



ARPA-2

ARP Application - Jefferson County

Status: Active

Date Created: Oct 26, 2021

Applicant

Kristen Stolipher
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661 South George Street
Suite 101
Charles Town, WV 25414
13047247080

Internal Section

STEP ONE

Please select the date for the Commission Meeting before completing the approval step

Commission Meeting Date

08/11/2022

STEP TWO

Please select decision, award amount (if approved) and additional comments (to be included in rejection letter)

Decision

--

Award Amount

--

Additional Conditions

Request Adjusted from \$750k to \$300k on 8/11/22

Certification

PLEASE CERTIFY THAT YOU HAVE REVIEWED THE US TREASURY GUIDELINES REGARDING THE ELIGIBLE USES OF AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS

Digital Signature

Kristen M. Stolipher
10/20/2021

Click here for more information
(<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>)

Contact Information

Organization Name	Address
Charles Town Utility Board	661 South George Street, Suite 101
Website (if applicable)	Phone Number
www.ctubwv.com	304-725-2316
Email Address	
kstolipher@ctubwv.com	

Project Summary

Please provide a narrative overview or summary of your proposal, including but not limited to the following:

1. Brief description of the proposal

Request for funding for Sanitary Sewer Collection System and Renewal and Replacement System Projects.

2. Purpose and key anticipated outcomes

The project will address aging sewer infrastructure needs within the collection system as well as the Charles Town Wastewater Treatment Plant. Additionally, the project will result in a reduction of O&M expenses for the Utility thus improving service for all CTUB customers.

3. Individuals or communities served

The project will serve residents in Jefferson County as well as the City of Charles Town and City of Ranson. CTUB provides sewer service for over 7,000 customers in Jefferson County.

4. How the COVID-19 pandemic has necessitated this request

The COVID-19 pandemic has resulted in significant impacts to infrastructure projects and cost increases for these critical infrastructure projects.

5. Amount of funding requested

300,000

6. Amount of any bids or cost estimates received to date, if applicable

12,376,200

7a. Amount of matching funds raised or committed by your organization

2,168,121

7b. Source of matching funds raised or committed by your organization

Capacity Improvement fees, Property sale, Renewal and Replacement fund/Operating cash

8. How ARP funds, if awarded, will be used

Any ARPA funds will be directly applied to the two infrastructure projects in an effort to reduce overall borrowing from the State or Public Bond issue. It should be noted that CTUB is also requesting ARP funds from both the City of Charles Town and the City of Ranson in the amount of \$750,000 each that, if awarded, will also be directly applied to reduce overall borrowing. Request Adjusted from \$750k to \$300k on 8/11/22

9. How long it will take you to complete the project if awarded funding

18 months

Proposal Details

1. Please describe the problem or need which your project seeks to address

The 2022 Collection System project and 2022 Renewal and Replacement system project address critical upgrades and improvements to the Sanitary Sewer system operated by the Charles Town Utility Board (CTUB). CTUB provides service to over 8,000 sewer customers in Jefferson County.

2. Please describe goals and expected outcomes of your proposal.

The goals of the projects are to improve operations and service to existing and future customers. Additionally, it is the desire of CTUB to complete these projects while moving forward with rate equalization for the utility.

3. Please provide your project timeline

Project design is anticipated to be completed in November 2021. The approval process is anticipated to take 3-5 months. Upon approval, bidding will be completed and projects will be ready to begin. Start of construction is anticipated in the 1st or 2nd quarter of 2022.

4. Please provide your project's total proposed budget.

\$12,376,200

5. Please list any partners in this proposal, and the partner's role and your relationship with them.

CTUB is requesting participation in these projects from the Jefferson County Commission, the City of Charles Town and the City of Ranson in amounts of \$750,000 each. CTUB is contributing \$2,168,121 in internal funds to the project. CTUB also intends to request funds from the State of West Virginia ARP funds. The Jefferson County Commission, City of Charles Town and the City of Ranson are all partners in the consolidated utility and have interests in ensuring that customers in our community are provided excellent service at the lowest rates possible. Request Adjusted from \$750k to \$300k on 8/11/22

6. Please describe your plan for sustainability of the project or initiative after the grant award has been exhausted.

These projects will be completed with funds through State and Public bond issues. CTUB will ensure that the projects are completed in a timely and cost effective manner. Additional funding of these projects allows CTUB to achieve rate equalization more quickly as well as focus on other capital projects in the short and long term.

