See the Partnership Stages and Common Steps to Success Chart *in the Applicant Guidance Document for a more detailed analysis of Partnership stages.*



PRIORITY: CAPACITY BUILDING AND THE COLLABORATIVE PROCESS
The Catalyst Fund prioritizes investments in capacity building and the collaborative process—with the intent to accelerate a Partnership's transition from Building Stage activities to Conserving Stage activities. The Fund will support the coordination function of Partnerships as well as specific Partnership-building activities (e.g., strategic planning, implementing communications frameworks, stakeholder engagement activities, science-based mapping and

prioritization). The Fund does not support direct project-specific activities (e.g., trail construction costs, land acquisition or easement costs, or direct land management costs.). In all cases, applicants should clearly demonstrate how grant period activities will strengthen the fabric of the Partnership and advance conservation objectives.

Note: The *Partnership Stages and Common Steps to Success Chart* in the Applicant Guidance Document provides common activities at each stage of successful Partnership development. This Chart can be a helpful reference as applicants consider what types of activities are appropriate to include in a proposal.

PRIORITY: INDIGENOUS-LED AND PRIMARILY SERVING INDIGENOUS COMMUNITIES
A portion of the Catalyst Fund is reserved for investments in Indigenous leadership in landscape conservation. In addition to the three priorities above, applicants that meet this fourth priority may apply through a separate, reserved Indigenous-led Partnership application process.

Such Partnerships must be clearly led by Indigenous voices and primarily work to advance Indigenous conservation priorities. This can include Partnerships focused wholly on sovereign tribal lands and/or Partnerships focused on advancing and conserving Indigenous interests, territories, and rights across a broader, defined landscape.

See Section 2 of the Applicant Guidance Document for a summary of the priorities and requirements for Indigenous-led Partnership applicants.

IV. EVALUATION CRITERIA

Catalyst Fund requests will be evaluated based on the following criteria:

- **Partnership Commitment**: Demonstrated commitment to building a broad-based, collaborative Landscape Conservation Partnership (per RFP definition) as an effective and enduring vehicle for accelerating conservation impact at the landscape scale.
- **Building Stage of Partnership Growth:** Meets the definition of the Building Stage (per RFP definition) and is a Partnership poised for strategic action and catalytic growth.
- **Conservation Value:** Clear and compelling evidence of the ecological, cultural, and/or other ecosystem services value of the focal landscape, and the significance of the Partnership's conservation work, including but not limited to its impact on climate resilience and habitat connectivity.
- **Grant Period Impact**: Clear and compelling articulation of how the proposed activities will strengthen the Partnership over the grant period in ways that advance progress toward conservation goals.
- **Long-term Impact**: Clear and compelling articulation of how the proposed grant period activities fit into a longer-term strategy to build an inclusive, enduring Partnership that achieves conservation goals, and how the grant will specifically catalyze realization of those longer-term goals.

In addition to the evaluation criteria above, the following will be considered in differentiating between equally meritorious proposals:

- Partnerships that include under-represented and historically marginalized communities, including but not limited to Indigenous communities, communities of color, and low-income communities.
- Partnerships located in regions with proven need and fewer examples of Landscape Conservation Partnerships.
- Proposals showcasing replicable innovation in the field.

V. ELIGIBILITY & APPLICATION REQUIREMENTS

Eligibility: Applicants must be U.S. based non-profit organizations with approved IRS 501(c)(3) status. Indigenous-led Partnership applicants in the American West are also eligible to apply under IRS Code, Section 7871. The American West is defined to include the following states: Montana, Wyoming, Colorado, New Mexico, Arizona, Utah, Idaho, Nevada, California, Oregon, Washington, and Alaska.

Applicants may request one- or two-year grants of $10,000 to $25,000 in total. Grants can be awarded only in the 50 U.S. states. Landscape Conservation Partnerships are eligible to apply each year to the Catalyst Fund, but no Partnership may receive more than $25,000 over the first three years of the Fund (2019 funding round through 2021 funding round).

A Landscape Conservation Partnership should apply directly if it has appropriate IRS status. However, many Partnerships do not have formal 501(c)(3) or Section 7871 IRS status, and another organization may apply *on behalf of* a Partnership. In such cases, the applicant organization should be:

- The recognized lead convener of the Partnership;
- A recognized partner organization within the Partnership; or
- The fiscal sponsor organization of the Partnership.

While the lead applicant must have eligible IRS status, other involved partners (e.g., public agencies, community members, academic institutions, for-profit entities) may work on funded grant activities in informal or paid partner or contractor capacities.

Funding Restrictions
The Catalyst Fund invests in capacity building and the collaborative process of Landscape Conservation Partnerships as a mechanism to build enduring Partnerships that accelerate conservation impact.

<u>Funding can be used for:</u>

- Staff or contract support to advance and strengthen the fabric of the Partnership and accelerate conservation objectives in the specific ways.

- Direct costs—e.g., convening (space, food, lodging, and travel); web and print communications; outreach activities that educate and involve stakeholders; and costs involved in science-informed landscape conservation planning, mapping, and prioritization.

Funding cannot be used for:

- Academic research or writing.
- Capital campaigns or capital improvements.
- Office equipment.
- Acquisition of land or conservation easements.
- Other on-the-ground projects such as trail building or easement monitoring.
- Political lobbying.

Funding Match Requirement: Landscape Conservation Partnerships must demonstrate a funding match of at least 1:1. (*See* Indigenous-led Partnership exception below.) In-kind support can contribute to this match requirement, but at least 50% of the minimum match requirement must be direct support. Previously expended funds cannot be used as direct match. If matching funds are pending at time of application, applicants should indicate a time frame and the sources from which they anticipate securing other funding. For two-year grants, disbursement of second-year funds will only be awarded if the first-year match has been fully secured.

