

CHARLES TOWN UTILITY BOARD
Wednesday, April 12, 2017 8:30 a.m.
MEETING TO BE HELD AT
832 S. GEORGE STREET

REGULAR MEETING:

1. Approval of March 22, 2017 Regular Meeting Minutes
2. Wainwright Baptist Church – Request for Adjustment
3. Engineering / Utility Manager
 - i. 2016A Water Projects
2016A Bond Draw Resolution #18 – Lobar, Inc. Pay Application No. 13 and RK&K Invoices
 - ii. 2016B Sewer Projects
2016B Bond Draw Resolution #12 – JR Contracting, LLC Pay Application No. 7 and RK&K Invoices
JR Contracting, LLC Change Orders No. 3 – Samuel Street Pump Station Bid Update
 - iii. Headworks Building – Lantz Construction Company of Winchester, Inc. Contract, Change Order No. 1 and Notice to Proceed
4. 661 S. George Street
5. Discussion of FY18 Budget Proposal and Staffing
6. Update from April 10, 2017 City Council Special Meeting – Appointment of One Utility Board Representative to the Utility Unification Working Group
WV State Code Section §6-9A-4(b) (9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.
7. Approval of Bills

April 12, 2017

The Charles Town Utility Board held the regular Board meeting on April 12, 2017 beginning at 8:30 a.m. at the 832 S. George Street. Members of the Board present were Bill Kline, Pete Kubic, Dave Mills, Tommy Stocks and Kristen Stolipher. Also present were Mayor Peggy Smith and Jane Arnett. The Utility Board Chairman opened the meeting at 8:30 a.m. and hearing no objections, the March 22, 2017 meeting minutes were approved.

The Chairman opened the floor for discussion of a request for adjustment from Wainwright Baptist Church. By motion from Pete, second by Bill, the Board motioned to deny the adjustment since the leak was internal to the building and was treated.

The Chairman opened the floor for discussion of the 2016A Water Projects. The Board was informed that Lobar has recognized their inability to meet substantial completion in May. RK&K is recommending that retainage be taken back up to 10%. The project is 80% complete, but work is not coming to a close. A progress meeting is scheduled next week. By motion from Pete, second by Kristen, the Board approved the 2016A Bond Draw Resolution #18 – Lobar, Inc. Pay Application No. 13 and RK&K Invoices with a letter to be sent to RK&K expressing serious concern with regard to their project issues and to take retainage to 10%.

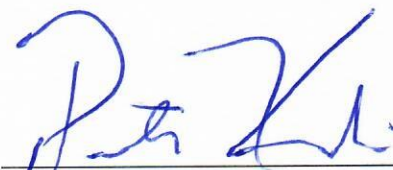
The Chairman opened the floor for discussion of the 2016B Sewer Projects. By motion from Tommy, second by Pete, the Board approved the 2016B Bond Draw Resolution #12 – JR Contracting, LLC Pay Application No. 7 and RK&K Invoices. The COVA amount is being used for this Pay Application. This project is being held up by Potomac Edison. The Manager noted that the Permit Modification has been issued by DEP. By motion from Tommy, second by Kristen, the Board approved JR Contracting, LLC Change Order No. 3 for the Samuel Street pump station improvements at \$152,694.00.

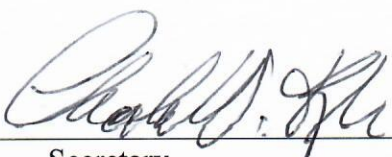
The Chairman next opened the floor for discussion of the Headworks project. The Manager noted that this project and the Samuel Street project will finish the 2016B Bond funds and that there is no contingency remaining. By motion from Bill, second by Kristen, the Board approved the Contract, Change Order No. 1 and the Notice to Proceed to Lantz Construction Company of Winchester, Inc.

The Chairman next opened the floor for discussion of 661 S. George Street. The tentative layout has been submitted to the Bank of Charles Town. The Mayor reported that the loan is approved with closing on the building first and then consideration of a loan for the improvements. The overall square footage will be reviewed for allocation for both the Utility operation and the Police Department. An agreement will be forthcoming from the Charles Town Building Commission. The Manager presented the FY18 budget and staffing that will be on the next agenda for approval.

An update from the April 10, 2017 City Council meeting was held. By motion from Pete, second by Tommy, the Board approved Kristen as the representative to the Utility Unification Work Group. The Chairman called for a motion to convene into executive session. By motion from Bill, second by Pete, the Board convened to executive session at 9:07 a.m. for discussion under WV State Code Section §6-9A-4(b) (9) – To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision, regarding the JCPSD. The Board reconvened into regular session at 9:31 a.m.

By motion from Bill, second by Kristen, the Board approved the bills. By motion from Tommy, second by Bill, the meeting adjourned at 9:31 a.m.