Organization Information

1. Please provide your organization's mission statement.

CTUB's Mission is to provide reliable water and sewer services that protect public health and the environment with financial accountability, regional stewardship, and superior customer service. Specific goals and key areas of focus as outlined in the 2021 Sewer Strategic Plan are Customer Service, Environmental Stewardship, Infrastructure Maintenance, Financial Stability, Workforce Planning and Development as well as Operational Optimization.

2. Describe the history of your organization, tell us about your current programs and activities

CTUB provides potable water treatment, storage, and transmission service for approximately 6,300 residential, commercial, industrial, and public authority customers within the municipalities of Charles Town, Ranson and the surrounding areas of Jefferson County, including the legacy service territory of the District (collectively, the "Water System"). The Water System includes a treatment plant, 8 water storage tanks and over 78 miles of distribution lines. CTUB provides sanitary sewerage collection and treatment service for approximately 8,015 sewer customers comprising residential, commercial, industrial, and public authority entities within the municipalities of Charles Town and Ranson, as well as surrounding areas of Jefferson County, including the legacy service territory of the District collectively, (the "Sewer System"). The Sewer System includes two wastewater treatment plants, over 125 miles of collection lines, and 46 pump stations.

3. Please describe three significant accomplishments of your organization.

On July 1, 2018, and January 1, 2019, Charles Town completed the acquisition of the Ranson sewer system and the water system and sewer system of the District, respectively. The consolidation efforts included incorporation of the then current rates and charges of Ranson and the District into the City of Charles Town Sewer Tariff and Water Tariff. The assets of the respective utilities of Ranson and the District became part of the CTUB Water System and Sewer System. Additionally, Charles Town either assumed or refinanced all outstanding revenue bonds of the District. Significantly, the consolidated utility immediately began realizing the anticipated positive synergies and has continued to experience these benefits. Perhaps the most important example of such benefits is the recent reduction in the sewer rates of the CTUB customers who are legacy District customers. A further significant example of such synergies is the 2022 Collection System Project. CTUB has also completed various studies over the past two years to assess the system such as the completion of a sewer model, inflow and infiltration study and 2021 Sewer Strategic plan.

4. Please list your Owner(s), Board of Directors, senior staff members, or other key members of your organization:

The City of Charles owns the Water and Sewer System which is operated and maintained by the Charles Town Utility Board (CTUB). The Board is comprised of five (5) Directors. The current Directors are: Daryl Hennessy (Chairman), Pete Kubic (Vice Chairman), Mayor Duke Pierson (Ranson), Thomas Stocks, Jacquelyn Milliron, Caleb Wayne Hudson (County Commission Liason). The Utility General Manager is Kristen Stolipher.

5. Please list the staff involved with this project and describe their roles and responsibilities:


There are various staff members that will play a key role in this project including the Utility Manager, Assistant Utility Manager, April Shultz, the Wastewater staff as well as the Engineering consultants.

6. Please upload/attach the following financial documents, if applicable:


Cash flow statement for applicant's most recent fiscal year

 FY 2021 SEWER CASH FLOW STATEMENT.pdf
Uploaded by Kristen Stolipher on Oct 26, 2021 at 1:23 pm


Two years of audited financial statements

 Audited Financial statements 2019-2020.pdf
Uploaded by Kristen Stolipher on Oct 26, 2021 at 1:24 pm

Current operating budget

 Resolution 2021-02 Budgets 04282021.pdf
Uploaded by Kristen Stolipher on Oct 26, 2021 at 1:24 pm

If the applicant has not been audited, please include an unaudited balance sheet and income statement as prepared by the applicant

 FY 2021 UNAUDITED INCOME STATEMENT AND BALANCE.pdf
Uploaded by Kristen Stolipher on Oct 26, 2021 at 1:25 pm

7. List any federal, state, local or private grant awards or funding received in the last three years and the current status of those funds. If your organization has previously received funds from Jefferson County, please list the amount, nature of the project(s) and current status of the funding and project(s).

CTUB has received the following grants within the past 3 years: Coronavirus Relief Fund: \$70,801.00. WV CARES Act funding: \$17,219.00. WV Source Water Protection Grant: \$46,765.00.