For the Indigenous-led Partnership portion of the Fund matching funds are not required, but proposals will be viewed favorably if they demonstrate: 1) in-kind support from partners (time, meeting space, other); 2) additional direct funding from other sources; and/or 3) a strategy for leveraging a Catalyst Fund grant to attract new funding to the Partnership.

Partnership Support: Landscape Conservation Partnerships must demonstrate commitment to the proposal from Partnership leadership. A support letter from the Partnership leadership body (and signed by at least three participating partner organizations) will be requested if an application reaches the full proposal stage.

VI. GRANTEE EXPECTATIONS

Funded Landscape Conservation Partnerships should expect and plan for the following:

- *Peer Learning program:* Funded Partnerships will be invited to select one to two representatives to participate in a Peer Learning cohort that will last the length of the grant period. The program will consist of bi-monthly 60- to 90-minute calls or webinars as well as an annual in-person convening for peer exchange, training opportunities, and mutual inspiration (travel funding will be provided). Network staff and leadership will also be available to help with problem-solving, providing background resources, and/or connecting grantees to other practitioners wrestling with similar issues.

- *Grant Reporting:* Funded Partnerships will be asked to provide a short, mid-grant written report as well as a final written report. Partnerships will be asked to document how the Catalyst Fund grant was spent and evaluate its impact.
- *Long-term Tracking:* The Network will track progress of funded Partnerships for five years after the grant period through a short annual survey.

VII. HOW TO APPLY

The Catalyst Fund has a two-stage application process, with an open call for pre-proposals followed by invitation-only full proposals. **The application process is operated via the Network's online application system. Pre-proposals for the 2020 funding round are due by 9 pm Eastern time on Friday, March 13, 2020**.

Applicants should access the online application system and then select the appropriate process from the main dashboard. Indigenous-led Partnership may, if preferred, complete the pre-proposal using this Word form and submit via email to Jonathan Peterson.

To access the Network's online application system, applicants need to set up an account by registering their organization. If applicants have applied to the Catalyst Fund previously, they will already be registered in the system and can directly log in to begin working on the new proposal. If applicants applied previously but do not recall their log-in credentials, they should contact Jonathan Peterson rather than re-registering.

Webinars to discuss the RFP: Webinars for potential Catalyst Fund applicants will be held on Monday, February 10th and Wednesday, February 19th at 2 pm Eastern Time. These will include a brief overview of the RFP, but will primarily be dedicated to responding to applicant questions. Recordings will be posted to the Network's website upon conclusion.

If questions remain after a careful review of this RFP, the supplemental Applicant Guidance Document, and the webinars, inquiries (via email only) should be directed to Jonathan Peterson. Please indicate "Catalyst Fund RFP Question" in the subject line of your email.

~ ~ ~ ~ ~

Protecting Drinking Water through Land Conservation: Strategic Planning for Enduring Collaboration

2020 Catalyst Fund Application Process--Landscape Conservation Partnerships

West Virginia Rivers Coalition

Angie Rosser
3501 MacCorkle Ave. SE #129 O: 304-637-7201
Charleston, WV 25304

Angie Rosser

3501 MacCorkle Ave. SE #129 arosser@wvrivers.org
Charleston, WV 25304 O: 304-637-7201

LOI Form

If you are (or are applying on behalf of) an Indigenous-led Partnership that works to advance Indigenous landscape conservation priorities, return to the HOME screen and submit your application via the Indigenous-led Partnerships Catalyst Fund application process. Otherwise, continue using this application process

Applicant Information

What is the relationship of the applicant organization to the Landscape Conservation Partnership?

If your Landscape Conservation Partnership is not a registered IRS 501(c)(3) organization and instead a 501(c)(3) partner organization is applying on behalf of the Partnership, clarify the relationship by selecting the best descriptor below. (If your Partnership is applying directly because it is an eligible organization, select "Not applicable")

The applicant is the lead convener of the Partnership.

Partnership Information

Name of Landscape Conservation Partnership:*

Safe Water Conservation Collaborative

Landscape Conservation Partnership Website, if applicable:

www.safewatercollaborative.org

Year Launched (ex. 2008)*

2017

In which geographic region does this Partnership operate?

Select the region that best fits, recognizing that some partnerships may cross these these arbitrary boundaries; more than one region can be selected.
Note: regions based on the the U.S. Census Bureau Regions and Divisions delineations; if you are unsure of your region under this classification system, please click the above link to access a map that clarifies the delineations.

South: South Atlantic

Size (in acres) of the Partnership's landscape?*

<500,000

How often does the core group of partners within the Partnership meet?*

Quarterly

How is the Partnership coordinated/staffed?*

A paid part-time (.25-.75 FTE) coordination position is staffed.

Grant Request

We are requesting:*

Two year grant

Total grant amount requested:*

$25,000.00

Total budget for proposed activities:*

Please indicate how much the proposed activities will cost in total, including the grant amount requested and additional direct match funding.

$60,000.00

Total approximate annual budget for your Partnership:*

$0.00

Total approximate annual budget of applicant organization:

Only needed if the applicant organization is applying on behalf of a Landscape Conservation Partnership (because the Partnership is not a 501(c)(3) organization). Note: if your organization is a larger umbrella organization, provide the approximate annual budget of the specific chapter or branch that would be administering the grant on behalf of the Partnership.

$418,000.00

This proposal has been endorsed by the collaborative leadership structure of the Partnership.*

Note: If invited to submit a full proposal, a letter of endorsement from the Partnership leadership structure will be requested at that point.