Vice Chairman


Secretary

CHARLES TOWN UTILITY BOARD
Wednesday, April 26, 2017 8:30 a.m.
MEETING TO BE HELD AT
832 S. GEORGE STREET

REGULAR MEETING:

1. Approval of April 12, 2017 Regular Meeting Minutes
2. Engineering / Utility Manager
 - i. RK&K Project Summary
 - ii. 2016A Water Projects
2016A Bond Draw Resolution #19 – RK&K Invoices
 - iii. 2016B Sewer Projects
2016B Bond Draw Resolution #13 – RK&K Invoices
and No. 3 – Samuel Street Pump Station Approval
3. Resolution No. 2017-02 – Revised FY17 Water and Sewer Budgets and FY18 Water and Sewer Budgets with Staffing Update
4. Update from April 21, 2017 Utility Unification Work Group meeting
WV State Code Section §6-9A-4(b) (9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.
5. Approval of Bills

April 26, 2017

The Charles Town Utility Board held the regular Board meeting on April 26, 2017 beginning at 8:30 a.m. at the 832 S. George Street. Members of the Board present were Bill Kline, Pete Kubic and Tommy Stocks. Also present were Mayor Peggy Smith, John Cole, Matt Piepenburg, Hoy Shingleton and Jane Arnett. The Utility Board Vice Chairman opened the meeting at 8:30 a.m. and by motion from Bill, second by Tommy, the April 12, 2017 meeting minutes were approved.

The Vice Chairman opened the floor for discussion of the RK&K Project Summary. John Cole briefed on the status of projects. The Headworks pre-construction meeting was held with Lantz Construction on April 19, 2017. Mobilization began April 25, 2017 and substantial completion is scheduled for mid-August. The Jefferson Avenue paving is approximately 50% complete and Pro Contracting is scheduled to return shortly. JR Contracting is still waiting on Potomac Edison for power at Demory. Willow Spring and Clarence Drive have power. Once power is available, JR Contracting will need one week for startup. Samuel Street pump station effort will begin May 1, 2017 with completion mid-June. The additional flows from Willow Spring and Patrick Henry will be accounted for in the pump around effort at Samuel Street. RK&K is addressing the Water Treatment Plant project issues. An alternate valve option has been agreed upon so as not to delay for a long lead time on the original valves. RK&K is continuing to express concern on the electrical work and SCADA being completed by May 17, 2017. The contractor was notified last week that liquidated damages will be charged after that date to the extent engineering, inspection and administrative costs are incurred. An additional concern is that the contractor is rushing and RK&K and Chief Operator are continuing to monitor this issue closely.

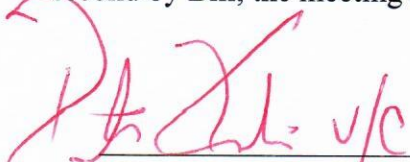
The Vice Chairman opened the floor for discussion of the 2016A Water Projects. By motion from Tommy, second by Bill, the Board approved the 2016A Bond Draw Resolution #19 – RK&K Invoices. The Vice Chairman opened the floor for discussion of the 2016B Sewer Projects. By motion from Bill, second by Tommy, the Board approved the 2016B Bond Draw Resolution #13 – RK&K Invoices. By motion from Tommy, second by Bill, the Board approved JR Contracting, LLC Change Order No. 3 for the Samuel Street Pump Station Improvements.

The Vice Chairman next opened the floor for approval of Resolution No. 2017-02 – Revised FY17 Water and Sewer Budgets and FY18 Water and Sewer Budgets. The Manager noted no changes from the budgets previously distributed, however, the proposed Organization Chart and new position is being shown and advertised as Assistant Utility Manager rather than Senior Engineer and that HR/legal review had been completed. By motion from Bill, second by Tommy, the Board approved Resolution No. 2017-02 – Revised FY17 Water and Sewer Budgets and FY18 Water and Sewer Budgets.


Hoy Shingleton next summarized the efforts of the Unification Work Group attorneys. The attorneys are reviewing all options in order to prepare a memorandum for distribution. The memorandum will hopefully be available prior to the May 1, 2017 Council meeting.

The Vice Chairman called for a motion to convene into executive session. By motion from Bill, second by Tommy, the Board convened to executive session at 9:08 a.m. for discussion under WV State Code Section §6-9A-4(b) (9) – To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision, regarding the JCPSD where no action is expected to be taken afterward. The Board reconvened into regular session at 9:51 a.m.

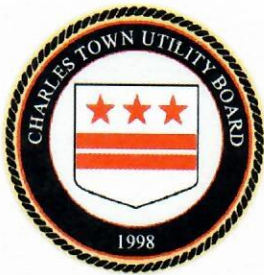
By motion from Bill, second by Tommy, the Board approved the bills. By motion from Tommy, second by Bill, the meeting adjourned at 9:51 a.m.



