
CITY OF CHARLES TOWN, a municipal utility
OF
CHARLES TOWN, WEST VIRGINIA
RATES, RULES AND REGULATIONS FOR FURNISHING
SEWERAGE AND SEWAGE DISPOSAL SERVICE

at Charles Town, Jefferson County, West Virginia

Filed with **THE PUBLIC SERVICE COMMISSION**
of
WEST VIRGINIA

Issued December 11, 2018

Effective for service rendered
on and after August 6, 2018

Issued by authority of an Order of the
Public Service Commission of West Virginia
in Case No. 17-0915-PSWD-PC dated
June 26, 2018 and an Ordinance
Enacted by City Council on August 6, 2018
ORDUS Charles Town 18C

Issued by CITY OF CHARLES TOWN

By: _____

Title: Mayor _____

RULES AND REGULATIONS

- I. *Rules and Regulations for the Government of Sewerage Utilities* adopted by the Public Service Commission of West Virginia, and now in effect, and all amendments thereto and modifications thereafter made by the Commission are hereby adopted by reference.

- II. MULTIPLE OCCUPANCY
In apartment buildings, shopping centers or other multiple occupancy buildings, each unit shall be required to pay not less than the minimum monthly charge provided above.

SCHEDULE I

(C) APPLICABILITY

Applicable within the entire territory served formerly served by Charles Town Utility Board.

AVAILIAILITY

Available for general domestic, commercial and industrial service and sale for resale sewer service.

RATES (Customers with a metered water supply)

First	2,000 gallons used per month	\$14.07 per 1,000 gallons
Next	8,000 gallons used per month	\$10.12 per 1,000 gallons
All over	10,000 gallons used per month	\$9.20 per 1,000 gallons

MINIMUM CHARGE

No bill shall be rendered for less than \$28.14 per month, which is the equivalent of 2,000 gallons.

FLAT RATE CHARGE (Customers with non-metered water supply)

Equivalent of 4,500 gallons of water usage, \$53.44 per month.

RESALE RATE

\$6.53 per 1,000 gallons per month.

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DELAYED PAYMENT PENALTY

The above scheduled is net. On all accounts not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

(C) Indicates change in text

(O) Indicates omission

TAP FEE

The following charge is to be made whenever the utility installs a new tap to serve an applicant.

A tap fee of \$400.00 will be charged to customers applying for service outside of a sewerage system improvement project for each new tap to the system.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the sewer utility up to a maximum of \$25.00 will be imposed upon any customer whose check for payment of charges is returned by the bank due to insufficient funds.

LEAK ADJUSTMENT

\$0.95 per 1,000 gallons of water is to be used when the bill reflects unusual consumption which can be attributed to eligible leakage on customer's side of the meter. This rate shall be applied to all such consumption above customer's historical average usage.

SECURITY DEPOSIT

The security deposit shall be \$50.00.

SCHEDULE IIAPPLICABILITY

Applicable to Developers, which is defined as a person, corporation or entity who is in the business of land and/or commercial or housing development for profit, or a person, corporation, or entity who requests an alternate main line extension that includes the installation of mains by the person, corporation or entity. Applicable to non-Developers when the property at issue is a subdivided portion of a Previously Developed Tract. The term "Previously Developed Tract" as used in this Ordinance is defined as property previously subdivided for commercial or housing development, for profit. Owners of existing or new (being constructed) single-family structures, where the person applying for service will be the customer of record, and the proposed service location is not part of a Previously Developed Tract, shall be exempt from payment of the Capital Capacity Improvement Fee.

(C) CAPITAL CAPACITY IMPROVEMENT FEE

There shall be paid to the City at the time of issuance by the City of a final sewer availability letter for the property to be served a capital capacity improvement fee of \$1,127 for each residential connection. Connections for non-residential use shall be paid in accordance with a residential usage equivalent schedule set forth below.

