

CHARLES TOWN UTILITY BOARD

FRIDAY October 11, 2019 3:00 p.m.

SPECIAL MEETING TO BE HELD AT
101 E. Washington Street

SPECIAL MEETING:

1. Approval of the September 25, 2019 Regular Meeting Minutes
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.
3. Utility Manager Report
 - a. Discussion and Action on Submission of Proposed ROXUL USA INC., a Delaware corporation, dba ROCKWOOL (“Developer”) Alternate Main Extension Agreement (for Rule 5.5.h.7 Mainline Extension) for approval by the West Virginia Public Service Commission
 - b. Discussion and Action on the Escrow Agreement by and among Roxul USA INC., a Delaware corporation, dba ROCKWOOL (“Developer”) and the Charles Town Utility Board
 - c. Equipment Lease – Digital Color Copier
 - d. Pump Replacement – Flowing Springs Pump Station
 - e. Vehicle Lease – F150 (Sewer)
 - f. Update on City Council October 21, 2019 Work Session (Postponed)
4. Report on the Safe Drinking Water Collaboration Meeting
5. Approval of Bills

October 11, 2019

The Charles Town Utility Board held a special meeting on October 11, 2019 at 3:00 p.m. at 101 E. Washington Street. Members of the Board present were Daryl Hennessy, Pete Kubic, Duke Pierson, and Jacquelyn Milliron. Also present were Jane Arnett, Kristen Stolipher, Hoy Shingleton, and Commissioner Josh Compton. Public comment was received.

The Chairman next opened the floor for discussion on the Utility Manager report that included the Discussion and Action on Submission of Proposed ROXUL USA INC., a Delaware corporation, dba ROCKWOOL ("Developer") Alternate Main Extension Agreement (for Rule 5.5.h.7 Mainline Extension) for approval by the West Virginia Public Service Commission and Discussion and Action on the Escrow Agreement by and among Roxul USA INC., a Delaware corporation, dba ROCKWOOL ("Developer") and the Charles Town Utility Board. Hoy highlighted the alternate main agreement and explained the Roxul project was initiated with the City of Ranson and finalized with City of Charles Town with a budget of \$10.5 million as detailed in the escrow agreement. Roxul has agreed to pay all money up front which will be held in a separate bank account with the Utility Board. He added the repayment will have no impact on the ratepayers and any additional project costs would be paid for by the developer. Jacquelyn had several questions regarding the agreement. By motion from Duke, second by Pete, the Board unanimously approved the Submission of the Proposed ROXUL USA INC., a Delaware corporation, dba ROCKWOOL ("Developer") Alternate Main Extension Agreement (for Rule 5.5.h.7 Mainline Extension) for approval by the West Virginia Public Service Commission. Jacquelyn made the comment that even though this has been a contentious issue, it is the obligation of the Utility Board to serve, but not to pay. By motion from Pete, second by Duke, the Board unanimously approved the Escrow Agreement by and among Roxul USA INC., a Delaware corporation, dba ROCKWOOL ("Developer") and the Charles Town Utility Board as submitted.

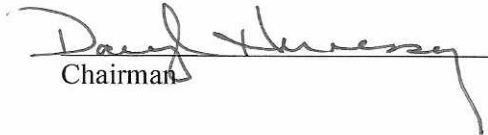
The Chairman next called for changes or corrections to the September 25, 2019 regular meeting minutes. Jacquelyn suggested one change and provided two comments to the minutes. With no objections, the minutes were approved as amended. The Chairman next opened the floor for discussion on the Equipment Lease – Digital Color Copier. As follow up from last month, the Manager provided two estimates on the lease and maintenance of a new copier. The lesser of the two was from the same company used to purchase the plotter/scanner. Staff recommended moving forward with Document Solutions, Inc. By motion from Jacquelyn, second from Pete, the Board approved the equipment lease for a digital color copier with Document Solutions, Inc.