Yes

If "Not yet," provide a brief explanation of the planned approval process.

Proposal Narrative

Proposal Title*

Provide a brief title for your proposal.

Protecting Drinking Water through Land Conservation: Strategic Planning for Enduring Collaboration

Proposal Purpose*

Succinctly summarize what the funding will enable you to accomplish, why this is important, and the catalytic impact that this will have on your Partnership's ability to achieve its conservation vision.

The Safe Water Conservation Collaborative has emerged as an energetic regional conservation partnership. Now more than ever, it is critical that we engage in long-term strategic planning to provide focus for our work and sustain an enduring partnership. Grant funds will be used to facilitate a strategic planning process and to support implementation of priority actions established in the plan.

Partnership Purpose: Vision and Mission*

Has your Partnership crafted and agreed on a shared vision/mission statement for the group? If so, please provide the statement (or summary of the Partnership vision and mission if it exceeds space limits) here.

In 2019, workgroups and a steering committee were established for the Collaborative. By January 2020 one of the outputs of these groups included draft mission and vision statements. These statements are anticipated to be formally adopted in late March 2020.

Vision: "A vibrant network collaborating on land conservation and stewardship practices to protect safe, clean drinking water for communities in the Eastern Panhandle of West Virginia"

Mission: "Protecting Drinking Water through Land Conservation"

Partnership Purpose: The vision and/or mission statements above are:*

Universally accepted and used by the Partnership but not formally adopted.

If the statement(s) is not formally adopted, provide a brief explanation of the planned adoption process.

The Steering Committee is finalizing an Operations Guide that defines our vision and mission statement. It will be presented at the Collaborative's March 26 gathering to solicit final edits from all partners and then consider its adoption.

Partnership Purpose: Goals*

Briefly expand upon the purpose of your Partnership: What are the conservation and associated landscape goals that your Partnership is striving to achieve on the ground?

The primary purpose of the Collaborative is to protect drinking water supplies. Our current 5-year action plan, developed in 2017, had one common theme – source water protection – that runs through all aspects of our work.

Our primary strategy is land conservation. Berkeley and Jefferson County Farmland Protection Boards are two of the most successful FPB's in our state, combined holding more than 100 conservation easements and

10,000 acres of protected land. We strive to accelerate the rate of land conservation by building momentum for our diverse, cross-sector partnership comprised of water utilities, land trusts, county farmland protection boards, and community partners. WV's Phase III Watershed Implementation Plan for restoring local water quality and achieving Chesapeake Bay pollution reductions identifies Land Conservation as a priority strategy. The Collaborative will play a major role in accelerating the rate of land conservation to achieve our state's water quality goals.

Landscape Significance*

Provide a brief summarizing description of the Partnership's landscape, its conservation significance from an ecological and other landscape values perspective, and any threats this landscape faces that you are working to address.

The Eastern Panhandle of West Virginia is the headwaters of the Potomac River, the drinking water supply for 5 million people in the DC-Metro region. Our work focuses on the two eastern-most counties of the panhandle – Jefferson and Berkeley. Together, they are seeing some of the fastest rates of growth in the entire Chesapeake Bay Watershed. Our priority subwatersheds include:

- Opequon Creek Watershed - groundwater source for more than 40,000 residents and listed as a Priority Subwatershed for Water Quality Improvement in National Fish & Wildlife Foundation's Chesapeake Business Plan.
- Elks Run Watershed - source of drinking water for 800 residents and 500,000 visitors to Harpers Ferry National Historic Park annually.
- Bullskin Run Watershed - within the zone of critical concern for Charles Town Utility Board that serves approximately 15,000 residents.

All three streams are listed as "Impaired" for either fecal coliform or sediment by the WV Department of Environmental Protection.

Partnership Origins and Progress*

Briefly describe the origins of your Partnership: why was it formed, by what entities, and when? Outline the partnership-building activities that have been accomplished to date. Outline what role the best available science is playing in informing progress, and also to what extent you are drawing upon additional knowledge sources (social, cultural, traditional, etc.) to inform your work.

In 2014, West Virginia experienced a water contamination event that left 300,000 residents without safe water. Following that crisis, each water utility in the state serving more than 25 customers was required to develop a source water protection plan. Part of that planning was a commitment by water utilities to work with upstream communities, businesses, and landowners. WV Rivers Coalition launched the Safe Water for WV initiative to facilitate collaboration and innovation to protect drinking water supplies. With existing land conservation for water quality models already at work in NC and NY, we launched our own efforts to test whether the model would be applicable to WV. In 2017 initial funding kick-started planning to test the field for interest. By early 2018 we had a group of interested individuals and a five-year plan. In 2019, we achieved the first iteration of our formula for prioritizing high-value land for conservation and created a structure for operations.

Partnership Structure*

Briefly describe how the Partnership functions: Who is actively involved in the Partnership (number of partners and what sectors, interests, and perspectives are represented therein)? How are decisions made? Do you have leadership or governance structures (i.e. steering or coordinating committees, working groups) in place? If so, briefly describe. Briefly state your intentions regarding additional outreach and Partnership building.

Our partnership is comprised of:

1. One Host Partner (currently WV Rivers Coalition).
2. A Steering Committee made up of workgroup chairs, water utility representatives and additional members with specialized experience. This body serves as the governing structure to move the mission and vision forward, and distribute authority beyond the Host Partner.
3. Three Workgroups: Conservation, Outreach & Education, and Stewardship.
4. General supporters who are interested in the Collaborative and available for targeted engagement on specific issues.