Vice Chairman



Secretary



Charles Town

Utility Board

832 S. George Street, P.O. Box 359, Charles Town, WV 25414
Phone: (304) 725-2316 ♦ Fax: (304) 725-4313 ♦ Web: www.ctubwv.com

RESOLUTION NO. 2017-02 CHARLES TOWN UTILITY BOARD

WHEREAS there is need for the Charles Town Utility Board by and for Water and Sewer operations to adopt revised Water and Sewer Budgets for Fiscal Year 2017 and Water and Sewer Budgets for Fiscal Year 2018;

CHAIRMAN
*Dave
Mills*

UTILITY
BOARD

*Pete
Kubic*

*Charles W.
Kline*

*Tommy
Stocks*

*Kristen
Stolipher*

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;

UTILITY
MANAGER
*Jane E.
Arnett*

WHEREAS certain Prior Bonds meaning, collectively, the Series 1987 B Bonds, the Series 1988 B-1 Bonds, the Series 1988 B-2 Bonds, the Series 1989 B Bonds and the Series 1998 Design Bonds contain similar requirements;

NOW, THEREFORE, BE IT RESOLVED, that the Charles Town Utility Board hereby adopts revised Water and Sewer Budgets for Fiscal Year 2017 and Water and Sewer Budgets for Fiscal Year 2018 dated April 26, 2017.

CHARLES TOWN UTILITY BOARD

Chairman Dave Mills

Pete Kubic

Attest:

Dated: April 26, 2017

	Charles Town Utility Board		
	Revenue & Expense Budget		WATER
	For the Period 6/30/17 Rebudget & 6/30/18 Budget		
Acct. No.	Title of Account	RE-Budget Ending 6/30/17 Approval 4/26/17	Budget Ending 6/30/18 Approval 4/26/17
	REVENUE		
50-46110	Metered Sales - Residential	\$2,480,000	\$2,480,000
50-46120	Metered Sales - Commercial	\$1,275,000	\$1,317,500
50-46210	Private Fire Protection	\$17,279	\$17,200
50-46310	Public Fire Protection	\$11,304	\$11,300
50-46610	Sale for Resale - Bulk Water	\$6,000	\$6,000
50-47010	Forfeited Discounts	\$77,000	\$75,000
50-47110	Misc Service Revenue - Reconnection Fees	\$11,000	\$11,000
50-41720	Ransom Bill & Collect	\$50,000	\$50,000
50-41802	Rents Tank Lot Fee	\$391,200	\$395,000
50-41900	Interest & Dividend Income	\$11,000	\$11,000
50-42100	Misc Non-Op Rev & R&R	\$36,217	\$36,000
	TOTAL REVENUE	\$4,366,000	\$4,410,000
	EXPENSES		
50-5-60110	Operation Labor Water Source	\$69,020	\$78,300
50-5-60120	Supplies & Expense	\$10,000	\$10,000
50-5-60130	Maint of Water Source Plant	\$10,000	\$10,000
50-5-62010	Operation Labor Pumping	\$138,000	\$156,600
50-5-62020	Fuel or Power for Pumping	\$150,000	\$225,000
50-5-62030	Operation Expenses Pumping	\$10,000	\$10,000
50-5-63010	Operation Labor Treatment	\$69,000	\$78,300
50-5-63020	Chemicals	\$100,000	\$125,000
50-5-63030	Operation Expenses Treatment	\$20,000	\$20,000
50-5-63040	Maint Water Treatment Plant	\$150,000	\$150,000
50-5-64020	Operation Expenses Maintenance	\$10,000	\$10,000
50-5-64030	Maint Dist Reservoir & Standpipes	\$25,000	\$50,000
50-5-64040	Maint of Mains	\$352,000	\$347,400
50-5-64050	Maint of Services	\$222,000	\$177,100
50-5-64060	Maint of Meters	\$168,000	\$167,700
50-5-64070	Maint of Hydrants	\$15,000	\$25,000
50-5-65010	Meter Reading	\$4,000	\$5,000
50-5-65020	Accounting & Collecting Labor	\$97,820	\$104,000
50-5-65030	Supplies & Expense Accting & Collect	\$20,000	\$20,000
50-5-65040	Uncollectible Accounts	\$20,000	\$20,000
50-5-66010	Admin & General Salaries	\$99,400	\$147,000
50-5-66020	Office Supplies & Exp City Bank	\$120,000	\$130,000
50-5-66030	Outside Services	\$150,000	\$130,000
50-5-66040	Property Insurance	\$50,000	\$50,000
50-5-66050	Injuries & Damages	\$39,300	\$45,000
50-5-66060	Employee Pension & Benefits RHBT	\$257,100	\$288,178
50-5-66070	Franchise Requirements	\$257	\$257
50-5-66080	Regulatory Commission Expense	\$25,000	\$25,000
50-5-66100	Transportation Expense	\$80,000	\$102,000
50-5-66110	Maintenance of General Plant	\$100,000	\$30,000
50-5-66120	Payroll Taxes	\$70,000	\$76,770
50-5-50010	Depreciation Expense	\$900,000	\$900,000
50-5-50030	Interest on LT Debt	\$725,103	\$623,396
50-5-50040	Amortization Debt Discount	\$58,000	\$58,000
	TOTAL EXPENSES	\$4,334,000	\$4,395,000
	REVENUE - EXPENSES	\$32,000	\$15,000
	Monthly Debt Service Principal & Interest \$120,275		
	Annual Debt Service Principal & Interest \$1,443,255		
	Leases Principal Outstanding \$215,520		
	Note: In FY17 the Working Capital Reserve Fund will be fully funded at \$251,630		