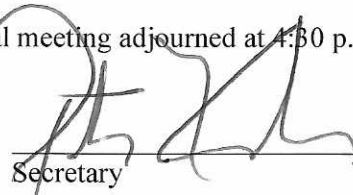
The Chairman next opened the floor for discussion on the Pump Replacement – Flowing Springs Pump Station. The Manager provided staff had received two quotes and recommended the lower of the two, STH, that will also provide pump uniformity in the system. Motion from Duke, second from Pete, to approve the STH quote for pumps at the Flowing Springs Pump Station with discussions from Jacquelyn. The Board approved the STH quote for pumps. Next, the Board discussed a Vehicle Lease – F150 (Sewer). As a normal course of business, staff received a competitive quote from Thomassen Ford for a 2019 F150. In the past, Staff has followed the Utility Board and the City of Charles Town to pursue business with local vendors. Jacquelyn had several questions relating to reducing the price of a vehicle. Staff will further investigate other options for next meeting.

The next item discussed was an update on the City Council October 21, 2019 Work Session (Postponed). The Chairman noted that staff is continuing to work on the agenda for a workshop on rate equalization and will not be discussed at the October 21st City Council meeting. Jacquelyn next updated the Board on the Safe Water Conservation Collaborative Meeting she attended. She will continue to provide updates as the group meets. The Manager suggested publishing Jacquelyn's update information on the Utility Board website.

Motion from Duke, second by Pete, to approve the payment of bills with discussion from Jacquelyn. Pete left the meeting at 4:16 p.m. prior to the vote so the Board re-motioned the approval of the bills. By motion from Duke, second by Jacquelyn, the Board along with the Chairman approved the payment of the bills. The Chairman requested an update from staff on the smoke testing report and the status of the CIF study for next meeting.

With no objections, the October 11, 2019 special meeting adjourned at 4:30 p.m.


Chairman


Secretary

CHARLES TOWN UTILITY BOARD
WEDNESDAY, October 23, 2019 3:00 p.m.
REGULAR MEETING TO BE HELD AT
101 E. Washington Street

REGULAR MEETING:

1. Approval of the October 11, 2019 Special Meeting Minutes
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.
3. Chairman's Proposed Resolution – Addendum to CTUB Rules of Procedure
4. Proposed CTUB Sewer Specifications Addendum for Industrial Users Plumbing Plans and Developer Contribution to Engineering Studies for Alternate Mainline Extensions
5. Utility Manager Report (UPDATES ONLY NO ACTION REQUIRED)
 - a. Completion of Water Treatment Plant Repairs
 - b. Briefing on America's Water Infrastructure Act of 2018, Section 2013 – New Requirements for Drinking Water Utilities Serving > 3,300 People
 - c. Status of Water Model, Hydrant Flushing and Water Meter Register Replacements
 - d. Wastewater Pump Station Repairs
 - e. Wastewater Treatment Plant Flows and CIF Collections
 - f. Hydrostructures Smoke Testing Summary and Briefing on Corrective Action Plan
6. Approval of Bills

October 23, 2019

The Charles Town Utility Board held a special meeting on October 23, 2019 at 4:00 p.m. at 101 E. Washington Street. Members of the Board present were Daryl Hennessy, Pete Kubic, Kevin Tester and Jacquelyn Milliron. Also present were Jane Arnett, and Kristen Stolipher. The Chairman next called for changes or corrections to the October 11, 2019 special meeting minutes. Jacquelyn suggested two changes to the minutes. By motion from Pete, second from Jacquelyn, the minutes were approved as amended. No public comment was received.

The Chairman next opened the floor for discussion on the Chairman's Proposed Resolution – Addendum to CTUB Rules of Procedure. As part of Resolution 2019-05, the Chairman provided the resolution to amend the Rules of Procedures to establish a process for setting the regular meeting agenda. Jacquelyn had several questions regarding the process. Staff had no issues with the Resolution. By motion from Kevin, second from Jacquelyn, Resolution 2019-05 was approved by the Board unanimously. Next discussed was Resolution 2019-06, the Proposed CTUB Sewer Specifications Addendum for Industrial Users Plumbing Plans and Developer Contribution to Engineering Studies for Alternate Mainline Extensions. Kristen reviewed the recent revisions made to the Resolution suggested by staff and the Chairman. Jacquelyn had several questions relating to developer's and cost sharing. The Board agreed to separate the two issues within the resolution into two separate resolutions and will bring back next month with additional information.