8. If you have made an application for funding for this project from other sources (city, state, private or non-profit organizations) please list the same here.

CTUB will be requesting equal contributions of funding from the City of Charles Town and the City of Ranson in hopes that the partnership that resulted in the successful consolidation of the three utilities remains today to be a vital and valued component of service in this community.

Impact of the COVID-19 Pandemic

1. Please explain the impact of the COVID-19 pandemic and how it relates to your request.

The COVID-19 pandemic has affected the successful completion of critical infrastructure projects that are necessary to maintain a level of service necessary to maintain health standards as a result of supply chain shortages, workforce and increased product costs. This request for funding is directly related to those impacts from COVID-19 and project cost increases.

2. How will ARP funding, if awarded, aid in the recovery from the COVID-19 pandemic?

ARP funding will assist CTUB in reducing further borrowing of funds to cover the impacts of the COVID-19 pandemic and thereby allowing CTUB to dedicate funds for rate equalization and future capital projects.

3. Are you requesting lost revenue due to COVID-19


No

Supplementary Information


1. Please enter contact information (name, email, and phone) for at least one third-party reference.


John C. Kunkle, CPA, MBA
Principal
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164 Lina Lane
Martinsburg, WV 25405
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2. Please include any supplementary information or documentation (such as letters of support, newspaper articles, etc) which you feel will be essential to the County’s review.

 4a-CTUB FP 10-07-2021.pdf
Uploaded by Kristen Stolipher on Oct 26, 2021 at 1:28 pm

Attachments




 CTUB ARPA Request 2021-10-21 Letter.pdf
Uploaded by Michelle Gordon on Nov 2, 2021 at 12:25 pm

 CTUB ARPA Request 2021-07-07.pdf
Uploaded by Michelle Gordon on Nov 2, 2021 at 12:25 pm

History

Date	Activity
Oct 20, 2021 at 11:12 am	Kristen Stolipher started a draft of Record ARPA-2
Oct 26, 2021 at 1:29 pm	Kristen Stolipher submitted Record ARPA-2
Oct 26, 2021 at 1:29 pm	approval step Application Reviewwas assigned to Michelle Gordon on Record ARPA-2
Oct 26, 2021 at 1:29 pm	changed the deadline to Oct 27, 2021 on approval step Application Review on Record ARPA-2
Nov 2, 2021 at 12:25 pm	Michelle Gordon added attachment CTUB ARPA Request 2021-10-21 Letter.pdf to Record ARPA-2
Nov 2, 2021 at 12:25 pm	Michelle Gordon added attachment CTUB ARPA Request 2021-07-07.pdf to Record ARPA-2
Aug 12, 2022 at 10:59 am	Michelle Gordon changed Commission Meeting Date from "" to "08/11/2022" on Record ARPA-2
Aug 12, 2022 at 10:59 am	Michelle Gordon changed Additional Conditions from "" to "Request Adjusted from \$750k to \$300k on 8/11/22" on Record ARPA-2
Aug 12, 2022 at 11:00 am	Michelle Gordon changed 5. Amount of funding requested from "750000" to "300000" on Record ARPA-2
Aug 12, 2022 at 11:00 am	Michelle Gordon changed 8. How ARP funds, if awarded, will be used from "Any ARPA funds will be directly applied to the two infrastructure projects in an effort to reduce" to "Any ARPA funds will be directly applied to the two infrastructure projects in an effort to reduce" on Record ARPA-2
Aug 12, 2022 at 11:00 am	Michelle Gordon changed 5. Please list any partners in this proposal, and the partner’s role and your relationship with t from "CTUB is requesting participation in these projects from the Jefferson County Commission, the City" to "CTUB is requesting participation in these projects from the Jefferson County Commission, the City" on Record ARPA-2

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Request Letter of Acknowledgement	Issued	Oct 26, 2021 at 1:29 pm	Oct 26, 2021 at 1:29 pm	-	-
 Application Review	Active	Oct 26, 2021 at 1:29 pm	-	Michelle Gordon	10/26/2021
 Commission Meeting	Inactive	-	-	-	-

Label		Status	Activated	Completed	Assignee	Due Date
✓	Meeting Finished Yes/No	Inactive	-	-	-	-