	Charles Town Utility Board		
	Revenue & Expense Budget		SEWER
	For the Period 6/30/17 Rebudget & 6/30/18 Budget		
		Re-Budget	Budget
Acct.	Title of Account	Ending 6/30/17	Ending 6/30/18
No.	(b)	Approval 4/26/17	Approval 4/26/17
60-40100	Domestic Service Revenue	\$2,150,000	\$2,150,000
	Domestic Service Revenue WS		
60-40710	SSA Fee - Ranson	\$665,000	\$675,000
60-40810	SSA Fee - JCPSD	\$920,000	\$920,000
60-41200	Customer Forfeited Discounts	\$38,000	\$40,000
	Customer Forfeited Discounts WS		
60-41500	Misc. Sewer Revenues (Tsf R&R)	\$50,000	\$50,000
60-42500	Sinking Fund Income	\$8,500	\$8,000
	TOTAL REVENUE	\$3,831,500	\$3,843,000
	EXPENSES		
60-6-70510	Maint of Service Connections	\$3,000	\$5,000
60-6-70520	Maint of Collecting & Trans Mains	\$105,000	\$105,000
60-6-72300	Power & Fuel	\$35,000	\$60,000
60-6-72400	Supplies & Expense	\$12,000	\$15,000
60-6-72600	Maint Structures & Improvements	\$5,000	\$7,000
60-6-72700	Maint Pumping Equipment CT	\$40,000	\$50,000
60-6-72710	Maint Pumping Equipment TUI	\$25,000	\$50,000
60-6-72720	Maint Pumping Equipment WS	\$45,000	\$0
60-6-74200	Operation Labor Treatment	\$258,000	\$268,000
60-6-74310	Operation Supplies & Expense WA	\$40,000	\$40,000
60-6-74320	Chemical Treatment Expense	\$185,000	\$200,000
60-6-74325	Chemical Treatment Expense TUI	\$55,000	\$60,000
60-6-74330	Laboratory Supplies & Expense	\$45,000	\$45,000
60-6-74335	Laboratory Supplies & Expense TUI	\$10,000	\$12,000
60-6-74400	Maint Supervision & Engineering Burns	\$75,000	\$85,000
60-6-74600	Maint Treatment & Disposal Equipment	\$110,000	\$175,000
60-6-74610	Maint Treatment & Disposal Equipment T	\$40,000	\$40,000
60-6-74800	Power	\$160,000	\$175,000
60-6-74810	Power TUI	\$125,000	\$125,000
60-6-74820	Power WS	\$16,000	\$0
60-6-78300	Billing & Collecting & Accounting	\$92,100	\$93,400
60-6-78400	Uncollectible Accounts	\$5,000	\$5,000
60-6-79100	Admin & General Salaries	\$99,000	\$147,000
60-6-79300	General Office Supplies & Expense	\$57,000	\$60,000
60-6-79500	Special Services (Legal/Rates)	\$230,000	\$225,000
60-6-79700	Regulatory Commission Expense	\$81,000	\$81,000
60-6-79800	Insurance (Property)	\$49,000	\$50,000
60-6-79900	Injuries & Damages (Workers' Comp)	\$10,000	\$10,000
60-6-80010	Employee Insurance (Health)	\$72,815	\$74,000
60-6-80020	Pension & FICA Tax	\$112,000	\$119,100
60-6-80100	Misc. General Expense (Uniforms)	\$7,500	\$7,500
60-6-80200	Maintenance of General Plant	\$10,000	\$10,000
60-6-90300	Transportation	\$25,000	\$25,000
60-6-93000	Interest Long Term Debt *	\$436,880	\$370,000
60-6-93100	Amort. of Debt Discount & Expense	\$162,855	\$57,000
60-6-93900	Depreciation Expense	\$990,950	\$990,950
	TOTAL EXPENSES	\$3,830,100	\$3,841,950
	REVENUE - EXPENSES	\$1,400	\$1,050
	Monthly Debt Service Principal & Interest \$103,268		
	Annual Debt Service Principal & Interest \$1,239,216		
	Leases Principal Outstanding \$0		
	Note: In FY17 the Working Capital Reserve Fund will be partially funded		