The Collaborative is in the final stages of adopting an Operations Guide that defines our vision, mission, structure, and policies. The Collaborative will be expanded as appropriate when new potential members are identified. There is a "Join Now" button on the Collaborative website to facilitate connection with new potential members.

Diversity and Inclusion*

How does or will your Partnership include Indigenous peoples, African American populations, Latino populations and/or other people that might be classified as under-represented on your landscape? How might your Partnership's work affect (negatively or positively) these populations?

All people rely on safe, clean drinking water, yet a 2019 report called "Watered Down Justice" confirmed unequal access to safe drinking water in West Virginia based strongly on race and income. Our commitment to diversity is outlined in our Operations Guide. Upholding the principles of diversity, equity, inclusion, and justice to engage and include under-represented communities in our work will be a priority of this strategic planning initiative and subsequent implementation.

Proposed Activities and Grant Period Impacts*

Outline your preliminary workplan for the specific partnership-building activities that funding will support. What outcomes do you hope to achieve through these activities by the end of the grant period?

Primary activities under this grant will focus heavily on creating authentic opportunities for Collaborative members to develop a shared set of priority actions and strategies through a strategic planning process.

Year One:
Solicit a contractor to provide strategic planning services. (September 2020)
Convene the Collaborative and Workgroups for up to six strategic planning sessions, concluding with approval of a strategic plan document. (September 2020 through August 2021)

Year Two:
Upon completion of the strategic planning process in August 2021, begin implementing critical actions identified in the strategic plan, which could include, but not be limited to, the following:

- Targeted outreach to African American, Latino, and other underserved populations.
- Continued refinement of our prioritization modeling utilizing input from our community.
- Grant writing, fundraising, and other actions to create financial sustainability.

These are solely examples and are subject to change, based upon the feedback we received from our partners during the strategic planning process.

Outcomes:
1. Stronger connections between Collaborative members.
2. A set of collectively developed and adopted priority actions and strategies.
3. Ownership among Collaborative members over Collaborative strategies, and alignment of those strategies more closely with their existing work.
4. Accelerated rates of land conservation and stewardship practices.

Longer-term Impact*

What is the catalytic impact of this grant for your Partnership in the long term (past the grant period)? How does this proposal strengthen the fabric of your Partnership and contribute to successfully achieving your Partnership's conservation vision for the landscape in the longer term? Distinguish between grant period outcomes (previous question) and longer-term impact: how will this grant be catalytic in the longer term?

We believe our multi-interest, partner-driven approach can play a significant role in the Chesapeake Bay watershed and throughout our state. WV Rivers' role is to convene the Collaborative, ensure that organizations within the Collaborative have the capacity to provide a smooth process for landowners, and to help identify institutions to grow the network. A strategic plan for the Collaborative has long-term implications for continuing to build upon a sustainable partnership that meaningfully engage partners in implementing our shared conservation vision.

Download the preliminary pre-proposal budget template here, to be completed and uploaded to the pre-proposal. If a full proposal is invited, a detailed budget will be requested.

Attachments

IRS 501(c)(3) Determination Letter.*

Upload a copy of the applicant organization's IRS 501(c)(3) Determination Letter.

WVRC_IRS_501(c)(3)_Certificate_F.pdf

Preliminary pre-proposal budget*

(**Click HERE** to download the pre-proposal budget template)

Upload a copy of the completed pre-proposal budget template.

WV Rivers Coalition_PreProposal_Budget-FINAL.pdf

Map of the Partnership landscape

If available, upload a map or schematic of the Partnership boundary and the associated landscape. Note: If no map is available, this will not influence the evaluation of your pre-proposal.

Safe Water Conservation Collaborative Prioritized Parcels.pdf

Landscape Conservation Catalyst Fund

Pre-Proposal Preliminary Budget

Name of Landscape Conservation Partnership:	*Safe Water Conservation Collaborative*

	Catalyst Fund Funding		**Match Funding***		
	Year 1	**(Year 2)**	**Anticipated Direct Funding**	**Anticipated In-Kind**	**Notes: (optional)** *Please limit each note to one line or less*
Personnel (Staff and Consultants)	$8,500	$12,500	$29,500	$13,120	in-kind = avg of 2hrs/mo from partners
Other Direct Costs					
Travel and training	$500	$500	$750		
Meetings, materials, and printing	$500	$500	$1,650	$1,500	
Technical tools		$500	$500		Communication and mapping tools
Landowner outreach			$1,000		
Indirect Costs	$500	$1,000	$1,600		
Total	$10,000	$15,000	$35,000	$14,620	

Total Grant Request:	**$25,000**

***Please list the source of your anticipated direct match funding (adding more lines as needed):**

Additional Funding Source	**Amount**	**Status**
Landtrust Alliance, LWI	15,000	secured
EPA Region 3 request	20,000	unknown
TOTAL	**35,000**	

Month XX, 2020

[Organization Name
Address
City, State Zip]

Jonathan Peterson, Catalyst Fund Manager
Network for Landscape Conservation
Center for Large Landscape Conservation

Dear Mr. Peterson,

It is my pleasure to write a letter in support of the West Virginia Rivers Coalition application to the Network for Landscape Conservation's Catalyst Fund. **[Your organization's name]** is an engaged partner with the Safe Water Conservation Collaborative, which has seen tremendous growth and accomplishments over the last year.

[General info about your organization: mission, work, and how it overlaps with the Safe Water Conservation Collaborative, etc.]