The Chairman next opened the floor for discussion on the Utility Manager report that included an update on the Completion of Water Treatment Plant Repairs. The Manager noted there are a couple of punch list items that still need to be completed. Next was a Briefing on America's Water Infrastructure Act of 2018, Section 2013 – New Requirements for Drinking Water Utilities Serving > 3,300 People. Kristen will be attending an EPA webinar on the Risk and Resilience Assessments and Emergency Response Plans that impose deadlines of June 2021 for the new requirements. Kristen will keep the Board updated on this process. The Chairman next opened the floor for discussion on the Status of the Water Model, Hydrant Flushing and Water Meter Register Replacements. The Manager provided that a draft of the Water Model was received and staff is now working on field verifications. Staff will also be working on hydrant flushing throughout the system. The Manager explained that staff will be inspecting all water meters due to battery issues in the meter registers as well.

Next discussed were several Wastewater Pump Station repairs. Kristen offered an update on the recent repairs at the Cranes Lane and Orchard Hills Pump Stations. The next update was on the Wastewater Treatment Plant Flows and CIF Collections. Kristen noted the flow data is monitored and tracked monthly at each of the plants and is consistent with the Strategic Plan as illustrated in the spreadsheets. Jacquelyn had several questions relating to CIFs. Lastly discussed was the Hydrostructures Smoke Testing Summary and Briefing on Corrective Action Plan. Kristen provided that a draft Condition Assessment Report was prepared by Hydrostructures which identified three areas that need to be focused on, including manhole inspections, cleanout cap replacement, and dye testing/CCTV. Staff is also working on getting customer addresses redacted from the report prior to making it available to the public.

Motion from Kevin, second by Pete, to approve the payment of bills with discussion from Jacquelyn. The Board approved the payment of the bills. Jacquelyn had several questions regarding the Utility Manager Report.

By motion from Kevin, second by Jacquelyn, the October 23, 2019 regular meeting adjourned at 5:30 p.m.


Chairman


Secretary

CHARLES TOWN UTILITY BOARD
WEDNESDAY, November 13, 2019 4:00 p.m.
REGULAR MEETING TO BE HELD AT
101 E. Washington Street

REGULAR MEETING:

1. Approval of the October 23, 2019 Regular Meeting Minutes
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.
3. Resolution 2019-06 – Proposed CTUB Sewer Specifications Addendum submittal of Industrial Users Plumbing Plans
4. Resolution 2019-07 – Proposed CTUB Water and Sewer Specifications Addendum Developer Contribution to Engineering Studies for Alternate Mainline Extensions
5. Utility Manager Report
 - a. Discussion of City Council November 18, 2019 Work Session Items
 - b. RK&K Engineers – Contract for Approval
6. Meeting Schedule for 2019 Tentative
 - Cancel November 27, 2019
 - Schedule One December Special Meeting (December 18, 2019)
7. Approval of Bills

November 13, 2019

The Charles Town Utility Board held a regular meeting on November 13, 2019 at 4:00 p.m. at 101 E. Washington Street. Members of the Board present were Pete Kubic, Kevin Tester, Duke Pierson, and Jacquelyn Milliron. Also present were Jane Arnett, and Kristen Stolipher. The Vice Chairman called for changes or corrections to the October 23, 2019 regular meeting minutes. Hearing none, the minutes were approved as presented. Duke abstained from the vote since he was absent from that meeting. No public comment was received.

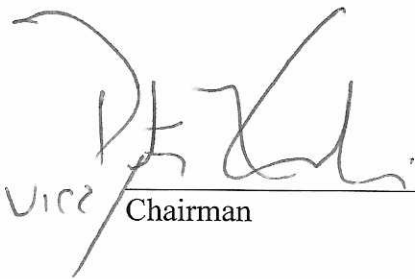
The Vice Chairman next opened the floor for discussion on Resolution 2019-06 – Proposed CTUB Sewer Specifications Addendum Submittal of Industrial Users Plumbing Plans. Per the last meeting, the resolution was separated into two; Resolution 2019-06 deals with the sewer specification addition of industrial users plumbing plans submittal and Resolution 2019-07 relates to developer contribution to engineering studies for Alternate Mainline Extensions as mentioned in both the water and sewer specifications. There was no discussion from the Board. By motion from Kevin, second by Duke, the Board approved Resolution 2019-06 – Proposed CTUB Sewer Specifications Addendum Submittal of Industrial Users Plumbing Plans. Further discussion was needed on Resolution 2019-07 and changes were to be submitted to staff prior to the next meeting. Motion by Duke, second by Kevin, the Board tabled Resolution 2019-07 until the December 18th meeting.