CHARLES TOWN UTILITY BOARD
Wednesday, May 10, 2017 8:30 a.m.
MEETING TO BE HELD AT
832 S. GEORGE STREET

REGULAR MEETING:

1. Approval of April 26, 2017 Regular Meeting Minutes
2. Engineering / Utility Manager
 - i. 2016A Water Projects
 - ii. 2016B Sewer Projects
 - iii. Headworks Building Update
3. 661 S. George Street
4. Resolution No. 2017-04 – Proclamation
5. Update from May 1, 2017 City Council Meeting and May 4, 2017 County Commission Public Hearing re: Dissolution of the Jefferson County Public Service District
WV State Code Section §6-9A-4(b) (9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.
6. Approval of Bills

May 10, 2017

The Charles Town Utility Board held the regular Board meeting on May 10, 2017 beginning at 8:30 a.m. at the 832 S. George Street. Members of the Board present were Bill Kline, Pete Kubic, Tommy Stocks and Kristen Stolipher. Also present were Mayor Peggy Smith, Councilman Micheal George, Matt Piepenburg, Hoy Shingleton and Jane Arnett. The Utility Board Vice Chairman opened the meeting at 8:30 a.m. and by motion from Tommy, second by Bill, the April 26, 2017 meeting minutes were approved.

The Vice Chairman opened the floor for discussion of the Utility Manager's report. The Manager first clarified that an Acting City Manager had been appointed by City Council. Todd Wilt will be briefed on utility matters and Board packets. The Board discussed communicating / briefings with City Council once per month to provide status updates. The second Council meeting of the month was agreed to.

The Water Treatment Plant project is in initial start-up with four separately scheduled starts. Beginning May 17, 2017, JR Contracting will be starting up and testing the Demory, Willow Spring and Clarence Drive pump stations and lines with potable water. The transfer of flow to Charles Town is expected May 19, 2017. The Headworks Building project is moving forward and ready for block.

The 661 S. George Street building is scheduled for closing this month. A re-appraisal is due shortly. The Board acknowledged Resolution No. 2017-04 – Proclamation as follows:

**RESOLUTION NO. 2017-04
CHARLES TOWN UTILITY BOARD**

WHEREAS, Mayor Peggy A. Smith has spent a significant portion of her time in office dedicated to the success of the Charles Town Utility Board, as a valued and respected official, including attending nearly all Board meetings; and

WHEREAS, Mayor Smith has made significant contributions to the governance of the Board, where her commitment to this operation has gone above and beyond the demands of her position; and

WHEREAS, By consistently emulating the highest standards of professionalism, dignity and integrity, while fiercely defending this Utility, Mayor Smith has proven a powerful and effective leader for the principles of quality service at the most economical rates for our customers; and

WHEREAS, Through her effective communication and leadership skills, she has been instrumental in this Board's success with a multitude of infrastructure capital projects including the challenges and expense of Chesapeake Bay compliance with the utmost concern and priority being the ratepayers; and

WHEREAS, Through Mayor Smith's 12 years' of service she has served as an example and inspiration to Board members and the entire staff who acknowledge and appreciate her important contributions to this utility.

NOW THEREFORE BE IT RESOLVED, That the Charles Town Utility Board offers its sincerest appreciation to and commends Mayor Peggy A. Smith for her extraordinary contributions to the Board, its employees and its ratepayer.

AND FURTHER BE IT RESOLVED, That the Charles Town Utility Board hereby adopts Resolution No. 2017-04 to express its utmost respect for and heartfelt gratitude to Mayor Peggy A. Smith for her tireless efforts and dedication to this Utility.

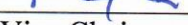
CHARLES TOWN UTILITY BOARD

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Dated: May 10, 2017

Hoy Shingleton next summarized the efforts of the Unification Work Group attorneys. There are two different tracks moving together; the dissolution option as well as the unification group. At the County Commission public hearing on May 4, 2017, the Commission did have a letter from Hoy indicating that the City of Charles Town was working on this effort, and that City Council will take this matter up on May 15, 2017. The unification group effort includes moving forward with both the County and Ranson. Hoy presented options available and the assessment of options as well as the process for Board appointments.

By motion from Bill, second by Kristen, the Board approved the bills. By motion from Bill, second by Tommy, the meeting adjourned at 9:51 a.m.