ADDITIONAL CAPACITY IMPROVEMENT FEE - HUNTFIELD PUMP STATION

There shall be paid to the City at the time of issuance by the City of a final sewer availability letter for any development using the Huntfield pump station an additional capital capacity improvement fee – Huntfield pump station of \$2,875 for each equivalent dwelling unit. The funds collected from the capacity improvement fee shall be maintained in a separate fund administered by the City and shall be used only for the purpose of expanding the Huntfield pump station. All properties within the originally annexed acreage of the Huntfield subdivision, as described by the annexation of additional territory of the City of Charles Town pursuant to West Virginia Code 8-6-4 Order by the County Commission of Jefferson County dated January 10, 2002, shall be exempt from this fee.

The usage equivalent for other than single family residential units for the capital capacity improvement fee and additional capital capacity improvement fee – Huntfield pump station shall be based upon the following:

(C) Indicates change in text

**RESIDENTIAL USAGE EQUIVALENTS
FOR CAPACITY IMPROVEMENT CAPITAL COST FEE**

<u>UNIT</u>	<u>WATER GALLONS/DAY</u>	<u>RESIDENTIAL USAGE EQUIVALENT</u>
Apartments	150/unit	1.0/unit
Bowling Alleys	200/alley	1.33/alley
Churches with kitchen	8/member	0.05/member
Churches w/o kitchen	2/member	0.013/member
Food Service	32/seat	0.213/seat
Fast Food Restaurant	35/seat	0.23/seat
Bar & Cocktail Lounge (additive)	2/patron	0.013/patron
Tavern-Little or no food	20/seat	0.132/per seat
Hotel	120/room	0.8/per room
Industry, sanitary	15/person/shift	0.1/person per shift
<u>Institutions:</u>		
Hospital	250/bed	1.67/bed
Nursing Homes	150/bed	1.0/bed
Others	75/person	0.5/person
Office Buildings	15/person	0.1/person
Laundry Self Service	250/washer	1.67/washer
Motels	120/room	0.8/room
Retail Stores	400/toilet room	2.67/toilet room
Residence	150/residence	1.0/residence
<u>School:</u>		
Day, no cafeteria/showers	15/pupil	0.1/pupil
Day with cafeteria	18/pupil	0.12/pupil
Day with cafeteria/showers	20/pupil	0.133/pupil
Boarding	75/pupil	0.5/pupil
Service Station	500/set of pumps	3.33/set of pumps
Shopping Centers	16/100 ft. of sales area	0.12/100 ft. of sales area
Swimming Pools	10/swimmer design capacity	0.067/swimmer design capacity
Capacity Theaters	3/seat	0.02/seat
Warehouse	15/employee	0.1/employee

If a unit does not appear on this schedule the sewer department shall determine its Residential Usage Equivalent in consultation with its consulting engineer.

SCHEDULE III

APPLICABILITY

Applicable within the territory formerly served by the City of Ranson.

(N) AVAILABILITY

Available for general domestic, commercial, and industrial service.

METERED WATER SUPPLY RATES

The following monthly rates for furnishing sewerage service shall be computed on the basis of the number of gallons of water measured through each respective water meter and charged as follows:

First	2,000 gallons used per month	\$14.79	per 1,000 gallons
Next	8,000 gallons used per month	\$10.64	per 1,000 gallons
Over	10,000 gallons used per month	\$ 9.67	per 1,000 gallons

FLAT RATE CHARGE FOR NON-METERED WATER SUPPLY

Equivalent to 4,500 gallons of water used: \$56.18 per month.

MINIMUM BILL

No domestic, commercial, or industrial bill shall be rendered for less than the equivalent usage of 2,000 gallons per water per month: \$29.58 per month. Customers, where sewer service is available and has not yet hooked into public sewer, shall pay a minimum sewer bill.

RETURNED CHECK CHARGE

If a bank or other financial institution returns a customer's check, the fee charged will be added to the account of the customer whose check is returned.