Through the Safe Water Conservation Collaborative, West Virginia Rivers Coalition facilitates a movement to build the conservation leverage of a diverse set of stakeholders in the Potomac Headwaters. The Safe Water Conservation Collaborative has set the stage for long-term cooperation promoting healthy, clean drinking water through land conservation. **[Your organization name]** has been a critical partner in the building stages of the partnership, and we look forward to continued success in the future.

[What value does your organization bring to the Collaborative? How does this work amplify other efforts/initiatives you have to restore the Chesapeake Bay Watershed? What are the ways that the Collaborative is helping your organization meet goals & mission?

We endorse the work of the Safe Water Conservation Collaborative and West Virginia Rivers Coalition's efforts to obtain funding through the Catalyst Fund to continue this work.

Sincerely,

[Name, Title]

TEMPLATE

CORPORATION OF SHEPHERDSTOWN

104 NORTH KING STREET
P.O. BOX 248
SHEPHERDSTOWN, WEST VIRGINIA 25443-0248
TEL: (304)876-2312
FAX: (304) 876-1473

March 11th, 2020

Jonathan Peterson, Catalyst Fund Manager
Network for Landscape Conservation
Center for Large Landscape Conservation

Dear Mr. Peterson,

It is my pleasure to write a letter in support of the West Virginia Rivers Coalition application to the Network for Landscape Conservation's Catalyst Fund. The Corporation of Shepherdstown is an active partner with the Safe Water Conservation Collaborative, which has seen tremendous growth and accomplishments over the last year.

A representative from our Water and Sanitary Board serves on the Steering Committee for the Collaborative.

Through the Safe Water Conservation Collaborative, West Virginia Rivers Coalition facilitates a movement to build a conservation leverage of a diverse set of stakeholders in the Potomac Headwaters. The Safe Water Conservation Collaborative has set the stage for long-term cooperation promoting healthy, clean drinking water through land conservation. The Corporation of Shepherdstown has been a critical partner in the building stages of the partnership, and we look forward to continued success in the future.

This partnership allows us to raise public awareness of the need to protect drinking water supplies. The challenges and costs of operating a small municipal water utility are great, and utilities like ours do not have the resources to educate and inform the public outside our service area. Partnerships like the Collaborative are vital to our source water protection efforts.

We endorse the work of the Safe Water Conservation Collaborative and West Virginia Rivers Coalition's efforts to obtain funding through the Catalyst Fund to carry on this absolutely necessary work. Shepherdstown looks forward to our continued successful engagement.

Sincerely,

Arthur J. Auxer, III
Mayor

BERKELEY COUNTY FARMLAND PROTECTION
THIS LAND IS PROTECTED FOREVER

Protecting Farmland. Preserving Farming.

Members of the Board

Brad Langdon, Chair
Tom Gleason, Vice Chair
Laura Riggs, Secretary
Carla Kitchen, Treasurer
Sandy Hamilton, Member
Barbara Bratina, Member
Elaine Mauck, County Council Representative

Staff

F. Mark Schiavone, Executive Director
Torri V. Martin, Stewardship Manager/Administrative Assistant

Contact Us

PO Box 1243
229 E Martin St, Suite 300
Martinsburg, WV 25401
Office: 304-260-3770
Mobile: 304-260-9250
Email: berkeley@wvfp.org
Web: berkeley.wvfp.org

9 March 2020

Jonathan Peterson, Catalyst Fund Manager
Network for Landscape Conservation
Center for Large Landscape Conservation

Dear Mr. Peterson,

It is my pleasure to write a letter in support of the West Virginia Rivers Coalition application to the Network for Landscape Conservation's Catalyst Fund. The Berkeley County Farmland Protection Board is an engaged partner with the Safe Water Conservation Collaborative, which has seen tremendous growth and accomplishments over the last year.

Our organization holds easements on 55 agricultural properties totaling 5,600 acres. These easements contain 12.5 miles of streams, which will be protected forever from additional development. In addition, we are a charter member of the Safe Water Conservation Collaborative and have been working closely with the West Virginia Rivers Coalition for the past several years.

Through the Safe Water Conservation Collaborative, West Virginia Rivers Coalition facilitates a movement to build the conservation leverage of a diverse set of stakeholders in the Potomac Headwaters. The Safe Water Conservation Collaborative has set the stage for long-term cooperation promoting healthy, clean drinking water through land conservation. The Berkeley County Farmland Protection Board has been a critical partner in the building stages of the partnership, and we look forward to continued success in the future.

As the first Farmland Protection Board in West Virginia, we have the technical expertise to select properties and close conservation easements. As a public agency, we do not approach potential applicants directly, so we rely on organizations such as the West Virginia Rivers Coalition to help with our networking and outreach opportunities.

We endorse the work of the Safe Water Conservation Collaborative and West Virginia Rivers Coalition's efforts to obtain funding through the Catalyst Fund to continue this work.

Sincerely,

Tom Gleason
Vice Chairman

WEST VIRGINIA RIVERS

Safe Water Conservation Collaborative

Structure & Partners

The Safe Water Conservation Collaborative is structured thusly:

- **Steering Committee** – to provide vision, leadership, and overall guidance
- **Workgroups (3)** – to implement shared conservation objectives regarding Conservation, Education & Outreach, and Stewardship.
- **Host Partner** – WV Rivers Coalition provides grant administration, meeting coordination, and support to Steering Committee & Workgroups.
- **General Supporters** – organizations and individuals not serving on workgroups, but that are available for targeted engagement and general support.