The Vice Chairman next opened the floor for discussion on the Utility Manager report that included a discussion of the City Council November 18, 2019 Work Session Items. The Manager thanked the Mayor and staff for their input on drafting the final agenda for that meeting. Further discussions will be held on bond refunding, sewer rates, non-rate changes to the tariff and other rate equalization updates. Also noted, was a request from City Council for a bond summary of each that the Manager then reported. Jacquelyn questioned if a class cost of service study would be necessary in relation to equalizing rates. The Manager added a Rule 42 would be produced first.

Next discussed was the RK&K Engineers – Contract for Approval. The Manager offered the contract was reviewed by Hoy and recommended approval. She added the contract will cover a variety of assignments relating to the water and sewer systems, but task orders will come to the Board for approval. Motion from Duke, second from Kevin, to approve the RK&K Engineers Contract with discussion from Jacquelyn. She suggested staff verify the liability limit is sufficient. The Manager will further investigate and revise the contract with an addendum if necessary. Jacquelyn also suggested revising the language in Section 8.6.2 to be non-gender specific. The Board approved the RK&K contract with the noted change. The Manager also noted that the City had discovered there was unclaimed property and received sums of money from the State Treasurer's Office. Staff now needs Board signature to release that information to CTUB staff to investigate further if any sums are owed to CTUB.

Lastly discussed, the Board canceled the November 27th regular meeting and will have one last meeting in 2019 on December 18th. By Motion from Duke, second from Kevin, the Board approved the revised meeting schedule for the remaining 2019. Jacquelyn had several questions on the Utility Manager Report. Motion from Kevin, second by Jacquelyn, to approve the payment of bills. The Board approved the payment of the bills.

By motion from Kevin, second by Duke, the November 13, 2019 regular meeting adjourned at 4:45 p.m.


Vice Chairman


Secretary

CHARLES TOWN UTILITY BOARD
WEDNESDAY, December 18, 2019 3:00 p.m.
SPECIAL MEETING TO BE HELD AT
101 E. Washington Street

REGULAR MEETING:

1. Approval of the November 13, 2019 Regular Meeting Minutes
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.
3. Resolution 2019-07 – Proposed CTUB Water and Sewer Specifications Addendum Developer Contribution to Engineering Studies for Alternate Mainline Extensions and Board member Milliron alternative to the Sewer Specifications
4. Update on City Council November 18, 2019 Work Session
5. Utility Manager Report
 - a. New Lease for Lumos/Segra at Sawgrass Drive – Rent of \$250 per month with an effective date of October 23, 2019 for fiber optic cable
 - b. AT&T 4th Amendment – Keyes Ferry (zero dollar to change like equipment)
 - c. Equipment Leases:
 - i. Sewer Vehicle
 - ii. Godwin Quiet Pump (Tuscawillia Sewer)
 - d. Approval of Consultant Agreement Extension
 - e. Consideration of Resolution 2019-08 – Requesting approval by the City Council of the City of Charles Town of the issuance of not to exceed \$5,750,000.00 in aggregate principal amount of Combined Waterworks and Sewerage System Refunding Revenue Bonds, Series 2020 A, for the purpose of refunding the City's Combined Waterworks and Sewerage System Bonds, Series 2013 B, Series 2014 C, Series 2014 D and/or Series 2014 E to provide for present value savings and to pay costs of issuance thereof
 - f. 2019 Summary of Accomplishments / Review
6. Safe Drinking Water Collaborative
 - a. Tanner Haid – Update on Committee
 - b. CTUB representative on Steering Committee
7. Approval of Bills