DELAYED PAYMENT FEE

The above schedule is net. On all accounts not paid in full when due, ten (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

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- (N) Indicates new
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TAP FEE; PROCESSING FEE

Tap fees for sewer service installation shall be collected in advance from the person for whom a hookup is being made and shall be in the amount of \$600.00 per unit receiving service. Each individual unit or dwelling shall be assessed individually the tap fee of \$600.00 regardless of number of lines hooking into the main line. No tap into the main line will be allowed until the tap fee has been paid in full for each unit and requisite inspection has been made by the City. In addition to the other charges enumerated in this chapter, the City shall require an applicant for sewer service to pay at the time of application the sum of \$25.00 for processing and inspection by the City.

LEAK ADJUSTMENT

\$3.20 per 1,000 gallons is to be used when a bill reflects unusual consumption which can be attributed to eligible water leakage on a customer's side of the meter. This rate shall be applied to all such consumption above the customer's historical average usage.

SECURITY DEPOSIT

A deposit of fifty dollars (\$50.00) or two twelfths (2/12) of the average usage of the applicant's specific customer class, whichever is greater.

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SURFACE OR GROUNDWATER SURCHARGE

An additional amount shall be charged where surface or ground water is introduced into the sanitary system where evidence of a violation exists. Surcharge formula is to be applied in cases where surface drainage is connected to the utilities sewer system. Wherever the utility has discovered that a customer's roof drain, down spout, storm sewer or similar facilities conducting surface water have been connected to the utility's sewer system and such customer has failed to take appropriate action, within 30 days of a receipt of a demand by the utility in accordance with the rules of the Public Service Commission, to eliminate such connection, a surcharge will be imposed upon the customer calculated on the basis of the following formula:

$$S = A \times R \times 0.0006233 \times C$$

S = The surcharge in dollars

A = The area under roof and/or the area of any other water collection

R = The measured monthly rainfall, in inches

0.0006233 = A conversion factor to change inches of rain x square feet of surface to thousands of gallons of water

C = The utility approved rate per thousand gallons of metered water usage.

The utility shall not impose the surcharge unless and until the customer has been notified by certified mail, return receipt requested, or by hand delivery, that it has been established by smoke testing, dye testing or on-site inspection that rain or surface water is being introduced into the sanitary sewer system at the customer's location, and that the customer has not acted within thirty (30) days from receipt of such notice to divert the water from the sanitary sewer system. Said surcharge shall be calculated and imposed for each month that said condition continues to exist. Failure to pay the surcharge and/or correct the situation shall give rise to the possible termination of water in accordance with the rules of the Public Service Commission of the state.

B.O.D. EXCESS

B.O.D. excess. Users discharging any water or wastes with a zero day average B.O.D. in excess of 300 milligrams per liter or a 30-day average suspended solids content in excess of 300 milligrams per liter or containing suspended solids with a character or quantity of pollutant requiring unusual attention or expense to handle or treat, shall pay, in addition to the base monthly sewer user charges, an additional surcharge (Cs) as determined by the following formula:

$$C_s = B_c (B) + S_c (S) + P_c (P)V_u$$

B = Concentration of B.O.D. from a user above a base level (300 mg/l)

B_c = O&M cost of treatment of unit of biochemical oxygen demand (B.O.D.)

S = Concentration of suspended solids from a user above a base level (300mg/l)

S_c = O&M costs for treatment of a unit of suspended solids P Concentration of any pollutant from a user above a base level

P_c = O&M cost for treatment of a unit of any pollutant

V_u = Volume contribution from a user per unit of time.