Vice Chairman


Secretary

CHARLES TOWN UTILITY BOARD
Wednesday, May 24, 2017 8:30 a.m.
MEETING TO BE HELD AT
832 S. GEORGE STREET

REGULAR MEETING:

1. Approval of May 10, 2017 Regular Meeting Minutes
2. Engineering / Utility Manager
 - i. RK&K Project Summary
 - ii. 2016A Water Projects –
2016A Bond Draw Resolution #20 – Lobar, Inc. Pay Application No. 14
and RK&K Invoices
RK&K Task Order No. 15, Change Order No. 4 – Water Treatment
Plant Project
 - iii. 2016B Sewer Projects
2016B Bond Draw Resolution #14 – RK&K Invoices and Force Main
 - iv. Capital Improvements:
Water Treatment Plant Filtrate Replacement
Fencing Locust Hill Water Tank
John Deere Skid Loader Lease
Discussion of Fencing at 832 S. George Street
3. 661 S. George Street
4. Update from May 15, 2017 and May 22, 2017 City Council Meetings
Contract Issue and Utility Manager Contract Addendum
WV State Code Section §6-9A-4(b) (9) - To consider matters involving or
affecting the purchase, sale or lease of property, advance construction
planning, the investment of public funds or other matters involving
commercial competition, which if made public, might adversely affect the
financial or other interest of the state or any political subdivision and 6-9A-4
(2).
5. Approval of Bills

May 24, 2017

The Charles Town Utility Board held the regular Board meeting on May 24, 2017 beginning at 8:30 a.m. at the 832 S. George Street. Members of the Board present were Bill Kline, Pete Kubic, Kristen Stolipher and Tommy Stocks. Also present were Mayor Peggy Smith, Councilman Micheal George, Matt Piepenburg, Hoy Shingleton, John Cole and Jane Arnett. The Utility Board Vice Chairman opened the meeting at 8:30 a.m. and by motion from Tommy, second by Bill, the May 10, 2017 meeting minutes were approved with one correction.

The Vice Chairman opened the floor for discussion of the RK&K Project Summary. John Cole briefed first on the Headworks Building. Project is moving on schedule. Survey work has begun between Martin Luther King, Jr. Blvd. and W. Washington Street (Summit Point Road) for water service improvements along W. Washington, with the main being tapped on Martin Luther. The survey work is slow given the age of the properties. Certain property corners are trees that cannot be removed. This project stems from the fact that the "Downtown Revitalization Project" did not upgrade W. Washington Street. Pro Contracting is finishing the Jefferson Avenue project. JR Contracting is in start-up with Demory, Clarence Drive and Willow Spring pump stations being tested this week, generator testing and full start up next week. Decommissioning of the pump stations will be completed by JRC. Willow Spring will be decommissioned by Charles Town.

John expressed concerns regarding the Water Treatment Plant project. Substantial completion was scheduled for May 16, 2017. Equipment start-up is slow, submittals are delayed and quality is a concern. The Board addressed concern that money being held would be enough to complete the project. Percent completion is 101% by time and 83.7% by cost. Hoy Shingleton discussed a letter he is preparing regarding liquidated damages (LD) that the Board will send to Lobar, Inc. noticing that LD will begin. Final completion will be delayed and is forecast by John to be August 2017. Upon discussion, and by motion from Kristen, second by Bill, the Board approved 2016A Bond Draw Resolution #20 – Lobar, Inc. Pay Application No. 14 and RK&K Invoices. The Manager reported that the new high service pumps are operational as tested through the line to Keyes Ferry tank and then to the Route 9 tank.


The Vice Chairman next considered RK&K Task Order No. 15, Change Order No. 4 – Water Treatment Plant Project. John reported that this Change Order is a direct result of Lobar, Inc. not meeting substantial completion. This effort will be documented as to engineering and inspection services to then be charged as part of the LD over and above the \$900.00 per day. By motion from Tommy, second by Bill, the Board approved RK&K Task Order No. 15, Change Order No. 4 to cover costs forecast through August 2017.

The Vice Chairman next opened the floor for discussion of the 2016B Sewer Projects. By motion from Kristen, second by Bill, the Board approved the 2016B Bond Draw Resolution #14 – RK&K Invoices and Force Main. The Board next considered capital improvements including; the Water Treatment Plant Filtrate Replacement, fencing Locust Hill Water Tank, a John Deere Skid Loader lease and discussion of fencing at 832 S. George Street. By motion from Kristen, second by Tommy, the Board approved the low bidder for the Water Treatment Plant Filtrate replacement. The Manager reported that the fencing at Locust Hill Water Tank was becoming a security issue. The fencing will be completed to secure the parking area adjacent to the Tank. The John Deere Skid Loader lease inclusive of a broom and cold planer (milling attachment) is being requested. Equipment cost is \$100,808 with lease term of 6 years, 3.75% interest. By motion from Tommy, second by Kristen, the Board approved the John Deere Skid Loader lease. The fencing behind 832 S. George Street was discussed. Pete recommended obtaining a 6' chain link fence with no wire. The loan will close on 661 S. George Street on May 31, 2017 with the goal to move in by end of 2017.