Information Only: Request for Sewer Service – Piedmont Letter dated November 19, 2019. Engineering Task Order to be presented in January 2020

December 18, 2019

The Charles Town Utility Board held a special meeting on December 18, 2019 at 3:00 p.m. at 101 E. Washington Street. Members of the Board present were Daryl Hennessy, Pete Kubic, Kevin Tester, Duke Pierson, and Jacquelyn Milliron. Also present were Jane Arnett, Kristen Stolipher, Hoy Shingleton, Mike George, and Josh Compton. The Chairman called for changes or corrections to the November 13, 2019 regular meeting minutes. Hearing none, the minutes were approved as presented. Public comment was received.

The Chairman recognized Tanner Haid in the audience and allowed for a brief overview of the Safe Drinking Water Collaborative accomplishments in recent months and 2020 objectives. Jacquelyn informed the Board that she will be reviewing documents as a member of the Safe Drinking Water Collaborative Steering Committee.

The Chairman next opened the floor for discussion on Resolution 2019-07 – Proposed CTUB Water and Sewer Specifications Addendum Developer Contribution to Engineering Studies for Alternate Mainline Extensions and Board member Milliron alternative to the Sewer Specifications. Discussion included staff preparing examples of EDU analysis for Board review. By motion from Kevin, second by Jacquelyn, the Board tabled Resolution 2019-07. Next discussed was an update on the November 18, 2019 City Council Work Session.

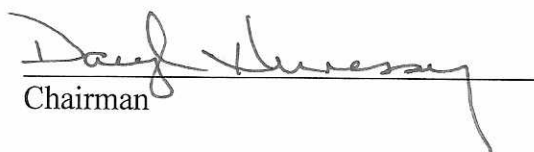
The Chairman next opened the floor for discussion on the Utility Manager report that included a discussion on a new lease for Lumos/Segra at Sawgrass – rent of \$250 per month with an effective date of October 23, 2019 for fiber optic cable. By motion from Pete, second by Kevin, the Board approved the new lease for Lumos/Segra at Sawgrass. Next discussed was the AT&T 4th Amendment – Keyes Ferry (zero dollar to change like equipment). By motion from Duke, second by Pete, the Board approved the AT&T 4th Amendment-Keyes Ferry.

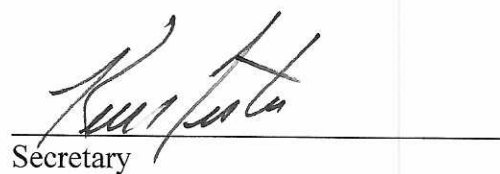
Next discussed were two Equipment Leases; a Sewer Vehicle Lease and a Godwin Quiet Pump (Tusawilla Sewer). By motion from Pete, second by Jacquelyn, the Board approved the purchase of a GMC truck for sewer. By motion from Pete, second by Duke, the Board approved the purchase or lease of a Godwin Quiet Pump. The Chairman next opened the floor for discussion on the Approval of Consultant Agreement Extension. By motion from Pete, second by Duke, the Board approved the Consultant Agreement Extension.

The next item was the Consideration of Resolution 2019-08 – Requesting approval by the City Council of the City of Charles Town of the issuance of not to exceed \$5,750,000.00 in aggregate principal amount of Combined Waterworks and Sewerage System Refunding Revenue Bonds, Series 2020 A, for the purpose of refunding the City's Combined Waterworks and Sewerage System Bonds, Series 2013 B, Series 2014 C, Series 2014 D and/or Series 2014 E to provide for present value savings and to pay costs of issuance thereof. By motion from Kevin, second by Duke, the Board approved Resolution 2019-08. Lastly discussed under the Utility Manager Report was the 2019 Summary of Accomplishments/Review.

Jacquelyn provided an update on the Safe Drinking Water Collaborative. By motion from Kevin, second by Duke, the Board approved the payment of bills. As an update, the Manager discussed a request for sewer service from Piedmont. The engineering task order will be presented at the January 2020 meeting.

By motion from Duke, second by Pete, the December 18, 2019 special meeting adjourned at 5:04 p.m.


Chairman


Secretary