As of March 2020, the following organizations serve on the Collaborative's Steering Committee and/or Workgroup(s):

- Berkeley County Farmland Protection Board
- Canaan Valley Institute
- Charles Town Utility Board
- City of Martinsburg Water & Sewer Department
- Conservation Fund
- Eastern Panhandle Conservation District
- Harpers Ferry Water Works
- Jefferson County Extension Office
- Jefferson County Farmland Protection Board
- Jefferson County Historic Landmarks Commission
- Jefferson County Water Advisory Committee
- Jefferson Utilities Inc.
- Land Trust of the Eastern Panhandle
- Potomac Conservancy
- Region 9 Planning & Development Council
- Shepherd University
- Shepherdstown Water & Sanitation Board
- Sustainable Solutions
- USDA Natural Resource Conservation Service
- West Virginia Agricultural Land Protection Authority
- West Virginia Rivers Coalition
- WV Conservation Agency
- WV Department of Health & Human Resources Bureau for Public Health
- WV Department of Natural Resources

Summary of GIS Prioritization Model (v1)

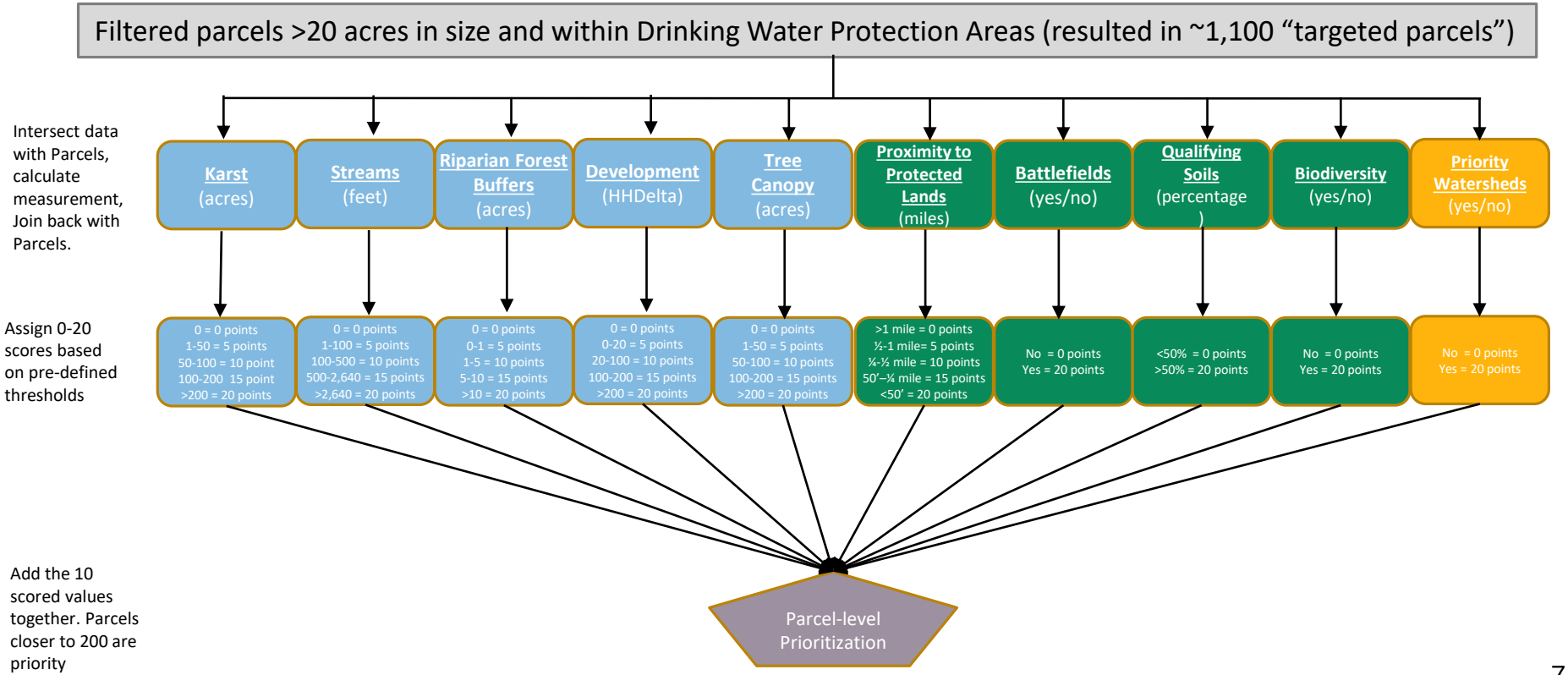
From the 85,000 property parcels in Jefferson & Berkeley Counties, WV, we selected only parcels that are >20 acres in size and within drinking water protection areas. This resulted in approximately 1,100 targeted parcels.

A total of 10 indicators were selected for the prioritization process. As their name implies, these datasets indicate characteristics of parcels that are good for water quality, make a potential easement more fundable or bring partners to the table, or important based on location.

Values for each indicator were assigned to each of the targeted parcels – acres of karst, linear feet of streams, within civil water battlefields, etc. These values, which ranged in scales and varied in measurements, were assigned 0-20 scores based on pre-defined thresholds.

The 10 scores were then added up, with parcels closer to the maximum score of 200 being the highest priority.