Finally, Hoy updated on the May 15, 2017 and May 22, 2017 City Council meetings and Resolution passed by City Council to the County Commission. The County Commission will address the Resolution on June 1, 2017. Hoy indicated that the next step would be to meet with Ranson. The financial review is still awaiting decisions by the County or the Work Group. Rate equalization remains a concern. Further discussion was held on future projects of both Ranson and the PSD. Hoy will set up a meeting with the Work Group. Upon discussion and as reviewed by Hoy Shingleton, the Board approved the Utility Manager Contract Addendum 4 by motion from Kristen, second by Bill. By motion from Bill, second by Kristen, the Board approved the bills. By motion from Bill, second by Tommy, the meeting adjourned at 9:54 a.m.



Vice Chairman



Secretary

CHARLES TOWN UTILITY BOARD
Wednesday, June 14, 2017 8:00 a.m.
MEETING TO BE HELD AT
Water Treatment Plant

REGULAR MEETING:

1. Approval of May 24, 2017 Regular Meeting Minutes
2. Engineering / Utility Manager
 - i. 2016A Water Projects –
2016A Bond Draw Resolution #21 – Lobar, Inc. Pay Application No. 15
and RK&K Invoices
Pro-Contracting, Inc. Certificate of Substantial Completion – Post Cut
and Cap
Water Treatment Plant Office Upgrades
 - ii. 2016B Sewer Projects
2016B Bond Draw Resolution #15 – JR Contracting, LLC Pay
Application No. 8, Lantz Construction of Winchester, Inc. Pay App
No. 1 and Samuel Street Materials
 - iii. Tuscowilla HOA Request – Assist with Paving Tuscowilla Drive at
Park
3. Update from June 1, 2017 County Commission Meeting
WV State Code Section §6-9A-4(b) (9) - To consider matters involving or
affecting the purchase, sale or lease of property, advance construction
planning, the investment of public funds or other matters involving
commercial competition, which if made public, might adversely affect the
financial or other interest of the state or any political subdivision and 6-9A-4
(2).
4. Approval of Bills

June 14, 2017

The Charles Town Utility Board held the regular Board meeting on June 14, 2017 beginning at 8:30 a.m. at the Water Treatment Plant. Members of the Board present were Pete Kubic, Kristen Stolipher and Tommy Stocks. Also present were John Cole, Chris Hutzler and Jane Arnett. The Utility Board Vice Chairman opened the meeting at 8:30 a.m. and by motion from Tommy, second by Kristen, the May 24, 2017 meeting minutes were approved.

The Vice Chairman opened the floor for discussion of the Water Treatment Plant Project. The Utility Manager presented a revised 2016A Bond Draw Resolution #21 – Lobar, Inc. Pay Application No. 15 and RK&K Invoices. The revised Resolution includes adjustment for liquidated damages. By motion from Tommy, second by Kristen, the Board approved the 2016A Bond Draw Resolution #21. Issues are still outstanding with regard to the gate valve floor stands, testing of the flocculation sedimentation basins and pipe tie-ins are still part of meeting substantial completion. The bridge crane submittal is still pending, however, this crane will be part of final. RK&K acknowledged that the potable water line and transfer pump check valves were missed. Charles Town will need to complete these efforts. The Vice Chairman questioned whether the amount remaining was enough to get through the project and expressed concerns about site conditions and possible shut down of the job. John Cole hopes to keep the project moving forward to complete at the end of August. The Board also agreed that retainage would be held at the 10% on Lobar and not reduced.

The Vice Chairman opened the floor for discussion of the Pro-Contracting, Inc. Certificate of Substantial Completion – Post Cut and Cap. Final payment for Pro-Contracting together with the reduction for Brownville Lane will be forthcoming. By motion from Kristen, second by Tommy, the Board approved the Certificate. The Manager requested approval of a quote for improvements in the existing water plant building including new ceiling tiles, lighting, doors and painting. By motion from Tommy, second by Kristen, the Board approved the quote for improvements. The Vice Chairman next opened the floor for discussion of the 2016B Sewer Projects. By motion from Kristen, second by Tommy, 2016B Bond Draw Resolution #15 – JR Contracting, LLC Pay Application No. 8, Lantz Construction of Winchester, Inc. Pay App No. 1 and Samuel Street Materials. The Samuel Street pump station has been on bypass for a week and anticipated to continue on bypass for 6 to 8 more weeks. The Tuscawilla HOA request to assist with paving Tuscawilla Drive at the park was not approved given RK&K's pre and post video documentation that showed no damage caused by construction of the plant. The Vice Chairman reported that the paving is complete.