(C) CAPITAL IMPROVEMENT FEE

There shall continue to be paid to the City at the time the application is made for connection to the sewer system of an unserved facility constructed pursuant to a building permit issued on and after August 20, 2004, which will have its wastewater flows treated at Charles Town wastewater treatment plant, a capital improvement fee of \$1,127.00 for each single-family residential connection. The funds collected from the capital improvement fee shall be maintained in a separate fund, and shall be used only for the purpose of improving the Charles Town treatment facilities. The capital improvement fee shall not be charged to an applicant who has previously paid a sewer bill. Pursuant to alternate mainline extension agreement, customers in the Flowing Springs Development District connecting to the Flowing Springs Pump Station shall be charged an additional \$1,625 for each single family residential connection. Connections for non-residential use shall be paid in accordance with a residential usage equivalent schedule set forth below. The usage equivalent for uses other than single family residential units for the capital improvement fee shall be based upon the following:

(C) Indicates change in text

RESIDENTIAL USAGE EQUIVALENTS FOR CAPITAL IMPROVEMENT FEE		
<i>Unit</i>	<i>Residential Gallons per day</i>	<i>Usage Equivalent</i>
Apartments	150/unit	1.0/unit
Bowling alleys	200/alley	1.33/alley
Churches with kitchen	8/member	0.05/member
Churches without kitchen	2/member	0.013/member
Food service	32/seat	0.213/seat
Fast food restaurant	35/seat	0.23/seat
Bar and cocktail lounge	2/patron	0.013/patron
Tavern – Little or no food	20/seat	0.132/seat
Hotel	120/per room	0.8/per room
Industry, sanitary	15/person/shift	0.1/person/shift
<i>Institutions:</i>		
Hospital	250/bed	1.67/bed
Nursing homes	150/bed	1.0/bed
Others	75/person	0.5/person
Office buildings	15/person	0.1/person
Laundry, self-service	250/washer	1.67/washer
Mobile home park	150/unit space	1.0/unit space
Motels	120/room	0.8/room
Retail stores	400/toilet room	2.67/toilet room
Residence	150/residence	1.0/residence
<i>Schools:</i>		
Day, no cafeteria/showers	15/pupil	0.1/pupil
Day, with cafeteria	18/pupil	0.12/pupil
Day, with cafeteria/showers	20/pupil	0.133/pupil
Boarding	75/pupil	0.5/pupil
Service station	500/set of pumps	3.33/set of pumps
Shopping centers	16/100 ft. sales areas	0.12/100 ft. sales areas
Swimming centers	10/swimming design capacity	0.067 /swimming design capacity
<i>Theaters:</i>		
Drive-in	4/car space	0.027/car space
Others	3/seat	0.02/seat
Warehouse	15/employee	0.1/employee

If a unit does not appear on this schedule, the City shall determine its residential usage equivalent in consultation with its consulting engineer.

(N) SCHEDULE IV

(N) APPLICABILITY

Applicable within the territory formerly served by Jefferson County Public Service District.

(N) AVAILABILITY

Available for general domestic, commercial, and industrial service.

(N) RATES (customers with a metered water supply)

\$16.61 per thousand gallons of metered water usage.

(N) MINIMUM CHARGE

No bill will be rendered for less than \$33.22 per month which is equivalent to 2,000 gallons per month.

(N) FLAT RATE CHARGE (Customers with non-metered water supply)

Equivalent of 4,500 gallons of water usage, \$74.76 per month.

(N) MULTIPLE OCCUPANCY

For unmetered trailer parks, the monthly charge for services shall be equal to the number of units multiplied by the unmetered charge provided above.

(N) DELAYED PAYMENT PENALTY

The above schedule is net. On all accounts not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

(N) TAP FEE

The following charge is to be made whenever the utility installs a new tap to serve an applicant.

A tap fee of \$250.00 will be charged to customers applying for service outside of a certificate proceeding before the Commission for each new tap to the system.

(N) Indicates new

(N) SECURITY DEPOSIT

Not to exceed two-twelfths ($2/12$) of the average usage of the applicant's specific customer class, or fifty dollars (\$50.00), whichever is greater. This fee may be changed by applicable statutory provisions.

(N) LEAK ADJUSTMENT INCREMENT

\$6.46 per M gallons is to be used when the bill reflects unusual consumption which can be attributed to eligible leakage on customer's side of the meter. This rate shall be applied to all such consumption above the customer's historical usage.