GIS Prioritization Model (v1)



Full process at www.safewatercollaborative.org, or by visiting this link: https://drive.google.com/file/d/1Kduv57Vpj2sLVzFL6t7NhBMm4sozceCc/view

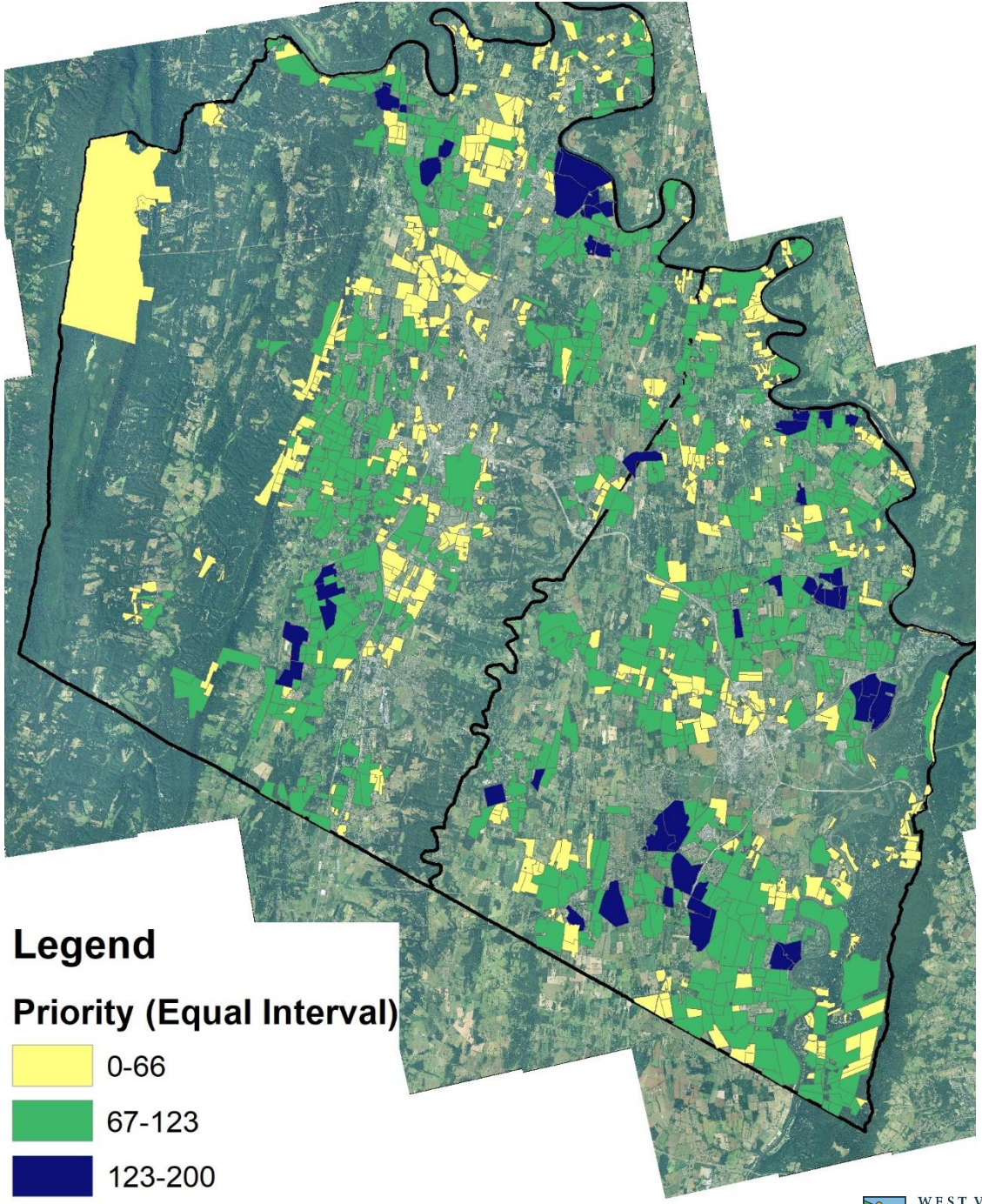
WEST VIRGINIA RIVERS

Prioritized Maps

This map uses a tan-green-blue color scheme for low-medium-high priorities, respectively, as opposed to red-green color scheme. This is intentional. It is important to note that all of the targeted parcels, if protected, would have a positive impact on protecting our drinking water supplies, as they are large parcels within drinking water protection areas.

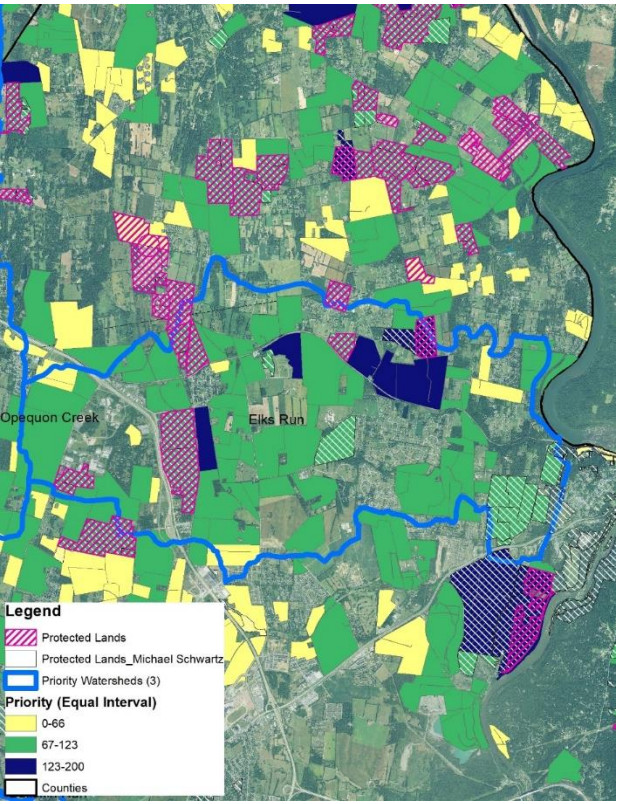
This symbology on this map displays the data based on "Equal Intervals", wherein ArcGIS "divides the range of attribute values into equal-sized subranges…and the class breaks based on the value range are automatically determined."