Finally, the Board was updated on the June 1, 2017 County Commission meeting. The Commissioners called for a work session to be held June 15, 2017 at 2:30 p.m. Hoy Shingleton has requested this be placed on the City Council agenda for June 19, 2017. The Workgroup is still trying to get a meeting set up. By motion from Tommy, second by Kristen, the Board approved the bills. By motion from Tommy, second by Kristen, the meeting adjourned at 8:37 a.m. The Board then toured the Water Treatment Plant project site.



Vice Chairman



Secretary

CHARLES TOWN UTILITY BOARD
Wednesday, June 28, 2017 8:30 a.m.
MEETING TO BE HELD AT
832 S. GEORGE STREET

REGULAR MEETING:

1. Approval of June 14, 2017 Regular Meeting Minutes
2. Engineering / Utility Manager
 - i. RK&K Project Summary
 - ii. 2016A Water Projects –
Pro-Contracting, Inc. Change Order No. 2
2016A Bond Draw Resolution #22 – Pro-Contracting, Inc. Pay
Application No. 6 Final and RK&K Invoice
 - iii. 2016B Sewer Projects
2016B Bond Draw Resolution #16 – RK&K Invoices
JR Contracting, LLC – Certificate of Substantial Completion and
Change Order No. 4
3. Update from June 19, 2017 City Council Meeting and June 23, 2017 Work
Group / Ranson Meeting
WV State Code Section §6-9A-4(b) (9) - To consider matters involving or
affecting the purchase, sale or lease of property, advance construction
planning, the investment of public funds or other matters involving
commercial competition, which if made public, might adversely affect the
financial or other interest of the state or any political subdivision and 6-9A-4
(2).
4. Salary Survey Update and Discussion
5. Approval of Bills

June 28, 2017

The Charles Town Utility Board held the regular Board meeting on June 28, 2017 beginning at 8:35 a.m. at the 832 S. George Street. Members of the Board present were Pete Kubic, Kristen Stolipher and Tommy Stocks. Also present were Micheal George, Hoy Shingleton, Matt Piepenburg and Jane Arnett. The Utility Board Vice Chairman opened the meeting at 8:35 a.m. and by motion from Tommy, second by Kristen, the June 14, 2017 meeting minutes were approved.

The Vice Chairman opened the floor for discussion of the RK&K Project Summary. The Manager noted that the Headworks Project was going well. Discussion of the issues at the Water Treatment Plant was held. The Board was presented the layout of the MLK, Jr. Blvd to Summit Point Road water line layout. The Manager is working with the Roper's to start the easement process. Jefferson Avenue is complete except for erosion on the south end. Brownville Lane is nearing completion. The Manager thanked Pete and Kristen for meeting on June 24 at the Water Plant to determine storm water improvements. The Vice Chairman requested strong follow through by RK&K to Lobar. Lobar is continuing under liquidated damages, however, a meeting has been requested. JR Contracting, LLC has completed the sewer project with only Samuel Street and one asphalt issue at WalMart remaining.

The Vice Chairman next opened the floor for discussion of the 2016A Water Projects. By motion from Kristen, second by Tommy, the Board approved the 2016A Bond Draw Resolution #22 – Pro-Contracting, Inc. Pay Application No. 6 Final and RK&K Invoice. By motion from Kristen, second by Tommy, the Board approved Pro-Contracting, Inc. Change Order No. 2 for reconciling quantities.

The Vice Chairman opened the floor for discussion of the 2016B Sewer Projects. By motion from Tommy, second by Kristen, the Board approved the 2016B Bond Draw Resolution #16 – RK&K Invoices. By motion from Kristen, second by Tommy, the Board approved JR Contracting, LLC – Certificate of Substantial Completion and by motion from Tommy, second by Kristen, the Board approved Change Order No. 4 for reconciling quantities.

Hoy Shingleton then updated the Board on the June 19, 2017 City Council meeting and the July 23, 2017 Work Group / Ranson meeting. A lengthy discussion was held with the goal of proposing the Ranson Resolution to the City Council on July 3, 2017. The Board supported an appearance before the JCPSD to provide an update primarily for their employees. The Manager next distributed the results and recommendations from a recent salary survey together with the approved Police Department pay scale. The proposed Utility Board pay scale was overlaid on the Police Department scale to be presented to the City Personnel Committee. A projected one time impact for this scale is approximately \$35,000.00. A motion from Kristen, second by Tommy, the Board approved the bills. By motion from Tommy, second by Kristen, the meeting adjourned at 9:07 a.m.



Vice Chairman



Secretary