(N) RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the sewer utility up to a maximum of \$25.00 will be imposed upon any customer whose check for payment of charges is returned by the bank due to insufficient funds.

(N) CAPITAL IMPROVEMENT FEE

As used in this section, a “Developer” is defined as “a person, corporation, or entity who is in the business of land and/or commercial or housing development for profit, or a person, corporation, or entity who requests an alternate main line extension that includes the installation of mains by the person, corporation or entity.

As used in this section, a “Previously Developed Tract” is defined as property previously subdivided for commercial or housing development, for profit.

On and after August 13, 2015, Developers and resale customers (in instances of developer connections), and those seeking a new sewer connection for a Previously Developed Tract shall pay to the Utility a capital improvement fee (CIF) for connections made to the sewer system of an unserved structure or facility. For Developers and those seeking a new sewer connection for a Previously Developed tract, the CIFs are due as of the date of the entry into the final sewer availability agreement with the Utility. For resale customers making developer connections, the CIF is due the month following the date a new customer of the Utility’s resale customer to which the CIF is applicable connects to the facilities of the Utility’s resale customer.

The capital improvement fee shall be \$3,207.00 per equivalent dwelling unit (EDU). Connections for non-residential use shall be paid in accordance with a residential usage equivalent schedule set forth below.

(N) CAPACITY ASSURANCE FEE

Developers, those seeking to assure capacity for a Previously Developed Tract, and resale customers of the Utility (in instances of developer connections) may execute a Capacity Assurance Agreement (CAA) and pay a Capacity Assurance Fee (CAF) to the Utility in the amount of \$3,207.00 per EDU. Execution of the CAA and payment of the CAF shall entitle the payee to a reservation of capacity as provided in the CAA. At such time as the reserved capacity is called upon by the entity paying a CAF, the CAF will be treated by the Utility as a credit, without interest, against the Utility's then effective CIF. Subject to this credit, entities that have been paid a CAF remain responsible for payment of the Utility's then effective CIF for construction on property identified in the CAA.

RESIDENTIAL USAGE EQUIVALENTS FOR CAPITAL IMPROVEMENT FEE		
<i>Unit</i>	<i>Residential Gallons per day</i>	<i>Usage Equivalent</i>
Apartments	150/unit	1.0/unit
Bowling alleys	200/alley	1.33/alley
Churches with kitchen	8/member	0.05/member
Churches without kitchen	2/member	0.013/member
Food service	32/seat	0.213/seat
Fast food restaurant	35/seat	0.23/seat
Bar and cocktail lounge	2/patron	0.013/patron
Tavern – Little or no food	20/seat	0.132/seat
Hotel	120/per room	0.8/per room
Industry, sanitary	15/person/shift	0.1/person/shift
<i>Institutions:</i>		
Hospital	250/bed	1.67/bed
Nursing homes	150/bed	1.0/bed
Others	75/person	0.5/person
Office buildings	15/person	0.1/person
Laundry, self-service	250/washer	1.67/washer
Mobile home park	150/unit space	1.0/unit space
Motels	120/room	0.8/room
Retail stores	400/toilet room	2.67/toilet room
Residence	150/residence	1.0/residence
<i>Schools:</i>		
Day, no cafeteria/showers	15/pupil	0.1/pupil
Day, with cafeteria	18/pupil	0.12/pupil
Day, with cafeteria/showers	20/pupil	0.133/pupil
Boarding	75/pupil	0.5/pupil
Service station	500/set of pumps	3.33/set of pumps
Shopping centers	16/100 ft. sales areas	0.12/100 ft. sales areas
Swimming centers	10/swimming design capacity	0.067 /swimming design capacity
<i>Theaters:</i>		
Drive-in	4/car space	0.027/car space
Others	3/seat	0.02/seat
Warehouse	15/employee	0.1/employee