The 37 properties that show in blue in this mop are the "top-tier" properties we'll be focusing our on for our outreach efforts in spring/summer 2020.

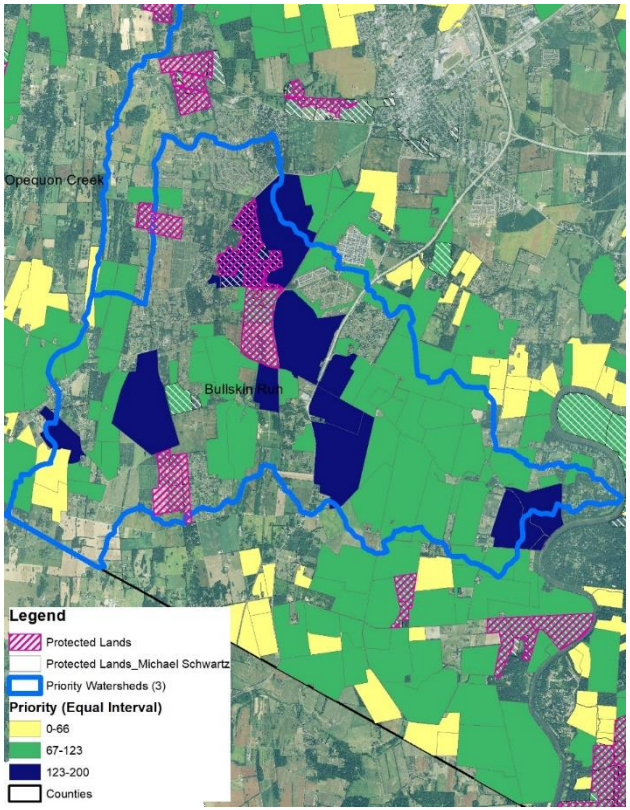


WEST VIRGINIA RIVERS

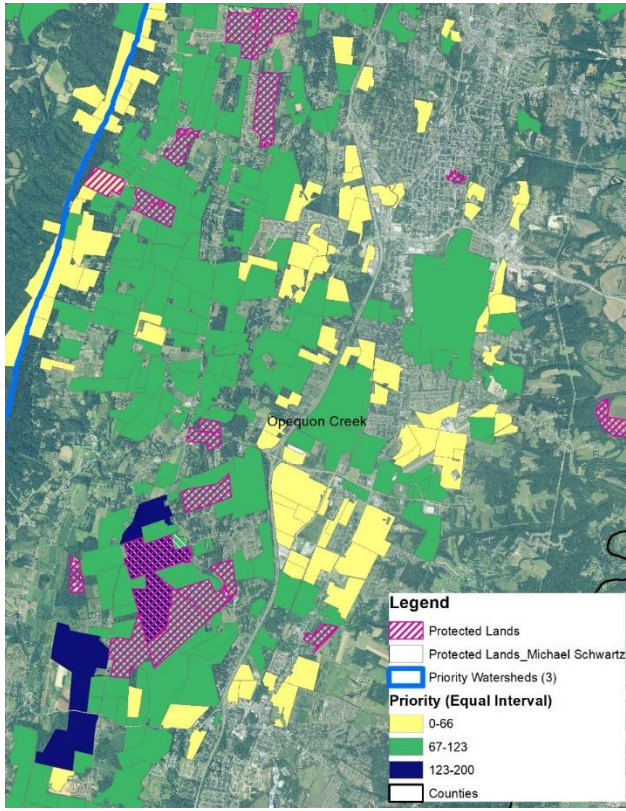
Elks Run Watershed



Bullskin Run Watershed



Opequon Creek Watershed (W)



WEST VIRGINIA RIVERS

March 17, 2020

Daryl Hennessy, City Manager, Chairman
Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

Dear Chairman Hennessy,

Thank you very much for considering a Letter of Support for a grant proposal we plan to submit on behalf of the "Safe Water Conservation Collaborative" to the Landscape Conservation Catalyst Fund. We see utilities as key partners in this initiative to protect drinking water through voluntary land conservation.

In response to concerns presented at CTUB's March 11 meeting, I can certify that West Virginia Rivers Coalition has not been involved in, directly or indirectly, any past, present, or contemplated legal actions against CTUB or any utilities in the state.

The legal actions West Virginia Rivers Coalition has been involved in sought to uphold core responsibilities of the Clean Water Act that ensure that the waters of the state are able to serve their designated uses, including use as a safe public drinking water supply. For example, we brought a case against the USEPA to fulfill their non-discretionary duty under the CWA to compel the state to develop Total Maximum Daily Loads (TMDLs) for streams impaired by coal mining activities. This case has been resolved, and we believe without our intervention these streams would not get the attention they need to be restored to health. There have also been instances when we have intervened in cases on behalf of the WVDEP or USEPA, supporting these agencies in their policy and enforcement actions to protect source water.

It's important for us to make clear that our history of legal actions as an organization is completely separate from the activities of the Collaborative partnership, just as we acknowledge the vast majority CTUB's activities as a water utility are separate from the Collaborative. As partners, we create opportunities to work together in specific ways,

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such as the Collaborative offers, to advance shared desired outcomes for safe, clean drinking water.

We appreciate CTUB's participation in collaborative efforts to promote local source water protection. What we're accomplishing together in Jefferson County has truly become a model for the entire state and beyond – hence we're seeing more funding opportunities open up to build upon its success. Thank you again for your consideration and please don't hesitate to let me or Tanner know if we can provide any further information that would be helpful at this time.

Sincerely,



Angie Rosser
Executive Director